



SELECT BOARD RECORD OF MEETING
APRIL 11, 2023
WINDSOR TOWN OFFICE

Note: This record of meeting may not be considered an official public record until such time as they are read and accepted by the Select Board Members.

Members Present: Ray Bates, Ronald F. Brann (arrived 6:26 p.m.), Richard H. Gray Jr., William Appel Jr., and Andrew Ballantyne.

Public Attending: Tom Reed, Moira Teekema, Dan West, Barbara Seaver-West, Kyoko Roderick, Jim Roderick, Deanna Colwell, Dustin Hinds, and Chester Barnes.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector/Bookkeeper*), Keith Hall (*Public Works Supervisor*), and Sean Teekema (*Transfer Station Supervisor*).

Ray Bates opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: No previous meeting minutes available at this time for review.

Public Works – Keith Hall reported the following.

- a.) Give or take in about a week they will start to strip the trucks of plow gear. Overall, it has been a good season. Public Works still has some salt left over. Heat has been turned off in the garage and the fuel tank is full.
- b.) Public Works has begun to clean up roads and intersections, getting sand and dirt off. They also cleaned up around the Town Office after the plowing season. The weather is getting warmer, Motorcycle season is upon us. Public Works would like to make roadways as safe as possible for the public.
- c.) Theresa is working with the Public Works Department on a MMA Grant. This Grant is valued at almost \$3,000.00. This grant would be available, if granted, for new chainsaws, chaps, gloves, and other safety equipment for Public Works. The Grant will be submitted soon.
- d.) Roadside mowing still to be done. The roadside mowing contract will go out to bid again.
- e.) McGee Construction has 23 hours remaining of the 250 hours in the contract.
- f.) The 2016 Western Star will be underbudgeted this year. The 2016 Terrastar will also be underbudgeted this year because of the transfer case.
- g.) Ray asked about getting his driveway entrance looked at from the winter plow trucks turning around in it. Keith said he will go and look at it.
- h.) William Appel Jr. thanked the Public Works crew for this past winter season. He said they did a great job.
- i.) The fuel trailer isn't really being used thanks to Hussey's and Rideout's being available during non-working hours.

Transfer Station – Sean Teekema reported the following.

- a.) There has been community interest regarding the Windsor Transfer Station offering composting on site.
- b.) The Select Board poses the question of reconvening the Transfer Station Committee. The Select Board believes that the Transfer Station Committee should meet and discuss several things including the startup of the compost on site at the Transfer Station and bring thoughts and ideas back to the Select

Board. They would like to see this done as soon as possible. Theresa Haskell set a meeting date for the Transfer Station Committee to be April 18th, 2023, at 6:00 p.m. Theresa will contact members of the Transfer station Committee regarding this meeting date and time. Having a survey was also discussed. **Andrew Ballantyne made a motion for the Transfer Station Committee to meet and have the following people as committee members Sean Teekema, Cheryl Pratt, Mo Belanger, Tom Reed, Ray Bates (Select Board Member) and Theresa L. Haskell (Town Manager), seconded by Ronald F. Brann and approved 4-0-1.**

- c.) Theresa noted the position to hire a Transfer Station Attendant has been posted on The Town of Windsor web page and is now advertising on the sign at the Town Hall.
- d.) Theresa handed out the monthly Transfer Station Report. March was down from last year by (\$1,575.40) making the overall number under (\$1,988.79) for the year.
- e.) Tim Coston said he will be able to fill in at the Transfer Station on 4/22/23 while Sean is in China for the Hazardous Waste Collection Day. There are at least 45-50 people signed up from Windsor.
- f.) Theresa said Heather Wilson, Principal of Windsor School was asking if they could bring the old pallets that are currently in the raised beds of the school garden to the Transfer Station. They are going to be doing something different. The Select Board agreed and ok'd this.

Animal Control Officer: Nothing to report.

Cemetery Sexton: Joyce Perry reported the following.

- a.) Joyce presented to the Select Board the many troubles she has had with getting the web site together and making it user friendly for the public. Joyce spoke of roadblock after roadblock she has run into with the current web host Windsor Town Hall currently has in use. Joyce asked the Select Board to change the current hosting Company IPower to Dummy Solution, Dustin Hinds – current Windsor resident who has volunteered his previous hours in helping and has helped create a staging site and gotten all the files back in place. Dustin's cost is \$294.08 for one year for the hosting package and to set up from existing provider plus 30 minutes a month professional in service. He is offering a 10-hour bundle rate for service at \$50.00 an hour (normally \$65.00) with no expiration date on hours. Joyce said Dustin also paid \$30.00 for a software widget plug in for a total of \$824.08. **William Appel Jr. made a motion to approve new web host, Dummy Solutions, owner Dustin Hinds for Windsor Town Office for a total cost of \$824.08, seconded by Andrew Ballantyne and approved 5-0-0.**
- b.) Joyce said she has two trees at the Barter Stone in Resthaven. She has left messages and notes on the stone and trees with no answer. These trees are overgrown and dead looking on the bottom half. **Richard H. Gray made a motion to remove the trees as per our cemetery rules, seconded by Ronald F. Brann and approved 5-0-0.**

RSU #12Update: No one here to report.

Public Comment:

- a.) Barbara Seaver-West wanted to know more about the compost start up at the Windsor Transfer Station. Ray Bates handed her his copy of the handout that was given at the presentation Emmett Appel gave at the March 28, 2023 Select Board Meeting. Barbara was very interested in knowing more about what kind of plan The Town of Windsor might have for the composting and had great questions. The Select Board had earlier in the evening, collectively decided to reconvene the Transfer Station Committee and asked if Barbara would like to be on this committee. Barbara accepted the invitation to the committee. Barbara will meet with the rest of the Transfer Station Committee on Tuesday, March 18, 2023, at 6:00 p.m. at the Windsor Town Hall. **Ray Bates made a motion to nominate Barbara Seaver-West to the Windsor Transfer Station Committee, seconded by William Appel Jr. and approved 5-0-0.**

- b.) Arthur Strout, *Windsor Code Enforcement Officer*, asked the Select Board to move forward with the Code Enforcement Rules on three properties regarding the littering ordinance and what fines may be assessed thereafter. Properties are located on Jones Road, Barton Road, and Rte. 32 (Ridge Rd.). **Ronald F. Brann made a motion to have Arthur Strout, Code Enforcement Officer, move forward with any and all Code Enforcement issues on the three properties listed above, seconded by William Appel Jr. and approved 5-0-0.**

Consideration of Warrants #45 and #46 – Ronald F. Brann made a motion to approve Warrants #45 and #46, seconded by Andrew Ballantyne and approved 5-0-0.

Town Manager's Items – Theresa L. Haskell reported the following.

- a.) Theresa gave a brief RSU #12 update. There had been revised calculations reported that made an impact on the original figures that Howard Tuttle presented at the March 28th Select Board meeting. One of the biggest impacts was that the Maine Department of Education ED279 had errors. The new figures are good news for Windsor townspeople. The RSU #12 District Budget Meeting will be held Wednesday, May 24, 2023, at Chelsea Elementary School at 6:00 p.m. The community is encouraged to attend.
- b.) Theresa introduced Daniel West. Daniel attended the Planning Board Meeting on April 10, 2023. Daniel spoke, introduced himself as had served 20 years in the Army National Guard. Daniel also had a 7-year career in real estate and served some time on the Planning Board for the Town of Raymond. Mr. West has spent the last several years happily retired. Daniel spoke of enjoying being involved with his community and volunteering. Mr. West presented to the Select Board that he would like very much to be a member of the Windsor Planning Board. **Andrew Ballantyne made a motion to appoint Daniel West as an Alternate Planning Board Member, seconded by Richard H. Gray Jr. and approved 5-0-0.**
- c.) Theresa gave the Select Board a copy of Annual Town Meeting Warrant 2024 for review and approval. Theresa asked that all members of the Select Board look over the copy that was handed out. **Andrew Ballantyne made a motion to approve and sign the Annual Town Meeting Warrant 2024, seconded by Ronald F. Brann and approved 5-0-0.**
- d.) Theresa reviewed the elevator lift estimate. Ver-Tran, Inc. gave an estimate of \$2,639.50 to replace failing packing on the hydraulic cylinder, while they have pressure off, they will swap the hose and perform a CAT 5 Test. Ver-Tran stated this would save from having to come back and perform the load test at another time. Pressure will already be taken off won't have to take pressure off again and savings in travel cost. At this time there is more to be discussed. Other estimates to be gotten for repair and CAT 5 Test.
- e.) Theresa shared with the Select Board that The Town of Windsor received a check in the mail from the District Attorney's Office in the amount of \$1,166.00 for damage done to North Windsor Cemetery back on November 16, 2002. Options were discussed about where to place the monies. Should it go into the Town surplus type of fund or The Cemetery Fund. Quickly it was decided to slide into the Cemetery fund for Windsor Veterans Memorial Fund. **William Appel Jr. made a motion to move a check in the amount of \$1,166.00 from the District Attorney's Office to the Cemetery Fund for Windsor Veterans Memorial Fund, seconded by Andrew Ballantyne and approved 5-0-0.**
- f.) Theresa reported the Department of Public Safety/PSAP bill is \$28,229.89. This is for a 2-year term. Theresa asked the Select Board for approval. **Andrew Ballantyne made a motion to have Theresa Haskell sign on behalf of the Select Board, the Department of Public Safety/PSAP contract, 2-year term in the amount of \$28,229.89, seconded by Ronald F. Brann and approved 5-0-0.**

Select Board Items:

- a.) Town Hub – nothing at this time.
- b.) Ray mentioned to have Joel Greenwood at KVCOG look into LD2003 and LD2014 and see if it will pertain to Windsor.

Ray Bates adjourned the Select Board Meeting at 8:36 p.m.

These minutes were approved by the Select Board on _____.

The next Regular Select Board Meeting will be Tuesday, April 25, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Kathy Johnson
Select Board Secretary
Tax Collector/Bookkeeper