

THE TOWN OF WINDSOR
ANNUAL TOWN MEETING WARRANT
Tuesday, June 13, 2023
Wednesday, June 14, 2023

The polls opened at 8:00 a.m. Tuesday, June 13, 2023. Carol Chavarie was elected as Moderator and was sworn in by Town Clerk, Kelly McGlothlin. At 8:30 a.m. Carol Chavarie appointed Jeffrey Frankel as Deputy Moderator to conduct the Town Meeting on Wednesday, June 14, 2023. Absentee ballots were processed at 10:00 a.m. and 2:00 p.m. The polls closed at 8:00 p.m. with a total of 178 ballots cast including both in person and absentee ballots.

At 6:40 p.m. Wednesday, June 14, 2023 Jeffrey Frankel opened the Town Meeting with the Pledge of Allegiance and introductions of the Town Officials' Table which were: Theresa L. Haskell (Town Manager), Vern Ziegler (Tax Assessors' Agent), Ray Bates (Selectman), Thomas McNaughton (newly elected Selectman), Chester Barnes, Jr. (newly elected Selectman) and Andrew Ballantyne (Selectman). Selectman William Appel, Jr. was unable to attend. At the side table were Kelly McGlothlin (Town Clerk) and Amelia Jones (Deputy Clerk).

Jeffrey then explained the Town Meeting Rules and asked if the voters would like to allow non-residents of the Town, specifically vern Ziegler (Tax Assessor's Agent), to be able to speak. A motion was made, seconded and passed. Deputy Clerk, Amelia Jones read the results of the Town Election.

ARTICLE 1. ELECTION OF MODERATOR: To elect a moderator to preside at said meeting.

ARTICLE 2. ELECTION OF TOWN OFFICIALS: To elect all necessary Town of Windsor Officers/Officials by Secret Ballot.

*There were 2 three-year term positions open for Selectman, Assessors and Overseer of the Poor. **Chester Barnes, Jr. received 95 votes, Thomas McNaughton received 101 votes, Ed Pollard III received 36 votes and Kyoko Roderick received 51 votes.***

*There were 3 three-year term positions open for the Budget Committee for which no one was running so all votes were determined by write-in: **Ronnie Brann 19 votes, Richard Gray 18 votes and Kimberly Hutchinson 17 votes.***

*There was 1 three-year term position open for Alternate Budget Committee Member for which no one was running so all votes were determined by write-in: **Kimberly Hutchinson had 3 votes and Chester Barnes, Jr. had 2 votes.***

*There was 1 three-year term position open on the RSU#12. **Ed Pollard III received 134 votes.***

ARTICLES 3 THROUGH 13 DEAL WITH TAX & FISCAL ADMINISTRATIONS

ARTICLE 3. TAX ADMINISTRATION: To see what method the Inhabitants of the Town of Windsor will adopt for collection of taxes in FY2024.

- A. The payments, as stated on the bills, shall be due and payable on September 30, 2023, and March 31, 2024, or as otherwise approved by the Select Board.

- B. The Tax Collector shall accept no advance payments, except as provided in section C below before commitment of taxes.
- C. The Town will treat all overpayment of taxes as prepayments on next year's taxes pursuant to 36 MRSA §506 and shall pay no interest on such payments.
- D. The Town will pay interest at the rate of 3.0% per annum on abated taxes for any period, pursuant to 36 MRSA §506-A.
- E. Charge interest at the rate of 7.0 % per annum on any taxes owed after the due dates.
- F. The Town Report will list all taxes outstanding as of April 1, 2023.
- G. Administration of Tax Acquired Property:
 - 1. Authorize the Select Board to dispose of tax acquired property as they shall deem to be necessary and in the best interests of the Town, except that the Select Board shall use the special sale process required by 36 M.R.S. § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).
 - 2. Authorize the Select Board to execute and deliver quit claim deeds, without covenant, for the conveyance of such property.
 - 3. Give delinquent taxpayers a thirty (30) day grace period in which to buy back their property upon payment of all taxes, liens, interest, and other applicable costs.

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)

Moved and seconded- motion carried

ARTICLE 4. ESTABLISHMENT OF TAX CLUB: To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a "tax club" payment plan for property taxes, whereby:

- A. The taxpayer agrees to make specified monthly payments to the Town based on his/her estimated and/or actual tax obligation for the current year property taxes.
- B. The Town agrees not to charge interest on timely payments made pursuant to the tax club agreement (which is the same as in Article 3 C).
- C. The Town authorizes the Tax Collector to accept tax club payments for current taxes which may be due prior to the commitment of those taxes.
- D. The agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due date(s) and interest date(s) and rate as other taxpayers who are not participating in a tax club.
- E. Only taxpayers who do not have outstanding tax obligations for prior tax years are eligible to participate in the tax club program.
- F. Taxpayers wishing to participate in a tax club for a particular property tax year shall enter into an agreement with the Town by a publicly advertised deadline determined by the Tax Collector.

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)

Moved and seconded - motion carried

ARTICLE 5. DISPOSAL OF TOWN-OWNED PERSONAL PROPERTY: Shall the Town of Windsor

authorize the municipal officers, during FY2024, to dispose of Town-Owned Personal Property with a value of \$2,500 or less under such terms and conditions as they deem advisable?

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 6. USE OF 'STATE RATES': Shall the Town of Windsor vote to pay up to 'State Rates' during FY2024 for Contracted Labor and Contracted Equipment Usage Fees associated with Public Roads, unless otherwise approved by the Select Board?

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 7. ACCEPTANCE OF GRANTS & GIFTS: Shall the Town of Windsor vote to authorize the Select Board to accept or reject grants, donations, and/or gifts of money to the various accounts of the Town of Windsor for FY2024 and to expend monies donated for specific purposes?

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 8. USE OF PROCEEDS FROM INSURANCE CLAIMS: Shall the Town of Windsor authorize the Select Board to use the proceeds of any payment on Insurance claims, for damages occurring in FY2024 to Town-Owned Real and Personal Property and to have them allocated to the municipal department whose property was damaged?

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 9. ACCEPTANCE OF CEMETERY LEGACIES: Shall the Town of Windsor vote to authorize the Select Board, in FY2024, to accept money or legacies in trust for the benefit of public cemeteries or lots therein?

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 10. SALE OF CEMETERY LOTS: Shall the Town of Windsor vote to authorize the Select Board,

in FY2024, to sell lots in Town-Owned Cemeteries on such terms, as they deem advisable, and to execute deeds for the same?

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 11. COST CENTER ADJUSTMENTS: Shall the Town of Windsor authorize the movement of funds in the FY2023 municipal budget from budget categories with balances to budget categories with deficits?

Note: This will not change the end of year total expenditures.

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 12. USE OF SNOWMOBILE REGISTRATION TAX REFUND: Shall the Town of Windsor vote to earmark the Snowmobile Registration Tax Refund from the Department of Inland Fisheries and Wildlife to be used as a Snowmobile Recreation Fund in FY2024? Seventy-five percent (75%) will be used for Snowmobiles and twenty-five percent (25%) will be used for other Recreation. Expenditures from these funds to be administered by the Select Board.

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLE 13. GENERAL RESERVE FUND: Shall the Town of Windsor finance from the Overlay a General Reserve Fund to meet unanticipated expenses and emergencies in FY2024, said Fund not to exceed \$25,000? The Select Board shall administer expenditures from this fund, subject to the advice of the Budget Committee.

NOTE: Some form of contingency account can often avoid the necessity of calling a number of costly special Town Meetings during the year when relatively minor issues can be resolved with the expenditure of minor sums, but no money was appropriated for that purpose.

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)
BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)
Moved and seconded - motion carried

ARTICLES 14 THROUGH 30 DEALS WITH THE FY2024 MUNICIPAL BUDGET

ARTICLE 14. NON-PROPERTY TAX REVENUE: Shall the Town of Windsor appropriate the following

revenues received to **reduce** the property tax assessment for FY2024?

Note: This article will be voted on by the Total amount.

a) Unassigned General Fund/Fund Equity	\$ 300,000.00
b) Excise Taxes	\$ 475,000.00
c) Administrative Fees	\$ 15,000.00
d) Solid Waste Fees (Transfer Station)	\$ 75,000.00
e) Revenue Sharing	\$ 525,000.00
f) LRAP (Local Road Assistance Program)	\$ 36,000.00
g) Tree Growth & Veterans Reimbursement	\$ 15,000.00
h) Interest Income	\$ 14,000.00
i) All other non-dedicated Municipal Revenue	\$ 20,000.00
TOTAL	\$1,475,000.00

SELECT BOARD RECOMMENDS \$1,475,000.00 (4-0-0)
BUDGET COMMITTEE RECOMMENDS \$1,475,000.00 (9-0-0)
Moved and seconded - motion carried

ARTICLE 15. ADMINISTRATION: What sum shall the Town of Windsor vote to raise and appropriate for Administration?

SELECT BOARD RECOMMENDS \$455,472.00 (4-0-1)
BUDGET COMMITTEE RECOMMENDS \$455,472.00 (8-0-0)
Moved and seconded - motion carried

ARTICLE 16. ELECTIONS & TOWN MEETINGS: What sum shall the Town of Windsor vote to raise and appropriate for Elections & Town Meetings?

SELECT BOARD RECOMMENDS \$17,010.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$17,010.00 (7-0-1)
Moved and seconded - motion carried

ARTICLE 17. ABATEMENTS & WRITE-OFFS: What sum shall the Town of Windsor vote to raise and appropriate for Abatements & Write-Offs?

SELECT BOARD RECOMMENDS \$7,500.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$7,500.00 (8-0-0)

Moved and seconded - motion carried

ARTICLE 18. CEMETERIES: What sum shall the Town of Windsor vote to raise and appropriate for Cemeteries?

SELECT BOARD RECOMMENDS \$40,370.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$40,370.00 (8-0-0)
Moved and seconded - motion carried

ARTICLE 19. PLANNING & CODE ENFORCEMENT: What sum shall the Town of Windsor vote to raise and appropriate for Planning & Code Enforcement?

SELECT BOARD RECOMMENDS \$35,490.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$35,490.00 (7-0-1)
Moved and seconded - motion carried

ARTICLE 20. GENERAL ASSISTANCE: What sum shall the Town of Windsor vote to raise and appropriate for General Assistance?

SELECT BOARD RECOMMENDS \$6,000.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$6,000.00 (8-0-0)
Moved and seconded - motion carried

ARTICLE 21. TOWN HALL: What sum shall the Town of Windsor vote to raise and appropriate for Town Hall?

SELECT BOARD RECOMMENDS \$31,100.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$31,100.00 (7-0-1)
Moved and seconded - motion carried

ARTICLE 22. PUBLIC SAFETY: What sum shall the Town of Windsor vote to raise and appropriate for Public Safety?

SELECT BOARD RECOMMENDS \$194,940.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$194,940.00 (6-0-2)
Moved and seconded - motion carried

ARTICLE 23. PUBLIC WORKS & PUBLIC WORKS GARAGE: What sum shall the Town of Windsor vote to raise and appropriate for Public Works & Public Works Garage?

SELECT BOARD RECOMMENDS \$595,379.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$595,379.00 (8-0-0)
Moved and seconded - motion carried

ARTICLE 24. TRANSFER STATION: What sum shall the Town of Windsor vote to raise and appropriate for Transfer Station?

SELECT BOARD RECOMMENDS \$143,387.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$143,387.00 (7-0-1)
Moved and seconded - motion carried

ARTICLE 25. CAPITAL EXPENDITURES & LONG-TERM DEBT SERVICE: What sum shall the Town of Windsor vote to raise and appropriate for Capital Expenditures & Long-Term Debt Service?

SELECT BOARD RECOMMENDS \$62,000.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$62,000.00 (8-0-0)
Moved and seconded - motion carried

ARTICLE 26. RESERVE FUNDS: What sums shall the Town of Windsor vote to raise and appropriate for the following Reserve Funds (the Select Board shall have the delegated authority, once such Reserve Funds are funded, to expend monies therein for the specified purposes described in the titles of each Reserve Fund as necessary and convenient)?

Note: This article will be voted on by the Total amount.

Appropriations to Reserve Funds	BOS & Budget Committee Recommendations
Major Road Construction/Bridge Reserve/Culvert Replacement	\$300,000.00
Computer System Reserve	\$2,500.00
Fire Safety Capital Reserve	\$35,000.00
Forest Fire Reserve	\$2,000.00
PW Truck Replacement Reserve	\$25,000.00
Document Preservation	\$3,000.00
Town Hall Building Reserve	\$3,500.00
Rescue Capital Reserve Fund	\$10,000.00
Backhoe Reserve	\$10,000.00
Public Works Capital Reserve Fund	\$5,000.00
Revaluation/New Tax Maps	\$40,000.00
Fire Station Building Reserve	\$5,000.00

Cemetery Land/Lots Reserve	\$5,000.00
TOTAL APPROPRIATION TO RESERVES	\$446,000.00

SELECT BOARD RECOMMENDS \$446,000.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$446,000.00 (8-0-0)
Moved and seconded - motion carried

ARTICLE 27. MAINE MUNICIPAL ASSOCIATION-RISK MANAGEMENT SERVICES: What sum shall the Town of Windsor vote to raise and appropriate for Maine Municipal Association-Risk Management Services?

SELECT BOARD RECOMMENDS \$44,880.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$44,880.00 (8-0-0)

Moved and seconded - motion carried

ARTICLE 28. CULTURAL & RECREATIONAL ORGANIZATIONS: What sum shall the Town of Windsor vote to raise and appropriate for the following?

Windsor Historical Society:	Requesting	\$ 3,500.00
Windsor Youth Association:	Requesting	\$ 2,000.00
Young at Heart Senior Citizens	Requesting	\$ 250.00
		\$ 5,750.00

SELECT BOARD RECOMMENDS \$5,750.00 (5-0-0)
BUDGET COMMITTEE RECOMMENDS \$5,750.00 (8-0-0)

Moved and seconded - motion carried

ARTICLE 29. OUTSIDE AGENCIES: What sum shall the Town of Windsor vote to raise and appropriate for the following?

OUTSIDE AGENCIES	SELECT BOARD'S APPROVAL	BUDGET COMMITTEE'S APPROVAL
American Red Cross - United Valley Chapter	\$150.00	\$150.00
Children's Center	\$500.00	\$500.00
Community Health & Counseling Services	\$300.00	\$300.00
Crisis & Counseling Centers	\$500.00	\$500.00
Family Violence Project	\$300.00	\$300.00
Kennebec Behavioral Health - formerly K.V.M.H.C.	\$375.00	\$375.00
Sexual Assault Crisis & Support Center	\$500.00	\$500.00

Spectrum Generations	\$413.00	\$413.00
The LifeFlight Foundation	\$250.00	\$250.00
The Maine General Hospice of Vol. of Ken. Valley	\$500.00	\$500.00
Total Outside Agency Requests	\$3,788.00	\$3,788.00

NOTE: Each Outside Agency to be voted on separately.

SELECT BOARD RECOMMENDS \$3,788.00 (5-0-0)

BUDGET COMMITTEE RECOMMENDS \$3,788.00 (8-0-0)

A motion was made to vote on these articles with the total Outside Agency Requests of \$3, 788.00 and as written above per Outside Agency Requests dollar amounts approved by the Select Board and Budget Committee's Approvals. Motion was seconded – motion carried.

ARTICLE 30. To see if the voters will vote to appropriate the remaining balance of the Ash Disposal Reserve Fund (a total of \$18,232.60) and move to the Transfer Station Reserve Fund and to close the Ash Disposal Reserve Fund account because the purpose of establishing this reserve fund has been accomplished.

SELECT BOARD RECOMMENDS \$18,232.60 (5-0-0)

BUDGET COMMITTEE RECOMMENDS \$18,232.60 (8-0-1)

Moved and seconded - motion carried

REMAINING ARTICLES 31, 32, 33, & 34 FOR TOWNS APPROVAL

ARTICLE 31. OVERRIDING LD1 PROPERTY TAX LIMIT: To see if the Town of Windsor will vote to increase the Property Tax Levy Limit established for the Town of Windsor by State Law in the event that the Municipal Budget approved at the Annual Town Meeting for FY2024 results in a tax commitment that is greater than that Property Tax Levy Limit?

NOTE: Must be a written ballot.

SELECT BOARD RECOMMENDS PASSAGE (5-0-0)

BUDGET COMMITTEE RECOMMENDS PASSAGE (9-0-0)

Moved and seconded - motion carried

ARTICLE 32. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Winter Maintenance as deemed necessary by the Road Commissioner.

SELECT BOARD RECOMMENDS (5-0-0)

Moved and seconded - motion carried

ARTICLE 33. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Roadside Mowing as deemed necessary by the Road Commissioner.

SELECT BOARD RECOMMENDS (5-0-0)

Moved and seconded - motion carried

ARTICLE 34. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Cemetery Maintenance.

SELECT BOARD RECOMMENDS (5-0-0)

Moved and seconded - motion carried

**THE TOWN OF WINDSOR
ADDENDUM (SUPPLEMENTAL) TOWN MEETING WARRANT
Wednesday, June 14, 2023**

ARTICLE 35. To see if the Town will set the compensation for the Select Board, Board of Assessors and Overseers for FY 2024 at \$0.00.

SELECTBOARD RECOMMENDS (4-0-0)

BUDGET COMMITTEE RECOMMENDS (5-0-0)

Moved and seconded - motion carried

(Informational note: This warrant supplements the warrant already posted for the annual meeting and election scheduled for June 13 and 14, 2023 and adds an article to the agenda for the open portion of the meeting on June 14, 2023. Article 35 is necessary to address an inadvertent omission on the warrant already posted.)

