



SELECT BOARD RECORD OF MEETING  
**JULY 3, 2023**  
WINDSOR TOWN OFFICE

Note: This record of meetings may not be considered an official public record until such time as they are read and accepted by the Select Board Members. (This meeting was moved from Tuesday, July 4, 2023, to Monday, July 3, 2023, because of the Holiday.)

**Members Present:** Ray Bates, William Appel Jr., Thomas McNaughton, and Chester D. Barnes Jr. (Andrew Ballantyne was absent.)

**Public Attending:** Moira Teekema and Tom Reed.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Sean Teekema (*Transfer Station Supervisor*), Joyce Perry (*Cemetery Sexton*), and Timothy Coston (*Public Works Driver/Laborer*).

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

Previous Meeting Minutes: **Chester D. Barnes Jr. made a motion to approve the minutes dated 6/20/23 as presented, seconded by Thomas McNaughton, and approved 4-0-0.**

**Public Works –**

- a.) Tim Coston reported they have been roadside brush cutting on the short section of the Weeks Mills Road and Barton Road.
- b.) We received a complaint about the roadside mowing because a mailbox was hit and knocked down. Theresa had given this to Keith for him to check out.
- c.) DOT has put signs up for road work to begin on Route 105.

**Transfer Station – Sean Teekema**

- a.) Sean handed out the Survey Results that he has received so far. Sean asked if we could move forward. Tom McNaughton said the results are positive and we should move forward.
- b.) Theresa said we received a signed copy from Thomas Foster on the Third Addendum to Lease from the Windsor Fair and now it is up to the Select Board to sign. **William Appel Jr. made a motion to sign the Third Addendum to Lease from the Windsor Fair as presented, seconded by Chester D. Barnes Jr., and approved 4-0-0.**
- c.) Tom McNaughton said the bricks that are located into the small-scale house need to be removed and a platform should be built. Sean said he will investigate this.
- d.) Theresa handed out the Transfer Station yearly figures. The total for the year was \$81,052.65, which was down from last year's (\$4,607.74) and was still over what was projected in the budget.

**Animal Control Officer:** Theresa said we received one application and that an application was given out today. The Select Board tabled the Animal Control Officer's open position until the next Board Meeting. Theresa also mentioned that Peter Nerber does not want to be the back-up Animal Control Officer.

**Cemetery Sexton – Joyce Perry**

- a.) Joyce has been working on a couple research requests.
- b.) One burial with two more burials coming up.

- c.) Joyce has been working on the website and updating it.
- d.) The Veterans Memorial foundation is waiting to be poured. The Public Works Department dug up the area and we will need to fix the wire that goes to the Church's sign because it was in the way and will need to be redone. The lighting on the flagpole is still working.
- e.) There will be a Veterans Memorial meeting on Monday, July 24, 2023, just before the Cemetery Meeting at 6:00 p.m.

**RSU #12Update:** No one here to report.

**Public Comment:** None.

**Consideration of Warrants #1 #2 and #3 – William Apple Jr. made a motion to approve Warrants #1, #2 and #3, seconded by Chester D. Barnes Jr. and approved 4-0-0.** (Warrant #1 has bills that should have been in last year's cycle and the auditor will look at these.)

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

- a.) Theresa has a Certificate of Appointment for the Windsor Educational Foundation and Reed Fund that will need to be voted on tonight. Theresa said Andrew Ballantyne could not be here tonight but is interested in being on this committee. **William Appel Jr. made a motion to appoint Andrew Ballantyne as the Windsor Educational Foundation and Reed Fund member, seconded by Thomas McNaughton and approved 4-0-0.**
- b.) **William Appel Jr. made a motion to suspend as Select Board and convene as Board of Assessors and to include the Town Manager at 6:48 p.m., seconded by Thomas McNaughton and approved 4-0-0.** Theresa handed out a letter from the Assessor's Agent, Vern Ziegler regarding a Supplemental Tree Growth Withdrawal Penalty to Martin & Walida Smith for voluntary withdrawal of land from Tree Growth in the amount of \$5,280.00. **William Appel Jr. made a motion to approve the Tree Growth Penalty Commitment to Martin & Walida Smith in the amount of \$5,280.00, seconded by Chester D. Barnes Jr. and approved 4-0-0.** **William Appel Jr. made a motion to adjourn as Board of Assessor's at 6:57 p.m. and reconvene as Select Board, seconded by Chester D. Barnes Jr. and approved 4-0-0.**
- c.) Theresa received a request from Jeffrey Frankel to be able to use the Town's Seal Logo on the back of the T-Shirts for the "Share the Road with Carol" event at no cost to the Town as we have done in the past. **Chester D. Barnes Jr. made a motion to allow Jeffrey Frankel to use the Town's Seal Logo on the back of the T-shirts for the "Share the Road with Carol" at no cost to the Town, seconded by William Appel Jr. and approved 4-0-0.**
- d.) Theresa received the updated corrections that the Select Board made for the Delta Ambulance agreement for Ambulance services. **Chester D. Barnes Jr. made a motion to have the Town Manager sign the Emergency Ambulance Service Agreement with Delta Ambulance as presented, seconded by Thomas McNaughton, and approved 4-0-0.**
- e.) Theresa said we have one Expense Category in Elections in the amount of \$121.91 that was overspent at year end. The Townspeople approved Warrant Article #11 Cost Center Adjustments. Theresa said partly this was overspent because of having Traffic Control from the Public Works Department and this was charged to Elections and should be moved from Public Works to Elections. **William Appel Jr. made a motion to move \$121.91 from the Public Works to Elections, seconded by Chester D. Barnes Jr. and approved 4-0-0.** Theresa said we have another Expense Category in the amount of \$192.30 in the Town Hall expense line. Theresa said this is partly due to additional Plumbing/Heating Repairs, Elevator Inspection, Electricity increases and website email. Theresa said we could move the funds from Administration. **William Appel Jr. made a motion to move \$192.30 from Administration to Town Hall, seconded by Thomas McNaughton and approved 4-0-0.**

**Select Board Items:**

- a.) Town Hub – nothing at this time.
- b.) **Ray Bates made a motion to go into executive session Pursuant to 1 M.R.S.A. §405(6)(A) to discuss personnel matters and to include the Town Manager at 7:20 p.m., seconded by Thomas McNaughton and approved 4-0-0.** The Select Board came out of executive session at 8:52 p.m.

**Ray Bates adjourned the Select Board Meeting at 8:52 p.m.**

These minutes were approved by the Select Board on July 18, 2023.

**The next Regular Select Board Meeting will be Tuesday, July 18, 2023, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Theresa L. Haskell  
Town Manager