



SELECT BOARD RECORD OF MEETING  
AUGUST 1, 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:** William Appel Jr., Chester D. Barnes Jr., Ray Bates, Andrew Ballantyne, and Thomas McNaughton.

**Public Attending:** Tom Reed, Moira Teekema, Phil Blais, Jacob Blais, Elizabeth Blais and Becky Blais.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Joyce Perry (*Cemetery Sexton*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), and Keith Hall (*Public Works Supervisor*).

Ray Bates opened with the Pledge of Allegiance at 6:05 p.m.

Previous Meeting Minutes: **Andrew Ballantyne, made a motion to approve the Regular Select Board Minutes dated July 18, 2023, as presented, seconded by Thomas McNaughton, and approved 5-0-0.**

**Public Works – Keith Hall reported the following.**

- a.) Public Works has been cutting brush around town, this will continue as they see areas that need attention.
- b.) Keith and Tim have been helping Theresea with E-911 Project. They have been out measuring driveways and roads also looking for properly posted road signs. Because of these updated measurements some addresses may need updating.
- c.) A brief update was given on the Choate Road Bridge. Theresa said DOT reported it is safe. When work is due to be done in the future it was not clear what kind of work may or may not be done on the bridge. Keith said he would follow up with DOT on perhaps placing a weight limit on the Choate Road/Bridge to extend any repairs and the life of the old bridge.

**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 and C. Vern Ziegler, Assessors Agent at 6:27 p.m., seconded by William Appel Jr. and approved 5-0-0.** The Select Board came out of executive session at 7:10 p.m.

**Transfer Station** – Nothing to report.

**Animal Control Officer - Theresa L. Haskell reported the following.**

- a.) An offer has been made for Animal Control Officer to an applicant. The applicant will be in to complete his paperwork one day next week. Kim Bolduc-Bartlett may stay on as the back-up Animal Control officer.

**Cemetery Sexton - Joyce Perry reported the following.**

- a.) Lengthy discussion about the handout Joyce gave regarding the lighting project at the Veterans Memorial. Discussion was had about the cost, the materials that may be needed, and the best way to go about the work. After much discussion Theresa will talk with JNM Electric, LLC when she receives a scope of work written up by Andrew. If JNM Electric, LLC can complete the project for under \$2500.00, and wants the project, JNM Electric, LLC will be offered the opportunity to do the lighting job. If they can't quote the job under \$2500.00 the job will go forward to bids.
- b.) After having an incident at Dyer Hill Cemetery recently, Joyce is asking the Board to place regulations or to allow the Cemetery Sexton to use her discretion when situations may arise pertaining to her role as Cemetery Sexton. If she feels there are any questions or situations that are out of her scope, she will direct the question or situation to the Select Board.

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

**Public Comment:**

- a.) Moira Teekema is happy to hear that the Conservation Committee will be reconvening. She is interested in being a part of the committee.
- b.) Theresa gave a handout regarding the Parke Property and a short discussion was had on what the Conservation Committee can and can't do and how many people will be part of the committee. And how many people were part of the committee in the past. She noted there are many files with lots of information regarding Parke Property available to the committee for review when it reconvenes. If they have questions, they should refer to old files and records. **William Appel Jr. made a motion to appoint Moira Teekema as a Conservation Committee member for a three-year term, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

**Consideration of Warrants #6 and #7 – William Appel Jr. made a motion to approve Warrants #6, and #7 seconded by Chester D. Barnes Jr. and approved 5-0-0.**

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

- a.) Theresa asked if the Select Board reviewed the Public Works Driver/Laborer and Equipment Operator job description. All Select Board are okay with job description.
- b.) Theresa had a lengthy discussion, question, and answer regarding the Towns bank accounts. Theresa recently had a long meeting with the Towns current bank, Kennebec Savings Bank and got information to share. Theresa discussed combining (6) CD's to (4) CD's and moving (4) accounts to money market accounts. **Chester D. Barnes Jr. made a motion for the Town Treasure, Theresa L. Haskell, to make decisions as necessary in the interest of the Town. This includes moving (4) accounts to money market accounts and combining (6) CD's into (4) CD's, seconded by Andrew Ballantyne and approved 4-0-0.**
- c.) Theresa will also discuss with the Windsor Volunteer Fire Department moving accounts to money market accounts. To do this The Fire Department will need to keep the accounts at \$20,000.00. The Fire Department will need to bring the Forest Fire account to \$20,000.00 to move to a money market account. Currently the Fire Department Forest Fire Account will need approximately \$285.00 to make the \$20,000.00.
- d.) Theresa wanted to give a brief update on the meeting had on the LS Power meeting that was held at Windsor Fairgrounds. Andrew wanted to share his views of LS Power's plan. There was much discussion of Andrews outlook. Andrew feels that the town should have more say in what happens with the Town land and how it is utilized, even in the future when big outfits like LS Power plan to run an extension of the corridor through The Town. There was discussion of perhaps having ordinances in

place to safeguard The Town from allowing or restricting certain acts by said corridors. More discussion to be had.

- e.) Tom presented a Small Community Grant presented to the Town by a member of the community. He brought it before the board to be sure he wasn't missing something. There are (1) of (2) criteria that needed to be met to qualify for said grant. a.) it must impact any body of water b.) it must be a public nuisance. Neither of the (2) criteria were met. The Select Board agreed that the Small Community Grant to be Denied. Tom will draft a letter to state that the Grant is denied and have it signed by himself and or the Select Board Chair and mail it to the respectable party.
- f.) Theresa noted Maine DOT will be holding a virtual public meeting regarding their Carbon Reduction Strategy on August 7, 2023, if anyone is interested in attending.

**Select Board Items:**

Ray passed out a diagram, it is a footprint of where the roll off containers sit at the Transfer Station. This is an uncovered area approximately 45x60. This is an area that is backed in and out of. Ray would like to get estimates on how much it would cost to get some kind of roof/cover over the top of this area. He has reached out to Fowlers Roofing. When he spoke with Arthur, Arthur said speak with McGee Construction.

**Ray Bates adjourned the Select Board Meeting at 9:54 p.m.**

These minutes were approved by the Select Board on August 15, 2023.

**The next Regular Select Board Meeting will be Tuesday, August 15, 2023, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Kathy Johnson  
*Select Board Secretary*  
*Tax Collector/Bookkeeper/Deputy Clerk*