



SELECT BOARD RECORD OF MEETING
JULY 18, 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 (left at 9:35 p.m.), and Thomas McNaughton.

Public Attending: Heather Wilson, Tom Reed, and Moira Teekema.

Employees Attending: Theresa L. Haskell (*Town Manager*), Joyce Perry (*Cemetery Sexton*), Kathy Johnson (*Tax Collector/Bookkeeper, Deputy Clerk*), 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: **William Appel Jr., made a motion to approve the Regular Select Board Minutes dated July 3, 2023, and July 11, 2023, as presented, seconded by Chester D. Barnes Jr., and approved 5-0-0.**

Public Works – Keith Hall reported the following.

- a.) Monday, July 17, 2023, there were lots of downed trees around town. Public Works cleaned up the areas that had large trees down and that were in roadways. Keith was very surprised that residents had not made calls to either the Fire Department or the Town Office regarding some of the downed trees and damage he saw. Greeley Road was a mess and will need to be cleaned up.
- b.) Public Works has been fixing wash outs. They will continue to work on this throughout the week.
- c.) Ray Bates brought forward the discussion of the Choate Road Bridge. Photographs of the bridge were passed around of the bridge. This is a DOT owned bridge. Bridge number 0500. When looking up information Theresa noted the last inspection was 2020 and found overall in fair condition via the inspection report found. A short discussion was had about the bridge and its condition. Keith said he could reach out to Kurt at DOT in China. He can see if Kurt can assess the bridge or has any recommendations moving forward. Theresa also will forward the photos in an email to Lisa Hughes or a representative and get recommendations since the bridge is a DOT owned bridge. More to come.
- d.) Ray asked Keith if he had a vision list of equipment for the future of the Public Works Department. Keith said he is working on this and isn't something he can get in a weeks' time.

Transfer Station – Sean Teekema reported the following.

- a.) Demo can pick up was delayed this week. It was to take place on Wednesday, and the pick-up took place on Friday due to a truck breakdown. It didn't have any impact on the Transfer Station.
- b.) Sean will talk with Arthur about building codes regarding replacing/building steps at the Transfer Station.

Animal Control Officer:

- a.) Theresa noted there has been only one application for the Animal Control Officer position. The applicant is also currently the Animal Control Officer for other towns. Theresa would like to do some calling and see how well that is working out.
- b.) A suggestion was made, asking if Kim would be interested in being a backup Animal Control Officer after the position is filled. Theresa said she will have a discussion with Kim and see if that will be an option.

Cemetery Sexton - Joyce Perry reported the following.

- a.) One burial this week. Sold one lot. The lot sold was previously approved by the Select Board.
- b.) Worked on six research requests and got them all completed.
- c.) Website work has been slow going this week. There have been a few snags. They are working through them.
- d.) Theresa asked the Select Board to sign on the sale (2) graves in a 5'x 4' lot at Resthaven South Cremains Garden, designated as lot RHS 127Q to Jennifer Sevigny for the sole purpose of burial of Jacob Hunter and his Mother Sharon Hunter. **William Appel Jr. made a motion to sign the sale of (2) graves in a 5'x4' lot at Resthaven South Cremains Garden, designated as lot RHS 127Q to Jennifer Sevigny for the sole purpose of burial of Jacob Hunter and his Mother Sharon Hunter, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

RSU #12 Update:

- a.) Heather Wilson, Principal of Windsor Elementary School is very excited about the daycare that will be opening at Windsor School for RSU #12 Employees. This will be for ages birth to 5 years old. **William Appel Jr. made a motion to sign a permit for Arthur Strout, Code Enforcement Officer, to inspect a site for holding tank installation at Windsor School, future home of Employee RSU #12 Daycare, seconded by Andrew Ballantyne and approved 5-0-0.**
- b.) Heather Wilson reported there are (4) new hires at Windsor Elementary School. 1) Ed Tech 1) Secretary 1) PE Teacher and 1) Support Specialist. She is very excited. The school enrollment looks good. Classroom sizes still look good.
- c.) Heather heard that Ed Tech pay could potentially go up along with the teacher pay.

Public Comment:

- a.) Moira shared that she has had some further discussions with Chester D. Barnes Sr. about projects that could benefit the community by tying them into use of Parke Property. They discussed places that may be interested in donating. Moira is excited to see what may come if getting the Committee back together. More discussions to be had.
- b.) A short conversation was brought up about an anonymous community member, (not present at the Select Board Meeting), who was concerned that perhaps they were being too friendly or lenient with their land and they aren't quite sure what they should do about it now. The landowner has been letting *said person* stack some wood on their property for some years now. They have been fine with stacking and storing wood on the property. Although, now they have placed a portable shed on the land as well. This shed, they are not okay with. What should they do about this? Is there some *common law ownership of land* if you put claim to it per say after so long? The landowner (who was not present at the Select Board Meeting) is getting concerned. In short, the conversation ended with the landowner should seek legal advice.

Consideration of Warrants #4 and #5 – Andrew Ballantyne made a motion to approve Warrants #4 and #5 seconded by Chester D. Barnes Jr. and approved 5-0-0.

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 Kelly McGlothlin, Town Clerk at 7:23 p.m., seconded by Andrew Ballantyne and approved 5-0-0. The Select Board came out of executive session at 8:03 p.m.

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 Joyce Perry, Cemetery Sexton at 8:04 p.m., seconded by Andrew Ballantyne and approved 5-0-0. The Select Board came out of executive session at 8:27 p.m.

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 Sean Teekema, Transfer Station Supervisor at 8:29 p.m., seconded by Chester D. Barnes Jr. and approved 5-0-0. The Select Board came out of executive session at 9:32 p.m. Moria Teekema came back into the meeting.

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

- a.) Application/Agreement for holding tank installation – Windsor Elementary School - (See Above under RSU #12 Update.)
- b.) Efficiency Maine – Theresa received a letter from Efficiency Maine indicating special funding opportunities for Maine Towns in upgrading their heating, cooling, ventilation, lighting, and refrigeration systems. Tom McNaughton said he will look into this with Theresa.
- c.) MMA-Voting Ballot. **Chester D. Barnes Jr. made a motion to have Theresa Haskell, Town Manager to vote on behalf of the Select Board for the MMA Voting Ballot, seconded by Thomas McNaughton and approved 4-0-0.**
- d.) LS Power – Theresa said she has a meeting with LS Power representatives on Thursday morning and they will be having a public open house at the Windsor Fairgrounds on Thursday evening from 4:00 p.m. – 7:00 p.m. which Theresa said she will also attend and be available for the Town of Windsor's residents.
- e.) New Road Name – Vining Hill Ln. Theresa said Arthur had asked to have a new road named "Vining Hill Ln." at the top of Vining Hill on Windsor Neck Road which Arthur said he is good with. **Chester D. Barnes Jr. made a motion to approve the new road name "Vining Hill Ln." seconded by Thomas McNaughton and approved 4-0-0.** Theresa said she will have Keith order two new signs and put one up.
- f.) Theresa brought up having the Conservation Committee get back together. The Select Board said they would like to see five regular members, two alternates, and the Select Board Department/Committee Head to be on it (Currently Chester D. Barnes Jr. and William Appel Jr.). Moira Teekema volunteered to be one of the regular members. Chester D. Barnes Jr. said his dad Chester D. Barnes Sr. would be interested in as an Alternate or even possibly a regular member and he would contact him. Theresa said she would see who else would like to be on this committee by putting it on the Electronic Sign, on the Town's website and Town Office. Sean said he can also let people know about it at the Transfer Station.

Select Board Items:

- a.) No Bulletin or Notes currently.
- b.) William Appel Jr. said that his son Emmett is looking for some volunteer hours and noticed that the Boat Landing on Savade Pond needed to be cleaned up. The Select Board said that they would greatly appreciate this.

Ray Bates adjourned the Select Board Meeting at 9:52 p.m.

These minutes were approved by the Select Board on August 1, 2023.

The next Regular Select Board Meeting will be Tuesday, August 1, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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