



SELECT BOARD RECORD OF MEETING
AUGUST 15, 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: Chester D. Barnes Jr., Ray Bates, Andrew Ballantyne, and Thomas McNaughton. William Appel Jr. not present.

Public Attending: Tom Reed, F. Gerard Nault, Carol Chavarie, Moira Teekema, Antoinette Turner, and Chester Barnes Sr.

Employees Attending: Theresa L. Haskell (*Town Manager*), and Kathy Johnson (*Tax Collector/Bookkeeper, Deputy Clerk*).

Ray Bates opened with the Pledge of Allegiance at 6:02 p.m.

Previous Meeting Minutes: **Thomas McNaughton, made a motion to approve the Regular Select Board Minutes dated August 1, 2023, as presented with one double word correction, seconded by Andrew Ballantyne, and approved 4-0-0.**

Appointment Papers – There are Certificate of Appointments for the following: Katherine Johnson, Tax Collector effective through June 30, 2024. Ryan Carver, Animal Control Officer effective through June 30, 2024. Kim Bolduc-Bartlett, Backup Animal Control Officer effective through June 30, 2024.

Chester D. Barnes Jr. made a motion to appoint Katherine Johnson as Tax Collector effective through June 30, 2024, seconded by Andrew Ballantyne and approved 4-0-0. Chester D. Barnes Jr. made a motion to appoint Ryan Carver as Animal Control Officer effective through June 30, 2024, seconded by Andrew Ballantyne and approved 4-0-0. Chester D. Barnes Jr. made a motion to appoint Kim Bolduc-Bartlett as Backup Animal Control Officer effective through June 30, 2024, seconded by Andrew Ballantyne and approved 4-0-0.

Assessor's Agent – 2024 Tax Commitment Andrew Ballantyne made a motion to suspend as Select Board and convene as Board of Assessors at 6:07 p.m. seconded by Thomas McNaughton and approved 4-0-0.

There was discussion on the Maine Revenue Services 2023 Municipal Tax Rate Calculations. There is a suggestion from C. Vern Ziegler, Windsor's Assessor's Agent, for a motion on the Assessor's Certification of Assessment, 2023-2024 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine. **Andrew Ballantyne made a motion to accept and sign the Assessor's Certification of Assessment, 2023-2024 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine as presented by C. Vern Ziegler, Windsor's Assessor's Agent seconded by Chester D. Barnes Jr. and approved 4-0-0. Andrew Ballantyne made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 6:30 p.m. seconded by Chester D. Barnes Jr. and approved 4-0-0.**

- a.) Vern will send the commitment book over to Joyce to place on the web page for community access. There was some discussion between Joyce and Vern about having property cards available online. After discussion with the Select Board, this is too much of an undertaking currently. This may need a much bigger program or upgrade of the system. More discussion to be had later.

Public Works – Theresa L. Haskell reported the following.

- a.) Public Works will continue to work on Coopers Mills Road culvert over the next week or so.
- b.) There has been no further update on Choate Road bridge.

Code Enforcement Officer – Arthur Strout

- a.) The Select Board asked Arthur Strout (*Code Enforcement Officer*) to speak or clarify statements and questions lingering on social media around the Town of Windsor allegedly not allowing a tiny house to be placed on said property. Arthur stated there are three criteria needed to have a home placed or built on any property, (power, water, and sewer). When the said resident had placed the tiny home on the property, they had none of the three. He stated he wanted to use a compost toilet. He still would have needed a place for his gray water. Water from the sink. He had nowhere for the gray water to go. He wanted to run a piping above ground from the tiny house and connect to his waterline at the main house. With much discouragement, due to it being unsafe, he wanted to run power cords from the tiny house to his home nearby for electricity. Soon thereafter the tiny house was moved to another piece of land in another town. The Select Board thanked Arthur for summarizing the events.

Transfer Station – Theresa L. Haskell reported the following.

- a.) Theresa handed out the monthly Transfer Station Report. July was up from last year by \$1,858.35 making the overall total \$8,829.90 for the year.
- b.) Theresa suggested that the Select Board close the Transfer Station on Saturday, September 2nd, 2023, at 12:00 p.m. noon due to the Windsor Fair being open. The Transfer Station in past years has been very slow due to Windsor Fair. **Chester D. Barnes Jr. made a motion to close the Transfer Station at 12:00 p.m. on September 2nd, 2023, due to Windsor Fair being open and slow operation at Transfer Station, seconded by Andrew Ballantyne and approved 4-0-0.**
- c.) Theresa had a member of the community suggest the Transfer Station's days of operation be adjusted during the summer months. Perhaps in lieu of being open on Friday change the day to Monday. This would make it more convenient for people that have stinky trash/meals such as seafood, that is a popular meal of summer, Saturday for dinner or Sunday through Tuesday, to get rid of it on Monday and not have to hold it until the Transfer Station opens on Wednesday. Or the Transfer Station could add another short day on Monday afternoon. No decisions were made on this short discussion.

Animal Control Officer:

- a.) A new Animal Control Officer has been sworn in. Ryan Carver (207-458-9496)

Cemetery Sexton – Nothing to report.

RSU #12 Update: Nothing to report.

Public Comment:

- a.) Antoinette Turner, not a Windsor resident, came before the Select Board on behalf of a member of the community. Antoinette on behalf of a resident on Ridge Road is asking what is needed to do a petition for medical marijuana. She went on to say the person that she is here on the behalf of currently must

sell in the parking lot because it is not his residence. Not being specific, questions were asked of her, such as what he would be selling, and for what purpose. Antoinette understood that there are lots of layers when it comes to selling. Theresa let Antoinette know that the petition needed to have specific wording. Antoinette thanked the Select Board for the information that was given to her and answering her questions.

- b.) Tom Reed asked if the State will be filing driveways with gravel soon since they just paved Rt. 105. Theresa said they haven't given her a schedule of when.

Consideration of Warrants #8 and #9 – Chester D. Barnes Jr. made a motion to approve Warrants #8, and #9 seconded by Andrew Ballantyne and approved 4-0-0.

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

- a.) Select Board had discussions about Site Plan Ordinances. Present were (2) Planning Board members, F. Gerard Nault and Carol Chavarie. The Select Board has a goal of having a special Town Meeting tentatively set for November 8, 2023. On the agenda for this Town Meeting is a Site Plan Ordinance. The Select Board has asked the Planning Board to investigate wording and create a Site Plan Ordinance to bring in before the Special Town Meeting in November. They understand this is a big ask. Carol Chavarie and F. Gerard Nault have asked that Andrew attend the next Planning Board meeting on September 11, 2023. Andrew said he would be there. **Andrew Ballantyne made a motion to have the Planning Board work on getting Site Plan Ordinance for Special Town Meeting in November 2023, seconded by Chester D. Barnes Jr. and approved 4-0-0.**
- b.) CMP asked to use the Town Hall outside or upstairs as a place to gather for community discussions. This would be for the community to ask questions. The hours would be between 1-3 p.m. and last approximately 90 minutes. No dates have been set. The Select Board thinks it would be fine, they think weekends would be best, due to the hours. The hours CMP have in mind are working hours.
- c.) Theresa handed out a packet of information on Poverty Abatements to the Select Board. This is information the Select Board should have if or when the time should come when a Poverty Abatement should happen.
- d.) Cushnoc Brewing Co., LLC is requesting approval and signature by the Select Board for beer tent catering permit, location is at Windsor Fairgrounds. Permit dated August 27, 2023, through September 4, 2023. **Andrew Ballantyne made a motion to approve and sign the beer tent catering permit for Cushnoc Brewing Co., LLC, location to be at Windsor Fairgrounds dated August 27, 2023, through September 4, 2023, seconded by Chester D. Barnes Jr. and approved 4-0-0.**
- e.) Theresa updated the Select Board on the IntraFi Network Deposit Accounts and CD's. The Town will be able to get a list of banks where the FDIC Insurance money is disbursed, and the town can pick and choose what banks they want the FDIC Insurance monies to go to. **Andrew Ballantyne made a motion to allow Theresa L. Haskell (Treasurer) swap deposit accounts and CD's to IntraFi Network Deposit Accounts and CD's, seconded by Chester D. Barnes Jr. and approved 4-0-0.**
- f.) The Local Road Assistance last year's approved amount we received was \$38,992.00 and this year the dollar amount has increased. The Town will have \$44,968.00 for the Local Road Assistance Program. This is an increase of \$5,976.00.
- g.) Theresa noted Emmett Appel has been mowing Greeley's Landing boat landing area, it looks very nice. He has done a wonderful job making it look nice and cleaned up. He had sent an email making mention of the area with the "white fence" alongside the road. This being Parke Property owned by the Town of Windsor. He asked if he and some of his classmates could make some walking trails amongst that area. Theresa will reach out to Emmett and see if he has an interest in attending a Conservation Committee meeting.
- h.) Theresa said we have had some employees asking about changes to our Valic plan. More information is needed. To be continued.

- i.) Theresa asked the Select Board for \$270.00 to upgrade a hearing-impaired telephone in the clerk's office space. **Chester D. Barnes Jr. made a motion for funds even if more than \$270.00 to upgrade hearing-impaired telephone in the clerk's office, seconded by Andrew Ballantyne and approved 4-0-0.**

Select Board Items:

Tom McNaughton will be meeting with vendors to discuss heat pumps for the Town Hall over the next few weeks.

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 8:06 p.m., seconded by Thomas McNaughton and approved 4-0-0. The Select Board came out of executive session at 9:14 p.m.

Ray Bates adjourned the Select Board Meeting at 9:15 p.m.

These minutes were approved by the Select Board on August 29, 2023.

The next Regular Select Board Meeting will be Tuesday, August 29, 2023, 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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