



SELECT BOARD RECORD OF MEETING  
AUGUST 29, 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, and Thomas McNaughton. Andrew Ballantyne was not present.

**Public Attending:** Tom Reed

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

Ray Bates opened with the Pledge of Allegiance at 5:59 p.m.

Previous Meeting Minutes: **Chester D. Barnes Jr., made a motion to approve the Regular Select Board Minutes dated August 15, 2023, as presented with date correction on page 4, making note of the next Select Board Meeting, seconded by Thomas McNaughton, and approved 4-0-0.**

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

- a.) Keith said the culvert work on Coopers Mills Road is complete except for the paving. There is no date for paving completion.
- b.) While the Public Works crew was in the area working along Coopers Mills Road, Keith took an opportunity to speak with the property owner about the small pond that often rises during heavy rains or long periods of rain and can become a problem for road crews. After some discussion the property owner was happy to have the town drain the pond due to him having small children. The small pond has been drained down.
- c.) Keith brought up some safety hazards that Public Works faces when out doing road maintenance. He made mention of a very close call that happened while doing the culvert on Coopers Mills Road. A truck almost struck a couple of the workers. It “blew past road signs and a flagger”. Keith said these things happen more often than he’d like to admit. These incidents are mostly due to inattention and not that Public Works isn’t putting out enough signage. Public Work cones off work areas with a good distance between truck and cone or work area and cone, and cones get knocked over. Keith stated that he believes Public Works places signs far enough back for drivers to have enough warning to slow down and be aware and look out for them. Select Board members said we need to investigate doing more to keep our employees safe out on the open roads. Keith will investigate what other towns are doing that he may not already be doing and what is available to our Public Works that he may not already have for safety warnings.
- d.) Paving is behind, it could be a week or more before they begin any paving on roads. This is due to bulk plant issues and rain.

- e.) Theresa announced on behalf of The Town of Whitefield, The South Hunts Meadow Rd. will have a closure from September 5, 2023 – October 5, 2023. This road closure is to replace the Joy's Pond culvert. The closure will be from Rt. 126, Gardiner Rd, the last home before the closure will be 104 South Hunts Meadow Rd. From Rt. 194, E. Pittston Rd., the last home before the closure will be 154 South Hunts Meadow Rd.
- f.) Keith said Public Works will place the electric speed sign along Ridge Road. This will probably be situated by the Town Hall.

**Transfer Station – Sean Teekema submitted the following in writing for Theresa to report.**

- a.) Theresa read from Sean's notes (2) metal cans hauled, E Waste picked up, freon items processed, and the steps at The Transfer Station will be built this week. Sean made note it has been very busy, residents have been bringing all their trash so they can skip fair week.

**Animal Control Officer –**

- a.) Ryan has had (2) calls, both for dogs being left in cars at the Windsor Fairgrounds.

**Cemetery Sexton -** Nothing to report.

**RSU #12 Update -** Nothing to report.

**Public Comment:**

**Consideration of Warrants #10 and #11 – Thomas McNaughton made a motion to approve Warrants #10, and #11, a conditional approval on warrant #11. Checks # 32124, #32125, #32126 and # 32091 will be held until permits are signed, seconded by Chester D. Barnes Jr. and approved 4-0-0.**

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

- a.) 2023 Municipal Valuation Return **William Appel Jr. made a motion to suspend as Select Board and convene as Board of Assessors at 6:19 p.m. seconded by Chester D. Barnes Jr. and approved 4-0-0.** There was discussion on the 2023 Municipal Valuation Return. There is a suggestion from C. Vern Ziegler, Windsor's Assessor's Agent, for a motion to sign the 2023 Municipal Valuation Return. **William Appel Jr. made a motion to accept and sign the Assessor's, 2023 Municipal Valuation Return as per C. Vern Ziegler, Windsor's Assessor's Agent recommendations, seconded by Chester D. Barnes Jr. and approved 4-0-0. William Appel Jr. made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 6:29 p.m. seconded by Chester D. Barnes Jr. and approved 4-0-0.**
- b.) Theresa asked the Select Board to approve (3) Road Names. Tiny Cabin Lane, Broken Ledge Lane, and Bernier Lane. **William Appel Jr. made a motion to approve all three Road names Tiny Cabin Lane, Broken Ledge Lane, and Bernier Lane, seconded by Chester D. Barnes Jr. and approved 4-0-0.**
- c.) There are Certificate of Appointments for the following: Richard H. Gray Jr., Conservation Commission Committee Member effective August 29, 2023, through June 30, 2025. Chester D. Barnes Sr., Conservation Commission Committee Member effective August 29, 2023, through June 30, 2024. **Chester D. Barnes Jr. made a motion to appoint Richard H. Gray Jr. as a Conservation Commission Committee Member effective August 29, 2023, through June 30, 2025, seconded by Thomas McNaughton and approved 4-0-0. Chester D. Barnes Jr. made a motion to appoint Chester D. Barnes Sr. as a Conservation Commission Committee Member effective August 29, 2023, through June 30, 2024, seconded by Thomas McNaughton and approved 4-0-0.**

- d.) Theresa received Certificate of Service “15 Years” from Maine Town, City and County Management Association. The Certificate is dated August 10, 2023.
- e.) Ray noted that he was talking with Matt from Kennebec County and Matt made note that The Town Manager in Windsor was doing a “Bang up job”. Ray wanted people to know that Theresa’s work was being noticed, Ray thanked Theresa for her hard work.
- f.) Theresa informed the Select Board that the Towns Auditor, Keel Hood, had recently passed away. Theresa spoke with Keel’s son and passed along condolences from the Town Hall. His son worked with Keel and helped him with his business. In a letter, Theresa said his son very nicely has declined to keep clients or take over business affairs for his father. Theresa said The Town will actively be looking for a new auditor as will many Towns.

**Select Board Items:** Notes or Bulletins

- a.) Tom brought back to the Select Board more discussion about the Small Community Grant for a septic replacement that was discussed during a previous Select Board Meeting. The Select Board, after more discussion, asked Tom to draft a letter to the resident letting him know that unfortunately, The Town is not at a place where they can partake in said Grant from DEP. Tom will draft a letter and send it to the resident.
- b.) Tom has met with a vendor to discuss heat pumps for the Town Hall. They have taken measurements. More to come.

**Ray Bates adjourned the Select Board Meeting at 7:05 p.m.**

These minutes were approved by the Select Board on September 13, 2023.

**The next Regular Select Board Meeting will be Tuesday, September 12, 2023, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

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