



SELECT BOARD RECORD OF MEETING
SEPTEMBER 12, 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., Ray Bates, and Thomas McNaughton. Andrew Ballantyne arrived at 7:32 p.m. Chester D. Barnes Jr. was not present.

Public Attending: Moira Teekema, Jane Crecco, Richard Crecco, Douglas Ham, Karalyne Rideout, and Richard H. Gray Jr.

Employees Attending: Theresa L. Haskell (*Town Manager*), 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 August 29, 2023, as presented, seconded by Thomas McNaughton, and approved 3-0-0.**

Public Works – Keith Hall reported the following.

- a.) Keith said paving on Town Roads should start this week if the weather cooperates. The paving will most likely start on Hunts Meadow Road first. The Coopers Mills Road cut out culvert area will be paved while they are in Town.
- b.) Baker Road is trimmed; Public Works spent a day there. There is still some ditching to be done on Baker Road. The plan is to get that taken care of this week.
- c.) The electronic speed sign is currently on Weeks Mills Road. The sign will continue to be moved around to various parts of town.
- d.) Keith checked into the cost of safety signs with blinking LED lights to add extra safety for Public Works while working along the roadsides, per the advice and recommendation of the Select Board. The cost of (2) safety signs with LED lights is about \$700.00. More discussion to be had around the purchase of this kind of equipment.
- e.) A quick mention was brought up about future Public Works future truck expenses and needs. Per Theresa, more discussions to be had at a future meeting when more information is available for review.
- f.) Keith noted there is more tree trimming and tree cutting to be done around town. Public Works will take care of what they are able to with the equipment that they have. They did what they could with the budgeted monies. Public Works doesn't have the large equipment that the Town had supplied to Public Works from other vendors.

Transfer Station – Sean Teekema reported the following.

- a.) Sean noted that Windsor Fair week was much busier than expected.
- b.) Sean said The Transfer Station will be watching the weather closely, with approaching Hurricane Lee, as will other Transfer Stations. Theresa L. Haskell (*Town Manager*) and Sean will decide, pending

weather conditions, if it is in the best interest of the Towns Residents and Employees safety to keep the Transfer Station open. Residents are encouraged to keep an eye on postings on the Web Page or call ahead. This is best when it comes to all stormy weather conditions.

- c.) Theresa handed out the monthly Transfer Station Report. August was up from last year by \$1,212.45 making the overall total \$8,623.25 for the year.

Animal Control Officer –

- a.) Theresa L. Haskell noted that Animal Control Officer, Ryan Carver, had to contact State Police when responding to a dog call at a resident's address. This isn't common. In this case the resident was not receptive to the Animal Control Officer. It was in his best interest to seek assistance from the State Police.

Cemetery Sexton –

- a.) Theresa L. Haskell reported for Joyce there have been (4) burials.
- b.) Theresa L. Haskell said she and Joyce have taken a few calls in response to the notice placed with tax bills looking for land for cemetery land. She and Joyce are structuring some questions for these such calls so they can better answer the responses. More to come.

RSU #12 Update - Nothing to report.

Public Comment:

- a.) Richard and Jane Crecco came to speak on their own behalf about a Small Community Grant for a new, replacement septic system they need and would like the Town to partake in. Richard and Jane are looking for the Town to replace their septic system at their home. The Crecco's have done research and found a Small Community Grant through the State of Maine that could reimburse the Town, if the Town pays for it up front. It wasn't clear if the reimbursement was a full reimbursement, it did seem clear that the Town may not get the money at all if the Grant ran out of money before the work was completed. After much discussion, not only at this Select Board Meeting, but phone calls and letters between the Small Community Grant program (*State of Maine*), lengthy discussions and meetings with Theresa L. Haskell (*Town Manager*) and talks with Select Board Members. The Select Board concluded that this Small Community Grant isn't something they can partake in at this time. There are many reasons this isn't something the Town is able to do currently.
- b.) Douglas Hamm and Karalyne Rideout came to speak of an incident that occurred on Saturday afternoon, September 9, 2023. Douglas was very upset that it took rescue units upwards of 45 minutes to arrive at his residence, responding to his wife having a serious medical event. Douglas called 911, he then called his mother-in-law, Karalyne, his mother-in-law arrived before rescue. Karalyne stated she called 911 for a second time and repeated the address. A State Trooper arrived before Delta and began CPR with the first responders. They were both very upset with the repose time and performance of rescue crews. The Town Manager is to follow up on this incident.

Consideration of Warrants #12 #13 and #14 – Thomas McNaughton made a motion to approve Warrants #12, #13 and #14, seconded by William Appel Jr. and approved 3-0-0.

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

- a.) Assessor's Agent Letter **Andrew Ballantyne made a motion to suspend as Select Board and convene as Board of Assessors at 7:33 p.m. seconded by Thomas McNaughton. and approved 4-0-0.** There was a discussion of two 2023-2024 Tax Year Abatements and one Supplement. There is a suggestion from C. Vern Ziegler, Windsor's Assessor's Agent, for a motion to sign the prepared Abatements and Supplement. **William Appel Jr. made a motion to accept and sign the Assessor's**

Abatement Tax Warrant for Anthony N. & Katherine L. Trask in the amount of \$2,860.85 with one Supplemental Tax Warrant to Cynthia Trask, Personal Representative for Catherine M. Trask in the amount of \$2,853.60 as per C. Vern Ziegler, Windsor's Assessor's Agent recommendations, seconded by Thomas McNaughton and approved 4-0-0. William Appel Jr. made a motion to accept and sign the Assessor's Abatement for Betty Bickford and Sarah Gagnon in the amount of \$461.10 as per C. Vern Ziegler, Windsor's Assessor's Agent recommendations, seconded by Thomas McNaughton and approved 4-0-0. Andrew Ballantyne made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 7:39 p.m. seconded by William Appel Jr. and approved 4-0-0.

- b.) MMA's Annual Business Meeting delegate – Theresa L. Haskell. **Andrew Ballantyne made a motion for Theresa L. Haskell to be the Delegate with Ray Bates as the alternate at this year's 2023 MMA's Business Meeting, seconded by William Appel Jr. and approved 4-0-0.**
- c.) Road Name Landwork's Lane to replace currant road name Bernier Lane. **William Appel Jr. made a motion to approve the road name Landwork's Lane to replace Bernier Lane, seconded by Thomas McNaughton and approved 4-0-0.**
- d.) Theresa asked the Select Board to vote on the date September 26, 2023, at 6:00 p.m. for Notice and Public Hearing to adopt the Local General Assistance Ordinance and Yearly Appendices. **Andrew Ballantyne made a motion for Notice and Public Hearing to adopt the Local General Assistance Ordinance and Yearly Appendices on September 26, 2023, at 6:00 p.m., seconded by Thomas McNaughton and approved 4-0-0.**
- e.) Theresa handed out a draft copy of the Employee Manual. There were changes and updates made on the PTO (paid time off) pages. A float Holiday was discussed, no changes will be made. Call out policy and leave due to illness page will be added back to the manual. **William Appel Jr. made a motion to update the Employee Manual as reviewed, seconded by Andrew Ballantyne and approved 4-0-0.**
- f.) Theresa asked the Select Board if there were any changes to be made to the Compensatory Time Off Agreement Time for the two Public Works employees. With the now approved Employee Manual, these two Public Works employees will need to sign up for the 2023/2024 year and then yearly in July thereafter. **Ray Bates made a motion for two Public Works Employees to sign the Compensatory Time Off Agreement, as written, by October 2, 2023, seconded by Thomas McNaughton and approved 4-0-0.**
- g.) Theresa would like to send Clerks to the MMA Convention on Wednesday October 4, 2023, this is a day the Town Office is normally closed. Public Works employees will attend the MMA Convention on Thursday October 5, 2023. This may cause some overtime for the clerks. The Select Board is okay with this decision.
- h.) Theresa presented the Select Board with Steve McGee's proposal for subcontract for snow removal 2023-2024. Steve McGee proposed \$37,500.00 for 250 hours and \$150.00 per hour if over 250 hours. **Andrew Ballantyne made a motion to accept the 2023-2024 subcontract from Steve McGee at \$37,500.00 for 250 hours and \$150.00 per hour over 250 hours, seconded by William Appel Jr. and approved 4-0-0.**
- i.) Theresa looked into Committee Member age requirements. The minimum age requirement is 18 years old.

Select Board Items: Notes or Bulletins

- a.) Ray Bates presented Richard H. Gray Jr. with the Spirit of America Award for his many years of dedication to the Town of Windsor. Richard served 15 years on the Select Board, 16 years on Budget Committee, Cemetery Committee, among many other things Richard continues to have unwavering dedication to the Boy Scouts of America.
- b.) Ray read a letter he received from Clean Energy Connect, the letter summarized the construction that may happen, what it will entail and what it may look like, and sound like for surrounding communities.

What duration of the project may take. It noted how long it has been since a project of this size has happened.

- c.) Andrew spoke about his day spent in Bangor speaking among legislative bodies. Andrew gave a presentation about underground high voltage D/C. He wants to separate the Transmission line from Clean Energy when he speaks. He feels that's important. He fielded questions and felt good about his presentation.

Ray Bates adjourned the Select Board Meeting at 9:03 p.m.

These minutes were approved by the Select Board on September 26, 2023.

The next Regular Select Board Meeting will be Tuesday, September 26, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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