



SELECT BOARD RECORD OF MEETING
OCTOBER 10, 2023
WINDSOR TOWN OFFICE

Note: This record of meetings may not be considered an official public record until such time as they are read and accepted by the Select Board Members.

Members Present: Ray Bates, William Appel Jr., Chester D. Barnes Jr. (Andrew Ballantyne arriving at 6:50 p.m.). (Thomas McNaughton was absent.)

Public Attending: Tom Reed, Sandra Grecenko, F. Gerard Nault, and Monique Crommett.

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 6:00 p.m.

Previous Meeting Minutes: **Chester D. Barnes Jr. made a motion to approve the minutes dated 9/26/23, seconded by William Appel Jr., and approved 3-0-0.**

Public Works –

- a.) There was discussion of the Truck/Equipment Replacement Schedule. Keith spoke to the timeline and the notes he made on handout for replacing each of the trucks and equipment.
- b.) Keith gave updates on the vehicles that are currently in the shop for repairs, Truck #5 and Truck #6. Keith noted, the repairs are pricy, and the dealership seems to have trouble getting the parts to replace. He hopes to have the trucks back before snow flies.
- c.) Public Works will continue to finish up shoulder work as soon as the truck is back from the shop.
- d.) The Select Board noted that with the cost of parts and repairs it may be time to look at increasing the Public Works on that line-item budget in the future. More to come.
- e.) Keith spoke about the quote for replacing the 2016 International (Terristar), dump with plow, Truck #6. We will need to put this in the next budget 24/25. The quote is for a 2023, Chevrolet Silverado regular cab work truck with plow. Arrival could be late 2025 early 2026. The cost on the quote is about \$160,000.00 all set up. More discussion to be had.

Transfer Station –

- a.) Theresa handed out the monthly Transfer Station Report. September was up from last year by \$2,471.75, making the overall total \$6,644.45 for the year.
- b.) There was discussion about increasing the Transfer Station price per pound. It is currently at \$.10 per pound. The Transfer Stations Committee recommended an increase to the Select Board. More to come.
- c.) Tom Reed (*Transfer Station Committee Member*), spoke about the Solid Waste Ordinance that the Transfer Station Committee has already approved, and he has a few additional updates to be made to the wording before the final print of the ordinance is approved by the Select Board.
- d.) Theresa L. Haskell read aloud to the Select Board, the letter of resignation from Sean Teekema dated October 2, 2023. **William Appel Jr. made a motion to accept Sean Teekema's immediate resignation from the Town of Windsor's Transfer Station dated October 2, 2023, seconded by Chester D. Barnes Jr. and approved 3-0-0.**

- e.) Keith and Tim from Public Works have been helping at the Transfer Station due to the short staff in the department. Theresa and Select Board Members will fill in as time allows.
- f.) The Transfer Station Attendant Position will be posted on the web page and on the Town Office sign as soon as possible.
- g.) A copy of the Public Works Manager job description was given to Keith for review. It was discussed to have Transfer Station supervision included with the Public Works Manager duties. More discussion at a future meeting.

Animal Control Officer: Nothing to report at this time. Theresa will ask Ryan Carver to attend the next Select Board Meeting.

Cemetery Sexton –

- a.) Joyce reported there have been three burials since the last Select Board meeting in September.
- b.) Joyce met with Jean from Riverside Memorials and discussed plaque sizes. The Cemetery Committee approved the plaque sizes that were discussed.
- c.) Joyce will talk with Public Works about some ruts that need to be filled at Dyer Hill Cemetery and fence repair to be done at Resthaven Cemetery.
- d.) Joyce noted there are (2) trees to be taken down at Oak Hill Cemetery. She spoke with Pro Tree Services, Inc. There is also (1) tree by the monument to be taken down.
- e.) October 31st **all** cemeteries in the Town of Windsor will be closed for the season.
- f.) At this month's Cemetery Committee Meeting the lighting quote for the monument was discussed. Andrew brought more information to the Select Board Meeting. Andrew noted, JNM Electric LLC should be sending over a new quote that should be under \$5,000.00. More to come.

RSU #12 Update:

- a.) Monique Crommett was present on behalf of RSU #12. She noted there wasn't much new to report from the RSU. She said the next School Board Meeting is October 12, 2023. She mentioned that public comment is allowed without having to be placed on the agenda.
- b.) Theresa mentioned the erecting of the donated gazebo was going to happen on October 21st, 2023 at Windsor School around 9:00 a.m. Volunteers Ed Pollard, Andrew Ballantyne, Bill Appel, Tom Squiers and possibly others will be on site to help in put the gazebo together. Andrew noted it should be all together except the roofing on October 21st weather permitting.
- c.) Theresa inquired about the electric bus. Monique said the bus is not here. RSU #12 is still waiting, Monique said they are in a holding pattern.

Public Comment:

- a.) Sandra Grecenko presented the Select Board with the question, what is the requirement for a property to be considered a residence? The Select Board answered to the best of their ability giving the answer the property would need to have a dwelling, water, septic, and electric present. Sandra had many more questions and comments. More discussion ensued that the Select Board felt they didn't have appropriate answers or information to give. The Select Board advised that Sandra set up a meeting with Arthur Strout (*Code Enforcement Officer*), and one of the Select Board members to get her questions answered.
- b.) Monique Crommett suggested that it would be helpful to residents if Arthur Strout (*Code Enforcement Officer*), have available a list when residents come to him, listing out A-Z what is needed when someone is getting ready to build whether it is from ground up or simply putting in a new septic system. Monique added a check list of what is needed would be very helpful. It could cut down on confusion and questions by a lot of residents if they had a simple check list they could look at.
- c.) F. Gerard Nault inquired about the upcoming public hearing. Theresa proposed dates for the upcoming public hearing. **Andrew Ballantyne made a motion to hold a Public Hearing to see if**

the Town will vote to enact a “Town of Windsor, Maine Site Plan Review Ordinance” on November 1, 2023, at 6:30 p.m. and Special Town Meeting on November 9, 2023, at 6:30 p.m. both to be held at the Windsor Town Hall, seconded by Chester D. Barnes Jr., and approved 4-0-0.

Consideration of Warrants #17 and #18 – Chester D. Barnes Jr. made a motion to approve Warrants #17, and #18, seconded by Andrew Ballantyne and approved 3-0-0 (William Appel Jr. not present).

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

- a.) Theresa asked the Select Board to sign a CMP pole application. Pole number 42H being on Windsor Neck Road. **Andrew Ballantyne made a motion to approve and sign CMP Pole Permit, pole number 42H on Windsor Neck Road, seconded by Chester D. Barnes Jr. and approved 3-0-0 William Appel Jr. not present).**
- b.) Short discussion about updating the alarm system at the Town Hall. More to come.

Select Board Items:

Andrew Ballantyne 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 9:01 p.m., seconded by Chester D. Barnes Jr. and approved 4-0-0. The Select Board came out of executive session at 9:36 p.m.

Ray Bates adjourned the Select Board Meeting at 9:36 p.m.

These minutes were approved by the Select Board on October 25, 2023.

The next Regular Select Board Meeting will be Tuesday, October 24, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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