



SELECT BOARD RECORD OF MEETING
SEPTEMBER 26, 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., Thomas McNaughton, and Andrew Ballantyne (arriving at 6:10 p.m.). (Chester Barnes Jr. was absent.)

Public Attending: F. Gerard Nault, Bonnie Squiers, Thomas Squiers, Tom Reed, Moira Teekema and Carol Chavarie.

Employees Attending: Theresa L. Haskell (*Town Manager*).

Ray Bates opened with the Pledge of Allegiance at 6:00 p.m. and opened the Public Hearing at 6:02 p.m. on the General Assistance Ordinance and Appendices A-H.

Theresa went over the newly proposed Appendices A-H and compared them to last year. Some changes were made to some Appendices and others stayed the same. It was discussed that these overall maximums and other maximums were very low compared to what people need to live on. The Select Board has the ability to increase above the proposed General Assistance/State amounts, but Theresa said we have not done this in the past. No other public comment.

Ray Bates closed the Public Hearing at 6:15 p.m.

Thomas McNaughton made a motion to approve the Proposed General Assistance Appendices A-H and the General Assistance Ordinance as presented, seconded by William Appel Jr. and approved 4-0-0.

Previous Meeting Minutes: **William Appel Jr. made a motion to approve the minutes dated 9/12/23 with adding under Public Comment b.) The Town Manager is to follow up on the incident, seconded by Andrew Ballantyne, and approved 4-0-0.**

Public Works –

- a.) Truck/Equipment Replacement Schedule – Theresa handed out Keith’s information to the Select Board and this will be discussed at the next meeting.
- b.) Theresa reported that the road lines have been done over the newly paved roads.
- c.) Theresa said the Coopers Mills Road culvert that was recently paved in will need to be looked at and possibly redone. There is quite a dip and is not a good transition. Keith has talked with Jamie at Maine-ly Paving, and he said he would take care of it.
- d.) Theresa said we have interviews coming up this week for the Public Works Driver/Laborer.
- e.) Bill mentioned the speed limit sign has been moved over to Windsor Neck Road and the drivers are seeing how fast they can go.
- f.) Theresa said Central Maine Power has been working on getting road entrance permits dealing with the proposed lines within the corridors and Keith has been meeting with them.
- g.) Arthur Strout had said to Theresa that the Windsor Fair is possibly working on an agreement to have the field area across from the Fair and next to the newly paved Transfer Station way be used by a

company with big trucks and equipment for a lengthy period. Arthur has suggested that we put some gravel shoulders on that side of the newly paved road and Keith said he is planning on that and will also meet up with the company to make sure they use a different entrance with heavy equipment.

Transfer Station –

- a.) Theresa said the Transfer Station Committee will be meeting on October 2, 2023, at 6:00 p.m.
- b.) Theresa said she has talked with Sean regarding the upcoming Holiday's to make sure we have additional staff if needed.
- c.) Theresa said Sean is still working on updating the Transfer Station Fee Schedule/Pamphlet and will be bringing this to the Select Board for review.

Animal Control Officer: Nothing to report at this time.

Cemetery Sexton – Nothing to report at this time.

RSU #12 Update: Theresa did invite the Town of Windsor's RSU #12 members to attend, and Ed Pollard had indicated he would be here tonight. Monique was unable to attend tonight's meeting but is planning on attending on October 10, 2023. I did not hear back from Dustin Mellor.

Public Comment:

- a.) Planning Board members Jerry Nault and Carol Chavarie have brought an approved Site Plan Review Ordinance which was recently approved by the Planning Board. **William Appel Jr. made a motion to approve the Site Plan Review Ordinance as presented, seconded by Andrew Ballantyne and approved 4-0-0.**
- b.) Planning Board members Jerry Nault and Carol Chavarie said they have approved the Building Code and have brought this to the Select Board. With much discussion it was suggested by the Select Board to bring this back to the Planning Board with the proposed revisions.

Consideration of Warrants #15 and #16 – William Appel Jr. made a motion to approve Warrants #15, and #16, seconded by Andrew Ballantyne and approved 4-0-0.

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

- a.) Automobile Graveyard and/or Junkyard Permit – Allen Rogers, Stanley Pelletier and Millard Nickerson II. Arthur has indicated that he has visited these and they are in good standing and has signed off that the permit will be issued. **William Appel Jr. made a motion to approve Allen Rogers, Stanley Pelletier and Millard Nickerson II's Automobile graveyard and/or junkyard permits as presented, seconded by Andrew Ballantyne and approved 4-0-0.** Ray Bates would like Arthur to visit a location on the Legion Park Road with multiple vehicles and Theresa said she will let Arthur know.
- b.) Theresa handed out the 12 Month Budget for 2022/2023. (The Actual Budget ended at 90.52% out of the 100% but will still need to be finalized with the audit.)
- c.) Kelly had asked Theresa to present a Motor Vehicle Inventory Policy that has been suggested by Motor Vehicle within our current audit. **Andrew Ballantyne made a motion to approve the Town of Windsor's Motor Vehicle Inventory Policy, seconded by William Appel Jr. and approved 4-0-0.**
- d.) Theresa received a letter indicating the Town of Windsor is in compliance with the General Assistance Statutes and the Department of Health and Human Services General Assistance Policy. They are recommending we designate a Fair Hearing Officer in the event an applicant requests a hearing. Theresa said she has contacted Rebecca Hapgood from the Town of China, and she is willing to be the Town of Windsor's Fair Hearing Officer with me being the Town of China's Fair Hearing Officer.

- e.) Kelly has drafted appointment papers for Rebecca Hapgood. **Andrew Ballantyne made a motion to appoint Rebecca Hapgood of China to be the Town of Windsor's Fair Hearing Officer until another one is appointed, seconded by Thomas McNaughton and approved 4-0-0.**
- f.) Theresa said the Snowmobile Reimbursement for 2022/2023 in the amount of \$1,026.10 was not paid out as per the Town's Warrant to pay 75% to the local snowmobile club and the remaining 25% for other recreation that the Select Board would administer and we need to vote to move these funds from last year to the current year and pay out. **Andrew Ballantyne made a motion to carry forward the \$1,026.10 Snowmobile Reimbursement monies from 2022/2023 to the current year 2023/2024 and to pay 75% to the local WJW Snowmobile Club (\$769.57) and the remaining 25% (\$256.53) to be divided equally (\$85.51) between Windsor Boy Scout Troop, Windsor Brownie Troop and Windsor Youth Association, seconded by Thomas McNaughton and approved 4-0-0.**
- g.) Building Code – was discussed in Public Comment.
- h.) Site Plan Ordinance – was discussed in Public Comment.
- i.) Theresa has information on updating our Retirement Plan. To be discussed at a future Select Board Meeting.
- j.) Theresa said she received an email from Heather Wilson regarding the Gazebo. It was discussed to see if Bob Brann and other volunteers (Ed Pollard, Andrew Ballantyne, Bill Appel, Tom Squiers and possibly Steve French) to put this up on October 21, 2023, at 9:00 a.m. with a rain date for Sunday at the same time.
- k.) Theresa handed out a Chain of Command Chart that will be distributed to the Town's employees.

Select Board Items:

- a.) Ray Bates read an anonymous letter that he received regarding the concern of the Public Works employees looking/staring at people during an accident.
- b.) Andrew Ballantyne said local Town's are writing a letter to the "Office of the Public Advocate" in seeking assistance in receiving access to documents from the Maine Public Utilities Commission regarding the Aroostook Renewable Gateway's proposed high-voltage transmission corridor that could impact about 41 towns including Windsor. Andrew is asking to have the Select Board of Windsor to also join in and sign with Palermo, Unity, Albion, and Thorndike in requesting assistance in accessing the necessary information to protect the health, safety, wellbeing, welfare, and livelihoods of our residents. There was much discussion. **William Appel Jr. made a motion for the Select Board of Windsor to sign the letter to the Office of the Public Advocate in seeking assistance in receiving access to documents from the PUC regarding the Aroostook Renewable Gateway's proposed high-voltage transmission corridor that could impact about 41 Town's including Windsor to protect the health, safety, wellbeing, welfare and livelihoods of our residents, seconded by Andrew Ballantyne and approved 4-0-0.**
- c.) A Public Works Manager Job Description was discussed.

Ray Bates adjourned the Select Board Meeting at 10:08 p.m.

These minutes were approved by the Select Board on October 10, 2023.

The next Regular Select Board Meeting will be Tuesday, October 10, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager