



SELECT BOARD RECORD OF MEETING  
**OCTOBER 24, 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., and Thomas McNaughton. (Andrew Ballantyne arriving at 6:21 p.m. and Chester D. Barnes Jr. arriving at 6:34 p.m.).

**Public Attending:** Ray Chavarie, Carol Chavarie, Tim Coston, Tom Reed, and Richard H. Gray Jr.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Joyce Perry (*Cemetery Sexton*), Kathy Johnson (*Tax Collector/Bookkeeper, Deputy Clerk*), Keith Hall (*Public Works Supervisor*) and Ryan Carver (*Animal Control Officer*).

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 minutes dated 10/10/23, seconded by Thomas McNaughton, and approved 3-0-0.**

**Public Works –**

- a.) Keith reported that Public Works has one of the two trucks that has been in the shop back. The truck with the shoulder machine. The invoice will be sent from the shop with a description of work that was completed to the truck, Keith didn't have all the details of work that had been done.
- b.) Public Works should be completing shoulder work this week.
- c.) Keith spoke with Fleet Service on October 24, 2023. The Terristar, Truck #6, "was" ready to go. The work that needed to be done was completed. Fleet Service took it out of the shop and lost the power steering. The power steering lines now need to be replaced. It remains in the shop.
- d.) Keith spoke to O'Connor's regarding a replacement truck. The information he is currently hearing is, O'Connor's could get a truck in within a couple of months then work on getting the truck set up. Setting up the truck would take the most time, ordering parts for the setup is a timely and lengthy process.
- e.) Public Works did work on the fence and cut away brush and trees at Resthaven Cemetery last week.
- f.) Theresa mentioned to Keith she would like to see the fence area at Parke Property cleaned up. She would like to see the brush and small trees cleaned up around that roadside fence. Keith said Public Works can get to that.

**Transfer Station –**

- a.) Theresa L. Haskell reported the Transfer Station is still currently down (1) employee. The Town Is doing its best to have three staff working the Transfer Station as much as possible. Keith and Tim from Public Works have been covering when time allows. Theresa and members of the Select Board are volunteering their time at the Transfer Station also until it is fully staffed.
- b.) Theresa noted since the state restrictions on running certain equipment under the age of 18 at the Transfer Station have made things difficult. But also noted things have been running smoothly considering the hardship the Transfer Station is facing right now.
- c.) The Select Board proposed Public Works assume supervisor responsibilities until the Transfer Station is fully staffed and the role of a supervisor has been reestablished. There was discussion of what the supervisor role would entail and talk about what training should be had with Transfer

Station employees. There was discussion of what improvements could and should be made while the transition is being made and why.

- d.) The Select Board asked for an update of current Transfer Station Committee Members. Theresa gave a verbal list. Currently there are five members on the Transfer Station Committee. Barbara Seaver-West, John Deeds, Tom Reed, Cheryl Pratt, and David Coons.

#### **Animal Control Officer:**

- a.) Ryan Carver reported there have been a lot of calls for Animal Control. Windsor Fair week there were lots of dog calls at the fair itself.
- b.) Ryan noted he has had a few Animal Control calls that he has had to call the State Police or Sheriff's Department in for assistance.
- c.) Discussion was had about barriers when on animal calls and response time when needing assistance from law enforcement.
- d.) Theresa will be meeting with the Town Manager from Chelsea in December to talk about options for coverage and back-up for Animal Control Officers in surrounding towns.

#### **Cemetery Sexton –**

- a.) Joyce reported there have been three burials over the weekend.
- b.) Joyce handed out the revised rules the Cemetery Committee had approved for Placement of Headstone, Lot Markers & Corner Markers, and asked the Select Board to approve. **Andrew Ballantyne made a motion to approve the revised rules the Cemetery Committee had approved for Placement of Headstone, Lot Markers & Corner Markers, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- e.) Joyce reported that Andrew Morris is working on the wall at the monument. Andrew stated to Joyce he would like to have the wall completed by November 11, 2023, Veterans Day Holiday.
- f.) Joyce has not seen an updated quote for light for the monument from JNM Electric. Theresa said she will reach out to them again for an update.

#### **RSU #12 Update: Nothing to Report**

#### **Public Comment:**

- a.) Raymond Chavarie (*Director of Windsor Rescue*) asked to speak to the Select Board because there has been some discussion about an article noting residents unhappy with rescue response time for a certain call in Windsor. Raymond noted response times recorded from dispatch services and logged of a certain call in Windsor. Call came into dispatch Center at 17:20 the call was dispatched to Station from Center at 17:23; Windsor Rescue Unit (Left Station) 17:27; Windsor Rescue Unit (On Site) 17:30. Raymond explained they are all volunteers on Windsor Rescue, First Responders. They do their best to get there as quickly as possible. In any emergency five minutes seems like an hour to someone. It is the job of first responders to get there and do what they can before paramedics arrive. Raymond noted he takes his job very seriously. He understands he is of the older generation and as an advanced level EMT he welcomes any of the younger generation to come on over to the Windsor Fire Station and he'd be happy to help train anyone to fill some much-needed shoes. The Select Board thanked Raymond for his time and explanations.
- b.) Carol Chavarie would like to ask if the Town could post on the web site asking the residents to please mark their mailboxes and houses better. Fire and Rescue units need to be able to find the homes in case of an emergency and some homes just aren't marked. Theresa said she can have something put on the web page and Joyce said she will do it.
- c.) Carol also asked if the Town of Windsor had an ordinance on factory start times. The Asphalt Company in town starts work very early. Theresa will make a call.

**Consideration of Warrants #19 and #20 – Andrew Ballantyne made a motion to approve Warrants #19, and #20, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

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

- a.) Theresa noted that Raymond Chavarie resigned as a member of the Windsor Educational Foundation & Reed Fund. **Chester D. Barnes Jr. made a motion to accept Raymond Chavarie’s resignation as a member of the Windsor Educational Foundation & Reed Fund, seconded by Andrew Ballantyne and approved 5-0-0.**
- b.) Theresa will advertise for the open member position on the Windsor Educational Foundation & Reed Fund.
- c.) Theresa received a Thank You note addressed to the Town Office Team from a Windsor resident. The resident was looking for information regarding the proposed new power line that may come through Windsor, The Town Office staff gave her information and showed her maps which helped put her mind at ease.
- d.) Theresa mentioned the Town will advertise for The Deputy Clerk and Transfer Station position. The Town will also advertise the Public Hearing on Wednesday November 1, 2023, and Special Town Meeting on Thursday, November 9, 2023.
- e.) The Town Office will be CLOSED Tuesday November 7, 2023, for voting. Voting will take place at Windsor School from 8:00 a.m. to 8:00 p.m.
- f.) Theresa had a noise complaint from a Windsor resident. The resident wanted to know if there could be a quiet time set in the town for 10:00 p.m.
- g.) Discussion to be had in the future to change from TRIO SQL to TRIO WEB.

**Select Board Items:**

- a.) Chester D. Barnes Jr. and Arthur Strout (*Code Enforcement Officer*) met with a resident to review what the requirements are for her property to be considered a residence. She was also given a copy of the Town of Windsor’s Building Code.
- b.) Andrew spoke briefly about some of his efforts with the LS Power legislation. His focus has been more on the State side of legislation.

**Ray Bates adjourned the Select Board Meeting at 8:10 p.m.**

These minutes were approved by the Select Board on \_\_\_\_\_.

**The next Regular Select Board Meeting will be Tuesday, November 7, 2023, at 6:00 p.m. at the Windsor Town Hall. The Town Office will be closed on Tuesday, November 7, 2023, for voting. Voting will be held in the gymnasium at Windsor Elementary School from 8 a.m. to 8 p.m.**

Respectfully Submitted,

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