



SELECT BOARD RECORD OF MEETING
NOVEMBER 7, 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. and Thomas McNaughton. Andrew Ballantyne was absent.

Public Attending: Jerry Nault, and Chester D. Barnes Sr.

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

Ray Bates opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: **Thomas McNaughton made a motion to approve the minutes dated 10/24/23, seconded by Chester D. Barnes Jr. and approved 4-0-0.**

Public Works –

- a.) Keith reported the new Public Works employee has been shown the plow routes this week and that went well.
- b.) Keith noted that Public Works is currently down one truck, it's in the shop for repairs. Public Works got the Western Star, Truck #5 back from O'Connor's. The cost for repairs was \$ 6,459.00.
- c.) Keith mentioned that Jimmy would stay on as a fill-in driver for Public Works. Tim Coston mentioned the several years of service Jimmy has had with Public Works. The Select Board joined Tim in recognizing the hard work and years' service James Page (Jimmy) has had with the Windsor Public Works.
- d.) Public Works cleared small trees and cleaned up brush around the fence at Parke Property on the corner of Pinkham Road and Route 105.
- e.) Keith reported when there is nice weather, paving will be finished on Vigue Road, this will complete the paving contract.

Transfer Station –

- a.) There was a discussion about the cement wall at the Transfer Station. Theresa mentioned that she had tried to get Avery Glidden to come and fix the wall, but he hasn't returned the calls. Keith has gotten a couple of quotes. There was a discussion of the quotes. More to come.
- b.) Theresa talked about the Transfer Station sign being replaced and what should be listed for information on the sign when it is replaced. There will be more discussion about the sign at the next Transfer Station meeting on November 14, 2023.
- c.) Theresa discussed with the Select Board how to compensate Tim Coston. Tim will work at the Transfer Station on Friday, his regular paid Holiday. Tim has also been working Saturdays for Transfer Station, for this reason Tim will receive compensation for Saturday when the Transfer Station is closed for the Veterans Day Holiday.
- d.) Theresa asked Tim Coston to attend the next Transfer Station Committee meeting on November 14, 2023, at 6:00 p.m. Tim agreed to attend.

- e.) Tim Coston will call to have the tires and A/C units picked up from the Transfer Station before snow flies.

Animal Control Officer: Nothing to Report

Cemetery Sexton –

- a.) Theresa L. Haskell reported for Joyce, Andrew Morris is at the final stage on the wall at the monument.

Code Enforcement Officer –

- a.) Arthur Strout had discussions with the Select Board regarding the property at 726 Ridge Road Windsor. Arthur asked the Select Board to allow him to move forward with speaking with the Town attorney regarding the 726 Ridge Road property. **Chester D. Barnes Jr. made a motion for Arthur Strout (Code Enforcement Officer) to move forward with speaking with the Town attorney regarding the property at 726 Ridge Road Windsor, Maine 04363, seconded by William Appel Jr. and approved 4-0-0.**

RSU #12 Update: Nothing to Report

Public Comment:

- a.) Jerry Nault and Theresa Haskell forwarded the Building Code that the Planning Board recently made updates to the Select Board. The Select Board will look it over, if there is anything to discuss they will do so at the next Select Board meeting on November 21, 2023.

Consideration of Warrants #21 and #22 – Chester D. Barnes Jr. made a motion to approve Warrants #21, and #22, seconded by Thomas McNaughton, and approved 4-0-0.

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

- a.) Theresa Haskell reported Delta's 3rd quarter report. Theresa also noted that Tim Beals stepped down as Executive Director for Delta in his place Chris Mitchell will be stepping in as interim Executive Director. Theresa received information that Delta will be selling the Cony Road location. There isn't much information on the closure or new location for Delta, only that they may relocate to a Southern location.
- b.) Theresa reported to the Select Board the Town of Windsor's request for proposals for municipal auditing services. With the Select Boards approval Theresa would like to submit the RFP for bids as soon as possible. **Thomas McNaughton made a motion to approve the request for proposals of Auditing Services and allow Theresa L. Haskell to send the request for proposals for Auditing Services out for bid, seconded by William Appel Jr. and approved 4-0-0.**
- c.) Assessor's Agent Letter **William Appel Jr. made a motion to suspend as Select Board and convene as Board of Assessors at 7:49 p.m., seconded by Thomas McNaughton. and approved 4-0-0.** There was a discussion of a 2023-2024 Tax Year Supplemental Tax Warrant. There is a suggestion from C. Vern Ziegler, Windsor's Assessor's Agent, for a motion to sign the prepared Supplemental Tax Warrant. **William Appel Jr. made a motion to accept and sign the Assessor's Supplemental Tax Warrant for Jerry and Georgene Rideout in the amount of \$4,131.05 for 2023/2024 Tax Year 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 7:52 p.m., seconded by Thomas McNaughton and approved 4-0-0.**
- d.) Theresa received the State of Maine check that Maine Towns will be receiving to offset General Assistance costs. General Assistance towns will be sharing 8.5 million dollars. Of the 8.5 million

dollars the Town of Windsor will receive \$521.25. These monies received will go into a miscellaneous Town Revenue Account.

- e.) Theresa gave an update on the towns Intrafi accounts at Kennebec Savings Bank and the interest amounts we have received. There was a short discussion about the towns Intrafi accounts.
- f.) Interviews for the E-911/Code Enforcement Officer Assistant will be held this week with Theresa Haskell and Arthur Strout.
- g.) Theresa noted that there had been no applications received for the part-time Transfer Station Attendant position. Theresa will give Tim copies of the job description and job application to have available to hand out at the Transfer Station if people ask for them.

Select Board Items: No Notes or Bulletins

Ray Bates adjourned the Select Board Meeting at 8:48 p.m.

These minutes were approved by the Select Board on November 21, 2023.

The next Regular Select Board Meeting will be Tuesday, November 21, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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