



SELECT BOARD RECORD OF MEETING
NOVEMBER 21, 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, Moira Teekema, Chester D. Barnes Sr. and John Deeds.

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

Ray Bates opened with the Pledge of Allegiance at 6:01 p.m.

Previous Meeting Minutes: **William Appel Jr. made a motion to approve the minutes dated 11/7/23, seconded by Chester D. Barnes Jr. and approved 4-0-0.**

Public Works –

- a.) Tim reported truck #6, the 2016 International remains in the shop being repaired.
- b.) Truck #5 had issues with the wing ram. A replacement wing ram was purchased for \$1,609.03. The parts are available when needed.

Transfer Station –

- a.) Theresa handed out the monthly Transfer Station Report. October was up from last year at this time by \$1,481.25 making the overall total \$3,953.00 for the year.
- b.) Theresa reported there have been (3) applications received for the part-time Transfer Station Attendant. Interviews will take place after the holiday. Theresa asked that there be other people available to cover some Transfer Station hours. This will allow Tim to get appropriate rest as he may be needed in his regular Public Works role for plowing and sanding. The Select Board agreed, and a plan was put in place to allow Tim to get rest and not work too many hours at Transfer Station as the winter season approaches.
- c.) Tim reported that tires have been picked up from the Transfer Station.

Animal Control Officer: Nothing to Report

Cemetery Sexton –

- a.) Joyce reported that the Veterans wall is now complete.
- b.) Joyce reported (2) pavers have been purchased from Provost Monuments; Inc. and Andrew Morris set them into place.
- c.) Theresa received (2) quotes for the lighting at Veterans wall from JNM Electric LLC. Theresa reviewed the quotes with the Select Board. More to come.
- d.) Joyce reported she has taken many pictures of gravestones and monuments. These pictures need to be changed to PNG files to be able to put them onto the Crypt Keeper.
- e.) Joyce asked the Select Board if they would like to have their emails listed alongside their names on the web page. The Select Board agreed this would be fine. Joyce will list their emails on the web page.

RSU #12 Update: Nothing to Report

Public Comment:

- a.) Chester D. Barnes Sr. asked the Select Board why there are no benches allowed in the Towns of Windsor cemeteries. There was a short answer given according to the rules of the cemeteries. The Select Board suggested this question be brought to a Cemetery Committee Meeting. Chester also asked if there is a shortage of burial space, and if the town of Windsor is looking for land to place cemeteries, have they thought about possibly considering above ground cremation crypts. The Select Board suggested Chester brings his ideas to a Cemetery Committee Meeting or to Joyce for future discussion.

Code Enforcement Officer –

- a.) The Select Board reviewed, with Arthur Strout (*Code Enforcement Officer*), a letter from the Town's attorney. The Select Board discussed the next steps regarding 726 Ridge Road. Arthur will get pictures and move forward as discussed.
- b.) Theresa reported that the inclusive position for Assistant E911/Assistant Code Enforcement Officer/Assistant plumbing Inspector has been filled.

Consideration of Warrants #23 and #24 – Chester D. Barnes Jr. made a motion to approve Warrants #23, and #24, seconded by William Appel Jr., and approved 4-0-0.

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

- a.) The Building Code of the Town of Windsor was listed on the agenda to review. This was not reviewed or discussed. This will be set as an agenda item at a later date.
- b.) Theresa L. Haskell reviewed in length the Solid Waste Ordinance draft. Updates and changes were made. Theresa will get the updates and changes back to the Transfer Station Committee.
- c.) Theresa said the Transfer Station Committee is discussing using Transfer Station stickers again. More to come.
- d.) Theresa reviewed the Windsor Recycling pamphlet. With review updates and changes made to the pamphlet.
- e.) Theresa reviewed the "new" sign for the Transfer Station. The design and information reviewed was decided upon at the last Transfer Station Committee meeting.
- f.) Theresa reviewed the Town Hall Policy with the Select Board. Theresa would like to get suggestions from the Select Board on how to make the rules clearer to residents when using the Town Hall. Theresa noted it is a cost to the Town Hall when Emergency Response is needed. Theresa made note of an example; the heat sensors in the Town Hall are very sensitive, when fogging devices are used, they set off the heat sensors. The Fire Department will come. The Town pays a fee to each Fire Fighter who responds. It is printed within the rules that fogging devices are not to be used, but people still use them. A suggestion to revise the policy to charge a fee to residents for non-emergency calls might help cut down on some of these calls. More to come.
- g.) Theresa was asked if a minor could ride along in the towns plow truck. There was discussion about minor vs adult riding along in any of the Public Works' vehicles and how it would affect the insurance and what waivers would or should be signed by the driver and rider. More discussion to be had.

Select Board Items: No Notes or Bulletins

- a.) William Appel Jr. shared a little more information he has heard about Delta Ambulance being for sale he also shared that Chris Mitchell had stepped in as interim Executive Director as Tim Beals had stepped down from his position as Executive Director at Delta.

Thomas McNaughton 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 and Tim Coston (Public Works Driver/Laborer) at 9:32 p.m., seconded by Chester D. Barnes Jr. and approved 4-0-0. The Select Board came out of executive session at 10:35 p.m.

Ray Bates adjourned the Select Board Meeting at 10:35 p.m.

These minutes were approved by the Select Board on _____.

The next Regular Select Board Meeting will be Tuesday, December 5, 2023, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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