



SELECT BOARD RECORD OF MEETING  
JANUARY 30, 2024  
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 arrived at 6:15 p.m. Chester D. Barnes Jr. was absent.

**Public Attending:** Tom Reed, Adrian Prindle, Jerry Nault, Allison Whynot, Thomas Mullens, and Moira Teekema.

**Employees Attending:** Theresa L. Haskell (*Town Manager*) and 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: **Thomas McNaughton made a motion to approve the minutes dated 1/16/24, seconded by William Appel Jr. and approved 3-0-0.**

**Public Works:**

- a.) Keith reported Truck #6 is back in service and running good at the moment. Keith did make note that even with the repairs made to Truck #6, the 2016 International is still in his opinion the next to be replace in the Public Works fleet.
- b.) Keith reported that McGee covered extra hours while Public Works was down a truck. Theresa noted that 40 hours in addition to McGee's contracted hours have been used for roads.

**Transfer Station:**

- a.) Keith reported that the transfer station is fully staffed, and things are going well. They have also hired a fill-in attendant to help as needed.
- b.) Tim is currently calling in the containers, that is going well.
- c.) Theresa reviewed with the Select Board the Municipal Waste Contract. **Andrew Ballantyne made a motion to approve Theresa's signature on the Municipal Waste Contract in the amount of \$11,985.75, seconded by William Appel Jr. and approved 4-0-0.**

**Animal Control Officer:**

- a.) Theresa reported that the survey questions have been submitted by the ACO and we have the information needed the Town Report.

**Cemetery Sexton: Nothing to Report**

**RSU #12 Update:**

- a.) Theresa reported that the RSU #12 Budget Proposal is scheduled on Tuesday, March 12, 2024, at 6:00 p.m.

**Public Comment:**

- a.) Adrian Prindle came before the Select Board with an interest in becoming a Conservation Committee Member. He told the Select Board he saw the opening for a seat on the sign in front of the Town Office. He gave a background of himself and his interests. Theresa gave a background and

briefed Mr. Prindle on what the Conservation Committee is doing now and what terms were available to Mr. Prindle. Mr. Prindle was happy to “dip” his feet in for a term starting now until June of 2024. **Andrew Ballantyne made a motion to appoint Adrian Prindle, as a Conservation Commission Committee Member effective January 30, 2024, through June 30, 2024, seconded by William Appel Jr. and approved 4-0-0.**

- b.) Jerry Nault gave an update on the Planning Boards efforts to finalize the Site Plan application and fees associated with the application. After reviewing the application process and the fees to be associated with the application the Select Board was happy with the progress the Planning Board had made. **Andrew Ballantyne made a motion to approve the Site Plan application and fee schedule to be set forth by the Planning Board, seconded by William Appel Jr. and approved 4-0-0.**
- c.) The Planning Board is proposing adding monies into the new upcoming budget to include a \$25.00 per meeting reimbursement for a Secretary/Liaison for the Planning Board. The current Planning Board Secretary will be done as of June 2024.

**Code Enforcement Officer: Nothing to Report**

**Consideration of Warrants #33 and #34 – William Appel Jr. made a motion to approve Warrants #33, and #3, seconded by Andrew Ballantyne and approved 4-0-0.**

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

- a.) Assessor’s Agent Letter **Andrew Ballantyne made a motion to suspend as Select Board and convene as Board of Assessors at 7:23 p.m. seconded by Thomas McNaughton and approved 4-0-0.** There was discussion on a 2023-2024 Tax Year Abatement and one Supplemental Tax Warrant. There is a suggestion from C. Vern Ziegler, Windsor’s Assessor’s Agent, for a motion to sign the prepared Abatement and Supplement. **William Appel Jr. made a motion to accept and sign the Assessor’s Abatement for Samuel A. Newcombe in the amount of \$163.85 as per C. Vern Ziegler, Windsor’s Assessor’s Agent recommendations, seconded by Thomas McNaughton and approved 4-0-0. Andrew Ballantyne made a motion to accept the Supplemental Tax Warrant to Double Eagle Properties, LLC in the amount of \$361.05 as per C. Vern Ziegler, Windsor’s Assessor’s Agent recommendations, seconded by Thomas McNaughton and approved 4-0-0. Andrew Ballantyne made a motion to adjourn as Board of Assessor’s and reconvene as Select Board at 7:33 p.m. seconded by Thomas McNaughton and approved 4-0-0.**
- b.) Theresa reviewed the Building Code with the Select Board. Sections of the Building code that the Select Board had specific questions about were reviewed in depth. It was noted that yearly reviews of ordinances will be done as needed (*on said ordinances*). **Thomas McNaughton made a motion to approve the Building Code of the Town of Windsor as written, seconded by Andrew Ballantyne, and approved 4-0-0.**
- c.) Theresa reported that Windsor Volunteer Fire Department would like to use the MMA Grant to purchase an Ice Rescue Alive Sled. This is for cold water rescue. The MMA Grant would cover 70% of the sled, Windsor Volunteer Fire Department would cover 30% of cost of the sled. **Andrew Ballantyne made a motion to approve Windsor Volunteer Fire Department using the MMA Grant to obtain an Ice Rescue Alive Sled, Windsor Volunteer Fire Department will cover costs above and beyond the allowance of the MMA Grant to obtain the Ice Rescue Alive Sled and have Chairperson, Ray Bates to sign, seconded by William Appel Jr. and approved 4-0-0.**
- d.) Theresa reported the Town had to recently replace the Sonic Fire Wall. The cost to replace this was \$1,162.67 through Burgess Technology Services.
- e.) Theresa briefly reviewed the Town of Windsor’s LD1 to Kennebec County submission. There were no questions or comments.
- f.) Theresa reported on the Stabilization Refund from the State of Maine. The Town of Windsor received its refund as did other towns. The refund was short. The Town of Windsor received

\$14,505.16. Towns only received about 56% of the Stabilization Refund expected due to a shortage. The State hopes to recoup some more funds and get more refunds out to towns in the Spring.

- g.) Theresa reported switching from TRIO SQL to TRIO WEB would be very costly. Theresa has again looked at the price to make the switch and from a few years ago the price has almost tripled. Theresa has also been looking into the possibility of using TRIO as the Towns back-up instead of using the Towns current back-up server/company. Theresa will possibly be looking for new IT options and further review of TRIO options.
- h.) Theresa reported that Dirigo Assessing Group is ready to go and take over for Vern as the Towns Assessors Agent. Theresa gave some more background on the group and the employees and what the working hours and days would be. **Andrew Ballantyne made a motion to accept the contract as written for Dirigo Assessing Group. \$825.00 per day for 30 days, one in office day per week, one remote day per week, seconded by William Appel Jr. and approved 4-0-0.**
- i.) Theresa reported briefly on Delta Ambulance. Theresa said that some towns have come up with a counter offered Delta with \$20 per Capita even though Delta was looking for \$25 per Capita. More to come.
- j.) Theresa reported that the budget is coming along. The first meeting will be Tuesday, February 6, 2024, to start discussing the budget.

**Select Board Notes or Bulletins: No Notes or Bulletins**

**Ray Bates adjourned the Select Board Meeting at 8:52 p.m.**

These minutes were approved by the Select Board on 2/13/2024.

**The next Regular Select Board Meeting will be Tuesday, February 13, 2024, at 6:00 p.m. at the Windsor Town Hall. There will be a Special Select Board Meeting held on Tuesday, February 6, 2024, at 6:00 p.m. to go over the 2024/2025 budget.**

Respectfully Submitted,

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