



SELECT BOARD RECORD OF MEETING  
MARCH 12, 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., Andrew Ballantyne, Chester D. Barnes Jr., and Thomas McNaughton.

**Public Attending:** Moira Teekema, Russell Gates, Rick Danforth, Michelle Grant, Allison Whynot, Chester D. Barnes Sr., Tom Reed, Monique Crommett, Eric Stoops, Richard Devries, Mary Coventry, Howard Tuttle, and Heather Wilson.

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

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 2/27/24, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

**Public Works:**

- a.) Tim reported truck #6, the Terristar, is still at Fleet Service for repairs.
- b.) Tim reported that Jim is off next week, Keith is still out. Tim has reached out to McGee for back up. McGee will be all set to cover as needed to help the Public Works Department.
- c.) Tim reported repairs were done to Taylor Rd. this week. Public Works will clean up brush and downed limbs at Dyer Hill and Resthaven Cemetery this week.

**Transfer Station:**

- a.) Tim reported Public Works will attempt to fix the signs at the Transfer Station temporarily until the new sign is in place.
- b.) Tim reported the metal can at the Transfer Station was picked up this week.

**Animal Control Officer: Nothing to Report**

**Cemetery Sexton:**

- a.) Joyce reported there have been 13 deaths since November 1, 2023.
- b.) Joyce reported she received a call from a resident who recently lost a second family member. The family is choosing not to open the (2) cremation urns to combine her mom and dad into one for burial but wants them buried on one plot. Joyce is asking the Board to approve an 18x18x2 plot at Oak Hill Cemetery to place the (2) separate cremation urns. The normal size plot is 12x12x2.

**Chester D. Barnes Jr. made a motion to approve an 18x18x2 plot at Oak Hill Cemetery for the burial of (2) separate cremation urns, seconded by Andrew Ballantyne and approved 5-0-0.**

**RSU #12 Update:**

- a.) Howard Tuttle, *Superintendent RSU #12*, presented the preliminary 26-page, draft 2024/2025 RSU #12 School District Budget. Howard reviewed each page, and much discussion was had regarding the upcoming budget. The budget proposed an increase of about 6.50 %, overall total of \$910,050.64

with a total RSU #12 FY2025 Local Share amount of \$14,908,457.45. The FY2025 Town of Windsor's Local Share increase is proposed \$234,220.51 with a total RSU #12 Local Share FY2025 for Windsor is \$3,928,077.35. Howard noted there is still work to be done in the budget and the hope is that it may come down. Howard encourages residents to attend the RSU #12 District Budget Meeting on May 22, 2024, at Chelsea Elementary School at 6:30 p.m. and to vote on the RSU #12 Budget Validation Referendum on June 11, 2024.

**Public Comment:**

- a.) Eric Stoops, a resident of Windsor came before the Select Board with a concern about using the Windsor Elementary School as the Town's voting location. A few of Eric's concerns included predators voting in person, this allows them to go onto school grounds where children are present. Eric read a letter he received from a teacher that works at the school. The teacher noted that it is a hardship for her classroom and a distraction to her students, as the traffic can be seen going past her windows. Eric gave other concerns, not only his own but others that had been brought to his attention. It was noted that teachers have very little parking and the need to park on the playground, this takes away from recess that children can have. The voting takes place in the gym, this takes away from all gym classes that can happen on this day. Eric asked that the Select Board consider moving the voting location from the Windsor Elementary school. Much discussion was had about Eric's concerns. Reference was made to look up title 17A Maine Criminal Code §261.
- b.) Chester D. Barnes Sr. asked if the Windsor Volunteer Fire station could be used as a voting location. The Select Board said that if there were an emergency it would be difficult for the Fire Department to get what they need if there were voters and staff in the way. Chester D. Barnes Sr. suggested that the trucks and gear be placed at the Windsor Town Hall for voting day. Some Select Board members opposed that idea.
- c.) Howard Tuttle, *Superintendent RSU #12*, was asked by the Select Board if voting at other area schools has also been an issue. Howard's response was yes. Howard said it is a problem all over Maine. Voting takes place in a lot of schools. Howard commented that some schools can accommodate better than others. The schools and towns all do the best they can. Howard did mention that it went before legislature to have 2 school days excused as a closure and not have to be made up at the end of the year on voting days but it seems that may have died in legislature. It was brought up with school voting being such a problem, maybe it's time to bring that subject back to the legislature.
- d.) Monique Crommett asked if the Select Board could get it in the minutes or on the website for public to notice that an effort was made by them to find other voting locations such as the Windsor Volunteer Fire Department and the Windsor Fairgrounds. Monique suggested if this were done perhaps town residents wouldn't think that discussions weren't being had each election season.

**Code Enforcement Officer: Nothing to Report**

**Consideration of Warrants #40 and #41 – William Appel Jr. made a motion to approve Warrants #40 and #41, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

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

- a.) Theresa reviewed the proposal from Ver -Tran, Inc. to replace packing on hydraulic cylinder and perform a CAT 5 Test. Proposal is estimated labor only 4-hours onsite plus travel, cost is \$2,865.00. **Chester D. Barnes Jr. made a motion to accept proposal from Ver -Tran, Inc. to replace packing on hydraulic cylinder and perform a CAT 5 Test. Proposal is estimated labor only 4-hours onsite plus travel cost is estimated \$2,865.00, seconded by Andrew Ballantyne, and approved 5-0-0.**
- b.) Theresa reported a late RFP/bid for heat pumps was submitted. The envelope was delivered by hand by Maritime Energy on 2/29/24 at 5:00 p.m. This was delivered past the RFP deadline listed on the

paperwork. **William Appel Jr. made a motion to reject and not open the sealed RFP/bid from Maritime Energy due to it being past the RFP deadline of February 27, 2024, at 5:00 p.m., seconded by Thomas McNaughton and approved 5-0-0.**

- c.) Ray asked the Select Board if they all had a copy of the handout from Tom regarding the heat pump bid/request for proposal breakdown. The Select Board members all had the handout and said they had reviewed it. **Andrew made a motion to accept the bid from CB Haskell to install heat pumps at Windsor Town Hall as written in the proposed contract for the amount up to \$24,575.00, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- d.) Theresa reported that even though there have been some complaints about the address changes due to the E-911 updating there have also been a good handful of complements made. Theresa also noted that there has been feedback of the fees associated with getting driver's license updated due to the E-911. The Fee is \$5.00. A person doesn't necessarily have to go into BMV in person. This can be done either online or by phone with a credit card or debit card. BMV will mail your new license to you.

**Select Board Notes or Bulletins:**

- a.) Ray was asked to write a letter in response to an email sent from Russell Gates. **Andrew Ballantyne made a motion for Ray Bates to write a letter in response to an email sent from Russel Gates, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

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

These minutes were approved by the Select Board on March 26, 2024.

**The next Regular Select Board Meeting will be Tuesday, March 26, 2024, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

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