



SELECT BOARD RECORD OF MEETING
MARCH 26, 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: Tom Reed, Chris Mitchell, Jocelyn Lacroix, Allison Whynot, Dennis Strout, Kevin Ready, Arthur Strout, and Gregory Feltis.

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:

- a.) Ray Bates asked to revisit the previous minutes approved on March 12, 2024, (*for the special Select Board meeting regarding the 2024/2025 Budget Meeting*) regarding the Windsor Volunteer Fire Department Electronic LED Message Sign that was voted 4-0-0. He felt this was the vote to just send it to a Secret Ballot Vote and not the Recommending approval of and would like to discuss this. **Ray Bates made a motion to revisit the Windsor Volunteer Fire Department Electronic LED Message sign article, seconded by Thomas McNaughton and approved 5-0-0.** Much Discussion. **William Appel Jr. made a motion to Recommend Passage of the Article "To see if the Town will vote to transfer up to \$23,365.00 from the Unassigned Fund Balance to purchase and install an Electronic LED Message Sign at the Windsor Volunteer Fire Department, seconded by Chester D. Barnes Jr. and the vote was to not Recommend Passage 2-0-3.**
- b.) **Andrew Ballantyne made a motion to approve the Special Select Board Budget Meeting Minutes dated 2/6/24 - 2/13/24 - 2/20/24 - 3/4/24 - 3/12/24 with the above amendment listed in a.) above, seconded by William Appel Jr. and approved 5-0-0.**
- c.) **Chester D. Barnes Jr. made a motion to approve the minutes dated 3/12/24, with an amendment made to section c.) under public comment, amended made: Some Select Board members opposed that idea, seconded by Andrew Ballantyne and approved 5-0-0.**

Public Works:

- a.) Tim reported Public Works had truck #6, the 2016 Terristar, back in service for a couple of weeks, used it for a storm or two before it encountered an oil leak. The truck returned to Fleet Service for diagnosis and repair. Ron Brann attended tonight's meeting to give some information he had researched about the International. Ron gave information on International Trucks having an EGR problem. This is an issue that according to mechanics has no cure. Ron explained the water on blow by test that Fleet Service has performed on the truck and why Fleet Service has also suggested not to put any further repairs into the truck. It is also Ron's suggestion to stop wasting time and money on Truck #6. **Andrew Ballantyne made a motion to no longer make repairs on Truck #6, the 2016 Terristar and use it as a trade for a new truck for the Public Works Department, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

- b.) Tim reported that currently McGee has a truck down. This could be a problem for storm coverage. Tim will check back in with McGee and see if repairs are going to be done on their trucks.

Transfer Station:

- a.) Tim reported a large pine tree had fallen behind the recycle building. There seems to be no damage, Public Works will clean it up as soon as they can get to it this week.
- b.) Tim reported that snow and ice needed to be cleared off from the large scale at the Transfer Station because of the weekend storm.
- c.) Theresa reported she intends on sending employees from the Transfer Station to at least one of the (2) day Maine Resource Recovery Association 29th Annual Conference at the Samoset Resort. The dates of the conference are April 29, and 30, 2024.
- d.) Tim reported he has had several community members asking if China would be hosting another Hazard Waste Program this year. The answer he got from China was unless KVCOG was willing to fund the entire event China would not be holding this program this year. Theresa said she would follow up.

Animal Control Officer: Nothing to Report

Cemetery Sexton:

- a.) Joyce reported some trouble she had experienced getting the flag down at the Veterans Memorial. This took place during a windstorm. She reached out to Nor'East Flagpole, Inc. with questions and concerns. Joyce felt she got no clear answers from Nor'East Flagpole, Inc. Much discussion was had. Chester D. Barnes Jr. is willing to assist Joyce in hopes that in the future this can be less of a problem.

RSU #12 Update: Nothing to Report

Public Comment:

- a.) Chris Mitchell, Executive Director of Delta Ambulance attended with an update for the Select Board. There was much discussion about Delta's financial situation. Chris answered financial questions the best he could from the 2023 Annual Report that he himself prepared. The Annual report was dated February 8, 2024. Chris spoke in brief about Delta's Board and the 12 members who currently serve on the board leaving (1) vacancy on the board. Chris reviewed call volume, transport vs. non transport and how that affects the revenue. He talked about the per capita, and what that may look like in the future. The per capita could be \$25 per capita for the serving towns this year in and possibly in the low \$30's per capita in the following years. Chris reported Delta is still working with the hospital regarding grant monies. Chris stated that Delta has been utilizing a consulting firm and has been working with the firm for a few months. Chris let the Select Board know if they had any questions at any time to reach out to him and he will do his best to answer them.
- b.) Theresa read an email from the Windsor Volunteer Fire Department that was sent to the Town in response to the question that was posed to the Windsor Volunteer Fire Department asking to use the Fire Station as a voting location. **Ray Bates a motion to submit the email from the Windsor Volunteer Fire Department into the Town minutes dated March 26, 2024, seconded by Chester D. Barnes Jr., and approved 5-0-0.**
- c.) Tom Reed, a resident of Windsor, made a suggestion he felt would resolve the voting location issue. He would like to see an area in the Town built and named The Kenneth A. Strout Recreation Hall. Tom envisions this building as a one level building that would be a place to house a youth recreation gym and the Town office. The gym would also be the voting area for the Town. The old Town Hall would then become a Town Library. Some Select Board members enjoyed Tom's enthusiasm for the community.

Code Enforcement Officer:

- a.) Greg reported that final notice was served to Ridge Rd. property. Greg reviewed with the Select Board work that has gone into ensuring that everything that can be done is being done appropriately regarding the Ridge Road property. Greg gave a brief list of reasons the property at Ridge Road should now be declared a dangerous building. Greg will provide a full listing and report of work done to the Select Board for review. Greg explained the next steps to the Select Board and what their role will need to be. Greg explained Arthur Strout, (*Code Enforcement Officer*), Theresa Haskell, (*Health Officer*) and himself as *Assistant Code Enforcement Officer*, have done what they can do and it is now in the hands of the Select Board to deem the property as dangerous building. The Ridge Road location will be discussed at the Town Meeting to make residents aware of the hazards at this location. More discussions to be had. **William Appel Jr. made a motion to review materials given to the Select Board for next steps to deem the location a dangerous building and why the location at Ridge Road shall be deemed a dangerous location from Arthur Strout (Code Enforcement Officer), Gregory Feltis (Assistant Code Enforcement Officer), and Theresa Haskell, (Health Inspector), seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- b.) Theresa reported on behalf of Greg Feltis, (*Assistant Code Enforcement Officer*) the E-911 Progress Report. A copy of the report was handed out to the Select Board and Theresa reviewed this report. 74 addresses have needed to be corrected and changed since December 5, 2023.

Consideration of Warrants #42 and #43 – Andrew Ballantyne made a motion to approve Warrants #42 and #43, 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 updated Dirigo Assessing Group LLC contract with amendments made that were recommended by the Towns Attorney. **Andrew Ballantyne made a motion to accept the Dirigo Assessing Group LLC contract as written with the recommendation made by the Towns Attorney and for Ray Bates, (Select Board Chair) to sign the contract, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- b.) Theresa asked the Select Board for a motion to appoint Republican election clerks Debra French, Carolyn Greenwood, Louise Reed, Thomas Reed, Moira Teekema, and Daniel West through April 30, 2026. **Chester D. Barnes Jr. made a motion to approve appointments of Republican election clerks Debra French, Carolyn Greenwood, Louise Reed, Thomas Reed, Moira Teekema, and Daniel West through April 30, 2026, seconded by Andrew Ballantyne and approved 5-0-0.**
- c.) Theresa asked the Select Board for a motion to appoint Democratic clerks Terry Bailey, Allane Ball, Stephen Ball, Nancy Fish, James Havu, Theresa Haskell, Katheryn Kellison, Carl Pease, and Margaret Pease through April 30, 2026. **Andrew Ballantyne made a motion to approve appointments of Democratic election clerks Terry Bailey, Allane Ball, Stephen Ball, Nancy Fish, James Havu, Theresa Haskell, Katheryn Kellison, Carl Pease, and Margaret Pease through April 30, 2026, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- d.) Theresa proposed a new Conservation Committee member Cynthia Barnes appointment, on behalf of Chester D. Barnes Sr., to be effective until June 30, 2026. **Chester D. Barnes Jr. made a motion to sign the Certificate of Appointment for Cynthia Barnes appointed Conservation Committee Member effective until June 30, 2026, seconded by Andrew Ballantyne and approved 5-0-0.**
- e.) Theresa said we need to revisit the Tax Administration Article that was previously approved with having the information of (G.) Administration of Tax Acquired Property and 1.) 2.) 3.) to be eliminated and put into a separate Warrant Article as recommended by the Towns attorney. **Chester D. Barnes Jr. made a motion to revisit the Tax Administration Article that was previously approved and remove the (G.) Administration of Tax Acquired Property with definitions of 1.) 2.) 3.), seconded by Andrew Ballantyne and approved 5-0-0.**

- f.) Theresa asked the Select board if they recommend passage (per the Towns attorney) “To see if the Town will vote to authorize the municipal offices to dispose of tax-acquired property in a manner they deem to be in the best interest of the Town, but subject in any event to the requirements of Section 943-C of Title 36 of Maine Revised Statutes and subject to giving to former owner a minimum grace period of 30 days to purchase the property. Any conveyance to the former owner shall be a quitclaim deed without covenant.” **Chester D. Barnes Jr. made a motion to recommend passage (per the Towns attorney) “To see if the Town will vote to authorize the municipal offices to dispose of tax-acquired property in a manner they deem to be in the best interest of the Town, but subject in any event to the requirements of Section 943-C of Title 36 of Maine Revised Statutes and subject to giving to former owner a minimum grace period of 30 days to purchase the property. Any conveyance to the former owner shall be a quitclaim deed without covenant”, seconded by Andrew Ballantyne and accepted 5-0-0.**
- g.) Ray Bates wanted to revisit and clarify the Windsor Volunteer Fire Department LED message sign by Secret Ballot Vote. **Ray Bates made a motion to revisit the previously approved Warrant Article “To see if the Town will vote to transfer up to \$23,365.00 from the Unassigned Fund Balance to purchase and install an Electric LED Message Sign at the Windsor Volunteer Fire Department by Secret Ballot”, seconded by Thomas McNaughton and approved 5-0-0.** There was much discussion that this sign could help to recruit, fundraise, and share information but also the money could be used for other things and the Town has a sign right around the corner. **William Appel Jr. made a motion to approve “To see if the Town will vote to transfer up to \$23,365.00 from the Unassigned Fund Balance to purchase and install an Electric LED Message Sign at the Windsor Volunteer Fire Department by Secret Ballot”, seconded by Chester D. Barnes Jr. With a vote 2-0-3 Ray Bates, Andrew Ballantyne and Thomas McNaughton abstaining to let the townspeople decide.**
- h.) Theresa and Gerry Nault have had some discussions about some comparisons with the building code. Theresa will have more information and a draft available for an upcoming meeting.
- i.) Theresa reported that Governor Mills has signed L2646. This is to cover the remaining \$15 million dollars in funds for the tax stabilization program. The Funds will be paid out to Towns over the next couple of months.
- j.) Theresa reported the 2023 Workers Compensation audit is complete. The Town of Windsor received a \$857.00 refund.
- k.) Theresa asked the Select Board if they could vote to set a limit on Departments Expenses on Budget Item Requests that is not in the current Budget and is more than \$5,000.00 and have Departments bring their request to the Town Manager and Select Board Members no later than November 1st each year with documentation of what is needed, why it is needed, estimates of the project/items and information so it can have enough time to be discussed. Unless an emergency occurs. **Ray Bates made a motion that all departments will need to submit any requests that is not in the current budget and is more than \$5,000.00 and to bring that request to the Town Manager and Select Board Members by November 1st of each year with documentation of what is needed, why it is needed, estimate of the project/item and information so it can be discussed within a timely manner before the next year’s budget starts. Unless an emergency occurs, seconded by Chester D. Barnes Jr., and approved 5-0-0.**
- l.) Theresa asked the Select Board to sign a CMP Pole application/permit. The Pole application/permit is for (1) pole starting at South Belfast Ave. off Jones Road. **Andrew Ballantyne made a motion to approve and sign CMP Pole application/permit for (1) pole starting at South Belfast Ave. off Jones Road, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

Ray Bates adjourned the Select Board Meeting at 9:17 p.m.

These minutes were approved by the Select Board on 4/23/24.

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The next Regular Select Board Meeting will be Tuesday, April 9, 2024, at 7:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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