



SELECT BOARD RECORD OF MEETING
MAY 7, 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, Chester D. Barnes Jr., and Thomas McNaughton. Absent were William Appel Jr., and Andrew Ballantyne.

Public Attending: Tom Reed, Thomas Leonard, Allison Whynot, Carol Chavarie, and Gregory Feltis.

Employees Attending: Theresa L. Haskell (*Town Manager*), 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: Not currently available for review.

Public Works:

- a.) Keith reported truck #8 was taken for an inspection sticker, it passed and is all set.
- b.) Keith reported Public Works painted new lines in the parking lot at the Town Office and also painted the handicap template on the ground as well.
- c.) Keith reported that Public Works will be assisting Joyce in placing the new Cemetery Rules signs at the Windsor Cemeteries.
- d.) Keith reported the culvert has been replaced on Reed Road.
- e.) Keith reported there are shoulder and ditching projects to be done by Public Works. They will be working on those projects over the next several months.
- f.) Keith discussed the Public Works monthly schedule, 10-hour, 4-day work weeks with the Select Board members present. The question was posed by a Select Board member why there were not (2) Public Works staff on each day of the week. It was suggested to always keep at least (2) Public Works employees on the schedule, and there be a rotation in the schedule of days off, this would include instances of vacations and Holiday weeks. There was much discussion from Select Board members and Theresa, (*Town Manager*), about reasons for having (2) Public Works employees on each day of the week now that there are (3) full-time employees and discussion back from Keith as to why he feels they don't always need (2) staff on. More discussion to be had.

Transfer Station:

- a.) Keith reported the metal and cardboard had been picked up from the Transfer Station.

Animal Control Officer: Nothing to Report

Cemetery Sexton: Theresa reported on behalf of Joyce (*Cemetery Sexton*)

- a.) Tom Reed will assist Joyce with the flagpole on Thursday.
- b.) Cemeteries are unlocked but there are no burials happening currently.
- c.) Chester D. Barnes Jr. wanted to note that he at one time made mention to Joyce he had someone in mind that might be available to play bugle. Unfortunately, this person is not available to play because he has been too busy. He also mentioned doesn't play live bugle, he has the bugle insert.

Chester and others at the Select Board meeting thought it would be a good idea if the Town raised money to get the Town of Windsor a bugle insert and perhaps someone could play. More to come.

RSU #12 Update:

- a.) Theresa L. Haskell reviewed the Warrant and Notice of Election Calling Regional School Unit No. 12 Budget Validation Referendum with the Select Board. **Chester D. Barnes Jr. made a motion to sign the Warrant and Notice of Election Calling Regional School Unit No. 12 Budget Validation Referendum (20-A M.R.S. §1486), seconded by Thomas McNaughton and approved 3-0-0.**

Public Comment:

- a.) Thomas Leonard introduced himself to the Select Board, he has lived in the Town of Windsor for 5 years. He would like to become more involved in things happening in the Town. His children attend Windsor Elementary School, and he very much looks forward to seeing what he can offer his community. He would like to start by becoming a member of the Planning Board. He has been informed there is an alternate seat open. Thomas will take the next steps in getting the information needed for the Planning Board alternate seat.
- b.) Tom Reed asked if the culvert replaced on Reed Road was the same size or if it was replaced with a larger size culvert. Theresa answered, it was replaced with the same size culvert.

Code Enforcement Officer: Nothing to Report

Consideration of Warrants #48 and #49 – Chester D. Barnes Jr. made a motion to approve Warrants #48 and #49, seconded by Thomas McNaughton and approved 3-0-0.

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

- a.) **Chester D. Barnes Jr. made a motion to suspend as Select Board and convene as Board of Assessors at 7:00 p.m., seconded by Ray Bates and approved 3-0-0.** On behalf of Vern Ziegler (*Assessor's Agent*) Theresa L. Haskell reviewed, with the Select Board the 2024 Certified Ratio Declaration Form that Vern had prepared for the Select Board signatures. **Chester D. Barnes Jr. made a motion to accept and sign the Certified Ratio Declaration Form, seconded by Thomas McNaughton and approved 3-0-0. Chester D. Barnes Jr. made a motion to adjourn as Board of Assessors and reconvene as Select Board at 7:09 p.m., seconded by Thomas McNaughton and approved 3-0-0.**
- b.) Theresa would like to revisit the approved Annual Town Meeting Warrant dated Tuesday, June 11, 2024, and Wednesday, June 12, 2024, regarding the wording of a warrant article vote after talking with MMA Legal that was previously voted on by the Select Board. The vote was 2 (in favor), 0 (against) and 3 (abstaining) and with not having a vote like this in the past it isn't "recommending passage" or "not recommending passage" by the Select Board. So, after talking with MMA Legal it is suggested that the wording just say, "Select Board Vote 2 (in favor), 0 (against), 3 (abstain)". **Chester D. Barnes Jr. made a motion to revisit the Annual Town Meeting Warrant dated Tuesday, June 11, 2024, and Wednesday, June 12, 2024, and to correct the Article #3 vote recommendations as per MMA Legal to say, "Select Board Vote (2 in favor, 0 against, 3 abstain", seconded by Thomas McNaughton and approved 3-0-0.**
- c.) Theresa reported a sheriff will be at Windsor Elementary School on Voting Day 7:45 a.m. to 3:45 p.m. The sheriff should be outside the voting area unless it is necessary for the sheriff to be inside the voting area for an issue or assistance. Windsor Public Works will also be available for traffic control during their normal working hours.
- d.) Theresa reported the Towns attorney is working on drafting a notice to vacate for the Ridge Road property. There is currently no other information to give on the property.

- e.) Theresa reported briefly about the Kennebec County Budget. Theresa noted the budget began at 44.1% and after several meetings and discussion about the budget it is now down to 31.5%. The next meeting is Wednesday, May 5, 2024, they are looking for ways to reduce the budget more and hope to get it below 30%.

Select Board Notes or Bulletins:

- a.) Ray Bates reported the Town Hall's annual water test was taken, results pending.

Ray Bates 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 at 7:39 p.m., seconded by Chester D. Barnes Jr. and approved 3-0-0. The Select Board came out of executive session at 8:56 p.m.

Ray Bates adjourned the Select Board Meeting at 8:56 p.m.

These minutes were approved by the Select Board on 5/21/24.

The next Regular Select Board Meeting will be Tuesday, May 21, 2024, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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