



SELECT BOARD RECORD OF MEETING
MAY 21, 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, Allison Whynot, Moira Teekema, Chester D. Barnes Sr., Cindy Barnes, Thomas Leonard, David Coons and Mike Chase.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), and Keith Hall (*Public Works Supervisor*), Hunter Coston (*Transfer Station Attendant*), Tim Coston (*Public Works*), and Allison Chase (*Transfer Station Attendant*).

Ray Bates opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: **Chester D. Barnes Jr. made a motion to approve minutes dated 4/23/24 and 5/7/24 after removing item c.) under Transfer Station section of minutes dated 4/23/24, seconded by William Appel Jr. and approved 5-0-0.**

Consideration of Warrants #50 and #51 – Chester D. Barnes Jr. made a motion to approve Warrants #50 and #51, seconded by William Appel Jr. and approved 5-0-0.

Public Works: Keith (*Public Works Supervisor*) reported the following.

- a.) Public Works has been helping clean up at the cemeteries in the Town.
- b.) New rules have been posted at the Town cemeteries, on posts.
- c.) Sand has been put up, (about 664 yards) and about 6 loads of salt is in.
- d.) Truck #5 is in the garage for repairs; it needs quite a bit of work/repairs. The cost will be around \$7,200.00. The shop will order the parts and get the truck fixed as soon as they get the go-ahead from the Town to order all parts that are needed. **Andrew Ballantyne made a motion to have repairs completed to Truck #5, seconded by William Appel Jr. and approved 5-0-0.**
- e.) The backhoe also needs tires replaced. Keith would like to know if this is something the Select Board would like to do now or wait until later. **Andrew Ballantyne made a motion to have tires on the Backhoe replaced now, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- f.) Jones Road and Crosby Road have had shoulder work done.
- g.) Tom McNaughton asked Keith for an update on the Amish signs. Keith said he had gotten prices on the signs and that is as far as he had gone with the project. Keith said he had not gotten the final answer to order signs. Moira Teekema added she had conversations with the Amish, they were happy with the selected locations discussed for placement for the signs. After some discussion **Thomas McNaughton made a motion to purchase (5) Amish signs and Chevron signs for the corner on Coopers Mills Road by Piper Road, seconded by Chester D. Barnes and approved 5-0-0.**

Transfer Station: Keith reported the following.

- a.) Freon units have been picked up from the Transfer Station.
- b.) Maine Scale LLC will be coming to calibrate the scales at the Transfer Station on 5/30/24.

- c.) Transfer Station employees Hunter, Allison, Dan, and Amelia, who covers for the Transfer Station, completed Core 1 training virtually today (5/21/24). Core 1 training helps employees gain a better understanding of Department regulations and concerns, learn methods of operation that achieve compliance and improve efficiency.

Animal Control Officer: Theresa reported on behalf of Ryan Carver (*Animal Control Officer*).

- a.) Ryan will turn in monthly reporting to the Select Board with mileage sheets. Ryan would prefer to get paid quarterly.
- b.) An update on dog registrations was given to the Select Board.
- c.) There is an issue on Rt. 105 of cows getting out. Ryan has been to the residences (4) times in (15) days. One time the cows made it all the way to Wingood Road. There were reports of the cows going head on with cars on Rt. 105. The owner says the deer keeps knocking his fence over. The Town ordinance is a fine up to \$500.00 payable to the Town per call. Ryan would like to know the Select Boards suggestion to enforce this. The Select Board will ask Ryan to be available at a future meeting for more discussion.
- d.) Ryan is asking the Select Board for a monthly phone allowance, or a phone designated to Animal Control. The Select Board will ask Ryan to be available at a future meeting for more discussion.

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

- a.) Cemeteries are open.
- b.) Burials are being scheduled.
- c.) Turf Doctor has been at the Cemeteries for the Spring application.
- d.) The Memorial Day ceremony will take place at 9:00 a.m., Dwight Tibbetts will be playing taps.
- e.) Chester D. Barnes Jr. followed up on the price for the bugle insert; the price is around \$620.00. 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.

RSU #12 Update: Nothing to Report

Code Enforcement Officer: Nothing to Report

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

- a.) Theresa has a Certificate of Appointment for Greg Feltis for the position of E-911 Alternate Addressing Officer, to be effective until a new Alternate Addressing Officer is appointed. **Chester D. Barnes Jr. made a motion to sign the Certificate of Appointment for Greg Feltis appointed as E-911 Alternate Addressing Officer effective until a new Alternate Addressing officer is appointed, seconded by Thomas McNaughton and approved 5-0-0.**
- b.) Ray Bates reviewed the Town Hall's water results received by Water Quality & Compliance Inc. The water test results were normal.
- c.) Theresa read aloud a letter from Lake Stewards of Maine requesting \$500.00 in funds from the Town to support water testing. Theresa will send back a response to the request.
- d.) The Safety Grant Press Release will be posted on the website for the Town to view.
- e.) Theresa received a request for funding from Lake Stewards of Maine in the amount of \$500.00. The Select Board said it was too late for the 2024/2025 budget. Theresa will send back a response to the request.
- f.) Friday June 28, 2024, is the last day of FY 2024. The Town office will be closing at noon to get all reports and books closed for FY 2024. **Andrew Ballantyne made a motion to close the Town Office at 12:00 on June 28, 2024, for office staff to get all reporting and books closed by the end of day for FY year end 2024 and seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- g.) Handouts were given on the progress Greg has made with E-911 address updates. Greg is about 2/3's complete.

- h.) KRT has been looking for building permits. There is a new system being developed between Arthur, Kelly, and Greg. There will be a spreadsheet when a copy of a permit is received from Arthur.
- i.) A handout was given to the Select Board regarding the Ridge Road property. There will be discussion at a later date when the Select Board has time to look over what the Town's Attorney has drafted. There is currently no other information to give on the property.
- j.) The Kennebec County Budget began at 44.1% and after several meetings and discussion about the final budget it is now down to 28.9%.
- k.) The Select Board was handed a copy of the Public Works monthly 4-day work week schedule. It was noted that Public Works will swap their day off if their day off falls on a holiday so they can still get paid for that Holiday.

Public Comment:

- a.) Tim had questions about signing the Smoking Policy. He asked for clarification before he signed anything. He would like to see it amended. The Select Board assured Tim that there was zero finger pointing intended when the memo and the Smoking Policy were sent to be signed by all employees. The memo was initiated from a letter that was left anonymously by a resident. The Select Board thought at the time it was an opportunity to remind all employees of the Smoking Policy.
- b.) Allison Wynot wanted to comment that confidentiality should not be broken. With no details, she said she believes that confidentiality has been broken to her in public.
- c.) Chester D. Barnes Sr. would like to arrange a Conservation Committee meeting sooner than later. Theresa and Chester looked at the calendar and a date of June 17, 2024, at 6:00 p.m. was set. They will reach out to other committee members with the date and time.
- d.) Theresa received a resignation letter from Moria Teekema, resigning from both the Transfer Station Committee as secretary and resigning from the Conservation Committee. **Chester D. Barnes Jr. made a motion to accept Moria Teekema's resignation from both the Transfer Station Committee as secretary and from the Conservation Committee, seconded by Andrew Ballantyne and accepted 5-0-0.**
- e.) Tom Reed noted the walls upstairs at the Town Hall looked a mess. Discussion about Town Hall use and the cost it would take to keep fixing and painting the walls because residents put holes and peel the paint, also the cost of table and chairs that get broken and need to be replaced. More discussion to be had at a future meeting about the Town Hall Use Policy and if that should be updated.
- f.) Allison from the Transfer Station wanted to comment that she has offered to work for the Public Works Department when they are short staffed, and she is available.
- g.) Tom McNaughton updated he has not seen a new contract come through from Delta. He has also not heard any response regarding being on the Board for Delta.
- h.) Andrew Ballantyne gave a brief update about the power line restarting their engine on Renewable Wind Energy. The best advice that is being passed around to Towns is to be sure your ordinances are in place, and you have a strong comprehensive plan. William Appel Jr. said we will need to devote time to the comprehensive plan.

Select Board Notes or Bulletins:

William Appel Jr. 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 7:56 p.m., seconded by Chester D. Barnes Jr. and approved 4-0-0. Ray Bates had stepped away. The Select Board came out of executive session at 9:41 p.m. **Andrew Ballantyne made a motion to pay Keith Hall \$100.00 per week for the past 24 weeks as he has been acting Transfer Station Supervisor, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

Ray Bates adjourned the Select Board Meeting at 9:43 p.m.

These minutes were approved by the Select Board on 6/4/24.

The next Regular Select Board Meeting will be Tuesday, June 4, 2024, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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