



SELECT BOARD RECORD OF MEETING
AUGUST 27, 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: William Appel Jr., Andrew Ballantyne, Chester D. Barnes Jr., Thomas McNaughton, and Allison Whynot.

Public Attending: Moira Teekema, Nancy Fish, Ronda Snyder, Robert Gagnon, Devin Noonan, Jerry Nault, Jamie Carle, and Tom Reed.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), Gregory Feltis (*Asst. CEO, Plumbing Inspector and Asst. E911 Addressing Officer*).

William Appel Jr. opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: **Andrew Ballantyne made a motion to approve meeting minutes dated 8/13/24 as presented, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

Consideration of Warrants #9 and #10 – Andrew Ballantyne made a motion to approve Warrants #9 and #10, seconded by Chester D. Barnes Jr. and approved 5-0-0.

Public Works: Theresa Haskell Reported the following on behalf of Public Works.

- a.) Danal Gerrard has handed in his resignation from Public Works. **Thomas McNaughton made a motion to accept the resignation from Danal Gerrard, seconded by Chester D. Barnes Jr. and accepted 5-0-0.**
- b.) Public Works will now be looking for a full-time driver/labor. It has been posted on the web site and Town sign.
- c.) Truck #6, 2016 International is now for sale. The truck will be listed on the Maine Municipal web site, and it will also be listed on the Town web site.

Transfer Station:

- a.) Theresa reported there was an incident at the Transfer Station over the weekend that required the Fire Department to be called. The MSW can had caught fire. It was controlled quickly, and no damage was done. This incident has the Transfer Station Supervisor and employees reviewing protocols more closely.

Animal Control Officer:

- a.) Ryan Carver (*Animal Control Officer*) was to attend this meeting tonight but was not. Ryan sent an email to the Select Board to let them know he was not able to attend to circumstances and gave a brief update that Chester D. Barnes Jr. read aloud.

Cemetery Sexton:

- a.) (2) sealed bids were received and opened for 2024 Dyer Hill Cemetery Tree Removal. The bids were from Pinnacle Tree Service and Chavarie Tree Service. The bids were reviewed and discussed. There was some confusion about the bid from Chavarie Tree Service. On one form it states 1st Bid amount of \$7,000.00 and the 2nd Bid Amount of \$3,000.00 on the actual bid form but an Estimate page was also given and it had \$7,000.00 and \$2,000.00 for a total of \$9,000.00. On Pinnacle Tree

there was only the 1st Bid specification was for \$10,927.00 with no 2nd Bid specification amount. **Andrew Ballantyne made a motion to move up to \$15,000 from Cemetery Fund Interest Account for tree removal to cover the amount of Chavarie Tree Service bid for 2024 Dyer Hill Cemetery Tree Removal, seconded by Allison Whynot and approved 5-0-0. Andrew Ballantyne made an amendment to his previous motion to move up to \$15,000 from Cemetery Fund Interest Account for tree removal to cover the amount of Chavarie Tree Service bid for 2024 Dyer Hill Cemetery Tree Removal, the motion now will read move up to \$14,500 from Cemetery Fund Interest Account for tree removal to cover the amount of Chavarie Tree Service bid for 2024 Dyer Hill Cemetery Tree Removal, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

- b.) Cemetery lot conveyance request from Jeffrey and Christine Winslow a 5x4 lot at Resthaven South 127P Cemetery. **Andrew Ballantyne made a motion to convey a 5x4 lot located a Resthaven South 127P Cemetery to Jeffrey and Christine Winslow, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

RSU #12 Update: Nothing to Report

Code Enforcement Officer: Greg Feltis (Assistant Code Enforcement Officer) Reported the following.

- a.) Greg Feltis (Assistant Code Enforcement Officer) reviewed the up-to-date CEO/E911 handout given to the Select Board of the work done by himself and Arthur Strout (Code Enforcement Officer).
- b.) Theresa proposed looking into the future that the Select Board consider Gregory Feltis for the Local Health Officer and removing this title from her plate. This would make best sense as Greg has training as a paramedic, and he knows what to look for when entering a home and situations as Health Officer. The Select Board agreed to take this into consideration. More to be discussed.

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

- a.) Theresa asked the Select Board to move interest received on the CDAR's Cemetery Perpetual Fund to the CDAR's Interest Account. **Chester D. Barnes Jr. made a motion to move interest received on the CDAR's Cemetery Perpetual Fund to the CDAR's Cemetery Perpetual Care interest Account, seconded by Thomas McNaughton and approved 5-0-0.**
- b.) Theresa asked the Select Board to take monies for Cemetery Perpetual Care General Ledger Account and move to the CDAR's Cemetery Perpetual Care Fund Account. **Chester D. Barnes Jr. made a motion to take monies for Cemetery Perpetual Care General Ledger Account and move to the CDAR's Cemetery Perpetual Care Fund Account, seconded by Thomas McNaughton and approved 5-0-0.**
- c.) Theresa said at the end of the fiscal year (June 30, 2024) the Transfer Station was short \$3,915.88 because of being short staffed. The Public Works and Town Office employees help cover as needed. **Andrew Ballantyne made a motion to move \$3,915.88 from Public Works to the Transfer Station to cover the shortage without changing the Town's bottom line budget, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- d.) Theresa asked about renewing the CDAR's Parke Property Account in the amount of \$14,000.00 and moving the remaining interest accrued to the Parke Property Reserve Interest Account. **Chester D. Barnes Jr. made a motion to renew the Parke Property CDAR's Account in the amount of \$14,000.00 with moving the remaining interest accrued to the Parke Property Reserve Interest Account, seconded by Thomas McNaughton and approved 5-0-0.**
- e.) A follow up email was sent from Delta Ambulance regarding response times and budget; Theresa forwarded the email to the Select Board for them to review.

- f.) (2) new laptops have been purchased (1) for Arthur & Greg (*Code Enforcement*) and (1) for Nicole (*Assessors Agent*) due to the condition and age of the laptops that were being used they needed replacing. Soon a new computer for the clerk area will be needed.
- g.) The question was raised regarding municipal employees being able to conceal carry, or if concealed carry was allowed on municipal property. The Town of Windsor is on the List of Municipal Towns the State Police issued concealed handgun permits for.
- h.) Show spirit for Municipal Employees is coming up in the month of October. Theresa wanted the Select Board to know if they see or hear residents saying they see things happening around the Town office or even around Town, we may just be celebrating each other and all the great work we do as a team. We appreciate each other here at the Town Office, Transfer Station, Public Works, Code Enforcement, Animal Control, and Cemetery Sexton.
- i.) Theresa passed out an updated chain of command (listing of department heads) to the Select Board.
- j.) Theresa noted that Arthur has spoken with pit owners. She gave a brief update of his conversations.
- k.) Theresa asked the Select Board to move \$2,000.00 out of Cemetery perpetual Fund Account General Ledger Fund and put in the Cemetery Perpetual Fund. **Chester D. Barnes made a motion to move the \$2,000.00 from the Cemetery Perpetual Care General Ledger and add it to the Cemetery Perpetual Care Fund, seconded by Thomas McNaughton and approved 5-0-0.**

Public Comment:

- a.) Kevin from KRT Appraisal presented on the revaluation that has been done in the Town of Windsor. He went over the reason the revaluation was done and the formulas in which were used to come up with figures that place values on homes in the Town. Residents were sent letters and asked to call if they had questions or wanted to set up an appointment to review their valuation with KRT. Appointments were held in person by appointment at the Town Office the week of August 26th and on Tuesday September 3rd.
- b.) Robert Gagnon presented a packet of information to the Select Board. This was for his place at the Old Berry & Berry building off Rt. 17 in Windsor. He will return to a future meeting.
- c.) Rhonda Snyder introduced herself to the Select Board and people Attending the meeting. She is running for Kennebec County Registry of Probate Court. Rhona will be on the November ballot.
- d.) Tom Reed asked about the MainEx pit moving the pit sides. The Select Board said that is a DEP question.
- e.) Jerry Nault gave updates on what has been going on at the Planning Board meetings to include the solar farm off Griffin Road, planned subdivisions and other pertinent properties that have been on the agendas at previous meetings. Brief discussion about the comprehensive plan was had.

Select Board Notes or Bulletins:

- a.) Allison would like further discussion about vested employees being able have other options with their VALIC investment. The Select Board will have more discussions about this in the future.
- b.) The Select Board discussed starting a group to put together a stronger comprehensive plan. Instead of another committee call it a Comprehensive Plan Work Group. The Select Board would like to know how soon they can get a work group together and get working on a solid Comprehensive Plan. Theresa will start putting together a list of people that were interested in working on the Comprehensive plan. More to come.

Chester D. Barnes Jr. made a motion to go into executive session Pursuant to 1 M.R.S.A. §405(6)(A) to discuss personnel matters at 8:30p.m., seconded by Thomas McNaughton and approved 5-0-0. The Select Board came out of executive session at 8:47 p.m.

William Appel Jr. adjourned the Select Board Meeting at 8:47 p.m.

These minutes were approved by the Select Board on _____.

The next Regular Select Board Meeting will be Tuesday, September 10, 2024, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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