



SELECT BOARD RECORD OF MEETING  
**SEPTEMBER 10, 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:** Deanna Roberge, Kevin Pomerleau, Nancy Fish, Michael Bilodeau, Frances Newman, Monique Crommett, Ray Bates, Jean Cote, Tyler Renolds, Moira Teekema, Devin Noonan, and Ed Pollard.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), Keith Hall (*Public Works Supervisor*), Joyce Perry (*Cemetery Sexton*) and 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: No previous meeting minutes available to review and approve currently. Meeting minutes dated 8/27/24 will be reviewed at a future date.

**Assessor's Agent – 2024 Tax Commitment Andrew Ballantyne made a motion to suspend as Select Board and convene as Board of Assessors at 6:01 p.m. seconded by Thomas McNaughton and approved 5-0-0.**

There was discussion on the Maine Revenue Services 2024 Municipal Tax Rate Calculations. There is a suggestion from Nichole Stenberg, Windsor's Assessor's Agent, for a motion on the Assessor's Certification of Assessment, 2024-2025 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine. **Chester D. Barnes Jr. made a motion to accept the Assessor's Certification of Assessment, 2024-2025 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine as presented by Nichole Stenberg, Windsor's Assessor's Agent seconded by Allison Wynot and approved 5-0-0. Andrew Ballantyne made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 6:32 p.m. seconded by Thomas McNaughton and approved 5-0-0.**

**Consideration of Warrants #11 and #12 – Chester D. Barnes Jr. made a motion to approve Warrants #11 and #12, seconded by Thomas McNaughton and approved 5-0-0.**

**Public Works: Keith Hall (*Public Works Supervisor*) Reported the following.**

- a.) Public Works has been laying pipe on Coopers Mills Road, that project will be continuing.
- b.) Public Works will continue to complete ditching on roads around town.
- c.) The Public Works September work schedule was handed out for the Select Board to review. Public Works is down one employee currently. It was agreed by the Select Board and Keith, for the remainder of the 4-day work week schedule, Public Works will work with 4 employees Monday through Thursday. Both employees will be off on Fridays. This will continue through the month of September.

### **Transfer Station:**

- a.) Theresa reported (2) quotes were received for the Transfer Station sign. One from Minuteman Signs and one from Carrier Signs. Both quotes were reviewed. **Andrew Ballantyne made a motion to accept the quote from Carrier Signs for \$625.00 for the new Transfer Station sign, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- b.) Theresa reported to the Select Board DEP's Solid Waste Facility Waste Assessment that was completed for the Transfer Station this past month. There were no big deficiencies or problems noted by DEP in the assessment.

### **Assessor's Agent – 2024 Tax Commitment Andrew Ballantyne made a motion to suspend as Select Board and convene as Board of Assessors at 7:10 p.m. seconded by Thomas McNaughton and approved 5-0-0.**

Nicole Stenberg, Windsor's Assessor's Agent, brought to the Select Board to accept and sign the Assessor's Certification of Assessment, 2024-2025 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine. **Chester D. Barnes Jr. made a motion accept and sign the Assessor's Certification of Assessment, 2024-2025 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine as presented by Nicole Stenberg, seconded by Allison Whynot and approved 5-0-0. Andrew Ballantyne made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 7:19 p.m. seconded by Thomas McNaughton and approved 5-0-0.**

### **Animal Control Officer: Nothing to Report**

### **Cemetery Sexton:**

- a.) Joyce reported she continues to research and locate a deceased baby that had passed back in 1954.
- b.) The town still has a few upcoming burials.
- c.) Theresa clarified the Chavarie Tree removal bid for Dyer Hill Cemetery. Funds to be moved will be up to \$10,000.00 from the Cemetery Perpetual Care Fund Interest Account. **Chester D. Barnes Jr. made a motion to move up to \$10,000.00 from the Cemetery Perpetual Care Fund Interest Account for Chavarie Tree Services to remove trees at Dyer Hill Cemetery, seconded by Thomas McNaughton and approved 5-0-0.**
- d.) Theresa reported there was (1) late bid submitted from Pro Tree Service that came in for Dyer Hill Cemetery Tree Removal. **Chester D. Barnes Jr. made a motion to reject the bid for Dyer Hill Cemetery Tree Removal from Pro Tree Services due to the bid being submitted late, seconded by Andrew Ballantyne and approved 5-0-0.**

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

- a.) Greg informed the Select Board that he has completed the State training to become certified as a Local Health Officer. He handed the Select Board each a copy of his completion certificate. The Select Board congratulated Greg.
- b.) Greg Feltis 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*). A brief discussion was had about Greg's reporting.

### **RSU #12 Update:**

- a.) Monique reported that school started up this week and everything went smoothly. Things are going well so far. There is a School Board meeting this Thursday. At the meeting they will be picking committee members.

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

- a.) Theresa presented a list of Oath's for approval. **Chester D. Barnes Jr. made a motion to appoint the following, Kris Jepersen-Prindle to Conservation Commission Committee Member effective through June 30, 2025, Gregory Feltis in the position of Health Officer Windsor, such**

**an appointment to be effective until another Health officer is appointed, and Theresa Haskell in the position of Alternate Health Officer Windsor, such an appointment to be effective until another Alternate Health Officer is appointed, seconded by Andrew Ballantyne and approved 5-0-0.**

- b.) Windsor Volunteer Fire Department has requested to purchase a heat pump for the station. They are requesting the Town move funds from the Fire Station Reserve Account to purchase the heat pump. They have (2) quotes, one from CB Haskell and one from MA Haskell to do install the heat pump. The Select Board will request more information about the heat pump installation and the need for a heat pump from the Fire Department. More to come.
- c.) Theresa let the Select Board know that June 30, 2023, was just about complete. When the audit is completed, she will be able to sign. The Select Board was okay with this.
- d.) MMA Annual Business Meeting & Voting Credentials - The Meeting will be October 2, 2024, the Town will send someone on the Town's behalf to vote and pick an alternate as they do each year. **Chester D. Barnes Jr. made a motion to send Theresa Haskell to the MMA Annual Business Meeting on behalf of the Town to vote as needed and for William Appel to be the alternate, seconded by Andrew Ballantyne and approved 5-0-0.**
- e.) There is a Public Hearing scheduled for September 24, 2024, on the General Assistance Ordinance and Appendices at 6:00 p.m. at the Windsor Town Office.
- f.) A list of board meetings, committee meetings and number of minutes/spent at the meetings was handed out to the Select Board for review, per the request of Bill Appel. Theresa reviewed the meetings and committees and the amount of time she spends at each of the meetings. She explained why she feels obligated to attend the meetings. Andrew stated he believes that each Board and committee should have a secretary that takes a good set of minutes and can report back to either the Town Manager or Select Board on a as needed basis. Andrew stated that the secretary(s) should get a monetary endorsement (*stipend*), for the time they put in taking minutes, and time put in keeping good organization for the committee. The discussion about payment (a stipend) for being secretary was noted that each Board or committee stipend payment would vary due to the detailed note taking and organization after for each Board and committee is very different. More discussion to be had.

#### **Public Comment:**

#### **Select Board Notes or Bulletins:**

- a.) Allison mentioned perhaps a re-ordering of agenda items so if residents attending the meeting had public comment, they could be heard, and other agenda items could wait for later. With discussion, it was decided that the agenda had been moved around a few times in the past so that Select Board items could be discussed prior to public comment to get Select Board business taken care of without the meetings running long. The idea was brought forward that tags or numbers be made for the public to take when they arrive at Select Board meeting if they wish to make public comment. These tags will alert the Select Board when the public has comment(s) and Select Board business can be moved along timely to get to public comment. It was discussed that public comment will have a time limit for discussion to keep meetings timely. It was agreed among the Select Board that Select Board meetings need to be moved along more timely and this will be worked on going forward.
- b.) Chet handed out options for security for the Town Hall. Options, equipment, parameters the security system covered, and price were reviewed. Simply Safe was considered the better option by the Select Board. The monies have already been voted to by the Town to be used for this purchase.

**William Appel Jr. adjourned the Select Board Meeting at 8:04p.m.**

These minutes were approved by the Select Board on \_\_\_\_\_.

**The next Regular Select Board Meeting will be Tuesday, September 24, 2024, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

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