



SELECT BOARD RECORD OF MEETING  
JUNE 4, 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., Chester D. Barnes Jr., and Thomas McNaughton. Andrew Ballantyne arrived at 6:52 p.m.

**Public Attending:** Nancy Fish, Tom Reed, Steve Ball, Kevin Ready, Allison Whynot, Sharon Sproul, Keith Lagasse, and Moira Teekema.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), and Keith Hall (*Public Works Supervisor*). Ryan Carver (*Animal Control Officer*) arrived at 7:46 p.m.

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 5/21/24 as presented, seconded by William Appel Jr. and approved 4-0-0.**

**Consideration of Warrants #52 and #53 – Chester D. Barnes Jr. made a motion to approve Warrants #52 and #53, seconded by Thomas McNaughton and approved 5-0-0.**

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

- a.) Public Works has continued working on road shoulders and cutting brush around Town.
- b.) Public Works is currently reviewing road signs for proper spelling etc. and will make changes as needed.
- c.) The shoulder machine is still in the shop, Public Works is working with Marvin Clark on roadside shoulders.
- d.) Keith spoke with Jamie at Maine-ly Paving LLC, Jamie is willing to extend last year's contract so that the Reed Road can be paved in the duration that Maine-ly Paving is finishing other work in Town. This will be at the same contracted price. **Chester D. Barnes Jr. made a motion to extend the contract with Maine-ly Paving LLC. At the same contracted price to have the Reed Road paved with a 12.5mm surface at 1.5" for 8200' with 1200' kick out while Maine-ly paving is finishing other work in Town, seconded by William Appel Jr., and approved 4-0-0.**
- e.) Theresa reviewed Steve McGee's last bill that was submitted in this warrant.
- f.) A copy of the Public Works schedule of work for June was handed out to the Select Board.
- g.) Theresa handed out a copy of the Public Works June, July, August, and September's 4 days work week schedule to the Select Board.
- h.) Theresa reported the salt proposal was received.
- i.) Theresa asked the Select Board to approve (1) Road Name. "Doughty Way" off Rt. 17, Arthur Strout (*Code Enforcement Officer*) approved for E-911 update. **Chester D. Barnes Jr. made a motion to approve naming road "Doughty Way" on the recommendation of Arthur Strout (*Code Enforcement Officer*) for E-911 updates, seconded by Thomas McNaughton and approved 4-0-0.**

**Transfer Station: Keith reported the following.**

- a.) Demo cans have been picked up at the Transfer Station.

- b.) Maine Scale LLC. came to calibrate the scales at the Transfer Station.
- c.) Transfer Station employees came in early one day for mowing and cleaning up, this is not a regular occurrence.
- d.) Theresa reviewed the new Transfer Station sign design. The sign prompted a short discussion about if the Town should revisit having Transfer Station stickers reintroduced or not. No stickers will be issues at this time.
- e.) Theresa brought forward to the Select Board an increase per pound recommendation from the Transfer Station Committee. A short discussion was had. **Chester D. Barnes Jr. made a motion to increase pricing per pound at the Transfer Station from .10 per pound to .20 per pound beginning January 1, 2025, seconded by William Appel Jr. and approved 4-0-0.** This change will be posted on the website as soon as possible and an insert shall be placed in the upcoming tax bill for residence to have notice of the change in pricing.
- f.) Keith reported he spoke with Avery Glidden regarding the retaining wall at the Transfer Station. Avery stated he could fix the retaining wall when he had time to get to it but wouldn't guarantee how many years it would hold up. Keith will get others to look at the wall.
- g.) Theresa reported the base on the small scale at the Transfer Station needs replacing. The cost will be \$895.00 plus labor, the Select Board agreed to order it.

**Animal Control Officer: Ryan Carver (*Animal Control Officer*) reported the following.**

- a.) There are (9) unregistered dogs remaining in the Town.
- b.) Ryan asked the Select Board for a monthly phone allowance, as other supervisors and heads of departments have. He is asking for \$25.00 per month. **Chester D. Barnes Jr. made a motion to give Ryan Carver (*Animal Control Officer*) a \$25.00 monthly phone reimbursement beginning in the July 1, 2025, payables, seconded by William Appel Jr. and approved 5-0-0.**
- 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. Reports of the cows going head on with cars on Rt. 105. The Town ordinance is a fine up to \$500.00 per animal payable to the Town per call. Ryan would like to know the Select Boards suggestion to enforce this. The Select Board discussed with Ryan and going forward Ryan will contact the resident either by phone or in person and Ryan will proceed with a fine starting at \$100.00 and then the fine may increase from there as this is a serious safety issue having the livestock in the roadway.

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

- a.) Joyce is planting flowers at Town cemeteries.
- b.) Joyce is preparing lots for (2) burials scheduled on the weekend.

**RSU #12 Update:**

- a.) Allison Whynot reported the last school day at Windsor is on June 14, 2024.
- b.) Allison Whynot noted RSU #12 is looking for bus drivers.

**Code Enforcement Officer: Nothing to Report**

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

- a.) Juneteenth, June 19, 2024, falls on a Wednesday this year. Wednesday's is the day the of the week the Windsor Town Office is closed for business. Looking forward, this will be happening on other Holidays for the Town office as well. Theresa is asking to clarify the wording of the Town Paid Holiday Policy. Discussion was had and in conclusion a decision was made that days the Town office is normally closed for business, and it falls on a Holiday, Full-Time office staff will receive a floating Holiday which will allow one other day to be used as a float Holiday.
- b.) Theresa has a Certificate of Appointment for Thomas Reed for the position of Alternate Appeals Board Member, to be effective through June 30, 2027. **Andrew Ballantyne made a motion to sign**

**the Certificate of Appointment for Thomas Reed, appointed as Alternate Appeals Board Member effective through June 20, 2027, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

- c.) The County Tax Bill has been received. The due date is September 1, 2024.
- d.) Vern (*Tax Assessor*) will attend Town Meeting.
- e.) The Select Board was given a draft of the Application for Volunteer Committee Position and the Re-appointment Volunteer Committee Form. They agreed it looks good to use.
- f.) A brief update on the Ridge Road property was given. Theresa reported to the Select Board she and Greg had a discussion with the Town Attorney and the attorney will let the Town know when new information is available. There is currently no other information to give on the property.
- g.) The revised Delta contract was received. The only change from last year's contract is the per capita has increased from \$15 per capita to \$25 per capita. **Andrew Ballantyne made a motion to have Theresa Haskell sign the revised Delta contract as written, seconded by Thomas McNaughton and approved 5-0-0.**
- h.) A copy of the management representation letter was handed out to the Select Board for review. **Chester D. Barnes made a motion to have Thomas McNaughton review the management representation letter prior to Theresa Haskell and Thomas McNaughton sign and return it to the auditor, RHR Smith & Company, seconded by Andrew Ballantyne and approved 4-0-1.**
- i.) Threemile Pond Association reached out via email inquiring about the funds they had requested from The Town of Windsor. Therea will respond to the email.
- j.) Theresa asked for a Special Select Board Meeting on June 27, 2024, at 6:00 p.m. only to tie up any outstanding payables. This would be the only thing on the agenda. The Select Board agreed.

**Public Comment:**

- a.) Steve Ball brought information and a written proposed ordinance regarding the gravel pits in the Town of Windsor. The Select Board heard what Steve had to say and asked that he email the information to Theresa so that she could also get the proposed information to the appropriate committee. Steve agreed. Also in the audience were Nancy Fish and Keith Lagasse living off Hunts Meadow Road, they both also had information and concerns to share about gravel pits in the Town. Much discussion was had about active and inactive gravel pits in the Town of Windsor. Theresa will speak with Arthur Strout (*Code Enforcement Officer*) to have him speak with the appropriate people. The Select Board encouraged the residents attending tonight's meeting to also attend the next Planning Board meeting with their plan and have their questions and concerns ready. They also encouraged them to have other residents that they know share the same concerns attend the Planning Board meeting and future planning Board meetings.
- b.) Kevin Ready from the Windsor Volunteer Fire Department attended to give an update and short discussion on the proposed OSHA regulations. Kevin reported that they've had no contact from OSHA directly. Currently OSHA is using only media outlets to get information out to the public. Kevin read aloud a letter that was submitted on behalf of the Windsor Volunteer Fire Department. The letter outlined many aspects of what the Windsor Volunteer Fire Department responds to for calls, what they use for equipment, the training they do and much more. The letter also pointed out the hardships that the new proposed regulations would place on small Fire Departments including the Town of Windsor. The letter will be posted on the Towns Website for residents to view. The Select Board had some follow up questions and without much information detailed from OSHA at this time Kevin didn't have many answers. Kevin did report there has been a 30-day extension granted by OSHA for public comment, the new deadline is July 31, 2024. Comments are encouraged. William Appel Jr. has asked that Patsy Crockett, Kennebec County's Commissioner, be invited to a future Select Board meeting to discuss the new proposed OSHA regulations. Theresa will send the invite as soon as possible.

- c.) Tom Reed, a resident of Windsor, revisited his suggestion he made on March 26, 2024. His idea of a building being built in Town 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. Tom asked if it would be possible to at some point to start a committee. The Committee would be named The Kenneth A. Strout Recreation Hall Committee and then funds could start being raised for this building.

**Select Board Notes or Bulletins:**

- a.) Thomas McNaughton had a short discussion about the Select Board having more ownership of the overall budget at the Town Meeting. He would like to see the Select Board be able to answer for what they approved. He understands that Theresa is in the so-called hot seat, but he feels the burden to answer some of the questions from the public should fall on who ultimately was responsible for approving the budget. William Appel Jr. agreed, but then said Theresa has been answering budget questions from the public when they come up for many years and she does a great job. William Appel Jr. added if Tom would like to sit up there and take a shot at answering a few then he should.

**Ray Bates adjourned the Select Board Meeting at 8:59 p.m.**

These minutes were approved by the Select Board on June 27, 20024.

**The next Regular Select Board Meeting will be Tuesday, June 18, 2024, at 6:00 p.m. at the Windsor Town Hall. There will be a Special Select Board Meeting held on Thursday, June 27, 2024, at 6:00 p.m. to discuss any outstanding payables.**

Respectfully Submitted,

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