



SELECT BOARD RECORD OF MEETING
SEPTEMBER 24, 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., Thomas McNaughton, and Allison Whynot. Andrew Ballantyne arrived at 6:38 p.m. Chester D. Barnes Jr. was absent.

Public Attending: Nancy Fish, Steve Plourde, Melissa Plourde, Rose Fraser, Doug Fraser, Ray Bates, Darlene Galen, April Cusick, Scott Emery, Patrick Allen, Shirley Allen, Matthew Taylor, Patricia Taylor, Brandi Grosjean, Ryan Carver, Stephanie Hunter, and Tom Reed.

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

William Appel Jr. opened with the Pledge of Allegiance at 6:02 p.m.

Public Hearing – William Appel Jr. called to order the Public Hearing at 6:02 p.m. regarding General Assistance Ordinance (September 2024), New General Assistance Ordinance Appendices (A-H) (10-1-24 to 9-30-25) and the Recovery Residence Housing Maximums (10-1-24 to 9-30-25). Theresa reviewed the General assistance maximums with the Select Board and asked if there were any questions about the new guidelines. No questions from the Select Board or Public. William Appel adjourned Public Hearing and reconvened the regular Select Board meeting at 6:07 p.m.

Previous Meeting Minutes: **Allison Whynot made a motion to approve meeting minutes dated 8/27/24 and 9/10/24 as presented, seconded by Thomas McNaughton and approved 3-0-0.**

Consideration of Warrants #13 and #14 – Andrew Ballantyne made a motion to approve Warrants #13 and #14, seconded by Thomas McNaughton and approved 4-0-0.

Public Works: Theresa reported the following.

- a.) Bids for 2016 Terrastar – (1) bid from McGee Construction. The amount of the bid is \$16,900.00. **Thomas McNaughton made a motion to accept the \$16,900.00 bid from McGee Construction for the 2016 Terrastar, seconded by Andrew Ballantyne and approved 4-0-0.**
- b.) McGee has offered a contract to the Town for the 2024/2025 plow season. The contract states \$175.00 per hour for 250 hours, a total of \$43,750.00 to the Town. The Town has budgeted \$43,500.00. Theresa stated there are places in the budget to make up for the short fall. **Andrew Ballantyne made a motion to accept McGee’s 2024/2025 contract at \$175.00 per hour for 250 hours, a total of \$43,750.00, seconded by Thomas McNaughton and approved 4-0-0.**
- c.) There has been (1) applicant for the full-time Public Works position. The Town is still accepting applications currently.

Transfer Station:

- a.) An applicant has been interviewed to be a back-up for the Transfer Station.

Animal Control Officer: Ryan reported the following

- a.) There are currently only (4) unregistered dogs in the Town. October 15th, new dog licenses will be available. The late fee for non-registered dogs will come due in January.
- b.) Animal Control issues have been quiet. Ryan reported there have been no further cattle issues in Town at this time.

Petition update – Kelly McGlothlin (*Town Clerk*) updated the Select Board on the petition for cannabis that wanted to post on the November 2024 ballot. Kelly found things within the petition that were inconsistent with what could be to correct and sufficient that would allow the petition to move forward to the November 2024 ballot. Kelly also noted the petition was submitted too late for the November ballot. Kelly explained her additional findings to the Select Board, and it would be up to them if they wanted to place an article on the June 2025 ballot. The Select Board thanked Kelly for her work and discovery. Further discussion will be had when all Select Board members are present. Bill will have a discussion with the petition holder and extend another invite to a Select Board meeting.

Cemetery Sexton: Nothing to report

Code Enforcement Officer: Greg Feltis (*Assistant Code Enforcement Officer*).

- a.) Greg's written report was given to the Select Board to review on Greg's behalf. No comments made.

RSU #12 Update: Nothing to report

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

- a.) (3) junkyard permit applications – The permit applications were for 1. Millard Nickerson c/o Lisa Taylor 2. Allen Rogers 3. Stanley Pelletier. **Andrew Ballantyne made a motion to approve the (3) junkyard permit applications named for the following Millard Nickerson c/o Lisa Taylor, Allen Rogers and Stanley Pelletier, seconded by Allison Whynot and approved 4-0-0.**
- b.) General Assistance Ordinance (September 2024), New General Assistance Ordinance Appendices (A-H) (10-1-24 to 9-30-25) and the Recovery Residence Housing Maximums (10-1-24 to 9-30-25). **Andrew Ballantyne made a motion to approve and accept General Assistance Ordinance (September 2024), New General Assistance Ordinance Appendices (A-H) (10-1-24 to 9-30-25) and the Recovery Residence Housing Maximums (10-1-24 to 9-30-25), seconded by Allison Whynot and approved 4-0-0.**
- c.) Stephanie Hunter from Corbridge (Valic) reviewed updating retirement plan documents with the Select Board and the expense to the Town to update plan documents. The cost would be \$750.00 to update the plan documents. **Thomas McNaughton made a motion to approve updating the retirement plan documents as recommended by Stephanie Hunter at a cost of \$750.00, seconded by Andrew Ballantyne and approved 4-0-0.**
- d.) Assessor's Agent Letters - **Andrew Ballantyne made a motion to suspend as Select Board and convene as Board of Assessors at 8:28 p.m. seconded by Thomas McNaughton and approved 4-0-0.** There was a discussion of seven 2024-2025 Tax Year Abatements and two Supplements. There is a suggestion from Nichole Stenberg, Windsor's Assessor's Agent, for a motion to sign the prepared Abatements and Supplements. **Andrew Ballantyne made a motion to accept and sign the Assessor's Abatement Tax Warrant for Bryan Bolstridge in the amount of \$6.44 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Abatement Tax Warrant for Rose & Douglas Fraser in the amount of \$230.00 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Abatement Tax Warrant for Angela & Steve Brochu in the amount of \$49.68 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Abatement Tax Warrant for Mark & Dorothy Lapointe in the amount of \$2,194.20 as per**

Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Abatement Tax Warrant for Bryan Stefanie Lewis & Jonathan McCaslin in the amount of \$512.44 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Abatement Tax Warrant for Marvin & Kim Clark in the amount of \$1,438.88 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Abatement Tax Warrant for David Shaw in the amount of \$3,044.28 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Supplemental Tax Warrant for Malarie & Darin Clark in the amount of \$1,438.88 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations and initial correction of the misspelling of the Tax Collectors name Kathryn to Katherine, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to accept and sign the Assessor's Supplemental Tax Warrant for Karen S. Finley in the amount of \$3,044.28 as per Nichole Stenberg, Windsor's Assessor's Agent recommendations and initial correction of the misspelling of the Tax Collectors name Kathryn to Katherine, seconded by Allison Whynot and approved 4-0-0. Andrew Ballantyne made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 8:40 p.m. seconded by Thomas McNaughton and approved 4-0-0.

- e.) J&M Electric submitted a price of \$1,754.00 to place (3) 120V outlets upstairs in the Town Hall. Short discussion about holding off and placing the job out for bid and/or getting other estimates. **Allison Whynot made a motion to put placing (3) 120V outlets upstairs in the Town Hall out for bid and/or getting other estimates for next year's budget, seconded by Andrew Ballantyne approved 4-0-0.**

Public Comment:

- a.) Patrick Allen said his bank appraisal and the appraisal from KRT were very far apart. He asked some very good questions and was encouraged by the Select Board to speak with Nichole, the Town's Assessor's Agent to review the assessment done by KRT. Patrick asked how it would affect paying his taxes. Theresa answered even if anyone has questions about their tax assessment, they should still pay at least their first half of the tax bill so there are no interest fees that accrue.
- b.) Ryan Carver also said he recently had a bank appraisal done and his assessment between bank and KRT was far apart. He mentioned he will be speaking with Nichole, the Assessor's Agent, about the assessment also. There was much discussion among a couple of residents in the audience about feeling their property was over assessed by KRT. The Select Board encouraged the residents if they have questions to bring their information to Nichole, the Towns Assessor's Agent, and see if an adjustment is warranted.
- c.) Arthur Strout was here on behalf of the Windsor Volunteer Fire Department to answer follow-up questions regarding having a heat pump installed in the meeting room at the Fire Station. Arthur said the central air conditioning system is broken and non-repairable. They used a window air conditioner this past summer and would like to have a heat pump placed in the meeting room so that it can be used not only for air conditioning but for supplemental heat as they use radiant heat in the station. They have (2) quotes. MA Haskell \$4,074.28. CB Haskell \$4,950.00. They have asked the Town to move monies from the WVFD Building Reserve Fund Account to pay for the heat pump and installation. After much discussion the Select Board offered to pay for half. In the audience Steve Plourde offered a rebuilt condenser that he has at his shop and free labor if the Town pays for the head for the unit and other materials that may be needed. More discussion was had. Steve Plourde offered to look at the station and see what else will be needed and give the price. **Thomas**

McNaughton made a motion to move money from the WVFD Building Reserve Fund Account not to exceed \$2,350.00 for Steve Plourde to install a heat pump head and other materials (condenser and labor to be donated) in the meeting room at the Windsor Volunteer Fire Department, seconded by Andrew Ballantyne and approved 4-0-0.

- d.) Ray Bates gave a brief update about the Comprehensive Plan. He spoke with someone at the State Office. The people included on the Comprehensive Plan Work Group thus far to be Ray Bates, David Coombs, Tom Reed, Jerry Nault David Landmann and Theresa Haskell with William Appel Jr. as Select Board Representative.

Select Board Notes or Bulletins:

- a.) Andrew asked on behalf of a Town resident, where can they find, what the resident referred to as the pie chart. Where expenses are broken down. Theresa answered it can be found in the Town Report. And there is a smaller breakdown on the tax bill just not in pie chart form.
- b.) Bill mentioned the Site Plan Review questions have been given to the Select Board members.
- c.) Andrew asked how long people should be waiting to hear back from KRT after meeting with them. When they have met with KRT to ask for adjustments, how long does it take to get a response from KRT. Theresa will follow up and get that answer.
- d.) Bill asked will the website be retained KRT. Theresa will follow up.

William Appel Jr. adjourned the Select Board Meeting at 8:57 p.m.

These minutes were approved by the Select Board on October 8, 2024.

The next Regular Select Board Meeting will be Tuesday, October 8, 2024, at 6:00 p.m. beginning with a Public Hearing on a dangerous building at the Windsor Town Hall.

Respectfully Submitted,

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