



SELECT BOARD RECORD OF MEETING
NOVEMBER 5, 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: Thomas McNaughton, Chester D. Barnes Jr., William Appel Jr., Allison Whynot and Andrew Ballantyne.

Public Attending: Jerry Nault, Mike Chase, Anthony Sementelli and Brandi Grosjean.

Employees Attending: Theresa L. Haskell (*Town Manager*), Allison Chase (*Interim Transfer Station Supervisor*) and Gregory Feltis (*Health Officer, Assistant CEO/LPI and E911*).

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

Previous Meeting Minutes: Andrew Ballantyne made a motion to approve the minutes dated 10/8/24 with updating a sentence under the Public Hearing section fourth sentence to read “This time spent has come at an expense to the Town” and also approve the 10/22/24 as presented, seconded by Chester D. Barnes Jr. and approved 4-0-1 (Tom McNaughton abstained).

Consideration of Warrants #19 and #20 – Chester D. Barnes Jr. made a motion to approve Warrants #19, and #20, seconded by Allison Whynot and approved 5-0-0.

Public Works –

- a.) Bill Appel said he had a question on the backhoe expense in the warrant. Did we get a new ram or was this just the service for the backhoe itself. Theresa said she wasn't sure but thought this was the service itself. She will check with Keith.

Transfer Station – Allison Chase:

- a.) Allison Chase said she received a text message from the newest employee giving his two-week notice and that he would not be able to work Wednesday or Friday this week. Allison said she has contacted Dan Gerrard and he is willing to help on Wednesday and has contacted Dave Atchison and he is willing to fill in on Saturday. She will need help on Friday and has contacted Keith and Tim at Public Works to see if they can help but hasn't received a call back yet. Theresa said the Public Works work until 3:00 p.m. so hopefully they can at least fill in from 1:00 p.m. – 3:00 p.m. and possibly later to finish out the day.
- b.) Allison Chase said they are still having residents put in garbage in the recycling area especially in the cardboard and mixed paper cans, which take additional time to clean out the days they are there. There were also two monitors left over by the light bulb building which weren't paid for and they are \$12 each. Allison Whynot suggested we advertise now on the electronic sign for the Part-time Transfer Station Attendant.
- c.) The retaining wall is done at the Transfer Station. Allison Chase said they left a big mess that needs to be cleaned up. Tom McNaughton asked how much this was, and Theresa Haskell said it was \$12,000.00. This was not in the warrant tonight because we are waiting for a W-9 before payment can be made.
- d.) Tom McNaughton asked Allison Chase about the discussion they had regarding signs. Allison Chase said she hasn't got them yet. Theresa Haskell said to Allison Chase that she was supposed to get a list of what she needed for signs and the previous Transfer Station pictures that she had

taken , but she hasn't received anything yet. Allison Chase said she will get these to Theresa Haskell.

Animal Control Officer - No Report.

- a.) The Select Board is requesting the Animal Control Officer attend the next meeting.

Cemetery Sexton – Joyce Perry:

- a.) Joyce gave an update on burials, cleaning of stones and discussion of cleaning the Veterans Memorial Monument as it is getting green stuff on it. They are going to use the wet and forget but as a wash and not a spray in the spring. Joyce also said she wanted to thank Liz Harriman for finishing the wet and forget on the stones in Resthaven and also getting rid of the five hydrangeas on the fence line of her property.
- b.) Joyce said she has met with Able Chavarie regarding removing the two huge maple trees at Dyer Hill Cemetery. While Able was there she wanted to discuss a tree that was leaning over the fence into the cemetery and as Able looked at it he noticed another tree next to this one that had a stress crack in it as well and gave a quote of \$1,800.00 to remove both. These trees are on Crooker Construction, LLC property, and we have received permission from Crooker Construction LLC to take the trees down. This money is within her Cemetery maintenance budget line. Able said on 10/25/24 he could do this within a couple of weeks, so hopefully they will be done soon.
- c.) Joyce said she closed the gates at the cemeteries on October 31, 2024.
- d.) Joyce asked about the lighting at the Veterans Memorial that still needs to be done. The church sign is still not working, and we should do something before winter to get this sign working. Andrew Ballantyne said we can do two things. 1. Send back out for bids with the scope of work that was previously prepared. 2. Have the Public Works dig a 14" deep trench from the junction box to the sign, have the conduit placed and then have an electrician finish this and then next year discuss how the remaining lighting will need to be done.

Code Enforcement/Local Plumbing Inspector/E911/Health Officer – Greg Feltis:

- a.) Greg Feltis gave an updated report.
- b.) Theresa Haskell suggested that the Code Enforcement Officer (Arthur Strout) and Assistant Code Enforcement Officer (Greg Feltis) attend with her the Small Claims Court class on December 19, 2024, from 9:00 a.m. – 12:00 p.m. at Maine Municipal. The Select Board said with all that is going on, it would be beneficial for everyone to attend as we will be moving forward and will have to take people to court to get the local fines paid.
- c.) It was suggested to Greg to possibly take weekly pictures to show progress on properties in violation and document everything. Greg Feltis said he does document everything he does.

RSU #12 Update – No Report.

Public Comment:

- a.) Planning Board update – Jerry Nault – Jerry said last night was an interesting evening. The expense line for the 25/26 budget was discussed. Looking at the work the Planning Board has done over the last six months it has been very interesting with Site Plan Review Applications, Solar Applications and a Subdivision application. The most current Solar Application is an 80-page application for solar panels on a roof with many questions that may need to be asked. The application has three people/businesses involved. The property owner, the contractor who will be doing the work and the solar company that owns the panels. This is a very interesting application and something like this will have the work of the Planning Board members more involved. It was asked if this application would need a decommissioning plan. The Planning Board may need to call on additional resources and would add this expense to the budget. There was much discussion of what may need to be added to the budget. Andrew Ballantyne said he would want to make sure the Town is not responsible for anything, and it would all be on the property owner.

He would have a possible concern regarding the battery setup. The Planning Board is also working on gravel pits and the Mineral Extraction Ordinance which with the discussion last night they may have found a way to deal with gravel pits that are existing in the Town and how to move forward with the relationship with the gravel pit owners and neighbors. Theresa suggested we update the applications indicating having the applicant hand in 8 copies of the full application, also adding that any additional costs (regular/certified mailing costs, advertising, Public Hearing Fees, consulting fees, attorney fees etc.) would be the responsibility of the applicant. Bill Appel asked if the Utility Scale Solar Energy Facility Ordinance needed any tweaking at Town Meeting in June and Jerry Nault said he wasn't sure. Theresa said any Ordinance needing updates or new Ordinances will need to be in the Warrant which would need to be done by the end of March 2025, so the final Warrant can be approved by the Select Board.

- b.) Jerry Nault also brought up that a member of the Planning Board (Dan West) is asking to be compensated \$75.00 per meeting for being the Planning Board's Secretary and taking and typing up the minutes from the meeting. Bill Appel said knowing the Planning Board is having more applications wouldn't it be beneficial to have Dan West be able to be engaged in the applications being presented and have attention and discussion during the meetings rather than worry about taking minutes. Theresa said in this year's budget there is \$500.00 for a Planning Board Secretary. Bill Appel said he feels Theresa Haskell is at these meetings and is taking notes and can do these minutes and should be compensated for this. Someone needs to do this. Theresa said the Planning Board Secretary should not be just someone who takes minutes and types them up, they should be responsible for preparing the Agenda's, getting all documents ready for the meeting (which when an application comes into the Town Office this person should be contacted and then they need to make sure all members are contacted and made aware that an application has been received, having enough copies available for the members, making sure the original application doesn't leave the office, having a list of who has received a copy and when they took it, and then preparing all documents for the meeting. Once an application is approved, confirming that the application is complete, signed by members, letters written, folder documented, application document for the main office, letters written, and any other pertinent documents finalized for the Town files, (currently all of this is done here at the office and Theresa Haskell makes sure it is all done and in order now). Theresa Haskell said if we are going to add costs to these applicants an invoice should be created and made sure it is paid before any final approval is made. Andrew Ballantyne said he is all for spending less and he knows he is frugal but seeing the trend with more and more site applications, solar applications and subdivisions coming in and with knowing a new transmission line is headed our way, plus updating the Comprehensive Plan there is going to be additional expenses. Andrew Ballantyne said maybe it would be beneficial to have a Planning Board Reserve Fund which would allow it to be carried over what isn't used and then we would only have to add to it when something is used. Chester D. Barnes Jr. said he feels taking minutes is a distraction for a Planning Board Member and they should be focusing on what is going on. It was asked that Jerry Nault to bring this back to the Planning Board.

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

- a.) Anthony Sementelli from Kennebec Wealth Management was here to discuss the Windsor Educational Foundation and Reed Fund Statement of Investment Policies that has been approved by the members of the Windsor Educational Foundation and Reed Fund. Anthony said this hasn't been updated since 2009 and there was some language that was unnecessary, and some things needed to be addressed. They are here to help manage the funds with having 40% in Stocks and 60% in Bonds. It has been the members of the Windsor Educational Foundation and Reed Funds desire to only spend up to \$4,000.00 per year. Theresa asked Anthony to explain the costs involved. Anthony said the fee is 1.25% on an annual basis but is charged quarterly. The interest

has been averaging 6% - 7% minus 1.25%. The Town gets the trade confirmations and can get a Monthly Income Report. Tom McNaughton had some questions under the Yield section saying it doesn't make sense to him. Anthony said he will go back and talk with Sam Tippet to see what he can do with changing the wording in this section and get that to Theresa so she can send it to all the Select Board members.

- b.) Theresa said KRT has indicated the Property Records have been uploaded to their website and will be available for one year complementary. Tom McNaughton asked to see if we could have the link on our website. Theresa said she will contact KRT to confirm.
- c.) Theresa handed out a short version of the final audit for June 30, 2023, to the Select Board and stated this is what we will see in the Town Report or maybe even a link to this. The Town of Windsor is in good financial standings and at the end of June 30, 2023, our Unassigned Fund Balance was \$1,369,836.00 which was up from the previous year. RHR Smith & Company, CPA's is asking for us to sign a new contract with them for the June 30, 2024, audit. **Andrew Ballantyne made a motion to have Theresa Haskell and Tom McNaughton sign the new contract, seconded by Allison Whynot and approved 5-0-0.** Tom McNaughton said he has been talking with Theresa Haskell about what happens at the Transfer Station regarding cash/checks received and how that process is done, and they have come up with some suggestions. Theresa suggested having another money bag available, one for Friday and one for Saturday. The Transfer Station attendants are having a difficult time in training and doing cash-ups at the end of the day. The Office Staff gets the daily bags and has to do the cash-up again here to confirm everything is correct so a suggestion was made to have the attendant at the end of the day just put the total cash-up and all daily documents in a locking bag and not doing a final cash-up themselves and let the office do it. This would be signed off by two attendants and dropped off at the Town Office and the Office staff will do the cash-up. Theresa suggested we have a \$250.00 starting bag for the main office and a \$50.00 starting amount for the large scale. **Andrew Ballantyne made a motion to approve the \$250.00 additional start up bag, seconded by Allison Whynot and approved 5-0-0. Andrew Ballantyne made a motion to approve an additional \$50.00 start-up bag to make it \$300.00, (which will allow for the existing bag - \$250.00 - and new start up bag to be \$275.00 each), seconded by Allison Whynot and approved 5-0-0.** Tom McNaughton asked should the Transfer Station Attendants be bonded employees. Theresa said she will contact MMA. Andrew Ballantyne said we could get a scale that has the capability of having a date stamp and the cash register also having the same capacity to make sure all transactions are being recorded.
- d.) Theresa said there was a concerned resident asking about a fire that had recently happened at the asphalt plant near them. They wanted to get a copy of the fire report, and MSDS sheets of everything that is used at this location. This caused air pollution and said it went across his property, and he is very concerned and would like for the Town to get this closed down. Theresa received the documents that were requested and also the Air Emissions license and handed that to the resident.
- e.) Theresa said she would recommend the Select Board calling a Special Select Board meeting for December 23, 2024, to begin discussion on the 2025/2026 budget of line items that may be more than \$5,000.00 that each department could be requesting. The Windsor Volunteer Fire Department and Rescue is asking to attend this meeting. The Select Board agreed to have a Special Select Board meeting on December 23, 2024, at 6:00 p.m. to begin discussion on the 2025/2026 budget. Theresa also recommended the December 31, 2024, regular Select Board meeting be moved to December 30, 2024, at 6:00 p.m. because of New Year's Eve. The Select Board agreed to have the December 31, 2024, regular Select Board Meeting moved to Monday, December 30, 2024, at 6:00 p.m.

Select Board Items: None

William Appel Jr. adjourned the Select Board Meeting at 8:43 p.m.

These minutes were approved by the Select Board on November 19, 2024.

The next Regular Select Board Meeting will be on Tuesday, November 19, 2024, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager