



SELECT BOARD RECORD OF MEETING  
**DECEMBER 3, 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:** Andrew Ballantyne, Thomas McNaughton, and Allison Whynot. William Appel Jr. arrived at 7:03 p.m. Chester D. Barnes Jr. was absent.

**Public Attending:** Tom Reed, Nancy Fish, Jerry Nault, Ray Bates, and Brandi Grosjean.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), and Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*).

Thomas McNaughton opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: **Andrew Ballantyne made a motion to approve meeting minutes dated 11/19/24 as presented, seconded by Allison Whynot, and approved 3-0-0.**

**Consideration of Warrants #23 and #24 – Andrew Ballantyne made a motion to approve Warrants #23 and #24, seconded by Allison Whynot and approved 3-0-0.**

**Public Works:**

- a.) Theresa reported the new truck should arrive in about a month.
- b.) Allison Whynot reported that the Public Works department had received compliments from residents that road conditions in the Town were good in comparison to other towns this last storm.
- c.) Allison Whynot reported on behalf of Public Works that this week the department has been getting the trucks prepped and ready for upcoming storms.
- d.) Theresa was asked if there is still a full-time Public Works position posted. Theresa answered yes, the position is still posted. She said there have been applications received and there will be interviews soon.

**Transfer Station:**

- a.) Theresa handed out the monthly Transfer Station Report. October was down from last year at this time by \$203.55, making the overall total \$3,911.10 up from last year.
- b.) A new Transfer attendant has been hired. Training will begin next week. The Transfer Station is short-handed this week. Allison Chase will reach out to a couple of people that fill in for the Transfer Station and see if they are available to help until the new attendant starts working and is trained.
- c.) The Transfer Station cash up is now being done by the Town Office clerks.
- d.) (9) bags of trash were found left at the Transfer Station gate when the staff arrived for work on Saturday November 30, 2024. There was more discussion about having cameras placed to view the Transfer Station gate. More to come.

**Animal Control Officer: Nothing to report.**

**Cemetery Sexton:**

- a.) Cemetery lot conveyance: **Andrew Ballantyne made a motion to approve cemetery lot 112FEDCB at Resthaven Cemetery, seconded by Thomas McNaughton and approved 3-0-0.**

**Code Enforcement Officer:**

- a.) Theresa will advertise a Public Notice on Friday December 6, 2024, and Saturday December 7, 2024, in the Kennebec Journal regarding 762 Ridge Road. The cost to run the advertisement will be \$638.50.
- b.) Andrew Ballantyne asked questions and got more clarification of the cleanup process and what the property owner at 762 Ridge Road may and may not do with his property in the future.
- c.) Ray Bates asked Theresa if Greg Feltis (*Health Officer, Assistant CEO/LPI and E911*) was taking Code Enforcement classes. Theresa answered, yes, Greg will be taking those classes soon.

**RSU #12:**

- a.) Allison Whynot reported that school will be dismissed at 11:30 a.m. on Friday December 20, 2024, for Christmas break and students will return to school on Thursday January 2, 2025.

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

- a.) **Allison Whynot made a motion to accept the Windsor Education Foundation & Reed Fund Statement of Investment with changes made, seconded by Andrew Ballantyne and approved 4-0-0.**
- b.) Andrew gave his review of the William Van Tuinen RFP. Andrew was asked questions, and he gave his opinion of the valuation of Electric Utility Property. **Andrew Ballantyne made a motion to accept the RFP from William Van Tuinen to do Valuation of Electric Utility Property and give Select Board Chair William Appel Jr. authority to sign the quote for \$15,000.00, seconded by Allison Whynot and approved 4-0-0.**
- c.) Certificate of appointment Registrar of Voters Kelly McGlothin effective January 1, 2025, until January 1, 2027. **Andrew Ballantyne made a motion to sign the Certificate of Appointment for the above, Kelly McGlothin Registrar of Voters effective January 1, 2025, until January 2027, seconded by Allison Whynot and approved 4-0-0.**
- d.) Theresa reviewed the quarterly budget with the Select Board. There were no questions.
- e.) Theresa proposed a new idea of having a punch card for residents at the Transfer Station. She and Tom McNaughton produced a prototype of what the punch card would look like, and Theresa reviewed how the process would work. There was much discussion, and the idea was tabled for now. The new cash bag with the Town Office clerks doing the cash up process will continue.
- f.) Andrew Ballantyne will assist Theresa on an RFP for the lighting project at the Veterans Memorial lighting to be completed in the Spring.
- g.) The Town received the invoice from Burgess for the Sonic Wall. The invoice was for a (3) year advanced protection service at a cost of \$1,635.48. Theresa discussed cost with the Select Board. Theresa reviewed options of a (1) year vs the (3) year protection service. The Select Board agreed to purchase the option for (1) year at a cost of \$681.45.
- h.) Theresa proposed the Town Office close at 12:00 noon on both December 24, 2024, Christmas Eve and December 31, 2024, New Years Eve to allow the clerks to get year-end reporting complete without interruption. **Andrew Ballantyne made a motion to close the Town Office at 12:00 noon on December 24, 2024, for Christmas Eve, and December 31, 2024, to allow the clerks to get year-end reporting completed with less interruption, seconded by Allison Whynot and approved 4-0-0.**

- i.) Discussion was had to offer the Town Office clerks float holidays or pay out right when a holiday falls on a day the Town Office is regularly closed for business. **Andrew Ballantyne made a motion to offer the Town Office Clerks float holidays or pay out right for Wednesday, December 25, 2024, and Wednesday, December 31, 2024, days the Town Office is regularly closed for business, seconded by Thomas McNaughton and approved 4-0-0.**
- j.) Theresa mentioned that in the past she has given Public Works (4) hours of comp-time after (8) hours worked on a holiday as a thank you for taking time away from family and working for the Town. The Select Board is okay with continuing this.

#### **Public Comment:**

- a.) Jerry Nault updated the Select Board on the Residential Solar Project that was approved. There is a refund due to this being a residential project. **Andrew Ballantyne made a motion to refund Team Sunshine Construction LLC, in the amount of \$234.00 and to do a manual check, all but the application fee refunded due to being residential only, seconded by Allison Whynot and approved 3-0-0.**
- b.) Jerry Nault gave a brief update about Smith Road subdivision. The 40' right of way to Long Pond on Smith Road is to be used for Fire Department and emergency vehicles only. It is not for the use of Smith Road residents.
- c.) Nancy Fish spoke about mineral extractions, Town pits and working more on developing a survey to be passed out to pit owners in Town. She would like to see Arthur Strout (*CEO, Plumbing Inspector and E911 Addressing Officer*) doing something like what he does for the Town of Whitefield. He visits the pit owners on a yearly basis in the Town of Whitefield. There was discussion about whether these visits could be done with surveys, perhaps it would lighten a need for pit ordinances.
- d.) Theresa said she will work with Nichole Stenberg (*Assessor's Agent*) to look at the codes that the TRIO system has for gravel pits and see what the codes mean.
- e.) Daniel West is requesting \$75.00 retroactive paid to himself for Planning Board Secretary. He has now been voted as secretary by the Planning Board. Theresa said there is only \$500.00 in the Planning Board Budget for the year for secretary. The Select Board stated that if there is going to be a compensated, paid, secretary for one board then this will have to follow suit for other Boards and committees, it is only fair. The Select Board asked Jerry Nault to write a job description for the Planning Board Secretary position and present it to the Select Board for review. The Select Board wants to know if there are duties for the Planning Board Secretary that include more than just note taking for the Planning Board, and what those secretary duties include. Theresa said she believes the role/duties of an administrative secretary should/could be someone who works for the Town Office, if these are roles/duties that are being considered. Theresa is not sure one of the Town Office employees would want that role or extra duties or if there is staff to fill the demand. The Select Board stated the role should be an extra stipend. The Select Board also said if one of the current employees does not want to take on the role of administrative secretary or if there is not enough staff, which may be something that needs to be looked at in the future budget. The Town may want to look at hiring a position to take care of the committees and Boards. The Select Board said it is important work and there's lots to be done on several Committees and Boards, this work includes more than taking meeting minutes.
- f.) There is a Conservation Committee Meeting on December 10, 2024, at 6:00 p.m.
- g.) Brandy Grosjean gave a brief update about the Comprehensive Plan Meeting that was held on November 21, 2024. Theresa said she will forward the information she has from KVCOG to Brandy. The information Theresa has from KVCOG could be helpful to the Comprehensive Plan Workgroup as they move forward. There was much discussion about the purpose of the Comprehensive Plan vs Town Ordinances and what may come of having the updated Comprehensive Plan, and what benefits it could have for the Town.

**Select Board Notes or Bulletins:**

- a.) William Appel Jr. would like the Select Board to look over the Employee Manual to be sure updates are made as needed. The Select Board noted the Employee Manual can be reviewed and updated as needed at no specific time and should be because circumstances change and for that reason policies should be reviewed. William Appel also would like to be sure the Site Plan Review and other Town Ordinances are reviewed yearly to be sure they are kept up to date and changes are appropriately made.
- b.) Chester D. Barnes Jr. is talking with Theresa about security updates for the Town Office building.

**William Appel Jr. adjourned the Select Board Meeting at 8:55 p.m.**

These minutes were approved by the Select Board on December 17, 2024.

**The next Regular Select Board Meeting will be Tuesday, December 17, 2024, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

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