



SELECT BOARD RECORD OF MEETING
DECEMBER 17, 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. (arrived at 6:01 p.m.), William Appel Jr., Allison Whynot and Andrew Ballantyne (arrived at 6:23 p.m.).

Public Attending: Tom Reed, Brandi Grosjean, Katie Yates (CMP), Zach Logan (CMP), Ray Bates, Michael Chase, Jocelyn Lacray (Delta), Richard Fortier (Delta), Christ Mitchell (Delta) and Charles Ferguson.

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: Allison Whynot made a motion to approve the minutes dated 13/3/24 as presented, seconded by Thomas McNaughton, and approved 4-0-0.

Consideration of Warrants #25, #26, and #27 – Chester D. Barnes Jr. made a motion to approve Warrants #25, #26, and #27, seconded by Allison Whynot and approved 5-0-0.

Public Works – Keith Hall reported.

- a.) Keith said that the truck is still not here in Maine yet. They are anticipating it to be here in a couple of days but still will take a couple of weeks to complete and with the Holidays coming, it could take longer.
- b.) Greg Feltis said he is all good at being a backup as needed.
- c.) The last storm they had to replace a hose and McGee Construction helped us out with this.
- d.) The One Ton V-Plow cutting edges do not last long. Within three days of scraping, he had to replace them. Keith is still looking to get a sticker on this and had a wiring problem and it needed brakes for an estimated amount of \$4,200.00 which is scheduled for December 26, 2024. Theresa said that this time of year for stickers on vehicles is difficult, and Keith should investigate changing it.
- e.) Tim's truck had to have the chain fixed for the sander.
- f.) Keith said the pressure washer that was just ordered needs to have a different adaptor and had to contact JNM electric to look at it.

Transfer Station – Allison Chase:

- a.) Theresa handed out the Monthly figures for November 2024, this is down from last year's (\$637.89). The total amount is still up from last year of \$3,273.21 for a total of \$43,769.55.
- b.) Theresa said she received a resignation from Kirk Zamudio. Chester D. Barnes Jr. accepted the resignation from Kirk Zamudio, seconded by Andrew Ballantyne and approved 5-0-0.
- c.) Theresa stated we had to close the Transfer Station on December 11, 2024, because we were short staffed, and weather and she worked with Allison and the new employee for training on this day as it was his first day of work. We are currently still short-handed and will need help for tomorrow and Friday as Dave is willing to work on Saturday. Bill Appel offered to come in and

work on Wednesday for a bit. Allison said she is still working on finding help to fill in. Ray Bates said he would be willing to help if needed.

- d.) Theresa said we need to get this advertised more and would like to put an ad in the Town Line including the Full-Time Public Works Laborer/Driver and the Select Board members agreed.

Animal Control Officer -

- a.) Theresa said she received a text from Ryan Carver indicating he has been dealing with multiple cats that need to be trapped around Town in a couple of areas. Someone dropped kittens off at Hussey's and he trapped seven of them.

Cemetery Sexton – Nothing to report:

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

- a.) Greg Feltis gave an updated report.

RSU #12 Update – No Report.

Public Comment:

- a.) Katie Yates and Zach Logan from Central Maine Power said they came here to discuss future projects for Central Maine Power. The LS Power Project is still waiting on the PUC. There was much discussion which involved previous residents' concerns of where the lines would be coming in and out of Windsor, road damage, mitigations on sound, value of what is happening in Windsor etc. As Katie mentioned, this is a very early-stage conversation, and she will bring the comments/questions/concerns back to CMP.
- b.) Chris Mitchell, Jocelyn Lacray and Richard Fortier from Delta gave an update. Chris said the operating expenses and revenue gap will be around \$500,000.00 to \$600,000.00 which is better than the \$2 Million gap last year. They are moving in the right direction. Chris did say the per capita rate is looking at \$35.00 for the 2025/2026 budget year. This still could change if Towns back out. They are still making more internal changes, and they are looking at the By-Laws to discuss more representations from communities which will help with communication. Chris also talked about the vehicle fleet.
- c.) Brandi Grosjean said that the Comprehensive Plan Working Group will be meeting on January 16, 2025, and just wanted some input from the Select Board so she can bring forward to the group.

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

- a.) Theresa said she received signed resignation notices from Nancy Fish, Adrian Prindle, Chester D. Barnes Sr., Kris Prindle and Cindy Barnes who are all/were members of the Conservation Commission Committee. They have stated before that the Conservation Commission Ordinance Bylaws are written to be in line with the State of Maine regulation and these regulations are already covered by the Planning Board and Select Board. **Andrew Ballantyne made a motion to accept the resignations of Nancy Fish, Adrian Prindle, Chester D. Barnes Sr., Kris Prindle and Cindy Barnes from the Conservation Commission Committee, seconded by Chester D. Barnes Jr. and approved 5-0-0.**
- b.) Chester D. Barnes Jr. said that we will need to investigate having a Town vote to dissolve the Conservation Commission Ordinance and that the members that have just resigned has indicated they would like to form a new committee to help with the Parke Property that is owned by the Town.
- c.) Theresa said she has been working with the Departments on the 2025/2026 budget.
- d.) Theresa said that she, Arthur, and Greg will be attending the Small Claims Class on Thursday.
- e.) Theresa said she has been contacted by RSU #12 as to when the Select Board meets in March for the RSU #12 budget presentation, and they will let her know when they will be coming.

- f.) Theresa handed out the Board of Appeals Ordinance that has been finalized by the Planning Board. **Chester D. Barnes Jr. made a motion to approve the Board of Appeals Ordinance as presented, seconded by Thomas McNaughton, and approved 5-0-0.**
- g.) Theresa said it is that time of year to think about a Spirit of America Award and has handed out a list of people who have received it in the past and is looking for the Board to put their thinking caps on.
- h.) Theresa said she received a request from a resident asking for reimbursement of \$766.56 for two vehicles registration. This person came in on August 22, 2024, and registered two vehicles and then received notification a brief time after that they are now 100% rated VA disability, so they are asking for reimbursement. Theresa said the excise amount on both vehicles totaled \$684.56, with \$70.00 in plate fees and \$12.00 in agent fees totaling \$766.56. It was unsure if the plate fees could be returned. **Chester D. Barnes Jr. made a motion to reimburse the excise fee amount of \$684.56, seconded by Thomas McNaughton and approved 5-0-0.**
- i.) Theresa said we have been audited by the State of Maine Department of Public Safety on the non-billable accounts for employment screening, volunteers, concealed weapons permit, driving records etc. and we comply. Theresa said while looking into this, we need to create a couple of policies and Greg Feltis has helped her with writing a Firearm & Weapon Policy and Salvaging and Scavenging Policy for the Town of Windsor Employees. **Thomas McNaughton made a motion to approve the Salvaging and Scavenging for the Town of Windsor Employees as presented, seconded by Chester D. Barnes Jr., and approved 5-0-0. Chester D. Barnes Jr. made a motion to approve the Firearms & Weapon Policy for the Town of Windsor Employees with adding “Town Employees must at all times maintain positive control of all legal weapons “on person” or in locked vehicles”, in the last paragraph on Page 3 before the statues are listed, seconded by Andrew Ballantyne and approved 5-0-0.**
- j.) Theresa said the office staff is wondering if the State of Maine closed on December 26, and December 27, 2024, will the Town do the same as when the state is closed, they are unable to call and get information when needed. The Select Board said the Town will stay open on those days as it is not a scheduled State Holiday

Select Board Items:

- a.) Andrew asked Theresa to look at having LED lights upstairs as this would save the Town money.
- b.) **Chester D. Barnes Jr. made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss personnel matters at 9:03 p.m. and to include the Town Manager, seconded by Andrew Ballantyne and approved 5-0-0.** The Select Board came out of the executive session at 9:32 p.m.

Chester D. Barnes made a motion to adjourn at 9:32 p.m., seconded by Thomas McNaughton at 9:32 p.m. and approved 5-0-0.

These minutes were approved by the Select Board on December 30, 2024.

There is a Special Select Board meeting on Monday, December 23, 2024, to discuss the 2025/2026 budget and the next Regular Select Board Meeting that was scheduled for Tuesday, December 31, 2024, will take place on Monday, December 30, 2024, at 6:00 p.m. at the Windsor Town Hall due to New Years Eve.

Respectfully Submitted,

Theresa L. Haskell
Town Manager