



SELECT BOARD RECORD OF MEETING
JANUARY 28, 2025
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. Chester D. Barnes Jr. arrived at 6:50 p.m. Andrew Ballantyne was absent.

Public Attending: Tom Reed, Ray Bates, Kole Carlezon, Matthew Taylor, Brandi Grosjean, and Steve Plourde.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), and Greg 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: **William Appel Jr. made a motion to approve the meeting minutes dated 1/14/25 as presented, seconded by Allison Whynot, and approved 3-0-0.**

Consideration of Warrants #32 and #33 – Thomas McNaughton made a motion to approve Warrants #32 and #33, seconded by Allison Whynot and approved 3-0-0.

Public Works:

- a.) The invoice for Truck #9, 2024 Chevrolet will be in the next warrant.

Transfer Station:

- a.) Theresa reported that the Transfer Station has a new large 'open/closed' sign to place out for Town residents to see at the Transfer Station entrance.
- b.) Theresa reported there have been (2) Transfer Station applications received. The applications are being reviewed. Theresa reported the Transfer Station has staff to fill in until the position(s) are filled.

Animal Control Officer:

- a.) Ryan Carver (*Animal Control Officer*) was unable to attend the Select Board meeting. Ryan sent a short email to update the Select Board on Animal Control. No further discussions were had after the email was read aloud.
- b.) Theresa noted that Friday, January 31, 2025, will be the last day to register dogs without being charged a \$25.00 late fee by the state. Dog Registrations can be done at the Town Office or online. You must have proof of rabies vaccine to register your dog. After January 31, 2025, you can no longer register your dog online.

Cemetery Sexton: Nothing to report.

Code Enforcement Officer: Greg Feltis (*Health Officer, Assistant CEO/LPI and E911*) reported.

- a.) Greg briefly reviewed his reporting he previously emailed to the Select Board. There were no questions or concerns from the Select Board at this time.

- b.) Greg reported he did a mock Bureau of Labor Survey with the Public Works Department. Greg said the mock survey went well.
- c.) A locksmith took care of a broken key in the compactor.
- d.) Greg noted there has been progress at 762 Ridge Road property. The cleaning up is not being done by Riverside Disposal as contracted by the Town. The property owner has begun to clean up currently. Theresa Haskell mentioned that Riverside did contact her about not being the ones doing the cleaning as contracted. Theresa told Riverside they can revisit this later for more discussion.
- e.) Brief discussion of the Hearing Conservation Policy handed out to the Select Board. Theresa listed herself as program manager on the policy but has asked Greg Feltis (*Health Officer, Assistant CEO/LPI and E911*) to support her in these policies, procedures, and future training as he is well versed in these areas. **Thomas McNaughton made a motion to approve and accept the Hearing Conservation Policy OSHA Standard 1910.95, seconded by Allison Whynot and approved 3-0-0.**
- f.) Assessor's Agent Letters – **William Appel Jr. made a motion to suspend as Select Board and convene as Board of Assessors at 6:37 p.m. seconded by Allison Whynot and approved 3-0-0.** There was a discussion of five 2024-2025 Tax Year Abatements and one denial. There is a suggestion from Nichole Stenberg, Windsor's Assessor's Agent, for a motion to sign the prepared Abatements and denial.

Acc. #	Name	Tax Abated	Reason
RE 225	Casey, Brian L & Alice M	\$348.68	Error in valuation
RE 1513	Daggatt, Benjamin B & Victoria S	\$494.04	Error in valuation
RE 1295	Allen, Albert D Jr	\$1,687.28	Error in valuation
RE 925	Taylor John C & Lisa N	\$1,366.20	Error in valuation
RE 1041	Siegel, Daniel A & Paula A	<u>\$995.44</u>	Error in valuation
		Total Abatements: \$ 4,891.64	

Thomas McNaughton made a motion to accept and sign the Assessor's Abatement Tax Warrants totaling \$4,891.64 as listed above as per Nichole Stenberg, Windsor's Assessor's Agent recommendations, seconded by Allison Whynot and approved 3-0-0. Thomas McNaughton made a motion to approve the recommendation of the Assessor's Agent of the denial of RE #1041 at 156 Park Lane which lacks supportive documentation to substantiate what your assessment should be, seconded by Allison Whynot and approved 3-0-0. William Appel Jr. made a motion to adjourn as Board of Assessor's and reconvened as Select Board at 6:44 p.m. seconded by Thomas McNaughton and approved 3-0-0.

RSU #12:

- a.) Allison Whynot reported that teachers' contracts are currently being negotiated.

Town Manager's Items – Theresa Haskell reported.

- a.) Resignation of Planning Board member F. Gerrard Nault effective February 28, 2025. The Select Board and Theresa would like to thank Jerry for his many years not only with the Planning Board but the many years he dedicated to other committees and events for the Town of Windsor. **Thomas McNaughton made a motion to accept the resignation of F. Gerrard Nault from the Planning Board effective February 28, 2025, seconded by Allison Whynot and accepted 3-0-0.**
- b.) Theresa reviewed the dollar figures for the PSAP contract. There was a brief discussion about the 8% increase. Theresa handed the contract out for the Select Board to review.
- c.) Corebridge/VALIC 457b Plan changes were reviewed. **Thomas McNaughton made a motion to allow Theresa Haskell to electronically sign the Corebridge/VALIC 457b Plan upgrade, seconded by Allison Whynot and approved 3-0-0.**

- d.) Theresa noted that at a future Select Board meeting there will be discussion of the active gravel pits. This will take place when all Select Board members are present.

Public Comment:

- a.) Steve Plourde asked who will sign the contract for him, Plourde's Electrical Services, to install the heat pump at the Windsor Volunteer Fire Department. He would like to get started on that job. **Thomas McNaughton made a motion for Theresa Haskell to sign the contract for Plourde's Electrical Services to install a heat pump at the Windsor Volunteer Fire Department per contract for \$1,701.57 and to do a manual check, seconded by Allison Whynot and approved 4-0-0.**

Select Board Notes or Bulletins:

- a.) Chester D. Barnes Jr. gave an update on the security options available for the Town Hall. He will have (2) options written up for the Select Board to look over.
- b.) William Appel asked Tom McNaughton if he would be interested in sitting on the Delta Ambulance Board. William and others do show interest in having someone from the Town of Windsor to represent on the Delta Board. William wanted to know if this is something that Thomas McNaughton was still interested in pursuing.

William Appel Jr. adjourned as Select Board to discuss 2025/2026 Budget items at 7:15 p.m.

These minutes were approved by the Select Board on February 11, 2025.

The next Regular Select Board Meeting will be on Tuesday, February 11, 2025, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

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