



SELECT BOARD RECORD OF MEETING
FEBRUARY 25, 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: Andrew Ballantyne, Chester D. Barnes Jr., Thomas McNaughton, and Allison Whynot. William Appel Jr. arrived at 7:54 p.m.

Public Attending: Nancy Fish, Moira Teekema, Tom Reed, Carol Chavarie, Brandi Grosjean, Matthew Taylor, Michael Chase, John Deeds, Ed Pollard, and Ray Bates.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), Keith Hall (*Public Works Road Supervisor*), Kelly McGlothlin (*Town Clerk*), Amelia Jones (*Deputy Clerk*), Tim Coston (*Public Works*), and Allison Chase (*Interim Transfer Station Supervisor*).

Chester D. Barnes Jr. opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: **Andrew Ballantyne made a motion to approve the meeting minutes dated 2/11/25 as written, seconded by Chester D. Barnes Jr., and approved 4-0-0.**

Consideration of Warrants #36 and #37 – Andrew Ballantyne made a motion to approve Warrants #36 and #37, seconded by Thomas McNaughton and approved 4-0-0.

Public Works: Keith Hall reported.

- a.) The Public Works Department has been working on the trucks most of this week. The trucks are all running good currently.
- b.) Keith, Tim, and Jim went to Public Works workshops on February 25th and 26th in Skowhegan.
- c.) Public Works have been cleaning up the garage, checking the SDS book for current updates, supplies and equipment. Keith stated they will be replacing what needs to be replaced to bring things up to safety code.
- d.) The Town salt is in good supply, the usage is about the same as it was last year at this time.
- e.) The Town has had some recent mailbox issues. The Public Works crews are doing the best they can getting around mailboxes while plowing.

Transfer Station: Allison Chase (*Interim Transfer Station Supervisor*) reported.

- a.) The mixed paper was called in on Saturday, but it has still not been picked up and it is very full. Allison will keep an eye on it to see if it is picked up. If not, the Transfer Station will store it elsewhere until it is picked up.
- b.) The MSW has been picked up.
- c.) Brayden let Allison know verbally that he will be taking a full-time job elsewhere. He did not give an end date for the Transfer Station. This will leave the Transfer Station short-staffed again when Brayden takes another job elsewhere.
- d.) Theresa handed out the Monthly figures for January 2025, this is up from last year's \$2,186.50. The total amount is up from last year of \$6,339.96 for a total of \$59,992.80.

Animal Control Officer:

- a.) Theresa has made some phone calls to see if anyone is interested in the Animal Control Officer position. The backup Animal Control Officer is not able to cover currently or in the future.
- b.) Ed Pollard asked about the position and job description. Theresa gave a brief description of the job and said there is a job description and application available with the clerks in the Town Office.
- c.) **Chester D. Barnes Jr. made a motion making the resignation of Ryan Carver as Animal Control Officer effective immediately, February 25, 2025, seconded by Andrew Ballantyne and approved 4-0-0.**

Cemetery Sexton: Theresa reported on behalf of Joyce Perry (Cemetery Sexton).

- a.) Theresa reported from an email Joyce sent to the Select Board. Joyce regrets she has not been able to get into the office to do work due to being ill, but she has been answering calls and responding to emails. She has been updating the website from home as she is able.

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

- a.) The Select Board received a copy of the Code Enforcement Officer's report via email. Chester D. Barnes Jr. read aloud portions of the Code Enforcement Officer report leaving out resident names. Chester noted the Ridge Road Property, Mr. Worthing's property, is still being cleaned up currently by the property owner. The E-911 addresses have been mostly complete and will now continue to be updated as needed. The Select Board had no question about Greg's reporting at this time.

Town Office: Kelly McGlothlin (Town Clerk) reported.

- a.) Dog registrations are ending. There are currently (98) unregistered dogs in Town. There are (2) kennel inspections not complete.
- b.) There is currently no Animal Control Report available for the Town Report.
- c.) In March, the clerks in the Town Office will begin preparing for June voting.
- d.) Karin is out of the office this week, leaving the office a little short.

RSU #12:

- a.) Ed Pollard reported the last RSU#12 meeting was cancelled. The next RSU #12 Board meeting will be on March 13, 2025. Theresa asked Ed if she could see some numbers before March 25, 2025. Ed answered he hopes they will have some numbers by then.

Town Manager's Items – Theresa Haskell reported.

- a.) Theresa gave an update on Delta. The per capita is confirmed to be \$35.00. Theresa also reported to the Select Board that Delta will be receiving ERC installments totaling \$1.8 million dollars after taxes. This is from a \$2 million dollar grant that Tim Beals had applied for having to do with COVID tax credits. After much discussion Andrew Ballantyne asked Theresa to send an email to Delta asking Delta to consider locking in the \$35.00 per capita for at least next year due to Delta receiving the influx of \$1.8 million dollars in grant money. Theresa will send the request Delta.
- b.) Theresa followed up with the Select Board about the draft copy of the Mineral Extraction Survey that was handed out to the Select Board for their review at a prior Select Board meeting. The layout of the survey and who the survey should be mailed to was discussed. No changes were made to the survey. The Select Board agreed that the Mineral Extraction Survey will be mailed to pit owners that have pit size 5 acres or larger to start. The survey will have attached the Site Plan Ordinance and application.
- c.) Theresa read aloud a letter sent by Central Maine Power Company (CMP). The letter outlined that CMP works year-round to prevent power outages and ways that CMP does such, cutting trees, limbs, and spraying weeds and bushes to prevent overgrowth. CMP provided contact information in the letter if there were questions. Theresa will post the letter and information on the website.

- d.) Theresa reports, the Town has no written storm/inclement weather policy. Theresa read aloud an email from Karin Jones (*Deputy Clerk*), Theresa said at Karin's request she would like her to read it as she is away and cannot attend. Karin's email to the Select Board noted, among other things, her concerns are not only for the safety of Town residents' but for the safety of the employees when driving during stormy weather. Select Board members are looking to have a written storm policy in place as a guideline to follow for storms/inclement weather. Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*) offered the Select board copies of the Maine Municipal Inclement Weather Policy as well as the State of Maine cancellation, delay, and early release policies with the State of Maine Civil Service Bulletins. Kathy noted that this could give the Select Board some good guidance in putting together a written storm/inclement policy. Select Board member Andrew Ballantyne asked Kelly McGlothlin (*Town Clerk*) how she felt about the subject. Kelly replied that in the past there has always been work of some sort that can be done at the Town Office. Even when it is stormy out and state offices are closed, and the Town may not be able to do certain tasks due to State closures, we will find something to do. Kelly also added that if she does not feel safe driving, she will use her own judgement and stay home. There are certain conditions she does not feel comfortable driving in now, "she is just too old." There was much discussion about storm policies and how other towns may or may not compensate departments. Theresa asked Allison Chase (*Interim Transfer Station Supervisor*) what impact storms had on the Transfer Station. Allison replied that it is not only snow that impacts the Transfer Station, but also high winds and very cold weather. Discussion was had regarding hours of operation, situational hazards, and seasonal storms that impact the Transfer Station. **Thomas McNaughton made a motion to change Transfer Station hours from 3-8 p.m. on Wednesdays to 2-7 p.m. beginning March 1, 2025, seconded by Chester D. Barnes Jr. and approved 4-0-0.** After some discussion it was discussed to have Wednesday's and Fridays be the same time open to be more consistent. Which will allow the residents more consistency. **Thomas McNaughton made a motion to rescind his motion to change Transfer Station hours from 3-8 p.m. on Wednesdays to 2-7 p.m. beginning March 31, 2025, seconded by Chester D. Barnes Jr. and approved 4-0-0.** **Allison Whynot made a motion to change transfer Station hours from 3-8 p.m. on Wednesdays to 2-7 p.m. and on Fridays from 1-6 p.m. to 2-7 p.m. beginning March 31, 2025, seconded by Chester D. Barnes Jr. and approved 4-0-0.** The Select Board will take the information, comments and suggestions into consideration and produce a written policy/guideline to use in the future regarding storms/inclement weather at the Town Office and the Transfer Station.
- e.) Discussion was had about appreciation of staff. Amelia Jones (*Town Deputy Clerk*) spoke to the Select Board about how she felt lack of appreciation and support. Amelia noted she felt wages were not comparable between men and women for some of the same job duties. Chester D. Barnes Jr. spoke to Amelia's comments letting her know that he felt that he did appreciate the staff, and he felt wages were comparable. This prompted more discussions about budget, salaries, and appreciation of employees. A handout with information that Andrew Ballantyne had put together was offered showing list of the Towns salaries and % differences from average. With this handout was an attached bibliography of Andrew's sources. Andrew reviewed this handout in brief. Staff thanked Andrew for this information. There were no questions at this time.

Public Comment:

- a.) Carol Chavarie (*Planning Board Chair*) has a verbal resignation from planning Board member Daniel West effective February 28, 2025. **Allison Whynot made a motion to accept the resignation of Planning Board member Daniel West effective February 28, 2025, pending a formal resignation letter from Daniel West, Carol Chavarie will get a formal letter from Daniel West, seconded by Andrew Ballantyne and approved 4-0-0.**

- b.) Carol Chavarie noted with the resignation of Daniel West; the Planning Board will have no secretary.
- c.) The Select Board signed the preapproved appointment paper from last Select Board's meeting which appointed Nancy Fish as a Planning Board member effective February 28, 2025, until June 30, 2026. Nancy Fish will see Kelly McGlothlin (*Town Clerk*) to be sworn in.
- d.) John Deeds stated the Transfer Station Committee needs members. Currently it has (3) members not counting the (2) Select Board members on the Committee and Town Manager. Theresa will investigate if Select Board members can be counted as Committee members. Theresa will post on the Town website that the Transfer Station Committee is looking for members. The next meeting date will be announced and posted when a date is decided upon.

Select Board Notes or Bulletins: No Select Board Notes or Bulletins.

William Appel Jr. adjourned as Select Board and will move into discussion of the 2025/2026 Budget items at 8:33 p.m.

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

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

Respectfully Submitted,

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