



SELECT BOARD RECORD OF MEETING
MARCH 11, 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., Allison Whynot Andrew Ballantyne (left at 6:35 p.m.), and Thomas McNaughton (arrived at 6:30 p.m.).

Public Attending: Tom Reed, Matt Taylor, Nancy Fish, Ray Bates, and Moira Teekema.

Employees Attending: Theresa L. Haskell (*Town Manager*) and Joyce Perry (*Cemetery Sexton*).

William Appel Jr. opened with the Pledge of Allegiance at 6:04 p.m.

Previous Meeting Minutes: Andrew Ballantyne made a motion to approve the minutes dated 2/25/25 as presented, seconded by Allison Whynot, and approved 3-0-0.

Consideration of Warrants #38, and #39 – Andrew Ballantyne made a motion to approve Warrants #38, and #39, seconded by Allison Whynot and approved 3-0-0.

Public Comment:

Moira Teekema said on Coopers Mills Road where we replaced the culvert last has sunk in and there is an exceptionally large bump. Theresa said she would have Keith put up some bump signs. William Appel said he appreciates Windsor's residents after seeing what has been going on in other towns as Select Board meetings.

Public Works:

- a.) Bill said he could not believe that the cost for a seat cover to be put in one of the trucks was \$700.00.

Transfer Station:

- a.) Theresa said Keith Hall had sent over a picture of the thermostat that was set at 86 degrees and was left on from Saturday until Monday morning. Keith had also said this was not the first time this had happened. Theresa said she has talked with Allison Chase to make sure the heat is turned down when they leave.
- b.) Moria Teekema said on Saturday when she was there, she noticed the younger guy was not wearing his safety vest and noticed that the door to the Transfer Station building by the small scale was left open during transactions which will raise the heat costs.

Animal Control Officer – No report.

Cemetery Sexton – Joyce Perry:

- a.) Joyce said it has been a tough medical roller coaster ride for the past one and a half months, and she is doing better but not 100% up to par. She has not been able to do much and is frustrated with herself.
- b.) She has had two families asking for research requests in the old part of Resthaven Cemetery and was able to find what they were looking for.
- c.) There are four burials set for spring so far not counting what was left over at the end of the season last year.



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

- a.) Greg Feltis sent over a report to the Select Board with a building permit update, nothing critical of Health Officer, Code Enforcement is still ongoing and the attorney activity information on the Worthing property.

RSU #12 Update – No Report.

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

- a.) Theresa said we received the Snowmobile Reimbursement of \$708.34 which was voted at the last Town meeting to give 75% for snowmobiles and 25% for recreation. In the past we have given 75% to the WJW Snowmobile club and split the remaining 25% to the Windsor Brownie Troop, Windsor Boy Scouts, and Windsor Youth Association. Andrew Ballantyne made a motion to give 75% of the \$708.34 to the WJW Snowmobile Club (\$531.25) and (\$59.03 each) to the Windsor Brown Troop, Windsor Boy Scouts, and Windsor Youth Association, seconded by Allison Whynot and approved 3-0-0.
- b.) 2025/2026 Administration Articles.
 - 1.) Theresa went over the Administration Articles with suggested changes from the attorney and what the Select Board recommend. Allison Whynot made a motion to approve the "Tax Administration" article as presented, the article regarding the disposal of "Disposal of Tax-Acquired Property" as presented and the "Establishment of Tax Club" as presented, seconded by William Appel, and approved 3-0-0.
 - 2.) Thomas McNaughton made a motion to approve the "Disposal of Town-Owned Personal Property", "Use of State Rates", "Acceptance of Grants & Gifts", "Use of Proceeds from Insurance Claims", "Acceptance of Cemetery Legacies", "Sale of Cemetery Lots", "Cost Center Adjustments", "Use of Snowmobile Registration Tax Refund", "General Reserve Fund", and "Select Board's Compensation for FY2026" all as presented, seconded by Allison Whynot and approved 3-0-0.
 - 3.) Allison Whynot made a motion to approve as written the articles for "Winter Maintenance", "Roadside Mowing", "Cemetery Maintenance" to allow the Select Board to negotiate and enter into agreements for up to a three-year contract with the contractor, seconded by Thomas McNaughton and approved 3-0-0.
 - 4.) Allison Whynot made a motion to approve spending \$14,728.00 from the Unassigned Fund Balance to repair stones within the North Windsor Cemetery and Windsor Neck Cemetery, seconded by Thomas McNaughton and approved 3-0-0.
- c.) Job Openings.
 1. Theresa said we need to revisit the Animal Control Officer's position end date. Thomas McNaughton made a motion to finalize Ryan Carver's termination date to end February 28, 2025, seconded by Allison Whynot and approved 3-0-0.
 2. There was discussion on the Public Works position that is on the electronic sign out front and what is looking to be in the Budget for 2025/2026. Thomas McNaughton made a motion to take the Public Works position off the electronic sign and off the website as well once the Budget Committee approves the 2025/2026 budget as presented, seconded by Allison Whynot, and approved 3-0-0.
 3. Theresa said she will be doing a second interview with a Transfer Station applicant.



- d.) Theresa said the current IRS mileage reimbursement rate is \$0.70. **Thomas McNaughton made a motion to increase the mileage reimbursement rate to match the IRS to \$0.70 per mile, seconded by Allison Whynot and approved 3-0-0.**
- e.) Medical Marijuana Ordinance. The Planning Board has given to the Select Board there recommendations on the Medical Marijuana Ordinance and Theresa gave this to the Select Board for their review.
- f.) Reimbursement of a Site Plan Application recently received and reviewed by the Planning Board. This application was brought to the Planning Board but there was not needed to be a Site Plan Review application, and this should have just been a Building Permit. The Planning Board approved and suggested to the Select Board to reimburse the fee as a Site Plan Application Fee and put this \$50.00 application fee towards the Building Permit. **Thomas McNaughton made a motion to move the \$50.00 Site Plan Application Fee to be used towards a Building Permit fee for this resident, seconded by Allison Whynot and approved by 3-0-0.**
- g.) Theresa gave the updated Town of Windsor's Water Testing Results. Ray Bates looked at it and said it E coli is clean, and the Manganese is elevated a little, and Arsenic is within the range. William Appel recommended putting this on the website.
- h.) Theresa said we have been had Burt's Security come in and give a quote on changing the Town Office locks including the vault, which was in the budget for this year, but the quote (\$901.25) was more than what was budgeted. We currently have \$500.00 in the line. **Allison Whynot made a motion to approve the quote to Burt's Security of \$901.25, seconded by Thomas McNaughton and approved 3-0-0.**
- i.) Thomas McNaughton brought up the Department Heads charging more than an hour to attend a Select Board's meeting. Tom said we should be charged only for one hour and is recommending we put the Department Heads be put on the agenda at the beginning so they can report what they have and then be able to leave within an hour.
- j.) Theresa reported that the monthly Central Maine Power bills in all departments have increased, and we will be watching how we can save on these throughout the departments.
- k.) Abatements/Supplements – **Thomas McNaughton made a motion to suspend as Select Board and convene as Board of Assessors at 7:52 p.m., seconded by Allison Whynot and approved 3-0-0.**
 - l.) **Thomas McNaughton made a motion to approve the Abatements as presented (RE #1076 of \$569.48 – Error in valuation, RE #900 of \$941.16 – Error in valuation, RE #1782 of \$482.08 - Error in valuation, and RE #1172 of \$724.96 0 Error in valuation for a total of \$2,717.68, seconded by Allison Whynot and approved 3-0-0. Thomas McNaughton made a motion to approve the denial on RE #1407 as recommended by the Assessor's Agent, seconded by Allison Whynot, and approved 3-0-0. Thomas McNaughton made a motion to approve the Tree Growth Penalty of \$440.00 on RE #740 as presented, seconded by William Appel, and approved 2-0-1 (with Allison Whynot abstaining – related to the property owner).**
Thomas McNaughton made a motion to adjourn as Board of Assessors at 8:01 p.m. and reconvened as Select Board, seconded by Allison Whynot and approved 3-0-0.

Select Board Items:

- a.) **William Appel made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter at 8:02 p.m. and to include Theresa Haskell, Town**



Manager, seconded by Thomas McNaughton and approved 3-0-0. The Select Board came out of executive session at 8:50 p.m.

William Appel adjourned this meeting at 8:51 p.m. and move into discussion of the 2025/2026 Budget items at 8:51 p.m.

These minutes were approved by the Select Board on April 8, 2025.

There next Regular Select Board Meeting is Tuesday, March 25, 2025, at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager