



SELECT BOARD RECORD OF MEETING  
**MARCH 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:** William Appel Jr., Andrew Ballantyne, Chester D. Barnes Jr., and Allison Whynot. Thomas McNaughton arrived at 6:56 p.m.

**Public Attending:** Nancy Fish, Matthew Taylor, Tom Reed, Bonnie Squiers, Thomas Squiers, Carol Chavarie, Chirs Mitchell, Pat Stanek, B. Hoffman, Michele Grant, Moira Teekema, Monique Crummett, Heather Wilson, Ed Pollard, Brandi Grosjean, Ray Bates, and Howard Tuttle.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*) (left at 7:56 p.m.), Keith Hall (*Public Works Road Supervisor*), Arthur Strout (*Code Enforcement Officer*), 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: Meeting minutes dated 3/11/25 are not available to approve currently.

**Consideration of Warrants #40 and #41 – Chester D. Barnes Jr. made a motion to approve Warrants #40 and #41, seconded by Andrew Ballantyne and approved 4-0-0.**

**Public Works: Keith Hall reported.**

- a.) Keith reported that recent rainstorms caused damage to Reed Road. The road has been fixed. Marvin Clark did the excavation work.
- b.) Public Works has a list of piping work to be done. Pipe has been ordered.
- c.) Keith spoke with Troy Thibodeau regarding road repairs to that will need to be done caused by work that has taken place while CMP has been moving equipment along Town roads onto the powerline. Thus far the repairs are more than \$43,000.00. Theresa and Keith will hold off submitting a final total for the road repairs until all powerline work is complete.
- d.) Keith noted that Lucas Tree has been trimming trees near power lines, this will be helpful and can save the Town time and money less trimming for the Town to do.

**Transfer Station: Theresa Haskell reported on behalf of Transfer Station.**

- a.) Theresa handed out the Monthly figures for February 2025, this is up from last year's \$2,890.35. The total amount is up from last year of \$9,230.31 for a total of \$68,664.20.
- b.) A handout was given to the Select Board regarding a Lockout/Tagout Program for the Transfer Station. The Select Board will review the handout, the program will be discussed at a future date.
- c.) Keith also noted that the Transfer Station/Public Works gate is now fixed. He had the glass removed and tinted the sensors are currently working. The gate is going up and down properly currently.

**Animal Control Officer:**

- a.) Josh Barnes accepted the position of Animal Control Officer. He will be completing all his paperwork next week.
- b.) At this time there are no charges to be filed regarding the loose dog situation at 1135 South Belfast Road. The Select Board would like a written warning to the dog owner. The Select Board will also have the transitioning Animal Control Officer follow up with this situation.

**Cemetery Sexton: Nothing to report.**

- a.) 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: Arthur Strout (*Code Enforcement Officer*) reported.**

- a.) Arthur comes before the Select Board with a new road name request, Rockwood Estates (Est). The road is on Route 105 headed towards Somerville. There is no conflict with the road name. Theresa will get the correct spelling of the road prior to Keith Hall ordering the sign for Public Works.  
**Chester D. Barnes made a motion to approve the road named Rockwood Est. seconded by Allison Whynot and approved 4-0-0.**
- b.) Greg asked if the road sign for Vista View Dr. was up. Keith from Public Works confirmed. Greg said he will let the residents know.

**Town Office: Nothing to report.**

**RSU #12:**

- a.) Howard Tuttle, superintendent of RSU 12 came to speak about the RSU 12 Budget. He began by introducing the School Board members, staff and teachers that joined him at the meeting. Howard handed out copies of the Drafted 2025/2026 RSU 12 School District Budget. Howard noted the handout is preliminary draft budget information. He also noted they are still negotiating, the School Board Meeting is on April 10, 2025, and there are lots of numbers that need to be ready for that meeting. Howard reviewed page by page the drafted handout. The public, Theresa, and the Select Board asked Howard questions, he answered the questions the best he could at this time.

**Public Comment:**

- a.) Chris Mitchell – Delta – Chris gave a report indicating their numbers are better this year as they have done internal changes and receiving \$2.1 million minus \$330,000.00 in fees. The total number they are expected to receive is climbing and so far, the quarterly payment was \$1.1 million. Most of these funds have been allocated to the fleet with three to four new trucks. They are changing the fleet from diesel to gas. They should be receiving a new truck this week and one next month with up to two by the end of the year. (Normally it takes about three years to get a new truck.) The call volume has been the busiest this year over last year. They have 55 transports, 19 no transport, one with Augusta Fire and one with Mutual Aid. Chris said they will invest the money and is hopefully looking to have a flat \$35.00 fee as Theresa has requested in next year's budget, but it all depends on keeping the same amount of towns (with no one backing out and creating their own transporting service) and if Maine General will still give the \$900,000.00 grant that they receive. William Appel Jr. asked about recruitment/retention and if this is stabilizing. Chris said some people work at other facilities and sometimes they give a protocol stipend but there have been issues with retention/recruitment and bonuses because nights and weekends are hard to fill. They are looking at three right now that are at paramedic school and one paramedic is in service now. William Appel Jr. said that the Town of Windsor would still be extremely interested in having a presence on the Delta board. Chris said they were looking forward to changing the guidelines but then Inland now closing it will have to be relooked at. If someone from Windsor is interested, please send that along.

- b.) Carol Chavarie said she had not heard from Tom Leonard, (Alt. Planning Board Member) so, at this time, they now have another vacancy. Carol said we currently have two vacancies, one regular member and one Alternate member and would like this to be advertised. Theresa will put on the electronic sign.
- c.) Pat Stanek was looking to follow up on the Fire Hydrant question within the Long Pond Acres Subdivision from last month's meeting. William Appel Jr. said this would be a question for the Planning Board. Pat asked if any changes were to be made on the Road Association would that need to be brought to the Planning Board and William Appel Jr. said "yes" as the Planning Board would need to review the changes and approve them.

**Town Manager's Items – Theresa Haskell reported.**

- a.) Theresa handed out a quote from C. B. Haskell Fuel Co., Inc. to add an additional zone near the stairwell of the office. Since we added the new wall near the left area the thermostat is on the opposite side of the wall and the heat isn't regulated enough to keep the area warm by the entrance door (electronic sign), Theresa's Office and Joyce's office, so C. B. Haskell Fuel Co. Inc., is suggesting a separate zone for this year. **Chester D. Barnes Jr. made a motion to approve the Quote from C. B. Haskell Fuel Co. Inc., to add a thermostat and two zone valves, replace balancing valves, all parts and labor for \$1,400.00, seconded by Andrew Ballantyne and approved 5-0-0.**
- b.) Theresa is suggesting we send a letter of support on LD852 (an act to reduce the property tax burden by adequately funding County Jail Operations) and LD286 (An act to allow County Commissioners greater flexibility when establishing a payment schedule for Municipalities to pay County Tax Bills). **Andrew Ballantyne made a motion to send a letter of support on LD852 and LD 286, seconded by Chester D. Barnes Jr. and approved 3-2-0.**
- c.) Theresa handed out a letter of acknowledgement and concurrence for the Town of Yarmouth which we are utilizing the same radio frequency as them with our Town Office radio and they are looking to make upgrades. If there are any interference problems that arise because of this upgrade, the Town of Yarmouth will have to correct and if it cannot be corrected then the Town of Yarmouth will have to change frequencies. Theresa said we have had to do this with the Public Works radio in the past with a different Town and everything went well. **William Appel Jr. made a motion to approve the letter of acknowledgement and concurrence with the Town of Yarmouth as written, seconded by Allison Whynot and approved 5-0-0.**
- d.) There was more discussion on the Medical Marijuana Ordinance and Andrew asked to have a draft one sent to him to review.
- e.) William Appel Jr. said we need to tweak the Site Plan Review and Subdivision Ordinance as well and will want the Planning Board to look at these changes at their April 7, 2025, meeting.
- f.) Theresa received a quote from BSC Engineering for upgrading the existing lighting upstairs at the Town Office with a Total 5000K option \$850.00 or a Total 4000k Option \$975.00. **Chester D. Barnes Jr. made a motion to approve the BSC Engineering for upgrading the existing lighting upstairs at the Town Office for the Total 4000K Option of \$975.00, seconded by Allison Whynot and approved 4-0-1 (Andrew Ballantyne abstaining).**
- g.) Chester D. Barnes Jr. wanted to say that there was a criminal arrest in China by Erskine Academy.

**Select Board Items:**

- a.) **Thomas McNaughton made a motion to enter the executive session pursuant to 36 MRSA §40(6)(A) to discuss personnel matters at 9:13 p.m. and to include the Town Manager, seconded by Chester D. Barnes Jr. and approved 5-0-0.** The Select Board came out of the executive session at 10:03 p.m.

**William Appel Jr. adjourned this meeting at 10:03 p.m.**

**March 25, 2025,**

**Page 3 of 4**

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

**The next Regular Select Board Meeting will be on Tuesday, April 8, 2025, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

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