



SELECT BOARD RECORD OF MEETING  
**APRIL 8, 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 (left at 7:59 p.m.), Chester D. Barnes Jr., and Allison Whynot. Thomas McNaughton arrived at 6:02 p.m. and left early.

**Public Attending:** Moira Teekema, Nancy Fish, Hunter Farwell, Jeff Mullis, Vaughan Stevens, R. Barrett, Tim Willett, Robert Craguon, Tom Whittaker, Matthew Taylor, Carol Chavarie, Arthur Strout, Dylan Alan, Brandi Grosjean, Mary Schwanke, Jim Webb, Jennifer Richardson, Kevin Ready, Ray Bates, Dennis Strout, and Tom Reed.

**Employees Attending:** Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*) (left at 6:30 p.m.), Keith Hall (*Public Works Road Supervisor*), Arthur Strout (*CEO, LPI*), 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: **Chester D. Barnes Jr. made a motion to approve the minutes dated 3/11/25 and 3/25/25 as presented, seconded by Andrew Ballantyne, and approved 4-0-0.**

**Consideration of Warrants #42 and #43 – Andrew Ballantyne made a motion to approve Warrants #42 and #43, seconded by Chester D. Barnes Jr. and approved 5-0-0.**

**Public Works: Keith Hall reported.**

- a.) Opening of 2025/2026 RFP Major Road Construction Bids. Theresa handed out a sheet of (5) bids with a breakdown of total tonnage, price per ton and other work to the Select board, Select Board secretary and others for review. Bids for 2025/2026 Major Road Construction were submitted from All States Asphalt, Inc. amount \$266,910.00 with a comment that Liquid Asphalt at time of bid was \$645.00, Maine-ly Paving Services, LLC amount \$ 282,788.40, Willett Family Construction amount \$268,938.00, Pike Industries amount \$348,580.00 with a comment that Liquid Asphalt at time of bid was \$627.50, and Hagar Enterprises Inc. amount \$303,500.00, respectively. (Crooker Construction, LLC had no bid.) The bids were discussed, questions were asked and answered. **Andrew Ballantyne made a motion to accept the bid from All States Asphalt, Inc. for the Town of Windsor 2025/2026 Major Road Construction as written for \$266,910.00, seconded by Chester D. Barnes Jr. and approved 5-0-0.** Theresa thanked all the bidders for coming in today and bidding on the Town of Windsor's projects.
- b.) Keith noted that the Public Works department is all good, they are getting out of the winter season with no trouble with vehicles. Truck #9 recently had a tire replaced due to a puncture. Keith said Theresa recently handed Public Works monthly budget figures and all looks good. Nothing else to report. William Appel Jr. asked about the salt bill and where we stood on that. Keith said we are in

decent shape on salt and will be getting more to fill the salt shed and for mixing with the sand for next year.

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

- a.) Theresa followed up on the Transfer Station Lockout/Tagout Program. She had given the Select Board a handout on the program at the last Select Board meeting to review. **Chester D. Barnes Jr. made a motion to approve the Transfer Station Lockout/Tagout Program, seconded by Andrew Ballentyne and approved 5-0-0.**
- b.) Tom McNaughton mentioned while at the Transfer Station on Saturday he noticed only one employee was wearing a vest. He would like to see this addressed as this is a safety issue.
- c.) Theresa mentioned we only have three members of the Transfer Station Committee and are still looking for more committee members.
- d.) Theresa handed out the Monthly figures for March 2025, this is up from last year's \$4,460.90. The total amount is up from last year of \$13,766.21 for a total of \$79,728.20. Theresa said that the first three months in 2025 with the new Transfer Station per pound increase is showing an average increase of 50.54%.
- e.) Theresa mentioned Allison may not be able to work the Transfer Station Wednesday. This will leave the Transfer Station short staffed and will need help. Bill Appel said he may be able to work 5p.m.-7p.m.

**Animal Control Officer: Nothing to report.**

**Cemetery Sexton:**

- a.) Joyce Perry asked Theresa to hand out a letter to the Select Board asking for approval to cross-train Amelia Jones on cemetery duties. The Select Board agreed with this. Cross training is good. **Chester D. Barnes Jr., made a motion to have Amelia Jones cross train with Joyce Perry in the cemeteries, seconded by Allison Whynot and approved 4-0-0.**

**Code Enforcement Officer: Greg Feltis reported.**

- a.) Greg spoke about a Community Risk Reduction Program. This is training for CPR and AED. There is scholarship/grant money available up to \$3,000.00 that Greg would like to utilize if he finds enough interest and the Select Board approves. He would like to first offer to the Fire Department and Rescue and staff at the Town Office, Transfer Station, and Public Works Department. There was interest from the public in attendance if the room would allow, could they also have the training if they personally paid out of pocket for the training. Greg was not sure of the cost; he thought the cost per person could be upwards of \$140.00-\$145.00 per person for CPR/AED training classes. Greg thought that it might be an option if training space was allowed. The Select Board was in favor of the Community Risk Reduction Program. If space allows, this may offer a few slots to the public or people that volunteered for the community. More to come. **Andrew Ballentyne made a motion to have Greg Feltis and Theresa Haskell apply for the grant for the Community Risk Reduction Program on training for CPR and AED, seconded by Chester D. Barnes Jr. and approved 5-0-0.** Greg said this will move the Town closer to getting an insurance rate reduction anywhere from 5%, 7% or even 9% in the future.
- b.) Greg and Arthur have been dealing with the cleanup at 762 Ridge Road and Riverside Disposal called and wanted to meet with them regarding the owner of the property had rented an excavator and demolished two campers and tried to bury them on the property and the owner of Riverside Disposal said for him to clean this property up as part of his original quote he would need to dig them out to get rid of them and this wasn't within the original contract. Greg met with Scott from Riverside Disposal at the property and has received an additional quote of \$4,500.00 to remove the remaining buried campers. There was much discussion. **Chester D. Barnes Jr. made a motion to**

**approve the additional \$4,500.00 for the additional cleanup at 762 Ridge Road Property, seconded by Andrew Ballantyne and approved 5-0-0.**

- c.) Arthur Strout, CEO and LPI presented a letter to the Select Board asking for approval to seek legal counsel regarding a potential subdivision violation. **Chester D. Barnes Jr. made a motion to have the CEO/LPI, Arthur Strout, seek legal counsel regarding a potential subdivision violation, seconded by Thomas McNaughton and approved 5-0-0.**

**Town Office: Kelly was not in attendance.**

**RSU #12: Nothing to report.**

**Public Comment:**

- a.) Mary Schwanke from the Webber Pond Association Water Quality Committee gave a presentation and is asking the Select Board to approve a request for \$3,000.00 in matching funds for a grant application to DEP that they will be applying for later in April that will fund activities in 2026. The matching funds would not be needed until FY2026/2027. She will be approaching the Town of Vassalboro and CRLA for additional funds as well. Much discussion. The Select Board asked her to present this request in December of 2025 for the FY2026/2027 budget. Andrew Ballantyne said he agrees with this, and Chester D. Barnes Jr. said he would consider this for next year's budget.
- b.) Tom Reed asked about having a 50" TV monitor/TV stand for Select Board meetings and other Town meetings for the public to view things as they are being discussed. William Appel Jr. said this is a great idea and we can make it available and happen with a projector screen, document camera if we buy the right format. All we need to do is set it up to do.
- c.) Kevin Ready, Treasurer of Windsor Volunteer Fire Department says the operations account has \$21.36 left in the budget for the year. The WVFD is asking to see if they can move funds that were paid out of the WVFD Operations account to be charged to the WVFD Fire Safety Capital Reserves in the amount of \$11,301.19. (Within this total a bill of \$2,456.90 will be in the next warrant). These bills were from Fire Tech & Safety and Northeast Emergency Apparatus for PPE coats, pants, boots, and helmet plus SCBA G1 bottle and MSA M7 masks as this was not anticipated in the operational account that was approved in this year's budget. **Chester D. Barnes Jr. made a motion to charge the \$11,301.19 to the WVFD Fire Safety Capital Reserve Account for the above-mentioned items, seconded by Thomas McNaughton and approved 5-0-0.**

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

- a.) Theresa went over the warrant articles that still needed to be looked at and approved. The secret ballot vote for the medical marijuana caregiver retail stores question does not have to have a vote by the Select Board underneath indicating to recommend or not. The Select Board said they would rather see it as a question only.
- b.) Theresa gave the Select Board an update from Bill VanTuinen regarding where he is at on the Electric Utility Property.
- c.) Theresa asked the Select Board to get their thinking caps on regarding the Spirit of America Award.
- d.) Chris Mitchell from Delta is looking for a letter of support for replacing two ambulances in their aging fleet.
- e.) Theresa talked about a Federal Action Alert – Tax Exempt Bonds – Status at Risk from Kate Dufour at MMA. These Tax-Exempt Bonds for Municipalities may be at risk through a repeal of exemption as "an easy way to save \$250 billion" from the National League of Cities in which regards to the economic advisors to the Trump Administration are describing through this repeal.
- f.) Theresa said Jennifer Richardson would like to be on the Planning Board as an Alternate to fill the open position with the term ending June 30, 2026. **Andrew Ballantyne made a motion to appoint Jennifer Richardson as the Alternate Planning Board Member with the term ending June 30, 2026, seconded by Thomas McNaughton and approved 5-0-0.**

- g.) Theresa said Arthur Strout (Fire Warden) would like to appoint Karin Jones as a Deputy Fire Warden. **Andrew Ballantyne made a motion to appoint Karn Jones as a Deputy Fire Warden, seconded by Allison Whynot and approved 5-0-0.**
- h.) Theresa said she received notification from Zoe LeBlanc regarding the Small Community Grant Program we received which still has \$575.00 remaining, which can be used for LPI/CEO Equipment or LPI/CEO training. Requests can be submitted to DEP no later than August 31, 2026, to allow processing. Theresa said she would have Greg investigate this for his and Arthur's training.
- i.) Theresa said the Kennebec County Budget has been passed and the Town of Windsor's Kennebec County Distribution Schedule will increase \$40,144.00 from last year for a total cost of \$508,679.00.
- j.) There were discussions on the upcoming Public Hearings. The Planning Board has two, one on May 5, 2025, at 6:30 p.m. for Frank Monroe, Site Plan Review Application and one on May 19, 2025, at 6:30 p.m. for Dan Finley's Subdivision Application.
- k.) Theresa indicated the Transfer Station Committee and Parke Property group are considered working groups and should have an ordinance for their advisory information and rules they need to follow. More to come.
- l.) Theresa handed out an appointment paper for Joshua Barnes as the Animal Control Officer. **Allison Whynot made a motion to appoint Joshua Barnes as the Animal Control Officer until June 30, 2025, seconded by Thomas McNaughton and approved 3-0-1 (Chester D. Barnes Jr. abstained.)**

**Select Board Items:**

- a.) **Andrew Ballantyne made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter at 7:27 p.m. and to include Theresa Haskell, Town Manager and Arthur Strout, CEO/LPI, seconded by Allison Whynot and approved 5-0-0.** The Select Board came out of the executive session at 7:58 p.m.

**William Appel Jr. adjourned this meeting at 9:35 p.m.**

These minutes were approved by the Select Board on April 22, 2025.

**The next Regular Select Board Meeting will be on Tuesday, April 22, 2025, at 6:00 p.m. at the Windsor Town Hall.**

Respectfully Submitted,

Respectfully Submitted,

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

Theresa L. Haskell  
*Town Manager*