



SELECT BOARD RECORD OF MEETING
MAY 6, 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, Thomas McNaughton and Chester D. Barnes Jr. (arrived at 7:15 p.m.).

Public Attending: Tom Reed, Nancy Fish, Matthew Taylor, Moira Teekema, Ray Bates, and Carol Chavarie.

Employees Attending: Theresa L. Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Joyce Perry (*Cemetery Sexton*), and Arthur Strout (*CEO*). Katherine Johnson (*Select Board's Secretary*) was absent.

William Appel Jr. opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: Thomas McNaughton made a motion to approve the minutes dated 4/22/25 with the correction of adding that Tom Reed arrived late, seconded by Allison Whynot, and approved with the correction 4-0-0.

Consideration of Warrants #46, and #47 – Chester D. Barnes Jr. made a motion to approve Warrants #46, and #47, seconded by Allison Whynot and approved 5-0-0.

Public Comment:

Moira Teekema asked about the Marijuana Ordinance and about the “opt in” on Medical Marijuana Retail Store. She asked about who to talk to about CBD and OCP (Medical and recreational) complaints. There has been some information received regarding the local glass shop and what is being sold and whether the police notify the town if they get complaints. Theresa said she had not received anything. The Select Board said if anyone has any complaints they will need to talk to Code Enforcement.

Public Works: Keith Hall reported the following.

- a.) The Coopers Mills Road culvert replacement is finished.
- b.) The crack sealing price is \$5,500.00 per pallet (72 blocks).
- c.) Keith said we will still need to do some shim spots on Coopers Mills Road before paving, and the cross culverts and he is anticipating it to be around \$30,000.00.
- d.) A large tree on the Jones Road will need to come down and hopefully it will be taken care of on Thursday.
- e.) Keith has talked with Chris Pierce about Roadside Mowing and is looking for it to be done on the Tyler Road.
- f.) Keith will be getting a quote on sandblasting and undercoating Truck #8 as it is need.
- g.) Theresa handed out the Bridge inspection report she received.
- h.) It was asked where the old pressure washer was and Keith said it is in the Public Works garage at the Town Office, and it could be sold.
- i.) Keith said they have gone to four, 10-hour days with having Friday's off. (No Public Works will be available on Fridays).
- j.) Keith received a call from DOT asking about putting up an “Autistic Child Sign” but once DOT realized it was on a “Town Road” and not a “State Road” they wouldn't pay for it and Keith received a letter from Peter Coughlin indicating signs do not slow people down and DOT

discourages having these signs put up. If they are put up it is the responsibility of the Town to maintain. This sign was tabled and to not do anything at this time. It was recommended to put the portable speed sign in this location for a bit.

Transfer Station:

- a.) Theresa handed out the monthly Transfer Station figures. It is up \$1,189.90 from April of last year and is at \$14,956.11 compared to this time last year. (38.65% increase)
- b.) Theresa said Keith asked about having the large scale sandblasted and repainted and he will be checking in with the manufacturer to make sure it can be done and will still be under warranty.
- c.) Keith said the concrete at the Transfer Station Recycling area needs to be resurfaced with “grit” to help with the slippery surface. Theresa said there is not much money left on the Transfer Station maintenance line, but the overall budget looks like it will be underspent because of the help with less tipping and transport. The Select Board recommended getting the paint with grit to resurface the Recycling Area now for the safety of residents.
- d.) Theresa said we need to discuss the Transfer Station hours on Saturday’s as the employees are not getting their half hour “uninterrupted” lunch after six hours of work. There was much discussion regarding how we can alleviate and help this situation.
 - 1. Hire someone to come in and fill in during the lunch time (1 ½ - 2 Hours) for the three employees.
 - 2. Close the Transfer Station for lunch by closing the gate up top (at least 45 minutes in case a resident is still getting rid of trash).
 - 3. Have Saturday hours only 9:00 a.m. – 2:00 p.m. (The employees would lose up to 3 hours of regular scheduled time.)
 - 4. Discussion on opening another day (Monday’s from 2:00 p.m. – 7:00 p.m.) (The employees would gain up to 3 hours of work and this would give the residents another opportunity day to get rid of their trash.)
 - 5. Having rotating lunches and working with two employees during lunch time.

There was much discussion. The Board decided starting May 10, 2025, to have the Transfer Station attendants work with two employees during lunch time and have the employees rotate the lunches with being paid through and to discuss with the current employees how they would feel about working on an additional day (Monday’s, 2:00 p.m. – 7:00 p.m.) and changing the Saturday hours to be (9:00 a.m. – 2:00 p.m.). This will give the town residents another day in a work week, and it increases the hours the Transfer Station is open. This could start as early as July 1, 2025.

Animal Control Officer – Joshua Barnes was not able to make it tonight and Theresa handed out his report introducing himself and he is hoping to be here next meeting.

Cemetery Sexton – Joyce Perry:

- a.) Joyce said she has ten burials scheduled this spring with two being on one day and if anyone wanted to know that Laura Gray’s service will be on May 20, 2025.
- b.) The Boy Scouts will be putting the flags on the graves around May 15th.
- c.) The Cemetery Board had decided to not open the cemeteries until May 9th, but the gates were down today and have been down. She was not sure who unlocked all the gates. Joyce, the first burial is not scheduled until May 16, 2025.
- d.) Riverside Memorial put down a monument that did not have a flag on it and just left the stone. Joyce picked it up and called them.
- e.) Joyce said she has a family that has six plots in a lot with two full burials already in it and now has a cremation to be placed and the family is looking to have the remaining four lots to be subdivided for cremations. This would allow ten actual people to be in a six-plot lot (past rules allowed one lot subdivided into a three-plot lot for a total of eight people). Joyce said the new

rules (two years ago) have allowed lots to be purchased individually (as we are running out of lots) and each single lot can be subdivided. Much discussion. **Andrew Ballantyne made a motion to allow the Clark family to subdivide the remaining four lots with two cremations per lot, seconded by Thomas McNaughton and approved 4-0-0.**

- f.) Joyce said the Memorial Day celebration will be at the Veterans Memorial Monument on Memorial Day (May 26, 2025), at 9:00 a.m.

Code Enforcement/Local Plumbing Inspector/E911/Health Officer – Arthur Strout:

- a.) The Select Board asked Arthur Strout about the 762 Ridge Road cleanup contract with Riverside Disposal as they received a bill and felt this property still needs more cleanup. There is still debris and trash that still needs to be removed. Arthur said the more you dig the more trash you uncover. There was much discussion. The Board asked Arthur to send a letter to Riverside Disposal with a good faith payment of \$9,000.00 with the remaining \$2,975.00 to be paid after the remaining cleanup is done. **Chester D. Barnes Jr. made a motion to pay \$9,000.00 (with a manual check) to Riverside Disposal in good faith of the 762 Ridge Road property clean up and to have Arthur Strout write a letter of explanation with the remaining \$2,975.00 to be paid in honoring the terms of the original contract, seconded by Thomas McNaughton and approved 5-0-0.**
- b.) Theresa said Greg Feltis sent over a report to the Select Board. Arthur Strout said he would like to get a copy of this report as well.
- c.) Arthur Strout asked if the Select Board could have a Special Select Board's meeting next week, May 13, 2025, to go into executive session for the Windsor Volunteer Fire Department and Rescue at 6:00 p.m. **Chester D. Barnes Jr. made a motion to call a Special Select Board's meeting for Tuesday, May 13, 2025, at 6:00 p.m. and to include an item to go into executive session to include the Windsor Volunteer Fire Department and Rescue as recommended by Arthur Strout, Fire Chief, seconded by Andrew Ballantyne and approved 5-0-0.**

RSU #12 Update – Chester D. Barnes Jr. made a motion to sign the Warrant and Notice of Election calling the Regional School Unit No. 12 Budget Validation Referendum (20-A M.R.S. §1486), seconded by Allison Whynot and approved 5-0-0.

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

- a.) Theresa, the Attorneys' fee line will be underbudgeted.
- b.) Theresa said Bill Van Tuinen has been working on the Electric Utility Property and is still within the timeline.
- c.) Theresa handed out the Medical Marijuana Ordinance with some changes that Andrew Ballantyne wanted to add/change. Much discussion. **Thomas McNaughton made a motion to approve the Medical Marijuana Ordinance with the recommended changes tonight, seconded by Allison Whynot and approved 5-0-0.** There is some discussion as to what happens if the secret ballot warrant article vote gets turned down will this Ordinance still have to be discussed at Town Meeting and passed or can it be passed over. It was asked what the time frame would be to call a Special Town Meeting to put a moratorium on, Theresa said she would have to ask the Town Clerk, (Kelly McGlothlin).
- d.) Theresa said she received information about purchasing flags and kits that go on flagpoles within the town with up to forty-eight flags/kits ordered and the town would pay for only twenty-four and they would donate the other twenty-four. Andrew Ballantyne said he recommended we get 80-100 and would be interested in having this done and up before Memorial Day and if not then by 4th of July. **Andrew Ballantyne made a motion to purchase up to 50 flags/kits and to be placed on the poles within the town from the Town Office to the Veterans Memorial with the expectation to fundraise the remaining 30 – 50 flags/kits to be placed equally from the Town Office headed to Augusta, Somerville and China, seconded by Chester D. Barnes Jr.**

and approved 5-0-0. Chester D. Barnes Jr. said he would install these on the flag poles himself and/or get volunteers to help. **William Appel Jr. made a motion to have a donation collection for the remaining 30-50 flags/kits, seconded by Allison Whynot and approved 5-0-0.**

- e.) Theresa handed out the 9-Month Budget figures for 2024/2025.
- f.) Theresa talked about what the mil rate could be as to what has been provided by the RSU, County and Town's budgets.
- g.) Theresa said the door locks have been changed at the Town Office and wanted to know who else to give the keys to. It was suggested to give the Planning Board's chairperson a key and one to Tom McNaughton (Food Bank), so they can use the restroom.

Select Board Items:

- a.) William Appel Jr. asked Theresa to invite Patsy Crocket and Joe Pietroski to attend an upcoming Select Board's meeting.
- b.) Andrew Ballantyne said the Board should ponder having an Employee Appreciation BBQ.

William Appel adjourned this meeting at 9:27 p.m.

These minutes were approved by the Select Board on May 20, 2025.

There next Regular Select Board Meeting is Tuesday, May 20, 2025, at the Windsor Town Hall at 6:00 p.m. with a Special Select Board's Meeting scheduled for Tuesday, May 13, 2025, at 6:00 p.m.

Respectfully Submitted,

Theresa L. Haskell
Town Manager