



SELECT BOARD RECORD OF MEETING
MAY 20, 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., Thomas McNaughton, and Allison Whynot. Andrew Ballantyne arrived at 6:40 p.m. Chester D. Barnes Jr. was absent.

Public Attending: Tom Reed, Nancy Fish, Pat Stanek, Paul Hoffman, Ray Bates, and Brandi Grosjean.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Deputy Clerk*), Josh Barnes (*Animal Control Officer*), and Allison Chase (*Interim Transfer Station Supervisor*).

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 5/6/25 and 5/13/25 as presented, seconded by Allison Whynot, and approved 3-0-0.**

Consideration of Warrants #48 and #49 – Andrew Ballantyne made a motion to approve Warrants #48 and #49, seconded by Thomas McNaughton and approved 4-0-0.

Public Works:

- a.) Keith spoke with CMP. CMP will compensate the Town for damage done to the roads while they were traveling on them while completing the work on the powerlines. The compensation check will be written to the Town and be placed in an account to complete road repairs.
- b.) Theresa reviewed the Public Works May-June work schedule with the Select Board. The Public Works department has PTO hours to be used before the fiscal year ends in June. There will be several days when there will be only one person working in the Public Works Department. The schedule will continue to have no public works person on the schedule on Fridays through the summer months.
- c.) Keith got a quote for sandblasting and undercoating for the 2021 Western Star, truck #8. The quote is from Adams Garage for \$6,300.00. **Thomas McNaughton made a motion to pay Adams Garage \$6,300.00 to have sandblasting and undercoating done on the 2021 Western Star, truck #8 and move the 5000.00 that was budgeted for the 2016 Terrarstar to the 2021 Western Star as the 2016 Terrarstar was sold, seconded by Allison and approved 3-0-0.**
- d.) Theresa noted she has received the insurance check from Progressive Insurance for repairs that resulted from the accident that the 2021 Western Star, truck # 8, was involved in. The check was \$179.21.

Transfer Station: Allison Chase reported.

- a.) Allison noted that the cardboard has been taken care of. She said it was overflowing. Bill asked how quick the response time is when calling to get recycling picked up. Allison said the response time is quick, she just was not sure if they would be available to come right away.

- b.) Allison said there needs to be better signage for bulk plastic drop off. There have been problems with people putting items where items do not belong. The suggestion has been made to place signage to “See Attendant.”
- c.) Theresa said Allison had received a quote from Norridgewock Welding for repair of the can that has holes. The quote is \$3,000.00. The Select Board has already approved the purchase of a new can. There was discussion on how to use the old can for storage instead of making a repair. More discussion to be had.
- d.) Allison noted to meet compliance the Transfer Station needs a designated area with signage for a hot load zone area. This would be an area for residents that come to the Transfer Station to drop anything that is hot, warm etc. Anything that needs to be cooled prior to moving it to the regular dumping area.
- e.) Bill asked if the paint held up for the rough surface at the recycling area. Allison said it did not. The paint bubbled up and peeled. When the weather gets warmer and there is less rain in the forecast, they will put a new coat of paint on. Theresa said that Keith has the paint.
- f.) There is still a staff shortage at the Transfer Station. An interview was done, and they hope to have someone hired. Discussion was had about shortening the hours on Saturday at the Transfer Station and adding hours on Monday while keeping the Wednesday and Friday hours the same. **Thomas McNaughton made a motion to change the hours beginning Monday June 2, 2025, new hours for the Transfer Station beginning June 2, 2025, M-W-F 2:00 p.m. – 7:00 p.m. and Saturday 9:00 a.m. – 2:00 p.m., seconded by Allison Whynot and approved 3-0-0.**

Animal Control Officer: Josh Barnes reported.

- a.) Josh Barnes gave a brief introduction. He stated he also is the Animal Control Officer for both the China and Vassalboro community as well as holds down other jobs and works for Capital Police. He reported that May has been a light month, and things are going good so far. He noted that when residents reach out to him, he will get back to them as soon as he can, keeping in mind that he does other jobs. Theresa read aloud the emailed report that Josh had submitted. Bill asked if the Windsor residents have been treating him well when he gets messages or phone calls, Josh responded yes, they have.

Cemetery Sexton: Nothing to report.

Code Enforcement Officer: Greg Feltis sent report via email.

- a.) Theresa reviewed Greg’s emailed report with the Select Board. There were two properties in question, how to move forward with Jones Road and Griffin Road properties. The property owners have had letters submitted to them and they have been fined for not following the Town’s ordinances. Greg was not available to speak with.

Town Office: Kelly was not in attendance.

RSU #12:

- a.) The RSU #12 District Budget Meeting is on May 21st at 6:30 p.m. at the Chelsea Elementary School.

Public Comment:

- a.) Theresa asked Brandi about the surveys that have been returned to the Town Office for the Comprehensive Working Group and how Brandi would like the surveys handled. Brandi said nothing special had to be done with the surveys, just place them in a pile and she will take them from there. Theresa said she will number them. Brandi said Theresa can number them if she wants to but there is no need to do anything, she will pick them up and compile the data that she needs.
- b.) Tom Reed had asked for a Town wide list of Town Roads from Greg, and he still has not received the list.

- c.) Tom Reed said there was an article in the KJ about Hallowell reducing their recycling times from 60hours a week to only 3hours on Saturdays, hours being from 9-12 due to an abundance of trash being put into the recycling area.

Town Manager's Items – Theresa Haskell reported.

- a.) Theresa has a Certificate of Appointment for Arthur Strout for the position of Building Official from Kelly McGlothlin, Town Clerk, to be effective until April 30, 2026. The Select Boards discussion was to appoint until June 3, 2025, and have Arthur Strout attend that meeting. **Andrew Ballantyne made a motion to sign the Certificate of Appointment for Arthur Strout appointed as Building Official from April 30, 2025, until June 3, 2025, seconded by Thomas McNaughton and approved 4-0-0.** Tom wanted to know how moving forward oaths like this do not miss the due dates to be sworn in. Theresa said that Kelly forgot, and she apologized. Tom understands that mistakes happen, and he is not placing blame. Theresa said she will place this on her calendar as a reminder for next year as well.
- b.) Theresa received a letter from Kennebec County Sheriff's Office. The letter was to let the town know that the State of Maine will no longer provide dispatching service for the Sheriff's Office for non-emergency calls. Much discussion was had as to why and what is considered and emergency and what is not considered and emergency call. This will be brought up at the next meeting when the commissioners are present.
- c.) Theresa handed the Select Board a Draft Medical Marijuana Application for their review. This will be discussed at a future meeting.
- d.) Andrew spoke briefly about the Medical Marijuana Ordinance. He spoke at the Planning Board meeting and thought it was reciprocated well. Andrew said he will also speak again at the Town Meeting on June 11th.
- e.) Theresa gave a copy of an Application for Volunteer Committee Position /Application for Re-appointment Volunteer Committee Position to the Select Board for review. **Andrew Ballantyne made a motion to approve the Application for Volunteer Committee Position /Application for Re-appointment Volunteer Committee Position with the revision remove Conservation Commission Committee and Transfer Station Committee, seconded by Thomas McNaughton and approved 4-0-0.**
- f.) The Town Report is being worked on. Kelly has been working on it. Theresa hopes to have it ready to go to print by Thursday. Postcard mailings will be going out soon.

Select Board Items:

- a.) Bill reported that the Town has purchased a projector and an overhead reader to be used at meetings. This equipment will be used in the upcoming months to help summarize meeting notes through AI intelligence at committee meetings so that the focus can be on the meeting and not note taking.

William Appel Jr. adjourned this meeting at 7:34 p.m.

These minutes were approved by the Select Board on June 3, 2025.

The next Regular Select Board Meeting will be on Tuesday, June 3, 2025, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Kathy Johnson

Select Board Secretary

Tax Collector/Bookkeeper/Deputy Clerk