



SPECIAL SELECT BOARD RECORD OF MEETING
JULY 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., Ray Bates, Thomas McNaughton, and Allison Whynot. Chester D. Barnes Jr. was absent from the meeting.

Public Attending: Matthew Taylor, Brandi Grosjean, and Mike Chase.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper, Select Board Secretary*), Joyce Perry (*Cemetery Sexton*), Keith Hall (*Public Works Supervisor*), Arthur Strout (*CEO*), Kelly McGlothlin (*Town Clerk*), Amelia Jones (*Deputy Clerk*), Karin Jones (*Deputy Clerk*), Tim Coston (*Public Works*), Richard Pooler (*Transfer Station*), and Allison Chase (*Interim Transfer Station Supervisor*).

Thomas McNaughton opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: No previous meeting minutes to review.

Public Comment:

- a.) Brandi Grosjean asked how to handle printing and copying of documents needed for the Comprehensive Plan Working Group. William Appel Jr. said he would be happy to help with printing or copying documents as he is also a member of this working group. He and Brandi will discuss what is needed.

Town Manager's Items – Theresa Haskell reported.

- a.) Theresa let the Select Board, staff and residents in attendance know that she was resigning from town government, she will not be going to work for another town.
- b.) Theresa confirmed with the Select Board that they had received the 21 plus job descriptions she had forwarded to them by email. She noted some of the job descriptions are old. Some of the job descriptions she found from Maine Municipal website.
- c.) The TRIO upgrade from TRIO SQL to TRIO web is still scheduled to happen on Thursday, July 10, 2025.
- d.) Burgess IT will be coming to the office on Friday, July 11, 2025, to look at the equipment the office uses for the electronic sign at front of the Town Office. The equipment may need to be moved around so that other staff will have access to update the electronic sign going forward.
- e.) Theresa spoke with MMA to let them know she has resigned effective July 18, 2025. She will notify MMA that Thomas McNaughton is the new point of contact per his request.
- f.) Steve McGee said he will get back to the Town is regard to the 2025-2026 snowplow contract.
- g.) Theresa has been sitting with Kelly McGlothlin and reviewing treasurer duties, payroll portal, and many reports. She will continue to review as much as possible.
- h.) General Assistance Administrator vacancy: **Ray Bates made a motion to appoint Allison Whynot as General Assistance Administrator seconded by William Appel Jr. and approved 4-0-0.**

Select Board Items:

- a.) **Ray Bates made a motion to accept the resignation of Theresa L. Haskell from Town Manager effective July 18, 2025, seconded by William Appel Jr. and approved 4-0-0.**
- b.) Thomas McNaughton asked to enter an executive session. **Thomas McNaughton made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss personnel matters at 6:30 p.m. to include Select Board members William Appel Jr., Thomas McNaughton, Allison Whynot, Ray Bates, Town employees Tim Coston, Joyce Perry, Karin Jones, Keith Hall, Kathy Johnson, Amelia Jones, Richard Pooler, Kelly McGlothlin, Arthur Strout, Allison Chase, Mike Chase(town resident) and his grandson. Seconded by Ray Bates and approved 4-0-0.** The 1st portion of executive session separated at 7:45 p.m. Theresa L. Haskell entered the executive session with Select board members Thomas McNaughton, William Appel Jr., Allison Whynot, and Ray Bates around 7:55 p.m. The Select Board came out of the executive session at 8:53 p.m.
- c.) Theresa handed out information on the monthly phone reimbursements for Joyce Perry (Cemetery Sexton - \$25.00), Joshua Barnes (Animal Control Officer - \$25.00), Allison Chase (Interim Transfer Station Supervisor - \$25.00), Timothy Coston (Public Works Driver/Laborer - \$25.00) and Keith Hall (Road Supervisor \$50.00). **Thomas McNaughton made a motion to approved the monthly phone reimbursements for Joyce Perry (Cemetery Sexton - \$25.00), Joshua Barnes (Animal Control Officer - \$25.00), Allison Chase (Interim Transfer Station Supervisor - \$25.00), Timothy Coston (Public Works Driver/Laborer - \$25.00) and Keith Hall (Road Supervisor \$50.00), seconded by William Appel Jr. and approved 4-0-0.**
- d.) Theresa said Nichole will be at the next meeting with Bill Vantuinen's proposed values. It was suggested to have Andrew Ballantyne also attend.

Thomas McNaughton adjourned this meeting at 9:06 p.m.

These minutes were approved by the Select Board on July 15, 2025.

The next Regular Select Board Meeting will be on Tuesday, July 15, 2025, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Kathy Johnson
Select Board Secretary
Tax Collector/Bookkeeper