



SELECT BOARD RECORD OF MEETING
JULY 15, 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: Thomas McNaughton, William Appel Jr., Ray Bates, and Allison Whynot. Chester D. Barnes Jr. was absent.

Public Attending: Moira Teekema, Tom Reed, Nancy Fish, and Brandi Grosjean.

Employees Attending: Theresa L. Haskell (*Town Manager*), Kathy Johnson (*Tax Collector, Bookkeeper*), Joyce Perry (*Cemetery Sexton*), Keith Hall (*Public Works Supervisor*), Greg Feltis (*Health Officer, Assistant CEO/LPI and E911*), Kelly McGlothlin (*Town Clerk*), Amelia Jones (*Deputy Clerk*), and Karin Jones (*Deputy Clerk*).

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

Previous Meeting Minutes: **William Appel Jr. made a motion to approve the minutes dated 7/1/25 with correction under public works: Keith Hall Reported and approved minutes dated 7/8/25 as presented, seconded by Ray bates, and approved 4-0-0.**

Consideration of Warrants #3 and #4 – Ray bates made a motion to approve Warrants #3 and #4, seconded by William Appel Jr. and approved 4-0-0.

Public Works: Keith Hall reported.

- a.) Keith will be lining up work with Chris Pierce, will begin shoulder work in the next few weeks. Roadside mowing will be completed within the next week.
- b.) Coopers Mills Road is all paved. The lines will be painted on the newly paved road as soon as possible. Public works is building up the driveways as quickly as they can.
- c.) The Public Works Department helped at Transfer Station on Monday 7/14/25 due to call outs. They also cleaned up around the Transfer Station.
- d.) The State Police have been called to report some damage caused to the new pavement. Public Works will follow up on the report.

Transfer Station:

- a.) Theresa handed out the monthly Transfer Station figures. It is up \$3,897.80 from June of last year and is at \$12,289.90 compared to this time last year.
- b.) Keith noted the Transfer Station cap has been mowed.

Animal Control Officer: Nothing to report.

Cemetery Sexton: Joyce reported.

- a.) Joyce reported she is currently working with (3) families. There are (3) burials in July.
- b.) Joyce reviewed with the Select Board the current amount of years' worth of agendas and minutes currently posted on the Towns website. Discussion was had and it was determined on how many

years' worth of minutes and agendas to keep posted to the Town website. The same discussion was had about posting past Annual Town Reports to the Towns website. Joyce will make the updates as soon as possible.

- c.) Joyce and Theresa will be meeting with Provost Monuments, Inc. on Thursday, July 17, 2025, to discuss cleaning of stones and the cleaning of the Veterans Memorial.

Code Enforcement Officer: Greg Feltis reported.

- a.) Greg emailed his report to the Select Board prior to the meeting. Greg briefly reviewed his report with the Select Board and answered any questions the Select Board had regarding the report.
- b.) Greg will be in class on September 18, 2025. The class is free of charge. This is Life Safety Code 101 for Code Enforcement.
- c.) Greg will soon set a time to get the AED device set at the Public Works building and in the cabinet. He will be sure the staff at Public Works and Transfer Station are comfortable with knowing how to use the device.
- d.) Greg thanked Theresa for sharing some of her knowledge with him, the opportunities she had given him and wished her good luck in her new position.

RSU #12: No one in attendance.

Public Comment:

- a.) Moira thanked Theresa for her years' service to the Town and opportunities she had given Moira while she was Town Manager.

Town Manager's Items – Theresa Haskell reported.

- a.) Assessor's Agent Letters – **Ray Bates made a motion to suspend as Select Board and convene as Board of Assessors at 6:48 p.m. seconded by William Appel Jr. and approved 4-0-0.** There was a discussion of one 2024-2025 Tax Year Supplement. There is a suggestion from Nichole Stenberg, Windsor's Assessor's Agent, for a motion to sign the prepared Supplement Tree Growth withdrawal penalty. TRIO Acct. # 543 Haskell, Carlton B Jr. & Darren S. Haskell **William Appel Jr. made a motion to accept and sign the Assessor's Supplemental Tax Warrant for Carleton B. Jr. Haskell & Darren S. Haskell in the amount of \$72.55 as per Nichole Stenberg, seconded by Allison Whynot and accepted 4-0-0.**
- b.) There was much discussion on the preliminary valuation done by Bill Vantinen of CMP sub-station.
- c.) Tom Reed asked how the pits in the town were being taxed. There will be more discussion when more information is available. Currently not enough information is available to comment on this subject. **Ray Bates made a motion to adjourn as Board of Assessor's and reconvened as Select Board at 7:20 p.m. seconded by Allison Whynot and approved 4-0-0.**
- b.) Windsor Fair Games of Chance – **Ray Bates made a motion to authorize the Windsor Fair Association, The Augusta Military Association, and the Calumet Club to conduct games of chance and run bingo games during the period of August 23, 2025, through September 1, 2025. This is a blanket approval and expires September 2, 2025, seconded by Allison Whynot and approved 4-0-0.**
- c.) Theresa handed out an appointment paper for Thomas McNaughton Windsor Educational Foundation and Reed Fund Member effective through June 30, 2028. **William Appel Jr. made a motion to appoint Thomas McNaughton as Windsor Educational Foundation and Reed Fund Member until June 30, 2028, seconded by Allison Whynot and approved 3-0-1, Thomas McNaughton abstained.**
- d.) Theresa showed a draft of the June 30, 2024, audit. Brief review and discussion of the audit was had. Thomas McNaughton (*Select Board Chair*) and Theresa L. Haskell (*Town Manager*) signed off on the letter to the auditor.

- e.) Steve McGee has offered a contract to the Town for the 2025/2026 plow season. The contract states \$185.00 per hour, a total of \$46,250.00 for the Town. **William Appel Jr. made a motion to accept Steve McGee's 2025/2026 contract at \$185.00 per hour, a total of \$46,250.00, seconded by Allison Whynot and approved 4-0-0.**

Town Office: Kelly McGlothlin asked to go into executive session with Select Board and Deputy Clerks.

Select Board Items:

- a.) The Select Board asked staff how the TRIO upgrade has gone thus far. The staff had mixed reviews. There had already been times of the system being 'offline' completely and the staff was not able to do work through TRIO. Going offline happened on a payroll/ payable day unfortunately. The system did come back online after about an hour. There were printer issues. Some reports are not the same. It will take getting used to as any new system does, it is new. We are finding our way around. Support is not easy to get when needing help.
- b.) Tom gave a brief department head update.
- c.) Allison and Theresa met and came up with a Town Manager job description. The job description was passed around and was briefly discussed and open to changes or additions. If anyone would like to make suggestions, please reach out to a Select Board member.
- d.) **Thomas McNaughton made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter at 8:00 p.m. to include Select Board members William Appel Jr., Ray Bates, Allison Whynot and Thomas McNaughton, employees Kelly McGlothlin, Town Clerk, Amelia Jones, Deputy Clerk, Karin Jones, Deputy Clerk and Theresa L. Haskell, Town Manager, seconded by Ray Bates and approved 4-0-0.** The 1st portion of executive session separated at 9:10 p.m. Theresa L. Haskell remained in the open executive session with Select Board members Thomas McNaughton, William Appel Jr., Allison Whynot, and Ray Bates to discuss Town matters. **Thomas McNaughton made a motion to pay Theresa L. Haskell the 240 hours remaining in her PTO Bank, seconded by Ray Bates and approved 4-0-0.** **Thomas McNaughton made a motion to have Theresa L. Haskell work up to 8 hours a week for the next 4 weeks (to be revisited at that time) to help train and transition Town employees, seconded by Allison Whynot and approved 4-0-0.** The Select Board came out of the Executive Session at 10:12 p.m.

Thomas McNaughton adjourned this meeting at 10:13 p.m.

These minutes were approved by the Select Board on July 29, 2025.

The next Regular Select Board Meeting will be on Tuesday, July 29, 2025, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Kathy Johnson
Select Board Secretary
Tax Collector/Bookkeeper