



SELECT BOARD RECORD OF MEETING
AUGUST 12, 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: Nancy Fish, Carol Chavarie, Matthew Taylor, Nichole Stenberg, and Tom Reed.

Employees Attending: Kathy Johnson (*Tax Collector, Bookkeeper*), Tim Coston (*Public Works*), Greg Feltis (*Health Officer, Assistant CEO/LPI and E911*), Theresa L. Haskell (*Treasurer*), Joyce Perry (*Cemetery Sexton*) and Kelly McGlothin (*Town Clerk*).

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

Previous Meeting Minutes: **Allison Whynot made a motion to approve the minutes dated 8/5/25 as presented, seconded by Ray Bates, and approved 4-0-0.**

Assessor's Agent – Nichole Stenberg

- a.) Nichole discussed numbers with the Select Board on the Tax Rate Calculation Form. After reviewing numbers and answering questions Nichole recommended a 9.4mil. The Select Board agreed with the 9.4mil leaving a \$66,352.30 overlay. Nichole left the Select Board meeting to prepare final paperwork for signatures.
- b.) **2026 Tax Commitment: Ray Bates made a motion to suspend as Select Board and convene as Board of Assessors at 6:49 p.m. seconded by William Appel Jr. and approved 4-0-0.** There was discussion about the Maine Revenue Services 2025 Municipal Tax Rate Calculations. There is a suggestion from Nichole Stenberg, Windsor's Assessor's Agent, for a motion on the Assessor's Certification of Assessment, 2025-2026 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine. **William Appel Jr. made a motion to accept the Assessor's Certification of Assessment, 2025-2026 Municipal Tax Assessment Warrant, Certificate of Commitment, and Certificate of Assessment to be Returned to Municipal Treasurer State of Maine as presented by Nichole Stenberg, Windsor's Assessor's Agent seconded by Ray Bates and approved 4-0-0. Ray Bates made a motion to adjourn as Board of Assessor's and reconvene as Select Board at 6:59 p.m. seconded by William Appel Jr. and approved 4-0-0.**

Consideration of Warrants #7 and #8 – Ray Bates made a motion to approve Warrants #7 and #8, seconded by Allison Whynot and approved 4-0-0.

Public Works: Allison Whynot reported on behalf of Public Works.

- a.) Coopers Mills Road is paved, lines are painted, and the shoulders are complete.
- b.) Crack sealing has been done on Griffin Rd and Choate Rd.
- c.) Truck #5, 2016 Westen Star, is back in the shop for repairs at CW Repair INC.

Transfer Station:

- a.) Allison Whynot noted the compactor has been put into place. Tim Coston said they made modifications to make it fit.
- b.) Allison reminded the Select Board that Highland Games are in town this weekend. This will bring very large crowds of people to the fairgrounds area. William Appel Jr. made a motion to suspend operations at the Transfer Station on Saturday August 16, 2025, due to Highland Games and large crowds at the fairgrounds, seconded by Ray Bates and approved 4-0-0. William Appel Jr. made a motion to close the Transfer Station at 12:00 p.m. on Saturday, August 23, 2025, and Saturday, August 30, 2025, due to Windsor Fair, seconded by Ray Bates and approved 4-0-0.
- c.) Tim Coston discussed with the Select Board using EnviroServe located in Auburn to dispose of paint that had been left at the Transfer Station by a resident. Short discussion was had as to why paint and paint cans ended up at the Transfer Station. The Transfer Station does not accept paint; however, this was left and needs to be disposed of correctly. The Select Board will discuss this further.

Animal Control Officer: Nothing to report.

Town Office: Nothing to report.

RSU #12: No one in attendance.

Tax Collector: Kathy Johnson reported.

- a.) On August 11, 2025 (58) accounts were sent to lien at Registry of Deeds. A Total of \$84,009.58 remain in outstanding unpaid Real Estate taxes for the 2025 tax year.

Cemetery Sexton: Joyce Perry reported.

- a.) Joyce has (2) Cemetery Conveyances. (2) plots at Resthaven South Cemetery and (1) plot at Oak Hill Cemetery. Allison Whynot made a motion to approve the sale of (2) plots at Resthaven South Cemetery and the sale of (1) plot at Oak Hill Cemetery, seconded by Ray Bates and approved 4-0-0.
- b.) Joyce asked for a trash can to be placed at Resthaven Cemetery. She hopes that the public will use the trash can and not leave their trash all around the cemetery. Public Works will place the trash can for her.
- c.) Joyce handed out a revision of the Cemetery Rules. The Select Board looked over the revisions made on pages 4,5,9,10,11,12,13,14, and 15. The Select Board all agreed the revisions looked good. Ray Bates made a motion to approve the revisions to Cemetery Rules as written, seconded by William Appel Jr. and approved 4-0-0. The Select Board thanked Joyce for all her hard work.

Code Enforcement Officer: Greg Feltis reported.

- a.) Thursday, August 14, 2025, Greg will install the AED cabinet at the Public Works building.
- b.) Greg submitted the final document to enroll into the Workers Compensation Safety Incentive Program. All annual employee training is complete. For the 1st time since 2022 all Town of Windsor employees are within compliance required for the Bureau of Labor Standards. Greg will await any further updates from MMA.
- c.) Greg handed out his report to the Select Board. Greg reviewed his report with the Select Board and answered any questions the Select Board had regarding the report.
- d.) Theresa noted that she had emailed the Town attorney today, August 12, 2025, regarding the (Worthing) Ridge Road property. She will let Greg know what she hears back. Greg will also continue to follow up.

Public Comment: No Public Comment

Treasurer – Theresa Haskell reported.

- a.) Theresa handed out a packet to the Select Board. The packet outlined the way she had done her job in the past and what she believes are areas that still may need some training from her. The Select Board asked if she wasn't available to train, are there other places staff could get the answers to questions such as TRIO or IT/Burgess etc. The answer was yes. Theresa said she has reviewed several things with Kelly including the new hire process. She noted the new hire process has many steps to follow. Theresa noted she had not sat with Kathy to answer any question she may have. Theresa included in the packet a timeline calendar on reports.

Select Board Items:

- a.) **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 8:07 p.m. to include Select Board members William Appel Jr., Ray Bates, Allison Whynot and Thomas McNaughton and Kelly McGlothlin, interim Town Manager, Town Clerk, seconded by Allison Whynot and approved 4-0-0.** The Select Board came out of the Executive Session at 9:30 p.m.

Thomas McNaughton adjourned this meeting at 9:35 p.m.

These minutes were approved by the Select Board on August 19, 2025.

The next Regular Select Board Meeting will be on Tuesday, September 9, 2025, at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Kathy Johnson
Select Board Secretary
Tax Collector/Bookkeeper