



SELECT BOARD RECORD OF MEETING  
**AUGUST 26, 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, Jerry Nault, Matthew Taylor, Moira Teekema, and Kevin Ready.

**Employees Attending:** Kathy Johnson (*Tax Collector*), Tim Coston (*Public Works*), Keith Hall (*Public Works Supervisor*), and Kelly McGlothin (*Interim Town Manager, Town Clerk*).

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

Previous Meeting Minutes: No previous meeting minutes to approve currently.

**Consideration of Warrants #9 and #10 – Ray Bates made a motion to approve Warrants #9 and #10, seconded by Allison Whynot and approved 4-0-0.**

**Public Works: Keith Hall reported.**

- a.) Crack seal is complete, paving is done, lines have been painted on the Town roads, and shoulder has been completed.
- b.) Public Works has re-painted the floor in the recycle building at the Transfer Station that had cracked and peeled.
- c.) Roadside mowing is all done.
- d.) Trees have been removed on Baton Road. These were rotten trees that needed to be removed.

**Transfer Station:**

- a.) Tim Coston has cut the old can up at the Transfer Station. The platform from the old can will be used to place refrigeration items on.
- b.) Tom McNaughton reviewed the monthly Transfer Station figures for July. Figures are up \$2,178.48 from July of last year and is at \$11,998.28 compared to this time last year.
- c.) Tim Coston asked if clear signage could be made for the Transfer Station stating what the Transfer Station does NOT accept. It was discussed that a handful of items such as paint, oil, gas should be listed on the signs and see attendant with questions. The Select Board agreed that the signs can and should be made as soon as possible.

**Animal Control Officer:**

- a.) Josh Barnes submitted his monthly report. The Select Board reviewed the report on the payable warrant. There were no concerns or questions.

**Town Office: Kelly McGlothin reported.**

- a.) Shredding on site will be done on August 27, 2025. Kelly will meet the vendor at the Town Office to let them in the building.

- b.) Kyoko Roderick will start working a couple days a week or as needed beginning August 29, 2025, to help with office duties. Kyoko has worked for the Town in the past and is familiar with clerk duties among other duties.
- c.) Amelia will be attending class for voting on August 26th and 27th.
- d.) There are Excel training classes available for staff. The cost is around \$200.00 per class. The Select Board agreed that classes are a good idea.
- e.) Sam's Club card and credit card will be taken care of this week.
- f.) Kelly will go to Kennebec Saving Bank to renew CD's on Thursday August 28, 2025.

**RSU #12: No one in attendance.**

**Tax Collector: Nothing to report.**

**Cemetery Sexton:**

- a.) Joyce is currently working with (2) families.
- b.) Public Works will be cutting some trees at Resthaven Cemetery on Wednesday August 27, 2025.

**Code Enforcement Officer:**

- a.) Greg's email of kudos was read aloud. Greg gave kudos to Windsor Fire and Rescue for the presentation and performance at the scene of a very traumatic motorcycle accident on August 16, 2025. The collaboration between all agencies involved, including Windsor Volunteer Fire Department and Rescue, Augusta Fire and LifeFlight of Maine, Greg noted, was a well-oiled machine. Greg wanted to give credit where credit was due, and he noted he couldn't have been prouder to be part of such a great organization that night.
- b.) Tom stated Greg will begin looking at the number of fire hydrants around town. How many are active and non-active. More to come.
- c.) Greg's monthly report was reviewed by the Select Board. The Select Board had no questions or concerns regarding the report.
- d.) There was a short discussion that Harmony Haven LLC may or may not need to meet with the Planning Board. Greg will need to follow up with the Planning Board and Harmony Haven LLC after speaking with MMA for clarification.

**Fire Department:**

a.) Kevin Ready spoke on behalf of the Windsor Volunteer Fire Department asking for \$2500.00 from the Forest Reserve Account to purchase forestry equipment and clothing for the Windsor Volunteer Fire Department. **William Appel Jr. made a motion to move money from the Forest Reserve Account to reimburse the Windsor Volunteer Fire Department for the purchase that will be made for forestry equipment and clothing, seconded by Ray Bates and approved 4-0-0.**

b.) Kevin Ready asked the Select Board if there had been any follow up on the FEMA/NEMA reimbursement. He submitted paperwork to the former Town Manager for damages that happened during a December 18, 2023, windstorm. Tom said he would investigate this more and get back to Kevin.

c.) A question to Kevin from the Select Board, if a resident has a fire, without a permit, and it becomes out of control, is the resident then responsible for all costs attributed to putting out that fire. If helicopters are used and extra man hours from outside (paid) departments, and rescue units? Kevin's short answer was that Forestry Service will issue a summons, and the municipality can decide how they would like to pursue.

**Public Comment:**

a.) Moira Teekema asked how the hiring for Town Manager was going. Tom answered (2) more applications have been received. There will be (6) interviews next week and (2) the week after. Moira asked

what the Town Manager's salary would be. Tom answered the salary will be based on experience, and other Select Board members agreed.

b.) Jerry Nault asked that the Town Manager job duties be shared with the Town Manager selection committee. Tom agreed that this will be shared. Tom stated the goal to keep Clerk, Tax Collector, Treasurer, and Town Manager all separate.

**Treasurer: Nothing to report.**

**Select Board Items:**

a.) Abatements – **Ray Bates made a motion to suspend as Select Board and convene as Board of Assessors at 7:18 p.m., seconded by William Appel Jr. and approved 4-0-0.** There was a discussion of one 2025-2026 Tax Year Abatement. There is a suggestion from Nichole Stenberg, Windsor's Assessor's Agent, for a motion to sign the prepared Abatement.

**William Appel Jr. made a motion to approve the Abatement as presented re: #1671 \$1,123.30 – Mobile home assessed in error, seconded by Ray Bates and approved 4-0-0. Ray Bates made a motion to adjourn as Board of Assessors at 7:23 p.m. and reconvened as Select Board, seconded by William Appel Jr. and approved 4-0-0.**

b.) Tom received an email from the Town Attorney, Bernstein Shur re: special tax against the Ridge property. Tom will pass this email off to Nichole, (assessors' agent) and Kathy (Tax Collector).

c.) Tom brought Kathy Johnson's letter of resignation to the Select Board for approval. **William Appel Jr. made a motion to accept Kathy Johnson's resignation letter as written, seconded by Ray Bates and approved 4-0-0.**

d.) The position for Transfer Station Supervisor has been posted to the website.

e.) The position of Treasurer will be posted. Tom said a Treasurer job description will be shared with the Select Board. Jerry Nault mentioned it would be helpful to put together a flow chart of positions and how they relate to the Town Managers role.

**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 7:30 p.m. to include Select Board members William Appel Jr., Ray Bates, Allison Whynot and Thomas McNaughton, Tim Coston, Public Works, Keith Hall, Public Works Supervisor, 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 8:45 p.m.

**Thomas McNaughton adjourned this meeting at 8:47 p.m.**

These minutes were approved by the Select Board on September 23, 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*