



Select Board Record of Meeting

November 18, 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 Attending: Ray Bates, William Appel, Jr., Thomas McNaughton, Allison Whynot. Chester D. Barnes, Jr. was absent.

Public Attending: Tom Reed, Carol Chavarie, Steve Hoad, Nancy Fish, Brandi Grosjean, Matthew Taylor, Steve Chicoine

Employees Attending: Haleigh Moran, Tim Coston, Moira Teekema

CALL TO ORDER: 6:00 p.m. Thomas McNaughton

Public Comment:

- Nancy Fish and Matthew Taylor brought up concerns the Planning Board have about the increase of subdivisions in town. Three lots have recently been approved with two pending. Concerns about the growth of the town and whether or not Windsor Elementary School, Windsor Volunteer Fire Department, Transfer Station and Public Works are prepared for the increase in residences. They are looking to wait on approving more lots until the Planning Board Ordinance has been reviewed and revised in June 2026. Arthur Strout has recently approved additional lots and there is a question of impact to the town and lack of discussion and communication from the Code Enforcement Office with the Planning Board. A question of slowing down approvals of subdivisions and the ruling of LD1829 which now allows 2 additional dwelling units per lot.
- Concerns were discussed of communication between all of the elements in town; school, fire department, public works, transfer station with Code Enforcement and the Planning Board. William Appel Jr. agreed to assist the Planning Board in reviewing the current Site Plan Ordinance to accommodate concerns.
- Carol Chavarie informed the Select Board that the Crooker gravel pit on Weeks Mills will be filling out their Site Plan Application.
- Next Work Session meeting for the Planning Board will be January 12, 2026.
- Steve Chicoine has informed the Select Board as well of his plans for the lot on rt.17 he recently purchased as he plans to build rental duplex buildings to accommodate the increased demand for rentals in the area. Looking also to get approval for the road name from Select Board.
- Arthur Strout, Code Enforcement Officer brought into meeting to review name and confirm the new name of Wild Acres for this new lot.

- Ray Bates made a motion to approve of new road name of Wild Acres, seconded by William Appel Jr. and approved 4-0-0

Meeting Minutes:

- Meeting Minutes were reviewed for November 3, 2025. William Appel Jr. made a motion to approve meeting minutes, seconded by Ray Bates and approved 4-0-0.

Departments:

Public Works: Allison Whynot presented on behalf of Keith Hall.

- Culvert on Griffin Rd. completed. Paving to be done in Spring.
- Trucks are all set for the Winter.
- Wiring on the 1-ton truck repaired.
- Truck 8 has new bracket for plow welded.
- Ralph Ferguson has been in two ride alongs for plowing routes.
- Full crew responded for last Sunday's storm.
- New hire Derek Bartlett is great mechanical assistance for crew.
- Tom McNaughton charged Public Works with a Benefit/Cost assessment for equipment maintenance since Derek Bartlett has been working.

Transfer Station: Reported by Tim Coston

- Drop off boxes have been retrieved for the light bulbs and batteries to be removed.
- Allison Whynot informed Select Board of the new hire Julie Elder arriving a half-hour before the 12:30pm shift arrival time on Monday, November 24, 2025 to train on handling hazardous materials.

Treasurer: no report.

Animal Control Officer: no report.

- Tom McNaughton contacted Officer. No response. Looking to obtain incident reports from Officer.

Cemetery Sextant: Tom McNaughton reported on behalf of Joyce Perry.

- Sold cremation lot for \$400.00. 5'x4' lot for 2 graves.
- William Appel Jr. made a motion to accept the deed purchase for this cemetery lot, seconded by Ray Bates. 4-0-0
- William Appel Jr. will continue to reach out to Devin, owner of adjoining lot to Rest Haven, to have him attend a Select Board meeting to discuss his concerns with regard to public access to right of way on his property for Cemetery business only.

Code Enforcement Officer: Haleigh Moran reported.

- Two acre lot being reviewed for personal waste being deposited on property. Location is unbuildable. There has been a break down in communication with owner who lives in Whitefield. Owner suspected of dumping trash on property. No one currently lives on property.
- Select Board looking to have a letter served for fines that have accrued from 2018 to current in the amount of \$3000.00. All communication has been refused.
- This location is being suspected of both Code and Health violations. Select Board to speak with Greg Feltis about having property condemned for Health Code violations.
- Neighbors are registered a complaint for issues with rats emanating from this property.

- Haleigh Moran and Greg Feltis will be drafting letter and are looking to have a sheriff serve the letter to owner.
- A lien has been discussed in response to fines being levied against property by Assessor Nicole. Window to place lien is August of 2025 and July, 1, 2026 prior to new commitment.

Consideration of Warrants #22 and #23:

- Ray Bates made a motion to approve Warrants #22 and #23, seconded by Allison Whynot and approved 4-0-0.

RSU #12: Tom McNaughton reported.

- Budget timeline has been released and emailed to the Select Board.
- Haleigh Moran watched last recorded School Board meeting. Not many updates.
- Schedule released of when and which towns the School Board Director will be speaking with.

Select Board Items: Tom McNaughton reported.

- Haleigh Moran, Town Manager, to start process of review for updating budget for FY26/27.
- Requesting an expectation report from Windsor Volunteer Fire Department.
- Requesting Delta Ambulance to attend December 2, 2025 Select Board meeting to update and discuss rise in costs to Town.

Ray Bates requested the Select Board send a ‘Get Well’ card to County Commissioner Joe Pietroski, as he will not be able to attend the next Select Board meeting. Has always attended and assisted the town.

Select Board will suspend and convene as Board of Assessors. Ray Bates made motion to enter into Board of Assessors, seconded by William Appel Jr., at 7:00 p.m., approved 4-0-0.

Tom McNaughton reported 4 abatements. Looking into reviewing reports for estimating next year’s budget for abatements. FY 2025/26 budgeted \$15,000.00 for these.

Bill Appel requested to know where Town is at with regards to current abatements.

Note will be taken to Treasurer to request current monetary amounts.

Board of Assessors adjourned. Ray Bates made a motion to reconvene as Select Board, seconded by Allison Whynot at 7:08 p.m., approved 4-0-0.

Tom McNaughton presented form signed and presented by Tax Assessors from September to Select Board. New invoice needs to be signed due to correction. Letter from Tax Assessors read.

Requested Nicole Stenburg, Town Assessor to attend next meeting December 2, 2025 to explain legalize of letter.

Decision to be made on request to delegate authority from the Board of Assessors to Nicole Stenburg, Town Assessor allowing her to sign and perform tasks on behalf of the Board of Assessors.

Request for Nicole Stenburg to attend meeting on December 16, 2025 to approve Delegation of Authority of Assessors.

Town Managers Items: presented by Haleigh Moran.

- Board of Labor stated the Town must wait the abatement time of November 24, 2025 to begin discussion of fines imposed upon the Town of Windsor for Transfer Station violations. Steven Greely from Board of Labor responded to letter from the Town of Windsor.

- Haleigh presented the updated Evacuation Plans drawn up by Assistant Code Enforcement Officer Greg Feltis.
- Update on the adjustment to increase the cost of Health Care offered through MMA for employees. Increase of 5% for Dental. Original budget of 10% for Healthcare will not exceed budget item for current FY 2025/26.
- Tom McNaughton presented a quote for DSL WiFi. Haleigh Moran obtained information for Public Works and the Transfer Station.
- Also looking into Fiber through Fidium/Consolidated Communications cost to run lines and provide service, along with updating current phone system.
- DSL will fix current phone line and install new line for free with contract. Cost will be \$43.00/month.
- Fiber option for business line will be \$100.00/month along with free installation.
- Tim Coston and Keith Hall will discuss possible new budget line item for this system.
- Tom McNaughton discussed camera system for Town Office.
- William Appel Jr. provided proposal for closed system WiFi base for 4 cameras, consumer grade, off-shelf system with storage in the Cloud.
- Looking into a real-time and playback monitor for office as well.

FOAA – Reported by Haleigh Moran as complete.

Steve Hoad – Discussion of Transportation Program for Windsor residents.

- Whitefield has a program called Lincoln County Fish, volunteer run. In 6 months reported 47 rides provided with only one driver.
- No drivers at this time in Somerville.
- In Windsor, China and Palermo 33% on average residents don't drive.
- Program will need volunteer drivers.
- First they will need to find a group of volunteer drivers to serve the community of Windsor and create Committee.
- University of Maine has offered assistance for getting started and will provide technical assistance as Transportation Consultants.
- AARP can provide technical assistance for making this program align with Elderly Friendly compliance.
- Neighbors Driving Neighbors stated they would also provide technical assistance and suggested working with the towns of Whitefield and Palermo.
- Haleigh Moran to discuss a letter for options of working with the towns of Whitefield, Palermo, Somerville, China, and Windsor.
- Steve Hoad requested support from the Town to assist with starting program. Haleigh Moran will be reaching out to Steve Hoad to schedule an appointment with her and discuss making connections for start-up.

Tom McNaughton proposed additional discussion into Fiber for the Transfer Station and Public Works.

Tom Reed stated that the cameras are for the safety and security of the employees. Also agreed to by Select Board for cameras to provide for the safety and security of Town assets and employees.

After discussion of options the Select Board agreed to move forward with Fiber for these areas to provide for safety and security of employees. Fiber is the best, most secure option with highest upload/download speeds and reliability for computers, phones, and cameras.

Allison Whynot – Jefferson Lions Club has approached her about a thanksgiving dinner program they are offering for seniors in the community. These are companion dinner visits. They will be delivering meals and will also be providing company during these meals for residents.

Tom McNaughton discussed the Workers Compensation case the Town has been working with to resolve.

- Maine Municipal Association stated they will be attending the Employee Settlement negotiations on behalf of the Town of Windsor in this case. Accident occurred four years ago. No additional information has been provided at the current time to the Town.
- Haleigh Moran will look into obtaining information from Maine Municipal Association on the case as well as retrieving a copy of the complaint report.

Thomas McNaughton made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss personnel matters to include Select Board Members Ray Bates, William Appel, Jr., Thomas McNaughton, and Town Manager Haleigh Moran, seconded by Rat Bates and approved 4-0-0.

MEETING ADJOURNED: Ray Bates made a motion to come out of executive session and vote to accept the resignation of Chester D. Barnes, Jr., seconded by William Appel, Jr. and approved 4-0-0 at 8:40 p.m. Meeting adjourned.

UPCOMING MEETINGS:

Select Board: Tuesday, December 2, 2025 at 6:00 p.m.

Public Hearing: Monday, December 8, 2025 at 6:30 p.m. – 105 subdivision, Dan Finley – **Planning Board** meeting to follow 7:00 p.m.

Public Hearing: Tuesday, December 16, 2025 at 6:00 p.m. – General Assistance Ordinance

Select Board: Tuesday, December 16, 2025 at 6:15 p.m.

Respectfully Submitted,

**Moira Teekema
Selectboard Secretary**