



Select Board Record of Meeting

December 16, 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.

Public Attending: Tom Reed, Nancy Fish, Matthew Taylor, Jennifer Richardson, Daniel Finley

Employees Attending: Keith Hall, Tim Coston, Moira Teekema
Haleigh Moran – Conference Call

Special Guest: Kirk Bellavance – Senior Transportation Director KVCAP

CALL TO ORDER: 6:00 pm Thomas McNaughton

Public Comment:

- Kirk Bellavance from the KVCAP Waterville Office came to discuss public and medical transportation for the Town of Windsor. Currently there is no service in Windsor. KVCAP transport runs within Kennebec and Somerset Counties per DOT contract. At this time they offer Demand/Response service in Augusta, Waterville, Skowhegan, and Winslow. Demand/Response service is arranged 24 hours in advance and provides door to door rides. KVCAP works with volunteer drivers as well who provide service with their personal vehicles. The majority of their rides are for MaineCare Members however they do assist with rides for personal business based on demand in each town.
- KVCAP is looking to expand into Windsor and surrounding towns offering services 1-2 times per week integrating Togus, Chelsea, Augusta and Hallowell. They need additional funding to support long-term services for Windsor residents based on pilot program looking to launch in January, 2026 running for 2 months.
- Cost Share for local municipalities is 50% and the State covers 50%. Funding is also provided through the Federal Transit Authority. One vehicle can cost \$560.00 per day for an 8 hour shift. This cost includes vehicles, dispatch, and drivers. This cost is split between the Town of Windsor and KVCAP. If there are more towns involved in ridership then the 50% cost to Windsor is split among other towns participating.
- Cost to residents is \$5.00 per one-way ride. \$3.00 fare is charged per ride for over 65, disabled, and veterans. KVCAP is also interested in looking into passes for annual rides.
- If they are able to set up a regular schedule for rides one to two times per week, there would be designated bus-stops throughout town. These busses would run on a set schedule for a designated route.
- Kirk Bellavance will be providing Haleigh Moran with surveys to distribute to residents to see what the needs of the community are. He is willing to return as well to speak with Steve Hoad who is coordinating discussions with other residents about transportation.

- Dan Finley requested approval for new road name in the Woodpecker Ridge subdivision on 105 and informed by Arthur Strout to obtain approval from Selectboard. A written request was not sent to Select Board for Woody Lane. Arthur Strout requested to attend meeting to confirm no conflict for new road name. No conflicts. **William Appel Jr. made a motion to accept new road name Woody Lane, and approved by Select Board 4-0-0.**

General Assistance Ordinance:

- Ordinance has been reviewed. No public comment. **Ray Bates made a motion to approve Revised General Assistance Ordinance, seconded by William Appel Jr., and approved 4-0-0.**

Meeting Minutes:

- Meeting Minutes were reviewed for November 18, 2025. **Ray Bates made a motion to approve meeting minutes, including amendment per William Appel Jr., seconded by Allison Whynot and approved 4-0-0.**

Departments:

Public Works: Keith Hall.

- Plenty of material on hand for road surface treatments. Ordered 2 more loads of salt.
- Last year this time 74.5 hours had been utilized for road treatment and plowing. Currently at 55 hours with two weeks remaining.
- Truck #5, air line fixed.
- Truck #7, electrical repaired and new inspection sticker obtained.
- Shift rotation for recent storm went well with all drivers receiving breaks.
- Upcoming costs: Truck #5 undercoat \$3,910.00. Funds within remaining budget.
- Truck #8, Derek has repaired transmission line leak due to salt corrosion. Full repairs need to be made if this does not hold if there are funds remaining at end of year budget.
- No need to pave roads next year. Keith Hall stated they will be shimming roads as needed as this can expand the life of the road for up to 2 additional years.
- William Appel Jr. requested a projected roadwork report for the Selectboard including truck replacement timeline. Truck #5 is the oldest, followed by Truck #7 as it is used year round. Repairing vehicles is more cost effective at this time than purchasing new vehicles.

Transfer Station: Reported by Tim Coston.

- Received Metal Can reimbursement.
- Looking to schedule Freon removal and tire pickup before January 1, 2026. Cost of tire removal will be increasing though no specific time-frame has been reached. Haleigh Moran will be notified directly. Current tire disposal cost to residents not foreseen to change.
- Tom McNaughton discussed recent Transfer Station Log. No concerns.

Tax Collector: Kyoko Roderick reported to Tom McNaughton.

- Property being reviewed going into automatic foreclosure in February. Owner is not currently living on property. Property owner has not been compliant with payment arrangement with previous Town

Manager for \$215.00 per month on taxes owed. Owner of property looking for a reprieve of taxes to move back on to property. Final letter on automatic foreclosure to be sent by February 12, 2026.

- Town can stop this process if a new payment arrangement is agreed upon and the owner starts payments. Nicole Stenburg will be included in this process if that decision is made. Haleigh Moran to speak with the owner to make sure she is fully aware of the situation. She will send a letter certified mail. Decision to be made on further action.

Animal Control Officer: no report.

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

- Lot conveyance 127E Cremations as proposed.
- William Appel Jr. made a motion to approve lot conveyance, seconded by Allison Whynot, approved 4-0-0.

Code Enforcement Officer: Haleigh Moran reported.

- Pelton Road property discussed at last meeting updated. Papers are to be served by Sheriff. At this time the papers have not been able to be served.

RSU #12: Haleigh Moran

- Liberty is looking to join RSU #12 and leaving RSU #3 due to need for new school building and cost sharing concerns.
- Haleigh Moran will update.

Consideration of Warrants #26 and #27:

- William Appel Jr. made a motion to approve Warrants #26 and #27, seconded by Ray Bates, and approved 4-0-0.

Select Board Items:

Subdivision Growth:

- Haleigh Moran stated a moratorium can be proposed by the Planning Board to address concerns of rapid increase of approvals for subdivisions.
- Jennifer Richardson stated concerns on the number of subdivisions that have been approved in the last three months. Five have been approved this year. Looking for a path for communication from Code Enforcement to Planning Board on numbers of building permits and consideration of community impact.
- William Appel Jr. discussed lots and subdivisions may be purchased but not developed for years leaving it hard to throttle approvals when activity cannot be forecast.
- Tom McNaughton did address the question of planning for the entire town and beginning discussion. New legislature with regard to new building promotes increased growth and is supported by the Governor. Concept of Rural Maine is disappearing.
- William Appel Jr. suggested amendments to current ordinance to make things more stringent, but must be reviewed and determined by the Planning Board.
- Matthew Taylor and Jennifer Richardson requested that the Code Enforcement Officer, Planning Board and Select Board open communication for monthly reporting to determine growth. Also suggested to come up with a 5-10-20 year projection report. This would allow for correlation of information to discuss impacts.
- Ray Bates suggested the Comprehensive Plan Review Board also be brought into the conversation to develop projected impacts.

- Planning Board has concerns that Code Enforcement has not attended recent meetings.

Abatements:

- Abatement signed with overage of \$250.98. Normally this overage would be transferred to next year's taxes, but owner would like a direct refund. Ray Bates made a motion to approve refund of \$250.98 to resident, seconded by Allison Whynot, and approved 4-0-0.

Assessors Request – Delegation of Authority:

- Town Assessor Nicole Stenburg is looking to take over duties of the Board of Assessors so that the Select Board does not have to suspend to convene as Board of Assessors during meetings.
- Tom McNaughton is opposed. Giving up Board of Assessors which is part of the oath of the Select Board members when taking office would be a dereliction of duty.
- Ray Bates stated that Nicole Stenburg has been doing an excellent job, however, Board of Assessors decisions to remain with the Select Board members.

Town of Windsor Storm Policy:

- Haleigh Moran has reviewed policy based on the State of Maine Storm Policy for Official Buildings. Town Manager discretion can be followed on the municipality needs.
- Designation made between Clerical and Essential employees, and attendance or early dismissal will be determined based on weather conditions.
- Ray Bates brought forth comment on emergency radio communications and local media stations being utilized as well.
- Currently in rough draft and changes will be made based on further discussion.

Development of new Budget for 2026/2027:

- Meetings to discuss budget:
 - January 13th after Select Board Meeting
 - January 20th Special Select Board Meeting – Budget Only
 - January 27th after Select Board Meeting
- Windsor Volunteer Fire Department Budget Review Proposal at January 20th Special Select Board Meeting.

Winter Hours for Transfer Station:

- Haleigh Moran suggested changing Transfer Station hours due to daylight, safety and cost concerns. Possibly shortening evening hours in Winter based on demand.
- Nancy Fish brought up concerns that residents have about Transfer Station hours constantly changing. Will be addressed.
- Ray Bates suggested having two schedules, summer and winter hours. Sighted safety concerns, as well as heating, lights, temperatures and weather.

Tom McNaughton reported the Town of Windsor received a \$10,000.00 rebate for the installation of Heat Pumps from the State of Maine. Funds to be deposited in Unassigned Funds Balance Account.

Town of Windsor received approximately \$10,000.00 more in State remittance from LRAP funds than originally anticipated.

Proposal for Curtis Works for security and cameras for Town Office accepted. Funds from ARPA allotment can be utilized for this proposal. **Ray Bates made a motion to approved utilizing ARPA funds to pay Curtis Works for security installation, seconded by William Appel Jr., and approved 4-0-0.**

Board of Labor review for Transfer Station will be held on January 8, 2026 at 10am in Augusta. Information not accurately reported will be confirmed and Greg Feltis – Assistant Code Enforcement Officer, Haleigh Moran – Town Manager, Tim Coston – Transfer Station, Ray Bates – Select Board Member, will attend. Greg Feltis will be brought in to discuss before date of review.

Proposal for Fidium/Consolidated Communications under review for Transfer Station for internet and phone service. Requested a quote from Spectrum Communications and have not yet received information.

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 at 8:10 p.m.

MEETING ADJOURNED: Ray Bates made a motion to come out of executive session, seconded by William Appel, Jr., and approved 4-0-0. Meeting adjourned at 8:56 p.m.

UPCOMING MEETINGS:

- **Select Board: Tuesday December 30, 2025 at 6:00 pm** – special guests: District 1 County Commissioner Patsy G. Crockett, Maine State Representative Katrina Smith House District 62, and District 13 State Senator Cameron Reny.
- **Select Board Meeting January 13, 2026 at 6:00 pm** – Budget discussion after session.
- **Special Select Board Meeting January 20, 2026 at 6:00 pm** – Budget
- **Select board Meeting January 27, 2026 at 6:00pm** – Budget discussion after session.

Respectfully Submitted,

**Moira Teekema
Selectboard Secretary**