



## **Select Board Record of Special Meeting**

### **January 20, 2026**

### **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, Thomas McNaughton, Allison Whynot  
William Appel Jr. arrived at 7:20 p.m.

**Public Attending:** Tom Reed, Carol Chavarie, Dennis Strout, Kevin Ready, Arthur Strout, Greg Feltis, Matthew Taylor

**Employees Attending:** Moira Teekema, Haleigh Moran – Town Manager

**Budget Committee Members:** Kimberly Hutchinson, Tom Reed, Moira Teekema

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

#### **Meeting Minutes:**

- Meeting Minutes for December 30, 2025 and January 13, 2026 are on hold pending review of special guests Rep. Katrina Smith and Patsy Crockett – County Commissioner.

#### **Departments:**

- No reports for this meeting.

#### **Select Board Budget Discussion:**

Tom McNaughton stated that all departments will be providing their budgets and then all information will be compiled and a more thorough discussion about Department and line items will be brought forth. This is a preliminary discussion.

The school budget will be increasing this year, however no specific numbers have been provided. There is a new state mandate that all school busses will carry a teacher as a monitor for all rides. Patsy Crockett previously stated that Cony Highschool will be increasing their tuition by at least 6%, though no specifics have been provided.

The mil rate for town taxes will not be put forth until August.

Delta Ambulance service is an increase from \$35.00/capita to \$60.00/capita for Fiscal Year 2026/27. There was an assumption among the public that the \$60.00/capita price will be to cover all ambulance services and transport. The per capita rate is for Delta Ambulance to provide service to Windsor residents. This is a contract price for all towns that Delta services. Cost of services provided is not included in this cost.

With the school also increasing there will be a more difficult time for the Select Board to be able to make a flat budget as we did FY 2025/26. Last year's focus was personnel, however this year's focus will be on maintenance and equipment.

### **Windsor Volunteer Fire Department and Windsor Rescue**

Kevin Ready presented the large items that have increased for this year's budget. A more expansive budget will be presented in February to the Select Board and also in March to the Budget Committee.

**Rescue Services** will be looking to increase their Operations budget from \$8,000.00 to \$9,000.00. An increase from last year's budget to cover costs of apparatus maintenance. The budget for maintenance last year for the truck maintenance line item was only \$300.00. Actual costs for repairs to vehicle came close to about \$2,000.00. This was due to an accident that the truck was involved in, replacing brakes and other maintenance items due to age of vehicle.

Rescue would also like to put the Capital Reserve line item back on the budget. This was not funded last year due to two purchases and no current desired capital project.

Currently the Capital Reserve account has \$37,000.00 which has been saved for future capital projects.

**Fire Department** has several capital projects that they would like to fund over the next three years. Kevin Ready stated that the Windsor Volunteer Fire Department received a grant from FEMA to cover most equipment costs for air packs, masks, and other items like SCBA air bottles. The grant awarded WVFD \$120,000.00 requiring the town to only have to contribute \$5,700.00 towards equipment replacement.

This year the WVFD hired on a professional grant writer with a 93% grant approval rate. This cost was paid by WVFD's own internal funds, but the FEMA grant that was awarded reimbursed the grant writer's fees.

**Engine #2** will need to be replaced within 2-3yrs. The Fire Department would like to continue to add as planned to reserve towards future purchase. With what they currently have in their reserve they would need to finance \$225,000.00 for the new engine with an estimated cost of \$700,000.00 if they were to utilize current funds to place an order within the next year. Turn around time for receipt of the new engine can be up to 30 months. They would need to order well ahead of the Engine replacement date of 2028 for purchase. WVFD is looking into grants that would cover roughly 95% of the cost to replace Engine #2, requiring only 5% from local funding.

Maintenance upkeep has been going well and funded appropriately.

**LED Sign** – WVFD has set up a fundraiser to cover the cost of replacing their current sign on their Facebook page. They have been able to raise \$1,250.00 since recently posting. Previously that had requested \$10,000.00 from the Unassigned Funds Balance to put towards the cost of a new sign. The quote, which needs to be updated, was for \$19,000.00 to remove the current sign and replace it with a new LED display marquee akin to the Town Office marquee. Allison Whynot proposed putting a note for the WVFD fundraiser in with the tax bills as well as on the Town Office marquee. The Fire Department asked the town to help with \$10,000 of the cost.

**Driveway Replacement** – Last year there had been discussion to put away funds into Capital Reserve to replace the current driveway which is over 20 years old. \$40,000 was appropriated in FY2026 already. An additional \$40,000 will need to be appropriated in FY2027 to complete the paving project. The previous quote was for \$134,000.00 three years ago. Ray Bates put forth possibly requesting a bond to provide payment after the down payment was provided from the Unassigned Funds Balance. This way the town would be able to get a loan to cover the remainder of the costs towards this project.

Public Works along with Marvin Clark were to tear up, remove and dispose of the old pavement to cut the cost. The driveway needs to be graded and new material placed down to put the pavement over. At this time it appears Marvin Clark will not be able to assist.

Thomas McNaughton had suggested combining the replacement of this driveway with the road maintenance that will be done this coming year by Public Works to reduce the cost of an independent quote. The equipment and materials will already be available to the town. The Select Board will be consulting with Keith Hall on this project. At this time there are many potholes and cracks in the pavement along with a drop from the station floor to the driveway pavement making it difficult to deploy the apparatus and increases the cost of maintenance on vehicles.

Currently the boiler, which WVFD was looking into replacing has been repaired by C.B. Haskell. They have suggested to continue repairing as needed to allow for time to save to replace the old boiler. The WVFD fire station capital reserve already has funds to replace the boiler when it is time to do so.

Windsor Volunteer Fire Department will be presenting their complete budget request at the next Special Select Board meeting February 3, 2026. The Budget Committee will be requested to attend.

There are no current updates about the OSHA mandate for requirements of fire departments across the state. At this time there has been no further discussions as the current administration has larger endeavors they are focused on.

Greg Feltis brought up the new Bureau of Labor training that will be upcoming on March 10, 2026. The Town Office will be closed from 4:30 pm – 6:00 pm for all employees to attend this training. All current policies and evacuation plans have been updated and finalized ahead of this training session.

Matt Taylor stated that he heard of an Executive Order for schools to upgrade to new busses this coming year. Windsor Elementary school currently has two electric busses. Kimberly Hutchinson stated that the electric busses are only nominally operational. One of the two busses is not working and is currently parked at the school back lot. The other electric bus works intermittently. In order to get those two new busses, which the school is required to replace annually upgrading to electric, the school had to destroy one of their old busses.

Town Manager Haleigh Moran began reviewing the budget line items per department for the upcoming year. All items that are over 50% spent were discussed.

#### **Town Office**

- Employee salary line was overspent due to change in staffing and vacation payout for employees leaving.
- Select Board Secretary position was only funded for 26 meetings in the year, however with Special Select Board Meetings there will be more scheduled meetings than currently accounted for.
- Elections were over budget due to mileage. To be reviewed as to why this line item was over-expended.

- Abatement is at 61% expended. At this time there are no upcoming abatements, however, they do expect abatements from seniors at the end of March.
- Planning Board Advertising – over budget but not by much. Costs for public hearings that are not related to site plan reviews will still need to be funded, though budget may be lowered now that costs are deferred to the applicants.
- Electric – Food Bank and Public Works Garage building is 60% expended. Costs will increase over the next year due to increases by CMP.

### **Public Works**

- Training is at 70% expended. Bureau of Labor offers trainings for free. This will lower the cost to the town. Due to increase in trainings required that are not covered by BOL, Ray Bates suggested increasing this line item from \$500.00 to \$750.00 annually.
- Keith Hall requested to move \$2,000.00 from culverts to the line that pays for plow edges.
- Building repairs are in the red \$650.00 for the year, however all repairs have been completed. No increase in this line item.

### **Transfer Station**

- \$7400.00 left in wages, line is over 50% due to new attendants.
- \$175.00 spent on mileage. Tim Coston uses personal vehicle to retrieve and drop off bags for Transfer Station at no mileage charge. Tim Coston is now Transfer Station Supervisor
- Budget proposed for Transfer Station is preliminary.
- Retirement match for 2024 was not funded last year, and nothing was used from this line item in 2025.
- Need to have separate line items for Transfer Station and Public Works hours for Tim Coston.
- Health and Dental not used at all. Looking to reallocate to Public Works Health and Dental line.

Paid Family Leave required by the state of Maine is not currently being tracked by the state. The state requires 1% contribution from towns. The Town puts in ½% and employees pay for the other ½%.

### **Uniform line for Transfer Station**

- \$1600.00 not being utilized by Transfer Station employees. Tim Coston's uniforms come out of the line item for Public Works. Select Board is looking into how to split his uniform costs between both Transfer Station and Public Works. Currently Tim Coston is the Transfer Station Supervisor as well as a Public Works employee.
- Last year's budget accounted for possible new hires. Keeping line item at \$800.00 tentatively.
- Work Boot allowance is \$100.00 per employee. This line will have to be increased to account for more attendants at the Transfer Station. Employees will be mandated to use this line because of strict safety requirements to be part of the SHAPE program. Suggestion to move funds from uniform line to cover the increase. Reassert policy that Personal Protective Equipment must be used by every attendant.

### **Increase in Electric**

- Need to budget for increase in costs. CMP is raising rates and delivery fees. Also, for winter, there is the additional use of lights and electric baseboard heating. There has been a proposal to switch from electric to propane heating as the Town already has a contract with C.B. Haskell for the Town Office propane. They would only need a small heater for the Transfer Station and a moderate size for the Public Works facility.

### **Transfer Station Phone Line**

- Phone line is currently serviced by Consolidated Communications who has been difficult to work with. The phone line has not been working at the Transfer Station for multiple years and the Town is still paying for services not received. Consolidated Communications will not repair the phone as they say

the problem is between the building and the line pole. They have recommended the Town contact an electrician as the line is buried.

- Haleigh Moran to look into if there is a contract with Consolidated Communications that we would have to pay to break since the Town has not received adequate phone services for some time.
- . She will also be speaking with Spectrum to see if they will include a phone line with the internet services they will be providing.
- Maintenance line will increase for both Transfer Station and Public Works due to elevated costs for repairs and parts. At this time there has been a decrease of 15% over last year's budget for maintenance.

### **Plumbing/Code Enforcement**

Arthur Strout is looking for an increase from \$8,570.00 to \$9,000.00. Greg Feltis will receive an increase based on merit rating.

Planning Board Secretary line item will remain the same amount. Nancy Fish has taken over the role of Secretary at no cost as she is on the Planning Board, but if she ever left, the line would still need to be funded.

Haleigh Moran stated that all departments have submitted their anticipated budgets for the next fiscal year. More of the budget will be discussed at the end of business for normal Select Board Meetings until the budget is finalized.

Tom McNaughton stated that they would like reports from the Tax Collector and Treasurer at every Select Board Meeting like other departments provide. Haleigh Moran will be discussing this with each of them, and if they are unable to attend a report will be provided to her that can be presented at each meeting.

Other budget discussion for personnel will be discussed in Executive Session.

**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, Allison Whynot, and Town Manager Haleigh Moran, seconded by Ray Bates and approved 4-0-0 at 7:27 p.m.**

**MEETING ADJOURNED: Thomas McNaughton made a motion to exist executive session, seconded by Ray Bates, approved 4-0-0. William Appel, Jr. motioned to even out employee pay increases moving forward to July, seconded by Ray Bates, approved 3-1-0. Allison Whynot abstained from the vote in regard to the Public Works Supervisor. Ray Bates motioned to adjourn at a time certain next meeting, seconded by William Appel, Jr., approved 4-0-0.**

### **UPCOMING MEETINGS:**

- Select Board Meeting Tuesday, January 27, 2026 at 6:00 p.m.
- Planning Board Meeting, Monday, February 2, 2026 at 7:00 p.m.

**Respectfully Submitted,**

**Moirra Teekema  
Selectboard Secretary**