



Select Board Record of Special Meeting

January 27, 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.

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

Employees Attending: Moira Teekema, Tim Coston, Haleigh Moran – Town Manager

CALL TO ORDER: 6:01 p.m. Thomas McNaughton

Public Comment:

- Tom Reed spoke about the posts to the Windsor Community Facebook Page and the amount of comments made about the Town's public water spigot being broken. So many people posted about it but no one came in to discuss the matter. Those concerned should be here. Many of the comments were less than pleasant.
- Tom McNaughton stated that Keith Hall has ordered a more durable part from C.B. Haskell. Hopefully to be installed over the next couple of days. Unfortunately the spigot froze 18" back to the pipe and the ground around the spigot was frozen with dripped water. No one from the public informed them when it was broken.

Meeting Minutes:

- Tom McNaughton did state that they have not received comment on the minutes from the special guests that attended December 30, 2025 or January 13, 2026, Representative Katrina Smith and Commissioner Patsy Crockett. At this time the minutes are put to vote.
- **Ray Bates made a motion to approve the Meeting Minutes from December 30, 2025 and January 13, 2026, seconded by William Appel Jr., and approved 4-0-0.**

Select Board Budget Discussion:

Recently Haleigh Moran has received a quote from J&M Electric to move the electric heat in the Transfer Station Attendant Shed closer to staff. Haleigh Moran is working to get a quote from C.B. Haskell for oil or propane heating options since CMP rates have increased.

Nancy Fish discussed the previous Meeting Minutes from January 20, 2026. A question of whether or not the line item for advertisement will be kept in the budget since all Public Hearings are not just for Site Plan applications. Did not see this in the previous Meeting Minutes. Haleigh Moran did state that this line item would be kept the same at this time.

Departments:

Tax Collector: Haleigh Moran on behalf of Kyoko Roderick.

- Six more leins have been resolved at this time. There are three more with payments due. Tax Collector will provide future reports to the Select Board to review.

Public Works: Haleigh Moran on behalf of Keith Hall.

- So far they have used 13 loads of salt where last year they only used 5.
- Keith Hall is looking into quotes to combine road maintenance services with having the Fire Department driveway done to reduce costs.
- Contract with McGee Construction for plowing was reviewed. They charge \$183.00 per hour once the 250 contracted hours has been expended.
Tim Coston stated they provide and maintain their own equipment and drivers. The town does not have to maintain any equipment that McGee Construction keeps on-site at the Transfer Station/Public Works lot.
- There was complaint about a mailbox on a granite pillar that was hit by a plow. Keith Hall is speaking with the owner. There is no responsibility for the town. This is a Post Office regulated issue.
Tom Reed stated that according to the Postal Code, mailboxes are not to be placed as permanent structures. They have to be on a breakaway structure.
- A 30AMP ceiling heater for the Public Works building is currently in discussion and they are looking into a quote from C.B. Haskell and J&M Electric. A gas line would have to be installed.

Transfer Station: Tim Coston

- Tim Coston stated at this time that things are running smoothly.
- Metal can has been picked up.
- Tires have been removed as well. No bill received yet. The price of tire removal is increasing.
- The next Transfer Station report will be provided at the Board's regularly scheduled February meeting.

Cemetery: Haleigh Moran on behalf of Joyce Perry.

- The State of Maine increased the cemetery recording fee to \$25. Cemetery inquired if their rates should be adjusted to \$31 to account for the Town's \$6 service charge. **William Appel Jr. made a motion to approve the increase in the Recording Fee, seconded by Allison Whynot, and approved 4-0-0.**
- The bidder that was to purchase the machinery at the Cemetery has no responded. A suggestion by Ray Bates to contact the next lower bidder was made. If not then send the items back for bid in the spring.
- Joyce Perry and Haleigh Moran are in talks about creating a Windsor Town Resident Facebook Page. This would be for announcements only.

Animal Control Officer:

- No current reports.
- Allison Whynot did state that Clerk Amelia Jones has been doing reminder calls for dog tag expiration. The Animal Control Officer is starting calls on delinquent tags starting February 1, 2026.

Code Enforcement:

- No current report.

RSU#12:

- Haleigh Moran stated that she has not received any new reports about the budget and is awaiting an update at the next School Board Meeting.

Town Manager Items:

- Haleigh Moran has been discussing with other towns about the Aging Community Program initiative in Windsor.
- Tom McNaughton stated that all EMS certificates have been received. The Town will be monitoring these more closely.
- Question about the Safety & Health Award for Public Employers (SHAPE) Program and what it entails to enter into that agreement with the Bureau of Labor.
Carol Chavarie stated that the Fire Department has an updated list of Material Safety Data Sheets (MSDS), all meetings are up to date about equipment and maintenance, and they must have all records and reports up to date.
Tom McNaughton agrees that it would be beneficial to the Town to enter into this program.
- Andrew Ballantyne can still remain on the Reed Fund Board as a public attendant. Allison Whynot is the Select Board representative.
- At the direction of Tom McNaughton, Haleigh Moran will determine the cost/saving benefits vs profits for having the transfer station open or closed on Mondays.

Budget Discussion:

- Animal Control Officer requested an increase in pay as well as mileage rate.
- Discussion of keeping the current mileage rate for Town Employees at \$0.70. China has increased their rate to \$0.72 per mile. Haleigh Moran stated to have our mileage rate match the Federal rate of \$0.72.5 per mile. **William Appel made a motion to pay mileage at the Federal Rate of \$0.72.5 per mile at Town Manager's discretion, seconded by Ray Bates, and approved 4-0-0.**
- Nancy Fish requested that monthly reports are posted online for residents to review.
- Haleigh will be speaking with Kelly McGlothlin about Paid Family Medical Leave. This is a state law that employers/employees must buy into. She will be reviewing the 2026 Legislature about this matter. Haleigh Moran will also be consulting Maine Municipal Association (MMA) on this matter.
At this time employees can take up to 10 weeks unpaid leave without losing their jobs every 2 years. This is required for businesses that have more than 15 employees.
A question of this applying to contracted employees has been raised. This will also be discussed with MMA.
- No change to the agreement with Kennebec Valley Humane Society with Town.
- Preliminary numbers for pay rates to be discussed in Executive Session.
Dental and Health benefits are looking at a 9% increase in cost.
- Public Works educational and health training has increased.
- Public Works vehicle maintenance decrease of \$2,000.00 over last year. Haleigh Moran suggested lowering this line item due to expenditure of funds. She will be discussing this with Keith.
- Sand supply decrease to \$5,000.00.
- Culverts decrease to \$4,000.00.

- William Appel Jr. requested a current report on 0-5 years out for vehicles. Tim Coston stated that the Wheeler is the next vehicle to be replaced. Smaller trucks do not have air-brakes so their time line is better. Tim Coston and Keith Hall created list and will provide this to Haleigh Moran.
- Tom McNaughton proposed hiring the professional grant writer that the Windsor Volunteer Fire Department has hire for getting the Town grant money. Haleigh Moran will be looking into the cost. This will be a separate line item in the Town Administration budget. Kevin Ready from WVFD did state that the contracted worker is paid a set amount and is not determined by the dollar amount of each grant. No commission, set rate.

Select Board Items:

- 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 Rat Bates and approved 4-0-0 at 6:50 p.m.

MEETING ADJOURNED: The meeting adjourned after executive session ended at 8:20 p.m.

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.
- Reed Fund Meeting, Thursday, February 12, 2026 at 5:00 p.m.
- Comprehensive Plan Group Meeting, Thursday, February 19, 2026 at 6:00 p.m.

Respectfully Submitted,

**Moir Teekema
Selectboard Secretary**