



Select Board Record of Special Meeting
February 17, 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: Matthew Taylor, Tom Reed

Employees Attending: Haleigh Moran – Town Manager, Joyce Perry – Cemetery Sexton, Nicole Stenberg – Assessors' Agent

Budget Committee Members Attending: Moira Teekema

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

Meeting Minutes:

- Approval of Meeting Minutes from February 10, 2026 will be postponed for further review. Moira Teekema will contact Nancy Fish from the Planning Board for a clarified explanation of Property Sale Documentation presented.

Assessors' Agent – Nicole Stenberg

- CMP revaluation – Reviewed for inflation and depreciation. The property should be updated for the several lines that were completed this year.
- Ray Bates stated that previous tax assessments of CMP property always had overemphasized value and has not been challenged as they have ongoing projects that increase the taxable value annually. He also questioned if there could be a letter drafted requesting current and proposed projects. A rendition was requested to be provided in May from Nicole Stenberg.
- New England Energy Corridor – Nicole to look into value of different projects as well. She will also review what the Town owns for property for the Gas Company.
- Ray Bates asked for clarification of difference in value between repairs and replacement – which is higher value?
- William Appel Jr. brought up that the Town's previous Assessor Verne Avery had evaluated taxes in some previous years based on the inflation value without always depreciating due to ongoing projects.

- Request made to Nicole Stenberg to obtain data on the gravel pits in the system. Not sure if all gravel pits have been registered appropriately for tax purposes. A letter will be drafted for inquiry to local gravel pits.
- Tom McNaughton stated that if there is no response from the companies for their gravel pits the owners waive the right to appeal. He is unsure if there will be response to obtaining this information from the companies. Matthew Taylor stated that Nancy Fish, Planning Board might also have more information.
- Tom Reed proposed that there be an evaluation of gravel pits every 5 years to determine extraction rates.
- Nicole Stenberg explained the methodology for property values based on what a buyer would purchase the property for.
 - Example: Ocean frontage more than 2 acres will have a higher rate for the first 2 acres then a different rate will be assessed for the next 10 acres of a property. If there is any additional land that will be assessed at the normal rate for the property. The rate is determined on the type of property as well as location and amount of acreage and buildings.
- Nicole Stenberg has been requested to send a letter to other towns to find out how they determine value of gravel pits and what documentation from the owners they request.
- Active 5 acre pits have been assessed. **10 acre pits have not been gone into yet.** Ray Bates stated that a Comprehensive Plan can be reviewed for all geological features in the town.
- Personal Property Forms are being mailed out to obtain updated information.
- Nicole Stenberg will return within one month for a review of information obtained for CMP.
- William Appel Jr. asked Nicole Stenberg for mil rate progression from previous years. Look into correlation as to why rates were high, why they decreased and any factors currently affecting mil rate discussion and budget proposal.
 - FY2020: 12.8
 - FY2021: 13
 - FY2022: 13.7
 - FY2023: 14.5
 - FY2024: revaluation – 9.2
 - FY2025: 9.4

William Appel Jr. requested information on the current activity of liens the town has. Haleigh Moran has stated that all liens have been or are being resolved and there was only the one previously discussed property that has been foreclosed on.

Cemetery Budget Proposal: Joyce Perry

- Tom McNaughton noted that the cost of mowing has increased. Also the cost for Turf Doctor services for grounds has significantly increased.
- Joyce Perry stated that Turf Doctor has now gone to computerized billing. Last year they did not increase. This coming FY2027 will increase due to a 4% increase on all services.
- In the past, to reduce costs, lime application through Turf Doctor was removed. Since the lime treatment had been postponed Turf Doctor recommended that a lime treatment be applied in the fall of 2026. This application would cost \$847.00 which was approved by the Cemetery Board.
- In order to obtain discounted pricing for services an agreement must be signed by February, 16, 2026.
- Select Board requested recommendations for services to lower costs.
 - Removal of lime application: - \$848.00. Can be done every three years. Discussion for services will be reviewed in December 2026 for spring 2027.
 - Early spring weed application can be skipped up to one year, but if at all possible should not be: - \$763.00. Needed for continued weed control. Grub control should never be skipped to maintain the cemetery.

- Contract with Turf Doctor is only for one year. Joyce Perry will look into other options. Currently entertaining other businesses for FY2028.
 - Pest Solutions
 - True Green
 - Lawn Starter

Increased costs for maintenance, Cemetery Board requests an increase of \$1,000.00, for a total of \$11,000.00 for FY2027. Previous budget was for \$10,000.00 in FY2026.

- Request for \$5,000.00 to be added to Cemetery Land/Lots Reserve Fund FY2027. Not funded last year.
- Total increase to budget for FY2027 of \$9,626.00. Overall proposed budget of \$51,558.00.
- Mowing contracts will be sent out for bids in February 2027.
- William Appel Jr. requested information on options for utilizing remaining limited space at the cemeteries. He also requested information on how long will the single lots last in Oak Hill Cemetery. Joyce Perry stated that splitting up lots of 6 to singles has helped. Not many single burial spaces requested recently.
- William Appel Jr. requested where the Cemetery Board is on proposed land for new cemetery. He proposed 2 acre lots due to the cost of process and preparation for burial land.
- Tom Reed, Cemetery Board Member, suggested the Town look into 10 acre lots as parking has to also be accounted for. The shoulder on Maxcy's Mills Road had been extended to accommodate parking for Resthaven Cemetery. More parking needs to be considered.
- Joyce Perry suggested the Town look into a 2 acre lot for purchase. The Town can take out a loan to purchase and cover costs of the new burial land.

Select Board Budget Discussion:

Haleigh Moran stated that the Cemetery and Rescue/Fire Department budgets have been included into the Town budget totals for FY2027.

- Looking into Reserve Funds appropriations.
- Removed Document Preservation.
- Increases were mainly from Emergency Services and some Town Office items.
- Current interest rates on Reserve Account CDs is earning 2.23%. There has been an increase in Town revenue due to interest earned on accounts.
- Monthly reports from Kennebec Savings Bank to be reviewed. Looking specifically to associate CDs with correct Reserve Accounts. Tom McNaughton stated that CDs not set up for automatic renewal have 10 days from end of CD to lock in new rates. Revenue from interest is determined on the type of account as well as terms of CDs held.
- Treasurer to propose any new rates along with length of term for CDs. Determine what current rates are being offered at other banks. Kelly McGlothlin, Treasurer will look into options and propose decisions.
- Haleigh Moran will request a financial specialist from Kennebec Savings Bank attend Select Board Meeting.

Tom McNaughton presented funding of Agency requests. Requesting review as last year these agencies were not funded other than by Town requests at Town Meeting.

- Request from Windsor Youth Association has not been received for Cultural and Recreational Budget item.
- Windsor Historical Society has requested \$3,500.00
- Young at Heart Senior Citizens has requested \$500.00

- Select Board looking into each outside agency for benefit to residents of Windsor.

Matthew Taylor brought forth information for File of Life and make this available to seniors. This would be of great benefit to all residents.

- Example: Carol Chavarie on scene with a non-responsive individual however there was no listing or information on medications and supplements that individual was taking. Therefore it makes it very difficult for proper treatment.
- Program would be of great benefit to all Emergency Response Agencies for the Town.
- Forms can be customized with Town logo and Windsor Fire/Rescue.
- Allison Whynot proposed utilizing template from File of Life and include customized form on a perforated sheet in the Town Report.
- Discussion will be had with Carol and Ray Chavarie.

Haleigh Moran to get together proposal for in-house audio and recording equipment for use by the Select Board and Planning Board.

- OWL system will be looked into further for benefit and cost.
- Proposed Town budget for Select Board Secretary is \$3,400.00 for FY2027.
- Budget proposal for Planning Board Secretary is \$3,600.00.
- OWL system is a one-time cost.
- Consolidated Communications contract will be ending this year.
- Discussion of combining all Spectrum communications for Town into one package.

4% increase in Municipal budget projected.

Revenue and Project Discussion:

- Tom McNaughton mentioned consideration for CMP tax payment to offset.
- Ray Bates discussed Major Road Construction under Public Works item. Weeks Mills culvert to be replaced. Current quote of around \$500,000.00. Last year there was \$300,000.00 in Major Road Construction account. Choate Road bridge, owned by the Town, will need approximately \$1,000,000.00 to replace. At current condition the bridge could last the Town 5-10 years with maintenance.
- William Appel Jr. is working with the comprehensive plan working group in order to be able to use the comprehensive plan for grants for the Town.
- Revenue unexpected increases from two agencies received FY2026.
 - Local Road Assistance Program, LRAP: \$50,992.00
 - Renewable Energy Program: \$10,986.00

Tom Reed proposed putting in a separate line item within the budget for the revaluation in 10 years. Small amounts annually. Reserve account.

RSU#12 update: Haleigh Moran

- Projected increases:
 - 15% Health Insurance
 - 10% Insured Value Factor
 - 6% High School Tuition

County update: Haleigh Moran

- LD2141 – The State has a proposed piece of legislation to increase the amount of real estate transfer tax retained by the state. This would decrease revenue to the counties and likely increase taxes.

William Appel proposed change in seating and arrangement of tables for Select Board Meetings to provide better audio/visual for members and public. Proposed also looking into rearranging paintings and awards for additional wall space to present information over projector for public.

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 8:35 p.m.

MEETING ADJOURNED: Meeting adjourned after executive session at 9:14 p.m.

UPCOMING MEETINGS:

- Select Board Meeting, Tuesday, February 24, 2026 at 6:00 p.m.
- Windsor Educational Reed Fund Meeting, April 9, 2026 at 5:00 p.m.

Respectfully Submitted,

**Moira Teekema
Selectboard Secretary**