



Select Board Record of Meeting
March 10, 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, Devin Noonan, Judith Monsen, Brandi Grosjean, Ed Pollard

Planning Board: Nancy Fish, Carol Chavarie

Employees Attending: Haleigh Moran – Town Manager, Greg Feltis, Tim Coston, Keith Hall, Moira Teekema, Joyce Perry

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

Public Comment:

- Tom Reed presented information for roll-on covers for the cans at the Transfer Station.
- Tom Reed stated at the time. David Landman has two acres of land listed for sale. Carol Chavarie confirmed that this land is now owned by Scott Emery. Select Board will contact him about possibility of purchase for Cemetery expansion.

Harmony Haven

- Judith Monsen brought forth issues she is having on her property.
- Location of concern – Harmony Haven, trailer park.
- There is a ditch that had been maintained by the town that has become overgrown. It had been dug out by the Town and rocks placed to reduce erosion from melt water and rain. Since it has been blocked due to not being maintained and debris being dumped from the road, this ditch has been blocked entirely. This has caused water to wash out driveways along the road.
- Judith Monsen has attempted three times to get tree removal done, however, until the ditch has been cleaned out tree removal will not work due to hazardous conditions.
- Requested Town visit and clean up ditch for utility access and resident will clean up garbage.
- Judith has attempted to clean up the area of debris and found used hypodermic needles in the ditch and in her driveway. This location is downhill from Harmony Haven. Greg Feltis, Health Officer, provided sharps container to resident to assist with cleanup and will be visiting resident's property and Harmony Haven trailer park regarding drug paraphernalia.

- Judith Monsen requested that the Town take more action to vet businesses that want to establish in Windsor. Especially locations such as Harmony Haven which is location for pre-release rehabilitation.
- William Appel Jr. asked if Greg Feltis has received other complaints for trailer park or area. Greg Feltis stated that there have been complaints about the facility not taking care of trash disposal.
- William Appel Jr. did state that the owner of the trailer park Katrina Simpson has gone to previous Select Board meetings. The definition of business that she provided the Select Board was for alcohol only. Absolutely no drugs at this rehabilitation facility. This location is the last stage for end of treatment. All individuals were employed and have some level of supervision per the owner of Harmony Haven. He also asked if the owner has been notified of issues.
- Judith Monsen stated that after reviewing the Department of Health and Human Services license, it states that the location is for alcohol and drugs. She also mentioned that there have been a number of alcohol bottles cleaned up on properties along the road. No issue with this type of debris before business was established.
- Nancy Fish, Planning Board, has stated that staff had not been approved for this location as well. Owner did not respond to Planning Board letter with regards to Katrina Simpson's declarations for business and staff provided through DHHS.
- Tom McNaughton stated that this location was not approved for housing through Department of Health and Human Services by Town. Judith Monsen stated that the Town must approve of the location and services first before they can obtain licensing through DHHS.
- Tom McNaughton also mentioned a discussion with Planning Board for change of use per the Site Review Ordinance needed to be had. Trailer park was previously residences and a company owns this location now for business needs.
- Nancy Fish stated – Subdivision Ordinance defines a subdivision as a community unit that is comprised of individual dwellings. If there is a change of residential to a business location a change of use must be brought before the Planning Board.
- William Appel Jr. brought forth to discuss with the owner, if they are receptive, about documented problems and complaints. Select Board needs to speak with owner, Katrina Simpson. Judith Monsen had a number of questions to ask the owner as well and requested to be notified of any meetings.
- Tom McNaughton stated that Katrina Simpson will be requested to come to Select Board Meeting to discuss issues presented by residents. Until now, no complaints have been brought to them.
- Judith Monsen has filed a complaint with Jennifer Carry from DHHS about oversight. Questioned if units in Windsor are under the pervue of the 54 unit facility in Whitefield.
- Judith Monsen also stated the Whitefield facility has had 3 violations since October 2025. Law enforcement has been called once. A Plan of Corrective Action was signed and are available publicly. The e-signature on this document was incorrectly spelled.
- Nancy Fish stated that the meeting with Planning Board and Katrina Simpson about location was had on October 6, 2025. There were no violations prior to this meeting.
- Haleigh Moran will contact Katrina Simpson to have her attend a Select Board meeting along with Judith Monsen. and Planning Board will be notified of the date to attend as well. Haleigh Moran also requested photos from Judith Monsen of ditch and debris as well.
- Ray Bates requested to obtain all photographs, DHHS information, along with listed complaints and violations at Whitefield facility be provided to Select Board.
- MMA had been contacted. They advised that the location is considered community living and not a business. No change of use would be needed because it is still residential.

Devin Noonan

- Devin stated that in 2018 a vote had been presented for Adult Use and Growing of Medical Marijuana.
- Ordinance had been developed at that time.

- Petition requested by Select Board to put Ordinance on ballot. 10% of voters in Windsor signed document.
- Devin Noonan stated three different petitions had been requested.
 - One was refused due to incorrect wording.
 - Second was also refused due to incorrect wording not being listed at the top of each page of signatures.
 - Tom McNaughton stated that signatures were not received in time for Registrar of Voters, Kelly McGlothlin to confirm names within legal timeline for November 2024 ballot.
 - Tom McNaughton stated that the Select Board, as a courtesy because the Ordinance was not placed on ballot due to time restriction, put Ordinance up to vote for June 2025. Devin Noonan was notified of the Ordinance being put on the ballot for June 2025 in November of 2024.
- June 2025 vote – Ordinance did not pass. Town voted this down. Devin Noonan stated that signators did not attend June 2025 vote. More attendance is normal during the November vote which is why he requested that date.
- Tom McNaughton did state that there had been concerns from the Select Board that the Ordinance they worked on with Devin Noonan and Robert Gagnon of Elevation Station would not be ready. Language in Ordinance stated that only two businesses be allowed. Lawyers declared that the Ordinance cannot state this. Ordinance had to be reworked.
- William Appel Jr. spoke with Robert Gagnon as well with regards to this Ordinance. As long as these businesses kept doing what they were supposed to do to obtain approvals, the Select Board would not hold up the vote for November 2024.
- Devin Noonan has planted trees along the right-of-way for Rest Haven Cemetery, obstructing entrance of Cemetery for heavy equipment. He will not work with the Town for access to the Cemetery since he feels the Town does not want to work with Medical Cannabis.
- Tom McNaughton asked permission to access for Cemetery burial heavy equipment only.
- William Appel Jr., during this Select Board meeting, also presented the question of the Town purchasing this land for the right-of-way to access the Cemetery.
- Devin Noonan declined to discuss the options presented by the Select Board.

- There is an easement for the Reed Farm for access on the right-of-way.
- The Town does not have anything in writing for access to the Cemetery. Ray Bates stated that the Town has a Prescriptive Easement due to length of use by Town of this right-of-way.
- Ray Bates stated that they need the information on the corner pins/property markers. Greg Feltis stated that he has been working with someone for surveying the property. Information can be found through the PLS# on marker.
- William Appel Jr. stated that cemetery season is rapidly approaching. Issue of access is pressing as there are 2 full burials upcoming.

Departments:

Public Works – Keith Hall

- Tom McNaughton thanked Keith Hall and his crew for their dedication and work on the roads this winter.
- As of March 10, 2026 the plowing contract with McGee Trucking is the same hours used as this time last year. 243.5 hours currently. Last year they were 35 hours over contract.
- Salt – ordered 4 loads, and the addition of remaining salt from last year to this has stretched what they've been able to utilize. Any left this year will be added to the supply for next winter as well.
- Trucks are in good shape and they have been able to do most maintenance in-house.

- There has been an excess of overtime due to storms.
- Sand has been placed in potholes on Reed Road and Legion Park Road. Culverts and ditches have been opened and holes filled. Jones Road also had a washed out driveway and large hole. Repaired as well.
- They have posted Heavy Loads Limited posters.
- Looking into crack sealing this summer to upkeep roads. Roads have been on a strict 7 year schedule for replacement. To defer costs Public Works has taken up more maintenance and evaluate all roads for replacement based on need, not date.
- Culvert replaced on Griffin Road end of driveway. Paving over culvert this summer.
- Truck #5 will have under-coating of only head gear.

Cemetery – Joyce Perry

- Request to approve purchase of additional lot for David Chase who recently lost his mother.
- **William Appel Jr. made a motion to approve the purchase of a cemetery lot for David Chase, seconded by Allison Whynot, approved 4-0-0.**
- Second bidder for water tank paid in full. Awaiting snow melt to access the conex the tank is being kept in. Will be moved to Town garage to arrange for pick up.
- Tom Reed brought up concern about Joyce Perry having to handle the sale of Cemetery property.
- William Appel Jr. stated that Joyce Perry brought the sale of these items to the Select Board. The Board approved to allow her to handle these sales.
- Per Joyce- let's remove this section. She doesn't believe that Theresa had any potential buyers.
 - **Ray Bates made a motion to allow Joyce Perry to handle of sale of Cemetery property, seconded by Allison Whynot, approved 4-0-0.**
- Tom McNaughton stated with regards to land purchase for additional cemetery property, values have increased. The Town needs property it can prepare easily for burials as well to keep up with need.
- State bill was passed in 2024 to allow the Maine Old Cemetery Association to create the Maine State Cemetery Preservation program. Program was funded in 2025 and February 26, 2026 was the most recent Google Meeting.
- This program will help municipalities learn cleaning and preservation techniques for headstones. This program will also assist towns without Cemetery Sexton with this initiative.
- Maine State Cemetery Preservation program is surveying towns for information on all town cemeteries, public and private.
- William Appel Jr. asked if Joyce Perry had any concerns that all cemeteries, private and municipal, will be under one umbrella. He also questioned whether funding was private or state.
- Joyce Perry confirmed that she feels this program will be very helpful. Funding is both private and state.
- Maine Old Cemetery Association will be hosting a 4 day course.
 - **Beginner's Gravestone Preservation Workshop 4-Day Intensive Conservator Led Instruction**
- Keith Hall would like two people from Public Works attend.
- Tom McNaughton recommended Keith Hall do this course. A donation for the program would be appreciated by Maine Old Cemetery Association. William Appel Jr. proposed a donation of \$200.00 if seats were available for Public Works to attend.
- Haleigh Moran and Joyce Perry will meet about the Expression of Interest letter requested for attendance.

- Cemetery Board has been looking into companies to work with on a trial basis for preservation and restoration of cemetery stones.
- Next Cemetery Meeting held April 27, 2026 at 6:00 p.m.

Animal Control – Haleigh Moran on behalf of Joshua Barnes

- Report has been presented. Only two calls on dogs in the last month.

Code Enforcement – Greg Feltis

- Board of Labor training for the Town was March 10, 2026. There are only two employees that need to make up.
- Knox Box update:
 - Windsor Elementary School currently has one for Emergency Services entry.
 - Kevin Ready, Windsor Volunteer Fire Department, looking into installation at Town Office.
 - Boxes are keyed to Town specific building entry. The master key the WVFD has will access both the Windsor Elementary School and Town Office.
- Burglar alarm went off this weekend. Arthur Strout was able to respond.
- Fire Panels are now listed on the Office Map.
- Public Works has signed up for Safety Works in Augusta.

Transfer Station – Tim Coston

- Metal Can has been picked up.
- Heating update:
 - J&M Electrical – quote for electric heater with installation.
 - C.B. Haskell Oil – quote for monitor heater with installation.
 - Plourdes Electric – looking into quotes for both monitor heating and electrical heating systems.
- Phone is fixed and working.
- Haleigh Moran asked Tim to review the smoking policy as there have been resident complaints.
- Usage of Transfer Station facilities is down for the months of January and February 2026. Due to excessive cold and inclement weather.
- Amelia Jones, Town Clerk, said that cash handling training is going well.
- Nancy Fish suggested a tracker for weather and closures to help track attendance. Days open/days closed.

RSU#12 – Ed Pollard

- Proposed budget is 6.4% overall. \$4,100,000.00 million to \$4,400,000.00.
- LD2226 will change the formula for state revenue sharing for school district funding. Currently being pursued. Haleigh Moran will draft letter on behalf of Windsor in support to legislature as this will benefit all RSU#12 schools.
- High School tuition will be increasing 6%.
- Special Education Programs are increasing 12%.
 - Nancy Fish asked if Medicare is still reimbursing for Special Education Programs. The state no longer supports this.
- Health insurance has increased as well.
- Town valuation has increased, causing a decrease in state subsidies.
- Budget is still being presented to district schools. Windsor will meet with Superintendent Howard Tuttle, March 24, 2026 at 6:00 p.m.

Ray Bates made a motion to accept payment warrants #38 and #39, seconded by Allison Whynot, approved 4-0-0.

William Appel made a motion to approve Meeting Minutes for March 3, 2026, seconded by Ray Bates, approved 3-0-1. Allison Whynot abstained.

County Budget Updates – Ray Bates

- Sheriff's Department looking to increase budget for overtime \$225,000.00 for FY2027. Over expended budget for FY2026.
 - Sheriff's Department hired two new sheriff's deputies which should offset the need to raise the overtime budget.
 - Budget Committee discussed adding \$200,000.00 to Capital Improvements. The current amount in Capital Improvements is \$215,000.00. The proposed total would be \$415,000.00.
- County is very behind on buildings, upkeep and maintenance.
- Capital Improvement Priorities:
 - Two elevators need replacement of \$100,000.00 each. These are most critical and are highest in plan for upcoming projects.
 - Air Conditioning on roof needs replacement at approximately \$100,000.00.
- County is looking to spread out costs and projects.
- ARPA funds have been expended and roofs replacements completed.
- Budget Committee will be meeting to review department budget plans.
- First Budget Committee meeting was on March 4, 2026. Expected to only need 4 meetings at this time.

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, to include Transfer Station Supervisor, seconded by Ray Bates and approved 4-0-0 at 8:06 p.m.

MEETING ADJOURNED: Ray Bates made a motion to exit executive session and adjourn the meeting, seconded by William Appel, Jr. and approved 4-0-0.

UPCOMING MEETINGS:

- **Monday, March 16, 2026: Special Select Board Meeting at 6:00 p.m. Executive Session at 6:00 p.m. to be followed by public meeting at 6:30 p.m.**
- **Thursday March 19, 2026: Comprehensive Planning Group Meeting at 6:00 p.m.**
- **Tuesday March 24, 2026: Select Board Meeting at 6:00 p.m.**

Respectfully Submitted,

**Moira Teekema
Selectboard Secretary**