



Select Board Record of Meeting
February 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, Nancy Fish, Carol Chavarie, Brandi Grosjean

Employees Attending: Haleigh Moran – Town Manager, Keith Hall – Public Works Supervisor

Budget Committee Members Attending: Moira Teekema, Dustin Creamer

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

Planning Board: Tom McNaughton presented the amendments to the Site Plan Review Application, Subdivision Application, and Solar Facility Application. Edits are proposed by the Planning Board for further document clarification.

All documents have been attached.

- **Solar Facility Application:**
 - Does the property have an existing solar array of 800 sq. ft. or less?
 - *NOTE: For planned projects more than 800 square feet, continue to next page.*
- **Site Plan Review Application:**
 - Bolded line added – **This ordinance includes ALL mineral extractions.**
- **Subdivision Application:**
 - #22. A document recorded with the Secretary of State, Bureau of Corporations that a Homeowners Association or the like has been established as a non-profit corporation.
- **Property Sale Documentation:** Proposed by Greg Feltis, Assistance Code Enforcement Officer.
 - This is a letter of clarification regarding a specific situation when selling and splitting land. Will be a rare issue so the Planning Board just signed a guidance letter if that situation arises.

Ray Bates questioned if the Town has to vote on these changes. Nancy Fish, Planning Board Secretary, informed the Select Board that applications are amendments to these ordinances and do not have to have a Public Hearing to approve. These changes are just clarifications to existing applications.

Nancy Fish did state that when LD1829 gets approved, then the documentation will need revisions.

Ray Bates made a motion to approve these Planning Board applications with stated clarifications, seconded by William Appel Jr., and approved 4-0-0.

Meeting Minutes:

- Ray Bates made a motion to approve the Meeting Minutes with edits from February 3, 2026, seconded by William Appel Jr., and approved 4-0-0.

Departments:

Public Works: Keith Hall

- Currently things are going well with equipment and employees.
- They have hired a part time plow driver.
- Salt costs have increased, however, to mitigate costs they have been able to use sand for very cold weather.
- McGee plowing contract has 50 hours remaining of the 250 hours purchased for the year. It costs \$185.00 per hour whether in or out of contract with the Town.

William Appel requested whether the Public Works budget is looking good so far or if we will be over budget for certain unforeseen building repairs.

- Current budgetary concerns:
- Truck #8, side bell was repaired in-house.
- Truck #8 also had a coolant leak, which lines were replaced with steel. O'Connors Motors was able to repair same day. Bill being sent to Town for replacement.
- Truck #5 had an air leak in the brakes. Was able to repair in-house.
- Overall Windsor Public Works is much better off than many surrounding towns for equipment.
- Block for Truck #5 wing was worn out due due to road condition on Rt. 105. Part needed to be ordered for \$1,000.00. Already replaced.
- Pins for the tailgate on the 1-ton dump truck sheared off. Keith Hall was able to speak with an associate that was able to machine parts immediately, as they could not be ordered otherwise. Repaired in-house.

Town Office: Haleigh Moran, Keith Hall

- The Town Office has limited space and they are looking to expand efficiently. Building itself cannot be modified to add additional square footage. Document storage for the Town Office is 7 years and there is always a need for more space for records and equipment. Keith Hall looked into the Town purchasing a 20 ft. long utility trailer for additional storage.
- Vendor is Maine Trailer out of Auburn. Quote attached.
 - Can be ordered for \$3,850.00 and delivered for free.
- There needs to be a pad poured to place trailer on. This is proposed in the space between the Windsor Food Bank/Public Works Garage and the Town Office, back on the grassy area.
- This trailer will not be 'fireproof' however it will be sealed from the elements and secured.
- The Town Office is looking into funding this in upcoming FY2027 from the Town Office/Administration line.

Town Manager's Items:

- Friday, February 20, 2026 Town Office will be closed for cross-training.
- Tuesday, March 24, 2026 RSU#12 will be presenting the school budget.
- Transfer Station numbers reviewed for December 2025 and January 2026. A suggestion was proposed to have one of the Town Office Clerks do cash handling training with employees on select Saturdays to

improve coverage/shortage for til. Revenue is down for January due to extremely cold temperatures affecting public attendance.

- Haleigh Moran is contacting other towns to discuss grant writers. Still looking into whether or not to hire a professional grant writer to improve grant funding for Town projects.
- Haleigh Moran also obtained information from AARP for being an Age Friendly Community. Presented to Select Board.
- Only one survey for the KVCAP ride share program has been received. The survey is in the Town Office as well as on the Town website. Moira Teekema will be looking into posting the survey on the Windsor Community Facebook page.
- Brandi Grosjean inquired about if there currently is a plan for adult programming. Steve Hoad and Haleigh Moran have been communicating about activities in other Age Friendly towns as well as local interest in volunteer ride service and events the Town can host to provide for adult welfare. Lunch has been an event for the aging community that has been hosted in the past by the Whitefield Lions Club. Moira Teekema to contact Debbie Gray for further information.

Tom McNaughton presented an email sent to him by Steve Hoad about the Select Board and Town support for programs that he is looking to direct in the community. Steve Hoad would be the Executive Director of organization and will be entirely volunteer drivers.

- The Select Board agrees to have a member on their Board of Directors. This organization will have to be a separate entity and stand on it's own. Having the Select Board support also assists working with other towns for coordination.
- William Appel Jr. asked for clarification that these programs will be completely volunteer.
- Haleigh Moran did mention that she has contacted three other towns, China, Chelsea, and Palermo, about their programs and support for Age Friendly Communities. These towns would also be interested in the expanded transportation initiative that KVCAP is proposing.
- Ray Bates stated that using a structure that is already in place for a template would be the best. The lead must communicate with other towns to coordinate with any currently existing programs.
- Tom McNaughton will be contacting Steve Hoad back with input from the Select Board.

Budget:

- Health Insurance increases to be reviewed.
- Reconciled Reserve Accounts.
- Funding requests have been received from all departments.
- Treasurer training for Kelly McGlothlin and Haleigh Moran will be held Monday, February 23, 2026.

Haleigh Moran will be meeting with new dispatch services. The State no longer be providing service. There is no set date, though the proposed changes will take place in 2027, so the budget needs to be reviewed for a budget increase. Currently the Dispatch/PSAP Services line is budgeted \$30,000.00 and will need to increase to \$45,000.00. Currently that line item has spent \$34,399.00. An additional \$11,456.00 needs to be added for a total of \$45,855.00 for FY2027.

Ray Chavarie, Windsor Rescue, state that normally they pay for PSAP, but that program will be discontinued. Page 72, Windsor Town Report 2024 has Dispatch and PSAP as a single line item. This will now only be Dispatch.

Continued services will be provided through Kennebec County Sheriff's Department. There will be a roll-out of new software in January 2027. No specific date set.

Proposed adding \$7,500.00 to Dispatch line for FY2027.

Tax Collector: Tom McNaughton on behalf of Kyoko Roderick.

There are two properties of concern.

First property:

- Taxes have been unpaid since 2023. Current balance due is \$6,296.00. Owner has been working on VA Disability since 2023.
- Kyoko Roderick was inquiring from the Select Board if they should waive the upcoming foreclosure. There is currently a lien on the property for taxes owed. She has spoken with the owner of the property to try to resolve this problem on February, 10, 2026.
- Ray Bates mentioned that if they waive the foreclosure the Town may not be able to continue the lien. The foreclosure process has been postponed in the past.
- Notices have been sent in the past though no contracts were put in place to resolve the debt. There are two files on the property. The first documentation of contact was June 29, 2023 for 2022/2023 taxes.
- In July 2023 a 30 day notice for tax payment had been sent. The letter for this notice went unclaimed. A lien was placed on the property in August 2023.
- January 2025 a letter was auto-generated and a Notice of Foreclosure was sent certified mail. Communication was made, but no resolution was decided. Waived at the time.
- Owner does not live on property and his well-being is being cared for within VA housing.
- William Appel Jr. stated that the Town has waived foreclosure on this property for 4 years now and if we continue to waive the foreclosure this will be an indefinite problem and tax payments will continue to accrue.
- Foreclosure letter will be auto-generated on February 12, 2026. The town will need to contact a real estate agent and attempt to sell the property for the owner. Once sold, the back tax payments will be resolved and any remaining funds from the sale of the property will be sent to the owner.

Second property:

- 573 Ridge Rd. Previous owners have passed away.
- Mail has been returned as undelivered. All notices sent were addressed to the heirs.
- Tax bill last paid 2023. Current balance is \$714.50.
- Escrow had been paying for additional taxes on a second property they owned.
- Nancy Fish suggested that the property, if not placed in the will, might have been overlooked and is in Probate which is holding up further progress.
- Kyoko Roderick and Haleigh Moran will do more research before proceeding. They will check with the Registry of Deeds to see what the Title states. Also they will look into the obituary to find relative information for contact.

Tom McNaughton suggested to combine the two properties so that the taxes will be paid as one. Once the status of the property ownership is determined this might be an avenue to recover tax revenue lost and keep both properties current with escrow payments.

Spirit of America Award letter for nominations has just been received. The Select Board will choose who to nominate for this honor. Reviewed previous recipients for ideas. This will be discussed in a closed session.

Ray Bates made a motion to approve Payment Warrants #34 and #35, seconded by William Appel Jr., and approved 4-0-0.

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 7:17 p.m.

MEETING ADJOURNED: Ray Bates made a motion to adjourn the meeting, seconded by Allison Whynot and approved 4-0-0. Meeting adjourned at 7:38 p.m.

The Board came out of executive session and William Appel, Jr. made a motion to pay part-time plow drivers the same starting rate going forward, seconded by Ray Bates, and approved 4-0-0.

UPCOMING MEETINGS:

- Reed Fund Meeting, Thursday, February 12, 2026 at 5:00 p.m.
- Special Select Board Meeting, Tuesday, February 17, 2026 at 6:00 p.m.
- Comprehensive Plan Group Meeting, Thursday, February 19, 2026 at 6:00 p.m.
- Select Board Meeting, Tuesday, February 24, 2026 at 6:00 p.m.

Respectfully Submitted,

Moira Teekema
Selectboard Secretary

Wrap into budget for next year '27

Maine TRAILER

- HOME (/HOME)
- RENTAL (/RENTAL)
- PURCHASE (/PURCHASE)
- IN STOCK (/IN STOCK)
- MODIFICATIONS (/MODIFICATIONS)
- NEW VS USED (/NEW-VS-USED)
- RENT TO OWN (/RENT-TO-OWN)
- WHY US?
- CONTACT US (/CONTACT-US)

SEARCH BY STOCK # ▲

IN STOCK INVENTORY

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18. Identify a method of Fire Protection for the proposed subdivision. Check one.

- Dry hydrants located on an existing pond or water body. If selected, indicate the location.
X
- Fire pond, cistern, or storage tank to be constructed.
- Other (describe below)
X

Planning Board Checklist Entry: Has the Applicant checked a box in items 16, 17, and 18? Yes No Date _____.

19. Does the applicant plan to offer to the Town any infrastructure being created by this project? Read the options and check the appropriate response.

- | | | | |
|---|--|--|--|
| Streets
<input type="checkbox"/> Yes and Estimated Length _____ or <input type="checkbox"/> No | Recreation Areas
<input type="checkbox"/> Yes and Estimated
<input type="checkbox"/> Yes
Acreage _____ or <input type="checkbox"/> No | Common Lands
<input type="checkbox"/> Yes and Estimated
<input type="checkbox"/> Yes
Acreage _____ or <input type="checkbox"/> No | Other (describe below)
<input type="checkbox"/> Yes and Estimated <input type="checkbox"/> No |
|---|--|--|--|

Planning Board Checklist Entry: Has the Applicant checked either "Yes" or "No" for all choices in question 19? Yes No Date _____.

20. Will the proposed project require permitting by any other governmental body? Read the options, check the box, and describe the permit type.

- Army Corp of Engineers and Permit Type x
- Maine DOT and Permit Type x
- Maine DEP and Permit Type x
- US Engineers and Permit Type x

Applicant: Check the box to indicate the project will require no permitting by any other governmental body.
Planning Board Checklist Entry: Has the Applicant indicated some or no permitting requirement in question 20? Yes No Date _____.

21. If Waivers to the Subdivision Application requirements are being requested, list them below and provide more detail on a "Continuation Sheet."

- Yes, waivers are being requested. Briefly, summarize the requested waivers.
X
- No, waivers are not being requested.

Planning Board Checklist Entry: Has the Applicant indicated a response regarding waivers to the Application requirements? Yes No Date _____.

22. A document recorded with the Secretary of State, Bureau of Corporations that a Homeowners Association or the like has been established as a non-profit corporation. Yes No

Town of Windsor, Maine Planning Board | Site Plan Review Ordinance

Site Plan Review Application, Fees, Disposition, Planning Board Checklist and Actions Ordered

Introduction: The Town of Windsor, Maine has enacted a *Site Plan Review Ordinance* to establish minimum standards and municipal procedures intended to regulate certain new developments, expansions to or changes in use of existing facilities or structures. **This ordinance includes ALL mineral extractions.** Applicants are encouraged to obtain a copy of the *Ordinance* to familiarize themselves with all provisions.

The contents of this *Application* are comprehensive and intended to provide a record of progress by all parties in the review process and eventual disposition. A "Review Checklist and Actions Ordered" is incorporated in the contents of the *Application*. NOTE: "Utility Scale Solar Energy Facilities" are not part of this *Ordinance* and *Application* but require action using a separate document.

Instructions: Anyone subject to the provisions of the Town of Windsor's *Site Plan Review Ordinance* is required to complete those parts of this *Application* appropriate to the nature of the planned work. As the review is undertaken by the Planning Board and its cohorts, additional information may be requested to ensure the process is fair and complete. Applicants are reminded to complete the Signature and Document Designation Bloc on page 4 of the *Application*. A facsimile of the signature for documents submitted electronically is acceptable.

Applicants may obtain or print a paper copy of the *Application* and make entries by hand. Those able to access the Microsoft Word document may complete the information electronically, save the file, and send a copy to the Town of Windsor (planning.board@windsor.maine.gov) or post a paper copy to the Town of Windsor, PO Box 179, Windsor, ME 04363-0179. Make entries at and to the right of the ">" symbol.

What is this project for?

One – Applicant, Owner, Agent, Operator Information

1.1. Applicant Name, Address, and Contact Information:

Applicant Name (please enter below)

>

PO Box Number and Road Street City/Town State ZIP Code

>

Telephone Number(s) E-mail Address(es)

>

1.1a. Check the box [] if the Applicant and Property Owner are the same and move to 1.3.

1.2. Property Owner Name, Address, and Contact Information:

Property Owner Name (please enter below)

>

Town of Windsor, Maine Planning Board | Utility Scale Solar Energy Facility
**Solar Facility Application, Status Determination,
 Fees, and Subsequent Project Update**

Introduction: The Town of Windsor has enacted an *Ordinance* to establish municipal review procedures and siting standards for Utility Scale Solar Facilities (USSF's). Applicants are encouraged to obtain a copy to familiarize themselves with all provisions.

Instructions: Anyone planning to construct and operate a solar energy facility in the Town of Windsor is required to complete at least **Part One** of this *Application*. Developers of facilities comprising eight hundred (800) square feet or less may request an exemption for a permit from the Planning Board by asserting and demonstrating that below. Applicants planning larger facilities should complete **Part Two** and be prepared to review key elements with the Planning Board. Applicants receiving a *USSF Permit* are required to provide periodic updates in **Part Three** including changes of project ownership, scope, and operations.

Part One Applicants should respond to all items in Part One. An *Application Fee* of **twenty-five dollars (\$25.00)**, payable to the *Town of Windsor*, is required of all applicants.

1. Applicant Name, Address, and Contact Information:

Applicant Name
 >
 PO Box, Number and Road/Street, Town, State, ZIP Code
 >
 Telephone Number(s), E-mail Address(es)
 >

1a. Check the box if the Applicant and Property Owner are the same and move to 3.

2. Property Owner Name, Address, and Contact Information:

Property Owner Name
 >
 PO Box, Number and Road/Street, Town, State, ZIP Code
 >
 Telephone Number(s), E-mail Address(es)
 >

3. Identify the Location of property being developed:

a. County Registry of Deeds b. Windsor Tax Map c. Number & Street or Road Name
 Book ____, Page ____ Map ____, Lot(s) ____ _____

4. Does the property have an existing solar array of 800 sq. ft. or less? a. Yes, b. No

NOTE: For planned projects more than 800 square feet, continue to the next page.

✖ ASSERTION: I declare the planned solar project is 800 square feet or less in size and have presented documents to the CODE ENFORCEMENT supporting that assertion. Signature _____ Date _____	FINDING OF FACT: The Planning Board has received and reviewed the Applicant's material and has determined that no permit is required for the project to move forward. Signature _____ Date _____
--	--



Phone: 445-2998
Fax: 445-3762

PO Box 179
Windsor, ME 04363

TOWN OF WINDSOR

Office of Select Board, Town Manager, Town Clerk,
Tax Collector and Treasurer

January 15, 2026

The Town of Windsor recognizes that a property owner with adequate land to meet the Town's minimum lot size may build an additional residence or split off and sell a lot every 5 years, without triggering a subdivision requirement.

Planning Board

Select Board
