



Select Board Record of Special Meeting
February 3, 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: None

Employees Attending: Haleigh Moran – Town Manager

Budget Committee Members Attending: Moira Teekema, Dustin Creamer

Windsor Volunteer Fire Department Attending: Dennis Strout, Kevin Ready

Windsor Rescue Attending: Ray Chavarie, Carol Chavarie

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

Tom Reed was not in attendance and concern was raised over his health. He is a staple at these meetings for the Town. In recovery.

Meeting Minutes:

- **Ray Bates made a motion to approve the Meeting Minutes from January 20, 2026 and January 27, 2026, seconded by Allison Whynot, and approved 4-0-0.**

Windsor Volunteer Fire Department and Windsor Rescue Budget Discussion: Kevin Ready, Ray Chavarie
(All documents are attached to this report)

Rescue:

- Rescue budget actual numbers have been presented on page 1 detailing the budgets for FY2025, FY2026 and FY2027.
- Maintenance costs for the truck have increased. Looking to raise this line item by \$1000.00 to cover the additional cost for 2015 Ford E4FF.
- Truck had been in an accident in 2025. Kennebec County Sheriff's Department at fault. Ray Chavarie stated that the costs for repairs were covered by the party at fault. Funds were initially provided through the Rescue Maintenance budget. Funds were returned to Windsor Rescue.

- The truck is aging and looking at additional repairs and maintenance. Last year, regular maintenance was for brakes and inspections.
- William Appel Jr. requested clarification for EMS training. Is this number the projected or current? Kevin Ready did confirm that this line item is for current training costs. Currently this line item is \$500.00 to cover monthly training for EMS.
- Ray Chavarie stated that the current budget should be enough for training and to reduce costs they will raise funds if additional money for training is required. Sometimes the training is specialized so there will be additional costs.
- Operation costs have increased and they are looking to raise this line item from \$8,000.00 for FY2026 to \$9,000.00 for FY2027.
- FY2025 there were no Capital Projects. Currently Windsor Rescue is looking to add back the \$10,000.00 into the Rescue Capital Reserve Fund as in years previous to FY2025. The current Rescue Capital Reserve Fund balance is \$46,313.00.
- Gas has increased in price with a requested additional \$200.00 to the Gasoline line item.
- Internet has increased from \$900.00 to \$1700.00. Due to metal building and needing signal repeaters, additional equipment has been needed. This includes internet for both Windsor Rescue and Windsor Fire. Currently they are using Spectrum with a monthly bill.
- Tom McNaughton questioned if the department has looked into any other options as the costs has significantly increased. Haleigh Moran to look into what the Town Office has for a contract to possibly defer some cost.
- Kevin Ready did state that they are under the government umbrella for operational costs. The price for services may be the same as the Town Office.
- Second page discusses in detail the Windsor Rescue Proposal for FY2027 Budget increases.
- Page 3 is the Windsor Rescue FY2027 Budget Worksheet. This breaks down the budget line items, Expenses and what Windsor Rescue covers and the Town contribution to their expenses. Provides a total of all line item expenditures.
- William Appel Jr. requested the current condition status of the truck. Ray Chavarie stated that the truck is in excellent shape.
- Ray Bates stated on behalf of the Select Board that they appreciate the detail that has been put into the budget and explanations.
- Proposed increase in total budget for FY2027 will be \$11,000.00.

WVFD: Kevin Ready, Dennis Strout

- Windsor Volunteer Fire Department Budget Request for FY2027 attached
- First page was detailed by Kevin Ready showing the actual budgets for FY2025 and FY2026. Some items have increased due to rising costs. Each request was highlighted.
- Maintenance costs for the building and property have increased and they are requesting a \$200.00 increase to this line item.
- Station expenses have increased and they are requesting an increase of \$200.00 to this line item.
- Annual certification of the fire equipment and personnel has increased as well. Windsor Fire has proposed an increase of \$700.00.
- Total Operations increase requested is \$1,100.00.
- Kevin Ready stated that there has been an increase in calls over the past years.
- Additional training is under the Operations Budget has increased due to more staff coming on and current volunteers being provided additional training and equipment for air-packs. These are for fire fighters that enter into structures that are currently burning.
- Fire Chief stipend has remained the same.

- Fire Fighter Reimbursements has increased due to staffing increase. They are requesting an increase of \$4,000.00 for this line item.
- An increase of \$10,000.00 for Fire Safety Capital Reserve Fund has been requested.
- The Fire Station Building Reserve is also looking for an increase of \$40,000.00 towards a new driveway. Haleigh Moran has received 2 bids so far. One quote came in for \$125,000.00 which is significantly decreased from the original quote from three years ago when they started looking into replacement, for \$134,000.00.
- Dennis Strout did state that combining costs with the Town Road Maintenance to reduce costs for equipment and services would be beneficial. Keith Hall has been looking into this possibility and has been there for each quote provided.
- Windsor Fire is still looking into replacing their sign and has been working on a fundraiser on their Facebook page to cover some of the costs. They have raised approximately \$1,300.00 so far. They were interested in an investment from the Unassigned Funds Balance of \$10,000.00 in a previous warrant. The Town declined. The sign will cost about \$19,000.00.
- Page 2 of the Proposal for FY2027 has the detailed proposed budget changes.
- The last payment for Tank 3 will be made in 2028.
- Page 3 has the complete final costs for FY2025, the current budget for FY2026 and the proposed changes for FY 2027.
- The grant that has been received has covered the bulk of the costs for new Fire Safety Equipment, Supplies, and Maintenance. Cost to the Town was only 5% of the total grant of \$120,000.00.
- William Appel requested an update on the Radio communication equipment. Kevin Ready did state that they previously had to change from analog to digital. This cost was covered through previous ARPA funds received.
- In 2025 there were two fires over one acre requiring mutual aid. Also the one by the Windsor Fairgrounds had to be revisited the next day.
- Forest Fire Reserve is for fires lasting 4-5 days. Costs may include the local Hot Shots team from Massachusetts to be brought in for deep woods fires. Also during events like this there is more intensive labor that cannot be provided by Windsor Fire. The budget has increased from \$2,000.00 in FY2025 to \$5,000.00 in FY2026. The Forest Fire Reserve Fund line item has remained the same for FY2027.
- William Appel Jr. had questions about annual certification costs. Kevin Ready stated that in May every year the company comes to test equipment. There is also the certifications for 2 trucks upcoming. Annually each truck needs inspection stickers. 14-15 current volunteers have air-pack certifications. Each requires a medical exam and fittings for the masks. The air compressor for the building as well as the trucks, along with the air bottles on the trucks need to be inspected.
- Tom McNaughton questioned if they had too many volunteers at this time. Dennis Strout stated that they have increased staff from 8 or 10 people to now 15 volunteers have SCBA training. The costs have increased from vendors for training and equipment as well. He stated that they can never have enough volunteers trained as not everyone will be able to assist on calls. Many volunteers have full-time jobs and other responsibilities as well as it depends on the location of the call as many are from out-of-town.
- Tom McNaughton also questioned if the Town needs to raise the Operations budget since there were large expenditures for commercial vehicle repairs. Is the budget keeping up with the actual costs. Tank 4 was budgeted for \$1,000.00 and it cost over \$8,000.00 last year. Plus the pumper truck must respond to every call.
- William Appel Jr. requested a comparison for FY2023-FY2025 to get a better understanding of the increase in budget over time. Looking to see if there is a trend for steady increases to understand if they need to raise the budget for the Windsor Volunteer Fire Department. Kevin Ready was able to state that FY2022 they spent \$11,385.00 and FY2023 they spend \$13,098.00.

Also Tank 4 required sandblasting and an undercoat that it did not come with that cost \$11,000.00 alone. This Tanker is 20 years old so maintenance has increased.

- Kevin Ready did state the Tankers are not required certifications, though Pumpers require re-certification every 2 years. They do have the Tankers re-certified annually as a safety precaution for equipment.
- Overall proposal for the Windsor Volunteer Fire Department in FY2027 is \$15,100.00.
- William Appel also requested clarification for the replacement of Engine #2 in 2030. Kevin Ready stated that the Fire Capital Reserve Fund has been putting aside additional funds for a new truck and they are 3 years into the 5 year savings plan for replacement. It costs approximately \$700,000.00 to replace Engine #2. They are currently looking into a grant for the entire cost they can request in 2027. Currently the Fire Safety Capital Reserve has a balance of \$131,452.00 for expenditures.
- Allison Whynot asked what the department does with the old apparatus when they are no longer of use. It does depend on what type of truck it is whether or not it can be resold as non-fire equipment or scrap.
- Tom McNaughton stated that it would be hard for the Town to get a municipal bond for \$700,000.00 to replace the engine. Ray Bates did state that since the Town has been putting aside money for this endeavor it is a show of good faith to the bank that would issue the municipal bond.
- Kevin Ready also stated that if Windsor Fire cannot get the grant for the truck they would have to come back to the Town in FY2028 to discuss options as the truck is required to be replaced in 2030.
- Haleigh Moran will add all these new budget proposals to the preliminary Town budget.

Select Board Budget Discussion:

Haleigh Moran stated the significant increase for Delta Ambulance as well as the Kennebec County Budget will raise taxes this coming FY2027. She proposed a newsletter to the Town explaining the increased budget items and reasons taxes will have to increase FY2027. This will disclose to the Town the State Tax increase, School Budget increases as well as Delta Ambulance. March 24, 2026 is the date for the School Superintendent to present the budget to the Town. The school budget will also be presented in Whitefield on March 10, 2026 if anyone is interested to formulate questions before they meet in Windsor.

Ray Bates is currently a board member for the County Budget Committee. He stated that practically $\frac{3}{4}$ of the budget is untouchable. The budgets that cannot be touched are for the Sheriff's Department, Kennebec County Jail and the District Attorney's Office. These increases equate to the 80% of the Town's tax burden required to be paid annually to the school. This current FY2026 the County is looking to finish out with over \$1,000,000.00 due to overtime for enforcement. The County is currently down 2 Deputies and 2 other Deputies are on Administrative Leave due to a recent incident.

William Appel Jr. made mention of having Reserve Officers in the past. This was done away with a while ago.

Ray Bates, as County Budget Committee member will be touring all County facilities on February 4, 2026. He also stated after the most recent budget meeting that the County Administrator T. Scott Ferguson had previously been questioned about the county revenue stream at the Select Board Meeting in December but was not able to provide answers at that time. Since then, he has presented the information during his meetings with the County Budget Committee. A significant increase in revenue is coming from the County renting out officers to schools. Also there are several other departments that have stated increased revenue. Ray also stated that County Administrator T. Scott Ferguson hired a Chief Financial Officer.

William Appel Jr. also requested whether the County has the ability to look into a more detailed look into what increased revenue streams they may have. What are the revenue sources for the County.

Ray Bates disclosed that Registry of Deeds has increased their fees. The Registrar can determine rates. Budget meetings for the County will continue until at least March 1, 2026.

Currently the Union for the County Sheriff's Department has set a flat \$5.00 increase in hourly pay for all employees of the department which includes County Jail staff.

Also there is an increase to the Highschool budget for RSU#12 of 6% at this time.

Ray Bates also let the Select Board know that there are 3 new or new-to members the County Budget Committee. There is currently one open seat which is for Waterville Congressional District 1.

Tom McNaughton requested Ray Bates provide any information he can to the Town as soon as possible.

Public Works Budget:

Haleigh Moran did state that Keith Hall, Road Commissioner and Public Works Supervisor, has completed a 10 year plan for the Public Works vehicle replacement. Truck #5 will be the first to be replaced and could cost around \$300,000.00 at that time. Currently, with their newest hire, who is also a mechanic, they are doing their best to maintain Truck #5, per recommendation of O'Connor Motor Company in Augusta. They are the current vehicle maintenance location the Town utilizes for all vehicles. The backhoe will be the next on the list for replacement as it is 10 years old.

Truck maintenance will be evaluated at the end of year. Instead of moving remaining funds from the Public Works Department into the Unassigned Funds Account, which has been standard procedure, the Select Board is recommending these remaining funds be applied to the Public Works Truck Reserve. The department will keep Truck #5 going as long as they can.

Haleigh Moran was able to confirm with MMA that contractors also are required to contribute to the State of Maine PFML. This was discussed at the previous Select Board Meeting.

Ray Bates made a motion to accept the resignation of Ronnie Brann for Reed Fund member, seconded by Allison Whynot, and approved 4-0-0.

Ray Bates made a motion to nominate Andrew Ballantyne for Reed Fund member, seconded by Allison Whynot, and approved 4-0-0.

Administration Budget:

- Haleigh Moran has been able to locate 50% of the vendor contracts for the Town. She has contacted all other vendors for current contracts with the Town.
- FY2027 there will be an increase to the employee pay line of 2.8% Cost of Living Increase and up to a 1% merit raise.
- Haleigh Moran will meet with the Town's Assessor's Agent to determine a more accurate estimate of hours for services. The current budget is for 30 hrs and they may be reduced since in FY2026 there were an influx of abatements due to property reevaluations.
- Town Hall Utilities are set to increase 3% for CMP and Spectrum Internet.

Tax reimbursement discussion. Family paid property taxes, unaware that taxes are being paid by the mortgagee from escrow. Policy is to apply any over-payment to the next tax bill. As this was a mistake and the mortgagee will continue to pay for the resident's property taxes from escrow there is a proposal to return the \$1600.00 over-payment to the resident. **Allison Whynot made a motion to return the over-payment amount of \$1,611.60 to the resident, seconded by Ray Bates, 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 Rat Bates and approved 4-0-0 at 7:59 p.m.

MEETING ADJOURNED: Ray Bates motioned to exist executive session and adjourn the meeting at 8:47 p.m., seconded by William Appel, Jr. and approved 4-0-0.

UPCOMING MEETINGS:

- Select Board Meeting, Tuesday February 10, 2026 st 6:00 p.m.
- 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