



**Select Board Record of Special Meeting
March 31, 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.

Employees Attending: Haleigh Moran – Town Manager, Moira Teekema

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

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 6:00 p.m.

Executive session adjourned 7:08 p.m.

Select Board Items:

- Edit to budget line for Auditing under Administration. Town is looking to appropriate \$11,000.00 credit balance from general ledger to hire a CPA for reconciliation of books and ongoing training for Treasurer.
- **Tom McNaughton made a motion to approve redistribution of funds to hire CPA for Town, seconded by Ray Bates, approved 4-0-0.**
- Minutes for March 24, 2026 meeting reviewed. Minor revisions for final proof to be made by Moira Teekema.
- MMA has a week long class for Select Board Members for new appointments. Once new members have been inaugurated this class will be scheduled.

Review Warrant Articles – Haleigh Moran

New Warrant Articles added #3 and #4.

ARTICLE 3. EXPRESSION OF INTEREST: To see if the Town would like to develop a long-term plan for a new Town Hall/Town Office building, also to be used for emergency shelter of residents.

- **Ray Bates made a motion to approve ARTICLE 3. EXPRESSION OF INTEREST, seconded by William Appel Jr., approved 4-0-0.**

ARTICLE 4. WINDSOR FIRE & RESCUE BUILDING: To see if the Town will vote to finance from the Unassigned Funds Balance a new electric sign for the Windsor Volunteer Fire and Rescue building, not to exceed \$15,000.00 in total.

- **Ray Bates made a motion for No Recommendation towards ARTICLE 4. WINDSOR FIRE & RESCUE BUILDING, seconded by William Appel Jr., approved 4-0-0.**

ARTICLES 5 THROUGH 16 DEAL WITH TAX & FISCAL ADMINISTRATIONS

ARTICLE 5. TAX ADMINISTRATION: To see what method the Inhabitants of the Town of Windsor will adopt for collection of taxes in FY2027.

- A. The payments, as stated on the bills, shall be due and payable on September 30, 2026 and March 31, 2027, or as otherwise approved by the Select Board.
 - B. The Tax Collector shall accept no advance payments, except as provided in Section C below before commitment of taxes,
 - C. The Town will treat all over-payment of taxes as prepayments on next year's taxes pursuant to 36 M.R.S.A. §506 and shall pay no interest on such payments.
 - D. The Town will pay interest at the rate of 3.0% per annum on abated taxes for any period, pursuant to 36 M.R.S.A. §506-A.
 - E. The Town will charge interest at the rate of 7.0% per annum on any taxes owed after the due dates.
 - F. The Town Report will list all taxes outstanding as of April 1, 2027.
- **Ray Bates made a motion for to approve ARTICLE 5. TAX ADMINISTRATION, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 6. To see if the Town will voter to authorize the municipal officers to dispose of tax-acquired property in a manner they deem to be in the best interest of the Town, except that the municipal officers shall first use the sale process in Section 943-C of Title 36 of the Maine Revised Statutes if they choose to sell property to anyone other than the former owner, as defined in § 943-C, and subject to giving the former owner a minimum grace period of 30 days to purchase the property for a price equal to all outstanding taxes, interest, fees and costs. Any conveyance shall be via a quitclaim deed without covenant.

- **Ray Bates made a motion for to approve ARTICLE 6, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 7. ESTABLISHMENT OF TAX CLUB: To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers by establishing a "tax club" payment plan for property taxes, whereby:

- A. The taxpayer agrees to make specified monthly payments to the Town based on his/her estimated and/or actual tax obligation for the current year's property taxes.
- B. The Town agrees to not charge interest on timely payments made pursuant to the tax club agreement (which is the same as in the previous Tax Administration Article 5 under C above).
- C. The Town authorizes the Tax Collector to accept tax club payments for current taxes which may be due prior to the commitment of those taxes.

- D. The agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due date(s) and interest date(s) and rate as other taxpayers who are not participating in a tax club.
- E. Only taxpayers who do not have outstanding tax obligations for prior tax years are eligible to participate in a tax club program.
- F. Taxpayers wishing to participate in a tax club for a particular property tax year shall enter into an agreement with the Town by a publicly advertised deadline determined by the Tax Collector.
- **William Appel Jr. made a motion for to approve ARTICLE 7. ESTABLISHMENT OF TAX CLUB, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 8. DISPOSAL OF TOWN-OWNED PERSONAL PROPERTY: To see if the Town will vote to authorize the municipal officers, during FY2027, to dispose of Town-Owned Personal Property with a value of \$5,000.00 or less under such terms and conditions as they deem advisable.

- **Ray Bates made a motion for to approve ARTICLE 8. DISPOSAL OF TOWN-OWNED PERSONAL PROPERTY, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 9. USE OF ‘STATE RATES’: To see if the Town will vote to pay up to the ‘State Rates’ established by the Main Department of Transportation during FY2027 for Contracted Labor and Contracted Equipment Usage Fees associated with Public Roads, unless otherwise approved by the Select Board.

- **Allison Whynot made a motion for to approve ARTICLE 9. USE OF ‘STATE RATES’, seconded by Ray Bates, approved 4-0-0.**

ARTICLE 10. ACCEPTANCE OF GRANTS & GIFTS: To see if the Town will vote to authorize the Select Board to apply for grants, on behalf of the Town and to accept or reject grants, donations, and/or gifts of money to the various accounts of the Town of Windsor for FY2027 and to expend monies donated for specific purposes, including the expenditure of Town funds prior to reimbursement by grantor.

- **Allison Whynot made a motion for to approve ARTICLE 10. ACCEPTANCE OF GRANTS & GIFTS, seconded by Ray Bates, approved 4-0-0.**

ARTICLE 11. USE OF PROCEEDS FROM INSURANCE CLAIMS: To see if the Town will vote to authorize the Select Board to use the proceeds if any payment on Insurance Claims, for damages occurring in FY2027 to Town-Owned Real and Personal Property and to have them allocated to the municipal department whose property was damaged.

- **Allison Whynot made a motion for to approve ARTICLE 11. USE OF PROCEEDS FROM INSURANCE CLAIMS, seconded by Ray Bates, approved 4-0-0.**

ARTICLE 12. ACCEPTANCE OF CEMETERY LEGACIES: To see if the Town will vote to authorize the Select Board, in FY2027, to accept money or legacies in trust for the benefit of public cemeteries or lots therein.

- **Ray Bates made a motion for to approve ARTICLE 12. ACCEPTANCE OF CEMETERY LEGACIES, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 13. SALE OF CEMETERY LOTS: To see if the Town will vote to authorize the Select Board, in FY2027, to sell lots in Town-Owned Cemeteries on such terms, as they deem advisable, and to execute deeds for the same.

- **Ray Bates made a motion for to approve ARTICLE 13. SALE OF CEMETERY LOTS, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 14. COST CENTER ADJUSTMENTS: To see if the Town will vote to authorize the movement of funds in the FY2026 municipal budget from budget categories with balances to budget categories with deficits.
NOTE: This will not change the end of year total expenditures.

- **Ray Bates made a motion for to approve ARTICLE 14. COST CENTER ADJUSTMENTS, seconded by Allison Whynot, approved 4-0-0.**

ARTICLES 15. USE OF SNOWMOBILE REGISTRATION TAX REFUND: To see if the Town will vote to earmark the Snowmobile Registration Tax Refund from the Department of Inland Fisheries and Wildlife to be used as a Snowmobile Recreation Fund in FY2027? Seventy-five percent (75%) will be used for Snowmobiles and twenty-five percent (25%) will be used for other Recreation. Expenditures from these funds to be administered by the Select Board.

- **Ray Bates made a motion for to approve ARTICLES 15. USE OF SNOWMOBILE REGISTRATION TAX REFUND, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 16. GENERAL RESERVE FUND: To see if the Town will vote to finance from the Unassigned Funds Balance a General Reserve Fund to meet unanticipated expenses and emergencies FY2027, said Fund not to exceed \$50,000.00? The Select Board shall administer expenditures from this fund, subject to the advice of the Budget Committee.

NOTE: Some form of contingency account can often avoid the necessity of calling a number of costly special Town Meetings during the year when relatively minor issues can be resolved with the expenditure of minor sums, but no money was appropriated for that purpose.

- **Ray Bates made a motion for to approve ARTICLE 16. GENERAL RESERVE FUND, seconded by Allison Whynot, approved 4-0-0.**

ARTICLES 5 THROUGH 16 DEAL WITH TAX & FISCAL ADMINISTRATIONS

ARTICLE 17. NON-PROPERTY TAX REVENUE: Shall the Town of Windsor appropriate the following revenues received to reduce the property tax assessment for FY2027?

Note: This article will be voted on the total amount.

a) Unassigned General Fund/Fund Equity	\$300,000.00
b) Excise Taxes	\$534,000.00
c) Administrative Fees	\$25,000.00
d) Solid Waste Fees (Transfer Station)	\$113,000.00
e) Revenue Sharing	\$300,000.00
f) LRAP (Local Road Assistance Program)	\$45,000.00
g) Tree Growth & Veterans Reimbursement	\$25,000.00
h) Interest Income	\$55,000.00
i) All other non-dedicated Municipal Revenue	\$40,000.00
TOTAL	\$1,437,000.00

- **Ray Bates made a motion for to approve Total Amount of \$1,437,000.00 for ARTICLE 17. NON-PROPERTY TAX REVENUE, seconded by Allison Whynot, approved 4-0-0.**

ARTICLE 18. ADMINISTRATION: What sum shall the Town of Windsor vote to raise and appropriate for Administration?

- **Ray Bates made a motion for to approve Total Amount of \$525,284.06 for Administration, seconded by Allison Whynot, approved 4-0-0.**

NOTE: Article 18 has decreased by \$10,000.00 for the reduction of health insurance. To be reviewed by the Budget Committee.

ARTICLE 19. To see of the Town will vote to set the Select Board's compensation for FY2027 at \$0.00.

- **Ray Bates made a motion for to approve Select Board Compensation at \$0.00, seconded by Allison Whynot, approved 4-0-0.**

NOTE: Article 19 to be reviewed by the Budget Committee.

ARTICLE 20. ELECTIONS & TOWN MEETINGS: What sum shall the Town of Windsor vote to raise and appropriate for Elections & Town Meetings?

- **SELECT BOARD RECOMMENDS \$16,366.10 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$16,366.10 (5-0-1)**

ARTICLE 21. ABATEMENTS & WRITE-OFFS: What sum shall the Town of Windsor vote to raise and appropriate for Abatements & Write-offs?

- **SELECT BOARD RECOMMENDS \$15,000.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$15,000.00 (6-0-0)**

ARTICLE 22. CEMETERIES: What sum shall the Town of Windsor vote to raise and appropriate for Cemeteries?

- **SELECT BOARD RECOMMENDS \$45,997.50 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$45,997.50 (5-0-1)**

ARTICLE 23. PLANNING & CODE ENFORCEMENT: What sum shall the Town of Windsor vote to raise and appropriate for Planning & Code Enforcement?

- **SELECT BOARD RECOMMENDS \$45,575.16 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$45,575.16 (6-0-0)**

ARTICLE 24. GENERAL ASSISTANCE: What sum shall the Town of Windsor vote to raise and appropriate for General Assistance?

- **SELECT BOARD RECOMMENDS \$6,000.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$6,000.00 (6-0-0)**

ARTICLE 25. TOWN HALL: What sum shall the Town of Windsor vote to raise and appropriate for the Town Hall?

- **SELECT BOARD RECOMMENDS \$42,372.00 (4-0-0)**

- **BUDGET COMMITTEE RECOMMENDS \$42,372.00 (6-0-0)**

ARTICLE 26. ANIMAL CONTROL/STREET LIGHTS: What sum shall the Town of Windsor vote to raise and appropriate for Animal Control/Street Lights?

- **SELECT BOARD RECOMMENDS \$15,510.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$15,510.00 (6-0-0)**

ARTICLE 27. FIRE DEPARTMENT/RESCUE – PUBLIC SAFETY: What sum shall the Town of Windsor vote to raise and appropriate for the Fire Department/Rescue – Public Safety?

- **SELECT BOARD RECOMMENDS \$327,278.25 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$327,278.25 (5-0-1)**

ARTICLE 28. PUBLIC WORKS & PUBLIC WORKS GARAGE: What sum shall the Town of Windsor vote to raise and appropriate for Public Works & Public Works Garage?

- **SELECT BOARD RECOMMENDS \$715,513.68 (3-0-1)**
- **BUDGET COMMITTEE RECOMMENDS \$715,513.68 (6-0-0)**

ARTICLE 29. TRANSFER STATION: What sum shall the Town of Windsor vote to raise and appropriate to the Transfer Station?

- **SELECT BOARD RECOMMENDS \$170,141.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$170,141.00 (6-0-0)**

ARTICLE 30. CAPITAL EXPENDITURES & LONG-TERM DEBT SERVICE: What sum shall the Town of Windsor vote to raise and appropriate for Capital Expenditures & Long-Term Debt Service?

- **SELECT BOARD RECOMMENDS \$56,000.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$56,000.00 (6-0-0)**

ARTICLE 31. RESERVE FUNDS: What sums shall the Town of Windsor vote to raise and appropriate for the following Reserve Funds (the Select Board shall have the delegated authority, once such Reserve Funds are funded, to expend monies therein for the specified purposes described in the titles of each Reserve Fund as necessary and convenient)?

Note: This article will be voted on the Total amount.

APPROPRIATIONS TO RESERVE FUNDS	<u>SELECT BOARD RECOMMENDS 4-0-0</u>	<u>BUDGET COMMITTEE RECOMMENDS 6-0-0</u>
Computer System Reserve	\$1,500.00	\$1,500.00
Document Preservation	\$0.00	\$0.00
Town Hall Building Reserve	\$3,500.00	\$3,500.00
Revaluation/New Tax Maps	\$10,000.00	\$10,000.00
Fire Station Building Reserve	\$40,000.00	\$40,000.00
Fire Safety Capital Reserve	\$70,000.00	\$70,000.00
Rescue Capital Reserve	\$10,000.00	\$10,000.00
Forest Fire Reserve	\$5,000.00	\$5,000.00

Major Road Const./Bridge/Culvert/Replacement Reserve	\$200,000.00	\$200,000.00
PW Truck Maintenance Reserve	\$10,000.00	\$10,000.00
PW Truck Replacement Reserve	\$50,000.00	\$50,000.00
Public Works Capital Reserve Fund	\$5,000.00	\$5,000.00
Backhoe Reserve	\$5,000.00	\$5,000.00
PTO Buyout	\$500.00	\$500.00

TOTAL APPROPRIATION TO RESERVES	\$415,500.00
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- **SELECT BOARD RECOMMENDS \$415,500.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$415,000.00 (6-0-0)**

ARTICLE 32. MAINE MUNICIPAL ASSOCIATION-RISK MANAGEMENT SERVICES: What sum shall the Town of Windsor vote to raise and appropriate to Maine Municipal Association-Risk Management Services?

- **SELECT BOARD RECOMMENDS \$51,250.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$51,250.00 (6-0-0)**

NOTE: This amount has changed since original vote and shall be reviewed before amount is finalized.

ARTICLE 33. CULTURAL & RECREATIONAL ORGANIZATIONS: What sum shall the Town of Windsor vote to raise and appropriate for the following?

Windsor Historical Society:	Requesting	\$3,500.00	Approved	\$3,500.00
Windsor Youth Association:		\$2,000.00	Approved	\$2,000.00
Young at Heart Senior Citizens:	Requesting	<u>\$500.00</u>	Approved	<u>\$250.00</u>
	Total:	\$6,000.00	Approved:	\$5,800.00

- **SELECT BOARD RECOMMENDS \$5,800.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$5,800.00 (5-1-0)**

ARTICLE 34. OUTSIDE AGENCIES: What sum shall the Town of Windsor vote to raise and appropriate for the following?

OUTSIDE AGENCIES	ASKING FOR	<u>SELECT BOARD RECOMMENDS</u> <u>4-0-0</u>	<u>BUDGET COMMITTEE RECOMMENDS</u> <u>5-1-0</u>
American Red Cross – United Valley Chapter	\$150.00	\$0.00	\$0.00
Children’s Center	\$1,100.00	\$0.00	\$0.00
Family Violence Project	\$500.00	\$300.00	\$300.00
Kennebec Behavioral Health – K.V.M.H.C	\$3,475.00	0.00	0.00
KVCAP	?	\$300.00	\$300.00
Sexual Assault Crisis & Support Center	\$921.00	\$300.00	\$300.00

Spectrum Generations	\$433.00	\$0.00	\$0.00
The LifeFlight Foundation	\$250.00	\$300.00	\$300.00
Maine General Hospice Volunteer Service	\$500.00	\$300.00	\$300.00
Sweetser – Mental Health Recovery Education	\$750.00	\$300.00	\$300.00
Whitefield Library	?	\$0.00	\$0.00
Winslow Community Cupboard	Not Specified	\$300.00	\$300.00
Total Outside Agency Requests	\$5,222.13	\$2,100.00	\$2,100.00

Note: Each Outside Agency to be voted on separately.

- **SELECT BOARD RECOMMENDS \$2,100.00 (4-0-0)**
- **BUDGET COMMITTEE RECOMMENDS \$2,100.00 (5-1-0)**

ARTICLE 35. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Winter Maintenance as deemed necessary by the Road Commissioner.

- **William Appel Jr. made a motion of recommendation for Article 35, seconded by Ray Bates, approved 3-0-1.**

ARTICLE 36. To see if the Town of Windsor will vote to authorize the Select Board, on behalf of the Town on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Roadside Mowing as deemed necessary by the Road Commissioner.

- **Ray Bates made a motion of recommendation for Article 36, seconded by William Appel Jr., approved 4-0-0.**

ARTICLE 37. To see if the Town will vote to authorize the Select Board, on behalf of the Town and on such terms and conditions as they deem in the best interest of the Town to negotiate and enter into an agreement for up to a three-year contract with a contractor to be selected by the Select Board for Cemetery Maintenance.

- **Ray Bates made a motion of recommendation for Article 37, seconded by William Appel Jr., approved 4-0-0.**
- Haleigh Moran presented a question on behalf of the Treasurer Kelly McGlothlin, for a Site Application Fee payment. The check presented stated insufficient funds. Kelly McGlothlin recommended contacting the Kennebec County Sheriff's Office as bouncing a check to a municipal office is a crime in Kennebec County. A letter has already been sent to the business stating the issue and action that needs to be taken in a timely manner to pay the Site Application Fee. The check was in the amount of \$77.00. The fee for unfunded checks is \$50.00. The total amount requested of the business for the application is \$127.00.
 - At this time the Select Board did not recommend action to contact Kennebec County Sheriff's Office on this matter as long as the business resolves the payment.
- Haleigh Moran and Allison Whynot made an announcement that the Transfer Station is now fully staffed. There were two attendants hired.

MEETING ADJOURNED: Tom McNaughton adjourned at 7:33 p.m.

UPCOMING MEETINGS:

- **Monday, April 6, 2026: Planning Board Meeting at 7:00 p.m.**
- **Tuesday, April 7, 2026: Select Board Meeting at 6:00 p.m.**
- **Thursday, April 9, 2026: Windsor Educational Reed Fund at 5:00 p.m.**
- **Thursday, April 16, 2026: Comprehensive Work Group at 6:00 p.m.**
- **Tuesday, April 21, 2026: Select Board Meeting at 6:00 p.m.**

Respectfully Submitted,

**Moira Teekema
Selectboard Secretary**