



SELECT BOARD RECORD OF MEETING
SEPTEMBER 8, 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 Present: Dustin Hinds, Ray Bates, William Appel, Jr., and Allison Whynot were present. David Batchelder was absent.

Public Attending: Nancy Fish, Steve Hoad, Carol Chavarie, Matthew Taylor, Tom Reed, and Brandi Grosjean.

Employees Attending: Haleigh Moran (Town Manager)

CALL TO ORDER: Ray Bates opened with the Pledge of Allegiance at 6:00 p.m.

Transportation Workgroup: Steve Hoad reported.

- The transportation workgroup is in “crunch time” to submit a mini-grant by Friday. Regardless of funding, the group will develop policies and procedures through October and November for transparent operations and conduct community outreach to keep the town invested and recruit volunteers.
- Funding is connected to the Governor’s Commission on Aging, supported through the University of Maine “Drive” program; the Governor’s Office of Policy Innovation and the Future is tied to the funding channel.
- Grant requirements are light for startups. Windsor has requested \$4,750 (near the maximum), but award amounts may be adjusted upon the approvers’ discretion. Total funds available for the grant are unknown, as well as the number of anticipated applicants.
- The University of Maine Drive program support offers services with technical assistance, printing, training, secondary liability insurance, background checks, scheduling and ride-tracking software. These services can still be utilized regardless of whether the Town is awarded grant funding and are free of charge to communities.
- The Workgroup’s current composition is six town members plus Haleigh (admin), three males/three females, two non-drivers/four drivers, and two generations.
- A Select Board letter of support was circulated for signatures to strengthen the grant application.

Food Bank: The Select Board and residents offered acknowledgement to Moira Teekema’s success with Food Bank efforts throughout the course of Windsor Fair. Their table was busy and visitors appreciated the budget cookbooks available for purchase as a donation to the Food Bank.

Meeting Minutes: William Appel, Jr. made a motion to approve meeting minutes dated August 11, 2026 and August 25, 2026, seconded by Allison Whynot and approved 4-0-0.

Dustin Hinds made a motion to sign and approve Bourne Rigano's appointment to the Budget Committee, seconded by Allison Whynot and approved 4-0-0.

It was announced that the Town has hired a new Licensed Plumbing Inspector through KVCOG, named Corey Fortin. **William Appel, Jr. made a motion to accept Corey's appointment as LPI, seconded by Allison Whynot and approved 4-0-0.**

Consideration of Warrants #11 and #12: William Appel, Jr. made a motion to approve Warrants #11 and #12, seconded by Allison Whynot and approved 4-0-0.

Transfer Station: Haleigh Moran reported.

- Dennis from CurtisWorks was back at the Transfer Station to discuss the camera install after internet was added to the Public Works building. Dennis reported there would need to be a point-to-point signal boost added to the Transfer Station small scale and large scale buildings in order for the internet to reach the cameras from the desired locations. This set up would need to involve our IT provider, Burgess for initial set up. After some conversation, it was decided to return to the original plan to have the internet remain at the small scale building and cameras added at its location as there are too many unknowns about how effective a signal boost would be from building to building for security purposes. Wi-fi will be enabled at the small scale building that should reach the Public Works Department for operational purposes.
- Tim House is now fully trained on the backhoe, with a total of two staff now certified to operate it.
- Both scales have been certified by the Department of Agriculture.
- Windsor Fair week was busy, but overall, there were no severe impacts to overall operations.
- The new Food Scrap Program through Lincoln County Recycling has been growing, with pickups now at twice a month.

Town Office: Haleigh Moran reported.

- New xerox printers have been installed at the town office and onboarding continues with Burgess IT services.
- There were some questions regarding the recent bill from Burgess. Haleigh agreed to provide the inquiring Board members with a more detailed breakdown from the original contract negotiations.
- The revised Building Use Policy and Building Use Checklist were reviewed and approved by the Board requiring groups aside from non-profits to acquire liability insurance for events hosted at the Town Hall. Residents can acquire event insurance through a writer from their homeowner's insurance, or by using Gather Guard- a service the town is partnering with through Maine Municipal Association.
- Haleigh inquired if staff could be approved for overtime on a future Wednesday to continue moving items into the new storage container. The Board approved and offered assistance as well as other residents once the date is chosen.
- Haleigh reviewed previous discussions to expand employee benefits through a town paid short term disability program. Figures were provided for the different plan options through MMA's Health Trust. There was discussion about whether the program through MMEHT was appealing as a new benefit considering staff and the town already pay into the State of Maine's PFML with Aflac. The State's plan offers 12 weeks of coverage per occurrence, whereas MMEHT's offers up to 52 weeks of coverage. It was explored whether it would be more worthwhile to return to fully covered health insurance in lieu of adding MMEHT's income protection plan. The Board was also asked if the value of the health insurance should be paid out to an employee if they elect to forego the coverage. The Board was not in favor of paying out the value of the benefit as they felt this would discourage staff from electing coverage.

- At the end of the discussion, it was decided that benefits for employees would remain as they are.
- Kane Coffin will be completing the survey of Resthaven Cemetery South.
- The Maine Office of Cannabis Policy visited the Town Office to report complaints about alleged back door marijuana sales occurring at a business in town. Compliance Inspectors shared evidence but requested the town send in our code enforcement officer to meet with the business owner before they pursue any further. After some discussion, it was agreed that code enforcement would not be sent in at this time and the County Sheriff's Office would be contacted for next steps as there is no current ordinance in place for our CEO to enforce.

Ray Bates 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 Dustin Hinds, Allison Whynot, William Appel, Jr., and Town Manager Haleigh Moran at 7:05 p.m., seconded by Allison Whynot and approved 4-0-0.

MEETING ADJOURNED: Ray Bates made a motion to exit executive session and adjourn the meeting at 7:30 p.m., seconded by Dustin Hinds and approved 4-0-0.

Respectfully Submitted,

Haleigh Moran
Town Manager