SELECT BOARD RECORD OF MEETING
OCTOBER 6, 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., Allison Whynot, and David Batchelder were present.

Public Attending: Nancy Fish, Tom Reed, Matthew Taylor, Carol Chavarie, Ray Chavarie, and Chris Mitchell (Delta Ambulance).

Employees Attending: Haleigh Moran (Town Manager), Julie Elder (Transfer Station Supervisor).

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

Transfer Station: Julie Elder reported.

- Julie provided an update confirming winter hours began on October 2, 2026 (operating 12:00 PM to 5:00 PM on Wednesdays and Fridays, with regular Saturday hours).
- Public notices regarding the updated hours were posted on the official town Facebook page, website, and physical signs.
- Staff recently completed required safety protocols and fire extinguisher training.
- Operational updates noted that Freon was scheduled for pickup, Lincoln County Recycling collects compost every two weeks, and cardboard containers are called in proactively at 75% capacity.
- Julie proposed allowing a fourth staff member to remain on Saturdays during peak hours to manage high volume across the large scale, demolition, and MSW areas. The Select Board suggested giving Julie the managerial discretion to retain the fourth employee on busy days rather than scheduling the extension automatically. The Select Board will review the budget and provide cost estimates at the next meeting before making a final decision on Saturday staffing.

Delta Ambulance: Chris Mitchell reported.

- Chris from Delta Ambulance reported that Fairfield and Benton plan to launch their own transporting service as early as January 2027.
- The departure of Fairfield and Benton (representing ~9,500 residents out of Delta's ~41,000–42,000 service area and ~1,600 of 2,500 shared calls with Oakland) would cause an estimated $1.2 million loss in revenue and service fees.
- Fairfield and Benton must apply for a transporting license through Maine EMS, requiring a mandatory 30-day public comment period following public newspaper notice and an independent impact study evaluating patient care quality, resource efficiency, and system response.
- Historical data from Winslow and Waterville shows that municipal-run services experienced high upfront costs, operational deficits, and unrecovered revenue despite call volumes.
- Delta faces wage pressures and aims to budget competitive increases depending on whether Fairfield and Benton depart.

Public Comment:

- Carol Chavarie reported Planning Board meetings will now start at 6:00 p.m. This change will be posted on town signs and the website.

Meeting Minutes: Ray Bates made a motion to approve meeting minutes dated September 22, 2026 after a slight adjustment on page 2, seconded by William Appel, Jr. and approved 5-0-0.

Public Works: Haleigh Moran reported on behalf of Keith Hall.

- Metal has been picked up from the Transfer Station and freon unloaded from the refrigerators for the season.
- Public Works continue to focus on cutting roadside brush and preparation for winter plowing.
- Shim and crack sealing have been completed around town roads.

Solar Ordinance Discussion:

- The group present had a lengthy conversation about existing language in the solar ordinance and solar application regarding the fee schedule. There was discussion of greatly reducing and/or reconfiguring how much solar panels for residential purposes are charged. The current charge is an application fee and starts at an additional $6.00 for each panel for the first 100 panels. Changing to a square footage model was considered.
- After further reviewing how much of the content in the solar ordinance does not reflect the town's current practices, it was decided the solar ordinance would return to the Planning Board for more discussion before the Select Board approves any revisions. The Select Board will continue to consider how the fee schedule can be improved for residential solar.

Consideration of Warrants #15 and #16: William Appel, Jr. made a motion to approve Warrants #15 and #16, seconded by Allison Whynot and approved 5-0-0.

Board of Assessors: William Appel, Jr. made a motion to suspend as Board of Selectmen and convene as Board of Assessors at 7:23 p.m., seconded by Allison Whynot and approved 5-0-0.

- Tax Abatements (Corrected for Mill Rate Errors):
  - $1,536.48 for Warren Jocelyn (incorrectly assessed buildings).
  - $184.14 for Arthur McNeff (corrected building components).
  - $1,183.05 for Ann St. Michael (mobile home assessed in error).

Allison Whynot made a motion to approve the tax abatements as presented, seconded by William Appel, Jr. and approved 5-0-0.

- Supplemental Tax Assessment: Approved $2,668.05 for Betty Bickford and Sarah Gagny for an unassessed new mobile home.

William Appel, Jr. made a motion to approve the supplement tax bill as presented, seconded by Allison Whynot and approved 5-0-0.

- It was reviewed how gravel pits are now being taxed. A commercial base lot was assessed to each pit in keeping with the standard practice of most other towns. The pits are also taxed more for their active acreage.

William Appel, Jr. made a motion to adjourn as Board of Assessors and reconvene as Board of Selectmen at 7:31 p.m., seconded by Allison Whynot. and approved 5-0-0.

Town Office: Haleigh Moran reported.

- The group returned to the discussion of PTO policy and practices. Addressed risks of front-loaded leave being used prior to employee departure; discussed maintaining the 120-day waiting period and instituting prorated paycheck deductions for unearned leave.
- Banked rollover liabilities remain capped under "use it or lose it" with a 40-hour rollover maximum, with legacy rollover banks limited to only two grandfathered employees nearing retirement.
- Debated maintaining a unified PTO bank versus separating sick leave to eliminate departure payout liabilities.
- Comp time for winter plow drivers and seasonal overtime remains unchanged. An attendance incentive tied to unused sick leave was rejected to prevent sick employees from reporting to work.
- Haleigh will present the Board with different options for PTO revisions to be revisited at the next Board meeting.

Ray Bates moved to enter Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) at 8:09 PM to discuss personnel and legal/accounting matters with the Select Board and Town Manager, seconded by William Appel, Jr. and approved 5-0-0.

MEETING ADJOURNED: 8:23 p.m.

Respectfully Submitted,

Haleigh Moran
Town Manager