

2014

Windsor, Maine, 2014 Collected Minutes of Selectmen's Meeting

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MINUTES OF THE BOARD OF SELECTMEN'S MEETING
JANUARY 14, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ray Bates, Dan Gordon, Jonathan Adams and Ronnie Brann (arrived at 6:21 p.m.)

Public Attending: Tom Reed, Stanley Pelletier, Allen Rogers, Sue Rogers and Carol Chavarie.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Ray Bates opened the Public Hearing at 6:01 p.m. Ray asked Arthur about the two junkyards and he said that there were not any problems. **Rick Gray, Jr. made a motion to approve both junkyard permits seconded by Jonathan Adams and approved 4-0-0.** The BOS signed the permits of their own free will. Ray Bates closed the Public Hearing at 6:03 p.m.

Previous Meeting Minutes:

Jonathan Adams made a motion to approve the Minutes dated 12-31-13 as written seconded by Rick Gray, Jr. and approved 3-0-1 with Dan Gordon abstaining due to being absent for that meeting.

Public Works:

- a) Keith said that all the rain helped to take the ice off of the roads.
- b) They have been very busy and the trucks have been running pretty good.
- c) The weekend was rough with accidents involving the trucks but everything worked out fine.
- d) There has been an issue with the sandbox with people taking too much and PW was kept busy just trying to keep sand in it. The BOS have suggested that the sand box be moved down by the Transfer Station and then sand can only be picked up during Transfer Station hours with a 2-bucket per storm limit.

Transfer Station:

- a) Tim said that the old rubbish trailer is gone.
- b) Theresa had the Transfer Station Figures for the BOS to review. The figures show that we are still down from last year.

Public Comment:

- a) Carol Chavarie, chairman of the Planning Board, said that right now the Planning Board has absolutely nothing going on. The BOS said there is no need to waste the Planning Board members' time since they don't have anything to deal with. Therefore the Planning Board will not be meeting, unless an issue comes up, until April 2014.
- b) Theresa reminded the BOS of the retirement party on Saturday, January 18th for Sarah Cunningham.

Consideration of Payment Warrants # 31 and # 32:

Jonathan Adams made a motion to approve warrants # 30 and # 31 seconded by Rick Gray, Jr. and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Ray Bates made a motion to go into executive session at 6:40 p.m. to include Keith Hall and Town Manager seconded by Ronnie Brann and approved 5-0-0.** The BOS returned from executive session at 8:02 pm. **Rick Gray, Jr. made a motion to approve a retainer for Sarah Cunningham for 78.75 hours to be used by June 30, 2014 seconded by Jonathan Adams and approved 5-0-0.**
- b) Theresa said that Arthur has written a letter to Sarah saying that he is relieving her of her duties as a Deputy Fire Warden and congratulating her on her retirement. He has also signed the documentation for Ina Brann to be a Deputy Fire Warden pending the BOS approval. **Jonathan Adams made a motion to appoint Ina Brann as a Deputy Fire Warden seconded by Dan Gordon and approved 5-0-0.**
- c) At the Windsor Educational/Reed Fund Committee Meeting last night Theresa found out that she had to finish out Sarah's term which ends June 2015. **Ray Bates made a motion to approve Theresa as an Educational Foundation and Reed Fund Member seconded by Ronnie Brann and approved 5-0-0.**
- d) Theresa received a letter from the Dept. of Education which shows the new voting formula per town for the RSU 12.
- e) Scott Tilton, Chelsea Town Manager, would like to know what the town plans on doing with all the brush from the ice storm. He is talking about taking a regional approach and having it locally chipped. Ronnie said it would be a good idea for the town to have a free Spring Earth Day Clean-up for brush only. Earth Day is Tuesday, April 22, 2014, so maybe the Saturday before that would be a good time to have this. The BOS is in agreement.

Selectmen's Items:

- a) Ray said that he got a letter from MMA regarding the Revenue Sharing Public Hearing.

Chairman Ray Bates adjourned the meeting at 8:40 p.m.

These minutes were approved by the Board of Selectmen on **January 28, 2014 with the correction of adding off to Public Works sentence (a) ice "off of" the roads.**

The next Regular Board of Selectmen's Meeting will be on January 28, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
JANUARY 28, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ray Bates, Dan Gordon and Ronnie Brann. Jonathan Adams was absent due to illness.

Public Attending: Tom Reed.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (Road Supervisor), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:01 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 1-14-14 with the correction of a typo under Public Works to add the word "off" seconded by Dan Gordon and approved 4-0-0.

Public Works:

- a) Keith said that last weekend there were a couple of cars that went off the roads.
- b) The sander is fixed on truck # 3 with just the sander stands to be repaired.
- c) Keith said that we still have about half of a shed full of sand and we are 3 loads ahead on the salt from last year.
- d) Keith had to chase the snow that kept blowing across the roads and he said that it would be better if people would just slow down some during slippery weather.
- e) A couple of cables had to be changed and Keith had to tighten up the chains on the trucks.
- f) Theresa said that Keith is doing a good job and to keep up the good work and Ray agreed.

Transfer Station:

- a) Tim said that all is good at the Transfer Station and that it has been fairly quiet.
- b) Walter Tillson will be covering for Tim tomorrow.

Public Comment:

Ronnie asked Tim how things are going as the ACO and Tim said it has been okay. There was no other public comment.

Consideration of Payment Warrants # 33, # 34 and # 35:

Ronnie Brann made a motion to approve warrants # 33, # 34 and # 35 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Theresa had a letter from the "Bicycle Coalition of Maine" saying that they will be coming through our town on September 10, 2014 from 7:00 a.m. to 10:00 a.m. They will be coming in from the Hunts Meadow Road cross the Augusta Rockland Road to the Ridge Road on to the Maxcys Mill Road on to the Griffin Road back to the Augusta Rockland Road to the Vigue Road.
- b) Theresa also had a letter from Erskine Academy informing her that the Erskine Alumni will be hosting an Appreciation Breakfast for all First Responders, Fire Departments, Law Enforcement and Rescue on Saturday, March 1, 2014 from 7:30 a.m. – 9:30 a.m.
- c) In the past the Snowmobile Reimbursement is usually divided by 75 % to the Snowmobile Club and the remaining 25% to other recreational areas. **Ronnie Brann made a motion to divide the check with 75% going to the Snowmobile Club and the remaining 25% to be divided equally between the Windsor Youth Association, Windsor Boy Scouts and Windsor Girl Scouts seconded by Ray Bates and approved 4-0-0.**
- d) Theresa presented the 6-Month Budget to the BOS and went over it with them.
- e) At the last meeting it was discussed about having an "Earth Day" free brush disposal (because of the ice storm we had in December) for the townspeople on April 19, 2014. Theresa feels this should be a BOS motion. She also had a letter from Scott Tilton, Town Manager for the Town of Chelsea wondering if they could also be included in this event. After discussion it was decided to keep this as a Windsor Residents only event. **Ronnie Brann made a motion to set Saturday, April 19, 2014 to be a free brush only disposal – no wood or debris -- brush only, with everything else being at the regular price seconded by Rick Gray, Jr. and approved 4-0-0.**
- f) The State Speed Trailer could be available for us this year if we want it. This will be a "lottery style" loan and if our name is drawn we get it for 2 weeks and we would have to pick it up from the town using it before us. Theresa will make out the paperwork and wait to see if we are drawn.
- g) We still have 93 hours left on the McGee Plowing Contract. Theresa is wondering if we should hold back some money from their check for all the mailboxes they have plowed down. There was discussion and it was decided that McGee's should be advised of the broken mailboxes but we are not to withhold any of their contracted payments.
- h) Dates for Budget Timelines: February 18th Special BOS Budget Meeting; March 4th Special BOS Budget Meeting and then there will be Budget Committee Meetings on March 18th and April 1st.

Selectmen's Items:

- a) Ray had an invitation to BOS from the North Windsor Baptist Church for the installation of Brian Casey on February 1, 2014 with supper served at 5 p.m. and the installation to begin at 6:30 p.m. Theresa will be a featured speaker at this installation.

Ray made a motion to go into executive session pursuant to 1 M.R.S.A. § 40 (6) (A) to discuss personnel matters and to include Town Manager Theresa Haskell at 6:24 p.m. seconded by Dan Gordon and approved 4-0-0. The BOS returned from executive session at 7:45 p.m. with no comment.

Chairman Ray Bates adjourned the meeting at 7:45 p.m.

These minutes were approved as written by the Board of Selectmen on **February 11, 2014.**

The next Regular Board of Selectmen's Meeting will be on February 11, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
FEBRUARY 11, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Jonathan Adams, Dan Gordon, Ronnie Brann and Ray Bates (arrived at 6:19 p.m.).

Public Attending: Tom Reed.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (Road Supervisor) and Debbie French (*Secretary to the BOS*).

Jonathan Adams called the meeting to order at 6:02 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 1-28-14 as written seconded by Rick Gray, Jr. and approved 3-0-1 with Jonathan abstaining due to his absence from that meeting.

Public Works:

- a) Keith said that he did some scraping on the Choate and Shuman Roads this morning.
- b) Keith told the BOS that we are supposed to be getting heavy snow (8-12 inches) on Thursday/Friday. He is hoping that we will not be getting any freezing rain.
- c) Theresa suggested posting the other end of roads that have already been posted at one end from the other towns.
- d) Trucks are all running good and the garage is great he said. Theresa said that the heating fuel line for PW may be over because they had to run heat during the building process.

Transfer Station:

- a) Theresa has the January Transfer Station Figures which shows that we are down overall by \$1,073.51 from this time last year.
- b) Tim had told Theresa that he would like to have a sheet made up showing how many pounds per day were taken in for the MSW. He would also like to have new sheets made up for Non-Profit Organizations in town – i.e. Fire Station, Food Bank, Town Hall. Debbie will be making up new sheets for this.

Public Comment:

- a) Tom Reed had a man from Monmouth looking at the cemeteries for tree removal. Much discussion.

Consideration of Payment Warrants # 36 and # 37:

Ronnie Brann made a motion to approve warrants # 36, and # 37 seconded by Dan Gordon and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Theresa had a letter from Vern Ziegler regarding the Preliminary 2015 State Valuation from Maine Revenue Services. It looks as though the CMP Project will be about half of the expected tax revenue plus the decommissioning of the Maxcys Mill Station. Vern recommends that we have an independent valuation. He is recommending that an increase in the FY 2014-2015 municipal budget to hire William VanTuinen as he has the knowledge and experience to provide us with a supportable and defensible assessment for electric utility taxation. (Much discussion)
- b) Theresa received a call from a lady from the OSHA Compliance Journal. The last one we had was 2010. The cost is \$300.00 or we can go on line and print off the same materials. The only possible downfall would be that we might miss something. The feeling is that as long as we go by the 2010 outline and just update to 2014 we should be okay.
- c) Theresa has one property that should have been foreclosed last Friday on the Vigue Road. The post office has a different number Vigue Road than the Town has and it appears that the homeowners might not have gotten the certified letters for this. MMA told Theresa the most important notice that the taxpayer gets is the recorded 30-day notice and they said to hand deliver a copy of this to the property owners and then the owner has 90 days to take care of this. The other thing is that there are 3 (three) different pictures on the tax card of the same property which looks like they put 2 (two) mobile homes together and then changed the siding on one of them.

Selectmen's Items:

- a) Ray said that one of the things that needs to happen in our Town Warrant is to allow for the cost of setting up the ~~ASU~~ SAU for the situation of the Town getting out of the RSU to set up for the new school, situation. They do not have a good handle on what the amount should be ... could be up to \$200,000.00. They will also have to set up a new school board who then will have to come up with a new school budget in which we will have to budget 14 months of operating costs into 12 months. Much discussion.
- b) Tomorrow morning the Withdrawal Committee will be meeting with Cony High School to see about the cost of a 10-year contract with them. They have also been checking with the RSU 2 which has 3 high schools which are Monmouth, Hall Dale and Richmond.

Chairman Ray Bates adjourned the meeting at 8:12 p.m.

These minutes were approved by the Board of Selectmen on February 25, 2014 with the correction of SAU instead of ASU under Selectmen's Items (a).

There will be a Special Board of Selectmen's Meeting on Budget Preparation on February 18, 2014.

The next Regular Board of Selectmen's Meeting will be on February 25, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE SPECIAL BOARD OF SELECTMEN'S MEETING
FEBRUARY 18, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Ray Bates, Dan Gordon, Ronnie Brann, Richard Gray, Jr. (arrived at 6:13 p.m.) and Jonathan Adams (arrived at 6:49 from plowing).

Public Attending: Tom Reed, Jeff Frankel and Joe Bradbury.

Employees Attending: Theresa Haskell (*Town Manager*) and Debbie French (*Secretary to the Board*).

Ray Bates called the meeting to order at 6:07 p.m. with the Pledge of Allegiance.

Public Comment: None.

2014-2015 Municipal Budget:

Theresa went over all the preliminary figures with the BOS with much discussion.

Town Manager's Items:

- a) ***Resident's Request Bounce House for 2-22-14:*** Sandcastle Entertainment came in today to measure upstairs for their bounce house for a birthday party that a resident is having upstairs at the Town Hall on Saturday. He was told that it had to go before the BOS and if approved, he will need to provide his Certificate of Liability Form. The BOS decided that they do not want a bounce house upstairs.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 9:10 p.m.

These minutes were approved by the Board of Selectmen on **February 25, 2014 as written.**

The next Regular Board of Selectmen's Meeting will be on February 25, 2014 at 6:00 p.m. at the Town Hall.

The next Special Board of Selectmen's Meeting will be on March 4, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
FEBRUARY 25, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Jonathan Adams, Dan Gordon, Ronnie Brann and Ray Bates.

Public Attending: Tom Reed and Erskine Academy Students: Daniel Rice, Bailey Jeane, Tianna Gagne, Elena Camarilla and Cassidy Bowden.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (Road Supervisor), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 2-11-14 with the correction of SAU instead of typo error ASU under Selectmen's Items (a) and Special BOS Minutes dated 2-18-14 as written seconded by Rick Gray, Jr. and approved 5-0-0.

Public Works:

- a) Snow on the way! Keith said that the sand is doing good but we will probably be over budget on salt.
- b) Dan Gerard has been helping out with the plowing on weekends when Mike isn't available for McGee.
- c) Will probably do some patching on a few holes as soon as the weather improves.
- d) Keith said that he has some shoulder issues on some of the roads that will have to be attended to when the weather gets better.

Transfer Station:

- a) Tim said that the cement on the new building will need to have some paint that will grip better. Rick suggested some mats also to help.
- b) Tim said that the pavement there is taking a beating.

Public Comment:

- a) Erskine Academy Student, Cassidy Bowden said that the 105 end of the Wingood Road is pretty bad. Keith told her that it will be taken care of in the spring.

Consideration of Payment Warrants # 38 and # 39:

Jonathan Adams made a motion to approve warrants # 38, and # 39 seconded by Dan Gordon and approved 5-0-0.

Old Business: None:

New Business:

- a) Windsor Withdrawal Committee to retain Daniel Stockford from Brown & Isaacson: The Windsor Withdrawal Committee would like the BOS to approve them hiring Daniel Stockford from Brown & Isaacson to review the proposed contract with RSU 2 and any legal contract that we might enter into. We are still talking to Cony High School which is a "bumpier" situation than RSU 2. In the meantime Tom Squiers has asked Town

Manager, Theresa Haskell to look into the fees involved with this. Mr. Stockford is the same attorney working on the Palermo withdrawal and is already “up” on the facts involved. Ray has an email out to the chairman of the Palermo committee about this also.

- b) Ray filled the BOS in from the meeting last night regarding the arrangement that Windsor would have upon withdrawing from the RSU #12:
- 1) Pay 2009 summer salaries for the teachers.
 - 2) Copier leases would be switched over.
 - 3) Windsor would have the same buses.
 - 4) Windsor would pay their share of the Chelsea debt one of two ways: a lump sum payment or pay by the year (our payment per year would be around \$40,000). If Chelsea gets out, then our part of the payment will end immediately.
 - 5) Windsor’s percentage is 17.4% of any debt or surplus that might be in place when we get out. There was much discussion.

Town Manager’s Items:

- a) Theresa said that she had received the Public Notice for the Kennebec County Budget Committee District One Caucus on March 4, 2014 at 5:00 p.m. to be held at the China Town Office.
- b) CMP: Theresa said that Vern had created a spreadsheet for the CMP MPRP Substation Comparison. This person that Vern had suggested to assess the CMP situation is available at \$10,000.00. This would need to be in this coming year’s budget.

Selectmen’s Items:

- a) Dan asked if we have ever come up with something about a sign out front of the Town Hall. Ronnie mentioned that he saw the ideal sign in Friendship at their town hall. There was much discussion on this.

Chairman Ray Bates adjourned the meeting at 7:49 p.m.

These minutes were approved by the Board of Selectmen on **March 11, 2014 as written.**

There will be a Special Board of Selectmen’s Meeting on Budget Preparation on March 4, 2014.

The next Regular Board of Selectmen’s Meeting will be on March 11, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE SPECIAL BOARD OF SELECTMEN'S MEETING
MARCH 4, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Dan Gordon, Richard Gray, Jr. and Jonathan Adams (arrived at 6:43 p.m.) Ronnie Brann was absent from the meeting.

Public Attending: Tom Reed, Jeff Frankel, Tom Squiers, Ray Chavarie, Carol Chavarie, Loudon Chavarie, Dennis Strout, Kevin Ready, Arthur Strout, Charles Ferguson and Erskine Student, Emily Ferguson.

Employees Attending: Theresa Haskell (*Town Manager*) and Debbie French (*Secretary to the Board*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Public Comment:

- a) Windsor Withdrawal Update: Tom Squiers, Chairman of the committee said that they have reached the point where they need counsel. Daniel Stockford of Brann & Isaacson is willing to represent Windsor and in fact has been helping Monmouth & Palermo and is very knowledgeable with the RSU Withdrawal process. Tom said that Daniel has noted that if there should be a conflict with him representing Palermo and Windsor then Palermo would be the town he would represent. Ray Bates said that he does not believe that there would be any conflict. RSU # 2 (Hall Dale) is very willing to work with us and will even send a bus for our students' transportation. The school of choice will stay in place. Tom is looking for the BOS to approve Tom signing the contract with Brann & Isaacson. **Rick Gray Jr. made a motion to approve the signing of the contract with Daniel Stockford from Brann & Isaacson by Tom Squiers seconded by Dan Gordon and approved 3-0-0.**
- b) Ray Bates discussed a possible situation on school salaries.

2014-2015 Municipal Budget:

- a) Theresa went over the Fire Station Budget for Operations which totals \$39,200.00 and asked why the increase. Kevin Ready, treasurer of the WVFD and Fire Chief Arthur Strout explained the increases they have faced. Kevin said that the WVFD raised and used \$4,200.00 to help with the expenses.
- b) Chief Arthur Strout said that he has a pumper that is 26-27 years old. The recommendation is that the pumpers be retired at 25-years. He would like to take \$45,000.00 out of the reserve and then borrow \$320,000.00 to purchase a new pumper truck. This would make the estimated payments at \$40,000.00 per year. Ray asked what is so special about this truck ... Arthur said that it is for rehab just like the other truck. There was much discussion over the details.
- c) Windsor Rescue Budget – Operation Budget totals \$4,000.00.
- d) Theresa went over a few other changes that the BOS had suggested.

Town Manager's Items: None.

Selectmen's Items: None.

Chairman Ray Bates made the motion to adjourn the meeting to a time certain seconded by Jonathan Adams and approved 4-0-0 at 8:08 p.m.

→ (Debbie French taking Minutes)

Chairman Ray Bates re-convened the meeting on March 11, 2014 at 7:41 p.m. Jonathan Adams arrived at 8:34 p.m.

Members Present: Ray Bates, Dan Gordon, Richard Gray, Jr., and Ronnie Brann.

Public Attending: Tom Reed, Ray Chavarie, Carol Chavarie, Dennis Strout, Kevin Ready and Arthur Strout.

Fire Chief Arthur Strout said that they still want to stick with the truck that they talked about last time. Arthur went over three different scenarios for the purchase of this truck. Much discussion!

→ (Theresa Haskell taking Minutes @ 8:16 p.m.) Jonathan Adams arrived at 8:34 p.m.

Theresa went through all the Articles with the BOS as follows:

Article # Article Name	Motion Made By:	Motion Seconded By:	Motion Amount	Motion Approved
1) Administration	Jonathan Adams	Rick Gray, Jr.	\$273,060.00	4-0-1 Ronnie abstained for personal reasons.
2) Elections & Town Meetings	Jonathan Adams	Ronnie Brann	\$7,785.00	5-0-0
3) Abatements & Write-offs	Jonathan Adams	Rick Gray, Jr.	\$10,000.00	5-0-0
4) Cemetery	Ronnie Brann	Dan Gordon	\$43,900.00	5-0-0
5) Planning & Code Enforcement	Rick Gray, Jr.	Ronnie Brann	\$15,150.00	5-0-0
6) General Assistance	Ronnie Brann	Jonathan Adams	\$10,000.00	5-0-0
7) Town Hall	Ronnie Brann	Rick Gray, Jr.	\$43,850.00 Added \$200.00 in electricity and \$150.00 in Generator Maintenance	5-0-0
8) Public Safety/ ACO	Ronnie Brann	Jonathan Adams	\$94,509.00	5-0-0
9) Public Works & Public Works Garage	Rick Gray, Jr.	Ronnie Brann	\$364,940.00	5-0-0
10) Major Road Construction	Ray Bates	Ronnie Brann	\$600,000.00	5-0-0
11) Transfer Station	Rick Gray, Jr.	Ronnie Brann	\$111,387.00	5-0-0
12) Capital Expenditures	Rick Gray, Jr.	Ronnie Brann	\$40,000.00	5-0-0 BOS voted to take off the \$14,800.00 on the payment for the Pumper Fire Truck to allow the Fire Department to pay for this out of their Reserve Account.

Article # Article Name	Motion Made By:	Motion Seconded By:	Motion Amount	Motion Approved
13) Reserve Funds	Rick Gray, Jr.	Dan Gordon	\$76,000.00	5-0-0
14) MMA/RMS	Ronnie Brann	Rick Gray, Jr.	\$32,725.00	5-0-0
15) Cultural & Recreation	Ray Bates	Ronnie Brann	\$7,200.00	5-0-0
16) Outside Agencies	Ronnie Brann	Dan Gordon	\$3,850.00	5-0-0
Discussion was to vote to approve all outside agencies on the monies they requested with a maximum approval amount of \$500.00 each.				
17) Total Budget Figure	Ray Bates	Rick Gray, Jr.	\$1,734,356.00	5-0-0

Chairman Ray Bates adjourned the meeting to a time certain at 10:18 p.m.

→ (Debbie French taking Minutes)

Chairman Ray Bates re-convened the meeting on April 1, 2014 at 6:09 p.m.

Members Present: Ray Bates, Ronnie Brann, Dan Gordon, Richard Gray, Jr., and Jonathan Adams arrived at 6:09 p.m.

Public Attending: Tom Reed, Leticia Moll, Ray Chavarie, Lodin Chavarie, Carol Chavarie, Steve Ball, Beth Choate, Bill Appel, Kevin Ready, Arthur Strout, Joe Bradbury, Jeff Frankel, Bob Holt, Corey King and Cheryl Pratt.

Ray said the BOS previously voted to take \$14,800.00 out of the budget to allow the WVFD to take monies from their Reserve Account but MMA Legal suggested we not do this because this was an original vote by the townspeople to pay this debt from the beginning. This makes the Capital Expenditures & Long term Debt line back to \$54,800.00. **Rick Gray, Jr. made a motion to approve the Capital Expenditures & Long Term Debt Expense Line in the amount of \$54,800.00 seconded by Ronnie Brann and approved 5-0-0.**

MMA does not recommend that the fire Department get a loan on their own as it would be a higher interest rate. A loan would need to be taken out by the town if the article is approved at town meeting. There would need to be a public hearing before the voting on June 10, 2014. Engine 1 which is the truck they would like to replace is 27 years old and needs to pass an inspection of 100% in order to be certified for use. The current inspection runs out in August and Arthur said if it does not pass then we will have to have a Special Town Meeting.

Ronnie Brann asked Theresa how this would affect our taxes. Theresa said that we have one more \$15,000 payment on the newest fire truck and we have two more annual payments of \$40,000 on the Fire Station. If we add the requested fire truck to the budget we would be looking at an increase of .2 mil rate. Ronnie said that he has been busy researching fire trucks ... cost, life span etc. He wanted the fire Department to know that even though he is not in favor of a new truck at this time that he has nothing but good to say about the Windsor Volunteer Fire Department. He said he will not vote yea or nay but thinks that the townspeople should be able to vote on it. Rick Gray, Jr. said that he would like there to be two options for the people to vote from. There was much discussion.

Kevin Ready said that Engine 1 does not go to the fire but goes to the hydrant so the firefighters cannot use it as a rehab unit. If this truck was replaced then the new truck would go to the fire and Engine 2 would go to the hydrant. Ray Chavarie said at this point they can assess the fire fighters condition and decide if they can go back to the fire or if they need to rehab for a while, but there is no room for them to get warmed/cooled during the rehab time. This new truck would allow them to assess the firemen and still have room for other firemen to be able to rehab in a warmer/cooler unit.

Jeff Frankel said he feels that the BOS should take the leadership on this and not put it to referendum. Ray Bates said that he disagrees and that this should be a voter's decision. Ronnie Brann said that he would like the Budget Committee Members to say what they feel on this before the BOS made any motions. The committee's general feeling was to wait on purchasing a new truck until the money is there and/or the other WVFD loans are paid off. **Ronnie Brann made a motion to pay off the debt we have right now and reassess after this year with the BOS working more closely with Arthur and be on top of this seconded by Jonathan Adams and approved 5-0-0.** Theresa said that she and Rick are looking to see if the CMP and Natural Gas Lines can give a good donation towards a new fire truck that if not enough to buy one outright the monies could go into the Fire Truck Reserve for one.

Theresa went over the revenue side of the budget explaining each line item for them. **Rick Gray, Jr. made a motion to approve the Total General Fund Revenue Line in the amount of \$842,778.00 seconded by Ronnie Brann and approved 5-0-0.**

➔ (Theresa Haskell taking Minutes @ 7:30 p.m.)

Bob Holt called the Budget Committee Meeting to order at 7:37 p.m. The Budget Committee Members were present for the BOS Meeting so all they had to do was vote on the items which Theresa recorded. **Tom Reed made a motion to approve the Capital Expenditures Debt in the amount of \$54,800.00 seconded by Jeff Lauder and approved 7-0-0.** Theresa told the committee that they would need to meet one more time on April 15, 2014 at 6:00 p.m. **Bob Holt adjourned the Budget Committee at 7:53 p.m.**

Ray Bates adjourned the BOS to a time certain at 7:54 p.m.

These minutes were approved by the Board of Selectmen on **June 3, 2014 as written.**

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen

Respectfully Submitted,

Theresa L. Haskell
Town Manager



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
MARCH 11, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Dan Gordon, Ray Bates and Ronnie Brann. Jonathan Adams was absent.

Public Attending: Tom Reed, Ray Chavarie, Carol Chavarie,

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:32 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 2-25-14 as written seconded by Ronnie Brann and approved 4-0-0.

Public Comment: None

Public Works: None

Transfer Station:

- a) Theresa had the Monthly Figures for the BOS showing that we are down by \$218.45 for February.
- b) The Planet Aid Collections Box representative called and wanted to know if they could have a collection box at the Transfer Station for clothing and shoes and they would pay us 5¢ per pound quarterly. Theresa read the contract agreement they would like us to accept. The BOS agreed that we would not be interested at this time as there is already one of their boxes in town at Hussey's General Store.
- c) Household Hazardous Waste Drop off Day with other towns – KVCOG is looking to see if we would be interested in joining in with other towns this year. Last year's figures show that it is quite costly for the towns. The BOS is not interested at this time.
- d) The new Postmaster asked how to get rid of the trash at the Post Office since he is not a town resident like the previous Postmaster. He is willing to pay the cost of disposal if the town is willing to let him get a letter from the town giving him permission to use his vehicle. The BOS agreed that he could have a letter of permission to dispose of Post Office waste only.
- e) Tim would like to burn tomorrow night. The BOS said that he would have to close it off down back where the burning would occur.

Consideration of Payment Warrants # 40 and # 41:

Ronnie Brann made a motion to approve warrants # 40, and # 41 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None:

New Business: None.

Town Manager's Items:

- a) Spirit of America Awards – Theresa read the letter from the director requesting that the local officials choose the recipient for Windsor by March 31, 2014. The BOS made their decision.
- b) Dispatching Service Contract – Theresa said that she received the contract and it has actually gone down by \$26.00 this year. **Ray Bates made a motion to approve Theresa signing the Contract seconded by Dan Gordon and approved 4-0-0.**
- c) 6-Year Major Construction Report – Theresa gave the BOS the figures for the last six years in Major Road Construction totaling \$1,939,539.66 for 20.889 miles of road at a cost of \$92,805.38 per mile. Theresa is looking at \$591,465.00 for fiscal year 2014-2015.
- d) Oil delivery to wrong house – CB Haskell made an oil delivery of 100 gallons to our town owned property on Erskine Road by mistake. We have no key to open the house for them to get in and pump it back out. The BOS said that Theresa needs to call the daughter of the foreclosed property owner and get the key from them so this can be taken care of.

Selectmen's Items:

- a) Proxy statement on Reed Fund – Ray signed the statement at the meeting.

Chairman Ray Bates adjourned the meeting at 7:41 p.m.

These minutes were approved by the Board of Selectmen on **March 25, 2014 as written.**

There will be a Special Board of Selectmen's Meeting on Budget Preparation on March 18, 2014.

The next Regular Board of Selectmen's Meeting will be on March 25, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE SPECIAL BUDGET COMMITTEE and
SPECIAL BOARD OF SELECTMEN' S MEETING

MARCH 18, 2014

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Budget Committee Members Attending: Cheryl Pratt, Jeff Frankel, Tom Reed, Corey King, Joe Bradbury Shellie Nichols-Adams, Bob Holt and Corey Roberge arrived at 6:12 p.m.

Board of Selectmen Members Attending: Ray Bates, Ronnie Brann, Dan Gordon, Jonathan Adams and Richard Gray, Jr. (arrived at 7:40 p.m.)

Employees Attending: Theresa Haskell (*Town Manager*) and Debbie French (*Secretary to the Board*).

Town Manager Theresa Haskell called the Budget Committee Meeting to order at 6:05 p.m. for the nominations of Budget Committee Chairman. Robert Holt (Bob) was nominated and accepted the nomination as Chairman of the Budget Committee. **Bob then called the Special Budget Committee Meeting to order at 6:09 p.m. with the Pledge of Allegiance.** Theresa told the committee that since they did not have a full member attendance that the alternates would be able to vote at this meeting.

There were 4 BOS members present at the opening of this meeting so Ray Bates called the BOS Meeting to order at 6:09 p.m.

2014-2015 Municipal Budget:

- a) Theresa presented the expense only side of the proposed budget as the revenue information has not come in yet.
- b) Ronnie Brann said that he was told today that Central Maine Power Company will not be finished here until late summer 2015.
- c) Even though this was a Budget Committee Meeting and not a BOS Meeting, Corey Roberge asked why Public Works pulled an oil truck out of the ditch on his road which is a private road. Jonathan Adams explained that they were afraid of an oil spill and that another person living on that road had called and asked what the town could do about the truck being in the ditch. Corey was not happy with the answer and said that the Town had no right to pull the truck out. Tempers got hot between Corey and Jonathan and Jonathan left the meeting at 7:43 p.m. Corey had another unhappy comment to everyone and left the meeting at 7:44 p.m. Theresa told the committee that it had been her decision due to the fear of an oil spill and the safety of the people on that road. She said that if she was wrong in doing this, then she was sorry.
- d) During discussion on road construction Ray said one of the things that they had under budgeted last year was the amount of gravel it takes to fix shoulders and that it is very expensive.
- e) During discussion of the Rescue Department Ronnie Brann told the committee that there is a need of a new Rescue Vehicle even though Ray Chavarie did not request it. Ronnie said that the rescue truck they are using right now has over 200,000 miles on it and that they responded to over 250 calls this last year with that vehicle. Another BOS member said that he had researched them and they begin at about \$40,000.00.

The motion was made to adjourn the Budget Committee Meeting, was seconded and approved. Bob Holt adjourned the meeting at 9:20

Ray Bates also adjourned the Board of Selectmen's Meeting at 9:20 p.m.

These minutes were approved by the Board of Selectmen on **March 25, 2014 as written.**

The next Regular Board of Selectmen's Meeting will be on March 25, 2014 at 6:00 p.m. at the Town Hall.

The next Special Budget Committee Meeting will be on April 1, 2014.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
MARCH 25, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Dan Gordon and Ray Bates. Jonathan Adams and Ronnie Brann were absent.

Public Attending: Tom Reed.

Employees Attending: Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:15 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 3-11-14 and Special Minutes from Budget Committee/Board of Selectmen's Meeting dated 3-18-14 as written seconded by Dan Gordon and approved 3-0-0.

Public Comment:

- a) Tom Reed said that there are a couple of trees that are leaning into Oak Hill Cemetery that belong to the neighboring landowner. His question is if they fall will that landowner be responsible for the damage. It was suggested that the Cemetery Committee address this issue and submit a recommendation to the BOS.
- b) Rick said that he spoke with the owner of Maple Farm Inn about the old big trees bordering the Greeley Road and he is willing to work with the town on this.
- c) Ray said that he drove by Resthaven Cemetery and noticed that there is one gigantic tree at the further end and down behind it there is another one that is mostly dead. There was much discussion regarding these cemeteries and the removal of these trees.
- d) The Civil War Re-enactors will be at Resthaven to dedicate a Medal of Honor Stone for Thomas O'Connell in June.

Public Works: None.

Transfer Station:

- a) Tim said things have been quiet.
- b) The wood pile has been burned.
- c) Ray read a request for permission for a town resident to have someone clean out her home for her and take the trash to the Transfer Station. **Rick Gray, Jr. made a motion to approve the Permit Letter seconded by Dan Gordon and approved 3-0-0. Rick Gray, Jr. made a motion to approve Ray Bates to sign the letter seconded by Dan Gordon and approved 3-0-0.**

Consideration of Payment Warrants # 42 and # 43:

Rick asked why mileage is not part of payroll. Debbie said that mileage is simply a reimbursement. The BOS might look into a different way of paying the mileage. Rick also asked if we are the Fire Department's checking

account. It was explained that they have a certain amount in the Town Budget and they raise the remaining amount themselves.

Rick Gray, Jr. made a motion to approve warrants # 42, and # 43 seconded by Dan Gordon and approved 3-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

Theresa is on vacation so there are no Town Manager items for this meeting.

Selectmen's Items:

- a) Ray read an invitation to the BOS for Debbie French's 45th anniversary renewing of vows on April 18th.
- b) Ray updated the BOS on the Windsor Withdrawal Committee and said that we have officially been offered and agreement from RSU 2 for our school of choice. Windsor would have to pay for a Special Education Teacher if needed. Ray said that if the teacher is only going to be used for Windsor students, that is fine but if he/she is to be shared with all the towns then Windsor should not foot the whole bill. Ray added that they are continuing to work with the Windsor Withdrawal Committee and RSU 12. Two members in the audience of the RSU Meeting didn't like the language of the agreement and felt that there might be detrimental to some students on receiving a diploma. Ray said the preliminary budget for RSU 12 is finished and the bottom line is – Windsor's Local Education Share will be \$1.8 million (\$12,000.00 per student). There is another meeting on this budget at Chelsea tonight at this time and Ray has been told that someone wants to add more to the budget for building. Much discussion.
- c) Ray received a letter from the membership committee of the Maine Association of Assessing Officers. Ray said that we should give this to Theresa to see about this ... maybe Vern is a member of the MAAO.

Chairman Ray Bates adjourned the meeting at 7:11 p.m.

These minutes were approved by the Board of Selectmen on **April 8, 2014 as read.**

There will be a Budget Committee Meeting on April 1, 2014 at 6:00 p.m. at the Town Hall.

The next Regular Board of Selectmen's Meeting will be on April 8, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
APRIL 8, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Dan Gordon, Ronnie Brann and Ray Bates. Jonathan Adams was absent.

Public Attending: Tom Reed

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:01 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 3-25-14 as written seconded by Ronnie Brann and approved 4-0-0.

Public Comment: None.

Public Works:

- a) Keith said we are in pretty good shape with salt and sand.
- b) Keith "Dig Safed" Reed and Wingood Road today. So will probably have Marvin grade them as soon as they dry.
- c) Streams and brooks look good.
- d) Keith said the hired truck driver worked out very well this year. Ray asked about the mailboxes that he knocked down. Theresa said that McGee has been notified twice now and she is hoping that he will take care of it.
- e) Keith said that before he puts the trucks and sanders away he wants them ready for next season.
- f) Keith is hoping that by the first of May he will be able to pull all the posted roads.
- g) Keith is planning on getting some more patching done.
- h) BOS will be putting bids out for sand and will have them due back by May 6th. Debbie will put a legal ad in the paper for this Friday and Saturday.

Transfer Station:

- a) Tim said it is pretty quiet right now.
- b) Theresa told the BOS that there was a television left on the doorstep of the Transfer Station Office that will have to go on the report as unpaid.
- c) Theresa had the figures for the month of March which showed we are down by \$817.46 from last year at this time.

Consideration of Payment Warrants # 44 and # 45:

Ronnie Brann made a motion to approve warrants # 44, and # 45 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Tim would like to go to the Annual Maine Recycling & Solid Waste Classes in Rockport at a cost of \$260.00 for April 28th and 29th. He went one day last year and got a lot of information and the BOS agreed that it would be beneficial to send him again this year.
- b) Angela needs Certificates of Appointments for Democratic and Republican Ballot Clerks which will be good for 2-yrs. Theresa read all the names that Angela had given her and **Ronnie Brann made a motion to approve all the documented names for Ballot Clerks for the 2-year period seconded by Dan Gordon and approved 4-0-0.**
- c) Theresa read the statute regarding Public Hearings for Junkyard Permits which stated that it is at the discretion of local officials to hold Public Hearings on Junkyard Permit Renewals or not. The BOS agreed not to hold Public Hearings unless there are complaints regarding a certain junkyard. **Ronnie Brann made a motion to approve a Junkyard Permit for Millard Nickerson seconded by Rick Gray, Jr and approved 4-0-0.** Each selectman stated that they were signing of their own free will.
- d) Theresa said that Bob Thomas from MMA is coming in on Thursday, to go over all training documents and written programs to make sure that we are in compliance.
- e) Theresa would like to do training tomorrow with all the employees on the following: Town of Windsor Hazard Communication Program which includes a 23-minute video on the Global Harmonized System; Town of Windsor Policy Statement Against Harassment, and the Town of Windsor's Bloodborne Pathogens Program with the BOS approval. **Ray Bates made a motion to approve this training to be led by Theresa seconded by Ronnie Brann and approved 4-0-0.**
- f) Theresa noted that we also need to change the Building Use Policy to put the current Town Clerk's phone number on it. **Ronnie Brann made a motion to change the Building Use Policy by removing Sarah Cunningham's name and telephone number and replacing it with the current Town Clerk's (Angela Hinds) name and telephone number seconded by Rick Gray, Jr. and approved 4-0-0.** Each selectman said that they were signing of their own free will.
- g) Theresa told the BOS that the Hazard Communication Program/Global Harmonization/MSDS is being changed to SDS so the Town of Windsor must also change the MSDS to SDS. **Ray Bates made a motion to approve the Hazard Communication Program seconded by Ronnie Brann and approved 4-0-0.**

Selectmen's Items:

- a) Rick got a complaint on the Reed Road and Theresa said that she did also. Keith has put up "Muddy Road" signs at each end of the road. This is the time of year when it is very muddy and only local traffic should be using the road.

Chairman Ray Bates adjourned the meeting at 7:29 p.m.

These minutes were approved by the Board of Selectmen on **April 22, 2014 as written.**

There will be a Budget Committee Meeting on April 15, 2014 at 6:00 p.m. at the Town Hall.

The next Regular Board of Selectmen's Meeting will be on April 23, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
APRIL 22, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Dan Gordon, Ronnie Brann and Ray Bates. Jonathan Adams was absent.

Public Attending: Tom Reed, Ray Chavarie and Carol Chavarie.

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 4-8-14 as written seconded by Dan Gordon and approved 4-0-0.

Public Comment: None.

Public Works:

- a) Truck # 2 is at McGee's for repair.
- b) Did some patching today on Windsor Neck, Sampson, Jones, Barton and Shuman Roads.
- c) All the trucks will be pressure washed to get all sand and salt out.
- d) Parts for the Backhoe steering unit have been picked up.

Transfer Station:

- a) Tim met with Dan Finley for meter box to be done next week.
- b) Saturday's brush event was not as busy as they thought it would be.
- c) Theresa said that we need a meeting with the Transfer Station Committee and the Board of Selectmen. Carl at ACME wants to know where to put the 7' cutout on the concrete wall for the drive on scale. The BOS is going to have Carl come to this meeting. The meeting is set for next Tuesday night April 29th.

Consideration of Payment Warrants # 46 and # 47:

Rick Gray, Jr. made a motion to approve warrants # 46, and # 47 seconded by Dan Gordon and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Annual Town Meeting Warrant: **Ray Bates made a motion to accept Article 35 as amended seconded by Rick Gray, Jr and approved 4-0-0. Ronnie Brann made a motion to approve the Town Meeting Warrant seconded by Dan Gordon and approved 4-0-0.**

- b) 2014/2015 Recycling Agreement: Theresa has the Lincoln County Recycling contract. **Rick Gray Jr. made a motion to approve Town Manager Theresa Haskell to sign the contract seconded by Ronnie Brann and approved 4-0-0.**
- c) Cemetery RFP & Contract (Draft): Tom would like to have the Veteran's Park with flag pole mowed as well as the cemeteries and also the Town Hall lawn area. The BOS, Cemetery Sexton and Town Manager went over the RFP and had much discussion.
- d) Guest Access Network: The BOS does not want to do this at this time.
- e) Netco Scholarship: After much discussion **Ronnie Brann made a motion to approve a Netco Scholarship Fund seconded by Rick Gray, Jr. and approved 4-0-0.**
- f) **Correct the Building Use Policy (wrong date):** Date was changed to be correct on the Building Use Policy and the BOS signed the new page.
- g) On Monday, May 19, 2014 there will be a Special BOS Meeting to do warrants and opening of Cemetery & Generator bids and regular business. The BOS Meeting scheduled for Tuesday, May 20, 2014 will be a very short meeting due to the RSU Budget Referendum at the Whitefield School at 6:30 p.m.
- h) **Harris – Additional Cost:** Disaster & recovery plan that will increase our yearly cost by \$975.00.
- i) Theresa had a memorandum from the RSU 12 Finance Committee which states "It must be noted that with the shortfall in FY 13 of \$1.504 million (that is offset by a FY 12 carryover of \$185,001.16) and the \$650,000 RSU Fund Balance, that does not exist, we started the FY 14 fiscal year with a total deficit of \$1.993 million on the revenue side." There was much discussion of great concern on this matter.
- j) RFP for Town Hall Generator: Much Discussion.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 8:49 p.m.

These minutes were approved by the Board of Selectmen on **May 6, 2014 as written.**

The next Regular Board of Selectmen's Meeting will be on May 6, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE SPECIAL BOARD OF SELECTMEN'S MEETING
APRIL 29, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

BOS Members present: Ray Bates (*also Transfer Station Committee*), Ronnie Brann and Richard Gray, Jr. Jonathan Adams arrived at 7:50 p.m. Dan Gordon were absent from meeting.

Transfer Station Committee Members present: Moe Belanger and Tom Reed. Cheryl Pratt was absent.

Public Attending: None.

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor* and Debbie French (*Secretary to the Board*).

Ray Bates called the meeting to order at 6:07 p.m. with the Pledge of Allegiance.

Public Comment:

- a) Carl from Acme arrived at 6:28 p.m. Carl discussed the different options with the BOS and TS Committee. The rail will sit right on top of the cement wall. Carl will also send Theresa samples of the scale receipts options.
- b) Arthur Strout came into the meeting and said that he has an 8x8 steel house that the town can have at no cost. There was discussion regarding the set-up of the door opening out instead of out.
- c) Theresa and Tim did a drawing for everyone to see on how the layout of the lines will be. She said we need to contact the telephone company to see exactly where the underground telephone wires are. Much discussion.
- d) The gate needs to be figured also and then ordered. One arm gate, sliding gate or double sided?
- e) Theresa will call Avery Glidden to see if he will help her write a RFP for the concrete work. Much discussion.
- f) We will need to have another BOS/TS meeting next Monday night at 6:00 p.m. and try to have an electrician come in to help us write a RFP for the electrical.

Transfer Station:

Town Manager's Items: None.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 8:08 p.m.

These minutes were approved by the Board of Selectmen on **May 6, 2014 as written.**

The next Special Board of Selectmen's Meeting with the Transfer Station will be on May 5, 2014 at 6:00 p.m. at the Town Hall.

The next Regular Board of Selectmen's Meeting will be on May 6, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF SPECIAL SELECTMEN'S MEETING
MAY 5, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Ray Bates, Dan Gordon, Rick Gray Jr. and Ronnie Brann. Jonathan Adams was absent.

Employee's Attending: Theresa Haskell, (Town Manager) and Timothy Coston (Transfer Station Manager).

Public Attending: Tom Reed, Moe Belanger and Cheryl Pratt.

Ray Bates called the Special Board of Selectmen's Meeting with the Transfer Station Committee to order at 6:00 p.m. with the Pledge of Allegiance.

Public Comment: None

Transfer Station: Theresa said that she has talked with the electrician and the meter box that needs to be installed needs to be 15' away from the newly installed pole and he would recommend that we put some sort of metal pole with cement in it to protect it. The Board asked, how close can this be next to the road? Theresa said it can be right up next to it but we will need to protect it. Theresa said the other pole at the top of the hill that has the meter on it and the lines that go underground to the Transfer Station can either be removed and a junction box can be installed or we can leave a stub pole there so they can run lines from there to the scale house and the gate. The Board recommended that we eliminate this pole and not have a junction box they would rather see brand new lines run from the Transfer Station to the scale house and then to the gate using the same pvc pipe in the ground that exists and take out the old line. The Board decided to have the Road Supervisor put in the new roadway starting next week as long as he can line up getting a loader at Pete Kelley's pit to load the trucks and see if we can have a vibrating roller to roll the road and the help to do everything. Theresa said then we will need to confirm where the actual road will be. Tim Coston said he and Keith will mark it out and would like for the Board, Transfer Station Committee and Town Manager go and look at it before the work begins. Ray Bates said he would be talking with someone regarding building the scale house and having it hauled to the Transfer Station and will get back to us. Moe Belanger asked if we were planning on having the scale gated off when we were not open. One thought was to have the cement pad ramp ready to have some sort of pole to be installed with a chain across the end of each side of the scale. Theresa said she will need to contact the telephone company to have them come in to run new lines. Tim Coston asked if we should contact A&B Welding to have them start on the other base for the roll off container and the Board asked Theresa to give him a call to do this. Rick asked if we are now planning on having a cement area for three containers installed (one for metal and one for construction debris and a spare area), are we planning to have a roof over all three? There was much discussion on this and this will need to be discussed at a later

date. The Board of Selectmen and the Transfer Station Committee will meet again on June 2, 2014 at 6:00 p.m.

Town Manager's Items: Theresa said there is no bid opening on the regular Board of Selectmen's meeting on May 20th, 2014 and since we have moved the regular meeting to Monday, May 19, 2014 because of the RSU Budget Validation at Whitefield School at 6:30 p.m. we can either have a very short meeting or cancel it entirely. **Ray Bates made a motion to move the regular Board of Selectmen's meeting on Tuesday, May 20, 2014 to Monday, May 19, 2014 so they can attend the RSU Budget Validation at Whitefield School at 6:30 p.m., seconded by Ronnie Brann and approved 3-0-1.** Dan Gordon abstained due to unforeseen circumstances and he will not be able to attend on Monday, May 19, 2014.

Selectmen's Items: None

Ray Bates declared this meeting adjourned at 7:10 p.m.

The next regular Board of Selectmen's Meeting will be on May 6, 2014 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on May6, 2014 as written.

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



**MINUTES OF THE BOARD OF SELECTMEN'S MEETING
MAY 6, 2014
WINDSOR TOWN OFFICE**

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Dan Gordon, Ronnie Brann, Ray Bates and Jonathan Adams arrived at 6:11 p.m.

Public Attending: Tom Reed, Nathan Northrup, Walt Tillson, Bill Appel, Tom Birmingham, Shellie Nichols-Adams, Camrin Portella (Erskine Student), Edgar Richards, Hillary Holmes and Samantha Nichols.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:04 p.m. with the Pledge of Allegiance.

Opening of Sand Bids:

Bidder Name	Bid with Sample Submitted?	Price	Motion	Second	Approval
Forest Products & Earthwork	Yes	7.39 per yard	Jonathan Adams	Dan Gordon	3-1-1
Frank Monroe Const.	Yes	7.00 per yard			
Marvin Clark	Yes	7.70 per yard			
McGee Construction	Yes	10.40 per yard			

Ronnie Brann abstained because he does business with all parties.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 4-22-14 and the Minutes of the Special Meetings with the Transfer Station Committee dated April 29, 2014 and May 5, 2014 as written seconded by Rick Gray, Jr. and approved 4-0-0.

Public Comment:

- a) **Update from RSU 12 Board:** Tom Birmingham, Shellie Nichols-Adams and Hillary Holmes were here representing the RSU 12 Board. Shellie said they are closer to the end of the budget striving to stay at a flat budget. The over-spending was from summer salaries in the beginning when some towns did not pay summer salaries. They have a revolving credit loan and Tom said that the interest is about 2%. Shellie said that they have made huge changes in the office. She said that overall the Wiscasset withdrawal will be good for the RSU. They will end the year with a negative amount mostly due to the fact that they will not get the monies from Wiscasset (about 2 million dollars) till July. MUCH DISCUSSION. Hillary said that there are RFP's out for the leasing of buses. They are looking to lease half the fleet ... they would be selling their oldest buses to the leasing company and then they in turn will lease us newer buses.
- b) Bill Appel said that they have built up the robotics class and is wondering about the town having wireless guest access. Discussion.

Public Works:

- a) Pad is in for the generator.
- b) Posts for the roof over the generator are in.
- c) The bids will be coming in on the 19th.
- d) Reed Road had to have 5 loads of gravel ... put 2 loads in by the bridge where the frost was just coming out.
- e) Changed a culvert on the Reed Road today.
- f) Keith will be patching on the Bean Road tomorrow.
- g) Transfer Station has been "dig safed" and will be ready to go on Friday.
- h) Paperwork on Public Works is all caught up.

Transfer Station:

- a) Monthly Figures: We are down for the year by \$1,700.16.
- b) Concrete – Tim would like to make it so it's not so slick – the options are to seal with grit or epoxy sealer which would cost approximately \$360.00 per 4 gallons and it will take 4 units at a total cost of \$1,440.00. Discussion. Ronnie said that he will go to Home Depot and experiment with it to see what will work.
- c) Yearly Transfer Station Report – last year we recycled 101 tons through Lincoln County. Someone thought that it would cheaper for us to throw our trash away than to recycle. Maine Law sets the guideline of 50% of MSW (Municipal Solid Waste) we are at 29.41% - there was much discussion.
- d) China would like to do something with us – much discussion.

Consideration of Payment Warrants # 48 and # 49:

Ronnie Brann made a motion to approve warrants # 48, and # 49 seconded by Dan Gordon and approved 5-0-0.

The BOS went into Executive Session at 8:17 p.m. and Theresa Haskell took over the minutes.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Theresa handed out the 9 Month Budget.
- b) Executive Session at 8:17 p.m. **Ronnie Brann seconded by Dan Gordon and approved 5-0-0.** Came out of executive session at 8:37 p.m. No decision made in executive session.
- c) Theresa received the audit from Bureau of Motor Vehicles regarding Sarah leaving and Angela taking over and the audit was fine.
- d) The Board of Selectmen agreed to dedicate the Town Report to Sarah Cunningham.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 8:57 p.m.

These minutes were approved by the Board of Selectmen on **May 19, 2014 .**

There will be a Special Board of Selectmen's Meeting on Monday, May 19, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen

Respectfully Submitted,

Theresa L. Haskell
Town Manager



MINUTES OF THE SPECIAL BOARD OF SELECTMEN'S MEETING
MAY 19, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ronnie Brann, Ray Bates and Jonathan Adams arrived at 7:44 p.m. Dan Gordon was absent.

Public Attending: Andrew Grady, Monique Crummett, Geoffrey Monteith, Richard Pooler and Angela Hinds.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:11 p.m. with the Pledge of Allegiance.

Opening of Town Hall Generator Bids:

Bidder Name	Price	Motion	Second	Approval
*Mid-Maine Generator	\$1,686.00			
JNM Electric (Corey Roberge)	\$1,800.00	Rick Gray, Jr.	Ronnie Brann	3-0-0

**Mid Maine Generator's bid does not include motion lights.*

Opening of Cemetery Mowing Bids:

Bidder Name	Price	Motion	Second	Approval
Dick Pooler	\$27,000.00			
Geoffrey Monteith (A.J. Mowing)	\$22,000.00			

Ronnie Brann made a motion to table the cemetery bids until next meeting on June 3, 2014 seconded by Rick Gray, Jr and approved 3-0-0.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 5-6-14 as written seconded by Rick Gray, Jr. and approved 3-0-0.

Public Comment:

- Town Clerk, Angela Hinds presented the RSU #12 Budget Referendum – June 10, 2014 **Ray Bates made a motion to sign the warrant seconded by Ronnie Brann and approved 3-0-0. Each selectman said that he signed of his own free will.**
- There are two cemetery lot conveyances to be approved: 1) Ronnie Savage and 2) Earland Webb. **Rick Gray made a motion to approve both cemetery conveyances seconded by Ronnie Brann 3-0-0.**
- Andrew Grady would like to do an Eagle Project to take down the back fence at the North Windsor Cemetery. Each post has an iron pin in a stone which will be taken care of and any debris will be picked up around the fence. **Ronnie Brann made a motion to approve this Eagle Project for Andrew Grady seconded by Ray Bates and approved 3-0-1 with Rick Gray, Jr. abstaining because he is involved with the Boy Scouts.**

Public Works:

- Keith said that the Wingood Road and Reed Road were fixed last week.
- Pike is coming back to fix the bad areas on all the roads they paved.

- c) Keith will be chipping soon.

Transfer Station:

- a) Keith said that things are ready for the concrete bids to go out.
- b) Theresa said she got notice that the scale plans are being mailed out today and then bids can go out.
- c) Tim said everything is going pretty good.
- d) Moe Fish has rendered his resignation as of May 6, 2014. **Ronnie Brann made a motion to accept the resignation from Moe Fish seconded by Rick Gray, Jr. and approved 3-0-0.** The BOS said to put up Help Wanted posters at the office, Transfer Station and local stores and to also advertise through MMA. All applications will be due back by June 6, 2014.
- e) Tim asked if the BOS wants him to work alone on Wednesdays and Fridays and they said that they prefer that he have Walt come in and work with him.
- f) There was much discussion on the scale building.

Consideration of Payment Warrants # 50 and # 51:

Rick Gray, Jr. made a motion to approve warrants # 50, and # 51 seconded by Ronnie Brann and approved 3-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Theresa said that the Town Report has been sent to the printers.
- b) There is a letter from the Assessor's Agent, Vern Ziegler with the 2014 Ratio Declaration & Reimbursement Application which is filed annually with Maine Revenue Services to claim out 50% homestead reimbursement. **Ronnie Brann made a motion to approve and sign the application seconded by Jonathan Adams and approved 4-0-0.** Each selectman stated that he was signing at his own free will.
- c) Theresa reminded everyone of the Budget Referendum Validation vote tomorrow night at Whitefield School at 6:30 p.m.

Selectmen's Items:

- a) Rick had a letter from Ronald Emery, Scout leader in South China stating that Camrin Portella has made Eagle Scout and Leader Emery would like to have a letter of congratulations from one of the Windsor Selectmen. Rick Gray, Jr said that he will do the letter if the BOS would like and they said that they would appreciate that. Theresa said that she has been asked to speak at the ceremony.
- b) Jonathan would like to see us get rid of Route # 32 as a plowing job this next winter if possible. Theresa said that she will be scheduling a meeting with the State to go over this. There was much discussion.
- c) Rick said that he had spoken to Bill Portella a while ago about the big trees by his property. Bill is planning on coming to a meeting to discuss how he and the town might share the expense of this.

Chairman Ray Bates adjourned the meeting at 8:15 p.m.

These minutes were approved by the Board of Selectmen on **June 3, 2014 as written.**

The next Regular Board of Selectmen's Meeting on Tuesday, June 3, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF SPECIAL SELECTMEN'S MEETING WITH
THE TRANSFER STATION COMMITTEE

JUNE 2, 2014

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Ray Bates, Dan Gordon and Rick Gray Jr. Ronnie Brann and Jonathan Adams were absent.

Employee's Attending: Theresa Haskell, (Town Manager) and Timothy Coston (Transfer Station Manager).

Transfer Station Committee Members: Tom Reed, Moe Belanger and Cheryl Pratt.

Ray Bates called the Special Board of Selectmen's Meeting with the Transfer Station Committee to order at 6:00 p.m. with the Pledge of Allegiance.

Public Comment: None

Transfer Station: Theresa said the Transfer Station area for the bulky waste and metal containers has been cut out and compacted. Avery Glidden said he would come and measure the retaining wall on the road side and what he recommends on the back side as a kick out sometime tomorrow. We also received the truck scale information for the cement slab and Avery will be looking at this also tomorrow so we can get something written up for bids. Theresa said Ray Bates has gone to Backyard Builders, LLC and got a price on the 8' X 10' building for the scale house. It is \$4,430.00 for the OSB Material, ¾" Thickness, 24" Spacing, Insulated with 4" Styrofoam, S. Blue Metal with White trim, Interior lining and insulation, floor & walls, Shed Roof Style, S. Blue Metal Roofing, Electrical package and extras, 2 - 9 lite doors, 36 X 36 Double Slider Window, 36 X 36 Double Pane Window with Delivery and Tax Exempt.

Town Manager's Items: Theresa asked if the Board of Selectmen received her email about tomorrow evenings Board of Selectmen's meeting. Theresa said she is asking to see if she could be late at the Board of Selectmen's meeting so she could attend her daughters Award night at Erskine Academy. The Board said they are o.k. with this.

Selectmen's Items: None

Ray Bates declared this meeting adjourned at 7:05 p.m.

The next regular Board of Selectmen's Meeting will be on June 3, 2014 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on **June 17, 2014 as written.**

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



**MINUTES OF BOARD OF SELECTMEN’S MEETING
JUNE 3, 2014
WINDSOR TOWN OFFICE**

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ronnie Brann, Ray Bates, Dan Gordon and Jonathan Adams arrived at 6:10 p.m.

Public Attending: Dick Pooler, Geoffrey Monteith, Todd Sawyer, Jamie Ward, Dan Finley, Tom Reed and David Hoffman (Erskine Academy Student).

Employees Attending: Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*). Theresa Haskell (*Town Manager*) arrived at 6:55 p.m.

Ray Bates called the meeting to order at 6:04 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 5-19-14 as written seconded by Rick Gray Jr. and approved 4-0-1 with Dan Gordon abstaining due to his absence of that meeting. Ronnie Brann made a motion to approve the Continuation of Budget Minutes dated 3/4/14; 3/11/14 and 4/1/14 as written seconded by Rick Gray, Jr. and approved 5-0-0.

Consideration of Cemetery Mowing Bids:

Bidder Name	Price	Motion	Second	Approval
Dick Pooler	\$27,000.00			
Geoffrey Monteith (A.J. Mowing)	\$22,000.00	Rick Gray, Jr.	Ronnie Brann	5-0-0

(At the last Regular BOS Meeting Ronnie Brann had made a motion to table the cemetery bids until next meeting on June 3, 2014 which was seconded by Rick Gray, Jr and approved 3-0-0.)

Public Comment:

- a) All State Asphalt – Jamie Ward & Todd Sawyer: Todd is the regional director of the company and Jamie is the northern coordinator. They will be putting up trucks entering signs near the road. They would like to know if there are any “neighbor complaints”. They have some opportunities to run the plant at night and would like to know if the BOS has any problems with it. Much discussion.

Public Works:

- a) Keith said that they have been cutting brush.
- b) Preparation on Transfer Station has gone well and the Public Works portion is done for the lower part.
- c) Keith said he is having work done on the backhoe and that they will probably be replacing the bushings.
- d) Pad for the wall at the Transfer Station is done and Keith will be prepping the area for the scales.
- e) Keith said that there are a lot of projects going on at the same time and he would like to see some get completed before taking on any more.

Transfer Station:

- a) Monthly Figures: We are down by \$335.10 for the month of May from last year and down \$2,035.26 for the year from last year.

- b) Tim said that he burned the wood pile.
- c) The tire can has been emptied.
- a) Proposal from Backyard Buildings for the scale building: Complete for \$4,430.00 all we have to do is run the electric to it. **Ronnie Brann made a motion to accept the bid of \$4,430.00 from Backyard Buildings for the completed Scale Building seconded by Rick Gray, Jr and approved 5-0-0.**
- b) Theresa received a letter from Whitefield saying that they are interested in talking with us about the use of the Transfer Station. Ronnie said that we would have to state that it would be residential only with no commercial haulers. Discussion. The BOS decided that it would be best to wait a few months and see how everything is working for us.
- c) Theresa received the new pricing from Waste Management as follows:

Tipping Fees	Current Price per Ton	New Price per Ton	Increase Per Ton	Transporting Fees	Current Price	New Price	Increase of:
Debris	\$64.62	\$65.20	.58¢	Debris	\$333.81	\$336.81	\$3.00
MSW	\$57.61	\$58.13	.52¢	MSW	\$333.81	\$336.81	\$3.00

Consideration of Payment Warrants # 52 and # 53:

Jonathan Adams made a motion to approve warrants # 52, and # 53 seconded by Dan Gordon and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager’s Items:

- a) Theresa had Dan Finley from Finley’s Electric come in with Rockingham Electric Supply Company to discuss the new energy efficient light replacements. We now are using 4 light bulbs at 48 watts each but with this replacement program they will go to 3 light bulbs at 32 watts each. This will cut the electric bill plus the fact that they are no longer making the same light bulbs that we are currently using. The total bill to do this is \$2,763.50 but we will receive \$1,563.50 in rebates to replace 24 - T12 lights and 1- 8ft strip light resulting in a total cost for the town of \$1,200.00. **Ronnie Brann made a motion to proceed with changing the lights at the Town Hall to the newer energy efficient lights seconded by Jonathan Adams 5-0-0.**
- b) Theresa had a request from Windsor Fair for their Games of Chance during Windsor Fair Week. **Ray Bates made a motion to approve and sign the agreement seconded by Ronnie Brann and approved 5-0-0.**
- c) Theresa has the list of roads she would like to have done this year for the townspeople to vote on as follows:
 - Project #1: Weeks Mills Road from Route 32 to Twenty Rod Road .35 miles.
 - Project #2: Choate Road from Route 32 to Windsor Neck Road 1.8 miles.
 - Project #3: Sampson Road from Route 105 in .6 mile.
 - Project #4: Sampson Road from Project #3 to the Greeley Road.
 - Project #5: Barton Road from Route 105 in .7 miles.
 - Project #6: Barton Road from Weeks Mills Road to Jones Road 1 mile.
 - Project #7: Barton Road from the middle of Project #5 and Project #6 .46 miles to connect Projects #5 & #6.
 - Project #8: Legion Park Road from Vassalboro Town line .8 miles.
 - Project #9: Erskine Road from Coopers Mills Road to Wingood Road .82 miles.
 - Project #10: Crosby Road from Route 32 to dead end .4 miles.

Selectmen’s Items:

- a) Rick said that Andrew Grady got the approval from the Boy Scouts to do the cemetery fencing on the back side of the North Windsor Baptist Church so he will be starting that soon.

Chairman Ray Bates adjourned the meeting at 8:22 p.m.

These minutes were approved by the Board of Selectmen on **June 17, 2014 as written.**

The next Regular Board of Selectmen's Meeting on Tuesday, June 17, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



**MINUTES OF BOARD OF SELECTMEN'S MEETING
JUNE 17, 2014
WINDSOR TOWN OFFICE**

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ronnie Brann, Ray Bates, Dan Gordon and Jonathan Adams arrived at 6:05 p.m.

Public Attending: Tom Reed, Jamie Ward from All States Paving, Tim Willett from State Paving, Cory Nutting from Lane and Jeff Mullis from Pike.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 6-2-14 as well as the Minutes dated 6-3-14 as written seconded by Dan Gordon and approved 4-0-0.

Consideration of Paving Bids:

Business Name	Phone	Contact	Bid Amount	Motion	Second	Approved
THE LANE CONSTRUCTION	949-0957	Cory Nutting	\$571,909.00	Ronnie Brann	Ray Bates	3-1-1
PIKE INDUSTRIES	453-9381	Jeff Mullis	\$593,856.00			
STATE PAVING	485-4953	Tim Willett	\$597,024.97			
ALL STATES PAVING	440-3915	Jamie Ward	\$599,928.97			
WELLMAN PAVING	944-8372	Ralph	\$674,380.30			

Theresa and the BOS went over each bidder's amount of product because there was quite a difference in some of the bids. There was much discussion! *Jonathan Adams abstained because he works for one of the companies.*

Public Comment: None.

Public Works:

- a) Keith said that they have been doing a lot of chipping.
- b) Keith is meeting with Marvin Clark tomorrow about ditching and placing some pipe on the roads that are going to be paved this year.
- c) Keith needs to fix the Shuman road culvert paving.
- d) Keith will be ordering some culverts tomorrow for the different roads that they will be working on.

Transfer Station:

- a) Tim said it has been quiet.

b) Tim & Theresa will be interviewing applicants for the part-time Transfer Station position.

Consideration of Payment Warrants # 54 and # 55:

Jonathan Adams made a motion to approve warrants # 54, and # 55 seconded by Rick Gray, Jr. and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) ***Letter from Assessors' Agent, Vern Ziegler on a Tree Growth Withdrawal:*** Jonathan Adams made a motion to recess as BOS and to convene as BOA at 7:18 p.m. seconded by Dan Gordon and approved 5-0-0. Property owner Margaret Preston Moore Irrevocable Trust located on Sampson Road has sent a letter of withdrawal from the Tree Growth Program at a cost of \$9,620.10. **Rick Gray, Jr. made a motion to accept the withdrawal and sign the document seconded by Ronnie Brann and approved 5-0-0. Jonathan Adams made a motion to adjourn from the BOA at 7:20 p.m. seconded by Dan Gordon and approved 5-0-0.**
- b) ***Cemetery Lot Conveyance Corrective Deed:*** For Resthaven Cemetery South Lot 104B for Barbara Moore. **Rick Gray Jr. made a motion to sign and approve the Corrective Deed for Barbara Moore for property situated at Resthaven Cemetery South Lot 104B seconded by Dan Gordon and approved 5-0-0.**
- c) ***Certificates of Appointments:*** Angela has the following: Tim Coston Animal Control Officer - **Ronnie Brann made a motion to appoint Tim Coston as the Animal Control Officer seconded by Dan Gordon and approved 5-0-0;** Theresa Haskell & Arthur Strout Emergency Management Managers – **Ray Bates made a motion to appoint Theresa Haskell & Arthur Strout as Emergency Management Managers seconded by Rick Gray, Jr. and approved 5-0-0;** Kevin Ready Assistant Emergency Management Manager - **Ronnie Brann made a motion to appoint Kevin Ready as the Assistant Emergency Management Manager seconded by Rick Gray, Jr. and approved 5-0-0;** Theresa Haskell General Assistance Administrator – **Ray Bates made a motion to appoint Theresa Haskell as the General Assistance Administrator seconded by Jonathan Adams and approved 5-0-0.** Ronnie Brann and Debbie French Assistant Deputies General Assistance Administrators – **Ray Bates made a motion to appoint Ronnie Brann and Debbie French as the Assistant General Assistance Administrators seconded by Rick Gray, Jr and approved 4-0-1 with Ronnie Brann abstaining as he is one of the two being voted on.** Shellie Nichols-Adams Windsor Educational & Reed Fund Member – **Dan Gordon made a motion to appoint Shellie Nichols-Adams as a Windsor Educational Foundation and Reed Fund Member seconded by Rick Gray, Jr. and approved 4-0-1 with Ronnie Brann abstaining as he is on that board.** Theresa Haskell Treasurer & Tax Collector **Ray Bates made a motion to appoint Theresa Haskell as the Treasurer & Tax Collector seconded by Dan Gordon and approved 5-0-0 with Ronnie Brann abstaining due to a personal situation.**
- d) **Bangor Daily News:** Theresa received an email stating that 90% of the 578 precincts in Maine had reported their voting results and then they had to call the remaining towns for their results. The letter said that our staff should be proud of our achievement.
- e) Theresa is wondering if we should do a Town Meeting Questionnaire regarding changing Town Meeting to an evening from a Saturday. Ray thinks a poll is a waste of time and that we should just move it. There was much discussion! **Ray made a motion to have the Town Meeting at 6:00 p.m. the Thursday night after voting at the Town Hall with the caveat of having the school as a backup in case we have more than 75 people seconded by Ronnie Brann and approved 5-0-0.**
- f) Theresa said that they need to authorize the moving of the Transfer Station Gate money in the amount of \$3,500.00 from last year to this year. **Ronnie Brann made a motion to move the Transfer Station Gate money in the amount of \$3,500.00 from last year to this year seconded by Dan Gordon and approved 5-0-0.**

- g) **Ronnie Brann made a motion to move \$510.93 from Public Works to MMA/RMS - FICA/Medi to bring it to a zero balance seconded by Jonathan Adams and approved 5-0-0.**
- h) **Rick Gray, Jr. made a motion to move \$7,070.99 from Abatements/Write-offs to write off Personal Property - Holt Company of Texas seconded by Ronnie Brann and approved 5-0-0.**
- i) **Jonathan Adams made a motion to move \$11,897.52 from Public Works to Public Works Garage to cover the overall overages seconded by Rick Gray, Jr. and approved 5-0-0.**
- j) **Jonathan Adams made a motion to move \$3,653.77 from Public Works to Major Road Construction to cover overall overages seconded by Dan Gordon and approved 5-0-0.**
- k) **Keel will be doing an adjustment on the Transfer Station Reserve.**
- l) **Ronnie Brann made a motion to move \$123.60 from Administration to Capital Expenditures Workers Compensation Insurance to cover overall overages seconded by Rick Gray, Jr. and approved 5-0-0.**

Selectmen's Items:

- a) Ray kept the meeting going and invited the Transfer Station to be included at 8:25 p.m. Cheryl Pratt and Tom Reed joined the table. Theresa said that we have purchased a scale building which is 8 x 10 and insulated with all the wiring and that the scales are being built as we speak. Theresa gave Avery Glidden a set of plans so that he can help her set up the specs. The Transfer Station area where the cans are going to go have been rolled and compacted and also that the road has been shifted some and widened. Tom would like to know if anyone has been looking into more detail regarding the new gate. They will be looking into it in the near future. There was much discussion on the types of gates available and which one would work the best for us.
- b) Ray announced that he is seeking the House Seat for District 80.

Chairman Ray Bates adjourned the meeting at 9:04 p.m.

These minutes were approved by the Board of Selectmen on **July 1, 2014 as written.**

The next Regular Board of Selectmen's Meeting on Tuesday, July 1, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
JULY 1, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ray Bates, Dan Gordon and Jonathan Adams arrived at 6:25 p.m. Ronnie Brann was absent due to illness.

Public Attending: Tom Reed and Denise Jones.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*), Angela Hinds (*Town Clerk*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:05 p.m. with the Pledge of Allegiance.

Public Hearing to Approve the General Assistance Ordinance Appendix (A), July 1, 2014 – June 30, 2015: Ray Bates opened the Public Hearing at 6:06 p.m. **Dan Gordon made a motion to approve and sign the new Appendix seconded by Rick Gray, Jr. and approved 3-0-0. Rick Gray, Jr. made a motion to close the Public Hearing seconded by Dan Gordon and approved 3-0-0 at 6:09 p.m.**

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 6-17-14 as written seconded by Rick Gray, Jr. and approved 3-0-0.

Public Comment:

- a) Denise Jones represents Town Square Media and also owns B98.5 and 92 Moose is planning a Rodeo in September of 2015 at the Fairgrounds and would like to have permission to serve beer only for this occasion. Theresa said that the main concern is that Windsor is a dry town. Ray said that he feels that the only way that this board can entertain this issue would be by townspeople circulating a petition.
- b) Tom Reed wanted to know if the BOS makes motions and votes during the executive session on issues and the answer was no all motions and votes are done in public meeting.
- c) Tim Coston – beaver issue on the Wingood Road and has put a borrowed rock screen in front of the culvert and there has been no activity. Does the BOS still want him to keep checking out the beavers or wait till there is an issue? The BOS said to wait until there is an issue.
- d) Angela learned at class today that the BOS has to appoint a Moses Agent and a Moses Registration Agent.
- e) She also learned that Theresa should not be a Deputy Clerk as she would then be “under” the Clerk. Theresa has sent an email to MMA to see what is recommended for each position. **Rick Gray, Jr. made a motion to appoint Angela Hinds as the Moses Agent and the Moses Registration Agent seconded by Dan Gordon and approved 4-0-0.**

Public Works:

- a) The Erskine Road is ready for the Major Road Construction to begin.
- b) Public Works has now moved on to Jones and Barton Road to do ditching and culverts in preparation for the Major Road Construction.
- c) Will then move to Legion Park Road next Monday to prepare the road for Major Road Construction.

- d) The next road will be the Crosby Road which needs no culvert work.
- e) Roadside mowing has been completed by Rick Drew.
- f) Keith said that he is going to have to re-do the Digsafe where the large scales are going.

Transfer Station:

- a) Transfer Station Report: The report shows that the Transfer Station is up by \$2,383.75 for the month of June and for the total year it is up by \$348.49 compared to last year.
- b) We are running low on trash tags and Theresa is wondering if she should order more or not. It was decided that we need to place an order for a minimal amount.
- c) Tim asked what to do if people refuse to buy dump stickers. Much discussion – Ray suggested that when the new scales go in we do away with the car stickers. No ready answers tonight – just keep doing what he’s doing until a decision has been reached. Will discuss further when all selectmen are here.
- d) The floor is down and the Transfer Station Office is almost completely painted.

Consideration of Payment Warrants # 1 and # 2:

Jonathan Adams made a motion to approve warrants # 1 and # 2 seconded by Dan Gordon and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager’s Items:

- a) Resthaven Cemetery: Tom Reed gave Theresa pictures of the before and after of the stone repairs.
- b) The new Cemetery Mowing Vendor had all the cemeteries mowed as of June 30, 2014 – one day earlier than his contract began. He also had before and after pictures of the mowing.
- c) Slab work for the slab at the Transfer Station: Avery Glidden helped Theresa with going over the plans for the Transfer Station Large Scales. Theresa is getting ready to send out bids for the slab work to Glidden Construction, Lajoie Brothers Inc. and Sunset Builders. She would like the bids to go out and be back by July 15th and done by August 22nd. Much discussion regarding the details. **Rick Gray made a motion to remove sections 4.11) 4.12) 4.13) 4.14 and move the 4.15 to 4.11 which includes taking 3 cylinders for every truck load of concrete poured and all that pertains to this. Then using Section 4.11 which was 4.15 by moving it up, indicating the contractor must supply concrete design mix to owners or owners Rep and A/E prior to starting construction seconded by Jonathan Adams and approved 3-1-0.**
- d) Vacant Positions: Planning Board need 3-yr vacancy. Budget Committee need a 3-year and a 2-year. Appeals need 3 positions 2 year, 3 year and alternate. Cemetery Committee – need 2 more and the Reed Trust still has positions still open.
- e) Maine Municipal puts out a Directory that is put out each year. If the BOS does not want their information in there Theresa can take it out before publishing. The BOS does not want any email information for them to be in the directory.
- f) Mark Your Calendars: The BOS has been invited to the Windsor Fair Association Dinner on July 9th.
- g) Windsor Days will be July 11th and 12th and Theresa handed out the flyers. She also showed them the ad that is going in the KJ and Morning Sentinel. Tom said that he called all the Antique Car Clubs to promote the parade.
- h) We still own a piece of property which is 4.3 acres on the Erskine Road and would like to know when they would like to put it out to bid. It was decided to put an ad in on July 11, 12 & 13th and have the bids due back by August 12th.
- i) Theresa forgot that this was the last Warrant before Windsor Days and needs permission to write three (3) manual checks which would be on the next warrant. **Rick Gray, Jr. made a motion to approve the writing**

of three (3) manual checks seconded by Jonathan Adams and approved 3-0-1 with Dan Gordon abstaining due to his involvement with the Windsor Days.

Selectmen's Items:

- a) Ray said that we have come to the end of our RSU #12 negotiations and the paperwork has been sent to the Department of Education. Theresa told Debbie to go ahead and leave at 8:37 p.m. and she would take any needed notes.

Chairman Ray Bates adjourned the meeting at 9:22 p.m.

These minutes were approved by the Board of Selectmen on **July 15, 2014 as written.**

The next Regular Board of Selectmen's Meeting on Tuesday, July 15, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
JULY 15, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ray Bates, Dan Gordon and Jonathan Adams. Ronnie Brann arrived at 7:14 p.m.

Public Attending: Tom Reed

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:11 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 7-1-14 as written seconded by Dan Gordon and approved 4-0-0.

Public Comment:

- a) Tom Reed said that he wants to look for an apprentice for the cemetery. Theresa said that we could put it on the website.
- b) Tom said that he went around to all the cemeteries on Friday and said overall they look pretty good.

Public Works:

- a) Crosby Road and Legion Park Road are both ready for paving.
- b) Barton Road – couldn't get the material today to take care of the big cutout. Need 6-8 tons --- has flagged and put up cones and they also did 2 culverts.
- c) All the ditching and culverts are done on the roads that are having paving done.
- d) Keith has concerns with CMP taking heavy equipment on our new paving. Theresa said she has been in contact with them regarding this.
- e) Keith said he still has some brush cutting to do and would like to do some miscellaneous culverts.
- f) Theresa is emailing Pike requesting a schedule for them to repair the work that they did on our roads last year.

Transfer Station:

- a) There is a new part-time attendant, Thomas Dort at the Transfer Station.
- b) Tim said that he cleaned out the metal can ~~out~~ again.
- c) Tim is hoping to burn the woodpile tomorrow night.

Consideration of Payment Warrants # 3 and # 4:

Jonathan Adams made a motion to approve warrants # 3 and # 4 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) MMA Voting Ballot: Deadline is August 15, 2014 by noon. **Rick Gray Jr. made a motion to have Theresa vote and sign the ballot seconded by Dan Gordon and approved 4-0-0.**
- b) KVCOG – Joint Purchase of Rock Salt deadline by July 25, 2014. We will not be joining this as we will be putting it out to bid as usual.
- c) Someone has asked to have a lawn sale in the Town Hall parking lot. Ray Bates said that it is a liability concern. He said that he would talk to them and maybe allow them to hold a lawn sale at his business.
- d) Theresa asked Arthur how they did at the Windsor Days. He will try to have the information to her tomorrow night. Theresa said the raffle table sales were down because of only having 1 night rather than the previous 2 nights.
- e) There is a young man (16) wanting to do community service at the Transfer Station. The BOS and Tim are good with that.
- f) Theresa has a cd of before and after pictures of all the cemeteries from the new person doing the cemeteries. Tom Reed said that he will look at it.
- g) Theresa is meeting with Lajoie Brothers tomorrow and Avery Glidden to go over the specs for the slabs at the Transfer Station.

Selectmen's Items:

- a) Ray said that the RSU Withdrawal Committee hit a bump in the road with DOE on the Special Ed students at the RSU 2 ... there is a meeting of the RSU Withdrawal Committee on Thursday, July 17, 2014 at 6:30 p.m. to go over this.

Chairman Ray Bates adjourned the meeting at 7:43 p.m.

These minutes were approved by the Board of Selectmen on **July 29, 2014 with the correction of removing the extra "out" on Transfer Station b.**

The next Regular Board of Selectmen's Meeting on Tuesday, July 29, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
JULY 29, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ray Bates, Dan Gordon, Ronnie Brann and Jonathan Adams (arrived at 6:18 p.m.)

Public Attending: Tom Reed.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 7-15-14 with the correction of removing an extra "out" under Transfer Station section b seconded by Dan Gordon and approved 4-0-0.

Opening of Transfer Station Bids:

Company/Bidder	Amount of Bid	Motion	Second	Approval
Glidden Construction	\$52,950.00	Rick Gray, Jr.	Ronnie Brann	4-0-0
Lajoie Brothers**	\$82,300.00			

** Lajoie Brothers also extended the completion date to October 17, 2014.

Public Comment: None.

Public Works:

- Keith said that they put in a culvert on the Wingood Road yesterday and extended a culvert by the JNM driveway. They tried to fix a water problem near Marvin Clark's but the culvert was completely under water from a nearby field draining into it. Keith is hoping that by waiting for it to dry out they might be able to work on it.
- Keith reported that there is one more pipe to change tomorrow on the Route 17 side of Melaney Road. He said that they replaced 2 today and did ditching so the Melaney Road should be done tomorrow.
- Keith said that they fixed a culvert on Jones Road at the same time as doing the Barton Road cross culvert.
- They will be patching the Legion Park Road culvert tomorrow.
- Keith has been working with Pike in hopes to get them finished so Lane can do their paving.
- Keith said that he will rake over the buried pipeline from the generator installation.

Transfer Station:

- Tim said that there is not much to report at the Transfer Station. He said that the new worker is doing well.

Consideration of Payment Warrants # 5 and # 6:

Jonathan Adams made a motion to approve warrants # 5 and # 6 seconded by Rick Gray, Jr. and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Backyard Builders Transfer Station Building for Large Scale:** The Building is ready and Paul Davis said that he can hold it there until we are ready for it.
- b) **Cemetery Lot Conveyance:** **Ronnie Brann made a motion to approve a Cemetery Lot Conveyance to Betty Burgess at Oak Hill Cemetery seconded by Rick Gray, Jr. and approved 5-0-0.**
- c) **Salt Bids:** Theresa would like to know if the BOS wants to advertise or send out to the ones who have put in bids in the past with the bids being due back by August 12, 2014. The BOS said to send them out to previous bidders with the due back date being August 12, 2014 by 5:00 p.m.
- d) **Front Office Renovations:** Do we send out to bid or not? There was much discussion regarding this. Some of the BOS feel that it is specialty work that needs to be done by someone who does this type of work and has good reviews and others think that it should just go out to bid. Rick Gray, Jr. said to send out letter or call the contractors we have used before to see if they have any interest in doing this type of job. The BOS agreed.
- e) **Moving of Generator Money:** Vote to move money for generator in the amount of \$7,249.00 over to this year? **Ronnie Brann made a motion to move money for the generator in the amount of \$7,249.00 over to this year seconded by Jonathan Adams and approved 5-0-0.**
- f) **Scott Tilton, Chelsea:** Theresa said that Chelsea is wondering if local towns of the same size would be interested in going in together for different types of service. The BOS said that we are not interested at this time.
- g) **KVCOG Town Representatives:** VCOG is looking for 1 elected official and 1 representative from each town. **Rick Gray, Jr made a motion to appoint Ray Bates as the elected official and Theresa Haskell as the representative for the Town of Windsor seconded by Jonathan Adams and approved 4-0-1 with Ray Bates abstaining as he was being voted on.**
- h) **Deputy Clerk/Assistant Clerk:** Theresa said that Angela had been to a class where they recommended that the Town Manager not also be a Deputy Clerk. Also that there should be 1 deputy clerk and all others to be assistant clerks. There was much discussion on this. Rick Gray, Jr said that he thinks everything is fine the way it is and Ronnie Brann agreed. The BOS had Angela come out and they went over their discussion with her and the decision to have everything stay the same.
- i) **Tax Collector/Treasurer:** Theresa spoke with MMA to see what they say about the Tax Collector and the Treasurer being the same person. They said that 1 person can hold both positions. The BOS said to leave these as is with Theresa Haskell holding both positions.
- j) **BMV Registration Agent:** Theresa told the BOS that Angela is still on probation with BMV as the Registration Agent.
- k) **Auburn Asphalt Plant Air Emissions License:** Theresa told the BOS that she had received the Air Emissions License for the Auburn Asphalt Plant and the BOS reviewed it with no comment.
- l) **ASCAP License:** Theresa had to email MMA Legal regarding the ASCAP License. ASCAP is saying that the Town of Windsor has to pay for a license to cover any and all public music events within the town limits such as the Windsor Fair music. She told ASCAP that the Windsor Fair is not part of Windsor but indeed has its own entity. They said that it does not matter – we must pay for anything in the Town of Windsor. The BOS said “DO NOT PAY”.

Selectmen's Items:

- a) Ray Bates said that Greer, the Somerville BOS Chairperson is seeking help with paving bids. Theresa said that she will contact her. He said that they are also interested in using our Transfer Station when we are ready.

Commitment of Taxes:

Jonathan Adams made a motion to suspend as BOS and to convene as BOA (Board of Assessors) at 7:39 p.m. seconded by Dan Gordon and approved 5-0-0. Tax Assessors' Agent, Vern Ziegler gave the BOA the

Municipal Tax Rate Calculation Form to review. The mil rate for 2014-2015 (Fiscal Year 2015) could be 13.0 if approved by the BOA which would be a .2 drop from last year's 13.2 mil rate. This would give the Town of Windsor an overlay amount of \$93,908.10. Vern said if they agree to this he would go back to his office to create the Assessors' Certification of Assessment and they did agree so **Jonathan Adams made a motion to suspend as BOA and to re-convene as the BOS at 7:57 p.m. seconded by Dan Gordon and approved 5-0-0.**

Jonathan Adams made a motion at 8:38 p.m. to suspend as BOS and to reconvene as BOA seconded by Dan Gordon and approved 5-0-0. Jonathan Adams made a motion to approve the mil rate to be 13.0 and to sign the Assessors' Certification of Assessment, the 2014-2015 Municipal Tax Assessment Warrant, the Certificate of Commitment and the Certificate of Assessment to be returned to the Municipal Treasurer seconded by Rick Gray, Jr. and approved 5-0-0.

Jonathan Adams made a motion at 8:45 p.m. to adjourn as BOA and to convene as BOS seconded by Dan Gordon and approved 5-0-0.

Chairman Ray Bates declared the meeting adjourned at 8:46 p.m.

These minutes were approved as written by the Board of Selectmen on [August 12, 2014.](#)

The next Regular Board of Selectmen's Meeting on Tuesday, August 12, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



**MINUTES OF BOARD OF SELECTMEN'S MEETING
AUGUST 12, 2014 – CONTINUED TO AUGUST 19, 2014
WINDSOR TOWN OFFICE**

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Ray Bates, Dan Gordon & Ronnie Brann. Richard Gray, Jr., and Jonathan Adams were absent.

Public Attending: Tina Gray, Bob Newman, Jr., Faye Newman, Nicole White, David White, Harold McKenna, Bill Appel and Jennifer Leach- Coston.

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:02 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 7-29-14 as written seconded by Ray Bates and approved 3-0-0.

Opening of Tax Sale Bids:

Real Estate Account # 877 at 122 Erskine Road – Map 6 - Lot 48 – Back Taxes Amount \$6,964.00.

Name of Bidder	Amount of Bid	Motion #1	Second	Approval
Tanya & Eric Fanning	\$11,125.00			
Nicole White (family member)	\$8,000.00	Ronnie Brann	Dan Gordon	3-0-0
Tim & Jen Coston	\$15,176.00			

Ronnie Brann said that the BOS has always tried to keep property in the family whenever possible. He went on to say that the Town of Windsor isn't out to make money but just needed all costs covered which are the back taxes, lien charges, interest, mailing costs, advertising costs, etc. The Whites' bid covered all costs and Nicole White is the granddaughter of the deceased property owner. Nicole & David had the complete amount of \$8,000.00 for the property at the meeting. After the BOS approval of the Whites' bid Theresa went out to the main office and entered the sale in the system, filling out the discharges to be recorded at the Registry of Deeds on the property and gave them their receipt and a copy. The BOS signed a Quit Claim Deed to Nicole & David White of their own free will, with Theresa as a witness and Debbie notarized their signatures. The Whites also received a copy of the Quit Claim Deed and will receive the recorded deed from the Kennebec Registry of Deeds once it has been recorded.

Opening of Salt Bids:

Bidding Company	Price per Ton	Motion #1	Second	Approval
Cargill Deicing Technology	<i>Received letter saying they were not making a bid but would like to stay on the list.</i>			
Eastern Salt Company, LLC	65.15			
LLC/Morton Salt (formerly International Salt, LLC)	63.16			

Ronnie Brann made a motion to table the bids and meeting to a time certain seconded by Dan Gordon and approved 3-0-0.

Public Comment: None.

Public Works:

- a) Warren Joslyn of Wingood Road has asked Ronnie if the PW crew could bring in some fill to cover culverts that are sinking in.
- b) Tim said that Aaron Cowing went to the garage and put in U-bolts on the trip edge on one of the plows.
- c) The new paving might not be finished until the middle/end of September because of having to wait for the repairs to be done on the paving from the previous year by the company that did it last year.

Transfer Station:

- a) The Transfer Station Report shows that the figures for July are down from last year by \$1,388.10.
- b) Cement slabs for the new scales and scale building are scheduled to be done by September 14, 2014.
- c) The backhoe is being repaired and when it comes back Tim will probably have metal going out.
- d) Tim said that he needs to burn the woodpile again.

Consideration of Payment Warrants # 7 and # 8:

Ronnie Brann made a motion to approve warrants # 7 and # 8 seconded by Dan Gordon and approved 3-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) ASCAP: There was much discussion over this issue of ASCAP saying that the Town of Windsor is responsible for any music played at Windsor Fair or at any public event in Windsor. After much discussion **Ronnie Brann made a motion to ignore this matter seconded by Dan Gordon and approved 3-0-0.**
- b) Fire Warden Appointment: Christina's 6-month probation has ended and Arthur has put her in as a Deputy Warden if approved by the BOS. **Ronnie Brann made a motion to sign the appointment of Christina Bell-Alcott as a Deputy Fire Warden seconded by Dan Gordon and approved 3-0-0.**
- c) SVRSU – Local Education Appropriation: Theresa went over the “Revised Local Education Appropriation” and told the BOS that Belinda had made a typo in the original payment schedule.
- d) Plowing Contract: Steve McGee is willing to do the same contract as last year for snowplowing. Theresa told him that the BOS would be discussing this on September 9, 2014.
- d) Vote to Move Windsor Days \$4,617.92. **Ronnie Brann made a motion to move the Windsor Days balance to the 2015 line for Windsor Days in the amount of \$4,617.92 seconded by Dan Gordon and approved 3-0-0.**
- e) Vote to Move Netco \$25,000.00: **Ray Bates made a motion to move the Netco Scholarship balance of \$25,000 to the 2015 line for the Netco Scholarship Fund seconded by Ronnie Brann and approved 3-0-0.**
- f) Mid-Maine Generator: Mid-Maine Generator is the company that we bought the new Town Hall Generator from and they would like to have an annual service contract with us at \$220.00 per year. **Ronnie Brann made a motion to have Theresa Haskell, Town Manager, to sign the contract from Mid-Maine Generator in the amount of \$220.00 per year seconded by Dan Gordon and approved 3-0-0.**
- g) Spirit of America: Will wait for a full board discussion/vote.
- h) **RSU # 12 Withdrawal:** Theresa went over a letter received from the State Department of Education which said, “In response to the July 24, 2014 submission of the approved ‘Withdrawal Agreement between the Town of Windsor and RSU 12’, I am granting conditional approval of the agreement in accordance with 20-A M.R.S.A. § 1466(4)(C)”. There will be a Public Hearing to discuss the merits of the proposed agreement of withdrawal on August 28, 2014 at 6:00 p.m. to be held at Windsor Elementary School, 366 Ridge Road,

Windsor, Maine 04363. The regional school unit board shall post a public notice in each municipality of the time and location of the hearing at least 10 days before the hearing.

- i) Someone is interested in the metal awning that was over the PW Garage. The BOS told Tim to go ahead and give it to them.
- j) Theresa had Tim share on an ACO issue that happened last Wednesday. Tim said that two mules broke into a neighbor's pasture and terrorized two horses. The mules drove a pony off after biting it and bit the other horse as well. The pony had gone into another pasture which the mules also went into and was attacked a second time. Tim called Animal Welfare in on the situation and upon their arrival they wanted the pony to be checked by a vet because of the extent of the wound in the pony's leg. The vet examined the wound and took an x-ray which showed a fragment embedded in the wound (which turned out to be a mule tooth) so they said it needed to go to a vet hospital in New Hampshire. A China resident donated the use of a trailer, a truck, gas and time to take the pony to NH. The estimated cost of operating on this pony is \$4,000.00 which the insurance company of the mules' owner will pay. This took 11 hours of ACO time which the owner of the mules' insurance company will receive the bill for.

Selectmen's Items:

- a) Withdrawal Cost Detail Sheets for Windsor: (Created by Gerry Nault)
Ray went over the materials with the BOS and asked Theresa if she could attend the Withdrawal Committee Meeting scheduled for tomorrow night here at the Town Hall. Theresa agreed to attend this meeting.

8/19/14 Chairman Ray Bates adjourned the BOS to a time certain at 8:49 p.m.

Continuation of Meeting Tuesday, August 19, 2014

Members present: Ronnie Brann, Jonathan Adams and Richard Gray, Jr. Ray Bates and Dan Gordon were absent.

Public Attending: Tom Reed and Andrew Grady.

Employees Attending: Theresa Haskell (*Town Manager*) and Debbie French (*Secretary to the BOS*).

Rick Gray, Jr. re-convened the BOS meeting at 6:04 p.m. to discuss salt bids.

On August 12, 2014 Ronnie Brann had made a motion to table the bids and meeting to a time certain which had been seconded by Dan Gordon and was approved 3-0-0. This is the continuation of that discussion.

Bidding Company	Price per Ton	Motion #1	Second	Approval
Cargill Deicing Technology	Received letter saying they were not making a bid but would like to stay on the list.			
Eastern Salt Company, LLC	65.15			
LLC/Morton Salt (formerly International Salt, LLC)	63.16	Jonathan Adams	Ronnie Brann	3-0-0

Rick Gray, Jr. adjourned the BOS meeting at 6:09 p.m.

These minutes were approved by the Board of Selectmen on **August 26, 2014 as written.**

The next Regular Board of Selectmen's Meeting on Tuesday, August 26, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
AUGUST 26, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Ray Bates, Ronnie Brann, and Jonathan Adams. Dan Gordon arrived at 6:35 p.m.

Members absent: Richard Gray, Jr.

Public Attending: Tom Reed and John Finley.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:03 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 8-12-14 – Continued to August 19, 2014 as written seconded by Jonathan Adams and approved 3-0-0.

Public Comment:

John Finley had a situation with his mules that the Town of Windsor billed him for due to the extent of the hours that ACO Tim Coston had to spend on it. After much discussion the BOS decided that since we have no ordinance regarding this at present they will forgive it at this time. The BOS said that they would have the Planning Board look into writing an ordinance to have the townspeople approve for ACO hours being spent on repetitive calls.

Public Works:

- a) Keith said that they have been fixing washouts on misc. roads
- b) Brush cutting has been done on Greeley Road.
- c) There has also been brush cutting done on the Shuman Road.
- d) Lane Paving will be starting the paving on the Barton Road tomorrow with shim in the middle then the Sampson Road with shim.
- e) They are scheduled to reclaim the Erskine Road and Legion Park Road next week.
- f) Keith will set up the shoulder machine and be doing shoulders after pavement sets.

Transfer Station: None.

Consideration of Payment Warrants # 9 and # 10:

Ronnie Brann made a motion to approve warrants # 9 and # 10 seconded by Jonathan Adams and approved 3-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **12 Month Budget Figures:** Theresa had the 12 Month Budget for FY-2014 for the BOS to look over.
- b) **Letter from Tax Assessors' for Abatements & Supplemental Tax Warrant:**
- **Jonathan Adams made a motion to suspend as BOS and to convene as BOA at 6:28 p.m. seconded by Ronnie Brann and approved 3-0-0.**
 - **Jonathan Adams made a motion to approve and sign an abatement for David and Sandra Brann in the amount of \$123.50 and also a Supplemental Tax Warrant to the new owner in the amount of \$253.50 with the difference being that the Brann's had a Homestead Exemption seconded by Ronnie Brann and approved 3-0-0.**
 - **Jonathan Adams made a motion to approve and sign an abatement for Richard C. Condon, Jane Condon and Richard D. Condon in the amount of \$460.20 due to a merging of three properties they had purchased into one parcel seconded by Ronnie Brann and approved 3-0-0.**
 - **Jonathan Adams made a motion to adjourn as BOA and to re-convene as BOS at 6:32 p.m. seconded by Ronnie Brann and approved 3-0-0.**
- c) **Resthaven Cemetery Stones:** Volunteer Joshua Engelhardt helped Tom Reed clean some old stones at the Resthaven Cemetery which came out very good. Tom said that the next time they clean the stones they will do the front only with the expensive cleaner and clean the backs and sides with Clorox and water.
- d) **Workers Compensation & Property Casualty Division:** Theresa said that we received a dividend check from Property Casualty \$1,842.00.
- e) **Oaths:** The BOS need to do the Freedom of Access Oaths.
- f) **Town Employees Serving on Budget Committee:** Theresa said that there is a Town Ordinance which says no Town Employee can serve on the Budget Committee. She would like to know how this affects Tom Reed as Cemetery Sexton as he is considered a Town Employee. Ronnie said that they need to wait for a full BOS to discuss/vote on this.
- g) **Spirit of America:** Theresa needs confirmation from the BOS on who will receive a Spirit of America Award this year. **Ronnie Brann made a motion to have the volunteers that they have selected to receive the Spirit of America Awards for the Town Of Windsor for 2014 seconded by Jonathan Adams and approved 4-0-0.** The names will be announced at a later time.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 6:44 p.m.

These minutes were approved by the Board of Selectmen on **September 9, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, September 9, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
SEPTEMBER 9, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Ray Bates, Ronnie Brann, Richard Gray, Jr., Dan Gordon and Jonathan Adams.

Members absent:

Public Attending: Tom Reed, Carol Chavarie, Clint Cunningham, Sheldon Rowe, Steve McGee and Dick Avery.

Employees Attending: Theresa Haskell (*Town Manager*) arrived at 6:15 p.m., Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:09 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 8-26-14 as written seconded by Ronnie Brann and approved 4-0-1. Rick Gray, Jr. abstained due to absence from that meeting.

Public Comment:

- a) Clint Cunningham said that he would like to thank the town for doing such a good job on the Legion Park Road. He would like to see a load limit of 26,000 pounds put on the road to minimize heavy traffic damage. Keith said that there are other towns that have those limits. Ronnie said that he wonders where the limits would end. He believes that most of road damage is done in the spring and not year round. Theresa said that there is an ordinance saying that we have the right to restrict load levels either permanently or seasonally. The biggest question is how do you police it? Much discussion. Ray said that this is something that cannot be taken care of quickly. Ronnie would like to make a recommendation that the BOS go home and look into things and think on it. Theresa needs to call surrounding towns also to see if they want to have limits on their side of the roads that we share.
- b) Sheldon Rowe said that he has a problem with water now that the Town has done the ditching on the Legion Park Road. He has lived there for 50 years and never had a problem. He said that they went through his rock wall and damaged his trees and that he has a lot of water on his land now when it rains. He would like to see a deeper ditch done. Much discussion. Ronnie asked Sheldon if he was good with Theresa, Keith and Clint go take a look at it with him when it rains and he was agreeable to that.

Plowing Contract: Steve McGee said that he would do another year of plowing for the same contract price as the last two years. **Rick Gray, Jr. made a motion to use Steve McGee again this year at the same contracted price as last year seconded by Ronnie Brann and approved 5-0-0.** Steve said that he appreciates the Town of Windsor and the work that they give him. The contract was signed by the BOS, Town Manager and Steve McGee.

Public Works:

- a) Erskine Road is done except for the shoulders. Ronnie Brann wanted it on record that the work being done on his driveway entrance is something the he has hired someone to do and not being done at the town's expense.
- b) The Weeks Mill Road is done being surfaced.
- c) The Legion Park Road is all done including shoulders and driveways.
- d) Keith has started the shoulders on Barton Road and he is hoping to be done by the end of the week.
- e) Truck #4 is having a windshield replaced and will be having brakes done on it and anything else that needs to be done to get it in good shape.
- f) Keith is wondering if it is possible to get more money for Route 32 (Ridge Road) from the Department of Transportation. He is also wondering how much Whitefield would charge us to have Spicer do Vigue Road, Doyle Road, Melaney Road and Hunts Meadow Road since both towns always meet each other on those roads when they are plowing. Keith said that he will talk with them.

Transfer Station:

- a) August Monthly Report: Theresa showed the BOS that there was an increase in August but we are still down by \$790.75 total from last year.
- b) Concrete: Theresa said that Avery Glidden said he would get the concrete done by the end of this week or beginning of next week.
- c) Tim said that he has been busy doing the pre-winter cleanup.
- d) Tim asked about Ben as he has not been there for 2 weeks.
- e) Tim has been trying to get the wood pile burned but has not had any success with getting it done.

Consideration of Payment Warrants # 11 and # 12:

Ronnie Brann made a motion to approve warrants # 11 and # 12 seconded by Dan Gordon and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) ***Bureau of Motor Vehicle Wants Checks on a Weekly Basis:*** Our auditor prefers that we not issue manual checks like we have always done in the past but the State says we need to. Theresa said that there is a state law that allows weekly manual checks to be issued by the towns that use electronic registering. **Ray Bates made a motion to approve weekly checks to the Bureau of Motor Vehicle seconded by Ronnie Brann an approved 3-2-0.**
- b) ***Windsor Cares Facebook Page:*** Whoever is doing this is taking partial information from minutes and other information but this is not being posted by official town employees. BOS Minutes are posted on the Town Website (www.windsor.maine.gov) as well as the Windsor RSU Withdrawal Committee Minutes. Events and meetings are sent to the Kennebec Journal & listed under Government Listings in the Local Section as well as being on the homepage of the Town Website under This Week at the Town Hall and in the calendar at the bottom of the homepage. The Townline also receives and prints our weekly calendar. There are also times when we need to put Legal Notices in the Kennebec Journal which are found in the back of the paper under Legal Notices as well as postings at the Town Hall.
- c) ***ACO Ordinance:*** Last meeting there was discussion regarding a situation that took 11 hours of ACO time for which a bill was sent to the animal owner. The animal owner came to the meeting and said that he should not have to pay for that as no one else had ever been billed for something like this. After much discussion the BOS decided that since we have no ordinance regarding this at present they will forgive it at this time. The BOS said that they would have the Planning Board look into writing an ordinance to have the townspeople approve for ACO hours being spent on repetitive calls. This was discussed again at this

meeting and it was mentioned that the Planning Board should have a set of guidelines from BOS or have a BOS member attend the Planning Board Meeting. After much discussion the decision was made that we will watch for income versus expense on the ACO line and if the expense line for ACO hours exceeds the income line for repeat and/or extended hours for a situation then we will re-visit this discussion.

- d) **MMA Convention:** Front office trainings at the convention are on Wednesday this year from 7:30 – 4:30. Theresa and Debbie are the only ones who have classes on Thursday so the office will not need to be closed.
- e) **MMA Voting Delegates:** Two delegates are needed for voting one official delegate and one alternate delegate. **Ray Bates made a motion to approve Theresa Haskell as the Official Delegate and Angela Hinds as the Alternate Delegate seconded by Ronnie Brann and approved 5-0-0.**
- f) **Choate Road Overlay:** Lane is ready to come in and do the paving however CMP is not done with running the line and there is a portion of the road that needs to be shimmed. Theresa discussed the Town's options and said she will be meeting with L.E. Meyers regarding this and get back to the Town. The BOS decided to hold off on the 1,630' coming in on the Route 32 end and pave the difference.
- g) **Office Renovations:** Three contractors have been asked if they would like to submit bids for the renovations and the only one interested is Dick Avery. Dick does wonderful work and always has a fair price. After much discussion the BOS asked Dick to give them his estimate on what these renovations will be which also include a new ramp into the main office entrance. Theresa would like to see the renovations done during Thanksgiving week since we are closed that Thursday and Friday anyway.
- h) **Overdue Taxes:** Lorraine Plourde, Rita Marie Plourde and James Plourde own property at 25 Hideaway Lane, and they are interested in giving this property to the Town. Attorney, Joan Austin has sent the paperwork to them to sign, but Theresa has to file liens next Friday so in order to take care of this issue the BOS would have to make a motion to not put a 2014 lien on this property. **Jonathan Adams made a motion to not put a 2014 lien on this property seconded by Ronnie Brann and approved 5-0-0.**
- i) **Dept. of Labor Penalties:** Theresa Haskell, Arthur Strout and Kevin Ready met with Steve Greeley at the Department of Labor regarding the \$4,200.00 in penalties to discuss a reduction of the penalties. Steve indicated that he will recommend only a \$250.00 penalty fee because we had all the documents needed to be in compliance.
- j) **Foreclosed Property Transfer Tax Form:** The form needs to be done regarding the property at 122 Erskine Road that Nicole and David White purchased at the Town's Tax Sale. **Rick Gray, Jr. made a motion to have Ray Bates sign the Transfer Tax Form after Theresa makes it out seconded by Dan Gordon and approved 4-0-0.** (Ronnie Brann had to step out of the meeting for a few minutes so he was not there to vote).
- k) **Manual Check:** There needs to be a manual check written to Keel Hood for the June 2014 Audit. There was a misunderstanding on the amount that was due but it is now taken care of. **Rick Gray, Jr. made a motion to approve a manual check for our auditor, Keel Hood which indicated a deduction, in the amount of \$4,100.00 for the June 2014 Audit seconded by Dan Gordon and approved 4-0-0.** (Ronnie Brann had to step out of the meeting for a few minutes so he was not there to vote).
- l) **Approval for Spirit of America:** The BOS is fine with the honorees that they had chosen previously so Theresa will contact the Spirit of America Foundation to let them know who they are.
- m) **Budget Committee Member Ordinance:** There is an ordinance that says no town official or employee can serve on the Budget Committee and Tom Reed is considered an employee. Tom has graciously stepped down from the Budget Committee at this time.
- n) **Two quotes to move heat pipes for renovations to the front office:** CB Haskell gave a quote of \$1,100.00 and M.A. Haskell gave a quote of \$1,500.00. **Ronnie Brann made a motion to accept the quote of \$1,100.00 from CB Haskell to move the heat pipes for the renovations to the front office seconded by Dan Gordon and approved 5-0-0.**

Selectmen's Items:

- a) **RSU Update:** Ray said that there will be a Windsor Withdrawal Committee Meeting tomorrow night at 6:30 p.m.

Chairman Ray Bates adjourned the meeting at 9:17 p.m.

These minutes were approved by the Board of Selectmen on **September 23, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, September 23, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
SEPTEMBER 23, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Ray Bates, Ronnie Brann, Richard Gray, Jr. and Dan Gordon.

Members absent: Jonathan Adams.

Public Attending: Tom Reed, F. Gerard Nault, Tom Squiers and Bonnie Squiers.

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:07 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 9-9-14 as written seconded by Dan Gordon and approved 4-0-0.

Public Comment:

- a) Tom Reed asked for an update on the rat situation. Theresa told him that it is still being taken care of by Inland Fisheries and Wildlife.

Public Works:

- a) Theresa met with Gary Williams from L.E. Meyers to discuss the Choate Road situation at the power line entrances. He agrees that they have done some damage, but he said they are like any other company out there that has access to the roads. He would like to set up a meeting with Theresa and Keith next week to go take pictures of the road. Theresa told him that this situation has held Lane Construction up in the completion of their work. Much discussion.
- b) Tom Reed asked if we are still doing the Melaney Road this year. Theresa said it all depends on what the BOS decides. Theresa said Lane Construction is asking to increase the original price per ton on the Choate Road because we are asking to hold off 1,630' coming in from Route 32 because L.E. Meyers isn't finished taking out the large mats from the power lines. Theresa suggested we hold off paving this 1,630' in from Route 32 so we don't have damage to the overlay and meet with L.E. Meyers on what they are willing to do to fix the base that has been damaged. Theresa also mentioned she has an amendment sheet which excludes this 1,630' and pave from that point to Windsor Neck Road at the \$78.50 per ton and also add the 1,400' on the Melaney Road. **Ronnie Brann made a motion to have the Choate Road overlay at the same original price of \$78.50 per ton seconded by Rick Gray, Jr. and approved 4-0-0. Rick Gray Jr. made a motion to sign the amendment sheet seconded by Dan Gordon and approved 4-0-0.**

Transfer Station:

- a) The back wall is up for the scales and Avery Glidden poured the footing today for the cross wall.
- b) Backyard Builders called Ray and reminded him that we still have the building completed there. Theresa said that we are getting close to being able to having it delivered.
- c) Theresa gave the BOS a corrected Transfer Station Monthly Report for August.

- d) ADC (Animal Damage Control) Officer, Tim Coston has removed 4 beavers from the Tyler Road and there is still one “smart” beaver left.

Consideration of Payment Warrants # 13, # 14 and # 15:

Ronnie Brann made a motion to approve warrants # 13, # 14 and # 15 seconded by Dan Gordon and approved 3-0-1. Rick Gray, Jr. abstained as a family member was included in one of the warrants.

Old Business: None.

New Business: None.

Town Manager’s Items:

- a) The Department of Education (DOE) Approval came with the wrong clerk’s name on it. Angela called Paula at DOE about this and also the date of signing by Jim Rier needing to be corrected.
- b) *RSU 12 Withdrawal Special Town Meeting Warrant:* **Rick Gray, Jr. made a motion to approve and sign the RSU 12 Withdrawal Special Town Meeting Warrant seconded by Dan Gordon and approved 4-0-0.**
- c) *RSU 12 Withdrawal Public Hearing Date:* **Ray Bates made a motion to have the Public Hearing on Wednesday, October 22, 2014 at 6:30 p.m. with a backup date of Thursday, October 23, 2014 seconded by Rick Gray, Jr. and approved 4-0-0.**
- d) *RSU Letter from Mr. Tuttle about RSU 12 Board of Directors Resignation of Shellie Nichols-Adams.* Theresa received a letter from Mr. Tuttle saying that Shellie has resigned from the committee since she no longer is a Windsor Resident. There is now a vacant seat to be filled till the end of June. Ray said that we can make it known that there is a vacancy on our website under “The Hub”.
- e) *Siemen’s Contract - Theresa has a letter asking if the BOS would like to discuss the contract RSU 12 has in place.* Ronnie asked Jerry Nault what improvements are planned for Windsor School and he said that they were planning on replacing the classroom lights with LED lighting, putting T-8 fixtures in hallways and replacing the outdoor lights with LED lighting. Jerry told the BOS that they were discussing putting up a wall to preheat the air going into the building for the air exchange as well. Ray asked Jerry if he could get that information back to us. Ray also asked if there was a rebate involved with this and Jerry said that there is \$75,000 in grant money from the State for the whole RSU 12. He will get that to us from the facilities contract. Much discussion. The BOS gave Theresa permission to sign the letter going to Siemen’s once we have the correct name and department it send it to.
- f) Tom Squiers said that the Windsor RSU Withdrawal Committee has a meeting tomorrow night. Theresa said that Angela will post the RSU Withdrawal timeline that she has created on the Town Website.
- g) **Rick Gray, Jr. made a motion to go into executive session pursuant to 1M.R.S.A. § 405 (6) (A) to discuss personnel matters at 7:40 p.m. and to include Town Manager, Theresa Haskell and Town Clerk, Angela Hinds seconded by Dan Gordon and approved 4-0-0.** The BOS returned from executive session at 8:00 p.m.
- h) *Assessors’ Agent’s Contract for Assessing Services FY 2014-201:* **Ronnie Brann made a motion to approve the new FY2014-2015 contract with Vern Ziegler as our Tax Assessors’ Agent seconded by Dan Gordon and approved 4-0-0.**
- i) *Two Abatements from the Assessors’ Agent:* **Ray Bates made a motion to recess as BOS at 8:10 p.m. and to convene as BOA seconded by Dan Gordon and approved 4-0-0. Ray Bates made a motion to approve the 2 abatements listed in Tax Assessors’ Agent paperwork for the total amount of \$92.30 seconded by Rick Gray, Jr and approved 4-0-0. Ray Bates made a motion to adjourn as BOA and reconvene as BOS at 8:13 p.m.**
- j) **Rick Gray, Jr. made a motion to approve a write-off on a discontinued account in the amount of \$110.01 seconded by Ray Bates and approved 4-0-0.**

- k) Theresa told the BOS that Attorney Joan Austin has mailed the paperwork to have the owners of the donated property sign and return back to us.
 - c) *Dept. of Labor \$250.00*: Theresa told the BOS that the penalties from the Department of Labor have been paid. The Windsor Volunteer Fire Department paid \$208.33 and the Town paid \$41.67 of the \$250.00.
 - l) *Certificate of Appointment Cemetery Committee*: **Ray Bates made a motion to appoint Tom Reed to the Cemetery Committee seconded by Ronnie Brann and approved 4-0-0.**
 - m) *Town of China Shredding on Site*: Irene Belanger from the Town of China called Theresa and asked if the Town of Windsor would like to pay \$100.00 to be able to take Windsor Residents' papers to be shredded. Unfortunately this did not give us enough time to look into doing it.
- Selectmen's Items:** None.

Chairman Ray Bates adjourned the meeting at 8:14 p.m.

These minutes were approved by the Board of Selectmen on **Tuesday, October 7, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, October 7, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
OCTOBER 7, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Ronnie Brann, Jonathan Adams, Richard Gray, Jr. and Dan Gordon.

Members Absent: None.

Public Attending: Tom Reed, F. Gerard Nault, Vikki Nault, Bill Appel and Tom Toner.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:03 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 9-23-14 as written seconded by Dan Gordon and approved 4-0-1 with Jonathan abstaining because of absence from that meeting.

Ray Bates presented F. Gerard Nault the Spirit of America Award on behalf of the BOS for his many years of service to the Town of Windsor.

Public Comment:

- a) Bill Appel said that he has enjoyed having Cub Scout Pac 609 use the upstairs and asked if they could keep using it every other Monday night. Theresa told him that they would need to be aware that sometimes there is a meeting downstairs during that time. The BOS said that they would agree to this request and Bill is taking an application form to the Cub Scout Leader.
- b) Tom Toner said that he would like to fill the vacant space on the RSU 12 Board. **Dan Gordon made a motion to approve Tom Toner to finish the term seat vacated by Shellie Nichols-Adams on the RSU 12 Board seconded by Jonathan Adams and approved 5-0-0.**
- c) E-911 Officer Arthur Strout said he needs to have a road name approved for Biswell Lane which will be off from Ridge Road. **Rick Gray, Jr. made a motion to approve the road name seconded by Dan Gordon and approved 5-0-0.** Keith said that he will order the signs.

Public Works:

- a) Keith said that they are hoping to reclaim the Melaney Road tomorrow.
- b) The concrete on the scale house is complete. There is a situation with the roadway being really close to a CMP pole. It would cost \$2500.00 to move the pole. CMP is about 3 weeks out from getting everything hooked up. Keith will speak to Dan Finley about this tomorrow. Much discussion.
- c) Theresa and Keith will be meeting with Denny Johnson from Triple Fence on Thursday.
- d) Keith spoke with Spicer, one of the Town of Whitefield's drivers, regarding the plowing of the Hunts Meadow Road, Melaney Road & Doyle Road and he is all for it. We will need to speak with the Whitefield Selectmen regarding the price for this.
- e) We have a motor issue with the 2003 International. Ronnie called the International Garage - Daigle & Houghton out of Hermon about this. No matter what the problem is they will have to take the head off. Bill

Lewis is the manager of this and said that they are 7-9 days behind schedule right now and this will probably be at least a week long project. We will have Jeff Tardiff haul it to their garage.

Animal Control Officer Items: None.

Transfer Station:

- a) The September Monthly Figures show that we are \$1,758.90 down from this time last year.
- b) Malloy Construction out of West Gardiner is doing a roof in Windsor and will be hauling shingles to the Transfer Station.
- c) The scale house building was delivered today and needs flooring and the inside needs to be stained.
- d) We will need a crane to use that can lift 9,000 pounds which is what the new scales weigh to get them installed. Keith will be checking with Avery Glidden to see if he has one large enough. If Avery doesn't then McGee might have a crane that can handle it.

Consideration of Payment Warrants #16 and #17:

Dan Gordon made a motion to approve warrants #16 and #17 seconded by Rick Gray, Jr. and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Municipal Officers Notice of Public Hearing: **Jonathan Adams made a motion to approve and sign the Municipal Officers Notice of Public Hearing seconded by Dan Gordon and approved 5-0-0.**
- b) Need to set up a Public Hearing on 10-21-14 at 6:00 p.m. to approve the General Assistance Ordinance Appendix (B&C) – Food Maximums and Heated & Unheated Rents:
- c) Theresa said she has met twice with the Small Community Cooperative Meeting Group with the other area towns. This group is looking to see what ways we can combine services to save money. The next meeting is on Monday, October 17th in Whitefield at 7:00 p.m.
- d) Dick Avery will have prices before the next meeting. Theresa said we will need to decide what time and day to close for the construction. Theresa has a meeting with Mike Dore from Burgess tomorrow and she will also be meeting with Nick Labbe from Northeast Security on Thursday for a quote.

Selectmen's Items:

- a) Rick Gray, Jr. asked about the meeting with L.E. Meyers regarding the Choate Road and Theresa said that it is still under discussion.

Chairman Ray Bates adjourned the meeting at 8:13 p.m.

These minutes were approved by the Board of Selectmen with the correction of adding an "s" on "driver" under Public Works (d) on **October 21, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, October 21, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
OCTOBER 21, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Ronnie Brann, Jonathan Adams, Richard Gray, Jr. and Dan Gordon.

Members Absent: None.

Public Attending: Tom Reed, Heather King, Christa Johnson, Jenn Richardson, Allison Whynot, Jeremy St. Onge, Steve Savage, Linda Farwell-Simmons, Nicholas Waldron, Dale Waldron, Robbi Portella, Tom Toner & Debbie Waldron.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Ray Bates opened the Public Hearing for the General Assistance 2014 & Adoption of Appendix (B&C) at 6:01 p.m. The BOS went over the new amounts and **Ronnie Brann made a motion to accept and approve the 2014 General Assistance and Appendix (B&C) seconded by Rick Gray, Jr. and approved 5-0-0.** Ray Bates asked if there were any comments and being none he closed the Public Hearing at 6:06 p.m.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 10-7-14 with the correction of adding an "s" on "driver" under Public Works (d) seconded by Ronnie Brann and approved 5-0-0.

Ray Bates presented Nicholas Waldron, Dale Waldron & Debbie Waldron with the Spirit of America Award on behalf of the BOS for their service to the Town of Windsor.

Public Comment:

a) Heather King said that had she known earlier that there was an opening on the Windsor RSU 12 Board she would have come forward sooner. She told the BOS that she has a background in education and would like to serve on this board. Linda Farwell-Simmons said that she is in support of Heather as a Windsor RSU 12 Board Member and had a list of written comments from the Windsor School Staff in support of Heather. Ray asked Heather if anyone in her immediate family works for RSU 12 and Heather said no. Town Manager, Theresa Haskell said that since Tom Toner's wife was on the RSU 12 staff at the time they appointed him to the Windsor RSU 12 Board his appointment was null and void. Rick Gray, Jr. asked Heather where she stands on the question of Windsor's Withdrawal from the RSU 12 and Heather said that she really doesn't know at this time since she needs to have more information on this matter. Much discussion!

Tom Toner spoke up and said that he still wants his name in for the position on the Windsor RSU 12 Board. (Tom's wife has now resigned from the school).

As of yet we do not know the cost of withdrawing from the RSU because there are too many variables. We know that if we remain in the RSU our costs will go up 25% for each of the next two (2) years.

Theresa told the BOS that we have here two (2) people interested in serving on the RSU 12 Board. The new board member will be helping to create the new budget if we do not pull out. Someone in the audience said

that Tom Toner has a lawsuit against the RSU and when asked if he did Tom said that he will fight for his kids to make sure that they are safe. Ronnie asked Tom if it is his intent to file a lawsuit and Tom said that they do have a lawyer. Ronnie said that it's a conflict of interest if he is planning on a lawsuit. **Ronnie Brann made a motion to appoint Mary Heather King to the Windsor RSU 12 Board seconded by Rick Gray, Jr. and approved 5-0-0.**

- b) Theresa told the audience that there are other boards/committees that also have open seats such as the Windsor Educational and Reed Fund Committee and the Budget Committee. She explained that the Educational Fund is a committee of five (5) and requires a member from the Windsor School, a Board of Selectmen member and the Town Treasurer in addition to 2 townspeople. Christa Johnson said that she is willing to serve on this committee. **Rick Gray, Jr. made a motion to appoint Christa Johnson to the Windsor Educational Foundation and Reed Fund Committee seconded by Dan Gordon and approved 4-0-1.** Ronnie Brann abstained because he is the chairman of that committee.
- c) Jeremy St.Onge said that he is willing to serve on the Budget Committee and Theresa said that we will need to find out from Town Clerk, Angela Hinds what positions are open on that committee ... whether they are alternate or regular member seats.
- d) Tom Reed said that there are some townspeople who will not come to vote because they cannot do the stairs and don't like the lift. Theresa said that they could vote by absentee ballot if they so wished.

Public Works:

- a) Road Supervisor, Keith Hall said that the scales are coming this Thursday for the Transfer Station and that Avery Glidden will be there with his crane to set them in.
- b) The 2003 International has a head gasket problem which will cost approximately \$8,000.00 to fix. The parts should be in tomorrow and the garage should have the truck ready next week. Theresa told the BOS that this will put that line item over budget but with not having a spare truck we must get it fixed.
- c) Ronnie Brann said that Keith does a very good job budgeting the time of our hired drivers. If Keith knows that a storm is going to put him into overtime he will always try to be able to have the part-time drivers get the time and save the town money.
- d) Ronnie asked Keith if all the shoulders will get done. Keith said that the shoulder machine is on the truck being repaired and that the only way he can get the shoulders done is if there are a couple of really good days after the truck comes back.
- e) Keith said that the Melaney Road is reclaimed and the shoulders have been done. The Choate Road still needs to be paved and the shoulders still need to be done including the driveways.
- f) The hopper on the one ton had to be replaced.
- g) They have worked on the Doyle Road and turned it mostly back to a dirt road with donated gravel. They also widened the road where the trucks have to turn around.
- h) Keith fixed the Taylor Road where L.E. Meyers was supposed to. He said that the pipeline company did fix the Maxcys Mill Road dips last Friday.
- i) There was much discussion on the gate for Public Works and Transfer Station on types, cost, etc. and Ronnie Brann said that he doesn't see the gate getting done this year.
- j) Tim Coston asked if the sand is going to be in the middle of the Transfer Station area again this year. Keith said it would probably be better to put it over by the banking with jersey barriers. Keith said he would ask Avery Glidden if he had any we could use and Ronnie said that if Avery doesn't, then maybe Arthur might have some we can borrow. The sand will be available to townspeople during Transfer Station hours of operation.

Animal Control Officer Items: None.

Transfer Station:

- a) Transfer Station Supervisor, Tim Coston said that as mentioned above, the scales are coming this week and that the power has been run for them.
- b) Theresa has talked with Moe Belanger about getting a price for the flooring for the scale house.

c) Tim reported that he got the woodpile burned.

Consideration of Payment Warrants #18 and #19:

Ronnie Brann made a motion to approve warrants #18 and #19 seconded by Dan Gordon and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Theresa sent the CMP Corrective Easement and Deed from 4-23-10 to Rick to look over. Rick was able to get pictures of what was covered in the corrections and confirmed that all the references are now correct. **Jonathan Adams made a motion to give Theresa Haskell permission to sign the CMP Corrective Easement and Deed from 4-23-10 seconded by Dan Gordon and approved 5-0-0.**
- b) Theresa had a letter from Tax Assessors' Agent, Vern Ziegler for an abatement and the Municipal Valuation Return 2014. **Jonathan Adams made a motion to recess as the BOS and to convene as the Board of Assessors at 8:14 seconded by Dan Gordon and approved 5-0-0.**
Jonathan Adams made a motion to accept the Municipal Valuation 2014 seconded by Ronnie Brann and approved 5-0-0.
Ronnie Brann made a motion to approve the abatement to Reginald R. St.Amand, Jr. in taxes in the amount of \$521.30 seconded by Rick Gray, Jr. and approved 5-0-0.
Jonathan Adams made a motion to adjourn as Board of Assessors and to reconvene as BOS at 8:24 p.m. seconded by Ray Bates and approved 5-0-0.
- c) Theresa said she has the Waste Management Contract for 7-1-15 through 6-30-20. She said the first year prices would be the same but said that this does not have to be discussed tonight. The BOS said to table this to a later date.
- d) Theresa has a poverty abatement for the BOS to look over. She gave each one of them a sealed envelope marked Poverty Abatement 2014-1. This will be decided at the December 2, 2014 meeting.
- e) The Food Bank Committee has asked if it would be possible to purchase items in bulk for the Food Bank from Sam's Club with the town's exempt status and then reimburse the town. **Ronnie Brann made a motion to approve allowing the Windsor Food Bank to use the Town of Windsor's exempt status to purchase items in bulk from Sam's Club and then reimburse the town for those purchases seconded by Dan Gordon and approved 4-0-1.** Rick Gray, Jr. abstained due to the fact that his wife is head of the food bank. Theresa said the Food Bank also has money in their improvement account and thinks that they should consider having a sign made for the Food Bank, painting the door and also staining & fixing the porch area. Rick said he would discuss this with his wife.
- f) The town has been given a property from landowners now living out of state. In order to accept this property the taxes would have to be written off for the last three years in the amount of \$1,379.01. **Ray Bates made a motion to accept the gift of the property seconded by Ronnie Brann and approved 5-0-0. Ray Bates made a motion to apply the write-off amount of \$1,379.01 seconded by Dan Gordon and approved 5-0-0. Rick Gray, Jr. made a motion to approve Ray Bates as the Chairman of the BOS to sign the Transfer Tax Form seconded by Dan Gordon and approved 4-0-1.** Ray Bates abstained as he is the one being approved to sign. After all the paperwork is completed an ad will need to be put in the legal section of the Kennebec Journal for the sale of this property. Ronnie stated that the town is not in the business of making money but does need to be able to have all costs covered. Debbie will have the ad put in either this coming Friday and Saturday or the next.
- g) The Windsor Rescue will be looking for additional funding in the next budget to allow them to purchase a new vehicle.

- h) Theresa said that the Transfer Station slab/wall work went over by \$1,500 which has not been paid yet. **Jonathan Adams made a motion to approve the writing of a manual check to Avery Glidden in the amount of \$1,500.00 for additional concrete work seconded by Dan Gordon and approved 5-0-0.**
- i) The Building Use Policy needs to be updated.
- j) Med Tech LLC said that the CDC has contacted them regarding Ebola Kits. Do we want to purchase some Ebola Kits from them? The BOS said to give the letter to Windsor Rescue Director, Ray Chavarie to see if Rescue wants to order some of these.

Selectmen's Items:

- a) Ray said that the RSU Withdrawal Committee had sent a letter to the lawyer in regards to the school buses if we withdraw. The lawyer said that the buses listed in the agreement are the only ones we are responsible for, if the RSU buys new buses we would not be responsible to pay for the new ones as they are not part of the signed agreement

Chairman Ray Bates adjourned the meeting at 9:08 p.m.

These minutes were approved as written by the Board of Selectmen on **November 4, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, November 4, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
NOVEMBER 4, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Ronnie Brann, Richard Gray, Jr. and Dan Gordon.

Members Absent: Jonathan Adams.

Public Attending: Tom Reed and Bill Appel.

Employees Attending: Theresa Haskell (*Town Manager*) and Tim Coston (*Transfer Station Supervisor and Animal Control Officer*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 10-21-14 as written seconded by Dan Gordon and approved 4-0-0.

Public Comment: Rick Gray, Jr. appreciates the assistance from Ronald Brann for getting him out of the ditch this past Sunday. Bill Appel said he was proud of the Public Hearing at the school. He said it was handled very well and wanted to thank the Town of Windsor's Board of Selectmen.

Public Works: Theresa said this past storm received 6" of snow in one part of the town and 12" in other areas. Theresa said we were down a truck because we haven't received Truck #2 back yet. They had said it would be here before November 1st but it did not arrive as planned. They are now saying the truck will be back on Thursday of this week. Keith also got stuck with his truck and Ronnie pulled him out. Ronnie said Keith needs to have a tow chain in his truck. There were a lot of areas where trees came down and people had no power. We also had to close certain roads until CMP could come in and take care of the lines. Keith had extra help to clean up the debris and trees in the roads.

Transfer Station:

- a) Transfer Station Improvement Updates. Theresa said we only have \$69,333.07 left in the budget before tonight's warrant. It looks like we are going to be under-budgeted and it looks like we may have to wait on paving the area.
- b) Transfer Station Monthly figures for October, 2014. We are down \$1,322.70 for the first 4 months.

Animal Control Officer: Tim said he has a rooster in his possession. Does anyone want one? Tim said the beaver issue is good.

Consideration of Payment Warrants #20 and #21:

Rick Gray, Jr. made a motion to approve warrants #20 and #21 seconded by Dan Gordon and approved 4-0-0.

Old Business: None

New Business: None

Town Manager's Items:

1. Letter from Assessor's Agent, Vern Ziegler. **Rick Gray, Jr. made a motion to suspend as Board of Selectmen and convene as Board of Assessor's at 6:32 p.m., seconded by Dan Gordon and approved 4-0-0. Rick Gray, Jr. made a motion to approve the abatement recommended by the Assessor's Agent, Vern Ziegler, on Lloyd C. and Claudette Williams in the amount of \$3.90 for an Error in Building, seconded by Ronnie Brann and approved 4-0-0. Rick Gray, Jr. made a motion to adjourn as Board of Assessor's and reconvene as Board of Selectmen at 6:36 p.m., seconded by Dan Gordon and approved 4-0-0.**
2. Theresa said she and Tom Reed met with Tim Basham about a quote on removing three trees. (Two trees in North Windsor Cemetery and one tree in Resthaven Cemetery). Talking with Tim Basham he recommends we look into moving cemetery stones out of the way before removing the trees. This can be done as long as we have good documentation. He also recommended we remove the fence and talk with the neighbors and get written permission to see if we can drop the two trees in the North Windsor Cemetery and then remove them after. He did say he would recommend we trim some of the trees going into the cemetery. There is one large stone in the cemetery that would be very hard to go around. He also recommends that we wait until the ground is harder before going in to remove these. The one that is in Resthaven Cemetery can be taken down but he recommends that we remove part of the fencing and we would also need to trim the trees along the fence to get the equipment in there. He said he would charge \$150.00 an hour for the tree climber and his guy. We would have to pay for the piece of equipment that would go in there because it could be a certain amount of hours and each tree is different. We do have one stone that may need to be moved also.
3. Theresa handed out the 3 Month Budget for the 2014/2015 Fiscal Year for the Board to look at and ask any questions.
4. Theresa said at the last Board of Selectmen's Meeting Jeremy St.Onge said he would like to be on the Budget Committee. Theresa has the oath papers if they are interested in appointing him. **Rick Gray, Jr. made a motion to appoint Jeremy St.Onge as a Budget Committee Member with a term to be effective through June 30, 2017, seconded by Ronnie Brann and approved 4-0-0.**
5. Theresa has talked with Simplex Grinnell about moving the Security System to a different place and updating it. Simplex Grinnell was able to decrease the original price down \$717.00. The total quote is now \$3,158.00. Theresa said she called and discussed this with all five Board of Selectmen and would like to have the Board vote to approve the new quote amount of \$3,158.00 to Simplex Grinnell and have them do the work before Thanksgiving Week. Theresa also has talked with Simplex Grinnell about getting a quote on security cameras and is waiting for this quote to come in. **Ray Bates made a motion to approve the \$3,158.00 contract that Theresa has already previously signed to Simplex Grinnell, seconded by Ronnie Brann and approved 4-0-0.**
6. Street Lights. Theresa asked if the Board is interested in putting in a street light here at the Town Office out in front of the main porch. We have two upper lights in the corner of the building and when we have to fix these or change a light bulb we have to hire someone with a lift which usually costs \$150.00 to rent and then pay for them to fix it. CMP has given us a price to put the street light in for about \$12.00 a month. This would mean we wouldn't have to worry about maintenance and the light would come on at dusk and go off at dawn. They would also be responsible for all maintenance on it. The Board members decided to hold off right now and think about it.
7. Transfer Station/Public Works Gate. Theresa said there is still work to be done before we can put the gate in. We still need to have the power switched over and then we will need to dig up the road and pour cement. It is getting later in the year and we don't have much time. The Board said to wait until next year.
8. Choate Road Paving and the Barton Road fix. The Board of Selectmen decided to wait until next year because it is getting late in the year. Corey from Lane Construction was going to send Theresa an email indicating what they recommend but she has never received anything. Theresa said we will need to have them pave the ground butt joint areas.

Selectmen's Items: Ray asked about the Tax Property that we have for sale to see where we are at. Theresa said it was in the paper over the weekend and bids will be opened on December 2, 2014.

Chairman Ray Bates adjourned the meeting at 7:40 p.m.

These minutes were approved by the Board of Selectmen on **November 18, 2014 as written.**

The next Regular Board of Selectmen's Meeting on Tuesday, November 18, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager



MINUTES OF BOARD OF SELECTMEN'S MEETING
NOVEMBER 18, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Richard Gray, Jr. and Dan Gordon. Jonathan Adams arrived at 6:24 p.m.

Members Absent: Ronnie Brann.

Public Attending: Tom Reed.

Employees Attending: Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*). (Theresa Haskell, Town Manager was on vacation).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 11-4-14 as written seconded by Dan Gordon and approved 3-0-0.

Public Comment: None.

Public Works:

- a) Road Supervisor, Keith Hall was absent but had told Debbie that truck #2 is back and running good. While at the garage they found an additional problem with the turbo which will increase the cost of that repair. Now all the truck needs to be complete is the wing arms.
- b) Keith told Debbie that Lane paved the cutouts on the Choate Road today.

Transfer Station:

- a) Transfer Station Supervisor, Tim Coston said that power was being hooked up today for the scale building. Carl from Acme Scales will be coming to do the wiring on the scales. Next week the scales will be calibrated also.

Animal Control Officer Items:

- a) Tim took a stray kitten to the vets because it was sick. The kitten which was a Maine Coon Cat was x-rayed and checked out. It was suffering from hypothermia but is fine now and at the shelter.

Consideration of Payment Warrants #22 and #23:

Dan Gordon made a motion to approve warrant #22 seconded by Jonathan Adams and approved 3-0-1 with Rick Gray, Jr. abstaining because his wife was on the payroll for voting. Dan Gordon made a motion to approve warrant 23 seconded by Rick Gray, Jr and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) A woman from CMP spoke with Keith about another easement that is needed at the Transfer Station. She said that she was going to fax an easement paper to the Town Office. The fax didn't come in so Debbie called CMP and was told that easement papers are never faxed. They have to be drawn up by the CMP Legal Dept. and then mailed. We will wait and see how this works out!
- b) Debbie told the BOS the prices for having a legal ad in the KJ and a boxed in notice for the Town Line. The BOS felt that it is well enough covered since it is on the webpage, posted at the Town Hall, posted at the Post Office and local stores.
- c) There are paid tax liens that need to be discharged but need Theresa's signature so Debbie asked the BOS for permission to write a manual check to send these discharges out when Theresa is here on Monday to sign them. **Dan Gordon made a motion to approve the writing of a manual check to the Kennebec Registry of Deeds to discharge these liens seconded by Rick Gray, Jr. and approved 4-0-0.**

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 7:12 p.m.

These minutes were approved as written by the Board of Selectmen on **December 2, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, December 2, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
DECEMBER 2, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Richard Gray, Jr., Dan Gordon, Jonathan Adams and Ronnie Brann.

Members Absent: None.

Public Attending: Tom Reed, Bill Appel, Jennifer Leach-Coston, Jeffrey Leach and Jerry Nault arrived at 7:27p.m.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*).

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 11-18-14 as written seconded by Dan Gordon and approved 4-0-1 with Ronnie Brann abstaining because he was not at that meeting.

Public Comment:

- a) Tom Reed said that the gates are now up at the cemeteries.
- b) Theresa said that she had a complaint today of someone stealing Christmas wreaths at Resthaven Cemetery.

Public Works:

- a) Road Supervisor, Keith Hall said that everything is ready to go. The trucks are all in good working order.
- b) Keith said that they had a blown tire on South Belfast Road during the last storm and used the spare. Keith had a new tire put on the rim so there is a new spare available.
- c) Keith said that he had to go back out last night to Ridge Road because there was water in the road that could've turned icy.
- d) The septic tank has been pumped out.
- e) Keith doesn't know why we haven't received the bill yet for the big truck repair, but will call tomorrow to see what the hold-up is.

Transfer Station:

- a) Transfer Station Supervisor, Tim Coston said that power was being hooked up today for the scale building. Carl from Acme Scales will be coming to do the wiring on the scales. Next week the scales will be calibrated also. Tim said that he is still waiting for ACME Scales to come certify our new big scales. A wire needs to be moved and he has called twice about it.
- b) Dan Gordon said that he saw people digging out dirt by our new wall and he stopped and told them that it was part of our wall and was not our sand. (The sand is available during Transfer Station hours only at a limit of 2 buckets per household per storm.)
- c) Keith said that On Target was marking out "everything" at the TS/PW area.
- d) Rick Gray, Jr. asked how much it was going to cost for the guide pole. Theresa said that she received the bill today for \$1,188.00 which will be in the next warrant.

Animal Control Officer Items:

Tim said that he had a few calls on cats and cows.

Consideration of Payment Warrants #24 and #25:

Jonathan Adams made a motion to approve warrants #24 and #25 seconded by Rick Gray, Jr. and approved 4-1-0. Dan questioned why he wasn't allowed to go out front (behind the counter) since the BOS is really over all the employees and Theresa reminded him that the BOS had decided to make the front office (behind the counter) off limits to anyone who is not bonded for the Town of Windsor. If one of the BOS wants to go out in the office, one of the bonded employees can take them out and they can see anything they need to.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Theresa had a letter of abatement from the Tax Assessors' Agent, Vern Ziegler. **Jonathan Adams made a motion to suspend as BOS and to convene as BOA at 6:20 p.m. seconded by Dan Gordon and approved 5-0-0. Ronnie Brann made a motion to approve the abatement as requested seconded by Rick Gray, Jr. and approved 5-0-0. Jonathan Adams made a motion to adjourn as BOA and to reconvene as BOS at 6:22 p.m. seconded by Dan Gordon and approved 5-0-0.**
- b) Ray Bates opened the tax sale bid for the Town-owned property located on Map 02 Lot 050-A. The only bid was from Tim Coston & Jen Leach-Coston in the amount of \$6,000.00 with a check enclosed for the 10% down of \$600.00. Ronnie Brann asked what the total costs were for this property to be completely paid off and Theresa said the total costs would be under \$2,000.00. Ronnie said that as in all the other situations before he had stated that the Town of Windsor was not out to make a profit on property taxes. He feels that the Costons should not be charged more than \$3,000.00. There was discussion and **Ronnie Brann made a motion to accept the bid from Timothy Coston and Jennifer Leach-Coston in the amount of \$3,000.00 for the purchase of the property located on Tax Map 02 Lot 050-A seconded by Ray Bates and approved 5-0-0.** Theresa will type up the Municipal Quit Claim Deed for everyone to sign including the Transfer Tax Form.
- c) Theresa said that most of the work has been done in the front office. Simplex is still working on some areas and Dick Avery is getting a price on carpet for us.
- d) While Burgess Computer was here getting our computers set up in the new locations Theresa asked about the "Windsor Guest Wi-Fi". He said that there is absolutely no additional cost for this and would not interfere with the Town's system. There was much discussion regarding this. **Jonathan Adams made a motion to approve the availability of a "Windsor Guest Wi-Fi" seconded by Dan Gordon and approved 4-1-0.**
- e) The BOS looked over the letter again from Jerry Nault regarding the possible formation of a Local School Committee. Ray said that he is not personally interested in serving on this type of board. There was much discussion regarding this. Theresa recommends that we talk to the school principal to see if she knew who might be interested in serving on a local school committee. She also said that she could call around other RSU Schools to see if they had local committees and if so, what their policies are.
- f) There was a Cemetery Lot Conveyance that needed to be approved. **Ray Bates made a motion to approve and sign a Cemetery Lot Conveyance contingent upon the payment being made seconded by Rick Gray, Jr. and approved 5-0-0.**
- g) Jerry Nault came in at 7:27 to ask if the BOS had decided on having a Local School Committee and was told that they are looking into it. The BOS asked him if he could find out what other Local School Committees have for policies. Jerry said that he will look into this and get back to Theresa.
- h) The BOS had been given a Poverty Abatement Application to look over at their meeting on October 21, 2014 so they could make a decision at this meeting. **Richard Gray, Jr. made a motion to go into executive session pursuant to 1 M.R.S.A. Title 36 Chapter 105 §841 (2) to discuss a Poverty**

Abatement at 7:35 p.m. and to include Town Manager/Tax Collector, Theresa Haskell seconded by Ray Bates and approved 5-0-0. The BOS came out of executive session at 8:10 p.m. Ronnie Brann made a motion to approve Poverty Abatement Doc # 2014-1 seconded by Dan Gordon and approved 5-0-0.

Selectmen's Items:

- a) The BOS would like to look into the cost of having security cameras installed at the Town Hall.
- b) Rick said he was wondering if anyone was going to take the signs off the Choate Road down for the power lines. Rick said he believes that they are done working there now and we need to get these out of the road. Theresa said she will let Keith know and see if he can take care of these or put them in the ditch so we can plow.

Chairman Ray Bates adjourned the meeting at 8:37 p.m.

These minutes were approved as written by the Board of Selectmen on **December 16, 2014.**

The next Regular Board of Selectmen's Meeting on Tuesday, December 16, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
DECEMBER 16, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Richard Gray, Jr., Dan Gordon and Ronnie Brann.

Members Absent: Jonathan Adams

Public Attending: Tom Reed, Edgar Richards & Bill Appel,

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*) came in at 6:16 p.m.

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 12-2-14 as written seconded by Ronald Brann and approved 4-0-0.

Public Comment: None.

Public Works:

- a) Theresa said Keith had knee surgery on Friday, December 12, 2014. Keith still kept in touch with Theresa and Tim Coston during the storm Friday night into Saturday morning. We had some trouble getting someone to work one of the routes so Keith and Tim kept in touch with each other throughout the night into the morning. Keith said we need to do something different for next year within the budget. Theresa and Keith will need to sit down and figure out what to do within the budget. Tim said once he finally got someone in to run the truck everything went o.k. Theresa was called by Keith and Tim throughout the night. Theresa asked the Board of Selectmen if she could somehow compensate Keith for his time even though he wasn't clocked in. The Board of Selectmen said that this would be at the Town Manager's discretion.

Transfer Station:

- a) **Monthly Figures:** Theresa gave the BOS the November figures and noted that we are still down from last year by \$1,070.11. Tim said that the figures should be up some next month since the metal can was just hauled.
- b) The large scales are all certified. Tim talked with them about the wire to the fuse box and they will remove this when we get ready.

Animal Control Officer Items:

- a) Tim said it has been pretty quiet with only 1 call out.

Consideration of Payment Warrants #26 and #27:

Ronnie Brann made a motion to approve warrants #26 and #27 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Town Meeting Date:** This year's Town Meeting will be held on Wednesday, June 10, 2015 at 6:30 p.m. at Windsor School. (This is being changed from the regular meeting date that was previously held on the Saturday after the municipal voting.)
- b) **Town Hall Water Test:** The water was tested and came back with a good report.
- c) **Savin Repairs:** Transco was here to clean all the copiers and said that the Savin needs a new drum plus other smaller parts which would be over \$500.00. It was decided that we will use it until it dies as it is not worth it to us to be repaired at that cost.
- d) **Sand Pile:** Theresa told the BOS about all the calls/complaints we have received regarding the availability of the sand pile. They said that it will stay the same – two 5-gallon buckets per storm per household with the sand being available during Transfer Station hours. Ronnie Brann said that there are many towns that do not make sand available to their residents at all.
- e) **Truck Repairs:** The repairs for Truck # 2 (the 2003 International) were more than originally estimated due to more repairs needed.
- f) **Simplex Security Cameras:** Theresa received a quote from our security provider for 5 security cameras in the amount of \$5,900.00. We will seek out less expensive cameras!
- g) **KVCOG – Joint Purchase of Generators:** Theresa received a letter from Kennebec Valley Council of Governments (KVCOG) regarding joint purchasing of emergency generators. We do not need to be involved with this as we just bought a new one this year.
- h) **Kennebec Valley Chamber of Commerce:** Theresa said the Kennebec Valley Chamber of Commerce is holding their awards banquet on Friday, January 23, 2015 at the Civic Center for \$55.00 per person if anyone is interested in attending.
- i) **Closed at Transfer Station Christmas Eve and New Year's Eve:** Theresa said that she has decided to close the Transfer Station on Christmas Eve Day and New Year's Eve Day. Debbie has made up the signs and put it on the website. It will also be listed under Government Notices in the Kennebec Journal and the Town Line.
- j) **Department of Transportation:** The DOT will be holding a Scoping Meeting regarding Cumberland Farms in Augusta and is notifying the surrounding towns.
- k) **Windsor Guest Internet Access:** Now that the Town Hall has guest access Debbie is asking permission to bring in her laptop to the BOS meetings for taking minutes. It was an issue before due to having to be on the town's system with confidential information. Now that that is not an issue the BOS gave permission for her to do the minutes on her laptop which will make things a little easier for her.
- l) **Welcome to Windsor Packets:** The office staff has been working on welcome packets for quite a while now and they are now at the "proofing" point. Theresa gave the BOS the packets to go over. The BOS immediately decided to go with nice pocket portfolios instead of manila envelopes as they are more user friendly and look much better. They thought of a few items to be added to the packet such as a listing of area daycares, our public water supply, churches in town, that the Windsor Elementary School is our emergency/disaster shelter, etc.
- m) **Employee Manual:** The BOS will be changing the employee manual to cover/include a Maine Municipal article in last month's Maine Townsman.
- n) **Tree Cutting:** Theresa said that CMP is coming to Windsor in 2015 to be doing roadside tree cutting as part of their 5-year plan and she has asked them to call her when they come in. We would like to discuss with them some of the trees that need to be cut, for example, some in the North Windsor Cemetery.
- o) **Excise Tax:** Theresa reported that the revenue from excise taxes has increased this year.

Selectmen's Items:

- a) Ronnie asked about the Community Meeting that was held in Chelsea. The towns represented were Whitefield, Pittston, Windsor, Chelsea & Randolph. They discussed several ideas which included the possibility of shared plowing, mowing, printing of town reports, animal control officers, code enforcement officers, assessing services, brush cutting, etc. They also were very interested in joining in with our transfer station, but Theresa told them that we need one full year of operating the new system before we can discuss having other towns join us.
- b) Ronnie said that he was told by Scott Kenoyer from the August Public Works Department that there is a possibility that we might be able to use Augusta's prices for trucks bidding. Scott will be giving Ronnie their truck specs, which if we are able to bid through them could save us thousands of dollars on a new truck.
- c) Rick Gray, Jr. has researched several different towns/states guidelines for local school committees and has printed off a copy of one that he likes for the BOS to look over to see what they think about it.

Chairman Ray Bates adjourned the meeting at 7:59 p.m.

These minutes were approved as written by the Board of Selectmen on with adding the Town Meeting time to be 6:30 p.m. on 6-10-15 at Windsor School.

The next Regular Board of Selectmen's Meeting on Tuesday, December 30, 2014 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF BOARD OF SELECTMEN'S MEETING
DECEMBER 30, 2014
WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members Present: Ray Bates, Richard Gray, Jr., Dan Gordon and Ronnie Brann.

Members Absent: Jonathan Adams

Public Attending: Dick Avery

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) and Debbie French (*Secretary to the BOS*) came in at 6:33 p.m.

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 12-16-14 with adding the Town Meeting time to be 6:30 p.m. on 6-10-15 at Windsor School seconded by Rick Gray, Jr. and approved 4-0-0.

Public Comment:

- a) Theresa said she was approached by a Wingood Road resident asking "When will the dirt part of this road be paved?" He said it was promised and guaranteed by a former BOS years ago. Ronnie Brann said we can discuss this during budget time.

Public Works:

- a) Keith said that his knee is doing well and that he has a note from his doctor saying he is able to work beginning December 29, 2014.
- b) Keith also mentioned that we need Public Works drivers for the winter. He has had a hard time getting hold of drivers to work during the storms. We really need to discuss this during budget time because something needs to change.
- c) Keith said that the Reed Road had gravel added and was graded by the town because of pot holes and what the warm and cold weather has done to it.
- d) They also added gravel to the Wingood Road and had Marvin Clark grade it.
- e) Keith said that he was also able to do some patching in town where it was needed.

(Dff began) _____ (TLH ended)

Transfer Station:

- a) Tim said all is good.

Animal Control Officer Items:

- a) Tim said that it has been pretty quiet.
- b) Tim received a call from Chelsea saying that they are in need of an ACO and he said that he is not interested in this.

- c) Angela would like to know if we can send out post card reminders on dog licenses. The BOS said we can try it this year and see what the response is. Right now we still have about 175 that need reminders. She will wait two weeks and then do it.

Consideration of Payment Warrants #28 and #29:

Ronnie Brann made a motion to approve warrants #28 and #29 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Junkyard Permits:** We have 3 junkyard permits of which 2 owners have paid the other owner is in St. Martin at this time. CEO, Arthur Strout said he inspected all 3 today. **Rick Gray, Jr. made a motion to approve the 2 paid permits and to approve the 3rd permit contingent upon the owner's payment seconded by Ronnie Brann approved 4-0-0.**
- b) **ASCAP:** Theresa received a call from a collection company regarding this. Theresa told her that she asked for this to be cancelled several months ago. The lady said that she has the information now and will get back to her.
- c) **McGee:** Theresa asked the BOS for permission to have Debbie do a manual check for the plowing contract with McGee on Monday, January 5th because the first warrant in January isn't until the 13th and we usually pay within the 1st week of each month. **Ronnie Brann made a motion to approve a manual check to be made to McGee seconded by Dan Gordon and approved 4-0-0.**
- d) **Assisted Living Center:** Arthur had blueprints of the new assisted living center coming to Windsor on the Coopers Mills Road. It will basically be 16 apartments and dining room, etc.
- e) **Appointment of Registrar of Voters:** **Ronnie Brann made a motion to appoint Angela Hinds as the Registrar of Voters seconded by Rick Gray, Jr. and approved 4-0-0.**
- f) Theresa said that with the BOS approval she would like to go on a vacation in March for 7 business days. The BOS said that would be fine.
- g) Theresa has been re-certified as tax collector and Angela has been approved as a certified clerk once she completes an open-book test. They both will be receiving their certificates in 2015.
- h) January 19th is the last day for 2013 foreclosures. We still have 20 unpaid properties out of 194 of which 102 were liened.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 7:34 p.m.

These minutes were approved as written by the Board of Selectmen on **January 13, 2015.**

The next Regular Board of Selectmen's Meeting on Tuesday, January 13, 2015 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Respectfully Submitted,

Theresa L. Haskell
Town Manager

Debbie French
Secretary to the Board of Selectmen