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Windsor, Maine, 2012 Collected Minutes of Selectmen's Meeting

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MINUTES OF SELECTMEN'S MEETING
TUESDAY, JANUARY 3, 2012
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: Jonathan Adams, Ronnie Brann, Rick Gray and Marty Dow. Ray Bates was absent.

Public Attending: Tom Reed, Ken Young, Carol Chavarie, Beth Choate, Claude Cloutier, Mike Cloutier, Rich Silkman, Mark Isaacson and Clarence Smith.

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

Rick Gray called the meeting to order at 6:00 pm with the Pledge of Allegiance.

Previous Meeting Minutes, Consideration & Action: Marty Dow made a motion to approve the Minutes from December 20, 2011 as read seconded by Jonathan Adams and approved 4-0-0.

Public Comment:

- 1) Rich Silkman, a Principal from the Kennebec Valley Gas Company made a presentation showing two routes they would be interested in for laying a natural gas line. The first choice for a route would be going from Richmond to Madison and the second choice would be from Windsor to Augusta and then on to Madison. At this point they are getting negative feedback from Richmond and they are scheduled for meetings with other towns this month into March. Farmingdale has turned them down, but Augusta, Oakland and Fairfield have approved the first reading. They would also be asking for a TIF (Tax Increment Financing) Agreement with each town which would consist of a term of 15 years with Property Tax Revenues as follows: Years one through ten 80% returned to KVGC and years eleven through fifteen 60% returned to KVGC. The key users of this pipeline would be Huhtamaki, SAPPI and Madison Paper. "Selected Secondary Users" would be Colby, Hannaford, Maine Health Care, State of Maine, the Augusta Mall and the University of Maine-Augusta along with other commercial and residential users. However, Windsor residents would not be able to be users, the reason being that Windsor will have a 10" pipe that would have to be branched off into smaller pipes for residential use and this would be too costly for the company.
- 2) Claude and Mike Cloutier, owners of RC & Sons Paving presented an information packet regarding their company's desire to locate to Windsor. They would like to locate to the Pit Road which is off South Belfast Road just before the Jones Road. They explained that their operations meet the DEP standards. Ronnie Brann said that he would like to see the DEP data at the next Board of Selectmen's Meeting on January 17th. Code Enforcement Officer Arthur Strout said that RC would need a letter from DEP showing approval. Marty Dow asked about the hours of operation and Claude said that their day is usually from 6:00 am to 5:00 pm. He said that the generator would be running a lot, but the plant would only be running as the job/s needed. Rick Gray asked what the value of the operation is and was told about \$400,000. The projected start would be May 1st.

Public Works:

Road Supervisor Keith Hall gave a brief summary:

- 1) PW has gone though a lot of sand & salt due to roads melting then freezing making them slippery.
- 2) Keith said that Truck # 4 will probably be out of commission for about another 2 months.
- 3) Keith had to replace the bed chains, bearings and a tire & rim on Truck # 2.
- 4) Keith plans on cleaning out the shed in the old Public Works Garage.
- 5) Keith has ordered more salt out of Portland.

Transfer Station:

- 1) Tim said that he has cleaned up all the rubbish around the trailer after Berry hauled it.
- 2) Tim & Norman have been weighing the bags as they come in at no charge to the customers to get an average weight of the bags. Theresa will have all the numbers on that at the next meeting.
- 3) Theresa said that Moe Fish has been helping with the driving and will also be trained for the Transfer Station.
- 4) There will be a Transfer Station Committee Meeting on Monday, January 19, 2012 at 6:30 at the Town Hall.

Consideration of Payment Warrants:

Marty Dow made a motion to approve Warrants # 33 and # 34 seconded by Jonathan Adams and approved 4-0-0.

Old Business:

Food Bank:

- 1) The Kennebec Journal will be here on Thursday morning at 9:30 to take pictures of the new Food Bank.
- 2) The Food Bank will be open for the first time on Thursday night.

New Business: None.

Town Managers Items:

- 1) Theresa had the board review 1 firearm permit.
- 2) There was 1 cemetery lot conveyance for a 6-plot lot at Resthaven. **Marty Dow made a motion to approve the Cemetery Lot Conveyance seconded by Ronnie Brann and approved 4-0-0.**
- 3) The Employee Manual review will be moved ahead to the next meeting.
- 4) Theresa told the board that the KVCAP 2011 Annual Report had been received.
- 5) There has been a problem with black exhaust on the building from the propane furnace pipe which may need to be extended.
- 6) Theresa had the clerks out front keep count of the customers served from 7 am to 8 am on Thursday mornings. The average customer count was 2.16 for that time period. The office hours will be discussed with the Employee Manual.
- 7) Theresa told the board that there were 4 local checks that had never been cashed and asked them for permission to re-issue the checks. **Marty Dow made a motion to approve the re-issuing of the checks mentioned seconded by Rick Gray and approved 4-0-0.**
- 8) Theresa gave each board member a copy of the Transfer Station Monthly Report which showed that the revenue is down by \$600.95 from last year at this time.

Selectmen's Items: None.

Rick Gray adjourned the meeting at 8:27 p.m.

These minutes were approved by the Board of Selectmen on January 17, 2012 with the following amendments: Correction of opening the meeting and adjourning the meeting from Marty Dow to Rick Gray.

The next regular Board of Selectmen's meeting will be on Tuesday, January 17, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
TUESDAY, JANUARY 17/19, 2012
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:

1-17-12 Jonathan Adams, Ronnie Brann, Rick Gray and Ray Bates. Marty Dow was absent.

1-19-12 Jonathan Adams, Ronnie Brann, Rick Gray and Ray Bates. Marty Dow was absent.

Public Attending:

1-17-12 Tom Reed, Clarence Smith, Venie Adams, Jim Piper, Dan Gordon and Jerry Nault.

1-19-12 Tom Reed, Liz Jameson, Mike Cloutier, Claude Cloutier, Pete Kelley and Clarence Smith.

Employees Attending:

1-17-12 Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Attendant*), and Debbie French (*Secretary to the Board*).

1-19-12 Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Attendant*), and Debbie French (*Secretary to the Board*).

Chairman of the Board, Ray Bates called the meeting to order at 6:05 pm with the Pledge of Allegiance.

Previous Meeting Minutes, Consideration & Action: Jonathan Adams made a motion to approve the Minutes from November 22, 2011 as read and to approve the Minutes from January 3, 2012 with the correction of changing Marty Dow to Rick Gray on opening and adjourning the meeting seconded by Ronnie Brann and approved 3-0-1.

Public Comment:

RSU #12

Jerry Nault, chairman of the RSU # 12 Finance Committee said that they have 2 Public Hearings coming up. The first one will be January 18th in Wiscasset and the second one will be January 25th in Windsor. Jerry said that the RSU # 12 Finance Committee has given its recommendation but it is not a **final** recommendation. He said that Dennis Dunbar wants to introduce language to "amount you pay per student". Jerry said that Wiscasset would really like to pull out of the RSU but it would cost their tax payers 5 mil.

Theresa has a letter to submit to the RSU # 12 and Greg Potter requesting that the Board of Directors of the RSU # 12 to consider all cost allocations and not just the one they have endorsed. **Ray Bates made a motion to sign and send the letter seconded by Ronnie Brann and approved 4-0-0.** The letter was signed by the board and is ready to go out in tomorrow's mail.

RC & Sons Paving

Mike Cloutier sent the DEP Report for the board to look over, but it did not come in until today and there is just too much material to go over in a short time, so this will be discussed in further detail at the next meeting. There was discussion regarding a Moratorium Ordinance which would actually give the Town more time to take these kinds of situations into consideration. This would require a Special Town Meeting to vote on the Ordinance. Selectman Ronnie Brann asked Code Enforcement Officer Arthur Strout how he felt about the Town having a Moratorium Ordinance and Arthur said we would need regulations. **Ronnie Brann made a motion to schedule a Town Meeting to have a Moratorium Ordinance put into place, if needed, at 5:30 p.m. January 21, 2012 seconded by Jonathan Adams and approved 3-1-0.** When it is time to adjourn, the meeting will be adjourned "to a time certain" on January 19, 2012 and if needed the selectmen will sign a warrant for a Special Town Meeting for a vote on a Moratorium Ordinance.

Public Works:

Road Supervisor Keith Hall gave a brief summary:

- 1) Avery Glidden has been hired to plow when extra help is needed.
- 2) David Choate put out a second truck for plowing during the last storm.
- 3) Theresa said that Keith has been trying to keep his hours down to save the Town money.

Transfer Station:

Transfer Station Attendant Tim Coston:

- 1.) Tim said that the new signs have come in and have been put up.

- 2.) Tim said that when he has the waste oil cleaned out of the tank it has a lot of sludge/water build up and wants to know what he can do about it. The board said that the Town does not have to accept waste oil. Ronnie Brann asked Tim how much waste oil we collect and Tim said it is approximately 200 gallons per year and we have it pumped out once a year. It was decided that this should be discussed at the next Planning Board meeting.
- 3.) The TV's, computers and light bulbs will be hauled soon.
- 4.) The Board discussed the possibility of building one storage shed to hold all of the existing 3 buildings contents.
- 5.) The weighing scales from Sebago Scales have been ordered.
- 6.) Town Manager Theresa Haskell will have the average weights on trash bags at the next meeting.

Consideration of Payment Warrants:

Ronnie Brann made a motion to approve Warrants # 35 and # 36 seconded by Rick Gray and approved 4-0-0.

Old Business:

Employee Manual:

The Employee Manual will be discussed line by line at a Special Board of Selectmen's Meeting on January 24, 2012 at 6:00 p.m.

KV Gas Company:

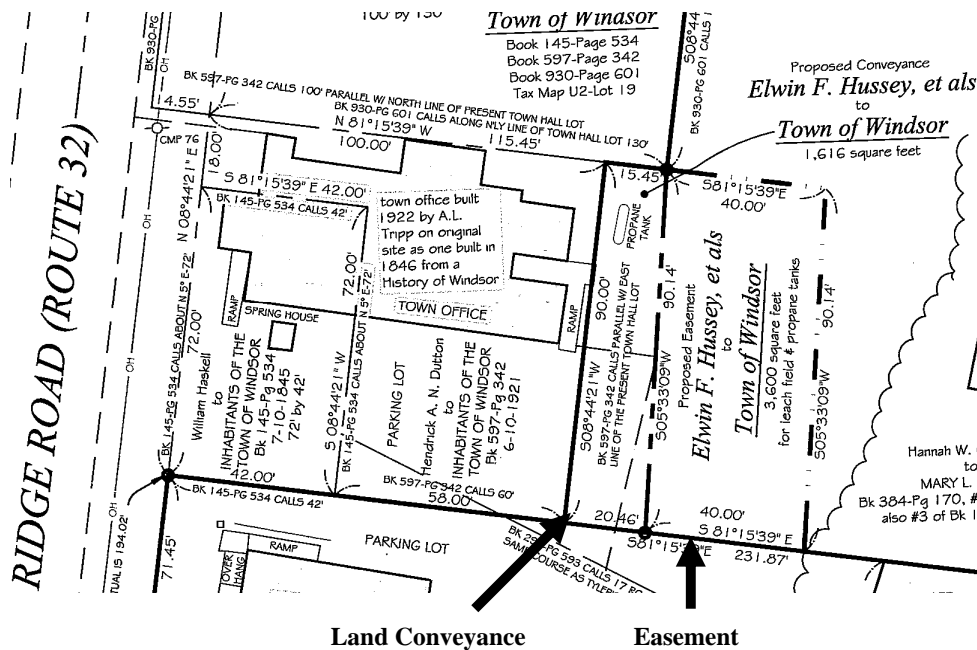
KV Gas Company has asked for an 80% tax return for the first 10 years and a 60% tax return for the next 5 years. The Assessors' Agent, Vern Ziegler explained to the Board how a TIF would work and will send the Board of Selectmen's Secretary, Debbie French, a TIF discussion recap to be attached to the minutes of this meeting. (*See Attached*) Tom Reed asked if we would be locked in to the 80/60 deal. Vern said that the TIF process was intended to be driven by the municipality. Vern told the Board that a yes or no vote would be a vote for the TIF and not the pipeline and that the pipeline will not lower the mil rate no matter what. The Board said that as it has been presented to them, they do not want to go any further with this TIF. They stated that the Town does not have the staff or finances to get this done by March.

New Business: None.

Town Managers Items:

Town Manager Theresa Haskell:

- i) Theresa said the Time Warner Cable Negotiations ran out in 2004. Right now we charge Time Warner 3% which the taxpayer pays Time Warner and then Time Warner pays the Town. Mike Edgecomb from Time Warner has contacted Theresa regarding a new contract. The Board told Theresa to have the Town Lawyer check it out and to also see if we need to go up on the percentage charged.
- ii) Theresa said that she has received a new Agreement Contract from Waste Management. They will do a 1-Year Contract at the same rate that we are paying presently. **Ronnie Brann made a motion to sign the contract, pending Rick Gray going over it, seconded by Jonathan Adams and approved 4-0-0.**
- iii) Theresa said that Hussey's will deed us the land as pictured below and also give us an easement for the 3,600 square feet behind the conveyance as pictured below. As part of this agreement the Town will pay one-half of the survey costs to Coffin Engineering in the amount of \$1,150.00. **Ronnie Brann made a motion to approve paying \$1,150.00 to Coffin Engineering for our half of the survey and deed description proposed conveyance as presented seconded by Rick Gray and approved 4-0-0.** Theresa will ask if this is to be recorded by Coffin at the Registry of Deeds and if no, the Town will need to make sure this is recorded.



- iv) Theresa told the Board that there is need of a write-off for Real Estate Account # 1488. The trailer had been sold, which the Town was not notified of because land was not involved. The new owner never received a tax bill on the overdue amount because of this and it went to lien. **Jonathan Adams made a motion to write-off the lien and lien costs amounts on account # 1488 leaving the base tax amount for the new owner to pay seconded by Ronnie Brann and approved 4-0-0.**
- v) Theresa told the Board that the MMA Audited Financial Statements are in which show that the Town of Windsor's General Assistance is in compliance.

Selectmen's Items: None.

At 8:51 p.m. Ray Bates adjourned the meeting to a time certain at 6:00 p.m. on Thursday, January 19, 2012.

Chairman of the Board, Ray Bates called the meeting back to order at 6:05 pm on January 19, 2012 with the Pledge of Allegiance.

RC & Sons Paving (Continued):

Ray said that RC Paving had caught us a little off-guard by getting the DEP reports to us the day of the meeting (1-17-12).

Mike Cloutier, from RC Paving said:

- That the plant can produce 120 ton per hour.
- DEP does regular checks on the plant and the biggest thing they watch for is steam with dust. DEP monitors this as the steam turns to dust if the plant is not properly maintained.
- RC Paving wants to set up in Pete Kelly's Pit where the sand is exhausted and is surrounded by trees.
- There would be great benefits to the Town such as taxes, lower costs on Town paving projects, either from RC directly or other paving companies "sharpening their pencils" and giving a better deal on paving because of the close competition.
- There is a total of about twenty employees.
- Operating hours are 6:00 am through 5-7:00 pm.
- The generator which is fairly new (2009) would be the noisiest part, but should not be an issue.
- Paving on the plant road and around the plant helps with making a clean operation and cuts down on the dust issues. If it is too dusty DEP issues violations.
- The plant operates on single phase electricity.

Pete Kelly said that he too has a family run business and has the road paved from 105 into the pit. He said that it is gated and 400 yards to the nearest house.

Theresa said her major concern is the noise levels. Ronnie Brann said a crusher in there would be noisy. Pete Kelly said that RC Paving could probably negotiate the times of crushing. Mike Cloutier said that they usually crush for half of the year at one time and then come back to crush for the second half of the year. He said that their goal is to have the entire product on-site.

The Board said that another concern was all the truck traffic that would be involved. Mike said that on a busy day there is usually about 45 loads going out.

Ronnie asked why there had been so much turmoil in Augusta and Mike and Claude Cloutier explained about all the complaints and how they tried to take care of them all. DEP came and checked out the complaints and found no problems, but it did not take care of all the turmoil.

Ronnie Brann said that they would have to set up a time frame with the crusher but otherwise did not see any problems. **Ronnie Brann made a motion to not have a Special Town Meeting that would have been scheduled for January 31, 2012 due to new information brought forward by RC Paving & Sons and the DEP, with the understanding of terms, conditions and negotiations to be discussed at a later date seconded by Jonathan Adams and approved 4-0-0.**

There being no further discussion, Ray Bates adjourned the meeting at 7:42 pm.

These minutes were approved by the Board of Selectmen on **January 31, 2012** with the following amendments: **None.**

The next regular Board of Selectmen's meeting will be on Tuesday, January 31, 2012 at 6:00 p.m. at the Town Hall.

(Attachment below)

ATTACHMENT: VERN ZIEGLER , TOWN OF WINDSOR BOARD OF ASSESSORS' AGENT RE: TIF DISCUSSION

Tax increment financing ("TIF") is an economic development tool that enables municipalities to help finance development with the added tax revenues that the development itself generates. The captured assessed value does not count toward the municipality's equalized value for purposes of State aid, revenue sharing or county taxes. TIFs use public funds to finance private development.

The purpose of municipal tax increment financing is to assist municipalities in encouraging industrial, commercial, or retail development, increasing employment opportunities, and broadening tax bases.

According to the Maine Department of Economic and Community Development (DECD) each TIF is unique to the municipality. DECD approval only means that your TIF meets the statutory requirements. There is no oversight of the TIF. The municipality is responsible for implementation of the TIF and for conforming to the details of the Credit Enhancement Agreement (CEA).

The TIF process was intended to be driven by the municipality. The municipality should have their interests properly protected by a competent TIF attorney. If someone you are not paying tells you that they represent you, require a letter of engagement from them along with a contract of their responsibilities. The CEA is the only legal document of a TIF and the municipality should be certain that they understand all the terms of the agreement before they sign it.

There are upfront costs associated with a TIF including legal representation, public hearing expenses and town meeting expenses. The town submits their TIF proposal to DECD for approval. The proposal is a detailed document explaining the program.

Incremental income from the captured value is set aside to pay for projects within the TIF district. Captured value is the difference between the original assessed value of the TIF district and the new value of the district as of each April 1. The captured value must be calculated by the Assessors each year. The incremental income is then spent within the TIF district as spelled out in your approved TIF program. Incremental income from the TIF will not lower the Mil Rate or provide tax relief.

A TIF that does not provide any economic development benefit for the town has the potential of being a backdoor tax exemption. The Board of Assessors should be cautious in granting a TIF without economic development to avoid the appearance of discriminatory taxation.

If the town does not have the funding and the staffing to complete their work on a TIF by the deadline set by pipeline developer then it would be appropriate to take no action at this time.



**SPECIAL MINUTES OF SELECTMEN'S
TUESDAY, JANUARY 24, 2012
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.

Board of Selectmen Members present: Ronnie Brann, Rick Gray, Jonathan Adams and Ray Bates. Marty Dow was absent.

Public Attending: None.

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

Chairman Ray Bates opened the meeting at 6:07 pm with the Pledge of Allegiance.

Public Comment: None.

Employee Manual:

Town Manager Theresa Haskell gave each of the Board members copies of the Employee Manual which Matthew Tarasevich from the Town Lawyer's Office of Bernstein & Shur had drafted. Matthew had made many changes with the terminology and also had several clarifications. The Board was able to go through the first 23 pages out of the 35 total pages in the manual. The Board approved many "as written" and made changes in others. There were no motions to record as this was a preliminary step to developing the new Employee Manual. The Board will attempt to finish going through the remaining pages at the next regular meeting on January 31, 2012.

Chairman Ray Bates adjourned the meeting at 9:15 p.m.

These minutes were approved by the Board of Selectmen on January 31, 2012 with the following amendments: None.

The next regular Board of Selectmen's meeting will be on Tuesday, January 31, 2012 at 6:00 p.m. at the Town Hall.

There will be a Special Board of Selectmen's Meeting on Tuesday, February 7, 2012 at 6:30 pm to discuss the 2012-2013 Budget.



MINUTES OF SPECIAL SELECTMEN'S MEETING
FEBRUARY 7, 2012
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: Rick Gray Jr., Jonathan Adams, Ray Bates and Ronnie Brann. Marty Dow was absent.

Public Attending: Tom Reed, Jeff Lauder, Frank Seigars and Mary Ellen Peaslee.

Employee's Attending: Theresa Haskell, (Town Manager).

Ray Bates called the meeting to order at 6:12 p.m. with the Pledge of Allegiance.

Public Comment: Jerry Nault gave information regarding the Fast Facts for the Town of Windsor. He said the Finance Committee will be offering a motion at the next meeting regarding 13B and will look to vote on this in June. The Proposed cost allocation plan will not be put out to consideration by voters and they will look back into it with more detail. Jerry said we are no longer getting any more stimulus money which is about a \$400,000.00 hit. We will be receiving about 1.1 million dollar decrease from the state. Somerville has 15 students from K-5 with 9 Teachers, custodians, library and cafeteria. Somerville has 26 students from Grades 6 – 8 that are now going to Windsor. Jerry said they are hoping to save \$600,000.00 this year and they may have deductions in Tuition Costs. They currently have 6 rooms that are empty at Chelsea School.

Jerry mentioned a Finance Committee meeting will be held at Chelsea School on Wednesday, February 29, 2012 at 5:00 p.m. and any questions from the Public can be answered at 7:00 p.m.

The Planning Board made a motion at their meeting that at the next regular scheduled Board of Selectmen's meeting for them to discuss what they would like the Planning Board to work on. They need an Agenda and are looking for official guidance.

2012/2013 Budget:

The Town Manager gave a Proposed 2012/2013 Budget for the Board of Selectmen to look over. They went through all line items with discussions for the following Departments with no action taken at this time: Administration, Elections & Town Meetings, Abatements/Write-offs, Cemetery, Planning & Code Enforcement, General Assistance, Town Hall, Public Safety/Animal Control, Capital Expenditures, Reserve Fund Appropriations, MMA/RMS and Cultural & Recreational.

The Fire Department, Rescue, Public Works, Public Works Garage, Transfer Station and Outside Agencies will be discussed at the next scheduled Special Board of Selectmen's Meeting on February 21, 2012.

A suggestion was brought up regarding possibly closing the office for a half hour for lunch to help on coverage during lunches. Theresa was asked to look into when Open Enrollment was on Insurances. Theresa was asked to look into how much other towns have for a budget on Cemeteries.

Ray Bates declared this meeting adjourned at 8:48 p.m.

These minutes were approved by the Board of Selectmen on **February 28, 2012** with the following amendments **NONE**.

The next regular Board of Selectmen's Meeting will be on February 14, 2012 and Special Board of Selectmen's Meeting on February 21, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
FEBRUARY 14, 2012
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: Rick Gray Jr., Ray Bates and Marty Dow. Jonathan Adams arrived at 6:45 p.m. and Ronnie Brann was absent.

Public Attending: Tom Reed, Clarence Smith and Jim Piper.

Employee's Attending: Theresa Haskell, (Town Manager), Keith Hall (Road Supervisor) and Tim Coston (Transfer Station Attendant).

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

Previous Meeting Minutes: Rick Gray made a motion to approve the minutes dated January 31, 2012, seconded by Marty Dow and approved 3-0-1.

Public Comment: None

Public Works: Keith said it has been slow and we have had little ice. We have saved time, labor and material in the past week. The Trucks are ready and he has had a new seat put in Truck #2 which Bob Gove re-upholstered it. He received the spring for the wing on Truck #2. He has posted the dirt roads, Reed Road, Wingood Road and Taylor Road. He will be posting the Maxcy's Mills Road, Griffin Road and Weeks Mills Road very soon. Theresa said she would contact John Titus and Stephanie Cote to let them know. He has done some cold patching. He has received winter tires and rims for Truck #2. Avery Glidden has the old blue truck up and running and has put a motor in it. He will be filling the sand shed tomorrow and Thursday. He has ordered two loads of salt and will order two more.

Marty said he saw a truck backed up to the sand box and was filling it with sand. People are coming to him and saying this. Keith said the only way we can watch what is going on is to have the sand box located within the Public Works area and be open when he is down there or during the Transfer Station Hours.

Transfer Station: Tim Coston said the scales had a broken wire and he had no issues with it on Saturday. He held off hauling the Municipal Solid Waste last week to get two weeks worth.

At the Board of Selectmen's and Transfer Station Committee meeting last night on February 13, 2012 Moe Belanger suggested it would be better off if we put the entire cost of the Transfer Station in the Real Estate Tax Bill. If we still collected the \$70,000.00 from the Transfer Station then this would only be about a half of a mil increase. He suggested we allow each town resident two bags of trash per week. This would need to be watched and kept track of and this would possibly send the residents the wrong message because they may not recycle. We had talked about having the Transfer Station being self sufficient. Having the whole budget of \$150,000.00 this would be a .9 increase in the mil rate if we were to put this in our taxes without having the

income from the Transfer Station. They talked about seeing if we could get a different piece of property. The next Transfer Station Committee Meeting with the Board of Selectmen will be on March 12, 2012 at 6:00 p.m.

Theresa handed out the 7 Month Income figures for the Transfer Station which shows we are down \$2,744.00.

Theresa also handed out information on Mercury Light Bulbs and what could happen if they are broken and have pictures of someone being affected by them and information on how to dispose of them. Theresa asked Tim to have these posted at the Transfer Station.

Consideration of Payment Warrants: Marty Dow made a motion to approve Warrants #39 and #40, seconded by Rick Gray and approved 4-0.

Old Business: Theresa asked about putting the Employee Manual on the next regular Board of Selectmen's Agenda when we have a full board.

New Business: Theresa handed a letter to the Board members from our Assessor's Agent. **Marty Dow made a motion so suspend the Board of Selectmen's Meeting and to open the Board of Assessor's meeting at 7:17 p.m., seconded by Jonathan Adams and approved 4-0. Marty Dow made a motion to approve the Abatements on Alvah Donnell, Jr. and Gail Lane & Craig Price and a Supplemental Tax on Oxford Property Management, Inc. per Vern's request, seconded by Rick Gray and approved 4-0. Marty Dow made a motion to adjourn as Board of Assessor's and reconvene as Board of Selectmen at 7:23 p.m., seconded by Ray Bates and approved 4-0.**

Town Manager's Items:

- A. Theresa Haskell handed out a firearm permit and the Board reviewed it with no comment.
- B. Theresa Haskell said she received a Cemetery Mowing Bid and wanted to know if the Board of Selectmen was interested in opening it. At this time the Board of Selectmen said they don't want to look at it because we are happy with the contractor we have and possibly may look into sending this out for bid for the 2013/2014 budget.
- C. Theresa Haskell said there is a Maine Department of Transportation Scoping Meeting at the Augusta Court House Facility on Tuesday, February 15, 2012 at 1:00 p.m. if anyone is interested in attending.
- D. Theresa Haskell handed out a Cemetery Lot Conveyance. **Rick Gray made a motion to approve the Cemetery Lot Conveyance for Barbara Moore, seconded by Marty Dow and approved 4-0.**
- E. Theresa Haskell said she received information on a Supervisory Leadership in Public Works Programs class. The Board said not at this time.

Selectmen's Items: None

Ray Bates declared this meeting adjourned at 7:39 p.m.

These minutes were approved by the Board of Selectmen on **February 28, 2012** with the following amendments **NONE**.

The next regular Board of Selectmen's Meeting will be on February 28, 2012 and Special Board of Selectmen's Meeting on February 21, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SPECIAL SELECTMEN'S MEETING
FEBRUARY 21, 2012
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, Jonathan Adams, Ronnie Brann and Rick Gray. Marty Dow was absent.

Public Attending: Tom Reed, Dennis Strout, Kevin Ready, Mary Ellen Peaslee, Leo Murphy, Frank Seigars and Arthur Strout.

Employee's Attending: Theresa Haskell, (Town Manager) and Keith Hall (Road Supervisor).

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

Public Comment: None

2012/2013 Budget: Theresa Haskell asked Arthur to attend and go over the Fire Departments budget. Dennis Strout and Kevin Ready had to leave the meeting because of a call. Arthur said the Budget for the Fire Department Operations have increased \$4,000.00. This is the first increase they have had for several years and this is because of they now have to have annual certifications on all of their equipment (air packs, fit tests on 16 pieces of equipment and engines). Everything else has stayed the same.

The Rescue Department is looking to have the same budget as last year.

The Board of Selectmen went through the Public Works, Public Works Garage, Major Road Construction, Transfer Station and Outside Agencies with much discussion throughout each line item.

None of the budget's were voted on at this time.

Town Manager's Items: Theresa Haskell asked about closing the Town Office on March 1st, 2012 at 3:00 p.m. because she and Debbie French have a class in Portland and Sarah has a doctor's appointment and will need to leave by 3:00 p.m. This would leave Angela in the office by herself. The Board of Selectmen agreed to close the office at 3:00 p.m. on March 1st, 2012.

Selectmen's Items: None

Ray Bates made a motion to adjourn to a time certain on March 1st, 2012 at 6:00 p.m. at 8:45 p.m., seconded by Ronnie Brann and approved 4-0.

Chairman Ray Bates called the meeting to order from a time certain at 6:22 p.m. on March 1, 2012 with the Pledge of Allegiance.

Members present: Ray Bates, Marty Dow, Rick Gray, Ronnie Brann and Jonathan Adams.

Public Attending: Tom Reed, Beth Choate and Jim Piper

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

Public Comment: None.

2012/2013 Budget:

1. **Administration** – (*Wages & Salaries, Employee Insurance, Professional Development & Education, Professional & Contracted Services, Printing, Binding & Advertising Services, Organizational Memberships, Other Services, Equipment Leasing & Maintenance and Office Supplies*): **Marty Dow made a motion to approve the Administration Total of \$265,175 seconded by Ronnie Brann and approved 5-0-0.**
2. **Elections & Town Meetings** - (*Wages & Salaries and Printing, Binding & Advertising Services*): **Rick Gray made a motion to approve the Elections & Town Meetings Total of \$5,949 seconded by Marty Dow and approved 5-0-0.**
3. **Abatements/Write-offs:** **Jonathan Adams made a motion to approve the Abatements/Write-offs Total of \$10,000 seconded by Marty Dow and approved 5-0-0.**
4. **Cemetery** – (*Cemetery Wages & Salaries, Cemetery Professional & Contracted Services, Cemetery Maintenance and Cemetery Supplies*): **Marty Dow made a motion to approve the Cemetery Total of \$33,200 seconded by Rick Gray and approved 5-0-0.**
5. **Planning & Code Enforcement** (*Wages & Salaries, Professional Development & Education, Professional & Contracted Services, Printing Binding & Advertising Services*): **Rick Gray made a motion to approve the Planning & Code Enforcement Total of \$15,687 seconded by Marty Dow and approved 5-0-0.**
6. **General Assistance:** **Ray Bates made a motion to approve the General Assistance Total of \$10,000 seconded by Marty Dow and approved 5-0-0.**
7. **Town Hall** – (*Town Hall Professional & Contracted Services, Town Hall Heating & Plumbing Repairs, Town Hall Utilities and Town Hall Repairs/Maintenance*): **Marty Dow made a motion to approve the Town Hall Total of \$27,755 seconded by Ray Bates and approved 5-0-0.**
8. **Public Safety** - (*Wages & Salaries, Public Safety Professional & Contracted Services, Fire Department, First Responders, Utilities, Animal Control Professional Development/Education, Animal Control Professional & Contracted Services, Animal Control Print/Binding/Advertising, Animal Control Utilities and Animal Control Supplies*): **Rick Gray made a motion to approve the Animal Control Total of \$81,551 seconded by Jonathan Adams and approve 5-0-0.**
9. **Public Works & Public Works Garage** – (*Public Works Wages & Salaries, Employee Insurances, Public Works Professional Development/Education, Public Works Professional & Contracted Services, Public Works Advertising, Public Works Utilities, Public Works Vehicle Maintenance, Public Works Supplies, Public Works Heating & Plumbing Repairs, Public Works Utilities and Public Works Garage Repairs/Maintenance*) **Marty Dow made a motion to approve the Public Works Total of \$337,562 seconded by Jonathan Adams.**
10. **Major Road Construction:** **Jonathan Adams made a motion to approve the Public Works Total of \$550,000 seconded by Marty Dow and approved 5-0-0.**
11. **Transfer Station** – (*Transfer Station Wages & Salaries, Employee Insurances, Transfer Station Professional Development & Education, Transfer Station Professional & Contracted Services, Transfer Station Utilities and Maintenance/Misc.*) **Marty Dow made a motion to approve the Transfer Station Total of \$140,198 seconded by Rick Gray and approved 5-0-0.**
12. **Capital Expenditures & Long Term Debt:** **Jonathan Adams made a motion to approve the Capital Expenditures & Long Term Debt total of \$60,102 seconded by Ray Bates and approved 5-0-0.**
13. **Reserve Fund Appropriations:** **Marty Dow made a motion to approve the Reserve Fund Appropriations Total of \$48,500 seconded by Ronnie Brann and approved 5-0-0.**
14. **MMA/RMS:** **Marty Dow made a motion to approve the MMA/RMS total of \$37,910 seconded by Ray Bates and approved 5-0-0.**
15. **Cultural & Recreational:** **Jonathan Adams made a motion to approve the Cultural & Recreational Total of \$7,200 seconded by Rick Gray and approved 5-0-0.**
16. **Outside Agencies:** **Jonathan Adams made a motion to approve the Outside Agencies Total of \$3,050 seconded by Ronnie Brann and approved 5-0-0.**

- 17. General Fund Revenue: Marty Dow made a motion to approve the Proposed General Fund Revenue Total of \$1,076,540 seconded by Rick Gray and approved 5-0-0.**
- 18. Total Municipal Budget: Marty Dow made a motion to approve the Proposed 2013 Total Municipal Budget of \$1,633,839 seconded by Rick Gray and approved 5-0-0.**

Theresa asked the Board if they want her to mail out the Proposed Budget to the Budget Committee or hand it out to them on Tuesday night – the Board said Tuesday night is fine.

Town Managers Items:

1. Theresa called Morrison & Sylvester regarding Truck # 4 which has been at that garage for 10 weeks. She spoke with John and told him that evidently he had never ordered the part when he said he would as it was supposed to take 6 weeks for the part to come in and then an additional 2 weeks for the repair making it a total of 8 weeks and now it has been 10 weeks! Theresa asked him what the time frame is now and he said 6 – 8 weeks. Theresa told John that she will be looking for this to be reflected in the bill and she also asked for a weekly update.

Selectmen's Items: None.

Marty Dow made a motion to suspend this meeting to a time certain on Tuesday, March 6th at 6:00 p.m. seconded by Rick Gray and approved 4-0-0 (Jonathan Adams left at 7:18 p.m.) at 7:54 p.m.

Ray Bates called the meeting to order from a time certain at 6:00 p.m. on March 6, 2012 with the Pledge of Allegiance with the Budget Committee.

Board of Selectmen Members present: Ray Bates, Rick Gray and Ronnie Brann. Jonathan Adams arrived at 6:10 p.m. Marty Dow was absent.

Budget Committee Members present: Cheryl Pratt, Tom Reed, Mary Ellen Peaslee, Beth Choate, Corey Roberge, Bob Holt, Clarence Smith (Alt.) and Donald Jeane (Alt.). Frank Seigars arrived at 6:18 p.m. Jeff Lauder and Estella Savage was absent.

Public Attending: None

Employees Attending: Theresa Haskell (Town Manager).

Ray Bates said the Budget Committee will need to vote on a chairperson. **Cheryl Pratt made a motion to elect Mary Ellen Peaslee as chairperson of the Budget Committee, seconded by Tom Reed.** No other nominations were made. **The vote passed 7-0-1 with Mary Ellen Peaslee abstaining.**

Theresa Haskell asked who from the Budget Committee would like to take minutes. Beth Choate agreed to take minutes.

Theresa Haskell did a presentation of both Revenue's and Expenses for the 2012/2013 Budget and answered any questions that the Budget Committee members asked as they went through the budget line items.

Tom Reed had to leave the meeting due to illness at 7:45 p.m. but made the comment as he was leaving that if the budget does get voted on tonight he would be o.k. if not then he would see everyone at the next meeting.

Bob Holt made a motion to approve the complete 2012/2013 Budget of Revenues and all Expenses per Departments as presented, seconded by Frank Seigars and approved 8-0-0. Total General Fund Revenues of \$1,076,540.00 and Total Municipal Budget of \$1,633,839.00.

Mary Ellen Peaslee adjourned the Budget Committee Meeting at 8:15 p.m.

Ray Bates adjourned the Special Board of Selectmen's meeting at 8:15 p.m.

These minutes were approved by the Board of Selectmen on March 13, 2012 with the following amendments: None.

The next regular Board of Selectmen's meeting will be on Tuesday, March 13, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SPECIAL SELECTMEN'S MEETING
WITH THE TRANSFER STATION
MONDAY, MARCH 12, 2012
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: Marty Dow & Rick Gray.

Members Absent: Ray Bates, Ronnie Brann & Jonathan Adams.

Transfer Station Members Present: Cheryl Pratt, Tom Reed, Moe Belanger, Jim Piper & Liz Jameson.

Public Attending: Jessica Michaud & Brittany Richardson.

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

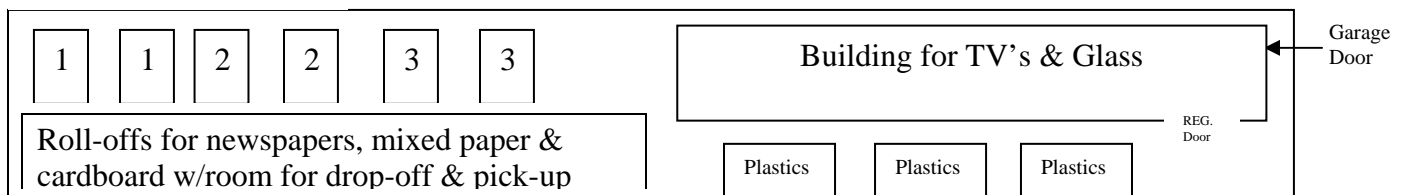
Chairman Ray Bates called the meeting to order at 6:03 p.m. with the Pledge of Allegiance.

Public Comment: None.

Transfer Station:

1. Theresa asked the Committee "Where do we go from here?" She said that it is hard to come up with plans when no-one agrees on anything. We keep getting new ideas, but don't agree to go ahead with them.
2. After much discussion it was decided that the important thing to do is to finish Phase I before asking the townspeople for any more money.
 - a. Getting scales.
 - b. Moving buildings.
 - c. Cutting trees.
 - d. Moving woodpile and creating a second burning area.
 - e. Making a 12 X 20 pad for metal.
 - f. Put in a retaining wall & concrete pad.
3. Moe Belanger said he would like to see the sales people for MSW come to a meeting and give us price estimates.
4. At the last meeting it was discussed about putting the TV's and glass containers in 1 building on a slab with 3 plastics (# 2 natural, # 2 colored & plastics 1, 3-7) containers in front and a garage door on the end.

Slab 120 ft. by 30 ft.



5. Theresa said that we need the prices for Phase 2 before the end of the month or we'll have to have a Special Town Meeting or we have the townspeople vote on it at the regular November Elections. Phase 2 is as follows:
 - a. Access Road.
 - b. Bulky Scales.

- c. Moving of telephone pole.
- d. Scale electricity.

Or we can change the order of things and have Phase 3 become Phase 2 which would be:

- a. Packers.
 - b. 2 Canisters.
 - c. Single Phase Power on the packers.
 - d. Extra area for Bulky.
6. There was discussion regarding waste oil. They said that it would be nice if we had a place other than the Transfer Station for people to take the waste oil. Theresa said that whoever takes the oil has to be certified to remove/use it. Rick Gray suggested maybe getting an oil burning furnace in the garage to burn the waste oil. Theresa asked Rick to check into prices for an oil burning furnace and to also check with the MMA Attorney regarding liability.
 7. Theresa will call Waste Management to see if they can come look at our set-up at the Transfer Station and tell us a better way to organize it.
 8. The committee decided to go ahead with Phase 1 and to come up with a concrete plan for Phase 2 to put on the Warrant for Town Meeting.
 9. Moe Belanger suggested that the Transfer Station Committee meet with Waste Management at the Transfer Station some Saturday and Theresa said that she will check it out tomorrow. Theresa will contact the Transfer Station Committee with the date and time to meet with Waste Management at the transfer Station. The flow of traffic is a major concern.
 10. Time and cost constraints are estimated at 75% MSW and 25% Bulky.

Town Managers Items: None.

Selectmen's Items: None.

Marty Dow and Jim Piper adjourned the meeting at 7:16 p.m.

These minutes were approved by the Board of Selectmen on March 27, 2012 with the following amendments: Changing Town Managers Item # 10 Time constraints to Time & Cost constraints..

The next regular Board of Selectmen's meeting will be on Tuesday, March 27, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
TUESDAY, MARCH 13, 2012
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, Jonathan Adams, Rick Gray and Marty Dow. Ronnie Brann was absent.

Public Attending: Tom Reed, Jim Piper and Brandon Brochu.

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

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

Previous Meeting Minutes, Consideration & Action: Marty Dow made a motion to approve the Minutes from February 28, 2012 and Continuation Minutes from February 21, 2012, March 3, 2012 and March 6, 2012 as read seconded by Jonathan Adams and approved 4-0-0.

Marty made a motion to recess as Board of Selectmen and to convene as Board of Assessors seconded by Rick Gray and approved 4-0-0. Vern gave information on the 2013 State Valuation. The Board was in agreement with some questions. Vern discussed information on the new Central Maine Power Substation. Some increase of value for this next year with more information to follow. Vern has an Abatement request for Time Warner Cable LLC. Notice of the Hearing today was sent but no one is here to represent them. Vern sent Time Warner the information on how he determined the value and they questioned the amount for the house drops. They feel that the house drops should not be taxed. Vern feels this should be taxed. They feel that the homeowners should be responsible to pay for this and Vern feels the home owner should not be taxed and that Time Warner should be taxed. Vern feels this Abatement should be denied. **Marty made a motion to accept Vern's denial for an Abatement for Time Warner Cable seconded by Rick Gray and approved 4-0. Marty made a motion to adjourn as Board of Assessor's and reconvene as Board of Selectmen, seconded by Jonathan and approved 4-0.**

Public Comment: Code Enforcement Officer Arthur Strout said Marshall Swan needs a name for his pit road and is asking for the name of Swan Pit Rd. Arthur said he is okay with it and the Board of Selectmen agreed to this.

Public Works - Keith Hall was absent.

Transfer Station – Tim Coston:

1. The wood pile has been burned.
2. Trash Trailer will be hauled on Thursday and hopefully this will be able to be hauled within the next 2 weeks.
3. Transfer Station Committee met last night. Rick took on looking into a waste oil burner and what the liability will be for having this at the Transfer Station. He will be looking into what sort of permit needs to be done. If its hazardous waste then it's not good but if it is used oil that is one way to get rid of it. One issue is hauling it over the road. The lady at the EPA will check with the state and get back to him. Rick also will call MMA. The agreement between the Transfer Station Committee and the Board of Selectmen is doing Phase One at this time and then get prices on everything else before asking the Town's people for more money. We need to have a decision one way or another to

charge by the pound for MSW soon before people decide that we don't need to add on. Tim thought attendant time is 75% MSW and 25% Bulky Waste. Numbers will be ready and available at the next Board of Selectmen's meeting and Theresa will have these then. Rick asked about the weight on the scales and feels that it isn't correct. Tim said he can call again to see if these are right. Tim will get a level to see if it is off.

4. Theresa handed out the new Transfer Station figures for period ending February.
5. Tim asked if we want to start the bulk plastics back up. Lincoln County comes in every week and checks all of the bins. It's up to them to pick up and when to pick up. Can we get some sort of container, fence or dog kennel for this? Tim will try using some tire rims and snow fencing first and will wait to start collecting in April in case of a March storm.

Consideration of Payment Warrants:

1. **Marty Dow made a motion to approve warrants 43 & 44 with the correction of Windsor Days should be Windsor Food Bank seconded by Jonathan Adams, and approved 4-0.**

Old Business - Employee Manual:

Theresa said she would like to hold off until we have 5 Selectmen in attendance and the Board agreed. Theresa handed out the new corrected version for them to look at.

New Business: Assessor's Agent – Already previously done.

Town Managers Items:

1. One firearm permit which the Board reviewed with no recommendations.
2. Time Warner Cable Franchise Agreement was discussed and it was recommended that Theresa have our Attorney, Lee Bragg, look at this with the possibility of the changes of the term to 5 years and also changing the wording of the compensated amount to not have this in at all.
3. The new computers have been installed and with some adjustments they are operating well. The computers & installation were a little more than we planned on but were desperately needed.
4. The Budget Committee approved the whole budget as read in 1 meeting 8-0-0. School - **Ray Bates made a motion to place a separate warrant article for the \$33,948.00 for the ARRA State Fiscal Stabilization Fund to come from the Undesignated Fund Balance, seconded by Marty Dow and approved 4-0-0.**
5. After discussion tonight and the above motion, there will need to be a Special Budget Committee Meeting to vote on this one article.
6. Kennebec Savings Bank Master Purchase Agreement – KSB is changing the way they do their "sweep accounts", so Rick will also take a look at this along with Sarah and Theresa.

Selectmen's Items:

1. Ray asked about the dog numbers? Debbie said it was around 63.
2. Ray asked about the frame rail from Morrison & Sylvester. Theresa said Keith heard back from the girl and she said that the frame rail should be about 2 more weeks out and then another two weeks to be finished.

Chairman Ray Bates adjourned the meeting at 8:21 p.m.

These minutes were approved by the Board of Selectmen on **March 27, 2012** with the following amendments: **None.**

The next regular Board of Selectmen's meeting will be on Tuesday, March 27, 2012 at 6:00 p.m. at the Town Hall.

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Mondays 9-5

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Thursdays 9-5

Fridays 9-5

Closed All State Holidays.

Town Office:

Tel: 207-445-2998

Fax: 207-445-3762

Mailing Address:

PO Box 179

Windsor, Me 04363

Physical Address:

523 Ridge Road

Windsor, Me 04363

Animal Control:

ACO: Timothy Coston

Home: 207-445-2121

Cell: 207-446-2676

Transfer Station:

207-549-3601

Wednesdays: 3-8

Fridays: 1-6

Saturdays: 9-5

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Mondays:

9:00 a.m. - 4:00 p.m.

Thursdays:

9:00 a.m. - 4:00 p.m.

If you need emergency

assistance, contact

Theresa L. Haskell

at 207-458-2756.

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MINUTES OF SELECTMEN'S MEETING
April 24, 2012
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: Rick Gray Jr., Ray Bates, Ronnie Brann and Marty Dow. Jonathan Adams arrived at 6:25 p.m.

Public Attending: Tom Reed, Clarence Smith, Ray Chavarie, Carol Chavarie, Bruce Verfaillie, Bud Newell, Jason Williams, Catherine Hallett, Stanley Hallett, Pauline Bickford, Betty Bickford, Betty Adams, Claude Cloutier, Beth Choate, Maurice Soucy, Jacob Soucy, Jim Piper, Dan Gordon, Scott Kenoyer, Allison Whynot, Bill Appel, Leanne Moll, Pete Kelly, Mike Cloutier, Tanya McCarty-Barrett, Jeff St.Pierre, Peter Slade, Robbi Portela, Bill Portela & Camrin Portela.

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

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

Previous Meeting Minutes:

Rick Gray made a motion to accept the April 10, 2012 Minutes with the correction on page 2, paragraph B correction of statton to station seconded by Ronnie Brann and approved 4-0-0.

Public Comment:

A.) RC & Sons Paving Plant:

There was much discussion regarding concerns the public attending had with this plant coming in. Many had concerns regarding health concerns, noise concerns, odor concerns and all were upset because they were not notified about this and had read about it in the paper. The discussion resulted in establishing communications between the residents, the business owners and the Town Officials. Chairman of the Board, Ray Bates said that there was nothing they could do as a Board to stop the plant from coming in as we have no zoning or ordinance in the town of Windsor. Ray informed everyone that they tried to pass a Comprehensive Plan fifteen (15) years ago but even though it was approved by the townspeople it was not approved by the State as the State wanted zoning for business, residential etc. but the townspeople did not want that zoning. Ray said zoning is the only way to stop specific businesses from coming in.

B.) Windsor School Trail Project:

Camrin Portela stood before the Board and said that he is working on his Eagle Badge and for his project he would like to create a running/walking trail for Windsor Residents by the school. The Board told him that he would need to check with the school about this because the town does not own the school. They also recommended that Camrin check with Code Enforcement Officer Arthur Strout as well as RSU # 12 and DEP.

Opening of Tax Acquired Property Bids:

The only property that there were any bids for was 404 Windsor Neck Road, Map 11 Lot 15. The bids were as follows: A bid in the amount of \$8,250 from John & Larry Finley and a bid from Bill Appel in the amount of

\$3,505. **Ronnie Brann made a motion to accept the bid from John & Larry Finley in the amount of \$8,250 seconded by Marty Dow and approved 5-0-0.** Town Manager Theresa Haskell asked the selectmen what they should do regarding the other three (3) properties which are trailers only with no land. The selectmen told her to put it back out to bid. Debbie will put the ad back in the paper for the next two (2) weekends and have them due back by 5:00 p.m. on May 22, 2012.

Public Works:

Road Supervisor Keith Hall said everything is fine. Pins are being replaced on the backhoe at McGee's and will probably be down for a week. Berry Dow has said that we can use his backhoe if we need it. The sanders have been put away for the season and the sand shed is full. We also have plenty of salt to start the new year out. The truck should be back next week – Jonathan Adams said that he will check on it tomorrow. Keith said that he will be doing some ditching. Keith checked the bridges and said that water is flowing well at the Shuman Bridge with the water being high but not over the cut edges of the new culvert. The bridges have all been swept. The tree by the Hoads on Windsor Neck Road that has been a safety concern will be cut by Tom Hawksley for \$250 within the next two weeks.

Transfer Station:

Transfer Station Attendant Tim Coston said that the trash trailer rams either need to be replaced or repacked. While the work is being done he will have to get a container from Waste Management to use if the Board approves. **Ronnie Brann made a motion to authorize Theresa to spend up to \$2,000 for the repair of the rams seconded by Marty Dow and approved 5-0-0.** Tim said that he will need some extra time at the Transfer Station to do the spring clean-up. Tom Reed said we have some expensive maintenance on the trailer and when do we draw the line? Theresa said that the Transfer Station Committee needs to meet soon to figure out the price per pound for the rubbish bags. She has the average weights ready for them. It was decided that there will be a joint meeting of the Board of Selectmen & the Transfer Station Committee next Tuesday, May 1, 2012 at the Town Hall at 6:00 p.m.

Consideration of Payment Warrants: Marty Dow made a motion to approve Warrants #49 and #50, seconded by Jonathan Adams and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- A. The Board reviewed five (5) firearm permits with no comment.
- B. There were Certificates of Appointments from Sarah that needed to be approved and then signed as follows:
 - 5 Republican Ballot Clerks to be approved through 2014
 - Debbie Gray
 - Marina Chase
 - Carolyn Greenwood
 - Debra French
 - Gwen Casey

Marty Dow made a motion to approve the 5 republican ballot clerks listed seconded by Jonathan Adams and approved 5-0-0.

5 Democrat Ballot Clerks to be approved through 2014
Carol Chavarie
Joan Moore

Angela Hinds
Roger Cunningham
Terry Bailey

Marty Dow made a motion to approve the 5 democrat ballot clerks listed seconded by Jonathan Adams and approved 5-0-0.

The Certificate of Appointment of Shellie Nichols-Adams on the Windsor Education Foundation and Reed Fund was also signed as Shellie had been appointed to the committee at the last meeting.

- C. There was discussion regarding the dedication page for the new Town Report possibly being to the town's veterans and Theresa asked the Board to be thinking about it for the next meeting.
- D. Theresa went over the Quarterly Figures on Expenses, Revenue & Reserve Accounts with the Board.
- E. Ronnie Brann made a motion to authorize Theresa to sign the Time Warner Cable Internal Restructuring seconded by Marty Dow and approved 5-0-0.**
- F. It was decided that Theresa will sign the Sargent Memorandum.
- G. Next meeting the Board will discuss the possibility of installing the PayPort Program for the convenience of our residents.

Selectmen's Items:

Marty thanked the Public for attending the meeting tonight.

Ray Bates declared this meeting adjourned at 8:45 p.m.

These minutes were approved by the Board of Selectmen on May 8, 2012 with the following amendments: **to change wording under Public Comment A: RC & Sons Paving to read:** The discussion resulted in establishing communications between the residents, the business owners and the Town Officials and Ray informed everyone that they tried to pass a Comprehensive Plan fifteen (15) years ago but even though it was approved by the townspeople it was not approved by the State as the State wanted zoning for business, residential etc. but the townspeople did not want that zoning.

The next regular Board of Selectmen's Meeting will be on May 8, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SPECIAL BOARD OF SELECTMEN'S MEETING
WITH THE TRANSFER STATION COMMITTEE
May 1, 2012
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.

Board of Selectmen Members present: Rick Gray Jr., Ray Bates, Jonathan Adams & Ronnie Brann.

Transfer Station Committee Members present: Jim Piper, Moe Belanger, Cheryl Pratt & Liz Jameson.

Public Attending: Richard Fournier.

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

Board of Selectmen Chairman Ray Bates called the meeting to order at 6:10 p.m. with the Pledge of Allegiance.

Public Comment: None.

Transfer Station Discussion:

Town Manager Theresa Haskell said she had added all the weights of the different bags and gave the Transfer Station Committee the results of the average bag **costing between 9 cents to 11 cents per pound**. There was much discussion regarding the Transfer Station Revenue and Expense Funds. There was a question concerning whether or not it would be beneficial to have an Enterprise Fund and what that would entail. Theresa asked Moe if he would like to do some researching regarding Enterprise Accounts versus Government Accounts and he said he would do that. There was also some discussion regarding Windsor going to China or Whitefield joining us here. There was much more discussion on packers, trailers & roll-off containers.

Ray asked if the Transfer Station Committee member if they, as a committee wanted to come up with a dollar amount for the MSW (Municipal Solid Waste) bags based on poundage. Moe felt that we shouldn't charge per pound until we can weigh/charge all ... the regular customers and the big hauling customers. Liz thought we should start weighing and charging and Cheryl thought that we should increase the tags/bags at \$2.25 each.

Moe Belanger made a motion to wait until we can weigh both the regular customer and the big haulers and get figures from Waste Management seconded by Liz Jameson. Discussion: Jim asked Moe if he meant continue doing as we are until the big scales are purchased and Moe said yes. **The motion then failed 2-2-0.**

Liz Jameson made a motion to start charging .10 cents per pound beginning July 1, 2012 ... there was no second so the motion failed. Moe Belanger made a motion to wait until the recommendation from Waste Management is received before deciding on anything seconded by Cheryl Pratt and approved 4-0-0.

Ray Bates declared this meeting adjourned at 7:44 p.m.

These minutes were approved by the Board of Selectmen on **May 8, 2012** with the following amendments **correction of Transfer Station Discussion, paragraph 1, first sentence.**

The next regular Board of Selectmen's Meeting will be on May 8, 2012 at 6:00 p.m. at the Town Hall.

The next regular Transfer Station Committee Meeting will be on May 14, 2012 at 6:00 p.m.



MINUTES OF SELECTMEN'S MEETING
MAY 8, 2012
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: Rick Gray Jr., Ray Bates, Ronnie Brann and Marty Dow. Jonathan Adams was absent.

Public Attending: Tom Reed, Beth Choate, Jim Piper, Dan Gordon, Bill Appel, Samantha Gould (student) and Bridget Conlogue (student).

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

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

Previous Meeting Minutes:

Ray Bates made a motion to approve the April 24, 2012 Minutes with corrections: to change wording under Public Comment A: RC & Sons Paving to read: The discussion resulted in establishing communications between the residents, the business owners and the Town Officials. Ray informed everyone that they tried to pass a Comprehensive Plan fifteen (15) years ago but even though it was approved by the townspeople it was not approved by the State as the State wanted zoning for business, residential etc. but the townspeople did not want that zoning seconded by Ronnie Brann and approved 4-0-0.

Ray Bates made a motion to approve the May 1, 2012 Minutes with the corrections: to change wording under Transfer Station Discussion, first paragraph, first sentence to: Town Manager Theresa Haskell said she had added all the weights of the different bags and gave the Transfer Station Committee the results of the average bag costing between 9 cents to 11 cents per pound seconded by Rick Gray and approved 3-0-1.

Public Comment:

Chairman Ray Bates welcomed two Erskine Academy Juniors to the meeting.

Public Works:

- Keith was absent for Rescue Training but Theresa said that we are still waiting for the backhoe from McGee. She said it would probably be another couple of days.
- McGee would be interested in working on the Trash Trailer and would like to come out and look it over.
- Maxcys Mill Road ditching has been done. Ronnie Brann said to tell Keith to take torches and cut the cable on both sides of the Maxcys Mill Road.
- Keith did a lot of patching last week but he needs to do more.
- We got the 2007 International back from Morrison & Sylvester at a cost of \$23,411.47. The labor was just listed as a total figure so Ronnie Brann told Theresa to call them to find out how many man hours were involved and at what price per hour. Theresa told the Board that this invoice was not in the warrant because the money is not in that line, but if it is taken out of the overall Public Works Budget then we should still not overspend Public Works by June 30, 2012 unless something other major happens. Ray Bates told her to see what she can do and come back to the next meeting with the results.

There was much discussion regarding the price of the invoice and how long it took them to get the truck back to us as they took it on December 22, 2011 and we didn't get it back until April 30, 2012.

Transfer Station:

- A. **Trash Trailer:** This has already been partially covered under Public Works. Ronnie said that he will call Roland at McGee's about looking the Trash Trailer over.
- B. **Monthly Figures:** Theresa went over the monthly report which shows that the Transfer Station is down from last year by \$3,361.35.
- C. **Lincoln County Recycling Program Contract:** **Marty Dow made a motion to authorize Town Manager Theresa Haskell to sign the contract seconded by Ronnie Brann and approved 4-0-0.** Mike at Lincoln County said they have a new program – no charge for light bulbs and he also said that BM Clark out of Union is doing Roll-off cans at a decent price.
- D. MMA came out to inspect everything – the Town Hall, the Public Works Garage and the Transfer Station. The lady doing the inspection took pictures of the Transfer Station – inside, outside and underneath and said they needed to open up the office space there more and to tag the electrical box. Transfer Station Attendant Tim Coston said that he has Finley's Electric coming tomorrow night to tag the electrical box and that he has been busy taking care of the other things she wanted done.

Consideration of Payment Warrants: Rick Gray made a motion to approve Warrants # 51 and # 52, seconded by Marty Dow and approved 4-0-0.

Old Business:

- A. Dedication to the Town Report: The Board approved the dedication page which has been drafted and will be to the Town's Military Veterans.

New Business: None.

Town Manager's Items:

- A. **Credit Cards:** Theresa told the Board that the Payport system has the best price for the Town and that many towns in Maine are using it. The other towns recommended using the card swipe which makes the transactions less involved. **Marty Dow made a motion to approve the Payport System including the card swipe with the stipulation that the customer must show their drivers licenses just like they do with checks and that they be informed that there is a 2.5% fee by Payport that will automatically be added to their transaction amount seconded by Ronnie Brann and approved 4-0-0.**
- B. **Safety Policies:** MMA (Maine Municipal Association) has approved Theresa's Policies and Procedures and was pleased with most of the inspections except for the several violations at the Transfer Station. She said that we should call Safety Works to come in and prepare us for an OSHA Inspection. She was also pleased with the MSDS books. The Board feels that we should also have a MSDS Book for the products that are used in the Town Hall, both upstairs and downstairs.
- C. **Firearm Permit:** The Board reviewed one firearm permit.
- D. **Municipal Quit Claim Deed:** Payment was received in full from John and Larry Finley for the Tax Acquired Property that they put a bid on which was approved at the April 24, 2012 meeting. **Marty Dow made a motion to have the Board of Selectmen Chairman, Ray Bates, sign the Quit Claim Deed seconded by Ronnie Brann and approved 3-0-1.** Ray signed, Theresa witnessed and Debbie notarized the deed.
- E. RSU # 12 Board of Directors Meeting on May 10, 2012 at 6:30 p.m. at the Somerville School Gymnasium.
- F. RSU Validation/Public Hearing on June 2, 2012 at the Windsor School Gymnasium.

Selectmen's Items:

- A. Tom Reed told the Board that there is chain link fence which is owned by the Town and is stored at his house. He said that the Country Manor Nursing Home is trying to make a fenced in area there for their residents. **Marty Dow made a motion to donate the Town-owned chain link fence at Tom Reed's house to the Country Manor Nursing Home seconded by Ronnie Brann and approved 4-0-0.** Marty said that he has a friend who also might be able to help the nursing home as they still need the top rail and two (2) gates.
- B. Ray Bates read the Selectmen's Letter that he would like to have put in the Town Report.
- C. Rick asked if we had received the defibrillator from Windsor Rescue and was told that we have not yet.
- D. There was a question about having an electric message board here at the Town Hall. Theresa said that she will look into it.

Ray Bates declared this meeting adjourned at 9:13 p.m.

These minutes were approved by the Board of Selectmen on May 22, 2012 with the following amendments:
Correct vote on Consideration of Payment Warrants vote from 5-00 to 4-0-0.

The next regular Board of Selectmen's Meeting will be on May 22, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SPECIAL SELECTMEN'S MEETING
MAY 14, 2012
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, Marty Dow and Ronnie Brann. Rick Gray Jr. and Jonathan Adams are absent.

Public Attending: Tom Reed, Cheryl Pratt, Jim Piper.

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

Ray Bates opened the Board of Selectmen's meeting at 6:01 p.m.

Public Comment: None

Approval/Signing of Town Warrant: Marty made a motion to Approve the Annual Town Meeting Warrant as written, seconded by Ronnie Brann and approved 3-0.

Ray Bates declared this meeting adjourned at 6:05 p.m.

These minutes were approved by the Board of Selectmen on May 22, 2012 with the following amendments None.

The next regular Board of Selectmen's Meeting will be on May 22, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
MAY 22, 2012
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: Rick Gray Jr., Ray Bates, Ronnie Brann, Jonathan Adams and Marty Dow.

Public Attending: Tom Reed, Clarence Smith, Sarah Allisot (student), Rachel Morrill (student), Paige Finley (student), Sierra Savage (student), Courtney Bonsant (student), Lane Shorey (student), Brittany Martel (student), Haylee Duguay (student), Jim Piper, and Bill Appel.

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

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

Previous Meeting Minutes:

Marty Dow made a motion to approve the May 8, 2012 Minutes with the correction on page 2 from "approved 5-0-0" to 4-0-0 seconded by Ronnie Brann and approved 4-0-1. Marty Dow made a motion to approve the May 14, 2012 Minutes seconded by Ronnie Brann and approved 3-0-2.

Tax Acquired Properties:

There were no new bids for the three (3) remaining Tax Acquired Properties so Theresa said she will call the lawyer to see what our next step should be.

Public Comment:

None.

Public Works:

- Keith said they have been ditching on the Legion Park Road.
- Keith cleaned the mess where they had parked on the Choate Road while doing the CMP Lines.
- Keith said they have been doing a lot of patching on various roads.
- Keith told the Board that they have been having some problems with Truck # 3.
- Keith is still waiting for the pins and bushings for the backhoe. He said that Roland from McGee will be at the Town Garage first thing tomorrow morning to take care of it.
- The oil filter in Truck # 4 has been changed but Keith thinks that it will still leak.
- Theresa talked with Morrison & Sylvester regarding the \$23,411.47 bill for truck # 4 repair. They said the best they could do for us was to give us 10% off parts which is a discount of \$1,219.18.
- Keith said that they pulled cable on Maxcys Mill Road after getting permission from the State.
- Keith will be working on the Reed Road tomorrow putting down gravel and then he will do Taylor Road.
- There have been no complaints on the Asphalt Plant.
- The State will be starting the ditching on South Belfast Road in a couple of weeks.

Transfer Station:

- The B.M. Clark Company came down yesterday and measured the Trash Trailer. They can be bolted through the concrete on floor and all sides. He will be modifying the plan some by adding an inside railing which will be more steel but the price will not change.
- Tim said that the brush pile fire is completely out now. Ronnie asked what our obligation to the State is regarding the ash pile. Theresa said she will check and also see what the turn-around time is.
- The price for two (2) roll-off containers is \$15,800.00 with a total of \$23,166.94 for the complete installation. There was much discussion regarding the pros and cons of renting versus buying. **Ronnie Brann made a motion to buy two (2) roll-off containers and everything needed for the installation at a projected cost of \$23,166.94 seconded by Marty Dow and approved 5-0-0. Ray Bates made a motion to use the Trash Trailer Reserve Account Balance in the amount of \$18,642.22 and the remaining amount from the Infrastructure Account in the amount of \$4,524.72 to purchase the containers seconded by Marty Dow and approved 5-0-0.**
- The Transfer Station Committee had a meeting and they are recommending a .10¢ per pound fee to begin on July 1, 2012 which would just be for the Municipal Solid Waste. After much discussion **Marty Dow made a motion to approve the recommendation from the Transfer Station Committee of ten cents (10¢) per pound beginning July 1, 2012 seconded by Jonathan Adams and approved 5-0-0.**
- We have to pay \$80.00 to get rid of skidder tires but up to this point we have only been charging our customers \$30.00 so **Marty Dow made a motion to increase the fee for skidder tires from \$30.00 to \$80.00 seconded by Ronnie Brann and approved 5-0-0.** It was brought up that the pressure treated wood is a hazard as it is very toxic to burn and therefore cannot be burned with the regular wood & brush. **Marty Dow made a motion to add Pressure Treated Wood to the Roof/Shingles/Sheetrock Category seconded by Rick Gray and approved 5-0-0.**
- The Transfer Station Brochure needs to be updated before the next Board of Selectmen's Meeting.
- **Rick Gray made a motion to increase the fees for mattresses, box springs, sofas, recliners and sofa chairs from \$5.00 each to \$10.00 each seconded by Marty Dow and approved 5-0-0.**
- Jim Piper asked what the maximum weight was for the small scales and Tim told him 5,000 pounds.

Consideration of Payment Warrants: Marty Dow made a motion to approve Warrants # 53 and # 54, seconded by Rick Gray and approved 5-0-0. Marty Dow made a motion to void out an incorrect check written to Thomas Holzwarth which should have been written out to Hawksley Tree Service seconded by Rick Gray and approved 5-0-0. Marty Dow made a motion to approve Warrant 55 seconded by Rick Gray and approved 5-0-0.

Old Business:

Theresa had two (2) Safety Policies for the Board to look over. "Hand and Power Tools Program" and "Grounds Keeping, Landscaping and Right of Way Work". **Marty Dow made a motion to approve the "Hand and Power Tools Program" and "Grounds Keeping" Safety Policies with the suggested changes seconded by Rick Gray and approved 5-0-0.**

New Business:

RSU # 12 Warrant: Ronnie Brann made a motion to sign the RSU # 12 Warrant and Notice of Election seconded by Ray Bates and approved 5-0-0.

Town Manager's Items:

- A. *MTCMA Award Nomination:* There were no nominations.
- B. *Cemetery Lot Conveyance:* **Ray Bates made a motion to sign the Cemetery Lot Conveyance seconded by Jonathan Adams and approved 5-0-0.**
- C. *MTCCA Award Nomination:* There were no nominations.

- D. *2 Firearm Permits*: The Selectmen reviewed the 2 firearm permits with no comment.
- E. *Pipeline Safety Class*: There will not be anyone attending this class.
- F. *Town Report*: Theresa said that the Town Report is at the printer's as we speak and a copy is here for the Board to look at.

Selectmen's Items:

- A. Ray Bates said that we need to form a committee to research changing from a RSU to an AOS. Theresa said it would probably be a good idea to talk with Vassalboro and Jefferson as they are already AOS.

Ray Bates declared this meeting adjourned at 8:23 p.m.

These minutes were approved by the Board of Selectmen on **June 5, 2012** as read.

The next regular Board of Selectmen's Meeting will be on June 5, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
June 5, 2012
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: Rick Gray Jr., Ray Bates, Ronnie Brann, Jonathan Adams and ~~Marty Dow~~

Public Attending: Tom Reed, Dan Gordon, Kristin Grasse, Faith Osmonoglu (student), Zac Lee (student), Jim Piper, Shellie Nichols-Adams and Venie Adams.

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

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

Previous Meeting Minutes:

Rick Gray made a motion to approve the May 22, 2012 Minutes as read seconded by Ronnie Brann and approved 4-0-0.

Public Comment: Kristin Grasse would love to have sidewalks and has talked with the Bike Safety Coalition and with Town Manager, Theresa Haskell regarding this. Theresa told her about a grant called "Safe Routes to School". Dan Stuart came and did a site visit with Theresa, Kristin & Board Selectman Marty Dow. Dan told her that she had a grandiose plan (sidewalks from the Town Hall to the Augusta Rockland Road) which is 2.36 miles. Dan told her to just start with "Downtown" Windsor which would be from the Town Hall to Hussey's Store. Every two (2) years there is a 6 mil grant for DOT and they had 92 submissions this year. Towns usually pay 20% of the total price. Phase 1 would be from the Post Office to Hussey's corner with an electronic crosswalk. This is a total of 300 feet at a cost of \$40,000.00 which means the town would pay \$8,000.00 if this was done. Phase II would be an electronic sidewalk to the other side to Jones Apartments which would be 1,000 feet at a cost of \$100,000.00 and a cost of \$20,000.00 to the Town. The deadline for the applications is August 3rd. The goal would be to get closer to the school every couple of years. Ronnie Brann and Ray Bates both said that during the winter when plowing all the snow would be pushed into the sidewalk and then the Town would be responsible to keep it cleaned out. Theresa said that even if we get it on the Warrant for next year, it is not a guarantee that our town would be selected. Theresa also told Kristin that we have an Eagle Scout in town who is working on getting a walking track in back of Windsor School for his Eagle Project. Tom Reed said she can always send in the letter of intent and then put it before the Board of Selectmen and the Budget Committee. There was much discussion. Ronnie Brann said to ask MMA what the Town's liability would be. Theresa will find out by next meeting and Kristen will get information from Becky at the China Town Office by next meeting.

Code Enforcement Officer Arthur Strout said that Marvin Clark would like to have his road which is off the Erskine Road, named "Twin Pond Road". **Ronnie Brann made a motion to approve the naming of the road seconded by Jonathan Adams and approved 4-0-0.**

Tom Reed –said that there is a meeting at 6:30 p.m. on Thursday at Windsor School for the School Finance Board and then the public can come at 7:15 p.m. There was much discussion pertaining to the amounts per

student rates and possible high increases coming for the town next year. Someone mentioned that we have elected townspeople on the RSU # 12 Board that should be coming to the Board of Selectmen Meetings at least once every three (3) months.

Public Works:

- Shoulders are being worked on.
- There were very few washouts.
- Windsor Neck Road held up well with the heavy rain.
- There has been a lot of gravel hauled in on the Taylor Road.
- There was a washout on Maxcy Mills Road.
- Culverts are doing well, even with all this rain.
- There is an issue again with beavers on the Wingood Road. The culvert is not on our property but Keith will try putting a gate at the end of the culvert and Tim will be trapping.
- There has been a lot of brush out in the roads since the heavy rain.
- Keith will be renting a chipper tomorrow.
- The Weeks Mills Road has some damage to three (3) sections of guard rail.
- Keith spoke with Sargent’s regarding work needing to be done on the Griffin Road.

Transfer Station:

- Things at the Transfer Station are going well.
- Tim has been reading the revised Employee Manual and said that he sees no need for safety vests at the Transfer Station because they are actually more of a safety issue than safety help. Ronnie Brann said that Tim should just go pick up some bright t-shirts and then be reimbursed from the town. **Ray Bates made a motion to amend all areas in the Employee Manual of safety vests to safety apparel seconded by Jonathan Adams and approved 4-0-0.**
- **Ray Bates made a motion to strike the sentence on page 24 that reads “Temporary and seasonal employees do not earn paid time off” seconded by Rick Gray and approved 4-0-0.**
- The Board looked over the new Transfer Station Pamphlet and **Ronnie Brann made a motion to approve the pamphlet with recommended changes seconded by Ray Bates and approved 4-0-0.**
- Theresa gave all the Board members a copy of the Transfer Station Monthly Report.
- Tom Reed made a “to-scale” set-up for the containers set-up.
- Avery Glidden will be here on Thursday to go over the Transfer Station Slab with Theresa.
- We are still waiting for information from Dave Mitch at Waste Management.
- Theresa still has not received a copy of our contract from Pine Tree Waste and she is wondering if there is a current contract.
- There was discussion regarding a metal roof being installed over the containers slab.
- The Board would like to have Danyl Hoague at the next meeting to discuss ways to work around the tags/weight issue involved with garbage picked up by him and taken to our Transfer Station.

Consideration of Payment Warrants: Jonathan Adams made a motion to approve Warrants # 56 & # 57 seconded by Rick Gray and approved 4-0-0.

Old Business:

Time Warner Franchise: **Jonathan Adams made a motion to sign the Time Warner Franchise Agreement as modified seconded by Rick Gray and approved 4-0-0.**

New Business:

D.O.T Sidewalk Grant:

This was already discussed under Public Comment.

Town Manager's Items:

- A. *Marshall Grinding – Clean Construction Demolition Prices:* The fees charged for this are \$30.00 per ton for disposal, \$140.00 for transportation of each pull & \$50.00 per month for a roll-off container rental.
- B. *Spirit of America:* The Spirit of America Directors would like this to be held at Town Meeting. This cannot be done this year as the Warrant has already been approved and you cannot discuss anything at Town Meeting other than what is on the Town Warrant.
- C. *Transfer Station Training:* Moe Fish and Theresa have been approved to attend a Hazardous Waste Class in Augusta on June 29th at a fee of \$25.00 per person.
- D. *ASCAP:* Any Municipality that wants to play any kind of music must have a contract with ASCAP and the price for this is \$320.00 per year. Since Windsor Days does play music at their events, the Windsor Days Fund will be paying this fee with the approval of the Board of Selectmen. There was much discussion regarding this with the end result being that the Town of Windsor needs to be protected. **Ray Bates made a motion to approve the signing of the contract by Theresa Haskell seconded by Ronnie Brann and approved 3-1-0.**
- E. *Set Public hearing for June 19, 2012 at 6:00 p.m. to adopt MMA Model Ordinance GA Appendices A for the period of July 1, 2012 to June 30, 2013.* Debbie will put a news brief in the Kennebec Journal and post it on the website and at the Town Office.
- F. *Employees Manual:* This was discussed earlier under Transfer Station.
- G. *Tax Acquired Properties:* Theresa is still waiting to hear back from the Town Attorney, Lee Bragg on this.
- H. *Preliminary Audit:* Town Auditor, Keel Hood will be here on Friday for this.
- I. *Animal Control Officer:* Theresa is going to check with Whitefield and Somerville to see who they have as their ACO as we still do not have one.
- J. *Donation from Transfiguration Hermitage:* Sister Elizabeth brought a check from the Hermitage in the amount of \$533.44 to be used wherever the Town needed it. **Ronnie Brann made a motion to give Windsor Days the ASCAP License Fee of \$320.00 and the remaining \$213.44 to be put into the Miscellaneous Town Revenue Line towards the safety apparel for the Transfer Station seconded by Jonathan Adams and approved 4-0-0.** Debbie will do a letter or card of thanks for the Board to sign.

Selectmen's Items:

None:

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

These minutes were approved by the Board of Selectmen on **June 19, 2012** with the following amendments: **Remove Marty Dow as a member present.**

The next regular Board of Selectmen's Meeting will be on June 19, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
JULY 3, 2012
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: Rick Gray Jr., Ray Bates, Ronnie Brann, Dan Gordon and Jonathan Adams.

Public Attending: Tom Reed, Jim Piper, Bill Appel, Lee Andrews from Marriner's Construction, Eric Martin from B&B Paving, Corey Nutting from Lane Construction, Tim Willett from Ferraiolo Construction, Brik Hamilton from Pike Industries, and Jerry Nault.

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

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

Opening of the Bids:

Paving Bids:

Bidding Company	Total Proposal	Motion # 1	Second	Approval
Ferraiolo Construction	\$516,447.67			
Pike Industries	\$477,010.86			
Marriner's Construction	\$450,328.10			
B & B Paving	\$533,693.30			
Lane Construction	\$439,185.00	Ronnie Brann	Rick Gray	5-0-0

Ronnie Brann made a motion to accept the bid of \$ 439,185.00 from Lane Construction seconded by Rick Gray and approved 5-0-0.

Salt Bids:

Bidding Company	Price per Ton	Motion #1	Second	Approval
Mid-Atlantic Salt	61.00			
International Salt, LLC	\$59.95			
Cargill Deicing Technology	69.58			
Central Salt	No Bid			
Eastern Salt Company, LLC	69.12			

Ronnie Brann made a motion to table the vote on the Salt Bids until the next meeting seconded by Dan Gordon and approved 5-0-0.

Roadside Mowing Bids:

Bidder	Amount of Bid	Motion # 1	Second	Approval
Arthur Kennedy	\$2,800.00	Ronnie Brann	Jonathan Adams	5-0-0
Comprehensive Co.	\$14,100.00			

Ronnie Brann made a motion to approve the bid of \$2,800.00 from Arthur Kennedy seconded by Jonathan Adams and approved 5-0-0.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes from June 19, 2012 as written seconded by Rick Gray and approved 4-0-1.

Public Comment:

Jerry Nault said that Amy Segal made a presentation for the CMP Microwave Tower to the Planning Board last night. It was said that you cannot see the tower over the trees. They need to use the Town of Windsor's Application and not their own to get approval. An Electronic Application will be emailed to her. They will have to send letters to all the abutters and a Public Hearing will need to be held after their presentation on Monday, August 6, 2012. The Board has tentatively set the date of August 28, 2012 for the Public Hearing. Debbie will put a Public Hearing Notice in the paper according to the guidelines and Jerry Nault will assist her with the wording for this special notice.

Public Works:

- Keith said he had a load of pipe delivered today.
- By the end of next week everything will be done on the Griffin Road for the paving company.
- Coopers Mills Road is pretty much done.
- Main Street needs to be checked out.
- Keith would like to get some work done on Choate Road also.

Transfer Station:

- Theresa has asked all three attendants to work on Friday and Saturday to help with the extra trash coming in after the Transfer Station being closed on Wednesday for the Fourth of July and the starting of charging per pound on untagged bags.
- The change bag has also had to be increased from \$70.00 to \$100.00 for this purpose.
- Chairman Ray Bates suggested that the Board try to get there on Friday and/or Saturday to see how things are going.
- The woodpile is good right now.
- Tim is also filling in as the Animal Control Officer and said that he had to give a written warning today to someone whose dog keeps going into a neighbor's yard.

Consideration of Payment Warrants: Ronnie Brann made a motion to approve Warrants #1 and #2 seconded by Dan Gordon and approved 5-0-0.

Theresa said the owner of Pine Ridge Trailer Park, David Andrews, wants the Town Acquired trailer moved and is giving the Town seven (7) days to remove it. Tim would have to charge \$500.00 to clean it out and remove it. After much discussion **Ronnie Brann made a motion to have Tim Coston and his two (2) other helpers take care of it within two (2) weeks for \$500.00 seconded by Jonathan Adams and approved 4-1-0.** There was much discussion amongst the public and Board regarding the hazards of mold and etc. Different ideas were brought forth and **Ronnie Brann made a motion to rescind his previous motion to have Tim Coston do it seconded by Jonathan Adams and approved 5-0-0.** The Board will look into other options for this.

Old Business:

Ray Bates made a motion to table the Sub-contractors for Snow Removal and Winter Sand Bids and go to New Business seconded by Dan Gordon and approved 5-0-0.

New Business: None.

Town Manager's Items:

- a) *Ballots for Election to MMA's Legislative Policy Committee:* **Rick Gray made a motion to vote for the two (2) people who are running seconded by Ray Bates and approved 5-0-0.**
- b) Theresa told the Board that there will be a Windsor Fair Association Supper at 5:30 p.m. on July 11, 2012 and the Board Members and their mates have all been invited.
- c) The 30-Day Notice to Lien Letters was sent out on June 27, 2012.
- d) The End-of-Year total for the Transfer Station was \$75,072.85.
- e) Theresa would like letters sent out again to everyone who owes tipping fees.
- f) We need to get \$625.00 from somewhere in the budget for the credit card reader and to add it to Trio along with Moses. The consensus was to take it from the administration side.

Selectmen's Items:

Voting of new Board of Selectmen's Chairman: The Board voted by secret ballot with the result of four (4) votes for Ray Bates and one (1) vote for Jonathan Adams and Ray graciously accepted.

Ray Bates declared this meeting adjourned at 8:11 p.m.

These minutes were approved by the Board of Selectmen on **July 31, 2012** as read.

The next regular Board of Selectmen's Meeting will be on July 17, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
JULY 17, 2012
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: Rick Gray Jr., Ray Bates, Ronnie Brann, Dan Gordon and Jonathan Adams.

Public Attending: Tom Reed, Jim Piper, Bill Appel and Town Assessors' Agent, Vern Ziegler.

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

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

Previous Meeting Minutes:

There were no Minutes this meeting due to the secretary being on vacation.

Public Comment: None.

Public Works:

- Keith said everything is done on the roads scheduled to be paved and all the culverts are changed.
- Washouts have been taken care of.
- They have also been doing patching mostly on the Choate Road and Weeks Mills Road (by Ed Hubbard's Pit).
- Keith said that he put 3-4 yards of gravel on the Sampson Road.
- The Crosby Road is falling apart and will need work done.
- This week they will be ditching and changing out the culverts on the Wingood Road.
- Lane Construction can't grind until the end of August and they will meet with Theresa and Keith regarding this. In the meantime the Griffin Road will have to be graded.

Transfer Station:

- Tim said there has been a lot of positive feedback with the 10¢ per pound charge for the Municipal Solid Waste and only a few complaints.
- Norman Black has given his resignation as part-time Transfer Station Attendant. An ad will be put in the paper this weekend.
- Maine Resource and Recovery called to see where we are on the number of refrigerators. Tim said that at this present time we only have about thirty (30) and we need to have fifty (50). We will check back on this issue in September.
- Tim is hoping to ship out the metal can this week.
- Berry will be hauling the can on Tuesday.
- Theresa said that we need to check back with BM Clark regarding the new can.

Consideration of Payment Warrants: Rick Gray made a motion to approve Warrants #3 and #4 seconded by Ronnie Brann approved 5-0-0.

Old Business:

- a) There was discussion regarding the Salt Bids which were opened at the last meeting. International Salt had the lowest bid at \$59.95 per ton, but, the approval was tabled to this week because Ronnie Brann said that he knew of another town that had also received a bid from International Salt and their bid came in at \$51.00 per ton. The Board said it would be interesting to find out why there was a difference in the bids. **Ronnie Brann made a motion to approve the International Salt bid up to \$59.95 per ton seconded by Rick Gray and approved 5-0-0.** Theresa will be checking into this for the Board this week.
- b) The Board is taking home Windsor's Sub-Contractor's for Snow Removal Contract to read and will be ready at the next meeting to make changes if necessary.
- c) The Board decided to hold off on getting Winter Sand Bids out at this time as we have a lot of sand in the shed and may not need any more for this coming winter.

New Business: None.

Town Manager's Items:

- a) *MMA Annual Election:* Board of Selectmen Chairman, Ray Bates will vote for the Board..
- b) *Roadside Spraying:* Theresa received a letter from DOT saying they will be spraying insecticide on the roadsides.
- c) *GIS Mapping:* Vern told the Board that he received a letter from Christine Manderson regarding GIS Mapping for the State of Maine. The Board was in agreement to not do this at this time.
- d) *Commitment of Taxes:* **Jonathan Adams made a motion to suspend as Board of Selectmen and to convene as Board of Assessors seconded by Ronnie Brann and approved 5-0-0** at 6:45 p.m. Tax Assessors' Agent, Vern Ziegler said he has assessed Time Warner for all their drops, RC & Sons for equipment on the Pit Road and four (4) pieces of equipment at Irby as Personal Property. Vern said that the mil rate has been calculated and it should be the same mil rate as last year at 12.4. **Ronnie Brann made a motion to accept the Commitment of Taxes as prepared by the Tax Assessors' Agent for a mil rate of 12.4 for the 2013 Taxes seconded by Dan Gordon and approved 5-0-0.** The Board said that the tax bills should all be mailed out by Wednesday, July 25, 2012. Theresa said that she believed that she and the office staff would be able to have them out by Friday, July 20, 2012. **Jonathan Adams made a motion to adjourn as the Board of Assessors and to re-convene as the Board of Selectmen seconded by Ronnie Brann and approved 5-0-0** at 7:15 p.m.
- e) Theresa gave the Board the Assessors' Agent Contract for Vern Ziegler to be approved. **Jonathan Adams made a motion to approve the Assessors' Agent Contract as written seconded by Ronnie Brann and approved 5-0-0.**
- f) Theresa received some information from ecomaine who is interested in handling our waste and recycling needs. The consensus was to stay with who we have.
- g) The landlord of Pine Ridge Village is trying to charge the Town of Windsor for two years lot rental. This trailer had been abandoned and the Town just acquired the trailer on February 27, 2012.
- h) Phat Tran and a few of the Pre-Release Inmates have been working on the Old Town Garage where the Food Bank is also housed. The Food Bank end has been done and now the inmates are finishing the siding on the rest of the building. Phat plans on having this completed by the end of the week. Ronnie said that the wood on top needs to be painted to preserve the wood.

Selectmen's Items:

- a) Rick said that he would like to discuss the shrubs at the cemeteries at some point as to cut or trim etc.

Ray Bates declared this meeting adjourned at 8:01 p.m.

These minutes were approved by the Board of Selectmen on **July 31, 2012** as read.

The next regular Board of Selectmen's Meeting will be on July 31, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
JULY 31, 2012
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: Rick Gray Jr., Ray Bates, Daniel Gordon and Jonathan Adams. Ronnie Brann arrived at 7:35 p.m. Jonathan Adams left at 7:30 p.m.

Public Attending: Tom Reed, Jim Piper, and Kristin Grasse. Bill Appel arrived at 6:20 p.m.

Employee's Attending: Theresa Haskell, (Town Manager), Keith Hall (Public Works Supervisor) and Tim Coston (Transfer Station Attendant).

Ray Bates called the meeting to order at 6:10 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes: July 3, 2012 and July 17, 2012. **Rick Gray made a motion to approve the minutes dated July 3, 2012 and July 17, 2012 as written, seconded by Daniel Gordon and approved 4-0.**

Public Comment: Kristin Grasse was here in June 2012 regarding having sidewalks and she has checked in with the Town of China regarding how much this may cost. She is interested in having sidewalks in Windsor from the Town Office to Hussey's for the first phase. The Town of China insurance was classified under the General Liability and it wasn't a huge increase. The money was raised with the Town which agreed to match up to \$50,000.00 in a warrant article. They also split the money from Transfer Station and Roads. They had allotted \$20,000.00 for a tractor and raised \$4,000.00 for the snow blower. This would mean that the Public Works would have to maintain these sidewalks in Windsor. The application process is due by the 10th of August for the Letter of Intent. Kristin is asking if she can continue and have the Board of Selectmen sign a Letter of Intent. The grant goes every even year so the next year would be 2014. Rick Gray said he isn't interested in signing any Letter of Intent at this time and Jonathan Adams agreed. Theresa will check into this with Maine Municipal of how the process works and see where we should go from here and will keep Kristin Grasse involved. Rick Gray will also be interested on how the drainage would work and how much area would be taken off the side of the road into someone's property. How much time and cost would our Public Works endure completely?

Public Works: Keith Hall said he has been filling pot holes. Keith said the Barton Road about ¼ of a mile coming in off Route 105 is pretty bad. Keith said he will be checking on all signs and bamboo and try and cut that back. The Roadside Mowing guy said he did hit some metal and broke 6 teeth. Keith said he would like to have everyone look at the Wingood Road ditching and cross pipes that he has replaced and done. It now looks better. Theresa said we need to pick up a camera and a case to do before and after pictures for the Public Works. Keith said he has the Choate Road all marked out for Dig Safe and will be working on ditching and cross culverts. Ray asked about the cross culverts on the Barton Road to see what might need to be done. Keith said he would check into these. Keith is planning on taking Wednesday and Thursday off this week. We will need to talk with Sargent regarding the Maxcy's Mills Road from Bob Upham's towards Griffin Road because the road is pushing out. We will need to compare the pictures from before and after.

Transfer Station: Tim Coston is waiting for rain to burn the wood pile. We are going to have to seriously look at getting rid of the ash. Meet with Tim on Friday at 11:30 a.m. to measure out the slab area. Need to send out RFP's for hauling the trash bin that will be changed over once B. M. Clark is finished. CMD is interested in hauling this and putting in a bid. We do have the ad in for the Transfer Station employee and have asked to have these in by August 6, 2012. In the meantime Moe Fish is willing to fill in during this time of need. Tim said the scale guy came back because the wire was acting up and now we had to hard wire it in by drilling a hole and they bring the head part in every night. Tim said since then, it is now working. Tim said the next step would be to have a window put in so the head gear doesn't need to be moved. **Rick Gray Jr. made a motion to put in a window at the Transfer Station to see the head gear through it, seconded by Daniel Gordon and approved 4-0.**

Consideration of Payment Warrants: Rick Gray made a motion to approve warrants #5 & #6, seconded by Daniel Gordon and approved 4-0.

Old Business:

- A. Sub-contractors for Snow Removal. The Board of Selectmen went over the contract and changes were made and they agreed to have a Special Board of Selectmen's meeting on August 21, 2012 at 6:00 p.m. to open the Sub-Contractor bids for Plowing. Keith and Theresa will go over the Roads on Monday to make sure these are the roads that we would like to have done. The ad will be in the paper on Saturday, Sunday and Monday, August 4th, 5th and 6th.

New Business: None

Town Manager's Items:

- A. Cemetery trees and shrub trimming. Rick said he has concerns about the shrub trimming. The Rules say the Town has the right to remove trees and shrubs that exceed the limit that should be done because they are getting a little too big. Should we think about purchasing something that would trim these? Or where do we go from here? Tom Reed said if we know who to contact then we should try and contact them. Tom said we should try and send a letter indicating that they have a certain amount of time to take care of this or we cut them completely and do no trimming. If we do trimming to one then we will have to trim them all. A few people take care of shrubs but not everyone. Theresa said she can check with other Towns to see what they do. The Town of Vassalboro would be a good Town to talk with. Tom Reed said North Windsor would be a good one to do now because we don't have a lot of people that put flowers on them but will be very costly. Dan Gordon said the City of Gardiner changed over to, once it was deeded then it was deeded with not being able to put shrubs on. Rick said that an Eagle Scout project might be willing to trim the shrubs. Rick said, "How do we deal with shrubs that have grown so out of order that you can't even see the stone?"
- B. **Rick Gray Jr. made a motion to put Theresa Haskell as Deputy Fire Warden, seconded by Daniel Gordon and approved 4-0.**
- C. Theresa sent an email asking Belinda Waterhouse where she stands on the letter from the IRS that was dated June 11, 2012 for the 2009 Social Security issues. Belinda responded stating that as soon as she gets to this she will get me copies. The Board of Selectmen want a letter written to Belinda Waterhouse with a c/c to the new Superintendent, Alan Hawkins and Jerry Nault, chairperson of the Finance Committee to be ready at the next Board of Selectmen's meeting if this isn't resolved by then to resolve this issue.
- D. Letter from Lee Bragg to David Van Baars, Esq. regarding the Pine Ridge Trailer Park lot #21 which is owned by the Town of Windsor. Lee Bragg said he will keep me informed on this.

- E. Theresa received a General Assistance Letter indicating they are in the process of having all Municipalities to become “Certified” to administer the GA program.
- F. Lee’s Garage Doors price of \$3,633.80 and PDQ Door Co., Inc. price of \$3,985.00. **Ronnie Brann made a motion to have Lee’s Garage Door’s quote of \$3,633.80, seconded by Dan Gordon and approved 4-0.**
- G. Theresa said she is working on negotiations with Lane Construction regarding the remaining monies in Road Construction/Maintenance.
- H. Theresa received a letter from Jeff Urbanczyk requesting to stop construction of the Natural Gas Pump Station in Windsor. The Board said we don’t have any authority to stop the process.
- I. The Tax Lien process was done today and someone had come in to pay this with cash but because the process was in the middle the person was asked to come back after the lien was done. Theresa said she will contact MMA to see what we could have done regarding this issue.
- J. Ray Bates asked about where we are regarding accepting credit cards. Theresa said that they never received the original signed contract and she had to mail them another copy. They will be in touch with us very shortly to begin training regarding this.
- K. Ray Bates received a questionnaire relating to “Public Records” exceptions distributed at the request of Maine’s “Right to Know Advisory Committee”. The Board of Selectmen said this was just a survey and we are not interested in filling it out.
- L. Ray received a letter from the Maine Association of Conservation Commissions and gave it to Rick to look over.

Selectmen’s Items: None

Ray Bates declared this meeting adjourned at 9:40 p.m.

These minutes were approved by the Board of Selectmen on **August 14, 2012** with the following amendments **None.**

The next regular Board of Selectmen’s Meeting will be on August 14, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
AUGUST 14, 2012
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: Rick Gray Jr., Ray Bates, Daniel Gordon, Ronnie Brann and Jonathan Adams.

Public Attending: Tom Reed, David Andrews and Jim Piper. Bill Appel arrived at 6:20 p.m.

Employees Attending: Theresa Haskell, (Town Manager), Keith Hall (Public Works Supervisor) and Tim Coston (Transfer Station Attendant).

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

Previous Meeting Minutes: July 31, 2012. **Dan Gordon made a motion to approve the minutes dated July 31, 2012 as written, seconded by Ronnie Brann and approved 5-0.**

Public Comment:

David Andrews asked about the mobile home that is owned by the Town of Windsor and is in his trailer park. He said this was abandoned. Oxford Properties LLC c/o David Andrews, P. O. Box 151, South Paris, Maine 04281 gave a bid of \$1.00 for this property. **Ronnie Brann made a motion to approve the bid for \$1.00 for the property located at Map 2, Lot 48-21T to Oxford Properties LLC c/o David Andrews, P. O. Box 151, South Paris, Maine 04281 and to give him a Quit Claim Deed, seconded by Rick Gray Jr. and approved 5-0.** Tom Reed asked, "Where did this person go". How much money did he owe his landlord?

Jim Piper asked about Tim's title as Transfer Station Attendant. Why isn't he called the Transfer Station Manager? Theresa said this is what it has always been called.

Public Works: Keith Hall said he has been changing culverts. He had the cross culverts on the Wingood Road and Coopers Mills Road paved in. He has replaced two cross culverts on the Choate Road. He had to order some parts for the shoulder machine so the gravel won't fall through. Ronnie asked if we will be doing any brush cutting. Keith said yes he will this fall. Keith said they won't be paving until Tuesday after Labor Day. Keith asked them to come and grind the Griffin Road first. He said they may come in and grind on August 27, 2012. The total amount of Diesel and Gas for 2010/2011 was 6,481.56 gallons compared to 4,593.26 gallons for 2011/2012 which is down 1,888.30 gallons. We were also down one large truck most of the winter.

Transfer Station:

- A. Tim Coston said he will hopefully be burning on Wednesday. He has to call B. M. Clark on Thursday to find out exactly what time they will be coming on Monday. Berry will be there on Monday at 6:00 a.m. to haul the trash. Keith and Tim will be there on Monday to wash this out after Berry moves it. Tim wanted to know where we put the can once it is empty. The Board said to haul it out back out of the way and we can put this up for sale.

- B. Theresa handed out the July 2012 Transfer Station Figures. They are up from last year by \$1,119.15.
- C. The Construction Debris tonnage from 2011/2012 was 136.89 tons compared to 129.3 tons from 2010/2011 which is up 7.59 tons. The Municipal Solid Waste tonnage from 2011/2012 was 466.56 tons compared to 499.87 tons from 2010/2012 which is down 33.31 tons.
- D. Ray asked about comments regarding the weighing of the trash. Bill asked if people are paying less than what it would be by sticker compared to weighing and Tim said some do and some don't. Tom Reed said he has been paying his fair share and he has heard from other people that this was a fair way to do. Bill asked, "How do we pay for Phase 2 and Phase 3 with the big scale at the Transfer Station?" Tom Reed said what we are working on hopefully getting Phase 1 done this fall and then put in the warrant in the spring to finish the remaining two Phases.
- E. We need to set up another Transfer Station Committee Meeting. Monday, September 10, 2012 at 6:30 p.m.

Consideration of Payment Warrants: Rick Gray Jr. made a motion to approve warrants #7 & #8, seconded by Ronnie Brann and approved 5-0.

Old Business: None

New Business: None

Town Manager's Items:

- A. Employee Manual – Theresa noticed a correction that needs to be done on page 28 under the Health, Dental and Retirement Plan. 10.1 Eligibility and Coverage. We changed the probation period to be six (6) months compared to the 240 days so this should be changed to six (6) months to match the probation period listed previously in the Employee Manual on page 6. **Rick Gray made a motion to change from the 240 day probation on page 28 to read six (6) months, seconded by Ronnie Brann and approved 5-0.**
- B. Assessor's Agent Letter – **Jonathan Adams made a motion to suspend as Board of Selectmen and to convene as Board of Assessors at 7:15, seconded by Daniel Gordon and approved 5-0.** A letter from Vern Ziegler was handed out regarding 3 abatements totaling \$835.76. **Jonathan Adams made a motion to accept the abatements for PP117, RE #1418 and RE #444 as written, seconded by Rick Gray Jr. and approved 5-0. Jonathan Adams made a motion to adjourn as Board of Assessors and convene as Board of Selectmen at 7:18 p.m., seconded by Ronnie Brann and approved 5-0.**
- C. Ray said he came across a person claiming Wiscasset getting out of the RSU has come to a bump in the road because they are the only high school. Ray said he went to an RSU #18 meeting about China getting out of that RSU. Board members of China didn't even know what the issues are and there are still a lot of questions to be answered. The folks in Monmouth are also having issues regarding the votes to get out of the RSU #2 school.
- D. Theresa said we have a Purchase Agreement from Harris (Trio) for the InforMe Credit Card Module and MOSES Interface Module which totals \$1,250.00. We only have \$319.83 left in the Trio budget so this will be \$930.17 over budget. **Ronnie Brann made a motion to approve the \$1,250.00 Purchase Agreement which will over expend the TRIO line item, seconded by Jonathan Adams and approved by 3-2.** Rick Gray said he didn't realize that we will be charged a yearly cost of \$1,000.00 for both programs.
- E. After doing Annual Reviews I have been asked to see about changing the front office hours on Tuesday's. Now that we are cashing up at the end of the day and having Tuesday's be our longest day the girls out front have been keeping track of how many customers actually come in from 7:30

p.m. to 8:00 p.m. since May 22, 2012. We have had a total of 9 transactions in 10 days. The thought of changing the hours from 11:00 a.m. to 8:00 p.m. to either 10:30 a.m. to 7:30 p.m. or 10:00 a.m. to 7:00 p.m. What are your thoughts? Ray said we don't have enough data to concur to make any changes. The Board wanted to see what the next six months would look like. I have also been asked about changing the Transfer Station hours on Wednesday's from 3:00 p.m. to 8:00 p.m. to either 2:00 p.m. to 7:00 p.m. or 1:00 p.m. to 6:00 p.m. What are your thoughts? Tom said if we do anything on changing the hours at the Transfer Station then we need to look into this. The Board wanted to see what the next six months would look like.

- F. I have a quote from Lane Construction. The first quote is \$107,155.00 for the Wingood Road which has one part of the road at 20' wide and the other part of the road is 18'. If we change and put both parts at 18' wide then the price would be \$100,715.00. Lane gave us a quote that would change the 2" HMA Base course to 1 3/4" for a total price of \$88,910.00. Talking with Keith we got a quote from Marvin Clark with a grader and use our backhoe to haul the reclaim to other areas where needed and mix in with his 7/16" sand. We could use our truck to haul if needed. Marvin said he could spare 2 to 3 loads of gravel with this price of \$3,500.00. He said he doesn't have a roller but he feels we will be o.k. If we have Marvin do this, it would be \$3,500.00 and have the 2" HMA Base course at \$86,800.00 for a total cost of \$90,300.00. We have a total of \$87,399.00 left in this budget so the remaining will have to come out of Keith's \$35,000.00 line which is a total of \$2,901.00. Keith said we can rent a roller which would be a further cost. He might be able to talk Lane into using their roller. Ronnie said his biggest reservation would be to not grind the road. Ronnie asked if Lane felt that we could get away without grinding it. Keith said he did say this would work but he wouldn't guarantee it. **Ray Bates made a motion to have the Town Manager and Keith Hall use up to \$87,399.00 to Reclaim and Fine grade with 2" HMA Base Course on Section 1 on the Wingood Road of 3,730' x 20', approximately 8,290 sy's & 912 tons which starts at the Coopers Mills Road end and use the remaining monies to be used for shoulder, ditching and culvert replacements where needed, seconded by Rick Gray Jr. and approved 5-0.**
- G. Theresa said we have hired a part-time person and we will need to give her a cash drawer which will be \$150.00. Theresa said we could use the Other Service line to use this. The consensus of the Board was to do this.

Selectmen's Items: Ronnie Brann asked about painting the Old Town Garage. Bill Appel said he would volunteer to do this. Rick said it will need to be scraped and sanded first. Ronnie said he will ask someone about borrowing a bucket truck. Ronnie Brann asked about the deed being transferred from Elwin Hussey to the Town of Windsor. Vern will be in on Monday. Ray Bates said he and Theresa Haskell went down on the Hunts Meadow Road today because of a complaint that came in, stating that the culvert area is sunken in. The trucks that go through there make a very large banging noise when they hit it. Ray said we need to see about fixing this. Ray said lets have someone give us a cost and cut this out and fill in and pack it down and pave it.

Ray Bates declared this meeting adjourned at 8:10 p.m.

These minutes were approved by the Board of Selectmen on **August 28, 2012** with the following amendments: **Ray said on the last page in the last paragraph take out "on both sides" because the pond is only on one side.**

The next regular Board of Selectmen's Meeting will be on August 28, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SPECIAL SELECTMEN'S MEETING
AUGUST 21, 2012
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: Rick Gray Jr., Ray Bates, Daniel Gordon and Ronnie Brann. Jonathan Adams arrived at 6:06 p.m.

Public Attending: Tim Mitchell and Tom Reed.

Employee's Attending: Theresa Haskell, (Town Manager) and Keith Hall (Public Works Supervisor).

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

Public Comment: None

Sealed Snowplowing Bids:

1. McGee Construction – 250 Hours at \$25,000.00 guaranteed price and \$84.00 per hour after the 250 hours and \$84.00 per hour on the secondary truck. Two 1995 GMC 7 Yard Topkick.
2. Avery Glidden Construction – 250 Hours of \$25,000.00 guaranteed price and \$125.00 per hour after the 250 hours and \$125.00 per hour on the secondary truck. One 1994 GMC 7 Yard Truck and 1990 Ford 7 Yard Truck.
 - A. Questions the Board of Selectmen would like to ask;
 1. Time frame of when a person can be at the Town Garage?
 2. Where are they going to be located?
 3. Where the driver will be located?

The Board's consensus was to ask these questions and bring to the next Board of Selectmen's Meeting on Tuesday, August 28, 2012.

Town Manager's Items:

1. Municipal Quit Claim Deed for Oxford Properties LLC. **Ray Bates made a motion to give a Quit Claim Deed to Oxford Properties, LLC c/o David Andrews, P. O. Box 151, South Paris, Maine 04281 on property located on Map 02, Lot 048-21T located on 21 Pine Ridge Road, seconded by Ronnie Brann and approved 5-0. Ray Bates made a motion based on the advice of the Town of Windsor's Attorney per Title 36 Section 841 to write off the principal and interest and to execute lien discharges for liens recorded on August 2, 2010 in Book 10513, Page 0227 and August 4, 2011 in Book 10799, Page 0019 on Real Estate Account #897 for property located on Map 02, Lot 048-21T as of August 15, 2012, seconded by Jonathan Adams and approved 5-0.**
2. Theresa gave out the final Yearly Budget figures from July 2011 to June 2012 for the Board to review.
3. Theresa gave the information regarding the Lane Construction quote.

4. Computer quote from Burgess Computer is \$1,343.76 for two computers with 4 to 6 hours labor to install. **Ronnie Brann made a motion to have the two computers purchased and installed seconded by Jonathan Adams and approved 5-0.**
5. Theresa received a call from Stephanie Hubbard regarding Maine Natural Gas and said they are waiting through the process and they are addressing the concerns and they will keep us posted. They are in the process of replacing culverts on Route 17 and also on Route 32 in Jefferson and they will be placing a large amount of pipes on the Maxcy's Mills Road location for these projects over the next few weeks.
6. Theresa said she will be meeting with Waste Management on Thursday to go over the contract about hauling a roll off container for Municipal Solid Waste. Theresa also said that Russ from B. M. Clark was supposed to be here on Monday but had truck and crane issues. They are now going to have to do this in two weeks and they would like to haul the base here and set aside within the next couple of days. Russ also mentioned he would do the extra welding on the legs of the compactor for nothing because we have had to wait.

Selectmen's Items:

Ronnie Brann asked to make sure the banks are weed wacked down at the Transfer Station and cleaned up. Tom Reed mentioned the Transfer Station Attendant should leave the trash on the scale and make sure people see what the scale reads before you take it off and make them pay.

Ray Bates asked about who is responsible for culverts and we will look into this at the next Board of Selectmen's meeting.

Ray Bates declared this meeting adjourned at 6:48 p.m.

These minutes were approved by the Board of Selectmen on **10-23-12** with the following amendments: **None**

The next regular Board of Selectmen's Meeting will be on August 28, 2012 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager



MINUTES OF SELECTMEN'S MEETING
AUGUST 28, 2012
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, Daniel Gordon, Ronnie Brann and Jonathan Adams.

Public Attending: Tom Reed, Carol Chavarie, Drew McMullin, Jeff Casey, Scott Farwell, Jerry Nault, Ben Gleason & Jim Piper.

Employee's Attending: Theresa Haskell, (Town Manager), Keith Hall (Public Works Supervisor), Tim Coston (Transfer Station Attendant) and Debbie French (Secretary to the Board of Selectmen).

Ray Bates called the meeting to order at 5:30 p.m. with the Pledge of Allegiance and opened the Public Hearing.

Public Hearing – Drew McMullin – Community Relations for this project, Jeff Casey - project engineering & Ben Gleason – visual buffers & visual aspects presented the information for the CMP Microwave Tower. The wireless communications tower being installed at Central Maine Power's Coopers Mills Road substation in Windsor, ME is a direct replacement for the existing tower at the Maxcys substation. The existing tower is being demolished as part of the Maine Power Reliability Program to allow for the construction of new transmission lines over that area. Although there are erections at the facility that can structurally support the wireless antennas, they do not meet the height requirements for this point-to-point radio system or the electrical clearances required for safe employee system maintenance. This wireless facility will be built following all current federal (FCC/FAA) and regional code requirements, as well as engineering best practices for long-term longevity of the infrastructure. Abutters (15 households) were all notified of this. Actually there were probably some that are not in the direct area. This new substation covers twenty-five (25) acres and will be the largest CMP substation within the CMP service area. There was much discussion regarding the name of the new substation. Ronnie Brann said that there are many residents who are upset that it is being called the Coopers Mills Substation as it is in Windsor and it seems that they are taking a part of Windsor's history from the town. Drew explained that there cannot be more than one substation with the same name. He said that there is already a Windsor in Connecticut and that the Maxcys and Coopers Mills substation will both be running simultaneously for a spell. Tom Reed suggested the name Malta as that was the town's original name. Drew will look into this.

Ray reconvened at 6:10 p.m.

Previous Meeting Minutes: August 14, 2012 minutes. Ray said on the last page in the last paragraph take out "on both sides" because the pond is only on one side. **Ronnie Brann made a motion to approve the minutes as corrected dated August 14, 2012, seconded by Jonathan Adams and approved 4-0.**

Public Comment: None.

Public Works:

- Keith Hall said the training class regarding the backhoe and safety was a great class. He was able to talk to a lot of Road Supervisors regarding the Winter Plowing. Keith said he had to hang around for the Transfer Station trailer.
- Keith has been patching.
- Keith went over to David Choate's and took out the radios and paid for the installation. The antennas were a total of \$238.48 and the antennas were \$83.72. Can we reimburse him for this? Theresa said she will look into the original invoice. Keith said he now has a radio in the backhoe and we have a spare radio to be installed in another truck.

Snow Plowing Contract:

- Keith said both Glidden Construction and McGee have back up trucks available and they will be kept at the Town Garage. Both bidders have drivers available and are within the area. Ronnie said we should go with McGee who has the backup trucks and is the lowest bidder. **Ronnie Brann made a motion to approve the Snow Plowing Contract with McGee Construction, seconded by Jonathan Adams and approved 4-0.** Ronnie Brann asked if David Choate has anything going this winter. Keith said he doesn't think so and we still need to have a backup driver and backup truck.

Transfer Station:

- Tim Coston said the new can and the platform have arrived. Ronnie asked if the screens would be supplied.
- Theresa has met with Waste Management down at the Transfer Station and they have met up with Russ at B. M. Clark and are very pleased with everything.
- Tim talked with Finley's regarding the light at the gate and when he is done with the fair he will do this for us.
- The oil tank is almost full and will need to be hauled off. **Ray Bates made a motion to notify the public to have no motor oil taken at the Transfer Station, seconded by Dan Gordon and approved 4-0.**
- Dan Marquette is willing to take the used oil and so will Cliff Hopkins. Tim will ask Frank Finley if the used oil tank is his and if so he will need to have him sign an affidavit.
- The wood pile hasn't been burned yet.
- Tim was asked to weed whack at the Transfer Station/Public Works.
- Tim said Kevin Rhoades from the Town of China filled in as the Animal Control Officer and took care of an issue with a cat that now has been quarantined. Ray Bates said we were in a rough situation as Tim was in the hospital and we didn't have an Animal Control Officer. We had to borrow the Town of China's Animal Control Officer and three of the Board of Selectmen came in and signed him as a Deputy Animal Control Officer. **Ray Bates made a motion to appoint Kevin Rhoades as a Deputy Animal Control Officer, seconded by Ronnie Brann and approved 4-0.** Ray said it was also discovered that Tim Coston was never appointed as the Deputy Animal Control Officer. **Ray Bates made a motion to appoint Tim Coston as Deputy Animal Control Officer, seconded by Jonathan Adams and approved 4-0.**

Consideration of Payment Warrants: Jonathan Adams made a motion to approve warrants #9 & #10, seconded by Ronnie Brann and approved 4-0.

Old Business: None

New Business: None

Town Manager's Items:

- A. KVCOG – **Ronnie Brann made a motion to put Ray Bates and Theresa Haskell as the Official Representatives to serve on KVCOG's General Assembly, seconded by Jonathan Adams and approved 3-0-1.**
- B. Snowmobile Reimbursement. **Jonathan Adams made a motion to use the snowmobile registration as voted by town with the remaining 25% be dispersed to the Boy Scouts, Girl Scouts and Windsor Youth, seconded by Ronnie Brann and approved 4-0.**
- C. Cemetery Lot Conveyance for Vincent Lord. **Ronnie Brann made a motion to approve the Cemetery Lot Conveyance for Vincent Lord seconded by Daniel Gordon and approved 4-0.**
- D. Theresa handed out the end of the year Money Market Accounts, Certificate of Deposits and Stocks total balances.
- E. Todd Bracket who is a Police Officer at the Windsor Fair would like to be named as Constable for the Town of Windsor to go along with the Windsor Fair. Theresa sent for information on this from the Maine Municipal Association (MMA).

Selectmen's Items: None

Ray Bates declared this meeting adjourned at 7:02 p.m.

These minutes were approved by the Board of Selectmen on 9-25-12 with the following amendments: None.

The next regular Board of Selectmen's Meeting will be on September 11, 2012 at 6:00 p.m. at the Town Hall.



MINUTES OF SELECTMEN'S MEETING
SEPTEMBER 11, 2012
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, Daniel Gordon, Ronnie Brann and Rick Gray. Jonathan Adams is absent.

Ray Bates called the meeting to order at 6:00 p.m. and called a recess for 15 minutes. Ray Bates reconvened the meeting at 6:17 p.m.

Public Attending: Tom Reed, Jim Piper and James Appel.

Employee's Attending: Theresa Haskell, (Town Manager) and Keith Hall (Public Works Supervisor).

Previous Meeting Minutes: None at this time. ~~Debbie has been on vacation. Debbie has been covering for other staff members who have been on vacation.~~

Public Comment: Tom Reed recommended we observe a moment of silence for the 9 – 11 observance.

Tom Reed said he went to the School Meeting and he said the bottom line he feels it is the fairest system so far to date but will it help Windsor? Yes and No. Tom said we have been cared for under the original set up. The bottom line said they are going by the cost of the number of pupils. With this formula we should have more people go and close one of the Wiscasset schools and have 8th Grade through 12th be at one school and the K-7th grade be in the other school. As far as Jerry Nault is concerned he said we would save \$750,000.00 and this should be done before any of this formula is voted on. We will need to have more Windsor residents come in and vote to reduce this. This will also change the amount of the formula on all towns. When do they plan on moving this forward? Thursday night the RSU #12 Board of Directors are meeting. We need to have all three RSU Board Members for Windsor come to the next meeting.

Public Works: Keith has been running around to make sure things are going. By tomorrow the Coopers Mills Road will be paved from one end to the other. The Weeks Mills Road is completely done. The Griffin Road and Wingood Road are completely ground. We added more gravel on the Griffin Road and Wingood Road where needed. They took the dip out on the Coopers Mills Road next to Maxcy's Mills Road. We will be paving the Wingood Road and Main Street on Thursday. Saturday is Windsor Neck Road. He will have to do shoulder work also and get his trucks ready. Keith said the tires on Truck #4 are only summer tires and not winter tires. This will cost around \$2,400.00 to have four tires and four rims put on. **Ronnie Brann made a motion to have four tires and four rims be put on Truck #4 for safety reasons, seconded by Dan Gordon and approved 4-0.** Ronnie asked about having chains and Keith said they do have chains. Keith said he also has got a quote on Truck #3 for six tires and six rims for a cost around \$2,200.00. Ronnie said he recommends four tires and four rims on the rear. **Ronnie Brann made a motion to vote to have four tires and four rims on Truck #3, seconded by Rick Gray Jr. and approved 4-0.**

Transfer Station: Ray Fletcher did the work at the Transfer Station and Ronnie said it was a nice job. The Bulky did get emptied today. The Transfer Station figures are still up \$512.50 for the year. We are looking to meet with Avery Glidden tomorrow regarding the concrete slab. Keith wants to know when he can move the

buildings and containers. He said he can do this next week if we are ready. Ronnie said after we talk with Avery Glidden and Lajoie Brothers we will let you know. Hopefully we can get the container on by the end of the week.

Consideration of Payment Warrants: Rick Gray Jr. made a motion to approve warrants #11 & #12, seconded by Dan Gordon and approved 4-0. Ray Bates asked a question about how many liens have been discharged and where do we stand.

Old Business: None

New Business: None

Town Manager's Items:

- A. Employee Manual Page 25 Correction. Bring this to a further meeting when all Board of Selectmen can attend.
- B. Review of the "Ordinance for the Acceptance of Streets & Ways". Theresa recommends sending this information over to the Planning Board and have them review it and also ask KVCOG for their assistance. Theresa said she has a copy of China's and Vassalboro's for them to look at. The Board of Selectmen said the consensus would be to have the Planning Board do this.
- C. Voting Credentials for the MMA Annual Business Meeting. Ray said it asks us to designate someone and he recommends putting Theresa Haskell.
- D. The Board of Selectmen had Theresa look into the Deed from Elwin Hussey to the Town of Windsor. I have the Deed Description of the Proposed Conveyance from Kane Coffin and Theresa recommends we send this over to our Lawyer and have this Deed drawn up and signed and then recorded. The Board of Selectmen agreed.
- E. Theresa has information from Bernstein & Shur regarding R. C. & Sons Paving being bought out by Auburn Asphalt, LLC. I will contact Pete Kelly to have Auburn Asphalt, LLC come and talk with the Board of Selectmen. Ronnie said he was under the understanding that they would like to start this up this year and then begin doing this beginning next year.
- F. Letter from Vern – **Ray Bates made a motion to recess as Board of Selectmen and convene as Board of Assessor's at 8:41 p.m., seconded by Dan Gordon and approved 4-0. Ronnie Brann made a motion to approve the \$357.12 for three abatements as recommended by our Assessor's Agent, seconded by Dan Gordon and approved 4-0. Rick Gray Jr. made a motion to approve the Supplemental Tax Warrant for Axis Capital, Inc. in the amount of \$272.80, seconded by Dan Gordon and approved 4-0. Ray Bates made a motion to adjourn as Board of Assessor's and reconvene as Board of Selectmen, seconded by Dan Gordon at 8:47 a.m. and approved 4-0.**

Selectmen's Items: Rick asked about the 2009 IRS Corrections. Theresa said she physically went to the Internal Revenue Service on August 23, 2012 and brought all the information in to them and received a stamp from the IRS indicating that they now received all the information that they needed which included the 2009 W-3C.

Ray Bates declared this meeting adjourned at 8:57 p.m.

These minutes were approved by the Board of Selectmen on September 25, 2012 with the following amendments: on page 1, under Previous Minutes, change "Debbie has been on vacation" to "Debbie has been covering for other staff members who have been on vacation".



MINUTES OF SPECIAL SELECTMEN'S MEETING
SEPTEMBER 24, 2012
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: Rick Gray Jr., Ray Bates, Daniel Gordon, Jonathan Adams and Ronnie Brann.

Public Attending: Tom Reed

Employee's Attending: Theresa Haskell, (Town Manager) and Tim Coston (Transfer Station Attendant and Animal Control Officer backup).

Ray Bates called the meeting to order at 6:35 p.m. with the Pledge of Allegiance.

Ray Bates made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(E) to discuss advice from our legal counsel at 6:35, seconded by Jonathan Adams and approved 5-0.

The Board of Selectmen came out of executive session at 8:38 p.m. Ray Bates said per our legal advice we have no announcement at this time.

Ray Bates declared this meeting adjourned at 8:39 p.m.

These minutes were approved by the Board of Selectmen on 10-23-12 with the following amendments: None.

The next regular Board of Selectmen's Meeting will be on September 25, 2012 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager



MINUTES OF SELECTMEN'S MEETING
SEPTEMBER 25, 2012
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, Daniel Gordon, Ronnie Brann and Rick Gray. Jonathan Adams arrived at 6:30 p.m.

Ray Bates called the meeting to order at 6:01 p.m.

Public Attending: Deb Sanderson, Beth Choate, Ray Chavarie, Carol Chavarie, Tom Reed, Jim Piper and Karen Foster.

Employee's attending: Theresa Haskell, (Town Manager), Keith Hall (Public Works Supervisor), Tim Coston (Transfer Station Attendant and Backup ACO) and Debbie French (Secretary to the Board of Selectmen).

Previous Meeting Minutes: Ronnie Brann made a motion to approve August 28, 2012 minutes as written, seconded by Dan Gordon and approved 3-0-1. Ronnie Brann made a motion to approve the September 11, 2012 minutes with the correction of Debbie not being on vacation but was covering out front for vacations, seconded by Dan Gordon and approved 4-0-1. Jonathan abstained because he wasn't here.

Public Comment: Ray Bates asked for a moment of silence for the passing of Liz Jameson. Deb Sanderson has been working on a project for the Town of Windsor. She lives in Chelsea and received a call about rats. Obviously this is not covered under any statute or state law and isn't covered under our ACO or Town. They are addressing the rules right now. One change was a rule to discuss "dogs" and change them to "animals". They will be staying in contact with them to keep their thumb on it. This will make a big change for any future issues that may arise and is definitely a public health issue and nuisance. Ray Chavarie asked "What is being done about it?" Carol Chavarie said Liz Jameson is an alternate on the Planning Board and she will be looking around and asking around if anyone is interested in it. Ray Bates said maybe Bill Appel may be interested in coming. Karen Foster serves on many different committees and said the Department of Board of Pest Control gave her some pamphlets regarding four steps **to prevent and control rodent infestations**. The Board of Selectmen will be asking the Planning Board to look into a new ordinance regarding animals including rodents, reptiles, exotic species, wild animals, etc.

Public Works:

- a) Major Road Construction - All the paving is done and lines are being painted on the roads that **have been** done.
- b) Keith is still working on the shoulders and driveways.
- c) Ronnie said the handwork is over and above and a bid is a bid. We both signed a contract that they would do this job for "X" amount of dollars and that is what we are going to pay. **Ronnie Brann said he would approve the handwork of \$2,145.00 and pay the original bid price of \$439,185.00 and the additional bid for Wingood Road \$73,373.50, seconded by Jonathan Adams and approved 5-0.**
- d) Dan asked about doing crack sealing and Ronnie and Rick both said this is very expensive.
- e) Ronnie said he would like to see the Choate Road be done next year.

- f) Bill Appel said he would help out on the Planning Board. Beth said he also said that we haven't taken him up on his offer to paint the Garage. Ronnie asked about what the issue is using a ladder - do we have to tie off when using a ladder? Theresa said that she will check with MMA regarding this.
- g) Ray Bates asked if we came to a final conclusion on David Choate on the antennas.

Transfer Station:

- a) New Roll-Off Container and Platform - This is done and they came and painted it today and added the railing it seems that everything is working fine.
- b) Ronnie said that now that we are hauling to a new facility we will be charged \$56 per ton instead of the \$72 we have been paying.
- c) Rick is wondering what we will be doing with the old trailer and Ronnie said we should wait before we do anything till the price of steel goes up.
- d) We are no longer taking oil and Ray asked if the oil tank had belonged to the Finley's. Tim said he will check with them about this.
- e) Tim said the trash compactor is doing fine. They did about 10,000 pounds of pressure. Tim asked if the Town of Windsor name and seal should be put on the canisters. Theresa will look into it and have Minuteman Signs come out and do this. She will also ask Minuteman Signs to do a sign saying we no longer accept oil.
- f) The light where the gate is would only be able to be a street light and Ronnie said he feels we should have a street light. Jonathan said when you are leaving you have no light to lock the gate. Also a pin to hold the gate open is another suggestion so the gate can stay open when you are trying to lock it.
- g) Dan Gordon has had three complaints of vulgar language being used at the Transfer Station. Theresa said she will address this.
- h) Ray said each selectman has had a responsibility of certain departments and we need to update these duties at the next meeting.
- i) Ronnie said he did talk with Russ about building us a new hopper when we need a new compactor and he said they could do this.
- j) We will schedule a Special Board of Selectmen's Meeting next Tuesday, October 2, 2012 to have the Transfer Station Committee members also attend to go over the slab and building.

Consideration of Payment Warrants: Jonathan Adams made a motion to approve warrants #13 & #14, seconded by Rick Gray Jr. and approved 5-0.

Old Business:

- a) Ronnie said that we are not involved with the Auburn Asphalt LLC buying RC & Sons Paving.
- b) Rick asked about the IRS and if they have gotten back to us. Theresa said that she went to the IRS office on August 22, 2012 and has not heard anything back yet.
- c) Rick asked about the deed for Elwin Hussey to the Town of Windsor and Theresa said that Lee Bragg is working on it.

New Business: None

Town Manager's Items:

- a) Theresa said that we received a check from the MMA Workers Compensation & Property and Casualty Pool Dividends in the amount of \$1752.00
- b) Theresa told the Board that there is a contradiction in the Employee Manual on Page 25 which needs to be corrected. Jonathan said it's hard enough to get a part time person without giving any benefits. He said the money is already budgeted so this is not extra money that we would be paying out. **Jonathan made a motion to change the wording on page 25 that was originally approved for part time employees working under 24 hours, seconded by Ronnie Brann.** Discussion: Dan Gordon said he

didn't get paid for less than 30 hours when he used to work and he isn't in favor of this. Rick Gray said he would be willing to adjust the hours and have them work the hours to cover the loss. Ronnie Brann said if you want to keep decent people then he feels we should pay them for their regularly scheduled hours and that this is so small that he feels they should have some incentive. Theresa said our employees are underpaid and other towns that have town part time employees do pay for holidays. **The vote was approved 3-2-0.**

- c) MMA Recognitions – 23 years and 33 years.
- d) Theresa said that she received a letter from Jerry Nault commending the road work.
- e) Theresa received an invitation for herself as the Town Manager and the Board of Selectmen to attend a free Pancake Breakfast at the Whitefield Lions Club on October 14, 2012 from the Sheepscot Valley Health Center. They requested a RSVP for this.
- f) Theresa received a complaint of vulgar language on a political sign on Route 17. She said that we can't do anything about it because of the Freedom of Speech Law.
- g) Steve Plourde **has mentioned to Theresa Haskell** that his son, Mathew Plourde, will be looking at getting his Eagle Scout and would be interested in repairing the cemetery fence on Windsor Neck Road. Ronnie asked about the Parke Property which was to be used for scouting. He said that it needs to be mowed and wants to know why that is not being taken care of anymore.

Selectmen's Items: Ronnie asked Rick and Tom about cutting the trees or trimming the shrubs at Rest Haven Cemetery. Rick said they are in favor of cutting them off at the ground. Rick said this could be an Eagle project but then they can't use anything with power. Ronnie said the older part of the cemetery could be trimmed. Rick said that we have a very large 40-foot tree at the North Windsor Baptist Church Cemetery that is rotted out completely and needs to be taken down before it breaks down into the cemetery. Beth Choate asked also about the Greeley Road which has some trees that are already rotten.

Ray Bates declared this meeting adjourned at 8:17 p.m.

- a) These minutes were approved by the Board of Selectmen on **10-23-12** with the following amendments:
correct page 1: Public Comment: "to prevent and control pest infestations": **Public Works a)** "on roads that have been done": **Page 2: Old Business b)** "Theresa said that she went to the IRS office on August 22, 2012 and has not heard anything back yet" in answer to question. **Page 3: Town Manager's items g):** (to clarify that Steve Plourde was not at this meeting) "has mentioned to Theresa Haskell".

Respectfully Submitted,

Debbie French
Secretary to the Board



MINUTES OF SPECIAL BOARD OF SELECTMEN'S MEETING
WITH THE TRANSFER STATION COMMITTEE
OCTOBER 2, 2012
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, Dan Gordon and Richard Gray. Jonathan Adams was absent.

Public Attending: Tom Reed, Dick Avery, Jim Piper, Cheryl Pratt & Jacob Foster.

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

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

Public Comment:

Jacob Foster, Grocery Manager from Hussey's Store, came to seek approval to hold a Beer Tasting Event to celebrate the 89th Anniversary of Hussey's General Store. Jacob told the board that the Department of Agriculture wants a letter of approval from the Board of Selectmen to hold the Beer Tasting. Jacob told the board that they will be carding before anyone can participate in this event. He said that there will be four (4) varieties of Craft Beer. He said that there will be Venison Tasting as well for this celebration. **Ronnie Brann made a motion to approve the Beer Tasting Event for the 89th Celebration of Hussey's General Store seconded by Rick Gray and approved 3-1-0.**

Transfer Station:

- Theresa asked Dick Avery to help explain what was needed to build a shelter for the roll off containers. He said that the shelter should have an 8-foot back wall and an 18-foot front wall. Steel beams are \$100 cheaper than wooden ones and work very well. Dan Gordon asked if this shelter would meet the requirements for wind lift and Dick said that it would. Dick continued saying that the doors should swing in for easy access during snow conditions. Theresa said that there will be paving in front of it and that the slab can have an eased edge. Theresa asked the board how many bid proposals need to be put out for the cement slab. The board said there should be at least three (3) bids. The following contractors were suggested: Concrete Craftsman, Lajoie Brothers, Glidden Construction, Newman's Concrete and Veilleux Concrete. Rick Gray asked about the earthwork that needs to be done before the slab is poured and was told that the area would need to be compacted with a roller. Theresa will be sending out the bid packets tomorrow morning stating that the concrete work bids must be received here at the Town Office by 5:00 p.m. on Tuesday, October 9, 2012 and that the work must be completed by Tuesday, October 30, 2012.
- Transfer Station Attendant, Tim Coston, said that he had received a call from Maine Resource Recovery telling him that they will be in China in 2-3 weeks and would drain our refrigerators the same day. Tim said that we need to have all the refrigerators hauled before winter **and the board agreed.**

Town Manager's Items:

This was covered under Public Comment.

Selectmen's Items:

Chairman Ray Bates said that the next time we have a board meeting with all the selectmen present he would like to do the assignments of selectmen.

Ray Bates declared this meeting adjourned at 7:35 p.m.

These minutes were approved by the Board of Selectmen on **10-23-12** with the following amendments: **Page 1: Transfer Station – last sentence to clarify add “and the board agreed”.**

The next regular Board of Selectmen's Meeting will be on October 9, 2012 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Board Secretary



MINUTES OF SELECTMEN'S MEETING
OCTOBER 9, 2012
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, Daniel Gordon, Ronnie Brann, Jonathan Adams and Rick Gray.

Ray Bates called the meeting to order at 6:05 p.m.

Public Attending: Cheryl Pratt, Tom Reed, Dick Avery, Carol Chavarie and Jim Piper.

Employee's attending: Theresa Haskell, (*Town Manager*), Tim Coston (*Transfer Station Attendant and Backup ACO*) and Debbie French (*Secretary to the Board of Selectmen*).

Previous Meeting Minutes: None.

Public Comment:

- a. Carol Chavarie asked if Bill Appel applied for the Alternate Planning Board Member. **Jonathan Adams made a motion to appoint Bill Appel as Alternate Planning Board Member, seconded by Dan Gordon and approved 5-0.** All five (5) selectmen affirmed that they signed the Appointment to Planning Board for William Appel at their own free will.
- b. Ray Bates opened the bids for the cement slab at the Transfer Station.
 - Avery Construction - \$16,550.00
 - Concrete Craftsman - \$18,853.00
 - Newman's Concrete - \$17,250.00
 - Lajoie Brothers - \$19,960.00

Ronnie Brann made a motion to accept Avery Glidden Construction's bid of \$16,550.00, seconded by Jonathan Avery and approved 5-0.

Dick Avery asked to see if the Board of Selectmen would be interested in putting on cross bracing on the end of the building opposite of the 16 X 32 building **and the board said yes.**

(Public Comments were recorded by Theresa L. Haskell, Town Manager.)

Public Works:

- a) Theresa had asked Keith to get a quote to do a section of the Hunt's Meadow Road. The Windsor Public Works will take the pavement up and bring in more gravel to raise the road and have approved company fine grade and put a 2" bituminous pavement on an area of 80' x 20'. Keith had asked for three (3) bids and received the two (2) bids as follows:
- b) Lane Construction - \$4,730.00 B & S Paving & Construction Inc. - \$2,800.00
Rick Gray made a motion to approve up to \$2,800.00 to B & S Paving & Construction Inc. seconded by Dan Gordon and approved 5-0-0.
- c) The alternator on the truck with the shoulder machine had to be replaced.

- d) **Rick Gray made a motion to approve paying Lane Construction with a manual check in the amount of \$73,373.50 which will be in the next warrant as it was missed for this warrant seconded by Ronnie Brann and approved 5-0-0.**
- e) Tim said that the beavers have blocked a culvert about half-way up on the Greeley Road. He will take the backhoe over tomorrow and push it through. We will be looking to put in a grate of some kind over the end of the culvert like we did on the Wingood Road. Also, Tim will check with Keel Kemper at the Inland Fisheries Department to see if we can trap these beavers now instead of having to wait until December. **The board said to go ahead if Inland Fisheries agrees.**

Transfer Station:

- a) Tim said that just about everything has been rearranged and the dumpsters will be moved tomorrow.
- b) Tim met with Mike from Lincoln County this morning at the Transfer Station. They moved the big cans and Mike said that it will be okay for us to move the small cans.
- c) The oil has been hauled off except for a small can that was missed behind the building and Larry Finley will be coming tomorrow to get it.
- d) Tim told the board that Larry Finley is interested in an electric pump and the board said to have Larry make an offer for it and it will be considered at the next meeting.
- e) Saturday Tim ran the packer until 3:00 p.m. and the pressure was only about 1,500 so he then filled the hopper which will be picked up tomorrow and we will see what the tonnage was in it.
- f) The new can should be here this week and will have the Town of Windsor welded into it.
- g) Minuteman Signs came and took measurements for the signs with the Town Seal to go on the cans.
- h) Maine Resource Recovery will come drain our refrigerators when they go do China's refrigerators.

Consideration of Payment Warrants: Rick Gray made a motion to approve warrants #15 & #16, seconded by Ronnie Brann and approved 5-0-0.

Old Business: None.

New Business:

Warrant and Notice of Election Calling Regional School Unit #12 Referendum: After much discussion on this Cost Sharing Plan **Ronnie Brann made a motion to sign the Warrant as presented seconded by Jonathan Adams and approved 4-1-0.**

Town Manager's Items:

- a. A Windsor resident said their home was broken into and their air conditioner was broken and they would like to take it to the Transfer Station at no charge. The answer was "no" as it would be setting a precedent of if they allow one person to do that they would have to allow everyone to do it.
- b. Ray Fletcher would like to take the bottom half of the oil barrel instead of charging for his equipment at the Transfer Station and the board said "yes".
- c. The selectmen all agreed to send Moe Fish and Walter Tillson to the Transfer Station Training Program as well as Tim Coston on November 1, 2012.
- d. We need to have a Public Hearing at the next meeting for the General Assistance Appendices C 2012-2013.

Selectmen's Items:

Chairman Ray Bates said he would like to go over the Board of Selectmen's Departmental Duties.

Department	1st to Call	2nd to Call
Public Works	Jonathan Adams	Ronnie Brann
Transfer Station	Rick Gray	Jonathan Adams
Reed Trust	Ronnie Brann	Ray Bates
Cemeteries	Rick Gray	Dan Gordon
Administration/Employees	Ray Bates	Rick Gray
General Assistance	Ronnie Brann	Dan Gordon

Ray Bates declared this meeting adjourned at 7:59 p.m.

These minutes were approved by the Board of Selectmen on **10-23-12** with the following amendments: **Remove “Special” from title of the minutes; Page 1, Public Comment – last sentence clarify that the board said yes to Dick Avery’s question regarding the cross bracing and Page 2, Public Works – e) clarify that the board said “if Inland Fisheries agrees then to go ahead”.**

Respectfully Submitted,

Debbie French
Secretary to the Board



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
OCTOBER 23, 2012
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: Jonathan Adams, Ray Bates, Ronnie Brann and Richard Gray, Jr. Dan Gordon was absent.

Public Attending: Tom Reed, Jim Piper and Bill Appel.

Employees Attending: Theresa Haskell, (*Town Manager*), Keith Hall (Road Supervisor), Tim Coston (*Transfer Station Attendant & ACO back-up*) and Debbie French (*Secretary to the Board*).

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

Public Hearing for General Assistance Appendices C 2012-2013:

Ray called the hearing to order @ 6:03 p.m. Theresa read all the changes in the Appendices C amounts to the board.

Jonathan Adams made a motion to adopt the MMA Model Ordinance GA Appendices C for the period of October 1, 2012 to September 30, 2013 which are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. § 4305(4), seconded by Rick Gray, Jr. and approved 4-0-0.

Ray closed the Public Hearing at 6:05 p.m. and called the Regular Board of Selectmen's Meeting back to order at 6:10 p.m.

Previous Meeting Minutes:

Ray made a motion to approve Minutes dated 8-21-12 & Minutes dated 9-24-12 as read seconded by Rick Gray, Jr. and approved 4-0-0.

Ray made a motion to approve Minutes dated 9-25-12 with the corrections: page 1: Public Comment: "to prevent and control pest infestations": Public Works a) "on roads that have been done": Page 2: the Gr. should have been Jr. and also wanted the answer "Theresa went into the IRS on 8-22-12 and has not received an answer yet; Page 3 (g) clarify that "Steve Plourde mentioned to Theresa Haskell" that his son will be looking at getting his Eagle Scout seconded by Rick Gray, Jr. and approved 4-0-0.

Ray made a motion to approve Minutes dated 10-2-12 with the change under Transfer Station: "the board agreed with Tim regarding the refrigerators needing to be hauled before winter" seconded by Rick Gray, Jr. and approved 4-0-0.

Ray made a motion to approve Minutes dated 10-9-12 with the changes: Remove Special from the meeting title, clarify that the board said yes to putting the cross bracing on the end of the building opposite of the 16X32 building and also to clarify regarding the beaver situation on the Greeley Road to

have Tim trap now “the board said if Inland Fisheries agreed, then to go ahead” seconded by Rick Gray, Jr. and approved 4-0-0 (page 2 e)

Public Comment:

- a) Jim Piper said that he noticed that things were being done at the Transfer Station and wondered when the pad was going to be laid ... Theresa said that it will be done this week.
- b) Tom Reed thinks that he may have been the one who initiated the response for the RSU #12 changes to the method of cost sharing. Ray Bates said that it could have been because of a letter he put in the Town Line.
- c) Jim Piper wanted to know if the board is going to meet on election night and was told yes as the board meets downstairs and the voting will be done upstairs.
- d) Bill Appel said that he had attended his first Planning Board Meeting.

Public Works:

- a) **McGee Construction Contract for Snow Removal:** Steve McGee signed the contract for the 2012-2013 Season and Theresa asked the board to look it over and to sign. Ray asked if it was in the original agreement that they have a review of his trucks and Theresa said “Yes and that she & Keith had looked at the trucks recently.
- b) Hunts Meadow Rd was paved today.
- c) Got tires for the trucks.
- d) Truck #2 is at McGee’s for an inspection sticker and when it comes back it will be all ready for winter.
- e) Keith is happy with the new stands for the sanders and just needs to put some rubber underneath the back of them.
- f) Keith still has shoulders to do on the Coopers Mills Road and said if he can get a couple of good days he could be able to complete it.
- g) Keith said that he graded the Wingood Road yesterday.
- h) Robbie Baker added 4” to the wing tower on truck # 4 and Keith said that it makes a big difference.
- i) Keith said there is a big water problem on the Crosby Road by the home of Yvonne Wilcox and he has met with the D.O.T. and they are planning to work with us to take care of this.
- j) Ronnie Brann mentioned that there was 90 tons of hot top run through the plant on Pit Road last week and there were no complaints.

Transfer Station:

- a) **Transfer Station Figures for September:** Theresa gave the board the Transfer Station Report for September which shows that we are down about \$2,000 from last year. We haven’t received the proceeds from the sale of the metal yet as it was just hauled last week so that will be in October’s report.
- b) **Transfer Station Infrastructure Update:** The slab is going to be poured by the end of the week by Glidden Construction. Ronnie wants to make sure that Dick Avery will do the plates and bolts – much discussion! Rick asked about how the underground conduit will come from the pole out front for electricity and Theresa said that she will ask Avery Glidden about it.
- c) The sick turkey on Crosby Road was not a sick turkey, but actually a turkey that had been shot. Tim tried to chase it but the turkey got away. (ACO item)
- d) Tim met down at the Transfer Station with Waste Management and got the binders off the trash cans which turned out to be very difficult. Russ is coming tomorrow to re-position the pins on the binders.
- e) The new can has bigger rollers and does not set on the skid the way that it is supposed to so they will be bringing the correct size tomorrow and take care of it. Much discussion.

Consideration of Payment Warrants #17, 18 & 19:

Rick Gray, Jr. made a motion to approve warrant #17, #18 & #19 seconded by Ronnie Brann and approved 4-0-0.

Old Business: None.

New Business:

- a) ***Transfer Station Roof and Building Bid Proposal:*** Theresa has a question on page 7 of the contract: “When does the board want the bids back and who do they want to send the bids to?” The board recommended Mike King, Lajoie Brothers, Dick Avery & Troy Prescott. Bids need to be back by Monday, November 5th at 5:00 p.m. and then there will be a Special BOS Meeting at 6:00 p.m. to open the bids. Completion date will be January 31, 2013 which may be subject to penalties beyond completion date.

Town Manager’s Items:

- a) ***Burgess Computer Contract:*** Theresa and Rick have looked it over and they would like the same \$90.00 per hour and a 20 hour pre-paid block. **Ronnie Brann made a motion to approve and have Theresa sign the contract seconded by Rick Gray, Jr. and approved 4-0-0.**
- b) ***Time Warner Cable Contract:*** Theresa noticed some areas that were incorrect. Theresa’s recommendation is to sign the contract and have the board initial each page and to cross out the incorrect portions. They have 3 changes since last time: # 1 Name change; # 2 They asked to have an extra copy sent to their law department, # 3 There is a different signer for their company. **Ronnie Brann made a motion to sign the new updated contract as of today’s date with the corrections made and each page initialed and dated seconded by Jonathan Adams and approved 4-0-0.**
- c) ***Letter from Vern Ziegler, Assessors’ Agent:*** **Jonathan Adams made a motion to recess as BOS and to convene as Board of Assessors at 7:58 p.m. seconded by Rick Gray and approved 4-0-0. Ronnie Brann made a motion to accept the Tax Assessors’ recommendations for tax abatements for Oxford Property Management in the amount of \$207.08 and John & Kareno Stansbury in the amount of \$37.20 seconded by Jonathan Adams and approved 4-0-0.**
- d) ***2012 Municipal Valuation Return:*** **Jonathan Adams made a motion to sign the 2012 Municipal Valuation Return seconded by Ronnie Brann and approved 4-0-0. Jonathan Adams made a motion to adjourn as Board of Assessors at 8:10 p.m. and to reconvene as BOS seconded Ronnie Brann and approved 4-0-0.**
- e) The Food Bank donated ten \$100.00 gift cards to be used for General Assistance at Theresa Haskell’s discretion.
- f) The oil pump bid at the Transfer Station from Larry Finley is \$100.00. **Ronnie Brann made a motion to accept the \$100.00 bid from Larry Finley seconded by Jonathan Adams and approved 4-0-0.**
- g) Theresa is taking donations for the flowers for Angela Hinds in sympathy for the death of her father.
- h) ***Mil rate/ Surplus Figures:*** Theresa had a chart of the Town of Windsor’s Mil rates for the last five (5) years and the amount taken out of surplus over those years. The mil rate has held steady at 12.4 for the last three (3) years.
- i) Mike O’Connor has come to the Transfer Station twice now with his equipment at no charge to roll the gravel for the Transfer Station Base. Theresa thinks that we should give him a gift card to a restaurant somewhere. **Ronnie Brann made a motion to give Mike O’Connor a gift card in lieu of payment for using his roller at the transfer Station in the amount of \$50.00 seconded by Jonathan Adams and approved 4-0-0.**
- j) At the staff meeting this morning it was discussed about emailing Tax Maps. Angela did a survey through the MMA. Theresa thinks that we should be charging .50 per copy and that our tax maps would be free to email customers. The board is in agreement to have the copies go to .50 which would really be an internal decision.

- k) Last year Theresa paid out of her own pocket for two wreaths for the Town Hall doors. This year Theresa is asking that the town pay for the wreaths from the school. This money goes towards their 8th grade class trip. The board is in agreement with this.

Selectmen's Items:

Ray Bates declared this meeting adjourned at 9:00 p.m.

These minutes were approved by the Board of Selectmen on **11-6-12** with the following amendments: **add to the 1st page last paragraph that says also clarify that the beaver situation on the Greeley Road, "the Board said if Inland Fisheries agreed to have Tim trap now, then to go ahead".**

The next Special Board of Selectmen's Meeting will be on Monday, November 5, 2012 at 6:00 p.m. at the Town Hall to open the bids for the Transfer Station Building and Roof.

The next regular Board of Selectmen's Meeting will be on November 6, 2012 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



SPECIAL MINUTES OF THE BOARD OF SELECTMEN'S MEETING
NOVEMBER 5, 2012
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: Jonathan Adams, Ray Bates, Ronnie Brann, Dan Gordon and Richard Gray, Jr.

Public Attending: Tom Reed and Carol Chavarie.

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: None.

Opening of the Transfer Station Bids for the Building/Roof:

Bidder	Total Bid	Notes
Mike King	No bid	
Lajoie Brothers	No bid	
Avery Construction (Dick Avery)	\$46,500	Painting of steel extra 1,200.00 (Total \$47,700)
Sheepscot Valley Builders (Troy Prescott)	\$54,800	Mid –January or early February

Ronnie Brann made a motion to accept the bid from Avery Construction in the amount of \$46,500.00 seconded by Rick Gray, Jr. and approved 5-0-0. Ray said that the electricity will have to be brought over there, but that could wait until spring. Theresa said that we will get one more bill from B.M. Clark for extending the ears on the hopper.

Town Manager's Items:

- a) Theresa's daughter is in ICU and she just came in for this meeting and to do payroll. Theresa just wanted to let the board know that she would like a very short meeting tomorrow night if that is okay with them so that she can be back to the hospital. The Board had no problem with this.
- b) Theresa said that she is taking her laptop to the hospital with her tomorrow and will try to get some work done there.
- c) The State Police called Theresa and told her that there was a horse loose on 105 today.

Selectmen's Items:

- a) Ronnie said that the slab at the Transfer Station looks good.
- b) Jonathan will be working with Keith this week to get shoulder work done.

Ray Bates declared this meeting adjourned at 6:21 p.m.

These minutes were approved by the Board of Selectmen on 11-6-12 with the following amendments: None.

The next regular Board of Selectmen's Meeting will be on November 6, 2012 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF SELECTMEN'S MEETING
NOVEMBER 6, 2012
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, Dan Gordon and Rick Gray.

Ray Bates called the Board of Selectmen's Meeting to order at 6:00 p.m.

Public Attending: Jim Piper, Marty Dow and Tom Reed.

Employee's Attending: Theresa Haskell, (Town Manager), Tim Coston (Transfer Station Attendant and Backup ACO) and Arthur Strout (C.E.O.)

Previous Meeting Minutes: Ronnie Brann approved the Regular Board of Selectmen's Meeting October 23, 2012 and add to the 1st page last paragraph that says also clarify that the beaver situation on the Greeley Road, "the Board said if Inland Fisheries agreed to have Tim trap now, then to go ahead", and Special Board of Selectmen's Meeting November 5, 2012, seconded by Jonathan and approved 4-0 and the Special Board of Selectmen's Meeting November 5, 2012

Public Comment: Arthur Strout came to the meeting to say "hi". Marty said some of the residents have the blue plates with the house numbers and he wanted to know who sold these. Arthur said they bought them themselves.

Public Works: Keith isn't here. None.

Transfer Station: Ronnie asked what the tonnage was in the last Municipal Solid Waste disposal. Tim said that last Wednesday they drained the refrigerator units and we did have 50 units. Waste Management came down and where they changed the ears on the roll off container it doesn't fit the first container. Tim said Russ will be coming down to look at it and fix it. We will need to paint where the fasteners go on a bright safety color. Tim said the old trash trailer needs to be moved before winter. Tim will call Berry Dow to see if he can move this container somewhere. Tim picked up a burning permit for tomorrow night weather permitting. The center post got hit using the backhoe for the Demo Waste and Tim will have Dick Avery come down and look at.

Theresa handed out the Transfer Station figures for October 2012.

Consideration of Payment Warrants: Jonathan Adams made a motion to approve Warrant's #20 & #21, seconded by Rick Gray Jr. and approved 5-0.

Old Business: None

New Business: None

Town Manager's Items:

- A. 3 Month Budget figures.
- B. KVCOG meeting tomorrow night February 7, 2012.

Selectmen's Items: Dan said at his class last week he said if for some reason the Town had their computer taken then anyone that the Town emailed to those computers could also be taken.

Ray Bates declared this meeting adjourned at 6:43 p.m.

The next regular Board of Selectmen's Meeting will be on November 20, 2012 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on November 20, 2012 with the following amendments: None.

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



MINUTES OF SELECTMEN'S MEETING
NOVEMBER 20, 2012
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, Dan Gordon and Rick Gray.

Ray Bates called the Board of Selectmen's Meeting to order at 6:02 p.m.

Public Attending: Tom Reed, Jim Piper and Bill Appel.

Employee's Attending: Theresa Haskell, (Town Manager), Keith Hall (Road Supervisor), Tim Coston (Transfer Station Attendant and Backup ACO) and Arthur Strout (Code Enforcement Officer).

Previous Meeting Minutes: Rick Gray Jr. made a motion to approve the minutes dated November 6, 2012 as written seconded by Ronnie Brann and approved 5-0-0.

Public Comment: None

Public Works: Keith said we do have McGee's truck for the winter. They will still need to have a radio. The shoulder work is all done and some was done on the Maxcy's Mills Road. The trucks are all ready and they are going to get them ready for this weekend. The gravel around the new Transfer Station building has been done except for one back corner that the forms just got taken off. Ray said he had a chat with the D.O.T. person regarding the cut on the apron at the end of Main Street and onto Route 17. They said that it is on their schedule. The state is putting the guardrail up on the Maxcy's Mills Road sometime next week.

Transfer Station: Tim said he has cut the knot weed back. He also cut the grass behind the wood pile. He is looking to pick up the rest of the wood pile and metal pile and clean up. Rick asked about the Town Seals and wanted to know where exactly they go on the canisters.

Consideration of Payment Warrants: Jonathan Adams made a motion to approve Warrant's #22 & #23, seconded by Rick Gray Jr. and approved 5-0.

Old Business: None

New Business: None

Town Manager's Items:

- A. Assessor's Agent Letter. A Volunteer Tree Growth Withdrawal for Map 7 Lot 15. **Ronnie Brann made a motion to suspend the Board of Selectmen and convene as Board of Assessor's, seconded by Dan Gordon and approved 5-0. Ronnie Brann made a motion to approve the**

Volunteer Tree Growth Withdrawal penalty for Troy Lasselle as recommended by Vern, seconded by Dan Gordon and approved 5-0. Ray Bates made a motion to close the Board of Assessor's and reconvene as Board of Selectmen, seconded by Ronnie Brann and approved 5-0.

- B. 3 Month Budget figures. Any questions? None
 - C. We received the signed contract from Time Warner Cable and we have also had Time Warner install cable at the Town Office. Now we can see what the weather will be on the weather channel. The Board of Selectmen recommended we get a T.V. and DVD while the sales are going now for the Board Room.
 - D. I received a membership form from the National Association of State Agencies for Surplus Property Associate Membership Program if we are interested on joining. The Board of Selectmen said they are not interested. Arthur and Theresa will be going next week to the State Surplus to see if we can get a couple more filing cabinets.
 - E. Quit Claim Deed on past due taxes for 1964 and 1965 Property Taxes that were never discharged for Hugo Whitehouse/Helen Smith on paid taxes. **Rick Gray Jr. made a motion to approve the Municipal Quit Claim Deed to Helen Smith regarding Hugo Whitehouse (predecessor in title) due to the discharges dated May 14, 1964 and April 30, 1965 that were never recorded, seconded by Ronnie Brann and approved 5-0.**
 - F. Returned Check Fee Charge. We currently charge \$15.00 plus the \$2.00 fee for the bounced check. I have called around other Towns and they are ranging from \$20.00 to \$30.00 for bounced check fees. I would recommend we change the fee to \$20.00 plus the \$2.00 fee. I had a Staff Meeting this morning and we went over the fee schedule and I have changed the following beginning December 1, 2012.
 - 1. Incoming and Outgoing faxes will be \$1.00 for one to two pages and \$0.50 for any additional pages.
 - 2. All photocopies will be \$0.50.
 - 3. Any double sided copies or property cards will be \$1.00
 - 4. Deed copies are \$1.00 a page.
 - 5. 8 ½ X 14 copies will be \$1.00.
 - 6. 11 X 17 copies will be \$2.00.
 - 7. If we have to call the Insurance Company for an Insurance Card to be faxed to us there will be a cost of \$1.00. If the customer calls the Insurance Card themselves and has the Insurance Card faxed to us then there will be no charge.
- The Board of Selectmen said they agree to the bounced check fee of \$20.00 plus \$2.00 for the bank fee.
- G. Legal Fees. As of the end of October we will have a remaining balance in our Legal Fee Account of \$724.00. Because of the rat situation in Town we are definitely going to be over budget on Legal Fees. We need to contact our Legal Counsel and indicate that we will handle this and talk with Inland Fisheries ourselves and contact them if needed. We will need to purchase rat traps and have the ACO put traps around the perimeters of the property that has the rats. We will only contact Legal Counsel if we need to.
 - H. Joel Greenwood from K.V.C.O.G. will be attending the December 3, 2012 meeting with the Planning Board and will be helping us with the Ordinance of Streets and Ways and the new Ordinance for domesticated animals. If any Board of Selectmen would like to attend, I would highly recommend them attending.
 - I. We will be having a Public Hearing for Stan Pelletier's Junkyard Permit at the next Board of Selectmen's Meeting on December 4, 2012 at 6:00 p.m. Arthur said he has gone and looked at this property and it is fine.

- J. We have hired a Part-Time Clerk and she will be starting on Monday November 26, 2012. Ronnie asked who and I said it is Mary (Wendy) Lacroix from Vassalboro.
- K. I received the new Insurance Rate increases for Health and Dental and the Health went up 7.5% and the Dental went up 6.0%. I only budgeted a 6.0% increase for both so we will be spending more than budgeted.

Selectmen's Items: None

Ray Bates declared this meeting adjourned at 6:53 p.m.

The next regular Board of Selectmen's Meeting will be on December 4, 2012 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on December 4, 2012 with the following amendments: **None.**

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
December 4, 2012
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: Jonathan Adams, Ray Bates, Dan Gordon, Ronnie Brann and Richard Gray, Jr.

Public Attending: Tom Reed and Jim Piper.

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

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

Public Hearing for Stanley Pelletier Junkyard Permit: Ray called the hearing to order @ 6:06 p.m. Ray asked Code Enforcement Officer, Arthur Strout about Mr. Pelletier's junkyard and he said that everything is fine. **Jonathan Adams made a motion to approve the Junkyard Permit for Stanley Pelletier seconded by Ronnie Brann and approved 5-0-0. Ray closed the Public Hearing at 6:12 p.m. and called the Regular Board of Selectmen's Meeting back to order at 6:12 p.m.**

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve Minutes dated 11-20-12 as read seconded by Ronnie Brann and approved 5-0-0.

Public Comment: None.

Public Works:

- a) Keith said the road from Marshall Swan's all the way to the trailer park where we just paved last year, has been a sheet of ice every morning which is more difficult to deal with than snow.
- b) Keith had Jeff Tardiff haul the backhoe for us to McGee's because the bearings in the front wheel were worn out.
- c) Truck #2 had to have a new air can.
- d) Keith had 2 loads of salt brought in today.

Transfer Station:

- a) The wood pile has been burned and Tim has put about 10 feet of gravel around it.
- b) Tim has cleaned up around the metal pile.
- c) The Japanese Knotweed/Bamboo has been cut down.
- d) Tim cleaned up the refrigerators and plastics.
- e) Keith said that the hired truck has been working okay.
- f) Keith would like to see about fixing the driveway going into the sand/salt shed because it has too large of a slope for the delivery trucks to get out of.

- g) Dick Avery has said that he will have the equipment to do the center post beam on the Bulky Waste Roof while he is here doing the building and will take care of it.
- h) Theresa handed out the Transfer Station Report for November which shows that we are down around \$3,000.00.
- i) Dick also asked about dropping the columns off at the Transfer Station and do we want to paint them before they are put up? Theresa asked Arthur if he wanted to paint them. Both Tom Reed and Keith Hall said that they will help him. They would need to be put in somewhere heated in order to paint them. Keith will ask Dick if they are pre-primed.
- j) Tim wanted Theresa to ask about putting an eye on the light pole by the sand container that is owned by the Windsor Fair Association. Arthur said just to turn on the switch!

Consideration of Payment Warrants #24 & #25: Ronnie Brann made a motion to approve warrant #24 & #25 seconded by Rick Gray, Jr. and approved 5-0-0.

Old Business: None.

New Business:

- a) Ronnie would like someone to call CMP to see about repairing the light on the intersection of Augusta Rockland Road (Route 17) and Ridge Road as that corner is very dark. Keith said that we will need to know the pole number in order to do that.

Town Manager's Items:

- a) Theresa is in the process of getting ready to do the budget. She is looking to see about the following areas of improvement:
 1. Town Hall generator.
 2. Public Works Garage.
 3. Main Office work area.
 4. Transfer Station.

There was much discussion on these and it was decided that there needs to be a special meeting of the Board of Selectmen with the Transfer Station Committee regarding next year's budget items. Ray suggested December 11th at 6:00 p.m. and the Board agreed.

- b) Vern Ziegler, Carol Chavarie & Debbie French had a meeting yesterday morning to try to match the E-911 listing and Windsor's Trio program. Theresa asked Keith to check the road signs to make sure we are calling the roads by the correct names.
- c) Christmas Eve and New Year's Eve – Theresa is suggesting that the Town Office close at 1:00 p.m. **Ronnie Brann made a motion to close the office on Christmas Eve at 1:00 p.m. with pay seconded by Jonathan Adams and approved 4-1-0.** The office will be open the usual hours on New Year's Eve. Ray is willing to come in on New Year's Eve day to sign the payroll warrant and thinks that we should have a Board of selectmen's Meeting on Wednesday, January 2nd just to go over the Accounts Payable Warrant and have Public Comment. **Jonathan Adams made a motion to have Chairman Ray Bates come in and sign the Payroll Warrant on December 31st seconded by Ronnie Brann and approved 4-0-1 with Ray Bates abstaining as he is the chairman.** The Board decided to have the Board of Selectmen's Meeting on January 2nd instead of January 1st to have Public Comment and Accounts Payable.

Selectmen's Items:

- a) Dan Gordon reminded everyone about the Palermo Town Meeting at 6:00 p.m. at the Palermo School regarding the Town of Palermo trying to get out of the RSU.

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

These minutes were approved by the Board of Selectmen on **12-18-12** with the following amendments:
None.

There will be a Special Board of Selectmen's Meeting with the Transfer Station on Tuesday, December 11, 2012 regarding next year's budget items.

The next regular Board of Selectmen's Meeting will be on December 18, 2012 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



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

December 11, 2012
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.

Board of Selectmen Members present: Ray Bates, Jonathan Adams, Dan Gordon & Ronnie Brann. Rick Gray Jr. was absent.

Transfer Station Committee Members present: Tom Reed, Moe Belanger & Cheryl Pratt. Jim Piper was absent.

Public Attending: None.

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

Board of Selectmen Chairman Ray Bates called the meeting to order at 6:14 p.m. with the Pledge of Allegiance.

Public Comment: Tom Reed read a Quote from Noah Webster.

Transfer Station Budget Discussion:

Ray said that the cement pad is all done and some of the steel beams are here. Theresa and Tom Reed have been looking into pricing on the large scales. Theresa said that Sebago Scales came to the Transfer Station. He said that we really need the 40 foot large scale with a pit. This is because we do not have enough room for turning around. They would be able to be cleaned out via a manhole with a sump pump. The reader can be set up by 5, 10 or 20 pound increments. Ticket number would be by the number of their address i.e. 523 Ridge Road would be ticket number 523 as the probability of two people with the same number of different roads is not likely. We will need a cement slab for the bulky and metal containers. Avery Glidden will be coming next week just to give us an estimate. Moe Belanger asked about whether or not the pit water will need to be tested by DEP. Theresa will check into this. Theresa will also call B&S Paving for an estimate for paving. We can do the ground work for the large scale and pit area. They recommend 4 conduits coming from the scale to the office. The board discussed having Gagne Concrete to do the concrete barriers and catch basins. Theresa will get prices on both the electric swing gate and slider gate either one would also have a manual operation. Tom said this new plan can run on the single phase and will save us money that way. There was much discussion regarding the lighting of the gates for the Transfer Station and Public Works Garage. Additional lighting could be put off from the PW Garage shining right down unto the Transfer Station yard. Ronnie asked if we will be having striping and signage for the yard after paving ... everyone agreed that it was a good idea. Tom said that he thinks that the cans for the Bulky Waste and Metal should be higher than the cement barrier.

Other Business:

- 1) Theresa will be getting the price for a new Town Generator from Dan Finley.
- 2) Dick Avery will be giving ideas for office and Transfer Station improvements.

Reserve Accounts Budget Discussion:

Theresa thinks that we need to add a Backhoe Reserve Account. If we put \$10,000 per year into a reserve then we would have a good down payment on a new one in 2 years. Theresa asked the Board for suggestions for the reserve ... they were in agreement on 10,000. Theresa would like to change the Public Works Truck Reserve from \$15,000 per year to \$25,000 per year. Tom Reed asked if we are going to start charging out the trucks. Theresa said that's basically what we do through Reserve Accounts. Jonathan said that we need to have the ability to get our fuel from the State Garage in China. Jonathan suggested having a 100 gallon tank on the back of a truck to transport the fuel which would save us 50¢ per gallon through the State. Ronnie said that we need to make sure that we meet all the guidelines for this through DEP. Theresa will check on this. Recommendation of changing the Transfer Station Trailer Reserve to the Transfer Station Containers Reserve or do we change it to Transfer Station Reserve. Right now we have 2 different Transfer Station Reserves under the names Transfer Station Infrastructure Reserve and Transfer Station Improvement Reserve. The board decided to name them all the Transfer Station Reserve. After much discussion the recommendation for the amount of this reserve is \$8,500.

Town Hall Reserve: Right now is \$3,000 per year. Right now the roof needs to be recoated ... Ronnie will check with G&E Roofing for an estimated cost. The recommendation is for \$7,000 to be added to it.

Ash Removal: Right now we have \$14,000 and will be keeping it at \$3,500 per year.

Rescue Reserve: The amount in this reserve is \$5,000 right now per year but Theresa said that she will ask Ray Chavarie regarding the amount for next year.

Forest Fire Reserve: Theresa will be getting this figure from the Windsor Volunteer Fire Department.

Paving for the parking lot (backside): There was discussion on getting a price for this paving.

Lighting in the old PW Garage: We will be getting a price for this lighting.

Roads: Theresa is asking for \$550,000.

RSU: Whitefield – Hilary Holmes ... recommends that the towns see what the basic ballparks are going to be for looking into the AOS and to make sure what you are willing to pay to get everything back.

Ray Bates declared this meeting adjourned at 8:18 p.m.

These minutes were approved by the Board of Selectmen on 1-2-13 with the following amendments

None.

The next regular Board of Selectmen's Meeting will be on December 18, 2012 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
December 18, 2012
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: Jonathan Adams, Ray Bates, Dan Gordon, Ronnie Brann and Richard Gray, Jr.

Public Attending: Tom Reed.

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

Ray Bates called the meeting to order at 6:02 p.m. with the Pledge of Allegiance and a Moment of Silence for the passing of Jim Piper and the families of the children killed in Connecticut.

Previous Meeting Minutes:

Jonathan Adams made a motion to approve the Minutes dated 12-4-12 and the Special Minutes with the Transfer Station Committee on 12-11-12 as read seconded by Ronnie Brann and approved 4-0-1. Rick Gray abstained because he wasn't here for the meeting on 12-11-12 meeting.

Public Comment: Tom Reed told the board that he attended the funeral for Jim Piper and related the details of his passing. Jim was the second one from the Transfer Station Committee to pass this year so we will need to get more members for that committee.

Public Works:

- a) Keith Hall is absent tonight because he has been out plowing and sanding and will need to get rested for the rest of the week.
- b) Truck # 4 is having issues and we will be sending it to Bangor. Maine-ly Towing said that they could do this for \$500.00. We also asked Jeff Tardiff and he said that he can do it for \$400.00 but he won't be able to do it until Friday when he gets his truck back and we would also need to figure out a way to get it on and off the truck. Berry Dow said that he can do it tonight, but again we would need to figure out a way to get it on and off the truck. Theresa is recommending that we have Maine-ly Towing do this tomorrow as they can just hook it up and get it to Bangor. We have already tried to fix the issue and it needs to go to Bangor to hopefully be looked at Thursday and have it back on Friday. Keith and Theresa have talked with Steve McGee to see if he has another truck just in case we don't have the truck back and Steve said that he does have another truck and he is more than willing to work with us. The board agreed to have the truck hauled to Bangor for the repair.

Transfer Station:

- a) Tim cannot be here tonight because they are down to one car at this time. He said everything at the Transfer Station is good.
- b) Theresa asked Tim to come in earlier when it snows to take care of the shoveling and cleaning up the yard. Right now we don't have any place to put the snow because everything is in the way, so we will need to do this manually.
- c) Ronnie asked if Theresa had gotten an answer about an oil tank at the garage from DEP. Theresa said she has not at this present time. There was discussion regarding how they would get the oil to the tank at

the Transfer Station for the plow trucks. Jonathan will get some prices for a tank tomorrow. Tom Reed said that he will check on a tag-along trailer with a 250 gallon tank which would give them fuel at a lower cost through the State and would save having to take the sander off and on each time fuel was needed.

d) We will have to wait until spring to do the painting on the steel for the Transfer Station Building.

Consideration of Payment Warrants #26 & #27: Ronnie Brann made a motion to approve warrant #26 & #27 seconded by Jonathan Adams and approved 5-0-0.

Old Business: None.

New Business:

a) Ronnie contacted G&E Roofing and they said that they do not do the resurfacing of the Town Hall roof and also the old garage. He also spoke with Mitchell's Metal Roofing in Freedom. His daughter does all the estimates and will be getting in touch with Theresa at some point this week.

Town Manager's Items:

- a) Theresa spoke with Keel Kempler and he is asking if the town has any money for a rat trap that will catch more than one rat at a time. He said that the cost would be around \$100.00 per trap. He will be getting back to Theresa with an exact price. The Board of Selectmen said that they are willing to buy a few of the special traps to get rid of the rats. Ronnie said that we have spent so much money on this issue with lawyer fees and the Town's Employees time that we need to take care of this any way we can.
- b) Theresa looked into the definitions of roads, streets, lanes, boulevards etc. and shared the information with the board. The board said that beginning January 1, 2013 they recommend we go by the definitions that are on the internet.

Selectmen's Items:

- a) Rick Gray, Jr. said that he would like to compliment Keith on the fine job on the roads this last storm and how good they look.
- b) Ray said that we have money in the budget for a sexton and we have someone who is willing to do it and he has been doing it for several years with no compensation. Tom Reed goes to the cemeteries on his own time using his own gas to take care of the cemeteries. Tom said that he spends at least 200 hours per year on the cemeteries. Ray thinks that we should start making that right. Theresa said that it is in the budget right now in the amount of \$3,000.00 which would be \$750.00 a quarter. Since we have not paid Tom Reed at all this year he will be paid \$1,500.00 for the next two quarters. Theresa suggested that we pay Tom \$1,000.00 in January, March and June. **Ronnie Brann made a motion to pay Tom \$1,000.00 in January, March and June seconded by Dan Gordon and approved 5-0-0.**
- c) Ronnie Brann said that we need to start thinking about making a new cemetery since Rest Haven is very full. Tom said that he had spoken with Donald Jeane about buying his land across from Rest Haven Cemetery. Since Donald passed away this year we do not know who will purchase the land ... if anyone.

Chairman Ray Bates adjourned the meeting at 7:16 p.m.

These minutes were approved by the Board of Selectmen on **1-2-13** with the following amendments: **None**

The next regular Board of Selectmen's Meeting will be on January 2, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen