

2013

Windsor, Maine, 2013 Collected Minutes of Selectmen's Meeting

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MINUTES OF THE BOARD OF SELECTMEN'S MEETING
JANUARY 2, 2013
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*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Attendant and Backup ACO*) 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:

Jonathan Adams made a motion to approve the Minutes dated 12-11-12 and the Minutes dated 12-18-12 as read seconded by Dan Gordon and approved 4-0-1. Rick Gray abstained because he wasn't here for one of the meetings.

Public Comment:

a) Tom Reed said he gave Theresa pictures and prices for the Public Works diesel tanks.

Public Works:

- a) Keith said they have been busy plowing and have probably got quite a bit of hours of overtime in.
- b) Keith and Jonathan were called out by the State Police indicating that the Fire Department wanted Public Works to replace a stop sign due to an accident. They had to wait for the emergency workers to get done because they were called out too early to replace the sign. There was much discussion.
- c) Everything is running good now.
- d) Truck # 1 had to have a repair to the choke switch.
- e) CB International in Bangor did a great job repairing truck # 4 and had it done in very good time.

Transfer Station:

- a) Snow has been troublesome.
- b) The beams are ready for painting at the Fire Station and we are just waiting for the volunteers to come do it.
- c) Tim will not be working on Friday.
- d) Tim asked if the Board wants the new pad kept cleaned off. They said to wait till they are ready to build on it.

Consideration of Payment Warrants #28 & #29: Rick Gray made a motion to approve warrants #28 & #29 seconded by Dan Gordon and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

Theresa told the Board that if anyone hadn't seen her car at the office some of the time lately, that her mother had recently had surgery and she had used some of her Paid Time Off to be with her and to help take care of her.

Selectmen's Items:

None.

Chairman Ray Bates adjourned the meeting at 6:37 p.m.

These minutes were approved by the Board of Selectmen on 1-15-13 with the following amendments: None.

The next regular Board of Selectmen's Meeting will be on January 15, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French

Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
JANUARY 15, 2013
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 and Richard Gray, Jr. Ronnie Brann came in at 6:45 p.m.

Public Attending: Tom Reed, Beth Choate and Bill Appel. Allen and Sue Rogers came in a little later and were told that the Junkyard Permit had been approved, signed and was in the main office.

Employees Attending: Theresa Haskell, (*Town Manager*) came in at 6:09 p.m., Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Attendant and Backup ACO*) 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 Hearing – Allen Rogers Junkyard:

Ray called the Public Hearing at 6:06 p.m. Code Enforcement Officer, Arthur Strout came out and said that there were no problems with the Rogers Junkyard on Crosby Road. **Rick Gray, Jr. made a motion to approve the Junkyard Permit seconded by Jonathan Adams and approved 4-0-0.** Each selectman signed the permit and affirmed that they signed the permit of their own free will. The Hearing was closed at 6:08 p.m.

Previous Meeting Minutes:

Dan Gordon made a motion to approve the Minutes dated 1-2-13 as read seconded by Rick Gray, Jr. and approved 4-0-0.

Public Comment:

- a) Beth Choate asked about the rat problem and wanted to know if it is still active. Theresa said that the situation has been contained.
- b) Beth also wanted to know about the Town of Windsor looking into changing from the RSU to an AOS. *{An alternative organizational structure (AOS) is a combination of two or more school administrative units joined together for the purpose of providing administrative and, sometimes, educational services. Administrative services provided by the AOS are system administration (a superintendent and the superintendent's office), special education administration, transportation administration and the business functions of accounting, reporting, payroll, financial management, purchases and audit}.* Theresa asked her if she was interested in serving on an AOS Research Committee and Beth said that her mother is. Beth will put it in the Town Line Paper that anyone interested in serving on this committee should come to the next BOS meeting.

Public Works:

- a) Keith said that everything is going fine right now but he has a lot of patching to do.
- b) He said that he is well aware of the condition of the dirt roads.

- c) The worst road is the Barton Road and Keith said that he will put reclaim down there to help that corner of Barton & Jones Road.
- d) Keith said that this week the roads will freeze back up and things will be rough for plowing.
- e) The sander stands are done and make things a lot easier and safer.

Transfer Station:

- a) Tim will meet with E-Waste tomorrow morning to remove the TV's and light bulbs.
- b) The beams for the new Transfer Station are done being painted blue thanks to the volunteers – Tom Reed, Arthur Strout, Tim Coston, Ronnie Brann and Theresa Haskell.
- c) Monthly Figures show that we are down by about \$3,000 compared to last year at this time. The Selectmen would like Debbie to give them a report each month on what we pay for tipping fees.
- d) Ray had a question regarding the Bob's Tire invoice and Tim answered him.

Consideration of Payment Warrants # 30 & # 31: Rick Gray, Jr. made a motion to approve warrants #30 & #31 seconded by Jonathan Adams and approved 5-0-0.

Old Business: None.

New Business:

- a) Tom Reed said that Helen Winkley would like to see flags on our poles on Route 32. There was much discussion as to whether there has to be lights shining on each pole, the lack of equipment, etc. Rick said that he believes that CMP does that at the request of the towns. Keith will check with the City of Augusta.
- b) Rick Gray said that linemen that live in town have in the past volunteered their time to place the flags on power poles and help build community power pole playgrounds.

Town Manager's Items:

- a) **6-Month Budget Figures:** Theresa went over the information with the Board. We are at 61.21% because of the total yearly cost of Major Construction being paid all at one time at the beginning of the fiscal year which if we took out the second half we would then be at 47.44%. Theresa would like the Board to take the Budget home and look it over and come back with any questions and/or comments they may have at the next meeting. She also told them the voting line is over budget because for the first time she is charging Sarah's voting work time into that cost center. Overall Theresa said that the budget is in line.
- b) **Certificate of Appointment for Corey Roberge – Animal Control Officer: Jonathan Adams made a motion to appoint Corey Roberge as Animal Control Officer seconded by Ronnie Brann and approved 5-0-0.** Each selectman affirmed that they signed the Certificate of Appointment of their own free will.
- c) **Planning Board Positions:** F. Gerard Nault, Carol Chavarie & Tom Reed have indicated that they would like to remain on the Planning Board for another term. Bill Appel's term also ends in 2013 and the Board asked Bill if he is willing to remain on the board as well and Bill said that he is.
- d) **Meeting Lockout:** Carol Chavarie, Planning Board Chairman – Theresa told the Board that the Planning Board had a meeting Monday night and due to Tom Reed's absence they were locked out of the Town Hall and conducted the meeting very quickly outside in the cold so Theresa has given Carol Chavarie a key to Town Hall since she is the Chairman of the Planning Board.
- e) **RSU #12 issues with W-2 forms from 2009:** Theresa had received a letter from the IRS saying that the Town was going to be fined \$84,844.09 due to missing W-2 forms from 2009. Theresa told the Board that she went into the IRS and they told her to make copies of everything and explain everything from the beginning of what had happened. Theresa made copies of all the forms she had sent in and all the paper work that went with them and was literally getting ready to go out the door to

deliver them to the IRS office when IRS called and said that they had found all the forms and paper work and for her to wait about 3 weeks to see if she receives another letter from them.

- f) Budget Shortfall figures: There was much discussion regarding this. Theresa read the following from a letter from the Maine Municipal Association; “The biggest injury to the towns and cities is the Governor’s proposal to completely eliminate the distribution of municipal revenue sharing beginning in July 2012. The Governor’s proposed 2-year K-12 Education Funding is “flat funding for the schools at the state’s current 45% contribution. This proposal delivers even less than flat funding in real life because it also requires the school systems for the first time in history to pay for 50% of the annual “normal cost” appropriation for the teachers’ retirement premium. The governor is also proposing to eliminate the existing Homestead Exemption and to replace it with a \$20,000 homestead exemption, but the program would only be available to “homesteaders” who are 65 years of age or older. Although the proposal would enhance tax benefits for the elderly Mainers, it will simultaneously increase property taxes for over 200,000 Maine homesteaders by approximately \$120 per year on average. Circuitbreaker Program: Similar to the reduction for the Homestead Exemption, the Governor’s proposed budget would eliminate the “circuitbreaker” property tax and rent relief program for all beneficiaries except those who are 65 years of age or older. As proposed in the Governor’s two-year budget, the personal property first installed between 1995 and 2008, which is now governed by the BETR Program, would become completely exempt under the BETE program.”
- g) Natural Gas: Theresa received an email from Ken Young, executive director of KVCOG saying that it has been proposed to them that it would consider expanding a Tax Increment Financing (TIF) agreement. This had been discussed at previous Board of Selectmen Meetings and the Board did not want to consider a TIF as it would be of no benefit to the Town at all.

Selectmen’s Items:

- a) Ronnie Brann said that he feels that it is time for the Town to have a credit card. Ray said that he thought we had looked into this at one time. Theresa said that she will call KSB to see about having a \$1,000 credit amount and have it come right out of our checking account.

Chairman Ray Bates adjourned the meeting at 7:42 p.m.

These minutes were approved by the Board of Selectmen on _____ with the following amendments: _____.

The next regular Board of Selectmen’s Meeting will be on January 29, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
JANUARY 29, 2013
WINDSOR TOWN OFFICE

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

Members present: Ray Bates, Dan Gordon, Richard Gray, Jr. and Ronnie Brann. Jonathan Adams at 6:20 p.m.

Public Attending: Tom Reed, Beth Choate, Tom Squiers, Bonnie Squiers and Bill Appel.

Employees Attending: Theresa Haskell, (*Town Manager*) came in at 6:09 p.m., Tim Coston (*Transfer Station Attendant and Backup ACO*) 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, Jr. made a motion to approve the Minutes dated 1-15-13 as read seconded by Dan Gordon, and approved 4-0-0.

Public Comment:

- a) Ray asked Bonnie Squiers if she was here for AOS --- yes, she would like to see more of the money that we pay go to the education of the kids. Theresa said that Palermo is looking to pull out and they might be willing to go AOS with us as you have to have 3 schools to form one. China is also looking to get out of the RSU system. Ray said that he went to a couple of meetings with China and at that time they were wondering if we would be interested to going with them. They can come in as a group requesting money to research this out and then it can be put in the Town Warrant for the citizens to approve. If the townspeople were willing then they would have a clear way to go ahead with it. Blake Brown is a contact person for the Town of Palermo. The money would be for legal fees for the different steps needed to go through with all of it. It would take a 66% vote from the townspeople to pull out of the RSU. Ray said that this would be a 1.5 – 2-year process. Beth asked if they should officially start a committee in order to approach the Town for the funding. Theresa gave Bonnie the numbers for Blake Brown and the China Town Office. Theresa said that she has to get a budget for next year and has no figures from the RSU as to what we need to pay them. There will be a concerned citizens meeting regarding the school situation on Thursday, February 7th at 6:00 p.m. at the Town Hall.

Public Works:

- a) Keith isn't here because he was out last night and will be out tonight sanding.
- b) The Board asked how we were doing overtime wise ... Theresa said it's hard to tell, but Keith tries to give his time out to part-timers. There was a problem with the spinner on the sander on truck #3 and Keith had to take it back to Topsham.
- c) Keith contacted the city of Augusta regarding the flags on telephone poles and was told that they have a Rec. Department that takes care of that.

Transfer Station:

- a) Tim said that the new can has been good other than a slow start when pulling it out.
- b) Ray asked him if they have been using the trap doors that they put in to have a clear observation. Tim said that he did and that's when he noticed that the new can had a hard time getting started out whether or not from a heavy load or if it was starting to freeze.
- c) Debbie had a spreadsheet showing the comparison of last year and this year's trash tipping and transporting fees.

Consideration of Payment Warrants # 32 & # 33: Ronnie Brann made a motion to approve warrants #32 & #33 seconded by Jonathan Adams and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Budget Timeline:** The Board will be meeting every other Tuesday nights for Budget Prep and the Budget Committee will be meeting every other Tuesday night in March opposite the Board of Selectmen's Meetings for the budget prep. Theresa will not have WVFD and Rescue come in until the second meeting. Theresa will be sending out the schedules to the Budget Committee this week so they can attend the BOS budget prep meetings if they would like, as it may help them with their part.
- b) **Town Credit Card:** Theresa has talked with KSB and she suggested a separate account with a debit card on that with a limit of \$1,000.00. Theresa is recommending that Sarah, Debbie and herself be put on as the signers on the card. **Ronnie Brann made a motion to open a separate account with a \$1,000 limit with a debit card with Sarah, Debbie & Theresa as the users seconded by Jonathan Adams and approved 5-0-0.**
- c) **Sympathy Card:** Leo Murphy's wife passed away and Theresa had a card for the Board to sign.
- d) **Excise Tax on Big trucks:** The Town receives \$2713.40 on excise right now and will no longer be getting that if the Governor's proposals go through.
- e) **Water Testing:** The water test for the Town came back as good. Tom Reed suggested having the spigot raised higher. Theresa asked the Board how they felt and they think that it is fine as is.
- f) **Complete Map of the Town Roads by John O'Donnell:** Theresa had John O'Donnell create a map that shows all the roads on one map. She had 4 copies made and will be having 2 copies laminated at the cost of \$36.00 each at Minute Man Signs. Theresa will be doing a color scheme on the map in her office on each road showing what and when road work was done on each road.
- g) **2012 Audit:** This audit showed that the town is in good fiscal condition.
- h) **Town Manager Workshop:** March 1, 2013 there will be a workshop for Town Managers in Bangor at the cost of \$30.00 for first time attendees. The Board feels that Theresa should attend this.

Selectmen's Items:

- a) Ronnie Brann asked about the IRS issues. Theresa said that they told her that if she did not get a letter back from them within the next three weeks then all is good.
- b) Ray Bates asked Theresa to provide him with a way to get hold of Lori Fowle because he heard that she doesn't know anything about our rodent control problem. Ray left her a very detailed message and is waiting to hear back from her. He is wondering if she is willing to do anything on the legislative side.
- c) Theresa heard from Keel Kempler from Inland Fisheries and Wildlife. Asking for a meeting regarding what we plan on doing in the spring regarding the rat situation. Theresa wanted to know if any of the Board would like to be in that meeting.

- d) Ray said that it is the responsibility of the Board to do an evaluation/review of the Town Manager. He would like to get started right away on this. Ray would like each member to write down their thoughts at home and get back to him on it. Dan Gordon asked if there is a job description for Town Manager. Theresa found one but she was never given one to sign.

Chairman Ray Bates adjourned the meeting at 8:04 p.m.

These minutes were approved by the Board of Selectmen on 2-12-13 with the following amendments:
changing "if" to "of" under Public Works section C.

There will be a Special Board of Selectmen's Meeting on February 5, 2013 to go over the 2012/2013 Budget.

The next Regular Board of Selectmen's Meeting will be on February 12, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
FEBRUARY 12, 2013
WINDSOR TOWN OFFICE

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

Members present: Ray Bates, Dan Gordon, and Ronnie Brann. Richard Gray, Jr. arrived at 6:21 p.m. and Jonathan Adams 6:15.

Public Attending: Tom Reed, Beth Choate, Mary Ellen Peaslee and Bill Appel.

Employees Attending: Theresa Haskell, (*Town Manager*) arrived at 7:30 p.m., Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Attendant and Backup ACO*) and Debbie French (*Secretary to the Board*).

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

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 1-29-13 with the correction of typo error "if" instead of "of" under Public Works Section C seconded by Dan Gordon, and approved 3-0-0.

Public Comment:

- a) **Concerned Citizens Groups:** Beth Choate said that they have dropped off a few petition sheets at local businesses for signatures to get out of the RSU #12. Bonnie Squiers got quite a few signatures at the Sleigh Rally and she also stood outside of Hussey's collecting signatures. These signatures are needed to enable the Board to put this proposal on the Town Warrant. Ray said there will be a cost but we do not have to "buy" the school back. He also said that there needs to be information with the petition sheets so people will understand exactly what they would be signing. There needs to be a 4-member panel made up from a school board member, a town official, a town citizen and a member of the Concerned Citizens Committee. There was much discussion regarding all the ins and outs of this process.

Public Works:

- a) Keith said that they did not have any breakdowns during the big storm. Wind was a huge problem with white-out conditions. He added that their windshields kept freezing up which was very bothersome.
- b) Keith said they were having problems with the private plow drivers pushing snow across the road and causing Public Works to have to go back and clean out the road again.
- c) Jonathan said that if someone has a problem with the way the Public Works Department is plowing they need to come to a Board of Selectmen's Meeting and make their complaints there. Rick said that he was very happy with the job they did.
- d) Mary Ellen Peaslee thinks that we ask too much of our crew and said that she is very grateful for the wonderful job that they have been doing.
- e) There was a mishap at the Fire Station plowing snow when Keith backed into the corner of the building.

Transfer Station:

- a) Theresa had updated Transfer Station Figures that she had Ray pass out to the Board Members to review.

Animal Control:

- a) Theresa received an email from Keel Kemper from Inland Fisheries and Wildlife saying that he is recommending that the Town purchase two (2) live traps for a cost of \$350.00 to have in the spring with the rat situation. There are at least 100 rats in the person's backyard and a good portion of them probably are pregnant. **Richard Gray, Jr. made a motion to buy 2 UHLIK Repeater Rat Traps at a cost of \$350.00 seconded by Ronnie Brann and approved 5-0-0.**

Consideration of Payment Warrants # 34 & # 35: Ronnie Brann made a motion to approve warrants #34 & #35 seconded by Dan Gordon and approved 5-0-0.

Old Business:

- a) Theresa received a letter from the IRS showing that we do not owe the \$84,844.09 fine for the 2009 W-2 copies (which they "found").
- b) Debbie missed the motion at the end of the last meeting, so the Board did the motion again. **Ronnie Brann made a motion to authorize Theresa to sign the Simplex Grinnell Contract for the Platinum Plan on the alarm system and monitoring and on the Platinum Plan for the fire extinguishers for a combined cost of \$1,708.00 seconded by Jonathan Adams and approved 5-0-0.**
- c) Ray said that at the last meeting it was discussed whether or not to continue the policy to set aside the money for the part time worker to have insurance which they would have to pay 50% of. That employee cannot afford to do that at the rate/hours he works. All other benefits for that employee would be unchanged. **Dan Gordon made a motion to remove the sentence on page 28 of the Employee Manual regarding the funding for insurance for part-time employees who consistently work 24-31 hours seconded by Richard Gray, Jr. and approved 5-0-0.**
- d) Representative Lori Fowle and Senator Chris Johnson will be having a meeting here for the town officials and Windsor residents regarding the Governor's Proposals for the budget cuts and how they would/could affect the town on March 6, 2013 at 6:00 p.m. here at the Town Hall.

New Business: None.

Town Manager's Items: These were taken care of by Ray earlier in the meeting.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 7:48 p.m.

These minutes were approved by the Board of Selectmen on **2-26-13** with the following amendments: **None.**

There will be a Special Board of Selectmen's Meeting on February 19, 2013 to go over the 2012/2013 Budget.

The next Regular Board of Selectmen's Meeting will be on February 26, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
FEBRUARY 26, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Tom Reed, Geoffrey Monteith, Jill Burnham, Dick Avery, Beth Choate, Bill Appel and Steve Ball.

Employees Attending: Theresa Haskell, (*Town Manager*), Tim Coston (*Transfer Station Attendant and Backup ACO*) 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:

Ronnie Brann made a motion to approve the Minutes dated 2-12-13 as read seconded by Rick Gray, Jr., and approved 5-0-0.

Public Comment:

- a) **Petition for Withdrawal from the RSU # 12:** Town Clerk Sarah Cunningham said that there are 186 verified signatures. Ray said that a vote is needed to accept the petition **Ronnie Brann made a motion to accept the Petition to Withdraw from RSU # 12 as written seconded by Dan Gordon and approved 5-0-0.** Ray said the next step is written by law to have a Public Hearing to then be able to put this on the Town Warrant. The law states to have a "Special" election. Ray asked Beth Choate if her mother, Bonnie Squiers, has looked into how to do this and Beth said she didn't know.
- b) **Cemetery Mowing:** Geoffrey Monteith of A J mowing and Repair came in with a bid on the mowing of cemeteries. He said that he does the cemeteries for the Town of Whitefield. He believes he is about \$4,000.00 under the current person who is doing the mowing. He has a crew of five (5) with extra equipment. He told the Board that they clean off all the stones during the process. He mows every week during the season. Ronnie Brann said that he really likes what he hears from Geoffrey but, the Board has already given their word to the current person for this coming year. He added that next year the Board of Selectmen will be sending the Cemetery Mowing out to bid.
- c) **Tom Reed** – RSU – School Committee – After 3 years any Municipal Town's Board may request a local school board. (please see attached) Ray said that if we have a local school board set up and we did get out of the RSU we would already have a local school board.

Public Works:

- a) Keith went home early from work sick. Theresa said that they had a few repairs but that things were actually going fine.
- b) Dick Avery said there is a limb dangling over the Griffin Road that could come down anytime. Theresa said that it will be looked into. Ronnie said to call Tom Hawksley.

Transfer Station:

- a) **Transfer Station Project Update:** Framing is all done and we are just waiting for the steel to come in. The steel should be in next week and then it will go on the roof.

- b) Tim said they were hauling the can off today. They need to be working on having this be a straight roll off. Tim said he needs to get the woodpile burned right off.
- c) Tim's new schedule for the Public Works now is Thursdays from 7:00 a.m. to 2:00 p.m.
- d) Tim asked about the lights at the Transfer Station and Ronnie Brann told him that he had talked with David Ballantyne about doing this and he said that he would within the next week or two.

Consideration of Payment Warrants # 36 & # 37: Rick Gray made a motion to approve warrants #36 & #37 seconded by Ronnie Brann and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) ***Delta Ambulance Contract:*** Jonathan Adams made a motion to authorize Town Manager Theresa Haskell to sign the contract between Delta Ambulance and the Town of Windsor seconded by Dan Gordon 5-0-0.
- b) ***2013 Spirit of America Recommendation:*** Bill Flaherty from the Spirit of America Committee would like to see this recognition done at Town Meeting.
- c) ***General Assistance Compliance:*** The Town of Windsor is in compliance with DHHS.
- d) ***Snowmobile Refund:*** Ronnie Brann made a motion to approve the remaining 25% of the Snowmobile Refund Check to be divided between the Boy Scouts, Girl Scouts and Windsor Youth Association seconded by Jonathan Adams and approved 4-0-1 with Rick Gray abstaining due to the fact that he is a Scout Master.
- e) ***Class – Roadway Fundamentals Workshop*** in Augusta on May 14, 2013 at the Augusta Elks Lodge. Theresa would like for her and Keith to attend this and anyone else who would like to go. The cost is \$40.00 for the first attendee and then \$25.00 for each additional attendee. The Board is fine with them going and Ray Bates is also planning on attending this class.
- f) ***OSHA Class:*** No one will be attending this class.
- g) ***Annual Spring Meeting of the American Public Works Association (APWA):*** The fee for this is \$35.00 each Theresa would like to attend with Keith as they get a lot of information at these meetings. The Board is fine with Theresa and Keith attending this.
- h) ***Maine Natural Gas:*** Theresa received a certified letter from Maine Natural Gas regarding public awareness.

Selectmen's Items: Rick asked if there was a strategy to leaving a little bit of snow on the roads for traction during the last storm and Jonathan said yes there was. Rick said all the roads were like that all the way to Gardiner.

Chairman Ray Bates adjourned the meeting at 7:28 p.m.

These minutes were approved by the Board of Selectmen on **3/12/13** with the following amendments: **None.**

The next Regular Board of Selectmen's Meeting will be on March 12, 2013 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
MARCH 12, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Ronnie Simbari of ASMG, Carol Chavarie, Tom Reed, , Pete Kelly, Jamie Ward of ASMG, Garrett Grant, Mary Dee Grant, Beth Choate, Bonnie Squiers, Tom Squiers, Bill Appel and Jerry Nault.

Employees Attending: Theresa Haskell, (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Attendant and Backup ACO*) 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, Jr. made a motion to approve the Minutes dated 2-26-13 as read seconded by Dan Gordon and approved 5-0-0.

Public Comment:

- a) ***F. Gerard Nault Finance Chairman of the RSU # 12 Board:*** Jerry said the RSU # 12 Board is in budget deliberations for the coming year and the final meeting should be in early April. Jerry said that there are some changes one being the initiative to have social workers as opposed to guidance counselors due to school violence increasing dramatically due mostly to family situations in their homes which social workers can deal with better. The Governor's budget will mean big changes - \$161,079 (net decrease) in addition to another decrease. He said there doesn't appear to be a dramatic change in the costs to the towns. They have had a budget freeze for the last 2-3 months in all the schools. There will be a board meeting in April/May for the towns to have an input.
- b) ***Jamie Ward – Auburn Asphalt Paving Plant and Ronnie Simbari Director of Marketing – All States Material Group*** came and had a power point presentation regarding the Auburn Asphalt Paving Plant. Ronnie Simbari said that they are customer focused, do excellent work and stand behind their work. They are approved in the state of Maine to do highway work. The plant would need to start operations by 4:30 - 5:00 a.m. for a job that starts at 7:00 a.m. and would probably be shutting down by 4:00 p.m.

Public Works:

- a) Put gravel on the Reed Road.
- b) Still have plenty of sand and salt.
- c) Had a few repairs on the backhoe, but was able to use Berry Dow's.
- d) Patching roads this week.
- e) Truck #2 is at McGee's to replace a steering box and will eventually need a rear main seal and clutch which will bring this truck over budget.
- f) Top of Windsor Neck Road has been dug up some. Keith said that he should be able to fix it with some hot mix.

Transfer Station:

- a) **Monthly Figures:** The Transfer Station totals year-to-date are down from last year by \$4,356.93. This is due mostly to the fact that more people are recycling and paying less for their disposals.
- b) Tim is planning on burning the woodpile on Saturday.
- c) Theresa said that the building has been started and the metal is here. The building should be finished within the next two (2) weeks. Now all we need is the electrical to be put in.

Consideration of Payment Warrants # 38 & # 39: Ronnie Brann made a motion to approve warrants #38 & #39 seconded by Jonathan Adams and approved 5-0-0.

Old Business: None.

New Business:

- a) **Planning Board:** The Planning Board has written up a new "**Animal Trespass and Nuisance Ordinance**" with the help of KVCOG and an update on the "**Acceptance of Streets and Ways Ordinance**". Theresa asked the board to take these ordinances home and read them over and then they will be discussed at the next meeting on March 26, 2013.

Town Manager's Items:

- a) **Letter from Town Resident:** The letter was concerning a late fee on a dog and was handled internally by the selectmen.
- b) **2013 Spirit of America Recommendation:** The board agreed on the recipients for this year and there is a possibility of doing the presentation at the Town Meeting.
- c) **Town Report Dedication Recommendation:** Theresa gave the board the names of two (2) people she would like the have the dedication to and the board was in agreement
- d) **Central Maine Power Substation Update:** Theresa received notice of a new company, L.E. Myers, which is looking for access permits for several of our roads from the China end down. Theresa and Keith are working on these permits. The letter said that upon the completion of the project they will correct any damage done to the roads. Theresa will be taking pictures for the "before" to compare with the completion pictures. The board suggested a "security deposit" in case the Town and the company are not able to reach a mutual agreement at the end of the project. Theresa will contact the company regarding this.
- e) **Gas Pipe Line:** Theresa has sent off a couple of emails as no one has contacted her from Maine Natural Gas. Theresa has questions as to what roads they will be coming off from. Ronnie would like to know where they are putting their pumping station.
- f) **Planning Board Openings:** Theresa told the board that it is time to appoint the following openings on the Planning Board and Board of Appeals:

Planning Board:

One 1-year position

Two 3-year positions

One 1-year alternate position

The members coming off the Planning Board (but can be re-appointed if they are willing to serve again) are: Carol Chavarie, F. Gerard Nault, Thomas Squiers and alternate William Appel.

Board of Appeals:

Two 3-year positions

One 1-year alternate position

One 3-year positions

The members coming off the Board of Appeals (but can be re-appointed if they are willing to serve again) are: Betty Burgess, Jeff Frankel and alternate Mary Ellen Peaslee.

Selectmen's Items:

- a) Ray had the board look over the Proposed Question for the withdrawal from the RSU # 12. It may be possible to share the legal fees with Palermo as they are in the process of withdrawing from the same RSU. The board would have to make a recommendation for this in order to propose it to the town. Ronnie said that there could be a footnote at the bottom of the page saying that the \$15,000.00 would come out of surplus if the town votes yes to withdraw. Bonnie Squiers said that the wording for this withdrawal comes right off the legislative website. There was much discussion. **Rick Gray, Jr. made a motion to put this Petition for Withdrawal as written to the town with the footnote, if allowed, on a Warrant Article for the Special Election seconded by Ronnie Brann and approved 5-0-0. Ronnie Brann made a motion to approve the amount of up to \$15,000.00 for all the fees involved with the withdrawal process which would be taken from the surplus line, seconded by Dan Gordon 5-0-0.**

Chairman Ray Bates adjourned the meeting at 8:29 p.m.

Ray Bates reconvened the meeting at 8:57 p.m. This was to discuss the approval of Theresa Haskell helping a General Assistance client who did not qualify for help through the G.A. system but had extreme circumstances for help with heating fuel. **Ronnie Brann made a motion to approve the amount of \$444.46 of the donated money for heating oil to Dead River seconded by Rick Gray, Jr. and approved 5-0-0.**

Ray Bates adjourned the meeting at 8:59 p.m.

These minutes were approved by the Board of Selectmen on **3-26-13** with the following amendments: **None.**

The next Regular Board of Selectmen's Meeting will be on March 26, 2013 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
MARCH 26, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Carol Chavarie, Ray Chavarie, Tom Reed, Paul Koenig of the Kennebec Journal, Mary Ellen Peaslee, Beth Choate, and Dick Avery.

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

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

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 3-12-13 as read seconded by Dan Gordon and approved 5-0-0.

Public Comment: None.

Public Works: Keith was absent.

- a) Theresa told the BOS that we are at least \$1,000.00 over budget on PW fuel. Keith's overtime will also be over.
- b) We are all set with the sand and salt lines. The sand shed is about half full now. Theresa said that we should have proposals out by the first of June for sand bids to fill the shed by the end of the fiscal year.
- c) Theresa and Keith met with Corey from Lane Construction and looked at the Griffin Road and Wingood Road which have some bad places in the base that didn't have a good mix and Lane will be good for it!
- d) Theresa and Keith will have bids going out in May and be due back around town Meeting time for Major Road Construction.
- e) There will be more patching that needs to be done.

Transfer Station:

- a) Hopefully Tim will be able to burn tomorrow night.
- b) Most of the cans are under cover now and all the dumpsters other than the plastics dumpster which will be put in place on Monday.
- c) Theresa passed around pictures of the new building for the BOS to review.
- d) Mike from Lincoln County recommended that we paint lines for where the cans will need to be with yellow paint as a guide which Tim will take care of.
- e) Theresa said that a dog kennel would work well for the rigid plastic containers. Tim will check at Knight's Farm Supply on the expense of that.
- f) There is an open space that is for the empty containers to go in when the full ones are being picked up.
- g) It is also recommended that we put a 3" stop bar down so the cans won't roll back. Dick Avery said that 3" would be plenty good enough. Mark Newcomb was recommended for the welding of this. Dick will call Mark on this.

Consideration of Payment Warrants # 40 & # 41: Ronnie Brann made a motion to approve warrants # 40 & # 41 seconded by Jonathan Adams and approved 5-0-0.

Old Business:

- a) **Animal Trespass and Nuisance Ordinance presented from the Planning Board (New:** The BOS discussed this and made amendments. **Jonathan Adams made a motion to approve the ordinance as amended by the BOS seconded by Ronnie Brann and approved 5-0-0.**
- b) **Acceptance of Streets and Ways Ordinance “updated”, presented from the Planning Board:** There was much discussion. **Jonathan made a motion to approve this ordinance as changed by the Planning Board seconded by Ronnie Brann and approved 5-0-0.**

New Business: None.

Town Manager’s Items:

- a) **Foreclosed Property:** Theresa said we have one (1) foreclosed property of land only which is 77 acres and she needs to know if the BOS wants her to put it out to bid or not. **Ronnie Brann made a motion to put this property out to bid seconded by Jonathan Adams and approved 5-0-0.**
- b) **Late Dog List:** There are 45 dogs still un-licensed. Theresa recommends that the Animal Control Officer summons each owner. The BOS is in complete agreement. This will still give each owner 2 more weeks to license their dogs.
- c) **PSAP Contract:** The new PSAP Contract that is due to be signed which is in the Budget for next year. The new contract price \$16,394.00. **Jonathan Adams made a motion to authorize Theresa to sign the contract seconded by Rick Gray, Jr. and approved 5-0-0.**
- d) **Transfer Station Electrical:** Theresa said that we still need electricity and she will be looking into this.
- e) **Voting on April 30th:** Theresa wants to know if the BOS wants to close the office during that voting so the two deputy clerks who are also deputy registrars and residents of the town to work as ballot clerks. Or one can go up and the other cover the front and leave the office open. Theresa recommends the office be open and the office to be closed for the June 11th voting. There was much discussion and it was decided that one will go up on each election and the office will be open both days.
- f) **Cemetery Tree Cutting:** Tom Reed said he and Tom Hawksley went to the North Windsor Cemetery regarding the removal of trees there. It would be a cost of around \$15,000.00. Tom Hawksley said that he is not really that interested in doing the job due to the safety issues. Theresa said that she could put it in the following year’s budget and let the people decide if that’s what the BOS recommends. The BOS agreed that they really don’t have any other choice. Tom Reed suggested an informal poll to be done at the office regarding the cutting of these trees. Ray suggested that we also ask for other tree workers’ opinions and estimates. Ronnie recommended Asplundh Tree Expert Company. He has a number for them which he will give Theresa.
- g) **WVFD Grant:** The Fire Department has received a \$94,000 FEMA Grant and has already drawn a check for their \$4,700.00 share.
- h) **CMP Substation Tour:** On April 1st Theresa, Keith and Vern will be going into the CMP sub-station. Theresa said that they have been very accommodating on running their loads through early in the morning while the temperatures are down.
- i) **Natural Gas Company Contacts:** Theresa met with Rick Bellemare from the gas company. He gave her a good contact list for all those companies working on the new line. He asked for land owners for every property that the line abuts. He also gave her a copy of the letter that they will be sending out to the property owners.
- j) **CMP Brush Cutting:** CMP made a mistake and they will not be doing any tree brush cutting or herbicide in Windsor this year.

Selectmen’s Items:

- a) **Rick Gray made a motion to authorize Ray Bates to sign the Proxy Votes for the Reed Trust Accounts seconded by Dan Gordon and approved 4-0-1 with Ray Bates abstaining.**
- b) **Public Hearings:** Ray said they would like to combine the Withdrawal from the RSU # 12 and the Planning Board Ordinances in one Public Hearing. The 12th of April postings will go up, ad will be put in the KJ on the 13th of April and the Public Hearing will be held on the 20th of April.
- c) **Special Meeting:** There will be a combined BOS meeting and Budget Committee Meeting on April 2, 2013.

Chairman Ray Bates adjourned the meeting at 8:26 p.m.

These minutes were approved by the Board of Selectmen on **4-9-13** with the following amendments: **None.**

The next Regular Board of Selectmen's Meeting will be on April 9, 2013 at 6:00 p.m. at the Town Hall at which time there will also be a Public Hearing regarding the Millard Nickerson Junkyard.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
APRIL 09, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Tom Reed, Arthur Strout and Millard Nickerson.

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

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

Ray Bates called the Public Hearing for the Millard Nickerson Junkyard Permit to order at 6:01 p.m. CEO Arthur Strout said that Mr. Nickerson's Junkyard is fine. **Ronnie Brann made a motion to approve the Nickerson Junkyard seconded by Rick Gray Jr. and approved 4-0-0.** Each selectman said that they signed the permit of their own free will. **At 6:04 p.m. Ray declared the Public Hearing closed.**

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 3-26-13 as written seconded by Dan Gordon and approved 4-0-0.

Public Comment:

a) Tom Reed said that a hearing on LD 660 is being held this Thursday, April 11, 2013.

Public Works:

- a) Keith said that he had worked on the building.
- b) Patching roads.
- c) A couple of trucks have been stripped.
- d) Rear main seal on Truck # 2 is being fixed.
- e) They have the pad ready for the oil tank at the Town Garage.
- f) Worked on the dirt side of the Wingood Road.
- g) Keith and Theresa have been in OSHA classes for the last two days. They both shared some of the things that they learned from the classes.
- h) Keith does not think that now is the time to pull the Roads Posted Signs. He has talked with other towns and thinks it should wait till April 22, 2013. The BOS is in agreement with this.
- i) Received a letter from Ben Foster regarding bridge inspections with pictures of the bridges saying that if they see anything that needs to be fixed we would get a letter at a later date.

Transfer Station:

- a) **Transfer Station Monthly Report:** Theresa went over the budget with the BOS. Theresa said that we have spent about \$10,000.00 more than we have taken in which is better than previous years.
- b) Tim got the wood pile burned.
- c) Everything should be in the recycling area now.
- d) We have a bigger 1-7 plastics container now and they will be picking up the smaller one.

- e) The “Get Smart Recycling Class” in Rockport is quite expensive at \$150.00 for the first day. Ray would like to just send Tim and have him bring back the information to the other workers and the rest of the BOS agreed.
- f) Tim said that they have been going longer than 2 weeks on hauling the trash trailer and making it to 1300 – 1500 pounds.
- g) Tim would like to get Minuteman Sign to come out to see about putting signs up and what the cost would be and the BOS were fine with that.

Consideration of Payment Warrants #42 & #43: Ronnie Brann made a motion to approve warrants #42 & #43 seconded by Rick Gray and approved 4-0-0. The BOS had a short recess while Debbie did a needed correction which required another Warrant to be approved. **Ronnie Brann made a motion to approve Special Warrant #44 to correct a check written to an incorrect vendor seconded by Dan Gordon and approved 4-0-0.**

Old Business: None.

New Business: None.

Town Manager’s Items:

- a) **9-Month Budget:** Theresa went over these figures with the BOS.
- b) Theresa checked with MMA to see about holding more than one Public Hearing on April 27th. They said that there are no regulations regarding this. They did recommend setting a time for each meeting. Theresa is suggesting an hour for the first Public Hearing and if it is not over they can suspend the first hearing and then go into the other hearing. Theresa suggested having the “New” Ordinance and the “Updated” Ordinance at 9:00 a.m. and the RSU # 12 at 10:00 a.m. **Ronnie Brann made a motion to approve the “New” Animal Trespass and Nuisance Ordinance and the “Updated” Acceptance of Streets and Ways Ordinance Public Hearing for 9:00 a.m. and the Withdrawal from the RSU #12 Public Hearing at 10:00 a.m. seconded by Rick Gray, Jr. and approved 4-0-0.**
- c) Theresa received the Downeast LNG project of the Supplemental Draft Environmental Impact Statement if anyone is interested in looking at it.

Selectmen’s Items:

- a) Dan Gordon said that we had talked about some kind of sign for upcoming events to be placed out front of the Town Office and we have never done anything about it. Theresa said that she will call Greg at D.O.T. and check into the distance it needs to be from the center line. **Chairman Ray Bates adjourned the meeting at 7:53 p.m.**

These minutes were approved by the Board of Selectmen on 4-23-2013 with the following amendments:
None.

The next Regular Board of Selectmen’s Meeting will be on April 23, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
APRIL 23, 2013
WINDSOR TOWN OFFICE

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

Members present: Ray Bates, Dan Gordon, Richard Gray, Jr. and Ronnie Brann. Jonathan Adams arrived at 6:02 p.m.

Budget Committee Members Present: Tom Reed, Shellie Nichols-Adams, Bob Holt, Stella Savage, Mary Ellen Peaslee, Corey Roberge, Cheryl Pratt and Clarence Smith. Beth Choate and Steve Ball were absent.

Public Attending: Rick Glidden, Bill Appel

Employees Attending: Theresa Haskell, (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Attendant and Backup ACO*), Debbie French (*Secretary to the BOS*) and Vern Ziegler (*Town Tax Assessors' Agent*).

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

Bob Holt opened the Budget Committee Meeting at 6:02 p.m.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 4-9-13 as written seconded by Ronnie Brann and approved 4-0-1 with Jonathan Adams abstaining due to his absence from that meeting.

Public Comment:

a) Tom Reed said that he took the gates down at the cemeteries.

Public Works:

- a) Has been stripping the trucks.
- b) Sanders will not fit in the garage but he can buy some tarps for them.
- c) Sprayed fluid film on the sanders.
- d) Will try to get the Wingood Road graded by the end of the week.

Transfer Station:

- a) Theresa said that she wants to have Dig Safe come out again regarding the banking at the Transfer Station as she feels that it drops off too much.
- b) Theresa just finalized the yearly report for the Transfer Station and went over it with the BOS.
- c) We blew a hose and had to have it replaced.

Consideration of Payment Warrants #45 & #46: Jonathan Adams made a motion to approve warrants #45 & #46 seconded by Ronnie Brann and approved 5-0-0.

Budget Items:

- a) Theresa went over the General Fund Revenue with the BOS and Budget Committee with Vern explaining the Veterans Reimbursement, Tree Growth and the LD1 Cap. Vern is hoping that we will know what the State cuts might be by Town Meeting, but the Legislators are still going over this. Vern said that with the current calculations we will be over our LD1 Cap by \$19,731.96. **Rick Gray, Jr. made a motion to approve the total projected Revenue Budget in the amount of \$1,017,840.00 seconded by Ronnie Brann and approved 5-0-0.** On the Budget Committee side, **Tom Reed made a motion to approve the total projected Revenue Budget in the amount of \$1,017,840.00 seconded by Clarence Smith and approved 8-0-0.** Tom

Reed made a motion to adjourn the Budget Committee Meeting at 7:00 p.m. seconded by Shellie Nichols –Adams and approved 8-0-0.

Preliminary 2014 State Valuation:

Vern handed out a letter of the 2014 State Valuation. He said that even though the numbers look good, it is a decrease from last year. The town-wide market value has declined by 3% which on an average of our assessments is 6% greater than market value but still within the State Mandated Guidelines. The average ratio is 106% and our quality rating is 8.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Bridge Inspection Report:** The inspectors usually pick and choose the bridges they inspect and usually only do it every two (2) years.
- b) **Sign for Upcoming Events:**
- c) **Gold Prospectors Key Request:** They have a request to have an alternate person pick up the key for the club. Theresa would like to allow them to have a yearly "contract" where they sign once for the key as they meet 5 months a year here. They have also volunteered to buy some extra tables for us to have upstairs.
- d) **Proposal from Pete Kelly:** Pete is offering sand at \$3.00 per yard if we haul it. Theresa said by figuring the staff time, truck time and wear and tear and fuel prices it would some "savings" without figuring in the cost of an excavator to pile and compact it into the shed as our backhoe is not large enough.
- e) **Burial Schedules:** Tom Reed said that he would like to see burials begin after May 10th to give the ground a chance to recover from the winter.
- f) **Year's Survey:** The office staff has been keeping a record for a year now on how many customers are coming in from 7:00 p.m. to 8:00 p.m. on Tuesday evenings.
- g) **Complaints:** Theresa said that at the Staff Meeting this morning it was reported that we are still receiving complaints about having to show Driver's Licenses when writing checks. The BOS says that it still stands.
- h) **Ordinance Copies:** Theresa would like to know how many copies of each ordinance she should have for the Public hearing. The BOS said they feel 25 copies should be enough.
- i) **RSU # 12 Withdrawal Ballot Samples:** Theresa said that we can do 20-25 copies and if we need more she can run down and make more copies.

Selectmen's Items:

- a) Tomorrow evening there will be a "meeting" here to discuss what will be discussed at the Public Hearing regarding the withdrawal from the RSU #12. This will not be an official meeting but rather an informal gathering. Tom said that he would like to see a School Committee in place before we even go through the withdrawal. Theresa will check with the RSU to see what the guidelines would be.
- b) Dan Gordon asked about the sign for out front. He has gotten information for one type of sign and Theresa also has looked into one for a price of \$362.00. This has been placed on hold for now.

Chairman Ray Bates adjourned the meeting at 8:32 p.m.

These minutes were approved by the Board of Selectmen on May 7, 2013 with the following amendments:

Correction of the date on the footer.

The next Regular Board of Selectmen's Meeting will be on May 7, 2013 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
MAY 7, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Tom Reed, Rick Glidden and Carol Chavarie.

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

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

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 4-23-13 with the correction of the date on the footer seconded by Dan Gordon and approved 4-0-0.

Public Comment: None.

Public Works:

- a) Started work on the Choate Road for Dig Safe doing 3 culvert pipe changes.
- b) Tomorrow the Barton Road for Dig Safe doing 5 culvert pipe changes.
- c) Have a lot of ditching to do.
- d) Pipeline is supposed to get back to Keith regarding the Maxcys Mill Road.
- e) Truck # 2 – changed the water pump.
- f) Keith found out that having the \$1,000.00 limit for work done without being put out for bid really ties the hands for getting work done. Theresa would like to see the limit changed. This limit was set by the BOS many years ago and the prices have gone up considerably. **Ronnie Brann made a motion to move the limit to \$2,500.00 before having to go out to bid seconded by Dan Gordon and approved 4-0-0.**

Transfer Station:

- a) **Transfer Station Monthly Report:** Figures are down.
- b) Tim said that they are doing pretty good right now.
- c) Going to be filling the bank in ... we can use the porcelain sinks & toilets (if crushed) for inner fill. Ronnie does not feel that it would be cost effective.
- d) Tim told the BOS that a lot of clean up got done and that he had trained Walter on some things.
- e) Whenever we are ready to move the "TV Building" the man who hauls the TVS said he will come haul them off at that time.

Consideration of Payment Warrants #47 & #48: Ronnie Brann made a motion to approve warrants #47 & #48 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Lincoln County Recycling Contract:** Ronnie Brann made a motion for Theresa to sign the contract seconded by Dan Gordon and approved 4-0-0.
- b) **Town Warrant:** Voting from 8:00 a.m. to 8:00 p.m. June 11, 2013 then that Saturday, June 15, 2013 we will finish the remaining articles at Windsor School at 10:00 a.m. **Ronnie Brann made a motion to approve the Town Warrant seconded by Rick Gray, Jr. approved 4-0-0. Each selectman voiced that they were signing this of their own free will.**
- c) **Petition to form a School Committee:** A letter has been drawn up for the attention of the RSU #12 Board stating that the Windsor BOS is formally petitioning the RSU #12 Board to form a Local School Committee. **Ronnie Brann made a motion to approve the letter of petition seconded by Dan Gordon and approved 4-0-0.**
- d) **Welcome to Windsor Packet:** Theresa went over the packet with the BOS. Ray Bates said that the BOS would like to commend the Town Staff on the putting together of the Welcome to Windsor Packets ... Congratulations on a job well done!
- e) **Tax Sale Bid:** 77-acres to go out to bid on 6/18. The BOS would like a 3-day ad for this. Legal ad to go in May 17, 18 & 19
- f) **Paving Bid:** Theresa would like to have this back by June 4th. Theresa went over the projects that should be done this year.
- g) **Cemetery Lot Conveyance:** For Thomas & Louise Reed at Oakhill Cemetery. **Dan Gordon made a motion to approve the Cemetery Lot Conveyance to Thomas & Louise Reed seconded by Ronnie Brann and approved 4-0-0.**
- h) **Town Report:** The BOS approved the Town Report for 2012-2013.
- i) **Maine Power Reliability Program – Minor Revisions CD:** 1,000 pages!! Theresa will request a paper copy.
- j) **Letter from Chris Johnson:** This letter will be in the Town Report.
- k) **RSU #12 Budget Meeting** –Saturday, June 8, 2013 at Whitefield School.
- l) Chief Bo has offered a free radio all programmed to Theresa and will come install it.
- m) **Sand Bids:** Up to 1,500 cubic yards as needed delivered by June 15th and bids will need to be back by May 21st.

Selectmen's Items:

- a) **Training Session from Pipeline Safety:** On June 5, 2013 this training session will be held in Auburn. Ronnie Brann and Tom Reed will be attending this.

Chairman Ray Bates adjourned the meeting at 8:27 p.m.

These minutes were approved by the Board of Selectmen on **May 21, 2013** with the following amendments:
None.

The next Regular Board of Selectmen's Meeting will be on May 21, 2013 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
MAY 21, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Tom Reed, Tom Squiers, Bonnie Squiers, Bruce Flaherty (Spirit of America), Bill Appel, Carson Appel, Arthur Strout, Beth Choate and Rick Glidden.

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

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

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Special Budget Preparation Minutes dated from 2-5-13 through 4-23-13 minutes (Dan Gordon abstained on the meeting he missed and Jonathan Adams abstained from the 2 meetings he missed) and to also approve the Minutes dated 5-7-12 as written seconded by Ray Bates and approved 4-0-0.

Public Comment:

- a) ***Spirit of America:*** Bruce Flaherty came to explain the program of recognition which can be a person or program or project. They highly recommend these being presented at Town Meeting. As of tonight 51 other towns have selected their recipients as well as Windsor.
- b) ***Memorial Day Event:*** Tom Reed asked if we want to do the event again this year at the flagpole. Post 205 usually comes ... usually around 9:00 a.m.
- c) Tom Squiers asked if the Town of Windsor is interested in having other towns use our Transfer Station. Theresa told him that would be part of the final phase. He said that he knows Palermo would be interested.

Public Works:

- a) Keith said that they have been working on the Choate Road changing out culverts and when done, they will be ditching on the road. Barton Road also will be having culverts and ditching done.
- b) Keith said that we need to replace 2 culverts on Maxcys Mill Road before the pipeline is finished there.
- c) Theresa said she has been giving out sand bids and she and Keith have met with a few paving companies regarding the paving bids.
- d) Theresa said that there are 2 additional companies wanting to bid on the paving (the paving bid process this year is invitation only and we have 4 companies we are meeting with) and wants to know if the BOS want to allow these other 2 companies to bid. The BOS said to go ahead and let them.
- e) Arthur has a request from Mark St.Amand for a road off from Route 17 for a new road to be named "Saints Way" **Dan Gordon made a motion to approve the new road, Saints Way, and seconded by Rick Gray, Jr. and approved 4-0-0.**

Transfer Station:

- a) Tim had a death in the family and is on bereavement leave and Moe and Walter are doing fine running the Transfer Station while Tim is away.

Consideration of Payment Warrants #49 & #50: Jonathan Adams made a motion to approve warrants #49 & #50 seconded by Dan Gordon and approved 4-0-0.

Old Business: None.

New Business:

- a) ***Select Representatives for a Withdrawal Committee:*** Ray gave the voting results on the withdrawal from RSU of 193 “Yes” votes and 21 “No” votes. Ray said that we now need to have 4 (four) members to serve on this committee. One member from the municipal officers, one member from the general public, one member from the group that started the petition and one member from the RSU Board who represents this municipality. **Rick Gray, Jr. made a motion to select Ray Bates as the member from the municipal officers to serve on this committee seconded by Jonathan Adams and approved 3-0-1 with Ray abstaining due to being the one selected. Ray Bates made a motion to select Tom Squiers as the member from the group filing the petition and Gary Emond as the member from the general public to serve on this committee seconded by Rick Gray, Jr. and approved 4-0-0.** Each selectman declared that they signed the appointment papers of their own free will. The RSU will pick one of their members who represents this municipality to serve on this committee as well. There will be an informal meeting in Monmouth on Thursday with Ron Moody, the chairman of the Monmouth RSU Withdrawal Committee and the Monmouth Town Manager. Tom Reed, Tom & Bonnie Squiers, Ray Bates and Theresa Haskell will be attending this informational meeting.
- b) ***Cemetery Issue:*** Ray asked if there was a recommendation from the Cemetery Committee regarding the matter with Juanita Mayberry. Her father and mother had bought a 3-plot lot in Rest Haven Cemetery where she would also like to be buried. Cemetery Sexton, Tom Reed, said that as he went down the cemetery RH North 153 shows as blank on the cemetery map but it has Earl & Theresa Gallagher’s stone there. There are also a few more issues, but she may be able to be buried right nearby on the Linwood sight which she was told verbally would be allowed, but, should be put in writing.

Town Manager’s Items:

- a) ***Letter from the Assessors’ Agent:*** Jonathan made a motion to suspend the BOS Meeting at 7:21 p.m. and to convene as BOA seconded by Dan Gordon and approved 4-0-0. Vern had the Ratio Declaration & Reimbursement Application which is filed annually with Maine Revenue Services to claim 50% **Rick Gray, Jr. made a motion to approve the Ratio Declaration and Reimbursement Application seconded by Jonathan Adams and approved 4-0-0. Jonathan Adams made a motion to adjourn as BOA at 7:25 p.m. seconded by Dan Gordon and approved 4-0-0**
- b) ***NADA Guides:*** Theresa said we can purchase these books online for 1 (one) year at \$175.00, 2 (two) years at \$280.00 or we can purchase the books as we have been doing for \$137.00 per year. Theresa recommends that we stay with the books and the BOS agreed with her on this.
- c) ***ACO Weapons:*** Theresa received a letter from Risk Management regarding ACO’s carrying weapons while on the job. **Rick Gray, Jr. made a motion to approve the policy on the ACO Understanding that they will not carry a weapon during the performance and duties for the Town of Windsor seconded by Jonathan Adams and approved 4-0-0.** Theresa wrote up a MEMO form to Corey & Tim for the BOS to sign and have it on record for this issue.
- d) ***PACE Insert:*** Dana Fisher from Efficiency Maine said they are willing to pay for their flyer to be included with tax bills and to help with the other costs involved. The BOS does not want this in with our tax bills.
- e) ***Dispatching Bill ----*** Gave credit of 60% credit on our 4th quarter payment because they had less staff.

- f) **Joint Forces Headquarters of Augusta Letter:** The Department of Transportation sent out a letter to adjacent towns regarding the Joint forces Headquarters for a meeting in Augusta that is scheduled for 1:00 p.m. on Wednesday, May 29, 2013 if anyone would be interested in attending.
- g) **Auburn Asphalt Plant:** The crusher has moved into town and they are ready to start. They are planning on crushing for 4-6- weeks.
- h) **Town Report:** Theresa passed around a copy of the new Town Report for 2012/2013 and stated that this was under budget with a lot of help from all the office staff. The staff pulled together all the information and then Debbie compiled it all and loaded it onto a thumb drive which was given to the printers and they will have it mailed out by the weekend. Theresa said that she would like to thank the office staff for all their hard work in putting this Town Report together!
- i) **Deputy Clerk's Resignation:** Wendy Lacroix has given her 2-week notice. Wendy will still come work for us on June 11th because she knows we will have very limited staff for the day of voting. This is the second part-time employee that we have hired and lost within the past year. Theresa said we will sadly miss Wendy. We had quite a few applications for this position last time and the applicants wanted a much higher rate of pay, but, she will look back through those applications to see if any are available at our rate of pay and if not, then we will have to advertise again. Rick Gray, Jr. said that we should put the pay range in the ad so we don't have applicants looking for more than what we are offering.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 8:05 p.m.

These minutes were approved by the Board of Selectmen on **June 4, 2013** with the following amendments:
None.

The next Regular Board of Selectmen's Meeting will be on June 4, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF SELECTMEN'S MEETING
JUNE 4, 2013
WINDSOR TOWN OFFICE

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

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

Ray Bates called the Board of Selectmen's Meeting to order at 6:03 p.m. with the Pledge of Allegiance.

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

Public Attending: Tom Reed, Bill Appel, Rick Glidden, Cory Nutting, Lee Andrews, Mike Susi, Jamie Ward and Nathan Northrup.

Previous Meeting Minutes: Ron Brann made a motion to approve the Minutes dated 5-21-13 with correcting the wording on Public Works (c) by discussing Sand Bids first and then Paving and then taking out the first word (while) under Transfer Station (a), seconded by Dan Gordon and approved 4-0-0.

Opening of Sand Bids:

- A. **Nathan Northrup**
Price per cubic yard \$ 7.39
- B. **Kelley Bros. Earthworks**
Price per cubic yard \$ 7.42
- C. **Marvin Clark**
Price per cubic yard \$ 7.50

Ronnie Brann made a motion to accept Nathan Northrup's bid, seconded by Rick Gray and approved 4-0-0.

Opening of Paving Bids:

- A. **Marriners Inc.**
Price per total job \$ 620,305.75
- B. **Pike Industries, Inc.**
Price per total job \$ 589,433.40
- C. **The Lane Construction Corporation**
Price per total job \$ 646,667.00
- D. **All States Asphalt**
Price per total job \$ 661,041.25
- E. **Wellman Paving**
Price per total job \$ 875,122.10

Rick Gray made a motion to approve Pike Industries pending town approval, seconded by Dan Gordon and approved 3-0-1. Ronnie Brann abstained because he has a family member working there.

Public Comment: Last night at the Planning Board Training Tom had picked up a CD regarding Local Government begins with you and gave this to Theresa.

Public Works:

- Keith said they are done with the Choate Road for now. It still needs some more ditching. They will be starting on the Barton Road with one 2' culvert and ditching.
- Theresa talked about using the remainder of the money left in the painting of lines and having the Coopers Mills Road done again for safety. **Dan Gordon made a motion to approve the painting of lines again on the Coopers Mills Road, seconded by Ronnie Brann and approved 4-0-0.**
- Keith ordered a heat gun for testing the temperature of paving during paving projects and it was around \$65.00.
- We have been asked about making sure we have a car removed at the end of the Pinkham Road before winter because they can't turn around. Keith said he talked with Debbie and Ronnie French and would like to use their new road where they are having wood taken out and use this as the new turn around. **Ronnie Brann made a motion to change the turn around on the Pinkham Road to Debbie and Ronnie French's property with a written permission by them, seconded by Dan Gordon and approved 4-0-0.**

Transfer Station:

Theresa handed out the Transfer Station figures. The totals are down by \$6,519.78 from last year. Tim said they did manage to get the wood pile burnt last week and we have a ton of ash. Ray asked about moving the ash to another separate location. We will need to table this to the next meeting.

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

Old Business: None

New Business:

- A. Cemetery Lot Conveyance – Vincent Lord, Dana Barnett and Deborah Barnett. **Ronnie Brann made a motion to approve the Cemetery Lot Conveyance for Vincent Lord, Dana Barnett and Deborah Barnett, seconded by Rick Gray and approved 4-0-0.**

Town Manager's Items:

- A. Gaming Permit – Windsor Fair Association. **Ronnie Brann made a motion to approve the Gaming Permit for the Windsor Fair Association, the Augusta Military Association, the American Legion Post #205 and the North Augusta Trailblazers to conduct games of chance and run bingo or beano games during the period of August 25, 2013 through September 2, 2013. This is considered to**

be a blanket letter of approval and expires September 3, 2013, seconded by Rick Gray and approved 4-0-0.

- B. RSU #12 Budget Validation Referendum – June 28, 2013 – Ronnie Brann made a motion to approve the Warrant and Notice of Election Calling Regional School Unit No. 12 Budget Validation Referendum, seconded by Ray Bates and approved 3-0-1. Dan Gordon abstained because he works for the RSU.**
- C. A town resident is asking when the next meeting of the withdrawal committee will be because they would like to be informed. Ray Bates took the information and said he would contact this resident and give them the information regarding when the meetings will be. Bill Appel said he would like to commend the Board of Selectmen for doing this because he has sent multiple individuals on the School Board emails and never got a response.**
- D. Roadside Mowing Bids. Theresa said she will be sending out the ad for the Roadside mowing Bids this Friday, Saturday and Sunday.**
- E. A class for the Title 21-A Elections from the Maine Town & City Clerks’ Association is scheduled on September 19th, 2013 which is a day the Town Office is open. Sarah is asking to have the office be closed so all three girls can attend for their certification. Rick Gray made a motion to close the office on September 19, 2013 for training, seconded by Ronnie Brann and approved 4-0-0.**
- F. Letter from Hilary Holm of the RSU #12 Board.**

Theresa handed out a copy of the letter from Hilary Holm of the RSU #12 Board regarding the Petition for a Windsor Local School Committee. In the letter it stated that the RSU would like for the Board of Selectmen to list the specific functions that the Local School Committee will undertake and they will be addressing this at the June 20, 2013 Board Meeting at 6:30 p.m. at the Wiscasset Middle School.

Theresa then handed out an email she received from Hilary Holm stating they are calling the first meeting of the Windsor Withdrawal Committee on Monday, June 10, 2013 at 6:00 p.m. at the Windsor School library.

Selectmen’s Items: Ray said that he has been to Palermo’s meetings of getting out of the RSU and they have already made some commitment with Erskine and Mt. View as their High School for at least one year. Tom Squiers went and talked with Mike McQuarrie at Erskine Academy and he said Palermo had also talked with him. Ray said they will have another formal meeting with Erskine.

Ray Bates declared this meeting adjourned at 8:05 p.m.

The next regular Board of Selectmen’s Meeting will be on June 18, 2013 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on June 18, 2013 with the following amendments NONE.

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



MINUTES OF SELECTMEN'S MEETING
JUNE 18, 2013
WINDSOR TOWN OFFICE

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

Members present: Ray Bates, Dan Gordon, and Rick Gray. Ronald Brann arrived at 6:42 p.m and Jonathan Adams arrived at 7:05 p.m.

Ray Bates called the Board of Selectmen's Meeting to order at 6:01 p.m. with the Pledge of Allegiance.

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

Public Attending: Tom Reed, John McCormack, Lori Brann, and Robert Hewett.

Previous Meeting Minutes: Dan Gordon made a motion to approve the Minutes dated 6-4-13 as written, seconded by Rick Gray Jr. and approved 4-0-0.

Tax Sale Bid:

| | <u>Name</u> | <u>Amount</u> | <u>Deposit</u> |
|----|--------------------|---------------|---------------------------|
| 1. | Gordon Sawyer | \$26,000.00 | \$10,000.00 |
| 2. | John McCormack | \$15,000.00 | \$1,500.00 |
| 3. | Robert C. Hewett | \$5,000.00 | \$500.00 |
| 4. | Lori Brann | \$10,250.00 | \$1,025.00 |
| 5. | Cliff & Lori Brann | \$10,250.00 | \$1,025.00 Personal Check |

Rick Gray Jr., made a motion to reject the bid from Cliff & Lori Brann because of the personal check, seconded by Dan Gordon and approved 3-0.

Ronnie Brann said he feels that he would like to see Robert Hewett retain his property. He feels that this was his father's property and now it is his and he feels that it would be nice to see this stay in the Hewett's name. Ronnie said he knows that there are higher bids out there. Lori said that they have worked out a deal with Robert and they are willing to give him life time accessibility to the land. Ronnie said that we are not here to own property we are here to collect the taxes.

Ronnie Brann made a motion to accept the bid from Robert Hewett of \$5,000.00, seconded by Rick Gray Jr. and approved 4-0-0.

Public Comment: Tom Reed said the students at Erskine Academy need community service and he would like to find out how to get some kids help with Rest Haven for recording the

inventory of the lots as community service. Theresa said she knows that as of July 1st, 2013 any 8th grader going into 9th can earn credits for community service. Theresa said she would make a few phone calls. Tom said he met the guy that works at St. George's Transfer Station and he has invited the Town of Windsor's Board of Selectmen to come and look at it, so Tom was wondering if anyone is interested in going, if so, we should give them a call and let them know when we could go.

Public Works:

- Keith said he has had done a lot of running around today.
- They did finish ditching and culverts on the Barton Road from Weeks Mills Road end to the Jones Road.
- Tomorrow and Thursday they will be headed up to the other end of the Barton Road to do more ditching and culverts but Keith is taking the next two days off. He has Ray, Tim and Marvin working.
- Keith said next Monday he will be looking to go to the Weeks Mills Road to replace culverts.
- The price on doing the two culverts on the Maxcy's Mills Road from Shaw Brothers was \$9,546.00 which is at least two times the amount of what the Town can do this for. Keith has talked with Marvin about getting this done and he said we could do this within the next two weeks.
- Keith said he has had some people ask about grading the Reed Road and the Piper Road. Keith said he will have someone do the Reed Road but he will be doing the Piper Road himself. Ray Bates said there are some pot holes on the end of the Legion Park Road. Keith said he did some patching last week on Tuesday but still needs to do some more. He said he will be getting to the rest of what needs to be done as soon as he can.
- Ray Bates asked about where he plans on doing brush cutting. Keith said he has some on the Barton Road, Choate Road, Hunts Meadow Road and where needed.
- Keith said he will need a culvert on the Wingood Road up by Blake Demerchant's that still needs to be done.
- Rick Gray asked about the sand bill and Keith said we have the sand shed filled already for next winter.
- Rick asked Keith how the snowplow contractor worked out. Keith said "The driver was very good about getting here and that there was very little equipment issues". The Board of Selectmen commented that the snow plow contracting has really proven to be good for the Town.

Transfer Station:

- Tim said we finally got the Trash ~~Trailer~~ Container back and fixed. The first can we had the binders didn't fit and now they have straightened it out and welded the seam so now we have double steel. It did take a phone call from one of the Board of Selectmen to make this happen. Tom Reed asked if we were going to get a bill from this. Theresa said this should have been done in the first place so if we get a bill we will definitely have a discussion.
- Tim did cut down the bamboo down back. Ray asked if we have anything to spray to get rid of this. Tim said he has some round-up left and he plans on using this again.
- Tim said he is planning on picking up the metal down back within the next week and he will have to move the metal culverts before he does this.

- Ray asked about how the new building is going. Tim said we still need lighting and that the water does come in and sits. He did go over and borrow the squeegee from the Public Works and has recommended that they get one.

Consideration of Payment Warrants: Ronnie Brann made a motion to approve Warrants #53 & #54, seconded by Rick Gray Jr. and approved 5-0-0.

Old Business: None

New Business: None

Town Manager's Items:

- A. Write-Offs -** Theresa said that the Abatement/Write Off Accounts remaining balance is \$7,932.82 and she recommends we use this money towards a Personal Property Account under the name of Holt Company of Texas. **Ronnie Brann made a motion to use the \$7,931.83 of the remaining Abatement/Write Off Account to be used towards the Holt Company of Texas Personal Property Account, seconded by Jonathan Adams and approved 5-0-0.**
- B. Town Meeting –** The Town Meeting had 34 people that attended and passed the budget. Ray said that the only thing that was different on the budget was the difference between what the Board of Selectmen voted in on the Outside Agencies compared to what the Budget Committee had voted for. The Budget Committee amount was less and this is what was approved. The overall increase for the School side of the budget was \$1.68 and the Town side of the mil rate was \$0.21. The finalization of the budget ended putting the Town of Windsor's mil rate to be \$1.00 more than last year which includes the School, Town and County at the time of the Town Meeting. The School's budget is not finalized at this time. Ray said the appropriations committee has included in the EPS formula money to cover the retirement of the teachers for at least one year. So if it is vetoed then it can change again.
- C. Electronic Sign –** Ray suggests we investigate the cost of an electronic sign. The Board of Selectmen asked Theresa to look into a price on a two sided sign with four to five lines.
- D. Certificate of Appointments –**
 - 1. **Rick Gray Jr. made a motion to appoint Jeff Frankel as an Appeals Board Member, seconded by Dan Gordon and approved 5-0-0.**
 - 2. **Rick Gray Jr. made a motion to appoint Betty Burgess as an Appeals Board Member, seconded by Jonathan Adams and approved 5-0-0.**
 - 3. **Rick Gray Jr. made a motion to appoint Mary Ellen Peaslee as an Appeals Board Member Alternate, seconded by Dan Gordon and approved 5-0-0.**
 - 4. **Rick Gray Jr. made a motion to appoint Carol Chavarie as a Planning Board Member, seconded by Dan Gordon and approved 5-0-0.**
 - 5. **Rick Gray Jr. made a motion to appoint Thomas Reed as a Planning Board Member, seconded by Dan Gordon and approved 5-0-0.**
 - 6. **Rick Gray Jr. made a motion to appoint F. Gerard Nault as a Planning Board Member, seconded by Ronnie Brann. Much discussion. The vote failed 1-3-1. Ronnie Brann abstained and said he doesn't want his personal opinion to interfere with Town business.**

7. **Rick Gray Jr. made a motion to appoint William Appel Jr. as a Planning Board Member, seconded by Dan Gordon and approved 5-0-0.**
8. **Ronnie Brann made a motion to appoint F. Gerard Nault as a Planning Board Alternate, seconded by Rick Gray Jr. 3-2-0.**
- E. **Ray Bates made a motion to move \$565.36 from Administration to Elections, seconded by Ronnie Brann and approved 5-0-0.**
- F. Training on the DS200 for Election Clerks in Augusta in August.
- G. Press Release regarding the Town of Windsor has received a Safety Enhancement Grant awarded by the Maine Municipal Association for \$1,305.17 for Traffic Safety (Vests, Cones, Barricade I & II) for the Windsor Volunteer Fire Department.

Selectmen's Items: Ray Bates said we received an official notification on the Withdrawal Committee's Plan that we have 90 days beginning June 10, 2013 to come up with a plan. The next meeting is Wednesday at 6:00 p.m. We received an electronic copy of the Wiscasset's Withdrawal Plan and it goes on for 18 pages. We also have a copy of Monmouth's Withdrawal Plan and it is less pages. Ray asked if we would like to do a Press Release to the Townspeople regarding the Town Meeting. Some members asked about seeing it before it is published by sending an email to them and everyone agreed.

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

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

These minutes were approved by the Board of Selectmen on July 2, 2013 with the following amendments under Transfer Station changing the wording from Trash "**Trailer**" to Trash "**Container**".

Respectfully submitted by;

Theresa L. Haskell
Town Manager
Town of Windsor



MINUTES OF SELECTMEN'S MEETING
JULY 2, 2013
WINDSOR TOWN OFFICE

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

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

Ray Bates called the Board of Selectmen's Meeting to order at 6:10 p.m. with the Pledge of Allegiance.

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

Public Attending: Tom Reed and Carol Chavarie.

Previous Meeting Minutes: Ronnie Brann made a motion to accept the minutes dated June 18, 2013 as written with the correction of Trash Trailer to Trash Container, seconded by Dan Gordon and approved 5-0-0.

Salt Bid:

| | <u>Name</u> | <u>Price per ton</u> |
|----|----------------------------|----------------------|
| 1. | Mid-Atlantic Salt | \$55.00 |
| 2. | International Salt, LLC | \$56.57 |
| 3. | Cargill Deicing Technology | \$67.73 |
| 4. | Central Salt | No Bid |
| 5. | Eastern Salt Company, LLC | \$62.60 |

Keith said looking at the sample it looks too fine. He has been very happy with International Salt and he would recommend using International Salt again.

Ronnie Brann made a motion to approve International Salt's bid of \$56.57 per ton, seconded by Jonathan Adams and approved 5-0-0.

Roadside Mowing Bid:

| | <u>Name</u> | <u>Amount of Bid</u> |
|----|-----------------------|-------------------------------------|
| 1. | Arthur Kennedy | \$2,800.00 including the landfill. |
| 2. | Frederick "Rick" Drew | \$1,600.00 doesn't include the cap. |

Ronnie Brann made a motion to accept Frederick "Rick" Drew's Mowing Bid for \$1,600.00, seconded by Jonathan Adams and approved 5-0-0.

Public Comment: Tom Reed said he went to the Planning Board Meeting last night and he told the Planning Board Members that he will not be looking to renew his appointment as a Planning

Board Member because of how the Board of Selectmen voted to appoint one of the Planning Board members. He felt this was wrong and he doesn't feel the Board of Selectmen did the right thing and this is against what he believes in. There was much discussion.

Tom Reed said he will also be resigning as the Cemetery Sexton but he will remain as a Budget Committee Member because he was elected and not appointed. The Board of Selectmen said they are sad to see him resign as a Planning Board Member and also the Cemetery Sexton.

Public Works:

- Keith said everything is going good. He has finished the culvert replacements on the Weeks Mills Road and has moved over to the Maxcy's Mills Road. He said he has one left on the Maxcy's Mills Road.
- Keith is taking Monday off.
- Theresa said she will start the process of getting the Public Works addition information to be sent out for bid. Theresa said she would like to get the Transfer Station Committee back together to see about getting this information.
- Theresa said she will start the process on getting the Town Hall Generator bid out.

Transfer Station:

- Tim is not here and he told Theresa that everything is running fine.
- Theresa handed out the end of the year figures and it indicates we are down approximately \$3,400.00 of the amount of Revenue's that was originally projected.
- Theresa said we should have the Transfer Station Committee meet with the Board of Selectmen on Tuesday, July 23, 2013 as a Special Meeting to go over the Transfer Station's final phase.

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

Old Business: None

New Business: None

Town Manager's Items:

- A.** Projected Revenue Sharing - Theresa said she received a Projected Revenue Sharing for FY14 and it is less than what we voted in at the Town Meeting. We are \$3,580.15 less than what we had anticipated. Vern said this is a projection and could end up being more or less. Over the past few years it has been more than what we have projected and just goes over in our Unassigned Fund Balance or be taken away from our Unassigned Fund Balance.
- B.** Corey from Lane Construction – He said he will be looking to fix the Griffin Road and Wingood Road base pavement in the areas of mix that looks bad. He is hoping to have this done by the end of July by cutting some of the butt joints and overlaying some areas which included a 1,200' and 500' piece of road. Theresa also mentioned the Wingood Road has some areas that show the center line higher in areas and Corey said he will look into this. Theresa said she would like to make sure Keith will be with him on the road when they are here to do the project.

- C. Rick Gray Jr. made a motion to approve having Theresa Haskell take next Thursday and Friday July 11th and 12th, 2013 as normal duties, seconded by Ray Bates and approved 4-0-1.** Ronnie Brann abstained for personal reasons.
- D. Certificate of Appointments –**
- A. Theresa Haskell as Tax Collector. **Rick Gray Jr. made a motion to appoint Theresa Haskell as Tax Collector, seconded by Dan Gordon and approved 4-0-1.** Ronnie Brann abstained for personal reasons.
 - B. Theresa Haskell as the Emergency Management Manager. **Rick Gray Jr. made a motion to appoint Theresa Haskell as the Emergency Management Manager, seconded by Jonathan Adams and approved 4-0-1.** Ronnie Brann abstained for personal reasons.
 - C. Theresa Haskell as General Assistance Administrator. **Rick Gray Jr. made a motion to appoint Theresa Haskell as the General Assistance Administrator, seconded by Jonathan Adams and approved 4-0-1.** Ronnie Brann abstained for personal reasons.
 - D. Raymond Chavarie as the Windsor Educational Foundation and Reed Fund. **Ronnie Brann made a motion to appoint Raymond Chavarie as The Windsor Educational Foundation and Reed Fund member, seconded by Rick Gray Jr. and approved 5-0-0.**
 - E. Corey Roberge as the Animal Control Officer. **Ronnie Brann made a motion to appoint Corey Roberge as the Animal Control Officer, seconded by Ray Bates and approved 5-0-0.**
 - F. Timothy Coston as the Deputy Animal Control Officer. **Ronnie Brann made a motion to appoint Timothy Coston as the Deputy Animal Control Officer, seconded by Dan Gordon and approved 5-0-0.**
- E. Quit Claim Deed. Rick Gray Jr. made a motion to approve signing the Quit Claim Deed for Robert Hewett and to have the Chairman of the Board of Selectmen sign it, seconded by Ronnie Brann and approved 4-0-0.** Ray Bates abstained because he is the one signing the document.
- F. Major Road Construction –** At the Town Meeting we had the townspeople vote for \$550,000.00 so we need to take off a project to lower the amount of the approved bid. Theresa said she would recommend not overlaying the Wingood Road .7 section from the Coopers Mills Road in. The Board of Selectmen agreed. Tom Reed said the Reed Road coming off Route 105 is at least 45 years old.
- G. Employee Manual –** Theresa said she went to a class which indicated that our Employee Manual says that we are accruing Paid Time Off each pay period and she indicates we do not do this. The Board asked her to write something up indicating what we are actually doing now and to bring it to the next Board of Selectmen's Meeting.
- H. Ray Bates made a motion to have the Town Manager sign the Kennebec Valley Humane Society contract for January 1, 2014 to December 31, 2015, seconded by Ronnie Brann and approved 5-0-0.**
- I.** We received a letter from Electricity Maine regarding our auto renew contract with them and they have secured a long-term fixed rate contract for us at \$0.798 (7.98 cents/kWh) for 12 months, ending on our meter read in August, 2014. No action is required it will automatically renew unless we want to change. The Board of Selectmen agreed to renew.
- J.** Windsor Fair's annual Cookout is Wednesday, July 17, 2013 at 5:30 p.m. and the Board of Selectmen and a guest are invited.

Selectmen's Items: Ray Bates handed out a letter that he would like the Board's input on which includes information regarding the 2013/2014 Proposed Tax Increase. He also is recommending that we have some sort of page on the website that is designed to give input to the public from the Town Manager and Board of Selectmen. The Board agreed to call it "The Town Hub".

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

The next regular Board of Selectmen's Meeting will be on July 14 "16", 2013 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on July 16, 2013 with the following amendments Changing when the next Board of Selectmen's Meeting from July 14, 2013 to July 16, 2013.

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



MINUTES OF SELECTMEN'S MEETING
JULY 16, 2013
WINDSOR TOWN OFFICE

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

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

Ray Bates called the Board of Selectmen's Meeting to order at 6:01 p.m. with the Pledge of Allegiance.

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

Public Attending: Tom Reed, Diane Kelley and Gary Singer. Bill Appel arrived at 6:17 p.m.

Previous Meeting Minutes: Dan Gordon made a motion to accept the minutes dated July 2, 2013 as written with the change of when the next Board of Selectmen's meeting should be the 16th of July and not the 14th of July, seconded by Rick Gray Jr. and approved 4-0-0.

Public Comment: Gary Singer just moved here in October and lives on the Hunts Meadow Road and he said last month there was an accident in front of his house and another one in the past week and he wants to know what the Town is willing to do about this. He has asked the state to meet with him on July 23, 2013. The Board of Selectmen said they would like to see what D.O.T. has to say about this.

Dianne Kelley at 74 Erskine Road said she walks this road with her dog and there is poison ivy on both sides of the road and when a car comes she has to go into it. What can the town do about poison ivy? Theresa said we can check into what the State and D.O.T. does and see what the cost is and possibly putting something in the budget for next year. Keith said he will call Greg to see what they do.

Public Works:

- Keith said everything is completed and we are ready for paving. Ray asked if there has been any contact with Lane Construction. Keith said Lane Construction is looking to see when Pike Industries will be starting. Theresa said Pike Industries said they are wondering when they will be receiving an award letter. Theresa said they are looking for an award letter which she has mailed out to them. They are indicating they are tight on schedule and are looking at the end of August.
- Maxcy's Mills Road cross culverts will be paved tomorrow. The cost of paving these culverts was originally \$1,700.00 but if we dig out the dirt they will bring the price down to \$1,200.00. B & S Paving will be doing the work. The Board of Selectmen agreed to have this done by B & S Paving and have Keith dig out the dirt.

- Keith said he has graveled the Wingood Road where we will be paving, put reclaim down on the Doyle Road and patched the holes, cold patched in other areas and put gravel on the Reed Road. Today they put some reclaim on the Reed Road on the Route 105 end.
- Keith also put a 45 m.p.h. speed limit sign on the Twenty Rod Road.
- Keith said we need to know when the Roadside Mowing will be done. Theresa said Rick Drew sent over a proposal of doing two roadside mowing's for a total of \$2,240.00. **Ray Bates made a motion to amend our mowing contract to allow for a second mowing and to have the second mowing around the middle of October, seconded by Dan Gordon and approved 4-0-0.** Keith said he is willing to mow the cap at \$45.00 an hour. This is less then state rates. **Ronnie Brann made a motion to pay Keith Hall to mow the cap at \$45.00 an hour, seconded by Rick Gray and approved 4-0-0.**

Transfer Station:

- Tim is not here but and he told Theresa that everything is running fine.
- Tim mentioned to Theresa that the weed whacker is missing. Tim said he was going to check to see what the cost is for an attachment to the Public Works one. Keith believes we may have another one and he will check into it.

Consideration of Payment Warrants: Rick Gray Jr. made a motion to approve Warrants #3 & #4, seconded by Dan Gordon and approved 4-0-0.

Old Business:

- Meeting with the Transfer Station Committee will be on Tuesday, July 23, 2013 at 6:00 p.m. at the Town Office.

New Business: None.

Town Manager's Items:

- A. Theresa has received a written two week resignation from Tim Coston as the backup Animal Control Officer as of July 7, 2013. Ray said he has talked with Tim and Tim feels that he is the primary and not the backup because no one can get a hold of the primary person. Theresa said she received an Animal Control Officer call on Sunday, July 14th, 2013 and no one could get a hold of Corey. He then called her on Monday morning and said he resigned. The Board of Selectmen said to advertise and make contact with other towns regarding this Animal Control Officer position.
- B. Theresa said the Kennebec Journal pricing for the daily newspaper is going up.
- C. Theresa received a letter from International Salt and the new price for salt is \$54.82 a ton.
- D. Sarah Cunningham has received confirmation that she has completed her hours and classes to be a Certified Clerk of Maine. The Board of Selectmen thanked Sarah for all her years of dedication. She said she has been with the town for 16 years.
- E. Certificate of Appointment – Dr. Maggie Allen for the Windsor Educational Foundation and Reed Fund Member. **Ray Bates made a motion to appoint Dr. Maggie Allen as a Windsor Educational Foundation and Reed Fund Member, seconded by Ronnie Brann and approved 4-0-0.**

- F. Bill from the RSU. Theresa said we may have to move two Board of Selectmen's Meetings because of the RSU voting. The first one from August 13th, 2013 to August 12th, 2013 and the second one from September 10th, 2013 to September 9th, 2013.
- G. 2013 Agreement Governing the Use of Voting Equipment. **Ronnie Brann made a motion to have Ray Bates sign as the Chairperson the 2013 Agreement Governing the Use of Voting Equipment Lease Agreement, seconded by Rick Gray Jr. and approved 4-0-0.**
- H. K.V.C.O.G. **Ray Bates made a motion to appoint Rick Gray Jr. and Theresa L. Haskell as the "Official Representatives" to serve on the K.V.C.O.G.'s General Assembly, seconded by Dan Gordon and approved 4-0-0.**
- I. Maine Municipal Association Annual Election – Vice President and Executive Committee Members. The Voting Ballot was handed to chairman Ray Bates to vote.
- J. Reminder of the Windsor Fair Association Supper tomorrow night.
- K. At the next meeting we will need to have a Public Hearing on the General Assistance Appendices.

Selectmen's Items:

Ray Bates said the Withdrawal Committee is seeking members for a sub-committee to start the process of Budget Committee for the Windsor School. Ray Bates said so far he has talked to two people and Bill Appel and Bob Holt are interested in being on this committee.

We need to vote for a Chairperson. The vote was one vote for Jonathan Adams and three votes for Ray Bates. Ray Bates will continue being the chairman.

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

The next regular Board of Selectmen's Meeting will be on July 30, 2013 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on August 13, 2013 with the following amendments: None.

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



MINUTES OF SPECIAL SELECTMEN'S MEETING
WITH THE TRANSFER STATION COMMITTEE
JULY 23, 2013
WINDSOR TOWN OFFICE

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

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

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

Ray Bates called the Board of Selectmen's Meeting to order at 6:10 p.m. with the Pledge of Allegiance.

Employee's attending: Theresa Haskell, (Town Manager) Debbie French, (*Secretary to the Board*) Tim Coston, (Transfer Station Supervisor) and Keith Hall (Road Supervisor).

Public Attending: None.

Public Comment: None.

Transfer Station:

- a) Discussion of large scales and roadway to them. ACME Steel Company is a new company that it is interested in putting in a large scale. Dave Mitch from Waste Management was supposed to come with a design to the Transfer Station but has not come yet. Theresa will try contacting him regarding this one more time. If he does not get back to her than Ronnie said we should call Sebago Scales. Keith said that he can call McGee and see what he can tell us. Theresa said that Dan Finley was willing to help with the specs for the lighting.
- b) There will be 2 compactors which are 3 cubic yards each.
- c) Ground work needs to be done first, then the cement wall and then the pad for the 2 containers. Ronnie asked Arthur if we run shy on the fill, would we be able to get some from the Windsor Fair Association Gravel Pit and Arthur said that would not be a problem.
- d) Discussion regarding who will draw up the "floor plan".
 1. *Contact Waste Management to see if they can come down to help with the design of traffic flow.*
 2. *Contact Sebago Scales to see about having them help us with the design of traffic flow.*
 3. *Set up paint stops to see how the flow of traffic will work and where the tentative large scales will be.*
- e) Discussion regarding the electrical layout.
 1. *Contact CMP to see about enlarging the transformer at the top of the hill and putting in a new pole at the new Transfer Station Recycling area.*
 2. *Meet with an electrical contractor to help with writing the specs on the electrical.*
 3. *Send an email to Nedland to see what the cost increase will be on the original quote of 2 compactors with some additional questions.*

Old Business: None.

New Business: None.

Town Manager's Items: None.

Selectmen's Items: None:

Ray Bates declared this meeting adjourned at 8:00 p.m.

**The next regular Board of Selectmen's Meeting will be on July 30, 2013 at 6:00 p.m.
There will also be a Public Hearing to approve the Local General Assistance Ordinance
and Yearly Appendices at the opening of the July 30th meeting.**

These minutes were approved by the Board of Selectmen on **July 30, 2013** with the following amendments: **None.**

Respectfully submitted by;

Debbie French
Deputy Clerk
Town of Windsor



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
JULY 30, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Tom Reed, Clarence Smith and John Opperman.

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

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

Ray Bates opened the Public Hearing for the Adoption of the Local General Assistance Ordinance and Yearly Appendices at 6:10 p.m. Ronnie Brann made a motion to adopt the Local General Assistance Ordinance and Yearly Appendices seconded by Rick Gray, Jr. and approved 5-0-0. Ray Bates closed the Public Hearing at 6:14 p.m.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated from 7-23-13 as written seconded by Jonathan Adams and approved 3-0-2. Rick Gray, Jr. and Dan Gordon abstained because they were not here for that meeting.

Public Comment:

- a) Tom Reed asked what the outcome was on the Hunts Meadow Road situation. Ray told him that the State is totally against a stop sign there but did say that we can put up a corner sign with a 30-mile speed limit sign and said that we can put lines on the road.
- b) Clarence Smith asked if some kind of line could be put at the end of the Melaney Road going onto Route 17.

Public Works:

- a) ***Update on Paving for 2013/2014:*** Ray said that Lane Construction repaved parts of the Griffin Road today and the Wingood Road for where there were bad spots from where they did the paving last year. Pike is starting the grinding and fine grading beginning on August 12, 2013. Roadside mowing will start on Friday.

Transfer Station:

- a) ***Update on Transfer Station Improvements:*** Jonathan Adams said that Keith was working on the cap at the Transfer Station today. Tim said that he received a phone call today from the employee who was supposed to cover for him tomorrow, saying that he would not be able to work after all. The other attendant will be there and Tim said that he should be back shortly after the Transfer Station opens. Also, Tom Reed said that he would be willing to volunteer some time to help Tim out.
- b) Tim went and worked on the wood pile and metal pile on Sunday.

Consideration of Payment Warrants #5 & #6: Jonathan Adams made a motion to approve warrants #5 & #6 seconded by Dan Gordon and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) *Discussion on RSU \$12 Budget Validation Vote time and dates:* The date has been changed from August 13, 2013 to August 12, 2013 at Whitefield School at 7:00 p.m.
- b) Ray went to Palermo's Withdrawal Committee which met with the RSU #12's Withdrawal Committee. He said that they settled one important thing ... the last 3 years amount of what Palermo has paid in and averaged that number which was 9.28%. They will be using the same formula for us when we get to that point. Ray said that if RSU #12 has to take out a loan to fix any school building then all the schools are stuck with paying their percentage until that loan is paid off or they are completely out of the RSU #12. Rick asked if Wiscasset has come any further in their withdrawal process and Ray said that they will be trying to vote on it in November.
- c) There was much discussion over many situations and/or possible situations involving the RSU #12.

Selectmen's Items:

- a) The Town Hub Information: Ray said that the Town Hub will be having local updates for our residents. The selectmen will be putting in letters that will help to keep our townspeople informed.

Chairman Ray Bates adjourned the meeting at 7:30 p.m.

These minutes were approved by the Board of Selectmen on August 13, 2013 with the following amendments: None.

The next Regular Board of Selectmen's Meeting will be on August 13, 2013 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
AUGUST 13, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Tom Reed, Carol Chavarie and Mark Parlin.

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

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

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated from 7-16-13 and the Minutes dated 7-30-13 as written seconded by Dan Gordon and approved 5-0-0.

Public Comment: None.

Public Works:

- a) Pike is a couple of weeks behind so Keith had to go fill some potholes.
- b) Cutting brush on Shuman Road.
- c) Signs are up on Hunts Meadow Road following the complaint. This is a suggested speed for that corner.
- d) Cap has been mowed.
- e) Went to a Maine Local Roads class today.
- f) Will be working on chipping when we have access to a chipper.
- g) Had a complaint about big trucks going much faster than the 35 mph on Ridge Road so the police will be monitoring the road for a while.
- h) Theresa had the design for the PW addition and she, Keith and the BOS went over it. There was much discussion. Keith is concerned about being able to lock up the gas/diesel powered tools with the proper ventilation. CEO Arthur Strout was asked to look over the design regarding the storage of these power tools. Arthur does not recommend having the storage area for the power tools in the office. He also recommends that the storage room be fireproofed and just be a cold storage room.
- i) Jonathan said that he would like to have some hooks on the side of the trucks to hang the chains on, that way they will be readily available when needed.

Transfer Station:

- a) **Monthly Figures:** First month into the year we are a negative \$193.40 from last year. Tim said that this reflects all the new plastics that we now recycle.
- b) **Ronnie Brann made a motion to purchase two compactors at a cost of \$26,650.00 seconded by Dan Gordon and approved 5-0-0.** Theresa sent an email and ordered them when the motion passed. Ray said that the electrician said that we will need a 400 amp service. There was also discussion on the electric gate. Ronnie thinks that we should get it ordered and then when the electrician is ready we will be all set to go.

- c) Theresa spoke with Waste Management regarding the wood and they will take care of it at \$55.00 per ton which the person bringing in the wood will be paying. There cannot be any pressure treated wood mixed in with the wood pile. This would take the place of Tim burning the wood pile. They will be contacting Theresa on the ash and how to get rid of it and what it entails.

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

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **RSU #12 Budget Validation Referendum Warrant:** Theresa has a warrant from the RSU that needs to be signed. **Ronnie Brann made a motion to sign the RSU #12 Budget Validation Referendum Warrant seconded by Rick Gray, Jr. and approved 4-0-1.** Ray Bates abstained because he does not approve the RSU # 12 Proposed Budget. The four selectmen signing each vowed that they are signing of their own free will.
- b) **Maine Municipal Association (MMA) Convention:** October 2 & 3 in the past we have closed on Thursdays for the training and awards ceremony. **Ray Bates made a motion to approve the closing of the office on Thursday, October 3rd for the staff to attend the MMA Convention seconded by Ronnie Brann and approved 5-0-0.** Theresa told the BOS that there is a RSU Withdrawal Workshop at the convention that she will be attending and would also like Tom Squiers to attend. **Ray Bates made a motion to approve sending Tom Squiers to the workshop at the MMA Convention regarding RSU withdrawals seconded by Ronnie Brann and approved 5-0-0.**
- c) **The Town Hub:** Theresa read the informational letters to be put on the web page's "The Town Hub" which is a place for the BOS to keep the towns people informed of current issues.
- d) **Greeley memorial stone:** There has been a request to place a memorial stone and park bench in memory of Rance Greeley, who was a Selectman for many years during his life. Theresa said she can have these people come to the next BOS Meeting if the BOS would like. She will contact them to come.
- e) **Roofing Refund:** Theresa said we received a refund from Mitchell's Roofing in the amount of \$325.00 because there was one part of the roof that they did not have to do.
- f) **Town-owned Properties:** We still have two trailers – one on Barton Road which people are still living in and we are paying the insurance on it while they pay nothing. An eviction will have to be done. The other one is located on Ridge Road and to our knowledge it is empty. Ronnie suggested that it just be dismantled and hauled away. A third property is still in bankruptcy and is land only.
- g) **Bank of Maine CD Rates compared to Kennebec Savings 9-13-13:** The Bank of Maine came and met with Theresa and would like to get some of our business. They told her that they can do better rates on the CD's (Certificate of Deposits) and that they could combine them and give us a spreadsheet indicating how much interest each account would earn.
- h) **Salt Prices:** Theresa did some research on salt prices over the years. Over the last five years we are a little bit ahead with a good product compared to being with KVCOG. Going with KVCOG would mean we would get who they choose and not being able to choose who we want. Theresa said that International Salt has been very good to us both price wise and product quality.
- i) **Windsor Neck Cemetery & North Windsor Baptist Church Cemetery – Poison Ivy around fences:** There was much discussion regarding ways to kill the poison ivy and how to repair or remove the fencing that is decaying. Theresa said that Dick Pooler said that he was interested in working on this. Also, Rick Gray said that he has a couple of scouts who are working to earn their Eagle Scout Badge

who might be able to do take care of the fencing issue as a project. Rick Gray, Jr. and Theresa will meet with Dick Pooler at the Cemetery Committee Meeting.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 9:11 p.m.

These minutes were approved by the Board of Selectmen on August 27, 2013 with the following amendments: None.

The next Regular Board of Selectmen's Meeting will be on August 27, 2013 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
AUGUST 27, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Bill Appel and Mark Parlin.

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

Ray Bates called the meeting to order at 6:26 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 8-13-13 as written seconded by Jonathan Adams and approved 3-0-0.

Public Comment: None.

Public Works: None.

Transfer Station: None.

Consideration of Payment Warrants # 9 & # 10:

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

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Set BOS Meeting for Tax Commitment on September 11, 2013 at 6:00 p.m.
- b) Theresa handed out the 2012/2013 Yearly Budget Figures.
- c) Theresa said we will need to move to the ACO/Enforcement of \$313.89. Theresa suggested we take this out of the Public Safety. **Ray Bates made a motion to move \$313.89 from the Public Safety Cost Center to the ACO/Enforcement Cost Center, seconded by Ronnie Brann and approved 3-0-0.**
- d) The compactors have been ordered. B. M. Clark said it will be around 3 ½ weeks on the canister.
- e) Theresa said Keith Hall had mowed the Transfer Station Cap for the \$45.00 per hour which took 10.75 hours during his regular time as the Public Works Supervisor and he felt this was not enough pay to do this. He would like to be paid for using his equipment. Ronnie suggested we pay Keith Hall \$30.00 per hour for the use of his equipment for 10.75 hours. **Ray Bates made a motion to pay Keith Hall \$322.50 for the use of his equipment for mowing the Transfer Station Cap, seconded by Ronnie Brann and approved 3-0-0.**

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 6:40 p.m.

These minutes were approved by the Board of Selectmen on **September 10, 2013** with the following amendments: **None.**

The next Regular Board of Selectmen's Meeting will be on September 24, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF SELECTMEN'S MEETING
SEPTEMBER 10, 2013
WINDSOR TOWN OFFICE

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

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

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

Public Attending: Tom Reed and Sidney Little. Bill Appel arrived at 6:17 p.m. Ray and Carol Chavarie arrived at 6:18 p.m. Carolyn Perry arrived at 7:13 p.m.

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

Previous Meeting Minutes: Ronnie Brann made a motion to accept the minutes dated, August 27, 2013 as written, seconded by Jonathan Adams and approved 3-0-2. Rick Gray Jr. and Dan Gordon abstained because they weren't at the meeting.

Public Comment: Sidney Little is interested in the Animal Control Officer position. He has experience with animals. He said he wanted to meet the Board of Selectmen and introduce himself.

Leon Bucher from the Inland Fisheries and Wildlife was here on behalf of the Inland Fisheries and Wildlife to discuss the public access site located between Greeley Road and Savade Pond. At the existing access site IF&W is proposing to develop a hand carry sight. They want to go in to the right where there is a skid trail now which will allow them to stay up on the high and dry area. Dr. Greeley has asked for a Memorial stone. IF&W will put a rock bench there. Dr. Greeley is asking to have a picnic table and trash container at the site. IF&W can't do this and is looking to see if the town has any interest in providing and entertaining doing this. Ronnie Brann said that he goes to the Alagash and they have a "carry in" and "carry out" process for trash. Ronnie said he doesn't have a problem with a picnic table. The Board of Selectmen said the ability to take on this task would be very hard to do for the future and the Town doesn't have the resources to fulfill this request. Carolyn Perry said maybe the Boy Scouts might be interested in building the picnic table and maybe go once a month to pick up the trash. Jonathan said this won't happen and for us to do this would be very difficult to do on a weekly basis. Rick Gray said the Boy Scouts could build a picnic table. Leon said when IF&W has a boat launch site we may need to control the site with visits and possibly mowing and trimming. Sometimes towns are interested in partnering with IF&W to keep this looking nice with some sort of percentage paid by the town. IF&W is looking to support hand carry boats.

Public Works: Keith said Pike will be coming back the week of September 23rd to finish grinding the Barton Road and Sampson Road and hopefully put the base down on all of the roads

that were ground and also hope to surface the Griffin Road. Keith said they do four trips down and back which is one more than the rest of the companies. They have changed at least 400 teeth on the grinder. Keith said they are a good crew to work with. Keith said we had put over 700 yards on the Choate Road. They have 6 hours of grading with 5 hours on the Choate Road and 1 hour on the Weeks Mills Road. Keith said he may start digging this week to get the gravel ready for the addition to the Public Works Garage. Keith said he may need to put a road in from the top so they can get in there. Keith said Marvin has his excavator and he could do this faster than Keith could. The Board agreed with this.

Theresa handed out the RFP for the Public Works Addition 20' X 24' and the Board looked it over and made corrections. Theresa said we will send out the packets to 4 different contractors to see if they are interested in bidding.

Transfer Station: Tim said he will hopefully burn the wood pile tomorrow night. Grimmell's is scheduled to pick the metal can up within the next couple of days. We are going at least two weeks of transportation on the Municipal Solid Waste. Tim asked if we are looking to insulate the recycling building. Tom Reed suggested off to one side maybe we can put a small area that can be heated. The Board said they will play it by ear. Angela asked about putting the address and phone number on the Recycling Center Fee Schedule. Rick said he wouldn't have the phone number on it but he is o.k. with the location. The Board agreed to have the address and not the phone number.

Theresa handed out the Monthly figures at the Transfer Station. We are down \$1,243.65 from this same time last year.

Consideration of Payment Warrants: Jonathan Adams made a motion to approve Warrants #11 & #12, seconded by Rick Gray and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- A. Spirit of America Awards. The Board of Selectmen presented Ray Chavarie and Carol Chavarie the Spirit of America Award for the many years they have donated their time to the Town of Windsor.
- B. MMA Workers Compensation and Property & Casualty Pool – Dividend back of \$1,821.00. The Board of Selectmen asked to have the Press Release put on the Town HUB.
- C. Tim said he went down and looked at the Town owned trailer and he talked with the land owner about burning the debris. Tim said he would suggest we put a dumpster there instead of hauling this down to the Transfer Station. Tim said this would take multiple trips to do. Ronnie said we could put a 40 or 50 yard trailer and have it hauled off. Tim said if the Board will approve it he may be able to do this weekend. Tim said he is willing to do this job for the trade of the old Trash Trailer. He said he would have to cut the trailer up where it is. **Ray Bates made a motion to completely tear down the trailer located at 579 Ridge Road, Windsor Maine with the cleanup to satisfy the land owner within a month for the trade of the Trash Trailer located at the Transfer Station and completely dismantle the Trash Trailer and remove with the cleanup to satisfy the Town Manager within a**

reasonable time as determined by the Town Manager. The Town of Windsor will be responsible for the cost of the dumpster and the demo located at the 579 Ridge Road, Windsor, Maine. This motion was seconded by Ronnie Brann and approved 5-0-0.

- D. Employee Manual – The Board of Selectmen and the Town Manager discussed the Paid Time Off accrual. Theresa said the Employee Manual indicates that the Paid Time Off is accrued each pay period rather than at the beginning of the fiscal year. It also indicates that the employee doesn't earn any Paid Time Off until after the first year worked. There was much discussion and Theresa will write up something for the Board to look at.
- E. **Jonathan made a motion to approve moving the NSF Check Charge from \$22.00 to \$25.00 seconded by Rick Gray and approved 5-0-0.**
- F. KVCOG – Theresa received a post card from Rosie at K.V.C.O.G. thanking her for meeting with her and she was amazed by the many duties that Theresa performs and that the Town of Windsor is fortunate to have her steering the ship.

Selectmen's Items: Ray handed out an email he received indicating that it appears that the RSU was in error in approving the issuance of bonds. It also appears the bond bank lawyer has no knowledge of the law as it relates to his job. Since no referendum was held by the RSU for the approval of the new Chelsea School Bond, except in Chelsea, then it appears that Chelsea could hold the debt all alone.

MMA is looking for the Town of Windsor to nominate two people from the Town for the MMA Voting Delegate Credentials. **Ray Bates made a motion to nominate Theresa Haskell and Sara Cunningham, seconded by Rick Gray and 5-0-0.**

Ray Bates declared this meeting adjourned at 9:39 p.m.

The next regular Board of Selectmen's Meeting will be on September 24, 2013 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on **September 24, 2013** with the following amendments **None.**

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



MINUTES OF SPECIAL SELECTMEN'S MEETING
SEPTEMBER 11, 2013
WINDSOR TOWN OFFICE

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

Members present: Ray Bates, Dan Gordon and Ronnie Brann. Rick Gray Jr. arrived at 6:07 p.m. and Jonathan Adams was absent.

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

Public Attending: Tom Reed and Dick Avery.

Ray Bates called the Special Board of Selectmen's Meeting to order at 6:04 p.m. with the Pledge of Allegiance.

Public Comment: Dick Avery said the vinyl jam door comes as a package compared to solid steel door that will need to be painted and we will need to buy a threshold, weather strip and door sweep.

Commitment of 2014 Real Estate Taxes: Ronnie Brann made a motion to recess as Board of Selectmen and convene as Board of Assessors at 6:12 p.m., seconded by Dan Gordon and approved 4-0-0. Vern said after the school meeting we had in June, the increase for the Town of Windsor will go up over the next four years with the same increment. The original proposed budget was around a one mil increase. The budget passed yesterday by 20 votes. This lowered Windsor's share by approximately \$50,000.00 by what we received from the state. With all the extra value what you have in front of you are two different tax rate calculations. One would be 13.1 and the other is at 13.2 mil rate. We could have an overlay up to \$139,134.00 but the proposed amounts would be either \$82,168.42 at the 13.2 mil rate or \$60,465.01 at the 13.1 mil rate. It is up to you if you would like to see any other scenarios. Ronnie said he is o.k. with the 13.2 mil rate with an ~~\$82,168~~ \$82,168.42 overlay because we may need this to help with next year. Rick agreed and said we still may need some road projects done. **Ronnie Brann made a motion to have the Real Estate Tax Rate to be 13.2 mils on a total taxable valuation of \$213,579,900.00 and to sign the commitment papers as prepared by the Assessor's Agent, seconded by Rick Gray and approved 4-0-0. Ronnie Brann made a motion to adjourn as Board of Assessors and reconvene as Board of Selectmen at 6:45 p.m., seconded by Dan Gordon and approved 4-0-0.**

Selectmen's Items: Ray Bates said he would like the Board of Selectmen to look at the insert that would be put within the tax bills. The Board of Selectmen suggested just having this:

“LOOK FOR MONTHLY NEWS ON THE TOWN'S WEBSITE INCLUDING
“THE HUB” AT www.windsor.maine.gov!!”

Ray Bates declared this meeting adjourned at 7:12 p.m.

The next regular Board of Selectmen's Meeting will be on September 24, 2013 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on September 24, 2013 with the following amendments Correcting dollar amount on page 1 under Commitment of 2014 Real Estate Taxes.

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor



MINUTES OF THE BOARD OF SELECTMEN’S MEETING
SEPTEMBER 24, 2013
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: Dan Gordon, Richard Gray, Jr., Ray Bates, Ronnie Brann. Jonathan Adams was absent.

Public Attending: Tom Reed, John Opperman and Bill Appel.

Employees Attending: Theresa Haskell - arrived at 6:18 p.m., (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Back-up Animal Control Officer*) arrived at 6:27 p.m. and Debbie French (*Secretary to the BOS*).

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

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 9-10-13 and Special Minutes dated 9-11-13 with the correction of correcting the dollar amount on page 1 under Commitment of 2014 Real Estate Taxes seconded by Dan Gordon and approved 4-0-0.

Public Comment:

Public Works:

- a) Opening of Bids – 6:15 p.m.

Much discussion over the bids and how the budget was planned on the “extra” things not included.

| Company | Bid Amount | Motion | Second | Approval | Total Bid |
|-----------------|-----------------|---------------------|------------------|--------------|-------------|
| Dick Avery | \$38,000.00 | Ronnie Brann | Rick Gray | 4-0-0 | \$38,000.00 |
| Lajoie Brothers | \$50,545.00 | | | | \$50,545.00 |
| Troy Prescott | No bid received | | | | |

- b) Ronnie said that the grinder was broken down the other day. Ray said that they were supposed to start grinding the Barton Road tomorrow but doesn’t know if that still holds now.
- c) Ray said that the paving crew has been held up another week.
- d) Theresa and Keith met on the Maxcys Mill Road with Rick from ETTI regarding the gas pipeline sections of pavement they did. There have been a few complaints regarding the paving they did across the road as it has dipped in. Also, Theresa said there are a few areas that they paved on the side of the road that have also dipped in. Theresa and Keith painted the areas that they would like to be fixed.
- e) Theresa said we are probably two years out from having the Maxcys Mill Road completed (after CMP work). Theresa said she would be contacting them to see what they will do to help us fix this road as when they are nearing the completion. She also said that will have before and after videos of the road.
- f) Theresa told the BOS that the Choate Road took a lot of gravel which was an additional cost so the Road Maintenance line might be up this year as the Barton Road and the Sampson Road will also need gravel hauled in.

Transfer Station:

- a) Tim burned the wood pile and cleaned up all around it. Theresa & Tim will see about getting the ash tested.
- b) Tim said that they had talked about the lights being turned and temp power with Dan Finley. Tim asked him about getting power hooked up in the other building now. Dan was actually in the CEO's office and came out and talked with them about it. Dan said that he would get Theresa a price to do this, but, he would recommend that we dig the ditch from the Transfer Station building to the new building and put pipe in that would be enough to cover a 200 amp service. He asked Tim what the distance is from and Tim told him it is exactly 200 feet from the steps of the Transfer Station Building to the new building, not including the running down to the electrical panel and to the new service that will be in the new building. Dan told the BOS that this is good because if it was over 250 feet, it would require a larger wire.

Consideration of Payment Warrants # 13 & # 14:

Ronnie Brann made a motion to approve warrants # 13 & # 14 seconded by Dan Gordon and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Tim reported that the truck which was hauling the dumpster for the demolition of a Town-owned trailer on a private citizen's property got stuck in that driveway, so the dumpster is sitting back at the Transfer Station. One of the BOS Members asked if this could be considered a controlled burn for the Volunteer Fire Department to do. Fire Chief Arthur Strout came into the meeting and said that for a controlled burn the Town would have to give Arthur a letter saying that the WVFD would be held harmless. The BOS decided that this would not work after all as the trailer is owned by the Town but the land is owned by a private citizen.
- b) Theresa has a check from the State of Maine regarding the Federal Court Trial that she had to attend for the Town and wants to know if this falls under the Jury Duty policy in the Employee Manual. She also reported that she did not charge the Town for mileage for this trial and that Keith Hall will also have the same situation. Ronnie Brann removed himself from discussion on this matter for personal reasons. **Ray Bates made a motion that Theresa Haskell and Keith Hall keep the checks regarding the Federal Court Trial that they are attending on the Town's behalf, seconded by Rick Gray and approved 3-0-1 with Ronnie Brann abstaining for personal reasons.**
- c) Town Hall Generator Bid Proposals: Theresa passed out the RFP form she created for approval. There was much discussion and this was put on hold for the BOS to look into this further.
- d) Burgess Computer Contract: Theresa handed out a new Burgess Computer contract regarding the "BizGuard" Municipal Managed Services. Service Level Agreement Contract for our computer service contract with the same rates as last year. The BOS asked Theresa if she is happy with them and she said that it has been working okay and that at this time she would like to continue with them. **Ronnie Brann made a motion to approve Theresa signing the Burgess Computer Contract seconded by Rick Gray, Jr. and approved 4-0-0.**
- e) Theresa gave the BOS members a quote of \$9,800.00 from A& B Welding (formerly BM Clark) for a new 50 yard (heavy duty) compaction body for the Transfer Station. Theresa told the BOS that we paid \$7,900.00 for the same thing last year, but the price of steel has increased greatly. Ronnie Brann said that these containers are heavy duty and if we purchased them from another company, they would be out

of state and it would cost us even more. Much discussion. Theresa said that they are **Ray Bates made a motion to accept the proposal from A&B Welding in the amount of \$9,800.00 seconded by Rick Gray, Jr. and approved 4-0-0.**

Rick Gray made a motion AT 8:00 P.M. to go into Executive Session per 1 M.R.S.A. § 405(6)(A) to discuss personnel matters and to include Town Manager, Theresa Haskell and Backup ACO, Tim Coston, seconded by Ray Bates and approved 4-0-0. The BOS returned from Executive Session at 8:36 p.m. Theresa asked if any of the BOS had any comments after returning from the Executive Session and Ray said that they would leave the final decision up to Theresa Haskell.

Selectmen's Items:

Ray said that at the RSU Withdrawal Meeting it was discussed that Wiscasset had hired 2 outside consultants (former DOE employees) to do a school budget. At that meeting Ray was asked to call Jeff Slack (a Wiscasset Selectman) on their Withdrawal Committee to confirm how much they spent on said experts. His conversation with Mr. Slack was that they did not have a school budget done by the officials but that they actually had a legal firm do their school budget and write their separation agreement for RSU Withdrawal at cost of \$40,000.00. Jeff said that Ray said that Mr. Nault was encouraging the Ad-Hoc committee to hire the former DOE employees to do our school budget for withdrawal. There was much discussion.

Chairman Ray Bates adjourned the meeting at 9:01 p.m.

These minutes were approved by the Board of Selectmen on **October 8, 2013** as written.

The next Regular Board of Selectmen's Meeting will be on October 8, 2013 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
OCTOBER 8, 2013
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: Dan Gordon, Richard Gray, Jr., Ray Bates, Ronnie Brann and Jonathan Adams.

Public Attending: Tom Reed.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor and Back-up Animal Control Officer*) arrived at 6:27 p.m. and Debbie French (*Secretary to the BOS*).

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

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 9-24-13 as written seconded by Ronnie Brann and approved 4-0-1 with Jonathan Adams abstaining because he was not at that meeting.

Public Comment: None.

Public Works:

- a) Keith said they have been cutting brush on the Ingraham, Sampson, Legion Park & Wingood Roads.
- b) Keith did patching on the Hunts Meadow, Melaney, Erskine, Legion Park and Crosby Roads. Keith also had to fix the end of the Maxcys Mill Road by filling in a big hole with dirt.
- c) Hole has been done in back of building for the footings and the footings are all poured. The walls are ready to be poured tomorrow. The metal was removed from the back of the building today. Dig Safe marking has been done for the Transfer Station parking lot where they are going to put the power lines underground.
- d) Paving will begin tomorrow starting with the Choate Road.
- e) Road Maintenance Budget – Keith's budget will be very minimal from now to June and he still needs to buy a lot more gravel for ditches and driveways. Much discussion. The BOS must decide tonight whether or not to pave a little wider on the Barton Road. **Ronnie Brann made a motion to approve the \$6,577.10 to have the Barton Road on the South Belfast Road end from 18' wide to 20' wide seconded by Dan Gordon and approved 4-0-1 with Jonathan abstaining due to the fact that he works for Pike.** Ronnie said that next year we need to have an October 1st deadline for all paving.

Transfer Station:

- a) Tim said he got hold of Minute Man signs and ordered some new signs. Will also have ACO signage at the TS letting people know when dog licenses are due.
- b) Rick asked about the ash pile. Tim & Theresa took pictures and sent them over to Mark Thompson at Waste Management. Mark gave Theresa information on how to go about getting rid of the ash pile. We will need to take a composite sample of the ash and send it to the lab. It will have to be approved before they can truck any ash to Norridgewock.
- c) Monthly Figures: 1st quarter is only down \$351.20 this year.

- d) Wiring for new service between the TS and PW. Dan Finley said that they need to have at least 250 feet of the wiring. Dan said that he could do the whole project for \$2,475.00. Much discussion!
Ronnie Brann made a motion to have Finley's Electric complete the Transfer Station electrical project as proposed in the amount of \$2,475.00 seconded by Jonathan Adams and approved 5-0-0. Theresa is looking for the date of October 21, 2013. In the meantime Tim has no lights on Wednesday evenings. Much discussion. Keith will let the TS borrow his small generator for lights.
- e) Once the PW building is completed we will no longer need the Port-a-Potty. The town owns this and will keep it but not have it in use. Much discussion.

Consideration of Payment Warrants # 15 & # 16:

Ronnie Brann made a motion to approve warrants # 15 & # 16 seconded by Rick Gray, Jr., and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) 3-Month Budget: We have spent 14.99%
- b) Appointment Paper on Tim Coston as new Animal Control Officer: **Jonathan Adams made a motion to approve Timothy Coston as the new Animal Control Officer seconded by Ray Bates and approved 5-0-0.**
- c) Tim is the ADC and said that there is still one smart beaver that he has seen go over the trap and around the trap. He is working on trying something else to get him.
- d) Town-owned trailer: Tim said he would have Waste Management check the area that the demo trailer needs to go. **Ray Bates made a motion to extend the tearing down of the trailer located at 579 Ridge Road, Windsor Maine with the cleanup to satisfy the previous tax obligation by the Town to be done within a month; weather permitting seconded by Dan Gordon and approved 5-0-0.** Tim asked if the property owner was willing for Tim to clean up additional stuff if he could throw it into the container. The BOS said yes as long as the owner pays for it.
- e) Bill Appel was asking if the Town had tables that they would loan out for a sale at the school for the PAWS Group. The BOS said the tables were donated and have not been loaned out before and we are not loaning them out in the future either.
- f) Contract for Assessing Services with Vern Ziegler: **Jonathan Adams made a motion to accept Vern Ziegler's contract as written for the 2013-2014 Assessing Year seconded by Ray Bates and approved 5-0-0.**
- g) At 7:44 p.m. **Jonathan Adams made a motion to suspend as BOS and to convene as BOA seconded by Dan Gordon and approved 5-0-0.**
 Abatements: **Ronnie Brann made a motion to approve and sign the eight (8) abatements totaling \$641.52 as provided by the Assessors' Agent seconded by Rick Gray, Jr., and approved 5-0-0.**
 BOA – Supplemental Tax Bill: **Ronnie Brann made a motion to approve and sign the Supplemental Tax Warrant for Personal Property as provided by the Assessors' Agent in the amount of \$36.96 seconded by Rick Gray, Jr., and approved 5-0-0.**
 2013 Municipal Valuation Return: **Jonathan Adams made a motion to approve and sign the 2013 Municipal Valuation Return seconded by Ray Bates and approved 5-0-0.**
 At 7:55 p.m. **Jonathan Adams made a motion to adjourn as BOA and to reconvene as BOS seconded by Ray Bates and approved 5-0-0.**
- h) Class – Signs, Stripes & Speed Limits: This is a mandatory class for Keith and Theresa to attend for their Road Scholar Certificates and is only available every 3-4 years. The class is on November 5th which is Election Day and there is a scheduled BOS Meeting for that night. Angela will be upstairs with

Sarah and Debbie will need to be out front with Ina. The BOS Meeting agreed to have Theresa and Keith attend the class and also re-scheduled the BOS Meeting to Monday night the 4th.

- i) Generator: Theresa said that she is waiting on a price for a generator that she saw at the Fryeburg Fair. This is a Kohler Generator which is what we were looking at before at a price we could not do. There was much discussion.

Selectmen's Items:

- a) Rick asked about the letter he had received from Senator Chris Johnson indicating that he was looking for suggestions or comments regarding issues the BOS may have within three (3) days. Rick asked how this can happen when the BOS only meets every two (2) weeks. He will be sending Chris an email suggesting that he give the towns at least one (1) month.
- b) Ray asked about the rat traps and Theresa said that they are still catching a few and everything is going well.
- c) Ray said that the RSU Withdrawal Committee continues to meet and they should have a draft proposal next week. They have also mailed out seven (7) letters to different high schools for the possibility of a School of Record Contract.

Chairman Ray Bates adjourned the meeting at 8:25 p.m.

These minutes were approved by the Board of Selectmen on **October 22, 2013** as written.

The next Regular Board of Selectmen's Meeting will be on October 22, 2013 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
OCTOBER 22, 2013
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: Dan Gordon, Richard Gray, Jr., Ray Bates, Ronnie Brann and Jonathan Adams.

Public Attending: Tom Reed, Rosie Vanadestine and Steve McGee.

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

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

Previous Meeting Minutes:

Ronnie Brann made a motion to approve the Minutes dated 10-8-13 as written seconded by Dan Gordon and approved 5-0-0.

Public Comment:

- a) K.V.C.O.G. – Executive Director, Rosie Vanadestine, gave a presentation on the services they have to offer. She also mentioned the Transition Plan which includes a Strategic Planning Process and the Outreach/Marketing Plan they have. She also discussed the Mobilize Maine program and that they will be making the rounds to the communities once all the work has been accomplished to share with us the new services and what direction the organization is taking.
- b) Shirley Isbister -- Shirley was on the agenda but did not attend the meeting.

Public Works:

- a) Steve McGee: Would like to renew his contract for another year. Steve said he would be using the same trucks as last year and he also has a couple of spares. He told the BOS that the plowing would be at the same contract price as last year also. **Jonathan Adams made a motion to renew the Sub-Contractor for Snow Removal Contract for 2013-2014 with McGee Construction with the same contract terms as last year seconded by Dan Gordon and approved 4-0-1 with Ronnie Brann abstaining because he does business with McGee Construction.** The BOS, Theresa and Steve all signed the contract at the meeting.
- b) Keith said Choate Road, Barton Road, Weeks Mills Road and Sampson Road have the shoulders done but the Wingood Road and Griffin Road still need to be done. Keith will give Theresa an update tomorrow on how many loads of gravel we have used.
- c) Keith told the BOS that he will be working next week to get the trucks loaded with sanders and ready to go for the winter weather.
- d) Keith said that Pike will be coming back to fix the end of Griffin Road on the Augusta Rockland Road side.
- e) PW Addition: Plumbing is done and the walls and floors have been poured.
- f) Keith wanted it to go on record that Rick Drew did an excellent job doing the roadside mowing this year.
- g) Roadside Mowing: Rick Drew has already put in a proposal for roadside mowing for 2014 at the same price as this year and would guarantee the cost for three (3) more years. The unit price of two (2) mowing's per year is **\$35.00 per hour** for a sub-total price of \$2,240.00 for the next three (3) years with the stipulation that if the fuel price exceeds \$5.01 then the town would be subject to a fuel surcharge. Theresa and the BOS are very pleased with his work and would like to put it in the Town Warrant to be voted on to be able to renew the contract for up to 3-years without putting it out to bid like we did the plowing contract last year.

Transfer Station:

- a) The trench has been dug and Finley's Electric has laid the pipe and underground wiring from the Transfer Station Office to the Recycling Building.
- b) The two (2) new compactors arrived today, but we were not told that they were coming and we also were not told that we needed a forklift to get them off the delivery truck! Keith said that they were fortunate to be able to have CMP help Keith and Tim to unload them.
- c) Ronnie said to make sure and bag the controls on the compactors to protect them from the weather and to tarp the containers themselves.
- d) Tim has a bag of ash ready to be sent to the lab for testing.
- e) Tim said there is a small issue with the compactor. The binder pin is bent and the washer broke off. Tim said that we have another binder pin that he would like to put in the next time Waste Management comes to pick it up.
- f) Tim said they need to burn the wood pile again – probably tomorrow night if it rains and he will have Walt work.
- g) One of our containers is at the Town-owned trailer and they have started tearing it apart. It will require two (2) trips with the containers to haul everything off and Tim hopes to be done by Sunday.

Consideration of Payment Warrants # 17 & # 18:

Ronnie Brann made a motion to approve warrants # 17 & # 18 seconded by Rick Gray, Jr., and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) Two Certificate of Appointment: The Appointment Papers for Sarah Cunningham and Ronnie Brann were not done at the same time as Dr. Maggie Allen for the Windsor Educational Fund and Reed Trust Committee. Theresa told the BOS that she needed a motion to do this. **Jonathan Adams made a motion to appoint Sarah Cunningham and Ronald Brann as the Windsor Educational Foundation and Reed Trust Fund members seconded by Rick Gray, Jr. and approved 4-0-1 with Ronnie Brann abstaining because this was regarding him.**
- b) Public Hearing: **Ronnie Brann made a motion to have a Public Hearing on November 4, 2013 at the Board of Selectmen's Meeting at 6:00 p.m. for the Adoption of the General Assistance Ordinance September 2013 and Appendix B seconded by Rick Gray, Jr. and approved 5-0-0.**
- c) Maine Municipal Employees Health Trust: Theresa received a letter from the MMA Health Trust stating that the Federal Affordable Care Act, also known as the Health Care Reform, which includes several provisions related to employer-sponsored health insurance coverage. One of the provisions includes a restriction on any waiting period for health insurance coverage that exceeds 90 days. At this time the Town of Windsor requires a **6-month** waiting period. **(Our Employee Manual says 6-month but MMA has us listed as a 4-month waiting period.)** They are asking us to shorten the time to be no longer than 60-days (with coverage to begin on the first day of the month following the end of the waiting period that we select), no later than December 1, 2013. (Only full-time employees are eligible for health insurance.) Theresa said that she will have a Draft Employee Manual with this change and other changes that have been discussed at previous meetings at the next BOS Meeting on November 4, 2013. Theresa is hoping that the Employee Manual can be approved at the following meeting on November 19, 2013.
- d) Vern said that he is pleased with the corrections needed on the Valuation Return form, but this is a form formatted by the State and cannot be changed. This is the first time that any BOS have noticed the clerical issues form from any of the towns he works for!
- e) Trailer in Pine Ridge Trailer Park – **Ronnie Brann made a motion to recess as BOS and to convene as Board of Assessors at 8:16 p.m. seconded by Dan Gordon and approved 5-0-0.** Theresa said that Steve Chicoine from Chicoine Transport had been in and said that he had paid the taxes on Joe Palmer's trailer so he

could move it. Joe had signed up for the Homestead Exemption back in June 2012 which went into effect on April 1, 2013. Angela Hinds, Deputy Clerk, said that she remembered taking Steve's payment for said trailer taxes, so she placed the Town Seal on the form so he could move the trailer. This put a credit on the account because the taxes had not been committed yet so Steve had paid the full amount showing at that time. Steve is asking for a refund of the credit that is showing on this account of \$119.20 since he was the one who paid it.

Ronnie Brann made a motion to refund Steve Chicoine of Chicoine Transport the amount of \$119.20 seconded by Jonathan Adams and approved 5-0-0. Ronnie Brann made a motion to adjourn as Board of Assessors and to reconvene as the BOS at 8:17 p.m. seconded by Dan Gordon and approved 5-0-0.

- f) Job Description for Cemetery Sexton for the BOS to look over. Theresa would like to make this a hired position instead of BOS appointed. If the BOS agrees then we will have to put an ad out for this position. Much discussion. The BOS will make a decision at the next meeting.
- g) Theresa would really like to have a full evaluation as Town Manager from the BOS. Ray Bates said that everyone has filled out their evaluation except for two (2) members. *Ronnie Brann will be abstaining due to personal reasons.*

Selectmen's Items:

- a) Rick Gray said that he has a scout that needs an Eagle project and he will probably be here at the next meeting.
- b) Ronnie would like to know about the crushed flower at the cemetery. Shirley Isbister had called and said that she wasn't happy that someone had mowed the flowers on her husband's grave. The BOS looked at the pictures of the flowers and all agreed that it looked like something had **laid** in the flowers and flattened them. There are no tire marks, mowed grass or anything that would show that they were mowed down.
- c) Ray said that the RSU Withdrawal Committee had a meeting with Cony High School to see about a ten (10)-year contract for the School of Record. Ray has not heard the outcome of that meeting as yet.
- d) Ronnie said that there was a Windsor Educational Foundation and Reed Trust meeting last night and that he is very pleased with the new Principal. He believes that she is of the old school and that this is what we need.

Chairman Ray Bates adjourned the meeting at 8:55 p.m.

These minutes were approved by the Board of Selectmen on **November 4, 2013** with the following amendments: **under Public Works c: should be sanders not sand; g: add \$ and per hour; under Town Managers Items c: change 4-month to 6-month with explanation and under Selectmen's Items b: change lain to laid.**

The next Regular Board of Selectmen's Meeting will be on November 4, 2013 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
NOVEMBER 4, 2013
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: Dan Gordon, Richard Gray, Jr., Ray Bates and Jonathan Adams. Ronnie Brann was absent.

Public Attending: Tom Reed.

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

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

Ray Bates called the Public Hearing to Order at 6:01 p.m.

Public Hearing: General Assistance Ordinance, September 2013 and Adoption of Appendix B.

There was some discussion regarding the changes made. Tom Reed asked if we can actually make changes to this. Theresa read the procedures and said that we can make amendments to it if we feel that we need to. The BOS and Theresa went through the changes that the State of Maine did. Ray Bates declared public discussion closed and also closed the Public Hearing at 6:17 p.m. **Jonathan Adams made a motion to adopt the General Assistance Ordinance; September 2013 seconded by Ray Bates and approved 4-0-0.** Theresa went over Appendix B with the BOS and **Jonathan Adams made a motion to adopt Appendix B seconded by Rick Gray, Jr. and approved 4-0-0.**

Previous Meeting Minutes:

Rick Gray said that there are several corrections needed:

1. Under Public Works, C: Need to change sand to sanders.
2. Under Public Works, G: Need to add \$ and per hour.
3. Under Town Managers Items, C: Need to change 4-month to 6-month with the explanation.
4. Under Selectmen's Items B: Need to correct typo of lain to laid.

Theresa said that we will need to approve these minutes with the corrections that Rick had, but then we will also need to reverse what was approved as Assessors in the last meeting and approve it as BOS. **Rick Gray, Jr. made a motion to approve the Minutes dated 10-22-13 with the changes: seconded by Dan Gordon and approved 4-0-0.** Theresa said that we need to go into Board of Assessors now and reverse the previously approved decision on October 22, 2013. **Jonathan Adams made a motion to recess as Board of Selectmen and to convene as Board of Assessors at 6:31 p.m. seconded by Ray Bates and approved 4-0-0.** **Ray Bates made a motion to reverse the decision as of October 22, 2013 regarding the Real Estate Account #1447 for \$119.20 because our authority to act is as Board of Selectmen and not as Board of Assessors, seconded by Rick Gray, Jr. and approved 4-0-0.** Theresa said that since we are in the Board of Assessors, the Board can review a letter from our Assessors' Agent, Vern Ziegler, which indicates abatement to Federal National Mortgage Association (FNMA) in care of BMR Investments, LLC in the amount of \$429.00 in taxes. This property was a bank foreclosure that also included an additional vacant lot. The bank has completed the renovations which included removing the back deck and lowered the quality from "Good" to "Average" and by doing so it resulted in a tax abatement of \$429.00. **Jonathan Adams made a motion to approve the abatement for Federal National Mortgage Association**

(FNMA) in care of BMR Investments, LLC in the amount of \$429.00 in taxes seconded by Dan Gordon and approved 4-0-0. Jonathan Adams made a motion to adjourn as Board of Assessors and to reconvene as Board of Selectmen at 6:25 p.m. seconded by Dan Gordon and approved 4-0-0.

Ray Bates made a motion to refund Steve Chicoine of Chicoine Transport the amount of \$119.20 account #1447 seconded by Rick Gray, Jr. and approved 4-0-0.

Public Comment:

- a) Tim said that he has finished the demolition of the town-owned trailer and the cans have been hauled off. Theresa will be removing the insurance that was on the trailer tomorrow.
- b) Theresa said that the BOS needs to write off the taxes owed on account # 1118 in the amount of \$1,158.56 **Ray Bates made a motion to write off \$1,158.56 for Town Account # 1118 seconded by Dan Gordon and approved 4-0-0.**
- c) **Rick Gray, Jr. made a motion for the Town of Windsor to sign over the 1977 Peabody Trailer for service rendered to Tim Coston as is and where is seconded by Dan Gordon and approved 4-0-0.** Debbie printed out a "Bill of Sale" and the BOS signed of their own free will.

Public Works:

- a) Keith was unable to attend tonight but he reported to Theresa that he has been working on getting the trucks ready for winter. He has also been working with the construction on the new addition is coming along nicely. The electrical work is still in process on the addition and waiting for the plumbing.
- b) Keith still has one side of the Griffin Road and Wingood Road that need shoulder work but he said that all the driveways are done.
- c) Truck # 2 is still at McGee's waiting for an exhaust clamp, but it should be finished tomorrow and Keith is hoping to pick the truck up on Wednesday.
- d) Keith is planning on putting the head gear on trucks 2 and 4 on Thursday.
- e) Truck 4 is all washed, greased and undercoated and Keith also put a ground speed sensor cable on it.
- f) Truck 3 has new tires on the front and is all ready for sanding.

Transfer Station:

- a) October 2013 Transfer Station figures.
- b) Need to burn the wood pile as soon as the weather permits.

Consideration of Payment Warrants # 19 & # 20: Jonathan Adams made a motion to approve warrants # 19 & # 20 seconded by Rick Gray, Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) *Cemetery Sexton Job Description:* There was much discussion regarding this. Theresa asked if the BOS wants her to advertise for this position and they said that they do. Debbie will need to make sure that this is in the paper for November 8th, 9th and 10th with all applications due by 5:00 p.m. on Tuesday, November 19th. The BOS made the decision to put the mowing of cemeteries out to bid for the next fiscal year. They made sure to say that the decision is no reflection of the job being done currently.
- b) *Employee Manual:* Theresa is asking the BOS to go over all the highlighted changes. There was much discussion!
- c) *Town Hall Generator:* Theresa said that she has received three (3) different prices on generators. One is on a PSS12H4W generator from Winco Inc., which if we want to increase this to a 14kw, then we will need to add on an additional \$1,500.00. We also received information from Paul Rizzo from Power Point Generator who

gave a price on a Kohler 20 RESA 20kw with a Service Entrance Switch (200 amp), start up and test and a concrete pad for a total delivered price of \$5,790.00. We also received another price from Mid Maine Generator, Steve Kaplan, for a Kohler RESA 20kw with a 200 amp service rated Kohler transfer switch and a concrete pad with a start up by a certified Kohler technician included with the generator purchase, provide and install carburetor heater with someone else to do the electrical & propane hookup, propane tank and fill. Theresa said that she believes that we should purchase the generator ourselves and send out bids for the remaining work that needs to be done.

- d) *CMP Pole at Transfer Station*: Theresa will be meeting with CMP regarding the pole on Tuesday, November 12, 2013 at 8:30 a.m. at the Transfer Station.
- e) *Pike's Final Bill*: The total bill is \$553,653.77 which ends up being \$3,653.77 over budget which will have to come out of the Public Works Cost Center. We also had to have a lot of extra gravel to prepare for paving which between these two situations will make the Public Works Road Maintenance line under-budgeted.
- f) *Amendment to 99-Year Lease*: Theresa has drawn up an Amendment to the 99-Year Lease between the Town of Windsor and the Windsor fair indicating an added parcel of land along the road going into the transfer Station before the gate. This parcel of land starts from the CMP Pole #61.3 which goes 127' by 15' by 130' by 16'. This will allow us to have the large scales within the site. Arthur Strout has the contract right now that he will be asking Tom Foster, president of Windsor Fair to sign. The only issue that Theresa believes we have is that we will need to have a Special Town Meeting to have this 99-Year Lease approved by the townspeople since it does involve money. (This is adding more land to the lease which we only pay \$1.00 per year for.) So, Theresa is recommending that we have a Special Town Meeting before December 15, 2013 because this is when the Windsor fair could change who the president is and if for some reason it changes, then we would have to start the process all over again.
- g) *Lights at the Transfer Station – Recycling Area*: We will need to decide what kind of lights we will need. Do we send this out to bid? Right now we have temporary lights hanging that we borrowed from the Windsor Fair but we will need to have lights before winter.
- h) *Transfer Station Holidays*: Currently the Transfer Station is open on Wednesdays, Fridays and Saturdays and there will be some holidays falling on those days. Theresa asked the BOS if they would like to close the transfer Station for these days or have it open and pay the employee overtime. The holidays are: Friday, November 29th (the day after thanksgiving), Wednesday, December 25, 2013 (Christmas) and Wednesday, January 1, 2014 (New Year's Day) and the BOS said to just have those days closed.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 8:59 p.m.

These minutes were approved by the Board of Selectmen on **November 19, 2013** with the following amendments:
change state under Public hearing to State of Maine.

The next Regular Board of Selectmen's Meeting will be on November 19, 2013 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
NOVEMBER 19, 2013
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: Dan Gordon, Richard Gray, Jr., Ray Bates, Ronnie Brann and Jonathan Adams.

Public Attending: Tom Reed.

Employees Attending: Theresa Haskell (*Town Manager*), Tim Coston (*Transfer Station Supervisor and Animal Control Officer*) arrived at 6:19 p.m. and Debbie French (*Secretary to the BOS*).

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

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 11-4-13 with the change made from state to State of Maine under the Public Hearing seconded by Dan Gordon and approved 5-0-0.

Public Comment: None.

Public Works:

- a) Theresa showed the BOS pictures of the ongoing work on the Public Works Garage addition.
- b) Ray said that Keith said Truck # 2 is ready to be picked up tomorrow.

Transfer Station:

- a) Temporary lights have been put up.
- b) The new compactor pin works great and Tim is very happy with it.
- c) Tim is really hoping that the weather will get better so he can burn the woodpile.
- d) Ronnie would like to see down back of the Transfer Station cleaned out before snow and freezing temperatures.

Consideration of Payment Warrants # 21 & # 22:

Jonathan Adams made a motion to approve warrants # 21 & # 22 seconded by Rick Gray, Jr., and approved 5-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) ***Employee Manual:*** Much discussion. **Ray Bates made a motion to approve the Employees Manual as discussed and amended tonight seconded by Rick Gray, Jr. and approved 5-0-0.**
- b) ***Town Hall Generator:*** Much discussion. **Ronnie Brann made a motion to purchase the generator from Mid Maine Generator now seconded by Dan Gordon and approved 5-0-0.**
- c) ***Lights at Transfer Station:*** We have temporary lights at the Transfer Station right now and will try to hold off until spring to send bids out for the electrical work. Theresa would like to get approval to purchase a contractor light for the TS Building and the BOS agreed.

- d) ***Set date for Special Town Meeting for Amendment to the 99-year Lease:*** The BOS set the date for a Special Town Meeting for Tuesday, December 10, 2013 at 6:00 p.m. at the Town Hall (upstairs). **Jonathan Adams made a motion to approve the Town Warrant to have a Special Town Meeting on Tuesday, December 10, 2013 at the Town Hall at 6:00 p.m. to approve the amendment to the 99-year lease seconded by Ronnie Brann and approved 5-0-0.** Each selectman said that they signed the warrant of their own free will.
- e) ***Town's Draft Audit:*** Theresa gave the BOS "highlights" of the management letter. Per the auditor at the end of June 2013 the town has a surplus.
- f) ***Maine Municipal Employees Health Trust:*** Premiums for eye and dental are going up 4% which the employees pay.

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 9:03 p.m.

These minutes were approved by the Board of Selectmen on **December 3, 2013 as written.**

The next Regular Board of Selectmen's Meeting will be on December 3, 2013 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 3, 2013
WINDSOR TOWN OFFICE

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

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

Public Attending: Tom Reed, Dustin Hinds, Angela Hinds and Roger Cunningham.

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

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

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 11-19-13 as written seconded by Ray Bates and approved 4-0-0.

Public Comment:

- a) Employee Manuals: Theresa said that Rick proofed the manual and everything looks good so she will be sending them out to all the employees.
- b) Change of Business Hours: Theresa has done some research and gave it to the BOS. Theresa suggests the following hours: Monday, Thursday & Friday 8:30 – 4:00 p.m. Still closed on Wednesday and Tuesday 8:30 – 7:00 p.m. Theresa would also like to re-arrange the front office with a new front counter with work stations built in. She would also like to have all four (4) employees working in the front office. Much discussion!

Public Works:

Keith had been out all night/morning plowing & sanding so he was not in the meeting.

Transfer Station:

- a) *Received Quotes on Scales – Set up Transfer Station & Board of Selectmen's Meeting:* Monday, December 9th at 6:00 p.m. Debbie will post on webpage and put signs up.
- b) Theresa went over the Transfer Station Figures with the BOS which show that we are down by \$1,541.50 from last year in revenue.
- c) Waste Management will be dropping the container to collect the ash pile. Theresa would like to have someone bring in their equipment to load the ash in the container.

Consideration of Payment Warrants # 23 & # 24:

Ronnie Brann made a motion to approve warrants # 23 & # 24 seconded by Rick Gray, Jr., and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Cemetery Lot Conveyance:** Rick Gray, Jr. made a motion to approve the Cemetery Conveyance of Lot RHS 83 A-F seconded by Jonathan Adams and approved 4-0-0. Each selectman said that they were signing the conveyance.
- b) **Town Hall Generator:** Generator has been ordered. Now the specs need to be written up for the electrical work to be put out to bid.
- c) **Tax Assessors' Agent Letter:** Jonathan Adams made a motion to recess as BOS and to convene as BOA at 8:18 p.m. seconded by Ray Bates and approved 4-0-0. Jonathan Adams made a motion to approve the abatements of RE759 in the amount of \$492.36 and RE116 in the amount of \$60.72 seconded by Ronnie Brann and approved 4-0-0. Jonathan Adams made a motion to adjourn as BOA and to reconvene as BOS at 8:20 p.m. seconded by Ray Bates and approved 4-0-0.
- d) *Spirit of America Awards Invitation:* This will be held at the Superior State House Building at 6:00 p.m. on December 6th.
- e) *Chamber of Commerce Supper:* Selectmen agreed that they would not be attending.
- f) **Christmas & New Year's Day Both Fall on Wednesday – Hours for the day before?** Last year we closed at 1:00 p.m. Jonathan Adams made a motion to close the office on December 24th seconded by Ray Bates and approved 3-1-0. Theresa suggested a pot-luck for all staff and BOS at 6:00 p.m. and a short meeting to approve the Warrants on New Year's Eve.
- g) Tom Reed brought in a letter from the Medal of Honor Association Members. He said that there is a Medal of Honor recipient, Thomas O'Connell, who was awarded this medal from the Civil War and does not have MOH on his headstone. There is a company that will pay for the headstone as long as the town is willing to pay for the installation of the headstone. This will come out of the Cemetery Maintenance line item.

Selectmen's Items: Ray said that the RSU Withdrawal Committee has requested an extension --- Ray said that we do not have an official School of Record at this time. Since Wiscasset is withdrawing we can ask them. Hall Dale High School is also very interested ... much discussion.

Chairman Ray Bates adjourned the meeting at 9:16 p.m.

These minutes were approved by the Board of Selectmen on **December 17, 2013** as written.

The next Regular Board of Selectmen's Meeting will be on December 17, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen



MINUTES OF THE BOARD OF SPECIAL SELECTMEN'S MEETING
WITH THE TRANSFER STATION
DECEMBER 9, 2013
WINDSOR TOWN OFFICE

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

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

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

Public Attending: Carl McLaughlin and Scott Schumacher. (Arrived at 6:35 p.m.)

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

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

Public Comment: None.

Discussion of Transfer Station New Scales:

1) Theresa said that she has two quotes on the scales:

Maine Scale LLC quote for a total amount of \$41,030.00.

ACME Scale Company quote for a total amount of \$39,111.20. Carl McLaughlin and Scott Schumacher attended the meeting and went over their bid with the BOS and were able to answer all the questions that they had and all that the Transfer Station members had. Theresa went over the budget amounts for these with the BOS and she said that we are looking good. The BOS asked how much we have spent on this project so far and she said that to date we have paid out a total of \$173,496.00. After much discussion, **Jonathan Adams made a motion to award the bid to the ACME Scale Company in the amount of \$39,111.20 with a 50% down payment seconded by Rick Gray and approved 4-0-0.**

Town Manager's Items:

a) **Executive Session:** Jonathan Adams made a motion to go into executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss personnel matters at 7:46 p.m. and to include Town Manager, Theresa Haskell seconded by Ronnie Brann and approved 4-0-0. Theresa will take over the writing of the Minutes from this point forward tonight.

The BOS returned from executive session at 8:38 p.m. **Ray Bates made a motion to accept the fact that Town Clerk, Sarah Cunningham will be retiring as of January 3, 2014 seconded by Ronnie Brann and approved 4-0-0. Jonathan Adams made a motion to have the Town Manager, Theresa Haskell be the one to decide what the new job duties would entail seconded by Ronnie Brann and approved 4-0-0.**

Selectmen's Items: None.

Chairman Ray Bates adjourned the meeting at 8:39 p.m.

These minutes were approved by the Board of Selectmen on **December 17, 2013** as written.

The next Regular Board of Selectmen's Meeting will be on December 17, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen

Respectfully Submitted,

Theresa L. Haskell
Town Manager



MINUTES OF THE BOARD OF SELECTMEN'S MEETING
DECEMBER 17, 2013
WINDSOR TOWN OFFICE

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

Members present: Richard Gray, Jr., Ray Bates, Ronnie Brann (arrived at 6:53 p.m.) and Dan Gordon (arrived at 6:37 p.m.). Jonathan Adams was absent.

Public Attending: Tom Reed and Bill Appel.

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

Ray Bates called the meeting to order at 6:18 p.m. with the Pledge of Allegiance.

Previous Meeting Minutes:

Rick Gray, Jr. made a motion to approve the Minutes dated 12-3-13 and 12-9-13 as written seconded by Ronnie Brann and approved 3-0-1 with Dan Gordon abstaining due to being absent for those meetings.

Public Works:

- a) Keith was not able to attend due to plowing.
- b) Theresa said that they are still experiencing problems with Truck # 4. Keith is hoping the repairs he did today will take care of the problem.
- c) Tom Reed said that he had noticed that quite a few people were pushing snow out of driveways into the roads. There was much discussion and Ray said that they will put something in The Hub to address this issue.

Transfer Station:

- a) Another ash can will be hauled off tomorrow. Tim said that Marvin Clark did an awesome job cleaning up around the ash cans.
- b) The old trash trailer that Tim owns is waiting on a transport plate and will be hauled off for him by Jeff Tardiff.
- c) Bill Appel said that the Transfer Station is looking really good!

Public Comment:

- a) The BOS said they appreciated the Fruitcake from Sister Elizabeth from Transfiguration Hermitage.

Consideration of Payment Warrants # 25, # 26 and #27:

Rick Gray, Jr. made a motion to approve warrants # 25, #26 & # 27 seconded by Dan Gordon and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- a) **Letter from Assessors' Agent, Vern Ziegler:** Vern had two (2) supplemental assessments for the Board of Assessors (BOA) to approve. **Rick Gray, Jr. made a motion to recess as BOS and to convene as BOA at**

7:10 p.m. seconded by Dan Gordon and approved 4-0-0. Rick Gray, Jr. made a motion to approve the two (2) supplemental assessments for Farmland Withdrawal Penalties account # 1166 in the amount of \$637.27 and account #1168 in the amount of \$188.01 seconded by Dan Gordon and approved 4-0-0. Rick Gray, Jr. made a motion to adjourn as BOA and to re-convene as BOS at 7:15 p.m. seconded by Dan Gordon and approved 4-0-0.

- b) Theresa read a letter she received from Rick Drew thanking the BOS, Town Manager & townspeople for allowing him to do the roadside mowing this year. The BOS commented on what a great job he did on the mowing.
- A. Theresa needed to discuss some personnel matters with the BOS so **Rick Gray, Jr. made a motion to go into executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss personnel matters at 7:30 p.m. and to include Town Manager, Theresa Haskell seconded by Ray Bates and approved 4-0-0.** Theresa Haskell will take over the minutes from this point forward for this meeting. **The BOS returned from executive session at 8:51 p.m. Ronnie Brann made a motion to change the Office Hours beginning February 1, 2014 as follows: Monday, Thursday and Friday from 9:00 a.m. to 5:00 p.m. and Tuesday from 9:00 a.m. to 7:00 p.m., seconded by Rick Gray Jr. and approved 4-0-0.**

Selectmen's Items: None

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

These minutes were approved by the Board of Selectmen on **12-31-13 as written.**

The next Regular Board of Selectmen's Meeting will be on December 31, 2013 at 6:00 p.m. at the Town Hall.

Respectfully Submitted,

Respectfully Submitted,

Debbie French
Secretary to the Board of Selectmen

Theresa L. Haskell
Town Manager



MINUTES OF SELECTMEN'S MEETING
DECEMBER 31, 2013
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, Rick Gray Jr., Ronnie Brann, Jonathan Adams. Dan Gordon was absent.

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

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

Public Attending: Tom Reed, Louise Reed, Angela Hinds, Dustin Hinds and Bill Appel.

Previous Meeting Minutes: Rick Gray made a motion to accept the minutes as written dated December 17, 2013, seconded by Ronnie Brann and approved 4-0.

Public Works: None

Transfer Station: None

Public Comment: Asking if anyone was going to give Sarah a retirement party. Theresa said we are having a luncheon on Friday from 12:00 p.m. and 2:00 p.m. so if anyone would like to stop by and say good luck they would be more than welcome.

Consideration of Payment Warrants: Jonathan Adams made a motion to approve Warrants #28, #29 and #30, seconded by Rick Gray Jr. and approved 4-0-0.

Old Business: None.

New Business: None.

Town Manager's Items:

- A. Certificate of Appointments.** Rick Gray made a motion to appoint Theresa L. Haskell as Interim Treasurer beginning January 3, 2014 to June 30, 2014, seconded by Jonathan Adams and approved 4-0-0. Rick Gray Jr. made a motion to appoint Theresa L. Haskell as The Windsor Educational Foundation and Reed Fund Member, seconded by Jonathan Adams and approved 4-0-0.

B. Municipal Authorization Letter for Agent. Ronnie Brann made a motion to appoint Angela Hinds as the Motor Vehicle Agent, seconded by Rick Gray and approved 4-0-0.

C. Compensation Time. Theresa asked if the Board was interested in allowing the Public Works Supervisor to earn Comp Time or not. The State does allow Comp time with a maximum of 60 hours and the Town of China allows a maximum of 80 hours. The Board of Selectmen said they will discuss this at the next Board of Selectmen's Meeting.

Selectmen's Items: None

Ray Bates declared this meeting adjourned at 6:59 p.m.

The next regular Board of Selectmen's Meeting will be on January 14, 2014 at 6:00 p.m.

These minutes were approved by the Board of Selectmen on **January 14, 2014** as written.

Respectfully submitted by;

Theresa L. Haskell.
Town Manager
Town of Windsor