



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, January 24, 2017

7:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

"We, the Windham Town Council recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to 'Be the Influence' and to recognize that decisions matter." (Resolution 14-285, in support of the "Be the Influence" community collaborative in addressing the pervasive adverse effects of substance use and abuse in the community.)

III. Minutes to be Approved:

[CD 17-029](#) To approve the minutes of the January 10, 2017 Council meeting.

Attachments: [Minutes-Town Council-1-10-2017](#)

IV. Public Participation.

The public is invited to address the Council on any item of business not on the agenda for tonight's meeting.

NOTE TO CITIZENS: Citizens have the right and are encouraged to speak during public participation regarding items not on the agenda, or regarding an item when it comes up on the agenda.

All comments and questions during public participation or on an agenda item must be directed to the Chair and be limited to not more than three (3) minutes per speaker; except that the Chair may grant another three (3) minutes at his/her discretion.

Persons present at Council meetings are requested not to applaud or otherwise express, other than verbally, their approval or disapproval of any statements made or actions taken at such meeting.

Anyone who has already addressed the Council during public participation, on an agenda item, or during a public hearing will be asked to wait until all others have spoken before being recognized a second time.

V. Councilors' Comments.

VI. Council Correspondence.

[CD 17-016](#) Portland Water District 2017 Assessment

- Attachments:** [Portland Water District 2017 Assessment](#)
- [CD 17-017](#) MMA Membership Service Program Correspondence
- Attachments:** [2017 MMA Membership Dues and Service Program](#)
[2016 MMA Year in Review](#)
- [CD 17-018](#) MDOT Project Notifications
- Attachments:** [MDOT Project Notices](#)
[MDOT Centerline Rumble Strip Installation](#)
- [CD 17-019](#) Maine Public Request for Funding
- Attachments:** [Maine Public Request for Funding](#)
- [CD 17-014](#) Fire-Rescue Department Monthly Report - December 2016
- Attachments:** [Fire-Rescue Monthly Report - December 2016](#)
- [CD 17-015](#) Code Enforcement Monthly Report - December 2016
- Attachments:** [Code Enforcement Department Report December 2016](#)
[Activity Report - By Violation Type](#)
[Activity Report by Project Type December 2015](#)
[Activity Report by Project Type December 2016](#)
[Activity Report by Project Type Fiscal 2015 to 2016](#)
[Code Door Thru December 2016](#)
[Fiscal Year Activity Comparison to December 2016](#)
[Impact Fee - Recreation Dec 2016](#)
[Inspections Summary - By Project Type December 2016](#)
- [CD 17-020](#) Town Clerk's Monthly Report - December 2016
- Attachments:** [Monthly Town Clerk's Report for December](#)
- [CD 17-021](#) Windham Public Library Monthly Report - December 2016
- Attachments:** [Windham Public Library Monthly Report - December 2016](#)
- [CD 17-025](#) Public Works Monthly Report - December 2016
- Attachments:** [Public Works Monthly Report - December 2016](#)
[Winter Storm Reports - December 2016](#)
- [CD 17-026](#) Parks and Recreation Department Monthly Report - December 2016
- Attachments:** [Parks & Recreation Monthly Report - December 2016](#)
- [CD 17-028](#) Police Department Monthly Report - December 2016

Attachments: [Police Department Monthly Report - December 16](#)

[CD 17-030](#) Social Services Monthly Report - December 2016

Attachments: [Social Services Monthly Report - December 2016](#)

[CD 17-033](#) Financial Reports

Attachments: [Appropriation Control Report](#)
 [Revenue Control Report](#)

VII. Town Manager's Report.

[CD 17-031](#) Town Manager's Report.

Attachments: [Town Manager's Report 20170120](#)
 [Projects & Issues List 20170120](#)
 [Projects & Issues Sheets 20170120](#)

VIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.
2. Finance Committee.

B. Other Committees.

1. Land Use Ordinance Committee.

No report.

2. Public Easement Advisory Committee/Roads Policy Task Force.

No report.

3. Windham Economic Development Corporation

Meeting of 1/18 cancelled due to weather and attendance at MEREDA conference on 1/19. Next meeting 2/15.

4. Parks & Recreation Advisory Committee.

5. Wastewater Management Planning Advisory Committee.

IX. PUBLIC HEARINGS.

None.

X. CONSENT AGENDA.

[17-014](#) To approve an application for 7 coin-operated device licenses submitted by Dena Withey d/b/a Dena's Lobster House and Tavern.

Attachments: [17-014 Cover Sheet](#)
[Dena's Lobster House-7 Coin-ops](#)

[17-015](#) To find that the requirements of 28-A M.R.S.A. §653 have been met and to approve an application submitted by Smoke This Two, LLC d/b/a Buck's Naked BBQ for a renewal Liquor License.

Attachments: [17-015 Cover Sheet](#)
[Buck's Naked BBQ-Liquor Renewal \(2\)](#)

[17-016](#) To approve an application submitted by Smoke This Two, LLC d/b/a Buck's Naked BBQ located at 4 Turning Leaf Drive for a renewal Special Amusement permit.

Attachments: [17-016 Cover Sheet](#)
[Buck's Naked BBQ-Special Amusement](#)

[17-017](#) To appoint Nicholas Kalogerakis to a three-year term on the Planning Board, to expire February 15, 2019.

Attachments: [17-017 Cover Sheet](#)
[N Kalogerakis request](#)

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

[17-009](#) To endorse an application for Community Development Block Grant (CDBG) funds for the "Depot Street Sewer Improvement Project."

Attachments: [17-009 Cover Sheet](#)
[DEPOT STREET SEWER IMPROVEMENT PROJECT CDBG APPLICATION](#)

[17-010](#) To endorse an application for Community Development Block Grant (CDBG) funds for a feasibility study for the reuse of the John A. Andrew school and former South Windham fire station.

Attachments: [17-010 Cover Sheet](#)
[CDBG PLANNING GRANT APP REUSE OF ANDREWS AND FIRE STATION](#)

[17-013](#) To endorse an application to the Portland Area Comprehensive Transportation System (PACTS) for funding in support of \$6.8 million in transportation improvements as part of Windham's 21st Century Downtown initiative, including a letter in support of the City of Westbrook's 2017 application for PACTS capital funds for improvements to William Clark Drive as part of a PACTS West Region cooperative effort, consistent with a memorandum from Town Engineer Jonathan Earle dated January 20, 2017.

Attachments: [17-013 Cover Sheet](#)
[Council Memo 1-24-2017](#)
[Draft Windham letter](#)
[Draft letter of support PACTS 2017 application Gorham](#)
[Draft letter of support PACTS 2017 application Westbrook](#)

[17-018](#) To approve an agreement with the Maine Office of GIS in the amount of \$11,325 for the purpose of updating orthoimagery in the town's geographic information system (GIS), such agreement to be paid for from the Pipeline Development District (TIF) Fund.

Attachments: [17-018 Cover Sheet](#)
[Orthoimagery 2017-2022 Community Info Sheet](#)
[Orthoimagery Memo of Agreement](#)

[17-019](#) To establish a Joint Public Works/School Maintenance Facility project team with the Windham-Raymond School District as outlined in a memorandum from town manager Anthony Plante dated January 20, 2017.

Attachments: [17-019 Cover Sheet](#)
[Joint Project Team Memo 20170120](#)

[17-020](#) To direct the Energy Committee and appropriate staff, through the town manager, to develop a draft request for qualifications/proposals (RFQ/RFP) for acquisition of the town's streetlights and conversion to LED fixtures.

Attachments: [17-020 Cover Sheet](#)

[17-025](#) To grant consent to a proposed easement on property owned by the Windham Youth Soccer Association to S.D. Warren for a car-top boat launch facility at the Gambo field complex.

Attachments: [17-025 Cover Sheet](#)
[Gambo Boat Launch Easement Windham 22Nov16](#)
[Gambo Boat Launch Site Plan 2016 7 28](#)

XII. Agendas & Scheduling.

[CD 17-032](#) Agenda Items Reports.

Attachments: [Projects & Issues List 20170120](#)
[Projects & Issues Sheets 20170120](#)

XIII. ADJOURN.