



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Town Council

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Tuesday, April 28, 2020

6:30 PM

Council Chambers

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To join the meeting remotely, use this link: <https://zoom.us/j/95092919507> OR call  
1-646-558-8656 and enter meeting ID: 950 9291 9507

#### I. Roll Call of Members.

Please note that Councilor Haskell had phone trouble and we were not able to communicate with him during the meeting.

Present: 7 - David Nadeau, Tim Nangle, Clayton Haskell, David Douglass, Nicholas Kalogerakis, Jarrod Maxfield and Brett Jones

#### II. Pledge of Allegiance.

Council Chair Maxfield led the Pledge of Allegiance.

#### III. Minutes to be Approved:

CD 20-110 To approve the Minutes of the April 9, 2020 Special Council meeting.

Attachments: Minutes- Special Town Council-4-9-2020

A motion was made by Councilor Kalogerakis, seconded by Councilor Douglass, that the Minutes be approved. The motion carried by the following vote:

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Councilor Kalogerakis, Council Chair Maxfield and Councilor Jones

Excused: 1 - Councilor Haskell

CD 20-115 To approve the Minutes of the April 14, 2020 Council meeting.

Attachments: Minutes-Town Council-4-14-2020

A motion was made by Councilor Kalogerakis, seconded by Councilor Douglass, that the Minutes be approved. The motion carried by the following vote:

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Councilor Kalogerakis, Council Chair Maxfield and Councilor Jones

Excused: 1 - Councilor Haskell

#### IV. Public Participation.

*Town Clerk Linda Morrell urged people to vote by Absentee for the July 14th Primary*

*Election. The polls will be open at the High School, as usual, but to make it easier and safer, voting by Absentee is encouraged. You can call the Clerk's Office at 892-1900 and request an Absentee ballot.*

## V. Councilors' Comments.

*Councilor Nangle requested his absentee ballot, and stated that he thinks it is a great idea that everybody vote by absentee.*

*Councilor Douglass said he would like to remind the Councilors that yea and nay, affirmative and negative are appropriate terminology for voting, yo is not a yea or a nay, as they move forward as a Council.*

*Councilor Kalogerakis wanted to remind the public that the WEDC is taking business application loans for people who are suffering and having a hard time during these times. Please reach out to Tom Bartell who is the Windham Economic Development Corporation Executive Director at the Town Office.*

*Councilor Nangle welcomed Councilor Jones back to the Council.*

## VI. PUBLIC HEARINGS.

20-103 To receive public comment and act on a new Liquor License permit application submitted by Windham Pie, LLC d/b/a Portland Pie Company.

Attachments: 20-103 Cover Sheet  
Portland Pie new Liquor app

A motion was made by Vice Chair Nangle, seconded by Councilor Douglass, that the Order be approved. The motion carried by the following vote:

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Councilor Kalogerakis, Council Chair Maxfield and Councilor Jones

Excused: 1 - Councilor Haskell

## VII. CONSENT AGENDA.

## VIII. UNFINISHED BUSINESS & GENERAL ORDERS.

20-079 To amend the Council's rules of procedure.

Attachments: 20-079 Cover Sheet  
Council Rules 042320  
Council-Staff Communication Protocol

*Councilor Tibbetts said the changes that our Attorney has made are in red, and he thinks we are good to go.*

A motion was made by Councilor Douglass, seconded by Vice Chair Nangle, that the Order be approved. The motion carried by the following vote:

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Councilor Kalogerakis, Council Chair Maxfield and Councilor Jones

Excused: 1 - Councilor Haskell

20-101 To reject all bids for the proposed Town Hall/Community Center and Police/Central Fire Station renovation and addition projects.

Attachments: 20-101 Cover Sheet

Memo to Council - Building Projects

*Manager Tibbetts said this was brought about in early January, and they had the discussion early on with the Finance Committee. In moving along over the timeline it became apparent that the economy is in a very different position, and after considerable review and reflection, he thinks we should reject both of the bids and look at changing the scope of the project so they are just looking at the Police and the Fire, and approach it from a different angle so they can reduce those costs to reflect what is going on in the current economy.*

*Councilor Maxfield said as much as it hurts to push something off that we have been needing, wanting and eager to do, right now we need to stay solid at the core and plan for the future.*

*Councilor Nangle said he agrees, however, we do have an opportunity where money is almost free. He thinks we should look at the different scopes and see what we could accomplish, and take advantage of these low interest rates as long as we won't over burden the tax rate.*

*Manager Tibbetts said he felt the Fire/Police project is more of a priority than the Town Hall, and because of Covid-19 and working from home, he has been able to look at the Town Hall/Community Center from a different perspective, and to use that work space differently. Other changes can be made there to make it more efficient and function better without spending all that money.*

*Barry said in rejecting this, we are just saying no to the process that was set up, and the fact that this bid covered both buildings and we don't want to do both now, we only want to do one, we would put it back out to bid if it is the desire of the Council.*

**A motion was made by Vice Chair Nangle, seconded by Councilor Douglass, that the Order be approved. The motion carried by the following vote:**

**In Favor:** 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Councilor Kalogerakis, Council Chair Maxfield and Councilor Jones

**Excused:** 1 - Councilor Haskell

## **IX. Council Correspondence.**

CD 20-097 Parks and Recreation Monthly Report - March 2020

Attachments: Monthlyreportsmarch2020

Week #3 Useful News

CD 20-098 Police Department Monthly Report - March 2020

Attachments: Police Dept Monthly Report

**CD 20-099**     Assessing & GIS Department Report for March 2020

**Attachments:**   Assessing & GIS Department March 2020

**CD 20-108**     Financial Reports as of March 31, 2020

**Attachments:**   Revenues as of March 31 2020

Expenses as of March 31 2020

**CD 20-109**     Windham Public Library - Grant Awarded.

**Attachments:**   Maine Community Foundation Grant Award

**CD 20-111**     Windham Public Library Newsletter.

**Attachments:**   Check It Out April 15

Check It Out April 22

**CD 20-112**     Public Management Magazine - Cannabis Articles.

**Attachments:**   Developing Commercial Cannabis Regulations

Grover Beach, CA - Embracing Commercial Cannabis

Juneau, Alaska - A Closer Look at Cannabis

State By State Marijuana Policies

**X. Town Manager's Report.**

*Manager Tibbets reported that Governor Mills has made some changes to her executive order and broken out phasing back in to opening up Maine. What she is calling stage 1, beginning on May 1 and ending on June 1, is having congregations of no more than 10 people, and so the Town Hall will remain closed for a few more weeks. Barry has a few more changes he wants to accomplish, and once we get those we will open. We are looking forward to the residents coming back into Town Hall.*

*If there are any residents or a family who could use some assistance, please feel free to give Town Hall a call, and it can be arranged so that we can help those residents. You will be directed to the person who can help you.*

**XI. Committee Reports.****A. Council Subcommittees.****1. Appointments Committee.**

*No report.*

**2. Finance Committee.**

*Councillor Nadeau said they have met several times since the last meeting, and they*

*voted, unanimously, to bring a budget to the full Council tonight.*

## **B. Other Committees.**

### **1. Long Range Planning Committee.**

*Councilor Nadeau said they have had two meetings, with another one Wednesday morning.*

### **2. Parks & Recreation Advisory Committee.**

*Councilor Nangle said they met a few weeks ago, and there is another meeting coming up in early May.*

### **3. Windham Economic Development Corporation**

*Councilor Maxfield said their goal and focus has been on a business support plan for businesses who are currently running and businesses who want to restart in the future. There are funds available, and there are applications available on the town website and he encourages people to take a look at that program.*

### **4. Highland Lake Leadership Team.**

*No report.*

### **5. Private Roads ad hoc Committee.**

*No report.*

### **6. Natural Resources Advisory Committee.**

*Councilor Douglass said they have a meeting scheduled for next week.*

### **7. Public Easement Advisory Committee.**

*Councilor Nangle said they are working on getting together to check out the roads.*

## **XII. Discussion Items.**

CD 20-113 Town Council will Discuss the Proposed Budget for 2020-21 as referred by the Finance Committee.

Revised budget documents will be provided on Monday and the Town Manager will also have a brief power point presentation at the meeting.

**Attachments:** Finance Committee Budget Summary

*Manager Tibbetts gave a presentation.*

CD 20-116 To hear a presentation on municipal bonding rates by Joseph Cuetara, the

Maine and New England representative, of Moors & Cabot of Boston, Massachusetts.

*Mr. Cuetara gave a presentation and answered questions.*

### **XIII. Agendas & Scheduling.**

*Town Meeting was discussed.*

### **XIV. ADJOURN.**

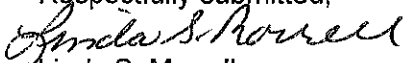
**A motion was made by Vice Chair Nangle, seconded by Councilor Douglass, that the be adjourned. The motion carried by the following vote at 8:20 p.m.**

**In Favor:** 5 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Councilor Kalogerakis and Councilor Jones

**Opposed:** 1 - Council Chair Maxfield

**Excused:** 1 - Councilor Haskell

Respectfully submitted,



Linda S. Morrell

Town Clerk, CCM