Town of Windham

Town Offices
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Cover Sheet

File Number: TMP-0504

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Wastewater Management Planning.

Done:

- RFQ for engineering support/planning services issued
- Statements of qualification received
- Qualifications reviewed, interviews conducted
- Wright-Pierce selected by the committee
- Work on draft initial scope of work for discussion with Council, meeting 11/4/2015
- Receipt of initial proposed scope and fee 11/30/2015
- Discuss initial scope and fee with Council 2/2/2016
- Council approval 2/23/2016, contract language to be finalized
- Wright-Pierce contract finalized and signed 3/1/2016; Ransom contract language has been exchanged, awaiting response from Ransom
- W-P preparing list of data needs for kickoff meeting
- Ransom contract finalized and signed 3/4/2016
- Kickoff meeting held 3/28/2016
- Refined project area mapping, worked on build-out scenarios.
- Reviewed build-out scenarios, water and wastewater volumes at meeting of 5/22/2016
- W-P working with Bob Gerber at Ransom Environmental on current, 20-, and 50-year flows and nitrogen loading, draft maps sent to committee 6/3/2016
- 8/24/2016 with W-P regarding Ransom Environmental additional effort required on task 2, clarification of task 4 and possible additional work
- Follow up with Ransom, no authorization on task 2 "overrun", task 4 per scope
- Received task 4 output from Ransom, W-P evaluating
- Technical memo on "order of magnitude" costs for WW collection and treatment to coordinate with 21st Century Downtown without foreclosing any particular option(s)
- Future wastewater projections, coordination with hydrogeologist to establish nitrate thresholds and groundwater impacts of future development
- Received draft needs assessment completing task 1
- Committee meeting 11/16/2016 to review draft needs assessment, finalize with W-P, schedule for completion of task 2
- Council discussion 12/20/2016: update from committee, needs assessment presentation and review, review of task 2 to identify wastewater management

alternatives

- Finalized task 1 report
- Meeting with DEP re. treatment alternatives (rescheduled due to weather)
- Completed task 2

Next steps:

- Committee meeting to review task 2 work product 4/7/2017
- Proposal, schedule for tasks 3 and 4
- Report on approaches and recommendations

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File Number: TMP-0524

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Facilities Planning.

Done:

- Public works facility next steps
  - Discussion of a committee for the project tentatively scheduled for 6/21/2016
- Capital plan finance review - cost estimates. TBD
  - Update of costs in facilities master plan received from SMRT.
  - Updated estimate for public works facility received from Great Falls Construction via Allied Engineering.
  - Council discussion item 10/18/2016
  - Council discussion item 1/17/2017
  - Council vote to establish joint project team 1/24/2017
  - RSU board vote to establish joint project team 2/1/2017
  - Email/poll to set up initial meeting 2/2/2017
  - Draft ad/announcement for community members
- Post ad/announcement for community members
- Initial meeting 2/23/2017
- Reposted for community members not specifically with project experience, including distribution by school district listserve
- Team meeting with Allied Engineering design team to review schematic design narrative, plans, etc. 3/23/2017

Next steps:

- Meet with design team 4/13/2017 to review items from 3/23/2017
- Schedule team meeting to tour Westbrook Public Services facility
- Report back to Council, RSU Board

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File Number: TMP-0549

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

South Windham Fire Station Project.

Done:

- Schematic design with SMRT
- Design development
- Bidding & Contracting
- Council awarded contract to Hardypond 4/26/2016
- Construction phase kickoff meeting 5/11/2016
- Construction meeting 5/25/2016
- Demolition and construction started
- Construction meeting 6/8/2016
- Construction meeting 6/21/2016
- Construction meeting 7/6/2016
    - Evaporative trench drains poured; finish work to be done
    - Wall cuts, doors, some foam insulation done
    - Underfloor plumbing done and cuts poured
    - Change order for structural modifications in the works
    - Other minor changes to reuse door opener motors, other doors
- Construction meeting 7/20/2016
- Construction meeting 8/3/2016
- Construction meeting 8/17/2016 - paving to be discussed 8/31/2016
- Construction meeting 8/31/2016
    - Paving reviewed
    - Sketch circulated for approval and pricing
- Construction meeting 9/14/2016
    - Discussion of change orders for walkway paving, kitchen range hood, living quarter doors to match, other door swap/credit, pump station elevation/grading, extension of date for completion to the end of October
    - Structural steel completed, insulation going in, preparing for framing, plumbing, and electrical the week of 9/19
- Construction meeting 9/29/2016
    - Paving plan finalized in front of new station and other association buildings
- Construction meeting 10/12/2016
- Construction meeting 10/26/2016
- Construction meeting 11/8/2016
    - Completion of overhead door, handicap access opener systems

    - Update on progress, heating units, generator, etc.
- Base paving 11/10 and 11/11/2016
- Construction meeting 11/21/2016
- Construction meeting 12/7/2016
- Construction meeting 12/14/2016
- Conditional certificate of occupancy 1/12/2017
- Substantial completion, except paving TBD Spring 2017, 1/13/2017
- Final punch list items
- Relocate to new station 1/14/2017
- Complete punch list items by 1/20/2017

Next steps:

- Paving and marking in spring 2017
- Project closeout

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File Number: TMP-0550

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Private Ways, Standards, Development.

Done:

- Road reconditioning work on Bruschi Road.
  - Complete
- Update snowplow contact with Adam Copp.
  - Complete
- Council discussion of moratorium/private road development standards
  - 1/5/2016 special meeting
  - 2/9/2016 public hearing and vote on moratorium extension
  - Moratorium not extended, expires 2/22/2016
- Staff meeting with legal counsel to outline range of options from lesser impact to greater impact
  - Target date for Council discussion by mid-February
  - Council discussion item 2/16/2016
  - Bullet list of ordinance changes to work on being developed for discussion and agreement 3/1/2016
  - Conference calls and work week of 5/27/2016
- Staff draft memo issued 6/1/2016
- Council discussion item 6/21/2016
- Planning board consideration of amendments on private road standards, requiring engineering and approval of new or extensions of private roads at its meeting of 7/25/2016
- Staff work on grandfathering status ordinance language agreed by consensus of the Council in consultation with town attorney
- Draft received and circulating for comment
- Council discussion 7/26/2016
- Council discussion 8/9/2016
- Council discussion 9/20/2016 including review of planning board recommendation on engineering and site plan approval requirements for private ways
- Identified possible approach to grandfathering based on definition of "adequate" as meeting the town's minor private road standard
- Special meeting discussion item 1/31/2017
- Refer to planning board for review and recommendation on defining 'adequate' for access to proposed subdivisions 2/14/2017
- Planning board discussion of proposed amendments 2/27/2017

Ongoing:

- Staff and town attorney efforts to identify development(s) that should undergo subdivision review

Next steps:

- Planning board public hearing and vote on recommendation 3/13/2017
- Council executive session with town attorney 4/11/2017
- Public hearing and vote on planning board recommendation regarding the adequacy of roads providing access to proposed subdivisions
- Schedule Council discussion of "Private Roads - Part 2," answering the question "how do we improve the situation?"

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File Number: TMP-0552

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Anglers Road intersection alignment project.

Done:

- Plan at Planning Board for site plan review at sketch plan
- Application for DEP permit under review
- Final land transfers from WEDC to Town being prepared
    - Council approved 12/22/2015
- Finalized agreement for demolition of blue building with abutter
- Final site plan approval granted
- Project out to bid 2/1/2016, pre-bid meeting 2/10/2016, bids due 2/25/2016
- Bids received and analyzed, contact with Portland Water District regarding its reimbursable share of the project and bidders
- Additional information request to two lowest bidders sent out 3/2/2016, due by 3/10/2016
- Bid review due diligence, award on 3/15/2016
- Notice of award sent to RJ Grondin, signed and returned
- RJ Grondin putting bonding in place
- Contract signed, performance and payment bonds received
- Pre-construction meeting held 5/2/2016
- Public notification of work beginning 5/8/2016
- Night work for utility upgrades, relocations night work began 5/8/2016
- Work on widening, other aspects began week of 5/27/2016
- Continuing field reports
- Base paving of new Anglers Road
- Curb cut and access for Bob's Seafood
- Temporary signals installed, traffic shifted to the new Anglers Road, closing off the old road, completing sidewalk and curbing
- Anglers Road and sidewalk finish paving
- Signal mast arm bases
- Paving and marking complete
- Change order negotiated to deduct for late completion of signals
- Signal mast arms and signals week of 12/9/2016
- Final punch list 12/14/2016
- Project substantially complete

Next steps:

- Contribution for repaving ($2,000 +/-) at Franco's rather than repair worn,

crumbling pavement further impacted by construction

- Repair loamed and seeded areas at Bob's due to signal installation by AD Electric
- Project close-out

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File Number: TMP-0553

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

North Route 302 Improvements Project.

Done:

- Meetings held with MDOT regarding 302/Enterprise Drive intersection, scope for 302 improvements west of Anglers Road.
- Core samples of pavement and gravels to determine whether shoulders will need to be built up or overlaid.
    - November 2015 - done
- Core sample results support heavy overlay, coordinated with MDOT, instead of box cut
- Traffic count results show Enterprise Drive intersection far from meeting warrants for signal
- Setting up meeting with MDOT through state traffic engineer to identify option for Route 302 improvements and Route 302/Enterprise Drive intersection.
- Reports sent to Council 2/11/2016
- MDOT follow up meeting 2/22/2016

Next steps:

- Confirmation of scope of work following core sample analysis
- Specific proposal from developer to MDOT
- Outreach to overcome warrant threshold for signal at Enterprise Drive
- Budget for FY 2019

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File Number: TMP-0554

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

21st Century Downtown

Done:

- RFP issued
- Proposals received
- Proposals evaluated, interviews held
- Selected TY Lin and MRLD, contracts signed
- Project kickoff 11/23
- Beginning property owner/stakeholder meetings 12/2015
- Council consideration of supplemental improvements (underground utilities, storm water improvements, traffic signal modernization) 12/22/2015
- Council approval of added scope 3b items (underground utilities and street lighting, traffic signal modernization) 1/12/2016
- PACTS application for Boody's Corner pedestrian improvements submitted 1/22/2016
- Concept plan being readied for public meeting on 3/10/2016
- Public meeting held 3/10/2016, input to be evaluated and incorporated as appropriate
- Draft preliminary plan reviewed, key property owner meetings
- Council presentation and discussion 5/3/2016
- Council endorsement of PACTS sidewalk application (Basin Road to Boody's Corner) 5/10/2016
- Incorporated improvements into capital plans, budget for FY 2017 and beyond
    - $25,000 for further development of public education and awareness materials and events
    - $25,000 for work on zoning changes
- Final preliminary design report (PDR) reviewed with TY Lin, MRLD, and Wright-Pierce 5/25/2016
- Discussion item 1/3/2017 (postponed due to weather to 1/10/2017)
- Council endorsement of plan vision to pursue ROW improvements, utility relocation funding
- PACTS application for full-scope ROW improvements, utility relocation funding (if applicable)

Next steps:

- Coordination of corridor improvements, zoning, and wastewater for a broader vision for the future of North Windham as the 21st Century Downtown.

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File Number: TMP-0578

Agenda Date: | **Version:** 1 | **Status:** Follow Up

In Control: Town Council | **File Type:** Temp

Solid Waste Alternatives Evaluation.

Done:

- Extension of contract with Pine Tree Waste
  - Discussion with Stu Axelrod, general manager 1/21/2016
  - Email/info to come regarding two year extension, term options with regard to annual adjustment, percentage, CPI, or fuel adjustment, possible automatic annual extensions thereafter
- Council contract extension vote 6/28/2016

Next steps:

- Define scope, identify and fund budget, and examine alternatives for curbside trash and recycling program, drop-off recycling, other classes of waste
  - Develop RFP
  - Issue RFP, receive and evaluate proposals
  - Conduct alternatives evaluation
- Select and, if necessary, develop implementation plan(s) for selected alternative(s)

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File Number: TMP-0583

Agenda Date: | **Version:** 1 | **Status:** Follow Up

In Control: Town Council | **File Type:** Temp

Windham Public Library Space Reconfiguration Project.

Done:

- RFP issued
- Oak Point Associates selected
- Work with library staff
- Concepts developed and reviewed with staff and Council
- Direction to proceed with concept, estimated at about $185,000
- 95% plans and specifications developed
- Estimate based on 95% plans at about $206,000
- Grant applications continue, assemble available funding, consideration for fiscal 2017 budget
- Davis Family Foundation grant received; Stephen & Tabitha King Foundation grant application not approved
- Final documents received, estimate approximately $232,000
- Incorporate funding in capital plan, budget for FY 2017

Next steps:

- Finalize funding plans/sources for FY 2018
- Re-engage Oak Point for construction admin services
- Bid project
- Build project

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File Number: TMP-0664

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Ordinance Development Professional Services.

Done:

- Discussion of ordinance work and resources needed for progress 1/26/2016
- Mainly focused on 21st Century Downtown, included $50,000 as part of FY 2017 preliminary budget, reduced to $25,000 as recommended by the finance committee
- Budget approval
- Draft scope of work developed
- Request for qualifications/proposals issued
- Received and evaluating proposal (1)
- Met with team submitting proposal, determine whether to proceed or develop another approach
- Revise and reissue RFP November/December 2016
- Revised and reissued RFP 11/4/2016
- Proposal received
- Ordinance professional services contracted with Maine Design Workshop
    - Plans for open house, stakeholder meetings, ordinance language production
- Public outreach regarding open house, stakeholder meetings 2/6-8/2017
- Community open house and design exercise 2/6, follow up meetings

Next steps:

- 21st Century Downtown plan recap/review with planning board early April 2017
- Ordinance language to Council April 2017
- Refer to Planning Board for review and recommendation
- Council public hearing and action

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File Number: TMP-0667

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Record Preservation, Archiving.

Done:

- Scanning records for archiving and retrieval, link to GIS discussed at Council orientation 1/9/2016

Next step:

- Incorporate into FY 2017 work as capacity allows
- Incorporate into FY 2018 budget

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File Number: TMP-0669

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Petition process and format on web site.

Done:

- Discussed at Council orientation to add information regarding petition processes on the town web site 1/9/2016

Next step:

- Design/modify web page with information about how to petition for changes, access the process, etc.

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File Number: TMP-0692

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Constituent feedback, comment, complaint procedure and tracking system.

Done:

- Draft administrative complaint procedure, undergoing review

Next steps:

- Complete administrative complaint procedure review
- Develop constituent feedback, comment, complaint procedure and tracking system.
    - Evaluate modules in CivicPlus for online reporting and tracking - in process
- IT working on adding to citizen request tracker

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File Number: TMP-0864

Agenda Date: | **Version:** 1 | **Status:** Follow Up

In Control: Town Council | **File Type:** Temp

Skate Park condition assessment, repair, community meeting

Done:

- Structural engineer's report received 4/21/2016
- Follow up letter received 4/27/2016
- Community meeting held 5/2/2016
- Follow up community forum planned
- Identify critical issues and repairs for reopening the park by 5/6/2016 - in progress, consultations held with park designer and structural engineer
    - Follow up conference calls, meetings through 6/3/2016
- Plans in hand week of June 20, out to contractor for estimates for labor on those structures identified for repair
- *Pro bono* contractor identified
- Contractor started work late August
- Coordinating between town maintenance staff and contractor to complete work
- Work completed on new structures
- Council approved LWCF application 11/15/2016
- Submitted LWCF application 11/18/2016
- Received notice of grant award

Next steps:

- Grant agreement
- Design/engineering process including public input
- Finalize design
- Bid
- Construction

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File Number: TMP-1114

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Code enforcement director search

Done:

- Meeting with staff to identify ways to keep work flowing and support them while short-handed
- Seek input from constituent groups, stakeholders
    - Meeting with one stakeholder group 10/11/2016; more to come
- Finalized candidate profile based on internal and external community input
- Initiated search 3/17/2017

Next steps:

- Form search/interview committee
- Receive and screen applications
- Conduct initial interviews
- Conduct follow-up interviews, identify finalist(s) for possible small group meetings, Council interaction
- Select candidate for appointment
- Appoint and confirm new director

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File Number: TMP-1193

Agenda Date: | **Version:** 1 | **Status:** Follow Up

In Control: Town Council | **File Type:** Temp

MUNIS Implementation.

Done:

- Kick-off conference call to begin implementation planning 11/10/2016
- Complete initial project planning packet
- Schedule project planning session
- Project planning session 12/14/2016
- Chart of accounts analysis 1/19/2017
- Complete draft chart of accounts
- Internal stakeholder orientation/presentation 3/20 and 3/24/2017

Next steps:

- Other GL, AP, Cash Receipts, Budgetary module planning, go live 7/1/2017
- Animal licensing planned to go live 7/1/2017
- Tax module(s) planned for Spring 2018

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File Number: TMP-1268

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Retail Marijuana Establishments Moratorium

Done:

- Emergency Moratorium Ordinance adopted 11/22/2016 (16-209)
- Moratorium Ordinance adopted 12/13/2016 (16-210)
- Moratorium in place through 5/21/2017
- Council discussion 3/14/2017, update and ordinance amendments regarding retail marijuana establishments, other considerations
- Council refer amendments adding retail marijuana establishment definitions to planning board 3/28/2017

Next steps:

- Public hearing, vote to extend moratorium, at least briefly, 4/25/2017
- Identify resources and research experience, especially in Colorado
- Form working group to map out process, issues and potential policy responses
- Public process
- Settle on preferred policy responses; write necessary ordinance language
- Enact ordinances/ordinance amendments

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File Number: TMP-1297

Agenda Date: **Version:** 1 **Status:** Follow Up

In Control: Town Council **File Type:** Temp

Comprehensive Plan, Strategic Planning, etc.

Done:

- Draft from Comp Plan Review Team and Planning Department
  - To Council
  - To state for review

Next steps:

- Council/Planning Board joint meeting - March/April 2017
- Council action April 2017
- Incorporate goals into 2019-2022 strategic plan - Summer/Fall 2017