



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft Town Council

Tuesday, December 23, 2014

7:00 PM

Council Chambers

I. Roll Call of Members.

Present: 5 - Donna Chapman, Bob Muir, Dennis Welch, David Nadeau and Thomas Gleason

Absent: 1 - Roy Moore

II. Pledge of Allegiance.

Chairman Nadeau led the assembly in the Pledge of Allegiance.

III. Minutes to be Approved:

CD 14-442 To approve the Minutes of the December 16, 2014 Town Council Meeting.

Attachments: [Minutes - 12-16-2014.pdf](#)

A motion was made by Councilor Gleason, seconded by Councilor Welch that the Minutes be approved. The motion carried by the following vote.

In Favor: 4 - Councilor Muir, Councilor Welch, Council Chair Nadeau and Councilor Gleason

Absent: 1 - Councilor Moore

Abstain: 1 - Vice Chair Chapman

IV. Public Participation.

No public participation.

V. Councilors' Comments.

No Councilor comments.

VI. Council Correspondence.

Councilor Nadeau: He noted that he was very impressed with the response time section in the Fire Department's monthly report. He is also surprised at how much it costs to clean up after a storm. He thanked the Department Heads for putting the reports together so the Councilors can be up to date with things.

CD 14-429 Tax Collection Monthly Report - November 2014

Attachments: [November 2014 monthly report](#)

CD 14-426 Social Services Report - November 2014

Attachments: Social Services Report - November 2014

CD 14-431 Police Department Monthly Report - November 2014

Attachments: Police Monthly Report -November 2014

CD 14-433 Fire-Rescue Department Monthly Report - November 2014

Attachments: Fire Department November Monthly Activity report

CD 14-430 Parks and Recreation Department Monthly Report - November 2014

Attachments: Monthly Report November 2014

CD 14-432 Public Works Monthly Report for November 2014

Attachments: Public Works November 2014

CD 14-434 Windham Public Library Monthly Report - November 2014

Attachments: Public Library Monthly Report - November 2014

CD 14-436 Code Enforcement Department Monthly Report - November 2014

Attachments: Impact Fee - North Route 302 Road Improvements 2014-11-01 to 2014-11-30
Impact Fee - Recreation 2014-11-01 to 2014-11-30
Activity Report - By Violation Type - 2014-11-01 to 2014-11-30
Inspections Summary - By Inspection Type 2014-11-01 to 2014-11-30
Inspections Summary - By Project Type 2014-11-01 to 2014-11-30
Code Enforcement Report November 2014

CD 14-437 Monthly Financial Reports

Attachments: Appropriation and Revenue Control reports

CD 14-439 Winter storm reports

Attachments: November 26-28 Event

Dec. 4 Event

Dec. 6 Event

Dec.9-13 Event

CD 14-441 Assessor's Monthly Report - November 2014

Attachments: Assessor's Monthly Report - November 2014

CD 14-445 Planning Department Monthly Report - November

Attachments: Planning Dept Monthly Report - Nov 2014

VII. Town Manager's Report.

CD 14-447 Town Manager's Report.

Attachments: Town Manager's Report 20141219

Tony Plante: Tony reminded people that we will be closed on Christmas Day and New Years Day, and that we are closing at 1:00 p.m. on Christmas Eve and at 3:00 p.m. on New Year's Eve.

He reminded people that if your trash and recycling pick-up day is on those two Thursday holidays your trash will not be picked up on those days, but it will be picked up on Friday both of those weeks.

There is a Special meeting on January 20, 2015 to work on capital planning i.e. facilities buildings, roads, etc., and they will be talking more about it at up coming meetings during agendas and scheduling, also with regard to the Manager's evaluation process, which is a discussion item tonight.

For the meeting on January 13th they are planning Council consideration of the next round of harvesting at the Lowell Preserve. Before that they are sending out a letter to some of the people who have provided comment following the last harvest in 2013, and they will be holding a meeting with them and any other interested parties at the East Windham Fire Station, Saturday, January 10, 2015 at 1:00 p.m. in the Community Room and conditions permitting, they will do a site visit to see some of the areas that were harvested in 2013 and other areas planned for the next round of harvesting. The meeting will be with Mike Mains our Forester.

Tony then wished everyone a Merry Christmas & Happy New Year.

VIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Councilor Chapman: Reported that they had not met, but said they still need to pick a Chairman for that group, and she would like to have a brief meeting before the Special meeting on the 20th.

2. Finance Committee.

Chairman Nadeau: He said they had not met.

B. Other Committees.

1. Land Use Ordinance Committee.

Chairman Nadeau: He said they had not met as Ben Smith has been busy with the Comp Plan.

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

Councilor Gleason: Reported that they have had one meeting, and he's talked to Doug and letters have been sent to the two roads they have had problems with. They know there are lawyers involved between people on one of the roads, and they will not have service next year unless the improvements are done by July 15th.

3. Windham Economic Development Corporation

Councilor Gleason: He reported that the last meeting was on the 17th, and they talked about the TIF and what they were planning to do with it. They talked about high speed computer services and to continue working on simplifying the Planning process.

4. Wastewater Management Planning Advisory Committee.

Tony Plante: He reported that they met a couple of weeks ago, and they will have another meeting in the middle of January. They split the work up among the five different bullets that were part of the revised charge, and they will be working as individuals or in small groups on those and coming back to the group as a whole in mid January.

IX. PUBLIC HEARINGS.

X. CONSENT AGENDA.

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

14-530 To authorize the expenditure of \$6,800 plus reimbursable expenses for a due diligence review of the former Maine Cedar Log Homes building as a possible replacement for the South Windham Fire Station to be performed by SMRT as outlined in a proposal dated November 11, 2014, such expenditure to be made from General Contingency, account 100-9910-43010.

Attachments: [14-530 CoverSheet](#)
[SMRT Proposal - November 11, 2014](#)

Councilor Gleason: He saw the building today and he was impressed, but he wants to see how much it will cost to renovate it before a decision is made.

Councilor Muir: He asked if contingency is the only place we can get the money from? Tony, said the short answer is yes, there is no other area in the budget where they have allocated this much for consulting fees. There are other parts of the budget where we have consulting fees, but a lot of that has been taken up with expenses of the Police and Fire Chiefs search.

Councilor Chapman: She went down today as well, and thanked Peter Anania for

allowing them to look at it. She said there are sprinkler systems in there, and if another door has to be put in, will they give us an idea of how much it will cost? Tony said the \$6,800 will also help cover that. It is looking at the existing building, its structure and systems against the program for the South Windham Fire Station.

A motion was made by Councilor Welch, seconded by Councilor Gleason, that the Order be approved. The motion carried by the following vote:

In Favor: 5 - Vice Chair Chapman, Councilor Muir, Councilor Welch, Council Chair Nadeau and Councilor Gleason

Absent: 1 - Councilor Moore

14-533 To find that the requirements of 28-A MRSA §653 have been met and to approve an application submitted by Joseph Ruggiero d/b/a Ruggiero's Pizza for a renewal liquor license.

Attachments: [14-533 CoverSheet](#)
[Ruggiero's Renewal Liquor License Application](#)

A motion was made by Councilor Gleason, seconded by Councilor Muir that the Order be approved. The motion carried by the following vote.

In Favor: 5 - Vice Chair Chapman, Councilor Muir, Councilor Welch, Council Chair Nadeau and Councilor Gleason

Absent: 1 - Councilor Moore

XII. Discussion Items.

CD 14-375 To discuss the results and findings of the Community Survey conducted in October & November 2014 in support of the Comprehensive Plan Update.

Attachments: [TC Survey Presentation 12-23-14](#)

CD 14-443 Town Manager's Evaluation Process.

Attachments: [Town Manager Performance Appraisal Form](#)
[Dacri Presentation - Evaluating Your Town Manager](#)

XIII. Agendas & Scheduling.

CD 14-448 Agenda Items Reports

Attachments: [Agenda Items Report - Scheduled Items 20141219](#)
[Agenda Items Report - Items Yet to Be Scheduled 20141219](#)

XIV. ADJOURN.

A motion was made by Councilor Gleason, seconded by Councilor Welch that they adjourn at 8:48 p.m. The motion carried by the following vote.

In Favor: 5 - Vice Chair Chapman, Councilor Muir, Councilor Welch, Council Chair Nadeau and Councilor Gleason

Absent: 1 - Councilor Moore

Respectfully submitted,

Linda S. Morrell

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Town Clerk, CCM