



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, February 27, 2018

7:00 PM

Council Chambers

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#### 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 18-047](#) To approve the minutes of the January 30, 2018 (Postponed from January 23, 2018) Council meeting.

**Attachments:** [Minutes-Town Council-1-30-2018](#)

[CD 18-066](#) To approve the minutes of the February 6, 2018 Council meeting.

**Attachments:** [Minutes-Town Council-2-6-2018](#)

[CD 18-067](#) To approve the minutes of the February 13, 2018 Council special meeting.

**Attachments:** [Minutes-Town Council Special-2-13-2018](#)

#### 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.

[CD 18-039](#) Legislative Delegation Update.

*The Council has invited Windham's legislative delegation - Senator Bill Diamond, Representative Mark Bryant, and Representative Patrick Corey - to provide an update on issues in the current legislative session and to hear the Council's perspective on matters of local concern.*

#### VI. Council Correspondence.

[CD 18-065](#) March 10, 2018 Legislative Forum Invitation

**Attachments:** [Legislative Forum - Sebago Lakes Region](#)

[CD 18-068](#) Nomination Request for GPCOG Regional Voice Committee

**Attachments:** [GPCOG Regional Voice Committee](#)  
[GPCOG Strategic Plan Brochure](#)

[CD 18-069](#) 2018 MMA Municipal Member Dues and Service Program

**Attachments:** [2018 MMA Member Dues and Service Program Letter](#)  
[2017 MMA Year in Review](#)  
[MMA Contact List](#)

[CD 18-070](#) Team Hailey Hugs - Childhood Cancer Awareness Month Recognition Request

**Attachments:** [Team Hailey Hugs - Childhood Cancer Awareness](#)

- [CD 18-072](#) Michael Devoid Correspondence - Private Road Concerns  
**Attachments:** [Michael Devoid Email re. Private Roads](#)
- [CD 18-048](#) Town Clerk's Monthly Report - January 2018  
**Attachments:** [Town Clerk's Report-January 2018](#)
- [CD 18-049](#) Assessing & GIS Department Monthly Report - January 2018  
**Attachments:** [Assessing & GIS Department January 2018](#)
- [CD 18-054](#) Fire-Rescue Department Monthly Report - January 2018  
**Attachments:** [Fire-Rescue Monthly Report - January 2018](#)
- [CD 18-055](#) Code Enforcement Monthly Report - January 2018  
**Attachments:** [Code Enforcement Monthly Report - January 2018](#)
- [CD 18-056](#) Police Department Monthly Report- January 2018  
**Attachments:** [Police Department Report - January 2018](#)
- [CD 18-057](#) Parks and Recreation Monthly Report - January 2018  
**Attachments:** [Parks and Recreation Monthly Report - January 2018](#)  
[Upcoming Programs and Events - Jan/Feb 18](#)
- [CD 18-058](#) Public Works Department Monthly Report - January 2018  
**Attachments:** [Public Works Monthly Report - January 2018](#)  
[January 2018 Storm Reports](#)
- [CD 18-064](#) Financial Reports as of January 31, 2018  
**Attachments:** [Revenue Report](#)  
[YTD Budget Report](#)
- [CD 18-071](#) Social Services Monthly Report - January 2017  
**Attachments:** [Social Services Monthly Report - January 2018](#)

## VII. Town Manager's Report.

[CD 18-074](#) Town Manager's Report.

Attachments: [Town Manager's Report 20180223](#)  
[Projects & Issues List 20180223](#)  
[Projects & Issues Sheets 20180223](#)

## VIII. Committee Reports.

### A. Council Subcommittees.

1. Appointments Committee.

*Meeting February 27, 2018 at 6:00 p.m.*

2. Finance Committee.

*No report.*

### B. Other Committees.

1. Long Range Planning Committee.

*Met February 21, 2018. Council representative: Councilor Haskell.*

2. Parks & Recreation Advisory Committee.

*Council representative: Councilor Cummings.*

3. Public Easement Advisory Committee.

*No report.*

4. Highland Lake Leadership Team.

*Meeting February 28, 2018. Draft minutes provided February 13, 2018 (CD 18-052).*

5. Shared Maintenance Facility Joint Project Team.

*See town manager's report.*

6. Windham Economic Development Corporation

*No report.*

## IX. PUBLIC HEARINGS.

*None.*

## X. CONSENT AGENDA.

[18-029](#) To set seasonal weight limits on roads.

**Attachments:** [Cover Sheet 18-029](#)  
[Public Works Director Memo](#)  
[2018 Road Posting List](#)

[18-031](#) To find that the requirements of 28-A M.R.S.A. §605 have been met to approve an application submitted by Windham Billiards located at 824 Roosevelt Trail Suite 9/10, moving to 770 Roosevelt Trail for an on premise transfer of a liquor license by a current licensee.

**Attachments:** [Cover Sheet 18-031](#)  
[Windham Billiards On Premise Transfer](#)

[18-040](#) To approve an application submitted by Northern New England Telephone Operations LLC and Central Maine Power Company to locate (1) utility pole and cables and wires thereon, including the necessary sustaining, supporting and protecting fixtures on Roosevelt Trail/US Rt. 302 (Compact area), approximately 705 feet Southerly of the intersection of center line of River Road.

**Attachments:** [Cover Sheet 18-040](#)  
[Fairpoint Pole Location-Roosevelt Tr](#)

[18-034](#) To postpone the Council meeting of March 13, 2018 to March 20, 2018.

**Attachments:** [Cover Sheet 18-034](#)  
[Council Rules](#)

## **XI. UNFINISHED BUSINESS & GENERAL ORDERS.**

[18-027](#) To amend the Retirement Health Savings (RHS) Plan and require eligible employees, those with ten or more years of service, upon separation from service, to contribute to the RHS Plan for the benefit of the employee, his or her beneficiaries and/or survivors.

**Attachments:** [Cover Sheet 18-027](#)  
[RHS Plan Amendment](#)

[18-028](#) To approve the July 1, 2018 to June 30, 2019 contract for services provided by the Animal Refuge League.

**Attachments:** [Cover Sheet 18-028](#)  
[Animal Refuge League Contract Renewal](#)

[18-030](#) To approve a contract with the Hartigan Company of Middlesex, Vermont d/b/a Hartigan Wastewater Services for catch basin cleaning as outlined in the attached memorandum from public works director Doug Fortier dated January 19, 2018 and proposed contract for calendar years 2018, 2019, and 2020.

**Attachments:** [Cover Sheet 18-030](#)  
[Catch Basin Cleaning Contract](#)

[18-032](#) To adopt, as an emergency, an amendment to the moratorium ordinance on certain development activities in the Highland Lake watershed adopted by the Council on September 12, 2017, extending the moratorium for an additional period of 180 days.

**Attachments:** [Cover Sheet 18-032](#)  
[Moratorium on Highland Lake development to Council 090717](#)

## **XII. Discussion Items.**

*None.*

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

[CD 18-075](#) Agenda Items Reports.

**Attachments:** [Agenda Items Scheduled 20180223](#)  
[Agenda Items to be Scheduled 20180223](#)  
[Projects & Issues List 20180223](#)  
[Projects & Issues Sheets 20180223](#)

## **XIV. ADJOURN.**