



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, October 28, 2014

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 14-377](#)

To approve the Council meeting minutes of October 14, 2014.

**Attachments:**

[Town Council Minutes - 10-14-2014.pdf](#)

#### 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 14-354](#) Collections Monthly Report - September 2014  
**Attachments:** [MONTHLY REPORT-SEPTEMBER 2014](#)
- [CD 14-370](#) PACTS Annual Report  
**Attachments:** [PACTS Annual Report](#)
- [CD 14-376](#) Planning Board Agenda - October 27, 2014  
**Attachments:** [Planning Board Agenda](#)
- [CD 14-351](#) Public Works Monthly Report - September 2014  
**Attachments:** [Public Works Monthly Report - September 2014](#)
- [CD 14-358](#) Assessor's Office Monthly Report - September 2014  
**Attachments:** [Monthly Reports Assessor](#)
- [CD 14-359](#) Social Services Monthly Report - September 2014  
**Attachments:** [Social Services Report - September 2014](#)
- [CD 14-360](#) Police Department Monthly Report - September 2014  
**Attachments:** [Police Monthly Report - September 2014](#)
- [CD 14-361](#) Code Enforcement Department Monthly Report - August 2014  
**Attachments:** [Code Enforcement Report August 2014 revamp](#)
- [CD 14-363](#) Parks and Recreation Department Monthly Report September 2014  
**Attachments:** [Parks and Recreation Monthly Report September 2014](#)
- [CD 14-366](#) Fire-Rescue Department Monthly Report - September 2014  
**Attachments:** [September Monthly Activity Report](#)  
[9-September 2014 Report](#)
- [CD 14-364](#) Public Library Monthly Report - September 2014  
**Attachments:** [September 2014](#)
- [CD 14-365](#) Town Clerk's monthly report for September 2014.  
**Attachments:** [Town Clerk's Report-Sept. 2014.pdf](#)

[CD 14-367](#) Planning Department Monthly Report - September 2014

**Attachments:** [Planning Department Monthly Report - September 2014](#)

[CD 14-368](#) Comprehensive Plan Review Team - Quarterly Town Council Report

**Attachments:** [Q3 2014 Progress Update](#)

[CD 14-374](#) Monthly Financial Reports.

**Attachments:** [Appropriation & Revenue Control reports](#)

[CD 14-381](#) Quarterly Budget Variance Analysis.

**Attachments:** [Quarterly Budget Variance Analysis FY14 Q1](#)

## **VII. Town Manager's Report.**

[CD 14-378](#) Town Manager's Report.

**Attachments:** [Town Manager's Report 20141024](#)  
[Town Manager's Report Supplement 20141028](#)

## **VIII. Committee Reports.**

### **A. Council Subcommittees.**

1. Appointments Committee.
2. Finance Committee.

### **B. Other Committees.**

1. Land Use Ordinance Committee.
2. Public Easement Advisory Committee/Roads Policy Task Force.
3. Windham Economic Development Corporation

## **IX. PUBLIC HEARINGS.**

## **X. CONSENT AGENDA.**

[14-414](#) To approve a Victualer's permit application submitted by J & K Caffah-Nation d/b/a Aroma Joes, located at 704 Roosevelt Tr.

**Attachments:** [14-414 CoverSheet](#)  
[Aroma Joes Victualer.pdf](#)

[14-426](#) To find that the requirements of 28-A MRSA §653 have been met and to approve an application submitted by Capital Pizza Hut, Inc. d/b/a Pizza Hut for a renewal liquor license.

**Attachments:** [14-426 CoverSheet](#)  
[Pizza Hut Liquor Lic renewal.pdf](#)

[14-440](#) To find that the requirements of 28-A M.R.S.A. §605 have been met to approve an application submitted by the Lake Region Eagles #4352 located at 824 Roosevelt Trail, moving to 456 Roosevelt Trail for an On Premise Transfer.

**Attachments:** [14-440 CoverSheet](#)  
[Lake Region Eagles Premise Transfer.pdf](#)

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

[14-410](#) To find that the requirements of 28-A MRSA §653 have been met and to approve an application submitted by New England 9 Ball LLC d/b/a Sneaky Pete Billiards for a renewal liquor license.

**Attachments:** [14-410 Cover Sheet](#)  
[28-A MRSA 653](#)  
[Sneaky Pete's Liquor renewal.pdf](#)

**Legislative History**

10/14/14      Town Council                      postponed

[14-425](#) To approve the addition of Loon Lane to the Town's winter road maintenance schedule.

**Attachments:** [14-425 CoverSheet](#)  
[October 8 2013 Meeting Minutes for Order 13-155](#)  
[13-155 Winter Maintenance Request for Loon Lane 10.8.2013](#)  
[Loon Lane Winter Maintenance Request](#)

[14-427](#) To approve the addition of a portion of Mourning Dove Lane to the Town's winter maintenance schedule.

**Attachments:** [14-427 CoverSheet](#)  
[Mourning Dove Lane Release](#)

[14-428](#) To accept the payment of \$30,000 from Edward Emerson as payment in full of a promissory note secured by a mortgage to the town for \$24,000 dated March 26, 1992 on premises located at 79 Windham Center Road.

**Attachments:** [14-428 CoverSheet](#)  
[Emerson Property](#)

[14-429](#) To amend the charge of the Wastewater Management Planning Advisory Committee.

**Attachments:** [14-429 CoverSheet](#)  
[WMPAC Report Final](#)

[14-433](#) To refer proposed ordinance changes to Section 1200 of Chapter 140, to correct typographical errors and errors of omission, to the Planning Board for review and recommendation.

**Attachments:** [14-433 CoverSheet](#)  
[Staff to TC Impact Fee Corrections comb 10-20-2014](#)

[14-361](#) To adopt a Complete Streets Policy as one of the implementation items in the 21st Century Plan.

**Attachments:** [14-361 CoverSheet](#)  
[Complete Streets memo\\_06-24-14](#)  
[MaineDOTCompleteStreetsPolicyFinal061814](#)  
[Windham Complete Streets 2nd draft\\_06-24-14](#)  
[Windham Complete Streets 3rd draft\\_07-17-14](#)

## XII. Discussion Items.

*(Please note the time allotted for each item; if additional time is needed, it may have to be scheduled for another meeting.)*

[CD 14-352](#) The Council will review progress on its goals for the last year.

**Attachments:** [Council Goals 2014 Update 20140822](#)  
[Council Goals 2014 Update 20141028](#)

9:00 p.m.

Public Comment.

## XIII. Agendas & Scheduling.

[CD 14-379](#) Agenda Items Report.

**Attachments:** [Agenda Items Report - Items Scheduled 20141024](#)  
[Agenda Items Report - Items Not Yet Scheduled 20141024](#)

**XIV. ADJOURN.**