



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, November 14, 2017

7:00 PM

Council Chambers

Swearing In of Councilors-Elect

Prior to the start of the meeting the Town Clerk will administer the oath of office to those elected to seats on the Council on November 7, 2017.

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 17-334](#) To approve the minutes of the October 10, 2017 Council meeting.

Attachments: [Minutes-Town Council-10-10-2017](#)

[CD 17-335](#) To approve the minutes of the October 24, 2017 Council meeting.

Attachments: [Minutes-Town Council-10-24-2017](#)

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 17-336](#) Windham Public Library Newsletter

Attachments: [Check It Out November 2017](#)

[CD 17-337](#) Presumpscot Regional Land Trust Newsletter

Attachments: [Newsletter of the PRLT Fall/Winter 2017](#)

VII. Town Manager's Report.

[CD 17-345](#) Town Manager's Report.

Attachments: [Town Manager's Report 20171109](#)

[Projects & Issues List 20171109](#)

[Projects & Issues Sheets 20171109](#)

VIII. Committee Reports.

The Chairman will ask for reports from Council subcommittees and other Council appointed committees at this time.

A. Council Subcommittees.

B. Other Committees.

IX. PUBLIC HEARINGS.

[CD 17-338](#) To receive public comment on proposed amendments to the Surface Water Protection Ordinance strengthening water quality protection in the Highland Lake watershed.

Attachments: [TC packet_surface water protection_10-27-2017](#)

[Mark-up from comments by John MacKinnon](#)

[CD 17-347](#) To receive public comment on proposed amendments to the Town's Land Use Ordinance, Chapter 140, Sections 800 and 900, to change the number of required hardcopy application submissions from fifteen (15) to three (3), the number of signature sheets for approved plans, and to specify that an electronic submission is required.

Attachments: [Ch 140 application submission](#)

X. CONSENT AGENDA.

[17-198](#) To appoint Sparky Hurgin to the Long Range Planning Committee.
Attachments: [CoverSheet 17-198](#)

[17-199](#) To appoint Allan Phinney to the Long Range Planning Committee.
Attachments: [CoverSheet 17-199](#)

[17-200](#) To appoint Thomas Matthews to the Summerfest Organizing Committee.
Attachments: [CoverSheet 17-200](#)

[17-201](#) To appoint Debra Matthews to the Summerfest Organizing Committee.
Attachments: [CoverSheet 17-201](#)

[17-202](#) To appoint Liza Libby to the Summerfest Organizing Committee.
Attachments: [CoverSheet 17-202](#)

[17-203](#) To appoint Tim Graham to the Summerfest Organizing Committee.
Attachments: [CoverSheet 17-203](#)

[17-204](#) To appoint Robin Mullins to the Summerfest Organizing Committee.
Attachments: [CoverSheet 17-204](#)

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

[17-205](#) To approve amendments to the Surface Water Protection Ordinance strengthening water quality protection in the Highland Lake watershed.
Attachments: [Cover Sheet 17-205](#)
[CD 17-322 Cover Sheet](#)
[TC packet_surface water protection_10-27-2017](#)

[17-218](#) To approve proposed amendments to the Town's Land Use Ordinance, Chapter 140, Sections 800 and 900, to change the number of required hardcopy application submissions from fifteen (15) to three (3), the number of signature sheets for approved plans, and to specify that an electronic submission is required.
Attachments: [Cover Sheet 17-218](#)
[Ch 140 application submission](#)

[17-207](#) To adopt a charge for and establish the Highland Lake Leadership Team in conjunction with the Town of Falmouth and the Highland Lake Association.

Attachments: [CoverSheet 17-207](#)
[Highland Lake Leadership Team Charge](#)
[2003 Highland Lake Phosphorus Control Action Plan](#)

[17-209](#) To accept nominations for and elect a Chairman of the Town Council.

Attachments: [CoverSheet 17-209](#)
[Council Rules](#)

[17-210](#) To accept nominations for and elect a Vice-Chairman of the Town Council.

Attachments: [CoverSheet 17-210](#)
[Council Rules](#)

[17-211](#) To accept nominations for and elect a Parliamentarian of the Town Council.

Attachments: [CoverSheet 17-211](#)
[Council Rules](#)

[17-212](#) To accept nominations for and appoint a Finance Committee.

Attachments: [Council Rules](#)
[CoverSheet 17-212](#)

[17-213](#) To accept nominations for and appoint an Appointments Committee.

Attachments: [CoverSheet 17-213](#)
[Council Rules](#)

[17-214](#) To accept nominations for and appoint two representatives to the Windham Economic Development Corporation board of directors.

Attachments: [CoverSheet 17-214](#)
[Council Rules](#)

[17-215](#) To appoint a Council representative to the Public Easement Advisory Committee.

Attachments: [CoverSheet 17-215](#)
[Public Easement Advisory Committee Charge](#)

[17-216](#) To appoint a Council representative to the Parks and Recreation Advisory Committee.

Attachments: [CoverSheet 17-216](#)
[Parks and Recreation Advisory Committee Charge](#)

[17-217](#) To appoint a Council representative to the Wastewater Management Planning Advisory Committee.

Attachments: [CoverSheet 17-217](#)
[Wastewater Management Planning Advisory Committee Charge](#)

XII. Discussion Items.

None.

XIII. Agendas & Scheduling.

[CD 17-344](#) Agenda Items Reports.

Attachments: [Cover Sheet CD 17-344](#)
[Agenda Items Report 20171109](#)
[Projects & Issues List 20171109](#)
[Projects & Issues Sheets 20171109](#)

XIV. ADJOURN.