



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

---

Tuesday, January 28, 2020

6:30 PM

Council Chambers

---

#### Council Meeting

#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

[CD 20-039](#) To approve the Minutes of the January 14, 2020 Council meeting.

**Attachments:** [Minutes-Town Council-01-14-2020](#)

#### 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. PUBLIC HEARINGS.

[20-028](#) To receive public comment and act on proposed amendments to Town of Windham Land Use Ordinance, Chapter 140, Sections 1200 and Appendix A, related to Open Space Impact Fees.

**Attachments:** [20-028 Cover Sheet](#)  
[TC packet\\_PB recommend\\_Open Space Impact Fee\\_11-27-19](#)

## VII. CONSENT AGENDA.

*None.*

## VIII. UNFINISHED BUSINESS & GENERAL ORDERS.

[20-009](#) To make an appointment to the RSU#14 School Board.

**Attachments:** [20-009 Cover Sheet](#)  
[RSU 14 Board Application 1](#)  
[RSU 14 Board Application 2](#)  
[School Board - State Legislature Requirements](#)  
[School Board Resignation Notification](#)  
[Title 20-A Section 1474 Vacancies](#)

[20-014](#) To endorse an application for Community Development Block Grant (CDBG) funds for the Group Home project as proposed by Port Resources.

**Attachments:** [20-014 Cover Sheet](#)  
[Port Resources CDBG 2019 pre-applicaition](#)  
[Port Resources Windham Presentation](#)

[20-015](#) To endorse an application for Community Development Block Grant (CDBG) funds for a proposed Anglers Road Streetscape project.

**Attachments:** [20-015 Cover Sheet](#)  
[2020 Anglers Road CDBG Application](#)

[20-020](#) To approve a mutual aid agreement for police resources and services to aid with public safety emergencies, pursuant to 30-A M.R.S.A. §2674, with municipalities in Cumberland County, and to authorize the town manager to sign the agreement on behalf of the town.

**Attachments:** [20-020 Cover Sheet](#)  
[Agreement Between Municipalities JBGH Comments 12-12-19 RL](#)  
[Agreement Between Municipalities JBGH Comments 12-12-19 CLEAN](#)

- [20-021](#) To adopt an amendment to the town's fund balance policy.
- Attachments:** [20-021 Cover Sheet](#)  
[Fund Balance Policy AMENDMENT 01282020](#)
- [20-023](#) To appoint Michele van Summern to the Natural Resources Advisory Committee, for a three-year term to end August 15, 2023.
- Attachments:** [20-023 Cover Sheet](#)
- [20-024](#) To approve the write off of 2016 uncollected personal property taxes for account N1245P.
- Attachments:** [20-024 Cover Sheet](#)  
[Property Tax Forgiveness Request](#)
- [20-025](#) To appoint a delegate to the Greater Portland Council of Governments General Assembly.
- Attachments:** [20-025 Cover Sheet](#)
- [20-026](#) To appoint Maggie Terry to a two-year term on the Windham Economic Development Corporation, to expire February 15, 2022.
- Attachments:** [20-026 Cover Sheet](#)
- [20-029](#) To appoint a Council representative to the Parks and Recreation Advisory Committee.
- Attachments:** [20-029 Cover Sheet](#)  
[Parks and Recreation Advisory Committee](#)
- [20-030](#) To appoint a Council representative to the Highland Lake Leadership Team.
- Attachments:** [20-030 Cover Sheet](#)  
[Highland Lake Leadership Team](#)

## IX. Council Correspondence.

- [CD 20-032](#) Windham Public Library Monthly Report - December 2019
- Attachments:** [December 2019](#)
- [CD 20-033](#) Social Services Monthly Report - November 2019
- Attachments:** [Social Services Monthly Report - November 2019](#)
- [CD 20-035](#) Social Services Monthly Report - December 2019
- Attachments:** [Social Services Monthly Report - December 2019](#)

[CD 20-034](#) Fire-Rescue Monthly Report - December 2019

**Attachments:** [December 2019 Monthly Report](#)

[CD 20-036](#) Parks and Recreation Monthly Report - December 2019

**Attachments:** [Monthlyreportsdecember2019](#)

[CD 20-037](#) Police Department Monthly Report.

**Attachments:** [Police Monthly Report - December 2019](#)

[CD 20-040](#) Census 2020 Informational Flyers.

**Attachments:** [Census 101 - What You Need to Know](#)  
[D 447 Apply Online Today Generic](#)  
[Design for 2020 Census](#)  
[Fact Sheet for Group Housing](#)  
[Fact Sheet for Homeless Audiences](#)  
[Fact Sheet for Multigenerational Households](#)  
[Fact Sheet for Older Audiences](#)  
[Fact Sheet for Property Managers](#)  
[Fact Sheet for Renters Option1](#)  
[2020-confidentiality-factsheet](#)  
[2020-hiring-background-checks](#)  
[2020-informational-questionnaire](#)  
[Census 101 - What You Need to Know](#)  
[D 447 Apply Online Today Generic](#)  
[Design for 2020 Census](#)

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

## **XI. Committee Reports.**

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

1. Appointments Committee.
2. Finance Committee.

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

1. Long Range Planning Committee.

2. Parks & Recreation Advisory Committee.
3. Windham Economic Development Corporation
4. Highland Lake Leadership Team.
5. Private Roads ad hoc Committee.
6. Natural Resources Advisory Committee.
7. Public Easement Advisory Committee.

## **XII. Discussion Items.**

[CD 20-042](#) Review and/or Modifications to Council Rules.

**Attachments:** [Council Rules Amended 2019.0625](#)  
[Council Rules Suggested Amendments](#)

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

## **XIV. Executive Session.**

[20-036](#) To enter into executive session under 1 M.R.S.A. §405(6)(A), which provides for the “Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency,” for the purpose of discussing a personnel matter.

**Attachments:** [20-036 Cover Sheet](#)

## **XV. ADJOURN.**