



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, May 28, 2024

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 24-123](#) To approve the Minutes of the May 14, 2024, Special Meeting Executive Session.

Attachments: [Minutes-Council Special Ex. Sess-5-14-24.pdf](#)

[CD 24-124](#) To approve the Minutes of the May 14, 2024, Council meeting.

Attachments: [Minutes-Council-5-14-2024.pdf](#)

IV. Staff Announcements.

Thank you to David Veinott who just retired from his position as Truck Driver.

Congratulations to Nicholas Sanborn for his recent graduation from the Police Academy!

Welcome to

**Wayne Diffin, Truck Driver*

**Stuart Hunter, Mechanic*

**Jacob Chouinard, Facilities Intern*

**Magdelaine Sylvester, Recreation Programming Intern*

**Jasmine Lopez, Planning Intern*

V. Adjustments to the Agenda.

VI. 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.

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.

CD 24-105 Announcement of Summerfest Grand Marshall.

VII. Councilor Comments.

VIII. PUBLIC HEARINGS.

24-100 To receive public comment and act on a renewal application submitted by JNP Services LLC d/b/a JAR Cannabis Co. as a licensed Marijuana Registered Dispensary with two locations, 9 Storm Drive (retail location), and 608 Roosevelt Trail (cultivation location).

Attachments: [24-100 Cover Sheet.pdf](#)

24-101 To receive public comment and act on an application submitted by Travis Mathieu d/b/a Bob's Seafood located at 901 Roosevelt Trail for a renewal Special Amusement Permit.

Attachments: [24-101 Cover Sheet.pdf](#)
[Bob's Seafood-Sp. Amuse-Renewal.pdf](#)

IX. CONSENT AGENDA.

None.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

24-102 To approve the Town Clerk's roster of Warden and Deputy Warden for the June 11, 2024, State Primary and RSU #14 Budget Validation Referendum for districts 106 & 107.

Warden: Yvonne Myer Deputy Warden: Sally Babb

Attachments: [24-102 Cover Sheet.pdf](#)

[24-103](#) To set poll hours and polling location for the June 11, 2024, State Primary and RSU #14 Budget Validation Referendum as 7:00 a.m. to 8:00 p.m. at the Windham High School's Auxiliary Gym located at 406 Gray Rd.

Attachments: [24-103 Cover Sheet.pdf](#)

[24-104](#) To set the date and time for extended hours of the Registrar of Voters as 4:00 p.m. to 7:00 p.m. on Thursday, June 6, 2024.

Attachments: [24-104 Cover Sheet.pdf](#)

[24-105](#) To authorize the scholarship program funded by marijuana licensing funds to increase from three award recipients of a \$1,500 scholarship to four award recipients of \$1,500 scholarships; with no specific course of study requirement.

Attachments: [24-105 Cover Sheet.pdf](#)

[24-069](#) To award four \$1,500 scholarships as established and recommended by the Town Council to this year's four recipients, identified only by applicant number, to Applicants #3, #5, #7 and #12.

Attachments: [24-069 CoverSheet.pdf](#)

[24-108](#) To approve the use of three (3) growth permits from the reserve pool for dwelling units in an approved multi-family subdivision plan located in a growth area as designated by the Comprehensive Master Plan.

Attachments: [24-108 Cover Sheet.pdf](#)

[Growth Permit Reserve Pool Application_Vintage Subdivision.pdf](#)

[MAJOR_SUB_SP_FINAL_PLAN_VinatageSubdivision_052324.pdf](#)

[Reserve Pool of Growth Permits 5.23.2024.pdf](#)

[24-109](#) To authorize the Town Manager to enter into an agreement with the Windham Little League, for the use of Ciccarone Field, and take necessary action to finalize the agreement.

Attachments: [24-109 Cover Sheet.pdf](#)

[Agreement Windham Little League FINAL.pdf](#)

[24-110](#) To approve one (1) application submitted by April Murray d/b/a Sylvia's Mobile Bar & Catering, LLC for a Mobile Food Service Unit License.

Attachments: [24-110 Cover Sheet.pdf](#)

[Sylvia's Mobile Food-.pdf](#)

[24-111](#) To approve a new Victualer's License application submitted by April Murray d/b/a Sylvia's Mobile Bar & Catering, LLC.

Attachments: [24-111 Cover Sheet.pdf](#)

[Sylvia's Mobile Food-New Victualer's.pdf](#)

[24-113](#) To find that the requirements of Section 653 of Title 28-A have been met and to approve an application submitted by 207 Bounce LLC Chris Finley d/b/a Fire & Ice Maine for an Extension of License on Premise.

Attachments: [24-113 Cover Sheet.pdf](#)
[Fire & Ice Ext. of License.pdf](#)

[24-072](#) To approve a three-year collective bargaining agreement for the period July 1, 2024 through June 30, 2027 between the Town of Windham and the Teamsters Local 340, and to authorize the Town Manager to sign the agreement on behalf of the Town.

Attachments: [24-072 Cover Sheet.pdf](#)

[24-115](#) To set the time for a Council meeting at 9:30 AM on June 15, 2024.

Attachments: [24-115 Cover Sheet.pdf](#)
[Council Rules Amended 2023 1114.pdf](#)

[24-116](#) To approve a liquor license application submitted by the Riding to the Top Therapeutic Riding Center for a fund-raising event to be held on October 19, 2024.

Attachments: [24-116 Cover Sheet.pdf](#)
[Riding To The Top-Fundraiser.pdf](#)

XI. Council Correspondence.

[CD 24-121](#) Cumberland County Communities - Population Comparison.

Attachments: [2023 Town Population Estimates.pdf](#)

[CD 24-122](#) Maine Historic Preservation Commission Correspondence.

Attachments: [EWindhamConservationArea_ArcAssessment_LMF_April2024.pdf](#)

[CD 24-127](#) Trek Across Maine 2024.

Attachments: [Trek Across Maine Event June 14-16.pdf](#)

[CD 24-128](#) FOAA Status Report.

Attachments: [Response Baxter Woods Condos Inquiry 5.6.2024.pdf](#)
[Response and Request for Prepayment for Additional Scans 5.13.2024.pdf](#)
[Response Douglass Great Falls Bid Public Safety 5.13.24.pdf](#)
[Construction Summary May 18 Pre-bid Meeting Attendees 5.20.24.pdf](#)

CD 24-129 Maine DOT Open House - Tuesday, June 4 at Town Hall.

Attachments: [NORTH WINDHAM MOVES Connector Roads Project.pdf](#)

XII. Town Manager's Report.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Committee Recommendations for Appointment.

2. Finance Committee.

3. Ordinance 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. Natural Resources Advisory Committee.

6. Greater Portland Council of Governments (GPCOG).

7. ecomaine.

XIV. Discussion Items.

[CD 24-118](#) Straw Poll Discussion - Acceptance of Chamberlain Estates Roads.

Attachments: [20-27_TC_MEMO_ST_ACCPT_ChamberlainEstates_052224.pdf](#)

[EmailFromApplicant_Chamberlain&Dovak092623.pdf](#)

[Chamberlain_Estates_05-10-2021signed.pdf](#)

[Manchester_Deed_to_RobieHoldings.LLC.pdf](#)

[Engineer Inspection - Chamberlain Estates.pdf](#)

[Chamberlain Estates LOC Reduction Spreadsheet.pdf](#)

[Deed_Correction_Plot.pdf](#)

[Legal_Opinion_of_Lowes_Access_Drive.pdf](#)

[As-Built-Chamberlain Drive \(1 of 3\).pdf](#)

[As-Built-Chamberlain Drive \(1 of 3\)_Mark-up.pdf](#)

[CD 24-099](#) Community Survey/Poll RFP.

Attachments: [Draft RFP Windham Community Satisfaction Survey_Bat_5_16_24.pdf](#)

[Survey Report Sample_Saco, Maine.pdf](#)

[Survey Report Sample_Cumberland, Maine.pdf](#)

[Survey Questions_Scarborough, Maine.pdf](#)

[CD 24-100](#) Branding & Wayfinding Committee Results & Recommendations - Next Steps to RFP.

Attachments: [Town of Windham Signage Survey Results.pdf](#)

[Town Signage Drawing parameters-changes rlc2.pdf](#)

[CD 24-102](#) Windham Middle School Repurpose Advisory Committee - Parameters & Guidelines.

Attachments: [DRAFT Windham Middle School Repurpose Advisory Committee Charge \(002\)](#)

[CD 24-120](#) North Windham Fire Station Repurpose Advisory Committee - Parameters & Guidelines.

Attachments: [DRAFT North Windham Fire Station Repurpose Advisory Committee Charge.pdf](#)

[CD 24-125](#) Petition Notification.

Attachments: [24-5-9 Windham Petition\(23801823_1\).pdf](#)

[24-5-9 Windham Petition\(23801823_1\) \(JB rev'd\) \(002\).pdf](#)

XV. Agendas & Scheduling.

XVI. ADJOURN.