

# **Town of Windham**

Town Offices 8 School Road Windham, Maine

# **Meeting Agenda**

# **Town Council**

Thursday, December 12, 2024 6:00 PM Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

# III. Minutes to be Approved:

<u>CD 24-231</u> To approve the Minutes of the November 26, 2024, Council Meeting.

<u>Attachments:</u> Minutes-Council-11-26-2024.pdf

# IV. Adjustments to the Agenda.

None.

#### V. Staff Announcements.

Welcome to:

\*Brigid Newhall, Full-time Firefighter/Paramedic

\*Brayden Bixby, Full-time Firefighter/EMT

\*Jason Hanken, Parks & Recreation Marketing and Administrative Assistant

# 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.

#### VII. Councilors' Comments.

#### VIII. PUBLIC HEARINGS.

24-173 To receive public comment and act on proposed amendments to Chapter

185 Shoreland Zoning Ordinance and Chapter 120 Land Use Ordinance of the Code of the Town of Windham, pertaining to standards to effectively provide municipal review and approval of development proposals for the development of new or expanded non-residential uses in the shoreland

zoning districts.

<u>Attachments:</u> 24-173 Cover Sheet.pdf

Moratorium Ordinance.pdf

Order 24-129 Moratorium Extension Non-Residential Uses in Shoreland District

24-27 TOC MEMO AmendmentsChapter185Shorland LUO 1209624.pdf

Ordinance Amendment 120924.pdf

Legislative History

11/26/24 Town Council postponed

#### IX. CONSENT AGENDA.

#### X. UNFINISHED BUSINESS & GENERAL ORDERS.

24-071 To approve a purchase and sale agreement for approximately five (5)

acres from Jay Wise, a parcel located at 795 Roosevelt Trail, the future site of a new North Windham Public Safety Building, with capacity for the Cumberland County Sheriff Office, and authorize the Town Manager to take

any other action related thereto to finalize the sale.

<u>Attachments:</u> 24-071 Cover Sheet.pdf

Purchase and Sale Agreement (795 Roosevelt Trail) rev bat.pdf

NW Fire Police Site Options Layout.pdf

Police operations ctr copy.pdf

24-159 To approve a Memorandum of Understanding and lease agreement

between the Town and the County of Cumberland for the use of a portion of the new North Windham Public Safety Building to be located off Franklin Drive for use as a shared police facility and authorize the Town Manager to

take the necessary steps to execute said agreements.

Attachments: 24-159 Cover Sheet.pdf

County Letter Gailey.pdf

<u>24-236</u> To authorize the Town Manager to endorse a Subaward Agreement

regarding the disbursement of \$1,823,709.67 in ARPA/CSLFRF funds to the Portland Water District for the North Windham Sewer System project.

Attachments: 24-236 Cover Sheet.pdf

Windham ARPA Subagreement PWD 1.pdf

24-237 To dedicate and rename a Windham bridge as the "Windham Veterans"

Bridge" or similar to acknowledge our veterans' service to our country.

Attachments: 24-237 Cover Sheet.pdf

Memo Re Bridge Naming for Veterans.pdf

24-238 To appoint Catherine Miller, an active member of the Library Board of

Trustees, to the Windham Middle School Repurpose Advisory Committee.

<u>Attachments:</u> 24-238 Cover Sheet.pdf

24-239 To appoint Debra Matthews, an active member of the Parks and

Recreation Advisory Committee, to the Windham Middle School

Repurpose Advisory Committee.

Attachments: 24-239 Cover Sheet.pdf

<u>24-240</u> To appoint Judith Vance as Registrar of Voters to serve an additional

two-year term.

Attachments: 24-240 Cover Sheet.pdf

Registrar Qualifications.pdf

24-242 To appoint Matthew Irving to a three-year term on the Parks & Recreation

Advisory Committee, to expire August 15, 2027.

Attachments: 24-242 Cover Sheet.pdf

# XI. Council Correspondence.

CD 24-226 Windham PACTS Project List.

<u>Attachments:</u> PACTS Project List.pdf

CD 24-227 Approved Growth Permit - Revised Form Attached.

Attachments: The Cove at Highland Lake Remaining 48 Units Application Windham Growth P

CD 24-232 Financial Reports.

Attachments: REVENUES November 2024.pdf

**EXPENDITURES November 2024.pdf** 

# XII. Town Manager's Report.

### XIII. Committee Reports.

#### A. Council Subcommittees.

- 1. Appointments Committee.
- 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. Natural Resources Advisory Committee.
- 5. Greater Portland Council of Governments (GPCOG).
- 6. ecomaine.

# XIV. Discussion Items.

CD 24-228	Consideration of a Growth Workshop. Suggested Dates: Tuesday, January 21, 2025 or Thursday, January 23, 2025
CD 24-229	Wayfinding Signage - Sign Size Specifications for RFP.
Attachments:	Wayfinding Sign Sizing.pdf
CD 24-230	Sewer Project Updates in Response to Councilor Questions.
Attachments:	Funding Sewer Short version PDF.pdf
CD 24-191	Council Goals and Objectives Session 2025.
Attachments:	Windham Goal project list 2024 BAT 11.pdf

# XV. Agendas & Scheduling.

# XVI. Executive Session.

24-197

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; and pursuant to Title 1 M.R.S.A. §405(6)(F) to discuss an application for abatement of property taxes pursuant to Title 36 M.R.S.A. §841; and in accordance with 1 MRS §405(6) (C) to discuss "the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency and to meet with the town attorney for an update on legal matters in accordance with 1 MRS §405(6) (E).

Attachments: 24-197 Cover Sheet.pdf

#### XVII. Unfinished Business & General Orders.

24-244 To find that the applicant met/did not meet the requirements for abatement

of taxes pursuant to Title 36 M.R.S.A. §841 and to approve/deny

application 2024-00X.

<u>Attachments:</u> 24-244 Cover Sheet.pdf

Poverty Abatements MMA Legal Services Information

XVIII. ADJOURN.