



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, October 8, 2024

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 24-203](#)

To approve the Minutes of the September 24, 2024, Council meeting.

Attachments:

[Minutes-Council-9-24-2024.pdf](#)

IV. Adjustments to the Agenda.

We respectfully request that the Council consider a motion to allow the Viola Lane discussion item be heard before the public hearings.

V. Staff Announcements.

Welcome to:

**Dave Veinott, Truck Drive/Laborer*

V. 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.

VI. Councilors' Comments.

VII. PUBLIC HEARINGS.

[24-136](#) To receive public comment and act on proposed amendments to the Sewers Ordinance, Chapter 181 of the Code of the Town of Windham.

Attachments: [24-136 Cover Sheet.pdf](#)
[Ch 181 Sewers proposed amendments PWD Draft Bat 4 \(clean\).pdf](#)
[Ch 181 Sewers proposed amendments PWD Draft Bat 4 \(redline version\) \(00](#)

Legislative History

8/20/24	Town Council	postponed
9/10/24	Town Council	postponed
9/24/24	Town Council	postponed

[24-148](#) To receive public comment and act on proposed amendments to the Growth Ordinance, Chapter 101, of the Code of the Town of Windham, to reflect current practices of permit issuance.

Attachments: [Proposed GMO Amendments with Council amendments 10.8.2024.pdf](#)

[24-153](#) To receive public comment and act on proposed amendments to the Taxation Ordinance, Chapter 209 of the Code of the Town of Windham, specifically to Article 1 Property Tax Assistance, to clarify the calculation of household income and determination of eligibility.

Attachments: [24-153 Cover Sheet.pdf](#)
[Criteria for participation 5 year.pdf](#)

[24-211](#) To receive public comment and act on an application submitted by Kennebec Hospitality, LLC d/b/a/ Microtel Inn & suites located at 965 Roosevelt Trail for a renewal Special Amusement Permit.

Attachments: [24-211 Cover Sheet.pdf](#)
[Microtel-Special Amusement.pdf](#)

[24-214](#) To receive public comment and act on a new Marijuana application submitted by Christopher Bradley d/b/a Ancient Roots Farm, LLC located at 299 Roosevelt Trail for a change in the majority of ownership, in accordance with Chapter 128-10(B) of the Code of the Town of Windham.

Attachments: [24-214 Cover Sheet.pdf](#)
[Addendum-Ancient Roots Farm.pdf](#)

VIII. CONSENT AGENDA.

None.

IX. UNFINISHED BUSINESS & GENERAL ORDERS.

[24-198](#)

To approve the use of two (2) growth permits from the reserve pool for two (2) multi-family buildings in an approved multi-family subdivision plan, Astral Village, located in a growth area as designated by the Comprehensive Master Plan.

Attachments:[24-198 Cover Sheet.pdf](#)[Growth Permit Reserve Pool Request Astral Village.pdf](#)[03 - Site Subdivision Plan.pdf](#)[Development Aerial View of Location.pdf](#)[Image of Similar Development Design.pdf](#)[Growth Permit Summary 10-17-2024.pdf](#)[24-081](#)

To award the purchase and redevelopment proposal for the former John A Andrew School located at 55 High Street to Westbrook Development Corporation and Great Falls Construction and authorize the Town Manager to take any other action related thereto to finalize the sale.

Attachments:[24-081 Cover Sheet.pdf](#)[Purchase and Sale Agreement \(Sale of Andrews School\) v.2 BAT final draft CL](#)[WDC+GFC Andrews School ReDev Submission 7.25.2024 opt.pdf](#)[24-208](#)

To approve the Town Clerk's roster of Warden and Deputy Warden for the November 5, 2024, General and Municipal Election for Districts 106 & 107.

Warden: Yvonne Myer and Deputy Warden: Sally Babb

Attachments:[24-208 Cover Sheet.pdf](#)[24-209](#)

To set the poll hours and polling location for the November 5, 2024, General and Municipal Elections as 7:00 a.m. to 8:00 p.m. at the Windham High School's Main Gym located at 406 Gray Road.

Attachments:[24-209 Cover Sheet.pdf](#)[24-210](#)

To set the date and time for extended hours of the Registrar of Voters from 5:00 p.m. to 7:00 p.m. on Wednesday, October 30, 2024.

Attachments:[24-210 Cover Sheet.pdf](#)

[24-212](#)

WHEREAS, on September 10, 2024, the Town Council adopted Order 24-171, authorizing the Town Treasurer to negotiate the terms of the purchase of the following equipment: 1) Public Works Dump Truck #9 (PW 2025-002) and related plowing equipment, 2) Public Works Non-CDL Rated Dump Truck (PW 2024-006) and related plowing equipment, 3) Public Works Trackless Sidewalk Tractor #24 (PW 2024-005) and related equipment, 4) Public Works One Ton Pickup replacement for Pickup #99 (PW 2028-003) (collectively the "Equipment"); and

WHEREAS, the Town expects to enter into one or more lease purchase agreements in an aggregate principal amount of \$915,000 for the purpose of financing the Equipment authorized to be purchased by Order 24-171; and

WHEREAS, the Town Treasurer made an original expenditure in the amount of \$231,651 on September 26, 2024, for the purpose of acquiring the Public Works Trackless Sidewalk Tractor #24 (PW 2024-005) and related equipment authorized by Order 24-171; and

WHEREAS, the Town expects to make additional original expenditures to acquire said Equipment prior to closing on the lease purchase financing;

NOW, THEREFORE, be it voted, resolved, and ordered by the Town Council of Windham, Maine:

That the Town Council hereby declares its official intent within the meaning of Treasury Regulation 1.150-2 to pay, on an interim basis, up to \$915,000 of costs of the Equipment, which costs the Town reasonably expects to reimburse with proceeds of the lease purchase financing to be issued in the maximum principal amount of \$915,000, or as otherwise increased by the Town Council.

Attachments:

[24-212 Cover Sheet.pdf](#)

[Equipment to be Leased.pdf](#)

[24-213](#)

To authorize the refund of overpaid personal property taxes for fiscal years 2022 and 2023 for account S0890P, in the amount of \$928.37 from contingency account 19910-43100.

Attachments:

[24-213 Cover Sheet.pdf](#)

[Manager's Memo Reimbursement of Taxes Paid.pdf](#)

[2024 Maine Orthodontics.pdf](#)

[Stegemann - Abated 2024.pdf](#)

[Stegemann 2022.pdf](#)

[Stegemann 2023.pdf](#)

X. Council Correspondence.

[CD 24-205](#) Community Survey Mailing.

Attachments: [Community Survey Mailer_PRF1.pdf](#)

XI. Town Manager's Report.**XII. Committee Reports.****A. Council Subcommittees.**

1. Appointments Committee.
2. Finance Committee.
3. Ordinance Committee.

B. Other Committees.

1. Parks & Recreation Advisory Committee
2. Windham Economic Development Corporation.
3. Highland Lake Leadership Team.
4. Natural Resources Advisory Committee.
5. Greater Portland Council of Governments (GPCOG).
6. ecomaine.

XIII. Discussion Items.

[CD 24-197](#) Ruby Meadows Subdivision and Viola Lane.

[CD 24-183](#) Use of Gym and Stage Facilities at Town Hall.

Attachments:

[Draft Facilities Rental POLICY 2024.pdf](#)

[Special Events Application 2024 DRAFTfinal.pdf](#)

[Town Hall Gym Reservation Requests dec2023 thru dec2024.pdf](#)

[Town Hall Reservation Form DRAFT102024.pdf](#)

[WCST Notice to Vacate.pdf](#)

[CD 24-204](#) Standards of Conduct Policy.

Attachments:

[P Moss Memo Standards of Conduct.pdf](#)

[Standards of Conduct Policy.pdf](#)

[CD 24-200](#) Ordinance Committee and Long-Range Planning Committee Changes.

[CD 24-201](#) Town Clerk Informational Mailer.

Attachments:

[clerk position brochure.pdf](#)

XIV. Agendas & Scheduling.

XV. ADJOURN.