



**Town of Windham
Major Site Plan Application
Comment Response**

**North Windham Public Safety
Franklin Drive
Windham, Maine 04062**

Applicant:

**Town of Windham
8 School Road
Windham, Maine 04062**

Prepared by:

**Sebago Technics, Inc.
75 John Roberts Road, Suite 4A
South Portland, Maine 04106**

July 2026

240431-01

Table of Contents

Exhibit 1	Comment Response Letter
Exhibit 2	Cover Letter
Exhibit 3	Revised Site Plan Application – Pg 1
Exhibits 4, 4.1	See Appended Plans
Exhibit 5	Public Safety Signage Markup
Exhibit 6	Stormwater Operations and Maintenance Plan
<u>24x36 PLANS:</u>	Final Sheets, Issued 7-16-2026
	Existing Conditions Plan

Exhibit 1

Comment Response Letter



July 17, 2026
230431-01

Natalie Thomsen, *Town Planner*
Town of Windham Planning Review Team
Town of Windham Planning Board
8 School Road, Windham ME 04062

**RE: North Windham Public Safety Building – Major Site Plan & Final Plan Review
Franklin Drive, Windham ME; Tax Map 70, Lot 14**

Dear Ms. Thomsen and Members of the Planning Board,

On behalf of the Town of Windham, Sebago Technics, Inc., is pleased to submit this comment response letter and supplementary information in response to the Application Completeness & Staff Review Comments memorandum, dated July 2, 2026, for the North Windham Public Safety Building's Major Site Plan – Final Plan Review Application. The project site is located on the southeast side of Franklin Drive and can be further identified on the Town's Tax Map 70 as Lot 14. The comments from the Town are minor in nature, and project plans have been redlined for the revisions noted below. For reference, we have provided open staff and peer review comments *in italics* and offer our respective responses **in bold** below:

STAFF REVIEW COMMENTS – PLANNING DEPARTMENT (July 2, 2025):

A. Application and Consistency Items

1. *Amended subdivision application. The plan set includes Sheet C-100, "Third Amended Subdivision Plan – The Windham Mall," creating the new lot for the Town, and the April 23, 2026 Sketch Plan memo stated that an amended subdivision application to create the parcel would be submitted with the final site plan application. An amended subdivision application (with the associated submission requirements of Article 9 and §120-907) was not included in the June 11, 2026 binder. Please submit the amended subdivision application so that the subdivision amendment and the site plan may be reviewed concurrently, or confirm the intended procedural path with the Planning Department.*

Response: Acknowledged. A Subdivision Amendment Application shall be submitted with the Site Location of Development Act Amendment for the Windham Mall Subdivision is approved by Maine DEP.

2. *Application and escrow fees. The application checklist notes fees as "n/a, Municipal Project."*

Response: Acknowledged.

3. *Building square footage – reconcile. The application form lists an estimated building size of 12,175± SF and the project narrative describes a ±6,000 SF building with a ±6,175 SF apparatus bay, while the cover letter (and the sketch plan submission) describe a ±14,330*

SF footprint and ±27,950 SF of gross floor area. Please reconcile the building area figures across the application form, narrative, and plans.

Response: The Cover Letter included the future Apparatus Bays square footage and the Narrative did not. The Narrative has been updated to include square footage of future apparatus bays.

4. *Lot area – reconcile. General Note 3 on Sheet G-102 and the application form state the proposed parcel is approximately 3.21 acres, while Sheet C-100 and the Existing Conditions plan show proposed Lot 1 as 220,749 SF (5.07 acres). Please correct the plan set and application so the proposed lot area is consistent.*

Response: Sheet G-102 and the application have been updated to reflect the correct proposed parcel area of 5.07 acres.

5. *Sheet and title block naming. The Existing Conditions plan (Sheet 1 of 1) is titled “Existing Conditions Plan of North Windham Fire Station,” and the architectural sheets in Section 13 are titled “Windham Fire Station.” Please retitle these sheets “North Windham Public Safety” (or equivalent) for consistency with the balance of the plan set and for recording purposes.*

Response: Please see the attached revised Existing Conditions Plan (1 of 1) with revised title of North Windham Public Safety. Architectural plans provided by Invivid Architecture and submitted in Section 13 on June 11th, 2026 correctly titled the project as the North Windham Public Safety project.

B. Plan Items

6. *Bicycle parking (§120-813D(6)). The response to the design standards states that a rack providing parking for the required two bicycles “is shown on the site plan”; however, no bicycle rack is shown or called out on Sheet C-102. Please show the rack location and provide a detail.*

Response: One double-sided bicycle hitch has been added to Sheet C-102. Bicycle hitch detail added to detail sheet C-505.

7. *Snow storage areas (§120-813C(5)). The response states that snow storage areas are designated on the site plan; no snow storage areas are designated on Sheet C-102. Please designate snow storage areas on the plan, located so they do not conflict with landscaping, visibility, drainage, or the subsurface infiltration system.*

Response: Snow storage areas have been added and are shown on Sheet C-102.

8. *Sight distance (§120-812B(2) and Appendix B). As noted at sketch plan review, sight distances at the proposed Franklin Drive driveway shall be shown on the final plan. Please add measured sight distances and the basis of measurement.*

Response: Measured distances have been added to the site plan Sheet C-102. This was measured 10-feet from the edge of the traveled way and 3.5-feet above proposed finished grade as defined in the Town of Windham Ordinance.

9. *Planning Board approval block (§120-811B(1)). An approval block appears only on subdivision Sheet C-100. Please provide space on the site plan drawing(s) for the words*

“Approved: Town of Windham Planning Board” with signature lines and date, and remove or revise the “Not for Construction” stamp on the final approval set.

Response: The Site Plans have been revised to include an approval block for Town of Windham Planning Board.

10. *Generator fuel supply (§120-812L(2)). A generator on a 16' x 20' concrete pad is shown, and a natural gas service is shown on Sheet C-104. Please confirm the generator fuel source. If bulk fuel storage is proposed, the tank shall be shown on the plan and located at least 75 feet from any lot line if aboveground, or 40 feet in the case of underground storage.*

Response: The generator is proposed as a natural gas generator, and therefore, no bulk fuel storage is required.

11. *Proposed freestanding sign (§120-811B(1)). Sheet C-103 shows a 5' x 15' concrete pad for a sign. The location, front view, materials, dimensions, and method of securing the proposed sign were not included. Please provide the sign exhibit, or confirm the sign will be permitted separately under Article 7.*

Response: Please see the attached sign exhibits depicting the proposed sign along Franklin Drive. The concrete pad has been removed as the sign shall sit on posts.

12. *Additional design standards (§120-813). In addition to meeting all required design standards in the C-1 District, development must comply with a minimum of eight other design standards. The submission addresses the required standards; please identify the eight (or more) additional design standards the project will meet.*

Response: The below lists additional design standards and responses showing the project meets eight (8) additional design standards:

§ 120-813B. Site/parking.

(1) Parking location. Optional in C-1, C-1N, C-2, C-3, C-4, VC and WC Zoning Districts. Wherever possible, parking lots shall be located at the rear or sides of commercial buildings. Where land use conflicts occur (e.g., unavoidable siting of a parking lot next to a home), the lot shall be screened with evergreen trees, earth berms, solid walls, or shrubs.

Response: Parking is provided at the rear and sides of the building. Due to the change in elevation of the public area of the building and the rear employee entrance, public parking is proposed along Franklin Drive to allow for accessible access to the building. Therefore, this design standard is met.

*(2) Internal traffic flow. Optional in C-1, C-1N, C-2, C-3, C-4, VC and WC Zoning Districts.
(a) To ensure the safety of motorists, delivery trucks, and pedestrians, the site plan shall clearly delineate internal traffic patterns. Parking space, directional arrows, crosswalks, and other markings on the ground shall be delineated with pavement paint or other suitable material to ensure safe circulation.*

Response: Parking spaces and crosswalks are clearly delineated within the internal parking lots to clearly delineate internal traffic patterns. Therefore, this design standard is met.

(b) Circulation patterns for parking lots with more than 40 spaces shall be designed by a traffic engineer to meet the Land Use Ordinance. The Planning Board may require a traffic engineer for smaller lots where there are particular public safety issues.

Response: Parking lots proposed do not exceed 40 spaces individually, however, Sebago Technic’s internal Traffic Engineering consultants reviewed and assisted with the design of the parking to assist with compliance to the Windham Town Ordinance and potential future improvements.

(3) Interconnected parking lots. Optional in C-1, C-1N, C-2, C-3, C-4, VC, and WC Zoning Districts. If feasible, connections between abutting properties shall be provided to facilitate deliveries and minimize turning movements onto the highway. As required by the Planning Board during site plan review, internal connections shall be designed by a traffic engineer to provide safe, direct access between adjacent lots. Cross easements shall be provided as required. Traffic-calming measures, such as speed tables, well-marked crosswalks, raised crosswalks, vertical curbing, curvilinear road alignment, neckdowns, curbed islands, and signage, are encouraged to reduce speeding on internal vehicular connections.

Response: The parking lot proposed by the project is connected to the existing Windham Mall parking lot. For emergency vehicles, the proposed driveway to Franklin Drive intends to provide quick access to the Franklin Drive for lessen emergency responses times. The project proposes to extend the Franklin Drive sidewalk along the frontage to connect pedestrians to the overall pedestrian network in the area. Therefore, this standard is met.

(4) Orientation of building. Optional in C-1, C-1N, C-2, C-3, C-4, VC and WC Zoning Districts.

(a) Buildings along the roadways shall be located as close to the front property lines as established under the Land Use Ordinance to establish a visual edge to the street and give scale and interest to the pedestrian environment. In cases where new structures are being proposed, parking shall be located at the rear or side of the building.

Response: The front face of the proposed building faces Franklin Drive and is placed as close to the front property line as possible. There is a recorded utility easement alongside the right-of-way for the entire frontage of the lot that prohibits buildings from existing within the easement. Additionally, as discussed previously, the proposed employee parking is located to the rear and side of the building. Therefore, this standard is met.

Planting variety. Optional in C-1, C-1N, C-2, C-3, C-4, VC, and WC Zoning Districts. The use of a variety of plant materials that exhibit seasonal color and interesting texture is encouraged to create a distinctive yet low-maintenance environment. Plantings plans should strike a balance between monoculture (the use of a single species) and too much variety.

§ 120-813C. Landscaping/lighting

(7) Planting suitability. Optional in C-1, C-1N, C-2, C-3, C-4, VC, and WC Zoning Districts. The use of plant materials and landscape elements that require a low degree of maintenance is strongly encouraged. All plantings shall be resistant to insect infestation, drought, disease, roadside salt, and auto emissions, and hardy to Maine winters.

Response: The plantings proposed were selected for their hardiness to Maine winters, provide drought tolerance, and tolerance to roadside salt. Therefore, this standard is met.

(8) Mass plantings. Optional in C-1, C-1N, C-2, C-3, C-4, VC, and WC Zoning Districts. Shrubs and perennials should generally be planted in large masses or drifts, rather than as individual specimens, to provide a pleasing effect for both motorists and pedestrians.

Response: The proposed planting plan groups plantings together to provide a pleasing visual effect for pedestrian and motorists either entering the site or walking along Franklin Drive. Therefore, this standard is met.

(9) Illumination levels. Optional in C-1, C-1N, C-2, C-3, C-4, VC, and WC Zoning Districts.

(a) Light fixtures used in driveways and parking lots shall be in scale with buildings on site. Maximum pole height along driveways shall not exceed 25 feet.

Response: The proposed fixtures within the project parcel are consistent with the building and do not exceed 25-feet. Therefore, this standard is met.

(b) Fixture heights shall vary with the size and position of the lot. Small parking areas (fewer than 150 cars) shall have a maximum pole height of 20 feet. In large parking areas (greater than 150 cars) thirty-foot poles may be allowable to reduce the number of poles. Poles within 200 feet of residential property lines shall not exceed 20 feet in height.

Response: All parking lot lighting proposed within the project boundary do not exceed 20-feet. Three (3) poles are noted to exceed 20-feet, which are the two on-street lights proposed to illuminate Franklin Drive and the proposed parking, and the existing street light at the former cul-de-sac terminus of Franklin Drive. Therefore, this standard is met.

(c) Pole heights for pedestrian lighting shall be appropriate for the project and the setting. Bollard fixtures, three feet to four feet in height, and ornamental fixtures, up to 12 feet in height, are encouraged as pedestrian-area lighting. When decorative or special lighting is used, pole height shall be a maximum of 16 feet above the ground.

Response: Pedestrian scale bollard lighting is proposed at the front entrance ramp to the building and the rear employee entrance and are consistent with the above height requirements. Therefore, this standard is met.

C. Technical Review Items

13. Oil/water separator capacity. A 1,000-gallon oil/water separator (Sheets C-502/C-503) receives the 143 LF apparatus-bay trench drain and truck-wash flows ahead of the proposed pump station. Please provide:

(a) sizing calculations demonstrating the 1,000-gallon unit is adequate for washdown of the five apparatus bays;

Response: Sizing calculations are provided below.

Sizing for the oil water separator is based on the Uniform Plumbing Code Section 1003 Interceptors and Separators, 1003.4.2.2 Garages and service stations. Total area used for truck washing, including the concrete apron, apparatus bay, and future building expansion is 12,750 square feet.

	Area Used for Washing (SF)	CF Required Per 100 SF	CF Required
First 100 SF	100	6	6
Additional Area	12,650	1	126.5
Total			132.5

Using 6 cubic feet for the first 100 square feet of area to be drained, plus 1 cubic foot for each additional 100 square feet of area to be drained into the oil water separator:

Total required storage for oil water separator: 132.5 cubic feet (991.2 Gallons)

A 1,000-gallon oil water separator is shown on the design plans, meeting the storage requirements.

(b) confirmation of the discharge routing – the Utilities Plan (C-104) indicates the trench drain and separator discharge to the sanitary sewer via the proposed pump station and force main, rather than being retained on site or released to the storm drainage system. Please confirm that all washdown and floor-drain flows are fully isolated from the stormwater system, consistent with the Town's MS4 program and the illicit discharge provisions of Chapter 201, and confirm with the Portland Water District that the North Windham Wastewater Treatment Facility is equipped to accept this discharge, including any pretreatment or industrial discharge requirements that may apply;

Response: The gate valves fully isolate the non-authorized stormwater discharges from the stormwater treatment infrastructure. The trench drain first drains to the oil/water separator and eventually connects to the new municipal sewer.

Coordination regarding the new Windham Wastewater Treatment Plant and wash discharge is ongoing. We request that a condition be made that no sewer connection can be made until the Town of Windham and the Portland Water District provide written agreement that the proposed configuration of sewer and water separation is allowed to drain to the municipal sewer.

(c) a description of the operation of the two gate valves in the 3' x 3' utility box on the trench drain line shown on Sheet C-104, including whether they may be used to isolate flows in the event of a spill; and

Response: The normal operating procedure of the two gate valves will be to have the sewer valve closed, and storm valve open in all scenarios but vehicle washing. That way, it functions similarly to a typical scenario without the trench drain – stormwater runoff will flow diagonally across the apron from high to low, enter the shallow trench drain, and discharge shortly after the open storm valve. From there, it would sheet to the open-ended culvert, which drains to the subsurface infiltration chambers.

The only scenario where the sewer valve would be open would be when vehicles are washed on the apron. In this scenario, the storm valve is required to be entirely closed, directing non-authorized stormwater discharges to the sewer service instead of the stormwater infiltration system. Special maintenance operations should be made to ensure that non-authorized stormwater discharge flows are cleared from the trench drain prior to opening the storm valve and closing off sewer, so there isn't any potential for diluted wash water to be combined with storm runoff.

In the event of a spill, both valves shall be closed to isolate flows from entering the stormwater and sewer systems.

(d) the facility's spill prevention and emergency response measures for fuels, oils, and vehicle fluids handled in the apparatus bays – e.g., a Spill Prevention, Control, and Countermeasure (SPCC) plan or equivalent spill-response plan – together with the separator's long-term maintenance program, including the inspection and pump-out schedule and disposal of recovered oils. This item will also be reviewed by the Town Engineer and coordinated with the Portland Water District.

Response: Please see the attached O&M plan for the current fire station. A similar plan will be used for the proposed North Windham Public Safety Building.

14. *Traffic estimate (§120-811B(1)(c)[14] and §120-812B). Section 10 describes shift schedules but does not provide the estimated weekday AM and PM and Saturday peak-hour and daily trips generated by the project. Please provide a quantified trip estimate confirming the project generates fewer than 50 trips in the AM or PM peak hour, which staff anticipates will confirm that a traffic study is not required.*

Response: Based on operational data from the Windham Fire Department, Windham Police Department, and Cumberland County Sheriff's Department, a shift change between the three departments occurs between 6:30-7am, causing the peak hour to occur between 6:30-7:30 AM, which includes the following turnover:

- **Windham Fire – (4) vehicles leaving the site**
- **Windham Fire – (4) vehicles arriving to the site**
- **Windham Police/Cumberland County – (4) vehicles arriving the site**
- **Windham Police/Cumberland County – (4) vehicles leaving the site**

Therefore, the peak hour results in eight (8) entering trips and eight (8) exiting trips, resulting in a maximum of sixteen (16) total trips in the peak hour of any day. This does not require a traffic study as it is under the 50 trip threshold as defined by the Town of Windham Ordinance.

15. *PWD easement modification / Phase 2. The cover letter acknowledges that the Portland Water District requires a major modification to the existing 40-foot utility easement because a portion of the Phase 2 building expansion falls within it. Please confirm that Phase 2 is shown for reference only and is not part of the approval requested at this time;*

staff anticipates carrying the easement modification as a condition of approval and notes that any future Phase 2 construction will require an amended site plan.

Response: The applicant is seeking approval for the Phase 2 portion of the building at this time, but is a future phase to be constructed after the office and fire apparatus bay portions of the building and not funded within the current project scope. Therefore, we request that a condition of approval be made such that no construction of the Phase 2 improvements be made until the easement modification with PWD is made.

D. Informational and Resolved Items

- *Portland Water District Ability to Serve (water and wastewater), dated June 9, 2026, is enclosed and valid for eighteen months. Received; no further action.*

Response: Acknowledged.

- *MDEP Site Location of Development amendment is pending. Evidence of the MDEP approval will be required prior to the start of construction in accordance with §120-807F(1), and will be carried as a condition of approval.*

Response: Acknowledged. Approval order for the Site Location of Development Act Amendment for the Windham Mall Subdivision will be provided to the Town upon receipt.

We appreciate your attention to this project and look forward to its successful completion. Upon your review, please contact me if you have any questions or require additional information.

Sincerely,

SEBAGO TECHNICS, INC.



Tanner F. Goodine, PE
Project Manager

TFG/mra

Exhibit 2

Cover Letter



June 11, 2026
240431-01

Steve Puleo, Planning Director
Marge Govoni, Planning Board Chair
Town of Windham
8 School Road
Windham, Maine 04062

Re: North Windham Public Safety Building, Franklin Drive

Application: Major Site Plan Review

Applicant: Town of Windham

Assessor reference: Map 70/Lot 14

Dear Steve, Chair Govoni, and Planning Board members:

As discussed during the April 23, 2026. Sketch Plan review, and on behalf of the Town of Windham, in collaboration with construction and project management provided by Great Falls Construction, Inc., we provide this Site Plan Review permit application and plans for site improvements associated with the development of a new public safety building on Franklin Drive in the Town of Windham. The site can be further identified on the Town Tax Map 70 as Lot 14.

Existing Conditions: The project location subject to this application is a vacant, mostly-cleared area approximately 5.07 acres in size, and is an allowed use located in the Commercial District 1 (C-1). Currently, the project location is part of a larger parcel owned by Johnlee Windham, LLC. The Town of Windham has a purchase and sale agreement (PSA) with the record owner, and will be subdividing the project location through a subdivision amendment to the Windham Mall. The site is bounded by commercial developments to the northwest and southwest, Veterans Memorial Drive to the southeast, and an unimproved wooded area to the northeast. Slopes on the site range from 1% to 33%, with slopes generally increasing towards the existing infiltration basin on the eastern portion of the site. Two-thirds of the site drainage flows to the basin, while the remaining flow drains to the existing subsurface stormwater system.

Project Description: This proposed project is for a two-story new public safety building that includes offices, bunks, apparatus bays, and storage facilities for the local fire and police department that intends to relocate to the new building. The building is proposed to have a ±14,330 SF footprint, with ±27,950SF of Gross Floor Area (GFA). The building floor plans, and elevations prepared by Invid Architecture are included in Section 13 for Board reference. The proposed development also includes an access drive, parking, utilities, sidewalks, landscaping, stormwater management features, and other associated site improvements.

Traffic associated with the new development does not require a Maine Department of Transportation Traffic Movement Permit. Access to the site occurs on a local road, Franklin Drive, that is connected to Route 302 (Roosevelt Trail). Reference is made to *Section 10-Traffic* for additional details.

We note that the Portland Water District confirms that an easement modification will be required to accommodate portions of the proposed Phase 2 building expansion that occur within an existing easement on the property, as shown on the plans. PWD directs the applicant to execute a *major modification* to the existing easement after the land is conveyed from the record owner and intends to work directly with the Town to legally address this item.

We note that a future building construction phase will include an addition ($\pm 2,050$ SF) to provide space for the Cumberland County Sheriff's Department's use. Due to the site location and existing conditions, construction constraints due to natural resources, zoning, the proposed use, or flooding are not anticipated. Reference is made to the enclosed plan set for site design drawings, notes, and details. The application binder also includes reduced-size architectural plans by Invivid Architecture.

Financial Capacity: Windham voters approved the proposal to construct a new North Windham Public Safety Building, agreeing to its cost through a combination of Tax Increment Financing, a portion of funds from the Town's General Fund, using impact fees, and obtaining a general obligation bond at the annual Town Meeting held on June 14, 2025. Funding of the future phase of development will be addressed before commencement.

Project Team: A diverse team has been assembled, providing for the design, survey, engineering, permitting, project management, and site and building construction of this project. The project team consists of: Great Falls Construction, Inc., Sebago Technics, Inc., Invivid Architecture, and a geotechnical investigation provided by S.W. Cole, Inc. An overview of each firm is enclosed in Section 5-Technical Ability & Financial Capacity. Contact information for the project consultants was included in the Sketch Plan submittal documents.

Waivers: There are no anticipated or requested waivers at this time.

We appreciate your attention to this project, and we look forward to discussing the project design in detail with the Planning Board at the next scheduled meeting. Upon your review of the submittal documents and plans, please contact me if you have any questions or require additional information.

Sincerely,

SEBAGO TECHNICS, INC.



Tanner F. Goodine, PE
Project Engineer

TFG/skn

Exhibit 3

Revised Site Plan Application, Page 1



MAJOR SITE PLAN REVIEW APPLICATION

FEES FOR MAJOR SITE PLAN REVIEW		APPLICATION FEE: (No Bldg.) (W/Bldg.: \$25/1,000 SF up to 5,000 SF)		☐ \$1,3000.00	TOTAL AMOUNT PAID: \$ _____ DATE: _____ <i>Office Use:</i>	
		REVIEW ESCROW: (GFA) 2,000 SF - 5,000 SF = \$2,000 5,000 SF - 15,000 SF = \$3,000 15,000 SF - 35,000 SF = \$4,000 Over 35,000 SF = \$5,000 No Building = \$2,000		☐ \$ _____ ☐ \$ _____ ☐ \$ _____ ☐ \$ _____ ☐ \$ _____ ☐ \$ _____		
☐ Amended Site Plan – (Each Revision)		AMENDED APPLICATION FEE: AMENDED REVIEW ESCROW:		☐ \$350.00 ☐ \$250.00	<i>Office Stamp:</i>	
PROPERTY DESCRIPTION	Parcel Information:	Map(s):		Lot(s):		Zoning District(s):
	Total Disturbance. >1Ac	☐ Y ☐ N	Estimated Building SF:		C-1, RCCFO Overlay	
	Physical Address:	Franklin Drive, Unassigned			Watershed:	Size of the Parcel in SF:
PROPERTY OWNER'S INFORMATION	Name:	Jonlee Windham, LLC			Name of the Business:	
	Phone:				Mailing Address:	5050 Belmont Avenue Youngstown, OH 44505
	Fax or Cell:					
	Email:					
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:	Town of Windham			Name of Business:	
	Phone:				Mailing Address:	
	Fax or Cell:					
	Email:					
APPLICANT'S AGENT INFORMATION	Name:				Name of Business:	
	Phone:				Mailing Address:	
	Fax or Cell:					
	Email:					
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary):					
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary):					
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):					

Exhibit 4

See Appended Plans

Exhibit 5

Public Safety Signage Markup

Revise
**NORTH
WINDHAM
PUBLIC
SAFETY**

Add Cumberland
County Sheriff logo

Add
***SHERIFF**

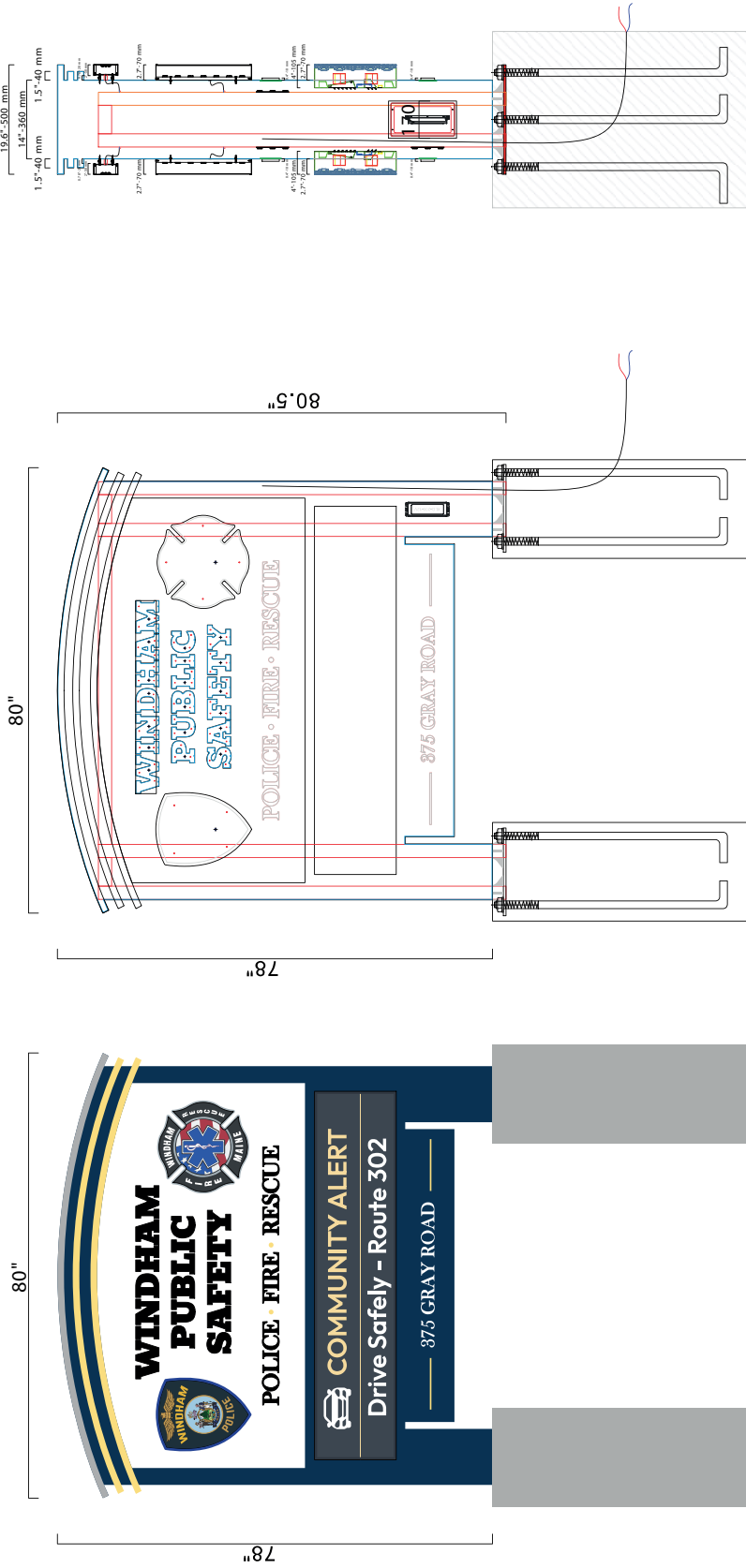


QTY: 1 set

-PLEASE REVIEW THE ATTACHED SHOP DRAWINGS AND MAKE SURE YOU UNDERSTAND THE MEASUREMENTS AND OR PLEASE MAKE SURE THE SIGN LOCATION IS CONSIDERED. ONCE THEY ARE SIGNED WE WILL START PRODUCTION AND AXE SIGNS + WAYFINDING WILL NOT BE RESPONSIBLE IF THE MEASUREMENTS ARE NOT CORRECT.

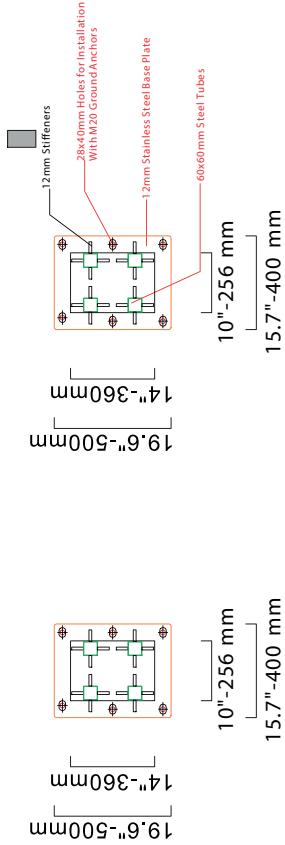


Dimension Drawing



⚡:AC110V~240V Power Cords

-PLEASE REVIEW THE ATTACHED SHOP DRAWINGS AND MAKE SURE YOU UNDERSTAND THE MEASUREMENTS AND OR PLEASE MAKE SURE THE SIGN LOCATION IS CONSIDERED. ONCE THEY ARE SIGNED WE WILL START PRODUCTION AND AXE SIGNS + WAYFINDING WILL NOT BE RESPONSIBLE IF THE MEASUREMENTS ARE NOT CORRECT.





Meanwell Power Supply
XLG-200-12V



axe
signs
+wayfinding

Baz
FOUNDER/CHAIRMAN

16921 Via de Santa Fe
Suite C

Rancho Santa Fe, Ca 92067



858-699-7011

-PLEASE REVIEW THE ATTACHED SHOP DRAWINGS AND MAKE SURE YOU UNDERSTAND THE MEASUREMENTS AND OR PLEASE MAKE SURE THE SIGN LOCATION IS CONSIDERED. ONCE THEY ARE SIGNED WE WILL START PRODUCTION AND AXE SIGNS + WAYFINDING WILL NOT BE RESPONSIBLE IF THE MEASUREMENTS ARE NOT CORRECT.

WINDHAM

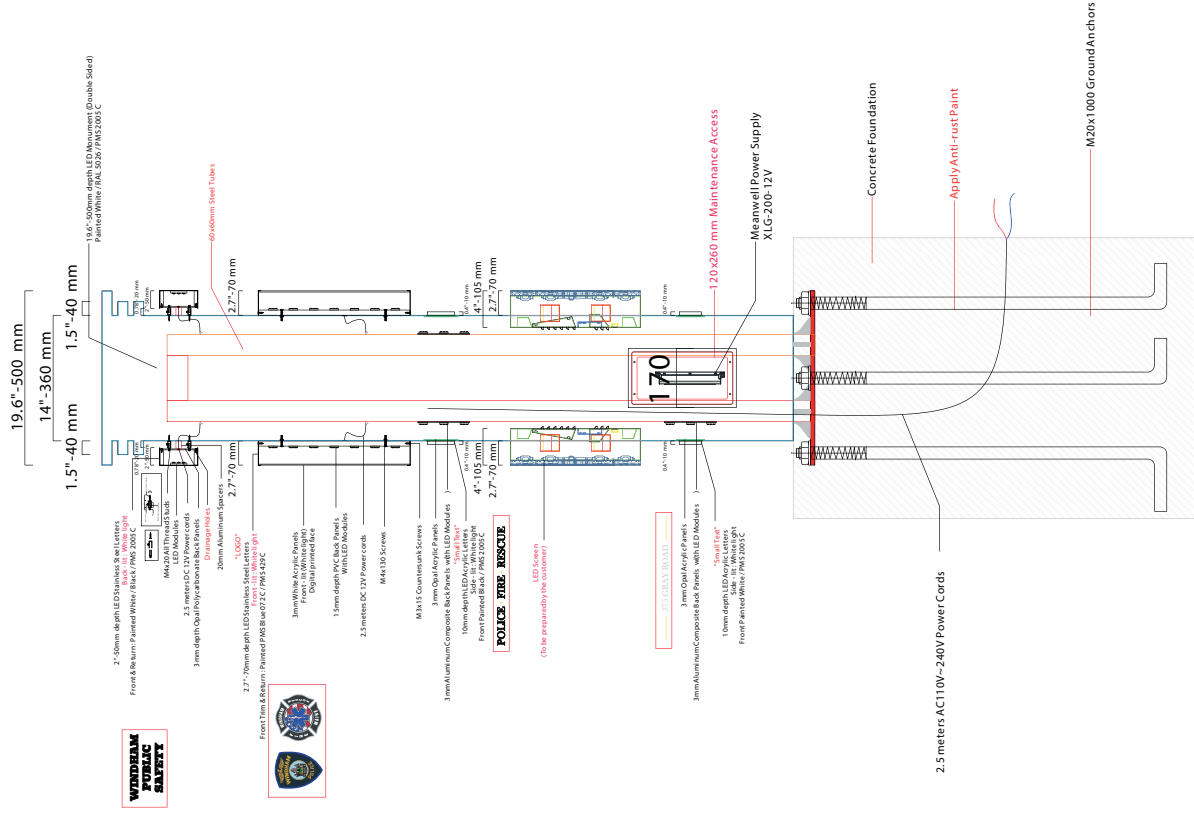
Axe Signs + Wayfinding has created the designs, ideas, drawings, artistic renderings, plans, arrangements or other creative materials set forth in this document and is the sole owner of all right, title and interest therein, including, without limitation, all copyrights and other intellectual property rights with respect thereto. No person shall reproduce, use or disclose any of these materials without the express written permission of Axe Signs + Wayfinding. By accepting receipt hereof, the recipient acknowledges and agrees to the foregoing.

Drawing Type:

Shop Drawings

Page: 3

Page 21 of 32





-PLEASE REVIEW THE ATTACHED SHOP DRAWINGS AND MAKE SURE YOU UNDERSTAND THE MEASUREMENTS AND OR PLEASE MAKE SURE THE SIGN LOCATION IS CONSIDERED. ONCE THEY ARE SIGNED WE WILL START PRODUCTION AND AXE SIGNS + WAYFINDING WILL NOT BE RESPONSIBLE IF THE MEASUREMENTS ARE NOT CORRECT.

Exhibit 6

Stormwater Operations and Maintenance Plan

POINTS OF CONTACT (POC)

Fire Dept.
Primary POC
Brent Libby
207-831-5826

Secondary POC
John Wescott
207-632-6239

Alternate POCs
John Kooistra
207-807-4374

On-Duty Captain
207-572-7818

Windham
E&S Coord
Mary
207-311-1111

*Call immediately in the event of a
SPILL, RELEASE, or OBSERVATION OF
POLLUTANTS in STORMWATER
CONVEYANCES or WATER BODY*



STORMWATER MANAGEMENT OPERATION & MAINTENANCE PROCEDURES

**TOWN OF WINDHAM FIRE DEPARTMENT
DISTRICT 2 – NORTH WINDHAM
718 ROOSEVELT TRAIL**

TRAINING

Annually:

- Train all employees (and subcontractors) on these O&M Procedures.
- Train new employees on these O&M Procedures within six (6) months of their date of hire, and annually thereafter.

Always:

- Maintain training records at your facility and send a copy of annual training records to **Mary Wicklund, the Town's E&S Coordinator.**

Date	Location	Date Agenda & Sign-in Sheet Sent to E&S Coordinator

FLOOR DRAINS

Always:

- Maintain a regular schedule for inspecting and cleaning.
- Oversee monthly inspections done by Building and Maintenance along with OSHA inspections and documented in OSHA inspection form:
 - Floor drains and drain traps (1 floor drain total)
 - Catch dams and other stormwater management BMPs.
- Keep a spill kit in the vicinity of floor drains in case of spills. Kits should include:
 - Drain mats to cover the floor drain
 - Absorbent booms to keep larger spills contained
 - Speedy dry or other absorbent material
 - Equipment (shovel, broom, dust pan, etc.) and a receptacle to clean up and properly dispose of contaminated materials

Never:

- Never dump chemicals down the floor drains or store hazardous materials near floor drains.
- Never connect floor drains directly to the storm sewer or to the environment.

Whenever Possible:

- Minimize water use or run a dry shop.
- Use secondary containment when storing liquids near a drain.

Floor drains at North Station discharge to a settling tank and then to vegetation behind the station. The floor drains and settling tank are inspected and maintained by the DPW Facilities Manager.



VEHICLE & EQUIPMENT WASHING

Always:

- Wash vehicles and equipment inside the station, in accordance with the Town's Stormwater Management Plan.
- Use only phosphate-free soap provided by ChemFast
- Use degreasers, acids, bases, metal brighteners, or other agents (polishes, etc.), sparingly and inside the station only.

Never:

- Never perform engine or undercarriage washing outside.
- Never wash vehicles over a storm drain, catch basin, ditch or near a water body or drinking water wells.

Private Vehicle Washing:

- Private vehicles washed on municipal property must follow all recommendations provided for municipal vehicles, in accordance with the Stormwater Management Plan.
- Private vehicle washing subjects the municipality to an additional risk of illicit discharge due to the increased number of vehicles serviced.



SPILLS: CLEAN UP, RESPONSE, REPORTING & NOTIFICATION

Maine is a “zero tolerance” State for uncontrolled spills that reach the environment

Always:

- Stop the source of the spill and contain any liquids, **only if it is safe to do so!**
- Report the spill to **Brent Libby (first POC) or John Wescott (second POC)**, who will be responsible for contacting **Mary Wicklund** and/or **Maine DEP**:
 - Maine DEP Petroleum Products Spill Response: 1-800-482-0777
 - Maine DEP Hazardous Material (non-oil spill): 1-800-452-4664
- Report any discharge of hazardous materials/waste immediately to **Brent Libby (first POC) or John Wescott (second POC)**, who will be responsible for contacting **Mary Wicklund** and/or **Maine DEP** (as described above).
 - Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
 - Hazardous materials spills must be reported to Maine DEP within one hour.
- Cover the spill with absorbent material such as speedy dry, kitty litter, sawdust, or oil absorbent pads.
 - **Do NOT** use straw (to cover or absorb spills) or water (to wash away spills)!
 - Clean up all contaminated materials in a timely manner (before it rains).
 - Properly dispose of all contaminated absorbents and materials.



A secondary containment tray or pallet helps to minimize spills to drains and the environment.

VEHICLE & EQUIPMENT FUELING

Always:

- Fuel carefully to minimize drips to the ground surface.
- Fuel vehicles at the central fueling station located at the Shared Maintenance Facility.
- When pouring fuel from a jerry can or other mobile container:
 - Use a funnel or drip pan; and
 - Choose a level, paved surface that is not near a catch basin or water body.
- Immediately report spills as described above, cleaning up spills and properly disposing of contaminated materials, including soil.

Never:

- Never “top off” fuel tanks.
- Never hose down or bury a fuel spill.
- Never fuel vehicles near storm drains or water bodies.

A spill kit is kept at the fuel island at the Town garage.



VEHICLE & EQUIPMENT STORAGE

Always:

- Inspect areas on a regular basis for stains/leaks where vehicles and equipment are stored.
- Use drip pans for leaking vehicles (properly dispose of collected fluids), or park leaking vehicles or equipment inside when awaiting maintenance.
- Address any known leaks or drips and maintain vehicles to prevent leaks.

Whenever Possible:

- Store vehicles on paved areas, and promptly clean up absorbent materials from leaks or spills.
- Sweep areas on a regular basis.

Never:

- Never store leaking vehicles over or near a storm drain, catch basin, ditch or near a waterbody.



Leaks from vehicles and equipment should be captured in a drip pan.

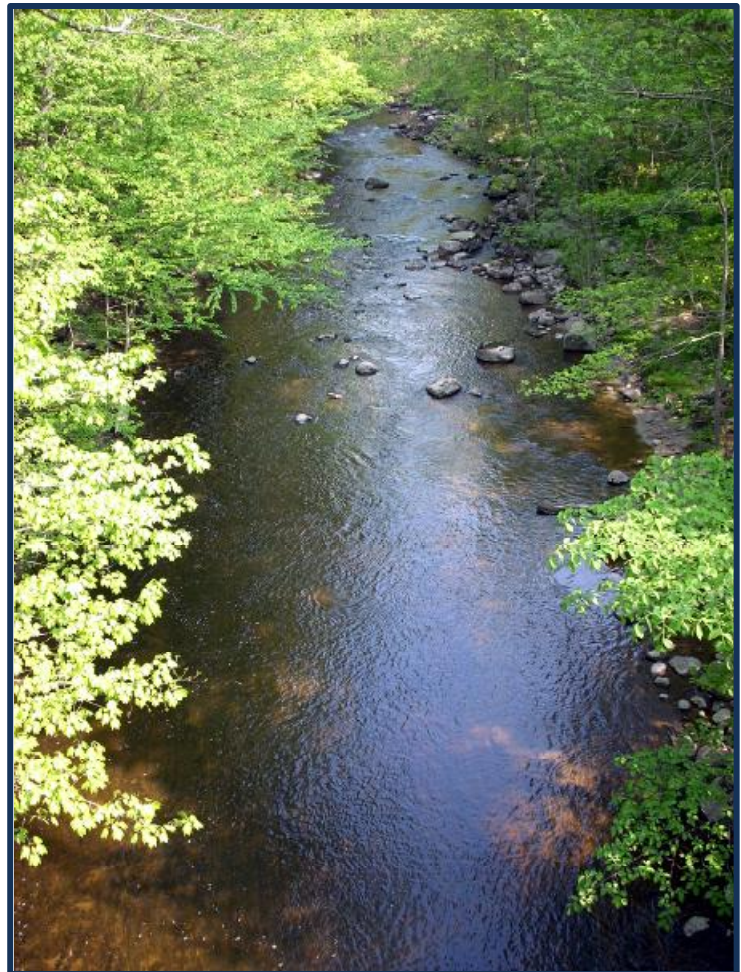
DE-ICING

Always:

- Clear snow as soon as possible from driveways, sidewalks, and pathways to minimize the likelihood of ice forming.
- Store deicing agents (rock salt or liquid solutions) in closed containers and/or buildings to avoid exposure to the elements and minimize runoff in stormwater or snow melt.

Whenever Possible:

- Use the minimum amount of salt and sand needed to get the job done.



The Town of Windham has many water ways to protect, including the Pleasant River. Pleasant River is Windham's priority watershed and a stream that the Town is working to protect.

DUMPSTERS

Always:

- Locate dumpsters on concrete or paved areas.
- Only use dumpsters for disposal of non-liquids.
- Keep lids closed and drains plugged.

Report any damaged or leaking dumpster to the Facilities & Grounds Manager.



Dumpsters must be kept closed and plugged.