



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, December 22, 2015

7:00 PM

Council Chambers

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#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

*"We, the Windham Town Council recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to 'Be the Influence' and to recognize that decisions matter." (Resolution 14-285, in support of the "Be the Influence" community collaborative in addressing the pervasive adverse effects of substance use and abuse in the community.)*

#### III. Minutes to be Approved:

[CD 15-392](#)

To approve the minutes of the December 8, 2015 Council meeting.

**Attachments:**

[Minutes - Town Council - 12-8-15.pdf](#)

#### 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. Council Correspondence.

[CD 15-387](#) Cumberland County Community Development Program - Cooperation Agreement

**Attachments:** [Cumberland County Community Development Program](#)

[CD 15-388](#) The Lifeflight Foundation - Requesting Support Consideration

**Attachments:** [The Lifeflight Foundation](#)

[CD 15-378](#) Social Services Monthly Report - November 2015

**Attachments:** [Social Services Monthly Report - November 2015](#)

[CD 15-379](#) Windham Public Library Monthly Report - November 2015

**Attachments:** [November 2015](#)

[CD 15-380](#) Windham Police Department Monthly Report - November 2015

**Attachments:** [November report](#)

[CD 15-386](#) Code Enforcement Department Monthly Report - November 2015

**Attachments:** [Code Enforcement Report November 2015](#)  
[Activity Report by Project Type November 2015](#)  
[Activity Report by Violation Type November 2015](#)  
[Impact fees collected November 2015](#)  
[Inspection Summary by Project Type November 2015](#)

[CD 15-384](#) Parks and Recreation Department Monthly Report - November 2015

**Attachments:** [Monthlyreportnovember2015](#)

[CD 15-385](#) Fire-Rescue Monthly Report - November 2015

**Attachments:** [November 2015 Monthly Report](#)

[CD 15-389](#) November Financial Reports

**Attachments:** [November Appropriation Control Report](#)  
[November Revenue Control Report](#)

[CD 15-390](#) Tax Collection Monthly Report - November 2015

**Attachments:** [Monthly Report - November 2015](#)

[CD 15-396](#) (Re)Building Downtown: A Guidebook for Revitalization is a resource for local elected officials who want to re-invigorate and strengthen neighborhood centers of economy, culture and history through a smart growth approach to development. Published by Smart Growth America, December 2015.

Attachments: [\(Re\)Building Downtown Guidebook](#)

[CD 15-397](#) Planning Department Monthly Report - November 2015

Attachments: [11-2015 Monthly Report](#)

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

[CD 15-391](#) Town Manager's Report.

Attachments: [Town Manager's Report 20151218-signed](#)  
[Council Orientation Agenda 2016](#)

## **VIII. Committee Reports.**

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

1. Appointments Committee.
2. Finance Committee.

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

1. Land Use Ordinance Committee.
2. Public Easement Advisory Committee/Roads Policy Task Force.
3. Windham Economic Development Corporation.
4. Wastewater Management Planning Advisory Committee.
5. Parks & Recreation Advisory Committee.

## **IX. PUBLIC HEARINGS.**

## **X. CONSENT AGENDA.**

## **XI. UNFINISHED BUSINESS & GENERAL ORDERS.**

[15-196](#) To find that the requirements of 28-A M.R.S.A. § 653 have been met and to approve an application submitted by Joseph Ruggiero d/b/a Ruggieros Pizza for a renewal liquor license.

**Attachments:** [15-196 Cover Sheet](#)  
[Ruggiero's Liquor App.pdf](#)

[15-197](#) 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 appointments to the position of assessor.

**Attachments:** [15-197 Cover Sheet](#)

[15-199](#) To make an appointment to the position of assessor.

**Attachments:** [15-199 Cover Sheet](#)

[15-201](#) To approve a partial release of the mortgage on property owned by the Windham Economic Development Corporation and located in the general vicinity of Anglers Road, to accept an easement from the Windham Economic Development Corporation for a bioinfiltration basin located on the southerly side of Anglers Road, and to accept a deed from the Windham Economic Development Corporation for a parcel of land for the purpose of relocating a portion of Anglers Road.

**Attachments:** [15-201 Cover Sheet](#)  
[Partial Release of Mortgage Town to WEDC 12.17.15](#)  
[Drainage Bioinfiltration Basin Easement-12.17.15](#)  
[Deed - WEDC to Town for New Anglers Road - 12.17.2015](#)  
[RETT \(WEDC to TOWN\) 12.18.15](#)

[15-202](#) To accept Harvest Hill Road and Thrush Terrace as public ways as described in a warranty deed from Sebago Heights, LLC.

**Attachments:** [15-202 Cover Sheet](#)  
[Sebago Heights Phase 3 As Built Plans 11-17-2015](#)  
[Sebago Heights Phase III Email Comments 20151201](#)  
[Sebago Heights FR 10-30-15](#)  
[SebagoHeights\\_Phase3\\_RoadAcceptance\\_09-24-15](#)  
[TC memo SebagoHeights\\_Phase3\\_PubAccept 11-25-15](#)

## **XII. Discussion Items.**

*(Please note the time allotted for each item; if additional time is needed, it may have to be scheduled for another meeting.)*

[CD 15-370](#)

21st Century Downtown preliminary engineering supplemental improvements. The Council and staff will discuss whether to include storm water improvements, signal modernization, and/or relocation of aerial utilities underground in the current engineering scope of work on the project.

**Attachments:**

[RFP for Services - 21st Century Downtown\\_North Windham\\_09-04-15](#)

[Final Submission\\_21st Century Downtown Plan Engineering Services\\_TYLI](#)

[Windham Route 302 Preliminary Design contract\\_11-04-15](#)

8:00 p.m.

*Public Comment.*

[CD 15-393](#)

9 Main Street Notice of Sale. The Council will review a draft notice of sale of the tax-acquired property located at 9 Main Street, with the existing building to be demolished and disposed of and the site redeveloped.

**Attachments:**

[9 Main Street Tax Acquired Property Sale Notice 20151207](#)

9:00 p.m.

*Public Comment.*

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

[CD 15-398](#)

Agenda Items Reports.

**Attachments:**

[Agenda Items Report 20151218](#)

[Projects & Issues List 20151218](#)

[Projects & Issues Sheets 20151218](#)

### **XIV. ADJOURN.**