



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft Town Council

---

Tuesday, June 24, 2014

7:00 PM

Council Chambers

---

### I. Roll Call of Members.

**Present:** 6 - Donna Chapman, Thomas Gleason, Roy Moore, Bob Muir, David Nadeau and Dennis Welch

**Absent:** 1 - Matthew Noel

### II. Pledge of Allegiance.

Chairman Gleason led the assembly in the Pledge of Allegiance.

### III. Minutes to be Approved:

**CD 14-206** To approve the minutes of the Council meeting of June 17, 2014.

**Attachments:** Minutes 6-17-2014

A motion was made by Councilor Nadeau, seconded by Councilor Muir, that the Minutes be approved. The motion carried by the following vote:

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

### IV. Public Participation.

No public participation.

### V. Councilors' Comments.

No Councilor comment.

### VI. Council Correspondence.

No Councilor correspondence.

**CD 14-182** Planning Department Monthly Report - May 2014

**Attachments:** Planning Department Monthly Report - May 2014

**CD 14-184** Tax Collection/Motor Vehicle Monthly Report - May 2014

**Attachments:** Tax Collection/Motory Vehicle Monthly Report - May 2014

**CD 14-186** Social Services Monthly Report - May 2014

Attachments: [2014 May Social Services Report](#)

**CD 14-188** Proposed amendments to Section 800 (Site Plan) of the Land Use Ordinance to allow the Staff Review Committee to review site plans within approved subdivisions.

Attachments: [TC cover LUOC to PB combined 06-13-14](#)

**CD 14-187** Public Works Department Monthly Report - May 2014

Attachments: [Public Works Department Monthly Report - May 2014](#)

**CD 14-197** Windham Public Library Monthly Report - May 2014

Attachments: [Windham Public Library Monthly Report - May 2014](#)

**CD 14-200** Police Department Monthly Report - May 2014

Attachments: [Police Department Monthly Report - May 2014](#)

**CD 14-201** Parks and Recreation Department Monthly Report - May 2014

Attachments: [Parks and Recreation Monthly Report - May 2014](#)

**CD 14-205** Town Clerk's Monthly report - May 2014

Attachments: [Town Clerk's report - May 2014](#)

**VII. Town Manager's Report.****CD 14-207** Town Manager's Report

Attachments: [Town Manager's Report 20140620](#)

Tony Plante: He congratulated the Summerfest Committee and Kelly Mank for heading it up, as well as many others for all their hard work making the event a success.

In his written report he briefed the Council on the Angler's Road Municipal Partnership Initiative application. They have been approved by MDOT under their MPI program for funding up to a half million dollars from the state for improvements of the Angler's Road intersection. The good news is they have counted the entire purchase price of the Angler's Road property that the WEDC bought and was financed by the town for \$455,500. He said at this point we are less than \$54,500 away from meeting our match requirement to be able to get the maximum amount of reimbursement from the state. They will still have to go the rest of the way to actually designing the project, so it can be put out to bid and then build it. They expect to have the MPI from the state very soon, and then it will go to the Council for approval.

Also in the agreement they have been approved to spend up to \$100,000 on project

development expenses between now and January 1st. The MPI award does not take effect until January 1, 2015, and we can apply for project expenses after that.

A related program to the Municipal Partnership Initiative is the Planning Partnership Initiative. Once MDOT saw how well MPI projects were working they came up with this PPI program that is aimed at transportation, planning and engineering. It is not as much money, and total awards projects that they would match is 50/50, up to \$50,000 or \$25,000. In WEDC's budget proposal they had a project and included this information for \$40,000 for North Windham Streetscape and transportation planning work to be done. He said the scope of the project has been expanded slightly to get to the project to \$50,000 to leverage the maximum amount. He said this is existing 2014 money and is available now and on a first come first serve basis. Tony said the most likely place to look for the funds would be TIF. Councilor Nadeau: He said it is work that is worth doing but he would like to see a running total of what is in the TIF.

An agreement has been signed with MyGov for the hosted software solutions for Code and Public Works. Tony said they can fit us in in early August to do set up and training with the Code and Public Works staff, and there will also be a couple weeks of testing.

## VIII. Committee Reports.

### A. Council Subcommittees.

#### 1. Appointments Committee.

Councilor Chapman: They did not have any interviews, but they did have an e-mail from Tammy Hodgman, and they are trying to set up some dates so they can start interviewing for the Comp Plan Review team.

#### 2. Finance Committee.

Councilor Nadeau: He reported that they had not met since the budget.

### B. Other Committees.

#### 1. Land Use Ordinance Committee.

Councilor Nadeau: He reported that the last meeting was canceled by staff; they did not have enough time to get what they had prepared for the committee. Another meeting has been rescheduled in two weeks.

#### 2. Public Easement Advisory Committee/Roads Policy Task Force.

Councilor Nadeau: Doug is getting ready to start looking at the first third of the roads. Collins Pond has gotten back to them, and there is a meeting with them Thursday.

#### 3. Windham Economic Development Corporation

No report.

**IX. PUBLIC HEARINGS.****X. CONSENT AGENDA.****XI. UNFINISHED BUSINESS & GENERAL ORDERS.**

- 14-164** To approve changes to the Land Use Ordinance related to standards for Automotive Repair Services and Automobile Storage Lots.

Attachments: Cover Sheet 14-164

TC Auto Repair and Storage combined 05-08-14

Postponed to July 8, 2014.

Legislative History

5/13/14 Town Council postponed

6/17/14 Town Council postponed

- 14-228** To authorize the expenditure of \$5,620.58 for the purchase of replacement equipment at the Lowell Playground to be paid from the Recreation Program Fund.

Attachments: Cover Sheet 14-228

Slide price from GameTime

Spiral slide memo 2014

A motion was made by Councilor Chapman, seconded by Councilor Welch that the Order be approved. The motion was carried by the following vote:

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

- 14-235** To enter into executive session in accordance with Title 1 MRSA §405 (6) (C) for the discussion or consideration of the condition, acquisition or the use or real or personal property permanently attached to real property or interests therein since premature disclosures of the information would prejudice the competitive or bargaining position of the Town.

Attachments: Cover Sheet 14-235

A motion was made by Vice Chair Welch, seconded by Councilor Nadeau, that they go into executive session.

Vote 6-0 at 8:05 p.m.

A motion was made by Councilor Muir, seconded by Vice Chair Welch to come out of executive session. The motion carried by the following vote at 8:22 p.m.

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

## XII. Discussion Items.

**CD 14-189** Lippman Park Improvements Status Report & Next Steps.

**Attachments:** Lippman Park Update 20140617

Lippman Park Funding 20140612

Lippman Park Photos

**CD 14-192** Organizational Strategic Planning Process & Timeline.

**Attachments:** Strategic Plan Process & Timeline DRAFT 20140620

A Strategic Planning Process for Public and Non-Profit Organizations.

(Bryson)

## XIII. Agendas & Scheduling.

## XIV. ADJOURN.

A motion was made by Councilor Nadeau, seconded by Councilor Muir, that they be adjourned. The motion carried by the following vote at 8:22 p.m.

**In Favor:** 6 - Councilor Chapman, Council Chair Gleason, Councilor Moore, Councilor Muir, Councilor Nadeau and Vice Chair Welch

**Absent:** 1 - Councilor Noel

Respectfully submitted,



Linda S. Morrell

Town Clerk, CCM