



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, October 11, 2016

7:00 PM

Council Chambers

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 16-366](#)

To approve the minutes of the September 27, 2016 Council meeting.

Attachments:

[Minutes-Town Council-9-27-2016](#)

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 16-362](#) Tri-County Mental Health Services Invitation to 2016 Annual Meeting

Attachments: [Tri-County Mental Health Invitation](#)

[CD 16-364](#) The LifeFlight Foundation - Note of Thanks

Attachments: [The LifeFlight Foundation - Note of Thanks](#)

[CD 16-365](#) Sebago Lakes Region Chamber of Commerce Correspondence

Attachments: [SLRCC 2017 Initiatives](#)

[CD 16-361](#) Assessing and GIS Office Monthly Reports - July & August 2016

Attachments: [Assessing GIS Monthly Report July & August](#)

[CD 16-367](#) Investments - September 30, 2016

Attachments: [Investments - September 30 2016](#)

VII. Town Manager's Report.

[CD 16-368](#) Town Manager's Report.

Attachments: [Town Manager's Report 20161007](#)

[Projects & Issues List 20161007](#)

[Projects & Issues Sheets 20161007](#)

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.

[CD 16-360](#) To receive comment on a new Special Amusement permit application submitted by JMA Enterprises Inc. d/b/a Pat's Pizza - Windham.

Attachments: [Pat's Pizza- New Special Amusement Permit](#)

X. CONSENT AGENDA.

[16-172](#) To set poll hours and polling location for the November 8, 2016 General Election and Municipal & RSU No.14 Election as 7:00 a.m. to 8:00 p.m. at the Windham High School's Main Gym.

Attachments: [16-172 Cover Sheet](#)

[16-173](#) To set the date and time for extended hours of the Registrar of Voters as 4:00 to 7:00 p.m. on November 2, 2016.

Attachments: [16-173 Cover Sheet](#)

[16-174](#) To approve the Town Clerk's roster of Warden and Deputy Warden for the November 3, 2015 election: For Districts 24 & 25, Warden Marcia Blanchard, and Deputy Warden Paulette Shepard.

Attachments: [16-174 Cover Sheet](#)

[16-175](#) To find that the requirements of 28-A M.R.S.A. § 653 have been met and to approve an application submitted by JMA Enterprises Inc. d/b/a Pat's Pizza - Windham for a renewal liquor license.

Attachments: [16-175 Cover Sheet](#)
[Pat's Pizza-Renewal Liquor License](#)

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

- [16-143](#) To grant preliminary approval of a proposal from Tyler Technologies to upgrade and migrate the town's financial system to the MUNIS Software-as-a-Service platform as outlined in the recommendation of the Council's finance committee and discussed at the Council meeting of October 4, 2016, subject to final approval pending contract review by staff and legal counsel.

Attachments: [16-143 Cover Sheet](#)
[Financial System Upgrade Recommendation 20160930](#)
[Financial Software RFP 20160229](#)
[MUNIS Brochure](#)
[Concept Framework for an Integrated Financial System](#)
[Financial Systems Proposals 20160823](#)
[MUNIS Implementation & Cost Differential](#)
[MUNIS Advantages & Improvements](#)

- [16-171](#) To award a contract for snow plowing services to Sumerian Irrigation, for the period covering fiscal years 2017, 2018, 2019, 2020 and 2021, in the amounts of \$111,343.00 for year one, \$114,683.29 for year two, \$118,123.79 for year three, and \$121,667.57 for years four and five; an aggregate cost of \$587,485.22.

Attachments: [16-171 Cover Sheet](#)
[Memo from Doug Fortier, Public Works Dir.](#)
[Snowplow Agreement](#)
[Sumerian Bid](#)
[FY17 Approved Budget](#)

- [16-176](#) To approve an application submitted by JMA Enterprises Inc. d/b/a Pat's Pizza - Windham located at 844 Roosevelt Trail for a new Special Amusement permit.

Attachments: [16-176 Cover Sheet](#)
[Pat's Pizza- New Special Amusement Permit](#)

- [16-177](#) To adopt a policy on town attorney communications.

Attachments: [16-177 Cover Sheet](#)
[Town Attorney Communications Policy](#)

XII. Discussion Items.

None.

XIII. Agendas & Scheduling.

[CD 16-369](#)

Agenda Items Reports.

Attachments:

[Agenda Items Report 20161007](#)

[Projects & Issues List 20161007](#)

[Projects & Issues Sheets 20161007](#)

XIV. ADJOURN.