



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, June 13, 2017

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 17-177](#)

To approve the minutes of the May 23, 2017 Council meeting.

Attachments:

[Minutes-Town Council-5-23-2017](#)

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 17-175](#) Code Enforcement Monthly Report - April 2017

Attachments: [Code Enforcement Monthly Report - April 2017](#)
[Permits to Date Fiscal Year Summary](#)
[Activity Report by Project Type April 2016](#)
[Activity Report - By Violation Type April 2017](#)
[Impact Fees Collected April 2017](#)
[Fiscal Year Activity Comparison to April 2017](#)

[CD 17-178](#) Windham Public Library Newsletter

Attachments: [Check It Out June 2017](#)

[CD 17-185](#) RSU14 LINK Newsletter

Attachments: [RSU 14 Link Newsletter - June 2017](#)

[CD 17-186](#) Parks & Recreation Summer in the Park Event Flyer

Attachments: [Summer Concert Series](#)

VII. Town Manager's Report.

[CD 17-182](#) Town Manager's Report.

Attachments: [Town Manager's Report 20170608](#)
[Projects & Issues List 20170608](#)
[Projects & Issues Sheets 20170608](#)

VIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.
2. Finance Committee.

B. Other Committees.

1. Parks & Recreation Advisory Committee.
2. Maintenance Facility Joint Project Team.
3. Windham Economic Development Corporation

4. Wastewater Management Planning Advisory Committee.

IX. PUBLIC HEARINGS.

[CD 17-125](#) To receive public comment on a proposed update to Windham's Comprehensive Master Plan.

Attachments: [Plan Windham 2016 Summary, Introduction and Implementation, Goals and Policies](#)
[Manie DACF Letter 20170505](#)

X. CONSENT AGENDA.

[17-115](#) To appoint Marge Govoni to a three-year term on the Human Services Advisory Committee, to expire May 15, 2020.

Attachments: [17-115 Cover Sheet](#)

[17-116](#) To find that the requirements of 28-A M.R.S.A. 653 have been met and to approve an application submitted by Matt Kart Inc. d/b/a Danielle's Sebago Diner for a renewal liquor license.

Attachments: [17-116 Cover Sheet](#)
[Danielle's Sebago Diner-Renewal Liquor](#)

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

[17-118](#) To adopt a comprehensive master plan.

Attachments: [17-118 Cover Sheet](#)
[Plan Windham 2016 Summary, Introduction and Implementation, Goals and Policies](#)
[Manie DACF Letter 20170505](#)

[17-119](#) To approve applications for victualers' permits for Summerfest.

Attachments: [17-119 Cover Sheet](#)
[2017 Summerfest Victualer's Permit Requests](#)

[17-120](#) To approve an amendment to the operating hours for a mobile food service unit license previously granted to Phyllis Warchol.

Attachments: [17-120 Cover Sheet](#)
[Phyllis Warchol-Amendment to Mobile Food](#)

[17-121](#) To approve an application submitted by El Rodeo Go for a mobile food service unit license.

Attachments: [17-121 Cover Sheet](#)
[El Rodeo Go Mobile Food License](#)

[17-076](#) To adopt a resolution designating “Historic South Windham” as an important local historical resource, expressing support for and directing consideration of its status in planning and carrying out public projects in the area.

Attachments: [17-076 Cover Sheet](#)
[Resolution 17-076 Historic South Windham](#)

[17-114](#) To adopt an order regarding committed fund balance.

Attachments: [17-114 Cover Sheet](#)
[Committed Fund Balance resolution - FY '18](#)

[17-113](#) To award a bid for the purchase of one (1) 2018 cab and chassis from Daigle and Houghton in the amount of \$91,500.00 plus \$1,200 for on board diagnostic equipment and software for a total of \$92,700.00 and related plow and sanding gear from HP Fairfield in the amount of \$74,999, for a total price of \$167,699.00 less trade of \$32,500 for a final cost of \$135,199. This purchase would come from account 100-9110-44190 from the fiscal 2018 budget, financed through a municipal lease-purchase agreement, and replace a 2008 International truck.

Attachments: [17-113 Cover Sheet](#)
[Memo for Bid](#)
[Memo - Truck #5 Condition Assessment](#)
[Bid Tab](#)

[17-117](#) To enter into executive session under 1 M.R.S.A. §405(6)(A) for the purpose of working on the town attorney’s evaluation.

Attachments: [17-117 Cover Sheet](#)

XII. Discussion Items.

None.

XIII. Agendas & Scheduling.

[CD 17-183](#) Agenda Items Reports.

Attachments: [Agenda Items Report 20170608](#)
[Projects & Issues List 20170608](#)
[Projects & Issues Sheets 20170608](#)

XIV. ADJOURN.