



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

---

Tuesday, December 19, 2017

7:00 PM

Council Chambers

---

**Postponed from December 12, 2017.**

#### 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 17-364](#) To approve the minutes of the November 28, 2017 Council meeting.

Attachments: [Minutes-Town Council-11-28-2017](#)

[CD 17-381](#) To approve the minutes of the December 5, 2017 Council meeting.

Attachments: [Minutes-Town Council 12-5-2017](#)

#### 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 17-365](#) Windham Public Library Newsletter - December 2017

**Attachments:** [Check It Out - December 2017](#)

[CD 17-367](#) Town Clerk's Monthly Report - November 2017

**Attachments:** [Town Clerk's Report - Nov 2017](#)

[CD 17-368](#) Windham Public Library Monthly Report - November 2017

**Attachments:** [Windham Public Library Monthly Report - November 2017](#)

[CD 17-369](#) Windham Code Enforcement Monthly Report - November 2017

**Attachments:** [Code Enforcement November 2017 Monthly report](#)

[CD 17-370](#) Staff memo regarding proposed changes to the Surface Water Protection Ordinance, Chapter 142 from the Code of the Town of Windham, in order to strengthen water quality protections in the Highland Lake watershed.

**Attachments:** [TC packet surface water protection 12-06-2017](#)

[CD 17-380](#) Fire-Rescue Department Monthly Report - November 2017

**Attachments:** [November 2017 Monthly Report](#)

[CD 17-382](#) Investment Report - November 30, 2017

**Attachments:** [Investment Report](#)

[CD 17-383](#) Assessing & GIS Report for November 2017

**Attachments:** [Assessing & GIS Department - November 2017](#)

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

[CD 17-371](#) Town Manager's Report.

**Attachments:** [Town Manager's Report 20171208](#)

[Project & Issues List 20171207](#)

[Projects & Issues Sheets 20171207](#)

[Operations Manager Draft 20171207](#)

[171201 RFQ Solicitation WSVMF complete](#)

**VIII. Committee Reports.**

*The Council Chair will ask for reports from Council subcommittees and other Council appointed committees at this time.*

**A. Council Subcommittees.**

1. Appointments Committee.
2. Finance Committee.

**B. Other Committees.**

1. Long Range Planning Committee.
2. Parks & Recreation Advisory Committee.
3. Public Easement Advisory Committee.
4. Highland Lake Leadership Team.
5. Joint Project Team.
6. Windham Economic Development Corporation.
7. Wastewater Management Planning Advisory Committee.

**IX. CONSENT AGENDA.**

[17-229](#) To appoint Deborah McAfee to the Human Services Advisory Committee for a term to expire May 15, 2020.

**Attachments:** [Cover Sheet 17-229](#)  
[Human Services Advisory Committee AMENDED 130423](#)

[17-235](#) To appoint Nick Kalogerakis to the Long Range Planning Committee.

**Attachments:** [Cover Sheet 17-235](#)  
[Long Range Planning Committee](#)

[17-236](#) To appoint Mike Duffy to the Long Range Planning Committee.

**Attachments:** [Cover Sheet 17-236](#)  
[Long Range Planning Committee](#)

[17-234](#) To accept Harvest Hill Road as a public way as described in a warranty deed from Sebago Heights, LLC.

**Attachments:** [Cover Sheet 17-234](#)  
[TC memo SebagoHeights Phase5 PubAccept 11-29-17](#)  
[Sebago Heights Phase 5 road acceptance request](#)  
[Sebago Heights Phase 5 FR 2017-11-09](#)  
[Sebago Heights Phase 5 As-Built 2017 11 20](#)

[17-237](#) To appoint Tom Peterson to the Highland Lake Leadership Team.

**Attachments:** [Cover Sheet 17-237](#)  
[Highland Lake Leadership Team](#)

[17-232](#) To approve an application for the Windham Veterans Association for a license to conduct beano and games of chance at Dena's Lobster House and Tavern from January 1, 2018 through December 31, 2018.

**Attachments:** [Cover Sheet 17-232](#)  
[Windham Veterans-Blanket Letter](#)

[17-241](#) To approve an application for seven (7) coin-operated device licenses submitted by Milton S. Smith d/b/a Smitty's Cinema-Windham LLC.

**Attachments:** [Smitty's Cinema-7 Coin-ops](#)

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

[17-205](#) To approve amendments to the Surface Water Protection Ordinance strengthening water quality protection in the Highland Lake watershed.

**Attachments:** [Cover Sheet 17-205](#)  
[Cover Sheet 17-205 11/14/17 agenda](#)  
[CD 17-322 Cover Sheet - Private Roads Standards & Waivers 10/24/17 agenda](#)  
[TC packet surface water protection 10-27-2017](#)  
[TC packet surface water protection 12-06-2017](#)

**Legislative History**

11/14/17      Town Council      postponed

[17-223](#) To appoint a council representative to the Wastewater Management Planning Advisory Committee.

**Attachments:** [Cover Sheet 17-223](#)  
[Wastewater Management Planning Advisory Committee Charge 20131219](#)

[17-228](#) To cancel the Council meeting of December 26, 2017.

**Attachments:** [Cover Sheet 17-228](#)  
[Council Rules](#)

[17-238](#) To approve an amendment to the promissory note from the Windham Economic Development Corporation as approved by Council order 09-186 on December 22, 2009 and amended by Council order 16-219 on December 13, 2016 for property located at the intersection of Anglers Road and Route 302, and to authorize the town manager to sign the amendment on behalf of the town and to take any other necessary action related thereto.

**Attachments:** [Cover Sheet 17-238](#)  
[WEDC Town Council Anglers Road Update - 11 27 17](#)  
[Amendment to Promissory Note \(WEDC Town\) 12.8.17](#)

[17-239](#) To appoint Clayton Haskell as one of the two (2) Council representatives to the Shared Maintenance Facility Joint Project Team.

**Attachments:** [Cover Sheet 17-239](#)  
[Joint Project Team Memo 20170120](#)

[17-240](#) To appoint Dennis Welch to fill a vacancy for Senate District 26 representative to the Maine Municipal Association's Legislative Policy Committee.

**Attachments:** [16-123 Cover Sheet](#)  
[Ballots for Election to MMA Legislative Policy Committee memo](#)  
[Legislative Policy Committee Ballot](#)

[17-242](#) To approve a Victualer's permit application submitted by James & Kelley Savoie d/b/a Kelley's Sebago Diner, located at 862 Roosevelt Trail.

**Attachments:** [Kelley's Sebago Diner-Victualers](#)

[17-244](#) To proclaim December 25, 2017 to be "#Fight Like a Cyr Day."

**Attachments:** [Cover Sheet 17-244](#)  
[Proclamation 17-073 for Windham Volunteer Month 20170401](#)

## **XI. Agendas & Scheduling.**

[CD 17-372](#) Agenda Items Reports.

**Attachments:** [Agenda Items Report 20171207](#)  
[Project & Issues List 20171207](#)  
[Projects & Issues Sheets 20171207](#)

**XII. ADJOURN.**