



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, May 22, 2018

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 18-182](#) To approve the minutes of the May 8, 2018 special Council meeting.

**Attachments:** [Minutes-Special Town Council-5-8-18](#)

[CD 18-183](#) To approve the minutes of the May 8, 2018 Council meeting.

**Attachments:** [Minutes-Town Council-5-8-18](#)

#### 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 18-167](#) Assessing & GIS Department Report for April 2018  
**Attachments:** [Assessing & GIS Department April 2018](#)
- [CD 18-168](#) Windham Public Library Monthly Report - April 2018  
**Attachments:** [Windham Public Library Monthly Report - April 2018](#)
- [CD 18-171](#) Town Clerk's Report - April 2018.  
**Attachments:** [Town Clerk's Report-April 2018](#)
- [CD 18-173](#) Fire-Rescue Department Monthly Report - April 2018  
**Attachments:** [Fire-Rescue Monthly Report April 2018](#)
- [CD 18-174](#) Parks and Recreation Monthly Report - April 2018  
**Attachments:** [Monthlyreportsapril2018](#)
- [CD 18-175](#) Windham Police Department Monthly Report - April 2018  
**Attachments:** [April 2018](#)
- [CD 18-180](#) GPCOG Memo on Windham Membership Benefits 20180501.  
**Attachments:** [18-05-01 Memo on Windham membership benefits FINAL](#)

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

- [CD 18-176](#) Town Manager's Report.  
**Attachments:** [Town Manager's Report 20180516](#)  
[Projects & Issues List 20180516](#)  
[Projects & Issues Sheets 20180516](#)

**VIII. Committee Reports.****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. Shared Maintenance Facility Joint Project Team.
6. Windham Economic Development Corporation

**IX. PUBLIC HEARINGS.**

[CD 18-156](#) To receive public comment on a proposed "Moratorium Ordinance on Mineral Extraction."

**Attachments:** [Mineral Extraction Moratorium Adopted 20180424](#)

[CD 18-158](#) To receive public comment on amendments to Code Chapter 176, "Peddling and Soliciting."

**Attachments:** [Chapter 176 - Peddling and Soliciting AMENDMENTS 20180502 Markup](#)  
[Chapter 176 - Peddling and Soliciting AMENDMENTS 20180502 Clean](#)

[CD 18-163](#) To receive public comment on proposed amendments to Town of Windham Land Use Ordinance, Chapter 140, Section 800 Site Plan Review and Section 900 Subdivision Review regarding stormwater management and cluster subdivisions within the Highland Lake watershed.

**Attachments:** [TC packet PB recommend HL ordinances\\_05-01-18](#)

[CD 18-166](#) To receive public comment on the proposed FY 2018-2019 municipal budget.

**Attachments:** [Proposed Municipal Budget Cover](#)  
[Proposed Municipal Budget Introduction](#)  
[11000 General Government](#)  
[12000 Public Works](#)  
[13000 Police & Safety](#)  
[14000 Fire/Rescue & Emergency Management](#)  
[15000 Recreation & Culture](#)  
[16000 Property & Inspection](#)  
[17000 Development & Conservation](#)  
[18000 Health & Welfare](#)  
[19000 Capital, Debt & Other](#)  
[22110 Sewer Fund](#)  
[22120 Recreation Program Fund](#)  
[Appendix A & B - Strategic Plan 2021 Draft](#)  
[Appendix C - FY 2017 Audited Financials](#)  
[Appendix D - Property Tax Levy Limit](#)

## **X. CONSENT AGENDA.**

[18-107](#) To approve applications for fifty-nine (59) renewal Victualer's permits.

**Attachments:** [Cover Sheet 18-107](#)  
[Renewal Victualer's for 2018-2019](#)

[18-108](#) To approve a Victualer's permit application submitted by Ben Dubois d/b/a Frenchman's BBQ, located at 4 White's Bridge Road.

**Attachments:** [Cover Sheet 18-108](#)  
[Frenchman's BBQ - New Victualer's permit](#)

[18-106](#) To approve one (1) application submitted by Ben Dubois d/b/a Frenchman's BBQ for a new Mobile Food Service Unit license.

**Attachments:** [Cover Sheet 18-106](#)  
[Frenchman's BBQ-new Mobile Food Permit](#)

[18-090](#) To approve an application submitted by Robyn's Ice Cream for a renewal Mobile Food Service Unit license.

**Attachments:** [Cover Sheet 18-090](#)  
[Robyn's Ice Cream Mobile Food App](#)

[18-103](#) To approve an application submitted by North East Ice Cream for a renewal Mobile Food Service Unit License.

**Attachments:** [Cover Sheet 18-103](#)  
[North East Ice Cream-Mobile Food](#)

[18-104](#) To approve an application submitted by Kelly's Ice Cream Truck for a renewal Mobile Food Service Unit License.

**Attachments:** [Cover Sheet 18-104](#)  
[Kelly's Ice Cream-Mobile Food](#)

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

[18-031](#) To find that the requirements of 28-A M.R.S.A. §605 have been met to approve an application submitted by Windham Billiards located at 824 Roosevelt Trail Suite 9/10, moving to 770 Roosevelt Trail for an on premise transfer of a liquor license by a current licensee.

**Attachments:** [Cover Sheet 18-031](#)  
[Windham Billiards On Premise Transfer](#)

**Legislative History**

4/24/18	Town Council	postponed
5/8/18	Town Council	postponed

[18-070](#) To appoint a representative to the ecomaine board of directors.

**Attachments:** [Cover Sheet 18-070](#)

**Legislative History**

5/8/18	Town Council	postponed
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[18-085](#) To adopt an ordinance establishing a moratorium on new mineral extraction operations.

**Attachments:** [Cover Sheet 18-085](#)  
[Mineral Extraction Moratorium Adopted 20180424](#)  
[Active-Inactive Gravel Pits 2015](#)  
[Gravel pits 2015 with zones](#)  
[Windham Watershed Basemap 11x17](#)  
[Windham Watershed Inventory FINAL 20180316](#)

[18-091](#) To adopt amendments to Code Chapter 176, "Peddling and Soliciting."

**Attachments:** [Cover Sheet 18-091](#)  
[Chapter 176 - Peddling and Soliciting AMENDMENTS 20180502 Markup](#)  
[Chapter 176 - Peddling and Soliciting AMENDMENTS 20180502 Clean](#)

[18-095](#) To approve amendments to Town of Windham Land Use Ordinance, Chapter 140, Section 800 Site Plan Review and Section 900 Subdivision Review regarding stormwater management and cluster subdivisions within the Highland Lake watershed.

**Attachments:** [Cover Sheet 18-095](#)  
[TC packet\\_PB recommend\\_HL ordinances\\_05-01-18](#)

[18-097](#) To approve a municipal services budget for fiscal year 2018-2019.

**Attachments:** [Cover Sheet 18-097](#)  
[Proposed Municipal Budget Cover](#)  
[Proposed Municipal Budget Introduction](#)  
[11000 General Government](#)  
[12000 Public Works](#)  
[13000 Police & Safety](#)  
[14000 Fire/Rescue & Emergency Management](#)  
[15000 Recreation & Culture](#)  
[16000 Property & Inspection](#)  
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[22110 Sewer Fund](#)  
[22120 Recreation Program Fund](#)  
[Appendix A & B - Strategic Plan 2021 Draft](#)  
[Appendix C - FY 2017 Audited Financials](#)  
[Appendix D - Property Tax Levy Limit](#)

[18-098](#) To approve the warrant for the 2018 annual town meeting.

**Attachments:** [Cover Sheet 18-098](#)  
[Warrant for June 2018 Town Meeting](#)

[18-101](#) To approve an agreement between the Town and Portland Natural Gas, owners of the properties at 8, 8A, 16 and 20 Highland Cliff Road, to allow the Fire Department to demolish identified structures on each property.

**Attachments:** [Cover Sheet 18-101](#)  
[8 & 8A Highland Cliff Rd Release Agreement](#)  
[16 Highland Cliff Rd Release Agreement](#)  
[20 Highland Cliff Rd Release Agreement](#)

[18-102](#)

To appoint two delegates to the Greater Portland Council of Governments General Assembly.

Attachments:

[Cover Sheet 18-102](#)

## **XII. Discussion Items.**

*None.*

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

[CD 18-177](#)

Agenda Items Reports.

Attachments:

[Agenda Items Scheduled 20180516](#)

[Agenda Items to be Scheduled 20180516](#)

[Projects & Issues List 20180516](#)

[Projects & Issues Sheets 20180516](#)

## **XIV. ADJOURN.**