



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, June 26, 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 18-207](#)

To approve the minutes of the June 12, 2018 Council meeting.

Attachments:

[Minutes-Town Council-6-12-18](#)

#### 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 18-198](#)

The Lifelight Foundation - Agency Funding Correspondence

**Attachments:**      [Lifelight Foundation Thank You](#)

[CD 18-193](#)      Town Clerk's Monthly Report - May 2018

**Attachments:**      [Town Clerk's Report -May 2018](#)

[CD 18-197](#)      Fire-Rescue Department Monthly Report - May 2018

**Attachments:**      [Fire-Rescue Monthly Report - May 2018](#)

[CD 18-200](#)      Windham Public Library Monthly Report - May 2018

**Attachments:**      [Library Monthly Report - May 2018](#)

[CD 18-203](#)      Parks and Recreation Department Monthly Report - May 2018

**Attachments:**      [Parks & Rec Monthly Report - May 2018](#)

[2018 Camp Flyer](#)

[2018 Summer Concert Series Flyer](#)

[Summerfest Full Page ad](#)

[CD 18-205](#)      Police Department Monthly Report - May 2018

**Attachments:**      [Police Monthly Report - May2018](#)

[CD 18-206](#)      Public Works Monthly Report - May 2018

**Attachments:**      [Monthly Report - May 2018](#)

[May 2018 Mission.Success.Measurment Table](#)

[CD 18-213](#)      Social Services Monthly Report - May 2018

**Attachments:**      [Social Services Monthly Report - May 2018](#)

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

[CD 18-210](#)      Town Manager's Report.

**Attachments:**      [Town Manager's Report 20180621](#)

[Projects & Issues List 20180622](#)

[Projects & Issues Sheets 20180622](#)

## **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. Highland Lake Leadership Team.
4. Shared Maintenance Facility Joint Project Team.
5. Windham Economic Development Corporation

## **IX. PUBLIC HEARINGS.**

[CD 18-212](#) To receive public comment on a proposed amendment to the Mineral Extraction Moratorium Ordinance.

**Attachments:** [Cover Sheet CD 18-212](#)  
[Mineral Extraction Moratorium proposed amendment order and ordinance with r](#)

## **X. CONSENT AGENDA.**

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

[18-130](#) To approve a proposed amendment to the Mineral Extraction Moratorium Ordinance as follows:

WHEREAS, the Town Council adopted the Moratorium Ordinance on Mineral Extraction ("Moratorium") on April 24, 2018;

WHEREAS, by its terms, the Moratorium as applicable to applications for permitting or approval of mineral extraction activities that were not pending as of April 17, 2018;

WHEREAS, the Town Council's express intent was that the Moratorium would be applicable to and prevent further processing of any application that was in the staff review or sketch plan phase of review and had not been deemed complete by the reviewing authority as of the Moratorium's enactment date; and

WHEREAS, to the extent there is any ambiguity regarding how the Moratorium Ordinance should be applied to an application in the preapplication, staff review or sketch plan phases of review, the Council

wishes to resolve such ambiguity and prevent any further question;

NOW THEREFORE, the Town Council hereby ordains that the proposed amendment to the Mineral Extraction Ordinance dated June 19, 2018 shall be approved.

**Attachments:**     [Cover Sheet 18-130](#)  
                              [Mineral Extraction Moratorium proposed amendment \(NON-EMERGENCY\)](#)  
                              [Mineral Extraction Moratorium proposed amendment 062218](#)

[18-109](#)                To proclaim Saturday, June 30th, 2018 as "Field-Allen American Legion Post 148 Day."

**Attachments:**     [Proclamation 18-109 Field-Allen American Legion Post Appreciation](#)

[18-128](#)                To authorize professional services for community center concept design from recreation impact fee funds.

**Attachments:**     [Cover Sheet 18-128](#)  
                              [Memo to council june 212018](#)  
                              [Narrative of Architectural Fee Invoices](#)  
                              [Harriman Preproposal \(2\)](#)  
                              [Oak Point Associates WCC](#)  
                              [RecCamp-FacilityProfiles-2018](#)  
                              [509 Gray Road Purchase Memo 20050429](#)  
                              [Cover 05-77](#)  
                              [Minutes 5.10.05 meeting](#)  
                              [Morrell property contract](#)  
                              [Tax Card Map 12 Lot 49-1](#)  
                              [50759 7 25 2005](#)  
                              [50760 7 25 2005](#)

[18-110](#)                To authorize the release of the town's interest in property located at 13 Vacation Lane to the Little Sebago Lake Association.

**Attachments:**     [Cover Sheet 18-110](#)  
                              [windham deed 13 vacation](#)  
                              [LSLA Land Use Agreement](#)

[18-119](#)                To approve an application submitted by Northern New England Telephone Operations LLC and Central Maine Power Company to locate (1) utility pole and cables and wires there on Roosevelt Trail, approximately 305 feet Easterly of the intersection of center line of Provost Drive.

**Attachments:**     [Pole Location-Roosevelt Tr](#)

[18-122](#)                To adopt amendments to the town's purchasing policies as outlined in an email and attachment from attorney Kristin Collins dates May 14, 2018.

**Attachments:**     [Cover Sheet 18-122](#)  
                              [KCollins Email 20180514](#)  
                              [Purchasing Policy - Proposed amendment re prof services](#)

[18-123](#)                To cancel the Council meetings of July 3, July 17, August 7, and August 21, 2018.

**Attachments:**     [Cover Sheet 18-123](#)  
                              [Council Rules](#)

[18-124](#)                To approve a one year extension of the Pine Tree Waste contract for solid waste and recyclable materials collection.

**Attachments:**     [Cover Sheet 18-124](#)  
                              [PTW Contract Extension 20180621](#)

[18-129](#)                To amend the Council's rules of procedure by deleting Section 30, "Council-Staff Communications" in its entirety.

**Attachments:**     [Cover Sheet 18-129](#)  
                              [Council Rules AMENDMENT 20180621](#)

[18-127](#)                To amend the town's personnel policies by deleting Article VIII, Section 11, "Council-Staff Communications" in its entirety.

**Attachments:**     [Cover Sheet 18-127](#)  
                              [Personnel Policies AMENDMENT 20180621](#)

## **XII. Discussion Items.**

*None.*

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

[CD 18-211](#)            Agenda Items Reports.

**Attachments:**     [Agenda Items Scheduled 20180622](#)  
                              [Agenda Items to be Scheduled 20180622](#)  
                              [Projects & Issues List 20180622](#)  
                              [Projects & Issues Sheets 20180622](#)

## **XIV. ADJOURN.**