



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, January 14, 2020

6:30 PM

Council Chambers

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#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

[CD 20-022](#) To approve the Minutes of the December 10, 2019 Council meeting.

Attachments: [Town Council Minutes-12-10-2019](#)

[CD 20-031](#) To approve the Minutes of the January 7, 2020 Council meeting.

Attachments: [Minutes-Town Council-1-7-2020](#)

#### 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. PUBLIC HEARINGS.

*None.*

**VII. CONSENT AGENDA.**

*None.*

**VIII. UNFINISHED BUSINESS & GENERAL ORDERS.**

[20-002](#) To set the base salary of the Assessor to step M3-E, \$84,715.99, in accordance with the eligibility timing on the management pay scale and to maintain the G.I.S. stipend at \$17,500.

**Attachments:** [20-002 Cover Sheet](#)

[20-022](#) The Council hereby orders that routine management tasks related to employment of the Assessor be delegated to the Town Manager. The Assessor shall report to the Town Manager on all matters related to the position and the Town Manager shall be the day-to-day supervisor of the Assessor. The Town Manager may recommend action to the Council regarding the Assessor's appointment, discipline, job description, salary or benefits, but such matters shall remain within the Council's exclusive authority.

**Attachments:** [20-020 Cover Sheet](#)

[20-003](#) To appoint Charles Hawkins to the Planning Board, to serve the remainder of a three-year term to end February 15, 2022. (Sponsored by Appointments Committee)

**Attachments:** [20-003 Cover Sheet](#)

[20-004](#) To appoint Charles Hawkins to the Windham Economic Development Corporation for a three-year term to end February 15, 2022. (Sponsored by Appointments Committee)

**Attachments:** [20-004 Cover Sheet](#)

[20-005](#) To appoint Tyler Dunlea for a three-year term to the Planning Board to end February 15, 2022. (Sponsored by Appointments Committee)

**Attachments:** [20-005 Cover Sheet](#)

[20-006](#) To appoint Aaron Pieper to the Summerfest Organizing Committee. (Sponsored by Appointments Committee)

**Attachments:** [20-006 Cover Sheet](#)

[20-008](#) To appoint Shawn Plante for a three-year term to the Parks and Recreation Advisory Committee, to expire August 15, 2022. (Sponsored by Appointments Committee)

**Attachments:** [20-008 Cover Sheet](#)

[20-010](#) To approve an application submitted by Buck's Naked BBQ (Smoke This Two, LLC) located at 4 Turning Leaf Drive for a renewal Special Amusement permit.

**Attachments:** [20-010 Cover Sheet](#)  
[Buck's Naked Special Amusement renewal](#)

[20-011](#) To approve an application submitted by Private Power Services for Robie Builders to locate one (1) utility pole and cables and wires there on River Road, approximately 50 ft. south of Pole 14.

**Attachments:** [20-011 Cover Sheet](#)  
[Pole Location-River Rd](#)

[20-012](#) To appoint both a delegate and alternate delegate to the Greater Portland Council of Governments General Assembly.

**Attachments:** [20-012 Cover Sheet](#)

[20-013](#) To grant a blanket letter of approval to the Fraternal Order of Eagles #4352 for its application for licenses to conduct Games of Chance at the Lake Region Eagles #4352 for the period of January 1, 2020 through December 31, 2020.

**Attachments:** [20-013 Cover Sheet](#)  
[Lake Region Eagles-Banket Letter](#)

[20-018](#) To approve the Watershed Protection Grant application and process as proposed by the Natural Resources Advisory Committee.

**Attachments:** [20-018 Cover Sheet](#)  
[Town of Windham Combined Application\\_Final](#)

[20-019](#) To extend the contract agreement between the Town and Barry Tibbetts, Interim Town Manager, through June 30, 2020.

**Attachments:** [20-019 Cover Sheet](#)

## **IX. Council Correspondence.**

[CD 20-010](#) Fire-Rescue Department Monthly Report - November 2019

**Attachments:** [November 2019 Monthly Report](#)

[CD 20-014](#) Windham Public Library Monthly Report - November 2019

**Attachments:** [Library Monthly Report - November 2019](#)

[CD 20-019](#) Parks and Recreation Department Monthly Report - November 2019

Attachments: [Monthly reports - November 2019](#)

[CD 20-020](#) Police Department Monthly report- November

Attachments: [Police Department Monthly Report - November](#)

[CD 20-021](#) Town Clerk's Report for November 2019.

Attachments: [Clerks Monthly November 2019](#)

[CD 20-024](#) Windham Public Library Newsletter.

Attachments: [Check It Out January 2020](#)

[CD 20-026](#) MDOT Notification - Route 35 Sidewalk Improvements.

Attachments: [MDOT Project 22166.00](#)  
[22166.00 cover page 12.30.2019](#)  
[Rte. 35 Project - Appraisal Services Notification](#)

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

## **XI. 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. Windham Economic Development Corporation
4. Highland Lake Leadership Team.
5. Private Roads ad hoc Committee.
6. Natural Resources Advisory Committee.

7. Public Easement Advisory Committee.

**XII. Discussion Items.**

[CD 20-012](#) Westbrook Housing Presentation - Affordable and Senior Housing.

[CD 20-015](#) Impact Fees for Open Space as Recommended by the Planning Board.

Attachments: [TC packet PB recommend Open Space Impact Fee 11-27-19](#)

[CD 20-016](#) Ordinance Amendments re. Private Roads.

Attachments: [TC packet PB recommend Private Roads 12-23-19](#)

[CD 20-017](#) Zone Change Request - Single Property Where Lot Split by Zoning.  
(Amanda)

Attachments: [PB to TC TM 5 L1-1 FR-RM 12-23-19](#)  
[RMills Rezone Request 2019 10 25](#)

**XIII. Agendas & Scheduling.**

**XIV. ADJOURN.**