



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, April 13, 2021

6:30 PM

Remote via Zoom.

To Join the meeting remotely use this link: <https://us02web.zoom.us/j/84070542953> or you may call 1-646-558-8656 and enter meeting ID: 840 7054 2953.

In accordance with Public Law Chapter 617 adopted as emergency legislation by the Maine State Legislature on March 17, 2020 and signed into effect by Governor Mills, 1 MRSA § 403-A permits public proceedings through remote access during the declaration of state of emergency due to COVID-19.

Zoom will be the meeting platform used by both the Council and the public. Information about using Zoom is available at <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->.

Please note that members of the public will need to use the raise your hand feature in Zoom or type *9 on the phone to be called on and heard during the public testimony portion of the agenda.

If you prefer, you may also email the Council at TownCouncil@windhammaine.us prior to the meeting with your thoughts on an issue and if you would like, please note that you would like the email read into the record during public participation or during that agenda item. Please keep in mind we request stated comments to be three minutes or less.

The meeting will be recorded and broadcast live on WindhamTV (Channel 7) and the Town's Facebook page.

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 21-067](#) To approve the Minutes of the Special Council meeting of March 22, 2021.

Attachments: [Minutes-Council-3-22-2021.pdf](#)

[CD 21-070](#) To approve the Minutes of the March 23, 2021 Council meeting.

Attachments: [Minutes-Council-3-23-21.pdf](#)

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.

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.

[21-072](#) To receive public comment and act on proposed amendments to the Sewers Ordinance, Chapter 195 of the Code of the Town of Windham.

Attachments: [21-072 Cover Sheet.pdf](#)
[Sewers - Chapter 195 - Amended 2021 KMC 040721.pdf](#)
[North Windham Wastewater mapped.pdf](#)

VII. CONSENT AGENDA.

VIII. UNFINISHED BUSINESS & GENERAL ORDERS.

[21-081](#) To proclaim April 10-16, 2021 as the "Week of the Young Child."

Attachments: [21-081 CoverSheet.pdf](#)
[Proclamation 21-081 Week of the Young Child .pdf](#)

[21-083](#) To accept the resignation of David Douglass from the Town Council and for the Town Council to express its appreciation for Mr. Douglass's service.

Attachments: [21-083 Cover Sheet.pdf](#)

[21-080](#)

To adopt a resolution and endorse the application to the U.S. Congress' Community Funding Program, through the Office of U.S. Congresswoman Chellie Pingree, for \$1,000,000 in funding towards the Morrell land acquisition; a 585+ acre parcel that abuts the 308-acre Lowell Preserve and the 520-acre Town of Falmouth and Falmouth Land Trust conservation land, to be forever preserved for conservation with public access for recreational activities, and to authorize the Town Manager to submit the application and take any other necessary action related thereto.

Attachments:

[21-080 Cover Sheet.pdf](#)

[Resolution 21-080.pdf](#)

[MorrellPropertiesMap.pdf](#)

[MOU Morrell Property.pdf](#)

[21-082](#)

To adopt a resolution and endorse the application to the U.S. Congress' Community Project Funding Program, through the office of U.S. Congresswoman Chellie Pingree, for \$500,000 in funding to replace the John A Andrews School storage facility with a new storage facility on RSU property and raze the existing old school building; for the purpose of constructing new senior public housing that meets the Housing and Urban Development (HUD) Economic Development initiatives, and to authorize the Town Manager to submit the application and take any other necessary action related thereto.

Attachments:

[21-082 Cover Sheet.pdf](#)

[Resolution 21-082.pdf](#)

[rsu14_storage_fig1.pdf](#)

[rsu14_storage_fig1_aerial.pdf](#)

[Aerial View John A Andrew School](#)

[John A Andrew School Tax Card](#)

[21-079](#)

To approve a Memorandum of Understanding with R.S.U. 14 authorizing the Town to improve the Manchester School property wooded area with fields and an alternative exit for vehicles, and to authorize the Town Manager to sign the Memorandum of Understanding and to take any other necessary action related thereto.

Attachments:

[21-079 Cover Sheet.pdf](#)

[Manchester Fields.pdf](#)

[MOU Manchester Fields.pdf](#)

[21-074](#) To find that the requirements of Section 653 of Title 28-A have been met and to approve an application submitted by D & J Drouin LLC. d/b/a Stockhouse Restaurant & Sandbar Pub for an Extension of License on Premise.

Attachments: [Cover Sheet 21-074.pdf](#)
[Stockhouse-ExtOf Lic..pdf](#)

[21-075](#) To endorse an application to the Portland Area Comprehensive Transportation System (PACTS) requesting an allocation for Federal Highway Administration (FHWA) funding from PACTS' 2024 "MPO Allocation" for proposed transportation improvements of approximately 2,600 feet of Route 302, from the Shaw's plaza entrance to Amato Drive in North Windham, which is a portion of the Town's North Windham 21st Century Downtown Plan. The total projected budget is \$3.1million and the Town portion is \$1.5million for fiscal year 2023-2024.

Attachments: [21-075 Cover Sheet.pdf](#)
[PACTSApp-Windham302Sidewalk.pdf](#)
[Attachment A - Project Location Map.pdf](#)
[Attachment B - Windham MPO Sidewalk Application Plan.pdf](#)
[Attachment C - Windham_21st Century Preliminary Plan PDR.pdf](#)

[21-076](#) To approve the expenditure of \$25,000 from Tax Increment Finance (TIF) funds and \$25,000 from Recreation Impact fees for a total of \$50,000 from the current fiscal year, to be utilized in combination with matching funds from the City of Westbrook, to complete a cost design summary report for the extension of the Mountain Division Trail approximately five (5) miles from Route 202 to Westbrook; said report to be used to obtain state and federal funding resources for implementation.

Attachments: [21-076 Cover Sheet.pdf](#)
[SouthWindham-WestbrookSection4_8x11.pdf](#)

[21-077](#) To consent to an "Access, Utilities and Communications Easement", between the Town of Windham and OTELCO, for the placement of an equipment cabinet on the southerly side of the North Windham Fire Station property at 718 Roosevelt Trail, in a manner that would not obstruct any town functionality, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

Attachments: [21-077 Cover Sheet.pdf](#)
[42339 Easement Prelim 2-18-21.pdf](#)
[Otelco Fiber Optic Cabinet Easement 040121 \(1\).pdf](#)

IX. Council Correspondence.

[CD 21-065](#) MMA Municipal Intern Scholarship.

Attachments: [Windham's Award Recipient Announcement.pdf](#)

[CD 21-071](#) PACTS - New Structure.

Attachments: [Orientation to PACTS_3.30.21.pdf](#)

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. Natural Resources Advisory Committee.
6. Public Easement Advisory Committee.
7. Public Dirt Road Sub-Committee.

XII. Discussion Items.

[CD 21-034](#) North Windham Moves: Regional Mobility, Local Access. Update on the North Windham Transportation Study.

[CD 21-054](#) Natural Resources Advisory Committee Ordinance Amendment Recommendations.

Attachments: [TC memo_NRAC_Shoreland_Surface Water_04-06-21.pdf](#)
[Shoreland Zoning - Chapter 199_revised 04-05-21.pdf](#)
[shorelandzoningmap_04-05-2021.pdf](#)
[Surface Water Protection - Chapter 142_revised 04-05-21.pdf](#)
[2021 Recommendations for Prioritizing Windham's Waterbodies.pdf](#)

[CD 21-055](#) Budget Conversation with RSU#14 Superintendent.

Attachments: [RSU14 Budget .pdf \(42MB\)](#)

[CD 21-068](#) Update from the WEDC Executive Director.

Attachments: [Town Council Presentation April 2021.pdf](#)

XIII. Agendas & Scheduling.

XIV. ADJOURN.