



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, October 12, 2021

6:30 PM

Council Chambers

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#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

[CD 21-147](#)

To approve the Minutes of the September 28, 2021 Council meeting.

**Attachments:**

[Minutes-Council-9-28-2021.pdf](#)

#### IV. Adjustments to the Agenda.

*The Chairman will inquire of the manager or clerk of any last-minute business items that may need to be added to the agenda. A motion to approve the addition of the items is required.*

#### V. 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.*

#### VI. Councilors' Comments.

#### VII. PUBLIC HEARINGS.

[21-186](#) To receive public comment and act on a proposed Remote Meeting Participation Policy.

**Attachments:** [21-186 Cover Sheet.pdf](#)  
[Council, Board or Committee Remote Meetings Policy.pdf](#)

[21-187](#) To receive public comment and act on proposed amendments to the Shoreland Zoning Ordinance, Chapter 199, and the Official Land Use Map, as required by state law.

**Attachments:** [21-187 Cover Sheet.pdf](#)  
[TC packet PB recommend Shoreland Ordinance Amend 08-05-21.pdf](#)

[21-190](#) To receive public comment and act on a proposed Designated Private Ways Ordinance, Chapter 210 of the Code of the Town of Windham.

**Attachments:** [21-190 Cover Sheet.pdf](#)  
[Chapter 210 Streets and Sidewalks PROPOSED AMENDMENT 2021 1025.pdf](#)  
[Ordinance re maintenance of designated private ways KMC 102521.pdf](#)  
[LD 1723 AG Letter to State and Local Gov. 10.1.2021.pdf](#)

## VIII. CONSENT AGENDA.

[21-178](#) To approve the Town Clerk's roster of Warden and Deputy Warden for the November 2, 2021, Municipal and State Referendum Election for districts 24 & 25.

Warden: Yvonne Myer Deputy Warden: Sally Babb

**Attachments:** [21-178 Cover Sheet.pdf](#)

[21-179](#) To set poll hours and polling location for the November 2, 2021, Municipal & State Referendum Election as 7:00 a.m. to 8:00 p.m. at the Windham High School's Auxiliary Gym.

**Attachments:** [21-179 Cover Sheet.pdf](#)

[21-180](#) To set the date and time for extended hours of the Registrar of Voters as 4:00 p.m. to 7:00 p.m. on Thursday, October 28, 2021.

**Attachments:** [21-180 Cover Sheet.pdf](#)

## IX. UNFINISHED BUSINESS & GENERAL ORDERS.

[21-188](#) To authorize the disbursement of funds to public health and safety programs as recommended by the Marijuana License Fee Committee.

**Attachments:** [21-188 Cover Sheet.pdf](#)  
[MLF Approval Memo October 5 2021.pdf](#)  
[MLF Grant Application BTI.pdf](#)  
[MLF Grant Application D.A.R.E.pdf](#)  
[Marijuana Licensing Ordinance APPROVED 2021 0713.pdf](#)

[21-201](#) To appoint Phil Spiller to the Natural Resources Advisory Committee for a three-year term to expire August 15, 2024.

**Attachments:** [21-201 Cover Sheet.pdf](#)

[21-202](#) To approve a purchase and sale agreement for approximately 597 acres of what is the Morrell parcels and authorize the Town Manager to take any other action related thereto to finalize the sale.

**Attachments:** [21-202 Cover Sheet.pdf](#)  
[Morrell Property P & S Agreement including Appraisal.pdf](#)

[21-209](#) To authorize the Town's contribution of up to 50% funding from the Town, in cash (bond) or in-kind services, towards the purchase price of the Morrell parcels.

**Attachments:** [21-209 Cover Sheet.pdf](#)

[21-204](#) To approve a Memorandum of Understanding between the Town and the Presumpscot Regional Land Trust for the former Morrell property.

**Attachments:** [21-204 Cover Sheet.pdf](#)  
[MOU-Morrell-10-01-21 PRLT and Town.pdf](#)

[21-203](#) To approve a purchase and sale agreement for a parcel identified on tax map 19B lot 32, 67 Forbes Lane, and authorize the Town Manager to take any other action related thereto to finalize the sale.

**Attachments:** [21-203 Cover Sheet.pdf](#)  
[Forbes Lane Parcel Information.pdf](#)

[21-205](#) To award a bid for the purchase of one 2022 GMC 3500HD 4x4 1-ton pickup from Bill Dodge in the amount of \$47,549 plus \$12,451 for related plow and sanding gear, a total equipment purchase of \$60,000 to be applied to account 19100-47430 and financed through a municipal lease-purchase agreement.

**Attachments:** [21-205 Cover Sheet.pdf](#)  
[Memo Public Works Director 2021 0922.pdf](#)

- [21-206](#) To adopt a resolution to authorize the Town Treasurer to negotiate the terms of an Equipment Lease Purchase Agreement and related documents providing financing of up to \$60,000.00 plus interest, maturity, and other terms and conditions with whatever financial institution the Treasurer deems appropriate and to award the Equipment Lease Purchase Agreement to such financial institution as they deem to be in the best interests of the Town in order to provide the Town with one 2022 GMC 3500HD 4x4 1-ton pickup and related plow and sanding gear.

**Attachments:** [21-206 Cover Sheet.pdf](#)  
[Windham Resolution 21-206.pdf](#)

- [21-207](#) To approve the use of a growth permit from the reserve pool for a single dwelling unit, a single-family home in the Farm zone.

**Attachments:** [21-207 Cover Sheet.pdf](#)  
[R Cooper Letter to Council.pdf](#)  
[Ch 116 Growth Management Ordinance REVISED 2021 0622.pdf](#)

- [21-208](#) To endorse the Climate Resilience Project and support the funding proposal to the Governor's Office of Policy Innovation and the Future (GOPIF), and to authorize the Town Manager to submit the application and take any other necessary action related thereto.

**Attachments:** [21-208 Cover Sheet.pdf](#)  
[Windham Resilience Pilot Presentation.pdf](#)  
[Timeline and Implementation\\_GPCOG\\_Resilience Pilot.pdf](#)  
[GPCOG\\_Award Notification Letter\\_Resilience Pilot.pdf](#)

## **X. Council Correspondence.**

- [CD 21-146](#) Department Quarterly Reports.

**Attachments:** [Assessing July-September 2021.pdf](#)  
[BTI Town Report Update.pdf](#)  
[Fire-Rescue 2021 Q3 Report.pdf](#)  
[Human Resources Quarterly Report.pdf](#)  
[Library Quarterly update 10012021.pdf](#)  
[Parks and Recreation Quarterly Report July - September 2021.pdf](#)  
[Planning FY22 Q1 Report.pdf](#)  
[Public Works July-Sept 2021 Quarterly Report.pdf](#)  
[WEDC Quarterly Town Council Report](#)  
[Police Quarterly Report July-Sept. 2021.pdf](#)

[CD 21-149](#) Town Clerk's Quarterly Report July-September 2021

Attachments: [Town Clerk's Quaterly Report.pdf](#)

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

## **XII. 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.

## **XIII. Discussion Items.**

[CD 21-139](#) Marijuana Business Licensing Ordinance - Definition of Dispensary.

Attachments: [Email M Dumais RE Medical Marijuana Caregiver Businesses.pdf](#)

[CD 21-128](#) North Windham Moves Presentation.

## **XIV. Agendas & Scheduling.**

## **XV. ADJOURN.**