



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, July 26, 2016

7:00 PM

Council Chambers

I. Roll Call of Members.

Present: 6 - Donna Chapman, Roy Moore, Bob Muir, David Nadeau, Dennis Welch and Tim Nangle

II. Pledge of Allegiance.

Council Chair Chapman led the assembly in the Pledge of Allegiance.

III. Minutes to be Approved:

CD 16-260

To approve the minutes of the June 28, 2016 Council meeting.

Attachments: [Minutes-Town Council-6-28-2016.pdf](#)

A motion was made by Councilor Welch, seconded by Councilor Muir that the Order be approved. The motion carried by the following vote.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

CD 16-278

To approve the minutes of the July 12, 2016 Council meeting.

Attachments: [Minutes - Town Council - 7-12-2016.pdf](#)

A motion was made by Councilor Welch, seconded by Councilor Chapman that the Order be approved. The motion carried by the following vote.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

IV. Public Participation.

There was no public participation.

V. Councilors' Comments.

No Council Comment.

VI. Council Correspondence.

No Council Correspondence comments.

CD 16-259

Letter Regarding Shoreland Zoning Ordinance Changes

Attachments: Letter from Ms. Delores Gannon

CD 16-262 Letter from American Red Cross on Local Disaster Team Efforts

Attachments: American Red Cross Letter

CD 16-279 Thank You Card from the Town of Bethel

Attachments: Thank You from Bethel

CD 16-280 MDOT Rumble Strip Project Notification

Attachments: MDOT Rumble Strip Project Contractor Notification

CD 16-281 Thank You from HSAC Committee Appointee

Attachments: Thank You from Jean Grant

CD 16-258 Town Clerk's Monthly Report - June 2016

Attachments: Town Clerk's Monthly Report for June 2016.pdf

CD 16-264 Social Services Monthly Report - June 2016

Attachments: Social Services Monthly Report - June 2016

CD 16-265 Assessing & GIS Department Monthly Report - June 2016

Attachments: Assessing Department Monthly Report - June 2016

CD 16-283 Police Department Monthly Report - June 2016

Attachments: Police Department Monthly Report - June 2016

CD 16-268 Fire-Rescue Department Monthly Report - June 2016

Attachments: June 2016 Monthly Report

CD 16-269 Appropriation and Revenue Control Reports as of June 30, 2016

Attachments: Appropriation and Revenue Control Reports as of June 30 2016

CD 16-270 Parks and Recreation Department Monthly Report - June 2016

Attachments: P&R Monthly Report June 2016

CD 16-271 Windham Public Library Monthly Report - June 2016

Attachments: Library Report - June 2016

CD 16-276 Code Enforcement Department Monthly Report - June 2016

Attachments: Code Enforcement Department Report June 2016
Activity Report by Project Type June 2016
Inspections Summary - By Project Type June 2016
Activity Report - By Violation Type June 2016
Impact Fees Collected June 2016
Customer count June 2016

CD 16-275 Planning Department Monthly Report - June 2016

Attachments: 06-2016 Monthly Report

CD 16-283 Police Department Monthly Report - June 2016

Attachments: Police Department Monthly Report - June 2016

VII. Town Manager's Report.**CD 16-267 Town Manager's Report.**

Attachments: Town Manager's Report 20160722
Charter Article X, Section 2
HeartSafe Community Memo
HeartSafe Community Letter 20151202
HeartSafe Certificate
HeartSafe Community - Susan Collins Letter
Projects & Issues List 20160722
Projects & Issues Sheets 20160722

Phyllis Moss: She wanted to highlight the Heart Safe Community Designation that the Town of Windham was named. This was headed up by one of our Paramedics Shane Taylor. It involves certain things within the community that we have to comply with such as CPR training and educating the community about cardiovascular diseases. Also, Automatic External Defibrillator's must be available and the department has to be able to offer advanced Cardiac Life Support care, and Windham does this. She thanked Shane and the Chief of the Fire Department and said, again, Windham is a place that you want to be.

VIII. Committee Reports.**A. Council Subcommittees.****1. Appointments Committee.**

Councilor Nangle: They will be voting to approve three appointments brought forward

from the last meeting. They have not had anymore applications at this time.

2. Finance Committee.

Councilor Nadeau: He had a meeting this past week on finance software. Some town employees will be going to other towns and bringing back comments.

B. Other Committees.

1. Land Use Ordinance Committee.

None.

2. Public Easement Advisory Committee/Roads Policy Task Force.

Councilor Nadeau: It is all set for this year.

3. Windham Economic Development Corporation.

None.

4. Parks & Recreation Advisory Committee.

Councilor Chapman: She said the concerts are going great. Also the survey is out for the community center, please check it out.

Councilor Nadeau: In regard to our Dundee Park facility he said people have told them they had not seen the facility in over 30 years and they are amazed at what is down there. There are two more concerts left this summer, please come down and enjoy.

IX. PUBLIC HEARINGS.

CD 16-193 To receive public comment on proposed amendments to the Town's Shoreland Zoning Ordinance, Chapter 199, which are a result of updates made by the Maine Department of Environmental Protection to its rules, Chapter 1000: Guidelines for Municipal Shoreland Ordinances, and required by state law.

Attachments: Chapter 199 Shoreland Zoning Ordinance amendments

Keith Brewster - 5 Grandview Point Road: Mr. Brewster brought a photo board with three photos, which he displayed. He said this is a project that they started months ago. They worked with Heather's group to start the project. He said this half status of house was started last September, and they have been waiting for the town to accept the new zoning laws from the State of Maine so they can continue. He is asking them to consider voting yes on this. He said this has been disruptive for the neighbors, and they also had weather damage over the winter and had to put in an insurance claim.

Public Hearing Closed 7:10

X. CONSENT AGENDA.

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

- 16-082 To approve amendments to the Shoreland Zoning Ordinance, Chapter 199, which are a result of updates made by the Maine Department of Environmental Protection to its rules, Chapter 1000: Guidelines for Municipal Shoreland Ordinances, and required by state law.

Attachments: 16-082 Cover Sheet

Chapter 199 Shoreland Zoning Ordinance amendments

Councilor Nadeau: He said he has been asking for this for quite awhile, and has felt for a long time there has been a lot of people waiting and he supports it.

Heather McNally: This would go into effect in 30 days, but the state has 45 days to review and respond.

A motion was made by Councilor Muir, seconded by Councilor Nadeau that the Order be approved. The motion carried by the following vote.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

- 16-125 To approve a ballot for the election of vice president and executive committee of the Maine Municipal Association.

Attachments: 16-125 Cover Sheet

MMA Annual Election

Council Chair Chapman noted that due to a Granicus glitch this Order had been left off the agenda, but that it was found, corrected and reposted.

A motion was made by Councilor Welch and seconded by Councilor Nadeau to vote for those people listed on the ballot.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

- 16-126 To appoint Elizabeth McDougall to a three-year term on the Library Board of Trustees, to expire February 15, 2019.

Attachments: 16-126 Cover Sheet

A motion was made by Councilor Welch, seconded by Councilor Muir to appoint Elizabeth McDougall to a three-year term on the Library Board of Trustees, to expire February 15, 2019. The motion carried by the following vote.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

- 16-127 To appoint David Johnstone to a three-year term on the Dundee Park Advisory Committee, to expire May 15, 2019.

Attachments: 16-127 Cover Sheet

A motion was made by Councilor Muir, seconded by Councilor Welch to appoint

David Johnstone to a three-year term on the Dundee Park Advisory Committee, to expire May 15, 2019. The motion carried by the following vote.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

16-128 To approve a form to be used for the town manager's performance evaluation.

Attachments: 16-128 Cover Sheet

Draft Evaluation Form - Original

Draft Evaluation Form - Original with 20160712 Revisions

A motion was made by Councilor Muir, seconded by Councilor Nadeau that the Order be approved. The motion carried by the following vote.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

XII. Discussion Items.

CD 16-229 Zoning map amendment request for the property located at 60 Chute Road, to be included in the Retirement Community and Care Facility Overlay District (RCCFO). Current zoning: Farm (F) zoning district.

Attachments: 60 Chute Rd request RCCFO memo 06-13-16 combined

CD 16-272 To discuss private road ordinance amendment language regarding when private road and private way improvements would be required by new development.

Attachments: TC memo private road options packet 07-15-16

XIII. Agendas & Scheduling.

Discussion of agendas and scheduling.

CD 16-284 Agenda Items Reports.

Attachments: Agenda Items Report 20160722

Projects & Issues List 20160722

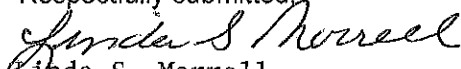
Projects & Issues Sheets 20160722

XIV. ADJOURN.

A motion was made by Councilor Chapman, seconded by Councilor Muir to adjourn. The motion carried by the following vote at 9:13 p.m.

In Favor: 6 - Council Chair Chapman, Councilor Moore, Councilor Muir, Councilor Nadeau, Vice Chair Welch and Councilor Nangle

Respectfully submitted,


Linda S. Morrell
Town Clerk, CCM