



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, October 11, 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 16-366 To approve the minutes of the September 27, 2016 Council meeting.

Attachments: Minutes-Town Council-9-27-2016

A motion was made by Councilor Nadeau, seconded by Councilor Muir, that the Minutes 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.

No public participation.

V. Councilors' Comments.

Councilor Nadeau: He said he received five different emails, in favor, in regard to a fireworks ordinance. Tony asked him to forward the e-mails to him and he would include them in the materials for October 25.

VI. Council Correspondence.

No Council correspondence.

CD 16-362 Tri-County Mental Health Services Invitation to 2016 Annual Meeting

Attachments: Tri-County Mental Health Invitation

CD 16-364 The LifeFlight Foundation - Note of Thanks

Attachments: The LifeFlight Foundation - Note of Thanks

CD 16-365 Sebago Lakes Region Chamber of Commerce Correspondence

Attachments: SLRCC 2017 Initiatives

CD 16-361 Assessing and GIS Office Monthly Reports - July & August 2016

Attachments: Assessing GIS Monthly Report July & August

CD 16-367 Investments - September 30, 2016

Attachments: Investments - September 30 2016

VII. Town Manager's Report.

CD 16-368 Town Manager's Report.

Attachments: Town Manager's Report 20161007

Projects & Issues List 20161007

Projects & Issues Sheets 20161007

Tony Plante: They are continuing to work on some ideas for private roads in the town's ordinances; defining what "adequate" means for subdivisions. As it stands right now, the ordinance only requires that it be adequate but provides no guidance to the Planning Board as to what adequate means in law.

The Council has a public hearing and vote being held on October 25 for Consumer Fireworks ordinance, which would limit use to certain days of the year, certain hours, certain fire class days and would require a permit.

The Angler's Road and Route 302 area has had some paving done today, which slowed down traffic, but kept it going in both directions. They are planning on finishing up tomorrow. They expect everything except the signal mast arms to be complete by the end of the month. They are hoping the signal mast arms, which will replace the signals there now, will be up by the end of the year.

They are working on completing a scaled back version of the skate park, and hopefully the kids can get some use out of it this fall with a reopening next spring.

There is a community forum on the Comprehensive Plan on October 20 at 7:00 p.m. at the high school.

VIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Councillor Nangle: They had to reschedule the meeting that was that evening, and they will be meeting next week at 6:15 here at Town Hall in Conference Room 2.

2. Finance Committee.

*Councilor Nadeau: They have the Finance Software in front of them tonight.
Nothing else is scheduled.*

B. Other Committees.

1. Land Use Ordinance Committee.

No report.

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

Councilor Nadeau: Reported that everything is going fine.

3. Windham Economic Development Corporation

Tony Plante: The annual meeting is next week on the 26th at 7:30.

4. Wastewater Management Planning Advisory Committee.

Tony Plante: They are continuing to work through the material they have from Wright-Pierce, and they are trying to bring three things together for the Council in November/December with the next big steps being the 21st Century Downtown Plan, Wastewater, and the relocation of utilities from above ground to below ground. They need to know if the town is still interested in doing those things.

5. Parks & Recreation Advisory Committee.

IX. PUBLIC HEARINGS.

CD 16-360 To receive comment on a new Special Amusement permit application submitted by JMA Enterprises Inc. d/b/a Pat's Pizza - Windham.

Attachments: Pat's Pizza- New Special Amusement Permit

No comment.

X. CONSENT AGENDA.

16-172 To set poll hours and polling location for the November 8, 2016 General Election and Municipal & RSU No.14 Election as 7:00 a.m. to 8:00 p.m. at the Windham High School's Main Gym.

Attachments: 16-172 Cover Sheet

16-173 To set the date and time for extended hours of the Registrar of Voters as 4:00 to 7:00 p.m. on November 2, 2016.

Attachments: 16-173 Cover Sheet

16-174 To approve the Town Clerk's roster of Warden and Deputy Warden for the

November 3, 2015 election: For Districts 24 & 25, Warden Marcia Blanchard, and Deputy Warden Paulette Shepard.

Attachments: 16-174 Cover Sheet

16-175 To find that the requirements of 28-A M.R.S.A. § 653 have been met and to approve an application submitted by JMA Enterprises Inc. d/b/a Pat's Pizza - Windham for a renewal liquor license.

Attachments: 16-175 Cover Sheet

Pat's Pizza-Renewal Liquor License

A motion was made by Vice Chair Welch, seconded by Councilor Muir, that the Consent Agenda 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

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

16-143 To grant preliminary approval of a proposal from Tyler Technologies to upgrade and migrate the town's financial system to the MUNIS Software-as-a-Service platform as outlined in the recommendation of the Council's finance committee and discussed at the Council meeting of October 4, 2016, subject to final approval pending contract review by staff and legal counsel.

Attachments: 16-143 Cover Sheet

Financial System Upgrade Recommendation 20160930

Financial Software RFP 20160229

MUNIS Brochure

Concept Framework for an Integrated Financial System

Financial Systems Proposals 20160823

MUNIS Implementation & Cost Differential

MUNIS Advantages & Improvements

Tony Plante: This is just to follow up on the discussion item from last week and to fill them in on where they are. They have submitted the contract that they got from Tyler to legal counsel for review, and they are going through that. They will be putting together the final touches on the financing plan that they outlined last week, but they wanted to keep the process moving. They anticipate, at this point, having everything in place in time for the Council's meeting of October 25th.

Councilor Chapman: She asked a question about a law suit that involved Tyler and Brian Wolcott, Finance Director said that the biggest headline event was in Fort Worth, TX where there was almost \$40 million dollars in over payments in a school district. He reached out to the Munis contact and he looked into it. Brian read what he received. It had nothing to do with Munis, it seemed to be lack of training on the users part. There was another issue in Colorado that had to do with utility billings, not the financial systems we would be using. Brian reminded them that this company has over 14,000 government

installations just in the United States alone. There will be times when things make the newspaper.

Councilor Chapman asked if they had not asked NDS for a RFP? Brian said they sent out RFP's to three specific companies who had asked to be included, NDS was not one of them, and then they posted it in the Portland Press Herald for anyone else who would be interested. Tony said this is the typical way they advertise for something like this.

Tom Trautlein: He said with the nature of this program, compared to what we are using now, the segregation of duties will be a vast improvement. This has to be done in a particular way, and he is confident that Tony and Brian can handle the conversion.

Tony Plante: He said doing the planning on the front end, and doing the set up is very important as to how well the system works in the future. This is a big financial commitment, and it will be a lot of work and a big change for the organization and is incumbent on us to make maximum use of the software to get maximum benefit out of it.

Councilor Nangle: He said no implementation will be fully without bugs, and hopefully by getting started early enough they will be flushed out. He asked if we maintain ownership of the data that is in the system, the answer was "yes".

Councilor Nadeau: Thanked Brian for all the work he did.

A motion was made by Vice Chair Welch, 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

16-171

To award a contract for snow plowing services to Sumerian Irrigation, for the period covering fiscal years 2017, 2018, 2019, 2020 and 2021, in the amounts of \$111,343.00 for year one, \$114,683.29 for year two, \$118,123.79 for year three, and \$121,667.57 for years four and five; an aggregate cost of \$587,485.22.

Attachments: 16-171 Cover Sheet

Memo from Doug Fortier, Public Works Dir.

Snowplow Agreement

Sumerian Bid

FY17 Approved Budget

Councilor Nangle: He asked Doug Fortier how many road miles do they plow and sand. Doug said 23.69 miles plowed.

Councilor Welch: Asked if we normally do a five year contract? Doug said he and Tony met with Mike Sargent from Sumerian to talk to him about upgrading equipment and getting more equipment out there. As a contractor, with a 3-year contract, it makes it very hard to upgrade and have the equipment that is needed.

Councilor Nadeau: He reminded them that this was the only bid they received. Councilor Chapman asked where they put the RFP out? Doug said they advertise in the Portland Press Herald and then they sent out to eight different contractors, some of the larger ones and to others who had bid in the past. Doug stated that Mike does a good job, he

knows the roads, he knows where the problem areas are and takes care of them.

Tony Plante: He said they will have to sit down with Adam Copp and work out a price for him as well.

A motion was made by Vice Chair Welch, 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

16-176 To approve an application submitted by JMA Enterprises Inc. d/b/a Pat's Pizza - Windham located at 844 Roosevelt Trail for a new Special Amusement permit.

Attachments: 16-176 Cover Sheet

Pat's Pizza- New Special Amusement Permit

A motion was made by Councilor Muir, seconded by Vice Chair Welch, 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

16-177 To adopt a policy on town attorney communications.

Attachments: 16-177 Cover Sheet

Town Attorney Communications Policy

A motion was made by Vice Chair 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

XII. Discussion Items.

XIII. Agendas & Scheduling.

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CD 16-369 Agenda Items Reports.

Attachments: Agenda Items Report 20161007

Projects & Issues List 20161007

Projects & Issues Sheets 20161007

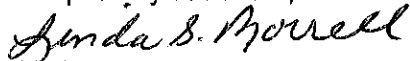
There was discussion of agendas and scheduling.

XIV. ADJOURN.

A motion was made by Councilor Muir, seconded by Councilor Nadeau, that they be adjourned. The motion carried by the following vote at 7:51 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