



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, May 23, 2017

7:00 PM

Council Chambers

I. Roll Call of Members.

Present: 6 - David Nadeau, Dennis Welch, Bob Muir, Jarrod Maxfield, Donna Chapman and Brett Jones

Absent: 1 - Tim Nangle

II. Pledge of Allegiance.

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

III. Minutes to be Approved:

CD 17-171 To approve the minutes of the May 9, 2017 Council meeting.

Attachments: Minutes-Town Council- 5-9-2017

A motion was made by Vice Chair Nadeau, seconded by Councilor Maxfield, that the Minutes be approved. The motion carried by the following vote:

In Favor: 6 - Vice Chair Nadeau, Council Chair Welch, Councilor Muir, Councilor Maxfield, Councilor Chapman and Councilor Jones

Absent: 1 - Councilor Nangle

IV. Public Participation.

No public participation.

V. Councilors' Comments.

Councilor Nadeau: The Commander of the American Legion wants to remind the Councilors that they are invited to the Memorial Day services. He said he has only had two replies.

Councilor Chapman: She reminded people that Summerfest is June 24 and they need the applications in for the parade, food booths and any craft tables.

Councilor Maxfield: He said he went with Councilor Nadeau on Friday to a training, that was probably more for engineers and planners but he found it very interesting with the things being said such as investing in our town, and how do we move forward? They talked about the term "resiliency" in terms of building buildings and things like that.

They also went to Augusta to attend a program on TIF Districts, and they found it to be a very interesting and informative meeting. He noted that the room was full, and as they

look down the road towards the things they want to do, they need to be looking for opportunities that are available to Maine communities.

VI. Council Correspondence.

No Council Correspondence.

CD 17-163 Maine DACF letter re. completeness and consistency of draft comprehensive plan.

Attachments: DACF Letter 20170505

CD 17-156 Social Services Monthly Report - April 2017

Attachments: Social Services Monthly Report - April 2017

CD 17-162 Town Clerk's Monthly Report - April 2017.

Attachments: Town Clerk's Report for April 2017

CD 17-164 Windham Public Library Monthly Report - April 2017.

Attachments: Library Monthly Report April 2017

CD 17-165 Parks and Recreation Department Monthly Report - April 2017.

Attachments: Parks & Recreation Monthly Report - April 2017

CD 17-166 Assessing and GIS Department Monthly Report - March & April 2017

Attachments: Assessing and GIS Monthly Report - March & April 2017

CD 17-168 Windham Police Department Monthly Report - April 2017

Attachments: Windham Police Department Monthly Report - April 2017

CD 17-169 Fire-Rescue Department Monthly Report - April 2017

Attachments: Fire-Rescue Monthly Report - April 2017

CD 17-170 Public Works Monthly Report - April 2017

Attachments: Public Works Monthly Report - April 2017

CD 17-172 Financial Reports

Attachments: Revenue Control Report

Appropriation Control Report

VII. Town Manager's Report.

CD 17-173 Town Manager's Report.Attachments: Town Manager's Report 20170519Projects & Issues List 20170519Projects & Issues Sheets 20170519

Tony Plante: Tony noted that Monday is Memorial Day, and there will be a parade along Route 202 from School Road to the High School beginning at 10:00 a.m. The memorial service follows the parade, which is always a nice event.

A reminder that town offices will be closed on Monday, our regular curbside trash collection will still be taking place for the Monday route.

The Joint Policy Team toured the facility in Westbrook, which was recently completed. They have another meeting scheduled for this coming Thursday, which may be the last meeting of the team before it communicates its recommendations to the Council and the School Board.

Last Tuesdays meeting was postponed to May 30, this will be the discussion on the private roads issue.

Tony said they are working on a "method of feedback" on the town's website. This is a Feedback Center or a Citizens Engagement Center that is part of the module we are using in Civic's Plus. It is called a Citizen Request Tracker, and they are working on getting it set up with various categories and requests. He expects it ready to go by the end of June, once staff has been trained on it.

They are continuing to work on the search for a new Director of Code Enforcement. The deadline for accepting applications is this Friday, May 26th. The interview panel could meet as early as next week to review those applications.

They are still awaiting quotes on Tower 3 from a couple more vendors before on deciding on how to handle the repair of the swivel.

Tony said last Friday he emailed the Council as a result of a letter he and the Council received from Pike Industries about paving. Handed out a timeline to the Council in regard to the bid timeline. (See attached)

On April 26 the Public Works had a call from Pike Industries and FR Carroll about a 1% surcharge that GPCOG was applying to paving bids, this is a new element in the collective bid program as a way of paying for the service.

FR Carroll did not want to participate in the GPCOG program, but said they would submit a sealed bid to the town before the bid deadline, which they did on April 28 at 9:45, and they were given a receipt. The bids were open at GPCOG at noon on the 28th. The town got the GPCOG bid results on May 3, and that same day Doug contacted Shaw Bros. and Pike Industries individually to see whether their prices would have changed if they had not bid under the GPCOG process, i.e. whether that 1% surcharge made a difference in their pricing. Shaw said it did, so Doug backed 1% off Shaw's prices for his analysis, Pike said it didn't make any difference. There is a 5% spread between the low bid, which is FR Carroll and the high bid which was Pike. Shaw Bros. was in between and the 1% surcharge in either direction didn't really make a difference. With that he and Doug discussed continuing paving with FR Carroll.

Paving 2017-2018 Bid Timeline

- March 16 GPCOG request for quantities for their collective bid process, due March 29
- March 22 FR Carroll made verbal offer to hold 2016-2017 prices for 2017-2018
- March 23 PW Director, Town Manager discussed paving and need for competitive bids
- March 24 PW Director emailed Carroll that the town would be seeking bids
- April 12 GPCOG issues collective bid invitation for paving, due April 28 at noon
- April 19 PW Director met with Carroll to review proposed roads for paving 2017-2018
- April 24 PW Director met with Pike representative to review proposed roads for paving 2017-2018
- April 26 PW Director had calls from Pike and Carroll about GPCOG 1% surcharge for participation in the collective bid process. Carroll did not want to participate in GPCOG but would submit a sealed bid to the town before the bid deadline
- April 28 Carroll submitted sealed bid at 9:45 a.m. and was issued a receipt
- April 28 GPCOG bids opened at noon
- May 3 GPCOG bid results received
- May 3 PW Director contacted Shaw and Pike individually to see whether their prices would have been any different in the absence of the 1% GPCOG surcharge. Pike said their prices would not change; Shaw's prices would be 1% lower
- May 3 PW Director opened Carroll bid received April 28 at 9:45 a.m.
- May 3 PW Director prepared bid analysis based on types and quantities of paving with the 1% deduction for Shaw, resulting in Carroll being low bid, Shaw next lowest, and Pike highest

They got the letter from Pike Industries last Friday expressing some concern about that. Tony said he would readily admit that it is an unusual set of circumstances; this is the first time they have had a situation where GPCOG has changed its policies and they have had bidders doing different things. They ran it by the town's attorney and legally he did not see a problem with it.

VIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Councilor Maxfield: They met tonight with Marge Govoni, and they will recommend her at the next meeting to serve on the Human Services Advisory Committee.

2. Finance Committee.

Councilor Nadeau: He said they have the budget is in front of them tonight, and then they can sit back and now relax for a little while.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

Councilor Chapman: They had a meeting and they had quite a few applicants who worked out well for the Adhoc Committee for the Community Center; they are getting ready to get that up and running. They were supposed to meet at Dundee Park but the weather didnt cooperate.

They are hoping to get something contracted with one of the food vendor wagons for down at Dundee Park this summer.

They also discussed the Community Park and maybe meet with people from the community gardens, and they discussed Summerfest. The Concert Series start on July 12, and they will have some hotdogs and popcorn down there, and hopefully to get some non-profit group down there to sell those.

2. Maintenance Facility Joint Project Team.

Councilor Nadeau: They met last Thursday evening at the Windham/Westbrook facility. and was shown the complete facility, and how everything operated. It was a nice experience for everyone who had not see one. They have another meeting scheduled and will be coming back to the Council and School Board with some recommendations.

3. Windham Economic Development Corporation

Tony Plante: They had a special meeting to adopt the budget. The next board meeting is in July.

4. Wastewater Management Planning Advisory Committee.

Tony Plante: Town Engineer, Jon Earle sent an update out to the Committee earlier this week with a proposal for what are tasks 3 & 4, and they will be setting up a meeting sometime soon.

IX. PUBLIC HEARINGS.

CD 17-144 To receive public comment on the proposed FY 2017-2018 municipal budget.

Attachments: 0000 Mission, Budget Message, and Summaries
1000 Administrative Services
2000 Public Works Services
3000 Police Services
4000 Fire-Rescue Services
5000 Recreation & Cultural Services
6000 Property & Inspection Services
7000 Town Clerk
8000 Social Services
9000 Capital Outlay & Fixed Charges
9900 Contingency
10000 Object Summaries & Projections
11000 Appendix A - Strategic Plan 2015
12000 Appendix B - Strategic Plan 2015 Table Update
13000 Appendix C - FY 2016 Audited Financials
14000 Appendix D - Property Tax Levy Limit
14999 Which way from here

No public comment.

X. CONSENT AGENDA.

17-100 To set poll hours and polling location for the June 13, 2017 state special referendum election & RSU No. 14 budget validation election at 7:00 a.m. to 8:00 p.m. at the Windham High School's auxiliary gym.

Attachments: CoverSheet 17-100

17-101 To set the date and time for extended hours of the Registrar of Voters as 4:00 p.m. to 6:00 p.m. on June 7, 2017.

Attachments: CoverSheet 17-101

17-102 To approve the Town Clerk's roster of warden and deputy warden for the June 13, 2017 election; for districts 24 and 25, warden: Marcia Blanchard, and deputy warden: Paulette Shepard.

Attachments: CoverSheet 17-102

- 17-104 To find that the requirements of 28-A M.R.S.A. § 653 have been met and to approve an application submitted by Windham House of Pizza Inc. d/b/a Rose's Italian Restaurant for a renewal liquor license.

Attachments: CoverSheet 17-104
Rose's Italian Restaurant-Liquor renewal

- 17-105 To approve an application submitted by North East Ice Cream for a mobile food service unit license.

Attachments: CoverSheet 17-105
North East Ice Cream-Mobile Food (2)

- 17-106 To approve an application submitted by Kelly's Ice Cream Truck for a mobile food service unit license.

Attachments: CoverSheet 17-106
Kelly's Ice Cream Truck-Mobile Food

- 17-107 To find that the requirements of 28-A M.R.S.A. § 653 have been met and to approve an application submitted by Treblig Enterprises Inc. d/b/a Gilbert's Chowder House II for a renewal liquor license.

Attachments: CoverSheet 17-107
Gilbert's Chowder House-Renewal Liquor

- 17-108 To approve an application submitted by James Gilbert d/b/a Gilbert's Chowder House II located at 61 Tandberg Trail for a renewal special amusement permit.

Attachments: CoverSheet 17-108
Gilbert's Chowder House-Renewal Special Amuse.

- 17-109 To find that the requirements of 28-A M.R.S.A. § 653 have been met and to approve an application submitted by the Rotary Club of Sebago Lake for a liquor license.

Attachments: CoverSheet 17-109
Sebago Lake Rotary Club-Incor. Civic Organ Lic.

- 17-110 To approve applications for renewal victualer's permits.

Attachments: CoverSheet 17-110
Victualer Permit Renewals-2017-2018

- 17-111 To approve an application submitted by Catherine M. Ford for a mobile food service unit license.

Attachments: CoverSheet 17-111
Catherine M. Ford-Mobile Food

- 17-112 To approve an application submitted by Phyllis Warchol for a mobile food service unit license.

Attachments: CoverSheet 17-112
Phyllis Warchol-Mobile Food License

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

In Favor: 6- Councilor Chapman, Councilor Jones, Councilor Maxfield, Councilor Muir, Councilor Nadeau and Council Chair Welch.

Absent: 1- Councilor Nangle

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

- 17-096 To approve a municipal services budget for fiscal year 2017-2018.

Attachments: CoverSheet 17-096
Budget Discussion & Action Memo 20170519
Budget 2018 Amendment Digest 20170519
0000 Mission, Budget Message, and Summaries
1000 Administrative Services
2000 Public Works Services
3000 Police Services
4000 Fire-Rescue Services
5000 Recreation & Cultural Services
6000 Property & Inspection Services
7000 Town Clerk
8000 Social Services
9000 Capital Outlay & Fixed Charges
9900 Contingency
10000 Object Summaries & Projections
11000 Appendix A - Strategic Plan 2015
12000 Appendix B - Strategic Plan 2015 Table Update
13000 Appendix C - FY 2016 Audited Financials
14000 Appendix D - Property Tax Levy Limit
14999 Which way from here

Tony Plante: He provided a memo in the Council's materials providing a brief analysis of the proposed budget for 2017/2018. The highlights are that the preliminary budget was based on things that were approved for this fiscal year 2016/2017, plus items in the strategic plan and in various capital plans that would have represented an increase of about 9.7% for FY 2018.

The Manager's proposed budget made significant changes to that in how some of the strategic plan items were implemented which would result, if adopted, in a budget increase of 4.8% and a levy increase of about 3.2%. That budget, however, came with a couple of errors, which were identified during the Finance Committee's review and with those corrections and subsequent amendments would result in a property tax levy increase of about 3.8%. This is for the town's portion of the levy, which represents roughly a third of the total tax bill. On the tax bill for fiscal 2018 the town portion will be in the range of about 1.3%.

(See attached) the recommend budget amendments.

Councilor Nadeau: Moved to amend the 2017-2018 Municipal Budget with the changes outlined in the Budge Amendment Digest dated May 19, 2017, including amendments F01 - F10 and C01 & C02, seconded by Councilor Maxfield.

Vote on Amendment:

In Favor: 6- Councilor Chapman, Councilor Jones, Councilor Maxfield, Councilor Muir, Councilor Nadeau and Council Chair Welch.

Absent: 1- Councilor Nangle

A motion was made by Councilor Nadeau, seconded by Councilor Jones the the Order be approved as amended. The motion carried by the following vote.

In Favor: 6 - Vice Chair Nadeau, Council Chair Welch, Councilor Muir, Councilor Maxfield, Councilor Chapman and Councilor Jones

Absent: 1 - Councilor Nangle

17-103

To approve the warrant for the 2017 annual town meeting.

Attachments: CoverSheet 17-103

Warrant for June 2017 Town Meeting DRAFT 20170519

Tony Plante: He wanted to make sure they were aware that the copy of the Warrant the Council has in their materials carries the figures from the Manager's budget they just adopted, a budget with changes, and those numbers will be updated to reflect those changes before it is posted.

Tony noted that Town Meeting is Saturday, June 17, it will begin with the election of a Moderator at 9:45 and Town Meeting will begin at 10:00 a.m.

A motion was made by Vice Chair Nadeau, seconded by Councilor Chapman, that the Order be approved. The motion carried by the following vote:

In Favor: 6 - Vice Chair Nadeau, Council Chair Welch, Councilor Muir, Councilor Maxfield, Councilor Chapman and Councilor Jones

Absent: 1 - Councilor Nangle

5/19/2017 9:36 AM

XII. Discussion Items.**XIII. Agendas & Scheduling.**

There was discussion of agendas and scheduling.

CD 17-174 Agenda Items Reports.

Attachments: Agenda Items Report 20170519
 Projects & Issues List 20170519
 Projects & Issues Sheets 20170519

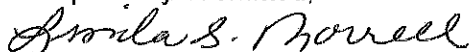
XIV. ADJOURN.

A motion was made by Vice Chair Nadeau, seconded by Councilor Chapman, that they be approved. The motion carried by the following vote at approximately 7:39 p.m.

In Favor: 6 - Vice Chair Nadeau, Council Chair Welch, Councilor Muir, Councilor Maxfield, Councilor Chapman and Councilor Jones

Absent: 1 - Councilor Nangle

Respectfully submitted,



Linda S. Morrell
Town Clerk, CCM