



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, July 11, 2017

7:00 PM

Council Chambers

I. Roll Call of Members.

Present: 7 - David Nadeau, Dennis Welch, Tim Nangle, Bob Muir, Jarrod Maxfield, Donna Chapman and Brett Jones

II. Pledge of Allegiance.

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

III. Minutes to be Approved:

CD 17-202 To approve the minutes of the June 27, 2017 Council meeting.

Attachments: Minutes-Town Council 6-27-2017

A motion was made by Councilor Chapman, seconded by Councilor Muir, that the Minutes be approved. The motion carried by the following vote:

In Favor: 7 - Vice Chair Nadeau, Council Chair Welch, Councilor Nangle, Councilor Muir, Councilor Maxfield, Councilor Chapman and Councilor Jones

IV. Public Participation.

Scott McLean - Harvest Hill Road: He is currently residing at the Sebago Heights Subdivision. He received a letter stating the Tax Assessor will be increasing their property land value taxes at almost 20%. He said it seems a little excessive. He believes this will put a fair amount of people in his neighborhood at a disadvantage. He would like to ask the Council what they could do to help ease the pain that a lot of his neighbors will be feeling?

V. Councilors' Comments.

Councilor Jones: Commented that he received a phone call in regard to this increase, and he asked if there was anything the Council could do to help ease the burden?

Councilor Chapman: She said she sent some questions to Assessor Elisa Trepanier in regard to this. "Why are we targeting one area"? She answered all of her questions, and this is something allowable and is her duty. We will have to discuss this as a whole.

Councilor Muir: He said these things are guided by the State, but he would like more information.

Councilor Welch: He agrees too, but if it is a 20% increase, could they do 5% up to four years to help with the burden, he doesn't have the answer.

Councilor Nadeau: Our tax bills are broken down into two pieces, building and land. Granted, it is 20% but it is not 20% on the whole tax bill, it is the land. When they hired Elisa, they asked if they could stay above the 90% figure by that department looking at sales. That happened in that development; she is taking the direction the Council gave her.

Councilor Nangle: He agrees with the resident, the other complaints, and questions the increase being on both the land and building? The Council corrected him and said it was just on the land. He believes that 20% is still pretty steep.

Councilor Maxfield: Thanked the resident for coming in, and said he represents that district. He reached out to the Assessor and the Town Manager to get answers to some of the questions. He wants to communicate the best we can between the neighborhood and the Assessing Department. They all still have a lot of questions to work on. He thanked Mr. McLean for coming in to represent the neighborhood.

Councilor Chapman: She would like to restate that Elisa is doing her job very well, and said they would like more discussion on this.

VI. Council Correspondence.

No Councilor Correspondence.

CD 17-204 Windham Public Library Monthly Newsletter

Attachments: Check It Out Newsletter July 2017

CD 17-201 Financial Reports

Attachments: Appropriation Control Report
 Revenue Control Report

CD 17-210 Assessor's Memo re. 2018 Assessment Update.

Attachments: 2018 Assessment Update

VII. Town Manager's Report.

CD 17-206 Town Manager's Report.

Attachments: Town Manager's Report 20170707
 MUNIS YTD Budget Report Sample 20170707
 Request Tracker Statistics Sample 20170707
 Projects & Issues List 20170707
 Projects & Issues Sheets 20170707

Tony Plante:

Assessor Elisa Trepanier will be invited to speak as part of the Town Manager's Report to address some of the issues in regard to a rapidly appreciating residential real estate market.

We are working on updating the Town's Strategic Plan, which currently runs from 10/2015 through 6/30/2018. We are also working on a more completely integrated capital improvement program, capital equipment, roads buildings and other facilities. We need to bring all of those together and work on setting priorities and also defining financial capacity.

As a follow up to the discussion at the meeting of June 27 the staff working group met with representatives from Wright-Pierce and Martin Lippman on a public/private partnership, making sure that we have identified a clear pathway for any partnership to result in a private wastewater disposal system becoming a public wastewater collection treatment and disposal system in North Windham, unless we are able to identify something that can be public from the very beginning. We do not want to find ourselves in the position where the parties are in agreement on putting a public system in place but it can't be done in time for Mr. Lippman's development plan and we lose the opportunity.

With regard to the Maintenance Facility, we are going to be working on public education and awareness. We have a draft informational piece that was shared with the Council. Please feel free to share that; some of that information is subject to change as we go through this process.

As of July 1 we closed out the old fiscal year on our Northern Data System. There are elements of Northern Data that we are continuing to use; payroll, tax billing and collection. Our core financials are up on Munis (Tyler Technology) platform.

As of July 1 the revamped Request Tracker went online on the website. We have already had a number of requests and feedback.

As a result of emergency legislation passed earlier this month, the online burning permit system is back online. We still had the fireworks permit system operational, and Chief Libby informed me that over the July 3 & 4 holiday we had about 80 fireworks permits taken out.

They are reviewing some work they received from Wright-Pierce. He is going to get back to them about scheduling another work session for the Committee.

He is in the process of filling the Code enforcement Director's position. He is conducting second interviews on Wednesday, July 12. There are three candidates he will be talking to.

Tower three is being repaired sooner because the swivel came in far ahead of schedule. They expect the truck to be back in service by the end of the month.

Assessor Elisa Trepanier was invited up to speak. She addressed some of the comments made by John Morneau who was at the last meeting.

Elisa Addressed the Sebago Heights Subdivision. Land value increase notices were mailed out last week. The land value increases for this area have been prompted by ongoing sales analysis. There have been 28 sales in this neighborhood over the last two years. The land sales ratio is down to 69.6% for the area. The town's overall land ratio is at 91.86%. The increase will be applied to these lots for the upcoming tax commitment. This will bring them up with the overall land ratio for the town. Elisa would like to stress that this is not part of a town-wide update, but rather this area. She went on to explain the appeals process if a homeowner felt the need to file an appeal.

The Assessing Department works very hard visiting thousands of properties and processing hundreds of sales in addition to exemption applications and mapping changes and many more things. She also spoke about the Appraiser that they will be using and where the funding would be coming from.

VIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Councilor Nangle: They have had no applications. He said for people to please check the town's website if you would like to help out. Check the volunteer opportunities; they would be happy to have them.

2. Finance Committee.

Councilor Nadeau: They have had no meetings.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

Councilor Chapman: They had a great meeting last night on a boat, thank you Captain Moody. They discussed Dundee Park and have come up with a new way to promote NO Smoking in the Park. It will be called the Dundee Duck; they did a fabulous job with this.

They touched on the Concert Series, which will start tomorrow night. If it rains, it will be postponed. There will be different non-profit groups with food for donations. There will be events July 19, July 26 and August 2, please keep these concerts in mind.

They touched base on the Skate Park and are still waiting on a federal grant answer. The Lowell Preserve has posted that we have a new Park Ranger.

They talked about Summerfest, Community Center and an Art in the Park event.

2. Joint Maintenance Facility Project Team.

Tony Plante: They are looking at bringing the full group back together next week, but a smaller group is continuing to work on shaping the communications program later this week.

3. Windham Economic Development Corporation

Tony Plante: There is a Board meeting tomorrow night at 5:30 at the Rustler's Steakhouse.

4. Wastewater Management Planning Advisory Committee.

Tony Plante: Likewise, they are continuing to work on the public/private

partnership, but also not losing sight of tasks 3 & 4, but looking to integrate those so that while they are pursuing this particular opportunity right now, they are not losing sight of the larger picture.

He also spoke with Jim Caldwell from the US Geological Survey today about continuing our monitoring program, and he will be getting back to Tony with more details about that.

He spoke with Ernie Martin from MDOT about the River Road Project. They got the letter and the resolution that the Council approved a few weeks ago. They are taking that into account and also working through some of that and other information with the Maine Historic Preservation Commission. His understanding, from speaking with Ernie today, is that there will be some changes made to the design. Exactly what they are and where they are is not clear yet. He is looking at scheduling an open house on the revised plan, toward the end of August. He encouraged him to consider giving us the opportunity to have a smaller meeting ahead of time before an open house was announced. They would have the opportunity to review the revised plan and address any concerns we may have.

Tony also had a phone call from another MDOT representative in regard to Babb's Bridge. The bridge was damaged a few weeks ago from someone crossing from Windham to the Gorham side. Part of the fascia was damaged from another over-height vehicle of some kind. MDOT will be conducting repairs to the bridge next Monday, Tuesday and Wednesday. The bridge will be closed during repairs from 8:00 to 5:00.

IX. PUBLIC HEARINGS.

No public hearings.

X. CONSENT AGENDA.

XI. UNFINISHED BUSINESS & GENERAL ORDERS.

No Unfinished Business & General Orders.

XII. Discussion Items.

CD 17-155 Voluntary Municipal Farm Support Program.

Attachments: CD 17-155 Cover Sheet
VMFSP 20170508 MARK-UP
VMFSP 20170606 CLEAN

The Council discussed item CD 17-55, the Voluntary Municipal Farm Support Program. Based on the conversation, Assessor Elisa Trepanier and Town Manager Tony Plante will make further revisions for the Council to act on at an upcoming meeting.

Councilor Chapman left the meeting before the discussion of item CD 17-155 concluded.

CD 17-203 Elderly Property Tax Assistance Program.

Attachments: CD 17-203 Cover Sheet36 MRSA 6232Cumberland Property Tax Assistance ProgramScarborough Property Tax Assistance Program

The Council discussed establishing an elderly property tax assistance program (item CD 17-203) and reviewed examples from Cumberland and Scarborough compiled by municipal intern Sarah Crichton. Staff will develop a draft ordinance and related documents for Council action at an upcoming meeting.

CD 17-208 **Proposed Land Use Ordinance Amendments Regarding Private Roads and Private Ways.****Attachments:** CD 17-208 Cover SheetTC packet private road options packet 07-07-17

The Council discussed amendments to the Land Use Ordinance relative to private roads (item CD 17-208) as a follow up to its most recent discussion on May 30. Planning Director Beth Smith reviewed the amendments. The Council expects to refer the amendments to the Planning Board at its meeting of July 25, 2017.

XIII. Agendas & Scheduling.**CD 17-207** **Agenda Items Reports.****Attachments:** Agenda Items Report 20170707Projects & Issues List 20170707Projects & Issues Sheets 20170707

There was discussion of agendas and scheduling.

XIV. ADJOURN.

A motion was made by Councilor Muir, seconded by Councilor Nangle, that they be adjourned. The motion carried by the following vote at 9:52 p.m.

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

Absent: 1 - Councilor Chapman

Respectfully submitted,

Judith H. Vance
Deputy Town Clerk, CCM