



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-0504

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Wastewater Management Planning. (see also TMP-1419)

Done:

- RFQ for engineering support/planning services issued
- Statements of qualification received
- Qualifications reviewed, interviews conducted
- Wright-Pierce selected by the committee
- Work on draft initial scope of work for discussion with Council, meeting 11/4/2015
- Receipt of initial proposed scope and fee 11/30/2015
- Discuss initial scope and fee with Council 2/2/2016
- Council approval 2/23/2016, contract language to be finalized
- Wright-Pierce contract finalized and signed 3/1/2016; Ransom contract language has been exchanged, awaiting response from Ransom
- W-P preparing list of data needs for kickoff meeting
- Ransom contract finalized and signed 3/4/2016
- Kickoff meeting held 3/28/2016
- Refined project area mapping, worked on build-out scenarios.
- Reviewed build-out scenarios, water and wastewater volumes at meeting of 5/22/2016
- W-P working with Bob Gerber at Ransom Environmental on current, 20-, and 50 -year flows and nitrogen loading, draft maps sent to committee 6/3/2016
- 8/24/2016 with W-P regarding Ransom Environmental additional effort required on task 2, clarification of task 4 and possible additional work
- Follow up with Ransom, no authorization on task 2 "overrun", task 4 per scope
- Received task 4 output from Ransom, W-P evaluating
- Technical memo on "order of magnitude" costs for WW collection and treatment to coordinate with 21st Century Downtown without foreclosing any particular option(s)
- Future wastewater projections, coordination with hydrogeologist to establish nitrate thresholds and groundwater impacts of future development
- Received draft needs assessment completing task 1
- Committee meeting 11/16/2016 to review draft needs assessment, finalize with W-P, schedule for completion of task 2
- Council discussion 12/20/2016: update from committee, needs assessment presentation and review, review of task 2 to identify wastewater management alternatives
- Finalized task 1 report

- Meeting with DEP re. treatment alternatives (rescheduled due to weather)
- Completed task 2
- Committee meeting to review task 2 work product 4/7/2017
- Scope of work, fee proposal for tasks 3 and 4 received
- Internal meeting 4/19/2017, follow-up with W-P with modifications
- Revisions to scope under review
- Council discussion item (CD 17-198) 6/27/2017 regarding possible public-private partnership
- Working group meeting 7/5/2017 with W-P to map out the process of getting to a public-private partnership
- Reviewed and finalized task 3 and 4 scopes of work, fees, contract
- Developed parallel set of tasks for the Lippman PPP
- Approved MOU for Lippman project 9/12/2017 (order 17-162)
- Approved W-P agreement for Lippman site work 9/12/2017 (order 17-163)
- Hydrogeological proposals received, being reviewed
 - Requested additional scope to determine site long-term acceptance rate

Next steps:

- Award hydrogeological work under previous authorization
- Progress meeting and reset of project goals and expectations 1/11/2018
- Evaluate Lippman site
 - Hydro-geo work to assess viability of the site
 - Other W-P tasks
 - Engage DEP, PWD ASAP
- Complete tasks 3 and 4
- Internal, Council, and public meetings on alternatives
- Report on approaches and recommendations



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Shared Maintenance Facility Project.

Done:

- Public works facility next steps
 - Discussion of a committee for the project tentatively scheduled for 6/21/2016
- Capital plan finance review - cost estimates. TBD
 - Update of costs in facilities master plan received from SMRT.
 - Updated estimate for public works facility received from Great Falls Construction via Allied Engineering.
 - Council discussion item 10/18/2016
 - Council discussion item 1/17/2017
 - Council vote to establish joint project team 1/24/2017
 - RSU board vote to establish joint project team 2/1/2017
 - Email/poll to set up initial meeting 2/2/2017
 - Draft ad/announcement for community members
- Post ad/announcement for community members
- Initial meeting 2/23/2017
- Reposted for community members not specifically with project experience, including distribution by school district listserve
- Team meeting with Allied Engineering design team to review schematic design narrative, plans, etc. 3/23/2017
- Project and design team met 4/13/2017 to review items from 3/23/2017
- Meeting to tour Westbrook facility 5/11/2017
- Meetings to discuss recommendations, presentation to RSU Board and Town Council 5/25/2017, 6/8/2017
- Meeting to review, finalize recommendations 6/15/2017
- Reported back to Council, RSU Board at meetings of 6/20, 6/21
- Decision materials to Council to initiate bid and permitting package development approved at meeting of 7/25
- Draft communication plan developed
- Project team meeting 8/10
- Review components of communications program, review draft flyer
- Project team meeting 8/24
- Walk-through video shoot 9/6
- Project team meeting 9/7

- Project estimate and budget finalized
- Public awareness, education, and information efforts launched for a November 2017 vote:
 - Press conference 9/12
 - Web landing page live 9/12
 - PowerPoint presentation for meetings
 - Open houses scheduled
- Council approved referendum at its meeting of 9/19
- Project team meeting 9/21
- Open house 9/23
- Postcards mailed week of 10/2
- Other community events
 - Games 10/6, 10/13
 - Public Forum 10/12
 - Public Safety Day 10/14
- Ads to appear in local weekly papers through November 3
- Council public hearing 10/10
- Open house with “Pumpkin Paint-n-Drop” 10/28
- Library “pop-in” 11/3
- Election Day 11/7
- Voters approved the project, 1948-1772
- File title changed from “Facilities Planning.”
- DEP SLD permit public meeting 11/29
- RFQ package for design-build team prequalification finalized
- RFQ solicitations
- Qualifications statements received 1/10/2018

Next steps:

- JPT meeting 1/25 to review design team recommendations for pre-qualification
- Continuing development of design-build package for early 2018 proposals
- DEP permitting
- Planning Board, site plan permitting
- RFP solicitation.
- Proposal review and award.
- Construction May 2018



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File Number: TMP-0550

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File Type: Temp

Private Ways, Standards, Development.

Done:

- Road reconditioning work on Bruschi Road.
 - Complete
- Update snowplow contact with Adam Copp.
 - Complete
- Council discussion of moratorium/private road development standards
 - 1/5/2016 special meeting
 - 2/9/2016 public hearing and vote on moratorium extension
 - Moratorium not extended, expires 2/22/2016
- Staff meeting with legal counsel to outline range of options from lesser impact to greater impact
 - Target date for Council discussion by mid-February
 - Council discussion item 2/16/2016
 - Bullet list of ordinance changes to work on being developed for discussion and agreement 3/1/2016
 - Conference calls and work week of 5/27/2016
- Staff draft memo issued 6/1/2016
- Council discussion item 6/21/2016
- Planning board consideration of amendments on private road standards, requiring engineering and approval of new or extensions of private roads at its meeting of 7/25/2016
- Staff work on grandfathering status ordinance language agreed by consensus of the Council in consultation with town attorney
- Draft received and circulating for comment
- Council discussion 7/26/2016
- Council discussion 8/9/2016
- Council discussion 9/20/2016 including review of planning board recommendation on engineering and site plan approval requirements for private ways
- Identified possible approach to grandfathering based on definition of "adequate" as meeting the town's minor private road standard
- Special meeting discussion item 1/31/2017
- Refer to planning board for review and recommendation on defining 'adequate' for access to proposed subdivisions 2/14/2017
- Planning board discussion of proposed amendments 2/27/2017

- Staff and town attorney efforts to identify development(s) that should undergo subdivision review
- Planning board public hearing and vote on recommendation 3/13/2017
- Council executive session with town attorney 4/11/2017
- Follow up Council discussion 5/16/2017 (rescheduled to 5/30/2017)
- Draft amendment language based on 5/30/2017 discussion and initiate formal legislative process
- Council discussion item on amendments reflecting discussion of 5/30/2017 scheduled for 7/11/2017
- Council voted to send draft Land Use Ordinance amendments to the Planning Board for review and recommendation 7/25/2017
- Planning Board discussion 8/14/2017
- Planning Board public hearing and recommendation, meeting of 8/28/2017
- Revisiting building permit issuance, review of deeds for compliance
- Council public hearing on planning board recommendation regarding the adequacy of roads providing access to proposed subdivisions 9/12/2017
- Council/Planning Board joint discussion on private roads 9/27/2017
- Council approval of amendments 10/10/2017
- Council discussion of possible waivers 11/21/2017 (rescheduled from 10/24/2017)
- Staff development of draft exception for new/extensions of private roads of not more than 200 feet in length every 5 years for review by Council and Planning Board Jan/Feb 2018
- Council discussion of draft exception 1/16/2018, sent to Planning Board for review and recommendation by consensus

Next steps:

- Planning board review of private road standards exception
- Council action on private road standards exception
- Schedule Council discussion of "Private Roads - Part 2," answering the question "how do we improve the situation?"



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North Route 302 Improvements Project.

Done:

- Meetings held with MDOT regarding 302/Enterprise Drive intersection, scope for 302 improvements west of Anglers Road.
- Core samples of pavement and gravels to determine whether shoulders will need to be built up or overlaid.
 - November 2015 - done
- Core sample results support heavy overlay, coordinated with MDOT, instead of box cut
- Traffic count results show Enterprise Drive intersection far from meeting warrants for signal
- Setting up meeting with MDOT through state traffic engineer to identify option for Route 302 improvements and Route 302/Enterprise Drive intersection.
- Reports sent to Council 2/11/2016
- MDOT follow up meeting 2/22/2016
- Incorporated funding for FY 2019 and FY 2020

Next steps:

- Confirmation of scope of work following core sample analysis
- Specific proposal from developer to MDOT
- Outreach to overcome warrant threshold for signal at Enterprise Drive
- Budget for FY 2019
 - Applications for MPI funds
 - Include engineering for signals to allow location of mast arm foundations, controller pad, and any utilities in anticipation of MDOT work



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21st Century Downtown transportation/pedestrian/utility improvements

Done:

- RFP issued
- Proposals received
- Proposals evaluated, interviews held
- Selected TY Lin and MRLD, contracts signed
- Project kickoff 11/23
- Beginning property owner/stakeholder meetings 12/2015
- Council consideration of supplemental improvements (underground utilities, storm water improvements, traffic signal modernization) 12/22/2015
- Council approval of added scope 3b items (underground utilities and street lighting, traffic signal modernization) 1/12/2016
- PACTS application for Boody's Corner pedestrian improvements submitted 1/22/2016
- Concept plan being readied for public meeting on 3/10/2016
- Public meeting held 3/10/2016, input to be evaluated and incorporated as appropriate
- Draft preliminary plan reviewed, key property owner meetings
- Council presentation and discussion 5/3/2016
- Council endorsement of PACTS sidewalk application (Basin Road to Boody's Corner) 5/10/2016
- Incorporated improvements into capital plans, budget for FY 2017 and beyond
 - \$25,000 for further development of public education and awareness materials and events
 - \$25,000 for work on zoning changes
- Final preliminary design report (PDR) reviewed with TY Lin, MRLD, and Wright-Pierce 5/25/2016
- Discussion item 1/3/2017 (postponed due to weather to 1/10/2017)
- Council endorsement of plan vision to pursue ROW improvements, utility relocation funding
- PACTS application for full-scope ROW improvements, utility relocation funding (if applicable)
- Proposal for continuing with final engineering in fiscal 2018 and 2019
- Final engineering including for fiscal 2018 and proposed for 2019
- Coordination of corridor improvements, zoning, and wastewater for a broader

vision for the future of North Windham as the 21st Century Downtown.

- Strategy discussion 1/16/2018 - MDOT/PACTS support, and how to focus our efforts

Next steps:

- Develop phasing strategy/recommendations for Council consideration



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Solid Waste Alternatives Evaluation.

Done:

- Extension of contract with Pine Tree Waste
 - Discussion with Stu Axelrod, general manager 1/21/2016
 - Email/info to come regarding two year extension, term options with regard to annual adjustment, percentage, CPI, or fuel adjustment, possible automatic annual extensions thereafter
- Council contract extension vote 6/28/2016

Next steps:

- Evaluate various collection, sorting options with ecomaine
- Define scope, identify and fund budget, and examine alternatives for curbside trash and recycling program, drop-off recycling, other classes of waste
 - Develop RFP
 - Issue RFP, receive and evaluate proposals
 - Conduct alternatives evaluation
- Select and, if necessary, develop implementation plan(s) for selected alternative(s)



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File Number: TMP-0583

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Windham Public Library Space Reconfiguration Project.

Done:

- RFP issued
- Oak Point Associates selected
- Work with library staff
- Concepts developed and reviewed with staff and Council
- Direction to proceed with concept, estimated at about \$185,000
- 95% plans and specifications developed
- Estimate based on 95% plans at about \$206,000
- Grant applications continue, assemble available funding, consideration for fiscal 2017 budget
- Davis Family Foundation grant received; Stephen & Tabitha King Foundation grant application not approved
- Final documents received, estimate approximately \$232,000
- Incorporate funding in capital plan, budget for FY 2017
- Finalize funding plans/sources for FY 2018
- Proposal received from Oak Point for construction admin
- Re-engage Oak Point for permitting and construction admin services
- Meeting with Oak Point and library staff 7/14/2017
- Finalized items identified at 7/14/2017 meeting
- Completed documentation for permitting and bidding
- Bid project 10/20/2017
- Bids received 11/9/2017
- Award to DiMatteo Construction 11/16/2017
- Contract signed week of 11/20/2017
- Pre-construction coordination/kick-off meeting 12/6/2017
- Contractor mobilization, library collection move week of 12/11/2017
- Construction meeting 12/20/2017
- Construction meeting 1/3/2018
 - Change order for structural/finish work to address an issue identified during demo in the children's room: \$1,402.21
- Construction meeting 1/17/2018 cancelled due to weather; email update provided

Next steps:

- Phase 2 beginning 1/22/2018 (upstairs demo/reno)
- Continue construction

- Relocate portions of the collection as construction moves through the building
- Completion late March/early April 2018



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Agenda Date:

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In Control: Town Council

File Type: Temp

21st Century Ordinance Development Professional Services.

Done:

- Discussion of ordinance work and resources needed for progress 1/26/2016
- Mainly focused on 21st Century Downtown, included \$50,000 as part of FY 2017 preliminary budget, reduced to \$25,000 as recommended by the finance committee
- Budget approval
- Draft scope of work developed
- Request for qualifications/proposals issued
- Received and evaluating proposal (1)
- Met with team submitting proposal, determine whether to proceed or develop another approach
- Revise and reissue RFP November/December 2016
- Revised and reissued RFP 11/4/2016
- Proposal received
- Ordinance professional services contracted with Maine Design Workshop
 - Plans for open house, stakeholder meetings, ordinance language production
- Public outreach regarding open house, stakeholder meetings 2/6-8/2017
- Community open house and design exercise 2/6, follow up meetings
- 21st Century Downtown plan recap/review with Council April 2017
- Council discussion of approach including interim changes in lieu of or alongside of character-based code 10/17/2017
- Developed interim amendment package for C-1, C-2 with optional parallel character-based code that would eventually (after one year or more, depending on staff and Council's assessment progress/success) completely replace existing language for the affected area
- Referred to Planning Board for review and recommendation 11/28/2017

Next steps:

- Planning board review, public hearing, and recommendation
- Council review, public hearing, and vote



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File Number: TMP-0692

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File Type: Temp

Constituent feedback, comment, complaint procedure and tracking system.

Done:

- Draft administrative complaint procedure, undergoing review
- Complete administrative complaint procedure review
- Online/phone meeting held 4/28/2017
- Online/phone Request Tracker training 5/1/2017
- Topic at staff meeting 5/2/2017
- CivicPlus Citizen RequestTracker initial configuration completed 5/24/2017
- Added user licenses to better assign and track requests, etc., in the system
- Signed contract for CivicMobile and development of mobile app
- Review/refine configuration of workflow, system messages, etc.
- Activated RequestTracker 7/1/2017
- Initial graphic rendering of app received 7/5/2017
- Feedback, alternate splash screen graphics provided by 7/14/2017
- Mobile app design testing
- Respond to requests, refine workflow and messages
- Mobile app design submission to stores for approval under way 9/1/2017
- Google Play approval 9/8/2017
- Apple app store approval

Next steps:

- Promotion and deployment



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File Number: TMP-0864

Agenda Date:

Version: 1

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In Control: Town Council

File Type: Temp

Skate Park condition assessment, repair, community meeting

Done:

- Structural engineer's report received 4/21/2016
- Follow up letter received 4/27/2016
- Community meeting held 5/2/2016
- Follow up community forum planned
- Identify critical issues and repairs for reopening the park by 5/6/2016 - in progress, consultations held with park designer and structural engineer
 - Follow up conference calls, meetings through 6/3/2016
- Plans in hand week of June 20, out to contractor for estimates for labor on those structures identified for repair
- *Pro bono* contractor identified
- Contractor started work late August
- Coordinating between town maintenance staff and contractor to complete work
- Work completed on new structures
- Council approved LWCF application 11/15/2016
- Submitted LWCF application 11/18/2016
- Received notice of grant award
- Grant agreement signed
- RFQ for design/engineering services

Next steps:

- Design/engineering process including public input
- Finalize design
- Bid
- Construction



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File Number: TMP-1193

Agenda Date:

Version: 1

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In Control: Town Council

File Type: Temp

MUNIS Implementation.

Done:

- Kick-off conference call to begin implementation planning 11/10/2016
- Complete initial project planning packet
- Schedule project planning session
- Project planning session 12/14/2016
- Chart of accounts analysis 1/19/2017
- Complete draft chart of accounts
- Internal stakeholder orientation/presentation 3/20 and 3/24/2017
- End-user training June 2017
- GL, AP, Cash Receipts, Budgeting live 7/1/2017

Next steps:

- HR/payroll module planned 1/1/2018, rescheduled to 4/1/2018
- Tax module(s) planned for January 2018, rescheduled to 7/1/2018



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File Number: TMP-1297

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Comprehensive Plan, Strategic Planning, etc.

Done:

- Draft from Comp Plan Review Team and Planning Department
 - To Council
 - To state for review
- Comments received, revisions submitted
- State letter of completeness and consistency received
- Council meeting discussion item 6/6/2017
- Council public hearing, action 6/13/2017
- Developed charge for long-range planning committee.
- Council adopted charge for LRPC 9/12/2017

Next steps:

- Appoint LRPC members
- Begin implementation
- Identify items for early action
- Write charge for long-range planning committee
- Incorporate goals into 2019-2022 strategic plan - Summer/Fall 2017



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File Number: TMP-1408

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Mobile Food Service Unit Amendments

Done:

- Discussion item (CD 17-190) 6/20/2017
- Identified need for possible amendments
 - Hours
 - Different types (carts, wagons, food trucks, etc.)
- Leadership placed on hold 7/20/2017

Next steps:

- Draft amendment language regarding hours
- More comprehensive look at overall ordinance, comparison with other communities
- Leadership placed on hold 7/20/2017



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File Number: TMP-1419

Agenda Date:

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Lippman Wastewater Public-Private Partnership. (see also TMP-0504)

Done:

- Discussion of a concept for a public-private partnership at the Council meeting of June 27, 2017 (CD 17-198)
- Staff working group meeting with Lippman, Wright-Pierce representatives to map out next steps
- Reviewed conservation easement regarding permissibility of exploratory work (test pits, wells, etc.)
- Developed scope of work, identify possible hydrogeologists to study site
- Meeting to review draft MOU 8/31/2017
- MOU approved 9/12/2017
- Authorized Wright-Pierce to proceed with evaluation of site between Plaza project and Lippman Park 9/12/2017
- Select Sevee & Maher as hydrogeologist
- Project status/expectations meeting 1/11/2018
- Reviewed scope amendments to include long-term acceptance rate (LTAR) at Chaffin Pond site

Next steps:

- Award hydrogeo work
- Complete hydrogeo work
- Complete evaluation
- Report back to Council and Lippman
- Determine direction in conjunction with W-P tasks 3 and 4 for town



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File Number: TMP-1472

Agenda Date:

Version: 1

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File Type: Temp

LED Streetlight Conversion

Done:

- Initial conversation, council goals 1/7/2017
- Energy advisory committee meeting March 2017
- Energy advisory committee meeting 5/1/2017 to map out process
- Contact with Raymond, Standish, and Gorham about collaborating
- Revised RFQ from Falmouth, South Portland, Rockland, Biddeford process
- Meeting 6/5/2017
- Finalized RFQ, timeline
- Checked in with other communities about evaluation process
- Issued RFQ 6/30/2017
- Received two proposals 7/28/2017
- Reviewed, evaluated proposals
- Interview prospective vendor(s) 8/24/2017
- Reference checks completed
- Proposal scoring and ranking
- Select Real Term Energy

Next steps:

- Negotiate, approve contract
- Implement
 - Audit of current streetlights
 - Design, selection of fixtures, other features
 - Install



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File Number: TMP-1717

Agenda Date:

Version: 1

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File Type: Temp

Highland Lake Water Quality and Watershed Issues

Done:

- TM meeting with HLA representatives 8/8/2017
- HLA appearance at Council meeting during public participation 8/8/2017
- Meeting of representatives from HLA, Windham, Falmouth, CCSWCD on Highland Lake and Highland Lake watershed issues 8/17/2017
- Council discussion item (CD 17-246) at meeting of 8/22/2017
- Legal counsel/staff development of draft moratorium ordinance
- Council discussion of draft moratorium ordinance (CD 17-258) at meeting of 9/5/2017
- Meeting of HLA, Windham, Falmouth to set agenda for next larger group meeting 9/7/2017
- Council enactment of Highland Lake watershed moratorium ordinance (17-167) at meeting of 9/12/2017
- Meeting of representatives from HLA, Windham, Falmouth, CCSWCD, Maine DEP on Highland Lake and Highland Lake watershed issues 9/27/2017
- Work on short-term ordinance changes to reduce erosion and sediment runoff, nutrient transport into the lake
- Council consideration of suggested ordinance changes to address water quality issues in Highland Lake watershed 10/24/2017
- Developed charge for Highland Lake Leadership Team, adopted by Council 11/14/2017
- Appoint team members
 - Councilor Chapman, Town Manager Plante appointed 11/28/2017
- Appoint team members
 - Citizen member appointed 12/19/2017
- Finalized scope of work for outside services by Cumberland County Soil & Water Conservation District (CCSWCD) 12/18/2017

Next steps:

- Council briefing on current status of science, plans for public forum at 1/30 special meeting
- Public forum on lake/watershed status, short-term steps that can be taken to reduce phosphorus, other pollutants
- Begin addressing ordinance review and changes, other elements of team charge, recommendations of 2003 Phosphorus Control Action Plan and other items

- Continue work on scientific track to compile and analyze existing data, identify gaps, design research to understand water quality issues in Highland Lake and the watershed