



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
- Awarded hydrogeological work under previous authorization
- Progress meeting and reset of project goals and expectations 1/11/2018
- Meeting with PWD scheduled 3/5/2018
- Completed evaluation of Lippman site
 - Hydro-geo work to assess viability of the site
 - Other W-P tasks
 - Engage DEP, PWD ASAP
- Completed task 3 draft report
- Finalized task 3 report

Next steps:

- Complete task 4 draft by week of 5/4
- Finalize task 4 report and summary report by 5/10/2018
- Council presentation/discussion 5/15/2018



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

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In Control: Town Council

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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
- JPT meeting 1/25 to review design team recommendations for pre-qualification
- Development of design-build package for early 2018 proposals
- DEP permitting under way
- Planning Board, site plan permitting under way at sketch plan
- RFP solicitation out 2/14/2018, due 3/22/2018
- Mandatory pre-bid walk-through with Benchmark, Great Falls 3/1/2018
- Meeting with RSU to coordinate systems (phone, data, security, etc.) 3/2/2018
- Proposals received 3/22/2018
- JPT meeting 4/5/2018
- Council contract award 4/24/2018 (postponed from 4/10/2018)

Next steps:

- Letter of intent and contracts
- Planning board, DEP approval
- Construction May/June 2018



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-0550

Agenda Date:

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In Control: Town Council

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
- Planning board review of private road standards exception
- Council discussion of Planning Board recommendations 3/6/2018
- Council approved private road standards exception 3/20/2018

Next steps:

- Consideration of forming a task force to systematically and comprehensively review private roads issues and make recommendations for further ordinance amendments, other policy ideas - Council discussion 5/1/2018
- Schedule Council discussion of "Private Roads - Part 2," answering the question "how do we improve the situation?"



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

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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



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-0554

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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
- Developed phasing strategy/recommendations for Council consideration
 - Proposal from T.Y. Lin to refresh estimates, update/refine phasing
 - Under contract end of February, 4 week timeframe to complete
 - Staff review of phasing alternatives April 2018

Next steps:

- Report back to Council 5/15/2018 as part of 21st Century discussion including wastewater and zoning, more detailed discussion of corridor improvements phasing to follow



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-0578

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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
- Met with PTW regarding collection program alternatives 2/22/2018
- Met with ecomaine re. feasibility study on automation, consolidation of collection and possible separation of food waste
- Estimate from PTW on automated/semi-automated collection using carts

Next steps:

- Council discussion with ecomaine regarding consolidation and automation of collection, other possible initiatives (food waste/organics, returnables) 5/1/2018
- Determine option, potential implementation timeline
- Contract for FY 2019
- Competitive bid process for revised program beginning FY 2020



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

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
- Phase 2 beginning 1/22/2018 (upstairs demo/reno)
- Construction meeting 1/31/2018
 - Issue with carpet removal; top layer of plywood underlayment coming up,

minor change order probably required

- Construction meeting 2/14/2018
 - Flooring issue to be subject of a change order
- Construction meeting 2/28/2018
 - Carpeting mostly done
 - Base to go down
 - Painting finishing up
 - Circulation desk going in
 - Discussion of moving back in, moving things from the spaces where carpeting needs to be done
- Punch list walk-through for completed areas 3/9/2018
- Construction meeting 3/21/2018 (postponed from 3/14/2018)
 - Main collection area, children's room done, circulation desk except for mobile station
 - Maine collection area, adjacent rooms, stairs, meeting room carpeting being removed, prep for replacement
 - Shelving installed, re-shelving collection under way
- Punch list walk through planned 3/30/2018
- Complete construction
- Complete moving everything back into the library
- Library reopens April 9
- Open house planned for April 12
- Final punch list items
 - Phones completed 4/27

Next steps:

- Other punch list items?
- Project closeout



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-0664

Agenda Date:

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In Control: Town Council

File Type: Temp

21st Century Ordinance Development.

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
- Planning board review, public hearing, and recommendation 2/26/2018

Next steps:

- Council review, public hearing, and vote



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-0692

Agenda Date:

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Status: Follow Up

In Control: Town Council

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 October 2017
- FB post 2/9/2018

Next steps:

- Continued promotion and deployment



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-0864

Agenda Date:

Version: 1

Status: Follow Up

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



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-1193

Agenda Date:

Version: 1

Status: Follow Up

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 mid-May
- Tax module(s) planned for January 2018, rescheduled to 7/1/2018



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

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
- Appoint LRPC members
- LRPC has begun its meetings
- Council Goals for 2018, meeting 2/20/2018

Next steps:

- Begin implementation of comp plan strategies
- Finalize Council goals March/April 2018
- Complete, adopt strategic plan for 2018-2021
- Identify items for early action



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

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
- Council chair scheduled discussion for 3/20/2018
- Council discussion 3/20/2018

Next steps:

- Staff development of changes based on 3/20/2018 discussion
- Council discussion 5/1/2018
- Council consideration, public hearing, vote



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

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
- Awarded hydrogeo work
- Completed hydrogeo work
- Completed evaluation late winter/early spring 2018
- Finalized task 3 report

Next steps:

- Complete task 4 draft by week of 5/4
- Finalize task 4 report and summary report by 5/10/2018
- Council presentation/discussion 5/15/2018, share with Lippman
- Determine direction, path forward



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

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Agenda Date:

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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
- Meeting of communities 2/8/2018
- Answered to follow up questions from 2/8/2018 meeting
- Engaged Real Term for inventory, plan, etc.

Next steps:

- Implement
 - Audit of current streetlights
 - Design, selection of fixtures, other features
- Council approval
 - Buy out existing fixtures
 - Install new fixtures



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-1717

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

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
- Council briefing on current status of science, plans for public forum at 1/30 special meeting
- Council discussion of proposed LUO amendments from HLA 1/30/2018
- Council discussion on next steps for HLA proposed LUO amendments 2/6/2018
- Staff developed of ordinance amendment language based on 1/30/2018 and 2/6/2018
- Council discussion of amendments 3/20/2018

- Public forum on lake/watershed status, short-term steps that can be taken to reduce phosphorus, other pollutants 3/21/2018 (postponed from 3/7/2018)
- Engaged CCSWCD for technical assistance
- Council discussion of possible modifications to moratorium 4/3/2018
- Council public hearing, vote on moratorium extension 4/24/2018

Next steps:

- 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



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-1885

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Community Center.

Done:

- Ad hoc community center committee formed
- Committee report to Council 10/24/2017
- Meeting with architects to develop draft scope of work, fee proposal for Council review and consideration 1/24/2018
- Draft scope of work for review by town manager, committee members received 1/31/2018
- Review scope of work by town manager, committee for public process, development of concept design
- Fee proposal, timeline from Oak Point, week of 2/26/2018

Next steps:

- Additional professional services estimates for concept design/feasibility
- Presentation and discussion of scope and fee proposal to Council 6/5/2018



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: TMP-1945

Agenda Date:

Version: 1

Status: Follow Up

In Control: Town Council

File Type: Temp

Public Works Department Evaluation.

Done:

- Management consultant contacted
- Scope of work and fee proposal worked out
- Manager meeting with entire department 2/28/2018
- Interviews begun on 3/1/2018
- Completion of interviews 3/12/2018
- Report to Council 4/3/2018
- Meeting with department 4/4/2018
- Follow up meeting with department and consultant 4/10/2018

Next steps:

- Implementation of corrective action plan, occasional progress check-in/assessment
- Regularly scheduled management/supervisor meetings, other department meetings