



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, December 22, 2020

6:30 PM

Council Chambers

To Join the meeting remotely use this link: <https://us02web.zoom.us/j/88172478411> or
you may call 1-646-558-8656 and enter meeting ID: 881 7247 8411.

I. Roll Call of Members.

**Councilor Nangle arrived at 6:38 and was not present for vote on the Minutes.*

Present: 6 - David Nadeau, Tim Nangle, David Douglass, Jarrod Maxfield, Mark Morrison and
Brett Jones

Absent: 1 - Nicholas Kalogerakis

II. Pledge of Allegiance.

Council Chair Nadeau led the Pledge of Allegiance.

III. Minutes to be Approved:

CD 20-209 To approve the Minutes of the December 8, 2020 Council meeting.

Attachments: Minutes-Council-12-8-2020

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

In Favor: 5 - Councilor Nadeau, Councilor Douglass, Council Chair Maxfield, Councilor Morrison
and Councilor Jones

Absent: 2 - Vice Chair Nangle and Councilor Kalogerakis

IV. Public Participation.

None.

V. Councilors' Comments.

Councilor Maxfield wished everyone a Merry Christmas and Happy New Year.

*Councilor Nadeau said staff will be off starting at Noon on Christmas Eve, and he thinks
it was an oversight, and that they should be looking at New Year's Eve as well. The other
Councilors agreed, and the Manager said it is consistent with other towns around as well.
The Manager thanked the Council on behalf of the staff, it is very kind of the Council to
do that.*

VI. PUBLIC HEARINGS.

VII. CONSENT AGENDA.**VIII. UNFINISHED BUSINESS & GENERAL ORDERS.**

20-168 To approve a purchase and sale agreement for the former South Windham Fire Station located at 8 Main Street and authorize the Town Manager to take any other action related thereto to finalize the sale.

Attachments: 20-168 Cover Sheet

PSA - South Windham Fire Station v4 KMC edit clean

SWFS Reuse Redevelopment MOU final

Great Falls Construction RFP Development Submission Former S. Windham Fire Station redacted
Warrant FY21 Article 21

Manager Tibbetts said this has been on the Council's plate for a couple of years, and in December 2019 the Council wanted to move this and see how to utilize that asset. A committee was put together to put it out as an RFP, in a manner that was consistent with the Comp Plan, and it went out to bid in July. Two candidates came back with proposals, they were interviewed and their bids were gone over and they determined that Great Falls Construction met the objectives with what the town wanted to achieve in the Comp Plan.

It was then brought to the Council on December 8, 2020. There were a couple clause's that were amended and are before the Council tonight. The owners, John and Cindy, of Great Falls Construction are in agreement with the purchase and sales agreement as written. They are prepared to follow through and develop that parcel for the Town of Windham.

The Manager showed a slide of the restaurant and tavern that will be going there. He said the taxes that would accumulate from this parcel would go into a future TIF to be established and those funds will be used for future sidewalks, road improvements, lighting and general upgrading of infrastructure in that area.

A motion was made by Council Chair Maxfield, seconded by Councilor Jones, that the Order be approved. The motion carried by the following vote:

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Council Chair Maxfield, Councilor Morrison and Councilor Jones

Absent: 1 - Councilor Kalogerakis

20-263 To award a contract for the Public Safety Building - Central Fire Station expansion and Police Station renovation to Great Falls Construction of Gorham, Maine in the amount of \$4,300,000, said amount to be paid from the proceeds of general obligation bonds to be issued and estimated revenue surplus, and to authorize the town manager to execute a contract with Great Falls Construction and to take any other necessary action related thereto. This pricing for the project is a guaranteed not to exceed price within the RFP parameters.

Attachments: 20-263 Cover SheetMemo to Council - Police Reno and New FireRevenue Summary FinalWindham bid Summary 12 16 Final BATGreat Falls Const adjustments final bid price BAT 12 16PROPOSAL RATING AND SELECTION PROCESS WindhamPublic Safety Building

Manager Tippetts put up some pictures of what the addition of the new fire station would look like. He said this came up at our Council Goals in 2019 about addressing space issues within the town for staffing. They focused in on the Fire and Police and Town Hall. The Fire and Police was designed to hold about 24 staff members and there are now 48 Fire and Police in that building.

He said there were discussions with the Council in April and May of 2020, then this went before the voters in June of 2020 to see if they would support a \$3.6 million dollar bond for the Police renovation and new Fire Station. Within that approval they engaged architects Harriman Associates to help develop the RFP and some of the specifics for the bidding process and to help us through that. After the staff had met with the architect for almost three months they placed out the bid and RFP; they got six different bidders and they had a committee that reviewed all the bids. When it was all said and done they chose the best candidate to fulfill what had been laid out in our RFP and that was Great Falls Construction.

They based the decision on six major components: 1. pricing, 2. quality of the contractors team, 3. project understanding of what we wanted to achieve, 4. prior public safety experience, 5. what their scheduling looked like, 6. did a quality check from their references. Great Falls scored the highest and they were recommended by the Committee to do this work.

He noted that there has been a lot of increases in materials and work production from last spring to now. They structured the RFP so it had different phases and six alternates not knowing where the pricing was going to come in. They anticipated a 20 to 30% increase. (See attached)

A motion was made by Councilor Douglass, seconded by Councilor Jones, that the Order be approved. The motion carried by the following vote:

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Council Chair Maxfield, Councilor Morrison and Councilor Jones

Absent: 1 - Councilor Kalogerakis

IX. Council Correspondence.

Councilor Douglass said he got a notice from the Town of OOB that is from the Secret Service talking about fraudulent COVID vaccines, spam solicitations, etc. It talks about the sale of vaccines in advance, emails where you can sign up in advance for a vaccine shot, and he thinks a warning should be sent out to the folks in Windham as well.

X. Town Manager's Report.

The Manager thanked the plow crew, he said they are doing a great job, and also to wish everyone a Merry Christmas, Happy Holidays and Happy New Year!

XI. Committee Reports.**A. Council Subcommittees.****1. Appointments Committee.**

Councilor Maxfield said they met the other night and interviewed a few candidates. Here is a list of candidates they will put forward for a vote at the next meeting:

David Foster for the Energy Advisory Committee, term ending 8-15-2024

Mike Duffy for the Marijuana License Fee Committee, no specific term

Deb McAfee for the Human Services Advisory Committee, term ending 5-15-2024

Marge Govoni for the Human Services Advisory Committee & Marijuana License Fee Committee. No term was stated.

The Committee thanked them for volunteering.

2. Finance Committee.

Councilor Nadeau said they met the other night and what the Manager presented tonight is what they discussed and moved forward.

B. Other Committees.**1. Long Range Planning Committee.**

No report.

2. Parks & Recreation Advisory Committee.

No report.

3. Windham Economic Development Corporation

No report.

4. Highland Lake Leadership Team.

Councilor Maxfield said they will meet in January.

5. Natural Resources Advisory Committee.

Councilor Douglass said they have a meeting around January 10, 2021.

6. Public Easement Advisory Committee.

No report.

7. Public Dirt Road Sub-Committee.

No report.

XII. Discussion Items.

XIII. Agendas & Scheduling.

XIV. ADJOURN.

A motion was made by Councilor Douglass, seconded by Council Chair Maxfield, that they be adjourned. The motion carried by the following vote at 7:03 p.m.

In Favor: 6 - Councilor Nadeau, Vice Chair Nangle, Councilor Douglass, Council Chair Maxfield, Councilor Morrison and Councilor Jones

Absent: 1 - Councilor Kalogerakis

Respectfully submitted,



Linda S. Morrell

Town Clerk, CCM