# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Meeting Agenda

## Town Council

**Tuesday, July 14, 2026** | **6:00 PM** | **Council Chambers**

### I. Roll Call of Members.

### II. Pledge of Allegiance.

### III. Minutes to be Approved:

CD 26-117 To approve the Minutes of the June 11, 2026 Council meeting.

***Attachments:*** TC-Minutes-June-11-2026-DRAFT

CD 26-119 To approve the minutes of the June 25, 2026 Town Council Special Meeting.

***Attachments:*** TC-Sp-Meeting-Minutes-June-25-2026-DRAFT

### IV. Adjustments to the Agenda.

### VI. Public Participation.

*The public is invited to address the Council on any item of business not on the agenda for tonight's meeting.*

*NOTE TO CITIZENS: Citizens have the right and are encouraged to speak during public participation regarding items not on the agenda, or regarding an item when it comes up on the agenda.*

*All comments and questions during public participation or on an agenda item must be directed to the Chair and be limited to not more than three (3) minutes per speaker; except that the Chair may grant another three (3) minutes at his/her discretion.*

*Anyone who has already addressed the Council during public participation, on an agenda item, or during a public hearing will be asked to wait until all others have spoken before being recognized a second time.*

### VII. Councilors' Comments.

### VIII. PUBLIC HEARINGS.

26-127 To receive public comment and act on the proposed amendments to the Andrew School (South Windham) Omnibus Municipal Tax Increment Financing District, and the adoption of a Development Program for said new District pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

***Attachments:***
- 26-127 Cover Sheet.pdf
- Andrew School TIF Application w Exhibits.pdf
- Exhibit D Andrew School South Windham 2024.pdf
- Exhibit G public notice.pdf
- ExhibitC_TIFDistricts24_2_TabloidSize.pdf

26-128 To receive public comment and act on proposed amendments to Chapter 120 Land Use including §§120-555, 120-812B, 120-814B, 120-911B, Table 3 in Appendix B, 120-911M, and the creation of a new §120-911O. The proposed amendments would incorporate fire protection compliance with Chapter 70 and fire safety codes into applicable street and access standards, clarify the required number of public street connections for single-family, two-family, and multifamily developments, and revise access drive construction standards for developments containing 10 or fewer dwelling units.

***Attachments:***
- 26-128 Cover Sheet.pdf
- LUO_Amendments_One_Page_Summary_062926.pdf
- 25-26_TC_MEMO_LUO_AMD_Art58&9_StreetConnections&AccessDrives_07(
- Amendments_Art5_8_9_061826.pdf
- Amendments_Table3_AppendixB_061826.pdf
- FireChiefComments_062326.pdf

26-129 To receive public comment and act on a consent judgment between the Town of Windham and the owners of 22 Lake Ave, pertaining to a shoreland zone permit, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

***Attachments:***
- 26-129 Cover Sheet.pdf
- Final Consent Judgment w Exhibits (Sclar v. Windham).pdf

26-133 To receive public comment and act on an application submitted by Kenneth Cianchette d/b/a Eriks Church LLC for a renewal Special Amusement Permit.

***Attachments:***
- 26-133 Cover Sheet.pdf
- Eriks Church Special Amusement Renewal

## IX. CONSENT AGENDA.

*None.*

## X. UNFINISHED BUSINESS & GENERAL ORDERS.

26-123 To approve the write-off of twenty-eight (28) uncollected personal property tax accounts in the amount of $4,714.70 and authorize the Town Manager to forward to a collection agency.

***Attachments:*** 26-123 Cover Sheet.pdf

Outstanding Personal Property Accounts.pdf

26-130 To consent to an agreement between the Town of Windham and the owners of 50 Crescent Avenue pertaining to a shoreland zone permit, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

***Attachments:*** 26-130 Cover Sheet.pdf

Windham-Moore Administrative Consent Agreement.pdf

Lake House Moore Landscape Plan Final 6-19-26.pdf

26-131 To support the Mountain Division Rail-Trail Project, a proposed extension of the trail from Main Street (Route 202) in Windham to Bridge Street in Westbrook, for inclusion in the 2027-2029 Maine DOT Work Plan and 2027-2030 PACTS TIP, and to commit the Town of Windham to its share of the ten percent local match in the amount of $810,000 toward the total estimated project cost of $16,200,000.

***Attachments:*** 26-131 Cover Sheet.pdf

NOI_27-29WorkPlan_27-30TIP.pdf

Memo-Supplemental Materials.pdf

26-134 To appoint Ashley Tempesta, a staff member from the RSU 14 Katahdin Program to the East Windham Steering Committee.

***Attachments:*** 26-134 Cover Sheet.pdf

East Windham Steering Committee Charge_adopted 1.27.2026.pdf

26-135 To authorize the expenditure of up to $465,000 for preliminary costs (“Original Expenditures”) related to the purchase of a new ambulance (FR-2030-005); and to declare the Town’s official intent within the meaning of Treasury Regulation 1.150-2 to reimburse Town funds from the proceeds of bonds to be issued in the future in an amount not to exceed $465,000 for the Original Expenditures related to the ambulance purchase.

***Attachments:*** 26-135 Cover Sheet.pdf

Chief Libby Memo_Specs.pdf

26-136 To authorize the waiver of the bid process and the purchase of a 2027 Braun Chief XL ambulance in the amount of $460,500, from Autotronics of Madawaska, capital expenditure (FR-2030-005), which was approved as part of the next bond issuance.

***Attachments:*** 26-136 Cover Sheet.pdf
Chief Libby Memo_Specs.pdf

26-137 To authorize the waiver of the bid process and the purchase of a new key lock box system from the Knox Company in the amount of $148,000, capital expenditure (FR-2027-004), which was approved as part the capital budget (19100-47430).

***Attachments:*** 26-137 Cover Sheet.pdf
Chief Libby Memo_Lock Box System_NonRes Requirement.pdf

26-138 To grant permission for GPNEMBA (Greater Portland Chapter of New England Mountain Bike Association) to apply to the Maine Trails Fund for the construction of a new trail and restoration of existing trails at the Lowell Preserve and approve a letter of support to be provided by the Parks and Recreation Department to enhance their grant application.

***Attachments:*** 26-138 Cover Sheet.pdf
LowellPreserve2017.pdf
Final Lowell map 2022.pdf
Letter of Support TOW GPNEMBAjuly2026.pdf

26-139 To approve a new Victualer's License application submitted by David Whitten d/b/a Sebago Baking Company.

***Attachments:*** 26-139 Cover Sheet.pdf
Sebago Baking Company Victualer

## XI. Council Correspondence.

CD 26-118 FOAA Requests.

***Attachments:*** FOAA Varneys Bridge Replacement Bid Results Request 6.17.2026.pdf
FOAA Delinquent Tax Property List 7.1.2026.pdf
FOAA 30 Landing Road Easements 7.6.2026.pdf
FOAA Route 35 Sidewalk Project Bid Results 7.6.2026.pdf
FOAA Delinquent Tax Property List 7.1.2026 (2).pdf
Abenaki Drive Stormwater Inquiry 7.8.2026.pdf

CD 26-122 Recent News Article.

***Attachments:*** Portland Press Herald article Windham Village Apartments.pdf

## XII. Town Manager's Report.

## XIII. Committee Reports.

### A. Council Subcommittees.

1. Appointments Committee.
2. Finance Committee.
3. Ordinance Committee.

### B. Other Committees.

1. Parks & Recreation Advisory Committee.

   *Meetings occur the second Monday of each month.*

2. Windham Economic Development Corporation.
3. Natural Resources Advisory Committee.

   *Meetings occur the third Wednesday of each month.*

4. Greater Portland Council of Governments (GPCOG).
5. ecomaine.

   *The board meets the 3rd Thursday of each month.*

## XIV. Discussion Items.

CD 26-104 Building a Resilient Windham: Reviewing Windham's Vulnerability Assessment and breaking down community resilience measures in Windham, presented by Kelly Rehberg (GPCOG) and Camille Beaulieu (AmeriCorps Municipal Resilience Fellow).

Vulnerability Assessment
An overview of the process and results from the recently completed Vulnerability Assessment. This assessment looked at climate hazards and impacts facing Windham, resources at-risk, and potential actions the town can take to address those risks. The goal of the assessment was to help the town understand how climate change will impact the community and future steps the town can take to build resilience.

Community Resilience Abstract:
This presentation covers community resilience in Windham, Maine-the capacity to prepare for, respond to, recover from, and adapt to challenges-emphasizing that both physical infrastructure (roads, energy, water systems) and social infrastructure (community support, social connection) are essential, particularly given how hazards create cascading impacts that disproportionately burden vulnerable residents and municipal systems. It situates this work within Maine's 2025 Growth Management Law amendments, which now require resilience and sustainability to be integrated throughout comprehensive plans rather than treated as standalone sections.

The presentation highlights Windham's existing resilience efforts-green space, emergency preparedness, the library as a community hub, Age-Friendly Windham, and various long-term planning documents-alongside the contributions of the AmeriCorps fellow serving with Windham. It closes with a call to action: incorporating resilience into Windham's Comprehensive Plan, prioritizing at-risk infrastructure, pursuing funding, and strengthening both physical infrastructure and social networks.

***Attachments:*** FINAL_Windham Vulnerability Assessment.pdf

CD 26-120 Middle School Community Center Project.

***Attachments:*** 260702 VE Site Markup.pdf
260708 WCC Project Scope.pdf
260708 WCC VE Reductions.pdf
260708 WCC VE Scope Diagrams X.pdf
260708 WCC VE Suggestions.pdf

CD 26-123 Amendments to Chapter 187 - Mobile Food Licensing.

***Attachments:*** Email From Attorney.pdf
2026.06.29 Clerk Temporary Victualer Licensing.pdf

## XV. Agendas & Scheduling.

## XVI. ADJOURN.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-117**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Minutes

To approve the Minutes of the June 11, 2026 Council meeting.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Meeting Minutes - Draft

## Town Council

**Thursday, June 11, 2026** | **6:00 PM** | **Council Chambers**

**Election Day falls on Tuesday, June 9th.**

### I. Roll Call of Members.

*Councilor Jones did not enter until 6:20 PM.*

**Present:** 7 - David Nadeau, Brett Jones, Mark Morrison, William Reiner, Margaret Terry, Douglas Fortier and Katie Cook

### II. Pledge of Allegiance.

*Council-Chair Morrison led the pledge of allegiance.*

### III. Minutes to be Approved:

CD 26-111 To approve the Minutes of the May 26, 2026 Council Meeting.

***Attachments:*** DRAFT-TC-Minutes-May 26, 2026

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

CD 26-114 To approved the Minutes of the June 3, 2026 Town Council Special Meeting.

***Attachments:*** TC-Sp-Meeting-Minutes-June-3-2026-DRAFT

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

### IV. Adjustments to the Agenda.

### VI. Public Participation.

*Parks and Recreation Director Linda Brooks said that Summerfest would be happening*

*in just over a week. Maine Community Bank, Cross Insurance, and Great Falls Construction have stepped in to sponsor the Town's first drone show, which will be put on by Sky Elements. The Summerfest Committee also wished to thank Windham Economic Development Director Thomas Bartell for this work in setting this up. Sky Elements recommended that the best viewing place for the show is the field where the main stage is located, the normal gathering place for Summerfest. The drone launching site will be closed off to the public for safety purposes. The fireworks are brought by Central Maine Pyrotechnics, and have been fully sponsored by a local business, J. Wolfe this year, for the first time ever. The Refuge Church is also thanked for providing the inflatable playground and the staff to supervise it.*

*Barbara Maurais, a member of the Summerfest Committee, stated that they have 21 community vendors, 32 vendor crafters, and 16 food vendors including the famous Windham Drifter's Chicken. The parade will begin at noon time and will take a right at 202 and head towards the high school. Musicians include Candy Fossett, Fire in the Hole, and Cousin It, featuring Jeff Neal of Windham High School and Dr. Rick Nickerson. There will be a veterans ceremony at 6:00 PM. The drone show will begin at 9:00 PM, you will want to turn towards the primary school while standing in the field. The George Hall Memorial Stage will feature the band Landline sponsored by the Windham Democratic Committee, the Stellar Maine Twirlers, and musician Tyler Dome. Additional events throughout the day include a roaming magician, Spark U with Science Experiments, a basketball tournament coordinated by Jacob Chenard, bingo, roaming party entertainers, and a rockwall.*

*Karen Rumo, the 2026 Hometown Hero, wanted to thank all committee members, sponsors, and looked forward to seeing everyone there.*

## VII. Councilors' Comments.

*Councilor Nadeau wished to thank Town Clerk Anthony Blasi and his staff for a job well done at the June 9, 2026 election, seconded by Council-Chair Morrison.*

*Councilor Terry wished to thank the Summerfest Committee for their hardwork.*

## VIII. PUBLIC HEARINGS.

26-119 To receive public comment and act on an application submitted by Travis Mathieu d/b/a Bob's Seafood for a renewal Special Amusement Permit.

***Attachments:*** 26-119 Cover Sheet.pdf

Bob's Seafood Special Amusement Renewal

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

## IX. CONSENT AGENDA.

## X. UNFINISHED BUSINESS & GENERAL ORDERS.

26-112 To authorize the disbursement of up to $34,000 from the Federal Opioid Distribution Fund (1000-4008) for the purchase of medication vaults for Central and North Stations, each ambulance and tracking software to safeguard controlled substances and medications we must now purchase in response to the Drug Enforcement Administration's (DEA) draft rule change and Maine Health's cessation of providing the town with these needed medicines.

***Attachments:*** 26-112 Cover Sheet.pdf

Chief Libby Memo and Materials.pdf

Substance Prevention Grant meeting minutes 6.2.2026.pdf

*Town Manager Robert Burns stated that Fire Chief Brent Libby was here to answer any questions that might arise, though this was discussed in detail at the last meeting. The Substance Prevention Committee met on June 2 and fully endorsed the plan to use the funds for this purpose.*

*Councilor Nadeau stated that this was a change that came from the Federal level.*

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

26-120 To approve one (1) application submitted by Kerri Aguiar d/b/a Wicked Smaht Chourico Caht (Kerri's One Night Stand) for a new Mobile Food Service Unit License.

***Attachments:*** 26-120 Cover Sheet.pdf

Wicked Smaht New Mobile Food

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

26-122 To approve one (1) application submitted by Tidewalker Ventures, LLC d/b/a Meet on the Street for a new Mobile Food Service Unit License.

***Attachments:*** 26-122 Cover Sheet.pdf

Meet on the Street new Mobile Food

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

## XI. Council Correspondence.

CD 26-106 Correspondence from Anonymous Resident.

***Attachments:*** Resident Complaints 5.26.26.pdf

CD 26-107 MDOT Highway Bridge Inspection Report.

***Attachments:*** MDOT 2025 Bridge Inspection Report Letter.pdf
Jones Bridge_Highway Bridge Inspection 11.21.2025.pdf
Varney Mill Bridge_Highway Bridge Inspection 4.17.2025.pdf

CD 26-108 Little Sebago Lake Association's 2026 Newsletter.

***Attachments:*** 2026 LSLA Newsletter.pdf

CD 26-112 FOAA Activity.

***Attachments:*** Environmental Site Assessment Request 5.15.2026.pdf

CD 26-113 CMP Structure Replacement Program Notification.

***Attachments:*** CMP Notification.pdf

CD 26-115 MMA Nominating Committee - Proposed MMA VP and Executive Committee Candidates.

***Attachments:*** Proposed 2027 MMA VP and Exec Committee Members.pdf

## XII. Town Manager's Report.

*Manager Burns stated that Town Meeting would be held Saturday, June 13, at 10:00 AM at the Windham High School Auditorium.*

## XIII. Committee Reports.

### A. Council Subcommittees.

1. Appointments Committee.

*Council-Chair Morrison wished to bring attention to the attached list of committee vacancies. He had Assistant Town Manager Amanda Lessard describe the kind of work that the Comprehensive Plan Steering Committee will be engaged in.*

CD 26-116 Current Board and Committee Vacancies.

***Attachments:*** Committee Vacancies 6.8.26.pdf

2. Finance Committee.

*Has a meeting coming up on June 18 at 5:00 PM.*

3. Ordinance Committee.

*The meeting scheduled for June 17 at 4:00 PM has been canceled.*

**B. Other Committees.**

1. Parks & Recreation Advisory Committee.

*Nothing to report.*

2. Windham Economic Development Corporation.

*Councilor Terry said they would be looking at basic elements to improve WEDC.*

3. Natural Resources Advisory Committee.

*Councilor Cook said they would be meeting on Wednesday, June 17.*

4. Greater Portland Council of Governments (GPCOG).

*Council-Chair Morrison stated they met recently and discussed improving communications with citizens and promoting engagement, and the possibility of a local sales tax to offset property tax costs.*

*Councilor Jones entered the meeting at this time.*

5. ecomaine.

*The annual summer meeting is coming up.*

*Also, the Windham Middle School Repurpose Advisory Committee met recently to go over new information that would come in. They will also be meeting again soon and plan on holding a public hearing in the summertime.*

## XIV. Discussion Items.

## XV. Agendas & Scheduling.

## XVI. Executive Session.

26-125 To enter into executive session pursuant to Title 1 M.R.S.A. §405(6)(E), for "consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, [or] pending or contemplated litigation.

*Councilor Nadeau moved to enter into Executive Session, seconded by Councilor Jones.*

*The vote was unanimous.*

*Council-Chair Morrison moved to return from Executive Session, seconded by Councilor Nadeau. The vote was unanimous.*

## XVII. ADJOURN.

*The meeting was adjourned at 7:48 PM*

**A motion was made by Councilor Terry, seconded by Councilor Jones, that the be adjourned. The motion carried by the following vote:**

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

Respectfully Submitted,

Anthony P. Blasi
Town Clerk, BA, CCM.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-119**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Minutes

To approve the minutes of the June 25, 2026 Town Council Special Meeting.

# Town of Windham

## Meeting Minutes - Draft

## Town Council

Town Offices
8 School Road
Windham, Maine

**Thursday, June 25, 2026** **2:30 PM** **Conference Room 1**

**Special Meeting held in executive session. Will not be televised.**

## I. Roll Call of Members.

*Councilor Morrison called the meeting to order at 2:33 PM.*

**Present:** 6 - David Nadeau, Mark Morrison, William Reiner, Margaret Terry, Douglas Fortier and Katie Cook

**Absent:** 1 - Brett Jones

## II. UNFINISHED BUSINESS & GENERAL ORDERS.

26-132 To enter into executive session pursuant to 1 M.R.S. § 405(6)(E) for "consultation between the Town Council and the Town Attorney regarding the legal rights and duties of the Town Council."

***Attachments:*** 26-132 Cover Sheet.pdf

**A motion was made by Councilor Nadeau, seconded by Councilor Terry, to enter into Executive Session. The motion carried by the following vote:**

**In Favor: Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook**
**6 -**
**Absent: 1 - Councilor Jones**

**A motion was made by Councilor Nadeau, seconded by Councilor Terry, to return from Executive Session. The motion carried by the following vote:**

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

## III. ADJOURN.

**A motion was made by Councilor Nadeau, seconded by Councilor Terry, that the be adjourned. The motion carried by the following vote:**

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

Respectfully submitted,

Robert Burns
Town Manager

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-127**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To receive public comment and act on the proposed amendments to the Andrew School (South Windham) Omnibus Municipal Tax Increment Financing District, and the adoption of a Development Program for said new District pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended requires approval of the designation of a development district and its development program by the legislative body,
b. According to Article II, Section 1 of the Charter, “the Town Council, hereinafter called the "Council", shall be and constitute the municipal officers of the Town,” and
c. According to Article II, Section 3(I) of the Charter the Council shall have the power to “exercise all the legislative, financial, borrowing, and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.

III. Issue Summary.

Please refer to the accompanying materials. The proposed new District will consist of approximately 2.4 acres, which includes one parcel located at 55 High Street in Windham, which is identified as Lot 24 of Map 37 on the Town of Windham Tax Maps. The proposed new District and Development Program will enable the Town to capture incremental tax revenues generated by the development of two multifamily housing projects on the parcel, one 18-unit affordable senior housing project and one 17-unit market rate housing project.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-127**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

I. Council Action Requested.

To receive public comment and act on the proposed amendments to the Andrew School (South Windham) Omnibus Municipal Tax Increment Financing District, and the adoption of a Development Program for said new District pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended requires approval of the designation of a development district and its development program by the legislative body,
b. According to Article II, Section 1 of the Charter, “the Town Council, hereinafter called the "Council", shall be and constitute the municipal officers of the Town,” and
c. According to Article II, Section 3(I) of the Charter the Council shall have the power to “exercise all the legislative, financial, borrowing, and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.

III. Issue Summary.

Please refer to the accompanying materials. The proposed new District will consist of approximately 2.4 acres, which includes one parcel located at 55 High Street in Windham, which is identified as Lot 24 of Map 37 on the Town of Windham Tax Maps. The proposed new District and Development Program will enable the Town to capture incremental tax revenues generated by the development of two multifamily housing projects on the parcel, one 18-unit affordable senior housing project and one 17-unit market rate housing project.

**Department of Economic and Community Development**
**Municipal Tax Increment Financing**
**Application**

The legislature finds a need for new development in areas of municipalities and plantations to: (A) Provide new employment opportunities; (B) Improve and broaden the tax base; and (C) Improve the general economy of the State. The municipal tax increment financing (TIF) program, established under 30-A M.R.S.A. Chapter 206 §5221-5235, is designed to assist municipalities and plantations to develop a program for improving a district of the municipality or plantation: (A) To provide impetus for industrial, commercial, transit-oriented or arts district development, or any combination; (B) To increase employment opportunities; and (C) To provide the facilities outlined in the development program adopted by the legislative body of the municipality or plantation. The TIF Statute provides that before final designation of a tax increment financing district, the Department of Economic and Community Development (DECD) commissioner shall review the proposed district and development program to ensure compliance with statutory requirements.

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Before designating a development district within the boundaries of a municipality or plantation, or adopting a development program for a designated development district, the municipal or plantation legislative body or the municipal or plantation legislative body's designee must:

a) Hold at least one public hearing,
b) Publish notice of the hearing at least 10 days before the date of the hearing in a newspaper of general circulation within the municipality or plantation,
c) At the hearing, the legislative body of a municipality or plantation must consider:
    i. Whether the proposed district or development program will contribute to the economic growth or well-being of the municipality or plantation or to the betterment of the health, welfare or safety of the municipal or plantation inhabitants,
    ii. Any claim by an interested party that the proposed district or development program will result in a substantial detriment to that party's existing business in the municipality or plantation and produces substantial evident to that effect.

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Mail completed application, with tabs separating exhibits, to:

DECD/Office of Business Development (MTIF)

111 Sewall Street

Augusta, ME 04330

**(e-mailed applications are <u>not</u> accepted)**



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

# Department of Economic and Community Development
# Municipal Tax Increment Financing
# Application

**Municipalities wishing to create a municipal tax increment financing district to fund development programs must apply to DECD using the following application including all attachments noted below, in the order listed:**

1. Table of Contents
2. Completed DECD MTIF Application, provided by DECD
   *Refer to "Checklist for Municipal Tax Increment Financing (MTIF) Application" to ensure application completeness*
3. Exhibit A: Statutory Thresholds and Requirements form, provided by DECD
4. Exhibit B: Assessor's Certificate of Original Assessed Value
5. Exhibit C: Map of District Location within Municipality
6. Exhibit D: Map of District Boundaries
7. Exhibit E: Annual Revenue Spreadsheet
8. Exhibit F: Annual Tax Shift Spreadsheet
9. Exhibit G: Copy of 10-Day notice of public hearing, including name and date of publication
10. Exhibit H: Minutes of Public Hearing, attested to with dated signature
11. Exhibit I: Record of District designation and Development Plan adoption by municipal legislative body

**If applicable,**

1. Exhibit J: Project Costs Spreadsheet
   Refer to MTIF Application, "Checklist For MTIF Application"for required information
2. Exhibit K: For Downtown TIF application, include a comprehensive Downtown Redevelopment Plan with the completed Downtown Redevelopment Plan Criteria Checklist and verification of municipal legislative body approval
3. Exhibit L: For Transit-Oriented Development District, include a map clearly identifying transit facilities plus areas and corridors respective of §5222 (20), (22) & (23)
4. Exhibit M: If an amendment and not already provided, a copy of any executed credit enhancements agreements.
5. Exhibit N: Copy of any municipality/plantation TIF policy



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

**Department of Economic and Community Development**
**Municipal Tax Increment Financing**
**Application**

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**see "Checklist for Municipal Tax Increment Financing (MTIF) Application" for instructions to automatically update the Table of Contents.



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

**Department of Economic and Community Development**
**Municipal Tax Increment Financing**
**Application**

## Section 1- Cover Letter and Application Cover Sheet

1. **Name of municipal tax increment financing (TIF) district and development program:** Andrew School (South Windham) Omnibus TIF District
2. **This is an** original application. **If an amendment, what amendment number?** Choose a number.
3. **Is this a Downtown designated TIF?** No.
   **If yes, provide the following information regarding the *Downtown Redevelopment Plan:***
   a. **Name:** Click here to enter text
   b. **Date approved by municipal legislative body:** Click to enter a date. (Include verification of this approval with Exhibit I)

   **The Downtown Redevelopment Plan must contain the components outlined in the DECD "Downtown Redevelopment Plan Criteria Checklist"**
4. **Is this development district considered a/an [check the appropriate box(es)]?**
   ☐ **Industrial** ☑ **Commercial** ☐ **Transit-oriented** ☐ **Arts**

   **If this is a transit-oriented development designation, a map is required identifying transit facilities plus areas and corridors pursuant to MRS 30-A §5222(20), (22) & (23). (Exhibit L)**
5. **Municipality name:** Town of Windham
6. **Municipality address:** 8 School Road, Windham, ME 04062
7. **Municipality county:** Cumberland
8. **Municipal telephone number:** 207-892-1907
9. **Municipal official's name:** Barry Tibbetts
10. **Municipal official's title:** Town Manager
11. **Municipal official's e-mail address:** batibbetts@windhammaine.us
12. **If different from #9 above, contact person/consultant**: Alyssa Tibbetts
13. **Municipal contact/consultant phone number:** 207-775-7271
14. **Municipality contact/consultant e-mail address:** atibbetts@jensenbaird.com
15. **Municipality's assessor's name:** Joshua Houde
16. **Municipality's assessor's e-mail address:** jkhoude@windhammaine.us

The municipal official named below, certifies he/she has the authority to submit this Application to DECD and further certifies all the information contained in this Application, and its attachments, are true and correct to the best of his/her knowledge.

_____ _____
Signature Date

_____
Print municipal official's name & title



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

## Section 2 - Purpose/Basis Original/Amended Application

1. **Provide a brief, "headline" sentence explaining purpose/basis of this application.**
The Town of Windham desires to establish the Andrew School (South Windham) Omnibus Municipal Development Tax Increment Financing District (the "Andrew School District") to enable certain public improvements within and surrounding the District, including, but not limited to, rental housing developments, infrastructure and economic development, which will expand the rental and affordale housing, commercial development and employment opportunities within the Town. Westbrook Development Corporation and Great Falls Construction plan to jointly develop the property within the district into rental housing that will include a mix of affordable, market-rate and senior housing units.

Westbrook Development Corporation intends to develop 18 affordable one-bedroom rental housing units in four, two-story buildings. These 18 rental apartments will be restricted to households with incomes below 80% of median area income and will be age-restricted for seniors consistent with state and federal fair housing regulations. The buildings containing these 18 rental units will be constructed to resemble traditional New England-style single family homes with gables roofs and porches.

Great Falls Construction intends to develop 17 market-rate rental housing units consisting of five townhouse apartment buildings, each with two bedrooms, and a three-story, twelve-unit apartment building with a mix of one and two-bedroom units.

The newly constructed buildings in the district will be energy efficient. The devleopers intend to develop a town green in the center of the District for passive recreation and will contain attractive landscaping. The housing development proposed in the District will provide affordable and workforce housing opportunities for employees of existing businesses in the South Windham and Little Falls Gorham area, as well as for new employers locating to the area as redevelopment occurs in the village.

2. **If needed, provide additional information related to the purpose/basis of this application. If this is an amendment, provide a brief, concise overview of the purpose of the original application and each amendment submitted to date.** A tax increment financing development district involves creation of a geographically defined district in the Town and the "capture" or reinvestment of some of the new increased or "incremental" tax revenues generated by new development and business expansion in the District to pay certain costs of development and certain costs of new public facilities, improvements and programs. The goal of the Andrew School District is to provide the infrastructure and planning necessary for commercial development of property in and surrounding the District for rental and affordable housing projects. The Town desires to increase its commercial tax base and further that goal within this area of the community through the designation of the the Andrew School District. Improvements to municipal infrastructure within and around the District are needed to facilitate affordable and rental housing, which consitutes commercial development in the District. The District will create more net tax revenue to be retained by the Town to fund the public facilities, improvements and programs described herein than would not result if such development were to occur without the creation of the District. This favorable situation is the result of the State formulas which, when a Development District is created, shelter the Increased Assessed Value of the District from the increased county taxes and loss of State aid to education and municipal

revenue sharing that would otherwise result when new development occurs without the creation of a Development District.

The program described herein will serve the purpose of administering the District as a Municipal Development District and Tax Increment Financing District pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended (the "Development Program"). The means and objectives of this Development Program are to provide financing for the public facilities, improvements and programs authorized herein. The Development Program will facilitate the development of rental and affordable housing, which constitutes commercial development of property in the District. This development of property within the District will expand and diversify the tax base of the Town, resulting in substantial new property tax revenues to be applied to the costs of public facilities, improvements and programs as set forth herein. The Town, by adopting this Development Program, finds that the District and Development Program described herein, will contribute to the economic growth and well-being of the Town and the betterment of the welfare of its residents. The development of new rental and affordable housing opportunities within the District will facilitate the Public Facilities, Improvements and Programs outlined herein, which will in turn provide significant economic benefit to the Town and the State by providing new public infrastructure that will facilitate additional commercial development and improve and broaden the Town's tax base and the general economy of the Town and the State. Upon approval by the Town Council of the Town's designation of the District and adoption of this Development Program, the designation of the District and adoption of the Development Program will become final immediately, subject only to approval by the Maine Department of Economic and Community Development.

# Section 3 - Company/Developer Information

**A. Business General Information**
**[include whenever a company/developer is part of a TIF district proposal (regardless of whether a CEA is offered]:**

1. **Business name:** Westbrook Development Corporation
2. **Business address:** 30 Liza Harmon Drive, Westbrook, Maine 04092
3. **Business phone number:** 207-854-9779
4. **Business contact person:** Tyler Norod
5. **Business contact person e-mail address:** tnorod@westbrookdevelopmentcorp.org
6. **Principal place of business:** Westbrook, Maine
7. **Company structure (e.g. corporation, sub-chapter S, etc.):** Nonprofit corporation
8. **Place of incorporation:** Maine
9. **Name of Officer(s):** Chris LaRoche, Executive Director
10. **Name of principal owner(s) name:** None
11. **Address:** 30 Liza Harmon Drive, Westbrook, ME 04094
12. **Brief project description:** Development of residential housing
13. **Total amount of project new investment by company/developer: $** 6,000,000
14. **Will there be a credit enhancement agreement with this business?** Yes. If so, complete the rest of this section and Section 4.

**B. Disclosure, only in cases where a CEA is offered to the above business:**

**1. Check the public purpose(s) that will be met by the business using this incentive:**

☒ **job creation** ☐ **job retention** ☒ **capital investment**
☐ **training investment** ☒ **tax base improvement** ☐ **public facilities improvement**
☒ **other (list):** Creation of Housing

**2. Check the specific item(s) for which TIF revenues will be used by the business:**

☐ **real estate purchase** ☐ **machinery & equipment purchase** ☐ **training costs**
☒ **debt reduction**
☒ **other (list):** Defraying of Operating Expenses



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

## Section 4 - Employment Goals/Data

Company Goals for Job Creation and Job Retention. (**If a developer**, check box ☒, and skip to Section 5)

| A. Job Creation Goals | | | |
|---|---|---|---|
| Occupational Cluster* | # of Full-time Positions | # of Part-time Positions | Annual Wage Level |
| 1. Executive, Professional & Technical | | | |
| 2. Administrative/Clerical Support | | | |
| 3. Sales & Service | | | |
| 4. Agriculture, Forestry & Fishing | | | |
| 5. Maintenance, Construction, Production & Transportation | | | |
| Total | | | Leave blank |
| **B. Job Retention Goals** | | | |
| Occupational Cluster* | # of Full-time Positions | # of Part-time Positions | Annual Wage Level |
| 1. Executive, Professional & Technical | | | |
| 2. Administrative/Clerical Support | | | |
| 3. Sales & Service | | | |
| 4. Agriculture, Forestry & Fishing | | | |
| 5. Maintenance, Construction, Production & Transportation | 35 | | $50,000 |
| Total | 35 | | Leave blank |
| **See* Occupational Cluster Descriptions for more information. | | | |

INSTRUCTIONS

***A. Job Creation Goals.*** Please list the number, type and wage level of jobs created as a result of the economic development incentive. NOTE: For this form, "full-time" employment means 30 hours or more; "part-time" employment means less than 30 hours. "Wage level" means the average annual wage paid for jobs created within an occupational cluster, e.g. either their annual salary, or their hourly wage times their annual hours. Also, "type" means "occupational cluster" which refers to the 12 categories listed in the "Occupational Cluster Descriptions." Please include the number of your employees (both full-time and part-time) working within the category that most closely reflects their job duties.

***B. Job Retention Goals.*** Please list the number, type and wage level of jobs retained as a result of the economic development incentive. Part B should be completed using same definitions in Part A.

# Section 5 - Development Program

## Public Project(s)

1. **Will there be any public facilities, improvements, or programs financed in whole or in part by the development program?** Yes. See Exhibit J.

## Private Project(s)

2. **Will there be any commercial facilities, arts districts, improvements or projects to be financed in whole or in part by the development program:** Yes. **If yes, provide a brief, clear description:** The development program consists of the creation of 18 affordable rental apartments and 17 market rate apartments.

## Program Duration

3. **Duration of development district (may not exceed 30 years):**
   a. **District term: Original application**: 30.
      **If an amendment, adding how many years?** Choose a number **totaling how many years?** Choose a number.
   b. **Start date of** April 1, 2025 **with fiscal year** July 1, 2025.
      **[Must begin with tax year in which development district designation is effective pursuant to MRS 30-A §5226, or the subsequent tax year (MRS Title 30-A §5224 (2)(H))]**
   c. **End date of** March 31, 2055 **with fiscal year** June 30, 2055.



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

## Original Assessed Value

4. **Provide the taxable assessed value of the development district as of the March 31st of the tax year preceding the property tax year in which the district was designated by the legislative body.**

| | | | OAV of Real Property | OAV of Personal Property | As of (complete year) | | Total acres |
|---|---|---|---|---|---|---|---|
| Original district | | | $0.00 | $0.00 | 3/31/2024 | | 2.4 |
| Amendment: (If applicable, with any property added/removed) | #1 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #2 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #3 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #4 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #5 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #6 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #7 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #8 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #9 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| | #10 | - | | | | - | |
| | | + | | | 3/31/____ | + | |
| Total | N/A | | | | N/A | | |

***Municipal Assessor must certify above original assessed value(s) (Exhibit B).



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

# Section 6 - Financial Plan

## Increased Assessed Value Information

1. **Total estimated cost for the development program: $** 1,768,760.03 (Should match "total" from Exhibit J)
2. **Municipality will capture** 100% **of** real property only **increased assessed value for each year of the district term, to apply to the development program.** Click here to enter text, if needed.
3. **If #2 above's captured assessed value is less than 100%, besides the district's original assessed value, what percentage of increased assessed value will be deposited into the General Fund, or if an unorganized territory, to Education and Services fund?** Click here to enter % to be deposited in General Fund/Education & Services fund.

## Public Indebtedness

4. **Will there be public indebtedness?** Yes, to be determined.
    a. **If yes, what is the projected amount of public indebtedness to be incurred?** The Town will not incur any indebtedness at this time in connection with the Public Facilities, Improvements and Programs authorized herein; however, the Town may elect to do so at a future date at the discretion of its Town Council.
    b. **If an amendment, have any bonds been issued to date pertaining to the approved projects of this district?** Choose an item. **If yes, provide the status, such as years left on bond and amount of outstanding debt.** Click here to enter text.

## Anticipated Revenues

5. **Describe sources of anticipated revenues for public projects (clearly and briefly stated):** The source of the revenue to be used to pay the costs of the public projects as set forth in this Development Program is the Tax Increment on the Increased Assessed Value of the District. Tax Increment means all Property Taxes assessed by the Town, in excess of any state, county or special district tax, upon the Increased Assessed Value of all real property in the District. Increased Assessed Value means the valuation amount by which the Current Assessed Value of the District exceeds the taxable Original Assessed Value of the real property in the District. Current Assessed Value means the taxable assessed value of the real property in the District certified by the municipal assessor as of April 1st of each year that the District remains in effect. Property Taxes means any and all ad valorem property taxes levied, charged or assessed against real property by the Town. Original Assessed Value means the taxable assessed value of the real property in the District as of March 31, 2024 (April 1, 2023). All Property Tax on the Original Assessed Value shall continue to be deposited in the general fund of the Town.
6. **Describe sources of anticipated revenues for private projects (clearly and briefly stated):** The 18-unit affordable rental housing to be developed by Westbrook Development Corporation will be financed through Maine Housing's Rural Affordable Rental Housing Program and Rental Loan Program as sources of direct subsidy and permanent debt in order to enable the project to offer units at below-market rents.

## Credit Enhancement Agreement (CEA)

7. **Describe terms and conditions of any agreements, contracts or other obligations related to the development program (e.g. CEAs). Ensure to clearly state the reimbursement percentage, along with, if applicable, any local triggers/caps.**
    a. **Will CEAs be offered as part of this development program?** Yes.
    b. **List name(s) of company/developer to be offered a CEA:** Westbrook Development Corporation



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

i. **Provide the CEA reimbursement percentage, term, conditions for each listed company/developer:** Westbrook Development Corporation will receive a reimburement of 75% for a period of 25 years.

c. **Is this an omnibus application?** Yes.
**If an omnibus, provide clear reimbursement percentage(s) and term(s)/condition(s):** The Town may enter into an additional credit enhancement agreement with Great Falls Construction in connection with the 17-unit rental housing project, following a public hearing and vote of the Town Council. Additional credit enhancment agreements may provide for reimbursement of up to 100% of the increased assessed value from property within the District, subject to the authorization of the Town Council.

d. **Does the municipality have a TIF policy?** Yes. Include a copy in Exhibit N.

If this is an amendment, and if applicable, include a copy of all executed CEAs as Exhibit M.

## Development Program Fund and Tax Increment Revenues

**Read below. Authorized municipal official must initial in provided spaces, acknowledging understanding of the below information:**

If a municipality/plantation has designated captured assessed value, the municipality/plantation shall:

A. Establish a development program fund that consists of the following:

1. A project cost account that is pledged to and charged with the payment of project costs that are outlined in the financial plan and are paid in a manner other than as described in subparagraph (2); and

2. In instances of municipal/plantation indebtedness, a development sinking fund account that is pledged to and charged with the payment of the interest and principal as the interest and principal fall due and the necessary charges of paying interest and principal on any notes, bonds or other evidences of indebtedness that were issued to fund or refund the cost of the development program fund;

B. Annually set aside all tax increment revenues on captured assessed values and deposit all such revenues to the appropriate development program fund account established under paragraph A in the following order of priority:

1. To the development sinking fund account, an amount sufficient, together with estimated future revenues to be deposited to the account and earnings on the amount, to satisfy all annual debt service on bonds and notes issued under section 5231 and the financial plan; and

2. To the project cost account, an amount sufficient, together with estimated future revenues to be deposited to the account and earnings on the amount, to satisfy all annual project costs to be paid from the account;

C. Make transfers between development program fund accounts established under paragraph A as required, provided that the transfers do not result in a balance in the development sinking fund account that is insufficient to cover the annual obligations of that account; and

D. Annually return to the municipal or plantation general fund any tax increment revenues remaining in the development sinking fund account established under paragraph A in excess of those estimated to be required to satisfy the obligations of the development sinking fund account after taking into account any transfers made under paragraph C. The municipality/plantation, at any time during the term of the district, by vote of the municipal or plantation officers, may return to the municipal/plantation general fund any tax increment revenues remaining in the project cost account established under paragraph A in excess of those estimated to be required to satisfy the obligations of the development project cost account after taking into account any transfer made under paragraph C. In either case, the corresponding amount of local valuation may not be included as part of the captured assessed value as specified by the municipality or plantation.

X_____
Initial & date

At the end of the district TIF term, all taxable real and/or personal property value captured in the district will be added to the general tax rolls.

X_____
Initial & date



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

## Relocation of Person(s)/Business(es)

8. No businesses or persons will be displaced or relocated as a result of the development activities proposed in the District.

## Transportation Improvements

9. Except for the Public Facilities, Improvements and Programs contemplated by this Development Program, which include improvements to certain roads, intersections, sidewalks and other transportation infrastructure, the existing transportation facilities of the Town will be adequate to accommodate the improvements contemplated herein.

## Environmental Controls

10. All environmental controls required by law shall apply to development in the District, including any applicable requirements of the Town of Windham Zoning Ordinance and all applicable State and federal environmental laws and regulations.

## District Operation

11. **After the planned capital improvements are completed, provide a brief statement of the proposed operation of the development district pertaining to:**
    a. **Public capital improvements:** The day-to-day operations of the District will require no substantial efforts by the Town, other than staffing and programming primarily conducted by the Town Manager's office and the economic development office, in conjunction with the support of the staff of the Windham Economic Development Corporation funded by this Development Program.
    b. **Private capital improvements:** The operation of the 18 affordable housing units to be developed by Westbrook Development Corporation will be managed by the Westbrook Housing Authority, which is one of the largest and leading property managers of affordable housing in Maine. The operation of the 17 mixed rate housing units to be developed by Great Falls Construction is still to be determined, but will be operated by a private third-party entity separate from the Town and will not require public resources.

## Section 7 - Notice and Hearing

**Date of public notice (must be minimally 10 days before the public hearing):** October 12, 2024

1. **Date of public hearing:** October 22, 2024
   For Exhibit H, provide a copy of the public hearing minutes, attested to with dated signature.

2. **Date municipal or plantation legislative body approved original district designation:** October 22, 2024
   **Date municipal or plantation legislative body adopted original development program:** October 22, 2024
   **If an amendment, is it to the:**
   ☐ **district. Provide date municipal or plantation legislative body approved:** Click to enter a date.
   ☐ **development program. Provide date municipal or plantation legislative body approved:** Click to enter a date.
   ☐ **district and development program. Provide date municipal or plantation legislative body approved:** Click to enter a date.
   For Exhibit I, provide verification of district designation and adoption of development program by municipal legislative body including vote tally.

3. **Is a municipal official authorized to make technical revisions to this District application/development program to facilitate the process for review and approval by DECD, as long as such revisions are not inconsistent with the basic structure and intent of the development program?** Yes. See Exhibit I

# Exhibit A - Statutory Requirements & Thresholds

**round to second decimal place

| SECTION A. \| Acreage Caps | | |
|---|---|---|
| 1. Total **municipal** acreage | 35,572 | |
| 2. Acreage of **proposed** Municipal TIF District (if amendment, proposed updated total acreage) | 2.40 | |
| 3. **Downtown-designation**[1] acres in proposed Municipal TIF district | 0 | |
| 4. **Transit-Oriented Development**[2] acres in proposed Municipal TIF district | 0 | |
| 5. **Total acreage [=A2-A3-A4]** of proposed Municipal TIF district counted toward 2% limit | 2.40 | |
| 6. **Percentage [=A5÷A1]** of total acreage in proposed Municipal TIF district (CANNOT EXCEED 2%) | 0.01% | |
| 7. **Total acreage** of all existing/proposed Municipal TIF districts in municipality **including** Municipal Affordable Housing Development districts:[3] Pipeline (6 acres); New Marblehead Manor Affordable Housing (3.7 acres); Gateway North A (99.77 acres);Gateway North B (42.81 acres); Roosevelt Promenade (37.39 acres); SWFS Depot Street Apartments (2.43 acres); Boody's Corner (16.31 acres); Enterprise Development A (67.13 acres); South Windham Industrial Zone TIF (62.99 acres); Boody's Corner B Omnibus TIF District (14.06 acres); 302 Gateway South Omnibus TIF District (40.85 acres); Boody's Corner C (72.60 acres); and Anglers Road Affordable Housing (7.84 acres) | Existing | 473.88 |
| | Proposed | 2.40 |
| | Total | 476.28 |

| 30-A § 5223(3) EXEMPTIONS[4] | |
|---|---|
| 8. Acreage of an existing/proposed **Downtown** Municipal TIF district | 0 |
| 9. Acreage of all existing/proposed **Transit-Oriented Development** Municipal TIF districts: | 0 |
| 10. Acreage of all existing/proposed **Community Wind Power** Municipal TIF districts: | 0 |
| 11. Acreage in all existing/proposed Municipal TIF districts **common to**[5] Pine Tree Development Zones per 30-A § 5250-I (14)(A) **excluding** any such acreage also factored in Exemptions 8-10 above: | 0 |
| 12. **Total acreage [=A7-A8-A9-A10-A11]** of all existing/proposed Municipal TIF districts counted toward 5% limit | 476.28 |
| 13. **Percentage of total acreage [=A12÷A1]** of all existing/proposed Municipal TIF districts (CANNOT EXCEED 5%) | 1.34% |

| 14. **Real property** in proposed Municipal TIF District that is: | ACRES | % **[=Acres÷A2]** |
|---|---|---|
| a. A blighted area | | |
| b. In need of rehabilitation, redevelopment or conservation | | |
| c. Suitable for commercial or arts district uses | 2.40 | 100% |
| **TOTAL (except for § 5223 (3) exemptions a., b. OR c. must be at least 25%)** | | 100% |

[1] Before final designation, the Commissioner will seek advice from MDOACF and MDOT per 30-A § 5226(2).
[2] For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24.
[3] For AH-TIF acreage requirement see 30-A § 5247(3)(B). Alternatively, Section B must exclude AH-TIF valuation.
[4] Downtown/TOD overlap nets single acreage/valuation caps exemption.
[5] PTDZ districts approved through December 31, 2008.



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

# Department of Economic and Community Development
# Municipal Tax Increment Financing
# Application

| SECTION B. \| Valuation Cap | | |
|---|---|---|
| 1. **Total TAXABLE** municipal valuation—April 1, 2024 | $4,096,923,300 | |
| 2. **Taxable Original Assessed Value (OAV)** of proposed Municipal TIF District as of March 31, 2024 (April 1, 2023) | $0 | |
| 3. **Taxable OAV of all** existing/proposed Municipal TIF districts in municipality **excluding** Municipal Affordable Housing Development districts: Pipeline ($18,000); Gateway North A ($1,864,200);Gateway North B ($9,485,292); Roosevelt Promenade ($10,900); SWFS Depot Street Apartments ($64,300); Boody's Corner ($1,104,700); Enterprise Development A ($607,258); Boody's Corner B Omnibus TIF District ($997,200); South Windham Industrial Zone ($903,500); 302 Gateway South Omnibus TIF District ($376,900); Boody's Corner C ($1,839,200). | Existing | $17,271,450 |
| | Proposed | $0 |
| | Total | $17,271,450 |
| **30-A § 5223(3) EXEMPTIONS** | | |
| 4. **Taxable OAV** of an existing/proposed **Downtown** Municipal TIF district | 0 | |
| 5. **Taxable OAV** of all existing/proposed **Transit-Oriented Development** Municipal TIF districts | 0 | |
| 6. **Taxable OAV** of all existing/proposed **Community Wind Power** Municipal TIF districts | 0 | |
| 7. **Taxable OAV** of all existing/proposed **Single Taxpayer/High Valuation**[6] Municipal TIF districts | 0 | |
| 8. **Taxable OAV** in all existing/proposed Municipal TIF districts **common to** Pine Tree Development Zones per 30-A § 5250-I (14)(A) **excluding** any such OAV also factored in Exemptions 4-7 above: | 0 | |
| 9. **Total taxable OAV [=B3-B4-B5-B6-B7-B8]** of all existing/proposed Municipal TIF districts counted toward 5% limit | $17,271,450 | |
| 10. **Percentage of total taxable OAV [=B9÷B1]** of all existing/proposed Municipal TIF districts (CANNOT EXCEED 5%) | 0.42% | |

| COMPLETED BY | | | |
|---|---|---|---|
| PRINT NAME | Alyssa C. Tibbetts | | |
| SIGNATURE | | DATE | |
| If this form has **not been completed by the municipal or plantation assessor**, the assessor must sign and date below, acknowledging he/she agrees with the information reported on this form, and understands the OAV stated in Section B, line 2, will be used to determine the IAV for this District. | | | |
| PRINT NAME | Joshua Houde | | |
| SIGNATURE | | DATE | |

[6] For this exemption see 30-A §5223(3)(C) sub-§§ 1-4.



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

## Exhibit B - Assessor's Certificate



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.

**TOWN OF WINDHAM**
**CERTIFICATE OF ASSESSOR**

The undersigned assessor of the Town of Windham, Maine, does hereby certify pursuant to the provisions of Title 30-A M.R.S.A. Section 5227 that the Original Assessed Value of the taxable real property within the boundaries of the Andrew School (South Windham) Omnibus Municipal Tax Increment Financing District as described in the Development Program for the District was $0 as of March 31, 2024 (April 1, 2023).

| Map | Block | Lot | Acreage | Real Property Original Assessed Value |
|---|---|---|---|---|
| 37 | 9 | 24 | 2.40 | $0 |
| **TOTAL** | | | 2.40 | $ |

IN WITNESS WHEREOF this Certificate has been executed as of this __ day of October, 2024.

_____
Joshua Houde, Municipal Assessor

## Exhibit C - Map of District Location within Municipality



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.

# Exhibit D - Map of District Boundaries



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.

# Exhibit E - Annual Revenue Spreadsheet



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.

## EXHIBIT E: Annual Revenue Spreadsheet - Town of Windham Andrew School Omnibus TIF District

| TIF Year | Tax Year April 1, | Fiscal Year (July 1-June 30) | Original Assessed Value (OAV)[1] | Increased Assessed Value (IAV)[2] | Captured Assessed Value (CAV) 100%[3] | Mil Rate[4] | Tax Revenue on OAV | Tax Revenue on IAV (100% Captured) |
|---|---|---|---|---|---|---|---|---|
| 1 | 2025 | 2025-2026 | $ - | | $ - | 11.47 | $ - | $ - |
| 2 | 2026 | 2026-2027 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 3 | 2027 | 2027-2028 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 4 | 2028 | 2028-2029 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 5 | 2029 | 2029-2030 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 6 | 2030 | 2030-2031 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 7 | 2031 | 2031-2032 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 8 | 2032 | 2032-2033 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 9 | 2033 | 2033-2034 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 10 | 2034 | 2034-2035 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 11 | 2035 | 2035-2036 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 12 | 2036 | 2036-2037 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 13 | 2037 | 2037-2038 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 14 | 2038 | 2038-2039 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 15 | 2039 | 2039-2040 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 16 | 2040 | 2040-2041 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 17 | 2041 | 2041-2042 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 18 | 2042 | 2042-2043 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 19 | 2043 | 2043-2044 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 20 | 2044 | 2044-2045 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 21 | 2045 | 2045-2046 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 22 | 2046 | 2046-2047 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 23 | 2047 | 2047-2048 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 24 | 2048 | 2048-2049 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 25 | 2049 | 2049-2050 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 26 | 2050 | 2050-2051 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 27 | 2051 | 2051-2052 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 28 | 2052 | 2052-2053 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 29 | 2053 | 2053-2054 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| 30 | 2054 | 2054-2055 | $ - | $ 5,317,500 | $ 5,317,500 | 11.47 | $ - | $ 60,991.73 |
| | | | | **30 Year TIF Total** | **$ 154,207,500** | | **$ -** | **$ 1,768,760.03** |
| | | | | **Annual Average** | **$ 5,140,250.00** | | **$ -** | **$ 58,958.67** |

**Assumptions:**

The OAV of the District is as of March 31, 2024 (April 1, 2023). The District consists of one parcel as identified on the Certificate of Assessor (Exhibit B) and Map of the District (Exhibit C and D)

1

The increased assessed values (IAV) are estimates only and based on preliminary development plans for the property in the District as of the date of designation of the District. The actual IAV figures in each year may vary and, as a result, the projections are subject to change. The estimated IAV of the 18-unit affordable housing project is $2,342,500 and the estimated IAV of the 17-unit mixed rate housing project is $2,975,000.

2

[3] The Town intends to capture 100% of real property within the District.

3

[4] The mil rate is based on FY 2024-25 actual rate of 11.47 and held constant for the remainder of the District term.

4

[5] This table contains projections that are subject to a number of risks and uncertainties that could cause the actual values to differ materially from any projections relied upon herein and the actual values are likely to vary especially in later years.

5

# Exhibit F - Annual Tax Shift Spreadsheet

## EXHIBIT F: Annual Tax Shift Spreadsheet - Town of Windham Andrew School TIF District

| TIF Year | Fiscal Year | Education Shift (Avoided Loss)[1] | Revenue Sharing Shift (Avoided Loss)[2] | County Tax Shift (Avoided Increase)[3] | Total Tax Shifts | Net Tax Revenue from CAV to General Fund (w/out TIF) |
|---|---|---|---|---|---|---|
| 1 | 2025-2026 | $0.00 | $0.00 | $0.00 | $0.00 | $ - |
| 2 | 2026-2027 | $35,201.85 | $3,564.35 | $2,668.09 | $41,434.29 | $ 19,557.44 |
| 3 | 2027-2028 | $35,201.85 | $3,564.35 | $2,754.52 | $41,520.72 | $ 19,471.01 |
| 4 | 2028-2029 | $35,201.85 | $3,564.35 | $2,843.74 | $6,408.10 | $ 54,583.63 |
| 5 | 2029-2030 | $35,201.85 | $3,564.35 | $2,935.86 | $41,702.06 | $ 19,289.66 |
| 6 | 2030-2031 | $35,201.85 | $3,564.35 | $3,030.96 | $41,797.17 | $ 19,194.56 |
| 7 | 2031-2032 | $35,201.85 | $3,564.35 | $3,129.15 | $41,895.35 | $ 19,096.38 |
| 8 | 2032-2033 | $35,201.85 | $3,564.35 | $3,230.51 | $41,996.71 | $ 18,995.01 |
| 9 | 2033-2034 | $35,201.85 | $3,564.35 | $3,335.16 | $42,101.36 | $ 18,890.37 |
| 10 | 2034-2035 | $35,201.85 | $3,564.35 | $3,443.19 | $42,209.40 | $ 18,782.33 |
| 11 | 2035-2036 | $35,201.85 | $3,564.35 | $3,554.73 | $42,320.93 | $ 18,670.79 |
| 12 | 2036-2037 | $35,201.85 | $3,564.35 | $3,669.88 | $42,436.08 | $ 18,555.64 |
| 13 | 2037-2038 | $35,201.85 | $3,564.35 | $3,788.76 | $42,554.96 | $ 18,436.76 |
| 14 | 2038-2039 | $35,201.85 | $3,564.35 | $3,911.49 | $42,677.69 | $ 18,314.03 |
| 15 | 2039-2040 | $35,201.85 | $3,564.35 | $4,038.19 | $42,804.40 | $ 18,187.33 |
| 16 | 2040-2041 | $35,201.85 | $3,564.35 | $4,169.00 | $42,935.21 | $ 18,056.52 |
| 17 | 2041-2042 | $35,201.85 | $3,564.35 | $4,304.05 | $43,070.26 | $ 17,921.47 |
| 18 | 2042-2043 | $35,201.85 | $3,564.35 | $4,443.47 | $43,209.68 | $ 17,782.05 |
| 19 | 2043-2044 | $35,201.85 | $3,564.35 | $4,587.41 | $43,353.62 | $ 17,638.11 |
| 20 | 2044-2045 | $35,201.85 | $3,564.35 | $4,736.02 | $43,502.22 | $ 17,489.51 |
| 21 | 2045-2046 | $35,201.85 | $3,564.35 | $4,889.43 | $43,655.63 | $ 17,336.09 |
| 22 | 2046-2047 | $35,201.85 | $3,564.35 | $5,047.82 | $43,814.02 | $ 17,177.71 |
| 23 | 2047-2048 | $35,201.85 | $3,564.35 | $5,211.33 | $43,977.53 | $ 17,014.19 |
| 24 | 2048-2049 | $35,201.85 | $3,564.35 | $5,380.14 | $44,146.35 | $ 16,845.38 |
| 25 | 2049-2050 | $35,201.85 | $3,564.35 | $5,554.42 | $44,320.63 | $ 16,671.10 |
| 26 | 2050-2051 | $35,201.85 | $3,564.35 | $5,734.35 | $44,500.55 | $ 16,491.17 |
| 27 | 2051-2052 | $35,201.85 | $3,564.35 | $5,920.10 | $44,686.31 | $ 16,305.42 |
| 28 | 2052-2053 | $35,201.85 | $3,564.35 | $6,111.88 | $44,878.08 | $ 16,113.65 |
| 29 | 2053-2054 | $35,201.85 | $3,564.35 | $6,309.86 | $45,076.06 | $ 15,915.66 |
| 30 | 2054-2055 | $35,201.85 | $3,564.35 | $6,514.26 | $45,280.46 | $ 15,711.27 |
| **30 Year TIF Total** | | **$1,020,854** | **$103,366** | **$125,248** | **$1,214,266** | **$554,494** |
| **Average Annual** | | **$34,028** | **$3,446** | **$4,175** | **$40,476** | **$18,483** |

**Assumptions:**

The tax shifts resulting from the sheltering of valuation from the state school funding formula are based on the state EPS funding model in which a statewide estimated mill rate of 6.62 mills in FY 2024-25 is applied to a district's state valuation to determine the amount of local property taxes to be raised for education. By sheltering valuation through a TIF, the Town avoids having to raise an amount equal to the valuation sheltered x 6.62 mills. The education rate used to calculate the education tax shift is based on the adjusted mill rate of the Windham-Raymond RSU 14 District based on the preliminary ED 279 for FY 2024-25 published 08/01/2024.

The tax shifts resulting from the sheltering of valuation from the state school funding formula are based on the state EPS funding model in which a statewide estimated mill rate of 6.62 mills in FY 2024-25 is applied to a district's state valuation to determine the amount of local property taxes to be raised for education. By sheltering valuation through a TIF, the Town avoids having to raise an amount equal to the valuation sheltered x 6.62 mills. The education rate used to calculate the education tax shift is based on the adjusted mill rate of the Windham-Raymond RSU 14 District based on the preliminary ED 279 for FY 2024-25 published 08/01/2024.

The tax shifts resulting from the sheltering of valuation from the County tax assessment are based on the actual Cumberland County tax assessments for the most recent five years.

The OAV of the District is as of March 31, 2024 (April 1, 2023). The District consists of one parcel as identified on the Certificate of Assessor (Exhibit B) and Map of the District (Exhibit C and D)

The increased assessed values (IAV) are estimates only and based on preliminary development plans for the property in the District as of the date of designation of the District. The actual IAV figures in each year may vary and, as a result, the projections are subject to change. The estimated IAV of the 18-unit affordable housing project is $2,342,500 and the estimated IAV of the 17-unit mixed rate housing project is $2,975,000.

These tax shift estimates are based on a captured assessed value of 100% of the estimated increased assessed value for the District.

# Exhibit G - 10-Day Notice of Public Hearing



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.

# CLASSIFIED

**INCLUDING**
At Your Service
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Garage Sales
Antiques & Auctions



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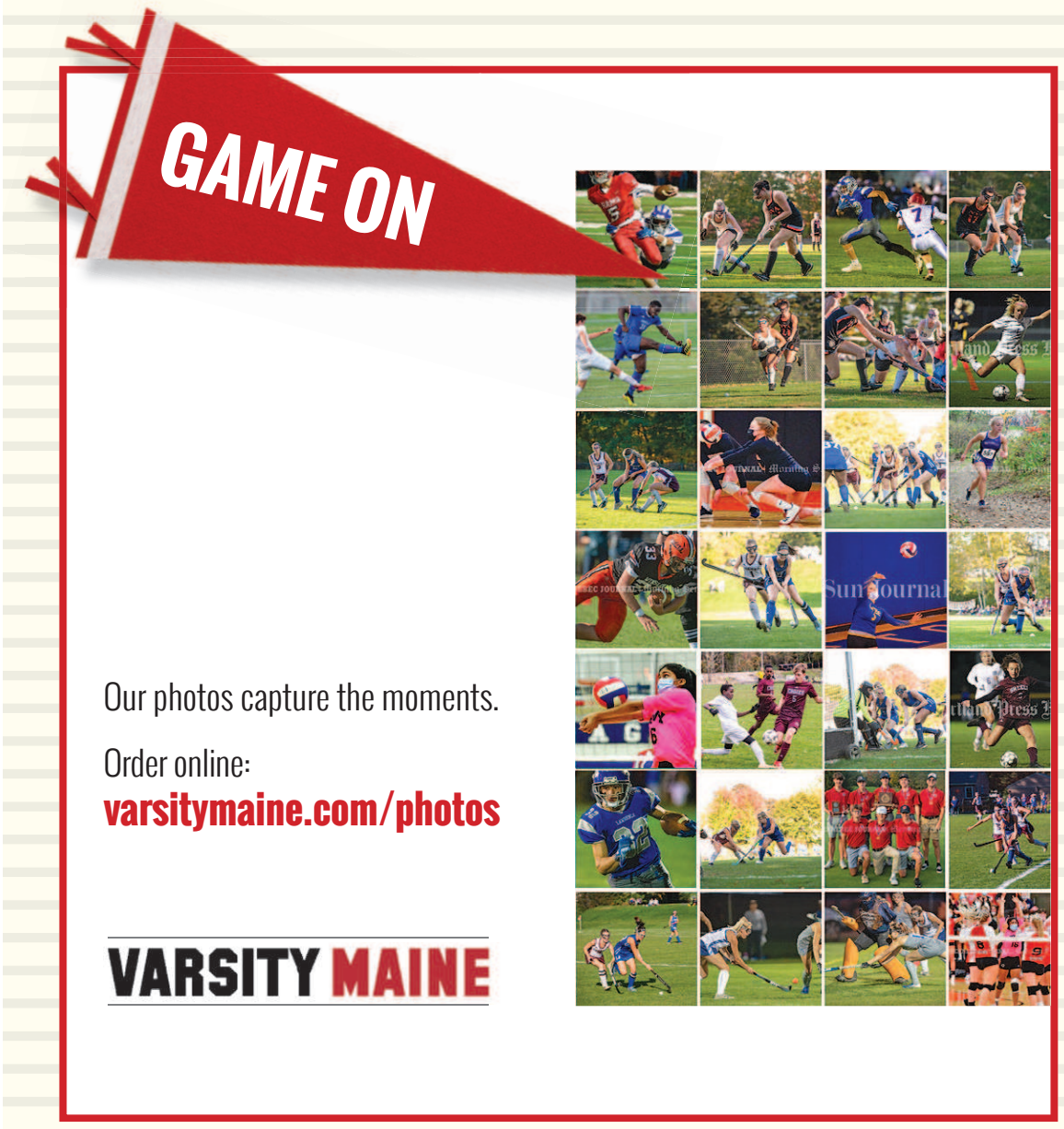
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# PUBLIC NOTICES

### Public Notices

Public Notices are a permanent and independent record of government and court actions. These include state and local government meetings, rule making, available contracts, zoning changes, and many more, as required by law. In addition, parties to some court proceedings, such as foreclosures, probate, and estate actions are required to publish notices to ensure notification of affected parties, as well as the general public. These notices also alert business owners, large and small, to potential government contractual jobs, helping to ensure economic activity across a level playing field. Public notices have existed to ensure transparency in all levels of government since the founding of the United States.

State and local notices are published in Maine newspapers and are also recorded at mainenotices.com, where anyone can browse or search notices, and sign up to receive email alerts when relevant notices appear.

### Public Notice

**FALMOUTH BOARD OF ZONING APPEALS AGENDA**
**TUESDAY, OCTOBER 22, 2024, 6:30 P.M.**
**TOWN HALL-COUNCIL CHAMBERS**

75 Babbidge Road – New Era 2014 LLC – Request for an Administrative Appeal of a notice of violation by the Code Enforcement Officer. Map/lot R08-036-C. *Previously tabled.*

Old Powerhouse Road – Robie Holdings LLC – Request for Conditional Use Approval under Section 19-119 for construction of a new home. Map/lot U16-080-C1. *Previously tabled.*

91 Brook Road – Meg Model – Request for Conditional Use Approval under Section 19-54 for a home occupation. Map/lot U45-031.

16 Brown Street – Kevin Moquin Architect – Request for Conditional Use Approval under Section 19-77 to expand a structure within the shoreland zone. Map/lot U03-004.

21 Underwood Road – Alexa M. Dayton – Request for Conditional Use Approval under Section 19-77 to expand a structure. Map/lot U18-016.

### Public Notice

**Northern New England Passenger Rail Authority**
**Notice of Meeting**
**October 28, 2024**

To the members of the Northern New England Passenger Rail Authority: Pursuant to 23 M.R.S.A. c 621 Subchapter II, a meeting of Northern New England Passenger Rail Authority will be held on Monday, October 28, 2024 at the University of Southern Maine, Abromson Community Education Center, Room 216 located at 88 Bedford St, Portland, ME 04101. The meeting will start at 3:00pm.

Patricia Quinn
Executive Director

Persons with special needs who require accommodation or interpreters present should notify NNEPRA prior to the meeting. Meeting changes or cancellations will be posted on www.nnepra.com

Disclaimer: This is not a function of Sodexo on behalf of University of Southern Maine.

### Public Notice

**NOTICE OF INTENT TO FILE AND PUBLIC INFORMATIONAL MEETING**

Please take notice that Sprague Energy (Applicant), 185 International Drive, Portsmouth, NH 03801, (contact Robert Hannigan at 603-431-1000) intends to file a Natural Resources Protection Act permit application with the Maine Department of Environmental Protection (DEP) pursuant to the provisions of 38 M.R.S.A. §§ 480-A et seq. The Applicant is also seeking a Section 401 Water Quality Certification pursuant to 33 U.S.C. § 1341. For Federally licensed, permitted, or funded activities in the Coastal Zone, review of the application shall also constitute the State's consistency review in accordance with the Maine Coastal Program pursuant to Section 307 of the federal Coastal Zone Management Act, 16 U.S.C. § 1456. The Applicant intends to file the application with the DEP on or around October 24, 2024. The application will be filed for public inspection at South Portland City Hall.The application is for dredging portions of the immediate waterfront at the Sprague South Portland Marine Terminal in South Portland to enhance and restore berthing. Dredging is expected to occur using barge-mounted mechanical dredge equipment. Resulting dredge material will be transported to land for dewatering. Once dewatered, dredge materials will be beneficially reused at a construction pit in Westbrook, ME. The project is expected to occur in March of 2025. The Applicant will hold a public informational meeting for the project on October 21, 2024, at 6:00 pm at 92 Cassidy Point Dr Portland, ME 04102. The purpose of the meeting is to inform the public about the project and to educate the public about the opportunities for public comment on the project. A request for a public hearing or a request that the Board of Environmental Protection assume jurisdiction over the application must be received by the DEP in writing no later no later than 20 days after the application is found by the DEP to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the processing of the application. Written public comments on the application may be mailed to Alison Sirois at the DEP after filing at: DEP, Bureau of Land Management, Southern Maine Regional Office, 312 Canco Road, Portland, ME 04103; or via electronic mail at: alison.sirois@maine.gov.

### Public Notice

**Notice to Contractors**
**Invitation for Bids**

The Maine Department of Agriculture, Conservation, and Forestry is conducting a competitive bid process for **Bradbury Mountain State Park Campground Improvements** (BGS 3478) in Pownal, Maine. Bids will be opened and read aloud by the Bureau of General Services at **2:00 p.m.** on **Wednesday, October 23, 2024.** This project includes the construction of a new entrance booth, bathhouse and maintenance facility, campsites, and associated underground utilities. The detailed *Notice to Contractors* is on theBureau of General Services website: https://www.maine.gov/dafs/bgs/business-opportunities.

### Public Notice

THE BOARD OF SELECTMEN OF THE TOWN OF WELLS will hold a PUBLIC HEARING at the Wells Town Hall, 208 Sanford Road in Wells on October 15, 2024, at 6:00 pm on the following application(s):

Mike's Clam Shack, Inc. dba Mike' Clam Shack, Inc. of Wells at 1150 Post Road for a Full-Time Malt Liquor, Wine, Sprits License. (R)

Attest: Marybeth Pordon, Town Clerk, Wells

### Public Notice

**NOTICE TO CONTRACTORS**
**INVITATION FOR BIDS**

The Maine Air National Guard, DVEM is conducting a competitive bid process for the MEANG Repair Exterior of Building 518 at Maine Air National Guard Base, Bldg. 518 in Bangor, Maine. Bids will be opened and read aloud by the Maine Air National Guard at 2:00 p.m. on October 31, 2024.

This project consist of waterproofing the brick masonry, resealing the masonry control joints and window joints, and masonry repairs.

A non-mandatory on-site pre bid conference will be conducted on Tuesday, October 18 at 9:00 a.m. at the project site.

· Contractors planning to attend the conference should plan to arrive 30-45 minutes early to allow time for security clearance processing.

· Meeting Location: Entry gate, Maine Air National Guard, Maineiac Avenue, Bangor, Maine. Participants will be escorted to the project site by authorized personnel. · Primary POC: SMSgt Jason Edwards, jason.edwards.6@us.af.mil, 207 404-7112 · Secondary POC: MSgt Justin Foss, justin.foss@us.af.mil, 207 404-7300

The detailed Notice to Contractors is on the Bureau of General Services website: https://www.maine.gov/dafs/bgs/business-opportunities.

### Public Notice

**EXHIBIT G**
**PUBLIC HEARING NOTICE**

The Windham Town Council hereby provides notice that it will hold a public hearing at 6:00 p.m. on Tuesday, October 22, 2024 in the Council Chambers at Windham Town Hall, 8 School Road, Windham, Maine, for purposes of receiving public comments on the designation of the proposed new Andrews School (South Windham) Omnibus Municipal Tax Increment Financing District, and the adoption of a Development Program for said new District pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The proposed new District will consist of approximately 2.4 acres, which includes one parcel located at 55 High Street in Windham, which is identified as Lot 24 of Map 37 on the Town of Windham Tax Maps. The proposed new District and Development Program will enable the Town to capture incremental tax revenues generated by the development of two multifamily housing projects on the parcel, one 18-unit affordable senior housing project and one 17-unit market rate housing project. The Town proposes to allocate certain revenues generated from these development activities within the District to municipal projects such as road, traffic and streetscape improvements, municipal infrastructure such as wastewater and utilities, and economic development programs and administration, as well as other costs of public improvements and projects as identified in the Development Program for the District and as may be approved and permitted pursuant to Section 5225 of Title 30-A of the Maine Revised Statutes, as amended.

A copy of the proposed Development Program for the new District is on file with the Town Clerk at Town Hall, 8 School Road, Windham, Maine, and may be reviewed during normal business hours. All interested residents are invited to attend the hearing and to be heard at that time.

### Public Notice

**Notice of Intent to File**

Please take notice that Sebastian Tooker, 389 Main Street, Kingfield, Maine 04947, PO Box 4, (207) 462-8500 is intending to file a Natural Resources Protection Act (NPRA) permit application with the Maine Department of Environmental Protection (MDEP) pursuant to the provisions of 38 M.R.S. §§ 480-A thru 480BB on or about October 23, 2024.

The applicant is planning to construct a single-family residence in Lot 20 of the Dutchman Woods Subdivision in Carrabassett Valley, Maine. The approximate 3.01-acre subject parcel (Tax Map 18, Lot 20) is part of the approved West Mountain Expansion project with Maine DEP permit approval (#L-217-26-JX-A). The on-site forested, freshwater wetland which is identified as wetland 2020-100 is approximately 3,059 square feet. The approval for the West Mountain expansion project assumed that 491 square feet of the wetland would be impacted for lot development. The actual project is proposing to disturb the entire wetland pocket for a net increase of 2,568 square feet of new wetland impact.

A request for a public hearing or a request that the Board of Environmental Protection assume jurisdiction over this application must be received by the Department in writing, no later than 20 days after the application is found by the Department to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the processing of the application.

The application will be filed for public inspection at the Department of Environmental Protection's office in Augusta during normal working hours. A copy of the application may also be seen at the municipal offices in Carrabassett Valley, Maine.

Written or public comments may be sent to the regional office in Augusta where the application is filed for public inspection: MDEP, Central Maine Regional Office, 17 State House Station, Augusta, Maine, 04333.

A public informational meeting will be held on Wednesday, October 23, 2024 at 3:30 pm at the Acorn Engineering Kingfield Office located at 329 Maine Street Suite 201, Kingfield, ME 04947. This meeting will provide general information about the project, as well as NRPA permit application being submitted to MDEP.

### Public Notice

**PORTLAND PLANNING BOARD**

The Planning Board will hold a hybrid meeting in Room 209, located on the second floor of City Hall, on **Tuesday, October 22, 2024, 4:30 p.m.** The public may attend the meeting in person or Zoom pursuant to the Remote Meeting Policy adopted by the Planning Board. Please note that the placement of each item on the agenda is subject to change.

Please check the Agenda Center prior to the meeting for the item start time. Memos and reports are posted to the Agenda Center by the end of the day on the Friday before the Planning Board meeting. The link to the Agenda Center can be found here: https://portlandme.portal.civicclerk.com/ The agenda also includes links on how to submit public comment as well as information on attending a remote meeting.

**WORKSHOP – 4:30 p.m.**

i. Major Site Plan and Conditional Use; 1 Hope Avenue; GenX Capital Partners, LLC, Applicant. The Planning Board will hold a hybrid workshop to consider a major site plan and conditional use application for inclusionary zoning to facilitate the development of a 60-unit Planned Residential Unit Development at 1 Hope Avenue. The subject property is currently undeveloped woodlands, is 13.7 acres in size, and is located within the R-3 Residential zone. A project and plan summary are available for viewing on the city's CSS Portal (https://css.portlandmaine.gov/) by referencing Plan Number PL-002454-2023.

**PUBLIC HEARING – 5:00 p.m.**

i. Major Site Plan; 400 Commercial Street; 400 Commercial Street, LLC, Applicant. The Planning Board will hold a hybrid public hearing to consider a proposal to construct a new 21,000 square foot boat storage structure at 400 Commercial Street. The subject property totals approximately 3 acres, is zoned Waterfront Central Zone and is located in the Shoreland Zone. A project and plan summary are available for viewing on the city's CSS Portal (https://css.portlandmaine.gov/) by referencing Plan Number PL-002826-2024.

ii. Major Site Plan Amendment; 2 Riverton Drive; Portland Housing Authority, Applicant. The Planning Board will hold a hybrid public hearing to consider a proposal for the redevelopment of portions of Riverton Park. This proposal includes the construction of a new multi-family building, residential townhomes, renovations to the existing administration and service buildings, as well as site improvements throughout the property. The subject property totals 17.72 acres and is located in the B-2 Community Business and R-5A Residential zones. A project and plan summary are available for viewing on the city's CSS Portal (https://css.portlandmaine.gov/) by referencing Plan Number PL-003053-2024.

**BRANDON MAZER, CHAIR – PORTLAND PLANNING BOARD**



## Exhibit H - Minutes of Public Hearing



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.

# Exhibit I - Record of District Designation and Development Plan Adoption



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.

**EXHIBIT I**
**ORDER OF WINDHAM TOWN COUNCIL**
**DESIGNATING THE ANDREW SCHOOL (SOUTH WINDHAM) OMNIBUS MUNICIPAL TAX INCREMENT FINANCING DISTRICT AND ADOPTING THE DISTRICT DEVELOPMENT PROGRAM**

WHEREAS, the Town is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to adopt a Tax Increment Financing District and Development Program; and

WHEREAS, the Town has identified certain property within its Village Commercial Zoning District that is centrally located, underutilized and in need of redevelopment;

WHEREAS, adopting and implementing the proposed District and Development Program will provide opportunities for significant new affordable and rental housing development within the Town and will improve and broaden the tax base of the Town and improve the general economy of the Town, the region and the State of Maine; and

WHEREAS, the Town has held a public hearing on the proposed Andrew School (South Windham) Omnibus Municipal Development and Tax Increment Financing District (the "District") in accordance with the requirements of 30-A MRSA §5226(1) upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and,

WHEREAS, the Town desires to designate the proposed District and adopt the proposed Development Program as presented to the Town Council this day and as has been on file in the Town Clerk's Office at Town Hall; and

WHEREAS, it is anticipated that the Commissioner of the Maine Department of Economic and Community Development ("DECD") will approve the designation of the District and adoption of the Development Program;

NOW THEREFORE, the Town Council hereby Orders as follows:

Section 1. The Town Council hereby finds and determines that:

(a) Adoption and implementation of the District and the Development Program will generate substantial economic benefits for the Town and its residents, including broadened and improved tax base and public facilities and improvements, and therefore constitute a good and valid public purpose and will contribute to the economic growth or well-being of the inhabitants of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town; and

(b) The Town Council has considered all evidence presented to it with regard to any adverse economic effect on or detriment to any existing business and has found and determined that adoption and implementation of the District and the Development Program will not result in a substantial detriment to any existing business in the Town, and any adverse economic effect of the District and the Development Program on any existing business in the Town is outweighed by the contributions expected to be made by the projects and improvements described in the District and the Development Program to the economic growth or well-being of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town.

Section 2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town Council hereby designates the Andrew School (South Windham) Omnibus Municipal Development and Tax Increment Financing District as presented to the Town Council.

Section 3. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town Council hereby adopts the Development Program for the Andrew School (South Windham) Omnibus Municipal Development and Tax Increment Financing District in the form presented to the Town Council.

Section 4. The foregoing designation of the District and adoption of the Development Program shall automatically become final and shall take full force and effect upon approval of the District and Development Program by the Commissioner of the State of Maine Department of Economic and Community Development (DECD), without requirement of any further action by the Town, the Town Council, or any other party.

Section 5. Pursuant to the provisions of 30-A M.R.S.A. §5227, the percentage of the Increased Assessed Value to be retained as Captured Assessed Value in the District and the term of said District is confirmed as set forth in the Development Program.

Section 6. The Town Manager be and hereby is authorized and directed, on behalf of the Town of Windham, Maine, to submit to the Commissioner of DECD for review and approval, pursuant to the requirements of 30-A M.R.S.A. §5226(2), the application and such other documentation as may be necessary or appropriate for the final approval of this District and the Development Program. The Town Manager is further authorized and empowered, at his or her discretion from time to time, to make such technical revisions to the District or the Development Program for the District, or to the scope, cost or description of the public improvements to be financed with the portion of tax increment revenues generated by the District and retained by the Town as described in the Development Program, as the Town Manager deems reasonably necessary or convenient in order to facilitate the process for review and approval of the District and Development Program by DECD, or for any other reason, so long as such revisions are not inconsistent

with these resolutions or the basic structure and intent of the District and the Development Program.

Section 7. The Town Manager be and hereby is authorized, empowered and directed to enter into the agreements contemplated by the Development Program, in the name of and on behalf of the Town, such agreements to be in such form and to contain such terms and provisions, not inconsistent with the Development Program, as the Town Council may approve, the Town Council's approval to be conclusively evidenced by the Town Manager's execution thereof.

This Order shall take effect immediately upon adoption.

## Exhibit J - Public Project Costs

| Project | Estimated Cost Over 30 Years | Statutory Citation |
|---|---|---|
| (a) Capital costs within the District related to the acquisition or construction of land, or the demolition, alteration, remodeling, repair or reconstruction of buildings, structures, and fixtures for public, recreational trail, commercial or transit use, including, but not limited to, site preparation, finishing work, real property assembly costs and other capital costs related to such improvements, such as licensing, permitting, planning, engineering and architectural and legal expenses. | $88,438 | 30-A M.R.S. § 5225(1)(A)(1)(a)-(d), §5225 (1)(A)(3) |
| (b) Capital costs within the District related to the construction of improvements, equipment or public ways, including, but not limited to, pavement, widening, repair and reconstruction of roads, sidewalks and intersections, bicycle lanes, pedestrian safety measures, signage, trails and bridges. | $88,438 | 30-A M.R.S. § 5225(1)(A)(1)(a) |
| (c) Costs of improvements made outside the District for the construction, alteration or expansion of facilities, such as improvements, reconstruction, repair or widening of public ways and amenities on streets, sidewalks and intersections, bicycle lanes and pedestrian safety measures outside the District that are required due to improvements or activities within the District. | $176,876 | 30-A M.R.S. § 5225(1)(B)(1) |
| (d) Costs associated with the acquisition of land and construction of or improvements to new or existing recreational trails and open space within the District or outside the District that have significant potential to promote economic development, including but not limited to trails, bridges, signage and crosswalks, and the planning, | $88,438 | 30-A M.R.S. § 5225 (1)(A)(1)(a), § 5225 (1)(C)(6) |

| | | |
|---|---|---|
| design, construction, maintenance, grooming and improvements to recreational trails and bridges. | | |
| (e) Costs associated with professional services rendered for projects within the District, including, but not limited to, engineering, planning, licensing, permitting, surveying, design, legal and accounting, and administrative expenses of staff time related to establishing and implementing the District and Development Program. | $88,438 | 30-A M.R.S.<br>§§ 5225(1)(A)(4), (5), (7) |
| (f) Costs associated with the development and operation of affordable housing within the District or outside of the District to the extent directly related to or made necessary by the establishment or operation of the District, to serve ongoing economic development efforts of the Town or assist those who are experiencing homelessness in the Town, including, but not limited to, the acquisition of land or construction of public infrastructure improvements, demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures, site preparation, finish work, professional service costs, real property assembly costs, operating costs such as property management and administration, utilities, maintenance, and insurance, and facilities used for recreational purposes such as recreation centers, athletic fields, swimming pools and ice skating rinks within the District. | $88,438 | 30-A M.R.S.<br>§§ 5225(1)(A)(9), (1)(B)(4) (cross referencing<br>30-A M.R.S. § 5249)<br>§§ 5225 (1)(C)(11), (1)(E) |
| (g) Costs of the construction, alteration or expansion of facilities, including, but not limited to, water, sewer, storm water, electrical, telephone, cable, broadband, and natural gas, that are located within the District or outside the District to the extent they are required due to improvements or activities within the District. | $88,438 | 30-A M.R.S. §§ (1)(A)(1), (1)(B)(1) |
| (h) Costs of public safety improvements to include the acquisition of additional public safety equipment or personnel, or improvements to police and fire stations outside the District as made | $265,314 | 30-A M.R.S.<br>§§ 5225(1) (B)(1), (2), (1)(C)(9) |



**Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.**

| | | |
|---|---|---|
| necessary by the establishment and operation of the District, and costs related to public safety facilities made necessary by economic development activities within the Town (not to exceed 15% of the CAV of the District). | | |
| (i) Financing costs, including, but not limited to, closing costs, issuance costs and interest paid to holders of evidences of bonds and indebtedness issued to pay for costs of improvements made within the District. | $88,438 | 30-A M.R.S. § 5225(1)(A)(2) |
| (j) Costs related to economic development programs and activities of the Town directed at business retention and attraction, including, but not limited to, economic development staff salaries and/or consultant fees, and costs of funding economic development programs, events or marketing of the Town as a business or arts location. Such costs may include, but shall not be limited to, the creation and operation of a facility to include maker space, co-working space and a shared commercial kitchen designed to operate as a business incubator space, which will promote economic development opportunities within the Town. | $265,314 | 30-A M.R.S. § 5225(1)(C)(1) |
| (k) Costs of funding environmental improvement projects related to commercial district use or related to the commercial use or related to such activities within the Town. | $88,438 | 30-A M.R.S. § 5225(1)(C)(2) |
| (l) Funding of permanent economic development revolving loan funds, investment funds and grants within the Town. | $88,438 | 30-A M.R.S. § 5225(1)(C)(3) |
| (m) Costs of services and equipment to provide skills development and training for jobs created or retained within the Town. | $88,438 | 30-A M.R.S. § 5225(1)(C)(4) |
| (n) Capital costs associated with new or expanded transit service in the Town, including, but not limited to, vehicles, equipment, bus shelters, | $88,438 | 30-A M.R.S. §5225(1)(C)(7) |

| | | |
|---|---|---|
| benches, signs and other transit-related infrastructure. | | |
| (o) Costs associated with broadband expansion projects for commercial users throughout the Town, and for residential users within the Town to the extent such residential users are located in an area of the Town that is classified as unserved by broadband by the ConnectMaine Authority. | $88,438 | 30-A M.R.S. § 5225(1)(C)(10) |
| TOTAL Estimated Project Costs (30 Years)* | $1,768,760 | |

The project costs authorized in section (b), (c) and (g) above have also been authorized by the Development Programs of the Town's SWFS/Depot Street TIF District; The project costs authorized in section (e) above have also been authorized by the Development Programs of the Town's Gateway North A, Gateway North B, Boody's Corner and SWFS/Depot Street TIF Districts; The project costs authorized in section (h) above have also been authorized by the Development Programs of the Town's Pipeline, Gateway North A, Gateway North B, Boody's Corner, SWFS/Depot Street and Enterprise Development A TIF Districts; and the project costs authorized in section (n) above have also been authorized by the Development Programs of the Town's Boody's Corner, SWFS/Depot Street and Enterprise Development A TIF Districts.

*The total estimated project costs exceed the amount of total projected TIF revenue. These projects may be funded in part by revenue captured within this TIF District and in part by other sources of revenue.

# Exhibit K - Comprehensive Downtown Redevelopment Plan

N/A

## Exhibit L - Transit-Oriented Development District Map

N/A

# Exhibit M - Credit Enhancement Agreement(s)

N/A

# Exhibit N - Municipality TIF Policy



Refer to "CHECKLIST FOR MTIF APPLICATION" to ensure application completeness.


EXHIBIT D
Map of District Boundaries
Andrews School South Windham
Tax Increment Financing District
High St
Stream View Dr
Ash St
Androscoggin St
Holly Ln
Lot 37-24
Building Footprints (2018)
Andrew School South Windham TIF Lot
Other Windham Parcels
SOURCES:
Maine Office of GIS
Windham Assessor's Database
Originated by: Windham Assessing
Updated by: Steve Harmon
October 16, 2024
50 25 0 50
Feet

# CLASSIFIED

**INCLUDING**
At Your Service
Public Notices
Garage Sales
Antiques & Auctions



## ANIMALS & SUPPLIES

### Pets

**SMALL BREED PUPPIES**
Wide Variety
Lic. F1620
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**207-744-2017**

## MERCHANDISE

### Antiques & Collectibles

**I BUY ANTIQUES & MOST ANYTHING OLD** I come to you. Call Will, 207-838-0790.

### Garage Sales

**Garage Estate Sale**
Sat 10/12 8-4
307 Spurwink Ave
Cape Elizabeth

## TRANSPORTATION

### Antique, Classic & Custom

**1938 PACKARD 120 TOURING 4 DR SEDAN** Restored, straight 8, 3 spd on the floor, new tires, chrome, interior, gun metal blue, custom car cover, runs and drives like a Packard. Price $23,500 negotiable. 207-873-4686

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**2005 FORD MUSTANG** Convertible, V6, auto, black w/black top, gray interior, no rust ever, put up for the winter, $5,800 negotiable. 207-873-4686

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**2013 LINCOLN NAVIGATOR** 142K mi, real good cond, loaded, well maintained, white. 4WD $11,450/best offer. Brunswick 207-841-5038

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Deliver this Newspaper.
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## REAL ESTATE FOR SALE

### Homes for Sale

**SATURDAY, OCT. 12TH • 10:00AM - 11:30AM**

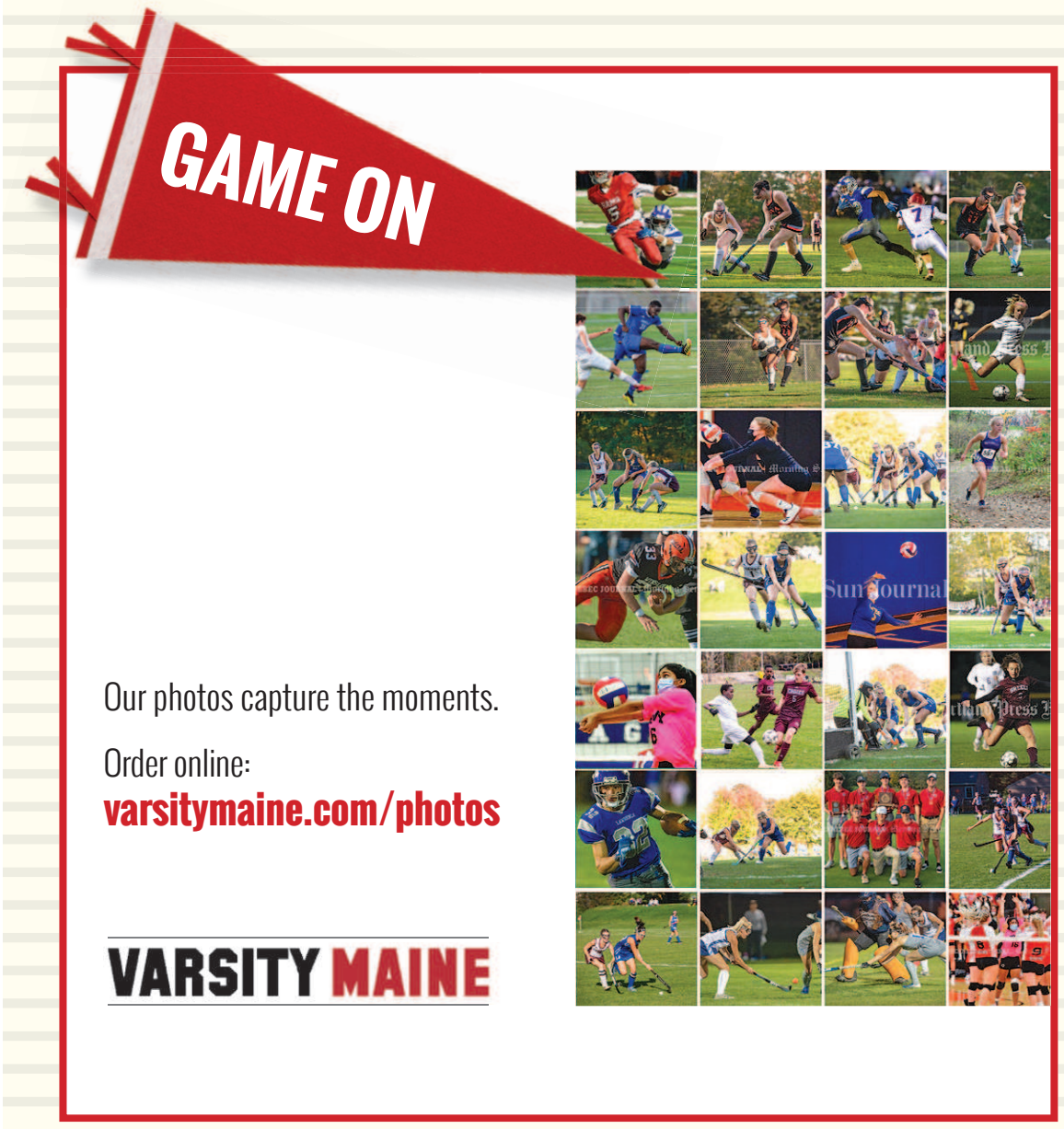
**1112 Roosevelt Trl, Unit 8, Windham**



**Hosted by Sandy Irish • (207) 212-0003**

Discover lakeside living at its finest with this exceptional Sebago Lake property, offering breathtaking sunset views and sweeping vistas of Sebago Lake and Mount Washington. With 300 feet of private, sandy shoreline, you'll have your own slice of paradise to enjoy, and the lake's excellent water quality makes it ideal for all your favorite water activities. **$585,000**

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# PUBLIC NOTICES

### Public Notices

Public Notices are a permanent and independent record of government and court actions. These include state and local government meetings, rule making, available contracts, zoning changes, and many more, as required by law. In addition, parties to some court proceedings, such as foreclosures, probate, and estate actions are required to publish notices to ensure notification of affected parties, as well as the general public. These notices also alert business owners, large and small, to potential government contractual jobs, helping to ensure economic activity across a level playing field. Public notices have existed to ensure transparency in all levels of government since the founding of the United States.

State and local notices are published in Maine newspapers and are also recorded at mainenotices.com, where anyone can browse or search notices, and sign up to receive email alerts when relevant notices appear.

### Public Notice

**FALMOUTH BOARD OF ZONING APPEALS AGENDA**
**TUESDAY, OCTOBER 22, 2024, 6:30 P.M.**
**TOWN HALL-COUNCIL CHAMBERS**

75 Babbidge Road – New Era 2014 LLC – Request for an Administrative Appeal of a notice of violation by the Code Enforcement Officer. Map/lot R08-036-C. *Previously tabled.*

Old Powerhouse Road – Robie Holdings LLC – Request for Conditional Use Approval under Section 19-119 for construction of a new home. Map/lot U16-080-C1. *Previously tabled.*

91 Brook Road – Meg Model – Request for Conditional Use Approval under Section 19-54 for a home occupation. Map/lot U45-031.

16 Brown Street – Kevin Moquin Architect – Request for Conditional Use Approval under Section 19-77 to expand a structure within the shoreland zone. Map/lot U03-004.

21 Underwood Road – Alexa M. Dayton – Request for Conditional Use Approval under Section 19-77 to expand a structure. Map/lot U18-016.

### Public Notice

**Northern New England Passenger Rail Authority**
**Notice of Meeting**
**October 28, 2024**

To the members of the Northern New England Passenger Rail Authority: Pursuant to 23 M.R.S.A. c 621 Subchapter II, a meeting of Northern New England Passenger Rail Authority will be held on Monday, October 28, 2024 at the University of Southern Maine, Abromson Community Education Center, Room 216 located at 88 Bedford St, Portland, ME 04101. The meeting will start at 3:00pm.

Patricia Quinn
Executive Director

Persons with special needs who require accommodation or interpreters present should notify NNEPRA prior to the meeting. Meeting changes or cancellations will be posted on www.nnepra.com

Disclaimer: This is not a function of Sodexo on behalf of University of Southern Maine.

### Public Notice

**NOTICE OF INTENT TO FILE AND PUBLIC INFORMATIONAL MEETING**

Please take notice that Sprague Energy (Applicant), 185 International Drive, Portsmouth, NH 03801, (contact Robert Hannigan at 603-431-1000) intends to file a Natural Resources Protection Act permit application with the Maine Department of Environmental Protection (DEP) pursuant to the provisions of 38 M.R.S.A. §§ 480-A et seq. The Applicant is also seeking a Section 401 Water Quality Certification pursuant to 33 U.S.C. § 1341. For Federally licensed, permitted, or funded activities in the Coastal Zone, review of the application shall also constitute the State's consistency review in accordance with the Maine Coastal Program pursuant to Section 307 of the federal Coastal Zone Management Act, 16 U.S.C. § 1456. The Applicant intends to file the application with the DEP on or around October 24, 2024. The application will be filed for public inspection at South Portland City Hall.The application is for dredging portions of the immediate waterfront at the Sprague South Portland Marine Terminal in South Portland to enhance and restore berthing. Dredging is expected to occur using barge-mounted mechanical dredge equipment. Resulting dredge material will be transported to land for dewatering. Once dewatered, dredge materials will be beneficially reused at a construction pit in Westbrook, ME. The project is expected to occur in March of 2025. The Applicant will hold a public informational meeting for the project on October 21, 2024, at 6:00 pm at 92 Cassidy Point Dr Portland, ME 04102. The purpose of the meeting is to inform the public about the project and to educate the public about the opportunities for public comment on the project. A request for a public hearing or a request that the Board of Environmental Protection assume jurisdiction over the application must be received by the DEP in writing no later than 20 days after the application is found by the DEP to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the processing of the application. Written public comments on the application may be mailed to Alison Sirois at the DEP after filing at: DEP, Bureau of Land Management, Southern Maine Regional Office, 312 Canco Road, Portland, ME 04103; or via electronic mail at: alison.sirois@maine.gov.

### Public Notice

**Notice to Contractors**
**Invitation for Bids**

The Maine Department of Agriculture, Conservation, and Forestry is conducting a competitive bid process for **Bradbury Mountain State Park Campground Improvements** (BGS 3478) in Pownal, Maine. Bids will be opened and read aloud by the Bureau of General Services at **2:00 p.m.** on **Wednesday, October 23, 2024.** This project includes the construction of a new entrance booth, bathhouse and maintenance facility, campsites, and associated underground utilities. The detailed *Notice to Contractors* is on theBureau of General Services website: https://www.maine.gov/dafs/bgs/business-opportunities.

### Public Notice

THE BOARD OF SELECTMEN OF THE TOWN OF WELLS will hold a PUBLIC HEARING at the Wells Town Hall, 208 Sanford Road in Wells on October 15, 2024, at 6:00 pm on the following application(s):

Mike's Clam Shack, Inc. dba Mike' Clam Shack, Inc. of Wells at 1150 Post Road for a Full-Time Malt Liquor, Wine, Sprits License. (R)

Attest: Marybeth Pordon, Town Clerk, Wells

### Public Notice

**NOTICE TO CONTRACTORS**
**INVITATION FOR BIDS**

The Maine Air National Guard, DVEM is conducting a competitive bid process for the MEANG Repair Exterior of Building 518 at Maine Air National Guard Base, Bldg. 518 in Bangor, Maine. Bids will be opened and read aloud by the Maine Air National Guard at 2:00 p.m. on October 31, 2024.

This project consist of waterproofing the brick masonry, resealing the masonry control joints and window joints, and masonry repairs.

A non-mandatory on-site pre bid conference will be conducted on Tuesday, October 18 at 9:00 a.m. at the project site.

· Contractors planning to attend the conference should plan to arrive 30-45 minutes early to allow time for security clearance processing.

· Meeting Location: Entry gate, Maine Air National Guard, Maineiac Avenue, Bangor, Maine. Participants will be escorted to the project site by authorized personnel. · Primary POC: SMSgt Jason Edwards, jason.edwards.6@us.af.mil, 207 404-7112 · Secondary POC: MSgt Justin Foss, justin.foss@us.af.mil, 207 404-7300

The detailed Notice to Contractors is on the Bureau of General Services website: https://www.maine.gov/dafs/bgs/business-opportunities.

### Public Notice

**EXHIBIT G**
**PUBLIC HEARING NOTICE**

The Windham Town Council hereby provides notice that it will hold a public hearing at 6:00 p.m. on Tuesday, October 22, 2024 in the Council Chambers at Windham Town Hall, 8 School Road, Windham, Maine, for purposes of receiving public comments on the designation of the proposed new Andrews School (South Windham) Omnibus Municipal Tax Increment Financing District, and the adoption of a Development Program for said new District pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The proposed new District will consist of approximately 2.4 acres, which includes one parcel located at 55 High Street in Windham, which is identified as Lot 24 of Map 37 on the Town of Windham Tax Maps. The proposed new District and Development Program will enable the Town to capture incremental tax revenues generated by the development of two multifamily housing projects on the parcel, one 18-unit affordable senior housing project and one 17-unit market rate housing project. The Town proposes to allocate certain revenues generated from these development activities within the District to municipal projects such as road, traffic and streetscape improvements, municipal infrastructure such as wastewater and utilities, and economic development programs and administration, as well as other costs of public improvements and projects as identified in the Development Program for the District and as may be approved and permitted pursuant to Section 5225 of Title 30-A of the Maine Revised Statutes, as amended.

A copy of the proposed Development Program for the new District is on file with the Town Clerk at Town Hall, 8 School Road, Windham, Maine, and may be reviewed during normal business hours. All interested residents are invited to attend the hearing and to be heard at that time.

### Public Notice

**Notice of Intent to File**

Please take notice that Sebastian Tooker, 389 Main Street, Kingfield, Maine 04947, PO Box 4, (207) 462-8500 is intending to file a Natural Resources Protection Act (NPRA) permit application with the Maine Department of Environmental Protection (MDEP) pursuant to the provisions of 38 M.R.S. §§ 480-A thru 480BB on or about October 23, 2024.

The applicant is planning to construct a single-family residence in Lot 20 of the Dutchman Woods Subdivision in Carrabassett Valley, Maine. The approximate 3.01-acre subject parcel (Tax Map 18, Lot 20) is part of the approved West Mountain Expansion project with Maine DEP permit approval (#L-217-26-JX-A).The on-site forested, freshwater wetland which is identified as wetland 2020-100 is approximately 3,059 square feet.The approval for the West Mountain expansion project assumed that 491 square feet of the wetland would be impacted for lot development. The actual project is proposing to disturb the entire wetland pocket for a net increase of 2,568 square feet of new wetland impact.

A request for a public hearing or a request that the Board of Environmental Protection assume jurisdiction over this application must be received by the Department in writing, no later than 20 days after the application is found by the Department to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the processing of the application.

The application will be filed for public inspection at the Department of Environmental Protection's office in Augusta during normal working hours. A copy of the application may also be seen at the municipal offices in Carrabassett Valley, Maine.

Written or public comments may be sent to the regional office in Augusta where the application is filed for public inspection: MDEP, Central Maine Regional Office, 17 State House Station, Augusta, Maine, 04333.

A public informational meeting will be held on Wednesday, October 23, 2024 at 3:30 pm at the Acorn Engineering Kingfield Office located at 329 Maine Street Suite 201, Kingfield, ME 04947. This meeting will provide general information about the project, as well as NRPA permit application being submitted to MDEP.

### Public Notice

**PORTLAND PLANNING BOARD**

The Planning Board will hold a hybrid meeting in Room 209, located on the second floor of City Hall, on **Tuesday, October 22, 2024, 4:30 p.m.** The public may attend the meeting in person or Zoom pursuant to the Remote Meeting Policy adopted by the Planning Board. Please note that the placement of each item on the agenda is subject to change.

Please check the Agenda Center prior to the meeting for the item start time. Memos and reports are posted to the Agenda Center by the end of the day on the Friday before the Planning Board meeting. The link to the Agenda Center can be found here: https://portlandme.portal.civicclerk.com/ The agenda also includes links on how to submit public comment as well as information on attending a remote meeting.

**WORKSHOP – 4:30 p.m.**

i. Major Site Plan and Conditional Use; 1 Hope Avenue; GenX Capital Partners, LLC, Applicant. The Planning Board will hold a hybrid workshop to consider a major site plan and conditional use application for inclusionary zoning to facilitate the development of a 60-unit Planned Residential Unit Development at 1 Hope Avenue. The subject property is currently undeveloped woodlands, is 13.7 acres in size, and is located within the R-3 Residential zone. A project and plan summary are available for viewing on the city's CSS Portal (https://css.portlandmaine.gov/) by referencing Plan Number PL-002454-2023.

**PUBLIC HEARING – 5:00 p.m.**

i. Major Site Plan; 400 Commercial Street; 400 Commercial Street, LLC, Applicant. The Planning Board will hold a hybrid public hearing to consider a proposal to construct a new 21,000 square foot boat storage structure at 400 Commercial Street. The subject property totals approximately 3 acres, is zoned Waterfront Central Zone and is located in the Shoreland Zone. A project and plan summary are available for viewing on the city's CSS Portal (https://css.portlandmaine.gov/) by referencing Plan Number PL-002826-2024.

ii. Major Site Plan Amendment; 2 Riverton Drive; Portland Housing Authority, Applicant. The Planning Board will hold a hybrid public hearing to consider a proposal for the redevelopment of portions of Riverton Park. This proposal includes the construction of a new multi-family building, residential townhomes, renovations to the existing administration and service buildings, as well as site improvements throughout the property. The subject property totals 17.72 acres and is located in the B-2 Community Business and R-5A Residential zones. A project and plan summary are available for viewing on the city's CSS Portal (https://css.portlandmaine.gov/) by referencing Plan Number PL-003053-2024.

**BRANDON MAZER, CHAIR – PORTLAND PLANNING BOARD**



# *Exhibit C - Windham, Maine*
# *Tax Increment Financing (TIF) Districts*

## ENLARGED AREA

Raymond

Gray

Standish

Falmouth

Westbrook

Sebago Lake

Little Sebago Lake

Pettingill Pond

Chaffin Pond

Tarkill Pond

Mill Pond

Collins Pond

Presumpscot River

Pleasant River

Little Duck Pond

Highland Lake

302

35

202

- Pipeline TIF
- 302 Gateway South TIF
- Andrew School South Windham
- Boodys Corner C TIF
- Boodys Corner B TIF
- Boody's Corner TIF
- Enterprise Development A TIF
- Gateway North TIF
- Gateway North B TIF
- New Marblehead Credit Enhancement Agreement
- Roosevelt Promenade TIF
- South Windham Industrial Zone TIF
- SWFS Depot St Apartments TIF
- Windham Parcels 2023

N

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Miles

Data Sources:
Maine Office of GIS
TransCanada (PNGTS)
Town of Windham Assessing Data
Created By: Windham Assessing
Updated By: Steve Harmon
October 16, 2024

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-128**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To receive public comment and act on proposed amendments to Chapter 120 Land Use including §§120-555, 120-812B, 120-814B, 120-911B, Table 3 in Appendix B, 120-911M, and the creation of a new §120-911O. The proposed amendments would incorporate fire protection compliance with Chapter 70 and fire safety codes into applicable street and access standards, clarify the required number of public street connections for single-family, two-family, and multifamily developments, and revise access drive construction standards for developments containing 10 or fewer dwelling units.

II. Basis for Council Action.

Council approval of this item is required because;

a. Section 107 of the Land Use Ordinance (Chapter 120 of the Code of the Town of Windham) states “After review and recommendation by the Planning Board, this chapter may be amended in accordance with the Town Charter.”

III. Issue Summary.

Please see the attachments.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-128**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

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II. Basis for Council Action.

Council approval of this item is required because;

a. Section 107 of the Land Use Ordinance (Chapter 120 of the Code of the Town of Windham) states “After review and recommendation by the Planning Board, this chapter may be amended in accordance with the Town Charter.”

III. Issue Summary.

Please see the attachments.

# LUO Amendments – One Page Summary

**Overview**
These amendments to Chapter 120 integrate fire protection and emergency response into site plan and subdivision review. Developments must comply with Chapter 70 (Fire Prevention and Life Safety), with Fire Department review, while updated standards improve emergency vehicle access and maneuverability.

**Purpose**
- Incorporate fire protection into development review
- Clarify street connection requirements
- Align access drive and street design standards
- Improve emergency access and safety

**Key Changes**
**Fire Protection Integration**
Fire protection review is required for all projects. The Fire Chief reviews applications for compliance with Chapter 70 and may certify or require revisions prior to permits.

**Coordinated Review (Ch. 70 & 120)**
Chapter 120 governs site design and approvals, while Chapter 70 establishes fire safety standards. The amendments coordinate both without duplication, ensuring continuous review.

**Access Drive Standards**
Multifamily access drives must meet Appendix B standards: 18 ft width for ≤10 units and 24 ft for 11+ units, aligning with private road standards and improving emergency access.

**Subdivision Fire Protection**
Establishes fire protection as a standalone performance standard, requiring evaluation of access, connectivity, and turnaround during design review.

**Curb Radii Update**
Increases minimum curb radii from 15 to 25 feet to improve turning movements and operational flexibility for emergency vehicles.

**Planning Board Summary**
The Planning Board retains authority over road standards, with Fire Department input. Access drives follow private road standards (without a 50-foot ROW). Chapter 70 already governs fire protection at permitting, avoiding duplication.

**Bottom Line**
The amendments integrate fire safety into development review, improve access design, and create a coordinated framework between land use and fire code requirements.

TOWN OF WINDHAM MAINE

**PLANNING DEPARTMENT**
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916
www.windhammaine.us

# TOWN COUNCIL MEMO

DATE: July 1, 2026

TO: Town Council
THROUGH: Bob Burns, Town Manager
FROM: Steve Puleo, Director of Planning
CC: Amanda Lessard, Assistant Town Manager

RE: #25-26: LUO Amendments to Chapter 120, to Articles 5, 8, & 9 (Street Connections, Access Drive Standards, and Table 3 in Appendix B).

Town Council Meeting of July 14, 2026

## Executive Summary

Staff are proposing amendments to Chapter 120 of the Land Use Ordinance to improve emergency access and fire protection review. The amendments require review by the Fire Chief or designee, establish compliance with Chapter 70 and applicable fire codes, clarify street connection requirements, revise access drive standards, and increase curb radii to improve emergency vehicle maneuverability.

## Overview

The amendments affect Article 5 (Performance Standards), Article 8 (Site Plan Review and Multifamily Development), Article 9 (Subdivision Review), and Appendix B, Table 3.
The proposed amendments are intended to:

- Incorporate fire protection considerations into applicable street and access standards;
- Clarify the required number of public street connections for single-family, two-family, and multifamily developments;
- Revise access drive construction standards for developments containing 10 or fewer dwelling units; and
- Increase the minimum curb radii for minor private streets/ways in Appendix B, Table 3, to improve emergency vehicle maneuverability.

**Fire Protection Review.** The amendments add fire protection review to existing performance standards and approval criteria. Development proposals must comply with Chapter 70 and applicable fire and life safety codes, as reviewed by the Fire Chief or designee.

**Integrated Review Approach.** This formalizes the Town's authority to require site plan and subdivision changes needed for fire and life safety compliance without creating a separate review process.

## ORDINANCE AMENDMENTS – SUMMARY

### Article 5 – Performance Standards

- Amend §120-555C(8)(i), by adding a new standard, to establish a fire safety review requirement for all applicable development:
  - Applications shall be reviewed by the Fire Chief or designee for consistency with Chapter 70.
- The Fire Chief or designee shall certify compliance prior to permit issuance.

*This amendment clarifies that fire protection review is part of the existing permitting and performance standards framework, not a separate approval track.*

**Article 8 – Site Plan Review**

- Amend §120-812 to incorporate Emergency Response criteria within the Planning Board's approval standards:
  - Development must be constructed consistent with Chapter 70 and applicable fire and life safety codes.
  - Applications shall be reviewed by the Fire Chief or designee.
  - The Fire Chief or designee either:
    - Certify compliance; or
    - Provide required plan modifications.
- Review will take into consideration:
  - Emergency vehicle access and circulation.
  - Adequacy of access points and maneuvering areas.
  - Turning radii and apparatus operations.
  - Fire lane location and configuration.
  - Dead-end road limitations and street connectivity considerations.

*These amendments ensure that fire protection is evaluated as part of overall site design and layout, consistent with current practice.*

**Article 8 – Multifamily Development Standards**

- Amend §120-814B(6)(b)[1] to require multifamily access drives to meet the access drive standards in Appendix B, Table 3, as amended. The required paved travelway width depends on the number of dwelling units served:
  - 10 or fewer dwelling units: 18-foot paved travelway with 2-foot gravel shoulders.
  - 11 or more dwelling units: 20-foot paved travelway with 2-foot gravel shoulders.
- These revisions improve emergency access and align multifamily access drive standards with private street design standards, except that the 50-foot right-of-way requirement does not apply.

*Revise access drive standards to establish minimum widths based on the number of dwelling units served and to improve emergency vehicle access and maneuverability.*

**Article 9 – Subdivision Review**

- Establish §120-911O as standalone performance standard for fire protection:
  - Subdivisions shall be constructed in accordance with Chapter 70 and all applicable fire and life safety codes.
  - Applications shall be reviewed by the Fire Chief or designee.
- The review shall evaluate:
  - Emergency access and need for secondary access where warranted.
  - Road length, dead-end conditions, and turnaround adequacy.
  - Street layout and connectivity to support emergency response.
- The Fire Chief or designee:
  - Identify required revisions to achieve compliance.

*These provisions ensure fire protection considerations are addressed at the subdivision design stage, rather than deferred to later permitting.*

Appendix B **– Street Design and Construction Standards (Table 3)**

- Amend Table 3 to revise minimum curb radii requirements:
  - Increase minimum curb radii for minor private streets/ways from 15 feet to 25 feet.
- This amendment supports fire protection and emergency response objectives by:
  - Improving turning movements for larger emergency apparatus.
  - Reducing multi-point turning and maneuvering constraints within subdivisions.
  - Providing greater operational flexibility for Fire-Rescue vehicles, particularly on smaller internal road networks.

*Increases minimum curb radii from 15 to 25 feet to improve emergency vehicle turning, reduce maneuvering constraints, and enhance Fire-Rescue access within subdivisions.*

**Zoning Amendment Process**

Under §120-107, the Ordinance may be amended under the Town Charter following Planning Board review and recommendation. While the ordinance sets no specific review standards, State law requires zoning changes to be consistent with the Comprehensive Plan.

**Planning Board Review**

No members of the public spoke for or against the proposed amendment during the Planning Board's public hearing held on June 22, 2026.

The Board discussed the waiver process, Appendix B, Table 3 consistency, and coordination between Chapters 70 and 120, including fire protection standards across chapters.

The attorney confirmed the Board retains authority over road standards while considering recommendations from the Fire Department.

Access drives will continue to follow Appendix B, Table 3 standards for major and minor private roads, except that the 50-foot right-of-way requirement will not apply. Larger curb radii are proposed to improve emergency vehicle maneuverability.

All development sites must comply with Chapter 70 requirements governing site access, emergency access, and street standards. Therefore, amendments to Chapter 120 do not require corresponding amendments to Chapter 70.

**Recommendation**

The Board voted to recommend approval of the proposed amendments to Chapter 120 of the Land Use Ordinance, including Articles 5, 8, and 9, and Appendix B, Table 3, to provide fire protection and emergency response review criteria for street connection requirements, access drive standards, and curb radii.

Motion made by Kathleen Brown and seconded by Melissa Young.

Vote: 5-1, (Evert Krikken opposed and Rick Yost absent)

ARTICLE 5
**Performance Standards**

The following standards are applicable in all zoning districts within this chapter. A performance standard shall not be applicable to uses that lawfully existed prior to enactment of the performance standard, except that it may be applied within the context of an application for a building permit or expansion or change of use.

•••

**§ 120-555. Streets. [Amended 4-27-2010 by Order 10-075; 10-10-2017 by Order 17-161;[19] 4-20-2018 by Order 18-049]**

•••

§120-555C(8)(g) Connection requirements. The following standards determine the number of connections a private road must have with an existing local street. The cumulative number of lots or dwelling units created through the addition of lots or dwelling units to an existing subdivision shall be included in the minimum number of required street connections. When determining the number of dwelling units, the Code Enforcement Officer shall not include permitted accessory apartments

| Number of Lots or Dwelling Units | Minimum Connections |
|---|---|
| Lots: 30 or fewer | 1 |
| Lots: 31 or more | 2 |
| Units: 30 or fewer | 1 |
| Units: 31 or more | 2 |

[1] Street connection separation requirements. Private roads with two or more connections to an existing public street shall be separated according to the standards in Table 2 of Article 9, Subdivision Review.

•••

ARTICLE 8

**§ 120-812. Performance standards and approval criteria. [Amended 4-27-2010 by Order 10-075; 3-8-2011 by Order 11-03; 8-25-2015 by Order 15-122; 5-22-2018 by Order 18-905; 6-12-2018 by Order 18-099; 3-26-2019 by Order 19-020; 4-9-2019 by Order 19-053; 6-16-2022 by Order No. 22-108; 5-23-2023 by Order No. 23-092; 12-12-2024 by Order No. 24-173; 4-29-2025 by Order No. 25-043]**

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•••

B. Vehicular traffic.

(4) Internal vehicular circulation. The layout of the site shall provide for the safe

movement of passenger, service, and emergency vehicles through the site.

•••

•••

**§120-814. Multifamily development standards. [Added 3-28-2023 by Order No. 23-041[42]]**

The purpose of this section is to establish design standards and guidelines that will apply to multifamily development.

•••

§120-814B(6). Access drive standards. Multifamily developments in which the property will be held in common ownership shall be served by an access drive. Access drives shall remain private and shall not be maintained or repaired by the Town. Access drives shall meet the following standards:

(a) C1 and C2 Districts.

[1] Design standards. Access drives shall be designed to conform to the standards for commercial street, curbed lane or residential street standards.

[2] Rights-of-way. The minimum right-of-way width for a commercial street, curbed lane or residential street in Appendix B is not applicable to an access drive. When the Planning Board determines that a right-of-way is required to connect to a surrounding street, an existing right-of-way on an abutting property, or to provide continuation of the road to allow for connectivity with expected future development, a public access easement across the access drive shall be offered to the Town in order to comply with the Article 4, Block Standards.

[3] Setbacks. There shall be no required setback between an access drive and a structure.

(b) Other districts.**[1]** Design standards. Access drives shall be designed to conform to the standards for "major private roads" in these regulations, including the standards contained in Table 3, Table 4, and the applicable cross sections in **Appendix B** Street Standards.

**[2]** Rights-of-way. The minimum right-of-way width for a "major private " in Table 3 of **Appendix B** is not applicable to an access drive.

**[3]** Setbacks. There shall be no minimum setback required between an access drive and a structure.

•••

**§ 120-911. Performance and design standards. [Amended 4-27-2010 by Order 10-075; 5-10-2011 by Order 11-070; 7-24-2012 by Order 12-091; 12-16-2014 by Order 14-491; 2-28-2017 by Order 17-038; 10-10-2017 by Order 17-161; 5-22-2018 by Order 18-905; 1-15-2019 by Order 18-257; 6-9-2020 by Order 20-140; 6-16-2022 by Order No. 22-108; 7-12-2022 by Order No. 22-127; 3-28-2023 by Order No. 23-041; 5-23-2023 by Order No. 23-092; 4-29-**

**2025 by Order No. 25-043]**

The performance and design standards in this section are intended to clarify and expand upon the statutory review criteria found in § 120-902. In reviewing a proposed subdivision, the Board shall review the application for conformance with the following performance and design standards. In all instances, the burden of proof shall be upon the applicant to present adequate information to indicate all performance and design standards and statutory criteria for approval have been or will be met.

•••

§ 120-911M(5)(b). Street design standards

[7] Street connection requirements. The following standards determine the number of connections a residential subdivision street must have with an existing public street. The cumulative number of lots or dwelling units created through the addition of lots or dwelling units to an existing subdivision shall be included in the minimum number of required street connections.

| Number of Lots or Dwelling Units | Minimum Connections |
|---|---|
| Lots: 30 or fewer | 1 |
| Lots: 31 or more | 2 |
| Units: 30 or fewer | 1 |
| Units: 31 or more | 2 |

[a] Street connection separation requirements. Subdivisions with two or more connections to an existing public street shall be separated according to the standards in Table 2 [see Table 2 in § 120-911M(4)[64]]

ARTICLE 5
**Performance Standards**

The following standards are applicable in all zoning districts within this chapter. A performance standard shall not be applicable to uses that lawfully existed prior to enactment of the performance standard, except that it may be applied within the context of an application for a building permit or expansion or change of use.

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§120-555C(8)(g) Connection requirements. ~~The following standards determine the number of connections a private road must have with an existing local street. The cumulative number of lots or dwelling units created through the addition of lots or dwelling units to an existing subdivision shall be included in the minimum number of required street connections. When determining the number of dwelling units, the Code Enforcement Officer shall not include permitted accessory apartments.~~ Private roads with two or more connections to an existing public street shall be separated according to the standards in Table 2 of Article 9, Subdivision Review.

| ~~Number of Lots or Dwelling Units~~ | ~~Minimum Connections~~ |
|---|---|
| ~~Lots: 30 or fewer~~ | ~~1~~ |
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| ~~Units: 30 or fewer~~ | ~~1~~ |
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§120-555C(8)(i) Fire safety. Applications shall be reviewed by the Fire Chief or their designee for consistency with Chapter 70 (Fire Prevention and Life Safety), who shall certify the application's compliance with the same prior to the issuance of any permits.

ARTICLE 8

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**§ 120-812. Performance standards and approval criteria. [Amended 4-27-2010 by Order 10-075; 3-8-2011 by Order 11-03; 8-25-2015 by Order 15-122; 5-22-2018 by Order 18-905; 6-12-2018 by Order 18-099; 3-26-2019 by Order 19-020; 4-9-2019 by Order 19-053; 6-16-2022 by Order No. 22-108; 5-23-2023 by Order No. 23-092; 12-12-2024 by Order No. 24-173; 4-29-2025 by Order No. 25-043]**

The following criteria shall be used by the Planning Board or Staff Review Committee in

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reviewing applications for site plan review and shall serve as minimum requirements for approval of the application. The application shall be approved unless the Planning Board or Staff Review Committee determines that the applicant has failed to meet one or more of these standards. In all instances, the burden of proof shall be on the applicant who shall produce evidence sufficient to warrant a finding that all applicable criteria have been met.

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B. Vehicular traffic.

(4) Internal vehicular circulation. The layout of the site shall provide for the safe movement of passenger, service, and emergency vehicles through the site.

•••

(e) Emergency Response. The development shall be constructed consistent with Chapter 70 (Fire Prevention and Life Safety) of the Town Code, as well as all fire and life safety codes adopted by, or enforceable by, the Windham Fire-Rescue Department. All submitted site plan applications shall be reviewed by the Fire Chief or their designee for consistency with these standards, with particular attention given to emergency vehicle access, the adequacy of areas for the safe entry, maneuvering and turnaround of emergency vehicles, the size and location of fire lanes, the length of dead end roads, and the number of provided street connections.. Following this review, the Fire Chief shall either certify the development's compliance with Chapter 70, or else submit a list of required amendments.

•••

**§120-814. Multifamily development standards. [Added 3-28-2023 by Order No. 23-041[42]]**

The purpose of this section is to establish design standards and guidelines that will apply to multifamily development.

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§120-814B(6). Access drive standards. Multifamily developments in which the property will be held in common ownership shall be served by an access drive. Access drives shall remain private and shall not be maintained or repaired by the Town. Access drives shall meet the following standards:

(a) C1 and C2 Districts.

[1] Design standards. Access drives shall be designed to conform to the standards for commercial street, curbed lane or residential street standards.

[2] Rights-of-way. The minimum right-of-way width for a commercial street, curbed lane or residential street in Appendix B is not applicable to an access drive. When the Planning Board determines that a right-of-way is required to connect to a surrounding street, an existing right-of-way on an abutting property, or to provide continuation of the road to allow for connectivity with expected future development, a public access easement across the access drive shall be offered to the Town in order to comply with the Article 4, Block Standards.

[3] Setbacks. There shall be no required setback between an access drive and a

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structure.

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(b) Other districts.

[1] Design standards. Access drives shall be designed to conform to the standards for ~~"major private roads"~~ the applicable private street standard in these regulations, including the standards contained in Appendix B Table 3, Table 4~~, and the applicable cross sections in **Appendix B** Street Standards~~. Access drives constructed to the "minor private street" standard shall also include the hot bituminous pavement required for a "major private ~~road~~street".

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**§ 120-911. Performance and design standards. [Amended 4-27-2010 by Order 10-075; 5-10-2011 by Order 11-070; 7-24-2012 by Order 12-091; 12-16-2014 by Order 14-491; 2-28-2017 by Order 17-038; 10-10-2017 by Order 17-161; 5-22-2018 by Order 18-905; 1-15-2019 by Order 18-257; 6-9-2020 by Order 20-140; 6-16-2022 by Order No. 22-108; 7-12-2022 by Order No. 22-127; 3-28-2023 by Order No. 23-041; 5-23-2023 by Order No. 23-092; 4-29-2025 by Order No. 25-043]**

The performance and design standards in this section are intended to clarify and expand upon the statutory review criteria found in § 120-902. In reviewing a proposed subdivision, the Board shall review the application for conformance with the following performance and design standards. In all instances, the burden of proof shall be upon the applicant to present adequate information to indicate all performance and design standards and statutory criteria for approval have been or will be met.

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§ 120-911M(5)(b). Street design standards

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~~[a]~~ [7] Street connection ~~separation~~ requirements. Subdivisions with two or more connections to an existing public street shall be separated according to the standards in Table 2 [see Table 2 in § 120-911M(4)[64]].

•••

§ 120-911O Fire protection

The subdivision shall be constructed consistent with Chapter 70 (Fire Prevention and Life Safety) of the Town Code, as well as all fire and life safety codes adopted by, or enforceable by, the Windham Fire-Rescue Department. All submitted subdivision applications shall be reviewed by the Fire Chief or their designee for consistency with these standards, with particular attention given to emergency vehicle access, the adequacy of areas for the safe entry, maneuvering and turnaround of emergency vehicles, the size and location of fire lanes, the length of dead end roads, and the number of provided street connections. Following this review, the Fire Chief shall either certify the development's compliance with Chapter 70, or else submit a list of required amendments.

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**Commented [BM2]:** This should be its own performance standard.

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[3] Setbacks. There shall be no required setback between an access drive and a structure.

•••

(b) Other districts.

**[1]** Design standards. Access drives shall be designed to conform to the standards for the applicable private street standard in these regulations, including the standards contained in Appendix B Table 3, Table 4. Access drives constructed to the "minor private street" standard shall also include the hot bituminous pavement required for a "major private street".

**[2]** Rights-of-way. The minimum right-of-way width for a "major private street" or "minor private street" in Table 3 of **Appendix B** is not applicable to an access drive.

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The performance and design standards in this section are intended to clarify and expand upon the statutory review criteria found in § 120-902. In reviewing a proposed subdivision, the Board shall review the application for conformance with the following performance and design standards. In all instances, the burden of proof shall be upon the applicant to present adequate information to indicate all performance and design standards and statutory criteria for approval have been or will be met.

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*** Minimum access spacing shall be the distance measured from the edge of a driveway and entrance, excluding radii, to the edge of a neighboring driveway and entrance, excluding radii.

| **Table 3 Design and Construction Standards for Town Streets /Private Streets and Access Drive[4]** | | | | | |
|---|---|---|---|---|---|
| **Item** | **Major Local Street** | **Minor Local Street** | **Ind./ Comm.** | **Major Private Street** | **Minor Private Streets** |
| Average daily traffic (ADT)/lots served[1] | > 400 AADT | ≤ 400 AADT | n/a | > 10 lots | ≤ 10 lots |
| Surface type | Paved | Paved | Paved | Paved | Gravel |
| Min. right-of-way width (feet) | 60 | 50 | 50 | 50 | 50 |
| Min. traveled way width[2] (feet) | 22 | 20 | 24 | 20 | 18 |
| Primary shoulder type[3] | Paved | Paved | Paved | Paved | Gravel |
| Min. primary shoulder type without curb (feet) | 4 | 2 | 4 | 2 | 2 |
| Min. primary shoulder type with curb (feet) | 5 | 2 | 4 | 2 | n/a |
| Min. primary shoulder type with sidewalk | 5 | 2 | 4 | 2 | n/a |
| Secondary shoulder type | Gravel | Gravel | Gravel | Gravel | n/a |
| Min. secondary shoulder width without curb (feet) | 2 | 2 | 2 | 2 | n/a |
| Min. clear zone width (each side) (feet) | 8 | 7 | 7 | n/a | n/a |
| Min. esplanade width (feet) | n/a | 5 | n/a | n/a | n/a |
| Minimum vertical clearance (feet) | 14 | 14 | 14 | 14 | 14 |
| ~~Min. grade~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ |
| ~~Min. grade with curb~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ |
| Max. grade | 7% | 8% | 6% | 11% | 11% |
| Min. center-line radius (feet) | 350 | 180 | 200 | 100 | 60 |
| Min. tangent between curves of reverse alignment (feet) | 200 | 100 | 200 | 100 | n/a |
| min. angle of street intersection[4] | 90° | 60° | 90° | 60° | 60° |
| Max. grade at intersections[5] | 2% | 2% | 2% | 2% | 2% |
| Min. curb radii (feet) | 30 | 25 | 30 | 25 | 25 |
| Max. dead-end street length | See § 120-555, Streets, and § 120-911M(5)(b)[5], Dead-end streets | | | | |
| Min. sidewalk width (feet) | 5 | 5 | 5 | n/a | n/a |
| Min. paved apron[6] (feet) | | | | | 20 |

**Additional Standards**

(1) See § 120-911M for street connection requirements.
(2) Add eight feet of width for each lane of on-street parking.
(3) See § 120-911M(5)(b)[6] for shoulder and sidewalk requirements.
(4) See § 120-814B(6)(b)[1] Multifamily development standards for access drive requirements.
(5) Angle must be maintained for at least 60 feet from intersection.
(6) Maximum grade must be maintained for at least 60 feet from the intersection.
(7) A negative 2.0% grade from the existing edge of pavement must be provided to an appropriate drainageway that is no less than five feet from the travel surface or private way it intersects.

WINDHAM CODE

Appendix B Table 3

*** Minimum access spacing shall be the distance measured from the edge of a driveway and entrance, excluding radii, to the edge of a neighboring driveway and entrance, excluding radii.

**Table 3 Design and Construction Standards for Town Streets ~~and~~ /Private Streets and Access Drive[4]**

| Item | Major Local Street | Minor Local Street | Ind./ Comm. | Major Private Street | Minor Private Streets |
|---|---|---|---|---|---|
| Average daily traffic (ADT)/lots served[1] | > 400 AADT | ≤ 400 AADT | n/a | > 10 lots | ≤ 10 lots |
| Surface type | Paved | Paved | Paved | Paved | Gravel |
| Min. right-of-way width (feet) | 60 | 50 | 50 | 50 | 50 |
| Min. traveled way width[2] (feet) | 22 | 20 | 24 | 20 | 18 |
| Primary shoulder type[3] | Paved | Paved | Paved | Paved | Gravel |
| Min. primary shoulder type without curb (feet) | 4 | 2 | 4 | 2 | 2 |
| Min. primary shoulder type with curb (feet) | 5 | 2 | 4 | 2 | n/a |
| Min. primary shoulder type with sidewalk | 5 | 2 | 4 | 2 | n/a |
| Secondary shoulder type | Gravel | Gravel | Gravel | Gravel | n/a |
| Min. secondary shoulder width without curb (feet) | 2 | 2 | 2 | 2 | n/a |
| Min. clear zone width (each side) (feet) | 8 | 7 | 7 | n/a | n/a |
| Min. esplanade width (feet) | n/a | 5 | n/a | n/a | n/a |
| Minimum vertical clearance (feet) | 14 | 14 | 14 | 14 | 14 |
| ~~Min. grade~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ |
| ~~Min. grade with curb~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ |
| Max. grade | 7% | 8% | 6% | 11% | 11% |
| Min. center-line radius (feet) | 350 | 180 | 200 | 100 | 60 |
| Min. tangent between curves of reverse alignment (feet) | 200 | 100 | 200 | 100 | n/a |
| min. angle of street intersection[4] | 90° | 60° | 90° | 60° | 60° |
| Max. grade at intersections[5] | 2% | 2% | 2% | 2% | 2% |
| Min. curb radii (feet) | 30 | 25 | 30 | 25 | ~~15~~25 |
| Max. dead-end street length | See § 120-555, Streets, and § 120-911M(5)(b)[5], Dead-end streets | | | | |
| Min. sidewalk width (feet) | 5 | 5 | 5 | n/a | n/a |
| Min. paved apron[6] (feet) | | | | | 20 |

**Additional Standards**

(1) See § 120-911M for street connection requirements.
(2) Add eight feet of width for each lane of on-street parking.
(3) See § 120-911M(5)(b)[6] for shoulder and sidewalk requirements.
(4) See § 120-814B(6)(b)[1] Multifamily development standards for access drive requirements.
(~~4~~5) Angle must be maintained for at least 60 feet from intersection.
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(~~6~~7) A negative 2.0% grade from the existing edge of pavement must be provided to an appropriate drainageway that is no less than five feet from the travel surface or private way it intersects.



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*** Minimum access spacing shall be the distance measured from the edge of a driveway and entrance, excluding radii, to the edge of a neighboring driveway and entrance, excluding radii.

| **Table 3 Design and Construction Standards for Town Streets /Private Streets and Access Drive[4]** | | | | | |
|---|---|---|---|---|---|
| **Item** | **Major Local Street** | **Minor Local Street** | **Ind./ Comm.** | **Major Private Street** | **Minor Private Streets** |
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| Min. right-of-way width (feet) | 60 | 50 | 50 | 50 | 50 |
| Min. traveled way width[2] (feet) | 22 | 20 | 24 | 20 | 18 |
| Primary shoulder type[3] | Paved | Paved | Paved | Paved | Gravel |
| Min. primary shoulder type without curb (feet) | 4 | 2 | 4 | 2 | 2 |
| Min. primary shoulder type with curb (feet) | 5 | 2 | 4 | 2 | n/a |
| Min. primary shoulder type with sidewalk | 5 | 2 | 4 | 2 | n/a |
| Secondary shoulder type | Gravel | Gravel | Gravel | Gravel | n/a |
| Min. secondary shoulder width without curb (feet) | 2 | 2 | 2 | 2 | n/a |
| Min. clear zone width (each side) (feet) | 8 | 7 | 7 | n/a | n/a |
| Min. esplanade width (feet) | n/a | 5 | n/a | n/a | n/a |
| Minimum vertical clearance (feet) | 14 | 14 | 14 | 14 | 14 |
| ~~Min. grade~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ | ~~0.50%~~ |
| ~~Min. grade with curb~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ | ~~1%~~ |
| Max. grade | 7% | 8% | 6% | 11% | 11% |
| Min. center-line radius (feet) | 350 | 180 | 200 | 100 | 60 |
| Min. tangent between curves of reverse alignment (feet) | 200 | 100 | 200 | 100 | n/a |
| min. angle of street intersection[4] | 90° | 60° | 90° | 60° | 60° |
| Max. grade at intersections[5] | 2% | 2% | 2% | 2% | 2% |
| Min. curb radii (feet) | 30 | 25 | 30 | 25 | 25 |
| Max. dead-end street length | See § 120-555, Streets, and § 120-911M(5)(b)[5], Dead-end streets | | | | |
| Min. sidewalk width (feet) | 5 | 5 | 5 | n/a | n/a |
| Min. paved apron[6] (feet) | | | | | 20 |

**Additional Standards**

(1) See § 120-911M for street connection requirements.
(2) Add eight feet of width for each lane of on-street parking.
(3) See § 120-911M(5)(b)[6] for shoulder and sidewalk requirements.
(4) See § 120-814B(6)(b)[1] Multifamily development standards for access drive requirements.
(5) Angle must be maintained for at least 60 feet from intersection.
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(7) A negative 2.0% grade from the existing edge of pavement must be provided to an appropriate drainageway that is no less than five feet from the travel surface or private way it intersects.

## Stephen J. Puleo

**From:** Brent J. Libby
**Sent:** Wednesday, June 24, 2026 9:36 AM
**To:** Stephen J. Puleo; John K. Wescott
**Subject:** RE: Legal Review Request - Fire Protection Plan LUO Amendments revised

Steve,

I am all set with it as written and interpreted by Ben.

Thanks!

Brent J. Libby, Chief
Windham Fire-Rescue
375 Gray Road
Windham, Maine 04062
207-892-1911 x2
bjlibby@windhammaine.us

---

**From:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Sent:** Wednesday, June 24, 2026 8:21 AM
**To:** Brent J. Libby <bjlibby@windhammaine.us>; John K. Wescott <jkwescott@windhammaine.us>
**Subject:** RE: Legal Review Request - Fire Protection Plan LUO Amendments revised

Hi Brent and John,

Thank you both for your help with the LUO Amendments. I'm reaching out for clarification on one specific aspect before finalizing the Planning Board's feedback for the Council. One member raised a concern that referencing your review criteria under Chapter 70 might limit what the Fire Department would review in the site plan and subdivision application. Personally, I do not interpret it this way.

To clarify, Ben McCall stated in his email: "The site plan or subdivision plans themselves already need to include sufficient information for FD to determine whether or not Chapter 70 (shortcut for saying NFPA 1 and 101) is met. As such, I've whittled everything down here to the basic statement that subdivisions and site plans need to be consistent with Chapter 70. This would allow street connections, among other things, to be reviewed in a more holistic manner. If this isn't the result that FD is looking for, please let me know, and we can discuss further." Your response indicated you were all set, but I wanted to double-check and confirm that you are comfortable with how Ben has structured the amendments.

Could you please confirm your agreement with Ben's approach, or let me know if you have any concerns or suggestions? I have attached the amended ordinance language for your reference.

If possible, I would greatly appreciate your feedback by tomorrow.

Have a great day!

***Steve Puleo***

*Planning Director*

sjpuleo@windhammaine.us | www.windhammaine.us

**Office: 207-894-5960 x6123 | Direct: 207-777-1927 | Mobile: 207-712-1069**

**Fax: 207-892-1916**

TOWN OF WINDHAM MAINE PLANNING DEPARTMENT

**Public Hours: Monday 7:00–5:00|Tuesday 7:00–6:00|Wednesday 7:00–5:00**

**Thursday 7:00–4:00|Friday Closed**

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---

**From:** Brent J. Libby <bjlibby@windhammaine.us>
**Sent:** Monday, June 15, 2026 11:55 AM
**To:** Stephen J. Puleo <sjpuleo@windhammaine.us>; John K. Wescott <jkwescott@windhammaine.us>
**Subject:** RE: Legal Review Request - Fire Protection Plan LUO Amendments revised

I'm all set with it.

If I follow the changes correctly, we are just eliminating a separate fire plan and stating that I must comply and meet our review as outlined in the applicable ordinances. …..

Brent

Brent J. Libby, Chief
Windham Fire-Rescue
375 Gray Road
Windham, Maine 04062
207-892-1911 x2
bjlibby@windhammaine.us

---

**From:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Sent:** Monday, June 15, 2026 10:14 AM
**To:** Brent J. Libby <bjlibby@windhammaine.us>; John K. Wescott <jkwescott@windhammaine.us>
**Subject:** FW: Legal Review Request - Fire Protection Plan LUO Amendments revised

Hi Brent and John,

Thank you both for your help on the Fire Protection review amendments. Ben raised some concerns that portions of my proposed language might be too restrictive. After considering his feedback, he recommended streamlining the standards to maintain their intent while improving clarity and efficiency.

Could you please review Ben's revised proposal and let me know by tomorrow afternoon if you're comfortable with the changes? Your input is important to ensure the amendments continue to reflect our shared goals for fire protection.

Thanks again for your time.

Best,

***Steve Puleo***

*Planning Director*

sjpuleo@windhammaine.us | www.windhammaine.us

**Office: 207-894-5960 x6123 | Direct: 207-777-1927 | Mobile: 207-712-1069**

**Fax: 207-892-1916**

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---

**From:** Benjamin T. McCall <bmccall@dwmlaw.com>
**Sent:** Monday, June 15, 2026 9:01 AM
**To:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Cc:** Amanda L. Lessard <allessard@windhammaine.us>
**Subject:** RE: Legal Review Request - Fire Protection Plan LUO Amendments revised

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Steve –

Please circulate this draft to FD for their review. My thinking is that a "fire protection plan" shouldn't be required. Instead, the site plan or subdivision plans themselves already need to include sufficient information for FD to determine whether or not Chapter 70 (shortcut for saying NFPA 1 and 101) are met. As such, I've whittled everything down here to the basic statement that subdivisions and site plans need to be consistent with Chapter 70. This would allow street connections, among other things, to be reviewed in a more holistic manner.

If this isn't the result that FD is looking for, please let me know and we can discuss further.

Thanks,
Ben

---

**From:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Sent:** Monday, June 15, 2026 8:34 AM
**To:** Benjamin T. McCall <bmccall@dwmlaw.com>
**Cc:** Amanda L. Lessard <allessard@windhammaine.us>
**Subject:** RE: Legal Review Request - Fire Protection Plan LUO Amendments revised

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Thank you, Ben. I would like to share your simplified draft with Brent and John for their review. Is this version ready to be circulated to them?

***Steve Puleo***
*Planning Director*
sjpuleo@windhammaine.us | www.windhammaine.us
**Office: 207-894-5960 x6123 | Direct: 207-777-1927 | Mobile: 207-712-1069**
**Fax: 207-892-1916**

TOWN OF WINDHAM MAINE
PLANNING DEPARTMENT

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---

**From:** Benjamin T. McCall <bmccall@dwmlaw.com>
**Sent:** Friday, June 12, 2026 4:13 PM
**To:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Cc:** Amanda L. Lessard <allessard@windhammaine.us>
**Subject:** RE: Legal Review Request - Fire Protection Plan LUO Amendments revised

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Steve –

Please see the attached with a number of additional changes and comments for you. As a general comment: I'm starting to think that the concept of a "fire protection plan," is overkill. Chapter 70 adopts NFPA 1 and 101 by reference, meaning that the Town is required to enforce them. This includes in the

design of roads, site plans, and subdivisions. This review is already baked in. The attached draft doubles down on this, reminding the applicant that the Fire Chief needs to sign off on each plan for fire and life safety purposes – but this would be the case even without any amendments being added. A stripped-down version of this concept has been added as new Sec. 120-555C(8)(i) on Page 1. While there's nothing illegal with requiring a fire plan and having that reviewed by the Chief, I'm concerned that: (a) an applicant really isn't going to know what this plan needs to show, (b) fire safety aspects like turning radii and road lengths will already be shown on the plans, and (c) this standard has the possibility of creating more confusion for the Planning Board than it's worth.

If folks still want to go in this direction, the attached draft should do the trick (but note a few additional revisions that need to occur, particularly with regard to your new language re: waivers). But I would still encourage you and Brent to think about whether less is more here.

Happy to talk on Monday if that would be helpful. See you tomorrow (hopefully for not very long).

Ben

---

**From:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Sent:** Thursday, June 11, 2026 12:01 PM
**To:** Benjamin T. McCall <bmccall@dwmlaw.com>
**Cc:** Amanda L. Lessard <allessard@windhammaine.us>
**Subject:** RE: Legal Review Request - Fire Protection Plan LUO Amendments revised

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Hi Ben and Amanda,

I have revised the base your comments. Please look it over and let me know if I need to make further changes.

Thanks for all the help!

***Steve Puleo***
*Planning Director*
sjpuleo@windhammaine.us | www.windhammaine.us
**Office: 207-894-5960 x6123 | Direct: 207-777-1927 | Mobile: 207-712-1069**
**Fax: 207-892-1916**

TOWN OF WINDHAM MAINE
PLANNING DEPARTMENT

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**From:** Benjamin T. McCall <bmccall@dwmlaw.com>
**Sent:** Wednesday, June 10, 2026 10:35 AM
**To:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Cc:** Robert J. Burns <rjburns@windhammaine.us>; Amanda L. Lessard <allessard@windhammaine.us>
**Subject:** RE: Legal Review Request - Fire Protection and Life Safety LUO Amendments

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Hi Steve –

I've done a significant markup here, but have left some things to be done on your end in the interest of getting these comments back to you as soon as possible. Most of my comments are organizational, mainly that we need to ensure that a fire protection plan is added to the submission requirements for minor and major site plans and subdivisions. I've also made some substantive changes to the performance standard itself – my main concern is ensuring that the Planning Board is ultimately deciding whether the application meets the fire protection criteria. The Chief or Assistant Chief should be providing a report indicating whether the design meets Chapter 70 and NFPA 1/101, but the Planning Board must be the body that decides whether the entire application meets the performance standards (including fire protection).

Pleas review and let me know your thoughts. Please also be sure that the needed portions of Article 8 are added per the comments. If you have any questions in the meantime, please let me know.

Thanks,
Ben

**From:** Stephen J. Puleo <sjpuleo@windhammaine.us>
**Sent:** Tuesday, June 9, 2026 9:48 AM
**To:** Benjamin T. McCall <bmccall@dwmlaw.com>
**Cc:** Robert J. Burns <rjburns@windhammaine.us>; Amanda L. Lessard <allessard@windhammaine.us>
**Subject:** Legal Review Request - Fire Protection and Life Safety LUO Amendments

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Hi Ben, I wanted to ask if you could conduct a legal review and make any necessary corrections to the proposed LUO Amendments. I've attached the staff work and our review of the current proposal for your reference. As you may recall, this LUO initiative began last fall and included two separate sets of LUO Amendments—one drafted by staff and another by the Planning Board. Since the Fire Department was not satisfied with either version, we developed a Fire Protection and Life Safety review criteria section for Articles 8 and 9. The amendments are scheduled for a public hearing on June

22nd, followed by a Council hearing on July 14th. If possible, please provide your review by June 16th. Thank you very much!

***Best regards,***
***Steve Puleo***
*Director of Planning*
sjpuleo@windhammaine.us|www.windhammaine.us
**Office: 207-894-5960 x6123 | Direct: 207-777-1927 | Mobile: 207-712-1069 | Fax: 207-892-1916**

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# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-129**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To receive public comment and act on a consent judgment between the Town of Windham and the owners of 22 Lake Ave, pertaining to a shoreland zone permit, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

II. Basis for Council Action.

Council approval of this item is required because;

a. Article I, Section 2 of the Charter provides that “The Town may acquire property for any Town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage and control such property as its interest may require,” and
b. Article II, Section 3(I) of the Charter authorizes the Council to “Exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.”

III. Issue Summary.

Please refer to the support material attached.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

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**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

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III. Issue Summary.

Please refer to the support material attached.

STATE OF MAINE
CUMBERLAND, ss.

SUPERIOR COURT
CIVIL ACTION
Docket No. PORSC-AP-2025-55

| | | |
|---|---|---|
| MAXINE SCLAR, | ) | |
| | ) | |
| *Plaintiff*, | ) | |
| | ) | |
| v. | ) | **CONSENT JUDGMENT** |
| | ) | |
| TOWN OF WINDHAM, | ) | |
| | ) | |
| *Defendant*. | ) | |

By consent of the Parties, the Court hereby enters judgment as follows:

## BACKGROUND

1. Plaintiff Maxine Sclar is an individual who owns real property located at 22 Lake Avenue in Windham (the "Property"). The Property is more particularly identified on the Tax Maps of the Town of Windham as Map 76, Lot 28.

2. Defendant Town of Windham (the "Town") is a municipality organized and existing under the laws of the State of Maine and is located in Cumberland County.

3. The entirety of the Property is located within 250 feet of the normal high-water line of Sebago Lake and is therefore subject to Chapter 185, Shoreland Zoning of the Code of the Town of Windham (the "Code").

4. The principal home on the Property (the "Structure") was built in 1924, prior to the enactment of Chapter 185. The Structure is located less than 100 feet from the normal highwater line of Sebago Lake, making it a legally nonconforming structure under § 185-12C of the Code.

5. On or about May 19, 2025, the Town issued a shoreland zoning permit to Sclar, permitting a "remodel (redo) of existing house, plus replace addition that was demolished" (the "Permit"). Attached to the Permit application

was a set of building plans that showed the complete demolition and rebuilding of the Structure in place (the "Plans").

6. The Town's Code Enforcement Officer (the "CEO") issued a notice of violation to Sclar on or about November 3, 2025 (the "NOV"), pertaining to the scope of work performed by Sclar under the Permit.

7. The parties disagree as to the scope of work allowed by the Permit. The Town contends that the Permit allows a remodeling of the Structure, but not complete demolition and reconstruction, which would require relocation of the new structure consistent with § 185-12C(4)(a) of the Code. Sclar contends that because the Plans were attached to the shoreland permit application, which showed the complete reconstruction of the Structure, that the Town had permitted the same.

8. Sclar filed a timely appeal of the NOV to the Windham Board of Appeals and to this Court under M.R. Civ. P. 80B – as notices of violation issued under Chapter 185 of the Code are not appealable locally. *See* Code § 185-16I(1)(a). To avoid further litigation on this matter, the parties submitted, and the Court has accepted the following resolution of this matter:

**RESOLUTION**

9. Attached hereto as **Exhibit A** and incorporated herein by reference is a revegetation plan for the entire Property (the "Revegetation Plan"). The Town has determined that the Revegetation Plan meets the requirements of § 185-15S of the Code. All required revegetation shall be completed consistent with the Revegetation Plan on or before **November 1, 2026**. At least **80%** of each category of vegetation shown on the Revegetation Plan, *i.e.*, trees, shrubs, and ground cover, as well as at least **80%** of the mature trees planted between the Structure and Sebago Lake pursuant to the Revegetation Plan, must survive for at least **5 years** from the date of planting. Any replanting required to be performed to maintain this percentage shall be completed without unreasonable delay at Sclar's sole expense.

10. Attached hereto as **Exhibit B** and incorporated herein by reference is a plan for installation of rain gardens which is based on the "Lakescaping Report," prepared for Angie Sclar by the Portland Water District, dated January 28, 2022 (the "Rain Garden Plan"). On or before **November 1, 2026**, Sclar shall install rain gardens on the Property as shown on the Rain Garden Plan.

11. Attached hereto as **Exhibit C** and incorporated herein by reference is a Site Plan prepared for Sclar by Tandem Landscape Architects dated May 1, 2026, and is incorporated by reference herein (the "Site Plan"). The Town accepted the Site Plan by virtue of its attachment to this Consent Judgment on July 14, 2026 and issued or will issue all required permits for the work identified on the Site Plan. On or before **November 1, 2026**, Sclar shall remove all portions of the gravel drive currently existing on the Property that are not shown on the Site Plan.

12. The CEO shall reinspect the Property on or before **November 2, 2026**, to determine compliance with Paragraphs 9, 10 and 11. Sclar also agrees to allow the CEO to enter the Property at reasonable hours to inspect the same for compliance with the terms of this Consent Judgment.

13. Upon entry of this Consent Judgment onto the docket, the Town shall formally withdraw the NOV within **30 days**. Withdrawal of the NOV will render Sclar's administrative appeal to the Windham Board of Appeals moot and the same shall be considered formally withdrawn.

14. This Consent Judgment does not and shall not be interpreted to constitute a waiver of the Town's right to bring any land use enforcement action against Sclar regarding the Property in the future for any violations of the Code, or other ordinance, statute, or regulation adopted by or enforceable by the Town, that is not set forth herein.

15. The Court retains jurisdiction of this matter to oversee and enforce the terms of this Consent Judgment, which shall bind Sclar, her heirs, successors, assigns, and successors-in-interest to the Property. The terms of this Consent Judgment shall constitute a restrictive covenant on the Property for the benefit of the Town (and not for the benefit of any third parties) and

shall inure to the benefit of the Town in perpetuity. A copy of this Consent Judgment may, at the option of the Town, be recorded in the Cumberland County Registry of Deeds at its expense.

16. This Consent Judgment may be enforced by either party by filing a Motion to Enforce with the Court, which shall not be considered a Motion for Contempt reviewable under Rule 66 of the Maine Rules of Civil Procedure. If following a hearing on such motion, the Town proves by a preponderance of the evidence that Sclar has failed or refused to comply with the requirements imposed by Paragraphs 9, 10 or 11 of this Consent Judgment, the Town shall be entitled to civil penalties of between $100.00 and $2,500.00 for each day that Sclar remains in violation of the requirements of such paragraphs. The prevailing party on such a motion to enforce shall be entitled to reimbursement of its expenses, including reasonable attorney fees.

17. Should any ambiguity exist within the terms of this Consent Judgment, such ambiguity shall not be interpreted against either party.

18. This Consent Judgment shall be incorporated onto the docket by reference, consistent with M.R. Civ. P. 79(a).

[Space Left Intentionally Blank; Signatures on Following Page]

**SEEN TO AND AGREED:**

_____

Daniel L. Rosenthal, Bar No. 8618
MARCUS CLEGG
16 Middle Street, Unit 501
Portland, ME 04101
(207) 828-8000
*dlr@marcusclegg.com*

Attorney for Plaintiff,
Maxine Sclar

_____

Benjamin T. McCall, Bar No. 5780
DRUMMOND WOODSUM
84 Marginal Way, Suite 600
Portland, ME 04101
(207) 772-1941
*bmccall@dwmlaw.com*

Attorney for Defendant,
Town of Windham

**APPROVED:**

Dated: _____, 2026

_____
Justice, Maine Superior Court

## SHORELINE TREE SCHEDULE

| BOTANICAL NAME | COMMON NAME | QTY | PROP. SIZE | NOTES |
|---|---|---|---|---|
| SHORELINE DECIDUOUS TREES | | | | |
| ACER RUBRUM | RED MAPLE | 1 | 2" CAL. | SINGLE STEM |
| NYSSA SYLVATICA | BLACK GUM | 2 | 2" CAL. | SINGLE STEM |
| QUERCUS RUBRA | RED OAK | 1 | 2" CAL. | SINGLE STEM |

## SHORELINE PLANTING NOTES

**CONSENT JUDGMENT**

SHORELINE TREE PLANTINGS SHOWN ON THIS PLAN ARE REQUIRED PURSUANT TO THE CONSENT JUDGMENT AND SHALL BE INSTALLED IN THE LOCATIONS AND QUANTITIES INDICATED.

**EROSION CONTROL DURING INSTALLATION**

ALL PLANTINGS SHALL BE INSTALLED IN A MANNER THAT MINIMIZES DISTURBANCE AND PREVENTS EROSION. CONTRACTOR SHALL STABILIZE SOILS IMMEDIATELY FOLLOWING PLANTING AND SHALL NOT LEAVE EXPOSED SOILS ON SLOPES OR ALONG THE SHORELINE.

**TREE RELOCATION FROM ORIGINAL REMOVAL AREAS**

TO MINIMIZE SOIL DISTURBANCE AND PRESERVE EXISTING VEGETATION ON THE STEEP SHORELINE SLOPE, REPLACEMENT TREES HAVE BEEN LOCATED AS CLOSE AS PRACTICABLE TO THE AREAS WHERE TREES WERE REMOVED. CONSISTENT WITH THE SHORELAND ZONING ORDINANCE, THE TREES REMAIN WITHIN THE SAME SHORELINE SEGMENT AND HAVE BEEN POSITIONED GENERALLY IN LINE WITH THE REMOVED TREES, SHIFTED LAKEWARD TO AREAS OF FLATTER GRADE WHERE THEY CAN BE INSTALLED WITH LESS DISTURBANCE WHILE MAINTAINING THE INTENDED SHORELINE SCREENING FUNCTION.

**FIELD ADJUSTMENTS**

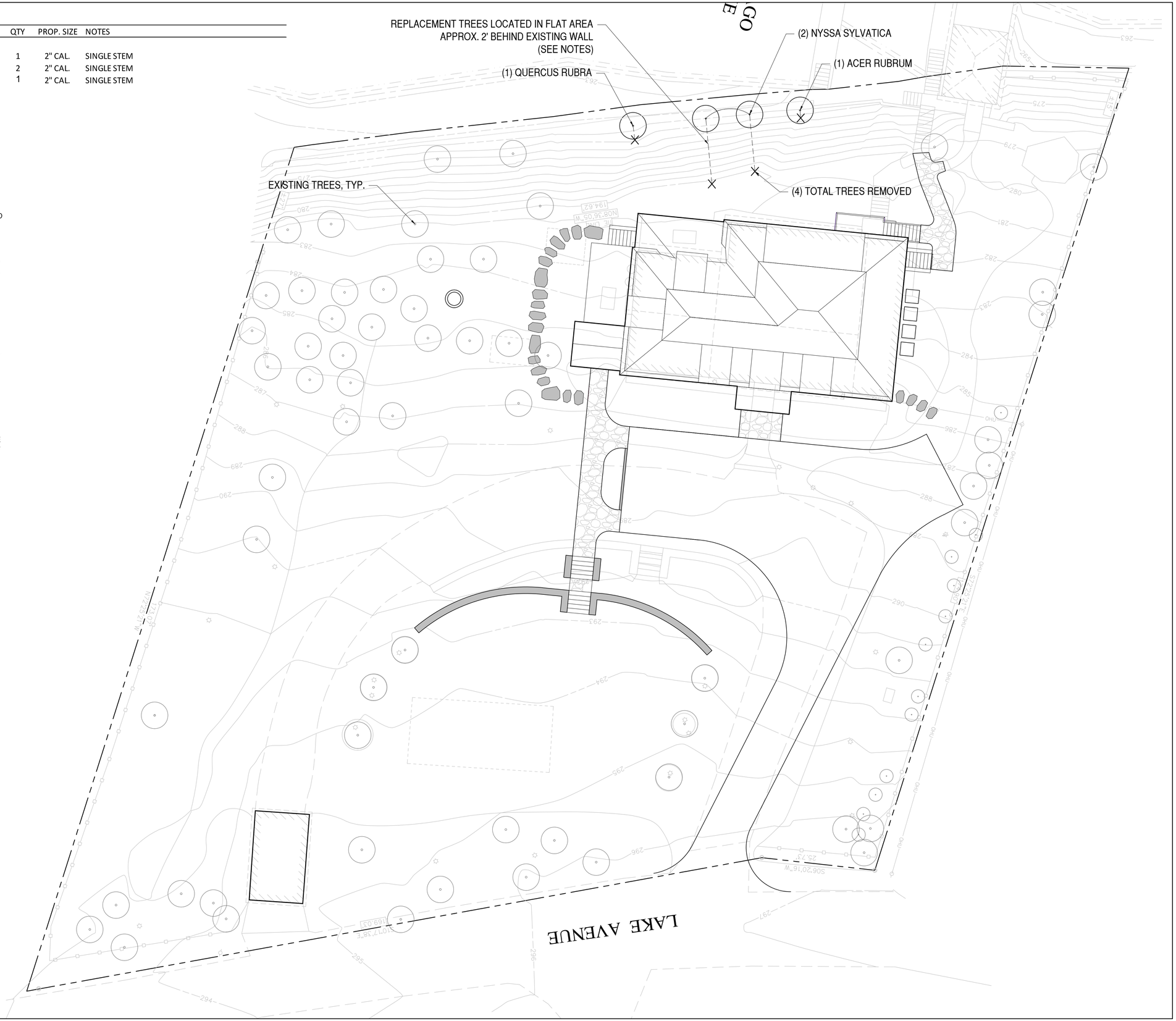
PLANT LOCATIONS SHOWN ON THIS PLAN SHALL BE FOLLOWED AS CLOSELY AS PRACTICABLE. MINOR FIELD ADJUSTMENTS MAY BE MADE TO ACCOMMODATE EXISTING ROOTS, LEDGE, BOULDERS, OR OTHER SITE CONDITIONS ENCOUNTERED DURING INSTALLATION, PROVIDED THE INTENT OF THE PLAN AND THE REQUIREMENTS OF THE CONSENT JUDGMENT ARE MAINTAINED.

**ESTABLISHMENT AND MAINTENANCE**

ALL PLANTED AREAS SHALL BE MAINTAINED AS NECESSARY TO ENSURE ESTABLISHMENT AND LONG-TERM SURVIVAL. MAINTENANCE SHALL INCLUDE WATERING, REPLANTING OF FAILED MATERIALS, AND STABILIZATION OF ANY AREAS SHOWING SIGNS OF EROSION UNTIL VEGETATION IS FULLY ESTABLISHED.

**NATIVE, NON-INVASIVE PLANT MATERIAL**

ALL PLANT SPECIES SHALL BE NATIVE TO THE REGION AND NON-INVASIVE. NO INVASIVE OR POTENTIALLY INVASIVE SPECIES SHALL BE INSTALLED.




Tandem
Landscape Architects
PO BOX 26
Kennebunk, ME. 04043
207-479-0279

LICENSED LANDSCAPE ARCHITECT
EAMONN HUTTON
LA04122
STATE OF MAINE

Project

22 LAKE AVE
WINDHAM, ME
04062

Revisions

UPDATED WITH MAINE DEP COMMENTS 6/3/2026

Revegetation Plan

N

0' 5' 10' 20'
1"=10'-0"

| | |
|---|---|
| DRAWN | SLP |
| CHECKED | ESH |
| DATE | 2026.06.05 |

SHEET

EX. A

## RAIN GARDEN PLANT SCHEDULE

| BOTANICAL NAME | COMMON NAME | QTY | PROP. SIZE |
|---|---|---|---|
| **DRY EDGE** | | | |
| **SHRUBS** | | | |
| DIERVILLA LONICERA | BUSH HONEYSUCKLE | 3 | #5 |
| RHUS AROMATICA | FRAGRANT SUMAC | 6 | #5 |
| **GROUNDCOVERS** | | | |
| ARCTOSTAPHYLOS UVA-URSI | BEARBERRY | 14 | #1 |
| VACCINIUM ANGUSTIFOLIUM | LOWBUSH BLUEBERRY | 14 | #1 |
| **PERENNIALS** | | | |
| ASTER NOVAE-ANGLIAE | NEW ENGLAND ASTER | 11 | #1 |
| ECHINACEA PURPUREA | CONEFLOWER | 12 | #1 |
| PHLOX SUBULATA | MOSS PHLOX | 12 | #1 |
| RUDBECKIA HIRTA | BLACK-EYED SUSAN | 14 | #1 |
| SOLIDAGO SPP. | GOLDENROD | 9 | #1 |
| **GRASS** | | | |
| SCHIZACHYRIUM SCOPARIUM | LITTLE BLUESTEM | 12 | #1 |
| | | | |
| **MOIST MIDDLE** | | | |
| **SHRUBS** | | | |
| ARONIA MELANOCARPA | BLACK CHOKEBERRY | 1 | #5 |
| CEPHALANTHUS OCCIDENTALIS | BUTTONBUSH | 1 | #5 |
| CLETHRA ALNIFOLIA | SUMMERSWEET | 3 | #5 |
| CORNUS SERICEA | REDOSIER DOGWOOD | 3 | #5 |
| **PERENNIALS** | | | |
| ASTER NOVAE-ANGLIAE | NEW ENGLAND ASTER | 12 | #1 |
| EUPATORIUM PERFOLIATUM | BONESET | 14 | #1 |
| MONARDA DIDYMA | BEE BALM | 13 | #1 |
| VERBENA HASTATA | BLUE VERVAIN | 8 | #1 |
| SOLIDAGO SPP. | GOLDENROD | 10 | #1 |
| **GRASS** | | | |
| PANICUM VIRGATUM | SWITCHGRASS | 12 | #1 |
| | | | |
| **WET BOTTOM** | | | |
| **PERENNIALS** | | | |
| IRIS VERSICOLOR | BLUE FLAG IRIS | 6 | #1 |
| LOBELIA CARDINALIS | CARDINAL FLOWER | 14 | #1 |
| ASCLEPIAS INCARNATA | SWAMP MILKWEED | 12 | #1 |
| CHELONE GLABRA | WHITE TURTLEHEAD | 9 | #1 |
| CALTHA PALUSTRIS | MARSH MARIGOLD | 7 | #1 |
| **SEDGES** | | | |
| CAREX STRICTA | TUSSOCK SEDGE | 9 | #1 |
| CAREX VULPINOIDEA | FOX SEDGE | 12 | #1 |

## RAIN GARDEN PLANTING NOTES

**CONSENT JUDGMENT**

RAIN GARDEN PLANTINGS SHOWN ON THIS PLAN ARE REQUIRED PURSUANT TO THE CONSENT JUDGMENT AND SHALL BE INSTALLED IN THE LOCATIONS AND QUANTITIES INDICATED.

**EROSION CONTROL DURING INSTALLATION**

ALL PLANTINGS SHALL BE INSTALLED IN A MANNER THAT MINIMIZES DISTURBANCE AND PREVENTS EROSION. CONTRACTOR SHALL STABILIZE SOILS IMMEDIATELY FOLLOWING PLANTING AND SHALL NOT LEAVE EXPOSED SOILS ON SLOPES.

**ESTABLISHMENT AND MAINTENANCE**

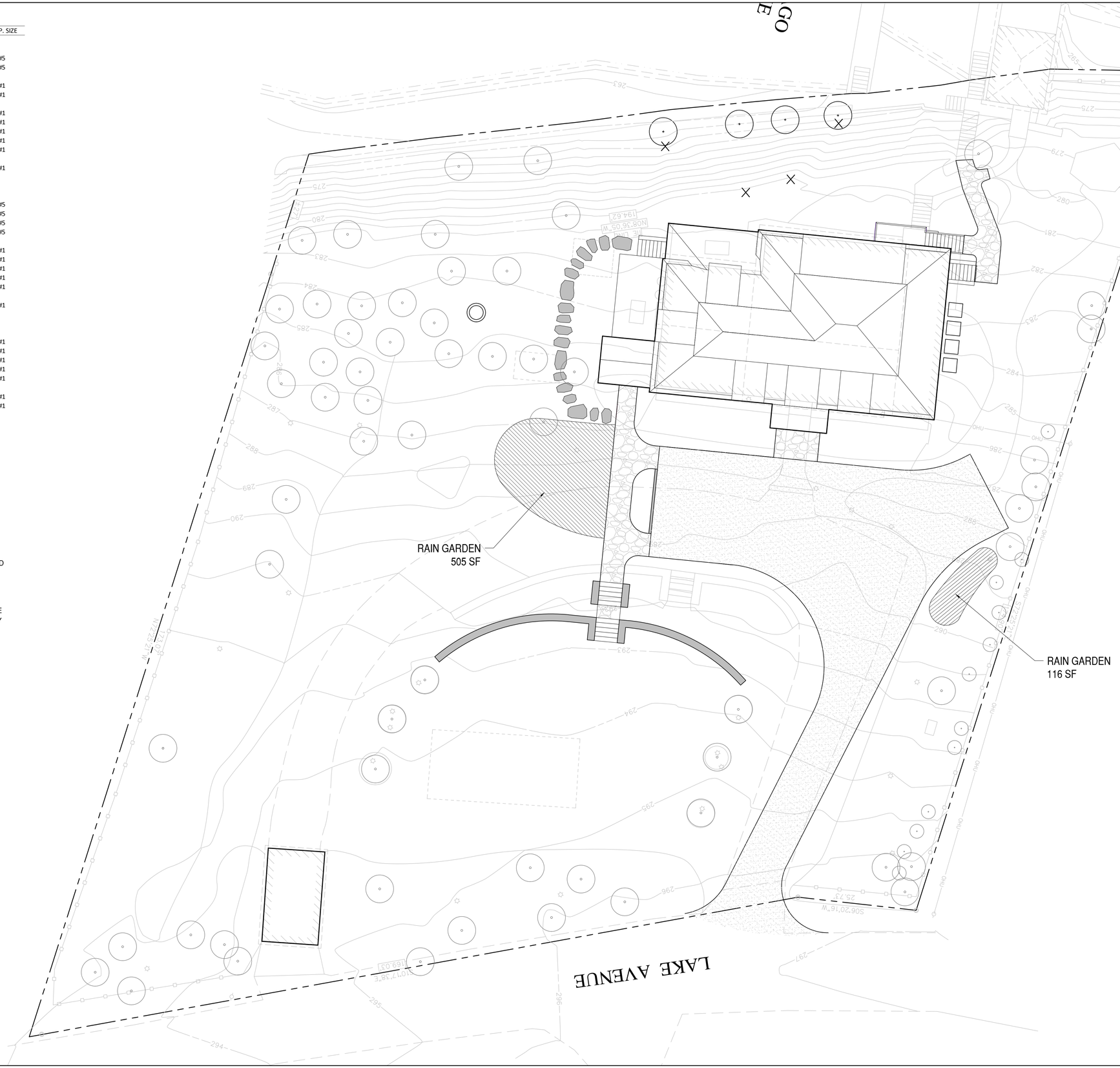
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**NATIVE, NON-INVASIVE PLANT MATERIAL**

ALL PLANT SPECIES SHALL BE NATIVE TO THE REGION AND NON-INVASIVE. NO INVASIVE OR POTENTIALLY INVASIVE SPECIES SHALL BE INSTALLED.

**PLANTING FLEXIBILITY**

RAIN GARDEN SPECIES AND QUANTITIES MAY BE ADJUSTED BASED ON NURSERY AVAILABILITY AND SITE CONDITIONS. ADJUSTMENTS SHALL MAINTAIN THE OVERALL PLANTING DENSITY, DESIGN INTENT, AND COMPLIANCE WITH PORTLAND WATER DISTRICT (PWD) REQUIREMENTS.




Tandem
Landscape Architects
PO BOX 26
Kennebunk, ME. 04043
207-479-0279

LICENSED LANDSCAPE ARCHITECT
EAMONN HUTTON
LA04122
STATE OF MAINE

Project

22 LAKE AVE
WINDHAM, ME
04062

Revisions

Rain Garden Plan

N

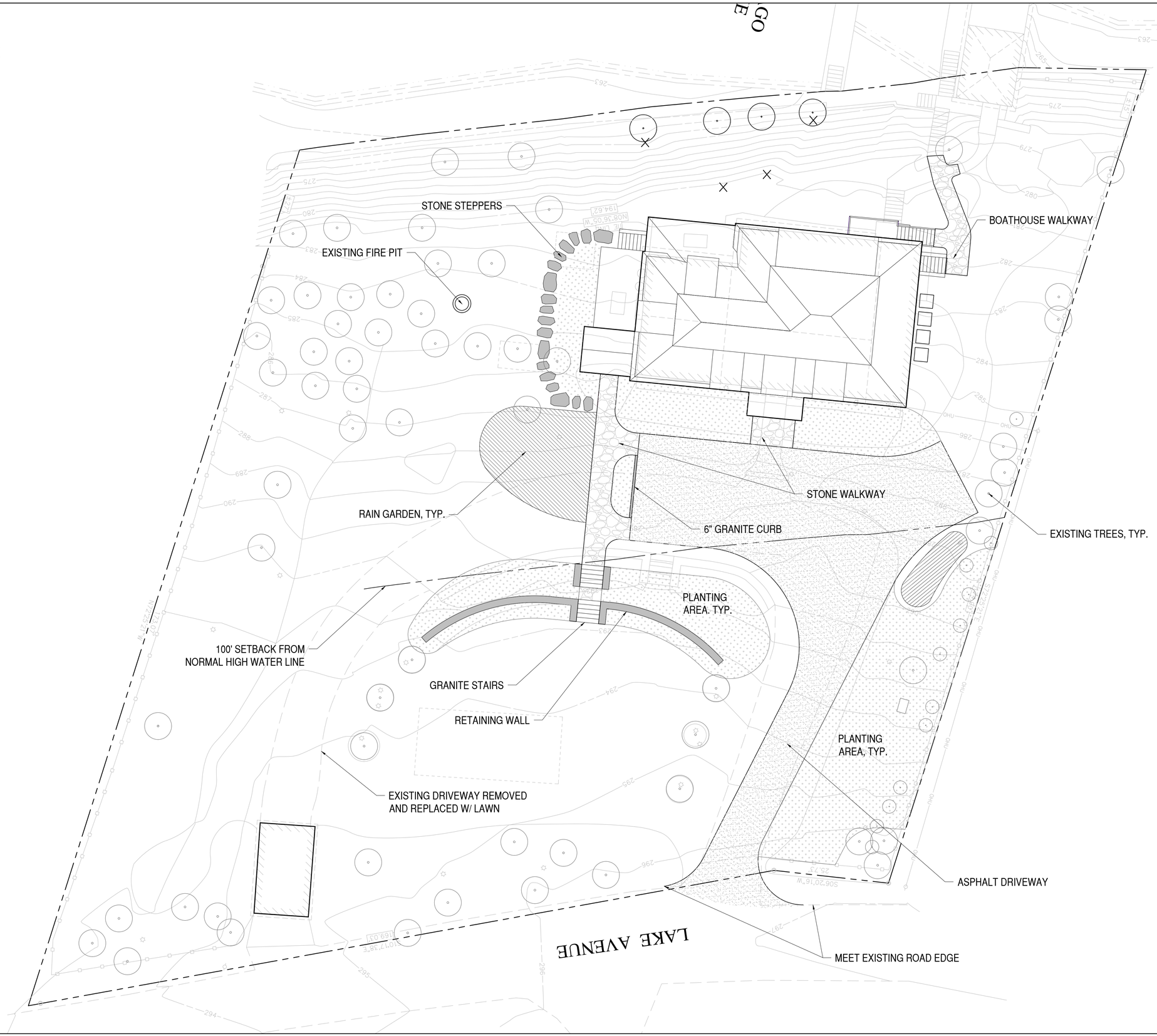
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1"=10'-0"

| | |
|---|---|
| DRAWN | SLP |
| CHECKED | ESH |
| DATE | 2026.06.05 |
| SHEET | |

EX. B

## LOT COVERAGE

| | | | |
|---|---|---|---|
| Lot Size | | 37,026.00 | |
| Max Coverage at 20% | | **7,405.20** | |
| IMPERVIOUS SURFACES | EXISTING SF | PROPOSED SF | DIFFERENCE |
| House | 1960 | 1960 | 0 |
| Decks | 197.23 | 477 | 279.77 |
| Garage | 252.83 | 252.83 | 0 |
| Partial Boathouse | 63.64 | 63.64 | 0 |
| Boathouse Walkway + Stairs | 286.02 | 358.47 | 72.45 |
| Exterior House Stairs | 29 | 85 | 56 |
| Driveway | 3553 | 2900 | -653 |
| Upper walkways | 109 | 388 | 279 |
| Stone Steppers | 0 | 113 | 113 |
| Stonewall + Granite Curbs/Stairs | 188 | 200 | 12 |
| Crushed Stone Drip Edge | 283 | 0 | -283 |
| Utilities | 30 | 42 | 12 |
| Firepit / Chimneys | 36.5 | 30 | -6.5 |
| **TOTAL** | **6988.22** | **6869.94** | **-118.28** |
| Percent coverage | 18.87% | 18.55% | |
| Remaining Impervious Area | 416.98 | 535.26 | |




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207-479-0279

LICENSED LANDSCAPE ARCHITECT
EAMONN HUTTON
LA64122
STATE OF MAINE

Project

22 LAKE AVE
WINDHAM, ME
04062

Revisions

Site Plan

N

0' 5' 10' 20'
1"=10'-0"

| | |
|---|---|
| DRAWN | SLP |
| CHECKED | ESH |
| DATE | 2026.06.05 |
| SHEET | |

EX. C

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-133**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

I. Council Action Requested.

To receive public comment and act on an application submitted by Kenneth Cianchette d/b/a Eriks Church LLC for a renewal Special Amusement Permit.

II. Basis for Council Action.

Council approval of this item is required because;

a. Chapter 11 §4 of the Code of the Town of Windham requires the holder of a liquor or bottle club license to obtain a Special Amusement permit for any "music, except radio or other mechanical device, any dancing or entertainment of any sort" by application of the Town Council.

III. Issue Summary.

Please refer to the attached application.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-133**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

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III. Issue Summary.

Please refer to the attached application.

Town of Windham
8 School Rd, Windham ME, 04062
**Chapter 11**

## APPLICATION FOR SPECIAL AMUSEMENT PERMIT

☐ NEW ☒ RENEWAL

Name of Business Eriks Church

Address of Business 824 Roosevelt Trail

Business Mailing Address Same

Owner's Name Ken Cianchette DOB 10/10/1987

Owner's Mailing Address Kennard Road, Windham

Business Phone 572-1447 Contact Phone 776-8282

E-Mail Ken@erikschurch.com Website www.erikschurch.com

Please check where you would like your permit mailed:

☐ Owner's Mailing Address ☒ Business Mailing Address

**** Special Amusement Permits expire at the same time as a Liquor License ****

List names & addresses of all Officers for the proceeding 3 years:

1. Ken Cianchette DOB 10/10/87
   * Kennard Rd - Windham
2. _____ DOB _____
3. _____ DOB _____

Have any of the Officers been convicted of a Class A, B, or C crime in the last 5 years?

☒ No ☐ Yes – If yes, Who and or what offense (describe situation):

Describe the premises (including security measures, size, seating, etc.):

3 exits, 150 seats, single story, fire alarm, sprinkler system, security team → cameras

Has Applicant ever had a permit denied or revoked? ☐ Yes ☒ No

If yes, describe the circumstances: _____

Specify type of entertainment: music & dancing

List days and hours of entertainment: 6 days 7pm-11pm
1 day 11Am-2pm

Contact person(s) available during the business hours of 8:00am to 4:00pm Monday – Friday:

Name Shelby Sampson

Phone 207-310-4153

E-mail Shelby@eriksChurch.com

**Notice to Applicant**

Upon approval of this application for a Special Amusement Permit, the named business is required to comply with all regulations contained in section 11.5 (C) of the Special Amusement Ordinance as well as any conditions made as part of its approval. Any regulated activity under this ordinance may not take place until is has been documented and verified by a Code Enforcement Officer that the regulations and condition have been met and implemented in accordance with the approval. Any concerns you may have regarding the implementation of the requirements contained in the Special Amusement Ordinance should be made part of your application or voiced at your hearing prior to the permit application's approval.

"I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to $500.00 or both."

6/19/26
Date

Applicant, Acknowledgement

Please return Application, $150.00 permit fee, plus all advertising costs to:

Town Clerk, 8 School Rd, Windham ME 04062

AUTHORIZED SIGNATURES:

Code Enforcement Officer _____ Chief of Police _____



# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-123**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve the write-off of twenty-eight (28) uncollected personal property tax accounts in the amount of $4,714.70 and authorize the Town Manager to forward to a collection agency.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Town Council has the authority under Article II, Section 3 (I) of the Charter to [e]xercise all the legislative, financial, borrowing, and other powers now or hereafter given by statute to inhabitants of town acting in Town Meeting except as otherwise provided herein.

III. Issue Summary.

As the Tax Collector and after having staff make numerous calls, sending letters, and exercising best efforts to follow-up, I am recommending the write off these older personal property accounts.

Please see the attached document which provides greater detail and itemizes the personal property tax account information.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-123**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve the write-off of twenty-eight (28) uncollected personal property tax accounts in the amount of $4,714.70 and authorize the Town Manager to forward to a collection agency.

II. Basis for Council Action.

Council approval of this item is required because;

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III. Issue Summary.

As the Tax Collector and after having staff make numerous calls, sending letters, and exercising best efforts to follow-up, I am recommending the write off these older personal property accounts.

Please see the attached document which provides greater detail and itemizes the personal property tax account information.

| Customer Name | Contact | Total Due Now Amount | Address 1 | City | State | Zip | Business Location |
|---|---|---|---|---|---|---|---|
| ACETO'S AUTO | MIKE ACETO | $68.99 | 619 ROOSEVELT TR # 1 | WINDHAM | ME | 04062 | 619 ROOSEVELT TR |
| ALICE & JUNE | JESSICA HARNDEN | $56.45 | 889 ROOSEVELT TR SUITE 5 | WINDHAM | ME | 04062 | 889 ROOSEVELT TR |
| ALL ABOUT KIDS | JAMIE LIPPMAN | $116.66 | 1170 CHADBOURNE RD | STANDISH | ME | 04084 | 1 PLAZA DR & 6 |
| ART'S NAILS LLC | TAMDUY VO | $89.06 | 795 ROOSEVELT TR | WINDHAM | ME | 04062 | 795 ROOSEVELT TR |
| AT&T MOBILITY LLC | | $10.26 | 1010 PINE, 6E-L-01 | ST LOUIS | MO | 63101 | 0 VARIOUS LOCATIONS |
| BOUJEE BEE | NATASHA NOTERMAN | $37.63 | 9 BOARDWALK AVE | WINDHAM | ME | 04062 | 9 BOARDWALK AVE |
| BUSY BEE LAUNDRY & DRY CLEANNG | SOAP BUBBLE WINDHAM LLC | $251.89 | 771 ROOSEVELT TRAIL | WINDHAM | ME | 04062 | 771 ROOSEVELT TR |
| CANNARX - WINDHAM CL | WINDHAM CG RL LLC | $84.38 | 15 DANIELLE DRIVE | WINDHAM | ME | 04062 | 15 DANIELLE DR |
| CARING COUNSELING FOR YOU | PAUL MILLER | $25.09 | 50 SANDBAR ROAD | WINDHAM | ME | 04062 | 50 SANDBAR RD |
| COLD HEART TATTOO COMPANY | LEON RIDEOUT | $51.43 | 32 TANDBERG TRAIL | WINDHAM | ME | 04062 | 32 TANDBERG TR |
| ELDER FARM AND FORAGE LLC | MORGAN WAGNER-HOLTZ | $62.71 | 4 HASKELL RD | WINDHAM | ME | 04062 | 4 HASKELL RD |
| ELYSIAN AESTHETICS SPA LLC | DEBORAH LEWIA | $2,201.33 | 48 TANDBERG TRAIL | WINDHAM | ME | 04062 | 48 TANDBERG TR |
| ERICA SHIRLEY PHOTOGRAPHY | ERICA SHIRLEY | $26.34 | 26 BRUSCHI ROAD | WINDHAM | ME | 04062 | 26 BRUSCHI RD |
| FOTOGENYX USA LLC | ROBERT & SHELBYLYN SUBIA | $172.45 | 23 INLAND FARM ROAD | WINDHAM | ME | 04062 | 483 GRAY RD |
| HAMILTON PLUMBING & HEATING IN | TODD HAMILTON | $37.63 | 93 HIGHLAND CLIFF RD | WINDHAM | ME | 04062 | 93 HIGHLAND CLIFF RD |
| K P FLOORING & INTERIOR PAINTI | SHAUN D'ALFONSO | $50.18 | 10 DITCH BROOK XING | WINDHAM | ME | 04062 | 10 DITCH BROOK XING |
| LAKES REGION ENTERPRISES | ANTHONY PALLA | $313.58 | 999 ROOSEVELT TR SUITE 2 | WINDHAM | ME | 04062 | 999 ROOSEVELT TR |
| LEGACY CUSTOM BUILDING | NICHOLAS NORTON | $125.43 | 9 HARRISON RD | WINDHAM | ME | 04062 | 9 HARRISON RD |
| LEVINSKY'S INC | JELSI LLC / ERIC LEVINSKY | $297.27 | 693 ROOSEVELT TR | WINDHAM | ME | 04062 | 693 ROOSEVELT TR |
| MAINE PAWN & JEWELRY | JONATHAN BURNHAM | $51.43 | 760 ROOSEVELT TRAIL | WINDHAM | ME | 04062 | 760 ROOSEVELT TR |
| N E FINISHING INC | CHRISTOPHER TWOMEY | $74.00 | 100 VISTA DRIVE | WINDHAM | ME | 04062 | 5 ARCHITECTURAL DR |
| OWNER MEDIA GROUP INC | ROB HATCH | $30.10 | 22 COLBY DR | WINDHAM | ME | 04062 | 22 COLBY DR |
| R H WINSLOW EXCAVATING | LARRY WINSLOW | $62.71 | 14 CRYSTAL LANE | WINDHAM | ME | 04062 | 14 CRYSTAL LN |
| SKY'S AESTHETICS LLC | ERIN DODD | $52.68 | 10 BADGER RUN APT 101 | WINDHAM | ME | 04062 | 759 ROOSEVELT TR |
| SMITH'S PAINTING | KIANTE SMITH | $37.63 | 30 SUMMER AVE | WINDHAM | ME | 04062 | 30 SUMMER AVE |
| STAPLES FARM | RYAN PIERCE | $130.45 | 9 WEBB ROAD | WINDHAM | ME | 04062 | 9 WEBB RD |
| WILLOW TREE PRIMITIVES | CARRIE PERRY | $33.87 | 889 ROOSEVELT TRAIL | WINDHAM | ME | 04062 | 889 ROOSEVELT TR |
| ZION MECHANICAL | JOHN COSTELLO | $163.07 | PO BOX 1722 | WINDHAM | ME | 04062 | 32 TANDBERG TR |
| | | **$4,714.70** | | | | | |

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-130**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To consent to an agreement between the Town of Windham and the owners of 50 Crescent Avenue pertaining to a shoreland zone permit, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

II. Basis for Council Action.

Council approval of this item is required because;

a. Article I, Section 2 of the Charter provides that “The Town may acquire property for any Town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage and control such property as its interest may require,” and
b. Article II, Section 3(I) of the Charter authorizes the Council to “Exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.”

III. Issue Summary.

Please refer to the attached supporting materials.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-130**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To consent to an agreement between the Town of Windham and the owners of 50 Crescent Avenue pertaining to a shoreland zone permit, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

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III. Issue Summary.

Please refer to the attached supporting materials.

**ADMINISTRATIVE CONSENT AGREEMENT**

This ADMINISTRATIVE CONSENT AGREEMENT (the "Agreement") is entered into this ___ day of _____, 2026, by and between **ROY MOORE & GINNY C. DAVIS**, individuals with a mailing address of 960 Roosevelt Trail, Windham, ME 04062 (the "Property Owners") and the **TOWN OF WINDHAM**, a municipal corporation located in the County of Cumberland, State of Maine, with a mailing address of 8 School Road, Windham, ME 04062 (the "Town").

W I T N E S S E T H

**WHEREAS**, the Property Owners own real property commonly known as 50 Crescent Avenue, located in Windham, Maine, further described in a deed recorded in the Cumberland County Registry of Deeds in Book 34024, Page 212, and further identified on Town Assessor's Map 77 as Lot 31 (the "Property"); and

**WHEREAS**, the Town issued the Property Owners the following permits respecting the Property (collectively, the "Permits"):

1. A shoreland zoning permit issued on or about June 15, 2018, permitting the removal of an existing two-tiered retaining wall on the Property located adjacent to Sebago Lake (the "Retaining Wall") and its replacement with a new two-tiered retaining wall (the "Replacement Wall") (the "First SZP");

2. A shoreland zoning permit, issued on August 27, 2021, permitting the demolition of an existing legally nonconforming single-family dwelling on the Property (the "Original Structure"), having approximately 1,126 SF of footprint, and replacement of the same with a new single-family dwelling having approximately 2,196 SF of footprint (the "Replacement Structure"), of which approximately 2,154 SF were proposed to be located within 100 feet of the normal high water line of Sebago Lake, all as shown on a site plan of the Property entitled "Site Plan of Retaining Wall and House," prepared by Dustin M. Roma, DM Roma Consulting Engineers, dated July 30, 2021 (the "Site Plan"), which is attached hereto as **Exhibit A** and is incorporated herein by reference (the "Second SZP"); and

3. Tree removal permits, issued on September 17, 2017 and October 17, 2024, permitted the removal of certain trees and other vegetation from the Property (the "Tree Removal Permits").

**WHEREAS**, since the issuance of the Permits, the Property Owners have substantially completed construction of the Replacement Structure, as approved by the Town, removed certain trees and other vegetation from the

Property, and will shortly be seeking a certificate of occupancy for the Replacement Structure; and

**WHEREAS**, based upon its subsequent review of the Permits and Property, the Town has identified certain issues with the Permits and believes that certain violations of the Town of Windham Code of Ordinances (the "Code") may exist on the Property, as follows:

A. The Replacement Wall may have been constructed westerly of the Original Wall, in violation of the First SZP and the Code;

B. The Second SZP was issued in error and permitted the enlargement of the Original Structure in excess of the 30% expansion limit provided by § 185-12C(1)(c)(1) of the Code;

C. The Second SZP was extended beyond the maximum permissible expiration date provided by § 185-16F of the Code;

D. Notwithstanding the issuance of the Tree Removal Permits, replacement trees have not been replanted on the Property, as required by §§ 185-15P and 185-15Q of the Code

**WHEREAS**, the Town contends the replacement of the Original Retaining Wall, the construction of the Replacement Structure, and the delayed revegetation of the Property, all as described above (collectively, the "Alleged Violations"), constitute potential violations of the Code; and

**WHEREAS**, the Property Owners and the Town wish to resolve the Alleged Violations without the need for litigation,

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. The Property Owners agree to resolve the Alleged Violations described above by performing, or causing to be performed, the following corrective actions (collectively, the "Corrective Actions"):

a. On or before **November 1, 2026**, the Property Owners shall remove the upper two courses of the easternmost tier of the Replacement Wall and revegetate the affected area in a manner consistent with § 185-15S of the Code, and specifically, subsection S(6) pertaining to ground cover.

b. On or before **July 15, 2026**, the Property Owners shall submit a revegetation plan for the entire Property to the Town for approval. This plan must meet the requirements of § 185-15S of the

Code, including but not limited to the requirement that it be prepared by a qualified professional and the requirement that it include a scaled site plan depicting where vegetation was or is to be removed, where existing vegetation is to remain, and where vegetation is to be planted, including a list of all vegetation types to be planted. At a minimum, this revegetation plan shall include: (i) a visual buffer of mature trees (defined as at least 2 inches in diameter measured at 4 ½ feet above ground level) between the Replacement Structure and Sebago Lake, (ii) the revegetation of the portion of the Property currently covered by the upper two courses of the easternmost tier of the Replacement Wall, and the patio (as applicable, and as further described below), (iii) the proper revegetation, consistent with § 185-15S of the Code of all trees previously removed from the Property by the Property Owners, regardless of whether their removal was pursuant to a permit issued by the Town, and (iv) the replanting of the location of the original structure with trees, shrubs, grasses, or ground cover (not with a lawn). The Town reserves the right to require revisions to this plan as may be necessary to comply with § 185-15S of the Code and shall communicate any required changes to such plan to the Property Owners within thirty (30) days of submittal. Once finalized and approved by the Town, all required revegetation shall be completed consistent the approved plan on or before **November 1, 2026**. At least 80% of each category of vegetation, *i.e.*, trees, shrubs, and ground cover, as well as at least 80% of the mature trees planted between the Replacement Structure and Sebago Lake under this paragraph, shall survive for at least five (5) years from the date of planting. Any replanting required to be performed in order to maintain this percentage shall be completed without unreasonable delay at the Property Owners' expense.

c. The Property Owners shall construct the patio proposed to be located between the Replacement Structure and Sebago Lake, as shown on the Site Plan, as approved by the Code Enforcement Department, of permeable pavers and shall limit the size of such replacement patio to no more than 176 square feet.

2. The Property Owners further agree and acknowledge as follows:

a. That the Town and its agents may enter onto the Property at reasonable hours to inspect for compliance with this Agreement and shall provide at least 48 hours' advance notice to the Property Owners so that a representative may be present.

b. Notwithstanding any other provision of the Code to the contrary, including any subsequent amendments thereto, that: (i) the footprint of the Replacement Structure as of the effective date of this Agreement may not be expanded; and (ii) no additional structures may be

constructed, erected, placed, or otherwise located on the Property. To the extent that any structure existing on the Property as of the effective date of this Agreement is damaged or destroyed, necessitating repairs that will cost in excess of 50% of the structure's assessed value, said structure may only be reconstructed in a location deemed to be set back from Sebago Lake to the greatest practical extent, as determined in the sole and exclusive discretion of the Town's Code Enforcement Director or their designee.

c. That this Agreement does not constitute a waiver of any additional permitting requirements, including but not limited to any Maine Department of Environmental Protection Permit By Rule, that may be necessary for the Property Owners to legally complete the Corrective Actions.

d. That this Agreement shall be binding on the Property Owners, their heirs, successors, and assigns, and it shall be duly recorded by the Property Owners at the Cumberland County Registry of Deeds within thirty (30) days of the date of execution, with a copy of the duly recorded instrument provided to the Town. The Property Owners shall be responsible for all recording costs.

3. In consideration of the Property Owners' entry into this Agreement and agreement to undertake the Corrective Actions, the Town Agrees as follows:

a. Subject to the completion of any inspection required under the Code, notwithstanding the Alleged Violations, the Town agrees, to issue a temporary certificate of occupancy for the Replacement Structure. Such temporary certificate of occupancy shall have a duration of 90 days and shall be renewed or reissued by the Town for additional 90-day periods for the duration of this Agreement, subject to the Property Owners' continued compliance with the requirements hereof. Upon the Property Owners' completion of the Corrective Actions, and subject to compliance with the other provisions of this Agreement, a permanent certificate of occupancy for the Replacement Structure shall issue.

b. For so long as the Property Owners comply with their obligations under this Agreement, the Town shall forbear from any enforcement action against the Property Owners respecting the Alleged Violations, including without limitation the issuance of notice(s) of violation, assessment of fines or penalties and commencement of civil enforcement proceedings. Except that, in the event that the Property Owners or their heirs or assigns fail or refuse to comply with any of the terms of this Agreement, and such failure or refusal persists for 30 days following the date of written notice from the Town, the Town may take

any action permitted by law to address the Alleged Violations

c. That the Property Owners' successful completion of the Corrective Actions, by the provided deadlines or any extensions thereto, shall resolve the Alleged Violations and, provided the Property Owners' successfully complete such Corrective Actions, the Town agrees to waive its right to assess any fines, penalties, costs or fees relating to the Alleged Violations and its right to commence any enforcement action relating to said Alleged Violations, except as expressly stated in this Agreement and to provide the Property Owners a written statement from the Town in a form suitable for recording in the Cumberland County Registry of Deeds, that acknowledges the completion of the Corrective Actions pursuant to this Agreement, which the Property Owners may cause to be recorded.

4. This Agreement does not and may not be interpreted as an admission by the Property Owners as to any of the facts recited herein or the Alleged Violations or as a waiver of either (i) the Town's right to enforce the Code regarding the Property, other than with respect to the Alleged Violations; or (ii) the Property Owners' right to contest any such enforcement or to raise any available defenses to the same.

5. The Town may, in its discretion and without amendment of this Agreement, extend or enlarge the deadlines for completion of the Corrective Actions set forth in Section 1 of this Agreement to accommodate delays in the Property Owners' performance of the same due to weather, permitting processing or other circumstances or events not reasonably within the Property Owners' control.

6. This Agreement may not be modified or amended except in writing executed by the parties hereto or their heirs, successors or assigns.

7. The parties hereto acknowledge that they have reviewed this Agreement with the advice of independent legal counsel (if desired) and understand the requirements and terms set forth herein. No ambiguity in this Agreement, to the extent such an ambiguity exists, shall be interpreted against either party.

8. This Agreement, including any exhibits thereto, constitutes the entire understanding and agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements or understandings, inducements or conditions, express or implied, written or oral, between the parties.

9. By affixing their signatures below, each signatory represents that they have the authority to execute this Agreement on behalf of their respective

parties.

**PROPERTY OWNERS**

_____, 2026

_____
Roy Moore

_____, 2026

_____
Ginny C. Davis

STATE OF MAINE
COUNTY OF CUMBERLAND

_____, 2026

Personally appeared before me Roy Moore and Ginny C. Davis and acknowledged the foregoing instrument to be their free act and deed.

Before me,

_____
Notary Public/Attorney at Law
Print Name: _____

**TOWN OF WINDHAM**

_____, 2026

_____
Robert J. Burns, its Town Manager,
duly authorized

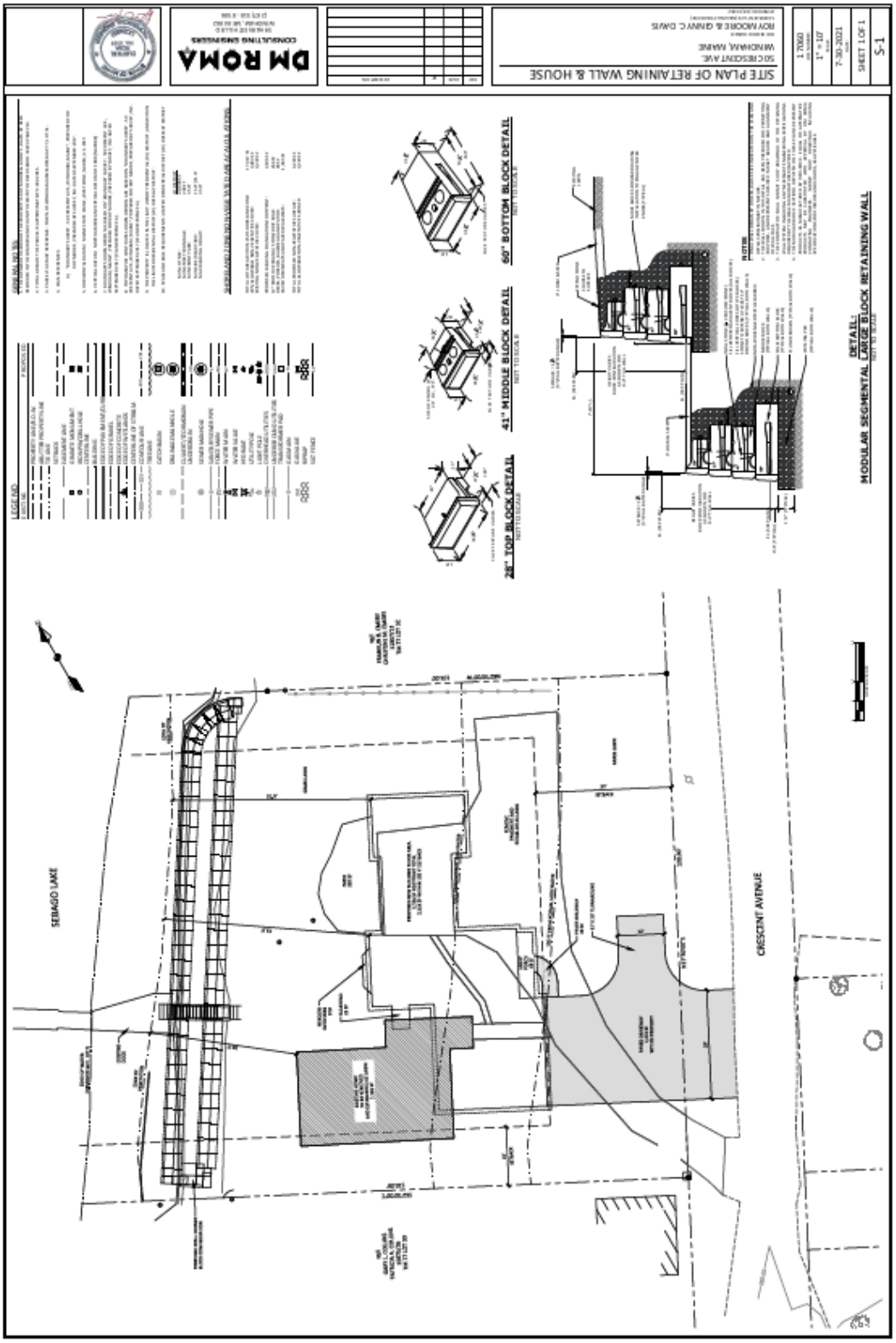
STATE OF MAINE
COUNTY OF CUMBERLAND _____, 2026

Personally appeared before me the above-named Robert J. Burns in his capacity as Town Manager of the Town of Windham and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said Town of Windham.

Before me,

_____
Notary Public/Attorney at Law
Print Name: _____

**EXHIBIT A**


SITE PLAN OF RETAINING WALL & HOUSE
50 CRESCENT AVE.
WINDHAM, MAINE
ROY MOORE & GINNY C. DAVIS
DM ROMA
CONSULTING ENGINEERS
S-1
SHEET 1 OF 1
7-30-2021
1" = 10'
1:1000
60" BOTTOM BLOCK DETAIL
41" MIDDLE BLOCK DETAIL
28" TOP BLOCK DETAIL
DETAIL:
MODULAR SEGMENTAL LARGE BLOCK RETAINING WALL
SEBAGO LAKE
CRESCENT AVENUE

# PLANT LIST

| KEY | QTY | BOTANICAL NAME | COMMON NAME | PROP. SIZE |
|---|---|---|---|---|
| | | **DECIDUOUS TREES** | | |
| AC | 1 | AMELANCHIER CANADENSIS | SERVICEBERRY | 5'–6' CLUMP |
| ACR | 2 | AMELANCHIER CANADENSIS 'RAINBOW PILAR' | RAINBOW PILAR SERVICEBERRY | 1.5" CAL. |
| ARK | 1 | ACER RUBRUM 'KARPICK' | KARPICK RED MAPLE | 2"–2.5" CAL. |
| ARA | 1 | ACER X FREEMANII 'ARMSTRONG' | ARMSTRONG RED MAPLE | 2"–2.5" CAL. |
| BP | 5 | BETULA PAPYRIFERA (TREE FORM) | WHITE BIRCH | 2"–2.5" CAL. TREE FORM |
| BPC | 1 | BETULA PAPYRIFERA 'RENAISSANCE REFLECTION' | RENAISSANCE REFLECTION WHITE BIRCH | 8'–10' CLUMP |
| CT | 1 | CRATAEGUS VAR. INERMIS | COCKSPUR THORNLESS HAWTHORN | 1.5" CAL. |
| HV | 2 | HAMAMELIS VIRGINIANA | COMMON WITCH HAZEL | 5'–6' HT. |
| NS | 3 | NYSSA SYLVATICA | BLACK GUM | 1.5" CAL. |
| QR | 1 | QUERCUS RUBRA | RED OAK | 1.5" CAL. |
| | | **EVERGREEN TREES** | | |
| AB | 1 | ABIES BALSAMEA | BALSAM FIR | 5'–6' HT. |
| JP | 3 | JUNIPERUS CHINENSIS 'BLUE POINT' | BLUE POINT JUNIPER | 3'–4' HT. |
| JE | 3 | JUNIPERUS VIRGINIANA' EMERALD SENTINEL' | EMERALD SENTINEL JUNIPER | 4'–5' HT. |
| PA | 5 | PICEA ABIES 'CUPRESSINA' | COLUMNAR NORWAY SPRUCE | 4'–5' HT. |
| | | **SHRUBS** | | |
| AR | 1 | ARONIA ARB. 'BRILLIANTISSIMA | RED CHOKEBERRY | 2'–3' HT. |
| AM | 6 | ARONIA MEL. 'GROUND HUG' | LOW BLACK CHOKEBERRY | 12"–15" |
| CH | 3 | CLETHRA ALNIFOLIA 'HUMMINGBIRD' | HUMMINGBIRD SWEET PEPPERBUSH | 18"–24" HT. |
| CI | 3 | CORNUS SERICEA 'ISANTI' | ISANTI RED DOGWOOD | 18"–24" HT. |
| CK | 20 | CORNUS SERECIA 'KELSEYI' | KELSEYI RED DOGWOOD | 15"–18"' HT. |
| JB | 21 | JUNIPERUS COMMUNIS 'BLUEBERRY DELIGHT' | BLUEBERRY DELIGHT JUNIPER | 24" |
| RA | 9 | RHUS AROMATICA 'GRO–LOW' | FRAGRANT SUMAC | 15"–18" |
| SL | 6 | SPIRAEA LATIFOLIA | MEADOWSWEET | 18"–24" |
| SP | 2 | SYRINGA PATULA 'MISS KIM' | MISS KIM LILAC | 2'–3' |
| VA | 20 | VACCINIUM ANGUSTIFOLIUM | LOWBUSH BLUEBERRY | 12"–18" OR SOD |
| | | **PERENNIALS** | | |
| AA | 4 | ASTILBE ARENDSII | ASTILBE | 1 GAL. MIN. |
| DP | 22 | DENNSTAEDTIA PUNCTILOBA | HAYSCENTED FERN | 1 GAL. MIN. |
| EP | 3 | ECHINACEA PURPUREA 'MAGNUS' | CONEFLOWER | 1 GAL. MIN. |
| LS | 3 | LIATRIS SPICATA 'KOBOLD' | PURPLE SPIKE GAYFEATHER | 1 GAL. MIN. |
| PV | 4 | PANICUM VIRGATUM 'SHENANDOAH' | SWITCH GRASS | 1 GAL. MIN. |
| RH | 3 | RUDBECKIA HIRTA | BLACK–EYED SUSAN | 1 GAL. MIN. |
| SS | 10 | SCHIZACHYRIUM SCOPARIUM 'PRAIRIE BLUE' | LITTLE BLUESTEM GRASS | 1 GAL. MIN. |

NOTE: THE SEBAGO LAKE FACTSHEETS SHALL BE USED AS A GUIDE FOR CONSTRUCTION AND INSTALLATION OF: DRIP LINES, RAIN GARDENS, MULCHING ETC.





Keith Smith Landscape Architecture
ksla
kasmithlnme@gmail.com • 207.318.7714 • Portland, ME


Owner/Client:
ROY MOORE
50 CRESCENT AVE
WINDHAM, ME 04062

Draft: KBS
Scale: As Shown
Date: 2026.03.05

Stamp

LICENSED LANDSCAPE ARCHITECT
Keith B. Smith
No. 2593
STATE OF MAINE

| Rev. | Issued for | Date | By |
|---|---|---|---|
| 1 | LANDSCAPE PLAN ISSUED FOR REVIEW (additional trees / plants) | 03.18.2026 | KBS |
| 0 | LANDSCAPE PLAN ISSUED FOR REVIEW | 03.05.2026 | KBS |

Status
REVIEW

Project
LANDSCAPE / PLANTING DESIGN
50 CRESCENT AVE
WINDHAM, ME

Drawing Name
LANDSCAPE PLAN

Sheet
LA 1.0

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-131**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To support the Mountain Division Rail-Trail Project, a proposed extension of the trail from Main Street (Route 202) in Windham to Bridge Street in Westbrook, for inclusion in the 2027-2029 Maine DOT Work Plan and 2027-2030 PACTS TIP, and to commit the Town of Windham to its share of the ten percent local match in the amount of $810,000 toward the total estimated project cost of $16,200,000.

II. Basis for Council Action.

Council approval of this item is required because;

a. PACTS applications require endorsement by the local governing body, or "municipal officers," and
b. Pursuant to Article II, Section 1 of the Charter "the Town Council, hereinafter called the 'Council', shall be and constitute the municipal officers of the Town," and
c. Pursuant to Article II, Section 3(I) of the Charter the Council has the authority to exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein and also exercise all the powers now or hereafter given by statute to municipal officers of towns.

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# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

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III. Issue Summary.

Please see the attached materials.

**From:** Amanda L. Lessard
**Sent:** Friday, May 29, 2026 2:56 PM
**To:** transportation@gpcog.org
**Cc:** Robert J. Burns; 'aholmes@westbrook.me.us'; Jennie Franceschi; Mark T. Arienti; Spitella, Rebecca
**Subject:** Notice of Intent to submit project for 27-29 Work Plan / 27-30 TIP

Good afternoon,

The Town of Windham & City of Westbrook would like the **Mountain Division Rail-Trail Gray Road/Route 202 in Windham to Bridge Street in Westbrook** project to be considered for the next MaineDOT Work Plan and PACTS TIP. The project appears twice in Connect 2050 (C50-WEST-07 and C50-WIND-07) and as 13W in Regional Trail Plan and is ready for final design, engineering, and construction. The July 2024 PDR cost estimate was $12,700,000. The most recent cost estimate of $16,200,000 includes reconstruction of failing stone arch culverts at the Inkhorn Brook and Colley Wright Brook crossings.

We look forward to future details regarding the documentation required for the August 1 supplemental material deadline.

Thanks for your consideration,
Amanda

_____
Amanda Lessard, Assistant Town Manager
Town of Windham
8 School Road
Windham, ME 04062

office: (207) 894-5900 x 1121 *(note new extension)*
fax: (207) 892-1916
www.windhammaine.us

NOTICE: Under Maine's Freedom of Access ("Right to Know") law, documents – including emails – in the possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

**TOWN OFFICE HOURS M: 7-5, T: 7-6, W: 7-5, Th: 7-4, F:CLOSED**.

| | |
|---|---|
| **Project name** | **Westbrook Mountain Division Rail-Trail- Sebago to the Sea (Windham to Bridge St in Westbrook)** |
| **Project code** | C50-WEST-07 |
| **Project sponsor** | City of Westbrook & Town of Windham |

| | |
|---|---|
| **Other key sponsors and partners** | Presumpscot Regional Land Trust |
| | 0 |
| | |

## Project Background

**Project location—**Provide a description of the project area with enough detail for us to include in a map. (If the project cannot be mapped please explain so.)

This project would look to implement a trail beside rail from the current off road trail end in Windham at Rt 202 & 4 (Gray Rd) through Westbrook to Bridge St. Approximately 5 miles of trail is proposed.

**Project description, purpose, and need—**Provide a brief description of the scope of the project and the "problem" the project will address.

The proposed trail provides a bicycle/pedestrian transportation link from the current terminus of the Mountain Division Trail in Windham to Westbrook. The trail will be an 8'-10' wide paved corridor running alongside the tracks of the Mountain Division Rail Line. The project entails the completion of the preliminary design report and fully engineered drawings (Final Plans, Specs & Estimate) for a +/- 5.0 miles of bicycle & pedestrian corridor beginning approximately 850 feet beyond the roadway crossing of the Mountain Division Rail Line at Bridge Street in Westbrook and extending northwesterly to the Route 202 roadway crossing in Windham to connect with the previously constructed Mountain Division Trail. The continuation of the Mountain Division Trail from its current terminus in Windham to Westbrook completes the offroad, safe Bike/Ped transportation corridor between Westbrook, Windham, and Sebago Lake. Further, the segment of the corridor within Westbrook connects the residential subdivisions in Westbrook located in the rural district along Cumberland Street with Congin Elementary School (K-5) as well as the Westbrook Community Center where after/before school care is provided to students. This project will provide the needed off-road link for the Sebago to the Sea Trail to provide safe bike/pedestrian passage from Portland to Windham, which affords

| |
|---|
| alternative transportation options for major employers in our region to connect to their workforce's housing locations. |

| **Alignment with local, regional, and statewide planning—**Is this project referenced or supported in any local, regional, or statewide plans? If so, please list and briefly explain the context below (for example, municipal comprehensive plan, GPCOG/PACTS sponsored plan, MaineDOT plan, etc). |
|---|
| This project was included in the PACT Connect 2045 Plan. |

## Project Costs and Readiness

| **Project cost—**What is the estimated project cost in 2024 dollars? (If not available, GPCOG staff may generate planning level cost estimates for budgetary purposes). |
|---|
| Based on the Final Design Report, the Cost for the trail was estimated at $12-$15 Million Dollars. The high end cost of this project is due to two failing crossings of the rail system that would need to be reconstructed in this process. |

| Does the project cost include a contingency factor?(If yes, please explain. Example: Project includes a 20% contingency). |
|---|
| No, a 20% contingency would need to be added. |

| | **Project readiness—**What is the project's overall readiness? (Select one.) |
|---|---|
| | The project requires additional planning and/or a feasibility study. |
| | The project is planned, but requires design, engineering, and construction/implementation. |
| | The project has been through preliminary design, but requires final design, engineering, and construction/implementation. |
| x | The project is fully designed, but requires engineering and construction/implementation. |
| | The project is immediately ready for construction/implementation. |
| | Other (please specify) |

| Does the project demonstrate readiness, as identified in MaineDOT's TransFORM criteria? (Please check all that apply.) |
|---|

| | |
|---|---|
| x | *Demonstrated Support:* The project has support from the public as indicated through a public process and/or an endorsement, resolve, or commitment of funding from a local elected body. |
| x | *Planning Foundations:* The project's scope and preliminary design are far enough along to ensure the project can be built as conceived. Right-of-way, environmental permitting, and physical constraints have been evaluated. Planning and design are sufficient to generate a reliable project cost. |
| x | *Positive Outcome:* The project is sustainable, will generate a net positive for the region, and will not cause any significant unintended consequences. |
| | Not yet. |

| Please further explain your selection(s). |
|---|
| |

| **Project support—**Submit an example of demonstrated support (public process, board/council endorsement) for the project. If this is not available, skip to the next question. |
|---|
| Order%202021-44%2C%20Authorizing%20Expenditure%20for%20Planning%20%26%20Design%20of%20the%20Mountain%20Division%20Trail.pdf |

| | |
|---|---|
| **Project name** | **Mountain Division Trail** |
| **Project code** | C50-WIND-07 |
| **Project sponsor** | Town of Windham |

| | |
|---|---|
| **Other key sponsors and partners** | City of Westbrook |
| | |
| | |

## Project Background

**Project location—**Provide a description of the project area with enough detail for us to include in a map. (If the project cannot be mapped please explain so.)

The project is located on the north side of the existing Mountain Division Railroad. The project begins at Bridge Street in Westbrook and extends north approximately 5.02 miles to Main Street (Route 202) in Windham

**Project description, purpose, and need—**Provide a brief description of the scope of the project and the "problem" the project will address.

This Project entails the construction of approximately 5.02 miles of a multi-use trail facility. The project includes a 10’ wide (8’ minimum) paved multi-use trail adjacent to the existing Mountain Division Railroad Line. This project will connect to the existing Mountain Division Trail head located at Main Street (Route 202) in Windham, ME. Work on this project will include new pavement, gravel, curbing, drainage, signing and striping, retaining walls, fencing, and rectangular rapid flashing beacons located at the trail crossings on Bridge Street (Westbrook), Depot Street (Windham), and Main Street (Route 202) (Windham). The purpose of the project is to connect to the existing 5-mile section of built multiuse trail in Windham and Gorham and thereby expand this section of contiuous trail to 10 miles. It is needed to provide both for recreation but also to provide a safe, non-motorized way of traveling between these towns and into Portland as well.

**Alignment with local, regional, and statewide planning—**Is this project referenced or supported in any local, regional, or statewide plans? If so, please list and briefly explain the context below (for example, municipal comprehensive plan, GPCOG/PACTS sponsored plan, MaineDOT plan, etc).

| |
|---|
| The project originally came about after the Town of Windham applied to the Maine DOT's Quality Community Program, seeking monies for the design and construction of the approximately 5-mile multi-use trail (see project information below). In 2012, a preliminary design and draft PDR report for the Mountain Division Trail (with Rail) Project (original WIN 019423.00) was developed and submitted to the Maine DOT, the City of Westbrook, and Town of Windham for review. The project was put on hold due to insufficient funding and has been dormant ever since. In 2022, the Town of Windham, combined with the City of Westbrook, and the Maine DOT to re-open the project as a Windham led Locally Administered Project under a new WIN. The PDR report was completed in July 2024. |

## Project Costs and Readiness

| **Project cost—**What is the estimated project cost in 2024 dollars? (If not available, GPCOG staff may generate planning level cost estimates for budgetary purposes). |
|---|
| $12.7 |

| Does the project cost include a contingency factor?(If yes, please explain. Example: Project includes a 20% contingency). |
|---|
| yes it includes 20% contingency |

| | **Project readiness—**What is the project's overall readiness? (Select one.) |
|---|---|
| | The project requires additional planning and/or a feasibility study. |
| | The project is planned, but requires design, engineering, and construction/implementation. |
| x | The project has been through preliminary design, but requires final design, engineering, and construction/implementation. |
| | The project is fully designed, but requires engineering and construction/implementation. |
| | The project is immediately ready for construction/implementation. |
| | Other (please specify) |

| | Does the project demonstrate readiness, as identified in MaineDOT's TransFORM criteria? (Please check all that apply.) |
|---|---|
| x | *Demonstrated Support:* The project has support from the public as indicated through a public process and/or an endorsement, resolve, or commitment of funding from a local elected body. |

| | |
|---|---|
| x | *Planning Foundations:* The project's scope and preliminary design are far enough along to ensure the project can be built as conceived. Right-of-way, environmental permitting, and physical constraints have been evaluated. Planning and design are sufficient to generate a reliable project cost. |
| x | *Positive Outcome:* The project is sustainable, will generate a net positive for the region, and will not cause any significant unintended consequences. |
| | Not yet. |

| Please further explain your selection(s). |
|---|
| A Preliminary Design Report (PDR) has been completed and reviewed and approved my Maine DOT and the project is ready for final engineering and design. The project to complete the design and implement has been endorsed by the WIndham Town Council. The pr |

| **Project support—**Submit an example of demonstrated support (public process, board/council endorsement) for the project. If this is not available, skip to the next question. |
|---|
| |

GPCOG
GREATER PORTLAND COUNCIL OF GOVERNMENTS

PACTS
PORTLAND AREA COMPREHENSIVE TRANSPORTATION SYSTEM

# Memorandum

**To**: PACTS Municipal Managers, Transit Agency Directors
**Cc**: PACTS Policy Board & PACTS Regional Transportation Advisory Committee
Jennifer Grant, Claire Winter, MaineDOT
**From**: Aubrey Miller, Senior Transportation Program Manager, GPCOG
**Date**: June 3, 2026
**Subject**: Candidates for the 2027-2029 MaineDOT Work Plan and 2027-2030 PACTS TIP – **Supplemental Materials Due August 1**

To project sponsors who submitted Notice of Intent by June 1:

- Thank you for your submission! As noted in the memo dated April 21, 2026, you must submit supplemental materials to GPCOG staff (transportation@gpcog.org) by August 1. Details regarding the required materials are below.

To other municipal managers and transit agency directors:

- Please review this information in preparation for submitting projects for consideration in future MaineDOT Work Plan and PACTS Transportation Improvement Program (TIP) funding cycles.

## Supplemental Materials

The supplemental materials are intended to demonstrate project "readiness"—that is, the project's deliverability and feasibility within a fiscally constrained timeline. Per the criteria described by MaineDOT staff in their presentations to the PACTS Regional Transportation Advisory Committee and PACTS Policy Board in May, as well as recommendations contained in the region's Transportation Access Analysis and Action Plan, the requirements are shown in Table 1 (for projects being submitted for preliminary engineering funding) and Table 2 (for projects being submitted for construction funding).

## Table 1: Requirements for Projects Being Submitted for Preliminary Engineering Funding

| Requirement | Details |
|---|---|
| *Cost Estimate* | *It is assumed that project sponsors already submitted a planning level construction cost estimate with the Notice of Intent.* |
| Documentation of Formal Municipal/Agency Support | **For projects with the following impacts**, a project-specific **council/board vote** in support of the project is required:<br>• Reduction or increase of highway capacity or any significant change to mobility; any other reconfiguration of lanes.<br>• Changes to stop condition or intersection controls.<br>• Any change of access or closures.<br>**For other projects**, a **letter of support** from official staff (e.g., city/town manager) is sufficient. |
| Documentation of Commitment to the Local Match (Vote Now, Budget Later) | A formal **council/board vote** committing to the local match is required.<br>*If the project is funded in the MaineDOT Work Plan, the local match must be added to the **municipal budget in the spring** after Work Plan release.* |
| Documentation of Public Involvement | Documentation of some form of **public involvement**, such as a public meeting, is required **for projects with the following scopes**:<br>• New traffic control, lane reconfiguration or significant change to mobility, changes to stop condition or intersection controls. |
| Documentation of Traffic Modeling and Engineering Analysis | Traffic modeling and engineering analysis are required **in specific scenarios** (e.g., roundabout, lane additions/reductions) as outlined in MaineDOT's Traffic Modeling Guidebook. When required, modeling and analysis must be submitted to MaineDOT for review ahead of MaineDOT Work Plan candidate submission. |
| Identification of Potential Unintended Consequences[i] | A brief narrative describing how the project sponsor has considered the potential for unintended consequences, as well as how to address them, is required. See the endnote for additional information. |

## Table 2: Requirements for Projects Being Submitted for Construction Funding

| Requirement | Details |
|---|---|
| Documentation of PDR Complete | The documentation of **PDR (Preliminary Design Report) Complete** must indicate that:<br>• Design and estimate are finalized<br>• All design decisions have been made, and all involved parties are accepting of final design<br>• If there are ROW impacts, there has been a public process |
| Documentation of Formal Municipal/Agency Support | **For projects with the following impacts**, a project-specific **council/board vote** in support of the project is required:<br>• Reduction or increase of highway capacity or any significant change to mobility; any other reconfiguration of lanes.<br>• Changes to stop condition or intersection controls.<br>• Any change of access or closures.<br>**For other projects**, a **letter of support** from official staff (e.g., city/town manager) is sufficient. |
| Documentation of Commitment to the Local Match (Vote Now, Budget Later) | A formal **council/board vote** committing to the local match is required.<br>*If the project is funded in the MaineDOT Work Plan, the local match must be added to the **municipal budget in the spring** after Work Plan release.* |
| Documentation of Public Involvement | Documentation of some form of **public involvement**, such as a public meeting, is required **for all projects** being submitted for construction funding. |
| *Municipal-State Agreement* | *If the project is funded in the MaineDOT Work Plan, the project sponsor should expect to execute a municipal-state agreement in the spring after Work Plan release.* |
| Identification of Potential Unintended Consequences[ii] | A brief narrative describing how the project sponsor has considered the potential for unintended consequences, as well as how to address them, is required. See the endnote for additional information. |

Please refer to MaineDOT's Project Readiness presentation and region's Transportation Access Analysis and Action Plan for additional information on these requirements.

## Next Steps

Project sponsors must submit all required supplemental materials by **August 1**. Following review of those materials, GPCOG will submit a prioritized list of projects to MaineDOT by **August 30.**

---

[i] The region's Transportation Access Analysis and Action Plan explains that regional plans and project applications often focus on the benefits of transportation investments while leaving adverse environmental, social, or economic impacts poorly defined. As a result, a project may have unintended consequences—affecting communities or causing harm that the project owner did not foresee. Some projects may advance certain goals while actively hindering progress on others. These unintended consequences of investments may be unfairly borne by some communities.

The Transportation Access Analysis and Action Plan recommends that project sponsors identify potential unintended consequences early in project development. Below is a sample of potential unintended consequences:

- Transit projects:
  - Localized traffic, air quality, or noise impacts at station areas
  - Full or partial property acquisition, which may lower tax base
  - Direct displacement and relocation of residents or businesses
  - Indirect displacement resulting from higher property values and higher rents
- Roadway improvement projects:
  - Degradation in air quality, either temporarily during construction or permanently after construction
  - Higher ambient noise levels in a community
  - Changes in visual quality or scenic vistas
  - Changes in local accessibility and travel patterns

[ii] See previous endnote.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-134**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To appoint Ashley Tempesta, a staff member from the RSU 14 Katahdin Program to the East Windham Steering Committee.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Town Council, pursuant to Article II, Section 3C, is charged with appointing "[t]he members of the Board of Assessment Review, the Planning Board, the Board of Zoning Appeals, and the membership of such advisory committees as the Council may create."

III. Issue Summary.

The previous appointee, Pierre Paradis, is no longer employed with the RSU.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

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III. Issue Summary.

The previous appointee, Pierre Paradis, is no longer employed with the RSU.

**Steering Committee - East Windham**

## Purpose

The purpose of this committee is to guide the process towards creating a vision and management plan for the combined parcels that comprise the East Windham Conservation Area and the Lowell Preserve and to provide ongoing oversight of the maintenance of operation of the property.

## Membership

The Committee shall consist of not fewer than seven (7) nor more than eleven (11) volunteers from local businesses, civic organizations, town government and the general population, and will work in cooperation with the Presumpscot Regional Land Trust (PRLT), and Town of Windham Director of Parks and Recreation, and other town employees designated to assist. Committee members shall not be required to be residents of the town, but be able to demonstrate a connection by residence, employment, business interest, or other civic and community organization affiliation. Committee members may include, but not be limited to, representatives of the following outdoor recreation, education, economic development, public health, and conservation interests:

1. Member of the Town Council
2. Windham Parks & Recreation Advisory Committee (1 member)
3. Windham Natural Resource Advisory Committee (1 member)
4. Windham Economic Development Corporation
5. Greater Portland Chapter of NEMBA
6. Windham Drifters Snowmobile Club
7. RSU14 Katahdin Program (1 staff member)
8. Little Duck Pond Road Association
9. One member of the public with interest and experience in hunting.
10. Up to 2 members of the public with interest and experience in hunting, trail running, hiking, education, public health, conservation and/or nature education. A preference will be given to those who have multiple interests previously referenced.

## Meetings and Procedures

The committee shall select a Chair from its membership, which should not be the Town Council representative. The Chair shall have the authority to convene meetings of the Committee, which shall be conducted in accordance with Maine's Freedom of Access Law with due notice to its members. The committee shall adopt other such reasonable rules of procedure as may be necessary for the efficient conduct of its business while allowing for public accountability and due process.

## Charge

It shall be the responsibility of the Committee to:

1. Seek public input and recommend a new name that unifies the shared character and use of property.
2. Develop an RFP and select a firm to assist in the establishment of a Master Plan to guide the Town and PRLT in the development and management of this property for the years to come.
3. Assist the selected firm in the development of the Master Plan
4. Present the recommended plan to the Town Council for adoption.
5. Meet at least once a year (or as needed) after the Master Plan has been adopted, to review the plan and progress, provide feedback to the Parks and Recreation Advisory Committee, and ensure the property continues to have broad collaboration.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-135**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To authorize the expenditure of up to $465,000 for preliminary costs (“Original Expenditures”) related to the purchase of a new ambulance (FR-2030-005); and to declare the Town’s official intent within the meaning of Treasury Regulation 1.150-2 to reimburse Town funds from the proceeds of bonds to be issued in the future in an amount not to exceed $465,000 for the Original Expenditures related to the ambulance purchase.

II. Basis for Council Action.

Council approval of this item is required because;

a. At the June 13, 2026 Annual Town Meeting, voters authorized the issuance of bonds (and notes in anticipation thereof) in a total sum not to exceed $3,905,000 and appropriation of the proceeds thereof to pay for various projects as set forth in the respective warrant articles, with the details of such borrowing to be determined by the Town Council; and
b. Of the total authorized amount of bonds to be issued, the voters approved the sum of $465,000 to be borrowed for the ambulance as set forth in this Order and as further described in Article 25 of the June 13, 2026 Annual Town Meeting warrant; and
c. The Council has the authority to exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting pursuant to Article II, Section 3(I) of the Charter; and
d. The Council expects to authorize the issuance of the Town’s General Obligation Bonds in the total aggregate amount of $11,737,41, and to appropriate the proceeds thereof to finance the costs of the various projects as authorized by the Annual Town Meeting vote on June 14, 2025 ($7,832,414) and on June 13, 2026 ($3,905,000).
e. In anticipation of the authorization of the Bonds, the Council desires to appropriate up to $465,000 to fund preliminary costs in connection with the Project prior to the issuance of the Bonds, and is required under by federal regulations related to the issuance and use of tax exempt bonds to declare its official intent to reimburse said Original Expenditures with proceeds of bonds or notes to be issued in the maximum principal amount of $465,000.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-135**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Draft

**In Control:** Town Council **File Type:** Order

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# Town of Windham
## Fire - Rescue Department

375 Gray Road
Windham, ME 04062
Business 207-892-1911
Fax 207-892-0544


MEMORANDUM

| | | |
|---|---|---|
| To | : | Bob Burns, Town Manager |
| From | : | Brent Libby, Fire-Rescue Chief |
| Date | : | July 7, 2026 |
| Re | : | Capital Project FR-2030-005 |
| Cc | : | Susan Rossignol, Finance Director |

In the Fiscal Year 2027 budget we have a capital project FR-2030-005 approved in the amount of $465,000 for the purchase of a new ambulance.

Since 2016 we have been working with Autotronics of Madawaska, the authorized dealer for Braun Ambulances and the vender we have purchased that last three ambulances from and had two remounts completed with. I have attached their proposal for a new ambulance that would match our current units exactly.

I am requesting approval to waive the bid process so that we can ensure that all of our ambulances remain the same. I have confirmed with other departments that have made recent purchases from other venders that our price quote is within the same range. In times of emergency, training and operation having exact copies of these vehicles has proven invaluable for good patient care and operational efficiency. Since our first purchase in 2016 we have received excellent customer support, the Braun product has been superior with minimal challenges. We have successfully remounted two Braun ambulance modules so far saving the entire cost of a new ambulance.

I have attached our price quote dated 7/30/2025 that has been honored by Autotronics and includes the equipment needed to have an in service fourth ambulance. With an immediate order we could expect delivery in May / June 2027. With authorization to waive the bid process I would request permission to contract for the purchase of a new 2027 ambulance, power load stretcher and stair chair with Autotronics of Madawaska.

Thank you for your consideration.

PO Box 535
Madawaska, ME 04756

7/30/2025 2957

Windham Fire Department
Brent Libby
375 Gray Road
Windham, Maine 04062

Kyle

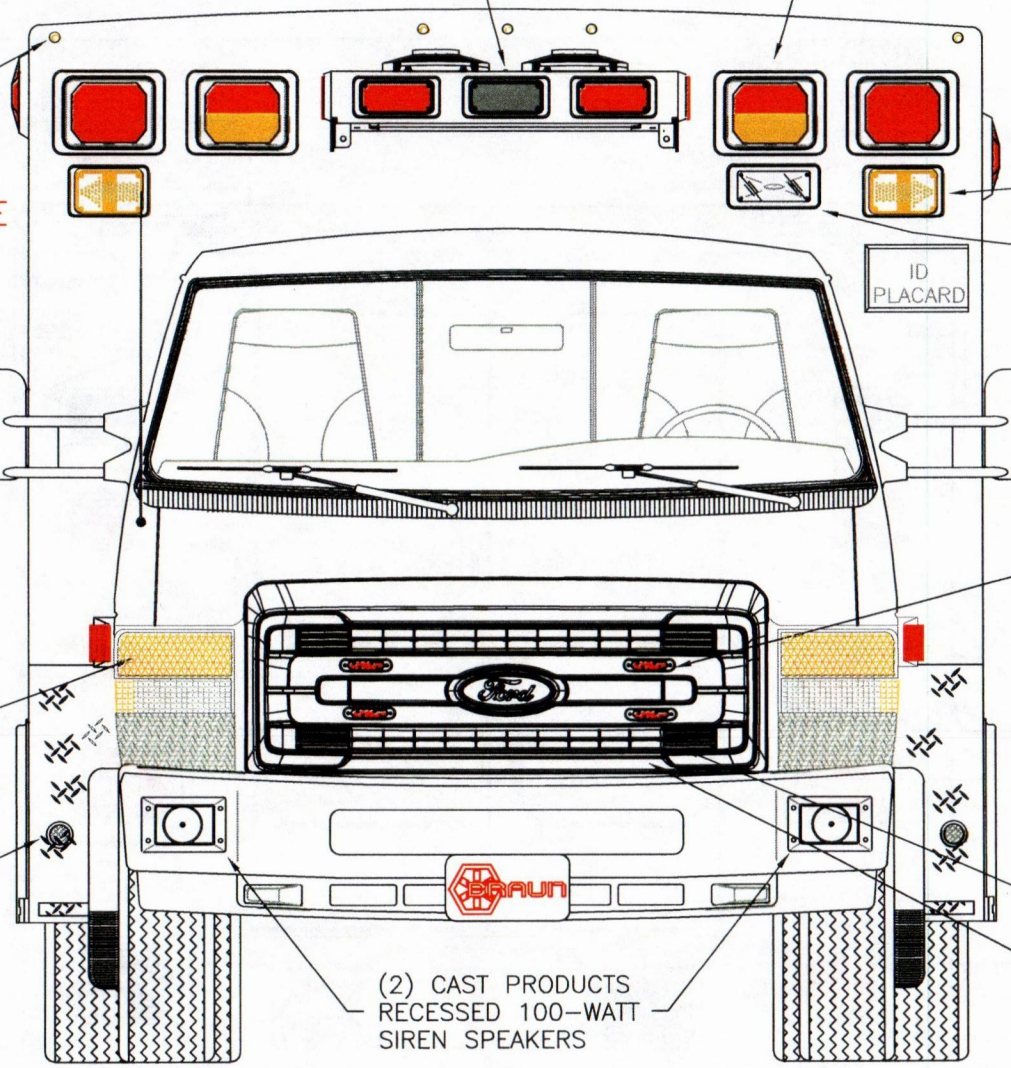
| | | | |
|---|---|---|---|
| 2026 Ford E-450 7.3L Gas 4x2 Braun Chief XL<br>VIN# TBA<br>Build # TBA<br>CPQ #12030 | 1 | 391,700.00 | 391,700.00 |
| Included in Sale:<br>- PDI and Delivery to Customer<br>- Vanner Inverter<br>- LED Driving Light | | | |
| Stryker Power-Load System | 1 | 34,000.00 | 34,000.00 |
| Stryker Power Pro XT-2 Cot | 1 | 37,500.00 | 37,500.00 |
| Stryker Stair-Chair (Manual) | 1 | 6,000.00 | 6,000.00 |
| Ford FIN# Discount | | -1,200.00 | -1,200.00 |
| Repeat Customer Discount | | -2,500.00 | -2,500.00 |
| Autotronics Discount | | -5,000.00 | -5,000.00 |

Please sign and return once proposal is accepted

| | |
|---|---|
| **Subtotal** | $460,500.00 |
| **Sales Tax (5.5%)** | $0.00 |
| | $460,500.00 |

2075436262 2075437412 www.autotronics.net

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 108.5"
OVERALL WIDTH WITH RUB RAILS & FENDERETTES = 98"




THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION
DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.

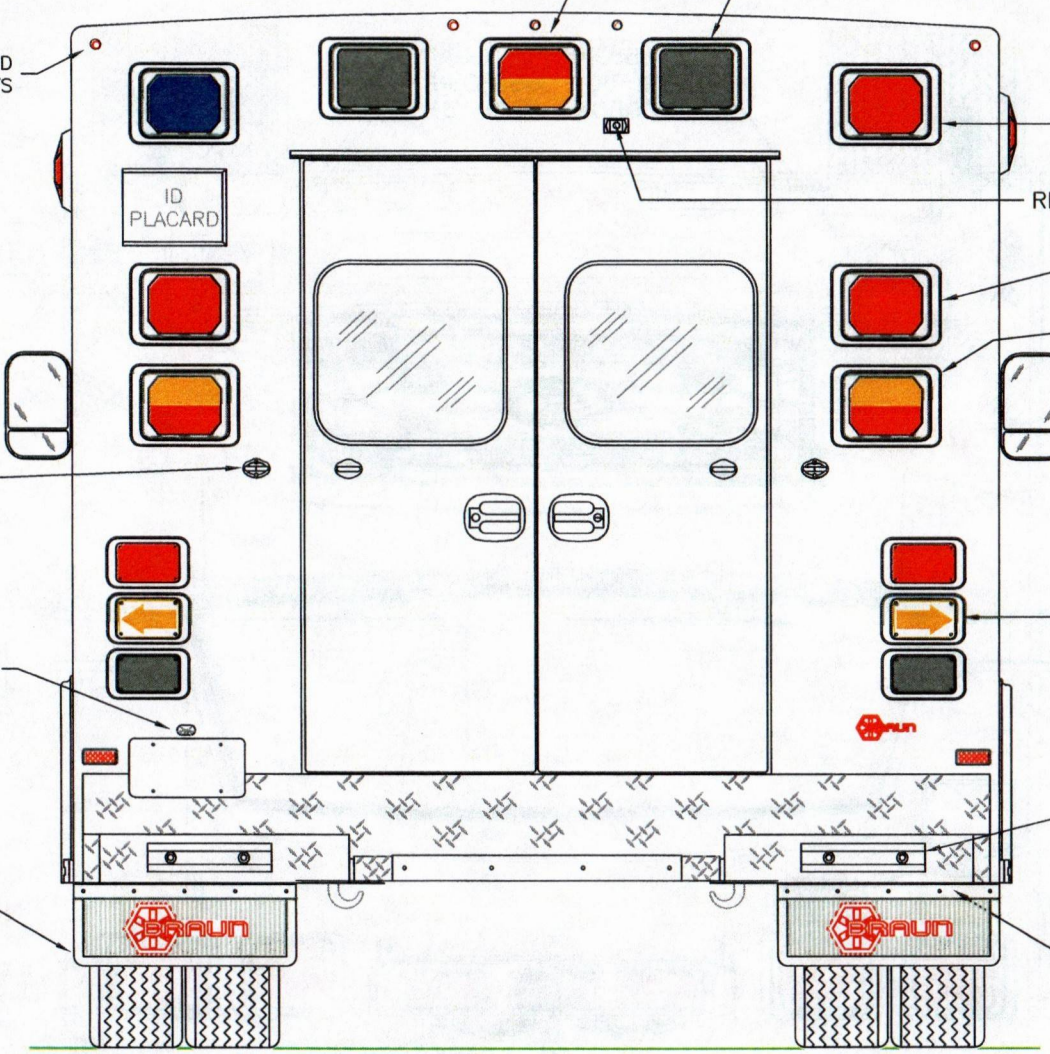
| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | FRONT EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS-GAS ENGINE | DATE: 8-5-25<br>DWG. SSR / REV. B | DRAWING NO. CPQ#12030 WIND-1 |

APPROVAL SIGNATURE:

DATE:

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 108.5"
OVERALL WIDTH WITH RUB RAILS & FENDERETTES = 98"
FLOOR HEIGHT = 33"

74" HEAD ROOM IN INTERIOR OF MODULE




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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | REAR EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS | DATE: 7-30-25<br>DWG. BT / REV. NR | DRAWING NO. CPQ#12030 WIND-2 |

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 106.5"
OVERALL LENGTH = 272.75"
MODULE LENGTH = 169"

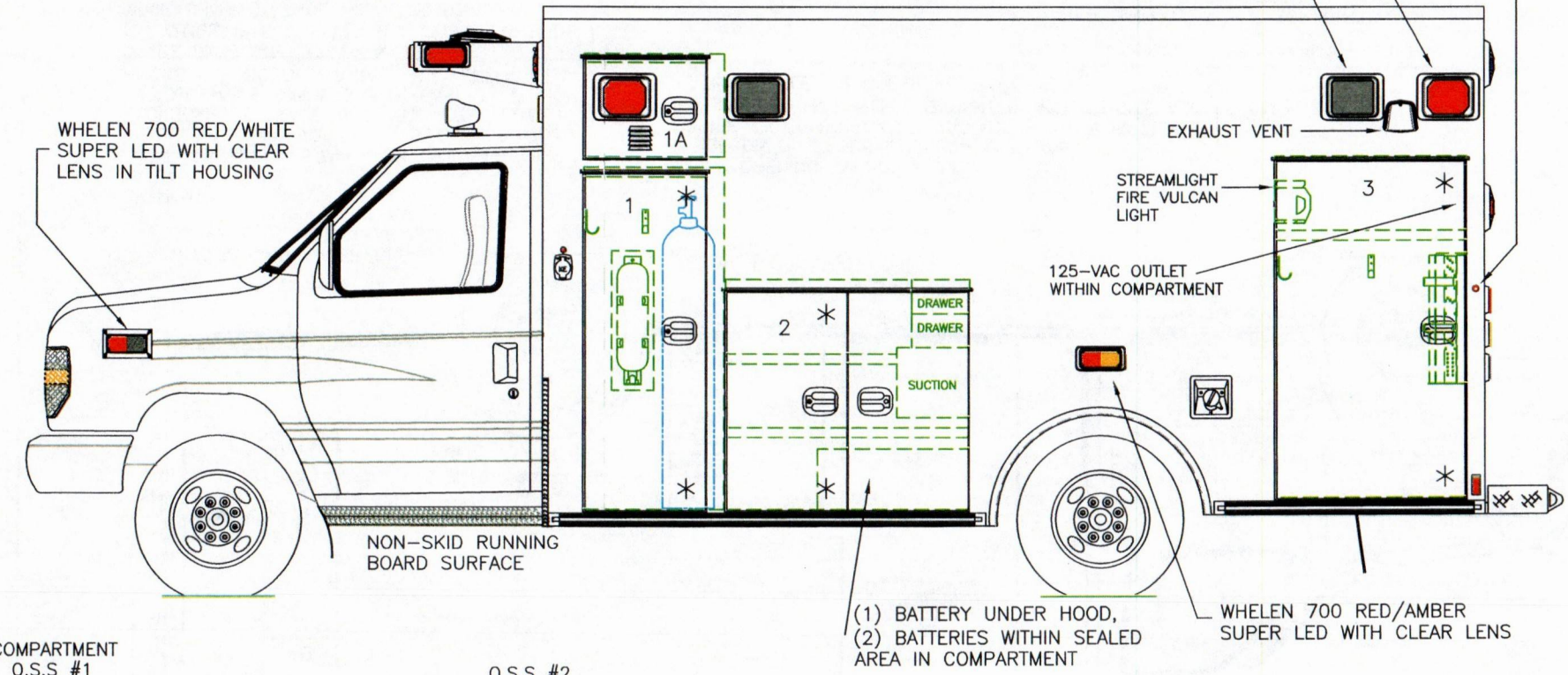
74" HEAD ROOM IN INTERIOR OF MODULE

TECNIQ S330 RED MINI-LED MARKER LIGHT TO ALSO FLASH WITH TURN SIGNAL

(2) WHELEN 900 RED SUPER LED WARNING LIGHTS WITH CLEAR LENSES

YELLOW KUSSMAUL 20 AMP SUPER AUTO-EJECT SHORELINE INLET WITH RED INDICATOR LIGHT

(2) WHELEN 900 24-DIODE LED SCENE LIGHTS




COMPARTMENT

O.S.S #1
- CLEAR OPENING: 58.50h x 18.25w
- INSIDE DIM'S.: 60.25h x 24.25w x 20.75d
- OXYGEN TANK STORAGE – RIGHT SIDE
- (1) SCBA BRACKET/TAPPING PLATE ON BACK WALL, LEFT OF OXYGEN TANK
- (2) COAT HOOKS, (1) ON FORWARD WALL AND (1) CENTERED ON DOOR

O.S.S #1A
- CLEAR OPENING: 16.00h x 18.25w
- INSIDE DIM'S.: 17.50h x 24.25w x 20.75d
- INVERTER PRE-WIRE, SUCTION PUMP, ETC.

O.S.S #2
- CLEAR OPENING: 37.50h x 38.50w
- INSIDE DIM'S.: 40.50h x 43.75w x 20.75d
- (2) ADJUSTABLE SHELVES (UPPER SHELF REDUCED-WIDTH DUE TO DRAWER RECESS)

O.S.S #3
- CLEAR OPENING: 58.50h x 30.75w
- INSIDE DIM'S.: 60.25h x 34.50w x 20.75d
- (1) ANGLED SCBA BRACKET IN BACK RIGHT CORNER (BOTTOM OF BRACKET SHOWN 20" FROM FLOOR)
- (1) ADJUSTABLE SHELF ABOVE SCBA
- (2) COAT HOOKS, (1) LOCATED ON FORWARD WALL AND (1) CENTERED ON DOOR, BOTH BELOW SHELF

* = RED MINI-LED INSIDE TOP/BOTTOM OF #1, #2, & #3 FORWARD-HINGED DOORS

COMPARTMENTS TO HAVE RIDGEBACK LED STRIP LIGHTS

COMPARTMENT #1 & #3 DOORS TO OPEN 120-DEGREES

THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.

| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | STREETSIDE EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS | DATE: 7-30-25<br>DWG. BT / REV. A | DRAWING NO. CPQ#12030 WIND-3 |

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 106.5"
OVERALL LENGTH = 272.75"
MODULE LENGTH = 169"

TECNIQ S330 RED MINI-LED MARKER LIGHT TO ALSO FLASH WITH TURN SIGNAL

(1) WHELEN 900 RED SUPER LED WARNING LIGHT WITH CLEAR LENS

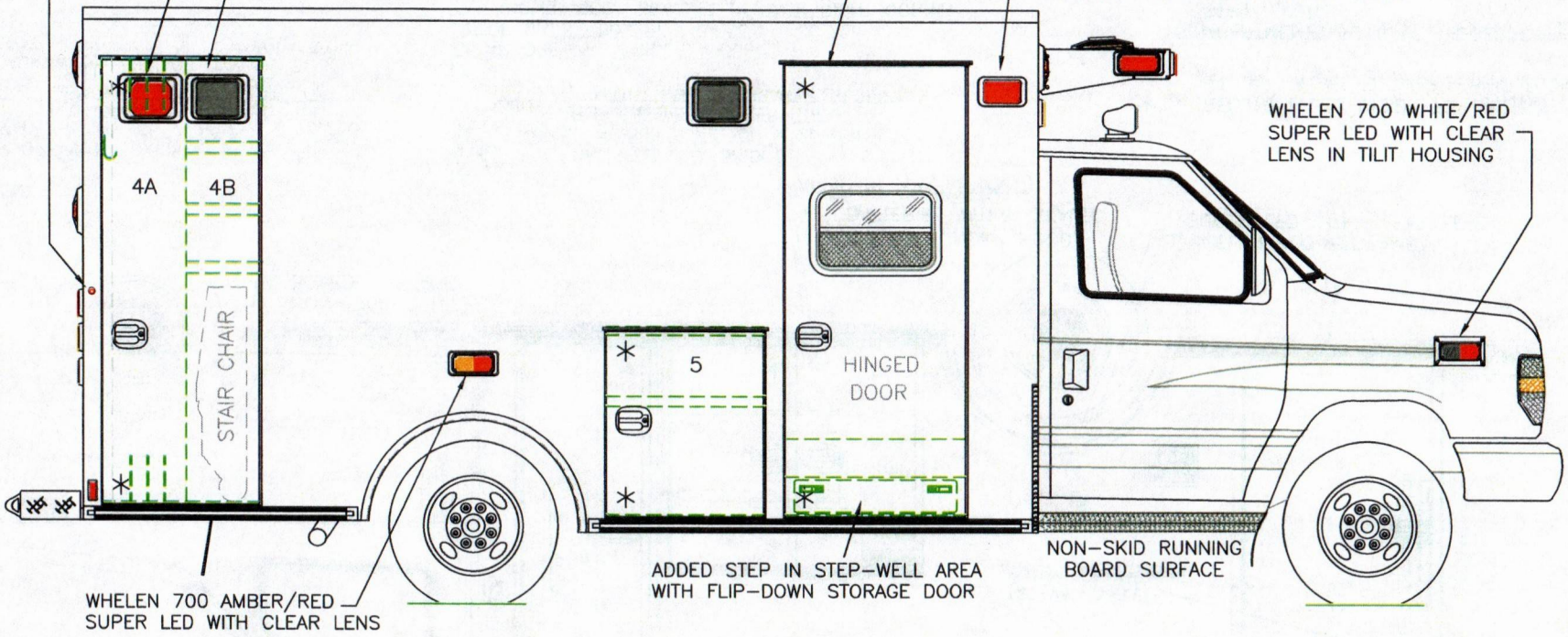
(2) WHELEN 900 24-DIODE LED SCENE LIGHTS

HINGED DOOR TO BE AS TALL AS POSSIBLE

74" HEAD ROOM IN INTERIOR OF MODULE

WHELEN 600 RED SUPER LED WARNING LIGHT WITH CLEAR LENS

WHELEN 700 WHITE/RED SUPER LED WITH CLEAR LENS IN TILIT HOUSING




WHELEN 700 AMBER/RED SUPER LED WITH CLEAR LENS

ADDED STEP IN STEP-WELL AREA WITH FLIP-DOWN STORAGE DOOR

NON-SKID RUNNING BOARD SURFACE

COMPARTMENT
O.S.S #4
CLEAR OPENING: 76.75h x 24.75w
INSIDE DIM'S. 4A: 77.75h x 15.00w x 20.75d
BACKBOARD STORAGE WITH (3) UPPER/LOWER ADJUSTABLE DIVIDERS WITH GASKET EDGING
HOOKS FOR SCOOP STORAGE ON LEFT WALL
INSIDE DIM'S. 4B: 77.75h x 13.50w x 20.75d
(3) ADJUSTABLE SHELVES WITH INSIDE/OUTSIDE ACCESS
STAIR CHAIR STORAGE BELOW SHELVES

O.S.S #5
CLEAR OPENING: 31.50h x 24.00w
INSIDE DIM'S: 33.00h x 28.50w x 20.75d
(INSIDE WIDTH APPROX. 22.25" ABOVE INTERIOR FLOOR LINE)
(1) ADJUSTABLE SHELF(LIPS BENT DOWN) OUTSIDE ACCESS ONLY.
125VAC OUTLET IN UPPER RIGHT CORNER

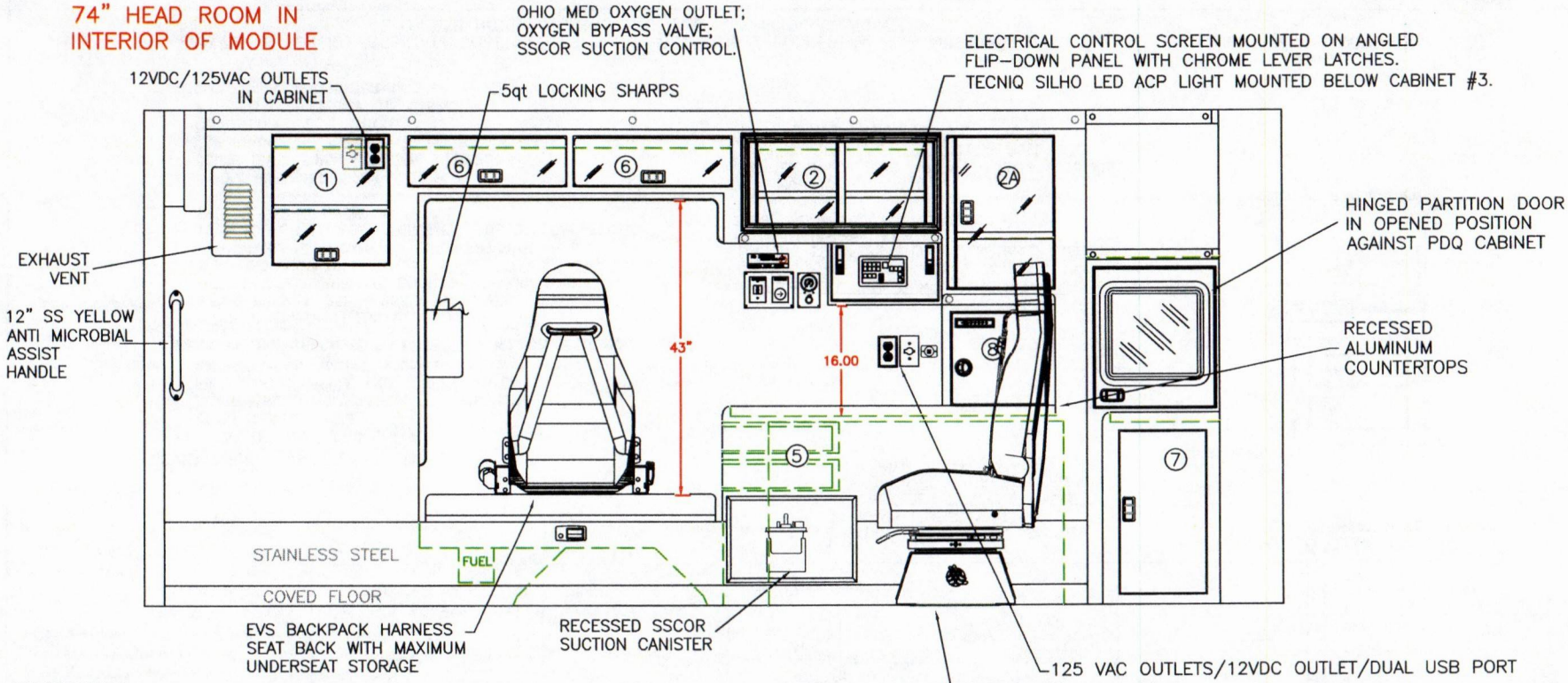
* = RED MINI-LED INSIDE TOP/BOTTOM OF #4, #5, & ENTRY DOORS

COMPARTMENTS #4 & #5 HAVE RIDGEBACK LED STRIP LIGHTS

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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | AUN Built for Life | CURBSIDE EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS | DATE: 7-30-25<br>DWG. BT / REV. A | DRAWING NO. CPQ#12030 WIND-4 |

74" HEAD ROOM IN INTERIOR OF MODULE




COMPARTMENT

#1 DOOR OPENING: 19.50h x 17.25w
INSIDE DIMS: 19.50h x 17.25w x 17.25d
(1) ADJUSTABLE SHELF
LIFT-UP POLYCARBONATE DOOR WITH HOLD-OPENS
CENTERED SQUEEZE LATCH
CABINET DOES NOT HAVE CN10 WEIGHT RATING

#2 DOOR OPENING: 12.00h x 27.25w
INSIDE DIMS: 14.50h x 29.25w x 17.25d
(1) ADJUSTABLE SHELF
SLIDING POLYCARBONATE CABINET DOORS
CABINET HAS LIFT-UP RESTOCKING FRAME
TOTAL CABINET WEIGHT RATING = 25 lbs.

#2A DOOR OPENINGS: 22.75h x 16.00w
INSIDE DIMS: 22.75h x 16.00w x 17.25d
RIGHT-HINGED POLYCARBONATE DOOR
CENTER SQUEEZE LATCH, FULL LENGTH HANDLE
(1) ADJUSTABLE SHELF
CABINET DOES NOT HAVE CN10 WEIGHT RATING

#5 = (2) PULL-OUT DRAWERS TOWARDS CPR SEAT
INSIDE DIMS: 3.50h x 11.00w x 16.25d
LOCKING STAINLESS STEEL FLUSH PULL LATCHES
TOP DRAWER TO HAVE A HINGED ACRYLIC WRITING SURFACE
TOTAL DRAWER WEIGHT RATING = 10 lbs. EACH

#6 DOOR OPENINGS: 7.50h x 23.50w
INSIDE DIMS: 7.50h x 23.50w x 17.25d
TOP HINGED POLYCARBONATE DOORS
CENTERED SQUEEZE LATCHES
CABINET DOES NOT HAVE CN10 WEIGHT RATING

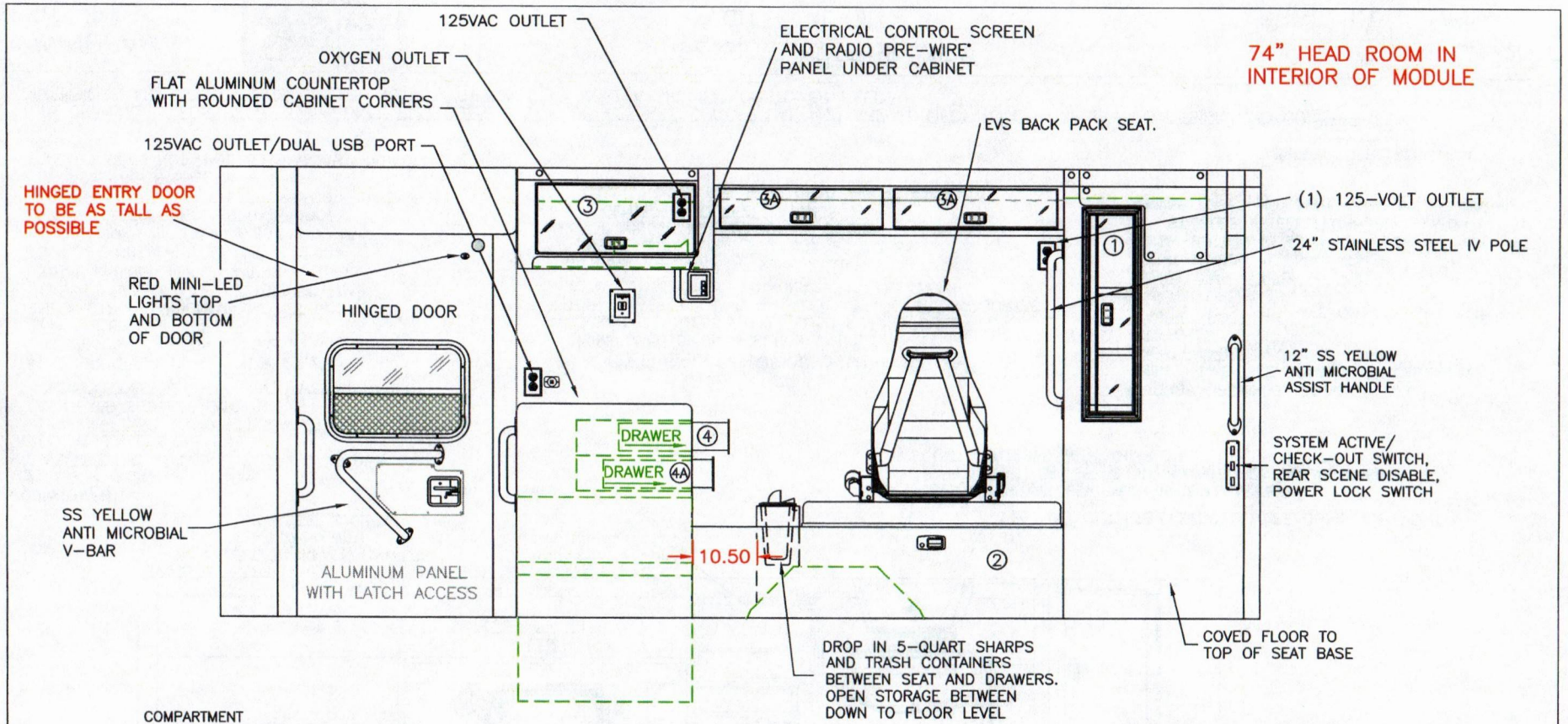
#7 DOOR OPENINGS: 24.00h x 13.00w
INSIDE DIMS: SEE DRAWING #7 CABINET #1
RIGHT-HINGED ALUMINUM DOOR
CENTER SQUEEZE LATCH
CABINET DOES NOT HAVE CN10 WEIGHT RATING

#8 DOOR OPENINGS: 13.75h x 14.25w
INSIDE DIMS: 13.75h x 14.25w x 8.00d
RIGHT-HINGED ALUMINUM DOOR
PUSH-BUTTON COMBINATION LOCK AND LOCKING STAINLESS STEEL FLUSH PULL LATCH.
CABINET DOES NOT HAVE CN10 WEIGHT RATING

CABINETS TO BE ALUMINUM

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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | STREETSIDE INTERIOR VIEW<br>CHIEF XL-III | DATE: 2-14-25 | DWG. TKD / REV. NR | DRAWING NO. CPQ#12030 WIND-5 |




COMPARTMENT

#1 DOOR OPENING: 32.00h x 7.25w
INSIDE/OUTSIDE ACCESS
RIGHT-HINGED POLYCARBONATE DOOR WITH
FULL LENGTH HANDLE AND SQUEEZE LATCH
CABINET WEIGHT RATING = 25lbs

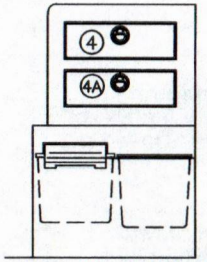
#2 INSIDE SQ. BENCH DIMS. 14.750"h x 42.50"l x 22.25"d

#3 DOOR OPENING: 11.25h x 26.00w
INSIDE DIMS: 11.25h x 26.00w x 17.25d
LIFT-UP POLYCARBONATE DOOR WITH HOLD-OPEN
CENTERED SQUEEZE LATCH
SMITHWORKS IV WARMER ON FLOOR OF COMPARTMENT
12VDC OUTLET ON LEFT (FORWARD) SIDE OF COMPARTMENT
CABINET WEIGHT RATING = 10 lbs.

#3A DOOR OPENING: 6.25h x 26.50w
INSIDE DIMS: 6.25h x 26.50w x 10.25d
TOP HINGED POLYCARBONATE DOORS
CENTERED SQUEEZE LATCH
43" HEADROOM BELOW THE CABINET
EACH CABINET WEIGHT RATING = 10 lbs.

#4 = PULL-OUT DRAWER WITH HINGED ACRYLIC WRITING SURFACE
DRAWER INSIDE DIMS: 4.00h x 13.00w x 18.00d
LOCKING STAINLESS STEEL FLUSH PULL LATCH
TO HAVE LOCKING SLIDES
TOTAL DRAWER WEIGHT RATING = 10 lbs.

#4A = PULL-OUT DRAWER
DRAWER INSIDE DIMS: 4.00h x 13.00w x 18.00d
LOCKING STAINLESS STEEL FLUSH PULL LATCH
TOTAL DRAWER WEIGHT RATING = 10 lbs.

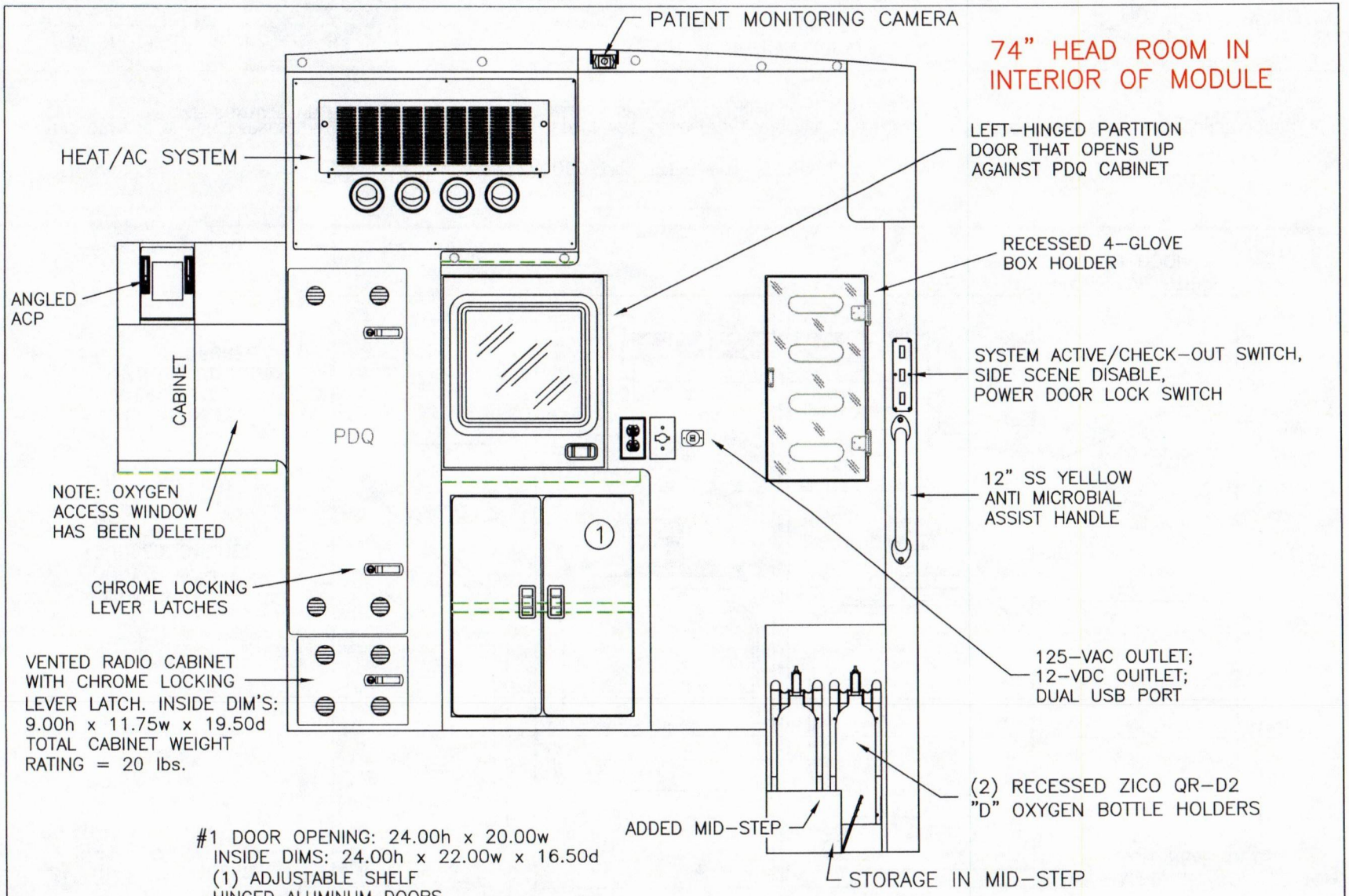



CABINET FORWARD OF SEAT,
FORWARD-FACING VIEW:

CABINETS TO BE ALUMINUM

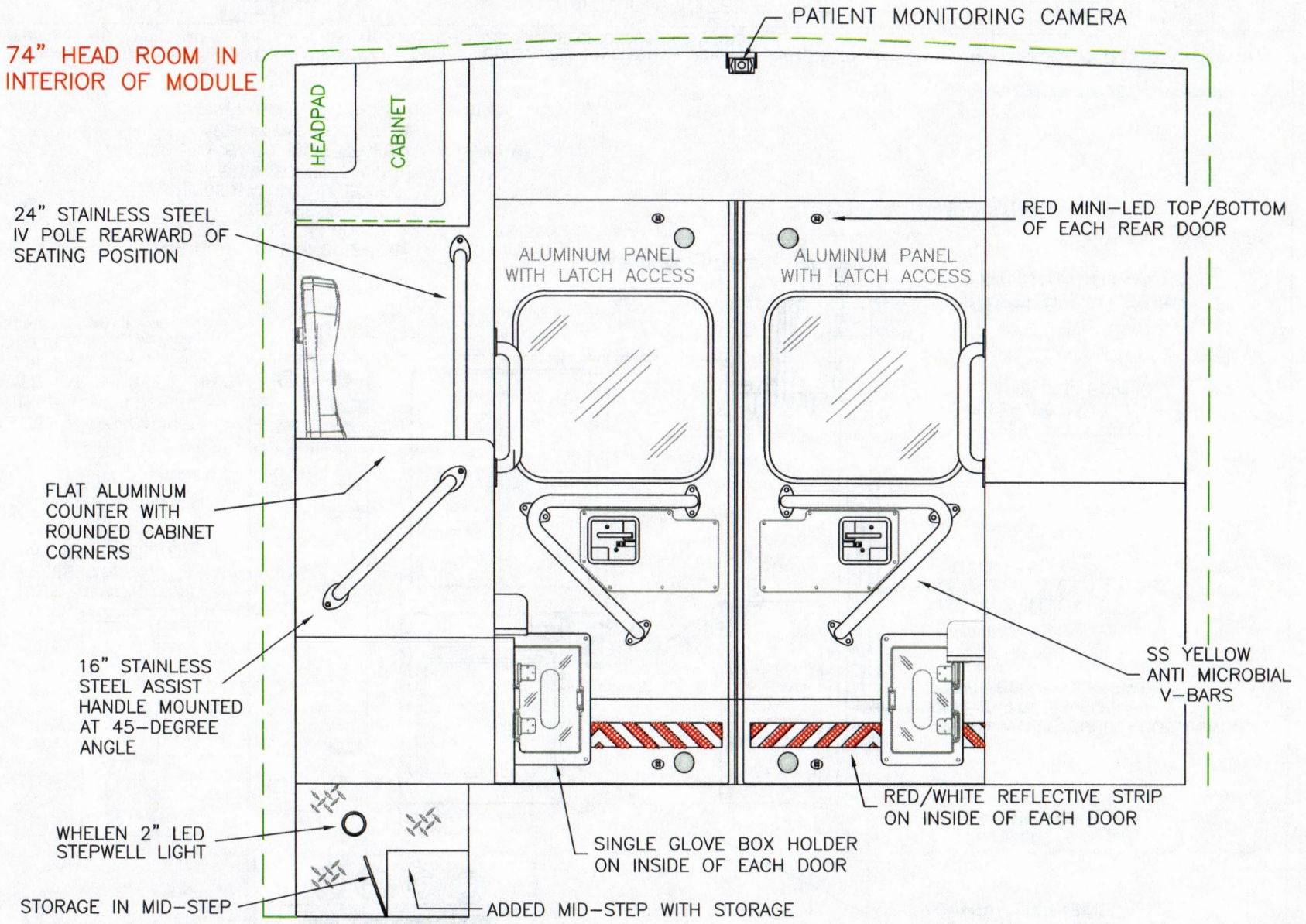
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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | CURBSIDE INTERIOR VIEW<br>CHIEF XL-III | DATE: 2-14-25<br>DWG. TKD / REV. NR | DRAWING NO. CPQ#12030 WIND-6 |



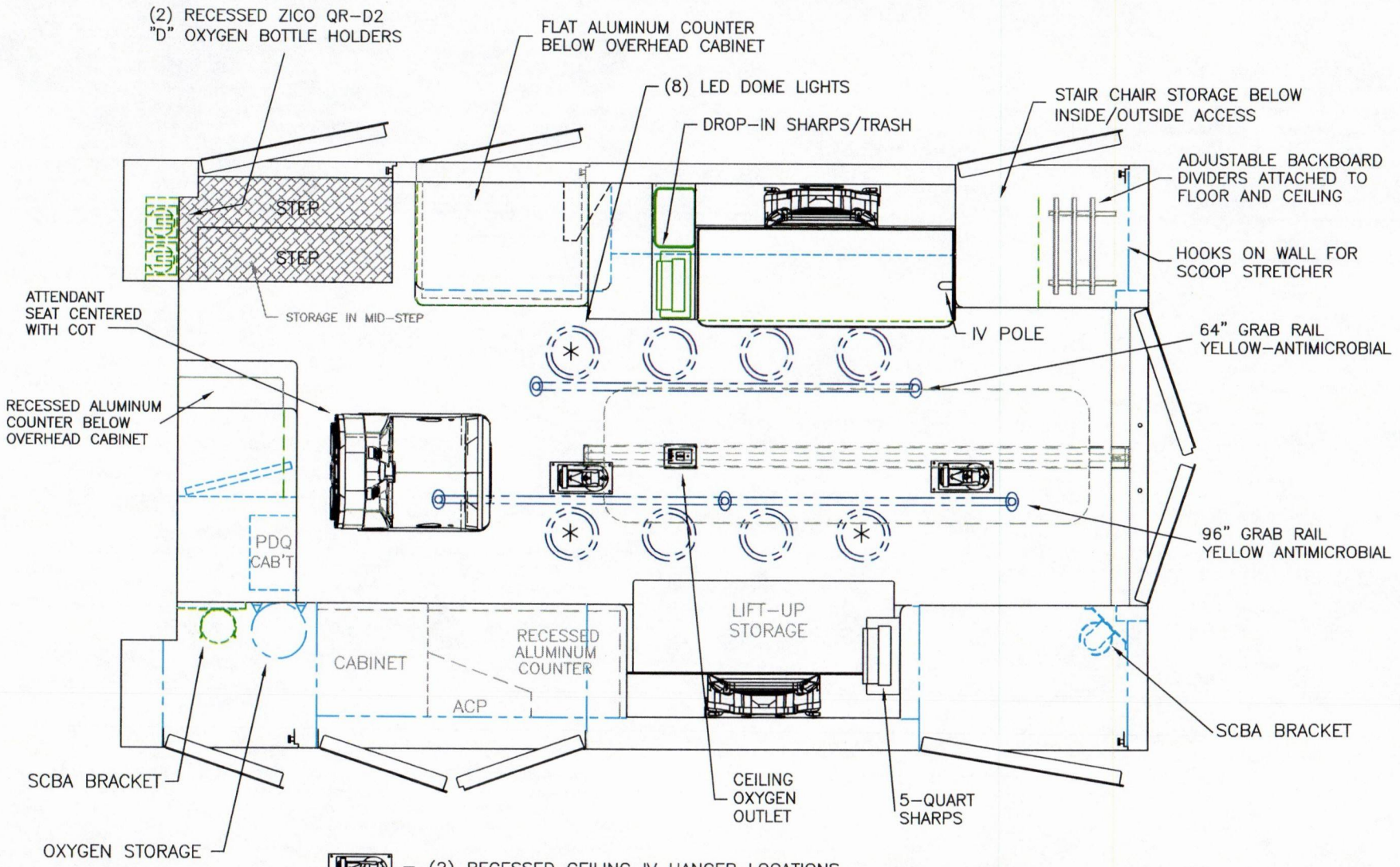

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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN | PARTITION INTERIOR VIEW<br>CHIEF XL-III | DATE: 2-14-25<br>DWG. TKD / REV. NR | DRAWING NO.<br>CPQ#12030<br>WIND-7 |




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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | REAR INTERIOR VIEW<br>CHIEF XL-III | DATE: 2-14-25<br>DWG. TKD / REV. NR | DRAWING NO.<br>CPQ #12030<br>WIND-8 |




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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN | FLOOR INTERIOR VIEW CHIEF XL-III | DATE: 02-14-25 DWG. TKD REV. NR | DRAWING NO. CPQ#12030 WIND-9 |

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-136**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To authorize the waiver of the bid process and the purchase of a 2027 Braun Chief XL ambulance in the amount of $460,500, from Autotronics of Madawaska, capital expenditure (FR-2030-005), which was approved as part of the next bond issuance.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. The purchase requires Council approval in accordance with Section 5.4 of the Town of Windham Purchasing Policies (2024), as amended.

III. Issue Summary.

Please refer to the supporting information from Fire Chief Brent Libby.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

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III. Issue Summary.

Please refer to the supporting information from Fire Chief Brent Libby.

# Town of Windham
## Fire - Rescue Department

375 Gray Road
Windham, ME 04062
Business 207-892-1911
Fax 207-892-0544


MEMORANDUM

| | | |
|---|---|---|
| To | : | Bob Burns, Town Manager |
| From | : | Brent Libby, Fire-Rescue Chief |
| Date | : | July 7, 2026 |
| Re | : | Capital Project FR-2030-005 |
| Cc | : | Susan Rossignol, Finance Director |

In the Fiscal Year 2027 budget we have a capital project FR-2030-005 approved in the amount of $465,000 for the purchase of a new ambulance.

Since 2016 we have been working with Autotronics of Madawaska, the authorized dealer for Braun Ambulances and the vender we have purchased that last three ambulances from and had two remounts completed with. I have attached their proposal for a new ambulance that would match our current units exactly.

I am requesting approval to waive the bid process so that we can ensure that all of our ambulances remain the same. I have confirmed with other departments that have made recent purchases from other venders that our price quote is within the same range. In times of emergency, training and operation having exact copies of these vehicles has proven invaluable for good patient care and operational efficiency. Since our first purchase in 2016 we have received excellent customer support, the Braun product has been superior with minimal challenges. We have successfully remounted two Braun ambulance modules so far saving the entire cost of a new ambulance.

I have attached our price quote dated 7/30/2025 that has been honored by Autotronics and includes the equipment needed to have an in service fourth ambulance. With an immediate order we could expect delivery in May / June 2027. With authorization to waive the bid process I would request permission to contract for the purchase of a new 2027 ambulance, power load stretcher and stair chair with Autotronics of Madawaska.

Thank you for your consideration.

PO Box 535
Madawaska, ME 04756

7/30/2025 2957

Windham Fire Department
Brent Libby
375 Gray Road
Windham, Maine 04062

Kyle

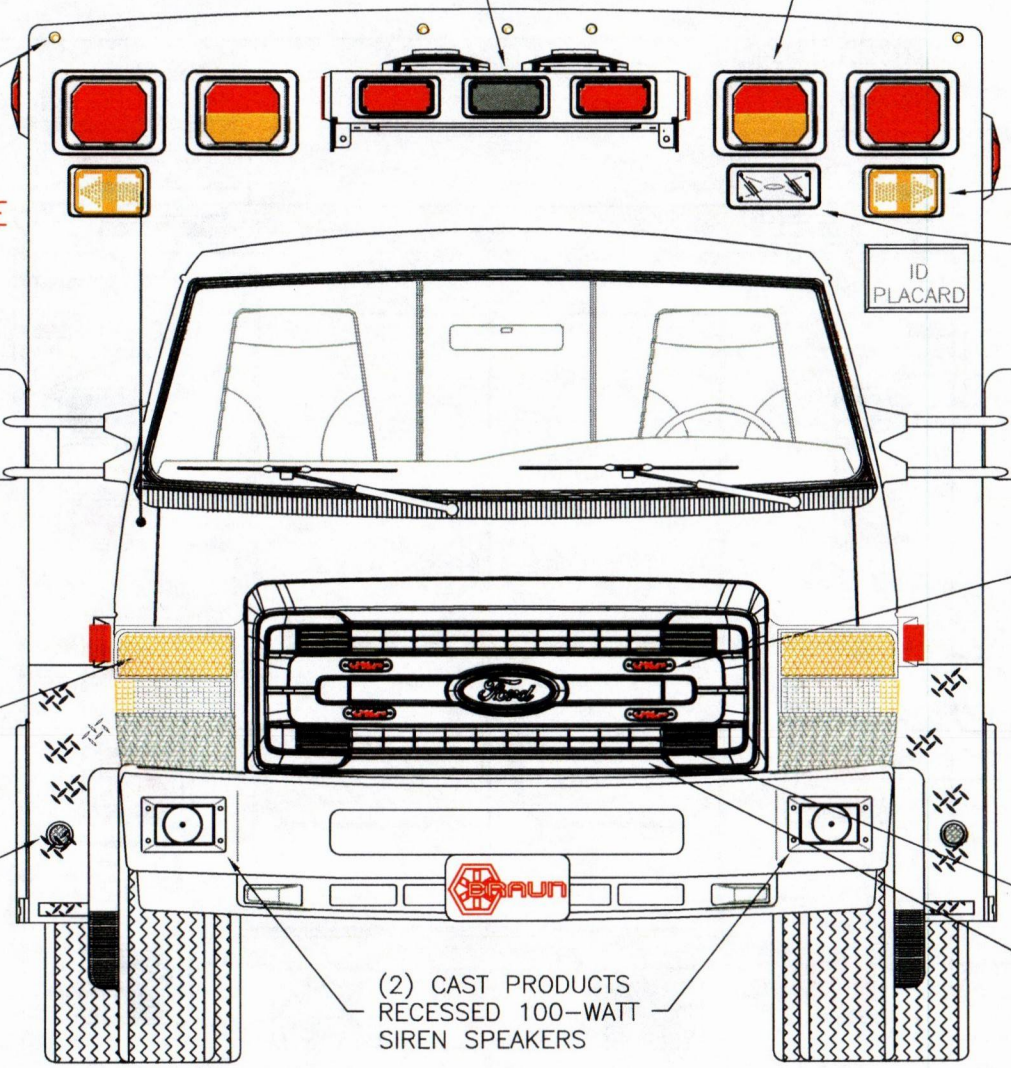
| | | | |
|---|---|---|---|
| 2026 Ford E-450 7.3L Gas 4x2 Braun Chief XL<br>VIN# TBA<br>Build # TBA<br>CPQ #12030 | 1 | 391,700.00 | 391,700.00 |
| Included in Sale:<br>- PDI and Delivery to Customer<br>- Vanner Inverter<br>- LED Driving Light | | | |
| Stryker Power-Load System | 1 | 34,000.00 | 34,000.00 |
| Stryker Power Pro XT-2 Cot | 1 | 37,500.00 | 37,500.00 |
| Stryker Stair-Chair (Manual) | 1 | 6,000.00 | 6,000.00 |
| Ford FIN# Discount | | -1,200.00 | -1,200.00 |
| Repeat Customer Discount | | -2,500.00 | -2,500.00 |
| Autotronics Discount | | -5,000.00 | -5,000.00 |

Please sign and return once proposal is accepted

| | |
|---|---|
| **Subtotal** | $460,500.00 |
| **Sales Tax (5.5%)** | $0.00 |
| | $460,500.00 |

2075436262 2075437412 www.autotronics.net

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 108.5"
OVERALL WIDTH WITH RUB RAILS & FENDERETTES = 98"




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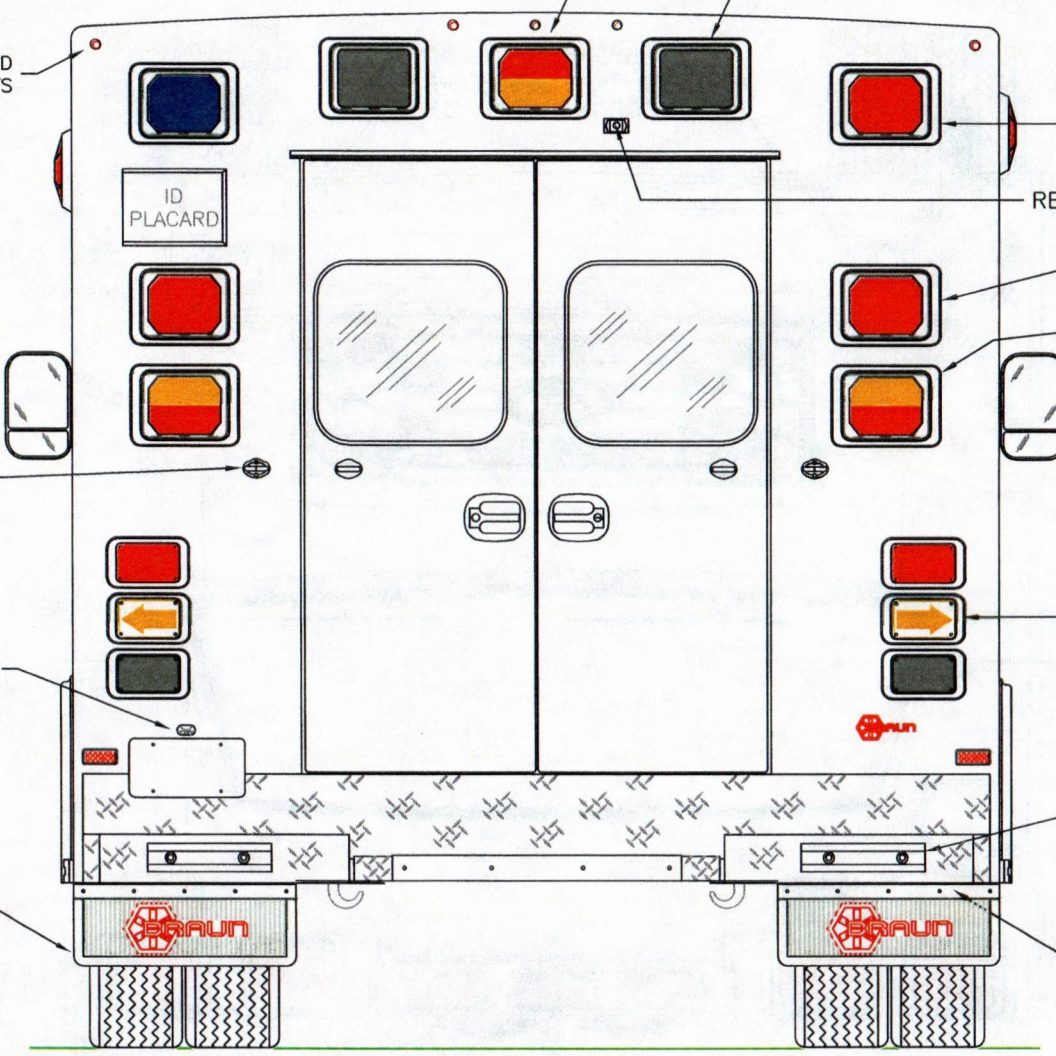
| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | FRONT EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS-GAS ENGINE | DATE: 8-5-25<br>DWG. SSR / REV. B | DRAWING NO. CPQ#12030 WIND-1 |

APPROVAL SIGNATURE:

DATE:

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 108.5"
OVERALL WIDTH WITH RUB RAILS & FENDERETTES = 98"
FLOOR HEIGHT = 33"

74" HEAD ROOM IN INTERIOR OF MODULE




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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | REAR EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS | DATE: 7-30-25<br>DWG. BT / REV. NR | DRAWING NO. CPQ#12030 WIND-2 |

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 106.5"
OVERALL LENGTH = 272.75"
MODULE LENGTH = 169"

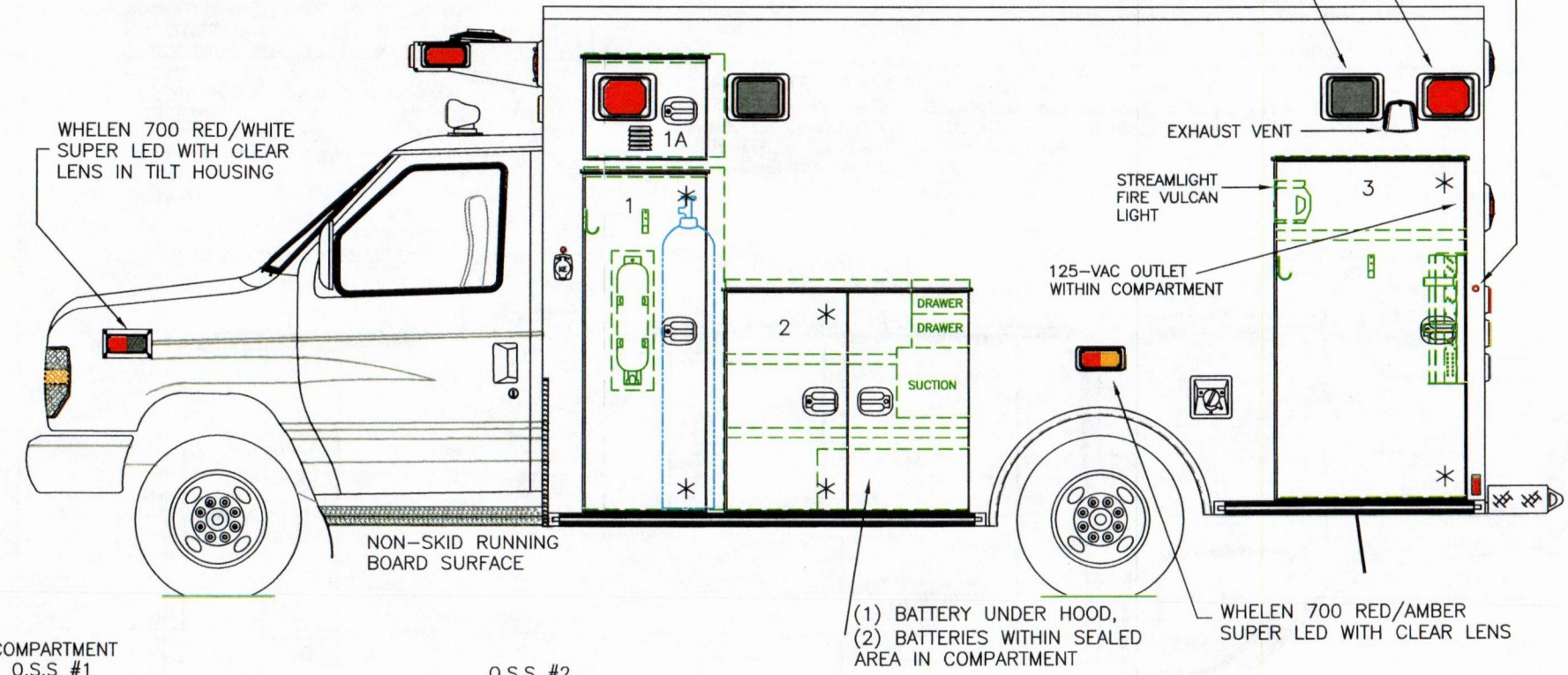
74" HEAD ROOM IN INTERIOR OF MODULE

TECNIQ S330 RED MINI-LED MARKER LIGHT TO ALSO FLASH WITH TURN SIGNAL

(2) WHELEN 900 RED SUPER LED WARNING LIGHTS WITH CLEAR LENSES

YELLOW KUSSMAUL 20 AMP SUPER AUTO-EJECT SHORELINE INLET WITH RED INDICATOR LIGHT

(2) WHELEN 900 24-DIODE LED SCENE LIGHTS




COMPARTMENT

O.S.S #1
- CLEAR OPENING: 58.50h x 18.25w
- INSIDE DIM'S.: 60.25h x 24.25w x 20.75d
- OXYGEN TANK STORAGE – RIGHT SIDE
- (1) SCBA BRACKET/TAPPING PLATE ON BACK WALL, LEFT OF OXYGEN TANK
- (2) COAT HOOKS, (1) ON FORWARD WALL AND (1) CENTERED ON DOOR

O.S.S #1A
- CLEAR OPENING: 16.00h x 18.25w
- INSIDE DIM'S.: 17.50h x 24.25w x 20.75d
- INVERTER PRE-WIRE, SUCTION PUMP, ETC.

O.S.S #2
- CLEAR OPENING: 37.50h x 38.50w
- INSIDE DIM'S.: 40.50h x 43.75w x 20.75d
- (2) ADJUSTABLE SHELVES (UPPER SHELF REDUCED-WIDTH DUE TO DRAWER RECESS)

O.S.S #3
- CLEAR OPENING: 58.50h x 30.75w
- INSIDE DIM'S.: 60.25h x 34.50w x 20.75d
- (1) ANGLED SCBA BRACKET IN BACK RIGHT CORNER (BOTTOM OF BRACKET SHOWN 20" FROM FLOOR)
- (1) ADJUSTABLE SHELF ABOVE SCBA
- (2) COAT HOOKS, (1) LOCATED ON FORWARD WALL AND (1) CENTERED ON DOOR, BOTH BELOW SHELF

* = RED MINI-LED INSIDE TOP/BOTTOM OF #1, #2, & #3 FORWARD-HINGED DOORS

COMPARTMENTS TO HAVE RIDGEBACK LED STRIP LIGHTS

COMPARTMENT #1 & #3 DOORS TO OPEN 120-DEGREES

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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | STREETSIDE EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS | DATE: 7-30-25<br>DWG. BT / REV. A | DRAWING NO. CPQ#12030 WIND-3 |

DIMENSIONS FOR OVERALL HEIGHT AND LENGTH ARE APPROXIMATE
OVERALL HEIGHT = 106.5"
OVERALL LENGTH = 272.75"
MODULE LENGTH = 169"

TECNIQ S330 RED MINI-LED MARKER LIGHT TO ALSO FLASH WITH TURN SIGNAL

(1) WHELEN 900 RED SUPER LED WARNING LIGHT WITH CLEAR LENS

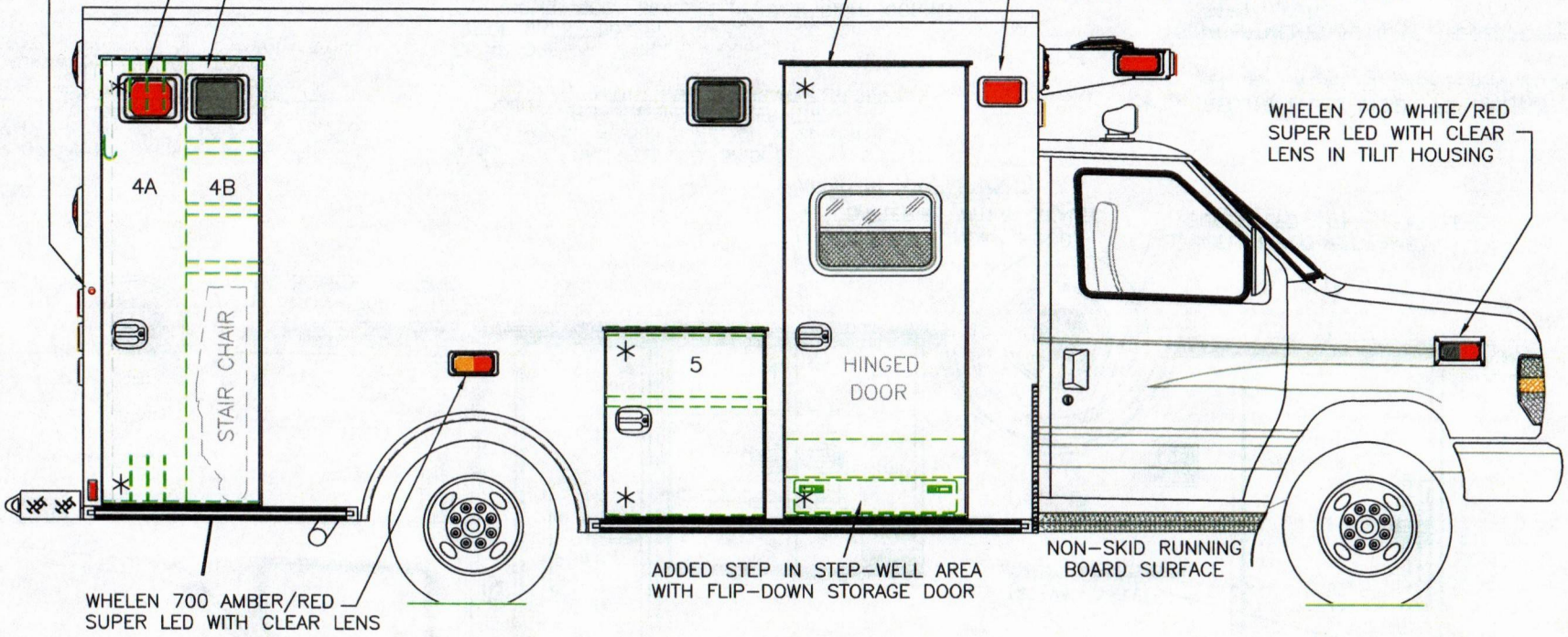
(2) WHELEN 900 24-DIODE LED SCENE LIGHTS

HINGED DOOR TO BE AS TALL AS POSSIBLE

74" HEAD ROOM IN INTERIOR OF MODULE

WHELEN 600 RED SUPER LED WARNING LIGHT WITH CLEAR LENS

WHELEN 700 WHITE/RED SUPER LED WITH CLEAR LENS IN TILIT HOUSING




WHELEN 700 AMBER/RED SUPER LED WITH CLEAR LENS

ADDED STEP IN STEP-WELL AREA WITH FLIP-DOWN STORAGE DOOR

NON-SKID RUNNING BOARD SURFACE

COMPARTMENT
O.S.S #4
CLEAR OPENING: 76.75h x 24.75w
INSIDE DIM'S. 4A: 77.75h x 15.00w x 20.75d
BACKBOARD STORAGE WITH (3) UPPER/LOWER ADJUSTABLE DIVIDERS WITH GASKET EDGING
HOOKS FOR SCOOP STORAGE ON LEFT WALL
INSIDE DIM'S. 4B: 77.75h x 13.50w x 20.75d
(3) ADJUSTABLE SHELVES WITH INSIDE/OUTSIDE ACCESS
STAIR CHAIR STORAGE BELOW SHELVES

O.S.S #5
CLEAR OPENING: 31.50h x 24.00w
INSIDE DIM'S: 33.00h x 28.50w x 20.75d
(INSIDE WIDTH APPROX. 22.25" ABOVE INTERIOR FLOOR LINE)
(1) ADJUSTABLE SHELF(LIPS BENT DOWN) OUTSIDE ACCESS ONLY.
125VAC OUTLET IN UPPER RIGHT CORNER

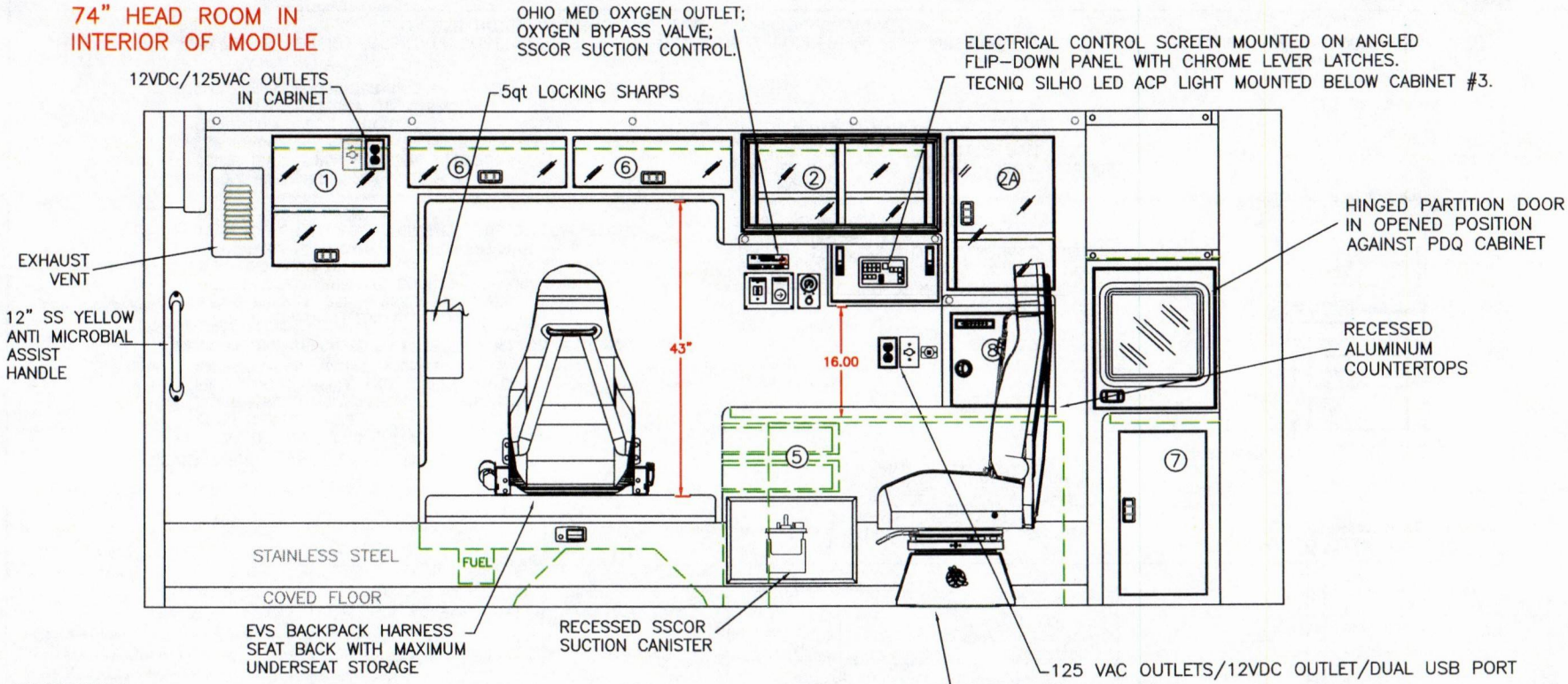
* = RED MINI-LED INSIDE TOP/BOTTOM OF #4, #5, & ENTRY DOORS

COMPARTMENTS #4 & #5 HAVE RIDGEBACK LED STRIP LIGHTS

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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | AUN Built for Life | CURBSIDE EXTERIOR VIEW<br>CHIEF XL-III/FORD E-450 CHASSIS | DATE: 7-30-25<br>DWG. BT / REV. A | DRAWING NO. CPQ#12030 WIND-4 |

74" HEAD ROOM IN INTERIOR OF MODULE




COMPARTMENT

#1 DOOR OPENING: 19.50h x 17.25w
INSIDE DIMS: 19.50h x 17.25w x 17.25d
(1) ADJUSTABLE SHELF
LIFT-UP POLYCARBONATE DOOR WITH HOLD-OPENS
CENTERED SQUEEZE LATCH
CABINET DOES NOT HAVE CN10 WEIGHT RATING

#2 DOOR OPENING: 12.00h x 27.25w
INSIDE DIMS: 14.50h x 29.25w x 17.25d
(1) ADJUSTABLE SHELF
SLIDING POLYCARBONATE CABINET DOORS
CABINET HAS LIFT-UP RESTOCKING FRAME
TOTAL CABINET WEIGHT RATING = 25 lbs.

#2A DOOR OPENINGS: 22.75h x 16.00w
INSIDE DIMS: 22.75h x 16.00w x 17.25d
RIGHT-HINGED POLYCARBONATE DOOR
CENTER SQUEEZE LATCH, FULL LENGTH HANDLE
(1) ADJUSTABLE SHELF
CABINET DOES NOT HAVE CN10 WEIGHT RATING

#5 = (2) PULL-OUT DRAWERS TOWARDS CPR SEAT
INSIDE DIMS: 3.50h x 11.00w x 16.25d
LOCKING STAINLESS STEEL FLUSH PULL LATCHES
TOP DRAWER TO HAVE A HINGED ACRYLIC WRITING SURFACE
TOTAL DRAWER WEIGHT RATING = 10 lbs. EACH

#6 DOOR OPENINGS: 7.50h x 23.50w
INSIDE DIMS: 7.50h x 23.50w x 17.25d
TOP HINGED POLYCARBONATE DOORS
CENTERED SQUEEZE LATCHES
CABINET DOES NOT HAVE CN10 WEIGHT RATING

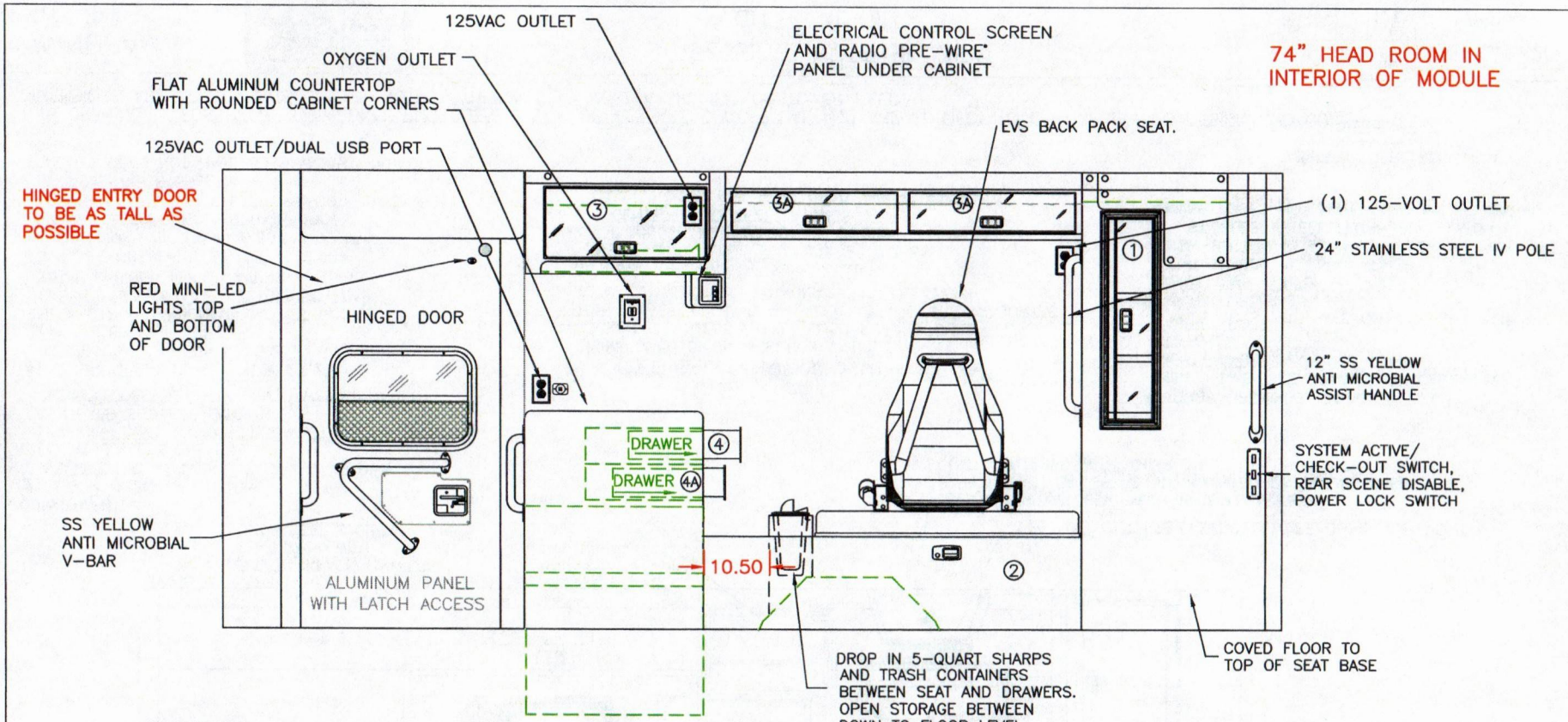
#7 DOOR OPENINGS: 24.00h x 13.00w
INSIDE DIMS: SEE DRAWING #7 CABINET #1
RIGHT-HINGED ALUMINUM DOOR
CENTER SQUEEZE LATCH
CABINET DOES NOT HAVE CN10 WEIGHT RATING

#8 DOOR OPENINGS: 13.75h x 14.25w
INSIDE DIMS: 13.75h x 14.25w x 8.00d
RIGHT-HINGED ALUMINUM DOOR
PUSH-BUTTON COMBINATION LOCK AND LOCKING STAINLESS STEEL FLUSH PULL LATCH.
CABINET DOES NOT HAVE CN10 WEIGHT RATING

CABINETS TO BE ALUMINUM

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| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | STREETSIDE INTERIOR VIEW<br>CHIEF XL-III | DATE: 2-14-25<br>DWG. TKD / REV. NR | DRAWING NO. CPQ#12030 WIND-5 |




COMPARTMENT

#1 DOOR OPENING: 32.00h x 7.25w
INSIDE/OUTSIDE ACCESS
RIGHT-HINGED POLYCARBONATE DOOR WITH
FULL LENGTH HANDLE AND SQUEEZE LATCH
CABINET WEIGHT RATING = 25lbs

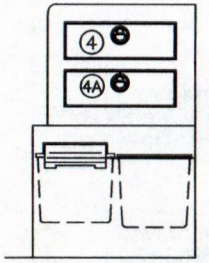
#2 INSIDE SQ. BENCH DIMS. 14.750"h x 42.50"l x 22.25"d

#3 DOOR OPENING: 11.25h x 26.00w
INSIDE DIMS: 11.25h x 26.00w x 17.25d
LIFT-UP POLYCARBONATE DOOR WITH HOLD-OPEN
CENTERED SQUEEZE LATCH
SMITHWORKS IV WARMER ON FLOOR OF COMPARTMENT
12VDC OUTLET ON LEFT (FORWARD) SIDE OF COMPARTMENT
CABINET WEIGHT RATING = 10 lbs.

#3A DOOR OPENING: 6.25h x 26.50w
INSIDE DIMS: 6.25h x 26.50w x 10.25d
TOP HINGED POLYCARBONATE DOORS
CENTERED SQUEEZE LATCH
43" HEADROOM BELOW THE CABINET
EACH CABINET WEIGHT RATING = 10 lbs.

#4 = PULL-OUT DRAWER WITH HINGED ACRYLIC WRITING SURFACE
DRAWER INSIDE DIMS: 4.00h x 13.00w x 18.00d
LOCKING STAINLESS STEEL FLUSH PULL LATCH
TO HAVE LOCKING SLIDES
TOTAL DRAWER WEIGHT RATING = 10 lbs.

#4A = PULL-OUT DRAWER
DRAWER INSIDE DIMS: 4.00h x 13.00w x 18.00d
LOCKING STAINLESS STEEL FLUSH PULL LATCH
TOTAL DRAWER WEIGHT RATING = 10 lbs.

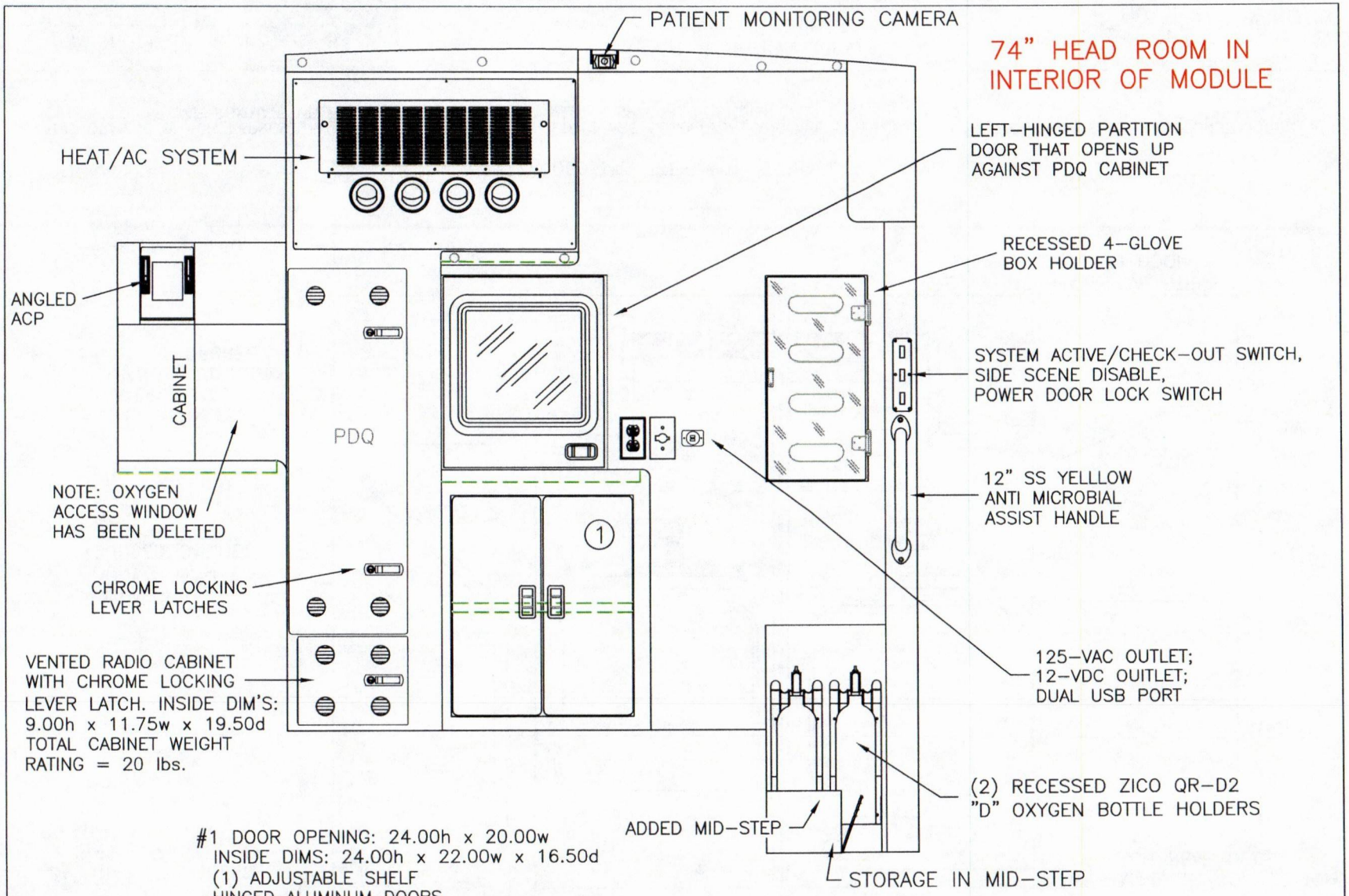



CABINET FORWARD OF SEAT,
FORWARD-FACING VIEW:

CABINETS TO BE ALUMINUM

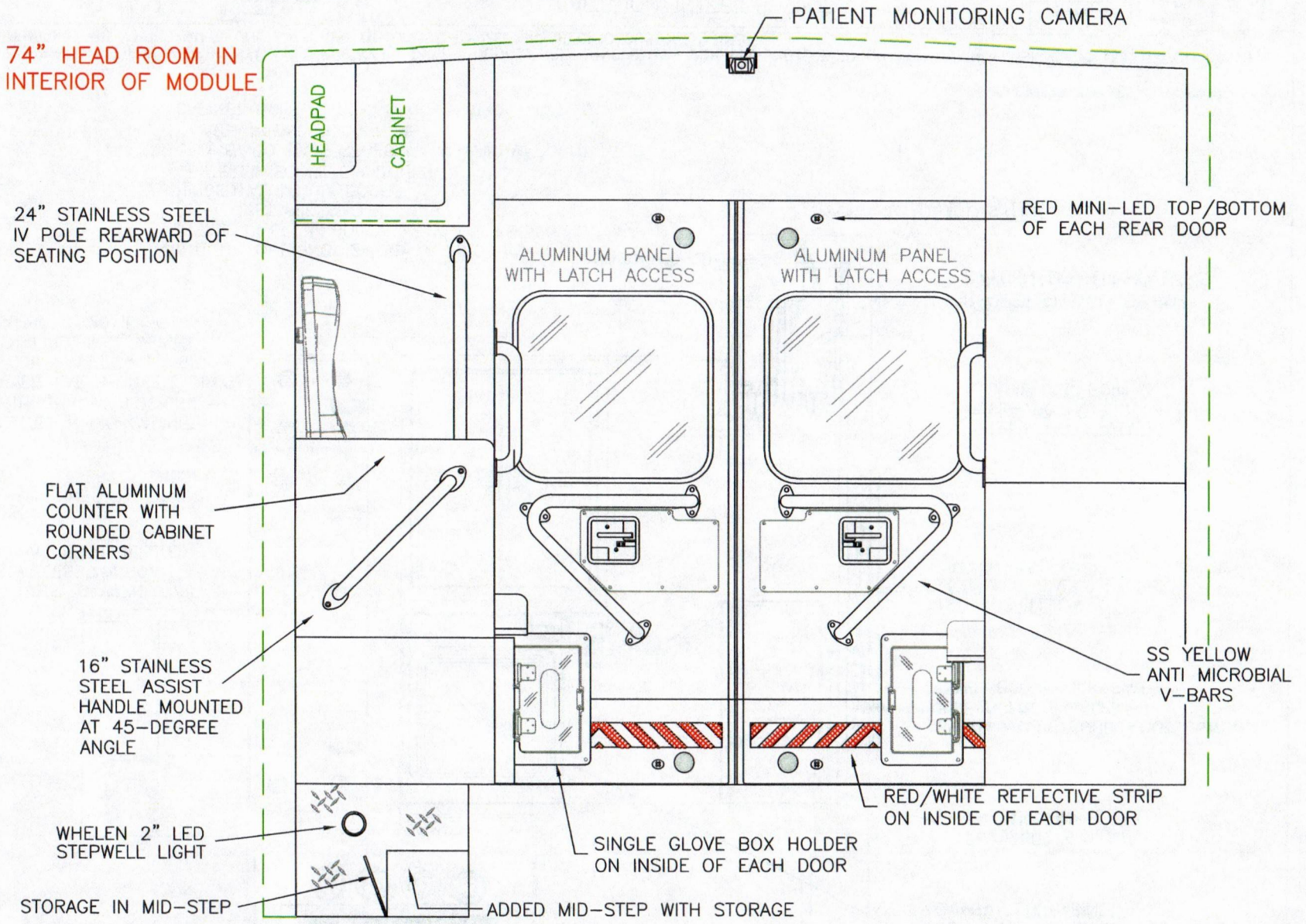
THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION
DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.

| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN | CURBSIDE INTERIOR VIEW<br>CHIEF XL-III | DATE: 2-14-25<br>DWG. TKD / REV. NR | DRAWING NO. CPQ#12030 WIND-6 |



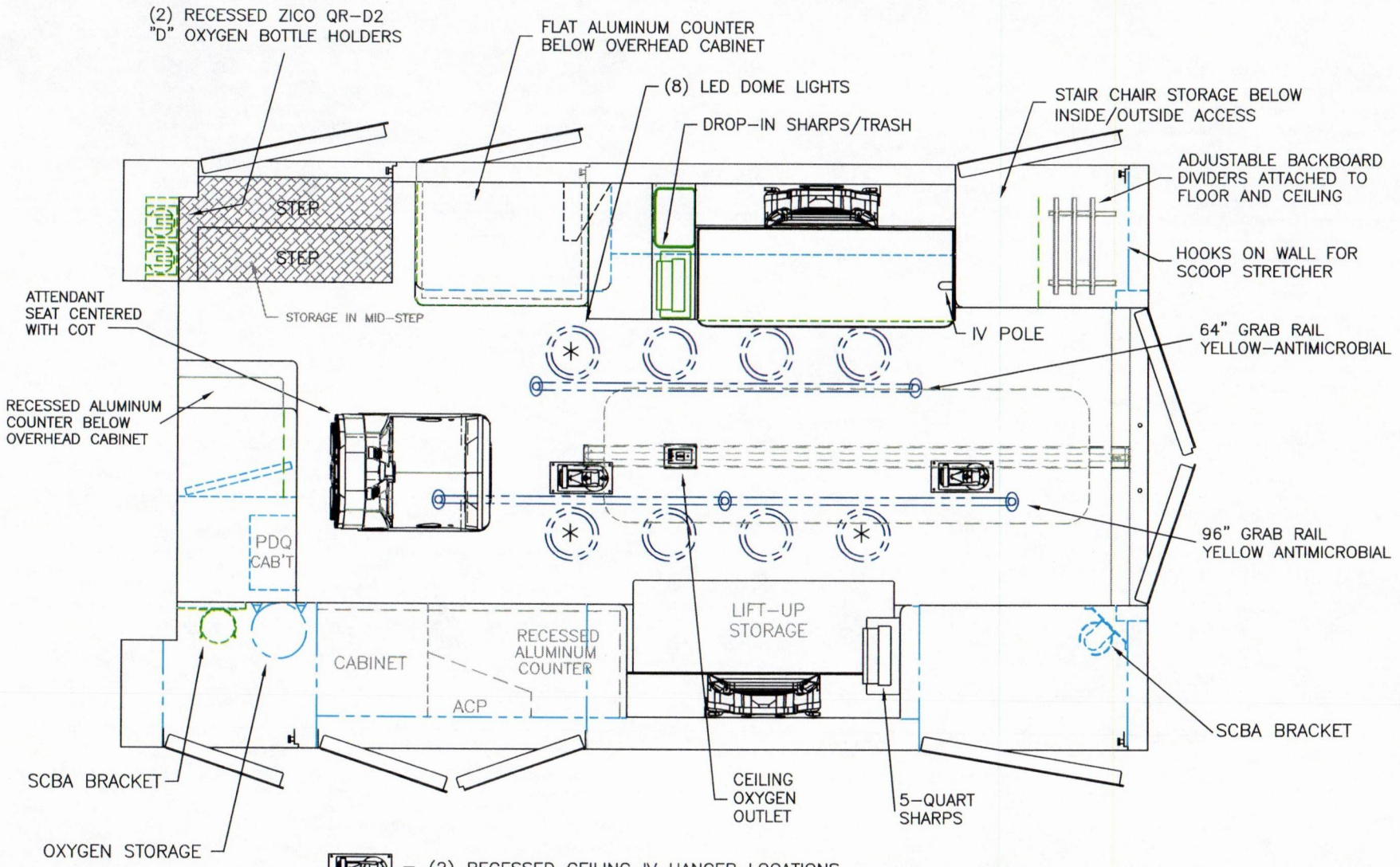

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DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.

| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN | PARTITION INTERIOR VIEW CHIEF XL-III | DATE: 2-14-25 DWG. TKD REV. NR | DRAWING NO. CPQ#12030 WIND-7 |




THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.

| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN Built for Life | REAR INTERIOR VIEW<br>CHIEF XL-III | DATE: 2-14-25<br>DWG. TKD / REV. NR | DRAWING NO.<br>CPQ #12030<br>WIND-8 |




THIS DRAWING IS FOR REPRESENTATIONAL PURPOSES ONLY. DETAILS ARE CONCEPTUAL AND ARE SUBJECT TO CHANGE DURING DESIGN AND CONSTRUCTION DIMENSIONS ARE APPROXIMATE UNLESS NOTED OTHERWISE TO MEET A SPECIFIC CUSTOMER NEED.

| | | | | |
|---|---|---|---|---|
| WINDHAM FIRE-RESCUE | BRAUN | FLOOR INTERIOR VIEW CHIEF XL-III | DATE: 02-14-25 DWG. TKD REV. NR | DRAWING NO. CPQ#12030 WIND-9 |

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-137**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To authorize the waiver of the bid process and the purchase of a new key lock box system from the Knox Company in the amount of $148,000, capital expenditure (FR-2027-004), which was approved as part the capital budget (19100-47430).

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. The purchase requires Council approval in accordance with Section 5.4 of the Town of Windham Purchasing Policies (2024), as amended.

III. Issue Summary.

Please refer to the supporting information from Fire Chief Brent Libby.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

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III. Issue Summary.

Please refer to the supporting information from Fire Chief Brent Libby.

# Town of Windham
## Fire - Rescue Department
375 Gray Road
Windham, ME 04062
Business 207-892-1911
Fax 207-892-0544


MEMORANDUM

| | | |
|---|---|---|
| To | : | Bob Burns, Town Manager |
| From | : | Brent Libby, Fire-Rescue Chief |
| Date | : | July 7, 2026 |
| Re | : | Capital Project FR-2027-004 |
| Cc | : | Susan Rossignol, Finance Director |

In the Fiscal Year 2027 budget we have a capital project FR-2027-004 approved in the amount of $148,000 to change the community over to a new key lock box system.

The Town of Windham has required lock boxes on nonresidential buildings that are 2000 square feet or larger since approximately 1991 through the Towns Fire Prevention Ordinance. We were notified in May of 2025 that the vender we have used since inception (Supra) will no longer constructor or support their product by the end of 2026. As a result, we will need to rebuild our program, both internally and in the community to maintain and expand the system we have in place. We currently have 287 lockboxes in the community with several projects in planning or under construction that will be required to have boxes installed.

Prior to this change there were two leading venders in this industry for the fire service. Supra, the company that is ending is commitment and Knox. I am requesting approval to waive the bid process given the very narrow industry and to begin the transition to the Knox Company. This company provides the fire service industry standard for security and access. The first phase of the project is to outfit the department and transition all our access devices in the apparatus to the Knox system. We will also begin purchasing covers that will need to be installed to replace the current 287 box covers in town. This transition will involve a half investment by the town and a half the investment from the business.

The initial expenditure will be approximately $35,000 to purchase the equipment needed for all department vehicles and to obtain our initial stock of 20 covers. Expenditure beyond this will be as needed as we transition covers throughout town and at a less one-time expense.

I have attached our price quote for the apparatus equipment from Knox.

Thank you for your consideration.

KNOX
When seconds matter™

Knox Company
1601 W Deer Valley Rd
Phoenix AZ 85027
United States

# Quote# QT-KA-77707

**QUOTED TO:**
252115
WINDHAM FIRE RESCUE
375 GRAY RD
WINDHAM ME 04062-4248
UNITED STATES
CUMBERLAND

**SHIP TO:**
WINDHAM FIRE RESCUE
375 GRAY RD
WINDHAM ME 04062-4248
UNITED STATES
CUMBERLAND

| Valid Through | Sales Rep | Terms | PO # | Shipping Method |
|---|---|---|---|---|
| 12/26/2026 | Ralph Orta | N30 - Net 30 | | Ground Shipping < 75 LBS |

| Item | Description | Quantity | Units | Rate | Amount |
|---|---|---|---|---|---|
| KS-6K1 | KeySecure® 6, SUPPORTS 1 eKEY ONLY | 8 | EA | $1,147.00 | $9,176.00 |
| Installation Address: Primary System Code Role: PS-48-0225-09-25-EKY01 | | | | | |
| KD-1KE1 | KeyDefender, Single eKey Assembly | 11 | EA | $960.00 | $10,560.00 |
| Installation Address: Primary System Code Role: PS-48-0225-09-25-EKY01 | | | | | |
| KLS-8701K | Knox eKey™, 8700 PROGRAMMABLE ELECTRONIC KEY, ASYMMETRIC | 13 | EA | $474.00 | $6,162.00 |
| Installation Address: Primary System Code Role: PS-48-0225-09-25-EKY01 | | | | | |
| KLS-MB-60 | MOUNTING BRACKET 60º ANGLE, KeySecure® 5 & 6 | 8 | EA | $87.00 | $696.00 |
| Installation Address: Primary System Code Role: PS-48-0225-09-25-EKY01 | | | | | |
| KD-MB-R5 | KeyDefender Mounting Bracket, 5" | 11 | EA | $77.00 | $847.00 |
| Installation Address: Primary System Code Role: PS-48-0225-09-25-EKY01 | | | | | |

Memo: PO number required for order processing.

| | |
|---|---|
| **Subtotal** | **$27,441.00** |
| **Tax Amount** | **$0.00** |
| **Shipping and Handling** | **$460.00** |
| **Total** | **$27,901.00** |

QT-KA-77707

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-138**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To grant permission for GPNEMBA (Greater Portland Chapter of New England Mountain Bike Association) to apply to the Maine Trails Fund for the construction of a new trail and restoration of existing trails at the Lowell Preserve and approve a letter of support to be provided by the Parks and Recreation Department to enhance their grant application.

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Article II, Section 1 of the Charter “the Town Council, hereinafter called the ‘Council’, shall be and constitute the municipal officers of the Town,” and
b. Pursuant to Article II, Section 3(I) of the Charter the Council has the authority to exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein and also exercise all the powers now or hereafter given by statute to municipal officers of towns.

III. Issue Summary.

This is consistent with language from the Memorandum of Understanding in place between the Town, PRLT and GPNEMBA - All funding applications must receive prior consent and approval from both PRLT and TOW. PRLT has already granted consent and approval for this proposed project.

Please see the attached materials.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-138**

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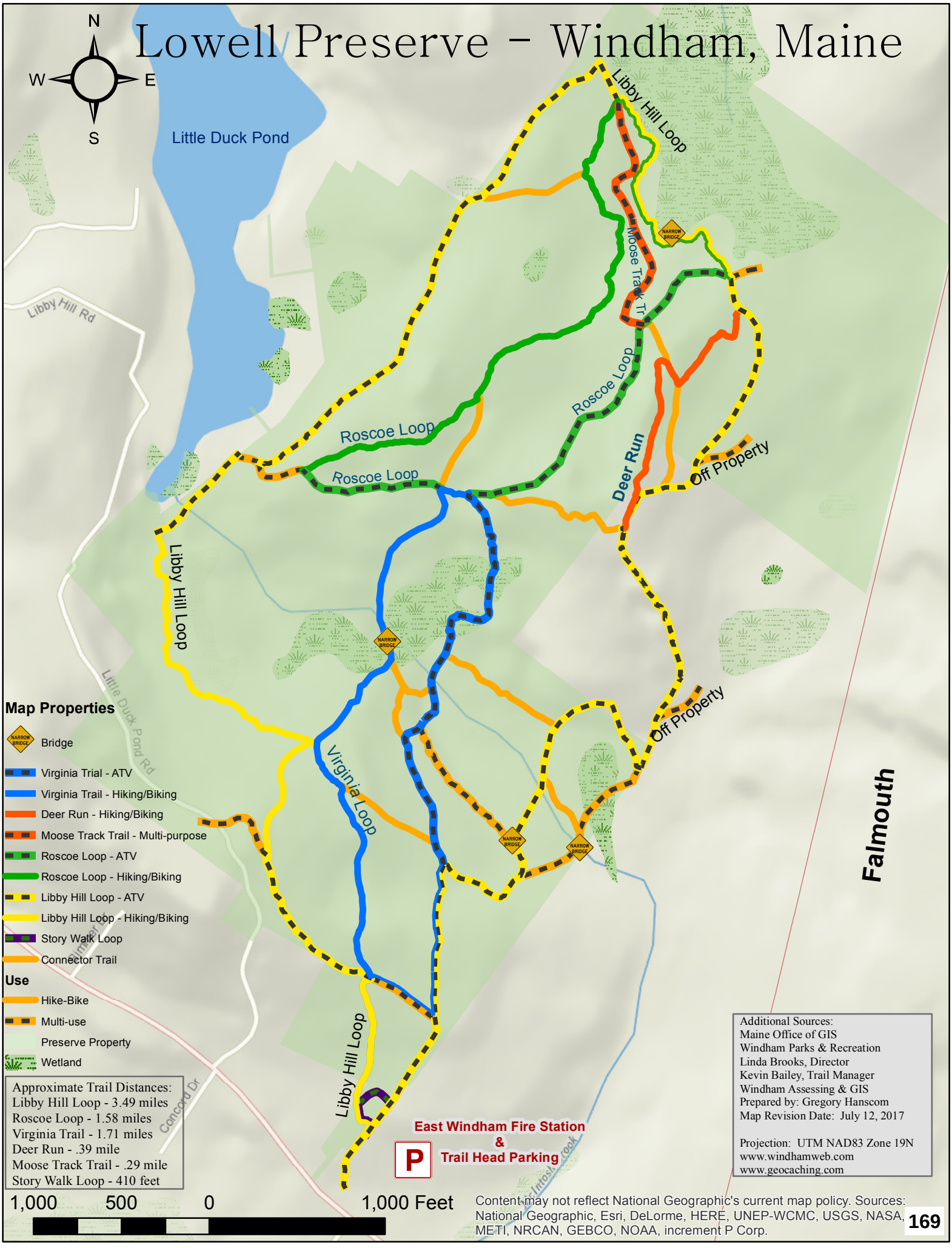
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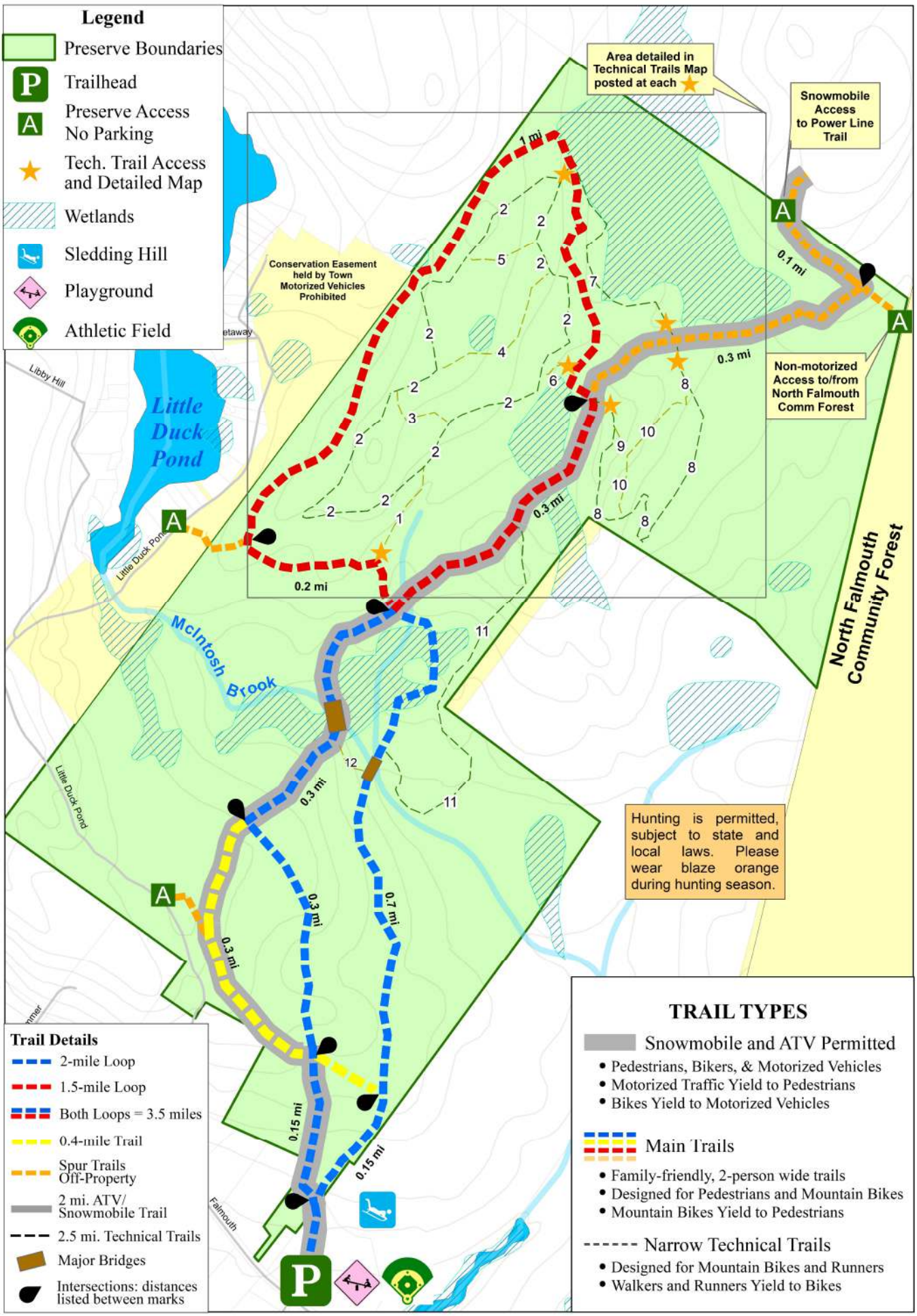
Please see the attached materials.


Lowell Preserve - Windham, Maine
N
W
E
S
Little Duck Pond
Libby Hill Rd
Libby Hill Loop
Moose Track Tr
Roscoe Loop
Roscoe Loop
Roscoe Loop
Deer Run
Off Property
Off Property
Libby Hill Loop
Virginia Loop
Libby Hill Loop
Little Duck Pond Rd
Concord Dr
Falmouth
NARROW BRIDGE
Map Properties
Bridge
Virginia Trail - ATV
Virginia Trail - Hiking/Biking
Deer Run - Hiking/Biking
Moose Track Trail - Multi-purpose
Roscoe Loop - ATV
Roscoe Loop - Hiking/Biking
Libby Hill Loop - ATV
Libby Hill Loop - Hiking/Biking
Story Walk Loop
Connector Trail
Use
Hike-Bike
Multi-use
Preserve Property
Wetland
Approximate Trail Distances:
Libby Hill Loop - 3.49 miles
Roscoe Loop - 1.58 miles
Virginia Trail - 1.71 miles
Deer Run - .39 mile
Moose Track Trail - .29 mile
Story Walk Loop - 410 feet
East Windham Fire Station
&
Trail Head Parking
P
1,000 500 0 1,000 Feet
Additional Sources:
Maine Office of GIS
Windham Parks & Recreation
Linda Brooks, Director
Kevin Bailey, Trail Manager
Windham Assessing & GIS
Prepared by: Gregory Hanscom
Map Revision Date: July 12, 2017
Projection: UTM NAD83 Zone 19N
www.windhamweb.com
www.geocaching.com
Content may not reflect National Geographic's current map policy. Sources: National Geographic, Esri, DeLorme, HERE, UNEP-WCMC, USGS, NASA, METI, NRCAN, GEBCO, NOAA, increment P Corp.

# Lowell Preserve
## Windham, Maine

Presumpscot Regional Land Trust

WINDHAM PARKS & RECREATION



# Town of Windham

## Parks and Recreation

8 School Road
Windham, ME 04062
Linda J. Brooks, Director

phone 207.892.1905 fax 207.892.1923


July 14, 2026

To the Maine Trails Program,

The Town of Windham is thrilled to offer its enthusiastic support for the Greater Portland Chapter of the New England Mountain Bike Association's (GPNEMBA) proposal for the Maine Trails Program – the Lowell Preserve Redevelopment Project. Windham has long recognized the importance of preserving our natural heritage and fostering exceptional outdoor recreational opportunities for both our residents and visitors. Our collaborative partnership with GPNEMBA and the Presumpscot Regional Land Trust (PRLT) at the East Windham Conservation Area has proven to be remarkably successful, resulting in an impressive 10 miles of professionally-designed singletrack trails. The overwhelmingly positive community response to this new trail network, demonstrated by the enthusiastic turnout of hundreds at its spring 2024 grand opening, fall 2024 trail celebration, and its full parking lot every weekend, speaks volumes about its value.

The East Windham trails serve as a vital connection within the region's expansive recreation and conservation corridor, linking to Lowell Preserve, the North Falmouth Community Forest, Blackstrap Preserve, and trails extending into Cumberland and Portland. Building on this momentum, we are now actively collaborating with GPNEMBA, the Town of Falmouth, and the Falmouth Land Trust to elevate the quality and ensure the long-term sustainability of trails throughout this corridor, aligning them with the high standards established at the East Windham Conservation Area.

Specifically, we wholeheartedly support the efforts of PRLT and GPNEMBA in their endeavor to redevelop strategic segments of the trail network within Lowell Preserve. This project promises to create a diverse network of sustainable multi-use and mountain bike-focused trails, crafted and built to professional standards. These enhancements will not only facilitate progressive skill development and improve navigation but will also significantly elevate the recreational value of the entire Windham-Falmouth trail corridor, all while ensuring its infrastructure is built with sustainability in mind.

We are genuinely excited to continue our strong and productive partnership with PRLT and GPNEMBA on the Lowell Preserve redevelopment and anticipate many more successful collaborative projects in the future.

Sincerely,

Linda Brooks

Linda Brooks, Director

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-139**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve a new Victualer's License application submitted by David Whitten d/b/a Sebago Baking Company.

II. Basis for Council Action.

Council approval of this item is required because;

a. Chapter 87, Article III § 87-29 of the Code of the Town of Windham states that the licensing board shall be the Windham Town Council or such other official as the Council may designate. § 87-30 sets the term of a victualer's license from May to May of the following year.

III. Issue Summary.

Please see attached application.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-139**

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III. Issue Summary.

Please see attached application.

Town of Windham
8 School Rd, Windham ME, 04062

## APPLICATION FOR VICTUALER'S LICENSE

☑ NEW ☐ RENEWAL

Name of Business Sebago Baking Company

Address of Business 889 Roosevelt Trail Unit #2 or #4 Not sure how it's set

Business Mailing Address po Box 514 Windham, Me 04062

Owner's Name David Whitten DOB 10-17-63

Owner's Mailing Address po Box 514 Windham, Me

Business Phone (207) 415-9576 893-8762 Cell Contact Phone 415-9576

E-Mail Sebago Baking Co@gmail.com Website

Please check where you would like your license Mailed:

☑ Owner's Mailing Address ☐ Business Mailing Address

**** Victualer Licenses expire on May 31 of each year ****

Type of Merchandise Sold Bakery Items, Sodas, Sandwiches

Days & Hours of Operation M-F 6-2 (for now)

Type of License:

- ☑ Victualer's without on-site consumption of liquor ..... $100.00
- ☐ Victualer's with on-site consumption of beer & wine ..... $250.00
- ☐ Victualer's with on-site consumption of liquor ..... $400.00
- ☐ Non-Profit Organization ..... $ 1.00

### Notice to Applicant

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

7-2-26
Date

Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-118**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

**Agenda Number:**

FOAA Requests.

# Town of Windham

Public Works Department
185 Windham Center Road
Windham, ME 04062

voice 207.892.1909 ext. 2517 fax 207.892.0542

**To:** Bob Burns, Town Manager

**From:** Mark Arienti

**Date:** December 2, 2025

**Re:** Varney's Bridge Replacement Award Recommendation

---

Through a public bid process, we received bids from seven contractors for the project to replace the Varney's Bridge on William Knight Road. This project is a Locally Administered Project (LPA) with Maine DOT covering 50% of the costs. The bids received are the following:

| Company | Bid |
|---|---|
| Scott Construction Corp. | $ 1,418,390.00 |
| CPM Constructors Inc. | $ 1,295,531.59 |
| Tbuck Construction Inc | $ 1,692,126.00 |
| McNamee Construction Corp | $ 2,369,850.00 |
| Starret Snow & Landscape | $ 1,392,565.00 |
| Wyman & Simpson Inc | $ 1,214,500.00 |
| NE Infrastructure Inc | $ 1,994,700.00 |

Based on these results, I would like to recommend that the Town award the work to Wyman & Simpson. The Town has budgeted $700,000 for the project construction.

## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Monday, July 6, 2026 8:39 AM
**To:** nick@liensuite.com
**Subject:** FW: Public Records Request — Delinquent Property Tax Roll — Windham (Town, Cumberland County) County
**Attachments:** delinquentparcels7126.xlsx

Good morning,
Please find the attached file which completes your request for information from the Town of Windham.

Thank you,

Tammy Hodgman
Executive Assistant and Website Coordinator |Public Access Officer | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us Ph. 207.892.1907 | Fax 207.892-1910

PUBLIC HOURS: Monday 7:00-5:00 Tuesday 7:00-6:00 Wednesday 7:00-5:00 Thursday 7:00-4:00

NOTICE: Under Maine's Freedom of Access ("Right to Know") law, documents – including emails – in the possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

-----Original Message-----
From: Tammy Hodgman
Sent: Wednesday, July 1, 2026 11:13 AM
To: 'nick@liensuite.com' <nick@liensuite.com>
Cc: Veronica L. Meserve <vlmeserve@windhammaine.us>
Subject: RE: Public Records Request — Delinquent Property Tax Roll — Windham (Town, Cumberland County) County

Hello,

This email serves as the statutory 5-day acknowledgement of your information request. We are currently reviewing our records to determine those that may be responsive to your request. I will coordinate the collection of information and be in touch soon.

Thank you,

Tammy Hodgman
Executive Assistant and Website Coordinator |Public Access Officer | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us Ph. 207.892.1907 | Fax 207.892-1910

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-----Original Message-----
From: Veronica L. Meserve <vlmeserve@windhammaine.us>
Sent: Wednesday, July 1, 2026 11:09 AM
To: taxes@windhammaine.us
Cc: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: RE: Public Records Request — Delinquent Property Tax Roll — Windham (Town, Cumberland County) County

HI Tammy

Here is the request.

Veronica Meserve
Tax Specialist
Town of Windham
8 School Rd
Windham, ME 04062
207-892-2511

-----Original Message-----
From: Nick Molinaro <nick@liensuite.com>
Sent: Wednesday, July 1, 2026 11:02 AM
To: taxes@windhammaine.us
Subject: Public Records Request — Delinquent Property Tax Roll — Windham (Town, Cumberland County) County

Warning: Unusual sender <nick@liensuite.com>

You don't usually receive emails from this address.
Make sure you trust this sender before taking any actions.

Dear Town of Windham — Tax Collection,

Under the Maine Freedom of Access Act (FOAA), 1 M.R.S. §§ 400-414 (right to inspect/copy and fee/process rules at § 408-A), I am requesting a copy of the following public record maintained by your office:

REQUEST
A current electronic copy of the county's delinquent property tax roll — the list of all real property accounts with delinquent ad valorem taxes — including, to the extent your office maintains them, the following fields:

- Property account number / parcel ID (and geo ID, if available)
- Owner name(s)
- Property (situs) address
- Owner mailing address
- Legal description

- Appraised / assessed value
- Total delinquent taxes due (including penalties and interest)
- Number of years delinquent (or first delinquent year)
- Tax-sale / suit status, if applicable

PREFERRED FORMAT
Electronic delivery (CSV or Excel preferred; a fixed-width or pipe-delimited export is also fine), emailed to nick@liensuite.com or made available via a download link or secure FTP. We can accept the file in whatever electronic format your office already produces — no custom programming is necessary.

We are a data-accuracy platform that works from public records, and this request is for records your office already maintains. We are happy to reimburse reasonable copying or programming costs allowed under the Act. If you anticipate the cost will exceed $50, please send an itemized estimate first so we can authorize it.

Please respond within 5 business days as provided under Maine Freedom of Access Act (FOAA), 1 M.R.S. §§ 400-414 (right to inspect/copy and fee/process rules at § 408-A).

If any portion of this request is withheld, please cite the specific statutory exemption in writing.

Thank you for your time and for the work your office does for Windham (Town, Cumberland County) County residents.

Sincerely,

LienSuite — Public Records Desk
nick@liensuite.com
https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fliensuite.com&c=E,1,W3QbDFcHHDqQN2UlsNLuLeEygbEX9xPHoRPnnkGuqhIjVI4QvL3zMLJJOiliTGK3a6bXGPX3wQmZhlbHR7AUFfs5NBOELtyiwGiYRnaiAA,,&typo=1

## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Monday, July 6, 2026 12:05 PM
**To:** 'Alexis Bradley'
**Subject:** RE: Walmart Store 02202.242 Windham, ME - Freedom of Access Act Requests
**Attachments:** 30 Landing Road Temp Access FINAL.pdf

Hi Alexis,
The only item pertinent to your request that is still in progress is the attached temporary construction easement to install sewer connections this year.

Thank you,
Tammy

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us
Ph. 207.892.1907 | Fax 207.892-1910

**PUBLIC HOURS: Monday 7:00-5:00 Tuesday 7:00-6:00 Wednesday 7:00-5:00 Thursday 7:00-4:00**

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---

**From:** Alexis Bradley <alexis.bradley@collierseng.com>
**Sent:** Tuesday, June 30, 2026 2:15 PM
**To:** Tammy Hodgman <tahodgman@windhammaine.us>
**Subject:** RE: Walmart Store 02202.242 Windham, ME - Freedom of Access Act Requests

**Warning: Unusual sender** <alexis.bradley@collierseng.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hello Tammy,

I appreciate you and your team's effort on this. I have reduced the list to request the two items below:

- Copies of existing covenants or deed restrictions

- Copies of existing easements on the property

Please let me know if this is possible.

**Alexis Bradley**
Project Service Coordinator | Civil / Site
Rochester, New York

**Colliers Engineering & Design**
alexis.bradley@collierseng.com
Direct: 585 498 7974 | Main: 877 627 3772
colliersengineering.com | affiliated authorized entities




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---

**From:** Tammy Hodgman <tahodgman@windhammaine.us>
**Sent:** Tuesday, June 30, 2026 2:10 PM
**To:** Alexis Bradley <alexis.bradley@collierseng.com>
**Subject:** RE: Walmart Store 02202.242 Windham, ME - Freedom of Access Act Requests

**This Message originated outside your organization.**

---

Hi Alexis,
Upon further discussion with the Planning Department I wanted to request if some refinements to your request were possible. The construction of this project is prior to 2000. The files are all paper and take up an entire file cabinet. Staff will try to fit the review of these files into their workload and provide their best estimate of time, beyond the two "free" hours of time that the law provides, to search for documents pertinent to your request.

Thank you,

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us
Ph. 207.892.1907 | Fax 207.892-1910

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TOWN OF WINDHAM MAINE

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---

**From:** Anthony P. Blasi <apblasi@windhammaine.us>
**Sent:** Tuesday, June 23, 2026 4:25 PM
**To:** Alexis Bradley <alexis.bradley@collierseng.com>
**Cc:** Tammy Hodgman <tahodgman@windhammaine.us>
**Subject:** RE: Walmart Store 02202.242 Windham, ME - Freedom of Access Act Requests

Hello,

This email serves as the statutory 5-day acknowledgement of your information request. We are currently reviewing our records to determine those that may be responsive to your request. Our Public Access Officer will coordinate the collection of information and be in touch soon.

Thank you,

Anthony P. Blasi BA, CCM
Town Clerk
Town of Windham
Ph: 207-892-1900
Fx: 207-892-1914
apblasi@windhammaine.us
https://www.windhammaine.us/123/Town-Clerk

---

**From:** Alexis Bradley <alexis.bradley@collierseng.com>
**Sent:** Tuesday, June 23, 2026 4:17 PM
**To:** Anthony P. Blasi <apblasi@windhammaine.us>
**Cc:** Marah MacKenzie <marah.mackenzie@collierseng.com>; Sarah North <sarah.north@collierseng.com>
**Subject:** Walmart Store 02202.242 Windham, ME - Freedom of Access Act Requests

**Warning: Unusual sender** <alexis.bradley@collierseng.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hello Anthony,

I hope all is well. My name is Alexis Bradley, and I'm with Colliers Engineering & Design. We are the civil engineers getting started on an exterior improvement project at the Walmart store located on 30 Landing Rd in Windham. We are looking to request the following documents, as I was unable to complete this request through the online form:

1. Any previously approved Planning Board resolutions
2. Any previously approved variances, appeals, or waivers by the planning board
3. Any previously approved stormwater permits by the planning board
4. Copies of any existing or proposed covenants or deed restrictions for the property
5. Copies of any existing or proposed easements affecting the property
6. The current or most recent deed on file

7. Property owner information currently recorded with the town
8. Any previously approved site plans,  landscaping plans, and utility plans
9. Any previously approved environmental easements, variances, appeals, or waivers approved by the planning board
10. Any traffic studies or transportation-related reports previously completed for the site
11. Any vicinity plans previously prepared for the property

If you're able to send anything by email, that would be greatly appreciated. Please let me know if there is any cost involved or if you have any questions.

Thank you in advance,

**Alexis Bradley**
Project Service Coordinator | Civil / Site
alexis.bradley@collierseng.com
Direct: 585 498 7974 | Main: 877 627 3772
Rochester, New York



colliersengineering.com | affiliated authorized entities







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## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Monday, July 6, 2026 8:50 AM
**To:** 'recordrequest+7036.1782086864714@govrecordrequest.com'
**Subject:** FW: FOAA Request: Route 35 Sidewalk Project
**Attachments:** Bid Summary - LF.xls; Summary of Bids - Rte. 35 Sidewalk, Windham, ME.pdf

Dear Mr. Zurada,
For this project, the town engineer had a bid summary sheet for all applicants and the more detailed breakdown for the top two candidates. Will this suffice for this request? Otherwise, the other five bids will need to be scanned individually which may take more than the two hours of "free" staff time that the law affords.

Please advise.

Thank you,
Tammy

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us
Ph. 207.892.1907 | Fax 207.892-1910

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---

**From:** Anthony P. Blasi <apblasi@windhammaine.us>
**Sent:** Sunday, June 21, 2026 8:16 PM
**To:** Mark Zurada Esq. <recordrequest+7036.1782086864714@govrecordrequest.com>
**Cc:** Tammy Hodgman <tahodgman@windhammaine.us>
**Subject:** Re: FOAA Request: Route 35 Sidewalk Project

This email serves as the statutory 5-day acknowledgement of your information request. We are currently reviewing our records to determine those that may be responsive to your request. Our Public Access Officer will coordinate the collection of information and be in touch soon

Thank you,

Get Outlook for iOS

---

**From:** Mark Zurada Esq. <recordrequest+7036.1782086864714@govrecordrequest.com>
**Sent:** Sunday, 21 June 2026 20:07:45
**To:** Anthony P. Blasi <apblasi@windhammaine.us>
**Subject:** FOAA Request: Route 35 Sidewalk Project

**Warning: Unusual sender** <recordrequest+7036.1782086864714@govrecordrequest.com>
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Dear Windham town,

This is a request for public records made under FOAA and the common law right of access. Please confirm receipt of this message. Kindly send all responsive documents electronically — either by replying directly or emailing the address below. This unique address helps me organize my requests, so please use it exactly as shown:
recordrequest+7036.1782086864714@govrecordrequest.com

***Records requested:***

Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for **'Route 35 Sidewalk Project'** that was submitted on **06/10/2020**. We specifically request the **line-item bid tabulation** showing each material, quantity, unit, and unit price for every bidder. If no such line-item tally was created, please provide the full bid submissions from each contractor. A **grand total sheet alone is not sufficient** to satisfy this request unless it was a lump sum bid.

Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid:

| | | | | BIDDER 1 | | BIDDER 2 | |
|---|---|---|---|---|---|---|---|
| Item # | Material | Quantity | Unit | UNIT PRICE | TOTAL | UNIT PRICE | TOTAL |
| 1 | … | … | … | … | … | … | … |
| | | | | | GRAND TOTAL | | GRAND TOTAL |

***Common law access / Public interest justification / Fee waivers:***

My public interest justification is as follows:

- Bid tabulations obtained through this request are made publicly available at no cost. This ensures that taxpayers, businesses, journalists, and policymakers have free access to procurement data that impacts public funds.
- Transparency and accountability: Publicly available bid results help prevent overpricing, bid-rigging, and favoritism in public contracts.

- Support for small businesses: Many firms, especially small and minority-owned businesses, rely on bid history to compete fairly in government contracting.
- Cost savings for taxpayers: Open access to bid tabulations promotes competition, leading to more cost-effective government spending.

***Attestations:***

- I am a citizen of the United States and affirm my full name and contact information is true and correct.
- I have not been convicted of any indictable offense under the laws of any state whatsoever nor the United States.
- I, or another person, will use the requested government records for a commercial purpose; however, the responsive records themselves will be posted online and made available to the public free of charge.
- I am not seeking records in connection with a legal proceeding.

***Compliance Matters:***

Should you need it, my mailing address is 66 Main St #55, Farmingdale, NJ 07727, and my phone number is (732) 444-7051. For any compliance matters or other questions *not related* to the responsive record, please email our general counsel at legal[at]govrecordrequest.com. Please do not send responsive records to that address.

Thank you!

Yours faithfully,
Mark Zurada Esq.

## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Thursday, July 9, 2026 7:53 AM
**To:** salmonfallsproperties@gmail.com
**Subject:** Request for Current Delinquent Tax/Tax Lien List
**Attachments:** delinquentparcels7126.xlsx

Dear Jeremia,
This email serves as both the statutory 5-day acknowledgement of your information request and our response. Please find the attached list.

Thank you,

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us
Ph. 207.892.1907 | Fax 207.892-1910

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## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Wednesday, July 8, 2026 4:33 PM
**To:** 'kearles13@gmail.com'
**Cc:** Anthony P. Blasi
**Subject:** RE: Abenaki Drive HOA
**Attachments:** Memo.pdf; Public Acceptance Attachments.pdf; Open Space Memo.pdf; Minutes (1).pdf

Hello Ms. Donatelli,
The Council accepted Abenaki Drive as a town way on September 28, 2021 by order 21-167. These were the materials that were included with that agenda for this action and I've included the meeting minutes.

I'm going to send a separate email with the subdivision plan as it is a larger file. The first page of the plan has conditions of approval requiring annual maintenance of May 1st of each year.

Thanks,
Tammy

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us
Ph. 207.892.1907 | Fax 207.892-1910

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---

**From:** Anthony P. Blasi <apblasi@windhammaine.us>
**Sent:** Wednesday, July 8, 2026 4:00 PM
**To:** Tammy Hodgman <tahodgman@windhammaine.us>
**Subject:** FW: Abenaki Drive HOA

Do you know where I should direct them?

Anthony P. Blasi BA, CCM
Town Clerk
Town of Windham

Ph: 207-892-1900
Fx: 207-892-1914
apblasi@windhammaine.us
https://www.windhammaine.us/123/Town-Clerk

---

**From:** Kristine Donatelli <kearles13@gmail.com>
**Sent:** Wednesday, July 8, 2026 3:56 PM
**To:** Anthony P. Blasi <apblasi@windhammaine.us>
**Subject:** Abenaki Drive HOA

**Warning: Unusual sender** <kearles13@gmail.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hello,
During one our recent HOA discussions a neighbor had questioned whether of not our HOA should still be responsible for drainage maintenance of our road (Abenaki Drive) since our road became public. We remember it being a condition of Windham accepting the road as public for the HOA to maintain the open common space and drainage. Could you point me in the right direction how I could get a copy of what was filed with the town when our road became public in 2022/2023 that states the conditions?

Thank you!
Kristine Donatelli
5 Abenaki Drive, Windham, ME 04062
HOA Secretary

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-122**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

**Agenda Number:**

Recent News Article.

# 172-unit affordable housing development on the way in Windham

## The first 36 units of Windham Village are set to be open by the end of the year.



A rendering of the Windham Village apartment complex. (COURTESY OF M&R DEVELOPMENT)

BY RORY SWEETING STAFF WRITER

M&R Development is set to open the first 36 units of the 172-unit Windham Village development by the end of the year.

Windham Village, located on Tandberg Trail, will consist of a combination of one- and two-bedroom apartments and

condominiums available for sale and lease, as well as onsite amenities such as a gym, storage lockers and a communal gathering space, according to a news release from M&R Development. Units in the development will be priced from $315,000 to $348,000.

The average price of a single-family home in Windham is $557,834.

The press release describes the "missing middle" in the state's housing shortage, as well as the median home price increasing by 50% between 2020 and 2024, as having left large swaths of the workforce, including essential workers, young professionals and retirees unable to buy a home.

"First-time homebuyers, young professionals, and downsizers are being priced out of Cumberland County, and this project serves that market and creates new opportunity," wrote Dan Bacon, director of development at M&R.

Windham Village is not the first affordable development M&R has built in Cumberland County. The company is constructing The Downs, a business and residential area in Scarborough with prices starting at $399,000, and recently announced it received approval for The Dash, a 51- unit development in Freeport due to open in 2027.

Stephen Puleo, planning director for Windham, said the housing complex was approved by the town's planning board in April 2024 following a comprehensive review. Puleo praised the development for contributing to increased property values, bringing new residents to the North Windham business district, and playing an important role in supporting the new North Windham sewer system.

Rocco Risbara III is head of development for Risbara Brothers, one of two family-run development companies, the other being Michaud Properties, collaborating as part of M&R Development. Risbara said M&R has sought out towns such as Windham where zoning laws allow for multifamily development, and which also have significant need for affordable multifamily developments.

While M&R is still in the early stages of marketing Windham Village to potential homebuyers, Risbara expected the development to appeal to a wide variety of demographics due to the price range.

After the first 36 units of Windham Village open at the end of this year, the remaining 136 units will open sequentially throughout 2027, with the goal of having the entire development opening by the end of that year.

Rory Sweeting — 207-689- 2862 rsweeting@metln.org

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-104**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Discussion Item

**Agenda Number:**

Building a Resilient Windham: Reviewing Windham's Vulnerability Assessment and breaking down community resilience measures in Windham, presented by Kelly Rehberg (GPCOG) and Camille Beaulieu (AmeriCorps Municipal Resilience Fellow).

**Vulnerability Assessment**
An overview of the process and results from the recently completed Vulnerability Assessment. This assessment looked at climate hazards and impacts facing Windham, resources at-risk, and potential actions the town can take to address those risks. The goal of the assessment was to help the town understand how climate change will impact the community and future steps the town can take to build resilience.

**Community Resilience Abstract**:
This presentation covers community resilience in Windham, Maine-the capacity to prepare for, respond to, recover from, and adapt to challenges-emphasizing that both physical infrastructure (roads, energy, water systems) and social infrastructure (community support, social connection) are essential, particularly given how hazards create cascading impacts that disproportionately burden vulnerable residents and municipal systems. It situates this work within Maine's 2025 Growth Management Law amendments, which now require resilience and sustainability to be integrated throughout comprehensive plans rather than treated as standalone sections.

The presentation highlights Windham's existing resilience efforts-green space, emergency preparedness, the library as a community hub, Age-Friendly Windham, and various long-term planning documents-alongside the contributions of the AmeriCorps fellow serving with Windham. It closes with a call to action: incorporating resilience into Windham's Comprehensive Plan, prioritizing at-risk infrastructure, pursuing funding, and strengthening both physical infrastructure and social networks.

Windham

# VULNERABILITY ASSESSMENT



*This report was prepared by GPCOG as part of a Service Provider Grant funded by the Community Resilience Partnership.*

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## ACRONYMNS

| | |
|---|---|
| ACS | American Community Survey |
| CDC | Center for Disease Control |
| CMP | Central Maine Power |
| DEP | Department of Environmental Protection |
| DWP | Drinking Water Program |
| EPA | Environmental Protection Agency |
| ERC | Environmental Resources Committee |
| GHG | Greenhouse Gas |
| Maine DOT | Maine Department of Transportation |
| MOCA | Maine Office of Community Affairs |
| MSAD | Maine School Administrative District |
| NCEI | National Centers for Environmental Information |
| NOAA | National Oceanic and Atmosphere Administration |
| RTP | Regional Transportation Program |
| SFHA | Special Flood Hazard Area |
| SWAP | Source Water Assessment Program |
| TRAPPD | Transportation Risk Assessment for Planning and Project Delivery |

## GLOSSARY

| | |
|---|---|
| Acidification | The gradual lowering of the ocean's pH caused mostly by the ocean absorbing excess carbon dioxide ($CO_2$) from the atmosphere. |
| Adaptation | The process of adjusting to or preparing for changing conditions to reduce the vulnerability of impacted assets. |
| Biodiversity | The variability of all living organisms and their ecosystems on Earth that is crucial to maintaining ecological balance and supporting human health and well-being. |
| Carbon Sink | Any natural or man-made system that absorbs more carbon dioxide from the atmosphere than it releases, helping to lower the concentration of greenhouse gases. |
| Climate refugee | People who are displaced due to climate hazards. |
| Cost-Burdened | When a household spends 30% or more of their income on housing expenses. |
| Crowding | A household with more people than rooms. This includes owner-occupied and renters. |
| Culverts | Structures that allow water to pass through under a road or railroad. They can vary in size and structure. |
| Disability | Defined by the ACS as those who report having serious difficulty with specific functions. The survey uses follow-up questions to capture six aspects of disability– hearing, vision, cognition, and ambulation, self-care, and independent living. |
| Drought | Defined as a 12-month period during which precipitation is less than 85% of the normal. |
| Emergency Management Plans | An outline for how to mitigate, prepare for, respond to, and recover from the effects of an emergency or disaster. Organizations, municipalities, or individuals can create their own emergency management plans. |
| Evapotranspiration | A crucial component to the water cycle where water vapor is released back into the atmosphere from plants and soil surfaces. |
| Greenhouse Gas | A gas such as carbon dioxide or methane in Earth's atmosphere that absorbs heat emitted from the planet’s surface and then re-emits it back, keeping the Earth warm. |
| Hazard | A physical process or event, exacerbated by climate change, that can bring harm to people, communities, or ecosystems. |
| Impact | The potential effect a climate hazard can have on human or natural assets and systems. |
| Impervious surface | Hard surfaces, such as concrete or asphalt, that allow little or no stormwater infiltration into the ground. |
| Invasive Species | Plants and wildlife that spread to the point that they can cause harm to ecosystems, usually out-competing local species for resources or hunting prey down to dangerously low populations. |
| Land conservation | Setting aside parcels of land for permanent protection through fee acquisition or a conservation easement, a binding legal agreement with accompanying tax benefits that protects natural resources. |
| Land cover | The vegetative characteristics of the land such as forest, wetland, impervious. |
| Land use | Reflects how people use land such as recreational, mixed use, or conservation. |
| Multi-Unit Structure | A housing structure with 3 or more units. |

| | |
|---|---|
| Resilience | The capacity of communities or natural environments to adapt and/or recover quickly from impacts. |
| Risk | The potential for negative consequences where something of value is at stake. In the context of the assessment of climate impacts, risk can be assessed by multiplying the probability of a hazard by the magnitude of the negative consequence or loss. |
| Shock | Acute events occurring over a specific period of time, such as heat waves or dangerous weather events, made more severe or frequent by climate change. |
| Stressor | A chronic condition or trend related to climate change that can exacerbate preexisting hazards. |
| Stormwater | Water from rain or snowstorms that flows over streets, parking lots, and roofs and into a water body or storm drain. |
| Social Vulnerability | Factors that may weaken a community's ability to adapt to or recover from a disaster and it is an indicator of community resilience. Examples: Age, race, households with no vehicle, financial burden. |
| Urban forest | Trees within a densely populated area, including trees in parks, on streetways, and on private property. |
| Vector borne disease | Diseases passed to humans through non-human vectors, such as mosquitoes, ticks, fleas, and bacteria. These vectors pass diseases that are often debilitating and sometimes fatal, and most vector species thrive in high heat and high humidity environments. |
| Vulnerability | A measure of risk to a threat, incorporating the likelihood of the threat occurring and the severity of the impact if it occurs. |
| Zoning | Ordinances impact land use by limiting what developers and landowners can do with their properties. |

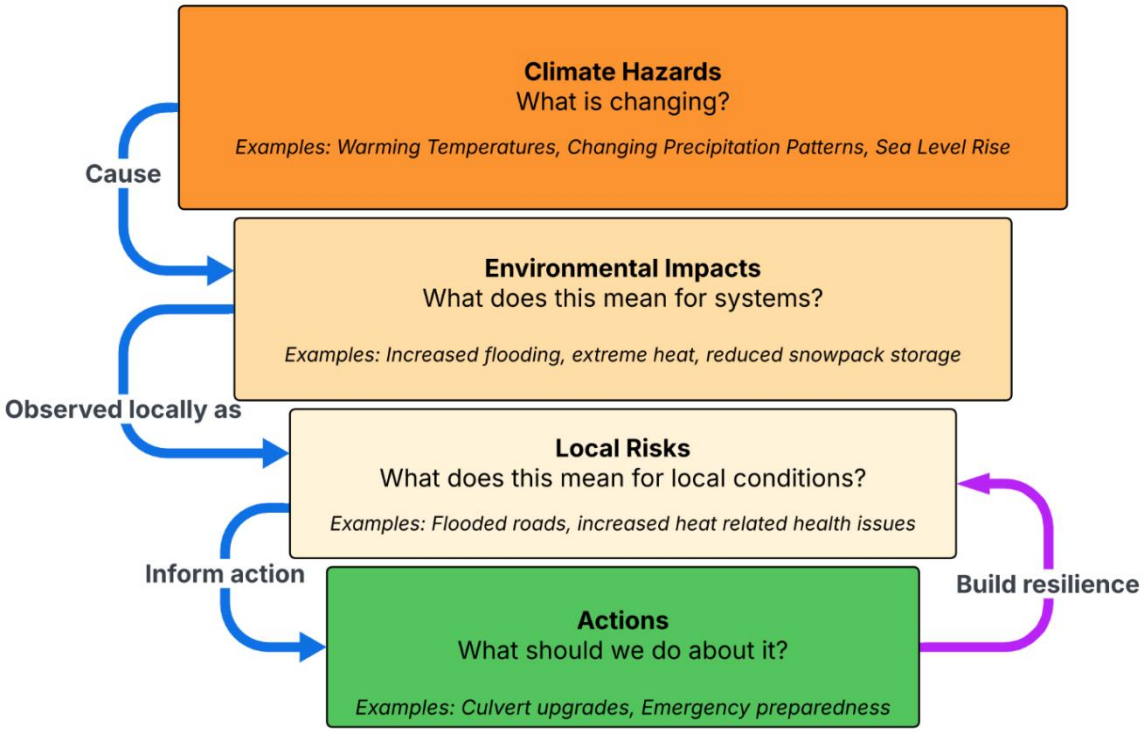
# 1. Introduction

Climate change is already affecting Maine by bringing rising temperatures, more frequent extreme weather events, and shifting precipitation patterns that threaten our health, infrastructure, and environment. However, local solutions through coordinated planning and action are within reach. On a community scale, we can build resilience and capacity to adapt to climate hazards, reduce existing vulnerabilities, and take steps to mitigate future impacts. Recognizing the need to prepare for these challenges, Windham is completing a climate vulnerability assessment to identify the people, places, and systems most at risk and to guide informed decisions that strengthen community resilience now and in the future.

The Vulnerability Assessment is a high-level assessment of potential risk across the entire community. It highlights areas that may need further study and does not provide site specific assessment. It is designed to be adaptive, allowing updates as new information becomes available.

## 1.1 Vulnerability Assessment Framework

This figure illustrates the step-by-step framework used to complete the climate vulnerability assessment. It begins with identifying **Climate Hazards**, which represent the changing environmental conditions. These hazards lead to **Environmental Impacts** that affect natural systems. The impacts then translate into **Local Risks,** highlighting specific challenges faced by communities. Finally, **Actions** are taken to address these risks and build resilience. The flow illustrates how identifying climate hazards and their cascading impacts provides the foundation for informed actions that reduce vulnerability and build resilience at the local level.



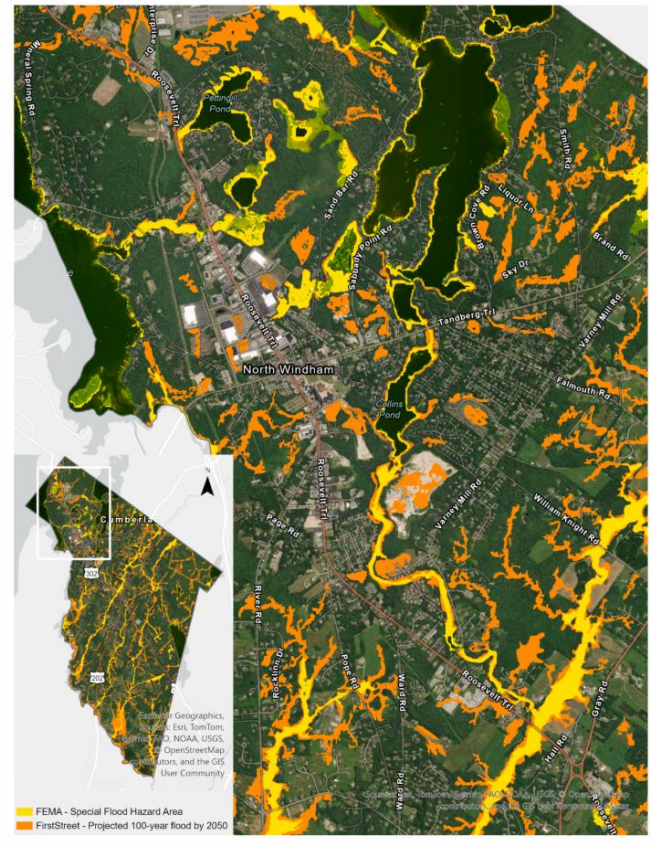
## 1.2 Assessment Structure

The Vulnerability Assessment was developed through a collaborative process that combined community input with available local and regional climate data. By engaging the community and utilizing available data, the assessment reflects local experiences, and the climate-related impacts Windham may experience in the future.

The Vulnerability Assessment is divided into three main sections:

1. **Identification of Climate Hazards and Impacts**: Identify regional climate hazards affecting Windham and the broader region.
2. **Analysis of At-Risk Populations and Resources**: Identify and map community populations and resources most at risk, including an explanation of importance.
3. **Action Items**: Recommended strategies based on assessment findings and community input.

*Figure 1.Map comparing First Street Flood Factor model (orange) to FEMA Special Flood Hazard Zone (yellow).*




## 1.3 Data and Methodology

### 1.3.1 DATA SOURCES

This report relies on national, state, regional, and local data to assess climate hazards, historical records, future projections, and impacts on local assets. There is currently limited localized data on climate hazards, and much of the modeling is conducted at the regional or state level. Therefore, this assessment relies primarily on information from the Maine Climate Council's Scientific and Technical Subcommittee "Scientific Assessment of Climate Change and Its Effects in Maine". Since there is a lack of localized data collection tools, such as air quality monitoring sites, this assessment uses regional data with specific discussions of Windham's particular context when possible.

### 1.3.2 QUANTITATIVE RISK ANALYSIS

The data analysis for this vulnerability assessment generated quantitative risk-based information on how the community, infrastructure, and natural resources in Windham are exposed to climate hazards, particularly inland flooding. When assessing specific resource vulnerabilities, this report uses data provided by the town of Windham, supplemented with state-owned data that was analyzed at the local level.

Inland flooding poses challenges to travel and threatens to limit access to resources, but also threatens the properties, businesses, and natural resources within Windham's boundary. Inland flooding maps show the result of flooding due to projected precipitation during severe storms, helping understand where critical assets may be flooded.

To determine the impacts of 100-year floods, particularly along inland waterways, this report uses 2050 projected 100-year flooding data from First Street Foundation's Flood Factor. [1] A 100-year flood is a statistical term used in flood risk management to describe an event that has a 1% chance of occurring in any given year, based on historical rainfall, water levels, and other watershed conditions. As the frequency and intensity of precipitation patterns change, the historical conditions used to define 100-year floods may underestimate future flood risks.

Flood estimates are used to guide land use planning, infrastructure design, and insurance requirements. Therefore, by using the projected 2050 flood conditions, the analysis incorporates anticipated precipitation pattern changes.

### 1.3.3 SOCIAL VULNERABILITY ANALYSIS

To develop a better understanding of populations at risk, this analysis uses the U.S. Census data to identify populations with the potential for high social vulnerability. Demographic data in this report relies primarily on American Community Survey (ACS) 5-year estimates (2019-2023) from the U.S. Census Bureau. ACS data is collected yearly by surveying only a portion of households. As a result, the ACS estimates may be imperfect and frequently do not match exactly with local data. However, there is very little local data collected on community wide demographics, so the ACS is the best available standardized data set.

For example, people who respond to the census often have higher incomes, more education, and higher homeownership rates than those who don't, which means the census has historically undercounted underrepresented groups. Although the data is flawed, it still provides Windham with baseline information and the ability to compare shifts in demographics. Where possible, this report provides supplemental local data or anecdotes from the community to better understand the local context. Windham recognizes the limitations in this data and will try to refine its understanding of at-risk populations by working with emergency management staff and local community organizations to continually assess community risk.

Factors for analysis were determined based on the Maine Social Vulnerability Index and the CDC's Social Vulnerability Index to highlight Windham's social vulnerability. The Maine Social Vulnerability Index developed for the Maine Climate Council identifies 19 social demographic characteristics that contribute to an individual's or household's vulnerability to climate impacts. [2]

### 1.3.4 QUALITATIVE DATA AND COMMUNITY INPUT

Information on the sensitivity and adaptive capacity of existing assets is qualitative and provided by town staff and community engagement. Local and qualitative data relies on input from municipal staff, committees, community organizations and the public through surveys.

The Community Concerns Survey provided insight into community experiences and local priorities that may not be captured in quantitative data sets. These perspectives are incorporated throughout the report to complement the analysis.

### 1.3.5 LIMITATIONS

This assessment uses the best available data and modeling tools; however, every dataset has limitations. The State of Maine and regional partners continue to research climate change and provide updated models, data, and resources. As improved data and more powerful models become available, this vulnerability assessment will need to be updated and refined.

## 1.4 Community Engagement

A Climate Concerns Survey was hosted online from December 2025 to January 2026. A total of 105 community members responded anonymously, sharing their perspectives on: 1) specific concerns about climate impacts, 2) particularly vulnerable locations or populations within the town, and 3) local resources, challenges, and priorities. The public feedback received was used to help shape the priorities listed in this report. Additional community responses are highlighted throughout the report.

### SURVEY RESULTS

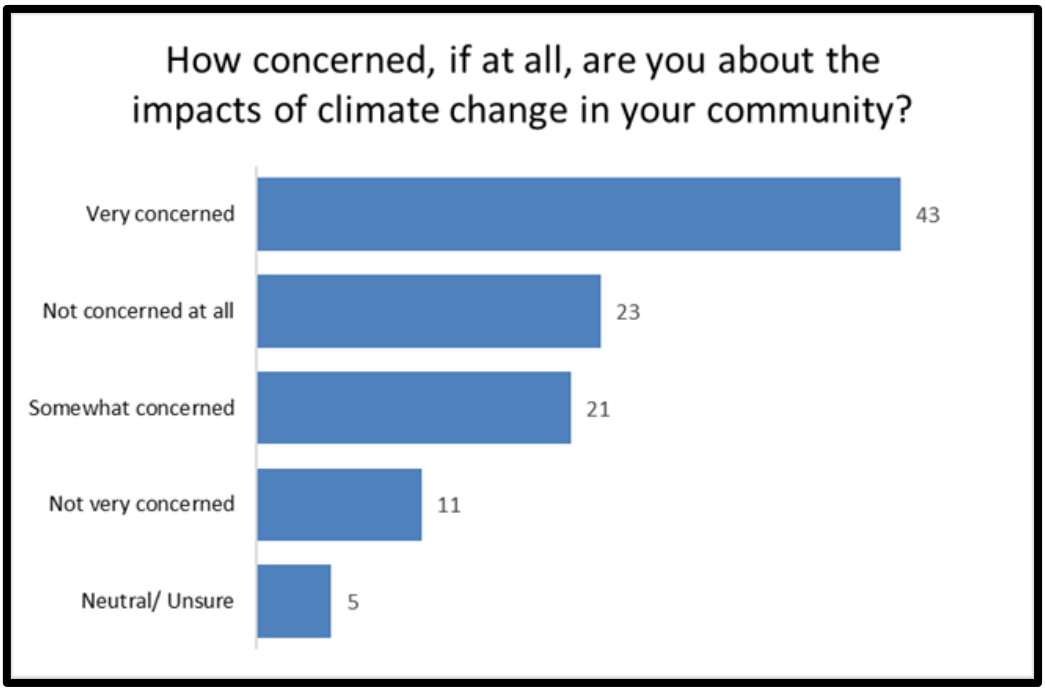



*Figure 2:* ***Level of Concern About Local Climate Change Impacts****. Among 103 total respondents, the largest share indicated that they are "Very concerned" about the impacts of climate change in their community.*

When prompted about specific weather and environmental concerns in Windham, respondents emphasized the challenge of balancing development with natural resource management, especially concerning groundwater quality. Others noted concerns about making informed energy decisions, managing excessive rainwater impacts, and the health of Highland Lake.

Approximately 22% of survey participants responded that they were “not concerned at all” about the impacts of climate change in their community. Comments from this group commonly expressed skepticism about climate change or its place in local planning. Several respondents suggested that global warming would lead to colder winters locally, or that recent weather changes are part of natural climate cycles rather than long-term changes. Others characterized climate change as exaggerated, and some expressed concern that addressing it would be a waste of time and public resources. These responses reflect a range of perspectives within the community regarding drivers, severity, and priority of climate-related issues.

# 2. Climate Hazards

***This section provides a condensed overview of the key climate hazards affecting Windham. For a more detailed analysis of climate trends and projections, please refer to the full Maine Climate Council reports[3].***

Climate hazards refer to the potential occurrence of climate-related physical events or trends that cause damage and loss felt by communities. Windham is already beginning to experience warmer air temperatures, increased precipitation, more severe storms, and intense flooding and erosion from climate change. These climate hazards degrade infrastructure and pose risks to people, ecosystems, and community assets.

The intensity and frequency of storm events and weather hazards have been unprecedented in recent history. Since 1980, the United States has experienced 403 confirmed weather disasters that each led to over a billion-dollar loss.[4] Maine has experienced many of its own climate disasters, including storms that hit in late 2023 and early 2024. The increased severity and intensity of these events have coincided with an overall increase in Earth's average annual temperature due to increased greenhouse gas emissions. Climate hazards combined with existing vulnerabilities have already led to widespread and devastating loss and will continue to wreak havoc.

This section provides information on the following climate hazards Windham will face, both directly and indirectly:

- Warming, more variable temperatures
- Changing precipitation patterns

Windham is one of many communities affected by climate hazards and their impacts. Cumberland County, the region, and the state are experiencing similar trends across all hazards. Since local data is not available, this section relies primarily on regional and state data to assess the historical trends and future projections.

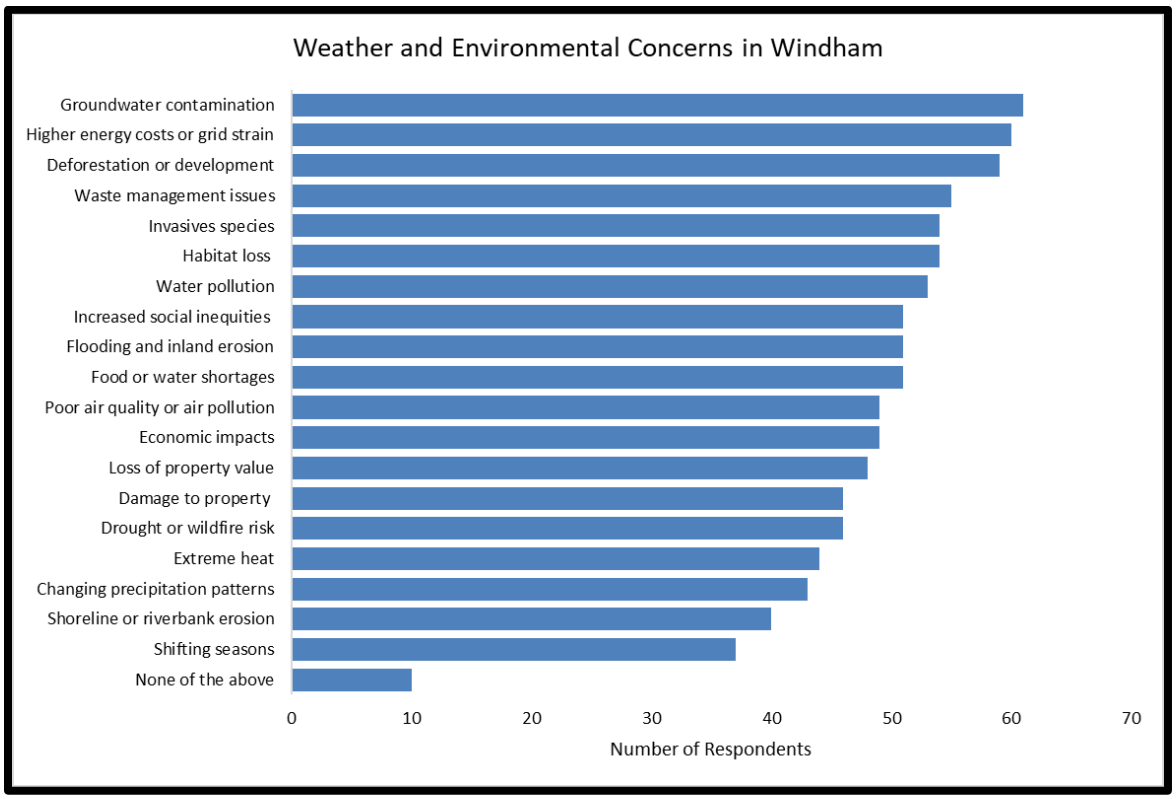



*Figure 3.* ***Weather and Environmental Concerns in Windham****. Groundwater contamination, high energy costs or grid strain, and deforestation or development emerged as the top concerns in Windham among 104 respondents.*

## 2.1 Warmer, More Variable Temperatures

| Historical Trends | What we see today | Road ahead |
|---|---|---|
| While all regions of the globe will experience impacts from climate change, the Northeast is warming at a faster rate than the global average.[5] Maine has seen an average annual temperature increase of 3.2°F since 1895.[6] **Every year since 1997 has been above the yearly average.**[7] Winter has warmed 5°F compared to a century ago and is the fastest warming season[8]. | **The past four years in Maine (2020-2023) have ranked among the ten warmest on record**, with 2023 being the second warmest. The average warm season for 2010–2023 is about two weeks longer, and winters about two weeks shorter, in comparison to 1901–2000 the historical climate baseline. Similarly, there has been a two-week increase in the average length of the growing season since 1950.[9] | As an inland community, Windham has experienced slightly more warming than the state average and is **projected to have annual temperatures 3.3° to 4° degrees Fahrenheit higher than 1895 by 2050** and up to 10°F by 2100. The region will experience 20 to 30 more high heat days annually by 2050 and the winter season will shrink by one to two weeks.[10] |

## 2.2 Changing Precipitation Patterns

| Historical Trends | What we see today | Road ahead |
|---|---|---|
| Annual precipitation in Maine has **increased 6 inches since 1895**.[11] The intensification of the hydrological cycle means Maine's **dry periods are becoming drier, and wet periods are becoming wetter**[12]**.** | Higher temperatures increase water evaporation from oceans and freshwater sources, resulting in overall higher humidity. Warmer air holds more moisture, causing precipitation events to become more frequent and intense, increasing total annual precipitation[13]. Maine now receives **1–2 additional days per year with 2+ inches** of precipitation, and **2–3 more days per year with 1 inch of precipitation**. Precipitation variability between years is increasing and has recently produced impactful seasonal extremes; for example, the 2020 growing season was the driest on record, and summer 2023 was the wettest. In December 2023, Maine experienced significant flood and wind damage, triggering a disaster declaration in 10 counties. | Most climate models project more intense cyclones (lower central pressure and increased heavy precipitation), but with an overall decrease in the number of storms as the climate warms.[14] However, future storm frequencies remain uncertain because of model disagreement on average future positions of North Atlantic storm tracks. While future drought trends remain uncertain, warmer temperatures and earlier snowmelt can exacerbate dry conditions when they develop. |

## 2.3 Sea Level Rise

Sea-level rise can worsen inland flooding by affecting rivers, streams, estuaries, and lakes. Inland flooding typically follows heavy rainfall, rapid snowmelt, dam and levee failures, or any situation where water exceeds the capacity of local drainage systems. Rising seas amplify these risks. Although Windham is not directly exposed to coastal flooding, sea-level rise and shifting ocean conditions can still influence the region through economic shifts, climate migration, or disruptions to the food supply. These factors are addressed throughout this assessment where relevant.

# 3. Risk Assessment

The frequency and severity of these climate hazards have left many communities, ecosystems, and infrastructure unable to adequately withstand and adapt to the extreme forces, as they were not built to accommodate many of the challenges we are experiencing today. While it is difficult to adequately quantify the vulnerability or risk of various communities and resources, the following section uses available data to provide a baseline understanding of where Windham is most at risk due to climate hazards.

This section provides information on the following sectors that could be impacted with the increase in climate hazards:

- Infrastructure
- Natural Resources
- Community Resources
- People

**CASCADING IMPACTS**

Climate hazards often trigger cascading impacts, where effects on one resource ripple across others. For example, a flooded road not only damages the infrastructure; it also can restrict access to properties and essential services, impacting residents, businesses, the economy, and further straining critical resource availability. These interconnected effects amplify existing social, environmental, and economic challenges that disproportionately affect vulnerable populations and resources, highlighting the importance of planning for both direct and indirect consequences of climate change. While fully capturing cascading impacts is difficult, they were taken into account when determining priorities and recommendations.

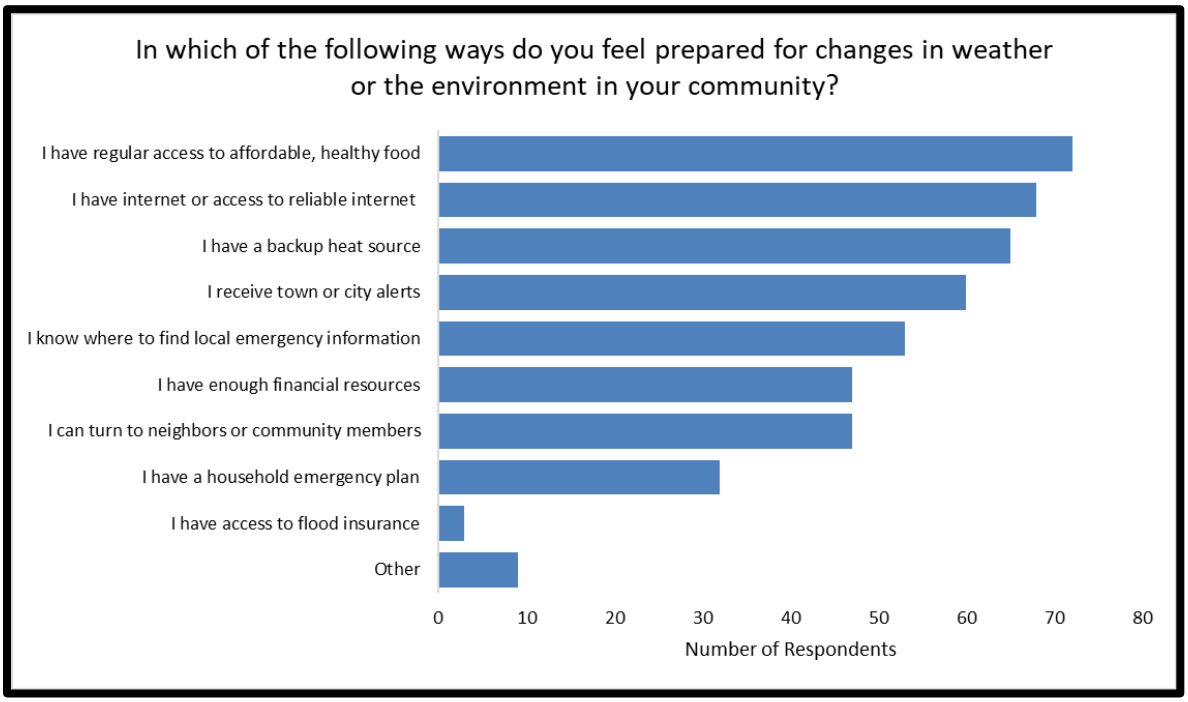



*Figure 4:* ***Weather and Environmental Changes Preparedness.*** *Food, internet, and backup heat access were identified as top preparedness factors among 105 respondents.*

## 3.1 Infrastructure

Climate hazards damage critical infrastructure such as roads, buildings, and utilities through flooding and erosion caused by extreme storms and heat. Today's infrastructure was not built to withstand the types of extreme weather we see currently, and that is predicted to occur in the future. Although a 100-year storm has a low percent chance of occurring in any given year, the most valuable infrastructure and access to neighborhoods needs to be protected given the potential impacts. Investments in resilient infrastructure can significantly reduce long-term costs. For example, every $1 spent on hazard mitigation saves an average of $6 in future repair and recovery costs.[15]

This section provides a summary of risks and impacts that Windham's infrastructure faces due to climate change. The infrastructure section contains information on the following resources:

- 3.1.1 Transportation
- 3.1.2 Buildings
- 3.1.3 Water Utilities
- 3.1.4 Power and Communication

**WHAT RESIDENTS ARE SEEING...**

"Stronger thunderstorms resulting in power outages and property damage."

"Rain wind power outages infrastructure damage for long periods of time."

"High wind events and property damage related to it."

**WHAT RESIDENTS ARE SAYING...**

"I am worried about the local climate becoming more erratic and localized, making it more difficult to predict conditions between my workplace and my home."

"Funds should be put into building better infrastructure, roads, etc. preparing for those natural disasters."

"We have a well and we've been concerned about it running dry this year. We've also had our newly paved driveway destroyed by excessive rainwater in the last couple of years. I'd love for the town to focus on addressing water issues on Dutton Hill."

*Responses from the Climate Concerns Survey*

## 3.1.1 TRANSPORTATION

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Excessive heat causes buckling, cracking, and softening of pavement, warps rail lines, and shortens intended lifespan of materials which increases the cost for repairs and replacements, and makes the infrastructure more susceptible to damage during extreme storms<br>• Increased freeze-thaw cycle also hastens the degradation of materials through cracking, further shortens the intended lifespan of the infrastructure and increases costs for repairs or need for replacement. |
| **Changing Precipitation** | • Roads, bridges, culverts, and rails could be damaged during intense storms or inundated with water which disrupts service and access for community members or emergency services, prevents access for service or repair, increases costs for maintenance and repair, and disrupts the broader supply chain and transportation system.<br>• Flooded transportation infrastructure impacts natural resources as undersized or flooded culverts create barriers for wildlife and habitat, and flooding increases amounts of runoff and sediment from impervious surfaces into water bodies. |

### Why this matters

Effective and efficient transportation infrastructure supports resident mobility, economic development, emergency response, and social activity, but it is highly vulnerable to destruction from climate hazards. Heavy rainfall, inland flooding, and extreme heat can damage, destroy, and increase deterioration rates of transportation infrastructure, resulting in loss of access and increased maintenance and repair costs. Protecting and adapting transportation infrastructure ensures mobility, reduces economic disruption, and supports disaster response. Planning for resilient roads, bridges, and railways helps maintain safety, reliability, and accessibility in the face of more frequent and intense climate events.

| **At –A-Glance:** *Transportation infrastructure in Windham that is vulnerable to flooding based on projected 100-year flooding in 2050:* | |
|---|---|
| Roadway | 13.9 miles |
| Bridges | 20 |
| Culverts | 11 |
| Rail Line | 2.5 miles |
| Bike and Pedestrian Paths | 10.9 miles |
| Transit Corridors | 0.11 miles |

### Risks in Windham

**Roadways**

Climate change threatens to bring an increased chance of flooding to roadways within Windham. The town has around 243 miles of roadway—around 50% of which are public roads.

**Modeling shows that approximately 14 miles of roadway would experience some degree of flooding during a 100-year storm event by 2050.**

At-risk sections of major corridors threaten to cut off access to critical resources, such as hospitals and grocery stores. The portions of following major routes that could experience flooding by 2050 include:

- Highway 302
- Highway 202

**With limited roadways and few, if any, alternative routes in rural communities like Windham, flooding on even a single section of road can trap residents and completely cut off access to critical resources.**

The roads with the largest sections of projected flooding by 2050 include the following. While the total amount of miles impacted is relatively small, if flooding is deep enough on small sections of road, that renders the road impassable.

- River Road (1.41 miles)
- Presumpscot Road (0.54 miles)
- Windham Center Road (0.33 miles)
- Albion Road (0.30 miles)

There are numerous other roads with sections of flooding that could additionally disrupt access to resources and trap residents.

**Bridges**
Climate change threatens to bring an increased chance of flooding to local and state bridges within Windham. Flooding may not only make bridges impassable, but also structurally unstable. MaineDOT has mapped 34 bridges in Windham. During storm events by 2050, 20 out of the 34 bridges in Windham are located in flood-prone areas. Many of the impacted bridges are the roads that cross the Pleasant River, including River Road. This analysis, however, cannot determine the height of the bridge and degree, if any, to which the bridge deck itself would flood. Therefore, future studies should assess the bridge elevations of the most at risk to withstand flood water levels.

**Culverts**
MaineDOT mapped 7 large culverts and 70 cross culverts in town. While these culverts cross many waterways at risk of flooding, the capacity and likelihood of being overtopped could not be assessed. Flooding and overtopping of culverts on major routes, or small connector roads cut off access and severely limit those living in rural areas. This would make emergency access or evacuation difficult.

The Nature Conservancy developed an analysis of culverts at risk of overtopping in a flood: Culvert Flood Risk Explorer | Maine. According to these models, **there are 11 culverts at risk of overtopping, 8 high risk and 3 medium risk culverts.**

**Rail**
Portions of the Maine Central Railroad Mountain Division line along the Presumpscot River are at risk of flooding during storms.

**Transit**
Impacts to public transportation include limited access during flooding events due to the flooded roadways, bridges, and culverts listed above.

- Lakes Regional Explorer provides bus service along Route 302.
- Regional Transportation Program (RTP) provides low-cost transportation by request only to the elderly, social service agency clients, the economically disadvantaged and persons with disabilities throughout Cumberland County.

## SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Infrastructure | | |
| High | **Roadways** | • Modify roadways during natural infrastructure life cycle replacements.<br>• Develop an alternative access route plan for emergency services during flood events, in coordination with MaineDOT and regional partners.<br>• Pilot a stormwater retrofit street using green infrastructure (rain gardens, bioswales, or permeable pavement) on a municipally owned road.<br>• Install small-scale green infrastructure (rain gardens, vegetated swales) along municipal rights-of-way to reduce runoff. |
| | **Bridges** | • Complete water level analysis to ensure bridge heights (roads and rail) exceed expected flooding levels and determine structural integrity of bridges.<br>• Coordinate with MaineDOT to assess bridge elevations and structural vulnerability and identify future upgrades consistent with DOT capital planning cycles. |
| | **Culverts** | • Conduct a culvert inventory and prioritize culvert upsizing based on TNC overtopping data, focusing on crossings in high-risk flood areas. |
| Low | **Rail** | • Coordinate with the railway owners to ensure continued viability and access (Given ownership challenges; actions for this infrastructure are outside of the scope of this project). |

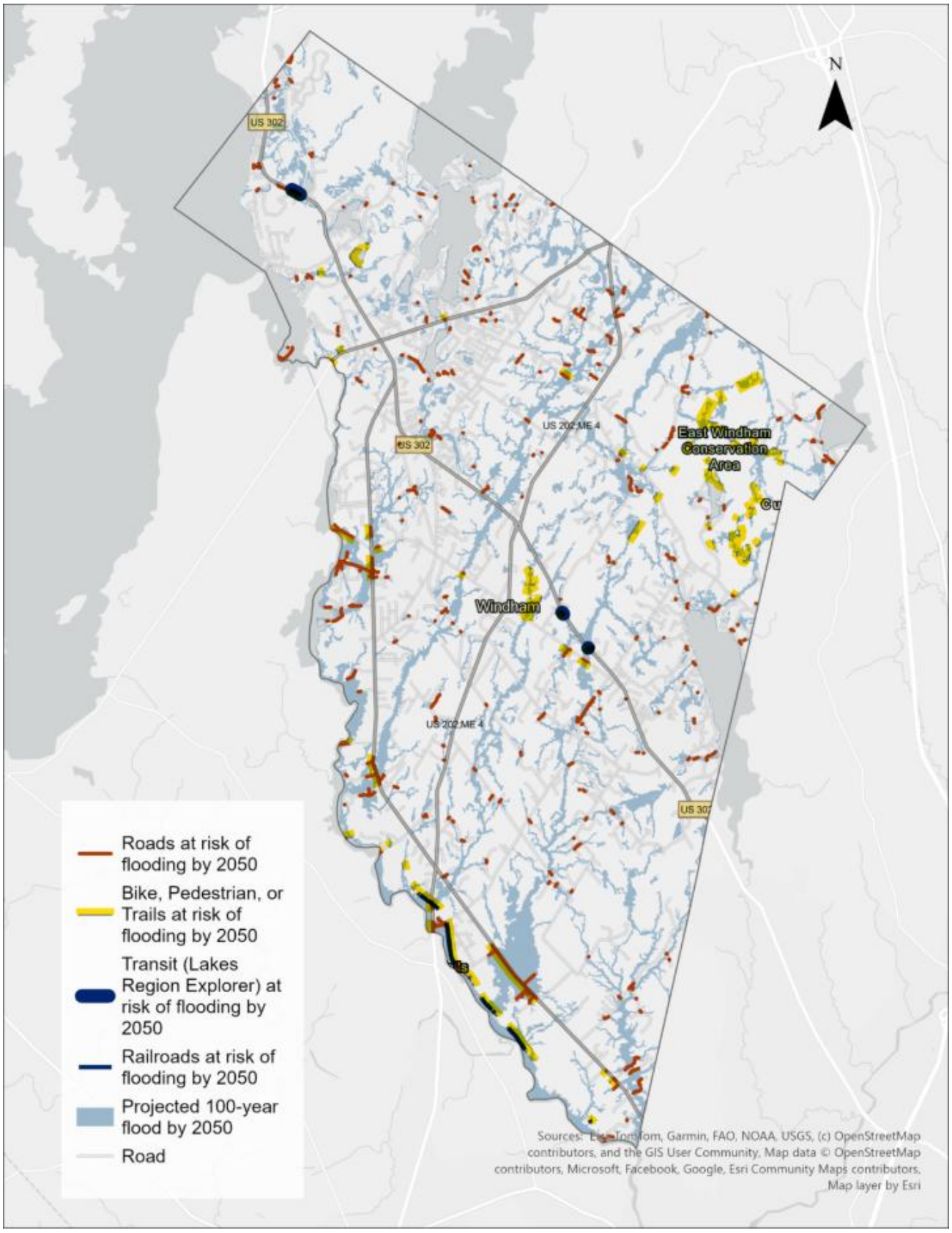



*Figure 5. Roads, pathways, and transit in at-risk flooding areas during 100-year flood by 2050.*

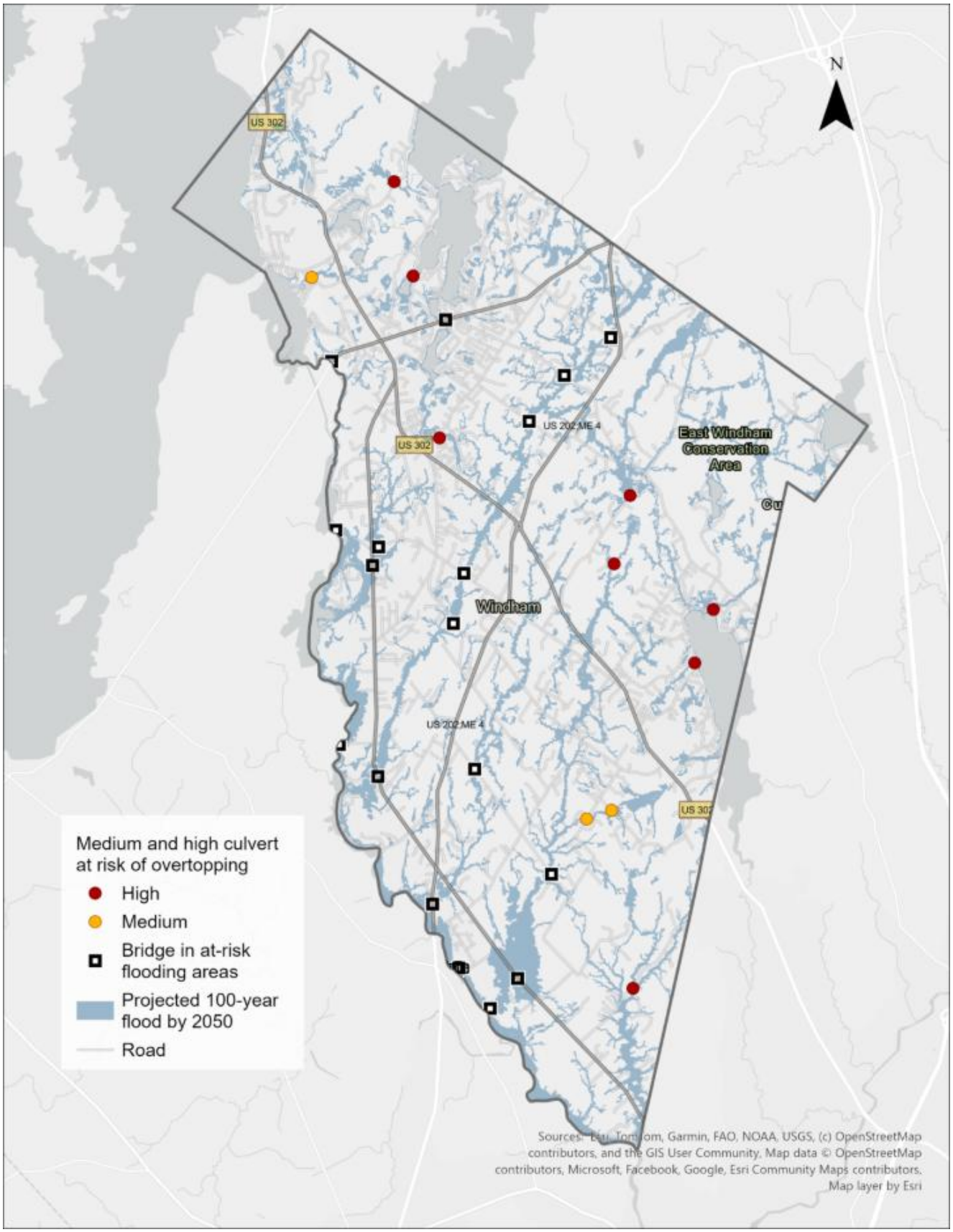



*Figure 6. At-risk culverts and bridges during projected 100-year flood by 2050.*

## 3.1.2 BUILDINGS

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Building materials degrade faster under sustained heat. Increasing extreme temperatures strains energy demand and increases costs. |
| **Changing Precipitation** | • Flooding and extreme weather will damage buildings and degrade materials, which would require more costs for repair. Impacts to buildings will also strain the availability of community resources and services, could alter property values, displace residents/businesses, and strain surrounding resources needed for recovery.<br>• Improper clean up after flooding can result in mold in the home, presenting health concerns in addition to the financial burden of repairs. |

### Why this matters

Buildings house people, businesses, and essential services, making their resilience central to community well-being and economic stability. Buildings are increasingly at risk of heat stress, flooding, and storm damage which can damage property, compromise safety, and drive-up repair costs. Older housing stock are especially susceptible to damage and higher energy costs if they have not been properly maintained or retrofitted with more resilient building materials. Buildings along waterbodies are more prone to risk from inland flooding. It will be important to plan for and design climate-resilient buildings through energy efficiency, improved materials, and adaptive design to protect communities, reduce emissions, and ensure structures remain functional during extreme weather.

### Risks in Windham

| **At-A-Glance:** *Buildings and parcels in Windham that are vulnerable to flooding based on flooding scenarios:* | |
|---|---|
| Buildings | 346 |
| Parcels | 3,520 |

According to the analysis, there are **346 buildings at risk of experiencing impacts from at least a minor degree of flooding during a 100-year storm by 2050.** The highest concentration of impacts are properties near where Maine Street intersects the Presumpscot River.

While these buildings are subject to direct flooding, it should also be noted that more buildings may be damaged by strong storms or high winds. However, this cannot be assessed through this report. Older buildings or buildings not upkept are most at risk of severe storm damage.

**Over 3,500 parcels in Windham — representing 44% of all parcels — may experience flooding during a 100-year storm. This includes parcels designated as roads, rails, and utilities. It is important to note that the degree of flooding on each parcel varies, and most parcels will have minimal flooding that does not impact the overall use of the property.**

Although flooding may not directly impact the principal building located on each parcel, water inundating the property still poses various risks to accessory structures and utilities. Flooding can disrupt access to buildings by overflowing driveways and sidewalks, carrying contaminants into wells, overloading septic systems, and interfering with other utilities.

### SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Infrastructure | | |
| Medium | **Buildings** | • Complete a resiliency audit for municipal buildings to assess floodproofing needs, HVAC upgrades, and backup power requirements.<br>• Incorporate resilient design and on-site stormwater practices into local site plan and subdivision review standards.<br>• Offer voluntary “Flood-Ready Building Assessments” for properties in at-risk areas, providing guidance on elevating utilities, foundation sealing, and on-site stormwater improvements. |

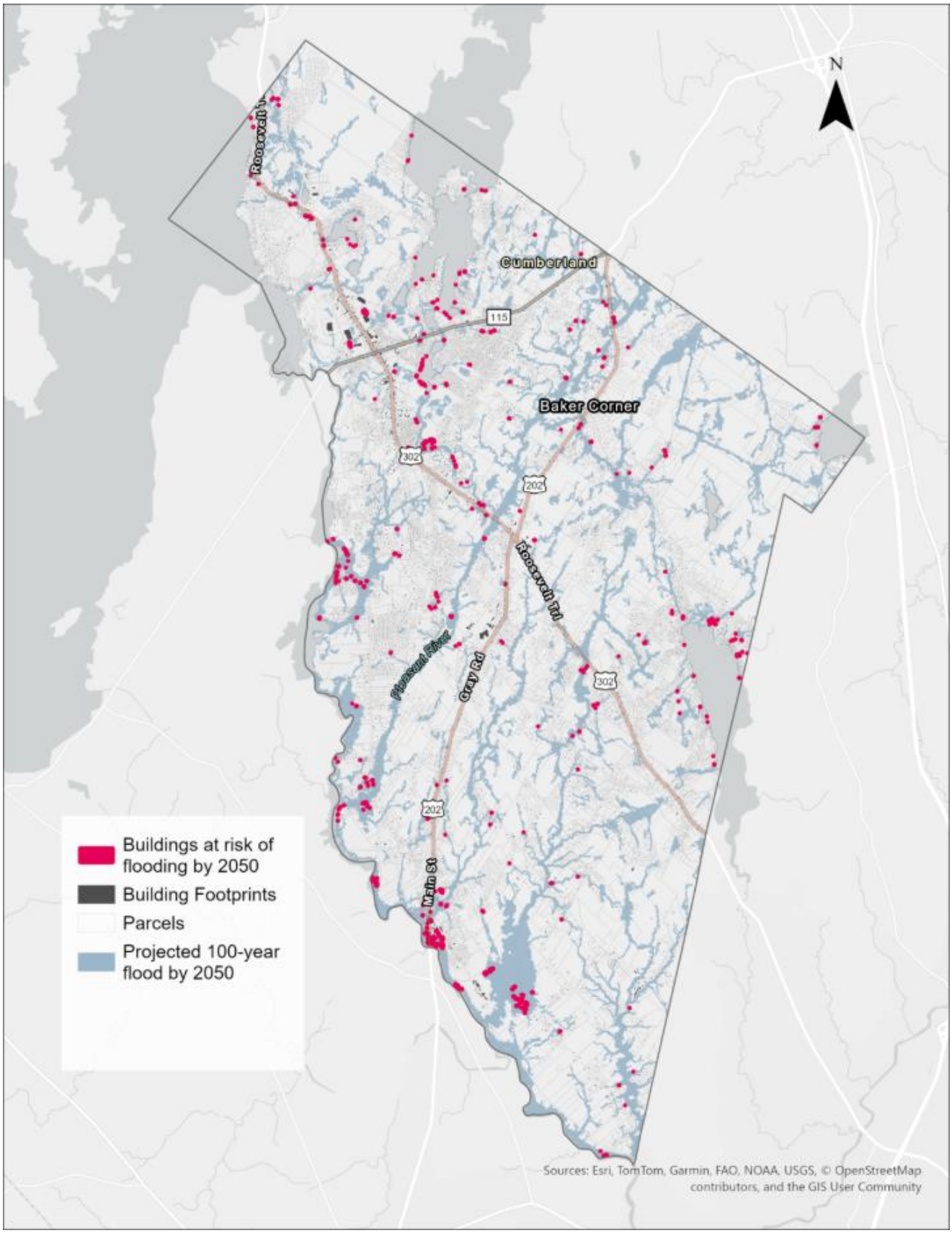



*Figure 7. Buildings and properties in at risk-flooding areas during 100-year flood by 2050.*

## 3.1.3 WATER UTILITIES

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Extreme temperatures, and increased fluctuations in temperatures (freeze-thaw cycles) degrade materials quicker, and can result in costly repairs.<br>• Higher temperatures can alter the biological processes in septic tanks, plus drier soils in drought conditions can shrink and crack, reducing its ability to filter wastewater safely. |
| **Changing Precipitation** | • Flooding and extreme storms can damage structures, inundate or overwhelm systems, and restrict access for service or repair. Overwhelmed management systems lead to backups that cause localized flooding and further increase costs.<br>• Inundated infrastructure will have reduced capacity to convey flow, creating the possibility of overflows, causing sewage to back up into homes, and threaten water quality. It may also increase leaks and create overflows into waterways, directly contaminating waterways with untreated sewage or contaminated stormwater.<br>• Heavy rainfall and flooding can introduce contaminants, such as fertilizers or other chemicals, into wells, especially shallow or poorly maintained ones. Flooding can also damage well pumps and electrical components. |

### Why this matters

Climate hazards pose new risks to the daily operation and structural integrity of water systems that are the backbone of safe drinking water, sanitation, and healthy ecosystems. Failure and/or damage to these systems could degrade water quality and impact public health. Any disruptions to the water systems could further impact residents and business owners. Protecting and adapting water systems ensures reliable access to clean water, safeguards ecosystems, and prevents costly service interruptions.

| **At-A-Glance:** *Stormwater and sewer structures in Windham that are vulnerable to flooding based on flooding scenarios:* | |
|---|---|
| Catch basins | 31 |
| Drain manhole | 1 |
| Best Management Practices Inlets | 19 |
| Outlets | 130 |
| Culverts | 30 |

### Risks in Windham

**Stormwater management**

According to the Comprehensive Plan, stormwater runoff sources were identified as large parking lots and improper construction and maintenance of old gravel camp roads.

**Septic systems**

Wastewater in Windham is primarily handled by septic systems. However, the Town is actively transitioning toward more centralized wastewater infrastructure. As part of this effort, construction of a new wastewater treatment plant in North Windham is anticipated to be substantially complete and ready to accept flow by the end of May 2026. The Town is also coordinating connection for North Windham businesses to the gravity sewer collection system installed last year, with service connection construction already underway and expected to continue throughout 2026. Additionally, installation of a sewer conveyance line from the new middle school on Windham Center Road to the treatment plant on Sposedo Road is scheduled to begin spring 2026 and will continue throughout the year.

Community survey feedback also noted concerns about increasing development and limited wastewater infrastructure, specifically the reliance on private septic systems and potential groundwater quality risks as population density grows. One respondent noted, "...The land cannot support the future population density without polluting the groundwater." These concerns highlight the need to protect and adapt water systems to support future growth and healthy water resources.

Despite the ongoing wastewater infrastructure improvements, the resilience of existing septic systems to climate-related hazards remains a concern. Septic system performance is dependent on-site conditions, such as elevation or proximity to flood-prone areas. Resiliency is challenged when the tank is in an area that floods more frequently. Flooding can saturate soils and overwhelm septic system capacity, impeding proper wastewater filtration and potentially causing untreated wastewater to

contaminate the groundwater. Therefore, properties more at risk of flooding would also have a higher vulnerability to septic system failures and associated public health and water quality concerns.

**Drinking water systems**

Many residents rely on private wells. Factors such as well depth, proximity to contaminant sources, age, and maintenance contribute to the vulnerability of wells. The Maine Geological Survey identified 1,184 wells in Windham.[16] Based on the Maine Geological Survey data, there is a high concentration of wells around the Little Sebago Lake at-risk flooding areas that have a well depth of less than 85 feet. The highest yield aquifers are also located around Little Sebago Lake, extending towards Sebago Lake and Presumpscot River. Other aquifers are around Windham Center, River Road, and Forest Lake.

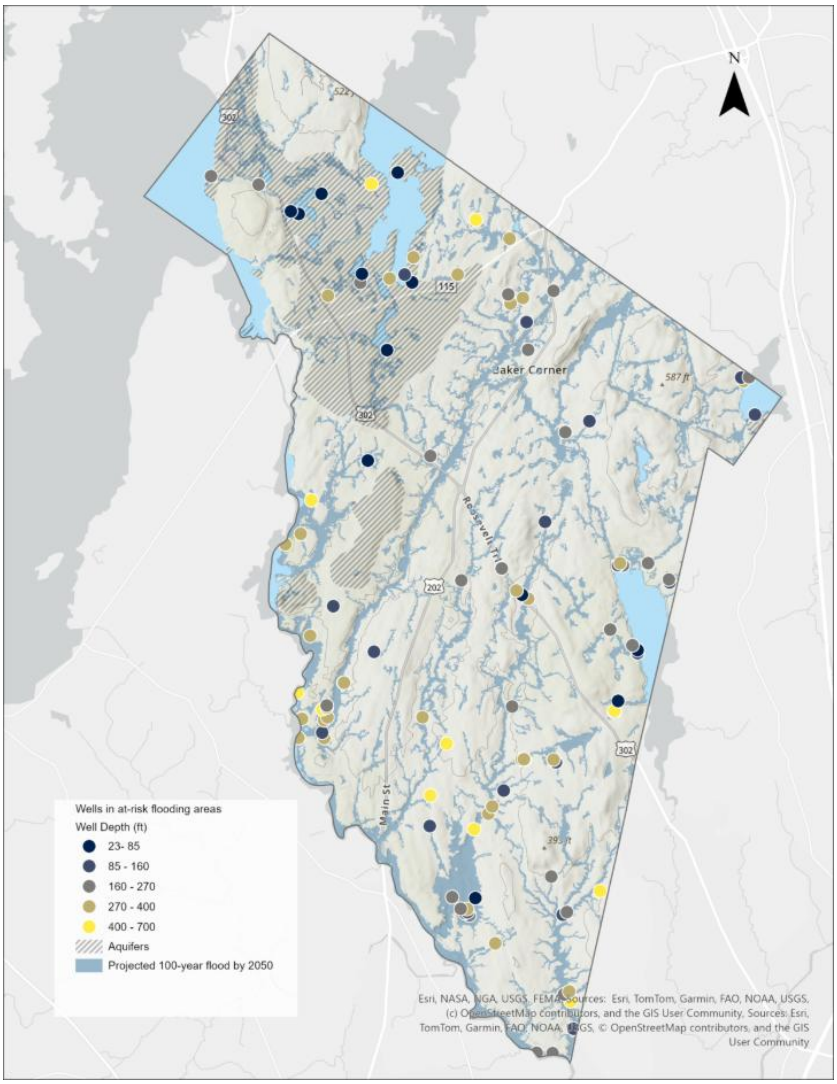



*Figure 8. Wells in at-risk flooding areas, including well depth categories.*

## SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Infrastructure: Water Utilities | | |
| High | **Stormwater** | • Map and evaluate the full stormwater system and prioritize upgrades to pipes, catch basins, and outfalls to handle projected increases in precipitation.<br>• Install green infrastructure at schools, parks, and municipal facilities to help reduce peak runoff volumes. |
| | **Septic Systems** | • Replace older or failing systems with advanced treatment technologies that perform better in saturated or shallow soils.<br>• In flood-prone areas, elevate components or relocate septic systems farther from shorelines and high-water tables to reduce flood intrusion risks. |
| | **Wells** | • Provide well and septic maintenance workshops consistent with Maine Drinking Water Program and Maine CDC guidance.<br>• Partner with the Portland Water District to identify and reduce inflow and infiltration in high-risk areas. |

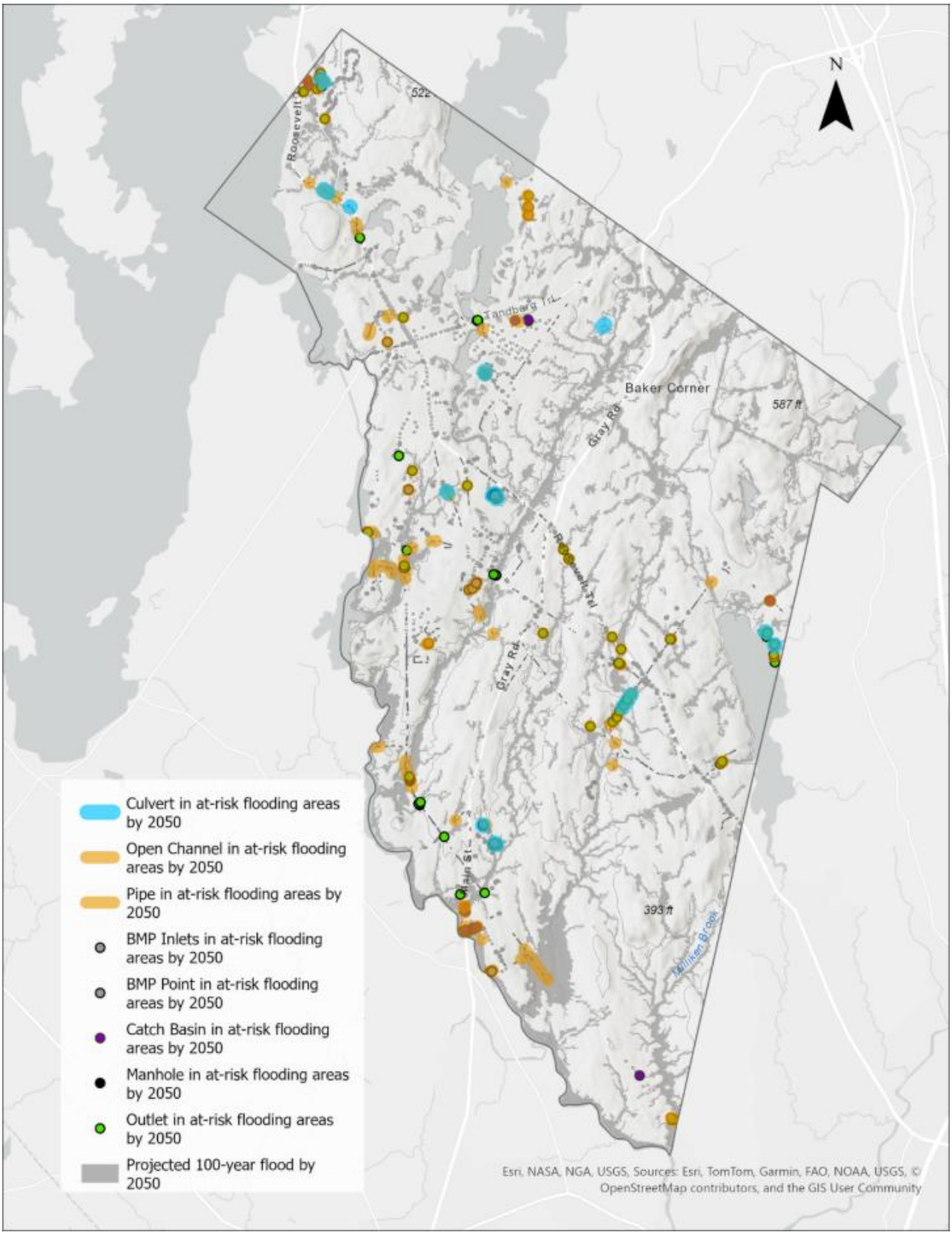



*Figure 9. Stormwater infrastructure in at-risk flooding areas by 2050.*

## 3.1.4 POWER AND COMMUNICATIONS

| Climate Hazard | Impacts |
|---|---|
| Warming Temperatures | • Heat stresses power grids, reduces efficiency of transmission, and increases demand for cooling. This strains the system and increases the chance of partial power outages and brownouts on high heat days.<br>• Strain on the energy grid from increased demand or disruptions in equipment due to climate change could create financial burdens on residents, businesses, and the town |
| Precipitation | • Faster wind speeds, heavier precipitation events, flooding will increasingly disrupt transmission lines, inundate substations and data centers, and erode communications systems, leading to widespread outages. Power and communication failures halt water systems, disable buildings, climate control, and cripple transportation operations and coordination. |

### Why this matters

Energy and information systems, including radio towers, data centers, substations, transmission, and cable lines, have become lifelines for society, enabling everything from healthcare to commerce to daily life. Climate change is increasingly impacting the efficiency of the system and reliability of supply through storms or heatwaves, which can cause cascading failures across other sectors. Strengthening and adapting these systems ensures communities stay connected, safe, and operational during disruptions.

### Risks in Windham

The energy and communications systems that service Windham, including cell towers, are interconnected within broader regional systems, and most assets are serviced by private utilities which have ultimate jurisdiction over any infrastructure systems. Maine's regional energy system is part of the New England regional transmission grid, which is operated by ISO-New England. Windham is supported locally by Central Maine Power (CMP). Internet service in the town is primarily through wire connections.

Damage or disruption to these systems from climate hazards could impact infrastructural assets. However, there are no specific datasets collected by the town which can be used to assess specific risk and vulnerability in this report. The town also does not have a local emergency communication system or alert system.

Understanding local infrastructure connections in the context of both the regional systems and climate hazards is necessary to determine potential actions for risk mitigation. These plans should be included in local emergency management plans.

Community survey participants report concerns about these impacts, particularly from more frequent and severe storms leading to outages and infrastructure damage. One respondent noted concern for "stronger thunderstorms resulting in power outages and property damage" and another noted "infrastructure damage for long periods of time". These responses highlight the growing vulnerability of power and communication systems and the need to improve resilience.

### SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Infrastructure | | |
| Medium | **Power and Communication Systems** | • Collaborate with CMP and regional partners to assess vulnerabilities to outages and flooding and advocate for resilience investments in local grid infrastructure.<br>• Evaluate feasibility of solar plus battery systems at municipal buildings, subject to utility interconnection and Maine PUC requirements.<br>• Develop layered emergency communication protocols, including low-tech options for households with limited internet or English proficiency. |

## 3.2 Community Resources

The impacts of climate change are expected to strain many of the community resources that support Windham's quality of life, economy, and cultural identity. More frequent extreme weather may disrupt businesses, damage homes and historic sites, and increase the need for social services while simultaneously interrupting access to them. Windham may also experience additional pressure on community resources if inland migration from coastal areas increases in response to climate impacts.

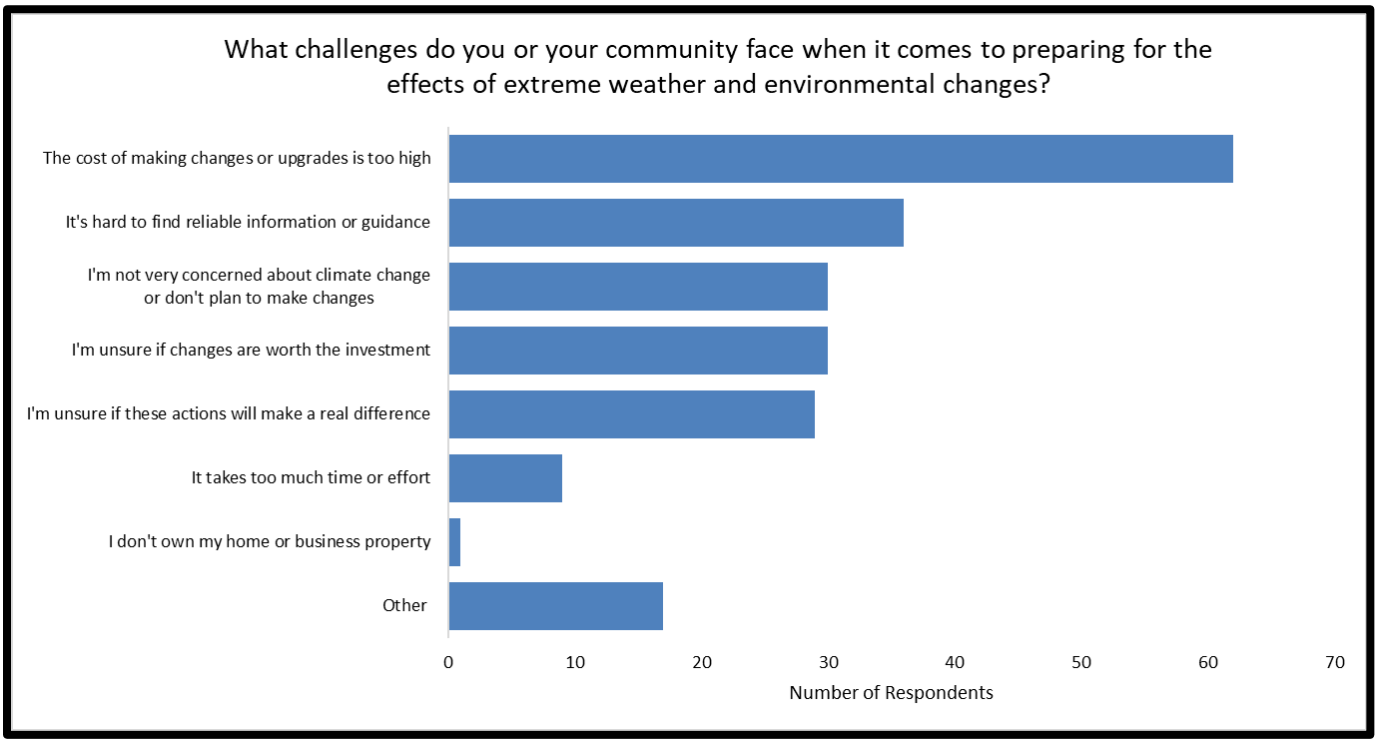



*Figure 10:* ***Challenges in Preparing for the Effects of Extreme Weather and Environmental Changes****. Among 101 respondents, the largest share indicated the high cost of changes or upgrades to be the greatest challenge for themselves or the community.*

**WHAT RESIDENTS ARE SAYING...**

Survey responses also highlighted additional challenges in preparing for these changes, specifically the need for public awareness and education. Respondents noted addressing misinformation and improving community understanding of climate risks as important strategies. One participant stated "Educating the community that the climate crisis is real and we should all be concerned" is an additional challenge. Another participant expanded on the role of misinformation, "...many people are poorly informed..." These insights assert that strengthening community education and communication is a critical component of building resilience and creating meaningful support for community resources.

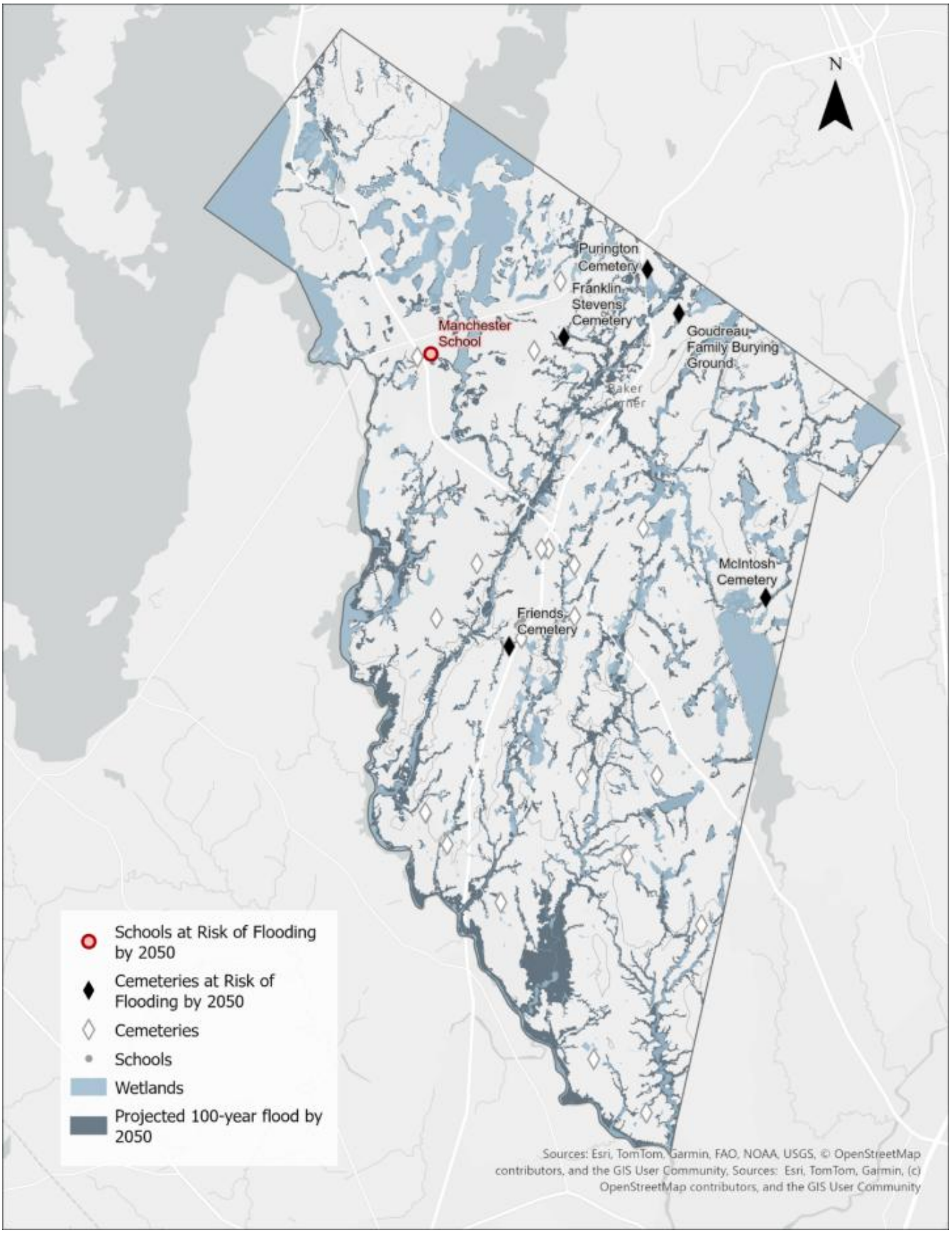



*Figure 11. Community resources in Windham with projected 100-year flood zone by 2050.*

## 3.2.1 ECONOMIES AND LIVELIHOODS

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • As seasons shift, the number and visiting days for tourists will shift particularly impacting food service, hospitality and recreation employment.<br>• As winters shift, businesses that rely on winter recreational activities like ice skating, snowmobiling, and skiing will be negatively impacted.<br>• The natural resource industry will be hit particularly hard due to the physical stress of working outdoors in extreme temperatures and ecological shifts in species. |
| **Changing Precipitation** | • Extreme storms and flooding can impact access to businesses, cause property damage, and disrupt supply chains.<br>• Those who either need to commute in or out of town for work could be impacted by flooded roadways, thereby impacting business revenue and overall economy.<br>• Increased precipitation could impact businesses who rely on outdoor recreation. |

### Why this matters

Economies and livelihoods are essential to community resilience and well-being. Climate change threatens the strength and reliability of the infrastructure, industries, and services that support this foundation. Extreme weather impacts businesses' physical properties, changes the demand and type of employment, affects commuting routes, and ultimately impacts the overall economy of a town. In a region reliant mainly on private vehicle transportation, both workers and businesses are vulnerable to temporary flooding and long-lasting damage to roads. Changing temperature and ocean conditions makes the natural resource industry particularly vulnerable to shocks and stressors.

In particular, Maine's economy is heavily reliant on natural resources from forestry to fishing. As temperatures rise, these sectors are increasingly under threat. Farmers could see a shift in agricultural productivity as high temperatures and extreme precipitation damage resources. The lumber and timber industry will also become threatened by these climate hazards impacts on native trees. Individuals who rely on fisheries for their livelihoods, especially lobster, may experience economic impacts as species' ranges shift with climate change. Recreational fishing opportunities for non-commercial license holders may also be impacted, representing a significant cultural loss for the community.

| **At-A-Glance:** *Employment* | |
|---|---|
| Number of people living in Windham, but working outside of town | 8,553 |
| Number of people living outside of Windham but working in town | 5,296 |
| Number of people that live *and* work in town | 1,296 |
| Residents employed in the natural resource industry | < 2% |

### Risks in Windham

**Livelihood**

Windham is home to several types of small businesses, such as cafes, offices, garden centers, and many farms. The Town's Economic Development and Strategic Plan encourages economic growth that supports the needs of all its residents. Windham is also one of the communities represented by the Sebago Lakes Chamber of Commerce, established to support economic growth and prosperity throughout the Lakes region.

**Property impacts and access are the biggest risks to general employment and the economy, while Windham's natural resource industry will be particularly impacted by the shifts in temperatures.**

**Employment**

According to the U.S. Census 2022 Report[17], there is a greater percentage of people who lived in Windham but were employed outside the town boundary. 86.8% of people living in Windham were employed outside of the town boundary, while 80.3% of people working in Windham were living outside the town boundary.

**Flooded or degraded roadways will impact access and commuting patterns, which in turn impact both employers and employees, straining the overall economy.**

**Natural Resource Industry**

According to the U.S. Census, less than 2% of Windham residents are employed in the natural resource industry. Although there is no specific data detailing the breakdown of sectors, it can be presumed that the majority represent the agricultural sector.

There are numerous farms in Windham, with around 3,211 acres identified as farmland or tree growth areas. As of

2014, nearly 2,100 acres were enrolled in the Farmland Tax Program, including 811 acres of pasture, 241 acres of cropland, and 1,014 acres of farm woodland. Additionally, 2,490 acres were enrolled in the Tree Growth Program, and 402 acres were enrolled in the Open Space Tax Program.

**Windham's natural resource industry faces similar risks to those in the region and state, which are largely based on the changing temperatures and shifting ecosystems.**

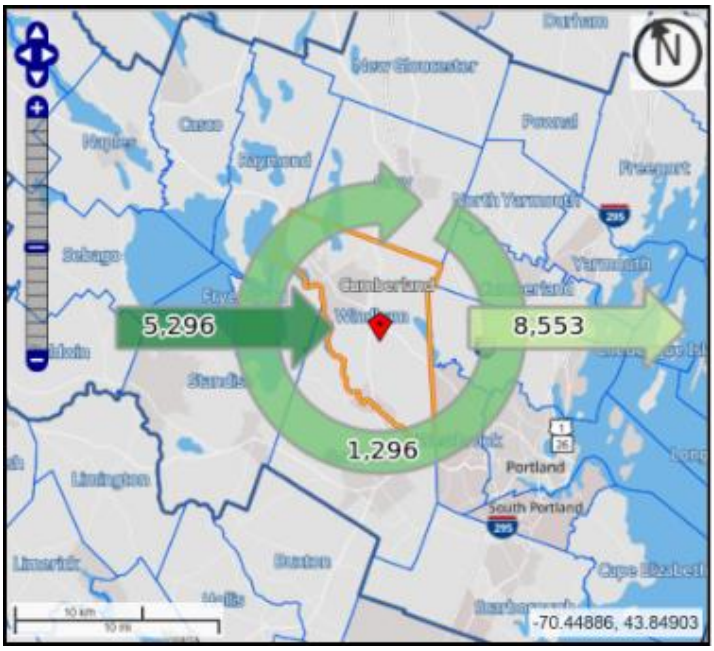



*Figure: Graphic showing the inflow and outflow of Windham residents and workers. 8,553 people live in Windham but work outside of Windham. 5,296 people live outside of Windham but work in Windham. 1,296 people live and work in Windham. Source: United States Census*[18]

## *SUGGESTED ACTIONS*

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Community Resources | | |
| Medium | **Economies and Livelihoods** | • Create a business resilience toolkit to help local employers prepare for flooding, power loss, and transportation interruptions.<br>• Coordinate with neighboring municipalities to maintain access to employment and retail centers during road closures. |

## 3.2.2 ESSENTIAL SERVICES

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Warming temperatures indirectly strain systems. For example, public health challenges like high heat events strain healthcare services or may overload the power grid with electricity demand for air conditioning. |
| **Changing Precipitation** | • Extreme weather can cut off access to essential services, through flooded roads or bridges and downed trees or powerlines. This can slow emergency response times, prevent people from getting to their jobs, or limit the ability to receive services. |

### Why this matters

Essential services, such as healthcare, emergency services, supermarkets, or utilities, are vital for continued community resilience. People rely on these services to stay safe and healthy, but climate change, particularly extreme weather events, can make accessing these services difficult. In addition to both physical damages and access to the services, climate change can exacerbate strain on the systems—limiting availability or increasing financial constraints. The indirect strain placed on essential services will impact the overall system as much or more than the physical impacts of climate change. These services provide support for vulnerable populations, so changes in these services can be detrimental to those most in need.

### Risks in Windham

**The greatest risk for Windham is access to/from essential services during flooding events and the increased strain placed on the systems due to extreme temperatures.**

The condition of many residential roads, and especially when exacerbated by extreme flooding, could limit access for residents and emergency responders to receive the necessary medical care. During severe weather events, essential workers could face difficulty getting resources to residents and businesses.

## SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Community Resources | | |
| High | **Essential Services** | • Produce an emergency access route map highlighting alternate routes to hospitals, EMS, and public safety buildings during floods.<br>• Formalize and publicize cooling and warming centers with clear activation procedures. |

## 3.2.3 SOCIAL SERVICES

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Extreme temperatures increase the demand for services, such as cooling centers or food assistance<br>• Increasing energy costs create financial burdens which places further demand on social services such as general assistance |
| **Changing Precipitation** | • Flooded roads can prevent access to these services temporarily, while extreme storms can cause permanent damage to the buildings or properties |

### Why this matters

Social services, such as schools, libraries, town services, food assistance programs, disability services, or additional community support, are critical to maintaining a resilient community. These services are particularly important for those who may be socially or economically disadvantaged to adapt and recover from climate-related events. Demand for social services and community-provided resources will likely increase due to the financial, physical, and emotional stressors created by climate change. Climate disasters can also strain the capacity of community resources, such as food pantries or financial assistance organizations, as more people experience impacts from climate change. Overburdened social services weaken long-term recovery and deepen inequities within the community.

Southern Maine has seen an increase in in-migration over the past few years, and this could increase as we see more movement due to climate disruptions at the national and international scale. There is little data available to understand if Maine is going to be a receiving state for climate migrants in the future. However, being prepared for growth is a key resilience strategy for communities. Social services help to reduce disparities and protect those most at risk. Ensuring access and capacity to increase community resources will be essential to maintaining a healthy and resilient community.

### Risks in Windham

**The biggest impact to services in Windham will be restricted access during storm events, due to flooded roads and bridges, and increased strain on resources from climate hazard impacts.** As mentioned earlier, flooding along key roadways will limit residents' ability to access resources within Windham and outside of the Town boundary. People may need to find alternative routes to access these services.

### SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Community resources | | |
| High | **Social Services** | • Establish a Resilience Navigator program through community organizations to support vulnerable residents with preparedness steps.<br>• Partner with nonprofits to strengthen service continuity plans for food pantries, libraries, and community centers in flood-prone areas. |

## 3.2.4 AGRICULTURE AND FOOD SYSTEMS

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Farmers have experienced a longer growing season due to warming temperatures. However, these warm temperatures also bring an increase in pests, put heat stress on crops, and require higher water demand.<br>• Temperature changes also lead to frost damage if the increase in growing days is not synchronized with the shift in the spring and fall frosts, or if heat waves, droughts, or other extreme weather events degrade productivity. |
| **Changing Precipitation** | • Although the growing season is lengthening, these benefits are offset by intense storms and increasing drought which lead to crop damage, erosion, soil loss, runoff, and leaching.<br>• Extreme weather events also flood fields and make access more difficult, reducing agricultural productivity.<br>• Greater variability between wet and dry periods can stress crops and increase crop susceptibility to pests and diseases. |

### Why this matters

A changing climate is predicted to disrupt food availability, reduce access to food, and affect overall food quality. Impacts will occur across the food supply system from growth to distribution. This includes increased food illness from pathogens and contaminated water, disrupting food availability, decreasing access to food, disruption in shipments, or increasing prices due to fuel or product scarcity.[19] Reliance on non-domestic food increases households' vulnerability to these climate-induced impacts. Dependence on global supply chains can further reduce resilience, as disruptions from geopolitical conflicts, trade disruptions, or transportation restrictions may delay or limit food availability. Local agriculture supports the food system, supports livelihoods and boosts the economy, limits greenhouse gas emissions from long-range transportation, and often provides more sustainable, nutrient-rich food. Protecting agricultural lands is vital to maintaining cultural roots in a community.

While periodic flooding can provide some ecological and agricultural benefits, such as depositing nutrient-rich sediments, projected increases in precipitation intensity are expected to result in more frequent and intense flooding that is disruptive to natural floodplain cycles. These events can oversaturate soils, erode farmland, and delay harvesting or planting timelines. The flooding projections used in this analysis reflect conditions that go beyond the benefits of natural flooding and instead represent a growing risk to agriculture.

### Risks in Windham

**Food Distribution and Consumption**

On average, 90% of food consumed by Mainers comes from outside the state, and the State has high grocery prices given a range of complex factors.[20] Similarly, Windham residents rely heavily on external food sources and will feel impacts from increased pricing, shipping disruptions, or food shortages due to climate impacts.

There are three grocery stores located in Windham, including Hannaford, Shaw's, and Walmart. The Windham Clothes Closet and Food Pantry is housed next to the Windham Fire Rescue- Central Station. Kelly's Loving Hands is located off River Road.

**While these buildings are not at risk of flooding, flooded roads and bridges will make it difficult for people to access these organizations or for them to distribute their resources.**

**Food Production**

Local agriculture activities in Windham include small-scale animal agriculture. North Star Farm raises sheep, pigs, rabbits, and chickens, and Sea Fox Farm produces lamb. These farms contribute to a more resilient, community-based food system. As of 2012, there were 274 acres (9 parcels) of farmland enrolled in Current-Use property tax programs. According to the 2022 Census of Agriculture prepared by the United States Department of Agriculture, there are a total of 56,704 acres used for farm operations in Cumberland County, resulting in commodity totals of $62,909,000, or $1,109.13 per acre.[21] In 2020, the Farm Services Administration issued an emergency declaration for Cumberland County because of prolonged,

severe drought conditions, resulting in increased operational costs due to increased irrigation.[22]

The USDA Plant Hardiness Zone Map serves as a standard tool to assist growers in determining which perennial plants are most likely to thrive in a specific location. The USDA Plant Hardiness Zone Map helps growers determine which perennial plants are likely to thrive in a given location, based on the coldest annual temperatures. Annual crops complete their life cycle in one season and do not need to survive the winter, so hardiness zone is less relevant to these plant types. Windham currently falls within Zone 5b. While this zone was unchanged in the 2023 update, warmer zones shifted north and will likely encroach in the area in the coming decades. Rising temperatures expand the ranges of harmful plants and insects, increasing crop loss and pest management costs, many of which introduce additional harmful chemicals into the environment.[23]

Additionally, the plant hardiness zone map does not account for other factors such as extreme heat, snow fall, wind, and soil drainage that affect agricultural productivity. Survey participants noted the loss of agricultural land due to building development and solar farms as a concern in Windham.

## SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Community Resources | | |
| Medium | **Agriculture and Food Systems** | • Expand community gardens and offer climate-smart gardening workshops aligned with UMaine Cooperative Extension best practices.<br>• Strengthen local food resilience by partnering with regional producers, food pantries, and grocers to improve supply redundancy. |

## 3.2.5 TRAILS, PARKS, AND RECREATION

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Increased heat stress reduces safe use of outdoor spaces<br>• Decreased water quality from extreme temperatures impacts property values and recreational economic benefits |
| **Changing Precipitation** | • Storms and flooding can damage or erode existing facilities and reduce access. This requires more maintenance and repair, straining municipal resources<br>• Loss of recreational access reduces community health benefits, tourism, and local economic activity |

### Why this matters

Parks, trails, and other recreational areas bring many benefits for residents. Green space helps lower surrounding air temperature, promotes active living, improves public health, serves as community gathering spots, increases surrounding property values, and provides ecological benefits. Maintaining and expanding access to these spaces creates a more vibrant community and builds resilience to climate change.

### Risks in Windham

Access to natural resources is vital to the community's character, and Windham hosts a diverse range of outdoor activities. In total, Windham has over 30 miles of trails.

- The town owns and manages a variety of parks and preserves open to the public, including Donnabeth Lippman Park, Dundee Park, Lowell Preserve, Deer Hollow Sanctuary, Otterbrook Sanctuary, and Claman Preserve, which all feature formal trails or opportunities to explore.

Windham also has several water recreation areas, including Sebago Lake, Little Sebago Lake, and Highland Lake.

Studies have shown that water clarity is the biggest factor impacting users' enjoyment of lakes. Results from the study by the University of Maine and Maine DEP suggest that even a minor decline in the water clarity will result in a loss recreation and economic benefit.[24]Protecting recreational areas, both water and land, will provide economic benefits to the town, support community health, and provide ecological protection.

### SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Community Resources | | |
| Medium | **Trails, Parks, and Recreation** | • Increase shade and tree canopy in parks to reduce heat exposure for users.<br>• Implement climate-resilient trail upgrades (boardwalks, drainage, erosion control) on municipal and partner-managed trails. |

## 3.3 Natural Resources

Climate hazards strain the health of aquatic and terrestrial ecosystems and have the potential to lead to long-term impacts. Changes in temperature and precipitation are expected to increase stress and disturbances in forests and water bodies. As ecosystems are transformed, species will migrate to more desirable habitats or face challenges to survival. Understanding how and where the environment is vulnerable can guide decision-making to conserve and protect its natural resources.

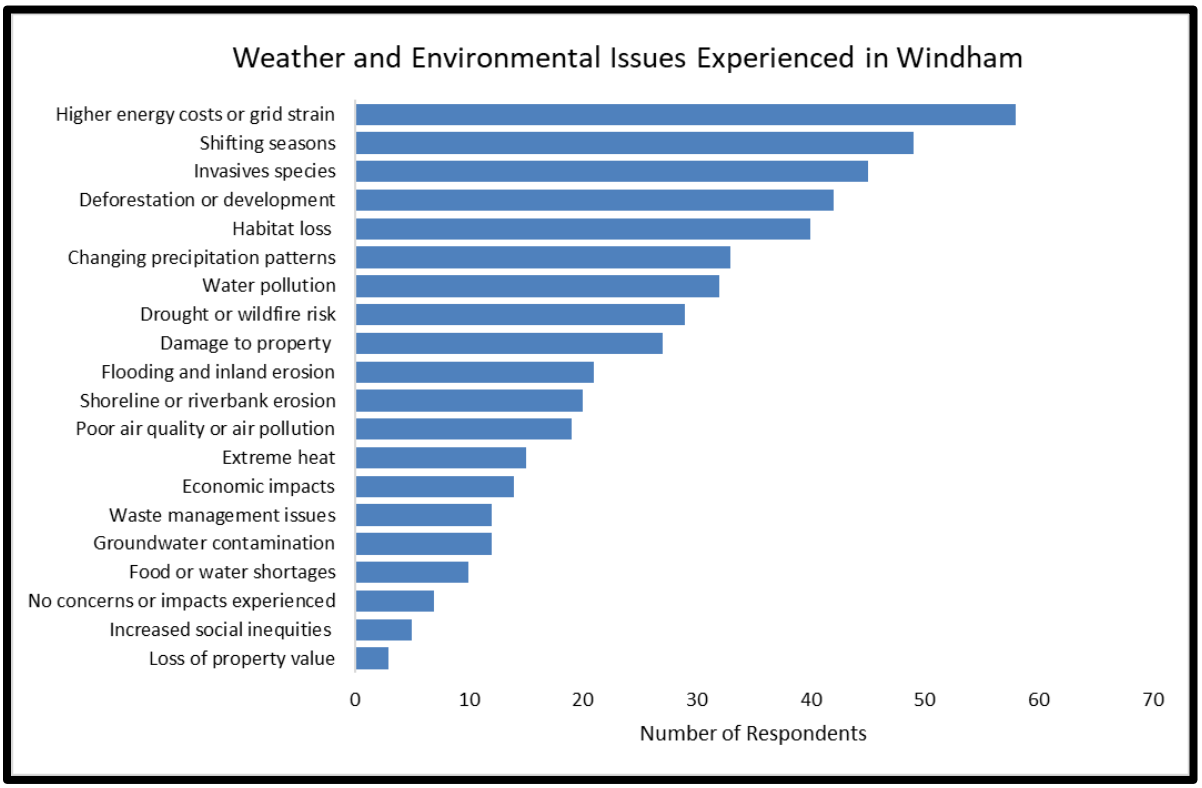



*Figure 12.* ***Weather and Environmental Issues Experienced in Windham.*** *Higher energy costs or grid strain, shifting seasons, and invasive species emerged as the top weather and environmental issues experienced in Windham among 104 respondents.*

## 3.3.1 ECOSYSTEM AND HABITAT DIVERSITY

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Warmer air and water temperatures cause shifts in species' geographic ranges, leading to declines in native aquatic and terrestrial life while promoting the spread of invasive species, pathogens, and pests. These shifts make ecosystems more vulnerable to stressors such as habitat destruction. |
| **Changing Precipitation** | • Combined with human development, flooding will fragment or even eliminate habitats, putting greater stress on native, threatened, or endangered species.<br>• Changing precipitation patterns impact rivers and vernal pools which affect amphibians and other aquatic creatures.<br>• Extended drought will place pressure on plant and animal species and can damage critical habitat areas. |

### Why this matters

A native, biodiverse ecosystem provides a solid foundation for a healthy environment. However, climate-induced conditions force native species to shift further north, while invasive, non-native species migrate from the south into Maine. Invasive species disrupt ecosystems by developing self-sustaining populations that are dominant or disruptive to native species by outcompeting them for resources.

### Risks in Windham

Windham is home to three species of special concern, the Great Blue Heron, the Upland Sandpiper, and the Brook Floater. Important habitat in town includes 5 significant vernal pools, inland waterfowl and wading bird habitat around Little Sebago Lake and Highland Lake, and Brook Floater habitat throughout the Pleasant River. Northern Windham is also home to 2 exemplary natural communities, pitch pine bogs and red maple swamps.

**Cumberland County**

In Cumberland County, with a 2C (3.6F) increase in temperature, 3 birds are highly vulnerable, and 57 bird species are moderately vulnerable to changing habitat conditions.[25]

Out of Maine's 120 resident and visiting butterfly species, 25 (21%) are listed as state endangered, threatened, special concern, or extirpated. While habitat loss to development ranks first as the leading cause of species endangerment, seven (28%) of the state's 25 at-risk butterfly species are also considered imminently threatened by climate change.[26]

The Maine BumbleBee Atlas, a 5-year statewide bee inventory survey, found that 4 of the state's 17 historically documented bee species were absent, suggesting possible extirpation. Native bee decline is linked to habitat loss from land development and harmful chemical use such as herbicides.[27]

In the community survey, respondents highlighted significant environmental concerns, including deforestation, wildlife displacement, and declining bird populations. Vernal pools and other habitats were mentioned as at risk, and tree canopy loss was noted as a factor affecting water quality.

### *SUGGESTED ACTIONS*

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Natural Resources | | |
| Medium | **Ecosystems** | • Complete an invasive species assessment and implement removal and native replanting projects with volunteers and regional land trusts.<br>• Pursue conservation of priority habitat areas in partnership with willing landowners and regional land trusts.<br>• Develop a landscaping management plan or ordinance for town-owned lands that prioritizes planting native species, avoids insecticides and herbicides, and includes educational materials for residents on native landscaping. |

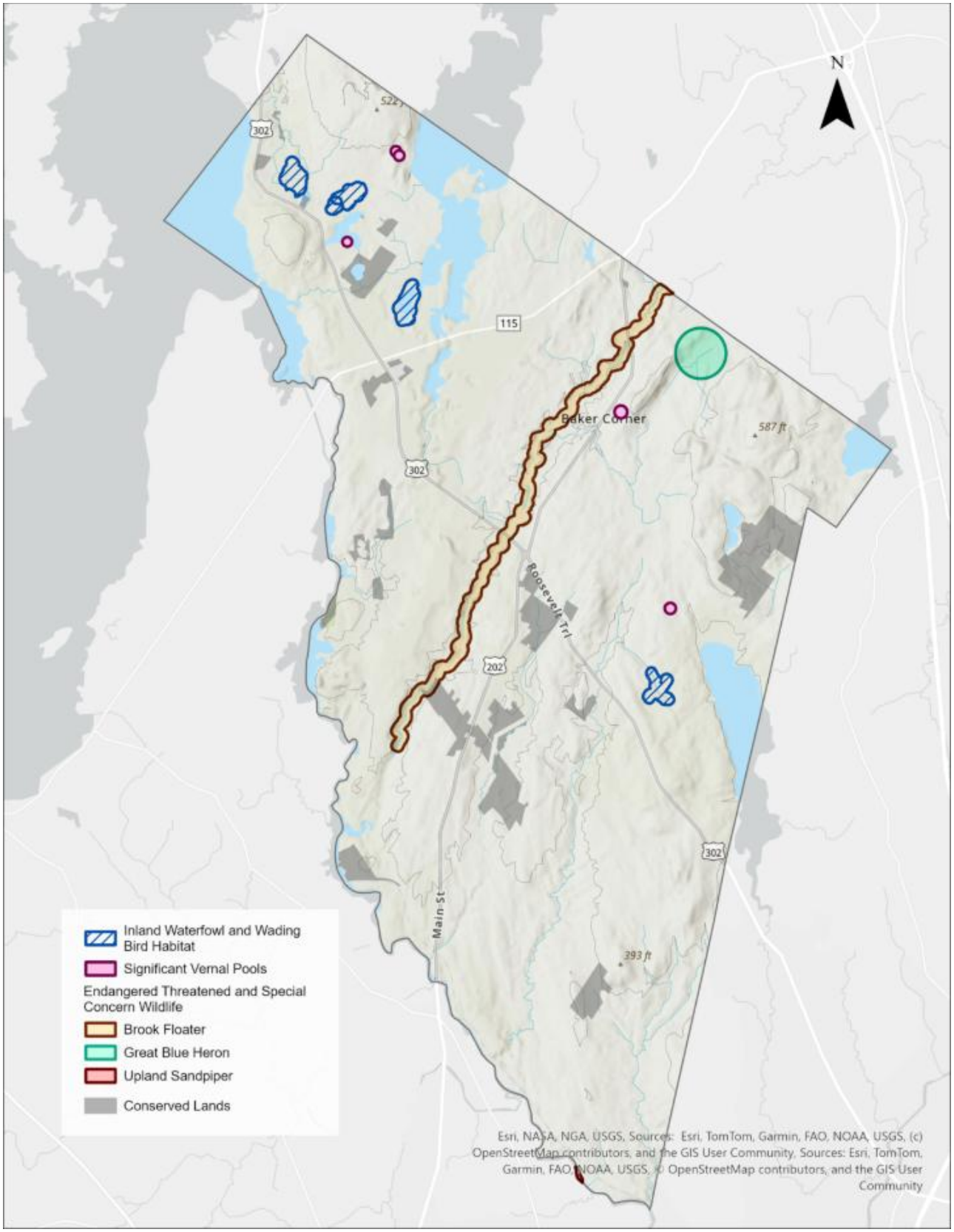



*Figure 13. Critical habitat and conserved lands in Windham.*

## 3.3.2 OPEN SPACE AND CONSERVED LANDS

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Warming temperatures put these natural resources at risk by shifting the ecosystem (i.e., impacts which species can grow in the area), increasing the presence of invasive species, and contributing to erosion and sedimentation from drier soils<br>• Loss of open space will also increase the urban heat island effect, which strains public health and increases risk of heat-related illnesses |
| **Changing Precipitation** | • Heavy flooding can damage the land, prevent access, degrade habitats, and cost the town money for repairs.<br>• Frequent or prolonged droughts have the potential to alter these areas by limiting biodiversity and interrupting natural drainage patterns.<br>• Flooding to natural areas also impacts recreation, public health, and public access |

### Why this matters

Open space, or undeveloped lands such forests and fields, provide numerous benefits to humans and the environment that are all threatened by climate change:

- Critical habitat for native species
- Flood mitigation
- Recreational space that supports public health
- Maintains good water and air quality
- Act as a carbon sink to remove carbon dioxide from the atmosphere

The U.S. Forest Service estimates that every acre of forested land on average absorbs between 1 to 2 tons of carbon every year based on the forest type, age, and management practices.[28] Conserving open space protects these lands from development and allows them to continue mitigating climate change and enhancing the resilience of climate impacts.

### Risks in Windham

Windham has demonstrated a strong commitment to conserving land. There are over 1,300 acres of conserved lands in Town, constituting 4.2% of total town land. One of the largest areas of conserved land is the East Windham Conservation Area, which includes 700 acres of land conserved in 2023.[29] The Presumpscot Regional Land Trust holds a conservation easement on the land, supporting wildlife habitat, clean water, and recreational trails.

**In addition to the stress extreme temperatures will place on the lands, almost all the conserved lands in town will experience some degree of temporary flooding from a 100-year storm by 2050. This will negatively impact the overall ecosystem, ability to maintain and access the spaces, and public health of Windham.**

There are several undeveloped blocks of land, which are areas of land that are 50 acres or larger that help protect essential habitat for plants and wildlife. Undeveloped blocks have the potential to be conserved which would help maintain open space and support habitat retention. There are several undeveloped blocks of conserved land throughout town, including the East Windham Conservation Area.

### SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Natural Resources | | |
| High | **Open Space and Conserved Lands** | • Review the recommendations and goals identified in the Windham Open Space Master Plan to ensure future projects align with and advance the priorities outlined in the Open Space Plan.<br>• Implement urban forest restoration projects on municipal land using native species. |

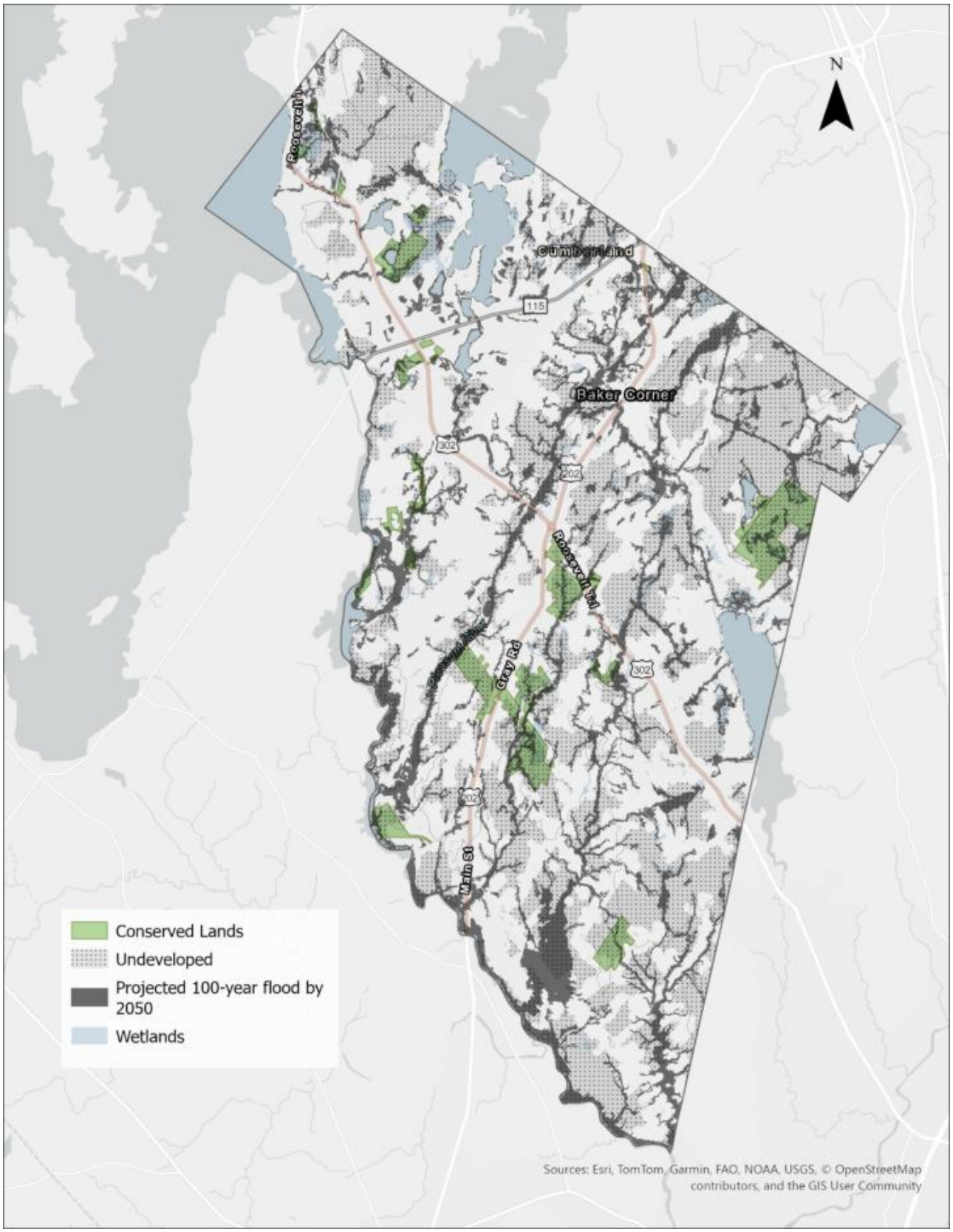



*Figure 14. Conserved land and undeveloped blocks of habitat with projected 100-year flooding.*

## 3.3.3 WATER RESOURCES AND DRINKING WATER QUALITY

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Warming waters lead to lower dissolved oxygen levels, foster algal blooms, and strain aquatic ecosystems.<br>• Extended drought can lower well water levels or dry up shallow wells, increasing contaminant concentrations in the water that remains.<br>• Higher temperatures can increase the release and concentration of contaminants like algal toxins and nitrates. |
| **Changing Precipitation** | • Increased precipitation and more intense storms create a greater volume of stormwater runoff, which delivers pollutants such as nutrients, sediment, bacteria, and trash into waterbodies. These pollutants and excess nutrients impair waterbodies and increase the likelihood of water-related illnesses.<br>• More intense rainfall and flooding can also mobilize contaminants in soils, including PFAS, allowing them to spread into surface and groundwater supplies.<br>• Increased flooding can alter stream and river geomorphology by reshaping stream channels, eroding banks, increasing sediment deposition, and damaging aquatic life.<br>• Heavy rainfall causes flooding, raises groundwater, and saturates the soil, which can undermine septic systems and reduce their ability to effectively treat wastewater |

### Why this matters

Healthy water resources—including rivers, streams, lakes, wetlands, and groundwater—are essential for public health, ecosystem health, wildlife habitat, recreation, local businesses, and the community's economic well-being. Wetlands also provide flood mitigation and act as carbon sinks. Residents face direct risks from contaminated water, including exposure to harmful chemicals and waterborne diseases, while increased precipitation and higher temperatures threaten both water quality and supply by affecting sources, wells, and treatment systems. Emerging contaminants such as PFAS, which persist in the environment and can accumulate in water supplies, further increase concerns about long-term exposure to chemicals. Rising temperatures and shifting conditions can harm aquatic life, encourage invasive species, and increase harmful algal blooms[30], which can lower property values[31]. Protecting and maintaining clean water is critical for public health, community character, and sustainable growth.

### Risks in Windham

Little Sebago Lake, The Presumpscot River, Pleasant River, and Highland Lake are primary water resources in Windham. These waterbodies and their surrounding areas offer important locations for wetland ecosystems, recreation, and critical species habitat.

All rivers and streams in Windham meet water quality standards and there are no designated impaired waterways in town.[32] However, according to the Maine Department of Environmental Protection's Nonpoint Source Pollution Priority Watershed list, Highland Lake was identified as an "MS4 Priority Water, Watch List, Sensitive" water body and Forest Lake and Little Sebago Lake were identified as "Sensitive". "Watch list" lakes are recently impaired water bodies or have water quality data near the impairment threshold, while 'Sensitive" lakes describe water bodies that are projected to have a significant increase in phosphorus concentrations over the next 25 years.[33]

Survey participants expressed concerns about the safety and reliability of town water and private wells. Many open responses mentioned bacterial growth, risks of flooding, water scarcity, contamination in local brooks, and PFAS contamination as concerns. Black Brook was mentioned specifically for contamination concerns.

- As waters warm, water bodies in Windham will see a decrease in dissolved oxygen that will further stress fish species.
- To maintain the high quality of Windham's water, it is important to address stormwater runoff. Stormwater runoff from impervious cover is likely the largest source of pollution to these water bodies. The surrounding area is largely developed, which causes stormwater to flow quickly off the impervious surface, carrying dirt, oil, road sand, and other pollutants into the nearby streams.
- Elevated phosphorus levels also come from septic tank runoff, fertilizers, and erosion.

**Drinking Water Quality**

Portland Water District supplies (PWD) the town's public drinking water sources. The Maine Drinking Water Program (DWP) evaluates public water supplies as part of the Source Water Assessment Program (SWAP) to assess how likely drinking water sources are to be contaminated by human activities in the future. The PWD 2024 Consumer Confidence Report listed no contaminants above the allowable limit in drinking water. [34]

However, many households rely on private wells for drinking water. According to the Maine Geological Survey, Windham has approximately 1,184 wells. Households which rely on private wells for drinking water are specifically at risk for degraded water quality. Private wells are not regulated under the Federal Safe Drinking Water Act (SDWA) or state laws, which means well owners are responsible for testing and maintaining water quality. [35]

Most areas in town are subject to naturally occurring contaminants in well water, such as radon, arsenic, and uranium.

In addition to naturally occurring contaminants, Windham's groundwater faces risks from emerging contaminants such as PFAS. State investigations include samples from private wells in Windham. While most of the wells tested were below Maine's drinking water standard, a small number exceeded the guideline. This research highlights that households relying on private wells are particularly vulnerable to water contaminants, as private wells are not subject to routine regulatory monitoring. Climate-related stressors, including drought and heavy precipitation, can further concentrate or mobilize these contaminants, increasing the potential exposure risk to residents. [36]

## SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Natural Resources | | |
| High | **Water Resources and Drinking Water Quality** | • Partner with the Presumpscot Regional Land Trust, University of Southern Maine, or local groups to expand water quality monitoring on the Presumpscot River and nearby streams.<br>• Restore riparian buffers using native vegetation consistent with Maine's Shoreland Zoning and DEP permitting.<br>• Provide educational outreach materials/programs on water conservation methods, safe well and septic system maintenance (for private wells and septic), and emergency preparedness. |

## 3.3.4 EROSION

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Warmer temperatures dry out the soil and reduce plant growth, destabilizing the land. This, in combination with wind and rain from increased storms, exacerbates erosion. |
| **Changing Precipitation** | • Increased precipitation threatens the integrity of inland waterways and makes them prone to landslides.<br>• Inland flooding can change the composition of soil along riverbanks and compromise the integrity of pre-existing structures built along inland waterways.<br>• During extreme storms, the rainfall that soaks into the slope adds weight and reduces strength, and the excess water undermines the slope with additional flooding.[37] |

### Why this matters

Unstable riverbanks or bluffs leads to an increased risk of erosion and landslides. Erosion and landslides threaten water quality, native habitats, recreation, and infrastructure. Therefore, mitigating the risk of erosion is vital to protect the surrounding properties and maintain a healthy riverine ecosystem. Maintaining stable riverbanks and abating pollutants protects surrounding infrastructure and habitat and prevents excess soil or nutrients from eroding into waterways and degrading water quality.

### Risks in Windham

The slope of land, sediment type, vegetation, bedrock, surrounding upland use, and development pressure can all impact vulnerability of bank stability and erosion. Soils in Cumberland County, including Windham, consist of loams, sandy loams, and fine sands. These soils are more prone to surface erosion when vegetative cover is lost, as water can infiltrate quickly and carry particles downslope. Many of Windham's soils have moderate K values, indicating moderate erosion potential on sloped areas or where protective vegetation is not established. The K-factor is a measure of the soil's susceptibility to erosion due to rainfall and runoff. [38]

Steeper slopes and soils with shallow layers limit root penetration and reduce natural stabilization, increasing erosion risk along waterways. Windham's Comprehensive Plan notes how steep slopes and hydric soils impact drainage and land use decisions, highlighting the need to include soil stability considerations into sustainable development practices.

**Infrastructure and properties alongside all waterbodies are particularly vulnerable to erosion. With storm damage and increasing rain intensities, soil loss and destabilization are likely to become more prominent along larger waterways in town, including the Presumpscot River, Pleasant River, Little Sebago Lake, and Highland Lake.**

### SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Natural Resources | | |
| High | **Erosion** | • Complete the current riverbank stability assessment of vulnerable reaches of the Presumpscot and prioritize areas for bioengineering stabilization (within state and federal permitting rules).<br>• Provide shoreland protection education for residents on vegetation, buffers, and erosion prevention. |

## 3.3.5 LAND USE, FORESTS, AND CARBON SINKS

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • The full impacts of climate change on forests are variable as the longer spring and summer season will help spur growth, but the warmer winters and decreased snowmelt will harm some forest species, particularly the spruce-fir forests.[39] |
| **Changing Precipitation** | • Disturbances such as flooding, ice storms and wildfires can open forest canopies, expose mineral soil, and reduce tree cover, providing greater opportunities for invasion.[40] |

### Why this matters

Unstable riverbanks or bluffs leads to an increased risk of erosion and landslides. Erosion and landslides threaten water quality, native habitats, recreation, and infrastructure. Therefore, mitigating the risk of erosion is vital to protect the surrounding properties and maintain a healthy riverine ecosystem. Maintaining stable riverbanks and abating pollutants protects surrounding infrastructure and habitat and prevents excess soil or nutrients from eroding into waterways and degrading water quality.

### Risks in Windham

**Land Use**

Windham contains ample tree canopy with some areas of impervious surfaces. The maps of impervious surface and tree canopy provide a proxy for understanding which areas of town may be most at risk. Forestry is an important resource for the town, with almost 3,000 acres enrolled in Maine's Tree Growth tax program.

**Since most of Windham is forested, this improves the town's ability to mitigate and adapt to climate change. However, the area is still at risk of losing critical forests and open space.**

Forests currently cover nearly 89% of Maine and sequester over 60% of the state's annual carbon emissions, in addition to supporting the state-wide economy.[41] According to the NOAA Coastal Change Analysis Program Land Cover Atlas, between 1996 and 2021 Cumberland County lost 3.4% of forest land cover with over 7 square miles of loss being converted to developed land.[42]

### SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Natural Resources | | |
| High | **Land Use, Forests, Carbon Sinks** | • Consider updating zoning to account for climate changes, such as increased precipitation.<br>• Use land-use planning to limit development in high-risk areas and to preserve forests, wetlands, and open space as natural carbon sinks.<br>• Consider investing in green infrastructure to absorb carbon and reduce heat. |

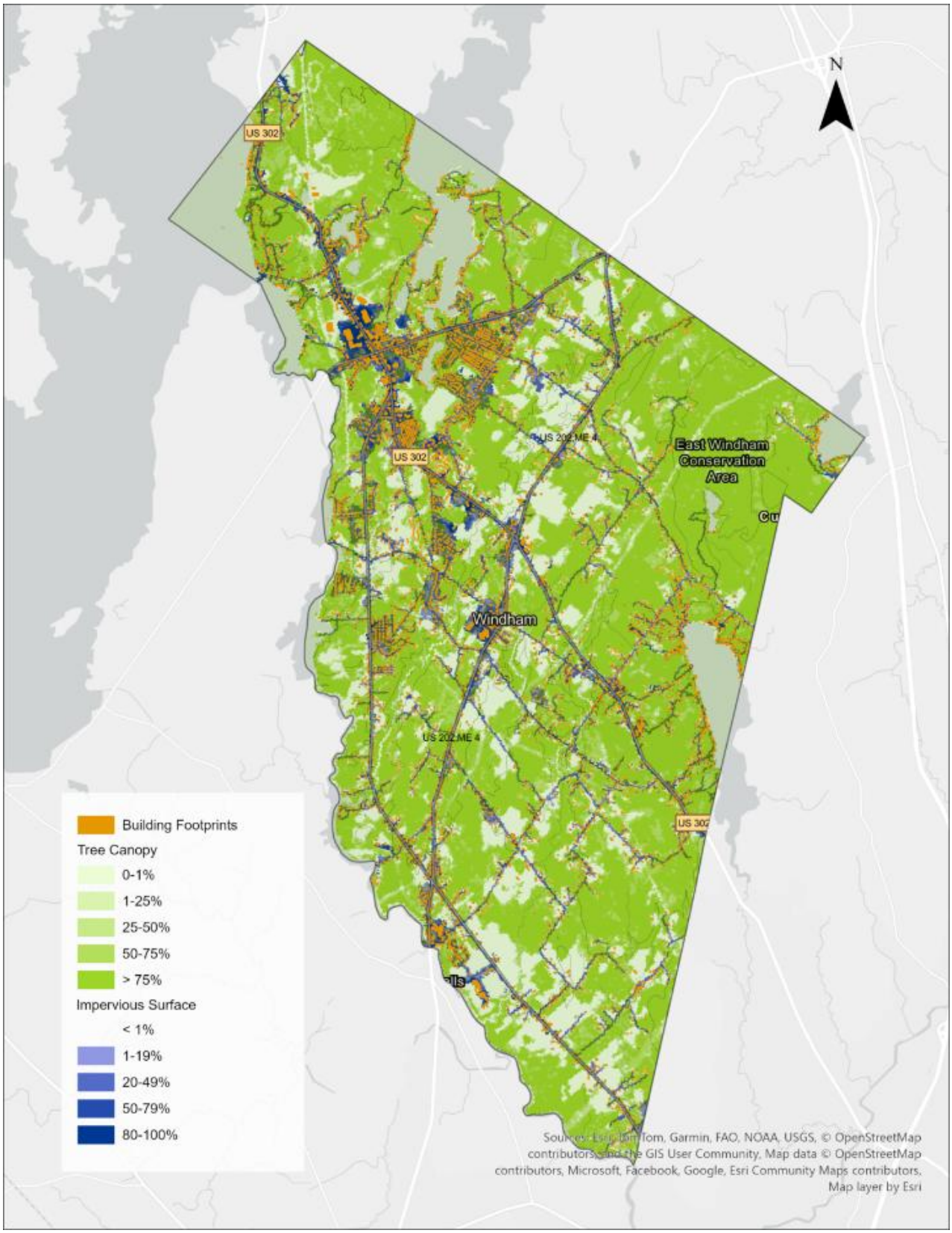



*Figure 15. Canopy cover and impervious surface in Windham.*

## 3.4 People

Climate hazards will directly impact Windham's social and public health systems and may trigger economic shocks, with the greatest impact falling on the most vulnerable residents. Climate change could deepen existing inequities by intensifying current vulnerability factors. To prepare, Windham will need to strengthen its capacity to support vulnerable populations and ensure equitable processes and outcomes in future climate-resilience planning.

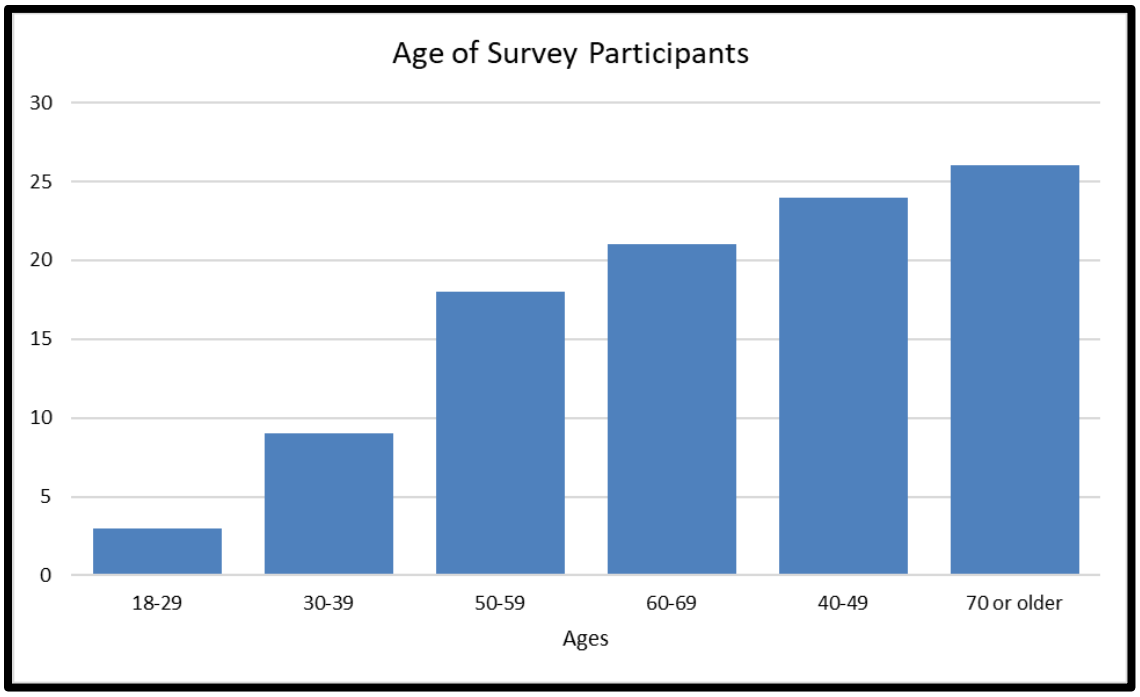



*Figure 16:* ***Age of Survey Participants.*** *Among 101 respondents, the greatest share indicated that they were 70 or older, followed by 40-49, and 60-69 years old.*

## 3.4.1 SOCIAL VULNERABILITIES

Social vulnerabilities describe factors that may weaken a community's ability to adapt or recover from a disaster, and it is an indicator of community resilience. Examples include age, race, households without access to a vehicle, and financially burdened households. Due to existing social vulnerabilities, the burden of climate change will not be felt equally across the community. People with existing social vulnerabilities will be disproportionately impacted by climate hazards. Communities with higher populations of at-risk individuals will be less resilient to climate hazards, and have less capacity to prepare for, respond to, or recover from climate events. Using demographic information to identify the populations most vulnerable to climate hazards allows Windham to better direct planning and resources when preparing for future climate impacts.

Survey responses indicate that certain populations and areas in Windham are more vulnerable to the impacts of extreme weather events, such as flooding and heatwaves. Respondents most frequently identified older adults, low-income households, and individuals with disabilities as being at higher risk. Residents living in floodplains or homes without adequate heating or cooling systems were also identified as at risk.

This sub-section discusses the following social vulnerabilities for Windham:

- Demographic
- Socioeconomic
- Housing characteristics

### 3.4.1.1 DEMOGRAPHICS

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • These populations are likely to face heat-related illnesses such as heat stroke, have a higher prevalence of asthma, and exacerbate existing health conditions. |
| **Changing Precipitation** | • These populations could have a harder time accessing resources during extreme storms. For example, older individuals may not have the technology or societal connections to receive storm alerts or recovery resources. Similarly, people who are linguistically isolated or have limited English proficiency may be less likely to hear about upcoming events or have challenges communicating their needs during an emergency. |

#### Why this matters

Age, race, ethnicity, and disability are strongly correlated with disparities in health, exposure to environmental pollution, and vulnerability to natural hazards. Older and younger populations are more at risk for climate-related health impacts due to weakened immune systems and pre-existing conditions. Also, both populations are more likely to rely on caregivers for basic needs. Climate risks are even greater for elderly residents who live alone, as they are less likely to receive the necessary help during emergencies. Structural and historical inequities have resulted in socioeconomic conditions that increase the vulnerability of communities of color to climate-related impacts. Residents with poor health or a lack of access to health care will be inherently more susceptible to dangers such as high heat, worsening air quality, and power outages caused by intense storms. The social marginalization of people with disabilities further increases the threat of isolation during a climate-related event.

#### Risks in Windham

*Percents are rounded to one significant figure.*

- 19% of Windham's population is under 18
- 16% of Windham's population is over the age of 65
- 28% of adults who are 65 and over live alone, this is around 5% of the total town population
- 19% of individuals in Windham's live with a disability
- 11% of the population are People of Color
- 8% of the population speak English less than well
- 12% of households are single parent households

Although some of these numbers represent a small percentage of the community, in addition to the potential for compounding vulnerabilities, pressure on these populations will lower the resilience of the overall community and can further strain community resources. Windham will need to consider uplifting all areas of their community to ensure the town can adapt to climate change.

### 3.4.1.2 SOCIOECONOMIC

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Financially burdened households will have a harder time paying for higher energy costs from extreme temperatures or upgrading to energy efficient appliances to offset the costs<br>• Shifts in the ecosystem from warming temperatures put pressure on those in the natural resource industry |
| **Changing Precipitation** | • Property damage from flooding or extreme storms will create additional financial insecurities |

#### Why this matters

Added expenses of climate change, such as increasing energy costs or repairs due to storm damage, are particularly detrimental to those who are already financially burdened. Financially insecure households are less likely to have property insurance or savings for added or unexpected expenses or evacuate or relocate in case of a disaster.

Employment status, especially those who work in a natural resource industry, are seasonal workers, live on a fixed income, or are unemployed are also more vulnerable to the stressors of climate change and may have a harder time recovering from a climate emergency.

Finally, lack of access to key resources, such as broadband, limits a household's ability to communicate, respond, and recover during a climate crisis. Without access to technology, communities miss crucial warnings, evacuation notices, and other disaster-related information.

#### Risks in Windham

*Percents are rounded to one significant figure.*

- 3% of the population is living below the federal poverty line. As of 2023, 10% of Maine's population lived below the federal poverty line
- 19% of total households are cost burdened, while 24% of renters are cost burdened (cost burdened households include those that spend 30% or more of their income on housing expenses)
- 1% of the working age population is unemployed
- 2% of the population does not have a high school diploma
- 2% of Windham's population works in a natural resource occupation
- 11% of the population is self employed
- 3% of the population does not have health insurance
- 4% of households have no internet subscription. Some households may elect not to have internet even if it is available

## 3.4.1.3 HOUSING CHARACTERISTICS

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Extreme temperatures degrade building materials faster, strain energy systems, and increase energy costs. |
| **Changing Precipitation** | • Storms and flooding damage properties, restrict access, and create unsafe conditions for residents. |

### Why this matters

During a climate disaster, housing type and household characteristics will impact how individuals are able to adapt and recover. For example, renters have far less freedom in preparing for climate hazards than homeowners, as major renovations or upgrades are ultimately decided by the property owner. During a climate disaster, individuals living in multi-unit housing have limited access and limited ability to evacuate due to their dense population. Crowded structures also increase the psychological stress of residents, contribute to the spread of disease, and impact the overall health of residents. Sometimes these properties are also not as well maintained and less likely to be retrofitted or weatherized. Households without a vehicle lack the mobility to evacuate during a climate disaster and obtain necessary resources.

### Risks in W*indham*

*Percents are rounded to one significant figure.*

- 15% of housing in Windham's is occupied by renters
- 12% of houses in Windham are multi-unit
- Windham has over 200 mobile homes, which is 2% of the housing stock
- 0.3% of households are considered crowded, or have more people than rooms
- 3% of households in Windham have no vehicle
- 28% of houses in Windham were built before 1970

## SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| People | | |
| High | **Social Vulnerability** | • Implement targeted emergency preparedness outreach for renters, older adults living alone, mobile home parks, and households without vehicles.<br>• Support development of neighborhood-scale resilience hubs hosted by trusted community or faith organizations. |

## 3.4.2 PUBLIC HEALTH

Good public health supports economic stability and community participation, while reducing the burden on healthcare systems. Climate change threatens public health through extreme heat, worsening chronic conditions like asthma and heart disease, and increased risk of waterborne illness from heavy storms. Flooded roads and properties can limit access to emergency and essential services. These factors collectively reduce the community's ability to withstand and recover from climate hazards.

This sub-section discusses the following public health concerns for Windham:

- Air Quality
- Extreme temperatures

### 3.4.2.1 AIR QUALITY

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Higher annual temperatures and the shifting seasons are likely to bring earlier flowering, boost pollen production, and the potential for a longer pollen season.<br>• Increases in temperature and humidity will influence air pollution, affecting the number of cases and severity of respiratory conditions.[43] |
| **Changing Precipitation** | • Increased wildfire, even from sources located hundreds of miles away, will bring smoke and fine matter to the state.<br>• Increased flooding and humidity can also lead to mold growth in homes and buildings, impacting air quality, and triggering health problems. |

#### Why this matters

Climate change will likely exacerbate poor air quality over time, as rising temperatures speed up the chemical reactions that create smog, and changes in wind patterns may potentially reduce local air circulation, trapping pollution at the ground level.[44] Residents with existing health conditions will be more vulnerable to poor air quality. These changes worsen asthma, allergies, and other respiratory conditions, while also causing serious cardiovascular problems.[45] In 2021, 12.5% of adults in Maine had asthma.[46] The elderly, children, those with preexisting health conditions, and those who primarily work outside are particularly vulnerable to worsening air quality. These health impacts can also increase healthcare costs, which can be particularly challenging for individuals who are already cost-burdened.

#### Risks in Windham

There is no specific air quality measurement for Windham, however, the Environmental Protection Agency (EPA) maintains a monitoring station in Portland for Cumberland County. **Overall, Cumberland County has relatively clean air**. The EPA's Air Quality Index report is an indicator of overall air quality and considers all the criteria air pollutants measured at the monitoring station.[47] The County has not experienced any "Very Unhealthy" or "Hazardous" days in the last 20 years. Cumberland County has experienced 7 years (2001-2003, 2005, 2007, 2010, 2013) where the 8-hour ozone daily maximum concentration exceeded the National Ambient Air Quality Standard of 0.070 ppm which was set in 2015.[48]

## 3.4.2.2 EXTREME TEMPERATURES AND HEALTH

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Extreme temperatures exacerbate existing health conditions, and create higher risks for heatstroke, dehydration, and cardiovascular stress. |
| **Changing Precipitation** | • Increased flooding and humidity can also lead to mold growth in homes and buildings, impacting air quality, and triggering health problems.<br>• Combined storm and power disruptions can limit access to medical care, refrigeration for medications, and cooling or heating during extreme temperatures. |

### Why this matters

Climate change leads to more intense and longer-lasting heat events. Elderly, children, individuals with preexisting health conditions, and those who work outside are at greater risk of health-related impacts such as dehydration, heat exhaustion, or worsening of chronic illnesses.[49] To combat heat, officials often recommend staying in air-conditioned buildings. However, many Maine homes and businesses lack air conditioning, making people more vulnerable to heat stroke in the summer. Additionally, those with financial and mobility burdens are less able to afford air conditioning or access to cooling centers.

To compound this, "heat islands," or areas of town with more impervious surfaces like buildings, roads, or parking lots, retain more heat and have higher surface temperatures. Residents who live or work in high-impervious areas are at greater risk of heat-related illnesses.[50] Areas with more trees and vegetation reduce the effect of heat islands and remain cooler. Historically, the most vulnerable populations within a community have the least access to open, green spaces.

Extreme cold-related illness also poses a serious threat to residents, especially the more vulnerable populations such as the elderly, children, individuals with preexisting health conditions, and those who work outside. Hypothermia and frostbite are the two most common cold-related illnesses in Maine, but there are also concerns related to slip and fall injuries and respiratory infections. It is important to have reliable sources of heat and access to warm and safe spaces.

All of this can increase hospitalization rates, strain health care systems and emergency response, increase demand for public cooling services, or strain the power grid and cooling systems.

### Risks in Windham

**Based on the heat severity map, most of the developed areas along Route 302, Route 202, and River Road are at a moderate to high risk from heat.** By maintaining conserved lands and maximizing green spaces across the town, Windham can work to decrease the impact of rising temperatures. With varying humidity levels, there may be many more days that "feel" very hot despite what the thermometer says.

**There is no data or information specific to Windham regarding the impacts of either extreme hot or cold temperatures. According to the Maine Tracking Network, in Cumberland County, there were 69 heat-related and 204 cold-related emergency department visits in 2024.** While cold-related ED visits were higher, it is important to also understand confounding variables, such as how an increase in viruses can cause an increase in numbers (see callout box). Windham should consider the impacts of both extreme temperatures on vulnerable populations and ensure adequate resources are available. As increased temperatures alter cold weather precipitation patterns, the more intense storms could create additional hazards for community members. Ensuring access to reliable heating sources, proper maintenance of infrastructure, and the availability of warming centers within the community help reduce the risks of severe winter weather.

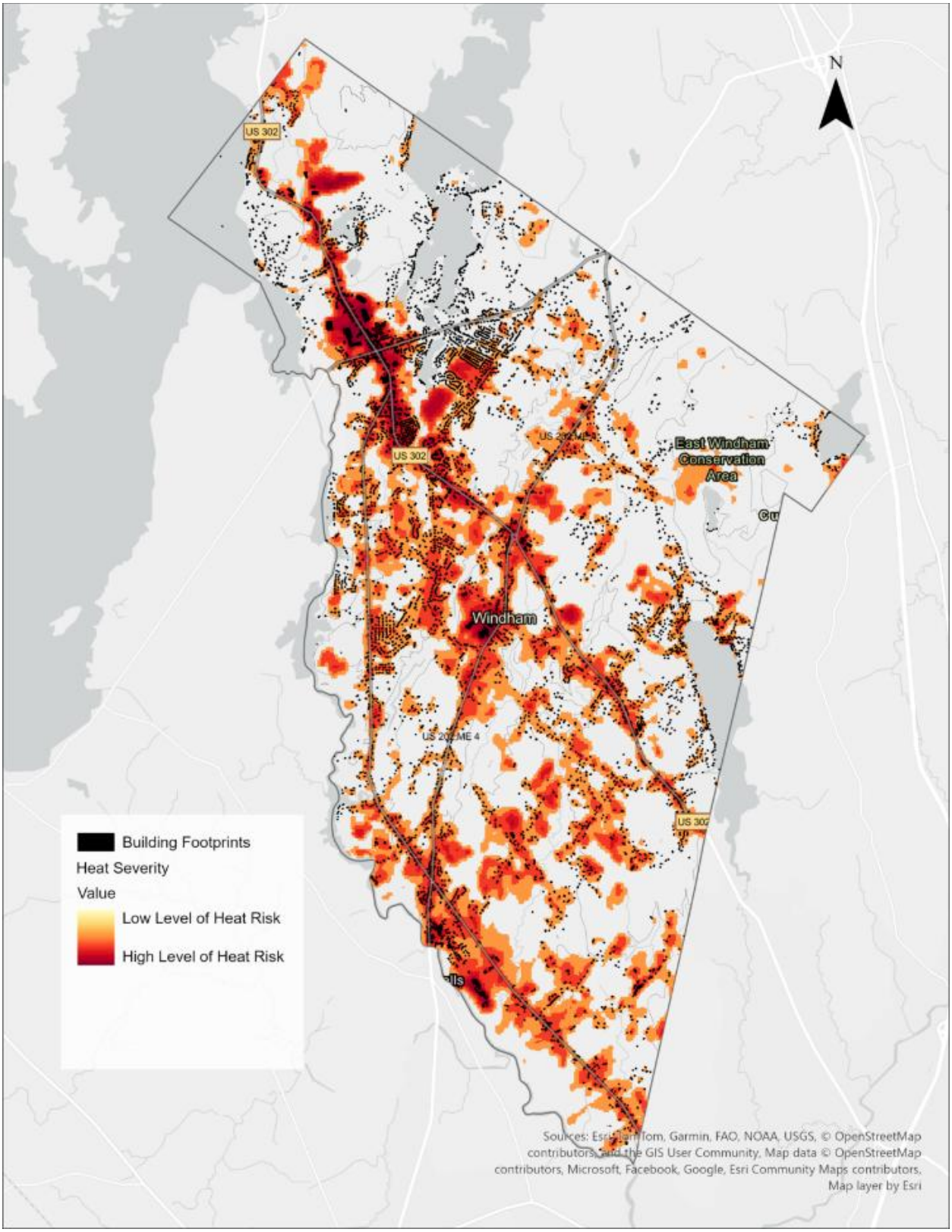



*Figure 17. Heat severity and level of risk across Windham.*

## 3.4.3 HOUSING AND AFFORDABILITY

| Climate Hazard | Impacts |
|---|---|
| **Warming Temperatures** | • Hotter summer temperatures increase the demand for air conditioning, resulting in higher electricity bills.<br>• Vulnerable groups may face unsafe living conditions in overheated homes. |
| **Changing Precipitation** | • Heavy precipitation can impact the integrity of a home, reduce insulation effectiveness, and increase energy loss.<br>• Disaster displacement from intense storms increases homelessness and reduces housing availability. |

### Why this matters

Efficient homes use less energy, resulting in cost savings, improved comfort, and reduced emissions. Climate change threatens home efficiency by stressing infrastructure, which often lacks efficient updates. Older buildings, especially those built before 1970, tend to be less energy efficient and struggle to regulate home temperatures, increasing energy costs and safety risks.

The source of heating for a house impacts both vulnerability and greenhouse gas emissions. Cost of fuel varies by heating source and can put further stress on financially insecure households.[51] Fuel oil, kerosene, propane, and natural gas all release carbon dioxide into the atmosphere. Heating (or cooling) the home using electricity provides a more cost-effective, sustainable solution to help combat climate change.

Climate change is lowering property values and raising the costs associated with home ownership and renting, worsening the affordable housing crisis. Severe weather events cause physical damage to homes, leading to increased rents, higher home insurance premiums, and more frequent insurance market instability. These rising costs place financial strain on renters and homeowners, especially low-income households, making housing less affordable overall. Displacement from climate disasters also increases competition for affordable housing.

Cost-burdened homeowners and renters already face financial insecurities. As climate hazards damage properties, force temporary or permanent evacuation, or require increased maintenance it will continue to increase housing costs. Investing in flood insurance, retrofitting buildings, or investing in flood-resistant properties is often unattainable for cost-burdened households. A lack of affordable housing will continue to push people out of town and place financial burdens on those who stay, making responding to climate change difficult. Elderly residents who live on fixed income, those in affordable housing complexes, and people living in manufactured homes are vulnerable to housing impacts.

### Risks in Windham

**At-A-Glance:** *Breakdown of home heating fuels in Windham*

| Fuel Type | % of households using as primary heating fuel |
|---|---|
| Fuel Oil or Kerosene | 61.3% |
| Natural Gas | 5% |
| Electricity | 7.6% |
| Propane | 19% |
| Wood | 5.3% |

The majority of Windham homes are heated by fuel oil or kerosene. This is both one of the more costly heating sources and a greater emitter of greenhouse gases. Conversion away from oil will both reduce emissions and increase resiliency for the residents.

Out of the 8,657 households in Windham, 27.5% of these homes are categorized as “old,” meaning they were built before 1970. After the 1970s, many building codes and energy efficient standards changed; homes built before then typically have less insulation and outdated design and technology. Repairs or alterations made to homes can cost significant amounts of money with the need for materials, consultants, permits, and time. This poses barriers to having safe and energy efficient homes, ultimately increasing vulnerability.

A lack of available or affordable housing, not only in Windham, but also in the surrounding region, means a growing percentage of the labor force will have to commute further for work. As housing prices also rise regionally, workers may need to commute from outside the region, leading to both higher greenhouse gas emissions and greater vulnerability for climate-related transportation interruptions over time. Currently affordable housing options in Windham include Little Falls Landing, Marcus Woods, New Marblehead Manor, New Marblehead North, and Unity Gardens.

## SUGGESTED ACTIONS

| Priority | Resource/ Concern | Action Items |
|---|---|---|
| Public Health | | |
| Low | **Air Quality** | • Install low-cost sensors at municipal buildings to track air quality and heat trends. |
| Medium | **Extreme Temperatures** | • Expand heating and cooling centers for resident use during extreme temperature days<br>• Increase tree canopy in heat-vulnerable neighborhoods to reduce heat island effects. |
| High | **Housing and Affordability** | • Connect residents and landlords with weatherization and heat pump programs through Efficiency Maine and energy navigator support.<br>• Update zoning and land use regulations to promote the development of affordable, climate-resilient housing in areas with lower environmental risks. |

# 4. Priority Action Areas

Based on the analysis presented in the report, conversations with town staff, and public feedback, the following resource areas have been identified as the following priority areas. Since these areas are all interconnected, beginning to address one area can have an impact across multiple resources.

1. **Protect transportation access during flood events**

   By 2050, approximately 14 miles of roadway, 20 bridges, and at least 11 culverts in town are projected to be at risk during a 100-year storm. Segments of major routes, such as Route 302 and 202, are at risk. Presumpscot Road alone has more than half a mile of projected inundation, and the Pleasant River crossings along River Road are among the most structurally vulnerable. With a majority of Windham residents commuting out of town and businesses depending on Route 302 traffic, even a single flooded crossing can impact the economy and community safety.

   Windham should prioritize upgrading flood-prone roads, bridges, and culverts to withstand more intense precipitation and storm events, and tie upgrades into the capital planning process so work happens proactively rather than reactively. Windham can also consider enhancing emergency access planning to reduce service disruptions.

2. **Improved Stormwater Management**

   Windham is in the middle of a major wastewater infrastructure transition as a new treatment plant in North Windham is coming online and businesses are connecting to the new sewer system; but the town's stormwater network still has areas at risk of being undersized for projected rainfall increases. Overwhelmed stormwater infrastructure means runoff carrying pollutants directly into surrounding waterbodies. Flooding also increases the risk of septic system failures and contamination of private wells.

   To reduce these risks, the town should prioritize upgrading and expanding stormwater infrastructure. This includes culverts and catch basins that are sized to handle projected storms. Incorporating green infrastructure, such as rain gardens and permeable surfaces, at municipal sites and along roadways can help absorb and reduce runoff volume. Upgrading culverts, investing in stormwater best management practices, and implementing green infrastructure practices are a priority to protecting the environment and surrounding infrastructure.

3. **Defend water resources from contamination**

   Windham's waterbodies are central to the town's ecosystem and recreation. Windham's waterbodies are increasingly at risk from rising temperatures and stormwater runoff. Highland Lake, Forest Lake, and Little Sebago Lake are on the State's watch or sensitive lists and all at risk of significant increases in phosphorus concentrations over the next 25 years. Many residents rely on private wells, which are also vulnerable to contamination from flooding.

   While Windham has already taken steps for watershed protection, the town can continue to partner with local organizations to expand water quality monitoring, restore riparian buffers, and develop outreach programs for high-risk areas. Protecting these water resources will require reducing runoff volume through improved stormwater management and supporting well and septic system maintenance. Proactive efforts are essential to protect water quality and public health.

4. **Build community resilience and enhance public health efforts**
   Climate change will stress public health and strain community resources. Windham has a number of vulnerable populations which increase impacts to climate change including 16% of residents over 65, 19% of residents living with a disability, and 8% of the population which speaks English less than well.

   Windham should strengthen community resilience through targeted education, outreach, and emergency preparedness efforts. This includes improving communication and alert systems, supporting vulnerable residents during extreme temperatures and weather events, expanding access to emergency shelters, and providing guidance on well and septic system maintenance. Strengthening social networks and community-based support systems will be critical to ensuring residents feel prepared for and respond to climate-related health risks.

5. **Grow conserved land**
   With over 1,300 acres of conserved land, or about 4% of the town, Windham falls well short of the State's goal to have 30% conserved land. These conserved areas provide forest cover and critical habitats around Little Sebago Lake in addition to providing ecosystem services such as water filtration and flood mitigation. Most of these lands are projected to experience flooding during major storm events by 2050, increasing pressure on these natural systems and degrading critical ecosystem services.

   Windham should continue to ensure that land use ordinances foster smart growth while advancing shoreland and critical resource protection areas. The town can work to increase dedicated conserved land to ensure water quality is maintained throughout the watershed, and residents have access to open space. Similarly, the town should focus on managing invasive species and protecting habitat for native species to thrive. Focus should be given to areas not currently in conservation that have species and habitat of concern.

## 4.1 Next Steps

Building on the priority areas and recommendations, Windham should focus on moving from assessment to implementation. The recommendations identified in this plan can be incorporated into municipal policies, planning documents, and capital projects. It is essential to define clear roles across town departments, set measurable objectives, and identify funding sources and community partnerships to support implementation. Engaging residents and stakeholders throughout the process will foster public support, enhance local climate awareness, and ensure the plan addresses the needs of vulnerable populations.

Suggested next steps include:

1. Apply for another round of State funding through the Community Resilience Partnership's Community Action Grant. The grant sources provide up to $75,000 to fund community climate action, or up to $175,000 when applying with another community. This could support emergency management planning, culvert assessments, or education and outreach campaigns.
2. Develop awareness campaigns and educational outreach to expand and deliver information to residents about climate change impacts and actions, energy efficiency, and local resilience building.
3. Establish an order of prioritization for at-risk public works infrastructure. This could also coincide with culvert studies or additional infrastructure assessments such as bridge ratings or routine maintenance.

The town should also establish a system for tracking progress and regularly revisiting the assessment and adaptation strategies to respond to new data and evolving climate conditions. Through these efforts, the town can effectively reduce climate vulnerabilities, protect critical assets, and build a more resilient Windham.

## ENDNOTES

[1] First Street Foundation. Flood Factor Methodology
[2] A lifeline and social vulnerability analysis of sea level rise impacts on rural coastal communities
[3] Maine Climate Council Reports | Office of Policy Innovation & Future
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# Appendix A: Comprehensive List of Prioritized Action Items

| Priority | Resource/ Concern | Recommendations/ Action Items |
|---|---|---|
| **Infrastructure** | | |
| High | **Roadways** | • Modify roadways during natural infrastructure life cycle replacements.<br>• Develop an alternative access route plan for emergency services during flood events, in coordination with MaineDOT and regional partners.<br>• Pilot a stormwater retrofit street using green infrastructure (rain gardens, bioswales, or permeable pavement) on a municipally owned road.<br>• Install small-scale green infrastructure (rain gardens, vegetated swales) along municipal rights-of-way to reduce runoff. |
| | **Bridges** | • Complete water level analysis to ensure bridge heights (roads and rail) exceed expected flooding levels and determine structural integrity of bridges.<br>• Coordinate with MaineDOT to assess bridge elevations and structural vulnerability and identify future upgrades consistent with DOT capital planning cycles. |
| | **Culverts** | • Conduct a culvert inventory and prioritize culvert upsizing based on TNC overtopping data, focusing on crossings in high-risk flood areas. |
| Low | **Rail** | • Coordinate with the railway owners to ensure continued viability and access (Given ownership challenges; actions for this infrastructure are outside of the scope of this project). |
| Medium | **Buildings** | • Complete a resiliency audit for municipal buildings to assess floodproofing needs, HVAC upgrades, and backup power requirements.<br>• Incorporate resilient design and on-site stormwater practices into local site plan and subdivision review standards.<br>• Offer voluntary “Flood-Ready Building Assessments” for properties in at-risk areas, providing guidance on elevating utilities, foundation sealing, and on-site stormwater improvements. |
| High | **Stormwater** | • Map and evaluate the full stormwater system and prioritize upgrades to pipes, catch basins, and outfalls to handle projected increases in precipitation.<br>• Install green infrastructure at schools, parks, and municipal facilities to help reduce peak runoff volumes. |
| | **Septic Systems** | • Replace older or failing systems with advanced treatment technologies that perform better in saturated or shallow soils.<br>• In flood-prone areas, elevate components or relocate septic systems farther from shorelines and high-water tables to reduce flood intrusion risks. |
| | **Wells** | • Provide well and septic maintenance workshops consistent with Maine Drinking Water Program and Maine CDC guidance.<br>• Partner with the Portland Water District to identify and reduce inflow and infiltration in high-risk areas. |
| Medium | **Power and Communication Systems** | • Collaborate with CMP and regional partners to assess vulnerabilities to outages and flooding and advocate for resilience investments in local grid infrastructure.<br>• Evaluate feasibility of solar plus battery systems at municipal buildings, subject to utility interconnection and Maine PUC requirements. |

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| | | • Develop layered emergency communication protocols, including low-tech options for households with limited internet or English proficiency. |
| **Community Resources** | | |
| Medium | **Economies and Livelihoods** | • Create a business resilience toolkit to help local employers prepare for flooding, power loss, and transportation interruptions.<br>• Coordinate with neighboring municipalities to maintain access to employment and retail centers during road closures. |
| High | **Essential Services** | • Produce an emergency access route map highlighting alternate routes to hospitals, EMS, and public safety buildings during floods.<br>• Formalize and publicize cooling and warming centers with clear activation procedures. |
| High | **Social Services** | • Establish a Resilience Navigator program through community organizations to support vulnerable residents with preparedness steps.<br>• Partner with nonprofits to strengthen service continuity plans for food pantries, libraries, and community centers in flood-prone areas. |
| Medium | **Agriculture and Food Systems** | • Expand community gardens and offer climate-smart gardening workshops aligned with UMaine Cooperative Extension best practices.<br>• Strengthen local food resilience by partnering with regional producers, food pantries, and grocers to improve supply redundancy. |
| Medium | **Trails, Parks, and Recreation** | • Increase shade and tree canopy in parks to reduce heat exposure for users.<br>• Implement climate-resilient trail upgrades (boardwalks, drainage, erosion control) on municipal and partner-managed trails. |
| **Natural Resources** | | |
| Medium | **Ecosystems** | • Complete an invasive species assessment and implement removal and native replanting projects with volunteers and regional land trusts.<br>• Pursue conservation of priority habitat areas in partnership with willing landowners and regional land trusts.<br>• Develop a landscaping management plan or ordinance for town-owned lands that prioritizes planting native species, avoids insecticides and herbicides, and includes educational materials for residents on native landscaping. |
| High | **Open Space and Conserved Lands** | • Review the recommendations and goals identified in the Windham Open Space Master Plan to ensure future projects align with and advance the priorities outlined in the Open Space Plan.<br>• Implement urban forest restoration projects on municipal land using native species. |
| High | **Water Resources and Drinking Water Quality** | • Partner with the Presumpscot Regional Land Trust, University of Southern Maine, or local groups to expand water quality monitoring on the Presumpscot River and nearby streams.<br>• Restore riparian buffers using native vegetation consistent with Maine's Shoreland Zoning and DEP permitting.<br>• Provide educational outreach materials/programs on water conservation methods, safe well and septic system maintenance (for private wells and septic), and emergency preparedness. |
| High | **Erosion** | • Complete the current riverbank stability assessment of vulnerable reaches of the Presumpscot and prioritize areas for bioengineering stabilization (within state and federal permitting rules). |

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| | | • Provide shoreland protection education for residents on vegetation, buffers, and erosion prevention. |
| High | **Land use, forests, carbon sinks** | • Consider updating zoning to account for climate changes, such as increased precipitation.<br>• Use land-use planning to limit development in high-risk areas and to preserve forests, wetlands, and open space as natural carbon sinks.<br>• Consider investing in green infrastructure to absorb carbon and reduce heat. |
| **People** | | |
| High | **Social Vulnerability** | • Implement targeted emergency preparedness outreach for renters, older adults living alone, mobile home parks, and households without vehicles.<br>• Support development of neighborhood-scale resilience hubs hosted by trusted community or faith organizations. |
| Low | **Air Quality** | • Install low-cost sensors at municipal buildings to track air quality and heat trends. |
| Medium | **Extreme Temperatures** | • Expand heating and cooling centers for resident use during extreme temperature days<br>• Increase tree canopy in heat-vulnerable neighborhoods to reduce heat island effects. |
| High | **Housing and Affordability** | • Connect residents and landlords with weatherization and heat pump programs through Efficiency Maine and energy navigator support.<br>• Update zoning and land use regulations to promote the development of affordable, climate-resilient housing in areas with lower environmental risks. |

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

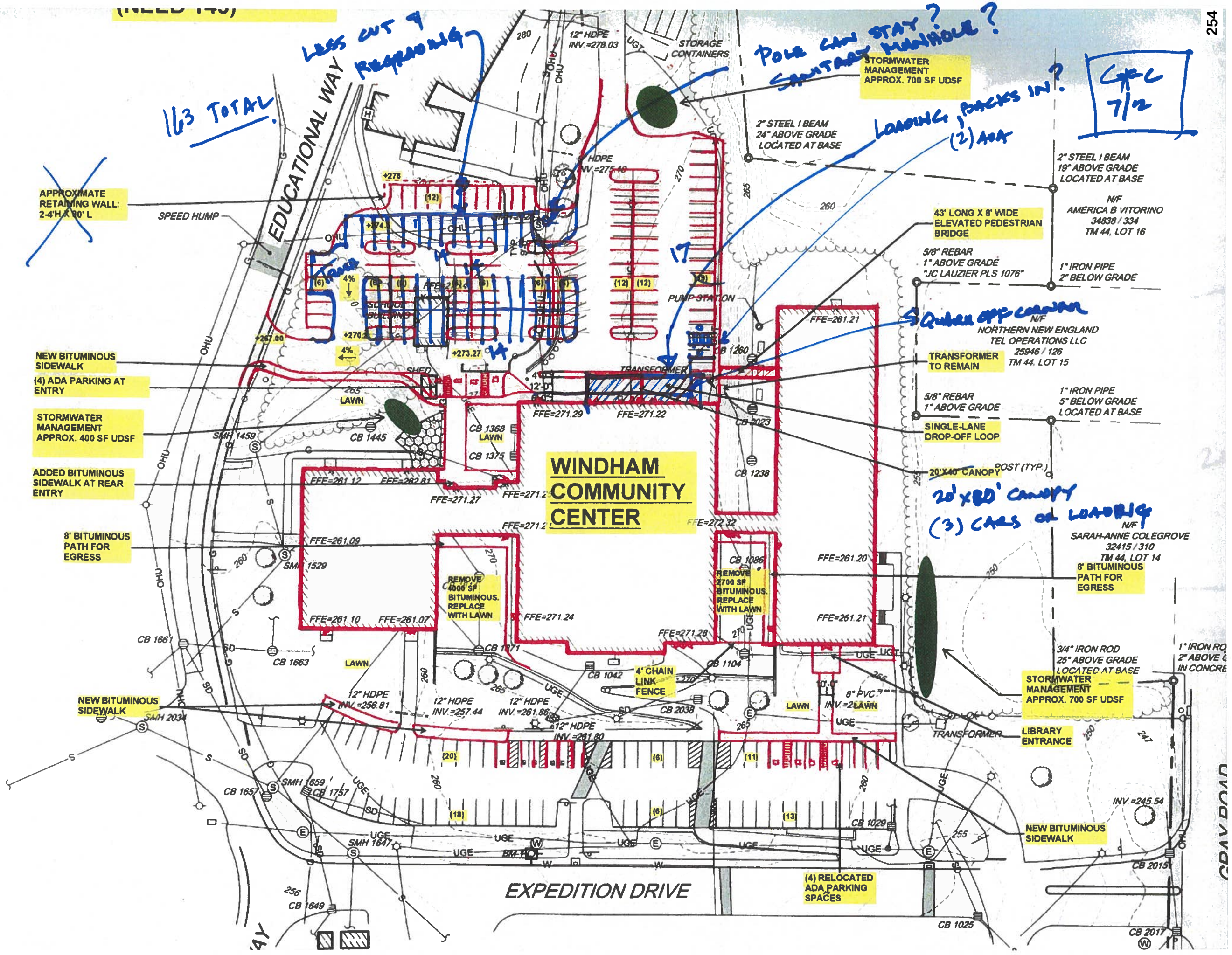
**File Number: CD 26-120**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Discussion Item

Middle School Community Center Project.

| | | | |
|---|---|---|---|
| 8" | CMP | 10 | |
| | | | |
| | | | |
| 6" | PVC | 3 | |
| 8" | PVC | 7 | |
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| | | | |
| 8" | PVC | 1 | |
| 8" | PVC | 3 | |
| 8" | PVC | 8 | |
| | | | |
| | | | |
| 8" | PVC | 6 | |
| 6" | PVC | 7 | |
| 8" | PVC | 11 | |
| | | | |
| | | | |
| 12" | HDPE | 1 | |
| 12" | HDPE | 8 | |
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| | | | |
| 18" | CMP | 12 | |
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| | | | |
| 6" | VIT CLAY | 2 | |
| 6" | VIT CLAY | 5 | |
| 6" | VIT CLAY | 11 | |
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| | | | |
| NA | NA | NA | NOT FOUND; BASIN FILLED WITH SILT |
| NA | NA | NA | NOT FOUND; BASIN FILLED WITH SILT |
| 18" | CMP | 9 | |
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| 10" | CMP | 1 | |
| 10" | CMP | 4 | |
| 10" | CMP | 10 | |
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| | | | |
| 4" | PVC | 5 | |
| 12" | HDPE | 7 | |
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| 4" | VIT CLAY | 12 | |
| 6" | CMP | 7 | |
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| | | | |
| 4" | CPP | 12 | |
| 8" | CMP | 1 | |
| 8" | CMP | 10 | |
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| 18" | HDPE | 1 | |
| 24" | HDPE | 7 | |
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| 24" | HDPE | 1 | |
| 24" | HDPE | 9 | |
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| 8" | CMP | 7 | |
| 8" | CMP | 1 | |



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| **Windham Community Center - Project Description** | | | | |
| | | | | |
| **Project Area** | **Work Item** | | **Detail** | **Discussion/Result** |
| **1 Site** | | | | |
| | 1.A | Increased Parking Capacity | Restriped front lot to move accessible spaces closer to Library. Expanded rear lot to the west providing ±38 additional spaces. Accessible spaces added for Town Hall, General Assitance and Rec use. The Existing basketball area, shed, abandoned fuel tank are removed. Regrading, primarily through cuts, is required. Overhead Utility Poles relocated or moved underground as required. | ±163 spaces provided, 145 required and 125 existing. Accessible spaces closer to user access points. |
| | 1.B | Enhanced Sidewalk Access at front and rear lot | Asphalt walk extended the full length of front parking area. Asphalt walk added along east edge of the rear parking lot and along the new driveway to Educational Way. | Provides direct and safe access to all building entry points from parking areas and Educational Way. |
| | 1.C | Courtyards Improved with grassy areas | Includes Gym, Library and rear Rec entry courtyards. Most existing asphalt removed to allow for grassy areas while keeping paved access to doors. Grassy areas prepared with loam and seed. | Softens courtyard areas while maintaining paved access to access doors. Does not trigger stormwater BMPs. Reduces heat island impacts. Allows for the future improvement of these areas. |
| | 1.D | Accessible Entrance Path to Library | 10' wide asphalt walk extended to the Library Entrance from accessible parking spaces. ±400sf concrete plaza at entry. Trees removed and area regraded to accommodate accessible entry. | Provides gracious and obvious access to the Library. Book drop-off is at this entry. Entry Plaza provides a waiting/meeting space. |
| | 1.E | New Driveway Access to Rear Lot | Two-way driveway connecting directly to Educational Way. Most if not all trees are removed. Regrading, primarily through fill, is required. | Provides clear access to the Community Center and reduces vehicular conflicts at the north drive merge with Educational Way. |
| | 1.F | Dual Purpose ±20'x80' Three-Car Drive-thru and Delivery Canopy for General Assistance | A single lane drive-thru passes under the canopy and is separate from other parking lot traffic. Canopy extends to cover the food pantry receiving door. | Provides cover for three vehicles picking up or loading food allocation. Queueing space can be along the north driveway. Canopy extends to cover door to GA Receiving. Pick-up and delivery schedules do not overlap so dual use of drive-thru/canopy is OK. |
| | 1.G | Defined Facility for Solid Waste & Recycle | Screened and gated area located at the northwest corner of new parking area. | Consolidates trash pick-up away from entrances and pedestrian paths. |
| | 1.H | Bridge Connection to Town Hall from Rear Lot | Open bridge with a 8-10' wide concrete surface and railings. Will include a heated snow-melt system. | Provides clear, direct, and safe access to the upper floor of Town Hall from the rear lot. |

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| | 1.I | Standard Surface Stormwater Systems | Standard BMP Stormwater Management Infiltration areas added to treat new impervious areas. | The upfront and on-going maintenance costs of a structured system is avoided. |
| | 1.J | Retain Natural Wetland Systems | Treed wetland areas north and east of the Classroom Wing are undisturbed | Habitat and buffer to Gray Road properties remains. In-lieu fees to DEP avoided. Acquisition of property from Fidium/Consolidated is not necessary. |
| | 1.K | Retain Primary Electric Service | Primary service and distribution system uneffected. | Disruption, Schedule and Costs associated with relocating the primary are avoided. |
| | 1.L | Retain 500kVa Transformer | The existing transformer and its location remain. | Future replacement of the transformer due to age will be at CMP's expense. |
| | 1.M | Extend Fire Service to Boiler Room | Connect to the existing 6" capped fire service line outside of Field Allen and run to the Boiler Room. | Provides fire service to building to supply new NFPA 13 Fire Suppression System |
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| **2 Gymnasium** | | | | |
| | 2.A | Locker Room Area Reconfiguration | Locker rooms consolidated around existing men's and women's toileting areas. Excess space freed up for other uses. | Results in men's and women's gang bathrooms better aligned with modern use. Keeps recently remodeled bathroom areas. |
| | 2.B | Rec Fitness and Program Rooms | The existing Men's Locker and Shower areas reconfigured as a ±840sf Fitness Room and ±575sf Program Room for Rec | Dedicated Rec Fitness and Program rooms with direct access to the Gym. |
| | 2.C | Rec Gym Storage Rooms | The existing Gym Offices reconfigured as ±200sf and ±260sf Storage Rooms | Dedicated Rec Storage rooms with direct access to the gym. |
| | 2.D | Code & Planning Storage Room | The existing Women's Locker and Shower areas reconfigured as ±1,000sf secure storage for Code and Planning | Secure and climate controlled storage area with both interior and exterior access. Existing elevator connects up to second floor. |
| | 2.E | Town Clerk Storage Room | The existing Facility Storage Room reconfigured as ±650sf secure storage for the Town Clerk | Secure and climate controlled storage area with interior access. Existing elevator connects up to second floor. |
| | 2.F | Single-Occupant Restroom | A portion of the existing Women's Locker Room reconfigured as a dedicated single occupant restroom. | Provides a single-user, gender neutral restroom to suit modern requirements. |
| | 2.G | Custodial Space | The existing Women's Storage room reconfigured as a custodial space with service sink. | Provides a dedicated custodial space to service the first floor of the gym. |
| | 2.H | Mezzanine Rec Storage Room | Subdivide a separate ±600sf Storage Room for Rec use from the west side of the gym mezzanine | Provides a Rec Storage Room for general use. |
| | 2.I | Mezzanine Restroom Repair | Existing second floor Men's and Women's Restrooms repaired and restored with new fixtures. | Provides restored, functional gang restrooms to serve the Gym Mezzanine and the rear Rec Entry Lobby. |
| | 2.J | Mezzanine Floor Repair | Existing parquet floor removed and subfloor prepared for LVP. | New LVP floor suitable for fitness and pickleball uses. |
| | 2.K | Netted Separation of Mezzanine from Gym | 1" Polyethylene twine netting hung from the ceiling that can be secured to the top of the existing railing. | Netting will stop balls, etc. from falling to the gym floor below. Netting can be detached from the railing and lifted if desired. |
| | 2.L | Exterior Door Replacement | Replace rusted steel doors and frames where failing | Improved function and energy performance. |

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| | 2.M | Interior Door & Hardware Refurbishment or Replacement | Evaluated piece by piece | Improved function and appearance. |
| | 2.N | Finish of newly created rooms/spaces. | Painted GWB, Doors & Hardware, ACT & LVT in reconfigured spaces | |
| | 2.O | Refresh of existing Rooms/Spaces | Paint refresh of existing spaces. Ceiling and floor replacement evaluated room by room. | |
| | 2.P | Replace horizontal unit heater/ventilators in Gym | Ventacity units use existing hydronic infrastracture | Code required ventilation. AC not provided. |
| | 2.Q | Provide heat and ventilation in Fitness, Program, Bathrooms and Storage Rooms | ERV ventilation and hydronic unit heaters provided | Code required ventilation. AC not provided. Consider permanent or portable dehumidification in Town storage areas. |
| | 2.R | Exhaust ventilation at Mezzanine | Rooftop exhaust fan added to exhaust Bathrooms and adjacent Custodial room | Ensures that odors and deleterious gases are exhausted from the building. Code required. |
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| **3 Central Core** | | | | |
| | 3.A | Council Chambers/Program Room | Renovation of the ±1,800sf Music Room. Ceiling, flooring and wall finish upgrades (TBD). Council Desk Dais. Audio-visual system infrastructure. Abatement and removal of asbestos containing flooring mastic. | Formal meeting space appropriate for council, board and committee meetings. Also appropriate for Rec programming. Primary room access will be from the main corridor. |
| | 3.B | Community TV Studio | Combine 2 Offices adjacent to Music room into a ±240sf room. Finish and Technology upgrades. New VCT flooring, ACT ceiling, paint. Abatement and removal of asbestos containing flooring mastic. | AV & IT center for WCCG TV-7 with direct visual access to the Council Chambers/Program Room |
| | 3.C | Meeting/Program Room | Combine 2 Offices adjacent to Music Room at exterior wall into a ±240sf room. Finish and Technology upgrades. New VCT flooring, ACT ceiling, paint. Abatement and removal of asbestos containing flooring mastic. | Flexible conference room used for council executive session and other Rec programing. |
| | 3.D | Council Chambers/Program Storage | Retain ±285sf Music Storage room but remove shelving, etc. as appropriate. Repair walls and paint. | Joint use storage room to serve adjacent meeting rooms. |
| | 3.E | Council Chambers/Program and GA Office spaces - HVAC Replacement | Rooftop Package unit with natural gas heat, Dx cooling and fresh air mixing box. Terminal VAV boxes with hydronic reheat at each room for local thermostat control. | Heating, cooling, and ventilation provided with individual space control. |

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| | 3.F | 3 Rec Program Rooms - Reconfiguration | Remove office partitioning to create 3 Programming Spaces of ±1,300sf, ±1,240sf, and ±810sf. New VCT flooring, ACT ceiling, and paint. Kitchen cabinetry and appliances to remain in central space. Door access added to courtyard from center space and north space. Abatement and removal of asbestos containing flooring mastic. | 3 flexible program rooms for Rec use with direct access to the courtyard. Center space retains existing kitchen. Existing toilet room and storage room to remain. |
| | 3.G | 3 Rec Program Rooms - HVAC Replacement | Rooftop Package unit with natural gas heat, Dx cooling and fresh air mixing box. Terminal VAV boxes with hydronic reheat at each room. | Heating, cooling, and ventilation provided with individual space control. |
| | 3.H | Refreshed Multi-Purpose Room | Repair walls and paint. | Retains floor and ceiling finshes as well as HVAC, electrical and lighting systems. However, the exhaust fan system located above the corridor is removed. |
| | 3.I | Refreshed Rec Office Suite | Repair walls and paint. Storage rooms adjacent to vault combined into an office. One toilet room is gutted. | Retains IT and security systems. 2 of three toilet rooms are kept while the 3rd becomes a storage closet. Vault remains in place as additional storage space. Retains floor and ceiling finishes as well as HVAC, electrical, and lighting systems. |
| | 3.J | Make-up Air added to Kitchen | Exterior wall-mounted, gas fired unit ducted to hoods. | Alleviates building envelope risks from excessive negative pressures in kitchen. Current code requirement. |
| | 3.K | Enlarged Main Electric Room | Combine existing electric room with adjacent men's gang bathroom. | Accommodates upgraded electric service and switchboard. Meets current code clearance and space requirements. |
| | 3.L | GA/Kitchen Bathroom Remodel | The existing women's gang restroom is gutted and rebuilt for single use. | Provides a single-user, non-gender restroom for use by Kitchen and GA staff. |
| | 3.M | GA Offices & Waiting Area | Subdivide existing Wood Shop area. Remove Sawdust Exhaust System. New VCT flooring, ACT ceiling, and paint. Technology upgrades. Abatement and removal of asbestos containing flooring mastic. | Provides office, meeting and waiting areas. |
| | 3.N | GA Service Spaces | Cut doors to interconnect Dry Food Storage, Food Pantry and Clothes/Medical Loan Closet areas. New VCT flooring and paint. Add partitioning and doors to secure GA areas from Community Center. Remove shop room fixtures and equipment. Abatement and removal of asbestos containing flooring mastic. | Accommodates GA services and allows operation to be separate and secure from the other functions of the community center. Existing ERVs with hydronic reheat will remain. AC is not provided. |
| | 3.O | GA Canopy | See 1.F | Canopy adequate for 3 Cars and GA Receiving |
| | 3.P | Insulation and Reroof of flat roof areas | Add R-30 insulation and new EPDM roof at flat roof areas. Replace aluminum fascia at reroofed areas. | Roof life and energy efficiency. |
| | 3.Q | Refurbish Front Artwork | Repair and paint. | Ensures longevity of artwork. |

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| | 3.R | Stair Nosing at Gym Connector | Contrasting Nosing added to the stairs | Improved safety on stairs. |
| | 3.S | Code height (42") railing at Gym Connector Stair Opening | Extension added on top of the existing railing, detail to be determined. | Meet current code required height of 42" to improve safety. |
| | 3.T | Storefront Replacement | Replace rusted steel storefront and failing wood window system in Gym Connector. Abatement and removal of asbestos in glazing caulk at wood window system. | Improved function and energy performance. Interior aluminum vestibule enclosure will remain. |
| | 3.U | Exterior Door Replacement | Replace rusted steel doors and frames where failing | Improved function and energy performance. |
| | 3.V | Interior Door & Hardware Refurbishment or Replacement | Evaluated piece by piece | Improved function and appearance. |
| | 3.W | Refresh of existing Rooms/Spaces | Paint refresh of existing spaces. Ceiling and floor replacement evaluated room by room. | |
| | 3.X | Exhaust Ventilation | Rooftop exhaust fan added to exhaust Bathrooms, Custodial, and Odiferous Goods Room | Ensures that odors and deleterious gases are exhausted from the building. Code Required. |
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| **4 East (Classroom) Wing** | | | | |
| | 4.A | Library (±16,500 sf) | Substantial interior abatement and demolition. Repartitioning of spaces to meet program requirements. New finishes and systems throughout. New storefront entrance with canopy on first floor at south end of building. | Fully functioning, comfortable and enjoyable Public Library to accommodate the needs of the community into the future. |
| | 4.B | Town Hall (±21,500 sf) | Substantial interior abatement and demolition. Repartitioning of spaces to meet program requirements. New finishes and systems throughout. New entrance at second floor via footbridge bridge to rear parking lot. See 1.H. | Fully functioning, comfortable and enjoyable Town Hall to accommodate the needs of the community into the future. |
| | 4.C | New Elevator | 2-Stop, 3,500# Hydraulic Elevator to serve Town Hall and Library. | Accessible access between the two floors of the Library and TownHall |
| | 4.D | Remove Faux Mansard | Remove mansard framing and construct new eave detail. Repair substrate and weatherbarrier as required. Side areas with wood composite lap siding and trim. | Aesthetic upgrade to higlight the new uses of the building. Improved exterior building envelope on the second story. |
| | 4.E | Insulation and Reroof Pitched Roof | Add R-30 insulation at underside of roof deck and new composition roof. Add aluminum fascia and soffit. Remove insulation at second floor ceiling. Spray foam seal attic peimeter. | Roof life and energy efficiency. |
| | 4.F | Exterior Door Replacement | | Improved function and energy performance. |

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| | 4.G | HVAC provided throughout Library and Town Hall Wing | Ground-mount Package units with natural gas heat, Dx cooling and fresh air mixing box. Terminal VAV boxes with hydronic reheat at each functional space. | Comfortable and Energy efficient heating, cooling and ventilation of spaces. Individual control of functional space groupings. |
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| **5 General Facility Systems** | | | | |
| See above for systems in specific areas | 5.A | Extend NFPA 13 Fire Protection System throughout building | Install Fire service entrance in the Boiler Room, distribution and alarm systems according to NFPA, local and fire department requirements. | Fully functioning fire suppression and alarm system throughout facility. |
| | 5.B | Retain Natural Gas Fired Boilers | Boilers are functioning as designed, have sufficient capacity to meet projected loads, and have no maintenance issues. | Installed in 2003, these boilers have a published service life of 30-35 years. |
| | 5.C | Replace DHW Heating System | Replace original indirect water heater with 119gal natural gas, condensing storage water heater | Replaces the original DHW heater which is well beyond its end of life. |
| | 5.D | Add DHW Recirculation System | Add recirculation loop to all fixture groups. | As required by IECC 2021. Significantly, reduces wait times for hot water. Water and energy waste are minimized. |
| | 5.E | Replace Main Switchboard | Within enlarged Main Electrical Room | Modern switchboard meets current codes and improves safety, functionality and accommodates additional loads. |
| | 5.F | Portable Generator Accomodation | Exterior inlet box hook-up and manual transfer switch with cam-lock connections for supporting a portable generator connection (ESL Storm Switch or equivalent). Provides an alternate power source to a dedicated power panel for serving required loads for long term power outages. | Allows the use of a portable generator to power selected loads. In particular, we recommend powering the walk-in cooler/freezer but can add other critical items. |
| | 5.G | Replace, Repair or Add Electric Panels | Evaluate panel capacity and condition. Some panels have been recently replaced. In some cases it may be adequate to replace breakers or the bus bars. | Provides required capacity and alleviates safety issues with old panels (overheating, etc.) |
| | 5.H | Replace or relamp existing light fixtures with LED | Replace as required | Improved fixture longevity, energy efficiency |
| | 5.I | Building Automation System | All new HVAC systems integrated with existing BAS | |
| | 5.J | Install IT Wiring Infrastructure | Wiring installed to accommodate Town directed IT locations and requirements. | Wiring infrastructure only. Town forces to terminate lines and install equipment. |
| | 5.K | Repair/Repoint Brick | Evaluate condition of brick veneer and repair as necessary | Prolong life of brick veneer and substrate. |

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| **Windham Community Center - Possible Cost Reductions** | | |
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| **CSI Division** | **Percentage (%) Reduction** | **Remarks** |
| **01 General Requirements** | | |
| | 10% | Project Duration shortened as a result of simplified Site and Classroom Wing work |
| | | |
| **02 Existing Conditions** | | |
| Abatement & Demolition | 50% | Less Abatement and Demolition due to reduced remodel scope throughout. Classroom Wing exterior demolition minimized. |
| | | |
| **03 Concrete** | | |
| | 70% | Deletion of Library Expansion. Concrete walks and courtyards minimized. Site Retaining walls deleted form scope. |
| | | |
| **04 Masonry** | | |
| | 60% | Masonry Repointing and Infill only. Extensive Classroom Brick rework deleted from scope. |
| | | |

| | | |
|---|---|---|
| **05 Metals** | | |
| | 75% | Delete Gym Mezzanine Enclosure, Library Expansion, Multi-Purpose Lounge, Opening-up of Library Stair. Reduce/delete Exterior Canopy scope |
| | | |
| **06 Wood/Plastic/ Composites** | | |
| | 45% | Delete Gym Multi-Purpose Lounge, Opening up of Library Stair, Library/Town Hall Exterior reframing. Reduced wall relocation. |
| | | |
| **07 Thermal & Moisture Protection** | | |
| Insulation, Roofing & Siding | 24% | Alternate roof insulation detail. Delete reinsulate & reside of Library/Town Hall |
| | | |
| **08 Openings** | | |
| Windows & Doors | 50% | Reduced Door and Storefront replacement scope. No Window Wall at Library |
| | | |
| **09 Finishes** | | |
| | 28% | Reduced Wall and ACT Ceiling Rework. Deleted Conopies. Reduced Exterior Painting at Library/Town Hall. Change rubber flooring to LVT at Gym Mezzanine |
| | | |
| **10 Specialties** | | |
| | 0% | No change |
| | | |
| **11 Equipment** | | |
| | 100% | Delete reconfiguration of Walk-in Cooler/Freezer |
| | | |

| | | |
|---|---|---|
| **12 Furnishings** | | |
| | 28% | Delete bleacher relocation and refurbishment |
| | | |
| **13 Special Construction** | | |
| | None | |
| | | |
| **14 Conveying Equipment** | | |
| Elevator | 0% | No change |
| | | |
| **21 Fire Suppression** | | |
| | 0% | No change |
| | | |
| **22 Plumbing** | | |
| | 5% | Deleted Council Chambers ADA Toilets |
| | | |
| **23 HVAC** | | |
| | 15% | Delete AC from Gym and Clothes Closet/Food Pantry. Package Unit/VAV System in Town Hall |
| | | |
| **26 Electrical** | | |
| | 5% | Reduce scope of Panel Replacements. Keep 500kVa Transformer |
| | | |
| **31 Earthwork** | | |
| Earthwork, Landscaping, Stormwater | 50% | Delete east parking and drive. Delete Pickleball Courts and Courtyard Areas. Minimize disturbance of rear parking lot. Reduce rear parking expansion. |
| | | |

| | | |
|---|---|---|
| **32 Exterior Improvements** | | |
| Playground & Pickleball Courts Surfaces and Equipment | 90% | Delete Pickleball Courts and Playground |
| | | |
| | **33%** | **TOTAL BUDGET REDUCTION** |
| | | |
| | | **$ 12.5 - 13.0 M** |
| | | |
| **VE Design Effort** | Civil | 52,000.00 |
| to be verified | Architecture | 25,000.00 |
| | MEP | 4,000.00 |
| | Structure | 10,000.00 |
| | GFC | 8,000.00 |
| | **Total** | **$ 99,000.00** |

Reconfigure
New Parking Area

1.10

3.05

1.11

1.02

1.01

Existing
Configuration

Existing
Configuration

1.09

1.08

1.07

5.07

1.06

4.07

1.03

3.06

4.01

1.04

1.05

EDUCATIONAL WAY

EXPEDITION DRIVE

GRAY ROAD

RELOCATED RAMP FROM SCHOOL

EXISTING SIDEWALK TO REMAIN

DUMPSTER WITH DOUBLE ENCLOSURE

SNOW STORAGE

RELOCATED SPEED TABLE

CONNECT NEW SIDEWALK TO EXISTING PATH AT FIELD ALLEN SCHOOL

SMH 2026

NEW BITUMINOUS PARKING AREA

PAVEMENT SAWCUT, TYP.

PICKUP / DROP OFF LOOP

ENTRANCE CANOPY

C-3, TYP.

TRUNCATED DOMES, TYP.

4,093 SQ FT LANDSCAPE AREA IN COURTYARD

2,022 SQ FT CONC PATIO

SMH 1459

INCLUSIVE PLAY EQUIPMENT: KOMPAN FUNPOINT ULTIMATE (PCT802), LIGHT BLUE OR SIMILAR

INCLUSIVE SWING SET: KOMPAN SWING, 8FT H, 1 ROPE SEAT, ANTI-WRAP (KSW92012). USE SHELLNEST SWING (SW990091) OR SIMILAR

4' H ALUMINUM FENCING: ECHELON PLUS MAJESTIC ALUMINUM PLAYGROUND FENCE WITH GATE, OR SIMILAR

2,325 SQ FT RUBBER PLAY SURFACING: SURFACE AMERICA PLAY-BOUND POURED-IN-PLACE RUBBER SURFACING IN TERRA COTTA RED, 1808

686 SQ FT CONC SIDEWALK

1,953 SQ FT LANDSCAPE AREA IN COURTYARD

SMH 15

1,987 SQ FT LANDSCAPE AREA IN COURTYARD

4' H ALUMINUM FENCING: ECHELON PLUS MAJESTIC ALUMINUM PLAYGROUND FENCE WITH GATE, OR SIMILAR

PICNIC TABLES BY OWNER, TYP.

1,767 SQ FT CONC SIDEWALK

3' LANDSCAPE MOUND

(4) CONCRETE STAIRS

ENTRANCE CANOPY, SEE ARCHITECTURE

BENCHES BY OWNER, TYP.

EXISTING LIGHT TO REMAIN, TYP.

(4) PICKLEBALL COURTS

10' HIGH CHAIN LINK FENCE

LAWN

SMH 2034

SMH 1059

SMH 1647

BM-1

REPAVE AND RESTRIPE EXISTING PARKING AREA

1500 SQ FT BUILDING ADDITION, SEE ARCHITECTURE

ENTRANCE CANOPY, SEE ARCHITECTURE

NEW CONC PATIO, 2,319 SQ FT

PAVED PARKING SURFACE

7-8' HIGH RET. WALL BY OTHERS

18" HIGH CMU BLOCK SEAT WALL

1422 SQ FT CONCRETE PATIO

13,854 SQ FT WETLAND DIST.

N/F
NORTHERN NEW ENGLAND TEL OPERATIONS LLC
259/45 / 126
TM 44, LOT 15

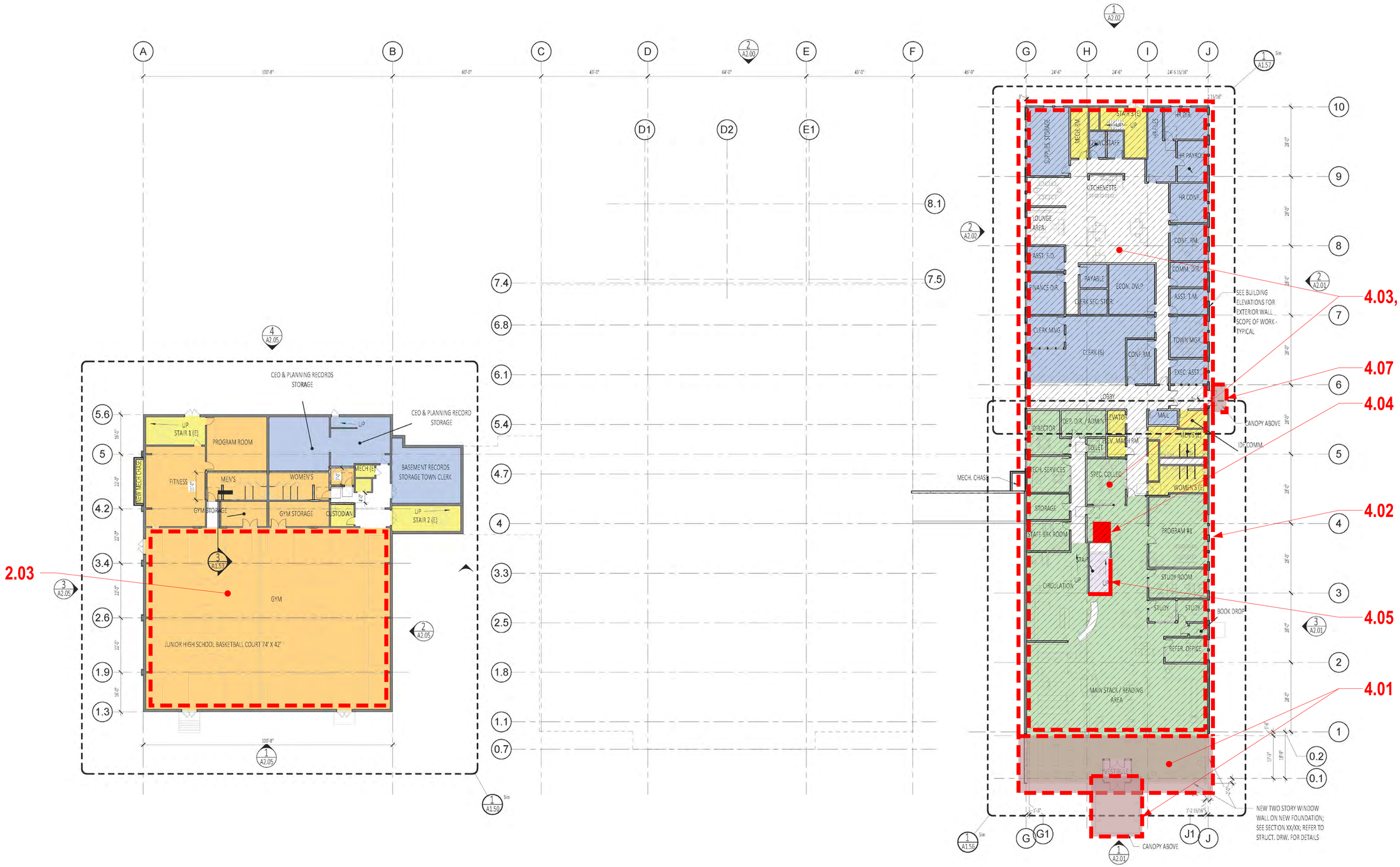
GRAPHIC SCALE
(IN FEET)
1 INCH = 30 FT.

# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026

See Site Sketch
by Sebago Technics for
proposed configuration

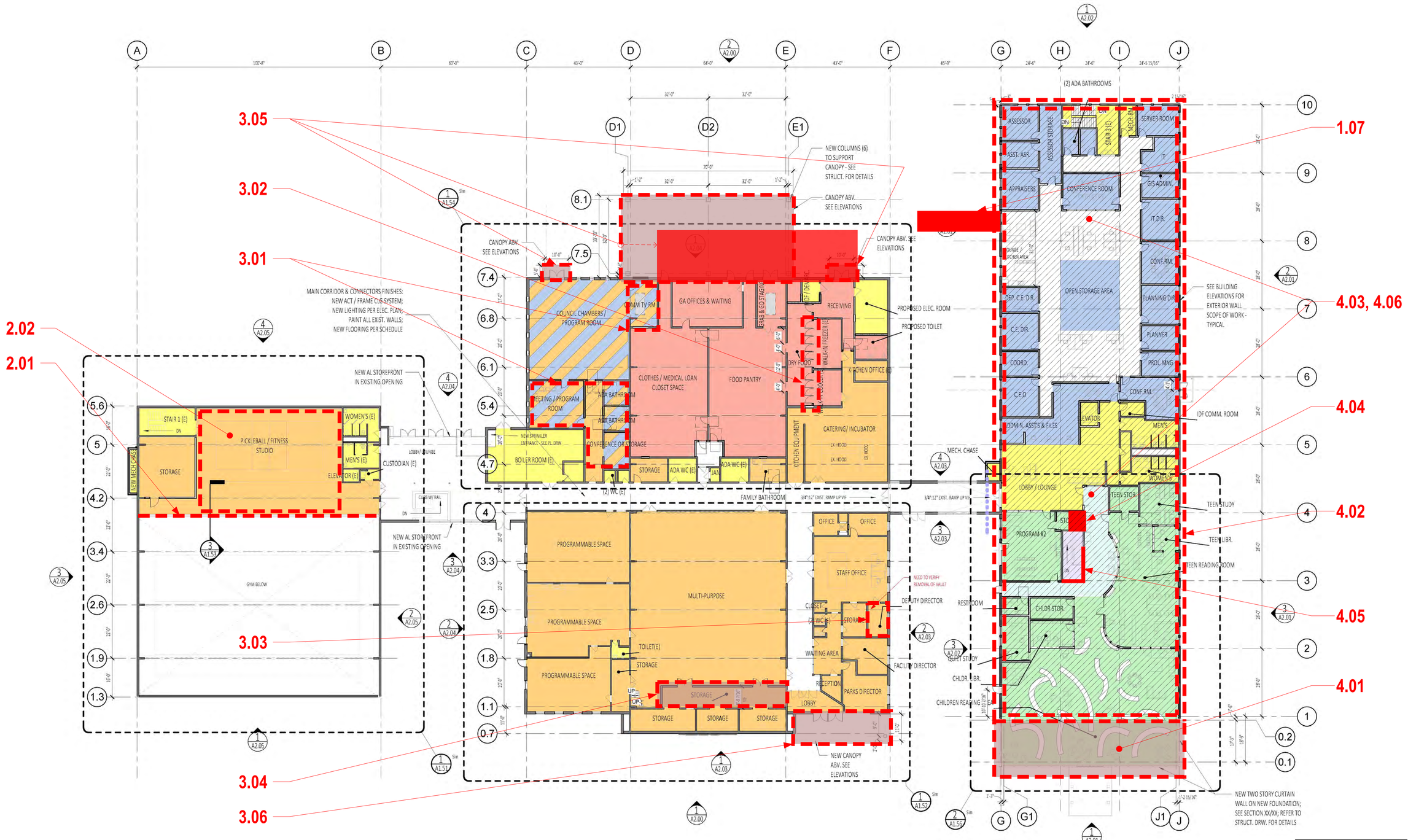
SITE




# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026

## FIRST FLOOR

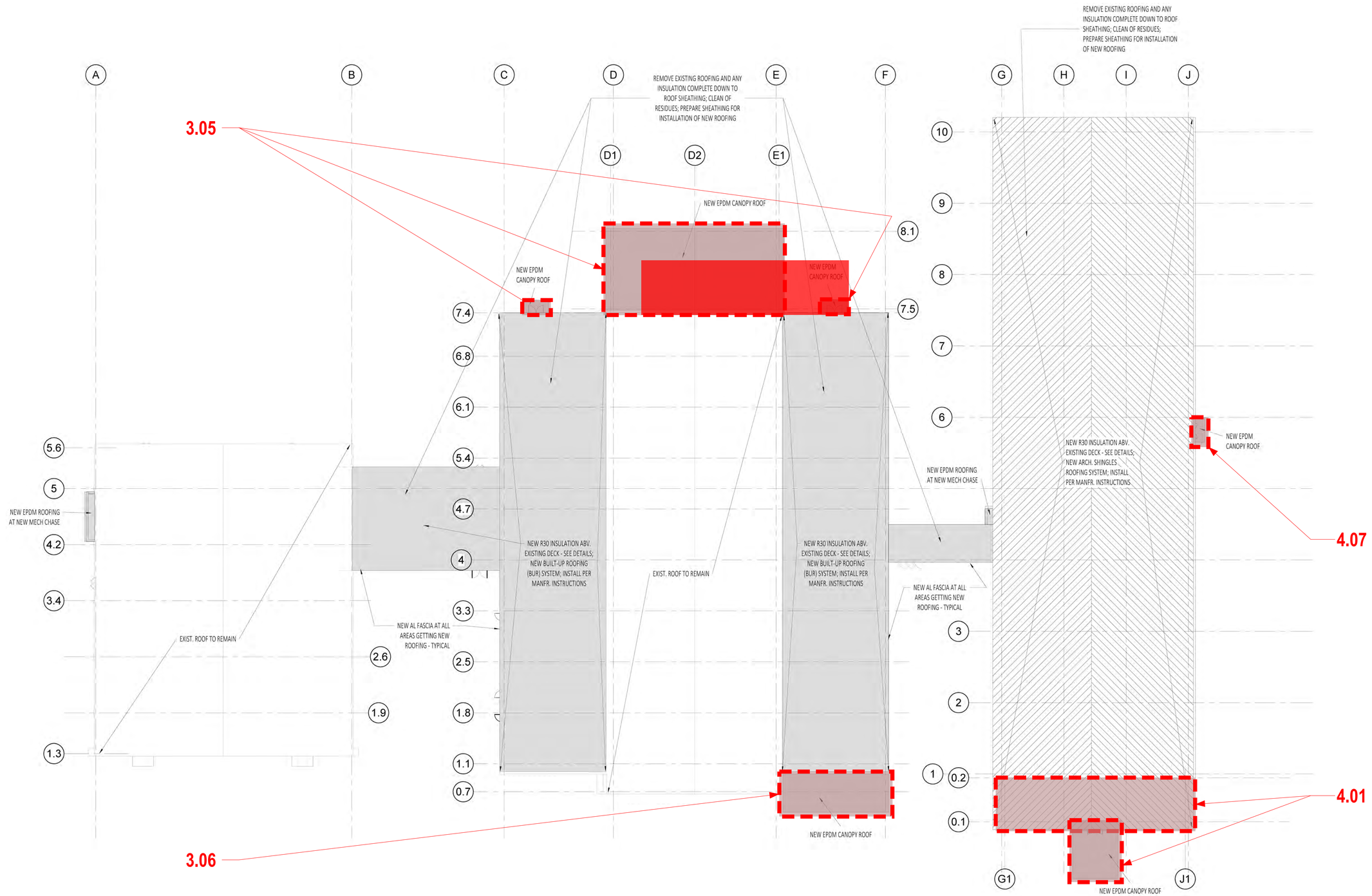



| GYM (2 stories) | GYM CONNECTOR (2 Stories) | CENTER | CORRIDOR | CLASSROOM WING (2 Stories) | TOTAL EXISTING BUILDING |
|---|---|---|---|---|---|
| 16,643 SF | 3,247 SF | 27,552 SF | 637 SF | 38,025 SF | 86,104 SF |

# WCC BUDGET RECONCILIATION DIAGRAM

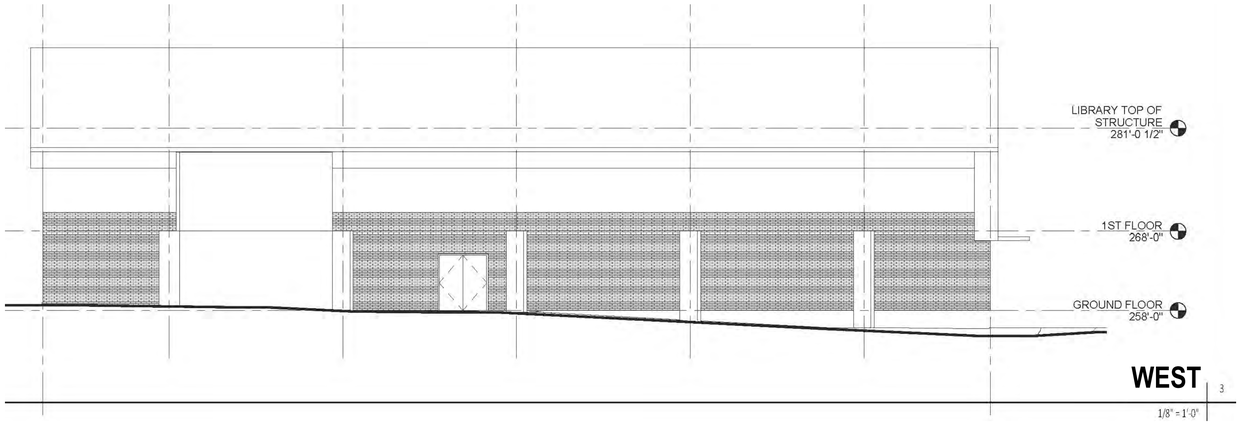
July 8, 2026

## SECOND FLOOR



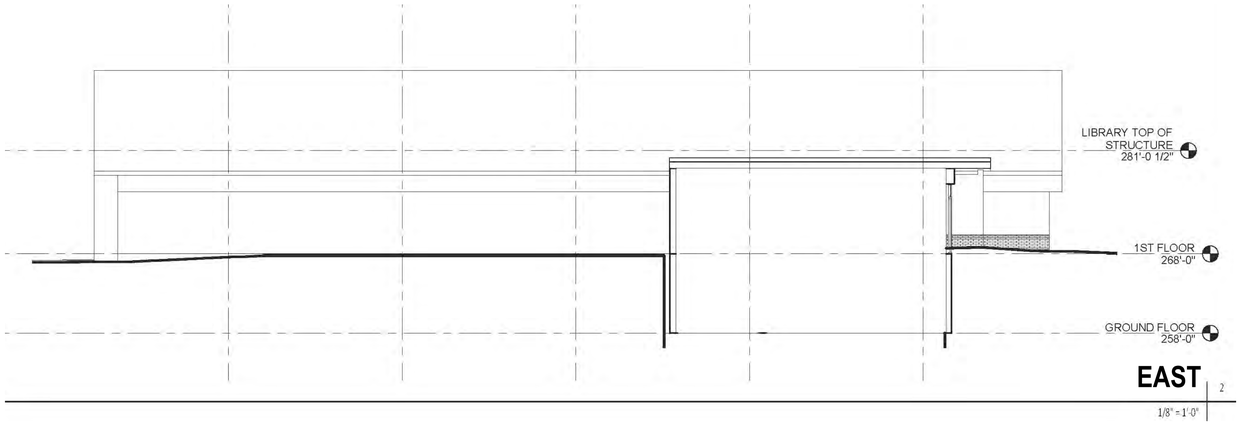

# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026



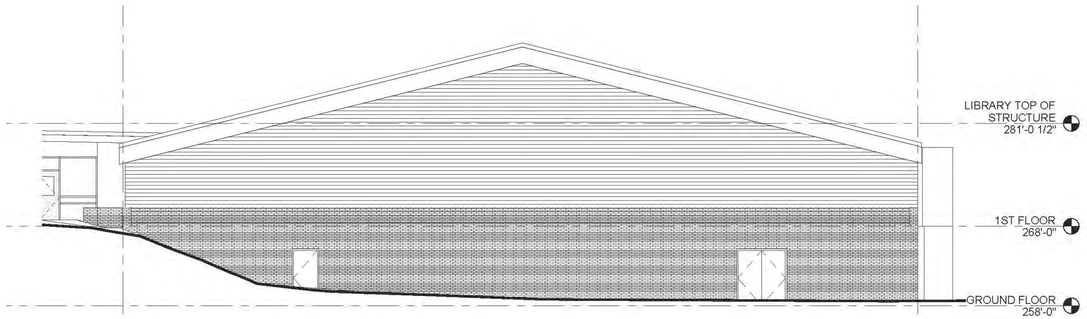

WEST 3

1/8" = 1'-0"



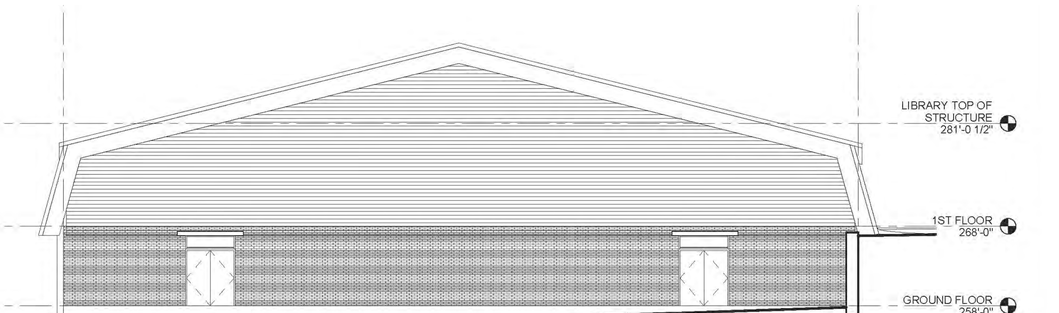

EAST 2

1/8" = 1'-0"




NORTH 4

1/8" = 1'-0"




SOUTH 1

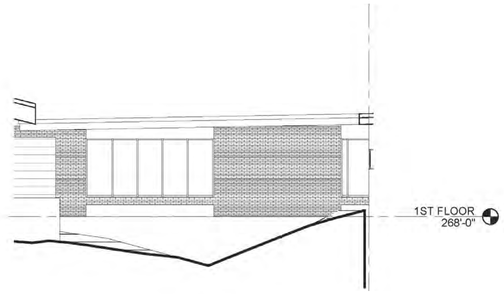
1/8" = 1'-0"

Great Falls CONSTRUCTION

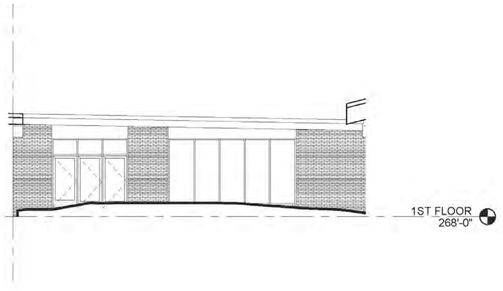
# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026

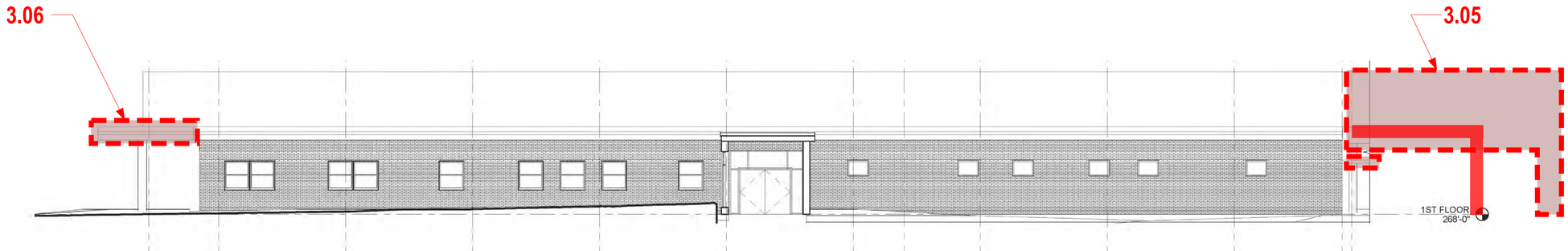
## GYM ELEVATIONS



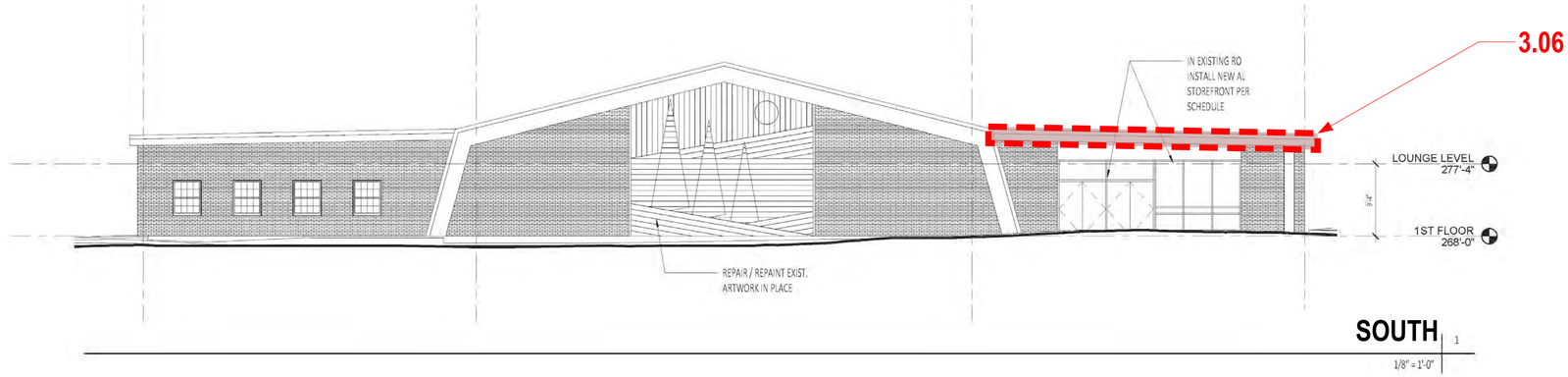

NORTH 4
1/8" = 1'-0"




SOUTH 3
1/8" = 1'-0"




EAST 2
1/8" = 1'-0"

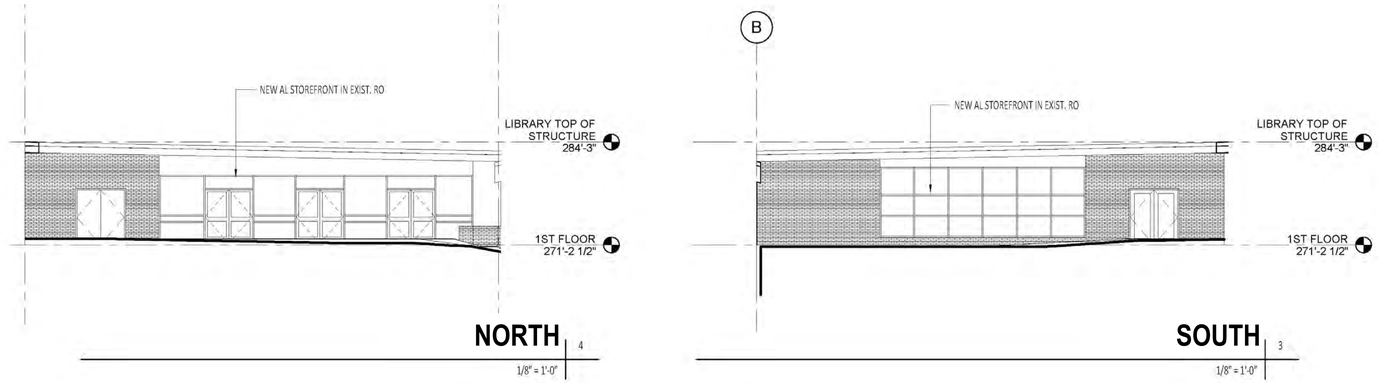


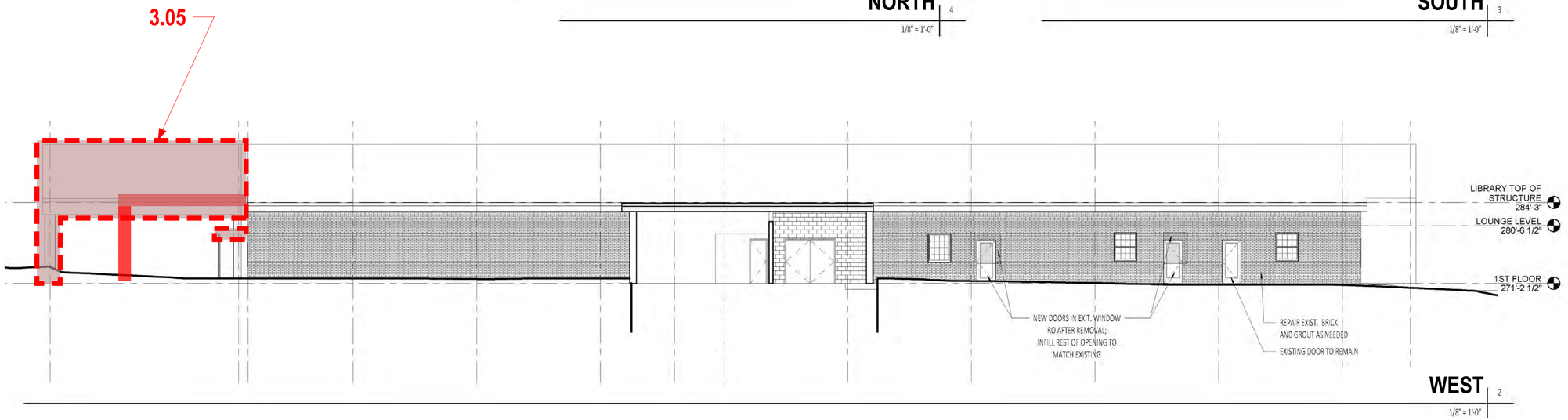

SOUTH 1
1/8" = 1'-0"

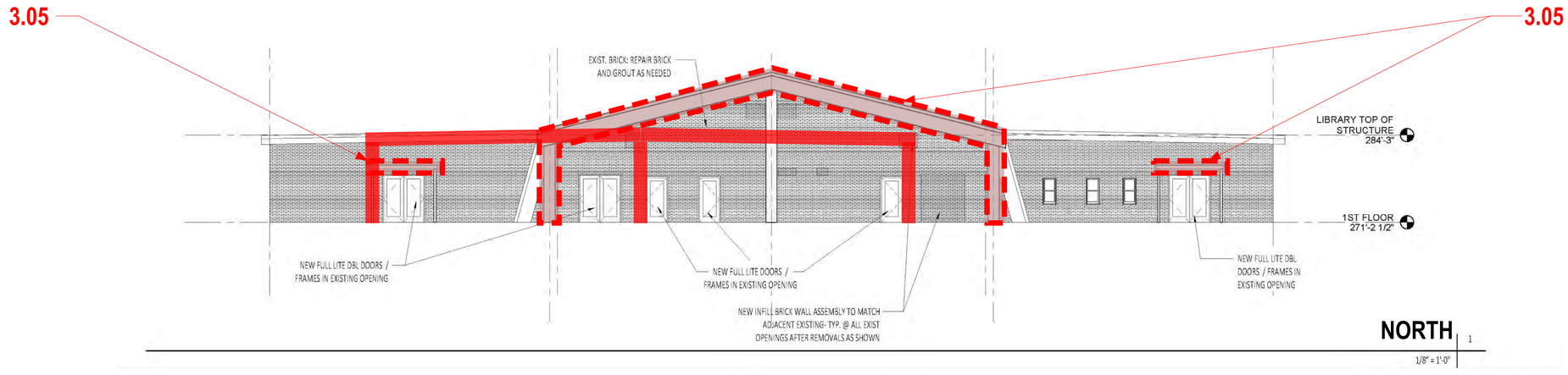
# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026

## CENTRAL CORE ELEVATIONS - 1



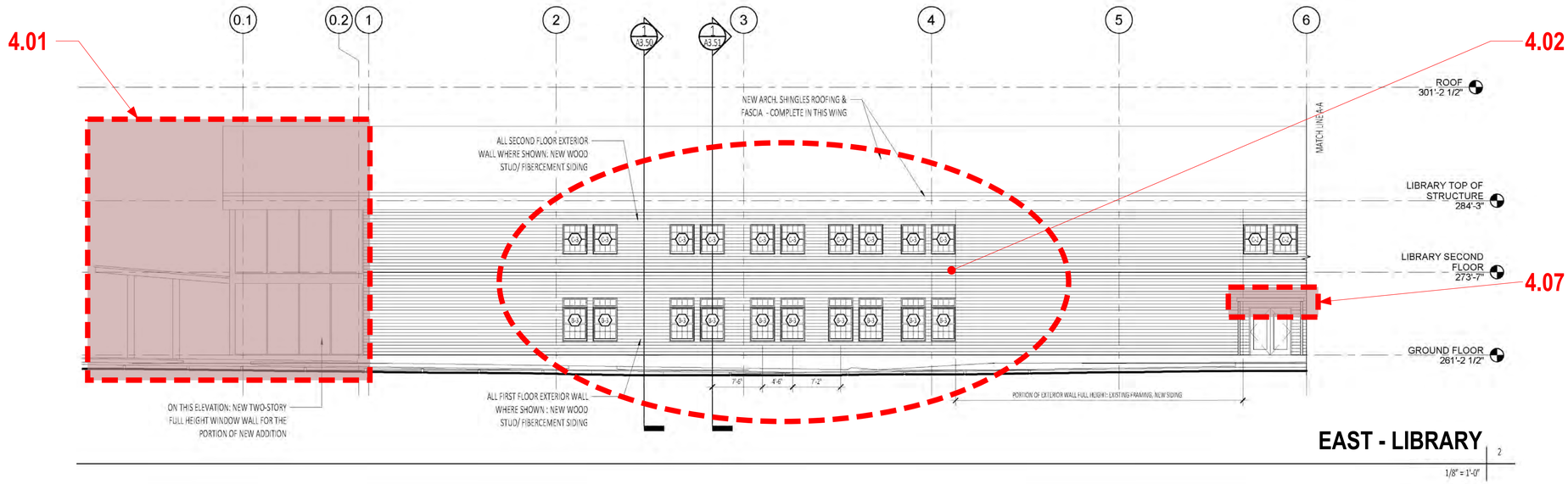



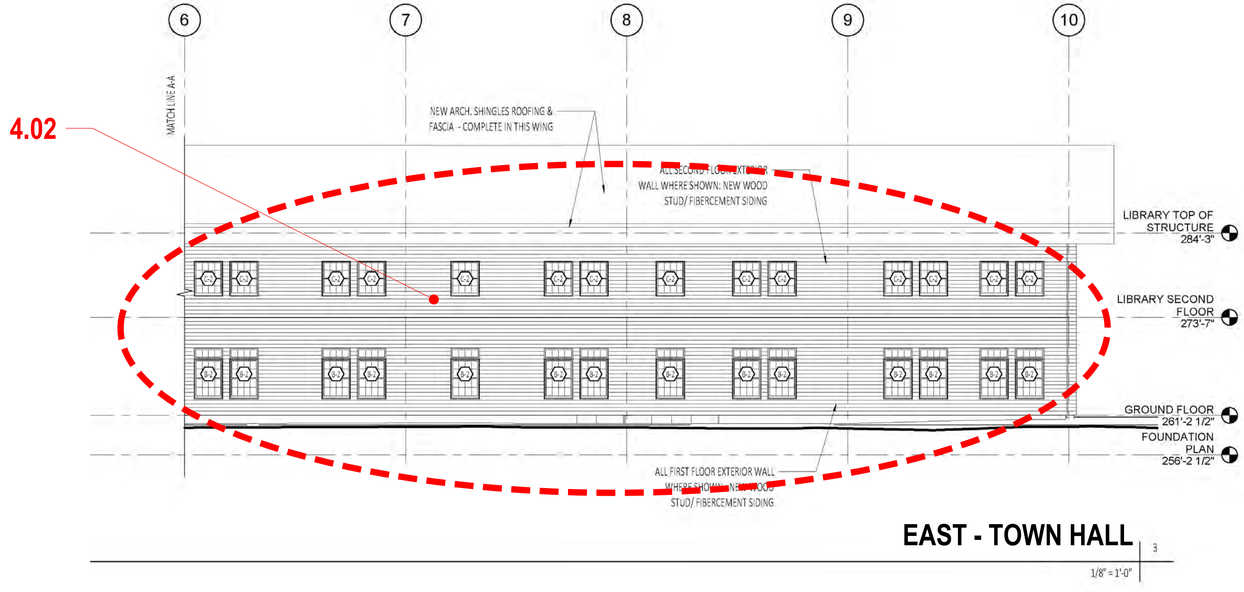



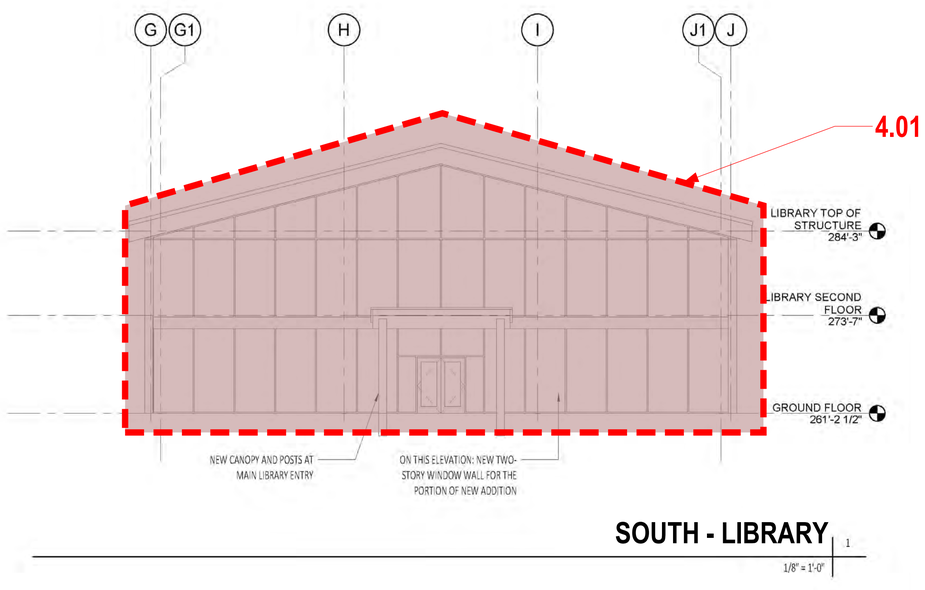

# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026

## CENTRAL CORE ELEVATIONS - 2



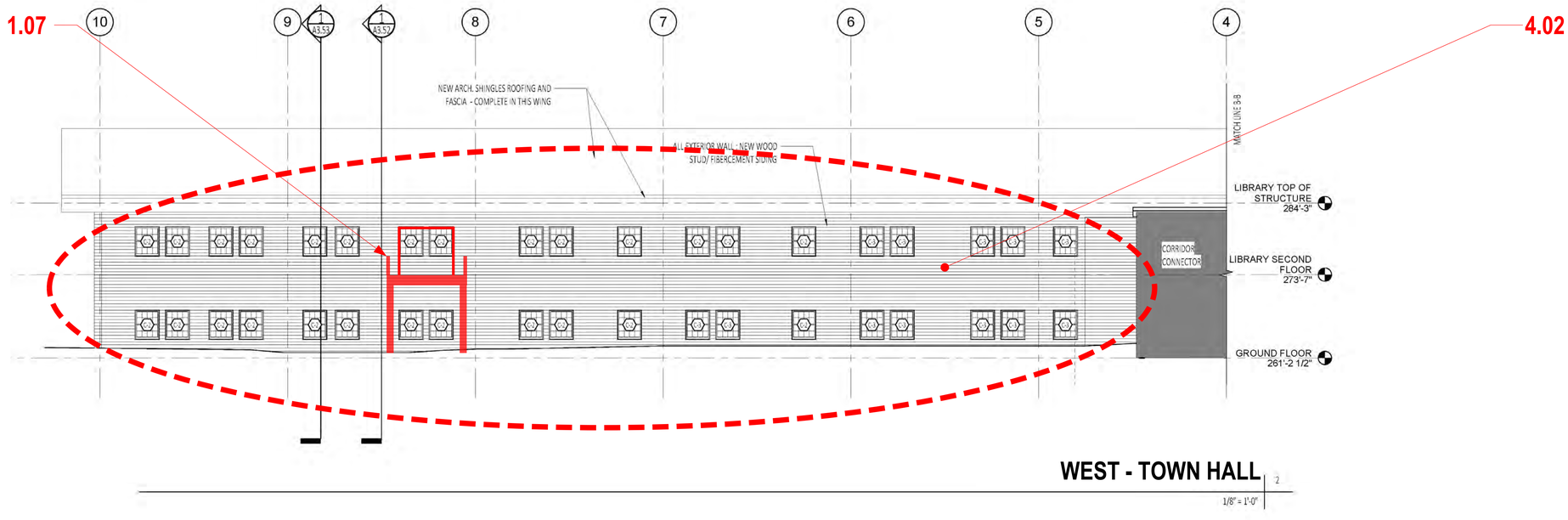



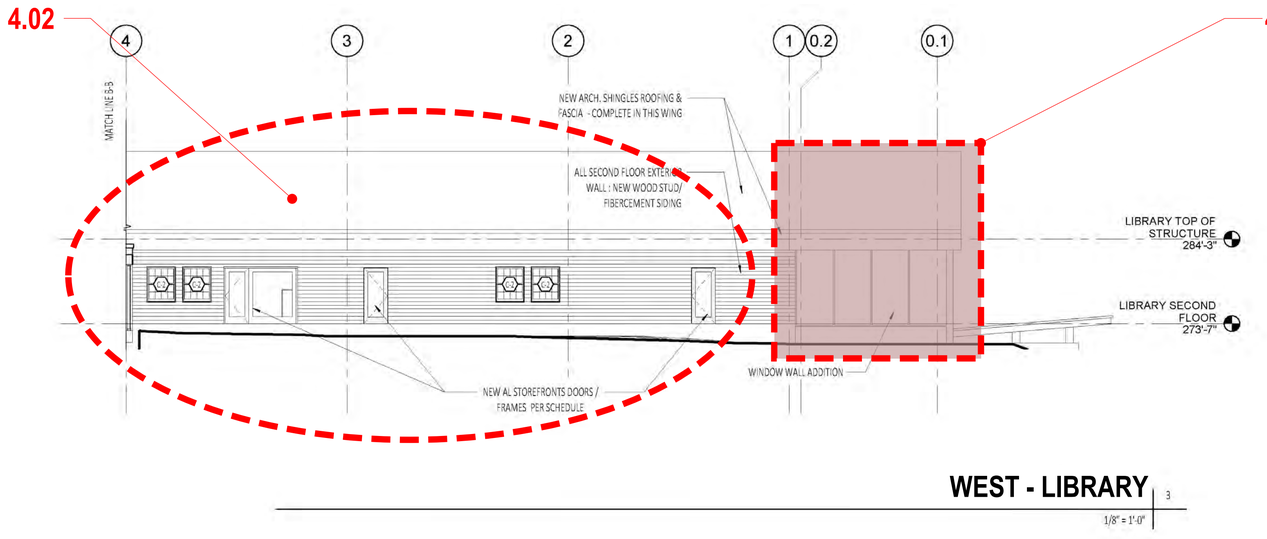

Great Falls CONSTRUCTION

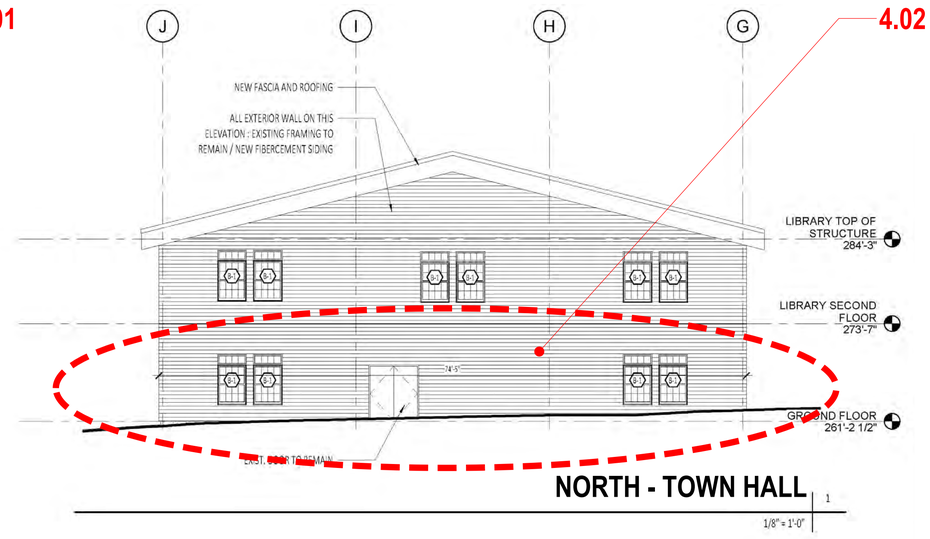
# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026

## LIBRARY-TOWN HALL ELEVATIONS - 1




# WCC BUDGET RECONCILIATION DIAGRAM

July 8, 2026

## LIBRARY-TOWN HALL ELEVATIONS - 2

| | | | | |
|---|---|---|---|---|
| | | | | |
| **Windham Community Center - Value Engineering Suggestions** | | | | |
| | | | | |
| **Project Area** | **VE Item** | | **VE Detail** | **Discussion/Result** |
| **1 Site** | | | | |
| | 1.01 | Delete Pickleball Courts | Courts, Fencing, Lighting, Stormwater Soil Filter, Driveway/Parking/Sidewalk reconfiguration | Area remains as-is including driveway and parking |
| | 1.02 | Delete Inclusive Playground | Play Surface & Equipment, Concrete Walk, Landscaping, Fencing, Stormwater Soil Filter | Courtyard improved with the removal of some of the asphalt and replacing with loam and seed. |
| | 1.03 | Delete Library Courtyard (between Rec and Library) | Concrete Walk/Plaza, Landscaping, Fencing, Lighting | Courtyard improved with the removal of some of the asphalt and replacing with loam and seed. |
| | 1.04 | Delete Library Entry Plaza | Concrete Plaza, Landscaping | Regrading of Library entry area for access with 10' asphalt walk. A ±400 sf conccrete entry plaza is provided. |
| | 1.05 | Delete Reconfiguration of Primary Electric Service | (2) Poles, Conduit, Junction Box, CMP coordination | Primary and secondary electric service to the site and high school remain as-is. |
| | 1.06 | Delete Parking and Driveway around Library & Town Hall | Fill, Paving, Lighting, Signage, Wetland impact, Under-Pavement Stormwater Sand Filter, Retaining Wall, Fidium Property acquisition | Area remains as-is |
| | 1.07 | **Add** Town Hall Access | Uncovered Bridge with Railing | Approx. 32' length, 8-10' width. Radiant snow-melt. Requires interior reconfiguration. |
| | 1.08 | Delete Town Hall North Patio | Concrete Plaza, Retaining Wall | Area remains as-is. |
| | 1.09 | Minimize Rear Parking Area reconfiguration | Pavement removal and regrading, Lighting, Stormwater | Traffic pattern and parking configuration remains largely as-is but is modified to accommodate GA Canopy, Town Hall entrance, and new west driveway and parking area. New parking area connecting to Educational Way redesigned. |
| | 1.10. | Revise Stormwater System | Reduced Stormwater System - manholes, culverts, treatment | Provide BMP system for new west parking area behind gym. No other stormwater systems required. |
| | 1.11 | Delete Rear Entry Plaza | Concrete Plaza, Landscaping, Lighting | Area improved with the removal of some of the asphalt and replacing with loam and seed. |
| | | | | |
| **2 Gymnasium** | | | | |
| | 2.01 | Delete Mezzanine Enclosure | Steel Frame, Laminated Glass Storefront, Wall | Mezzanine remains open to gym but with a netted separation |
| | 2.02 | Delete Mezzanine Rubber Floor | LVP in lieu of Rubber Flooring | Parquet Floor removed. LVP floor. |

| | | | | |
|---|---|---|---|---|
| | 2.03 | Delete Gym Reconfiguration | Bleacher relocation and reconditioning, Floor restriping and added hoops | Gym floor, basketball hoops and bleachers to remain as-is |
| | 2.04 | Reduce Door Replacement | Exterior and Interior Doors | Evaluate by piece which doors require replacement, reuse/relocate interior doors |
| | | | | |
| **3 Central Core** | | | | |
| | 3.01 | Reduce Council Chambers Scope of Work (no reconfiguration) | Minimizes Demolition & New Walls, Ceilings, (2) ADA Bathrooms | Division of rooms remains as-is except existing offices are combined for Community TV and Meeting/Program use. Main hallway bathrooms need to remain available for after hours use. Primary access will be from the main corridor. |
| | 3.02 | Delete Reconfiguration of Walk-in Cooler and Freezer | CMU wall demolition, Reach-in doors and shelving, Replaced refrigeration equipment | Walk-in access remains as-is. Volunteers will access cooler and freezer items for customers. |
| | 3.03 | Delete Vault Removal | Demolition and removal | Vault remains in place as a storage room. Deputy Director uses the adjacent office |
| | 3.04 | Delete Multi-Purpose Room Storage Addition | Walls & Doors. Lounge Floor, Stair & Railing above | Multi-Purpose and adjacent Storage rooms remain as-is |
| | 3.05 | Reduce General Assistance Canopy | Concrete, Steel, Roof. Reduced parking lot impact | Canopy to cover (3) cars instead of (6) and extends to cover GA delivery door. Less impact on parking circulation and counts. |
| | 3.06 | Delete Main Entry Canopy | Concrete, Steel, Roof | Front doors remain unsheltered as-is |
| | 3.07 | Reduce Door Replacement | Exterior and Interior Doors | Evaluate by piece which doors require replacement, reuse/relocate interior doors |
| | 3.08 | Storefront Replacement | | Evaluate by piece which require replacement. Wood window in Gym Connector will be abated and replaced |
| | | | | |
| **4 East (Classroom) Wing** | | | | |
| | 4.01 | Delete 3,000 SF Library Addition and Canopy | Site, Concrete, Steel, Wall, Window Wall, Roof, HVAC, etc. Demolition of existing site retaining wall and regrading. | Library and Town Hall to be reconfigured to utilize the existing square footage. |
| | 4.02 | Retain Window Locations | Window Removal, Storage & Reinstall. Brick Removal & Disposal. Wall Demolition & Reframing, Insulation upgrade per code, First Floor Siding | First Floor retains brick veneer and Second Floor is resided to replace faux mansard roof. Exterior wall insulation is not improved. Library and Town Hall are redesigned to work with existing window locations. Fewer enclosed offices and more open office space will likely result in the Town Hall. Do departments each occupy a classroom? This is the model in Gorham and South Portland (Hamlin). |
| | 4.03 | Reduce Interior Wall Removal | Demolition, Wall, Doors, Ceilings, etc. | See 4.02 Discussion |
| | 4.04 | Retain Existing Elevator | Demolition, Wall and Floor | Keep elevator for Library staff use. |

| | | | | |
|---|---|---|---|---|
| | 4.05 | Retain Enclosed Stair | Demolition, Temp Shoring, Steel, Floor | Stair enclosure remains as-is. Double doors removed to open up stairs as possible. |
| | 4.06 | Reduce Door Replacement | Exterior and Interior Doors | Evaluate by piece which doors require replacement. Interior doors could be kept as discussed in 4.02. Reuse/relocate interior doors |
| | 4.07 | Delete Town Hall Door Canopy | Concrete, Steel, Roof | No covering at Town Hall entrance. Town Hall Entrance relocated per 1.07. |
| | | | | |
| **5 General Facility Systems** | | | | |
| | 5.01 | Reduce quantity of added bathrooms | Demolition, Piping, Fixtures, etc. | Provide bathroom quantity to meet code requirements. Staff toilets in Town Hall and Library provided. |
| | 5.02 | Reduce AC Scope | Equipment, power and infrastructure requirements | No AC in Gymnasium, Fitness, Clothes Closet & Food Pantry. Add AC to Maker Spaces, Council Chambers, GA Offices, Library and Town Hall. AC already exists in Multi-Purpose and Rec Offices. Code required ventilation provided throughout. |
| | 5.03 | Replace unit ventilator/heater in kind - Gym | Demolition of hydronic infrastructure | Ventacity units using existing hydronic heating system |
| | 5.04 | Delete Fitness Room Mini-Split | Dedicated Mini-split system | Ventacity unit using existing hydronic heating system |
| | 5.05 | Delete Mini-Splits in Clothes Closet/Food Pantry | Dedicated Mini-split system | Ventilation and hydronic heating provided by existing system |
| | 5.06 | Delete VRF System in Town Hall | VRF | Provide HVAC with ground mount package unit and VAV boxes (similar to Library) . A more open floor plan required |
| | 5.07 | Delete 750kVaTransformer Replacement | Feeder reconfiguration, 9'x9' concrete pad | 500kVa unit is existing and 50+ yrs old. Will be in CMPs queue for replacement. Reduced AC loads will allow 500kVa to remain |
| | 5.08 | Reconsider Existing Electric Panel Replacement | Panel Demo and Replacement | Evaluate on a case by case basis as some have been replaced more recently. Panels may accept new breakers or can be refitted with new bus structure rather than having to be wholesale replaced. Refurbished panels may have the capacity to accept the added AC loads rather than adding panels. |

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-123**

**Agenda Date:** 7/14/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Discussion Item

**Agenda Number:**

Amendments to Chapter 187 - Mobile Food Licensing.

## Tammy Hodgman

**From:** Robert J. Burns
**Sent:** Thursday, July 9, 2026 2:48 PM
**To:** Tammy Hodgman
**Subject:** FW: Victualers' Tweak
**Attachments:** 2026.06.29 Clerk Temporary Victualer Licensing.docx

Tammy,

For inclusion on the next Council Agenda.

Thanks,

Robert Burns
Town Manager | rjburns@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us
Ph. 207.892.1907 Ext. 1129 | Fax 207.892-1910

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**From:** Benjamin T. McCall <bmccall@dwmlaw.com>
**Sent:** Monday, June 29, 2026 10:36 AM
**To:** Robert J. Burns <rjburns@windhammaine.us>; Anthony P. Blasi <apblasi@windhammaine.us>
**Subject:** Victualers' Tweak

**External sender** <bmccall@dwmlaw.com>
Make sure you trust this sender before taking any actions.

Bob and Anthony –

Per the Council's request, I've made a few small tweaks to Chapter 87, Article III (Victualers) for the purpose of allowing the Clerk to issue "temporary" victualers' licenses that are subject to ratification by the full Council. I should note, though, that the Town's ordinance here is extremely barebones. While perhaps not a huge priority, I'd recommend fleshing this out to add application criteria, standards, and appeal language, at some point soon.

Please let me know if you have any questions or concerns.

Thanks,
Ben

**Benjamin T. McCall**
Attorney

D| 207.771.9214
bmccall@dwmlaw.com

84 Marginal Way, Suite 600, Portland, ME 04101
800.727.1941 F| 207.772.3627 **dwmlaw.com**

DrummondWoodsum

ATTORNEYS AT LAW

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ARTICLE III

## Victualers

**[Adopted 12-9-1986; amended 3-10-2020 by Order 20-072 (Ch. 101, Art. II, of the 1991 Code)]**

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### § 87-28. Title.

This article shall be known as and may be cited as the "~~Ordinance Setting Fees for Victualers Licenses~~Victulers Licensing Ordinance."

### § 87-29. Licensing authority.

This licensing authority shall be the Windham Town Council or such other official as the Council may designate. The Town Clerk may issue a temporary victualer's license under this article, which entitles the licensee to operate until such time as the temporary license is ratified and converted into a final license by vote of the Town Council.

### § 87-30. Term of license.

The term of a victualer's license shall run from May to May of the following year.

### § 87-31. Fees. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

Fees shall be set by the Town Council for the following types of licenses:

A. Victualer without on-site consumption of liquor.

B. Victualer with on-site consumption of beer and wine.

C. Victualer with on-site consumption with liquor.

D. Nonprofit organization.

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