

Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, November 25, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

Councilor Morrison called the meeting to order at 6:04PM

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

II. Pledge of Allegiance.

III. Minutes to be Approved:

CD 25-200 To approve the Minutes of the November 13, 2025 Council meeting.

Attachments: MINUTES-COUNCIL-11-13-2025

A motion was made by Councilor Nadeau, seconded by Councilor Jones, that the Minutes be approved. 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

IV. Adjustments to the Agenda.

Council-Chair Morrison stated that he would entertain a motion to adjust the agenda. Vice-Council-Chair Reiner made a motion to move up Item CD 25-108 To Accept Viola Lane as a Public Way to be after Public Hearings.

A motion was made by Councilor Nadeau, seconded by Councilor Fortier, that the be approved. 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

VI. Public Participation.

There was no public participation.

VII. Councilors' Comments.

Vice-Council-Chair Reiner apologized that he would have to leave the meeting early but would stay as long as he could.

He also wished to bring up LD 1829, and was looking to get a more solid time frame for the comprehensive plan. He believed that at the last Ordinance Committee meeting held before the new Council session, that the zoning discussion of zoning on Manchester Drive and Veterans Memorial Drive was determined to be better completed as a work

session. He believed that something could be set up for that in January to move quickly on it.

Council-Chair Morrison wished to acknowledge the new Council, and welcomed Councilors Cook, Fortier, and Terry.

He also discussed the retirement party held the day before for former Town Clerk Linda Morrell. Attendance was excellent and included several dignitaries from the area and from the State government in Augusta. Mrs. Morrell was presented with the Lorraine Fleury award for being Clerk of the Year for the state of Maine. He thanked Mrs. Morrell for her decades of service to the Town of Windham.

Public Works Director Brian Morin and Town Manager Robert Burns were thanked for delaying the closing of the leaf and brush drop off. A number of residents were interested in extending the deadline. It will close on the last day of November.

VIII. PUBLIC HEARINGS.

25-198

To receive public comment and act on an application submitted by the Fraternal Order of the Eagles #4352 located at 456 Roosevelt Trail Unit 1 for a renewal Special Amusement Permit.

Attachments: [25-198 Cover Sheet.pdf](#)
[SPAMUSE-FOE-2025](#)

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

IX. CONSENT AGENDA.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

25-165

To accept nominations for and appoint a Finance Committee. (The committee meets when warranted, typically bi-monthly, the hour prior to regular council meetings on the second or first Tuesdays of the month. Additional meetings may be scheduled for the budget review process.)

Attachments: [25-165 Cover Sheet.pdf](#)

Councilor Reiner nominated Councilor Nadeau

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

Councilor Nadeau nominated Councilor Reiner

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

Councilor Morrison nominated Councilor Cook

In Favor: 4- Councilor Cook, Councilor Terry, Councilor Morrison, Councilor Reiner.

Councilor Jones nominated Councilor Fortier

In Favor: 3- Councilor Nadeau, Councilor Fortier, Councilor Jones.

Councilor Nadeau, Councilor Reiner and Councilor Cook were appointed to the committee.

25-166

To accept nominations for and appoint an Appointments Committee. (The committee meets when applications are received, typically the hour prior to regular council meetings, on the 2nd and/or 4th Tuesdays of the month.)

Attachments: [25-166 Cover Sheet.pdf](#)

Councilor Morrison nominated Councilor Morrison.

Councilor Cook nominated Councilor Cook.

Councilor Terry nominated Councilor Terry.

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

Councilor Morrison, Councilor Cook and Councilor Terry were appointed to the Committee.

25-167

To accept nominations for and appoint an Ordinance Committee. (Meetings occur the third Wednesday of each month from 5:00 - 6:30PM.)

Attachments: [25-167 Cover Sheet.pdf](#)

Councilor Nadeau nominated Councilor Nadeau.

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

Councilor Reiner nominated Councilor Reiner

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

Councilor Terry nominated Councilor Terry.

In Favor: 2- Councilor Cook and Councilor Terry.

Councilor Jones nominated Councilor Jones.

In Favor: 5- Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Fortier and Councilor Jones.

Councilor Nadeau, Councilor Reiner and Councilor Jones were appointed to the committee.

25-168

To accept nominations for and appoint two Council representatives to the Windham Economic Development Corporation board of directors. (Meeting schedule TBD)

Attachments: [25-168 Cover Sheet.pdf](#)

[Windham Economic Development Corporation](#)

Councilor Nadeau nominated Councilor Terry.

Councilor Reiner nominated Councilor Fortier.

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

Councilor Terry and Councilor Fortier were appointed to the committee.

25-169

To appoint a Council representative to the Parks and Recreation Advisory Committee. (Typically meets at 6:00 PM on the 2nd Monday of each month.)

Attachments: [25-169 Cover Sheet.pdf](#)

[Parks and Recreation Advisory Committee.pdf](#)

Councilor Jones nominated Councilor Jones.

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

Councilor Jones was appointed to the committee.

25-170

To appoint two Councilors to the Substance Prevention Grant Committee. (Typically meets via Zoom the first Tuesday of each month at 1:00 PM if there are applications to consider.)

Attachments: [25-170 Cover Sheet.pdf](#)

[Substance Prevention Grant Committee Charge](#)

Councilor Terry nominated Councilor Cook.

Councilor Morrison nominated Councilor Morrison.

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

Councilor Cook and Councilor Morrison were appointed to the committee.

25-171

To appoint a Council representative to the Natural Resources Advisory Committee. (Typically meets at 5:30 on the third Wednesday of each month.)

Attachments: [25-171 Cover Sheet.pdf](#)

[Natural Resources Advisory Committee Charge.pdf](#)

The Council postponed this appointment until the status of this committee is determined at a later date.

25-172

To appoint a Council representative to the Highland Lake Leadership Team.

Attachments: [25-172 Cover Sheet.pdf](#)

[Highland Lake Leadership Team Charge.pdf](#)

Councilor Fortier nominated Councilor Nadeau.

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

Councilor Nadeau was appointed to the committee.

25-118

To appoint a Council representative to the Forbes Lane Neighborhood Park ad hoc Committee. (Meeting schedule to be determined.)

Attachments: [25-118 Cover Sheet.pdf](#)

[Forbes Lane Neighborhood Park ad hoc Committee.pdf](#)

Councilor Nadeau nominated Councilor Morrison.

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

Councilor Morrison was appointed to the committee.

25-174

To appoint three Councilors to serve on the Windham Middle School Repurpose Advisory Committee. (The committee typically meets on the third Wednesday of each month.)

Attachments: [25-174 Cover Sheet.pdf](#)

[Windham Middle School Repurpose Advisory Committee.pdf](#)

Councilor Nadeau nominated Councilor Terry.

Councilor Reiner nominated Councilor Cook.

Councilor Morrison nominated Councilor Reiner.

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

Councilor Terry, Councilor Cook and Councilor Reiner were appointed to the committee.

25-175

To appoint two Councilors to the North Windham Fire Station Repurpose Advisory Committee. (Meeting schedule to be determined.)

Attachments: [25-175 Cover Sheet.pdf](#)

[North Windham Fire Station Repurpose Advisory Committee.pdf](#)

Councilor Nadeau nominated Councilor Nadeau.

Councilor Terry nominated Councilor Terry.

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

Councilor Nadeau and Councilor Terry were appointed to the committee.

25-176

To appoint two councilors as delegate and alternate delegate to the Greater Portland Council of Governments General Assembly, the policy-making body of GPCOG. (The General Assembly meets annually in May.)

Attachments: [25-176 Cover Sheet.pdf](#)
[GPCOG Bylaws.pdf](#)

Councilor Morrison nominated Councilor Morrison to be the delegate.

Councilor Reiner nominated Councilor Reiner to be the alternate.

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

Councilor Morrison was appointed to be the delegate and Councilor Reiner was appointed to be the alternate.

25-177

To appoint Town Manager Bob Burns as representative and a councilor as alternate representative to the ecomaine board of directors. (Typically meets the third Thursday of each month at 4PM.)

Attachments: [25-177 Cover Sheet.pdf](#)
[ecomaine Approved-By-Laws-09-25-2025-1.pdf](#)

Councilor Nadeau nominated Town Manager Burns and Councilor Nadeau.

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

Councilor Nadeau and Town Manager Burns were appointed to the committee.

25-108

To accept Viola Lane as a public way.

Attachments: [18-13 TC MEMO ViolaLane Street Acceptence 100725.pdf](#)
[RUBY MEADOWS AMENDMENT 12-2018.PDF](#)
[18-13 Ruby Meadows Approval Letter 08-31-18.pdf](#)
[Ruby Meadows Declaration Bk35704Pg112.pdf](#)
[Ruby Meadows HOA Corporation Filed 11-13-2025.pdf](#)
[SecSt GoodStanding Rudy Meadow 111325.pdf](#)
[Engineer Inspection.pdf](#)
[Ruby Meadows LLC L23150CN.pdf](#)
[Ruby Meadows 08-2018 - Plan Set.pdf](#)

Council-Chair Morrison asked if everything was in accordance as required.

Town Manager Robert Burns stated he was happy to report that everything was in accordance.

The Council and Mr. Burns thanked the residents for their hard work and patience.

Vice-Council-Chair Reiner sympathized with the residents and stated that the Town is taking steps to make sure this kind of situation will not arise again. The Town Manager, Planning, and Legal spent a great deal of time getting this to work, and the residents worked hard as well, and gave much in time and money. He felt that the Town offered more support in this situation than other towns might have done.

Council-Chair Morrison congratulated the residents of Viola Lane on a job well done.

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

25-200

WHEREAS, on October 14, 2025, pursuant to Order 25-158, the Town Council of the Town of Windham (the "Town") authorized the Town Treasurer to negotiate the terms of an equipment lease purchase and related documents to provide financing of an estimated \$1,287,000 for the purchase of the following: 1.) fire department car ; 2.) shared police and fire department radio communications infrastructure; 3.) public works pickup truck; and 4.) public works wheeler (collectively the "Equipment"); and

WHEREAS, on October 15, 2025, the Town issued a Request for Proposals for financing of the Equipment (the "RFP"); and

WHEREAS, the Town received three proposals in response to the RFP and the Treasurer accepted a proposal from TD Equipment Financing dated October 23, 2025 for the financing of the Equipment in an amount not to exceed \$1,287,000;

NOW, THEREFORE, IT IS HEREBY ORDERED, that

1. The Treasurer, on behalf of the Town, is authorized to enter into one or more lease purchase, loan or other financing agreements for the Equipment provided that (a) the principal amount of any such agreement or agreements will not exceed \$1,287,000 in the aggregate; (b) the term of each such agreement will not exceed eighty-four (84) months; and (c) any obligation of the Town to make lease or loan payments pursuant to each such agreement is subject to annual appropriation by the Town Council of the Town.

2. The Treasurer, acting on behalf of the Town, is authorized from time to time to further negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in all or any portion of the Equipment, upon such terms, conditions, limitations and undertakings, which the Treasurer determines necessary and proper for the acquisition and financing of the Equipment. Without limiting the foregoing, the Treasurer, acting on behalf of the Town, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the Treasurer determines is no longer useful to the Town. The Treasurer and other appropriate officers of the Town are hereby authorized and empowered to do all such acts and things as may be necessary or advisable, with the advice of counsel for the Town, in connection with the purchase of the Equipment and/or the financing of said purchase, to carry out the provisions of this Order and the provisions set forth above in connection with the purchase and financing of the Equipment.

3. If the Treasurer is for any reason unavailable to approve and execute the Equipment purchase and/or related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had him/herself performed such act.

4. If any of the officers or officials of the Town who have signed or sealed the Equipment purchase or financing documents shall cease to be such officers or officials before said documents so signed and sealed shall have been actually authenticated or delivered by the Town, such documents nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed the same had not ceased to be such officer or official; and also any such documents may be signed and sealed on behalf of the Town by those persons who, at the actual date of the execution of such documents, shall be the proper officers and officials of the Town, although at the nominal date of such documents any such person shall not have been such officer or official.

5. The Town covenants that it will perform all acts within its power which are or may be necessary to ensure that the interest portion of lease payments under the lease purchase financing shall at all times be and remain exempt from federal income taxation. The Town further covenants that the lease purchase financing is hereby designated a Qualified Tax Exempt Obligation pursuant to Section 265(b) of the Internal Revenue Code.

Attachments: [25-200 Cover Sheet.pdf](#)

[Order 25-158 Passed 10.14.2025.pdf](#)

Councilor Nadeau moved to wave the reading of the item beginning at "Now, Therefore..." Councilor Cook seconded the motion.

Councilor Nadeau moved to approve the article as waived. Councilor Morrison seconded the motion.

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

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

Absent: 1 - Councilor Reiner

XI. Council Correspondence.

[CD 25-203](#) Emails Received By Town Council.

Attachments: [Email 11.5.2025 from Mike bbomhandyman3@gmail.com.pdf](#)

[Email 11.16.2025 from Mike bbomhandyman3@gmail.com.pdf](#)

[Email 11.18.2025 from Mike bbomhandyman3@gmail.com.pdf](#)

[CD 25-204](#) FOAA Status Report.

Attachments: [NAPC Bid Results - Non CDL Single Axle Truck.pdf](#)

[SunlightAccess Electronic Purchase Order Summary.pdf](#)

[8 Majestic Woods Real Estate Inquiry.pdf](#)

[SunlightAccess VEPO Metering.pdf](#)

[CD 25-205](#) GPCOG "Welcome & Congrats!" Reception Invitation.

Attachments: [GPCOG Invitation to Reception for Newly Elected Leaders.pdf](#)

XII. Town Manager's Report.

Town Manager Robert Burns acknowledge former Town Clerk Linda Morrell's 31 years of service to the Town and received numerous awards at her retirement party. He stated that he was glad to have Town Clerk Anthony Blasi as her successor. Mrs. Morrell will be

working as a helper at the upcoming Rabies Clinic on December 6.

Council-Chair Morrison acknowledged the recent recount, and though he regretted not being present he had heard that Mr. Blasi had handled it well. He asked if the ballot count had only moved by one between the two candidates to which Mr. Blasi replied in the affirmative. Mr. Blasi stated that the total number of votes cast was 6,878.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Council-Chair Morrison stated that the committee met last week, moving forward numerous candidates who have now been appointed to their committees. They will be meeting again in the future as more committee openings become available.

2. Finance Committee.

Councilor Nadeau stated this committee is finally staffed and is looking forward to their next meeting.

3. Ordinance Committee.

Councilor Nadeau stated this committee is finally staffed and is looking forward to their next meeting.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

Councilor Jones stated that a talk on the East Windham Conservation Area would be coming up at this meeting as a discussion item.

2. Windham Economic Development Corporation.

Windham Economic Development Corporation Director Tom Bartell thanked the Council for voting in two new board members. He stated that reorganization planning and re-purposing will likely begin after the holidays. He looks forward to Councilors Fortier and Terry coming onboard the committee.

3. Natural Resources Advisory Committee.

Council-Chair Morrison stated that they had not met for some time.

4. Greater Portland Council of Governments (GPCOG).

Has not met.

5. ecomaine.

Has not met.

6. Windham Middle School Repurpose Advisory Committee.

Town Manager Burns said they had met recently, and Councilor Reiner attended as well. They had made some progress but the architect has been unable to deliver some of the products needed. Another meeting will be held next week on Tuesday and he looks forward to being able to produce some of the architect's deliverables at that meeting.

XIV. Discussion Items.

CD 25-196 East Windham Conservation Area - Progress and Next Steps. (Parks & Recreation Director Linda Brooks)

Attachments: [Lowell and EWCA Trails.pdf](#)

[East Windham Conservation Area Mgmt Plan - signed 9-21-2023.pdf](#)

[21 a Conservation Easement.pdf](#)

[21 b Amendment to Conservation Easement.pdf](#)

CD 25-197 Land Use Amendments - Street Connections and Access Drive Standards. (Planning Director Steve Puleo)

Attachments: [25-26 TC MEMO LUO AMD Art5,8,&9-AmendStreetConnections&AccessDrives 111725.pdf](#)

[25-26 STAFF ORIG LUO Art5,8,&9-AmendStreetConnections&AccessDrives 111725.pdf](#)

[25-26 STAFF RDLN LUO Art5,8,&9-AmendStreetConnections&AccessDrives 111725.pdf](#)

[25-26 STAFF CLEAN LUO Art5,8,&9-AmendStreetConnections&AccessDrives 111725.pdf](#)

[25-26 PB ORIG LUO Art5,8,&9-AmendStreetConnections&AccessDrives 111725.pdf](#)

[25-26 PB RDLN LUO Art5,8,&9-AmendStreetConnections&AccessDrives 111725.pdf](#)

[25-26 PB CLEAN LUO Art5,8,&9-AmendStreetConnections&AccessDrives 111725.pdf](#)

[WI1257-120b Tble 3 Appendix B, Street Design and Construction Standards ORG.pdf](#)

[WI1257-120b Tble 3 Appendix B, Street Design and Construction Standards CLEAN.pdf](#)

[PUBLIC COMMENT StreetConnections Roma 110625.pdf](#)

CD 25-201 Land Use Ordinance Amendment Consideration - Major & Minor Kennel Uses to C-1 Zone. (Planning Director Steve Puleo)

Attachments: [25-28 TC MEMO LUO AMD Art3,4,&5 ModernizeKennels CommDistricts 112025.pdf](#)

[25-28 ORIG LUO AMD Art3,4,&5 ModernizationKennels CommDistricts 112025.pdf](#)

[25-28 RDLN LUO AMD Art3,4,&5 ModernizationKennels CommDistricts 112025.pdf](#)

[25-28 CLEAN LUO AMD Art3,4,&5 ModernizationKennels CommDistricts 112025.pdf](#)

XV. Agendas & Scheduling.


XVI. ADJOURN.

The meeting adjourned at 8:14PM.

A motion was made by Councilor Nadeau, 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