



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Thursday, November 13, 2025

6:00 PM

Council Chambers

Tuesday, November 11th is a holiday. Section 1, D. of the Council Rules states that in this event the regular meeting shall be held on the following Thursday.

Swearing In of Councilors-Elect.

Prior to the start of the meeting the Town Clerk will administer the oath of office to those elected to seats on the Council on November 4, 2025.

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 25-193](#) To approve the Minutes of the October 28, 2025 Council meeting.

Attachments: [Minutes-Council-10-28-2025.pdf](#)

IV. Adjustments to the Agenda.

None.

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.

None.

IX. CONSENT AGENDA.

None.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[25-162](#) To accept nominations for and elect a Chairman of the Town Council.

Attachments: [25-162 Cover Sheet.pdf](#)

[25-163](#) To accept nominations for and elect a Vice-Chairman of the Town Council.

Attachments: [25-163 Cover Sheet.pdf](#)

[25-164](#) To accept nominations for and elect a Parliamentarian of the Town Council.

Attachments: [25-164 Cover Sheet.pdf](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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](#)

[25-184](#) To adopt the Council's Rules of Procedure.

Attachments: [25-184 Cover Sheet.pdf](#)
[Council Rules.pdf](#)

[25-134](#) To set the Council's meeting schedule for the remainder of calendar year 2025.

Attachments: [25-134 Cover Sheet.pdf](#)
[Council Rules Amended 2024 1126.pdf](#)

[25-183](#) To award a bid to Allegiance Trucks for the purchase of a 2026 International MV607 non-CDL truck with plow gear in the amount of \$247,056 with balance surplus funds from the fiscal 2025 budgeted purchase of fire apparatus (FR-2024-001), which is already included in the fiscal 2025 general obligation bond account (33310-47033).

Attachments: [25-183 Cover Sheet.pdf](#)
[B Morin NonCDL Bid Results and Award Request.pdf](#)
[Memo FR-2024-001 Purchase Balance Memo.pdf](#)

[25-185](#) To award a bid to Freightliner/Western Star for the purchase of a 2026 Western Star 47X truck with plow gear in the amount of \$308,474, capital expenditure (PW-2026-013), which is budgeted in account 19100-474309.

Attachments: [25-185 Cover Sheet.pdf](#)
[B Morin Dump Truck Bid Results and Award Request.pdf](#)

[25-186](#) To appoint Magnus Dunning to the Board of Assessment Review for a three-year term to end February 15, 2029.

Attachments: [25-186 Cover Sheet.pdf](#)

- [25-187](#) To appoint Harold Inman to the Library Board of Trustees for a three-year term to expire February 15, 2029.
- Attachments:** [25-187 Cover Sheet.pdf](#)
- [25-188](#) To appoint Austin Coco to the Natural Resources Advisory Committee, for three-year term to expire August 15, 2028.
- Attachments:** [25-188 Cover Sheet.pdf](#)
- [25-189](#) To amend the Forbes Lane Neighborhood Park ad hoc Committee charge by increasing the community membership from four to six people.
- Attachments:** [25-189 Cover Sheet.pdf](#)
[Forbes Lane Neighborhood Park ad hoc Committee Charge REVISED.pdf](#)
- [25-119](#) To appoint Megan Potter to the Forbes Lane Neighborhood Park ad hoc Committee.
- Attachments:** [25-119 Cover Sheet.pdf](#)
- [25-190](#) To appoint David Joy to the Forbes Lane Neighborhood Park ad hoc Committee.
- Attachments:** [25-190 Cover Sheet.pdf](#)
- [25-191](#) To appoint Tena Linsbeck-Perron to the Forbes Lane Neighborhood Park ad hoc Committee.
- Attachments:** [25-191 Cover Sheet.pdf](#)
- [25-192](#) To appoint Amie Earley to the Forbes Lane Neighborhood Park ad hoc Committee.
- Attachments:** [25-192 Cover Sheet.pdf](#)
- [25-193](#) To appoint Steve Clauson to the Forbes Lane Neighborhood Park ad hoc Committee.
- Attachments:** [25-193 Cover Sheet.pdf](#)
- [25-194](#) To appoint Lindsay Conrad to the Forbes Lane Neighborhood Park ad hoc Committee.
- Attachments:** [25-194 Cover Sheet.pdf](#)
- [25-195](#) To appoint Elizabeth McDougall to the Library Board of Trustees, for three-year term to expire February 15, 2028.
- Attachments:** [Windham Public Library ByLaws - Board of Trustees](#)
- [25-196](#) To appoint Megan Potter to a three-year term on the Parks & Recreation Advisory Committee, to expire August 15, 2028.

XI. Council Correspondence.

[CD 25-184](#) FOAA Status Report.

Attachments: [FOAA Records for 14 Emerson Drive 11.5.25.pdf](#)

[CD 25-192](#) Growth Permit Summary.

Attachments: [Growth Permit Summary 10-30-2025.pdf](#)

[CD 25-194](#) Residential Planning Board Projects.

Attachments: [PlanningBoard_ResidentialPending_110625.pdf](#)

[CD 25-195](#) Committee Membership List.

Attachments: [Current Committee List with 11.13.25 volunteer appointments.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.

6. Windham Middle School Repurpose Advisory Committee.

XIV. Discussion Items.

None.

XV. Agendas & Scheduling.

XVI. ADJOURN.