



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Final

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.

Councilor-Elect Douglas Fortier was sworn-in by Town Clerk Anthony Blasi

I. Roll Call of Members.

Councilor Reiner called the meeting to order at 6:01PM

Present: 5 - David Nadeau, Brett Jones, Mark Morrison, William Reiner and Douglas Fortier

Absent: 2 - Margaret Terry and Katie Cook

II. Pledge of Allegiance.

Councilor Reiner led the 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](#)

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: 4 - Councilor Nadeau, Councilor Jones, Councilor Morrison and Councilor Reiner

Absent: 2 - Councilor Terry and Councilor Cook

Abstain: 1 - Councilor Fortier

IV. Adjustments to the Agenda.

Councilor Reiner stated that pending the results of the recount for the At-Large Council Seat, he would entertain a motion to suspend council rules to postpone council committee nominations Order 25-118 and Orders 25-165 through 25-177 to the meeting of November 25, 2025

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

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

Absent: 2 - Councilor Terry and Councilor Cook

VI. Public Participation.

There was no public participation.

VII. Councilors' Comments.

Councilor Fortier thanked the voters for their confidence in him and stated he was eager to get to work.

Councilor Reiner regretted that he was not able to attend the presentation this past Veteran's Day. He stated that as of 2023 Maine was 5th in the Nation for the number of veterans it has. He thanked all veterans and service members for their service.

VIII. PUBLIC HEARINGS.

There were no public hearings.

IX. CONSENT AGENDA.

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](#)

Councilor Reiner nominated Councilor Morrison as Council Chair.

In Favor: 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Councilor Fortier

Absent: 2 - Councilor Terry and Councilor Cook

Abstain: 1 - Councilor Morrison

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

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

Councilor Jones nominated Councilor Reiner to be Vice-Council Chair.

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

Absent: 2 - Councilor Terry and Councilor Cook

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

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

Councilor Jones Nominated Councilor Nadeau to be Parliamentarian.

[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](#)

Postponed.

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](#)

Postponed.

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](#)

Postponed.

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](#)

Postponed.

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](#)

Postponed.

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](#)

Postponed.

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](#)

Postponed.

[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](#)

Postponed.

[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](#)

Postponed.

[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](#)

Postponed.

[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](#)

Postponed.

[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](#)

Postponed.

[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](#)

Postponed.

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

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

Town Manager Burns stated that he and Councilor Reiner reviewed attachments to the agenda for some of the appointment articles incorrectly indicated articles in the rules of procedure. He stated that this morning they found out that re-codification work with the attorney had been done in 2020 and the format for the attachment had not been updated. The incorrect wording had been attached multiple times since 2020 and will be corrected going forward.

Council Chair Morrison stated that the attachment on tonight's agenda was the most accurate and current.

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Fortier

Absent: 2 - Councilor Terry and Councilor Cook

[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](#)

Council Chair Morrison stated that he would entertain an amendment to cancel the December 23, 2025, meeting.

Vice-Council Chair Reiner proposed an amendment to 25-134 to set the Council's schedule for 2025 to cancel the December 23 meeting. Councilor Nadeau seconded the amendment.

The amendment passed unanimously.

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

Absent: 2 - Councilor Terry and Councilor Cook

[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](#)

Town Manager Burns stated this was the low bid and that the vehicle met town specifications.

Councilor Reiner asked if this was using money that was saved on a fire apparatus as that bid had come in lower than expected, to which Manager Burns replied in the affirmative.

Councilor Nadeau noted the cost of the vehicle in terms of inflation.

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Fortier

Absent: 2 - Councilor Terry and Councilor Cook

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](#)

Town Manager Burns stated that this was a new vehicle for the Public Works Department to assist in maintaining roadways that had previously been maintained by the Maine Department of Transit. He stated that this was not the lowest bid, but the second lowest bid, with a difference of roughly \$5,000.00. The low bid truck has a brand new engine which has not yet been tested; the engine has had a history of issues. The truck the Town is looking at is likely to need less repairs in the future.

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Fortier

Absent: 2 - Councilor Terry and Councilor Cook

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](#)

Council Chair Morrison stated that the Appointments Committee is moving several possible members forward and that Magnus Dunning is one of them.

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Fortier

Absent: 2 - Councilor Terry and Councilor Cook

[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](#)

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Fortier

Absent: 2 - Councilor Terry and Councilor Cook

[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](#)

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[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](#)

Council Chair Morrison stated that the Appointments Committee had an incredible turnout of roughly eleven individuals interested in serving on this committee. The number that the Appointments Committee was shooting for was five, but it was increased to compensate for the level of interest.

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[25-119](#) To appoint Megan Potter to the Forbes Lane Neighborhood Park ad hoc Committee.

Attachments: [25-119 Cover Sheet.pdf](#)

A motion was made by Councilor Nadeau, seconded by Councilor Jones, that the

Order be approved. The motion carried by the following vote:

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

Absent: 2 - Councilor Terry and Councilor Cook

[25-190](#)

To appoint David Joy to the Forbes Lane Neighborhood Park ad hoc Committee.

Attachments: [25-190 Cover Sheet.pdf](#)

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[25-191](#)

To appoint Tena Linsbeck-Perron to the Forbes Lane Neighborhood Park ad hoc Committee.

Attachments: [25-191 Cover Sheet.pdf](#)

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[25-192](#)

To appoint Amie Earley to the Forbes Lane Neighborhood Park ad hoc Committee.

Attachments: [25-192 Cover Sheet.pdf](#)

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[25-193](#)

To appoint Steve Clauson to the Forbes Lane Neighborhood Park ad hoc Committee.

Attachments: [25-193 Cover Sheet.pdf](#)

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[25-194](#) To appoint Lindsay Conrad to the Forbes Lane Neighborhood Park ad hoc Committee.

Attachments: [25-194 Cover Sheet.pdf](#)

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[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](#)

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

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

Absent: 2 - Councilor Terry and Councilor Cook

[25-196](#) To appoint Megan Potter to a three-year term on the Parks & Recreation Advisory Committee, to expire August 15, 2028.

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

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

Absent: 2 - Councilor Terry and Councilor Cook

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.

Town Manager Burns congratulated the new Town Clerk, Anthony Blasi, on his appointment and congratulated former Town Clerk Linda Morrell on her years of service to the Town.

Manager Burns asked Clerk Blasi to speak on the upcoming recount.

Mr. Blasi stated that a recount for the recent election of the Council At-Large seat was requested by Candidate Clayton Haskell. He stated that despite the rumor, the recount had not been requested by the State of Maine but by Mr. Haskell. The recount will be held this Wednesday, November 19, at 8:00AM. Each candidate will bring six counters and a representative. One counter for each candidate will be seated in pairs at tables, with each table supervised by Town Staff including Deputy Clerk Judith Vance and several of the usual election workers. The Candidates will not be allowed to participate and their representatives must act in their stead. The recount will be open to the public. Mr. Blasi stated that as the Clerk he would serve as the Recount Supervisor and that Town Attorney Benjamin McCall would be present. Once the ballots are placed into batches of fifty, they are then counted and given to the representatives for confirmation. They are then given to the recount supervisor for certification and announcement.

Council Chair Morrison asked Mr. Blasi if he anticipated the recount lasting more than one day. Mr. Blasi stated that with the number of counters and staff, he was confident that it could be completed in one day.

Manager Burns shared notes from the recent Department Head meeting. FOAA training would be held at the December 9 Council Meeting. The Public Works Department has been hauling winter sand with a goal of 4,000 yards; Christmas lights and decorations are being placed; plows and sanders are being taken out of storage and repaired. Code Enforcement has seen a run on duplex permits, and they are full allocated for this year and the next. The Windham Public Library's Be The Influence program is now known as Positive Pathways and has continued despite a lack of funding. The River Road water main work is wrapping up and has been recently paved. Chute Road's Portland Water District Work is about ready to wrap up as well. Work has been completed at the East Windham Conservation Area, with the universal trail completed from the parking lot to the quarry. Parks and Recreation's Holiday Celebration is being held on December 7, and will include a parade that picks up Santa and Mrs. Claus from North Windham and takes them to the Middle School. The Police Department has recently hired Patrol Officer Brady Thayer and they are working on the internal process of promoting an officer to the rank of captain; they are looking into using Artificial Intelligence (AI) with their body cameras in order to more effectively file their reports. The Town has closed on the Cummings Easement for wastewater disposal at 53 Tandberg Trail. Manager Burns stated that he and Councilor Reiner had both attended the Windham Middle School Re-Purposing Advisory Committee meeting the previous night.

Councilor Nadeau asked Manager Burns about the sink hole that appeared by the rotary today. Manager Burns stated that there is a large culvert under Route 202 that historically functioned as a cow crossing. With the summer drought and the sudden increase in rain, a sinkhole opened. Public Works dug down to the culvert, patched it, and filled in the hole.

Councilor Reiner stated that he knew the 2025 permits were all spoken for and asked if the permits for 2026 duplexes had been allocated or only proposed. Manager Burns said

that they were proposals so far and would be until at least January 1st, and that Code Enforcement has five additional discretionary permits for owners of individual permits.

Councilor Nadeau voiced his concern that 2026 permits could already be spoken for. Manager Burns stated that was one of the reasons for the change in the Land Use Ordinance that gives the Code Officer discretion over individual lots with those five discretionary permits.

Councilor Nadeau asked if a duplex permit could be used for an ADU and stated that it should not be. Manager Burns thought it might be possible but stated that he would have to confirm with Code Enforcement.

Councilor Fortier asked for more detail on the Cummings Easement. Manager Burns stated that there is currently a disposal area under the Manchester School Fields. To prepare for maximum disposal capacity in that area as limited by the Maine Department of Environmental Protection, a backup location is needed. A deal has been worked with Mr. Cummings at 53 Tandberg Trail for a future area for treated effluent.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Council Chair Morrison stated they were busy the last few weeks as could be seen by the number of appointments on tonight's agenda.

2. Finance Committee.

The Finance Committee has not met.

3. Ordinance Committee.

The Ordinance Committee has not met.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

Councilor Jones reiterated Town Manager Burns comments about the upcoming Christmas Parade. Councilor Reiner asked if the route had been posted, to which Councilor Jones stated it would likely be the same as last year.

2. Windham Economic Development Corporation.

3. Natural Resources Advisory Committee.

Councilor Jones stated that they had nothing to report.

4. Greater Portland Council of Governments (GPCOG).

Town Manager Burns stated that he did not believe they had met.

5. ecomaine.

Town Manager Burns stated that they had not met but he believed there was a meeting next week.

6. Windham Middle School Repurpose Advisory Committee.

Councilor Reiner stated that they met last night in their first meeting since the summer break. Due to an illness in the development team, the draft drawings of the plans had not been completed yet but should be ready for the next meeting. The next meeting would be Tuesday December 2nd at 5:00PM, with the following meeting being on December 16th.

XIV. Discussion Items.

XV. Agendas & Scheduling.

XVI. ADJOURN.

The meeting was adjourned at 6:36P.M.

Respectfully Submitted,

Anthony P. Blasi
Town Clerk, CCM