



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, October 14, 2025

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

[CD 25-178](#) To approve the Minutes of the September 23, 2025 Council meeting.

Attachments: [Minutes-Council-9-23-2025.pdf](#)

#### 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.

**25-145**

To receive public comment and act on proposed amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 12, North Windham Sidewalk Impact Fee and the Master Fee Schedule, to broaden the applicability of the impact fee and provide a more consistent funding mechanism for future sidewalk infrastructure town wide.

**Attachments:**

[25-145 Cover Sheet.pdf](#)

[25-15 CLEAN 120-1202 SidewalkImpactFees\\_062425 \(DW rev'd 2025.07.23\)](#)

[25-15 ORIGINAL 120-1202 SidewalkImpactFees\\_062425 \(DW rev'd 2025.07.23\)](#)

[25-15 REDLINE 120-1202 SidewalkImpactFees\\_062425 \(DW rev'd 2025.07.23\)](#)

[25-15 TC MEMO LUO AMD Article 12 NorthWindhamSidewalkImpact Fee](#)

[REDLINE Master Fee Schedule - \(Uncategorized\) - 2023 - Master Fee Schedule](#)

[WI1257-120e Appendix E, North Windham Sidewalk Impact Fee Methodology.pdf](#)

**25-148**

To receive public comment and act on an application submitted by Danny Drouin d/b/a Stockhouse Restaurant & Sandbar Pub located at 4 Turning Leaf Drive for a renewal Special Amusement Permit.

**Attachments:**

[25-148 Cover Sheet.pdf](#)

[Sp.Amusement-Stockhouse Rest.pdf](#)

**IX. CONSENT AGENDA.**

*None.*

**X. UNFINISHED BUSINESS & GENERAL ORDERS.****25-157**

To authorize the expenditure of up to \$500,000 from the Fiscal Year 2026 Bond fund for preliminary costs ("Original Expenditures") related to the Town's wastewater disposal system expansion project (TM-2026-010) on land located at 53 Tandberg Trail (Tax Map 67, Lot 33), including the acquisition of additional land, and costs of planning, design, permitting, construction, utilities, site work, or improvements necessary to develop the land for a drip irrigation system to connect to the North Windham sewer treatment plant and other improvements necessary in connection with said expansion of the wastewater system ("the Project"); and to declare the Town's official intent within the meaning of Treasury Regulation 1.150-2 to reimburse the Fiscal Year 2026 Bond Fund from the proceeds of bonds to be issued in the future in an amount not to exceed \$500,000 for the Original Expenditures related to the Project.

**Attachments:**

[25-157 Cover Sheet.pdf](#)

[TOWN WARRANT FY26 - JUNE 2025\\_FINAL APPROVED\\_SIGNED.pdf](#)

[25-079](#)

To accept a permanent easement on the property at 53 Tandberg Trail, owned by 53 Tandberg Trail LLC, and authorize the payment of \$500,000 (from account 33303-47037) to be reimbursed by general obligation bond and Town Manager to take any other action related thereto to finalize the agreement.

**Attachments:**

[25-079 Cover Sheet.pdf](#)  
[53 Tandberg Trail Easement 2025.10.07 .pdf](#)  
[240737-01 Septic Field.desc 2025-10-01.pdf](#)  
[240737-01 25 ft ROW.desc 2025-10-01.pdf](#)  
[Easement Description Robin Lane Property 10.01.2025.pdf](#)  
[2025-08-26 240737 SITE BAT with Lines.pdf](#)  
[TOWN WARRANT FY26 - JUNE 2025\\_FINAL APPROVED\\_SIGNED.pdf](#)

[25-149](#)

To approve the Town Clerk's roster of Warden, Yvonne Myer and Deputy Warden, Sally Babb for the November 4, 2025, State Referendum and Municipal Elections for Districts 106 & 107.

**Attachments:**

[25-149 Cover Sheet.pdf](#)

[25-150](#)

To set poll hours and polling location for the November 4, 2025, State Referendum and Municipal Elections as 7:00 a.m. to 8:00 p.m. at the Windham High School's Auxiliary Gym located at 406 Gray Rd.

**Attachments:**

[25-150 Cover Sheet.pdf](#)

[25-151](#)

To set the date and time for extended hours of the Registrar of Voters from 4:00 p.m. to 7:00 p.m. on Thursday, October 30, 2025.

**Attachments:**

[25-151 Cover Sheet.pdf](#)

[25-152](#)

To approve a Memorandum of Agreement with Portland Water District further clarifying the agreements between the District and Town for the construction of sewer lines and pump stations to service RSU campus and municipal buildings and the new middle school facility to the new treatment plant and authorize the Town Manager to take the necessary actions to execute said agreement.

**Attachments:**

[25-152 Cover Sheet.pdf](#)  
[MOA w PWD re School Projects AT Rev. 10-09-25 CLEAN.pdf](#)  
[MOA w PWD re School Projects AT Rev. 10-09-25.pdf](#)  
[MOU Town of Windham May 26 2020.pdf](#)  
[Town Sewer Referendum June 14 2022 Referendum.pdf](#)  
[PWD MOU signed BAT July 2022.pdf](#)  
[2024-2025 Town Warrant signed.pdf](#)

[25-154](#)

To authorize the disbursement of \$1,500 from the Substance Prevention Grant Program Fund (1000-24047) to the R.S.U. 14 Middle School to help fund student participation in the Smokescreen Program, that prepares students role-playing real-life scenarios to avoid and refuse vaping, as recommended by the Substance Prevention Grant Committee.

**Attachments:**

[25-154 Cover Sheet.pdf](#)

[Substance Prevention Grant meeting minutes of October 7.pdf](#)

[2026-01 WMS Smokescreen Program.pdf](#)

[Substance Prevention Acct 9.18.2025.pdf](#)

[25-155](#)

To authorize the disbursement of \$2,000 from the Substance Prevention Grant Program Fund (1000-24047) to the R.S.U. 14 High School to help fund English III students' participation in a Salem field trip, to learn valuable lessons where mass hysteria, peer pressure and misinformation led to tragic consequences during the witch trials, and emphasizing the importance of making informed decisions, as recommended by the Substance Prevention Grant Committee.

**Attachments:**

[25-155 Cover Sheet.pdf](#)

[Substance Prevention Grant meeting minutes of October 7.pdf](#)

[Substance Prevention Acct 9.18.2025.pdf](#)

[2026-02 WHS English Salem MA Trip.pdf](#)

[25-158](#)

To authorize the Town Treasurer to negotiate the terms of an equipment purchase and the financing of said purchase through an Equipment Lease Purchase Agreement for an estimated amount not to exceed \$1,287,000, plus interest and inflation, as well as the maturity date and other terms and conditions of the equipment purchase and financing of said purchase with the vendor and financial institution the Treasurer deems appropriate; and to award the Equipment Lease Purchase Agreement to such financial institution as the Treasurer deems to be in the best interests of the Town for the following budgeted items: 1) Fire Car #1 (FR 2025-016) and related equipment, 2) Police & Fire Radio Communications Infrastructure (FR-2024-006) and related equipment, 3) Public Works Pickup Truck #98 (PW 2029-003) and related equipment, 4) Public Works Route 202 Wheeler (PW 2026-013) and related equipment.

**Attachments:**

[25-158 Cover Sheet.pdf](#)

[Equipment to be Leased FY26.pdf](#)

[25-159](#)

WHEREAS, on October 14, 2025, the Town Council adopted Order 25-158, authorizing the Town Treasurer to negotiate the terms of the purchase of the following equipment: 1) Fire Car #1 (FR 2025-016) and related equipment, 2) Police & Fire Radio Communications Infrastructure (FR-2024-006) and related equipment, 3) Public Works Pickup Truck #98 (PW 2029-003) and related equipment, 4) Public Works Route 202 Wheeler (PW 2026-013) (collectively the "Equipment"); and

WHEREAS, the Town expects to enter into one or more lease purchase agreements in an aggregate principal amount of \$1,287,000 for the purpose of financing the Equipment authorized to be purchased by Order 25-158; and

WHEREAS, the Town Treasurer made an original expenditure in the amount of \$50,540.00 on August 21, 2025, for the purpose of acquiring the Fire Department Car #1- 2025 Ford F-150 4WD SuperCrew (FR 2025-016) and related equipment authorized by Order 25-158; and

WHEREAS, the Town expects to make additional original expenditures to acquire said Equipment prior to closing on the lease purchase financing;

NOW, THEREFORE, be it voted, resolved, and ordered by the Town Council of Windham, Maine:

That the Town Council hereby declares its official intent within the meaning of Treasury Regulation 1.150-2 to pay, on an interim basis, up to \$1,287,000 of costs of the Equipment, which costs the Town reasonably expects to reimburse with proceeds of the lease purchase financing to be issued in the maximum principal amount of \$1,287,000.

**Attachments:**[25-159 Cover Sheet.pdf](#)[Equipment to be Leased FY26.pdf](#)**XI. Council Correspondence.**[CD 25-179](#)

Response to Council's Letter Regarding LD 1829.

**Attachments:**[Bagshaw Cooper Windham Projects.pdf](#)

**CD 25-181** Quarterly Reports.**Attachments:**

[Assessing Quarterly Report-2025-Q3.pdf](#)  
[Economic Development Quarterly Report October 2025.pdf](#)  
[Fire EMS Quarterly Report July-August- September 2025.pdf](#)  
[HR Quarterly Report July - Sept. 2025.pdf](#)  
[Library Quarterly update 10012025.pdf](#)  
[Parks & Recreation Report April - June 2025.pdf](#)  
[Planning FY25-26 Q1 Report.pdf](#)  
[Police 3rd quarter 2025.pdf](#)  
[Public Works July August September 2025 Quarterly Report.pdf](#)  
[Town Clerk Quarterly Report.pdf](#)  
[Communications 3rd Quarter.pdf](#)

**CD 25-182** FOAA Status Report.**Attachments:**

[Haneen Al-Qayar Delinquent Taxes.pdf](#)

**CD 25-183** Growth Permit Status Report.**Attachments:**

[Growth Permit Summary REVISED 10-14-2025.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.

*The next meeting is currently scheduled for November 18, 2025 at 5:00 PM.*

#### **XIV. Discussion Items.**

[CD 25-180](#) Assessor Josh Houde - Setting a Mil Rate.

**Attachments:** [Town Council-2025 Annual Assessor Report.pdf](#)

#### **XV. Agendas & Scheduling.**

#### **XVI. Executive Session.**

[25-160](#) To enter into executive session under 1 M.R.S.A. §405(6)(A), which provides for the "Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency," for the purpose of discussing a personnel matter.

#### **XVI. ADJOURN.**