



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Final

### Town Council

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Tuesday, October 14, 2025

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

**Present:** 5 - David Nadeau, Mark Morrison, William Reiner, John Henry and Jarrod Maxfield

**Absent:** 2 - Brett Jones and Nicholas Kalogerakis

#### II. Pledge of Allegiance.

Council Chair Maxfield led the 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](#)

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

#### IV. Adjustments to the Agenda.

#### VI. Public Participation.

*Shawn Bastin is one of the owners of Alternative Essence on Roosevelt Trail. He said it has been multiple years now that the two Adult Cannabis stores have been in business and it is no secret that the medical cannabis industry is struggling across the board. One of the proponents keeping them out of this, the owner of Jar Co. was recently in the paper for speaking about one of his stores in Wells and asking for the same thing Shawn is asking for. Pepin is pushing for the recreational option in Wells arguing that adult use shops are subject to stricter regulations and taxes and medical is not tested in the State of Maine and recreational cannabis is.*

*He is asking for the consideration to have it on an upcoming agenda discuss. He said there are only a few of them left that are zoned property for recreational use. He is trying to save his business, save his employees jobs and go recreational if possible.*

#### VII. Councilors' Comments.

*Councilor Reiner said he, Councilor Morrison and Town Manager Burns went to the GPCOG Metro Coalition to discuss LD1829 with the Speaker who was there to hear their*

concerns and what they thought about going forward. They saw the letter that was in the Eagle and Portland Press and invited them to speak to this. He said it was a good discussion and he understood some of the concerns they had. The biggest concern is that they are pulling our ability to regulate the amount of growth going into the growth zones. It was a good dialog.

The next step is to pull together some more information, get it back to GPCOG and follow up as a group with some of the other towns in the area and forward that back to the Speaker.

## 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 \(DW rev'd 2025.07.23\)\\_082125.pdf](#)  
[25-15\\_ORIGINAL\\_120-1202\\_SidewalkImpactFees\\_062425 \(DW rev'd 2025.07.23\)\\_082125.pdf](#)  
[25-15\\_REDLINE\\_120-1202\\_SidewalkImpactFees\\_062425 \(DW rev'd 2025.07.23\)\\_082125.pdf](#)  
[25-15\\_TC\\_MEMO\\_LUO\\_AMD\\_Aricitle12\\_NorthWindhamSidewalkImp act Fee\\_100625.pdf](#)  
[REDLINE\\_Master Fee Schedule - \(Uncategorized\) - 2023 - Master Fee Schedule\\_101425.pdf](#)  
[WI1257-120e Appendix E, North Windham Sidewalk Impact Fee Methodology.pdf](#)

No public participation. Public hearing closed.

Steve Puleo Planning Director said what this is doing is a bit different. This effort is to take our North Windham Sidewalk Impact Fee and broaden it to allow us to have different areas in town. This creates the structure to allow us to have multiple impact fee areas depending on the type of development, and the location of town that needs pedestrian sidewalk connections, and to make sure we have funding available to implement some of those development projects.

He said this goes along with some of the work that Mark Arienti has been doing to get some funding to put a sidewalk from the High School to the new Middle School along Windham Center Road. To be able to do that we need to create different areas in town where we can apply impact fees. They are looking at primarily the eastern part of Route 115 and all the way out to Falmouth Road, which is the residential growth area, to look at how we can make those sidewalks complete streets in the Design Standards. It allows them to fix a few things in the existing impact fee language. He noted that the changes had been reviewed by our Town Attorney and the Planning Board recommends these changes. The only comment the Planning Board suggested was they felt that the master fee schedule is very difficult to read and asked that they provide sections so it is easier to see where those impact fee sections are within the master fee schedule.

### 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](#)

*No public comment, closed the public hearing.*

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

## **IX. CONSENT AGENDA.**

## **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](#)

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

[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](#)

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield  
**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

[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](#)

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield  
**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

[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](#)

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield  
**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

[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](#)

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

[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](#)

*Manager Bob Burns said this is a necessary step for us to finance the conveyance project. This is the sewer conveyance that will connect the Middle School all the way up to our new treatment plant.*

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

[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](#)

**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 Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

[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](#)

**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 Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

#### [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](#)

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

#### [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](#)

*Manager Bob Burns said this used to be a three-step process, but with our new Town Attorney it is now a two-step process.*

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

## **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 quater 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.**

*Manager Bob Burns reported on the following:*

*We will be relocating the Medical Loan Closet. It has been in the portable right across the street from town hall, but due to the latest failings of the building it needs new doors, ramp work, and a new roof, which is a significant investment. We have found a better location for it at the East Windham Fire station. They have met with the Chief and Facilities Maintenance folks and this location will give the volunteers the location to wash up the loaned items and it is a secured card access. We will sell the old building.*

*They are working on a draft for an Artificial Intelligence Responsible Use Policy to ensure our staff utilizes A.I. in a responsible manner.*

*Steve Puleo would like to tell you the town has received partial delegated review authority from DEP, and this will allow us to review plans and give DEP approval.*

*Chief Libby said he had a successful Open House event on September 29.*

*The Portland Water District Chute Road Project is underway and they will button it up and will not be constructing through the winter, as the Water District had originally requested the contractors.*

*The Smith Cemetery received Planning Board approval, and Mark Arienti our engineer is working on the bid package and will be out to bid shortly.*

*The Parks & Recreation Department is hosting a canoe event on October 18 at Dundee Park.*



*The Trunk or Treat event is on October 25 out behind Hannford's.*

*Chief Schofield held a Coffee with a Cop Event at Starbuck's and it went very well.*

*Clerk Linda Morrell announced that the Absentee ballots are in, so please get out to vote.*

*Roger Cropley who works in our Communications Department will be sending out the Monthly Newsletter soon.*

*Last week Barbara Maurais and Gary Plummer were able to host both a Council Candidates Night and a School Board Candidates Night last Tuesday and Thursday. It was videoed and is available on the town's Facebook page.*

*Councilor Reiner asked if Tammy put the corrected letter in for CD-183? The Manager explained that Councilor Reiner had noted under the Code Officer's report, under the Multi-Family Units we allow 78 in a year and they had indicated 8 on the report. The Code Office had forgotten to count out the dwelling units.*

### **XIII. Committee Reports.**

#### **A. Council Subcommittees.**

##### **1. Appointments Committee.**

*Councilor Morrison said they met tonight and they had two interviews for the Pocket Park between Forbes Lane and Misty Drive. They have two more interviews to do in two weeks, then they will have a committee put together and will have the first meeting in mid to late November.*

##### **2. Finance Committee.**

*No report.*

##### **3. Ordinance Committee.**

*Councilor Nadeau said the State has changed how impact fees are generated and what you can do with the impact fees and how long you have to spend them. They reviewed what Steve prepared on how the town will deal with that change, and they did not feel that it was a big change, it was a small change so they sent it right to the Planning Board.*

#### **B. Other Committees.**

##### **1. Parks & Recreation Advisory Committee.**

*No report.*

##### **2. Windham Economic Development Corporation.**

*No report.*

##### **3. Natural Resources Advisory Committee.**

*No report.*

4. Greater Portland Council of Governments (GPCOG).

*Report was given earlier tonight.*

5. ecomaine.

*Manager Bob Burns said they met and they welcomed in several new members, they were the City of Sanford, the Town of Buxton, and the new Finance Director.*

6. Windham Middle School Repurpose Advisory Committee.

*Councilor Reiner said the October meeting has been cancelled and they will be meeting on November 18.*

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

**\*Note: Minutes are not taken for 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.

**Councilor Morrison moved to enter into executive session, seconded by Councilor Henry.**

**In Favor: 5-0**

**Absent: (Kalogerakis, Jones)**

**Councilor Nadeau moved to return from executive session, seconded by Councilor Maxfield. No votes were taken.**

**In Favor: 5-0**

**Absent: (Kalogerakis, Jones)**

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

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

**In Favor:** 5 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Henry and Council Chair Maxfield

**Absent:** 2 - Councilor Jones and Councilor Kalogerakis

Respectfully submitted,

Linda S. Morrell  
Town Clerk, CCM