



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, February 24, 2026

6:00 PM

Council Chambers

I. Roll Call of Members.

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

II. Pledge of Allegiance.

Council-Chair Morrison led the Council in the Pledge of Allegiance.

III. Minutes to be Approved:

[CD 26-027](#) To approve the Minutes of the February 10, 2026 Council meeting.

Attachments: [TC-MINUTES-2-10-2026-Draft](#)

A motion was made by Councilor Nadeau, seconded by Councilor Terry, 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.

VI. Public Participation.

There was no public participation.

VII. Councilors' Comments.

Vice-Council Chair Reiner spoke about an incident in which a resident arrived at Town Hall too late to complete a payment for a birthday party rental of the gym. Town Manager Robert Burns was able to contact Parks and Recreation Staff on a Friday to smooth everything out for them. He thanked the Town staff for consistently going above and beyond for residents.

VIII. PUBLIC HEARINGS.

[26-020](#) To receive public comment and act on an application submitted by Seacoast Park Inc. DBA Deckhouse Tavern located at 930 Roosevelt Trail for a renewal Special Amusement Permit.

Attachments: [26-020 Cover Sheet.pdf](#)

[DECKHOUSE SP-AM-APP-2026](#)

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.

26-019 To approve fees for services for the Fire-Rescue Department.

Attachments: [26-019 Cover Sheet.pdf](#)
[2-2026 Medical Billing Rate Adjustment Request.pdf](#)

Fire Chief Brent Libby and Shawn McPherson from Medical Reimbursement Services spoke to the council. Medical Reimbursement Services strictly handles rescue billing, including coding of transportation calls for insurance companies, and reviewing coding. They work for seventy different services across Maine and New Hampshire. They are a locally owned and operated business in Windham, and have been in operation since 1986.

Chief Libby stated that the State had a cap of fee increases at 5%, and that the Town had not raised fees since 2020.

Councilor Fortier asked if people's insurance covered much of the costs of transport, to which Chief Libby replied that it most often did not, but would vary by what residents have for insurance coverage. Those suffering from financial hardship can send in forms to apply for help in possible waving of fees.

Councilor Fortier also asked if there were any programs for senior citizens, to which Chief Libby replied there were not because there were strict rules regarding fee increases and reductions.

Councilor Terry asked Mr. McPherson if he could explain some of the codes used. He stated that the codes are written by insurance companies to differentiate services. For example, A0425 is for mileage from the patient's residence or place of injury to an emergency facility. A0429 is Basic Life Support; A0427 is Advanced Life Support; A0433 is for Advanced II, usually used in a cardiac emergency.

Councilor Morrison thought that the rate increase was comparably modest, to which Mr. McPherson replied they were bound by the 5% per year cap set by the State.

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

26-021 To amend the Investment Policy by adding detailed provisions related to endowment funds, a requirement to receive \$25,000 in stewardship funds for the East Windham Conservation Project from Land for Maine's Future, ensuring eligibility for this and future similar grant opportunities.

Attachments: [26-021 Cover Sheet.pdf](#)
[East Windham Conservation Project Stewardship.pdf](#)
[Investment Policy amendment markup.pdf](#)

Town Manager Robert Burns said that since this agenda item was created, the Town had since learned that they did not need to follow through with this requirement. He recommended that no action be taken on the item.

26-022 To approve a new Victualer's License application submitted by Dynamic Office d/b/a Blended.

Attachments: [26-022 Cover Sheet.pdf](#)
[Blended New Victualer 2-10-2026](#)

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

26-025 To appoint Austin Coco, a member of the Natural Resources Advisory Committee, to the East Windham Steering Committee.

Attachments: [26-025 Cover Sheet.pdf](#)
[East Windham Steering Committee Charge adopted 1.27.2026.pdf](#)

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

26-023 To refer the Town Manager's proposed budget for fiscal year 2026-2027 to the Town Council's Finance Committee for its review and recommendation.

Attachments: [26-023 Cover Sheet.pdf](#)
[Windham Budget FY27 TM Presentation.pdf](#)
[FY 27 Revenue Summary.pdf](#)
[FY 27 Expenditure Summary.pdf](#)

Manager Burns presented his budget to the council using keynote slides (attached to the minutes under 26-023). As the information is contained within the keynote, only clarifications and questions and answers will be written here.

He said this budget was being presented after two months of Herculean effort; he specially acknowledged Susan Rossignol and Levi Robinson in the Finance Department, and Administrative Assistant Tammy Hodgman for their help.

Councilor Jones asked if on the municipal side a flat budget was being proposed? Manager Burns replied that since revenue was down there would be a reasonable impact to the mill rate. Initial numbers indicate that if the valuation of the Town did not change

there would be a \$0.42 increase in the mill rate.

Councilor Morrison asked about the 13% reduction in revenues and what the primary drivers of that were. Manager Burns stated that there was a loss in carry-forward amounts. The Town does not have the luxury of utilizing past capital projects or unspent items from the past budget, and that those carry-forwards are considered revenues.

Councilor Morrison asked for the certified ratios in the table of comparative mill rates to be explained. When a valuation is conducted typically brings you up to 100% certification, the towns that choose not to do evaluations or make market adjustments for some time have lower ratio levels. Windham is at 100%, so in theory the assessed value of a property tends to be the market value. A town and its residents receive better tax breaks with a certified ratio over 100%. Councilor Reiner stated that the adjusted mill rate is the cleaner column as far as information.

Councilor Nadeau asked if our COLA increase projection was low compared to other towns. Manager Burns replied that the Town is in the median. Councilor Nadeau wanted to ensure that the Town stays competitive.

Under Small Capital Projects, Councilor Morrison asked Manager Burns what a "Knox Box changeover" is. Knox Boxes are little black boxes on the sides of commercial buildings that the fire department can use to access the keys for the building in an emergency. The current Knox Boxes will no longer be serviced by the company going out of business, so they must be replaced. The Town is looking for a 50/50 split with the businesses.

Manager Burns stated that the "used bucket truck" would be new to the Town, and that otherwise the Town would have to look for rentals in New Hampshire. Councilor Fortier affirmed the need for the truck.

Councilor Morrison asked if the Public Works Wash Bay was not currently operational. Manager Burns said that it was but that the upgrade would give it significant improvements. Councilor Fortier asked if it would eventually be hooked into the new sewer, to which Manager Burns said that it would and that it would greatly help.

Councilor Nadeau asked if the new ambulance was just the chassis or the box as well. Manager Burns replied that it would be both, but that it would be a good topic for the finance committee.

Councilor Terry asked if any heavy equipment could be rented to other towns. Manager Burns replied that in his experience the logistics of that could be complicated, and that a vehicle like the bucket truck would be used almost daily. He went on to say if it could be done it would be considered.

Councilor Terry asked if the Town was looking to increase the Windham Economic Development Corporation funds for this year, to which Manager Burns replied they were not.

Councilor Morrison thanked Manager Burns for a thorough presentation and the clarity with which he answered questions.

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

26-026 To approve one (1) application for the Kenison-Hooper Post 128, for a license to conduct Beano/Bingo at the Windham Veteran's Center located at 795 Roosevelt Trail from May 5, 2026, through October 27, 2026.

Attachments: [26-026 Cover Sheet.pdf](#)
[Kenison-Hooper Post 128 Bingo 2026](#)

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

26-027 To appoint David Foster to the Parks & Recreation Advisory Committee for a three-year term to expire August 15, 2029.

Attachments: [26-027 Cover Sheet.pdf](#)
[Parks and Recreation Advisory Committee Charge.pdf](#)

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

26-028 To appoint David Foster, a member of the Parks & Recreation Advisory Committee, to the East Windham Steering Committee.

Attachments: [26-028 Cover Sheet.pdf](#)
[East Windham Steering Committee Charge adopted 1.27.2026.pdf](#)

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

26-032 To appoint Brett Jones, a member of the Windham Drifters Snowmobile Club, to the East Windham Steering Committee.

Attachments: [26-032 Cover Sheet.pdf](#)
[East Windham Steering Committee Charge adopted 1.27.2026.pdf](#)

A motion was made by Councilor Reiner, 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

XI. Council Correspondence.

CD 26-023 FOAA Status Report.

Attachments: [Vista Drive Windham Falmouth line survey 2.10.2026.pdf](#)
[StarbridgeOpenPortal Purchase Records 1.1.2025 to current.pdf](#)

CD 26-030 Letter of Thanks - Agency Funding.

Attachments: [Sweetser - Funding Letter of Thanks.pdf](#)

CD 26-031 Seasonal Road Posting Date February 23, 2026.

Attachments: [2026 Annual Road Postings.pdf](#)

CD 26-036 Keddy Mill - Superfund Site - Update.

Attachments: [EPA Keddy Mill Superfund Site Update C Gray Email.pdf](#)
[Keddy Mill Superfund Site Update 2026.pdf](#)

CD 26-042 Planning Growth & Development Report.

Attachments: [PlanningBoard ResidentialPending 021926.pdf](#)

CD 26-044 Press Release: Cumberland County Adopts Smart911 Emergency Notification System.

Attachments: [Press Release- Smart911 Transition.pdf](#)

XII. Town Manager's Report.

Manager Burns said he had a good discussion with Tom Tyler, a Windham resident, Cumberland County Commissioner, former State Representative, and former President of the Sportsman's Alliance of Maine. They discussed the upcoming Cumberland County budget, and he is willing to come in to present to the council on March 28. Mr. Tyler is also interested in being the hunter appointee to the East Windham Conservation committee.

XIII. Committee Reports.**A. Council Subcommittees.**

1. Appointments Committee.

Has met and proposed the nominations that were approved at this meeting.

2. Finance Committee.

Met for two-and-a-half hours to look at present revenue and will soon meet to discuss the presented budget.

3. Ordinance Committee.

Met on the 18th and looked at the changes to the Town's ordinances that are required by Maine LD 1829. It is mandatory that these go to the Planning Board before they go to the Council, so they were sent there first.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

Nothing to report.

2. Windham Economic Development Corporation.

Economic Development Director Tom Bartell put out an email about the upcoming Economic Development Councils of Maine forum on March 19. A few of the Councilors/Town staff will be attending. Director Bartell said that there would be upcoming meeting of the Maine Real Estate Development Association on Thursday. WEDC has held a booth there for thirty years. The Chamber of Commerce meeting will be held that evening as well. The EDCM will have information on opportunity zones and how they may effect Windham.

3. Natural Resources Advisory Committee.

Has not met in February.

4. Greater Portland Council of Governments (GPCOG).

Has not met.

5. ecomaine.

Has not met, but Manager Burns met with the director to find out more about his upcoming duties as treasurer.

6. WMS Repurpose Advisory Committee.

The February meeting was rescheduled to March.

7. Forbes Lane Neighborhood Park ad hoc Committee.

Had had a couple of meetings and conducted a survey with about 100 respondents. A site walk was held as well with residents voicing their input. In about three to four weeks they will make a formal presentation to the council.

XIV. Discussion Items.

[CD 26-032](#)

Charter Amendment - Proposed Change to Method of Voting at Town Meeting.

Attachments: [Charter excerpt May 27 2025 Council Discussion Item.pdf](#)
[Attorney Guidance June 12 2025 Council Discussion Item.pdf](#)
[Sample Ballot for Annual Town Budget Vote July 8 2025 Council Discussion Item.pdf](#)
[Timeline to Amend Charter.pdf](#)

CD 26-024 250th Anniversary of the Declaration of Independence or Semiquincentennial.
Memorial Day & Summerfest Celebration Considerations.

Attachments: [Windham 250th Resolution.pdf](#)

CD 26-026 Library Department Update.

(Jenn Wood, Library Director)

CD 26-041 Watershed Protection Efforts - Endorsement of Letter to Town of Gray.

Attachments: [Letter to Gray Watershed Protection.pdf](#)

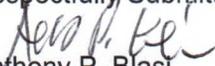
XV. Agendas & Scheduling.

XVI. ADJOURN.

A motion was made by Councilor Nadeau, seconded by Councilor Fortier, 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.