



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, August 12, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 25-144](#) To approve the minutes of the July 8, 2025 Council meeting.

Attachments: [Minutes-Council-7-8-2025.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.

[25-016](#) To receive public comment and act on proposed amendments to the Growth Ordinance, Chapter 101, of the Code of the Town of Windham, to reflect current practices of permit issuance.

Attachments: [25-016 Cover Sheet.pdf](#)
[2025.07.09 Edits to Chapter 101, Growth Management.pdf](#)
[2025.07.09 CLEAN Edits to Chapter 101, Growth Management.pdf](#)

[25-110](#)

To receive public comment and act on proposed amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 9, Subdivision Review, to amend street access standards for single family, duplex (two-units), and multifamily occupancy of said structures.

Attachments:

[25-110 Cover Sheet.pdf](#)

[25-21 TC MEMO LUO AMD Article9 Subdivision OccupancyDwelling_Aug1](#)

[25-14 REDLINE LUO AMD Article 9 Subdivision OccupancyDwelling_07312](#)

[25-14 ORIGINAL LUO AMD Article 9 Subdivision OccupancyDwelling_07312](#)

[25-14 CLEAN LUO AMD Article 9 Subdivision OccupancyDwelling_073125.r](#)

IX. CONSENT AGENDA.

None.

X. UNFINISHED BUSINESS & GENERAL ORDERS.[25-081](#)

To award a contract to Shaw Brothers Construction, Inc., not to exceed \$1.6 million and with itemized unit rates, for sewer service line installation and connection services for the Boody's corner area of the North Windham Sewer District to the new public sewer infrastructure with funds previously approved by Council, and to authorize the town manager to execute a contract and to take any other necessary action related thereto.

Attachments:

[25-081 Cover Sheet.pdf](#)

[North Windham Sewer Services Bid Advertisement.pdf](#)

[North Windham Sewer Services RFQ_04-09-25_opt.pdf](#)

[25-084](#)

To set the tax rate for 2025-2026 at \$12.08 per thousand dollars of assessed value.

Attachments:

[25-084 Cover Sheet.pdf](#)

[2025 Commitment-Town Council Handout PDF.pdf](#)

[Tax Calculation Form-2024 FINAL.pdf](#)

[Tax Calculation Form-2025 TENTATIVE.pdf](#)

[25-085](#)

To set the dates on which 2025-2026 taxes will be due as October 1, 2025 and April 1, 2026.

Attachments:

[25-085 Cover Sheet.pdf](#)

[25-086](#)

To set the rate of interest that will be charged on overdue taxes for 2025-2026 at seven and a half percent (7.50%).

Attachments:

[25-086 Cover Sheet.pdf](#)

[Delinquent Tax Rates Office of the Maine State Treasurer.pdf](#)

[25-087](#) To authorize and direct the Tax Collector/Treasurer, pursuant to Title 36 M.R.S.A. §506, to accept prepaid property taxes at any time and to establish an interest rate of 0% on such payments.

Attachments: [25-087 Cover Sheet.pdf](#)

[25-092](#) To authorize and direct the Tax Collector/Treasurer, pursuant to Title 36 M.R.S.A. §906, to apply any tax payment received as payment against outstanding or delinquent taxes due in chronological order, beginning with the oldest unpaid obligation, including personal property, provided, however, that no such payment may be applied to any tax obligation for which an abatement application or appeal is pending, unless approved in writing by the taxpayer.

Attachments: [25-092 Cover Sheet.pdf](#)

[25-088](#) To approve qualifying applications for property tax assistance pursuant to Chapter 209, Article I of the Code of the Town of Windham, "Property Tax Assistance," to be processed from account 18300-46930.

Attachments: [25-088 Cover Sheet.pdf](#)
[Memo to Council Tax Assistance Program Results.pdf](#)

[25-111](#) To accept Revolution Drive as a public way.

Attachments: [25-111 Cover Sheet.pdf](#)
[17-11 TC MEMO Revolution Drive Street Acceptence 080625.pdf](#)
[17-11 APPLICATION Revolution Drive Street Acceptence 080625.pdf](#)
[Majestic Woods Phase III Subdivision LocationMap.pdf](#)
[Majestic Woods 10-18.PDF](#)
[17-11 Majestic Woods Phase 3 Approval Letter 10-31-18.pdf](#)
[Majestic Woods Declaration.pdf](#)
[Engineer Inspection.pdf](#)
[SiteLawPermit Shoreland Development LLC L27866AN.pdf](#)
[Majestic Woods - Letter of Cession.pdf](#)
[Recorded Deeds of RevolutionDrive ROW.pdf](#)
[Public Access Easement.pdf](#)
[DRAFT Warranty Deed Revolution Drive.pdf](#)
[17002-Plan and Profile-ASBUILT compiled 2025 6 20.pdf](#)
[MWHOA Maintenance Guarantee Agreement 080625.pdf](#)

[25-112](#) To appoint Patrick Roberts, currently serving as an alternate on the Planning Board, to a regular seat for the remainder of his three-year term ending February 15, 2028.

Attachments: [25-112 Cover Sheet.pdf](#)

[25-115](#) To certify that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by the Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained, and to further authorize the Town Manager to take any other action related thereto to approve the annual reports for 2024 and 2025.

Attachments: [25-115 Cover Sheet.pdf](#)
[Affordable Housing Development Annual Report - 2024-2025.pdf](#)

[25-123](#) To authorize budgeted funds from Road Improvements, capital account 19200-46990, to be used to pave the roads identified by the Public Works Director.

Attachments: [25-123 Cover Sheet.pdf](#)
[Paving Budget and List of Roads.pdf](#)

XI. Council Correspondence.

[CD 25-140](#) Support of Transition to Referendum Ballot for Budget Approval.

Attachments: [E Colby Email supporting Referendum Ballot.pdf](#)

[CD 25-141](#) Code Enforcement Response to Motocross Complaint.

Attachments: [J Rioux CEO Director Response and Timeline.pdf](#)

[CD 25-143](#) Spectrum/Charter Communications - Change Notification.

Attachments: [2025.07.09 Charter Programming Notice \(A Wealth of Entertainment OneAmeri](#)

[CD 25-145](#) Growth Concerns.

Attachments: [J Briggs email - Windhams Future.pdf](#)

[CD 25-146](#) Windham Welcome Signs.

Attachments: [Welcome Signs - School Championships.pdf](#)

[CD 25-147](#) Forest Lake Association Annual Meeting and Newsletter.

Attachments: [Forest Lake Association Annual Meeting 7.19.2025 Invitation.pdf](#)
[Forest Lake 2025newsletter-web.pdf](#)

[CD 25-148](#) Gratitude for Senior Tax Assistance Program.

Attachments: [D Perkins Sr. Tax Assistance Thank You.pdf](#)

[CD 25-153](#) MDOT Great Falls Bridges Project Timeline and July 16, 2025 Public Meeting Minutes.

Attachments: [MDOT Great Falls Bridge Project.pdf](#)
[MDOT-Scott Construction Gorham and Windham Notice to Local Officials.pdf](#)

[CD 25-154](#) Department Quarterly Reports.

Attachments: [HR Quarterly Report April - June 2025.pdf](#)
[Parks & Recreation April - June 2025.pdf](#)
[Windham Communications 2nd Qreport2025.pdf](#)
[Quarterly Report from the Town Clerk.pdf](#)
[Planning FY25 Q4 Report.pdf](#)
[Police Dept Quarterly Report April - June 25.pdf](#)
[2025 -Second Quarter Fire-Rescue Report .pdf](#)
[Assessing Quarterly Report-2025-Q2.pdf](#)
[ED Quarterly Report July 2025.pdf](#)
[Public Works - April May June 2025 Quarterly Report.pdf](#)
[Code Enforcement Department Quartely Report 04-01-25 to 06-30-25.pdf](#)

[CD 25-155](#) Letters of Thanks - Social Agency Funding Recipients.

Attachments: [The Opportunity Alliance.pdf](#)
[Southern Maine Agency on Aging.pdf](#)
[Day One.pdf](#)

[CD 25-158](#) Code Enforcement: Permit Counts.

Attachments: [Growth Permit Summary 8-7-25.pdf](#)
[Code Enforcement Department Activity-Report-by-Project-Type 2025-08-07.p](#)

[CD 25-159](#) Impact Fee Status.

Attachments: [FY25 Impact Fee Revenue.pdf](#)

XII. Town Manager's Report.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

The Town has received 11 volunteer applications over the last month. [1-Natural Resources Advisory Committee, 1-Planning Board, and 9-Forbes Lane Neighborhood ad hoc Committee.] Interviews pending.

2. Finance Committee.

3. Ordinance Committee.

[CD 25-150](#) Referral to Planning Board: North Windham Sidewalk Impact Fee.

[CD 25-151](#) Referral to Planning Board: Potential Future FY25-26 Land Use Ordinance and Related Chapters Amendments.

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.

*Future committee agendas will be posted here:
<https://windhamweb.legistar.com/Calendar.aspx>.*

XIV. Discussion Items.

[CD 25-142](#) Town Clerk Selection Process with Pending Retirement in November.

Attachments: [2025 0721 HR Dir. Phyllis Moss Memo to R. Burns.pdf](#)

[CD 25-157](#) Limitations to Impact Fees Due to L.D. 1498 [An Act to Address Maine's Housing Crisis].

[CD 25-149](#) Future Growth Ordinance Modifications Due to L.D. 1829 [An Act to Build Housing for Maine Families].

Attachments: [LD 1829 Summary DrummondWoodsum.pdf](#)

XV. Agendas & Scheduling.

XVI. ADJOURN.

