

# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Town Council

---

Tuesday, May 12, 2026

6:00 PM

Council Chambers

---

#### I. Roll Call of Members.

**Present:** 6 - David Nadeau, Brett Jones, Mark Morrison, William Reiner, Margaret Terry and Douglas Fortier  
**Absent:** 1 - Katie Cook

#### II. Pledge of Allegiance.

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

#### III. Minutes to be Approved:

[CD 26-086](#) To approve the Minutes of the April 28, 2026 Council meeting.

**Attachments:** [DRAFT-TC-MINUTES-April 28, 2026](#)

**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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

#### IV. Adjustments to the Agenda.

#### VI. Public Participation.

*There was no public participation.*

#### VII. Councilors' Comments.

*Council-Chair Morrison announced the birth of a third grandson, Weston Morrison.*

[CD 26-064](#) Announcement of Summerfest Grand Marshall & Hometown Hero.

*Parks and Recreation Director Linda Brooks announced that Summerfest would be taking place at the Windham High School and Middle School on Saturday, June 20. The theme this year, developed to celebrate the 250th Birthday of the United States of America, is Celebrating Sun, Stars, and Stripes.*

*Windham Veteran's Center and the Summerfest Committee have worked closely to support each other.*

The Summerfest Parade will start at Noon on June 20, with the staging area being by the Public Works Department. There will be a full day of entertainment culminating in fireworks in the night. The support of many entities made this event possible. There will be a few food trucks in the evening as well. It is not too late to get involved and support the festival. Linda Brooks wished to thank the Summerfest committee for their hard work. Ms. Brooks thanked Committee Chair Deb Matthews, her husband Tom Matthews, Veteran Committee members Robert and Barbara Maurais, Karen Rumo, Camille Swander, Jacob Chenard, Kayla Desmond, Committee newcomers Barry Bernard, Sonja Nielsen, and Student Representative Morgan Wylie. She stated that the youth have amazed the committee with their efforts. Parks and Recreation staff were also thanked for their efforts.

Summerfest Committee Chair Deb Matthews announced that the Grand Marshall would be Dr. Rick Nickerson, and that the Modern Woodmen Hometown Hero would be Karen Rumo. Her presentation will be attached to the official minutes.

### CD 26-089

#### Memorial Day Events.

David Tanguay spoke about plans for the upcoming Memorial Day parade. The veterans have been working with the Summerfest Committee to try and increase visibility of Memorial Day events. Since Summerfest has started he feels that there has been decreased interest in the Memorial Day parade, though it is still supported by the Town. Veterans have been working with Windham Public Works to put flags up around town. This year they have been trying to concentrate flags in areas where they are less likely to be damaged and increase visibility by being in denser concentrations. They have put out approximately 100 flags to date. In 2005 500 flags were placed on veteran's graves in Windham and that has since increased to 1000. About 60% of those have been placed for this year. There will be an opportunity for the public to place flags at Arlington and Smith cemeteries at May 16 at 9:00 A.M. Proper instructions will be given out on how to do so.

The Memorial Day parade will be larger this year, and will include jeeps (military and modern) to carry more veterans. The post will also use its M37 Dodge Powerwagon which is in the process of being restored. The parade starts at Town Hall and will back onto Windham Center Road if there is an increased turnout. Roger Timmons will be the Grand Marshall of the parade this year. He will ride in Gary Plummer's 1965 Ford Mustang, behind the Windham Police Department's color guard. These will be followed by different veterans groups and then others including the Windham Public Library's Float.

The parade will step off at 9:00 A.M. and head to the High School at the end. There will be a ceremony at Windham High School where a wreath will be dedicated at the Veteran's Memorial. The speaker will be Air Force Brigadier General Paul Loiselle (Retired), president of the Maine Military Officers Association. It was thought that someone from Windham would be a good choice for the 250th Anniversary. Retired flags will be burned in a respectful ceremony, followed by the tolling of the bell for deceased service members, then a traditional rifle salute and taps. There may also be a Touch-A-Truck event held by Public Works as well. At Noon there will be an Open House at the Windham Veteran's Center. There will be a ceremony in the Memorial garden to honor deceased members of the Legion. Two veterans will be getting granite benches placed in their memory: United States Marine Corps veterans Chuck Whynot and Kevin Ronin. There also has been a memorial constructed for World War II veteran and P-51 Mustang pilot Carroll MacDonald. After a rifle salute and taps there will be a picnic lunch.

*He provided an attachment which will be placed with the official minutes.*

*Councilor Morrison asked if there were still openings for public participation. Mr. Tanguay replied that there were, and that he could be reached at 207-892-1306.*

## VIII. PUBLIC HEARINGS.

[26-078](#) To receive public comment and act on an application submitted by Milton Smith d/b/a Smitty's Cinema-Windham LLC located at 795 Roosevelt Trail for a renewal Special Amusement Permit.

**Attachments:** [26-078 Cover Sheet.pdf](#)  
[Smitty's Renewal Special Amusement 5-2026](#)

**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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier  
**Absent:** 1 - Councilor Cook

[26-084](#) 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 Route 302 Road Improvements Impact Fee, to extend the sunset date of the impact fee to July 1, 2031.

**Attachments:** [26-084 Cover Sheet.pdf](#)  
[TC MEMO NorthRoute302Fee 05-07-26.pdf](#)  
[LUO AMD NorthRoute302Fee.pdf](#)

*Assistant Town Manager Amanda Lessard stated that the impact fee is being extended since the deadline date had been fast approaching and only half of the goal funds had been collected. The Planning Board voted to move this forward 3-2. The members in favor supported more collections while the two dissenters considered it another tax on residents.*

**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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier  
**Absent:** 1 - Councilor Cook

## IX. CONSENT AGENDA.

## X. UNFINISHED BUSINESS & GENERAL ORDERS.

[26-082](#) To adopt amendments to the town's fund balance policy.

**Attachments:** [26-082 Cover Sheet.pdf](#)

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

**Order be postponed. The motion carried by the following vote:**

**In Favor:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

**26-064**

To set poll hours and polling location for the June 9, 2026 State Primary and RSU #14 Budget Validation Referendum as 7:00 a.m. to 8:00 p.m. at the Windham High School's Auxiliary Gym located at 406 Gray Rd.

**Attachments:** [26-064 Cover Sheet.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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

**26-065**

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, June 4, 2026.

**Attachments:** [26-065 Cover Sheet.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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

**26-066**

To approve the Town Clerk's roster of Warden Yvonne Myer and Deputy Warden Sally Babb for the June 9, 2026 State Primary and RSU #14 Budget Validation Referendum Election for Districts 106 & 107.

**Attachments:** [26-066 Cover Sheet.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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

**26-077**

To find that public benefit is derived by not offering for sale the property identified as tax account S8529R pursuant to the Policy on Tax Acquired Property and allow the previous assessed owner to regain title to the property by entering into an agreement to pay the remaining 2025 taxes, interest, and costs owed thereon.

**Attachments:** [26-077 Cover Sheet.pdf](#)

[PCard\\_WindhamME.pdf](#)

*Town Manager Robert Burns stated that the owners have paid-in-full with interest and he recommends that they proceed.*

**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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

[26-085](#) To appoint Emily Legere to the Planning Board for a two-year term to end February 15, 2028.

**Attachments:** [26-085 Cover Sheet.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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

[26-086](#) To appoint Mari Balow, a community member with volunteer experiences with Greater Portland Area land trusts, Lowell trail working days and a personal interest in trail running to represent residents with those interests, to the East Windham Steering Committee.

**Attachments:** [26-086 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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

[26-090](#) To set the Council's meeting schedule for the summer months as Tuesday, May 26, Thursday, June 11 (Tuesday, June 9th is Election Day), Saturday, June 13 (Annual Town Meeting), July 14, and Tuesday, August 11, 2026.

**Attachments:** [26-090 Cover Sheet.pdf](#)  
[Council Rules Amended 2024 1126.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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

## **XI. Council Correspondence.**

**CD 26-085** FOAA Status Report.

**Attachments:** [FOAA Depot Street Apartments 4.23.26.pdf](#)  
[FOAA Records PowerDMS or NeoGov 5.7.2026.pdf](#)  
[FOAA 30 Landing Road Records Request 5.7.2026.pdf](#)  
[FOAA Dynamic-Earth Records Request 5.7.2026.pdf](#)

**XII. Town Manager's Report.**

*Manager Burns stated that the planner position has been filled by Kathy Tombarelli. She had worked in Naples, is a Gray resident, has a proven track record, and the Town is grateful to have her on board.*

*Public Works continues to sweep and cleanup winter sand. They have also placed 250 flags around town in honor of the 250th anniversary.*

*There will be a two day closure of Chute Road at the Webb Road and Montgomery Road approaches.*

*The water tower behind the Town Hall has been cut down by Portland Water District and will be sold off as scrap.*

*Town Clerk Anthony Blasi stated that the RSU Budget Validation Referendum ballots would be issued after the Budget Meeting held on May 13.*

*Shaw Brothers is starting test pitting operations on River Road and Route 302 in preparation for the Wastewater Conveyance Project.*

*The May newsletter has recently been issued.*

*Town Assessor Joshua Houde believes that valuations are up 1.4 percent from last year and TIFF value increases account for about 25% of that growth.*

**XIII. Committee Reports.****A. Council Subcommittees.****1. Appointments Committee.**

*Met last week and the two candidates were approved at this meeting.*

**2. Finance Committee.**

*At a recent meeting they looked at revenues which seemed to be on or slightly ahead.*

**3. Ordinance Committee.**

*A meeting will be held on June 20.*

**B. Other Committees.**

## 1. Parks &amp; Recreation Advisory Committee.

*Councilor Jones stated that Summerfest has been their big topic.*

## 2. Windham Economic Development Corporation.

*WEDC Director Thomas Bartell will speak later in this meeting.*

## 3. Natural Resources Advisory Committee.

*Councilor Cook was not present.*

## 4. Greater Portland Council of Governments (GPCOG).

*Has not met.*

## 5. ecomaine.

*Will meet next week.*

## 6. Forbes Lane Neighborhood Park ad hoc Committee.

*Councilor Morrison was proud to say that the committee would be presenting this evening. The committee has been meeting at least twice a month since November.*

**XIV. Discussion Items.**

[CD 26-057](#) Forbes Lane Neighborhood Park ad hoc Committee Recommendations.

[CD 26-034](#) Windham Economic Development Corporation - Update & Future Meeting Schedule.

[CD 26-079](#) Mobile Food and Victualer Licensing Authority Designated to Town Clerk.

[CD 26-087](#) Charter Amendment.

**Attachments:** [2025.05.05 2026 Charter Amendments for Ballot \(002\).pdf](#)  
[Council-Manager Charter \(2026.05.05\) \(002\).pdf](#)

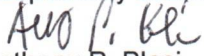
**XV. Agendas & Scheduling.****XVI. ADJOURN.**

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

**In Favor:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

Respectfully submitted,



Anthony P. Blasi  
Town Clerk, BA, CCM.