

# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Town Council

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Tuesday, January 13, 2026

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

*Council-Chair Morrison called the meeting to order at 6:00PM*

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

**Absent:** 1 - Brett Jones

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

CD 26-001 To approve the Minutes of the December 9, 2025 Council meeting.

Attachments: [12-9-25-CouncilMinutes-Draft](#)

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

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

**Absent:** 1 - Councilor Jones

#### IV. Adjustments to the Agenda.

*Town Manager Burns stated that a last minute discussion item had been added on for the end of the meeting. The item concerns further efforts on opposition to Maine's LD 1829.*

#### VI. Public Participation.

#### VII. Councilors' Comments.

*Vice-Council Chair Reiner wished to express his condolences to the family, friends, and coworkers of the late Deputy Fire Chief John Kooistra, and that he had enjoyed conversations with him in the past. He expressed regret at the passing of one of his constituents and a fellow firefighter.*

*He stated that the State of Maine Legislature had also just passed LD 784, "An Act to Create a Rebuttable Presumption Related to Specialized Risk Screening for First Responders." LD 784 will shift the burden of proof to insurance carriers and off public safety workers in order to obtain risk pre-screening for cancer and other diseases. If the screening is denied by the insurance companies, the workers have leeway to contest the*

denial. He stated that he is happy that Maine joins several other states in doing this.

Councilor Terry stated that she has received several kind thank you cards from the New England Mountain Bike Association (NEMBA) stating how happy they are with the new biking trails in the East Windham Conservation Area. She wanted to reiterate how valuable the Conservation Area is to the Town and the potential good it will do.

Councilors Nadeau and Morrison stated that they both appreciated the thank you cards as well.

Councilor Morrison stated that he was told by a citizen that the councilors should speak closer to the microphones.

## VIII. PUBLIC HEARINGS.

### 25-206

To receive public comment and act on an application submitted by JMA Enterprises LLC DBA Pat's Pizza Windham located at 844 Roosevelt Trail for a renewal Special Amusement Permit

**Attachments:** [25-206 Cover Sheet.pdf](#)

[PATSSPAMUE2026](#)

**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 Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

## IX. CONSENT AGENDA.

## X. UNFINISHED BUSINESS & GENERAL ORDERS.

### 26-001

To decommission the Branding and Wayfinding Signage Committee and to express the Council's profound gratitude and appreciation on behalf of the town and its residents for the work of the committee and all of its members.

**Attachments:** [26-001 Cover Sheet.pdf](#)

[Status Report](#)

*Councilor Nadeau thanked the committee members for their service.*

**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 Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

### 26-002

To decommission the Energy Advisory Committee and to express the Council's profound gratitude and appreciation on behalf of the town and its



residents for the work of the committee and all of its members.

**Attachments:** [26-002 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 Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

### 26-003

To decommission the Smith Cemetery Advisory Committee and to express the Council's profound gratitude and appreciation on behalf of the town and its residents for the work of the committee and all of its members.

**Attachments:** [26-003 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 Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

### 26-004

To accept the public turnaround easement for Brown Cove Road, a street identified by the Town as a Designated Private Way that has met the criteria set forth by private and special law L.D. 1975, for the purpose of the Town's continued winter maintenance services.

**Attachments:** [26-004 Cover Sheet.pdf](#)  
[Brown Cove Rd Turnaround Easement.pdf](#)

*Town Manager Burns stated that as a follow up to steps involving private roads and public easements, the next step would be the acceptance of the turnaround.*

*Councilor Fortier asked if Public Works had approved the work, and Manager Burns stated that Town Engineer Mark Arienti had done so.*

**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 Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

### 26-005

To award a bid to Grondin Corporation in the amount of \$341,327 for Smith Cemetery Expansion (capital project TM 2021-009), which is funded in the fiscal 2025 general obligation bond account (33310-47030).

**Attachments:** [26-005 Cover Sheet.pdf](#)  
[Grondin Corporation Smith Cemetery Contract.pdf](#)  
[25-05 SMith-cemetery-expansion Contract Award-Rec.pdf](#)

Manager Burns stated that Town Engineer Arienti had put together a specification package and put it out for bid, which resulted in a most successful turnout: There were eight bidders with the low bid being from Grondin Corporation at \$341,000 and the highest bid was over \$1,000,000.

**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 Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

#### 26-006

To authorize the town manager to endorse an application to the Land For Maine's Future Stewardship Fund in the amount of \$25,000, to establish a fund dedicated to the stewardship and management of the East Windham Conservation Area. This fund requires the town to pledge an additional \$25,000.00 as match for this award.

**Attachments:** [26-006 Cover Sheet.pdf](#)

[LMF stewardship fund application memo 182026 \(002\).pdf](#)

**A motion was made by Councilor Nadeau, seconded by Councilor Cook, that the Order be approved.**

Manager Burns offered that the councilors amend the motion to state "matching funds to be paid from the FY23 Bond-East Windham Conservation Project 33302-47024."

Councilor Nadeau moved the amendment forward, and it was seconded by Councilor Cook. There was no discussion on the amendment. The amendment carried by the following vote:

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

**Absent:** 1 - Councilor Jones

**Councilor Nadeau moved to end discussion on the motion, and it was seconded by Councilor Fortier. The motion carried by the following vote:**

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

**Absent:** 1 - Councilor Jones

#### 26-007

**WHEREAS**, Deputy Chief Kooistra was a beloved leader in the Windham Fire-Rescue Department for seven years, dedicated to our members and community; and

**WHEREAS**, Deputy Chief Kooistra served the department since February 2019, bringing to Windham his expertise as a paramedic, firefighter, and educator, and dedicating his time to ensuring compassionate and quality



emergency medical care for our citizens, as well as fact based,

skillproficient training and education for our members; and

**WHEREAS**, through more than 32 years of public safety service, he cared deeply for colleagues, families, and neighbors in Windham, Portland, Westbrook, Wells, and United Ambulance, and taught hundreds of EMS clinicians, law enforcement officers, firefighters, and many others in public safety and health care both locally and worldwide in trauma and operational K9 care; and

**WHEREAS**, Deputy Chief Kooistra was known for his compassionate and

highquality emergency medical care, his genuine concern for others, and

his quickwitted humor, touching countless lives and leaving a legacy of

dedication, service, and community spirit; and

**WHEREAS**, his profound impact on our community and his unwavering commitment to excellence, education, and public safety will be deeply missed by family, friends, and colleagues.

**NOW, THEREFORE, BE IT RESOLVED** that the Windham Town Council hereby honors the memory of Deputy Chief John L. Kooistra, celebrating his remarkable life and mourning the profound loss to our community; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that we extend our deepest sympathies to his family and loved ones and encourage all citizens to remember John's enduring spirit, his exceptional career in public service, and the countless ways he strengthened and cared for our community.

**Attachments:** [Proclamation Honoring John Kooistra.pdf](#)

*Councilor Morrison stated this was presented at the late Deputy Chief Kooistra's funeral last Saturday and it was appreciated. He expressed his admiration for Deputy Chief Kooistra and his service.*

*Councilor Nadeau thanked Deputy Chief Kooistra for his service and recalled how he taught him CPR when he wanted to learn it again.*

*Councilor Terry stated that Deputy Chief Kooistra's smile was infectious and that his service was incredibly moving.*

**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 Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

## **XI. Council Correspondence.**

### CD 26-002 FOAA Status Report.

**Attachments:** [ResourceUtility Response 12.23.2025.pdf](#)  
[Napolitano Email Request Fulfilled 12.9.2025.pdf](#)  
[Response No Records to Provide 12.18.2025.pdf](#)  
[ResourceUtilityConsultants internet and phone contract 1.5.26.pdf](#)  
[K Higginson PW Staff 12.29.2025.pdf](#)

### CD 26-006 Department Quarterly Reports.

**Attachments:** [Parks and Recreation Qtrly Rpt October- December 2025.pdf](#)  
[HR Quarterly Report Oct - Dec 2025.pdf](#)  
[Assessing Quarterly Report-2025.pdf](#)  
[Fall 2025 Quarterly Report from the Town Clerk.pdf](#)  
[Windham Communications 4th Qreport2025.pdf](#)  
[Police 4th quarter 2025.pdf](#)  
[ED Quarterly Report December 2025.pdf](#)  
[Planning FY25-26 Q2 Report.pdf](#)  
[Code Enforcement Department Quartely Report 10-01-2025 to 12-31-25.pdf](#)

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

*Manager Burns expressed his condolences to the Fire Department and to the late Deputy Chief Kooistra's family, and that his funeral service was remarkable and reflected well upon the Deputy Chief's character.*

*The Windham Public Library held a "Noon Year" celebration with eighty-five people in attendance. They also host a puzzle swap the first Saturday of each month.*

*The Public Works Department had a busy couple of weeks with fluctuations in the weather around the holidays. The patience of the residents was appreciated as the Town experienced trash pickup delays due to the weather, mostly on private roads and with a small delay on public roads. He expressed his appreciation to public works for the hard work they put in.*



*The Clerk's department finished their Voter Participation History (VPH) project from the recent election achieving 100% accuracy.*

*Town Clerk Anthony Blasi stated the VPH project serves two purposes, the first being to give the voter credit for the election and the second being to ensure the accuracy of the lists compared to the return of ballots cast. The numbers matched which means that the election clerks on election day and Town Staff dealing with absentees and assigning VPH all excelled in the tasks assigned to them. Councilors Nadeau and Morrison congratulated the Clerk's department on the success of the election.*

*Town Clerk Blasi also stated that dog license renewals are due and that late fees begin on February 1. Those not renewed will go to the Animal Control Officer for enforcement.*

*Manager Burns stated that the Fire Department aided the Town of Gorham with a house fire. The house did not have working smoke detectors and the residents were lucky to leave the house. He encouraged residents to check their smoke detectors to ensure they are working.*

*Communications Director Roger Cropley has completed two videos, one being a plow-truck ride along with Public Works. Police Chief Kevin Schofield's video dealing with traffic enforcement remains the most popular.*

*Councilor Morrison stated that Public Works Director Brian Morin said there are 157 miles of Windham roads that have to be plowed in a storm, and it take four-and-a-half hours to complete that cycle. These drivers work over twenty-four hours sometimes plowing throughout the snow storm.*

*Councilor Fortier stated that when most people are staying home during inclement weather the drivers are out there making sure you will be able to get to where you need to go.*

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

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

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

*Has not met.*

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

*Councilor Nadeau stated they have not met but will soon when staff budgets are complete.*

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

*Councilor Nadeau stated a meeting is coming up on January 24 at 4:00 P.M.*

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

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

*Councilor Jones is the council representative to this committee and was absent tonight.*

## 2. Windham Economic Development Corporation.

*Councilor Fortier stated they met last week to go over the year-end status report and elect new officers. They will next come up with a work plan for the coming year.*

## 3. Natural Resources Advisory Committee.

*Councilor Cook stated they met on December 17 and discussed last year's grant recipients and getting out applications for this year. Several items will be placed in the Windham Eagle regarding work done at Highland Lake and Little Sebago Lake. Councilor Nadeau stated that Highland Lake is the most tested lake in Maine.*

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

*Has not met.*

## 5. ecomaine.

*Manager Burns stated that they will meet on Thursday, January 15, and he has been told that he will be appointed Treasurer at the meeting. Council-Chair Morrison congratulated Manager Burns for this honor.*

## 6. Windham Middle School Repurpose Advisory Committee.

*Councilor Reiner stated that site visits were held in Gorham and Westbrook the previous Saturday but he was unable to attend. The next meeting will be Tuesday, January 20, at 5:00 P.M.*

**XIV. Discussion Items.**

CD 26-008 Update on Town Conservation Projects with Presumpscot Regional Land Trust.

PRLT Guests: Will Sedlak, Executive Director, Toby Jacobs, Program Manager, and Emily Southard, Marketing and Development Manager.

CD 26-004 Tax Relief Programs: Property Tax Fairness Credit & Town's Property Tax Assistance Program.

Attachments: [Memo Town Council-2026 January -Tax Relief Programs .pdf](#)  
[Presentation Town Council-2026 January-Tax Relief Programs.pdf](#)

CD 26-005 Council and Subcommittee Meeting Calendar.

Attachments: [Council and Council Subcommittee 2026 Meeting Calendar.pdf](#)  
[2026 Meeting Dates .draft.pdf](#)

**CD 26-009** Resolution to Oppose LD1829.



Attachments: DRAFT Town of Windham Resolution 26-011.pdf

**XV. Agendas & Scheduling.**

**XVI. ADJOURN.**

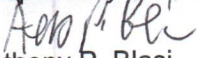
*The meeting adjourned at 8:07 P.M.*

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

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

**Absent:** 1 - Councilor Jones

Respectfully Submitted

  
Anthony P. Blasi  
Town Clerk, BA, CCM