



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, May 26, 2026

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

[CD 26-096](#) To approve the Minutes of the May 12, 2026, Council's Special Meeting Executive Session.

Attachments: [DRAFT-TC-Special Meeting-Minutes-May-12-2026](#)

[CD 26-098](#) To approve the Minutes of the May 12, 2026 Council Meeting.

Attachments: [DRAFT-TC-Minutes-May 12, 2026](#)

#### 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.

26-063

To receive public comment and approve, for the November 3, 2026 referendum vote, questions on the proposed amendments to Article V and Article VIII of the Town Charter, changing the Annual Town Meeting's voting on the annual municipal budget from an open town meeting to a secret ballot referendum and increasing the amount of supplemental appropriations that require Town Meeting approval, both as are further explained below.

QUESTION 1: Shall the Town approve the charter amendment summarized below, to be effective January 1, 2027?

Summary of Amendment:

- Change the method of Town Meeting's voting on the annual budget from an open town meeting to a secret ballot referendum;
- Provide for a special open Town Meeting to be held to consider portions of the annual budget rejected at the secret ballot referendum;
- Authorize the Town Council to choose how to present the budget to voters for approval; and
- Adjust the timeline for the Town Manager to prepare and submit the proposed annual budget to the Town Council for review, to accommodate use of the secret ballot referendum process.

QUESTION 2. Shall the Town approve the charter amendment reprinted below, to be effective immediately upon adoption?

Section 2. When action by Town Meeting required.

The annual budget, as provided in Article V and in accordance with Section 5 of this Article; any appropriation of \$500,000 or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after adoption at a Town Meeting by a majority vote of those present and voting. The Town Meeting shall not increase the amount of any appropriation recommended by the Council and shall not increase the amount of any bond issue above the amount recommended by the Council.

**Attachments:**

[26-063 Cover Sheet.pdf](#)

[26-063 Cover Sheet without strikethroughs.pdf](#)

[2025.05.18 2026 Charter Amendments for Ballot.pdf](#)

[Council-Manager Charter \(2026.05.18\).pdf](#)

[26-089](#) To receive public comment and act on an application submitted by Smoked Windham located at 106 Main Street for a renewal Special Amusement Permit.

**Attachments:** [26-089 CoverSheet.pdf](#)  
[SMOKED-SP-AM-APP-2026](#)

## 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](#)  
[Windham Fund Balance Policy Amendment.pdf](#)  
[Fund Balance Policy ADOPTED April 12 2011.pdf](#)

**Legislative History**

4/28/26	Town Council	postponed
5/12/26	Town Council	postponed

[26-053](#) To award a \$1,500 scholarship as established by the Town Council and recommended by the scholarship review committee to college student Madelyn Demmons, who is pursuing a degree at the University of New England's School of Pharmacy.

**Attachments:** [26-053 Cover Sheet.pdf](#)

[26-054](#) To award a \$1,500 scholarship as established by the Town Council and recommended by the scholarship review committee to this year's recipient identified as Applicant 16, to be awarded at the award ceremony hosted by Windham High School on June 4, 2026 at 7:00 PM.

**Attachments:** [26-054 Cover Sheet.pdf](#)

[26-072](#) To approve the warrant for the June 13, 2026 annual town meeting.

**Attachments:** [26-072 Cover Sheet.pdf](#)  
[TOWN WARRANT FY 27 - JUNE 26 \(TAH Rev 05-21-26 v2\).pdf](#)

[26-099](#) To approve an agreement with Cumberland County for the provision of public safety communications services from July 1, 2026 through June 30, 2028.

**Attachments:** [26-099 Cover Sheet.pdf](#)  
[WINDHAM DISPATCH CONTRACT FINAL PDF \(DW rev'd 2026.05.21\) \(002\).p](#)

- [26-100](#) To approve one (1) application submitted by Isabelle Vanasse d/b/a Belle's Coffee for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-100 Cover Sheet.pdf](#)  
[Belle's Coffee New Mobile Food](#)
- [26-101](#) To approve one (1) application submitted by Rene Hoglund d/b/a Snowology 207 for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-101 Cover Sheet.pdf](#)  
[Snowology 207 New Mobile Food](#)
- [26-102](#) To approve one (1) application submitted by Randall Smith d/b/a Pinky D's Inc. for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-102 Cover Sheet.pdf](#)  
[Pinky D's New Mobile Food](#)
- [26-103](#) To approve one (1) application submitted by David & Barbara Clarke d/b/a B & D Roadside Grill for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-103 Cover Sheet.pdf](#)  
[B&D Roadside Grill New Mobile Food](#)
- [26-104](#) To approve one (1) application submitted by Robert Finley d/b/a Poppie's Kettle Corn for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-104 Cover Sheet.pdf](#)  
[Poppie's Kettle Corn New Mobile Food](#)
- [26-105](#) To approve one (1) application submitted by Nicole Clavet d/b/a Cruzin Slice for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-105 Cover Sheet.pdf](#)  
[Cruzin Slice New Mobile Food](#)
- [26-106](#) To approve one (1) application submitted by Jean Krull d/b/a Maine-ly Meatballs for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-106 Cover Sheet.pdf](#)  
[Mainely Meatballs New Mobile Food](#)
- [26-109](#) To approve one (1) application submitted by Omer & Charito Gonzalez d/b/a Asian Boba & Appetizers for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-109 Cover Sheet.pdf](#)  
[Asian Boba New Mobile Food](#)

- [26-110](#) To approve one (1) application submitted by Scott A. Bodlovick d/b/a Great Scott's Eats for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-110 Cover Sheet.pdf](#)  
[Great Scott's Eats New Mobile Food](#)
- [26-111](#) To approve one (1) application submitted by Dawn Miller d/b/a Crepe Elizabeth for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-111 Cover Sheet.pdf](#)  
[Crepe Elizabeth New Mobile Food](#)
- [26-113](#) To approve one (1) application submitted by Mjae Langley d/b/a Mr. Sea's for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-113 Cover Sheet.pdf](#)  
[Mr. Sea's New Mobile Food](#)
- [26-115](#) To approve one (1) application submitted by April Murray d/b/a Sylvia's Mobile Bar & Catering for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-115 Cover Sheet.pdf](#)  
[Sylvia's New Mobile Food](#)
- [26-116](#) To approve amendments to the Master Fee Schedule.
- Attachments:** [26-116 Cover Sheet.pdf](#)  
[26-11 TC MEMO MasterFeeSchedule\\_DRAFeeAmendments\\_052126.pdf](#)  
[CURRENT MASTER FEE SCHEDULE proposed 5.26.2026.pdf](#)
- [26-117](#) To approve one (1) application submitted by Dan McCluskey d/b/a Ironclad Eats LLC for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-117 Cover Sheet.pdf](#)  
[Ironclad Eats New Mobile Food](#)
- [26-118](#) To approve one (1) application submitted by Sean Kelly d/b/a Kelley's Ice Cream Truck for a new Temporary Mobile Food Service Unit License.
- Attachments:** [26-118 Cover Sheet.pdf](#)  
[Kelley's Ice Cream Truck New Mobile Food](#)

## **XI. Council Correspondence.**

- [CD 26-095](#) Household Hazardous Waste Day, June 6, 2026.
- Attachments:** [HazardousWasteDay.pdf](#)

[CD 26-097](#) FOAA Activity Report.

**Attachments:** [Maine Equal Justice Inquiry Response 5.13.2026.pdf](#)

[CD 26-100](#) Permit Update.

**Attachments:** [Growth Permit Summary 5-24-2026.pdf](#)  
[Windham\\_Housing\\_Permits\\_2026.05.20.pdf](#)  
[PlanningBoard\\_ResidentialPending\\_051826.pdf](#)

[CD 26-101](#) MDOT Rotary Safety Improvements Project On-Demand Public Meeting Notice.

**Attachments:** [Rotary Safety Improvements Project Notice.pdf](#)

[CD 26-102](#) Maine Wire and Legitimate Business\_ Home Support Services, LLC.

**Attachments:** [Maine Wire Erroneous Claim on Legitimate Business.pdf](#)

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

## **XIII. Committee Reports.**

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

1. Appointments Committee.
2. Finance Committee.
3. Ordinance Committee.

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

1. Parks & Recreation Advisory Committee.

*Meetings occur the second Monday of each month.*

2. Windham Economic Development Corporation.

*The W.E.D.C. holds their board meeting on the first Thursday of each month at noon.*

3. Natural Resources Advisory Committee.

*Meetings occur the third Wednesday of each month.*

4. Greater Portland Council of Governments (GPCOG).

*Dates:*

*PACTS Policy Board Meeting: Tuesday, May 26, 2026, 11:00 AM - 1:00 PM*

*GPCOG General Assembly, Annual Summit & Reception: Thursday, May 28, 2026, 2:00 - 7:00 PM.*

5. ecomaine.

*The board meets the 3rd Thursday of each month.*

**XIV. Discussion Items.**

[CD 26-103](#) Fire-Rescue Emergency Medical Services and Medication Procurement Changes.

**Attachments:** [Chief Libby Memo and Supporting Information.pdf](#)

**XV. Agendas & Scheduling.**

**XVI. ADJOURN.**



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: CD 26-096

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**Agenda Date:** 5/26/2026

**Version:** 1

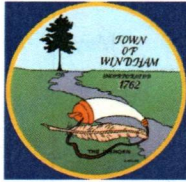
**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Minutes

**Agenda Number:**

To approve the Minutes of the May 12, 2026, Council's Special Meeting Executive Session.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Town Council

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Tuesday, May 12, 2026

5:00 PM

Conference Room 1.

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**Special Meeting held in executive session. Will not be televised.**

#### I. Call to Order.

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

**Absent:** 1 - Katie Cook

#### II. Executive Session.

26-073

To enter into executive session under Title 1 M.R.S. § 405(6)(F) for "discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute."

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

Dave Nadeau: In Favor

Brett Jones: In Favor

Mark Morrison: In Favor

William Reiner: In Favor

Margaret Terry: In Favor

Douglas Fortier: In Favor

Katie Cook: Absent

A motion was made by Councilor Nadeau, seconded by Councilor Jones, to return from executive session. 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

#### III. Adjourn.

A motion was made by Councilor Nadeau, seconded by Councilor Jones, that the be adjourned. 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,

Robert Burns  
Town Manager



# Town of Windham

Town Offices  
8 School Road  
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## Cover Sheet

File Number: CD 26-098

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**Agenda Date:** 5/26/2026

**Version:** 1

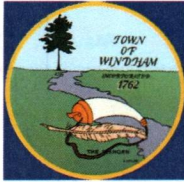
**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Minutes

**Agenda Number:**

To approve the Minutes of the May 12, 2026 Council Meeting.



# 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](#)

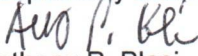
**XV. Agendas & Scheduling.****XVI. ADJOURN.**

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

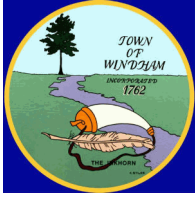
**In Favor:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry and Councilor Fortier

**Absent:** 1 - Councilor Cook

Respectfully submitted,



Anthony P. Blasi  
Town Clerk, BA, CCM.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-063

Agenda Date: 5/26/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

### Agenda Number:

#### I. Council Action Requested.

To receive public comment and approve, for the November 3, 2026 referendum vote, questions on the proposed amendments to Article V and Article VIII of the Town Charter, changing the Annual Town Meeting's voting on the annual municipal budget from an open town meeting to a secret ballot referendum and increasing the amount of supplemental appropriations that require Town Meeting approval, both as are further explained below.

**QUESTION 1:** Shall the Town approve the charter amendment summarized below, to be effective January 1, 2027?

#### Summary of Amendment:

- Change the method of Town Meeting's voting on the annual budget from an open town meeting to a secret ballot referendum;
- Provide for a special open Town Meeting to be held to consider portions of the annual budget rejected at the secret ballot referendum;
- Authorize the Town Council to choose how to present the budget to voters for approval; and
- Adjust the timeline for the Town Manager to prepare and submit the proposed annual budget to the Town Council for review, to accommodate use of the secret ballot referendum process.

**QUESTION 2.** Shall the Town approve the charter amendment reprinted below, to be effective immediately upon adoption?

#### **Section 2. When action by Town Meeting required.**

The annual budget, as provided in Article V and in accordance with Section 5 of this Article; any appropriation of \$500,000 or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after adoption at a Town Meeting by a majority vote of those present and voting. The Town Meeting shall not increase the amount of any appropriation recommended by the Council and shall not increase the amount of any bond issue above the amount recommended by the Council.

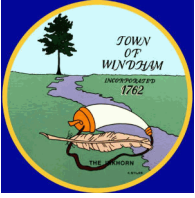
#### II. Basis for Council Action.

Council approval of this item is required because;

- a. 30-A M.R.S.A. § 2104(1) provides that “The municipal officers may determine that amendments to the municipal charter should be considered and, by order, provide for notice and hearing on them,” and
- b. 30-A M.R.S.A § 2104(1) provides that “Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election held at least 30 days after the order is passed,” and
- c. 30-A M.R.S.A. § 2104(6) provides that “When the municipal officers determine that it is not practical to print the proposed amendment on the ballot and that a summary would not misrepresent the subject matter of the proposed amendment, the municipal officers shall include in their order a summary of the proposed amendment.”

### III. Issue Summary.

Please see the attachments. In particular the attachments pertaining to Question 2, which shows both the strike through deletions and underlined additions that could not translate to the agenda language legibly.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-063

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To receive public comment and approve, for the November 3, 2026 referendum vote, questions on the proposed amendments to Article V and Article VIII of the Town Charter, changing the Annual Town Meeting’s voting on the annual municipal budget from an open town meeting to a secret ballot referendum and increasing the amount of supplemental appropriations that require Town Meeting approval, both as are further explained below.

**QUESTION 1:** Shall the Town approve the charter amendment summarized below, to be effective January 1, 2027?

Summary of Amendment:

- Change the method of Town Meeting’s voting on the annual budget from an open town meeting to a secret ballot referendum;
- Provide for a special open Town Meeting to be held to consider portions of the annual budget rejected at the secret ballot referendum;
- Authorize the Town Council to choose how to present the budget to voters for approval; and
- Adjust the timeline for the Town Manager to prepare and submit the proposed annual budget to the Town Council for review, to accommodate use of the secret ballot referendum process.

**QUESTION 2.** Shall the Town approve the charter amendment reprinted below, to be effective immediately upon adoption?

**Section 2. When action by Town Meeting required.**

The annual budget, as provided in Article V and in accordance with Section 5 of this Article; any appropriation of ~~\$25,000~~500,000 or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after adoption ~~it has been adopted~~ at a Town Meeting by ~~the vote of a majority vote of~~ a majority vote of those present and voting. ~~those present and entitled to vote at such meeting.~~ The Town Meeting shall not increase the amount of any appropriation recommended by the Council and shall not increase the amount of any bond issue above the amount recommended by the Council.

II. Basis for Council Action.

Council approval of this item is required because;

- a. 30-A M.R.S.A. § 2104(1) provides that “The municipal officers may determine that amendments to the municipal charter should be considered and, by order, provide for notice and hearing on them,” and
- b. 30-A M.R.S.A § 2104(1) provides that “Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election held at least 30 days after the order is passed,” and
- c. 30-A M.R.S.A. § 2104(6) provides that “When the municipal officers determine that it is not practical to print the proposed amendment on the ballot and that a summary would not misrepresent the subject matter of the proposed amendment, the municipal officers shall include in their order a summary of the proposed amendment.”

III. Issue Summary.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-063

Agenda Date: 5/26/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

### Agenda Number:

#### I. Council Action Requested.

To receive public comment and approve, for the November 3, 2026 referendum vote, questions on the proposed amendments to Article V and Article VIII of the Town Charter, changing the Annual Town Meeting's voting on the annual municipal budget from an open town meeting to a secret ballot referendum and increasing the amount of supplemental appropriations that require Town Meeting approval, both as are further explained below.

**QUESTION 1:** Shall the Town approve the charter amendment summarized below, to be effective January 1, 2027?

#### Summary of Amendment:

- Change the method of Town Meeting's voting on the annual budget from an open town meeting to a secret ballot referendum;
- Provide for a special open Town Meeting to be held to consider portions of the annual budget rejected at the secret ballot referendum;
- Authorize the Town Council to choose how to present the budget to voters for approval; and
- Adjust the timeline for the Town Manager to prepare and submit the proposed annual budget to the Town Council for review, to accommodate use of the secret ballot referendum process.

**QUESTION 2.** Shall the Town approve the charter amendment reprinted below, to be effective immediately upon adoption?

#### Section 2. When action by Town Meeting required.

The annual budget, as provided in Article V and in accordance with Section 5 of this Article; any appropriation of \$500,000 or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after adoption at a Town Meeting by a majority vote of those present and voting. The Town Meeting shall not increase the amount of any appropriation recommended by the Council and shall not increase the amount of any bond issue above the amount recommended by the Council.

#### II. Basis for Council Action.

Council approval of this item is required because;

- a. 30-A M.R.S.A. § 2104(1) provides that “The municipal officers may determine that amendments to the municipal charter should be considered and, by order, provide for notice and hearing on them,” and
- b. 30-A M.R.S.A § 2104(1) provides that “Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election held at least 30 days after the order is passed,” and
- c. 30-A M.R.S.A. § 2104(6) provides that “When the municipal officers determine that it is not practical to print the proposed amendment on the ballot and that a summary would not misrepresent the subject matter of the proposed amendment, the municipal officers shall include in their order a summary of the proposed amendment.”

### III. Issue Summary.

Please see the attachments. In particular the attachments pertaining to Question 2, which shows both the strike through deletions and underlined additions that could not translate to the agenda language legibly.

**QUESTION 1:** Shall the Town approve the charter amendment summarized below, to be effective January 1, 2027?

To amend Article V (Budget) and Article VIII (The Town Meeting) of the Town Charter to:

- Change the method of Town Meeting’s voting on the annual budget from an open town meeting to a secret ballot referendum;
  - Provide for a special open Town Meeting to be held to consider portions of the annual budget rejected at the secret ballot referendum;
  - Authorize the Town Council to choose how to present the budget to voters for approval; and
  - Adjust the timeline for the Town Manager to prepare and submit the proposed annual budget to the Town Council for review, to accommodate use of the secret ballot referendum process.
- 

**QUESTION 2.** Shall the Town approve the charter amendment reprinted below, to be effective immediately upon adoption?

Article VIII of the Town Charter, entitled, “The Town Meeting,” Section 2 entitled, “When action by Town Meeting required” is hereby amended as follows (additions are underlined, deletions are ~~struck through~~):

**Section 2. When action by Town Meeting required.**

The annual budget, as provided in Article V and in accordance with Section 5 of this Article; any appropriation of ~~\$25,000~~500,000 or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after adoption ~~it has been adopted~~ at a Town Meeting by the vote of a majority ~~the vote of a majority vote of a majority vote of those present and voting. those present and entitled to vote at such meeting.~~ The Town Meeting shall not increase the amount of any appropriation recommended by the Council and shall not increase the amount of any bond issue above the amount recommended by the Council.

## Chapter C

### COUNCIL-MANAGER CHARTER

	ARTICLE I		
	<b>Grant of Powers to the Town</b>	Section 3.	<b>Capital program.</b>
Section 1.	<b>Incorporation.</b>	Section 4.	<b>Review of budget by Council.</b>
Section 2.	<b>Powers and duties.</b>	Section 5.	<b>Budget establishes appropriation.</b>
Section 3.	<b>Intergovernmental relations.</b>	Section 6.	<b>Budget establishes amount to be raised by property tax; certification of Town Assessor.</b>
	ARTICLE II	Section 7.	<b>Expenditures and departmental revenue.</b>
	<b>Town Council</b>	Section 8.	<b>Transfers of appropriations.</b>
Section 1.	<b>Number, election, term.</b>	Section 9.	<b>Interim expenditures.</b>
Section 2.	<b>Qualifications, vacancies.</b>	Section 10.	<b>Work program; allotments.</b>
Section 3.	<b>Enumeration of powers.</b>	Section 11.	<b>Amendments after adoption.</b>
Section 4.	<b>Compensation.</b>	Section 12.	<b>Lapse of appropriations.</b>
Section 5.	<b>Induction of Council into office.</b>		
Section 6.	<b>Council to judge qualifications of its members.</b>		ARTICLE VI
Section 7.	<b>Regular meetings.</b>		<b>Tax Administration</b>
Section 8.	<b>Rules of procedure; journal.</b>	Section 1.	<b>Assessor.</b>
Section 9.	<b>The presiding officer.</b>	Section 2.	<b>Board of Assessment Review; appointment; vacancies.</b>
Section 10.	<b>Quorum.</b>	Section 3.	<b>Board of Assessment Review; powers and duties.</b>
Section 11.	<b>Ordinances in general.</b>		
Section 12.	<b>Town Clerk.</b>		ARTICLE VII
Section 13.	<b>Independent annual audit.</b>		<b>Nominations and Elections</b>
	ARTICLE III	Section 1.	<b>Municipal elections.</b>
	<b>Town Manager</b>	Section 2.	<b>Nomination.</b>
Section 1.	<b>Town Manager, qualifications.</b>	Section 3.	<b>Conduct of municipal elections.</b>
Section 2.	<b>Powers and duties of Town Manager.</b>	Section 4.	<b>Voting places.</b>
	ARTICLE IV	Section 5.	<b>Election officials.</b>
	<b>Department of Education</b>		ARTICLE VIII
	ARTICLE V		<b>The Town Meeting</b>
	<b>Budget</b>	Section 1.	<b>Annual and Special Town Meeting.</b>
Section 1.	<b>Fiscal year.</b>	Section 2.	<b>When action by Town Meeting required.</b>
Section 2.	<b>Preparation and submission of the budget.</b>	Section 3.	<b>Application.</b>

WINDHAM CODE

**Section 4. Method of discontinuing the Town Meeting.**

**ARTICLE IX  
Initiative and Referendum**

**Section 1. Petition for overrule of action of Council.**

**Section 2. Petition for enactment of ordinances.**

**Section 3. Form of ballot.**

**ARTICLE X  
General Provisions**

**Section 1. Oath of office.**

**Section 2. Short title.**

**Section 3. Separability clause.**

**[HISTORY: Adopted by the Town of Windham 12-9-1974, effective 1-1-1975, as amended through 11-5-2024. Subsequent amendments noted where applicable.]**

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ARTICLE I  
**Grant of Powers to the Town**

**Section 1. Incorporation.**

The inhabitants of the Town of Windham, within the limits as now established or as hereafter established in the manner provided by law, shall be a municipal corporation, by the name of the Town of Windham.

**Section 2. Powers and duties.**

The Town shall have, exercise and enjoy all the rights, immunities, powers, privileges and franchises and shall be subject to all the duties, liabilities and obligations provided for herein, or otherwise, pertaining to or incumbent upon said Town as a municipal corporation or to the inhabitants or municipal authorities thereof; and may enact reasonable by-laws, regulations and ordinances for municipal purposes, not inconsistent with the Constitution and laws of the State of Maine, and impose penalties for the breach thereof, to be recovered for such uses as said by-laws, regulations or ordinances shall provide.

The administration of all the fiscal, prudential and municipal affairs of said Town, with the government thereof, except as otherwise provided by this Charter, shall be and is vested in one body of seven members, which shall constitute and be called the Town Council, all of whom shall be inhabitants of said Town, and shall be sworn in the manner hereinafter prescribed.

The Town may acquire property for any Town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage and control such property as its interest may require.

In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the Town would have if the particular power were not mentioned. The Charter shall be liberally construed to the end that the Town may have all the powers necessary or convenient for the conduct of its municipal affairs, including all powers the Town may assume pursuant to state laws and to the provisions of the State Constitution.

**Section 3. Intergovernmental relations.**

The Town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil subdivisions or agencies thereof, or with the United States or any agency thereof, in accordance with the terms of the Interlocal Cooperation Act<sup>1</sup> and other statutory provisions.

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1. Editor's Note: See 30-A M.R.S.A. § 2201 et seq.

ARTICLE II  
**Town Council**

**Section 1. Number, election, term.**

The Town Council, hereinafter called the "Council", shall be and constitute the municipal officers of the Town and shall be composed of seven (7) members, each of whom shall be elected by the registered voters of the entire Town.

"Area representatives." At least one member shall be a resident of each of the following areas of the Town at the time of their election and shall maintain residency in their respective areas for the duration of their terms of office:

North Windham shall consist of the area bounded on the south by the centerline of Routes 35 and 115, on the east by the Town of Gray, on the north by the Towns of Raymond and Gray and on the west by the Town of Standish;

East Windham shall consist of the area bounded on the north by the centerline of Route 115 from its intersection with the Little Sebago Lake outlet to the Gray line, on the east by the Towns of Gray, Cumberland, Falmouth and Westbrook, on the west by the centerline of Route 302 from Westbrook to its intersection with the Varney Mill Road, thence by the centerline of the Varney Mill Road to its intersection with the Ditch Brook, thence by the thread of the Ditch Brook to Collins Pond, thence by the middle of Collins Pond to the Little Sebago Lake outlet and Route 115;

West Windham shall consist of the area bounded on the north by the centerline of Route 35, on the west by the Towns of Standish and Gorham, on the south by the centerlines of Gambo and Newhall Roads to the point of their intersection with Route 202 and on the east by the centerline of Route 202 from its intersection with the Newhall Road to its intersection with Route 302 and by the centerline of Route 302 from its intersection with Route 202 to its intersection with the Varney Mill Road, thence by the centerline of the Varney Mill Road to its intersection with the Ditch Brook, thence by the thread of the Ditch Brook to Collins Pond, thence by the middle of Collins Pond to the Little Sebago Lake outlet and Route 115;

South Windham shall consist of the area bounded on the northeast by the centerline of Route 302 from the Westbrook line to its intersection with Route 202, on the northwest by the centerline of Route 202 from its intersection with Newhall Road to its intersection with Route 302, and by the centerlines of Gambo and Newhall Roads to their intersection with the town line of Gorham and on the southeast by the town line of Westbrook to its intersection with Route 302.

"At large representatives." Three members shall be considered "at large" who shall be residents of any section of the Town. Each member shall be elected for a term of three years and until his successor is elected and qualified.

**Section 2. Qualifications, vacancies.**

- A. Councilors shall be qualified voters of the Town and shall reside in the Town during their term of office.
- B. Holding other office: Except where otherwise allowed by law, or pursuant to an agreement under the Interlocal Cooperation Act,<sup>2</sup> no Councilor shall hold other Town office or employment during the term for which they were elected to the Council, and no former Councilor shall hold any compensated

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2. Editor's Note: See 30-A M.R.S.A. § 2201 et seq.

appointive Town office or employment until one year after the expiration of the term for which they were elected to the Council.

- C. Forfeiture of office: A Councilor shall forfeit his/her office if he/she:
- (1) Lacks at any time during his/her term of office any qualification for the office prescribed by the Charter or by law,
  - (2) Violates any express prohibition of this Charter,
  - (3) Is convicted of a felony,
  - (4) Is convicted of any other crime or offense involving moral turpitude, or
  - (5) Fails to attend three consecutive regular meetings of the Council, where votes will be taken, without being excused for due cause by the Council.
- D. Filling of vacancies: In case of a vacancy caused by death, resignation or other cause, the vacancy shall be filled at the next regular municipal election for the unexpired term. The Council shall fill vacancies in its number occurring between regular municipal elections, and the term of office of any member of the Council so chosen shall expire at the next municipal election.

### **Section 3. Enumeration of powers.**

Without limitation of the foregoing, the Council shall have the power to:

- A. Appoint, on the affirmative vote of five members, the Manager for an indefinite term and remove him/her by the same vote. At least 30 days before such removal shall become effective, the Council shall, by the affirmative vote of five members, adopt a preliminary resolution stating the reasons for the Manager's removal. The Manager may reply in writing and may request a public hearing, which shall be held not earlier than 20 days nor later than 30 days after the filing of such request. After such public hearing if one is requested, and after full consideration, the Council by the affirmative vote of five members may adopt a final resolution of removal. By the preliminary resolution, the Council may suspend the Manager from duty, but the regular salary of the Manager shall continue to be paid to him/her during the period of suspension. However, in no case shall the Manager receive pay while on suspension or in any form of severance agreement that, in total, exceeds three months' salary.
- B. Appoint and remove on the affirmative vote of five members, the Assessor, the Town Clerk and the Town Attorney. All appointees of the Council shall serve at the will of the Council.
- C. Appoint the members of the Board of Assessment Review, the Planning Board, the Board of Zoning Appeals, and the membership of such advisory committees as the Council shall create, except that by ordinance the Council may make membership of any advisory committee elected.
- D. Create by ordinance, change and abolish offices, departments and agencies, other than the offices, departments and agencies established by this Charter. The Council by ordinance may assign additional functions or duties to offices, departments or agencies established by this Charter, but may not discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency. The Council may, however, where not prohibited by law, vest in the Town Manager all or part of the duties of any office under this Charter.
- E. The Council may make investigations into the affairs of the Town and the conduct of any Town department, office or agency.

- F. Adopt, reject, or modify and carry out plans proposed by the Planning Board.
- G. Approve an annual budget and recommend same to the Town Meeting, subject to the provisions of this Charter, and may appoint a Budget Committee to assist them in this duty.
- H. Provide for an annual audit.
- I. Exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.

#### **Section 4. Compensation.**

- A. Councilors shall receive \$20 for each Council meeting attended, not to exceed in the aggregate of \$500 per year in full for their services and shall be paid quarterly. Such compensation may be changed by ordinance, but no such ordinance increasing the salary of members of the Town Council shall take effect during the then current municipal year.
- B. The Town Council by order shall fix the salaries of officials appointed by the Town Council, including the salary of the Town Manager.
- C. Salaries of the appointees of the Town Manager shall be fixed by the Town Manager subject to the approval of the Council.
- D. The Council may provide by order for the reimbursement of necessary and actual expenses of Town officers and officials in the exercise of their official duties.

#### **Section 5. Induction of Council into office.**

Councilors-elect shall be sworn to the faithful discharge of their duties by a Justice of the Peace, or by the Town Clerk, at the next regular or special Town Council meeting immediately following the regular Town elections, and a record made thereof.

#### **Section 6. Council to judge qualifications of its members.**

The Council shall be the judge of the election and qualifications of its members, but the decision of the Council in any such case shall be subject to review of the courts.

#### **Section 7. Regular meetings.**

The Council shall meet regularly at least once a month. It shall also provide a method for calling special meetings. During each meeting there shall be opportunity for public discussion by the Council upon each item on the agenda. There shall be an opportunity for the public to speak on each item before a vote is taken by the Council.

#### **Section 8. Rules of procedure; journal.**

The Council shall determine its own rules and order of business. It shall keep a record of its proceedings and the record shall be open to public inspection.

#### **Section 9. The presiding officer.**

At the first meeting after the regular municipal election, the Council shall elect from among its members,

officers of the Town who shall have the titles of Chair and Vice-Chair each of whom shall serve at the pleasure of the Council. The Chair shall preside at meetings of the Council, and shall be recognized as head of the Town government for all ceremonial purposes, and by the Governor for purposes of military law, but shall have no administrative duties. The Vice-Chair shall act as Chair in the absence of the Chair. The Chair and the Vice-Chair shall be entitled to vote on all questions.

#### **Section 10. Quorum.**

A majority of the Council shall constitute a quorum for the transaction of business. At least four votes shall be registered in favor of passage of an ordinance, order or resolution. A smaller number may adjourn from time to time. At least 24 hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.

#### **Section 11. Ordinances in general.**

- A. Form: Every proposed ordinance shall be introduced in writing and in the form required for final adoption. The enacting clause shall be "The Town of Windham hereby ordains...".
- B. Procedure: A proposed ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Secretary to the Council shall distribute a copy to each Council member and to the Town Manager; shall file a reasonable number of copies in the office of the Clerk and such other public places as the Council may designate. A notice setting out the time and place for a public hearing shall be given at least seven days in advance by publication in a newspaper, as defined by relevant Maine statute (1 M.R.S.A. § 601 or its successor, as amended), having a general circulation in said Town before any ordinance shall be passed, but nothing herein shall be deemed to require publication of the ordinance itself. The public hearing may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have a reasonable opportunity to be heard. After the hearing the Council may adopt the ordinance with or without amendment or reject it; but if it is amended as to any matter of substance, the Council may not adopt it until the ordinance or its amended sections have been subjected to all the procedure hereinbefore required in the case of a newly introduced ordinance.
- C. Effective date: Except as otherwise provided in this Charter, every adopted ordinance shall become effective at the expiration of 30 days after adoption or at any later date specified therein.
- D. Emergency ordinances: To meet a public emergency affecting life, health, property or the public peace, the Council may adopt one or more emergency ordinances. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of at least the majority plus one member shall be required for adoption. After its adoption the ordinance shall be posted in three public places. It shall become effective upon adoption or at such later time as it may specify. Every emergency ordinance except one authorizing the issuance of emergency notes shall stand repealed as of the 61st day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

#### **Section 12. Town Clerk.**

- A. The Town Clerk shall perform those duties established by law and shall act as Secretary of Council,

and shall keep a public record of all proceedings of the Council, including all roll call votes. The Town Clerk shall be a resident of the Town, unless the Council waives this requirement.

- B. Statutory fees collected by the Town Clerk shall be turned over to the Town.
- C. The Council shall set the salary of the Town Clerk.

**Section 13. Independent annual audit.**

Prior to the end of each fiscal year, the Council shall designate the State Department of Audit or private certified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transaction of the Town Government and shall submit their report to the Council and the Town Manager. Such accountants shall not maintain any accounts or records of the Town business, but shall post-audit the books and documents kept by any office, officer, department or agency of the Town Government.

ARTICLE III  
**Town Manager**

**Section 1. Town Manager, qualifications.**

The Town Manager shall be chosen by the Council solely on the basis of his/her character and his/her executive and administrative qualifications with special reference to his/her actual experience in, or his/her knowledge of, accepted practice in respect to the duties of his/her office as hereinafter set forth. At the time of his/her appointment, the Town Manager need not be a resident of the Town or state.

**Section 2. Powers and duties of Town Manager.**

The Town Manager shall be the Chief Administrative Officer of the Town. The Town Manager shall be responsible to the Council for the administration of all Town affairs placed in the Town Manager's charge by or under this Charter or by direction of the Council. The Town Manager shall have the following powers and duties:

- A. The Town Manager shall be Tax Collector, Town Treasurer, Overseer of the Poor, and shall have and exercise all powers and perform all the duties conferred or imposed by law upon said respective officers. No Councilor shall receive appointment to the office of Town Manager during the term for which they shall have been elected, nor within one year after the expiration of their term, nor shall any member of the Council act in that capacity. The Town Manager shall give bond for the faithful discharge of his/her duties to the Town of Windham in such sum as the Council shall determine and direct, and with surety or sureties to be approved by the Council. The premium on the Town Manager's bond shall be paid by the Town.
- (1) The Town Manager shall appoint and remove statutory officers and department heads, including but not limited to Chief of the Police Department, Fire-Rescue Chief and Director of Public Works subject to confirmation by the Council; and all other administrative officers and Town employees, except as the Town Manager may authorize the head of a department or office to appoint or remove subordinates in such department or office and except as otherwise provided by law, by this Charter, or by personnel rules adopted pursuant to this Charter.
  - (2) The Town Manager shall direct and supervise the administration of all departments, offices and agencies of the Town, except as otherwise provided by this Charter or by law.
  - (3) The Town Manager or his/her designee shall attend Council meetings, except when the Town Manager's removal is being considered, and shall have the right to take part in discussions but may not vote.
  - (4) The Town Manager shall see that all laws, provisions of this Charter and acts of the Council, subject to enforcement by the Town Manager or by officers subject to the Town Manager's direction and supervision, are faithfully executed.
  - (5) The Town Manager shall prepare and submit the annual budget and capital program to the Council and be responsible for its administration after adoption.
  - (6) The Town Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year, and cause such annual Town report to be published and made available to the public as promptly as possible after the close of the fiscal year.

- (7) The Town Manager shall prepare and submit to the Council such reports and shall perform such duties as the Council may require, shall keep the Council advised of the financial condition and future needs of the Town, and shall make such recommendations to the Council concerning the affairs of the Town as the Town Manager deems desirable.
- (8) The Town Manager shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.
- (9) The Town Manager shall act as purchasing agent for all departments of the Town and provide for cooperative purchasing arrangements where feasible, and shall submit to competitive bids any transaction in excess of the amount set by order of the Council.
- (10) The Town Manager shall prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption by the Council.
- (11) Council not to interfere in appointments or removals. Neither the Council nor any of its members shall direct or request the appointment of any person to or his removal from office by the Manager or by any of his subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the Manager and neither the Council nor any member thereof shall give orders to any subordinates of the Manager, either publicly or privately.
- (12) Vacancy in office of Town Manager. During any vacancy in the office of Town Manager, and during the absence or disability of the Town Manager, the Council shall designate a properly qualified person, not a member of the Council, to perform the duties of Manager and fix his/her compensation. While so acting, he/she shall have the same powers and duties as those given to and imposed on the Town Manager. Before entering the Town Manager's duties, he/she shall give bond to the Town of Windham in a sum and with surety or sureties to be approved by the Council. The premium on said bond shall be paid by the Town.

ARTICLE IV  
**Department of Education**

[Superseded by consolidation of the Windham and Raymond school departments pursuant to 20-A M.R.S.A. Chapter 103-A, effective July 1, 2009.]

ARTICLE V  
**Budget**

**Section 1. Fiscal year.**

- A. The fiscal year of the Town Government shall begin the first day of July and shall end on the 30th day of June, or such other fiscal year as the Council may decide. Such fiscal year shall constitute the budget and accounting year as used in the Charter. The term "budget year" shall mean the fiscal year for which any particular budget is adopted and in which it is administered.
- B. The credit of the Town shall in no manner be loaned to any individual, association or corporation, except as provided by law.

**Section 2. Preparation and submission of the budget.**

The Town Manager, ~~not less than 90 days prior to the beginning of the new fiscal year~~ no later than March 1 of each year, shall submit to the Council a budget and an explanatory budget message. The budget authority of the Council shall be limited to the final determination of the total appropriation to be made to each of the several offices, departments and agencies of the Town.

This budget shall contain:

- A. ~~Exact~~ A statement of the financial condition of the Town consistent with the most recent annual audit conducted by the Town's auditor.
- B. An itemized statement of appropriations recommended for current expenses, with comparative statements in parallel columns of estimated expenditures for the current fiscal year and actual expenditures for the next preceding fiscal year. An increase or decrease in any item shall be noted.
- C. Proposed capital expenditures during the ensuing fiscal year detailed by offices, departments and agencies when practicable and the proposed method of financing each such capital expenditure.
- D. An itemized statement of estimated revenue from all sources, other than taxation, and a statement of taxes required, comparative figures from current and next preceding year.
- E. Such other information as may be required by the Council.

**Section 3. Capital program.**

- A. Submission to Council. The Manager, ~~with the assistance of the Planning Board~~, shall prepare and submit to the Council a five-year capital program ~~at least three months prior to the final date for submission of the budget~~ no later than March 1 of each year.
- B. Contents. The capital program shall include:
  - (1) A clear general summary of its contents;
  - (2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
  - (3) Cost estimates, method of financing and recommended time schedules for each improvement; and
  - (4) The estimated annual cost of operating and maintaining the facilities to be constructed or

acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

#### **Section 4. Review of budget by Council.**

The proposed budget prepared by the Manager shall be reviewed by the Council which shall acknowledge receipt of the budget with or without amendments. The complete Town budget as received or as amended by the Council shall be printed and distributed and the Council shall fix the time and place for holding a public hearing on the budget, and shall give a public notice of such hearing as provided in this Charter. The Council, after holding the public hearing, shall then review the budget and recommend it with or without change to the annual Town Meeting, ~~no later than 30 days prior to the beginning of the new fiscal year.~~

In the event the Council shall fail to approve the budget at least ~~30-60~~ days prior to the beginning of the new fiscal year, the budget as presented by the Manager shall become the budget recommended to the Annual Town Meeting.

#### **Section 5. Budget establishes appropriation.**

From the date of adoption of the budget, the several amounts stated therein as proposed appropriations shall be and become appropriated to the several agencies and the purposes therein named, unless modified by a subsequent vote of a special town meeting held prior to the date that taxes are committed.

#### **Section 6. Budget establishes amount to be raised by property tax; certification of Town Assessor.**

From the date of adoption of the budget, the amounts stated therein as the amount to be raised by property tax shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding fiscal year, unless modified by a subsequent vote of a special town meeting held prior to the date that taxes are committed. A copy of the budget as finally adopted shall be certified and filed by the Manager with the Town Assessor, whose duty it shall be to levy such taxes for the corresponding fiscal year.

#### **Section 7. Expenditures ~~and departmental revenue.~~**

The budget for all departments shall include all proposed expenditures, inclusive of current expenses and capital expenditures; and the Council shall make a gross appropriation for each department for the ensuing fiscal year. Town Meeting shall be asked to approve the gross expenditure of each department in separate budget articles or approve the entire budget through a single budget article, in the discretion of the Town Council, pursuant to the provisions of Article VIII. Regardless of how approved, tThe gross appropriation for each department shall not be exceeded except by consent by a majority of the Council.

#### **Section 8. Transfers of appropriations.**

At the request of the Manager and within the last three months of the budget year, the Council may by resolution transfer any unencumbered appropriation balance or portion thereof between general classification of expenditures between any offices, departments, or agencies. Following the close of the fiscal year, the Council may also continue unexpended balances in capital accounts.

#### **Section 9. Interim expenditures.**

In the period between the beginning of the fiscal year and the appropriation of funds, the Council may authorize expenditures for current departmental expenses chargeable to the appropriations for the year when

made in amounts sufficient to cover the necessary expenses of the various departments.

**Section 10. Work program; allotments.**

Before the beginning of the budget year, the head of each office, department or agency shall submit to the Town Manager, when required, a work program of the year, which program shall show the requested allotments of appropriations for such office, department or agency, by stated periods, for the entire budget year. The Town Manager shall review the requested allotments in the light of the work program of the office, department or agency concerned, and may revise, alter or change such allotments before approving the same. The aggregate of such allotments shall not exceed the total of appropriations available to said office, department or agency for the budget year.

**Section 11. Amendments after adoption.**

- A. Supplemental appropriations: If during the fiscal year, the Manager certifies that there are available for appropriation, revenues in excess of those estimated in the budget, the Council by ordinance may make supplemental appropriations for the year up to the amount of such excess, subject to the limit set forth in Article VIII, Section 2 of this Charter.
- B. Emergency appropriations: To meet a public emergency affecting life, health, property or the public peace, the Council may make emergency appropriations. Such appropriations may be made by emergency ordinance. To the extent that there are no available unappropriated funds to meet such appropriations, the Council may by emergency ordinance authorize the issuance of temporary notes, which may be renewed from time to time, but the temporary notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
- C. Reduction of appropriations: If at any time during the fiscal year it appears probable to the Manager that the revenues available will be insufficient to meet the amount appropriated, the Town Manager shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken and recommendations as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.

**Section 12. Lapse of appropriations.**

Every general fund appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

ARTICLE VI  
**Tax Administration**

**Section 1. Assessor.**

There shall be established a Division of Assessment, the head of which shall be the Town Assessor. The Assessor, appointed as hereinbefore provided, shall perform all duties and responsibilities provided for assessors, and as the Assessor may now or hereafter be subject to, under the laws of the State of Maine.

**Section 2. Board of Assessment Review; appointment; vacancies.**

There shall be a Board of Assessment Review to consist of five members, who shall be appointed by the Council for a term of three years. Members may be removed for cause after hearing by the Council. Vacancies in the membership of such Board shall be filled by appointment of the Council for the unexpired term.

**Section 3. Board of Assessment Review; powers and duties.**

The Board of Assessment Review shall have the power to:

- A. Review, on complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Town Assessor;
- B. Administer oaths;
- C. Take testimony;
- D. Hold hearings;
- E. Adopt regulations regarding the procedure of assessment review not inconsistent with statutory provisions.

ARTICLE VII  
**Nominations and Elections**

**Section 1. Municipal elections.**

The regular election for the choice of members of the Council shall be held on the first Tuesday following the first Monday of November. All such elections shall be conducted on a nonpartisan basis and without party designations on the election ballot.

**Section 2. Nomination.**

Any qualified voter of the Town may be nominated for the Council by the use of nomination papers in accordance with the Statutes of the State of Maine.

**Section 3. Conduct of municipal elections.**

The provisions of the Statutes of the State of Maine relating to the qualifications of voters, the registration of voters, the nomination for any office, the manner of voting, the duties of election officers and all other particulars relative to preparation for, conducting and management of elections, so far as they may be applicable, shall govern all municipal elections, except as otherwise provided in this Charter.

**Section 4. Voting places.**

The voting places for municipal elections shall be those which have been or may hereafter be established for state elections.

**Section 5. Election officials.**

The Town Council shall, not less than 10 days before any election, approve the appointment of an Election Warden and Deputy Warden made by the Town Clerk as required by relevant Maine statute (21-A M.R.S.A. Chapter 7 or its successor) and, not later than May 1 of any general election year, appoint regular ballot clerks for each voting place.

ARTICLE VIII  
The Town Meeting

**Section 1. Annual and Special Town Meeting.**

An Annual Town Meeting for the consideration of the annual budget and the transaction of other Town business which voters are authorized to vote upon shall be held on the ~~first Saturday following the second Tuesday~~second Tuesday in June, ~~in a manner concurrent with the regular municipal election.~~ The review and approval of the budget by the Annual Town Meeting shall be in accordance with Section 5 of this Article. Special Town Meetings may also be called by the Council.

~~Special Town Meetings may be called by the Council.~~

**Section 2. When action by Town Meeting required.**

The annual budget, as provided in Article V and in accordance with Section 5 of this Article; any appropriation of ~~\$25,000~~500,000 or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after adoption ~~it has been adopted~~ at a Town Meeting by ~~the vote of a majority of a majority vote of those present and voting. those present and entitled to vote at such meeting.~~ The Town Meeting shall not increase the amount of any appropriation recommended by the Council and shall not increase the amount of any bond issue above the amount recommended by the Council.

**Section 3. Application.**

The provisions of this ~~article~~Article shall not apply to any appointments of officers, or members of commissions or of boards made by said Town Council, or to the appointment or designation of officers of the Town Council or to rules governing the procedure of the Town Council.

**Section 4. Method of discontinuing the Town Meeting.**

At any time, not less than 10% of the registered voters of the Town may petition over their personal signatures for a referendum vote on the ballot at a general or special Town election on the proposition of discontinuing the Town Meeting. The proper election officials of the Town shall take such steps as may be necessary to place such question upon the ballot at the next general election or at a special election called for that purpose. If at such general election or special election a majority of the electors of the Town voting on the question shall vote for the discontinuing of the Town Meeting of the Town of Windham, the powers heretofore vested in the Town Meeting shall be conferred upon and exercised by the Town Council.

**Section 5. Review and approval of the annual budget.**

The Annual Town Meeting shall vote on the annual budget by secret ballot. The ballot shall include either: (i) several budget articles, each setting forth a proposed gross appropriation for a specific department or operating fund of the Town, or (ii) a single budget article seeking approval for the entire proposed budget for the upcoming fiscal year. The ballot shall further indicate that approval of a proposed budget article shall authorize the raising and appropriating of the proposed amount, but that defeat of a proposed budget article shall authorize the raising and appropriating of the amount so approved for that department, operating fund, or entire annual budget, for the previous fiscal year, which amount shall also be shown. Each budget article must receive a majority of votes cast to be approved. Consistent with this Section, the form of the ballot may change from year to year in the sole and

Section 1

exclusive discretion of the Town Council.

Should any budget article be defeated at the Annual Town Meeting, the Town Council may call a special town meeting to propose an alternative amount to raise and appropriate. Any special town meeting called for such purpose shall be conducted as an open town meeting, which must occur prior to the date on which taxes are committed by the Town.

Any request for the issuance of bonds or notes, as required by Section 2 of this Article, may be included on the secret ballot voted upon by the Annual Town Meeting. Alternatively, such requests may be submitted to a special town meeting, which shall be conducted as an open town meeting.

ARTICLE IX  
Initiative and Referendum

**Section 1. Petition for overrule of action of Council.**

All ordinances, resolutions or votes, except those making appointments or removals or regulating exclusively the internal procedure of the Council, shall be subject to overrule by a referendum, by direct vote of the whole people by secret ballot, as follows:

If, within 20 days after the enactment of any such ordinance, resolution or vote, a petition signed by not less than 10% of the registered voters of the Town of Windham is filed with the Town Clerk requesting its reference to a referendum, by direct vote of the whole people by secret ballot, the Council shall call a public hearing to be held within 30 days from the date of the filing of such petition with the Town Clerk and shall, within 30 days after said public hearing, call a special Town Meeting for the purpose of submitting to a referendum vote, by direct vote of the whole people by secret ballot, the question of adopting such ordinance, resolution or vote. Pending action by the Town Meeting, the referred ordinance, resolution or vote shall be suspended from going into operation until it has received an affirmative vote of the majority of the voters voting on said question.

**Section 2. Petition for enactment of ordinances.**

Not less than 10% of the registered voters of the Town may at any time petition for the enactment of any proposed lawful ordinance by filing such petition, including the complete text of such ordinance, with the Town Clerk. The Council shall call a public hearing to be held within 30 days from the date of the filing of such petition with the Town Clerk, and shall within 30 days after said public hearing call a special Town election for the purpose of submitting to a referendum vote, by direct vote of the whole people by secret ballot, the question of adopting such ordinance, unless prior to the call for said Town election, such ordinance shall be enacted by the Council. Such ordinance shall take effect on the 10th day after the conclusion of such referendum, provided a majority of those voting thereon shall have voted in the affirmative.

Any such proposed ordinance shall be examined by the Town Attorney before being submitted to referendum. The Town Attorney is authorized to correct the form of such proposed ordinance for the purpose of avoiding repetitions, illegalities and unconstitutional provisions, and to assure accuracy in its text and references and clearness and preciseness in its phraseology, but he/she shall not materially change its meaning and effect.

**Section 3. Form of ballot.**

The form of ballot for the proposed ordinance, or repeal of such ordinance, resolution or vote shall be substantially as follows:

"Shall the proposed ordinance (resolution, vote or Charter amendment), a copy of which is printed herein or attached hereto, be adopted?"

For the Ordinance	Against the Ordinance
( )	( )

The voter shall write a cross or check mark in the appropriate box.

ARTICLE X  
**General Provisions**

**Section 1. Oath of office.**

Every officer of the Town shall, before entering upon the duties of his office, take and subscribe to the following oath or affirmation, to be filed and kept in the office of the Town Clerk.

"I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and of the State of Maine; that I will, in all respects, observe the provisions of the Charter and ordinances of the Town of Windham and statutes of the State of Maine, and will faithfully discharge the duties of the office of. "

**Section 2. Short title.**

This Charter shall be known and may be cited as the "Council-Manager Charter of the Town of Windham". The Town Clerk shall cause it to be printed and made available to the public promptly.

**Section 3. Separability clause.**

If any portion of this Charter shall be held to be invalid, such decision shall not affect the validity of the remaining portions thereof.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-089

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To receive public comment and act on an application submitted by Smoked Windham located at 106 Main Street for a renewal Special Amusement Permit.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 11 § 4 of the Code of the Town of Windham requires the holder of a liquor or bottle club license to obtain a Special Amusement permit for any “music, except radio or other mechanical device, any dancing or entertainment of any sort” by application of the Town Council.

### III. Issue Summary.

Please refer to the attached application.



# Town of Windham

Town Offices  
8 School Road  
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Please refer to the attached application.



Town of Windham  
8 School Rd, Windham ME, 04062  
Chapter 11

**APPLICATION FOR SPECIAL AMUSEMENT PERMIT**

NEW  RENEWAL

Name of Business Smoked Windham  
 Address of Business 1060 MAIN ST  
 Business Mailing Address 92 Scottow Hill Rd Scarborough, Me. 04074  
 Owner's Name Michael Harris DOB 7-8-72  
 Owner's Mailing Address 92 Scottow Hill Rd Scarborough, Me. 04074  
 Business Phone 207-892-2337 Contact Phone 207-329-1789  
 E-Mail MIKE@SMOKEDMAINE.COM Website \_\_\_\_\_

Please check where you would like your permit mailed:

Owner's Mailing Address  Business Mailing Address

**\*\* Special Amusement Permits expire at the same time as a Liquor License \*\***

List names & addresses of all Officers for the proceeding 3 years:

1. Michael Harris DOB 7-8-72  
92 Scottow Hill Rd  
Scarborough Me 04074
2. \_\_\_\_\_ DOB \_\_\_\_\_
3. \_\_\_\_\_ DOB \_\_\_\_\_

Have any of the Officers been convicted of a Class A, B, or C crime in the last 5 years?

No  Yes – If yes, Who and or what offense (describe situation):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe the premises (including security measures, size, seating, etc.):

Full service Restaurant  
Indoor & Out door SEATING  
24 in / 36 out

Has Applicant ever had a permit denied or revoked?  Yes  No

If yes, describe the circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify type of entertainment: Acoustic Singer

List days and hours of entertainment: THURS & SUN. 11AM-11PM  
& on SPECIAL OCCASIONS

Contact person(s) available during the business hours of 8:00am to 4:00pm Monday – Friday:

Name MICHAEL HARRIS

Phone 207-329-1789

E-mail MIKEHARRIS2@MSN.COM

### Notice to Applicant

Upon approval of this application for a Special Amusement Permit, the named business is required to comply with all regulations contained in section 11.5 (C) of the Special Amusement Ordinance as well as any conditions made as part of its approval. Any regulated activity under this ordinance may not take place until it has been documented and verified by a Code Enforcement Officer that the regulations and conditions have been met and implemented in accordance with the approval. Any concerns you may have regarding the implementation of the requirements contained in the Special Amusement Ordinance should be made part of your application or voiced at your hearing prior to the permit application's approval.

"I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$500.00 or both."

4-30-2006

Date

[Signature]  
Applicant, Acknowledgement

Please return Application, \$150.00 permit fee, plus all advertising costs to:

Town Clerk, 8 School Rd, Windham ME 04062

AUTHORIZED SIGNATURES:

Code Enforcement Officer [Signature]

Chief of Police [Signature]



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-082

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Postponed

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To adopt amendments to the town's fund balance policy.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article II, Section 3 (I) of the Charter gives the Council the authority to "Exercise all the legislative, financial, borrowing and other powers or hereafter given by statute to inhabitants of towns acting in Town Meeting...", and
- b. This article contemplates the adoption or amendment of policies regarding the town's budgeting and fund balance practices.

III. Issue Summary.

Please refer to the attached policy.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-082

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Postponed

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

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- a. Article II, Section 3 (I) of the Charter gives the Council the authority to "Exercise all the legislative, financial, borrowing and other powers or hereafter given by statute to inhabitants of towns acting in Town Meeting...", and
- b. This article contemplates the adoption or amendment of policies regarding the town's budgeting and fund balance practices.

III. Issue Summary.

Please refer to the attached policy.

## **Town of Windham, Maine Fund Balance Policy**

### **Purpose:**

The purpose of this policy is to establish a target level of fund balance for the General Fund and certain Special Revenue Funds, and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unrestricted fund balance, and the priority for the use of amounts in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's fund balance. This policy applies to the General Fund, Recreation Program Special Revenue Fund, and Sewer Special Revenue Fund.

These provisions are intended to function as dynamic fiscal management tools that establish meaningful, achievable, and measurable expectations, encourage compliance, discourage end-runs around adopted financial controls, and support a unified financial message in municipal decision-making.

### **Definitions and Classifications:**

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance are as follows:

**Non-spendable** – resources which cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples: inventory, long-term loans and notes receivable, principal amount of permanent funds.

**Restricted** – resources with constraints placed on the use of resources which are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. Examples: grants, revolving loan fund, TIFs, impact fees.

**Committed** – resources which are subject to limitations the Town imposes upon itself at its highest level of decision-making authority, and that remains binding unless removed in the same manner. Examples: funds set aside by Council action to fund capital equipment and projects; Council actions to set aside funds for projects.

**Assigned** – resources neither restricted nor committed for which the Town has a stated intended use as established by the Town Council, or a body or official to which the Town Council has delegated the authority to assign amounts for specific purposes. Examples: year-end balance transfers to capital and encumbrances.

**Unassigned** – resources which cannot be properly classified in one of the other four categories.

The General Fund should be the only fund that reports a positive unassigned fund balance amount.

A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the unrestricted fund balance.

GAAP means generally accepted accounting principles in the United States.

**Policy:**

It is the policy of the Town of Windham to maintain a combined unrestricted fund balance in the General Fund and the specified Special Revenue Funds at 16.67% of the subsequent year’s budget, defined as the total of municipal appropriations, school district assessment, and county taxes. In the event that the unrestricted fund balance drops below the target of 16.67%, the Town will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level. Once the target of 16.67% is reached, any portion of the unassigned fund balance above the target may be used to fund the capital needs of the community or reduce property taxes in any subsequent year as deemed appropriate by the Town Council.

The Town Council will consider using unrestricted fund balance for emergencies that cannot be addressed through a normal budget process. The Town Council will consider using unassigned fund balance first to address any emergency. However, the use of assigned or committed fund balances, in that order, will be considered only as a last resort.

**Unassigned Fund Balance Policy**

**Purpose.** The purpose of this section is to establish a temporary and declining use of unassigned fund balance to support the annual budget revenue while preserving the Town’s long-term structural balance and financial flexibility. Use of unassigned fund balance for this purpose shall be treated as a one-time funding source and shall not be used in a manner that creates ongoing structural reliance beyond the period expressly authorized in this policy.

**Amount.** The Town shall establish an unassigned fund balance stabilization allocation in the total amount of \$3,000,000.

**Duration.** This policy shall remain in effect for five (5) fiscal years, starting in fiscal year 2028 and shall expire automatically upon completion of the fifth fiscal year, fiscal year 2032, unless extended by formal Town Council action. This stabilization allocation is intended to be self-liquidating over that five-year period and accomplished through the Town budget process.

**Funding Schedule.** The stabilization allocation shall be appropriated according to the following schedule:

- FY2028 - Year One: \$1,000,000

- FY2029 - Year Two: \$750,000
- FY2030 - Year Three: \$600,000
- FY2031 - Year Four: \$400,000
- FY2032 - Year Five: \$250,000

Conditions of Use: This allocation may be used only for addition to the annual budget revenue. Use of this allocation shall occur only if, after such use, the Town remains in compliance with its minimum unrestricted fund balance target of 16.67% of the subsequent year’s budget, as defined in this policy. During each annual budget cycle, the Town Manager and Finance Director shall review whether decreasing reliance on this allocation is being offset by recurring revenue growth, expenditure adjustments, or other structural budget solutions. Any year-end surplus shall first be considered for restoration of the Town’s primary unassigned fund balance to policy target levels before any further stabilization commitment is considered.

**Community Center Reserve Policy**

Purpose: The purpose of this section is to establish a dedicated reserve for the planning, design, acquisition, construction, furnishing, equipping, or related capital support of a municipal community center project.

Amount: The Town shall establish a Community Center Reserve in the amount of \$2,000,000.

Fund Balance Classification: This reserve shall be classified as Committed Fund Balance if established by formal Town Council action or Assigned Fund Balance if established through delegated authority consistent with this policy.

Allowable Uses: Amounts in this reserve may be used for project planning and feasibility work; design, engineering, and permitting; land, building, site, construction, furnishing, and equipment costs; debt service support; or reimbursement of eligible project costs related to the community center project, if otherwise authorized and permitted by law.

Sunset Provision: This reserve policy shall terminate on June 30, 2028. Any balance remaining in the reserve after that date shall be returned to the appropriate fund balance classification or re-designated by the Town Council in accordance with this policy and the Town’s then-current fiscal priorities.

**Sewer Reserve Policy**

Purpose: The purpose of this section is to establish a dedicated reserve to support sewer-related capital needs, infrastructure improvements, rehabilitation, regulatory compliance, and other substantial sewer system purposes identified by the Town.

Amount: The Town shall establish a Sewer Reserve in the amount of \$2,000,000.

Fund Balance Classification: This reserve shall be classified as Committed Fund Balance or Assigned Fund Balance, as authorized through Town Council action consistent with this policy.

Allowable Uses: Amounts in this reserve may be used for sewer infrastructure improvements; major rehabilitation and replacement projects; sewer expansion and capacity needs; and regulatory, engineering, permitting, and project implementation costs related to sewer capital projects.

Sunset Provision: This reserve shall terminate on June 30, 2030. Any balance remaining in the reserve after that date shall be returned to the appropriate fund balance classification or otherwise re-designated by Town Council action.

Refunding / Replenishment: This reserve shall be refunded or replenished by TIF revenues as such revenues become available, subject to lawful availability, applicable TIF documents, and annual appropriation or other required municipal authorization.

### **Fiscal Management Compliance**

These reserve provisions shall be administered in a manner consistent with the Town's overall fiscal management framework and with the fiscal management principles common to municipalities.

The Town shall administer these reserves as practical management tools with clear purposes, measurable targets, defined procedures, and transparent reporting.

Administration of these reserves shall encourage compliance with adopted policy, discourage ad hoc end-runs around established financial controls, and support consistency in municipal financial decision-making.

To the extent practical, reserve activity shall be presented using quantifiable measures, including opening balance, additions, uses, remaining balance, scheduled sunset, and any expected replenishment sources.

If the Town intends to advance monies for a project from reserves and later reimburse itself from the proceeds of tax-exempt financing, the Town should consider adopting a Declaration of Official Intent in accordance with applicable federal tax reimbursement rules before incurring non-preliminary project expenditures.

### **Policy Administration:**

Annually the Town Manager shall report the Town's fund balance and the classification of the various components in accordance with GAAP and this policy. Such annual reporting shall also include, to the extent applicable, the balance, additions, uses, remaining term, sunset date, and replenishment status of each reserve established under this policy.

The Town Manager annually shall review this policy and the considerations used in establishing the unrestricted fund balance target with the Finance Committee. The Finance Director shall report whether changes in those considerations or additional considerations have been identified that would change the recommended level of unrestricted fund balance. The Town Manager and Finance Director shall also review annually whether the reserve provisions adopted herein remain

aligned with the Town's current priorities, structural budget conditions, and adopted fiscal objectives.

Approved April 12, 2011

Council Order 11-019

Amended May 26, 2026

Council Order \_\_\_\_\_

## **Town of Windham, Maine Fund Balance Policy**

### **Purpose:**

The purpose of this policy is to establish a target level of fund balance for the general fund and certain special revenue funds, and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unrestricted fund balance, and the priority for the use of amounts in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's fund balance. This policy applies to the general fund, recreation program special revenue fund, and sewer special revenue fund.

### **Definitions and Classifications:**

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance are as follows:

1. *Non-spendable* ó resources which cannot be spent because they are either (a) not in spendable form or: (b) legally or contractually required to be maintained in tact. Examples: inventory, long-term loans and notes receivable, principal amount of permanent funds
2. *Restricted* ó resources with constraints placed on the use of resources which are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. Examples: grants, revolving loan fund, TIFs, impact fees
3. *Committed* -- resources which are subject to limitations the government imposes upon itself at its highest level of decision-making authority, and that remains binding unless removed in the same manner. Examples: funds set aside by council action to fund Part II budget capital equipment and projects, Council actions to set aside funds for projects
4. *Assigned* ó resources neither restricted nor committed for which a government has a stated intended use as established by the Town Council, or a body or official to which the Town Council has delegated the authority to assign amounts for specific purposes. Examples: year-end balance transfers to capital, encumbrances.
5. *Unassigned* ó resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

*GAAP* means generally accepted accounting principles in the United States.

**Policy:**

It is the policy of the Town of Windham to maintain a combined unrestricted fund balance in the general fund and the specified special revenue funds at 16.67% of the subsequent year's budget, defined as the total of municipal appropriations, school district assessment, and county taxes. In the event that the unrestricted fund balance drops below the target of 16.67% the Town will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level. Once the target of 16.67% is reached, any portion of the *unassigned fund balance* above the target may be used to fund the capital needs of the community or reduce property taxes in any subsequent year as deemed appropriate by the Town Council.

The Town Council will consider using unrestricted fund balance for emergencies that cannot be addressed through a normal budget process. The Town Council will consider using unassigned fund balance first to address any emergency. However, the use of assigned or committed fund balances, in that order, will be considered only as a last resort.

**Policy Administration:**

Annually the Town Manager shall report the Town's fund balance and the classification of the various components in accordance with GAAP and this policy.

The Town Manager annually shall review this policy and the considerations used in establishing the unrestricted fund balance target with the Finance Committee. The Finance Director shall report whether changes in those considerations or additional considerations have been identified that would change the recommended level of unrestricted fund balance.

Adopted April 12, 2011  
Article 11-019



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-053

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### **Agenda Number:**

#### I. Council Action Requested.

To award a \$1,500 scholarship as established by the Town Council and recommended by the scholarship review committee to college student Madelyn Demmons, who is pursuing a degree at the University of New England's School of Pharmacy.

#### II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to §160-6 of the Marijuana Business Licensing Ordinance, Chapter 1160, as adopted by the Council on May 26, 2020, a business license "applicant shall also pay an "education fee" in an amount set by Council" and "granted at the Council's discretion to educational institutions or nonprofit agencies for support of initiatives aimed at educating Windham youth regarding marijuana and other drugs," and
- b. The Marijuana License Fee Committee, established by the Council on September 8, 2020, was tasked the responsibility "to review application requests for funding and make recommendations to the Town Council on proposed fund disbursements," and
- c. The Marijuana License Fee Committee recommended establishing an annual scholarship program from collected education fees at the Council meeting of October 12, 2021, with support from the Town Council.

#### III. Issue Summary.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-053

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### **Agenda Number:**

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#### II. Basis for Council Action.

Council approval of this item is required because;

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- b. The Marijuana License Fee Committee, established by the Council on September 8, 2020, was tasked the responsibility "to review application requests for funding and make recommendations to the Town Council on proposed fund disbursements," and
- c. The Marijuana License Fee Committee recommended establishing an annual scholarship program from collected education fees at the Council meeting of October 12, 2021, with support from the Town Council.

#### III. Issue Summary.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-054

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To award a \$1,500 scholarship as established by the Town Council and recommended by the scholarship review committee to this year's recipient identified as Applicant 16, to be awarded at the award ceremony hosted by Windham High School on June 4, 2026 at 7:00 PM.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to §160-6 of the Marijuana Business Licensing Ordinance, Chapter 1160, as adopted by the Council on May 26, 2020, a business license "applicant shall also pay an "education fee" in an amount set by Council" and "granted at the Council's discretion to educational institutions or nonprofit agencies for support of initiatives aimed at educating Windham youth regarding marijuana and other drugs," and
- b. The Marijuana License Fee Committee, established by the Council on September 8, 2020, was tasked the responsibility "to review application requests for funding and make recommendations to the Town Council on proposed fund disbursements," and
- c. The Marijuana License Fee Committee recommended establishing an annual scholarship program from collected education fees at the Council meeting of October 12, 2021, with support from the Town Council.

III. Issue Summary.

The Town Council elected to keep the scholarship recipient confidential until the High School's scholarship awards night on June 4, 2026.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-054

Agenda Date: 5/26/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

### Agenda Number:

#### I. Council Action Requested.

To award a \$1,500 scholarship as established by the Town Council and recommended by the scholarship review committee to this year's recipient identified as Applicant 16, to be awarded at the award ceremony hosted by Windham High School on June 4, 2026 at 7:00 PM.

#### II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to §160-6 of the Marijuana Business Licensing Ordinance, Chapter 1160, as adopted by the Council on May 26, 2020, a business license "applicant shall also pay an "education fee" in an amount set by Council" and "granted at the Council's discretion to educational institutions or nonprofit agencies for support of initiatives aimed at educating Windham youth regarding marijuana and other drugs," and
- b. The Marijuana License Fee Committee, established by the Council on September 8, 2020, was tasked the responsibility "to review application requests for funding and make recommendations to the Town Council on proposed fund disbursements," and
- c. The Marijuana License Fee Committee recommended establishing an annual scholarship program from collected education fees at the Council meeting of October 12, 2021, with support from the Town Council.

#### III. Issue Summary.

The Town Council elected to keep the scholarship recipient confidential until the High School's scholarship awards night on June 4, 2026.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-072

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### Agenda Number:

#### I. Council Action Requested.

To approve the warrant for the June 13, 2026 annual town meeting.

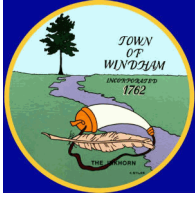
#### II. Basis for Council Action.

Council approval of this item is required because;

- a. according to Article VIII, Section 2 of the Charter, action by town meeting shall be required for "any appropriation of twenty-five thousand dollars (\$25,000) or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after it has been adopted at a Town Meeting by the vote of a majority of those present and entitled to vote at such meeting,"
- b. the articles of business on the warrant for the proposed special meeting would appropriate an amount greater than twenty-five thousand dollars (\$25,000) in addition to or supplementary to the annual budget appropriation and authorize the issuance of bonds or notes,
- c. the provisions of 30-A M.R.S.A. §2521 require that such meetings be called by a warrant signed by a majority of the "selectmen" (i.e., municipal officers), and
- d. pursuant to Article II, Section 1 of the Charter "[t]he Town Council, hereinafter called the 'Council', shall be and constitute the municipal officers of the Town."

#### III. Issue Summary.

Please refer to the attached draft warrant for the annual town meeting. Figures will be updated as needed based on the Council's approval of the proposed budget for municipal services for fiscal 2026-2027.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-072

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To approve the warrant for the June 13, 2026 annual town meeting.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. according to Article VIII, Section 2 of the Charter, action by town meeting shall be required for "any appropriation of twenty-five thousand dollars (\$25,000) or more in addition to or supplementary to the annual budget appropriation; the issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued; shall become effective only after it has been adopted at a Town Meeting by the vote of a majority of those present and entitled to vote at such meeting,"
- b. the articles of business on the warrant for the proposed special meeting would appropriate an amount greater than twenty-five thousand dollars (\$25,000) in addition to or supplementary to the annual budget appropriation and authorize the issuance of bonds or notes,
- c. the provisions of 30-A M.R.S.A. §2521 require that such meetings be called by a warrant signed by a majority of the "selectmen" (i.e., municipal officers), and
- d. pursuant to Article II, Section 1 of the Charter "[t]he Town Council, hereinafter called the 'Council', shall be and constitute the municipal officers of the Town."

### III. Issue Summary.

Please refer to the attached draft warrant for the annual town meeting. Figures will be updated as needed based on the Council's approval of the proposed budget for municipal services for fiscal 2026-2027.

**WARRANT**  
*for*  
**ANNUAL TOWN MEETING**



**TO:** Linda Morrell, a resident of the Town of Windham, County of Cumberland, State of Maine.

**GREETINGS:** In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Windham, qualified by the law to vote in Town affairs, to meet at the Windham Town Hall Gym, 8 School Road in said Town, on Saturday, June 13, 2026 at 10:00 in the forenoon and there to act upon Articles 1-27 as set forth below:

**ARTICLE 1:** To elect a moderator by written ballot to preside at said meeting.

*Reference Note: If Articles 2 through 6 are approved as recommended by the Windham Town Council, the amount raised by local property tax for municipal services will be \$17,100,992. for fiscal year 2026-2027.*

**ARTICLE 2:** To see if the Town will vote to appropriate \$4,600,000 of anticipated excise tax receipts against the Fiscal Year 2026-2027 total municipal budget, in order to reduce the Fiscal Year 2026-2027 mil rate, as recommended by the Windham Town Council.

**ARTICLE 3:** To see if the Town will vote to appropriate up to \$550,765 in recreation program fees and Age Friendly funds to the Recreation Program and Age Friendly Program Funds, to be used to offset operational costs during fiscal year 2026-2027, as recommended by the Windham Town Council.

**ARTICLE 4:** To see if the Town will vote to appropriate up to \$2,715,324 in user fees & revenue from TIF Districts, to be used to offset the cost of operations of the South Windham Sewer Fund and North Windham Sewer Fund during fiscal year 2026-2027, as recommended by the Windham Town Council.

**ARTICLE 5:** To see if the Town will vote to appropriate up to \$10,602,273 in of miscellaneous non-tax revenues including Local Road Assistance, Boat, Snowmobile, and ATV Registration Fees, Homestead Exemption Reimbursement, Tree Growth Reimbursement, General Assistance Reimbursement, Veteran's Exemption Reimbursement, and any State or Federal grants or other funds as anticipated to be provided by the Maine State Legislature or Federal Government, towards the total Municipal Budget for fiscal year 2026-2027, as recommended by the Windham Town Council.

**ARTICLE 6:** To see if the Town will vote to appropriate \$1,464,642 from Unassigned and Assigned Fund Balance towards the Municipal Budget for Fiscal Year 2026-2027, as recommended by the Windham Town Council.

**ARTICLE 7:** To see if the Town will vote to: (i) approve a total Municipal Budget for Fiscal Year 2026-2027 of \$37,033,996, and (ii) to raise and appropriate \$17,100,992 towards said Budget.

*Reference Note: Articles 8 through 21 shall be voted on only if Article 7 is not approved.*

**ARTICLE 8:** To see if the Town will vote to raise and appropriate \$8,477,927 to fund General Government for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 9:** To see if the Town will vote to raise and appropriate \$5,984,572 to fund Public Works Services for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 10:** To see if the Town will vote to raise and appropriate \$4,401,108 to fund Police Services for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 11:** To see if the Town will vote to raise and appropriate \$3,747,775 to fund Fire/Rescue Services for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 12:** To see if the Town will vote to raise and appropriate \$1,409,898 to fund Recreation and Cultural Services for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 13:** To see if the Town will vote to raise and appropriate \$896,284 to fund Property and Inspection Services for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 14:** To see if the Town will vote to raise and appropriate \$545,099 to fund Development and Conservation Services for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 15:** To see if the Town will vote to raise and appropriate \$577,430 to fund Health and Welfare for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 16:** To see if the Town will vote to raise and appropriate \$7,498,769 for Capital, Debt, and Other Charges for the 2026-2027 Fiscal Year, as further set forth below, as recommended by the Windham Town Council.

Capital 19100 (Equipment)	301,521.
19200 (Roads)	1,849,322.

	19300 (Buildings/Grounds)	174,000.
	19400 (Recreation/Land)	125,000.
	Contingency	200,004.
Debt	Principal	2,569,491.
	Interest	939,139.
	Leases	910,901.
	New Bond P + I	363,891.
	New Lease P + I	<u>65,500.</u>
		7,498,769.

**ARTICLE 17:** To see if the Town will vote to raise and appropriate \$90,124 to fund an additional Public Works Driver/Laborer position for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

*Fiscal Note: This position is proposed to address the gap in plowing coverage created by the State of Maine informing the Town that it will no longer be plowing Route 202. The Town will receive additional Local Roads Assistance Program (“LRAP”) funds based on a rate per lane-mile, which will partially offset these costs.*

**ARTICLE 18:** To see if the Town will vote to raise and appropriate \$54,660. to fund an additional Police Officer position starting halfway through the Fiscal Year, to assist with traffic enforcement duties, as recommended by the Windham Town Council.

*Fiscal Note: This position is budgeted to start halfway through the Fiscal Year. In Fiscal Year 2027-2028, the estimated full year cost of this position, including benefits, would be approximately \$119,301.*

**ARTICLE 19:** To see if the Town will vote to raise and appropriate \$84,261 to fund Windham’s share of the Regional Per-Diem Paramedic program, as recommended by the Windham Town Council.

**ARTICLE 20:** To see if the Town will vote to raise and appropriate a \$550,765 to fund the Recreation Program & Age Friendly Funds for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 21:** To see if the Town will vote to raise and appropriate \$2,715,324 to fund the North Windham & South Windham Sewer Funds for the 2026-2027 Fiscal Year, as recommended by the Windham Town Council.

**ARTICLE 22:** To see if the Town will vote to authorize the Town Council to appropriate such funds from the Town’s TIF Accounts for approved project costs, as defined in 30-A M.R.S. § 5225 and as further specified in each TIF district approved by the State of Maine, included within the Town’s approved TIF Development Programs, as the Town Council deems to be in the best interests of the Town.

**ARTICLE 23:** To see if the Town will vote to appropriate up to \$2,000,000 from Unassigned Fund Balance as a bridge loan to fund additional costs associated with the expansion of public sewer in North Windham, including but not limited to connection costs, conveyance costs, and other associated expenditures, as recommended by the Windham Town Council. The bridge loan is to be repaid with TIF revenues over multiple years and will not affect the Town's operating budget or tax rate.

**ARTICLE 24:** To see if the Town will vote to: 1.) authorize the issuance of general obligation bonds and/or notes in anticipation thereof in the aggregate principal amount of up to \$3,125,000 to finance the Town's grant match portion of the MDOT North Windham Moves Project, including the costs of planning, design, permitting, construction, utilities, site work, paving, landscaping, or improvements necessary in connection with the construction of said project, with the dates, maturities, denominations, interest rate(s), payments, premiums, calls for redemption, with or without premium, form, and other details of such borrowing to be determined by the Town Council; 2.) appropriate the proceeds of said bonds or bond anticipation notes for the foregoing projects, plus an amount necessary to refund the interest payments on any bond anticipation notes issued for said purpose and any costs of issuance of the bonds and/or bond anticipation notes; and 3.) authorize the Town Council to approve the execution of one or more agreements as may be necessary in connection with the foregoing borrowing on terms and conditions as the Town Council deems reasonable and necessary.

The Municipal Officers recommend a *yes* vote.

The Finance Committee recommends a *yes* vote.

***Fiscal Note:** The total cost of the foregoing project is \$31,250,000, which includes \$25,000,000 in Federal grants, \$3,125,000 in State grants, and a \$3,125,000 required Town match. The total debt service for this borrowing is estimated to be \$3,125,000, of which the total principal to be repaid is \$3,125,000 and the total interest to be paid is \$1,149,262 at an estimated interest rate of 3.5% over a term of 20 years. The Town expects to pay all of the debt service on these bonds (\$3,125,000) through Tax Increment Financing Revenue or Impact Fees.*

*(Article represents no mil rate increase due to sources of payment referenced above)*

**ARTICLE 25:** To see if the Town will vote to: 1.) authorize the issuance of general obligation bonds and/or notes in anticipation thereof in the aggregate principal amount of up to \$465,000 to finance the costs of the purchase of a new Fire Department Ambulance (FR-2030-005) and related equipment, with the dates, maturities, denominations, interest rate(s), payments, premiums, calls for redemption, with or without premium, form, and other details of such borrowing to be determined by the Town Council; 2.) appropriate the proceeds of said bonds or bond anticipation notes for the foregoing projects, plus an amount necessary to refund the interest payments on any bond anticipation notes issued for said purpose and any costs of issuance of the bonds and/or bond anticipation notes; and 3.) authorize the Town Council to approve the execution of one or more agreements as may

be necessary in connection with the foregoing borrowing on terms and conditions as the Town Council deems reasonable and necessary.

The Municipal Officers recommend a *yes* vote.  
The Finance Committee recommends a *yes* vote.

***Fiscal Note:*** *The total debt service for this borrowing is estimated to be \$465,000, of which the total principal to be repaid is \$465,000 and the total interest to be paid is \$89,579 at an estimated interest rate of 3.5% over a term of 10 years.*

*(Article represents a total mil rate increase of .01 – This is equivalent to a tax increase of roughly \$4.50 on a \$450,000 home)*

**ARTICLE 26:** To see if the Town will vote to: 1.) authorize the issuance of general obligation bonds and/or notes in anticipation thereof in the aggregate principal amount of up to \$315,000 to finance the costs of the purchase of Public Works Dump Truck #11 (PW-2026-002) and related equipment, with the dates, maturities, denominations, interest rate(s), payments, premiums, calls for redemption, with or without premium, form, and other details of such borrowing to be determined by the Town Council; 2.) appropriate the proceeds of said bonds or bond anticipation notes for the foregoing projects, plus an amount necessary to refund the interest payments on any bond anticipation notes issued for said purpose and any costs of issuance of the bonds and/or bond anticipation notes; and 3.) authorize the Town Council to approve the execution of one or more agreements as may be necessary in connection with the foregoing borrowing on terms and conditions as the Town Council deems reasonable and necessary.

The Municipal Officers recommend a *yes* vote.  
The Finance Committee recommends a *yes* vote.

***Fiscal Note:*** *The total debt service for this borrowing is estimated to be \$315,000, of which the total principal to be repaid is \$315,000 and the total interest to be paid is \$60,683 at an estimated interest rate of 3.5% over a term of 10 years.*

*(Article represents a total mil rate increase of .01 – This is equivalent to a tax increase of roughly \$4.50 on a \$450,000 home)*

**ARTICLE 27:** To see if the Town will vote to: 1.) authorize the issuance of general obligation bonds and/or notes in anticipation thereof in the aggregate principal amount of \$2,200,000 to finance the design, engineering, construction, and analyses of operations and assessments for a new sewer system to serve the RSU 14 Campus (High School, Middle School and Windham Primary), Town Hall (School Road), and the Public Works Department (Windham Center Road), with the dates, maturities, denominations, interest rate(s), payments, premiums, calls for redemption, with or without premium, form, and other details of such borrowing to be determined by the Town Council; 2.) appropriate the proceeds of said bonds or bond anticipation notes for the foregoing projects, plus an amount necessary to refund the interest payments on any bond anticipation notes issued for said purpose and any costs of issuance of the bonds and/or bond anticipation notes; 3.) authorize the Town Council to approve the execution of one or more agreements with the Portland Water District in connection with the financing, construction, ownership, operation, and maintenance of said sewer system, on terms and conditions as the Town Council deems reasonable and necessary.

The Municipal Officers recommend a *yes* vote.  
 The Finance Committee recommends a *yes* vote.

***Fiscal Note:** Part 5 of Article 21 from the June 15, 2024 Town Meeting approved the appropriation of up to \$2,200,000 of Tax Increment Financing (“TIF”) revenues to fund a portion of the design, engineering, construction, and analyses of operations and assessments of the sewer system. Instead of paying a lump sum of \$2,200,000, this article would repeal and replace the previous appropriation of \$2,200,000 of TIF revenue in that article and authorize the issuance of general obligation bonds in the same principal amount with debt service payments to be funded by TIF revenues. The Town may finance the foregoing sewer project through the Maine Clean Water State Revolving Loan Fund (“CWSRF”) in the principal amount of \$2,200,000 at an estimated interest rate of 2% over a term of 30 years. The total debt service for this borrowing is estimated to be \$2,882,482, of which the total principal to be repaid is \$2,200,000 and the total interest to be paid is \$682,482. In the event the Town does not finance the project through the CWSRF, the Town is authorized to issue a general obligation bond in the principal amount of up to \$2,200,000 at then prevailing interest rates.*

*(Article represents no mil rate increase due to sources of payment referenced above)*

**Financial Statement Relating to Article 24-27:**

1. Total Town Indebtedness:

a. Bonds outstanding and unpaid:	\$ 24,912,400.
b. Bonds authorized and unissued:	\$ 7,832,414.
c. Bonds to be issued if these questions are approved:	\$ 6,105,000.
Total:	\$ 38,849,814.

2. Estimated Costs:

At an estimated maximum interest rate of 3.5% and with an estimated maximum term of thirty (30) years, the estimated cost of this bond issue will be:

Total Bond Principal:	\$ 6,105,000.
Total Estimated Interest:	\$ 1,982,006.
Total Estimated Debt Service:	\$ 8,087,006.

Estimated Annual Payments: Ranges from \$312,527 to \$480,485.

3. Validity: The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

\_\_\_\_\_  
Robert J. Burns  
Town Manager, Treasurer  
Town of Windham

*The Registrar of Voters gives notice that the Board will be in session from 4:00 p.m. to 7:00 p.m. on Thursday, June 4<sup>th</sup>, 2026 for the purpose of registering voters.*

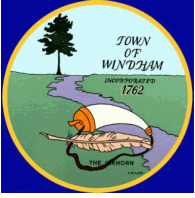
Given under our hands this 26<sup>th</sup> day of May, 2026.

Members of the Windham Town Council

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-099

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve an agreement with Cumberland County for the provision of public safety communications services from July 1, 2026 through June 30, 2028.

II. Basis for Council Action.

Council approval of this item is required because:

- a. The Council has the authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3(I) of the Charter,
- b. Section 5, Paragraph 4 of the town's purchasing policies requires Council approval of "any purchase beyond the amount provided for such purchase within the municipal operating budget," and
- c. The order contemplates the approval of a multi-year agreement extending beyond the municipal operating budget for the current year.

III. Issue Summary.

A copy of the proposed agreement is attached. The previous agreement expires on June 30, 2026 but contained - as does this agreement - automatic extension language for successive one-year terms. Because this is a multi-year agreement, Council approval is required.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-099

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve an agreement with Cumberland County for the provision of public safety communications services from July 1, 2026 through June 30, 2028.

II. Basis for Council Action.

Council approval of this item is required because:

- a. The Council has the authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3(I) of the Charter,
- b. Section 5, Paragraph 4 of the town's purchasing policies requires Council approval of "any purchase beyond the amount provided for such purchase within the municipal operating budget," and
- c. The order contemplates the approval of a multi-year agreement extending beyond the municipal operating budget for the current year.

III. Issue Summary.

A copy of the proposed agreement is attached. The previous agreement expires on June 30, 2026 but contained - as does this agreement - automatic extension language for successive one-year terms. Because this is a multi-year agreement, Council approval is required.

**AGREEMENT BETWEEN CUMBERLAND COUNTY AND THE TOWN OF  
WINDHAM**  
“COMMUNICATION SERVICES”

THIS AGREEMENT, effective July 1, 2026 is entered into by and between the COUNTY OF CUMBERLAND (hereinafter referred to as “the County”) with a principal place of business at ~~142 Federal Street~~ 27 Northport Drive, Portland, Maine and the TOWN WINDHAM (hereinafter referred to as “the Municipality”) with a principal place of business at ~~290 Tuttle Road, Cumberland, Maine~~ 8 School Road, Windham, Maine.

WITNESSETH

WHEREAS, pursuant to ~~Title-30-A M.R.S.A. § 453~~ the County Commissioners are authorized to establish a communications center to provide communications services for municipal rescue, ambulance, fire and police departments, and pursuant to ~~30-A M.R.S.A. § 107~~, the County Commissioners are authorized to enter into agreements with municipalities within the County to provide specific communications services for municipal law enforcement functions, including dispatch of municipal units;

WHEREAS, the County has established the Cumberland County Regional Communications Center (“CCRCC”) to provide emergency and non-emergency dispatch services to several public safety agencies within Cumberland County, and to serve as the Public Safety Answering Point (“PSAP”) pursuant to ~~25 M.R.S.A. c. 352~~ for several communities within Cumberland County; and

WHEREAS, the Municipality has requested that the County provide certain communication services as set forth herein and the County is willing to provide such services through the CCRCC pursuant to the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises by each party to the other and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties covenant and agree as follows:

**1. SERVICES**

The County agrees to provide the Municipality with the following services through the CCRCC, which shall be referred to herein as the “Communication Services.”

The Communication Services shall be provided to appropriate service providers and agencies of the Municipality as determined by the CCRCC, including, but not limited to, Fire, Rescue, Animal Control, Marine Safety, and Public Works. ~~For purposes of this Agreement, the County hereby agrees to provide the Communication Services to the following agencies and/or departments of the Municipality: WINDHAM.~~

The Communications Services to be provided by the County shall include:

- (A) Access for use of the emergency alert system by authorized personnel.
- (B) Answering of all emergency and non-emergency calls for service.

(C) Dispatching personnel and equipment for emergency and non-emergency calls for service and all ongoing incidents, as well as coordination of all support services as deemed appropriate by the incident commanders and / or authorized agency personnel.

(D) A warrant repository for participating agencies.

(E) Access to and licenses for the use of Computer Aided Dispatch (CAD) and Record Management Systems (RMS) software and databases utilized in connection with the Communication Services outlined above.

The County agrees that in providing the Communications Services, it will maintain adequate facilities, equipment and personnel to perform the Communications Services and carry out the purposes stated in the PSAP standards established by the State of Maine. The County further agrees to provide all services in the most cost effective and efficient manner possible and to ensure that all calls for service in the Municipality are dispatched to the appropriate service providers for the Municipality. The County shall be responsible for ensuring that all personnel providing the Communications Services have been certified and trained according to the requirements of the State of Maine. During the term of this agreement, the Municipality agrees to maintain P25 VHF conventional operational capability for Fire / Rescue and/or Law Enforcement personnel within their jurisdiction for use of CCRCC operations channels.

## 2. AUTHORIZATION

This Agreement shall be effective only upon authorization of the legislative body of the Municipality pursuant to 30-A M.R.S. ~~A.~~ § 107(1) and the Cumberland County Commissioners. A copy of this Agreement shall be filed with the Clerk of the Municipality and in the office of the County Commissioners.

## 3. TERM & TERMINATION

A. The effective date of this agreement shall be the date upon which it is executed, following the approvals required in Section 2 above. The initial term of this Agreement shall be two years from its effective date. This Agreement shall be automatically renewed following the initial two-year term without affirmative action by the parties, unless otherwise specified in the authorization of the legislative body of the Municipality, for successive one-year periods on its anniversary date, unless and until terminated by either party by providing written notice to the other party at least 180 days prior to the anniversary date. ~~as set forth herein.~~

B. Notwithstanding the above provisions, this Agreement may be terminated as follows:

1. By the Municipality if:

- a. the County fails to provide sufficient personnel or equipment to perform the services detailed herein;
- b. the County discontinues the service;
- c. the County fails to comply with the material terms of this Agreement;

~~or~~

- d. the Municipality fails to appropriate the funds needed to pay the costs set forth in Section 4 of this Agreement as further outlined in Section 5 below; or

~~e.~~ the Municipality chooses to terminate this Agreement for its own convenience.

2. By the County if:
  - a. the Municipality fails to make all payments required under the terms of this Agreement as set forth in Section 4;
  - b. the Municipality fails to abide by all CC RCC policies and procedures.
  - c. the Municipality fails to comply with the material terms of this agreement.

~~This Agreement shall automatically renew for a one year auto renewals, unless either party provides written notification to the other no later than January 1<sup>st</sup> of its intent to terminate the contract at the conclusion of that contract year.~~

#### 4. COSTS

The Municipality agrees to pay the County the following rates for the following terms:

- Year 1 (July 1, 2026 to June 30, 2027): \$ 508,388.85
- Year 2 (July 1, 2027 to June 30, 2028): \$ 3-5% increase to be determined by on or before Dec 1, 2026

This foregoing amounts were calculated as a per capita fee based on the Municipality's population of 18,434.

- Year 1 (July 1, 2026 to June 30, 2027): \$ 27.58
- Year 2 (July 1, 2027 to June 30, 2028): 3-5% increase to be determined by Dec 1, 2026

In addition to the per capita fee for the Communication Services outlined above, the Municipality agrees to pay the fees associated with the licensed use of the CAD and RMS software outlined in Section 1(F) above (the "Software Fee"). The Software Fee shall cover access to, user licenses and maintenance of the respective software at the level deemed appropriate by the County for the Communication Services being provided to the Municipality. The Software Fee for the first year of this Agreement shall be \$ 17,815.15 and shall increase by 3-5% each year of this Agreement thereafter, unless otherwise negotiated by the Parties.

The County shall invoice the Municipality on an annual basis and payments shall be due within 60 days of the end of the contract year.

The rates for years in which this Agreement may be automatically renewed after the initial term shall increase at 3-5% over the most recent annual rate.

Written notification of annual changes in cost or other provisions of the Agreement must be submitted to the TOWN in writing no later than December 1<sup>st</sup> of each year.

#### 5. NON-APPROPRIATION

The parties agree that any amounts required to be paid by the Municipality under this Agreement are payable by the Municipality from appropriation through its annual budget process and subject to the approval of its ~~legislative body~~ town meeting. In the event an insufficient amount to fund this

Agreement for any contract year is appropriated, this Agreement may be terminated with immediate effect by the Municipality upon

notice to the County. In such event, the Municipality shall certify to the County that sufficient funds have not been authorized to meet the obligations of this Agreement, and such certification shall be conclusive upon the parties.

## **6. ADMINISTRATION**

Pursuant to the provisions of 30-A M.R.S. ~~A~~ § 453, the County Commissioners, after consulting with the municipal officers of the communities served by the CCRCC, will set policies for the CCRCC. The Cumberland County Communications Director shall be appointed by the County Manager and shall be responsible for the administration and operation of the Communications Center. This agreement shall not limit the County Commissioners' authority to contract with other political subdivisions, quasi-municipal corporations, agencies or other enterprises to perform the Communication Services specified in this agreement, nor shall it restrict or curtail any authority otherwise bestowed by law upon the County Commissioners.

A Board of Directors will be established by the County to serve as a liaison between the Municipality and the CCRCC; review and recommend policies for the CCRCC; The composition of the Board of Directors, the terms of its members, and filling of vacancies on the Board of Directors shall be established by policy of the County Commissioners. The County may also establish committees at its discretion, including, but not limited to, a law enforcement committee, a fire and rescue committee to promulgate policy and procedures for oversight and a technical committee to provide assistance to the CCRCC related to the use of and advancements in technology. The Director of the CCRCC shall be responsible for appointing members to these committees and for assigning directives to the committees as needed.

## **7. EMPLOYMENT & AGENCY**

Nothing in this Agreement shall be deemed or interpreted to make the County an officer, agent, employee or representative of the Municipality, nor to make the Municipality an officer, agent, employee or representative of the County. The parties both understand and agree that the County's employees performing the Communication Services pursuant to this Agreement are not employees of the Municipality and are not entitled to benefits of any kind or nature to which employees of the Municipality are normally entitled. All such employees are and shall remain employees of the County and the County shall be solely responsible for the wages and benefits of said employees, including, but not limited to, unemployment compensation, workers' compensation, group health insurance, disability coverage, retirement contributions, and/or paid time off. Neither party shall have authority, express or implied, to bind or commit the other party to any agreements or obligations unless specifically authorized in writing.

## **8. PROPERTY**

All real and personal property acquired or used in the performance of the Communication Services under this Agreement shall be the property of the County. As such, acquisition, use and disposal of such property shall be in accordance with policies and procedures of Cumberland County.

## **9. INDEMNITY**

1. Within the limitations of the Maine Tort Claims Act, the COUNTY agrees to indemnify and hold harmless the TOWN, from any and all liability, loss, or damage that the TOWN may suffer as a result of claims, demands, costs, or judgments against it arising out of the COUNTY's performance or failure to perform any of the obligations set forth in this Contract. The COUNTY further agrees to defend any claims brought or actions filed against the TOWN, its officers, agents, and employees with respect to the COUNTY's performance or non-performance of this Contract, whether such claims or actions are rightfully or wrongfully brought or filed.

2. Within the limitations of the Maine Tort Claims Act, the TOWN agrees to indemnify and hold harmless the COUNTY from any and all liability, loss, or damage that the COUNTY may suffer as a result of claims, demands, costs, or judgments against it arising out of the TOWN's performance or failure to perform any of the obligations set forth in this Contract. The TOWN further agrees to defend any claims brought or actions filed against the COUNTY with respect to the TOWN's performance or non-performance of this Contract, whether such claims or actions are rightfully or wrongfully brought or filed.

3. Neither the TOWN nor COUNTY waive any defenses the parties may have under the Maine Tort Claims Act, or any otherwise applicable waivers under their insurance policies.

**10. SEVERABILITY**

If any provision of this Agreement or its application to any party or circumstances shall be declared void, illegal, or unenforceable, the remainder of this Agreement shall be valid and enforceable to the extent permitted by applicable law.

**11. GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Maine without regard to its conflict of laws provisions. Each party irrevocably submits to the exclusive jurisdiction of the federal and state courts located in the State of Maine for the purposes of any action or proceeding arising out of or relating to this Agreement. Each party hereby consents to such personal jurisdiction and agrees that venue shall lie in the state and federal courts within the State of Maine with respect to any cause of action arising under or relating to this Agreement. Each party hereby waives any objection based on *forum non-conveniens* and waives any objection to the venue of any action instituted hereunder.

**12. ENTIRE AGREEMENT**

This instrument embodies the entire agreement of the parties and may not be amended or changed unless in writing executed by all parties. There are no promised terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto. The parties acknowledge and agree they have each carefully read this Agreement, understand its terms and, being duly authorized, sign it as their own free act in their official capacity on behalf of the Municipality and the County respectively.

IN WITNESS WHEREOF, the [TOWN of WINDHAM, by order duly adopted by its [Selectmen/ Council / Town Meeting], has caused this Agreement to be signed by the [Selectmen/ Town Manager] and the COUNTY OF CUMBERLAND, by order of the County Commissioners, has caused this Agreement to be executed by the County Manager.

By: \_\_\_\_\_  
James H. Gailey, County Manager

By: \_\_\_\_\_  
~~Town of WINDHAM~~  
~~It's [Select Board Chair /~~

~~Manager / Administrator]~~ Robert J. Burns, Town Manager

Date:

Date:







# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-100

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Isabelle Vanasse d/b/a Belle's Coffee for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

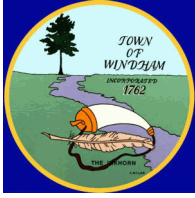
Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-100

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Isabelle Vanasse d/b/a Belle's Coffee for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK**

**VICTUALER'S LICENSE**

NEW

RENEWAL

Name of Business Belle's Coffee

Address of Business No permanent location. Our base location of trailer is 61 old post rd lyman maine

Business Mailing Address 14 Old Portland Rd. North Waterboro ME 04061

Owner's Name isabelle vanasse DOB 01/15/2007

Owner's Mailing Address 14 Old Portland Rd. North Waterboro ME 04061

Business Phone 207-806-9183 Contact Phone 207-806-9183

E-Mail bellescoffee@yahoo.com Website bellescoffee.co

Please check where you would like your license Mailed:

Owner's Mailing Address

Business Mailing Address

Owners

**LICENSE VALID FROM MAY 1-SEPTEMBER 30**

Type of Merchandise Sold Lattes, cold brew, energy drinks, chai, smoothies, mini pancakes

Days & Hours of Operation Monday nights

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin ✓
- Proof of Automobile Insurance Liability Policy ✓
- Department of Health & Human Services License ✓
- Signed Authorization Release Form for Each Worker ✓

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

4-23-26  
Date

Isabelle Vanasse  
Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-101

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Rene Hoglund d/b/a Snowology 207 for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-101

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Rene Hoglund d/b/a Snowology 207 for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW                       RENEWAL

Name of Business \_\_\_\_\_ Snowology 207 \_\_\_\_\_

Address of Business \_\_\_\_\_ 306 Pope Rd Windham, ME 04062 \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ 306 Pope Rd Windham, Me 04062 \_\_\_\_\_

Owner's Name \_\_\_\_\_ Rene Hoglund \_\_\_\_\_ DOB \_\_\_\_\_ 04/11/1980 \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_ 306 Pope Rd Windham, Me 04062 \_\_\_\_\_

Business Phone \_\_\_\_\_ Contact Phone \_\_\_\_\_ 207-712-4701 \_\_\_\_\_

E-Mail \_\_\_\_\_ snowology207@gmail.com \_\_\_\_\_ Website \_\_\_\_\_

Please check where you would like your license Mailed:

Owner's Mailing Address                       Business Mailing Address

**LICENSE VALID FROM MAY 1-SEPTEMBER 30**

Type of Merchandise Sold \_\_\_\_\_ Shaved Ice \_\_\_\_\_

Days & Hours of Operation \_\_\_\_\_ Sunday- Saturday 11:00am - 8:00pm \_\_\_\_\_

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin
- Proof of Automobile Insurance Liability Policy ✓
- Department of Health & Human Services License ✓
- Signed Authorization Release Form for Each Worker ✓

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

\_\_\_\_\_  
 3/17/26  
 Date

\_\_\_\_\_  
 Rene Hoglund  
 Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:  
 Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-102

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Randall Smith d/b/a Pinky D's Inc. for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-102

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Randall Smith d/b/a Pinky D's Inc. for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW       RENEWAL

Name of Business ~~XXXXXXXXXX~~ Pinky D's Inc  
 Address of Business 17 Higgins St Lisbon Falls ME 04252  
 Business Mailing Address SAO  
 Owner's Name Randall Smith      DOB 4/14/65  
 Owner's Mailing Address SAO  
 Business Phone 207-415-8997      Contact Phone SAO  
 E-Mail Foodtruckguy@aol.com      Website PinkyDs.com

Please check where you would like your license Mailed:

Owner's Mailing Address       Business Mailing Address

LICENSE VALID FROM MAY 1-SEPTEMBER 30

Type of Merchandise Sold Food/ine  
 Days & Hours of Operation TBD

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

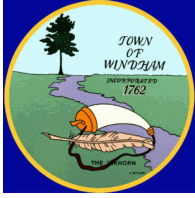
- Mobile Food License from your Town of Origin
  - Proof of Automobile Insurance Liability Policy
  - Department of Health & Human Services License
  - Signed Authorization Release Form for Each Worker
- Notice to Applicant

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

4/1/26  
Date

[Signature]  
Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:  
 Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-103

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by David & Barbara Clarke d/b/a B & D Roadside Grill for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-103

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by David & Barbara Clarke d/b/a B & D Roadside Grill for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW  RENEWAL

Name of Business B + D Roadside Grill  
 Address of Business 14 Winston Rd.  
 Business Mailing Address 14 Winston Rd.  
 Owner's Name David + Barbara Clarke DOB 8-31-52-10-21-52  
 Owner's Mailing Address 14 Winston Rd. E. Baldwin  
 Business Phone 703-419-0405 + 703 419 0415 Contact Phone 703-419-0415  
 E-Mail davebc@gmail.com Website \_\_\_\_\_

Please check where you would like your license Mailed:

Owner's Mailing Address  Business Mailing Address

**LICENSE VALID FROM JUNE 1-AUGUST 31**

Type of Merchandise Sold ASA  
 Days & Hours of Operation 9pm to 8pm

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin
- Proof of Automobile Insurance Liability Policy
- Department of Health & Human Services License
- Signed Authorization Release Form for Each Worker

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

4-22-26  
 Date

[Signature]  
 Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-104

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Robert Finley d/b/a Poppie's Kettle Corn for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-104

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Robert Finley d/b/a Poppie's Kettle Corn for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW  RENEWAL

Name of Business Poppies Kettle Corn

Address of Business 35 Standish Neck Rd

Business Mailing Address Standish ME 04084

Owner's Name Robert Finley DOB 11/29/51

Owner's Mailing Address 35 Standish Neck Rd Standish ME 04084

Business Phone 207 2285942 Contact Phone 207 2285942

E-Mail RJ Fin 1212 at gmail.com Website \_\_\_\_\_

Please check where you would like your license Mailed:

Owner's Mailing Address  Business Mailing Address

**LICENSE VALID FROM JUNE 1-AUGUST 31**

Type of Merchandise Sold Kettle Corn Mini Donuts Water Soda Cotton Candy

Days & Hours of Operation 7-Days 8-8

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin ✓
- Proof of Automobile Insurance Liability Policy ✓
- Department of Health & Human Services License ✓
- Signed Authorization Release Form for Each Worker ✓

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

2/26/26  
 Date

Robert Finley  
 Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-105

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Nicole Clavet d/b/a Cruzin Slice for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-105

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Nicole Clavet d/b/a Cruzin Slice for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW                       RENEWAL

Name of Business CRUZIN SLICE

Address of Business 21 JONES AVE, LEWISTON ME 04240

Business Mailing Address " "

Owner's Name NICOLE CLAVET                      DOB 04/12/77

Owner's Mailing Address " "

Business Phone 207-579-4402                      Contact Phone \_\_\_\_\_

E-Mail CRUZINSLICE@GMAIL.COM                      Website CRUZINSLICE.COM

Please check where you would like your license Mailed:

Owner's Mailing Address                       Business Mailing Address

**LICENSE VALID FROM MAY 1-SEPTEMBER 30**

Type of Merchandise Sold SPECIALTY PIZZA

Days & Hours of Operation WINDHAM FOOD TRUCK PARK 4-8PM

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin
- Proof of Automobile Insurance Liability Policy
- Department of Health & Human Services License
- Signed Authorization Release Form for Each Worker

**Notice to Applicant**

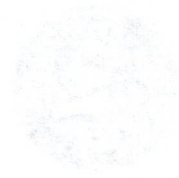
Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

02/14/2026  
 Date

Nicole Clavet  
 Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062



81 Broadview Ave. 1st Floor  
 Toronto, ON M4E 1B7  
 Tel: (416) 392-3100  
 Fax: (416) 392-3101

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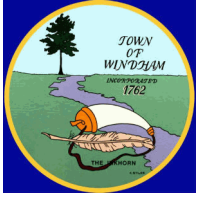
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# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-106

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Jean Krull d/b/a Maine-ly Meatballs for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

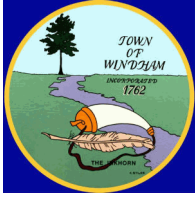
Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-106

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Jean Krull d/b/a Maine-ly Meatballs for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW       RENEWAL

Name of Business Mainely Meatballs

Address of Business 13 River Rd Windham

Business Mailing Address Same

Owner's Name Jean Krull      DOB 12/10/64

Owner's Mailing Address Same

Business Phone 207-712-9852      Contact Phone 913-534-4033

E-Mail mainelymeatballs@gmail.com      Website www.mainelymeatballs.com

Please check where you would like your license Mailed:

Owner's Mailing Address

Business Mailing Address

**LICENSE VALID FROM MAY 1-SEPTEMBER 30**

Type of Merchandise Sold meatballs, Mac & Cheese, Chips, Drinks

Days & Hours of Operation \_\_\_\_\_

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin
- Proof of Automobile Insurance Liability Policy
- Department of Health & Human Services License
- Signed Authorization Release Form for Each Worker

Notice to Applicant

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

2/17/26  
Date

J. M. Krull  
Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062

TOWN OF WINDHAM

BACKGROUND CHECK AUTHORIZATION AND RELEASE  
For Business License

I, Jean Krull, hereby authorize the Town of Windham, (hereafter, the Town) to conduct a complete investigation into the background of the person(s) and/or entities named in the business license application attached hereto, using whatever legal means it deems appropriate. I hereby authorize any person or entity contacted by the Town to provide any and all such information deemed necessary by the Town. I hereby waive any rights of confidentiality in this regard.

I hereby authorize and request all persons to whom this request is presented having information relating to or concerning the above-named applicant to furnish such information to a duly appointed agent of the Town whether or not such information would otherwise be protected from the disclosure by any constitutional, statutory, or common law privilege. I authorize the release of this information, even though such information may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws.

The Town reserves the right to investigate all relevant information and facts to its satisfaction. I understand that the Town may conduct a complete and comprehensive investigation to determine the accuracy of all information gathered. However, the Town, and other agents or employees of the Town, shall not be held liable for the receipt, use, or dissemination of inaccurate information. I, on behalf of the applicant, its legal representatives, and assigns, hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the Town and its officers, agents and employees for any damages resulting from any use, disclosure, or publication in any manner, other than a willfully unlawful disclosure or publication, of any material or information acquired during inquiries, investigations, or hearings, and hereby authorize the lawful use, disclosure, or publication of this material or information. Any information contained within my application, contained within any financial or personnel record, or otherwise found, obtained, or maintained by the Town, shall be accessible to law enforcement agents of this or any other state, the government of the United States, or any foreign country.

Dated: 2/17/24

J M Krull  
Applicant/Owner

Jean Marie Krull  
Print: First, Middle & Last Name

12/10/1964  
Date of Birth

9454352  
Driver's License #



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-109

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Omer & Charito Gonzalez d/b/a Asian Boba & Appetizers for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

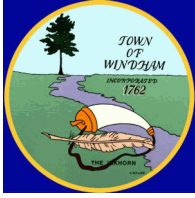
Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back with no issues in the past five years-per Police Chief Schofield.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-109

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Omer & Charito Gonzalez d/b/a Asian Boba & Appetizers for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back with no issues in the past five years-per Police Chief Schofield.

26708



Town of Windham  
8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
VICTUALER'S LICENSE**

NEW  RENEWAL

Name of Business Asian Boba & Appetizers

Address of Business 9 scott drive Casco ME 04015

Business Mailing Address 9 scott drive Casco ME 04015

Owner's Name Omer & Chanto Gonzalez DOB \_\_\_\_\_

Owner's Mailing Address 9 scott drive Casco ME 04015

Business Phone (484) 273 2982 Contact Phone 207 461 1416

E-Mail AsianBobaAppz@pm.me Website \_\_\_\_\_

Please check where you would like your license Mailed:

Owner's Mailing Address

Business Mailing Address

**LICENSE VALID FROM JUNE 1-AUGUST 31**

Type of Merchandise Sold Authentic boba drink & asian appetizers

Days & Hours of Operation Every other monday / 3pm

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin —
- Proof of Automobile Insurance Liability Policy
- Department of Health & Human Services License
- Signed Authorization Release Form for Each Worker

**Notice to Applicant**

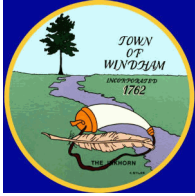
Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

05/07/2026  
Date

[Signature]  
Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-110

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Scott A. Bodlovick d/b/a Great Scott's Eats for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

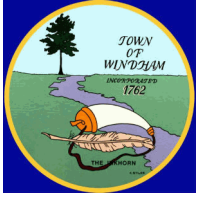
Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-110

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Scott A. Bodlovick d/b/a Great Scott's Eats for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW  RENEWAL

Name of Business Great Scott's Eats

Address of Business 97 Lakeside Drive, Windham

Business Mailing Address Same

Owner's Name Scott A. Boddorick DOB 10/10/66

Owner's Mailing Address Same

Business Phone 207-210-0992 Contact Phone Same

E-Mail greatscotteats@gmail.com Website www.greatscotteats.com

Please check where you would like your license Mailed:

Owner's Mailing Address  Business Mailing Address

**LICENSE VALID FROM JUNE 1-AUGUST 31**

Type of Merchandise Sold Mac n cheese bowls, lobster rolls, + Fried Foods

Days & Hours of Operation Sun-Sat 8am - 10pm

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin
- Proof of Automobile Insurance Liability Policy ✓
- Department of Health & Human Services License ✓
- Signed Authorization Release Form for Each Worker ✓

**Notice to Applicant**

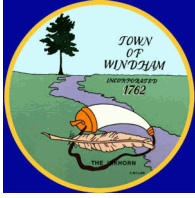
Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

3/5/26  
 Date

Scott A. Boddorick  
 Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-111

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Dawn Miller d/b/a Crepe Elizabeth for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-111

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Dawn Miller d/b/a Crepe Elizabeth for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW  RENEWAL

Name of Business Crepe Elizabeth  
 Address of Business 11 Burdean Rd, Windham, ME 04062  
 Business Mailing Address Same as above  
 Owner's Name Dawn Miller DOB 4.21.80  
 Owner's Mailing Address Same as above  
 Business Phone 207 808 0039 Contact Phone 207 808 0039  
 E-Mail crepeelizabeth@gmail Website www.crepeelizabeth.me

Please check where you would like your license Mailed:

Owner's Mailing Address  Business Mailing Address

**LICENSE VALID FROM MAY 1-SEPTEMBER 30**

Type of Merchandise Sold Sweet & Savory crepes, non-alch drinks  
 Days & Hours of Operation 4-8pm Mondays

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin ✓
- Proof of Automobile Insurance Liability Policy ✓
- Department of Health & Human Services License ✓
- Signed Authorization Release Form for Each Worker ✓

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

5.13.20

Date

Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:

Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-113

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Mjae Langley d/b/a Mr. Sea's for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

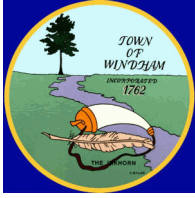
Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-113

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To approve one (1) application submitted by Mjae Langley d/b/a Mr. Sea's for a new Temporary Mobile Food Service Unit License.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

### III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK**  
**VICTUALER'S LICENSE** (207)212-2626

NEW                       RENEWAL

Name of Business Mr. Sea's

Address of Business 411 Pond Road Lewiston

Business Mailing Address 411 Pond Road Lewiston

Owner's Name Mjae Langley                      DOB 1/26/79

Owner's Mailing Address 411 Pond Road Lewiston

Business Phone 207 212-2636                      Contact Phone \_\_\_\_\_

E-Mail Mjaelangley@yahoo.com                      Website N/A

Please check where you would like your license Mailed:

Owner's Mailing Address                       Business Mailing Address  
 \_\_\_\_\_  
Owners mail address please

**LICENSE VALID FROM MAY 1-SEPTEMBER 30**

Type of Merchandise Sold Seafood/Chicken/Burgers/Lemonade/Dirty Sodas

Days & Hours of Operation 7 days a week

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin
- Proof of Automobile Insurance Liability Policy
- Department of Health & Human Services License
- Signed Authorization Release Form for Each Worker

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

2/20/26  
Date

Mjae Langley  
Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:  
Town Clerk, 8 School Rd, Windham ME 04062

# Town of Windham

Office of the TOWN CLERK  
ANTHONY BLASI  
8 School Road  
Windham, ME 04062

voice 207.892.1900

fax 207.892.1914

## Mobile Food Park Application Process For Non-Windham Mobile Food Vendors

New and renewal applicants will follow the same procedure every year at the Town Clerk's Office.

1. You will fill out a Temporary Mobile Food Park Victualer's License application.
2. Attach the following:
  - a. Mobile Food License from your town of origin
  - b. Proof of automobile insurance liability policy.
  - c. Department of Health and Human Services License]
  - d. A signed Authorization Release form for each worker in the truck.
3. The \$50.00 application payment and a \$20.00 background check fee may be paid by cash, check or card. There is a 2.65% service fee if a card is used.
4. Once the background check has been done and everything is good, we can issue the license, which will be good from June to August.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-115

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by April Murray d/b/a Sylvia's Mobile Bar & Catering for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

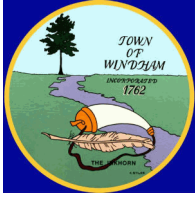
Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-115

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To approve one (1) application submitted by April Murray d/b/a Sylvia's Mobile Bar & Catering for a new Temporary Mobile Food Service Unit License.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

### III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
 8 School Rd, Windham ME, 04062  
**TEMPORARY MOBILE FOOD PARK  
 VICTUALER'S LICENSE**

NEW       RENEWAL

Name of Business Sylvia's mobile Bar & Catenn's  
 Address of Business 12 valley lane, Sebago me 04029  
 Business Mailing Address " "  
 Owner's Name April Murray      DOB 2/25/85  
 Owner's Mailing Address 12 valley lane Sebago me 04029  
 Business Phone 207-590-9146      Contact Phone 207-590-9146  
 E-Mail Sylviasmbcatenns@gmail.com      Website sylviasmbcatennsllc.com

Please check where you would like your license Mailed:

Owner's Mailing Address       Business Mailing Address

**LICENSE VALID FROM MAY 1-SEPTEMBER 30**

Type of Merchandise Sold Burgers, steak & Cheese  
 Days & Hours of Operation apt only

Type of License:

Temporary Mobile Food Park Victualer's License..... \$50.00

Please Attach the Following:

- Mobile Food License from your Town of Origin
- Proof of Automobile Insurance Liability Policy
- Department of Health & Human Services License
- Signed Authorization Release Form for Each Worker

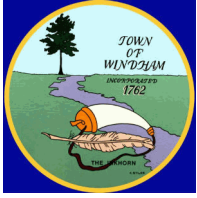
**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

5/5/24  
 Date

[Signature]  
 Applicant, Acknowledgement of Receipt

Please return Application and proper fee to:  
 Town Clerk, 8 School Rd, Windham ME 04062



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-116

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve amendments to the Master Fee Schedule.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article II, Section 3. I., states Council authorized to “exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute.”

III. Issue Summary.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

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III. Issue Summary.

## TOWN COUNCIL MEMO

DATE: May 21, 2026

TO: Windham Town Council

THROUGH: Bob Burns, Town Manager

FROM: Steve Puleo, Director of Planning

Cc: Amanda Lessard, Assistant Town Manager

RE: #26-11: Amendment to Planning Board Application Fees – Delegated Review Authority (Stormwater Permit Review)

Town Council Meeting – May 26, 2026

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### **Overview**

The Planning Department is requesting that the Town Council amend the Town of Windham Master Fee Schedule to establish Delegated Review Authority (DRA) fees associated with Planning Board applications requiring technical stormwater and engineering review.

The proposed amendments introduce:

- Adding an additional \$300 Development Review Team (DRT) fee to the Review Escrow for Sketch Plan applications.
- New line to Administrative Fees for DRA Stormwater Review Escrow of \$5,000.

These changes are intended to align the Town's application fee structure with the increasing complexity of development review and the Town's reliance on qualified third-party consultants to perform for DRA Stormwater permitting technical analysis.

### **Background and Need for Amendment**

The current Master Fee Schedule provides for application fees and review escrows for Planning Board applications, including Site Plan and Subdivision Review, among others. Typically, the application review involves stormwater permits by the MDEP, in which the Town is qualified to issue permits on behalf of the MDEP.

However, the Town has experienced the following challenges under the new review structure:

#### **1. Increased Need for Technical Review**

Modern development proposals routinely require detailed review of:

- Stormwater management systems
- Erosion and sediment control plans
- Hydrologic and hydraulic modeling
- Compliance with State and local stormwater standards

These reviews require specialized engineering consultants engaged by the Town.

## 2. Cost Burden on the Town Without Dedicated Fee Structure

While escrow accounts exist, they:

- Are not always sufficient or timely to support early-stage review
- Require staff to actively monitor balances and request additional funds
- Can delay consultant engagement

The intent of Town DRA stormwater permitting is that applicants bear the cost of review, rather than shifting that burden to the Town.

## 3. Administrative Inefficiencies

Under the current system, staff must:

- Track escrow balances
- Request additional funds
- Process invoices and reconcile accounts

This creates unnecessary administrative workload and delays in the review process.

### **Purpose of Proposed DRA Fees**

The proposed amendments address these issues by:

#### **Ensuring Applicant Pays**

- Establishes a predictable, upfront funding mechanism
- Ensures applicants bear the cost of technical and stormwater review

#### **Improving Environmental Protection**

- Enables timely engagement of qualified consultants
- Supports thorough review of stormwater systems
- Enhances protection of local water resources and natural systems

#### **Improving Review Efficiency**

- Reduces delays associated with inadequate escrow balances
- Allow applications to move through the review process more quickly

#### **Reducing Staff Administrative Burden**

- Minimizes time spent managing escrow accounts and invoicing
- Allowing staff to focus on planning and project coordination

### **Location of Proposed Amendments in Master Fee Schedule**

The proposed amendments affect the following sections of the Master Fee Schedule:

#### **Administrative Fees**

- Located on Page 11, above Assessing Department section of the Master Fee Schedule:
  - Stormwater Delegated Review Authority → add \$5,000 DRA Review Escrow fee

**Summary of Proposed Fee Amendments**

Application Type	Proposed Review Escrow Fee
DRT Meetings for site plan and subdivision; addition of \$300 to current \$100 fee	\$400
Stormwater Delegated Review Authority	\$5,000

**Requested Council Action**

Staff request to approve amendments to the Town of Windham Master Fee Schedule to increase the Development Review Team (DRT) review escrow fee and to establish Delegated Review Authority (DRA) fees in the amount of \$300 for sketch plan applications and \$5,000 for all stormwater permits, for the purpose of funding third-party DRA stormwater and technical review services, ensuring that applicants bear the cost of such review and that no additional financial burden is placed on the Town.

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

<b>CH</b>	<b>7</b>	<b>ALARM SYSTEMS</b>	
		False Alarms	\$25
<b>CH</b>	<b>11</b>	<b>AMUSEMENTS</b>	
		Special Amusement Permit; Entertainment with dancer(s)	\$800
		Special Amusement Permit; Entertainment no dancer(s)	\$150
		Coin-Operated Devices	\$100
<b>CH</b>	<b>15</b>	<b>ANIMALS</b>	
		Dog License [7 M.R.S.A. § 3921]	
		Unaltered dog	\$11
		Spayed/neutered dog	\$6
		Late fee after Jan. 31	\$25
		Kennel License	
		Inspection fee for kennel license issuance	\$20
		Impoundment	
		Municipal Impoundment fee; first occurrence	\$25
		Municipal Impoundment fee; all other occurrences	\$90
<b>CH</b>	<b>28</b>	<b>BUILDING CONSTRUCTION</b>	
		<b>Building Permit Application Fees</b>	<b>Residential/Commercial</b>
		Finished Area	\$0.50 per sq. ft.
		Unfinished Area [includes foundations]	\$0.45 per sq. ft.
		Demolition	\$50
		Swimming Pool	\$50
		Re-inspection Fee	\$100
		Building Without Permit	Double Amount of Permit Fee
		Missed Scheduled Inspection	\$100
		<b>Renovation/Alteration Permit Application Fees</b>	<b>Residential/Commercial</b>
		Up to \$5,000	\$50

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

	\$5,000 - \$10,000	\$60
	\$10,001 +	\$7 per thousand
	<b>Electrical Permit Application Fees</b>	<b>Residential/Commercial</b>
	Application Fee	\$50
	Overhead Service	\$30
	Underground Service	\$50
	New Construction / Alterations	\$0.06 per sq. ft / \$0.10 per sq. ft.
	Swimming Pool	\$50
	Generator	\$50
	Solar Panels	\$50 plus \$7 per unit
*	<b>INTERNAL PLUMBING PERMIT FEES (*State Mandated)</b>	
	Plumbing code fixture fees:	
	Minimum fee, including up to four fixtures	\$40
	Each additional fixture	\$10
	Hook-up to public sewer	\$10
	Hook-up to existing subsurface system	\$10
	Piping relocation with no new fixtures	\$10
	Permit transfer	\$10
	Surcharge fee (existing Town fee)	\$25
*	<b>SEPTIC SYSTEM PERMIT FEES (*State Mandated)</b>	
	Complete Disposal System Permits and Variances	
	Engineered system	\$200 + \$15 DEP surcharge
	Non-engineered system	\$250 + \$15 DEP surcharge
	Primitive system (includes one alternative toilet)	\$100
	Separate gray waste disposal field	\$35
	Seasonal conversion permit	\$50
	First time system variance	\$20
	<b>Permits for Separate Parts of a Disposal System</b>	
	Alternate toilet (only)	\$50
	Disposal field only (engineered system)	\$150

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

		Disposal field only (non-engineered system)	\$150
		Treatment tank only (non-engineered system)	\$150
		Treatment tank (engineered system)	\$80
		Minimum Lot Size Waiver	\$50
		Holding tank	\$100
		Septic Surcharge fee (existing Town fee)	\$25
		Other components (complete pump station, piping, other)	\$30
		Re-inspection Fee	\$100
		Late permit fee: A party who starts construction without first obtaining a plumbing permit	
		<b>Mechanical Systems Application Fees</b>	
		A/C System (Portable-Window Mounted) A/C not incl.	\$0.50 per 1,000 BTU
		Furnace Only	\$1 per 1,000 BTU
		Complete HVAC System	\$1.25 per 1,000 BTU
		<b>Miscellaneous Permits</b>	
		Change of Use (does not incl. building permit fees)	\$50
		Use/Events - Permanent	\$300
		Use/Events - Temporary	\$100
		Gas Hook-Up	\$50
		Moving	\$50
		Chimney only	\$50
<b>CH</b>	<b>34</b>	<b>CABLE TELEVISION</b>	
		Cable Television Franchise Filing Fee	\$25
<b>CH</b>	<b>39</b>	<b>CEMETERIES</b>	
		One Gravesite - Windham resident	\$400
		One Gravesite - nonresident	\$500
		One lot (4 adjoining sites) - Windham resident	\$1,600
		One lot (4 adjoining sites) - nonresident	\$2,000
		Cremation Garden (2 sites) - Windham resident	\$200
		Cremation Garden (2 sites) - nonresident	\$275

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

<b>CH</b>	<b>82</b>	<b>FLOODPLAIN MANAGEMENT</b>	
		Flood Hazard Development Permit	\$50
<b>CH</b>	<b>87</b>	<b>FOOD AND BEVERAGE BUSINESSES</b>	
		Article I, Mobile Food Services	
		Annual pushcart license fee	\$50
		Annual mobile food service unit license fee	\$100
		Background check fee	\$20 per person
		Article II, Bottle Clubs	
		Bottle Club annual fee	\$100 + cost of Advertising
		Article III, Victualers	
		Victualer License - Food Only (no Liquor)	\$100
		Victualer License - With onsite consumption of beer & wine	\$250
		Victualer License - With onsite consumption of liquor	\$400
		Victualer License - Nonprofit Organization	\$1
		Article IV, Liquor Licenses	
		Application Fee	\$25
		Background Check (new Applicants only)	\$25
		Article V, Off-Premise Catering Licenses	
		Off-Premises Catering License	\$10 per day
<b>CH</b>	<b>101</b>	<b>GROWTH MANAGEMENT</b>	
		Growth Permit	\$100
<b>CH</b>	<b>108</b>	<b>HISTORIC PRESERVATION</b>	
		Certificate of Appropriateness Application	\$75
<b>CH</b>	<b>120</b>	<b>LAND USE ORDINANCE</b>	
		100 - General	
		Zone Change Request [Effective 7/28/2011]	\$600
		Contract Zone Request [Effective 7/28/2011]	\$800 (\$500 Review Escrow)
		<b>500 - Performance Standards</b>	
		Accessory Apartment (does not include building permit) [Effective 2/25/2020]	\$100
		Conditional Use [Effective 7/28/2011]	\$400 (\$250 Review Escrow)

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

	Farm Enterprise	\$50
	Home Occupation [Effective 2/25/2020]	
	Home Occupation 1	\$50
	Home Occupation 2	\$50
	Retail Sales, Outdoor [Effective 2/25/2020]	Major \$300 / Minor \$100
	Shipping Container	\$0.15 per sq ft
	Streets, Private Roads Not Part of a Subdivision	
	New Roadway (up to 2 lanes wide)	\$50 Application Fee plus
		0 ft - 100 ft= \$1.50 per linear ft;
		101 ft - 300 ft = \$0.75 per linear ft;
		301 ft - 1,000ft = \$0.50 per linear ft;
		1,000 ft + = \$0.25 per linear ft
	<b>600 - Mineral Extraction [Effective 7/28/2011]</b>	
	New Operation	\$100 + \$100 per acre (\$500 Review Escrow)
	Expansion over 5 acres	\$100 + \$100 per acre (\$500 Review Escrow)
	Renewal	\$50
	Renewal, Late Fee	\$50
	<b>700 - Signs [Effective 2/25/2020]</b>	
	Banner	\$50
	Construction	\$50
	Permanent Free Standing	\$50
	Permanent Building	\$50
	Construction/Subdivision	\$50
	Temporary	\$50
	<b>800 - Site Plan Review</b>	
	Development Team [Effective 10/22/2009]	<del>(\$100)</del> \$400 Review Escrow)
	Minor or Major Site Plan Sketch Plan [Effective 7/28/2011]	\$200 (\$300 Review Escrow)
	Minor Site Plan Final Plan [Effective 7/28/2011]	\$850 (\$2,000 Review Escrow)
	Major Site Plan Final Plan [Effective 7/28/2011]	\$1,300 plus \$25 each 1K s.f. over 5K s.f. GFA
		(Review Escrow: 2K to 5K s.f. GFA = \$2,000;
		5K to 15K s.f. GFA = \$3,000;
		15K to 35K s.f. GFA = \$4,000;

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

		over 35K s.f. GFA = \$5,000)
	Amended Site Plan - Each Revision [Effective 7/28/2011]	\$350 (\$250 Review Escrow)
	Minor Revision to Approved Site Plan	\$50
	<b>900 - Subdivision Review</b>	
	Development Team [Effective 10/22/2009]	<del>(\$100)</del> \$400 Review Escrow)
	Minor or Major Subdivision Sketch Plan [Effective 7/28/2011]	\$200 (\$300 Review Escrow)
	Minor Subdivision - Final Plan [Effective 7/28/2011]	\$900 1-4 Lots (\$1500 Review Escrow)
	Major Subdivision - Preliminary Plan [Effective 7/28/2011]	\$1,300 5-10 Lots + \$300 per lot over 10
		(Review Escrow: Up to 10 lots = \$2,500;
		11-15 lots = \$3,000; 16-30 lots = \$4,000;
		30+ lots = \$5,000)
	Major Subdivision - Final Plan	\$350 (\$250 Review Escrow)
	Amended Subdivision - Each Lot/Revision [Effective 7/28/2011]	\$350 (\$250 Review Escrow)
	<b>1000 - Administration</b>	
	Change of Use [Effective 2/25/2020]	\$50
	<b>1100 - Board of Appeals</b>	
	Variances & Appeals [Effective 7/28/2011]	\$400
	<b>1200 - Impact Fees*</b>	
	Sidewalk Impact Fee [Effective 10/14/2025]	5 feet of sidewalk x (GFA/100) x \$114 per foot (Engineering Note Report Cost Index)
	<b>Recreational Impact Fee (per dwelling unit) [Effective 4/10/2014]</b>	
	Single Family Detached	\$1,080
	Single Family attached (duplex/condos)	\$800
	Manufactured Housing	\$800
	Multifamily (3+ unit) Apartment Structure	\$600
	Accessory Apartment	\$400
	<b>North Route 302 Road Improvement Fee [Effective 8/26/2014]</b>	Whites Bridge Rd intersection
	<b>Open Space Impact Fee [Effective 2/28/2020]</b>	<b>Open Space Impact Fee [Effective 2/28/2020]</b>
	Single-Family Home	
	2 or less bedroom	\$608
	3 bedrooms	\$989
	4 or more bedrooms	\$1,163
	Attached or Multifamily Housing or Accessory Apartment	

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

	1 bedroom	\$450
	2 bedrooms	\$712
	3 or more bedrooms	\$824
	Mobile Home in a MH Park	
	1 bedroom	\$535
	2 bedrooms	\$743
	3 or more bedrooms	\$1,267
	<b>Public Safety Impact Fee [Effective 8/28/2020]</b>	
	<b>Residential Uses (per dwelling unit)</b>	
	Single Family Detached	\$1,602
	Townhouse	\$1,379
	Two Unit Structure	\$1,406
	Multifamily (3+ Unit) Apartment Structure	\$1,008
	Manufactured Housing	\$1,264
	Senior Apartments (55+ or 62+)	\$1,828
	Nursing or Assisted Living Licensed Bed	\$3,519
	<b>Commercial Uses (per square foot)</b>	
	Retail-Food-Entertainment-Lodging	\$1.35
	Office, Banks, Professional Services	\$1.32
	Other General Commercial & Services	\$1.43
	Industrial, Transportation, Warehouse, Storage	\$0.63
	Private Institutional Except Licensed Care	\$2.04
	Medical Service Centers	TBD*
	Other Uses not specified	\$1.21
	<b>Municipal Office Impact Fee</b>	
	<b>Residential Uses (per dwelling unit)</b>	
	Single Family Detached	\$562
	Townhouse	\$468
	Two Unit Structure	\$468
	Multifamily (3+ Unit) Apartment Structure	\$333
	Manufactured Housing	\$421
	Senior Apartments (55+ or 62+)	\$333
	Nursing or Assisted Living Licensed Bed	\$333
	Commercial Uses (per square foot)	\$0.20

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

		<b>*Notes :</b>	
		● "K" = 1,000; ● "s.f." = Square Feet; ● "GFA" = Gross Floor Area ( See Section 300 Definitions )	
		● Postage - Notification cost requirement applies to all applications	
		● Performance Bonds & Post Approval Inspection Fee must be established with the Town	
		● Building Permits - Contact the Code Enforcement Department or download from <a href="http://www.windhammaine.us">www.windhammaine.us</a>	
		● NPDES Post Construction Inspection Fee - See Post Construction Ordinance.	
		*See Section 1200 of the Windham Land Use Ordinance for more details and applicability.	
<b>CH</b>	<b>128</b>	<b>MARIJUANA BUSINESS LICENSING</b>	
		Adult Use Marijuana Store	\$10,000 new license / \$2,500 renewal license
		Marijuana Cultivation Facility – Tier 1 (Up to 500 square feet plant canopy)	\$1,000 new license / \$1,000 renewal license
		Marijuana Cultivation Facility – Tier 2 (500- 2,000 square feet plant canopy)	\$5,000 new license / \$1,500 renewal license
		Marijuana Cultivation Facility – Tier 3 (2,000-7,000 square feet plant canopy)	\$7,500 new license / \$2,000 renewal license
		Marijuana Cultivation Facility – Tier 4 (7,000-20,000 square feet plant canopy)	\$10,000 new license / \$2,500 renewal license
		Marijuana Manufacturing Facility	\$2,500 new license / \$1,000 renewal license
		Marijuana Manufacturing – High Hazard (manual or chemical)	\$5,000 new license / \$2,000 renewal license
		Medical Marijuana Registered Caregiver– cultivation conducted on site	\$500 new license / \$300 renewal license
		Medical Marijuana Caregiver (Home Occupation) – cultivation not conducted on site	\$300 new license / \$150 renewal license
		Medical Marijuana Caregiver Retail Store	\$10,000 new license / \$2,500 renewal license
		Medical Marijuana Dispensary	\$10,000 new license / \$2,500 renewal license
		Medical Marijuana Registered Dispensary with two locations	\$10,000 first location / \$5,000 second location
		Marijuana Testing Facility	\$3,500 new license / \$1,000 renewal license
		Education Fee – Payable for Each Licensed Marijuana Business Use	40% of License Fee (\$100 minimum); *capped at \$1,000 for Renewals and \$2,000 for New Licenses
			*Education fee is capped if you have multiple businesses with the exact same legal name. If they are different a fee is paid for each.
<b>CH</b>	<b>131</b>	<b>MASS GATHERING</b>	
		Non-Profit Organization (any size)	\$1

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

		For Profit Organization Minor Gathering (500-999 persons)	\$100
		For Profit Organizations Major Gathering (1000+ persons)	\$250
<b>CH</b>	<b>137</b>	<b>MOTION-PICTURE THEATERS</b>	
		Motion-Picture Theater License Application	\$200 per screen
<b>CH</b>	<b>153</b>	<b>PAWNBROKERS AND SECONDHAND DEALERS</b>	
		Pawn Shop License [Maine statutes, Title 30-A M.R.S.A. §3961]	\$50
<b>CH</b>	<b>157</b>	<b>PEDDLING AND SOLICITING</b>	
		Article 1 - Door to Door Peddler/Solicitor	\$50 per peddler
		Background Check	\$20
<b>CH</b>	<b>181</b>	<b>SEWERS</b>	
		<b>A. SOUTH WINDHAM SEWER DISTRICT</b>	
		Residential/Commercial Connection	\$1,000 per unit + \$20 inspection
		Industrial Connection	\$1,000 per unit + \$20 inspection
		Readiness to serve fee [Effective July 1, 2020 through June 30, 2022]	\$30 per month
		Readiness to serve fee [Effective July 1, 2022 through June 30, 2023]	\$30 per month
		Readiness to serve fee [Effective July 1, 2023 through June 30, 2024]	\$30 per month
		Sewer User fee [Effective July 1, 2021 through June 30, 2022]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$7.00 per 100 cubic feet in excess of the 500 cubic foot minimum
		Sewer User fee [Effective July 1, 2022 through June 30, 2023]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$7.75 per 100 cubic feet in excess of the 500 cubic foot minimum
		Sewer User fee [Effective July 1, 2023 through February 29, 2024]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$9.77 per 100 cubic feet in excess of the 500 cubic foot minimum
		Sewer User fee [Effective March 1, 2024]	\$51.00 per month minimum for 500 cubic feet or less of water use; and \$10.20 per 100 cubic feet in excess of the 500 cubic foot minimum
		<b>B. NORTH WINDHAM SEWER DISTRICT</b>	
		Buy-in Fee	\$3,500/unit
		Buy-in Fee after January 1, 2026	\$5,000/unit

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

		Readiness to Serve Fee [Effective April 1, 2026]	\$2,400/year
		Sewer User Fee [Effective April 1, 2026]	\$16.00 per 100 cubic feet per month
<b>CH</b>	<b>185</b>	<b>SHORELAND ZONING*</b>	
		Planning Board Review [Effective 10/24/2002, Amended 4/14/2026]	\$250
		Code Enforcement Review [Effective 11/26/2002]	
		Clearing or Removal of Vegetation	\$75
		Shoreland Zoning Review	\$250
		<i>*Note: All Applicants are responsible for postage costs of all notification requirements</i>	
<b>CH</b>	<b>192</b>	<b>SOLID WASTE</b>	
		Article 1 Disposal	
		Commercial	\$500
		Residential	\$500
		Article 2 Transporters	
		Commercial	\$500
		Residential	\$500
<b>CH</b>	<b>201</b>	<b>STORMWATER MANAGEMENT</b>	
		Art. I, Surface Water Protection	
		Soil and Erosion Control Permit [Effective 2/25/2020]	\$50
		Variance Application	\$200
		Art. II, Post-Construction Stormwater Management	
		Annual Certification Payment	\$50
<b>CH</b>	<b>204</b>	<b>STREETS AND SIDEWALKS</b>	
		Excavation permit	\$100
<b>CH</b>	<b>215</b>	<b>TOWING AND TOWING BUSINESSES</b>	
		License registration fee for rotation list	\$100 plus \$50 for each tow vehicle
		Maximum Rates for Towing Services	
		Non-crash tow	Daytime \$95 / Nighttime \$115
		Crash tow	Daytime \$110 / Nighttime \$130
		Snow removal tow	Daytime \$95 / Nighttime \$115

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

		Pull out same as non-crash	Daytime \$95 / Nighttime \$115
		Storage fees after 24 hours	Outside \$50 per day / Inside \$75 per day
		Recovery/extraction fees	\$90 per hour plus \$22.50 per 15 minutes after first hour
		After hours release between 6:00 PM and 6:00 AM, and when business is closed on weekends and holidays	\$35
<b>CH</b>	<b>236</b>	<b>WIND ENERGY</b>	
		Art. I, Small Wind Energy Ordinance	
		CEO Review	\$200 + mailing costs
		Planning Board Review	\$400 + mailing costs
<b>CH</b>	<b>240</b>	<b>WIRELESS TELECOMMUNICATIONS FACILITIES*</b>	
		Planning Board Review [Effective 7/28/2011]	\$400
		Co-Location Application	\$250
		<i>*Note : All Applicants are responsible for postage costs of all notification requirements</i>	
<b>ADMINISTRATIVE FEES</b>			
<b>STORMWATER PERMIT DELEGATED REVIEW AUTHORITY</b>			<b>\$5,000 Review Escrow</b>
<b>ASSESSING DEPARTMENT</b>			
		Street Maps	\$3 Black & White, \$5 Color
		Photocopies	\$0.50 per page
<b>FIRE-RESCUE DEPARTMENT</b>			
		EMS Fees	
		BLS	\$735
		ALS-1	\$1,050
		ALS-2	\$1,470
		Per Transporting Mile	\$19
		Medic Intercept	\$300
		<b>Fire Fees (per hour)</b>	
		Ambulance	\$100
		Brush Truck	\$140

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

	Engine	\$125
	Extrication	\$400
	Ladder/Tower	\$150
	Personnel	Current Assigned Hourly Rate
	Squad Truck	\$125
	Tanker	\$125
	<b>Permits/Reports</b>	
	Sprinkler Permit	\$75
	Copy of Reports	\$10
	False/Nuisance (3 in 30 day period)	\$100
	<b>Violations/Penalties</b>	
	Second Offense	\$500
	Third Offense	\$1,000
	Fourth and any subsequent	\$2,000
	<b>Inspections</b>	
	Second Re-inspection	\$150
	Any subsequent re-inspection	\$300
	<b>Fire Lane</b>	
	Parked in lane	\$100
<b>LIBRARY</b>		
	Fax	Local: \$1 first page, \$.25 each additional page; Long Distance: \$3 first page, \$1 each additional page; Incoming fax: \$.25 per page
	Lost/Damaged Items	List price + \$3 processing fee
	Non-resident Usage Fee	\$25 annual
	Photocopies (self-service)	\$.10 per page black & white, \$.25 per page color
<b>PARKS &amp; RECREATION DEPARTMENT</b>		
	<b>Dundee Park Season Passes</b>	
	Windham Residents	\$65
	Windham Seniors	\$45
	Non-residents	\$80

Town of Windham  
Master Fee Schedule  
Last Amended by Council April 14, 2026

	Non-resident Seniors	\$60
	Veterans & Active Military (Military ID required)	Same as senior rate
	<b>Dundee Park Daily Rates</b>	
	Windham Residents	\$5 per adult; \$3 per child (ages 2 -11)
	Non-Resident	\$6 per adult; \$4 per child
	All Seniors (55+)	\$4 anytime
	After 5:00 pm	\$3 per adult; kids FREE
	Concert nights	FREE after 5:00pm
	Group Rates	\$3 per person
<b>POLICE DEPARTMENT</b>		
	Report Records - Paper*	\$.50 per page for standard 8 1/2 x11 inch black and white copy of record
	Report Records - CD/DVD	\$10 per disc
	Crash Reports (state form 1320)	\$20 per report or \$15 by obtaining online at buycrash.com
	Reports requiring extensive preparation*	\$25 per hour after 2nd hour (estimates available upon request)
	<i>*These fees are subject to change in accordance to MRSA Tite 1 Chapter 13 Section 408-a Subsection 8</i>	
<b>PUBLIC WORKS DEPARTMENT</b>		
	Street and Driveway Permits	\$100 per permit
	Street Signs	Varies by style
	Street Sign Post & Hardware	\$40.45
	Recycling Bins (available at town hall)	\$10 each
<b>TAX COLLECTION / MOTOR VEHICLE REGISTRATION</b>		
	Demand+PO (Charged for lien notices)	\$3 plus cost of certified mail
	Insurance Fax	\$1
	Lien Fees	Cost at Registry of Deeds + Postage for certified mail
	Notary Service	\$5 per seal
	Passport Fees [Fees set by the US Department of State]	
	Recreational Vehicle Registrations (ATV, Snowmobiles, Boats) [Fees set by Department of Inland Fisheries pursuant to Title 12, Ch 933 §13003 as amended]	

Town of Windham  
 Master Fee Schedule  
 Last Amended by Council April 14, 2026

	Vehicle Registrations [Fees set by the Secretary of State's Office, Department of Motor Vehicles pursuant to Title 29-A, §2 as amended]	
<b>TOWN CLERK'S OFFICE</b>		
	Dedimus Justice Service	\$10
	Genealogy Search	\$3 per record
	Marriage Ceremony	\$75
	Notary Service	\$5 per seal
	Photo Copies	\$.50 per page
	Voter Registration List [Fees set by the Secretary of State's Office Division of Corporations, Elections, & Commissions pursuant to Title 21-A]	



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-117

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Dan McCluskey d/b/a Ironclad Eats LLC for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

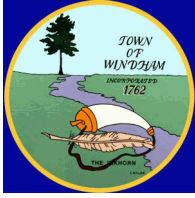
Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-117

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To approve one (1) application submitted by Dan McCluskey d/b/a Ironclad Eats LLC for a new Temporary Mobile Food Service Unit License.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

### III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
8 School Rd, Windham ME, 04062  
Chapter 87

26-117

**APPLICATION FOR MOBILE FOOD SERVICE UNIT LICENSE**

NEW  RENEWAL  TEMPORARY 1 OR 2 DAY

**TEMPORARY LICENSES MUST APPLY AT LEAST 10 BUSINESS DAYS IN ADVANCE OF EVENT**

Name of Business Ironclad Eats

Business Mailing Address 86 Cape Rd, Raymond, ME 04071

Owner's Name Dan Meluskey DOB 12/14/82

Owner's Mailing Address same

Owner's Phone 860-682-3935 Operator's Phone same

E-Mail ironcladeats@gmail.com Website ironcladeats.com

Please check where you would like your license Mailed:

Owner's Mailing Address

Business Mailing Address

**\*\* Mobile Food Service Unit Licenses expire on May 31 of each year. \*\***

Type of License:  Mobile Food Unit (\$100)  Pushcart (\$50)  Temporary (\$50)

There is a \$20 (per person) background check fee for all licenses.

Vehicle Make & Color Black Trailer

License Plate # W-0359753 VIN 3J9A12186PM095337

Sites where MFSU will operate Woods Bridge (Town Hall)

Have you ever been convicted of a criminal offense which was punishable by imprisonment for more than one year?  Yes  No

If yes, what was the offense? \_\_\_\_\_

Please attach the following:

- A. Signed release form (for each employee and owner)
- B. Copy of your Dept. of Human Services License
- C. Picture of Vehicle
- D. List of items to be sold
- E. Certificate of insurance as required by Sect 7 of the Mobile Food Service Unit Ordinance
- F. Site plan drawing
- G. Letter of permission from owner of property
- H. List each of your currently permitted places for your Food Truck or Pushcart

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

5/12/26  
Date

Dan Meluskey  
Applicant, Acknowledgement of Receipt

Please return all paperwork & fees to: Town Clerk, 8 School Road, Windham, ME 04062

146

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# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-118

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To approve one (1) application submitted by Sean Kelly d/b/a Kelley's Ice Cream Truck for a new Temporary Mobile Food Service Unit License.

II. Basis for Council Action.

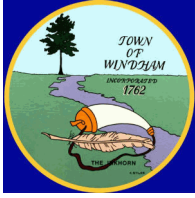
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III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 26-118

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To approve one (1) application submitted by Sean Kelly d/b/a Kelley's Ice Cream Truck for a new Temporary Mobile Food Service Unit License.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. Chapter 87, Article I, § 87-2 of the Code of the Town of Windham requires annual application to the Windham Town Council or such other official as the Council may designate. Licenses expire on September 30 of each year.

### III. Issue Summary.

Please refer to the attached application.

Note: Background check came back good.



Town of Windham  
8 School Rd, Windham ME, 04062  
Chapter 87

**APPLICATION FOR MOBILE FOOD SERVICE UNIT LICENSE**

NEW  RENEWAL  TEMPORARY 1 OR 2 DAY

**TEMPORARY LICENSES MUST APPLY AT LEAST 10 BUSINESS DAYS IN ADVANCE OF EVENT**

Name of Business Kelly's Ice Cream Truck  
 Business Mailing Address 9 River meadows Drive, Steep Falls, ME 04085  
 Owner's Name Sean Kelly DOB 3/10/1976  
 Owner's Mailing Address 9 River meadows Drive, Steep Falls, ME 04085  
 Owner's Phone 207-787-1012 Operator's Phone same  
 E-Mail Kellysicecreamtruck@gmail.com Website www.kellysicecreamtruck.com

Please check where you would like your license Mailed:

Owner's Mailing Address  Business Mailing Address

**\*\* Mobile Food Service Unit Licenses expire on May 31 of each year. \*\***

Type of License:  Mobile Food Unit (\$100)  Pushcart (\$50)  Temporary (\$50)

There is a \$20 (per person) background check fee for all licenses.

Vehicle Make & Color <sup>2023</sup> Ram Promaster white  
 License Plate # 169 CDW VIN 3C6LRVDG5PE603705  
 Sites where MFSU will operate local neighborhoods

Have you ever been convicted of a criminal offense which was punishable by imprisonment for more than one year?  Yes  No

If yes, what was the offense? \_\_\_\_\_

Please attach the following:

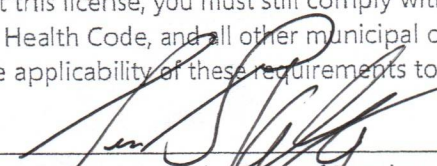
- A. Signed release form (for each employee and owner) ✓
- B. Copy of your Dept. of Human Services License
- C. Picture of Vehicle ✓
- D. List of items to be sold ✓
- E. Certificate of insurance as required by Sect 7 of the Mobile Food Service Unit Ordinance ✓
- F. Site plan drawing ✓
- G. Letter of permission from owner of property ✓
- H. List each of your currently permitted places for your Food Truck or Pushcart ✓

**Notice to Applicant**

Please take notice that if the Municipal Officers grant this license, you must still comply with all the requirements of the provisions of the Town's Land Use Ordinance, Health Code, and all other municipal ordinances, codes, and regulations. It is your responsibility to investigate the applicability of these requirements to your proposed use.

5/15/2026

Date

  
Applicant, Acknowledgement of Receipt

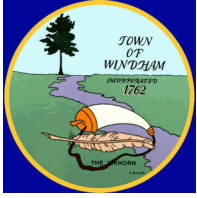
Please return all paperwork & fees to: Town Clerk, 8 School Road, Windham, ME 04062



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# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: CD 26-095

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**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Correspondence

**Agenda Number:**

Household Hazardous Waste Day, June 6, 2026.



# Household Hazardous **Waste Day**

June 6<sup>th</sup> 8am to 12pm  
185 Windham Center Road

All items brought to the Collection must be in sealed containers. NEVER MIX CHEMICALS.

- ✓ Paint, Stains, Thinners
- ✓ Solvents
- ✓ Waste Fuels
- ✓ Oil Waste
- ✓ Dry Cell Batteries
- ✓ Weed killers, Pesticides
- ✓ Aerosol Cans
- ✓ Household Cleaners

FOR FULL  
DETAILS  
CALL



Things not to bring Asbestos,  
Commercial or industrial Waste,  
Infectious or Biological Waste,  
Ammunition, flares, or  
Radioactive Materials.

**Windham Residents only\***

\*Tax Bill or Vehicle Reg. required

**207- 892-1909**



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: CD 26-097

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**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Correspondence

FOAA Activity Report.

## Tammy Hodgman

---

**From:** Tammy Hodgman  
**Sent:** Wednesday, May 13, 2026 11:37 AM  
**To:** Ben Gaines (he/him)  
**Subject:** FW: FOAA Request Department Reviews & Findings  
**Attachments:** Departmental Reviews and Findings FOAA 4.16.2026.pdf

Subject: Regarding your recent records inquiry dated April 16, 2026.

Dear Attorney Gaines,

Thank you for your recent inquiry regarding reviews of departmental records conducted by the Department of Health and Human Services.

Upon review, it has been determined that because this information is maintained centrally by the State, responding bypasses the standard administrative framework and fee structures established by the Freedom of Access Act (FOAA).

To ensure you receive a consistent, accurate, and coordinated response, please submit your request directly to the Office of Family Independence (OFI). Centralizing your request will allow the OFI to track the inquiry properly and apply any applicable FOAA fees according to state guidelines.

You can submit your formal FOAA request to the OFI via:

- Online Portal/Email: GAHotline.DHHS@maine.gov
- Mailing Address: Maine Office for Family Independence, 109 Capitol Street, 11 State House Station, Augusta, ME 04333

We have notified the Department of your interest to help facilitate a smooth transition regarding your request.

Sincerely,

**Tammy Hodgman**

Executive Assistant and Website Coordinator | [tahodgman@windhammaine.us](mailto:tahodgman@windhammaine.us)

Town of Windham | Office of the Town Manager

8 School Road | Windham, ME 04062 | [www.windhammaine.us](http://www.windhammaine.us)

Ph. 207.892.1907 | Fax 207.892-1910

**PUBLIC HOURS: Monday 7:00-5:00 Tuesday 7:00-6:00 Wednesday 7:00-5:00 Thursday 7:00-4:00**



NOTICE: Under Maine's Freedom of Access ("Right to Know") law, documents – including emails – in the possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

---

**From:** Tammy Hodgman  
**Sent:** Wednesday, April 22, 2026 7:12 AM  
**To:** ben@mejp.org  
**Subject:** FOAA Request Department Reviews & Findings

Dear Mr. Gaines,

This email serves as the statutory 5-day acknowledgement of your information request. We are currently reviewing our records to determine those that may be responsive to your request. I will coordinate the collection of information and be in touch soon.

Thank you,

**Tammy Hodgman**

Executive Assistant and Website Coordinator | [tahodgman@windhammaine.us](mailto:tahodgman@windhammaine.us)

Town of Windham | Office of the Town Manager

8 School Road | Windham, ME 04062 | [www.windhammaine.us](http://www.windhammaine.us)

Ph. 207.892.1907 | Fax 207.892-1910

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# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: CD 26-100

---

**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Correspondence

Permit Update.



## Town of Windham, Maine

Code Enforcement Department  
 8 School Road  
 Town Hall- Second Floor  
 Zoning- Building Inspections- Code Enforcement

Tel: (207) 894-5960 ext 1  
 Fax: (207) 892-1916  
 www.windhammaine.us

### Memorandum

DATE: May 21, 2026  
 TO: Robert Burns, Town Manager  
 FROM: Jonathan Rioux, Code Enforcement Director  
 RE: Growth permit issued per category (year to date)

This memorandum provides an update on the current status of housing unit allocation and usage, referencing the specified limits for affordable housing and different growth zones. The data below summarizes the remaining units available for development in each category.

### Current Housing Unit Status

Category	Allowed Units	Units Used to Date	Balance Remaining
Affordable Housing	19	0	19
Single-Family Homes (SFH)	78	11	67
Multi-Family Allowed	78	0	78
Duplex Allowed	28	28	0

### Farm Zone Status

Category	Allowed Units	Units Used to Date	Balance Remaining
Farm Zone Allowed	45	6	39

### Council Reserve Pool Activity (Developer Agreements)

Project Location	Total Approved Units	Total Buildings	Structure Breakdown
Stillwater and Waben Drive	100	8	7 twelve-unit buildings 1 sixteen-unit building

### Key Takeaways:

- Duplex development has reached its maximum limit carried over<sup>1</sup> from last calendar year.
- Single-Family & Farm Zones: Single-Family Home allocations remain mostly open with 86% of capacity remaining. The Farm Zone retains 87% availability of its allocation open.
- Total Base Activity: Excluding special reserves, 39 of the 203 baseline available housing units have been allocated year-to-date.
- The growth permits issued do not represent the actual number of dwelling units or structures built (certificate of occupancies issued) per Calander year.

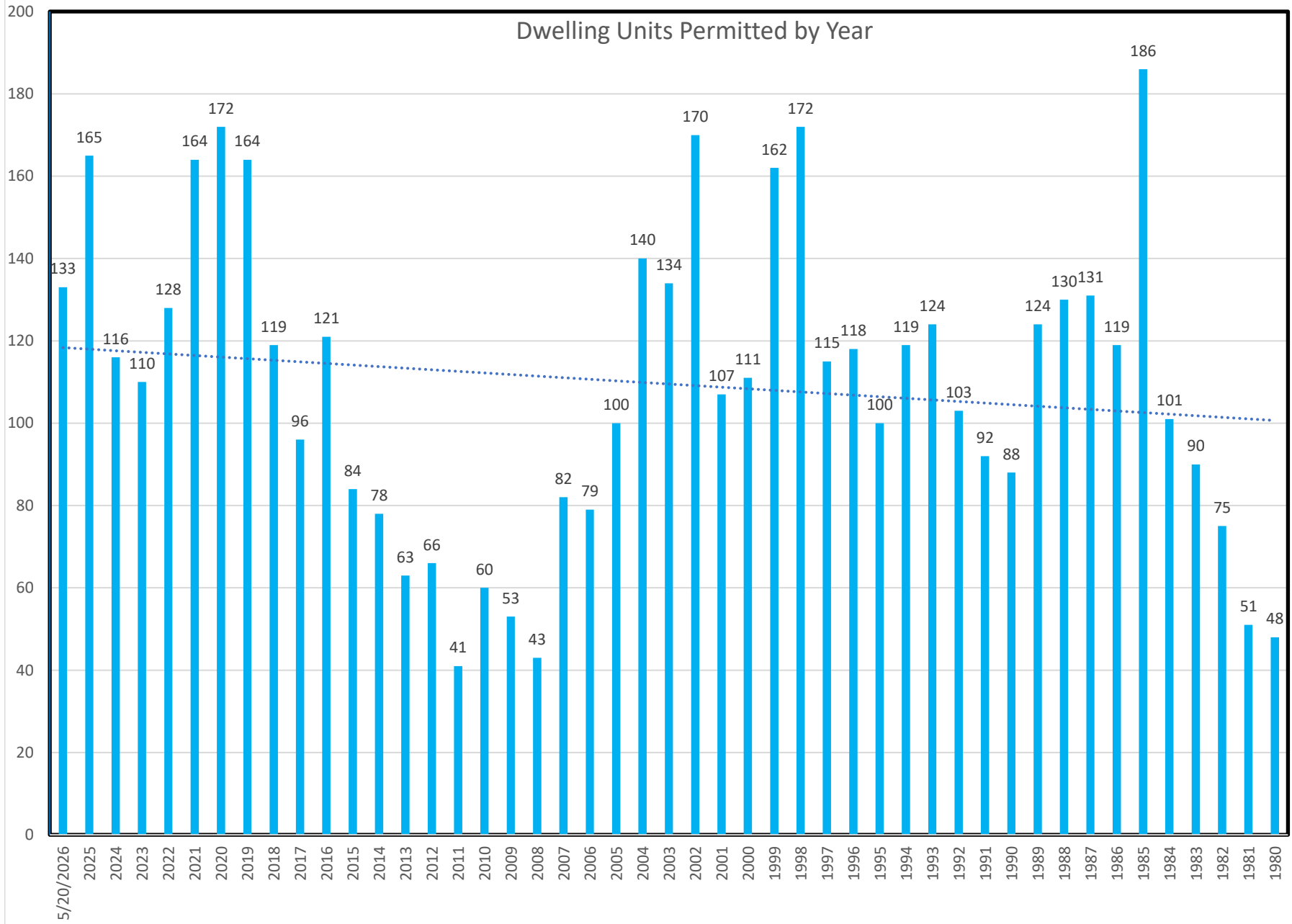
Year	Dwelling Units Permitted					Affordable
	Total	Single Family	Two-Family	Multi-Family	Accessory Apartment	
5/20/2026	133	15	14	96	8	0
2025	165	57	18	74	16	0
2024	116	37	22	45	12	0
2023	110	37	24	43	6	0
2022	128	55	26	42	5	0
2021	164	113	44	0	7	0
2020	172	119	41	0	12	0
2019	164	78	74	0	12	0
2018	119	99	16	0	4	0
2017	96	82	8	0	6	0
2016	121	99	20	0	2	0
2015	84	74	2	4	4	0
2014	78	74		0	4	
2013	63	61		0	2	
2012	66	65		1		
2011	41	41		0		
2010	60	59		1		
2009	53	53		0		
2008	43	42		1		
2007	82	76		2	4	
2006	79	70		2	7	
2005	100	88		2	10	
2004	140	124		2	14	
2003	134	106			28	
2002	170	138		13	19	
2001	107	101		2	4	
2000	111	107		1	3	
1999	162	132		12	18	
1998	172	166		2	4	
1997	115	113		1	1	
1996	118	98		5	15	
1995	100	96		1	3	
1994	119	111		2	6	
1993	124	104		1	19	
1992	103	103		0		
1991	92	77		15		
1990	88	53		35		
1989	124	85		39		
1988	130	97		33		
1987	131	109		22		
1986	119	85		34		
1985	186	91		95		
1984	101	94		7		
1983	90	86		4		
1982	75	66		9		
1981	51	51				
1980	48	48				

Growth Management Ordinance Enacted 8/28/2020 Amended 6/22/21, 10/8/24, 8/12/25

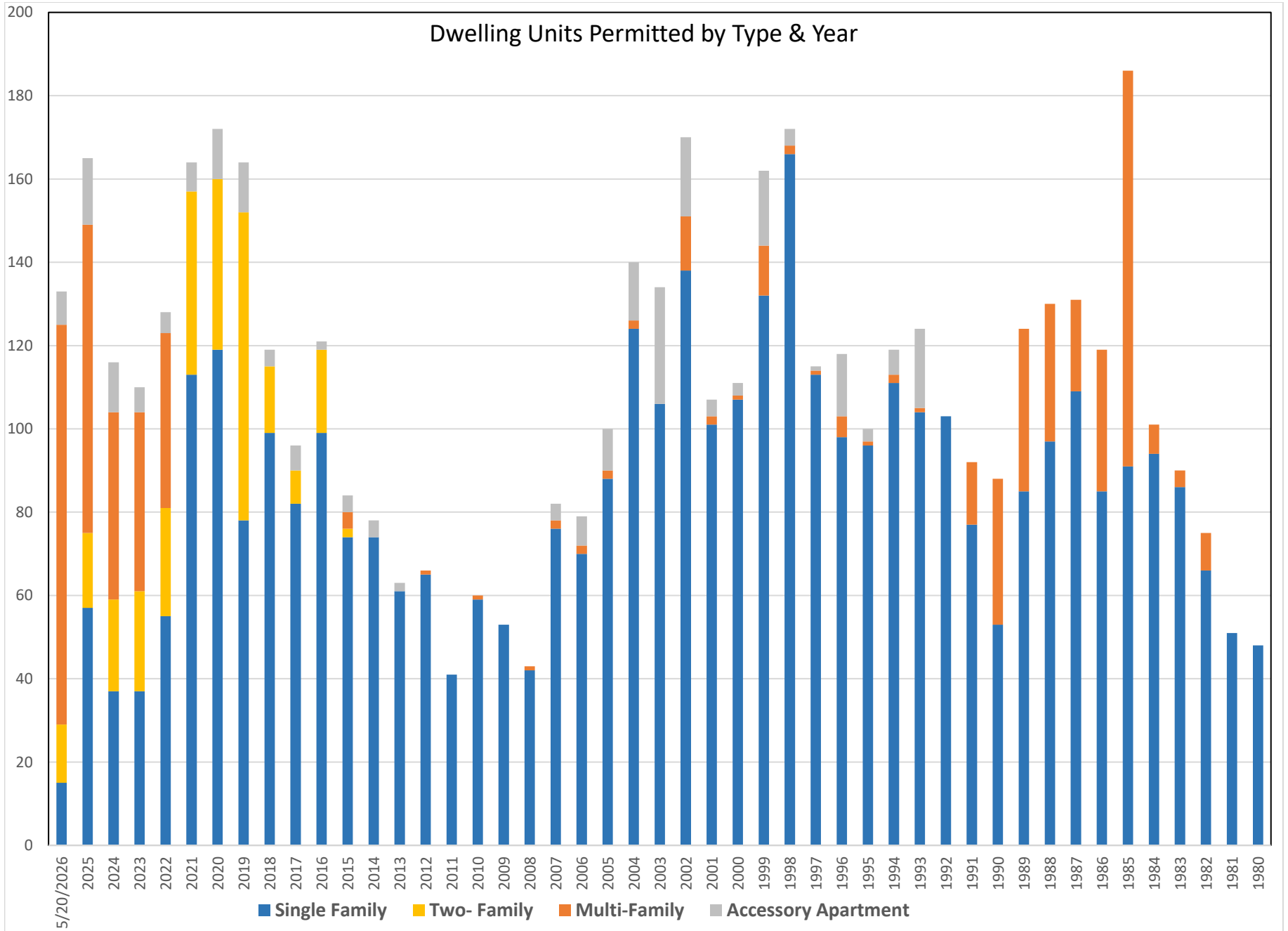
Note: Prior to 2015, two-family included in multi-family total

109	1980 avg	Excludes 2026
136	10 yr avg	105%= 142

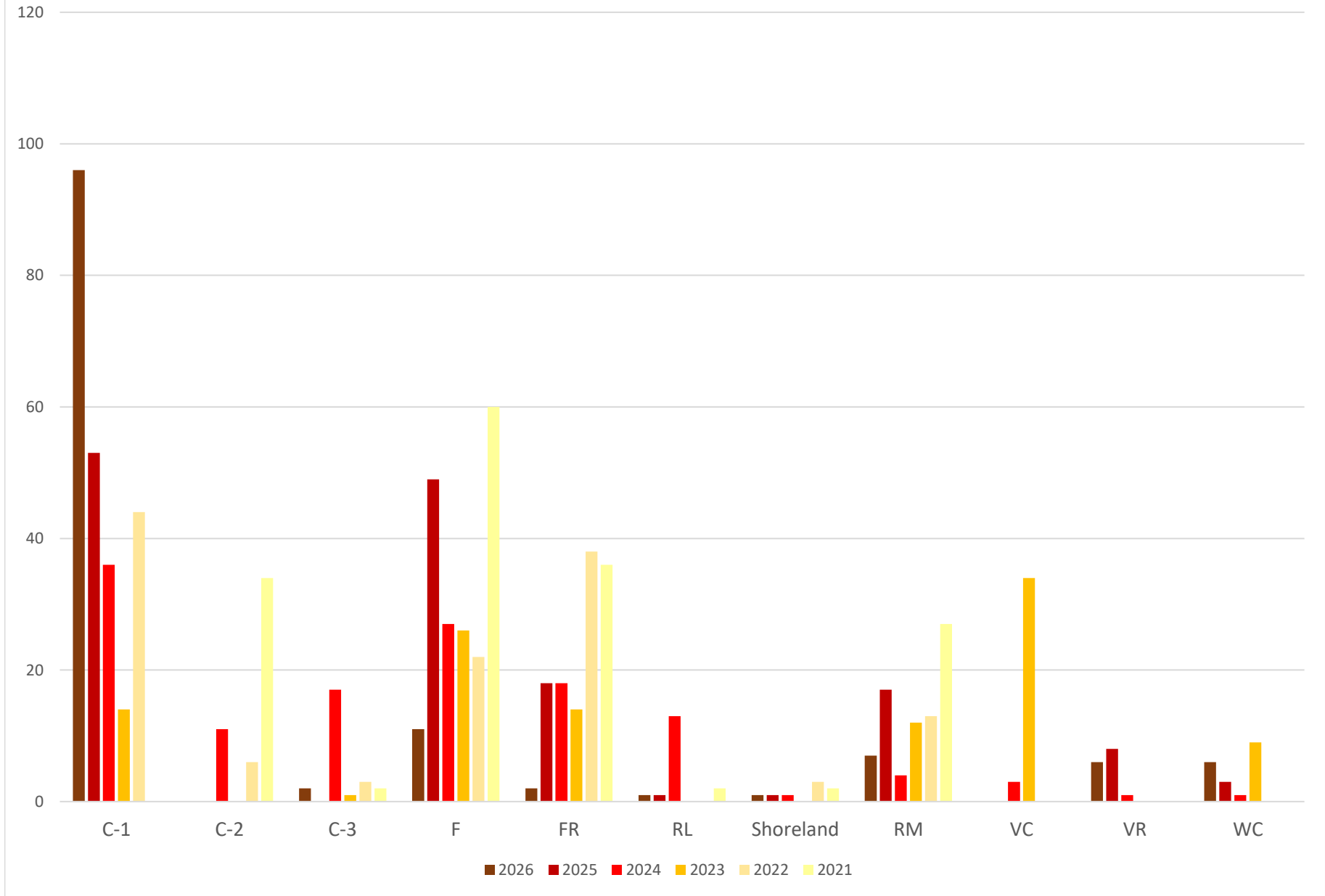
Dwelling Units Permitted by Year



### Dwelling Units Permitted by Type & Year

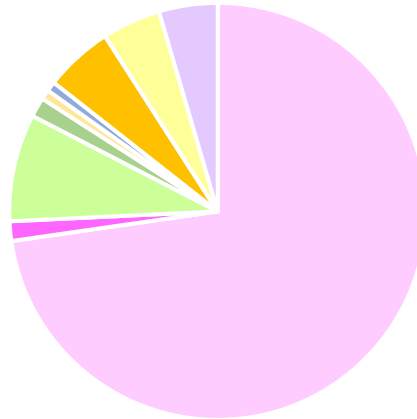


Permits by Zoning District



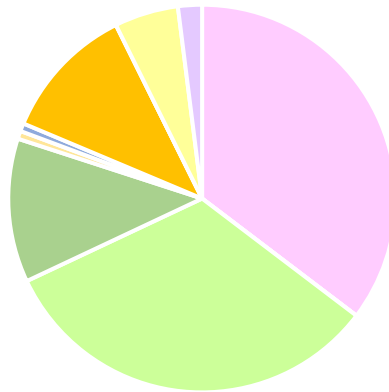
Permits by Zoning District

2026



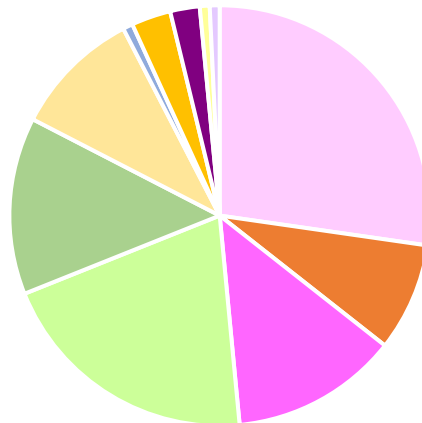
C-1 C-2 C-3 F FR RL Shoreland RM VC VR WC

2025



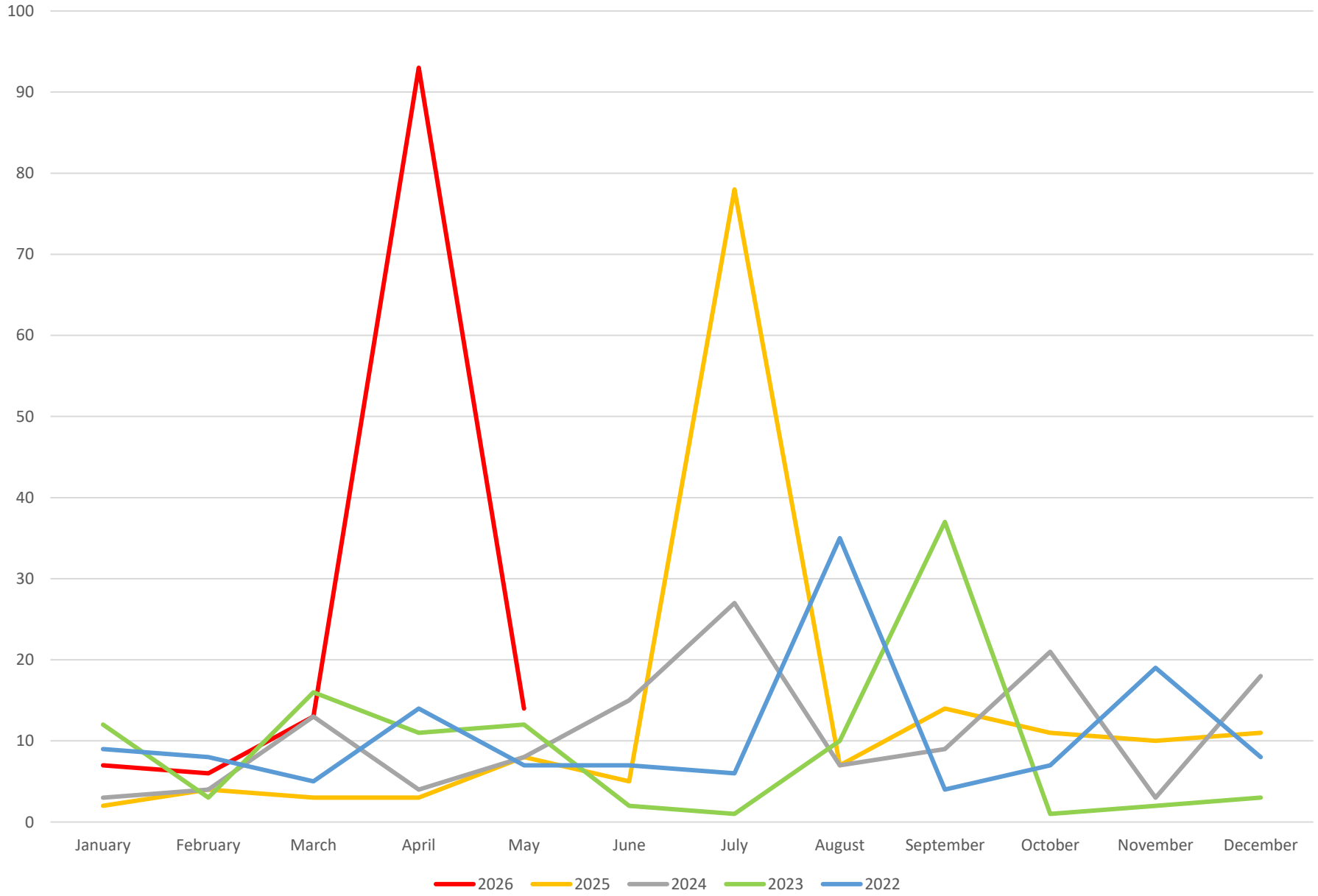
C-1 C-2 C-3 F FR RL Shoreland RM VC VR WC

2024

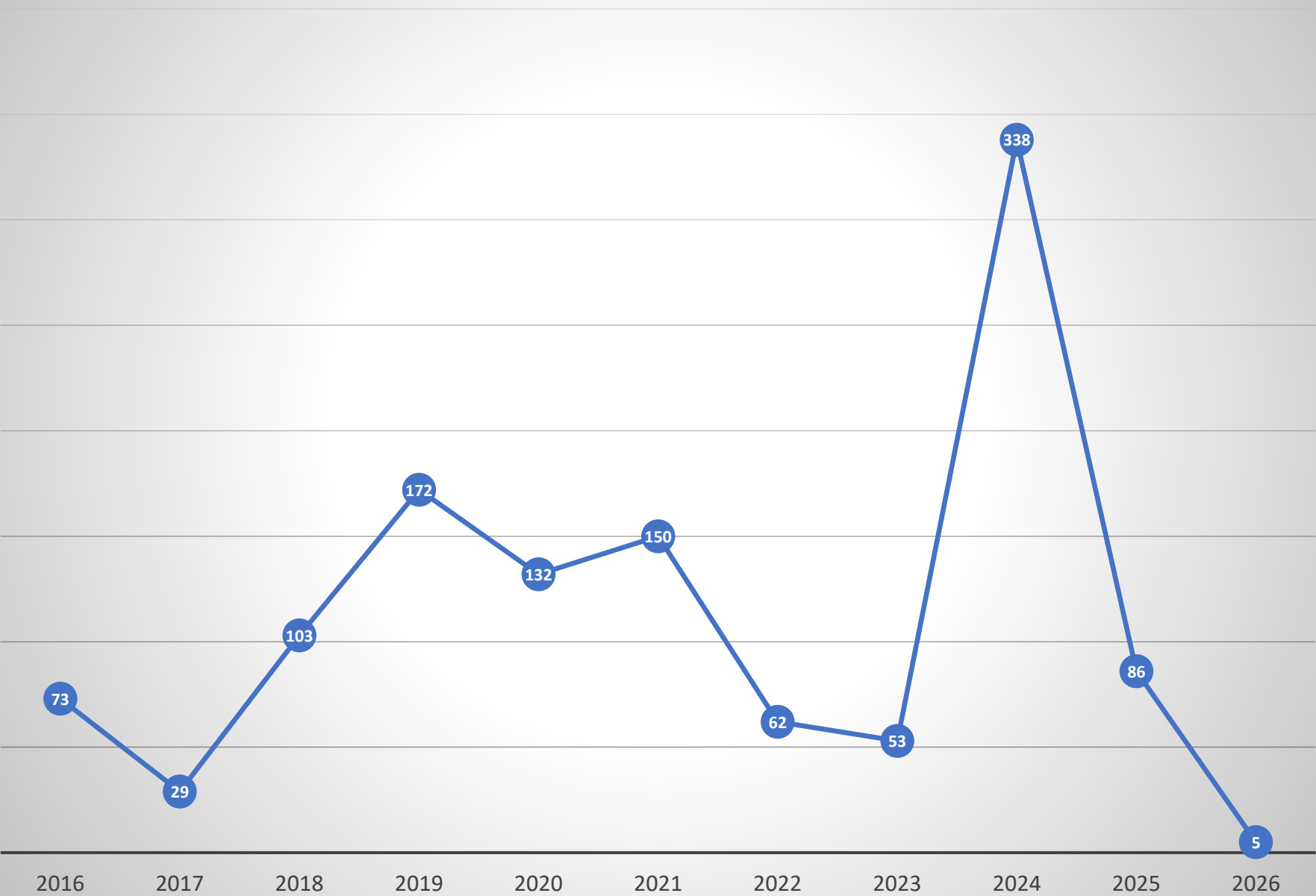


C-1 C-2 C-3 F FR RL Shoreland RM VC VR WC

Permits by Month



### Lots/Dwelling Units Approved by Planning Board per Year



Planning Board Pending Residential Applications

APP #	STATUS	Approval Date	PROJECT NAME	APPLICANT	MAP	LOT	LOCATION	APP TYPE	DESCRIPTION	SENIOR	AFFORDABLE	CONSVN	LOTS/ DWELLING UNITS	Growth Permit Exempt/ Reserve Pool Allocated	TYPE	Bedrooms	ZONE
24-15	No PG	5/20/2024	Pettingill Pines Senior Affordable Housing	Developers Collaborative	80	58	Anglers Rd	Major Site Plan	The application is to construct a 2.5-story, 48-unit building with associated parking, utilities, stormwater management infrastructure, and landscaping improvements. The residents will be over the age of 55 and will meet income requirements for affordability.	Y	Y	N	48	48	1 Multi-family	Studio (2), 1 bed (46)	F, RRCFO
23-18	Under Construction	7/1/2024	Windham Village Apartments	770 Roosevelt Development, LLC	70	1A	Tandberg Trl	Major Subdivision & Site Plan	14-building 172-unit residential development with associated parking and infrastructure on 9.1 acres portion of Shaws property. 4 buildings (48 units) will be condo units to be sold.	N	N	N	172		14 Multi-family (13 12-unit, 1 16-unit)	1 bed (29), 2 bed (143)	C-1
24-13	Under Construction; FD approved cistern install	10/7/2024	Cross Ridge Subdivision	PTG Properties Inc.	22	20-5, 23-3, 23-3B, 23-6, 23-7, 23-8, 23-9, 23-10, 23-11, 23-12	Lockland Dr and Flintlock Dr	Major Subdivision	The application is to create eight lots for single-family dwelling use. All lots will utilize existing private roadways for access, frontage and utilities. No new roadways or extensions are being proposed.	N	N	N	8		8 Single family	TBD	FR
24-24	No PG	10/28/2024	Andrew School Redevelopment	Westbrook Development Corp.	37	24	55 High St	Major Subdivision & Site Plan	The application is a mixed-income development consisting of eighteen affordable apartments for senior housing. This project also includes associated parking areas, internal vehicular drive aisles, pedestrian pathways, a centralized open green space, and stormwater treatment area.	Y	Y	N	18	18	4 Multi-family (3 4-unit, 1 6-unit)	1 bed (18)	VC
24-31	Prelim Approved 3/9/26	In Review	Turning Leaf Heights	Gateway Development, LLC	14	9-B	Turning Leaf Dr	Major Subdivision & Site Plan	This Application proposes a multifamily development consisting of three (3) buildings with 32 units each, two (2) buildings with 12 units each, and sixteen (16) duplex buildings for a total of 152 dwelling units.	N	N	N	152	120	16 Two-family, 5 Multi-family (3 32-unit, 2 12-unit)	1-bed (33), 2-bed (84), 3-bed (32)	C-1
19-16	Under Construction; No permits in-lieu of PG	6/9/2025	The Cove at Highland Lake	19 Roosevelt Trail, LLC	7	66	First Light Drive	Major Subdivision & Site Plan	The application is to amend the approval of The Cove at Highland Lake, a 60-unit retirement community initially approved by the Planning Board on March 8, 2021 and amended February 12, 2024, to add a condition of approval that in lieu of the furnishing of a performance guarantee no building permit will be issued for units 21-60 until all project improvements are complete.	Y	N	N	40	40	6 Two-family, 7 Multi-family (7 4-unit)	2-bed (60)	C-3, RRCFO
24-25	No PG	9/8/2025	Amended Andrew School Redevelopment - WDCJCS Subdivision	Great Falls Construction, Inc and Westbrook Development Corp	37	24	55 High St	Amended Site Plan & Subdivision	The application is for 17 market-rate apartments in two buildings. The plan amends the October 28, 2024 approval by continuing the mixed-income development consisting of 18 affordable apartments for senior housing, to bring a new total of 35 units on the 2.39 acre property. The development will be served by public water and sewer.	N	N	N	17		2 Multi-family (1 5-unit, 1 12-unit)	2 bed (17)	VC
25-01	Under Construction	9/22/2025	Dolley Farm Subdivision	25 River Road, LLC	5	25	River Rd	Major Site Plan & Subdivision	The application is for a 42-unit residential Condominium development of a 32.8-acre property. The property is vacant land with an existing well serving the abutting property. The development will have an access driveway for the 44-unit condominium complex.	N	N	N	42		21 Two-family	3 bed (44)	RM
25-04	Sketch 5/12/25	In Review	Highland Cliff Conservation Subdivision	Kurt Christensen Custom Homes, Inc	7	44	Highland Cliff Rd	Major Subdivision	The application is to develop a 10-lot conservation subdivision with a minor private road 1,292 feet in length. Lots will range in size from 31,190 SF to 51,080 SF, with the remaining 15.14 acres as open space. Lots will be served by private subsurface wastewater disposal systems, drilled wells and underground utilities.	N	N	Y	10		10 Single family	TBD	F, SP
25-06	Under Construction	7/14/2025	Shepherd Lane Subdivision (former 421 Falmouth Road Condos)	Robie Holdings, LLC	19	104, 90G	421 Falmouth Rd	Major Subdivision & Site Plan	The application is for an 13-unit single-family residential condominium development of a 22.75 acre property. The development will have an access driveway and be served by public water, shared private wastewater disposal systems, and underground utilities.	N	N	N	13		13 Single family	3 bed (13)	VR, F
25-12	Sketch 6/9/25, Site Walk 7/7/25, Sketch 2/23/26	In Review	Webb Road Subdivision	Robie Holdings, LLC	6	33	Webb Rd & Read Rd	Major Subdivision	The application is for the development of a 5-lot conservation subdivision on a 21.43 acre property. Four lots will be served by a minor private road 400 feet in length, private wells, private wastewater disposal systems, and underground utilities and be provided with 4.69 acres of open space. Lot 5 is intended to be retained by the owner for a future phase of development.	N	N	Y	5		4 Single Family	TBD	F, RRCFO
25-13	Prelim Approved 7/14/25	In Review	Franklin Drive Multifamily	New Gen Estates, LLC	18	26-2-A02, 26-2-A03	20 Franklin Dr	Major Subdivision & Site Plan	The application is for 306 apartments in two buildings on a 7.88 acre property. This project also includes associated parking, internal vehicular drive aisles, and the construction of a public access trail to the adjacent Donnabeth Lippman Park. The development will be served by public water and sewer.	N	N	N	306	306	2 Multi-family (2 156-unit)	1-bed (186), 2-bed (120)	C-1
25-16	No PG	4/13/2026	Meredith Woods Subdivision	Meredith Way, LLC	6	38-E02	Meredith Dr	Major Subdivision	The application is to develop a 5-lot conservation subdivision with a paved minor private road 810 feet in length. Lots will range in size from 30,047 SF to 32,227 SF, with the remaining 16.86 acres as open space. Lots will be served by private subsurface wastewater disposal systems, public water and underground utilities.	N	N	Y	5		5 Single Family	TBD	F, SP
25-17	Sketch 7/14/25, Site Walk 10/25/25	In Review	209/211 Tandberg Trail Multifamily	Moon Apartments, LLC	19C	50C, 50D	209 & 211 Tandberg Trl	Major Subdivision & Site Plan	The application is for the development of 10 apartments by the conversion of an existing mixed use building that has 2 existing dwellings and a former daycare at 211 Tandberg Trail to a create a 4-unit building, and constructing a new 8-unit multifamily dwelling. An existing 2 unit building at 209 Tandberg Trail will remain in place.	N	N	N	10		2 Multi-family (4-unit, 8-unit)	2-bed (4), 3-bed (4) (4-unit bld TBD)	C-4
25-18	Under Construction	10/27/2025	Marigold Lane Subdivision (former 250 Windham Center Road Condos)	Casco Bay Holdings, LLC	12	52-A	250 Windham Center Rd	Major Subdivision & Site Plan	The application is for a 6-unit residential development in 3 duplex buildings on a 3.26 acre property. The development will have an 400-foot private access driveway and be served by public water, private wastewater disposal systems, and underground utilities.	N	N	N	6		3 Two-Family	3-bed (6)	WC
25-19	Sketch 7/28/25, Site Walk 4/27/26	In Review	High Street Duplex Development	DWN Asset Management Inc	38	1-D	High St	Minor Subdivision & Site Plan	The application is for the development of two (2) two-story duplex buildings.	N	N	N	4		2 Two-Family	TBD	VC
25-27	Sketch 11/24/25, Site Walk 12/13/25, Prelim 6/8/26	In Review	Eventide Subdivision (former 100 River Road Subdivision)	Row Even, LLC	1	8, 8-1, 8-2, 9	100 River Road	Major Subdivision	The application is to develop a 17-lot conservation subdivision on 27.92 acres with a new road built to public standards. Lots will be 30,000 square feet, with the remaining 13.87 acres as open space. Lots will be served by private subsurface wastewater disposal systems, on-site wells and underground utilities.	N	N	Y	17		17 Single Family	TBD	F
26-02	Sketch 4/13/26, Site Walk 5/16/26	In Review	Frost Lane Subdivision	Frost Lane LLC	13	51	Frost Lane	Major Subdivision	The application is to develop a 5-lot conservation subdivision on 46.29 acres accessed via a 1,300 foot reconstructed and extended Frost Lane. Lots will be 0.46 to 0.86 acres, with the remaining 42.31 acres as open space. Lots will be served by public water, private subsurface wastewater disposal systems, and underground utilities.	N	N	Y	5		5 Single Family	TBD	FR
26-06	Sketch 4/27/26, Site Walk 4/27/26	In Review	24 Depot Street Residential Development	24 Depot St, LLC	38	52	24 Depot Street	Major Site Plan	The application is to construct a 15-unit multi-family residential development on a 1.2 acre property. The development will include a building with approximately 5,040 SF footprint and include paved parking, and stormwater management facilities and be served by underground utilities and public water and sewer.	N	N	N	15		1 Multi-family	1-bed (15)	VC
26-08	Sketch 5/11/26	In Review	Alweber Subdivision	Richard S. & Paula Symonds	3A	50-4	0 Aleweber Road	Major Subdivision	The application is to develop a 5-lot residential conservation subdivision on an 8.82 acre property. The plan proposes a 700-ft long road built to public standards, 4.11 acres of open space, and lots served by on-site wells and septic and underground power.	N	N	Y	5		5 Single Family	TBD	F
26-10	Sketch 6/8/26	In Review	Highland Cliff Estates Subdivision	Highland Cliff Estates, LLC	3	49A	180 Highland Cliff Road	Major Subdivision	This application is for a 27-lot residential conservation subdivision. The existing farmhouse w/barn will be separated on a 4-acre parcel, while the remaining 46 acres will be developed with 27 single family house lots. The proposed OS is 23.96 acres. This project will be divided into two phases. Phase 1 consisting of 12-lots and Phase 2 consisting of 15-lots.	N	N	Y	27		27 Single Family	TBD	F
													692	532	Totals Exclude Permitted Projects		

160 Units Requiring Growth Permits



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: CD 26-101

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**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Correspondence

**Agenda Number:**

MDOT Rotary Safety Improvements Project On-Demand Public Meeting Notice.



Janet T. Mills  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Dale F. Doughty  
COMMISSIONER

May 13, 2026

Town of Windham  
Attn: Town Manager  
8 School Road  
Windham, ME 04062

RE: TOWN OF WINDHAM, ROTARY SAFETY IMPROVEMENTS WIN: 024341.00

Dear Town Manager:

The Maine Department of Transportation is conducting an on-demand public meeting for the proposed intersection of Route 302 and 202 safety improvements.

A link to this and other meetings can be seen at any time at [bit.ly/mainedot-meetings](http://bit.ly/mainedot-meetings).

A copy of the enclosed notice will be mailed to abutting property owners prior to the meeting.

Thank you for your cooperation and assistance. If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Martin Rooney".

Martin Rooney  
Senior Project Manager  
Highway Program

Enclosure





**MaineDOT**

## Notice of Preliminary On-Demand PUBLIC MEETING Windham 202/302 Rotary

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### Route 202 and 302 (Foster's Corner) Rotary Safety Improvements

MaineDOT invites and encourages you to attend an on-demand public meeting to provide information about the proposed project. This can be viewed at any time during the formal comment period and allows for online comments and questions that will be answered by MaineDOT staff. The formal comment period will last from 5-15-2026 to 6-2-2026.

Questions, comments, or inquiries can be made at the on-demand meeting or directed to the Senior Project Manager below.

Martin Rooney, Senior Project Manager  
Maine Department of Transportation,  
24 Child Street, 16 State House Station,  
Augusta, Maine 04333-0016.  
Telephone: 207-446-0364  
Email: [Martin.rooney@maine.gov](mailto:Martin.rooney@maine.gov)

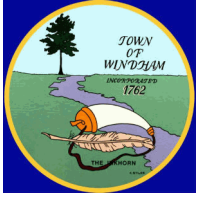
Access to this and all other active meeting presentations is available on our Public Meetings Page located at [bit.ly/mainedot-meetings](https://bit.ly/mainedot-meetings). You can also access those meetings using the QR Code to the right.



For more information regarding MaineDOT Public Involvement, including meeting accessibility and available accommodations you may request for all types of meetings, please see the link to our Background Information page. [bit.ly/background-publicinvolvement](https://bit.ly/background-publicinvolvement).

Work Identification Number 24341.00





# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: CD 26-102

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**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Correspondence

Maine Wire and Legitimate Business\_ Home Support Services, LLC.

## Tammy Hodgman

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**From:** Robert J. Burns  
**Sent:** Wednesday, May 20, 2026 10:02 AM  
**To:** Tammy Hodgman  
**Subject:** FW: Maine Wire exposes legitimate business in Windham

For correspondence in the Council Agenda.

### Robert Burns

Town Manager | [rjburns@windhammaine.us](mailto:rjburns@windhammaine.us)  
Town of Windham | Office of the Town Manager  
8 School Road | Windham, ME 04062 | [www.windhammaine.us](http://www.windhammaine.us)  
Ph. 207.892.1907 Ext. 1129 | Fax 207.892-1910

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**From:** Lilly MacVane <[nlilly00@gmail.com](mailto:nlilly00@gmail.com)>  
**Sent:** Wednesday, May 20, 2026 9:44 AM  
**To:** [scollins@pressherald.com](mailto:scollins@pressherald.com); [scollins@metln.org](mailto:scollins@metln.org); [desk@newscentermaine.com](mailto:desk@newscentermaine.com)  
**Cc:** [attorney.general@maine.gov](mailto:attorney.general@maine.gov); [info@sebagolakeschamber.com](mailto:info@sebagolakeschamber.com); TownCouncil <[TownCouncil@windhammaine.us](mailto:TownCouncil@windhammaine.us)>; [Editor@thewindhameagle.com](mailto:Editor@thewindhameagle.com); [jlawlor@pressherald.com](mailto:jlawlor@pressherald.com)  
**Subject:** Re: Maine Wire exposes legitimate business in Windham

**Warning: Unusual sender** <[nlilly00@gmail.com](mailto:nlilly00@gmail.com)>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

The owner of Home Support Services comment in the post :

To Whom It May Concern,

I am the owner of Home Support Services, LLC, a family-owned in-home eldercare company that has been serving Maine residents for nearly 25 years. I am writing to express my disappointment and concern regarding the way our company was portrayed following a recent visit by John Featherston.

On Monday at approximately 1:00 p.m., Mr. Featherston came to our office apparently for the purpose of determining whether our company was legitimate. According to the characterization that followed, because he received no answer at the door, our business was apparently labeled a "zombie company."

This conclusion was both inaccurate and troubling.

At no point that day was our office vacant. There were between three and five people in the office throughout the day. That included me, our Administrator and the Client Services Supervisor. On that particular occasion, we were working in another section of the office on computer-related matters and did not hear the knock at the door. Additionally, the employee who would normally have been stationed in the reception area had left work at noon.

Given our office layout and location, it is not unreasonable that a knock at the front door may not have been heard. I am disappointed that, after receiving no response, additional reasonable efforts do not appear to have been made to determine whether someone was present. Simply trying the door handle, knocking again, or making further attempts to establish contact could have prevented an incorrect assumption from being made.

I take particular issue with the implication that our company may be fraudulent. Home Support Services, LLC has spent nearly a quarter-century building trust with clients, families, and employees. We employ

qualified caregivers and provide important services to members of our community. A casual assumption based on an unanswered door has the potential to damage a reputation that has taken decades to build. I have also been troubled by broader commentary that appeared to group home healthcare agencies alongside discussions of fraud in Maine. Such broad characterizations risk unfairly casting suspicion on many legitimate, hardworking businesses and professionals who dedicate themselves to serving vulnerable individuals and families every day.

I am offended by the treatment our company received and believe an acknowledgment or apology is warranted. At a minimum, I would hope for a correction or clarification reflecting the facts surrounding this incident.

Sincerely,

Ben Noyes

Owner

Home Support Services, LLC

The Maine Wire then went onto their podcast to bash Home Support Services and used the office sign as the background for the video.

Home Support Services is just another small family own company that makes Maine , Maine!! False Stories like this by the Maine Wire do nothing but harm.

On Tue, May 19, 2026 at 10:12 PM Ann Snell Noyes <[retroredhead65@gmail.com](mailto:retroredhead65@gmail.com)> wrote:

Hello! I would like to create awareness of a video posted by The Maine Wire regarding the investigation of fraudulent home health care services in Windham. A small business, Home Health Services, was unfairly portrayed as being one of the illegitimate companies billing MaineCare for millions of dollars. The Maine Wire's efforts to expose these illegal businesses are warranted. However, Home Support Services has become a victim of irresponsible journalism by this news outlet.

Please see the forwarded email below for info regarding Home Support Services credibility. Also the comments in the linked video below tell a story. Thank you so much for your time.

<https://www.facebook.com/share/v/1C6SFTsLtF/?mibextid=wwXlfr>

----- Forwarded message -----

From: **Ann Snell Noyes** <[retroredhead65@gmail.com](mailto:retroredhead65@gmail.com)>

Date: Tue, May 19, 2026 at 5:44 PM

Subject: Maine Wire exposes legitimate business in Windham

To: Lilly Noyes <[nlilly00@gmail.com](mailto:nlilly00@gmail.com)>, [robinson@themainewire.com](mailto:robinson@themainewire.com) <[robinson@themainewire.com](mailto:robinson@themainewire.com)>, [jon@themainewire.com](mailto:jon@themainewire.com) <[jon@themainewire.com](mailto:jon@themainewire.com)>, [editor@themainewire.com](mailto:editor@themainewire.com) <[editor@themainewire.com](mailto:editor@themainewire.com)>, <[barbara.bagshaw@legislature.maine.gov](mailto:barbara.bagshaw@legislature.maine.gov)>

You should have knocked louder on the door for Home Support Services. At the time you were at their door, there were 5 employees in the office. They did not hear you. They do have a security system that alerts them when the door is opened. Had you called their business number, you would have reached an actual person. Home Support Services has been operating for over 20 years. It is a family business with over 300 clients serving numerous counties. The owners of the business are born, raised and reside in the state of Maine. In regards to investigative reporting, you have made a grave error. You have

grouped a longstanding, legitimate business in with hundreds of organizations bilking Maine taxpayers out of millions of dollars. Your efforts to expose such businesses are warranted. However, in this instance, you failed to perform due diligence. In my opinion, Home Support Services deserves an apology for you broadcasting and featuring their business ONLY in this video. If you're going to exercise your First Amendment rights as a member of the press, then you are obligated to verify the content you are posting. You totally dropped the ball on this one, Jon Fetherston. Shame on you.



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: CD 26-103

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**Agenda Date:** 5/26/2026

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Discussion Item

Fire-Rescue Emergency Medical Services and Medication Procurement Changes.



# Town of Windham

## Fire - Rescue Department

375 Gray Road  
Windham, ME 04062  
Business 207-892-1911  
Fax 207-892-0544

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### MEMORANDUM

To : Bob Burns, Town Manager  
From : Brent Libby, Fire-Rescue Chief  
Date : May 18, 2026  
Re : Opioid Settlement Fund Expenditure Request  
Cc : Susan Rossignol, Finance Director

In 2017 the Drug Enforcement Administration (DEA) issued a draft rule for "*Registering Emergency Medical Services Agencies Under the Protecting Patient Access to Emergency Medications Act of 2017*". After an extensive comment period and seemingly no word on progress for several years agencies were informed in February that the rule would take effect in March of 2026. This rule directly affects how we acquire, store and utilize medications, most specifically the controlled substances we carry; Fentanyl, Ketamine and Versed.

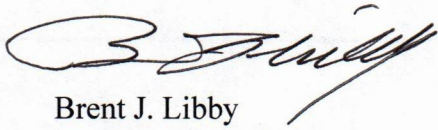
We have initiated the registration process with the DEA as required. We have been working through that process which includes new procedures for tracking, using, storing and recording our medications. As this has evolved, we were notified by Maine Health who has previously provided these medications that on July 14, 2026, they will no longer provide us with controlled substances and in October 2026 they will no longer provide other medications. This will now require that we purchase and store our own medications on site.

In order to ensure we are compliant with this new rule we will need to acquire medication vaults for our ambulances and a medication storage vault for the station. Additionally, there is a medication tracking module that we can purchase within our current software program that will ensure we are compliant as we track these controlled substances from the time of order to when we use them on a patient or destroy them. The current estimates for the ambulance vaults are between \$2,300 and \$4,000 per ambulance, these vaults will also require some modification to a compartment of installation. The station vault, which should ideally be in Central and North Stations, is between \$3,200 and \$8,000 per unit. I am anticipating the software module upgrade to be approximately \$5,000. Due to the short timeline, I am still corresponding with vendors and awaiting quotes.

I have reviewed the materials for the pharmaceutical opioid settlement funds that were allocated to our town. I believe these purchases would be allowable as "The act established uniform EMS agency requirements while ensuring that adequate safeguards exist against theft and diversion" which is specifically called out within the National Opioid Settlement Agreements.

I am requesting authorization to expend no more than \$33,000 of Opioid Settlement Funds allocated to the town for the sole purpose of implementing and ensuring compliance with the Drug Enforcement Agencies "Protecting Patient Access to Emergency Medications Act."

Thank you in advance for your consideration and support of this vital public safety project.



Brent J. Libby  
Fire – Rescue Chief

Attachments: Maine EMS Bulletins, Maine Health Letter



May 12, 2026

Dear EMS Leadership,

We are writing to share an important upcoming change that affects how we collectively ensure safe, compliant access to emergency medications for the patients and communities we serve.

Under the Protecting Patient Access to Emergency Medications Act (PPAEMA) of 2017 and recently released DEA regulations, Maine EMS agencies obtain their own DEA registration to possess controlled substances and stay compliant with Federal law. MaineHealth will continue to honor existing Prehospital Medication Agreements for 60 days from the date of this mailing to allow time for EMS agencies to register with the DEA and contract with wholesalers. We recognize this represents a meaningful operational shift for EMS agencies.

By July 14, 2026, EMS agencies will need to procure their own controlled substances; MaineHealth hospitals will no longer supply controlled substances for EMS agency stock. Once your agency's DEA registration is active, the hospital pharmacy will transfer controlled substances in the EMS agency's possession to the agency's new DEA registration using the appropriate DEA 222 transfer form and as otherwise required by law.

Again, these changes are intended to strengthen regulatory compliance and ensure the safe, traceable handling of controlled substances across all care settings.

Beginning October 1, 2026, MaineHealth hospital pharmacies will transition away from providing non-controlled medications for one-to-one exchanges through pharmacy and automated dispensing units (ADCs). EMS agencies will be responsible for maintaining future sources and supplies of medications.

We understand this is a significant operational change and appreciate the work required to adapt. We value our ongoing partnership with EMS agencies and are committed to working alongside you to ensure a smooth and compliant transition. Please reach out to your local EMS liaisons early if you have concerns about meeting these deadlines. If you are not sure who your local contact is, reach out to 207-779-2400 or mhppaema@mainehealth.org.

Sincerely,

A handwritten signature in black ink that reads "Brian Thomas Marden, Pharm.D.".

Brian Marden, Pharm. D.  
MaineHealth Chief Pharmacy Officer

## References to help EMS Agencies

### Federal Law & Rules

- [1910 | Occupational Safety and Health Administration](#)
- [21 U.S.C. § 823\(k\): Protecting Patient Access to Emergency Medications Act of 2017](#)
- [21 U.S.C. §§ 801-971: Controlled Substances Act \(CSA\): 21 USC Ch. 13: DRUG ABUSE PREVENTION AND CONTROL](#)
- [21 USC Ch. 9: FEDERAL FOOD, DRUG, AND COSMETIC ACT](#)
- [DEA Diversion Control Division | Home](#)

### Maine State Law & Rules

- [Maine EMS Prehospital Treatment Protocols 2025](#)
- [Maine-EMS-Rules-Effective-20260406.pdf](#)
- [Title 17-A, §1107-A: Unlawful possession of scheduled drugs](#)
- [Title 22, §2383-B: Authorized possession by individuals](#)
- [Title 32, §83: Definitions](#)
- [Title 32, §85: Emergency medical services persons](#)
- [Title 32, §86: Ambulance services and nontransporting medical services](#)
- [Title 32, §88-B: Medical Direction and Practices Board; powers and duties](#)

### Helpful Websites and Webinars

- **AAA:** [What the New DEA PPAEMA Rule Means for EMS Agencies and How to Stay Compliant - American Ambulance Association](#)
- **AAA Webinar:** [On Demand | The New DEA Rules for EMS Agencies: What Every EMS Leader Must Know \(fee to access\)](#)
- **IAFC:** [PPAEMA Is Official: What DEA's Final Rule Means for Fire-Based EMS](#)
- **Medical Compliance Services:** [DEA EMS Controlled Substance Compliance: What the 2026 PPAEMA Rule Requires - Medical Compliance Services](#)
- **NAEMSP:** [DEA Releases Rule: Protecting Patient Access to Emergency Medications Act of 2017 \(PPAEMA\) - NAEMSP](#)
- **PWW AC:** [DEA Final Rules Implementing the Protecting Patient Access to Emergency Medications Act \(PPAEMA\) What EMS Agencies Need to Know | PWW Advisory Group](#)
- **PWW AC Webinar:** [The New EMS Drug Rules: What EMS Agencies Must Know About the 2026 DEA Regulations - Log in | PWW Advisory Group](#)



***The Protecting Patient Access to Emergency Medications Act (PPAEMA)  
Transparency Update: Federal DEA Registration and Maine EMS Engagement***

**Overview:** *With the short timeframe between the publication of the DEA's Final Rule and the upcoming effective date, we recognize there is significant anxiety regarding what agency compliance will look like. This communication is intended to provide transparency into our current efforts to engage the DEA and secure clear guidance for the Maine EMS Office and the ALS agencies affected by these changes.*

**Current Status of Maine's Engagement**

Maine EMS has been consistently connecting with our DEA partners since initial education was offered in late 2025. To ensure a smooth transition, we are working directly with the Acting DEA Division Program Manager for the New England Field Division, and a specifically assigned Field Agent focused on the registration process for the New England states.

At their request, Maine EMS has already:

- Submitted all requested state-level documentation to the DEA.
- Provided a comprehensive one-page summary "walkthrough" of the Maine statutes, rules, and protocols that give Maine EMS's clinicians the authority to possess and use controlled substances for patient care.

**Next Steps**

We are currently awaiting the DEA's response to our submitted documents and final guidance on the agency registration portal. As soon as we receive this information, we will immediately pass it on to all stakeholders.

**Upcoming Town Halls**

To ensure you have the opportunity to hear directly from federal regulators, Maine EMS will facilitate a series of in-person Town Halls led by the DEA.

- **Timeline:** These are being scheduled approximately 4–6 weeks from now.
- **Purpose:** This will be a vital opportunity to meet our DEA partners and ask specific questions about the implementation of the new rule.

**Bottom Line:** Please continue your current operations and medical oversight protocols. We are advocating for you at the federal level to ensure that when the portal opens, you have the tools you need to comply without stress.

Please consider this update in context with the [Protecting Patient Access to Emergency Medications Act \(PPAEMA\) Informational Bulletin](#) published by Maine EMS on February 12, 2026.

## **The Protecting Patient Access to Emergency Medications Act (PPAEMA)**

**Overview:** On February 5, 2026, the DEA finalized rules that change how EMS agencies must manage **controlled substances**. **Those DEA Rules take effect on March 9, 2026.** This is a federal shift that affects all EMS agencies across the United States.

**NOTICE: Maine EMS does not enforce or interpret federal rules or statutes and is unable to provide legal advice. For more information on how the contents of this informational document impact you and your circumstances, please consult your own legal counsel.** This document is provided by Maine EMS for informational purposes only. The requirements described below are from **Federal Regulations** established by the U.S. Drug Enforcement Administration (DEA).

### **BACKGROUND**

In 2017, Congress passed the Protecting Patient Access to Emergency Medications Act. This act amended the federal Controlled Substances Act (CSA), created in 1970. The CSA, prior to the PPAEMA, did not address the unique needs of controlled substance use in emergency medical services settings, such as administration of the medication outside the physical presence of a prescriber (MD, DO, PA, NP), and the unique storage circumstances of EMS (i.e., storage in a moving ambulance). The PPAEMA amended the CSA to allow for DEA registration for EMS Agencies, to allow for the use of a standing order to administer controlled substances, and to modify the storage, recordkeeping, and restocking requirements of the CSA to suit Emergency Medical Service Operations.<sup>1</sup>

In October of 2020, the DEA proposed a rule, "Registering Emergency Medical Services Agencies Under the Protecting Patient Access to Emergency Medications Act of 2017", which would implement the PPAEMA. Public comment on that proposed rule closed in December of 2020.

On February 5, 2026, the DEA finalized its rule implementing the PPAEMA, effective as of **March 9, 2026**.

### **How This Could Impact a Maine EMS Agency**

- The DEA now has a registration category specifically designed for EMS Agencies that handle controlled substances. Your EMS Service may now be required under the

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<sup>1</sup> [https://www.cdc.gov/phlp/php/publications/protecting-patient-access-to-emergency-medications-act.html#:~:text=The%20federal%20Controlled%20Substances%20Act,Drug%20Enforcement%20Administration%20\(DEA\).](https://www.cdc.gov/phlp/php/publications/protecting-patient-access-to-emergency-medications-act.html#:~:text=The%20federal%20Controlled%20Substances%20Act,Drug%20Enforcement%20Administration%20(DEA).)

Controlled Substances Act to register and come into compliance with the DEA's rules.

- The DEA Final Rule provides a definition of a "Medical Director" as "a physician who is registered under 21 U.S.C. 823(g) and provides medical oversight to an emergency medical services agency." This may impact an EMS Agency that does not have a physician as its service-level medical director.
- This Final Rule implements a three (3)-year registration, with a fee of \$888.00.
- This rule implements new requirements for delivery, storage, and record keeping related to the handling of controlled substances. These new rules may require EMS agencies to modify their current practices.

## Where to Get Information

Because this is a **federal rule**, Maine EMS encourages all potentially impacted Service Directors/Chiefs to consult the following primary sources:

1. **DEA Diversion Control Division:** <https://www.deadiversion.usdoj.gov>
  - Use this site to apply for an "EMS Agency" registration (Form 224).
  - This site has several guidance documents and manuals, such as the Provider Manual, that may more specifically address questions on what the registration process may look like.
2. **Federal Register Notice (2026-02288):**  
<https://www.federalregister.gov/documents/2026/02/05/2026-02288/registering-emergency-medical-services-agencies-under-the-protecting-patient-access-to-emergency>
  - Read the full text of the rule and the DEA's responses to public comments.
3. **Local DEA Field Office:**
  - Contact the New England Field Division for specific questions at (617) 557-2100.

## Immediate Action Items

- **Review** the federal requirements directly from the [DEA website](#).
- **Determine** if your agency is impacted by this change.
- **Address** how your agency will come into compliance with the DEA's requirements.
- **Questions:** For questions regarding the DEA's requirements or how they impact your agency please consult the DEA or independent legal resources.

Maine EMS is providing this briefing as a service to our community. We do not, and cannot, provide any legal advice regarding federal compliance.