

Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, July 8, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

Present: 6 - David Nadeau, Brett Jones, Nicholas Kalogerakis, Mark Morrison, John Henry and Jarrod Maxfield
Absent: 1 - William Reiner

II. Pledge of Allegiance.

Council Chair Maxfield led the Pledge of Allegiance

III. Minutes to be Approved:

[CD 25-131](#) To approve the Minutes of the June 12, 2025, Council meeting.

Attachments: [Minutes-Council-6-12-2025.pdf](#)

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

In Favor: 6 - Councilor Nadeau, Councilor Jones, Councilor Kalogerakis, Councilor Morrison, Councilor Henry and Council Chair Maxfield

Absent: 1 - Councilor Reiner

IV. Adjustments to the Agenda.

VI. Public Participation.

No members of the public spoke during public participation.

[CD 25-130](#) Windham Outdoors Website Launch.

Windham Outdoors is your guide to exploring the parks, trails, and natural beauty of Windham, Maine. Our mission is to connect residents and visitors with outdoor spaces that inspire healthy living, community engagement, and a deeper appreciation of our town's resources.

<https://windhamoutdoors.com/>

Social Media Director Roger Cropley, Parks and Recreation Director Linda Brooks, and Economic Development Director Thomas Bartell spoke about the new Windham Outdoors website.

Mr. Bartell said that Windham Outdoors is an outgrowth of the new Economic

Development strategic plan put together with the help of Town Council and Town staff. Its goal is to promote Windham's outdoor venues and increase tourism in outdoor activities. Mr. Cropley and Ms. Brooks have been working with Pine Point Creative who Windham Development Corporation has contracted with. Mr. Bartell said that Mr. Cropley has been instrumental in putting the website together.

Mr. Cropley gave the Council a tour of the website, especially promoting the new East Windham Conservation Area. He stated the objective of bringing people to Windham's outdoor spaces and then directing them to businesses in town. The website lists trails and maps as well as local dining options and a calendar of events. Town Manager Robert Burns said that Economic Development can work with the clerk's office to get a full restaurant list for the website. Social media advertisements will be used to help promote the website.

Mr. Bartell presented recent examples of magazine advertisements to the Council, as well as merchandise that will be for sale on the website and listed future avenues of publicity.

Ms. Brooks that a grant from the Maine Community Outdoor Assistance Program helped to develop the website, and that it continues to be a work in progress. They also seek to create an app that harnesses the Town's GIS system for people to get trail maps.

Councilor Morrison asked if they had a way to track which people were coming and from where they came. Mr. Bartell said the Placer service the Town is contracted with can supply some of those details.

Mr. Cropley said that the website will receive the new Town branding to keep it consistent with the upcoming revamp of the Town's website.

Councilor Henry inquired whether QR Code links to the website would be placed in the parks and trails, to which Ms. Brooks replied in the affirmative. Mr. Bartell said that kiosks are being considered as well. Council Chair Maxfield congratulated them on their work and the clean look of the website, and Councilor Nadeau concurred. He stressed the promotion of the East Windham Conservation Area, one of the largest parks in the area. He also suggested incentives to promote people to "check in" at sites so that we might have more reliable data.

VII. Councilors' Comments.

Councilor Henry stated that he received an email from Eric Colby who wanted the Council to consider moving the Town Meeting from an open meeting format to a secret ballot vote. Councilor Henry stated that this is something that the Council is considering.

Councilor Morrison congratulated Town staff for a successful Summerfest, to which Council Chair Maxfield concurred.

The Council reiterated that there would be a concert the following night at Dundee Park.

Council Chair Maxfield welcomed Town Manager Robert Burns to his new position, having taken over from Manager Barry Tibbetts.

VIII. PUBLIC HEARINGS.

25-107

To receive public comment and act on a renewal application submitted by

Kenneth Cianchette d/b/a Erik's Church LLC located at 824 Roosevelt Trail #7 for a renewal Special Amusement Permit.

Attachments: [25-107 Cover Sheet.pdf](#)
[Erik's Church-Renew Sp. Amusement.pdf](#)

Council Chair Maxfield wished them continued success.

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

In Favor: 6 - Councilor Nadeau, Councilor Jones, Councilor Kalogerakis, Councilor Morrison, Councilor Henry and Council Chair Maxfield

Absent: 1 - Councilor Reiner

IX. CONSENT AGENDA.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[25-045](#) To appoint both Robert Burns as delegate to the Greater Portland Council of Governments PACTS Policy Board and Barry Tibbetts as alternate delegate.

Attachments: [25-045 Cover Sheet.pdf](#)

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

In Favor: 6 - Councilor Nadeau, Councilor Jones, Councilor Kalogerakis, Councilor Morrison, Councilor Henry and Council Chair Maxfield

Absent: 1 - Councilor Reiner

[25-083](#) To approve the write-off of twenty-nine (29) uncollected personal property tax accounts in the amount of \$4,367.45, and authorize the Town Manager to forward to a collection agency.

Attachments: [25-083 Cover Sheet.pdf](#)
[Outstanding Personal Property 7.03.2025.pdf](#)

Manager Burns stated that three quarters of these businesses are no longer operating and that Town staff has made repetitive attempts to collect. He recommended that these be sent on to a collection agency.

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

In Favor: 6 - Councilor Nadeau, Councilor Jones, Councilor Kalogerakis, Councilor Morrison, Councilor Henry and Council Chair Maxfield

Absent: 1 - Councilor Reiner

[25-109](#) To approve one (1) application submitted by Kerri Aguiar d/b/a Kerri's One Night Stand LLC, Wicked Smahht Chourico Cart for a new Mobile Food

Service Unit License.

Attachments: [25-109 Cover Sheet.pdf](#)
[Kerri's One Night Stand LLC-Mobile Food.pdf](#)

The Council wished them success.

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

In Favor: 6 - Councilor Nadeau, Councilor Jones, Councilor Kalogerakis, Councilor Morrison, Councilor Henry and Council Chair Maxfield

Absent: 1 - Councilor Reiner

XI. Council Correspondence.**CD 25-125** FOAA Status Report.

Attachments: [Senior Tax Assistance Program Development Inquiry 6.9.2025.pdf](#)
[Windham Positions titles salaries Request 6.16.2025.pdf](#)
[RecordsRetrievalSolutions 6.17.25 Purchasing and Vendor Records.pdf](#)
[FOAA BuildZoom Contractor License Inquiry 6.23 and 6.30.pdf](#)
[Construct Connect Sewer Connections 7.2.2025.pdf](#)

CD 25-126 Spectrum Rate Notification.

Attachments: [2025.06.13 Spectrum July 15 Rate Notice menh.pdf](#)

CD 25-127 Scholarship Recipients - Thank Yous.

Attachments: [Thank You Cards.pdf](#)

CD 25-128 Private Motorbike Track Follow-Up.

Attachments: [Chief Schofield Report on Spirit Meadow noise issue.pdf](#)

CD 25-129 Public Feedback to Council Regarding Annual Town Meeting & Budget.

Attachments: [Windham Budget comment redacted.pdf](#)

CD 25-133 Substance Abuse Prevention Grant Program Report.

Attachments: [24-25 End-of-year Grant Update - Altitude Rippleeffect.pdf](#)

CD 25-134 LD 1829 - An Act to Build Housing for Maine Families and Attract Workers to Maine Businesses by Amending the Laws Governing Municipal Land Decisions.

Attachments: [LD 1829 Summary DrummondWoodsum.pdf](#)
[Growth Areas 11x17.pdf](#)
[PretiFlaherty Summary.pdf](#)

CD 25-136 Planning Board Pending Projects.

Attachments: [PlanningBoard ResidentialPending 070125.pdf](#)

CD 25-137 Maine DOT Abutter Notice June 26, 2025.

Attachments: [MDOT North Windham Moves Abutter Notice.pdf](#)

XII. Town Manager's Report.

Manager Burns promoted the Senior Tax Assistance Program and encouraged all those who qualify to apply.

The town audit has started and is a current project of Finance Manager Susan Rossignol.

Food truck night continues to be successful.

Thank you to all Summerfest staff and volunteers.

The Police Department is down four employees and applicants are encouraged.

National Night Out, a chance to meet with the Police Department, will run from 5PM to 7PM on August 5th at the Central Fire Station.

The Route 202 Construction project is nearing completion.

The Sewer Plant is on schedule and is progressing smoothly. Shaw Brothers will be doing the Town's sewer connection work, involving the connection of the collection system to the individual businesses.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

No Report.

2. Finance Committee.

No Report.

3. Ordinance Committee.

A meeting is in the process of being scheduled.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

No Repot.

2. Windham Economic Development Corporation.

Some meetings have been scheduled.

3. Natural Resources Advisory Committee.

No Report.

4. Greater Portland Council of Governments (GPCOG).

No Report.

5. ecomaine.

Manager Burns stated the annual meeting was held at Thompson's Point. A presentation was done by Canadian company that constructs the optical sort system recently purchased by EcoMaine for sorting recycled products. It is state of the art technology that will lower the contamination rate of recyclables.

6. Windham Middle School Repurpose Advisory Committee.

No Report.

XIV. Discussion Items.

[CD 25-118](#) Technology Improvements - Access to Public Information.
(DocuPhase, Axis GIS, Near Map)

[CD 25-135](#) Land Use Ordinance - Occupancy Certification Requirements for
Multi-Family Structures.

Attachments: [25-14 TC MEMO LUO AMD Article 9](#)
[Subdivision SFDuplesMF StreetOC 070225.pdf](#)
[25-14 REDLINE LUO AMD Article 9](#)
[Subdivision Multi-family OC 062325.pdf](#)

[CD 25-132](#) Growth Ordinance Amendments.

Attachments: [2025.07.03 Edits to Chapter 101 Growth Management \(002\).pdf](#)
[Email Attny McCall 7.3.25.pdf](#)
[Graph Cumulative Permits by Zone 2015-2024.pdf](#)
[Graph Permits by Year by Structure Type.pdf](#)

[CD 25-138](#) Budget Approval Process - Charter Change.

Attachments: [Letter to TM re charter amendment to town meeting procedure 6.5.25.pdf](#)
[Email from Attny McCall.pdf](#)
[Town Warrant referendum questions 2025-26.pdf](#)
[TOWN WARRANT FY26 - JUNE 2025.pdf](#)

XV. Agendas & Scheduling.

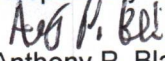
XVI. ADJOURN.

A motion was made by Councilor Henry, seconded by Councilor Jones, that they be approved. The motion carried by the following vote at 6:52PM:

In Favor: 6 - Councilor Nadeau, Councilor Jones, Councilor Kalogerakis, Councilor Morrison, Councilor Henry and Council Chair Maxfield

Absent: 1 - Councilor Reiner

Respectfully Submitted,


Anthony P. Blasi
Deputy Clerk