# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Meeting Agenda

## Town Council

**Thursday, June 11, 2026** | **6:00 PM** | **Council Chambers**

**Election Day falls on Tuesday, June 9th.**

### I. Roll Call of Members.

### II. Pledge of Allegiance.

### III. Minutes to be Approved:

CD 26-111 To approve the Minutes of the May 26, 2026 Council Meeting.

***Attachments:*** DRAFT-TC-Minutes-May 26, 2026

CD 26-114 To approved the Minutes of the June 3, 2026 Town Council Special Meeting.

***Attachments:*** TC-Sp-Meeting-Minutes-June-3-2026-DRAFT

### 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.

26-119 To receive public comment and act on an application submitted by Travis Mathieu d/b/a Bob's Seafood for a renewal Special Amusement Permit.

***Attachments:*** 26-119 Cover Sheet.pdf

Bob's Seafood Special Amusement Renewal

## IX. CONSENT AGENDA.

*None.*

## X. UNFINISHED BUSINESS & GENERAL ORDERS.

26-112 To authorize the disbursement of up to $34,000 from the Federal Opioid Distribution Fund (1000-4008) for the purchase of medication vaults for Central and North Stations, each ambulance and tracking software to safeguard controlled substances and medications we must now purchase in response to the Drug Enforcement Administration's (DEA) draft rule change and Maine Health's cessation of providing the town with these needed medicines.

***Attachments:*** 26-112 Cover Sheet.pdf

Chief Libby Memo and Materials.pdf

Substance Prevention Grant meeting minutes 6.2.2026.pdf

26-120 To approve one (1) application submitted by Kerri Aguiar d/b/a Wicked Smaht Chourico Caht (Kerri's One Night Stand) for a new Mobile Food Service Unit License.

***Attachments:*** 26-120 Cover Sheet.pdf

Wicked Smaht New Mobile Food

26-122 To approve one (1) application submitted by Tidewalker Ventures, LLC d/b/a Meet on the Street for a new Mobile Food Service Unit License.

***Attachments:*** 26-122 Cover Sheet.pdf

Meet on the Street new Mobile Food

## XI. Council Correspondence.

CD 26-106 Correspondence from Anonymous Resident.

***Attachments:*** Resident Complaints 5.26.26.pdf

CD 26-107 MDOT Highway Bridge Inspection Report.

***Attachments:*** MDOT 2025 Bridge Inspection Report Letter.pdf

Jones Bridge_Highway Bridge Inspection 11.21.2025.pdf

Varney Mill Bridge_Highway Bridge Inspection 4.17.2025.pdf

CD 26-108 Little Sebago Lake Association's 2026 Newsletter.

***Attachments:*** 2026 LSLA Newsletter.pdf

CD 26-112 FOAA Activity.

***Attachments:*** Environmental Site Assessment Request 5.15.2026.pdf

CD 26-113 CMP Structure Replacement Program Notification.

***Attachments:*** CMP Notification.pdf

CD 26-115 MMA Nominating Committee - Proposed MMA VP and Executive Committee Candidates.

***Attachments:*** Proposed 2027 MMA VP and Exec Committee Members.pdf

## XII. Town Manager's Report.

## XIII. Committee Reports.

### A. Council Subcommittees.

1. Appointments Committee.

CD 26-116 Current Board and Committee Vacancies.

***Attachments:*** Committee Vacancies 6.8.26.pdf

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.

3. Natural Resources Advisory Committee.

*Meetings occur the third Wednesday of each month.*

4. Greater Portland Council of Governments (GPCOG).

5. ecomaine.

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

## XIV. Discussion Items.

*None.*

## XV. Agendas & Scheduling.

## XVI. Executive Session.

26-125 To enter into executive session pursuant to Title 1 M.R.S.A. §405(6)(E), for “consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, [or] pending or contemplated litigation.

## XVII. ADJOURN.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-111**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Minutes

To approve the Minutes of the May 26, 2026 Council Meeting.

# Town of Windham

## Meeting Minutes - Draft

## Town Council

Town Offices
8 School Road
Windham, Maine

**Tuesday, May 26, 2026** **6:00 PM** **Council Chambers**

## I. Roll Call of Members.

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

**Present:** 7 - David Nadeau, Brett Jones, Mark Morrison, William Reiner, Margaret Terry, Douglas Fortier and Katie Cook

## II. Pledge of Allegiance.

*Council-Chair Morrison led the 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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

CD 26-098 To approve the Minutes of the May 12, 2026 Council Meeting.

***Attachments:*** DRAFT-TC-Minutes-May 12, 2026

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

## IV. Adjustments to the Agenda.

## VI. Public Participation.

*Barbara Maurais of 48 William Knight Road spoke as a member of the Rotary Garden committee, and said that planting would be happening on the traffic islands this Thursday. One batch will be done at 2:30 and the other at 5:00. Gardeners and those wishing to help are invited. They will also need help with weeding later in the season.*

*The DOT is holding an online public hearing on the rotary plans and entrances and she encouraged people to participate.*

*Windham Summerfest booth applications close on June 1, and she encouraged those on the fence to apply. Parade applications will remain open.*

*Windham Economic Development Director Thomas Bartell said that Monday night food trucks willl begin on June 1. There are 12 food trucks in rotation, and there will be up to 7 each week. This will be held at the Public Safety Building like last year.*

*The Windham Farmer's Market will be held on every Saturday starting on June 6 from 8:30 to 12:30. There will be seasonal and occasional vendors, with eggs, meat, fruit, vegetables, crafts, and Iraqi-American cuisine. Lisa Fisher and Meg Howard are the Town employees working with these programs the most.*

## VII. Councilors' Comments.

*Councilor Nadeau announced his intention to move all the Mobile Food approvals on to the Consent Agenda so they may be voted on at one time.*

*Councilor Morrison stated that the Memorial Day parade was unfortunately cancelled due to rain. He thanked past and present veterans for their service and sacrifice.*

## 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

*Adam Zajac of 4 Lisa Drive said he strongly opposes Question 1. He believes that a public meeting allows for debate and exchange of information. He believes this change would discourage informed voters from participating, and would not force the Town officials to defend their proposed budget. He appreciates the historic nature of the open Town meeting and wishes to keep it.*

*James Vannest of 10 Azalea Lane believes that the budget would be rejected easier if it went to a paper ballot. He asked if there was a mechanism for what happens if the budget is not approved by January 1? Councilor Reiner stated that if an individual warrant item is rejected, it would remain at last year's amount until voted on at the next Town meeting. He also asked how funds would be appropriated for Question 2.? Town Manager Robert Burns said that funds from the approved budget would be moved from one line item to another.*

*Doris Meehan of 118 Nash Road asked if the budget would be voted on overall, or if the voters would vote on each warrant. Councilor Morrison said that the language provides for the Council to put it forward either way. Councilor Reiner said it was left open ended so that future councils would not be locked in to do it either way. She also asked if a defeated measure would go to Town Meeting rather than ballot? Councilor Reiner replied in the affirmative. On Question 2. she asked why the amount was going from $25,000 to $500,000? Councilor Morrison replied that it was to keep up with the levels of surrounding towns.*

*Tim Gallagher of 25 Little Duck Pond Road said that he was at the Town Meeting last year and was not impressed with what he saw. He had to leave early, and feels that having the budget go to ballot would allow for more participation.*

*Carolyn Brodsky of 12 Crescent Avenue said that she was in favor of having the budget go to ballot. Last year, she was surprised by the small amount of people who vote on the budget, and the lack of information on budget items. She stated that with the budget being voted on at the same time as the school budget you would be more likely to see increased turnout. She stated that when she used to live in Scarborough they had two informational meetings regarding the School and Town budgets. She suggested that the Town of Windham might do the same. She feels that there should be a better reason to raise the amounts in Question 2. than having to keep up with other towns, but*

*understands that emergencies come up in which funds are needed.*

*Robert Babb of 512 Gray Road talked to a Standish Town Council member today and their emergency appropriation amount is $50,000. He feels that such funds should be used for emergencies only. He also feels that renters should not be allowed to vote on the Town budget.*

*Barbara Maurais stated that she was on the original Charter Commission in 1973 and that when working on the Charter language it was always understood that the Town would try and break away from open town meetings to secret ballots and that she supports this measure.*

*Virginia Woodman of 20 Percy Hawkes Road feels that the amount in Question 2. is quite large and that it should only be for emergencies. She stated that her first Town Meeting was two years ago and feels that education is the key. She asked the Council if they might postpone this decision for a year and try more educational outreach. As the State deems Windham to be a wealthy Town, we are likely to see less subsidies so all spending should be questioned. She feels there should be more concrete language in these changes.*

*Ken Clark of 135 Trails End said he was glad to hear the information being exchanged. He wonders if renters should be taxed since the infrastructure was being used equally. He states that when taxes go up he is forced to raise the rent of his tenants. He said that he feels a loss of trust in the Council, and pointed out that the amount of vehicle traffic is not what was promised. He said his father, a past councilor, stated that Windham did not have the infrastructure to handle a large growth area like North Windham. He stated that at one time he attempted to serve on a Long Term Planning Committee, but was voted off by a past Council. He feels that Councilors should not have the power to appoint and remove members from committees and that future managers should be selected from Windham residents.*

*At this point, Public Participation was closed.*

*Councilor Cook stated that it was her idea to propose the $500,000 from Question 2. She stated that she arrived at that amount based on her service in the Finance Committee, and feels the amount is needed to make emergency purchases. She stated that she was happy to discuss the matter with anyone that wanted to do so.*

*Councilor Jones reiterated that the $500,000 is necessary to make purchases if anything catastrophic happens.*

*Councilor Terry feels that more people voting on the budget would provide more balanced representation. She said that she is open to suggestions to increase Public Participation.*

*Councilor Nadeau stated that the Town has tried to educate people on the budget with few results. He stated that no one showed up to any of the budget meetings, and that most Town departments are flat or decreasing their budget amounts. He stated that added positions are there in response to demands of the people. He stated that there are Unions under contract which can effect spending, and that Town employees will now pay half of the family leave amounts. He stated that he is on a fixed income and tried to freeze school taxes for the elderly, but the State would not allow it. He stated that the Town was diligent with this budget and that there is little room for cuts. He says the amounts in Question 2. are necessary to make emergency purchases. He also stated that Town budgets are different than a regular budget in that all the money is already*

*spent. He stated that equipment like a ladder truck for the fire department costs $2,000,000, and that is one of the types of items the Town must take into account. He said that he understands the pain of the average resident and considers himself the cheapest person on the Finance Committee.*

*Councilor Reiner stated that allowing the Town the option to vote on this would let the majority of the people decide. He also said that he is happy to try more education on Finance though there has been little attendance at past meetings. He said he will be presenting the budget to the Windham Republicans again this year.*

*Councilor Jones referenced the recent fire disaster in Searsmont, saying that the sudden loss of a fire truck and all its equipment creates a great hole that must be filled quickly.*

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

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

*Councilor Morrison asked if this had been signed off by all department heads, to which Town Clerk Anthony Blasi replied that they had.*

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

Windham_Fund_Balance_Policy_Amendment.pdf

Fund Balance Policy ADOPTED April 12 2011.pdf

*Manager Burns stated that these are three separate revisions. These three adds allocate amounts towards the future to reduce budgetary impacts to the future, establishes a silo of $2,000,000 towards the proposed community center, and the third would allocate $3,000,000 towards the Sewer, to be reimbursed by TIFF funds. Both the Community Center and the Sewer have sunset dates to allow for the money to return should the projects be cheaper or not approved.*

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

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

*Councilor Nadeau wished Ms. Demmons continued success.*

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

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

*Councilor Terry asked why the recipient was anonymous, the reply to which is that the award would be a surprise on graduation night.*

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

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

*Manager Burns said the warrant had undergone attorney review and was ready to go.*

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

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).pdf

*Manager Burns stated this is the standard yearly contract and that all was acceptable.*

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

*Assistant Town Manager Amanda Lessard stated last Fall the Town was delegated authority to review and approve Storm-Water Permits by Maine Department of Environmental Protection. The Town has a contract with JLB Consulting Engineers (formerly Gorrell Palmer) to pay an hourly fee for plan reviews. There time is paid by review escrow from planning board fees, but for those projects which would not incur this*

*fee it would be best to have a separate escrow account to pay for these reviews so that fees would not have to be collected after the fact. If the applicant withdraws their application, they will get the fee back.*

*Councilor Terry is grateful that the fee will not force the Town to foot the bill.*

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

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

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

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

## 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.

*Manager Burns stated that Household Hazardous Waste Day will be held on June 6. Please review what is and is not allowed, and allow for wait times in line.*

*Katie Wilcox will be the new administrator in the General Assistance Department following the retirement of Rene Daniels at the end of June. Ms. Wilcox comes from the Town of Scarborough and brings experience to the role.*

*Public Works is now fully staffed.*

*Two conditional offers have been made to police patrolman candidates.*

*Fidium Fiber has completed some internet upgrades.*

*A newsletter will be out shortly with more updates.*

## XIII. Committee Reports.

### A. Council Subcommittees.

1. Appointments Committee.

*Has not met.*

2. Finance Committee.

*Last met on April 20. Went over the Town's finances and everything is on projected levels.*

3. Ordinance Committee.

*Met 5/20 and prioritized 14 different ordinances for staff to work on.*

### B. Other Committees.

1. Parks & Recreation Advisory Committee.

*Nothing to report.*

2. Windham Economic Development Corporation.

*The Subcommittee on the Enterprise Drive Development District is meeting this Thursday and on Monday, June 15 to launch a market feasibility study.*

*The Board is meeting over Teams on June 11.*

*The July meeting has been moved to the first Thursday of the month due to a scheduling conflict.*

3. Natural Resources Advisory Committee.

*The committee met last week to talk about ongoing educational outreach that is occurring, including articles being written for the Windham Eagle. Educational outreach materials will be available at the Summerfest Booth. The committee will partner with the Presumpscot Regional Land Trust to do invasive plant cleanup at Lowell Preserve on Wednesday, June 3, from 5:30 to 7:00 and Sunday, June 7 from 10:00 to 1:00. The public is welcome to participate and learn more. Information will be put out by the Town as well.*

4. Greater Portland Council of Governments (GPCOG).

*Councilors Nadeau and Morrison will be going to the annual summit.*

5. ecomaine.

*Manager Burns was not at the last meeting but will be in attendance at the next meeting.*

## 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.

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

**In Favor:** 7 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and 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: CD 26-114**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Minutes

**Agenda Number:**

To approved the Minutes of the June 3, 2026 Town Council Special Meeting.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Meeting Minutes - Draft

## Town Council

**Wednesday, June 3, 2026** | **6:00 PM** | **Council Chambers**

### Special Council Meeting - Town Meeting Relocation

## I. Roll Call of Members.

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

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

**Absent:** 1 - Brett Jones

## II. Pledge of Allegiance.

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

## III. UNFINISHED BUSINESS & GENERAL ORDERS.

26-124 To approve the revised warrant for the June 13, 2026 annual town meeting.

***Attachments:*** 26-124 Cover Sheet.pdf
TOWN WARRANT FY 27 - JUNE 26_REVISED markup.pdf
TOWN WARRANT FY 27 - JUNE 26_REVISED 6.1.2026 clean.pdf

*Town Manager Robert Burns said the revisions contained in this warrant were simple ones. The first was to change the venue of the Annual Town Meeting to be the Windham High School Auditorium. This is being done in anticipation of a possible increase in attendance. The second was to provide more detail in the Fiscal Note for Article 18.*

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

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

**Absent:** 1 - Councilor Jones

26-126 To reconvene the councilor members of the WMS Repurpose Advisory Committee to review the value engineering costs associated with the proposed conversion of the building into a community center.

*Manager Burns stated that the Guaranteed Maximum Price had been returned for the proposed Windham Community Center, and that this action would allow the Council members of that committee to review the price, make observations and recommendations.*

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

**Absent:** 1 - Councilor Jones

## IV. ADJOURN.

*The meeting was adjourned at 6:07 PM.*

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

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

**Absent:** 1 - Councilor Jones

Respectfully submitted,

Anthony P. Blasi
Town Clerk, BA, CCM

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-119**

**Agenda Date:** 6/11/2026 **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 Travis Mathieu d/b/a Bob's Seafood 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
Windham, Maine

## Cover Sheet

**File Number: 26-119**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

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To receive public comment and act on an application submitted by Travis Mathieu d/b/a Bob's Seafood 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
8 School Rd, Windham ME, 04062
**Chapter 11**

# APPLICATION FOR SPECIAL AMUSEMENT PERMIT

☐ NEW ☑ RENEWAL

Name of Business BOB'S SEAFOOD

Address of Business 901 ROOSEVELT TRAIL, WINDHAM 04062

Business Mailing Address SAME

Owner's Name TRAVIS MATHIEU DOB 6/30/70

Owner's Mailing Address 6 BERRY COVE RD, RAYMOND 04071

Business Phone 207-893-2882 Contact Phone 207-572-8415

E-Mail BOBSSEAFOOD@GMAIL.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. TRAVIS MATHIEU DOB 6/30/70
   RAYMOND
2. DEREK MATHIEU DOB 2/4/73
   WINDHAM
3. TARAH MATHIEU DOB 7/11/77
   NAPLES

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.):

SEAFOOD RESTAURANT & TAVERN
EST 2000 SQ FT INDOOR DINING
EST 1500 SQ FT OUTDOOR DINING

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

If yes, describe the circumstances: _____

Specify type of entertainment: LIVE MUSIC / MONDAY NIGHTS 5-8pm

List days and hours of entertainment: MONDAY NIGHTS 5-8pm 6/1 - 8/30

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

Name TRAVIS MATHIEU

Phone 207-572-8415

E-mail BOBSSEAFOOD@GMAIL.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 is has been documented and verified by a Code Enforcement Officer that the regulations and condition 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."

5/7/26
Date

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 _____

Chief of Police _____ 5-11-2026

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-112**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To authorize the disbursement of up to $34,000 from the Federal Opioid Distribution Fund (1000-4008) for the purchase of medication vaults for Central and North Stations, each ambulance and tracking software to safeguard controlled substances and medications we must now purchase in response to the Drug Enforcement Administration's (DEA) draft rule change and Maine Health's cessation of providing the town with these needed medicines.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Town Council has the authority under Article II, Section 3 (I) of the Charter to [e]xercise all the legislative, financial, borrowing, and other powers now or hereafter given by statute to inhabitants of town acting in Town Meeting except as otherwise provided herein.

III. Issue Summary.

Please see the attached materials provided by Chief Libby and the Substance Prevention Grant Committees meeting minutes of June 2, 2026.

*The fund balance is currently $34,234.46.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-112**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

I. Council Action Requested.

To authorize the disbursement of up to $34,000 from the Federal Opioid Distribution Fund (1000-4008) for the purchase of medication vaults for Central and North Stations, each ambulance and tracking software to safeguard controlled substances and medications we must now purchase in response to the Drug Enforcement Administration's (DEA) draft rule change and Maine Health's cessation of providing the town with these needed medicines.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Town Council has the authority under Article II, Section 3 (I) of the Charter to [e]xercise all the legislative, financial, borrowing, and other powers now or hereafter given by statute to inhabitants of town acting in Town Meeting except as otherwise provided herein.

III. Issue Summary.

Please see the attached materials provided by Chief Libby and the Substance Prevention Grant Committees meeting minutes of June 2, 2026.

*The fund balance is currently $34,234.46.

# Town of Windham
## Fire - Rescue Department

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


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 venders 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 unform 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

MaineHealth

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,

Brian Thomas Marden, Pharm. D.

Brian Marden, Pharm. D.
MaineHealth Chief Pharmacy Officer

MaineHealth

## 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

MAINE EMS

***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.

MAINE EMS

**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.*[1]

*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*

---

[1] *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.*

## Tammy Hodgman

**From:** A0L Mail <hilandlk@aol.com>
**Sent:** Tuesday, June 2, 2026 2:03 PM
**To:** Phil Rosetti; Katie Cook; Justin Hudnor; Robert Hamilton; Devyn Rogers; Devyn B. Rogers; Robert T. Hamilton; Robert J. Burns; Tammy Hodgman; Mike Duffy; MARJORIE GOVONI
**Subject:** Minutes from SPF meeting 6/2/26

**Warning: Unusual sender** <hilandlk@aol.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good afternoon,

The Substance prevention committee was able to meet today 6/2/26.

Members Present: Katie Cook, Phil Rossetti, Mike Duffy, Marge Govoni, Bob Burns and guest Brent Libby

.
Here is the agenda for our Zoom meeting on Tuesday, June 2, 2026

There were no applications for the Substance Prevention Grant but there was one for the Opioid Funds

1. Approval of minutes from January 6, 2026

- Motioned by Duffy
- Seconded by Rossetti
- Members voted unanimously to approve the minutes from the previous meeting on January 6, 2026

2. Review of any applications submitted.

- Members reviewed the request from Fire Chief Libby for Opioid funds.
- Motioned to fund up to and including $34,000 by Duffy
- Seconded by Rossetti
- Members voted unanimously to approve up to and including $34,000 as needed. (Absent members voted in favor by proxy.)

3. Review fund balance (received prior to meeting)

- Discussion on Opioid fund balance which will be $237.46 after fulfilling this request.
- Discussion on SPGrant fund balance which will be $3,536.28 after scholarships totally $3,000 are distributed.

4. Open discussion

- It was unanimously decided to not meet over the summer, so our next regular meeting is scheduled for September 15, 2026.

5. Adjournment

- Motion to adjourn by Duffy
- Seconded by Rossetti
- Members voted unanimously to adjourn.

Have a wonderful summer,

Marge Govoni,

SPGrant committee member



********** *******

***CONFIDENTIALITY NOTICE:*** *This email and attachments, if any, may contain confidential information, which is privileged and protected from disclosure by Federal and State confidentiality laws, rules or regulations. This email and attachments, if any, are intended for the designated addressee only. If you are not the designated addressee, you are hereby notified that any disclosure, copying, or distribution of the email and its attachments, if any, may be unlawful and may subject you to legal consequences. If you have received this email and attachments in error, please contact the Windham-Raymond School District at 207-892-1800 and delete the email and its attachments from your computer.*

********** *******

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-120**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

I. Council Action Requested.

To approve one (1) application submitted by Kerri Aguiar d/b/a Wicked Smaht Chourico Caht (Kerri's One Night Stand) for a new 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: 26-120**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

I. Council Action Requested.

To approve one (1) application submitted by Kerri Aguiar d/b/a Wicked Smaht Chourico Caht (Kerri's One Night Stand) for a new 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 WICKED Smaht Chourico CAHT (Kerri's one Night Stand)

Business Mailing Address 25 Neal Road, Windham, ME 04062

Owner's Name KERRI Aguiar DOB 7/15/74

Owner's Mailing Address 25 Neal Road Windham

Owner's Phone 508-837-1651 Operator's Phone 508-837-1651

E-Mail klaggs41@gmail.com Website WICKEDSmahtChouricoCart.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 Toyota Tacoma

License Plate # 395-KMS VIN 3TMCZ5AN4HM090496

Sites where MFSU will operate Across Maine (campgrounds, food truck parks, breweries, private events, correctional fac. etc.)

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.

5/4/26
Date

Applicant, Acknowledgement of Receipt

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

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-122**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

I. Council Action Requested.

To approve one (1) application submitted by Tidewalker Ventures, LLC d/b/a Meet on the Street for a new Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

a. Chapter 87, Article 1, § 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 May 31 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: 26-122**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

I. Council Action Requested.

To approve one (1) application submitted by Tidewalker Ventures, LLC d/b/a Meet on the Street for a new Mobile Food Service Unit License.

II. Basis for Council Action.

Council approval of this item is required because;

a. Chapter 87, Article 1, § 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 May 31 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 Tidewalker Ventures, LLC dba Meet on the Street

Business Mailing Address 19A Eastern Promenade, Portland ME 04101

Owner's Name Brice Bowman-Laberge DOB 06301986

Owner's Mailing Address 19A Eastern Promenade, Portland ME 04101

Owner's Phone 8473612808 Operator's Phone Same

E-Mail tidewalkerventures@gmail.com Website Www.meetonthestreetmaine.com

Please check where you would like your license Mailed:

☐ Owner's Mailing Address ☐ Business Mailing Address

X

**** 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 2006 Ford Econoline 350 Food Truck - Sky Blue

License Plate # 455-CDA VIN 1FCKE39L66HA88068

Sites where MFSU will operate Windham Pride,

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.

5/20/26
Date

Amanda St Peter
Applicant, Acknowledgement of Receipt

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

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-106**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

Correspondence from Anonymous Resident.

No Longer a Town -
City of Windham
Councilors -
Just a few thoughts -

What a joke all the construction esp. on 35 behind CVS etc - Corsetti's Cops can't handle the town activities now why add more? The tx plant is a big joke - I bet the students really are learning

Alot with blasting etc - I bet when they went outside they wore hard hats. What a joke for anyone that voted for Tony and at the time the councilors had class mayse thats why we didn't have a tx plant - Looks so nice coming into the City - We are a

City right?
What a joke - So nice
all the "Pot" places -
* smell that pot - Real impressive
Maybe with all this
new construction more
people can come in
and there can be another
incident like the one on
Snowy Ridge - Wow - Be
proud - Hopefully the new
school floods —

Big business gets huge tax breaks for years when they come to town - Well, the residents make them wealthy by purchasing items from their well, where's my tax break for the 1st 10 years I've been here 25 ☺ - maybe you should write me a check for back

taxes owed -
It would be great
if the cops wouldn't
hide = this has been
brought to Chief Scholfield's
attention - Surrounding
towns you always see
their officers around -
Falmouth must have classier
people they don't have to
"fire" maks everywhere
like this city does

No computer in classes - Taxes
Falmouth, Cumberland, Standish etc -

Go around town
and Look to see
the Marks -

#344 Windham Center Rd
Nash Rd (Near Windham Trail)
River Rd etc -
Aren't you embarrassed?
Take time out of your busy schedules -
go around -
City of Weedham
and class-less people

Be proud

Nice Sign Albion / 302 Joke at the lights
Windham cops are Current
Be proud!

Channel 7 - Synthetic drugs etc -
All Drugs are bad but here in Windham you don't
Yeah you're entitled to your opinion
Whatever as long as
behind Cassettes is a
joke - what a dump
Windham is becoming -
Aren't you embarrassed?
Where are the signs (cops are corrupt)
I see the Police are
corrupt signs are dam
at Albor / 302 lights -
are they? Be nice to
see one sometime and not
hiding - At least Falmouth
Cumberland etc are still trying
as you see their cops out -
Give a Shit
Shame Shame

We all know Weedham is a rich city just wondering why the school's lights are on 24/7 I bet CMP is Weedham - Hey officers patrol River Rd more you might get some low lifes - or maybe you don't want 2 - councilors - Ask the officers why if the law is 2 have lights on during bad weather, dusk, dawn why they don't have them on? Above the law?

Shame Shame
It's great you can
sleep at night -
I'm sure I'm not the
only resident that
thinks this way -
The others just don't
have Balls - Ball-less
like you -
Have a great day

Change the sign
Welcome to
the City of Windsor
Taxes are high SO Aren't residents
thanks to Councilors - Ba[illegible]
less

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-107**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

MDOT Highway Bridge Inspection Report.

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

Janet T. Mills
GOVERNOR

Dale F. Doughty
COMMISSIONER

May 18, 2026

Municipality of Windham
8 School Road
Windham, ME 04062

RE: Jones Bridge #0234

Dear Municipal Officials,

Enclosed is a copy of the 2025 Bridge Inspection Report for the bridge(s) above that have identified deficiencies or preventative maintenance issues that should be addressed by the Town. Listed below is an itemized list of the deficiencies.

Jones Bridge #0234

- Undermining at both abutments
- No bridge rail posts at east end of the structure.
- West end has 2 bridge rail posts not connected and no offset blocks.
- Bridge rail is offset from the pavement 8-12 inches and can easily be pushed away from the roadway.

Varney Mill Bridge #0256

- Approach rails have moderate flattening and scattered minor impact damage.
- One gabion basket on the SE wall has been damaged and missing most of its rocks. Ends of broken gabion basket wires look cut.
- West end has 2 bridge rail posts not connected and no offset blocks.
- Bridge rail is offset from the pavement 8-12 inches and can easily be pushed away from the roadway.

The bridge and guardrail deficiencies should be addressed as soon as practical to ensure continued safe use of the bridge. Neglect of these deficiencies may result in a diminished function of the bridge(s) through load posting or even closure.

Due to bridge legislation, effective July 1, 2001, there is no funding mechanism for the bridge, which is considered a Minor Span on a Town Way. The Municipality will continue to have maintenance responsibilities for the bridge. The bridge will be inspected again in 2027.

If you have any questions, please feel free to contact me at 624-3246 or ron.taylor@maine.gov. In addition, the Local Roads Center has a free service where its "Bridge Ranger", Jim Foster, can provide free technical assistance or onsite advice to you on this structure. If you want Jim's

services or their Bridge Maintenance workshop manual notebook, call the Local Roads Center at 800-498-9133 or email them at local.web@maine.gov. Jim may be reached directly at 207-248-7372.

Sincerely,

Ronald W. Taylor

Ronald W. Taylor, P.E.
Assistant Bridge Maintenance Engineer

Enclosures
cc: Road Commissioner / file

# Highway Bridge Inspection Report

**JONES**
**WEBB RD**
**over**
**BLACK BROOK**



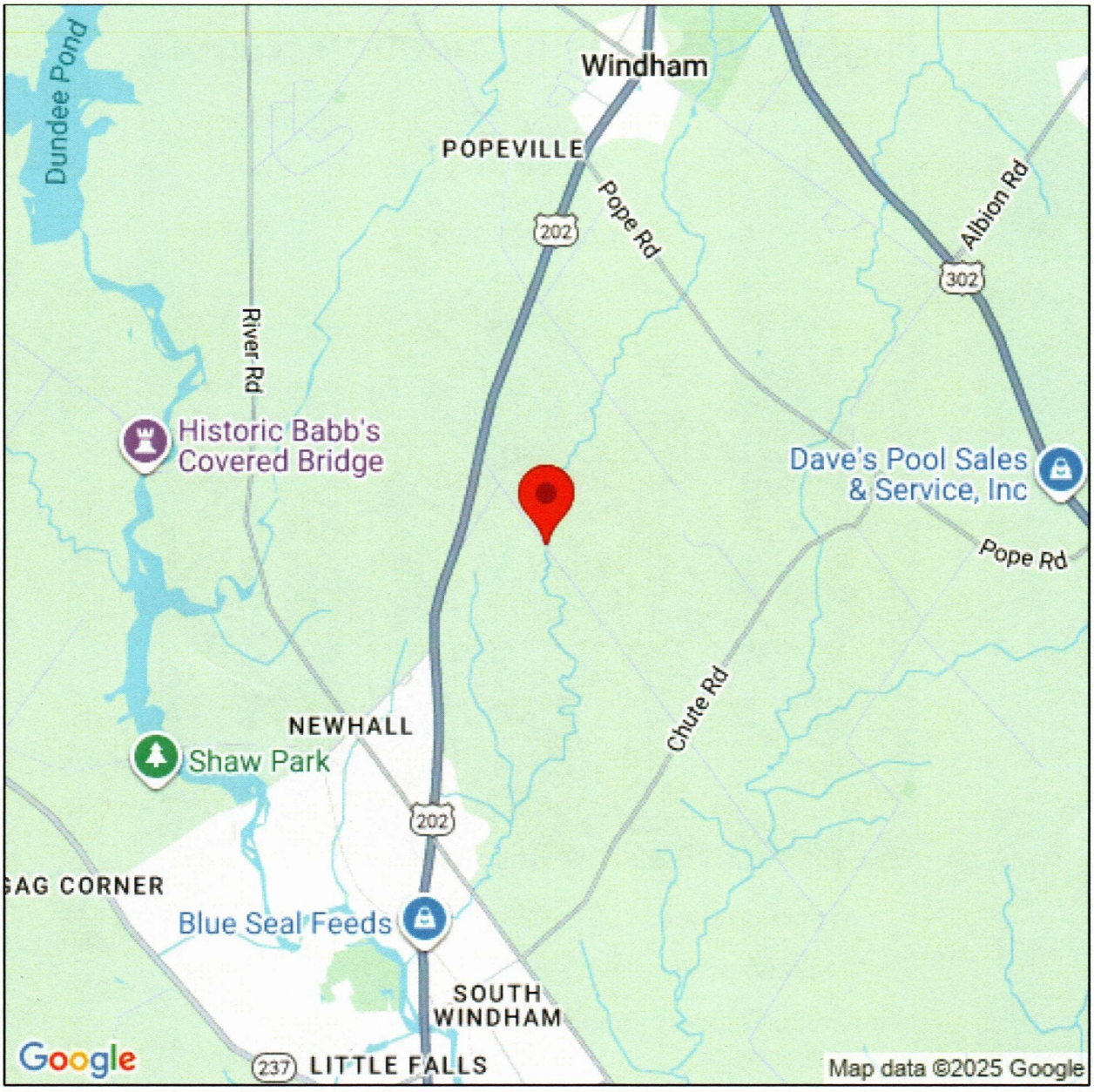
**Inspection Date:** 11/21/2025

**Inspected By:** John Maxim

**Inspection Type(s):** Routine (SNBI)

| | | | |
|---|---|---|---|
| **Inspector:** | Maxim,John | **Structure Number:** | 0234 |
| **Inspection Date:** | 11/21/2025 | **Facility Carried:** | WEBB RD |

**Highway Bridge Inspection Report**




**Latitude: 43.76191**

**Longitude: -70.41621**

| | | | |
|---|---|---|---|
| **Inspector:** | Maxim,John | **Structure Number:** | 0234 |
| **Inspection Date:** | 11/21/2025 | **Facility Carried:** | WEBB RD |

**Highway Bridge Inspection Report**

## Inspection Notes

Structure Number: 0234 Town: Windham

Structure Name: JONES

---

**Structure Notes**

1955 Single span steel rolled beams on concrete abutments.

**Wearing Surface**

Longitudinal cracks leading up to abutments with rutting.
Cracks had been sealed.
Transverse cracking across abutments.
Longitudinal crack along the centerline.

**Deck** **SNBI: Deck** 5

No bridge rail posts at east end of the structure.
West end has 2 bridge rail posts not connected and no offset blocks.
Bridge rail is offset from the pavement 8-12 inches and can easily be pushed away from the roadway.
Stay in place (SIP) forms prevent visual inspection of underside of deck.
The SIP forms are moderately corroded on the bottom of the deck exterior bay ends. There is minimal corrosion on the SIP forms in the interior bays. The rusting occurs at the ends of each form.

**Superstructure** **SNBI: Superstructure** 6

Exterior unpainted beams have flake rusting along top flange and minor pitting throughout and minor scaling at interior beam ends.
Interior painted beams have minimal section loss with 100% paint failure, speckled and spot rust throughout.

**Substructure** **SNBI Substructure:** 5

Both Abutments has a few scattered areas of undermining from 3" up to 12" deep were the concrete from abutment seeped under forms and spalled away.
There is a 3 ft vertical crack on the North abutment that is hairline at the top to 3/4"" thick at the bottom.
Both abutments have moderate scaling at the waterline and below.
SE wingwall has an isolated diagonal 2ft long hairline to 1/2" thick crack.
Minor cracking and efflo in the other wingwalls.

**Culvert** **SNBI Culvert:** N

| | | | |
|---|---|---|---|
| **Inspector:** | Maxim,John | **Structure Number:** | 0234 |
| **Inspection Date:** | 11/21/2025 | **Facility Carried:** | WEBB RD |

**Highway Bridge Inspection Report**

**Channel** **SNBI Channel:** 5

Embankment is cut vertical.
Alignment is good.

**Other**

**Special Inspection**

**Monitoring**

**Pontis Notes**

**Inspector:** John Maxim **Structure Number:** 0234

**Inspection Date:** 11/21/2025 **Facility Carried:** WEBB RD

**Highway Bridge Inspection Report**

## Pictures



PHOTO 1

Description Channel



PHOTO 2

Description Downstream

## Pictures



PHOTO 3

Description East abutment scaling



PHOTO 4

Description East end

## Pictures



PHOTO 5

Description East rail



PHOTO 6

Description NE corner cracking

## Pictures



PHOTO 7

Description North abutment scaling



PHOTO 8

Description NW corner crack

## Pictures



PHOTO 9

Description Road facing South



PHOTO 10

Description SE corner crack

## Pictures

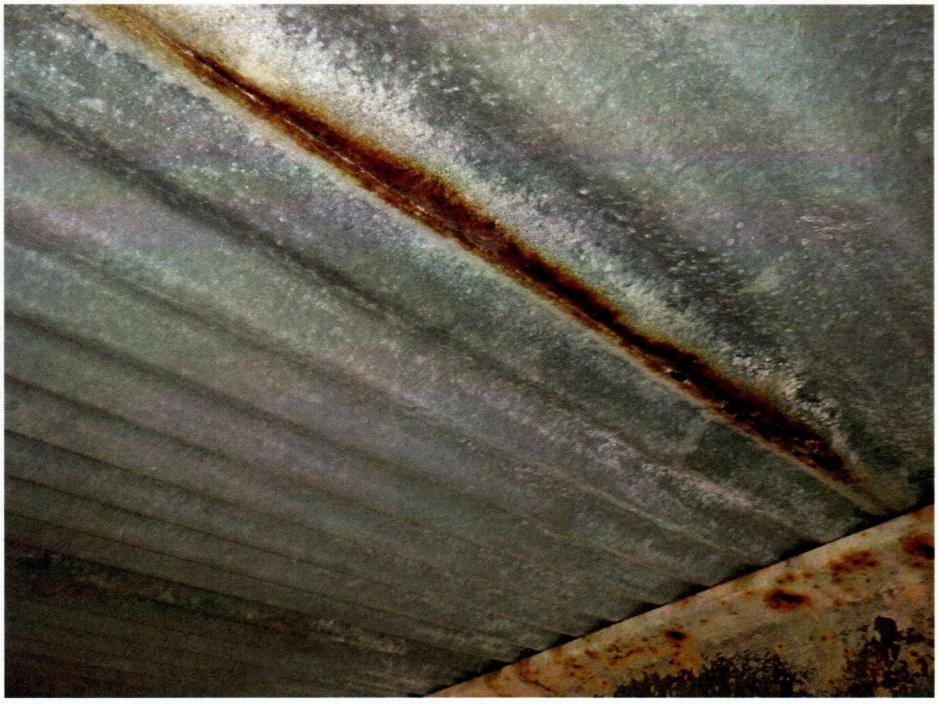


PHOTO 11

Description Some rusting on deck



PHOTO 12

Description Super (2)

## Pictures



PHOTO 13

Description Super



PHOTO 14

Description Upstream

## Pictures



PHOTO 15

Description West end



PHOTO 16

Description West rail hardware failing

## Pictures



PHOTO 17

Description West rail not connected



PHOTO 18

Description West rail

## Pictures



PHOTO 19

Description WS

| | | | |
|---|---|---|---|
| **Inspector:** | Lane,Chris | **Structure Number:** | 0256 |
| **Inspection Date:** | 04/17/2025 | **Facility Carried:** | VARNEY MILL RD |

**Highway Bridge Inspection Report**

## Inspection Type(s): Routine

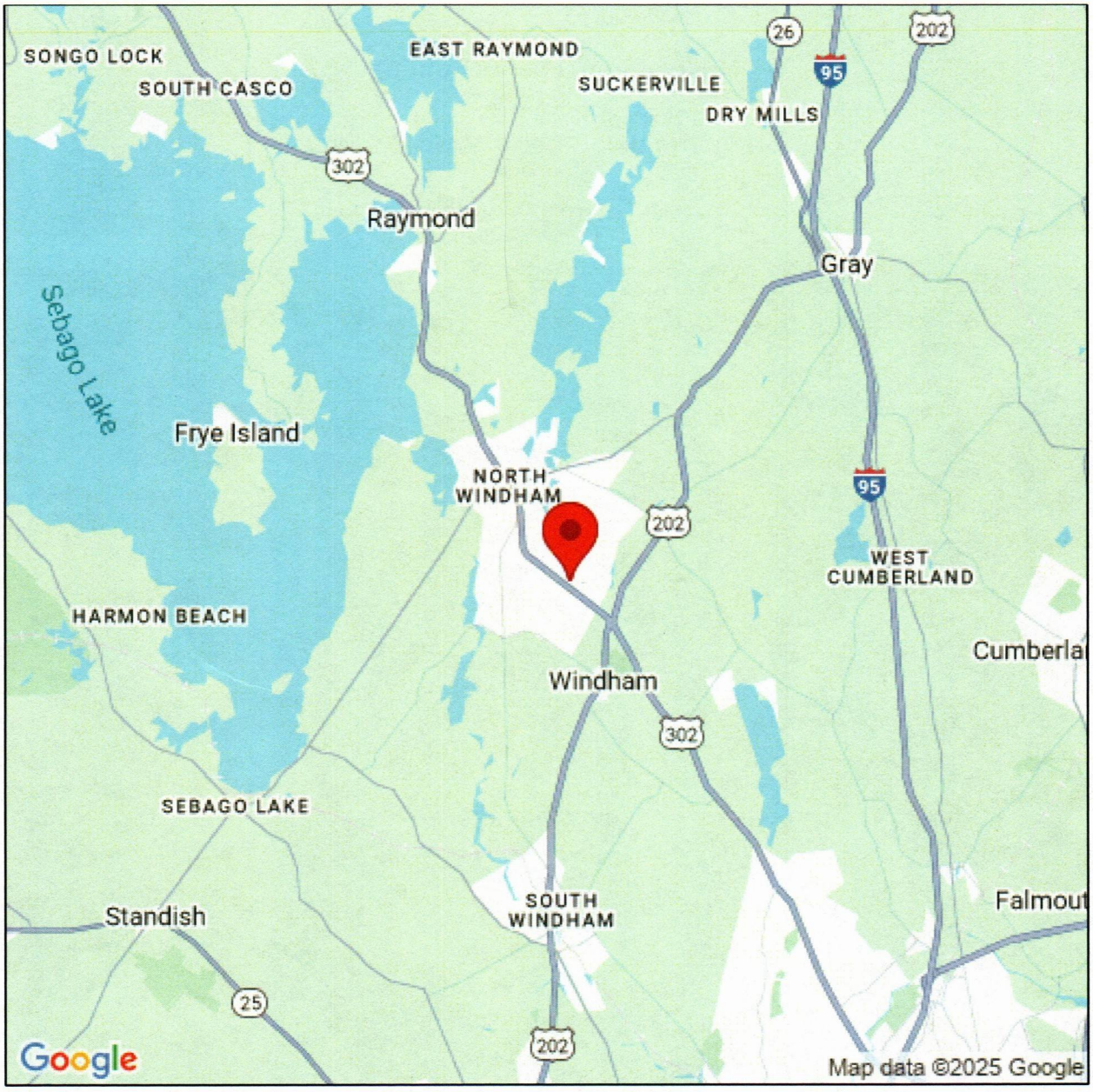
## Bridge Name: VARNEY MILL

## Town: Windham



| | | | |
|---|---|---|---|
| **Inspector:** | Lane,Chris | **Structure Number:** | 0256 |
| **Inspection Date:** | 04/17/2025 | **Facility Carried:** | VARNEY MILL RD |

**Highway Bridge Inspection Report**

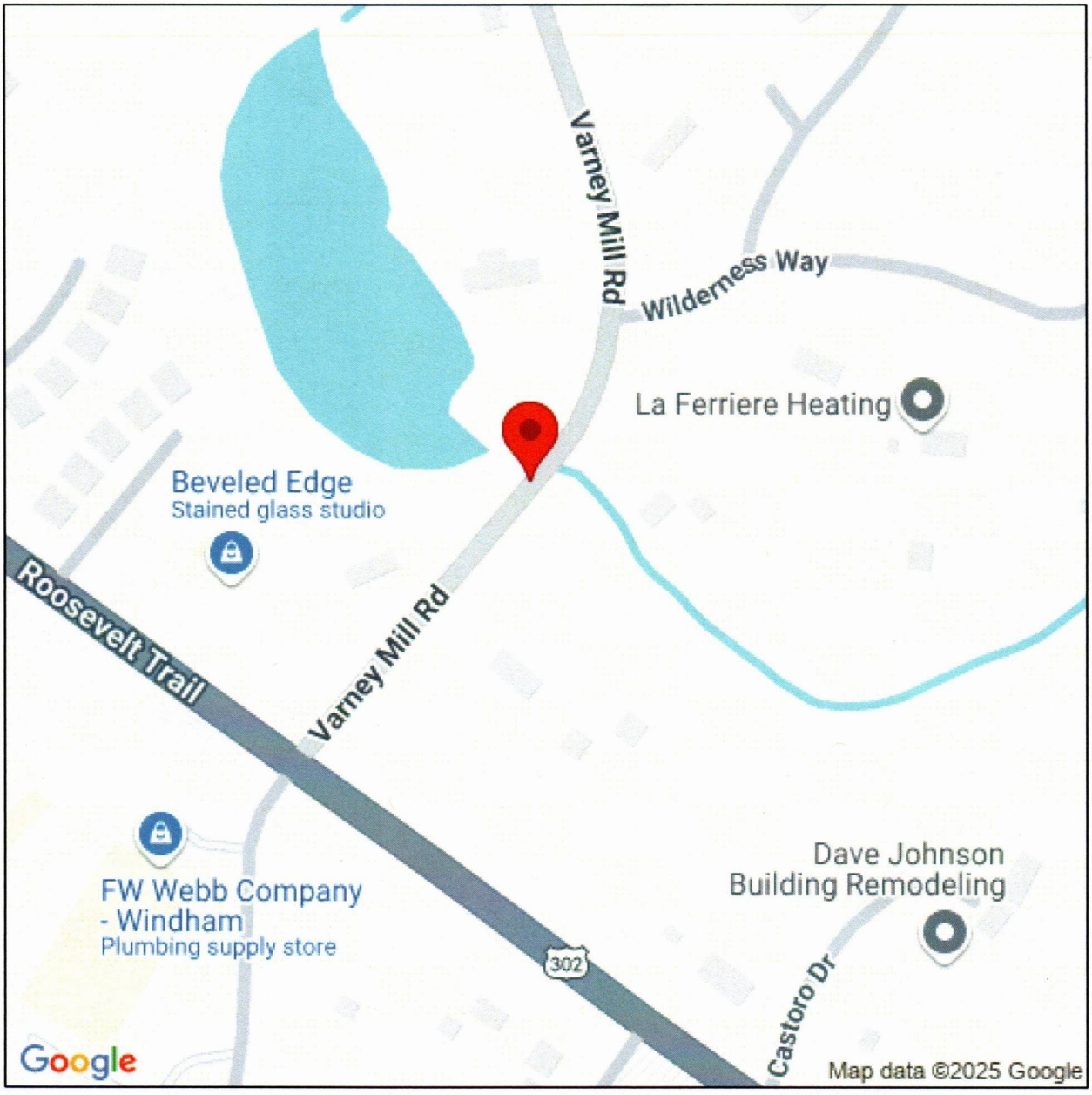



**Latitude: 43.81228**

**Longitude: -70.41899**

| | | | |
|---|---|---|---|
| **Inspector:** | Lane,Chris | **Structure Number:** | 0256 |
| **Inspection Date:** | 04/17/2025 | **Facility Carried:** | VARNEY MILL RD |

**Highway Bridge Inspection Report**




**Latitude: 43.81228**

**Longitude: -70.41899**

| | | | |
|---|---|---|---|
| **Inspector:** | Lane,Chris | **Structure Number:** | 0256 |
| **Inspection Date:** | 04/17/2025 | **Facility Carried:** | VARNEY MILL RD |

**Highway Bridge Inspection Report**

## Inspection Notes

Structure Number: 0256 Town: Windham

Structure Name: VARNEY MILL

---

**Structure Notes**

1995 Single span concrete rigid frame on concrete abutments with a dam approx. 30' upstream. WIN 004793.00

**Wearing Surface**

Bituminous wearing surface is in good condition.

**Deck** **NBI Item 58:** 7

Curbs have scattered minor hairline cracking.
Bridge rails have scattered areas of scraping with surface corrosion and minor impact damage.

**Superstructure** **NBI Item 59:** 7

Scattered hairline cracking and discoloration in the last 5 feet of the underside of the slab below the DS fascia.
No other defects found in top of box.

**Substructure** **NBI Item 60:** 7

Footing visible throughout entire structure unable to full wade do to flow of water from dam upstream.
Scattered full height hairline vertical cracks on both abutments and footings.
One area of shallow spalling and dark staining on the top of the west end of south abutments footing.
Minor scaling throughout footings.

**Culvert** **NBI Item 62:** N

| | | | |
|---|---|---|---|
| **Inspector:** | Lane,Chris | **Structure Number:** | 0256 |
| **Inspection Date:** | 04/17/2025 | **Facility Carried:** | VARNEY MILL RD |

**Highway Bridge Inspection Report**

**Channel** **NBI Item 61:** 7

Dam directly upstream of structure.
Ledge and rocks throughout.
Scour hole at inlet doesn't effect structure footings.

**Other**

Approach rails have moderate flattening and scattered minor impact damage.
One gabion basket on the SE wall has been damaged and missing most of its rocks. Ends of broken gabion basket wires look cut.
All Gabon baskets have bulging at the bottoms.
Isolated moderate impact damage in approach rails.

**Special Inspection**

**Monitoring**

**Pontis Notes**

## Pictures



PHOTO 1

Description General roadway looking north

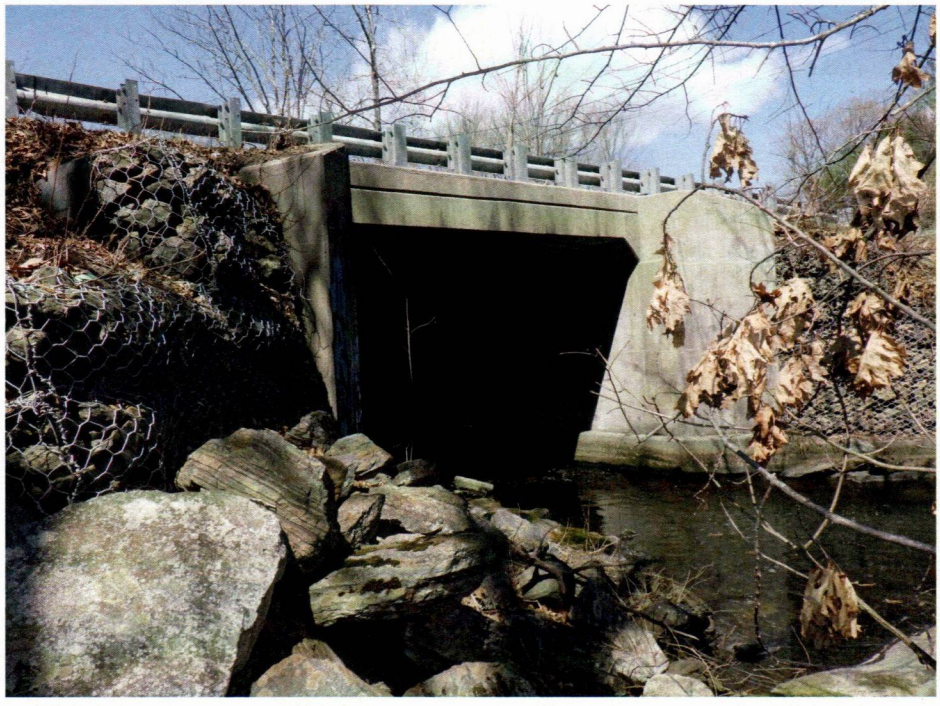


PHOTO 2

Description Downstream side east

## Pictures



PHOTO 3

Description Upstream end west



PHOTO 4

Description Bottom of slab looking DS east

## Pictures



PHOTO 5

Description Bottom of slab looking upstream west



PHOTO 6

Description Bottom of slab below DS fascia

## Pictures



PHOTO 7

Description South abutment looking upstream west



PHOTO 8

Description Multiple full ht cracks in both abutments

## Pictures



PHOTO 9

Description Multiple full ht vertical cracks in both abutments



PHOTO 10

Description North abutment looking upstream west

## Pictures



PHOTO 11

Description DS end of north abutment



PHOTO 12

Description Spalling in US end of south footing

## Pictures



PHOTO 13

Description NW WW

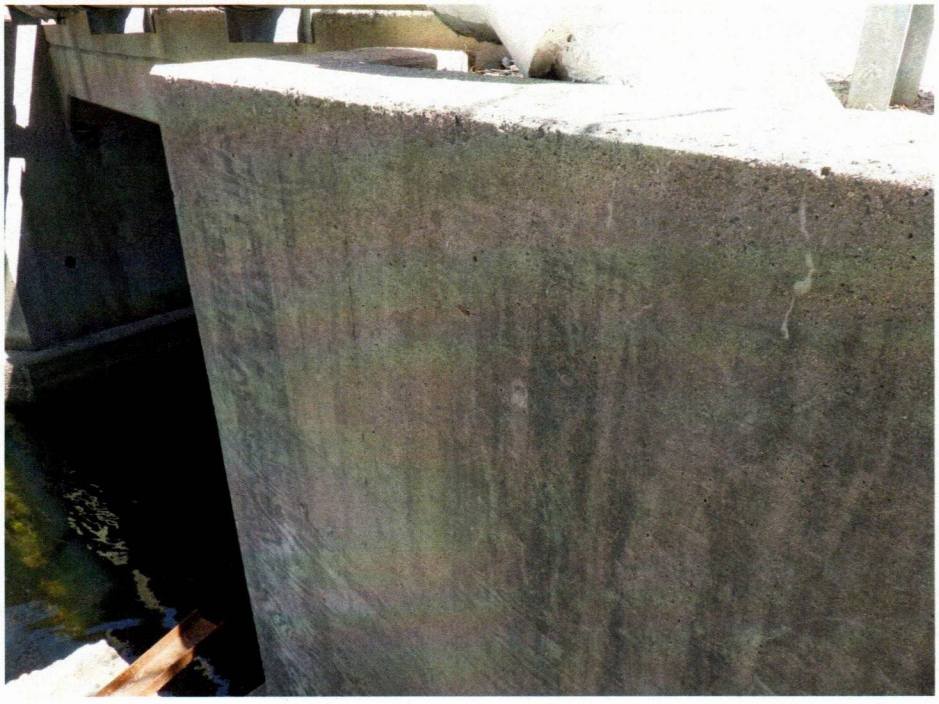


PHOTO 14

Description SW retaining wall

## Pictures



PHOTO 15

Description SW gabion basket



PHOTO 16

Description SE gabion basket failure

## Pictures



PHOTO 17

Description NE gabion basket and wingwall



PHOTO 18

Description Bituminous wearing surface

## Pictures

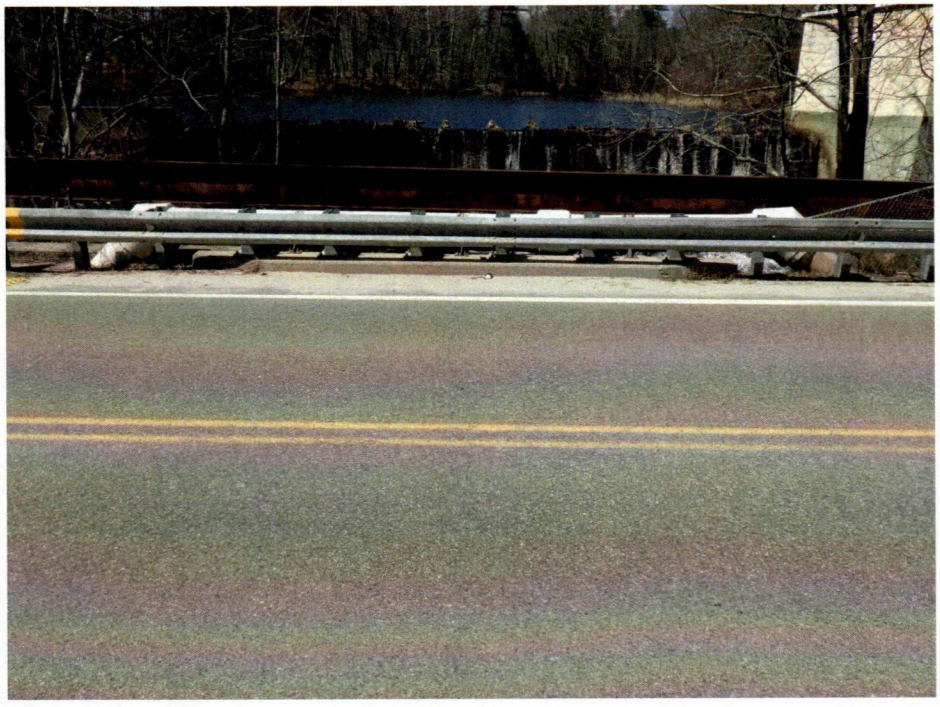


PHOTO 19

Description West bridge rail



PHOTO 20

Description East bridge rail

## Pictures



PHOTO 21

Description Transition rail NW corner



PHOTO 22

Description Flattened right approach rail headed south

## Pictures



PHOTO 23

Description Flattened right approach rail headed north



PHOTO 24

Description Scour hole at inlet (2)

## Pictures



PHOTO 25

Description Downstream channel looking east



PHOTO 26

Description Upstream channel west

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-108**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

Little Sebago Lake Association’s 2026 Newsletter.

LITTLE SEBAGO LAKE
ESTD ASSOCIATION 1924

May 2026

Dear Little Sebago Lake Member,

Your contribution to the Little Sebago Lake Association plays a vital role in advancing our mission. While we are a small community, we share a deep commitment to preserving the health, beauty, and safety of Little Sebago Lake. Through our collective efforts, we continue to make a meaningful difference in protecting this special resource.

Our 2026 Newsletter highlights the important work accomplished each year to ensure the long-term health and viability of the lake. We respectfully invite you to consider ongoing support so we can continue these essential programs. You can give with confidence, knowing LSLA is committed to the responsible stewardship of every contribution. Donations may be made using the enclosed return envelope or online on our website, littlesebagolake.com/donate.

Thank you for your continued support of *your* lake and *your* association. We couldn't do it without you!

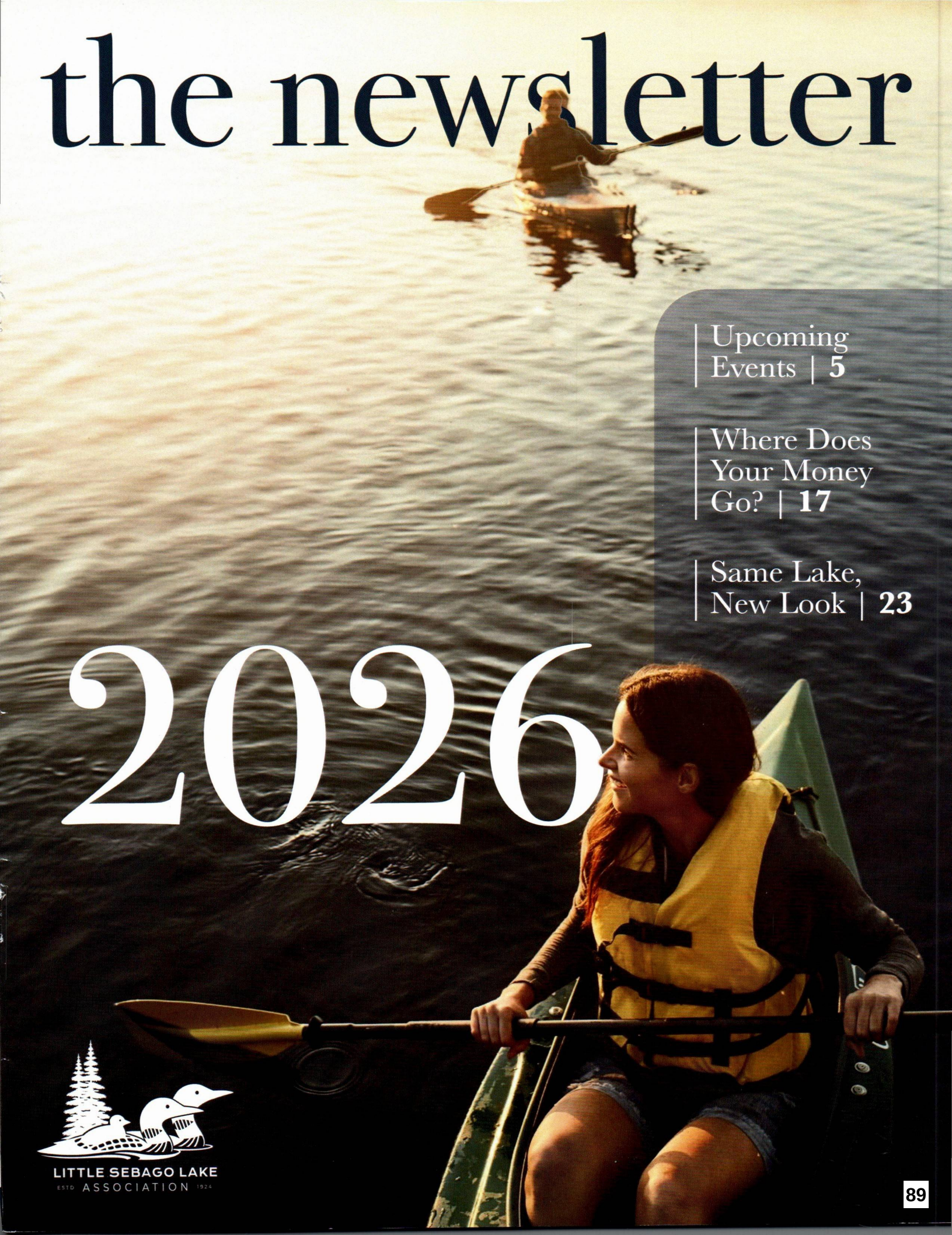
Board of Directors
Little Sebago Lake Association

## SAVE THE DATE - 2026 ANNUAL MEETING - New Format
## July 11, 2026 - American Legion Hall, 15 Lewiston Rd., Gray

### LSLA MISSION STATEMENT

*To protect, restore, and improve our lake's water quality and fragile ecosystem. We will create and nurture a community of lake stewards, educate users on lake safety, and always be mindful that human needs must be balanced with the needs of the natural environment.*

# the newsletter




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Where Does Your Money Go? | 17

Same Lake, New Look | 23


# 2026

LITTLE SEBAGO LAKE
ESTD ASSOCIATION 1924

# A Message From The President

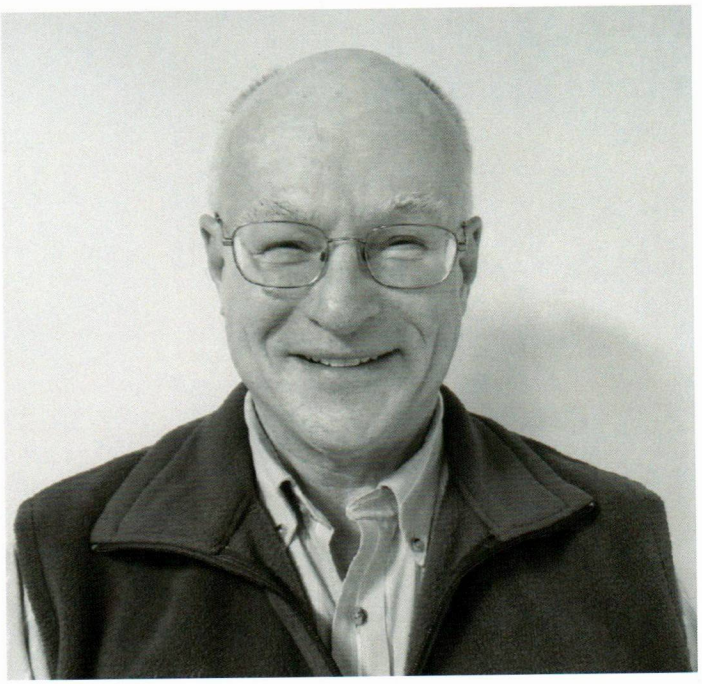
We find ourselves at that wonderful time of year—reflecting on a winter filled with recreational opportunities, thanks to thick ice cover and lasting snow (conditions that also benefit the health of the lake), while looking ahead to another fun and memorable summer. There is so much to anticipate in the months ahead.

This is also a time to reflect on the past year—both on the water and behind the scenes—where your Board has been hard at work on behalf of the lake and our community. In this newsletter, you'll find updates on many of those efforts.

If you receive our off-season e-news bulletins or follow us on Facebook, you may have already seen the exciting updates to the LSLA logo, brand, and website (*www.littlesebagolake.com*). You'll notice this fresh new look throughout the newsletter. To learn more about the rebranding effort, *see page 23*. If you're not currently receiving our e-news updates, please visit our website and *sign up* so you don't miss important news and announcements.

Water quality remains our top priority. Our Water Quality Team has been compiling more than 30 years of data to better understand the story it tells about our lake. You can read more about their findings and future plans on *page 13*. At the same time, Pam Wilkinson continues her important work collaborating with neighboring lakes and educating the towns of Gray & Windham about watershed protection—and how development, even away from the shoreline, can impact water quality. Learn more on *page 12*.

Another strong indicator of a healthy lake ecosystem is our loon population. Our Loon Ranger Team shares last season's results on *page 9*.



Safety is also a key focus. Our Safety Team plays an essential role in helping ensure a safe and enjoyable summer for everyone. Be sure to review their report, along with updates on Maine boating laws, on *page 6*.

There is much more to explore in this edition of the LSLA Newsletter. I especially encourage you to review the details for our Annual Meeting. We're introducing an exciting new format for our July 11 gathering at the American Legion Hall in Gray. The event will begin with an interactive "learning fair" under a tent (rain or shine), offering you the opportunity to meet the people behind the work and explore the topics that interest you most. We will then move indoors for a brief meeting featuring a guest speaker and our annual business items. See *back cover* for full details.

I look forward to seeing you at the July 11 Annual Meeting—and out on the water—this season.

Gary

**LSLA President**
Gary Kenny

LITTLE SEBAGO LAKE
ESTD ASSOCIATION 1924

# Board of Directors

**OFFICERS**

***President***
Gary Kenny

***Vice President***
Betty Caton

***Treasurer***
Jim McBride

***Secretary***
Cheryl Alterman

***Past President***
Pam Wilkinson

**DIRECTORS**

Layne Albert
Rod Bernier
Susan Franzetti
Tim Greer
Kevin Kaserman
Debra Lavoie
Andy Mayo
Kevin Murphy
Arnie Rosario
Barbara Sawhill

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# Annual Updates

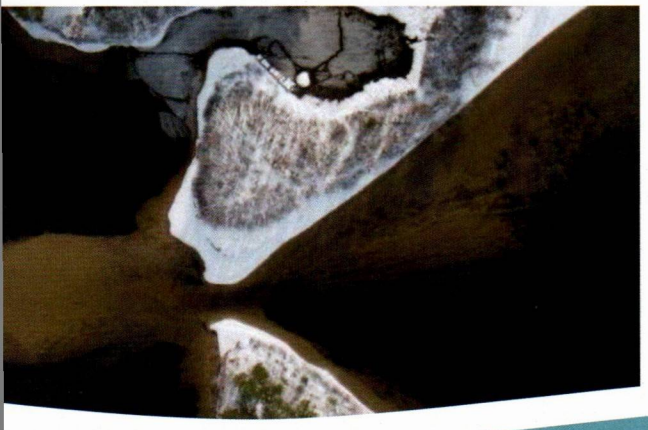
## New Board Assistant

Sonja Nielsen joined our team late last fall as our Board Assistant. Sonja brings extensive experience working with nonprofits and with Boards in particular. She is a Director of the Cumberland Farmer's Club and active in putting on the Cumberland County Fair. Sonja has many interests and is excited about working with us. You can meet her in person at the Annual Meeting, July 11th – she'll be at the Membership booth.



## Hopkins Dam

Our dam is operating well following the improvements completed in 2024. We recently filed the required Dam Emergency Action Plan with the Maine Emergency Management Agency. Routine operations proceed as planned, with the dam opened on October 15 when the lake level was 7 inches below summer level. By Thanksgiving, the lake had dropped to 22 inches below summer level and remained between 22 and 23 inches below summer level throughout the winter. The dam was closed again on April 15 to begin refilling from spring runoff and seasonal rains. Overall, the dam remains in good condition, with only a few minor leaks in the sluiceway.



## Lower Narrows Dredging

In order to continue the good work from last winter's extensive dredging project of the Lower Narrows a smaller effort was completed in March to widen the passage. Many thanks to Tim Greer and Scott Davies for doing this work that adds to the enjoyment of our summer on the lake.

# About Our Lake

- 2009 Acres
- 30.7 Miles Perimeter
- 54ft. Deepest Point
- 22 Private Islands
- 5.76 Miles Long (as the crow flies)
- 6.72 Miles from Twin Brooks to Hopkins Dam
- Cold & Warm Fresh Water Fish

# EVENTS

| | |
|---|---|
| APR 15 | **Hopkins Dam Closed** to allow lake to come up to its summer high. The length of time this process takes is dependent on spring runoff and rainfall. We always get there but patience is key. |
| MAY 23 | **Memorial Day Weekend** Courtesy boat inspections start at the Public Boat Launch |
| JUN 14 | **Flag Day** Flagpoles are a frequent occurrence at the properties on our lake. In this year of celebration of America's 250th anniversary let's fly those flags high! |
| JUN 22 | **3rd Annual LSLA Golf Classic** at Spring Meadows Golf Club |
| JUL 4 | **Fourth of July** This year will be especially fun to celebrate our nation's birthday. Enjoy the fireworks displays all around the lake. Be safe! |
| JUL 11 | **Annual Meeting** (see details below) |
| JUL 18 | **Annual Maine Audubon Loon Count** Our counters will be on the lake early in the morning to join in with hundreds of counters in the state as we collect data on our loons. |
| JUL 25 | **Annual Pirate Parade** Start at the lower narrows at 1:00 and parade along the eastern shore to the upper end of the middle lake. |
| AUG | Watch our website and Facebook page for happenings on the lake |
| SEP 7 | **Labor Day** Courtesy Boat Inspections last day for the season at the Public Boat Launch |
| OCT 15 | **Hopkins Dam Opens** for winter draw down |

## 2026 LSLA Annual Meeting

**Saturday, July 11 | American Legion Hall | 15 Lewiston Road, Gray, ME**

We're excited to introduce a fresh format this year—designed to give you more time to explore the topics that matter most to you!

Step under the big top (yes, a tent!) and visit a variety of information tables showcasing the important work being done by the Association. This is your chance to ask questions, meet volunteers, and learn more about the initiatives that keep Little Sebago Lake thriving.

**Don't miss the Hippo!** Our milfoil removal boat will be on site. Meet the crew, see the equipment up close, and learn how invasive plants are removed from our lake.

Representatives from **Water Quality, Watershed & LakeSmart, Loons, and Safety** will all be there—ready to connect, answer questions, and help you discover ways to get involved.

The information fair will be open from 8:30 to 10:00 and again after our meeting to give you plenty of time to explore.

And of course, Little Sebago Lake merchandise will be available—including items featuring our updated logo! And the plant giveaway isn't going away – native & pollinator friendly plants will be available near the LakeSmart booth.

We look forward to seeing you there.



# Why Do We Hire Wardens to Be on Our Lake?

*Sharon Lamontagne*

The short answer: because it works—and it keeps us all safe.

Once again, we will have Maine Game Wardens on Little Sebago Lake this summer, typically on Saturdays and Sundays throughout the season. We continue to partner with them for one simple reason—their presence makes a difference.

Having wardens on the lake serves as a constant reminder that safe boating matters. Following Maine boating laws, along with basic courtesy and common sense, helps ensure that everyone enjoys a safe and accident-free summer.

In fact, we have not had a reported boating accident in over five years.

We all know how busy the lake can get on a sunny 80° weekend afternoon. The presence of wardens encourages boaters to pause and think before acting:

- Are there enough life jackets on board?
- Is it too late in the day—or too crowded—to take out the jet ski?
- Do I have an spotter for waterskiing or tubing?

These are the kinds of questions every boater should consider before heading out. Knowing that a warden may be nearby often helps people make safer, more responsible choices.

**LSLA SAFETY PATROL**

In addition to the wardens, the Little Sebago Lake Association (LSLA) Safety Patrol plays an active role in promoting safe boating.

On weekend mornings, our patrol boat will be stationed at the State Boat Launch to welcome newcomers, answer questions, provide maps, and make sure boaters are properly equipped with life jackets and other safety gear.

After that initial shift, the patrol will be on the water throughout the day—circulating around the lake, including high-traffic areas such as the islands, Upper and Lower Narrows, and sandbars.

Our mission is to:

- Observe boating activity
- Provide education when needed
- Promote safe boating practices
- Support the association's outreach efforts
- Offer life jackets and whistles when needed

Most importantly, we aim to be a friendly, visible reminder that safety should always come first on the water.

**SAFETY IS NO ACCIDENT**

By working together—boaters, wardens, and the LSLA Safety Patrol—we can continue to keep Little Sebago Lake a safe and enjoyable place for everyone.



# Safely Fueling a Boat's Gasoline Engine

*Steve Sayian*



I have personally witnessed a boat catch fire shortly after leaving a fuel dock—and it is not a sight you forget. Today's boats are often made of fiberglass, which can burn intensely at very high temperatures. Even pontoon boats, while built with aluminum hulls, typically include plastic decking and seating that are also highly flammable.

Most boats on Little Sebago Lake—runabouts, cruisers, and pontoon boats—are powered by gasoline engines. Gasoline is extremely volatile, with a flash point of -45°F, meaning it produces flammable vapors even at very low temperatures. In the summer, gasoline is constantly evaporating and creating vapors.

It's important to understand that it's not the liquid gasoline that ignites—it's the vapors. These vapors are heavier than air and tend to settle in low areas of the boat, such as the bilge, where they can accumulate. This is the primary reason boats catch fire during or after fueling.

To reduce the risk of fire, follow these important safety practices. For more detailed guidance, consult U.S. Coast Guard (USCG) recommendations.

### Fueling Safety Guidelines

1. **No Smoking**
   Extinguish all smoking materials before and during fueling.
2. **Fire Extinguishers Ready**
   Ensure you have at least one fully charged, readily accessible fire extinguisher on board (more may be required depending on your boat's size and configuration).
3. **Fuel in a Well-Ventilated Area**
   Always refuel in an open, well-ventilated environment to prevent vapor buildup.
4. **Ventilate Inboard/Outboard Engines**
   If your boat has an inboard-outboard (I/O) engine:
   - Open the aft engine hatch after fueling
   - Use a properly functioning, vapor- protected bilge blower.
   - Run the blower for at least five minutes before starting the engine.
5. **Inspect Portable Fuel Tanks**
   For boats with external (red plastic) fuel tanks:
   -Check for cracks, leaks, or damaged fittings.
   -Replace any faulty components immediately.
   -Use only USCG-certified tanks and connections.
6. **Check Fuel Lines**
   -Inspect fuel lines regularly for cracks, wear, or leaks between the tank and engine.
   -Replace damaged components before operating the boat, using only USCG-approved parts.
7. **Inspect Electrical Wiring**
   -Look for exposed or damaged wiring in the engine compartment.
   -Repair or replace any issues before starting the engine.

### A Real-World Reminder

Several years ago, I met a boater at the Mt. Hunger Shore Road launch ramp preparing to start his 20-foot I/O boat. When I asked if he planned to ventilate the engine compartment first, he replied, "No—I never do, and I've never had a problem."

I asked him to wait until I was at least 100 feet away—just in case.

It only takes a split-second spark to ignite built-up gasoline vapors. The result can be an explosion, a fire, and serious injury.

### Keep Boating Safe

A few simple precautions can prevent a dangerous situation. Take the time to fuel safely, inspect your equipment, and ventilate properly.

Keep boating fun—and be responsible. Safety is No Accident.

# The Boater's Guide to Maine Boating Laws & Responsibilities

*Steve Sayian*

The Boater's Guide to Maine Boating Laws and Responsibilities

The Boater's Guide to Maine Boating Laws and Responsibilities was recently updated with two important changes that all boaters on Little Sebago Lake should be aware of.

**1. UPDATED LIFE JACKET (PFD) REQUIREMENTS**
One of the most important changes is the expanded requirement for children to wear Personal Flotation Devices (PFDs). The age has been increased from under 10 to **12 years old and under.**

Key requirements include:

- All watercraft—including canoes, kayaks, and stand-up paddleboards (SUPs)—must carry at least one U.S. Coast Guard (USCG) approved PFD (life jacket) for each person on board.
- Watercraft 16 feet or longer must also carry at least one USCG-approved throwable device (excluding canoes, kayaks, and SUPs).
- Children 12 years of age or younger must wear a USCG-approved PFD at all times while the watercraft is underway for recreational use.
  - Exceptions: when the child is below deck, inside an enclosed cabin, or on a vessel with a USCG certificate of inspection.
- If a person chooses to wear a non-USCG-approved PFD, a properly fitting USCG-approved PFD must still be on board to meet legal requirements.
- The following individuals are required to wear a USCG-approved PFD:
  - Anyone operating or riding on a Personal Watercraft (PWC) (inflatable PFDs are not permitted).
  - Anyone being towed behind a boat (inflatable PFDs are not permitted).

**2. SOUND-PRODUCING DEVICE REQUIREMENT**
Another important update involves sound-producing devices.

Previously, stand-up paddleboards (SUPs) were not required to carry one. This has now changed.

- All watercraft—regardless of size or type—must carry a sound-producing device.
- Acceptable devices include a whistle, horn (air or electric), bell, or similar signaling device that can alert nearby boaters.

**SAFETY ON LITTLE SEBAGO LAKE**
The Little Sebago Lake Association Safety Patrol regularly checks watercraft to ensure compliance with these safety requirements.

As a courtesy, Safety Patrol boats carry extra **USCG-approved PFDs and whistles**, which are available **at no cost** to boaters who may need them.

Maine Wardens also enforce these regulations, and violations may result in fines for the operator.

**SAFETY IS NO ACCIDENT**
These updates are designed to protect everyone on the water. A few simple precautions—like wearing a life jacket and carrying a whistle—can make a critical difference in an emergency.

Let's all do our part to keep Little Sebago Lake safe and enjoyable for everyone.

# Little Sebago Loon Conservation & Statistics

*Gwen Sayian*

Little Sebago Lake (LSL) continued its partnership last summer with wildlife biologist Lee Attix of Loon Conservation Associates. Two formal surveys were conducted with Lee and volunteer LSL Loon Rangers, with additional observations collected independently throughout the season.

Little Sebago remains an attractive breeding ground due to its many small islands and protected coves. Loons, unlike ducks, have feet positioned at the very rear of their bodies—making them excellent swimmers but clumsy on land. As a result, they must nest close to the water's edge.

(Fun fact: Loons and penguins are distant relatives—both have solid bones and rear-positioned feet.)

These natural features help reduce land-based predators like raccoons, yet of ten known nesting territories, only five were occupied in 2025.

Four successful pairs hatched six chicks; however, only two survived to fledgling age (about six weeks)—one on the Middle Lake and one on the Upper Lake. Only one survived the full season, continuing a concerning downward trend that cannot sustain a healthy population.

Floating nest raft usage declined, with only two deployed in 2025 and neither used. Similar patterns have been observed locally and on other lakes, suggesting loons may not favor these structures. One raft will remain in Briggs Island Cove for 2026, with placement evaluated annually.

Intrusions by unpaired loons into established territories remain a concern. While these interactions are natural and help maintain ecological balance, they can disrupt nesting. Observations suggest fewer incidents this year, though that may reflect reduced reporting.

There were two adult and five chick mortalities recorded this season. The causes of adult deaths are under study, with results expected in 2026. On a positive note, Little Sebago's "Grand Dame" returned—now over 32 years old and one of the oldest known banded loons.

This marks the eighth year of the Loon Monitoring and Ranger program. Climate change continues to threaten lake ecosystems, but the collaboration between trained volunteers and wildlife professionals remains a strong model for conservation.

View the full 2025 report at *www.littlesebagolake.com/loonacy*.

Interested in becoming a Loon Ranger? Contact info@littlesebagolake.com with subject "Loon Ranger."

LSLA also participates in the Maine Audubon Annual Loon Count. In 2025, eight volunteers recorded 28 adults and 2 chicks during the statewide half-hour count. Full results are available at: https://maineaudubon.org/projects/loons/annual-loon-count/



# Mifoil Militia Program | Past & Present

*Pam Wilkinson & Tim Greer, Coordinators*

Hybrid variable leaf milfoil remains the primary invasive aquatic species (IAS) in our lake. First identified in Mumford Cove in 1999, this fast-spreading plant has been the focus of our Milfoil Militia Program ever since. While it cannot be fully eradicated, it can be effectively managed through consistent, dedicated effort.

Our trained dive team removes milfoil by hand-pulling plants from the lakebed, including their roots, and collecting them using a suction dredge system for proper disposal. This careful process helps protect both recreational use and the lake's natural ecosystem. Remarkably, members of this team—divers, boat captains, and crew—have returned year after year, with some contributing to this effort for over two decades.

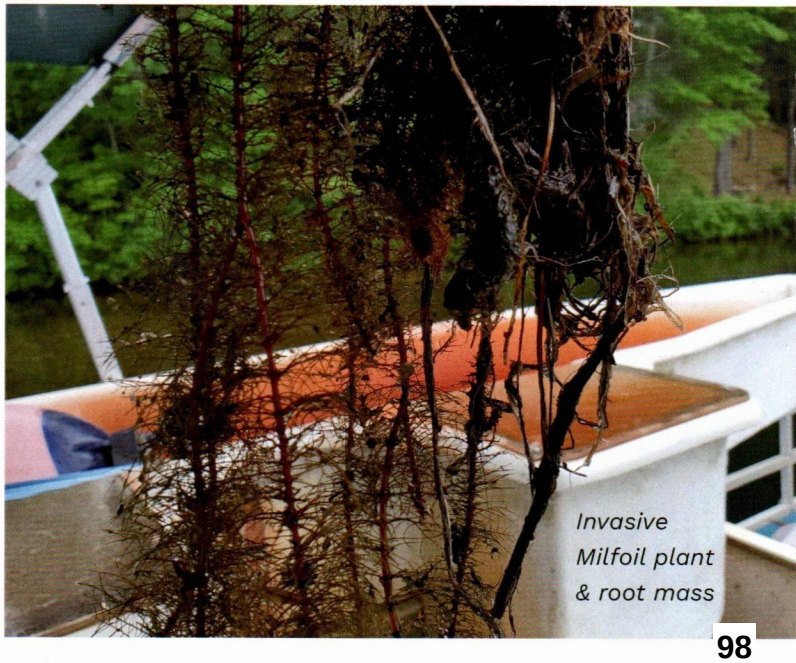


*Milfoil Team with "Judy Ann", our drone.*



*Invasive Milfoil (left), Native Plant (right)*

Weather conditions in 2025 brought a rainy June followed by a warm, dry summer, which encouraged plant growth. Despite this, our team made significant progress across the 30 identified milfoil beds. From July through late September, 184 bags of milfoil—each weighing approximately 20 pounds—were removed. This is a notable decrease from the 320 bags collected the previous year. To date, an estimated 138 tons of milfoil have been removed from the lake.



*Invasive Milfoil plant & root mass*

This persistent plant poses a serious threat if left unmanaged, with the potential to choke waterways and severely limit recreational use. Since the program began, over $1.2 million has been invested in mitigation efforts, including approximately $268,000 in donated volunteer time.

Our equipment plays a critical role in this work. This year, we will replace one of our aging 20-foot suction dredge pontoons with a generously donated 24-foot pontoon. Upgrades, including new decking and the transfer of key components, will ensure continued safe and efficient operation. Your ongoing financial support remains essential to maintaining our fleet and protecting our crews.

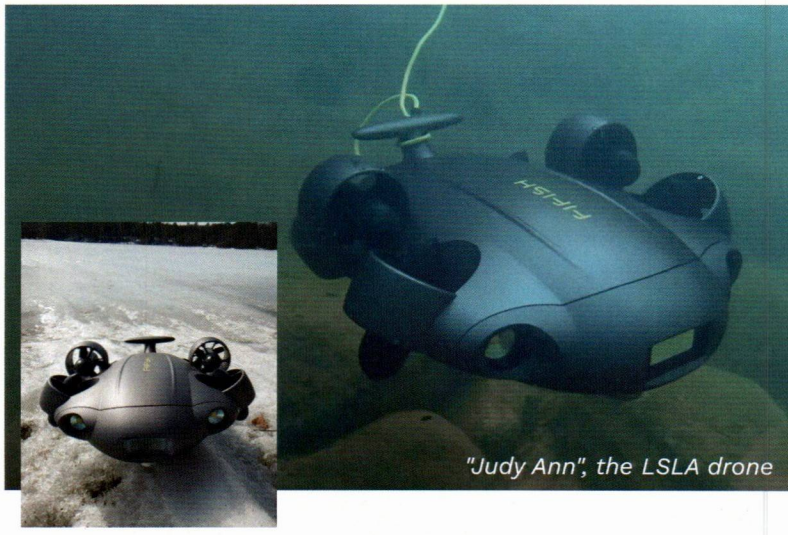
For safety, if you encounter a pontoon displaying a dive flag, please maintain a distance of at least 200 feet. This helps protect divers in the water and prevents wake interference with the suction system.



*"Hippo" Underway*

We are fortunate that this is currently the only invasive aquatic species in our lake, as many Maine lakes face multiple threats. Prevention remains critical. We encourage all lake users to become familiar with native and non-native plant species to help stop the spread of invasives. If you notice suspicious vegetation, please contact us at ***info@littlesebagolake.com*** with "Milfoil Concerns" in the subject line. You can also learn more by visiting the Maine DEP website on invasive aquatic plants (***maine.gov/dep/water/invasives***).

Last year, thanks to a generous donation, we added an underwater drone to our monitoring tools. This technology allows us to survey the lake bottom more efficiently and identify new areas of concern. A small team has already been trained in its use, and we welcome additional volunteers. If you are interested, please email info@littlesebagolake.com with "Underwater Drone" in the subject line. Familiarity with joystick controls is helpful but not required.



*"Judy Ann", the LSLA drone*

The Little Sebago Lake Association remains committed to preserving the health and enjoyment of our lake. We encourage everyone to be active lake stewards by learning about and caring for the waters and shoreline we all share.

*Tim Greer & Pam Wilkinson, Milfioil Militia Coordinators*



# Watershed & LakeSmart Report

*Layne Albert*

**SPRING WATERSHED UPDATE**

Ice-out on Little Sebago Lake occurred on April 4—an early and welcome sign of the season ahead. As we begin to look forward to summer on the lake, it's also an ideal time to share updates on several important efforts impacting our watershed.

**TOWN OF GRAY ACTIONS**

This year, the Town of Gray completed a comprehensive Watershed Management Plan covering approximately 11 distinct watersheds. Of these, Little Sebago Lake is the largest, with roughly 60–70% of the lake located within Gray.

The plan was developed under the direction of the Gray Resiliency Committee, with input from the Cumberland County Soil and Water Conservation District, the Maine DEP, local lake associations (including ours), and other stakeholders. It outlines 20 key recommendations to help protect Gray's watersheds in the years ahead. We will be paying close attention to those actions that directly affect Little Sebago Lake.

In addition, the Gray Resiliency Committee—working with many of the same partners—has drafted a proposed Surface Water Protection Ordinance. Similar ordinances are already in place in nearby communities such as Falmouth and Windham. The proposed Gray ordinance is designed to reduce surface water pollution, particularly from phosphorus runoff, with the goal of achieving zero off-site impact from new development.

The ordinance is currently under review by the Town's Ordinance Advisory Committee and will move to the Town Council for a public hearing before potential adoption.

**MAINE LAKE ACTIONS**

***New "OUR SHORE" Resources***

The Maine DEP has also been developing a new initiative called OUR SHORE, which focuses on nature-based shoreline protection methods—often referred to as "living shorelines." This program offers guidance and training for homeowners, contractors, resource managers, and community leaders.

OUR SHORE provides practical, how-to resources and showcases successful projects from across the state that use natural materials and designs to reduce erosion while enhancing shoreline habitat. It is also building a network of professionals and municipal leaders interested in implementing these approaches. New tools and training opportunities are expected soon, helping lakefront property owners adopt more sustainable shoreline practices.

**LAKESMART UPDATE**

We are deeply saddened by the passing of our friend and dedicated lake steward, Kevin Ronan, on January 4, 2026, at his home on Little Sebago Lake. Kevin played a vital role in bringing the LakeSmart program to our lake, and his leadership helped establish and grow the program over the years.

He also recruited and mentored volunteers, including BJ Warner (who has recently relocated to New Hampshire) and others who continue this important work. Kevin's contributions to the health of Little Sebago Lake will have a lasting impact.

At this time, we are actively seeking new volunteers to train as LakeSmart evaluators, as well as someone willing to step into the coordinator role that Kevin so capably filled.

We are also pleased to share that funding is available for shoreline buffer zone improvement projects. These funds can help offset permit costs, as well as expenses for plants and installation. Participation requires an application, along with before-and-after photos and supporting documentation.

For more information, please contact us at info@littlesebagolake.com with "Buffer Zone Grants" in the subject line.

# Water Quality Report

*Jan Slack*

**WHAT TINY CRITTERS ARE IN OUR LAKE?**

During the summer of 2025, our Water Quality Team had a valuable new opportunity to take a closer look at the microscopic life in Little Sebago. A student from St. Joseph's College, working under the supervision of Professor Greg Teegarden, conducted a special project to identify microorganisms in lake water samples.

Lake water naturally contains a wide variety of microscopic organisms. Among them are phytoplankton, which include algae (tiny plant-like organisms) and certain photosynthetic bacteria known as cyanobacteria. Another key group is zooplankton—small animals such as crustaceans, rotifers, and protozoans—which form a critical link in the food web between algae and fish. Together, these organisms form the foundation of the aquatic ecosystem and play an essential role in maintaining balance in the lake.

Microorganisms are especially useful to study because they respond quickly to changes in their environment. Shifts in their populations can indicate changes in nutrient levels, light availability, water clarity, temperature, and other important factors. In fact, certain types of microorganisms are closely associated with specific ecological conditions. By studying them, we can gain early insight into changes in water quality—often before larger issues such as algae blooms or declining fish populations become visible.



Throughout the summer, samples were collected eight times at the deepest points of both the Upper and Middle basins. Using a vertical tow mesh net, organisms from the upper layers of the lake were concentrated, preserved, and refrigerated until they could be examined under a microscope. In the lab, the intern identified the organisms present and estimated their relative abundance.

The findings were both interesting and somewhat concerning.

The most common organisms observed were diatoms and cyanobacteria. Diatoms are single-celled algae typically associated with clean, healthy water. Encouragingly, they were present in good numbers throughout the summer in both basins (shown as the purplish color on the accompanying graphs).

Cyanobacteria, however, were also abundant. This group is often associated with declining water quality, as it tends to thrive in waters with elevated nutrient levels—particularly phosphorus. In recent years, many Maine lakes have experienced problems with cyanobacteria blooms.

In Little Sebago, cyanobacteria (shown in dark green on the graphs) became the dominant organism in both basins by mid-June. While their presence is natural, it is unusual for them to dominate in a healthy lake ecosystem.

Looking ahead to summer 2026, we plan to continue sampling and analyzing microorganisms at least monthly at the deep points of all three basins. We also hope to expand sampling to include one or more coves to better understand conditions in shallower areas.

These findings serve as an important reminder: while Little Sebago remains in generally good condition, it is approaching a critical threshold. Concern about rising nutrient levels—particularly phosphorus—is well-founded. The good news is that no microorganisms associated with immediate or severe problems were detected. Overall organism levels remain within a safe range.

However, the composition of those organisms tells a clear story—we are nearing a tipping point. Continued vigilance and efforts to limit phosphorus entering the lake will be essential to protecting its long-term health.

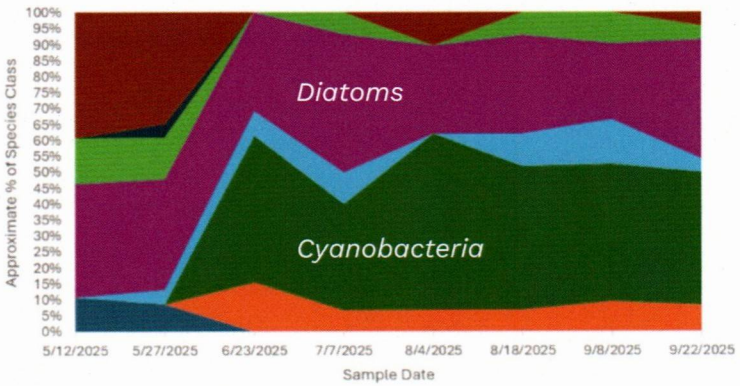
## WATER QUALITY RESULTS

*Summer* 2025

### Upper Basin

Bottom water temperatures were slightly higher than in previous years. Water clarity improved throughout the summer, with a September reading representing the best clarity recorded at that location in decades. Phosphorus levels were slightly lower than last year overall but showed late-season spikes near the bottom.

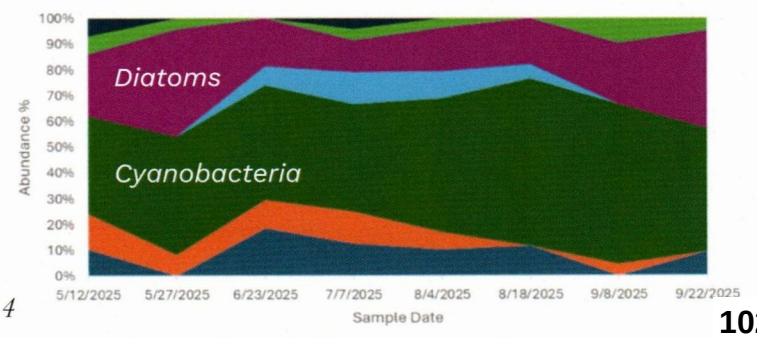
**Upper Basin Microorganisms 2025**




### Middle Basin

The low-oxygen zone extended higher in the water column than in previous years. Temperature and clarity remained stable and typical. However, phosphorus levels exceeded the healthy limit (15 ppm) more frequently than in past years. In addition, a significant algae outbreak occurred along the east shore, at times stretching from Lakeview Avenue nearly to the Lower Narrows. Professor Teegarden believes this was likely filamentous algae forming dense mats, which raised concerns among nearby property owners.

**Middle Basin Microorganisms 2025**



**Lower Basin**

This basin experienced the most severe oxygen depletion, with bottom waters becoming anoxic by mid-June. Like the Upper Basin, it recorded excellent water clarity late in the season, likely due to drought conditions. Elevated phosphorus levels were again observed near the bottom late in the season. An early fall turnover, occurring before September 22, helped restore oxygen levels at depth.

**STREAMS**

Drought conditions during the summer of 2025 caused many streams to stop flowing during the latter half of the season. By incorporating flow measurements into our sampling, we were better able to assess the total phosphorus contribution from each stream. Most streams contribute phosphorus during spring runoff and rain events, when plant material and sediments are washed into the lake. While many streams have either low phosphorus levels, low flow, or both, several will require ongoing monitoring due to their impact on overall nutrient levels.

**WATER QUALITY TEAM ADDENDUM**

If you've read the Water Quality Report, you already know how important the work of this team is—and how critical accurate, consistent testing is to understanding the health of our lake.

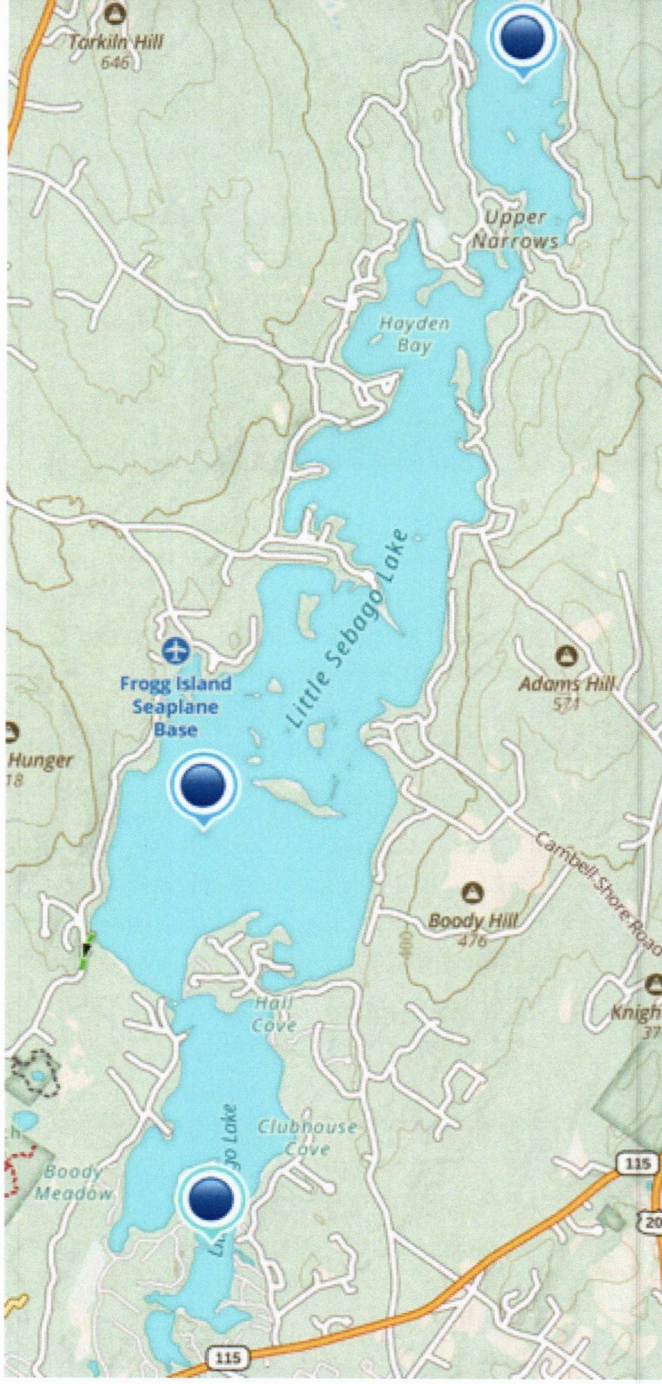
One key factor in collecting reliable data is sampling from the exact same location each time. To support this effort, we are introducing something new for the 2026 season.

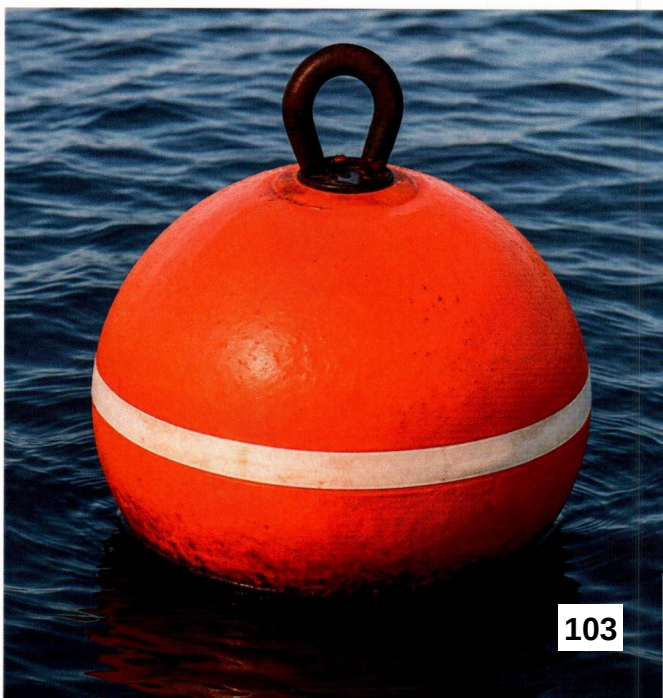
Three designated sampling locations—one in each basin—will be marked with buoys. These buoys will allow the Water Quality Team to tie up at the precise same spot for every test, improving the consistency and accuracy of our data over time.

The accompanying map shows the locations of these buoys, along with a photo to help you identify them. They are large and designed to be easily visible on the water.

Please keep an eye out for these markers, and be sure to give plenty of space if you see the Water Quality Team tied up and conducting testing.

Your cooperation helps ensure this important work can continue safely and effectively—and ultimately helps protect the future of Little Sebago Lake.



# Financial Summary
## 2025 Results & 2026 Budget *Jim McBride*

A summary financial report comparing 2025 results to budget, along with the proposed 2026 budget, is attached. We are pleased to report that we ended 2025 in excellent financial condition, thanks to the generous support of our members and friends, along with prudent fiscal management by the Board.

**2025 HIGHLIGHTS**

- **Total Income:** 2025 income totaled **$245,607**, exceeding budget by **$6,607**. Membership appeal donations were **$11,423 above budget**, and endowment gifts exceeded expectations by **$2,828**, even following the successful *$100K for 100 Years* campaign in 2024. Notably, we did **not** need to draw on interest or growth from reserves or endowment investments to fund operations. Income also included a **$18,475 transfer from reserves** to cover the Lower Narrows dredging completed in January 2025.
- **Total Expenses:** Expenses for 2025 were **$203,946**, coming in **$35,054 under budget**. Savings were realized in courtesy boat inspections, membership & communications, watershed management, and safety programs (due to lower maintenance and reduced warden coverage).
  The milfoil program exceeded budget due to equipment purchases and higher labor hours. The Lower Narrows dredging cost (**$18,475**) was funded through reserves.
- **Net Result:** Strong financial performance resulted in a **net surplus of $41,660** and positive cash flow for the year.
- **Net Worth:** Year-end total assets reached **$698,410**, an increase of more than **$97,000** from the prior year. This growth reflects both the annual surplus and investment gains in endowment and reserve funds managed by the Maine Community Foundation.

**2026 BUDGET OVERVIEW**

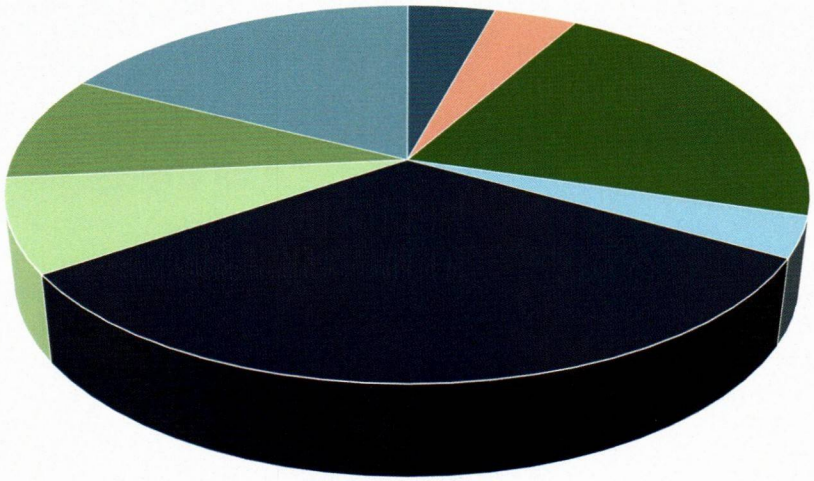
- **Total Income:** Budgeted at **$254,300**, including a modest **1% decrease in donations and endowment giving**. Grant funding is expected to increase, with an additional **$11,000 from Maine DEP** and **$7,000 from the Town of Gray** to support the retrofit of a replacement milfoil boat (Hippo3). The budget also includes **$10,500 from endowment investment earnings** (not principal) to balance operations.
- **Total Expenses:** Budgeted at **$254,300**, reflecting several planned investments:
  - ***Milfoil Program:*** Increase includes **$15,000 for the Hippo3 retrofit** and **$5,000 for underwater drone labor**
  - ***Membership & Communications:*** Increased funding for rebranding and website upgrades
  - ***Watershed Management:*** Additional **$5,000** for new initiatives
  - ***Safety Program:*** Increased costs for a second patrol boat and expanded warden coverage
- **Net Result:** The 2026 budget is **balanced**, with no projected surplus or deficit. While up to **$10,500 in endowment earnings** may be used, we remain committed to **preserving the principal of all endowment gifts**.

**CLOSING**

We are deeply grateful for the continued generosity of our members and friends, whose contributions—through donations, endowment giving, and fundraising—make this work possible. We also appreciate the vital grant support from the Towns of Gray and Windham, and the Maine DEP, which helps sustain our courtesy boat inspection and milfoil control programs.

Together, this support ensures that Little Sebago remains a safe, healthy, and enjoyable lake for all.

# Where Your Money Goes?






| | Budget 2025 | Actual 2025 | Difference 2025 | Budget 2026 | Notes: |
|---|---|---|---|---|---|
| **Revenue:** | | | | | |
| Donations | $ 90,000 | $ 101,423 | $ 11,423 | $ 100,000 | a |
| Endowment Gifts | $ 27,000 | $ 29,828 | $ 2,828 | $ 29,500 | b |
| Fundraising - Raffle & Golf Tournament | $ 32,700 | $ 35,001 | $ 2,301 | $ 34,000 | |
| Grant Revenue | $ 54,700 | $ 50,646 | $ (4,054) | $ 69,700 | c |
| Interest/Growth from Investments | $ 5,000 | $ - | $ (5,000) | $ 10,500 | d |
| Transfer from Reserves - Offset Dredging | $ 18,500 | $ 18,475 | $ (25) | $ - | e |
| Merchandise Revenue | $ 11,000 | $ 10,234 | $ (766) | $ 10,500 | |
| Miscellaneous | $ 100 | $ - | $ (100) | $ 100 | |
| **Total Income** | $ 239,000 | $ 245,607 | $ 6,607 | $ 254,300 | |
| **Disbursements - by Program:** | | | | | |
| Admin & Overhead | $ 11,000 | $ 8,522 | $ (2,478) | $ 11,000 | |
| Courtesy Boat Inspection | $ 16,900 | $ 8,153 | $ (8,747) | $ 14,700 | |
| Membership & Communications | $ 53,500 | $ 43,736 | $ (9,764) | $ 54,500 | f |
| Merchandise | $ 11,000 | $ 7,026 | $ (3,974) | $ 10,500 | |
| Milfoil Removal | $ 56,800 | $ 66,022 | $ 9,222 | $ 92,200 | g |
| Other: Dam, Loons, Narrows, Water Qual | $ 29,300 | $ 16,269 | $ (13,031) | $ 29,300 | h |
| Narrows Dredging offset by Reserves | $ 18,500 | $ 18,475 | $ (25) | $ - | i |
| Safety Patrol Program & Wardens | $ 42,000 | $ 35,742 | $ (6,258) | $ 42,100 | j |
| **Total Expense** | $ 239,000 | $ 203,946 | $ (35,054) | $ 254,300 | |
| **Total Income less Expense** | $ - | $ 41,660 | | $ - | k |

**Notes:**

a) Donations higher than expected in 2025; expect 1% drop in 2026
b) Endowment gifts also higher in 2025 but expect a 1% drop in 2026
c) Assumes increased grants from DEP and Town of Gray to assist w/ retrofit new Hippo3 milfoil boat
d) 2026 budget uses $10.5k growth from Endowment investments to balance budget (not needed in 2025)
e) 2025 budget used $18.5k from Reserves to offset cost of dredging lower narrows
f) 2026 Budget increase to complete the rebranding and upgrade the website
g) Milfoil budget increased $15k to retrofit new Hippo3; also $5k underwater drone labor
h) New watershed protection program of $5k planned for 2026. Budget also includes $5k for lower narrows
i) Lower narrows dredging project offset by Reserve funding in 2025
j) 2026 budget assumes higher maint & labor for 2nd patrol boat, plus increased warden coverage
k) 2025 actual results showed over $41k surplus; 2026 budget assumes balanced budget

**Little Sebago Lake Association -- Balance Sheet as of Year-end**

| Assets: | 12/31/2024 | 12/31/2025 | Difference |
|---|---|---|---|
| Endowment | $ 252,424 | $ 355,525 | $ 103,101 |
| Operating Account | $ 53,185 | $ 47,729 | $ (5,456) |
| Reserves | $ 295,547 | $ 295,156 | $ (391) |
| **Total Assets** | $ 601,156 | $ 698,410 | $ 97,254 |
| Liabilities: | $ - | $ - | $ - |
| **Net Worth:** | $ 601,156 | $ 698,410 | $ 97,254 |

# 2025 DONOR ACKNOWLEDGEMENTS

## Benefactors $500 and Up

Justin & Kelly Brewer
Carl & Ann Marie Burdin
Bridget & Tim Carpenter
Stacy Chandler
Douglas Collins
Mary Conneen
David & Judith Craver
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Jim & Meredith Cutler
Sean & Brenda Forbes
Susan Franzetti & Guy DeBoo
Scott & Linda Freedman
William & Donna Gannon
Donna & Brian Gowen
John & Gretchen Grassmann
Wendy Gushee
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Gregg & Donna Isherwood
Phyllis Jalbert *(In Memory of Lloyd Chandler)*
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Thomas & Sarah Kramlich
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Jim & Kim McBride
Beau & Sandy Mears
John & Bobby-Jo Morris
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Retta & Warren Eddy Nowlin
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Kenneth & Heather Ringdahl
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Paul & Christine Tobin
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Debra Vicharelli & Bob Myron
Anthony & Martha Vorlicek
Sandra & Corey Wendland
Dan & Pam Wilkinson
Lawrence Zuckerman

## Advocates $250-$499

Ruth & Roger Abbott
Rob & Patricia Profeta Aranow
David & Linda Bailey
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Margaret Boehm
Kevin Bois
Richard & Cheryl Bolduc
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Susan Brooks
Douglas & Susan Brown
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Douglas & Janice Burke & Stuart Burke
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Pamela J Porell & Tom Cleveland
Clifford & Sherry Colville
Violetta Cotreau & John Hughes
Daniel & Judith Craver
Alan & Jerelyn Creutz
Francis & Jane Curty
David & Sharon Davies
Donna Davis & John Redlon
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Robert & Claire Desrosiers
Peter Dollard & Merle Westbrook
Diana & Russell Drachenberg and Lyndon Philpot
Charles M. English
Meade Fasciano
Raymond & Nina Geissler
Stephen Gorman
Anthony & Doreen Gouveia
Stephen Hall
Dennis Hanson & Anne Witham
Patrick & Meredith Henning
William Hoagland & Leah Orton
Doug & Tammy Hoehle
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Kathie Jankauskas & Nancy Silverman
Meg & Bruce Keltie
Gary & Cindy Kenny
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Laurie & Robert Lawrence
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The Levy Family
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Bonnie Turner
Peter & Alice Violette
Kenneth Walker & Willis Johnson
Daryl & Kristin Wentworth
Diane Woods

## Stewards $100-$249

Carl & Alexis Albach
Carolyn & Knute Albrecht
Kim & Bob Aldrich
Christy & Scott Allison

# THANK YOU

Cheryl & Allan Alterman
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James Briggs & Alicia Bartlett
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Lisa & Daniel Wohl
James & Margene Young
Jean-Marie Young & Jayne Dyer

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Scott & Linda Freedman
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Jamie & Katherine LeBlanc
Gina & Steve Pettengill

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Robert & Deborah Loranger
Dougald & Jennifer MacGillivray
Jim & Kim McBride
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Retta & Warren Eddy Nowlin
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Harvey & Rose Ann Waite
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Russell & Linda Lovejoy
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Howard & Carmen Farr
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Kim Robinson
Leo & Theresa Shanahan
Jennifer & Jeffrey Thompson
Bernadette Wahle
Karen White - Purington Camp

# LSLA 2025 Scholarship Winners

Since 2015, the Little Sebago Lake Association (LSLA) has proudly supported graduating seniors from Gray-New Gloucester High School and Windham High School through its annual scholarship program. These awards are given to students pursuing studies in environmental science, water quality management, or related fields—helping to inspire the next generation of environmental stewards.

In honor of LSLA's 100th anniversary, the Board of Directors increased each scholarship award to $1,000, reaffirming the Association's commitment to education and lake conservation.

The 2025 scholarship recipient from **Gray-New Gloucester High School is Griffin Richmond**, who is currently studying conservation law at Central Maine Community College. From **Windham High School, the scholarship was awarded to Abigail Dumont**, who is attending the University of Maine at Farmington, majoring in Environmental and Climate Studies.

LSLA is proud to support these dedicated students as they pursue their academic goals and future careers. Their commitment to protecting natural resources reflects the values at the heart of our mission, and we look forward to seeing the positive impact they will make.

# 2025 Sponsors

*Thank you for your support!*

Annual Meeting & Volunteer Appreciation Dinner

Bag Purchase Program

Guest Speaker at Annual Meeting & Lake Patrols

Plant Give Away at Annual Meeting

Support at Various LSLA Sponsored Events

Financial Support




Board Meeting in Community Rooms

maine label & printing, LLC
For All Our Printing Needs

Financial Support

# LSLA Introduces Our New Brand

LITTLE SEBAGO LAKE
ESTD ASSOCIATION 1924

More than a century ago, the Little Sebago Lake Association was established by summer residents and property owners who shared a common interest in the wellbeing of the lake. At its inception, there were only 29 members who focused on essential concerns such as ice, wood supply, fishing, and increasing membership. Today, LSLA membership has grown to include more than 1,200 property owners, supported by a volunteer Board of Directors, many essential programs, numerous volunteers, and a small number of paid staff.

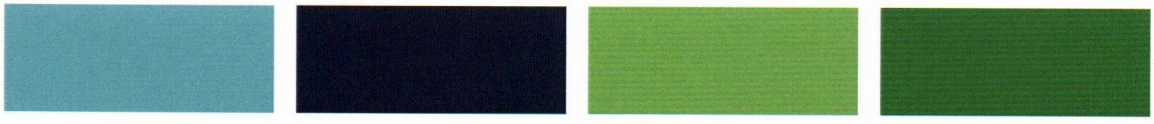
In the early 1900s, communication within the association was limited to word of mouth, signs attached to trees, and handwritten notes delivered by hand. Although the Little Sebago Lake Association's methods of communication have transformed considerably over the years, the organization previously did not have brand guidelines to ensure consistent messaging and a unified visual identity for the community.

To address the need for consistent branding, the Little Sebago Lake Association collaborated with Pinepoint Creative, a web and design firm based in Windham, Maine. Together, they developed a new logo, built an updated website, and established unified brand guidelines.

Introducing the new LSLA logo, a design that honors our history while expressing pride and progress for both Little Sebago Lake and Maine. The logo features an expanded family of three loons moving confidently across Little Sebago Lake, with the Maine Pine visible in the background. The color palette is inspired directly by the lake's natural elements, including water, shoreline, forest, and sky.

In addition, Pinepoint Creative designed a new LSLA website at *www.littlesebagolake.com*. The site features updated branding, improved navigation, convenient search tools, news updates, and comprehensive resources about the lake. The new look captures the calm and vibrant character of Little Sebago Lake, providing a welcoming hub for all lake-related information. We are incredibly pleased with these enhancements and hope you enjoy them as well.






SIGN UP FOR THE

# 3rd Annual LSLA Golf Classic

AND/OR

# Buy Your Summer Raffle Tickets

*https://lsla.auctionsnap.com/lslagolf/event*

This year, we're excited to bring back the original **LSLA Summer Raffle**—returning to its roots with a streamlined format featuring three highly sought-after prizes. With fewer items and a sharper focus, your chances are better than ever to take home something special.

To make participation easier and more efficient, the raffle will be hosted on the same platform as the **3rd Annual LSLA Golf Classic**, giving every member the flexibility to join one or both of these popular summer fundraisers.

Raffle ticket sales are open now and will continue until the winning tickets are drawn at the conclusion of the **LSLA Summer Meeting** on July 11th at the American Legion in Gray.

Whether you are a golfer or not, you can take part by using the link below to register a foursome, buy a sponsorship, or purchase raffle tickets. It's a simple, all-in-one way to support LSLA and be part of the summer excitement.

Here's the link:
*https://lsla.auctionsnap.com/lslagolf/event*

LITTLE SEBAGO LAKE
ESTD ASSOCIATION 1925

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-112**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Report

FOAA Activity.

## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Wednesday, May 27, 2026 2:40 PM
**To:** jbedkowski@hillmann.com
**Subject:** FW: FOAA Deering Associates Phase I Enviro Site Assessment
**Attachments:** FOAA Deering Investments Phase I Site Assessment 5.15.26.pdf; 64 Tandberg Call Records.csv; 750 Roosevelt Call Records.csv; 754 Roosevelt call records.csv; 756 Roosevelt Call Record 01-2024 to current.csv; 756 Roosevelt Call Records .csv; 758 Roosevelt Call Records.csv

Dear Ms. Bedkowski,
The Code Enforcement department utilizes an electronic recordkeeping system where you may query our software for building permits, inspection notes, and final occupancy issuances, etc. by property address.

**Property Record Search**

- Current Permits & Inspections (2015-Present): Use the MyGov Portal to search for active and completed permits, inspection notes, and code enforcement files by address.
- Legacy Records (Prior to 2015): Visit AxisGIS - Windham to search for older building documents and historical files.
    - Instructions: Search by address → Click on Property → Select "Building Docs" beneath the "Documents" subheading.

The Fire-Rescue Department was able to provide the attached Excel files that were pertinent to your request.

Thank you,

**Tammy Hodgman**
Executive Assistant and Website Coordinator | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | 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:** Thursday, May 21, 2026 1:27 PM

**To:** 'jbedkowski@hillmann.com' <jbedkowski@hillmann.com>
**Subject:** FOAA Deering Associates Phase I Enviro Site Assessment

Hello Ms. Bedkowski,

This email serves as the statutory 5-day acknowledgement of your information request. I will coordinate the collection of information and will be in touch soon.

Thank you,

**Tammy Hodgman**
Executive Assistant and Website Coordinator | tahodgman@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | 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.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-113**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

**Agenda Number:**

CMP Structure Replacement Program Notification.

Central Maine Power
An Avangrid company

## PROJECT NOTIFICATION: Structure Replacement Program

Spring/Summer 2026

Dear Neighbor:

We are investing in transmission line upgrades to continue providing our customers with safe, reliable service and to strengthen Maine's energy grid. This is especially important as our state experiences stronger, more frequent storms.

**Project Scope**
We are undertaking a multi-year effort to upgrade wooden transmission structures with stronger steel poles engineered to improve grid reliability.

**Construction**
We will soon be working near your property to replace one or more transmission line structures. Our construction crews will be operating within CMP easements or areas where access rights have been given by landowners. Should we need additional access to complete these upgrades, we will ask for permission.

Safety is always our top priority, and we aim to carry out this work in a way that minimizes disruptions to your daily routines and to the surrounding environment as required by our permits.

**For More Information**
Enclosed is a fact sheet with more details about the Structure Replacement Program. You can also use our searchable map at cmp-srpupgrades.com or scan the QR code to view structures scheduled for replacement.

If you have any questions or need a project update, contact us at outreach@cmpco.com or (888) 267-0831 and reference "Structure Replacements."

We appreciate your patience, understanding, and partnership as we complete this important work.

CMP Community Relations
83 Edison Drive, Augusta, ME 04336
(888) 267-0831 www.cmpco.com
Outreach@cmpco.com

Central Maine Power

An Avangrid company

# Structure Replacement Program

**Construction: May 2026 through 2027**

## Program Overview

We are investing in transmission line upgrades to continue providing our customers safe, reliable service and strengthen Maine's energy grid. This is especially important as our state experiences stronger, more frequent storms.

Transmission lines, along with substations, are the backbone of our grid serving large numbers of customers. We regularly inspect our lines to ensure each component is performing according to standards.

## Program Scope

We are undertaking a two-year program to upgrade wooden structures with new, stronger steel poles that have longer lifespans and can better withstand extreme storms. The poles are engineered to modern specifications that improve grid reliability.

The new steel poles will be taller than the wooden ones. Once the new poles are in place, the older wooden poles will be removed. We expect no outages as a result of this work.

## Program Locations

Please visit cmp-srpupgrades.com or simply scan the QR code to view an interactive map of where structures will be replaced.

## Access

Our construction crews will be accessing our transmission line corridor via roads where CMP has access rights or legal agreements with property owners or towns. Should we need additional access to complete these upgrades, we will ask for permission.

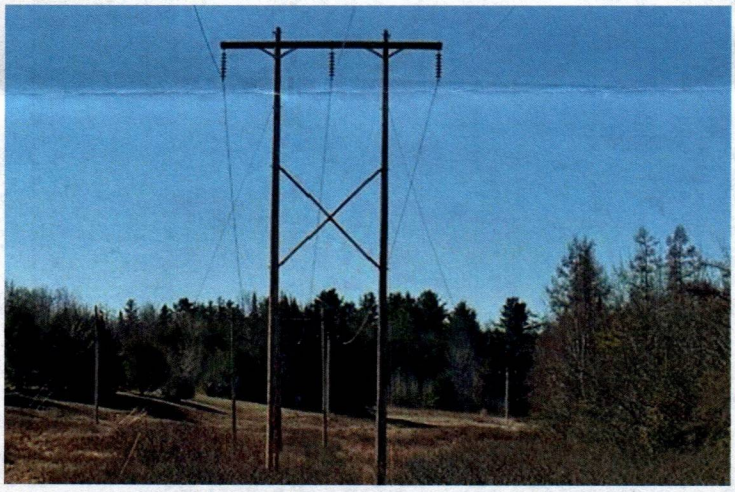
## Benefits to Customers

- Improved reliability to meet customers' electricity needs.
- New, stronger steel structures.

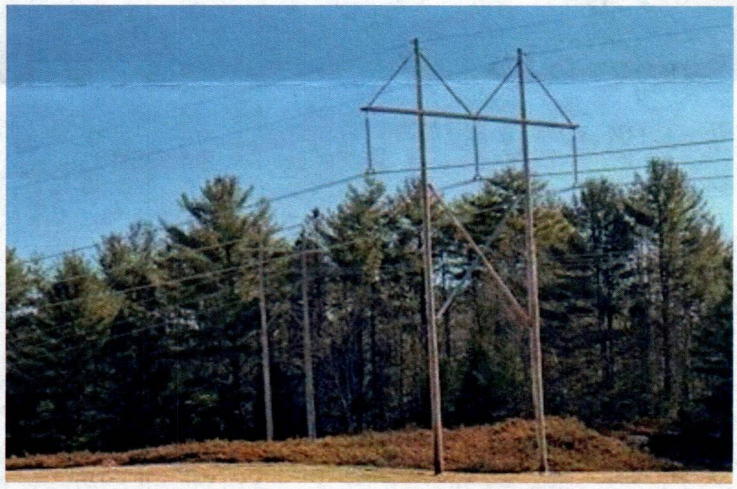
## Estimated Timetable: 2026-2027

- Construction Start: May 2026
- Completion: End of 2027

## Existing 115kV structure



## Existing 345kV structure



*CMP will be replacing about 125 wooden 115kV (left) and 250 345kV (right) structures in 2026-2027,*

**FOR MORE INFORMATION**

**Project Information Line:**
1.888.267.0831. Refer to Structure Replacements

**Email:** outreach@cmpco.com

**Website:** www.cmp-srpupgrades.com

## Permits

We will secure all necessary permits for this project, if needed, from the Maine Department of Transportation, Maine Department of Environmental Protection, U.S. Army Corps of Engineers, municipalities, and railroads.

## Matting

Timber ground mats will be used, especially in environmentally sensitive areas, to safely disperse the weight of construction vehicles and preserve the land below them.

## Trees and Vegetation

Trees and vegetation will be trimmed as needed along the transmission line.

## Environmentally Sensitive Areas

Our environmental specialists will visit sites along the transmission line that are scheduled for upgrades to mark property boundaries and identify environmentally sensitive areas.

## Safety

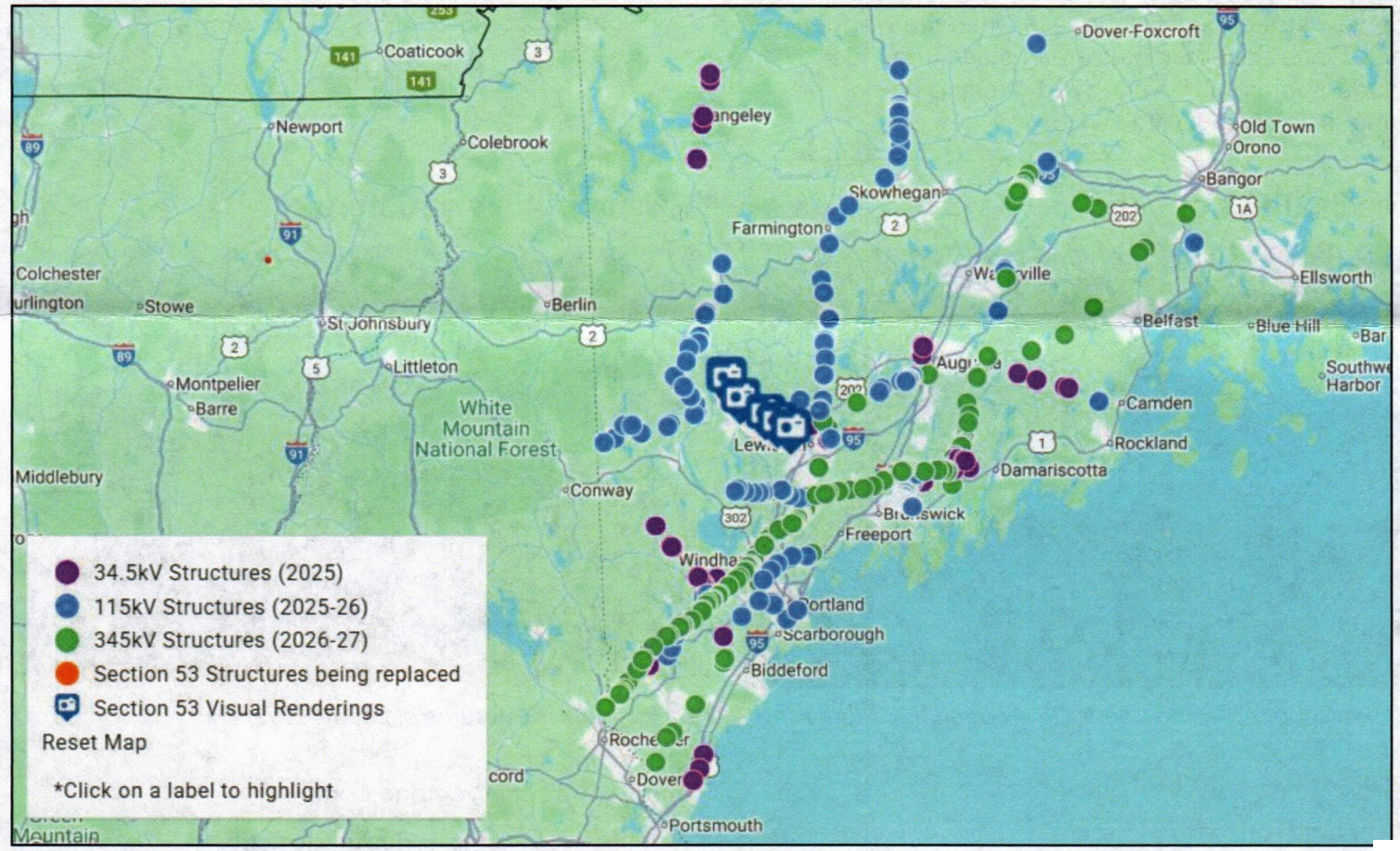
Safety is always our top priority. Transmission lines will be active construction zones during this project and should be avoided. Flaggers will be present roadside when necessary to notify pedestrians and motorists of work zones.

## Work Hours and Noise

All construction will occur in accordance with town ordinances. Construction noise from the use of heavy equipment may be heard while we are upgrading in your area.

## Project Locations

Please visit cmp-srpupgrades.com or use the QR code to view an interactive map of where structures will be replaced. You can search by your address to find sites near you. Locations are subject to change.



# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-115**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

MMA Nominating Committee - Proposed MMA VP and Executive Committee Candidates.

MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Member Municipalities

From: MMA Nominating Committee
Chair Melissa Doane, MMA Immediate Past President (Town Manager, Bradley)
Jill Goldthwait, Past President (Bar Harbor)
Bob Nutting, Elected Municipal Official (Town Council, Oakland)
Mike Roy, Town Manager (Greenville)
Dan Hodgkins, Community-Based Organization (Preble Street)
Juli Millett, Municipal Employee (Finance Director/Asst. City Manager, Bath)
Luke Vigue, Affiliate Group (MAAO Board Member)

Date: May 29, 2026

Subject: Proposed Slate for 2027 MMA Vice President & Executive Committee Members

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The MMA Nominating Committee is pleased to put forth the ***Proposed Slate for MMA Vice President and Executive Committee Members*** to serve on the MMA Executive Committee.

As a reminder, the MMA Executive Committee is the governing body of the Maine Municipal Association and is made up of three officers and nine members. The officers are elected to serve one-year terms, and the members are elected to serve staggered three-year terms. All candidates, put forth for your consideration, meet all qualifications required by the MMA bylaws to serve in their specified role in which they are nominated.

## NOMINEE FOR MMA VICE PRESIDENT

**Shiloh LaFreniere, Town Manager, Jay, Maine**

The Nominating Committee has proposed the following candidates to serve as **new** MMA Executive Committee members for full three-year terms (January 1, 2027 – December 31, 2029):

**Chris Camire, Town Council Chair, Lisbon, Maine**

**Michele LaBree Daniels, City Council Member, Brewer, Maine**

**Rick Petrie, Town Manager, Jackman, Maine**

Municipal officials who will advance or continue to serve their respective terms on the MMA Executive Committee include:

## Officers Serving a 1-year term ending December 31, 2026

**President:** Justin Poirier, Town Manager, Town of Monmouth - *2027 Immediate Past President*
**Vice President:** Anthony Ward, Town Manager, Town of Casco - *2027 President*
**Immediate Past President:** Melissa Doane, Town Manager, Town of Bradley

## Current Executive Committee

### 3-year Terms Ending December 31, 2026

**Shiloh LaFreniere**, Town Manager, Town of Jay
**Dina Walker**, Selectboard Chair, Town of Weld
**Pious Ali**, City Councilor, City of Portland

### 3-year Terms Ending December 31, 2027

**David Cyr**, Town Manager, Town of Frenchville
**Matthew Garside**, Town Manager, Town of Poland
**Michele Varuolo-Cole**, Selectboard Chair, Town of Bethel

### 3-year Terms Ending December 31, 2028

**Phil Crowell**, City Manager, City of Auburn
**Suzette Francis**, Town Administrator, Town of Lubec
**Mark Leonard**, Town Manager, Town of Veazie

## PETITION PROCESS

Nominations may also be made by petition, signed by a majority of the municipal officers in each of at least five (5) member municipalities. Such petitions must be filed with the MMA Executive Director no later than 40 days prior to the date of the Annual Election. Accordingly, the deadline for nominations by petition is **4:30 p.m. on Monday, July 20, 2026**. Keep in mind that a candidate for the Executive Committee must be a municipal officer (a selectperson or councilor of a town; a mayor, alderman or councilor of a city); a city or town manager; or the chief appointed administrative official of a member municipality. A candidate for vice president must have served on the MMA Executive Committee for at least one year within the past five years.

## ELECTION PROCESS

Once the petition process is complete, the official ballot will be mailed to each member municipality for municipal officials to cast their vote. The ballot will include the proposed slate as recommended by the MMA Nominating Committee and any successful petitioned candidate. The ballots will be counted under the direction of the MMA President Justin Poirier, Town Manager of the Town of Monmouth on Friday, August 28, 2026.

The following is a direct link to the MMA's website where you can access up to date information on the MMA Nomination, Petition & Election Process: https://www.memun.org/About/Governance/Nomination-Petition-Election-Process.

If you have any questions or would like additional information regarding the nomination, petition and election process, please visit the MMA website at www.memun.org or contact Kelly Maines at 1-800-452-8786 ext. 2241 or by e-mail at kmaines@memun.org.

# NOMINATIONS - 2027
# Maine Municipal Association
# EXECUTIVE COMMITTEE – BIOGRAPHIES

## VICE PRESIDENT NOMINEE: 1-YEAR TERM

## Shiloh LaFreniere – Town Manager, Town of Jay

**Professional & Municipal Experience & Committees:**

| | |
|---|---|
| Jay Town Manager | 2014-present |
| Code Enforcement Officer, Town of Jay | 1997-2014 |
| Environmental Code Administrator, Town of Jay | 1997-2010 |
| Wellness Coordinator, Town of Jay | 2005-2014 |
| E911 Addressing Officer, Town of Jay | 2010-2014 |
| Deputy Finance Director, Town of Jay | 2012-2014 |

**Education & Certificates:**

Bachelor's in business administration
State of Maine Notary Public

**Affiliations & Certifications:**

- Maine Municipal Association Executive Committee & Strategic Finance Committee
- Maine Town, City and County Management Association Ethics Committee
- Androscoggin Valley Council of Governments – Past President, Executive Committee
- Maine Infrastructure Rebuilding and Resilience Commission Member
- Maine Health Franklin Community Health Network EMS Advisory Board Member
- Institute for Civic Leadership, Maine Development Foundation 2022
- Past Member of the State of Maine Technical Building Codes and Standards Board

## EXECUTIVE COMMITTEE NOMINEES: 3-YEAR TERMS

## Chris Camire – Town Council Chair, Town of Lisbon

**Professional & Municipal Experience & Committees:**

| | |
|---|---|
| Senior Manager, Technical Services, Tyler Technologies, Inc. | 2023-present |
| Manager, Technical Services, Tyler Technologies, Inc. | 2021-2023 |
| Town Council, Town of Lisbon | 2024-present |
| General Assembly, Androscoggin Valley Council of Governments (AVCOG) | 2026-present |

**Education & Certificates:**

University of Southern Maine – Bachelor of Arts, Political Science and Information & Communications

## Michele LaBree Daniels – City Council, City of Brewer

**Professional & Municipal Experience & Committees:**

| | |
|---|---|
| City Council Member, City of Brewer | 2019-Present |
| Mayor, City of Brewer | 2020-2022<br>2024-2025 |
| Budget Committee Member, Penobscot County | 2020-2024 |
| Telecommunications, Customer Service, Supervisor/Trainer | 1995-2015 |
| General Manager, Hospitality Management | 1989-1995 |

**Committee Membership 1999-2019:**
Member - Greater Bangor Regional Economic Group
Board Member - Brewer Land Trust
Board Member - Brewer Conservation Commission
Member - Greater Bangor Regional Economic Group
Board Member - Brewer Cemetery Board
President - Brewer Library Trustees
Member - Brewer Parks & Recreation Advisory Commission
Liaison - Penobscot County Commissioners

**Education & Certificates:**
John Bapst Memorial High School
Trinity College, Burlington, Vermont – U.S. History and Canadian Studies
National League of Cities University – Grant Writing Bootcamp
Maine Municipal Association – Ongoing Training
National League of Cities University – Housing as an Economic Development Tool

**Affiliations & Certifications:**
- National League of Cities – Public Safety & Crime Prevention; Small Cities Council
- Maine Municipal Association Co-Ambassador for NLC Congressional City Conference -Hill Day.

## Richard Petrie – Town Manager, Town of Jackman

**Professional & Municipal Experience & Committees:**

| | |
|---|---|
| Jackman Town Manager | 2025-present |
| North East Mobile Health Services | |
| - Chief Executive Officer | 2023-2025 |
| - Chief Operations Officer | 2021-2023 |
| Atlantic Partners EMS - CEO | 2011-2021 |
| Kennebec Valley EMS Council - Regional Director | 2000-2011 |
| Chair, Maine Trauma Advisory committee | 2018- 2025 |
| Member, Maine Legislative EMS Blue Ribbon Commission | |
| Member, Maine General Medical Center Institutional Review Board | |

**Education & Certificates:**
- MMA Leadership Program
- Adjunct Faculty, National Ambulance Training Schools (Ireland & Northern Ireland)
- Adjunct Professor, Fiji National University
- Active educator and presenter on leadership, governance, and EMS administration
- Contributing Author: Mosby EMT Text, Legal Issues for EMS

**Affiliations & Certifications:**
- ICS 100, 200, 700, 800
- Local Health Officer Certification
- Town Meeting & Election Law Training
- General Assistance (Foundations & Advanced)
- Vital Records Training
- Transfer Station Operations (Core 1 & Core 3)
- Notary Public
- BMV Registration Training (Standard & Commercial)

# PETITION TO NOMINATE CANDIDATE
**for the**
**Maine Municipal Association**
**Executive Committee**

***Petition Deadline: Monday, July 20, 2026, by 4:30 p.m.***

We, a majority of the municipal officers of _____,
*(municipality)*

hereby petition to nominate _____,
*(name of candidate)*

_____, _____,
*(position of candidate)* *(candidate's municipality)*

to serve on the MMA Executive Committee.

*(Please Note: In order to serve on the MMA Executive Committee, an individual must be from a Member Municipality and serve as a municipal officer (a selectperson or councilor of a town; a mayor, alderman or councilor of a city); city or town manager; or the chief appointed administrative official of a member municipality. A candidate for MMA Vice President must have served on the MMA Executive Committee for at least one year within the past five years.)*

**PLEASE SPECIFY BELOW THE POSITION FOR WHICH THE PERSON IS BEING NOMINATED.**

VICE-PRESIDENT - 1 YEAR TERM ☐

EXECUTIVE COMMITTEE MEMBER - 3 YEAR TERM ☐

**MUNICIPALITY:** _____

| *Signatures of the Municipal Officers* | *Printed Names of the Municipal Officers* |
|---|---|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

***Note**: For an individual's name to be placed in nomination, at least five (5) petitions requesting that his/ her name be placed in nomination - each signed by a majority of the municipal officers in each of at least five (5) member municipalities - must be received by the Executive Office by petition deadline.*

*Maine Municipal Association, 60 Community Drive, Augusta, ME 04330*

***Petition deadline: July 20,2026, 4:30 p.m.***

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-116**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Correspondence

**Agenda Number:**

Current Board and Committee Vacancies.

## Committee Vacancies

June 8, 2026

**For more information visit: https://www.windhammaine.us/376/Committee-Vacancies**

**The following Council-Appointed boards and committees have vacant seats:**

- **Comprehensive Plan Steering Committee (5-10) *New***
- We are interested in community members from these community stakeholder groups:
  - Large landowner/Farm District landowner
  - Landowner from a district other than Farm
  - Business owner
  - Chamber Board Member
  - Senior Citizen/Retiree
  - Youth/Student
  - Youth Sports Representative
  - Real Estate Developer/Builder/Realtor
  - Parent of school-aged child
  - Active Farmer/Agriculture
  - Childcare Provider
  - Service Organization (Windham Neighbors Helping Neighbors, RTP, etc.)
  - Age Friendly Windham
  - Environmental Organization (Ex. Windham Land Trust, Lake Association, Friends of Presumpscot)
  - Historical Society
  - Arts Community
- **Natural Resources Advisory Committee (2)**
- **Planning Board (1) alternate seat**
- **Windham Economic Development Corporation (3)**
- **Zoning Board of Appeals (1) alternate seat (1)**

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-125**

**Agenda Date:** 6/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Order

**Agenda Number:**

I. Council Action Requested.

To enter into executive session pursuant to Title 1 M.R.S.A. §405(6)(E), for "consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, [or] pending or contemplated litigation.

II. Basis for Council Action.

Council approval of this item is required because;

a. The proposed order involves "consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, [or] pending or contemplated litigation" and
b. The order contemplates "consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage," and
c. The proposed article contemplates "the discussion or consideration of the condition, acquisition or the use or real or personal property permanently attached to real property or interests therein since premature disclosures of the information would prejudice the competitive or bargaining position of the Town" and
d. The Town Council is the legislative body of the Town pursuant to Article II, Section 3(I) of the Charter.

III. Issue Summary.

Pursuant to statute, this order requires a 3/5 majority vote.