



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, January 13, 2026

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

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

Attachments: [12-9-25-CouncilMinutes-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.

25-206 To receive public comment and act on an application submitted by JMA Enterprises LLC DBA Pat's Pizza Windham located at 844 Roosevelt Trail for a renewal Special Amusement Permit

Attachments: [25-206 Cover Sheet.pdf](#)  
[PATSSPAMUE2026](#)

**IX. CONSENT AGENDA.**

*None.*

**X. UNFINISHED BUSINESS & GENERAL ORDERS.**

[26-001](#) To decommission the Branding and Wayfinding Signage Committee and to express the Council's profound gratitude and appreciation on behalf of the town and its residents for the work of the committee and all of its members.

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

[26-002](#) To decommission the Energy Advisory Committee and to express the Council's profound gratitude and appreciation on behalf of the town and its residents for the work of the committee and all of its members.

Attachments: [26-002 Cover Sheet.pdf](#)

[26-003](#) To decommission the Smith Cemetery Advisory Committee and to express the Council's profound gratitude and appreciation on behalf of the town and its residents for the work of the committee and all of its members.

Attachments: [26-003 Cover Sheet.pdf](#)

[26-004](#) To accept the public turnaround easement for Brown Cove Road, a street identified by the Town as a Designated Private Way that has met the criteria set forth by private and special law L.D. 1975, for the purpose of the Town's continued winter maintenance services.

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

[26-005](#) To award a bid to Grondin Corporation in the amount of \$341,327 for Smith Cemetery Expansion (capital project TM 2021-009), which is funded in the fiscal 2025 general obligation bond account (33310-47030).

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

[26-006](#) To authorize the town manager to endorse an application to the Land For Maine's Future Stewardship Fund in the amount of \$25,000, to establish a fund dedicated to the stewardship and management of the East Windham Conservation Area. This fund requires the town to pledge an additional \$25,000.00 as match for this award.

Attachments: [26-006 Cover Sheet.pdf](#)  
[LMF stewardship fund application memo 182026 \(002\).pdf](#)

26-007

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

WHEREAS, Deputy Chief Kooistra served the department since February 2019, bringing to Windham his expertise as a paramedic, firefighter, and educator, and dedicating his time to ensuring compassionate and quality emergency medical care for our citizens, as well as fact-based, skill-proficient training and education for our members; and

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

WHEREAS, Deputy Chief Kooistra was known for his compassionate and high-quality emergency medical care, his genuine concern for others, and his quick-witted humor, touching countless lives and leaving a legacy of dedication, service, and community spirit; and

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

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

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

**Attachments:**[Proclamation Honoring John Kooistra.pdf](#)**XI. Council Correspondence.**CD 26-002

FOAA Status Report.

**Attachments:**[ResourceUtility Response 12.23.2025.pdf](#)[Napolitano Email Request Fulfilled 12.9.2025.pdf](#)[Response\\_No Records to Provide 12.18.2025.pdf](#)[ResourceUtilityConsultants\\_internet and phone contract 1.5.26.pdf](#)[K Higginson PW Staff 12.29.2025.pdf](#)

CD 26-006 Department Quarterly Reports.

Attachments: [Parks and Recreation Qrtrly Rpt October- December 2025.pdf](#)

[HR Quarterly Report Oct - Dec 2025.pdf](#)

[Assessing Quarterly Report-2025.pdf](#)

[Fall 2025 Quarterly Report from the Town Clerk.pdf](#)

[Windham Communications 4th Qreport2025.pdf](#)

[Police 4th quarter 2025.pdf](#)

[ED Quarterly Report December 2025.pdf](#)

[Planning FY25-26 Q2 Report.pdf](#)

[Code Enforcement Department Quarterly Report 10-01-2025 to 12-31-25.pdf](#)

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

## **XIII. Committee Reports.**

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

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

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

1. Parks & Recreation Advisory Committee.

*Meetings occur the second Monday of each month.*

2. Windham Economic Development Corporation.

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.*

6. Windham Middle School Repurpose Advisory Committee.

*The committee has a site walk on January 10, 2026 at 8AM. They will visit the Westbrook and Gorham community centers. The next regular meeting will be on Tuesday, January 20, 2026 at 5:00 PM in Council Chambers.*

**XIV. Discussion Items.**

[CD 26-008](#) Update on Town Conservation Projects with Presumpscot Regional Land Trust.

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

[CD 26-004](#) Tax Relief Programs: Property Tax Fairness Credit & Town's Property Tax Assistance Program.

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

[CD 26-005](#) Council and Subcommittee Meetings.

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

[CD 26-009](#) Resolution to Oppose LD1829.

Attachments: [DRAFT Town of Windham Resolution 26-011.pdf](#)

**XV. Agendas & Scheduling.**

**XVI. ADJOURN.**