



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, September 23, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

Present: 5 - David Nadeau, Brett Jones, Mark Morrison, William Reiner and John Henry

Absent: 2 - Nicholas Kalogerakis and Jarrod Maxfield

II. Pledge of Allegiance.

Vice Chair Reiner led the Pledge of Allegiance.

III. Minutes to be Approved:

[CD 25-176](#) To approve the Minutes of the September 9, 2025, Council Meeting.

Attachments: [Minutes-Council-9-9-2025.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

IV. Adjustments to the Agenda.

VI. Public Participation.

No Public Participation.

VII. Councilors' Comments.

Councilor Reiner - "I received a call from Representative Bagshaw in regard to the Council letter that was sent to her as well as several others in the State Legislature. I had about a 15 minute discussion with her and attempted to clear up some misconceptions on the impact that LD 1829 will have on the town. It appears from that conversation that this statute was 'gaveled down' without much, if any discussion or involvement of house membership. She was going to investigate it and get back to me, but I had been out of town over the weekend and not able to connect with her for any additional thoughts.

While we did receive correspondence back from herself and Rep. Cooper dated 9/22, I am going to presume that it was dictated prior to my discussion with her, as they asked for clarification which was provided during the original call. Some points of observation here and to be considered as we may move further on this;

1. It seems that the Council's prior understanding that this was gaveled down quickly and without involvement amongst the bodies was correct.

2. That the way it was handled outside of our Reps review, it is absolutely causing confusion as to its impact and meaning.

Where we move from this, going forward, I do not know. The Windham Eagle has already printed a brief article and fairly accurately on its potential except I believe the report implementation date was off by a year. Staff and members have also received questions for an article in the Lake Region that may be out on Wednesday."

I will add the letter that came from both Representative Bagshaw and Cooper into the Communications section of the next agenda so it is there for the record.

Councilor Nadeau said he has been to Augusta twice in the past week for that bill and for their executive committee. He sits on a MMA Committee that met with one of the representatives. They had a long talk and they pointed out all the discrepancies in the bill of what happens when they go down through it. MMA is looking at it, as is the legal team to see if it was put in place legally. He thinks they are better off to wait and see what comes out of that.

VIII. PUBLIC HEARINGS.

25-126

To receive public comment and act on proposed amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 1, General, Article 8, Site Plan Review, and Article 9, Subdivision Review - Planning Board Application Review Timeline and Submission Requirements, to remove the fixed 21-calendar-day submission deadline prior to a desired meeting and instead establish a flexible, staff-driven 30-calendar-day review period.

Attachments: [25-126 Cover Sheet.pdf](#)

[25-21 TC MEMO LUO AMD Articles 1 8 9 SubmissionDeadline 090225.pdf](#)

[25-21 TC ORG LUO AMD Articles 1 8 9 SubmissionDeadline SJ \(DW rev'd 2025.08.04\) 090325.pdf](#)

[25-21 TC RL LUO AMD Articles 1 8 9 SubmissionDeadline SJ \(DW rev'd 2025.08.04\) 090325.pdf](#)

[25-21 TC CLN LUO AMD Articles 1 8 9 SubmissionDeadline SJ \(DW rev'd 2025.08.04\) 090325.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

25-128

To receive public comment and act on proposed amended General Assistance Ordinance, Chapter 95 of the Code of the Town of Windham and updated appendices establishing certain benefit maximums as required by state statute.

Attachments: [25-128 Cover Sheet.pdf](#)
[Signature Sheet General Assistance Appendices 10.1.2025.pdf](#)
[Memo and GA Ordinance Amended Appendices.pdf](#)

Bob explained that the state, typically, revises these rates and is a yearly thing that we need to do. This will incorporate them into our department.

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

25-139 To receive public comment and act on a renewal application of Rockan Abdulla d/b/a Windham Auto Recycling for a permit to operate a junkyard/automobile graveyard.

Attachments: [25-139 Cover Sheet.pdf](#)
[WindhamAutoRecycling-2025.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

25-140 To receive public comment and act on a renewal application of Stephen Rogers d/b/a Serv-U-Garage for a permit to operate a junkyard/automobile graveyard.

Attachments: [25-140 Cover Sheet.pdf](#)
[StephenRogers-2025.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

25-141 To receive public comment and act on a renewal application of Sarah Day d/b/a Automill, LLC for a permit to operate a junkyard/automobile graveyard.

Attachments: [25-141 Cover Sheet.pdf](#)
[AutomillLLC-2025.pdf](#)

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

[25-142](#) To receive public comment and act on a renewal application of Jeffrey Whitney for a permit to operate a junkyard/automobile graveyard.

Attachments: [25-142 Cover Sheet.pdf](#)
[JeffreyWhitney-2025.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

IX. CONSENT AGENDA.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[25-143](#) To reconsider item 25-127, adopted by the Town Council on September 9, 2025, which approved a three-year collective bargaining agreement for the period of July 1, 2025 through June 30, 2028 between the Town of Windham and the Windham Police Association, and authorized the Town Manager to sign such agreement.

Councilor Nadeau explained that this is here because of several clerical errors in a couple of pieces and when they were cutting and pasting, they were dropped out. All of it has been corrected, put back in order/

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

[25-144](#) To approve an amended three-year collective bargaining agreement for the period July 1, 2025 through June 30, 2028 between the Town of Windham and the Windham Police Association, and to authorize the Town Manager to sign the agreement on behalf of the Town in a form substantially similar to that presented herein.

Attachments: [MAPS Contract July 1 2025 - June 30 2028.pdf](#)
[CBA Changes.pdf](#)

Councilor Nadeau made a motion to waive the reading, seconded by Councilor Jones.

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

25-113

To appoint Melissa Young to the Planning Board alternate seat for a three-year term to end February 15, 2028.

Attachments: [25-113 Cover Sheet.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

25-114

To authorize the participation in the Cumberland County System Sales Agreement for the purchase of a replacement radio/repeater infrastructure system for the Police, Fire and Public Works departments from Radio Communications Management, Inc. (RCM), not to exceed \$800,000 as funded in capital account FR-2024-006.

Attachments: [25-114 Cover Sheet.pdf](#)

[Memo Capital Project FR-2024-006 Radio System Upgrade with County Agreement.pdf](#)

Manager Burns brought to their attention that Cumberland County already held a bid, and we would desire to piggy back on this bid. As they dial in on the equipment that is needed, they will be back before the Council. It will not exceed the \$800,000. This will allow our police and fire to communicate with all agencies around.

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

25-125

To authorize the addition of various assigned fund balance amounts to the fiscal 2025-2026 budget accounts.

Attachments: [25-125 Cover Sheet.pdf](#)

[Assigned Fund Balance 6.30.2025.pdf](#)

Manager Burns said this is a yearly occurrence, and we have closed out our fiscal 2025, and these are balances they are forwarding back into the same or similar accounts for use in this current year.

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

[25-129](#) To accept the public turnaround easement for Island Drive, 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: [25-129 Cover Sheet.pdf](#)
[Island Drive Turnaround Easement.pdf](#)

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: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

[25-130](#) To accept the public turnaround easement for Wright 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: [25-130 Cover Sheet.pdf](#)
[Wright Road Turnaround Easement.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

[25-135](#) To appoint Deb Matthews to the Parks and Recreation Advisory Committee for a three-year term to end August 15, 2028.

Attachments: [25-135 Cover Sheet.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

[25-136](#) To appoint Jennie Butler to the Parks and Recreation Advisory Committee for a three-year term to end August 15, 2028.

Attachments: [25-136 Cover Sheet.pdf](#)

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

[25-138](#)

To adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by MainePERS Rule Chapter 803.

The Town agrees:

1. To adopt the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by Maine PERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in MainePERS ("eligible employees") and to comply with the following requirements:
 - a. Beginning in 2025, to annually offer eligible employees who have been employed for less than 5 years the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide MainePERS with documentation of each election made by eligible employees under this provision; and
 - b. To calculate employee contributions against gross compensation as with other participating employees and then withhold and report employee contributions for employees who join under this provision on an after-tax basis and remit them to MainePERS (i.e., employee contributions for those who join under this provision are subject to both federal and state income tax).
2. To authorize the Town Manager to sign the Amended Agreement between the Town of Windham and the Maine Employees Retirement System.

Attachments: [25-138 Cover Sheet.pdf](#)

[P Moss Memo Limited Period MePERS Open Enrollment.pdf](#)

Manager Burns explained this will allow the town to fulfill its contractual obligations and it allows an employee who has been here five years or less to join back into the MainePERS program. It does not allow them to buy back years, but it does allow them to enter into it.

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

XI. Council Correspondence.

[CD 25-173](#)

Property Tax Assistance Appreciation.

Attachments: [D Perkins Thank You.pdf](#)

CD 25-174 Laskey Road Association Abutter Concerns for Proposed Town Park.

Attachments: [Memo Town.pdf](#)
[C Farmer Letter 56 Laskey Rd.pdf](#)
[Association Members Signature Pg1.pdf](#)

CD 25-175 Social Service Agency Funding Appreciation.

Attachments: [Camp Susan Curtis Thank You.pdf](#)

CD 25-177 Friends of the Mountain Division Trail - Concerns.

Attachments: [FOTMDT Windham Council RecAera 250904v2.pdf](#)

CD 25-139 FOAA Status Report.

Attachments: [R Cummings Sr Tax Assistance Program Inquiry 7.7.2025.pdf](#)
[The Data Branch FOAA P.O. Records from Jan 2021 7.11.2025.pdf](#)
[FOAA BuildZoom 7.16.2025.pdf](#)
[GoNetSpeed parcel request response 7.17.2025.pdf](#)
[VaniaPierre Delinquent Tax Property List 7.21.2025.pdf](#)
[Purchase Order Data The Data Branch 8.11.2025.pdf](#)
[Purchase Order Data The Data Branch no.2 8.11.2025.pdf](#)
[ScovilleFoleyHomes 27 Motorcycle Drive 8.12.2025.pdf](#)
[B Woodbury Town Clerk Hiring Process 9.2.2025.pdf](#)
[A Khan Inovo AI Purchase Order Info 9.2.2025.pdf](#)
[KristenRoyRealEstate 10 Abby Rd 8.28.25.pdf](#)
[ResourceUtilityConsultants electric bill 9.10.2025.pdf](#)
[E Duggan RSU Board Finance Campaigns last 5 yrs.pdf](#)

XII. Town Manager's Report.

Chief Kevin Schofield asked Sergeant Tom Hamilton to come up front. Tom has been with the Department for 13 years. Tom is a leader, a field training officer, long term member of the county's Emergency Response Unit, and one of our firearms instructor. More importantly, Tom has been on the night shift a long time, and Tom is the reason he can sleep at night. Tom is a solid leader, and a very good decision maker.

The Chief said a problem statement they have been looking at but they had not had the opportunity, until recently with growth, in the recent years to assign an official supervisor to be on duty in the over night hours.

The Chief introduced Tom as his newest Sergeant who is in charge of the overnight shift. The entire family came down, as well as the entire evening shift from the P.D.

Manager's Report:

They recently became aware of a deadline for compliance for ADA Digital Accessibility. They need to ensure that the website and various platforms are ADA compliant by April 2027.

The Albion Road/ Route 302 intersection is now signalized as of two weeks ago. We have had one serious crash already. They are paying close attention to that and are working with MDOT.

The Public Safety Open House is Monday, September 29th.

He thanked Jen Legere at Public Works, she was the administrative assistant and she is resigning. We wish her well and will miss her.

From the Code Office - The Dolley Farm Project Developer Jim Cummings has acquired all of the available 2- unit growth perms left for this year.

Parks & Rec obtained a grant and looked at acquiring electronic keosks. Look for those soon at the East Windham Conservation, Donnabeth Lippman Park and one at town hall to get folks used to it. This is a three year grant and was no cost to the town.

Our Engineer indicated the Varney Bridge RFP on William Knight Road will go out. The project is estimated to be a \$1.8 million commitment.

Mark Arienti held a pre-bid meeting for a culvert replacement being replaced with a box culvert on Falmouth Road and 9 contractors came out to bid.

In the coming weeks people will see Route 35 pavement repairs associated with sewer work that was done. May have some traffic holdups but it is supposed to be done at night.

They have submitted the annual MS4 (Municipal Separate Storm Sewer Report) an annual requirement to DEP.

They are working on the organization of a candidate night on Oct 2 and it will be televised. Four of the seven can make it. More information to follow.

The Library hired Megan Dubois as a Use Services Coordinator. She was promoted from within.

The "Be the Influence Program" has run for over a decade and was completely grant funded. He said they are uncertain of the programs future as grants have been cut significantly. Unfortunately, Patrice Leary-Forrey the Director of the program has resigned and going off to do other things. He thanked her for her commitment.

The Farmer's Market and Food Truck Park is winding down and they are now looking at the holiday lights.

The 2026 Dog tags will be available for sale October 15.

We have completed part one of our financial audits successfully and part two has started.

We are looking at an artificial intelligence policy and have assembled a group of employees to look at the ins and outs of that. Several towns have put them together..

For folks at home, we receive a number of FOAA communications from the public and outside businesses, and for a couple of years they have been put in under correspondence and last month they missed doing that but they have added them in on the next agenda's correspondence.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

*Councilor Morrison said they had three interviews tonight. They will move all three forward. David Joy to the Pocket Park off from Forbes Lane.
Carrie Reed and Tena Linsbeck-Perron.*

2. Finance Committee.

No report.

3. Ordinance Committee.

Councilor Nadeau said they will meet tomorrow night, September 24th.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

No report.

2. Windham Economic Development Corporation.

No report.

3. Natural Resources Advisory Committee.

No report.

4. Greater Portland Council of Governments (GPCOG).

No report.

5. ecomaine.

Manager Burns said they will meet later this week.

6. Windham Middle School Repurpose Advisory Committee.

Councilor Reiner said there was no meeting in September, their next one will be in mid-October.

XIV. Discussion Items.

Note: Minutes are not taken for Discussion Items.

[CD 25-164](#) Maine Law Enforcement Accreditation Program (MLEAP).

Attachments: [MLEAP letter.pdf](#)

XV. Agendas & Scheduling.

XVI. EXECUTIVE SESSION.

[25-137](#)

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" and in accordance with 1 M.R.S.A. §405(6)(A), which provides for the "Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency," for the purpose of discussing a personnel matter.

Attachments: [25-137 Cover Sheet.pdf](#)

Councilor Nadeau moved to enter into executive session, seconded by Councilor Jones.

In Favor: 5

Absent: (N.K. J.M.)

Councilor Henry moved to return from executive session, seconded by Councilor Nadeau. No votes were taken.

In Favor: 5

Absent: (N.K. J.M.)

XVI. ADJOURN.

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

In Favor: 5 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner and Councilor Henry

Absent: 2 - Councilor Kalogerakis and Council Chair Maxfield

Respectfully submitted,


Linda S. Morrell

Town Clerk, CCM