



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Thursday, December 12, 2024

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 24-231](#) To approve the Minutes of the November 26, 2024, Council Meeting.

Attachments: [Minutes-Council-11-26-2024.pdf](#)

IV. Adjustments to the Agenda.

None.

V. Staff Announcements.

Welcome to:

**Brigid Newhall, Full-time Firefighter/Paramedic*

**Brayden Bixby, Full-time Firefighter/EMT*

**Jason Hanken, Parks & Recreation Marketing and Administrative Assistant*

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.

[24-237](#) To dedicate and rename a Windham bridge as the “Windham Veterans Bridge” or similar to acknowledge our veterans’ service to our country.

Attachments: [24-237 Cover Sheet.pdf](#)
[Memo Re Bridge Naming for Veterans.pdf](#)

[24-238](#) To appoint Catherine Miller, an active member of the Library Board of Trustees, to the Windham Middle School Repurpose Advisory Committee.

Attachments: [24-238 Cover Sheet.pdf](#)

[24-239](#) To appoint Debra Matthews, an active member of the Parks and Recreation Advisory Committee, to the Windham Middle School Repurpose Advisory Committee.

Attachments: [24-239 Cover Sheet.pdf](#)

[24-240](#) To appoint Judith Vance as Registrar of Voters to serve an additional two-year term.

Attachments: [24-240 Cover Sheet.pdf](#)
[Registrar Qualifications.pdf](#)

[24-242](#) To appoint Matthew Irving to a three-year term on the Parks & Recreation Advisory Committee, to expire August 15, 2027.

Attachments: [24-242 Cover Sheet.pdf](#)

XI. Council Correspondence.

[CD 24-226](#) Windham PACTS Project List.

Attachments: [PACTS Project List.pdf](#)

[CD 24-227](#) Approved Growth Permit - Revised Form Attached.

Attachments: [The Cove at Highland Lake Remaining 48 Units Application Windham Growth P](#)

[CD 24-232](#) Financial Reports.

Attachments: [REVENUES November 2024.pdf](#)
[EXPENDITURES November 2024.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. Long Range Planning Committee.
2. Parks & Recreation Advisory Committee
3. Windham Economic Development Corporation.
4. Natural Resources Advisory Committee.
5. Greater Portland Council of Governments (GPCOG).
6. ecomaine.

XIV. Discussion Items.

[CD 24-228](#) Consideration of a Growth Workshop.
Suggested Dates: Tuesday, January 21, 2025 or Thursday, January 23, 2025

[CD 24-229](#) Wayfinding Signage - Sign Size Specifications for RFP.

Attachments: [Wayfinding Sign Sizing.pdf](#)

[CD 24-230](#) Sewer Project Updates in Response to Councilor Questions.

Attachments: [Funding Sewer Short version PDF.pdf](#)

[CD 24-191](#) Council Goals and Objectives Session 2025.

Attachments: [Windham Goal project list 2024 BAT 11.pdf](#)

XV. Agendas & Scheduling.

XVI. Executive Session.

[24-197](#)

To enter into executive session under 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; and pursuant to Title 1 M.R.S.A. §405(6)(F) to discuss an application for abatement of property taxes pursuant to Title 36 M.R.S.A. §841; and in accordance with 1 MRS §405(6)(C) to discuss “the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency and to meet with the town attorney for an update on legal matters in accordance with 1 MRS §405(6)(E).

Attachments: [24-197 Cover Sheet.pdf](#)

XVII. Unfinished Business & General Orders.[24-244](#)

To find that the applicant met/did not meet the requirements for abatement of taxes pursuant to Title 36 M.R.S.A. §841 and to approve/deny application 2024-00X.

Attachments: [24-244 Cover Sheet.pdf](#)
[Poverty Abatements MMA Legal Services Information](#)

XVIII. ADJOURN.