



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, August 11, 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 26-132](#) To approve the Minutes of the July 14, 2026 Council meeting.

Attachments: [TC-Minutes-July-14-2026-DRAFT](#)

[CD 26-131](#) To approve the Minutes of the July 14, 2026 Town Council Special Meeting.

Attachments: [TC-SpMeeting-MINUTES-7-14-2026](#)

#### 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.

- [26-144](#) To receive public comment and act on proposed amendments to the Town's Food and Beverage Businesses Ordinance, Chapter 87 of the Code of the Town of Windham, Article 1, Mobile Food Services, and Article 3, Victualers, granting authority to the Town Clerk to issue temporary licenses and to modify the Master Fee Schedule to add fees for 2-day passes and seasonal park passes.

**Attachments:** [26-144 Cover Sheet.pdf](#)  
[2026.07.29 Clerk Temporary Mobile Food Victualer Licensing.pdf](#)  
[Master Fee Schedule - Ch 87 Amendments.pdf](#)

- [26-145](#) To receive public comment and act on a renewal application submitted by Heathwood Company, LLC d/b/a Kind & Co. as a licensed Marijuana Registered Dispensary with two locations, 8 Heathwood Drive (Cultivation location), and 15 Heathwood Drive (Dispensary location) for a term of one-year.

**Attachments:** [26-145 Cover Sheet.pdf](#)  
[Kind & Co. 2026 Addendum](#)

- [26-146](#) To receive public comment and act on a renewal application submitted by Seed Sound Herbals LLC as a licensed Medical Marijuana Caregiver Retail Store at 4 Whites Bridge Road #100 for a term of one-year.

**Attachments:** [26-146 Cover Sheet.pdf](#)  
[Seed Sound Herbals 2026 Addendum](#)

- [26-147](#) To receive public comment and act on a renewal application submitted by Pineview Property Management, LLC d/b/a Alternative Essence. as a licensed Marijuana Medical Caregiver Retail Store at 839 Roosevelt Trail for a term of one-year.

**Attachments:** [26-147 Cover Sheet.pdf](#)  
[Alternative Essence 2026 Addendum](#)

- [26-148](#) To receive public comment and act on an application submitted by Robert Coppersmith d/b/a Lake House Tavern located at 907 Roosevelt Trail for a renewal Special Amusement Permit.

**Attachments:** [26-148 Cover Sheet.pdf](#)  
[Lake House 2026 Addendum](#)  
[Lake House 2026 Amusement](#)

## **IX. CONSENT AGENDA.**

*None.*

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

26-092

To approve the following proposed referendum question for a Special Town Meeting to be called and held on November 3, 2026, and to have the Council provide a recommendation:

## QUESTION:

To see if the Town will vote to, 1.) authorize the issuance of general obligation bonds and/or notes in anticipation thereof in the aggregate principal amount of up to \$19,500,000 to finance the costs of rehabilitating the Windham Middle School for use as a community center, including the costs of design, engineering, professional services, site preparation, construction, renovation, operating costs, and other improvements and furnishings as may be required in connection with the project, with the dates, maturities, denominations, interest rate(s), payments, premiums, calls for redemption, with or without premium, form, and other details of such borrowing to be determined by the Town Council; 2.) appropriate the proceeds of said bonds or bond anticipation notes for the foregoing project, plus an amount necessary to refund the interest payments on any bond anticipation notes issued for said purpose and any costs of issuance of the bonds and/or bond anticipation notes; 3.) authorize the Town Council to approve the execution of one or more agreements as may be necessary in connection with the foregoing project and borrowing for said project on terms and conditions as the Town Council deems reasonable and necessary; and 4.) appropriate up to \$2,000,000 of the Town's fund balance as the Town Council deems reasonable and necessary to reduce the borrowing amount and directly pay for costs of the project, operating costs of the project, and/or pay for debt service in connection with the project, subject to all applicable regulations related to the use of said funds and the proceeds of the bonds and/or notes issued.

Attachments:[26-092 Cover Sheet.pdf](#)[WCC Full Scope FINAL.pdf](#)[2026.08.05 Windham Community Center - Renders.pdf](#)26-093

To set the tax rate for 2026-2027 at \$\_\_\_\_\_ per thousand dollars of assessed value.

Attachments:[26-093 Cover Sheet.pdf](#)[2026 Commitment-Town Council Handout.pdf](#)[2026 Tax Rate Calculation Form-TENTATIVE.pdf](#)[2025 Tax Rate Calculation Form.pdf](#)26-094

To set the dates on which 2026-2027 taxes will be due as October 1, 2026 and April 1, 2027.

Attachments:[26-094 Cover Sheet.pdf](#)

[26-095](#) To authorize and direct the Tax Collector/Treasurer, pursuant to Title 36 M.R.S.A. §506, to accept prepaid property taxes at any time and to establish an interest rate of 0% on such payments.

**Attachments:** [26-095 Cover Sheet.pdf](#)

[26-096](#) To authorize and direct the Tax Collector/Treasurer, pursuant to Title 36 M.R.S.A. §906, to apply any tax payment received as payment against outstanding or delinquent taxes due in chronological order, beginning with the oldest unpaid obligation, including personal property, provided, however, that no such payment may be applied to any tax obligation for which an abatement application or appeal is pending, unless approved in writing by the taxpayer.

**Attachments:** [26-096 Cover Sheet.pdf](#)

[26-097](#) To set the rate of interest that will be charged on overdue taxes for 2026-2027 at seven percent (7.00%).

**Attachments:** [26-097 Cover Sheet.pdf](#)  
[Delinquent Tax Rates Office of the Maine State Treasurer.pdf](#)

[26-098](#) To approve qualifying applications for property tax assistance pursuant to Chapter 209, Article I of the Code of the Town of Windham, "Property Tax Assistance," to be processed from account 18300-46930.

**Attachments:** [26-098 Cover Sheet.pdf](#)  
[B Burns Memo to Council Property Tax Assistance Program.pdf](#)

[26-141](#) To approve one (1) application submitted by Christina Khin d/b/a Battambang Bistro for a new Mobile Food Service Unit License.

**Attachments:** [26-141 Cover Sheet.pdf](#)  
[Battambang Bistro New Mobile Food](#)

[26-142](#) To authorize the transfer of \$100,000 from the Gateway North A Infrastructure Omnibus Tax Increment Finance (TIF) District fund to account 19300-46990, so that it may be applied to the North Windham Public Safety Building Project (TM 2025-013).

**Attachments:** [26-142 Cover Sheet.pdf](#)

[26-143](#) To schedule a public hearing on a proposed "Car Wash Moratorium Ordinance" for 6:00 PM on Wednesday, August 19, 2026.

**Attachments:** [26-143 Cover Sheet.pdf](#)  
[2026.08.04 Car Wash Moratorium \(Clean Draft\).pdf](#)

[26-149](#)

To approve the ballot for the election of vice president and executive committee of the Maine Municipal Association, and to further authorize the Town Manager to take any other necessary action related thereto to finalize the action.

**Attachments:**

[26-149 Cover Sheet.pdf](#)

[MMA Annual Election VP and Executive Committee.pdf](#)

[Ballot August 2026.pdf](#)

[26-151](#)

To endorse a letter to the Commissioner of the Maine Department of Transportation petitioning for the establishment of a Rail Corridor Use Advisory Council to review the joint community request to allow an interim regional recreation trail within the 5-mile section of the rail system rather than beside the rail thereby reducing the project cost by 50% and making the project viable.

**Attachments:**

[26-151 Cover Sheet.pdf](#)

[Request to MDOT for RUAC process - 2026.pdf](#)

[26-152](#)

To find that public benefit is derived by not offering for sale the property identified as tax account B6799R pursuant to the Policy on Tax Acquired Property and allow the previous assessed owner to regain title to the property by entering into an agreement to pay all 2023, 2024 and 2025 taxes, interest, and costs owed thereon.

**Attachments:**

[26-152 Cover Sheet.pdf](#)

[43 Lower Beach Road Tax Card.pdf](#)

## **XI. Council Correspondence.**

[CD 26-130](#)

FOAA Requests.

**Attachments:**

[FOAA ESA 1 John Deer Road 7.15.2026.pdf](#)

[FOAA 11 Land of Nod Road.pdf](#)

[FOAA New Voter Registration Records 7.27.2026.pdf](#)

[FOAA Purchase Records Jan 2026 to Current.pdf](#)

[FairHavenFundsRecovery Excessive Funds Inquiry.pdf](#)

**CD 26-121** Department Quarterly Reports.**Attachments:**

[Assessing Quarterly Report-2026-Q4.pdf](#)  
[Fire EMS Quarterly Report April-May-June 2026.pdf](#)  
[Police Quarterly Report Apr-June 26.pdf](#)  
[Town Clerk Quarterly Report.pdf](#)  
[HR Quarterly Report April - June 2026.pdf](#)  
[Economic Development Quarterly Report.pdf](#)  
[Windham Communications 2ndQreport2026.pdf](#)  
[Parks and Recreation Rpt April - June 2026.pdf](#)  
[Library Quarterly update 07012026.pdf](#)  
[Tax Collection Quarterly Report.pdf](#)  
[Planning FY25-26 Q4 Report.pdf](#)  
[Code Enforcement Department Quartely Report 04-01-26 to 06-30-26.pdf](#)

**CD 26-134** Growth Permit Summary.**Attachments:**

[Growth Permit Summary 7-22-2026 \(2\).pdf](#)

**CD 26-135** Windham Historical Society Newsletter.**Attachments:**

[Windham Historical Society Quarterly Review - Summer 2026.pdf](#)

**CD 26-136** American Legion 9/11 Memorial Invitation.**Attachments:**

[American Legion Tribute Ceremony Invitation RSVP Requested.pdf](#)

**CD 26-137** 2025 Town Report.**Attachments:**

[2025 Town Report.pdf](#)

**CD 26-139** Maine DOT Public Meeting Notice.**Attachments:**

[NoticeNorthWindhamMoves Meeting 08-12-26.pdf](#)

**CD 26-140** Cumberland County Finance Committee Notice of Caucus.**Attachments:**

[Cumberland County Finance Committee Notice of Caucus.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.*

#### **XIV. Discussion Items.**

[CD 26-138](#) Land Use Ordinance - Conservation Subdivision Amendments.

**Attachments:** [26-13 One Page Summary Conservation Subdivision Amendments.pdf](#)  
[26-13 TC Memo Conservation Subdivision Amendments 073026.pdf](#)  
[#26-13\\_ORG-RDLN-CLN\\_LUO\\_AMD\\_Art3-4-9-ConservationSubdivision\\_\(DWI\).pdf](#)  
[#26-13\\_EXAMPLE\\_FarmResidential\\_District\\_5AcsorLess\\_\(REV\).pdf](#)  
[#26-13\\_EXAMPLE\\_Farm\\_District\\_8AcsorLess.pdf](#)  
[PublicComments\\_Bob\\_Smith\\_072726.pdf](#)  
[PublicComments\\_Letter Regarding Conservation Subdivisions\\_072726.pdf](#)

[CD 26-141](#) Tax Bill Insert.

#### **XV. Agendas & Scheduling.**

#### **XVI. ADJOURN.**