# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Meeting Agenda

## Town Council

**Tuesday, August 11, 2026** | **6:00 PM** | **Council Chambers**

### 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_(DW
#26-13_EXAMPLE_FarmResidential_District_5AcresorLess_(REV).pdf
#26-13_EXAMPLE_Farm_District_8AcresorLess.pdf
PublicComments_Bob_Smith_072726.pdf
PublicComments_Letter Regarding Conservation Subdivisions_072726.pdf

CD 26-141 Tax Bill Insert.

## XV. Agendas & Scheduling.

## XVI. ADJOURN.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-132**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

To approve the Minutes of the July 14, 2026 Council meeting.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Meeting Minutes - Draft

## Town Council

**Tuesday, July 14, 2026** | **6:00 PM** | **Council Chambers**

### I. Roll Call of Members.

*The meeting was called to order at 6:00PM*

**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 26-117 To approve the Minutes of the June 11, 2026 Council meeting.

***Attachments:*** TC-Minutes-June-11-2026-DRAFT

**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 26-119 To approve the minutes of the June 25, 2026 Town Council Special Meeting.

***Attachments:*** TC-Sp-Meeting-Minutes-June-25-2026-DRAFT

**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.

*Matthew Irving of 60 Webb Road wished to speak on the later discussion on the Windham Middle School Repurpose Advisory Committee. He stated he was on that committee, and urged the Council to continue the inclusion of the two playgrounds as part of the planned community center.*

*He also brought up a concern over zoning. Around 2011 the Retirement Community Overlay District was created and applies to any parcel greater than five acres that abuts*

*Tandberg Trail, Route 202, and Route 302. The overlay allows for changes to setbacks and density. Mr. Irving lives in a farm district and a development project on 23 acres adjacent to his property is being proposed through that overlay. He feels that the proposed project is excessive for the farm district. He asked the council to consider pausing the development and reviewing the 2011overlay. He described what he feels are the disadvantages to this kind of development.*

## VII. Councilors' Comments.

*Vice-Council Chair Reiner wished to thank the Planning Board for their good work and dealing with intense meetings. He also feels the new members are doing a good job.*

*He wished to bring up to the Ordinance Committee an issue regarding construction. The Windham Middle School Construction Site has had earlier startup times. Though Code Enforcement intervention has led to a marginal correction, they have also been working on Sundays. He feels that the noise has led to a quality of life issue. He wishes to see that any long term construction sites abutting residential properties be prohibited from working on Sundays between April and October. He wished to thank RSU 14 Director Christopher Howell on his complete cooperation in this matter.*

## VIII. PUBLIC HEARINGS.

26-127 To receive public comment and act on the proposed amendments to the Andrew School (South Windham) Omnibus Municipal Tax Increment Financing District, and the adoption of a Development Program for said new District pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

***Attachments:*** 26-127 Cover Sheet.pdf

Andrew School TIF First Amendment DRAFT.pdf

EXECUTED_PandS 55 High Street Windham 10.23.24.pdf

Andrew School TIF Application w Exhibits.pdf

ExhibitC_TIFDistricts24_2_TabloidSize.pdf

Exhibit G public notice.pdf

Exhibit D Andrew School South Windham 2024.pdf

*Windham Economic Development Corporation Director Thomas Bartell and Westbrook Development Corporation Director Tyler Norwood spoke. Mr. Bartell said that the Andrews School project is an attempt to bring affordable housing to South Windham. 18 affordable homes and 17 market rate homes are included as part of the project. At the time the affordable homes were designed to be single home senior housing. Through the funding mechanisms available, which have changed, the project would have to be changed to not senior restricted, though it would still be affordable, and half of the units would be two bedrooms. The site would not change, but the number of bedrooms in half the units would. They feel that this would enable them to have a better chance at more federal funding.*

*Councilor Reiner had them clarify what kind of income caps are included with the affordable housing.*

*He also asked if there was any preference for Windham residents? Mr. Norwood replied that Federal Fair Housing Laws prevent them from doing so, but 70-90% of those that will*

*go there tend to have ties to the community.*

*He also asked if "affordable" was different than "low income?" Mr. Norwood said that was correct, and involved families making $65,000 to $90,000 a year.*

*Mr. Norwood also said there would be a "town green" in the middle of the units.*

*Councilor Nadeau asked for a clarification on which ratio was being used, and this was clarified.*

*Councilor Terry asked what was considered "affordable?" Mr. Norwood said that costs were limited to $1850 but there are utility allowances that make it closer to $1500 to $1600 a month. It should save owners $500 to $1000 a month.*

**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

26-128 To receive public comment and act on proposed amendments to Chapter 120 Land Use including §§120-555, 120-812B, 120-814B, 120-911B, Table 3 in Appendix B, 120-911M, and the creation of a new §120-911O. The proposed amendments would incorporate fire protection compliance with Chapter 70 and fire safety codes into applicable street and access standards, clarify the required number of public street connections for single-family, two-family, and multifamily developments, and revise access drive construction standards for developments containing 10 or fewer dwelling units.

***Attachments:*** 26-128 Cover Sheet.pdf

LUO_Amendments_One_Page_Summary_062926.pdf

25-26_TC_MEMO_LUO_AMD_Art58&9_StreetConnections&AccessDrives_070126.pdf

Amendments_Art5_8_9_061826.pdf

Amendments_Table3_AppendixB_061826.pdf

FireChiefComments_062326.pdf

*Planning Director Steve Puleo and Fire Chief Brent Libby spoke about what these changes would mean and how the departments could work together to increase fire department maneuverability in new projects. The Fire Department would be able to address safety concerns regarding accesses, right of ways, and curbs. The Planning Board recommended to approve this with comments on a vote of 5-1. The Town Attorney has looked over all this as well.*

*Councilor Nadeau said he believes that the Planning Board is doing well in handling waiver applications, as he believes there are too many applications. He also feels that a lot of proposed turnarounds will be too close to homes and used as parking lots. Chief Libby stated they plan to mark such as areas as "fire liens" to restrict access and allow for the removal of vehicles in the event of an emergency.*

**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

26-129 To receive public comment and act on a consent judgment between the Town of Windham and the owners of 22 Lake Ave, pertaining to a shoreland zone permit, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

***Attachments:*** 26-129 Cover Sheet.pdf

Final Consent Judgment w Exhibits (Sclar v. Windham).pdf

*Town Manager Robert Burns said that this will resolve a shore land zoning issue and both parties are in agreement.*

*Councilor Nadeau asked why a similar agenda item was listed under Unfinished Business. Manager Burns stated that this item had a public hearing at the request of the Town Attorney who deemed it of more legal significance to do so.*

**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

26-133 To receive public comment and act on an application submitted by Kenneth Cianchette d/b/a Eriks Church LLC for a renewal Special Amusement Permit.

***Attachments:*** 26-133 Cover Sheet.pdf

Eriks Church Special Amusement Renewal

*Council-Chair Morrison asked Town Clerk Anthony Blasi to confirm that everything was as it should be, and he replied in the affirmative.*

**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.

26-123 To approve the write-off of twenty-eight (28) uncollected personal property tax accounts in the amount of $4,714.70 and authorize the Town Manager to forward to a collection agency.

***Attachments:*** 26-123 Cover Sheet.pdf

Outstanding Personal Property Accounts.pdf

20260714 OUTSTANDINGPP2025.pdf

**The article was amended to say "twenty-seven (27) payments" totalling $4,704.44,**

**as a payment was received when the article was written. The amendment passed unanimously.**

**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

26-130 To consent to an agreement between the Town of Windham and the owners of 50 Crescent Avenue pertaining to a shoreland zone permit, and to further authorize the Town Manager to take any other action related thereto to finalize the action.

***Attachments:*** 26-130 Cover Sheet.pdf

Windham-Moore Administrative Consent Agreement.pdf

Lake House Moore Landscape Plan Final 6-19-26.pdf

*Manager Burns said this is another resolution with both parties in agreement.*

**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

26-131 To support the Mountain Division Rail-Trail Project, a proposed extension of the trail from Main Street (Route 202) in Windham to Bridge Street in Westbrook, for inclusion in the 2027-2029 Maine DOT Work Plan and 2027-2030 PACTS TIP, and to commit the Town of Windham to its share of the ten percent local match in the amount of $810,000 toward the total estimated project cost of $16,200,000.

***Attachments:*** 26-131 Cover Sheet.pdf

NOI_27-29WorkPlan_27-30TIP.pdf

Memo-Supplemental Materials.pdf

*Assistant Town Manager Amanda Lessard displayed a graphic of the location of the project. She described how the Town has worked with Westbrook to plan a trail next to the rail bed to extend it for a ten mile section. Two culvert replacements will be necessary at the Inkhorn Brook and Colley Wright Brook crossings. These have increased the estimated total cost to approximately $16,200,000. If the project is approved by Maine Department of Transportation the Town would then vote to match 10% of the total with the other 90% coming from Federal and State funds. This would show support and commitment of the matching funds (at a future date) to the project. The trail is a high priority in the regional trails plan.*

*Councilor Cook wished to confirm the price, to which Assistant Manager Lessard went into detail on. Windham would be responsible for about $800,000.*

*Councilor Fortier asked if Westbrook had already approved their version, or if they were waiting for Windham? Assistant Manager Lessard stated that Westbrook's laws require two public readings of the proposal, and that their first was completed.*

*Councilor Jones feels that the culvert repair in one place could only be done with a large scale project like this, as it would be too much for trail clubs. Assistant Manager Lessard replied that the Inkhorn Brook Culvert is a major project and that without an operating rail line it has been a low priority for Maine DOT.*

*Councilor Nadeau asked Manager Burns where this item is located in the Town's budget? Manager Burns replied that this would be in a future budget. He said this item would come up again in the future if the project was approved. He also stated that approval tonight would not commit the Town to spend the funds in the future.*

*Councilor Terry asked if Westbrook was paying 10% as well? Assistant Manager Lessard said that the 10% would be split between Westbrook and Windham.*

*Councilor Fortier said that opportunities like this should not be passed up.*

*Councilor Jones asked if this project was subject to impact fees, to take it out of the tax burden? Manager Burns said that all funding options would be explored.*

**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

26-134 To appoint Ashley Tempesta, a staff member from the RSU 14 Katahdin Program to the East Windham Steering Committee.

***Attachments:*** 26-134 Cover Sheet.pdf

East Windham Steering Committee Charge_adopted 1.27.2026.pdf

**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

26-135 To authorize the expenditure of up to $465,000 for preliminary costs ("Original Expenditures") related to the purchase of a new ambulance (FR-2030-005); and to declare the Town's official intent within the meaning of Treasury Regulation 1.150-2 to reimburse Town funds from the proceeds of bonds to be issued in the future in an amount not to exceed $465,000 for the Original Expenditures related to the ambulance purchase.

***Attachments:*** 26-135 Cover Sheet.pdf

Chief Libby Memo_Specs.pdf

*Fire Chief Brent Libby spoke how the first piece would be to approve the bond purchase while the second would be the actual purchase of the vehicle. By rolling them together, the exact same model as the Town's other ambulances will be bought. These vehicles are rotated in service to prolong their lives and all share the same equipment which helps with operator familiarization.*

*Councilor Nadeau stated that the cost of this machine demonstrates why the Council has asked for an increased cap on spending. Chief Libby stated that the cost of the vehicle*

*has doubled since the same kind was purchased in 2022.*

*Councilor Reiner asked if the stretcher and stair chair were at end of life? Chief Libby said that new equipment would be coming with the vehicle.*

**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

26-136 To authorize the waiver of the bid process and the purchase of a 2027 Braun Chief XL ambulance in the amount of $460,500, from Autotronics of Madawaska, capital expenditure (FR-2030-005), which was approved as part of the next bond issuance.

***Attachments:*** 26-136 Cover Sheet.pdf

Chief Libby Memo_Specs.pdf

*Chief Libby said that this was the second part of the process.*

*Councilor Nadeau asked why there was a $4500 difference between the bond and the figure. Chief Libby stated that he wishes to waive the bidding process because the seller is coming in under budget and it will be the exact same vehicle. Manager Burns said that the amount approved by the voters would be utilized.*

**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

26-137 To authorize the waiver of the bid process and the purchase of a new key lock box system from the Knox Company in the amount of $148,000, capital expenditure (FR-2027-004), which was approved as part the capital budget (19100-47430).

***Attachments:*** 26-137 Cover Sheet.pdf

Chief Libby Memo_Lock Box System_NonRes Requirement.pdf

*Chief Libby said that the company that had operated our old boxes has gone out of business and their product would no longer be supported. Knox is the remaining copy in the industry and that half the costs of the businesses will be covered. It is also not a full replacement, with the new system being mounted on the old box. The money will also help equip emergency vehicles with the key fobs necessary to access the boxes.*

*Councilor Terry asked what the approximate cost to each business would be, and if this new system is digital. Chief Libby said it would be about $200, and that it is a digital system.*

**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

26-138 To grant permission for GPNEMBA (Greater Portland Chapter of New England Mountain Bike Association) to apply to the Maine Trails Fund for the construction of a new trail and restoration of existing trails at the Lowell Preserve and approve a letter of support to be provided by the Parks and Recreation Department to enhance their grant application.

***Attachments:*** 26-138 Cover Sheet.pdf
LowellPreserve2017.pdf
Final Lowell map 2022.pdf
Letter of Support TOW GPNEMBAjuly2026.pdf
LEWCATrailsCurrent.pdf
LEWCATrailsAnnotated.pdf
EWCATrailsFutureClean.pdf

*Manager Burns wants the Council to be fully aware of what is being proposed. These trails would be in the Lowell Preserve with no new activity at the East Windham Conservation Area. A decision tonight would allow GPNEMBA to try and get grant funding.*

*Ryan Dunfee of GPNEMBA said that they have a strong conviction that this could be the premier trail system in Southern Maine. These plans will streamline navigation by realigning trails and modernizing old forestry trails. A second mountain bike trail would be added with the others being multi-use.*

*Councilor Jones asked Mr. Dunfee to describe the work they plan to do in detail with the present map, which he did.*

*Councilor Jones wanted to make sure that there would be a compromise in use and that there would not be too many mountain bike trails. Mr. Dunfee said that GPNEMBA strives to ensure compromise in use.*

*Councilor Reiner asked if the concerns of hunting and multi-use trails should be addressed before more work was done within the park. Manager Burns said that the East Windham committee was begun and there had also been previous discussion on uses. Mr. Dunfee feels that these areas are special and that deliberate planning will help to manage the resources.*

**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

26-139 To approve a new Victualer's License application submitted by David Whitten d/b/a Sebago Baking Company.

***Attachments:*** 26-139 Cover Sheet.pdf
Sebago Baking Company Victualer

**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 26-118 FOAA Requests.

***Attachments:*** FOAA Varneys Bridge Replacement Bid Results Request 6.17.2026.pdf
FOAA Delinquent Tax Property List 7.1.2026.pdf
FOAA 30 Landing Road Easements 7.6.2026.pdf
FOAA Route 35 Sidewalk Project Bid Results 7.6.2026.pdf
FOAA Delinquent Tax Property List 7.1.2026 (2).pdf
Abenaki Drive Stormwater Inquiry 7.8.2026.pdf

CD 26-122 Recent News Article.

***Attachments:*** Portland Press Herald article Windham Village Apartments.pdf

## XII. Town Manager's Report.

*Manager Burns stated that the latest revised start date for the North Windham Sewer is July 25, or close to it. Teething problems with the electronic controls are being worked out right now. The Town has been making significant gains in preparing various businesses to join the sewer system.*

*A Maine DOT public meeting on the North Windham Moves project will be held August 12 at Windham High School. The final designs of the project will be detailed and comments will be received. The project should go out to bid by the Fall of 2027.*

*Windham Economic Development Corporation (WEDC) had a productive meeting recently with a clear vision of where things are headed.*

*Tax commitment is coming up at the next meeting in August.*

*Public works is conducting private road inspections to plan plowing on easements for this coming Winter.*

*Natalie Thomsen, the Town's new planner, has begun work.*

*Pre-financial audit work has begun.*

*Dundee Park has summer concerts on Wednesdays and the Mobile Food Park is active on Mondays.*

*Applications are available for the Senior Property Tax Assistance program.*

## XIII. Committee Reports.

### A. Council Subcommittees.

1. Appointments Committee.

*Has not met.*

2. Finance Committee.

*The next meeting will be July 16 at 5:00PM.*

3. Ordinance Committee.

*The next meeting will be July 15 at 4:00PM.*

### B. Other Committees.

1. Parks & Recreation Advisory Committee.

*Nothing to report.*

2. Windham Economic Development Corporation.

*Covered by the Town Manager earlier.*

3. Natural Resources Advisory Committee.

*A meeting will be held July 15 at 5:30PM. Milfoil removal at Lowell Preserve, and a Fall meeting over land conservation and phosphorous permitting will be held.*

4. Greater Portland Council of Governments (GPCOG).

*Has not met.*

5. ecomaine.

*A Summer session was held at Martin's Point in Portland. The Commissioner for the Department of Environmental Protection spoke on a new law that will require payment in advance for packaging. The Town will send in a report indicating what was recycled and get a part of that revenue. It is hoped this will offset the tipping fee cost increase.*

*Councilor Reiner said the Windham Middle School Repurpose Advisory Committee met last week and officials from Great Falls would soon be discussing the item.*

## XIV. Discussion Items.

CD 26-104 Building a Resilient Windham: Reviewing Windham's Vulnerability Assessment and breaking down community resilience measures in Windham, presented by Kelly Rehberg (GPCOG) and Camille Beaulieu (AmeriCorps Municipal Resilience Fellow).

**Vulnerability Assessment**
An overview of the process and results from the recently completed Vulnerability Assessment. This assessment looked at climate hazards and impacts facing Windham, resources at-risk, and potential actions the town can take to address those risks. The goal of the assessment was to help the town understand how climate change will impact the community and future steps the town can take to build resilience.

**Community Resilience Abstract**:
This presentation covers community resilience in Windham, Maine-the capacity to prepare for, respond to, recover from, and adapt to challenges-emphasizing that both physical infrastructure (roads, energy, water systems) and social infrastructure (community support, social connection) are essential, particularly given how hazards create cascading impacts that disproportionately burden vulnerable residents and municipal systems. It situates this work within Maine's 2025 Growth Management Law amendments, which now require resilience and sustainability to be integrated throughout comprehensive plans rather than treated as standalone sections.

The presentation highlights Windham's existing resilience efforts-green space, emergency preparedness, the library as a community hub, Age-Friendly Windham, and various long-term planning documents-alongside the contributions of the AmeriCorps fellow serving with Windham. It closes with a call to action: incorporating resilience into Windham's Comprehensive Plan, prioritizing at-risk infrastructure, pursuing funding, and strengthening both physical infrastructure and social networks.

***Attachments:*** FINAL_Windham Vulnerability Assessment.pdf

CD 26-120 Middle School Community Center Project.

***Attachments:*** Community Center Funding Structure.pdf
Community Center Funding Structure - Tapering Detail.pdf
Email from Library Bd of Trustees.pdf
260714 WCC VE Scope Diagrams COUNCIL X.pdf
260710 VE Concept 3 SITE PLAN EX.pdf
260708 WCC VE Suggestions.pdf
260708 WCC VE Scope Diagrams X.pdf
260708 WCC VE Reductions.pdf
260708 WCC Project Scope.pdf
260702 VE Site Markup.pdf
WCC - Playground Courtyard.pdf
WWC - Renovations with Library Expansion from Education Drive.pdf
WCC - Library Expansion Entrance at Proposed Expansion.pdf

CD 26-123 Amendments to Chapter 187 - Mobile Food Licensing.

***Attachments:*** Email From Attorney.pdf
2026.06.29 Clerk Temporary Victualer Licensing.pdf

## XV. Agendas & Scheduling.

## XVI. ADJOURN.

*The meeting was adjourned at 8:50PM.*

**A motion was made by Councilor Jones, seconded by Councilor Cook, that the 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

Respectfully Submitted,

Anthony P. Blasi
Town Clerk, BA, CCM

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-131**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

To approve the Minutes of the July 14, 2026 Town Council Special Meeting.

# Town of Windham

## Meeting Minutes - Draft

## Town Council

Town Offices
8 School Road
Windham, Maine

**Tuesday, July 14, 2026** | **9:00 PM** | **Council Chambers**

**Special Meeting - Executive Session - To start immediately after regular meeting.**

### I. Roll Call of Members.

*The meeting was called to order at 8:50 PM.*

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

### II. Executive Session

26-140 To enter into executive session 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 and 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."

**A motion was made by Councilor Jones, 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

### III. ADJOURN.

*The meeting adjourned at 10:02 PM.*

**A motion was made by Councilor Jones, seconded by Councilor Cook, that the 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

Respectfully submitted,

Robert Burns
Town Manager

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-144**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

The Town may enact reasonable by-laws, regulations and ordinances for municipal purposes pursuant to Article I, Section 2 of the Charter, and

The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3 (I) of the Charter.

III. Issue Summary.

These changes grant the Town Clerk as Council's designee to temporarily grant licenses until ratified by Council vote.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-144**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

The Town may enact reasonable by-laws, regulations and ordinances for municipal purposes pursuant to Article I, Section 2 of the Charter, and

The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3 (I) of the Charter.

III. Issue Summary.

These changes grant the Town Clerk as Council's designee to temporarily grant licenses until ratified by Council vote.

Article I
**Mobile Food Services**

[Adopted 7-10-1984; amended 6-12-2018 by Order 18-091; 8-13-2019; 3-10-2020 by Order 20-072 (Ch. 176, Art. II, of the 1991 Code)]

**§ 87-1 Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**DISQUALIFYING CRIMINAL CONVICTION**

Includes any conviction of any criminal offense punishable by imprisonment for more than one year, whether or not the sentence was imposed or served, but shall not include any conviction which is shown to have been set aside on appeal or collaterally or for which a pardon, certificate of rehabilitation or equivalent under the law of the sentencing jurisdiction has been granted.

**MOBILE FOOD SERVICE UNIT (hereinafter MFSU)**

~~Includes only a~~ A food service establishment which has all utilities and facilities contained within it, other than a power source, which has no fixed, permanent location for the operation or transaction of business. ~~and which is moved from one privately owned location or on property owned by the Town of Windham as may be authorized by the Town to a different location under separate ownership not less frequently than once every 24 hours, in order to serve persons otherwise present at such locations at such time.~~

**§ 87-2 License.**

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

An applicant for an MFSU license shall annually make application to the ~~Windham Town Council, or such other official as the Council may designate~~ Town Clerk. Upon determining compliance with the application and licensing requirements of this article, the Town Clerk may issue a temporary MFSU license entitling the licensee to operate until such time as the temporary license is ratified and converted into a final license by vote of the Town Council. Unless otherwise provided by this article, s~~S~~aid license shall expire on May 31 of each year. ~~Fees will not be prorated.~~ The annual license fee and the background check fee are set by the Town Council.

**§ 87-3 Application.**

The application shall be on a form provided by the Town Clerk and shall require the applicant to furnish the following information:

**A.** The name, address and telephone number of the owner.

**B.** The name, address and telephone number of the operator if different from the owner.

**C.** Identification of sites where MFSU will operate.

**D.** Description of vehicle and its license number.

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**E.** A certificate of insurance as required by § 87-7.

**F.** A photograph of the unit.

**G.** A certificate of approval issued by the Department of Health and Human Services of the State of Maine.

**H.** A complete record of the applicant with respect to any disqualifying criminal conviction or statement that no such conviction exists.

**I.** An appropriate form of statement, over the signature of the applicant, giving all persons and governmental agencies having information relevant to the above items permission to release the same to the Clerk.

**J.** A description of those items which the applicant proposes to sell and dispense.

**§ 87-4 Disqualifying criminal convictions.**

A license granted under this article shall be denied or revoked when any applicant or licensee has received a disqualifying criminal conviction at any time either during the five years immediately preceding the application or while a license granted under this article is in effect or when an applicant or licensee has been imprisoned at any time during said periods for a disqualifying criminal conviction, provided that said conviction was for an offense which is rationally related to the purpose of licensing operators of MFSUs.

**§ 87-5 Scope.**

A licensee under this article shall be authorized to sell and dispense only those items which have been described in the application and which the unit is equipped to dispense pursuant to the rules described by the Department of Health and Human Services, as they may be amended from time to time. No MFSU shall operate within 200 feet of a licensed food service establishment. An MFSU shall operate only on private ways and not within or on any public ways.

**§ 87-5.1 Location.**

Unless otherwise specified in this article, MFSUs shall only operate on private property or property owned by the Town of Windham with permission from the Town, and in any case may not operate on the same parcel of property for more than 48 consecutive hours without relocating to a different parcel of property.

**§ 87-6 Rubbish containers required.**

A sufficient number of covered metal rubbish containers shall be provided at each site immediately adjacent to the MFSU to hold material discarded by its customers. In no case shall such containers be more than 10 feet from the unit. A licensee shall keep sidewalks, roadways and other public or private spaces adjoining and adjacent to his locations clean and free from paper and refuse of other kind which may be generated by the operation of his business.

**§ 87-7 Insurance required.**

The licensee shall provide an insurance policy covering the period of the license and executed by an insurance company authorized to issue such policy in the state in the usual form of automobile liability insurance policies in this state for injuries to persons and property resulting from the use and operation of the vehicle to be licensed. Such policy of insurance shall be issued for the principal sum sufficient to provide indemnity in an amount of not less than the

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maximum amount available under the automobile insurance plan, also known as the "assigned risk plan," for bodily injury, death and property damage. A certificate of insurance bearing an endorsement thereon by the issuing agent shall be deposited with the Clerk. Such certificate shall state that the issuing agent will notify the Clerk, in writing, no less than 30 days prior to the cancellation thereof.

**§ 87-8 Certificate of approval suspension or revocation.**

No license granted under this article shall be effective for any period during which the licensee's certificate of approval, issued by the Department of Health and Human Services, is suspended or revoked.

**§ 87-9 Grounds for suspension or revocation.**

A license granted under the authority of this article may be suspended or revoked by the Town Council, after notice and hearing, when the Council determines that the licensee has violated any condition of this article, any other applicable ordinance of the Town or of the license granted to him.

**§ 87-~~9.1~~10 Temporary license.**

[Added 5-9-2023 by Order No. 23-083]

Any operator of a mobile food service unit that intends to operate at a fixed location for a period of time in conjunction with a temporary event under Chapter 87 and does not hold an annual license from the Town under § 87-2 shall make application to the Town Clerk for a temporary mobile food service license at least 10 business days in advance of the temporary event, using the application process described in § 87-3. Any individual and/or organization operating as a vendor without the required license(s) shall be considered in violation of this article and subject to the penalties herein. The Town Clerk is expressly authorized to issue temporary licenses under this section without the need for ratification from the Town Council. For purposes of this section, no temporary mobile food service license shall be issued for a temporary event of more than two days.

**§ 87-11 Seasonal license.**

Notwithstanding any other provision of this article to the contrary, the operator of a MFSU that wishes to operate during Windham Food Truck Night, but which does already hold an annual MFSU license under this article, shall make application to the Town Clerk for a seasonal license on or before May 31 of each year, using the application process described in § 87-3. A seasonal license granted under this section shall be valid from June 1 – September 30 of each year. Such seasonal license only entitles the holder to operate at Windham Food Truck Night and does not entitle the operator of the MFSU to operate elsewhere in Windham or at any other time unless and until the operator receives an annual license as prescribed in this article. A seasonal license shall be subject to a licensing fee and background fee as established by order of the Town Council.

ARTICLE III
**Victualers**
[Adopted 12-9-1986; amended 3-10-2020 by Order 20-072 (Ch. 101, Art. II, of the 1991 Code)]

**§ 87-28. Title**.

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This article shall be known as and may be cited as the "~~Ordinance Setting Fees for Victualers Licenses~~Victualers Licensing Ordinance."

### § 87-29. Licensing authority.

This licensing authority shall be the Windham Town Council or such other official as the Council may designate. The Town Clerk may issue a temporary victualer's license under this article, which entitles the licensee to operate until such time as the temporary license is ratified and converted into a final license by vote of the Town Council.

### § 87-30. Term of license.

The term of a victualer's license shall run from May to May of the following year.

### § 87-31. Fees. [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

Fees shall be set by the Town Council for the following types of licenses:

A. Victualer without on-site consumption of liquor.

B. Victualer with on-site consumption of beer and wine.

C. Victualer with on-site consumption with liquor.

D. Nonprofit organization.

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| | | | |
|---|---|---|---|
| **CH** | **82** | **FLOODPLAIN MANAGEMENT** | |
| | | Flood Hazard Development Permit | $50 |
| | | | |
| **CH** | **87** | **FOOD AND BEVERAGE BUSINESSES** | |
| | | Article I, Mobile Food Services | |
| | | ~~Annual pushcart license fee~~ | ~~$50~~ |
| | | 2-Day Pass | $50 |
| | | Seasonal Park | $75 |
| | | Annual mobile food service unit license fee | $100 |
| | | Background check fee | $20 per person |
| | | Article II, Bottle Clubs | |
| | | Bottle Club annual fee | $100 + cost of Advertising |
| | | Article III, Victualers | |
| | | Victualer License - Food Only (no Liquor) | $100 |
| | | Victualer License - With onsite consumption of beer & wine | $250 |
| | | Victualer License - With onsite consumption of liquor | $400 |
| | | Victualer License - Nonprofit Organization | $1 |
| | | Article IV, Liquor Licenses | |
| | | Application Fee | $25 |
| | | Background Check (new Applicants only) | $25 |
| | | Article V, Off-Premise Catering Licenses | |
| | | Off-Premises Catering License | $10 per day |
| | | | |
| **CH** | **101** | **GROWTH MANAGEMENT** | |
| | | Growth Permit | $100 |
| | | | |
| **CH** | **108** | **HISTORIC PRESERVATION** | |
| | | Certificate of Appropriateness Application | $75 |
| | | | |
| **CH** | **120** | **LAND USE ORDINANCE** | |
| | | 100 - General | |
| | | Zone Change Request [Effective 7/28/2011] | $600 |
| | | Contract Zone Request [Effective 7/28/2011] | $800 ($500 Review Escrow) |
| | | **500 - Performance Standards** | |

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-145**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

To receive public comment and act on 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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. Pursuant to Chapter 128-5 (A-H) Renewal Procedures of the Marijuana Business Licensing Ordinance.

III. Issue Summary.

The Marijuana Business Adendum is approved and signed by department heads. Both locations passed their yearly inspections.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-145**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. Pursuant to Chapter 128-5 (A-H) Renewal Procedures of the Marijuana Business Licensing Ordinance.

III. Issue Summary.

The Marijuana Business Adendum is approved and signed by department heads. Both locations passed their yearly inspections.

Town of Windham – Marijuana Businesses

Addendum for Town Use Only

Name of Business: Kind + CO.

Date of Application: 6/17/2026 Date Fee Paid: 6/17/2026

**FIRE CHIEF:** Approved Yes ✓ By: D/E Wescott

No _____ By: _____

Comments:

_____

_____

**POLICE CHIEF:** Approved Yes ✓ By: Kevin Schaffner

No _____

Comments:

_____

_____

**CODE OFFICER:** Approved Yes ✓ By: JR

No _____

Comments:

_____

_____

**HEALTH INSPECTOR** Approved Yes _____ By: _____

No _____

Comments:

_____

_____

**TAX COLLECTOR:** Approved Yes ✓ By: Melissa (tax specialist)

NO _____

Comments:

_____

_____

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-146**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

To receive public comment and act on 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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. Pursuant to Chapter 128-5 (A-H) Renewal Procedures of the Marijuana Business Licensing Ordinance.

III. Issue Summary.

The Marijuana Business Adendum is approved and signed by department heads. Both locations passed their yearly inspections.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-146**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. Pursuant to Chapter 128-5 (A-H) Renewal Procedures of the Marijuana Business Licensing Ordinance.

III. Issue Summary.

The Marijuana Business Adendum is approved and signed by department heads. Both locations passed their yearly inspections.

TOWN OF WINDHAM
ADDENDUM TO LIQUOR LICENSE APPLICATION

Applicant: Seed Sound Herbals LLC

REVIEW BY FIRE CHIEF

I have made a search of our records for fire incidents with the above listed Applicant and find:

✓ The applicant's establishment is in conformance with The Town of Windham Fire Codes.

_____ I request permission to personally address the Town Council for public record. (Relevant materials attached)

Signed: [signature] Date: 7/23/26

REVIEW BY POLICE CHIEF

I have made a search of our records for police contacts with the above listed Applicant and find:

[signature] No remarkable incidents during the past 12 months that would jeopardize a liquor license application.

_____ I request permission to personally address the Town Council for public record. (Relevant materials attached)

Signed: [signature] Date: 7/27/2026

REVIEW BY COMMUNITY DEVELOPMENT DIRECTOR

_____ The applicant's establishment is in conformance with The Town's Land Use Code and has an occupancy permit

_____ I request permission to personally address the Town Council For public record. (Relevant materials attached)

Signed: _____ Date: _____

REVIEW BY DEPUTY TAX COLLECTOR

✓ The applicant's Personal Property Taxes have been paid and are up to date.

_____ Personal Property Taxes have not been paid.

Signed: [signature] Date: 7/23/26

(tax specialist)

07/2019

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-147**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

To receive public comment and act on 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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. Pursuant to Chapter 128-5 (A-H) Renewal Procedures of the Marijuana Business Licensing Ordinance.

III. Issue Summary.

The Marijuana Business Adendum is approved and signed by department heads. Both locations passed their yearly inspections.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-147**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Council has the authority to act as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
b. Pursuant to Chapter 128-5 (A-H) Renewal Procedures of the Marijuana Business Licensing Ordinance.

III. Issue Summary.

The Marijuana Business Adendum is approved and signed by department heads. Both locations passed their yearly inspections.

Town of Windham – Marijuana Businesses

Addendum for Town Use Only

Name of Business: Alternative Essence

Date of Application: 7/22/26 Date Fee Paid: 7/22/2020

**FIRE CHIEF:** Approved Yes ✓ By: D/C

No _____ By: _____

Comments:

_____

_____

**POLICE CHIEF:** Approved Yes ✓ By: K

No _____

Comments:

_____

_____

**CODE OFFICER:** Approved Yes ✓ By: _____

No _____

Comments:

_____

_____

**HEALTH INSPECTOR** Approved Yes _____ By: _____

No _____

Comments:

_____

_____

**TAX COLLECTOR:** Approved Yes ✓ By: _____

NO _____ (tax specialist)

Comments:

_____

_____

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-148**

**Agenda Date:** 8/11/2026 **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 Robert Coppersmith d/b/a Lake House Tavern located at 907 Roosevelt Trail 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, and 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: 26-148**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

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, and dancing or entertainment of any sort" by application of the Town Council.

III. Issue Summary.

Please refer to the attached application.

TOWN OF WINDHAM
ADDENDUM TO LIQUOR LICENSE APPLICATION

Applicant: Lake House Tavern

REVIEW BY FIRE CHIEF

I have made a search of our records for fire incidents with the above listed Applicant and find:

✓ The applicant's establishment is in conformance with The Town of Windham Fire Codes.

_____ I request permission to personally address the Town Council for public record. (Relevant materials attached)

Signed: [signature] Date: 7/27/26

REVIEW BY POLICE CHIEF

I have made a search of our records for police contacts with the above listed Applicant and find:

✓ No remarkable incidents during the past 12 months that would jeopardize a liquor license application.

_____ I request permission to personally address the Town Council for public record. (Relevant materials attached)

Signed: [signature] Date: 5/11/2026

REVIEW BY COMMUNITY DEVELOPMENT DIRECTOR

_____ The applicant's establishment is in conformance with The Town's Land Use Code and has an occupancy permit

_____ I request permission to personally address the Town Council For public record. (Relevant materials attached)

Signed: [signature] Date: ~~5-21-26~~ 7-21-26 * Pending permit review

* same occupant load

REVIEW BY DEPUTY TAX COLLECTOR

✓ The applicant's Personal Property Taxes have been paid and are up to date.

_____ Personal Property Taxes have not been paid.

Signed: [signature] Date: 5/11/26

(Tax Specialist)

07/2019

Town of Windham
8 School Rd, Windham ME, 04062
**Chapter 11**

# APPLICATION FOR SPECIAL AMUSEMENT PERMIT

☐ NEW ☒ RENEWAL

Name of Business Lake House Tavern

Address of Business 907 Roosevelt trail

Business Mailing Address 907 Roosevelt trail

Owner's Name Robert Coppersmith DOB 9-17-1959

Owner's Mailing Address 907 Roosevelt trail

Business Phone 207-939-9398 Contact Phone 207-939-9388

E-Mail bobcppr at Yahoo.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. Robert Coppersmith DOB 9-17-59
   62 Ansleri Rd
   Windham ME 04062
2. Paula Coppersmith DOB 1-16-55
   62 Ansleri Rd
   Windham ME 04062
3. _____ DOB _____

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.):

no change

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

If yes, describe the circumstances: _____

Specify type of entertainment: Live Music

List days and hours of entertainment: _____

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

Name Robert Coppersmith

Phone 207-939-9389

E-mail Bobcppr@yahoo.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."

7-28-26
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 _____

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-092**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because:

a. pursuant to Article VIII, Section 2 of the Charter, "any appropriation of twenty-five thousand dollars ($25,000) 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 it has been adopted at a Town Meeting by the vote of a majority of those present and entitled to vote at such meeting,"

b. the articles of business on the warrant for the proposed special meeting would appropriate an amount greater than twenty-five thousand dollars ($25,000) in addition to or supplementary to the annual budget recommendation and authorize the issuance of bonds or notes other than a note in anticipation of taxes to be paid within the fiscal year,
c. the provisions of 30-A M.R.S.A. § 2521 require that such meetings be called by a warrant signed by a majority of the “selectmen” (i.e. municipal officers),
d. the provisions of 30-A M.R.S.A. § 2528(5)(B) require that “[i]f a particular article to be voted on by secret ballot requests an appropriation of money by the municipality, the article, when printed in the warrant and on the ballot, must be accompanied by a recommendation of the municipal officers,” and
e. pursuant to Article II, Section 1 of the Charter, “[t]he Town Council, hereinafter called the ‘Council’, shall be and constitute the municipal officers of the Town.”

III. Issue Summary.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-092**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because:

a. pursuant to Article VIII, Section 2 of the Charter, "any appropriation of twenty-five thousand dollars ($25,000) 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 it has been adopted at a Town Meeting by the vote of a majority of those present and entitled to vote at such meeting,"

b. the articles of business on the warrant for the proposed special meeting would appropriate an amount greater than twenty-five thousand dollars ($25,000) in addition to or supplementary to the annual budget recommendation and authorize the issuance of bonds or notes other than a note in anticipation of taxes to be paid within the fiscal year,
c. the provisions of 30-A M.R.S.A. § 2521 require that such meetings be called by a warrant signed by a majority of the “selectmen” (i.e. municipal officers),
d. the provisions of 30-A M.R.S.A. § 2528(5)(B) require that “[i]f a particular article to be voted on by secret ballot requests an appropriation of money by the municipality, the article, when printed in the warrant and on the ballot, must be accompanied by a recommendation of the municipal officers,” and
e. pursuant to Article II, Section 1 of the Charter, “[t]he Town Council, hereinafter called the ‘Council’, shall be and constitute the municipal officers of the Town.”

III. Issue Summary.

**Windham Community Center - Full Scope Project Description**

The Windham Middle School is an 86,104 sf two-story building constructed in 1977. It will be acquired by the Town of Windham from RSU 14 at the end of Q2 2027. At that time, work will begin on the conversion of the building into a Community Center including Parks & Recreation, General Assistance, Town Hall, and Library. The new facility is slated to be open in Q1 2029. The work will include substantial site improvements to circulation and parking, stormwater systems, and outdoor recreational opportunities. Work to improve the durability and performance of the building exterior will include roof, siding, door and storefront replacements as well as added insulation at roof and wall areas. The interior will see work ranging from light refresh through full renovation. In particular, life safety and comfort will be greatly improved with the addition of a fire sprinkler sytem, electrical systems upgrades, and ventilation & air conditioning throughout. A 3,000 sf two-story addition to the building is proposed to accommodate the Library. Multiple entry canopies are also proposed to improve safety and protect entrances from the weather. A detailed description of the items of work is outlined below.

| Project Area | Item | | Detail | | Summary |
|---|---|---|---|---|---|
| **1 Site** | | | | | |
| | 1.01 | Improved Traffic Circulation and Increased Parking Capacity | A | South (Front) Parking Area: Reconfigured to accommodate pickle ball courts and includes new paving, striping and concrete curbing. Includes bulb-outs for pedestrian crossings & landscaping. Existing lighting augmented with additional fixtures. Accessible spaces (6) located between the Main and Library entrances. | 207 parking spaces provided, 145 required and 125 existing. 18 accessible spaces distributed to serve 5 building entrances. |
| | | | B | East Parking Area: New driveway and parking area that connects the Front Parking Area around to the Rear Parking Area. Includes new paving, striping and concrete curbing. Includes bulb-outs for pedestrian crossings & landscaping and lighting. A retaining wall is provided at the Fidium property. This parking area will be level with the first floor of the building to provide accessible access to the building at the Library and Town Hall entrances and the book drop box. | Free-flowing, two-way access fully around the building for visitors and emergency services. |
| | | | C | North (Rear) Parking Area: Existing parking area removed and regraded. New parking area with two parallel drive aisles and a new two-way driveway connection to Educational Way. The driveway connection behind Field Allen is retained. Includes new paving, striping and concrete curbing. Includes bulb-outs for pedestrian crossings & landscaping and lighting. This parking area will be level with the second floor of the building to provide accessible access to rear Parks entrance, General Assistance entrance and delivery. Includes a consolidated location for garbage and recycle collection. A seperate, two-lane drive-thru for GA is provided. | Direct connection to Educational Way alleviates the current problematic vehicular patterns at the north end of Field Allen where the existing drive merges with Educational Way. |
| | 1.02 | Enhanced Sidewalk Access | A | Asphalt sidewalks are extended and added to connect around the building and to the Expedition Drive and Educational Way. | Direct and safe access to all building entry points from parking areas, Educational Way, and Expedition Drive. |
| | | | B | Concrete sidewalks are used within the North Parking Area and to connect to entrances. | Long term durability and accessibility. |
| | 1.03 | Outside Pickleball Courts | | Four pickleball courts are added on the south end of the gymnasium. They are lit and surrounded by a 10' chain-link fence. They have an activity appropriate built-up pavement section. | Provides a popular sporting activity venue for the community. |
| | 1.04 | Secure Activity Courtyards | A | Inclusive Playground: The courtyard between the Gym and the Central Core will have a rubber play surface surrounded by a concrete walk and landscaping areas. A multi-activity apparatus and a swing set are included. A playground fence separates the playground from the front walkway. | Provides a inclusive playground space accessible to all. |
| | | | B | Library Courtyard: The courtyard between the Library and the Central Core will have a concrete patio and landscaping areas with space for tables and benches. A playground fence separates the courtyard from the front walkway. | Provides a quiet, relaxing venue for reading and conversation. |
| | 1.05 | Enhanced Entrances | A | Library Entrance: A semicircular concrete plaza with a landscaped perimeter in front of the library. The building entrance will have a large canopy over this space to provide shelter from the weather and shade from the sun. | Provides an accessible and welcoming community venue for gathering, waiting, etc. |
| | | | B | Town Hall Entrance: A modest concrete entrance links the four accessible parking spaces to the entrance. The entrance will be covered by a canopy. | Provides an accessible and welcoming entrance to the Town Hall. |
| | | | C | General Assistance Delivery: A canopy is provided at the exterior delivery entrance to General Assistance | Provides shelter at the door. |
| | | | D | Council Chambers: A canopy is provided at the exterior entrance to the council chambers. | Provides shelter at the door. |
| | | | E | Rear Parks Entrance: A sinuous concrete and landscaped plaza at the rear entrance to Parks. | Provides an accessible and welcoming entrance to the Community Center. |
| | | | F | Front Parks Entrance: The front ramped asphalt walk will not be altered. However, a pedestrian light is added and the wall art will be repaired. A canopy will be extended from the building to cover the entrance. | Provides shelter at the door. |
| | 1.06 | Two-Lane Drive-thru and Delivery Canopy for General Assistance | | Canopy extended from the rear of the building to provide shelter for six cars awaiting pick-up service from General Assistance. It will also be used for deliveries to the food pantry. | Pick-up and delivery schedules do not overlap so dual use of drive-thru/canopy is OK. Queueing space will likely be along the north driveway. |
| | 1.07 | Town Hall Staff Patio | | Concrete patio outside the north end of the Town Hall space with a short retaining wall. | Outside break space for staff. |
| | 1.08 | Defined Facility for Solid Waste & Recycle | | Screened and gated area located at the northwest corner of new parking area. | Consolidates trash pick-up away from entrances and pedestrian paths. |
| | 1.09 | Structured Stormwater Systems | A | South Parking Area: Retains existing stormwater system. | |
| | | | B | North and East Parking Areas, Library Courtyard, Library Entrance, Rear Parks Entrance: Stormwater directed to a 9,645 sf subsurface sandfilter chamber system provided under the east parking area. Collected by catch basins and conveyed via drain pipes. | |

| | | | | | |
|---|---|---|---|---|---|
| | | | C | Pickleball Courts: Stormwater directed to a 1,350 sf underdrained soil filter. | |
| | | | D | Playground: Stormwater directed to a sub-surface, chambered treatment system. | |
| | 1.10. | Primary Electric Service | | The primary electric service from Gray Road is relocated to accommodate the East Driveway. | Two new poles set and primary feeds to the Community Center and High School are extended. |
| | 1.11 | Replace 500kVa Transformer | | The existing transformer is at the end of life and is inadequate for the increased electrical loads of the building. A 750kVa transformer will be placed on a new 9'x9' concrete pad. | |
| | 1.12 | Extend Fire Service to Boiler Room | | Connect to the existing 6" capped fire service line outside of Field Allen and run to the Boiler Room. | Provides fire service to building to supply new NFPA 13 Fire Suppression System |
| | | | | | |
| **2 Gymnasium Wing** | | | | | |
| | | | | | |
| | 2.01 | Main Gym Renovations | A | Bleachers refurbished and relocated to east wall of Gym. | Allows use of gym for two parallel smaller basketball courts or pickleball use. |
| *Parks & Rec*<br>*45,347 sf proposed (inclusive of all circulation & utility spaces)*<br>*2,488 sf existing* | | | B | HVAC: Modular HVAC unit and Energy Recovery Ventilator (ERV). Heating via a gas furnace and localized hot water reheat. Cooling via a Dx condenser. CO2 sensor to modulate ventilation rate. | Heating, Ventilation and AC provided. |
| | 2.02 | Locker Area Renovations | A | Bathrooms: Locker rooms consolidated around existing men's and women's toileting areas. Excess space freed up for other uses. | Results in men's and women's gang bathrooms better aligned with modern use. Keeps recently remodeled bathroom areas. |
| | | | B | Parks Fitness and Program Rooms: The existing Men's Locker and Shower areas reconfigured as a 770sf Fitness Room and 526sf Program Room for Rec | Dedicated Rec Fitness and Program rooms with direct access to the Gym. |
| | | | C | Parks Gym Storage Rooms: The existing Gym Offices reconfigured as 187sf and 243sf Storage Rooms | Dedicated Rec Storage rooms with direct access to the gym. |
| | | | D | Code & Planning Storage Room: The existing Women's Locker and Shower areas reconfigured as 978sf secure storage | Secure and climate controlled storage area with both interior and exterior access. Existing elevator connects up to second floor. |
| | | | E | Single-Occupant Restroom: A portion of the existing Women's Locker Room reconfigured as a dedicated single occupant restroom. | Provides a single-user, gender neutral restroom to suit modern requirements. |
| | | | F | Custodial Space: The existing Women's Storage room reconfigured as a custodial space with service sink. | Provides a dedicated custodial space to service the first floor of the gym. |
| | | | G | Town Clerk Storage Room: The existing Facility Storage Room reconfigured as 642sf secure storage for the Town Clerk | Secure and climate controlled storage area with interior access. Existing elevator connects up to second floor. |
| | | | H | HVAC: ERV ventilation and hydronic unit heaters provided. Ductless split heat pump for heating and cooling provided in the Fitness and Program rooms. | Heating, Ventilation and AC provided. Consider permanent or portable dehumidification in Town storage areas. |
| | 2.03 | Gym Mezzanine Renovations | A | Mezzanine Parks Storage Room: Subdivide a separate ±600sf Storage Room for Rec use from the west side of the gym mezzanine | Provides a Rec Storage Room for general use. |
| | | | B | Mezzanine Restroom Repair: Existing second floor Men's and Women's Restrooms repaired and restored with new fixtures. | Provides restored, functional gang restrooms to serve the Gym Mezzanine and the rear Rec Entry Lobby. |
| | | | C | Mezzanine Floor Replacement: Existing parquet floor removed and replaced with rubber athletic flooring. | New floor suitable for fitness and pickleball uses. |
| | | | D | Separation of Mezzanine from Gym: Steel frame extended from floor to ceiling with inset storefront system to 8' and framed wall above. | Wall system will separate the mezzanine from the gym below while maintaining a visual connection. |
| | | | E | HVAC: Modular HVAC unit and Energy Recovery Ventilator. Heating via a gas furnace and localized hot water reheat. Cooling via a Dx condenser. CO2 sensor to modulate ventilation rate. | Heating, Ventilation and AC provided. |
| | | | | | |
| | 2.04 | Exterior Improvements | | Exterior Door Replacement: Replace rusted steel doors and frames | Improved function and energy performance. |
| | 2.05 | General Interior Improvements | A | Interior Door & Hardware Refurbishment or Replacement | Improved function and appearance. |
| | | | B | Painted GWB, Doors & Hardware, ACT & LVT in reconfigured spaces | |
| | | | C | Paint refresh of existing spaces. Ceiling and floor replacement in some rooms. | |
| | 2.05 | Exhaust Ventilation | | Exhaust Ventilation: Rooftop exhaust fan added to exhaust Bathrooms and adjacent Custodial room | Ensures that odors and deleterious gases are exhausted from the building. Code required. |
| | | | | | |
| **3 Central Core and Connectors** | | | | | |
| | | | | | |
| | 3.01 | Council Chambers/Program Suite | A | Council Chambers/Program Room: Renovation of the 1,691sf Music Room. New flooring, ACT ceiling, and paint. Council Desk Dais. Audio-visual system infrastructure. | Formal meeting space appropriate for council, board and committee meetings as well as Parks programming. Access will be from the main corridor or directly from the exterior for after hours operation. |
| | | | B | Community TV Studio: Renovation of the adjacent 209sf Storage room into a Community TV Room. Finish and Technology upgrades. | AV & IT center for WCCG TV-7 with direct visual access to the Council Chambers. |
| | | | C | Meeting/Program Room: New 440sf room. Finish and Technology upgrades. | Flexible conference room used for council executive session and other Parks programing. |
| | | | D | 2-Single Use, ADA Restrooms: Two ±100sf restrooms with toilet and sink. | Accessible restrooms available for Council Chambers/Program Room use after hours when the remainder of the facility is closed. |
| | | | E | Storage: 155sf room. | Storage for Council Chambers/Program Room. |
| | | | F | HVAC: Rooftop Package unit with natural gas heat, Dx cooling and fresh air mixing box. Terminal VAV boxes with hydronic reheat at each room for local thermostat control. | Heating, cooling, and ventilation provided with individual space control. |
| | | | G | Exhaust Ventilation: Rooftop exhaust fan added to exhaust Restrooms | Ensures that odors and deleterious gases are exhausted from the building. Code required. |
| | 3.02 | Program Rooms | A | Remove office partitioning to create 3 Programming Spaces of 1,221sf, 1,177sf, and 792sf. New flooring, ACT ceiling, and paint. Kitchen cabinetry and appliances to remain in central space. Door access added to courtyard from center space and north space. | 3 flexible program rooms for Parks use with direct access to the playground courtyard. Center space retains existing kitchen. Existing toilet room and storage room to remain. |
| | | | B | HVAC: Rooftop Package unit with natural gas heat, Dx cooling and fresh air mixing box. Terminal VAV boxes with hydronic reheat at each room. | Heating, cooling, and ventilation provided with individual space control. |

| | | | | | |
|---|---|---|---|---|---|
| | 3.03 | Multi-Purpose Room | A | Repair walls and paint. 4,687sf. | Retains floor and ceiling finishes as well as electrical and lighting systems. |
| | | | B | Storage Expansion: New 429sf at the south end of Multi-Purpose Room. | Additional storage for Parks use for Multi-Purpose furnishings and equipment. |
| | | | C | Lounge: Mezzanine above Storage Expansion. | Area overlooking the Multi-Purpose Room for oratory, DJ, lounge, etc. use. |
| | | | D | HVAC: Existing split system and ERV retained. However, the redundant exhaust fan system located above the corridor is removed. | Heating, cooling, and ventilation provided. |
| | 3.04 | Parks Front Entrance and Administrative Suite | A | Lobby & Storefront: Storefront Replaced. Install Walk-off Mat. | Improved function and energy performance. |
| | | | B | Administrative Suite: Vault removed and window added to create an office. One restroom removed to become storage room. Two smaller storage rooms combined into one. | Retains IT and security systems. Retains floor and ceiling finishes as well as electrical and lighting systems. |
| | | | C | HVAC: Existing package rooftop unit remains as configured. | |
| | 3.05 | Commercial Kitchen, Electrical Room | A | Make-up Air added to Kitchen: Exterior wall-mounted, gas fired unit ducted to hoods. Existing Hoods to remain. | Alleviates building envelope risks from excessive negative pressures in kitchen. Current code requirement. |
| | | | B | Enlarged Main Electric Room: Combine existing electric room with adjacent men's bathroom. | Accommodates upgraded electric service and switchboard. Meets current code clearance and space requirements. |
| | | | C | Bathroom Remodel: The existing women's restroom is gutted and rebuilt for single use. | Provides a single-user, non-gender restroom for use by Kitchen and GA staff. |
| | 3.06 | General Assistance | A | Offices & Waiting Area: Subdivide existing Wood Shop area. Remove Sawdust Exhaust System. New VCT flooring, ACT ceiling, and paint. Technology upgrades. Abatement and removal of asbestos containing flooring mastic. | Provides office, meeting and waiting areas. |
| *General Assistance*<br>*6,392 sf proposed*<br>*1,471 sf existing* | | | B | Client Service Spaces: Added doors to interconnect Dry Food Storage, Food Pantry and Clothes/Medical Loan Closet areas. New VCT flooring and paint. Add partitioning and doors to secure GA areas from Community Center. Remove shop room fixtures and equipment. Abatement and removal of asbestos containing flooring mastic. | Allows operation to be separate and secure from the other functions of the community center. Creates a "grocery store" experience for GA clientele. |
| | | | C | Walk-in Refrigeration: Reach-in glass doors and racking added to existing cooler/freezer. Refrigeration units replaced. | Allows for self-service access of refrigerator and freezer goods by GA clients. Existing man-door access remains for GA staff and kitchen use. |
| | | | D | Odiferous Goods Room: A separate ventilated room provided to hold odiferous goods (detergents, dog food, etc.). | Keeps strong smells from contaminating food goods. |
| | | | E | Pick-up Event Accommodation: Staging area provided for food pick-up events (Thanksgiving, etc.). | Improves efficiency of food pick-up events. Covered car access via the 6-car canopy, see Item 1.06. |
| | | | F | HVAC for Offices: ERV ventilation and ductless split heat pump for heating and cooling. | Heating, cooling, and ventilation provided with individual space control. |
| | | | G | HVAC for Service Spaces: Existing ERVs with hydronic reheat will remain. Ductless split heat pump for heating and cooling. | Heating, cooling, and ventilation provided with individual space control. |
| | 3.07 | Gym Connector Stair Safety Upgrades | A | Contrasting nosing added to the stairs | Improved safety on stairs. |
| | | | B | Extension added on top of the existing railing for guard height, detail to be determined. | Meet current code required height of 42" to improve safety. |
| | 3.08 | Exterior Improvements | A | Insulation and Reroof of flat roof areas: Add R-30 insulation and new EPDM roof at flat roof areas. Replace aluminum fascia at reroofed areas. | Roof life and energy efficiency. |
| | | | B | Front Artwork: Repair and paint. | Ensures longevity of artwork. |
| | | | C | Storefront Replacement: Replace rusted steel storefront and failing wood window system in Gym Connector and East Wing Connector. Abatement and removal of asbestos in glazing caulk at wood window system. | Improved function and energy performance. Interior aluminum vestibule enclosure in Gym Connector will remain. |
| | | | D | Exterior Door Replacement: Replace rusted steel doors and frames. | Improved function and energy performance. |
| | 3.09 | General Interior Improvements | A | Interior Door & Hardware Refurbishment or Replacement | Improved function and appearance. |
| | | | B | Painted GWB, Doors & Hardware, ACT & LVT in reconfigured spaces | |
| | | | C | Paint refresh of existing spaces. Ceiling and floor replacement evaluated room by room. | |
| | 3.10. | Exhaust Ventilation | | Rooftop exhaust fan added to exhaust Bathrooms, Custodial, and Odiferous Goods Room | Ensures that odors and deleterious gases are exhausted from the building. Code Required. |
| | | | | | |
| **4 East (Classroom) Wing** | | | | | |
| | | | | | |
| | 4.01 | Core Areas | A | New Elevator: 2-Stop, 3,500# Hydraulic Elevator to serve Town Hall and Library. | Accessible connection between the two floors of the Library and Town Hall |
| | | | B | Public Restrooms: Renovate existing restrooms to provide accessibility and repaired finishes. | Men's and Women's accessible restroom provided on each floor |
| | | | C | Public Lounge: Open lounge area on the second floor. | Community space for informal gatherings with Town Hall, Library and Courtyard access. |
| | | | D | Clerk Office Security: Lockable shutter to secure Clerk counter from the Town Hall Lobby. | Required records security. |
| | | | E | Exhaust Ventilation: Rooftop exhaust fan added to exhaust Bathrooms and Custodial spaces. | Ensures that odors and deleterious gases are exhausted from the building. Code required. |
| | 4.02 | Town Hall | A | General: Interior and exterior abatement and demolition leaving structure frame, floors and roof structure. Repartitioning of spaces to meet program requirements. New finishes and systems throughout. | Fully functioning, comfortable and enjoyable Town Hall to accommodate the needs of the community into the future. |
| *Town Hall*<br>*19,144 sf proposed*<br>*10,739 sf existing* | | | B | Clerk, Tax and Executive Management: Suite of spaces on the first floor with exterior access via the Town Hall Entrance to the new east parking area. Elevator access to the second floor and the Community Center. | (11) private offices; (6) clerk/tax customer service positions; back open office area with teaming/work areas; (3) conference rooms; dedicated department storage areas. (2) staff bathrooms, kitchenette and break area. |
| | | | C | Code, Planning & Appraiser: Suite of spaces on the second floor with direct access to the Commuinity Center and to the Town Hall entrance via an elevator. | (13) private offices; (3) position customer service counter; back open office area with teaming/work areas and open file storage; (3) conference rooms; dedicated department storage areas. (2) staff bathrooms, kitchenette and break area. Server Room. Private Consultation Counter. |

| | | | | | |
|---|---|---|---|---|---|
| | | | D | HVAC: ERV at each floor for required ventilation. Multi-split VRF heat pumps with individual control in each office or functional space. | Heating, cooling, and ventilation provided with individual space control. |
| | 4.03 | Library | A | General: Interior and exterior abatement and demolition leaving structure frame, floors and roof structure. Repartitioning of spaces to meet program requirements. New finishes and systems throughout. | Fully functioning, comfortable and enjoyable Public Library to accommodate the needs of the community into the future. |
| | | | B | Two- Story Addition of 3,000sf: A 20' glassy, extension at the south end of the building including a canopied fully accessible entrance. | Accommodates the Library program needs and creates a light ,welcoming interior. |
| *Library*<br>*18,251 sf proposed*<br>*10,652 sf existing* | | | C | First Floor: The south end includes a 5,079sf Main Stack/Reading Area served by the Circulation and Reference Desks and is connected via an partially open stair to the second floor. Spaces to the rear include Administrative Offices, Study Rooms and a 689sf Program Room. Rear access to public restrooms and elevator. | Main Stack/Reading Room; Circulation Desk and work area; (3) Administrative Offices, Break Room, Storage and Staff Restroom; Reference Desk and Office; Book Drop-off Closet; (2) Private Study Rooms; (1) Group Study Room; Program and Special Collections Rooms; Library of Things. |
| | | | D | Second Floor: Includes three primary uses. A 3,679sf Children's Reading Area sits at the south end and uses curved book shelving to create a variety of reading and play areas. It has direct access to the Library Courtyard (1.04/B). An enclosed, sound isolated 1,334sf Teen Reading Room sits on the east side and provides a variety of reading and study spaces including a computer area. A 669sf Program Room sits on the west side and has direct access to the Library Courtyard (1.04/B) and the Public Lounge (4.01/C). Rear access to public restrooms, elevator, and the rest of the Community Center. | Children's Reading Room and Librarian Office; Private Study/Visitation Room; Family Bathroom; Teen Reading Room and Librarian Office; Teen Study Room; Program Room; (3) Storage Rooms. |
| | | | E | HVAC: Modular HVAC unit and ERV. Heating via a gas furnace and localized hot water reheat. Cooling via a Dx condenser. | Heating, cooling, and ventilation provided with zoned control. |
| | 4.04 | Exterior Improvements | A | Mansard Removal: Remove mansard framing and construct new eave detail. Repair substrate and weatherbarrier as required. Side areas with wood composite lap siding and trim. | Aesthetic upgrade to higlight the new uses of the building. Improved exterior building envelope on the second story. |
| | | | B | Brick Removal: All brick veneer is removed. | Allows for window and door relocation and the upgrade of the exterior wall systems. |
| | | | C | Exterior Wall Reconstruction: Exterior walls reconfigured to accommodate relocated existing windows. New exterior wall insulation to meet or exceed current code (R13+R7.5ci minimum), air/weather barrier and composite lap siding over furring. New exterior doors and entry systems. | Durability, interior comfort, energy efficiency. |
| | | | D | Insulation and Reroof Pitched Roof: Add R-30 insulation at underside of roof deck and new composition roof. Add aluminum fascia and soffit. Remove insulation at second floor ceiling. Spray foam seal attic peimeter. | Roof life and energy efficiency. |
| | | | | | |
| **5 General Facility Systems** | | | | | |
| | | | | | |
| See above for systems in specific areas | 5.01 | Extend NFPA 13 Fire Protection System throughout building | | Install Fire service entrance in the Boiler Room, distribution and alarm systems according to NFPA, local and fire department requirements. | Fully functioning fire suppression and alarm system throughout facility. |
| | 5.02 | Divide the building into two Fire Areas. | | Add a 2-hr Fire Wall separation between the East Wing and the Central Core creating fire areas complient with the NFPA & IBC for the proposed uses. | The East Wing will be considered a separate building from a fire safety perspective. |
| | 5.03 | Retain Natural Gas Fired Boilers | | Boilers are functioning as designed, have sufficient capacity to meet projected loads, and have no maintenance issues. | Installed in 2003, these boilers have a published service life of 30-35 years. |
| | 5.04 | Replace DHW Heating System | | Replace original indirect water heater with 119gal natural gas, condensing storage water heater | Replaces the original DHW heater which is well beyond its end of life. |
| | 5.05 | Add DHW Recirculation System | | Add recirculation loop to all fixture groups. | As required by IECC 2021. Significantly, reduces wait times for hot water. Water and energy waste are minimized. |
| | 5.06 | Replace Main Electric Switchboard | | Within enlarged Main Electrical Room (3.05/B) | Modern switchboard meets current codes and improves safety, functionality and accommodates additional loads. |
| | 5.07 | Portable Generator Accomodation | | Exterior inlet box hook-up and manual transfer switch with cam-lock connections for supporting a portable generator connection (ESL Storm Switch or equivalent). Provides an alternate power source to a dedicated power panel for serving required loads for long term power outages. | Allows the use of a portable generator to power selected loads. In particular, we recommend powering the walk-in cooler/freezer but can add other critical items. |
| | 5.08 | Replace, Repair or Add Electric Panels | | Evaluate panel capacity and condition. Some panels have been recently replaced. In some cases it may be adequate to replace breakers or the bus bars. | Provides required capacity and alleviates safety issues with old panels (overheating, etc.) |
| | 5.09 | LED Lighting | | Replace or relamp existing light fixtures with LED | Improved fixture longevity, energy efficiency |
| | 5.10. | Building Automation System | | All new HVAC systems integrated with existing BAS | |
| | 5.11 | Install IT Wiring Infrastructure | | Wiring installed to accommodate Town directed IT locations and requirements. | Wiring infrastructure only. Town forces to terminate lines and install equipment. |
| | 5.12 | Repair/Repoint Brick | | Gymnasium, Central Core and Connectors: Evaluate condition of brick veneer and repair as necessary | Prolong life of brick veneer and substrate. |



**WINDHAM COMMUNITY CENTER** | BUILDING MAIN ENTRANCE RENDERING

DATE: 08/06/2026

**WINDHAM COMMUNITY CENTER** | LIBRARY ENTRANCE RENDERING

DATE: 08/06/2026

architecture invivid SEBAGO TECHNICS Salas O'Brien Great Falls CONSTRUCTION



**WINDHAM COMMUNITY CENTER** | LIBRARY / TOWNHALL
RENDERING

DATE: 08/06/2026

**WINDHAM COMMUNITY CENTER** | LIBRARY COURTYARD RENDERING

DATE: 08/06/2026



**WINDHAM COMMUNITY CENTER** | PLAYGROUND COURTYARD RENDERING

DATE: 08/06/2026



**WINDHAM COMMUNITY CENTER** | PICKLEBALL COURT RENDERING

DATE: 08/06/2026

**WINDHAM COMMUNITY CENTER** | BUILDING NORTH ENTRANCE RENDERING

DATE: 08/06/2026

FIELD ALLEN SCHOOL

BM-2

N/F
ROGERS M L INC
8836 / 33
TM 44, LOT 17

STORAGE CONTAINERS

GENERAL SERVICES ENTRANCE WITH CANOPY OVER PICKUP AREA

REBUILD RAMP

DUMPSTERS

EDUCATIONAL WAY

RETAINING WALL

N/F
AMERICA B VITORINO
34838 / 334
TM 44, LOT 16

MUNICIPAL STAFF ENTRANCE + LUNCH PATIO

N/F
NORTHERN NEW EN
TEL OPERATIONS
25946 / 126
TM 44, LOT 15

POTENTIAL LAND AQUISITION FOR PARKING EXPANSION

RETAINING WALL

PARKS & RECREATION ENTRANCE + OUTDOOR SEATING

PROPOSED WINDHAM COMMUNITY CENTER

MUNICIPAL OFFICES ENTRANCE

N/F
SARAH-ANNE COLEGROVE
32415 / 310
TM

BUFFER

INCLUSIVE PLAYGROUND

SNOW STORAGE

LIBRARY ADDITION

LIBRARY ENTRANCE + OUTDOOR SEATING

RELOCATED SWITCHGEAR

PICKLEBALL COURTS

[1k] TF High School

GRAY ROAD

MAIN ENTRANCE

EXPEDITION DRIVE

LIBRARY COURTYARD

WINDHAM HIGH SCHOOL

GRAPHIC SCALE
60 0 30 60 120
(IN FEET)
1 INCH = 60 FT.

**Parking Tabulations**

**Total Proposed Parking: 181 Spaces**
**Proposed ADA Accessible Spaces: 18**
**Spaces Dedicated Schools: 14**

**Windham Community Center - Preliminary Parking Generation**

| Building Use | Size (GSF) | Town of Gorham* | | ITE** | |
|---|---|---|---|---|---|
| Library | 16,268 | 1 per 250 | 65 | 4.4 per 1,000 (LUC 490) | 72 |
| Community Center | 20,745 | 1 per 250 | 83 | 2.32 per 1,000 (LUC 495) | 48 |
| Municipal Office | 9,357 | 1 per 250 | 37 | 4.04 per 1,000 (LUC 730) | 38 |
| | 46,370 | **Subtotal** | **185** | **Subtotal** | **158** |

*Uses Town of Gorham Off-Street Parking Requirements from Section 2-2(A), Indoor Sporting Facilities, Gymnasiums, Recreation, and Fitness Centers
**ITE Land Use Codes: Library (490), Recreational Community Center (495), Government Office Building (730)
***Pool has same parking generation rate as a the Community Center Use

# WINDHAM COMMUNITY CENTER | SITE PLAN

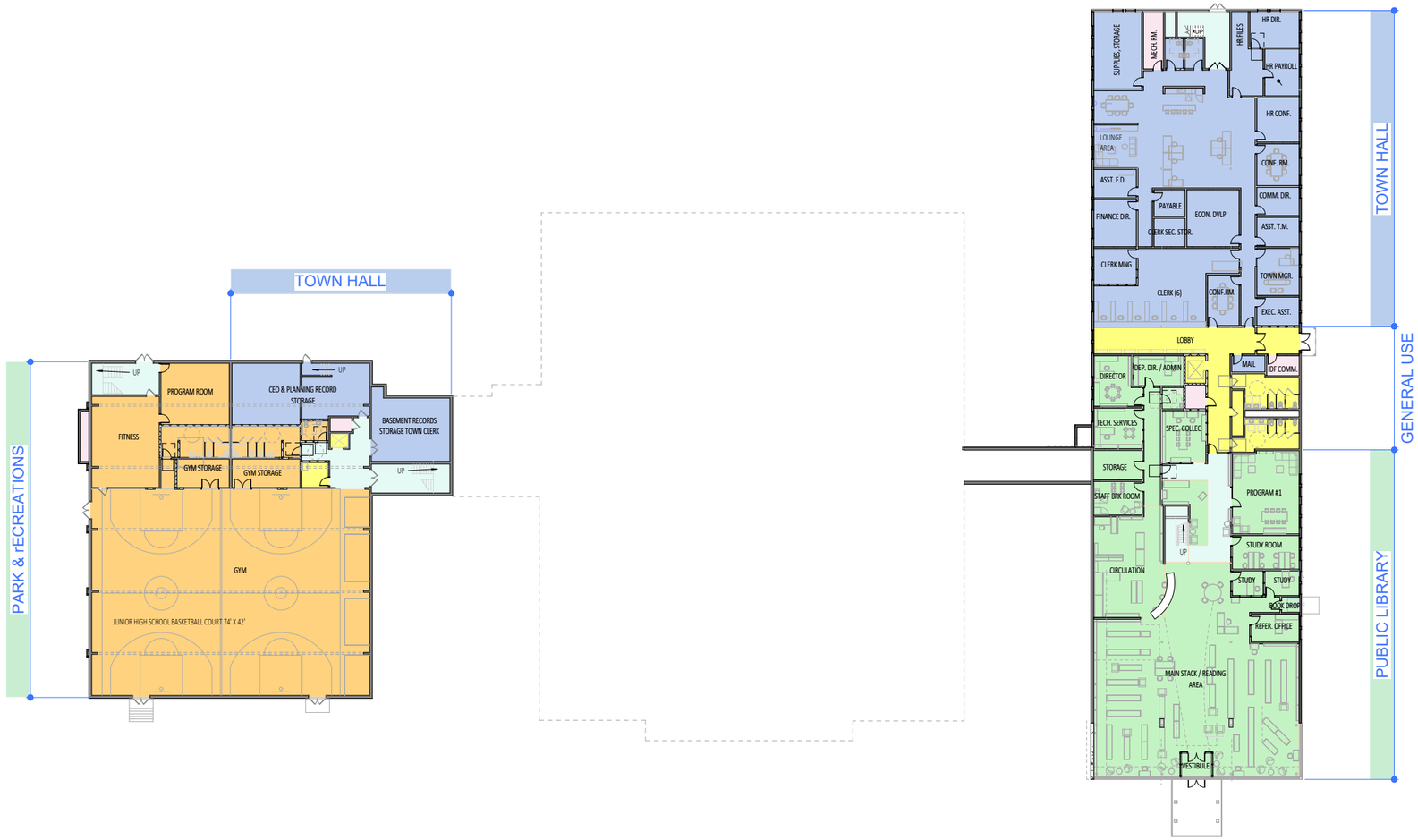
DATE: 08/06/2026

# *OVERALL FIRST FLOOR PLAN*

Department Legend

- AMENITY
- EGRESS
- Municipal
- Recreation Department
- Library
- General

| SQUARE FOOTAGES | |
|---|---|
| LOWER LEVEL: | 33,628 GSF |
| UPPER LEVEL: | 55,502 GSF + |
| | 89,103 GSF |




**WINDHAM COMMUNITY CENTER** | FIRST FLOOR PLAN

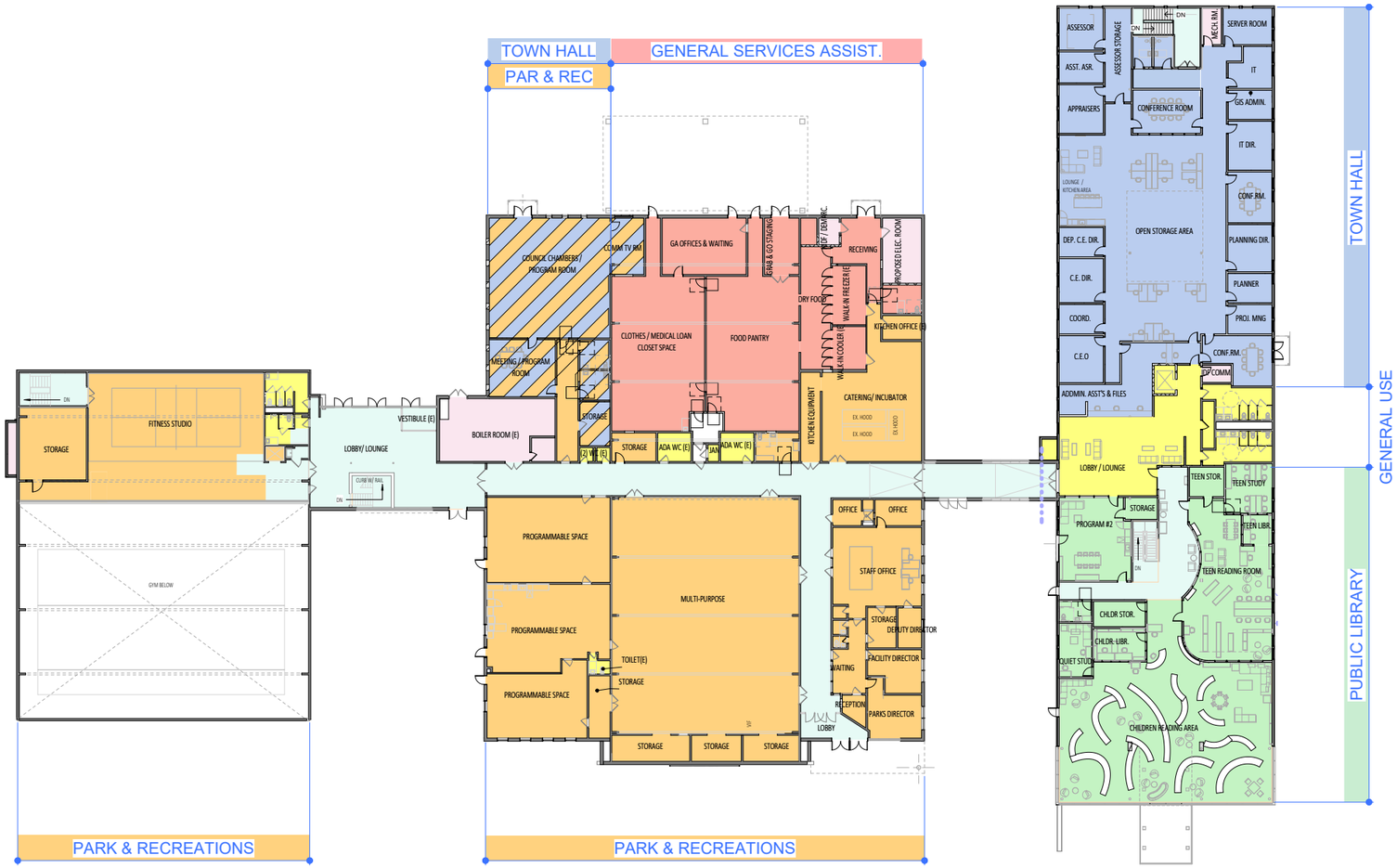
DATE: 08/06/2026

# *OVERALL SECOND FLOOR PLAN*

Department Legend

- AMENITY
- EGRESS
- Municipal
- Recreation Department
- Library
- Social Services
- General

| SQUARE FOOTAGES | |
|---|---|
| LOWER LEVEL: | 33,628 GSF |
| UPPER LEVEL: | 55,502 GSF + |
| | 89,103 GSF |




**WINDHAM COMMUNITY CENTER** | SECOND FLOOR PLAN

DATE: 08/06/2026

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-093**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Article V, Section 6 of the Charter the approval of the budget at budgetary town meeting established " the amount of the levy for the purposes of the Town in corresponding fiscal year," and
b. Pursuant to Article II, Section 3(I) of the Charter the Town Council has the authority to “[e]xercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting.”

III. Issue Summary.

The budget approved at the annual town meeting establishes the amount to be raised for town and school purposes. The amount of the levy also includes the Town's share of RSU expenses, county taxes, and an amount for overlay, which can only be set by the legislative body. Overlay is the amount in addition to the amount to be raised which accounts for the rounding of tax amounts and to cover the amount of reasonably anticipated abatements of value during the coming year.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

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**2026 Tax Commitment**
**Prepared by Assessor Josh Houde**
**For Windham Town Council – August 11, 2026**

**Residential Sales Ratio**

- Sales Ratio = Comparison of assessed value (AV) to sales price
- 91% or higher average ratio is the goal so we can maintain 100% certified state ratio
- 2024 – Increased ratio from 87% to 95% via comprehensive valuation update
- 2025 – Ratio fell to 92% as home prices increased
- 2026 – Ratio fell to 91%; minor adjustments raised it back to 92%

**Valuation Base**

- $144M growth (3.4%); compared to $106M growth (2.6%) in 2025
  - 2024 - $4.097 B
  - 2025 - $4.203 B
  - 2026 - $4.347 B
- Growth Classification ($144M total)
  - $73M – New growth (51%)
  - $39M – Residential land, nbhd, and other adjustments (27%)
  - $32M – Commercial adjustments, especially multifamily (22%)

**Tax for Commitment**

- Increased from $50.7M in 2025 to $56.2M in 2026 (10.9% increase)
- Net Expenditure Increases for Commitment (based on $12.93 tentative mill rate):

| Category | 2025 | 2026 | Increase | Pct Incr | Pct of Ttl 2026 Tax | Portion of 12.93 rate | Pct of Ttl Increase |
|---|---|---|---|---|---|---|---|
| County Expense | 2,157,074 | 2,354,531 | 197,457 | 9.2% | 4.2% | 0.54 | 3.6% |
| Municipal Expense (Net) | 17,946,663 | 19,161,110 | 1,214,447 | 6.8% | 34.1% | 4.41 | 22.0% |
| Education Expense | 30,581,935 | 34,688,822 | 4,106,887 | 13.4% | 61.7% | 7.98 | 74.4% |
| **Tax for Commitment** | **50,685,672** | **56,204,463** | 5,518,791 | 10.9% | **100.0%** | **12.93** | **100.0%** |

**Selection of Mill Rate**

- With NO GROWTH in valuation, the mill rate would have been around $13.29 (w/ $185k overlay)
- Given $144M growth, however, our mill rate can comfortably be set at $12.92 to $12.95
- The valuation base and expenses are set. The only item left to decide is the overlay amount:
  - $12.92 = $159k overlay
  - $12.93 = $203k overlay
  - $12.94 = $246k overlay
  - $12.95 = $289k overlay
- Recent Years' Overlays
  - 2023 - $191k overlay – $42k in abatements
  - 2024 - $206k overlay – $54k in abatements
  - 2025 - $132k overlay - $22k in abatements

**Impact**

- $400k property paid $4,824 taxes at $12.06 mill rate for 2025
- $400k property would pay $5,172 taxes at $12.93 mill rate - $348 increase (7.2%)
- Each penny of the mill rate equals $4 in taxes for a $400k property

## 2026 MUNICIPAL TAX RATE CALCULATION FORM

**TENTATIVE: 12.93 MILL RATE** **TENTATIVE: 12.93 MILL RATE**

Municipality: **Windham**

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

| | | | | |
|---|---|---|---|---|
| 1. | Total taxable value of real estate | 1 | $4,305,235,400 (from page 1, line 6) | |
| 2. | Total taxable value of personal property | 2 | $41,590,800 (from page 1, line 10) | |
| 3. | Total taxable value of real estate and personal property (Line 1 plus line 2) | | | 3 $4,346,826,200 (from page 1, line 11) |
| 4. a. | Total exempt value for all homestead exemptions granted | 4a. | $133,200,000 (from Page 1, line 14f) | |
| b. | Homestead exemption reimbursement value | 4b. | $101,232,000 | |
| 5. a. | Total exempt value of all BETE qualified property | 5a. | $25,074,900 (from page 2, line 15c) | |
| b. | BETE exemption reimbursement value | 5b. | $12,537,450 | |
| 6. | Total valuation base (Line 3 + line 4b + line 5b) | | | 6 $4,460,595,650 |

**ASSESSMENTS**

| | | | |
|---|---|---|---|
| 7. | County tax | 7 | $2,354,531.00 |
| 8. | Municipal appropriation | 8 | $33,767,907.00 |
| 9. | TIF financial plan amount | 9 | $1,942,465 (must match page 2, line 16c + 16d) |
| 10. | Local education appropriation | 10 | $34,688,822.00 |
| 11. | Total appropriations (Add lines 7 through 10) | | 11 $72,753,724.85 |

**ALLOWABLE DEDUCTIONS**

| | | | |
|---|---|---|---|
| 12. | Anticipated state municipal revenue sharing | 12 | $2,800,000.00 |
| 13. | Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement) | 13 | $12,480,726.00 |
| 14. | Total deductions (Line 12 plus line 13) | | 14 $15,280,726.00 |
| 15. | Net to be raised by local property tax rate (Line 11 minus line 14) | | 15 $57,472,998.85 |

| | A | | B | | C | |
|---|---|---|---|---|---|---|
| 16. | $57,472,998.85 (Amount from line 15) | x | 1.05 | = | $60,346,648.79 | Maximum Allowable Tax |
| 17. | $57,472,998.85 (Amount from line 15) | ÷ | $4,460,595,650 (Amount from line 6) | = | 0.01288 | Minimum Tax Rate |
| 18. | $60,346,648.79 (Amount from line 16) | ÷ | $4,460,595,650 (Amount from line 6) | = | 0.01353 | Maximum Tax Rate |
| 19. | $4,346,826,200.00 (Amount from line 3) | x | 0.01293 (Selected Rate) | = | $56,204,462.77 (Enter on page 1, line 13) | Tax for Commitment |
| 20. | $57,472,998.85 (Amount from line 15) | x | 0.05 | = | $2,873,649.94 | Maximum Overlay |
| 21. | $101,232,000 (Amount from line 4b.) | x | 0.01293 (Selected Rate) | = | $1,308,929.76 (Enter on line 8, Assessment Warrant) | **Homestead Reimbursement** |
| 22. | $12,537,450 (Amount from line 5b.) | x | 0.01293 (Selected Rate) | = | $162,109.23 (Enter on line 9, Assessment Warrant) | **BETE Reimbursement** |
| 23. | $57,675,501.75 (Line 19 plus lines 21 and 22 ) | - | $57,472,998.85 (Amount from line 15) | = | $202,502.90 (Enter on line 5, Assessment Warrant) | Overlay |

**(If Line 23 exceeds Line 20 select a lower tax rate.)**

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

# 2025 MUNICIPAL TAX RATE CALCULATION FORM

2025 FINAL $12.06 MILL RATE

Municipality: **WINDHAM**

2025 FINAL $12.06 MILL RATE

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

| | | | | |
|---|---|---|---|---|
| 1. | Total taxable value of real estate | 1 | $4,161,886,700 (from page 1, line 6) | |
| 2. | Total taxable value of personal property | 2 | $40,905,300 (from page 1, line 10) | |
| 3. | Total taxable value of real estate and personal property (Line 1 plus line 2) | 3 | | $4,202,792,000 (from page 1, line 11) |
| 4. a. | Total exempt value for all homestead exemptions granted | 4a. | $134,575,000 (from Page 1, line 14f) | |
| b. | Homestead exemption reimbursement value | 4b. | $102,277,000 | |
| 5. a. | Total exempt value of all BETE qualified property | 5a. | $25,328,000 (from page 2, line 15c) | |
| b. | BETE exemption reimbursement value | 5b. | $12,664,000 | |
| 6. | Total valuation base (Line 3 + line 4b + line 5b) | 6 | | $4,317,733,000 |

**ASSESSMENTS**

| | | | |
|---|---|---|---|
| 7. | County tax | 7 | $2,157,074.00 |
| 8. | Municipal appropriation | 8 | $34,679,954.00 |
| 9. | TIF financial plan amount | 9 | $1,512,647 (must match page 2, line 16c + 16d) |
| 10. | Local education appropriation | 10 | $30,581,935.24 |
| 11. | Total appropriations (Add lines 7 through 10) | 11 | $68,931,610.45 |

**ALLOWABLE DEDUCTIONS**

| | | | |
|---|---|---|---|
| 12. | Anticipated state municipal revenue sharing | 12 | $2,600,000.00 |
| 13. | Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement) | 13 | $14,391,509.00 |
| 14. | Total deductions (Line 12 plus line 13) | 14 | $16,991,509.00 |
| 15. | Net to be raised by local property tax rate (Line 11 minus line 14) | 15 | $51,940,101.45 |

| | A | | B | | C | |
|---|---|---|---|---|---|---|
| 16. | $51,940,101.45 (Amount from line 15) | x | 1.05 | = | $54,537,106.52 | Maximum Allowable Tax |
| 17. | $51,940,101.45 (Amount from line 15) | ÷ | $4,317,733,000 (Amount from line 6) | = | 0.01203 | Minimum Tax Rate |
| 18. | $54,537,106.52 (Amount from line 16) | ÷ | $4,317,733,000 (Amount from line 6) | = | 0.01263 | Maximum Tax Rate |
| 19. | $4,202,792,000.00 (Amount from line 3) | x | 0.01206 (Selected Rate) | = | $50,685,671.52 (Enter on page 1, line 13) | Tax for Commitment |
| 20. | $51,940,101.45 (Amount from line 15) | x | 0.05 | = | $2,597,005.07 | Maximum Overlay |
| 21. | $102,277,000 (Amount from line 4b.) | x | 0.01206 (Selected Rate) | = | $1,233,460.62 (Enter on line 8, Assessment Warrant) | **Homestead Reimbursement** |
| 22. | $12,664,000 (Amount from line 5b.) | x | 0.01206 (Selected Rate) | = | $152,727.84 (Enter on line 9, Assessment Warrant) | **BETE Reimbursement** |
| 23. | $52,071,859.98 (Line 19 plus lines 21 and 22 ) | - | $51,940,101.45 (Amount from line 15) | = | $131,758.53 (Enter on line 5, Assessment Warrant) | Overlay |

**(If Line 23 exceeds Line 20 select a lower tax rate.)**

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-094**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

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

II. Basis for Council Action.

Council approval of this item is required because;

a. Title 36 M.R.S.A. §505(2) states that "a municipality may, with respect to the tax, by vote determine... [t]he date or dates when property taxes shall become due and payable," and
b. Pursuant to Article II, Section 3(I) of the Charter the Town Council has the authority to “[e]xercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting.”

III. Issue Summary.

Both dates are on Thursday.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

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# Town of Windham

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8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-095**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. Title 36 M.R.S.A §506 states that "[M]unicipalities at any properly called meeting may authorize their tax collectors or treasurers to accept prepayment of taxes not yet committed and to pay interest on these prepayments, if any is authorized…," and
b. Pursuant to Article II, Section 3(I) of the Charter the Town Council has the authority to "[e]xercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting."

III. Issue Summary.

The town provides a lot of flexibility to taxpayers where it can, and allowing prepayments is part of that. However, the town is not set up to track and calculate interest on any amounts prepaid and has traditionally allowed prepayments without paying any interest on any such amount.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-095**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. Title 36 M.R.S.A §506 states that "[M]unicipalities at any properly called meeting may authorize their tax collectors or treasurers to accept prepayment of taxes not yet committed and to pay interest on these prepayments, if any is authorized…," and
b. Pursuant to Article II, Section 3(I) of the Charter the Town Council has the authority to "[e]xercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting."

III. Issue Summary.

The town provides a lot of flexibility to taxpayers where it can, and allowing prepayments is part of that. However, the town is not set up to track and calculate interest on any amounts prepaid and has traditionally allowed prepayments without paying any interest on any such amount.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-096**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. Title 36 M.R.S.A. §906 states that, “The municipal officers of a municipality may, upon request of the municipal treasurer or the tax collector, require that any tax payment received from an individual as payment for any property tax be applied against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill. Taxes may not be applied to a period for which an abatement request or appeal has not been resolved unless approved in writing by the taxpayer,” and
b. Pursuant to Article II, Section 1 of the Charter “[t]he Town Council, hereinafter called the ‘Council’, shall be and constitute the municipal officers of the Town.”

III. Issue Summary.

Without specifying that tax payments be applied to the oldest balance first, there would be some increased risk that taxpayers would have their properties subject to lien or automatic foreclosure. Both the town manager, as tax collector, and the assistant tax collector recommend approval of this order.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-096**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

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II. Basis for Council Action.

Council approval of this item is required because;

a. Title 36 M.R.S.A. §906 states that, “The municipal officers of a municipality may, upon request of the municipal treasurer or the tax collector, require that any tax payment received from an individual as payment for any property tax be applied against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill. Taxes may not be applied to a period for which an abatement request or appeal has not been resolved unless approved in writing by the taxpayer,” and
b. Pursuant to Article II, Section 1 of the Charter “[t]he Town Council, hereinafter called the ‘Council’, shall be and constitute the municipal officers of the Town.”

III. Issue Summary.

Without specifying that tax payments be applied to the oldest balance first, there would be some increased risk that taxpayers would have their properties subject to lien or automatic foreclosure. Both the town manager, as tax collector, and the assistant tax collector recommend approval of this order.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-097**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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

II. Basis for Council Action.

Council approval of this item is required because;

a. Title 36, M.R.S.A. § 505(4) provides "[t]hat a municipality may, by vote, determine... [t]he rate of interest which shall apply to delinquent taxes committed during the taxable year," and
b. Pursuant to Article II, Section 3(I) of the Charter the Town Council has the authority to "[e]xercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting."

III. Issue Summary.

Each year when the Town Council sets the tax rate, it also determines the rate of interest the Tax Collector will charge on delinquent tax payments. The maximum rate of interest which may be used is established by the state treasurer. By law it is the highest conventional rate of interest charged for commercial unsecured loans by Maine banking institutions on the first business day of the calendar year in which the vote is taken. The maximum rate of interest for the calendar year 2026 is 7.00%.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-097**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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**Agenda Number:**

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II. Basis for Council Action.

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a. Title 36, M.R.S.A. § 505(4) provides "[t]hat a municipality may, by vote, determine... [t]he rate of interest which shall apply to delinquent taxes committed during the taxable year," and
b. Pursuant to Article II, Section 3(I) of the Charter the Town Council has the authority to "[e]xercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting."

III. Issue Summary.

Each year when the Town Council sets the tax rate, it also determines the rate of interest the Tax Collector will charge on delinquent tax payments. The maximum rate of interest which may be used is established by the state treasurer. By law it is the highest conventional rate of interest charged for commercial unsecured loans by Maine banking institutions on the first business day of the calendar year in which the vote is taken. The maximum rate of interest for the calendar year 2026 is 7.00%.

Monthly Distributions

Projections

Delinquent Tax Rates

# Delinquent Tax Rates

Municipalities may, by vote, determine the rate of interest that shall apply to taxes that become delinquent during a particular taxable year until those taxes are paid in full. The maximum rate of interest that can be charged per Title 36, M.R.S.A. Section 505.4 is as follows:

| Taxable Year | Maximum Rate |
|---|---|
| 2026 | 7.00% |
| 2025 | 7.50% |
| 2024 | 8.50% |
| 2023 | 8.00% |
| 2022 | 4.00% |
| 2021 | 4.00% up to 6.00% |
| 2020 | 8.00% |
| 2019 | 9.00% |
| 2018 | 8.00% |
| 2017 | 7.00% |
| 2016 | 7.00% |
| 2015 | 7.00% |
| 2014 | 7.00% |
| 2013 | 7.00% |
| 2012 | 7.00% |
| 2011 | 7.00% |
| 2010 | 7.00% |
| 2009 | 7.00% up to 9.00% |
| 2008 | 11.00% |

| Taxable Year | Maximum Rate |
|---|---|
| 2007 | 12.00% |
| 2006 | 11.00% |
| 2005 | 7.75% |
| 2004 | 6.50% |
| 2003 | 7.00% |
| 2002 | 6.75% up to 8.75% |
| 2001 | 11.50% |
| 2000 | 10.75% |
| 1999 | 10.00% |
| 1998 | 10.75% |
| 1997 | 10.50% |
| 1996 | 10.75% |
| 1995 | 10.75% |
| 1994 | 10.00% |
| 1993 | 10.00% |
| 1992 | 10.00% |
| 1991 | 12.00% |
| | |

If you have any questions about this information, please feel free to contact my office.



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# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-098**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Section 6 of the Property Tax Assistance Ordinance, Chapter 209, Article I as adopted by the Council on October 10, 2017, the Council shall consider approval “at its second meeting in August each year the projected payments and number of eligible applicants requesting assistance from the program fund.”

III. Issue Summary.

Eligibility for this refund is based on applicants’ household income for 2025 and taxes paid for 2025-2026. Application deadline was August 3, 2026.

Please see the attached memo.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-098**

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III. Issue Summary.

Eligibility for this refund is based on applicants’ household income for 2025 and taxes paid for 2025-2026. Application deadline was August 3, 2026.

Please see the attached memo.

TOWN OF WINDHAM MAINE

Office of the Town Manager
8 School Road
Windham, ME 04062

Robert Burns, Town Manager
rjburns@windhammaine.us
207.892.1907

## Memo

**Date:** August 6, 2025

**To:** Town Council

**From:** Bob Burns, Town Manager

**Re:** Senior Tax Assistance Program Results - 2025-2026 Tax Year Refunds

As anticipated, the Town experienced another successful response to the Tax Assistance Program this year. Applicants expressed their appreciation to staff and the Council often.

Participation numbers:
2025-2026 Tax Year – **371** (includes 28 applicants who didn't complete applications due to ineligibility)
2024-2025 Tax Year – 315
2023-2024 Tax Year – 396 (application period extended due to State program expiration)
2022/2023 Tax Year – 243
2021/2022 Tax Year – 244
2020/2021 Tax Year – 200
2019/2020 Tax Year – 185
2018/2019 Tax Year – 141
2017/2018 Tax Year – 79

Applicants for Tax Year 2025/2026: **343**

- Average Income of Qualifying Households: $45,388
- Average Tax Paid by Qualifying Households: $4,365
- Qualified for Full Benefit of $700: 283
- Qualified for Partial Benefit: 40
- (Ranging from $41 - $699)
- Not Eligible for Benefit: 20
    - 17 applicants had household income that exceeded the limit (50% of the current HUD MFI for the Portland metropolitan area or $69,550)
    - 3 applicants did not pay property taxes or rent that met the program requirements ((Property Taxes Paid – (4% of household income / 2)) = refund

Per our ordinance, Chapter 209, Article I - Property Tax Assistance, payments to all qualifying applicants are limited to the amount available in the fund and any surplus monies available after all payments shall be carried forward within the fund to the next fiscal year. We budgeted $280,000 for this fiscal year and expect to carry remaining FY26 funds of $71,496 forward.

This year, the total program calculated benefit was $217,765 which is within the fund budget. I look forward to discussing this with the Council.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-141**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

I. Council Action Requested.

To approve one (1) application submitted by Christina Khin d/b/a Battambang Bistro 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 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: 26-141**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

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To approve one (1) application submitted by Christina Khin d/b/a Battambang Bistro for a new Mobile Food Service Unit License

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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 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 Battambang Bistro

Business Mailing Address 15 Cole Rd, Windham, ME 04062

Owner's Name Christina Khin DOB

Owner's Mailing Address 15 Cole Rd, Windham, ME 04062

Owner's Phone 207-409-0388 Operator's Phone

E-Mail battambangbistro@gmail.com Website battambangbistro.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 Discovery Trailer

License Plate # 597-CKL VIN 7G1BE2022SE023203

Sites where MFSU will operate 4 Whites Bridge Rd + Windham Food Truck

POP UPS

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.

Date

See background check

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: 26-142**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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).

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Title 36 M.R.S.A. Section 6232 “the legislative body of a municipality may by ordinance adopt a program to provide benefits to persons with homesteads in the community,”
b. Pursuant to Article II, Section 1 of the Charter the Town Council shall be and constitute the municipal officers of the Town,” and
c. Pursuant to Article II, Section 3(I) of the Charter the Town Council shall have the power to “exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.”

III. Issue Summary.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-142**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

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Council approval of this item is required because;

a. Pursuant to Title 36 M.R.S.A. Section 6232 “the legislative body of a municipality may by ordinance adopt a program to provide benefits to persons with homesteads in the community,”
b. Pursuant to Article II, Section 1 of the Charter the Town Council shall be and constitute the municipal officers of the Town,” and
c. Pursuant to Article II, Section 3(I) of the Charter the Town Council shall have the power to “exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.”

III. Issue Summary.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-143**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

To schedule a public hearing on a proposed “Car Wash Moratorium Ordinance” for 6:00 PM on Wednesday, August 19, 2026.

II. Basis for Council Action.

Council approval of this item is required because;

a) Article II, Section 11(B) of the Town’s Charter requires that in regard to adoption or amendment of ordinances that “a proposed ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Secretary to the Council shall distribute a copy to each Council member and to the Town Manager; shall file a reasonable number of copies in the office of the Clerk and such other public places as the Council may designate…”

III. Issue Summary.

Draft Car Wash Moratorium Ordinance attached.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

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III. Issue Summary.

Draft Car Wash Moratorium Ordinance attached.

**TOWN OF WINDHAM**
**CAR WASH**
**MORATORIUM ORDINANCE**

THE TOWN OF WINDHAM hereby adopts the following Car Wash Moratorium Ordinance (the "Moratorium Ordinance") as follows:

## Section 1. Definitions.

*Car wash* means a facility, structure, or premises, or portion thereof, primarily used for the business of washing, cleaning, drying, detailing, waxing, or polishing motor vehicles, whether by automatic equipment, conveyor systems, self-service equipment, or manual labor. A car wash includes, but is not limited to, full-service, conveyor, in-bay automatic, and self-service facilities, but does not include automobile repair services, automobile gas stations, or automobile retail sales, unless such uses are specifically permitted as a principal or accessory use on the same lot.

## Section 2. Factual Findings.

The Windham Town Council, being the legislative body of the Town of Windham (the "Town") makes the following factual findings:

A. The Town is located at the confluence of several highly important and sensitive water bodies, including but not limited to Sebago Lake, Little Sebago Lake, Pleasant River, Black Brook, Otter Brook, Colley Wright Brook, Inkhorn Brook, Little Duck Pond, Highland Lake, and Forest Lake.

B. The quality of a number of these waterbodies has been determined to be impaired or threatened by the Maine Department of Environmental Protection because of nonpoint source pollution.

C. If not properly regulated, Car Washes can have a detrimental environmental impact on surrounding waterbodies, as well as the groundwater supplies that reach these waterbodies, by way of untreated wastewater runoff and potential underground septic system failure.

D. The Town of Windham has two existing Car Washes, both of which have a history of environmental degradation due to septic system failures and illicit chemical and untreated wastewater discharge. Indeed, the Maine Department of Environmental Protection will not license any new subsurface wastewater discharges from Car Washes due to operators' inability to demonstrate that groundwater standards are met.

E. The Town is particularly concerned about the quality of the North Windham commercial aquifer, which has been historically threatened by, among other

things, high-density commercial development, elevated nitrogen and nitrate levels, and dense private septic systems.

F. Car Washes are currently allowed in the Village Commercial District, Windham Center District, Commercial District I, and Commercial District I North as commercial service businesses. But this use does not contain any performance standards to ensure that Car Washes are constructed or operated in a manner that does not degrade the Town's groundwater quality or other environmental characteristics. The Town has also not considered whether Car Washes specifically should be allowed in these areas.

G. The continued underregulated proliferation of Car Washes in Windham has the potential to further damage the Town's groundwater supply and environmental character, which is necessarily injurious to the health, safety, and welfare of the Town.

H. Separately, the Town has invested over $22 million in the construction of a new wastewater treatment facility to service properties in North Windham.

I. Car Washes are high-rate users of wastewater treatment facilities. Current estimates are that Car Washes create approximately 10,000 gallons of wastewater per day. Accommodating one or more additional Car Washes in the catchment area of the new wastewater treatment facility will have an immediate detrimental effect on its ability to adequately serve North Windham and to serve new or expanded uses constructed or operated in this catchment area in the future.

J. The addition of new commercial and residential development, without consideration of the effect of each proposed use on the available wastewater treatment capacity in North Windham has the potential to be detrimental to the health, safety, and welfare of the Town.

K. The Town needs time to evaluate and study its existing ordinances to determine the implications of continued Car Wash development in Windham.

L. The Town, with assistance from the Planning Board, Code Enforcement Officer, Town Planner, and other departments and staff, intends to study the Town Code to determine the impact of further Car Wash development, to consider if and where Car Washes should be permitted in Windham, and if permitted, to consider what additional approvals and performance standards, if any, might be appropriate for such facilities.

M. It is anticipated that such study, review, and preparation of plans, ordinances, regulations, and policies will take no more than 180 days from the Date of Applicability of this Moratorium Ordinance.

N. In the judgment of the Town Council, the foregoing findings constitute an emergency within the meaning of 30-A M.R.S. § 4356, requiring immediate legislative action.

**Section 3. Moratorium Established.**

The Town of Windham Town Council, as legislative body of the Town of Windham, hereby ordains that this Moratorium Ordinance be, and hereby is enacted, and in furtherance thereof, the Town does hereby declare a moratorium on the development of Car Washes in the Town of Windham, for the express purpose of drafting an amendment or amendments to the Town Code to protect the public from health, safety, and welfare risks, including but not limited to potentially detrimental groundwater, environmental, and wastewater capacity effects caused by continued development of Car Washes within the Town.

During the time this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board, or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for the permitting, construction, expansion or development of a Car Wash.

**Section 4. Date of Applicability and Retroactivity**. Notwithstanding the provisions of 1 M.R.S. § 302 or any other law to the contrary, and regardless of the Effective Date, this moratorium shall govern and apply to all proceedings and applications for Car Washes (even if categorized only as commercial service providers as defined in § 120-301 of the Code) that were or are pending before the Town on or at any time after **April 28, 2026** (the "Date of Applicability"), representing the first date at which the Town Council discussed the potential enactment of the same; and, as permitted by 30-A M.R.S. § 3007(6), shall apply to and nullify any lawful final approval, license, or permit for a Car Wash issued less than 45 days prior to the Effective Date.

**Section 5. Effective Date and Duration.** This Moratorium Ordinance shall become effective 30 days after adoption by the Town Council (the "Effective Date") and shall remain in full force and effect (i) for a period of 180 days from the Date of Applicability, (ii) until an amendment to the Code and any other applicable ordinance of the Town addressing the establishment or development of a Car Wash is adopted by the Town, or (iii) until this moratorium is extended or repealed, whichever shall first occur.

**Section 6. Extensions**. This moratorium may be extended for additional 180-day periods by the Windham Town Council, after proper notice and hearing, if a majority of the Council find that: (a) the problems giving rise to the need for this moratorium still exist; and (b) reasonable progress is being made to address and alleviate the problems giving rise to the need for this moratorium.

**Section 7. Enforcement; Violations.** If a Car Wash is established or operated in violation of this retroactively applicable Moratorium Ordinance, each day of any continuing violation shall constitute a separate violation of this Moratorium Ordinance and the Town shall be entitled to all rights and remedies available to it pursuant to 30-A

M.R.S. § 4452, including, without limitation, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

**Section 8. Conflicts; Severability**. Any provisions of the Town's existing ordinances that are inconsistent or in conflict with the provisions of this Moratorium Ordinance are hereby repealed to the extent applicable for the duration of this moratorium. If any section or provision of this Moratorium Ordinance is declared to be invalid or void by a court of competent jurisdiction, the remaining provisions of this Moratorium Ordinance shall remain in full force and effect.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-149**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Article II, Section 3(I) of the Charter, the Town Council shall "[e]xercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.

III. Issue Summary.

Please refer to the attached ballot, and information.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

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III. Issue Summary.

Please refer to the attached ballot, and information.

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: Catherine Conlow, Executive Director

Date: July 27, 2026

Subject: MMA Annual Election: Vice President & Executive Committee Members

**DEADLINE: Friday August 28, 2026, 12:00 p.m.**

---

## *CAST YOUR VOTE FOR THE 2027 MMA EXECUTIVE COMMITTEE*

**Election Process.** Your ballot is attached to help chart the future of MMA. You are voting for Vice President and three committee seats. The Maine Municipal Association (MMA) Executive Committee is elected by member municipal select boards and councils to oversee the Association's operations.

***Pursuant to MMA by-laws,*** *these candidates were interviewed by a six-member Nominating Committee, which includes a former Executive Committee past president, an elected municipal officer, a municipal employee, a town or city manager, an MMA affiliate group representative, and an individual from a community-based organization representing the interests of an underrepresented group. As you will note, unlike municipal elections MMA does not provide an option for write-in candidates since our process includes an opportunity to nominate a candidate by petition. The petition process expired on July 20, 2026.*

**The candidates** have provided a brief biography of themselves for you to reference.

**The ballot must be signed** by a majority of the municipal officers (e.g., select board or council), or a municipal official designated by a majority of the municipal officers and received by MMA no later than **12:00 p.m. (noon) on Friday, August 28, 2026**. We have enclosed a self-addressed, stamped envelope for your convenience. Ballots will be counted on the afternoon of August 28, with the election results confirmed by MMA President Justin Poirier, Monmouth Town Manager.

**Election results** will be available no later than September 1, 2026, and can be accessed by either contacting the MMA Executive Office or visiting MMA's website at www.memun.org. A formal announcement of the election results will be made at the MMA Annual Business Meeting, and the newly elected members will be introduced at the Awards Luncheon, both of which will be held during MMA's annual convention on Wednesday, October 7.

The newly elected Executive Committee members will take office on January 1, 2027.

If you have any questions on the election process, please do not hesitate to contact me or Kelly Maines at 1-207-623-8428 or by e-mail at kmaines@memun.org. Thank you.

# 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)

MAINE MUNICIPAL ASSOCIATION SINCE 1936

# BALLOT

## Election of MMA Vice President and Executive Committee Members

*Deadline for Receipt of Ballots – 12:00 noon on Friday, August 28, 2026*

| **VICE-PRESIDENT - 1 YEAR TERM** | **Vote for One** |
|---|---|
| *Proposed by MMA Nominating Committee:* | |
| Shiloh LaFreniere, Jay Town Manager | ☐ |

| **EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM** | **Vote for Three** |
|---|---|
| *Proposed by MMA Nominating Committee:* | |
| Chris Camire, Lisbon Council Chair | ☐ |
| Michele LaBree Daniels, Brewer City Council | ☐ |
| Richard Petrie, Jackman Town Manager | ☐ |

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, which ended on July 20, 2026.*

**The ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.**

**DATE:** _____ **MUNICIPALITY:** _____

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

**PRINT NAME:** _____ **POSITION:** _____

**SIGNATURE:**

**OR**

**Signed by a majority of Municipal Officers:**

**Current Number of Officers:** _____

| **PRINT NAME** | **SIGNATURE** |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Return to: *MMA Annual Election*
*Maine Municipal Association*
*60 Community Drive*
*Augusta, Maine 04330*
*Email: kmaines@memun.org*

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-151**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. Pursuant to Article II, Section 1 of the Charter “the Town Council, hereinafter called the ‘Council’, shall be and constitute the municipal officers of the Town,” and
b. Pursuant to Article II, Section 3(I) of the Charter the Council has the authority to exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute to inhabitants of towns acting in Town Meeting except as otherwise provided herein, and also exercise all the powers now or hereafter given by statute to municipal officers of towns.

III. Issue Summary.

Please see the attached materials.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-151**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

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III. Issue Summary.

Please see the attached materials.

August 12, 2026

Maine Department of Transportation
Attn: Commissioner Dale F. Doughty
16 SHS, Augusta, ME 04333-0016

Dear Commissioner Doughty,

As a collective, the City of Westbrook and Towns of Windham & Gorham, are petitioning the Commissioner of Transportation to establish a Rail Corridor Use Advisory Council (RUAC) to review our communities request to allow an interim regional recreational trail in the rail bed of the remaining portion of the MDOT owned section of the Mountain Division Trail (MDT). The section we are requesting this review of for an interim trail status is from the southerly end of the Mountain Division Trail section recently granted such status in Standish, through Gorham & Windham to the southern end of the MDOT owned right of way in Westbrook, just south of Bridge St. Such status is clearly understood that it is trail until rail.

Westbrook and Windham in partnership with MDOT have undertaken the PDR process to design a recreational trail beside the rail bed along the 5-mile section of the MDT through our communities to extend the current multiuse trail southerly for the region to have safe access to the Sebago to the Sea Trail. With the final design completed in 2024 and an estimated cost of $12.7 Million to undertake at the time not including ROW acquisition, the project team had deemed the current proposal to place the trail beside the rail to be cost prohibitive to proceed. We investigated federal trail grants, but it was determined the proposal would not be competitive due to its high price tag.

With the action taken on the northern portion of the Mountain Division Trail from Fryeburg to Standish to allow for an interim trail in the rail bed, MDOT and City staffers met in 2024 to discuss the opportunity of the RUAC process and how this process would significantly reduce the construction costs of the project and make the recreational trail project viable. Preliminary cost estimates in 2024 by the Engineer of Record determined a revised cost of $6.4 Million dollars for the interim trail project in the rail bed, plus a significant reduction in impacts to abutting property owners along the route. This represents almost a 50% reduction in the project costs to construct the trail in the rail bed. Additionally, existing bridges/crossings can be utilized in these efforts vs building new bridges/crossings which is a much more sustainable approach at this time. Wetland impacts are significantly reduced as well.

In these discussions with MDOT staff on the RUAC process, MDOT staff supported the idea of including the Gorham section of the MDT in this petition as that section would be the only section of the MDT not included in this "interim designation" and would end up creating inconsistencies in maintenance of the Mountain Division Trail. Currently, there are issues on the Gorham section of the existing trail that the current setbacks from the rail bed are creating limitations on those maintenance issues being addressed. Consequently, Gorham supports this petition as well.

In summary, we hope you find our request warranted and look forward to the next steps in this process.

Respectfully,

David C. Morse
Mayor
City of Westbrook

Robert Burns
Town Manager
Town of Windham

Ephrem J. Paraschak
Town Manager
Town of Gorham

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-152**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Town has the ability to “sell, lease, mortgage, hold, manage and control such property as its interest may “require”,
b. 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 towns acting in Town Meeting except as otherwise provided herein, and
c. Article 1, Section 1.4 of the Policy of the Disposition of Tax-Acquired Property states that any release of the Town’s interest pursuant to this policy is at the sole discretion of the Town Council.

III. Issue Summary.

The previous property owner has presented payment in full for all taxes due.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: 26-152**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

I. Council Action Requested.

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.

II. Basis for Council Action.

Council approval of this item is required because;

a. The Town has the ability to “sell, lease, mortgage, hold, manage and control such property as its interest may “require”,
b. 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 towns acting in Town Meeting except as otherwise provided herein, and
c. Article 1, Section 1.4 of the Policy of the Disposition of Tax-Acquired Property states that any release of the Town’s interest pursuant to this policy is at the sole discretion of the Town Council.

III. Issue Summary.

The previous property owner has presented payment in full for all taxes due.

# Property Card: **43 LOWER BEACH RD**

Town of Windham, ME

| Parcel Information | | | |
|---|---|---|---|
| **Parcel ID:** | 031091000000 | **Map:** | 31 |
| **Vision ID:** | 3804 | **Lot:** | 91 |
| **Owner:** | BAILEY TAYLOR BRENDAN | **Use Description:** | SINGLE FAM |
| **Co-Owner:** | | **Zone:** | |
| **Mailing Address:** | 43 LOWER BEACH ROAD<br><br>WINDHAM, ME 04062 | **Land Area in Acres:** | 0.45 |

| Sale History | | Assessed Value | |
|---|---|---|---|
| **Book/Page:** | 34796/0201 | **Land:** | $112,100 |
| **Sale Date:** | 4/17/2018 | **Buildings:** | $141,000 |
| **Sale Price:** | $122,000 | **Extra Bldg Features:** | $0 |
| | | **Outbuildings:** | $1,000 |
| | | **Total:** | $254,100 |

## Building Details: Building # 1



| | | | |
|---|---|---|---|
| **Model:** | Residential | **Int Wall Desc 1:** | Drywall/Sheet |
| **Living Area:** | 1176 | **Int Wall Desc 2:** | |
| **Year Built:** | 1950 | **Ext Wall Desc 1:** | Wood Shingle |
| **Style:** | Cape Cod | **Ext Wall Desc 2:** | |
| **Stories:** | 1.5 | **Roof Cover:** | Asph/F Gls/Cmp |
| **Occupancy:** | 1 | **Roof Structure:** | Gable/Hip |
| **No. Total Rooms:** | 4 | **Heat Type:** | Space |
| **No. Bedrooms:** | 2 | **Heat Fuel:** | Oil |
| **No. Baths:** | 1 | **A/C Type:** | |
| **No. Half Baths:** | 0 | | |

CAI Technologies
www.cai-tech.com
This information is believed to be correct but is subject to change and is not warranteed.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-130**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

FOAA Requests.

## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Wednesday, July 15, 2026 10:33 AM
**To:** jlamphear@partneresi.com
**Subject:** FW: FOAA 1 John Deer Road ESA
**Attachments:** FOAA ESA 1 John Deer Road.pdf

Dear Ms. Lamphear,
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 indicated that they did not have any records that meet this request. Their only responses to the address have been for medical and alarms. There are no records of underground storage tanks. We believe our online portals will provide all the information we have on hand.

Have a nice day.

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | 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:** Wednesday, July 15, 2026 8:16 AM
**To:** 'jlamphear@partneresi.com' <jlamphear@partneresi.com>
**Subject:** FW: FOAA 1 John Deer Road ESA

Dear Ms. Lamphear,
This email serves as the statutory 5-day acknowledgement of your information request. We are currently reviewing our records to determine those that may be responsive to your request. I will coordinate the collection of information and be in touch soon

Thank you,

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | 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

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## Tammy Hodgman

**From:** Jon G. Rioux
**Sent:** Wednesday, July 22, 2026 8:22 AM
**To:** Lauren N. Thacker
**Cc:** Tammy Hodgman
**Subject:** RE: Zoning Opinion - 11 Land of Nod, Windham - Dallas & Nod, LLC

Hi Lauren,

The information you requested is available online via Code Enforcement | Windham, ME - Official Website . I took a quick look, and it doesn't appear that our department has had any recent permit activity, inspections, or land use complaints at the property. You can also check with the Windham Fire Department via for any fire inspection records via https://www.windhammaine.us/185/Fire---Rescue .

**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.

**New AxisGIS Online Parcel Map! What can you learn?**

- Where a property is located;
- Property size;
- Layers – different views of the map - parcel, street, satellite, and topographic views;
- Zoning;
- Measure Tools – you can measure different areas on the map area;
- Abutters Search – search for property owners surrounding a particular property;
- View Property Data Page – a Vision property card will pop up.

Jonathan Rioux
Code Enforcement Director

Town of Windham
Code Enforcement Department
8 School Road
Windham, ME 04062

Office: (207) 777-1688
Fax: (207) 892-1916
www.windhammaine.us

---

**From:** Lauren N. Thacker <lthacker@hablaw.com>
**Sent:** Tuesday, July 21, 2026 11:34 AM
**To:** Jon G. Rioux <jgrioux@windhammaine.us>
**Subject:** Zoning Opinion - 11 Land of Nod, Windham - Dallas & Nod, LLC

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

Good morning,

Our firm has been asked to prepare a zoning opinion on the above referenced property in relation to a refinance.

A few questions for you:

- What zone is this property located in?
- Is the use as a multi-unit residential apartment building an approved use in this zone?
- I also wanted to confirm that the above referenced property has all required municipal approvals, permits and certificates of occupancy, and there are no known violations against the property to the best of your knowledge?

Thanks very much!

**Lauren Thacker**
Commercial Paralegal

**Hopkinson & Abbondanza, P.A.**
6 City Center, Suite 400
Portland, Maine 04101
Email: lthacker@hablaw.com
Phone: 207-772-5845 / Fax: 207-874-2330

The information contained in this e-mail is intended for the use of the named recipient only. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by using your reply option to advise us of such error. Thank you.

**Tammy Hodgman**

**From:** Anthony P. Blasi
**Sent:** Monday, July 27, 2026 10:19 AM
**To:** Barbara Bagshaw
**Cc:** Tammy Hodgman
**Subject:** RE: Election Reports

Hello,

We believe there may be a misunderstanding I wanted to resolve. The Town Clerk's Office had 15 business days to enter new voter registrations from the election into the State's Central Voter Registration (CVR) system. This office recalled from somewhere that statistical reports from that site would be available when Phase II launched "around July 1." When asked before and after that date, I was informed by the State of Maine that Phase II had still not been completed, and that all inquiries, such as yours, should be referred to the State Elections Division. No news has come from that yet, and we remain unable to generate reports currently.

But, after discussing the matter with Executive Assistant Tammy Hodgman, our Public Access Officer, we feel we have a solution!

We could make you copies of all the voter registration cards (with driver's license and social security numbers redacted). We appreciate that this is the raw data, rather than the report you are requesting, but feel this is best possible solution currently. The information here would the same information you would receive from a report, minus the compilation. The cost (per FOIA standards) would be $25.00 per hour after the first two free hours (I personally do not anticipate it going over 2) plus the cost of copying ($0.10 per page). If you wish to do this, please let us know so we can begin to process these copies, and would let you know as soon as they are completed.

The reason you are getting the cards and not the report is this: Maine 1 M.R.S. § 408-A(6) designates that officials are not required to create a record that does not exist. A record could exist electronically from the CVR system, but as that record is not currently in our custody per 1 M.R.S. § 408-A(7) (it is in the State's election's system in a part of the site we do not yet have access, therefore custody to), we can not yet get you that report.

As for the electronic report from CVR itself, I wish to reiterate that you contact the Elections Division at (207) 624-7650 for any further updates, and to see if there is anything else they can do for you. In a case such as this, registrars and deputy registrars such as ourselves can only perform tasks that the State's Central Voter Registration system allows us to do. Please note that records contained in the Central Voter Registration system are exempt from FOIA requests, and when accessible (in this case, with the Elections Division as we do not have access yet) must have their own application (on file in our office) in order to procure records.

Please note that I have CC'd Ms. Hodgman onto this email.

Thank you,

Anthony P. Blasi BA, CCM
Town Clerk
Town of Windham
Ph: 207-892-1900
Fx: 207-892-1914
apblasi@windhammaine.us
https://www.windhammaine.us/123/Town-Clerk

**From:** Barbara Bagshaw <bagshaw1@mac.com>
**Sent:** Friday, July 24, 2026 4:32 PM
**To:** Anthony P. Blasi <apblasi@windhammaine.us>
**Subject:** Re: Election Reports

**Warning: Unusual sender** <bagshaw1@mac.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hi Anthony, I just want to follow up on my request I made over a month ago. And formally foia information,
I requested right after the election, for the same day voter registrations. I know you originally said you had 15 days to get it to me. Then you said the Secretary of State was updating something at the beginning of July. so it would be on or around July 1. Today is July 24, can you please get me that information?
Thank you, Barbara
Sent from my iPhone

> On Jun 30, 2026, at 7:12 AM, Anthony P. Blasi <apblasi@windhammaine.us> wrote:
>
> Hello,
>
> I wanted to update you that Phase II of the State's rollout of the Central Voter Registration System II has not yet been completed. I know I told you a new report would be available around July 1, here is the exact quote I got from the Division of Elections:
>
> "We will be posting a statewide Registered and Enrolled report on our website as soon as all municipalities have entered their election day registrations and changes, which will be sometime around July 1st"
>
> When that is done, there is usually a Statewide email letting us know that it has been completed, and we have not received that yet. When we do, I can let you know so you might find the report they mentioned on their website. I will do the same when Phase II rolls out and we are able to run change detail reports at the local level again. I imagine Phase II will be rolled out in the next few months, once post-election housekeeping is done for this one!
>
> Thank you,

Anthony P. Blasi BA, CCM
Town Clerk
Town of Windham
Ph: 207-892-1900
Fx: 207-892-1914
apblasi@windhammaine.us
https://www.windhammaine.us/123/Town-Clerk

## Tammy Hodgman

**From:** Tammy Hodgman
**Sent:** Tuesday, July 28, 2026 9:44 AM
**To:** justin@starbridgerecord.com
**Subject:** Town of Windham ME Records Request
**Attachments:** FOAA Starbridge Purchase Records 1.1.26 to current.pdf

Dear Justin,
Under 1 M.R.S. § 408-A(6) we are not required to generate a new report by running the software to create a compilation of data that is not otherwise available. The only report that we regularly generate that most closely matches the details requested is an 'Invoice Proof' report.

The electronic records we have can be found at: Invoice Proof Reports Jan.2026 to July.28.2026

Thank you,

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | 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:** Tuesday, July 28, 2026 7:42 AM
**To:** 'justin@starbridgerecord.com' <justin@starbridgerecord.com>
**Subject:** Town of Windham ME Records Request

Good morning,

This email serves as the statutory 5-day acknowledgement of your information request for "payment records for all vendor entities (including companies, organizations, contractors, and other non-person payees) from January 1, 2026 to current date including at minimum: purchase date, vendor name, line-item description, line-item amount."

We are currently reviewing our records to determine those that may be responsive to your request. I will coordinate the collection of information and be in touch soon.

Thank you,

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

**From:** Tammy Hodgman
**Sent:** Thursday, August 6, 2026 10:50 AM
**To:** 'clientcare@fairhavenfundsrecovery.com'
**Cc:** Veronica L. Meserve
**Subject:** RE: Excess Funds List Request
**Attachments:** Bid Results Lot 1.pdf; Bid Results Lot 2.pdf; Bid Results Lot 3.pdf; Bid Results Lot 4.pdf; Bid Results Lot 5.pdf; Bid Results Lot 6.pdf; Bid Sale Advertisement 2022 1019_Bat.pdf

Dear Ms. Zink,

This email serves as the statutory 5-day acknowledgement of your information request and our response.

Please note that the Maine Freedom of Access Act provides access to documents but does not require municipalities to compile information from several documents to fulfill a request. Please find the attached original advertisement from our last tax-acquired property sale and the bid results for each parcel.

Please note that the awards for the two Emily Lane (Lots 5 & 6) and two Hunts Drive parcels (Lots 3 & 4) were awarded to Mike Messer as the higher bidders backed out. The council acted on these awards at their meeting of November 10, 2022. The difference of Lot 1 Bid results and taxes due was provided to the previous owner who is now in subsidized housing. All other parcels were vacant lots or abandoned property.

We have not had any tax acquired property sales since this time. Laws have changed which requires more upfront costs to municipalities. The Town of Windham makes every effort to negotiate payment arrangements with property owners even after automatic foreclosure.

Thank you,

**Tammy Hodgman**
Executive Assistant and Website Coordinator |Public Access Officer | 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

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**From:** Veronica L. Meserve <vlmeserve@windhammaine.us>
**Sent:** Tuesday, August 4, 2026 7:03 AM
**To:** Tammy Hodgman <tahodgman@windhammaine.us>
**Subject:** FW: Excess Funds List Request


Veronica Meserve
Tax Specialist
Town of Windham
8 School Rd
Windham, ME 04062
207-892-2511


**From:** Maia Zink <clientcare@fairhavenfundsrecovery.com>
**Sent:** Monday, August 3, 2026 5:12 PM
**To:** taxes@windhammaine.us
**Subject:** Excess Funds List Request

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

FAIRHAVEN
FUNDS RECOVERY SPECIALISTS

Greetings,

This email is a formal request for a copy of your municipality's "excess funds list," which I believe is maintained by your department. In case of any confusion, by "excess funds" this request refers to monies collected when a property is sold at tax sale which are over and above the amount of property taxes/penalties and interest owed. I am only looking for uncollected excess funds on unredeemed properties.

The information sought is: the date of the tax sale, name of owner at the time of the tax sale, the tax identification number (sometimes called "Parcel Number" or "Parcel Identifier" or "Folio Number"), either the property address or owner's mailing address, and the amount of surplus funds due the owner. If you have some portion of the above information available, I am interested in what you do have available.

If you have these records in electronic format such as PDF, Excel or CSV files, receiving the document in these formats is preferred. Otherwise, please let me know whether there is a cost to obtain a hard copy of your list, as well as where and to whom payment for a hard copy should be mailed.

If you could please reply with the frequency of your tax sale auctions as well I would greatly appreciate it.

If your department does not maintain a list of excess funds, any advice on how I could collect that information from existing files you have would be very much appreciated!

If I have reached the wrong department, I would very much appreciate this email being forwarded to the correct department, with a carbon copy including me at clientcare@fairhavenfundsrecovery.com

If there is anything I can do to aid or expedite the process, please let me know, as I'm eager to do whatever I can to make your job easier.

Sincere thanks,

Maia Zink
Owner | Funds Recovery Expert
Fairhaven Funds Recovery
(206)384-9219
8:00AM – 5:00PM Pacific Time
www.fairhavenfundsrecovery.com

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-121**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

Department Quarterly Reports.

# Assessing Department
# Quarterly Report
**2026: April-May-June**
**Prepared by Josh Houde, Assessor**
**Town of Windham**

**Field Work** – Properties are assessed based on their condition on April 1 and appraisers Patrick and Teresa have carefully updated our database to reflect each property's condition as of that date. Newly constructed properties that are completed after April 1 will not be assessed as complete until next year.

**Business Personal Property** – In February, Kara sent approximately 1,100 personal property declarations to all new and existing Windham business for annual equipment reporting with a reporting deadline of May 1. Approximately 145 of these applied for the BETE tax exemption. The processing and data entry for these personal property accounts is incredibly intensive and often requires individual follow-up with business owners.

**Sales Analysis** – Kara continues to enter monthly deeds, allowing Josh to compare sale prices to assessed values and analyze patterns and trends. Some land values will see modest adjustments this year to track with market data. Values will be finalized for the Tax Commitment in August.

**Zoning Review** – Patrick and Teresa completed an extensive review of the zoning field for each parcel in our database. Naming conventions and zoning boundaries have changed over time, and our data was no longer reliable in this regard. Their review has resulted in greatly improved accuracy and consistency in our zoning data.

**Exemptions** – Assessing staff processed a number of new Homestead, Veteran, and Renewable Energy exemption applications for the 2026 tax year.

**Splits & Mergers** – Each year, new parcels must be created and assessed due to splits and mergers, a process that requires time and attention to detail. This includes setting up new subdivisions and condo associations in our database. For the 2025 Commitment, Windham had 9,130 parcels. As of July 6 this year, we had 9,196, an increase of 66 parcels.

**Continuing Education** – Assessing staff participated in several training events including the Maine Municipal Association Technology conference in Augusta, the Maine Chapter of IAAO spring training in Lewiston, and Maine Revenue Service's property tax school in Waterville. Topics included artificial intelligence, exempt properties, and commercial valuation.

# Town of Windham
## Fire – Rescue Department

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

Brent J. Libby, Chief


**2026 Quarterly Report**
**April – May – June**

**It is the Mission of Windham Fire-Rescue Department**
**"To uphold the highest standard of professionalism in emergency mitigation, fire prevention and community stewardship for the residents and visitors of the Town of Windham."**

**Of Interest from the Fire-Rescue Department:**

- Deputy Chief Kooistra's Wife and I met with the SMCC Foundation. We are in the process of establishing the Deputy Chief John Kooistra Memorial Fund that will be a grant available for public safety students at SMCC to apply for to assist with school expenses. With $55,000 in donations, this fund will be automatically endowed and will remain in effect for perpetuity. A great tribute to him.

- With council approval of the radio system upgrade, RCM has been working to order and secure all the parts needed to build the system out. They will receive all the parts, build and shop test the system and then move it to our field locations. Likely completion in spring of 2027.

- Spring is a very busy time for touch-a-truck events and other community gatherings. We are proud to have had representation at that have been requested. So far, we have attended 9 separate community events.

- At the end of April, we received our ambulance back from Autotronics following a January incident where a pickup crashed into our ambulance doing just under $50,000 in damage. The truck has been repaired and is fully operational.

- We have been working diligently to come into compliance with new DEA standards for the handling of our medical narcotics. This process involves registration with Federal DEA, Storage adjustments, new policies and procedures and a transition of us ordering our own medications and no longer receiving them from the hospital.

- We are continuing to work with Great Falls, Windham PD, Cumberland County Sheriff's Office and other Town Staff on finalizing the plans for the new North Windham Station and moving through approval processes.

- In May we posted our open deputy chief position. Uniquely, we are jointly posting and sharing our position and an open position in Gorham together for the two departments. We have had a great response to the posting and will be working through the hiring process in the coming weeks.

- Our annual apparatus pump capacity testing was completed in May, all apparatus passed to standard.

- In May and June, we were lucky to have the families of field baby deliveries come to visit. The families placed the Stork Pins on the ambulances for which their children were born in. It was experience for them and the crew.

- In June we graduated 5 new call company members from our regional firefighter 1 & 2 program. Our highest participation number in several years.

- Quarterly Anniversaries and New Hires:

**April**

| | |
|---|---|
| **Riesbeck, Peter** | 29 yrs |
| **Theberge, Cody** | 3 yrs |
| **Van Dyke, Ben** | 2 yrs |

**May**

| | |
|---|---|
| **Hall, Steve** | 27 yrs |
| **Holman, Richard** | 8 yrs |
| **Meehan, Nick** | 2 yrs |
| **Mullin, Michael** | 7 yrs |
| **Pellerin, Matt** | 6 yrs |

**June**

| | |
|---|---|
| | |
| **Blanchard, Taylor** | 4 yrs |
| **Rogers, Adam** | 15 yrs |
| | |

New Hires

| | |
|---|---|
| Jacob Burke – Junior | 6/3/26 |
| Jacob Cardella – Call Company | 6/17/26 |
| Aiden Hall – Junior | 6/3/26 |
| Bryce Jarvais – Junior | 6/4/26 |
| | |
| Kenneth Johnston- Fire/Police | 5/27/26 |
| Aiden Kary – Live in Student | 5/4/26 |

**Performance Measures Related to Our Mission:**

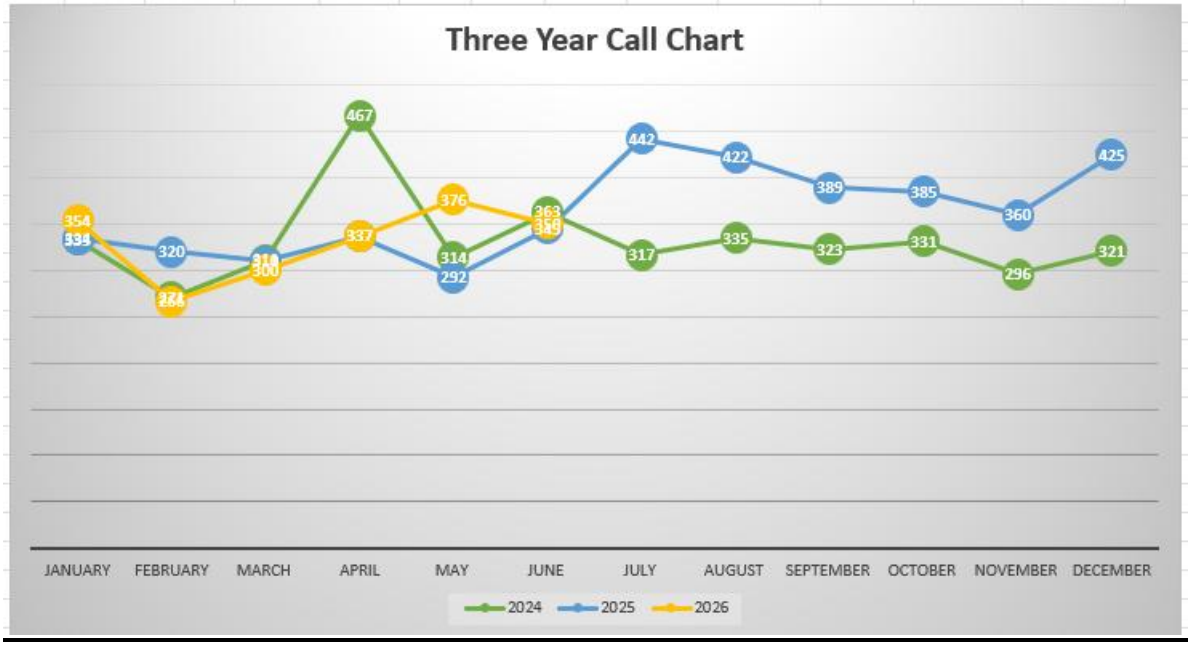
- **Response Times**
  - Our average turnout time (dispatch received to enroute) from dispatch received to enroute was 2:19 minutes.
  - The average response time (dispatch to arrival) for the quarter was 5:96 minutes.

- **Training Performance**
  - During this quarter consisted of daily training events as well as several other internal and external courses, training, and seminars totaling 1,931 personnel training hours.

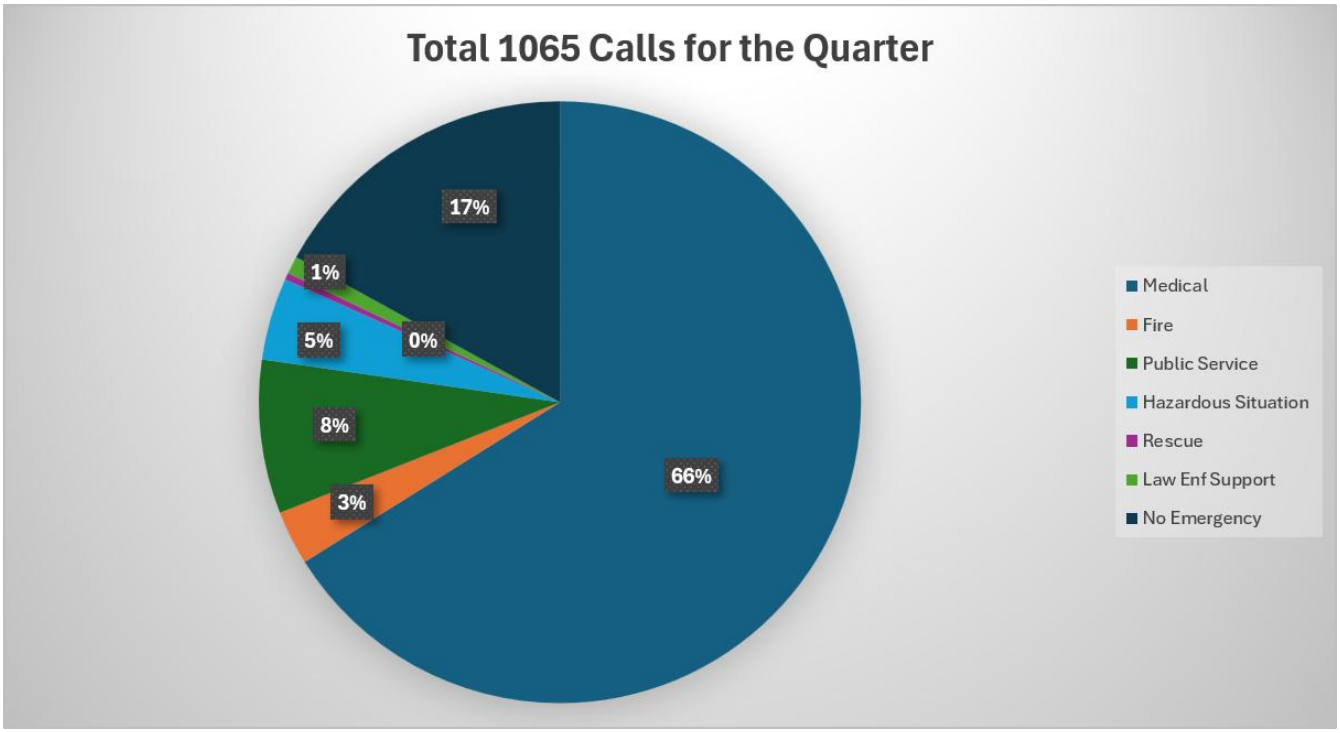
- **Prevention / Inspections**
  - We have accomplished 48 Fire Inspections and pre-planning activities.
  - These are a combination of new and existing commercial and multi-family properties.

**Three Year Call Volume Trend**

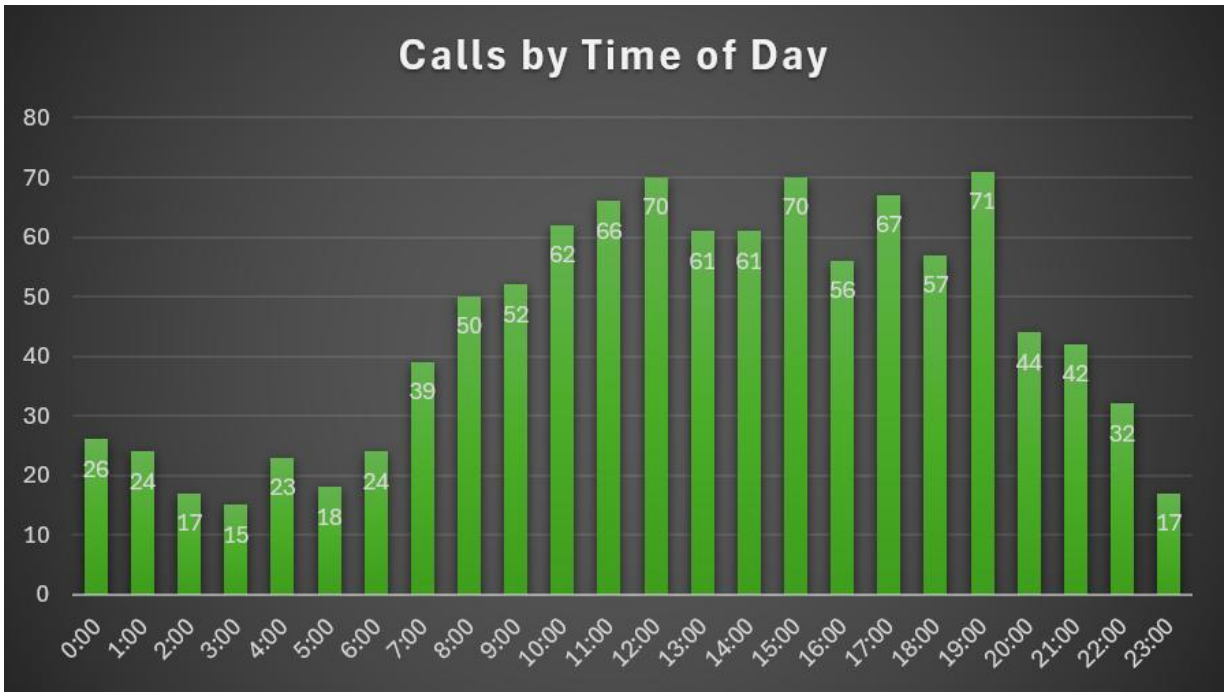
| | January | February | March | April | May | June | July | August | September | October | November | December | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2024 | 333 | 271 | 311 | 467 | 314 | 363 | 317 | 335 | 323 | 331 | 296 | 321 | 3982 |
| 2025 | 334 | 320 | 310 | 337 | 292 | 345 | 442 | 422 | 389 | 385 | 360 | 425 | 4363 |
| 2026 | 354 | 266 | 300 | 337 | 376 | 350 | | | | | | | 1983 |



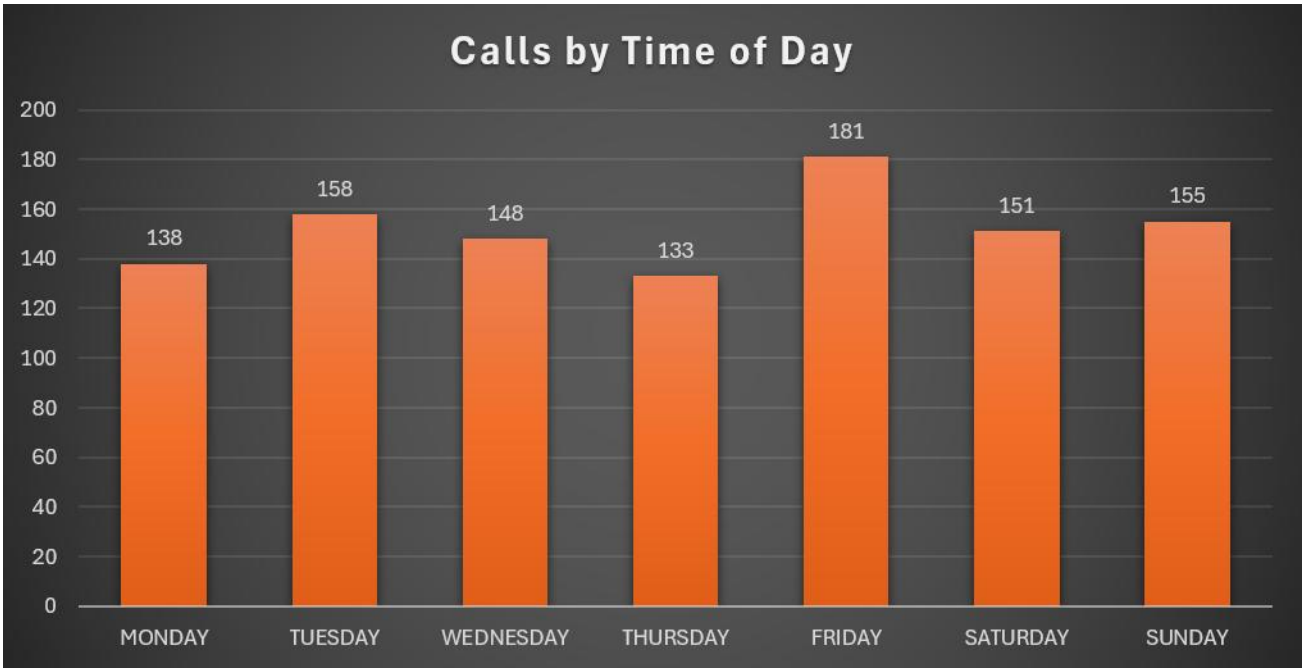
- Incident Type overall breakdown



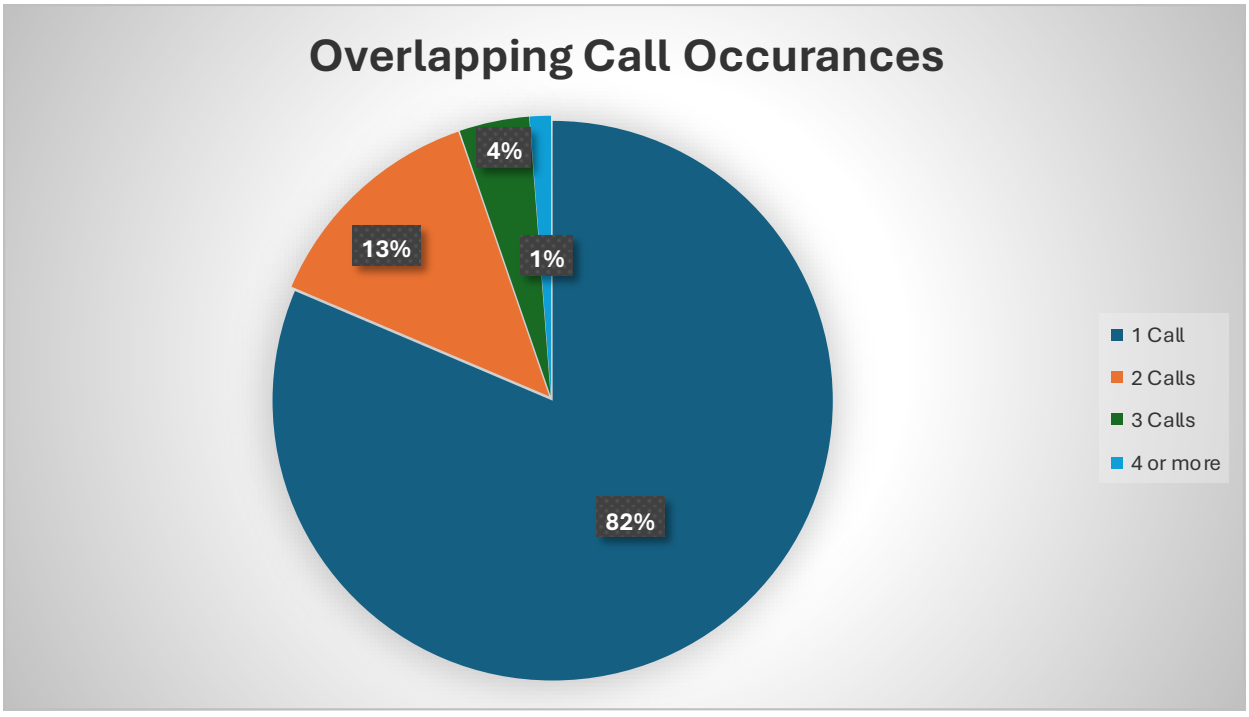

- Calls by Time of Day



- Calls by Day of the Week




- Overlapping Incidents



**Quarterly Report**

**Windham Police Department**

**April - June 2026**

**Executive summary:** this report covers the fourth quarter of fiscal year 25/26 of the Windham Police Department. The report will give an overview of personnel additions, community projects budgetary review for FY25 26 as well as various statistics for the quarter.

**Personnel:** The department remained short-staffed throughout the fiscal year. During the fourth quarter, we hired three new officers: Brady Thayer, Benjamin Caron, and Kendall Roy. All three attended the police academy from February through June and are now participating in the field training program. We also interviewed several qualified candidates and hired Jackson Smith, with Tyren Gallant expected to be hired in July. Both are expected to attend the next basic police academy, which begins in August. These additions are expected to bring the department to full staffing.

**New programs**

**Comfort Dog:** We are working with the high school administration to implement a comfort dog program that will primarily support the high school SRO and students. The program remains in the implementation phase, and we have been in contact with the kennel that provides these dogs. Follow-up work is expected this summer to move the program forward. The school has identified grant funding that will cover most of the program's costs. We look forward to implementing this program and believe it will be a valuable addition to both the school department and the Police Department.

**Traffic enforcement position**: During the budgeted process for FY26-27 the department requested to hire a 32nd sworn police position with the goal of allowing staffing 40 hours a week for an officer to perform traffic enforcement and not be responsible for other ancillary calls for service. During the budgeting process, our request was for 1/2 of the fiscal year for the program to begin in January of 2027. This will help us more adequately address what has consistently been a significant community concern regarding traffic in the community.

**Fiscal status FY 25/26 budget**: The department's operating budget is closing out on solid standing and should be coming in 2 to 3% under budget. The major a significant reason for this is being short staffed saved money in the full-time salary account additionally we have procured grant funding that helped offset costs for training tuition and have participated in excess of $30,000 of Hwy. safety grant programs to pay overtime for officers to perform traffic enforcement details saving money out of the department's overtime budget.

| 04/01/2026 to 06/30/2026 | | | |
|---|---|---|---|
| **Calls for Service** | **3462** | | |
| **Arrests** | **88** | | |
| **INDEX CRIMES *** | **REPORTED** | **ARRESTS** | |
| Criminal Homicide | **0** | **0** | Index crimes are tracked by the |
| Rape | **1** | **0** | FBI for statistical purposes. |
| Robbery | **0** | **0** | |
| Assault/DV Assault | **11** | **7** | |
| Burglary | **6** | **1** | |
| Larceny/Theft | **31** | **10** | |
| MV Theft | **5** | **3** | |
| Other | | **42** | |
| | | | |
| **RECENT ISSUES** | | | |
| Animal Problem | **170** | | |
| Citizen Assist & Traffic Complaints | **447** | | |
| 911 Hangups/Misdials | **201** | | |
| Community Resource Liaison Calls | **66** | | 18-Group Home |
| Mental Health Related | **49** | | 10-Group Home |
| | | | |
| **TRAFFIC** | | | |
| Total Traffic Stops | **863** | | 373-Speed, 61-DD, 5-Insurance, 3-Seatbelt, 359-Other |
| Total Citations | **251** | | |
| Total Warnings | **430** | | |
| | | | |
| **OUI** | **25** | **25** | |
| **Total MV Accidents** | **95** | | |
| Personal Injury | **34** | | |
| Property damage | **83** | | |
| | | | |

Town Clerk's Quarterly Report
April 2026 – June 2026
Submitted by: Anthony P. Blasi, Town Clerk

**Monthly State Reports**
**Inland Fisheries-Animal Welfare-Vital Statistics-Concealed Weapons**

- Hunting & Fishing licenses: 175
- Dog licenses: 164
- Concealed Weapons: 9
- Vital Records: Birth Certificates 79, plus 36 additional copies.
  Marriage Certificates 57, plus 35 additional copies.
  Marriage Licenses 22
  Death certificates 42, plus 211 additional copies.
  Burial Permits 12
  Weddings: 5

**Meetings**

- Six Council meetings, each attended by Town Clerk Anthony Blasi.
- Annual Town Meeting attended by the Department.
- Annual RSU School Budget Meeting attended by the Department.
- One Cumberland County Municipal Clerks Association meeting attended by Deputy Clerk Judith Vance. An informational session on polling place security was put on by the Cape Elizabeth Police Chief.

**Other Quarterly Activity**

- Mailed out annual reminder notices to businesses that have their current town business license coming up for renewal.
- Scheduled public hearings for new and renewal businesses.
- Deputy Town Clerk Judy Vance assisted many residents with the Neighbors Helping Neighbors Program.
- Roughly 83% of the estimated number of dogs in town have been registered. Special thanks go to Deputy Clerk Heather Legere for preparing lists and Animal Control Officer Jacqueline Frye for enforcement.
- Ordered ballots for the RSU School Budget Referendum.
- Held June 9, 2026 State Primary and RSU 14 Budget Validation Referendum Election, including ballot issuance and counting and voter registration.
- Held June 13, 2026 Annual Town Meeting and assisted with a hand count of votes.
- Entered all new and changed voter registrations into the State election system.

# Human Resources Quarterly Report

**April – June 2026**

## Human Resources/Safety and Wellness

- Initiated preparations for collective bargaining with the Teamsters ahead of the June 2027 contract expiration.
- Researched changes that may affect the town policies and continued updating these policies.
- All deficiencies identified by the safety audit conducted by Maine Municipal Association at Public Safety in March 2026 were corrected.
- Wellness Activities included a Gardening Lunch and Learn and the Walking Club Challenge.
- The *Employee Connection* and *Safety and Wellness* Newsletters were distributed in March and June.
- Provided development opportunities as part of the succession plan including special projects, continuing education, cross-training, mentoring, etc.
- Responded to numerous requests for salary and benefit information; participated in several salary surveys; processed benefit changes and requests from mortgage companies.
- There were ten (10) new hires 2 Police Officers, 2 Truck Drivers, 1 Operator, 1 Landscape/Grounds Worker, 1 Custodian, 1 GA Administrator, 1 Food Pantry Coordinator, and 1 Planner) this past quarter. We received 46 applications and conducted interviews with twenty-three (23) candidates. Orientations for all new hires were completed.
- Exit interviews were conducted with four (4) employees.
- Counseled supervisors concerning personnel issues and responded to various policy questions from employees and Department Heads.

## Social Services (General Assistance and the Food Pantry)
## Fiscal Year-to-Date Expenses/Donations

Fiscal Year-to-Date Expenses/Donations

| | | |
|---|---|---|
| Direct general assistance provided: | 07/01/25 – 06/30/26: | $ 36,928.00 |
| Food Pantry monetary donations: | 07/01/25 – 06/30/26: | $ 66,394.67 |
| Food Pantry expenses: | 07/01/25 – 06/30/26: | $ 215.94 |

## Quarterly Activity

- We received twenty-seven (27) applications for General Assistance; eleven (11) applicants qualified for financial assistance. These numbers do not include applications for Gorham.
- The Food Pantry has continued to successfully hold "Drive-Thru" pickups for Senior Citizens and families in Windham; and continues to partner with the RSU 14 on the Katahdin Project.
- One thousand two hundred and seven (1,207) households were served through the Food Pantry; twenty-three (23) were new clients.
- Seventy-two (72) community members visited the Clothes Closet, which is open 4 days per week.

## In Progress/On-going

- Review/Rewrite of the Personnel Policy Handbook – in progress
- Submittals for Worker's Compensation and Property and Casualty Claims – on-going
- Annual required trainings for all departments – on-going
- CDL random testing and preplacement physicals – on-going
- Approved additions and updated MSDSonline records – on-going

**Town of Windham**

Economic Development Department
Tom Bartell, Director
thbartell@windhammaine.us

207.892.1936 voice
207.892.1910 fax

Quarterly Report: April–June 2026

Windham Economic Development Update

Thomas Bartell, Economic Development Director

**Windham Economic Development Corporation**

Members of the Windham Economic Development Corporation Executive Committee met several times with Town Council WEDC Board members, the Council Chair, the Town Manager, and the Economic Development Director to discuss the organization's role in implementing the Town of Windham Economic Development Strategic Plan, as approved by the Windham Town Council. At the next WEDC Board of Directors meeting, the Board agreed to launch a more formal Business Visitation Program and host targeted business meetups to hear directly from owners and managers about the benefits and challenges of doing business in Windham. These conversations will inform Town Management and the Town Council about current business conditions and ways to improve town services and the regulatory environment. The Board also approved funding for a study of the Enterprise Development District to prepare strategies for attracting businesses to the area. Other discussion topics included the agricultural business environment and the continuation of the Farmers Market.

**Economic Development Advertising and Outreach**

Windham's business attraction strategy includes public outreach and direct contact with prospective businesses interested in starting or expanding in Windham. Advertising is a key part of this effort. Developed with strong support from Communications Director Roger Cropley, the strategy has produced articles and profiles in *Shopping Center Business*, a national magazine, and *Mainebiz*, as well as advertisements in Northeast regional publications, Maine-based magazines, and local newspapers. These advertisements support business attraction and the Windham Outdoors initiative, which invites visitors to help establish Windham as a premier outdoor recreation destination and attract both outdoor and indoor recreation businesses to the community. Articles sample advertisements and the latest "Why Windham" data sheets are attached.

LEADING THE WAY THROUGH THE 21ST CENTURY

# SHOPPING CENTER BUSINESS®

JUNE 2026

## EDCs Seek to Launch New Retail Development

From Maine to California, cities of all sizes look to retail to grow their economies while providing needed amenities to residents.




Plus:
Capital Markets Review

income just under $160,000, ranking it within the top 20 cities in Colorado by income. While Superior is just 4.5 square miles, it has three main commercial centers and over 120 businesses. In addition to having low retail vacancy, the town also has 23 parks, 36 miles of trails and 845 acres of open space, says Ellen Robertson, economic development manager for the Town of Superior.

With everything located within close proximity, the majority of Superior's commercial businesses are within walking or biking distance, or just a short car ride away from each other. The town is located along the Route 36 corridor, which runs from Denver to Boulder. More than 80,000 vehicles pass by Superior every day. The town's commercial centers are already home to strong retailers like Costco, Whole Foods, Target and Safeway. Blue Sport Stable, a competitive multi-sport facility, draws up to 2 million visitors per year to downtown Superior.

Superior has a new downtown and Main Street, complete with first generation retail space available to businesses seeking to enter the market.



Ellen Robertson, Town of Superior

"This new downtown is a mixed-use development with multiple residential type offerings and larger tenants such as Blue Sport Stable, a medical office building and a Tesla service center that drive new and expanding businesses onto Superior's Main Street," says Robertson. "The town also activates this new area through its summer markets and summer concert series events that bring thousands of visitors into the downtown each summer."

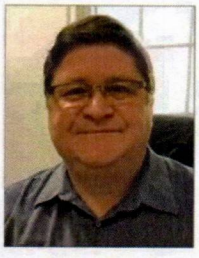
To foster new retail openings, the owner of the first generation mixed-use downtown development has tenant improvement dollars available to help with build-outs. The town also has incentives on a case-by-case basis to support the activation of the downtown, says Robertson.




New tenants Big Swing Golf Sim, Blended Co-working space, and Maine Dance Center, recently joined the US Post Office, Pet Quarters, and Planet Fitness in the recently renovated North Windham Shopping Center.

**WINDHAM, MAINE**

The town of Windham, Maine, sits just a few minutes outside Portland along the busy U.S. Route 302 corridor. Windham's population has grown 8 percent since 2020 and now boasts more than 20,000 residents. Beyond that, though, are the 900,000 annual out-of-market visitors who visit Maine's Sebago Lakes Region every year. The Route 302 corridor averages over 25,000 vehicle trips per day and is home to many national, regional and local retailers, restaurants and service providers. Household income in the township has also grown steadily, and maintained an average of $107,934 in 2025. Windham's total sales have increased 16 percent from 2020 to 2025, now totaling $605 million according to State of Maine Annual Taxable Sales Data. Of that figure, approximately $138 million was in non-taxable grocery items.



Thomas Bartell, Town of Windham

Because of its strong tourism population, the area is in need of more retail and food and beverage offerings, says Thomas Bartell, economic development director for the town of Windham and executive director of the Windham Maine Economic Development Corporation.

"Retail and food and beverage leakage to Southern Maine regional shopping destinations has been a trend for many years," he says. "As population grows in both Windham and its primary and secondary trade areas, and as the Sebago Lakes Region becomes an even more popular tourism destination, retailers, restaurateurs and developers are finding the strong mix of area population, household income and seasonal visitors to be very desirable.

Two new developments in Windham will bring 478 housing units and a 120-room hotel that are both adjacent to two major shopping centers, both located along the Route 302 Corridor. The Windham Economic Development Corporation was involved in the negotiation of the development agreements and ensured that the necessary infrastructure was created to accommodate the two projects.

With retail leakage present, the area has a number of needs that it is seeking to fill.

"Specialty clothing stores, including women's apparel and shoes, continue to be frequent requests," says Bartell. "Consistently, consumer requests are dominated by the desire for nationally branded full-service restaurants, as well as national fast casual brands that may be located elsewhere in the Southern Maine market but are missing in the Sebago Lakes Region."

The EDC has continued to center new retail development along the Route 302 corridor. In addition to a steady stream of tourism, the corridor is also within close proximity to 100,000 residents from nearby communities with strong household incomes. **SCB**

# FROM SPOKE TO HUB

A perpetual dearth of affordable retail space within Boston proper has more users targeting secondary and tertiary markets as they look to penetrate the greater New England region.

By Taylor Williams

Ask a local retail broker or landlord to name tenants that are currently expanding aggressively in the greater Boston area and throughout New England as a whole, and odds are that "Ross Dress for Less" will come up within the first minute.

Of course, the California-based discount retailer has been crushing it for some time now. Ross announced in mid-March that it had opened 17 new stores, including four under its dd's Discounts brands, in the first quarter — openings that followed the rollout of 36 new stores last fall. According to *USA Today*, these new stores came as part of Ross' broader plan to grow its store count by about 200 units over the course of 2025 and 2026.

These new store openings included locations in New York and New Jersey, but at the time, that appeared to be the northbound extent of the expansion. Not surprising, given that the discount apparel market in New England has long been dominated by TJX Cos., the metro Boston-based parent company of both T.J. Maxx and Marshalls, with Burlington also routinely capturing a respectable share of that market.

The fact that Boston proper was — and still is — largely devoid of vacant boxes that could meet the spatial requirements of a user like Ross further allayed any concerns that a meaningful push by a major discount retailer into that market was forthcoming.

And indeed, Ross has not announced plans for any new stores in the city of Boston. The company is, however, aggressively targeting suburban Massachusetts and Connecticut. And sources say that this pattern is also applicable to other soft-goods merchandisers, as well as food-and-beverage (F&B) users that simply cannot afford rents in downtown Boston, Back Bay, the Seaport District or Cambridge's Harvard Square but want to be in the market.

Whereas many tenants have predicated their Northeast expansionary campaigns on planting flagship stores or restaurants in top-tier markets — New York City is a necessary evil for branding purposes — the opposite approach may be more sensible for Boston and New England.

"Because New York City is so important as the financial and economic center of the country, there's so much power in building a brand there, so retailers may do deals there just to get their names out," says Ben Starr, partner at regional brokerage firm Atlantic Retail Partners. "In Boston, prominent spaces in Back Bay or the Seaport can be meaningful to retailers that want to say they've arrived and planted a flag."

"But a lot of those groups are already established in New York City, so the brand recognition [factor] may not be as important as making money on the new stores in Boston," Starr continues. "So we actually see retailers coming into this market to take a more affordable route and do a suburban deal first, then go urban, rather than the other way around."

Starr adds that he also sees new tenants flocking to secondary or tertiary markets that, despite having urban centers, still have rents that are very affordable compared to Boston, as well as less strict regulatory environments. He identifies cities such as Groton, Connecticut; Bennington, Vermont; Palmer, Massachusetts; Saco, Maine; and Pittsfield, Massachusetts as examples of such markets.

"Tenants have had success in those markets and are willing to take more risk in areas where real estate is more affordable and easier to find and doesn't require record-setting sales [to be able to afford rents]," Starr says.

Tim McNamara, senior director in Cushman & Wakefield's Connecticut office, says it's more common for new-to-market retailers to target the region as a whole without specifically mandating a store in a premier submarket.

"If retailers happen to get a downtown store, that's great, but that means dealing with a lack of parking and high-priced space, and they don't have the ability to grow beyond a certain threshold in that area," McNamara explains. "So some retailers have decided that downtown Boston doesn't make the most long-term sense for them."

"From a price perspective, retailers are also realizing that for flagship-type locations they've had in which visibility is very high, the juice may not be worth the squeeze in terms of paying that much rent just to have that one footprint," McNamara adds. "Instead, they can have multiple locations in the suburbs that will grow more substantially."

As native New Englanders, Starr and McNamara have both observed a demographic tendency in the region — that all factors being held equal, people prefer to be close to the city and don't branch out to suburbs as aggressively as they do in other large metro areas. That pattern is likely shifting to some degree as multifamily rents and single-family home prices in the immediate Boston area surge along with the rest of the country.

But that demographic trend also helps partially explain why — along with myriad other factors ranging from zoning to geography to preservation of historic buildings — new retail development in suburban New England is relatively muted.

## Landlord Perspective

While sources cite varying explanations behind the dearth of retail supply growth in the region, they agree that the demand, rooftops and disposable incomes that retailers need to be successful in these markets are all there.

"The suburbs are definitely having a moment," confirms Adriana Major, senior leasing representative at Linear Retail, a regional owner-operator. "Retailers are increasingly recognizing that the suburbs are where many consumers are working, living and generally spending more time. Convenience has become one of the biggest drivers of retail success, and well-located neighborhood shopping centers allow brands to meet customers where they're already going for groceries, fitness, healthcare and everyday errands."

"That strategy is reflected across our portfolio," she continues. "Specialty fitness concepts such as JETSET Pilates in Wellesley and Club Pilates in North Andover are choosing suburban locations to be part of residents' everyday routines. Wellness and beauty brands, including VIO Med Spa in Burlington and upcoming locations for Glowbar and Mona Dermatology in Wellesley, are following a similar path. These retailers recognize that being conveniently located where people live, work and run daily errands creates meaningful opportunities for repeat visits and long-term customer loyalty."

Major believes these trends were set in motion during the COVID-19 pandemic and have been extended by a slower-than-expected return to office buildings.

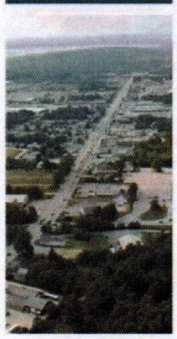
"The strength of these markets post-COVID has continued to rise; COVID didn't shut them down, but rather made people want to get out more, and market performances have been on the up and up since then," she concludes. "We're excited to be expanding within the suburbs of Boston, which are very strong markets for us."


WINDHAM MAINE

**Median Household** Income: $98,373

**Labor Force:** 13,540

**Visitors to the Sebago Lakes Region** 900,000 +- Annual Visitors – Four Seasons



**Windham, Maine: Where Business Growth Meets Natural Beauty**

Just 15 miles from Portland, Windham is the commercial hub of the Sebago Lakes Region and serves more than 85,000 area residents with everything from national retailers to local boutiques and dining. With over 935 new housing units underway—including 600 in the downtown area—businesses can count on a growing workforce and strong customer base.

Major investments are reshaping the town: expanded parks and trails enhance quality of life, while the $31 million Windham Moves project is transforming Route 302 into a modern, walkable corridor that improves traffic flow and accessibility.

Windham offers the best of both worlds—opportunity and outdoor charm—making it the ideal place to start o expand your business in a vibrant, nature-connected community.

Windham, Maine, is ready to welcome you.

WE DC

Thomas Bartell, Director
207 892-1936
windhamaine.us

# Windham

## Where Business Growth Meets Natural Beauty – Find it Here

Just 15 miles northwest of Portland, Windham is a premier destination for businesses and tourists seeking the perfect blend of opportunity, accessibility, and outdoor charm. With major infrastructure investments, housing expansion, and a rapidly growing retail and recreation economy, Windham offers a compelling case for companies looking to relocate or expand — and visitors to find an authentic Maine experience.

### A Strategic Location for Business Success

Positioned as the commercial heart of the Sebago Lakes Region, Windham serves a regional population of over 85,000 with a full range of amenities — from national big-box retailers to independent boutiques and farm-to-table dining.

More than 900 new apartments and condos are under development, with over 600 planned for downtown. Windham offers both a growing workforce and a thriving customer base.

For businesses, Windham's location offers the best of both worlds: the proximity to Portland's metropolitan assets, abundant open space, and a welcoming community.

### Smart Investments Driving Economic Opportunity

Windham invests boldly in its future. The new $47.5 million North Windham Sewer Project supports clean, sustainable growth and dramatically increases the town's development capacity while preserving its pristine waterways opening the door for new commercial and mixed-use developments.

Complementing this, the $31 million Windham Moves project is transforming Route 302 into a modern, walkable corridor. Supported by a $25 million federal RAISE grant, this initiative includes smart traffic signals, raised medians, bike lanes, sidewalks, and three connector roads. The result: smoother traffic flow, greater accessibility, and a more attractive environment for businesses and customers alike.

PHOTO COURTESY OF WINDHAM ECONOMIC DEVELOPMENT

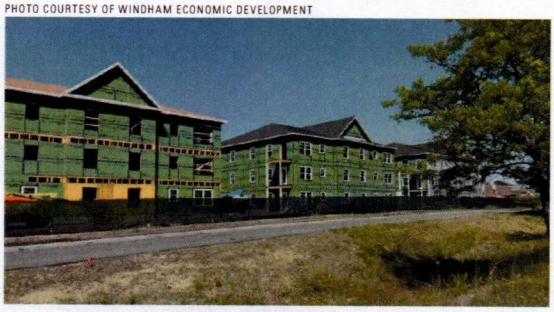


PHOTO COURTESY OF WINDHAM ECONOMIC DEVELOPMENT

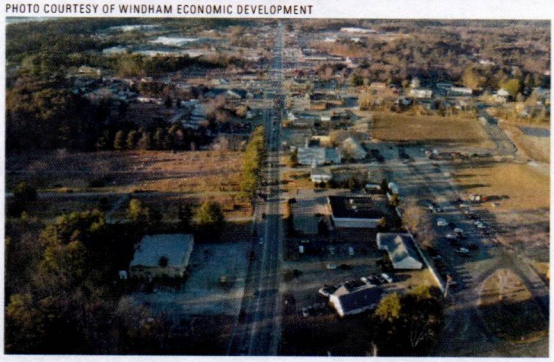




PHOTO COURTESY OF WINDHAM ECONOMIC DEVELOPMENT

Above: Babb's Bridge

### A Destination for Outdoor Recreation and Tourism

Windham is more than a commercial center — it's a gateway to outdoor adventure hosting 900,000 annual visitors heading into Maine's Lakes and Mountains Region. With over 1,000 acres of parkland and conservation space, and more than 20 miles of scenic trails, the town is emerging as a regional recreation hub. From family walks at Donnabeth Lippman Park to backcountry biking in the East Windham Conservation Area, Windham offers something for every nature lover. Combined with lake access, local shops, and a vibrant food scene, Windham is a must-visit destination in southern Maine.

### A Growing, Welcoming Community

Windham's population continues to grow and now surpasses 20,000 residents. This steady growth is driven by quality schools, strong home values, and a lifestyle that balances work, recreation, and community.

As new neighborhoods take shape and town planning continues to prioritize both residential and commercial needs, Windham creates an environment where businesses can thrive and employees can live well.

### Why Choose Windham?

- **Strategic Proximity:** Easy access to Portland, Maine's Lakes and Mountains Region, and major transportation corridors.
- **Robust Infrastructure:** Forward-thinking investments in sewer, roads, and mobility to support long-term growth.
- **Outdoor Appeal:** A destination for hiking, biking, boating, and relaxation in nature.
- **Community Growth:** A rising population with increasing demand for shopping, restaurants, personal services, and entertainment.

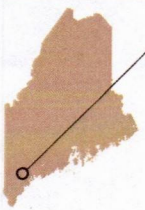
Whether you're looking to expand your business footprint or explore a vibrant, nature-connected town for your next getaway, Windham, Maine, is ready to welcome you. ●

TOWN OF WINDHAM MAINE

Windham Economic Development Corp WEDC Maine

Left above: Windham Village Apartments

Left below: North Windham Business District



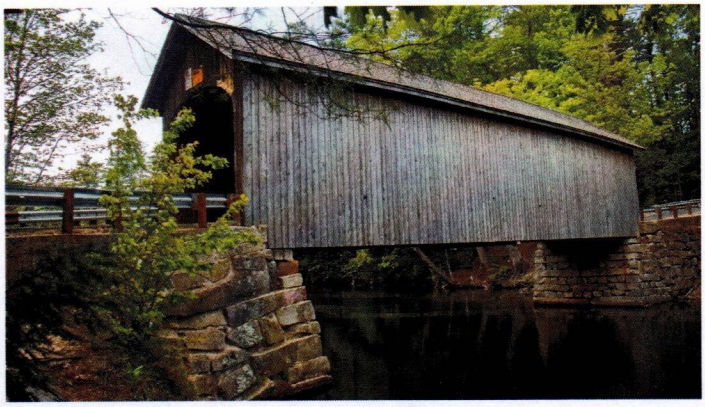
**Town of Windham, Economic Development Department**
8 School Road, Windham, ME 04062
Thomas Bartell, Director
(207) 892-1936
thbartell@windhammaine.us
www.windhammaine.us

# TOWN OF WINDHAM MAINE

| | |
|---|---|
| Median Household Income: $107,934 | **Primary Trade Area: 66,335** |
| Labor Force: 13,808 | Secondary Trade Area: 86,416 |
| Local Employment: 8,009 | Annual Visitors to Sebago Lakes: 900,000 |
| Median Age: 41.8 | |







**A Strategic Location for Business Success**

Positioned as the commercial heart of the Sebago Lakes Region, Windham serves a regional population of over 85,000 with a full range of amenities — from national big-box retailers to independent boutiques and farm-to-table dining.

More than 900 new apartments and condos are under development, with over 600 planned for downtown. Windham offers both a growing workforce and a thriving customer base.

For businesses, Windham's location offers the best of both worlds: the proximity to Portland's metropolitan assets, abundant open space, and a welcoming community.

**Why Choose Windham?**

- Strategic Proximity: Easy access to Portland, Maine's Lakes and Mountains Region, and major transportation corridors.
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Windham Economic Development Corp WEDC Maine

Thomas Bartell, Director
(207)-892-1936
windhammaine.us





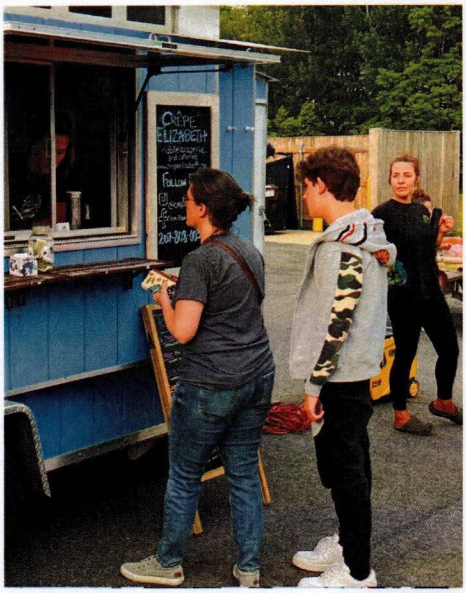

Windham Economic Development Corp
WE DC
Maine

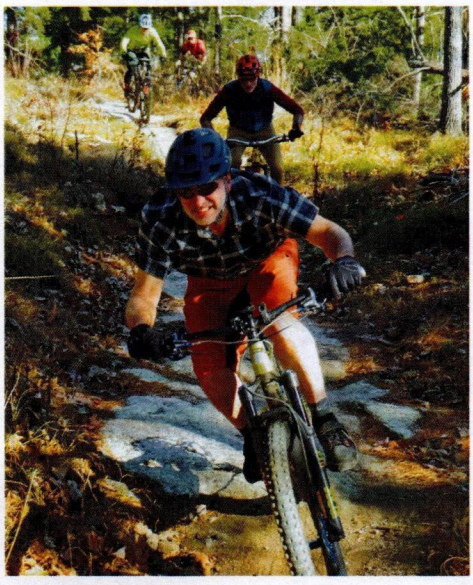
## DON'T FORGET TO ALSO

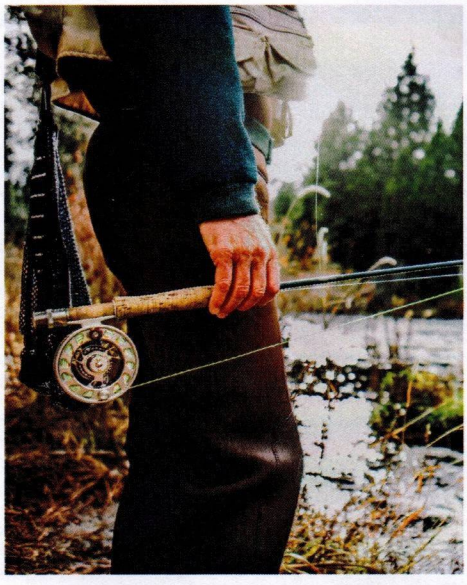
Enjoy Windham's many Dining and Shopping options including Food Truck Nights and Saturday Farmer's Market

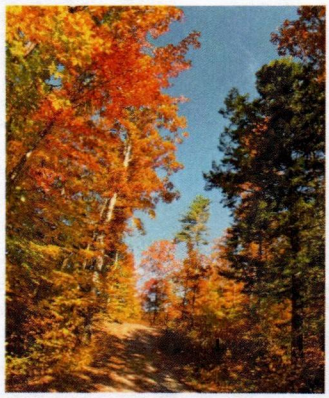
**Plus Special Events like Summerfest & Concerts, Movies and Art in the Park**

**windhamrecreation.com**
**windhamoutdoors.com**





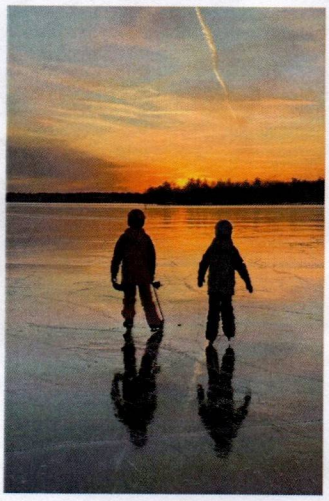




8 School Road

1-207-892-1900

windhammaine.us



# WINDHAM MAINE

**Windham, Maine: A Thriving Community with a Vision for the Future**

Nestled just 15 miles northwest of Portland, Windham, Maine, is rapidly emerging as one of southern Maine's most dynamic and livable communities. With a strategic focus on infrastructure modernization, outdoor recreation, and smart growth, Windham is attracting residents, businesses, and visitors alike.

**Infrastructure Innovation: North Windham Sewer Project**

After decades of planning, Windham has broken ground on a $47.5 million wastewater treatment project featuring Maine's first large-scale membrane bioreactor system with drip dispersal technology. Slated for completion in 2026, this system will support sustainable development, protect local water resources, and enable commercial expansion in the North Windham area.

**Mobility & Access: The Windham Moves Project**

In partnership with MaineDOT, Windham is investing in the $31 million Windham Moves initiative to revitalize Route 302 and surrounding corridors. Designed to increase traffic efficiency by 35%, the project includes 1.6 miles of improvements to route 302, including smart traffic signals, raised center medians, sidewalks, bike lanes, three new connector roads, and nearly 2.2 miles of multi-use pathways. Funded in part by a $25 million federal RAISE grant, the project aims to reduce congestion, improve safety, and create a more walkable, business-friendly downtown.

**Outdoor Recreation: Parks, Trails & Conservation**

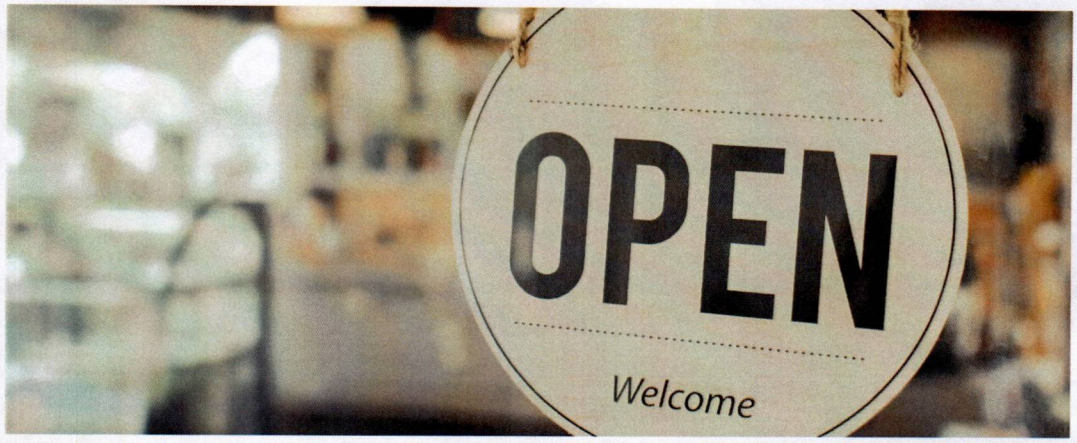
Windham is redefining itself as a regional outdoor destination. The newly established East Windham Conservation Area spans over 700 acres, offering over 5 miles of trails for hiking, biking, and wildlife viewing. Future development at the park includes a Fire Tower with a 360° viewing area. Recent grants are funding additional trail connections, including a new pathway linking Donnabeth Lippman Park to North Windham's commercial hub, and plans are in the works for a new riverside Recreation area at Gambo fields.

**Housing & Population Growth**

Windham's population has surged nearly 20% over the past decade, driven by its proximity to Portland and high quality of life. With a projected population of 20,599 by 2030, the town is proactively planning for housing needs, targeting the addition of over 1,200 new homes to meet demand. The housing market remains competitive, with homes selling quickly and maintaining strong value.

**Why Windham?**

As one of the top 5 hottest zip codes in the country, as rated by Realtor.com, Windham is not just growing—it's thriving. With a clear vision and bold investments, the town is building a future that balances economic opportunity, environmental stewardship, and community well-being.




## Marketplace for the Sebago Lakes Region

900,000 visitors and 100,000 residents nearby make Windham a dynamic retail center



**2025 Sales**

Windham: $464,825,696 taxable sales (49% of Sebago Lake ESA)
$140,457,144 est. non-taxable food sales

Sebago Lake ESA: 19 Towns
$972,451,000 taxable sales
$432,808,000 est. non-taxable food sales

**Windham Population**

2025 – 19,954
8.2% growth since 2020
47.7% Female, 52.3% Male
Median age: 41.8 years
Median Household Income: $107,934
Labor Force: 13,808
Local Employment: 8,009



Primary Trade Area: 66,335
Secondary Trade Area: 86,418

**Visitors to the Sebago Lakes Region**

900,000 +- Annual Visitors – Four Seasons

Windham Economic Development Corp
WEDC
Maine





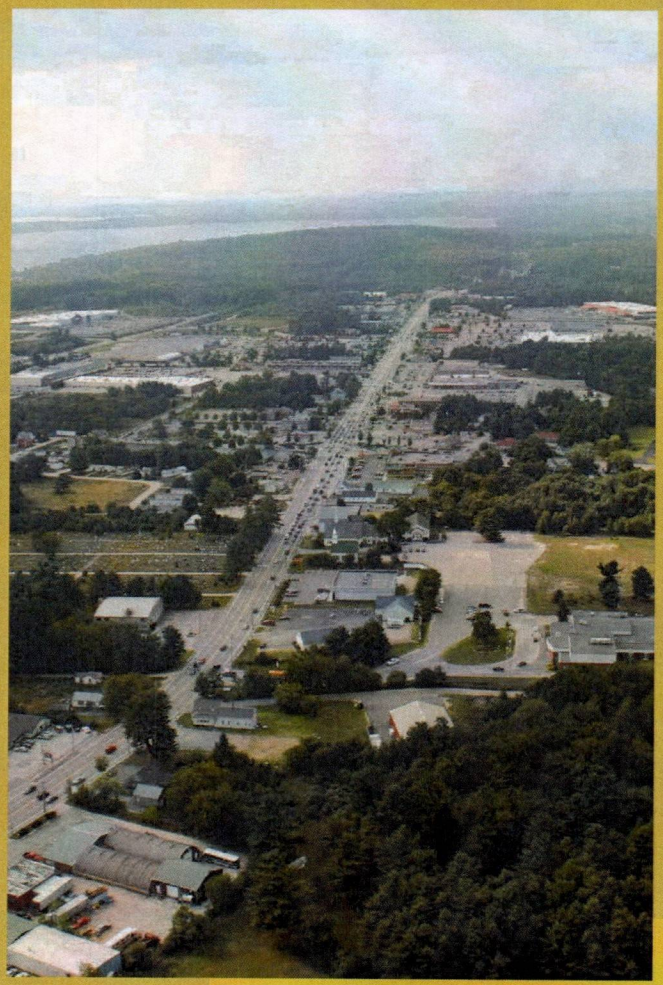
**Traffic Count:** (MEDOT 2022)
US Route 302 AADT: 28,400

**School System**
Windham/Raymond Regional School Unit
3103 Kindergarten to 12th Grade Students

Valuation and Tax Rate (100% Certified Ratio)
2024/2025 Valuation: $4,202,792,000
2024 Full Tax Rate: $12.06/$1,000 Valuation

**Nearest City**
Portland, Maine: 15 miles east
Population: 69,104
Portland International Jetport (PWM)
Amtrak Station

**Local Colleges**
Saint Joseph's College of Maine – Standish, 5 miles, 700 resident students
University of Southern Maine – Gorham, 10 miles, 1500 resident students





Windham Economic Development Corp
WE DC
Maine



8 School Road

1-207-892-1900

windhammaine.us

# WINDHAM MAINE

**BOND RATING: S1 AA+, MOODY'S aA2**

## WHAT'S UP IN WINDHAM

### FUND BALANCE

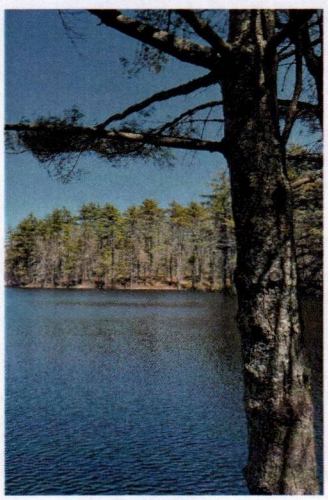
| | |
|---|---|
| FY 25 | 26,804,367 |
| FY 24 | 22,875,412 |
| FY 23 | 19,072,813 |
| FY 22 | 15,228,071 |
| FY 21 | 13,640,971 |

### PROPERTY TAX COLLECTION

| | |
|---|---|
| FY 25 | 99.87% |
| FY 24 | 98.87% |
| FY 23 | 98.85% |
| FY 22 | 98.72% |
| FY 21 | 98.60% |

### VALUATION

| | TOWN | STATE |
|---|---|---|
| FY 26 | 4,202,792,000 | 4,292,500,000 |
| FY 25 | 4,096,923,300 | 4,103,400,000 |
| FY 24 | 3,788,400,000 | 3,648,900,000 |
| FY 23 | 3,392,632,700 | 2,914,100,000 |
| FY 22 | 2,734,905,000 | 2,608,150,000 |



TOTAL CAPITAL ASSET INVESTMENT BY THE TOWN INCREASED FROM **$66,505,055** AS OF JUNE 30,2022 TO **$75,820,986** AS OF JUNE 30, 2025. THIS NUMBER WILL DRASTICALLY INCREASE IN THE COMING YEARS WITH PROJECTS SUCH AS THE N.W. WASTEWATER TREATMENT PLANT, A NEW PUBLIC SAFETY BUILDING AND THE $31 MILLION ROAD RECONSTRUCTION OF US RTE 302 FROM RIVER ROAD TO WHITE BRIDGES ROAD, INCLUDING CONSTRUCTION OF THREE NEW CONNECTOR ROADWAYS. THIS PROJECT IS STRONG ON SAFETY, QUALITY OF LIFE, COLLABORATION AND PARTNERSHIPS. COLLECTIVELY, THESE WILL INCREASE THE TOWN'S EQUITY.

# WINDHAM MAINE

# The parks are for everyone!

### East Windham Conservation Area
WINDHAM, 700 ACRES

The East Windham Conservation Area was conserved in September 2023. The Town of Windham owns the land and the Presumpscot Regional Land Trust holds a conservation easement on the 700 acres of land, which is the size of Bradbury State Park. This area is now part of a 2,000-acre conservation corridor – larger than any state park in Southern Maine.

**Black Brook Preserve**
Hike, fish, and snowshoe in Windham Center

**Otterbrook Sanctuary**
Watch wildlife from an observation platform and walk the trails.

**Donnabeth Lippman Park**
Explore the beautiful trails around Chaffin Pond. Play, fish, ice skate, and snowshoe. Hunting not permitted.

**The Mt. Division Trail**
A scenic, paved trail through Windham, Gorham, and Standish. Walk, bike, fish, and snowmobile separated from traffic.

**Lowell Preserve**
Enjoy an expansive forest on foot or on wheels. ATVs, hunting permitted.

**Deer Hollow/Mud Pond Sanctuary**
Savor the beauty of a local pond from the trails and observation deck.

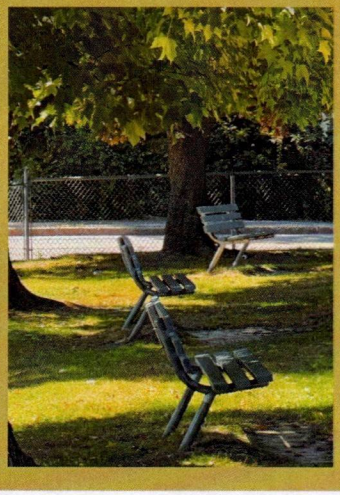
**Dundee Park**
Open Memorial Weekend to Labor Day. Swim and play at your local beach. Discounted admission fee for Windham residents. Dogs not permitted.

**Town Hall Playground**
Gated playground and covered picnic area. Open dawn to dusk. Dogs not permitted.

**RSU14 Campus**
Enjoy the Primary and Manchester school playgrounds, high school tennis courts, and sports fields. Open all year dawn to dusk. Not open during school hours. Dogs not permitted.

Trail maps are available online or at the Parks and Rec office.

All parks are carry in, carry out.
Tobacco and smoke free. Please leash your dog.





8 School Road

207-892-1907

windhammaine.us

# Contact Info

**TOWN MANAGER - 1-207-892-1907**

**ECONOMIC DEVELOPMENT - 1-207-892-1936**
WEDC

**PLANNING - 1-207-892-1902**
DEVELOPMENT QUESTIONS
COMPREHENSIVE PLAN
PLANNING BOARD

**CODE ENFORCEMENT - 1-207-892-6110**
PERMITS
INSPECTIONS

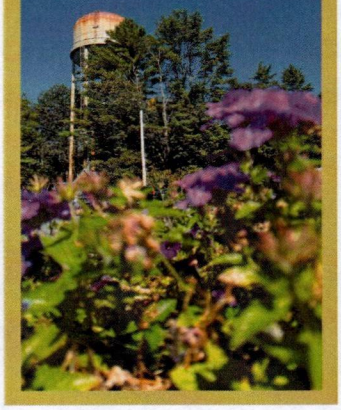
**TOWN MANAGER - Robert Burns - rjburns@windhammaine.us**

**ASSISTANT TOWN MANAGER - Amanda Lessard - allessard@windhammaine.us**

**WEDC - Tom Bartell - thbartell@windhammaine.us**

**PLANNING - Steve Puleo - sjpuleo@windhammaine.us**

**CODE - Jon Rioux - jgrioux@windhammaine.us**



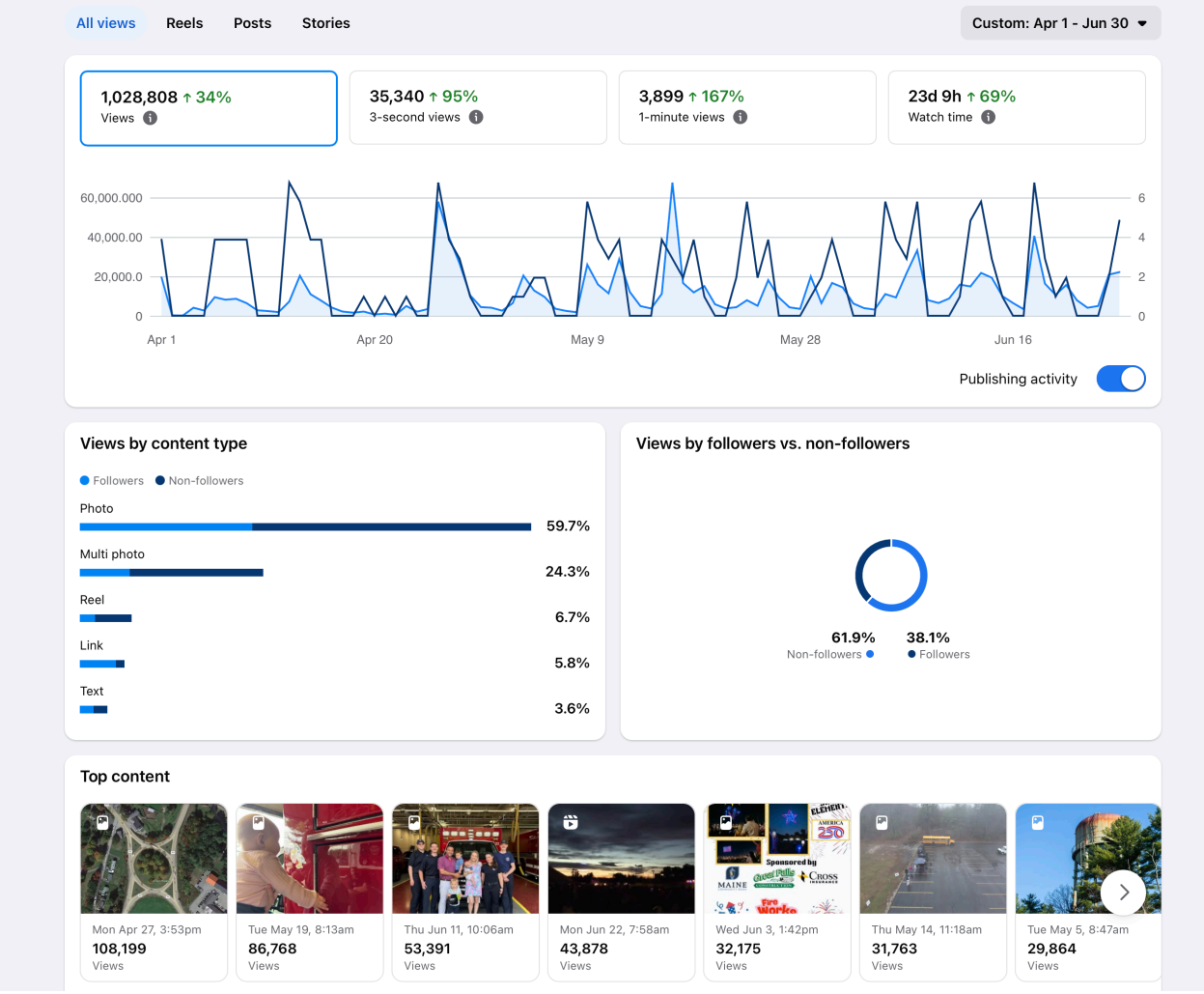
WINDHAM
MAINE

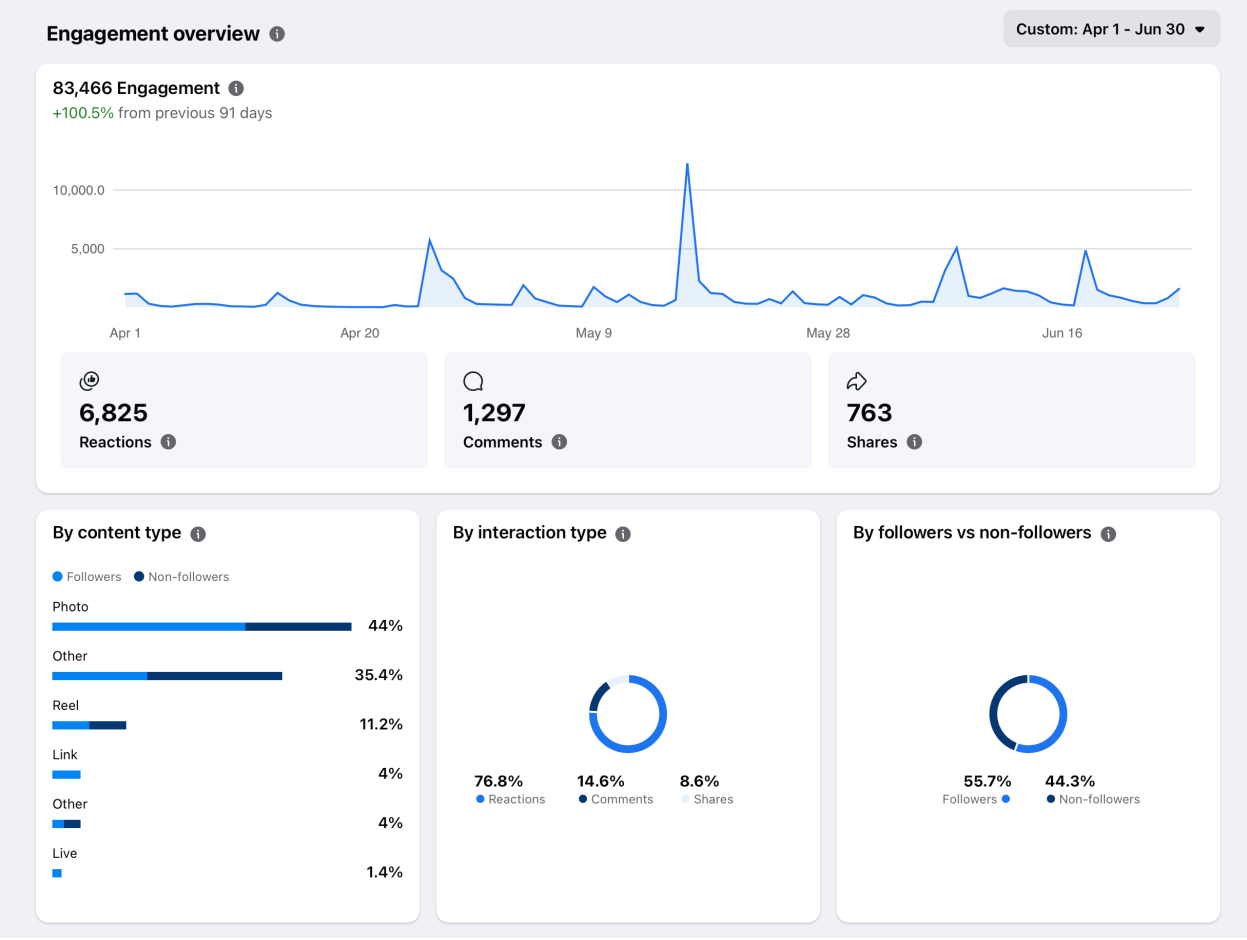
# Windham Communications

2nd Quarter Report 2026

I continually strive to build a valuable line of communication between Town Officials and residents. To accomplish this, I work with all Departments to produce the monthly Windham Newsletter, which consistently has an open rate around 55%. Additionally, over the last quarter, I've worked w Tom at WECD to create Magazine ads promoting Windham as an outdoor activity and business destination, Tammy to create mailers involving sewer connection info and all Department heads to gather info for a Quarterly insert in the Windham Eagle. I create and post social media content for the town, police, and public works, including daily posts to Facebook, Instagram and Threads involving events, special happenings, construction updates, meeting agendas, public safety statistics, job openings and other materials the public might be interested in or need to be informed of. Our Facebook posts are doing quite well, and we continue add subscribers every month. *See Stats and Samples Below

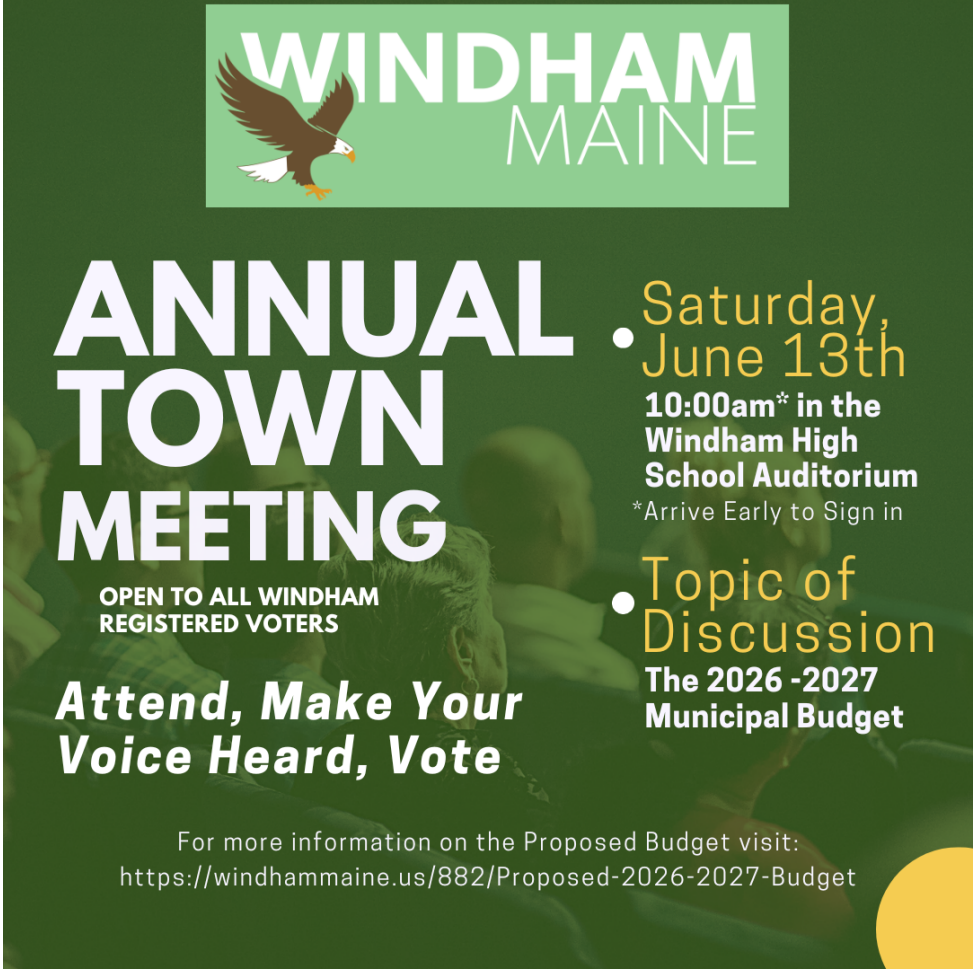
Roger Cropley II
Communications Director






Posts and ad and mailer samples






## TOWN OF WINDHAM VOTERS ABSENTEE VOTING IS AVAILABLE THRU JUNE 4TH AT 7PM FOR THE JUNE 9TH, 2026, MUNICIPAL BALLOT

**You can vote Absentee by:**

- Visiting the Town Clerk's office during business hours.
- Calling 892-1900 to have a ballot mailed to you.
- Having a family member sign out your ballots.

**ALL BALLOTS MUST BE RETURNED BY 8PM ON ELECTION DAY**

TOWN OF WINDHAM MAINE



WINDHAM PUBLIC WORKS

# Household Hazardous Waste Day

June 6th 8am to 12pm
185 Windham Center Road

All items brought to the Collection must be in sealed containers. NEVER MIX CHEMICALS.

- ☑ Paint, Stains, Thinners
- ☑ Solvents
- ☑ Waste Fuels
- ☑ Oil Waste
- ☑ Dry Cell Batteries
- ☑ Weed killers, Pesticides
- ☑ Aerosol Cans
- ☑ Household Cleaners

FOR FULL DETAILS CALL




Things not to bring Asbestos, Commercial or industrial Waste, Infectious or Biological Waste, Ammunition, flares, or Radioactive Materials.

207- 892-1909

**Windham Residents only***
*Tax Bill or Vehicle Reg. required

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TOWN OF WINDHAM MAINE
Quarterly Newsletter

Scan to follow our monthly newsletter




- H 4/14/2026: Council Meeting
- H 4/28/2026: Council Meeting – Budget Public Hearing
- H 4/30/2026: School Scholarship Applications Due
- H 5/12/2026: Council Meeting
- H 5/25/2026: Memorial Day Parade and Celebration Events
- H 6/9/2026: June Election – School Referendum Question
- H 6/13/2026: Annual Town Meeting – Town Budget
- H 6/20/2026: Summerfest
- H 7/1/2026: Senior Property Tax Assistance Applications Availa

## COMMITTEE VACANCIES

The following Council-Appointed boards & committees have vacant seats:

- •EastWindham SteeringCommittee(3) *New*
  - specifically one member with interest & experience in hunting
  - two members with interest & experience in hunting, trail running, hiking, ed
  - public health, conservation and/or nature education.
  - Preference given to those who have multiple interes
- •Natural Resources Advisory Committee (2)
- •Planning Board, (1) regular and (1) alternate seat
- •Windham Economic Development Corporation (3)
- •Zoning Board of Appeals (1)

*Torequestaprintedapplication,call207-892-1907. Printedapplications willbe accepted in the Town Manager's office until all positions are filled.*

## Cllooshteets Monday -Thursday*

10:00AM to NOON
*Excepton FoodPantry
Drive Thru Days

377 GRAY ROAD, WINDHAM

## DForoivde P Tahnrtury

9:30AM to 11:30AM
Sign up Required

**Seniors 1stWednesday of the month**
**Everyone 3rd Wednesday of the month**

If you would like to sign up or have questions, please call Colette at 892-1931

## WINDHAM PARKS + RECREATION

**Dundee Park Seasons Passes Available NOW!**

To see complete program days, times, and details and to register visit: www.WindhamRecreation.com

Open May 23 – June 7 (weekend & Memorial Day only) from 9am-7pm
Open Daily beginning June 8 – June 28 from 9am-7pm
(Closed June 20 for Summerfest),
June 29 - Aug. 16 from 8am-8pm,
Aug. 17 - Sept. 6 from 9am-7pm • Sept. 7 from 9am-5pm

**ADULT PROGRAMS:**

**Adult Pick-Up Basketball • BeginnerPickleball Lessons**
**Coached Pickleball Play•CandlepinBowling • Bingo • Cribbage**

**ADULT/SENIOR OUTINGS PLANNED:**

Lunch at the Green Ladle – Green Ladle, April 2
Mystery Lunch – April 8th
Spring Fling with Cumberland Rec at Val Halla – April 10
Cabaret and Lunch at USM – April 12
Oxford Casino – April 22
Tour of the Blaine House & State House – May 6
Mystery Lunch – May 12
Maine Needham Company Tour in Saco – May 20
Foster's Clambake in York – June 11
Mystery Lunch – June 17
The Marvelous Wonderettes at Community Little Theater – June 28

## SIGN UP FOR EMERGENCY ALERTS!

Receive critical information in time-sensitive situations!

This is a NEW program powered by Smart911

**This replaces the previous Co-deRed system.**
To continue receiving alerts, sign up with code to the left or at www.cumberlandcountyme.gov/.../emergency_alert... or call 207-892-6785.
This system enables you to receive critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations. You will receive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how.

## LIBRARY NEWS & EVENTS

Windham Public Library
Find It Here.

217 Windham Center Road
207-892-1908 • www.windham.lib.me.us

### NEW LIBRARY ACCOUNT PINS

BEGINNING MARCH17, a new link will appearon the "My Library Account" login page.

Click "Create/Reset PIN" and follow the prompts. You will need an email address to set up your PIN. No email address?

To continue placing requests in the online catalog, ask a Librarian to add 4 digits of your choice to your record.

**Why is this happening?**
PINS are required for upcoming system upgrades to our catalog software. PINS are commonly used in libraries nation-wide and add security to your personal information.

**Where will I use my PIN?**
Online at: minerva.maine.edu if you want to log in to your library account.

### Monthly Swap Meet!

The library hosts recurringSwap Meets to encourage the recyclingof items! Eachmonth is a different theme,and **you don't have to bring anything to take home something!**

- All Swap items are donated and free for taking.
- Swap items must be clean & in good condition; gently-used but not broken messy, or missing vital parts
- Items can only be brought & taken during the Swap hours (1-3pm)
- Remaining Swap items will be donated to local charities

**UPCOMINGSWAPMEETSoccurfrom 1-3PM:**
**April 4th - books (all ages)** Nomagazines,textbooks,or sets of encylopedias
**May 2nd - sports equipment (all ages)** balls, rackets, gloves, sticks, skates
**September 12th - plants, bulbs, seeds** in clean containers & labeled
**October 3rd - children's costumes**
**November 7th - office supplies** staplers,staples, pens, paper, folders, tape, etc.
**December 5th - games (all ages)** boardgames, lawn games, card games

For more info contact Sally Bannen: sjbanned@windhammaine.us or call 207-892-1908 x 7

### FREE ECHO DOT & TRAINING

**MONDAY,APRIL27•3-5PM**

AGE FRIENDLY WINDHAM MONTHLY MEETING

Join us at the Windham Public Safety Builing (379 Gray Road/Rte 202) for a presentation with Jen Alvino Wood, Windham Public Library Director, to learn about the Echo Dot & smart plugs. She will go over installation & questions.
ATTENDEES WILL RECEIVE EQUIPMENT TO TAKE HOME
*After the speaker, we will be connecting with each other through conversation and volunteer opportunities.*

### UPCOMING TECHNOLOGY CLASSES

*Allofthefollowing classesareheldat the WindhamPublicLibrary onFridaysfrom 1-3PM*

**APRIL 17th: Echo Dots Training & Devices**
**MAY 8th: Artificial Intelligence – AI Safety**
**MAY 15th – Passwords, Passkeys, The 2-Step Dance, Oh My!**
**JUNE 12th: Device Assistance – Phones, Tablets or other tech Q's**
**JUNE 19th: Telehealth Info Session**

Age Friendly Windham
windham, maine

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Windham SUMMERFEST
Saturday, June 20

AMERICA 250

*This Year's Theme... Celebrating Sun, Stars, Stripes.*

This is a FREE event with something for everyone including live music, activities, and so much more!

*SUPPORT YOUR LOCAL CRAFTER/VENDORS, NON-PROFIT FOOD BOOTHS*

*Follow events & opportunities at:*
WindhamSummer fest.com

## SENIOR Property Tax Relief Program

**ELIGIBLE HOUSEHOLDS may receive up to $700**

For more information about the program, eligibility requirements and the appliation process please reach out to Tammy Hodgman 207-892-1907 tahodgman@windhammaine.us

www.windhammaine.us/616/Senior-Property-Tax-Assistance

**Applications Accepted July 1st – August 1st**

Do you have one minute a month to help make Windham better?

INTRODUCING FlashVote

***Join your friends and neighbors and MAKE YOUR VOICE HEARD on important local issues!***

It's free, fast, and fun... you'll get a short1 minutesurveyeveryfew months and you'll get to see full survey results within 48 hours.

Your input will help Windham make better decisions for everyone in the community.

Don't miss the next survey, coming soon – SIGN UP NOW! www.flashvote.com/windhamme

WINDHAMMAINE.US • 207-894-5900 • FOLLOW TOWN OF WINDHAM, MAINE ON FACEBOOK

TOWN OF WINDHAM MAINE



**We are preparing for your new commercial project with a $80 million infrastructure modernization initiative!**

- **Downtown Zoning allowing for lifestyle, multifamily, office, hotel, restaurant, mixed use, and small scale manufacturing development**
- **Creating additional green space & public amenities including improved pedestrian and bike access**
- **Adding a 137 room hotel, 720 workforce housing units, and an estimated 1200 residents within walking distance of the central Business District**

**YOUR PROJECT - DOWNTOWN WINDHAM SUCCESSFUL TOGETHER**
**For more information, visit WindhamMaineEDC.com**





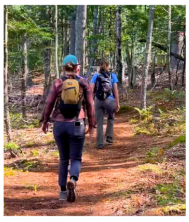



**Spring** blooms with beautiful flowers, sun kissed days and chances to enjoy the sights and sounds of migrant birds.

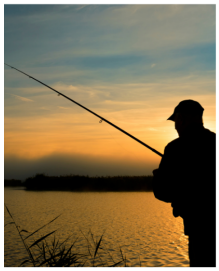
**Summer** is your chance to bring the stroller, the swimsuit or the mountain bike and enjoy our many parks and trails.

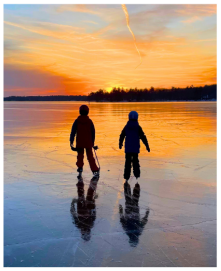
In **Fall**, paddle, fish, or simply take a stroll while enjoying the colorful trees, and the quieter, reflective side of Maine's outdoors.

**Winter** arrives with blankets of snow and chances to Ice fish, cross-country ski, skate or snowmobile.











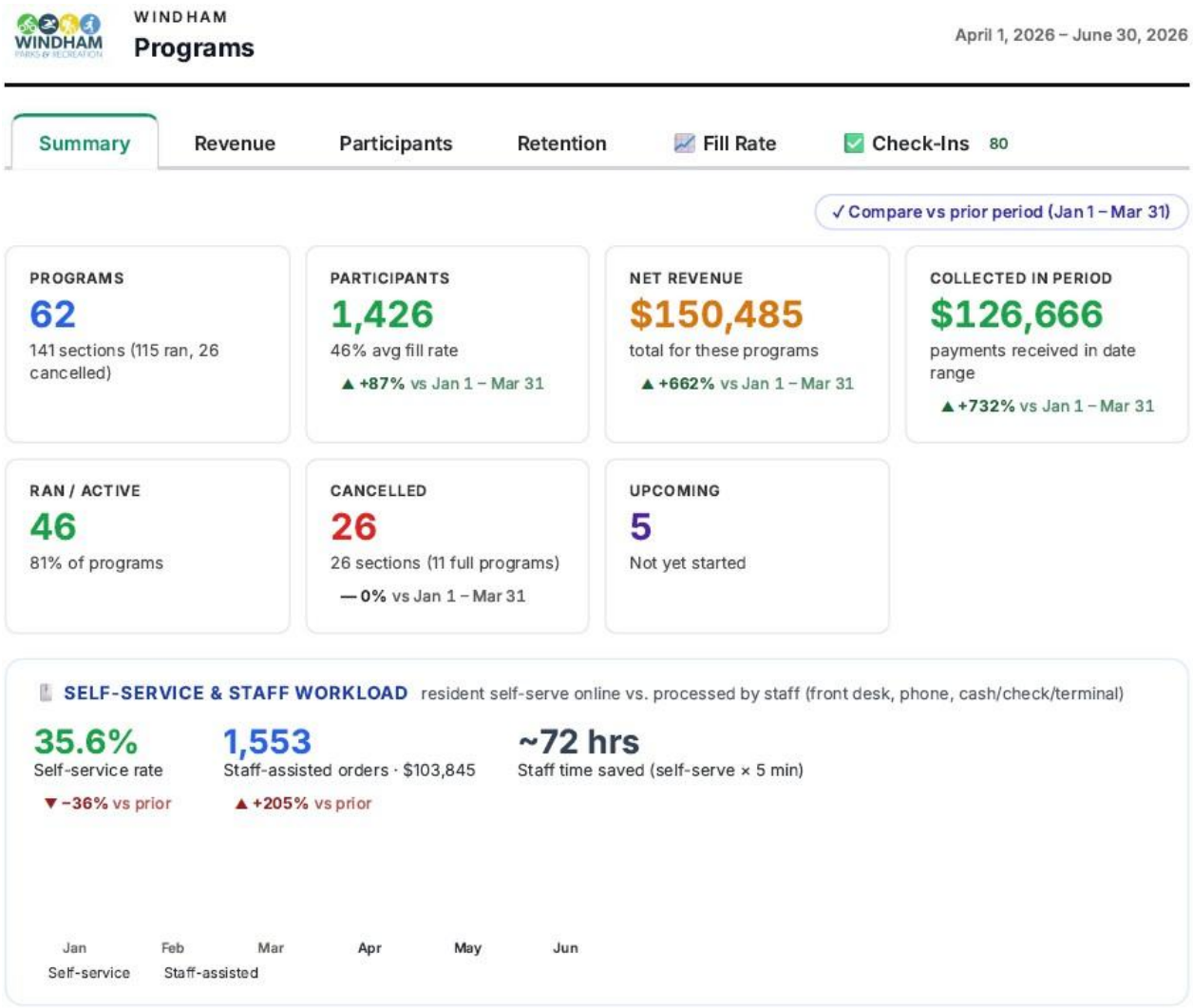
WINDHAM OUTDOORS
outdoors@windhammaine.us

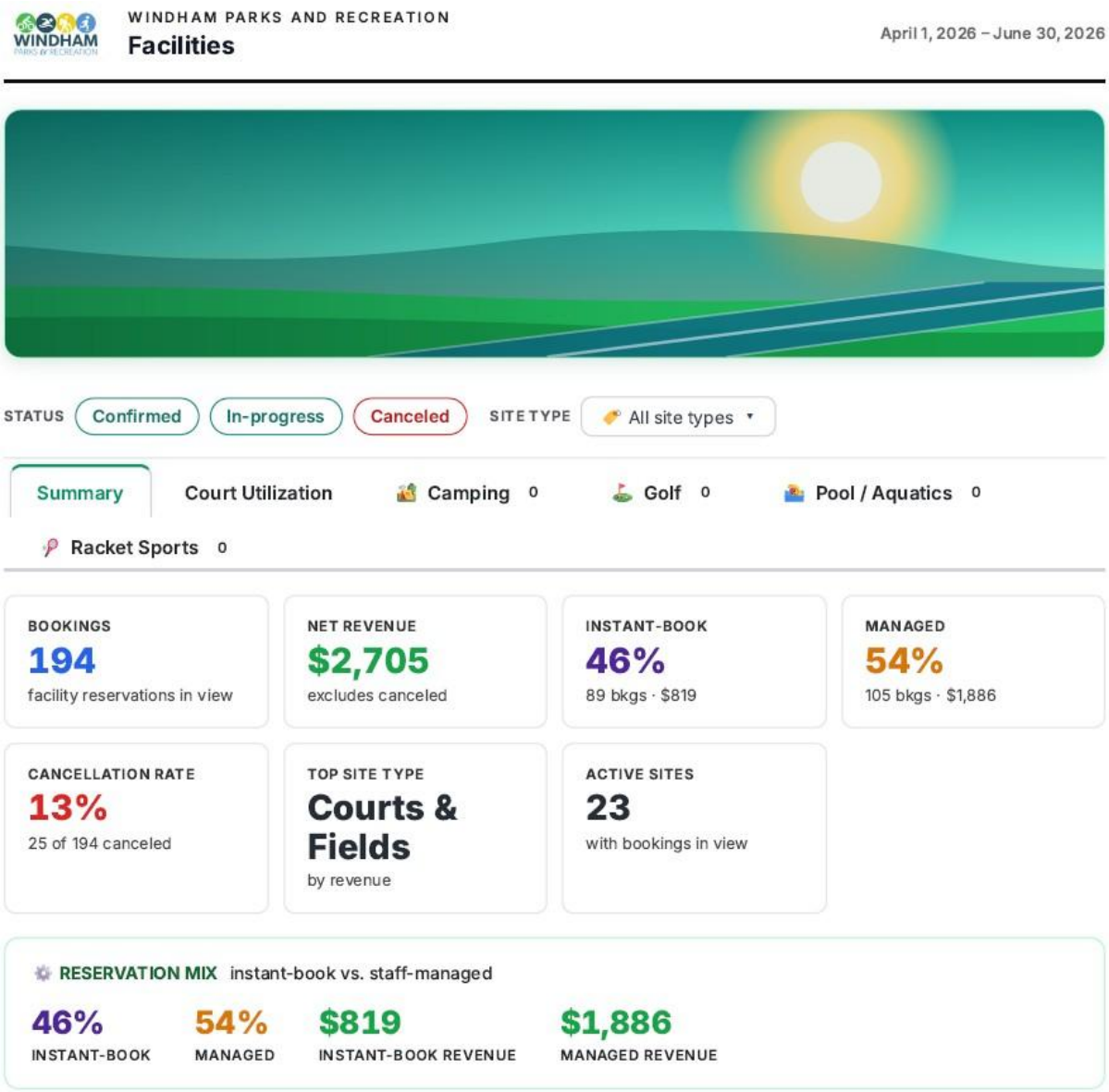
Plan your adventure@ windhamoutdoors.com

Quarterly Report

April – June 2026

Our department introduced new registration software in December of 2025. In addition to offering more capabilities for facility reservations, payment methods, activity tracking, mobile friendliness and personalized marketing, we were able to introduce a Fast Track system for summer camp registration, which greatly facilitated the process for the people registering their children for camp in April. The following two reports are just two that can be generated through the system, which is called Rec Tech.






- Park/Trail Projects: Lippman Parking Lot – expansion project ongoing; Construction of Universal Access Trail at East Windham Conservation Area ongoing; Dundee Park – planted grass in area of tree removal from 2025

**Other Achievements/Accomplishments:**

- Forbes Lane Neighborhood Park Committee provided final presentation to council for their "Pine Grove Park" plans
- Summerfest 2026 was one of the most well-attended events to date, with Windham's first-ever Drone Show sponsored by three major local sponsors
- East Windham Conservation Area Steering Committee held its first meeting
- Age Friendly Windham: Transportation program remains very successful, with 425 rides being offered by volunteer drivers who traveled 5846 miles and logged 270 hours, 55 minutes




Quarterly update from Windham Public Library – 07/01/2026 – 2nd Quarter April-June 2026

- Current hours
  - In-person browsing and Curbside pickup Mondays and Wednesdays 10am-7pm, Tuesdays and Thursdays 10am-6pm, Fridays and Saturdays 9am-4pm (Sept-May) Saturdays closed (Jun-Aug)

- Staff news: Looking back on my previous report, I discussed how stable our staffing has been. We haven't had turnover in staff for about a year. Unfortunately, we've had two resignations and one retirement this summer. Two Part-Time Circulation Assistants will be leaving us, and our Part-Time Reference/Technology Assistant is also leaving. Lizzy Donahue, Circulation Assistant, has accepted a Full-Time position at Verrill Law Library. Susan LaChance, Circulation Assistant, is retiring. And Reegan Burke, Reference/Technology Assistant, has accepted a Full-Time position with RSU14. Reegan will stay on as a substitute. This will be extremely helpful as we only have 4 part-time positions and 3 are now open. I'm hoping to fill the positions quickly so that we can reopen Saturdays in September with fully staffed.

- A note about our count of visits: For several years we have used a people counter to track our visits for various statistical reports. There is a device affixed to our main entrance door frame that has an infrared light that counts community members walking in when the light field is interrupted. Unfortunately, the device has broken for the second time due to where it needs to be placed on the door frame. There is very little flexibility in the area where it can be located. I'm in the process of exploring other alternatives to count our attendance but cannot report the number of visits we've had at this time.

- We had a steady Spring full of exciting programming. Ray Marcotte partnered with Age Friendly to host a third series of technology training, this time in the library meeting room. We provided more Echo Dots and training on how to use them, as well as other informational sessions on AI and Online Safety. We had an interested core group of community members who attended the programs and we received great feedback.

  Another series of programs about Death and Dying, titled Life's Last Journey was held Friday afternoons. Fridays have become a popular day for programming for older adults and the programs hosted about topics ranging from Reverse Mortgages to Cremation and writing your own obituary have been well received.

While continuing our ongoing programs like Movie Time, Story Times, Nurturing Playtime, and Teen Hangout, the staff planned an exciting Summer Reading program. The kickoff for Plant a Seed, Read was in June after school ended. We hosted Mr. Drew along with Parks and Recreation and kicked off our visits to the Farmer's Market.

July and August are shaping up to be filled with more programming as we work toward the new school year and Library Card Signup month in September! If you don't have a card, September is a great time to visit and register!

- Statistics:
    - **April Circulation**: **6,656** physical materials and **1,777** digital checkouts
    - **May Circulation**: **5,965** physical materials and **1,841** digital checkouts
    - **June Circulation**: **7,123** physical materials and **1,570** digital checkouts

Respectfully submitted,

Jennifer Alvino Wood, Library Director

TOWN OF WINDHAM MAINE

**Tax Collection Department**
8 School Road
Town Hall – First Floor
(207) 892-2511
www.windhammaine.us

**Quarterly Report for Period of April 1, 2026 through June 30, 2026**

Highlights and Accomplishments:

- Courtesy letters were mailed in mid-April to residents with outstanding property tax balances due. When these letters were mailed, 885 real estate and 190 personal property accounts showed a delinquent balance. Staff continued collection efforts in the subsequent months by reaching out to residents via phone. These efforts culminated in a final total of 218 real estate and 30 personal property accounts remaining with a balance due as of June 30, 2026; a reduction of 76.9% from the totals in mid-April.
- One staff member was cross trained on the new voting registration system to assist Town Clerks as needed.
- We continue to support professional development for Town staff; three staff members attended separate Maine Municipal Association/MMTCTA training sessions.
- Collected a total of $1,459,448.07 in excise tax during this period.
- Transaction volumes processed during the period:

| | |
|---|---|
| Vehicles | 5,349 |
| Boats | 934 |
| ATVs | 25 |
| Snowmobiles | 0 |
| Passports | 56 |

Challenges:

- The State of Maine is experiencing an ATV sticker shortage due to an issue with the purchasing process on their end. This has resulted in us receiving very limited quantities of stickers. The State has instructed us that these stickers should only be issued for new registrations and that all re-registrations should be completed online. In response to this, we have been assisting residents with the online re-registration process at Town Hall upon request.

TOWN OF WINDHAM MAINE

Planning Department
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916
www.windhammaine.us

# PLANNING DEPARTMENT MEMO

DATE: August 3, 2026

TO: Bob Burns, Town Manager
FROM: Steve Puleo, Planning Director
Cc: Planning Department

RE: Planning Department Fourth Quarter Report – April-June 2026

## Quarter-at-a-Glance

- Hired a new Town Planner to support development review and Planning Board activities.
- Continued review of subdivision, site plan, and amendment applications.
- Advanced ordinance amendments through the Ordinance Committee and Town Council.
- Supported Town Council adoption of land use ordinance amendments.
- Administered performance guarantees, including releases, reductions, renewals, and new guarantees.
- Conducted construction monitoring, compliance reviews, and delegated stormwater reviews.

## Mission

The Planning Department provides professional planning, land use, and development review services to citizens, elected officials, and municipal departments. The department supports sustainable growth, environmental stewardship, and implementation of the Town's long-term planning goals.

## Vision

The Windham Planning Department supports citizens, elected leaders, and officials by:

- Implementing the goals and recommendations of the Comprehensive Plan.
- Promoting fair, predictable, and efficient development review processes.
- Encouraging public participation, transparency, and informed decision-making.

To advance this mission and vision, the Planning Department focused on policy support, ordinance review, development applications, Planning Board coordination, and project compliance during the quarter.

## Quarterly Planning, Review, and Compliance Activity

### Town Council Actions

- Approved a shoreland zoning map amendment for a portion of 999 Roosevelt Trail, rezoning the area from Shoreland Zone Limited Residential (LR) to General Development (GD), with Maine DEP approval.
- Amended Chapter 120, Article 12, North Route 302 Road Improvements Impact Fee, extending the sunset date to July 1, 2031.
- Amended the Comprehensive Plan Steering Committee charge to add an additional Town Council member.

### Town Council Ordinance Committee

- Meetings: 2

  - Shoreland Zoning Map Amendment - Rezone Portion of 999 Roosevelt Trail; Land Use Performance Policies - Blasting Performance Standards and Street Connection Review Criteria.
  - Discussed prioritization of Chapter 120 Land Use Ordinance amendments, including Conservation Subdivision performance standards and Chapter 185 Shoreland Zone amendments requiring Planning Board review of "Greatest Practical Extent" determinations to support the Code Enforcement Office.

**Long Range Planning Committee**

- Meetings: 0. The committee remains on hold while Planning Department staff support the Comprehensive Plan Steering Committee.

**Development Review and Department Staffing**

- Map of recent applications is updated regularly at https://www.windhammaine.us/372/Planning-Board.
- New Town Planner: Natalie Thomsen brings more than eight years of municipal planning experience in land use planning, development review, ordinance drafting, and community development in Maine municipalities.
- Pre-application meetings: 4
- Applications received: 2 site plans; 2 subdivisions; 1 amended subdivision.
- Development Review Team meetings: 3
- Minor site plan revisions approved by staff: 2
- Pre-construction meetings: 0
- Construction inspection field reports: 15
- Delegated stormwater reviews: 3

**Planning Board**

- Meetings: 5
- Site walks: 3
- Applications reviewed: 12
- Ordinance amendments reviewed: 3
  - Major topics reviewed: 999 Roosevelt Trail shoreland zoning map amendment; Route 302 North Impact Fee extension; and amendments to street connection, access drive, fire protection, and emergency response review criteria.

**Staff Review Committee**

- Meetings: 0

**Performance Guarantees and Project Compliance**

- Releases: 1
  - #24-14 322 Roosevelt Trail
- Reductions: 6
  - #25-01 Dolley Farm Subdivision
  - #25-06 Shepherd's Lane Subdivision
  - #25-18 Marigold Lane
  - #23-18 Windham Village Apartments
  - #21-13 Vintage Drive Subdivision

  - #25-23 241 Roosevelt Trail Site Plan
  - #24-12 Edgewood Estates Subdivision
- Renewals: 2
  - #19-16.1 The Cove at Highland Lake
  - #24-26 Monique Drive Subdivision
- New Guarantee: 1
  - #25-16 Meredith Woods Subdivision

**Summary and Key Focus Areas**

During the fourth quarter of FY 2025–26, the Planning Department supported the Planning Board, Town Council Ordinance Committee, and Town Council through development review, ordinance implementation, permitting coordination, and project oversight. This work advanced land use administration, supported ongoing planning initiatives, and helped ensure projects remain consistent with Town standards.
The department remains focused on clear communication, transparent administration of land use regulations, and continued implementation of the Town's planning objectives.

**Town of Windham, Maine**
Code Enforcement Department
8 School Road
Town Hall- Second Floor
Tel: (207) 894-5960 ext 1
Fax: (207) 892-1916
www.windhammaine.us
Zoning- Building Inspections- Code Enforcement

Quarterly Report
04-01-2026 to 06-30-2026

Highlights and Accomplishments

- Volume & Activity: Staff issued 537 permits and completed 2,434 field inspections.
- Revenue & Development: Assessed $3667,214 in permit fees based on an estimated construction value of $28,236,214
- Professional Development: Attended the Maine Building Officials and Inspectors Association (MBOIA) Annual Conference.
- Housing Data: The 2025 Statewide Housing Survey data is now available via https://www.mainestatehousingdata.org/

Ongoing Projects

- Village Apartments: Issued all 14 building permits for the development near 770 Roosevelt Trail, which will contribute a total of 172 new residential units.
- Camping World Expansion: Construction at 480 Roosevelt Trail is now complete.
- Residential Developments: Completing the plan review for a 48-unit apartment building at 18 Anglers Road.
- Shoreland Zoning: Managed multiple reviews and approvals for shoreland zoning structure expansions. Conducted joint inspections with the Department of Environmental Protection (DEP) to resolve local violations.
- Interdepartmental Support: Provided technical expertise to Town staff and committees regarding safety and wellness, future public facilities, growth management, the Staff Review Committee, and sewer ordinance implementation.
- Sewer Infrastructure: Conducted sewer lateral and pre-inspections for Fats, Oils, and Grease (FOG) interceptors at local businesses to ensure long-term infrastructure protection.

Enforcement Actions

- Code Compliance: Successfully achieved voluntary compliance across various building codes, business licensing, and subsurface wastewater matters.
- Notices of Violation: Issued official Notice of Violation letters to 726 River Road, 99 Roosevelt Trail, and 388 Tandberg Trail for land use violations.
- Shoreland Violations: Executed Consent Judgments and a Consent Agreement for 22 Lake Avenue and 50 Crescent Avenue.
- Appeals: *Requia v. Town of Windham* (Board of Appeals) remains on "remand from the Court".

Goals

- Compliance through Cooperation: Continue prioritizing collaborative efforts with residents and developers to achieve regulatory standards.
- Efficient Operations: Maintain strict timelines for permit issuance and ensure a fair, consistent approach to field inspections

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-134**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

Growth Permit Summary.

**Town of Windham, Maine**
Code Enforcement Department
8 School Road
Town Hall- Second Floor
Tel: (207) 894-5960 ext 1
Fax: (207) 892-1916
www.windhammaine.us
Zoning- Building Inspections- Code Enforcement

**Memorandum**

DATE: July 22, 2026

TO: Robert Burns, Town Manager

FROM: Jonathan Rioux, Code Enforcement Director

RE: Growth permit issued per category (year to date)

This memorandum provides an update on the current status of housing unit allocation and usage, referencing the specified limits for affordable housing and different growth zones. The data below summarizes the remaining units available for development in each category.

**Current Housing Unit Status**

| Category | Allowed Units | Units Used to Date | Balance Remaining |
|---|---|---|---|
| **Affordable Housing** | 19 | 0 | 19 |
| **Single-Family Homes (SFH)** | 78 | 16 | 62 |
| **Multi-Family Allowed** | 78 | 0 | 78 |
| **Duplex Allowed** | 28 | 28 | 0 |

**Farm Zone Status**

| Category | Allowed Units | Units Used to Date | Balance Remaining |
|---|---|---|---|
| **Farm Zone Allowed** | 45 | 11 | 34 |

**Council Reserve Pool Activity (Developer Agreements)**

| Project Location | Total Approved Units | Total Buildings | Structure Breakdown |
|---|---|---|---|
| **Stillwater and Waben Drive** | **172** | **14** | **13 twelve-unit buildings**<br>**1 sixteen-unit building** |

**Key Takeaways:**

- Duplex development has reached its maximum capacity for 2026. There are 4 duplexes pending for the next calendar year.
- Single-Family & Farm Zones: Single-Family zones retain 79.5% availability, while Farm zones retain 75.6% capacity.
- Total Base Activity: Excluding special reserves, 44 of the 203 baseline available housing units have been allocated year-to-date.
- The growth permits issued do not represent the actual number of dwelling units or structures built (certificate of occupancies issued) per Calander year.

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-135**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

Windham Historical Society Newsletter.

Windham Historical Society
Quarterly Review
Summer 2026

# Old Town House Crier

By Carol Manchester

## SPECIAL EDITION: SOCIETY LAUNCHES MAJOR CAPITAL CAMPAIGN!

If you've seen the big thermometer sign in front of the 1833 Old Town House recently, you might be wondering what it's all about. Let us explain.

**The thermometer is announcing the official launch of the SAVE THE 1833 OLD TOWN HOUSE CAPITAL CAMPAIGN!**

This is by far the most aggressive fundraising venture in the almost 60-year history of our Society.

As far back as 1735, Windham's Founding Fathers recognized the need to hold regular meetings and agreed to do so annually on the first Thursday of the month of March. A town clerk and town officers would be elected at this meeting, business would be transacted, and other matters of importance to the community would be discussed and voted upon.

As the Town headed into the next century, it experienced growing pains and change, and it became clear that Windham required a centrally located building that could accommodate the Town's ever-growing population and where official business could be conducted.



The building doubled as the Town Hall and a school in the 19th and 20th centuries.

In 1833, a Town House was commissioned to be constructed on a plot of land the Town purchased for $15, and the story of our Old Town House began.

The building served as our Town Hall for many years and over time went through many transformations. In 1864, it doubled as a schoolhouse with Mr. Joseph W. Knight at its helm. In 1893, the State passed a law that Windham should have a high school, and the Old Town House served that purpose until 1910 when the new high school building was completed.



This year's focus is to save the historic 1833 Old Town House.

By 1980, the Town had clearly outgrown the small brick structure and the Town Offices were moved to the remodeled former high school at 8 School Road. In 1984, the Windham Town Council voted to sell the building to the Windham Historical Society for a nominal sum, and it became the Society's new headquarters building. It served that purpose for over 40 years.



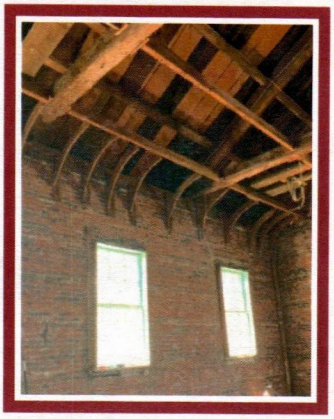
The Town House served as our Society Headquarters for over 40 years.

In June of 2025, what began as concerns for a floor with inadequate structural support to hold the historic old safe and a crawl space in need of extensive remediation had become a major reconstruction project. The Windham Historical Society hired renovation company Forge and Quill to help determine the best way to tackle the floor situation. After careful consideration, it was determined that Forge and Quill should peel back the multiple layers of prior renovations to reveal the original structure and constructional integrity of the building.

Now renovations have begun and the building has been brought back to its very core. It's easy to observe the wooden supports that arc above the 13-foot double brick wall. They look much like the ribs of an inverted canoe. This interesting architectural feature was designed to control the building's acoustics. Overhead, you can view cross beams, the ridge pole, and planking for an upstairs classroom. Near the entrance, one sees an original framing post with markings.

(con't from previous page)

# EXTRA! EXTRA! READ ALL ABOUT IT!



*The wooden supports resembling an inverted canoe are readily visible.*

Today, when you step inside that 40' by 50' space, it makes it easy to envision meetings where the town clerk presided on a slightly raised platform to conduct the Town's business. You can imagine lines of Windham citizens voting for their favorite candidates at elections. You can visualize people purchasing licenses and permits, paying fines being levied, and even witnessing a marriage ceremony from time to time. If the building's original safe could talk, what stories it could tell!

## Now it is time to take action.

At this point, we need your help to complete these renovations and bring the building into the 21st century, adhering to new code requirements and meeting current code approval. We need new bathroom and kitchen facilities, improved lighting and plumbing, and a handicap-accessible entrance. We'd like this building to be a vibrant center for history, providing ongoing and timely historic displays, serving as a reference library for people exploring their pasts, and providing a public meeting facility accessible to the entire community. It would be home to genealogy records, deeds, original town documents, Civil War letters, photos of Windham, artifacts, books, and more.

## We need your help to continue!

The need is great and immediate. There are urgent necessities that need to be addressed. In the current phase of reconstruction, we are hoping to work on the plumbing and electrical infrastructure, install an ADA-compliant handicap bathroom, address ingress and egress accessibility, and add a staircase to access artifacts stored above the main floor. It is a lofty goal, and we are relying on our membership to help.

**Donations can be made through our website or by sending a check to:**

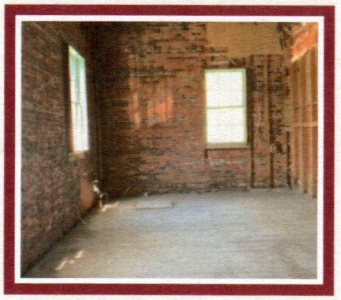
**PO Box 1475**
**Windham, ME 04062**

**WHS is a recognized 501(c)(3) nonprofit organization; all donations are tax deductible. A contribution of $5,000 or more will receive permanent recognition on a plaque in the completed 1833 Windham Town House.**

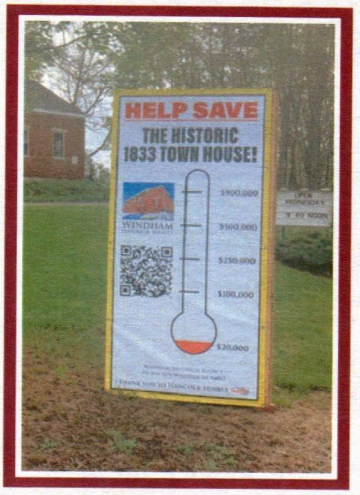
Can you give a little yourself and spread the word about the project to your families and friends? Maybe post about it on Facebook or Instagram? Anything you can do will be appreciated.

In the meantime, the progress we make will be documented on that large thermometer outside the beloved old building. Let's work together to get that red line to the top.

The 1833 Old Town Hall has served the Town of Windham well. It is time for payback. What you give now will come back a hundredfold as this cherished landmark continues to serve Windham for 200 more years and well beyond for future generations to enjoy.



*The building has been brought back to its basic core with recent renovations.*




*Your donation will make that red line rise!*

**WINDHAM HISTORICAL SOCIETY MISSION STATEMENT**

The goal of the Windham Historical Society is to foster interest in the history of the town by presenting relevant programs, providing educational opportunities, and maintaining historical facilities where displays of the town's past are available.

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**info@windhamhistorical.org**

# Kids on the Green – It's That Time Again!

By Walter Lunt & Haley Pal

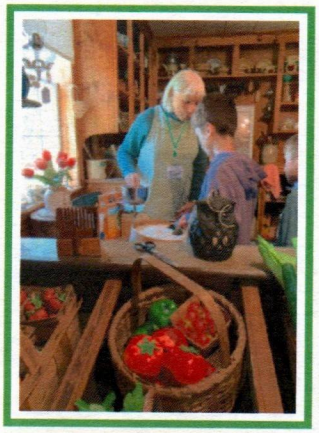
The Windham Historical Society greeted eight classes of third grade students from Windham Primary School in the month of May. For four days, docents Walter Lunt, Paula Sparks, Becky Delaware, Haley Pal, Susan Simonson, Linda Lunt, Barbara Graves, Kyle Allen, Connie Hodgdon, and Lynne Jones guided over 150 young historians as they visited the museums of the Village Green.

Certain changes were made to the tours this year according to Education Liaison Walter Lunt. "They've been designed to improve the students' experiences with local history," he says. "More hands-on activities are planned and the Village Green's blacksmith shop will open to include demonstrations performed by resident smithy Sam Simonson." Also, additional time has been allotted to the "scholars" in the one-room schoolhouse.

Primary school teacher Marc Miller has been preparing all the students for their trip back in time. "I love doing this," he says. Miller invests several hours teaching Windham history before the students come to the Village Green. He covers early Native history, the Town's founding families, churches, schools, the covered bridge, and the Gambo Gunpowder Mills.



*The WPS Third Graders loved the "Thank You" banner created for them by the Society. They have raised close to $10,000 over the past several years. This year's donation was $793.82!*



*Docent Barbara Graves giving a lesson on the use of a scale in measuring commodities such as sugar, flour, and rice in the Old Grocery.*

Lunt observed that these pre-tour lessons make the Village Green visits more meaningful. "The students' questions and comments sometimes sound almost adult-level when they've been prepared," he says.

This year, students enjoyed hands-on opportunities with a variety of activities that were common in days gone by. They hung clothes on a clothesline, cleaned a rug with a rug beater, darned a sock, used a scale to weigh sundries, and even emptied a commode in the Old Grocery.

In the Windham Center Library, not only did they learn about the building's history, but also about life in 1776 America. The addition of the Village blacksmith was a real crowd-pleaser, and the extended Village School tours were the hands-down student favorite. Every student questioned about their trip said being a pupil in the schoolhouse was the highlight of the day.

"I thought the field trip would be good, but this is better than I ever expected," one student commented. Another exclaimed, "I never knew you could have so much fun with history!" Since "Have fun with history" is our slogan, I'd say the new curriculum has proved to be a whopping success!

# We Need Your Help!

By Susan Simonson



We have some wonderful events planned for the 2026 season. They are fun and also necessary in order to promote our Village Green and bring awareness to the Old Town House renovation project. The more exposure we get to the public, the better our message will spread and the closer we'll come to meeting our long-term goals.

***This fall, we have two events where volunteers from our membership would be very helpful.***

**The Lakes Region History Tour**
**September 12, 10 a.m. – 3 p.m.**

**We are hoping to have a Happy 250th Birthday, America! party during this year's tour. We're asking for volunteers to:**

- Make birthday cakes we can serve on the Gazebo during the course of the day
- Act as cake servers on the Village Green Gazebo
- Be a docent for a building on the Green
- Set up and take down before and after the event
- Assist our blacksmith, Sam Simonson, as he sets up shop prior to the event
- Be a photographer in the photo booth
- Man our fundraising booth

**Fall Harvest Festival**
**October 10, 10 a.m. – 3 p.m.**

**The Harvest Festival is the Society's biggest fundraising event of the year. When it comes to volunteers for this day, the more the merrier is the rule. We can use help with:**

- Setting up and taking down the day before and day of the event
- Serving as docents in the historic buildings
- Manning the Society's fundraising booth
- Taking pictures of people in Colonial costumes at our photo booth
- Working and cooking at the food booths
- Helping with vendor organization before the fair begins
- Serving as runners to fill in where needed throughout the day
- Gardening, cleanup, and decorating of the Gazebo area before the event.

*(con't on page 4)*



Like us on Facebook

(con't from previous page)

**Friend Sponsorships for the Fall Harvest Festival**

*A $100 donation towards the event is helpful in covering promotion, advertising, signage, food, and miscellaneous sundries necessary for a successful festival. All donors will be recognized on a poster at the fair.*

Of course, donations of any size are always appreciated.

If you would like to volunteer for either of these events, please contact ***haleypal@aol.com*** *or* ***ssimons1@maine.rr.com.***




# Junior History Club Happenings

*By Paula Sparks*

Have you ever looked at a political cartoon and wondered what the cartoonist was trying to say? The Junior Historians have spent some time looking at Cold War-era and current political cartoons. Determining the time and history of when the drawings were done and then discussing them helped us understand the message the artist was trying to send.

One thing we realized was that many of the issues happening during the Cold War parallel those going on today. We invited local cartoonist Dale Leroux to come to a meeting and talk about how a cartoon is created and drawn. He shared some of his cartoons from the former local newspaper, the *American Journal,* and a comic book he authored and illustrated.

You may recall that gum-chewing was common in the Boomer years, and the gum wrappers made great material for the paper chains that were popular with teenagers in the 1960s. Since gum wrappers are harder to come by these days, the kids used modern-day decorative paper to create chains of their own. It took an entire meeting to make chains only five or six inches long — just long enough to turn them into bookmarks when colorful floss was added to one end!



*The Club members enjoyed learning screen-printing from guest speaker Cody Watts.*

In March, we celebrated St. Patrick's Day with a hunt for shamrocks, asking trivia questions about the Cold War or the holiday itself. At the end of the game came the reward — pots of gold filled with candy!

Inspired by stories about Cold War spies, teams of young historians raced to solve five different encoded messages written in assorted codes used by Cold War spies. Each message included a piece of the final code that would open a lock on a bag of treats. It was a very tight race. Everyone finished within seconds of one another.

The 1950s and 1960s were full of UFO sightings and stories of crashed spaceships. There was talk of alien abductions, suspicious activities at Roswell and Area 51, and secret government reports of visitors from other planets. We used YouTube videos to find explanations and chose a few to discuss. After a game of UFO frisbee, space trivia provided a lively review of what we had learned. Everyone earned Monopoly money for our annual end-of-year gift card giveaway.

Learning about the 1960s wouldn't be complete without tie-dye and silk screening, so the last few meetings were spent learning about the history of both. During one session, the Junior Historians made their own tie-dye T-shirts or a piece of artwork inspired by Andy Warhol's Campbell's Soup cans. Local screen printer Cody Watts brought his equipment to a meeting, and we learned about the screen-printing process. With his help, each member made their own canvas print or T-shirt to take home.

The school year is coming to an end, and the History Club Baby Boomer adventures will end soon as well — but not without hands-on history adventures before we say goodbye until the fall.

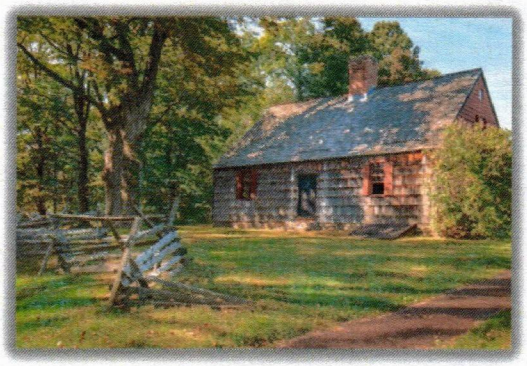
# Windham Then & Now:
## *Life was Hard in Colonial America*

**By Haley Pal**

***Windham's earliest colonists were a rugged bunch. They came on foot and by boat through a vast new wilderness where they would build their homes and raise their families. There were no excavators or lumber yards in the 1760s, so these hardy souls relied solely upon themselves and their families to erect a house, clear and plow fields for planting, and keep food on the table.***

Many, like our first settler Thomas Chute, built their homes along the banks of the Presumpscot River, which was the only highway in the area at the time. He and his wife Mary lived in a single-story log cabin with a dirt floor. Rooms were separated by quilts hanging from the ceiling beams. Heat for the cabin came from one large fireplace.

The men in the colony often had trades they had learned before moving into the frontier. Chute, for example, was a tailor and William Mayberry was an adept blacksmith. But in the new territory of New Marblehead, they were also expected to be farmers, hunters, carpenters, and soldiers in order to survive.



*The Wick House in Morristown, New Jersey's Jockey Hollow historic site is an excellent example of Colonial architecture.*

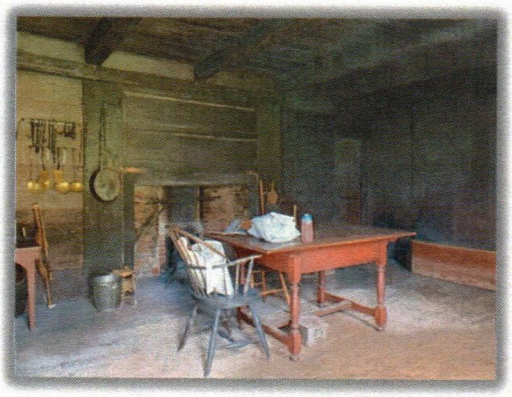
Each family would have grown necessary crops such as barley, rye, oats, peas, and beans. Protein for the family's daily meals would have to be tracked down, so men would need to know how to fish and hunt game. In the winter, men would occupy their time making furniture for their homesteads. A nice table and chairs and warm beds were welcome in any household.

The gentlemen also had to handle the family finances and know how to use a musket, a pistol, and a knife in case of an uprising by the Indigenous people who were fighting for their very way of life in these changing times.

The women of the household were just as busy with their domestic chores. These included spinning wool into yarn for clothing and acting as schoolmarm to the children when no teacher was available. Eggs and milk would need to be gathered daily from dairy cows and chickens. In the autumn, women also smoked and cured meat, made soap, and preserved fruit and vegetables to feed the family in the winter months.

In addition, the women would keep the house neat and clean, cook all the meals, and wash all the clothing. They would keep bowls of water filled for washing hands and faces and, in the winter, would have to break through ice to haul water to the house for bathing and cooking.

Until the children were old enough to do the job, they also emptied the chamber pots stored under beds. They made candles from beef tallow to keep the house lit at nighttime. They literally worked from day to night to keep the house in order.



*This simple interior with sparse furnishings is similar to what early homesteads in Windham would have looked like.*

It was a solitary life much of the time, but once in a while a special event would occur. Happy occasions like births and weddings were a welcome reason for celebration. Local residents would have been invited to the Old Tavern in the center of town or possibly the Province Fort, where they would have been offered festive fare and spirits.

Guests would socialize, discuss politics and religion, and possibly dance to the music of a talented fiddler — much to the dismay of the more pious members of the community.

It was a hard life, but one they had chosen. They were making their way in a New World, and that world was their oyster. These spirited pioneers are the reason we are all here today, and it is why their memories still shine brightly in our town's history.

# WINDHAM HISTORICAL SOCIETY'S 2026 CALENDAR OF EVENTS

**The Society will be celebrating the Nation's 250th birthday throughout the year. We hope you will join us for some of the fun activities we have planned.**

## JUNE

### SUMMERFEST

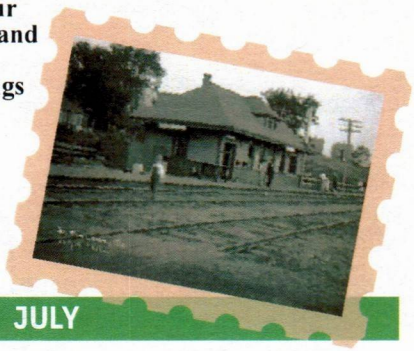
**This year's Summerfest theme is "Celebrating Sun, Stars & Stripes," and the Windham Historical Society is hoping to join in on the patriotic spirit. Our booth will feature Colonial-period artifacts and trivia, along with a roster of Windham men who served in the Continental Army during the Revolutionary War.**

**We'll also have some Colonial-style clothing on hand for guests to wear for a commemorative photo. The cost to dress up and have your photo taken will be $1, with proceeds going toward the 1833 Old Town House renovations. We'll have the booth decorated in red, white, and blue, and we'll be waiting for *YOU* to pay us a visit!**

**Date:** Saturday, June 20 **Time:** Noon - 5pm
**Place:** Windham High School Grounds, 406 Gray Road, Windham

### MOUNTAIN DIVISION RAILROAD LINE

**Doug Noble from the Baldwin Historical Society will be joining us to discuss the Mountain Division Railroad Line that once came through our town. Doug will illustrate and talk about the rail line, its stations, and other buildings along the line.**



**Date:** Monday, June 22
**Time:** 7:00 p.m.
**Place:** The Little Meetinghouse 719 Roosevelt Trail, Windham

## JULY

### PRESUMPSCOT: PAST, PRESENT AND FUTURE: WHERE HISTORY LIVES

**Retired USM Professor Mike Shaughnessy will talk about the rich history of the Presumpscot River and its uses over the centuries.**

**Date:** Monday, July 13 **Time:** 7:00 pm.
**Place:** The Little Meetinghouse

## SEPTEMBER

### ROOSEVELT TRAIL HISTORY TOUR

**The Society will be open for another day of history when the Roosevelt Trail History Tour makes its way to our Village Green. All of the buildings on the Green will be open to the public with docents leading tours of each and talking about the history of these iconic buildings. There will be a 250th Birthday display and birthday cake on hand. We are just one of eight (+) Historical Societies open for the day, so plan on a trip through the Lakes Region and have some fun with history! We hope to see many of you there!**

**Date:** Saturday, September 12 **Time:** 10 a.m. – 3 p.m.
**Place:** Windham Historical Society Village Green

## OCTOBER




### FOURTH ANNUAL FALL HARVEST FESTIVAL

**The Fall Harvest Festival will be back for its fourth year! As in the past, there will be contests, history tours, live musical entertainment, a White Elephant Sale, a Maker's Market featuring crafters of all kinds, food, games, and fun galore!**

**In addition, to celebrate the 250th birthday of our nation, the Society has some exciting additions to mention. We have a 1776 exhibit set up in the Windham Center Library featuring period reproduction clothing and 18th-century artifacts that you won't want to miss.**

**We will also have a photo booth where, for a small fee, you can have your picture taken in Colonial garb. The cost for a photo will be $1 for an individual and $2 for family portraits. All proceeds will go toward renovations to the 1833 Old Town House.**

**We're still working on more details, so stay posted on Facebook, and we hope to see you at the fair!**

**Date:** Saturday, October 10 **Time:** 10 a.m. – 3 p.m.
**Place:** Windham Historical Society Village Green
**Rain Date:** October 11

### ANNUAL MEETING AND POTLUCK SUPPER

**Come mix and mingle with other Society members while you hear about the past year's accomplishments and plans for the year ahead. Officer elections will be held and our legendary potluck supper will be served!**

**Date:** Monday, October 26 **Time:** 5 p.m. – 7:30 p.m.
**Place:** Friends Church, 374 Gray Road, Windham

## NOVEMBER

### ELECTION DAY BAKE SALE



**Be sure to visit the Society at the polls this Election Day. As usual we will have a scrumptious assortment of baked goods for sale. All proceeds will go towards improvements to the Old Town House.**

**Date:** Tuesday, November 3
**Time:** 7 a.m. – when all the goodies are gone.
**Place:** Windham High School Gym, 406 Gray Road, Windham

# Curator's Corner

*By Penny Loura*

We received some wonderful memorabilia used by the 1960s and 70s Revolutionary War Re-enactors group, **The New Marblehead Militia, from Everett and Carole Millet**. Among the items we received are a Continental Army Officer's uniform, a ball gown, a drum from the Fife and Drum band, and a chest. All are on display in our 1776 exhibit in the Windham Center Library for the 2026 season.



**Kelly Dearborn** donated an 1873 Windham Annual Report.

# Donations

*By Penny Loura and Walter Lunt*

We would like to thank the following people for their generous donations:

**Becky Delaware** made a donation towards 1833 Old Town House renovations.

**Windham Primary School's Third Graders** made a generous donation to the Society. It was delivered by their teacher **Marc Miller**.

**Roberta and John Morris** kindly donated to the Society in memory of **Don Rich**.

**Dick and Jill Hoar of Raymond** donated two benches to the Village Green. Our visitors will surely delight in having a comfortable place to rest while touring the grounds. The benches will be sanded and painted by volunteers and will be ready for events on the Village Green this season.



# Queries

*By Penny Loura*

*The Society gets many inquiries over the course of the year. I do my best to find information about each query that I receive. These are some I received over the past few months.*

**Kevin Gray from Paranormal Research** was interested in stories about the Smith-Anderson Cemetery and **Walter Lunt** came to the rescue with an article he had written on the subject.

**Debi Curry from MOCA** was curious about the existence of a cemetery at the corner of William Knight and Gray Roads. According to our 1857 map, there appears to have been one where a house now stands. I sent Debi the names of three cemeteries in town that contain the "Knight" name.

A **Mr. Sykes** came in search of information about the Mayberry family and was hoping to obtain some old photographs. We think he will be paying us a visit now that the Society is open for the season.

**George Snell III of the Company D Podcast** is researching several unaccounted-for soldiers from the 3rd Maine Infantry. I contacted **Alan Anderson**, who does a lot of similar research, and he forwarded his findings to Mr. Snell. Thank you, Alan!

We also received an inquiry from **Patty Buck** about when the first shopping center came to North Windham. She specifically mentioned the IGA Grocery Store. My best guess is the 1940s, but I could find no specific groundbreaking information.

# Condolences

*By Carol Manchester*

It gives me great pleasure to say that for another quarter, the Windham Historical Society has lost no members.

# Membership News

*By Carol Manchester*

No new members have joined us this quarter. We currently have 242 individual members.

## I Want to Join!

Fill out the form below and write a check made payable to the Windham Historical Society. Mail to:

Windham Historical Society, PO Box 1475, Windham, ME 04062

Individual Membership ☐ $15 Family Membership ☐ $25

Lifetime Membership ☐ $100 per person

Name:_____

Address:_____

City:_____ State:_____ Zip:_____

Email:_____ Phone:_____



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Rich McLaughlin
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Windham Historical Society
PO Box 1475
234 Windham Center Road
Windham, ME 04062
207-892-1435

# Town of Windham

Town Offices
8 School Road
Windham, Maine

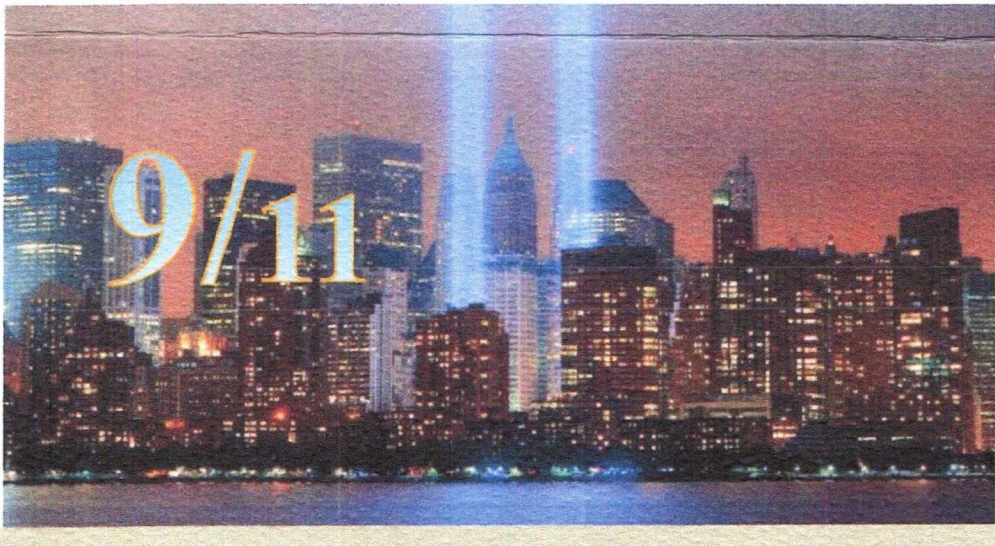
## Cover Sheet

**File Number: CD 26-136**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

American Legion 9/11 Memorial Invitation.




# Tribute

# 25th Anniversary

# Ceremony

AMERICAN LEGION

PATRIOT DAY

9.11.01

WE WILL *Never Forget*

# Tribute Ceremony
# 9/11

**Friday - September 11th, 2026 - 10 AM**
**Windham Veterans Center**
**35 Veterans Memorial Drive, Windham, Maine**

***Please join the American Legion Field-Allen Post 148 as we honor the lives lost, heroes who responded and the enduring spirit of our great Nation***

**RSVP NLT 15 August 2026**
**603 506-1374**

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-137**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

2025 Town Report.

# TOWN REPORT 2025







TOWN OF
WINDHAM
MAINE







# Annual Report for the Year Ending December 31, 2025


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# TOWN MANAGER'S REPORT



Dear Windham Residents,

As we reflect on the past year and look ahead to the work before us, I am pleased to share several important initiatives that are shaping Windham's future. Our community continues to grow and change, and with that growth comes both opportunity and responsibility. The Town remains focused on improving services, protecting our natural resources, strengthening public safety, supporting thoughtful economic development, and ensuring that residents have meaningful opportunities to participate in local decision-making.

One of the exciting areas of progress is the continued expansion of uses at East Windham Conservation Area. This treasured community resource provides opportunities for recreation, conservation, and connection with Windham's natural landscape. As we consider future uses, we remain committed to balancing public access with responsible stewardship of the land.

In North Windham, the sewer system will soon be operational, marking a major milestone for the community. Connections to businesses are underway, and this investment is expected to improve water quality in area lakes and water bodies, support commercial growth in the North Windham commercial corridor, and help broaden the tax base in a way that can offset some of the burden on residential taxpayers. This infrastructure will also help focus much of the housing growth required by state mandates in an area already planned for commercial activity and supporting services.

This year's budget also positions the Town to be more appropriately staffed in Public Safety and Public Works so that we can provide better and more responsive service to the community. As demands for municipal services increase, having the right staffing levels is essential to meeting residents' expectations and maintaining the quality-of-service Windham deserves.

Public safety remains one of our highest priorities. Plans for the new North Windham Public Safety Building have been finalized, with construction expected to begin in the fall

# TOWN MANAGER'S REPORT...

of 2026. This shared facility will improve emergency response times, strengthen radio communications in North Windham, and provide the Cumberland County Sheriff's Office with a regional station. The result will be an increased law enforcement presence and better support for public safety needs in North Windham and surrounding areas.

Transportation improvements are also moving forward through with the MDOT North Windham Moves Project. Planning is underway for important traffic improvements in North Windham, including arterial roads running from Route 115 to Franklin Drive and from the end of Manchester Drive to Whites Bridge Road. These improvements will help residents reach local businesses without needing to return to Route 302, while new sidewalks will support safer pedestrian travel. Adaptive Technology Signals that respond to traffic levels in real time will help keep vehicles moving through the commercial corridor. Construction is expected to begin in the fall of 2027.

We also hear and understand residents' concerns about growth in Windham. The Town is working to be responsive to state laws that require Maine municipalities to loosen certain zoning restrictions to allow more housing. These laws include LD 1829, which changes density and lot size requirements, permits additional dwelling units, and reduces certain fire suppression sprinkler requirements to support housing affordability; LD 1143, which allows boards of appeals to grant setback variances for dwelling units; and LD 997, which requires municipalities to permit housing in areas zoned for commercial use.

While the State's Growth Management Act affects how all Maine communities manage housing growth, Windham's goal is to plan carefully, communicate clearly, and guide growth in ways that protect quality of life, support economic vitality, and respect the character of our community. The Town is about to embark on a process to update our Comprehensive Plan, which will articulate the community's vision, goals, policies for the next ten years. We are looking for volunteers to serve on this committee, so if you are interested please reach out.

I encourage all residents to stay involved. Please participate in Town Council meetings, committee work, public surveys, and other opportunities to share your concerns and ideas. Windham is stronger when more citizens are engaged, informed, and willing to help shape the decisions that affect our shared future.

Thank you for your continued commitment to Windham and for the many ways you contribute to making this community a place that our residents are proud to call home.

Sincerely,

Bob Burns
Town Manager

# MISSION, VISION AND VALUES

## Mission:

The mission of the Town of Windham, Maine's government is to provide governance, services, and pursue policies responsive to the needs of its citizens and the public in order to maintain, support, and improve the quality of life in the community.

## Vision:

The government of the Town of Windham, Maine will be an example of progressive, prudent, goal-focused, and cost-effective public service, flexible in its response to the changing needs of a growing community. It will be an example of conscientious stewardship of public finances, assets, infrastructure, and the public process. The town's government will foster an environment that encourages civic engagement, openness, transparency, and accountability, to contribute to enriching, enlivening, and valuing every community member.

## Values:

In its conduct of public business, the public process, the provision of public services, and the care and stewardship of community assets entrusted to its care, the government of the Town of Windham, Maine will demonstrate and exemplify honesty and integrity, professionalism, respect, civility, thoughtfulness, and compassion in its engagement with all constituents, partners, employees, and stakeholders; and openness, transparency, accessibility, equity, and accountability in its stewardship of the town's finances, assets, infrastructure, processes, and reputation.

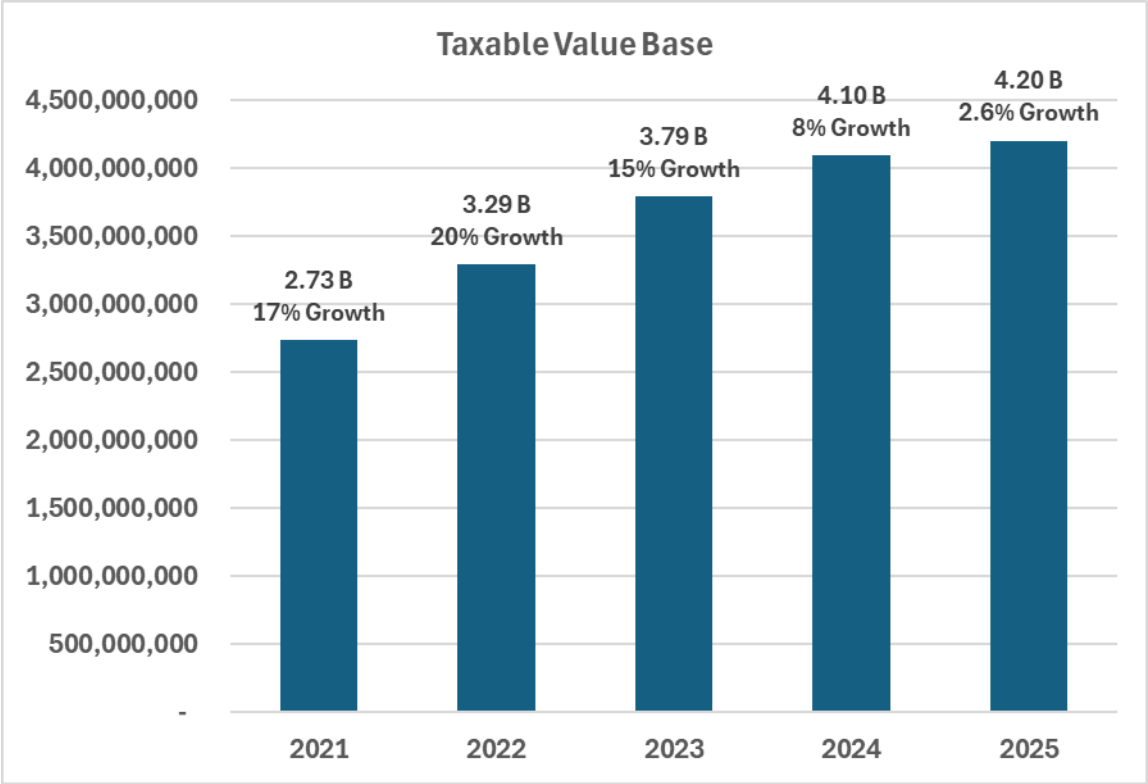
# ASSESSOR'S OFFICE

The Assessing Department's primary responsibility is to ensure that all property in Windham is assessed fairly, accurately, and equitably in accordance with Maine law. In 2025, the department responded to a cooling real estate market with targeted adjustments rather than broad valuation increases. Staff also strengthened the accuracy of assessment data through several new tools and focused reviews.

**Property Valuation & Market Trends**

For the 2025 Commitment, Windham's total taxable value increased by approximately **$106 million (2.6%)**, bringing the town's total valuation to roughly **$4.2 billion**. This increase was significantly less than in recent years, reflecting a cooling real estate market (see Graph 1). Approximately **1–2% of annual growth** resulted from new construction, with the remainder driven by market adjustments and review.

**GRAPH 1**



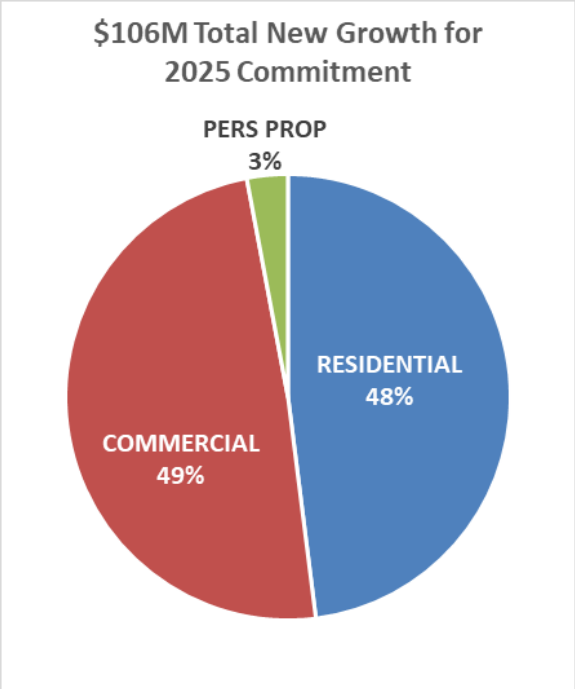

- **2025 Growth ($106M) –** Approximate breakdown:
  - $60M – New growth (57%)
  - $28M – Residential neighborhood & other adjustments (26%)
  - $18M – Commercial adjustments (17%)

- **Residential** home prices continued to rise, but at a slower pace than recent years. The residential sales ratio of assessments to sales prices declined modestly from 95% in 2024 to **92% in 2025**. This was still above the state's minimum threshold to allow the town to maintain a **100% certified ratio**. The department did not conduct a town-wide valuation update in 2025, but instead made targeted adjustments to specific neighborhoods and property types to improve equity.

# ASSESSOR'S OFFICE

- **Commercial** properties were reviewed in 2025 using three years of sales data. Adjustments were made as warranted; these included updates to commercial land values in certain areas, a review of functional obsolescence factors, and base rate increases for select commercial building types. See Graph 2 for a comparison of residential vs commercial valuation increases in 2025.

**GRAPH 2**




**Tax Commitment**

The 2025 Tax Commitment occurred on **August 12**, and the mill rate was set at **$12.06 per $1,000 of value** to meet municipal, school, and county budget requirements.

**Sales Analysis**

The department reviewed approximately **350 real estate transfers** for the state's 2024 Real Estate Transfer Analysis (RETA) and roughly **680 real estate transfers** for the 2025 RETA. Each sale was individually reviewed to identify which ones were representative of market value for state ratio studies.

**Data Management, Field Work, & Mapping**

- Throughout the year, assessing staff **tracked building permits** and conducted field inspections to document new homes, additions, and renovations. Particular attention was given to properties under construction as of April 1 to record their status of completion. Multiple high-value residential properties were completed this year.
- Significant effort was devoted to data accuracy and processing:
  - Approximately **890 deeds and transfers** were processed in 2025
  - **45 new parcels** were created for a town-wide total of **9,130 parcels**
  - About **57 parcel splits, subdivisions, and mapping changes** were processed
- Staff conducted a comprehensive **subdivision review** to better identify subdivision boundaries, with plans to link parcels to subdivision documents in the town's GIS system in the future.
- The department also began an extensive **zoning accuracy check** for each parcel in our database. This project will be completed in 2026.

**Exemptions, Personal Property & Renewable Energy**

- The department mailed more than **1,400 homestead exemption applications** in 2025, resulting in roughly 400 new exemptions being added to the tax roll. Veterans exemptions and renewable energy exemptions were also reviewed and processed.
- Business Personal Property accounts required significant staff time, with approximately **1,100 declarations mailed** and extensive follow-up conducted. Roughly

**150 accounts** qualified for the BETE exemption.

- A comprehensive **review of solar panel valuations** was completed, resulting in a more consistent and equitable valuation approach and improved accuracy of renewable energy exemptions.

**Abatements & Customer Service**

- As of late December, **24 abatements** totaling approximately **$10,000** had been issued for 2025 – a notably lower total than in recent years, reflecting improved assessment equity and fewer valuation disputes.
- The department also responded to a steady volume of **property owner inquiries** in person, by phone, and by email, assisting residents with deed research, surveys, exemptions, and general assessment questions.

**Professional Development & Technology**

- Staff participated in multiple **training opportunities**, including state and regional assessing conferences covering topics such as income-based valuation, GIS, ethics, TIF districts, AI applications in assessing, and workplace culture. These trainings help ensure that assessments remain accurate, defensible, and consistent with best practices.
- The department also expanded its use of **modern tools** to include updated aerial imagery via Nearmap, commercial market data with CoStar, and GIS-based parcel analysis using Vision GIS to support more informed assessments.

**Looking Ahead**

In the coming year, the Assessing Department will continue to monitor market trends, conduct focused reviews, improve data integration and mapping, and provide responsive service to property owners. The department remains committed to accurate and equitable assessments.



# CODE ENFORCEMENT

The Code Enforcement Department provides and processes building and land use permits, reviews plans, and inspects construction within the Town of Windham. Our multifunctional Department is responsible for the education and administration of various City and State codes, laws, and rules applicable to construction, development, health and safety, quality of life, and zoning issues. Our Code Enforcement Officers play a critical role in the shared responsibility of maintaining integrity, safety, and compliance of construction projects. In addition, we provide staff assistance to the Board of Appeals and other municipal committees on an as-needed basis.

The Department is staffed by:

- Jonathan Rioux, Code Enforcement Director
- Chuck Daigle, Code Enforcement Deputy Director
- Chad Cleaves, Code Enforcement Officer
- Mabel Darby-Morey, Zoning and Code Enforcement Coordinator
- Megan Smith, Administrative Assistant
- Rick Haas, Code Enforcement Officer (Contract Employee that filled an extended leave)

**Board of Appeals**

The citizen-staffed, five-member board considers requests for variances, home occupations, non-conforming uses, and administrative appeals. Two meetings were held regarding the 119 Trails End Road appeal to the Superior Court. The Board of Appeal members completed mandatory courses on land use regulations and the Freedom of Access Act (FOAA).

**Highlights**

- Fully transitioned to an electronic platform for public viewing, permit tracking, application submissions, and plan uploads.
- Completed building inspections within 1 to 2 business days and maintained a 1-to-2 week permit issuance timeframe for permit ready applications.
- Proactively inspected regulated categories including cannabis, victualers, special amusement, junkyards, and towing operators.
- Partnered with the DEP, DHHS, FEMA, OCP, DMV and the State Fire Marshal's Office on overlapping regulatory standards.
- Advised on growth ordinance updates, local sewer expansions, and municipal responses to state housing legislation (L.D. 1829).

**2025 Valuation Summary (Residential, Shoreland and Commercial Projects)**

The department processed **1,792** total permits, generating **$1,186,347.84** in municipal fees on a record-breaking **$223.57 Million** in total project construction valuation.

# CODE ENFORCEMENT

## Comprehensive Sector Breakdown

| Sector Classification | Permits Issued | % of Total Permits | Project Valuation | % of Total Valuation | Permit Fees Collected |
|---|---|---|---|---|---|
| Residential | 1,440 | 80.36% | $63.68 Million | 28.48% | $1,044,192.15 |
| Shoreland | 123 | 6.86% | $104.34 Million | 46.67% | $30,090.48 |
| Commercial | 229 | 12.78% | $55.55 Million | 24.85% | $112,065.21 |
| Town Totals | 1,792 | 100.0% | $223.57 Million | 100.0% | $1,186,347.84 |

Note: Shoreland permits represented 6.86% of total volume but 46.67% of total construction valuation.

### Code Compliance

The department successfully resolved violations across land use, property maintenance, business licensing, subsurface wastewater, and cannabis regulations, prioritizing cooperative, voluntary resolutions to maintain steady enforcement and preserve positive community relations.

### State Code Adoptions and Training

Our certified code enforcement officers maintain approximately 12 state certifications through continuing education, attending two-day educational seminars and specialized trainings. These sessions, held by non-profit organizations including Eastern States, New England, and Maine Building Officials, cover state-adopted ICC and NFPA codes, new legislation, the Natural Resources Protection Act, Shoreland Zoning, and consensus-based code development. The department also hosted the Sebago Lake Area CEO Roundtable to align with neighboring communities in interpreting complex shoreland zoning regulations.

### 2024 vs 2025 Development Comparison

Windham continues to see an uprise in the amount of multiunit development and decrease in new single-family homes. The net number of housing units added is 169.

⇒ Permitted **residential development** saw a **26.1% increase**, from 134 new dwelling units in 2024 to 169 units in 2025.

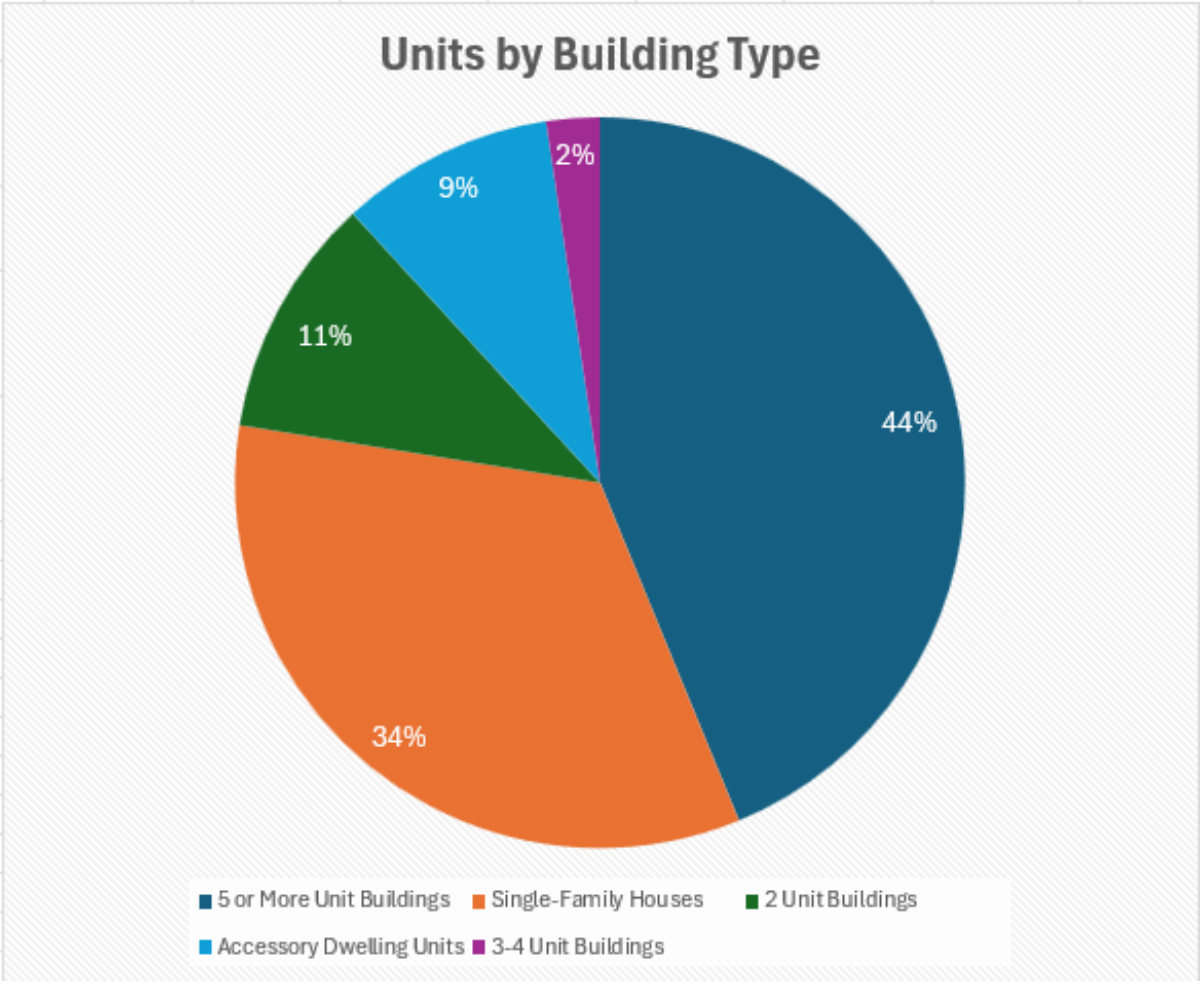
⇒ The total **estimated economic value** of new construction projects **surged by 186.3%**, adding $223,571,163 in community investment compared to $78,093,559 the previous year.

⇒ Total permit volume fell by 11.2% (from 2,018 to 1,792) because multi-use buildings and apartments are now consolidated into a single master permit instead of one per unit. However, because these large-scale developments carry higher fee structures, total **permit revenue still grew by 38.7%** to $1,186,347.

⇒ Department staff **completed 7,528 inspections** within 1 to 2 days of a request—**a 245.2% increase** over 2024's total of 2,181.

⇒ The Town officially welcomed new businesses and residents by issuing **150 Certificates of Occupancy** for completed buildings, compared to 201 issued during the prior year.

# CODE ENFORCEMENT




| Building Type | Number of Units |
|---|---|
| 5 or More Unit Buildings | 74 |
| Single-Family Houses | 57 |
| 2 Unit Buildings | 18 |
| Accessory Dwelling Units | 16 |
| 3-4 Unit Buildings | 4 |
| Total | 169 |

Of the 182 communities (Reference 2025 GPCOG study) for which we have data for, Windham ranked 5th in terms of total permitted residential units. Our Department issued 16 ADU permits in 2025, more than any other reporting municipality.

# ECONOMIC DEVELOPMENT

Economic development activity in Windham during the past year continued to center on coordinated infrastructure investment, private development momentum, community revitalization, and quality-of-place initiatives. Progress on the North Windham wastewater system and the Route 302 modernization initiative has helped position the community for future mixed-use growth, while new housing, hospitality, and redevelopment projects in both North and South Windham are strengthening the local tax base and expanding options for residents and businesses. At the same time, the Town has advanced recreation planning, branding, and community-based programming through the Windham Outdoors Initiative, the Farmers' Market, and seasonal food truck events. Together, these efforts reflect a broader strategy to support economic growth, improve livability, and strengthen Windham's identity as a place to live, work, visit, and invest. This report summarizes recent progress, current development activity, and the priorities shaping the next phase of implementation.

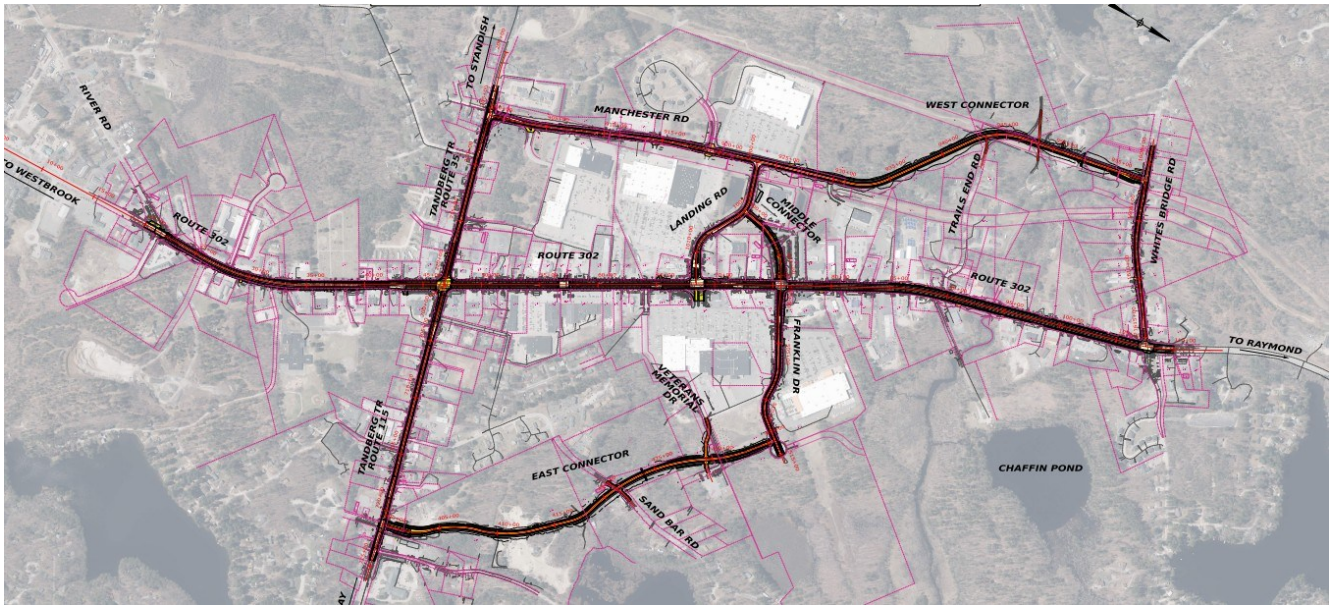
## Infrastructure and Downtown Development

### North Windham Wastewater System

The North Windham Wastewater System, including the treatment facility and collection system, is entering operations, with service designed to reach approximately 100 businesses across roughly 70 buildings. This investment is a foundational step in supporting increased residential and commercial density, improving environmental compliance, and enabling future redevelopment in the Route 302 corridor. As the system moves toward full operation, efforts to connect businesses within the service area are moving forward in earnest. Property information is being compiled, the contact list is being finalized, and a contractor has been selected to support the connection program. Individual property connection documents are now being prepared, with the goal of having all existing customers ready for connection to the treatment facility by July 2026.

### North Windham Moves

The Route 302 corridor modernization initiative, known as North Windham Moves, remains one of the Town's most significant long-term economic development efforts. Along with



safety, traffic flow, and pedestrian access improvements to US Route 302, planned improvements include a new Veterans Memorial Drive connection from Route 115 to Franklin Drive, a connector from Franklin Drive and Route 302 to Landing Road, and the extension of Manchester Drive from the Lowe's area to White's Bridge Road. Engineering and design work is nearing completion, with construction anticipated to begin within the next several years and continue in phases over a multi-year period. These investments are intended to reduce congestion, improve mobility, create alternative access routes, and support new private investment in the emerging downtown area.

Learn more at: https://www.windhammaine.us/728/North-Windham-Moves

## Private Development Activity

### Housing and Hospitality Growth

Private investment activity in North Windham continues to build momentum. Windham Village Apartments, located on the Shaw's Plaza out parcel, will add 172 units. The Turning Leaf Development is expected to contribute approximately 150 condominium and apartment units, when completed in the next 2 to 3 years. A 306-unit apartment complex and a 120-room hotel behind the Windham Mall are also planned within the same district.



*Rendering of Windham Village Apartments Project by Invivid Architecture*



*Rendering of Franklin Drive Multi-Family Housing Project by Fittante Architecture*

At the same time, retail vacancies remain low, reflecting continued demand and confidence in the area's commercial future.

### Additional Residential Development

Additional residential growth is occurring adjacent to the commercial district, including new units along Angler's Road. The area includes recently completed units as well as an approved senior housing project of 48 units that is advancing through financing and predevelopment. Together, these projects broaden the Town's housing mix and support the evolving needs of residents at different stages of life.

### South Windham Redevelopment

Redevelopment efforts in South Windham also moved forward during the year. The former Andrews School property is being converted into 18 affordable and 17 market-rate housing units. In addition, the Keddy Mill project continues through environmental cleanup and demolition planning, with the removal of the mill structure expected as a key milestone toward eventual mixed-use redevelopment of the site. These projects remain important to the broader vision for revitalization in the South Windham Village area.

## Public Safety and Supporting Investments

### Windham Mall Area Public Safety Facility

A joint public safety facility is planned behind Windham Mall on Franklin Drive. The project includes a Windham Fire Station, Windham Police Substation, and Cumberland County Sheriff's Office Deputy Substation. Located near significant new multifamily and hotel development, the facility is intended to align public safety capacity with projected growth in population, traffic, and service demand.



*Conceptual rendering of North Windham Public Safety facility by Invivid Architecture.*

## Ongoing Expansion and Infill Opportunities

### Infill Development

The Town continues to explore infill opportunities within existing shopping centers and commercial properties in order to make efficient use of infrastructure, strengthen walkability, and support additional business activity.

# ECONOMIC DEVELOPMENT

**Route 302 Corridor Expansion**

Additional development potential is also being considered along the northwestern portion of Route 302 toward White's Bridge Road. This area may offer future opportunities for retail expansion, service businesses, and complementary commercial uses as access improvements are completed.

**Windham Outdoors Initiative**

The Windham Outdoors Initiative remains a central component of the Town's Economic Development Strategic Plan, which identifies outdoor recreation as a key driver of community identity, visitation, and business attraction. The initiative is intended to strengthen Windham's position as a premier year-round recreation destination while also supporting the attraction of related retail, service, and manufacturing activity.

Implementation efforts have continued through close coordination among the Economic Development Department, the Windham Economic Development Corporation, Parks and Recreation, and other Town departments, together with outside consultants and funding partners. Work over the past year has focused on recreation planning, trail and park design, branding, wayfinding, and community-based park investment.

**Grant-Funded Recreation Planning and Design**

Work funded through the Community Outdoor Recreation Assistance Program grant has continued beyond the formal grant period. In partnership with Parks and Recreation, the Town engaged Dubois & King to prepare concept design and preliminary engineering for the proposed Presumpscot Riverfront Park, together with a connector trail and wetlands boardwalk linking Franklin Drive to the Donnabeth Lippman Park trail network and playground area.

A public meeting held on August 6 at Windham Town Hall generated community input on design concepts and options for these projects, and the final Dubois & King report is under review for presentation in the coming months.

Additional grant-supported work includes the design and acquisition of brand-specific multilingual kiosks and trail signage across Windham's five park areas. Three digital kiosks were also acquired through the grant and are being installed at strategic locations.

At the same time, Parks and Recreation interns, together with the Town's GIS Project Administrator, continue to digitize Windham's trails and recreation features in order to support future mobile app integration and improve public access to recreation data.

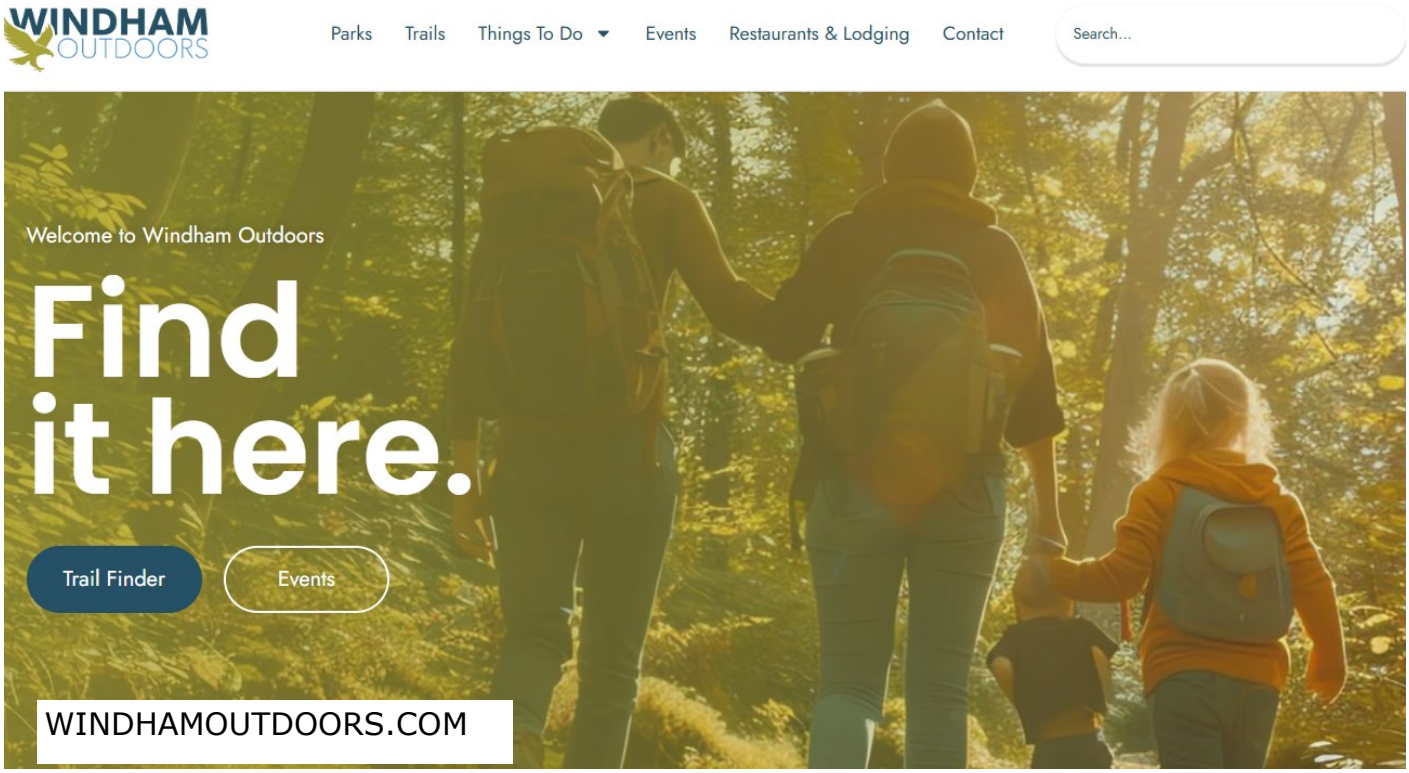
**Forbes Lane Neighborhood Park**

In a separate collaboration between the Economic Development Department and Parks and Recreation, the Town secured a $40,000 Cumberland County CDBG grant, supported by a $10,000 local match, to develop a neighborhood park on a 1.33-acre parcel acquired by the Town in 2021 on Forbes Lane. A Town Council committee has been formed to guide the project, and design coordination with neighborhood residents, Town Council, and staff is expected to begin this fall.

# ECONOMIC DEVELOPMENT

### Windham Outdoors Marketing

Marketing and branding efforts have also advanced. The Windham Economic Development Corporation, working with the Town's Communications Director and Parks and Recreation Director, engaged Pine Point Creative to develop branding and promotional materials for the Windham Outdoors Initiative. The new website and related marketing materials were presented to the Town Council in July and have already been incorporated into advertising efforts. The Town has also joined the Maine Tourism Association to expand outreach to visitors statewide and strengthen promotion of Windham as a year-round recreation destination and a location for recreation-based business investment.




## Community Activation and Local Economic Programming

### Windham Farmers' Market



The Windham Farmers' Market, located on Turning Leaf Drive in North Windham, completed its eighth season after operating weekly from May 24 through September 27. The market was established to support local farmers, food producers, and artisans while also improving community access to fresh, healthy, and affordable local food. Over time, it has grown into a strong and supportive market community that serves both Windham residents and surrounding communities. The WEDC continues to sponsor the market, with staffing support provided by Market Manager Lisa Fisher.

# ECONOMIC DEVELOPMENT—STRATEGIC PLAN

**Monday Night Food Trucks at Windham Community Park**

The Monday Night Food Trucks program at Windham Community Park completed its second season with strong community participation. Sponsored by the Windham Economic Development Corporation and supported by both WEDC and Windham Parks and Recreation staff, the program ran every Monday evening, excluding holidays, from June 2 through September 29.

The season featured 13 different food trucks along with family-oriented activities including music, games, and a bounce house. The final event also included collaboration with Windham Public Safety in support of the Public Safety Open House. Planning for a third season is well underway.







## Looking Ahead

As Windham advances these initiatives, several priorities will remain central to sustained progress. Continued completion of sewer connections and longer-term planning for system expansion will be important to support redevelopment and future growth in North Windham. The Town will also continue moving the North Windham Moves project through final design, right-of-way work, and phased construction, while supporting private development activity and infill opportunities along the Route 302 corridor. At the same time, redevelopment planning in South Windham, implementation of the Windham Outdoors Initiative, and continued investment in community-based programming will remain important parts of the Town's broader economic development strategy. Together, these efforts will help strengthen Windham's competitiveness, livability, and appeal as a place to live, work, visit, and invest.



# ECONOMIC DEVELOPMENT—STRATEGIC PLAN

## Vision

To create a business-friendly environment that provides a high-quality of life, a vibrant economy, and a welcoming atmosphere, while protecting our town's rural characteristics and natural resources.

## Mission

To encourage economic growth and development in a manner that supports increased prosperity in the Town of Windham and improves the quality of life for all its citizens.

## Core Values

- Industry Diversity
- Innovative Community Building
- Sustainable Growth
- Expanded Employment Opportunities
- Skilled Workforce
- Up-to-date Policies & Processes

## Objectives and Strategies

**Objective 1** - Develop Windham's niche in the Region's Manufacturing Cluster Strategies:

- Attract manufacturers in the Bio-Medical Device and Reagents supply chain
- Attract Recreation Equipment Manufacturing
- Develop Business Incubator Facilities
  - Manufacturing Incubator
  - Entrepreneur Innovation Co-Working Space
  - Shared Commercial Kitchen

**Objective 2** - Pursue opportunities in Amusement and Recreation Strategies:

- Create the Region's Best Trail Network
- Attract Indoor Recreation Facilities
- Promote **"Windham Outdoors"**

**Objective 3** - Attract Professional and Business Services to "downtown" Strategies:

- Create a Live/Work/Play Community
- Implement the North Windham 21st Century Downtown Master Plan
- Encourage development of appropriate professional services spaces

**Objective 4** - Update and maintain Windham's Support System for Economic Development Strategies:

- Maintain the collaborative efforts of town officials, departments, WEDC with local businesses and regional agency groups on attraction initiatives
- Maintain and expand outreach efforts to state and national business organizations
- Identify and initiate appropriate development policy and process updates
- Identify new and continuing funding opportunities for programming and infrastructure

# FINANCE/COLLECTIONS

The Finance-Collections department oversees and administers the Town's financial and accounting systems, including the collection and disbursement of all monies for the Town. The revenues of the Town include real and personal property taxes, federal and state grants, excise taxes on vehicles, boats, and various permits and licenses.

Property tax bills are processed, sorted and mailed by a third-party each August. The following May, a courtesy notice is sent to homeowners who have a balance due. At the end of June, a Tax Receivable Summary is prepared stating balances due on all taxes, which also published in the Town Report. Eight months from the date of tax commitment, if any tax remains unpaid, the lien process begins. Windham's tax year starts July 1 each year and ends June 30 the following year. Tax bills are due biannually on April 1st and October 1st, or the next closest business day if that date falls on a day Town Hall is closed.

**Staff:**

**Susan Rossignol**, Finance Director

**Levi Robinson,** Assistant Finance Director and Deputy Tax Collector

**Veronica Meserve**, Tax Specialist

**Lucy Codrey**, Financial Coordinator

**Cathy Dodge**, Administrative Assistant—Tax Collection & Registration

**Victoria Athearn**, Administrative Assistant—Tax Collection & Registration

**Accounts Payable Questions?**

Call 207-892-1907

**Motor Vehicle/Tax Bill Questions?**

Call 207-892-2511

## Annual Audit

The Audit report is available in the Finance Director's Office and is available for public review during regular business hours. The report can also be found on our website's Finance Department page and selecting the Most Recent Reports link beneath the **View Reports** heading.

The Fiscal Year 2025 audit was performed by Peter J. Hall CPA, LLC. Hank Farrah Consulting, LLC provided professional services including preparation of financial statements, including notes and management discussion and analysis, preparation of lead sheets and organization of supporting information for financial statement amounts.

The following audit financial statements are included at the end of this report:

- Statement of net position
- Statement of activities
- Balance sheet
- Statement of revenues, expenditures, and changes in fund balance
- Reconciliation of the statement of revenues, expenditures, and changes in fund balances—governmental funds to the government-wide statement of activities
- General fund—Statement of revenues, expenditures, and changes in fund balance—Budget and actual
- Statement of fiduciary net position

The complete Audited Financials Report can be viewed online. Navigate to the **How Do I?** menu and click on 'Annual Financial Reports' beneath the **View** subheading.

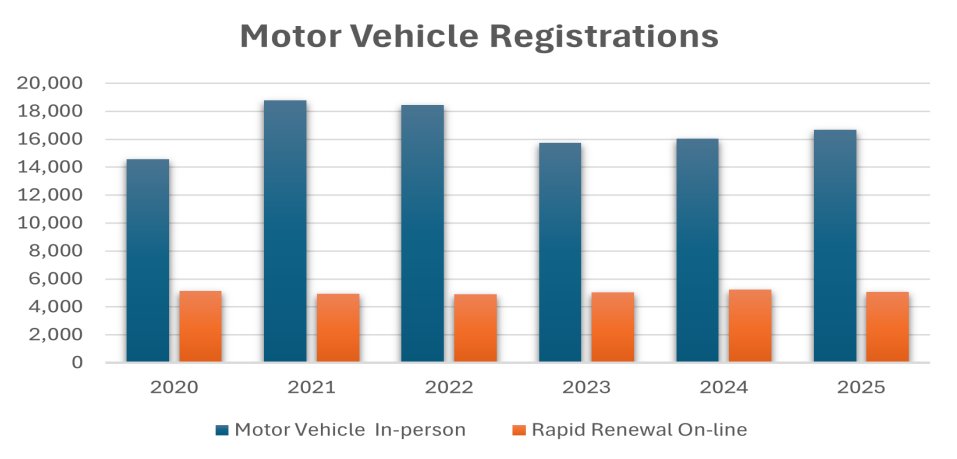
# FINANCE/COLLECTIONS

## Collection Department Statistics

| REGISTRATIONS | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|---|---|---|---|---|---|---|
| Motor Vehicle In-person | 14,554 | 18,781 | 18,460 | 15,727 | 16,024 | 16,664 |
| Rapid Renewal On-line | 5,123 | 4,919 | 4,898 | 5,029 | 5,239 | 5,059 |
| Recreational Vehicles | 3,108 | 3,034 | 3,023 | 2,623 | 2,601 | 2,750 |
| Boats | 1,719 | 1,825 | 1,786 | 1,731 | 1,755 | 1,743 |
| Snowmobiles | 873 | 676 | 739 | 484 | 459 | 622 |
| Snowmobiles, Non-Resident | 3 | 0 | 7 | 6 | 0 | 3 |
| ATV's | 508 | 527 | 485 | 397 | 386 | 380 |
| ATV's, Non-Resident | 5 | 6 | 6 | 5 | 1 | 2 |

At right, the graph shows that though online vehicle re-registrations are an option many residents still opt to perform this transaction in-person.

If you would like to investigate online payment options visit: https://www.windhammaine.us/353/Online-Payments




### Passport Services

The Collections Department also serves as a Passport Agent for the community. Though we no longer take passport photos, we do schedule appointments to assist with the application process.

| | 2021 | 2022 | 2023 | 2024 | 2025 |
|---|---|---|---|---|---|
| Passport Applications | 385 | 732 | 715 | 452 | 324 |

Appointments are available:

- Monday 7:00 AM - 2:45 PM
- Tuesday 7:00 AM - 4:45 PM
- Wednesday 7:00 AM - 2:45 PM
- Thursday 7:00 AM - 2:45 PM

Passport photos may be obtained at Walgreens, Wal-Mart, Staples or CVS.

# WINDHAM FIRE-RESCUE DEPARTMENT

**"The mission of the Fire - Rescue Department is to uphold the highest standard of professionalism in emergency mitigation, fire prevention, and community stewardship for the residents and visitors of the Town of Windham."**

The Windham Fire - Rescue Department provides service to the community from four locations strategically placed throughout the town.

Staffed 24/7:
Windham Central Station is at the Public Safety Building at 375 Gray Rd.
North Windham Station is at 718 Roosevelt Trail

Not Staffed, Call Company Response:
South Windham Fire Station a shared station with Gorham at 33 Main St
East Windham Station is at 45 Falmouth Road

2025 was a busy year for the department, seeing a 12.1 % increase in call volume over 2024. The majority of our calls, 52.8 %, continue to be Emergency Medical Services related. Our busiest day of the week was Friday this year, the busiest time of day was between 5pm to 6pm. We were able to arrive on scene an average of 8.01 minutes from the time we were dispatched, which is an adequate response time for our community.

While our statistics show 104 fires there is a range of incidents that fall within that group. During the year we responded specifically to 3 structure fires that accounted for losses totaling an estimated $1.1 million in structure and /or contents losses. There were no civilian injuries and no civilian casualties as a result of fire. We continue to maintain close monitoring of outside burning and the issuance of burning permits. 2025 presented an additional challenge with moderate to severe drought conditions and increased fire activity in the woods. One area of approximately an acre required crews to extinguish fire and hot spots over three days. Outside burning does require a burning permit that is contingent on weather conditions. Those can be obtained through the State Forest Services online burn permit system www.maineburnpermit.com, free of charge.

Members of the department participate in training on a regular basis to maintain and learn new skills. Crews conduct daily on shift training, Wednesday evening training and several other outside certification and skills programs. In total our personnel collectively trained 9,415.6 hours of training in 3,446 classes. In early June local builder Jarod Robie donated an acquired structure to the department located at 421 Falmouth Road. Crews were able to get two months of phenomenal self-directed training on Search and Rescue, Ventilation, Overhaul, Ladders, SCBA confidence all

culminating in two live burn days with 11 evolutions of fire attack. This training is priceless for us and the opportunity is extremely valuable and appreciated.

We staff the department using a combination department. Through a hybrid system of paid on-call firefighter/EMTs, per-diem firefighter/EMT's and full time Firefighter/ Paramedics and EMT's. Using this model, we currently staff the Public Safety Building and the North Windham Station with 24-hour coverage. Our minimum staffing ensures that we will always have at least five people on duty. Using the hybrid model we have up to 8 on duty, in the station to respond to fire and ambulance incidents. We continue to partner with Southern Maine Community College and the Live-in College Program. In exchange for the hands-on learning experience, and room/board the students are required to provide night and weekend coverage in the station.

After a year of beta testing, in early May we implemented Call Company and Per-Diem activity standards. This is in an effort to ensure everyone understands the expectations, time and financial commitment involved in being an active member of the Windham Fire-Rescue Department. As we continue to work on having an active, well trained and effective call company group it is important that anyone new coming in and anyone on the roster currently has a clear understanding of what it takes to work as a Call Company or Per-Diem employee for the department. We rely heavily on these personnel groups to be involved and participate to ensure safe and adequate response to the our community.

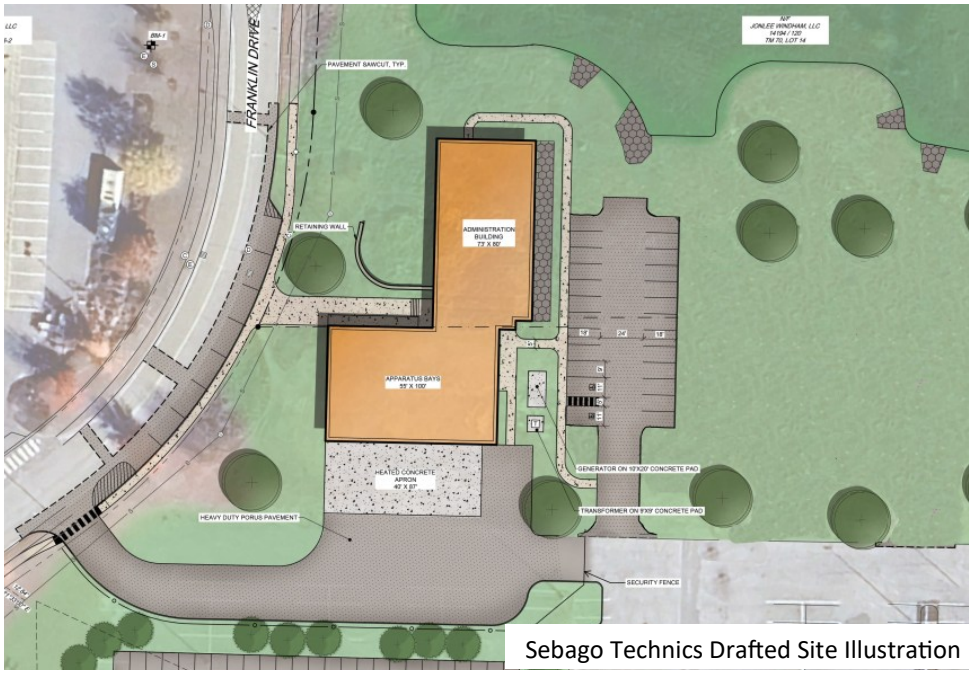
2025 brought close to the career of Captain Mark Scribner. Captain Scribner worked full time for 21 years following a career in the Navy. Starting as a Firefighter/Paramedic in 2004 and achieving the rank of Captain in 2024. Captain Scribner spent countless hours in service to our community, and we are forever grateful for his dedicated service. Captain Scribner retired from the department on March 19, 2025.




With the approval of the Town Council in February, we donated a recently replaced/ retired engine that we purchased in 2006. For the majority of its life, it ran from Windham Center Station and was the busiest of our fleet. It certainly showed its age and had run its course as a frontline emergency vehicle due to corrosion but is more than suitable for non-emergency training purposes. The vocational programs are a great feeder program into the Fire Service. From the vocational programs students often go on to the fire science programs at SMCC and EMCC and associated live in programs, of which we participate in and have for nearly 30 years. Wherever the high school student lands, whether a career in the fire service or another vocation they almost always give back as call company members to their community.

# WINDHAM FIRE-RESCUE DEPARTMENT

In 2025 we initiated design of and took to voters a replacement plan for the North Windham Fire Station. The new station was approved by voters at the June 2025 Town Meeting and will be located on Franklin Drive behind Hannaford's. The facility will house Windham Fire-Rescue, a substation for Windham Police and the Cumberland County Sheriff's Department. The facility has been designed with safety for personnel, efficiency and space for the future ensuring capacity for 40 + years. Construction is due to begin in the fall of 2026.



Sebago Technics Drafted Site Illustration

In early July we launched a regional paramedic fly car. In partnership with Casco, Raymond and Gray the four communities pooled grant funds from the state to run this pilot program. Using our collective paramedics on a per-diem basis we are staffing a 12 -hour shift every day with one paramedic that is available to respond in a car and aid all four communities. The program has proven to be a very valuable and life altering resource for our area. We hope to continue this great collaboration with budgeted funds from each community in the next fiscal year.

This year was particularly busy for us. Incident responses have increased. Our call severity has also been high, consisting of several woods' fires due to drought conditions, a homicide in downtown North Windham, three significant structure fires and several significant motor vehicles crashes in some cases with multiple injuries, one of which required LifeFlight. I am proud to acknowledge that crews have continuously performed with poise, professionalism and dedication throughout the year.

If you have questions, concerns, or comments, please feel free to call 892-1911 or come by one of the stations, talk with us and get a tour of our apparatus and facilities. We look forward to another year of serving the residents and visitors of Windham.

Respectfully Submitted,

Brent J. Libby, Chief

# LIBRARY




**Windham Public Library Annual Report 2025**

**The mission of the Windham Public library is to be your center for community, information, technology, and entertainment by powering learning and fun for all ages.**

In 2025, the Windham Public Library served the Windham Community by providing materials in a variety of formats to educate and entertain library users. Staff planned and carried out programs in person with some options for virtual attendance through-out the year. We continue to offer curbside service as an alternative for our seniors or other folks who may have difficulty entering the building and partner with community groups and organizations to host programs off site and at many community events. Our attendance continues to grow especially at our programs. The library's collection includes a variety of books, magazines, audiobooks, eBooks/eAudiobooks, DVDs, Blu-Rays, equipment, and music CDs that are available to view and/or circulate. We expanded our kits, backpacks, and Library of Things in 2025. Our rapidly growing collection of Things has been popular. The library provided story times, Nurturing Playtime, book groups, author talks, movie showings, teen activities, and other events online and in person. We also checked out Adventure passes to a variety of locations which offer discounted rates for patrons. This year we added a passes to the Seashore Trolley Museum and Maine Maritime Museum through the generosity of our Friends of Windham Public Library. The other passes offered include Portland Museum of Art, Dundee Park, Maine State Parks, Children's Museum, Coastal Maine Botanical Garden, the Planetarium, and Maine Wildlife Park. Library staff members participated in a variety of local librarian, literacy, and community support groups to collaborate and discuss library services in the community and how we can best support residents with our services. It has been a rewarding year!

**2025 Statistics**

Total items circulated: **99,725**
Print items circulated: **79,701**
Minerva items Received: **12,903**
Minerva items Sent: **8,470**
Visits: **55,020**
New library patrons: **650**
New items added to collection: **3,237**
Special Requests: **165**
Reference questions answered: **3,598**
Computer sign-ins: **6,693**
Meeting room usage: **649**
Study rooms usage: **582**
Download Library: **18,547**
ComicsPlus: **104**

CloudLibrary Newsstand: **1,351**
Biblio+: **112**
Volunteer Hours: **394**

Passes:

- Children's Museum – **56** uses
- Coastal Maine Botanical Gardens – **45 uses**
- Dundee Park – **17 uses**
- Maine Maritime Museum – **9** uses
- Maine State Park Pass – **34** uses
- Maine Wildlife Park – **58** uses
- Portland Museum of Art – **7** uses
- Seashore Trolley Museum – **2** uses
- Planetarium – **17** uses

# LIBRARY

**From our Patrons**

We have had several new patrons who have been mystified by what we offer. We are hearing things like 'why didn't I do this sooner' and 'this is awesome.' It feels good to see patron's eyes go wide when they learn they can get discounted passes to parks and museums or borrow unconventional items from our LOT collection. These are services they didn't expect, and once they realize how many things they can do with their card, how much access they have to different materials and resources, patrons are very excited about the possibilities before them.

We are also lucky at the Circulation Desk to hear and see how the library has a positive impact on patrons, like a family who borrowed an ice cream maker to make ice cream for their dad's birthday or the patron who borrowed a book about the mafia and found written evidence that a relative did in fact have dealings with the mob. We've had grandparents be able to use their York library card to check out books for their grandchildren while they were here in town babysitting and patrons who have been able to borrow texts needed for college instead of buying them.

**So What's New?**

Children's Librarian Samantha Cote read to over 100 people at the Maine State Society for the Protection of Animals (MSSPA). This has been a successful ongoing partnership between the Library and the MSSPA, helping Windham residents learn about the important work of both organizations.

85 people enjoyed a "Noon Year's Eve" celebration at the library. They spread out across the children's room and meeting room, doing activities, crafts, dancing and selecting books. As noon approached, they joined in a countdown where parents blew bubbles and confetti was dropped on their heads. This has become a joyful annual tradition for all.

The Adult Services Department continues to offer a wide range of programming—both in-person and via Zoom using an Owl camera, to accommodate those who wish to participate from home. Ray Marcotte, the *Reference & Technology Librarian*, strives to offer diverse programs ranging from book groups, monthly author talks, slideshows of exotic parts of the world, and an honoring the end-of-life series in conjunction with Age Friendly Windham.

In 2025, the library added a technology booth (pictured below) with a combination of grant funds and a donation from the family of our former Reference Librarian, Barbara Kelley. Barbara loved to teach the community about technology in a safe and compassionate way. The booth has been a wonderful addition to our study spaces and give library users space to take a call, meet with a medical professional through a telehealth appointment, meet for a job interview, or simply have a quiet space to study or work.

Once again, the library visited the Windham Farmer's Market through the summer of 2025. Although we were rained out on our May & June programs, the July & August events were successful. We had wonderful feedback regarding our new storytime activity with guest readers such as Town Councilor David Nadeau and Middle School

# LIBRARY

Librarian Sienna Tinsley. The library brought an assortment of new materials available for check-out, including materials from their growing Library of Things collection—ice cream maker, Metal detector, Sushi Go Party game, Knots kit, or Child's gardening kit. We interacted with 115 participants over the course of our 4 Farmers' Market visits and look forward to 2026.

Finally, teen programs in 2025 had steady attendance. Cassandra hosted 148 programs with a total of 1023 in attendance. By the end of 2025, teens knew the library held different activities for them on most Tuesdays depending on their interests and that Mondays were hangout time in the meeting room to give one afternoon a week of quiet time for the upstairs area.

**Staffing Changes**

In 2025 we said goodbye to Alexis Handelman, Children's Room Coordinator. Alexis completed their library science degree and accepted a position at a school library in Massachusetts. We wish Alexis all the best, our youngest patrons miss Alexis' bright smile and energy.

A familiar face was hired for the position of Youth Services Coordinator. Megan DuBois was hired from the Circulation Department. Megan has been an excellent addition to the Youth Services team. She works with both Sam and Cassandra and has an talent for connecting with children and teens alike. Welcome to your new position Megan!

With Megan's departure from the Circulation Department, we hired two new staff members. Heidi Cox joined us as a part time Circulation Assistant, and Cara Parent was hired as a Substitute. Both Heidi and Cara have been welcome additions to the Circulation area bringing a fresh perspective and great customer service skills to their work. Welcome Heidi and Cara!

**On to 2026**

As the calendar changes to 2026 the library staff looks forward to a new and successful year of exciting programs, providing great service, and the circulation of items that the community is sure to enjoy.

Respectfully submitted,
*Jennifer Alvino Wood*
Jennifer Alvino Wood
Library Director
Windham Public Library

# LIBRARY



Noon Year's Eve Celebration!




Miss Sam @ MSSPA storytime with horses



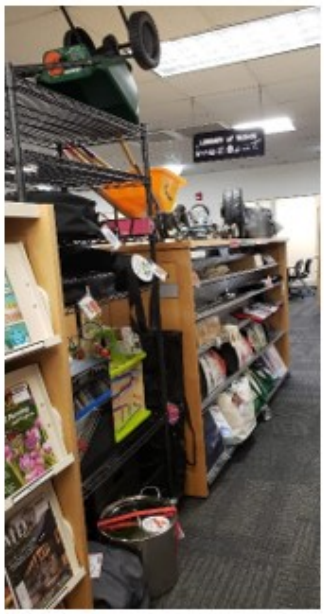

Mr. Drew Summer Reading Kickoff




Staff favorites of 2025




Halloween 2025

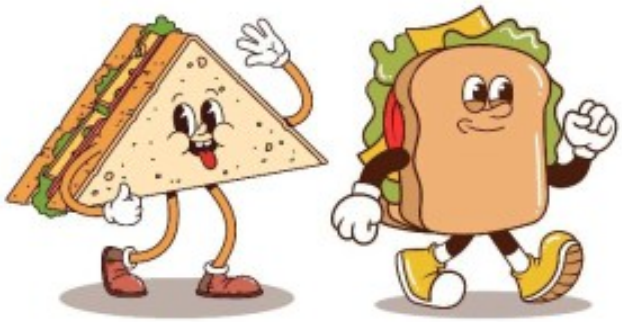


Library of Things

# LIBRARY




NEW – Barbara Kelley Technology Pod




Silly Sandwiches with Alola



Dogman Day



Councilor Nadeau participated in storytime at the farmer's Market



Miss Sam @storytime with Presumpcot Regional Land Trust




Bookface

# PARKS & RECREATION

***The mission of the Windham Parks and Recreation Department is to create a sense of community through people, parks, and programs.***

**Parks & Trails**

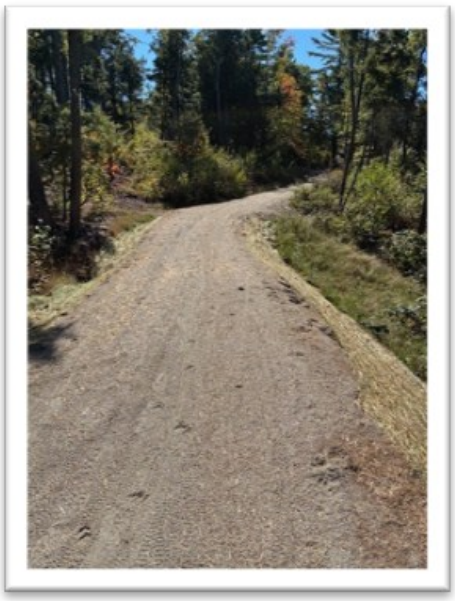
Windham's parks and trail facilities are a valuable resource to the members of our community, and we offer free programming opportunities to introduce people to these facilities and encourage more routine visits. We have a facility reservation process for most of our facilities (Dundee Park, Lippman Park, the Community Park courts, Lowell Preserve, the East Windham Conservation Area, Lincoln Field, and the Town Hall Gym) and have promoted this as an opportunity for group gatherings. Additionally, in 2025, we began administering the facility reservation process for the new athletic fields built at Manchester School. As a result, facility reservations managed through our department increased from 775 in 2024 to 1111 in 2025.

In 2025, the Town purchased approximately 50 acres adjacent to the Gambo Soccer Fields and the Mountain Division Trail. Using grant funds awarded from the Maine Office of Outdoor Recreation Community Outdoor Recreation Assistance Program, we worked with the architectural firm of Dubois and King. One of the projects was to develop concept plans for the development of a connector trail from Lippman Park to the future housing development being constructed behind Home Depot. Additionally, the firm created three concept designs for the newly acquired property adjacent to Gambo, and we sought community input through a survey and a public forum to help us determine how we could develop this property. The design and construction of the 1.3-mile universal access trail at East Windham Conservation Area was initiated, with the final completion anticipated for late Spring 2026. With the grant money, we were also able to purchase three electronic kiosks which will allow us to provide up-to-date information about our programs as well as updates about town and community organization offerings. The kiosks have QR codes directing visitors to the *Windham Outdoors* website for details regarding parks and trails in Windham.

The department has the benefit of several partnerships that help us in accomplishing many of our goals. In May of 2025, a new picnic pavilion was constructed at Dundee Park with in-kind donated labor provided by Power Serve. This pavilion served as the new stage for bands performing in our Summer Concert Series, as well as housing the movie screen for our summertime Movies in the Park. Construction began on new mountain bike trails at Lowell Preserve with all funds raised by the Greater Portland chapter of the New England Mountain Bike Association.

# PARKS & RECREATION





Universal Access Trail at East Windham Conservation Area




New Kiosk at Town Hall

Regular day-to-day tasks completed by the Parks Maintenance Foreman include maintenance at 10 properties, as well as additional support for our recreation programs and special events. In addition to his regular duties, he also completed the following upgrades/ repairs to these facilities:

***Donnabeth Lippman Park:*** Painted wood trim and doors at Lippman buildings, two new picnic benches, bark mulch at playground and under picnic pavilion, repaired access to bridge crossing brook and boardwalk on back side of pond.

***Dundee Park:*** Widened exit at Dundee Park parking lot with removal of small trees; removed 4 downed trees behind swing set at Dundee; Installed bark mulch on playground.

***Community Park:*** Coordinated resurfacing of walkway at Community Park.

***Lowell Preserve:*** Coordinated installation of additional playground pieces; Coordinated tree planting along fence line; Constructed foot bridge at Lowell from parking lot up to trail leading to trailhead, Installed bark mulch at playground.

***Town Hall Playground:*** Removed old tree and brush along fenceline; Installed bark mulch under picnic pavilion.

# PARKS & RECREATION

**Dundee Park**




**The 2025 season marked a positive and successful return to normal operations at Dundee Park.** The river was fully accessible throughout the season, with no lingering impacts from the dam issues experienced in 2024. Guests once again enjoyed swimming and full use of the river, and we were pleased to welcome back Sebago Trails Paddling, offering canoe, kayak, and stand-up paddleboard rentals. We added a third Pavilion – River View Pavilion. This brings the total number of reservable locations up to four!

In addition to restored river access, Dundee Park expanded its programming to further engage the community. Events such as movie nights, trivia nights, and bingo were on the schedule, complementing the continued Concerts in the Park series, which featured four well-attended performances. Together, these offerings helped create a vibrant, welcoming atmosphere and reinforced Dundee Park as a hub for recreation and community connection throughout the 2025 season. Our amazing staff stepped up in a big way to host these events as well as assist at the Monday Food Truck nights!

***Summary of 2025 Dundee Park Season***

**Total Visitors** - 5566 admissions
**Season Passes:** 245 Total (155 General Passes, 80 Senior Passes, 10 Veteran/Military)
**# of Group Visits:** 88 reservations
**# of staff members:** 17

A huge thank you to Deb and Tommy Matthews, our dedicated park managers, and all our staff at Dundee Park for their hard work and time in improving the Dundee spaces!





# PARKS & RECREATION

**Recreation Programming**

There were 5,837 registrations for 140 different programs in 2025. (This does not account for the many participants that took advantage of free programming opportunities that did not require any registration.)

**Youth and Family Programs**

**New programs/events introduced in 2025:** Minds in Motion, International Observe the Moon Night, Tiny Bakers, Light Up the Night, Masterpiece Makers, Feelin' Good Mileage Club






**Ongoing Programs**

**<u>Community Events</u>** - February Formal, Trunk or Treat, Halloween Costume Contest, Seasonal photo contests, Easter Celebration, North Pole Hotline, Holiday Celebration on School Campus, Summer Concert Series, Parks & Trails Easter Scavenger Hunt

**<u>Youth Programs</u>** - Windham Middle School Early Release Days, Summer Track Program, Lacrosse Camp, High Touch High Tech, Discovery Science, Tennis in the Parks, Tennis Camp, No School Rec Days, Pleasant Mountain Multi Week Ski Program, Karate, Lego Camp, Babysitter Training Course

**<u>Preschool Programs</u> -** Creative Kiddie Craft Time, Creative Movement, Kiddie Gym

**<u>Family Programs</u> -** Pleasant Mountain Discounted Night Season Pass, Discount tickets to various Maine recreation venues and events at Cross Insurance Arena, Discounted Portland Sea Dogs Tickets, "Chalk the Trail" at Mountain Division Trail, Family Triva Nights, Maine Backyard Campout








# PARKS & RECREATION

**Day Camp** -

In Summer of 2026, we had 263 campers in Grades 1-8 with 3 camps at 2 Summer Day Camp locations. We had 37 staff members and 3 CIT's providing a safe, quality experience for our campers this summer.

Camp Enrichment Programs: Paddling Adventure, Swimming Lessons, Intro to Horse-manship, Monologue Program







**Adult & Senior Programs**

Offerings in our Adult and Senior programs continue to increase, and we are seeing new participants joining us, as well as many familiar faces still participating. Wait lists for more popular trips and activities are becoming a common occurrence despite having three vehicles and enough staff to cover all programs. In 2025, we purchased a new 12 -passenger bus with a wheelchair lift, which provides greater accessibility for all.

We mail out our Senior Newsletter four times per year to notify everyone about the upcoming trips and activities, and we encourage people to contact the department if they would like to be added to our mailing list.

The Senior Scholarship program, which is administered by Social Services, continues to be a huge help in allowing the seniors to participate in as many programs as possible. Qualifying seniors receive between a 50-75% subsidy on the programs we have offered.

One of the primary goals for the Adult & Senior Programs is to increase socialization and connections. At one of the Senior Luncheons, put on through a collaborative effort with Age Friendly Windham, a participant stated "I love the programs that are being offered. It allows me to see old friends and meet new ones.







# PARKS & RECREATION

**2025 trips and programs included:**

**Luncheons -** BBQ at Dundee Park, Cabbage Island Lobster Bake, Lunch at Chebeague Island, Cooks Lobster House, Afternoon Tea at The Harraseeket Inn, Oak St. Bistro, Frog & Turtle, Lazydays Cafe, The Green Ladle, Tory Hill Cafe, Mystery Lunches, and the Turkey Dinner Train through Hart's Turkey Farm.

**Theatre Trips –** All American Road Trip, Cinderella, Come From Away, Guys & Dolls, Hamilton, It Shoulda Been You, Murder on the Links, Nunsense, and Something Rotten.

**Holiday Outings –** Christmas at The Victorian Mansion, Holiday Light Express, and Strawberry Banke- A History of Thanksgiving Tour.

**Regional Destinations –** Alpaca Farm Tour, Oxford Casino, Cumberland Fair, Desert of Maine, Loon Mountain Fall Gondola Ride, Garden Stroll and Pineland Farms, Maine State Aquarium, Songo River Queen, Wilbur's Chocolate Factory Tour, WMTW Channel 8 News Station Tour.

**Exercise and Fitness Programs –** Fitness Foundation Chair Exercises offered four times a week and Windham Wandering Hikers.

**Sports Programs –** Beginner Pickleball Lessons, Coached Pickleball Play, Adult Pick-up Basketball, Sunday Open Gym (Basketball and Volleyball), Men's 4x4 Basketball League, Tennis in the Parks, and a Half Day Fishing Charter on Sebago Lake.

**Community Events -** Seasonal Photo Contests, Thanksgiving Luncheon co-hosted by Age Friendly Windham, Afternoon Tea co-hosted by Age Friedly Windham, Spring Luncheon co-hosted by Age Friendly Windham, Scarborough 55+ BBQ hosted by Scarborough Community Center and a Murder Mystery Dinner.

**Social Events –** Bingo, Candlepin Bowling, and Cribbage.

**Summerfest**

Many thanks to Deb Matthews (Chair), Tom Matthews, Barb Maurais, Bob Maurais, Karen Rumo, Tiffany Sinclair, Jacob Chouinard and Camille Swander for the dedication they showed in pulling together Summerfest 2025 – "Summerfest Live in 2025". The Sebago Lakes Region Chamber of Commerce held its 5th annual Golf Ball Drop and the Pat Moody 3v3 Basketball Tournament was introduced. The committee named Charlie Hammond as the 2025 Grand Marshal and Bill Diamond and his nonprofit organization "Walk A Mile in Their Shoes" as Modern Woodman's Hometown Hero. For current information about Summerfest 2026, visit www.windhamsummerfest.com.



# PARKS & RECREATION






I want to thank the 2025 full-time staff members Kevin Bailey, Kelsey Crowe, Katie Roy, Jason Hanken and Maria Goodstein along with per diem staff members Ruthie Jackson, Chantel Huckins, Lynda Murphy, Jacob Chouinard, Deb and Tom Matthews and our many seasonal employees for their dedicated commitment to this department. I want to thank members of the 2025 Parks and Recreation Advisory Committee Jennie Butler, Maureen Denig, Kayla Desmond, Frank Farinella, Deb Matthews, Matthew Irving and Town Council Representative Brett Jones for the vision and enthusiasm they have brought to this department.

For further information on our parks, programs and special events please check our web site at www.windhamrecreation.com, and be sure to set up your household account so that you can be kept in the loop through our bi-monthly "Useful News" e-newsletters. The department has many wonderful plans in place for 2026, and we hope that you will find what we are offering is just what you were looking for!

Submitted by Linda Brooks, Parks and Recreation Director



# PLANNING DEPARTMENT

## INTRODUCTION

In 2025, the Town of Windham Planning Department continued advancing its mission to guide responsible growth, manage development activity, and maintain a high quality of life for residents. The department focused on modernizing ordinances, reviewing major development proposals, strengthening interdepartmental coordination, and laying the groundwork for the Town's next Comprehensive Plan update.

## VISION

The Planning Department promotes, assists, and empowers residents, elected officials, developers, stakeholder groups, and partner agencies to:

- Articulate long-term goals through comprehensive, district-level, and policy planning.
- Implement community goals through ordinance development, project management, and a fair, predictable development review process.

Foster meaningful participation through transparent, inclusive public engagement at every stage of planning.

## Mission

The Planning Department provides professional planning services to help citizens, town department heads, stakeholders, elected officials, state officials, and any understand and address community priorities. The department emphasizes long-term economic vitality, environmental integrity, and quality of place through high-quality planning, implementation, and development review.

## DEPARTMENT STRUCTURE

**Steve Puleo, Director of Planning –** Leads planning initiatives, including ordinance development, transportation planning, large-scale projects, and management of the Comprehensive Plan (2017) and the upcoming 2026 update.

**Amanda Lessard, Senior Planner / Project Manager –** Manages development review functions, coordinates Planning Board and Staff Review Committee recommendations, and supports ordinance updates and long-range planning.

**Lisa Fisher, Administrative Assistant –** Provides administrative support for development review, public assistance, research, and management of performance guarantees and escrow accounts.

## CONTACT US

We are committed to providing excellent customer service. Residents are encouraged to contact us with questions or feedback.
**Phone:** (207) 894-5960 ext. 2

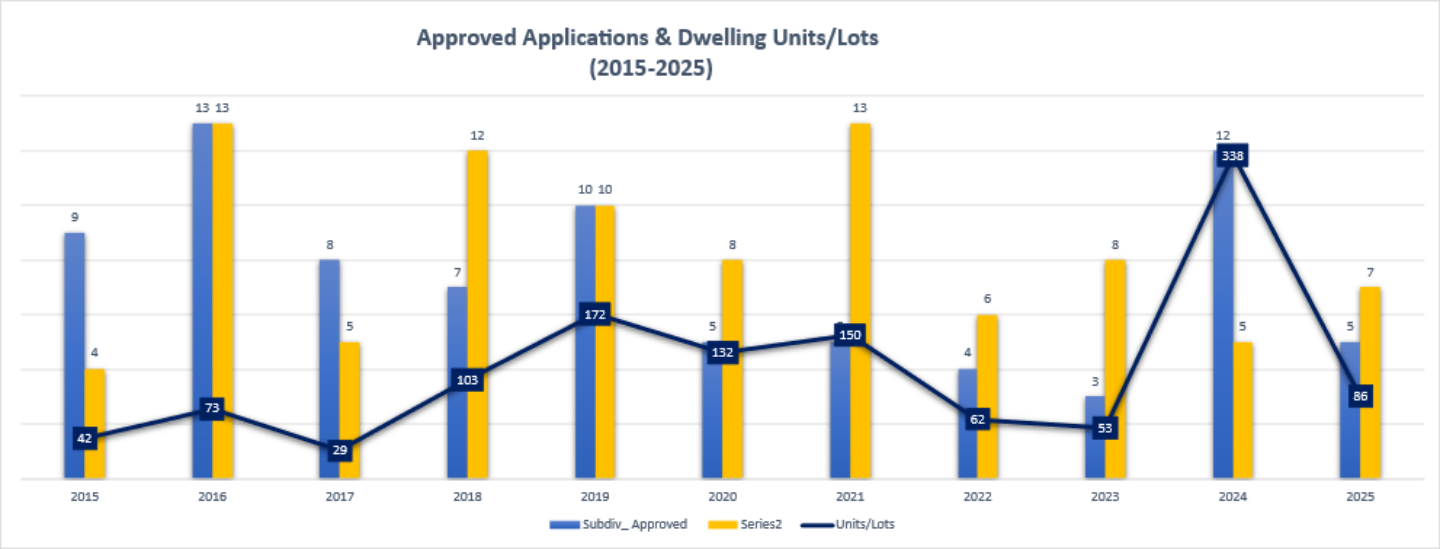
You can view an interactive map of 2025 Planning Board applications at Planning Board Page: https://www.windhammaine.us/372/Planning-Board

# PLANNING DEPARTMENT

## DEVELOPMENT REVIEW & BOARD ACTIVITY (2025)

Development review remained a core departmental function. In 2025, staff facilitated preapplication meetings, processed site plan and subdivision applications, and supported the Planning Board through meetings, site walks, and inspections.

- 45+ pre-application meetings
- 57 development applications reviewed
- 18 Planning Board meetings
- 15 site walks
- Nearly 125 construction inspections.




### Notable Approvals and Construction Activity

- **Camping World Retail & Garage – Final Approval** to construct a 28,000 sq. ft. building for retail sales, RV repair, and service. *Under construction.*
- **Dolley Farm Subdivision – Final Plan Approval (42 Units)** A 42-unit residential condominium development on 30.82 acres along River Road. *Under construction.*
- **Shepherd Lane Subdivision – Final Approval (13 Units)** A 13-unit residential condominium development on Falmouth Road. *Under construction.*
- **Windham Village Apartments – 172 Units** Continued advancement of the 172-unit apartment complex behind Shaw's Plaza on Tandberg Trail. Includes a Town-owned pump station and Maine's first onsite wastewater treatment/disposal system capable of returning highly treated water to groundwater. *Construction and compliance work continued throughout 2025.*
- **Amended Andrews School Redevelopment** Re-development to include 18 senior affordable units and 17 market-rate units.

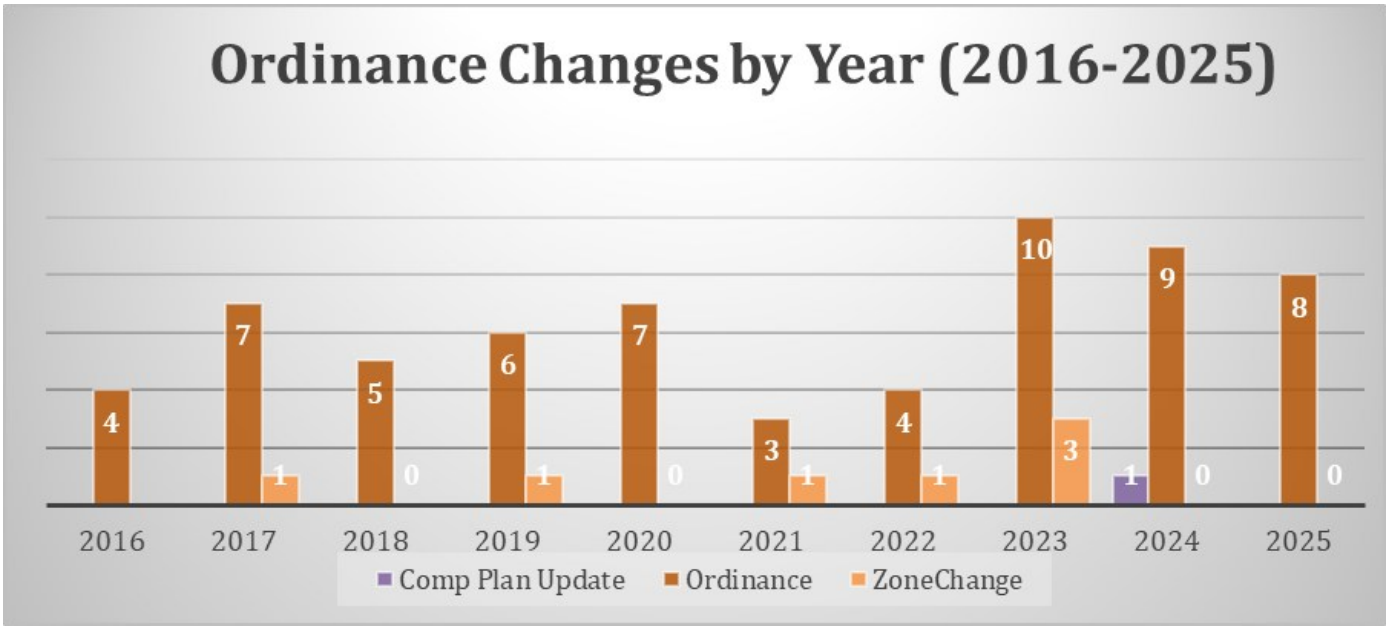
The department also managed performance guarantees, conducted **15 pre-construction meetings**, and oversaw **nearly 125** construction inspections.

# PLANNING DEPARTMENT

**Comprehensive Planning and Ordinance Development**

Staff presented a proposed scope, schedule and budget to update the Town's 2016 Comprehensive Plan to the Town Council. The process to develop a plan that reflects the community's vision for Windham's future for the next 10 years will get underway in 2026.

The Town Council adopted several key Land Use Ordinance amendments, including adopting 8 amendments to the Land Use Ordinance in 2025.




The Town Council Ordinance Committee and the South Windham–Little Falls Joint Council Committee contributed to ordinance refinements for hotel development and energy infrastructure

In September the Maine Department of Environmental Protection reinstated the Town of Windham's Delegated Stormwater Capacity Review Authority, authorizing the Town to issue stormwater permits for eligible development projects.

**Environmental and Sustainability Initiatives**

The Planning department continues to assist with the Department of Public Works Environmental :

- Participated in the Interlocal Stormwater Working Group (ISWG)
- Conducted regular inspections under the Stormwater Pollution Prevention Plan (SWPPP)
- The Natural Resources Advisory Committee reviewed zoning map changes and administered the Watershed Protection Grant program.

# PLANNING DEPARTMENT

*Note: This program is housed in the Department of Public Works, with the Environmental and Sustainability Coordinator working closely with the Planning Department.*

**Community Engagement and Professional Development**
The Planning Department actively engaged with regional and state partners through conferences, webinars, and collaborative meetings. Staff participated in events hosted by:

- Maine Climate Council
- Governor's Energy Office
- Greater Portland Council of Governments (GPCOG):
  - Housing Studies, and Development Dashboard
  - Windham Active Transportation Plan**:** More information at https://www.windhammaine.us/874/Active-Transportation-Plan
- Maine Association of Planners

Local outreach included involvement in:

- **Age Friendly Windham**
- **Keddy Mill Superfund Site planning**
- **Presumpscot Regional Land Trust**

**Conclusion**
The Planning Department's work in 2025 reflects a strong commitment to thoughtful growth, environmental stewardship, and community collaboration. Through diligent ordinance development, comprehensive development review, and proactive sustainability planning, the department has laid a solid foundation for Windham's continued progress. Despite staffing challenges, the team remained focused on delivering transparent, effective, and forward-thinking planning services to the community.



# WINDHAM POLICE DEPARTMENT

## New Hires

Officer Brady W. Thayer—10/28/2025



*Chief Kevin Schofield and Officer Brady Thayer*

## Promotions

Ofc. Thomas Hamilton
promoted to Sergeant in August of 2025



*Chief Kevin Schofield and Sgt. Thomas Hamilton*




## Farewells & Congratulations!

### Retirements

Captain Jason R. Andrews
Officer Allen G. LeBlanc

### Anniversaries

**Kevin Schofield – 10 Years**
**Jason Burke – 20 Years**
**Jason Andrews – 25 Years**
**James Cook – 25 Years**

## 2026 Scheduled Events

- Polar Plunge at Windham High School-April 29
- CCRCC Touch-a-Truck - April 18
- National Public Safety Telecommunicators Week - April 12
- National Animal Control Officer Appreciation Week - April 12
- National Law Enforcement Week - May 10
- Memorial Day Parade - May 25, 9am
- Pride Event - May 31
- LEAD Day - June 11
- Trek-Across-Maine - June 26, 2026
- Summerfest - June 20, 2026
- National Night Out - August 4, 2026
- Veterans Center 9/11 Remembrance (25 years) - September 11, 2026
- Lion's Club Touch-a-Truck - TBD (September)
- Public Safety Open House - September 28

# WINDHAM POLICE DEPARTMENT

## 2025 Department Awards

### Life Saving Award

**Case—Suicidal Female**
**Recipients:**
Sergeant Ernest MacVane
Officer Benjamin Sawyer
Sergeant Thomas Hamilton




**Case—Suicidal Female**
**Recipients:**
Officer Tracy Bradway
Officer Nicholas Sanborn
Officer Jordan Alber
Sergeant Thomas Hamilton

### Award of Valor

**Case—Homicide**
**Recipients:**
Officer Benjamin Sawyer
Officer Aaron Sinclair
Officer Alexander Brokos




### Department Commendations

**Case—Homicide**
**Recipients:**
Sergeant James Cook
Officer Patricia Buck
Sergeant Detective Robert Hunt
Captain Eugene Gallant




**Case—Suicide**
**Recipients:**
Sergeant Ernest MacVane
Officer Brady Thayer
Officer Aaron Sinclair
Officer Samuel Pattee
Officer Mackenzie Conti

**Case—Suicide**
**Recipients:**
Detective Sergeant Robert Hunt
Officer Alexander Brokos
Officer Timothy Denman

**Case—Mental Health**
**Recipients:**
Sergeant Jeffrey Ruth
Officer Samuel Pattee
Officer Alexander Brokos

## From the Chief's Desk



As Chief of Police, I am proud to present the Windham Police Department's Annual Report for 2025. This past year reflects the continued dedication, professionalism, and resilience of our officers and civilian staff as they worked daily to serve and protect our growing community. From proactive traffic enforcement and criminal investigations to expanded community outreach, mental health response, and specialized programs such as our K9 and Drug Recognition Expert initiatives, our department remained committed to evidence-based policing and public trust. I am especially grateful for the strong partnerships we share with town leadership, local organizations, and residents, which are essential to our success. I also want to recognize our employees for their achievements, promotions, milestones, and retirements, each contributing to the strength and integrity of this department. Together, we remain focused on integrity, compassion, and community as we move forward into the coming year.

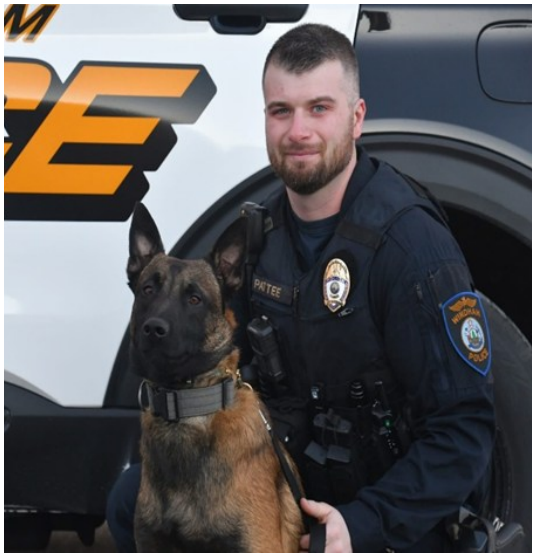
# WINDHAM POLICE DEPARTMENT

## Drug Recognition Expert (DRE) Program

The Windham Police Department maintains a Drug Recognition Expert (DRE) program to address the increasing rate of drug-impaired driving in Maine. Because many impairment cases involve substances other than alcohol, the nationally standardized 12-step DRE evaluation is used to assess vital signs, eye movements, and psychophysical indicators to identify drug categories and rule out medical issues. These evaluations provide reliable, admissible evidence that strengthens impaired-driving prosecutions and supports safer roadways.

Maine has approximately 100 active DREs statewide, two of whom serve with the Windham Police Department: Captain Eugene Gallant and Detective Lee Maher. With a growing need for additional evaluators, Windham is looking to increase its number of DRE-certified officers through the Maine Bureau of Highway Safety Traffic Safety Grant Program which provides funding to support an officer's required in-state and out-of-state training necessary to obtain DRE certification. This would help improve response times, enhance the consistency of drug-impairment investigations, and reinforce the department's commitment to evidence-based enforcement that protects the community and builds public trust.

## K9 Program



The Windham Police Department's K9 Program continues to grow through the dedication of its handler, K9 Officer Samuel Pattee, who was promoted to this role on August 26, 2024. Later that year, the department welcomed K9 Zeus, who officially joined the team in November 2024. Together, Officer Pattee and Zeus have committed themselves to extensive training and development to better serve the Windham community. Their efforts resulted in Zeus successfully completing his Article Detection and Tracking Certification on August 5, 2025, following an impressive 267 hours of training. This certification has strengthened the department's ability to respond to searches, evidence recovery, and tracking-related calls.

In addition to his completed certifications, K9 Zeus is currently training toward achieving his drug detection certification, which will further expand the team's capabilities in addressing narcotics-related investigations within the community. Throughout 2025, Officer Pattee and K9 Zeus responded to 18 canine-related calls for service, demonstrating their growing impact and operational value. The Windham Police Department's K9 Program reflects the department's commitment to professional excellence, community safety, and the continued development of specialized resources that enhance public service.

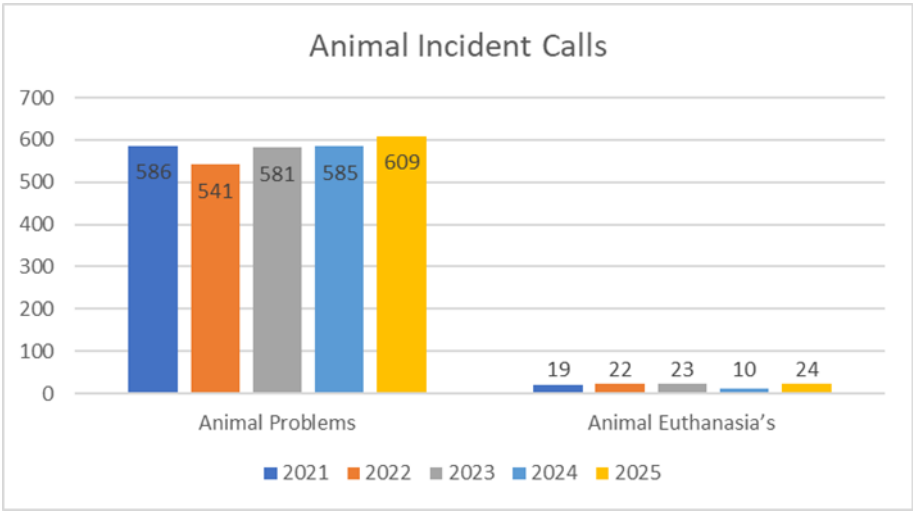
# WINDHAM POLICE DEPARTMENT

## Animal Control Division



Windham currently has 709 unlicensed dogs residing in our community.

**Do not forget to license your dogs for 2026!**




| Type of Call | # of Incidents | Summons Issued |
|---|---|---|
| Canine at Large | 192 | 0 |
| Missing Animal | 43 | 0 |
| Canine in Vehicle | 44 | 0 |
| Canine Bite | 15 | 0 |
| Animal Noise | 19 | 0 |
| Dangerous Canine | 1 | 1 |
| Animal Cruelty | 9 | 0 |
| Feline Complaint/Concern | 93 | 0 |
| Animal Welfare Check | 34 | 0 |
| Animal Surrender | 11 | 0 |
| Farm Animal Complaint/Concern | 26 | 0 |
| Licensing | 1 | 1 |
| Rabies Test/CDC | 3 | 0 |
| Wildlife Complaint/Concern | 74 | 0 |
| Deceased Animal | 44 | 0 |
| Total | 609 | 2 |

**Spring is here and with warm temperatures, wildlife is on the move looking for food. This is a friendly reminder to use caution when driving and always keep a lookout for wildlife day or night!**

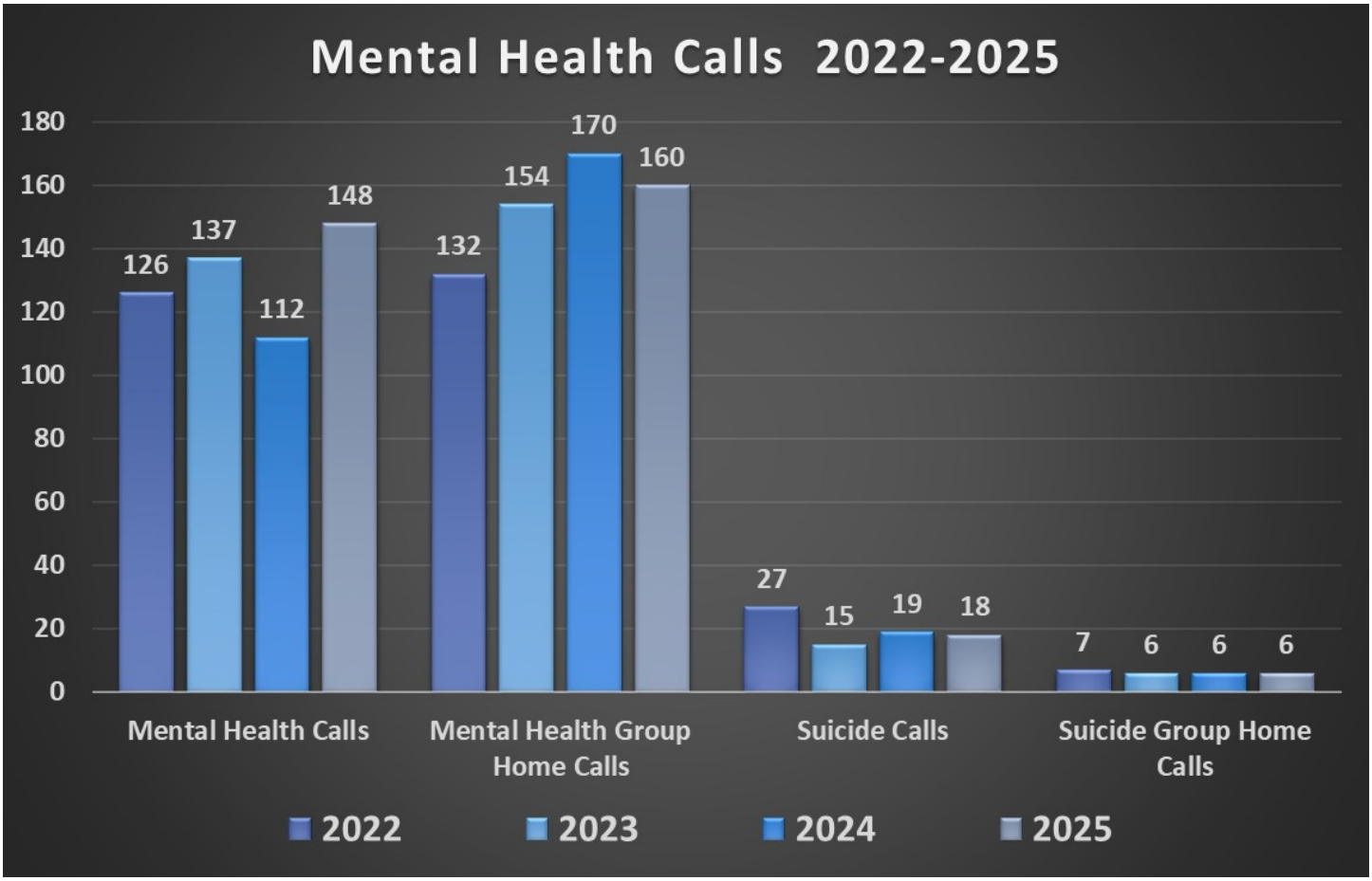
# WINDHAM POLICE DEPARTMENT

## Community Resource Liaison

For the year 2025, the community resource liaison (CRL 1) position helped support the town of Windham and their police department with over 300 calls; over 90 of these incidents are directly involving group homes. These calls for service vary from mental health, citizen assists, harassment, overdoses, disturbance, thefts, etc. CRL 1 helps support a variety of incidents that the police departments are involved with and below will show the variety of incidents the CRL 1 responded to or followed up with throughout the year of 2025.



CRL 1 has worked with individuals within the community to help connect them to supports and services if it is needed for mental health and/or substance use, helped individuals who are already connected to community supports and services to communicate with their providers for better support, worked with local agencies and the state of Maine to help better support individuals with developmental and intellectual disabilities, and has networked with local emergency rooms and community providers about what resources that are available to help support individuals with the community of Windham.



# WINDHAM POLICE DEPARTMENT

## Community Outreach & Events

The **Windham Police Department Honor Guard** was established in 2003 and is charged with representing the Police Department at ceremonial events. These events include funerals, parades, and large gatherings where the presentation of state and national colors is requested. The members of the honor guard are trained in precision military drills to include rifle and flag movements.



*2025 Boston Red Sox Honor Guard Detail*

### National Night Out 2025



**National Night Out** events are held throughout the country as an annual community building campaign. They strive to promote police-community partnerships and neighborhood camaraderie as a way to make our neighborhoods safer, more caring places to live.





### Wreaths Across America

*Remember. Honor. Teach.*



In December, Officers Patricia Buck and Mackenzi Conti participated in the **Wreaths Across America 2025** convoy from Harrington, Maine to Arlington National Cemetery in Washington, D.C. The mission honors fallen service members by placing wreaths on veterans' graves and promoting remembrance and education at stops along the route. While the Windham Police Department has supported the convoy's travel across Maine for several years, this marked the department's fourth year escorting it all the way to Arlington National Cemetery.

# WINDHAM POLICE DEPARTMENT

## 2025 Christmas Shopping Outreach Program

***Spreading Joy, Supporting Families, Strengthening Community***

The Windham Police Department proudly completed our annual Christmas Shopping Outreach on December 15, 2025.
















Thanks to the extraordinary generosity of **Windham Rental** for their donation of over **$4,800.00**, the **Windham Walmart** management team and associates for their enthusiastic support and assistance during our shopping day, and the **Windham Food Pantry** for organizing and distributing gifts, we were able to provide a brighter holiday season to more than **21 Windham community families**.

**Together, we helped make the season brighter for those who needed it most.**

# WINDHAM POLICE DEPARTMENT

## 2025 Windham Christmas Parade

***Celebrating Community, Tradition, and Holiday Cheer***










## 2025 Public Safety Event

*Building Community Through Safety, Service, and Outreach*








## STARBUCKS Coffee with a Cop

*Connecting Community & Conversation*

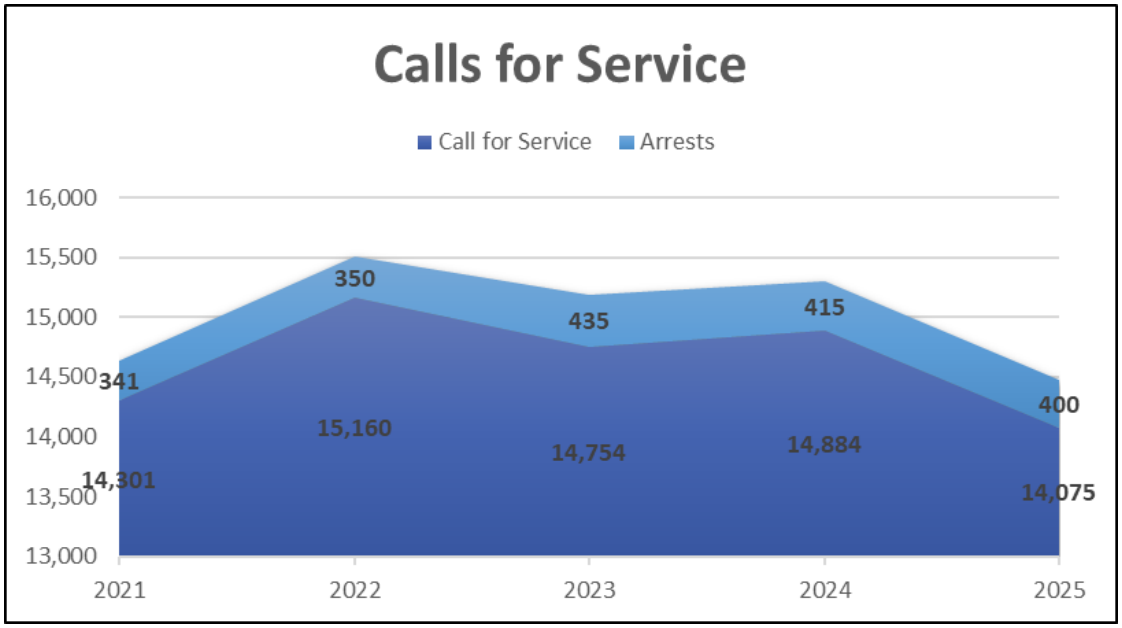


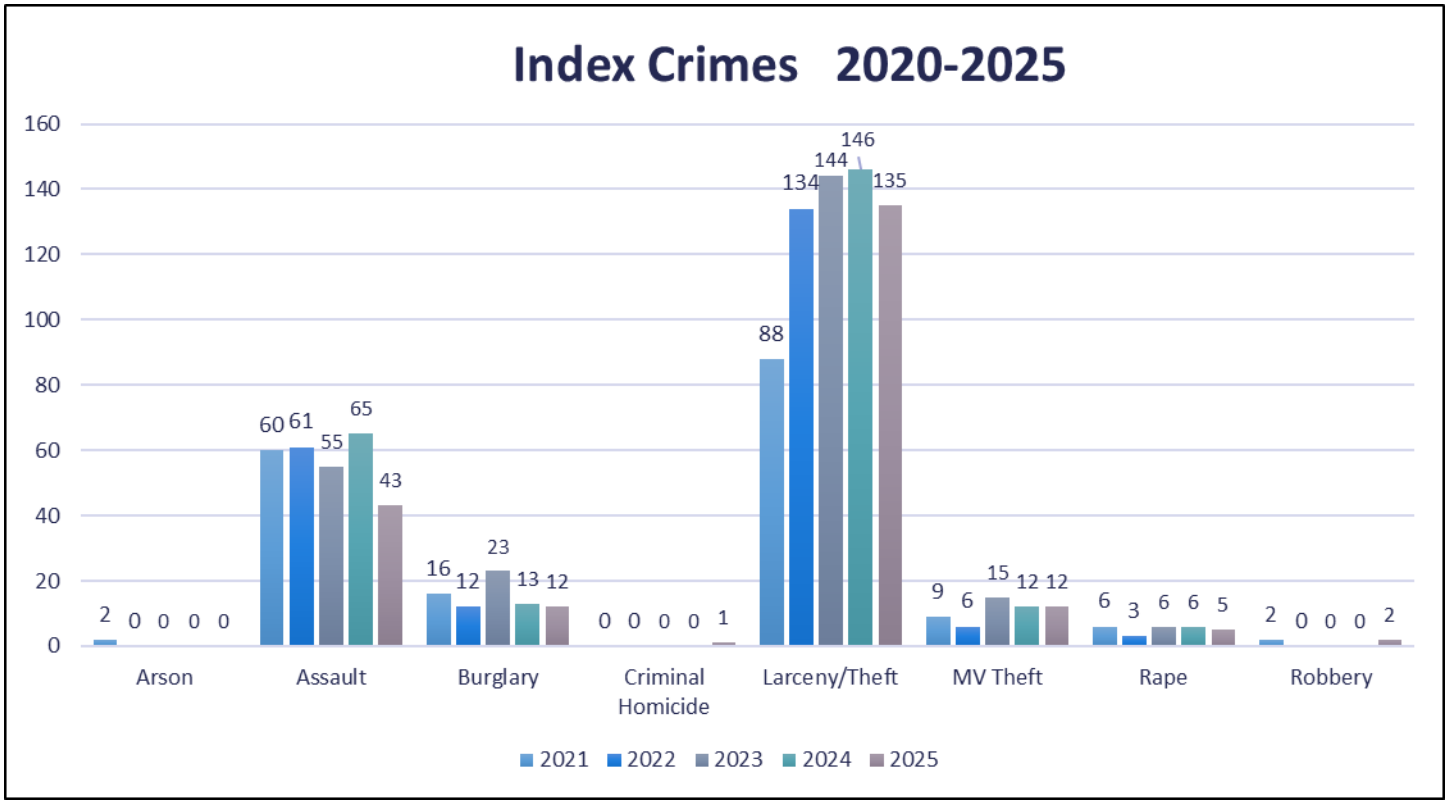




# WINDHAM POLICE DEPARTMENT

## Annual Statistics

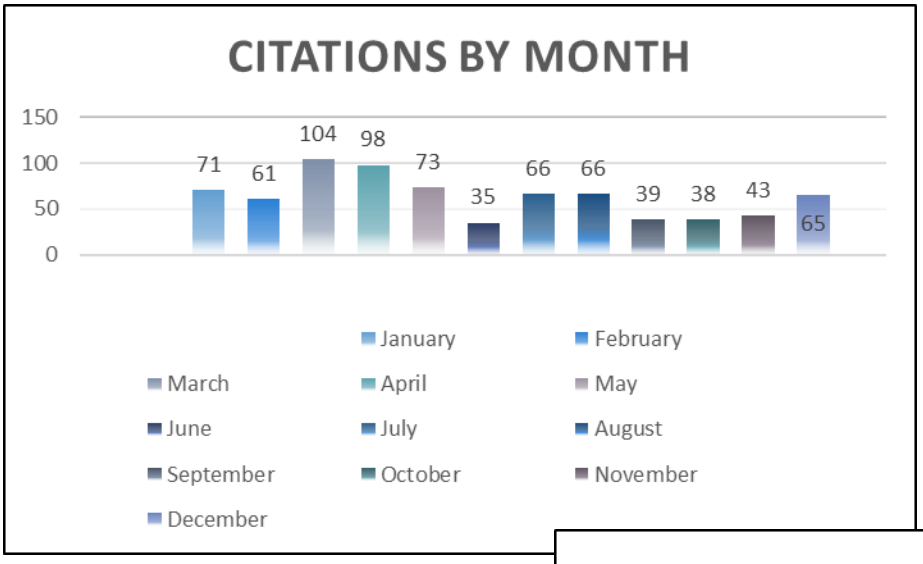


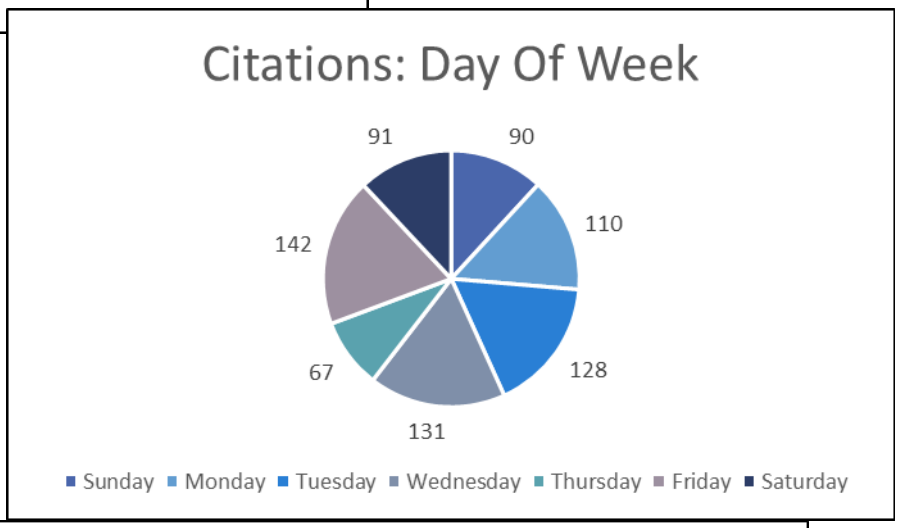

**The term Index Crimes refers to the most common crimes that are tracked by the Federal Bureau of Investigations for statistical purposes.*

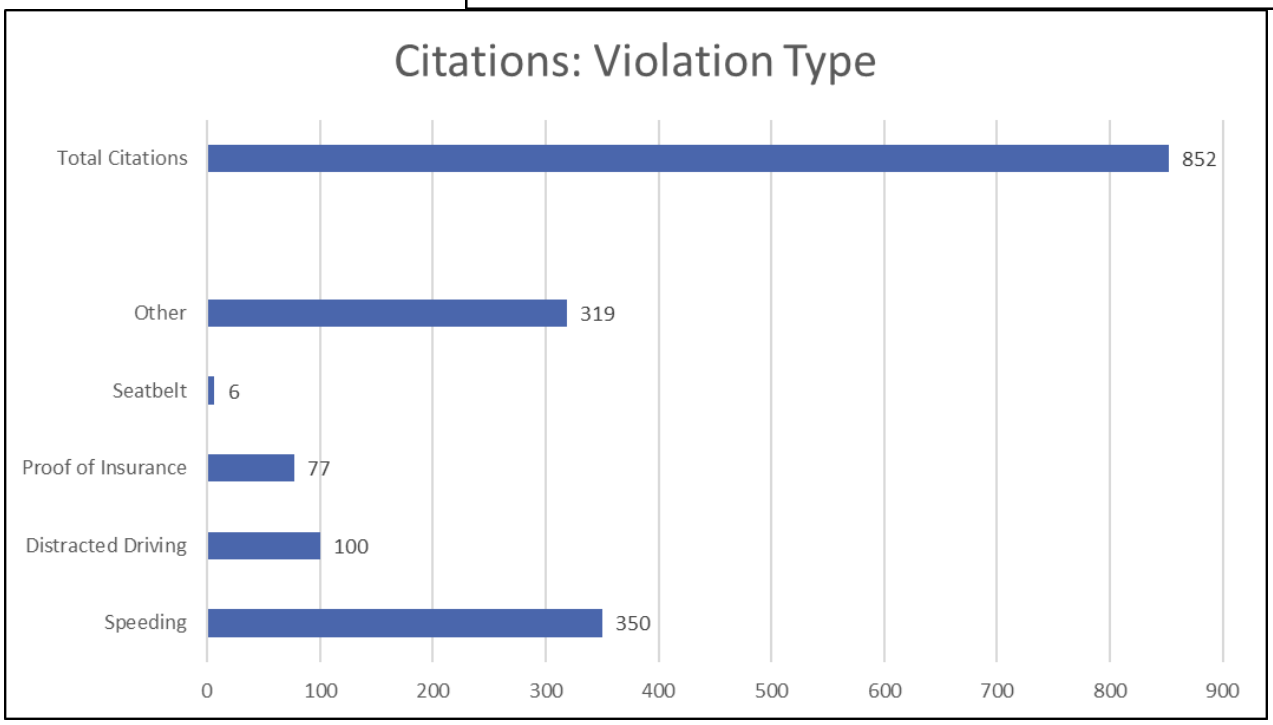
# WINDHAM POLICE DEPARTMENT

## 2025 Traffic Statistics




**Total Traffic Stops: 2,291**
**Total Citations: 759**
**Total Warnings: 1,201**

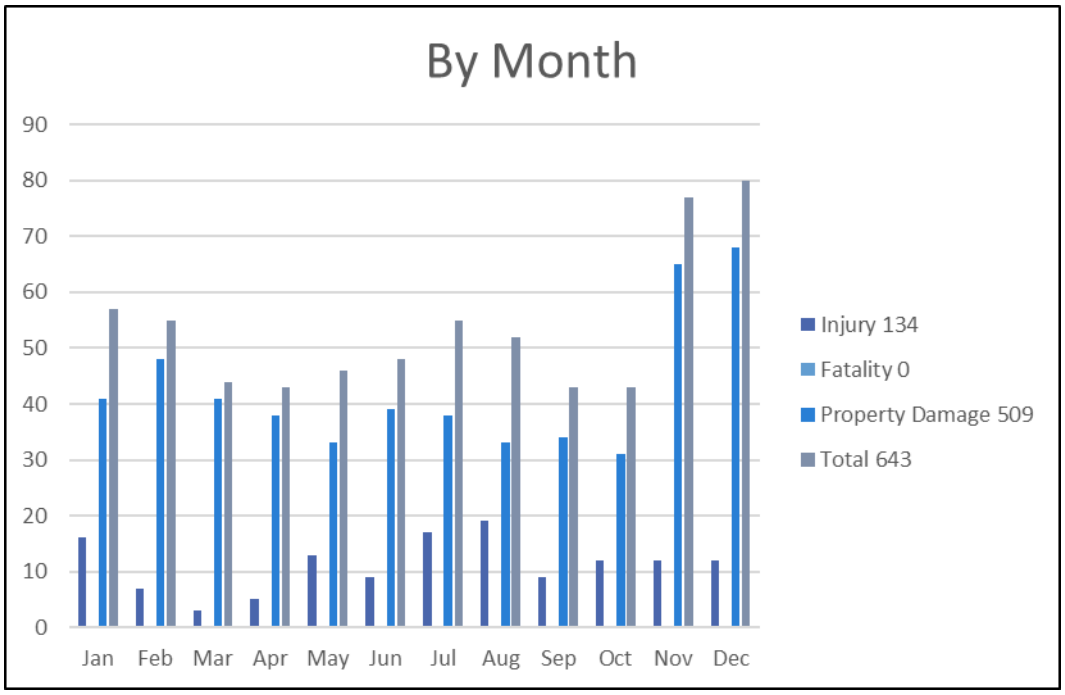


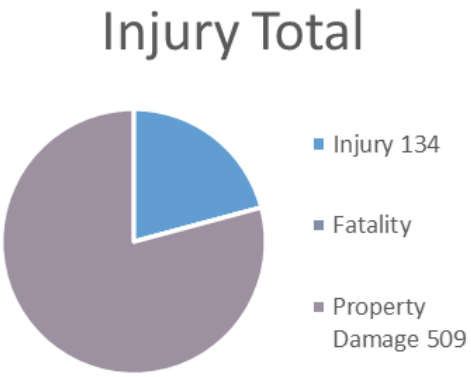



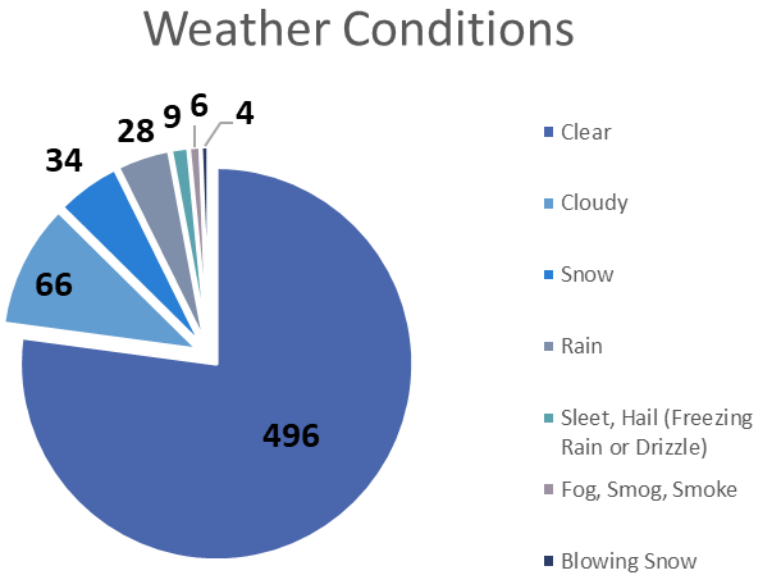
# WINDHAM POLICE DEPARTMENT

## 2025 Automobile Crash Statistics

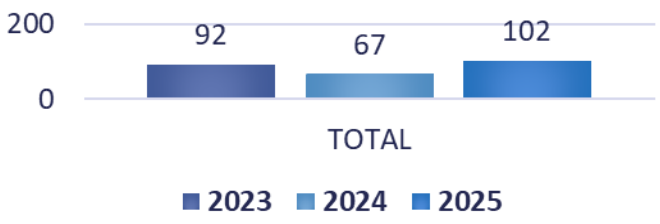
**Total Crashes: 643**




## Operating Under the Influence (OUI) Statistics




**25 Total Alcohol Related Crashes**

**Injury:** 10 **Fatality:** 0 **Property Damage:** 15
**Injury:** 40% **Fatality:** 0% **Property Damage:** 60%

**3.89%**
**% of Alcohol Related Crashes**

# WINDHAM PUBLIC WORKS

## Highlights of the Calendar Year

The Town of Windham Public Works Department maintains the town's public roadways and buildings/grounds, the staff currently consists of the following staff:

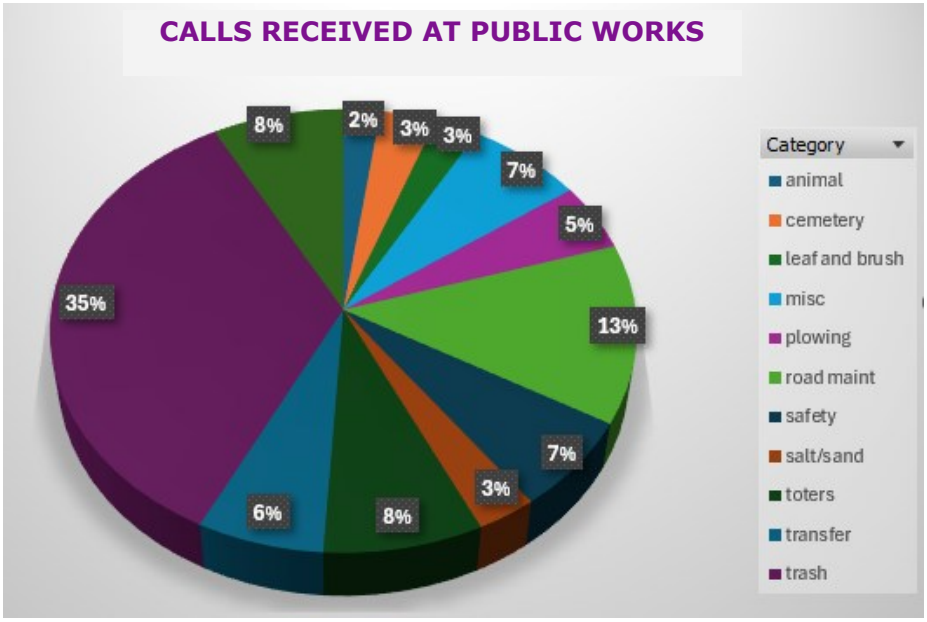
[1] Director
[1] Operations Manager
[1] Buildings and Grounds Supervisor
[1] Highway Supervisor
[1] (vacant) Building Tech
[1] Administrative Assistant
[1] Env. & Sustainability Coordinator
[1] Fleet Team Lead
[2] Grounds Maintenance
[3] Custodians
[3] Fleet Mechanics
[10] Highway Maintenance
[1] Town Engineer
[2] (vacant) Highway Maintenance

Public Works welcomed Peter Woodbury into the role of Operations Manager in March 2025. Pete previously worked as the Highway Supervisor. In July 2025, Wayne Diffin (pictured) was promoted from the highway crew to the role of Highway Supervisor.



**Administration:**

The Administrative Assistant handles all incoming calls and walk in visitors at Public Works. In addition to that they are responsible for bi-weekly payroll processing, regular invoice payments and authorizations, all record keeping, inventory, organization, file storage and general assistance to the Director, Operations Manager, Highway Supervisor, Building and Grounds Supervisor and Town Engineer.




| Row Labels | Count of Category |
|---|---|
| animal | 48 |
| cemetery | 73 |
| leaf and brush | 57 |
| misc | 151 |
| plowing | 106 |
| road maint | 281 |
| safety | 144 |
| salt/sand | 65 |
| toters | 174 |
| transfer | 138 |
| trash | 747 |
| trash inquiry | 171 |
| (blank) | |
| **Grand Total** | **2155** |

# WINDHAM PUBLIC WORKS

**Equipment Purchased**

- [1] 2026 International non-CDL 4–6-yard dump/plow truck
- [1] 2026 Western Star 12–14-yard wheeler dump/plow truck
- [1] 2025 GMC Sierra 3500 rack body pick up

**Highway Department Maintenance Accomplishments**

⇒ Prepped for winter operations – filled sand/salt, made sure equipment was in good working order

⇒ Annual street sweeping on main roadways and neighborhoods

⇒ Response and emergency repair of sinkhole on Rt 202

⇒ Oversee basin pumping and maintain basins and drainage

⇒ Tree work as needed oversaw bucket truck rental for extended periods of time

⇒ Collection, removal and disposal of abandoned and improperly disposed of bulky waste i.e.: tires, air conditioners, washing machine, dishwasher, televisions, scrap metal, household waste, trash bags and shopping carts

⇒ Winter plowing/sanding/salting as well as responding after hours to road related issues

⇒ Roadside/Solar field mowing

⇒ Ditch work and culvert replacement on Nash Rd and Swett Rd to prepare for paving

⇒ Removed damaged parts of Mountain Division Trail and repaved the affected areas

⇒ Constructed a new location for the calcium tank to make room for more salt in the salt shed.



**Falmouth Road Paving**



**Mountain Division Trail Repair**



**Nash Road Cross Culverts**



**Route 202 Emergency Sinkhole Repair**

# WINDHAM PUBLIC WORKS

**Environmental and Sustainability**

- Managed the Town's Municipal Separate Storm Sewer System (MS4) program to ensure compliance with the Town's MS4 permit.
- Served as the Town's representative on the interlocal Stormwater Working Group, which aids Portland area towns on MS4 compliance.
- Provided staff oversight of the Natural Resources Advisory Committee and the Highland Lake Leadership Team.
- Provided environmental compliance training to the Public Works and Public Safety staff.
- Managed the Watershed Protection Grand, where for every $1 of Town grant funds awarded, the program leveraged an additional $3.50 in match.
- Collaborated with Cumberland County SWCD to host a booth at Summerfest. 358 people stopped by the booth, learning about stormwater through games, educational material and resources to take home.

**Town Engineer**

- Substantially completed the $3.5 million project to construct 3,500-ft of new sidewalks along Rt 202 in South Windham along with a closed drainage system and major upgrade of the 202/River Road intersection including widening and new vehicle and pedestrian signals. The project, which also included reconstruction of the sidewalk and retaining walls on the east side of Main Street, received approximately $1.3 million in reimbursement funds from Maine DOT, $400,000 from PACTS and $200,000 from a Community Development Block Grant (CDBG).
- Permitted, received competitive bids and began construction of a 1.7-acre expansion to the Smith Cemetery that will provide space for 298 new family
- plots and 800 single burials to this cemetery.
- Continued to provide support and review for the North Windham sewer project with a focus on connecting businesses to the sewer system.
- Provided the Planning Department with technical review and/or construction inspection for approximately 20 site plan and subdivision projects.
- Continued to work with the Town's team monitoring and reviewing the Maine DOT's North Windham Moves design effort
- Provided review and construction management for the East Windham Conservation Area universal access trail.
- The design and permitting for the Varney's Bridge replacement was completed and the project was put out to bid in N 2025. Six bids were received with Wyman Simpson having the lowest at $1.25 million, about $400,000 less than the estimated cost. The Town awarded them the contract, and their work started in early 2026 with planned installation of the new bridge summer of 2026.

# WINDHAM PUBLIC WORKS

**Permits Issued**

⇒ Driveway permits ~ 14 Issued

⇒ Street Opening permits ~ 42 Issued

**Town Wide Road Striping**

The Town of Windham contracts Fineline Pavement Striping for annual pavement and road striping. This includes all work done throughout 2025.

| Row Labels | Sum of Linear Feet | Sum of Each | Sum of Total |
|---|---|---|---|
| 24" stop bars | 2340 | | $9,360.00 |
| 4" parking lot lines | 8374 | | $5,024.40 |
| 4" single white edge lines/lane lines/skip lines | 438656 | | $43,865.60 |
| 4" single yellow/double yellow painted pavement marking line | 348534 | | $41,824.08 |
| ADA symbols | | 13 | $1,040.00 |
| Combination arrows | | 75 | $6,375.00 |
| Crosswalk blocks (2x6, 2x8) | | 703 | $24,605.00 |
| Merge arrows | | 2 | $200.00 |
| ONLY | | 68 | $4,080.00 |
| SCHOOL | | 7 | $700.00 |
| STOP AHD | | 3 | $180.00 |
| Straight arrows | | 109 | $3,024.00 |
| Turn arrows | | 274 | $12,330.00 |
| Yield triangles | | 7 | $175.00 |
| **Grand Total** | **797904** | **1261** | **$152,783.08** |

**Road Paving Program**

⇒ Shimmed part of Smith Rd

⇒ Shimmed and overlayed Swett Rd from Pope to 202

⇒ Paved dirt Swett Rd from Chute Rd to #16

⇒ Overlayed Anderson Rd

⇒ Shimmed and overlayed Nash Rd from 302 to Sawyer Hill

⇒ Shimmed and overlayed Falmouth Rd from Stevens Rd to Tandberg Tr

⇒ Shimmed Viola Ln

**Building & Grounds Maintenance**

The Buildings and Grounds Department maintains all town properties. This includes all grounds maintenance and lawn care, overseeing contracted services, tree work, brush and limb clean up, cleaning and custodial services, renovations, grave markers, burials, decorative flags, seasonal décor and special preparation for holidays, town signage, holiday décor storage etc. The Town of Windham currently oversees the following buildings and grounds:

# WINDHAM PUBLIC WORKS

⇒ 9 Municipal buildings & grounds

- All winter operations for all municipal buildings and grounds, snow removal, salt/sand, sidewalks and walkway clearing.
- Repairs and maintenance of all Building and Grounds equipment and tools.
- Oversee all outside contractors regarding grounds work, equipment maintenance, repairs and cleaning.
- Organization, maintenance, installation, storage and uninstallation of all holiday lights and décor throughout town and all municipal buildings.
    - 7 days to set up holiday décor
    - 5 days of testing lights and making repairs as needed
    - 4-5 days for removal and storage of all décor/lights
    - Purchased a new 16ft holiday tree
- Hang, removed and stored all Americal Flags
- Built a new calcium tank shed in cooperation with the Highway Department, relocated everything from the salt shed to the new location.




**Calcium tank relocation**

**Buildings & Grounds Maintenance Tickets by Location**

| Building/Location | Maintenance Tickets |
|---|---|
| Public Works/General Maintenance | 103 |
| Public Safety | 141 |
| South Windham Fire Station | 30 |
| North Windham Fire Station | 30 |
| East Windham Fire Station | 24 |
| Town Hall | 232 |
| Social Services | 48 |
| Dundee Park | 7 |
| TOTALS | 615 |

⇒ 26 Cemeteries

- All maintenance, stone and grave marking, record keeping and lot sales.

⇒ 4 road intersections

- Mowing

⇒ Skate Park/Community Garden

- Mowing

# WINDHAM PUBLIC WORKS

**Fleet Maintenance Division**

The Fleet Maintenance Division is responsible for the maintenance and upkeep of all town vehicles and equipment. In 2025 after some reorganization of the Fleet Maintenance Garage, Sam Pelletier was promoted into the supervisory role of Fleet Team Lead. She has been with the Town of Windham since 2016 and was previously in the role as the Fleet Services Coordinator.

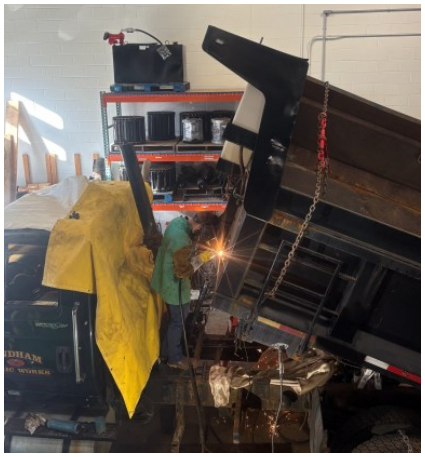


**Sam Pelletier—Fleet Lead**

| Fleet Maintenance Services By Department | Sum of Maine State Inspections | Sum of Routine Maintenance | Sum of Repairs and Diagnostics (includes oil changes,tune-ups,transmission and differential oil changes) | Sum of Tire Changes |
|---|---|---|---|---|
| Assessing Department | 2 | 0 | 4 | 3 |
| Buildings and Grounds | 3 | 24 | 16 | 1 |
| Code Enforcement | 2 | 1 | 10 | 2 |
| Fleet Maintenance Garage | 1 | 1 | 1 | 0 |
| Highway Department | 32 | 36 | 194 | 16 |
| Library | 0 | 0 | 3 | 0 |
| Parks and Recreation | 3 | 7 | 6 | 2 |
| Planning, IT, Food Pantry, Town Office | 3 | 0 | 3 | 0 |
| Police Department | 25 | 56 | 66 | 13 |
| Grand Total | 71 | 125 | 303 | 37 |

**FLEET MAINTENANCE SPECIALITY PROJECTS:**

⇒ Performed major fabrication repairs on Truck # 15's dump body to keep it road worthy. Both in-house and an outside vendor were involved in the extensive repairs.





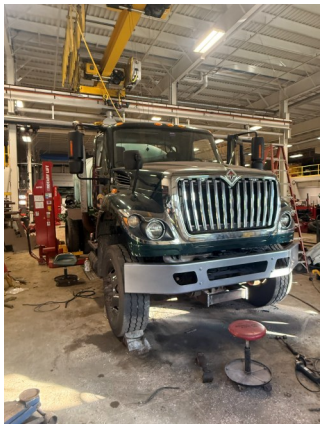
# WINDHAM PUBLIC WORKS

⇒ Researched and purchased new undercoating product called Waxoyl. Application of product to the fleet was performed by Highway Department employee Dave Rampino.





⇒ Began process off removing dump body from Truck # 16's chassis to convert it into a water tank truck for sweeping season.







⇒ Multiple snowplow parts were fabricated in-house this winter due to scarce availability and lengthy lead times from manufacturers.

⇒ Organize and clean office & parts stock room.

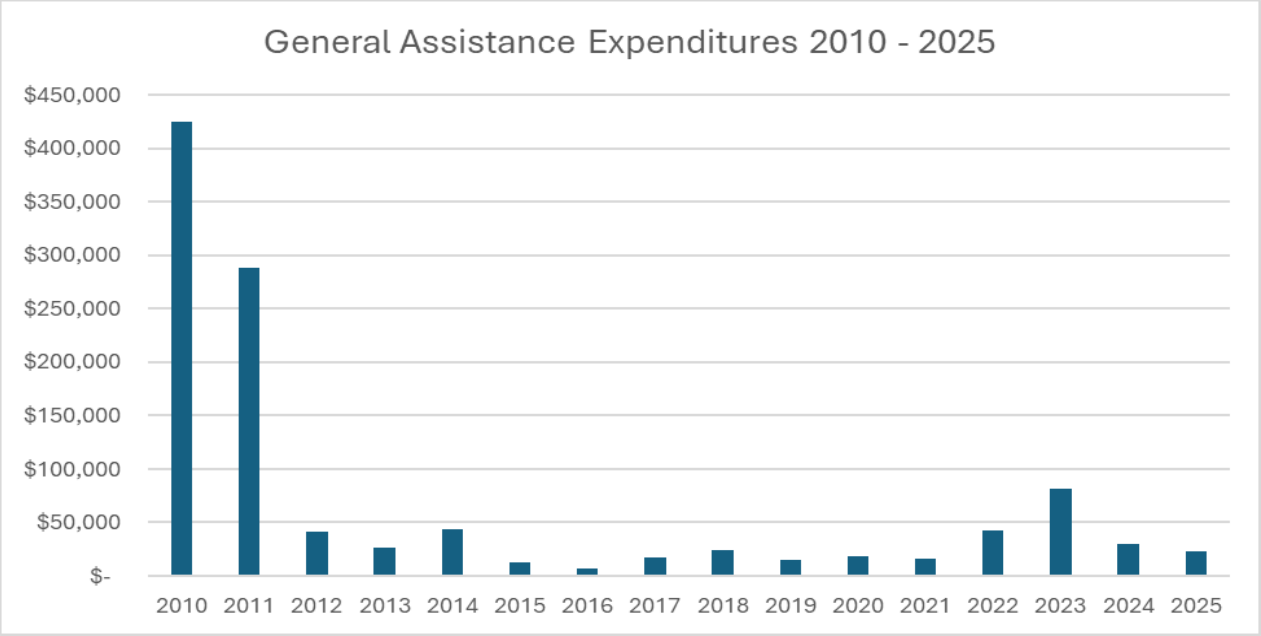
⇒ Provide storm reports for Public Works Director after each winter event; to include total mileage, fuel & materials used during storm events.

# SOCIAL SERVICES

**General Assistance**

The Town of Windham's General Assistance Program (G.A.) is a state mandated, municipally administered financial assistance program. It was designed to be a program of "last resort" for residents who are unable to provide for their basic needs. The G.A. office is located in The Family Resource Center at 377 Gray Road. It is overseen by the Director of Human Resources and is staffed by René Daniel, G.A. Administrator.

Assistance is available for basic necessities as defined by local ordinance and state statutes. Eligible applicants are assisted through payments made to specific vendors. Administrative costs of the program are paid for through tax dollars. The state reimbursed the Town 70% of the cost of general assistance benefits paid for residents. In 2025, $22,579.00 was issued to eligible recipients prior to reimbursement. This reflects a 24.5% decrease in overall general assistance costs from 2024. The decrease can primarily be attributed to the diligent oversight of the program by a certified General Assistance Administrator; strict adherence to the ordinance; referrals to other NGO's; and continued education regarding the program. The Windham Food Pantry continues to fill the gap for so many that would otherwise need food vouchers.




Under G.A., applicants must provide verification of their income and expenses, residence, and if unable to work, medical documentation substantiating their work limitations. Applicants are required to seek work if they are physically able and/or to apply for assistance through other state and federal programs that may be available to them. A determination of eligibility is made for a thirty-day period based on anticipated earnings. Individuals and families that do not qualify for financial assistance are referred to local resources appropriate to their need(s).

Please call 892-1906 to schedule an appointment. Office hours: Monday – Thursday 8am to 4pm.

# SOCIAL SERVICES

**2025 General Assistance Expenditures**

| Type | Interviews* | #Cases | #People | Benefit Provided |
|---|---|---|---|---|
| Housing | 111 | 28 | 46 | $28,410.00 |
| Emergency Housing | 0 | 0 | 0 | $0 |
| Heating | 0 | 0 | 0 | $0 |
| Electric (non-heating) | 0 | 0 | 0 | $0 |
| Propane (non-heating) | 0 | 0 | 0 | $0 |
| Food | 0 | 0 | 0 | $0 |
| Prescriptions | 0 | 0 | 0 | $0 |
| Medical Services | 0 | 0 | 0 | $0 |
| Dental Services | 0 | 0 | 0 | $0 |
| Burials/Cremations | 0 | 0 | 0 | $0 |
| Diapers/Baby Supplies | 0 | 0 | 0 | $0 |
| Household/Personal | 0 | 0 | 0 | $0 |
| All Other Needs | 0 | 0 | 0 | $0 |
| | 111 | 28 | 46 | $22,579.00 |

**Food Pantry/Clothes Closet**

The Food Pantry and its companion Clothes Closet were established in response to a growing need for assistance in the community. Food insecurity is a real and urgent issue, and it is being addressed at the Food Pantry with confidentiality and compassion through private appointments with the Social Services Assistant, Colette Gagnon.

Clients are served once a month and receive fresh milk, eggs, bread, and vegetables/ fruit (when available) in addition to meat and staple items. Families with children are provided with "extras" during school vacations and the summer break. In 2025, the Pantry served 5,822 families made up of 9,589 people.

In 2025 the Food Pantry received U.S.D.A. surplus and "rescued" food from Wayside Food Rescue and has maintained a relationship with The Good Shepherd Food Bank. The Food Pantry relies on, and is truly fortunate to have, generous individual and corporate donations (over 600) as well as community participation during food drives. In 2025, local businesses, churches, service groups, grocery stores, schools, and individuals have been very generous and provided the Food Pantry with $53,014.90 in cash donations. The Town would like to thank these businesses, organizations, churches, and volunteers that assist those in need throughout the year.

The Food Pantry is open Monday – Thursday 8am – 4pm. Food Pantry clients must provide proof of residency – i.e., utility bill or lease. The Clothes Closet is open by appointment. There is no residency requirement for items needed from the Clothes Closet. Call 892-1931 to schedule an appointment.

*This number does not include all interviews done for Neighbors Helping Neighbors and Parks and Recreation Scholarships.

# TOWN CLERK'S OFFICE

The Town Clerk's Office has a variety of responsibilities, and no day is like the one before. It is the responsibility of this office to supervise all elections, records, and issue vital records, i.e., births, marriages & deaths, burial permits, marriage licenses and perform weddings. All business licenses are managed in the Clerk's Office. We issue and keep track of the dog licensing program and issue hunting and fishing licenses to our residents. We are all Notary Publics, and we have one Dedimus Justice on staff. We also help the Auto Registration and Tax Collection Office daily, and particularly during peak collection times.

We held two elections in 2025. The first was the Regional School Unit 14 Budget Referendum on June 10. We had 14,011 registered voters and 1,338 participated, a 9.54% turnout. Our second election had both the State Referendum and Municipal elections. We had 14,127 registered voters and 6,923 participated, a 49% voter turnout. As always people were patient at the polls and the election workers excelled at their job. A recount for one of the local races was held on November 18, resulting in a difference of only 1 vote between the two candidates involved. A big thank you to our volunteer counters and election workers, you did wonderful! The Annual Town Meeting was held on June 14 as well.

Our Boston Post Cane holder Hazel Gilman passed away in October, 2024 at the age of 106, and the Town looked to find it next holder. Several residents were contacted but it was accepted by Pearl Grant, who turned 100 in June! The Boston Post Cane is traditionally awarded to the oldest resident (or runner-up who accepts it) of the town. The original cane is mounted in the town hall while a faithful replica is presented to the current holder.

| | Births | Marriages | Deaths | Hunting/Fishing | Dogs | Concealed Weapons |
|---|---|---|---|---|---|---|
| **2025** | 205 | 146 | 193 | 536 | 2433 | 121 |
| **2024** | 196 | 128 | 166 | 599 | 2433 | 116 |
| **2023** | 182 | 107 | 151 | 611 | 2709 | 100 |

We held our annual Rabies Clinic at Town Hall on Saturday, December 6th. Dr. Belliveau came with her assistant to give the shots, and the town Clerk's staff was there to license dogs for 2026. This clinic is for Windham residents and surrounding towns. We have been offering this since the mid-1990's.

We performed 27 weddings at Town Hall this year, up 3 from last year. Most couples are from Windham a few are from other towns and some from out of state. We do not charge for this service but do gladly accept donations that we use to buy Christmas presents for kids whose parents need a little help this time of year. We collected $1,400, and each child in our teenager's group received Walmart, Smitty's Cinema and Wendy's Restaurant gift cards. Outside of marriage ceremonies, people have continued to donate to the fund while at the counter while performing other business.

On November 25, Town Clerk Linda Morrell retired after over 30 years of service in the Town Clerk's office. She was a lifetime-Certified Clerk of Maine, recipient of the 2024 Clerk of the Year Award from the Maine Town and City Clerks Association, and the 2025 Lorraine Fleury Award from the Maine Secretary of State's Office. She will be dearly missed, and we are grateful for her years of service. Deputy Clerk Anthony Blasi became the first appointed

# TOWN CLERK'S OFFICE

Clerk in Windham's history when he was asked to take the Town Clerk's position upon her retirement.

It is a privilege to have Judy Vance as one of my deputies, and to welcome Heather Legere in the other deputy position. Both are directly responsible for the success of this office, and I could not ask for better staff. Also, a big thank you to all my election workers who work long hours to make our elections smooth and successful. I want to give special mention this year to Sandra Daigle who spends the month before an election working with us and helping in the office. All the Town's election workers are dedicated and come together to form a wonderful team.

The Clerk's Office mourns the passing of former Maine Secretary of State, Representative, and Senator G. William Diamond. In addition to his years in politics, Mr. Diamond had served as a moderator at several of Windham's annual town meetings; he was also a co-founder of Windham Neighbors Helping Neighbors, which several members of the Clerk's Office assist with. His years of service and dedication to the Town of Windham are greatly appreciated, and he will be missed.

Respectfully submitted,
Anthony P. Blasi
Town Clerk, BA, CCM.




Pictured from left to right: Anthony Blasi, Town Clerk and Deputy Clerks Heather Legere and Judy Vance

We wish a Happy Retirement to Linda Morrell!



# TOWN CLERK—Historical Election Results

| Election Year | Registered Voters | # Voters at Polls | Percentage |
|---|---|---|---|
| November 1994 (Gov) | 9,301 | 5,543 | 60% |
| November 1995 | 9,797 | 4,141 | 43% |
| November 1996 (Pres) | 10,056 | 6,824 | 68% |
| November 1997 | 9,938 | 3,652 | 37% |
| November 1998 (Gov) | 10,273 | 4,716 | 46% |
| November 1999 | 10,232 | 4,807 | 47% |
| November 2000 (Pres) | 10,575 | 7,832 | 74% |
| November 2001 | 10,595 | 1,934 | 19% |
| November 2002 (Gov) | 10,702 | 5,910 | 56% |
| November 2003 | 11,185 | 6,142 | 56% |
| November 2004 (Pres) | 11,739 | 9,156 | 78% |
| November 2005 | 11,355 | 4,341 | 38% |
| November 2006 (Gov) | 11,320 | 6,672 | 59% |
| November 2007 | 11,048 | 2,552 | 23% |
| November 2008 (Pres) | 11,724 | 9,358 | 80% |
| November 2009 | 12,081 | 7,268 | 60% |
| November 2010 (Gov) | 12,074 | 7,170 | 59% |
| November 2011 | 11,406 | 4,574 | 40% |
| November 2012 (Pres) | 11,747 | 9,124 | 78% |
| November 2013 | 12,043 | 2,056 | 17% |
| November 2014 (Gov) | 12,061 | 7,782 | 65% |
| November 2015 | 11,895 | 2,148 | 18% |
| November 2016 (Pres) | 12,576 | 10,140 | 81% |
| November 2017 | 12,906 | 3,874 | 30% |
| November 2018 (Gov) | 13,015 | 8,494 | 66% |
| November 2019 | 13,191 | 2,051 | 16% |
| November 2020 (Pres) | 14,333 | 11,600 | 81% |
| November 2021 | 14,398 | 5,184 | 36% |
| November 2022 (Gov) | 14,371 | 9,470 | 65% |
| June 2023 (RSU Referendum) | 14,726 | 898 | 6% |
| November 2023 (State Referendum/Town) | 14,800 | 6,124 | 41% |
| March 2024 (Presidential Primary) | 14,806 | 2,133 | 14% |
| June 2024 (State Primary & RSU Budget) | 14,850 | 1,155 | 8% |
| November 2024 (Pres) | 15,477 | 11,639 | 75% |
| June 2025 (RSU Budget) | 14,011 | 1,338 | 9.5% |
| November 2025 (State Referendum/Town) | 14,127 | 6,923 | 49% |

# TOWN CLERK— Record of Deaths

| Decedent Name | Age | Date of Death | Decedent Name | Age | Date of Death |
|---|---|---|---|---|---|
| Allen,Samuel J Jr | 60 | 12/04/2025 | Eskilson,Peter Francis | 86 | 10/16/2025 |
| Atherton,Dorothy Eleanor | 86 | 03/09/2025 | Faulkner,Sally Jean | 76 | 09/12/2025 |
| Bangs,George Phillip Sr. | 87 | 04/08/2025 | Ferris,Dean William | 59 | 06/13/2025 |
| Beaumont,Claudette Gertrude | 84 | 08/24/2025 | Ford,James One | 48 | 08/15/2025 |
| Beilman,Helen | 95 | 04/26/2025 | Frederick,Alice Hazel | 89 | 09/28/2025 |
| Bennett,Joseph Anthony | 92 | 09/23/2025 | Fryer,James Atwell | 82 | 03/25/2025 |
| Berry,Barbara Jean | 83 | 12/25/2025 | Galipeau,Donald David | 83 | 12/04/2025 |
| Berry,Larry Jordan | 90 | 06/09/2025 | Gamache,David Paul | 67 | 02/05/2025 |
| Billings,Elliott Richard | 87 | 12/28/2025 | Gerrior,David | 80 | 03/08/2025 |
| Billings,Virginia Adele | 86 | 11/26/2025 | Gerst,Rosalind | 94 | 09/16/2025 |
| Blake,Carie Ann | 49 | 04/13/2025 | Glantz,James Alfred | 82 | 07/22/2025 |
| Booth,Isabell Sharon | 75 | 03/03/2025 | Googins,Cindy Lynn | 61 | 06/08/2025 |
| Boulanger,Roger Oneil | 93 | 05/13/2025 | Googins,Eugene Wayne | 69 | 02/13/2025 |
| Brann,Kenneth Earl | 90 | 01/02/2025 | Gordius,Lawrence F. | 86 | 09/14/2025 |
| Brideau,Joseph Maurice | 75 | 06/22/2025 | Grant,Pamela W. | 72 | 01/27/2025 |
| Britton,Beverly Ann | 93 | 07/28/2025 | Graves,Frederick Payne | 85 | 02/24/2025 |
| Brown,Jeffrey Allen | 64 | 01/23/2025 | Gray,Christopher Mason | 53 | 07/26/2025 |
| Buck,Gary Francis | 75 | 09/17/2025 | Grovo,Stephen Robert | 76 | 12/09/2025 |
| Burke,Rose Mary | 83 | 10/12/2025 | Grzyb,Monica Alexis | 65 | 11/23/2025 |
| Butler,Francis Xavier | 68 | 08/08/2025 | Guevin,Maurice Philip | 79 | 07/13/2025 |
| Cabana,Robert H. | 80 | 04/08/2025 | Hardy,Gloria I. | 95 | 11/20/2025 |
| Carlberg,John Allen Jr | 60 | 12/26/2025 | Hartsell,Gloria J | 84 | 08/18/2025 |
| Caron,Paul E. | 87 | 11/15/2025 | Haversat,Lillian Kerr | 87 | 10/05/2025 |
| Carswell,Diana Helen | 82 | 10/17/2025 | Hayne,Erin Blaine Jr. | 33 | 08/15/2025 |
| Casale,Gladys A. | 89 | 12/14/2025 | Hebert,Helen Clarabel | 96 | 10/14/2025 |
| Casey,Wayne Dana | 80 | 10/11/2025 | Hurd,Richard Carlton | 79 | 08/11/2025 |
| Chandler,Lloyd E. Jr. | 66 | 05/18/2025 | Irwin,Donald Allen | 77 | 01/31/2025 |
| Charest,Patricia Ellen | 81 | 02/01/2025 | James,Donald Robert | 62 | 10/15/2025 |
| Choate,David Stephen | 76 | 11/14/2025 | Johnson,Sylvia M. | 86 | 09/05/2025 |
| Clark,James Lee | 82 | 05/05/2025 | Karatsanos,Donn Hugh Sr. | 80 | 04/03/2025 |
| Cole,Donald A. | 76 | 07/19/2025 | Keefe,John Ross | 58 | 02/26/2025 |
| Corbin,John D. | 80 | 11/27/2025 | Kinney,Dana Alfred | 71 | 11/07/2025 |
| Cormier,Thomas Anthony | 68 | 08/19/2025 | Knights,Melissa Lee | 59 | 08/12/2025 |
| Cox,Larry Richard | 63 | 02/27/2025 | Kryvosheina,Lidiya | 81 | 04/23/2025 |
| Crean,Carla Janice | 71 | 11/07/2025 | Larrivee,Onile Rene | 81 | 09/02/2025 |
| Davis,Susan M. | 86 | 04/12/2025 | Lavoie,Hermel R | 85 | 09/16/2025 |
| DeCesaro,Toni Lynn | 40 | 01/01/2025 | LeBlanc,Roger Joseph III | 50 | 12/11/2025 |
| Delcourt,John Christopher | 66 | 01/22/2025 | Legere,John Louis | 83 | 10/30/2025 |
| Diamond,George William | 80 | 08/31/2025 | Libby,Colleen Marie | 76 | 10/13/2025 |
| Dobbins,Herbert W. | 83 | 12/08/2025 | Libby,Sharon Ann | 77 | 10/26/2025 |
| Dodge,James Clifton | 65 | 06/26/2025 | Lombardi,Scott | 69 | 04/13/2025 |
| Doughty,Martha C. | 93 | 06/12/2025 | Loring,Linda Marie | 78 | 06/28/2025 |
| Dube,Elizabeth Wheeler | 87 | 02/23/2025 | Lougee,George Ellsworth Jr. | 75 | 04/17/2025 |
| Dumas,Linda Jean | 73 | 12/09/2025 | Lougee,Karen Irene | 70 | 01/08/2025 |
| Dyer,Pauline Mae | 87 | 01/08/2025 | Love,Evelyn May | 100 | 06/28/2025 |
| Eaton,Marvin Michael | 75 | 07/15/2025 | Lowell,Joan Elizabeth | 70 | 01/23/2025 |
| Eggers,Jennifer Theresa | 77 | 05/27/2025 | Lowell,Penny Jerry | 81 | 03/09/2025 |

| Decedent Name | Age | Date of Death | Decedent Name | Age | Date of Death |
|---|---|---|---|---|---|
| Lowell,Russell Gibson Jr. | 75 | 08/30/2025 | Sardinha,Ingrid June | 83 | 04/14/2025 |
| Lyon,Henry Russell Jr. | 69 | 11/11/2025 | Savage,Thomas Glenn | 42 | 12/31/2025 |
| MacFarland,Catherine Ann | 80 | 05/03/2025 | Schmidt,Teresa Lynn | 59 | 02/23/2025 |
| Mandarelli,Samuel J. Jr. | 90 | 05/10/2025 | Scott,Lois Helen | 86 | 07/19/2025 |
| Martin,Joseph Andrew | 61 | 04/02/2025 | Seilonen,John Eino | 92 | 04/07/2025 |
| Masters,Benny Harold | 84 | 04/28/2025 | Shea,Michael Francis | 64 | 01/21/2025 |
| Matheson,Frederic N. | 88 | 11/21/2025 | Siegfried,Nell Rose | 96 | 01/12/2025 |
| McClement,Kathleen Ann | 71 | 05/27/2025 | Skillin,Cheryl Anne | 69 | 05/30/2025 |
| McDonald,Doris Geneva | 95 | 03/25/2025 | Smart,Robert Patrick | 46 | 12/31/2025 |
| McGinnis,John J | 80 | 09/08/2025 | Smith,Jeannie | 82 | 06/30/2025 |
| McInnes,Lois May | 94 | 12/16/2025 | Spurling,Emerson Fobes Jr. | 89 | 01/20/2025 |
| Merrill,Patricia Somers | 84 | 03/11/2025 | Steele,Florence P. | 97 | 10/07/2025 |
| Meserve,Howard Alden Jr. | 74 | 05/22/2025 | Steichen,Phyllis Judith | 84 | 09/02/2025 |
| Millett,Lucy Mae | 80 | 11/06/2025 | Stevens,Ronald Michael | 59 | 01/15/2025 |
| Milsop,Marie Ethel | 82 | 01/21/2025 | Stokes,Mark W. | 77 | 09/25/2025 |
| Mizerak,Vladimir Steve | 78 | 03/14/2025 | Streeter,Claire H. | 86 | 09/09/2025 |
| Moreau,Ronald Victor | 75 | 09/30/2025 | Swanson,Frank H. | 68 | 06/26/2025 |
| Mountain,John Joseph | 79 | 12/10/2025 | Sweeney,Warren F. | 90 | 04/28/2025 |
| Munroe,Joan B | 91 | 09/22/2025 | Sweetsir,Philip A. | 84 | 08/19/2025 |
| Murphy,Janice Marie | 78 | 03/15/2025 | Tarsetti,Debora | 70 | 10/22/2025 |
| Muzzy,Alison Kirschner | 37 | 11/01/2025 | Taylor,Anita Theresa | 78 | 12/14/2025 |
| Nadeau,George William | 90 | 03/25/2025 | Taylor,David Allen | 67 | 12/13/2025 |
| Newcomb,Edith M. | 77 | 09/20/2025 | Tetreault,Joan Alice | 88 | 07/27/2025 |
| O'Brien,Kathleen Anne | 68 | 08/20/2025 | Thornton,John William Jr | 80 | 02/16/2025 |
| Ochoa,Mike Jon | 79 | 10/15/2025 | Tibbetts,Gloria Jean | 90 | 11/29/2025 |
| Odlin,Cynthia P. | 75 | 05/21/2025 | Tobin,David L. | 93 | 05/22/2025 |
| Paolino,Joseph Jr. | 76 | 03/05/2025 | Tolman,Barbara Clarke | 100 | 04/02/2025 |
| Parker,Sharon Dawn | 85 | 08/09/2025 | Trumble,Lee | 93 | 12/07/2025 |
| Paulin,Louise Marie | 73 | 02/06/2025 | Vance,David A | 63 | 01/21/2025 |
| Peiffer,Lucinda | 100 | 02/04/2025 | Vetterline,Mary A. | 76 | 01/15/2025 |
| Penney,Alyssa Danielle | 29 | 12/05/2025 | Walker,Ronald Clyde | 87 | 01/24/2025 |
| Petersen,Brian Richard | 49 | 09/04/2025 | Ward,Willard M | 78 | 10/15/2025 |
| Pfeiffer,Paul R. Jr. | 61 | 10/06/2025 | Warner,Barbara | 72 | 04/05/2025 |
| Pierce,Antoinette Marie | 74 | 01/25/2025 | Waterhouse,Peter Rodney | 61 | 04/22/2025 |
| Polito,Armand Arnold III | 44 | 11/23/2025 | Wentworth,Rosalind | 89 | 04/04/2025 |
| Quimby,James Bryant | 78 | 06/27/2025 | West,Harold T III | 48 | 09/28/2025 |
| Quinn,Patricia Lorene | 91 | 09/21/2025 | White,Linda A. | 80 | 01/21/2025 |
| Rainey,Patricia Ann | 75 | 10/29/2025 | White,Lucile | 83 | 06/20/2025 |
| Rand,Ora Hannah | 92 | 09/20/2025 | Whynot,Henry Arthur Jr. | 73 | 07/31/2025 |
| Randall,Johanne Georgia | 79 | 12/05/2025 | Williams,Jean Margaret | 73 | 02/07/2025 |
| Reid,Alan Michael | 64 | 11/25/2025 | Wilson,Lynda M. | 76 | 04/24/2025 |
| Reutlinger,Jon Jeffrey | 78 | 11/17/2025 | Wing,Nancy Elaine | 88 | 12/08/2025 |
| Rich,Donald Lee | 90 | 08/17/2025 | Winship,Linda Gail | 74 | 06/13/2025 |
| Riggillo,John Robert | 85 | 01/11/2025 | Wright,Theodore Thompson | 62 | 03/21/2025 |
| Rogers,David Arthur | 72 | 04/27/2025 | Yasui,Yuji | 75 | 10/18/2025 |
| Roy,Paul Rene | 78 | 11/12/2025 | York,Brian Lee | 69 | 12/11/2025 |
| Russell,Martha Ann | 84 | 01/17/2025 | York,Henry Walter | 92 | 06/20/2025 |
| Ryan,Brent Paul | 63 | 03/29/2025 | Zack,Thomas Albert | 44 | 02/25/2025 |
| Ryder,Allan Floyd | 78 | 09/09/2025 | | | |

# Town Council-Appointed Committee List

as of December 31, 2025

**Assessment Review Board**
Gary Lytle
Peter Forbes
Shonn Moulton
David Foster
Magnus Dunning

**Branding & Wayfinding Sign-age Committee**
Mark Morrison (Council)
David Nadeau (Council)
Linda Brooks (Staff)
Jen Alvino (Staff)
Tom Bartell (W.E.D.C.)
Robin Mullins
Erica Bell-Watkins
Alex Fram
[decommissioned 1/13/2026]

**Energy Advisory Committee**
Bill Reiner (Council)
David Foster
Nathaniel Glaude
Nikki Becker
Mark Kinner
[decommissioned 1/13/2026]

**Forbes Lane Neighborhood Park ad hoc Committee**
Mark Morrison (Council)
Amie Earley
David Joy
Lindsay Conrad
Megan Potter
Steve Clauson
Tena Linsbeck-Perron
Linda Brooks (Staff)
Jason Hanken (Staff)
[sunset upon presentation to Council 5/12/2026]

**Human Services Advisory Committee**
Marge Govoni
Elizabeth Campbell
Jean Grant
Katherine Turpen
Raeann Haggard
Joyce Onafowokan
Christina Fay
[decommissioned 5/27/2025]

**Library Board of Trustees**
Hal Inman
Elizabeth McDougall
Catherine Miller
Claire Mullaney
Bob Rosborough, Chair

**Natural Resources Advisory Committee**
Katie Cook (Council)
Dennis Brown
Austin Coco
Mark Kinner
Susan Marean
Phil Spiller

**North Windham Fire Station Repurpose Advisory Committee**
Margaret Terry (Council)
David Nadeau (Council)
Tom Bartell, Economic Dev. Dir.
Brian Morin, Public Works Dir.
Steve Puleo, Planning Director
Gerald Beaulieu
Jason Allen

**Parks & Recreation Advisory Committee**
Brett Jones (Council)
Jennie Butler
Kayla Desmond
Francesco Farinella
Debra Matthews
Matthew Irving
Megan Potter

**Planning Board**
Kathleen Brown
Anne Daigle
Marge Govoni
Evert Krikken
Shonn Moulton
Patrick Roberts
Richard Yost
Melissa Young, alternate

**Smith Cemetery Committee**
David Nadeau (Council)
Brian Morin (Staff)
James Ross (Smith Cem. Assoc.)
Elizabeth Hall
Tim Dolby
[decommissioned 1/13/2026]

**Substance Prevention Grant Committee**
Mark Morrison (Council)
Katie Cook (Council)
Justin Hudnor, CSO (Windham PD)
Lee Maher, SRO (Windham PD)
Robert Hamilton (Windham PD)
Phil Rossetti, RSU #14
Mike Duffy
Marge Govoni

**Voter Registration Board**
Yvonne Meyer, Chair
Kristal Ash-Cuthbert (D)
Phyllis Koenig Hall (R)
Pat McKeen (D) – Alternate
Sandy Tyler (R) – Alternate

**Windham Economic Development Corporation**
Tom Bartell, Executive Director
Margaret Terry (Council)
Doug Fortier (Council)
Bob Burns, Town Manager
Steve Puleo, Mgr.'s Appointee
Larry Eliason, Pres.
Elizabeth Schidzig
Charlotte Mace
Alexe Lopes

**Windham Middle School Repurpose Advisory Committee**
Nicholas Kalogerakis (Council)
William Reiner (Council)
Jarrod Maxfield (Council)
Barry Tibbetts, Town Manager
Bob Burns, Asst. Town Manager
Linda Brooks, P&R Director
Deb Matthews, P&R Advisory
Jennifer Wood, Library Director
Catherine Miller, Lib. Board
Brian Morin, Public Works Dir.
Rene Daniel, G.A. Administrator
Erica Bell-Watkins, Age-Friendly
Cathy Streifel, prior ad hoc Community Ctr. Committee
Stan Rintz, prior ad hoc Community Ctr. Committee
[sunset upon presentation to Council 5/12/2026]

**Zoning Board of Appeals**
James Cobb, Vice Chair
Raymond Batchelder, Jr
Christopher McDonald
Francesco Farinella
Mike McGuigan

# *NEW* COMPREHENSIVE PLAN STEERING COMMITTEE VOLUNTEERS NEEDED!

The purpose of the Comprehensive Plan Steering Committee ("Committee") is to guide the development of an update to the Town's 2016 Comprehensive Plan ("Plan"). The Plan will articulate a community vision and set forth goals, policies, and implementation strategies for the next ten (10) years. The Plan shall be prepared consistent with the State of Maine Growth Management Act. 30-A M.R.S.A.§§ 4312-4347-A. The Committee shall conclude its work by submitting a recommended Plan to the Town Council for acceptance and adoption.

A total of five (5) to ten (10) members selected from the following community stakeholders:




- 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 Pre-sumpscot)
- Historical Society
- Arts Community

**Charge:**

It shall be the responsibility of the Committee to:

1. Assist in drafting an update to the Town of Windham's 2016 Comprehensive Master Plan, consistent with the State of Maine Growth Management Act (30-A M.R.S.A.§§ 4312-4347-A), and the direction of the Town Council;
2. Report periodically to the Town Council on progress, issues, and schedule; and
3. Submit a recommended draft Plan to the Town Council for its acceptance and adoption.

**Term:**

The Committee shall serve for an eighteen (18)-month term at the pleasure of the Town Council and shall dissolve upon acceptance and adoption of the Plan, unless extended by the Council.

# AGE FRIENDLY WINDHAM

Age Friendly Windham is dedicated to maintaining the independence of our town's older residents and helping them thrive while aging at home.

**Progress on Age Friendly Windham Action Plan**
**Adopted by Town Council in August, 2023**

## DOMAIN: OUTDOOR SPACES & BUILDINGS

**Goal: INCREASE ACCESS TO PUBLIC SPACES**

**Success:** Year #2 Community Garden/United Way Day of Caring Collaboration

**What's Next:** Additional sidewalk, walk & bike-ability survey

**Potential:** Grant Application for public benches and additional accessibility for trail at Dundee Park.




## DOMAIN: TRANSPORTATION

**Goal: INCREASE ACCESS AND AVAILABILTY OF LOCAL TRANSPORTATION SERVICES**

**Success:** Expansion of Volunteer Transportation Program: Provided 197 people with transportation to 1,696 rides plus 359 for North Windham Shopping bus, Donations providing sustainability.

**What's Next:** Local route connecting community members to municipal services, SMAA Adult Day Center in Portland, rides to the food pantry

**Potential:** Acquire dedicated vehicle(s) including book and fresh food mobile delivery - grant dependent.

# AGE FRIENDLY WINDHAM

## DOMAIN: HOUSING

**Goal: HELP CITIZENS REMAIN SAFELY IN THEIR HOME AND/OR ESTABLISH SENIOR HOUSING**

**Success:** Continue Coordination with the Police & Fire Department on safety initiatives like sand buckets and disaster preparedness. Establish Annual home fairs in the Fall with services and vendors.

**What's Next:** Annual Window Dressers Community Build (3-year plan), AARP Home Fit Program to provide home safety evaluations, small grant awarded to buy easy-to-install safety and energy efficiency items.

**Potential:** Energy Audit program to help residents save on energy cost and reduce green-house emissions.

## DOMAIN: SOCIAL PARTICIPATION

**Goal: TO INCREASE OPPORTUNITIES FOR INTERGENERATIONAL SOCIAL INTERACTION**

**Success:** 5 free Luncheons for community members (Parks & Recreation Partnership), Digital Equity Classes and free devices (Library Partnership), and Life's Last Journey Series.

**What's Next:** Establishment of 6 annual events that bring the community together for opportunities and social interactions with local sponsorship. Grow participation with RSU students.

**Potential:** Continue programming with transportation to events, activities and education.




*Age Friendly Windham Book Display at Windham Public Library*

## DOMAIN: RESPECT & SOCIAL INCLUSION

**Goal: LAUNCH INTERGENERATIONAL PROJECTS**

**Success:** Had several intergenerational events including a Blanket Making Party and a Pack the Packs event. Library, Parks & Recreation continues diverse and vibrant offerings. Parks & Recreation coordination on community meals.

**What's Next:** Continue digital equity classes and echo dot distribution.

**Potential:** Capstone or other high school volunteers, internships and ELO credit and St. Joseph's College volunteers.

## DOMAIN: CIVIC PARTICIPATION AND EMPLOYMENT

**Goal: INSURE THAT PEOPLE OF ALL AGES PARTICIPATE IN VOTING, PUBLIC MEETINGS AND OPPORTUNITIES FOR WORK.**

# AGE FRIENDLY WINDHAM

**Success:** Library services delivery, rides to vote and town hall.

**What's Next:** Add a South Windham Loop to mirror the North Windham Shopping trip.

**Potential:** Continue to increase availability of transportation (AFW Rides, RTP Quick Rides, town hub loop) to events, volunteering, employment.

## DOMAIN: COMMUNICATION & INFORMATION

**Goal: INCREASE PUBLIC AWARENESS OF AGE FRIENDLY ACTIVITIES AND RESOURCES**

**Success:** High-profile, advertised events to facilitate access to resources and information with Article spotlights in the Windham Eagle newspaper and Windham Newsletter.

**What's Next:** Continue to recruit volunteers for specific initiatives including Window Dressers, HomeFit & Technology Installation.

**Potential:** Integrated Town calendar

## DOMAIN: COMMUNITY & HEALTH SERVICES

**Goal: INCREASE COMMUNITY SERVICES AND SUPPORTS THAT PROMOTE AGING IN PLACE**

**Success:** Disaster Preparedness Initiative for communication and access (120 bags distributed) & Community Connect Program. Initiated Vaccine & foot care clinic.

**What's Next:** Wellness/Aging Community Resource Fair. Build sustainability into Disaster Preparedness Program, distribute Disaster Preparedness documents in multiple languages.

**Potential:** Home Safety Audits



*Disaster Preparedness Backpacks funded by Community Connector Grant*

Respectfully submitted,

Erica Bell-Watkins
Age Friendly Community Coordinator

**Would you like to learn more or volunteer?**

Apply at **https://agefriendlywindham.org**

You may also email **contact@agefriendlywindham.org**

or call 207.892.4649.

# FRIENDS OF THE WINDHAM PUBLIC LIBRARY

The Friends of the Windham Public Library organized in 1972 as a volunteer organization. The purpose of the Friends is "to promote interest in and welfare of the Windham Public Library as a cultural and educational study/research center." The financial support of the Friends funds some special projects like speaker fees, special events and programs, and the passes to the Maine State Park, Children's Museum, Southworth Planetarium, and Maine Wildlife Park.

In 2025, in addition to their yearly donations of the passes listed and support for large print collection purchases, the Friends donated $750 to develop a collection for underserved populations and added two new adventure passes, the Seashore Trolley Museum and the Maine Maritime Museum. The library staff appreciates the support of the Friends and thanks them for their continued fundraising and efforts.

**Current Friends**

Sherry Andre
Sally Colegrove
Susan Dries
Cindy Lund
Eric Lund
Laurel T. Parker

# WINDHAM MEDICAL LOAN CLOSET

**History**

Founded in the 1940's, the Health Council, was created by School Superintendent Frederick Aikins and School Nurse Beverly Allen to help administer student physicals and vaccinations. Soon after the Council assisted Dr. Sidney Branson and Dr. Robert Burns who each served Windham for six months of the year with well baby clinics.

Another concern was dental care and fluoride administration for children. Windham did not have a dentist until 1965, so the town purchased dental equipment and hired dental hygienist, Earlene Whitehouse, at $10 per day, to provide fluoride treatments. Each child was given a tooth brush, purchased at $.10 a piece by the Health Council, and provided with instruction on how to brush their teeth properly.

Helen Aikins, the original caretaker of the 'Closet' from 1945 to 1956, began asking for children's books, a hospital bed, or any other items that could help those needing medical or health care. The closet was moved from volunteers' private homes, library basements, or other community buildings over time.

**Today**

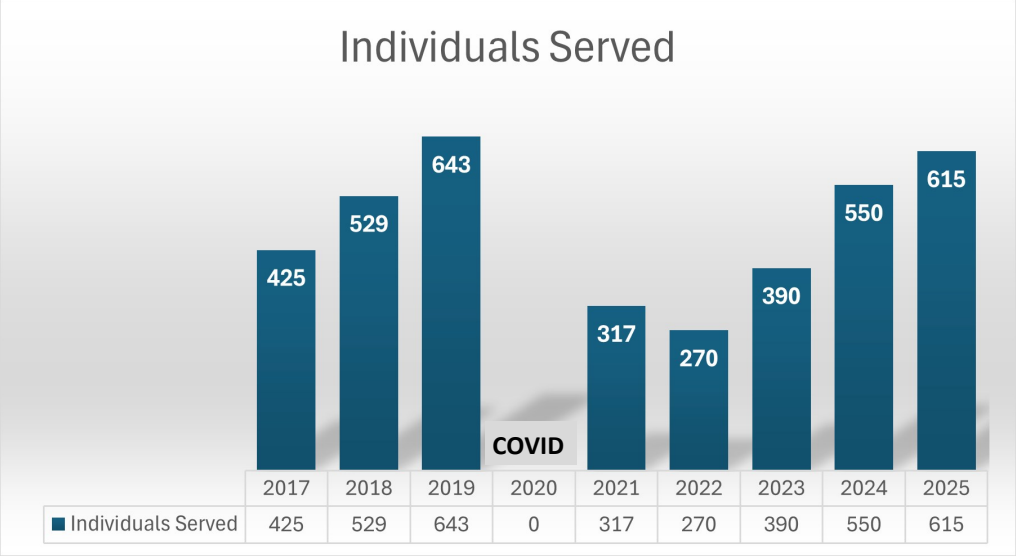
Volunteers make appointments with residents to provide them with equipment or accept donations or returned medical equipment. Volunteers also assess needs and recommend purchases to supplement and replace heavily used or requested equipment. The medical loan closet receives some town funding, but is predominately funded by donations. Volunteers are supported by staff in the Town Manager's Office.

# WINDHAM MEDICAL LOAN CLOSET

**New Location**

After housing the Medical Loan Closet equipment in a repurposed modular temporary classroom building near the Windham Public Library for many years, in November we moved the location to the **East Windham Fire Station at 47 Falmouth Road.**

If you need to borrow or want to donate equipment please call **207-894-5999** and leave a message. A volunteer will return your call. *Note volunteers will call back from their personal number.




**Thank you to our wonderful volunteers!**

Jane Bartlett
Chris Brigham
Terry Brinkman
Kate Brix
Jeanne Fiske
Kate Green
Judith Hebert
Marie Jacobs
Dianne Loring
Ruthie Jackson
Lynda Murphy
Christine Vozella
Rick Yost
David Brinkman

# SUMMERFEST COMMITTEE

The Summerfest Committee pulled off another wonderful Summerfest community event. They chose the theme "Summerfest Live in 2025".

The Committee selected Charlie Hammond as the 2025 Grand Marshal and Bill Diamond and his non-profit organization "Walk A Mile in Their Shoes" as Modern Woodman's Hometown Hero.

Just when one event ends the Committee's work begins on making the next year's event even better!



**Thank you** to our dedicated volunteers!

Deb Matthews, Chair
Tommy Matthews
Barb Maurais
Bob Maurais
Karen Rumo
Camille Swander
Jacob Chouinard
Tiffany Sinclair

Windham SUMMERFEST

# COMMITTEE REPORTS

## ASSESSMENT REVIEW BOARD

The Board is responsible to review and revise property assessments for the purpose of taxation, upon appeal from a property owner, the assessment appeal denied by the Town Assessor. They are tasked to take testimony, hold hearings and determine whether the property assessment is just.

**Current Volunteer Members:**
Peter Forbes
David Foster
Gary Lytle
Shonn Moulton
Magnus Dunning

**Staff Support:**
The Assessor is a defendant in Appeal proceedings and does not serve as staff to the Board. Generally, separate legal counsel is hired for the Assessor and the Board when deliberating on an appeal hearing.

**2025 Accomplishments:**

None. The Assessment Review Board has not convened for several years, but must be staffed in the event of a property assessment appeal.

## FORBES LANE NEIGHBORHOOD PARK AD HOC COMMITTEE

The purpose of the Committee was to research and explore the development of a pocket park in the Forbes Lane and Mistry Drive community area. The Town was awarded a $40,000 Community Development Block Grant (CDBG) to supplement $10,000 in budgeted funds for this project, which required the funds be utilized by the end of the 2026 calendar year. The intent is to have the park installation complete by the fall of 2026.

The Committee was asked to research and recommended a concept plan establishing connectivity with trails suitable for walking and biking to serve area residents and the public as well as an optional picnic pavilion, benches and recreational amenities suitably sized for this 1.33-acre parcel.

**Volunteer Members:**
Mark Morrison (Council)
Amie Earley
David Joy
Lindsay Conrad
Megan Potter
Steve Clauson
Tena Linsbeck-Perron

**Staff Support:**
Linda Brooks, Parks & Recreation Director
Jason Hanken, Parks & Recreation Operations Manager

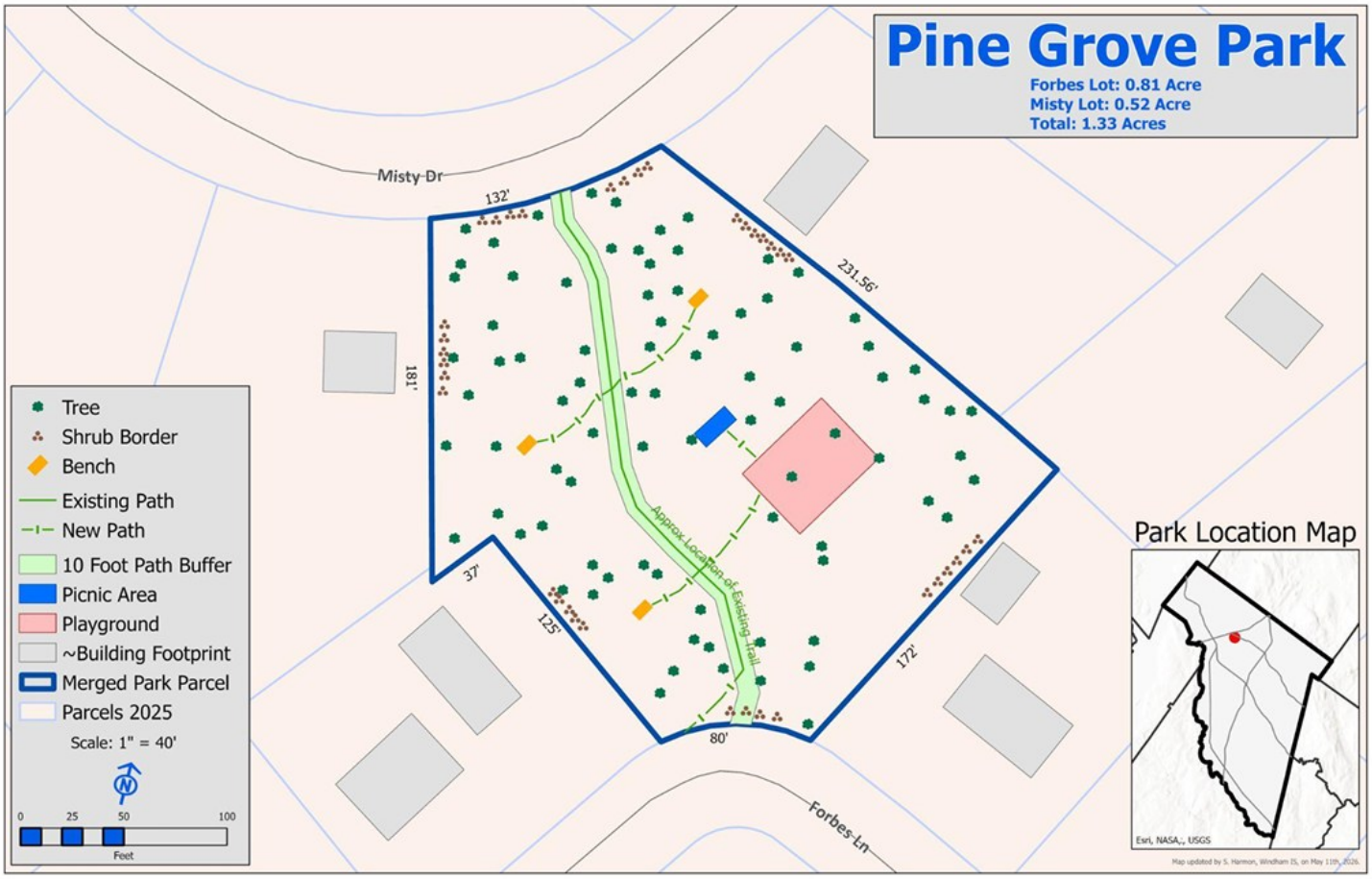
Amanda Lessard, Assistant Town Manager

**2025 Accomplishments:**

Committee appointments occurred in November of 2025. Members had their first meeting in January 2026. A community forum was held February 9, 2026 and an online survey was facilitated. The committee met frequently and provided a recommendation to Council on May 12, 2026. To see their recommendations as presented visit:

https://www.windhammaine.us/Document Center/View/12524/Forbes_Park_Final_Presentationpptx

**RECOMMENDED CONCEPT PLAN**




## LIBRARY BOARD OF TRUSTEES

The Library Trustees support the library by acting as an advisory board and helping to set library policy with the Library Director. They serve as a voice of the community regarding the desired direction and needs of the library. Trustees are appointed by the Town Council for three-year terms and serve until they step down.

**Current Trustees:**

Robert Rosborough, Chairperson
Elizabeth McDougall
Catherine Miller
Claire Mullaney
Hal Inman

**Staff Support:**

Library Director Jennifer Alvino Wood

**2025 Accomplishments:**

Trustees meet with the library director monthly and offer advise and support throughout the year. In 2025, Trustee Catherine Miller was appointed to the Middle School Repurpose Committee. Catherine's passion and outspoken support for the library were appreciated throughout the process. The library staff is grateful for the steadfast support and commitment of time all the trustees dedicate to the library.

# COMMITTEE REPORTS

## NATURAL RESOURCES ADVISORY COMMITTEE

The purpose of the committee is to serve as an advisory body to the Town Council on issues related to the protection and enhancement of the community's natural resource base.

**Current Volunteer Members:**

Katie Cook (Council)
Dennis Brown
Phil Spiller
Austin Coco
Mark Kinner
Susan Marean

***There are currently two vacancies on this committee.***
*If you are interested in serving please visit the Town's website or call the Town Manager's Office at 207-892-1907.*

**Staff Support:**

Mary Wicklund, Environmental & Sustainability Coordinator

Amanda Lessard, Assistant Town Manager

**2025 Accomplishments:**

The Committee reviewed, evaluated and recommended to Town Council the funding of 5 Watershed Protection Grants to a total of approximately $33,573. Recommendations were presented to Town Council along with a summary of final reports from the prior year. For every $1 of Town grant funds awarded, this program leveraged approximately $3.50 in matching funds.

They also served as resource for the Town of Gray in their adoption of comparable watershed protection efforts for Little Sebago Lake, Forest Lake, and the Pleasant River. Support was also offered to the Pleasant River Steering Committee in exploring next step in watershed protection efforts of the impaired stream, including updating the management plan.

## PARKS & RECREATION ADVISORY COMMITTEE

The purpose of the Committee is to encourage and promote recreational opportunities for the citizens through varied recreational programs and further development of the Town's parklands. The Committee, in cooperation with the Director of Parks and Recreation, shall recommend options and strategies to the Windham Town Council.

**Current Volunteer Members:**

Brett Jones (Council)
Jennie Butler
Kayla Desmond
Francesco Farinella
Debra Matthews
Matthew Irving
Megan Potter
David Foster

**Staff Support:**

Linda Brooks, Parks & Recreation Director

**2025 Accomplishments:**

- Committee participation in-
  - Repurposing of Middle School Building Committee

- Summerfest Committee – appointed 3 new members to committee

- Review of town-wide survey – recommendations for program and facility development based on survey results
- Participation in Community Forum – Gambo Property Development and Connector Trail to Lippman Park from development behind Home Depot
- Participation in large community events sponsored by department: February Formal, Easter Egg Hunt, Summerfest, Trunk or Treat, Holiday Celebration

## PLANNING BOARD

The Planning Board of the Town of Windham, is required by our ordinance. (§120-901) The Board has seven members and one alternate member. They evaluate proposed development projects utilizing criteria set forth by ordinance "to protect the public health and safety, promote the general welfare of the community, and conserve the environment by assuring that residential and nonresidential construction is designed and developed in a manner that assures that adequate provisions are made for traffic safety and access; emergency access; water supply; sewage disposal; management of stormwater, erosion, and sedimentation; protection of groundwater; protection of the environment, wildlife habitat, fisheries, and unique natural areas; protection of historic and archaeological resources; minimizing the adverse impacts on adjacent properties; and fitting the project harmoniously into the fabric of the community."

**Current Volunteer Members:**

Melissa Young
Kathleen Brown
Marge Govoni
Richard Yost
Evert Krikken
Emily Legere
Leo Gerrior

***There is currently one vacancy on this board for an alternate seat.***
*If you are interested in serving please visit the Town's website or call the Town Manager's Office at 207-892-1907.*

**Staff Support:**

Stephen Puleo, Planning Director
Amanda Lessard, Asst. Town Mgr.
Lisa Fisher, Administrative Asst.

**2025 Accomplishments:**

| Meetings | Site Walks | Applications Reviewed | Applications Approved | Ordinances Reviewed |
|---|---|---|---|---|
| 5 | 2 | 12 | 4 | 3 |
| 4 | 3 | 12 | 3 | 2 |
| 5 | 4 | 16 | 7 | 3 |
| 4 | 3 | 9 | 5 | 2 |
| 18 | 12 | 49 | 19 | 10 |

**Planning Board Approvals:**

- Franklin Drive Subdivision (4-lots)
- Windham Village Apartments - Amendment to Condition of Approval

- Beaulieu Drive Subdivision (1-lot after-the-fact)
- Monique Drive Subdivision (3-lots after-the-fact)
- Camping World Expansion
- The Cove at Highland Lake (Amendment to Condition of Approval)
- Franklin Drive Subdivision (Revised street design)
- Shepherd Lane Subdivision (13 single family condos)
- Camping World Expansion (Amendment - canopy addition)
- Andrew School Redevelopment/WDCJCS Subdivision (Amendment 17 units in 2 apartment buildings)
- Windham Village Apartments (2nd Amendment condo conversion)
- Dolley Farm Subdivision (42 units in 21 duplex buildings)
- Smith Cemetery Expansion
- Franklin Drive Solar Development
- Marigold Lane (former 250 Windham Center Rd, Subdivision 6 units in 3 two family dwellings)
- Heights at Colley Wright Brook (Amendment lot line and septic locations)
- Windham Village Apartments (3rd Amendment no permits in lieu of performance guarantee)
- Camping World Expansion (Amendment RV dump station)
- 241 Roosevelt Trail (Commercial Services Building)

## SUBSTANCE PREVENTION GRANT COMMITTEE

The Town Council tasked the Substance Prevention Grant Committee to identify and make recommendations on public health and safety programs to disburse collected application education fees from marijuana license fees, alcohol permit fees and other designated fees set by the Council. The Committee was also tasked with reviewing the disbursement of Federal Opioid Settlement Funds to ensure compliance within the parameters of the usage agreement. The Town Council will have final approval of recommended disbursements.

**Volunteer Members:**

Mark Morrison (Council)
Katie Cook (Council)
Justin Hudnor, CSO (Windham PD)
Devyn Rogers, SRO (Windham PD)
Robert Hamilton (Windham PD)
Mike Duffy
Marge Govoni
Phil Rossetti, RSU #14

**Staff Support:**

Tammy Hodgman, Executive Assistant

**2025 Accomplishments:**

The Committee reviewed, evaluated and recommended the funding of nine (9) Substance Prevention Grants totaling $17,266 in calendar year 2025. Twenty-four (24) scholarship applications were received and considered. Recommendations for two (2) applicants we provided to the Council to grant $1,500 scholarships.

# COMMITTEE REPORTS

## VOTER REGISTRATION APPEALS BOARD

Pursuant to MRS 21-A §103, "In a city or town that has a population of 5,000 or more, if a person is aggrieved by the decision of the registrar of voters to cancel that person's registration in the central voter registration system or to reject that person's voter registration application, that person may appeal in writing to the registration appeals board. The appeal must be filed within 30 days after receipt of notice of the registrar's decision."

**Volunteer Members:**

Yvonne Meyer, Chair
Kristal Ash-Cuthbert (D)
Phyllis Koenig Hall (R)
Pat McKeen (D) – Alternate
Sandra Tyler (R) – Alternate

**Staff Support:**

Anthony Blasi, Town Clerk

Judy Vance, Deputy Town Clerk & Registrar of Voters

**2025 Accomplishments:**

None. The Voter Registration Appeals Board has not convened for several years, but must be staffed in the event of an appeal.

## ZONING BOARD OF APPEALS

Pursuant to MRS 30-A §2691, "A municipality may establish a board of appeals under its home rule authority. Unless provided otherwise by charter or ordinance, the municipal officers shall appoint the members of the board and determine their compensation." The Board of Appeals, also known as the Zoning Board of Appeals, assists in the administration of the Town's Land Use Ordinances by:

- Administrative Appeal—Reviewing decisions, determinations, or interpretations of the Code Enforcement Officer
- Granting or denying applications for 1- Variance or 2- Conditional, nonconforming, or home occupation use

The board functions in a quasi-judicial capacity and holds public hearings, makes finding of fact and conclusions of law based upon application state and local ordinances, and issues written decisions setting forth their findings and conclusions.

**Volunteer Members:**

Raymond Batchelder, Jr
Christopher McDonald
Francesco Farinella
Mike McGuigan
Geoffrey Sparrow

**Staff Support:**

Jon Rioux, Code Enforcement Director, serves in an ex-officio capacity.

***There is currently one alternate seat vacancy on this committee.***
*If you are interested in serving please visit the Town's website or call the Town Manager's Office at 207-892-1907.*

**2025 Accomplishments:**

The Zoning Board of Appeals met twice in calendar year 2025 to discuss one application.

# A MESSAGE FROM GOVERNOR MILLS

Janet T. Mills
GOVERNOR

STATE OF MAINE
OFFICE OF THE GOVERNOR
1 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0001

Dear Maine Resident:

I have always been guided by the belief that to strengthen our state, we have to invest in our greatest asset: the people of Maine. With the support of the Legislature, my Administration has been investing in what people need to succeed, like job training, child care, health care, education, broadband, and housing.

We are seeing results — small businesses are expanding their operations; people are moving here to work and raise their families; and graduates are staying in Maine to pursue rewarding, life-long careers. These are all encouraging signs that are reflected in the strength of our economy. In fact, Maine has one of the best rates of economic growth in the nation.

That's good news, but I know that not everyone is feeling the benefits of our strong economy. The cost of living in Maine, as in much of America, is too high. The price of fuel, the cost of supplies, utilities and labor have driven up expenses for families across the country and impacted the budgets of towns, counties and nearly every state, including Maine.

I want everyone to benefit from the availability of good jobs, a good public education, and good health care in our state. That is why I have put forward a balanced budget proposal that proposes some savings and certain targeted revenue increases to maintain things we all support, like the state paying 55 percent of the cost of education and 5 percent municipal revenue sharing, to keep all these costs from being passed along to property taxpayers.

We have made good progress over the past six years to ensure that every person in Maine can find a good-paying job in a rewarding and stable career; go to the doctor when they feel sick because they have health insurance; and have the peace of mind that their children are safe at home and at school.

I look forward to working with communities and citizens across the state to solve problems, manage our finances, and keep our people healthy and safe.

Sincerely,

Janet T. Mills
Governor

# A MESSAGE FROM U.S. SENATOR ANGUS KING

ANGUS S. KING, JR.
MAINE

133 HART SENATE OFFICE BUILDING
(202) 224-5344
Website: https://www.King.Senate.gov

United States Senate
WASHINGTON, DC 20510

COMMITTEES:
ARMED SERVICES
RANKING MEMBER, STRATEGIC FORCES SUBCOMMITTEE
ENERGY AND NATURAL RESOURCES
RANKING MEMBER, NATIONAL PARKS SUBCOMMITTEE
INTELLIGENCE
VETERANS' AFFAIRS

Dear Friends,

With each year we have a new opportunity to recognize our shared achievements and offer up our time and energy to support one another when challenges arise. I am grateful to the towns across Maine for their dedication to their communities, their residents, and our state. Working together has always been our strength, and the past year proved that once again we are stronger when we work together.

However, it is difficult to recall a year more challenging than the one we just experienced – a year that required a steady focus on our founding principles and shared values. For these reasons, I spent hours on the Senate Floor reminding my colleagues—and many of you back home—about the vision our founders demonstrated when they laid the blueprint for the American experiment. A cornerstone in their understanding was a duty to civic engagement and community. I often refer to Maine as a big town with long roads, and in my travels throughout our state, I am reassured by the grassroots participation in our civic process and the neighborly feel that makes Maine unique.

My legislative priorities remain largely the same: supporting Maine veterans, small businesses, and our heritage industries like agriculture, forest products and the marine economy. Additionally, I am grateful to have an exceptional team across Maine ready to assist you with issues involving the federal government. Whether you are facing challenges related to veterans' services, Social Security, the IRS, passports or other matters, I encourage you to reach out to our offices in Presque Isle, Bangor, Augusta, Portland, or Biddeford. We are here to help and welcome the opportunity to work on your behalf.

Together, I am confident we can continue building a stronger and more prosperous future for our state and nation. Thank you for being one of the many reasons Maine is such a special place. It is truly an honor to serve you and to know you. Mary and I wish you a happy, healthy, and safe 2026.

Best Regards,

ANGUS S. KING, JR.
United States Senate

# A MESSAGE FROM TIM NANGLE, State Senator, District 26

Timothy Nangle
Senator, District 26

**THE MAINE SENATE**
132nd Legislature

3 State House Station
Augusta, Maine 0433

Dear Friends and Residents of Windham,

It is an honor to serve as your State Senator, representing the communities of Casco, Frye Island, Raymond, Windham, and part of Westbrook in the Maine Senate. I am grateful for the trust you place in me and for the opportunity to share an update on our work in Augusta.

This session, my colleagues and I remain focused on strengthening the foundations that allow Maine families to thrive — safe roads and bridges, access to affordable health care, and strong support systems for children and families. At a time when many Mainers are navigating rising costs and ongoing uncertainty, our responsibility is to deliver steady, practical leadership that meets people where they are.

As Senate Chair of the Transportation Committee, I am working to ensure that our state's infrastructure is safe, reliable, and built for the future. That means investing responsibly in our roads and bridges, improving safety for drivers and pedestrians, and supporting the workforce that keeps Maine moving. Transportation connects our communities and ensures families can get to work, school, and medical appointments safely.

I also serve on the Health and Human Services Committee, which oversees many of the programs and services that Mainers rely on every day — from access to health care to behavioral health services and supports for older adults and people with disabilities. Child welfare is an issue I care deeply about and one that matters to many families in our communities. Much of this work centers on oversight and collaboration, and I take our responsibility to monitor the system seriously. I make sure to ask hard questions and meet regularly with department leadership and employee representatives to ensure that children are safe and families receive the support they need.

I have continued working on legislation to strengthen consumer protections for Maine families. Last year, we passed my "click to cancel" law to make it easier for people to end unwanted subscriptions and a right-of-first-refusal law that gives residents of mobile home parks the opportunity to purchase their community before it is sold to out-of-state investors. I am also working on legislation to protect drivers from unfair parking ticket fines and fees. These efforts are about making sure everyday Mainers are treated fairly and that our laws keep pace with how people live and do business today.

Please remember that my office is here to assist you. If you need help navigating a state agency, have questions about legislation, or would like to share your thoughts, I encourage you to reach out at Tim.Nangle@legislature.maine.gov or call my legislative office at (207) 287-1515. I look forward to continuing our work together to build a strong and secure future for our region. Thank you again for the privilege of serving as your State Senator.

Sincerely,

**Tim Nangle**
State Senator, District 26

# A MESSAGE FROM BARBARA BAGSHAW, Rep. District 106

HOUSE OF REPRESENTATIVES
2 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0002
(207) 287-1440
TTY: (207) 287-4469

**Barbara Bagshaw**
20 Plummer Road
Windham, ME 04062
Cell: (207) 310-0051
Barbara.Bagshaw@legislature.maine.gov

January 2026

Dear Friends and Neighbors,

We are just beginning the second year of the 132nd Legislative session and I would like to thank you for giving me the opportunity to serve you once more as your State Representative.

It is a privilege to serve a second term on the Joint Standing Committee on Education and Cultural Affairs Committee. This committee is responsible for a wide range of important areas, including school governance, curriculum, special education, postsecondary education, and cultural affairs.

As your elected official, my focus will be on ensuring that parents remain at the helm of their children's education and upbringing. I believe that parents should have the primary role in making decisions about their children's schooling, from curriculum choices to educational environments. I look forward to working on solutions that empower parents and improve education for all Maine students.

Please know that your voice is valuable to me. I encourage you to contact me with questions, comments, or concerns about state government. I can be reached at Barbara.Bagshaw@legislature.maine.gov or by phone at (207) 310-0051.

Again, thank you for giving me the honor of serving you at the State House and may you all have a safe and healthy 2025.

Sincerely,

Barbara Bagshaw

Barbara Bagshaw
State Representative

# A MESSAGE FROM MARK COOPER, Rep., District 107

HOUSE OF REPRESENTATIVES
2 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0002
(207) 287-1440
TTY: (207) 287-4469

**Mark C. Cooper**
81 Chute Rd
Windham, ME 04062
Residence: (207) 232-5842
Mark.Cooper@legislature.maine.gov

January 2026

Dear Friends and Neighbors,

It remains an honor to serve as your State Representative for District 107 in the Maine House of Representatives. As we begin the Second Regular Session of the 132nd Legislature, I am grateful for the trust you have placed in me to represent your interests in Augusta.

The Legislature convened on January 7, 2026, and we are preparing to consider a wide range of proposals in the months ahead. Lawmakers will address issues affecting our housing availability, workforce development, and support for working families, including Maine's high property and income tax burden and rising energy costs. These decisions have a direct impact on our region, and your input is essential. Hearing from the people of Windham helps guide my work and ensures your voice is represented at the State House.

I encourage you to stay informed and engaged by visiting the legislative website at Legislature.Maine.Gov. There, you can review bill language and summaries, follow committee schedules, track roll call votes, and watch live streams of House and Senate sessions. Public hearings and committee meetings are also accessible via Zoom, making it easier than ever to observe proceedings or offer testimony.

Thank you again for the privilege of representing you. Please feel free to reach out to me at any time at 287-1440 or by email at Mark.Cooper@legislature.maine.gov to share your thoughts or concerns. If you would like to receive my regular e-newsletter with updates throughout the year, simply send me your email address and I will be glad to add you to the distribution list.

Serving our community is the honor of a lifetime, and I look forward to continuing this work together in the year ahead.

Sincerely,



Mark C. Cooper
State Representative




# TAX LIENS

UNPAID AS OF JUNE 30, 2025

* Paid since June 30, 2025

** Partial payment since June 30, 2025

| | |
|---|---|
| **2006** | |
| Munroe John P | $3,186.63 |
| **2007** | |
| Munroe John P | $3,094.31 |
| **2008** | |
| Munroe John P | $2,978.78 |
| **2009** | |
| Greenlaw Todd S Dunn & Tara L | $705.07 |
| Munroe John P | $3,021.84 |
| **2010** | |
| Greenlaw Todd S Dunn & Tara L | $1,322.64 |
| Munroe John P | $2,932.84 |
| **2011** | |
| Greenlaw Todd S Dunn & Greenlaw Tara L | $1,212.36 |
| Munroe John P | $2,821.04 |
| **2012** | |
| Greenlaw Todd S Dunn & Tara L | $1,203.51 |
| Munroe John P | $2,794.53 |
| **2013** | |
| Greenlaw Todd S & Tara | $1,184.21 |
| Munroe John P | $2,738.57 |
| **2014** | |
| Greenlaw Todd & Tara | $1,161.15 |
| Munroe John P | $2,679.20 |
| **2015** | |
| Greenlaw Todd S | $1,152.30 |
| Munroe John F | $2,400.18 |
| **2016** | |
| Greenlaw Todd S Dunn & Tara L | $1,150.83 |
| Munroe John P | $2,268.27 |
| **2017** | |
| Todd & Tara Greenlaw | $1,138.99 |
| John Munroe | $2,124.18 |
| **2018** | |
| John W Fitzgerald Jr | $549.70 |
| Todd S & Tara L Greenlaw | $1,176.03 |
| John P Munroe | $2,344.97 |
| Phyllis A Page | $3,093.08 |
| **2019** | |
| Kandi Densmore | $49.82 |
| John W Fitzgerald Jr | $1,102.11 |
| Todd S Dunn & Tara L Greenlaw | $1,234.67 |
| John P Munroe | $2,537.93 |
| Phyllis A Page | $6,825.18 |
| **Doris T Parkhurtst & John Sloan | $2,269.15 |
| **2020** | |
| *Gary A Barron-Life Estate | $6,539.64 |
| Kandi P Densmore | $447.64 |
| John W Fitzgerald Jr | $1,038.57 |
| Todd & Tara Greenlaw | $1,162.65 |
| John P Munroe | $2,277.21 |
| Phyllis A Page | $6,394.81 |
| Doris T Parkhurtst & John Sloan | $4,174.09 |
| *Mary Scott | $300.38 |
| **2021** | |
| *Gary A Barron-Life Estate | $8,852.25 |
| *Etta Chandler Trustee | $6,029.55 |
| Kandi P Densmore | $404.32 |
| *Martin Iankov | $1,350.60 |
| John P Munroe | $1,935.73 |
| Phyllis A Page | $5,486.60 |
| Doris T Parkhurtst & John Sloan | $3,711.17 |
| *Mary Scott | $2,237.67 |
| Kerri-Jae Sussman-Heirs of | $4,095.77 |
| *Kathryn M Wescott & Clinton L Boullie | $2,527.50 |
| **2022** | |
| *A & R Properties Inc | $1,414.02 |
| *Daniel W Bahr | $2,289.74 |
| *Gary A Barron-Life Estate | $11,290.94 |
| *Gary W Beckwith | $3,409.30 |
| *David E Billings | $4,860.25 |
| *Etta Chandler Trustee | $6,947.61 |

# TAX LIENS...

| | |
|---|---|
| *Joan L Frey-Heirs of | $3,321.71 |
| *Ronald A & Linda M Glantz | $3,900.54 |
| **Martin Iankov | $3,784.33 |
| *Abraham H Kauffman | $4,632.08 |
| *Raymond C Marshall III | $5,551.33 |
| *David Moore | $1,089.41 |
| *David & Krista Moore | $6,446.84 |
| John P Munroe | $1,950.56 |
| Phyllis A Page | $4,832.73 |
| Doris T Parkhurtst & John Sloan | $3,614.81 |
| *Roja LLC | $5,954.34 |
| *William Sampson | $5,669.08 |
| *Mary Scott | $2,117.35 |
| Kerri-Jae Sussman-Heirs of | $4,032.49 |
| **Kathryn M Wescott & Clinton L Boullie | $686.78 |
| **2023** | |
| 1088 Roosevelt LLC | $11,857.54 |
| A & R Properties Inc | $1,807.36 |
| *Rebecca J Andrews | $2,140.69 |
| *Daniel W Bahr | $2,674.71 |
| Taylor Brendan Bailey | $3,181.39 |
| **Gary A Barron-Life Estate | $11,903.50 |
| Gary W Beckwith | $4,828.86 |
| David E Billings | $5,670.51 |
| *Albert A Bressette Jr | $2,714.80 |
| *Etta Chandler Trustee | $8,296.67 |
| *David A Cooper | $355.25 |
| *Heirs of Edward J Cunningham | $1,579.93 |
| *Barbara Cyr | $3,836.27 |
| **Paul L& Marie A & Gregory L Damon | $452.56 |
| *James L Dean | $2,081.45 |
| *James L & Sandra K Dean | $1,606.45 |
| Kandi P Densmore | $618.09 |
| *David Robert Dion Jr | $2,009.41 |
| **Heirs of Joan L Frey | $551.54 |
| *Fred V Fusco | $788.73 |
| *Ronald A Glantz | $13,309.42 |
| *Ronald A & Linda M Glantz | $4,650.62 |
| Susan M Gorham | $3,036.96 |
| *Jeffrey Greenstreet | $1,550.20 |
| **Charles A Hague | $781.32 |
| *Darryl John Hawkes | $2,176.47 |
| Holman Development Corp | $1,673.33 |
| Holman Development Inc | $2,187.29 |
| Tricia Currie Hunt | $551.12 |
| Martin Iankov | $4,551.52 |
| *Heirs of Norman Jordan | $1,369.11 |
| *Emilie Pearl Kennedy | $151.82 |
| Anthony M Lambert | $121.05 |
| Frederick L Lockwood | $1,486.26 |
| **Robert A & Candilee Lowell | $2,968.28 |
| *James G Mancini & Lisa M Bradstreet | $2,769.73 |
| *Maplewood Farms LLC | $2,334.84 |
| *Judith Anne Mentuck | $2,814.90 |
| Lynn Merrifield | $700.06 |
| Mary Ellen Montanez | $3,393.47 |
| *David Moore | $1,225.06 |
| *David & Krista Moore | $7,078.48 |
| John P Munroe | $2,418.90 |
| Cheryl A Noel | $3,800.81 |
| Phyllis A Page | $5,470.13 |
| Life Estate- Doris T Parkhurst | $3,711.77 |
| *Jeffrey M Partrige | $4,171.75 |
| *Jordan A Peterson | $1,572.25 |
| **Bruce Plummer | $383.23 |
| *RJL Properties LLC | $2,400.84 |
| ROJA LLC - C/O Robert Hanson JR | $6,546.23 |
| *Clayton A Ross | $3,001.48 |
| William Sampson | $6,957.40 |
| **Mary Scott | $2,427.55 |
| *Charles Solesky | $3,203.41 |
| Heirs of Kerri-Jae Sussman | $4,456.52 |
| *Robert J Tabachnik | $3,701.95 |
| *Todd E Tracy | $1,387.07 |
| Ronald W Trautvetter & Laurie A Smith | $954.81 |
| Howard J Tucker | $10,855.74 |
| *Steven Valente | $1,211.79 |
| Janice D Verrill | $4,669.28 |
| **Philip R Webster | $3,759.33 |
| *Philip R & Lisa M Webster | $2,422.21 |
| Kathryn M Wescott & Clinton L Boullie | $6,027.02 |
| Ryan Works | $1,616.08 |
| Bruce A Worrey | $4,141.03 |
| **2024** | |
| 1088 Roosevelt LLC | $12,035.42 |
| 36 Craig Road LLC | $4,295.08 |
| *55 Gambo Road LLC | $1,620.06 |
| *693 Roosevelt Trail LLC | $7,149.77 |
| *989 Roosevelt Trail LLC | $2,863.50 |
| *A & N LLC | $44.96 |
| A & R Properties INC | $1,860.42 |
| *Abdullah Abdullah | $1,491.33 |
| *ABL LLC | $2,774.82 |
| *Robert K Ackroyd | $3,565.46 |
| *Rebecca J Andrews | $3,326.19 |
| *Zalmai Azimi | $288.82 |
| Taylor Brendan Bailey | $3,236.70 |
| *Joseph C Baillargeon | $1,468.21 |
| **Dorian Bannister | $392.41 |
| Gary A Barron-Life Estate | $14,113.56 |

# TAX LIENS...

| | |
|---|---|
| Gary W Beckwith | $5,132.81 |
| *Robinson L Bidwell III | $4,164.32 |
| David E Billings | $5,722.48 |
| *David E & Faye E & James D Billings | $4,798.00 |
| *Thomas N Bone & Kathleen Coneys | $828.61 |
| *Albert A Bressette Jr | $4,355.63 |
| *Bonnie J Brissette | $6,143.65 |
| Brookside Property Management LLC | $4,792.49 |
| *Daniel C & Jacque Lynn M Brulotte | $1,020.47 |
| *Thomas A & Jessica L Burr | $6,933.36 |
| *Cannarx LLC | $4,438.66 |
| Roger P & Edward L Carignan-Heirs of | $922.80 |
| *Chandler Real Estate Trust | $8,328.64 |
| *Jesse R Cloutier | $1,367.78 |
| *Joseph B Coffey | $4,874.75 |
| *Heirs of Judith L Coffin | $664.76 |
| *Clayton C Collins | $3,395.36 |
| Susan H Conant | $3,653.07 |
| *Gary M Connell | $1,194.59 |
| *Linda Constable | $594.22 |
| *Ronald S Jr & Rachel Catherine Cooper | $13,408.80 |
| *Michael V Coyne | $2,755.10 |
| *Gayle L Crawford | $1,683.07 |
| *Andrew J & Jennifer C Culpovich | $1,579.40 |
| *James E Cummings | $1,438.32 |
| *Barbara Cyr | $4,739.42 |
| Paul L & Marie A & Gregory L Damon | $5,888.28 |
| *Blaine J Davis | $207.12 |
| *Matthew Davis | $1,230.91 |
| *James L Dean | $2,112.66 |
| *James L & Sandra K Dean | $6,550.77 |
| Kandi P Densmore | $804.51 |
| *Depot Street Apartments LLC & Beylin Development LLC | $9,768.62 |
| **David Robert Dion Jr | $2,102.00 |
| *Domus Ventura LLC | $3,933.84 |
| David Andrew & Whitney S Earle | $287.18 |
| *Earle Enterprises LLC | $6,061.76 |
| *Guy Ehring | $1,694.29 |
| *Benjamin T Emmons | $1,194.73 |
| *Andrew J Frank | $14.71 |
| *William Alan & Victoria Elyse Freeman | $3,451.84 |
| Heirs of Joan L Frey | $5,403.33 |
| Fred V Fusco | $1,167.28 |
| *Gift of Love LLC | $8,667.66 |
| *Ronald A Glantz | $26,965.89 |
| **Ronald A & Linda M Glantz | $3,026.97 |
| *David S Gleeson Jr | $1,052.15 |
| *Jacqueline L L Gomes | $1,312.06 |
| *Alexander Gorelov | $6,321.22 |
| Alexander P Gorelov & Anastasia I Fox | $1,380.45 |
| Susan M Gorham | $3,115.77 |
| Jeffrey Greenstreet | $2,974.70 |
| *Donna Gregory | $5,327.61 |
| *Jonathan D & Jennifer D Grover | $1,964.83 |
| *Karla M Gustafson | $2,473.80 |
| Charles A Hague | $3,014.79 |
| Amber Hanlon-Saenz | $378.16 |
| *Harlow Realty LLC | $6,092.55 |
| *Harmony Real Estate Holdings LLC | $2,368.97 |
| *William C & Cindy Hartley | $414.65 |
| Susan J Haskell | $122.61 |
| *Haskell Ventures LLC | $714.50 |
| *Carl W Hinkson | $4,066.28 |
| *Jean Bosco Hobayo & Carine Inamahoro | $2,845.68 |
| Holman Development Corp | $1,723.28 |
| Holman Development Inc | $2,253.09 |
| *Robert H Hunt III | $2,338.81 |
| Tricia Currie Hunt | $1,032.65 |
| Martin Iankov | $4,675.31 |
| *Heirs of Norman Jordan | $1,641.92 |
| *Abraham H Kauffman | $6,622.27 |
| *Emilie Pearl Kennedy | $227.82 |
| *Serwan Khodamoradi | $261.20 |
| Mariah King | $5,673.85 |
| *Rebecca King | $992.46 |
| *Michael R Klich & Jennifer B Johnson | $5,331.34 |
| *Korobkin Properties LLC | $2,212.60 |
| *KR Horizons LLC | $3,162.53 |
| Anthony M Lambert | $176.20 |
| *Anita Lampron | $933.68 |
| *William Lane | $689.31 |
| *William Lane & Karen Burke-Lane | $2,639.54 |
| *Pasquale Lapomarda III | $5,050.25 |
| **Pamela J Lavigne | $318.48 |
| *Leavitt Isl Trust & Bancroft & Lindsay Isl Trust & West Trust | $1,461.58 |
| *Randall P Legere | $2,992.49 |
| *Sarah E Leighton | $171.55 |
| *Vernon Charles & Anne C Leister | $13,345.44 |
| *Jacqueline E Lindstedt | $179.34 |
| *John P & Elizabeth M Lisbon | $809.73 |
| *Little Log Cabin LLC | $3,140.91 |
| *Lopez Landscaping Inc | $828.12 |

# TAX LIENS...

| | |
|---|---|
| Robert A & Candilee Lowell | $5,064.25 |
| **James G Mancini & Lisa M Bradstreet | $1,875.42 |
| John F Mannette | $6,103.15 |
| Maplewood Farms LLC | $2,563.51 |
| *Raymond C Marshall III | $6,440.77 |
| Christopher Martin | $2,938.75 |
| *Helyne M May | $1,462.38 |
| *Ryan R McDonald | $1,359.42 |
| *Judith Anne Mentuck | $2,889.79 |
| Lynn Merrifield | $735.95 |
| **John S Miller & Jean Higgins | $2,259.64 |
| *Nan Jane & Gerald P Mitton | $1,563.15 |
| Mary Ellen Montanez | $3,472.30 |
| *Leea M Moody | $845.92 |
| *David Moore | $1,217.14 |
| **David & Krista Moore | $5,031.37 |
| *Helen M Morrell | $1,752.59 |
| Lester M Moulton Jr | $4,848.59 |
| *Reynolds E Moulton Jr Trust | $2,658.63 |
| *Moulton Sebago Trust | $1,306.80 |
| John P Munroe | $2,537.33 |
| *Cynthia H Murfey | $17,569.38 |
| *Cynthia H Murfey & Kelly J Tarr | $2,792.95 |
| *Jennifer C Nichols | $1,432.35 |
| Charyl A Noel | $4,194.10 |
| Phyllis A Page | $5,565.40 |
| Life Estate- Doris T Parkhurst | $4,167.93 |
| *Amber Partridge | $1,124.72 |
| *Jordan A Peterson | $1,587.78 |
| *Travis M Philpot | $4,483.56 |
| Bruce Plummer | $950.37 |
| Port City Dental Inc | $1,731.36 |
| *PRD Services LLC | $2,025.85 |
| *Paula J Quattrucci | $2,253.06 |
| *R Farm Properties LLC | $5,932.64 |
| REH Management LLC | $1,540.02 |
| *Dennis Richards | $1,294.77 |
| *RJL Properties LLC | $363.97 |
| *George J Rodney | $921.82 |
| Norma K Rogers | $3,389.38 |
| ROJA LLC - C/O Robert Hanson Jr | $6,765.09 |
| Clayton A Ross | $7,769.45 |
| *Paul Roy | $1,147.27 |
| *John C Ryder | $1,414.41 |
| *Jessica L Salazar | $1,358.22 |
| William Sampson | $7,150.30 |
| *Segundo Jesus Malam Sanaguaray | $1,851.25 |
| *Holly Anne Sanborn | $1,038.89 |
| *Albert L & Viola E Scott | $913.60 |
| Heirs of Mary Scott | $3,013.54 |
| *Anthony Sellner & Noelle Teague | $524.74 |
| Dorothea Small | $3,210.57 |
| *Richard P Smothers & Mellisa L Knights | $1,641.59 |
| *Paul E St Hilaire | $1,740.56 |
| *Doris Stover | $132.72 |
| *Strawberry Lane Development LLC | $357.24 |
| Heirs of Kerri-Jae Sussman | $4,524.46 |
| *Colin Swan | $6,965.65 |
| *Colin R & Payson Swan | $426.84 |
| **Robert J Tabachnick | $3,171.26 |
| Heirs of Bern J Tajonera | $1,684.31 |
| *TAP LLC | $2,814.07 |
| *Paul Martin Thiemens | $5,475.91 |
| Heirs of James E Thombs | $1,918.98 |
| *John N Thurlow | $2,407.20 |
| *TMC Holdings LLC | $11,659.62 |
| *Todd E Tracy | $1,395.28 |
| Ronald W Trautvetter & Laurie A Smith | $3,343.90 |
| Howard J Tucker | $10,946.74 |
| Christopher M Twomey | $462.07 |
| *Derek & Mckenzie Vachon | $2,040.41 |
| **Steven Valente | $1,326.31 |
| *David Paul Veillette | $626.23 |
| Janice D Verrill | $4,741.38 |
| *Terri Villacci | $1,888.69 |
| *Stephen M Walker Jr | $2,641.55 |
| Linda Ward Testamentary Trust | $1,853.22 |
| *Timothy G Warrow & Jean M Oligny-Warrow | $763.11 |
| *Ashley E Waters | $3,077.02 |
| *Linda Webber | $3,694.44 |
| Philip R & Lisa M Webster | $6,103.77 |
| Philip R Webster | $7,586.19 |
| Kathryn M Wescott & Clinton L Boullie | $6,064.04 |
| *Russell White | $1,474.09 |
| *Mark J & Cheryl A Wilbur | $1,715.38 |
| Ryan Works | $1,663.44 |
| Bruce A Worrey | $4,222.78 |
| **Jackson & Elizabeth Yer | $6,449.64 |
| *Robert L York Jr | $3,870.60 |

# UNPAID PERSONAL PROPERTY TAXES

* Paid since June 30, 2025

** Partial payment since June 30, 2025

*** Sent to Collection Agency

| | | | |
|---|---|---|---|
| *A STEP AHEAD CHILD CARE | $35.14 | *HINKSON TRUCKING | $51.41 |
| ***AERIAL IMAGERY MAINE | $46.62 | *KOTA CONSTRUCTION CO | $59.78 |
| ***ALICE & JUNE | $60.98 | ***LECTRIC WRIGHT | $28.70 |
| ***ALL ABOUT KIDS | $105.22 | ***MOONSHINE SIGNS | $56.19 |
| ***ART'S NAILS LLC | $84.89 | ***N E FINISHING INC | $70.54 |
| ***BOUJEE BEE | $35.86 | *NORTH ATLANTIC INSURANCE ASSOC | $47.83 |
| ***BRENNTAG LUBRICANTS NORTHEAST | $65.77 | ***PINE COAST FARMS | $276.19 |
| ***BRETON MASONRY | $91.18 | ***POP'S PLACE | $418.46 |
| ***CANNEUTICS LLC | $50.95 | ***PORT CITY DENTAL INC | $325.62 |
| ***CARING COUNSELING FOR YOU | $23.91 | ***R H WINSLOW EXCAVATING | $65.77 |
| *CHILDREN'S ADVENTURE CENTER | $143.48 | ***ROOF MASTERS | $87.28 |
| *CLIFF HOUSE CANNABIS CO LLC | $86.07 | ***SALON HALCYON / TC BROWS | $72.93 |
| ***COLD HEART TATTOO COMPANY | $49.03 | ***SEACOAST MECHANICAL | $72.93 |
| ***D W MCGOWEN PLUMBING INC | $57.39 | *SEBAGO GARDENS LANDSCAPING | $350.31 |
| *DR DETAIL | $72.93 | *TAYLOR SERVICES | $72.93 |
| *DSR MECHANICAL SERVICES | $20.50 | *THOSE GUYS PROPERTY SERVICES | $144.67 |
| ***E2A EUROPEAN ENGINEERING AUTOM | $28.70 | *TY-MAN | $21.67 |
| *ERICA SHIRLEY PHOTOGRAPHY | $25.12 | ***VALIQUET CONSTRUCTION LLC | $59.78 |
| ***FITZY FABRICATION LLC | $597.81 | ***WILLOW TREE PRIMITIVES | $33.48 |
| ***GREEN LIGHT GO DRIVING SCHOOL | $39.45 | ***WINDHAM INDOOR SHOOTING RANGE | $1,304.25 |
| ***HALCYON TATTOO | $43.04 | ***WINDHAM WEAPONRY INC | $107.60 |
| *HAYMAN CONSTRUCTION | $72.93 | *WIRED RIGHT ELECTRIC LLC | $35.86 |



# Town of Windham, Maine

**Statement of net position**
**June 30, 2025**

| | | Governmental activities | Component Unit - WEDC |
|---|---|---|---|
| **Assets** | | | |
| Cash and cash equivalents | $ | 40,393,180 | 220,568 |
| Note proceeds held at financial institution | | 1,012,594 | - |
| Taxes receivable | | 860,485 | - |
| Accounts receivable | | 942,975 | - |
| Intergovernmental receivables | | 1,721,807 | - |
| Prepaid expenses | | 2,126 | - |
| Inventory | | 37,516 | - |
| Capital assets, not being depreciated | | 8,561,769 | - |
| Capital assets, net of accumulated depreciation | | 37,087,869 | 2,719 |
| Total assets | | 90,620,321 | 223,287 |
| **Deferred outflows of resources** | | | |
| Pension related | | 1,927,313 | - |
| OPEB related | | 283,088 | - |
| Total deferred outflows of resources | | 2,210,401 | - |
| **Liabilities** | | | |
| Accounts payable | | 1,329,151 | - |
| Accrued wages and benefits | | 549,549 | - |
| Site surety and inspection deposits | | 1,058,061 | - |
| Unearned revenue | | 1,824,369 | - |
| Accrued interest | | 516,220 | - |
| Noncurrent liabilities: | | | |
| Due within one year | | 3,014,663 | - |
| Due in more than one year | | 33,693,081 | - |
| Total liabilities | | 41,985,094 | - |
| **Deferred inflows of resources** | | | |
| Pension related | | 349,962 | - |
| OPEB related | | 327,023 | - |
| Total deferred inflows of resources | | 676,985 | - |
| **Net position** | | | |
| Net investment in capital assets | | 23,356,511 | 2,719 |
| Restricted | | 3,627,727 | - |
| Unrestricted | | 23,184,405 | 220,568 |
| Total net position | $ | 50,168,643 | 223,287 |

The notes to financial statements are an integral part of this statement.

# Town of Windham, Maine

**Statement of activities**
**For the year ended June 30, 2025**

| Functions/programs | Expenses | Program revenues: Charges for services | Program revenues: Operating grants and contributions | Program revenues: Capital grants and contributions | Net (expense) revenue and changes in net position: Governmental activities | Net (expense) revenue and changes in net position: Component unit |
|---|---|---|---|---|---|---|
| Primary government: | | | | | | |
| Governmental activities: | | | | | | |
| General government | $ 8,519,938 | 1,007,900 | 155,483 | - | (7,356,555) | |
| Public works | 6,686,958 | 1,034,414 | 1,176,708 | - | (4,475,836) | |
| Police | 4,269,327 | 168,877 | 305,127 | - | (3,795,323) | |
| Fire and rescue | 3,924,700 | 1,112,647 | 121,036 | - | (2,691,017) | |
| Recreation and cultural | 1,872,690 | 636,325 | 189,353 | - | (1,047,012) | |
| Property and inspection | 791,086 | - | - | - | (791,086) | |
| Development and conservation | 528,632 | - | - | - | (528,632) | |
| Health and welfare | 590,673 | 62,910 | 243,240 | - | (284,523) | |
| County tax | 2,012,255 | - | - | - | (2,012,255) | |
| Education | 28,096,394 | - | - | - | (28,096,394) | |
| Miscellaneous | 71,459 | - | - | - | (71,459) | |
| Interest on debt | 1,048,595 | - | - | - | (1,048,595) | |
| Capital maintenance | 6,421,162 | 149,244 | - | 5,417,817 | (854,101) | |
| Total governmental activities | 64,833,869 | 4,172,317 | 2,190,947 | 5,417,817 | (53,052,788) | |
| Total primary government | $ 64,833,869 | 4,172,317 | 2,190,947 | 5,417,817 | (53,052,788) | |
| Component unit | | | | | | |
| Windham Economic Development Corp. | 75,034 | 2,340 | 52,754 | - | | (19,940) |
| | 75,034 | 2,340 | 52,754 | - | | (19,940) |
| General revenues: | | | | | | |
| Property taxes | | | | | 52,097,960 | - |
| Grants and contributions not restricted to specific programs | | | | | 3,960,375 | - |
| Unrestricted investment earnings | | | | | 1,175,270 | 455 |
| Miscellaneous | | | | | 179,120 | 187 |
| Total general revenues | | | | | 57,412,725 | 642 |
| Change in net position | | | | | 4,359,937 | (19,298) |
| Net position - beginning, as previously presented | | | | | 46,229,671 | 242,585 |
| Prior period restatements (see note disclosure) | | | | | (420,965) | - |
| Net position - beginning, restated | | | | | 45,808,706 | 242,585 |
| Net position - ending | | | | | $ 50,168,643 | 223,287 |

The notes to financial statements are an integral part of this statement.

# Town of Windham, Maine

**Balance sheet**
**Governmental funds**
**June 30, 2025**

| | General | American rescue plan | 2025 bond issue | Total nonmajor funds | Total governmental funds |
|---|---|---|---|---|---|
| **Assets** | | | | | |
| Cash and cash equivalents | $ 40,087,438 | - | - | 305,742 | 40,393,180 |
| Taxes receivable | 860,485 | - | - | - | 860,485 |
| Accounts receivable, net | 893,256 | - | - | 48,719 | 941,975 |
| Intergovernmental receivables | 1,721,807 | - | - | - | 1,721,807 |
| Due from other funds | 429,706 | 2,108,521 | 7,439,671 | 4,837,503 | 14,815,401 |
| Prepaid expenditures | 2,126 | - | - | - | 2,126 |
| Inventory | 37,516 | - | - | - | 37,516 |
| Total assets | $ 44,032,334 | 2,108,521 | 7,439,671 | 5,191,964 | 58,772,490 |
| **Liabilities** | | | | | |
| Accounts payable | 642,003 | - | 299,138 | 388,010 | 1,329,151 |
| Accrued wages and benefits | 549,549 | - | - | - | 549,549 |
| Site surety and inspection deposits | 1,058,061 | - | - | - | 1,058,061 |
| Unearned revenue | 659 | 1,823,710 | - | - | 1,824,369 |
| Due to other funds | 14,385,695 | - | - | 428,706 | 14,814,401 |
| Total liabilities | 16,635,967 | 1,823,710 | 299,138 | 816,716 | 19,575,531 |
| **Deferred inflows of resources** | | | | | |
| Unavailable revenue - property taxes | 592,000 | - | - | - | 592,000 |
| Total deferred inflows of resources | 592,000 | - | - | - | 592,000 |
| **Fund balances** | | | | | |
| Nonspendable | 39,642 | - | - | 41,874 | 81,516 |
| Restricted | - | 284,811 | - | 3,301,042 | 3,585,853 |
| Committed | 912,957 | - | 7,140,533 | 1,413,332 | 9,466,822 |
| Assigned | 8,417,775 | - | - | - | 8,417,775 |
| Unassigned | 17,433,993 | - | - | (381,000) | 17,052,993 |
| Total fund balances | 26,804,367 | 284,811 | 7,140,533 | 4,375,248 | 38,604,959 |
| Total liabilities, deferred inflows of resources, and fund balances | $ 44,032,334 | 2,108,521 | 7,439,671 | 5,191,964 | |

| | |
|---|---|
| Amounts reported for governmental activities in the statement of net position are different because: | |
| Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds. | 45,649,638 |
| Note proceeds held at financial institution | 1,012,594 |
| Other long-term assets are not available to pay for current expenditures and are deferred in the funds | |
| Unavailable revenue - property taxes | 592,000 |
| Long-term liabilities that are not due and payable in the current period, and therefore, are not reported in the funds. | |
| Bonds payable | (19,340,000) |
| Premium on bonds | (1,727,405) |
| Notes payable | (9,907,090) |
| Accrued interest on long-term debt | (516,220) |
| Compensated absences | (1,239,977) |
| Net pension liability with related deferred inflows and outflows | (1,599,207) |
| Total OPEB liability with related deferred inflows and outflows | (1,360,649) |
| Net position of governmental funds | 50,168,643 |

The notes to financial statements are an integral part of this statement.

# Town of Windham, Maine

**Statement of revenues, expenditures, and changes in fund balances**
**Governmental funds**
**For the year ended June 30, 2025**

| | General | American rescue plan | 2025 bond issue | Total nonmajor funds | Total governmental funds |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Property taxes | $ 52,046,960 | - | - | - | 52,046,960 |
| Intergovernmental | 5,345,121 | - | - | 5,284,758 | 10,629,879 |
| Licenses and permits | 1,366,944 | - | - | - | 1,366,944 |
| Charges for services | 1,817,883 | - | - | 987,490 | 2,805,373 |
| Interest | 1,175,270 | 92,129 | 390,003 | 115,843 | 1,773,245 |
| Miscellaneous | 312,763 | - | - | 207,642 | 520,405 |
| Total revenues | 62,064,941 | 92,129 | 390,003 | 6,595,733 | 69,142,806 |
| **Expenditures** | | | | | |
| Current: | | | | | |
| General government | 7,477,652 | - | - | 650,365 | 8,128,017 |
| Public works | 4,935,973 | - | - | 473,064 | 5,409,037 |
| Police | 3,948,440 | - | - | 78,131 | 4,026,571 |
| Fire and rescue | 3,392,642 | - | - | 81,101 | 3,473,743 |
| Recreation and cultural | 1,202,852 | - | - | 542,214 | 1,745,066 |
| Property and inspection | 789,061 | - | - | - | 789,061 |
| Development and conservation | 538,218 | - | - | - | 538,218 |
| Health and welfare | 447,240 | - | - | 140,179 | 587,419 |
| County tax | 2,012,255 | - | - | - | 2,012,255 |
| Education | 28,096,394 | - | - | - | 28,096,394 |
| Miscellaneous | 71,459 | - | - | - | 71,459 |
| Debt service | 2,418,003 | - | 71,417 | - | 2,489,420 |
| Capital outlay | 2,590,260 | - | 3,264,152 | 6,083,330 | 11,937,742 |
| Total expenditures | 57,920,449 | - | 3,335,569 | 8,048,384 | 69,304,402 |
| Excess (deficiency) of revenues over (under) expenditures | 4,144,492 | 92,129 | (2,945,566) | (1,452,651) | (161,596) |
| **Other financing sources (uses)** | | | | | |
| Transfers in | 574,537 | - | - | 1,263,110 | 1,837,647 |
| Transfers out | (1,263,110) | - | - | (574,537) | (1,837,647) |
| Bonds, notes, and premium issued | 473,036 | - | 10,710,572 | - | 11,183,608 |
| Total other financing sources (uses) | (215,537) | - | 10,710,572 | 688,573 | 11,183,608 |
| Net change in fund balances | 3,928,955 | 92,129 | 7,765,006 | (764,078) | 11,022,012 |
| Fund balances - beginning | 22,875,412 | 192,682 | - | 4,514,853 | 27,582,947 |
| Prior period restatements (see note disclosure) | - | - | (624,473) | 624,473 | - |
| Fund balances - beginning, restated | 22,875,412 | 192,682 | (624,473) | 5,139,326 | 27,582,947 |
| Fund balances - ending | $ 26,804,367 | 284,811 | 7,140,533 | 4,375,248 | 38,604,959 |

The notes to financial statements are an integral part of this statement.

# Town of Windham, Maine

**Reconciliation of the statement of revenues, expenditures, and changes in fund balances - governmental funds to the government-wide statement of activities**
**For the year ended June 30, 2025**

| | | |
|---|---|---|
| Net change in fund balances - total governmental funds | $ | 11,022,012 |
| Governmental funds report capital outlays as expenditures. However, in the statement of net position, the cost of these assets is allocated over their useful lives and reported as depreciation expense. | | |
| Capital outlays | | 5,689,925 |
| Depreciation expense | | (2,210,625) |
| Book value of disposed capital assets | | (114,498) |
| Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. | | |
| Earned but unavailable taxes | | 51,000 |
| Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but repayment reduces long-term liabilities in the statement of net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. | | |
| Bonds, notes, and premium issued | | (11,183,608) |
| Principal paid on bonds | | 1,970,000 |
| Principal paid on notes | | 998,571 |
| Amortization of bond premium | | 110,967 |
| Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds. | | |
| Accrued interest on long-term debt | | (403,713) |
| Compensated absences | | (85,281) |
| Changes in pension liabilities and related deferred outflows and inflows of resources | | (207,838) |
| Changes in OPEB liabilities and related deferred outflows and inflows of resources | | (41,975) |
| The Town has bonds that were originally issued for School purposes. These amounts are funded by RSU 14 when the debt service payments are due. This is the amount of principal paid by RSU 14 during the year. | | (1,235,000) |
| Change in net position of governmental activities | $ | 4,359,937 |

The notes to financial statements are an integral part of this statement.

# Town of Windham, Maine

**General fund**
**Statement of revenues, expenditures, and changes in fund balance**
**Budget and actual**
**For the year ended June 30, 2025**

| | Original budget | Final budget | Actual | Variance positive (negative) |
|---|---|---|---|---|
| **Revenues** | | | | |
| Property taxes | $ 51,116,015 | 51,116,015 | 52,046,960 | 930,945 |
| Intergovernmental | 6,371,800 | 6,371,800 | 5,161,277 | (1,210,523) |
| Licenses and permits | 898,811 | 898,811 | 1,007,989 | 109,178 |
| Charges for services | 1,688,463 | 1,688,463 | 1,794,556 | 106,093 |
| Interest | 550,000 | 550,000 | 1,175,270 | 625,270 |
| Miscellaneous | 101,300 | 101,300 | 179,120 | 77,820 |
| Total revenues | 60,726,389 | 60,726,389 | 61,365,172 | 638,783 |
| **Expenditures** | | | | |
| Current: | | | | |
| General government | 7,815,439 | 7,855,464 | 7,477,652 | 377,812 |
| Public works | 5,166,044 | 5,199,544 | 4,933,614 | 265,930 |
| Police | 3,884,830 | 3,912,955 | 3,864,383 | 48,572 |
| Fire and rescue | 3,374,183 | 3,374,183 | 3,390,498 | (16,315) |
| Recreation and cultural | 1,241,631 | 1,241,631 | 1,173,607 | 68,024 |
| Property and inspection | 818,712 | 819,087 | 789,061 | 30,026 |
| Development and conservation | 688,912 | 682,930 | 538,218 | 144,712 |
| Health and welfare | 521,307 | 521,307 | 426,540 | 94,767 |
| County tax | 2,012,255 | 2,012,255 | 2,012,255 | - |
| Education | 28,096,394 | 28,096,394 | 28,096,394 | - |
| Overlay/abatements | 205,790 | 205,790 | 70,531 | 135,259 |
| General and emergency contingency | 200,004 | 200,004 | 928 | 199,076 |
| Debt service | 3,197,359 | 3,197,359 | 2,418,003 | 779,356 |
| Capital outlay | 5,302,474 | 7,719,699 | 2,117,224 | 5,602,475 |
| Total expenditures | 62,525,334 | 65,038,602 | 57,308,908 | 7,729,694 |
| Excess (deficiency) of revenues over (under) expenditures | (1,798,945) | (4,312,213) | 4,056,264 | 8,368,477 |
| **Other financing sources (uses)** | | | | |
| Transfers in | 1,662,055 | 1,662,055 | 891,609 | (770,446) |
| Transfers out | (1,263,110) | (1,263,110) | (1,263,110) | - |
| Use of fund balance | 1,400,000 | 3,913,268 | - | (3,913,268) |
| Total other financing sources (uses) | 1,798,945 | 4,312,213 | (371,501) | (4,683,714) |
| Net change in fund balance - budgetary basis | - | - | 3,684,763 | 3,684,763 |
| Reconciliation to GAAP | | | | |
| Change in committed and assigned balances | | | 244,192 | |
| Net change in fund balance - GAAP basis | | | 3,928,955 | |
| Fund balance - beginning | | | 22,875,412 | |
| Fund balance - end | | | $ 26,804,367 | |

# Financial Reports...

## Town of Windham, Maine

**Statement of fiduciary net position**
**Fiduciary funds**
**June 30, 2025**

| | | Private-purpose trust funds |
|---|---|---|
| **Assets** | | |
| Cash and cash equivalents | $ | 74,944 |
| Total assets | | 74,944 |
| **Liabilities** | | |
| Due to other funds | | 1,000 |
| Total liabilities | | 1,000 |
| **Net position** | | |
| Restricted | | 73,944 |
| Total net position | $ | 73,944 |

The notes to financial statements are an integral part of this statement.

The complete financial audit document for 2025 and previous years can be found on the Town's website.

Visit https://windhammaine.us and navigate to the How Do I… menu and select 'Annual Financial Reports' in the View category.




# MUNICIPAL OFFICE DIRECTORY

**Current Contact List as of August 1, 2026**

| | |
|---|---|
| **Assessing Department** | 894-5960 ext. 3 |
| Josh Houde, Assessor | |
| **Code Enforcement & Zoning** | |
| Jon Rioux, Director | 894-5960 ext. 1 |
| **Economic Development** | |
| Tom Bartell, Director | 892-1936 |
| **Emergency—Police, Fire, Rescue** | **911** |
| **Finance Department** | |
| Susan Rossignol, Director | 892-1907 |
| Levi Robinson, Assistant Director | 892-1907 |
| **Fire-Rescue Department, Non-Emergency** | |
| Chief Brent Libby | 892-1911 |
| Deputy Chief John Wescott | 892-7851 |
| **Human Resources** | |
| Phyllis Moss, Director | 892-1907 |
| **Information Services** | |
| Brett Burwell, Director | 892-1907 |
| **Library** | |
| Jennifer Alvino-Wood, Director | 892-1908 |
| **Parks & Recreation** | |
| Linda Brooks, Director | 892-1905 |
| **Planning Department** | |
| Stephen Puleo, Director | 894-5960 ext. 2 |
| **Police Department, Non-Emergency** | |
| Chief Kevin Schofield | 892-1919 |
| Captain Jason Burke | 892-1919 |
| Captain Eugene Gallant | 892-1919 |
| **Public Works Department** | |
| Brian Morin, Director | 892-1909 |
| Peter Woodbury, Operations Mgr. | 892-1909 |
| **Social Services** | |
| Food Pantry, Clothes Closet | 892-1931 |
| General Assistance | 892-1906 |
| **Tax Collection/Vehicle Registration** | |
| Levi Robinson, Deputy Tax Collector | 892-2511 |
| Veronica Meserve, Tax Specialist | 892-2511 |
| **Town Clerk's Office** | |
| Anthony Blasi, Town Clerk | 892-1900 |
| **Town Manager's Office** | |
| Robert Burns, Manager | 892-1907 |
| Amanda Lessard, Assistant Town Mgr. | 892-1907 |
| Roger Cropley, Communications Dir. | 892-1907 |




**Visit WWW.WINDHAMMAINE.US for a more detailed staff directory.**

**Click Directory on the Town of Windham website homepage.**

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-139**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

Maine DOT Public Meeting Notice.

MaineDOT

# Notice of Final In-Person Public Meeting For Windham WIN 026662.00

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**To Discuss Highway Construction:** to share the current design plans for the project. Project elements: Project limits for Route 302 portion will begin at River Road and Extend northerly to White's Bridge Road, which will include upgrades to signalized intersections, addition of raised islands, roadway pavement, etc. There will also be East Connector Road (The New Veteran's Memorial Drive), which will extend to Route 115 off Franklin Drive, the Middle Connector Road, which will extend off the intersection of Route 302 at Franklin Drive to Landing Road, the West side connector road, which will extend Manchester Drive to White's Bridge Road. Sidewalks and Multiuse paths are also planned within the project area.

MaineDOT invites and encourages you to attend this in-person public meeting to provide information about the proposed project. Date/Location: Wednesday, August 12th, 2026, 6:00 – 8:00 PM at the Windham High School Auditorium, 406 Gray Road, Windham, Maine.

Questions, comments, or inquiries can be directed to the Project Manager below.

Ernie Martin, Senior Project Manager
Maine Department of Transportation,
24 Child Street, 16 State House Station,
Augusta, Maine 04333-0016.
Telephone: 207-592-0567
Email: ernest.martin@maine.gov

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-140**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

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

**Agenda Number:**

Cumberland County Finance Committee Notice of Caucus.

Maine
Cumberland **County**

# Notice of Caucus

## District 2 – Finance Committee

**Casco, Falmouth, Frye Island, Gray, Harrison, Naples, New Gloucester, Raymond and Windham**

TO: Municipal Officials

FROM: Thomas Tyler, Cumberland County Commissioner

RE: District #2 Caucus, Finance Committee

DATE: July 30, 2026

Pursuant to the provision of Section 5.4 of the Cumberland County Government Charter, established November 2010, which provides for the establishment of a Cumberland County Finance Committee, a caucus of the Municipal officers in Cumberland County Commissioner District #2 will be held on **Monday, September 21, 2026 at the Cumberland County Administrative Offices, 27 Northport Drive, Portland, Maine 04103 in the First Floor Conference Room at 4:30 pm**.

The municipalities in this District are:

- Casco
- Falmouth
- Frye Island
- Gray
- Harrison
- Naples
- New Gloucester
- Raymond
- Windham

I need your help to assist the County in fulfilling its Charter requirements.

All Municipal Officers are invited to attend each respective District and vote for one Cumberland County Finance Committee member for a three-year term commencing September 2026.

The Finance Committee reviews and recommends the final budget to the Board of Commissioners for approval.

(Please note that if three or more of your elected municipal officers attend (or two of three selectmen), you will need to give notice locally pursuant to 1 MRSA 406 of their attendance at this public proceeding.)

If you have any questions, contact County Manager Jim Gailey at gailey@cumberlandcounty.org, or 699-1904.

**Please share this public notice with your elected members of need to appoint members to the Cumberland County Finance Committee**.

**Cumberland County Government**
27 Northport Drive, Portland, Maine 04103
207-871-8380 • cumberlandcounty.org

**James H. Gailey, County Manager**

Maine Cumberland **County**

July 30, 2026

RE: 2026 Cumberland County Finance Committee

The County Commissioners will hold a caucus on September 21, 2026, for the appointment of town/city elected officials to the County's Finance Committee. These appointments are for a three-year term.

The Finance Committee is responsible for reviewing the County's proposed budget and typically meets 3-5 times between December and February to develop a formal recommendation for the County Commissioners.

Each Commissioner District is represented by two committee members. While there is a current slate of members, vacancies exist in four out of the five districts. The primary goal of the September caucus is to fill these remaining positions.

**District One:** 2 vacancies

Scarborough, Gorham, Standish, Baldwin, Sebago and Bridgton

**District Two:** Connie Justice, New Gloucester
1 vacancy

Casco, Falmouth, Raymond, New Gloucester, Gray, Windham, Naples, Frye Island and Harrison

**District Three:** Bob Vail, Cumberland
1 vacancy

Cumberland, N. Yarmouth, Yarmouth, Freeport, Harpswell, Brunswick, Long Island Pownal and Chebeague Island

**District Four:** Tim Thompson, Cape Elizabeth
1 vacancy

Cape Elizabeth, South Portland, Westbrook and Portland Precinct 5-1

**District Five:** Sarah Michniewicz, Portland
Ben Grant, Portland

Portland except Precinct 5-1

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-138**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Discussion Item

**Agenda Number:**

Land Use Ordinance - Conservation Subdivision Amendments.

# ONE-PAGE SUMMARY

## Town Council Memo #26-13: Conservation Subdivision Amendments, Articles 3, 4 & 9

| Meeting: August 11, 2026 | Prepared for: Windham Town Council | From: Planning Department |
|---|---|---|

### Overview

The proposed amendments update Article 3 definitions, Article 4 zoning district standards, and Article 9 Conservation Subdivision standards. The purpose is to improve ordinance clarity, create a more predictable subdivision review process, preserve rural character and natural resources, address Farm and Farm Residential zoning standards, and align the ordinance with current State housing legislation.

### Key Proposed Changes

- Clarify conservation subdivision definitions and review standards.
- Preserve rural character, agricultural land, water resources, wildlife habitat, and connected open space.
- Correct density omissions in the Farm and Farm Residential districts.
- Remove single-family-only limitations to comply with State housing requirements.
- Exclude road rights-of-way from minimum open space calculations.
- Allow limited natural resource alterations where conservation purposes are maintained.

### Public Comments

Robert and Lillian Moore opposed the amendments, citing concern that Farm District changes could increase multifamily development and reduce Windham's rural character, wildlife habitat, trees, and remaining rural land. Dustin M. Roma, P.E., generally supported the conservation goals but recommended more flexibility and clearer, measurable standards, including changes related to Country Subdivisions, conventional subdivision options, building envelopes, conservation resource setbacks, open space calculations, and waiver authority.

### Planning Board Comments and Recommended Direction

| Issue | Planning Board Comment | Direction / Status |
|---|---|---|
| **Wetlands and Streams** | Multiple members opposed reducing setbacks from 100 feet to 75 feet. | Maintain 100-foot setback. |
| **Steep Slopes / FEMA Floodplains** | Members viewed these resources differently from wetlands and streams. | Consider 75-foot setback. |
| **Country Subdivisions** | Board questioned usefulness and noted limited use. | Eliminate provisions. |
| **Minimum Open Space** | Board was divided on making the minimum non-waivable. | No consensus; forward to Council. |
| **Conventional Subdivision Thresholds** | Mixed views on allowing conventional review under 5 acres in FR and under 8 acres in F. | Council consideration requested. |
| **ROW Open Space Calculation** | Generally viewed as a helpful clarification that may reduce waiver requests. | Retain amendment. |

### Planning Board Action

After the July 27, 2026 public hearing and deliberation, the Planning Board voted to recommend approval of the proposed amendments, with comments forwarded to the Town Council for consideration.

TOWN OF WINDHAM MAINE

**PLANNING DEPARTMENT**
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916
www.windhammaine.us

# TOWN COUNCIL MEMO

**DATE:** August 3, 2026
**TO:** Windham Town Council
**THROUGH:** Robert J. Burns, Town Manager
**FROM:** Stephen J. Puleo, Planning Director
**Cc:** Amanda Lessard, Assistant Town Manager
Natalie Thomsen, Town Planner

**RE:** #26-13 Chapter 120 Land Use Ordinance Amendments Articles 3, 4 and 9 to update Conservation Subdivision and Zoning Standards

**Town Council Meeting of August 11, 2026**

## Overview

The proposed amendments update Article 3 definitions, Article 4 zoning district standards, and the Conservation Subdivision standards in Article 9, Section 120-911K. The amendments are intended to improve ordinance clarity, create a more predictable subdivision review process, preserve rural character and natural resources, and address zoning and subdivision standards in the Farm and Farm Residential districts.

The Planning Board held a public hearing on July 27, 2026 and voted to recommend approval of the proposed amendments with comments for Town Council consideration.

## Purpose of the Amendment

- Preserve rural character, agricultural lands, natural resources, water resources, wildlife habitat, and connected open space.
- Clarify conservation subdivision requirements, including definitions for conservation subdivision building envelope, country subdivision, primary conservation resources, and secondary conservation resources.
- Correct density omissions in the Farm and Farm Residential zoning districts.
- Remove single-family-only limitations to comply with current State housing legislation.
- Clarify open space calculations by eliminating road rights-of-way from the minimum open space calculation.
- Provide clearer standards for limited alterations to natural resources where the conservation purpose of the subdivision is maintained.

## Public Comments Received:

### Robert and Lillian Moore, 82 Nash Road

Robert and Lillian Moore submitted written comments opposing the proposed ordinance changes. Their letter expressed concern that changes to the Farm Zone could increase multifamily development and reduce the peaceful rural character that influenced their decision to live in Windham. The comments emphasized protection of Farm zoning, wildlife, trees, and remaining rural land.

### Dustin M. Roma, P.E., DM Roma Consulting Engineers

Dustin Roma submitted detailed written comments and also addressed the Planning Board during the public hearing. His comments generally supported the goal of preserving rural character and

natural resources, but recommended additional flexibility and clearer, more measurable standards to improve subdivision design and implementation.

**Public Comment Summary Table**

| Topic | Public Comment Summary |
|---|---|
| **Country Subdivisions** | Mr. Roma recommended eliminating Country Subdivision provisions or removing them as the only alternative to Conservation Subdivision in the Farm and Farm Residential districts. |
| **Conventional Subdivisions** | Mr. Roma recommended allowing conventional subdivisions more broadly instead of limiting the option to parcels below proposed 5-acre and 8-acre thresholds. |
| **Building Envelopes** | Mr. Roma recommended clarifying that building envelopes regulate structure placement and should not be interpreted as a complete no-disturbance area for all site improvements. |
| **Primary Conservation Areas** | Mr. Roma recommended removing steep slopes from primary conservation areas and raised concern that resource buffers could overly expand the land classified as primary conservation area. |
| **Secondary Conservation Areas** | Mr. Roma raised concern that secondary conservation resources are broad, difficult to define, and difficult to apply with precise setbacks. |
| **Alteration of Natural Resources** | Mr. Roma stated that the proposed alteration limits may duplicate outside agency review and may require unnecessary waivers for projects already reviewed by DEP or the Army Corps. |
| **Open Space Calculations** | Mr. Roma questioned restrictions that prevent smaller or narrow open space areas from counting toward the required minimum open space. |
| **Waiver Authority** | Mr. Roma recommended retaining Planning Board waiver authority rather than making the minimum open space standard non-waivable. |
| **Farm Zone Concerns** | Robert and Lillian Moore opposed changes that they believe could reduce rural character, increase density, and affect wildlife, trees, and the Farm Zone setting. |

## Planning Board Comments

The Planning Board generally supported the effort to simplify and clarify the Conservation Subdivision ordinance. The Board discussion focused on open space, waiver authority, setbacks from water resources, the Country Subdivision option, and whether conventional subdivision review should be available for smaller parcels in the Farm and Farm Residential districts.

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### Open Space Standards

The Board was divided regarding the proposal to make minimum open space standards non-waivable. Some members supported a hard minimum to preserve the conservation purpose of the ordinance, while others expressed concern that removing waiver authority would limit the Board's ability to address unique site conditions and improve subdivision design.

### Wetland and Stream Setbacks

Several Board members opposed reducing setbacks from streams, brooks, and freshwater wetlands from 100 feet to 75 feet. Members cited protection of lakes, watersheds, water quality, and the need to be cautious during a period of significant development pressure.

### Steep Slopes and FEMA Floodplains

The Board appeared more comfortable treating steep slopes and FEMA floodplain areas differently from wetlands and streams. The discussion suggested that reduced setbacks may be appropriate for these resources while maintaining stronger standards for water resources.

### Country Subdivisions

Several members questioned whether Country Subdivisions remain useful. The Board generally supported eliminating the Country Subdivision provisions because the tool appears to have been rarely used and may add unnecessary complexity.

### Conventional Subdivision Thresholds

The Board expressed mixed views on the proposed allowance for conventional subdivisions on parcels under 8 acres in the Farm District and under 5 acres in the Farm Residential District. Some members understood the rationale for smaller parcels, while others preferred requiring all rural subdivisions to proceed as conservation subdivisions.

### Planning Board Recommendation Table:

| Issue | Proposed Amendment | Planning Board Comment | Recommendation / Direction |
|---|---|---|---|
| **Minimum Open Space** | Establish non-waivable minimum open space percentages. | Board divided. Some supported a hard minimum; others opposed limiting Board discretion. | No consensus. Forward concern to Council. |
| **Wetlands and Streams** | Reduce primary conservation resource setback from 100 feet to 75 feet. | Multiple members opposed reducing setbacks from freshwater wetlands, streams, and brooks. | Maintain 100-foot setback for wetlands and streams. |
| **Steep Slopes and FEMA Floodplains** | Reduce setback from 100 feet to 75 feet. | Members generally viewed these resources differently from wetlands and streams. | Consider 75-foot setback. |

| Issue | Proposed Amendment | Planning Board Comment | Recommendation / Direction |
|---|---|---|---|
| **Country Subdivisions** | Retain with revised lot size and density provisions. | Board questioned usefulness and noted few or no examples of use. | Eliminate Country Subdivision provisions. |
| **Conventional Subdivision Thresholds** | Allow conventional subdivisions under 5 acres in FR and under 8 acres in F. | Mixed opinions. Some supported flexibility; others preferred all rural subdivisions to remain conservation subdivisions. | Council consideration requested. |
| **Waiver Authority** | Restrict waivers below minimum open space. | Significant concern is that loss of waiver authority could limit better project design. | No consensus. |
| **ROW Double Counting** | Remove road rights-of-way from open space calculation. | Generally viewed as a helpful clarification that may reduce repeated waiver requests. | Retain amendment. |
| **Overall Ordinance Rewrite** | Clarify conservation subdivision definitions, standards, and process. | Board generally supported clearer and more predictable standards. | Support with comments. |

## Planning Board Action

After the public hearing and deliberation, the Planning Board voted to recommend approval of the proposed amendments to Chapter 120, Articles 3, 4, and 9, with comments for Town Council consideration. The principal comments were:

- Retain the 100-foot setback for streams, brooks, and freshwater wetlands.
- Consider reduced setbacks for steep slopes and FEMA floodplain areas.
- Eliminate the Country Subdivision option.
- Note that the Planning Board did not reach consensus on the proposed non-waivable minimum open space standard.
- Note mixed opinions on allowing conventional subdivision review below the proposed 5-acre and 8-acre thresholds.

## Recommended Motion

~~Move to approve the proposed amendments to Chapter 120, Articles 3, 4, and 9, updating conservation subdivision standards, definitions, density requirements, open space calculations, and associated zoning standards.~~

ORGINAL



ARTICLE 3
**Definitions**

**§ 120-301. Definitions. [Amended 4-27-2010 by Order 10-075; 9-14-2010 by Order 10-164; 2-14-2012 by Order 12-014; 10-23-2012 by Order 12-148; 10-23-2012 by Order 12-149; 7-8-2014 by Order 14-164; 10-14-2014 by Order 14-387; 11-18-2014 by Order 14-463; 12-16-2014 by Order 14-491; 3-28-2017 by Order 17-052; 9-12-2017 by Order 17-160; 10-10-2017 by Order 17-161;6-12-2018 by Order 18-099; 1-15-2019 by Order 18-257; 6-11-2019 by Order 19-057; 5-26-2020 by Order 20-048; 8-11-2020 by Order 20-151; 10-13-2020 by Order 20-211; 4-12-2022 by Order No. 22-062; 6-16-2022 by Order No. 22-108; 10-11-2022 by Order No. 22-175; 3-28-2023 by Order No. 23-041; 4-25-2023 by Order No. 23-060; 8-15-2023 by Order No. 23-149; 8-15-2023 by Order No. 23-150; 4-9-2024 by Order No. 24-018; 5-14-2024 by Order No. 24-052; 8-20-2024 by Order No. 24-165; 1-14-2025 by Order No. 25-001; 1-14-2025 by Order No. 25-002; 4-29-2025 by Order No. 25-043; 5-27-2025 by Order No. 25-090; 1-27-2026 by Order No. 26-009]**

In this chapter, the following terms shall have the following meaning unless a contrary meaning is required by the text or is specifically prescribed. In addition to the following definitions, performance standards regulating specified land uses should be reviewed in the district standards for each zoning district (Article 4) and the performance standards (Article 5) that apply to all zoning districts in the Town.



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43 **Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

…

ARTICLE 4

**Zoning Districts**

**§ 120-406. Farm District (F).**

…

E. Dimensional standards. The following dimensional standards shall apply in the Farm District: [Amended 12-16-2014 by Order 14-491; 6-9-2020 by Order 20-140]

(2) Net residential density: 60,000 square feet.

(a) Country subdivision: 250,000 square feet.

…

F. District standards. In addition to Article 5, Performance Standards, these standards shall apply to the following uses in the Farm District:

(2) Conservation subdivision. (See Article **9**, Subdivision Review.) All submissions for subdivisions in the Farm District must be designed as a conservation subdivision or a country subdivision.

,,,

**§ 120-407. Farm-Residential District (FR).**

,,,

E. Dimensional standards. The following dimensional standards shall apply in the Farm-Residential

(2) Net residential density: 40,000 square feet.

(a) Country subdivision: 250,000 square feet.

F. District standards. In addition to Article 5, Performance Standards, these standards shall apply to the following uses in the Farm-Residential District:

(3) Conservation subdivision. (See Article **9**, Subdivision Review). All submissions for subdivisions in the Farm-Residential District must be designed as a conservation subdivision or a country subdivision.

…



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**43 Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

ARTICLE 9
**Subdivision Review**[43]

**§ 120-908. Waivers. [Amended 6-16-2022 by Order No. 22-108; 10-24-2023 by Order No. 23-193; 4-29-2025 by Order No. 25-043]**

A. Limitation of waivers. The granting of a submission requirement waiver or site waiver may not conflict with, nor negate, any state statutory requirements for the subdivision of land.

B. Waiver of submission requirements. The Director of Planning or designee may waive the submission requirements identified in § 120-910 (Submission requirements) as being eligible for a waiver if it is determined that the information is not required to determine compliance with the standards and criteria of this chapter or that the information relates to a standard that is not applicable to the application.

(1) A waiver from the submission requirements shall not require the applicant or the Director of Planning to follow the procedures and standards in Subsection C, below. A waiver from submission requirements shall not be considered a variance for purposes of 30-A M.R.S.A. § 4403(7).

(2) In accordance with § 120-910 (Submission requirements), the applicant shall submit a list of submission requirements for which a waiver is sought. The list shall include the reasons for which the waiver is sought. The Director of Planning is not required to use any criteria in making a determination on the granting of a waiver of the submission requirements.

C. Waiver of subdivision performance standards. The Planning Board may waive the requirements of § 120-911, Performance and design standards, unless prohibited by Maine statutes, where it finds that there are special circumstances of a particular parcel proposed to be subdivided, or that the application is simple and minor in nature. The applicant must demonstrate that the performance standards of these regulations and the criteria of the subdivision statute have been or will be met and the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of this chapter. With regard to applications for which the Board is performing delegated review authority for applicable permits (i.e., Site Law or Stormwater Law), the waiver shall not result in noncompliance with any provision of the Site Law, Stormwater Law, or DEP regulations adopted pursuant to those laws.

(1) Procedure. The applicant shall submit a list of the requested waiver(s) in writing. For each waiver requested, the applicant shall submit answers to each of the criteria in Subsection C(2), Criteria, below.

(a) The process for requesting waivers shall be in accordance with the provisions for review procedures in §§ 120-906 and 120-907 and the provisions for submission requirements in § 120-910.

(b) The Planning Board may request additional information to make a determination on a waiver request.



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43 **Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

(c)

(2) Criteria. In granting site waivers, the Planning Board shall utilize the following criteria:

(a) The waiver will improve the ability of the project to take the property's predevelopment natural features into consideration. Natural features include, but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, and relation to abutting properties or land uses.

(b) The waiver will not result in the following:

[1] Undue water or air pollution.

[2] Undue light pollution or glare.

[3] An inadequate water supply.



[4] Unreasonable soil erosion.

[5] Unreasonable traffic congestion or safety risk.

[6] Decreased pedestrian safety or access.

[7] Inadequate supply of parking spaces.

[8] Inadequate sewage disposal capacity.

[9] Inadequate solid waste disposal capacity.

[10] An adverse impact on scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas.

[11] Flooding or adverse drainage impacts on abutting properties.

[12] An adverse impact on the Town's ability to provide the subdivision with public safety services.

(c) Recording of waivers of subdivision performance standards. When the Board grants a site waiver to any of the improvements required by these regulations, the final plan, to be recorded at the Registry of Deeds, shall indicate the waivers granted. Waivers must be listed in a separate location from either the plan's general notes or any conditions of approval. Waivers of the required application submissions do not need to be listed.



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**§ 120-911. Performance and design standards. [Amended 4-27-2010 by Order 10-075; 5-10-2011 by Order 11-070; 7-24-2012 by Order 12-091; 12-16-2014 by Order 14-491; 2-28-2017 by Order 17-038; 10-10-2017 by Order 17-161; 5-22-2018 by Order 18-905; 1-15-2019 by Order 18-257; 6-9-2020 by Order 20-140; 6-16-2022 by Order No. 22-108; 7-12-2022 by Order No. 22-127; 3-28-2023 by Order No. 23-041; 5-23-2023 by Order No. 23-092; 4-29-2025 by Order No. 25-043]**

…

K. Conservation subdivisions.

(1) Purpose.

(a) This subsection establishes standards and procedures for developing conservation subdivisions that set aside a significant portion of the site as open space that is permanently protected while allowing the homes to be grouped on smaller lots on the portions of the site that have the least natural, cultural, or historical resource value for conservation purposes. The standards are intended to ensure that those areas of the site that are not developable or that have natural resource value are included in the open space.

(b) Development under this provision is intended to promote imaginative, well-designed subdivisions which preserve open space, forests and agricultural uses, and an overall rural character. Additionally, conservation subdivisions should provide public access to land for passive and active recreation; protect natural features, environmentally sensitive areas and wildlife cover; respect the physical qualities of the land; and, in some instances, reduce the overall development costs of a subdivision. The standards for conservation subdivisions allow for the creation of lots that are smaller than those that would otherwise be required by the applicable zoning district regulations and in some cases can be combined with density bonuses to allow additional lots, in return for setting aside the balance of the property as permanent open space.

(c) These provisions are designed to ensure that conservation subdivisions developed in the Town:

[1] Preserve those areas of the site that have the highest natural resource value for conservation purposes (refer to the primary and secondary listed below);

[2] Preserve rural character and functions in rural portions of Windham;

[3] Provide a well-designed approach to the overall roadway and site layout that results in a landscape that provides a sense of a unique and appealing place;

[4] Preserve identified historic, archaeological, and cultural features located on the site;

[5] Locate the buildings and structures on those portions of the site that are most appropriate for development;

[6] Create continuous open spaces, or "greenways," by linking the open spaces in adjoining subdivisions wherever possible; and



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[7] Minimize the impact of residential development on the Town, neighboring properties, and the natural environment.(d) In addition to all applicable standards of this chapter, the Planning Board may approve a single-family conservation subdivision, provided the following conditions are met:

(2) Applicability.

(a) All submissions for single-family subdivisions in the Farm Zoning District and Farm-Residential Zoning District that meet the space and bulk requirements listed in the appropriate zoning district must be designed as a conservation subdivision or a country subdivision.

(b) All submissions for subdivisions in all other zoning districts that meet the space and bulk requirements listed in the appropriate zoning district may be designed as a conservation subdivision or a traditional subdivision.

(c) Property located within more than one residential zoning district. The overall density of the subdivision shall not exceed the combination of the density requirements of the districts in which the subdivision is located, before density bonuses are applied.

(3) Procedure for conservation subdivisions; design process for conservation subdivision open space.

(a) Delineation of open space. The area to be designated as open space or otherwise preserved as part of the development shall be delineated based upon the primary and secondary conservation areas. The proposed open space in conservation subdivisions shall be identified in accordance with the following:

[1] The minimum percentage and acreage of required open space shall be calculated by the applicant and submitted in accordance with the provisions of § **120-911K** and of this chapter.

[2] The proposed open space shall be designated using an existing resources inventory and site analysis sketch plan as a base. This plan shall describe the property proposed to be subdivided and analyze the opportunities and constraints for open space preservation and development. This should be submitted for preapplication review with planning staff prior to submitting a formal application for subdivision approval.

[3] The primary conservation areas on the site shall be delineated and shall be incorporated into the open space. The primary conservation areas shall include floodplains, wetlands, and areas with sustained slopes over 25%.

[4] The secondary conservation areas on the site shall then be delineated. In delineating secondary conservation areas, the applicant shall prioritize natural and cultural resources on the tract in terms of their highest to lowest suitability for inclusion in the proposed open space based upon the priorities set forth in § **120-911K(6)(c)**.

[5] On the basis of those priorities and practical considerations related to the tract's configuration, its context in relation to resource areas on adjoining and neighboring properties, and the applicant's subdivision objectives, sufficient secondary conservation areas shall be identified to be included in the open space to meet at least the minimum area percentage requirement for open space. This delineation shall clearly indicate the boundaries as well as the types of


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resources included within them.

[6] The proposed open space shall include all primary conservation areas and the secondary conservation areas with the highest resource significance as identified. For subdivisions that are not conservation subdivisions, the primary and secondary conservation areas shall be identified using the existing resources inventory and site analysis sketch plan as a base. The layout of the subdivision shall consider these resources and shall preserve them to the extent reasonable.

(b) Open space design.

[1] All open space areas shall be part of a larger continuous and integrated open space system within the parcel being developed. At least 75% of the open space shall be contiguous to another open space area. For the purposes of this subsection, areas shall be considered contiguous if they are within 100 feet of each other and there are no impediments to access between the areas.

[2] Open space shall, to the greatest extent possible, protect site features identified in the existing resources inventory and site analysis sketch plan.

[3] Natural features shall generally be maintained in their natural condition but may be modified to improve their appearance or to restore their overall condition and natural processes.

[4] No area of open space shall be less than 50 feet in its smallest dimension and less than 10,000 square feet in area. Open space not meeting this standard is allowed as an added project enhancement but shall not be counted toward the required project open space.

[5] The boundaries of open spaces shall be marked by natural features wherever possible, such as hedgerows, stone walls, edges of woodlands, streams, or individual large trees. Where no such existing demarcations are present, additional plantings, fences, or other landscape features shall be added to enable residents or the public, if applicable, to distinguish where the open space ends and private lot areas begin. Where structural demarcations such as fences are used, they shall be the minimum needed to accomplish this objective.

[6] Open space shall include lands located along existing public streets in order to preserve existing rural landscape character as seen from these streets and shall, in no case, contain less than the required buffer, setback area, or separation distance.

(c) Location of building sites. Potential building sites shall be tentatively located taking into consideration the proposed open space and/or the primary and secondary conservation areas identified in § **120-911K(6)(c)**, as well as other relevant data from the existing resources inventory and site analysis sketch plan, such as topography and soils.

[1] Building envelopes should generally be located at least  feet from primary conservation areas and at least 50 feet from secondary conservation areas, taking into consideration the potential negative impacts of development on such areas as well as the potential positive benefits of such locations to provide attractive views and visual settings for residences and other uses.

[2] Buildings shall be set back at least 100 feet from existing public and private streets. This buffer may be part of the conservation subdivision open space. When buildings will be


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visible from the existing streets, the applicant shall minimize the visual impact of new development through larger setbacks or screening with elements such as low walls, split-rail fencing, trees or other plantings.

[3] Buildings shall be set back at least 50 feet from the external perimeter of the property line of the conservation subdivision, with the exception of property lines along public or private streets. The buffer strip shall be naturally vegetated or landscaped. This buffer may only be part of the open space if the area is a primary or secondary conservation area delineated in accordance with § **120-911K(3)(a)**.

(d) Alignment of streets and ways and creation of a trail system. Based upon the designated building sites, a circulation plan shall be designed to provide vehicular and pedestrian access to each site. The street layout shall bear a logical relationship to topographic conditions. Impacts of the street plan on proposed conservation lands shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and minimizing cut and fill. Street connections shall generally be encouraged to minimize the number of new culs-de-sac and to facilitate access to and from buildings in different parts of the subdivision. A trail system shall be created within the open space to provide access from the subdivision homes to the open space network created by the subdivision.

(e) Drawing in the lot lines. Upon completion of the preceding steps in § **120-911K(3)(a)** through **(d)**, lot lines shall be drawn as required to delineate the boundaries of individual lots. Lots shall be designed in keeping with the standards for individual lots found in Article **4** and shall be further designed to provide each residence with a clear delineation of its property bounds and with usable yard spaces.

(4) Basic standards for conservation subdivisions.

(a) Conservation subdivisions shall meet all applicable requirements of this chapter.

(b) The Planning Board shall allow lots within conservation subdivisions to be reduced from standard subdivision standards as specified in the applicable zoning district. In return for the reduction in the requirements for lot area, frontage, and structure setbacks, the applicant shall provide common open space.

(c) In order to determine the maximum number of dwelling units permitted on a tract of land, the net residential acreage of the parcel shall be divided by the net residential density standard of the applicable zoning district. Density bonuses are applicable, per the appropriate zoning district standards (see Article **4**).

(d) A landowner may choose not to maximize the development potential of a tract of land in the first subdivision application and reserve remaining development rights for a future subdivision application. In this instance, a conceptual master plan showing the location of future lots must be submitted. The conceptual master plan shall include the minimum information required for a sketch plan submission.

[1] The subdivider may retain ownership of the remaining land from which the subdivision lots are to be created, provided the portion of the remaining land counted toward the subdivision open space is subject to a permanent conservation or agricultural easement, or the subdivider may


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transfer ownership of the open space to a third party per § **120-911E(2)**.

[2] The land remaining will be a numbered lot within the subdivision.

[3] The open space standards in § **120-911K(5)** shall apply.

(e) Each building envelope shall be an element of an overall subdivision plan for site development. Only developments having a total site plan for structures will be considered. The application shall illustrate the placement of building envelopes and the treatment of spaces, paths, roads, service and parking and in so doing shall take into consideration all requirements of § **120-911K** and of other relevant sections of these regulations.

(f) For conservation subdivisions that are not served by a public water supply, the applicant must demonstrate on the plan that it is possible to locate a subsurface wastewater disposal field and a well on each lot. When determined that it is necessary for specific lots, by the Planning Board, as a condition of approval, the location of these elements shall be elements of the subdivision plan, and any future changes to the location of these elements will require an amended subdivision plan review.

(g) Up to 30% of individual lots or dwelling units may have direct vehicular access onto a public street existing at the time of development.

[1] Driveways may cross the buffer and must run essentially perpendicular to the street.

[2] Driveways serving individual lots in a conservation subdivision on an existing public street must be separated from new driveways and street intersections by 300 feet.

(5) Arrangement of lots.

(a) Diversity and originality in lot layout and individual building site design shall be encouraged to achieve the best possible relationship between the proposed development and the land under consideration.

(b) Factors considered by the Planning Board when evaluating the proposed arrangement of lots shall include, but not be limited to:

[1] Arrangement of roads, stormwater facilities, wastewater and other utilities in conformance with the natural features of the parcel, minimizing changes to the topography.

[2] Minimization of impervious cover.

[3] Protection of stream corridors and other important habitat areas.

[4] Protection of wetlands.

[5] Feasibility of continued or future agricultural use.

[6] Feasibility of continued or future forest management.

[7] Relationship to neighboring property, including conservation easements or natural, cultural,


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recreational or scenic features.

(6) Open space requirements for conservation subdivisions.

(a) The open space provided by the conservation subdivision shall be identified on the recorded subdivision plan as "Open Space — Reserved for Recreation, Agricultural and/or Conservation Purposes."

(b) Minimum amount required. The amount of open space provided within the subdivision shall be equal to or greater than the sum of the following:

[1] All of the areas of the parcel that are deducted from the gross area of the site to determine the net residential area (see § **120-541**, Net residential area or acreage); plus

[2] At least 50% of the remaining land that is not deducted from the calculated net residential area (see § **120-541**, Net residential area or acreage).

(c) Priorities for land included in open space. The land set aside in the open space shall be selected based upon the following priorities:

[1] Primary conservation priorities.

[a] Streams, wetlands , floodplains, vernal pools, and areas with a slope in excess of 25%. Buffers that are required by ordinance along these protected resources shall also be considered primary conservation areas.

[b] Areas that maintain the rural character of roadsides.

[c] Scenic resources, including viewsheds and agricultural fields, along with the forested margin adjacent to these resources.

[d] Areas that are adjacent to other protected open space.

[2] Secondary conservation priorities.

[a] Areas that provide protection for unique or irreplaceable resources, including the habitat of rare, significant, or endangered species, archaeological or historic sites, landmarks, and cemeteries.

[b] Areas that provide for the continuation of resource systems into or through the site such as shorelands, river or stream corridors, wildlife travel corridors, trails, and unfragmented habitat blocks. The width of such corridors shall be as follows:

[i] Shorelands, river or stream corridors: 100% of the width of any required vegetative buffer, in addition to the required buffer.

[ii] Wildlife travel corridors: 300 feet.

[iii] Recreational trail corridors: 25 feet on either side of the trail. Unfragmented habitat blocks shall have a minimum contiguous area of 150 acres.


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[c] Areas that encompass groups of small wetlands not included in primary conservation areas, as well as streams or ponds in a continuously forested area.

[d] Other secondary conservation areas, including fields, aquifer recharge areas, deer yards, and other identified habitat.

(d) For open space not retained by the subdivider, one principal access point having a minimum width of 20 feet shall be provided from the road network within the conservation subdivision. Additional, secondary points of access having a minimum width of 10 feet may be provided from individual lots when these lots abut or are located within a portion of the open space area.

[1] The size and location of the principal and secondary access points shall be reviewed and approved by the Planning Board as part of the Board's review of the conservation subdivision.

[2] In order to be eligible for any density bonus described in the applicable zoning district standards, the following conditions must be met: the open space must be open for general public use, not just homeowners within the subdivision or the subdivider; and the open space must either be accessed from an existing public street, or access is from an abutting property that is public, permanent open space or recreation land; or access must be formalized in easement language if access is to be provided over the new subdivision street or streets until such time as the subdivision street or streets are adopted by the Town. Access easements for the open space must be recorded at the registry prior to the issuance of building permits.

(e) The required open space shall not be used for commercial recreation or for private clubs whose membership is different from the homeowners' association.

(f) The proposed location of open space areas should also be considered in relation to other open space areas on abutting properties, and logical connections to and from open space areas on abutting properties should be given consideration by the Planning Board.

(7) Country subdivisions. As an alternative to conservation subdivision design in the Farm Zoning District and the Farm-Residential Zoning District, an applicant may choose a country subdivision design. This alternative does not include the reservation of open space or the level of site analysis and design required by a conservation subdivision. As a result, large residential lots are required in order to meet Town goals of protecting water quality and wildlife habitats and preserving rural character.

(a) Layout and design of the development.

[1] Minimum property line setbacks. All principal buildings shall be set back a minimum of 75 feet from any property line. Accessory buildings and structures with less than 200 square feet of footprint area shall be set back a minimum of 50 feet from any property line. Any other accessory buildings and structures shall be set back a minimum of 75 feet from any property line.

[2] Streetscape buffers. A vegetated buffer strip shall be maintained on any country lot that fronts on or otherwise abuts any existing public and private street to minimize the visual impact of the development on the streetscape. The depth of the buffer strip shall be at least 50 feet. The buffer strip may be crossed by driveways or access drives that run essentially perpendicular to the street. The buffer strip shall be naturally vegetated or landscaped in a manner appropriate to the


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existing site conditions and the secondary conservation value of the strip.

[3] Perimeter buffers. A vegetated buffer strip shall be maintained along the external perimeter or property line of the country subdivision, with the exception of property lines along public or private streets, to minimize the impact of the country subdivision on abutting properties. The width of the buffer strip shall be at least 50 feet. The buffer strip shall be naturally vegetated or landscaped.

(b) Conceptual master plan. A landowner may choose not to maximize the development potential of a tract of land in the first subdivision application and reserve remaining development rights for a future subdivision application. In this instance, a conceptual master plan showing the location of future lots must be submitted. The conceptual master plan shall include the minimum information required for a sketch plan submission.


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REDLINE



ARTICLE 3
**Definitions**

**§ 120-301. Definitions. [Amended 4-27-2010 by Order 10-075; 9-14-2010 by Order 10-164; 2-14-2012 by Order 12-014; 10-23-2012 by Order 12-148; 10-23-2012 by Order 12-149; 7-8-2014 by Order 14-164; 10-14-2014 by Order 14-387; 11-18-2014 by Order 14-463; 12-16-2014 by Order 14-491; 3-28-2017 by Order 17-052; 9-12-2017 by Order 17-160; 10-10-2017 by Order 17-161;6-12-2018 by Order 18-099; 1-15-2019 by Order 18-257; 6-11-2019 by Order 19-057; 5-26-2020 by Order 20-048; 8-11-2020 by Order 20-151; 10-13-2020 by Order 20-211; 4-12-2022 by Order No. 22-062; 6-16-2022 by Order No. 22-108; 10-11-2022 by Order No. 22-175; 3-28-2023 by Order No. 23-041; 4-25-2023 by Order No. 23-060; 8-15-2023 by Order No. 23-149; 8-15-2023 by Order No. 23-150; 4-9-2024 by Order No. 24-018; 5-14-2024 by Order No. 24-052; 8-20-2024 by Order No. 24-165; 1-14-2025 by Order No. 25-001; 1-14-2025 by Order No. 25-002; 4-29-2025 by Order No. 25-043; 5-27-2025 by Order No. 25-090; 1-27-2026 by Order No. 26-009]**

In this chapter, the following terms shall have the following meaning unless a contrary meaning is required by the text or is specifically prescribed. In addition to the following definitions, performance standards regulating specified land uses should be reviewed in the district standards for each zoning district (Article 4) and the performance standards (Article 5) that apply to all zoning districts in the Town.

…

CONSERVATION SUBDIVISION BUILDING ENVELOPE — The portion of a lot within a Conservation Subdivision designated and approved for the location of structures, site improvements, and associated development. Building envelopes shall be established through the conservation design process in accordance with § 120-911K and shall avoid or minimize impacts to identified Primary Conservation Resources and Secondary Conservation Resources.

…

COUNTRY SUBDIVISION — A form of residential subdivision development permitted in the Farm District (F) and Farm-Residential District (FR) that utilizes larger lot sizes, increased setbacks, and buffer requirements to preserve rural character in accordance with the standards of §120-911K(7). A Country Subdivision does not require the reservation of open space except as otherwise required by this Ordinance.

…

PRIMARY CONSERVATION RESOURCES — Natural resources and land features identified for the highest level of protection and preservation within a Conservation Subdivision. Primary Conservation Resources shall be identified, delineated, and protected in accordance with the criteria of §120-911K(3)(c)[1] and the conservation design process established in §120-911K(6).

…

SECONDARY CONSERVATION RESOURCES — Natural, cultural, historic, scenic, agricultural, recreational, and other land features that contribute to the ecological integrity and rural character of a site and are considered for preservation within a Conservation Subdivision. Secondary Conservation Resources shall be identified, evaluated, and incorporated into the conservation design process in accordance with the criteria of §120-911K(3)(c)[2] and §120-911K(6).

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43 **Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

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…

ARTICLE 4

**Zoning Districts**

**§ 120-406. Farm District (F).**

…

E. Dimensional standards. The following dimensional standards shall apply in the Farm District: [Amended 12-16-2014 by Order 14-491; 6-9-2020 by Order 20-140]

…

(2) Net residential density: 60,000 square feet.

(a) Country subdivision: ~~250,000~~200,000 square feet.

…

F. District standards. In addition to Article 5, Performance Standards, these standards shall apply to the following uses in the Farm District:

…

(2) Conservation subdivision. (See Article **9**, Subdivision Review.) All ~~submissions for~~ subdivisions proposed on ~~lots~~parcels ~~greater~~with more than 8 acres of gross land area in the Farm District must be designed as a conservation subdivision or a country subdivision.

,,,

**§ 120-407. Farm-Residential District (FR).**

,,,

E. Dimensional standards. The following dimensional standards shall apply in the Farm-Residential

…

(2) Net residential density: 40,000 square feet.

(a) Country subdivision: ~~250,000~~200,000 square feet.

…

F. District standards. In addition to Article 5, Performance Standards, these standards shall apply to the following uses in the Farm-Residential District:

(3) Conservation subdivision. (See Article **9**, Subdivision Review). All ~~submissions for~~ subdivisions proposed on parcels~~lots~~ ~~greater~~with more than 5 acres of gross land area in the Farm-Residential District must be designed as a conservation subdivision or a country subdivision.

…



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43 **Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

ARTICLE 9
**Subdivision Review**[43]

**§ 120-908. Waivers. [Amended 6-16-2022 by Order No. 22-108; 10-24-2023 by Order No. 23-193; 4-29-2025 by Order No. 25-043]**

A. Limitation of waivers. The granting of a submission requirement waiver or site waiver may not conflict with, nor negate, any state statutory requirements for the subdivision of land.

B. Waiver of submission requirements. The Director of Planning or designee may waive the submission requirements identified in § 120-910 (Submission requirements) as being eligible for a waiver if it is determined that the information is not required to determine compliance with the standards and criteria of this chapter or that the information relates to a standard that is not applicable to the application.

(1) A waiver from the submission requirements shall not require the applicant or the Director of Planning to follow the procedures and standards in Subsection C, below. A waiver from submission requirements shall not be considered a variance for purposes of 30-A M.R.S.A. § 4403(7).

(2) In accordance with § 120-910 (Submission requirements), the applicant shall submit a list of submission requirements for which a waiver is sought. The list shall include the reasons for which the waiver is sought. The Director of Planning is not required to use any criteria in making a determination on the granting of a waiver of the submission requirements.

C. Waiver of subdivision performance standards. The Planning Board may waive the requirements of § 120-911, Performance and design standards, unless prohibited by Maine statutes, where it finds that there are special circumstances of a particular parcel proposed to be subdivided, or that the application is simple and minor in nature. The applicant must demonstrate that the performance standards of these regulations and the criteria of the subdivision statute have been or will be met and the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of this chapter. With regard to applications for which the Board is performing delegated review authority for applicable permits (i.e., Site Law or Stormwater Law), the waiver shall not result in noncompliance with any provision of the Site Law, Stormwater Law, or DEP regulations adopted pursuant to those laws.

(1) Procedure. The applicant shall submit a list of the requested waiver(s) in writing. For each waiver requested, the applicant shall submit answers to each of the criteria in Subsection C(2), Criteria, below.

(a) The process for requesting waivers shall be in accordance with the provisions for review procedures in §§ 120-906 and 120-907 and the provisions for submission requirements in § 120-910.

(b) The Planning Board may request additional information to make a determination on a waiver request.



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43 **Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

(c)

(2) Criteria. In granting site waivers, the Planning Board shall utilize the following criteria:

(a) The waiver will improve the ability of the project to take the property's predevelopment natural features into consideration. Natural features include, but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, and relation to abutting properties or land uses.

(b) The waiver will not result in the following:

[1] Undue water or air pollution.

[2] Undue light pollution or glare.

[3] An inadequate water supply.



[4] Unreasonable soil erosion.

[5] Unreasonable traffic congestion or safety risk.

[6] Decreased pedestrian safety or access.

[7] Inadequate supply of parking spaces.

[8] Inadequate sewage disposal capacity.

[9] Inadequate solid waste disposal capacity.

[10] An adverse impact on scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas.

[11] Flooding or adverse drainage impacts on abutting properties.

[12] An adverse impact on the Town's ability to provide the subdivision with public safety services.

(c) Recording of waivers of subdivision performance standards. When the Board grants a site waiver to any of the improvements required by these regulations, the final plan, to be recorded at the Registry of Deeds, shall indicate the waivers granted. Waivers must be listed in a separate location from either the plan's general notes or any conditions of approval. Waivers of the required application submissions do not need to be listed.

(3) Non-Waivable Subdivision Performance Standards. Notwithstanding anything in this § 121-908 to the contrary, the following subdivision performance standards may not be waived or varied by the Planning Board or Zoning Board of Appeals, respectively:

(a) **§ 120-911K(6):** Open space requirements for conservation subdivisions.

**Commented [SP1]:** Attorney's Addition



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…

**§ 120-911. Performance and design standards. [Amended 4-27-2010 by Order 10-075; 5-10-2011 by Order 11-070; 7-24-2012 by Order 12-091; 12-16-2014 by Order 14-491; 2-28-2017 by Order 17-038; 10-10-2017 by Order 17-161; 5-22-2018 by Order 18-905; 1-15-2019 by Order 18-257; 6-9-2020 by Order 20-140; 6-16-2022 by Order No. 22-108; 7-12-2022 by Order No. 22-127; 3-28-2023 by Order No. 23-041; 5-23-2023 by Order No. 23-092; 4-29-2025 by Order No. 25-043]**

…

K. Conservation subdivisions.

(1) Purpose.

(a) This subsection establishes standards and procedures for developing conservation subdivisions that set aside a significant portion of the site as open space that is permanently protected while allowing the homes to be grouped on smaller lots on the portions of the site that have the least natural, cultural, or historical resource value for conservation purposes. The standards are intended to ensure that those areas of the site that are not developable or that have natural resource value are included in the open space.

(b) Development under this provision is intended to promote imaginative, well-designed subdivisions which preserve open space, forests and agricultural uses, and an overall rural character. Additionally, conservation subdivisions should provide public access to land for passive and active recreation; protect natural features, environmentally sensitive areas and wildlife cover; respect the physical qualities of the land; and, in some instances, reduce the overall development costs of a subdivision. The standards for conservation subdivisions allow for the creation of lots that are smaller than those that would otherwise be required by the applicable zoning district regulations and in some cases can be combined with density bonuses to allow additional lots, in return for setting aside the balance of the property as permanent open space.

(c) These provisions are designed to ensure that conservation subdivisions developed in the Town:

[1] Preserve those areas of the site that have the highest natural resource value for conservation purposes (refer to the primary and secondary listed below);

[2] Preserve rural character and functions in rural portions of Windham;

[3] Provide a well-designed approach to the overall roadway and site layout that results in a landscape that provides a sense of a unique and appealing place;

[4] Preserve identified historic, archaeological, and cultural features located on the site;

[5] Locate the buildings and structures on those portions of the site that are most appropriate for development;

[6] Create continuous open spaces, or "greenways," by linking the open spaces in adjoining subdivisions wherever possible; and



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[7] Minimize the impact of residential development on the Town, neighboring properties, and the natural environment.(d) In addition to all applicable standards of this chapter, the Planning Board may approve a ~~single-family~~ conservation subdivision, provided the following conditions are met:

(2) Applicability.

(a) All submissions for ~~single-family~~ subdivisions in the Farm Zoning District and Farm-Residential Zoning District that meet the space and bulk requirements listed in the appropriate zoning district must be designed as a conservation subdivision or a country subdivision.

(b) All submissions for subdivisions in all other zoning districts that meet the space and bulk requirements listed in the appropriate zoning district may be designed as a conservation subdivision or a traditional subdivision.

(c) Property located within more than one residential zoning district. The overall density of the subdivision shall not exceed the combination of the density requirements of the districts in which the subdivision is located, before density bonuses are applied.

(3) Procedure for conservation subdivisions; design process for conservation subdivision open space.

(a) Delineation of open space. The area to be designated as open space or otherwise preserved as part of the development shall be delineated based upon the primary and secondary conservation areas. The proposed open space in conservation subdivisions shall be identified in accordance with the following:

[1] The minimum percentage and acreage of required open space shall be calculated by the applicant and submitted in accordance with the provisions of § **120-911K** and of this chapter.

[2] The proposed open space shall be designated using an existing resources inventory and site analysis sketch plan as a base. This plan shall describe the property proposed to be subdivided and analyze the opportunities and constraints for open space preservation and development. This should be submitted for preapplication review with planning staff prior to submitting a formal application for subdivision approval.

[3] The primary conservation areas on the site shall be delineated and shall be incorporated into the open space. In delineating primary conservation areas, the applicant shall prioritize natural and cultural resources on the tract in terms of their highest to lowest suitability for inclusion in the proposed open space based upon the priorities set forth in § **120-911K(6)(c)**. ~~The primary conservation areas shall include floodplains, wetlands, and areas with sustained slopes over 25%.~~

[4] The secondary conservation areas on the site shall then be delineated. In delineating secondary conservation areas, the applicant shall prioritize natural and cultural resources on the tract in terms of their highest to lowest suitability for inclusion in the proposed open space based upon the priorities set forth in § **120-911K(6)(c)**.

[5] On the basis of those priorities and practical considerations related to the tract's configuration, its context in relation to resource areas on adjoining and neighboring properties, and the



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applicant's subdivision objectives, sufficient secondary conservation areas shall be identified to be included in the open space to meet at least the minimum area percentage requirement for open space. This delineation shall clearly indicate the boundaries as well as the types of resources included within them.

~~[6] The proposed open space shall include all primary conservation areas and the secondary conservation areas with the highest resource significance as identified. For subdivisions that are not conservation subdivisions, the primary and secondary conservation areas shall be identified using the existing resources inventory and site analysis sketch plan as a base. The layout of the subdivision shall consider these resources and shall preserve them to the extent reasonable.~~

**Commented [AL2]:** This is repetitive of the requirements above.

**Commented [AL3]:** This section only applies to conservation or country subdivisions. This language should be in another section of the subdivision standards to be applicable.

(b) Open space design.

[1] All open space areas shall be part of a larger continuous and integrated open space system within the parcel being developed. At least 75% of the open space shall be contiguous to another open space area. For the purposes of this subsection, areas shall be considered contiguous if they are within 100 feet of each other and there are no impediments to access between the areas.

[2] Open space shall, to the greatest extent possible, protect site features identified in the existing resources inventory and site analysis sketch plan.

[3] Natural features shall generally be maintained in their natural condition but may be modified to improve their appearance or to restore their overall condition and natural processes.

[4] No area of open space shall be less than 50 feet in its smallest dimension and less than 10,000 square feet in area. Open space not meeting this standard is allowed as an added project enhancement but shall not be counted toward the required project open space.

[5] The boundaries of open spaces shall be marked by natural features wherever possible, such as hedgerows, stone walls, edges of woodlands, streams, or individual large trees. Where no such existing demarcations are present, additional plantings, fences, or other landscape features shall be added to enable residents or the public, if applicable, to distinguish where the open space ends and private lot areas begin. Where structural demarcations such as fences are used, they shall be the minimum needed to accomplish this objective.

[6] Open space shall include lands located along existing public streets in order to preserve existing rural landscape character as seen from these streets and shall, in no case, contain less than the required buffer, setback area, or separation distance.

(c) Location of building sites. Potential building sites shall be ~~tentatively~~ located ~~taking into consideration~~consistent with the proposed open space and/or the primary and secondary conservation areas identified in § **120-911K(6)(c)**, as well as other relevant data from the existing resources inventory and site analysis sketch plan, such as topography and soils.

**Commented [BM4]:** I'm confused as to whether building envelope locations are compulsory or suggestive?

**Commented [SP5R4]:** I believe the intent is to be show as part of the recorded subdivision plan.

[1] Except as adjusted below, b~~B~~uilding envelopes ~~should generally~~shall be located at least ~~100~~ 75 feet from primary conservation areas and at least ~~50~~ 40 feet from secondary conservation areas, ~~taking into consideration the potential negative impacts of development on such areas as well as the potential positive benefits of such locations to provide attractive views and visual settings~~



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~~for residences and other uses.~~

[2] Buildings shall be set back at least 100 feet from existing public and private streets. A buffer yard along the street that is~~,~~ adjacent to, and parallel with, the front property line of the conservation subdivision, shall be provided in accordance with the performance standards of § 120-511. The remainder of the 100-foot buffer strip shall be naturally vegetated or landscaped. This buffer may be part of the conservation subdivision open space. When buildings will be visible from the existing streets, the applicant shall minimize the visual impact of new development through larger setbacks or screening with elements such as low walls, split-rail fencing, trees or other plantings.

[3] Buildings shall be set back at least 50 feet from the external perimeter of the property line of the conservation subdivision, with the exception of property lines along public or private streets. A buffer yard, meeting the Buffer Yard D standards in § 120-511 Table 1, adjacent to the exterior perimeter of the conservation subdivision, shall be provided in accordance with performance standards of § 120-511. The remainder of the 50-foot buffer strip shall be naturally vegetated or landscaped. This buffer yard ~~may only be part of the open space, but~~ shall only count towards the required project open space if the area is a primary or secondary conservation area delineated in accordance with § **120-911K(3)(a)**.~~,~~ or additional land area is required after to meet the minimum area percentage requirement for open space after primary and secondary conservation areas have been incorporated into the open space.

**Commented [AL6]:** Note that the Planning Board has the flexibility to approve alternative buffer plans in accordance with § 120-511C(1)(b) and buffer yards in Section 120-511 are not applicable for agricultural uses.

(d) Alignment of streets and ways and creation of a trail system. Based upon the designated building sites, a circulation plan shall be designed to provide vehicular and pedestrian access to each site. The street layout shall bear a logical relationship to topographic conditions. Impacts of the street plan on proposed conservation lands shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and minimizing cut and fill. Street connections shall generally be encouraged to minimize the number of new culs-de-sac and to facilitate access to and from buildings in different parts of the subdivision. A trail system shall be created within the open space to provide access from the subdivision homes to the open space network created by the subdivision.

(e) Drawing in the lot lines. Upon completion of the preceding steps in § **120-911K(3)(a)** through **(d)**, lot lines shall be drawn as required to delineate the boundaries of individual lots. Lots shall be designed in keeping with the standards for individual lots found in Article **4** and shall be further designed to provide each residence with a clear delineation of its property bounds and with usable yard spaces.

(4) Basic standards for conservation subdivisions.

(a) Conservation subdivisions shall meet all applicable requirements of this chapter.

(b) The Planning Board shall allow lots within conservation subdivisions to be reduced from standard subdivision standards as specified in the applicable zoning district. In return for the reduction in the requirements for lot area, frontage, and structure setbacks, the applicant shall provide common open space.

(c) In order to determine the maximum number of dwelling units permitted on a tract of land, the net residential acreage of the parcel shall be divided by the net residential density standard of the



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applicable zoning district. Density bonuses are applicable, per the appropriate zoning district standards (see Article **4**).

(d) A landowner may choose not to maximize the development potential of a tract of land in the first subdivision application and reserve remaining development rights for a future subdivision application. In this instance, a conceptual master plan showing the location of future lots must be submitted. The conceptual master plan shall include the minimum information required for a sketch plan submission.

[1] The subdivider may retain ownership of the remaining land from which the subdivision lots are to be created, provided the portion of the remaining land counted toward the subdivision open space is subject to a permanent conservation or agricultural easement, or the subdivider may transfer ownership of the open space to a third party per § **120-911E(2)**.

[2] The land remaining will be a numbered lot within the subdivision.

[3] The open space standards in § **120-911K(5)** shall apply.

(e) Each building envelope shall be an element of an overall subdivision plan for site development. Only developments having a total site plan for structures will be considered. The application shall illustrate the placement of building envelopes and the treatment of spaces, paths, roads, service and parking and in so doing shall take into consideration all requirements of § **120-911K** and of other relevant sections of these regulations.

(f) For conservation subdivisions that are not served by a public water supply, the applicant must demonstrate on the plan that it is possible to locate a subsurface wastewater disposal field and a well on each lot. When determined that it is necessary for specific lots, by the Planning Board, as a condition of approval, the location of these elements shall be elements of the subdivision plan, and any future changes to the location of these elements will require an amended subdivision plan review.

(g) Up to 30% of individual lots or dwelling units may have direct vehicular access onto a public street existing at the time of development.

[1] Driveways may cross the buffer and must run essentially perpendicular to the street.

[2] Driveways serving individual lots in a conservation subdivision on an existing public street must be separated from new driveways and street intersections by 300 feet.

(h) Alteration of Natural Resources. The Planning Board may allow the alteration of natural resources identified as primary and secondary conservation areas and their associated buffers and setbacks for the construction of the following improvements:

[1] Stormwater management facilities.

[2] Road crossings, bridges, culverts, and the installation of utilities needed to access property on the other side of wetlands and water bodies.

[3] Docks, boat ramps, and other structures necessary for direct access to water bodies.



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In granting such relief, t~~T~~he Board must find that:

[1] The resulting subdivision design best achieves the purposes of a conservation subdivision.

[2] The design is integrated with the natural topographic conditions and minimizes the need for cuts and fills.

[3] The impacts on the resource(s) and their respective buffers and setbacks have been minimized~~; and~~.

[4] The design and function of the improvements incorporate accepted best management practices. Proposed stream crossings shall utilize Maine Stream Smart principles; and ~~.~~

[5] The applicant has received all necessary local, state, and federal permitting for such alterations.

(5) Arrangement of lots.

(a) Diversity and originality in lot layout and individual building site design shall be encouraged to achieve the best possible relationship between the proposed development and the land under consideration.

(b) Factors considered by the Planning Board when evaluating the proposed arrangement of lots shall include, but not be limited to:

[1] Arrangement of roads, stormwater facilities, wastewater and other utilities in conformance with the natural features of the parcel, minimizing changes to the topography.

[2] Minimization of impervious cover.

[3] Protection of stream corridors and other important habitat areas.

[4] Protection of wetlands.

[5] Feasibility of continued or future agricultural use.

[6] Feasibility of continued or future forest management.

[7] Relationship to neighboring property, including conservation easements or natural, cultural, recreational or scenic features.

(6) Open space requirements for conservation subdivisions.

(a) The open space provided by the conservation subdivision shall be identified on the recorded subdivision plan as "Open Space — Reserved for Recreation, Agricultural and/or Conservation Purposes."

(b) Minimum amount required. The amount of open space provided within the subdivision shall be equal to or greater than the sum of the following:

**Commented [AL7]:** For reference, Previously cluster subdivisions required The total area of reserved open space within the development shall equal or exceed 50% of the gross land area of the property to be subdivided. At least fifty percent (50%) of the land suitable for development (see Section 534 – Net Residential Area or Acreage) shall be included in the common open space.



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[1] ~~Excepting acreage which is used for public or private rights-of-way, All of the~~ Aareas of the parcel that are deducted from the gross area of the site to determine the net residential area (see § **120-541**, Net residential area or acreage), exclusive of land within public or private rights of way; ~~plus~~ and

[2] ~~At least 50%~~A percentage of the remaining land that is not deducted from the calculated net residential area (see § **120-541**, Net residential area or acreage) greater than or equal to:~~.~~

[a] In the Farm District: At least 50%.

[b] In the Farm-Residential District: At least 45%.

[c] Other Zoning Districts: At least 40%.

(c) Priorities for land included in open space. The land set aside in the open space shall be selected based upon the following priorities:

[1] Primary conservation area priorities.

[a] Streams, freshwater wetlands as defined by the Maine Department of Environmental Protection under Chapter 310 (Wetlands and Waterbodies Protection Rules), ~~-~~that are greater than 4,300 square feet averaging more than 30 feet in width as determined by measuring the width of five evenly spaced section that are subject to alteration permits under the Natural Resources Protection Act, floodplains, vernal pools, and areas with a slope in excess of 25%. Buffers that are required by ordinance along these protected resources shall also be considered primary conservation areas.

[b] Areas that maintain the rural character of roadsides.

[c] Scenic resources, including viewsheds and agricultural fields, along with the forested margin adjacent to these resources.

[d] Areas that are adjacent to other protected open space.

[2] Secondary conservation area priorities.

[a] Areas that provide protection for unique or irreplaceable resources, including the habitat of rare, significant, or endangered species, archaeological or historic sites, landmarks, and cemeteries.

[b] Areas that provide for the continuation of resource systems into or through the site such as shorelands, river or stream corridors, wildlife travel corridors, trails, and unfragmented habitat blocks. The width of such corridors shall be as follows:

[i] Shorelands, river or stream corridors: 100% of the width of any required vegetative buffer, in addition to the required buffer.

[ii] Wildlife travel corridors: 300 feet.

[iii] Recreational trail corridors: 25 feet on either side of the trail. Unfragmented habitat

**Commented [SP8]:** The Board doesn't want the option to waive below these minimums. Ben can you add language to section the prohibit waivers

**Commented [BM9R8]:** Amended 120-908 instead to keep all provisions relating to waivers in the same place. Sent separately.



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blocks shall have a minimum contiguous area of 150 acres.

[c] Areas that encompass groups of small wetlands not included in primary conservation areas or wetlands that function primarily as drainage swales in upland areas, as well as streams or ponds in a continuously forested area.

[d] Other secondary conservation areas, including fields, aquifer recharge areas, deer yards, and other identified habitat.

(d) For open space not retained by the subdivider, one principal access point having a minimum width of 20 feet shall be provided from the road network within the conservation subdivision. Additional, secondary points of access having a minimum width of 10 feet may be provided from individual lots when these lots abut or are located within a portion of the open space area.

[1] The size and location of the principal and secondary access points shall be reviewed and approved by the Planning Board as part of the Board's review of the conservation subdivision.

[2] In order to be eligible for any density bonus described in the applicable zoning district standards, the following conditions must be met: the open space must be open for general public use, not just homeowners within the subdivision or the subdivider; and the open space must either be accessed from an existing public street, or access is from an abutting property that is public, permanent open space or recreation land; or access must be formalized in easement language if access is to be provided over the new subdivision street or streets until such time as the subdivision street or streets are adopted by the Town. Access easements for the open space must be recorded at the registry prior to the issuance of building permits.

(e) The required open space shall not be used for commercial recreation or for private clubs whose membership is different from the homeowners' association.

(f) The proposed location of open space areas should also be considered in relation to other open space areas on abutting properties, and logical connections to and from open space areas on abutting properties should be given consideration by the Planning Board.

(7) Country subdivisions. As an alternative to conservation subdivision design in the Farm Zoning District and the Farm-Residential Zoning District, an applicant may choose a country subdivision design. This alternative does not include the reservation of open space or the level of site analysis and design required by a conservation subdivision. As a result, large residential lots are required in order to meet Town goals of protecting water quality and wildlife habitats and preserving rural character.

(a) Layout and design of the development.

[1] Minimum property line setbacks. All principal buildings shall be set back a minimum of 75 feet from any property line. Accessory buildings and structures with less than 200 square feet of footprint area shall be set back a minimum of 50 feet from any property line. Any other accessory buildings and structures shall be set back a minimum of 75 feet from any property line.

[2] Streetscape buffers. A vegetated buffer strip shall be maintained on any country subdivision lot that fronts on or otherwise abuts any existing public and private street to minimize the visual



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impact of the development on the streetscape. The depth of the buffer strip shall be at least 50 feet. A buffer yard that is ~~along the street,~~ adjacent to, and parallel with, the front property line of the conservation subdivision, shall be provided in accordance with the performance standards of § 120-511. The buffer strip may be crossed by driveways or access drives that run essentially perpendicular to the street. The remainder of the 50-foot buffer strip shall be naturally vegetated or landscaped in a manner appropriate to the existing site conditions and the secondary conservation value of the strip.

[3] Perimeter buffers. A vegetated buffer strip shall be maintained along the external perimeter or property line of the country subdivision, with the exception of property lines along public or private streets, to minimize the impact of the country subdivision on abutting properties. The width of the buffer strip shall be at least 50 feet. A buffer yard, meeting the Buffer Yard D standards in § 120-511 Table 1, adjacent to the exterior perimeter of the country subdivision shall be provided in accordance with performance standards of § 120-511. The remainder of ~~The~~ the 50-foot buffer strip shall be naturally vegetated or landscaped.

(b) Conceptual master plan. A landowner may choose not to maximize the development potential of a tract of land in the first subdivision application and reserve remaining development rights for a future subdivision application. In this instance, a conceptual master plan showing the location of future lots must be submitted. The conceptual master plan shall include the minimum information required for a sketch plan submission.



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ARTICLE 3
**Definitions**

**§ 120-301. Definitions. [Amended 4-27-2010 by Order 10-075; 9-14-2010 by Order 10-164; 2-14-2012 by Order 12-014; 10-23-2012 by Order 12-148; 10-23-2012 by Order 12-149; 7-8-2014 by Order 14-164; 10-14-2014 by Order 14-387; 11-18-2014 by Order 14-463; 12-16-2014 by Order 14-491; 3-28-2017 by Order 17-052; 9-12-2017 by Order 17-160; 10-10-2017 by Order 17-161;6-12-2018 by Order 18-099; 1-15-2019 by Order 18-257; 6-11-2019 by Order 19-057; 5-26-2020 by Order 20-048; 8-11-2020 by Order 20-151; 10-13-2020 by Order 20-211; 4-12-2022 by Order No. 22-062; 6-16-2022 by Order No. 22-108; 10-11-2022 by Order No. 22-175; 3-28-2023 by Order No. 23-041; 4-25-2023 by Order No. 23-060; 8-15-2023 by Order No. 23-149; 8-15-2023 by Order No. 23-150; 4-9-2024 by Order No. 24-018; 5-14-2024 by Order No. 24-052; 8-20-2024 by Order No. 24-165; 1-14-2025 by Order No. 25-001; 1-14-2025 by Order No. 25-002; 4-29-2025 by Order No. 25-043; 5-27-2025 by Order No. 25-090; 1-27-2026 by Order No. 26-009]**

In this chapter, the following terms shall have the following meaning unless a contrary meaning is required by the text or is specifically prescribed. In addition to the following definitions, performance standards regulating specified land uses should be reviewed in the district standards for each zoning district (Article 4) and the performance standards (Article 5) that apply to all zoning districts in the Town.

…

CONSERVATION SUBDIVISION BUILDING ENVELOPE — The portion of a lot within a Conservation Subdivision designated and approved for the location of structures, site improvements, and associated development. Building envelopes shall be established through the conservation design process in accordance with § 120-911K and shall avoid or minimize impacts to identified Primary Conservation Resources and Secondary Conservation Resources.

…

COUNTRY SUBDIVISION — A form of residential subdivision development permitted in the Farm District (F) and Farm-Residential District (FR) that utilizes larger lot sizes, increased setbacks, and buffer requirements to preserve rural character in accordance with the standards of §120-911K(7). A Country Subdivision does not require the reservation of open space except as otherwise required by this Ordinance.

…

PRIMARY CONSERVATION RESOURCES — Natural resources and land features identified for the highest level of protection and preservation within a Conservation Subdivision. Primary Conservation Resources shall be identified, delineated, and protected in accordance with the criteria of §120-911K(3)(c)[1] and the conservation design process established in §120-911K(6).

…

SECONDARY CONSERVATION RESOURCES — Natural, cultural, historic, scenic, agricultural, recreational, and other land features that contribute to the ecological integrity and rural character of a site and are considered for preservation within a Conservation Subdivision. Secondary Conservation Resources shall be identified, evaluated, and incorporated into the conservation design process in accordance with the criteria of §120-911K(3)(c)[2] and §120-911K(6).



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43 **Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

…

ARTICLE 4

**Zoning Districts**

## § 120-406. Farm District (F).

…

E. Dimensional standards. The following dimensional standards shall apply in the Farm District: [Amended 12-16-2014 by Order 14-491; 6-9-2020 by Order 20-140]

…

(2) Net residential density: 60,000 square feet.

(a) Country subdivision: 200,000 square feet.

…

F. District standards. In addition to Article 5, Performance Standards, these standards shall apply to the following uses in the Farm District:

…

(2) Conservation subdivision. (See Article **9**, Subdivision Review.) All subdivisions proposed on parcels with more than 8 acres of gross land area in the Farm District must be designed as a conservation subdivision or a country subdivision.

,,,

## § 120-407. Farm-Residential District (FR).

,,,

E. Dimensional standards. The following dimensional standards shall apply in the Farm-Residential

…

(2) Net residential density: 40,000 square feet.

(a) Country subdivision: 200,000 square feet.

…

F. District standards. In addition to Article 5, Performance Standards, these standards shall apply to the following uses in the Farm-Residential District:

(3) Conservation subdivision. (See Article **9**, Subdivision Review). All subdivisions proposed on parcels with more than 5 acres of gross land area in the Farm-Residential District must be designed as a conservation subdivision or a country subdivision.

…



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**43 Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

ARTICLE 9
**Subdivision Review[43]**

**§ 120-908. Waivers. [Amended 6-16-2022 by Order No. 22-108; 10-24-2023 by Order No. 23-193; 4-29-2025 by Order No. 25-043]**

A. Limitation of waivers. The granting of a submission requirement waiver or site waiver may not conflict with, nor negate, any state statutory requirements for the subdivision of land.

B. Waiver of submission requirements. The Director of Planning or designee may waive the submission requirements identified in § 120-910 (Submission requirements) as being eligible for a waiver if it is determined that the information is not required to determine compliance with the standards and criteria of this chapter or that the information relates to a standard that is not applicable to the application.

(1) A waiver from the submission requirements shall not require the applicant or the Director of Planning to follow the procedures and standards in Subsection C, below. A waiver from submission requirements shall not be considered a variance for purposes of 30-A M.R.S.A. § 4403(7).

(2) In accordance with § 120-910 (Submission requirements), the applicant shall submit a list of submission requirements for which a waiver is sought. The list shall include the reasons for which the waiver is sought. The Director of Planning is not required to use any criteria in making a determination on the granting of a waiver of the submission requirements.

C. Waiver of subdivision performance standards. The Planning Board may waive the requirements of § 120-911, Performance and design standards, unless prohibited by Maine statutes, where it finds that there are special circumstances of a particular parcel proposed to be subdivided, or that the application is simple and minor in nature. The applicant must demonstrate that the performance standards of these regulations and the criteria of the subdivision statute have been or will be met and the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of this chapter. With regard to applications for which the Board is performing delegated review authority for applicable permits (i.e., Site Law or Stormwater Law), the waiver shall not result in noncompliance with any provision of the Site Law, Stormwater Law, or DEP regulations adopted pursuant to those laws.

(1) Procedure. The applicant shall submit a list of the requested waiver(s) in writing. For each waiver requested, the applicant shall submit answers to each of the criteria in Subsection C(2), Criteria, below.

(a) The process for requesting waivers shall be in accordance with the provisions for review procedures in §§ 120-906 and 120-907 and the provisions for submission requirements in § 120-910.

(b) The Planning Board may request additional information to make a determination on a waiver request.



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43 **Editor's Note: Article 9 was amended 3-11-2014 by Order 14-033 to delete provisions relating to subdivision impact analysis and fees and 8-26-2014 by Order 14-312 to delete building permit limits for subdivisions.**

(c)

(2) Criteria. In granting site waivers, the Planning Board shall utilize the following criteria:

(a) The waiver will improve the ability of the project to take the property's predevelopment natural features into consideration. Natural features include, but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, and relation to abutting properties or land uses.

(b) The waiver will not result in the following:

[1] Undue water or air pollution.

[2] Undue light pollution or glare.

[3] An inadequate water supply.



[4] Unreasonable soil erosion.

[5] Unreasonable traffic congestion or safety risk.

[6] Decreased pedestrian safety or access.

[7] Inadequate supply of parking spaces.

[8] Inadequate sewage disposal capacity.

[9] Inadequate solid waste disposal capacity.

[10] An adverse impact on scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas.

[11] Flooding or adverse drainage impacts on abutting properties.

[12] An adverse impact on the Town's ability to provide the subdivision with public safety services.

(c) Recording of waivers of subdivision performance standards. When the Board grants a site waiver to any of the improvements required by these regulations, the final plan, to be recorded at the Registry of Deeds, shall indicate the waivers granted. Waivers must be listed in a separate location from either the plan's general notes or any conditions of approval. Waivers of the required application submissions do not need to be listed.

(3) Non-Waivable Subdivision Performance Standards. Notwithstanding anything in this § 121-908 to the contrary, the following subdivision performance standards may not be waived or varied by the Planning Board or Zoning Board of Appeals, respectively:

(a) **§ 120-911K(6):** Open space requirements for conservation subdivisions.



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…

**§ 120-911. Performance and design standards. [Amended 4-27-2010 by Order 10-075; 5-10-2011 by Order 11-070; 7-24-2012 by Order 12-091; 12-16-2014 by Order 14-491; 2-28-2017 by Order 17-038; 10-10-2017 by Order 17-161; 5-22-2018 by Order 18-905; 1-15-2019 by Order 18-257; 6-9-2020 by Order 20-140; 6-16-2022 by Order No. 22-108; 7-12-2022 by Order No. 22-127; 3-28-2023 by Order No. 23-041; 5-23-2023 by Order No. 23-092; 4-29-2025 by Order No. 25-043]**

…

K. Conservation subdivisions.

(1) Purpose.

(a) This subsection establishes standards and procedures for developing conservation subdivisions that set aside a significant portion of the site as open space that is permanently protected while allowing the homes to be grouped on smaller lots on the portions of the site that have the least natural, cultural, or historical resource value for conservation purposes. The standards are intended to ensure that those areas of the site that are not developable or that have natural resource value are included in the open space.

(b) Development under this provision is intended to promote imaginative, well-designed subdivisions which preserve open space, forests and agricultural uses, and an overall rural character. Additionally, conservation subdivisions should provide public access to land for passive and active recreation; protect natural features, environmentally sensitive areas and wildlife cover; respect the physical qualities of the land; and, in some instances, reduce the overall development costs of a subdivision. The standards for conservation subdivisions allow for the creation of lots that are smaller than those that would otherwise be required by the applicable zoning district regulations and in some cases can be combined with density bonuses to allow additional lots, in return for setting aside the balance of the property as permanent open space.

(c) These provisions are designed to ensure that conservation subdivisions developed in the Town:

[1] Preserve those areas of the site that have the highest natural resource value for conservation purposes (refer to the primary and secondary listed below);

[2] Preserve rural character and functions in rural portions of Windham;

[3] Provide a well-designed approach to the overall roadway and site layout that results in a landscape that provides a sense of a unique and appealing place;

[4] Preserve identified historic, archaeological, and cultural features located on the site;

[5] Locate the buildings and structures on those portions of the site that are most appropriate for development;

[6] Create continuous open spaces, or "greenways," by linking the open spaces in adjoining subdivisions wherever possible; and



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[7] Minimize the impact of residential development on the Town, neighboring properties, and the natural environment.(d) In addition to all applicable standards of this chapter, the Planning Board may approve a conservation subdivision, provided the following conditions are met:

(2) Applicability.

(a) All submissions for subdivisions in the Farm Zoning District and Farm-Residential Zoning District that meet the space and bulk requirements listed in the appropriate zoning district must be designed as a conservation subdivision or a country subdivision.

(b) All submissions for subdivisions in all other zoning districts that meet the space and bulk requirements listed in the appropriate zoning district may be designed as a conservation subdivision or a traditional subdivision.

(c) Property located within more than one residential zoning district. The overall density of the subdivision shall not exceed the combination of the density requirements of the districts in which the subdivision is located, before density bonuses are applied.

(3) Procedure for conservation subdivisions; design process for conservation subdivision open space.

(a) Delineation of open space. The area to be designated as open space or otherwise preserved as part of the development shall be delineated based upon the primary and secondary conservation areas. The proposed open space in conservation subdivisions shall be identified in accordance with the following:

[1] The minimum percentage and acreage of required open space shall be calculated by the applicant and submitted in accordance with the provisions of § **120-911K** and of this chapter.

[2] The proposed open space shall be designated using an existing resources inventory and site analysis sketch plan as a base. This plan shall describe the property proposed to be subdivided and analyze the opportunities and constraints for open space preservation and development. This should be submitted for preapplication review with planning staff prior to submitting a formal application for subdivision approval.

[3] The primary conservation areas on the site shall be delineated and shall be incorporated into the open space. In delineating primary conservation areas, the applicant shall prioritize natural and cultural resources on the tract in terms of their highest to lowest suitability for inclusion in the proposed open space based upon the priorities set forth in § **120-911K(6)(c)**.

[4] The secondary conservation areas on the site shall then be delineated. In delineating secondary conservation areas, the applicant shall prioritize natural and cultural resources on the tract in terms of their highest to lowest suitability for inclusion in the proposed open space based upon the priorities set forth in § **120-911K(6)(c)**.

[5] On the basis of those priorities and practical considerations related to the tract's configuration, its context in relation to resource areas on adjoining and neighboring properties, and the applicant's subdivision objectives, sufficient secondary conservation areas shall be identified to be included in the open space to meet at least the minimum area percentage requirement for open space. This delineation shall clearly indicate the boundaries as well as the types of


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resources included within them.

(b) Open space design.

[1] All open space areas shall be part of a larger continuous and integrated open space system within the parcel being developed. At least 75% of the open space shall be contiguous to another open space area. For the purposes of this subsection, areas shall be considered contiguous if they are within 100 feet of each other and there are no impediments to access between the areas.

[2] Open space shall, to the greatest extent possible, protect site features identified in the existing resources inventory and site analysis sketch plan.

[3] Natural features shall generally be maintained in their natural condition but may be modified to improve their appearance or to restore their overall condition and natural processes.

[4] No area of open space shall be less than 50 feet in its smallest dimension and less than 10,000 square feet in area. Open space not meeting this standard is allowed as an added project enhancement but shall not be counted toward the required project open space.

[5] The boundaries of open spaces shall be marked by natural features wherever possible, such as hedgerows, stone walls, edges of woodlands, streams, or individual large trees. Where no such existing demarcations are present, additional plantings, fences, or other landscape features shall be added to enable residents or the public, if applicable, to distinguish where the open space ends and private lot areas begin. Where structural demarcations such as fences are used, they shall be the minimum needed to accomplish this objective.

[6] Open space shall include lands located along existing public streets in order to preserve existing rural landscape character as seen from these streets and shall, in no case, contain less than the required buffer, setback area, or separation distance.

(c) Location of building sites. Potential building sites shall be located consistent with the proposed open space and/or the primary and secondary conservation areas identified in § **120-911K(6)(c)**, as well as other relevant data from the existing resources inventory and site analysis sketch plan, such as topography and soils.

[1] Except as adjusted below, building envelopes shall be located at least 1 75 feet from primary conservation areas and at least 40 feet from secondary conservation areas,

[2] Buildings shall be set back at least 100 feet from existing public and private streets. A buffer yard along the street that is adjacent to, and parallel with, the front property line of the conservation subdivision, shall be provided in accordance with the performance standards of § 120-511. The remainder of the 100-foot buffer strip shall be naturally vegetated or landscaped. This buffer may be part of the conservation subdivision open space. When buildings will be visible from the existing streets, the applicant shall minimize the visual impact of new development through larger setbacks or screening with elements such as low walls, split-rail fencing, trees or other plantings.

[3] Buildings shall be set back at least 50 feet from the external perimeter of the property line of the


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conservation subdivision, with the exception of property lines along public or private streets. A buffer yard, meeting the Buffer Yard D standards in § 120-511 Table 1, adjacent to the exterior perimeter of the conservation subdivision, shall be provided in accordance with performance standards of § 120-511. The remainder of the 50-foot buffer strip shall be naturally vegetated or landscaped. This buffer yard shall only count towards the required project open space if the area is a primary or secondary conservation area delineated in accordance with § **120-911K(3)(a)**. or additional land area is required after to meet the minimum area percentage requirement for open space after primary and secondary conservation areas have been incorporated into the open space.

(d) Alignment of streets and ways and creation of a trail system. Based upon the designated building sites, a circulation plan shall be designed to provide vehicular and pedestrian access to each site. The street layout shall bear a logical relationship to topographic conditions. Impacts of the street plan on proposed conservation lands shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and minimizing cut and fill. Street connections shall generally be encouraged to minimize the number of new culs-de-sac and to facilitate access to and from buildings in different parts of the subdivision. A trail system shall be created within the open space to provide access from the subdivision homes to the open space network created by the subdivision.

(e) Drawing in the lot lines. Upon completion of the preceding steps in § **120-911K(3)(a)** through **(d)**, lot lines shall be drawn as required to delineate the boundaries of individual lots. Lots shall be designed in keeping with the standards for individual lots found in Article **4** and shall be further designed to provide each residence with a clear delineation of its property bounds and with usable yard spaces.

(4) Basic standards for conservation subdivisions.

(a) Conservation subdivisions shall meet all applicable requirements of this chapter.

(b) The Planning Board shall allow lots within conservation subdivisions to be reduced from standard subdivision standards as specified in the applicable zoning district. In return for the reduction in the requirements for lot area, frontage, and structure setbacks, the applicant shall provide common open space.

(c) In order to determine the maximum number of dwelling units permitted on a tract of land, the net residential acreage of the parcel shall be divided by the net residential density standard of the applicable zoning district. Density bonuses are applicable, per the appropriate zoning district standards (see Article **4**).

(d) A landowner may choose not to maximize the development potential of a tract of land in the first subdivision application and reserve remaining development rights for a future subdivision application. In this instance, a conceptual master plan showing the location of future lots must be submitted. The conceptual master plan shall include the minimum information required for a sketch plan submission.

[1] The subdivider may retain ownership of the remaining land from which the subdivision lots are to be created, provided the portion of the remaining land counted toward the subdivision open space is subject to a permanent conservation or agricultural easement, or the subdivider may


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transfer ownership of the open space to a third party per § **120-911E(2)**.

[2] The land remaining will be a numbered lot within the subdivision.

[3] The open space standards in § **120-911K(5)** shall apply.

(e) Each building envelope shall be an element of an overall subdivision plan for site development. Only developments having a total site plan for structures will be considered. The application shall illustrate the placement of building envelopes and the treatment of spaces, paths, roads, service and parking and in so doing shall take into consideration all requirements of § **120-911K** and of other relevant sections of these regulations.

(f) For conservation subdivisions that are not served by a public water supply, the applicant must demonstrate on the plan that it is possible to locate a subsurface wastewater disposal field and a well on each lot. When determined that it is necessary for specific lots, by the Planning Board, as a condition of approval, the location of these elements shall be elements of the subdivision plan, and any future changes to the location of these elements will require an amended subdivision plan review.

(g) Up to 30% of individual lots or dwelling units may have direct vehicular access onto a public street existing at the time of development.

[1] Driveways may cross the buffer and must run essentially perpendicular to the street.

[2] Driveways serving individual lots in a conservation subdivision on an existing public street must be separated from new driveways and street intersections by 300 feet.

(h) Alteration of Natural Resources. The Planning Board may allow the alteration of natural resources identified as primary and secondary conservation areas and their associated buffers and setbacks for the construction of the following improvements:

[1] Stormwater management facilities.

[2] Road crossings, bridges, culverts, and the installation of utilities needed to access property on the other side of wetlands and water bodies.

[3] Docks, boat ramps, and other structures necessary for direct access to water bodies.

In granting such relief, the Board must find that:

[1] The resulting subdivision design best achieves the purposes of a conservation subdivision.

[2] The design is integrated with the natural topographic conditions and minimizes the need for cuts and fills.

[3] The impacts on the resource(s) and their respective buffers and setbacks have been minimized.

[4] The design and function of the improvements incorporate accepted best management practices. Proposed stream crossings shall utilize Maine Stream Smart principles; and


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[5] The applicant has received all necessary local, state, and federal permitting for such alterations.

(5) Arrangement of lots.

(a) Diversity and originality in lot layout and individual building site design shall be encouraged to achieve the best possible relationship between the proposed development and the land under consideration.

(b) Factors considered by the Planning Board when evaluating the proposed arrangement of lots shall include, but not be limited to:

[1] Arrangement of roads, stormwater facilities, wastewater and other utilities in conformance with the natural features of the parcel, minimizing changes to the topography.

[2] Minimization of impervious cover.

[3] Protection of stream corridors and other important habitat areas.

[4] Protection of wetlands.

[5] Feasibility of continued or future agricultural use.

[6] Feasibility of continued or future forest management.

[7] Relationship to neighboring property, including conservation easements or natural, cultural, recreational or scenic features.

(6) Open space requirements for conservation subdivisions.

(a) The open space provided by the conservation subdivision shall be identified on the recorded subdivision plan as "Open Space — Reserved for Recreation, Agricultural and/or Conservation Purposes."

(b) Minimum amount required. The amount of open space provided within the subdivision shall be equal to or greater than the sum of the following:

[1] Areas of the parcel that are deducted from the gross area of the site to determine the net residential area (see § **120-541**, Net residential area or acreage), exclusive of land within public or private rights of way; and

[2] A percentage of the remaining land that is not deducted from the calculated net residential area (see § **120-541**, Net residential area or acreage) greater than or equal to:

[a] In the Farm District: At least 50%.

[b] In the Farm-Residential District: At least 45%.

[c] Other Zoning Districts: At least 40%.


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(c) Priorities for land included in open space. The land set aside in the open space shall be selected based upon the following priorities:

[1] Primary conservation area priorities.

[a] Streams, freshwater wetlands as defined by the Maine Department of Environmental Protection under Chapter 310 (Wetlands and Waterbodies Protection Rules), that are greater than 4,300 square feet averaging more than 30 feet in width as determined by measuring the width of five evenly spaced section that are subject to alteration permits under the Natural Resources Protection Act, floodplains, vernal pools, and areas with a slope in excess of 25%. Buffers that are required by ordinance along these protected resources shall also be considered primary conservation areas.

[b] Areas that maintain the rural character of roadsides.

[c] Scenic resources, including viewsheds and agricultural fields, along with the forested margin adjacent to these resources.

[d] Areas that are adjacent to other protected open space.

[2] Secondary conservation area priorities.

[a] Areas that provide protection for unique or irreplaceable resources, including the habitat of rare, significant, or endangered species, archaeological or historic sites, landmarks, and cemeteries.

[b] Areas that provide for the continuation of resource systems into or through the site such as shorelands, river or stream corridors, wildlife travel corridors, trails, and unfragmented habitat blocks. The width of such corridors shall be as follows:

[i] Shorelands, river or stream corridors: 100% of the width of any required vegetative buffer, in addition to the required buffer.

[ii] Wildlife travel corridors: 300 feet.

[iii] Recreational trail corridors: 25 feet on either side of the trail. Unfragmented habitat blocks shall have a minimum contiguous area of 150 acres.

[c] Areas that encompass groups of small wetlands not included in primary conservation areas or wetlands that function primarily as drainage swales in upland areas, as well as streams or ponds in a continuously forested area.

[d] Other secondary conservation areas, including fields, aquifer recharge areas, deer yards, and other identified habitat.

(d) For open space not retained by the subdivider, one principal access point having a minimum width of 20 feet shall be provided from the road network within the conservation subdivision. Additional, secondary points of access having a minimum width of 10 feet may be provided from individual lots when these lots abut or are located within a portion of the open space area.


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[1] The size and location of the principal and secondary access points shall be reviewed and approved by the Planning Board as part of the Board's review of the conservation subdivision.

[2] In order to be eligible for any density bonus described in the applicable zoning district standards, the following conditions must be met: the open space must be open for general public use, not just homeowners within the subdivision or the subdivider; and the open space must either be accessed from an existing public street, or access is from an abutting property that is public, permanent open space or recreation land; or access must be formalized in easement language if access is to be provided over the new subdivision street or streets until such time as the subdivision street or streets are adopted by the Town. Access easements for the open space must be recorded at the registry prior to the issuance of building permits.

(e) The required open space shall not be used for commercial recreation or for private clubs whose membership is different from the homeowners' association.

(f) The proposed location of open space areas should also be considered in relation to other open space areas on abutting properties, and logical connections to and from open space areas on abutting properties should be given consideration by the Planning Board.

(7) Country subdivisions. As an alternative to conservation subdivision design in the Farm Zoning District and the Farm-Residential Zoning District, an applicant may choose a country subdivision design. This alternative does not include the reservation of open space or the level of site analysis and design required by a conservation subdivision. As a result, large residential lots are required in order to meet Town goals of protecting water quality and wildlife habitats and preserving rural character.

(a) Layout and design of the development.

[1] Minimum property line setbacks. All principal buildings shall be set back a minimum of 75 feet from any property line. Accessory buildings and structures with less than 200 square feet of footprint area shall be set back a minimum of 50 feet from any property line. Any other accessory buildings and structures shall be set back a minimum of 75 feet from any property line.

[2] Streetscape buffers. A vegetated buffer strip shall be maintained on any country subdivision lot that fronts on or otherwise abuts any existing public and private street to minimize the visual impact of the development on the streetscape. The depth of the buffer strip shall be at least 50 feet. A buffer yard that is adjacent to, and parallel with, the front property line of the conservation subdivision, shall be provided in accordance with the performance standards of § 120-511. The buffer strip may be crossed by driveways or access drives that run essentially perpendicular to the street. The remainder of the 50-foot buffer strip shall be naturally vegetated or landscaped in a manner appropriate to the existing site conditions and the secondary conservation value of the strip.

[3] Perimeter buffers. A vegetated buffer strip shall be maintained along the external perimeter or property line of the country subdivision, with the exception of property lines along public or private streets, to minimize the impact of the country subdivision on abutting properties. The width of the buffer strip shall be at least 50 feet. A buffer yard, meeting the Buffer Yard D standards in § 120-511 Table 1, adjacent to the exterior perimeter of the country subdivision shall be provided in accordance with performance standards of § 120-511. The remainder of the


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50-foot buffer strip shall be naturally vegetated or landscaped.

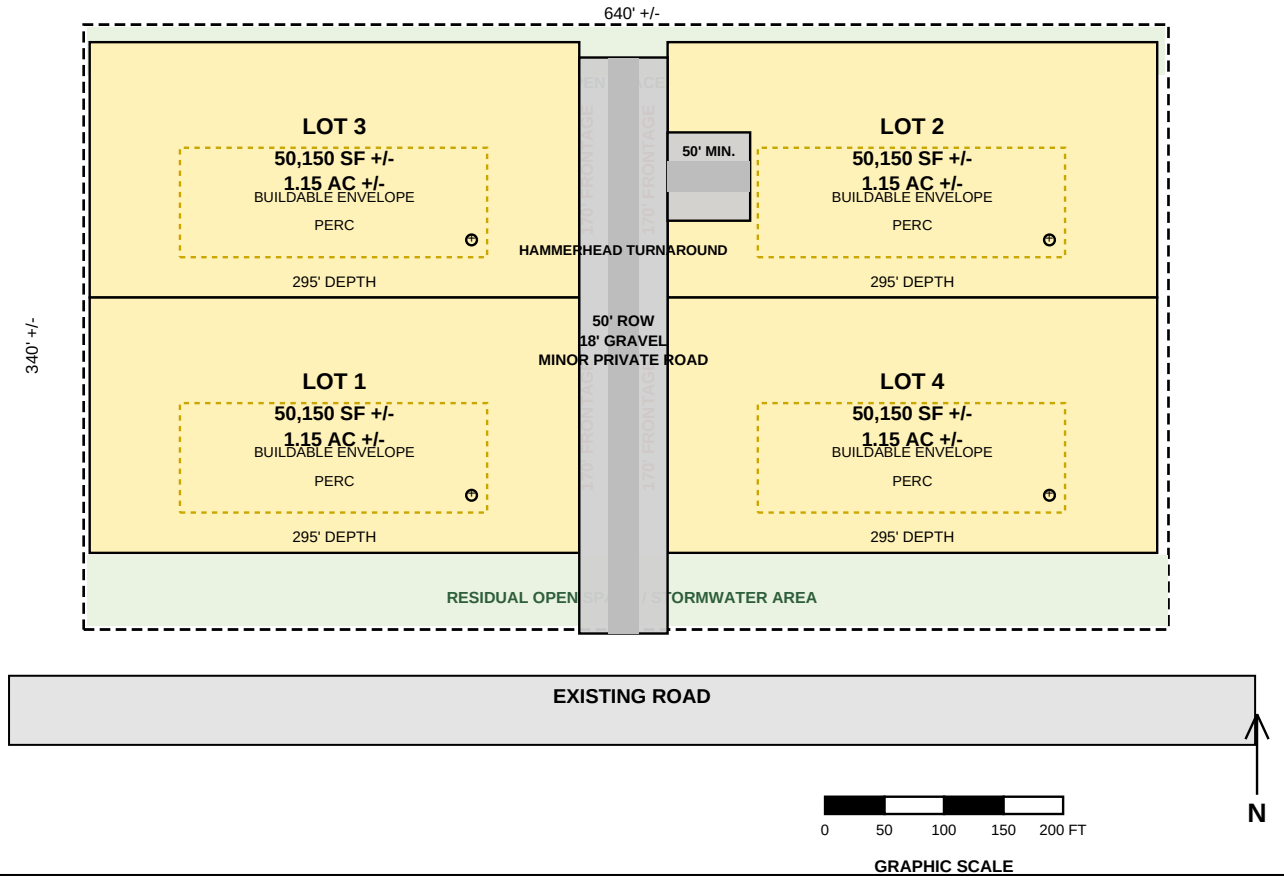
(b) Conceptual master plan. A landowner may choose not to maximize the development potential of a tract of land in the first subdivision application and reserve remaining development rights for a future subdivision application. In this instance, a conceptual master plan showing the location of future lots must be submitted. The conceptual master plan shall include the minimum information required for a sketch plan submission.


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# TYPICAL SUBDIVISION SKETCH

## FARM-RESIDENTIAL ZONING DISTRICT (FR)

### 4.99 ACRE PARCEL | FOUR (4) LOT CONCEPT | 50,000 SF MIN. LOT | 150 FT MIN. FRONTAGE




### SITE DATA

Gross Parcel Area: 4.99 AC (217,364 SF)
Section 120-541 Deduction: 25% = 54,341 SF
Net Residential Area: 163,023 SF
FR Density: 40,000 SF / Dwelling Unit
Yield: 163,023 / 40,000 = 4.07
Max Units/Lots: 4 (rounded down)
Minimum Lot Size Used: 50,000 SF
Minimum Street Frontage: 150 FT
Frontage Shown: 170 FT per lot

### AREA SUMMARY

Gross Parcel: 217,364 SF | 4.99 AC
Net Residential Area: 163,023 SF | 3.74 AC
Concept Lot Area: 4 x 50,150 SF = 200,600 SF
Typical Lot: 170 FT x 295 FT = 50,150 SF
ROW / Hammerhead: conceptual only
Balance/Open Space/Stormwater: verify by survey

### NOTES

1. Conceptual exhibit only; not a survey.
2. Lot dimensions, frontage, street design, soils, stormwater, well/septic, and resources must be verified.
3. Hammerhead geometry is conceptual and subject to Town and Fire review.
4. Section 120-541 deductions are assumed at 25% for this exhibit.

### LEGEND

Property Boundary
Lot Line
Road ROW
18 FT Gravel Surface
Buildable Envelope
Open Space / Resource
Well Location (Typ.)

Conceptual subdivision sketch prepared for planning discussion. Final design requires survey, engineering, soils, stormwater, Fire/EMS access review, and applicable Town approvals.

# TYPICAL SUBDIVISION SKETCH

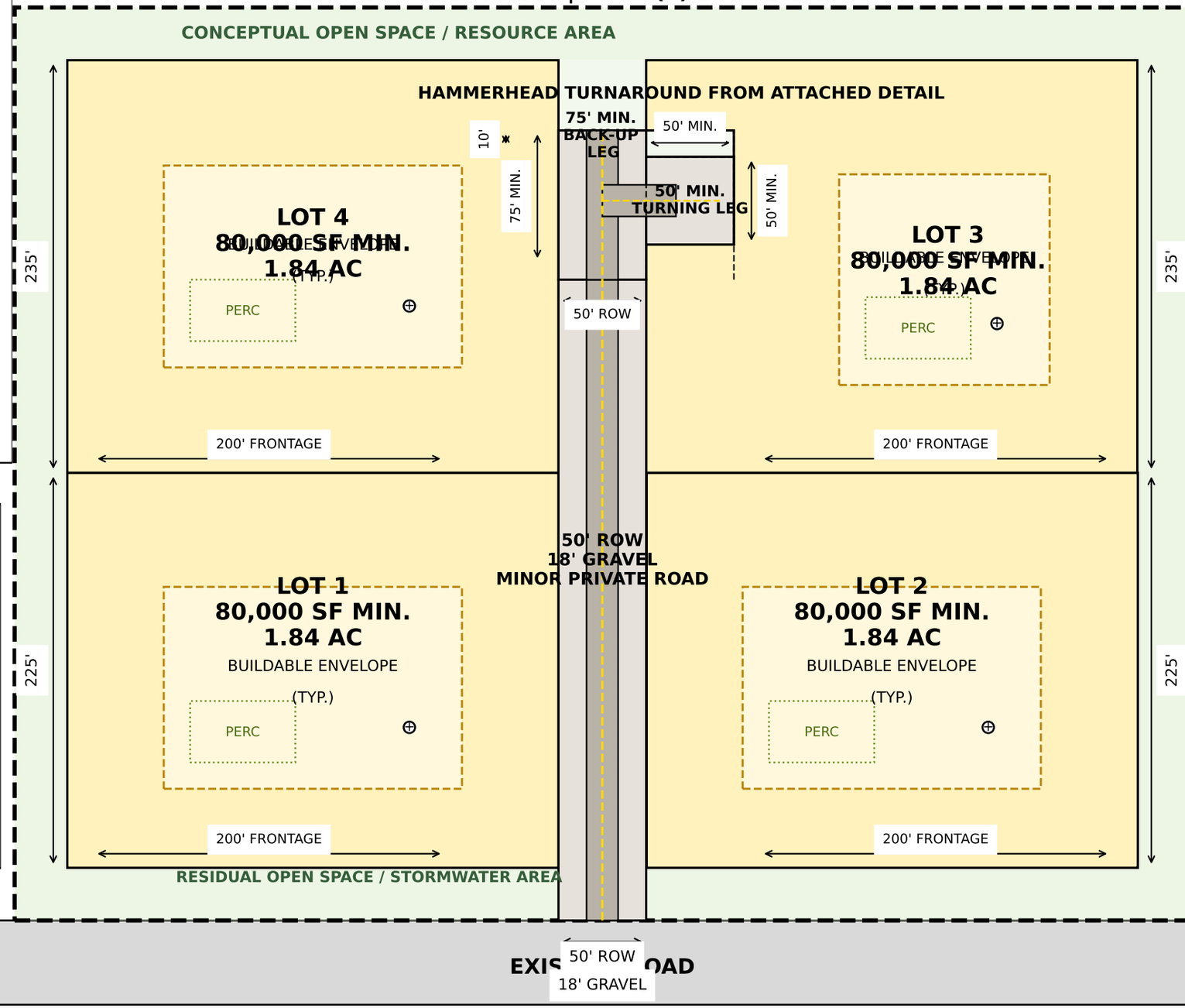
## FARM ZONING DISTRICT (F)

### 7.99 ACRE PARCEL | FOUR (4) LOT CONCEPT

SITE DATA
Gross Parcel Area: 7.99 AC (348,044 SF) Assumed Section 120-541 Deduction: 25% Net Residential Area: 261,033 SF
Net Residential Density: 60,000 SF/Unit Yield: 261,033 / 60,000 = 4.35
Max Units/Lots: 4 (rounded down)

TURNAROUND DETAIL USED
50' ROW stem, 18' gravel travel way
75' min. back-up leg + 10' top segment
50' min. right-side turning leg

NOTES
1. Conceptual planning exhibit only; not a survey.
2. Previous L-shaped hammerhead replaced with attached hammerhead turnaround detail.
3. Lot lines, frontage, and envelopes are schematic.
4. Final layout subject to Planning Board, Fire, engineering, soils, stormwater, and resource review.
5. Section 120-541 deductions must be verified through site-specific mapping.




**LEGEND**

- Property Boundary
- Lot Line
- Road ROW
- 18 ft Gravel Surface
- Buildable Envelope
- Open Space / Resource
- Well Location (Typ.)

**ROADWAY SECTION**
NOT TO SCALE
50' ROW
18' GRAVEL

AREA SUMMARY
Gross Parcel: 348,044 SF | 7.99 AC
Net Residential Area: 261,033 SF | 6.00 AC
Total Lot Area: 320,000 SF MIN. | 7.35 AC
Road ROW + Attached Hammerhead: approx. 25,000 SF | 0.57 AC
Gravel Surface: approx. 8,300 SF | 0.19 AC
Residual/Open Space: conceptual/balance area

0 50 100 150 200 FT
GRAPHIC SCALE

N

Conceptual subdivision sketch prepared for planning discussion. Final design requires survey, engineering design, soils testing, stormwater review, Fire/EMS access review, and applicable Town approvals.

**Stephen J. Puleo**

**From:** Bob Smith <2moore3141995@gmail.com>
**Sent:** Monday, July 27, 2026 11:02 AM
**To:** Planning Board
**Subject:** #26-13 Code of the town of Windham 7/27/2026

**Warning: Unusual sender** <2moore3141995@gmail.com>
You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

To whom it may concern,

We are writing to voice our opposition to the proposed changes to the Windham land use ordinance.

The reason we chose to buy a house in a FARM ZONE in Windham was to ensure a peaceful and tranquil place to call home for when we were able to retire.

If you change the Zoning to allow multi-family units and if you remove the FARM ZONING, then you are removing the entire reason for living outside the city.

Year after year, we have chosen to commute back and forth to our jobs, in order to be able to escape the noise, traffic, and heat of the cities pavement and people for some peace and quiet.

Everywhere you look in Windham these days is being cleared for housing units and apartments, money, money, money, enough is enough.

What about the wildlife and the glorious trees that we have been blessed with, it's all being destroyed. So some contractor can make a buck and some polication can line their pockets.

Come on people, I beg of you to save what land and trees Windham has left.

We can't be the only ones who wanted to retire here without having neighbors on top of neighbors surrounding us, not to mention the delivery trucks, one after another day after day, let it be!

SAVE THE FARM ZONING - IF WE DON'T SPEAK OUT TO SAVE IT, WHO WILL?

Respectfully,

Robert and Lillian Moore
82 Nash Road
Windham, Me 04062

DM ROMA
CONSULTING ENGINEERS

July 27, 2026

Stephen Puleo, Planning Director
Town of Windham
8 School Road
Windham, ME 04062

**Re: PB 26-048**
**Comments Regarding Proposed Land Use Ordinance Amendments**

Dear Steve:

We have reviewed the proposed Land Use Ordinance Revisions contained in Planning Board Item PB-26-048 related to Conservation Subdivisions, Country Estate Subdivisions and the associated Zoning Standards. Based on our experience working within the current ordinance language to design residential subdivisions in Windham, it is our opinion that additional measures should be taken to create appropriate rules and guidance that will result in the best subdivision layouts that will achieve the goals of maintaining rural character, protecting natural resources and creating desirable neighborhood settings for the residents of Windham. The following is a list of our suggestions for the Town's consideration:

<u>Conventional Subdivision as an alternative to Country Subdivision</u>

A Country Subdivision is not a practical method for subdividing land and should be abolished, or at least removed as the only alternative to a Conservation Subdivision in the Farm and Farm Residential zoning districts. A Conventional Subdivision consisting of 60,000 sf lots with 150 feet of road frontage in the Farm Residential Zone, or 80,000 sf lots with 200 feet of frontage in the Farm Zone can be designed and constructed in a manner that will preserve more vegetative buffer between lots and allow for a greater flexibility in building envelopes for each lot. The proposal to only allow Conventional Subdivisions on smaller lots of 5 acres in the Farm Residential Zone or 8 acres in the Farm Zone could potentially encourage improper development of larger lots to be first divided into smaller lots to make them eligible for the Conventional Subdivision option.

Consider an example where a landowner has a 15 to 17-acre lot in the Farm Residential Zone that has not been previously subdivided. The options for subdividing this land would be as follows, and it is clear to see that a Country Subdivision is not a viable option.

1. Conservation Subdivision – construct around 1,200 ft of road and create 12 to 16 lots with 8 to 9 acres of open space.

2. Country Subdivision – the 6-acre minimum lot size does not allow for 3 lots to be created, so the lot can only be divided into two lots which does not constitute a subdivision, so the Country Subdivision standards do not apply and the lot would just be split utilizing conventional standards.

3. Conventional Subdivision - Divide the lot to create a 5-acre lot and a 12-acre lot. Convey the 12-acre lot and then apply for a Conventional Subdivision on the 5-acre lot to divide it into 3 or 4 lots as a Minor Subdivision. The 12-acre lot, whether sold or conveyed to an LLC, can wait 5 years and then do another split and crate another 5-acre minor subdivision.

Instead of just allowing conventional subdivisions on smaller lots, I would encourage the Planning Board to create performance standards that would apply to all conventional subdivisions and allow lots to be developed utilizing the conventional subdivision standards regardless of lot size.

Conservation Subdivision Building Envelope

The proposed ordinance creates a definition of a Building Envelope, but includes the language "site improvements and associated development" as being required to be located within the building envelope, which is somewhat vague. It is still unclear to me if the land outside of the building envelope is intended to be a no-disturbance area. With lot sizes of 20,000 sf in the Farm Residential zone and 75 feet of road frontage, it is nearly impossible to build on the lots without disturbing land outside of a Building Envelope which is defined as being located at least 75 feet from all primary conservation areas and at least 40 feet from all secondary conservation areas. I would recommend that the building envelope only regulate placement of structures, and not land disturbance which could also include landscape enhancements.

Definition of Primary Conservation Areas

The proposed revisions remove forested wetlands, small isolated freshwater wetlands, drainage channels and roadway right-of-way from the definition of a Primary Conservation Area. We recommend that steep slopes also be removed from Primary Conservation Areas since they can be reasonably built over if proper soil stabilization methods are utilized (riprap, walls, etc.) and they provide no essential environmental benefit.

There is also a rule that reads "Buffers that are required by ordinance along these protected resources shall also be considered primary conservation areas." The interpretation of this ordinance could result in excessive area of the property being classified as Primary Conservation Areas if the 75-foot buffers around wetlands, floodplains and steep slopes are also classified as Primary Conservation Areas, which would make it extremely difficult to meet the Minimum Open Space requirements and site Building Envelopes within the lots.

Secondary Conservation Areas

The ordinance does not create a precise method for identifying Secondary Conservation Areas on a property, but it requires precise setbacks to those areas. The ordinance attempts to define specific widths and distances from things that are difficult to define such as a "wildlife travel corridor", "landmark", "unfragmented habitat blocks", "recreational trail corridor", "fields", "aquifer recharge areas", and "deer yards". As currently proposed, the ordinance would require all Building Envelopes to be located 40 feet from all Secondary Conservation Areas as an unwaivable dimensional standard, which is not practical.

Alterations to Natural Resources

The ordinance only allows the alteration of Primary and Secondary Conservation areas, along with their associated buffers and setbacks, for the construction of stormwater facilities, road crossings, and water dependent uses such as boat ramps or docks. The ordinance prohibits the disturbance of any land that is classified as a Primary or Secondary Conservation areas, including the associated buffers and setbacks, for any lot development or the construction of common amenities. Due to the broad definition of Secondary Conservation Areas and the excessive setback dimensions to both Primary and Secondary conservation aras, it is unreasonable to impose this restriction on a Subdivision and expect that the lots will be as functional as they could be otherwise.

Open Space to be considered for meeting the minimum amount of open space

The ordinance states that Open Space areas less than 50 feet in the smallest dimension or less than 10,000 square feet in size are not allowed to be counted towards the minimum amount of open space provided for the project. This rule creates an unreasonable restriction that creates difficulty when trying to meet the minimum open space requirements, which are now proposed to be unwaivable.

The ordinance states that the perimeter buffer yard "shall only count towards the required project open space if the area is a primary or secondary conservation area, or if additional land is required after to meet the minimum area percentage requirements for open space after primary and secondary conservation areas have been incorporated into the open space." I believe the last part of this rule makes the first part irrelevant, so this standard should be deleted.

Open Space Requirements for Conservation Subdivisions

It would seem to be more appropriate for the Planning Board to take a general policy stance on not waiving Open Space minimum requirements, as opposed to adding language in the Ordinance that states the Open Space requirements are specifically "non-waivable". The Planning Board is under no obligation to grant any waivers, so it would seem unnecessary to remove this option from the Planning Board's authority for one particular ordinance.

The proposal as presented would still require more than 50% of the gross land area to be dedicated as open space. In the Farm District, the minimum amount of open space would be 100% of Primary Conservation Areas and all associated buffers from those resources, added to 50% of whatever land is left outside of the Primary Conservation areas. This will always add up to more than 50% of the gross land area, and often substantially higher. It is unlikely that the open space portion of a subdivision that preserves 45% as open space would function much differently than the open space portion of a subdivision that preserves or 60% as open space, but the layout and functionality of the lots will be completely different. The Subdivision that has 45% open space will likely have more traditional shaped lots that place the building envelopes on the most suitable areas of the site, while the subdivision that is mandated to preserve 60% open space will have many narrow and odd-shaped lots that are difficult to build on with very tight building windows and often very small outside spaces for the homeowners. In the end, the homeowners will be better served having a little more land that they own around their house, and a more traditional shaped lot with a little extra road frontage to work around site features that need to be preserved or protected. The extra 5% to 15% of open space will go virtually unnoticed by the residents of the subdivision and the neighborhood at large.

Closure

The primary issue with this ordinance is that the language and format is more typical of a Purpose Statement or Comprehensive Plan for Subdivisions in a rural area. When the idea of an ordinance actually becomes an ordinance, it needs to be clear and measurable so that the rules can be adequately implemented and enforced, with predictable outcomes for the Town and Landowners. Too much of this ordinance is rooted in ideals and preservation, and more emphasis needs to be on the standards for responsible development.

I hope you consider my comments as you deliberate and make recommendations to the Town Council for these ordinance changes.

Sincerely,

DM ROMA CONSULTING ENGINEERS

Dustin Roma

Dustin M. Roma, P.E.
President

# Town of Windham

Town Offices
8 School Road
Windham, Maine

## Cover Sheet

**File Number: CD 26-141**

**Agenda Date:** 8/11/2026 **Version:** 1 **Status:** Agenda Ready

**In Control:** Town Council **File Type:** Discussion Item

**Agenda Number:**

Tax Bill Insert.