



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Town Council

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Tuesday, December 9, 2025

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

*Council-Chair Morrison called the meeting 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.

#### III. Minutes to be Approved:

CD 25-206 To approve the Minutes of the November 25, 2025 Council Special Meeting.

**Attachments:** [Minutes-Sp.mtg.-Council-11-25-2025](#)

**A motion was made by Councilor Nadeau, seconded by Councilor Reiner, 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 25-209 To approve the Minutes of the November 25, 2025 Council meeting.

**Attachments:** [TC-MINUTES-DRAFT-11-25-25](#)

**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.

*There was no public participation.*

#### VII. Councilors' Comments.

*As it was the last meeting of the month, Councilor Nadeau wanted to wish everyone a Merry Christmas.*

#### VIII. PUBLIC HEARINGS.

**IX. CONSENT AGENDA.****X. UNFINISHED BUSINESS & GENERAL ORDERS.**

25-171 To appoint a Council representative to the Natural Resources Advisory Committee. (Typically meets at 5:30 on the third Wednesday of each month.)

Attachments: [25-171 Cover Sheet.pdf](#)

[Natural Resources Advisory Committee Charge.pdf](#)

**Councilor Nadeau nominated Councilor Cook.**

**In Favor: 7. Councilor Cook, Councilor Terry, Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Fortier, Councilor Jones.**

**Councilor Cook was appointed to the committee.**

25-202 To establish a sewer rate for the North Windham Sewer District and authorize necessary amendments to the Master Fee Schedule.

Attachments: [25-202 Cover Sheet.pdf](#)

[PWD Rate Sheet.pdf](#)

[Maine Utility Managers Survey.pdf](#)

[A-PWD Budget Expenses Breakdown.pdf](#)

[B - Sewer Rate Comparisons.pdf](#)

[C - Fund Balances and Bill Comp.pdf](#)

[MASTER FEE SCHEDULE page 10 Proposed CH181 Sewer Rate Amendments 12.9.2025.pdf](#)

*Town Manager Burns stated that Charlene Poulin, the Portland Water District's Wastewater Operations Manager, was present at the meeting and could field any questions the Councilors had. She will be the Town's primary contact regarding the operations of the North Windham Sewer District.*

*He stated that staff has put in a terrific amount of time doing research and analyzing our budgets while trying to project future operational costs. He recommended the fee of \$16.00 as a starting point, recognizing that at its start of operations the Plant will not be near half-capacity. The Town will be subsidizing costs with TIFF funds that will be put in to help keep rates affordable. He stated that the fee would be set annually and can be changed if needed.*

*Council-Chair Morrison asked what factors could influence a change in the fee?*

*Manager Burns said that one factor could be businesses that may be frustrated by amounts. He believes the district has been conservative in their budgeting and that they are unlikely to require more for operational costs. He hoped that operational costs would eventually go down.*

*Council-Chair Morrison asked if the operational costs were more likely to go down than up? Manager Burns stated that was uncertain, but the Town feels comfortable*

with what the projections show.

Councilor Terry asked how many gallons of water a normal household uses? Manager Burns stated that much research has been done on that, and that it is normally stated as 90 gallons per day (bedroom specific). He believes actual use is closer to 40 gallons per day. Businesses can vary in amounts.

Councilor Terry asked if the rates were based off the amount of water through Portland Water District? And what happens to the businesses that draw water but do not flush down the system. Manager Burns stated that the rate is dollars per hundred-cubic-feet of water and the meter that PWD owns calculates the amount used. He stated those businesses might have to look at a sub-meter through PWD. That would deduct from their total water bill. The Town will be working with businesses to help them with that.

Councilor Terry asked what the average impact to a home would be? Manager Burns stated that very few homes were impacted, and that almost all connections would be to businesses. The rates prepared reflect this as well.

Councilor Nadeau wished Manager Poulin congratulations on her new position.

Councilor Fortier asked what the dollar amount from TIFF subsidies is? Manager Burns stated that rate was lessened by \$6.00 (from \$22.00 down to \$16.00) because of the TIFF funds. Manager Burns estimated that the grand total was estimated at \$1,300,000 in 2025.

Vice-Council-Chair Reiner asked if the expected connections on Page B was a running total and not per year? And is the minimum charge of \$80 per 500-cubic-feet. Manager Burns replied that it was a running total, and that there will not be a minimum charge, it will be based on usage.

**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

25-203

To authorize the disbursement of \$3,766 from the Substance Prevention Grant Program Fund (1000-24047) to the R.S.U. 14 Middle School to help fund student participation in the Trills & Thrills Music Festival, that helps students improve their skills and stay involved in something meaningful to them and helps them make better choices as they progress through school, as recommended by the Substance Prevention Grant Committee.

**Attachments:** [25-203 Cover Sheet.pdf](#)

[2026-03 WMS BandOrchestra Trills and Thrills Music Festival 2026](#)

[PDF print.pdf](#)

[2026-03 WMS BandOrchestra Trills and Thrills Music Festival](#)

[2026.pdf](#)

[Substance Prevention Grant Committee Dec. 2 2025 Meeting](#)

[Minutes.pdf](#)

[Financials November 26, 2025.pdf](#)

Council-Chair Morrison said this was recommended by the Substance Prevention Grant Committee for council approval.

Councilor Terry asked what the music festival had to do with substance abuse? Council-Chair Morrison said that sometimes funds to these programs promoted education, while others fund activities such as this.

Councilor Terry asked if there was a criteria that needed to be met in order to be awarded these funds? Council-Chair Morrison stated that this event fell under healthy activities. He stated that the Committee did have a criteria to be met.

Manager Burns stated that the handout in the packet goes into more detail as to how the Committee arrived at its decision, and that they had recently asked for more details from another applicant.

Councilor Terry felt that the money should be directed towards programs with a more stated substance abuse prevention goal than a music festival.

Manager Burns read the mission goals of the Committee to the Council.

Councilor Burns asked if anything relevant to substance abuse prevention would happen at the event? Manager Burns said he would look further into it.

**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:** 6 - Councilor Nadeau, Councilor Jones, Councilor Morrison, Councilor Reiner, Councilor Fortier and Councilor Cook

**Opposed:** 1 - Councilor Terry

#### 25-204

To award a bid to Wyman & Simpson Inc. in the amount of \$1,214,500 for the replacement the Varney's Bridge on William Knight Road (capital project TM 2024-001), which is a Locally Administered Project with Maine Department of Transportation covering 50% of the project cost, with the Town's portion of \$607,250 already included in the fiscal 2025 general obligation bond account (33310-47027).

**Attachments:** [25-204 Cover Sheet.pdf](#)

[Varney's Bridge Award Recommendation.pdf](#)

[Varneys-Bridge-mapped location.pdf](#)

[Varneys-Bridge-Bid Notification.pdf](#)

Manager Burns stated that Town Engineer Mark Arienti had done an excellent job of getting bids out. The Town had one of the best turn-outs for bids in recent memory. The Town received seven different bids, with the low bid from Wyman & Simpson Inc., a company that has done work statewide.

**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

#### 25-205

To amend the Master Fee Schedule pertaining to Shoreland Zoning

application review descriptors and fees.

**Attachments:** [25-205 Cover Sheet.pdf](#)

[Shoreland Zoning Fees Council Memorandum 12-1-2025.pdf](#)

[MASTER FEE SCHEDULE Proposed CH185 Amendments  
12.9.2025.pdf](#)

*Manager Burns stated that in recent years the Code Enforcement department has been spending an increasing amount of time dealing with shoreland zoning issues. The Town's prices were comparatively low and it was felt that they should be increased.*

*Councilor Nadeau wanted to add that the cost of Windham's cemetery lots are also comparatively low.*

*Councilor Jones asked if the increased fees would offset staffing costs? Manager Burns did not believe so but that it could be an incremental process.*

*Councilor Terry asked how these fees deal with attorney fees? Manager Burns stated the Town has a legal fund to help pay for the legal fees. After the finalization of a lawsuit some of the legal fees may be eligible to be offset by revenue. The rates set out here are to offset staff costs. Councilor Terry felt the listed staff costs were outdated and should be updated and Manager Burns said that would be something the Town will look into.*

**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 25-211 Emails Received by Town Council.

**Attachments:** [Email 11.24.2025 K Clark Middle School Repurpose to Community Ctr.pdf](#)

CD 25-212 Growth Permit Summary.

**Attachments:** [Growth memo Dec 3.2025.pdf](#)

CD 25-213 Residential Planning Board Projects.

**Attachments:** [PlanningBoard ResidentialPending 120325.pdf](#)

CD 25-214 Current Committee Status.

**Attachments:** [Committee List 11.25.2025.pdf](#)  
[Committee Vacancies 12.1.2025.pdf](#)

CD 25-215 FOAA Status Report.

Attachments: [RecordsSunlightAccess 5-yr Purchase Activity 12.01.2025.pdf](#)  
[40 Island Drive Inquiry and Response.pdf](#)

## XII. Town Manager's Report.

Manager Burns asked if any councilors had received an invitation to attend the Greater Portland Council of Government's 2025 Welcome and Congratulations event. He stated that he would attend and that he had heard that Maine Speaker of the House Ryan Fecteau would be in attendance, and could possibly be approached to talk about LD 1829. Councilor Nadeau stated that he would attend with Manager Burns. Council-Chair Morrison stated that GPCOG provided excellent learning opportunities to new town councilors.

Manager Burns stated that he met via zoom with Victoria Morales of Project Home. She told him of grant opportunities through the Community Development Block Grant (CDBG) for organizations (such as Project Home) to help the homeless. She was asking for the support of the City of Westbrook, the Town of Windham, and the Town of Scarborough as it was felt that the three towns had more chance of getting funds together. If the Town is eligible, the Council would one day get to vote on acceptance of said funds. The Town could get \$30,000 towards helping the homeless if awarded such a grant. The Windham General Assistance Department assists fifty individuals or family members who are homeless.

Councilor Nadeau stated that the number does not include children in high school. Manager Burns stated that there were ten school-age children in Windham who are homeless.

Manager Burns congratulated Amanda Lessard on being appointed Interim Assistant Town Manager. Ms. Lessard has worked in the planning department for a number of years and the Town is grateful she will serve in her new role.

Open employment positions at the Town of Windham: several police officers, one at Public Works, one at Tax Collection and one Parks and Recreation Position.

## XIII. Committee Reports.

### A. Council Subcommittees.

#### 1. Appointments Committee.

Has not met yet.

#### 2. Finance Committee.

Has not met.

#### 3. Ordinance Committee.

Has not met.

### B. Other Committees.

## 1. Parks &amp; Recreation Advisory Committee.

*Nothing to report.*

## 2. Windham Economic Development Corporation.

*Nothing to report.*

## 3. Natural Resources Advisory Committee.

*Nothing to report.*

## 4. Greater Portland Council of Governments (GPCOG).

*Has not met.*

## 5. ecomaine.

*The Vice-Chair has stepped down from his post so all executive officers are moving up. Manager Burns will move from Secretary to Treasurer.*

*Bonds have been signed for the recycling facility.*

## 6. Windham Middle School Repurpose Advisory Committee.

*The last meeting was cancelled due to a snowstorm and the next one will be December 16 at 5:00PM in the Council Chambers.*

**XIV. Discussion Items.**CD 25-185      Freedom of Access Act (FOAA) Training.

Attachments: [2025 Windham Town Council FOAA.pdf](#)

CD 25-166      Council Goals.

Attachments: [FY2027 Goals - Short List.pdf](#)

[FY2026 Windham Goal Project List and Updated Status.pdf](#)

CD 25-210      North Windham Wastewater Treatment Facility - Connection Preparations.

**Attachments:** [Service area for collection.pdf](#)  
[Sewer Connection Materials.pdf](#)  
[InitialSewerPostcardsRevised.pdf](#)  
[Use Safers ingredientsRevised.pdf](#)  
[Pollution Solution Brochure UpdatedPWD.pdf](#)  
[WipesPWD.pdf](#)  
[ToxicChemicalsPWD.pdf](#)  
[Fats Oils GreasePWD.pdf](#)

CD 25-199 Consideration of Committees to Decommission & Sunset Provisions.

**Attachments:** [Memo Committee Housekeeping.pdf](#)  
[Branding & Wayfinding Signage Committee.pdf](#)  
[WindhamWelcome2024-GJP1 copy.pdf](#)  
[Energy Advisory Committee.pdf](#)  
[Smith Cemetery Committee Charge.pdf](#)

CD 25-208 Comprehensive Plan Update Memo with Tentative Timeline.

**Attachments:** [12.9.25 PLANNING MEMO UPDATED CompPlanUpdate&Rewrite 1 20325.pdf](#)  
[Comprehensive Plan Briefing Sheet\(1\).pdf](#)  
[PLANNING MEMO UPDATED CompPlanUpdate&Rewrite 120325.pdf](#)

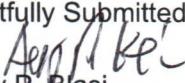
## XVI. ADJOURN.

*The meeting adjourned at 8:09PM.*

**A motion was made by Councilor Nadeau, seconded by Councilor Fortier, that the meeting be adjourned. 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