

# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Town Council

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Tuesday, April 29, 2025

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

**Present:** 4 - David Nadeau, Brett Jones, William Reiner and Jarrod Maxfield

**Absent:** 3 - Nicholas Kalogerakis, Mark Morrison and John Henry

#### II. Pledge of Allegiance.

Council Chair Maxfield led the Pledge of Allegiance.

#### III. Minutes to be Approved:

[CD 25-095](#) To approve the Minutes of the April 8, 2025 Special Meeting-Executive Session Council Meeting.

**Attachments:** [Minutes-Special Mtg.Ex. Session-4-8-2025.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

[CD 25-096](#) To approve the Minutes of the April 8, 2025 Council meeting.

**Attachments:** [Minutes-Council-4-8-2025.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

#### IV. Adjustments to the Agenda.

#### VI. Public Participation.

*No public participation.*

#### VII. Councilors' Comments.

*No councilor's comments.*

**VIII. PUBLIC HEARINGS.**25-043

To receive public comment and act on proposed amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 1 General, Article 3 Definitions, Article 8 Site Plan and Article 9 Subdivision, to align the town's stormwater and site development provisions with the Department of Environmental Protection (DEP) stormwater rules and other state regulations to qualify for delegated authority status.

**Attachments:** [25-043 Cover Sheet.pdf](#)

[25-07 LUO TABLE Amendments for Delegated Review 042425.pdf](#)

[25-07 TC MEMO LUOAmendmentsForDelegated Review 042425.pdf](#)

[25-07 TC REDLINE LUOAmendmentsForDelegated Review\(JB REV\) 042425.pdf](#)

*No public comment.*

*Planning Director Steve Puleo said the Town was working with the Maine Department of Environmental Protection to restore the Town's delegated authority to review storm-water permits. The Town's comprehensive plan and ordinances were inconsistent with State statutes and the Town's authority was revoked in 2008. As of 2024, the Town is consistent with state statutes. The Town's third-party contracted engineering firm, Gorrill Palmer, has helped the Town to find ordinances that must be amended to ensure further compliance. Having delegated authority would allow for lower processing times for storm-water permits.*

*Council-Chair Maxfield spoke for the Council and acknowledged that this change benefits the town.*

**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:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

25-070

To receive public comment and act on an application submitted by Milton Smith d/b/a Smitty's Cinema-Windham LLC located at 795 Roosevelt Trail for a renewal Special Amusement Permit.

**Attachments:** [25-070 Cover Sheet.pdf](#)

[Smitty's renewal Sp. Amusement.pdf](#)

*No public comment.*

*Council-Chair Maxfield wished Smitty's Cinema further success.*

**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:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

**IX. CONSENT AGENDA.**

*Nothing to discuss.*

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

[25-059](#) To appoint the Town Clerk's recommendation of Yvonne Myer as Chairman to the Voter Registration Appeals Board, a four-year term to expire August 15, 2029.

**Attachments:** [25-059 Cover Sheet.pdf](#)  
[L Morrell Nomination Memo.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

[25-061](#) To appoint Gary Lytle to the Board of Assessment Review for a three-year term to end February 15, 2028.

**Attachments:** [25-061 Cover Sheet.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

[25-062](#) To appoint Susan Marean to the Natural Resources Advisory Committee for a term to expire August 15, 2028.

**Attachments:** [25-062 Cover Sheet.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

[25-063](#) To appoint Geoffrey Sparrow as an alternate to the Zoning Board of Appeals for a three-year term to end February 15, 2028.

**Attachments:** [25-063 Cover Sheet.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

[25-064](#) To appoint Peter Forbes to the Board of Assessment Review for a three-year term to end February 15, 2028.

**Attachments:** [25-064 Cover Sheet.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

[25-066](#) To countersign the Regional School Unit No.14 Warrant calling a Regional School Unit Budget Referendum to be held on June 10, 2025.

**Attachments:** [25-066 Cover Sheet.pdf](#)  
[RSU Warrant-Notice of Elec. 6-2025.pdf](#)

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

**In Favor:** 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

**Absent:** 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

## **XI. Council Correspondence.**

[CD 25-092](#) Committee Vacancies.

**Attachments:** [Committee Vacancy Ad April 2025.pdf](#)

[CD 25-093](#) Town-Funded Social Service Agency Letter of Thanks.

**Attachments:** [The Opportunity Alliance.pdf](#)

[CD 25-094](#) Department Quarterly Reports.

**Attachments:** [Assessing Quarterly Report-2025-Q1.pdf](#)  
[Town Clerk Quarterly Report.pdf](#)  
[Parks & Rec January - March 2025.pdf](#)  
[Police Quarter #3 Statistics Report 2025.pdf](#)  
[Windham Communications 1st Qreport2025.pdf](#)  
[2025 -First Quarter Fire-Rescue Report .pdf](#)  
[ED Quarterly Report April 2025 \(002\).pdf](#)  
[HR Quarterly Report Jan - Mar. 2025.pdf](#)  
[Code Enforcement Department Quartely Report 01-01-25 to 03-31-25.pdf](#)  
[Planning FY25 Q3 Report.pdf](#)

**CD 25-099**      Comments from Residents Regarding Forbes Lane/Misty Drive Public Park.

**Attachments:** [R Boes Forbes Lane public park comments.pdf](#)

**CD 25-102**      FOAA Status Report.

**Attachments:** [LD Helene Request for Deliquent Property Tax List 3.31.25.pdf](#)  
[D Manchester Little Meeting House transfer to RSU 4.24.2025.pdf](#)

## **XII. Town Manager's Report.**

*Town Manager Barry Tibbetts said he had nothing to report.*

## **XIII. Committee Reports.**

### **A. Council Subcommittees.**

#### **1. Appointments Committee.**

*Councilor Reiner said they had just met that evening. They met with Patrick Roberts who is interested in becoming an alternate-member of the Planning Board. They recommended that he be moved forward and that his appointment may be voted on at the next meeting.*

#### **2. Finance Committee.**

*Did not meet since the last budget meeting.*

#### **3. Ordinance Committee.**

*Has not met.*

### **B. Other Committees.**

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

*Nothing to report.*

## 2. Windham Economic Development Corporation.

*Has not met.*

## 3. Natural Resources Advisory Committee.

*Nothing to report.*

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

*Has not met.*

## 5. ecomaine.

*Assistant Town-Manager Robert Burns said they had held two meetings, one being the Finance Committee and the other the Board of Directors. They FY 2026 EcoMaine budget was approved. Revenue is up \$5,200,000, an 18% increase, while expenses are up \$2,700,000, an increase of 10%. A number of York County towns have joined which will benefit EcoMaine. The new state-of-the-art recycling facility will also increase revenues.*

## 6. Windham Middle School Repurpose Advisory Committee.

*Town Manager Tibbetts said they had met recently to talk with the architect about how the exterior of the building will look. Staff will soon tour the interior of the building to discuss possible programming. Income and expense statements and design presentations will be ready for the fall.*

**XIV. Discussion Items.**

[CD 25-021](#) Survey Results - A Closer Look at Police, Fire-Rescue and Parks & Recreation Services.

**Attachments:** [Data Q1 250424.pdf](#)  
[Data Q3 250424.pdf](#)  
[Data Q4 250424.pdf](#)  
[Data Q17 250424.pdf](#)  
[Data Q19 250424.pdf](#)  
[Data Q20 250424.pdf](#)  
[Data Q21 250424.pdf](#)

*Note: minutes are not taken on discussion items.*

[CD 25-084](#) Finance Committee's 2025-2026 Proposed Budget and Draft Warrant

Articles.

**Attachments:** [FY26 Proposed Budget Presentation.pdf](#)  
[FY26 Revenues.pdf](#)  
[FY26 Expenditures.pdf](#)  
[FY26 Estimated Tax Rate.pdf](#)  
[TOWN WARRANT FY 26 - JUNE 2025 Final BAT.pdf](#)

*Note: minutes are not taken on discussion items.*

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

## **XVI. Executive Session.**

25-048

To enter into executive session under 1 M.R.S.A. §405(6)(D) for “discussion of labor contracts and proposals and meetings between a public agency and its negotiators” on the collective bargaining agreement with Windham Raymond Professional Firefighters Association/IAFF Local 4095, and pursuant to 1 M.R.S.A. §405(6)(C) to discuss “the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency.

**Attachments:** [25-048 Cover Sheet.pdf](#)

A motion was made by Councilor Nadeau, seconded by Councilor Jones to enter into executive session.

In Favor: 4 (Nadeau, Jones, Reiner, Maxfield)  
Absent: 3

A motion was made by Councilor Nadeau, seconded by Councilor Jones to return from executive session. No votes were taken.

In Favor: 4 (Nadeau, Jones, Reiner, Maxfield)  
Absent: 3

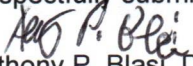
## **XVII. ADJOURN.**

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

In Favor: 4 - Councilor Nadeau, Councilor Jones, Councilor Reiner and Council Chair Maxfield

Absent: 3 - Councilor Kalogerakis, Councilor Morrison and Councilor Henry

Respectfully submitted,

  
Anthony P. Blasi, Deputy Clerk