



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, May 27, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 25-112](#) To approve the Minutes of the May 13, 2025, Council meeting.

Attachments: [Minutes-Council-5-13-2025.pdf](#)

[CD 25-113](#) To approve the Minutes of the Special Meeting - Executive Session of the Council held on May 13, 2025.

Attachments: [Minutes-Sp. Mtg.-Council-5-13-2025.pdf](#)

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.

[25-090](#) To receive public comment and act on proposed amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 3 Definitions, Article 5 Performance Standards, and Table 2 in Appendix B, designating Veterans Memorial Drive as a Controlled Access Street, which is consistent with the goals and objectives of the Comprehensive Plan.

Attachments: [25-090 Cover Sheet.pdf](#)
[25-10 TC MEMO LUO Amendments ControlledAccessStreets 052025.pdf](#)
[25-10 LUO Redline Amendments ControlledAccessStreets 052025.pdf](#)

IX. CONSENT AGENDA.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[25-019](#) To decommission the Human Services Advisory Committee and to express the Council's profound gratitude and appreciation on behalf of the town and its residents for the work of the committee and all of its members.

Attachments: [25-019 Cover Sheet.pdf](#)

[25-050](#) To accept the resignation of Mr. Barry Tibbetts, his contracted term of service as Town Manager to end June 30, 2025, and approve an amended employment agreement for his transition to the duties of Projects Manager until December 31, 2025.

Attachments: [25-050 Cover Sheet.pdf](#)
[Barry Tibbetts Resignation Letter.pdf](#)
[Amended Employment Agreement - Tibbetts Final.pdf](#)
[Projects Manager job description.pdf](#)

[25-051](#) To appoint Mr. Robert Burns to serve as Town Manager beginning July 1, 2025, and approve the contract agreement between he and the Town.

Attachments: [25-051 Cover Sheet.pdf](#)
[RJB Contract Final.pdf](#)

[25-060](#) To appoint Ben McCall, formerly of Jensen Baird, as interim Town Attorney at Drummond Woodsum and authorize the Town Manager to take necessary action to execute that contract.

Attachments: [25-060 Cover Sheet.pdf](#)
[2025 Town of Windham Engagement Letter.pdf](#)

[25-075](#) To appoint Alyssa Tibbetts, formerly of Jensen Baird, as interim Town Attorney for financial, tax increment financing (TIF) and bonding legal services and authorize the Town Manager to take necessary action to execute that contract.

Attachments: [25-075 Cover Sheet.pdf](#)
[Town of Windham - Tibbetts Law Engagement Letter.pdf](#)

[25-073](#) To award two \$1,500 scholarships as established and recommended by the Town Council to this year's two recipients, identified only by applicant number, to Applicant # 5 and # 24.

Attachments: [25-073 Cover Sheet.pdf](#)

[25-089](#) To appoint Patrick Roberts to the Planning Board alternate seat for a three-year term to end February 15, 2028.

Attachments: [25-089 Cover Sheet.pdf](#)

[25-093](#) To authorize the town manager to approve the extension of the street opening permit period for the Portland Water District's Chute Road Construction Project, which will occur during the winter months of 2025-2026, to build the Chute Road water main as a primary water transmission line connecting the Wards Hill Pump Station on Wards Hill Road in Gorham to the new one-million-gallon water storage tank on Falmouth Road in Windham to enhance the reliability and capacity of the public water system.

Attachments: [25-093 Cover Sheet.pdf](#)
[Map of Work Area.pdf](#)

XI. Council Correspondence.

[CD 25-110](#) FOAA Status Report.

Attachments: [Construction Summary Response 5.12.25.pdf](#)
[NAPC Response 5.12.25.pdf](#)
[Dodge Construction Response 5.12.25.pdf](#)

[CD 25-111](#) Windham Social Media Statistics.

Attachments: [Facebook Statistics Late April to Mid-March .pdf](#)

[CD 25-117](#) Substance Prevention Grant Final Report.

Attachments: [Student Council RSVP Student Summit Training.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).

Next Annual Summit will be held on Thursday, May 29th at Saint Joseph's College. The General Assembly begins at 2:00 PM, and the public Annual summit begins at 2:30 PM.

5. ecomaine.

The board meets the 3rd Thursday of each month.

6. Windham Middle School Repurpose Advisory Committee.

Committee agendas will be posted here: <https://windhamweb.legistar.com/Calendar.aspx>.

XIV. Discussion Items.

[CD 25-104](#) Highland Lake Leadership Team Update.

Attachments: [Highland Lake Leadership Team 2024 Windham Update \(PDF\).pdf](#)

Dennis Brown will be in attendance to present.

[CD 25-115](#) Per-Diem Regional Response Paramedic Pilot Program.

Attachments: [Chief Libby Summary](#)

Chief Libby will provide information about this grant-funded partnership with Casco, Gray, Raymond and Windham.

[CD 25-047](#) Sidewalk Impact Fees.

Attachments: [TC MEMO SidewalkImpact Fee Discussion 052225.pdf](#)

[CD 25-114](#) Discussion about Town Charter, Article 8.

Attachments: [Charter, Article 8 - The Town Meeting.pdf](#)

Attorney Ben McCall will be available for legal counsel.

[CD 25-016](#) Growth Ordinance Amendments.

Attachments: [Chapter101 Growth SummaryProposedChanges 052125.pdf](#)

XV. Agendas & Scheduling.

XVI. ADJOURN.