



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, April 14, 2026

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 26-066](#) To approve the Minutes of the March 24, 2026 Council meeting.

Attachments: [DRAFT TC-MINUTES-March 24, 2026..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.

[26-052](#) To receive public comment and act on an application submitted by Le Kine Kitchen LLC, located at 999 Roosevelt Trail, Building #2, Unit 11, for a new Marijuana Manufacturing Facility. (Application received in the Clerk's Office on 3/9/2026.)

Attachments: [26-052 Cover Sheet.pdf](#)
[Le Kine Kitchen LLC Addendum](#)
[Marijuana Ordinance 3-19-2026](#)

[26-067](#) To receive public comment and act on a new application submitted by Luchador Taco Corp d/b/a Luchador Tacos, at 781 Roosevelt Trail, and to find that the requirements of 28-A M.R.S.A. §653 have been met for a new Liquor License.

Attachments: [26-067 Cover Sheet.pdf](#)
[New Liquor License Application Luchador Tacos](#)

IX. CONSENT AGENDA.

None.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[26-035](#) To approve applications for watershed protection grants, such funding to be paid from fiscal year 2025-2026 watershed protection funds in account 11500-46930 and carry forward surplus funds in perpetuity for future projects.

Attachments: [26-035 Cover Sheet.pdf](#)
[2026 WPG Recommendations Memo.pdf](#)
[2025 WPG Final Reports Summary Memo.pdf](#)

[26-036](#) To appoint Tom Tyler, a community member with hunting experience to represent residents with those interests, to the East Windham Steering Committee.

Attachments: [26-036 Cover Sheet.pdf](#)
[East Windham Steering Committee Charge adopted 1.27.2026.pdf](#)

[26-045](#) To adopt a Solar Array Reserve Policy.

Attachments: [26-045 Cover Sheet.pdf](#)
[Solar Array Reserve Memo 3-18-26.pdf](#)
[Solar Array Reserve Policy.pdf](#)

[26-050](#) To approve a System Sales Agreement between the Town and Radio Communications Management, Inc. for the purchase of a replacement radio/repeater infrastructure system for the Police, Fire and Public Works departments from Radio Communications Management, Inc. (RCM), in the amount of \$798,889.26 as funded in capital account FR-2024-006, and authorize the Town Manager to take any further action.

Attachments: [26-050 Cover Sheet.pdf](#)
[Windham - RCM Agreement 03-13-2026 \(Draft\).pdf](#)
[Windham Radio System - Sites update 26.pdf](#)

[26-051](#) To certify that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by the Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained, and to further authorize the Town Manager to take any other action related thereto to approve the annual report.

Attachments: [26-051 Cover Sheet.pdf](#)
[Affordable Housing TIF District - Annual Report - 2025-2026.pdf](#)
[title30-Asec5250-A-1.pdf](#)

[26-055](#) To approve amendments to the Master Fee Schedule.

Attachments: [26-055 Cover Sheet.pdf](#)
[CURRENT MASTER FEE SCHEDULE proposed 4.14.2026.pdf](#)

[26-057](#) To find that public benefit is derived by not offering for sale the property identified as tax account L4885R 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: [26-057 Cover Sheet.pdf](#)
[Parcel Information and Map.pdf](#)
[Account Statement.pdf](#)

[26-058](#) To appoint Elizabeth Schidzig to the Windham Economic Development Corporation for a two-year term to expire February 15, 2028.

Attachments: [26-058 Cover Sheet.pdf](#)

[26-061](#) To approve lists of Election Clerks submitted by the Democratic and Republican Town Committees who will serve a term of two years.

Attachments: [26-061 Cover Sheet.pdf](#)
[Democrat and Republican Worker Lists](#)
[title21-Asec503-A.pdf](#)

[26-070](#) To approve the July 1, 2026 to June 30, 2027 contract for services provided by the Animal Refuge League.

Attachments: [26-070 Cover Sheet.pdf](#)
[ARL Contract FY 2027.pdf](#)
[ARL Renewal Letter.pdf](#)
[FY2025 Impact Report.pdf](#)

[26-062](#) To receive the Finance Committee's FY2026-2027 proposed municipal budget and set April 28, 2026 as the date for the public hearing.

Attachments: [26-062 Cover Sheet.pdf](#)
[Windham Finance Committee Budget FY27 EDIT4.10.26.pdf](#)
[FY27 Finance Committee Capital Plan.pdf](#)
[Finance Committee Review of Managers Budget.pdf](#)
[Finance Committee Revenues.pdf](#)
[Finance Committee Expenses.pdf](#)

XI. Council Correspondence.

[CD 26-067](#) FOAA Status Report.

Attachments: [FOIA Building and Code Enforcement Activity 30 days 3.24.26.pdf](#)
[RecordsSunlightAccess Request 2026 0331 Acknowledgment and Response.pr](#)

[CD 26-069](#) Growth Permit Summary.

Attachments: [Growth Permit Summary 3-26-2026.pdf](#)

[CD 26-070](#) Charter Communications - Spectrum Correspondence.

Attachments: [2026.3.20 Charter Programming Notice \(The Cowboy Ch rebrand\) ME, NH.pdf](#)
[2026.3.27 Charter Price Change Notification -me.nh.pdf](#)

[CD 26-075](#) Department Quarterly Reports.

Attachments:

[Town Clerk Quarterly Report.pdf](#)

[Police Dept third quarter report. jan march 26.pdf](#)

[Fire EMS Quarterly Report Jan - Feb- March 2026.pdf](#)

[Windham Communications Quarterly Report.pdf](#)

[Economic Development Rpt March 2026.pdf](#)

[Economic Development and Parks Use.pdf](#)

[Assessing Quarterly Report-FY2026-Q3.pdf](#)

[Planning FY25-26 Q3 Report.pdf](#)

[Code Enforcement Department Quartely Report 01-01-26 to 03-31-26.pdf](#)

[Parks and Rec Report January - March 2026.pdf](#)

[HR Quarterly Report Jan - Mar 2026.pdf](#)

[Library Quarterly update 04012026.pdf](#)

[CD 26-077](#) Trek Across Maine Event.

Attachments:

[Trek Across Maine 2026.pdf](#)

XII. Town Manager's Report.

[CD 26-033](#) North Windham Sewer System Update.

Scope, Schedule, Budget.

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 third Wednesday 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.

6. Windham Middle School Repurpose Advisory Committee.

The last meeting was held April 9, 2026.

XIV. Discussion Items.

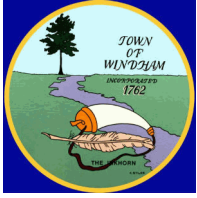
[CD 26-072](#) Proposed Charter Amendments.

Attachments: [B McCall email Charter Amendments.pdf](#)
[Council-Manager Charter \(2026.03.19\)B McCall.pdf](#)
[Flash Vote Report Town Meeting Survey.pdf](#)

[CD 26-071](#) Update on the Proposed Community Center.

Attachments: [260414 WCC Budget Diagram.pdf](#)
[WINDHAM - COMMUNITY CENTER - OVERALL PLANS 041326.pdf](#)
[250282 Windham Community Center Rendering 2026-04-02.pdf](#)

XV. Agendas & Scheduling.**XVI. ADJOURN.**



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-066

Agenda Date: 4/14/2026

Version: 1

Status: Passed

In Control: Town Council

File Type: Minutes

To approve the Minutes of the March 24, 2026 Council meeting.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Town Council

Tuesday, March 24, 2026

6:00 PM

Council Chambers

I. Roll Call of Members.

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 Council in the Pledge of Allegiance.

III. Minutes to be Approved:

[CD 26-061](#) To approve the Minute of the March 10, 2026 Council meeting.

Attachments: [TC-MINUTES-3-10-2026-Draft](#)

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: 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.

Councilor Morrison urged auto club members or non-profit organizations to look into becoming a part of the Town's upcoming Memorial Day Parade.

VIII. PUBLIC HEARINGS.

IX. CONSENT AGENDA.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[26-040](#) To appoint Claire Mullaney to an additional three-year term on the Library Board of Trustees, to expire February 15, 2029.

Attachments: [26-040 Cover Sheet.pdf](#)
[Library Board of Trustees ByLaws.pdf](#)

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

[26-041](#) To appoint Brian Duggan, a member of the Greater Portland Chapter to the New England Mountain Bike Association (NEMBA), to the East Windham Steering Committee.

Attachments: [26-041 Cover Sheet.pdf](#)
[East Windham Steering Committee Charge adopted 1.27.2026.pdf](#)

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

[26-042](#) To appoint Bob Burns, a member of the Windham Economic Development Corporation (WEDC), to the East Windham Steering Committee.

Attachments: [26-042 Cover Sheet.pdf](#)
[East Windham Steering Committee Charge adopted 1.27.2026.pdf](#)

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

[26-043](#) To appoint Maggie Birlem, a member of the Little Duck Pond Association, to the East Windham Steering Committee.

Attachments: [26-043 Cover Sheet.pdf](#)
[East Windham Steering Committee Charge adopted 1.27.2026.pdf](#)

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

[26-044](#) To appoint Geoffrey Sparrow, a current alternate member on the Zoning Board of Appeals, to a regular seat for a three-year term to end February 15, 2029.

Attachments: [26-044 Cover Sheet.pdf](#)

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

[26-046](#) To adopt an Active Transportation Plan as one of the goals of the Town's Comprehensive Master Plan.

Attachments: [26-046 Cover Sheet.pdf](#)
[Windham Active Transportation Plan.pdf](#)

Town Manager Robert Burns stated that this was the sidewalk and bike lane presentation given at the last council meeting, and that a yes vote on this item would adopt the plan.

Councilor Fortier asked if this would bind the town to completing all the sidewalks and projects within the recommendations. Assistant Town Manager Amanda Lessard said that it would not. An adopted plan would allow the Town to pursue grants, funding, and guide future projects, but would not obligate the Town to complete the project.

Councilor Nadeau stated that few goals of a comprehensive plan get accomplished, but the goals could be used to guide the Town.

Councilor Jones stated that a Comprehensive Plan would aid us in receiving future grant funding, to which Assistant Manager Lessard concurred.

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

[26-047](#) To approve a charge for a Comprehensive Plan Review Team.

Attachments: [26-047 Cover Sheet.pdf](#)
[PLANNING MEMO CompPlanSteeringCommittee 0322426.pdf](#)
[FINAL Comprehensive Plan Committee Charge 032426.pdf](#)

Manager Burns proposed that they amend the item to read "Comprehensive Plan Steering Committee."

Councilor Nadeau proposed the amendment and Councilor Fortier seconded the motion.

The amendment was approved 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

XI. Council Correspondence.

[CD 26-059](#) Charter Communications - Spectrum Cable Programming Changes.

Attachments: [2026.3.13 Charter Programming Notice \(NewsNation add\) ME NH.pdf](#)

[CD 26-060](#) 2025 Statewide Housing Survey Results.

Attachments: [2025 Statewide Housing Survey Results 3-16-2026.pdf](#)

[CD 26-062](#) FOAA Status Report.

Attachments: [FOIA Building and Code Enforcement Activity 30 days 3.17.26.pdf](#)
[Purchase Order History Jan2022 to Current UseCiviciQ 3.18.26.pdf](#)

XII. Town Manager's Report.

Manager Burns stated that 2026 Education Scholarships were open to anyone wishing to pursue further learning in schools, trades, or in their profession.

Public Works' street sweepers are ready to go when the snow stops. The department has dealt with approximately 32 winter events this year.

A meeting was held with the architect and engineer that discussed the new North Windham Public Safety Building. The plans are being prepared to submit to the planning review process.

Windham Economic Development Director Tom Bartell has stated that the Farmer's Market will stay at the Turning Leaf Drive Location for the 2026 season. He and Town Engineer Mark Arienti have been hard at work in filling paperwork to get a number of businesses connected to the new sewer system.

The Windham Police Department played the Windham Unified Basketball team recently and there was a large community turnout.

Progress continues to be made on the wastewater treatment plant; they are now preparing to install the membrane-bio reactor that will filter the waste. There have been some delays, but they are hoping to open at the end of May. A presentation is planned for the next council meeting.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

An interview was held immediately before this meeting, and Councilor Morrison said the committee feels the candidate can be moved forward. A couple of appointments were voted on at this meeting as well.

2. Finance Committee.

They have had three meetings with another tomorrow at 11AM. Great progress is being made on the budget.

3. Ordinance Committee.

A meeting was held last Wednesday and it was voted to send mandated changes to the planning board.

B. Other Committees.

1. Parks & Recreation Advisory Committee.

Nothing to report.

2. Windham Economic Development Corporation.

Director Bartell is trying to get a May meeting scheduled in order to get regular zoom meetings to occur. They will also be looking at how to entice new businesses to take advantage of the sewer system.

3. Natural Resources Advisory Committee.

A meeting was held last week in which interviews with applicants for the Watershed Protection Grant were held. The recommendations will be presented to Council on April 14.

4. Greater Portland Council of Governments (GPCOG).

Has not met.

5. ecomaine.

The board of directors met last week and a proposed budget was presented. There is great hope that the participating communities will receive reimbursement from the state in the form of the Enhanced Packaging Recycling Bill. It would help to offset the increased tipping fees for recyclables. The fee is increasing to \$108.00, the same price as trash. The reason for that is to afford the planned new recycling center. As a member of the organization, we have longstanding obligations with Ecomaine.

6. Windham Middle School Repurpose Advisory Committee.

Has not met. The next meeting will be April 7 at 4:00PM in the Council Chambers.

XIV. Discussion Items.

[CD 26-056](#) Bonds, Bond Rating and Fund Balance Best Practices.

Joe Cuetera, Senior VP, Moors & Cabot.

Attachments: [Presentation Windham \(26-0324\).pdf](#)

[CD 26-055](#) Charter Amendment Draft Language.

Attachments: [B McCall email Charter Amendments.pdf](#)
[Council-Manager Charter \(2026.03.19\)B McCall.pdf](#)

[CD 26-063](#) Solar Array Reserve Policy.

Attachments: [Solar Array Reserve Memo 3-18-26.pdf](#)

XV. Agendas & Scheduling.

XVI. ADJOURN.

The meeting adjourned at 8:06PM.

A motion was made by Councilor Jones, seconded by Councilor Fortier, that the 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, BA, CCM.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-052

Agenda Date: 4/14/2026

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 Le Kine Kitchen LLC, located at 999 Roosevelt Trail, Building #2, Unit 11, for a new Marijuana Manufacturing Facility. (Application received in the Clerk's Office on 3/9/2026.)

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 in accordance with Chapter 128 of the Code of the Town of Windham.

III. Issue Summary.

Attached is the Marijuana Business License Addendum, approved and signed by the necessary Department Heads and a copy of the Marijuana Business License Ordinance. The completed application is available in the Clerk's Office.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-052

Agenda Date: 4/14/2026

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 Le Kine Kitchen LLC, located at 999 Roosevelt Trail, Building #2, Unit 11, for a new Marijuana Manufacturing Facility. (Application received in the Clerk's Office on 3/9/2026.)

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 in accordance with Chapter 128 of the Code of the Town of Windham.

III. Issue Summary.

Attached is the Marijuana Business License Addendum, approved and signed by the necessary Department Heads and a copy of the Marijuana Business License Ordinance. The completed application is available in the Clerk's Office.

Town of Windham – Marijuana Businesses

Addendum for Town Use Only

Name of Business: Le Kine Kitchen LLC
Date of Application: 3/9/2026 Date Fee Paid: 3/9/2026

FIRE CHIEF: Approved Yes By: [Signature]
No By: _____

Comments:

POLICE CHIEF: Approved Yes By: [Signature]
No

Comments:

CODE OFFICER: Approved Yes By: [Signature]
No

Comments:

HEALTH INSPECTOR Approved Yes By: _____
No

Comments:

TAX COLLECTOR: Approved Yes (NA) By: [Signature]
NO (tax specialist)

Comments:

Chapter 128. Marijuana Businesses

[HISTORY: Adopted by the Town Council of the Town of Windham 5-26-2020 (Ch. 160 of the 1991 Code); amended 2-9-2021; 7-13-2021; 12-14-2021. Subsequent amendments noted where applicable.]

§ 128-1. Purpose and authority.

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

This chapter is enacted pursuant to authority granted under 30-A M.R.S.A. § 3001, 22 M.R.S.A. § 2429-D and 28-B M.R.S.A. § 402. The purpose of this chapter is to set forth procedures and standards for the issuance of local licenses for marijuana businesses in order to protect public health, safety and welfare.

§ 128-2. Definitions.

As used in this chapter, the terms below shall be defined as indicated. All other terms used in this chapter, if not defined below, shall have the same definition as set forth in § 120-301 of Chapter 120, Land Use.

APPLICANT

A person who has submitted an application for licensure as a marijuana business pursuant to this chapter.

LICENSED PREMISES

The premises specified in an application for a license pursuant to this chapter or within a license issued pursuant to this chapter.

LICENSEE

A person licensed pursuant to this chapter.

LICENSING AUTHORITY

The Town Clerk or, if referral to the Town Council is required pursuant to this chapter, the Town Council.

MARIJUANA BUSINESS

An adult use marijuana store, medical marijuana caregiver retail store, medical marijuana registered caregiver, medical marijuana registered caregiver (home occupation), marijuana cultivation facility, marijuana manufacturing facility, marijuana registered dispensary, or marijuana testing facility, all as defined in Chapter 120, Land Use.

[Amended 4-12-2022 by Order No. 22-062]

OWNER

A person whose beneficial interest in a marijuana business is such that the person bears risk of loss other than as an insurer, has an opportunity to gain profit from the operation or sale of a marijuana business and/or has a controlling interest in a marijuana business.

PERSON

A natural person, partnership, association, company, corporation, limited liability company or organization, or a manager, agent, owner, director, servant, officer or employee thereof. "Person" does not include any governmental organization. Premises shall mean the physical location at which a marijuana business is to conduct its business.

STATE LICENSE

Any license issued by the State Licensing Authority.

STATE LICENSING AUTHORITY

The authority created or designated by the state for the purpose of regulating and controlling licensing for marijuana businesses.

§ 128-3. License requirement.

Effective 30 days following enactment of this chapter ("the effective date"), a marijuana business shall not begin or continue operations unless it has received and is in possession of a license issued pursuant to this chapter. Marijuana businesses that hold an approved land use permit and/or are operating as of the effective date shall submit a completed application within 30 days of the effective date but shall have a grace period of 60 days after the effective date to receive a license, which may be extended by order of the Council if justified due to the anticipated time line of the review process.

§ 128-4. Licensing authority.

All medical marijuana registered caregiver and medical marijuana registered caregiver (home occupation) license applications, whether new or renewal, shall be reviewed and may be approved by the Town Clerk. All other new license applications shall be reviewed and may be approved by the Town Council after public hearing. Application shall be made in writing using a form prepared by the Town for the purpose and must include all information required by this chapter and by the form. The Clerk shall give notice of any public hearing held by the Town Council by publication in a newspaper of general circulation in the Town of Windham at least seven days prior to action.

§ 128-5. Review procedures.

The review procedures described below shall be the same for initial license applications as well as renewals, unless otherwise indicated. In reviewing license applications, the licensing authority and any consulting Town officials may consider the approval standards under this chapter as well as other applicable local, state or federal laws and, for license renewals, the licensee's record of compliance with the same.

- A. The Town Clerk shall be responsible for the initial investigation of the application to ensure compliance with the requirements of this chapter and to obtain recommendations from other Town officials as required.
- B. The licensing authority shall have the authority to impose any conditions on a license that may be reasonably necessary to ensure compliance with the requirements of this chapter or to address concerns about operations. Failure of any licensee to comply with such conditions shall be considered a violation of the license and of this chapter.
- C. No license shall be granted by the licensing authority until the Police Chief, Fire-Rescue Chief, Health Officer and Code Enforcement Officer have all made positive recommendations regarding the applicant's ability to comply with this chapter or any other applicable Town ordinance or state or federal law enforced by such officials. The Town Clerk shall provide a copy of the license application to each official along with a form upon which the official shall note his or her findings and conclusions, as well as any recommended conditions of approval. The Town Clerk shall automatically include any conditions of approval recommended by the officials on an issued license for which the Clerk is the licensing authority. The Council shall have discretion to attach any conditions it deems necessary to any license it awards.
- D. For renewal licenses, the application, review process and reviewing authority shall be the same as for initial licenses. If any official consulted by the Town Clerk finds that a renewal license application

should not be approved, or if the Town Council so orders, the application shall be forwarded to the Town Council for further review. In such case, the Town Council shall, upon review of all staff recommendations and applicable laws, make the final determination as to whether the renewal license should be issued and/or any conditions to be attached. All renewal applications for adult use marijuana stores, medical marijuana registered dispensaries or medical marijuana caregiver retail stores shall be reviewed by the Town Council, which shall issue a renewal license only upon a finding that the store or dispensary has in the past license term been operating in accordance with this chapter as well as with the store's or dispensary's previously submitted operations plan.

[Amended 4-12-2022 by Order No. 22-062; at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

- E. Licenses shall be approved only for the type(s) of marijuana business(es) identified in the application. A licensee who intends to expand or convert the licensed premises to a type of marijuana business that is not specifically approved in a license must obtain a new license for that use.
- F. Any licensee that is required to obtain approval from the State of Maine shall provide the Code Enforcement Officer and Town Clerk copies of all necessary approvals prior to operating the licensed business.
- G. Any licensee other than a medical marijuana registered caregiver (home occupation) shall, prior to operating the licensed business, contact the Code Enforcement Department to request an inspection by the Code Enforcement Officer and the Town Manager or his/her designee to determine the marijuana business's compliance, as-built, with the requirements of this chapter as well as the submitted operations plan (if applicable).
- H. Any municipal official with authority to make recommendations, grant licenses or enforce this or other municipal ordinances regarding marijuana businesses shall have authority to enter the premises of an applicant or licensee without notice to make any inspection reasonably necessary to ensure compliance.

§ 128-6. Application submission requirements.

- A. Each applicant for a marijuana business license shall complete and file an application on the form provided by the Town Clerk, together with the applicable license fee. The applicant shall also pay an education fee in an amount set by the Council. The current schedule of fees set by the Town Council is on file with the Town Clerk. Said amount shall be deposited into a designated Town account and granted at the Council's discretion to educational institutions or nonprofit agencies for support of initiatives aimed at educating Windham youth regarding marijuana and other drugs. The application fee and education fee are nonrefundable. If multiple types of marijuana businesses are to be conducted on a single premises, the applicant shall pay the application fee and education fee for each type of business. Two paper copies and one electronic copy of the application as well as the following supporting materials shall also be provided with the application as marked exhibits, presented in an organized fashion:
[Amended 4-12-2022 by Order 22-062; at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]
 - (1) A copy of the applicant's state license application and supporting documentation, as submitted to the state licensing authority, if a state license is required.
 - (2) Evidence of all state approvals or conditional approvals required to operate the marijuana business, including, but not limited to, a state license as defined by this chapter, caregiver registration, a state retail certificate, or a state health license. If an application for such approval is pending as of the application date, the applicant shall submit a copy of the application.
 - (3) If not included in the applicant's state license application, attested copies of any Articles of Incorporation, bylaws, operating agreement, partnership agreement or articles of association

that govern the entity that will own and/or operate the marijuana business.

- (4) If not included in the applicant's state license application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills, shall be provided.
- (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Windham or its officials to obtain criminal records and other background information related to the individual.
- (6) Evidence of all land use approvals or conditional land use approvals required to operate the marijuana business, including, but not limited to, building permit, conditional use approval, site plan review approval, and/or a change of use permit. For adult use marijuana stores, marijuana registered dispensaries and medical marijuana caregiver retail stores, evidence of submission of a site plan review application is sufficient, but any license issued shall be conditioned upon site plan approval.
- (7) Evidence of all other local approvals or conditional approvals required to operate the marijuana business, including any applicable food or victualer's license.
- (8) A description of the premises for which the license is sought, including a plan of the premises.
- (9) A copy of any state or municipal license held for any other marijuana business owned or operated by the applicant or by any officer, owner, subsidiary, member, manager or partner of the applicant, as well as any notices of violation received from the state or municipality for such marijuana business and proof that any violation has been resolved.
- (10) For adult use marijuana stores, marijuana registered dispensaries and medical marijuana caregiver retail stores, an operations plan, describing the applicant's:
 - (a) Security plan;
 - (b) Provisions to ensure against loitering and using marijuana and marijuana products on or near the premises;
 - (c) Protocols for hiring and training employees;
 - (d) Experience and training in Maine's seed-to-sale tracking system;
 - (e) Protocols for odor control and disposal of waste marijuana or marijuana products; and
 - (f) Protocols for ensuring the safety and security of product.

B. If the Town Clerk determines that a submitted application is not complete, he or she shall notify the applicant of the additional information required to process the application. If such additional information is not submitted within 30 days of the Clerk's request, the application may be denied.

§ 128-7. License issuance and renewal; limit on retail stores and registered marijuana dispensaries.

A. Each license issued under this chapter shall be valid for the term of license granted by the state license authority ("the license year"), or otherwise for one year from the date of issuance. Applications for renewal licenses shall be submitted between 60 days and 90 days prior to expiration of the existing term to allow for timely processing. Any marijuana caregiver retail store, marijuana registered dispensary or adult use marijuana store which fails to obtain a renewal license prior to expiration of the existing term shall forfeit its license, unless the applicant timely submitted the application and the delay is due to circumstances not within the applicant's control. Any other

marijuana business licensee which fails to obtain a renewal license prior to expiration of the existing term shall not have authority to operate until a license is granted.

[Amended 4-12-2022 by Order 22-062]

B. Total licenses; conversion of licenses.

[Amended 4-12-2022 by Order 22-062]

(1) There shall be no more than two total issued licenses for adult use marijuana stores. There shall be no more than four total issued licenses in the aggregate for medical marijuana caregiver retail stores or marijuana registered dispensaries, except that any medical marijuana caregiver retail store that holds an approved land use permit or is operating as of the effective date may receive a license, provided it submits an application within 30 days of the effective date, as described in Subsection **F** of this section, and otherwise meets the provisions of this chapter.

(2) A licensed medical marijuana caregiver retail store may be converted to a marijuana registered dispensary, and a licensed marijuana registered dispensary may be converted to a medical marijuana caregiver retail store, without loss of grandfathered status under Subsection **B(1)**, provided an application is submitted to the Licensing Authority containing any updated submission materials pursuant to § **128-6**, together with the full license fee for the requested use.

C. Starting on the effective date, applicants for marijuana business licenses may submit applications to the Town Clerk. A single applicant may submit applications for both a medical marijuana caregiver retail store and an adult use marijuana store for the same business premises; however, only one of these types of license may be issued for a single premises.

D. Applications for medical marijuana registered caregiver, medical marijuana registered caregiver (home occupation), marijuana cultivation facility, marijuana manufacturing facility, marijuana registered dispensary or marijuana testing facility will be processed as received and, if applicable for renewals (see § **128-5D**), forwarded to the Council for action. If additional documents or information are needed, the Clerk will contact the applicant to inform him or her of the deficiency.

[Amended 4-12-2022 by Order 22-062]

E. Applications for medical marijuana caregiver retail stores, marijuana registered dispensaries and adult use marijuana stores will be processed upon receipt to determine whether the application is complete. If additional documents or information are needed, the Clerk will contact the applicant to inform him or her of the deficiency.

[Amended 4-12-2022 by Order 22-062]

F. Applications for medical marijuana caregiver retail stores, marijuana registered dispensaries and adult use marijuana stores will be held until the 30th day following the effective date or publication of license availability. On that date, the Clerk shall forward all completed applications for such stores to the Town Council for further action.

[Amended 4-12-2022 by Order 22-062]

G. The Council shall award initial licenses to medical marijuana caregiver retail stores or marijuana registered dispensaries as follows:

[Amended 4-12-2022 by Order 22-062]

(1) Licenses will first be awarded to medical marijuana caregiver retail stores which held an approved land use permit for that use or were operating as of the effective date, which submitted a completed application on or before the 30th following the effective date, and which meet the criteria of this chapter.

(2) If fewer than four licenses are issued to existing medical marijuana caregiver retail stores as set forth in Subsection **G(1)**, the Council shall assign priority points to each application which otherwise meets the criteria of this chapter as follows:

- (a) Zero to 12 points awarded based upon the completeness and content of the applicant's operations plan. This number shall be determined by assigning zero to two points for each required component of the operations plan (zero for "does not meet," one for "meets," and two for "exceeds").
 - (b) One to three points if the applicant has demonstrated that it, or its owner or manager, has operated a marijuana business in the Town of Windham without any record of violations. Points shall be awarded relative to the number and type of marijuana businesses operated and duration of operation.
 - (c) One point if the applicant has demonstrated that it, or its owner or manager, has operated a retail marijuana business or marijuana registered dispensary in the State of Maine, outside of Windham, without any record of violations.
 - (d) One point if the applicant has an existing lease or ownership interest in the premises for which the license is sought.
- (3) For each point category that allows for a range, each Councilor present and voting will assign a point value for that category to the application, and those numbers will be averaged to produce the final points assigned to the application for that category.
 - (4) Licenses shall be awarded to the applicant(s) that have been assigned the most priority points. If necessary, random lotteries shall be held among applicants receiving the same number of priority points, in descending order, until all available licenses have been issued.

H. The Council shall award initial licenses to adult use marijuana stores as follows:

- (1) Zero to 12 points awarded based upon the completeness and content of the applicant's operations plan.
- (2) One to three points if the applicant has demonstrated that it, or its owner or manager, has operated a marijuana business in the Town of Windham without any record of violations. Points shall be awarded relative to number and type of marijuana businesses operated and duration of operation.
- (3) One point if the applicant has demonstrated that it, or its owner or manager, has operated a retail marijuana business in the State of Maine, outside of Windham, without any record of violations.
- (4) One point if the applicant has an existing lease or ownership interest in the premises for which the license is sought.
- (5) For each point category that allows for a range, each Councilor present and voting will assign a point value for that category to the application, and those numbers will be averaged to produce the final points assigned to the application for that category.
- (6) Licenses shall be awarded to the applicant(s) that have been assigned the most priority points. If necessary, random lotteries shall be held among applicants receiving the same number of priority points, in descending order, until all available licenses have been issued.

I. If an applicant elects not to accept a license that is awarded to it, and licenses remain for that license type, the Council shall award the license(s) from the remaining application(s) based upon the points awarded. Applications that are not awarded a license during the selection process for that business type, or that are submitted following the lottery, will be kept on hold for one year from the close of the initial selection process. If a license for the requested business type becomes available, the Council shall award the license from among previously and newly submitted applications using the process outlined in Subsections **G** and **H** above within 30 to 60 days of posting the availability of the license. The Clerk shall notify each applicant at the address shown on the application that of the meeting at which the applications will be considered, and that the applicant must submit any updated application materials prior to the meeting in order for the

application to be considered. No new application fee shall be required within one year of initial submission.

- J. In the event of the proposed sale of an adult use marijuana store, marijuana registered dispensary or medical marijuana caregiver retail store, the tentative purchaser may apply for a new license to replace the seller's license within 30 days following the date of the sale but shall not operate the store or dispensary until a license is obtained. If a purchaser does not apply for a new license within said thirty-day period, the license will be considered forfeited. This preference shall not apply if any use other than for the licensed adult use or medical marijuana caregiver retail store or marijuana registered dispensary has been made of the licensed premises prior to or within the 30 days following the sale.
[Amended 4-12-2022 by Order 22-062]
- K. A marijuana business license shall be forfeited if the licensee:
- (1) Fails to obtain a new license prior to expiration of an existing license;
 - (2) Makes any other active use of the Licensed premises other than for the licensed marijuana business; or
 - (3) Does not make an active use of the licensed marijuana business for a period exceeding six consecutive months, except that the licensing authority may, in its discretion and upon request from the licensee, allow for reasonable extension(s) of this provision for up to two years total if the suspension in use is caused by delays in permitting or buildout, damage to the licensed premises, renovation, repair, active attempts to sell the licensed premises as a turnkey marijuana business, or other bona fide circumstances out of the licensee's control.
 - (4) Notwithstanding 1 M.R.S.A. § 302, this amendment shall be retroactive to September 22, 2020, the date upon which initial licenses were first awarded to applicants.
- L. A license for an adult use marijuana store, marijuana registered dispensary or medical marijuana caregiver retail store that is forfeited or revoked pursuant to the provisions of this chapter shall not be made available to any other applicant unless the number of remaining issued licenses for that business type is lesser than the limit set forth in § 128-7B.
[Amended 4-12-2022 by Order 22-062]

§ 128-8. Denial, suspension or revocation of license.

A license application for a marijuana business shall be denied by the licensing authority, and an existing license may be suspended or revoked by the Town Council after notice and hearing if the applicant, or any owner of the applicant or licensee:

- A. Fails to meet the requirements of this chapter.
- B. Is not at least 21 years of age.
- C. Has had a license required for the marijuana business suspended or revoked by the Town, by a municipality in the State of Maine, or by the state.
- D. Is in violation of this or any other ordinance or has unpaid penalties assessed by a court related to the marijuana business.
- E. Has not acquired all necessary state and local approvals (other than final state approval) prior to issuance of the license.
- F. Fails to meet zoning or other requirements of Chapter 120, Land Use, or Chapter 185, Shoreland Zoning.
- G. Has been convicted of a criminal violation arising out of operation of a marijuana business.

- H. Has, within 10 years prior to the date of the application, been convicted of selling or furnishing marijuana, alcohol, or any scheduled drug to a minor, or of allowing a minor under that person's control or in a place under that person's control to consume any of these substances.
- I. Has provided false or misleading information in connection with the license application.
- J. Is not in good financial standing with the Town. For the purposes of this chapter, "good financial standing" shall be defined as not owing to the Town any real estate or personal property taxes, municipal fees, or monetary award from a final court judgment; provided that such amounts that are either (i) less than 30 days past due as of the date of the application for approval and are less than \$250; (ii) are subject to a pending request for an abatement of, or an appeal of, the tax assessment that is claimed to be delinquent; or (iii) are determined in the sole discretion of the Town Manager or his or her designee not to be owed by the applicant or owner, shall not be considered due and payable to the Town for purposes of this chapter.
[Added 8-20-2024 by Order No. 24-135]

§ 128-9. Approval and operating requirements.

In order to obtain and retain a license pursuant to this chapter, the applicant/licensee shall demonstrate to the Town Clerk and all reviewing officials that the following requirements are met. The licensee shall comply with each of these requirements during the term of the license:

- A. Display of license. The current license shall be displayed at all times in a conspicuous location within the premises.
- B. All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate marijuana businesses in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.
- C. Security.
 - (1) The licensed premises shall have lockable doors and windows and shall be served by an alarm system which includes automatic notification to the Windham Police Department.
 - (2) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording 24 hours per day, seven days per week, and video shall be retained for a minimum duration of 30 days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
 - (3) The licensed premises shall have exterior spotlights with motion sensors covering the full perimeter of the building(s).
 - (4) Medical marijuana registered caregiver (home occupation) uses shall not be required to meet Subsection **C(2)** and **(3)**.
- D. Ventilation.
 - (1) The licensed premises shall comply with all odor and air pollution standards established by ordinance.
 - (2) All marijuana businesses, other than medical marijuana registered caregiver (home occupation), shall have an odor mitigation system installed that will provide odor control sufficient to ensure that no odors are perceptible off the premises.
- E. The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.

- F. A marijuana business shall meet all operating and other requirements of state and local law. To the extent the State of Maine has adopted or adopts in the future any law or regulation governing marijuana businesses that conflicts in any way with the provisions of this chapter, the more restrictive shall control.
- G. Marijuana businesses shall operate in accordance with all material representations made in the approved license application and operations plan (if applicable). If the licensee is required to notify the state of a change related to the marijuana business, the licensee shall promptly provide the Town Clerk with a copy of such notification and the Town Clerk shall forward it to the Police Chief, Fire-Rescue Chief, Health Officer and Code Enforcement Officer for their review. If any of these officials determines that the change is not in accordance with the requirements of this chapter, or requires additional conditions of approval, the change shall be forwarded to the Town Council for consideration.

§ 128-10. Transfer of ownership or change of location.

- A. Change of premises. Licenses issued under this chapter shall not be transferable to a different premises, unless the new premises is located on the same lot or parcel as the originally licensed premises. Requests for a change of premises within the same lot or parcel shall be submitted to the Town Clerk along with relevant documentation regarding the new premises as required by § 128-6A(6), (8) and (10). The request for change of premises shall be reviewed in accordance with § 128-5, as relevant, and submitted to the licensing authority for approval.
- B. Change of ownership. There shall be no change in ownership, including partial ownership, of a marijuana business without advance approval by the Town. In the event of any change in ownership of a marijuana business, the licensee shall submit an updated ownership affidavit and background check authorization(s) to the Town Clerk. The Town Clerk may approve any requests for change in ownership upon a finding of compliance with § 128-8, except that any change in majority ownership of a marijuana business for which the Town Council is the licensing authority shall be forwarded to the Town Council for approval, after public hearing.

§ 128-11. Appeals.

- A. The following appeals may be decided by the Town Council upon a de novo hearing in which it will hear evidence on the application and make its own findings of fact and conclusions of law:
 - (1) Appeal of the Town Clerk's denial of an application.
 - (2) Appeal by any aggrieved party having legal standing of any decision by the Town Clerk to grant a license under this chapter.
 - (3) Appeal by the applicant of any license granted by the Town Clerk with conditions to which the applicant/licensee objects.
[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]
- B. Appeals must be filed with the Town Clerk within 30 days of the date of the decision subject to appeal. The Town Council shall hold the hearing on the appeal and render a decision within 30 days of the date of the appeal, unless all parties consent to a delay.
- C. Appeals of final determinations issued by the Town Council pursuant to this chapter shall be made to the Cumberland County Superior Court within 30 days of the date of the decision being appealed.

§ 128-12. Enforcement; violations and penalties.

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

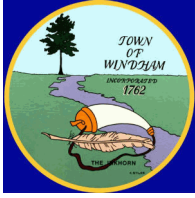
The operation of any marijuana business without the required license or in violation of the requirements of this chapter shall be a violation of this chapter. The Windham Town Council or its designee shall enforce the provisions of this chapter. A violation of any provision of this chapter shall be a civil violation, and a civil penalty in accordance with 30-A M.R.S.A. § 4452 shall apply. Current penalties include fines of not less than \$100 nor more than \$2,500 per violation for each day that the violation continues. The penalty for operating a marijuana business without a valid license shall be \$500 per day for each day that the violation continues. The Windham Town Council may also revoke or suspend the license after notice and hearing.

§ 128-13. Severability.

The provisions of this chapter are severable, and if any provision shall be declared to be invalid or void, the remaining provisions shall not be affected and shall remain in full force and effect.

§ 128-14. Conflict with other provisions.

Except as otherwise specifically provided herein, this chapter incorporates the requirements and procedures set forth in the Maine Marijuana Legalization Act, 28-B M.R.S.A. Chapter 1, as may be amended, and the Maine Medical Use of Marijuana Act, 22 M.R.S.A. Chapter 558-C, as may be amended. In the event of a conflict between the provisions of this chapter and the provisions of said Acts or any other applicable state or local law or regulation, the more restrictive provision shall control.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-067

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To receive public comment and act on a new application submitted by Luchador Taco Corp d/b/a Luchador Tacos, at 781 Roosevelt Trail, and to find that the requirements of 28-A M.R.S.A. §653 have been met for a new Liquor License.

II. Basis for Council Action.

Council approval of this item is required because;

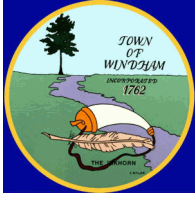
- a. 28-A MRSA § 653 requires the municipal officers to act on applications for liquor licenses; or, if they fail to act within sixty (60) days, the application will be deemed to be approved by the municipal officers and ready for action by the Bureau of Liquor Enforcement, and
- b. Pursuant to Article 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.

Please refer to the attached application.

In either approving or denying an application, the Council must make findings as to whether statutory requirements have been met and, if not, which requirements have not been met.

*Note: Background check came back clear.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-067

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

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File Type: Order

Agenda Number:

I. Council Action Requested.

To receive public comment and act on a new application submitted by Luchador Taco Corp d/b/a Luchador Tacos, at 781 Roosevelt Trail, and to find that the requirements of 28-A M.R.S.A. §653 have been met for a new Liquor License.

II. Basis for Council Action.

Council approval of this item is required because;

- a. 28-A MRSA § 653 requires the municipal officers to act on applications for liquor licenses; or, if they fail to act within sixty (60) days, the application will deemed to be approved by the municipal officers and ready for action by the Bureau of Liquor Enforcement, 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.

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In either approving or denying an application, the Council must make findings as to whether statutory requirements have been met and, if not, which requirements have not been met.

*Note: Background check came back clear.

TOWN OF WINDHAM
ADDENDUM TO LIQUOR LICENSE APPLICATION

Applicant: Luchadoy Tacos

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: _____

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: 3/10/2026

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: 4-1-26

REVIEW BY DEPUTY TAX COLLECTOR

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

Personal Property Taxes have not been paid.

Signed: [Signature] Date: 3/9/2026
(tax specialist)



Application Copy

File Number: 137667

Job Type: New Application

LICENSE TYPE On-Premises: Beer Only	APPLICATION DATE RECEIVED 2026-03-09
SECONDARY LICENSE(S) None selected	
LICENSEE LEGAL NAME Luchador Tacos Corp	LICENSEE TYPE Corporation
DOING BUSINESS AS Luchador Tacos	CORPORATE NUMBER 20166028DC
INCORPORATION DATE 2021-01-08	
CORRESPONDENCE ADDRESS 326 High Street South Paris ME 04281	
MAILING ADDRESS	
PHYSICAL ADDRESS	
CONTACT NAME Katherine Mitchell	PREFERRED CONTACT METHOD Email
CONTACT PHONE (207) 890-0062	ALTERNATE PHONE
FAX	EMAIL luchadorcorp@gmail.com

CORPORATE STRUCTURE

None selected

ADDITIONAL INFORMATION

MANAGED BY AGENT

No

PREMISES TYPE

Class A Restaurant

PREMISES NAME

Luchador Tacos

OPERATOR

Will Lebroke

PHYSICAL ADDRESS

781 Roosevelt Trail Windham ME 04062

MAILING ADDRESS

326 High Street South Paris ME 04281

CONTACT NAME

Katherine Mitchell

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 890-0062

ALTERNATE PHONE

FAX

EMAIL

luchadorcorp@gmail.com

QUESTIONS

On-Premises: Beer Only

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

No

2. What is your expected start date?

05/01/2026

3. Has/have applicant(s) formerly held a Maine liquor license?

Yes

RES-2018-11239&lt;br />Luchador Tacos
LLC&lt;br />243 Main Street&lt;br
>South Paris, ME 04281

4. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

5. Is the applicant/licensee an individual, partnership, or association?
(Not a corporation or LLC)

No

6. Are all licensees/applicants residents of the State of Maine?

Yes

7. Is your license for a club with a membership?

No

8. Is your license application for a vessel?

No

9. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?"

No

10 Do you have a license from the Office of the State Fire Marshal?
Contact (207) 626-3870 to determine whether licensure is necessary.

No

11 Will any law enforcement officer directly benefit financially from this license?

No

12 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

13 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

14 What is the full name and date of birth of the person managing this premises?

Will Lebroke 04/16/1976

15 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

16 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

17 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

18 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

19 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

20 At which address are your business records located?

326 High St
South Paris, ME 04281

21 What will be your business hours? Please indicate each day's open and close times.

Monday 11 AM-9 PM
Tuesday 8 AM-9 PM
Wednesday 8 AM-9 PM
Thursday 8 AM- 9 PM
Friday 8 AM -9 PM
Saturday 8 AM- 9 PM
Sunday 8 AM - 9 PM

22 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Manchester School 3.9 miles (school)
Windham High School 4.6 miles
The Refuge Church 0.2 miles

23 Is your application for a Hotel or Bed & Breakfast?

No

24 Do you have a food menu?

Yes

(document uploaded)

25 How many bathrooms do you have available to patrons?

2

26 How many seats do you have? Include indoor and outdoor seating.

26

27 Describe each area of the premises where alcoholic beverages will be served, consumed, or stored.

Include all interior and exterior areas (e.g., dining rooms, bars, patios, decks, function rooms, etc.) and use names or labels that correspond to your submitted floor plan.

Beer will be stored in a refrigerator behind the line. It will not be self-serve. The only place customers can consume alcohol is in our dining room.

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Food Menu	Menu 2026.pdf	2026 Luchador Tacos Menu
Premises Floor Plan	Windham Layout LT (1).jpeg	Floor plan
Supplemental Ownership Form	102 Supplemental Ownership Form and Affidavit-2.pdf	Ownership Form

APPLICANT

Heather Dunn

DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



STATE OF MAINE

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

28-A M.R.S. §651

All Questions Must Be Answered Completely.

1. Company or sole proprietor legal name: Luchador Corp	2. Date of incorporation/registration: 01/08/2021	3. State of incorporation: Maine
--	--	---

List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Katherine Mitchell	09/03/1978	207-890-0062	326 High St., South Paris ME 04281	President	50
Joshua Mitchell	07/22/1978	207-461-1629	326 High St., South Paris ME 04281	CEO	50

Affidavit

ONLY COMPLETE THIS PAGE IF THERE ARE NO OWNERS OVER 10% LISTED ON PAGE 1

The undersigned authorized representative of the applicant swears or affirms that no person that holds an ownership interest in the applicant holds an ownership interest equal to or greater than 10%.

Affiant Signature

Date

Affiant Printed Name

State of _____, County of _____

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document.

Signature of Notary Public

Date

Printed Name of Notary Public

WARNING: The statements on this application are made under oath or affirmation. False statements can be grounds for rejection of the application or suspension or revocation of a license. False swearing is a Class D crime punishable by up to 364 days incarceration and a \$2,000 fine.

CHOOSE 6 TOPPINGS • PROTEIN • BUILD YOUR OWN

- CHEESE
- LETTUCE
- PICO
- SOUR CREAM
- NACHO CHEESE (\$1.50)
- CILANTRO
- ONION
- PICKLED ONION
- JALAPENO
- GUACAMOLE (\$4.00)

- CHICKEN \$3 (27G PROTEIN)
- PORK \$3 (25G PROTEIN)
- STEAK \$4 (24G PROTEIN)
- GUACAMOLE \$4 (2G PROTEIN)

FILLINGS

- MEXICAN RICE
- CILANTRO LIME RICE
- FRENCH FRIES
- DOUBLE PORTION \$1.50

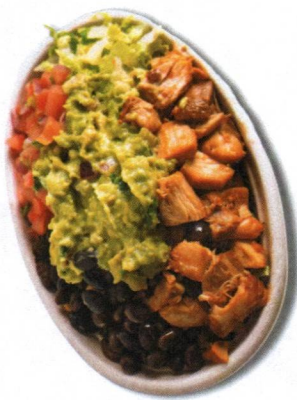
TACO MEAL DEAL

3 TACOS
CHIPS & DRINK
\$16.00

- BURRITO
- BOWL
- TACOS (3)
- SALAD
- FRIES
- NACHOS

\$9.50

PROTEIN FITNESS BOWL \$16



FILLED WITH LETTUCE, DOUBLE BLACK BEANS, DOUBLE CHICKEN, GUACAMOLE, AND PICO DE GALLO.

74G PROTEIN
35G CARBS
750 CALORIES

OUR MISSION

Welcome to Luchador Tacos. Since 2017, Luchador Tacos has been a family business inspired by street style food made fresh to order. Bringing West Coast flavors just like you'd find on most Los Angeles food trucks. Fast, Fresh, Friendly.

"Mi Casa Es Su Casa"

SIDES

CHIPS AND GUAC	\$5.50
CHIPS AND PICO	\$5.00
CHIPS	\$2.50
CHURROS	\$7.50
BASKET FRIES	\$8.00

DRINKS

24OZ FOUNTAIN	\$3.00
LEMON LIMEADE	\$4.00
HORCHATA	\$4.00
BOTTLE WATER	\$2.50
JARRITOS	\$3.75

CHURROS



12 BITE SIZE CHURROS
DUSTED WITH CINNAMON SUGAR

SINGLE

\$24

TACO

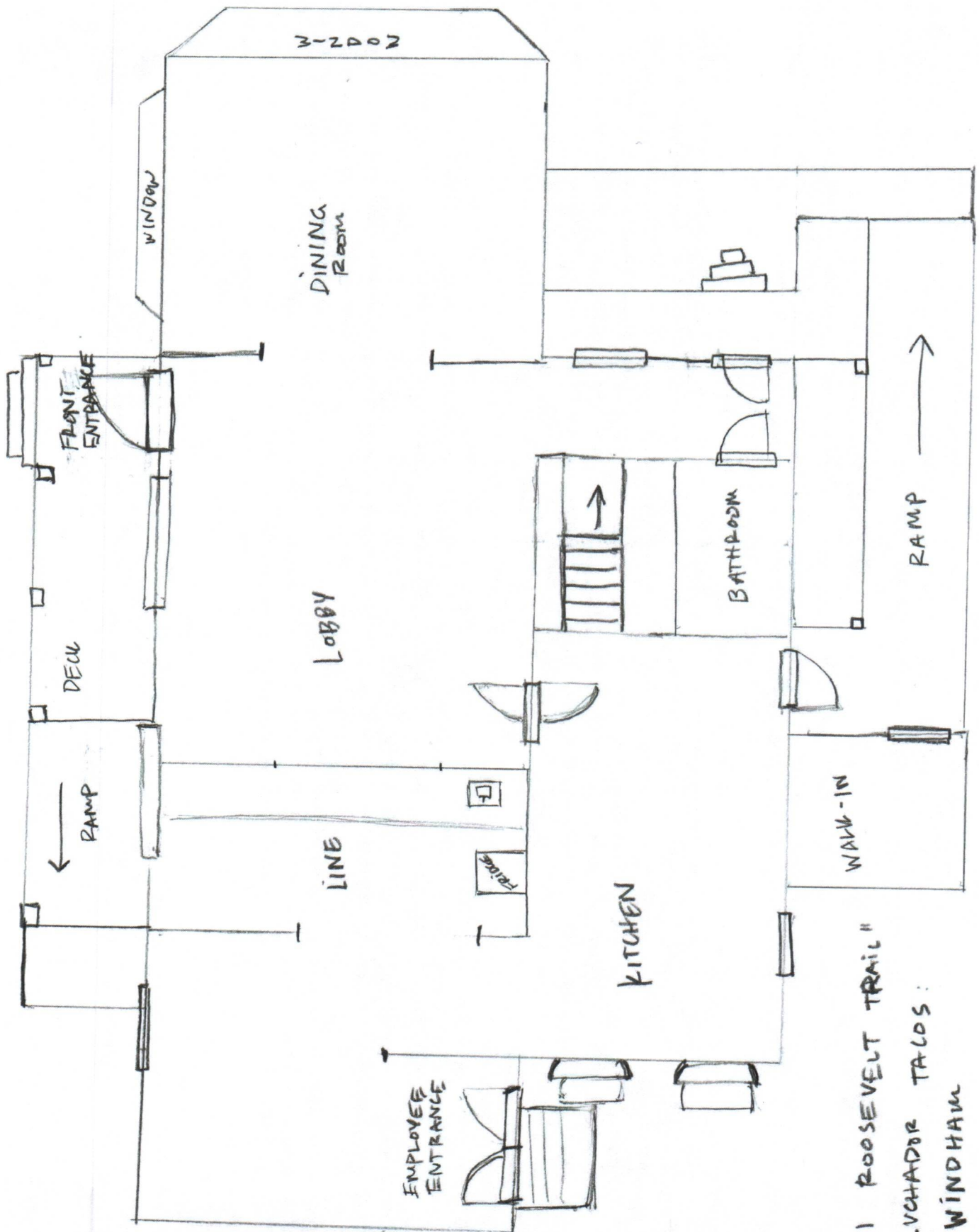
LET YOUR CRAVING
DO THE ORDERING

KIDS MEAL \$7

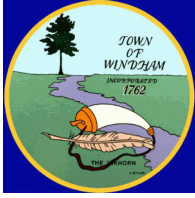
2 TACOS &
APPLE JUICE

OR

8" CHEESE QUESADILLA &
APPLE JUICE



"781 ROOSEVELT TRAIL"
 LUCHADOR TACOS
 WINDHAM



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-035

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To approve applications for watershed protection grants, such funding to be paid from fiscal year 2025-2026 watershed protection funds in account 11500-46930 and carry forward surplus funds in perpetuity for future projects.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article III, Section 3(I) of the Charter authorizes the Council 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.

Mary Wicklund, Environmental and Sustainability Coordinator, will present a summary of 2025 watershed protection grant projects and share the Natural Resources Advisory Committee’s funding recommendations for 2026 watershed protection grant applications.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-035

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

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III. Issue Summary.

Mary Wicklund, Environmental and Sustainability Coordinator, will present a summary of 2025 watershed protection grant projects and share the Natural Resources Advisory Committee’s funding recommendations for 2026 watershed protection grant applications.



Mailing Address:
 8 School Street
 Windham, Maine 04062
 Tel: (207) 894-5900

Mary Wicklund
 Environmental &
 Sustainability Coordinator
 mlwicklund@windhammaine.us

www.windhammaine.us

MEMO

DATE: April 7, 2026
 TO: Windham Town Council
 THROUGH: Bob Burns, Town Manager
 FROM: Natural Resources Advisory Committee
 RE: 2026 Watershed Protection Grant Funding Recommendations

The Town Council has tasked the Natural Resources Advisory Committee (NRAC) with evaluating the Watershed Protection Grant Applications and providing recommendations for Council approval. The Town appropriates watercraft excise tax funds from the previous fiscal year to finance the grant program. The 2026 grant allocation is \$55,862.20. The total requested from applicants is \$35,500.00. The committee submits the proposed recommendations for the Town Council’s consideration. Background for each application are included as links for reference.

Proposed funding recommendations are as follows:

Project Name	Applicant	Funding Request	Funding Recommendation
LSLA Milfoil Remediation	Little Sebago Lake Association	\$22,000.00	\$22,000.00
Mill Pond Milfoil Treatment	Mill Pond Association	\$2,000.00	\$2,000.00
Protecting Windham’s Rivers and Streams	Presumpscot Regional Land Trust	\$4,500.00	\$4,500.00
Hague Hill	Overlook Road Association	\$7,000.00	\$7,000.00
Total		\$35,500.00	\$35,500.00
		<i>Remaining Grant Funds</i>	<i>\$20,362.20</i>

The NRAC also recommends that this year’s remaining grant funds and future surplus funds be carried forward and remain within the grant program to fund potential future projects.



Mailing Address:
 8 School Street
 Windham, Maine 04062
 Tel: (207) 894-5900

www.windhammaine.us

MEMO

DATE: April 7, 2026
 TO: Windham Town Council
 THROUGH: Bob Burns, Town Manager
 FROM: Natural Resources Advisory Committee
 RE: 2025 Watershed Protection Grant Final Report Summary

At the Town Council meeting on May 7, 2025, the Natural Resources Advisory Committee (NRAC) provided recommendations for the 2025 Watershed Protection Grant, which was approved by the Council. A table of the approved funding is below:

Project Name	Applicant	Funding
<u>Invasive Milfoil – ‘Get Rid of It’ Campaign</u>	Collins Pond Improvement Association	\$2,000.00
<u>Protecting Windham’s Rivers and Streams</u>	Presumpscot Regional Land Trust	\$4,500.00
<u>LSLA Milfoil Remediation</u>	Little Sebago Lake Association	\$17,000.00
<u>Beach Road Association</u>	Beach Road Association	\$4,472.50
2025 Total Award		\$27,972.50

Project Name	Applicant	Funding
<u>LLL Drainage Improvement Project, Phase 1</u>	Lower Lantern Lane Road Association	\$5,600.00
Grant funds carry forward from 2024		\$5,600.00

As required in the application to ensure project completion, final reports were submitted to the NRAC (reports linked in the table above). Project highlights of the individual applications are included on pages 2-4.

Town funding, applicant match, and other leveraged funding sources are outlined below. For every \$1 of Town grant funds awarded, the Watershed Protection Grant Program leveraged approximately \$3.50 in match.

Final amount awarded to applicants from the Town for projects in 2025	\$33,572.50
Total match from grant recipients (volunteer in-kind + cash)	\$74,918.50
Total match from grant recipients with all funding sources included (less Windham's award)	\$117,118.50

Collins Pond Improvement Association

- Following 2 years of DEP guided herbicide treatments, multiple surveys (swim, kayak and underwater drone) showed no evidence of milfoil.
- DEP conducted survey by canoe and kayak with CPIA on 10/24/2025. Isolated plants were seen in the upper third of the lake, and 2 bags of plants were removed by a DASH boat on 10/30/2025.
- Exploring potential for three-lake partnership (Collins Pond, Little Sebago Lake, and Mill Pond) to develop a milfoil management plan as a group going forward.

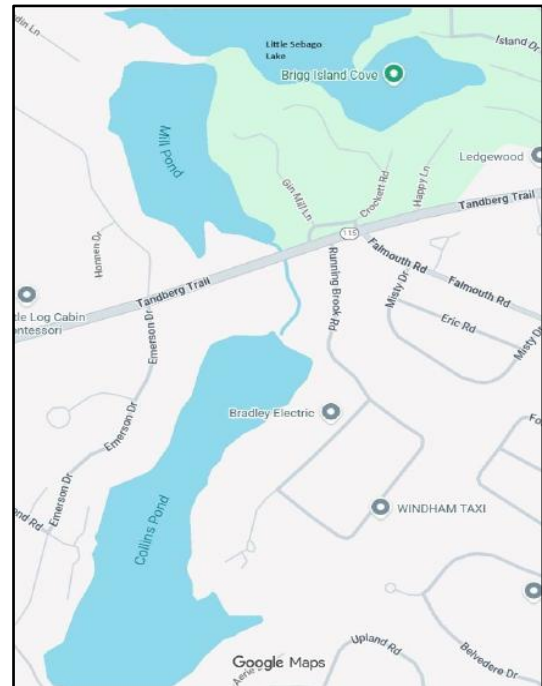


Figure 1 – Drainage map for the three lakes with the same hybrid version of Variable Leaf Milfoil.

Presumpscot Regional Land Trust

- Trained 18 citizen scientist volunteers (26 total for the entire program) to test water quality throughout spring and summer in Windham.
- 20 sites sampled in Windham, with 720 hours of service completed by volunteers.
- All of the data collected in 2025 have been compiled and are available to view in map form on the [PRLT website](#). The interactive map showing historical data and trends (going back 17 years) can be used by Windham's citizens and town officials to aid in watershed planning for the Town.

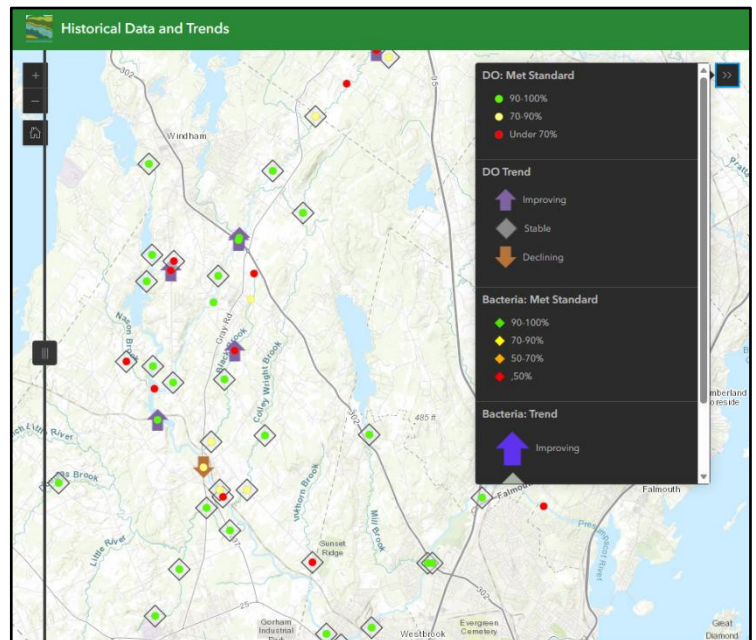


Figure 2 – Historical Data and Trends interactive map

Little Sebago Lake Association

- Removed 95.5 bags of milfoil from the Windham portion of the lake (184 total bags) during the 2025 season. This is a major reduction from last year, when 204.5 were removed in the lower lake, and 324 from the entire lake.
- Started an underwater drone survey program to assist with milfoil identification. This will allow for survey areas not previously accessible.
- Staff consistency with returning captains and divers has created a beneficial level of familiarity with the lake.
- Exploring potential for three-lake partnership (Collins Pond, Little Sebago Lake, and Mill Pond) to develop a milfoil management plan as a group going forward.



Figure 3. LSLA milfoil removal crew

Beach Road Association

- Upgraded the drainage of Beach and Orchard Roads to reduce sediment transport and prevent washouts:
 - Reshape and stabilize roadside ditches on Beach and Orchard Roads using riprap or fabric, as appropriate.
 - Removing roadside berms to allow flow of runoff to ditches.
 - Removed non-driveway culvert to create proper ditches.
 - Stabilized and seeded slopes.
 - Improved road stability near existing sediment basin on Beach Road.
- BRA became a Statutory Road Association to formalize addressing future road issues, collect association dues, and long-term maintenance. The Association will monitor the project and provide routine maintenance of completed projects.



Figure 4. Proper ditching along Orchard Road.

Lower Lantern Lane Road Associaton

- Scope of work completed (2025):
 - Excavated a new drainage ditch to address runoff and direct water to the new culvert.
 - Installed an 18-inch diameter, 24-foot culvert.
 - Applied and rolled two 18-yard truckloads of ¾-inch reclaimed asphalt over the existing asphalt to level the surface, eliminate trip hazards, and create a smoother roadway.
- The Road Association will monitor the current drainage to ensure runoff is directed to appropriate drainage systems.
- Annual spring workday is scheduled for May. The Road Association approved an additional \$2,500 to complete the project, which includes adding additional reclaim on road surface, speed bumps to direct surface runoff, and signage to be completed by the June Annual Meeting.

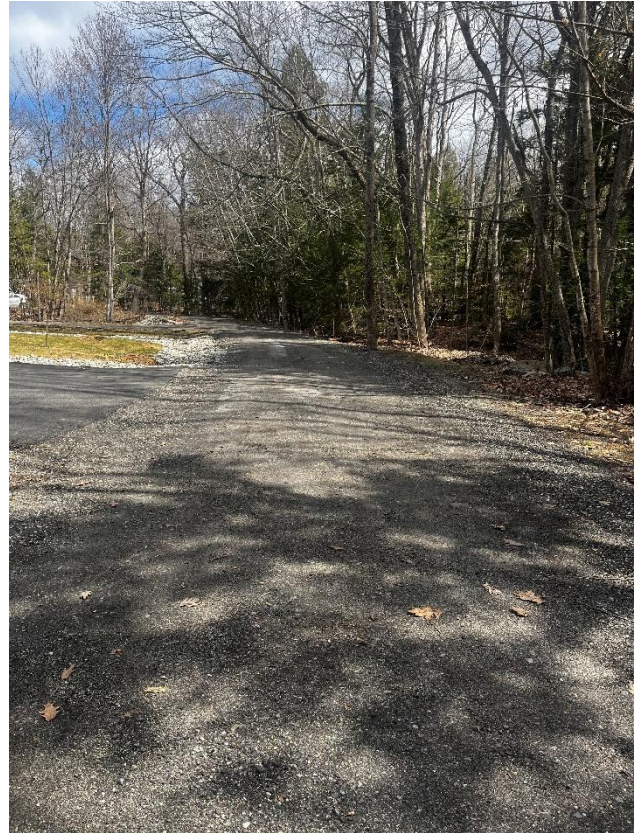


Figure 5. Reclaimed asphalt to shed runoff from road surface.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-036

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To appoint Tom Tyler, a community member with hunting experience to represent residents with those interests, to the East Windham Steering Committee.

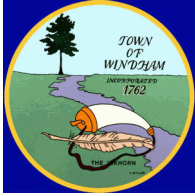
II. Basis for Council Action.

Council approval of this item is required because;

- a. The Town Council, pursuant to Article II, Section 3C, is charged with appointing “[t]he members of the Board of Assessment Review, the Planning Board, the Board of Zoning Appeals, and the membership of such advisory committees as the Council may create.”

III. Issue Summary.

Mr. Tyler is currently a County Commissioner, was once our state representative and served as President of the Sportsman’s Alliance of Maine.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-036

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To appoint Tom Tyler, a community member with hunting experience to represent residents with those interests, to the East Windham Steering Committee.

II. Basis for Council Action.

Council approval of this item is required because;

- a. The Town Council, pursuant to Article II, Section 3C, is charged with appointing “[t]he members of the Board of Assessment Review, the Planning Board, the Board of Zoning Appeals, and the membership of such advisory committees as the Council may create.”

III. Issue Summary.

Mr. Tyler is currently a County Commissioner, was once our state representative and served as President of the Sportsman’s Alliance of Maine.

Steering Committee - East Windham

Purpose

The purpose of this committee is to guide the process towards creating a vision and management plan for the combined parcels that comprise the East Windham Conservation Area and the Lowell Preserve and to provide ongoing oversight of the maintenance of operation of the property.

Membership

The Committee shall consist of not fewer than seven (7) nor more than eleven (11) volunteers from local businesses, civic organizations, town government and the general population, and will work in cooperation with the Presumpscot Regional Land Trust (PRLT), and Town of Windham Director of Parks and Recreation, and other town employees designated to assist. Committee members shall not be required to be residents of the town, but be able to demonstrate a connection by residence, employment, business interest, or other civic and community organization affiliation. Committee members may include, but not be limited to, representatives of the following outdoor recreation, education, economic development, public health, and conservation interests:

1. Member of the Town Council
2. Windham Parks & Recreation Advisory Committee (1 member)
3. Windham Natural Resource Advisory Committee (1 member)
4. Windham Economic Development Corporation
5. Greater Portland Chapter of NEMBA
6. Windham Drifters Snowmobile Club
7. RSU14 Katahdin Program (1 staff member)
8. Little Duck Pond Road Association
9. One member of the public with interest and experience in hunting.
10. Up to 2 members of the public with interest and experience in hunting, trail running, hiking, education, public health, conservation and/or nature education. A preference will be given to those who have multiple interests previously referenced.

Meetings and Procedures

The committee shall select a Chair from its membership, which should not be the Town Council representative. The Chair shall have the authority to convene meetings of the Committee, which shall be conducted in accordance with Maine's Freedom of Access Law with due notice to its members. The committee shall adopt other such reasonable rules of procedure as may be necessary for the efficient conduct of its business while allowing for public accountability and due process.

Charge

It shall be the responsibility of the Committee to:

1. Seek public input and recommend a new name that unifies the shared character and use of property.
2. Develop an RFP and select a firm to assist in the establishment of a Master Plan to guide the Town and PRLT in the development and management of this property for the years to come.
3. Assist the selected firm in the development of the Master Plan
4. Present the recommended plan to the Town Council for adoption.
5. Meet at least once a year (or as needed) after the Master Plan has been adopted, to review the plan and progress, provide feedback to the Parks and Recreation Advisory Committee, and ensure the property continues to have broad collaboration.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-045

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To adopt a Solar Array Reserve Policy.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to Article I, § 2 of the Charter “[t]he administration of all the fiscal, prudential and municipal affairs of said Town... shall be and are vested in one body of seven (7) members, which shall constitute and be called the Town Council”, and
- b. Pursuant to Article III, § 2-10. of the Charter “[t]he Town Manager shall prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption by the Council”, and
- c. The proposed policy governs the monies received from the sale of Renewable Energy Certificates (RECs) into a reserve fund to keep the solar array operational.

III. Issue Summary.

Please refer to the attached draft policy.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-045

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To adopt a Solar Array Reserve Policy.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to Article I, § 2 of the Charter “[t]he administration of all the fiscal, prudential and municipal affairs of said Town... shall be and are vested in one body of seven (7) members, which shall constitute and be called the Town Council”, and
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- c. The proposed policy governs the monies received from the sale of Renewable Energy Certificates (RECs) into a reserve fund to keep the solar array operational.

III. Issue Summary.

Please refer to the attached draft policy.

Town of Windham

OFFICE OF THE TOWN MANAGER
8 SCHOOL ROAD
WINDHAM, ME 04062

voice 207.892.1907

fax 207.892.1910

MEMORANDUM

To : Town Council
Thru : Robert Burns
From : Levi Robinson
Date : February 24, 2026
Re : Creation of a Solar Array Reserve

I. Executive Summary

This memo outlines the proposal for the creation of a Solar Array Reserve. Following the execution of the landfill solar array buyout in January 2026, a decision must be made on how we plan for future costs incurred from ownership of the array. It is important to note that these costs are not unexpected; they were included within the modeled cost savings shown during the original presentation of the solar buyout proposal. There are two ways we can fund these costs; the first method would be to create a Solar Array Reserve, and the second would be to build all future costs (and associated revenues) into the operating and capital budget.

II. Background

The proposed Solar Array Reserve would be funded solely by the sale of Renewable Energy Certificates (RECs); an REC is a market-based instrument that represents the property rights to the environmental, social, and other non-power attributes of renewable electricity generation. One REC is generated when one megawatt-hour (MWh) of electricity is generated and delivered to the electricity grid from a renewable energy resource¹. While RECs serve no purpose for the Town beyond monetization, they are used by other organizations to hit sustainable energy compliance metrics or as proof of corporate commitment to sustainable energy sourcing. To monetize our RECs, we went through the competitive vendor selection process before signing an agreement with Revision Energy where they will aggregate and sell our RECs on the market. Utilizing the inflows from REC sales, the purpose of this reserve would be to pay for all repairs, replacement and maintenance needed to keep the solar array operational. Part of the creation of this reserve should grant the authority to spend reserve funds for this purpose without further Council authorization, unless required to do so by our purchasing policy; this authority should be contingent on the pre-existence of reserve funds needed to cover the purchase.

The alternative funding method would be to build all future costs (and associated revenues) into the main budget. While our operations and maintenance contract expenses are predictable for the length of the contract (5 years), any additional unforeseen repair/replacement costs not covered within the scope of the contract would potentially not be budgeted for prior to occurrence of the problem. There is the possibility that these repair costs could be absorbed within other expense

1. Definition sourced from the Environmental Protection Agency (EPA):
<https://www.epa.gov/green-power-markets/renewable-energy-certificates-recs>

lines, which would avoid a delay in addressing the problem, however it is also possible that we would need to delay addressing the problem due to lack of enough budget funding. The biggest example of this would be the eventual replacement of the seven inverters within the array. Inverters are a critical piece of the array that are primarily responsible for converting energy collected by the panels into usable power. Total inverter replacement costs will likely exceed \$100,000; however, it is difficult to prognosticate exactly when this will fall on the potential timeline of replacement based on their useful life. If this method was selected, we would need to secure funding for this capital item early enough to avoid any delay in responding to damaged or failed inverters; this would avoid significant losses in solar credit generation if the inverters were failing or had failed for an extended period. On the positive side, this method would provide additional revenue to support the general operating budget on an annual basis, however that effect would diminish over time as panel efficiency decreases.

III. Findings

The following table demonstrates the solvency of the proposed reserve over the next 20 years.

Cash Flow of Proposed Reserve					
Fiscal Year (July 1 to June 30)	Renewable Energy Certs (REC) Revenue Estimates	Operations and Maintenance Agreement (Revision)	Inverter Replacement	Net Activity for the Year	Rolling Balance in Reserve
25-26	\$13,294.85	(\$2,271.00)		\$11,023.85	\$11,023.85
26-27	\$26,456.75	(\$2,362.00)		\$24,094.75	\$35,118.60
27-28	\$26,158.90	(\$2,456.00)		\$23,702.90	\$58,821.50
28-29	\$26,028.10	(\$2,554.00)		\$23,474.10	\$82,295.60
29-30	\$23,308.17	(\$2,656.00)		\$20,652.17	\$102,947.77
30-31	\$20,872.46	(\$2,762.24)		\$18,110.22	\$121,057.99
31-32	\$18,691.29	(\$2,872.73)		\$15,818.56	\$136,876.55
32-33	\$16,738.05	(\$2,987.64)		\$13,750.41	\$150,626.96
33-34	\$14,988.93	(\$3,107.14)		\$11,881.79	\$162,508.74
34-35	\$13,422.58	(\$3,231.43)	(\$120,000.00)	(\$109,808.85)	\$52,699.89
35-36	\$12,019.92	(\$3,360.69)		\$8,659.23	\$61,359.12
36-37	\$10,763.84	(\$3,495.11)		\$7,268.73	\$68,627.85
37-38	\$9,639.02	(\$3,634.92)		\$6,004.10	\$74,631.95
38-39	\$8,631.74	(\$3,780.32)		\$4,851.42	\$79,483.37
39-40	\$7,729.72	(\$3,931.53)		\$3,798.19	\$83,281.57
40-41	\$6,921.97	(\$4,088.79)		\$2,833.18	\$86,114.75
41-42	\$6,198.62	(\$4,252.34)		\$1,946.28	\$88,061.02
42-43	\$5,550.87	(\$4,422.44)		\$1,128.43	\$89,189.46
43-44	\$4,970.80	(\$4,599.33)		\$371.47	\$89,560.93
44-45	\$4,451.35	(\$4,783.31)		(\$331.96)	\$89,228.97
45-46	\$3,931.90	(\$4,974.64)		(\$1,042.74)	\$88,186.23
Totals:	\$280,769.83	(\$72,583.59)	(\$120,000.00)		

Note: Reflects only half a year of REC revenue as solar buyout was executed January 2026.

O&M Contract is for 5 years with 4% escalators/year. Estimated continued 4% increase after expiration.

The rolling balance in the reserve would allow us to immediately respond to and absorb any unforeseen repair costs needed to maintain energy production of the array. Any delay in repairs would lead to higher electricity costs from this decreased production

RECOMMENDATIONS:

My recommendation would be to create the proposed Solar Array Reserve as it will reduce the response time for any maintenance needed to keep the array working effectively. This approach will save the Town money by minimizing any solar credit generation downtime, which translates into lower electricity costs for the Town. Looking into the distant future, the panels within the solar array will eventually be considered for replacement and any leftover funds within the Solar Array Reserve could be used by a future Council to offset some of those costs as well.

Town of Windham, Maine Solar Array Reserve Policy

Purpose:

The purpose of this policy is to establish a process defining the allowable conditions in which the Solar Array Reserve can be utilized. This policy shall also establish the funding mechanisms of the reserve.

Background and Considerations:

On October 28, 2019, the Town entered into a Power Purchase Agreement (PPA) with Revision Energy with the goal of reducing electricity costs. This agreement allowed Revision to install a large-scale solar array consisting of 1,344 solar panels at the Town owned parcel at 1 Enterprise Drive, Windham, ME. All solar array equipment was installed at no upfront cost to the Town and in exchange, the Town agreed to purchase all solar credits generated by this array at a reduced rate compared to the cost of electricity. The PPA contained a clause that allowed a buyout to be executed after reaching the sixth year of the agreement for the fair market value of the solar array at that point in time. After conducting a cost-benefit analysis of the buyout option, it was determined that the Town would save a significant amount of money by financing the buyout with a bond. The buyout was approved by the taxpayers at the Town Meeting on June 14, 2025 and subsequently executed on January 8, 2026. Ownership of the solar array requires that the Town plan for all associated maintenance costs, but it also entitles the town to an additional revenue stream through the sale of Renewable Energy Certificates (RECs).

Definitions and Classifications:

The following terms are useful for providing a more in-depth understanding of the parts and history of the solar array:

1. *Renewable Energy Certificates (RECs)* – A market-based instrument that represents the property rights to the environmental, social, and other non-power attributes of renewable electricity generation. One REC is generated when one megawatt-hour (MWh) of electricity is generated and delivered to the electricity grid from a renewable energy resource. While RECs serve no purpose for the Town beyond monetization, they are used by other organizations to hit sustainable energy compliance metrics or as proof of corporate commitment to sustainable energy sourcing.
2. *Power Purchase Agreement (PPA)* – A long-term contract where a company (seller) installs and owns electricity-generating equipment on a property owned by the buyer. The buyer agrees to purchase electricity generated by this system for the length of the contract at negotiated fixed rates that are generally lower than the standard cost of electricity through the utility company.

Policy:

It is the policy of the Town of Windham to fund the Solar Array Reserve through the monetization of RECs. If revenue generated through REC sales is not sufficient on its own to cover all repair and maintenance expenses, additional funds may be allocated through the Town’s budget process. The Solar Array Reserve can only be utilized if there are pre-existing funds within the account (Add account number when created).

Acceptable Uses of Reserves:

The Solar Array Reserve should only be used to pay for repairs, replacement, and maintenance necessary to keep the array in peak operating condition. A yearly recurring Operations and Maintenance (O&M) service agreement, including periodic monitoring to diagnose any problems that could affect production, is also an acceptable use of reserve funds. Weekly monitoring is the recommended term within the O&M agreement, provided it is cost-effective to do so. This term will more proactively detect issues affecting production, which will lead to reduced solar credit generation losses resulting from delayed detection on a monthly (or longer) monitoring term.

Once the existing solar array reaches the end of its lifespan, any remaining funds left in the reserve may be allocated towards disposal costs or the replacement of the system with a new array.

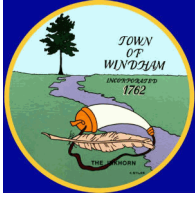
Authority to Use Reserves:

The Town Manager may authorize the use of reserves for purposes consistent with this policy. This authorization does not exempt any requirements of the Municipal Purchasing Policy, which must be followed for all purchases.

Policy Administration:

The Town Manager, in conjunction with the Finance Director, shall periodically review this policy. The Finance Director shall report whether any considerations have been identified that would impact the usage of this reserve.

Approved April 14, 2026 by Council Order 26-045.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-050

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To approve a System Sales Agreement between the Town and Radio Communications Management, Inc. for the purchase of a replacement radio/repeater infrastructure system for the Police, Fire and Public Works departments from Radio Communications Management, Inc. (RCM), in the amount of \$798,889.26 as funded in capital account FR-2024-006, and authorize the Town Manager to take any further action.

II. Basis for Council Action.

Council approval of this item is required because;

- a. The Council has authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter.

III. Issue Summary.

On September 23, 2025, Council authorized “the participation in the Cumberland County System Sales Agreement for the purchase of a replacement radio/repeater infrastructure system for the Police, Fire and Public Works departments from Radio Communications Management, Inc. (RCM), not to exceed \$800,000 as funded in capital account FR-2024-006,” by Order 25-114.

The agreement outlines a more refined equipment list and requires the Council’s approval as it is a contract.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-050

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

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SYSTEM SALES AGREEMENT

BETWEEN

TOWN OF WINDHAM, MAINE

AND

RADIO COMMUNICATIONS MANAGEMENT, INC.

THIS AGREEMENT is entered into this 13th day of March 2026 by and between Town of Windham, a municipality of the State of Maine, whose business address is 8 School Rd, Windham, ME 04062 (“Town”) and Radio Communications Management, Inc, a Maine corporation, located at 158 Rand Road, Portland, ME (“RCM”) enter into this System Sales Agreement (“Agreement”), pursuant to which the Town will purchase, and RCM will sell the Communications System, as described below. RCM and the Town may be referred to collectively as “Parties.”

For good and valuable consideration, the Parties agree as follows:

The Town hereby engages RCM, a wireless communications firm, to implement the proposed Town of Windham Communications System, including equipment and installation services, progress reports and meetings, project schedule, testing, acceptance, documentation, and warranties; RCM hereby accepts such work, subject to the terms and provisions of this Agreement.

RCM may proceed with the project based on the below terms:

Section-1 Contract Documents

The Exhibits listed below are incorporated into and made a part of this Agreement. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement will take precedence over the Exhibits and any inconsistency between Exhibits A through B will be resolved in the order in which they are listed below.

Town of Windham, Maine Request for Proposal Dated 12/16/2024

Public Safety Communications System Proposal Submitted 03/16/2026

Exhibit-A RCM Revised Proposal and Pricing 03/16/2026

Exhibit-B Final System Acceptance Certificate.

Section-2 SCOPE OF AGREEMENT AND TERM

2.1. **SCOPE OF WORK.** RCM will provide, ship, optimize and test the Communications System, perform its Work, and may sub-contract performance of any portion of the Work all in accordance with this Agreement.

2.2 **TERM.** Unless otherwise terminated in accordance with the provisions of this Agreement or extended by mutual agreement of the Parties, the term of this Agreement shall begin on the Effective Date and shall continue until the latter of the date of Final System Acceptance or expiration of the warranty period.

2.3 **ADDITIONAL WORK.** The Town may desire to have RCM perform work or render services in connection with the Agreement in addition to or other than work provided for by the expressed intent of the Scope of Work. Such work will be considered as Additional Work and will be specified in a written supplement that will set forth the nature and scope thereof. Work under a supplement shall not proceed until authorized in writing by the Town. Any dispute as to whether work is Additional Work or work already covered under this Agreement shall be resolved before the work is undertaken. Performance of the work by RCM prior to resolution of any such dispute shall waive any claim by RCM for compensation as Additional Work.

2.4 **SOFTWARE.** Any Software furnished by RCM will be subject to the terms and restrictions of its copyright owner unless such copyright owner has granted to RCM the right to sublicense such Software, in which case the Software Sublicense Agreement (including any addendum to satisfy such copyright owner's requirements) shall apply.

2.5 **SUBSTITUTIONS.** At no additional cost to the Town, RCM reserves the right to substitute any Equipment, Software, or Services to be provided by RCM, but only if the substitute meets the specifications and is of equivalent or better quality and value than the original Equipment. Any such substitution may be reflected in a Change Order with prior written approval of the Town.

Section-3 PAYMENT OF AGREEMENT PRICE

3.1. AGREEMENT PRICE. The aggregate purchase price to be paid by the Town to RCM for the Communications System is **\$798,889.26** in accordance with Exhibit-A.

3.2 PAYMENT SCHEDULE FOR SYSTEM. The Agreement Price for the System Infrastructure shall be earned and invoiced in the following installments:

Project Total	\$798,889.26
10% - Upon completion of Contract Signing	\$79,888.93
30% - Upon delivery of equipment to subcontractor staging location	\$239,666.78
20% - Upon completion of System Staging and Acceptance	\$159,777.85
30% - Upon completion of Installation	\$239,666.78
10% - Upon Final System Acceptance	\$79,888.92

3.3 PAYMENT TERMS. RCM shall issue the Town invoices in connection with each of the foregoing installments, and the Town shall pay such invoices in full, without set-off, holdback, deduction or delay, within thirty (30) days of the date of each such invoice.

Section-4 PROJECT IMPLEMENTATION

4.1 PROJECT MANAGERS. RCM shall appoint a Project Manager (“RCM Project Manager”) who will work directly with the Town Project Manager and be the principal point of contact. RCM shall notify the Town’s Project Manager in writing, when there is a new RCM Project Manager assigned to the Work. The RCM Project Manager’s information is:

Mac D. McKnight
Phone: 207-797-7503
Email: mmcknight@rcm2way.com

The Town shall appoint a Project Manager (“Town Project Manager”) who will work directly with the RCM Project Manager and be the principal point of contact for the Work. The Town shall notify RCM’s Project Manager in writing when there is a new Town Project Manager assigned to the Work. The Town Project Manager’s information is:

Town Project Manager: Brent J. Libby
Phone: 207-892-1911 x2
Email: bjlibby@windhammaine.us

4.2 IMPLEMENTATION SCHEDULE. The Town and RCM agree to perform their respective responsibilities in accordance with the schedule for the Work (“Implementation Schedule”) to be preliminarily provided by the RCM Project Manager and finalized at Detailed Design Review, subject to any agreed-upon Change Order. The Implementation Schedule shall set forth milestones beginning from the Effective Date. By executing this Agreement, the Town authorizes RCM to proceed with the performance of the Work. The Town will generate a purchase order upon the Effective Date, and such purchase order number must appear on all itemized invoices and packing slips.

Section-5 PROJECT MILESTONES

5.1 Milestones to fall in alignment with proposed payment schedule outlined in **Section- 3** of this document.

Section-6 SYSTEM ACCEPTANCE

6.1 ACCEPTANCE PLAN. RCM will test the Communication System in accordance with the Acceptance Test Plan. System acceptance will occur upon the successful completion of such testing ("System Acceptance") at which time both Parties shall promptly execute a certificate of system acceptance. If the Acceptance Test Plan includes separate tests for individual subsystems, both Parties shall promptly execute certificates of subsystem acceptance upon the successful completion of testing of such subsystems. Final payment is defined in the payment schedule found in Section-4.2. Minor omissions or variances as reasonably determined by the Town in performance which do not materially affect the operation of the Communications System as a whole will not postpone System Acceptance. The Town and RCM will jointly prepare a list of such omissions and variances which RCM will correct according to an agreed upon schedule.

6.2 ACCEPTANCE TESTING. RCM agrees to notify the Town when the Communication System is ready for acceptance testing. RCM and the Town agree to commence acceptance testing as determined in accordance with timelines set forth in the Project Schedule.

6.3 FIELD TESTING. RCM will issue written authorization for the Town's use of the Communication System for limited testing or training purposes, prior to the completion of testing by RCM. RCM will issue this signed document giving the Town permission for initial Field Testing. The Parties may jointly extend this period if necessary.

6.4 SYSTEM USE AUTHORIZATION. When System Testing is completed by RCM, written authorization will be issued indicating the Town can begin full utilization of the system. Any substantial use of the Communication System without prior written authorization by RCM shall constitute System Acceptance.

6.5 FINAL SYSTEM ACCEPTANCE. Final System Acceptance occurs after Staging Acceptance and Field Acceptance and receipt and installation of the Equipment and Software by the Town. RCM will work with the Town to develop a Final System Acceptance plan including coverage testing for acceptance of the Communication System. Upon acceptance by the Town of the Communication System, the Town shall have Beneficial Use, which then commences the Town's responsibility for the use and operation of the System. The Town agrees and acknowledges that testing procedures may be impeded if the Town begins using the System before Final System Acceptance; therefore, the Town should not commence Beneficial Use before Final System Acceptance. When Final System Acceptance occurs, the Parties will memorialize this event by promptly executing the Final System Acceptance Certificate attached hereto as Exhibit-B. After completion of the Final System Acceptance tests, if the Town believes that the System fails the acceptance tests, the Town will provide to RCM within thirty (30) days after completion of the tests a written notice that includes the specific details of such failure. If no notice is provided by the Town within thirty (30) days, or if the Town makes Beneficial Use of the System at any time, Final System Acceptance will be deemed to have occurred.

Section-7 SITES AND SITE CONDITIONS

7.1. ACCESS TO SITES. In addition to its responsibilities described elsewhere in this Agreement, the Town will provide (i) a designated Project Manager; (ii) all necessary construction and building permits, zoning variances, licenses, and the like; and (iii) access to the work sites as reasonably requested by RCM so that it may perform its duties in accordance with the Statement of Work.

7.2. SITE CONDITIONS. The Town will ensure that all work sites it provides will be safe, secure, and in compliance with all applicable industry and OSHA standards. To the extent applicable and unless the Statement of Work specifically states to the contrary, the Town will ensure that these work sites will have (i) adequate physical space for the installation, use and maintenance of the System; (ii) adequate air conditioning and other environmental conditions; (iii) adequate electrical power outlets, distribution and equipment for the installation, use and maintenance of the System; and (iv) adequate telephone or other communication lines for the installation, use and maintenance of the System, and adequate interfacing networking capabilities. Before installing the Equipment at a work site, RCM will inspect the work site and advise the Town of any apparent deficiency or non-conformity with the requirements of this Section.

7.3 SITE ISSUES. If RCM or the Town determines during the course of performance of this Agreement that the site identified in the exhibits is no longer available or desired, or if subsurface, structural, adverse environmental or latent conditions at any site differ from those indicated on the specifications as necessary, RCM and the Town will promptly investigate the conditions and will select a replacement site or adjust the installation plans and specifications as necessary. If such change in sites or adjustment to the installation plans and specifications causes a change in the cost or time to perform, the Parties will equitably amend the Agreement Price, by a written Change Order.

7.4 INTERFERENCE. RCM shall design the Communication System to provide adequate interference protection to prevent disruptive interference caused to other radio system; however, it is recognized that RCM may not have control over the generation of interference by other systems. If an external source(s) of interference exists, RCM shall, to the extent technically possible, assist the Town with identification of the condition, component or equipment generating interference at an additional expense to the Town not exceeding then current industry standard fees and out-of-pocket expenses. Interference is defined herein to mean a situation that results, on a demonstrable basis, in material performance degradation to the System.

Section-8 TRAINING

If training is provided as part of the Work, RCM shall provide a written training plan to the Town. The RCM Project Manager, or their designee, shall serve as the point of contact for the coordination of such training. The Town shall notify RCM immediately if a date change for a scheduled training program is required. If RCM incurs additional costs because the Town reschedules a training program less than thirty (30) days before its scheduled start date, RCM is entitled to recover these additional costs.

Section-9 REPRESENTATIONS AND WARRANTIES

9.1. **SYSTEM FUNCTIONALITY.** RCM represents that the Communication System will perform consistently with the System design and functionality specifications contained in the Statement of Work in all material respects. Upon System Acceptance or Beneficial Use, whichever occurs first, this System functionality representation is fulfilled. RCM is not responsible for Communication System performance deficiencies that are caused by ancillary equipment not furnished by RCM which is attached to or used in connection with the Communication System or for reasons beyond RCM's control, such as (i) an earthquake, adverse atmospheric conditions, or other natural causes; (ii) the construction of a building that adversely affects the microwave path reliability or radio frequency (RF) coverage; (iii) the addition of frequencies at System sites that cause RF interference or intermodulation; (iv) the Town changes to load usage or configuration outside the specifications; or (v) any acts of Parties who are beyond RCM's control.

9.2 **WARRANTY AND MAINTENANCE SERVICE PERIOD.** Subject to the terms herein, the Communication System Warranty Services and Support shall be covered for (5) five years to commence upon Final System Acceptance.

9.3 **EQUIPMENT WARRANTY AND MAINTENANCE.** Subject to the terms herein, the System Infrastructure Equipment shall be covered by the warranty statements set forth in Proposal Response of this Agreement attached hereto.

9.4 **SOFTWARE WARRANTY AND MAINTENANCE.** Subject to the terms herein, Software shall be licensed in accordance with the Software License Agreement set forth in the RFP Response of this Agreement attached hereto.

9.5 **WARRANTY CLAIMS.** Before the expiration of the warranty period, the Town must notify RCM in writing if Equipment or Software does not conform to these warranties. Upon receipt of such notice, RCM will investigate the warranty claim. If this investigation confirms a valid warranty claim, RCM will, at its option and at no additional charge to the Town, repair the defective Equipment or Software, replace it with the same or equivalent product, or refund the price of the defective Equipment or Software.

9.6 **ORIGINAL END USER IS COVERED.** These express limited warranties are extended by RCM to the original user purchasing the Equipment for commercial, industrial, or governmental use only, and are not assignable or transferable.

Section-10 DELAYS

10.1. **EXCUSABLE DELAYS.** Neither party will be liable for its non-performance or delayed performance if caused by a "Force Majeure" which means an event, circumstance, or act of a third party that is beyond a party's reasonable control, such as an act of God, omissions of Federal, State, and local governmental authorities and regulatory agencies, an act of the public enemy, an act of a government entity, strikes or other labor disturbances, hurricanes, earthquakes, fires, floods, epidemics, embargoes, war, riots, supplier shortages or any other similar cause.

Each party will notify the other if it becomes aware of any Force Majeure that will significantly delay performance. The notifying party will give such notice promptly (but in no event later than fifteen days) after it discovers the Force Majeure. If a Force Majeure occurs, the Parties will execute a Change Order to extend the Performance Schedule for a time period that is reasonable under the circumstances.

10.2 PERFORMANCE SCHEDULE DELAYS. Successful performance of the Implementation Schedule will require cooperation between the Parties. Because it is impractical to provide for every contingency which may arise during the course of performance of this Agreement, the Parties agree to notify the other if they become aware that any condition will significantly delay performance. The Parties hereby agree to negotiate in good faith reasonable extensions of the Implementation Schedule caused by such contingencies.

Section-11 DISPUTES

11.1. SETTLEMENT PREFERRED. RCM and the Town will attempt to settle any claim or controversy arising from this Agreement (except for a claim relating to intellectual property) through consultation and negotiation in good faith and a spirit of mutual cooperation. The respective project managers will confer and attempt to settle a dispute. The dispute will be escalated to appropriate higher-level managers of the Parties, if necessary. If cooperative efforts fail, the dispute will be mediated by a mediator chosen jointly by RCM and the Town within thirty (30) days after notice by one of the Parties demanding non-binding mediation. RCM and the Town will not unreasonably withhold consent to the selection of a mediator, and they will share the cost of the mediation equally. The Parties may postpone mediation until they have completed some specified but limited discovery about the dispute. The Parties may also replace mediation with some other form of non-binding alternative dispute resolution, including arbitration in accordance with the then-most current rules of the American Arbitration Association, unless the Parties mutually agree otherwise; provided that no such arbitration shall be binding if it would compromise or impinge on any insurer's policy rights to defend or settle any covered claims or suits.

11.2. LITIGATION. Any claim relating to intellectual property and any dispute that cannot be resolved between the Parties through negotiation within two (2) months after the date of the initial demand as described above in Section 11.1. shall then be submitted by either party to a District Court or Superior Court located in Cumberland County, Maine, which both parties agree shall be considered to be the proper venue for such litigation. Unless otherwise provided in this Agreement, the Parties shall continue to perform according to the terms and conditions of the Agreement during the pendency of any litigation or other dispute resolution proceeding. In the event of litigation or arbitration between the Parties to this Agreement, the non-prevailing party shall reimburse all reasonable costs and attorney fees to enforce this Agreement incurred by the prevailing party.

Section-12 DEFAULT AND TERMINATION

12.1. DEFAULT. If a party fails to perform a material obligation under this Agreement, the other party may consider that party to be in default, unless such failure has been based on an Excusable Delay. The non-defaulting party shall give the defaulting party written notice of such default and specify in writing a reasonable amount of time that is in no event less than thirty (30) days during which the defaulting party has to cure such default or provide a cure plan prior to any penalties

assessed under this Agreement. The amount of time to cure specified shall take into consideration the gravity and nature of the default.

12.2. **FAILURE TO CURE.** If a defaulting party fails to cure the default as provided above in Section 12.1, unless otherwise agreed in writing, the non-defaulting party may terminate any unfulfilled portion of this Agreement. If the Town is the non-defaulting party, terminates this Agreement as permitted by this Section, and completes the Communication System through a third party, the Town may as its exclusive remedy recover from RCM reasonable costs incurred to complete the System to a capability not exceeding that specified in this Agreement. The Town agrees to use its best efforts to mitigate such costs and to provide RCM with detailed invoices substantiating the charges. If RCM is the non-defaulting party in case of termination in any event, the Town shall pay, at a minimum, the price of the Equipment, Software and services delivered to the Town, the price of Equipment and Software in RCM's premises designed for the Town and the price of any Equipment and Software on order with RCM's suppliers as of the date of termination within thirty (30) days from the effective date of such termination.

Section-13 INDEMNIFICATION

13.1. **GENERAL INDEMNITY BY RCM.** RCM hereby agrees to release, indemnify, defend and hold harmless the Town, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever brought for or on account of persons or property, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of the RCM, its officers, officials, employees, agents or assigns and not resulting from the fault, omission and/or negligence of the Town, its officers, officials, employees, agents or assigns.

13.2. **GENERAL INDEMNITY BY TOWN.** The Town hereby agrees to release, indemnify, defend and hold harmless RCM, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever brought for or on account of persons or property, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of the Town, its officers, officials, employees, agents or assigns and not resulting from the fault, omission and/or negligence of the RCM, its officers, officials, employees, agents or assigns. Under no circumstances shall the provision of indemnification by either party under this Agreement be construed to waive or otherwise limit any of the defenses, immunities, or limitations of liability available to the Client under the Maine Tort Claims Act, 14 M.R.S. § 8101, et seq., or other applicable law. The provisions of this Section shall survive the term of this Agreement indefinitely.

Section-14 FCC LICENSES AND AUTHORIZATIONS

RCM agrees to process applications and fees on behalf of the Town for all Federal Communications Commission ("FCC") licenses and authorizations required for installation and use of the Communications System prior to the scheduled installation of the Equipment. As part of the standard services that RCM will provide to the Town, RCM will take care of the preparation and

submittal of the initial FCC license modification application for the frequencies being used in this system. Although RCM will assist the Town in the preparation of its FCC license applications, neither RCM nor any of its employees is an agent or representative of the Town in FCC or other matters. As the applicant the Town is solely responsible for obtaining all FCC licenses and for complying with FCC rules.

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Section-15 GENERAL

15.1 **EQUIPMENT TITLE.** The Equipment shall be shipped FOB Windham, Maine, and all freight charges are included in the Agreement Price. Title to the Equipment will pass to the Town upon payment of the Equipment by RCM to the Town, except that title to Software will not pass to the Town at any time.

15.2 **RISK OF LOSS.** Risk of loss will pass to the Town upon installation of the Equipment at the Town's location. RCM will pack and ship all Equipment in accordance with good commercial practices.

15.3 **TAXES.** The Contract Price does not include any amount for federal, state, or local excise, sales, lease, service, rental, use, property, occupation, or other taxes, all of which (other than federal, state, and local taxes based on RCM's income or net worth) will be paid by the Town except as exempt by law. If RCM is required to pay or bear the burden of any such taxes, RCM will send an invoice to the Town and the Town will pay to RCM the amount of such taxes (including any interest and penalties) within thirty (30) business days after the date of the invoice. the Town will be solely responsible for reporting the Equipment for personal property tax purposes.

15.4 **CONFIDENTIAL INFORMATION.** the Town will not disclose any material or information identified as RCM proprietary and confidential to third Parties without RCM's prior written permission, unless RCM makes such material or information public, or disclosure is required by law. If the Town concludes that it is required by law to disclose such material or information, the Town will notify RCM prior to such disclosure and provide RCM with a reasonable opportunity to seek a court order limiting or prohibiting the disclosure of such documents. RCM further acknowledges that unless otherwise identified as proprietary or confidential on their face, all documents in the Town's possession related to this Agreement are considered to be "public records," subject to release under Maine's Freedom of Access Act, 1 M.R.S. § 401, et seq. Under no circumstances shall the Town's release of any such public records be considered to constitute a breach of this Agreement.

15.5 **DISCLAIMER OF LICENSE.** Nothing in this Agreement will be deemed to grant, either directly or by implication, estoppel, or otherwise, any license or right under any patents, patent applications, copyrights, trademarks, trade secrets or other intellectual property of RCM.

15.6 **ASSIGNABILITY.** No right or duty in whole or in part of either party may be assigned or delegated without the prior written consent of the other party, which consent shall not be unreasonably or untimely held. Notwithstanding anything herein to the contrary, either party may assign this Agreement, in whole or in part, without the other party's consent, to any affiliate or any purchaser of a substantial portion of that party's affiliate, business or facility(s) as to which the products or services provided to the Town shall relate.

15.7 **WAIVER.** Failure or delay by either party to exercise any right or power under this Agreement will not operate as a waiver of such right or power.

15.8 **SEVERABILITY.** If any portion of this Agreement is held to be invalid or unenforceable, that provision will be considered severable, and the remainder of this Agreement will remain in full force and effect as if the invalid provision were not part of this Agreement.

15.9 HEADINGS AND SECTION REFERENCES. The headings given to the sections of this Agreement are inserted only for convenience and are not to be construed as part of this Agreement or as a limitation of the scope of the particular section to which the heading refers.

15.10 GOVERNING LAW. This Agreement shall be construed and enforced in accordance with the laws of the State of Maine. Exclusive venue for any suit between the Parties arising out of this Agreement shall be the federal or state courts located in Cumberland County, Maine.

15.11 SUBCONTRACTING. RCM may subcontract any portion of the Work subject to the approval of the Town, but such subcontracting will not relieve RCM of its duties under this Agreement.

15.12 NOTICES. Notices required under this Agreement to be given by one party to the other must be in writing and either delivered in person or sent to the address shown below by certified mail, return receipt requested and postage prepaid (or by a recognized courier service with an asset tracking system, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and shall be effective upon receipt:

RCM

Attn: Mac D. McKnight
Address: 158 Rand Rd.,
Portland, ME 04102
Phone: 207-797-7503
Email: mmcknight@rcm2way.com

Town of Windham

Attn: Brent J. Libby
Address: 375 Gray Rd.,
Windham, ME 04062
Phone: (207) 892-1911 x2
Email: bjlibby@windhammaine.us

15.13 COMPLIANCE WITH APPLICABLE LAWS. Each party will comply with all applicable federal, state, and local laws, regulations and rules concerning the performance of this Agreement or use of the System.

15.14 ENTIRE AGREEMENT. This Agreement (including the Exhibits, Schedules and Attachments) constitutes the entire agreement of the Parties regarding the subject matter of this Agreement and supersedes all previous agreements and understandings, whether written or oral, relating to such subject matter. This Agreement may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both Parties.

15.15 SIGNATURES. Unless otherwise specified below, the following signatories are the authorized representatives upon whose decisions and information each party may rely in performance of this Agreement. Any information of notices required or permitted hereunder shall be deemed to have been sufficiently given to either party if given to these signatories or to such Parties and/or addresses as they may subsequently designate.

The Parties hereby enter into this Agreement as of the Effective Date.

Town of Windham

RCM

By: _____

By: _____

Name: Robert Burns

Name: Mac D. McKnight

Title: Town Manager

Title: President

Date: _____

Date: _____

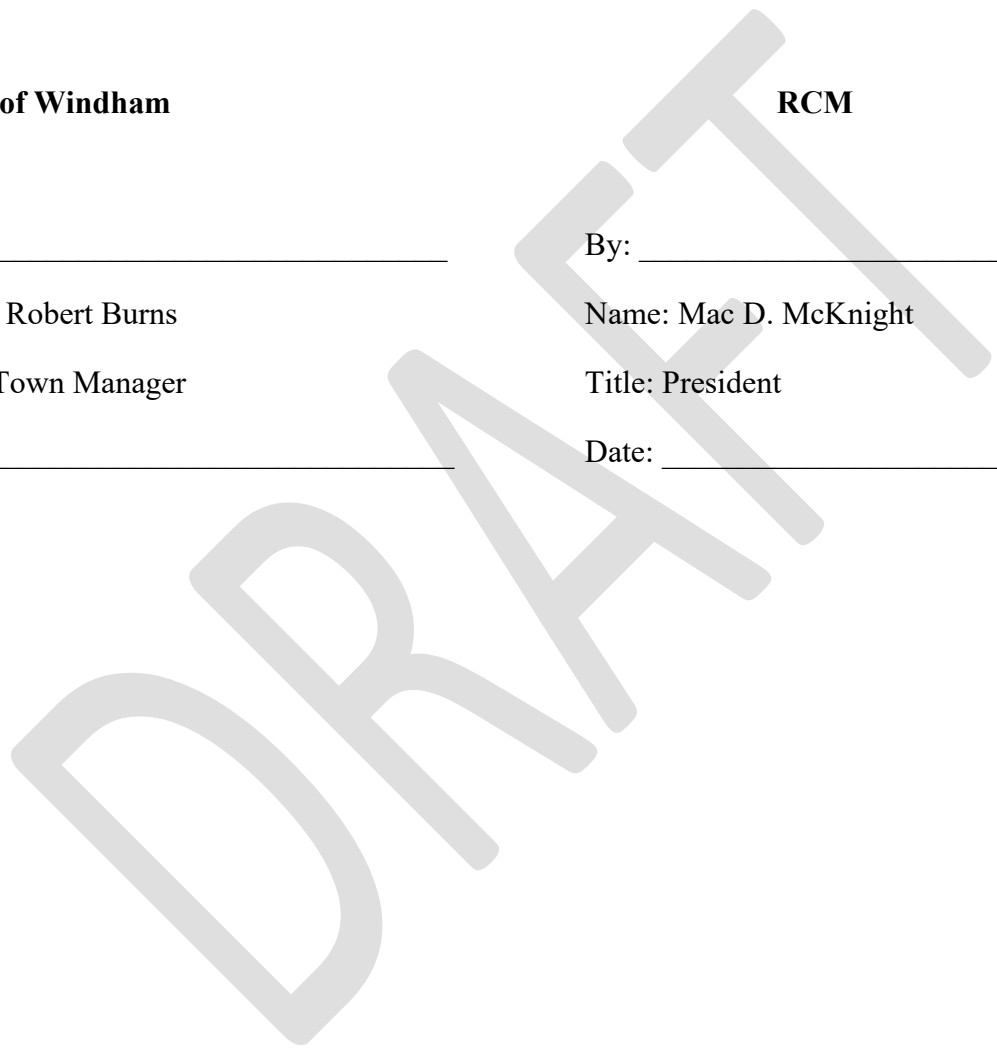


EXHIBIT-A
Exhibit-B

Windham Radio System Upgrade (PD / FD / DPW)		
Public Safety Building (Satellite / DPW Site)	Hardware Refresh - Replace repeaters - New battery plant - Upgrade microwave - New Antenna System	\$146,752.56
Jones Hill (Master Site)	Hardware Refresh - Replace repeaters - New battery plant - Upgrade microwave - New Antenna System	\$139,393.50
Freeman Hill (BU Master Site)	Hardware Refresh - Replace repeaters - New battery plant - New Antenna System	\$126,078.49
CCRCC (Satellite Site)	Upgrade from Receive only Simulcast Transmit and Receive - Replace repeaters - New battery plant - New antenna combiner system - New Antenna System	\$145,799.71
Windham School (Manchester Elementary) (Satellite Site)	New Site - New repeaters - New battery plant - New microwave - New antenna combiner system - New VHF antenna system	\$145,256.99
Console Interface	Interface to CCRCC Zetron Console System	\$22,192.85
Mobile Radios	(x14) - Tait (Remote Mount Mobile Radios) (Note: Install labor, connectors, and antennas not included)	\$41,148.66
Spares (Minimum Recommended)	Includes: - Repeater - Spectracom GPS Clock	\$32,266.51
Extended Warranty	Years 2-5 (optional)	\$0.00
		\$798,889.26

Public Safety Building (Satellite / DPW Site)

Hardware Refresh - Replace repeaters - New battery plant - Upgrade microwave - New Antenna System

QTY	Part Number	Description	Cost Each	Cost Ext
		Tait & RF Antennas & cabling		
3	TB9435S-100T	TB9400 Single 100Watts Chassis Assembly	\$1,272.38	\$3,817.14
3	T01-01103-BAAA	TB9400 Reciter 148-174MHz	\$2,568.31	\$7,704.93

3	T01-01121-BBBA	TB94 Linear PA 148-174MHz 100Watts	\$2,028.75	\$6,086.25
3	T01-11140-BDAA	PMU DC48volts with Aux12volts	\$2,488.69	\$7,466.07
1	TBAS050	P25 Common Air Interface (CAI)	\$5,429.19	\$5,429.19
3	TBAS073	SFE Key - TaskBuilder	\$158.81	\$476.43
2	TBAS062	Simulcast Enable	\$4,706.00	\$9,412.00
2	TBAS071	Satellite	\$758.13	\$1,516.26
2	OA40-41-P	VHF 4-Bay Dipole	\$4,109.43	\$8,218.86
2	PSA3	3' Standoff	\$885.71	\$1,771.42
2	Puck	Tieback Puck	\$77.29	\$154.58
2	P2150 (Pipe)	12' Pipe	\$284.29	\$568.58
2	SCP10W	Pipe to Pipe Clamp	\$127.86	\$255.72
1	Misc-item	19" Open Rack	\$551.43	\$551.43
1	Misc-item	Miscellaneous Installation Materials (Cables, connectors, etc.)	\$1,071.43	\$1,071.43
2	L009	SAR / SAS	\$470.00	\$940.00
350	LCF78-50JAA7 TX	7/8" LCF	\$4.14	\$1,449.00
4	43F-LCF78-C03	7/8" LCF 4.3-10 Female	\$70.26	\$281.04
2	VHF50B43-ME-PGR-BD	4.3-10 Polyphaser (M/F)	\$271.41	\$542.82
10	SSH-78	Snapins (7/8")	\$55.99	\$559.90
2	HOIST1-78C	Hoisting Grip (7/8")	\$47.26	\$94.52
4	SG78-06B2A	7/8" Ground Kits	\$46.54	\$186.16
75	SCF12-50J	1/2" Superflex	\$5.01	\$375.75
2	12S-43M	1/2" SCF Mini-Din Male	\$73.57	\$147.14
8	12S-NM	1/2" SCF N-Male	\$19.60	\$156.80
75	WS240	LMR240 Cable	\$0.51	\$38.25
3	RFN-1007-2SX	LMR240 N-Male Connector	\$19.24	\$57.72
2	RFB-1707-D	LMR240 BNC Connector	\$5.06	\$10.12
2	402/4.3M-4.3M/36	RF Jumper	\$57.14	\$114.28
4	ZBNC021FBA (BNC T)	BNC "T" Adapters (10Mbps / 1PPS)	\$12.86	\$51.44
2	RIK19	Isolation Plates	\$114.29	\$228.58
Spectracom				
1	2402-613	SecureSync 2400 Time & Frequency synchronization system	\$7,126.00	\$7,126.00
1	2400-HS-D2	Hot Swappable 24/48 VDC Power Supply	\$1,246.00	\$1,246.00
1	8230	GPS/GNSS Outdoor Antenna	\$462.00	\$462.00
1	8226	GPS Surge protector	\$476.00	\$476.00
1	ANT-KT	Rugged Post Mount Kit	\$182.00	\$182.00
4	RFN-1006-3I	N (M) LMR400	\$6.79	\$27.16
80	WS400	LMR400 Cable	\$0.83	\$66.40
Battery Plant				
1	C2RS-48	Centurion Controller	\$3,666.44	\$3,666.44
10	Circuit Breakers	Breakers (6A-30A as Required)	\$38.57	\$385.70
2	RM2048HE	Rectifiers	\$2,674.29	\$5,348.58
1	C2BP	Blank Plate	\$42.86	\$42.86
2	Battery Wiring	Heavy Gauge w/ Lugs	\$428.57	\$857.14
2	DCDC-500-48-12	48-12 -DC-DC CONVERTER, 500W	\$342.86	\$685.72
1	RMI-800W-1U	Newmar 48 VDC to 120 VAC Inverter, 800w	\$830.57	\$830.57
2	48V100A-LIPO4-3U	Newmar 100AH LiFePO4 Battery	\$3,137.14	\$6,274.28
Microwave				
1	W41-18H1-DP2	WTM 4100, 18GHz High	\$5,046.99	\$5,046.99
1	WZL-Base	WTM 4000 BASE LICENSE, INC CLI & GUI, IPv4 OR IPv6, VLA	\$119.10	\$119.10
1	WZL-Enterprise	WTM 4100 Enterprise Feature Set Enable including 4096 QAM, 1 G	\$1,078.10	\$1,078.10
1	WZF-40050	WTM 4000 RADIO THROUGHPUT LICENSE 50 Mbps	\$74.66	\$74.66
1	WZF-AM2	WTM 4000 ADAPTIVE MODULATION LICENSE UP TO 4096 Q	\$285.83	\$285.83
1	AND-VHLP2	ANTENNA, 18 GHZ, 0.6M (2FT), VALULINE, HPLP (RECTANG	\$841.86	\$841.86
1	045-310107-001	POE INJECTOR, 112W 40 to 72VDC, POWER CORD NOT INCLU	\$493.24	\$493.24

1	LP-POE-ALPU-01	SURGE ARRESTOR ETHERNET 100 MBPS POE-COMPATIBLE	\$333.66	\$333.66
1	Misc-item	150' Rolls Ethernet Cable (Shielded)	\$535.71	\$535.71
1	Installation Parts	Misc. installation parts	\$164.29	\$164.29
1	Licensing	License mWave	\$1,500.00	\$1,500.00
		Alarming		
1	X-408	Web-Enabled Digital Input Module	\$271.36	\$271.36
		Labor & Shipping		
1	Shipping	Freight Shipping	\$4,571.43	\$4,571.43
1	Subcontractor	Electrician	\$5,000.00	\$5,000.00
1	RCM	Tower Crew	\$10,714.29	\$10,714.29
2	RCM	Installation Crew- 2 Men	\$1,485.71	\$2,971.42
1	Licensing	License VHF / P25	\$1,200.00	\$1,200.00
1	RCM	Project Management and Engineering	\$6,700.00	\$6,700.00
1	RCM	System Staging	\$5,520.00	\$5,520.00
1	RCM	Technician Labor- Installation	\$5,520.00	\$5,520.00
28	RCM	Technician Labor	\$228.57	\$6,399.96

\$146,752.56

Jones Hill (Master Site)

Hardware Refresh - Replace repeaters - New battery plant - Upgrade microwave - New Antenna System

QTY	Part Number	Description	Cost Each	Cost Ext
Tait & RF Antennas & cabling				
2	TB9435S-100T	TB9400 Single 100Watts Chassis Assembly	\$1,272.38	\$2,544.76
2	T01-01103-BAAA	TB9400 Reciter 148-174MHz	\$2,568.31	\$5,136.62
2	T01-01121-BBBA	TB94 Linear PA 148-174MHz 100Watts	\$2,028.75	\$4,057.50
2	T01-11140-BDAA	PMU DC48volts with Aux12volts	\$2,488.69	\$4,977.38
1	TBAS050	P25 Common Air Interface (CAI)	\$5,429.19	\$5,429.19
2	TBAS073	SFE Key - TaskBuilder	\$158.81	\$317.62
2	TBAS062	Simulcast Enable	\$4,706.00	\$9,412.00
2	TBAS061	Central Voter	\$4,801.88	\$9,603.76
1	OA40-41-P	VHF 4-Bay Dipole	\$4,109.43	\$4,109.43
1	PSA3	3' Standoff	\$885.71	\$885.71
1	Puck	Tieback Puck	\$77.29	\$77.29
1	P2150 (Pipe)	12' Pipe	\$284.29	\$284.29
1	SCP10W	Pipe to Pipe Clamp	\$127.86	\$127.86
75	SCF12-50J	1/2" Superflex Cable	\$3.03	\$227.25
1	402/4.3M-4.3M/36	RF Jumper	\$57.14	\$57.14
1	Misc-item	19" Open Rack	\$551.43	\$551.43
1	Misc-item	Miscellaneous Installation Materials (Cables, connectors, etc.)	\$1,071.43	\$1,071.43
2	L009	SAR / SAS	\$470.00	\$940.00
200	LCF78-50JAA7 TX	7/8" LCF	\$4.14	\$828.00
2	43F-LCF78-C03	7/8" LCF 4.3-10 Female	\$70.26	\$140.52
1	VHF50B43-ME-PGR-BD	4.3-10 Polyphaser (M/F)	\$271.41	\$271.41
6.667	SSH-78	Snapins (7/8")	\$55.99	\$373.27
1	HOIST1-78C	Hoisting Grip (7/8")	\$47.26	\$47.26
2	SG78-06B2A	7/8" Ground Kits	\$46.54	\$93.08
50	SCF12-50J	1/2" Superflex	\$5.01	\$250.50
1	12S-43M	1/2" SCF Mini-Din Male	\$73.57	\$73.57
6	12S-NM	1/2" SCF N-Male	\$19.60	\$117.60

50	WS240	LMR240 Cable	\$0.51	\$25.50
2	RFN-1007-2SX	LMR240 N-Male Connector	\$19.24	\$38.48
10	RFB-1707-D	LMR240 BNC Connector	\$5.06	\$50.60
2	ZBNC021FBA (BNC T)	BNC "T" Adapters (10Mbps / 1PPS)	\$12.86	\$25.72
2	RIK19	Isolation Plates	\$114.29	\$228.58
Spectracom				
1	2402-613	SecureSync 2400 Time & Frequency synchronization system	\$7,126.00	\$7,126.00
1	2400-HS-D2	Hot Swappable 24/48 VDC Power Supply	\$1,246.00	\$1,246.00
1	8230	GPS/GNSS Outdoor Antenna	\$462.00	\$462.00
1	8226	GPS Surge protector	\$476.00	\$476.00
1	ANT-KT	Rugged Post Mount Kit	\$182.00	\$182.00
4	RFN-1006-3I	N (M) LMR400	\$6.79	\$27.16
80	WS400	LMR400 Cable	\$0.83	\$66.40
Battery Plant				
1	C2RS-48	Centurion Controller	\$3,666.44	\$3,666.44
10	Circuit Breakers	Breakers (6A-30A as Required)	\$38.57	\$385.70
2	RM2048HE	Rectifiers	\$2,674.29	\$5,348.58
1	C2BP	Blank Plate	\$42.86	\$42.86
2	Battery Wiring	Heavy Gauge w/ Lugs	\$428.57	\$857.14
2	DCDC-500-48-12	48-12 -DC-DC CONVERTER, 500W	\$342.86	\$685.72
1	RMI-800W-1U	Newmar 48 VDC to 120 VAC Inverter, 800w	\$830.57	\$830.57
2	48V100A-LIPO4-3U	Newmar 100AH LiFePO4 Battery	\$3,137.14	\$6,274.28
Microwave				
1	W41-18H1-DP2	WTM 4100, 18GHz High	\$5,046.99	\$5,046.99
1	WZL-Base	WTM 4000 BASE LICENSE, INC CLI & GUI, IPv4 OR IPv6, VLA	\$119.10	\$119.10
1	WZL-Enterprise	WTM 4100 Enterprise Feature Set Enable including 4096 QAM, 1 G	\$1,078.10	\$1,078.10
1	WZF-40050	WTM 4000 RADIO THROUGHPUT LICENSE 50 Mbps	\$74.66	\$74.66
1	WZF-AM2	WTM 4000 ADAPTIVE MODULATION LICENSE UP TO 4096 Q	\$285.83	\$285.83
1	AND-VHLP2	ANTENNA, 18 GHZ, 0.6M (2FT), VALULINE, HPLP (RECTANG	\$841.86	\$841.86
1	045-310107-001	POE INJECTOR, 112W 40 to 72VDC, POWER CORD NOT INCLU	\$493.24	\$493.24
1	LP-POE-ALPU-01	SURGE ARRESTOR ETHERNET 100 MBPS POE-COMPATIBLE	\$333.66	\$333.66
1	Misc-item	150' Rolls Ethernet Cable (Shielded)	\$535.71	\$535.71
1	Installation Parts	Misc. installation parts	\$164.29	\$164.29
1	Licensing	License mWave	\$1,500.00	\$1,500.00
Alarming				
1	X-408	Web-Enabled Digital Input Module	\$271.36	\$271.36
Labor & Shipping				
1	Shipping	Freight Shipping	\$4,571.43	\$4,571.43
1	Subcontractor	Electrician	\$5,000.00	\$5,000.00
1	RCM	Tower Crew	\$10,714.29	\$10,714.29
2	RCM	Installation Crew- 2 Men	\$1,485.71	\$2,971.42
1	Licensing	License VHF / P25	\$1,200.00	\$1,200.00
1	RCM	Project Management and Engineering	\$6,700.00	\$6,700.00
1	RCM	System Staging	\$5,520.00	\$5,520.00
1	RCM	Technician Labor- Installation	\$5,520.00	\$5,520.00
28	RCM	Technician Labor	\$228.57	\$6,399.96

\$139,393.50

Freeman Hill (BU Master Site)

Hardware Refresh
- Replace repeaters
- New battery plant
- New Antenna System

QTY Part Number Description Cost Each Cost Ext

Tait & RF Antennas & cabling				
2	TB9435S-100T	TB9400 Single 100Watts Chassis Assembly	\$1,272.38	\$2,544.76
2	T01-01103-BAAA	TB9400 Reciter 148-174MHz	\$2,568.31	\$5,136.62
2	T01-01121-BBBA	TB94 Linear PA 148-174MHz 100Watts	\$2,028.75	\$4,057.50
2	T01-11140-BDAA	PMU DC48volts with Aux12volts	\$2,488.69	\$4,977.38
1	TBAS050	P25 Common Air Interface (CAI)	\$5,429.19	\$5,429.19
2	TBAS073	SFE Key - TaskBuilder	\$158.81	\$317.62
2	TBAS062	Simulcast Enable	\$4,706.00	\$9,412.00
2	TBAS061	Central Voter	\$4,801.88	\$9,603.76
1	OA40-41-P	VHF 4-Bay Dipole	\$4,109.43	\$4,109.43
1	PSA3	3' Standoff	\$885.71	\$885.71
1	Puck	Tieback Puck	\$77.29	\$77.29
1	P2150 (Pipe)	12' Pipe	\$284.29	\$284.29
1	SCP10W	Pipe to Pipe Clamp	\$127.86	\$127.86
75	SCF12-50J	1/2" Superflex Cable	\$3.03	\$227.25
1	402/4.3M-4.3M/36	RF Jumper	\$57.14	\$57.14
8	15560751	NM-SCF12-D01 N(M) connector for SCF12-50J	\$33.26	\$266.08
1	Misc-item	19" Open Rack	\$551.43	\$551.43
1	Misc-item	Miscellaneous Installation Materials (Cables, connectors, etc.)	\$1,071.43	\$1,071.43
2	L009	SAR / SAS	\$470.00	\$940.00
200	LCF78-50JAA7 TX	7/8" LCF	\$4.14	\$828.00
2	43F-LCF78-C03	7/8" LCF 4.3-10 Female	\$70.26	\$140.52
1	VHF50B43-ME-PGR-BD	4.3-10 Polyphaser (M/F)	\$271.41	\$271.41
6.667	SSH-78	Snapins (7/8")	\$55.99	\$373.27
1	HOIST1-78C	Hoisting Grip (7/8")	\$47.26	\$47.26
2	SG78-06B2A	7/8" Ground Kits	\$46.54	\$93.08
1	12S-43M	1/2" SCF Mini-Din Male	\$73.57	\$73.57
6	12S-NM	1/2" SCF N-Male	\$19.60	\$117.60
50	WS240	LMR240 Cable	\$0.51	\$25.50
2	RFN-1007-2SX	LMR240 N-Male Connector	\$19.24	\$38.48
10	RFB-1707-D	LMR240 BNC Connector	\$5.06	\$50.60
2	ZBNC021FBA (BNC T)	BNC "T" Adapters (10Mbps / 1PPS)	\$12.86	\$25.72
2	RIK19	Isolation Plates	\$114.29	\$228.58
Spectracom				
1	2402-613	SecureSync 2400 Time & Frequency synchronization system	\$7,126.00	\$7,126.00
1	2400-HS-D2	Hot Swappable 24/48 VDC Power Supply	\$1,246.00	\$1,246.00
1	8230	GPS/GNSS Outdoor Antenna	\$462.00	\$462.00
1	8226	GPS Surge protector	\$476.00	\$476.00
1	ANT-KT	Rugged Post Mount Kit	\$182.00	\$182.00
4	RFN-1006-3I	N (M) LMR400	\$6.79	\$27.16
80	WS400	LMR400 Cable	\$0.83	\$66.40
Battery Plant				
1	C2RS-48	Centurion Controller	\$3,666.44	\$3,666.44
10	Circuit Breakers	Breakers (6A-30A as Required)	\$38.57	\$385.70
2	RM2048HE	Rectifiers	\$2,674.29	\$5,348.58
1	C2BP	Blank Plate	\$42.86	\$42.86
2	Battery Wiring	Heavy Gauge w/ Lugs	\$428.57	\$857.14
2	DCDC-500-48-12	48-12 -DC-DC CONVERTER, 500W	\$342.86	\$685.72
1	RMI-800W-1U	Newmar 48 VDC to 120 VAC Inverter, 800w	\$830.57	\$830.57
2	48V100A-LIPO4-3U	Newmar 100AH LiFePO4 Battery	\$3,137.14	\$6,274.28
Alarming				
1	X-408	Web-Enabled Digital Input Module	\$271.36	\$271.36
Labor & Shipping				
1	Shipping	Freight Shipping	\$4,571.43	\$4,571.43

1	Subcontractor	Electrician	\$5,000.00	\$5,000.00
1	RCM	Tower Crew	\$7,857.14	\$7,857.14
2	RCM	Installation Crew- 2 Men	\$1,485.71	\$2,971.42
1	Licensing	License VHF / P25	\$1,200.00	\$1,200.00
1	RCM	Project Management and Engineering	\$6,700.00	\$6,700.00
1	RCM	System Staging	\$5,520.00	\$5,520.00
1	RCM	Technician Labor- Installation	\$5,520.00	\$5,520.00
28	RCM	Technician Labor	\$228.57	\$6,399.96

\$126,078.49

CCRCC (Satellite Site)

Upgrade from Receive only Simulcast Transmit and Receive
 - Replace repeaters
 - New battery plant
 - New antenna combiner system
 - New Antenna System

QTY	Part Number	Description	Cost Each	Cost Ext
Tait & RF Antennas & cabling				
2	TB9435S-100T	TB9400 Single 100Watts Chassis Assembly	\$1,272.38	\$2,544.76
2	T01-01103-BAAA	TB9400 Reciter 148-174MHz	\$2,568.31	\$5,136.62
2	T01-01121-BBBA	TB94 Linear PA 148-174MHz 100Watts	\$2,028.75	\$4,057.50
2	T01-11140-BDAA	PMU DC48volts with Aux12volts	\$2,488.69	\$4,977.38
1	TBAS050	P25 Common Air Interface (CAI)	\$5,429.19	\$5,429.19
2	TBAS073	SFE Key - TaskBuilder	\$158.81	\$317.62
2	TBAS062	Simulcast Enable	\$4,706.00	\$9,412.00
2	TBAS061	Central Voter	\$4,801.88	\$9,603.76
1	OA40-41-P	VHF 4-Bay Dipole	\$4,109.43	\$4,109.43
1	PSA3	3' Standoff	\$885.71	\$885.71
1	Puck	Tieback Puck	\$77.29	\$77.29
1	P2150 (Pipe)	12' Pipe	\$284.29	\$284.29
1	SCP10W	Pipe to Pipe Clamp	\$127.86	\$127.86
75	SCF12-50J	1/2" Superflex Cable	\$3.03	\$227.25
1	402/4.3M-4.3M/36	RF Jumper	\$57.14	\$57.14
8	15560751	NM-SCF12-D01 N(M) connector for SCF12-50J	\$33.26	\$266.08
1	Misc-item	19" Open Rack	\$551.43	\$551.43
1	Misc-item	Miscellaneous Installation Materials (Cables, connectors, etc.)	\$1,071.43	\$1,071.43
2	L009	SAR / SAS	\$470.00	\$940.00
200	LCF78-50JAA7 TX	7/8" LCF	\$4.14	\$828.00
2	43F-LCF78-C03	7/8" LCF 4.3-10 Female	\$70.26	\$140.52
1	VHF50B43-ME-PGR-BD	4.3-10 Polyphaser (M/F)	\$271.41	\$271.41
6.667	SSH-78	Snapins (7/8")	\$55.99	\$373.27
1	HOIST1-78C	Hoisting Grip (7/8")	\$47.26	\$47.26
2	SG78-06B2A	7/8" Ground Kits	\$46.54	\$93.08
50	SCF12-50J	1/2" Superflex	\$5.01	\$250.50
1	12S-43M	1/2" SCF Mini-Din Male	\$73.57	\$73.57
6	12S-NM	1/2" SCF N-Male	\$19.60	\$117.60
50	WS240	LMR240 Cable	\$0.51	\$25.50
2	RFN-1007-2SX	LMR240 N-Male Connector	\$19.24	\$38.48
10	RFB-1707-D	LMR240 BNC Connector	\$5.06	\$50.60
2	ZBNC021FBA (BNC T)	BNC "T" Adapters (10Mbps / 1PPS)	\$12.86	\$25.72
2	RIK19	Isolation Plates	\$114.29	\$228.58
Combiner, Antenna and Cabling				
1	74-37-08452-E	TX/RX Custom Antenna Combining System	\$18,928.00	\$18,928.00

Spectracom				
1	2402-613	SecureSync 2400 Time & Frequency synchronization system	\$7,126.00	\$7,126.00
1	2400-HS-D2	Hot Swappable 24/48 VDC Power Supply	\$1,246.00	\$1,246.00
1	8230	GPS/GNSS Outdoor Antenna	\$462.00	\$462.00
1	8226	GPS Surge protector	\$476.00	\$476.00
1	ANT-KT	Rugged Post Mount Kit	\$182.00	\$182.00
4	RFN-1006-3I	N (M) LMR400	\$6.79	\$27.16
80	WS400	LMR400 Cable	\$0.83	\$66.40
Battery Plant				
1	C2RS-48	Centurion Controller	\$3,666.44	\$3,666.44
10	Circuit Breakers	Breakers (6A-30A as Required)	\$38.57	\$385.70
2	RM2048HE	Rectifiers	\$2,674.29	\$5,348.58
1	C2BP	Blank Plate	\$42.86	\$42.86
2	Battery Wiring	Heavy Gauge w/ Lugs	\$428.57	\$857.14
2	DCDC-500-48-12	48-12 -DC-DC CONVERTER, 500W	\$342.86	\$685.72
1	RMI-800W-1U	Newmar 48 VDC to 120 VAC Inverter, 800w	\$830.57	\$830.57
2	48V100A-LIPO4-3U	Newmar 100AH LiFePO4 Battery	\$3,137.14	\$6,274.28
Alarming				
1	X-408	Web-Enabled Digital Input Module	\$271.36	\$271.36
1	X-400	Web-Enabled I/O Controller	\$512.86	\$271.36
5	X-12S	Web-Enabled I/O Expansion Module	\$255.71	\$271.36
Labor & Shipping				
1	Shipping	Freight Shipping	\$4,571.43	\$4,571.43
1	Subcontractor	Electrician	\$5,000.00	\$5,000.00
1	RCM	Tower Crew	\$7,857.14	\$7,857.14
2	RCM	Installation Crew- 2 Men	\$1,485.71	\$2,971.42
1	Licensing	License VHF / P25	\$1,200.00	\$1,200.00
1	RCM	Project Management and Engineering	\$6,700.00	\$6,700.00
1	RCM	System Staging	\$5,520.00	\$5,520.00
1	RCM	Technician Labor- Installation	\$5,520.00	\$5,520.00
28	RCM	Technician Labor	\$228.57	\$6,399.96

\$145,799.71

Windham School (Manchester Elementary)(Satellite Site)

New Site
- New repeaters
- New battery plant
- New microwave
- New antenna combiner system
- New VHF antenna system

QTY	Part Number	Description	Cost Each	Cost Ext
Tait & RF Antennas & cabling				
2	TB9435S-100T	TB9400 Single 100Watts Chassis Assembly	\$1,272.38	\$2,544.76
2	T01-01103-BAAA	TB9400 Reciter 148-174MHz	\$2,568.31	\$5,136.62
2	T01-01121-BBBA	TB94 Linear PA 148-174MHz 100Watts	\$2,028.75	\$4,057.50
2	T01-11140-BDAA	PMU DC48volts with Aux12volts	\$2,488.69	\$4,977.38
1	TBAS050	P25 Common Air Interface (CAI)	\$5,429.19	\$5,429.19
2	TBAS073	SFE Key - TaskBuilder	\$158.81	\$317.62
2	TBAS062	Simulcast Enable	\$4,706.00	\$9,412.00
2	TBAS061	Central Voter	\$4,801.88	\$9,603.76
1	OA40-41-P	VHF 4-Bay Dipole	\$4,109.43	\$4,109.43
1	PSA3	3' Standoff	\$885.71	\$885.71
1	Puck	Tieback Puck	\$77.29	\$77.29

1	P2150 (Pipe)	12' Pipe	\$284.29	\$284.29
1	SCP10W	Pipe to Pipe Clamp	\$127.86	\$127.86
75	SCF12-50J	1/2" Superflex Cable	\$3.03	\$227.25
1	402/4.3M-4.3M/36	RF Jumper	\$57.14	\$57.14
8	15560751	NM-SCF12-D01 N(M) connector for SCF12-50J	\$33.26	\$266.08
1	Misc-item	19" Open Rack	\$551.43	\$551.43
1	Misc-item	Miscellaneous Installation Materials (Cables, connectors, etc.)	\$1,071.43	\$1,071.43
2	L009	SAR / SAS	\$470.00	\$940.00
200	LCF78-50JAA7TX	7/8" LCF	\$4.14	\$828.00
2	43F-LCF78-C03	7/8" LCF 4.3-10 Female	\$70.26	\$140.52
1	VHF50B43-ME-PGR-BD	4.3-10 Polyphaser (M/F)	\$271.41	\$271.41
6.667	SSH-78	Snapins (7/8")	\$55.99	\$373.27
1	HOIST1-78C	Hoisting Grip (7/8")	\$47.26	\$47.26
2	SG78-06B2A	7/8" Ground Kits	\$46.54	\$93.08
50	SCF12-50J	1/2" Superflex	\$5.01	\$250.50
1	12S-43M	1/2" SCF Mini-Din Male	\$73.57	\$73.57
6	12S-NM	1/2" SCF N-Male	\$19.60	\$117.60
50	WS240	LMR240 Cable	\$0.51	\$25.50
2	RFN-1007-2SX	LMR240 N-Male Connector	\$19.24	\$38.48
10	RFB-1707-D	LMR240 BNC Connector	\$5.06	\$50.60
2	ZBNC021FBA (BNC T)	BNC "T" Adapters (10Mbps / 1PPS)	\$12.86	\$25.72
2	RIK19	Isolation Plates	\$114.29	\$228.58
Combiner, Antenna and Cabling				
1	74-37-08452-E	TX/RX Custom Antenna Combining System	\$18,928.00	\$18,928.00
Spectracom				
1	2402-613	SecureSync 2400 Time & Frequency synchronization system	\$7,126.00	\$7,126.00
1	2400-HS-D2	Hot Swappable 24/48 VDC Power Supply	\$1,246.00	\$1,246.00
1	8230	GPS/GNSS Outdoor Antenna	\$462.00	\$462.00
1	8226	GPS Surge protector	\$476.00	\$476.00
1	ANT-KT	Rugged Post Mount Kit	\$182.00	\$182.00
4	RFN-1006-3I	N (M) LMR400	\$6.79	\$27.16
80	WS400	LMR400 Cable	\$0.83	\$66.40
Battery Plant				
1	C2RS-48	Centurion Controller	\$3,666.44	\$3,666.44
10	Circuit Breakers	Breakers (6A-30A as Required)	\$38.57	\$385.70
2	RM2048HE	Rectifiers	\$2,674.29	\$5,348.58
1	C2BP	Blank Plate	\$42.86	\$42.86
2	Battery Wiring	Heavy Gauge w/ Lugs	\$428.57	\$857.14
2	DCDC-500-48-12	48-12 -DC-DC CONVERTER, 500W	\$342.86	\$685.72
1	RMI-800W-1U	Newmar 48 VDC to 120 VAC Inverter, 800w	\$830.57	\$830.57
2	48V100A-LIPO4-3U	Newmar 100AH LiFePO4 Battery	\$3,137.14	\$6,274.28
Alarming				
1	X-408	Web-Enabled Digital Input Module	\$271.36	\$271.36
Labor & Shipping				
1	Shipping	Freight Shipping	\$4,571.43	\$4,571.43
1	Subcontractor	Electrician	\$5,000.00	\$5,000.00
1	RCM	Tower Crew	\$7,857.14	\$7,857.14
2	RCM	Installation Crew- 2 Men	\$1,485.71	\$2,971.42
1	Licensing	License VHF / P25	\$1,200.00	\$1,200.00
1	RCM	Project Management and Engineering	\$6,700.00	\$6,700.00
1	RCM	System Staging	\$5,520.00	\$5,520.00
1	RCM	Technician Labor- Installation	\$5,520.00	\$5,520.00
28	RCM	Technician Labor	\$228.57	\$6,399.96

\$145,256.99

Console Interface

QTY	Part Number	Description	Cost Each	Cost Ext
2	901-9725	MAX Digital Radio Gateway	\$4,394.93	\$8,789.86
4	930-0270	P25 DFSI Interface License- A license is required for each DFSI Talk	\$1,357.57	\$5,430.28
2	930-0376	Block of 2 Radio Channel Licenses	\$325.93	\$651.86
4	930-0227	MDC-1200 (encode/decode) Signaling	\$544.14	\$2,176.56
2	950-0263	Fleetsync	\$544.14	\$1,088.28
2	416-0043	Fuse, 3 Amp	\$85.71	\$171.42
1	950-0588	Dual Unit Rack Mount Option	\$233.07	\$233.07
1	Misc-item	Miscellaneous Installation Materials (Cables, connectors, etc.)	\$201.43	\$201.43
21	RCM	Technician Labor	\$164.29	\$3,450.09
				\$22,192.85

Spares

QTY	Part Number	Description	Cost Each	Cost Ext
1	TB9435S-100T	TB9400 Single 100Watts Chassis Assembly	\$1,272.38	\$1,272.38
1	T01-01103-BAAA	TB9400 Reciter 148-174MHz	\$2,568.31	\$2,568.31
1	T01-01121-BBBA	TB94 Linear PA 148-174MHz 100Watts	\$2,028.75	\$2,028.75
1	T01-11140-BDAA	PMU DC48volts with Aux12volts	\$2,488.69	\$2,488.69
1	TBAS050	P25 Common Air Interface (CAI)	\$5,429.06	\$5,429.06
1	TBAS073	SFE Key - TaskBuilder	\$158.81	\$158.81
1	TBAS062	Simulcast Enable	\$4,706.00	\$4,706.00
1	TBAS061	Central Voter	\$4,801.88	\$4,801.88
1	TBAS060	Digital Fixed Station Interface	\$440.63	\$440.63
1	2402-613	SecureSync 2400 Time & Frequency synchronization system	\$7,126.00	\$7,126.00
1	2400-HS-D2	Hot Swappable 24/48 VDC Power Supply	\$1,246.00	\$1,246.00
0	8230	GPS/GNSS Outdoor Antenna	\$462.00	\$0.00
0	8226	GPS Surge protector	\$476.00	\$0.00
0	L009	SAR / SAS	\$470.00	\$0.00
0	RM2048HE	Rectifiers	\$2,674.29	\$0.00
0	DCDC-500-48-12	48-12 -DC-DC CONVERTER, 500W	\$342.86	\$0.00
0	RMI-800W-1U	Newmar 48 VDC to 120 VAC Inverter, 800w	\$830.57	\$0.00
0	901-9725	MAX Digital Radio Gateway	\$4,394.93	\$0.00
0	W41-18L1-DP2	WTM 4100, 18GHz Low	\$5,045.56	\$0.00
0	W41-18H1-DP2	WTM 4100, 18GHz High	\$5,046.99	\$0.00
0	WZL-Base	WTM 4000 BASE LICENSE, INC CLI & GUI, IPv4 OR IPv6, VLA	\$119.10	\$0.00
0	WZL-Enterprise	WTM 4100 Enterprise Feature Set Enable including 4096 QAM, 1 G	\$1,078.10	\$0.00
0	WZF-40050	WTM 4000 RADIO THROUGHPUT LICENSE 50 Mbps	\$74.66	\$0.00
0	WZF-AM2	WTM 4000 ADAPTIVE MODULATION LICENSE UP TO 4096 Q	\$285.83	\$0.00
0	045-310107-001	POE INJECTOR, 112W 40 to 72VDC, POWER CORD NOT INCLU	\$493.24	\$0.00
0	LP-POE-AI.PU-01	SURGE ARRESTOR ETHERNET 100 MBPS POE-COMPATIBLE	\$333.66	\$0.00
				\$32,266.51

Warranty Years 2-5 (optional)

QTY	Part Number	Description	Cost Each	Cost Ext
0	Hardware	Year 2 - Hardware	\$20,620.79	\$0.00
0	Labor	Year 2 - 24/7/365	\$5,520.00	\$0.00
0	Hardware	Year 3 - Hardware	\$0.00	\$0.00

0	Labor	Year 3 - 24/7/365	\$5,520.00	\$0.00
0	Hardware	Year 4 - Hardware	\$0.00	\$0.00
0	Labor	Year 4 - 24/7/365	\$5,520.00	\$0.00
0	Hardware	Year 5 - Hardware	\$0.00	\$0.00
0	Labor	Year 5 - 24/7/365	\$5,520.00	\$0.00

\$0.00

Mobile Radios

QTY	Part Number	Description	Cost Each	Cost Ext
14	TM9900N0CA-T	TM9900 Full HP 136-941M BNC Ext Alm	\$1,089.00	\$15,246.00
11	T02-00026-1003	Kit Mobile Cable BNC 30-50W	\$55.69	\$779.66
14	T02-00026-2001	Kit Mobile Mount U-Cradle	\$18.56	\$259.84
14	T02-00065-5101	TCH8 Upgd Rmt Cntrl Hd 11Ky Kit Blk	\$539.69	\$7,555.66
11	TMAS160	Multi Protocol SFE Bundle (99) (Includes TMAS031, TMAS081, TM	\$206.25	\$2,887.50
14	TMAS050	P25 Conventional	\$217.25	\$3,041.50
14	T02-00005-AAAA	TM Standard Microphone TDMA	\$66.69	\$933.66
11	TMAS153	P25 CAP Encryption AES/DES (Includes TMAS057, TMAS058)	\$627.00	\$8,778.00
14	T02-00026-5002	TCH8 Pwr/Spkr Cable Kit	\$55.00	\$770.00
14	T02-00004-0205	TM External Speaker 10W for 30-50W Radio	\$59.81	\$837.34
11	RFU-600-6	Mini-UHF Connectors	\$4.25	\$59.50
			\$2,939.19	\$41,148.66

Final System Acceptance Certificate

Town of Windham

Communications Systems Upgrade

This Final System Acceptance Certificate memorializes the occurrence of Final System Acceptance. RCM and the Town acknowledge that:

- 1. The Final System Acceptance test plan has been successfully completed.
- 2. The Communications System is accepted.

Town Representative:

RCM Representative:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

FINAL SYSTEM ACCEPTANCE:

RCM has provided and the Town has received all deliverables, and RCM has performed all other work required for Final System Acceptance.

Town Representative:

RCM Representative:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Radio System Upgrade

- Problem statements
 - Current system
 - End of life 2015
 - End of support 2019
 - Poor radio reception
 - Particularly in North Windham
 - Inside buildings

Largest concern portables radios first responders wear on their person.

Kenard Drive / Walmart Radio traffic



Radio System Upgrade

- Benefits
 - Fire / EMS
 - Police
 - Public works

Radio System Upgrade

- Replaces all hardware and software at 4 current sites.
 - Current hardware obsolete
 - End of life 2015
 - End of support 2019
 - Enhances all sites to transmit and receive
 - Enables software upgrades for interoperability with other systems and agencies
- Adds new site in North Windham
 - Manchester school
 - Current North Windham Public Safety Building
 - Increases coverage where it is need most in north windham
- Upgrades remaining radios to be P25 digital capable

Simulcast System 101

Very Brief definition on how it works

- .
- .
- .
- .
- .
- .

Freeman Hill

- PD / FD Transmit & Receive

PSB

- PD /FD Transmit & Receive
- PW Transmit & Receive

CCRCC

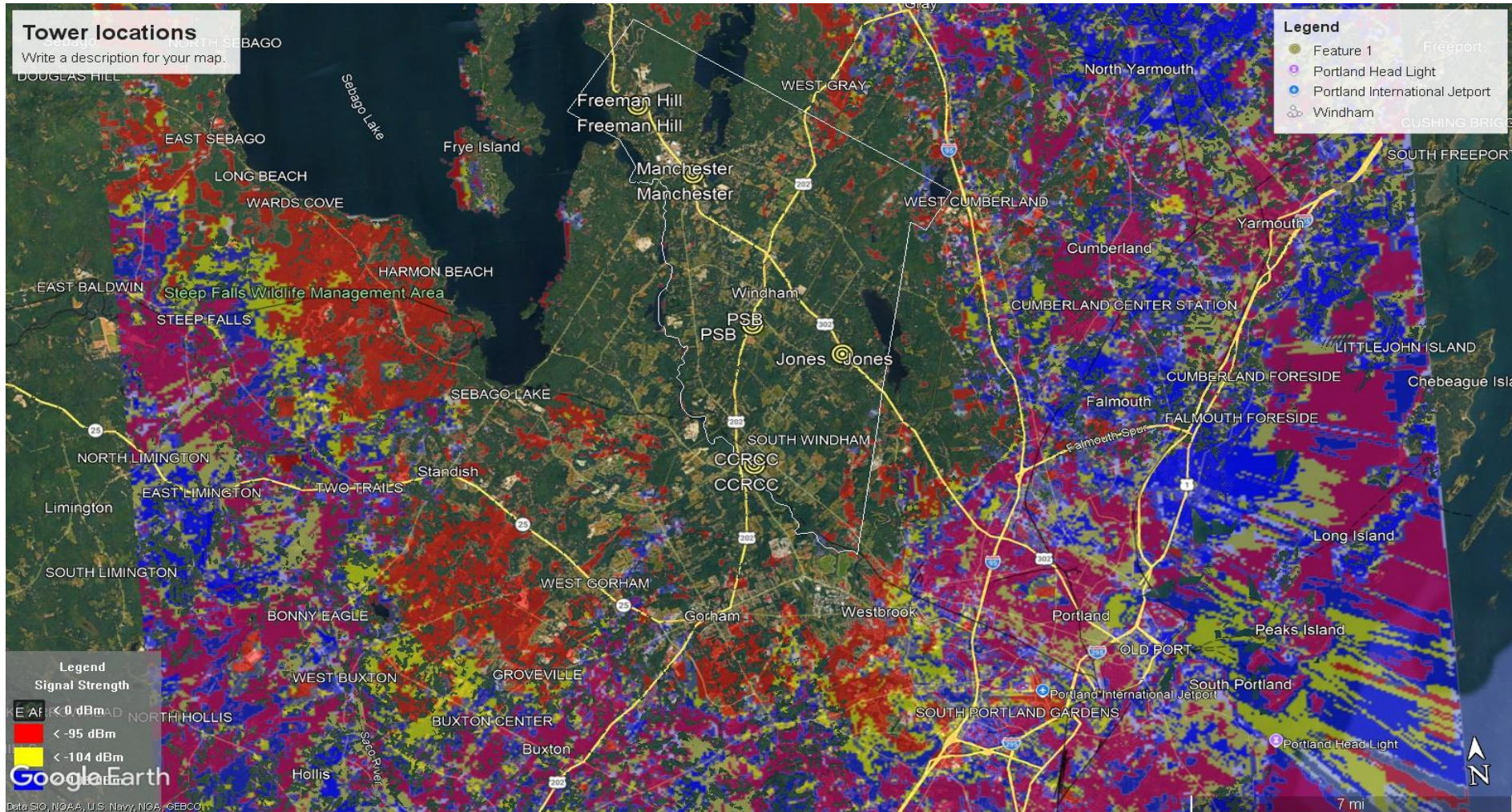
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Jones Hill

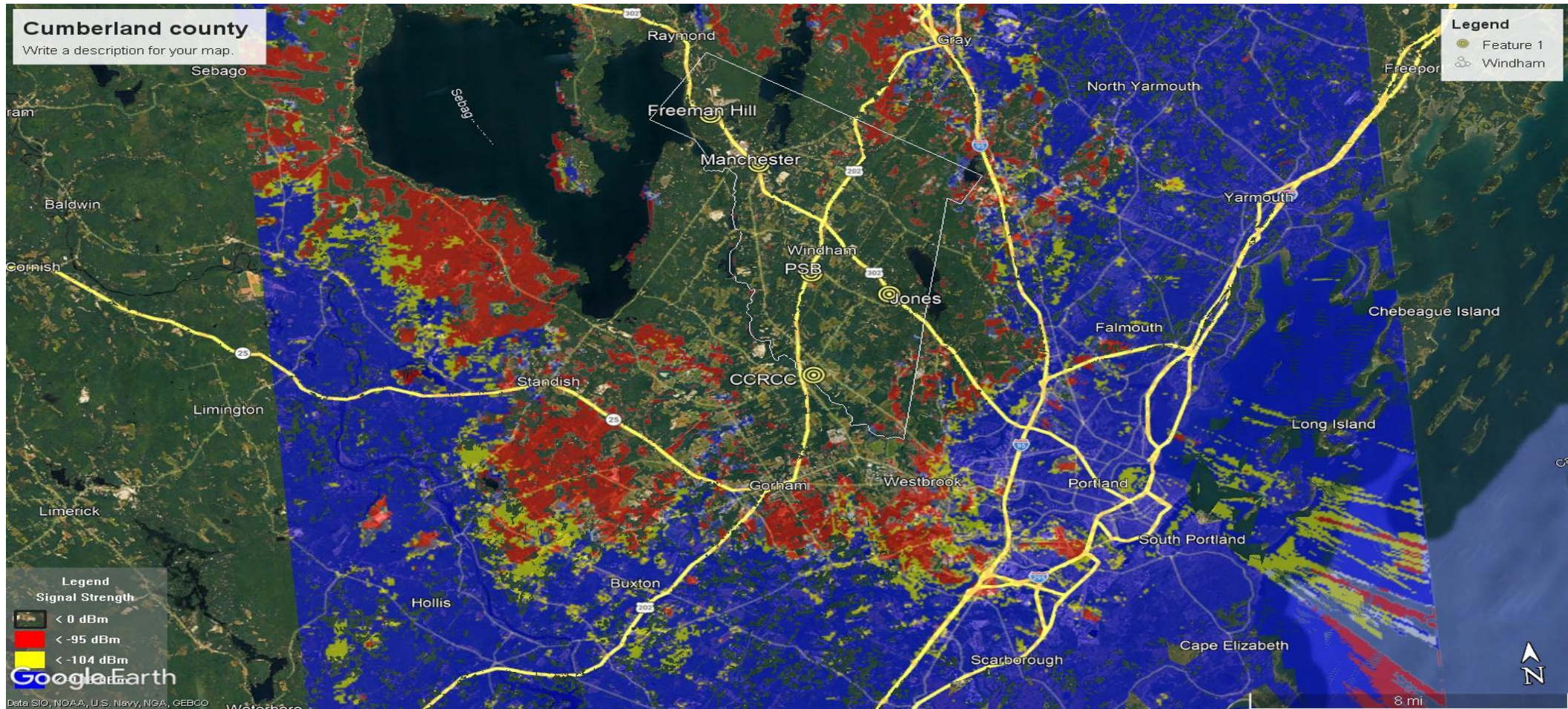
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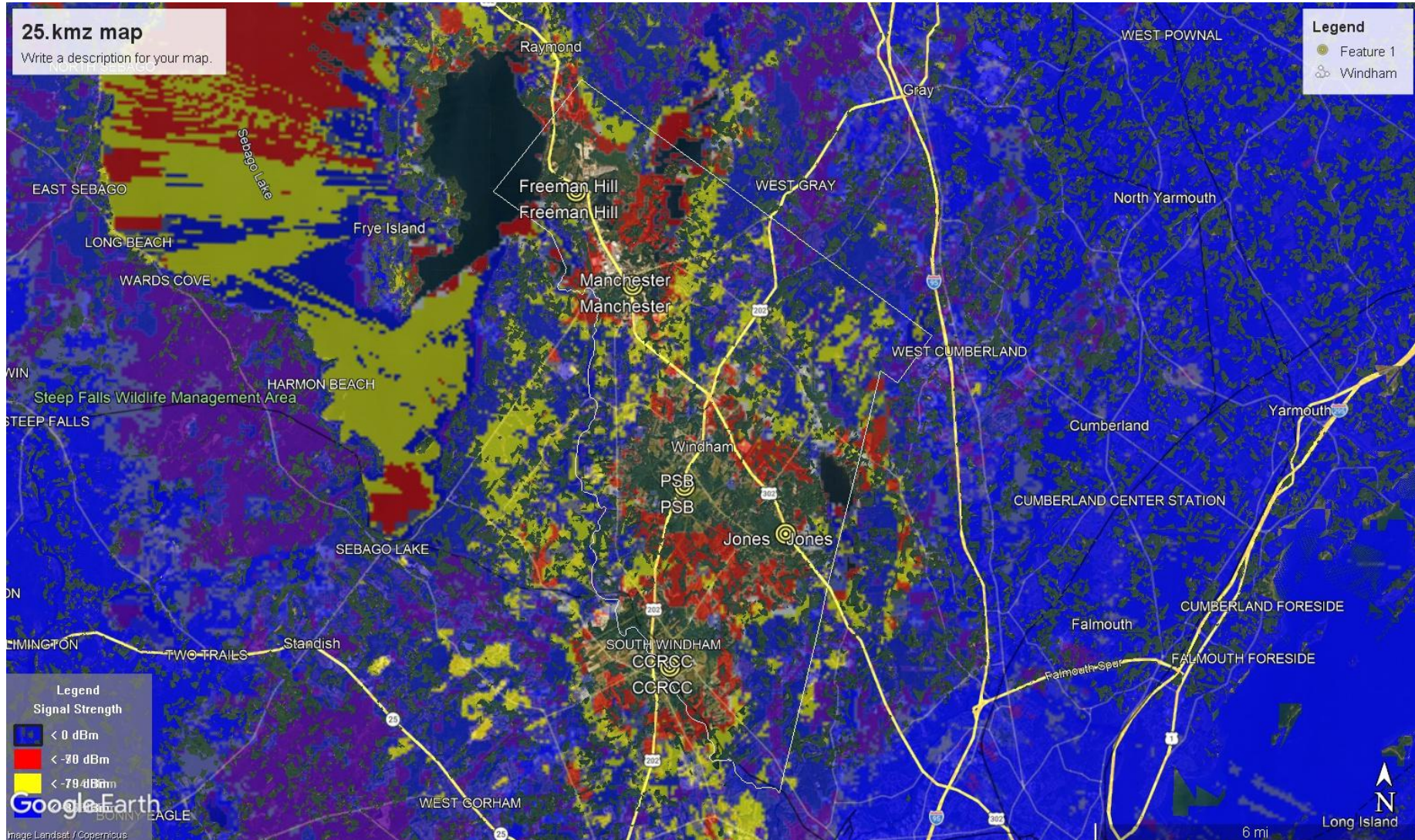
Proposed Tower Locations



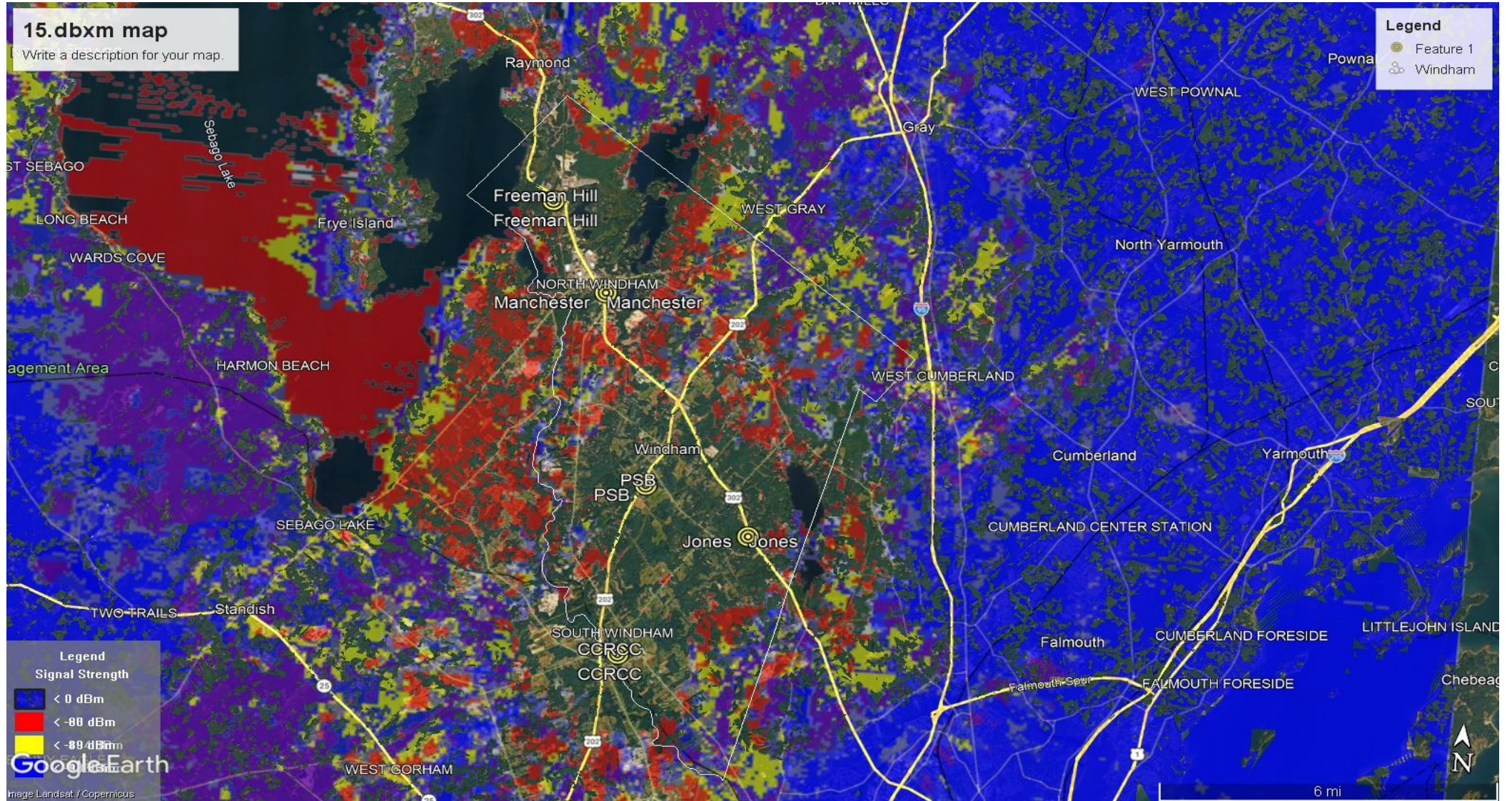
Radio Propagation County region



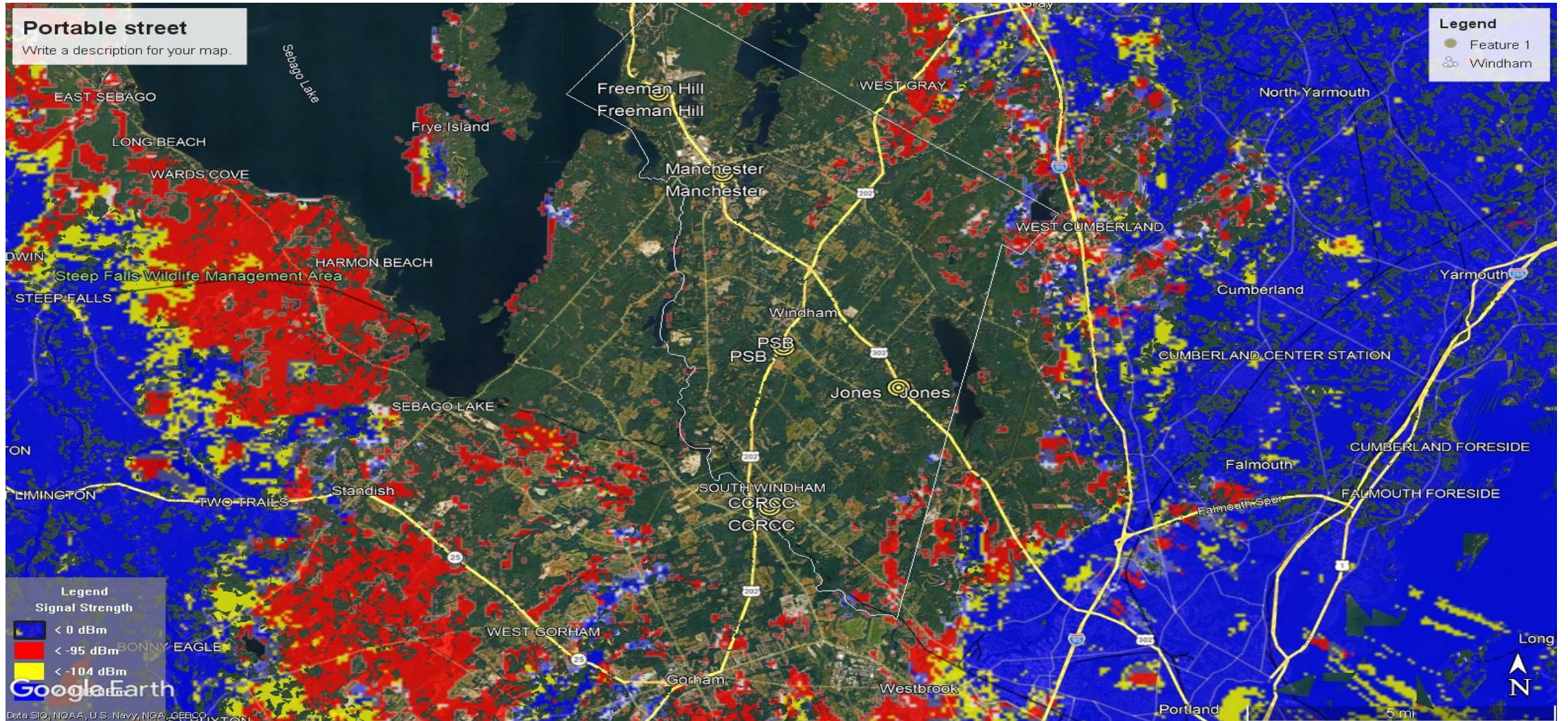
Portable Radio 25.kmz



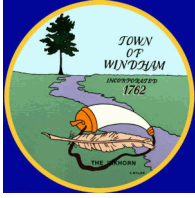
Portable 15.dbxmz



Portable Coverage New system



Questions?



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-051

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To certify that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by the Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained, and to further authorize the Town Manager to take any other action related thereto to approve the annual report.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended requires approval of the designation of a development district and its development program by the legislative body,
- b. According 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
- c. According to Article II, Section 3(l) of the Charter the 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.

Please refer to the attached supporting materials.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-051

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To certify that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by the Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained, and to further authorize the Town Manager to take any other action related thereto to approve the annual report.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended requires approval of the designation of a development district and its development program by the legislative body,
- b. According 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
- c. According to Article II, Section 3(I) of the Charter the 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.

Please refer to the attached supporting materials.

Annual Report for Tax Year April 1, 20__ – March 31, 20__
 Affordable Housing Tax Increment Financing District
 Submission Deadline of April 30, 20__

Municipality: _____

Municipal official submitting this report:

 Printed name

 Signature

 Date

Title: _____

Mailing address: _____

Phone number: _____

Email address: _____

Name of Affordable Housing Development District:

Date the municipal legislative body approved this Report (not the District):

_____, 20__

In submitting this report, the legislative body of the municipality certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

Status of affordable housing within the District: *“Affordable” means for households earning no more than 120% area median income.*

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)				
Rental (senior)				
Owned home/condo				

Please list property sales within the District (NOTE: impact on affordability is not required by the statute for this item and in any event would be captured in the chart above):

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

Answer the following question only if the Development Program was approved or its term amended on or after September 23, 2025:

Has a certificate of occupancy been issued for the affordable housing in the District?

_____ Yes _____ No

If yes was checked, the date of the certificate of occupancy is _____, 20_____.

§5250-A. Affordable housing tax increment financing

1. Designation of captured assessed value. A municipality may retain all or part of the tax increment revenues generated from the increased assessed value of an affordable housing development district for the purpose of financing the affordable housing development program. The amount of tax increment revenues to be retained is determined by designating the captured assessed value. When an affordable housing development program for an affordable housing development district is adopted, the municipal legislative body shall adopt a statement of the percentage of increased assessed value to be retained as captured assessed value in accordance with the affordable housing development program. The statement of percentage may establish a specific percentage or percentages or may describe a method or formula for determination of the percentage. The municipal assessor shall certify the amount of the captured assessed value to the municipality each year.

[PL 2003, c. 426, §1 (NEW).]

2. Certification of assessed value. Upon or after the formation of an affordable housing development district, the assessor of the municipality in which the district is located shall certify the original assessed value of the taxable property within the boundaries of the affordable housing development district. Each year after the designation of an affordable housing development district, the municipal assessor shall certify the amount by which the assessed value has increased or decreased from the original value.

Nothing in this subsection allows or sanctions unequal apportionment or assessment of the taxes to be paid on real property in the State. An owner of real property within the affordable housing development district pays real property taxes apportioned equally with property taxes paid elsewhere in the municipality.

[PL 2003, c. 426, §1 (NEW).]

3. Affordable housing development program fund; affordable housing tax increment revenues. If a municipality has designated captured assessed value under subsection 1, the municipality shall:

A. Establish an affordable housing development program fund that consists of the following:

(1) A project cost account that is pledged to and charged with the payment of project costs that are outlined in the financial plan and are paid in a manner other than as described in subparagraph (2); and

(2) In instances of municipal indebtedness, a development sinking fund account that is pledged to and charged with the payment of the interest and principal as the interest and principal fall due and the necessary charges of paying interest and principal on any notes, bonds or other evidences of indebtedness that were issued to fund or refund the cost of the affordable housing development program fund; [PL 2003, c. 426, §1 (NEW).]

B. Annually set aside all affordable housing tax increment revenues on captured assessed values and deposit all such revenues to the appropriate affordable housing development program fund account established under paragraph A in the following order of priority:

(1) To the affordable housing development sinking fund account, an amount sufficient, together with estimated future revenues to be deposited to the account and earnings on the amount, to satisfy all annual debt service on bonds and notes issued under section 5250-D and the financial plan; and

(2) To the affordable housing project cost account, an amount sufficient, together with estimated future revenues to be deposited to the account and earnings on the amount, to satisfy all annual affordable housing project costs to be paid from the account; [PL 2003, c. 426, §1 (NEW).]

C. Make transfers between affordable housing development program fund accounts established under paragraph A as required, provided that the transfers do not result in a balance in the affordable housing development sinking fund account that is insufficient to cover the annual obligations of that account; and [PL 2003, c. 426, §1 (NEW).]

D. Annually return to the municipal general fund any tax increment revenues remaining in the affordable housing development sinking fund account established under paragraph A in excess of those estimated to be required to satisfy the obligations of the development sinking fund account after taking into account any transfers made under paragraph C. The municipality, at any time, by vote of the municipal officers, may return to the municipal general fund any tax increment revenues remaining in the project cost account established under paragraph A in excess of those estimated to be required to satisfy the obligations of the development project cost account after taking into account any transfer made under paragraph C. In either case, the corresponding amount of local valuation may not be included as part of the captured assessed value as specified by the municipality. [PL 2019, c. 607, Pt. A, §2 (AMD).]

[PL 2019, c. 607, Pt. A, §2 (AMD).]

SECTION HISTORY

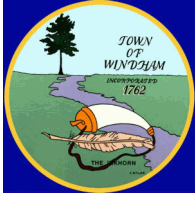
PL 2003, c. 426, §1 (NEW). PL 2019, c. 607, Pt. A, §2 (AMD).

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Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-055

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To approve amendments to the Master Fee Schedule.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article II, Section 3. I., states Council authorized to “exercise all the legislative, financial, borrowing and other powers now or hereafter given by statute.”

III. Issue Summary.

Updates the town clerk’s office administrative fees from a donation for Dedimus Justice Service to \$10 and changes the fee for conducting a marriage ceremony from a donation to \$75, at the request of the Town Clerk. (page 13-14)

Increases the municipal impoundment fees in Chapter 15, Animals Ordinance, from \$25/\$50/\$100 municipal impoundment fees for the 1st, 2nd, and 3rd occurrences, respectively to \$25 for the first occurrence and \$90 all additional occurrences, at the request of the Police Chief. (page 1)

Adds the clarifying note [includes foundations] to the Unfinished Area fee in Chapter 28, Building Construction Ordinance., at the request of the Code Enforcement Director. (page 1)

Increases the Planning Board Review fees in Chapter 185, Shoreland Zoning Ordinance, from \$100 + \$50 for the public hearing to \$250 at the request of the Planning Director. (page 10)

Deletes the Trash Bag cost of \$13.50 per roll listed in the Public Works administration fees as it is no longer necessary. (page 13)

Formatting changes to include the title of the document moved to the header space so it replicates on each page, a page number on the bottom right corner, and slight indentations and alternating row shading for better readability.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-055

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

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Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

			FEE
CH	7	ALARM SYSTEMS	
		False Alarms	\$25
CH	11	AMUSEMENTS	
		Special Amusement Permit; Entertainment with dancer(s)	\$800
		Special Amusement Permit; Entertainment no dancer(s)	\$150
		Coin-Operated Devices	\$100
CH	15	ANIMALS	
		Dog License [7 M.R.S.A. § 3921]	
		Unaltered dog	\$11
		Spayed/neutered dog	\$6
		Late fee after Jan. 31	\$25
		Kennel License	
		Inspection fee for kennel license issuance	\$20
		Impoundment	
		Municipal Impoundment fee; first occurrence	\$25
		Municipal Impoundment fee; 2nd within year all other occurrences	\$50 \$90
		Municipal Impoundment fee; 3rd and more within year	\$100
CH	28	BUILDING CONSTRUCTION	
		Building Permit Application Fees	Residential/Commercial
		Finished Area	\$0.50 per sq. ft.
		Unfinished Area [includes foundations]	\$0.45 per sq. ft.
		Demolition	\$50
		Swimming Pool	\$50
		Re-inspection Fee	\$100
		Building Without Permit	Double Amount of Permit Fee
		Missed Scheduled Inspection	\$100
		Renovation/Alteration Permit Application Fees	Residential/Commercial
		Up to \$5,000	\$50

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

	\$5,000 - \$10,000	\$60
	\$10,001 +	\$7 per thousand
	Electrical Permit Application Fees	Residential/Commercial
	Application Fee	\$50
	Overhead Service	\$30
	Underground Service	\$50
	New Construction / Alterations	\$0.06 per sq. ft / \$0.10 per sq. ft.
	Swimming Pool	\$50
	Generator	\$50
	Solar Panels	\$50 plus \$7 per unit
*	INTERNAL PLUMBING PERMIT FEES (*State Mandated)	
	Plumbing code fixture fees:	
	Minimum fee, including up to four fixtures	\$40
	Each additional fixture	\$10
	Hook-up to public sewer	\$10
	Hook-up to existing subsurface system	\$10
	Piping relocation with no new fixtures	\$10
	Permit transfer	\$10
	Surcharge fee (existing Town fee)	\$25
*	SEPTIC SYSTEM PERMIT FEES (*State Mandated)	
	Complete Disposal System Permits and Variances	
	Engineered system	\$200 + \$15 DEP surcharge
	Non-engineered system	\$250 + \$15 DEP surcharge
	Primitive system (includes one alternative toilet)	\$100
	Separate gray waste disposal field	\$35
	Seasonal conversion permit	\$50
	First time system variance	\$20
	Permits for Separate Parts of a Disposal System	
	Alternate toilet (only)	\$50
	Disposal field only (engineered system)	\$150

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

		Disposal field only (non-engineered system)	\$150
		Treatment tank only (non-engineered system)	\$150
		Treatment tank (engineered system)	\$80
		Minimum Lot Size Waiver	\$50
		Holding tank	\$100
		Septic Surcharge fee (existing Town fee)	\$25
		Other components (complete pump station, piping, other)	\$30
		Re-inspection Fee	\$100
		Late permit fee: A party who starts construction without first obtaining a plumbing permit	
		Mechanical Systems Application Fees	
		A/C System (Portable-Window Mounted) A/C not incl.	\$0.50 per 1,000 BTU
		Furnace Only	\$1 per 1,000 BTU
		Complete HVAC System	\$1.25 per 1,000 BTU
		Miscellaneous Permits	
		Change of Use (does not incl. building permit fees)	\$50
		Use/Events - Permanent	\$300
		Use/Events - Temporary	\$100
		Gas Hook-Up	\$50
		Moving	\$50
		Chimney only	\$50
CH	34	CABLE TELEVISION	
		Cable Television Franchise Filing Fee	\$25
CH	39	CEMETERIES	
		One Gravesite - Windham resident	\$400
		One Gravesite - nonresident	\$500
		One lot (4 adjoining sites) - Windham resident	\$1,600
		One lot (4 adjoining sites) - nonresident	\$2,000
		Cremation Garden (2 sites) - Windham resident	\$200
		Cremation Garden (2 sites) - nonresident	\$275
CH	82	FLOODPLAIN MANAGEMENT	

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

		Flood Hazard Development Permit	\$50
CH	87	FOOD AND BEVERAGE BUSINESSES	
		Article I, Mobile Food Services	
		Annual pushcart license fee	\$50
		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	
		Accessory Apartment (does not include building permit) [Effective 2/25/2020]	\$100
		Conditional Use [Effective 7/28/2011]	\$400 (\$250 Review Escrow)
		Farm Enterprise	\$50

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

	Home Occupation [Effective 2/25/2020]	
	Home Occupation 1	\$50
	Home Occupation 2	\$50
	Retail Sales, Outdoor [Effective 2/25/2020]	Major \$300 / Minor \$100
	Shipping Container	\$0.15 per sq ft
	Streets, Private Roads Not Part of a Subdivision	
	New Roadway (up to 2 lanes wide)	\$50 Application Fee plus
		0 ft - 100 ft= \$1.50 per linear ft;
		101 ft - 300 ft = \$0.75 per linear ft;
		301 ft - 1,000ft = \$0.50 per linear ft;
		1,000 ft + = \$0.25 per linear ft
	600 - Mineral Extraction [Effective 7/28/2011]	
	New Operation	\$100 + \$100 per acre (\$500 Review Escrow)
	Expansion over 5 acres	\$100 + \$100 per acre (\$500 Review Escrow)
	Renewal	\$50
	Renewal, Late Fee	\$50
	700 - Signs [Effective 2/25/2020]	
	Banner	\$50
	Construction	\$50
	Permanent Free Standing	\$50
	Permanent Building	\$50
	Construction/Subdivision	\$50
	Temporary	\$50
	800 - Site Plan Review	
	Development Team [Effective 10/22/2009]	(\$100 Review Escrow)
	Minor or Major Site Plan Sketch Plan [Effective 7/28/2011]	\$200 (\$300 Review Escrow)
	Minor Site Plan Final Plan [Effective 7/28/2011]	\$850 (\$2,000 Review Escrow)
	Major Site Plan Final Plan [Effective 7/28/2011]	\$1,300 plus \$25 each 1K s.f. over 5K s.f. GFA
		(Review Escrow: 2K to 5K s.f. GFA = \$2,000;
		5K to 15K s.f. GFA = \$3,000;
		15K to 35K s.f. GFA = \$4,000;
		over 35K s.f. GFA = \$5,000)
	Amended Site Plan - Each Revision [Effective 7/28/2011]	\$350 (\$250 Review Escrow)

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

	Minor Revision to Approved Site Plan	\$50
	900 - Subdivision Review	
	Development Team [Effective 10/22/2009]	\$100 Review Escrow
	Minor or Major Subdivision Sketch Plan [Effective 7/28/2011]	\$200 (\$300 Review Escrow)
	Minor Subdivision - Final Plan [Effective 7/28/2011]	\$900 1-4 Lots (\$1500 Review Escrow)
	Major Subdivision - Preliminary Plan [Effective 7/28/2011]	\$1,300 5-10 Lots + \$300 per lot over 10 (Review Escrow: Up to 10 lots = \$2,500; 11-15 lots = \$3,000; 16-30 lots = \$4,000; 30+ lots = \$5,000)
	Major Subdivision - Final Plan	\$350 (\$250 Review Escrow)
	Amended Subdivision - Each Lot/Revision [Effective 7/28/2011]	\$350 (\$250 Review Escrow)
	1000 - Administration	
	Change of Use [Effective 2/25/2020]	\$50
	1100 - Board of Appeals	
	Variances & Appeals [Effective 7/28/2011]	\$400
	1200 - Impact Fees*	
	Sidewalk Impact Fee [Effective 10/14/2025]	5 feet of sidewalk x (GFA/100) x \$114 per foot (Engineering Note Report Cost Index)
	Recreational Impact Fee (per dwelling unit) [Effective 4/10/2014]	
	Single Family Detached	\$1,080
	Single Family attached (duplex/condos)	\$800
	Manufactured Housing	\$800
	Multifamily (3+ unit) Apartment Structure	\$600
	Accessory Apartment	\$400
	North Route 302 Road Improvement Fee [Effective 8/26/2014]	Whites Bridge Rd intersection
	Open Space Impact Fee [Effective 2/28/2020]	Open Space Impact Fee [Effective 2/28/2020]
	Single-Family Home	
	<u> </u> 2 or less bedroom	\$608
	<u> </u> 3 bedrooms	\$989
	<u> </u> 4 or more bedrooms	\$1,163
	Attached or Multifamily Housing or Accessory Apartment	
	<u> </u> 1 bedroom	\$450

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

	___ 2 bedrooms	\$712
	___ 3 or more bedrooms	\$824
	Mobile Home in a MH Park	
	___ 1 bedroom	\$535
	___ 2 bedrooms	\$743
	___ 3 or more bedrooms	\$1,267
	Public Safety Impact Fee [Effective 8/28/2020]	
	Residential Uses (per dwelling unit)	
	Single Family Detached	\$1,602
	Townhouse	\$1,379
	Two Unit Structure	\$1,406
	Multifamily (3+ Unit) Apartment Structure	\$1,008
	Manufactured Housing	\$1,264
	Senior Apartments (55+ or 62+)	\$1,828
	Nursing or Assisted Living Licensed Bed	\$3,519
	Commercial Uses (per square foot)	
	Retail-Food-Entertainment-Lodging	\$1.35
	Office, Banks, Professional Services	\$1.32
	Other General Commercial & Services	\$1.43
	Industrial, Transportation, Warehouse, Storage	\$0.63
	Private Institutional Except Licensed Care	\$2.04
	Medical Service Centers	TBD*
	Other Uses not specified	\$1.21
	Municipal Office Impact Fee	
	Residential Uses (per dwelling unit)	
	Single Family Detached	\$562
	Townhouse	\$468
	Two Unit Structure	\$468
	Multifamily (3+ Unit) Apartment Structure	\$333
	Manufactured Housing	\$421
	Senior Apartments (55+ or 62+)	\$333
	Nursing or Assisted Living Licensed Bed	\$333
	Commercial Uses (per square foot)	\$0.20
	*Notes :	

Town of Windham
Master Fee Schedule

Last Amended by Council February 24, 2026

		<ul style="list-style-type: none"> ● "K" = 1,000; ● "s.f." = Square Feet; ● "GFA" = Gross Floor Area (See Section 300 Definitions) ● Postage - Notification cost requirement applies to all applications 	
		<ul style="list-style-type: none"> ● Performance Bonds & Post Approval Inspection Fee must be established with the Town ● Building Permits - Contact the Code Enforcement Department or download from www.windhammaine.us ● NPDES Post Construction Inspection Fee - See Post Construction Ordinance. 	
		*See Section 1200 of the Windham Land Use Ordinance for more details and applicability.	
CH	128	MARIJUANA BUSINESS LICENSING	
		Adult Use Marijuana Store	\$10,000 new license / \$2,500 renewal license
		Marijuana Cultivation Facility – Tier 1 (Up to 500 square feet plant canopy)	\$1,000 new license / \$1,000 renewal license
		Marijuana Cultivation Facility – Tier 2 (500- 2,000 square feet plant canopy)	\$5,000 new license / \$1,500 renewal license
		Marijuana Cultivation Facility – Tier 3 (2,000-7,000 square feet plant canopy)	\$7,500 new license / \$2,000 renewal license
		Marijuana Cultivation Facility – Tier 4 (7,000-20,000 square feet plant canopy)	\$10,000 new license / \$2,500 renewal license
		Marijuana Manufacturing Facility	\$2,500 new license / \$1,000 renewal license
		Marijuana Manufacturing – High Hazard (manual or chemical)	\$5,000 new license / \$2,000 renewal license
		Medical Marijuana Registered Caregiver– cultivation conducted on site	\$500 new license / \$300 renewal license
		Medical Marijuana Caregiver (Home Occupation) – cultivation not conducted on site	\$300 new license / \$150 renewal license
		Medical Marijuana Caregiver Retail Store	\$10,000 new license / \$2,500 renewal license
		Medical Marijuana Dispensary	\$10,000 new license / \$2,500 renewal license
		Medical Marijuana Registered Dispensary with two locations	\$10,000 first location / \$5,000 second location
		Marijuana Testing Facility	\$3,500 new license / \$1,000 renewal license
		Education Fee – Payable for Each Licensed Marijuana Business Use	40% of License Fee (\$100 minimum); *capped at \$1,000 for Renewals and \$2,000 for New Licenses
			*Education fee is capped if you have multiple businesses with the exact same legal name. If they are different a fee is paid for each.
CH	131	MASS GATHERING	
		Non-Profit Organization (any size)	\$1
		For Profit Organization Minor Gathering (500-999 persons)	\$100
		For Profit Organizations Major Gathering (1000+ persons)	\$250

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

CH	137	MOTION-PICTURE THEATERS	
		Motion-Picture Theater License Application	\$200 per screen
CH	153	PAWNBROKERS AND SECONDHAND DEALERS	
		Pawn Shop License [Maine statutes, Title 30-A M.R.S.A. §3961]	\$50
CH	157	PEDDLING AND SOLICITING	
		Article 1 - Door to Door	
		Peddler/Solicitor	\$50 per peddler
		Background Check	\$20
CH	181	SEWERS	
		A. SOUTH WINDHAM SEWER DISTRICT	
		Residential/Commercial Connection	\$1,000 per unit + \$20 inspection
		Industrial Connection	\$1,000 per unit + \$20 inspection
		Readiness to serve fee [Effective July 1, 2020 through June 30, 2022]	\$30 per month
		Readiness to serve fee [Effective July 1, 2022 through June 30, 2023]	\$30 per month
		Readiness to serve fee [Effective July 1, 2023 through June 30, 2024]	\$30 per month
		Sewer User fee [Effective July 1, 2021 through June 30, 2022]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$7.00 per 100 cubic feet in excess of the 500 cubic foot minimum
		Sewer User fee [Effective July 1, 2022 through June 30, 2023]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$7.75 per 100 cubic feet in excess of the 500 cubic foot minimum
		Sewer User fee [Effective July 1, 2023 through February 29, 2024]	\$48.84 per month minimum for 500 cubic feet or less of water use; and \$9.77 per 100 cubic feet in excess of the 500 cubic foot minimum
		Sewer User fee [Effective March 1, 2024]	\$51.00 per month minimum for 500 cubic feet or less of water use; and \$10.20 per 100 cubic feet in excess of the 500 cubic foot minimum
		B. NORTH WINDHAM SEWER DISTRICT	
		Buy-in Fee	\$3,500/unit
		Buy-in Fee after January 1, 2026	\$5,000/unit
		Readiness to Serve Fee [Effective April 1, 2026]	\$2,400/year
		Sewer User Fee [Effective April 1, 2026]	\$16.00 per 100 cubic feet per month

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

CH	185	SHORELAND ZONING*	
		Planning Board Review [Effective 10/24/2002, Amended 4/14/2026]	\$100 + \$50 for Public Hearing \$250
		Code Enforcement Review [Effective 11/26/2002]	
		___ Clearing or Removal of Vegetation	\$75
		___ Shoreland Zoning Review	\$250
		<i>*Note: All Applicants are responsible for postage costs of all notification requirements</i>	
CH	192	SOLID WASTE	
		Article 1 Disposal	
		Commercial	\$500
		Residential	\$500
		Article 2 Transporters	
		Commercial	\$500
		Residential	\$500
CH	201	STORMWATER MANAGEMENT	
		Art. I, Surface Water Protection	
		Soil and Erosion Control Permit [Effective 2/25/2020]	\$50
		Variance Application	\$200
		Art. II, Post-Construction Stormwater Management	
		Annual Certification Payment	\$50
CH	204	STREETS AND SIDEWALKS	
		Excavation permit	\$100
CH	215	TOWING AND TOWING BUSINESSES	
		License registration fee for rotation list	\$100 plus \$50 for each tow vehicle
		Maximum Rates for Towing Services	
		Non-crash tow	Daytime \$95 / Nighttime \$115
		Crash tow	Daytime \$110 / Nighttime \$130
		Snow removal tow	Daytime \$95 / Nighttime \$115
		Pull out same as non-crash	Daytime \$95 / Nighttime \$115
		Storage fees after 24 hours	Outside \$50 per day / Inside \$75 per day

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

		Recovery/extraction fees	\$90 per hour plus \$22.50 per 15 minutes after first hour
		After hours release between 6:00 PM and 6:00 AM, and when business is closed on weekends and holidays	\$35
CH	236	WIND ENERGY	
		Art. I, Small Wind Energy Ordinance	
		<u> </u> CEO Review	\$200 + mailing costs
		<u> </u> Planning Board Review	\$400 + mailing costs
CH	240	WIRELESS TELECOMMUNICATIONS FACILITIES*	
		Planning Board Review [Effective 7/28/2011]	\$400
		Co-Location Application	\$250
		<i>*Note : All Applicants are responsible for postage costs of all notification requirements</i>	
ADMINISTRATIVE FEES			
ASSESSING DEPARTMENT			
		Street Maps	\$3 Black & White, \$5 Color
		Photocopies	\$0.50 per page
FIRE-RESCUE DEPARTMENT			
		EMS Fees	
		BLS	\$735
		ALS-1	\$1,050
		ALS-2	\$1,470
		Per Transporting Mile	\$19
		Medic Intercept	\$300
		Fire Fees (per hour)	
		Ambulance	\$100
		Brush Truck	\$140
		Engine	\$125
		Extrication	\$400
		Ladder/Tower	\$150
		Personnel	Current Assigned Hourly Rate
		Squad Truck	\$125

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

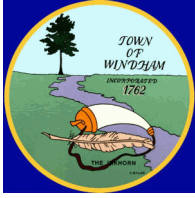
	Tanker	\$125
	Permits/Reports	
	Sprinkler Permit	\$75
	Copy of Reports	\$10
	False/Nuisance (3 in 30 day period)	\$100
	Violations/Penalties	
	Second Offense	\$500
	Third Offense	\$1,000
	Fourth and any subsequent	\$2,000
	Inspections	
	Second Re-inspection	\$150
	Any subsequent re-inspection	\$300
	Fire Lane	
	Parked in lane	\$100
LIBRARY		
	Fax	Local: \$1 first page, \$.25 each additional page; Long Distance: \$3 first page, \$1 each additional page; Incoming fax: \$.25 per page
	Lost/Damaged Items	List price + \$3 processing fee
	Non-resident Usage Fee	\$25 annual
	Photocopies (self-service)	\$.10 per page black & white, \$.25 per page color
	PARKS & RECREATION DEPARTMENT	
	Dundee Park Season Passes	
	Windham Residents	\$65
	Windham Seniors	\$45
	Non-residents	\$80
	Non-resident Seniors	\$60
	Veterans & Active Military (Military ID required)	Same as senior rate
	Dundee Park Daily Rates	
	Windham Residents	\$5 per adult; \$3 per child (ages 2 -11)
	Non-Resident	\$6 per adult; \$4 per child

Town of Windham
Master Fee Schedule
Last Amended by Council February 24, 2026

	All Seniors (55+)	\$4 anytime
	After 5:00 pm	\$3 per adult; kids FREE
	Concert nights	FREE after 5:00pm
	Group Rates	\$3 per person
POLICE DEPARTMENT		
	Report Records - Paper*	\$.50 per page for standard 8 1/2 x11 inch black and white copy of record
	Report Records - CD/DVD	\$10 per disc
	Crash Reports (state form 1320)	\$20 per report or \$15 by obtaining online at buycrash.com
	Reports requiring extensive preparation*	\$25 per hour after 2nd hour (estimates available upon request)
	<i>*These fees are subject to change in accordance to MRSA Tite 1 Chapter 13 Section 408-a Subsection 8</i>	
PUBLIC WORKS DEPARTMENT		
	Street and Driveway Permits	\$100 per permit
	Street Signs	Varies by style
	Street Sign Post & Hardware	\$40.45
	Recycling Bins (available at town hall)	\$10 each
	Trash Bags (available at town hall)	\$13.50 per roll
TAX COLLECTION / MOTOR VEHICLE REGISTRATION		
	Demand+PO (Charged for lien notices)	\$3 plus cost of certified mail
	Insurance Fax	\$1
	Lien Fees	Cost at Registry of Deeds + Postage for certified mail
	Notary Service	\$5 per seal
	Passport Fees [Fees set by the US Department of State]	
	Recreational Vehicle Registrations (ATV, Snowmobiles, Boats) [Fees set by Department of Inland Fisheries pursuant to Title 12, Ch 933 §13003 as amended]	
	Vehicle Registrations [Fees set by the Secretary of State's Office, Department of Motor Vehicles pursuant to Title 29-A, §2 as amended]	
TOWN CLERK'S OFFICE		

Town of Windham
 Master Fee Schedule
 Last Amended by Council February 24, 2026

	Dedimus Justice Service	Donation \$10
	Genealogy Search	\$3 per record
	Marriage Ceremony	Donation \$75
	Notary Service	\$5 per seal
	Photo Copies	\$.50 per page
	Voter Registration List [Fees set by the Secretary of State's Office Division of Corporations, Elections, & Commissions pursuant to Title 21-A]	



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-057

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To find that public benefit is derived by not offering for sale the property identified as tax account L4885R 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 owners have presented payment in full for all taxes due for this single family primary residence.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-057

Agenda Date: 4/14/2026

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The previous property owners have presented payment in full for all taxes due for this single family primary residence.

Town of Windham, ME

5 LAKESIDE DR

<search results

Parcel #: 036-014-000-000



Documents

- CAI Property Card
- Vision Online Property Records
- Maplink Zoning
- Building Phot
- Buildings Docs

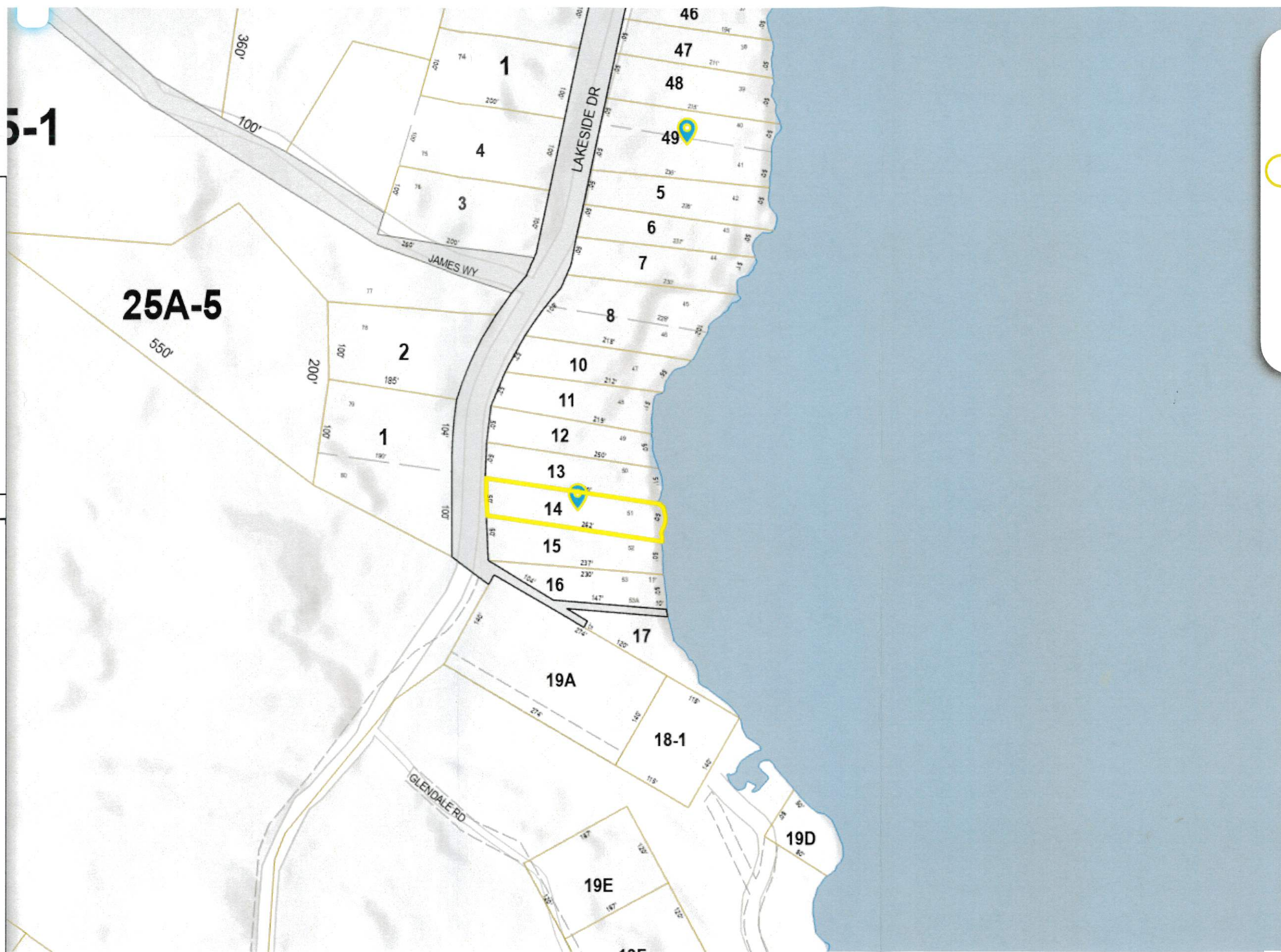
Assessment

PropertyAddress : 5 LAKESIDE DR
OwnerName : LOWELL ROBERT A &
CoOwnerName : LOWELL CANDILEE
OwnerAddress : 5 LAKESIDE DR
OwnerAddress2 :
OwnerCity : WINDHAM
OwnerState : ME
OwnerZip : 04062
GisFullNumber : 036014000000
CamaFullNumber : 036-014-000-000
PID : 4014

TOTAL_ASSESSED_IMPROVEMENTS : \$124,400
TOTAL_ASSESSED_LAND_VALUE : \$276,300
TOTAL_ASSESSED_PARCEL_VALUE : \$400,700
USE_CODE : 1010
USE_DESCRIPT : SINGLE FAM
ZONE :
ACCOUNT_NUMBER : L4885R
LAND_AREA_IN_ACRES : 0.29
Book : 40226
PAGE : 139
PRICE :

5-1

25A-5



-70.332120, 43.818300

Real Estate Tax Statement

Parcel: 036014000000
 Location: 5 LAKESIDE DR

Owner:
 LOWELL ROBERT A &
 LOWELL CANDILEE
 5 LAKESIDE DR
 WINDHAM ME 04062

Status: Square 0
 Land Valuation: 276,300
 Building Valuation: 124,400
 Exemptions: 0
 Taxable Valuation: 400,700
 Interest Per Diem: 2.44

Legal Description:

Deed Date: 06/07/2023 Book/Page: 4022/139 Interest Date: 04/14/2026

Year	Type	Bill
2025	RE-R	5247

Inst	Charge	Billed	Principal Due	Interest Due	Total Due
1	REAL ESTAT	2,416.22	2,416.22	96.81	2,513.03
		2,416.22	2,416.22	96.81	2,513.03
2	REAL ESTAT	2,416.22	2,416.22	6.45	2,422.67
		2,416.22	2,416.22	6.45	2,422.67
Year Totals		4,832.44	4,832.44	103.26	4,935.70

Year	Type	Bill
2024	TL-R	48

Inst	Charge	Billed	Principal Due	Interest Due	Total Due
1	TAX LIENS	4,596.03	4,596.03	267.58	4,863.61
	CERTIFIED	9.64	9.64	0.00	9.64
	DEMAND	3.00	3.00	0.00	3.00
	CERTIFIED	6.36	6.36	0.00	6.36
	LIEN FEE	50.00	50.00	0.00	50.00
	INTTOLIEN	235.46	235.46	0.00	235.46
			4,900.49	4,900.49	267.58
Year Totals		4,900.49	4,900.49	267.58	5,168.07

Year	Type	Bill
2023	TL-R	66

Inst	Charge	Billed	Principal Due	Interest Due	Total Due
1	TAX LIENS	4,326.13	1,700.53	28.70	1,729.23
	CERTIFIED	8.69	8.69	0.00	8.69
	DEMAND	3.00	3.00	0.00	3.00
	CERTIFIED	7.31	7.31	0.00	7.31
	LIEN FEE	50.00	50.00	0.00	50.00
	INTTOLIEN	208.72	208.72	0.00	208.72
			4,603.85	1,978.25	28.70
Year Totals		4,603.85	1,978.25	28.70	2,006.95

Grand Totals	14,336.78	11,711.18	399.54	12,110.72
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** End of Report - Generated by Veronica L Meserve **



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-058

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To appoint Elizabeth Schidzig to the Windham Economic Development Corporation for a two-year term to expire February 15, 2028.

II. Basis for Council Action.

Council approval of this item is required because;

- a. The Town Council, pursuant to Article II, Section 3C, is charged with appointing “[t]he members of the Board of Assessment Review, the Planning Board, the Board of Zoning Appeals, and the membership of such advisory committees as the Council may create.”

III. Issue Summary.

The Appointments Committee recommends this appointment.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-058

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To appoint Elizabeth Schidzig to the Windham Economic Development Corporation for a two-year term to expire February 15, 2028.

II. Basis for Council Action.

Council approval of this item is required because;

- a. The Town Council, pursuant to Article II, Section 3C, is charged with appointing “[t]he members of the Board of Assessment Review, the Planning Board, the Board of Zoning Appeals, and the membership of such advisory committees as the Council may create.”

III. Issue Summary.

The Appointments Committee recommends this appointment.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-061

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To approve lists of Election Clerks submitted by the Democratic and Republican Town Committees who will serve a term of two years.

II. Basis for Council Action.

Council approval of this item is required because

- a. 21-A M.R.S.A. § 503-A (3) municipal officers shall appoint election clerks by May 1st of each general election year to serve at each voting place during the time the polls are open and as counters after the polls close...a list of the election clerks appointed under this subsection must be posted at each voting place for each election during the 2-year term following appointment, 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.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-061

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To approve lists of Election Clerks submitted by the Democratic and Republican Town Committees who will serve a term of two years.

II. Basis for Council Action.

Council approval of this item is required because

- a. 21-A M.R.S.A. § 503-A (3) municipal officers shall appoint election clerks by May 1st of each general election year to serve at each voting place during the time the polls are open and as counters after the polls close...a list of the election clerks appointed under this subsection must be posted at each voting place for each election during the 2-year term following appointment, 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.

List of Democratic Election Workers for the 2026 Democratic Caucus

Adams, Pamela

Loura, Pam

Brooks-Robinson, Jaynee

MacLaughlin, Sarah

Bucknell, Lynn

May, Helyne

Burgess, Kelly

McKeen, Patricia

Calhoun, Susan

Milligan, Jay

Cobb, Donna

Morey, Emily

Cummings, Lisa

Paine, Patricia

Davidson, Marybeth

Peterson, Elizabeth

Diamond, Jane

Peterson, Thomas

DiBiase, Connie

Poland, Doris

Egan, Robyn

Poland, Lori

Eycleshymer, Judy

Robinson, Peter

Ford, Amy

Ruecker, Diane

Garabedian, Kristin

Savard, Gale

Hartzler, Rosie

Schwartz, Mary

Holbrook, Deb

Skofield, Judith

King, Rebecca

Southwick, Susan

LeClair, Shelby

Taylor, Kathleen

Lockridge, Rebecca

Wallace, Kimberly

List of Republican Election Workers for the 2026 Republican Caucus

Allen, Linda

Hodgdon, Constance

Babb, Sally

Hoffses, Lisa

Bartell, Lisa

Jordan, Lorraine

Blanchard, Willard

Kelley, Carole

Brinkman, David

Labrecque, Connie

Brinkman, Terry

Meehan, Doris

Buck, Patricia

Moore, Julianne

Christiansen, Debra

Morrell, Sara

Cloutier, Reneta

Myer, Yvonne

Daigle, Sandy

Plummer, Betty

DiMauro, Janice

Pollard, Wanda

Dolby, Margaret

Reutlinger, Mary

Emerson, Donna

Roux, Jackie

Fulton, Peter

Smith, Sylvia

Anthony P. Blasi

From: Doris Poland <dpoland6@gmail.com>
Sent: Thursday, March 26, 2026 4:11 PM
To: Anthony P. Blasi
Subject: Re: Election Worker List

Warning: Unusual sender <dpoland6@gmail.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Anthony

The list is correct as is at this time. Thank you

Doris

Sent from my iPhone

On Mar 26, 2026, at 1:46 PM, Anthony P. Blasi <apblasi@windhammaine.us> wrote:

Hello Doris,

I only need one thing from you now that you are chair:

At the recent caucus (and now that you have a list), did you have any changes or additions/deletions to the election worker list?

If so, could you please send what was changed? If you did not, I will use the list as is and submit it for the bi-annual town council approval at the next meeting!

If you could please get back to me by April 8 at the latest!

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>

Anthony P. Blasi

From: Ingrid LeVasseur <ingridlev@proton.me>
Sent: Thursday, March 26, 2026 4:15 PM
To: Anthony P. Blasi
Subject: Re: Election Worker List

Warning: Unusual sender <ingridlev@proton.me>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hi Anthony,

There were no changes to the list. My apologies for forgetting to tell you.

Best,
Ingrid

Sent from [Proton Mail](#) for iOS.

----- Original Message -----

On Thursday, 03/26/26 at 13:42 Anthony P. Blasi <apblasi@windhammaine.us> wrote:

Hello,

At the recent caucus, did you have any changes or additions/deletions to the election worker list?

If so, could you please send what was changed? If you did not, I will use the list as is and submit it for the bi-annual town council approval at the next meeting!

Thank you,

Anthony P. Blasi BA, CCM

Town Clerk

§503-A. Election clerks

Election clerks are governed by the following provisions. [PL 2019, c. 64, §2 (NEW).]

1. Qualifications; compensation. Election clerks must be at least 18 years of age, must be registered to vote and must be residents of the municipality or the county in which they serve, except that residents of a municipality or county who are 16 years of age and who are conditionally registered to vote pursuant to section 155 also qualify to serve as election clerks. Election clerks are entitled to reasonable compensation as determined by the municipal officers.

[PL 2021, c. 273, §9 (AMD).]

2. Nomination. All nominations for election clerks must be submitted to the municipal officers by April 1st of each general election year. Nominations may be submitted by the municipal, county or state committees of the parties, by the municipal clerk or by any registered voter in the municipality or county.

[PL 2019, c. 64, §2 (NEW).]

3. Appointment. The municipal officers shall appoint election clerks by May 1st of each general election year to serve at each voting place during the time the polls are open and as counters after the polls close. In making the appointments, the municipal officers shall consider all nominations received by April 1st but may appoint any qualified voters. The municipal officers shall appoint a sufficient number of election clerks to meet the requirements of subsections 4 and 5. A list of the election clerks appointed under this subsection must be posted at each voting place for each election during the 2-year term following appointment. For each election, the municipal clerk shall select the election clerks from the list of appointees and assign their duties.

[PL 2019, c. 64, §2 (NEW).]

4. Minimum number of election clerks. There must be at least 2 election clerks, one from each of the major parties, selected from the list of appointees to serve at each voting place during the entire time the polls are open and as counters after the polls close. The municipal clerk may select additional election clerks for each voting place as needed in accordance with subsection 5.

[PL 2019, c. 64, §2 (NEW).]

5. Selection of additional clerks; representation of parties. If a municipality requires more election clerks than the minimum number prescribed in subsection 4, the municipal clerk must select additional election clerks from the list of appointees to work at each election as follows.

A. The number of election clerks selected from one major party may not exceed the number of election clerks from another major party by more than one. [PL 2019, c. 64, §2 (NEW).]

B. The number of election clerks selected from the major parties must comprise at least half of the total number of election clerks selected. The remaining number of election clerks may be enrolled in a minor party or may be unenrolled. [PL 2019, c. 64, §2 (NEW).]

C. If the municipal officers did not appoint a sufficient number of election clerks representing the major parties or there is an insufficient number of appointees from the major parties who are available to serve at an election, the municipal clerk may select as many election clerks from minor parties or who are unenrolled as needed to serve at that election. [PL 2019, c. 64, §2 (NEW).]

[PL 2019, c. 64, §2 (NEW).]

6. Vacancies. Notwithstanding subsection 5, if a sufficient number of appointed election clerks are not available to serve on election day, the municipal clerk may appoint the necessary number of election clerks, without regard to party affiliation, to fill the vacancies at that election.

[PL 2019, c. 64, §2 (NEW).]

7. Oath of office. Before assuming the duties of office, election clerks are sworn by the municipal clerk or the warden, and the oath is recorded.

[PL 2019, c. 64, §2 (NEW).]

8. Term of office. An election clerk holds office for 2 years from the date of appointment and until a successor is appointed and qualified.

[PL 2019, c. 64, §2 (NEW).]

9. Duties. Election clerks shall attend the voting places for which they are appointed at each election during the time the polls are open or during the counting of the ballots after the polls close, as required by the terms of their appointment. They are under the direction of the warden and shall assist the warden as requested.

[PL 2019, c. 64, §2 (NEW).]

SECTION HISTORY

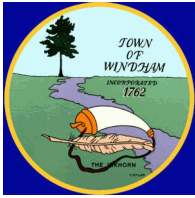
PL 2019, c. 64, §2 (NEW). PL 2021, c. 273, §9 (AMD).

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Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-070

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To approve the July 1, 2026 to June 30, 2027 contract for services provided by the Animal Refuge League.

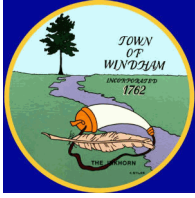
II. Basis for Council Action.

Council approval of this item is required because;

- a. 7 M.R.S.A. 7, Chapter 725 § 3949 requires municipalities to provide shelter at a State licensed animal control shelter for strayed and lost dogs, cats, and domesticated animals that are a problem in the community and undomesticated animals that pose a threat to public health or safety, and requires that the municipality also must provide services relating to the humane disposition of said animals in the event they are not claimed by their owners, and
- b. the Council has the authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3 (I) of the Charter.

III. Issue Summary.

Since 1990 the Town has contracted, on an annual basis, with the Animal Refuge League (ARL) which possesses both the expertise and facilities to provide required services. A copy of the new contract, which covers July 2026 through June 2027, is attached. The per capita rate, based on Windham's 2020 population of 18,434, has increased from \$1.47 to \$1.52.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-070

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To approve the July 1, 2026 to June 30, 2027 contract for services provided by the Animal Refuge League.

II. Basis for Council Action.

Council approval of this item is required because;

- a. 7 M.R.S.A. 7, Chapter 725 § 3949 requires municipalities to provide shelter at a State licensed animal control shelter for strayed and lost dogs, cats, and domesticated animals that are a problem in the community and undomesticated animals that pose a threat to public health or safety, and requires that the municipality also must provide services relating to the humane disposition of said animals in the event they are not claimed by their owners, and
- b. the Council has the authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3 (I) of the Charter.

III. Issue Summary.

Since 1990 the Town has contracted, on an annual basis, with the Animal Refuge League (ARL) which possesses both the expertise and facilities to provide required services.

A copy of the new contract, which covers July 2026 through June 2027, is attached. The per capita rate, based on Windham's 2020 population of 18,434, has increased from \$1.47 to \$1.52.

AGREEMENT

THIS AGREEMENT made and executed by and between the TOWN OF WINDHAM, a municipal corporation with a place of business located in the County of Cumberland, State of Maine (hereinafter "Municipality") and the Animal Refuge League of Greater Portland, a non-profit corporation organized and existing under the laws of the State of Maine, with a principal place of business located at 217 Landing Road, in Westbrook, County of Cumberland, State of Maine, (hereinafter "ARLGP").

WITNESSETH:

WHEREAS, Municipality is required under the laws of the State of Maine to provide shelter at a State licensed animal shelter (7 M.R.S.A. 3949) for stray and lost dogs, cats, and other companion animals (hereinafter "Animals"); and

WHEREAS, Municipality is required under the laws of the State of Maine to provide services relating to the humane disposition of said Animals in the event they are not claimed by their owners; and

WHEREAS, ARLGP possesses both the expertise and facilities to provide these services;

NOW, THEREFORE, the parties hereby agree as follows:

1. Acceptance of Animals. Provided the ARLGP shelter is not under quarantine as imposed by State humane agent(s), State veterinarian(s), or contract veterinarian(s), ARLGP agrees that it will accept each and every stray, lost and confiscated Animal delivered to it at the ARLGP shelter by a duly authorized Animal Control Officer, Police Officer or citizen of Municipality, provided the Animal was found within the territorial limits of Municipality. Said Animals shall be held for the legal impoundment period, after which the ARLGP will make such disposition as it, in its sole discretion, deems necessary and proper.
2. Delivery of Animals. Provided the ARLGP shelter is not under quarantine, all stray or lost companion/domestic Animals collected by the said Animal Control/Police Officer shall be delivered to ARLGP for the impoundment period provided the Animal Control/Police Officer cannot return the stray or lost Animal to its owner directly.
3. Delivery and Hours of Operation. ARLGP staff are regularly available between 7:00 a.m. and 5:00 p.m. Monday through Friday and between 7:00 a.m. and 4:00 p.m. Saturdays and Sundays. Whenever possible, delivery of said animals should be planned during those hours in order to ensure there is cage/kennel space available. After regular business hours, Animal Control/Police Officer(s) have access to limited temporary kenneling facilities at the ARLGP shelter.
4. Exclusive Rights and Custody. Municipality agrees that all Animals apprehended and seized within the boundaries of the Municipality and delivered to the ARLGP shall be under the exclusive control and custody of the ARLGP. Moreover, Municipality agrees that, so far as it is concerned, the ARLGP shall have the undisputed right, consistent with the laws of the State of Maine, to humanely dispose of every Animal given into its custody in accordance with State laws and the policies and procedures of the ARLGP.
5. Proper Care Required. ARLGP shall comply with animal care standards as required by State law for such Animals while they are in the ARLGP's possession.
6. Rabies Quarantine. The ARLGP shall quarantine on a space available basis for a period of at least ten (10) days, stray dogs and cats in the Municipality which have bitten residents of the Municipality. Provision for rabies testing, and the costs therein, are the sole responsibility of the

- Municipality and/or its residents. The ARLGP is not obligated, nor does it have the space, to quarantine privately owned Animals.
7. Fees. For the services provided by the ARLGP, Municipality agrees to pay the ARLGP the total sum of \$28,019.68, which is based on 4 Quarters at the rate of \$1.52 per capita of the Municipality population 18,434, from the 2020 Census. All money is payable in advance. Quarterly payments are in the amount of \$7,004.92 each for 4 quarters. The first installment is due on July 1st, 2026 and will be invoiced separately.
 8. Boarding of Confiscated Animals. The fees noted in Paragraph 7, above, shall cover all boarding for Animals delivered to the ARLGP and held other than those pending court proceedings. It is important to note that in the case of seizures due to cruelty and or neglect, costs and fees for animal care are the municipality's responsibility. The law does provide for the municipality's reimbursement from the animal's owner. ARLGP fee schedules are available upon request.
 9. Impoundment Fee Collection and Licensing. The ARLGP agrees that it will require every owner seeking to redeem an impounded Animal to pay the appropriate municipal impoundment fee, plus the cost of board at a rate to be determined by the ARLGP for each day of impoundment from the date of impoundment. Further, the ARLGP will require the owner of every impounded Animal to pay all applicable fees, including veterinary medical and vaccination fees, of an impounded Animal. The ARLGP shall also require proof of licensure prior to releasing a dog into the custody of the owner in accordance with 7 M.R.S.A. 3913(3) (C), as may be amended or will provide owner with a ten (10) day temporary license and forward copies to Municipality.
 10. Documentation. The ARLGP agrees to provide to Municipality an annual detailed record of the number of stray or lost Animals seized within the territorial limits of Municipality and received by the ARLGP.
 11. Enforcement Activities. Municipality shall be fully responsible for carrying out all enforcement activities required under the laws of the State of Maine and the Ordinances of the Municipality, as may be amended. The ARLGP shall not be required to apprehend or seize any Animals found roaming at large.
 12. Donations and Gifts. Any and all donations, contributions, or anything of value given to or received by the ARLGP as a result of any service performed in carrying out the provisions of the Agreement, including but not limited to payments received pursuant to Paragraph 7 above, shall be the exclusive property of the ARLGP, and Municipality shall have no claim or interest therein.
 13. Adoption Authority. The ARLGP shall have the sole and exclusive right to determine the responsibility of persons offering to become the owners of unclaimed Animals and the suitability of homes offered, and shall have the sole and exclusive right to accept or reject such applicants for unclaimed Animals.
 14. Veterinary Care. As prescribed by 7 M.R.S.A. § 3948, the municipality is responsible for providing proper medical attention to any injured stray companion animal. The ARLGP will not accept any injured stray Animal that has not received proper veterinarian medical care. Municipality agrees that it shall obtain appropriate emergency veterinary care for injured Animals prior to delivery to the ARLGP shelter. In the event that Municipality delivers an injured Animal to the ARLGP without first obtaining appropriate emergency veterinary care, the ARLGP, in its sole discretion, may elect either to refuse acceptance of such Animal or to accept delivery of such Animal and procure the veterinary care it deems necessary or appropriate. Municipality agrees to reimburse the ARLGP for the costs of emergency and required follow up care within ten (10) days from the receipt of an invoice.

- At no time will the municipality drop off any injured Animal during closed hours unless prior arrangements have been made with an ARLGP representative.
15. Animal Control Officers. Municipality agrees that it shall notify the ARLGP, in writing, of the identities of all of its duly authorized Animal Control Officers. Municipality agrees that it will provide each Animal Control Officer with a copy of the animal control laws of the State of Maine contained in the booklet published by the Maine Animal Welfare Board, the sections of the Municipality's Codes or Ordinances which are pertinent to the performance of their duties, and the terms of this Agreement. Animal Control Officers must also be certified as required by Title 7 M.R.S.A. 3947.
 16. Independent Capacity. The ARLGP, its officers, employees, agents and volunteers shall act in an independent capacity during the term of this Agreement and shall not act or hold themselves out as officers, employees, agents or volunteers of Municipality. Municipality, its employees, agents and representatives shall act in an independent capacity during the term of this Agreement and shall not act or hold themselves out as officers, employees, agents or volunteers of the ARLGP. Nothing in this Agreement shall be deemed by either party or by any third party as creating a joint venture or partnership between the ARLGP and Municipality.
 17. Indemnity. The ARLGP shall, at its own expense, defend, indemnify and save Municipality harmless from and as to all demands, claims, causes of action or judgments as the extent that some loss or claim results from the error, omission, negligence or fault of the ARLGP, its officers, employees or agents.
 18. Compliance. The ARLGP agrees to comply with applicable federal and state laws and regulations in the performance of this Agreement.
 19. Assignment. This Agreement shall not be assigned by either party without the prior written approval of the other party.
 20. Other Services. The ARLGP offers to provide the following services to Municipality at no additional cost to Municipality:
 - a. Cremation Services: The ARLGP will accept for cremation stray or lost Animals, dead on arrival, from animal control officers, or duly authorized law enforcement personnel.
 - b. Telephone Services: To avoid confusion, the ARLGP will take all telephone inquiries regarding reclaiming an Animal and adopting an Animal. Under special circumstances involving suspected abuse or neglect, the Animal Control/Police Officer(s) may request that they be contacted prior to an Animal being reclaimed by its owner.
 - c. Lost and Found Pet Services: ARLGP staff will take lost and found reports to facilitate the return of pets to their owners.
 - d. Education Services: ARLGP staff and volunteers will be available for conducting education programs upon request to any interested community group or organization, including schools, grades K through 12.
 21. Term. The term of this Agreement shall be from July 1, 2026, to June 30, 2027.
 22. End of Term. At or before the end of the term of this Agreement, the parties shall negotiate the terms and conditions of either an extension of this Agreement or a new Agreement. As long as Municipality is negotiating in good faith, the ARLGP agrees to continue to receive and care for stray and lost Animals pursuant to the terms and conditions of this Agreement as may be in effect at the end of the term. Provided, however, that such obligation shall not exceed three (3) months and that Municipality continues to make quarterly payments as were in effect at the end of the term.

23. Complete Agreement. This Agreement represents the entire agreement between the parties and no oral or prior written matter shall have any force or effect. No amendment shall be effective without prior express written approval signed by both parties hereto. Neither party shall be bound by any conditions not expressly stated in this Agreement.
24. Binding. This Agreement is binding upon, and shall inure to the benefit of the heirs, assigns and successors in interest of the parties hereto.
25. Severability. If any provisions of this Agreement shall be adjudged to be invalid or unenforceable by final judgment of a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity of the Agreement and the remaining provisions of the Agreement shall be construed as if not containing such provision and, thereafter, the rights and obligation of the parties shall be construed and enforced under the remaining provisions of the Agreement.
26. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maine.
27. Execution. This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement. A signature in a pdf or electronic document shall be considered the equivalent of an original signature

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on their behalf, as of the date of the last signature below.

TOWN OF WINDHAM

By: _____

Printed Name: _____

Its: _____

Date: _____

ANIMAL REFUGE LEAGUE OF GREATER PORTLAND

By: Patsy Murphy

Printed name: Patsy Murphy

Its: Executive Director

Date: 4/2/24



April 3, 2026

Robert Burns, Town Manager
Town of Windham
8 School Road
Windham, ME 4062

Dear Robert;

Enclosed for your review and signature are two copies of the FY2027 contract for shelter services with the Animal Refuge League of Greater Portland. As we previously communicated via email, the rising costs to care for animals has led us to increase our per capita rate from \$1.47 to \$1.52 annually; we continue to base population count on the 2020 census.

If there are changes to your impound fees, please let us know in writing. We currently collect impound fees from anyone who claims an animal that was brought to us by your ACO or police officers as follows:

Dogs & cats: \$25/1st occurrence; \$50/2nd occurrence; \$100/subsequent occurrences

I have also enclosed a report of how many pets and people from your town were beneficiaries of the services ARLGP provides in calendar year 2025. We hope you find this information interesting.

Please sign both copies of the contract and return one to my attention by mail, or alternatively, scan and email me a copy of the signed contract. If you have questions or concerns, please reach out to me.

We appreciate our ongoing partnership and look forward to continuing to serve your community.

Sincerely,

Jennifer Oliver
Administrative & Finance Manager
joiver@arlgp.org
(207) 517-3933



ARLGP Calendar Year 2025 Impact Report

Town of Windham, Maine

Windham Intakes 2025					
	Cat	Dog	Rabbit	Other	Total
Surrender	64	30	3	8	105
Returned	4	6	0	0	10
Service In	0	6	0	1	7
Stray	68	27	3	1	99
Transfer In	1	0	0	0	1
Total	137	69	6	10	221

Windham Outcomes 2025					
	Cat	Dog	Rabbit	Other	Total
Adoption	69	30	3	8	110
Died	0	1	0	0	1
DOA	14	1	0	0	15
RTO	16	14	0	0	30
Service Out	0	7	0	0	7
Total	99	53	3	8	163

of lost/found pets reported: 28
 # of students participating in Humane Ed programs: 7 (+1 group)
 # of dogs that took training classes or did play groups: 10
 # of households that used the Pet Food Pantry: 18
 # of volunteers from your community: 13

# of pet visits to our clinic:	
Post Adoption Services:	2
Public Exam/Treatment:	2
Spay/Neuter:	64
TOTAL:	68

For further information, contact:

Patsy Murphy, ARLGP Executive Director

(207) 517-3930

pmurphy@arlgp.org



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-062

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

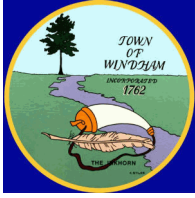
To receive the Finance Committee's FY2026-2027 proposed municipal budget and set April 28, 2026 as the date for the public hearing.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article V, Section 4 of the Town's Charter requires "that the Council shall fix the time and place for holding a public hearing on the budget.."

III. Issue Summary.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-062

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To receive the Finance Committee's FY2026-2027 proposed municipal budget and set April 28, 2026 as the date for the public hearing.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article V, Section 4 of the Town's Charter requires "that the Council shall fix the time and place for holding a public hearing on the budget..."

III. Issue Summary.



**2026-2027
Finance Committee's
Proposed Budget**

April 10, 2026

Budget Components

- ▶ Revenues
 - ▶ Revenue Sharing
 - ▶ Homestead
 - ▶ Bette (Business Personal Property)
 - ▶ Municipal Fees (permits, etc.)
 - ▶ Grants
 - ▶ Excise Tax
 - ▶ General Taxes
- ▶ Expenditures
 - ▶ County Tax
 - ▶ Municipal budget
 - ▶ RSU Budget
 - ▶ TIF Budget
 - ▶ Overlay
- ▶ Net Amount determining Mil Rate

Budget Drivers and Influences

- ▶ **Projected Stable & Slightly Increasing Revenues**
- ▶ **General Operating Budget**
- ▶ **Fixed Expenses**
 - ▶ Insurances
 - ▶ Workers Comp, General Liability & Casualty, Health Care
 - ▶ Contractual obligations (service suppliers, GPCOG, MMA, etc.)
 - ▶ Energy (electric, propane gas, diesel and gas)
 - ▶ Long Term Contracts, Debt expenditures, Wage adjustments
- ▶ **Personnel Changes/Additions**
 - ▶ Employees will contribute 0.5% towards the State's PFML program
 - ▶ Truck Driver CDL/Laborer
 - ▶ Police SRO Comfort Dog funded by remaining BTI Program Funds for 5 yrs.
 - ▶ Finance Committee Addition of ½ year Patrol Officer (for traffic control)
 - ▶ Finance Committee Addition of Shared Per Diem EMS position (25% share)
 - ▶ Dependent on Gray, Casco & Raymond also funding their portions
 - ▶ Finance Committee Reduction of Land Use/Shoreland Zoning Officer
 - ▶ Responsibilities will be shared/reallocated

Budget Comparison (Year to Year)

	FY 25/26 Approved Budget	FY 26/27 Manager's Budget	FY 26/27 Finance Comm. Budget	Overall Increase FY26 to FY27
Revenues	\$ 18,377,698	\$ 15,971,859	\$16,666,915	-9.31%
Town Expenses	\$ 34,679,954	\$ 34,438,062	\$33,767,876	-2.63%
NET	\$16,302,256	\$18,466,203	\$17,100,961	4.90%
Overlay	\$ 131,759	\$ 131,759	\$ 131,759	0.0%
TIF	\$ 1,512,647	\$ 1,512,647	\$ 1,512,647	0.0%
RSU14	\$ 30,581,935	\$ 30,581,935 *	\$ 30,581,935 *	* %
County	\$ 2,157,074	\$ 2,157,074 *	\$2,354,531	9.15%
Total	\$ 50,685,671	\$ *	\$ *	* %

* Awaiting budget submission from RSU14.

Comparative Mill Rates 25/26

TAX RATE - LOCAL COMMUNITIES

	<u>Population*</u>	<u>FY25</u>	<u>FY26</u>	<u>Certified Ratio</u>	<u>Adjusted Mill Rate at 100%</u>
GRAY	8,426	9.70	9.68	100%	9.68
RAYMOND	4,603	17.20	18.80	55%	10.34
SEBAGO	1,941	13.64	14.84	72%	10.68
NEW GLOUCESTER	5,775	14.89	15.47	72%	11.14
WINDHAM	19,493	11.47	12.06	100%	12.06
STANDISH	10,819	12.60	12.40	100%	12.40
FALMOUTH	12,853	13.38	13.85	96%	13.30
GORHAM	18,290	14.70	14.80	90%	13.32
WESTBROOK	20,631	14.75	15.10	90%	13.59
CUMBERLAND	8,599	23.25	25.18	57%	14.35

* <https://www.maine.gov/dafs/economist/demographic-projections>

COLA Increase Projections

Towns/Cities	7/1/24	7/1/25	7/1/26
Brunswick			3
Cape Elizabeth	3		
Casco	3.5		3.3
Cumberland Cty.	3		3
Cumberland	5	3 / 4 union	4
Falmouth	3.6 avg		3
Freeport	4.6	3.5	
Gorham	4	7	4
Scarborough	4.7		
Standish	4	3.5	3.5
South Portland	3		
Yarmouth	3.5/4.5	4	
AVERAGE	3.85%		
WINDHAM	3%	3.5%	3%

6

Potential Town Capital Projects

Potential Projects	26/27	27/28	28/29	Est. Cost	Method of Payment
Gambo Park		X		1.5 m	Capital/Fund Balance
Wastewater Disposal Field Expansion		X		1.5m	TIF Bond
Old North Windham Fire Station Incubator			X	TBD	TIF Bond
Windham Middle School / Community Center Project		X		TBD	Capital/Fund Balance/Bond
MDOT North Windham Moves Project		X		\$28.125M \$3.125M	Grant/TIF Bond
MacIntosh Brook Culvert Replacement	X			\$624,000 \$208,000	Capital/Grant

Small Capital Projects/Equipment

Projects/Equipment included in upcoming budget

- ▶ Public Safety Items
 - ▶ Fire-Rescue - New Ambulance
 - ▶ Police - Tasers
- ▶ Public Safety Projects
 - ▶ Dry Hydrants
 - ▶ Knox Box Changeover
 - ▶ Public Safety Roof Replacement
- ▶ Information System Items
 - ▶ PD Servers & Licensing Refresh
 - ▶ Firewalls & Access Points Refresh
- ▶ Comprehensive Plan Update (1st year of 3 years total)
- ▶ Parks & Recreation Projects
 - ▶ Community Park Stormwater Treatment
 - ▶ Forbes Lane Park
- ▶ Repaving of Mountain Division Trail
- ▶ Public Works Items
 - ▶ Brine System and Calcium Tank
 - ▶ Tilt Trailer, Mower, Dump Truck, Pickup Trucks (2), Chipper, Asphalt Planer, Used Bucket Truck
- ▶ Public Works Projects
 - ▶ Equipment Rental, Supplies and Materials, Gravel Road Reconstruction, Surveying, Pavement Assessment, Paving and Reconstruction, Sand Shed Roof Repair
 - ▶ Varney Mill Estates Drainage
 - ▶ Public Works Wash Bay Upgrade
 - ▶ Continuance of Smith Cemetery project

Current Capital Projects In Process

Projects - In Process

- ▶ Smith Cemetery
- ▶ North Windham Public Safety Building
- ▶ Gravel Road Reconditioning
- ▶ North Windham Wastewater Treatment Plant and Conveyance System
- ▶ North Windham Wastewater Treatment System Service Connections
- ▶ MDOT North Windham Moves Project Design (connector roads, adaptive tech signals, bike/ped facilities)
- ▶ Windham Middle School Reuse to Community Center preliminary engineering
- ▶ Gambo Property Road Installation & Public Works Laydown Yard

Long- and Short-Term Debt

- ▶ Short-Term Debt / Lease Purchase Agreements
 - ▶ Tasers, PD Server Replacement, Pickup Truck, Dump Truck, Chipper, Used Bucket Truck, Ambulance

Legal Debt Limitation is 15% of State Valuation \$4,292,500,000 or \$643,875,000. The Town's current total indebtedness (Town) is \$26,850,800 this is .626% of the state valuation, so the Margin for additional borrowing is: \$617,024,200. Bonding Agencies recommend that an average of 12 to 14% of the total operating budget as debt service is consistent to addressing infrastructure needs.*

**No school debt. FY26 Bond schedule for early spring 2026 for \$7,832,414.*

Major Projects funded by TIF Districts

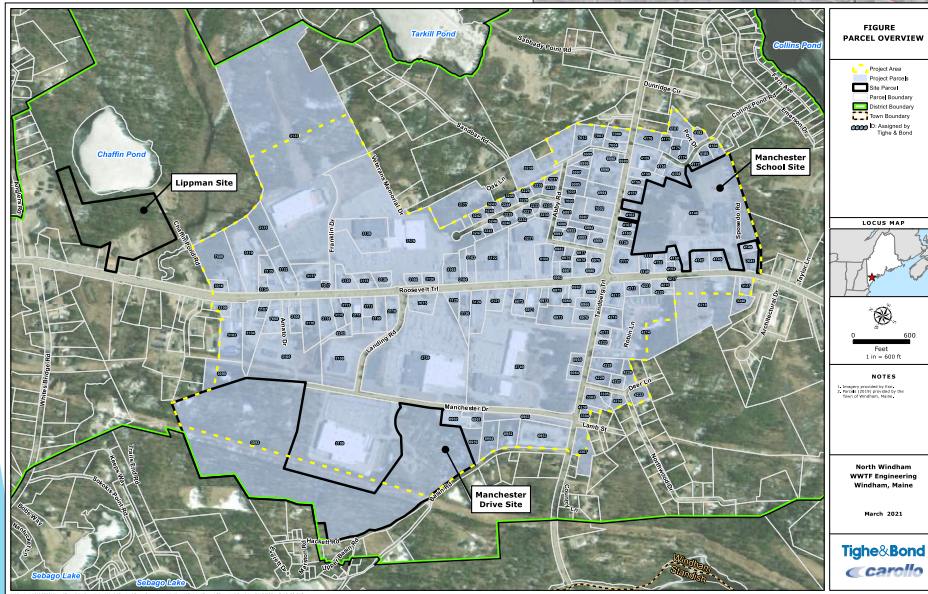
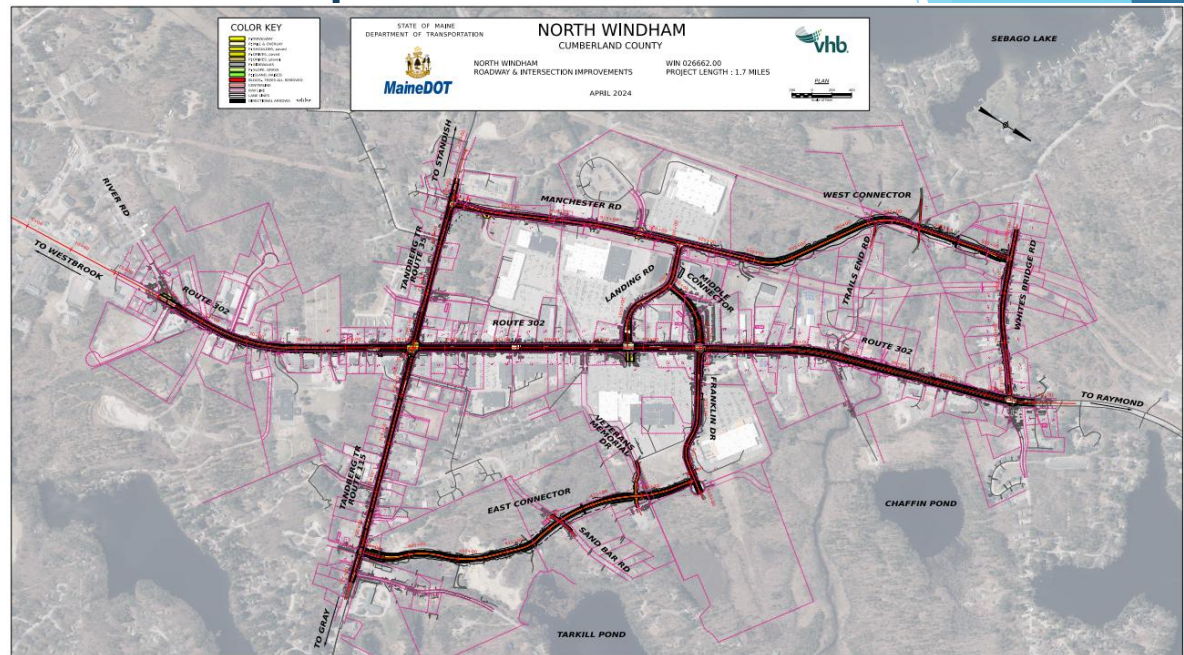
▶ Major Projects

- ▶ MDOT North Windham Moves RAISE Grant Project, TIF* (10% Town, 10% State, 80% Fed)
- ▶ NW Wastewater Treatment Facility, TIF (SRF** @ 2.0% 30 yrs.)
 - ▶ North Windham Wastewater Conveyance Project and Sewer Connections
 - ▶ Environmental impacts; aquifer, phosphorous/nitrogen.
 - ▶ Economic Impacts; valuation, & jobs.

Mobility - Wastewater Improvements

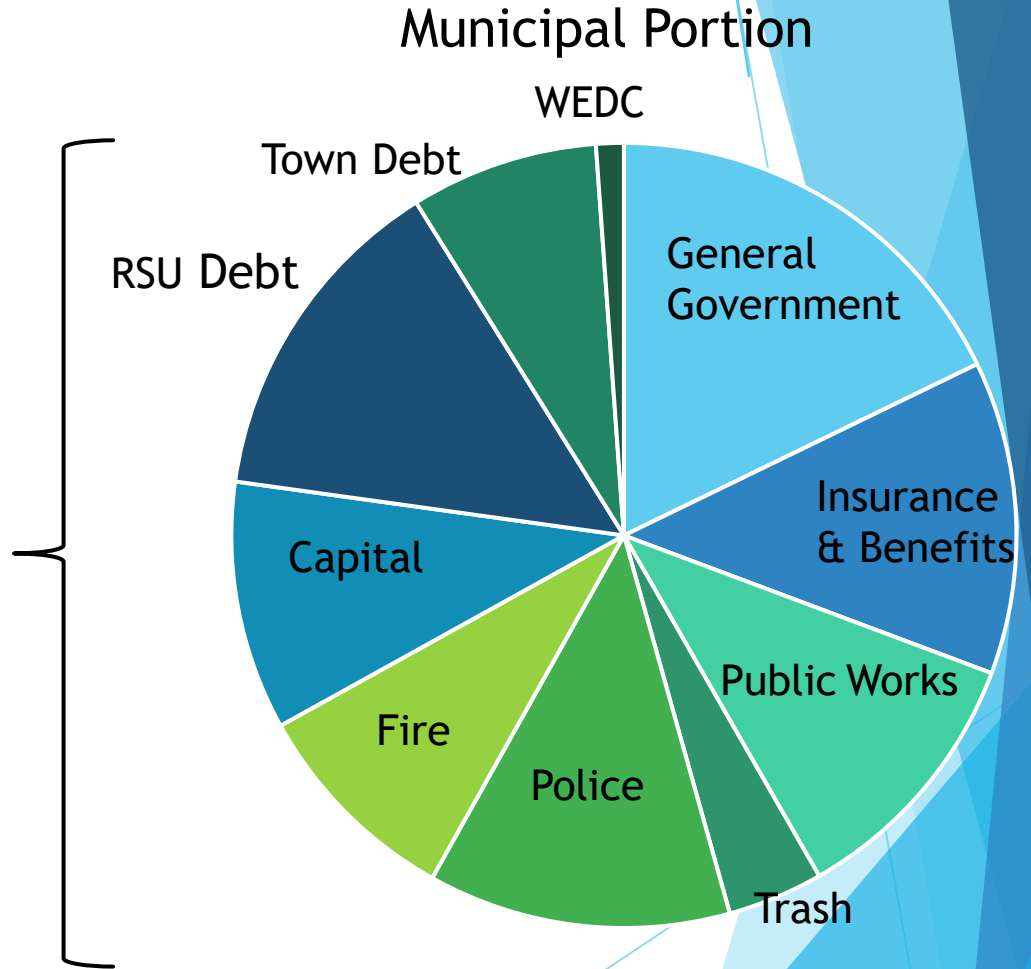
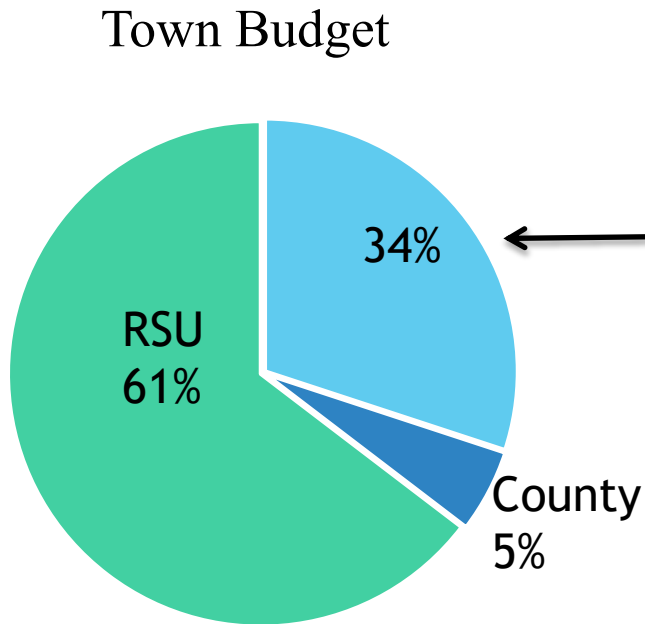
Two Major Projects

- NW Mobility local access roads
- NW Wastewater Treatment Facility



FY26/27 Budget Allocation

WHERE DOES THE MONEY GO?



Safety Measures in Budget

-Revenue projections on numerous line items are projected conservatively to weather normal market adjustments.

-Excise tax, permitting fees, revenue sharing, interest earnings, etc.

-Utilizing residual capital funds towards long-term capital items reducing total capital outlay for 2026-2027.

-Additionally, at the Annual Town Meeting (Saturday, June 13th) a warrant article will provide the authority for the Town Council to move funds from Unassigned & Assigned fund balance as necessary to meet obligations.

FY26/27 Budget Timeline

Timeline for the Town Meeting

- ▶ Presentation to Council Tuesday, February 24th
- ▶ Manager & Finance Committee revisions completed prior to Tuesday, April 14th
- ▶ Public Hearing & Warrant Approval Tuesday, April 28th
- ▶ Town Meeting Date Saturday, June 13th

Budget Submission required 90 days prior to new fiscal year (March 31, 2026)

				DIRECT BUDGET FUNDING - CAPITAL PROJECTS				CAPITAL PROJECTS FUNDED WITH OTHER FUNDING PROGRAMS										
	FY 27 - CAPITAL PROJECTS (DEPT REQUESTS)	PROJECT	ADD NEW	19100	19200	19300	19400	GRANTS	EXISTING BOND FUNDS	IMPACT FEES	FUND BALANCE	REC FUND BAL	FY 27 BOND	FY 27 LEASE	FY 22 CARRY FWD	MISC REV	TOTAL	
				CAPITAL EQUIPMENT	ROAD IMPROV	BUILDINGS & FACILITIES	REC PROJ	1000-37131	1000-37133	1000-25003	1000-37133	1000-37133	19500-47525	19500-47531	1000-37149	1000-36900	NOT FUNDED	
1	FR-2030-005	NEW AMBULANCE (DEBT - 10 YR BOND)		0	0	0	0						59,000				406,000.00	
2	FR-2023-006	DRY HYDRANTS (carry fwd)		0	0	0	0								10,000		0.00	
3	FR-2027-004	KNOX BOX CHANGEOVER (50% /50%) business		0	0	0	0			74,000						74,000	0.00	
4	IS-2027-001	PD SERVERS AND LICENSING REFRESH (5 yr lease)		0	0	0	0							19,975			65,025.00	
5	IS-2027-002	FIREWALLS AND ACCESS POINTS REFRESH-carry fwd)		0	0	0	0								20,500		0.00	
6	PL-2027-001	COMPREHENSIVE PLAN UPDATE		0	0	0	0								60,621		89,379.00	
7	PD-2027-002	TASERS - axon lease		0	0	0	0							14,400			0.00	
8	BG-2027-004	BRINE SYSTEM (debt-7 yr lease)(no lease - 19100) -carry fwd)		0	0	0	0								10,000		0.00	
9	BG-2027-005	TILT TRAILER (debt-lease 7 yr)(no lease - 19100)-carry fwd)		0	0	0	0								10,000		0.00	
10	PW-2026-002	DUMP TRUCK #11 (debt - 10 yr bond)		0	0	0	0						41,978				273,022.00	
11	PW-2022-003	PICKUP #81 (debt - 7 ytr lease)		0	0	0	0							15,118			69,882.00	
12	PW-2027-004	CHIPPER (debt - 7 yr lease)		0	0	0	0							8,004			36,996.50	
13	PW-2026-009	ASPHALT PLANER (impact fees - carry fwd) no fund bal		0	0	0	0			6,357					16,643		0.00	
14	PW-2027-010	CURBSIDE COLLECTION TOTERS (impact fees)		0	0	0	0			19,400							0.00	
15	PW-2027-011	USED BUCKET TRUCK - (debt lease 7 yr)		0	0	0	0							8,004			36,996.50	
16	RD-2020-012	ROAD PROJECTS OUTSIDE CONTRACTORS/FLAGGING		0	0	0	0		50,000								0.00	
17	RD-2020-013	ROAD PROJECTS - EQUIPMENT RENTAL (carry fwd)		0	23,616	0	0								26,384.00		0.00	
18	RD-2020-011	ROAD PROJECTS - SUPPLIES & MATERIALS		0	0	0	0		50,000								0.00	
19	RD-2023-005	ENGINEERING SERVICES		0	0	0	0								50,000		0.00	
20	TM-2021-006	PUBLIC DIRT ROAD SURVEYING (utilize 22 carry fw)		0	0	0	0								30,000		0.00	
21	RD-2023-002	VARNEY MILL ESTATE DRAINAGE IMPROVEMENT (utilize fy 22 carry fw - not needed)		0	0	0	0								100,000		0.00	
22	rd-2027-009	CITIOLOGIX (PCI) PAVEMENT ASSESSMENT (utilize 22 carry fw)		0	0	0	0								17,500		0.00	
23	RD-2024-001	PAVING AND RECONSTRUCTION MCINTOSH BROOK CULVERT REPLACEMENT (grants, fy 22 carry fw)		0	550,000	0	0		50,000								0.00	
24	TM-2026-002	FORBES LN/MISTY DRIVE PARK		0	0	0	0	624,000							208,000		0.00	
25	TM-2022-010	NO W. MOVES RAISE GRANT (BOND- TIF)		0	0	0	0						262,913				2,862,087.00	
26	PR-2025-004	COMMUNITY PARK STORMWATER TREATMENT(op 3- utilize		0	0	0	0								69,822.00		163,198.00	
27	BG-2027-001	SALT SAND SHED ROOF -30,000 (utilize 22 carry fw 16,500.)		0	0	0	0								30,000.00		30,000.00	
28	BG-2027-006	CALCIUM TANK EXPANSION (utilize 22 carry fw)		0	0	0	0								9,000		0.00	
29	PW-2026-004	PUBLIC WORKS WASH BAY UPGRADE (utilize 22 carry fw)		0	0	0	0								35,000		0.00	
30	PW-2027-006	PUBLIC SAFETY ROOF REPLACEMENT (utilize 22 carry fw)		0	0	0	0								100,000		0.00	
31	PR-2024-006	FORBES LN/MISTY DRIVE PARK		0	0	0	0	40,000				10,000					0.00	
32	PR-2025-003	REPAVING MOUNTAIN DIVISION TRAIL		0	0	0	0					75,000					0.00	
33	FY 27 BUDGET - DEPARTMENT REQUESTED PROJECTS		6,911,820	0	0	573,616	0	0	664,000	150,000	99,757	0	85,000	363,891	65,500	803,470	74,000	4,032,586
34					19100	19200	19300	19400	GRANTS	BOND FUNDS	IMPACT FEES	FUND BALANCE	REC FUND BAL	FY 27 BOND	FY 27 LEASE	CARRY FWD	MISC REV	TOTAL
35					CAPITAL EQUIPMENT	ROAD IMPROV	BUILDINGS & FACILITIES	REC PROJ	1000-37131	1000-37133	1000-25003	1000-37133	1000-37133	19500-47525	19500-47531	1000-37149	1000-36900	NOT FUNDED
36																		
37	CAPITAL PROJECTS - MISC FUNDING				\$281,521	\$1,849,322	\$174,000	\$125,000	\$664,000	\$150,000	\$99,757	\$0	\$85,000	\$363,891	\$65,500	\$643,027	\$74,000.00	
38	BUDGET FUNDED AND MISC FUNDED CAPITAL PROJECTS																	

4/8/26

FINANCE COMMITTEE REVIEW OF MANAGER BUDGET - 4-1-96				HEALTH	DENTAL	FICA	W/COMP	DEFF COMP	MPERS	EARN PD LVE	TOTAL	
EXPENSES	FINANCE COMMITTEE CHANGES		ACCOUNT #	AMOUNT								
1											0	
2	3/4/2026	BG 2027-004 Brine System (Alt. Funding - Remove Lease)	19500-47531	-1,435							0	
3	3/4/2026	BG 2027-004 Brine System (Alt. Funding to be Added)	19100-47430	10,000							0	
4	3/4/2026	BG 2027-005 Tilt Trailer (Alt. Funding - Remove Lease)	19500-47531	-1,435							0	
5	3/4/2026	BG 2027-005 Tilt Trailer (Alt. Funding to be Added)	19100-47430	10,000							0	
6	3/4/2026	PW-2027-003 Mower (Remove - Rep. Not Needed)	19500-47531	-2,870							0	
7	3/4/2026	PW-2027-014 Pickup Truck #96 (Delay Replacement)	19500-47531	-12,199							0	
8	3/25/2026	IS-2027-001 PD Server&Licensing Refresh (Move to Lease)	19100-47430	-85,000							0	
9	3/25/2026	IS-2027-001 PD Server&Licensing Refresh (Move to Lease)	19500-47531	19,975							0	
10	3/25/2026	Move the 3 BG projects into that spot funded by taxes less the remaining \$5,069 CF in NW Moves Project (done twice)	Multiple	0							0	
11	3/25/2026	Remove TM-2023-014 (Bond Payment Reserve)	19100-47430	-200,000							0	
12	3/25/2026	Remove TM-2023-015 (Lease Payment Reserve)	19100-47430	-50,000							0	
13	3/25/2026	Earned Paid Leave (0.5% Cost shift to Employee)	11900-42211	-65,114							0	
14	3/25/2026	FY21 CONT FUNDS CARRY FWD adj to revenue w/detail	19100-47430	0							0	
15	3/25/2026	FY21 CONT FUNDS CARRY FWD adj to revenue w/detail	19100-47430	0							0	
16	3/25/2026	RD-2023-005 - ENGINEERING SERV adj to revenue w/detail	19200-46990	0							0	
17	3/25/2026	TOWN MANAGER - OT REDUCTION	11200-41210	-2,500							0	
18	3/25/2026	FICA MED - (TM OVERTIME REDUCTION)	11900-42210	0							-211	
19	3/25/2026	MEPERS - (TM OVERTIME REDUCTION)	11900-42320	0							-255	
20	3/25/2026	CODE DEPT POSTAGE - ABUTTER NOTICES - REMOVAL	16110-43710	-10,000							0	
21	3/25/2026	FIRE - PER DIEM FIRE 12 HR SHIFTS MATH ERROR	14100-41218	-48,008							0	
22	3/25/2026	FICA MED - PER DIEM REDUCTION	11900-42210	0							-3749	
23	3/25/2026	LIBRARY - OTHER EQUIP (FUNDED)	15500-47430	-1,000							0	
24	3/25/2026	SS REC SCHOLARSHIPS	18100-46950	-10,000							0	
25	3/25/2026	TM POSTAGE - TAX BILL INSERT	11200-43710	4,800							0	
26	3/25/2026	TRAFFIC CONTROL OFFICER (1/2 YR)	13100-41110	34,622	11,845	279	2,998	0	0	4,570	346	20,038
27	3/25/2026	32nd officer cell phone	13400-46210	500								0
28	3/25/2026	WINDHAM SHARE - REGIONAL PER-DIEM PARAMEDIC	14100-41218	71,257	0	0	5,533	6,748			723	13,004
29	3/25/2026	FIRE - OTHER EQUIP - CUT SO STA ALERTING REPAIR	14100-47430	-5,000								0
30	3/25/2026	FIRE - TRAINING & CONFERENCES	14100-46910	-8,000								0
31	3/25/2026	FIRE TRAINING COMPENSATION	14100-41130	-7,000								0
32	3/25/2026	DELAY SHORELAND CODE TO FY 28 (INCLUDES BENEFITS	16110-41110	-80,837	-23690	-571	-6815	0	0	-8245	-868	-40,189
33	4/6/2026	COUNTY TAX INVOICES RECEIVED 4/6/26 +197	19850-44100	197,457								0
35	3/25/2026	COMMUNICATIONS - TELEPHONE (REMOVAL - FIBER REPLACED)	11600-46210	-2,700								0
	4/7/2026	DEBT PMT - REMOVAL - ITEM NOT FUNDED	19500-47510	-127,502								0
	3/26/2026	COMP PLAN CHANGES	19100-47430	-89,379								0
		TOTALS EXPENSES		-472,730.00	-11845	-292	-2244	6748	0	-3930	201	-11362
REVENUES					HEALTH	DENTAL	FICA	W/COMP	DEFF COMP	MPERS	EARN PD LV	TOTAL
1	3/25/2026	RESCUE FEES - NEW RATES 2/24/26	1000-34350	25,000								0
2	3/25/2026	NW MOVES - DEBT PMT - TM-2022-010 - IMPACT FEES-(25004)	1000-37140	156,411								0
3	3/25/2026	NW MOVES - DEBT PMT - TM-2022-010 - IMPACT FEES(25006)	1000-37140	10,434								0
	3/30/2025	NW MOVES - DEBT PMT - TM-2022-010 - TIF -	1000-37130	-166,845								0
4	3/12/2026	Utilization of Senior Prop. Tax Carry Forward from FY26	1000-37149	71,496								0
5	3/12/2026	Utilization of Comprehensive Plan Carry Forward from FY26	1000-37149	5,069								0
6	3/25/2026	TIF Transfer - Economic Dev. Director BUDGET 17210	1000-37130	195,555								0
7	3/25/2026	PW-2026-009 ASPHALT PLANER	1000-37150	-16,643								0
8	3/25/2026	Utilization of Bond Interest	1000-37133	150,000.00								0
9	3/4/2026	BG 2027-004 Brine System (Alt. Funding to be Added)	1000-37149	10,000.00								0
10	3/4/2026	BG 2027-005 Tilt Trailer (Alt. Funding to be Added)	1000-37149	10,000.00								0
11	3/25/2026	FR-2023-006 DRY HYDRANTS	1000-37149	10,000.00								0
12	3/25/2026	IS-2027-002 FIREWALLS & ACCESS POINTS REFRESH	1000-37149	20,500.00								0
13	3/25/2026	PW-2026-009 ASPHALT PLANER	1000-37149	16,643.00								0
14	3/25/2026	RD-2020-013 ROAD PROJECTS - EQUIPMENT RENTAL	1000-37149	21,315.00								0
15	3/25/2026	RD-2023-005 engineering services	1000-37149	50,000.00								0
16	3/25/2026	CAPITAL FUNDING - DETAIL TO BE DETERMINED	1000-37150	183,000.00								0
17	4/7/2026	COMP PLAN FUNDING PL-2027-001	1000-37150	60,621.00								0
18	4/7/2026	DEBT SERVICE ADJUST - -127,500. +339,000 (19500-47510)	1000-37150	-466,500.00								0
	4/7/2026	BOND PMT NW PUBLIC SAFETY BLDG \$4M BOND -TIF FUNDED	1000-37130	339,000.00								0
19	4/6/2026	GA CONTRACT W/ GORHAM APPROVED - 60,000.	1000-37120	10,000								0
		TOTALS REVENUES		695,056.00	0	0	0	0	0	0	0	0
total changes - revenues & expenses - as of 3/6/26				1,167,786.00	-11845	-292	-2244	6748	0	-3930	201	-11362

REVENUES

4/8/21
159

GENERAL FUND	FY 22	FY 23 FINAL	FY 24	FY 25	FY 26 FINAL	FY 27 DEPT	FY 27	FY 27 FIN	FY 27-FY26
	FINAL		FINAL	FINAL			MANAGER	COMM	VARIANCE
1000 GENERAL FUND BAL SHEET									
1000 31100 PROPERTY TAXES	34,459,807	38,227,470	42,430,080	46,991,715	50,685,672	50,685,672	50,685,672	50,685,672	0
1000 31101 PERS PROP - THOMAS AGENCY	0	0	300	300	300	1,000	1,000	1,000	700
1000 31110 SUPPLEMENTAL TAXES	0	100	100	6,000	6,000	8,000	8,000	8,000	2,000
1000 31120 PAYMENTS IN LIEU OF TAXES	0	0	8,000	8,000	9,000	10,000	10,000	10,000	1,000
1000 31130 INTEREST ON TAXES	100,000	50,000	50,000	50,000	50,000	52,000	52,000	52,000	2,000
1000 31140 TAX LIEN FEES	15,000	15,000	20,000	20,000	20,000	19,000	19,000	19,000	-1,000
1000 31200 EXCISE TAX	4,000,000	3,600,000	3,650,000	4,000,000	4,600,000	4,500,000	4,600,000	4,600,000	0
1000 31210 BOAT EXCISE	43,000	43,000	43,000	40,000	38,000	36,059	38,000	38,000	0
1000 32110 DOG LICENSES	12,500	12,500	12,500	12,500	12,500	13,000	13,000	13,000	500
1000 32120 HUNTING & FISHING LICENSES	2,000	2,000	2,000	2,000	1,000	1,000	1,000	1,000	0
1000 32210 MOTOR VEHICLE REGISTRATIONS	55,000	75,000	75,000	75,000	75,000	80,000	80,000	80,000	5,000
1000 32220 SNOWMOBILE REGISTRATIONS	7,600	7,600	7,600	7,600	7,000	6,700	7,000	7,000	0
1000 32230 BOAT REGISTRATIONS	1,600	1,600	1,600	1,600	1,400	1,400	1,500	1,500	100
1000 32240 ATV REGISTRATIONS	600	600	600	600	600	1,200	1,200	1,200	600
1000 32310 BUILDING FEES	477,500	377,500	377,500	377,500	557,500	500,000	500,000	500,000	-57,500
1000 32320 PLUMBING FEES	65,000	55,000	55,000	45,000	45,000	50,000	50,000	50,000	5,000
1000 32330 HOME OCCUPATION FEES	200	200	300	300	300	300	300	300	0
1000 32340 ACCESSORY APARTMENT PERMITS	300	300	400	400	400	650	650	650	250
1000 32350 CHANGE OF USE PERMIT	1,000	1,000	500	500	500	650	650	650	150
1000 32360 SHORELAND CEO PERMIT	3,500	3,500	4,000	4,000	4,000	7,500	7,500	7,500	3,500
1000 32370 SUB-SURFACE REVIEW FEES	4,650	4,650	4,650	4,650	4,000	4,000	4,000	4,000	0
1000 32380 AUTO JUNKYARD FEES	390	390	390	390	200	200	200	200	0
1000 32410 BOARD OF APPEALS	1,500	1,500	1,200	1,200	1,200	600	600	600	-600
1000 32420 SUBDIVISION/REVIEW FEES	60,000	50,000	40,000	40,000	40,000	60,000	60,000	60,000	20,000
1000 32430 SUBDIVISION AMENDMENT	1,000	1,000	0	0	0	0	0	0	0
1000 32440 SITE PLAN FEES	8,000	8,000	8,000	8,000	8,000	10,000	10,000	10,000	2,000
1000 32450 GRAVEL PIT FEES	0	0	0	0	0	0	0	0	0
1000 32460 ZONE CHANGE FEES	100	100	100	100	100	500	500	500	400
1000 33100 STATE REVENUE SHARING	1,952,059	2,500,000	2,500,000	2,600,000	2,600,000	2,600,000	2,800,000	2,800,000	200,000
1000 33105 STATE OF MAINE -HOMESTEAD	1,092,513	1,055,890	1,113,633	1,144,760	1,233,461	1,233,461	1,233,461	1,233,461	0
1000 33106 STATE OF MAINE -VETERANS REIMB	9,000	9,000	9,000	7,800	7,800	7,000	7,000	7,000	-800
1000 33107 STATE OF MAINE - BETTE	109,076	117,658	128,246	144,060	152,728	152,728	152,728	152,728	0
1000 33109 STATE OF MAINE RENEW ENERGY	0	0	180	180	180	100	100	100	-80
1000 33110 STATE OF MAINE TREE GROWTH	21,000	21,000	21,000	30,000	30,000	35,000	35,000	35,000	5,000
1000 33120 LOCAL ROAD ASSISTANCE	255,000	255,000	255,000	260,000	280,000	369,000	369,000	369,000	89,000
1000 33125 MAINE -MPI & LAP FUNDS	625,000	1,700,000	1,650,000	2,085,000	0	0	0	0	0
1000 33130 GENERAL ASSISTANCE REVENUE	30,000	30,000	99,225	100,000	42,000	40,000	40,000	40,000	-2,000
1000 33140 SSI RECOVERIES	0	0	0	0	0	0	0	0	0
1000 34100 TAX REPORTS	20	20	20	20	0	0	0	0	0
1000 34110 TOWN CLERK FEES	38,000	38,000	38,000	40,000	40,000	45,000	45,000	45,000	5,000
1000 34111 MARIJUANA - LIC - APPLICATION	40,150	90,000	29,250	29,250	80,000	50,000	48,000	48,000	-32,000
1000 34112 MARIJUANA - EDUCATION	0	1	1	1	1	1	1	1	0
1000 34140 PROOF OF INSURANCE FAX	150	150	150	150	50	50	50	50	0
1000 34190 PASSPORTS	12,000	12,000	15,000	25,000	20,000	10,000	10,000	10,000	-10,000
1000 34200 ASSESSOR'S FEES	50	50	50	50	50	25	25	25	-25
1000 34280 SEWER FEES	0	0	0	0	0	0	0	0	0
1000 34310 DUNDEE PARK	55,000	60,000	70,000	64,000	65,000	68,000	65,000	65,000	0
1000 34311 PARKS & TRAILS REVENUE	0	600	900	1,200	1,200	1,600	1,300	1,300	100
1000 34340 RESCUE FEES	500	500	500	500	250	250	250	250	0
1000 34350 RESCUE SERVICE REIMBURSEMENT	700,000	800,000	800,000	850,000	925,000	1,000,000	1,000,000	1,025,000	100,000
1000 34370 SOLID WASTE FEES	600,000	700,000	258,424	258,424	0	0	0	0	0
1000 34371 STREET OPENING PERMITS	0	0	0	600	600	1,000	1,000	1,000	400
1000 35100 INTEREST ON INVESTMENTS	20,000	20,000	150,000	550,000	800,000	900,000	900,000	900,000	100,000
1000 35130 RSU-RESERVE OFFICER SHARE	70,000	70,000	202,603	264,389	223,937	291,713	291,713	291,713	67,776
1000 35131 RSU - SHARED MAINT FAC RENT	190,334	184,264	181,324	178,276	175,111	171,827	171,827	171,827	-3,284
1000 35132 RSU - SHARE OF DEBT PMT	1,887,850	1,809,625	1,728,375	1,286,375	50,000	0	0	0	-50,000
1000 36210 CATV FEES	230,000	230,000	223,000	223,000	200,000	185,000	185,000	185,000	-15,000
1000 36230 POLICE FEES	7,000	7,000	7,000	6,000	6,000	9,000	9,000	9,000	3,000
1000 36240 COURT/WITNESS FEES	1,500	1,500	1,500	1,500	1,500	0	0	0	-1,500
1000 36250 FIRE/RESCUE FINES & FEES	100	100	100	100	20	20	20	20	0
1000 36260 MECHANICAL SYSTEMS	25,000	25,000	25,000	35,000	30,000	28,000	28,000	28,000	-2,000
1000 36270 LIBRARY FINES & FEES	2,000	2,000	3,000	3,000	3,000	4,500	4,500	4,500	1,500
1000 36280 ROAD CONSTRUCTION FEES	11,000	9,500	6,000	6,000	3,000	2,000	2,000	2,000	-1,000
1000 36300 SALE OF TOWN PROPERTY	0	0	0	0	0	0	0	0	0
1000 36310 RSU-SHARE OPER EXP WSMF	37,555	37,675	37,675	60,474	60,474	63,753	63,753	63,753	3,279
1000 36320 BUILDING/SPACE RENTAL	0	0	0	0	0	0	0	0	0
1000 36400 CASH-UP SHORT/OVER	0	300	300	300	300	300	300	300	0
1000 36900 MISCELLANEOUS REVENUES	103,500	60,000	60,000	60,000	60,000	60,000	134,000	134,000	74,000
1000 37110 CEMETERY TRUST FUND FEES	2,800	2,800	0	0	0	0	0	0	0
1000 37120 SHARED COMMUNITY EXPENSES	0	42,165	81,225	0	50,000	50,000	50,000	60,000	10,000
1000 37130 TIF TRANSFERS	354,081	681,882	83,149	91,604	445,245	105,369	368,282	735,992	290,747
1000 37131 TRANSFER FROM GRANTS	456,502	1,540,471	726,346	771,964	7,000	0	664,000	664,000	657,000
1000 37132 TRANSFER FROM REC PROM F/B	0	15,000	115,028	115,000	0	0	85,000	85,000	85,000
1000 37133 TRANS FROM BOND INTEREST	20,000	0	258,000	366,415	522,322	0	0	150,000	-372,322
1000 37134 TRANS FROM RESERVES	150,000	50,000	0	0	1,285,000	0	0	0	-1,285,000
1000 37140 RECREATION IMPACT FEES	76,000	204,989	224,696	317,072	154,720	151,551	251,308	418,153	263,433
1000 37149 CARRY FRWRD - ASSIGNED FUND BA	696,087	0	0	0	0	0	599,322	874,966	874,966
1000 37150 FUND BALANCE	1,197,472	750,000	500,000	1,400,000	3,339,749	873,176	889,819	589,676	-2,750,073
TOTAL REVENUES	50,398,546	55,672,150	58,395,720	65,074,819	69,063,370	64,558,856	66,657,531	67,352,587	-1,710,783

CHANGES TO PROPERTY TAXES, HOMESTEAD AND BETE ARE DUE TO COMMITMENT ACTUAL NUMBERS

DEPT MANAGER FINANCE FY 27-FY26 VARIANCE

EXPENSES

4/8/26
160

GENERAL FUND	FY 22 FINAL	FY 23 FINAL	FY 24 FINAL	FY 25 FINAL	FY 26 FINAL	FY 27 DEPT	FY 27 MANAGER	FY 27 FIN COMM	FY27-FY26 VARIANCE	
11100 TOWN COUNCIL	193,926	200,369	265,051	278,598	284,161	293,595	293,595	293,595	9,434	3.32%
11200 TOWN MANAGEMENT	751,380	952,701	1,064,873	1,153,189	1,367,126	1,166,132	1,168,075	1,170,375	-196,751	-14.39%
11300 COLLECTION & REGISTRATIONS	315,461	247,997	266,609	231,972	243,488	243,459	243,599	243,599	111	0.05%
11400 INFORMATION SERVICES	551,401	577,824	659,649	706,643	742,363	767,865	768,545	768,545	26,182	3.53%
11500 BOARDS & COMMISSIONS	101,943	93,007	91,017	87,866	211,385	354,421	94,421	94,421	-116,964	-55.33%
11600 COMMUNICIATION & E-GOV	58,359	62,675	152,912	177,227	190,162	193,500	193,700	191,000	838	0.44%
11700 TOWN CLERK	253,157	272,173	290,864	310,744	287,053	268,163	268,571	268,571	-18,482	-6.44%
11800 INSURANCE	163,381	170,521	189,827	191,361	211,496	220,680	220,680	220,680	9,184	4.34%
11900 EMPLOYEE BENEFITS	3,381,865	3,898,078	4,298,706	4,677,839	5,397,601	5,293,880	5,373,404	5,296,927	-100,674	-1.87%
TOTAL GENERAL GOVERNMENT	5,770,873	6,475,345	7,279,508	7,815,439	8,934,835	8,801,695	8,624,590	8,547,713	-387,122	-4.33%
12100 PUBLIC WORKS ADMINISTRATION	189,775	285,514	295,539	392,246	391,642	387,579	388,253	388,253	-3,389	-0.87%
12130 ENVIRONMENTAL					123,948	128,762	128,916	128,916	4,968	4.01%
12200 HIGHWAY MAINTENANCE	842,760	853,185	918,741	961,640	1,000,850	1,053,287	1,106,637	1,106,637	105,787	10.57%
12300 TRAFFIC SAFETY	126,986	126,986	190,800	208,580	211,580	219,080	219,080	219,080	7,500	3.54%
12400 SNOW REMOVAL	465,884	485,500	523,800	575,000	575,000	680,105	680,105	680,105	105,105	18.28%
12500 BUILDING MAINTENANCE	598,771	552,927	435,570	517,925	516,047	546,738	543,122	543,122	27,075	5.25%
12510 UTILITIES (PREV IN BLDG MNTN)		0	297,804	267,804	194,400	222,804	222,804	222,804	28,404	14.61%
12600 GROUNDS MAINTENANCE	98,581	116,537	185,723	278,173	282,960	291,396	291,610	291,610	8,650	3.06%
12700 PWD VEHICLE MAINTENANCE	540,399	595,236	695,040	733,246	740,133	794,865	792,900	792,900	52,767	7.13%
12900 WASTE MANAGEMENT	1,064,020	1,137,393	1,125,452	1,231,430	1,455,886	1,664,495	1,664,495	1,664,495	208,609	14.33%
TOTAL PUBLIC WORKS	3,927,176	4,153,278	4,668,469	5,166,044	5,492,446	5,989,111	6,037,922	6,037,922	545,476	9.93%
13100 POLICE ADMINISTRATION	2,730,346	2,766,745	2,992,560	3,128,025	3,283,862	3,593,601	3,568,480	3,603,102	319,240	9.72%
13400 COMMUNICATIONS	445,153	472,224	525,962	539,853	565,313	629,384	629,384	629,884	64,571	11.42%
13500 ANIMAL CONTROL	73,104	79,046	86,501	91,458	94,154	98,663	98,781	98,781	4,627	4.91%
13700 POLICE VEHICLE MAINTENANCE	100,660	109,670	121,392	125,494	120,562	104,962	103,962	103,962	-16,600	-13.77%
TOTAL POLICE & SAFETY	3,349,263	3,427,685	3,726,415	3,884,830	4,063,891	4,426,610	4,400,607	4,435,729	371,838	9.15%
14100 FIRE-RESCUE ADMINISTRATION	2,153,469	2,631,056	2,917,727	3,045,335	3,163,634	3,461,949	3,462,771	3,466,020	302,386	9.56%
14200 FIRE-RESCUE SERVICES	110,492	114,500	120,225	128,000	135,000	141,000	141,000	141,000	6,000	4.44%
14300 EMERGENCY MANAGEMENT	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	0	0.00%
14700 FIRE VEHICLE MAINTENANCE	161,457	177,700	191,575	199,448	201,600	210,612	210,612	210,612	9,012	4.47%
TOTAL FIRE-RESCUE & EMERGENCY	2,426,818	2,924,656	3,230,927	3,374,183	3,501,634	3,814,961	3,815,783	3,819,032	317,398	9.06%
15110 PARKS & RECREATION ADMINISTRAT	242,673	267,779	339,106	357,446	386,535	406,672	407,074	407,074	20,539	5.31%
15210 PARKS & TRAILS	91,729	76,238	92,621	89,920	98,577	110,916	110,977	110,977	12,400	12.58%
15220 DUNDEE PARK	117,500	156,824	139,310	126,913	135,601	154,105	154,105	154,105	18,504	13.65%
15330 SUMMERFEST	9,750	10,600	11,800	13,630	15,110	17,490	17,490	17,490	2,380	15.75%
15500 PUBLIC LIBRARY	570,104	568,697	612,378	653,722	691,733	721,071	721,252	720,252	28,519	4.12%
TOTAL RECREATION & CULTURE	1,031,756	1,080,138	1,195,215	1,241,631	1,327,556	1,410,254	1,410,898	1,409,898	82,342	6.20%
16110 CODE ENFORCEMENT	454,059	390,182	418,745	445,743	473,481	491,637	573,298	482,461	8,980	1.90%
16510 ASSESSING	305,833	327,681	358,890	372,969	394,786	413,156	413,823	413,823	19,037	4.82%
TOTAL PROPERTY & INSPECTION	759,892	717,863	777,635	818,712	868,267	904,793	987,121	896,284	28,017	3.23%
17110 PLANNING SERVICES	400,718	414,186	437,881	458,433	356,166	324,020	324,544	324,544	-31,622	-8.88%
17120 COMPREHENSIVE PLANNING	10,000	0	0	2,500	10,000	0	0	0	-10,000	-100.00%
17210 WEDC - OPERATIONAL	216,000	220,426	207,664	177,979	193,467	200,816	195,555	195,555	2,088	1.08%
17211 WEDC - CORP	0	0	0	50,000	25,000	25,000	25,000	25,000	0	0.00%
TOTAL DEVELOPMENT & CONSERVA	626,718	634,612	645,545	688,912	584,633	549,836	545,099	545,099	-39,534	-6.76%
18100 HEALTH & WELFARE	173,989	182,740	258,450	330,957	268,081	276,559	276,930	266,930	-1,151	-0.43%
18200 SOCIAL SERVICES AGENCY FUNDING	25,725	24,725	28,085	30,350	29,600	30,500	30,500	30,500	900	3.04%
18300 PROPERTY TAX ASSISTANCE	100,000	100,000	100,000	160,000	280,000	280,000	280,000	280,000	0	0.00%
TOTAL HEALTH & WELFARE	299,714	307,465	386,535	521,307	577,681	587,059	587,430	577,430	-251	-0.04%
19100 CAPITAL EQUIPMENT	512,209	619,000	426,299	608,200	598,000	2,100,599	705,900	301,521	-296,479	-49.58%
19200 ROAD IMPROVEMENTS	2,010,047	3,913,361	2,559,024	3,201,518	960,000	5,137,520	1,849,322	1,849,322	889,322	92.64%
19300 BUILDING & FACILITIES	1,175,694	1,047,482	1,048,762	2,260,110	4,155,647	5,949,147	1,686,647	1,686,647	-2,469,000	-59.41%
19400 REC- LAND & FACILITIES	76,000	79,288	548,528	495,756	0	125,000	125,000	125,000	125,000	#DIV/0!
19500 DEBT SERVICE	3,660,966	4,044,151	4,086,580	4,483,734	4,928,007	4,547,031	4,974,387	4,848,922	-79,085	-1.60%
19850 COUNTY TAXES	1,565,391	1,630,848	1,813,946	2,012,255	2,157,074	2,157,074	2,157,074	2,354,531	197,457	9.15%
19851 EDUCATION	22,264,361	24,320,184	25,611,458	28,096,394	30,581,935	30,581,935	30,581,935	30,581,935	0	0.00%
19900 PROPERTY TAX OVERLY	741,664	96,790	190,870	205,790	131,759	131,759	131,759	131,759	131,759	0.00%
19910 CONTINGENCY	100,000	100,004	100,004	100,004	100,005	100,004	100,004	100,004	-1	0.00%
19920 ENERGY & WEATHER EMERGENCY	100,004	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	0.00%
TOTAL INTER, CAP, DEBT & OTHER	32,206,336	35,951,108	36,485,471	41,563,761	43,712,427	50,930,069	42,412,028	42,079,641	-1,501,027	-3.74%
TOTAL EXPENSES	50,398,546	55,672,150	58,395,720	65,074,819	69,063,370	77,414,388	68,821,478	68,348,748	-714,622	-1.03%

NOTE: TIF AND OVERLAY CHANGE AS PART OF THE COMMITMENT PROCESS.

	FY 22 FINAL	FY 23 FINAL	FY 24 FINAL	FY 25 FINAL	FY 26 FINAL	FY 27 DEPT	FY 27 MANAGER	FY 27 FIN COMM	FY27-FY26 VARIANCE	
19850 COUNTY TAX	1,565,391	1,630,848	1,813,946	2,012,255	2,157,074	2,157,074	2,157,074	2,354,531	197,457	9.15%
MUNICIPAL	24,974,436	28,761,846	29,760,683	33,497,270	34,679,955	43,030,972	34,438,061	33,767,874	-912,081	-2.63%
19300-4910 TIF	852,694	862,482	1,018,763	1,263,110	1,512,647	1,512,648	1,512,649	1,512,649	2	0.00%
19851 RSU 14	22,264,361	24,320,184	25,611,458	28,096,394	30,581,935	30,581,935	30,581,935	30,581,935	0	0.00%
19900 OVERLAY	741,664	96,790	190,870	205,790	131,759	131,759	131,759	131,759	0	0.00%
	50,398,546	55,672,150	58,395,720	65,074,819	69,063,370	77,414,388	68,821,478	68,348,748	-714,622	-1.03%

NOTE: TIF AND OVERLAY CHANGE AS PART OF THE COMMITMENT PROCESS.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-067

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Correspondence

FOAA Status Report.

Tammy Hodgman

From: Tammy Hodgman
Sent: Thursday, March 26, 2026 8:58 AM
To: foia@dataresearch.blog
Cc: Anthony P. Blasi
Subject: FW: Public Records Request – Property & Building Code Enforcement Records (Last 30 Days)

Hello Angel,

As our Code Enforcement Director responded on March 17, our permit, inspection, and code enforcement files on our website.

The Code Enforcement records are available by an individual property address search for inspection and copying via:

https://public.mygov.us/windham_me/lookup

In addition, legacy files (prior to 2015) can be found (under documents, building docs) by an individual property address search via:

<https://www.axisgis.com/windhamme>

The report you are specifically requesting does not exist. The Town is not required to create of a compilation of data that is not otherwise available, an exemption under 1 M.R.S. § 408-A(6).

Thank you,

Tammy Hodgman

Executive Assistant and Website Coordinator | 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: Anthony P. Blasi <apblasi@windhammaine.us>
Sent: Tuesday, March 24, 2026 8:14 AM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: FW: Public Records Request – Property & Building Code Enforcement Records (Last 30 Days)

FOAA request!

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: foia@dataresearch.blog foia@dataresearch.blog <foia@dataresearch.blog>
Sent: Tuesday, March 24, 2026 8:07 AM
To: info@pownalmaine.org; sandy.fredricks@raymondmaine.org; kbarth@scarboroughmaine.org; clerk@townofsebago.org; jbiczak@standish.org; code@westbrook.me.us; Anthony P. Blasi <apblasi@windhammaine.us>
Subject: Public Records Request – Property & Building Code Enforcement Records (Last 30 Days)

Warning: Unusual sender <foia@dataresearch.blog>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

To Whom It May Concern,

Under applicable public records law, I request a complete extract of all property and building code enforcement cases only within your jurisdiction for the most recent 30-day period from the date this request is processed.

This request is limited to code enforcement records only and explicitly excludes permits, permit applications, and any permit-related records.

This is a request for an existing dataset or report. If your system contains these records in a database, case management system, or tracking software, I am requesting a standard export of those records. No creation of new records or custom compilation is required.

Scope includes all enforcement activity (e.g., violations, complaints, notices, citations, and enforcement actions) across all property types.

For each case, provide the following fields, as maintained:

- Property address (street, city, state, ZIP) or Parcel ID
- Case or violation number
- Violation type and/or description
- Date opened

- Current status
- Date closed or resolved

Please provide the records in electronic, machine-readable format (CSV or Excel).

If any portion of this request is denied, please produce all reasonably segregable non-exempt records and cite the specific statutory exemption(s) for any withheld material.

If fulfilling this request would incur fees exceeding \$50, please provide a written estimate before proceeding.

Thank you for your assistance.

Best Regards,
Angel Lucas
foia@dataresearch.blog
(754) 367-2054
2463 State St, Suite 200 Madison, WI 53703

Tammy Hodgman

From: Tammy Hodgman
Sent: Tuesday, March 31, 2026 9:17 AM
To: Shea Smith
Subject: FW: FOAA Request FR:13444 AND FR:59976

Dear Mr. Smith,

This email is both our acknowledgement and response to your duplicative request for “records showing vendor payments made by the Windham Fire & Rescue Department from January 1, 2022 through February 28, 2026.”

The records that we have were provided to you on March 23, 2026.

Have a good day.

Tammy Hodgman

Executive Assistant and Website Coordinator | 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: Monday, March 23, 2026 4:31 PM
To: Shea Smith <records@sunlightaccess.com>
Subject: FOAA Request FR:13444

Dear Mr. Smith,

This email is both our acknowledgement and response to your request for “records showing vendor payments made by the Windham Fire & Rescue Department from January 1, 2022 through February 28, 2026.”

The Town of Windham does not differentiate payments by department, and we are not required to create a new compilation of data by a querying our software. The records responsive to a similar request was provided to you on December 1, 2025. Invoice Proof reports are generated prior to running checks and these most closely fulfill your request for “vendor payments that include vendor name, description of the payment and the amount paid.” These reports are available at: [☐ Invoice Proof Reports 01.01.2022 to 3.16.2026](#)

Thank you,

Tammy Hodgman

Executive Assistant and Website Coordinator | tahodgman@windhammaine.us

Town of Windham | Office of the Town Manager

8 School Road | Windham, ME 04062 | www.windhammaine.us

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Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-069

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Correspondence

Growth Permit Summary.



Town of Windham, Maine

Code Enforcement Department
8 School Road
Town Hall- Second Floor
Zoning- Building Inspections- Code Enforcement

Tel: (207) 894-5960 ext 1
Fax: (207) 892-1916
www.windhammaine.us

Memorandum

DATE: March 26, 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	9	69
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	6	39

Key Takeaways:

- **Duplex** development has reached its **maximum limit carried over¹ from last calendar year**.
- **Multi-Family** and **Affordable Housing** represent the largest areas for potential growth, as neither category has seen any utilization to date.
- **SFH** and **Farm Zone** categories remain largely open, of the 78 allowed SFH units, 9 are used, leaving a balance of 69 (approximately 88% remaining)
- The total development potential across all categories is: $19+78+78+28 = 203$ total units
- **Overall Housing Activity:** Total housing units used to date are 37 (9 SFH+28 Duplex +0 Multi-Family +0 Affordable), with the majority of current usage coming from duplexes.

Note: The growth permits issued do not represent the actual number of dwelling units or structures built (certificate of occupancies issued) per Calander year.

Footnote: ¹ At the end of each calendar year, if the number of approved applications for growth permits exceeds the number of permits available for issuance from the annual allocation and Code Enforcement Officer's reserve pool, such approved applications shall remain pending into the next calendar year and shall retain their ranking according to the order in which they were approved as complete.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-070

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Correspondence

Charter Communications - Spectrum Correspondence.



Shelley Winchenbach
Director of Government Affairs

March 20, 2026

RE: Charter Communications – Upcoming Changes

Dear Municipal Official:

This letter will serve as notice that on March 16, 2026, The Cowboy Channel rebranded to Cowboy Channel. There will be no change in programming. This change is out of Spectrum's Control.

If you have any questions about this change, please feel free to contact me at 207-620-3319 or via email at Shelley.Winchenbach@charter.com.

Sincerely,

Shelley Winchenbach
Director, Government Affairs
Charter Communications

March 27, 2026

RE: Charter Communications – Upcoming Changes

Dear Municipal Official:

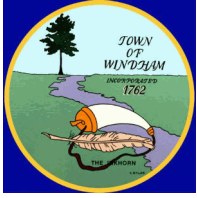
Charter values our customers and works hard to keep prices as low as possible. Customers are being noticed via bill message regarding the following price changes that will take effect on or after April 29, 2026.

Description	Price Change
Service Activation (applies when service is activated via self-installation or professional installation)	Will decrease by \$10 from \$30 to \$20.
Change of Service	Will decrease by \$15 from \$65 to \$50.
Professional Installation (formerly Primary Installation/Reconnect, and Trouble Call and will apply to all technician-supported installations)	Will decrease by \$15 from \$65 to \$50.
Hourly Labor Charge	Will decrease by \$15 from \$65 to \$50.

We remain committed to providing excellent entertainment services in your community. If you have any questions about this change, please feel free to contact me at 207-620-3319 or via email at Shelley.Winchenbach@charter.com.

Sincerely,

Shelley Winchenbach
 Director, Government Affairs
 Charter Communications



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-075

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Report

Agenda Number:

Department Quarterly Reports.

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

Monthly State Reports

Inland Fisheries-Animal Welfare-Vital Statistics-Concealed Weapons

- Hunting & Fishing licenses: 93
- Dog licenses: 757
- Concealed Weapons: 23
- Vital Records: Birth Certificates 91, plus 37 additional copies.
Marriage Certificates 57, plus 29 additional copies.
Marriage Licenses 16
Death certificates 31, plus 174 additional copies.
Burial Permits 43
Weddings 1

Meetings

- Six Council meetings, each attended by Town Clerk Anthony Blasi.
- One Cumberland County Municipal Clerks Association meeting attended by all Windham clerk staff.

Other Quarterly Activity

- Mailed out annual reminder notices to businesses that have their current town business license coming up for renewal.
- Deputy Town Clerk Judy Vance assisted many residents with the Neighbors Helping Neighbors Program.
- Deputy Town Clerk Heather Legere attended the Maine Municipal Association's class on Title 30A-Town Meeting and Local Election Law.
- Democrat and Republican Party Caucuses were held in Windham. The Clerk's Office generated the incoming voter lists and submitted lists of election workers for approval by each party.
- Petitions to be on the primary ballot were due back to the Secretary of State's Office on March 16. Since January 1, this office certified 216 primary and referendum petitions.
- Roughly 77% of the estimated number of dogs in town have been registered. Special thanks goes to Heather Legere for preparing lists and Animal Control Officer Jacqueline Frye for enforcement.
- The Clerk's Office attended the Cumberland County Municipal Clerk's Association (CCMCA) meeting at the Stockhouse in Windham in March. There we discussed petitions, payment of election workers, and the upcoming primary election.
- At the end of March, all three staff members in the Clerk's Office took the required training to be able to use the new Central Voter Registration system (aka CVR2). The tax and motor vehicle clerks will take the class after tax season. Prior to the retirement of the old system, Judy Vance worked hard to make sure the voter rolls were up to date.
- Began preparations to order ballots for the upcoming RSU 14 School Budget Referendum.

Quarterly Report

Windham Police Department

January – March 2026.

Staffing:

The department is making progress on staffing. Currently 29 out of the 31 authorized positions for full-time officers are staffed. However, we are 26. We are fortunate to have highly qualified officers who are currently attending the February through June session of the Police Academy. Officer Brady Thayer, Ben Caron and Kendal Roy are all doing well in their training and are scheduled to graduate on Friday June 6, 2026. After that each will go through or complete 14 weeks of field training prior to being placed onto the patrol schedule for full duties.

Community Policing:

One of the several causes the department supports is that of the Special Olympics of Maine. Each year, funds are raised by charitable contributions, and special events. This year Sgt. James Cook has participated in several polar plunges though out the state as part of their important fundraising events. Each year, through Chief Scholfield's involvement, the New England Association of Chiefs of Police makes a financial donation as well. Next up will be the Special Olympics torch run in June.

Another project spear headed by Sgt. Cook was a Police / Fire Department Basketball game against the Windham Unified team. The game was a tremendous success, with the unified team coasting to comfortable victory. More than 300 people in attendance and financial donations exceeded \$1200 to help support the unified team. We hope this becomes an annual event.

Enforcement:

Recognizing that traffic enforcement and safety issues are significant community concerns, officers have been working diligently as time permits to focus on traffic enforcement. In addition to these efforts each year through the hard work of Sergeant Cook and administrative assistant Jessica Talbot the department procures about \$30,000 of funding through the Bureau highway safety to pay officers detailed pay to work on the off time and strictly enforce traffic. As you see on the statistics report below, there were 801 traffic stops last quarter 306 for speed 43 for distracted driving, the remainder are miscellaneous in fractions. In addition to the speed and traffic and fraction several officers have focused heavily on impaired driving violations during the quarter 20 people were arrested and charged with operating under the influence of intoxicants. There's that

hope with enforcement and public awareness we can make these streets and highways in our community more safe for everybody.

Statistics:

01/01/2026 to 03/31/2026			
Calls for Service	2894		
Arrests	81		
INDEX CRIMES *	REPORTED	ARRESTS	
Criminal Homicide	0	0	Index crimes are tracked by the FBI for statistical purposes.
Rape	2	0	
Robbery	0	0	
Assault/DV Assault	11	8	
Burglary	4	0	
Larceny/Theft	35	12	
MV Theft	3	0	
Other		41	
RECENT ISSUES			
Animal Problem	99		
Citizen Assist & Traffic Complaints	358		
911 Hangups/Misdials	145		
Community Resource Liaison Calls	71		14-Group Home
Mental Health Related	46		8-Group Home
TRAFFIC			
Total Traffic Stops	801		306-Speed, 43-DD, 6-Insurance, 3-Seatbelt, 362-Other
Total Citations	271		
Total Warnings	467		
OUI	20	20	
Total MV Accidents	127		
Personal Injury	19		
Property damage	95		
<p>This is a summary of the most common calls the police department responds to on a regular basis. Included are calls that have been the topic of recent discussion. * FR 29</p>			

The term Index Crimes refers to the most common crimes that are tracked by the FBI for statistical purposes.



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 January – February - March

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:

- On January 5, 2026, we suffered the loss of Deputy Chief John Kooistra who passed away from complications of cancer that he had fought for five years. Deputy Chief Kooistra has been a leader in our department since February 2019. As a paramedic/firefighter and educator, Deputy Chief Kooistra’s time here has been dedicated to our members and community; ensuring quality, compassionate and modern emergency medical care as well as relevant, fact-based, skill-proficient training and education. Through his more than 32 years in public safety he has cared for our colleagues, families, and neighbors in Windham, Portland, Westbrook, Wells, United Ambulance, and B & L Ambulance. He has taught hundreds of EMS Clinicians, law enforcement, firefighters, and so many others in public safety and health care around the world in trauma and operational K9 care. We were able to provide him, his family and our family with an honorable memorial service held at Windham High School. While we miss him his impact a realized in our organization daily.
- In early July we launched our 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 during the day with one paramedic that is available to respond in a car and aid all four communities. We have adjusted shift times this quarter to days that a community doesn’t have a paramedic available in an effort to stretch the grant funding for the remaining fiscal year. As such call volume is reduced due to the change in coverage. Each community is working through their budget processes to retain this position as a continued regional effort.
 - 44 Reponses in January
 - 32 Responses in February
 - 17 Responses in March

- On January 13 shift 4 crew (Pond, Rogers, Medic Student, Cummings, Audet, Taylor, Andrews) – delivered a healthy baby girl on the side of the road in the entrance to Seacoast Fun Park. Baby and Family and are doing well.
- In January we initiated our compliance with national incident reporting requirements. We have always reported in the federal system that was 20+ years old called the National Fire Information Reporting System (NFIRS). This federal system has been updated to the National Emergency Response Information System (NERIS) to help better collect Fire and EMS data through the country. As a result of this change some of our statistical data will look different moving forward.
- In late January during one of the many snowstorms one of our ambulances was struck on Windham Center Road while transporting a patient non-emergently to the hospital. Our personnel and patient were not injured; the occupant of the truck that struck the ambulance was transported. Our Ambulance has been sent for repairs, estimated at \$45,000, we do have a loaner ambulance while the repairs are being made.
- Our 2022 E-One Rescue- Pumper was sent out for three weeks to have warranty paint repair completed.
- Personnel spent the Month of January touring the new middle school project and the Month of February touring and getting familiar with all the schools in Windham. A huge thank you to Bill Hansen of RSU 14 for taking the time to share his knowledge of the facilities so that we can better service them.
- Emergency notification system: The area used to use CODE RED for emergency notification (like active shooter, stay in place orders, storm evacuations etc.) That system is no longer in use and the county is now using the RAVE ALERT SYSTEM.
The Rave Alert system, powered by Smart911, allows residents or visitors to register their addresses with the County. When a disaster impacts that address, they can receive a call, text or email to alert them and provide important instructions.
This system replaces the CodeRed system that had previously been used. Anyone wishing to continue to receive alerts must subscribe to the new Rave Alert system. The County has set up a dedicated [webpage](#) to sign up [Log In - Smart911](#) There is also an app for that.
- On Sunday 3/9/2026, FF/Paramedic Shane Taylor (Badge #10) achieved 25 years with Windham Fire-Rescue. Congratulations on this remarkable milestone and thank you for your commitment to the department and community. This is an accomplishment that only one other (Chief Hammond) has achieved in our organization so far. – Well Done!!
- 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.

- Quarterly Anniversaries and New Hires:

January

Name	Anniversary	Years
Wescott, John	1/14/2002	24
Libby, Brent	1/5/2015	11
Pellerin, Matt	1/10/2019	7
Nichols, Tim	1/5/2020	6
Cummins, Nathan	1/13/2020	6
Dube, Michael	1/31/2022	4

February

Brooks, Dennis	2/24/2005	21
Merrill, Josh	2/9/2006	20
Cook, Keith	2/22/2010	16
Cummings, Gabe	2/22/2022	4
Mateus, Joe	2/19/2025	1

March

Taylor, Shane	3/9/2001	25
Prosser, Tyler	3/10/2016	10
Chicoine, Gage	3/9/2025	1
Franklin, Zach	3/11/2025	1
Phillips, Seth	3/17/2025	1
Parsons, Chris	3/31/2025	1

New Hires

Alexander Schreiber – Per-Diem 1/26/2026
 John Carey – Call Company Rookie 2/19/2026
 Nolan O’Driscoll – Live in Student 3/19/2026
 Danae Arnold - Live in Student 3/23/2026

Performance Measures Related to Our Mission:

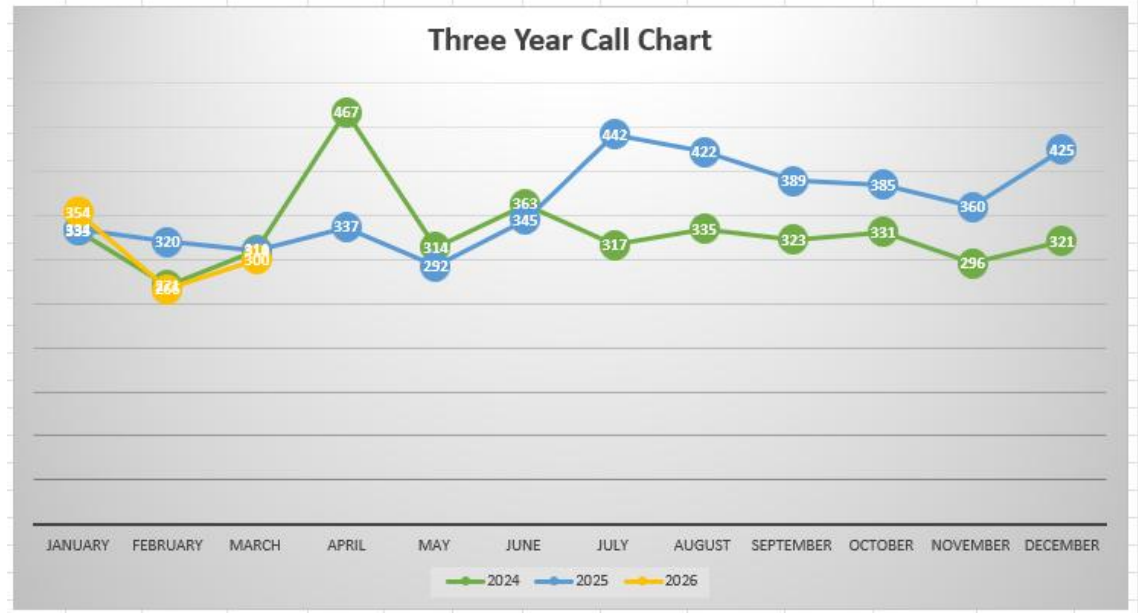
- **Response Times**
 - Our average turnout time (dispatch received to enroute) from dispatch received to enroute was 2:08 minutes.
 - The average response time (dispatch to arrival) for the quarter was 5:47 minutes.

- **Training Performance**
 - During this quarter consisted of daily training events as well as several other internal and external courses, training, and seminars totaling 2,635 personnel training hours.

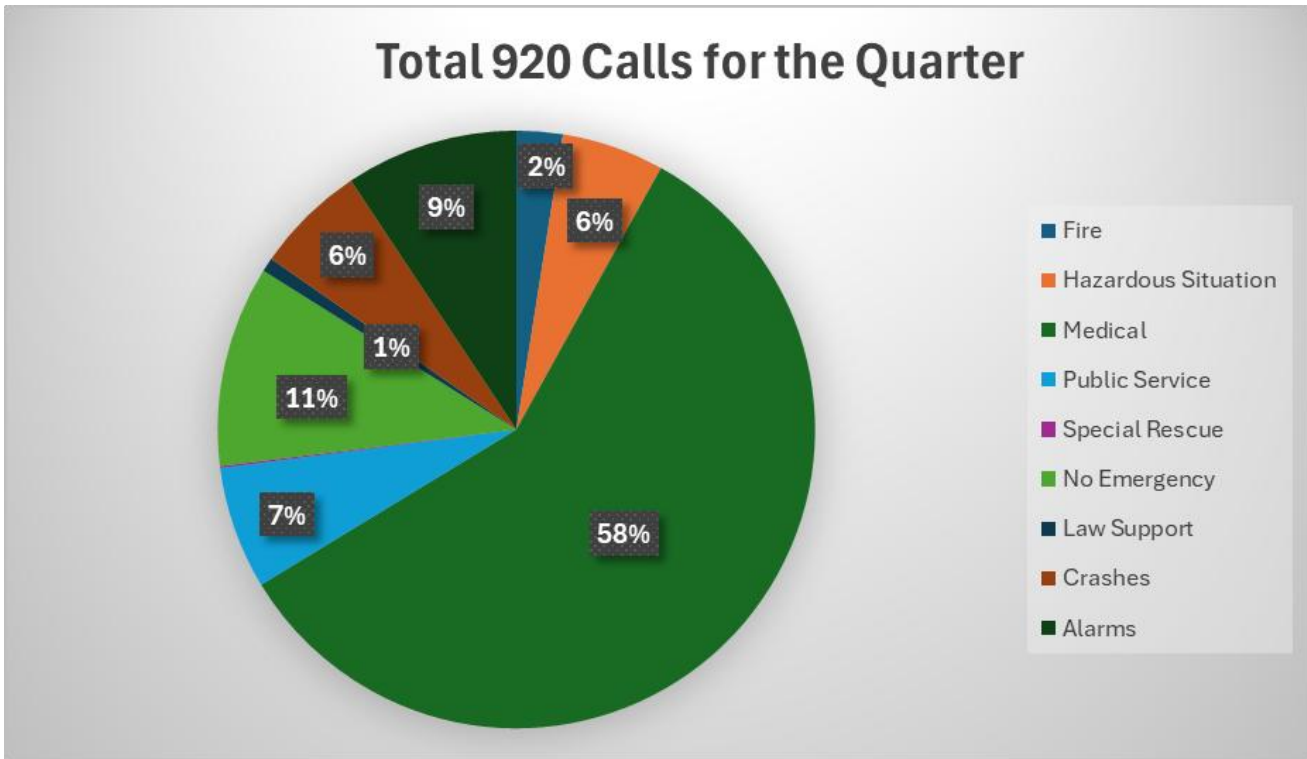
- **Prevention / Inspections**
 - We have accomplished 41 Fire Inspections and pre-planning activities.
 - These are a combination of new and existing commercial and multi-family properties.

Three Year Call Volume Trend

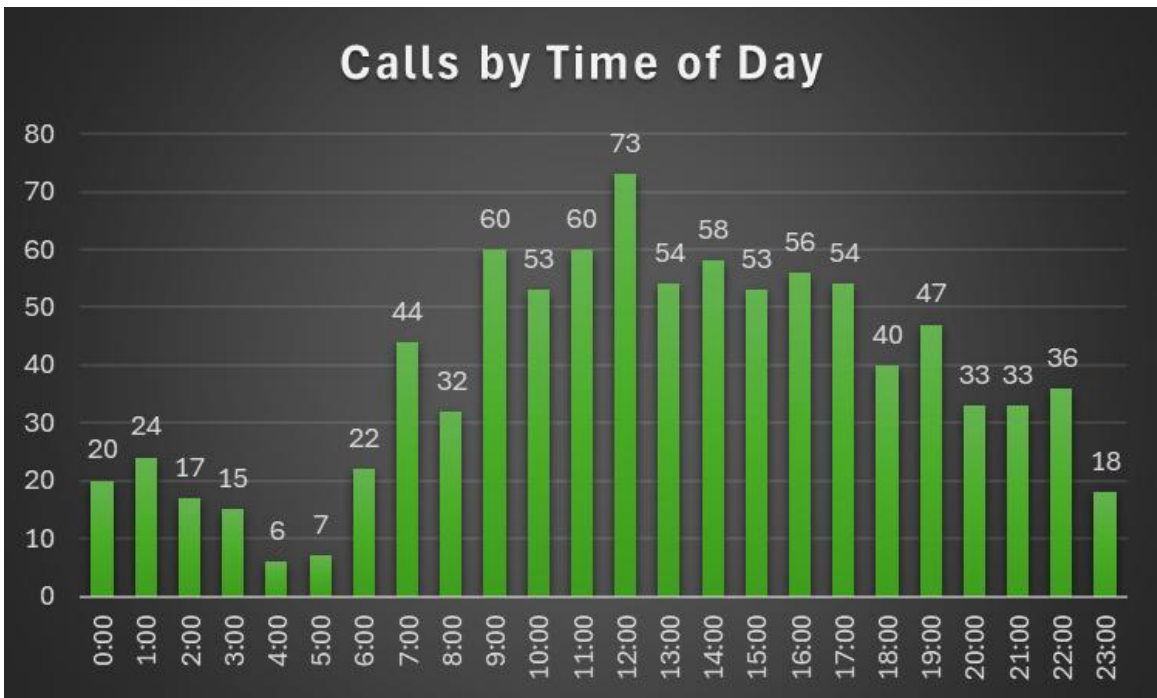
	January	February	March	April	May	June	July	August	September	October	November	December	
2024	333	271	311	467	314	363	317	335	323	331	296	321	3982
2025	334	320	310	337	292	345	442	422	389	385	360	425	4363
2026	354	266	300										920



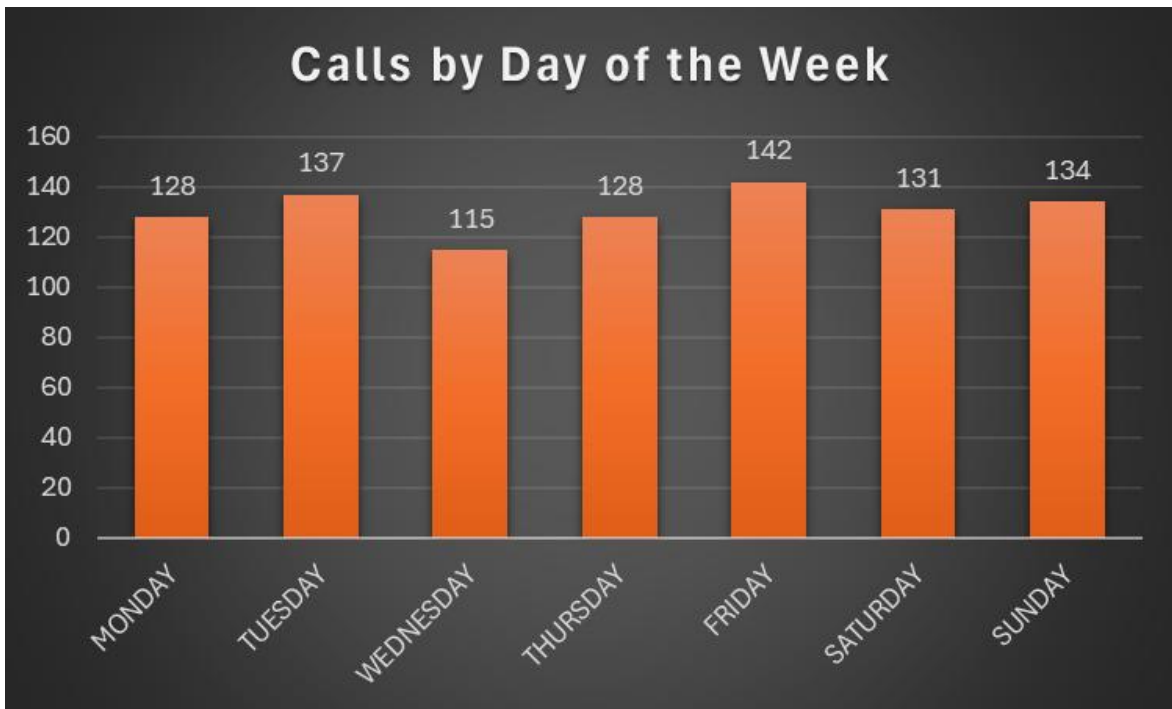
- Incident Type overall breakdown



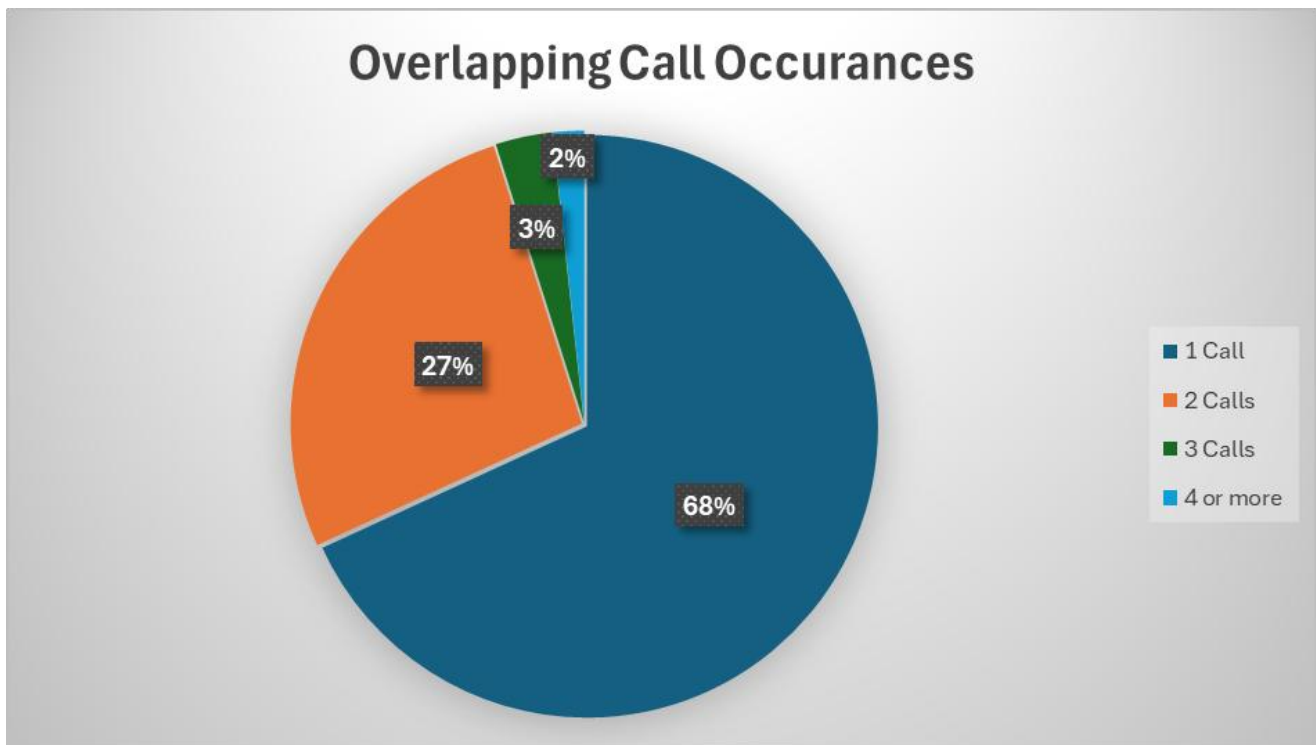
- Calls by Time of Day



- Calls by Day of the Week



- Overlapping Incidents



Windham Communications

1st 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 with Linda at Parks and Rec along with Tom at WECD to help with the design and approval of the recently installed Soofa kiosks. Myself and Jason from Parks and Recreation, continually update the Soofas with relevant information. I also continue to work with Tom to create Magazine ads promoting Windham as an outdoor activity and business destination. 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 Samples Below

Roger Cropley II
Communications Director



Adventure Calls. Windham, Maine

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
Plan your adventure@windhamoutdoors.com
outdoors@windhammaine.us



WINDHAM POLICE DEPARTMENT'S

CRIME STATISTICS

MARCH 22 - MARCH 28, 2026



CALLS FOR SERVICE 261

ARRESTS 7
 1 ASSAULT/DV, 2 LARCENY/THEFT, 1 OUI,
 3 OTHER

INDEX CRIMES REPORTED

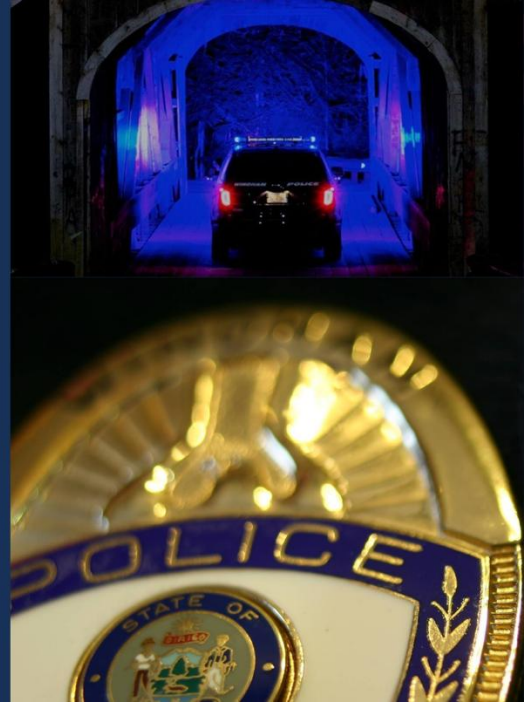
BURGLARY 0
RAPE 0
MV THEFT 0
LARCENY/THEFT 2
ASSAULT/DV ASSAULT 0

TRAFFIC

TOTAL TRAFFIC STOPS 94
WARNINGS 45
CITATIONS 36
OUI 1
ACCIDENTS 12
 4 Personal Injury - 8 Property
 Damage

RECENT ISSUES

COMMUNITY RESOURCE LIAISON 6
MENTAL HEALTH 4
CITIZEN ASSIST 41
ANIMAL 10
911 HANGUPS/MISDIALS 9



TOWN OF WINDHAM MAINE
Community Center



The Town of Windham has the opportunity to receive the current middle school in year 2027. The Middle School Advisory Committee was established in July of 2024 (members appointed in Nov./Dec. 2024) to review the opportunity to repurpose the current Middle School and present options to the Council. The Committee unanimously agreed to retain the property and to convert it to a one stop municipal center.

Exterior design would be as Maintenance free as possible with multiple seating and function areas to enjoy

The Council after reviewing the recommendations decided to have a November 2026 Ballot for the voters on a Community Center and the inclusion of various municipal services.

This brochure represents what this community center would provide in the future.

The Town could convert this school into a multi-purpose building which includes; Recreation, Social Services (General Assistance, Food Pantry, Clothes and Medical Closets), Library and Town Hall offices, with the potential to add a fitness and swim lesson pool on the property. This consolidation would create a one-stop approach to municipal services, lowering short- and long-term building infrastructure costs within the Town.

Implementation of all Municipal Services could happen over a 5 year period limiting the tax impact to approximately \$20/yr on a \$450,000 home.

Survey Results available soon



For detailed plans and meeting minutes visit:
<https://www.windhammaine.us/881/Community-Center>

Recreation and Social Services

The Current Town Hall building includes 2,488sq ft for Recreational Activities. The remodeled Middle School would include 30,847sq ft of operational/programming space (in Orange). This new space would include a multi-purpose gym with 4 indoor pickleball courts and 2 basketball courts. Additionally, the facility would include 3 outdoor pickleball courts, an indoor walking path, an auxiliary gym, a community cafeteria and numerous function rooms.

These rooms could be utilized for programming, functions or meeting space by both the Recreation Department or residents, vastly increasing Recreation programming opportunities and useable event spaces for private functions.



With the additional space The Parks And Recreation Department anticipates being able to add up to 47 new programs for both youth and seniors.

The current Social Services building represents 1,471sq ft. The remodeled area (in Red) would provide 3,819sq ft for Social Services including the Food Pantry, Clothes and Medical Loan Closet.

Cost to renovate the designated Recreational and Social Services areas for usage is \$3,673,000. This includes all parking upgrades and a sprinkler system. This results in a tax increase of \$27 on a \$450,000 home. In contrast, renovating existing spaces would be vastly more expensive, and building a new Community Center and Social Services building would result in approximately a \$45 million dollar expense.

Library Services

Front and side areas of the Library would provide exterior seating and reading spaces





With this renovation, the Library's sq ft (in green) would increase function space by 93%. This additional space provides for new programming, additional book/art displays, learning opportunities, increased seating capacity, along with extra space for community functions.

The library would operate on two floors with designated areas for children, teens and adults providing ample space for programming, study and recreational reading.



The current Library building has nearly reached capacity. With the Community Center being a universal facility, the additional function space will also benefit municipal operations by providing residents with a one-stop shop experience.

The inclusion of this building would free up the current library to be added to the tax rolls, or could be used as a revenue generator for the Town.

Cost to renovate the designated library areas for usage is \$3,500,000. This results in a tax increase of \$22.50 for \$450,000 home. To replace or renovate the current library space to 15,000 sq ft would be \$10.9 million or \$4.5 million respectively.

Municipal Services

The inclusion of the Municipal services would stream line the delivery of services by creating a **one-stop shop** opportunity to our families, and businesses.

It would eliminate upgrades currently needed to the existing buildings, and provide an opportunity for current locations to be added to the tax rolls. Reuse is TBD, but could be senior housing or a revenue generator for the town.

The cost to renovate the space for the Municipal Offices would be \$3,630,000 or \$27.00 on the valuation of a \$450,000 home.

The current Municipal building does not have adequate space for growth. This consolidation of buildings optimizes usage, reduces short and long-term infrastructure costs, including savings on maintenance, and allows for future growth, providing a facility that can grow with Windham.



Services	Projected Cost	P & I	Tax Increase on a \$450,000 Home
Recreation & Social Services	\$ 3,673,333	\$ 269,352	\$ 27
Library	\$ 3,000,000	\$ 220,000	\$ 23
Town Hall	\$ 3,630,000	\$ 266,200	\$ 27
Pool *Children	\$ 3,000,000	\$ 220,000	\$ 23
Total	\$ 13,303,333	\$ 975,551	\$ 99

Implementation of all Municipal Services could happen over a 5 year period limiting the tax impact to approximately \$20/yr on a \$450,000 home.

Pool Option



The Pool would be a 25 x 40, which is ideal for swimming lessons, and fitness exercises. The smaller size accommodates numerous programming options for families and events and is less costly to build and maintain.

A Q&A Summary is available on our website.

The cost of the pool is \$3,000,000 and would increase the tax on a \$450,000 home by \$22.50. A High School Competition Pool would be approximately \$10,000,000+ and would not fit on this location.



The parking layout indicates changes needed to accommodate the multi-user approach. This layout will provide adequate parking and traffic flow for all these combined uses.

Final Thoughts

The consolidation of buildings and the improvements to the middle school building would result in limited budget adjustments for maintenance and cleaning. The effects on plowing are near zero. With fewer parking lots, the additional winter manpower could be utilized for roads instead of parking lots.

The Town can accommodate all these changes by balancing the renovations over 4 years, thusly providing a 5 year "window" on the budget to limit the increase to \$20.00 per year over 5 years on a \$450,000 home.

The Town would put this proposed project to the voters in November of 2026. The ballot question would be broken in to 5 segments. As each municipal property is vacated the Council, with public input, would decide the best usage for the community.

Please share this information with your family, friends and neighbors.

For further detail visit:
<https://www.windhammaine.us/881/Community-Center>

YOU'RE INVITED

TO JOIN OUR LIBRARY STAFF

WE ARE HIRING!



PLANNING BOARD VOTES

1-12-26

ITEM: **#25-28** – AMENDMENTS TO CHAPTER 120 (KENNELS, PET CARE, COMMERCIAL DISTRICTS)

MOTION: “MAKE A MOTION TO RECOMMEND WITH COMMENTS, APPROVAL OF THE PROPOSED AMENDMENTS TO CHAPTER 120 LAND USE ORDINANCE... TO UPDATE THE DEFINITIONS OF MAJOR KENNEL AND MINOR KENNEL... ALLOW MAJOR KENNELS AS A CONDITIONAL USE IN THE C1, C1, AND C2 DISTRICTS AND UPDATE PERFORMANCE STANDARDS...”

RESULT: UNANIMOUS APPROVAL WITH MINOR REVISIONS

NOTES: BOARD RECEIVED COMMENT FROM 9 MEMBERS OF THE PUBLIC IN SUPPORT OF THE AMENDMENT.

ITEM: **#25-29** - ZONE CHANGE FOR PORTION OF 35 DYLAN WAY FROM FARM TO LIGHT DENSITY RESIDENTIAL

MOTION: “MOTION TO RECOMMEND FOR APPROVAL THE ZONE CHANGE REQUEST TO REZONE A PORTION OF 35 DYLAN WAY... FROM FARM DISTRICT TO LIGHT DENSITY RESIDENTIAL DISTRICT.”

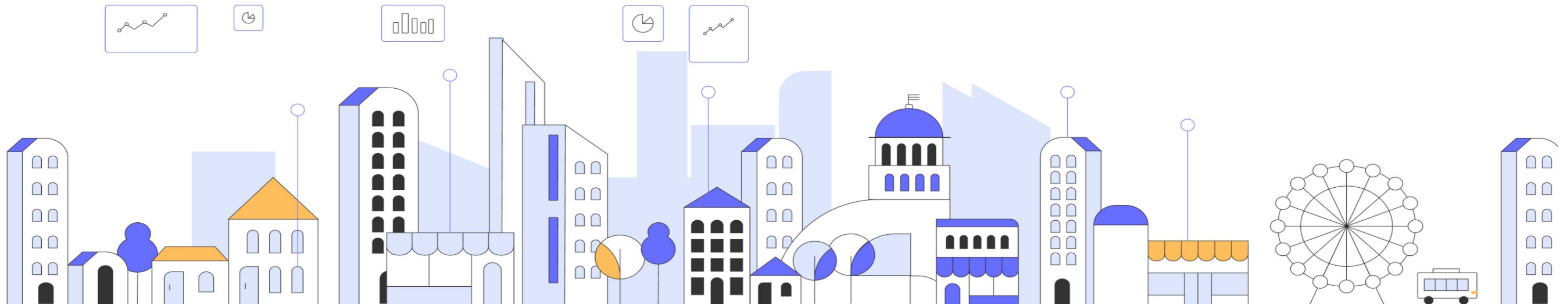
RESULT: UNANIMOUS APPROVAL

NOTES: NO PUBLIC COMMENT RECEIVED

Windham, ME

Market Pulse Monthly Report

March 2026



Report Highlights

Sustained Growth in Non-Resident Visits Over the Past Year

Overall economic activity remains healthy, with non-resident visits increasing by 1.0% over the last 12 months, totaling over 9.1 million visits.

Slight Dip in Unique Out-of-Market Visitors, but Total Visits Rise

While the number of unique out-of-market visitors saw a slight decrease of 0.9% over the past year, their total visits to the area increased by 1.3%, reaching over 8.3 million.

Decline in Overall Employee Count Warrants Closer Attention

The total number of employees within the market declined by 5.8% compared to the previous year, now standing at approximately 4,400. This trend indicates a need for strategies to retain and attract talent.

Significant Drop in Visitation at Key Community Park

Windham Community Park & Garden experienced a notable 36% year-over-year decline in visits for the current month, falling to approximately 1,450 visitors. This warrants further investigation into contributing factors.

Report Highlights was generated with AI based on the data in this presentation.

Overview

OUT-OF-MARKET VISITORS

People who visit the market but do not live or work in it, based on Placer's location data.

195.4K ▼-1.2% YoY

RESIDENT EMPLOYEES

People who live and work in the market, based on Placer's location data.

2.3K ▼-16.1% YoY

RESIDENT POPULATION

Number of people living in the market (Avg. Daily) based on Placer's location data.

18.2K

DAYTIME POPULATION

Avg. people present in the market during business hours based on STI: Workplace 2024

16.6K

INBOUND COMMUTERS

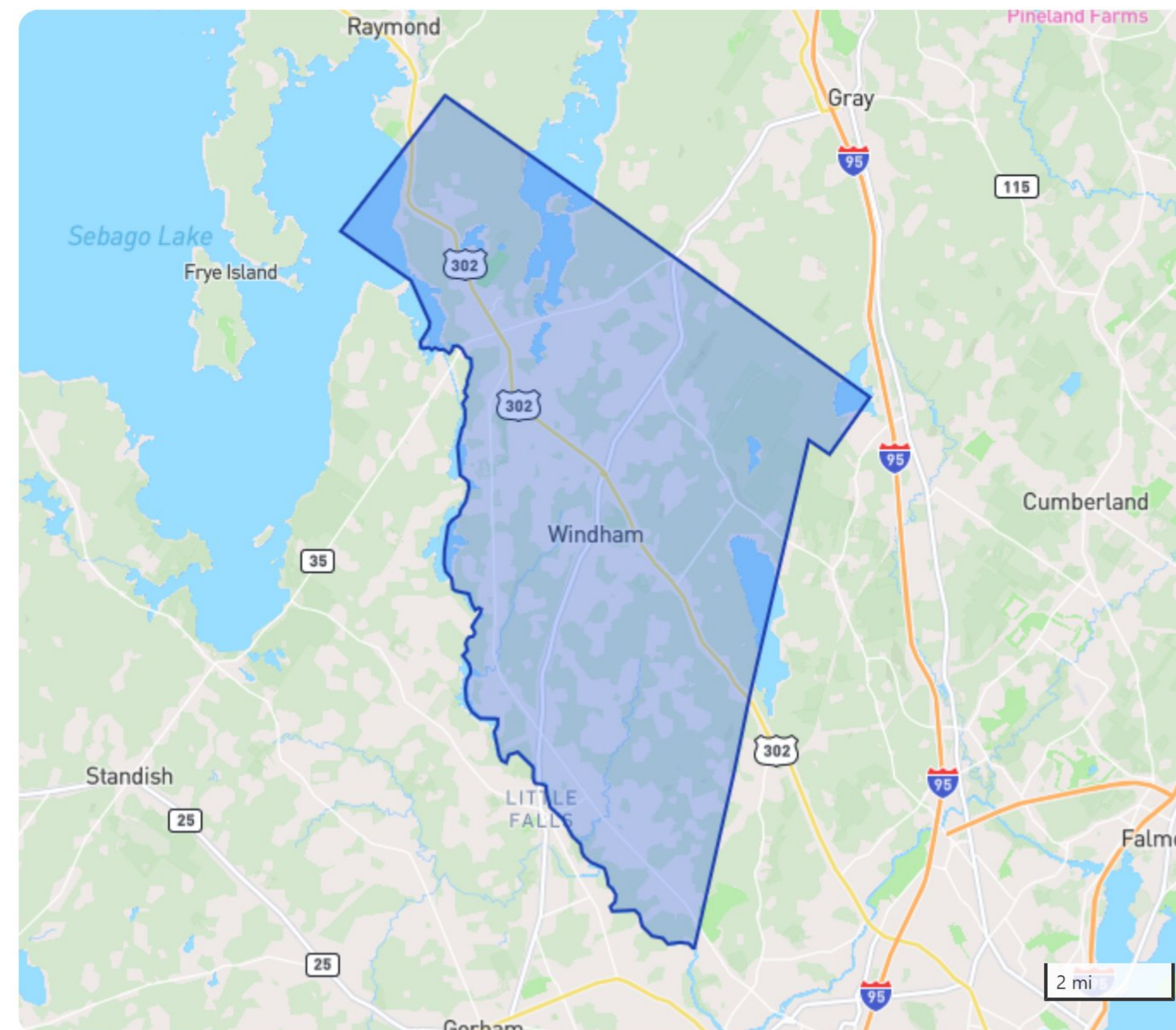
People commuting in for work, based on Placer's location data.

4.8K ▼-5.7% YoY

NON-RESIDENT VISITS

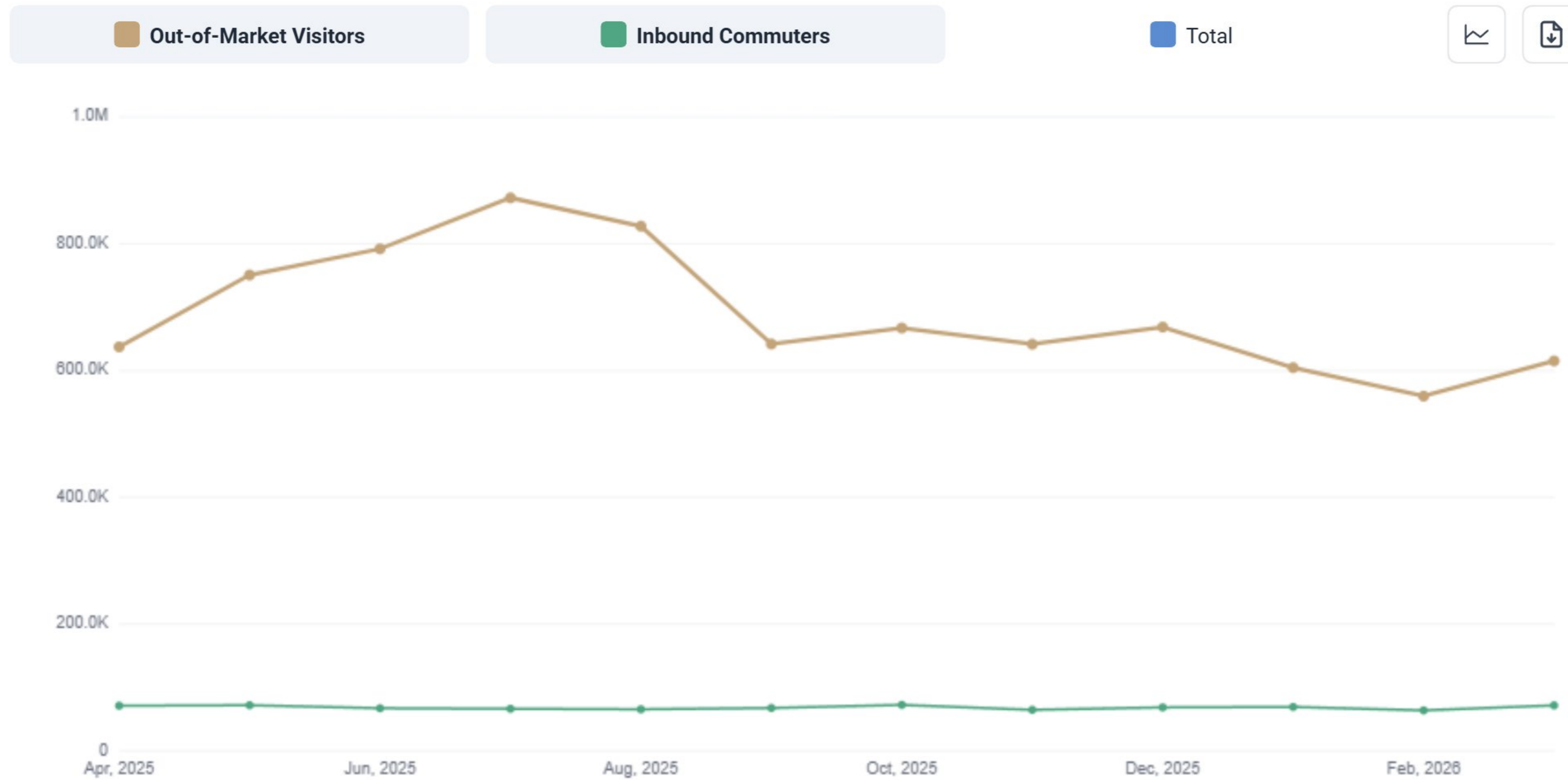
Visit count of Inbound Commuters, and Out-of-Market Visitors for March 2026

686.8K ▲+1.4% YoY



Monthly Visit Trend

Monthly visits trends of Non-Resident Visits for the last 12 months



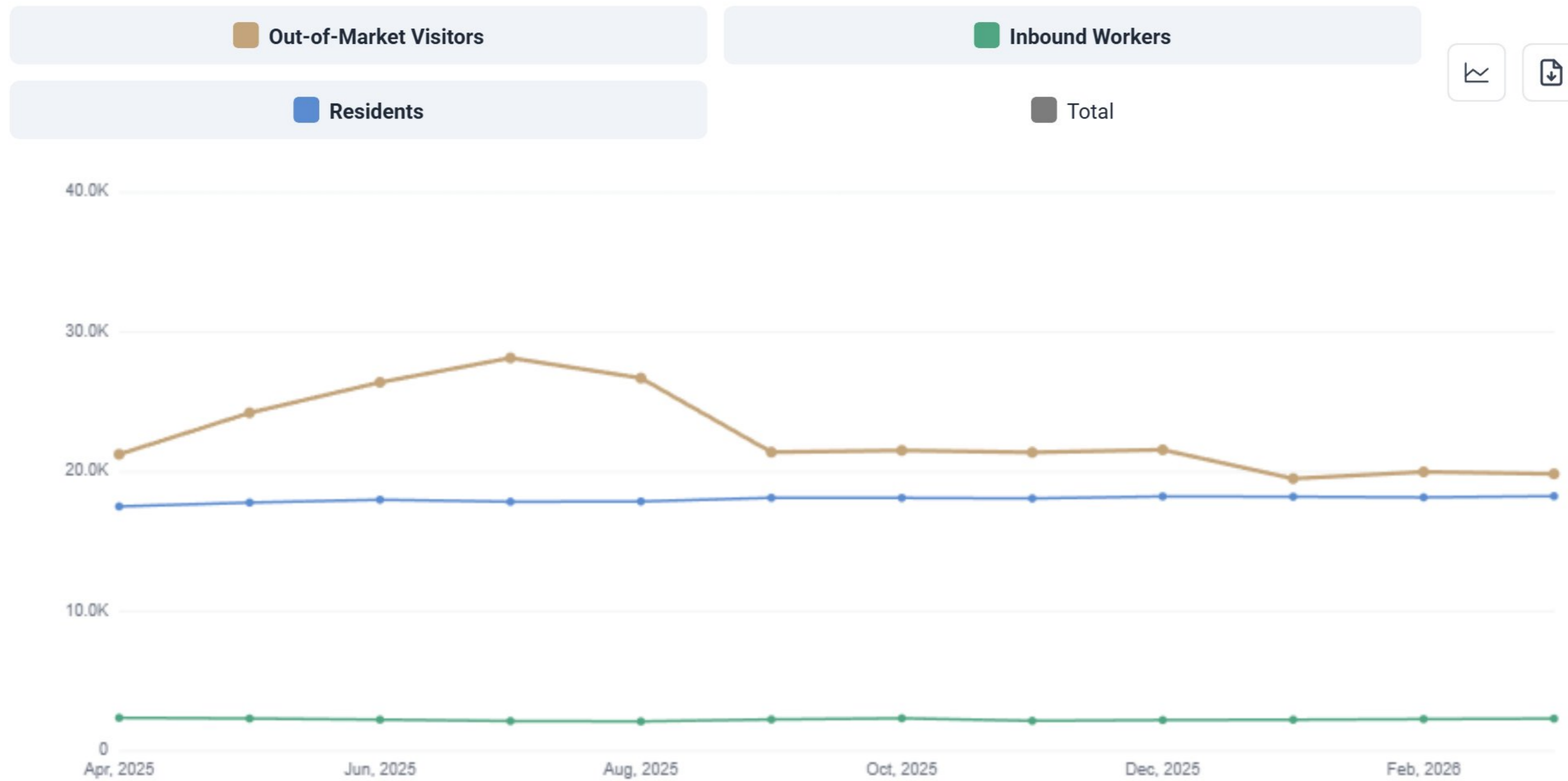
Highlights

Non-resident visits exhibit a pronounced seasonal pattern, with activity consistently peaking during the summer months. This trend highlights the city's strong appeal as a seasonal tourist destination, generating significant economic impact, particularly with visits reaching **938,810** in July.

Highlights were generated with AI

Monthly Population Trend

Monthly Trend of average daily population for the last 12 months



Highlights

The average daily population demonstrates a clear seasonal pattern, peaking at **48,131** in July before gradually moderating through the winter months. This typical seasonal fluctuation highlights the city's characteristic activity cycle throughout the year.

Highlights were generated with AI

Year Over Year Trends - Last Month

Comparison of March 2026 non-resident visitors and visits to prior years

	March 2026	MoM	YoY	Yo2Y	Yo3Y
Out-of-Market Visitors	195.4K	+1.4%	-1.2%	-0.1%	+3.0%
Out-of-Market Visits	615.1K	+9.9%	+1.5%	+0.9%	+1.9%
Inbound Commuters Visitors	4.8K	-0.6%	-5.7%	-11.3%	+3.4%
Inbound Commuters Visits	71.7K	+12.5%	+0.6%	-4.4%	-1.8%
Non-Resident Visits	686.8K	+10.2%	+1.4%	+0.3%	+1.5%

Highlights

The most notable trend for last month was the continued moderation in inbound commuters. Inbound commuters (visitors) saw a decline of **5.7%** compared to last year and a more pronounced **11.3%** drop compared to two years ago, indicating a sustained softening in this segment. Other metrics like out-of-market visitors and non-resident visits remained relatively stable, experiencing only minor year-over-year fluctuations.

Highlights were generated with AI

Year Over Year Trends - Last 3 Months

Comparison of Jan 2026 - Mar 2026 non-resident visitors and visits to prior years

	Jan 2026 - Mar 2026	YoY	Yo2Y	Yo3Y
Out-of-Market Visitors	343.3K	+2.2%	+3.0%	+5.6%
Out-of-Market Visits	1.8M	+3.5%	+2.6%	+4.7%
Inbound Commuters Visitors	4.9K	-3.4%	-6.5%	+5.5%
Inbound Commuters Visits	204.7K	-0.7%	-6.7%	-0.9%
Non-Resident Visits	2M	+3.0%	+1.5%	+4.1%

Highlights

Out-of-market visitor metrics generally show positive trends for the last three months, with out-of-market visitors increasing by **5.6%** over three years, indicating sustained growth. However, inbound commuter visitors eased by **6.5%** compared to two years ago, pointing to a recent softening in commuter activity.

Highlights were generated with AI

Year Over Year Trends - Last 12 Months

Comparison of Apr 2025 - Mar 2026 non-resident visitors and visits to prior years

	Apr 2025 - Mar 2026	YoY	Yo2Y	Yo3Y
Out-of-Market Visitors	885.6K	-0.9%	+0.1%	+2.1%
Out-of-Market Visits	8.3M	+1.3%	+1.5%	+3.6%
Inbound Commuters Visitors	5K	-4.1%	-2.1%	+4.6%
Inbound Commuters Visits	820K	-1.3%	-4.9%	-2.4%
Non-Resident Visits	9.1M	+1.0%	+0.9%	+3.0%

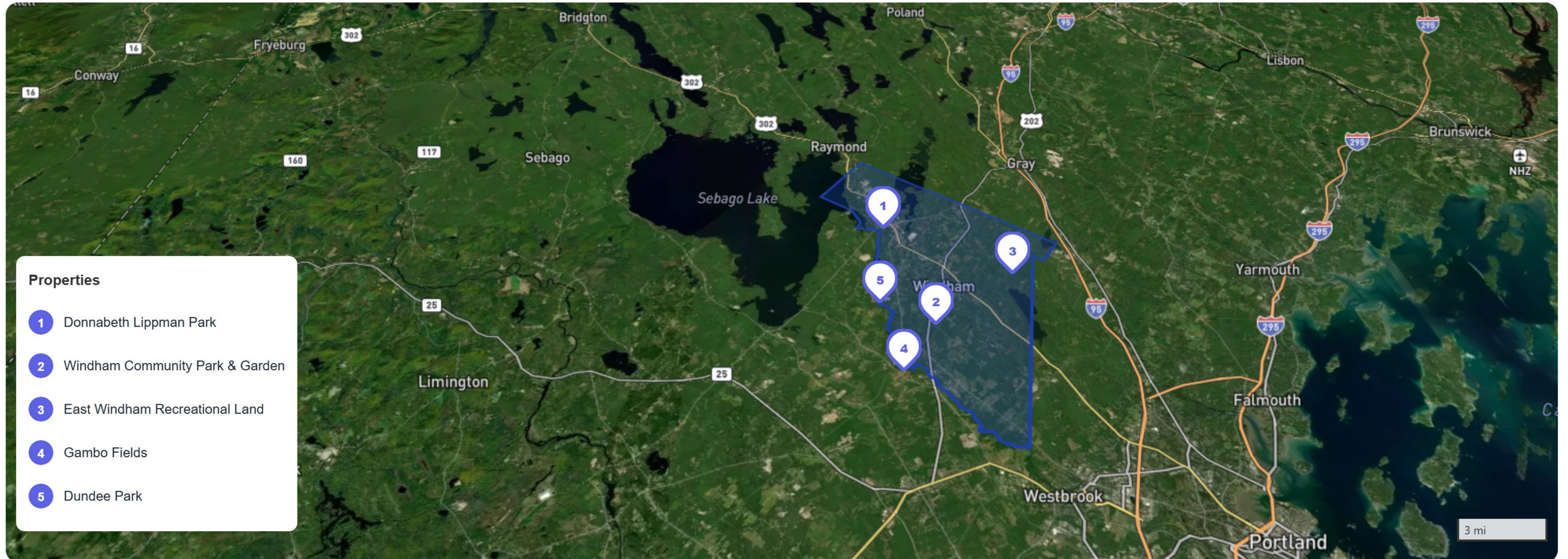
Highlights

Over the last 12 months, out-of-market visitors and non-resident visits remained largely stable, with year-over-year changes less than 1.5%. Conversely, inbound commuters continued to soften, experiencing a **4.1%** decrease in visitors and a persistent mild decline in inbound commuter visits over the past two years.

Highlights were generated with AI

Key Locations Map

Click on the locations on the map to see more details. Visits displayed represent the last month's visits to the location.



Selected Locations Visits Trend - Last Month

Visitation of selected locations for March 2026 and comparison to prior years

Name ↑	Address	MoM%	YoY%	Yo2Y%	Yo3Y%
Donnabeth Lippman Park	18 Chaffin Pond Rd, Windham, ME 04062	29.7%	-17.9%	-46.1%	-41.3%
Dundee Park	79 Presumpscot Rd, Windham, ME 04062	78.9%	47.8%	-12.8%	N/A
East Windham Recreational Land	Falmouth Rd, Windham, ME 04062	-19.0%	-3.6%	-6.1%	18.9%
Gambo Fields	Soccer Drive, Windham, ME 04062	159.3%	-30.7%	-28.7%	-21.0%
Windham Community Park & Garden	361 Gray Rd, Windham, Me, ME 04062	202.9%	-35.8%	-56.4%	-10.3%

Selected Locations Visits Trend - Last 3 Months

Visitation of selected locations for Jan 2026 - Mar 2026 and comparison to prior years

Name ↑	Address	YoY%	Yo2Y%	Yo3Y%
Donnabeth Lippman Park	18 Chaffin Pond Rd, Windham, ME 04062	-21.8%	-41.6%	-45.6%
Dundee Park	79 Presumpscot Rd, Windham, ME 04062	-27.4%	-69.1%	N/A
East Windham Recreational Land	Falmouth Rd, Windham, ME 04062	13.4%	26.9%	41.2%
Gambo Fields	Soccer Drive, Windham, ME 04062	-19.4%	-29.5%	-27.1%
Windham Community Park & Garden	361 Gray Rd, Windham, Me, ME 04062	-35.2%	-49.2%	-30.4%

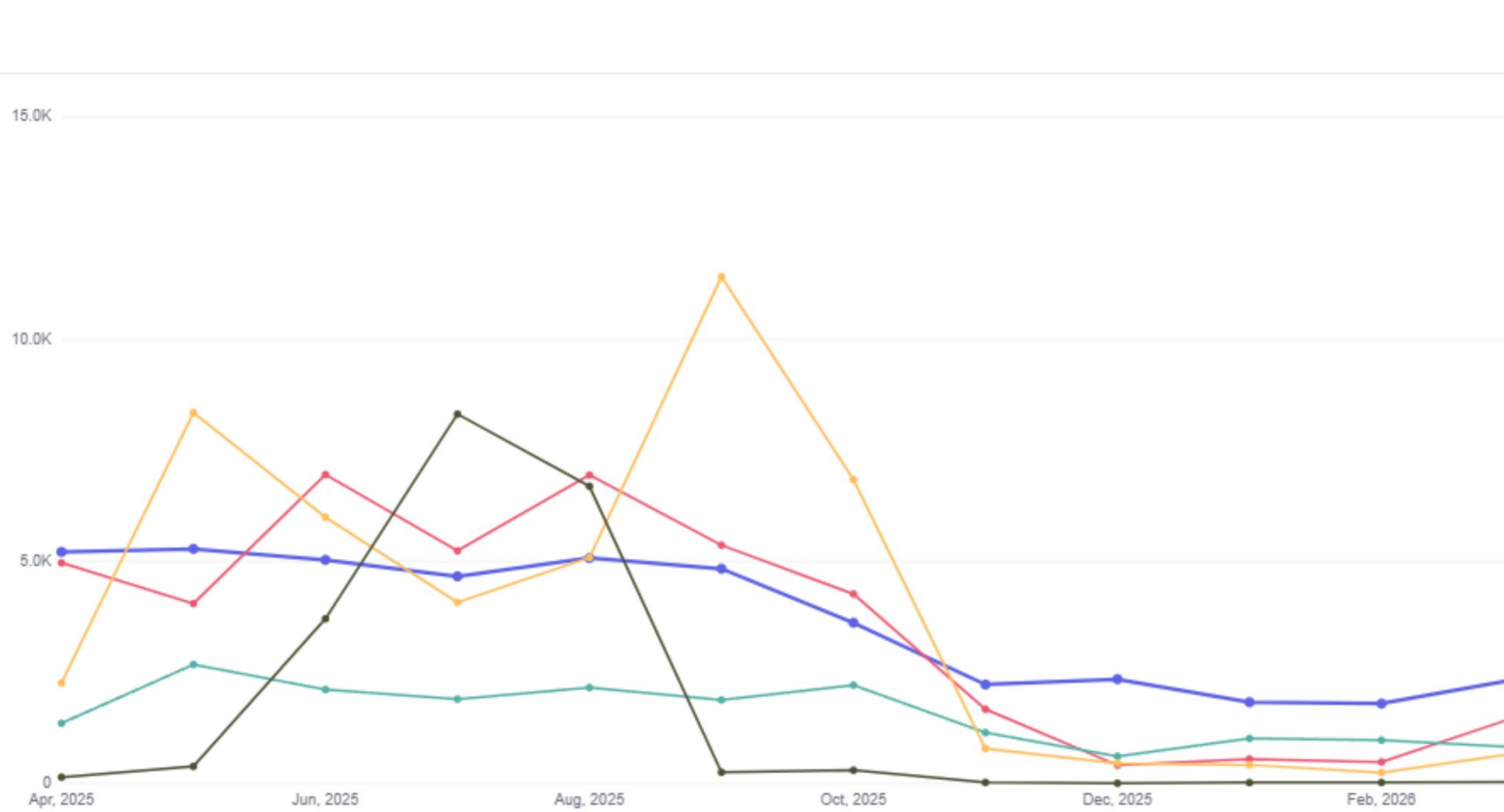
Selected Locations Visits Trend - Last 12 Months

Visitation of selected locations for Apr 2025 - Mar 2026 and comparison to prior years

Name ↑	Address	YoY%	Yo2Y%	Yo3Y%
Donnabeth Lippman Park	18 Chaffin Pond Rd, Windham, ME 04062	-6.4%	-19.0%	-12.4%
Dundee Park	79 Presumpscot Rd, Windham, ME 04062	252.4%	-15.5%	-22.8%
East Windham Recreational Land	Falmouth Rd, Windham, ME 04062	-25.7%	13.3%	10.2%
Gambo Fields	Soccer Drive, Windham, ME 04062	-12.8%	-15.6%	-20.2%
Windham Community Park & Garden	361 Gray Rd, Windham, Me, ME 04062	-4.2%	15.4%	22.0%

Benchmark Visits Trends

Visitation trend of selected locations for last 12 months (Apr 2025 - Mar 2026)



- Donnabeth Lippman Park**
18 Chaffin Pond Rd, Windham, ME 04062
- Windham Community Park & Garden**
361 Gray Rd, Windham, Me, ME 04062
- East Windham Recreational Land**
Falmouth Rd, Windham, ME 04062
- Gambo Fields**
Soccer Drive, Windham, ME 04062
- Dundee Park**
79 Presumpscot Rd, Windham, ME 04062

The background of the slide is a dark blue color with a faint, light blue grid pattern representing a city map. There are four location pin icons scattered across the map: one in the upper left, one in the lower right, and two in the bottom right corner.

Thank You

For further information and questions about this report, please contact us at [1-833-752-2695](tel:1-833-752-2695). We're here Mon–Friday, 9AM–5PM EST.

March 2026



Parks

March 2026

KEY INSIGHTS

Portfolio Performance

- **5 locations** generated **5K total visits** (↑ 49.1% month-over-month)
- Average location performance: **1K visits** with **32.3 min** average dwell time
- Growth trend month-over-month: **4 locations** showing positive growth, **1 locations** declining

Top & Bottom Performers

- **Top 3 Locations:** Donnabeth Lippman Park (2K visits), Windham Community Park & Garden (1K visits), East Windham Recreational Land (786 visits)
- **Bottom 3 Locations:** Dundee Park (34 visits), Gambo Fields (632 visits), East Windham Recreational Land (786 visits)

Notable Changes

- **Biggest Gainer:** Windham Community Park & Garden with +202.5% increase month-over-month
- **Largest Decline:** East Windham Recreational Land with -19.1% decrease month-over-month

Visitor Insights

- **43.0%** of visits are from visitors whose home locations are within 5 miles and average median household income is **\$88K**
- Most locations peak on **Monday** during **4 PM**

Insights generated by AI based on portfolio data analysis

KEY DEFINITIONS

- **Visits:** The extrapolated number of visits to the location. Only 1 visit per visitor per day is counted
- **Visitors:** The number of unique individuals who visited the location. A single visitor may visit multiple times during the selected period. For periods longer than one month, the average number of monthly visitors is shown
- **Average Dwell Time:** Mean duration visitors spend at the location, measured in minutes
- **Peak Day:** Day of the week with the highest visit volume
- **Peak Hour:** Time of day with the highest traffic (Morning: 6am-12pm, Afternoon: 12-5pm, Evening: 5-9pm, Late Night: 9pm-6am)
- **MoM (Month-over-Month):** Percentage change compared to the previous month
- **YoY (Year-over-Year):** Percentage change compared to the same month last year

To learn more visit placer.ai academy at <https://analytics.placer.ai/academy/>

Parks

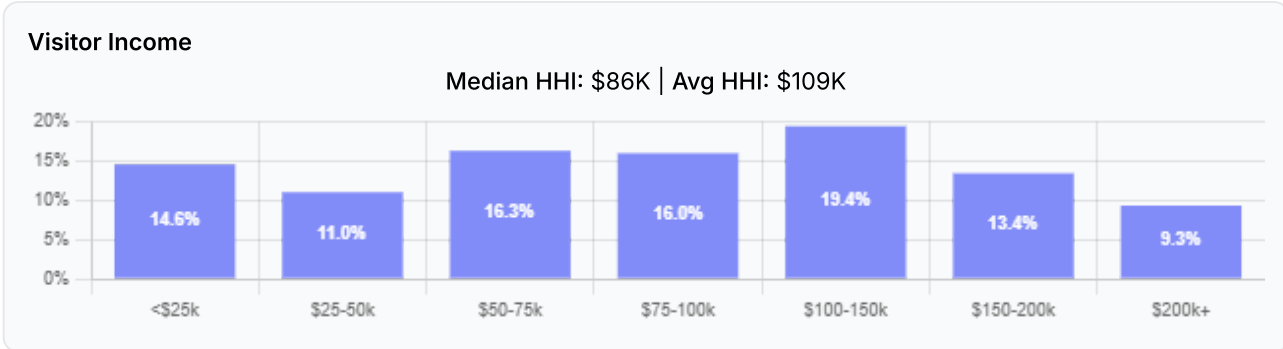
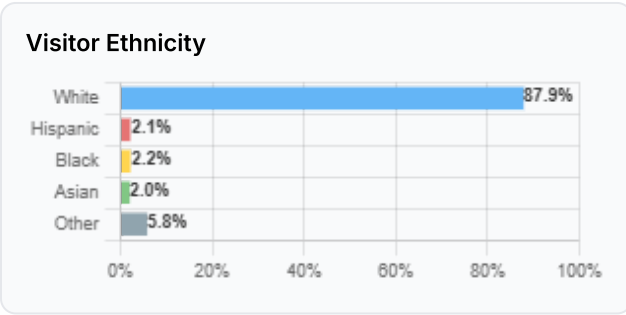
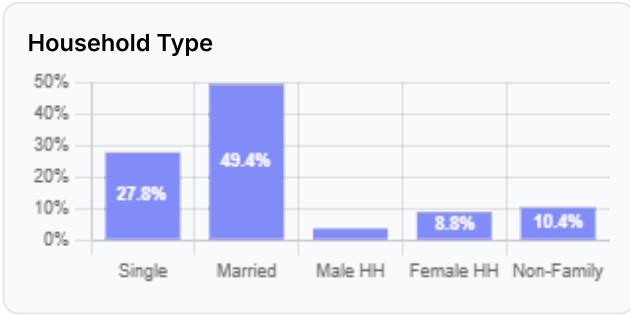
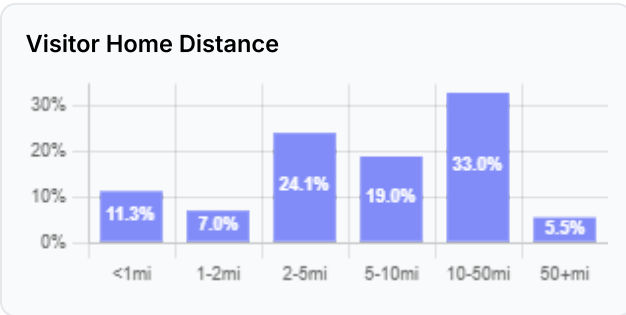
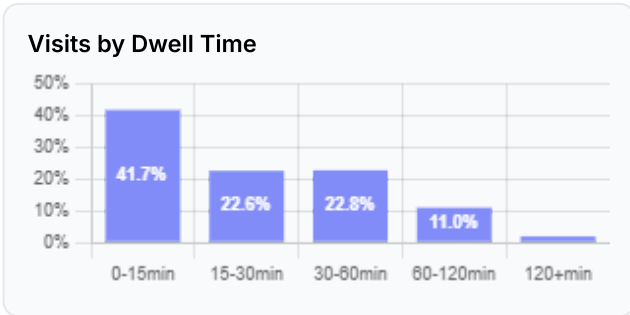
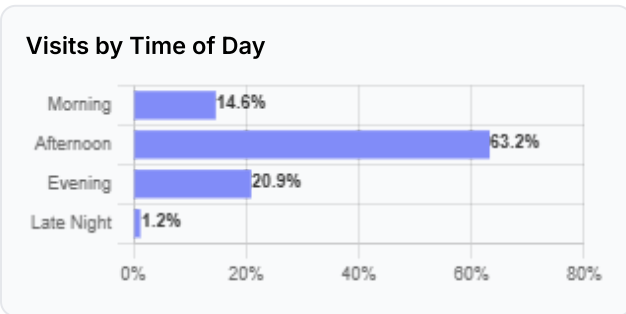
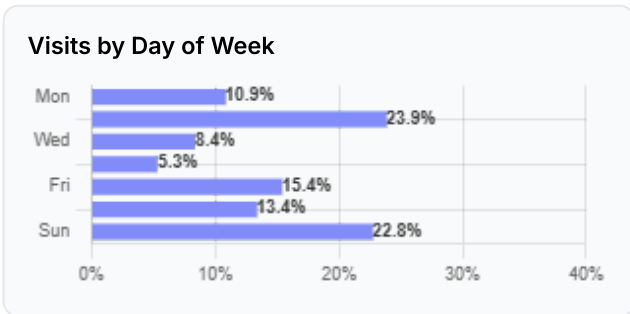
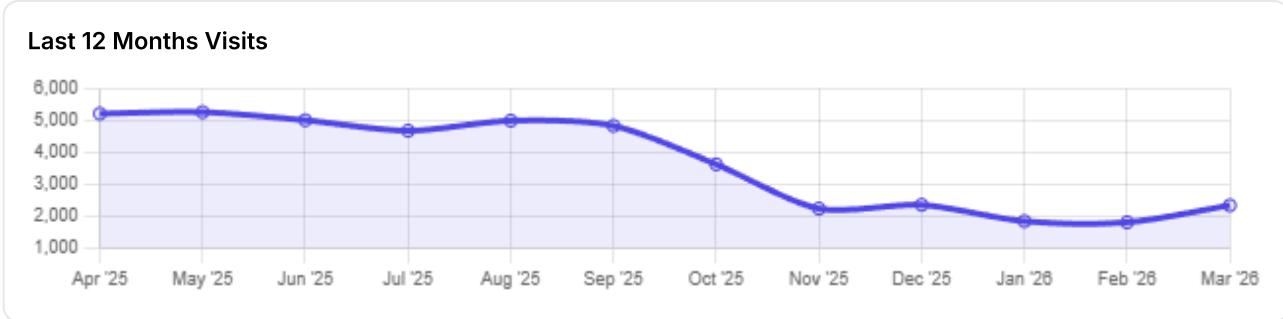
LOCATION	VISITS	VISITORS	AVG. DWELL TIME	PEAK DAYS	PEAK HOUR
Donnabeth Lippman Park	2K +29.7% MoM -18.0% YoY	2K +33.8% MoM -17.2% YoY	32.3 min -20.8m MoM -1.3m YoY	M T W T F S S	4 PM
Windham Community Park & Garden	1K +202.5% MoM -35.8% YoY	1K +178.4% MoM -23.1% YoY	30.9 min +18.7m MoM -6.7m YoY	M T W T F S S	4 PM
East Windham Recreational Land	786 -19.1% MoM -3.8% YoY	617 +7.0% MoM +7.1% YoY	36.8 min -3.4m MoM +8.7m YoY	M T W T F S S	1 PM
Gambo Fields	632 +159.0% MoM -30.7% YoY	596 +192.5% MoM -21.2% YoY	31.9 min +0.4m MoM -1.1m YoY	M T W T F S S	6 PM
Dundee Park	34 +78.9% MoM +54.5% YoY	17 -12.1% MoM -6.0% YoY	6.5 min +4.5m MoM -0.6m YoY	M T W T F S S	11 AM

Total Visits
2K
 +29.7% MoM
 -18.0% YoY

Total Visitors
2K
 +33.8% MoM
 -17.2% YoY

Avg. Dwell Time
32.3 min
 -20.8m MoM
 -1.3m YoY

Peak Day & Time
Tuesday / 4 PM
 Jan '26: **Sunday, 2 PM**
 Mar '25: **Saturday, 4 PM**



* Demographics data is based on locations' true trade area (home CBGs of 70% of visitors within 50 miles). Demographic information is provided by STI: popstats

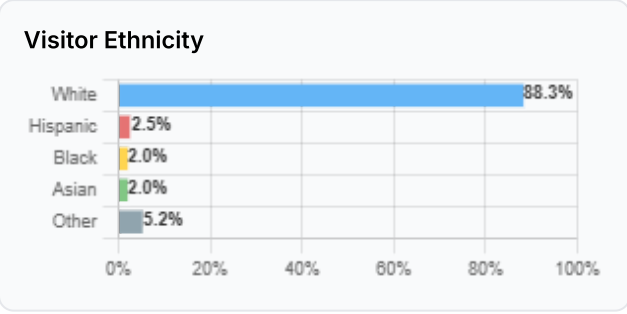
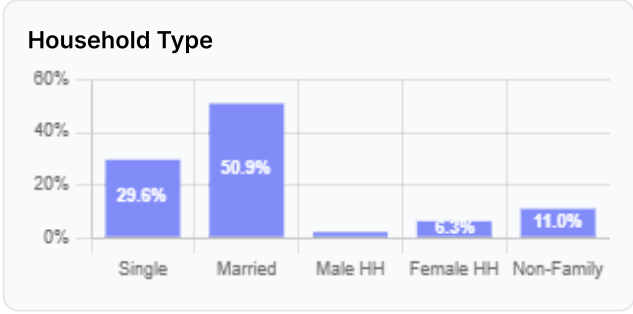
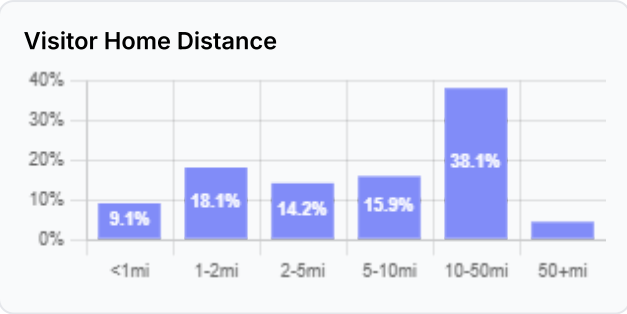
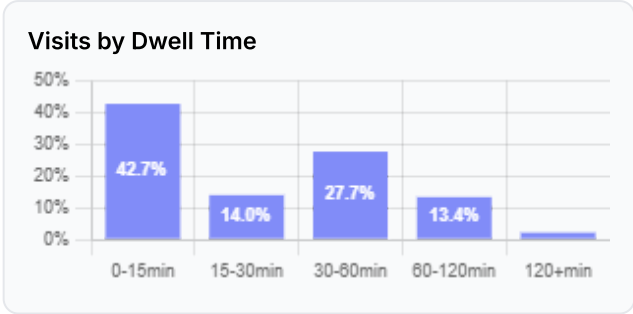
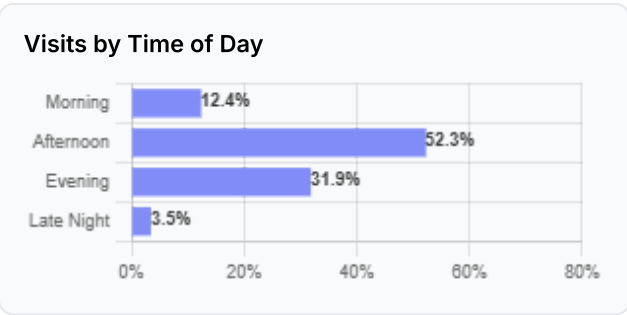
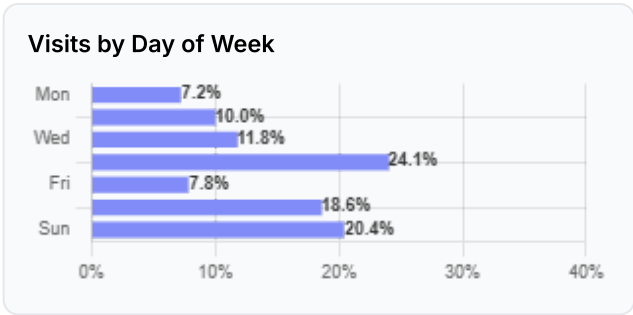
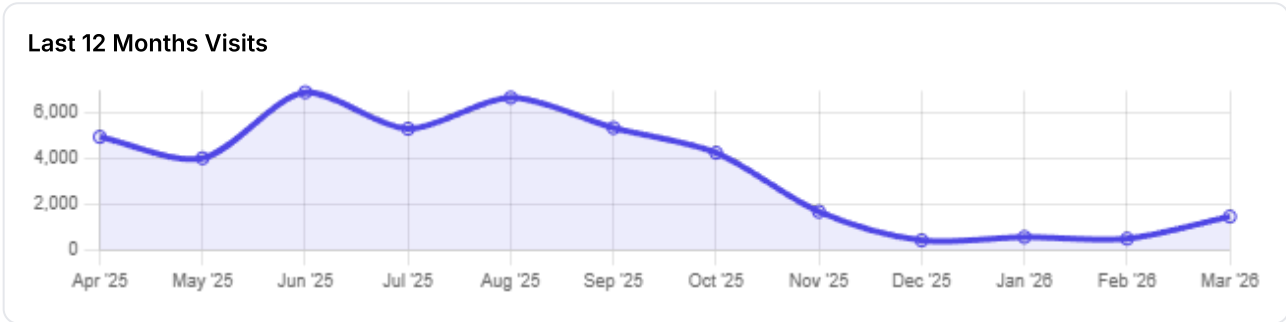
Windham Community Park & Garden

Total Visits
1K
+202.5% MoM
-35.8% YoY

Total Visitors
1K
+178.4% MoM
-23.1% YoY

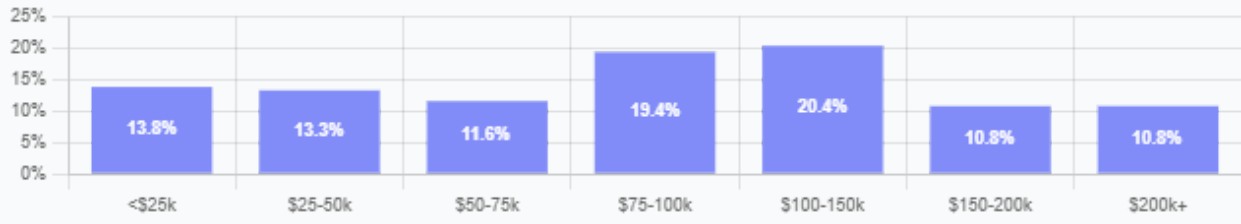
Avg. Dwell Time
30.9 min
+18.7m MoM
-6.7m YoY

Peak Day & Time
Thursday / 4 PM
Jan '26: **Thursday, 1 PM**
Mar '25: **Saturday, 4 PM**



Visitor Income

Median HHI: \$89K | Avg HHI: \$106K



* Demographics data is based on locations' true trade area (home CBGs of 70% of visitors within 50 miles). Demographic information is provided by STI: popstats

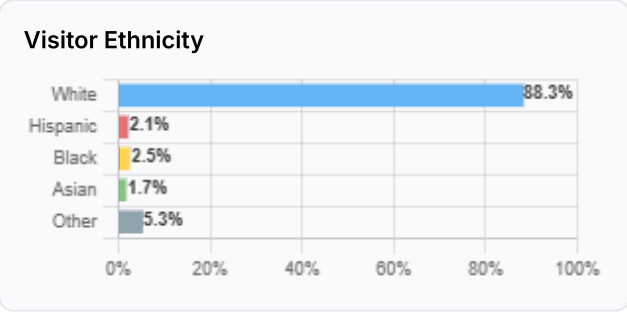
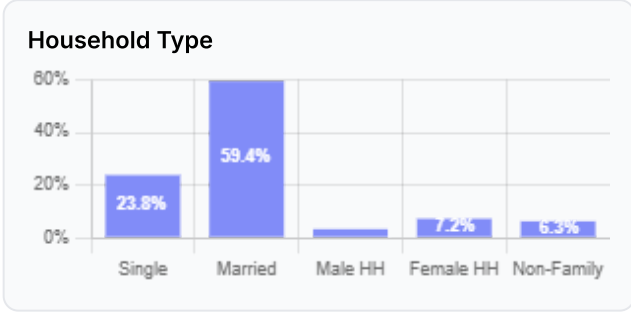
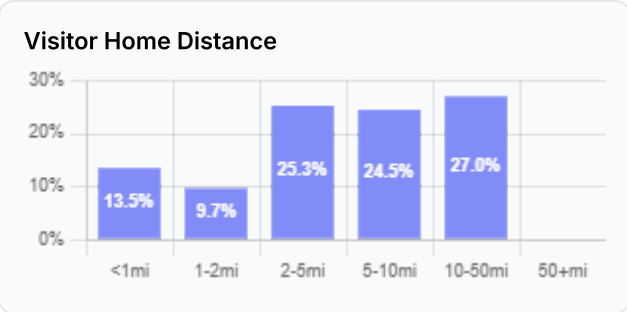
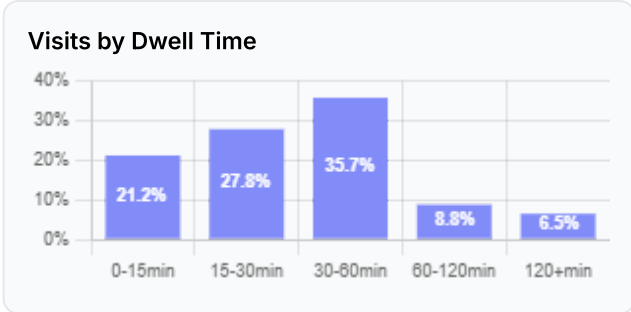
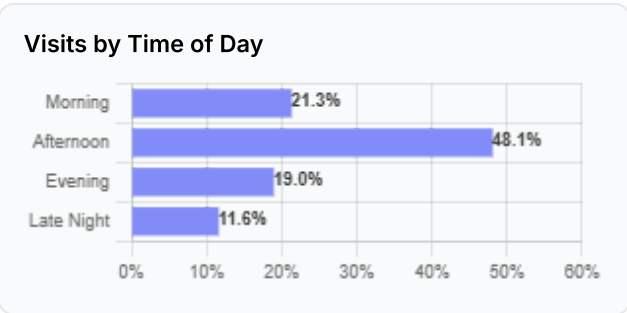
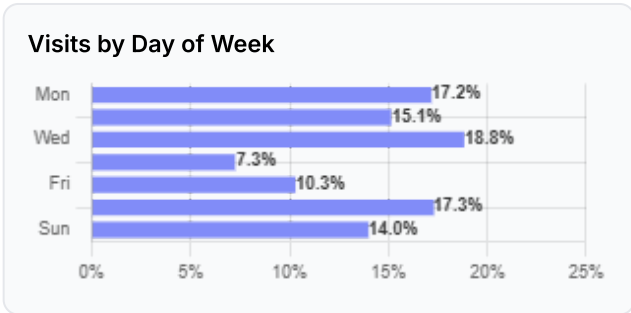
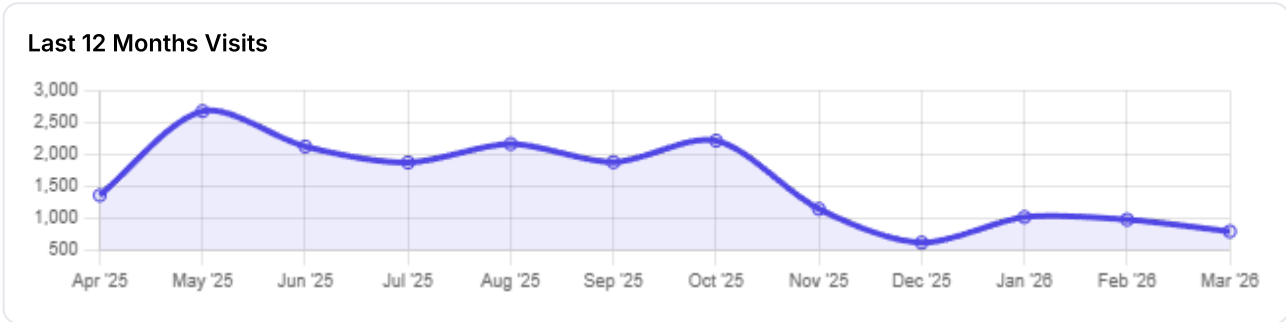
East Windham Recreational Land

Total Visits
786
 -19.1% MoM
 -3.8% YoY

Total Visitors
617
 +7.0% MoM
 +7.1% YoY

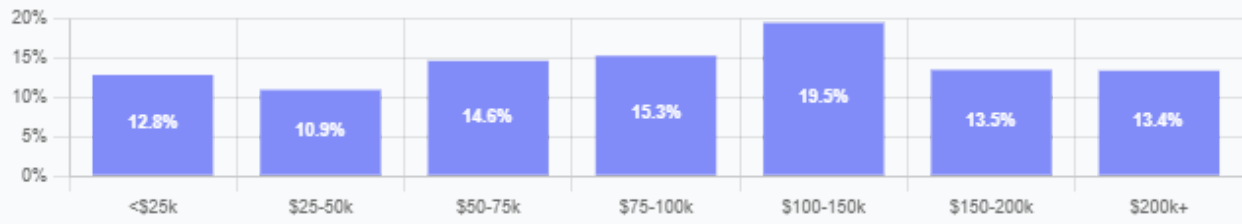
Avg. Dwell Time
36.8 min
 -3.4m MoM
 +8.7m YoY

Peak Day & Time
Wednesday / 1 PM
 Jan '26: **Thursday, 12 PM**
 Mar '25: **Sunday, 4 PM**



Visitor Income

Median HHI: \$93K | Avg HHI: \$118K



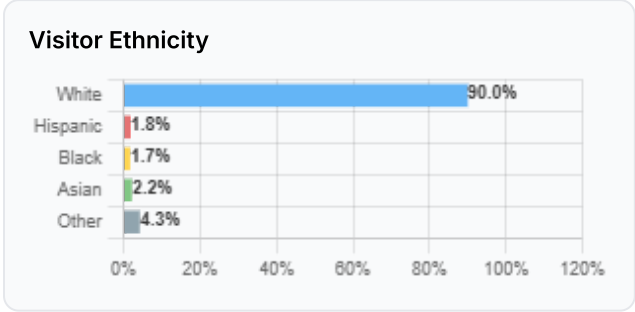
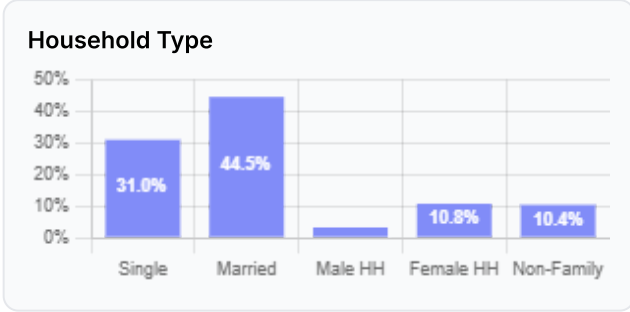
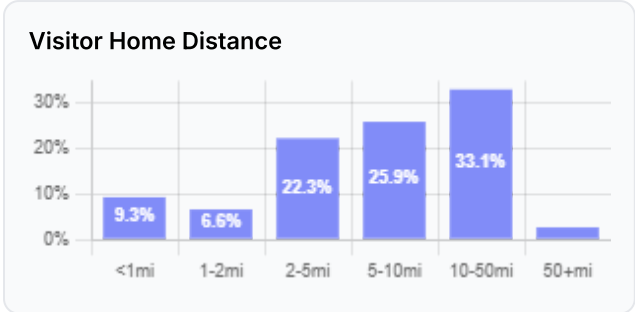
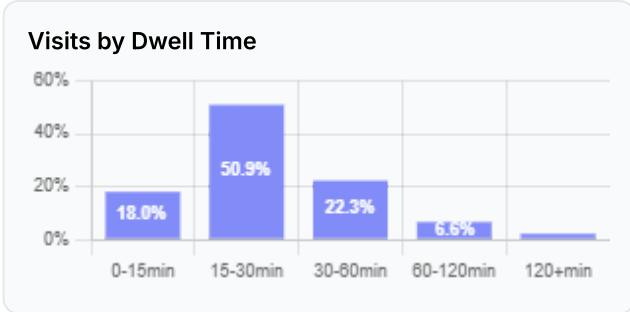
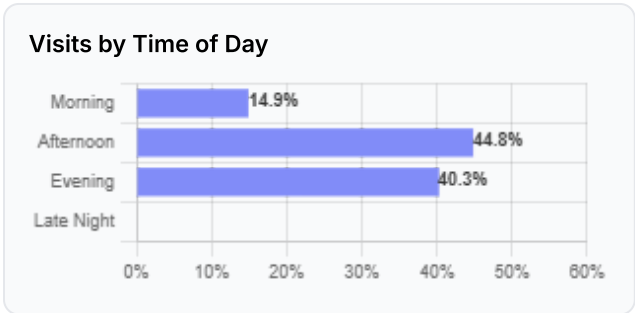
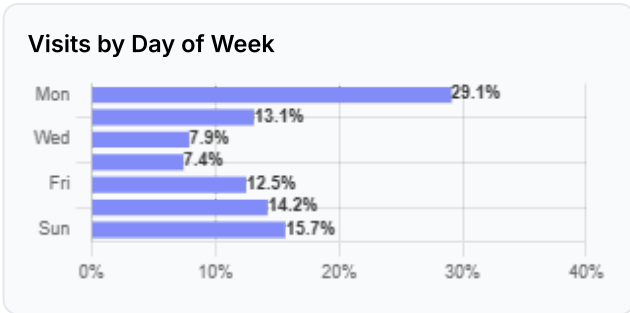
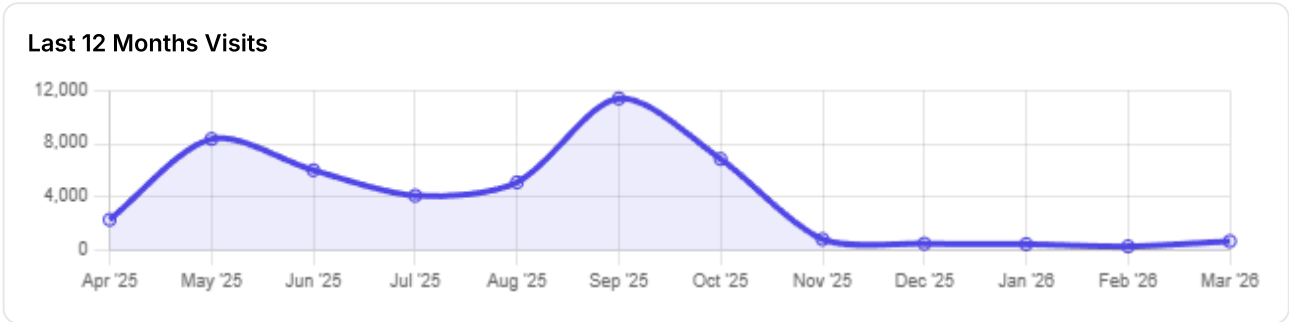
* Demographics data is based on locations' true trade area (home CBGs of 70% of visitors within 50 miles). Demographic information is provided by STI: popstats

Total Visits
632
 +159.0% MoM
 -30.7% YoY

Total Visitors
596
 +192.5% MoM
 -21.2% YoY

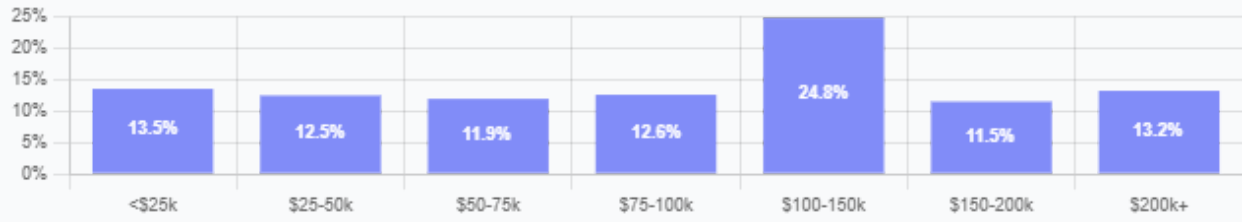
Avg. Dwell Time
31.9 min
 +0.4m MoM
 -1.1m YoY

Peak Day & Time
Monday / 6 PM
 Jan '26: **Saturday, 2 PM**
 Mar '25: **Sunday, 12 PM**



Visitor Income

Median HHI: \$99K | Avg HHI: \$118K



* Demographics data is based on locations' true trade area (home CBGs of 70% of visitors within 50 miles). Demographic information is provided by STI: popstats

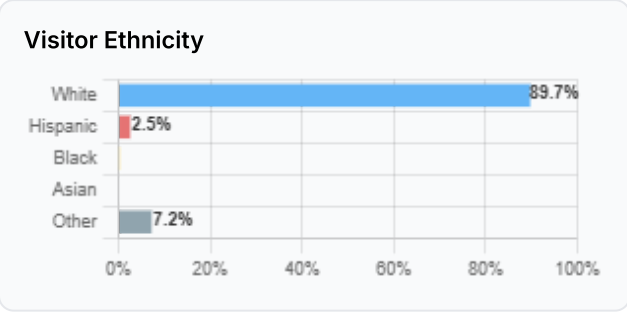
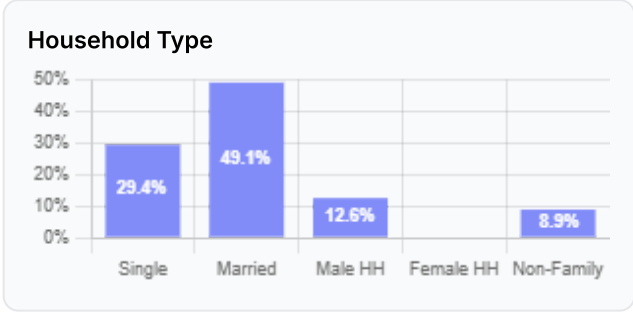
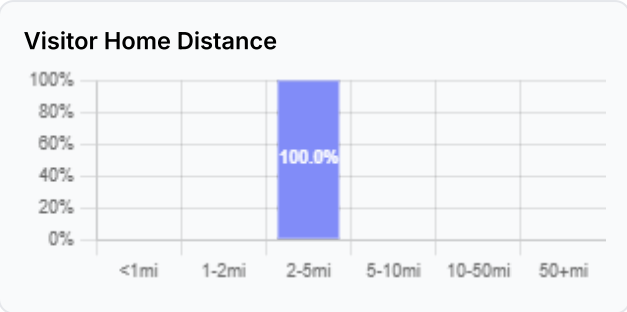
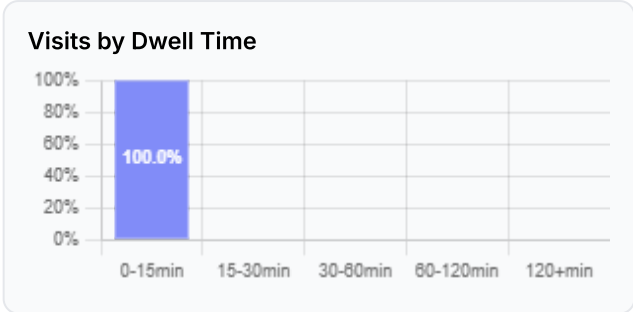
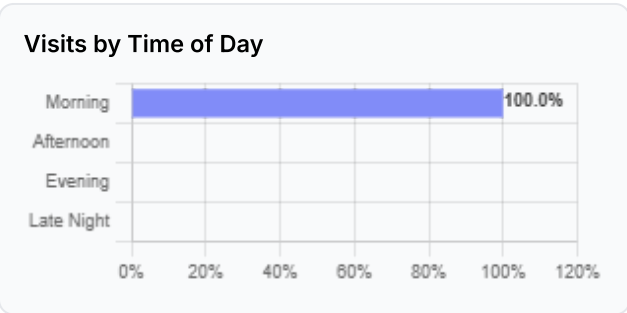
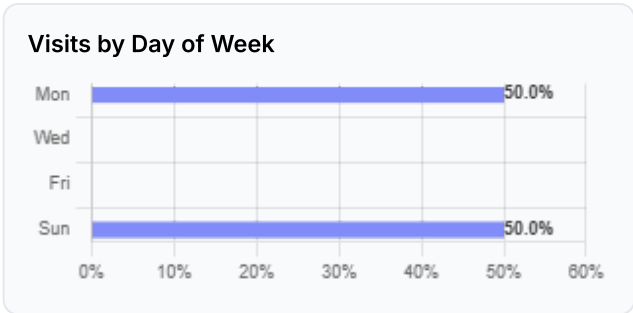
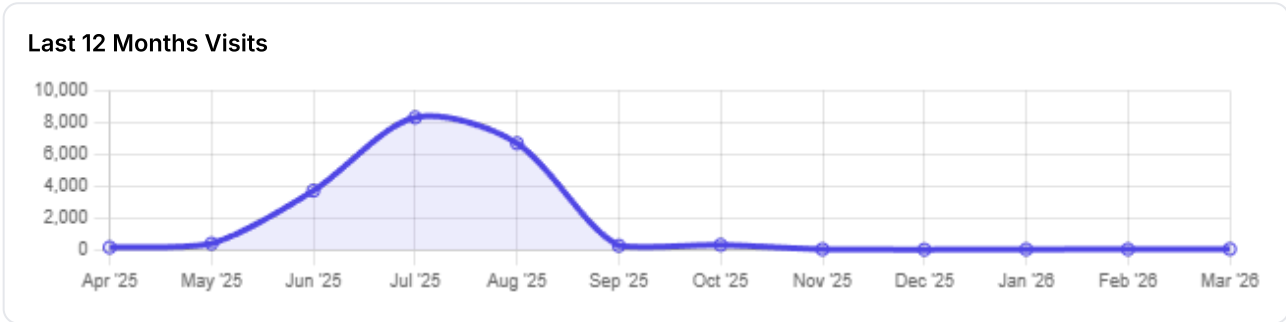
Dundee Park

Total Visits
34
 +78.9% MoM
 +54.5% YoY

Total Visitors
17
 -12.1% MoM
 -6.0% YoY

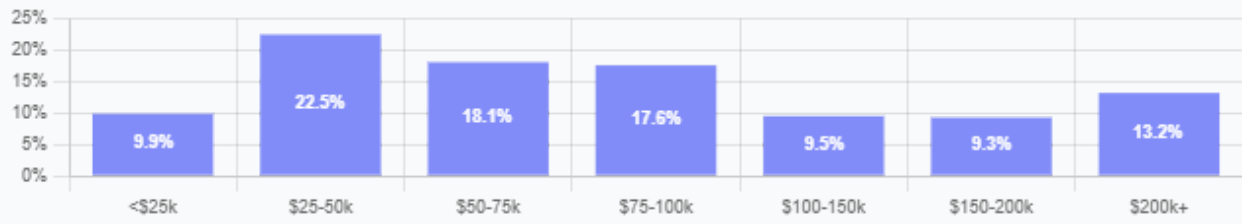
Avg. Dwell Time
6.5 min
 +4.5m MoM
 -0.6m YoY

Peak Day & Time
Monday / 11 AM
 Jan '26: **Thursday, 2 PM**
 Mar '25: **Thursday, 4 PM**



Visitor Income

Median HHI: \$75K | Avg HHI: \$113K



* Demographics data is based on locations' true trade area (home CBGs of 70% of visitors within 50 miles). Demographic information is provided by STI: popstats

Thank You

For further information and questions about this report, please contact your Customer Success Manager [Placer Pro](#).

**Assessing Department
Quarterly Report
2026: January-February-March
Prepared by Josh Houde, Assessor
Town of Windham**

Town Council Presentation – Josh gave a presentation to the Town Council on January 13, explaining the Property Tax Fairness Credit available to residents.

Property Database – After several months of planning and review, the public-facing portion of our property database is now being hosted by DataScout instead of Vision Web. The public may visit our website to experience the new look and features, which include superior map and search functions.

Renewable Energy Exemption Mailing – Following a comprehensive review of solar panel assessments, a mailing was sent to owners who have not yet applied for a renewable energy exemption to inform them of the program's existence and requirements. Approximately 100 letters were mailed.

Abatements – As of April 2, 28 abatements have been issued totaling around \$11k. While there is one commercial abatement request still pending, the current abatement amount is much lower than recent years' amounts (2021-2024), which saw abatement totals ranging from \$24k-\$54k.

Field Work – Properties are assessed based on their condition on April 1. Appraisers Patrick and Teresa continued to track building permits and visit the field to document new homes, additions, renovations, etc. Special attention was given to document properties that were under construction on April 1. Josh reviewed commercial permits and construction.

Business Personal Property – Kara documented new businesses in Windham and prepared approximately 1,100 letters for the annual declaration mailing to the businesses that report personal property.

Splits & Mergers – Each year, new parcels must be created and assessed due to splits and mergers. For the 2025 Commitment, Windham had 9,130 parcels. As of April 7 this year, we had 9,196, an increase of 66 parcels.

Subdivision & Zoning Review – The Assessing Department continues a large-scale review of subdivision and zoning assignments in our database.

Sales Analysis – Kara continues to enter monthly deeds, allowing Josh to compare sale prices to assessed values and analyze patterns and trends.

PLANNING DEPARTMENT MEMO

DATE: April 7, 2026

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

RE: Planning Department Second Quarterly Report – January-March 2026

Quarter-at-a-Glance

- Continued Planning Board review and approval of subdivision, site plan, and amendment applications
- Ongoing ordinance development and review through the Town Council Ordinance Committee
- Adoption of new and amended land use ordinances by the Town Council
- Administration of performance guarantees, including new performance guarantees, reductions, and renewals
- Ongoing construction monitoring and compliance reviews

Mission

The Planning Department is committed to providing citizens, elected officials, and municipal leaders with expert advice on planning and land use, as well as technical support to address community issues and priorities. The department supports sustainable growth, environmental stewardship, and predictable development review processes that advance Windham's long-term goals.

Vision

The Windham Planning Department is committed to supporting and enabling the citizens of Windham, as well as elected leaders and officials, to:

- **Implement** the town's comprehensive plan, along with programmatic and district plans, to clearly express and formalize the community's vision and goals.
- **Achieve** these community goals by implementing plans through the development of ordinances and policies, effective project management, and maintaining a fair and predictable development review process.
- **Foster** meaningful participation throughout all stages of planning using diverse methods, to continuously update and refine community goals, ensure transparency in planning services, and raise awareness of community issues and opportunities.

In order to achieve the ideals in the vision statement above, the Planning Department carried out the following activities in this quarter.

Comprehensive Plan Implementation and Ordinance Development (2026) & Town Council Ordinance Committee

The Town Council adopted the following Land Use Ordinance Amendments this quarter:

- January 27th:

- Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 4 Zoning Districts and Article 5 Performance Standards pertaining to Kennels in Commercial Districts.
- Amended the official Town of Windham land use map to rezone the portion of the parcel at 35 Dylan Way, from Farm (F) to Light-density Residential (RL)
- Comprehensive Plan
 - Town Council To approve a charge for a Comprehensive Plan Steering Committee.
- Town Council Ordinance Committee
 - Meetings: 2
 - Updates Required by LD 1829 and LD 2173
 - Shoreland Zoning Map Change request for 999 Roosevelt Trail
- Long Range Planning Committee
 - Meetings – 0: The Council has postponed the Long-Range Planning Committee meeting until the Planning Department can fully staff the Committee.
- Active Transportation Plan
 - To adopt an Active Transportation Plan as one of the goals of the Town’s Comprehensive Master Plan. [Windham Active Transportation Plan.](#)

Development Review

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
 - Pre-application meetings – 4
 - Applications Received – 3 Site Plan, 1 Subdivision, 1 Amended Subdivision, 1 Zone Change Request
 - Development Review Team meetings – 1
 - Staff approved minor revisions to approved site plans – 0
 - Pre-construction meetings – 2
 - Construction Inspections - Town Engineer and Consulting Engineer submitted 17 field reports
- Planning Board
 - Meetings – 3
 - Site Walks - 0
 - Applications Reviewed – 5
 - Ordinance Amendments Reviewed – 2
 - Zone Change Application - Rezone Portion of 35 Dylan Way from F to RL , Kennels in Commercial Districts
- Staff Review Committee:
 - Meetings – 0
- Performance Guarantee work:
 - Releases – 0

- Reductions – 2
 - #25-01 Dolley Farm Subdivision
 - #25-06 Shepherd’s Lane Subdivision
- Renewals – 2
 - #19-20 Les Wilson Pit
 - #24-14 322 Roosevelt Trail Hotel
- New – 3 (6 Guarantees Posted)
 - #25-18 Marigold Lane (Soil/Erosion Control and Remainder of Improvements)
 - #23-18 Windham Village Apartments (Condominium Units 1, 2, and 3)
 - #25-13 Franklin Drive Solar Project

Summary

During the third quarter of FY 25-26, the Planning Department supported the Planning Board, Ordinance Committee, and Town Council through application review, ordinance development, and implementation of approved projects. The department remains focused on providing consistent, transparent administration of land use regulations while advancing the Town’s long-term planning objectives.



Town of Windham, Maine

Code Enforcement Department
8 School Road
Town Hall- Second Floor
Zoning- Building Inspections- Code Enforcement

Tel: (207) 894-5960 ext 1
Fax: (207) 892-1916
www.windhammaine.us

Quarterly Report
01-01-2026 to 3-36-2026

Highlights and Accomplishments

- Volume & Activity: Staff issued 339 permits and completed 1,601 field inspections.
- Revenue & Development: Assessed \$378,647 in permit fees based on an estimated construction value of \$12,672,104.
- Professional Development: Staff completed advanced training in fuel venting, energy storage, wall bracing, wood design, fire resistance, construction safeguarding, Shoreland Zoning, electrical codes, ADUs, legal procedures, and legislative updates.
- Housing Data: Completed the 2025 Statewide Housing Survey; data is now available via the State of Maine Housing Data Portal.

Ongoing Projects

- Village Apartments: Issued the first 3 of 14 building permits for the development near 770 Roosevelt Trail. This project will contribute to a total of 172 new residential units.
- Camping World Expansion: Construction at 480 Roosevelt Trail is nearing completion.
- Residential Developments: Conditioned inspections for the 42-unit condominium project at 25 River Road and the 13-unit single-family residential development at 421 Falmouth Road.
- Shoreland Zoning: Ongoing review and increasing requests for the expansion of non-conforming structures.
- Interdepartmental Support: Providing technical expertise to Town staff and committees regarding safety and wellness, future public facilities, growth management, and sewer ordinance implementation.
- Software Optimization: Restructuring MyGov permit types to streamline interdepartmental reviews for large-scale development projects.
- Sewer Infrastructure: Conducting pre-inspections for Fats, Oil, 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.
- Environmental Oversight: Managed enforcement actions regarding junk vehicles, excessive debris storage, unauthorized lot clearing, and unpermitted work.

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



Quarterly Report January – March 2026

The department looks closely at the services we offer, who benefits and how they benefit from the various services provided. A general definition of each category has been included, along with activities/events/projects that fit that category.

Service Categories

Beginner Activities: Classes, clinics, workshops, and other led and/or instructed activities which include instruction, and the primary goal is to introduce participants to a skill at a "learn to" level.

- Candlepin Bowling (25); Beginner Pickleball Lessons (13); Karate (22)

Community Events: Annual events planned to be appealing and accessible to a majority of, or the entire community regardless of age, ability/skill, family composition, etc.

- February Formal (182); Family Trivia Night (10 Families); Winter Photo Contest (22 Entries)

Drop-in Activities: Activities which do not require registration, but may require a membership, are self-directed and include staff/volunteer supervision or oversight. (numbers reflect total attendees throughout season- repeat participants for many of these events)

- Bingo (59); Cribbage (15); Kiddie Gym (114); Kiddie Craft Time (9); Sunday Open Gym (79 Basketball, 91 Volleyball)

Education & Enrichment: Classes, clinics, workshops, and other led/or supervised activities in which the primary intent is to provide socialization, interaction, and life skills development with a focus on education and lifelong learning.

- Almost Maine Show & Lunch (14); Maine MILL Museum (5); Maple Saturday at Pineland Farms (9); 3 Mystery Lunches (58); Portland Jetport Tour (18); High Touch High Tech (Begins 4/29 with 4 registered); No School Rec Days (46); WMS Early Release Day (32)

Human Services: Services which focus on preventing and remediating life challenges and maintaining independence and connection to community by linking and/or providing resources for those in need.

- Co-hosted 2 Age Friendly Luncheons (72)
- Thursday Email Blasts promoting Community Organizations events/activities

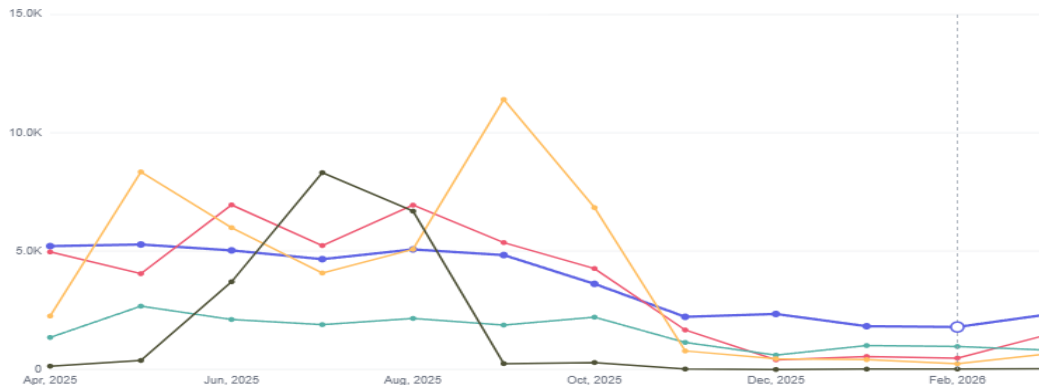
Intermediate/Advanced Activities: Classes, clinics, workshops, leagues, and other led and/or instructed activities in which the primary intent is to advance or master a skill.

- Coached Pickleball Play (23); Adult 4x4 Basketball Spring (8 teams) Adult Pickup Basketball (35)

Open Access: Access to parks, park amenities, and/or facilities which does not include supervision or oversight by staff and activity is self-directed by the user or participant.

- Benchmark Visit Trends provided by placer.ai through February 2026: Lippman Park (Blue),

Community Park (Red), Lowell & East Windham Conservation Area (Green); Gambo Fields and Mountain Division Trail (Gold); Dundee Park (Black)



Private/Semi-Private Activities: Specialized classes, clinics, workshops, and other led and/or instructed activities offered in a private setting to meet the unique needs, interests and/or skill sets of individuals and small groups.

- Fitness Foundation (82); Pleasant Mountain Multi Week Ski Program (26)

Rentals & Reservations: Space, equipment, and facility reservations for exclusive use by an individual or group.

- 14 Passenger bus (190 hours); 13 Passenger Transit (72 hours); Town Hall Gym (582.5 hours)
- Snow Shoe Loan Program

Resale

- Dundee Park Season Tickets – Sales began March 17th

Other Achievements/Accomplishments:

- Initiated development process of Forbes Lane Neighborhood Park with council-appointed committee
- Introduced new registration software program intended to offer a more customized approach for all our offerings and to better manage facility reservation

Age Friendly Windham Updates:

- AFW Rides & Grocery Bus- 497 rides for 29 community members, 5,314 miles logged, 426.75 volunteer/per diem hours
- Jan Luncheon- 25 attendees
- March Volunteer Fair 40 guests, 10 vendors
- Held one AFW Community Meetings -18 attendees
- Window Dressers Community Build - 180 inserts for 40 community members in Windham and surrounding areas

Human Resources Quarterly Report January – March 2026

Human Resources/Safety and Wellness

- Successfully disputed an unemployment claim and its appeal.
- W-2's and ACA reporting were completed and sent out; W/C Audit completed.
- Updates were made to the Master Wage Workbook in preparation for the FY27 budget.
- OSHA 300 and 300A forms and completed, submitted, and posted in Town buildings.
- A safety audit was conducted by Maine Municipal Association at Public Safety.
- Wellness Activities included a Wellness Cookbook Library, a Mental Wellness Challenge, Lunch and Learns and Chair Massages.
- Submitted for the 2026 Wellness Grant. Received reimbursement for previous quarter.
- The *Employee Connection* and *Safety and Wellness* Newsletters were distributed in February and March.
- 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 three (3) new hires (Recreation Coordinator, Tax Collection Clerk and Building Maintenance Technician) this past quarter. We received 58 applications for four (4) positions. Interviews were conducted with 58 candidates.
- 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:	\$ 23,408.00
Food Pantry monetary donations:	07/01/25 – 06/30/26:	\$ 56,724.67
Food Pantry expenses:	07/01/25 – 06/30/26:	\$ 215.94

Quarterly Activity

- We received twenty-four (24) applications for General Assistance; seven (7) applicants qualified for financial assistance; seventeen (17) were referred to Neighbor's Helping Neighbors for fuel 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 five hundred and fifteen (1,515) households were served through the Food Pantry; fourteen (14) were new clients.
- Fifty-eight (58) 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

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Quarterly update from Windham Public Library – 04/01/2026 – 1st Quarter January-March 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: With recent hires in Q4 of 2025, we've had stable staffing to begin 2026. Staff have been diligently completing yearly trainings, ordering items for the collection, maintaining the existing collection, and planning programs for the spring. Staff has begun thinking and planning for all our summer activities, our most active time of year, as well as the summer reading program. We look forward to new partnerships and programs to carry out this year.

The staff has been very helpful in reviewing the Middle School Repurpose Committee discussions and plans from the architects. Feedback has been invaluable so that I am able to advocate for the library needs through the process.

- The library and Age Friendly Windham are planning a spring/summer series of technology programs. Staff has collaborated again with the National Digital Equity Center and is working toward completing their partner program trainings. The series will be on Fridays beginning the end of April.

All the programs in the Life's Last Journey series were well attended and provided important information for adults as they explore end of life issues. Fridays have been an ideal time for this type of adult program. After two series of Life's Last Journey, Friday programs will focus on technology.

In the Children's Room, the Nurturing Playtime program continues to have great attendance and shares valuable information with parents about a number of important topics. Parents connect with speakers from many organizations like RSU14 to learn about Pre-K or lactation consultants to assist new moms. In addition, Wednesday afternoon programs like Wonder Wednesday, with legos, constructing with cardboard, or working with 4H are popular for the older age group as the elementary students have early release days.

For the Teens, Cassandra's new Teen Cuisine program has taken off. The kids are enjoying learning about different types of food and how to make different meals for themselves. There's always so much excitement in the room when they are cooking!

All programs planned at the library are free of charge. Librarians in each age group plan a variety of programs throughout the year to meet the needs of the community. Staff do a great job planning and implementing programs for their areas. Programs are well attended and often include partnerships with other departments or community groups.

A sure sign of spring for me is when the speed bumps come out at town hall. It hasn't happened quite yet, but I look forward to this sign of warmer days when it happens!

- Statistics:
 - **January Circulation: 6,577** physical materials and **1,846** digital checkouts, **4045** visits
 - **February Circulation: 6,638** physical materials and **1,618** digital checkouts, **3,844** visits
 - **March Circulation: 7,600** physical materials and **1,806** digital checkouts, **5,105** visits

Respectfully submitted,

Jennifer Alvino Wood, Library Director



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-077

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Correspondence

Agenda Number:

Trek Across Maine Event.



March 2026
Town of Windham
8 School Rd
Windham, ME 04062

Dear Town of Windham,

The Trek Across Maine is less than 3 months away and we will be coming through your town on Saturday, June 20th, and Sunday, June 21st, 2026, with our 42nd annual event. **Our routes are finalized except for unexpected road construction or emergencies.** The Trek is the largest, longest running 3-day cycling event in the Northeast. We are notifying you of this special event so that you can be aware of an increased number of cyclists and vehicles (some large trucks and SAG vehicles) on the road. We will be relying on you when we ride through your town for 911 Emergency Medical support. We ask that you please post the enclosed **"SLOW DOWN AND SHARE THE ROAD"** safety poster.

I have included the finalized 2026 turn-by-turn and route map through your town in case of an emergency you will know which routes we will be on, and so that you can inform us, if you haven't already, of any road or utility projects that might impact our route on town roads and highlighting intersections where we may need assistance. Please contact me if there are areas of concern. Thank you for your cooperation and assistance.

The Trek will take place during daytime hours, with no road closures necessary, except for emergencies, and cyclists will keep right as much as possible. We are currently expecting about 600+- cyclists and over 250 volunteers for this event. The American Lung Association in Maine relies on community support so that we can continue to raise the needed funds to support our mission of fighting lung cancer, lung disease, teen smoking and more.

We would like to invite your town to come out to help us celebrate the Trek Across Maine and being able to breathe clean air. Signs, balloons, banners, cheering, and volunteering are all welcomed and appreciated.

For more information contact me if you have any questions, suggestions, or comments regarding this event. The contact numbers for **Trek weekend are Rick Smith 207-431-4776.**

Thank you for your cooperation and assistance.

George Eastman
Event Route Logistics Coordinator
122 State Street
Augusta ME 04330
207-215-7531

george.eastman@lung.org

Windham Day 2

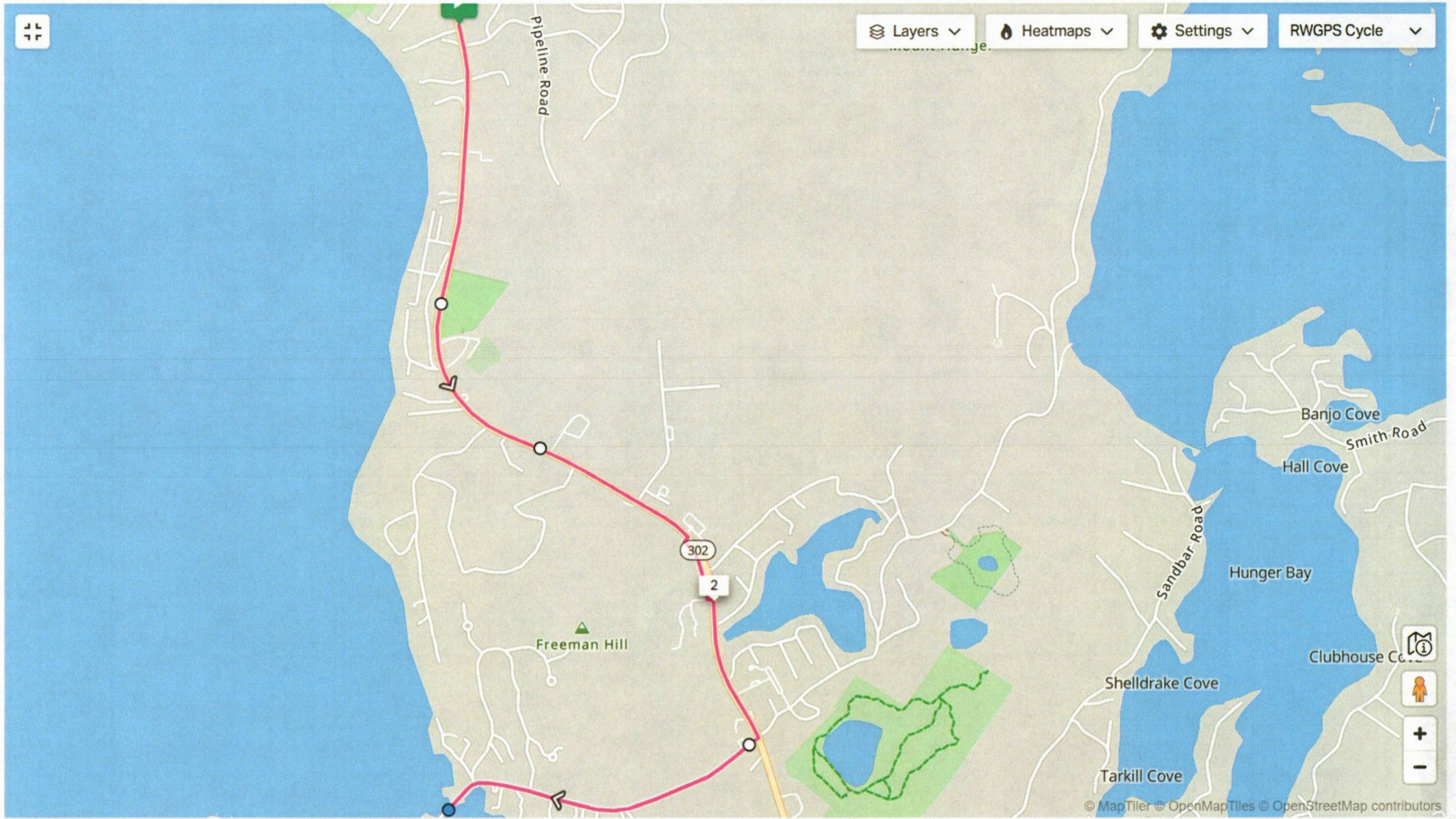
Whites Bridge Rd - Turn Right	Windham	
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Windham Day 3

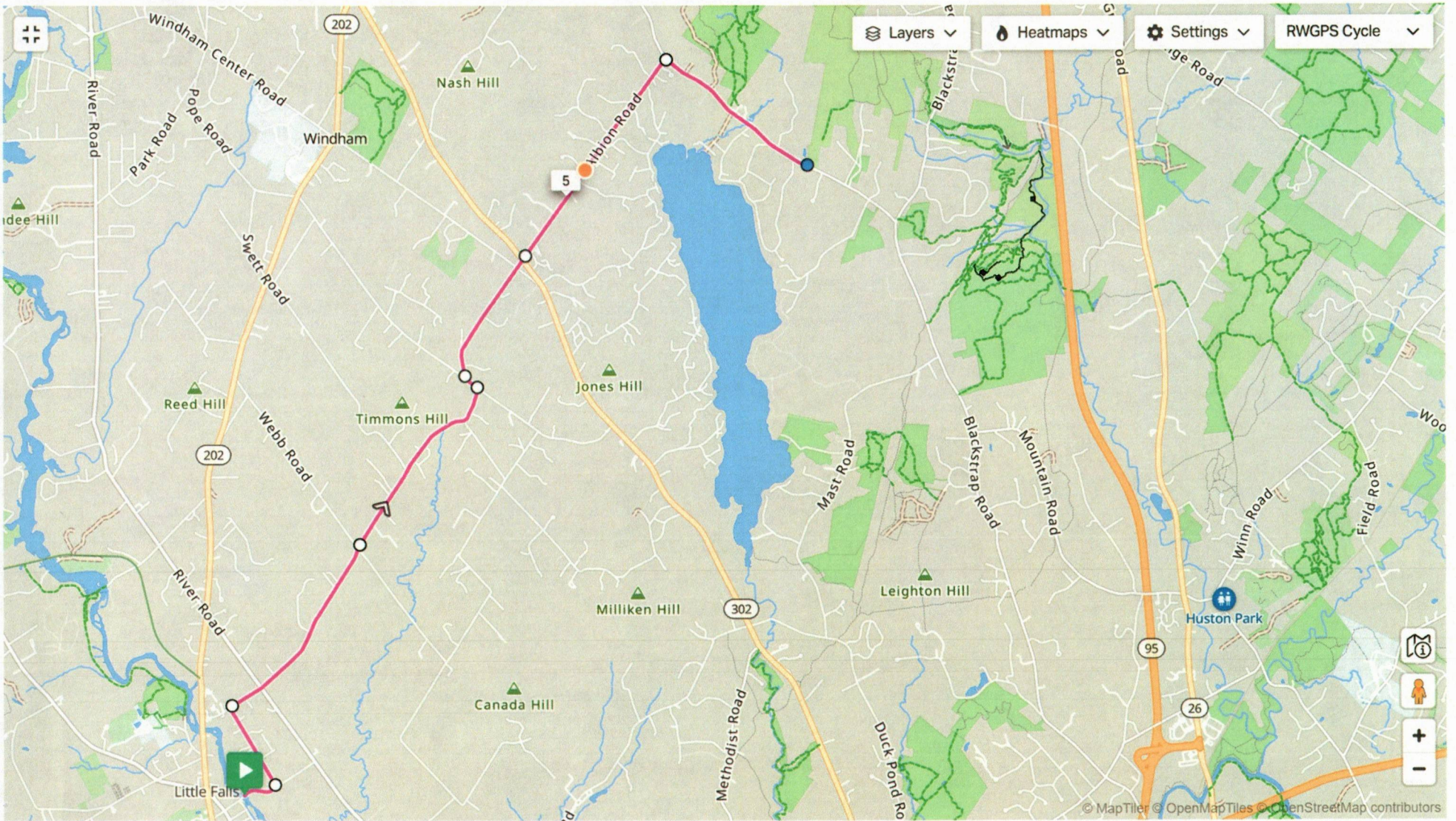
Babb's Covered Bridge - one lane	Gorham/Windham	Police Explorers
River Rd - Turn Right	Windham	
Gambo Rd - Turn Right	Windham	
Mountain Division Trail - Turn Left	Windham	
Rt 202W / Main St - Turn Right	Windham	

Narrow RR Underpass - Mallison Falls Rd	Gorham/Windham	
High St - Turn Left	Windham	
Depot St / Chute Rd - Turn Right	Windham	
Pope Rd - Turn Left	Windham	
Albion Rd - Bear Right	Windham	
Falmouth Rd / Babbage Rd - Turn Right	Windham/Falmouth	

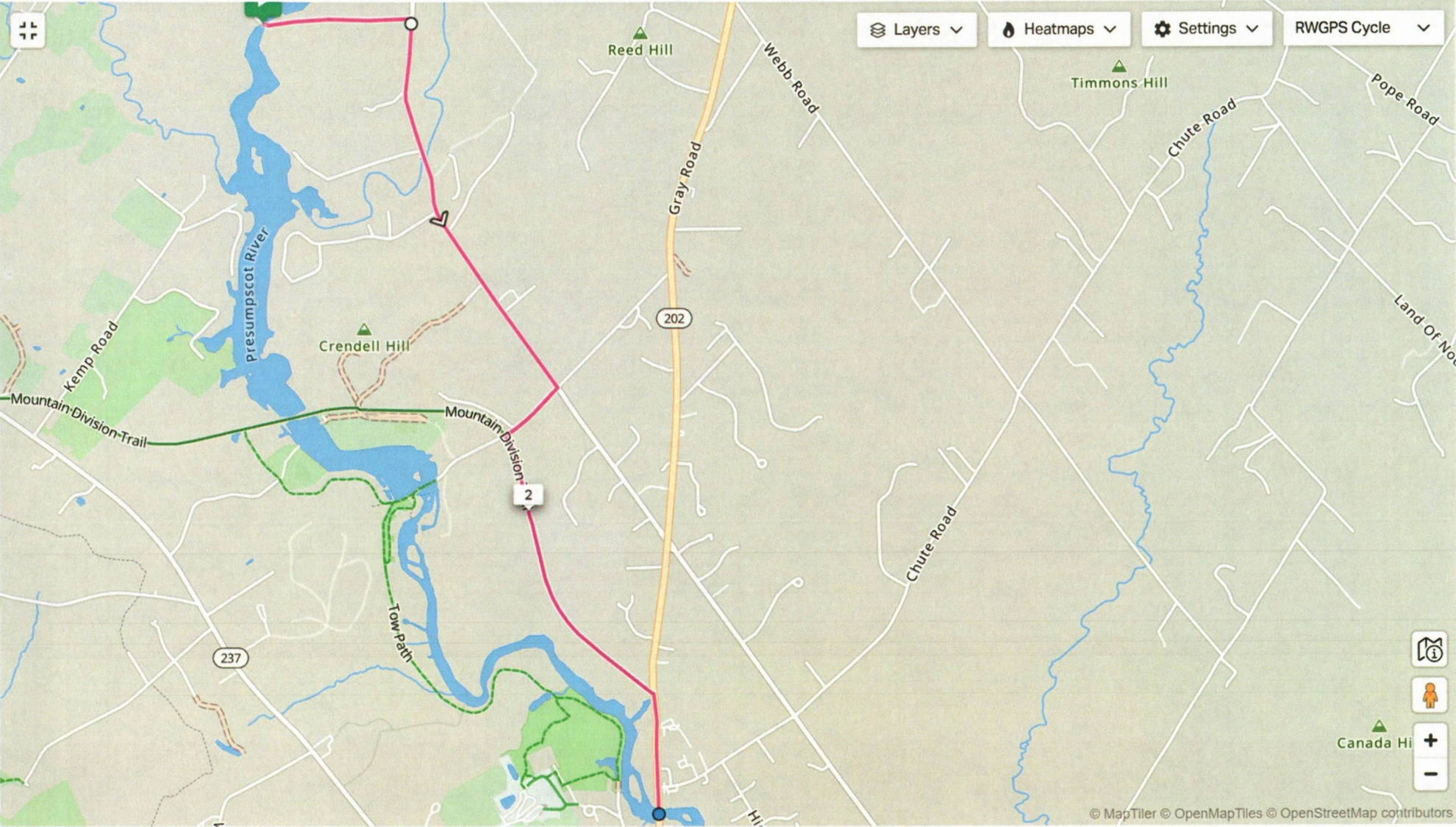
Windham-Day 2-Saturday, June 20th.



Windham-Day 3-Part 2



Windham-Day 3-Part 1



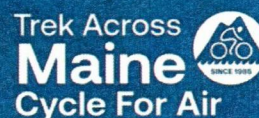


**PLEASE SLOW DOWN
AND SHARE THE ROAD!**

SAFETY MESSAGE

The Trek Across Maine will be cycling through your community on Father's Day weekend (June 19-21, 2026). Help us keep our cyclist safe by following a few of these safety tips:

- Always watch for cyclist on the road
- Always stop and look in both directions before turning right on red
- Keep at least three feet between you and a cyclist



207-624-0312 | TrekAcrossMaine.org



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-033

Agenda Date: 4/14/2026

Version: 1

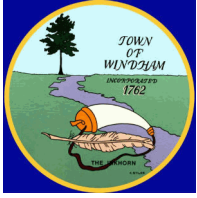
Status: Agenda Ready

In Control: Town Council

File Type: Discussion Item

North Windham Sewer System Update.

Scope, Schedule, Budget.



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-072

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Discussion Item

Proposed Charter Amendments.

Tammy Hodgman

From: Robert J. Burns
Sent: Thursday, March 19, 2026 2:56 PM
To: Benjamin T. McCall
Cc: Tammy Hodgman
Subject: RE: Proposed Charter Amendments (for March 24 Agenda)

Thanks Ben!

Robert Burns
Town Manager | rjburns@windhammaine.us
Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us
Ph. 207.892.1907 Ext. 1129 | Fax 207.892-1910

From: Benjamin T. McCall <bmccall@dwmlaw.com>
Sent: Thursday, March 19, 2026 2:36 PM
To: Robert J. Burns <rjburns@windhammaine.us>
Cc: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: Proposed Charter Amendments (for March 24 Agenda)

External sender <bmccall@dwmlaw.com>

Make sure you trust this sender before taking any actions.

Bob –

As requested, attached is a redlined version of the Charter with proposed amendments. Specifically, these amendments:

- Change the date by which the budget and CIP need to be submitted to the Council to March 1 of every year (Art. V, Secs. 2, 3).
- Move the date by which the proposed budget must be recommended to voters as being no later than 60 days prior to the new fiscal year – to allow for ballot printing (Art. V, Sec. 4).
- Other housekeeping amendments in Art V. to clarify the budget preparation process.
- Moving the Annual Town Meeting to the second Tuesday in June, concurrent with the regular municipal election.
- Making that Annual Town Meeting secret ballot only; specifying the effect of yes and no votes on each budget article; and permitting special (open) town meetings to ask for additional appropriations if a budget article is defeated.
- Increase in the amount of appropriations requiring town meeting approval from \$25,000 to \$250,000.

These amendments are all suggestions, based on feedback from the Council. Nothing is set in stone, so I look forward to further discussion with Council and amendments to the amendments as necessary. Please let me know if you have any questions.

Thanks,
Ben

Benjamin T. McCall
Attorney

D | 207.771.9214
bmccall@dwmlaw.com

84 Marginal Way, Suite 600, Portland, ME 04101
800.727.1941 F | 207.772.3627 dwmlaw.com

DrummondWoodsum
ATTORNEYS AT LAW

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COUNCIL-MANAGER CHARTER

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[HISTORY: Adopted by the Town of Windham 12-9-1974, effective 1-1-1975, as amended through 11-5-2024. Subsequent amendments noted where applicable.]

ARTICLE I
Grant of Powers to the Town

Section 1. Incorporation.

The inhabitants of the Town of Windham, within the limits as now established or as hereafter established in the manner provided by law, shall be a municipal corporation, by the name of the Town of Windham.

Section 2. Powers and duties.

The Town shall have, exercise and enjoy all the rights, immunities, powers, privileges and franchises and shall be subject to all the duties, liabilities and obligations provided for herein, or otherwise, pertaining to or incumbent upon said Town as a municipal corporation or to the inhabitants or municipal authorities thereof; and may enact reasonable by-laws, regulations and ordinances for municipal purposes, not inconsistent with the Constitution and laws of the State of Maine, and impose penalties for the breach thereof, to be recovered for such uses as said by-laws, regulations or ordinances shall provide.

The administration of all the fiscal, prudential and municipal affairs of said Town, with the government thereof, except as otherwise provided by this Charter, shall be and is vested in one body of seven members, which shall constitute and be called the Town Council, all of whom shall be inhabitants of said Town, and shall be sworn in the manner hereinafter prescribed.

The Town may acquire property for any Town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage and control such property as its interest may require.

In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the Town would have if the particular power were not mentioned. The Charter shall be liberally construed to the end that the Town may have all the powers necessary or convenient for the conduct of its municipal affairs, including all powers the Town may assume pursuant to state laws and to the provisions of the State Constitution.

Section 3. Intergovernmental relations.

The Town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil subdivisions or agencies thereof, or with the United States or any agency thereof, in accordance with the terms of the Interlocal Cooperation Act¹ and other statutory provisions.

1. Editor's Note: See 30-A M.R.S.A. § 2201 et seq.

ARTICLE II
Town Council

Section 1. Number, election, term.

The Town Council, hereinafter called the "Council", shall be and constitute the municipal officers of the Town and shall be composed of seven (7) members, each of whom shall be elected by the registered voters of the entire Town.

"Area representatives." At least one member shall be a resident of each of the following areas of the Town at the time of their election and shall maintain residency in their respective areas for the duration of their terms of office:

North Windham shall consist of the area bounded on the south by the centerline of Routes 35 and 115, on the east by the Town of Gray, on the north by the Towns of Raymond and Gray and on the west by the Town of Standish;

East Windham shall consist of the area bounded on the north by the centerline of Route 115 from its intersection with the Little Sebago Lake outlet to the Gray line, on the east by the Towns of Gray, Cumberland, Falmouth and Westbrook, on the west by the centerline of Route 302 from Westbrook to its intersection with the Varney Mill Road, thence by the centerline of the Varney Mill Road to its intersection with the Ditch Brook, thence by the thread of the Ditch Brook to Collins Pond, thence by the middle of Collins Pond to the Little Sebago Lake outlet and Route 115;

West Windham shall consist of the area bounded on the north by the centerline of Route 35, on the west by the Towns of Standish and Gorham, on the south by the centerlines of Gambo and Newhall Roads to the point of their intersection with Route 202 and on the east by the centerline of Route 202 from its intersection with the Newhall Road to its intersection with Route 302 and by the centerline of Route 302 from its intersection with Route 202 to its intersection with the Varney Mill Road, thence by the centerline of the Varney Mill Road to its intersection with the Ditch Brook, thence by the thread of the Ditch Brook to Collins Pond, thence by the middle of Collins Pond to the Little Sebago Lake outlet and Route 115;

South Windham shall consist of the area bounded on the northeast by the centerline of Route 302 from the Westbrook line to its intersection with Route 202, on the northwest by the centerline of Route 202 from its intersection with Newhall Road to its intersection with Route 302, and by the centerlines of Gambo and Newhall Roads to their intersection with the town line of Gorham and on the southeast by the town line of Westbrook to its intersection with Route 302.

"At large representatives." Three members shall be considered "at large" who shall be residents of any section of the Town. Each member shall be elected for a term of three years and until his successor is elected and qualified.

Section 2. Qualifications, vacancies.

- A. Councilors shall be qualified voters of the Town and shall reside in the Town during their term of office.
- B. Holding other office: Except where otherwise allowed by law, or pursuant to an agreement under the Interlocal Cooperation Act,² no Councilor shall hold other Town office or employment during the term for which they were elected to the Council, and no former Councilor shall hold any compensated

2. Editor's Note: See 30-A M.R.S.A. § 2201 et seq.

appointive Town office or employment until one year after the expiration of the term for which they were elected to the Council.

- C. Forfeiture of office: A Councilor shall forfeit his/her office if he/she:
- (1) Lacks at any time during his/her term of office any qualification for the office prescribed by the Charter or by law,
 - (2) Violates any express prohibition of this Charter,
 - (3) Is convicted of a felony,
 - (4) Is convicted of any other crime or offense involving moral turpitude, or
 - (5) Fails to attend three consecutive regular meetings of the Council, where votes will be taken, without being excused for due cause by the Council.
- D. Filling of vacancies: In case of a vacancy caused by death, resignation or other cause, the vacancy shall be filled at the next regular municipal election for the unexpired term. The Council shall fill vacancies in its number occurring between regular municipal elections, and the term of office of any member of the Council so chosen shall expire at the next municipal election.

Section 3. Enumeration of powers.

Without limitation of the foregoing, the Council shall have the power to:

- A. Appoint, on the affirmative vote of five members, the Manager for an indefinite term and remove him/her by the same vote. At least 30 days before such removal shall become effective, the Council shall, by the affirmative vote of five members, adopt a preliminary resolution stating the reasons for the Manager's removal. The Manager may reply in writing and may request a public hearing, which shall be held not earlier than 20 days nor later than 30 days after the filing of such request. After such public hearing if one is requested, and after full consideration, the Council by the affirmative vote of five members may adopt a final resolution of removal. By the preliminary resolution, the Council may suspend the Manager from duty, but the regular salary of the Manager shall continue to be paid to him/her during the period of suspension. However, in no case shall the Manager receive pay while on suspension or in any form of severance agreement that, in total, exceeds three months' salary.
- B. Appoint and remove on the affirmative vote of five members, the Assessor, the Town Clerk and the Town Attorney. All appointees of the Council shall serve at the will of the Council.
- C. Appoint the members of the Board of Assessment Review, the Planning Board, the Board of Zoning Appeals, and the membership of such advisory committees as the Council shall create, except that by ordinance the Council may make membership of any advisory committee elected.
- D. Create by ordinance, change and abolish offices, departments and agencies, other than the offices, departments and agencies established by this Charter. The Council by ordinance may assign additional functions or duties to offices, departments or agencies established by this Charter, but may not discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency. The Council may, however, where not prohibited by law, vest in the Town Manager all or part of the duties of any office under this Charter.
- E. The Council may make investigations into the affairs of the Town and the conduct of any Town department, office or agency.

- F. Adopt, reject, or modify and carry out plans proposed by the Planning Board.
- G. Approve an annual budget and recommend same to the Town Meeting, subject to the provisions of this Charter, and may appoint a Budget Committee to assist them in this duty.
- H. Provide for an annual audit.
- I. 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.

Section 4. Compensation.

- A. Councilors shall receive \$20 for each Council meeting attended, not to exceed in the aggregate of \$500 per year in full for their services and shall be paid quarterly. Such compensation may be changed by ordinance, but no such ordinance increasing the salary of members of the Town Council shall take effect during the then current municipal year.
- B. The Town Council by order shall fix the salaries of officials appointed by the Town Council, including the salary of the Town Manager.
- C. Salaries of the appointees of the Town Manager shall be fixed by the Town Manager subject to the approval of the Council.
- D. The Council may provide by order for the reimbursement of necessary and actual expenses of Town officers and officials in the exercise of their official duties.

Section 5. Induction of Council into office.

Councilors-elect shall be sworn to the faithful discharge of their duties by a Justice of the Peace, or by the Town Clerk, at the next regular or special Town Council meeting immediately following the regular Town elections, and a record made thereof.

Section 6. Council to judge qualifications of its members.

The Council shall be the judge of the election and qualifications of its members, but the decision of the Council in any such case shall be subject to review of the courts.

Section 7. Regular meetings.

The Council shall meet regularly at least once a month. It shall also provide a method for calling special meetings. During each meeting there shall be opportunity for public discussion by the Council upon each item on the agenda. There shall be an opportunity for the public to speak on each item before a vote is taken by the Council.

Section 8. Rules of procedure; journal.

The Council shall determine its own rules and order of business. It shall keep a record of its proceedings and the record shall be open to public inspection.

Section 9. The presiding officer.

At the first meeting after the regular municipal election, the Council shall elect from among its members,

officers of the Town who shall have the titles of Chair and Vice-Chair each of whom shall serve at the pleasure of the Council. The Chair shall preside at meetings of the Council, and shall be recognized as head of the Town government for all ceremonial purposes, and by the Governor for purposes of military law, but shall have no administrative duties. The Vice-Chair shall act as Chair in the absence of the Chair. The Chair and the Vice-Chair shall be entitled to vote on all questions.

Section 10. Quorum.

A majority of the Council shall constitute a quorum for the transaction of business. At least four votes shall be registered in favor of passage of an ordinance, order or resolution. A smaller number may adjourn from time to time. At least 24 hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.

Section 11. Ordinances in general.

- A. Form: Every proposed ordinance shall be introduced in writing and in the form required for final adoption. The enacting clause shall be "The Town of Windham hereby ordains...".
- B. Procedure: 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. A notice setting out the time and place for a public hearing shall be given at least seven days in advance by publication in a newspaper, as defined by relevant Maine statute (1 M.R.S.A. § 601 or its successor, as amended), having a general circulation in said Town before any ordinance shall be passed, but nothing herein shall be deemed to require publication of the ordinance itself. The public hearing may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons interested shall have a reasonable opportunity to be heard. After the hearing the Council may adopt the ordinance with or without amendment or reject it; but if it is amended as to any matter of substance, the Council may not adopt it until the ordinance or its amended sections have been subjected to all the procedure hereinbefore required in the case of a newly introduced ordinance.
- C. Effective date: Except as otherwise provided in this Charter, every adopted ordinance shall become effective at the expiration of 30 days after adoption or at any later date specified therein.
- D. Emergency ordinances: To meet a public emergency affecting life, health, property or the public peace, the Council may adopt one or more emergency ordinances. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of at least the majority plus one member shall be required for adoption. After its adoption the ordinance shall be posted in three public places. It shall become effective upon adoption or at such later time as it may specify. Every emergency ordinance except one authorizing the issuance of emergency notes shall stand repealed as of the 61st day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

Section 12. Town Clerk.

- A. The Town Clerk shall perform those duties established by law and shall act as Secretary of Council,

and shall keep a public record of all proceedings of the Council, including all roll call votes. The Town Clerk shall be a resident of the Town, unless the Council waives this requirement.

- B. Statutory fees collected by the Town Clerk shall be turned over to the Town.
- C. The Council shall set the salary of the Town Clerk.

Section 13. Independent annual audit.

Prior to the end of each fiscal year, the Council shall designate the State Department of Audit or private certified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transaction of the Town Government and shall submit their report to the Council and the Town Manager. Such accountants shall not maintain any accounts or records of the Town business, but shall post-audit the books and documents kept by any office, officer, department or agency of the Town Government.

ARTICLE III
Town Manager

Section 1. Town Manager, qualifications.

The Town Manager shall be chosen by the Council solely on the basis of his/her character and his/her executive and administrative qualifications with special reference to his/her actual experience in, or his/her knowledge of, accepted practice in respect to the duties of his/her office as hereinafter set forth. At the time of his/her appointment, the Town Manager need not be a resident of the Town or state.

Section 2. Powers and duties of Town Manager.

The Town Manager shall be the Chief Administrative Officer of the Town. The Town Manager shall be responsible to the Council for the administration of all Town affairs placed in the Town Manager's charge by or under this Charter or by direction of the Council. The Town Manager shall have the following powers and duties:

- A. The Town Manager shall be Tax Collector, Town Treasurer, Overseer of the Poor, and shall have and exercise all powers and perform all the duties conferred or imposed by law upon said respective officers. No Councilor shall receive appointment to the office of Town Manager during the term for which they shall have been elected, nor within one year after the expiration of their term, nor shall any member of the Council act in that capacity. The Town Manager shall give bond for the faithful discharge of his/her duties to the Town of Windham in such sum as the Council shall determine and direct, and with surety or sureties to be approved by the Council. The premium on the Town Manager's bond shall be paid by the Town.
- (1) The Town Manager shall appoint and remove statutory officers and department heads, including but not limited to Chief of the Police Department, Fire-Rescue Chief and Director of Public Works subject to confirmation by the Council; and all other administrative officers and Town employees, except as the Town Manager may authorize the head of a department or office to appoint or remove subordinates in such department or office and except as otherwise provided by law, by this Charter, or by personnel rules adopted pursuant to this Charter.
 - (2) The Town Manager shall direct and supervise the administration of all departments, offices and agencies of the Town, except as otherwise provided by this Charter or by law.
 - (3) The Town Manager or his/her designee shall attend Council meetings, except when the Town Manager's removal is being considered, and shall have the right to take part in discussions but may not vote.
 - (4) The Town Manager shall see that all laws, provisions of this Charter and acts of the Council, subject to enforcement by the Town Manager or by officers subject to the Town Manager's direction and supervision, are faithfully executed.
 - (5) The Town Manager shall prepare and submit the annual budget and capital program to the Council and be responsible for its administration after adoption.
 - (6) The Town Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year, and cause such annual Town report to be published and made available to the public as promptly as possible after the close of the fiscal year.

- (7) The Town Manager shall prepare and submit to the Council such reports and shall perform such duties as the Council may require, shall keep the Council advised of the financial condition and future needs of the Town, and shall make such recommendations to the Council concerning the affairs of the Town as the Town Manager deems desirable.
- (8) The Town Manager shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.
- (9) The Town Manager shall act as purchasing agent for all departments of the Town and provide for cooperative purchasing arrangements where feasible, and shall submit to competitive bids any transaction in excess of the amount set by order of the Council.
- (10) The Town Manager shall prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption by the Council.
- (11) Council not to interfere in appointments or removals. Neither the Council nor any of its members shall direct or request the appointment of any person to or his removal from office by the Manager or by any of his subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the Manager and neither the Council nor any member thereof shall give orders to any subordinates of the Manager, either publicly or privately.
- (12) Vacancy in office of Town Manager. During any vacancy in the office of Town Manager, and during the absence or disability of the Town Manager, the Council shall designate a properly qualified person, not a member of the Council, to perform the duties of Manager and fix his/her compensation. While so acting, he/she shall have the same powers and duties as those given to and imposed on the Town Manager. Before entering the Town Manager's duties, he/she shall give bond to the Town of Windham in a sum and with surety or sureties to be approved by the Council. The premium on said bond shall be paid by the Town.

ARTICLE IV
Department of Education

[Superseded by consolidation of the Windham and Raymond school departments pursuant to 20-A M.R.S.A. Chapter 103-A, effective July 1, 2009.]

ARTICLE V
Budget

Section 1. Fiscal year.

- A. The fiscal year of the Town Government shall begin the first day of July and shall end on the 30th day of June, or such other fiscal year as the Council may decide. Such fiscal year shall constitute the budget and accounting year as used in the Charter. The term "budget year" shall mean the fiscal year for which any particular budget is adopted and in which it is administered.
- B. The credit of the Town shall in no manner be loaned to any individual, association or corporation, except as provided by law.

Section 2. Preparation and submission of the budget.

The Town Manager, ~~not less than 90 days prior to the beginning of the new fiscal year~~ no later than March 1 of each year, shall submit to the Council a budget and an explanatory budget message. The budget authority of the Council shall be limited to the final determination of the total appropriation to be made to each of the several offices, departments and agencies of the Town.

This budget shall contain:

- A. ~~Exact~~ A statement of the financial condition of the Town consistent with the most recent annual audit conducted by the Town's auditor.
- B. An itemized statement of appropriations recommended for current expenses, with comparative statements in parallel columns of estimated expenditures for the current fiscal year and actual expenditures for the next preceding fiscal year. An increase or decrease in any item shall be noted.
- C. Proposed capital expenditures during the ensuing fiscal year detailed by offices, departments and agencies when practicable and the proposed method of financing each such capital expenditure.
- D. An itemized statement of estimated revenue from all sources, other than taxation, and a statement of taxes required, comparative figures from current and next preceding year.
- E. Such other information as may be required by the Council.

Section 3. Capital program.

- A. Submission to Council. The Manager, ~~with the assistance of the Planning Board~~, shall prepare and submit to the Council a five-year capital program ~~at least three months prior to the final date for submission of the budget~~ no later than March 1 of each year.
- B. Contents. The capital program shall include:
 - (1) A clear general summary of its contents;
 - (2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - (3) Cost estimates, method of financing and recommended time schedules for each improvement; and
 - (4) The estimated annual cost of operating and maintaining the facilities to be constructed or

acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Section 4. Review of budget by Council.

The proposed budget prepared by the Manager shall be reviewed by the Council which shall acknowledge receipt of the budget with or without amendments. The complete Town budget as received or as amended by the Council shall be printed and distributed and the Council shall fix the time and place for holding a public hearing on the budget, and shall give a public notice of such hearing as provided in this Charter. The Council, after holding the public hearing, shall then review the budget and recommend it with or without change to the annual Town Meeting, no later than ~~30-60~~ days prior to the beginning of the new fiscal year.

In the event the Council shall fail to approve the budget at least ~~30-60~~ days prior to the beginning of the new fiscal year, the budget as presented by the Manager shall become the budget recommended to the Annual Town Meeting.

Section 5. Budget establishes appropriation.

From the date of adoption of the budget, the several amounts stated therein as proposed appropriations shall be and become appropriated to the several agencies and the purposes therein named.

Section 6. Budget establishes amount to be raised by property tax; certification of Town Assessor.

From the date of adoption of the budget, the amounts stated therein as the amount to be raised by property tax shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding fiscal year, unless modified by a subsequent vote of a special town meeting held prior to the date that taxes are committed. A copy of the budget as finally adopted shall be certified and filed by the Manager with the Town Assessor, whose duty it shall be to levy such taxes for the corresponding fiscal year.

Section 7. Expenditures ~~and departmental revenue~~.

The budget for all departments shall include all proposed expenditures, inclusive of current expenses and capital expenditures; and the Council shall make a gross appropriation for each department for the ensuing fiscal year. Town Meeting shall be asked to approve the gross expenditure of each department in separate budget articles, pursuant to the provisions of Article VIII. The gross appropriation for each department shall not be exceeded except by consent by a majority of the Council.

Section 8. Transfers of appropriations.

At the request of the Manager and within the last three months of the budget year, the Council may by resolution transfer any unencumbered appropriation balance or portion thereof between general classification of expenditures between any offices, departments, or agencies. Following the close of the fiscal year, the Council may also continue unexpended balances in capital accounts.

Section 9. Interim expenditures.

In the period between the beginning of the fiscal year and the appropriation of funds, the Council may authorize expenditures for current departmental expenses chargeable to the appropriations for the year when made in amounts sufficient to cover the necessary expenses of the various departments.

Section 10. Work program; allotments.

Before the beginning of the budget year, the head of each office, department or agency shall submit to the Town Manager, when required, a work program of the year, which program shall show the requested allotments of appropriations for such office, department or agency, by stated periods, for the entire budget year. The Town Manager shall review the requested allotments in the light of the work program of the office, department or agency concerned, and may revise, alter or change such allotments before approving the same. The aggregate of such allotments shall not exceed the total of appropriations available to said office, department or agency for the budget year.

Section 11. Amendments after adoption.

- A. Supplemental appropriations: If during the fiscal year, the Manager certifies that there are available for appropriation, revenues in excess of those estimated in the budget, the Council by ordinance may make supplemental appropriations for the year up to the amount of such excess, subject to the limit set forth in Article VIII, Section 2 of this Charter.
- B. Emergency appropriations: To meet a public emergency affecting life, health, property or the public peace, the Council may make emergency appropriations. Such appropriations may be made by emergency ordinance. To the extent that there are no available unappropriated funds to meet such appropriations, the Council may by emergency ordinance authorize the issuance of temporary notes, which may be renewed from time to time, but the temporary notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
- C. Reduction of appropriations: If at any time during the fiscal year it appears probable to the Manager that the revenues available will be insufficient to meet the amount appropriated, the Town Manager shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken and recommendations as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.

Section 12. Lapse of appropriations.

Every general fund appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

ARTICLE VI
Tax Administration

Section 1. Assessor.

There shall be established a Division of Assessment, the head of which shall be the Town Assessor. The Assessor, appointed as hereinbefore provided, shall perform all duties and responsibilities provided for assessors, and as the Assessor may now or hereafter be subject to, under the laws of the State of Maine.

Section 2. Board of Assessment Review; appointment; vacancies.

There shall be a Board of Assessment Review to consist of five members, who shall be appointed by the Council for a term of three years. Members may be removed for cause after hearing by the Council. Vacancies in the membership of such Board shall be filled by appointment of the Council for the unexpired term.

Section 3. Board of Assessment Review; powers and duties.

The Board of Assessment Review shall have the power to:

- A. Review, on complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Town Assessor;
- B. Administer oaths;
- C. Take testimony;
- D. Hold hearings;
- E. Adopt regulations regarding the procedure of assessment review not inconsistent with statutory provisions.

ARTICLE VII
Nominations and Elections

Section 1. Municipal elections.

The regular election for the choice of members of the Council shall be held on the first Tuesday following the first Monday of November. All such elections shall be conducted on a nonpartisan basis and without party designations on the election ballot.

Section 2. Nomination.

Any qualified voter of the Town may be nominated for the Council by the use of nomination papers in accordance with the Statutes of the State of Maine.

Section 3. Conduct of municipal elections.

The provisions of the Statutes of the State of Maine relating to the qualifications of voters, the registration of voters, the nomination for any office, the manner of voting, the duties of election officers and all other particulars relative to preparation for, conducting and management of elections, so far as they may be applicable, shall govern all municipal elections, except as otherwise provided in this Charter.

Section 4. Voting places.

The voting places for municipal elections shall be those which have been or may hereafter be established for state elections.

Section 5. Election officials.

The Town Council shall, not less than 10 days before any election, approve the appointment of an Election Warden and Deputy Warden made by the Town Clerk as required by relevant Maine statute (21-A M.R.S.A. Chapter 7 or its successor) and, not later than May 1 of any general election year, appoint regular ballot clerks for each voting place.

ARTICLE VIII
The Town Meeting

Section 1. Annual and Special Town Meeting.

An Annual Town Meeting for the consideration of the annual budget and the transaction of other Town business which voters are authorized to vote upon shall be held on the ~~first Saturday following the second Tuesday~~second Tuesday in June, ~~in a manner concurrent with the regular municipal election.~~ The review and approval of the budget by the Annual Town Meeting shall be in accordance with Section 5 of this Article. Special Town Meetings may also be called by the Council.

~~Special Town Meetings may be called by the Council.~~

Section 2. When action by Town Meeting required.

The annual budget, as provided in Article V and in accordance with Section 5 of this Article; any appropriation of ~~\$25,000~~250,000 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 adoption ~~it has been adopted~~ at a Town Meeting by ~~the vote of a majority vote of those present~~ a majority vote of those present and voting. ~~those present and entitled to vote at such meeting.~~ The Town Meeting shall not increase the amount of any appropriation recommended by the Council and shall not increase the amount of any bond issue above the amount recommended by the Council.

Section 3. Application.

The provisions of this ~~article~~Article shall not apply to any appointments of officers, or members of commissions or of boards made by said Town Council, or to the appointment or designation of officers of the Town Council or to rules governing the procedure of the Town Council.

Section 4. Method of discontinuing the Town Meeting.

At any time, not less than 10% of the registered voters of the Town may petition over their personal signatures for a referendum vote on the ballot at a general or special Town election on the proposition of discontinuing the Town Meeting. The proper election officials of the Town shall take such steps as may be necessary to place such question upon the ballot at the next general election or at a special election called for that purpose. If at such general election or special election a majority of the electors of the Town voting on the question shall vote for the discontinuing of the Town Meeting of the Town of Windham, the powers heretofore vested in the Town Meeting shall be conferred upon and exercised by the Town Council.

Section 5. Review and approval of the annual budget.

The Annual Town Meeting shall vote on the annual budget by secret ballot. The ballot shall include several budget articles, each setting forth a proposed gross appropriation for a specific department or operating fund of the Town. Each budget article shall be accompanied by a recommendation of the Town Council. The ballot shall further indicate that approval of a proposed budget article shall authorize the raising and appropriating of the proposed amount, but that defeat of a proposed budget article shall authorize the raising and appropriating of the amount so approved for that department or operating fund for the previous fiscal year, which amount shall also be shown. Each budget article must receive a majority of votes cast to be approved.

Should any budget article be defeated at the Annual Town Meeting, the Town Council may call a special town meeting to propose an alternative amount to raise and appropriate, provided that such amount may not be greater than or equal to the amount initially proposed. Any special town meeting called for such purpose shall be conducted as an open town meeting, which must occur prior to the date on which taxes are committed by the Town.

Any request for the issuance of bonds or notes, as required by Section 2 of this Article, may be included on the secret ballot voted upon by the Annual Town Meeting. Alternatively, such requests may be submitted to a special town meeting, which shall be conducted as an open town meeting.

ARTICLE IX
Initiative and Referendum

Section 1. Petition for overrule of action of Council.

All ordinances, resolutions or votes, except those making appointments or removals or regulating exclusively the internal procedure of the Council, shall be subject to overrule by a referendum, by direct vote of the whole people by secret ballot, as follows:

If, within 20 days after the enactment of any such ordinance, resolution or vote, a petition signed by not less than 10% of the registered voters of the Town of Windham is filed with the Town Clerk requesting its reference to a referendum, by direct vote of the whole people by secret ballot, the Council shall call a public hearing to be held within 30 days from the date of the filing of such petition with the Town Clerk and shall, within 30 days after said public hearing, call a special Town Meeting for the purpose of submitting to a referendum vote, by direct vote of the whole people by secret ballot, the question of adopting such ordinance, resolution or vote. Pending action by the Town Meeting, the referred ordinance, resolution or vote shall be suspended from going into operation until it has received an affirmative vote of the majority of the voters voting on said question.

Section 2. Petition for enactment of ordinances.

Not less than 10% of the registered voters of the Town may at any time petition for the enactment of any proposed lawful ordinance by filing such petition, including the complete text of such ordinance, with the Town Clerk. The Council shall call a public hearing to be held within 30 days from the date of the filing of such petition with the Town Clerk, and shall within 30 days after said public hearing call a special Town election for the purpose of submitting to a referendum vote, by direct vote of the whole people by secret ballot, the question of adopting such ordinance, unless prior to the call for said Town election, such ordinance shall be enacted by the Council. Such ordinance shall take effect on the 10th day after the conclusion of such referendum, provided a majority of those voting thereon shall have voted in the affirmative.

Any such proposed ordinance shall be examined by the Town Attorney before being submitted to referendum. The Town Attorney is authorized to correct the form of such proposed ordinance for the purpose of avoiding repetitions, illegalities and unconstitutional provisions, and to assure accuracy in its text and references and clearness and preciseness in its phraseology, but he/she shall not materially change its meaning and effect.

Section 3. Form of ballot.

The form of ballot for the proposed ordinance, or repeal of such ordinance, resolution or vote shall be substantially as follows:

"Shall the proposed ordinance (resolution, vote or Charter amendment), a copy of which is printed herein or attached hereto, be adopted?"

Table with 2 columns: For the Ordinance () and Against the Ordinance ()

The voter shall write a cross or check mark in the appropriate box.

ARTICLE X
General Provisions

Section 1. Oath of office.

Every officer of the Town shall, before entering upon the duties of his office, take and subscribe to the following oath or affirmation, to be filed and kept in the office of the Town Clerk.

"I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and of the State of Maine; that I will, in all respects, observe the provisions of the Charter and ordinances of the Town of Windham and statutes of the State of Maine, and will faithfully discharge the duties of the office of. "

Section 2. Short title.

This Charter shall be known and may be cited as the "Council-Manager Charter of the Town of Windham". The Town Clerk shall cause it to be printed and made available to the public promptly.

Section 3. Separability clause.

If any portion of this Charter shall be held to be invalid, such decision shall not affect the validity of the remaining portions thereof.

Survey Results: Town Meeting Voting

Survey Info - This survey was sent on behalf of the Town of Windham to the FlashVote community for Windham, ME.

These FlashVote results are shared with local officials

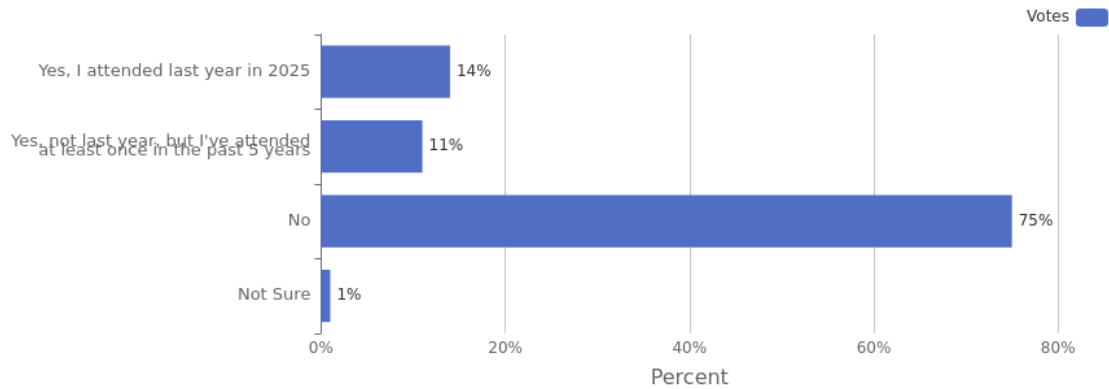
<p>342 Total Participants 327 of 566 initially invited (58%) 15 others Margin of error: ± 5%</p>	<p>Applied Filter: All Responses Participants for filter: 340</p>	<p>Response Time (ho...</p>	<p>Started: Apr 8, 2026 11:06am EDT Ended: Apr 10, 2026 11:06am EDT Target Participants: All Windham</p>
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Q1 The Town of Windham holds their annual Town Meeting in June each year. Town Meeting is held on the first Saturday following the Town Election (which is on the second Tuesday in June).

Have you attended a Windham Town Meeting in the past 5 years?

(340 responses)

Options	Votes (340)
Yes, I attended last year in 2025	14% (46)
Yes, not last year, but I've attended at least once in the past 5 years	11% (36)
No	75% (256)
Not Sure	1% (2)

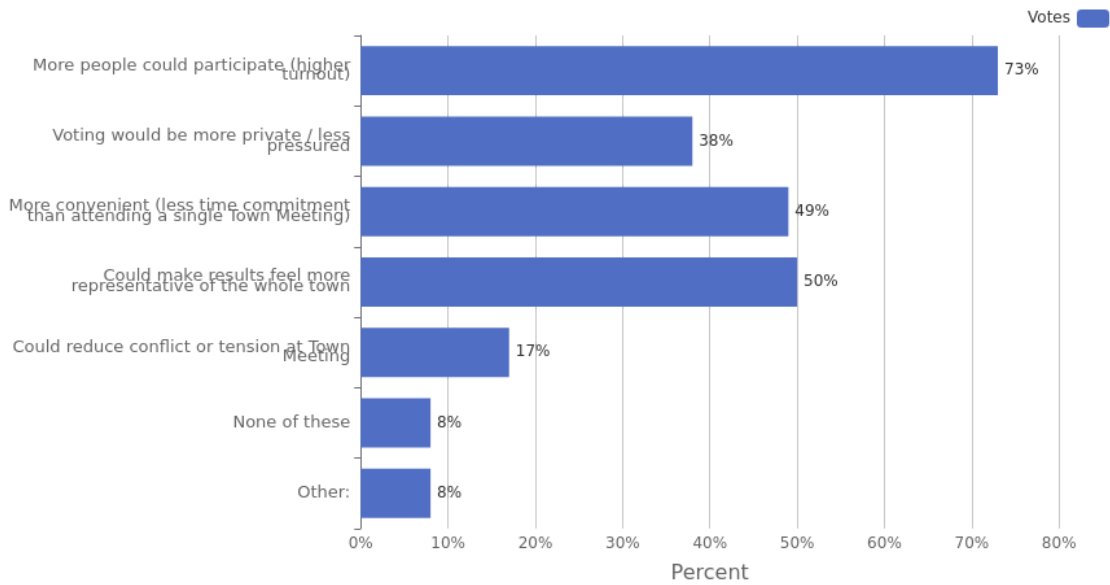


Q2 The Town of Windham is considering a change that would allow the Town Budget voting to be done by secret ballot in the Town Election - the Tuesday before Town Meeting - instead of in-person at the Town Meeting.

Which potential benefits of voting on the budget by Town Election ballot sound most important to you, if any? (You can choose up to THREE, if any)

(307 responses)

Options	Votes (307)
More people could participate (higher turnout)	73% (223)
Voting would be more private / less pressured	38% (118)
More convenient (less time commitment than attending a single Town Meeting)	49% (151)
Could make results feel more representative of the whole town	50% (155)
Could reduce conflict or tension at Town Meeting	17% (53)
None of these	8% (24)
Other:	8% (26)



Responses for "Other":

benefit elect
 people done
 public meeting
 person council town keep
 like budget vote secret
 change conflict question

Results will be more representative of the town, not just "feel" more representative

Would the town meeting then be moved to before the election?

For the people, not the bureaucrats

The budget deserves conversation and debate. Should be done at Town Meeting.

The vote should not be before the town meeting.Reducing conflict should also not be a consideration

I like the Town Meeting forum and are fine in keeping that

Town meeting voting is an important part of the process

Do in person onl.

No benefit, no chance to ask questions. Easy to vote no with anonymity! This survey is biased.

Change to a Council form of government

No. Full transparency

Keep it public so we know who we align with

Voting on budgets by ballot is a bad idea. People aren't informed. That's why we elect a council.

100% prefer voting be done in-person at the Town Meeting.

people can't pack the meeting to get their article passed and then leave. Its more fair.

The last Vote was changed and was unacceptable that the town council allowed it!

Why secret? Why change? Who initiated this action and why? Your question raises more questions.

seems less secure, should be done with public present.

Would like to see it remain as is. It is true American grassroots democracy.

Perception at town meeting is budget is all or nothing and predetermined therefore public don't par

This question involves guessing on possible benefits; it is pure speculation.

Why not have a public discussion at the town meeting and then a vote the following week.

Schedule conflicts of sports parents would be eliminated

Same date as school most people don't understand the budget but in a meeting you can explain budget

No longer trust Windham Town Govt after they destroyed the Community Fabric Windham had 7 years ago

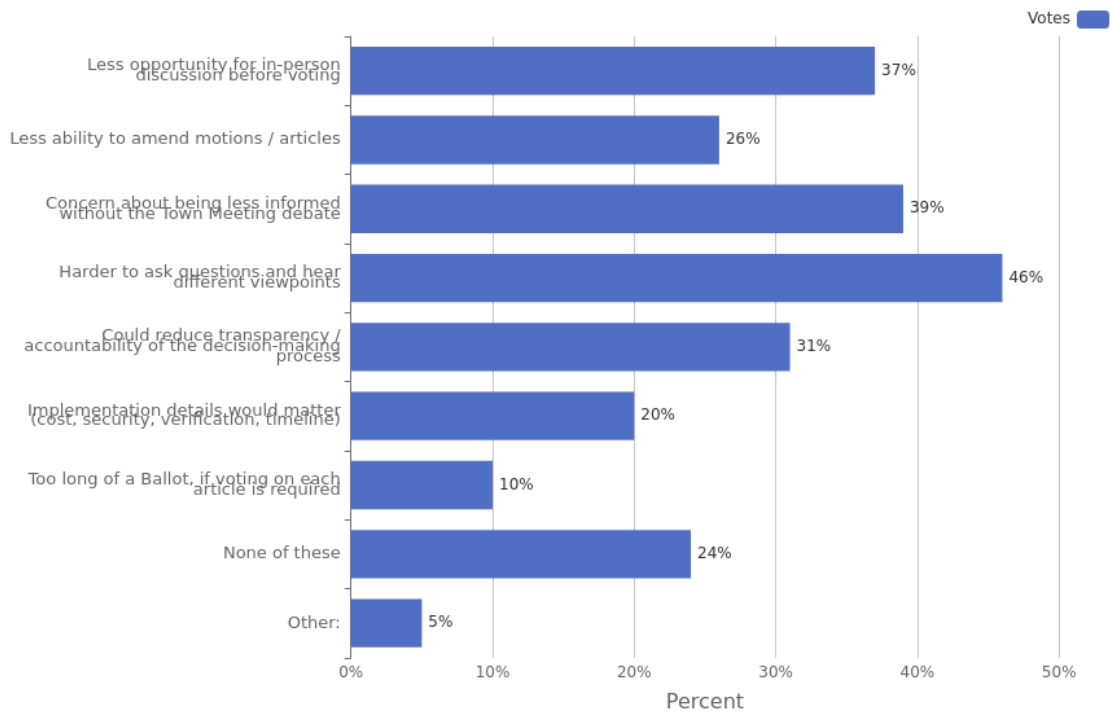
Not sure

If the budget needs to be secret then the town is not.doing their job. Lower my taxes they are out

Q3 Which potential concerns of voting on the budget by Town election ballot sound most important to you, if any? (You can choose up to FOUR, if any)

(294 responses)

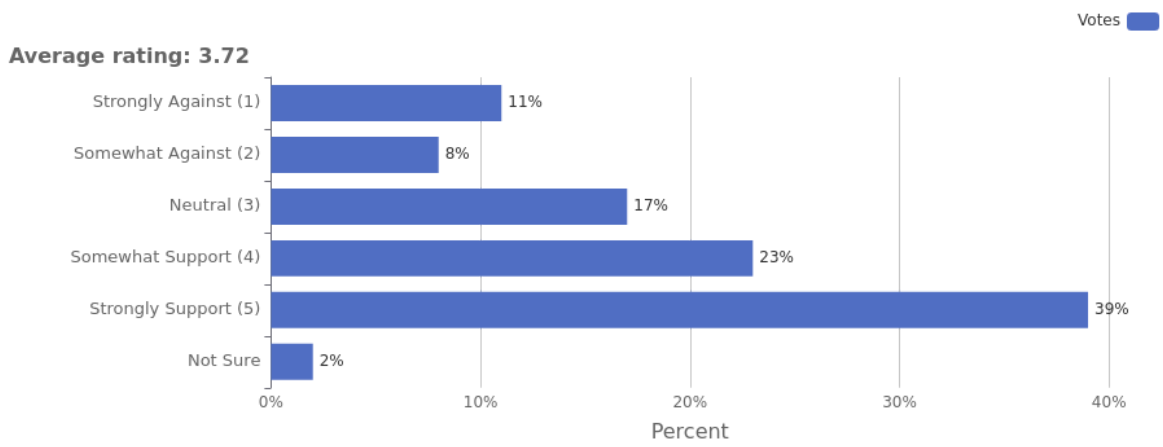
Options	Votes (294)
Less opportunity for in-person discussion before voting	37% (108)
Less ability to amend motions / articles	26% (76)
Concern about being less informed without the Town Meeting debate	39% (116)
Harder to ask questions and hear different viewpoints	46% (136)
Could reduce transparency / accountability of the decision-making process	31% (92)
Implementation details would matter (cost, security, verification, timeline)	20% (58)
Too long of a Ballot, if voting on each article is required	10% (30)
None of these	24% (72)
Other:	5% (14)



Responses for "Other":

Q4 Overall, would you support or be against Windham changing from in-person Town Meeting voting to Town Election ballot voting for the Town Budget?
 (302 responses)

Options	Votes (302)
Strongly Against (1)	11% (34)
Somewhat Against (2)	8% (24)
Neutral (3)	17% (51)
Somewhat Support (4)	23% (68)
Strongly Support (5)	39% (118)
Not Sure	2% (7)

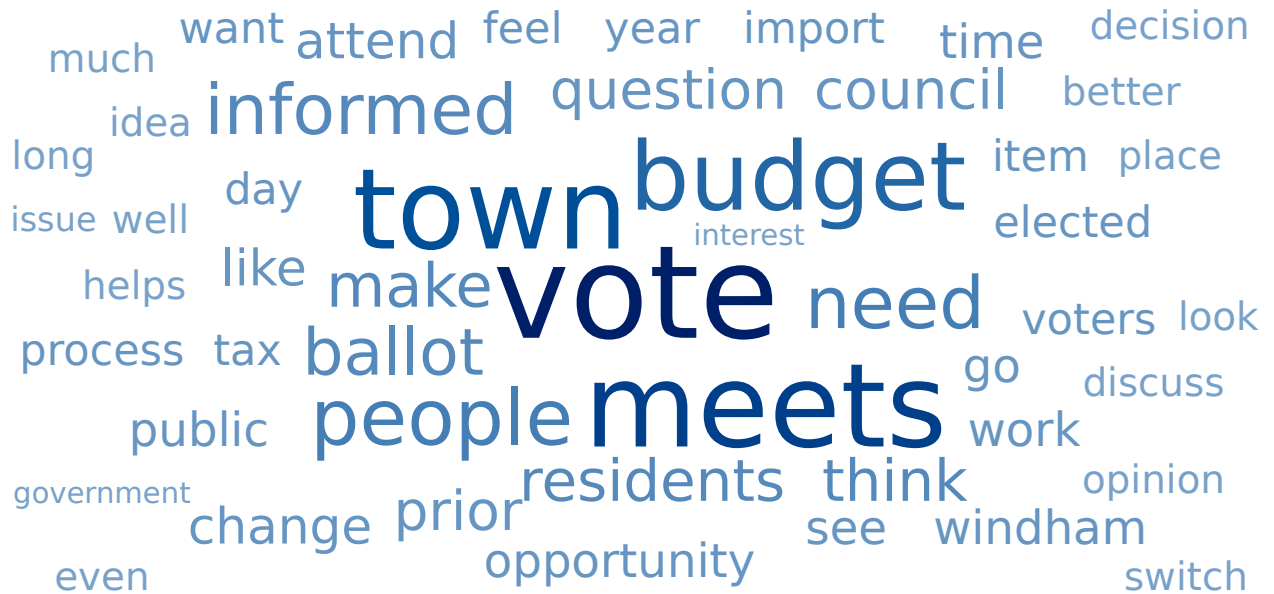


Q5 Any other comments or suggestions about possibly changing Windham’s Town Meeting or voting on the Town Budget?

(66 responses)

Individual Responses

AI-Generated Summary



Town meeting voting is a relic from the 1800s. Get with with times

Send out information to all residents prior to the vote with information regarding the budget.

I know it si the wrong day a Saturday and it would be easier to vote by ballot .No matter how I answer these questions things will be done the way the town wants

I hope the issues on the ballot could get sent out more frequently.

No matter how the vote takes place more effort needs to go into informing what is included in each budget article and the year over year changes.

Long overdue change that would allow more people to vote. In the past a very small percentage of the population has actually voted on such an impactful issue. There is ample time prior to the vote to research the issues or attend meetings and comment.

Have the Town meeting prior to election date so residents are informed of the town budget and can vote for it on Election Day

Town Meeting offers everyone the chance to ask questions and be heard. If it isn't already in place, you could add a referendum process for after Town Meeting that would allow citizens to disagree with decisions made.

There should be a process to discuss / reject an item. For example do we really need a police department in other words does it matter what color the uniform is ? The county dispatches for us the sheriff department could police us. How do we have opportunity to discuss / reject ?

I think this would make it much easier. I did not even know there was an annual town meeting or election.

Interestingly, I thought I would be in favor of voting on the Town Budget, but I realized as a completed this survey that I would have liked to have heard fuller arguments on both sides - which might be an argument for the Town Meeting format. If I could watch a debate on the merits of voting vs meeting, that would make me feel more confident in having an informed opinion.

Town Meetings are an import part of the process for local government

Voting for budget on voting day will provide a better turnout to get a truer idea of how citizens feel about the budget. Not enough of the people go to the Town Meeting to be able to give their opinion & it will give the Town Council how everyone feels Not just a few.

Town Meeting for the budget are very important people have the opportunity to voice concerns and opinions and invoke change if needed

Would appreciate a recording of the details of the budget/meetings prior to voting

While open town meetings were historically good and have benefits, in our current era they've become more trouble than they're worth. They get bogged down in various members trying to hijack the meeting for certain agendas. They're more disruptive than helpful. A vote is democratic and efficient.

Could there be a combination of the two? A private vote followed by a discussion and in-person vote to accept or reject the private vote?

If people don't want to or can't attend a town meeting on a Saturday morning then maybe you should send another survey out to residents to see if there is a better day/time that would work best for them.

If the town meeting was put back to the original date I think April and not scheduled during Graduations and other spring activities. You would see a much better attendance and I believe better informed. Not just the teachers Union & other employees with a vested interest.

Full representation is needed deciding on a \$30m budget by 100 people is poor procedure. Do not support budget finalization by council alone though. Votes on large capital untenable and final budgets need to go to the people

Change to council form of government, Windham has grown to large for town meetings . This would put the burden on the council which they were elected to do.

Voters would need to have access to the proposed budget prior to voting. Possibly through an online portal where questions can be asked or amendments proposed. I know it is difficult and costly, but I think the opportunity for more input from more citizens is always a good thing.

Have the town meeting before ballot voting for discussion and questions.

"Revoting" late in last year's town meeting on something already voted on after many left because meeting was too long was a bad look for the town

Could we look into switching to voting through secure internet means? I believe many other countries offer this. If we're looking to increase participation AND move voting into a modern era, this should be looked into.

Town Meeting needs to be more aggressively advertised / notice given to residents. Maybe a weekday evening would be more attended as a Saturday morning in June can be very busy.

I think town meeting is outdated, and I think having the budget decided by town employees and the very few other residents that show up is just wrong and inaccurate of how the town feels. Also in recent years there has been things hidden in budget that should have gone out to vote on referendum. The majority of this town is not in favor of how the town has handled growth, spending and how the town council/town manager handle just about every situation/question that arises. We approve just about everything, whether it meets the standards or not. And town offices need to be open 5 days a week like most of the taxpayers work

I think this simple and effective way of gathering input from Windham residents is outstanding! Thank you!

It's a slippery slope when governments make decisions behind closed doors when it affects all tax payers who have to live by and pay for these privatized decisions

I see having well informed voters as being more important than increasing the number of voters that can take part in the decision-making. More uninformed voters are more likely to make a decision that is not in the best interest of Windham or its residents.

Town meeting should be discontinued and budget approval vested in the Council. Leave the process to overturn a Council vote in place, but voting on something as multifaceted as the budget at the polls is a bad idea.

Keep in mind that voting on the Town Budget would avoid the last minute vote reversal by biased procedural manipulations that occurred in 2025 Town Meeting.

see previous comment.....

This would work well for people who want to research ahead of time but there would need to be good information or an area for Q&A beforehand for that to work.

I think the switch to a ballot vote from town meeting is the only way to get a real town approval on the budget. In addition, posting the budget in the Windham Eagle News prior to voting for folks to review may encourage more people to get out and vote in June.

A presentation of the budget with opportunity for discussion before voting would be helpful.

Yes provide property taxes relief for people over 65

The town and local news will have to do a stellar job at informing Windham voters about the issues and budget prior to voting.

Our town has turned into a mess of politics and terrible leaders who push their own interests and agenda. Our head of code enforcement is a complete failure and cannot even talk with the people who pay his salary. This all needs to be addressed and changed.

I would like to see a line by line ballot.

Doing away with Town Meeting is a terrible idea. You will create the appearance of spending misappropriations. It will dissolve public trust.

My hometown, where I grew up, does town and school budgets by ballot, and it has enabled more people to be involved in the budget process by lowering the threshold to entry. If there's a concern about voters not feeling informed, my hometown had meetings to briefly explain the summarized budgets and allow for public comment a few weeks to a month before the budget vote. This decision is a tradeoff, but I think the tradeoff is worthwhile.

Last year's meeting was unbearably long due to Barry's long-windedness. If the town representatives could make it a point to be concise in their answers it would go a long way toward getting the work done in a timely way and informing the public as well. People

are sick of never-ending tax increases. If we only vote at the polls, you're likely to get a lot of "no" votes.

I think it would be important to get input on the Town Budget.

There needs to be a better speaker system for this event. Podiums with speakers facing each other doesn't work,

Too few attend the Town meeting so that vote isn't very representative. Attend the budget meetings before the Council or School Board set their requests to make your opinion known.

Individual public department presentations prior to presentation of individual budgets. Vote on individual department budgets at the ballot box.

All budget items should be itemized separate. It should not be one big article as that would defeat the purpose. Much fairer and more people will take part.

Have the meeting in the evening during the week

I'm 72 and I've never attended a town meeting and probably never will. A lot more people vote than go to town meetings.

We would need to make sure that was accountability with oversight when votes are counted! There should be some voters included in the oversight!!!!

Having a vote shouldn't be dependent on getting childcare or having the time of from work.

I would need to see what security features are in place to mitigate fraud.

I am concerned about getting people out to vote

Voting is not a guessing game. Before voting, the residents deserve information and the opportunity to ask questions. Once a year, in-person town meetings are uniquely suited to bring elected officials face to face with taxpayers. Clear and open communication helps build trust and transparency; two things a healthy community needs to flourish.

It would be important to provide ample opportunity for people to become educated on the subjects being voted on

When the original charter was developed, and the selectmen switched to council, town meeting was to be switched to secret ballot . We haven't yet made the switch.

This is a great idea and long over due for a community this size. A small few should not speak for the entire town.

The ballot only vote makes it much easier for budgets to be rejected and doesn't allow amendment.

Change charter to old and out of date Change to council form of government

Some initial public informational meetings, both in person and online, might be helpful to review the budget and answer questions before the vote. If this already happens, maybe more publicity would be helpful. Thanks!

SHOULD Shenna Bellows becomes Governor I as well as my entire family will be LEAVING the state of Maine. ...Just like every other Blue State with Unaccountable Spending, Fraud & Taxing their residents do death. Maine is now a Democrat CESSPOOL.

Would there be a full and complete printout of what each item was and why it was that number. I would only want an informed vote

If moving to a ballot vote, each line item should be listed with percentage of the change clearly stated with the questions.

I just think not all people can go to the town meeting and being able to vote there ballot seems fairer to me

Make it more available you put it right when kids are graduating and school ending. Like you dont want us there. Stop playing games crappie services and higher taxes that's windham

[Additional survey reports](#)



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: CD 26-071

Agenda Date: 4/14/2026

Version: 1

Status: Agenda Ready

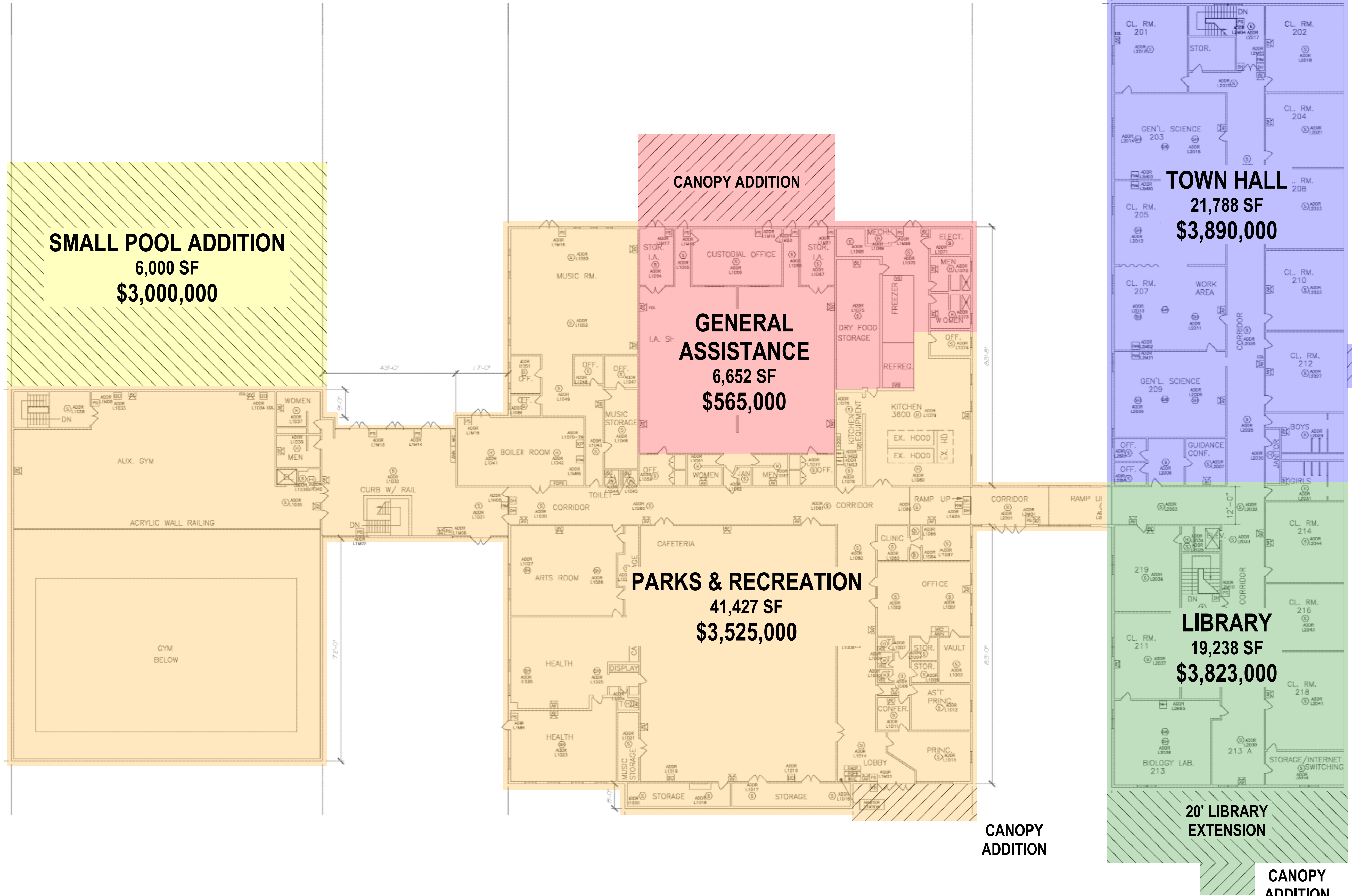
In Control: Town Council

File Type: Discussion Item

Agenda Number:

Update on the Proposed Community Center.

TOTAL BUDGET
 95,105 SF
\$14,803,000
 AS PRESENTED 3/10
 TO COUNCIL



GYM
 16,643 SF

GYM CONNECTOR
 3,247 SF

CENTER
 27,552 SF

CORRIDOR
 637 SF

CLASSROOM WING
 38,025 SF

TOTAL EXISTING BUILDING
 86,104 SF



WCC BUDGET DIAGRAM

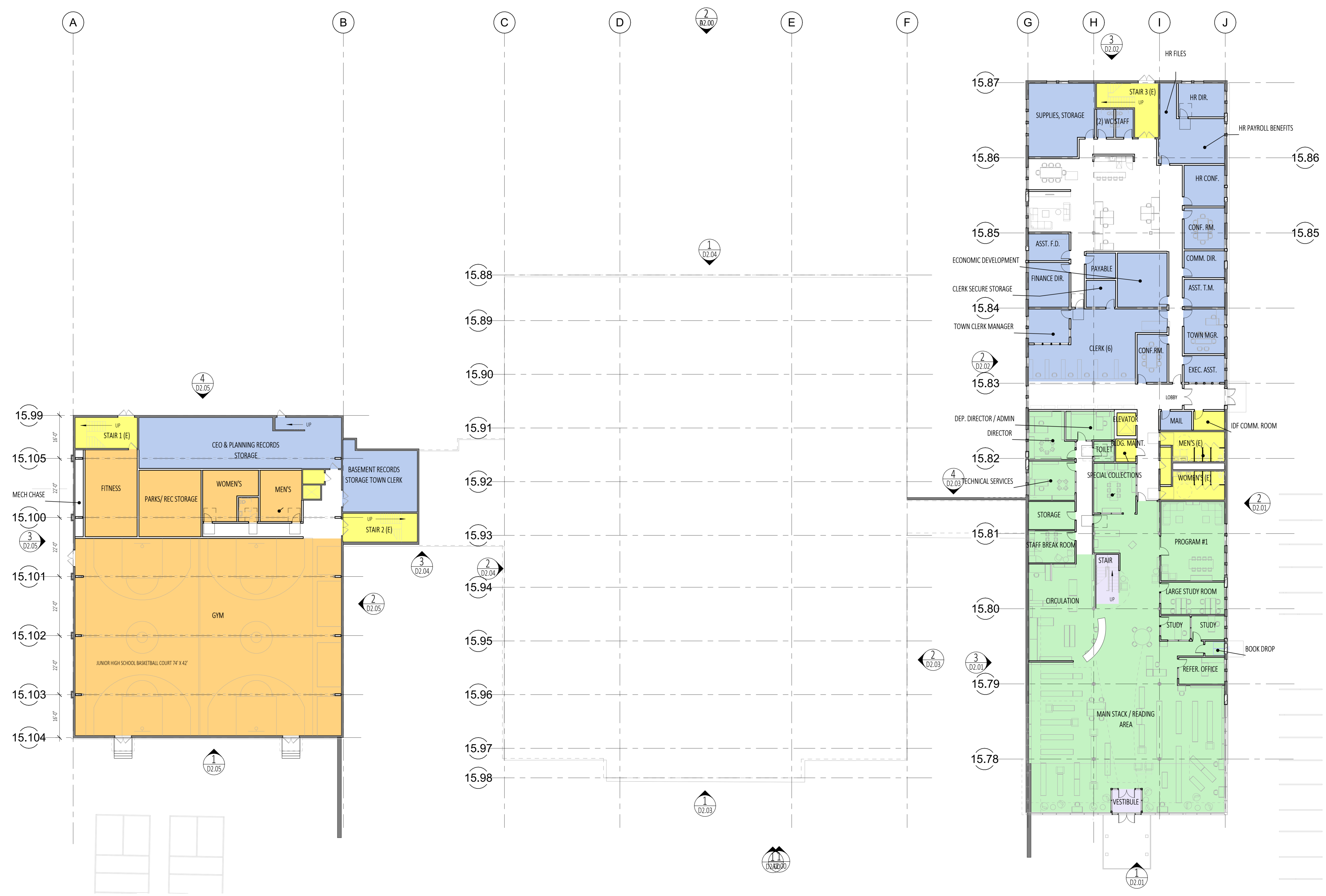
APRIL 14, 2026

OVERALL PLAN - LOWER FLOOR

NOT FOR CONSTRUCTION

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

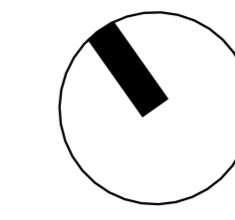
- Department Legend**
- COMMON AREA
 - Municipal
 - Recreation Department
 - Library
 - General



OVERALL PLAN - UPPER FLOOR

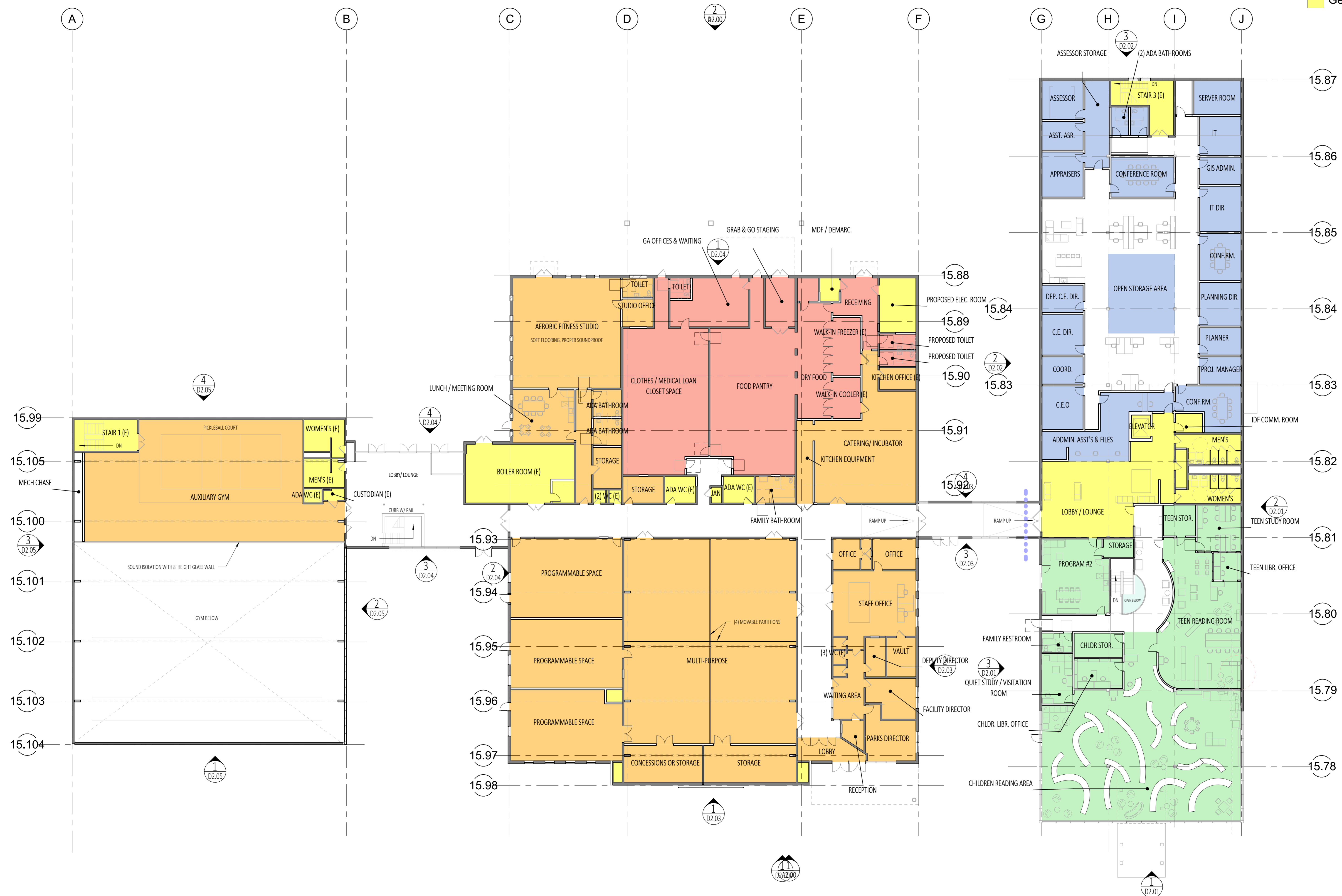
Project: WINDHAM COMMUNITY CENTER
PROJECT ADDRESS
Owner/Client: INPUT CLIENT NAME
Stamp: INPUT CLIENT ADDRESS
Consultant:
Issue: PHASE
Revisions:

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



Department Legend

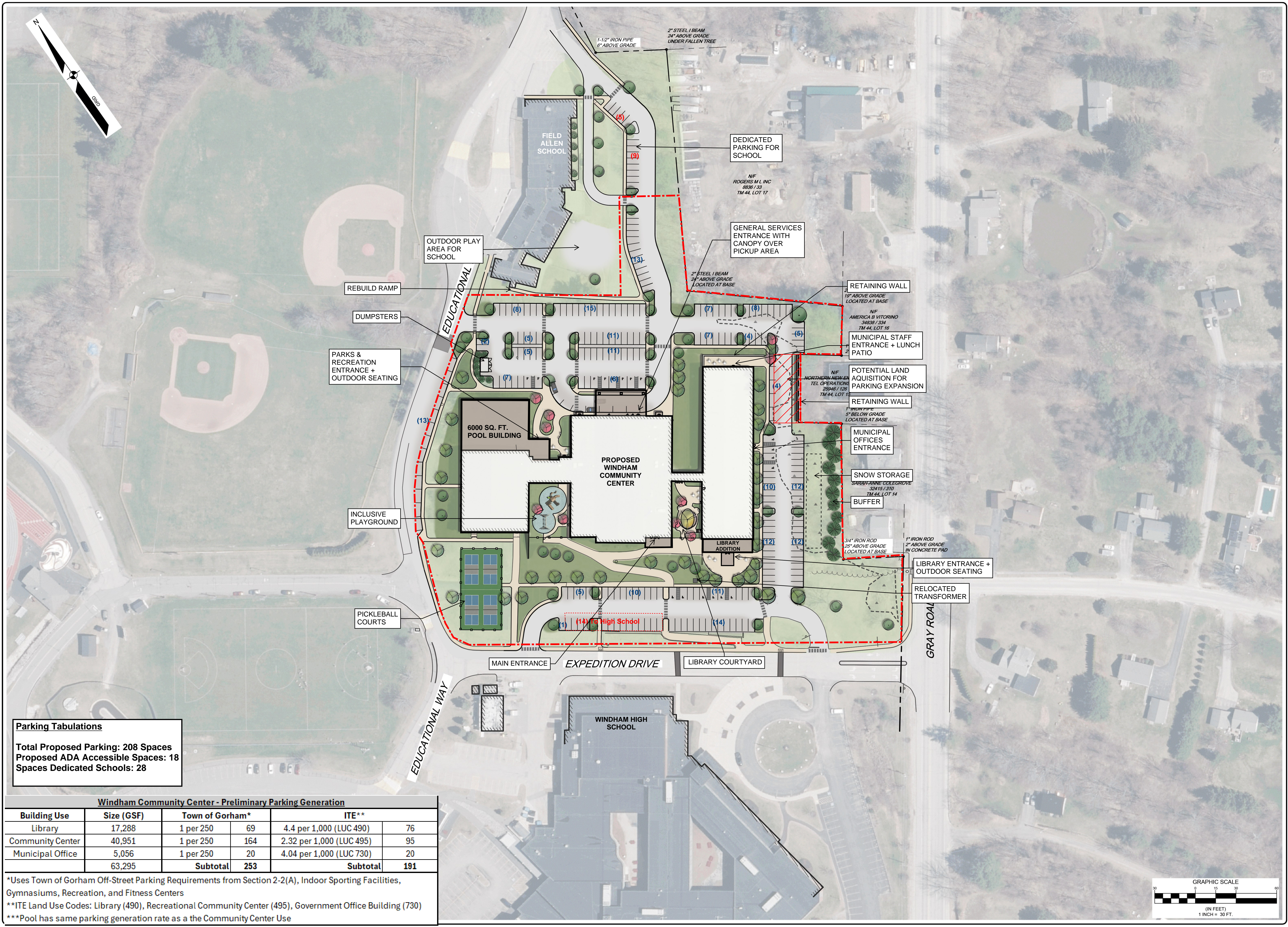
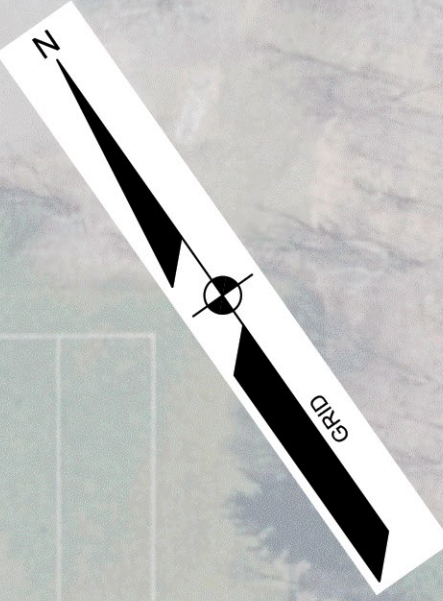
- COMMON AREA
- EGRESS
- Municipal
- Recreation Department
- Library
- Social Services
- General



NOT FOR CONSTRUCTION

OVERALL PLAN - UPPER FLOOR
Scale: As indicated
Date: 04/13/2026

A1.50.1



Parking Tabulations
Total Proposed Parking: 208 Spaces
Proposed ADA Accessible Spaces: 18
Spaces Dedicated Schools: 28

Windham Community Center - Preliminary Parking Generation					
Building Use	Size (GSF)	Town of Gorham*		ITE**	
Library	17,288	1 per 250	69	4.4 per 1,000 (LUC 490)	76
Community Center	40,951	1 per 250	164	2.32 per 1,000 (LUC 495)	95
Municipal Office	5,056	1 per 250	20	4.04 per 1,000 (LUC 730)	20
	63,295	Subtotal	253	Subtotal	191

*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

PLS OR PLE
 PROGRESS
 PRINT

PE OR PLA
 NOT FOR
 CONSTRUCTION

REV	BY	DATE	STATUS

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK, AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

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 SEBAGOTECHNICS.COM
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 South Portland, ME 04106
 207-206-2100
 South Portland, Bridgton, Sanford and Bath

SKETCH PLAN
 OF:
WINDHAM COMMUNITY CENTER
 408 GRAY ROAD
 WINDHAM, ME
 FOR:
GREAT FALLS CONSTRUCTION
 20 MECHANIC STREET
 GORHAM, ME

DESIGNED	TFG
DRAWN	MRS
CHECKED	DLR
DATE	02/06/2026
SCALE	1" = 60'
PROJECT	250282

SHEET SK

