



# 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.