

# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Town Council

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Tuesday, April 14, 2026

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

*Council-Chair Morrison called the meeting to order at 6:02 p.m.*

**Present:** 6 - David Nadeau, Mark Morrison, William Reiner, Margaret Terry, Douglas Fortier and Katie Cook

**Absent:** 1 - Brett Jones

#### II. Pledge of Allegiance.

*Council-Chair Morrison led the Council in the 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](#)

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

#### IV. Adjustments to the Agenda.

#### VI. Public Participation.

*There was no public participation.*

#### VII. Councilors' Comments.

*Councilor Nadeau stated that Administrative Assistant Tammy Hodgman had sent an email out to vote for Windham Historical Society in an online competition, and he encouraged everyone to support the Society.*

#### 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](#)

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

**Absent:** 1 - Councilor Jones

### 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](#)

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

**Absent:** 1 - Councilor Jones

## IX. CONSENT AGENDA.

## 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](#)

*Environmental & Sustainability Coordinator Mary Wicklund said that last year was a very successful year. She described successful projects held at Collins Pond, Sebago Lake (including an underwater drone survey program) and with the Presumpscot Land Trust. Beach and Orchard roads performed habitat stabilization and road work.*

*She described those that had applied this year, scored on rubrics by the Natural Resources Advisory Committee. The committee recommended that all four applicants be funded. Little Sebago lake is continuing their milfoil removal project and repairing their boat used for preservation. Mill Pond is working with Sebago Lake and Collins Pond, and will be doing a hand pull of milfoil this year and see what the results will be. Presumpscot*

*Regional Land Trust plans continuous monitoring for this year. Overlook Road Association plans work on their road leading to Highland Lake. The amount asked for this year was \$35,000; for every dollar spent this year each will leverage \$5.50, meaning the total for the work done will be \$195,000, a good return on the Town's investment.*

*Councilor Nadeau wanted to make sure that applicants know they have to keep up with maintenance on road projects used with these funds.*

*Councilor Terry asked how much funds we take in for watercraft excise tax and was directed to the attachments.*

*Councilor Morrison congratulated Mill Pond on the work they had done to mitigate milfoil.*

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

#### 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](#)

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

**Absent:** 1 - Councilor Jones

#### 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](#)

*Town Manager Robert Burns stated that the reserve account was discussed at the last meeting. Since then, Assistant Finance Director Levi Robinson has crafted a plan going forward. It is hoped that the solar array will pay for itself using the methods described within the plan.. Assistant Finance Director Robinson was thanked for his efforts.*

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

**Absent:** 1 - Councilor Jones

#### 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](#)

*Manager Burns stated that at the Council Meeting held on September 23, 2025, the Council allocated the funds for this program but had asked for a presentation on the subject.*

*Fire Chief Brent Libby and Police Chief Kevin Schofield made a presentation to show why the current radio system is obsolete and inadequate. The warranty for the current system expired back in 2015. There is poor radio perception in certain parts of Town, particularly in North Windham. Several audio files were played in which radio calls from North Windham were unintelligible. All the hardware and software components at four existing sites would be replaced. The tower at the South Windham site will be changed from a receive only site to a send and receive site. They are also hoping to replace several older radios with a P25 Digitized Radio. Portable coverage (i.e. radios carried by a responder on their person) should be improved with these changes.*

*Councilor Terry asked if a new tower would be built at Freeman Hill? Chief Libby stated that the same tower would be used but new equipment would be installed. Chief Schofield stated that Cumberland County had previously used this technology. This would be capital funded.*

*Councilor Nadeau asked how the financial arrangement would work with the tower on the Windham Center Public Safety Building? It was stated that the company would bear the costs of installation, and in return would get several years rent free before eventually paying rent to the Town.*

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

**Absent:** 1 - Councilor Jones

### 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](#)

*Manager Burns stated that this is an annual report submitted by the Town relating to the New Marblehead 1 Housing Development. This report ensures that the Town remains compliant.*

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook  
**Absent:** 1 - Councilor Jones

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](#)

*Manager Burns stated that this was a fee update for Dedimus Justice services, marriage ceremonies, impoundment fees, shore land zoning, and eliminating trash bags.*

*Councilor Terry asked if fees could be increased for liquor licenses. Town Clerk Anthony Blasi stated that it was not possible, as the fees are set by the State.*

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook  
**Absent:** 1 - Councilor Jones

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](#)

*Manager Burns stated that the owners are able to pay their taxes in full with interest and recommended that the Council approve the sale back to them.*

*Councilor Nadeau asked if the owners were completely up to date? Manager Burns stated that they were compliant and that this was a primary residence and he is happy that the owners were able to resolve the situation.*

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

[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](#)

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

[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](#)

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

**Absent:** 1 - Councilor Jones

[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](#)

*Manager Burns stated that prices have gone up but the increases could be handled by the proposed budget.*

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

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

[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](#)

*Councilor Nadeau wished to thank the Budget Committee, the Finance Committee, and Town Staff for all their hard work. This budget comes to the Council by a unanimous vote from the Finance Committee.*

*Manager Burns presented the Finance Committee's Budget to the Council using the keynote (see the attachment to the minutes). He congratulated Town Department Heads on their diligence on fitting the vision for the budget.*

*Councilor Morrison asked if the mil-rate would change with the addition of the school's budget? Manager Burns replied that the mil-rate would not be set until commitment this summer.*

*Councilor Terry asked if the roof on the new Public Safety Building was being replaced? Chief Schofield said that it was on the part of the building dating from 1988.*

*In addition to the presentation, Manager Burns reference the other attached documents. One included a tabular breakdown of the capital budget. One was changes to revenue. There was also tabular sheets of revenue and expenses.*

*Councilor Morrison thanked Manager Burns for his presentation.*

*Councilor Nadeau stated that all departments did a great job in having little or no increases. He also stated that the Town's money comes from revenue sharing, excise tax, and property tax. The first two sources can have unpredictable numbers, and it can be difficult to try and project those figures. Once a budget is passed, that is all the money there is, and it is spent.*

*Councilor Fortier asked what the average household increase would be as the budget stands now? Finance Director Susan Rossignol and Assistant Director Robinson stated that it would be roughly \$95.00.*

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

**Absent:** 1 - Councilor Jones

## **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.pdf](#)

**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.**

*Manager Burns stated that Public Works had been picking up trash along Gray and River Roads. To date they have picked up 395 bags of trash, 28 tires, and various medical devices. Road postings have been lifted, a sure sign of Spring.*

*Last week he met with representatives from Maine Department of Transit. They had previously looked at installing a traffic signal at Route 302 at Foster's Corner. Three different concept plans were prepared and one was decided to be the most feasible. They are going to redo all the drainage systems, and tighten the approaches to slow vehicles down. This has been a high crash area and they wish to remedy that. The trees and rotary will remain unchanged. The Town will have more information out as it becomes available as it will be a high impact project and delays are expected.*

*The Flash Vote survey results on possible charter amendments to move the Town*

*Meeting to a secret ballot are in: 327 valid responses were recorded; 75% of respondents had not attended a Town Meeting. The majority of respondents thought it was a good idea. Those that had attended the meeting were fairly split on the idea, but there was a slight lead among those who wanted to make the change.*

CD 26-033 North Windham Sewer System Update.

Scope, Schedule, Budget.

*Manager Burns stated that clean water testing of the wastewater treatment plant will be held June 10-13. The sewer will have its first flush on June 23. There is a meeting on April 15 to discuss the conveyance phase of the project: the sewer line that connects the new middle school to the treatment facility. Work will likely impact the shoulder of the road on River Road with more in-depth work to happen on Route 302. Physical connections to businesses should occur on June 23.*

### **XIII. Committee Reports.**

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

1. Appointments Committee.

*Met tonight and had three good interviews and the applicants will be moved forward at the next meeting.*

2. Finance Committee.

*Just presented the 2026-2027 Municipal Budget to the Council. Administrative Assistant Tammy Hodgman is working on scheduling the next meeting.*

3. Ordinance Committee.

*Will meet April 15, 2026, at 4:00PM.*

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

1. Parks & Recreation Advisory Committee.

*Councilor Jones was not present to give an update.*

2. Windham Economic Development Corporation.

*Meetings are scheduled for May.*

3. Natural Resources Advisory Committee.

*Watershed protection grants were presented tonight and a meeting will be held on the night of April 15.*

4. Greater Portland Council of Governments (GPCOG).

*Has not met.*

## 5. ecomaine.

*A Finance Committee meeting was held and a budget was advanced to the Board of Directors. The Board will meet on April 15 and Manager Burns will attend.*

## 6. Windham Middle School Repurpose Advisory Committee.

*The final meeting was held last week and Manager Burns will present the results tonight.*

*Councilor Morrison said that the Forbes/Misty Park Ad-Hoc Committee will be presenting their recommendations at the first Council meeting in May. Public Works has been doing treework in the area.*

**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.**

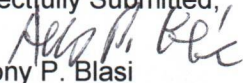
*The meeting adjourned at 9:14 p.m.*

**A motion was made by Councilor Fortier, seconded by Councilor Reiner, that the be adjourned. The motion carried by the following vote:**

**In Favor:** 6 - Councilor Nadeau, Councilor Morrison, Councilor Reiner, Councilor Terry, Councilor Fortier and Councilor Cook

**Absent:** 1 - Councilor Jones

Respectfully Submitted,

  
Anthony P. Blasi  
Town Clerk, BA, CCM