



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, January 14, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 25-029](#) To approve the Minutes of the October 8, 2024, Council Executive Session.

Attachments: [Minutes-Council-10-08-2024.pdf](#)

[CD 25-007](#) To approve the Minutes of the December 12, 2024 Council meeting.

Attachments: [Minutes-Council-12-12-2024\(1\).pdf](#)

IV. Adjustments to the Agenda.

VI. Public Participation.

The public is invited to address the Council on any item of business not on the agenda for tonight's meeting.

NOTE TO CITIZENS: Citizens have the right and are encouraged to speak during public participation regarding items not on the agenda, or regarding an item when it comes up on the agenda.

All comments and questions during public participation or on an agenda item must be directed to the Chair and be limited to not more than three (3) minutes per speaker; except that the Chair may grant another three (3) minutes at his/her discretion.

Anyone who has already addressed the Council during public participation, on an agenda item, or during a public hearing will be asked to wait until all others have spoken before being recognized a second time.

VII. Councilors' Comments.

VIII. PUBLIC HEARINGS.

[25-001](#) To receive public comment and act on proposed amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 3, Definitions modifying retail sales, automotive sales, and retail sales, outdoor and Article 5 Performance Standards, retail sales, outdoor to address recreational vehicles outdoor display and sales areas.

Attachments: [25-001 Cover Sheet.pdf](#)
[24-32 TC MEMO LUO AMD Articles 3 5-RV 122624.pdf](#)
[Planning Board Minutes of the November 25.pdf](#)
[ARTICLE 3 and ARTICLE 5 \(JB rev'd 12-04-24\).pdf](#)

[25-002](#) To receive public comment and act on proposed amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 3, Definitions and Article 4 District Standards, to add definitions and references for principal building location on a premise that involves Hotel development in the Commercial I (C-1) zoning district.

Attachments: [25-002 Cover Sheet.pdf](#)
[24-34 TC MEMO LUOAMDArticle3&4 HotelUse 122424.pdf](#)
[DefinitionsCommercial District I \(C-1\) HotelFrontSetback 120924 \(JB rev'd\).pdf](#)
[230411-Hotel Concept 2024-10-16.pdf](#)

[25-013](#) To receive public comment and act on amendments to the Master Fee Schedule, to include a new missed scheduled inspection fee, and clarify the internal plumbing and septic system permit fees as mandated by the state.

Attachments: [25-013 Cover Sheet.pdf](#)
[CURRENT MASTER FEE SCHEDULE Amendments for 1.14.2025.pdf](#)
[Memo Master Fee Schedule Amendments 1.14.25.pdf](#)

IX. CONSENT AGENDA.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[25-003](#) To accept the public turnaround easements for Fern Drive, a street identified by the Town as a Designated Private Way that has met the criteria set forth by private and special law L.D. 1975, for the purpose of the Town's continued winter maintenance services.

Attachments: [25-003 Cover Sheet.pdf](#)
[Fern Ave Public Turn Around Easements_3_properties.pdf](#)
[Turnaround Easement Locations for Fern Avenue.pdf](#)

[25-004](#) To amend the charge for the Windham Middle School Repurpose Advisory Committee to increase the number of community member participants from two to five, add a code enforcement officer member and correct a position title for an existing staff member.

Attachments: [25-004 Cover Sheet.pdf](#)
[Windham Middle School Repurpose Advisory Committee Charge AMENDMENT](#)

[25-005](#) To appoint Matthew Irving to the Windham Middle School Repurpose Advisory Committee.

Attachments: [25-005 Cover Sheet.pdf](#)

[25-006](#) To appoint Anne Daigle to the Windham Middle School Repurpose Advisory Committee.

Attachments: [25-006 Cover Sheet.pdf](#)

[25-007](#) To appoint Marge Govoni to the Windham Middle School Repurpose Advisory Committee.

Attachments: [25-007 Cover Sheet.pdf](#)

[25-008](#) To appoint Lorraine Glowczak to the Windham Middle School Repurpose Advisory Committee.

Attachments: [25-008 Cover Sheet.pdf](#)

[25-009](#) To appoint Peter Small to the Windham Middle School Repurpose Advisory Committee.

Attachments: [25-009 Cover Sheet.pdf](#)

[25-011](#) To appoint Gerald Beaulieu to the North Windham Fire Station Repurpose Advisory Committee.

Attachments: [25-011 Cover Sheet.pdf](#)

[25-012](#) To appoint Jason Allen to the North Windham Fire Station Repurpose Advisory Committee.

Attachments: [25-012 Cover Sheet.pdf](#)

[25-024](#) To endorse an application for Community Development Block Grant (CDBG) funds for the proposed "Forbes Lane Neighborhood Park", which is for the development of a pocket park in this community area.

Attachments: [25-024 Cover Sheet.pdf](#)
[Forbes Lane Neighborhood Park CDBG Application.pdf](#)

XI. Council Correspondence.

[CD 25-001](#) FOAA Status Report.

Attachments: [Fwd Request Acknowledgement & Response Vendor Info 10.11.2024.pdf](#)
[Request Response 12.12.2024.pdf](#)
[D StPeter liened property 12.30.2024.pdf](#)
[770 Roosevelt Trail Information CPASurvey 12.31.2024.pdf](#)
[Acknowledgement and Response 1.9.2025.pdf](#)

[CD 25-006](#) Charter Communications - Notifications.

Attachments: [2024.12.16 Jan2025 Rate Notice-ME,NHsw.pdf](#)
[2024.12.18 Charter Programming Notice \(AXS TV add\) 45D-ME.pdf](#)

[CD 25-027](#) Thank you to Windham Energy Advisory Committee.

Attachments: [Windham Energy Committee - Thank you from Student Researcher.](#)

[CD 25-028](#) GPCOG - PACTS Regional Transportation Advisory Committee - Jan. 1, 2025 Agenda. (8MB)
<https://gpcog.org/AgendaCenter/ViewFile/Agenda/_01072025-632>

Attachments: [RTAC Agenda Packet 2025-01-07.pdf](#)

XII. Town Manager's Report.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

The Appointments Committee met at 5:00 PM on Tuesday, January 7th to conduct applicant interviews. The result is this evening's appointment recommendations.

2. Finance Committee.

No meetings scheduled. Budget review meetings to tentatively start mid-February.

3. Ordinance Committee.

No meeting scheduled. Future meetings are tentatively set for the third Wednesday of each month, Town Hall, Conference Room 1 at 7:00 AM.

B. Other Committees.

1. Parks & Recreation Advisory Committee

*Meeting: January 13, 2025, Town Hall - Conference Room 1 at 6:00 PM.
Meetings occur the second Monday of each month.*

2. Windham Economic Development Corporation.

No meetings scheduled.

3. Natural Resources Advisory Committee.

*Next Meeting: January 15, 2025, Town Hall Conference Room 1, 5:30 PM.
Meetings occur the third Wednesday of each month.*

4. Greater Portland Council of Governments (GPCOG).

Next Executive Committee Meeting, Tuesday, May 6, 2025, 12:00 - 1:30 PM.

5. ecomaine.

Next meeting: January 15, 2025 (3rd Thursday of each month)

6. Windham Middle School Repurpose Advisory Committee.

*First meeting: January 21, 2025 - Town Hall - Council Chambers - 5:00 PM - 6:30 PM
Windham Middle School Walk-Thru - February 1, 2025 - 408 Gray Road - 8:00 AM -
10:30 AM*

7. North Windham Fire Station Repurpose Advisory Committee.

First meeting: February 12, 2025 - Town Hall - Council Chambers, 6:00 PM

XIV. Discussion Items.

[CD 25-002](#) Fidium Fiber (Consolidated Communications) Internet Fiber Build Project Update.

[CD 25-008](#) GPCOG Housing Study.

Attachments: [Windham Housing Study Presentation 1-14-25.pdf](#)

[CD 25-009](#) County Homeless Study.

Attachments: [Final Lakes Region Homeless Study 2024.pdf](#)
[ALICE for Local Municipalities 4-2024.pdf](#)

[CD 25-011](#) Windham Statistics.
(Crime, Taxes, School, TIFs, Revenues).

Attachments: [All charts Growth JAN 2025 4.pdf](#)

[CD 25-025](#) Downtown Windham Traffic Evaluation 2024.

Attachments: [Final Downtown WindhamTraffic Evaluation 6-12-24.pdf](#)

[CD 25-010](#) Survey Results - Overview.

Attachments:

[Data_All_241231.pdf](#)

[Data_Q18_241231.pdf](#)

[Data_Q22_241231.pdf](#)

[Data_Q23_241231.pdf](#)

[Data_Q24_241231.pdf](#)

[Data_Q27_241231.pdf](#)

[Data_Q32_241231.pdf](#)

[Data_Q38_241231.pdf](#)

[community survey results summary.pdf](#)

[Current or Planned projects vs resident concerns.pdf](#)

[Summary of Survey Comments.pdf](#)

[Residential Concerns Addressed in the Comprehensive Plan.pdf](#)

[CD 25-026](#) Growth Ordinance Amendment Considerations.

XV. Agendas & Scheduling.

XVI. ADJOURN.