



## Town of Windham

Office of the Town Manager  
8 School Road  
Windham, ME 04062

Barry A. Tibbetts, Town Manager  
[batibbetts@windhammaine.us](mailto:batibbetts@windhammaine.us)

207.892.1907 voice  
207.892.1910 fax

October 3, 2024

Suze Quackenbush  
24 State Street, Apt. 39  
Biddeford, ME 04005

Dear Ms. Quackenbush,

With the most recent Letter of Agreement between the Town of Windham and the Windham Center Stage Theater now expired, the Town does not wish to renew any agreement or arrangement with WCST. As you know, the agreement had allowed WCST to store items in various storage spaces owned by the Town, including the garage bay, the upstairs loft area, the closet on the left of the stage area, and the assigned cabinets in the gym kitchen. Now that the agreement is expired and will not be renewed, the Town is requesting that all personal property stored by WCST in those spaces be removed within 21 days from the date of this notice. As an alternative, WCST could donate the stored property to the RSU14 Drama Club if you would like to consider doing that.

Please respond to Town Manager Barry Tibbetts by email at [batibbetts@windhammaine.org](mailto:batibbetts@windhammaine.org) or by phone at 892-1907 to communicate your plan. If no plan is communicated to the Town Manager, and the personal property is not removed from storage within 21 days, the Town will assume that WCST has abandoned the property, and the Town will take reasonable steps to dispose of the property.

Finally, please note that, in order to access the storage spaces, keys will have to be acquired from Town staff, as the locks have been changed.

Sincerely,

Barry Tibbetts