



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

### Town Council

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Tuesday, December 9, 2025

6:00 PM

Council Chambers

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#### I. Roll Call of Members.

#### II. Pledge of Allegiance.

#### III. Minutes to be Approved:

CD 25-206 To approve the Minutes of the November 25, 2025 Council Special Meeting.

Attachments: [Minutes-Sp.mtg.-Council-11-25-2025](#)

CD 25-209 To approve the Minutes of the November 25, 2025 Council meeting.

Attachments: [TC-MINUTES-DRAFT-11-25-25](#)

#### 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.

*None.*

#### IX. CONSENT AGENDA.

*None.*

**X. UNFINISHED BUSINESS & GENERAL ORDERS.**

[25-171](#) To appoint a Council representative to the Natural Resources Advisory Committee. (Typically meets at 5:30 on the third Wednesday of each month.)

**Attachments:**[25-171 Cover Sheet.pdf](#)[Natural Resources Advisory Committee Charge.pdf](#)**Legislative History**

11/13/25 Town Council postponed

[25-202](#) To establish a sewer rate for the North Windham Sewer District and authorize necessary amendments to the Master Fee Schedule.

**Attachments:**[25-202 Cover Sheet.pdf](#)[PWD Rate Sheet.pdf](#)[Maine Utility Managers Survey.pdf](#)[A-PWD Budget Expenses Breakdown.pdf](#)[B - Sewer Rate Comparisons.pdf](#)[C - Fund Balances and Bill Comp.pdf](#)[MASTER FEE SCHEDULE page 10 Proposed CH181 Sewer Rate Amendment](#)

[25-203](#) To authorize the disbursement of \$3,766 from the Substance Prevention Grant Program Fund (1000-24047) to the R.S.U. 14 Middle School to help fund student participation in the Trills & Thrills Music Festival, that helps students improve their skills and stay involved in something meaningful to them and helps them make better choices as they progress through school, as recommended by the Substance Prevention Grant Committee.

**Attachments:**[25-203 Cover Sheet.pdf](#)[2026-03 WMS BandOrchestra Trills and Thrills Music Festival 2026 PDF print.pdf](#)[2026-03 WMS BandOrchestra Trills and Thrills Music Festival 2026.pdf](#)[Substance Prevention Grant Committee Dec. 2 2025 Meeting Minutes.pdf](#)[Financials November 26, 2025.pdf](#)

[25-204](#) To award a bid to Wyman & Simpson Inc. in the amount of \$1,214,500 for the replacement the Varney's Bridge on William Knight Road (capital project TM 2024-001), which is a Locally Administered Project with Maine Department of Transportation covering 50% of the project cost, with the Town's portion of \$607,250 already included in the fiscal 2025 general obligation bond account (33310-47027).

**Attachments:** [25-204 Cover Sheet.pdf](#)  
[Varney's Bridge Award Recommendation.pdf](#)  
[Varneys-Bridge-mapped location.pdf](#)  
[Varneys-Bridge-Bid Notification.pdf](#)

[25-205](#) To amend the Master Fee Schedule pertaining to Shoreland Zoning application review descriptors and fees.

**Attachments:** [25-205 Cover Sheet.pdf](#)  
[Shoreland Zoning Fees\\_Council Memorandum\\_12-1-2025.pdf](#)  
[MASTER FEE SCHEDULE Proposed CH185 Amendments 12.9.2025.pdf](#)

## XI. Council Correspondence.

[CD 25-211](#) Emails Received by Town Council.

**Attachments:** [Email 11.24.2025 K Clark Middle School Repurpose to Community Ctr.pdf](#)

[CD 25-212](#) Growth Permit Summary.

**Attachments:** [Growth memo Dec 3.2025.pdf](#)

[CD 25-213](#) Residential Planning Board Projects.

**Attachments:** [PlanningBoard\\_ResidentialPending\\_120325.pdf](#)

[CD 25-214](#) Current Committee Status.

**Attachments:** [Committee List 11.25.2025.pdf](#)  
[Committee Vacancies 12.1.2025.pdf](#)

[CD 25-215](#) FOAA Status Report.

**Attachments:** [RecordsSunlightAccess 5-yr Purchase Activity 12.01.2025.pdf](#)  
[40 Island Drive Inquiry and Response.pdf](#)

## XII. Town Manager's Report.

## 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 second Monday 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.

*The board meets the 3rd Thursday of each month.*

6. Windham Middle School Repurpose Advisory Committee.

**XIV. Discussion Items.**

[CD 25-185](#) Freedom of Access Act (FOAA) Training.

**Attachments:** [2025 Windham Town Council FOAA.pdf](#)

*Estimated 20-30 minutes.*

[CD 25-166](#) Council Goals.

**Attachments:** [FY2027 Goals - Short List.pdf](#)

[FY2026 Windham Goal Project List and Updated Status.pdf](#)

[CD 25-210](#) North Windham Wastewater Treatment Facility - Connection Preparations.

**Attachments:**

[Service area for collection.pdf](#)  
[Sewer Connection Materials.pdf](#)  
[InitialSewerPostcardsRevised.pdf](#)  
[Use Safers ingredientsRevised.pdf](#)  
[Pollution Solution Brochure UpdatedPWD.pdf](#)  
[WipesPWD.pdf](#)  
[ToxicChemicalsPWD.pdf](#)  
[Fats Oils GreasePWD.pdf](#)

[CD 25-199](#) Consideration of Committees to Decommission & Sunset Provisions.

**Attachments:**

[Memo Committee Housekeeping.pdf](#)  
[Branding & Wayfinding Signage Committee.pdf](#)  
[WindhamWelcome2024-GJP1 copy.pdf](#)  
[Energy Advisory Committee.pdf](#)  
[Smith Cemetery Committee Charge.pdf](#)

[CD 25-208](#) Comprehensive Plan Update Memo with Tentative Timeline.

**Attachments:**

[12.9.25\\_PLANNING\\_MEMO\\_UPDATED\\_CompPlanUpdate&Rewrite\\_120325.p](#)  
[Comprehensive\\_Plan\\_Briefing\\_Sheet\(1\).pdf](#)  
[PLANNING\\_MEMO\\_UPDATED\\_CompPlanUpdate&Rewrite\\_120325.pdf](#)

## **XV. Agendas & Scheduling.**

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