



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, November 25, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 25-200](#) To approve the Minutes of the November 13, 2025 Council meeting.

Attachments: [MINUTES-COUNCIL-11-13-2025](#)

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.

[25-198](#) To receive public comment and act on an application submitted by the Fraternal Order of the Eagles #4352 located at 456 Roosevelt Trail Unit 1 for a renewal Special Amusement Permit.

Attachments: [25-198 Cover Sheet.pdf](#)
[SPAMUSE-FOE-2025](#)

IX. CONSENT AGENDA.

No items.

X. UNFINISHED BUSINESS & GENERAL ORDERS.

[25-165](#) To accept nominations for and appoint a Finance Committee. (The committee meets when warranted, typically bi-monthly, the hour prior to regular council meetings on the second or first Tuesdays of the month. Additional meetings may be scheduled for the budget review process.)

Attachments: [25-165 Cover Sheet.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-166](#) To accept nominations for and appoint an Appointments Committee. (The committee meets when applications are received, typically the hour prior to regular council meetings, on the 2nd and/or 4th Tuesdays of the month.)

Attachments: [25-166 Cover Sheet.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-167](#) To accept nominations for and appoint an Ordinance Committee. (Meetings occur the third Wednesday of each month from 5:00 - 6:30PM.)

Attachments: [25-167 Cover Sheet.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-168](#) To accept nominations for and appoint two Council representatives to the Windham Economic Development Corporation board of directors. (Meeting schedule TBD)

Attachments: [25-168 Cover Sheet.pdf](#)
[Windham Economic Development Corporation](#)

Legislative History

11/13/25 Town Council postponed

[25-169](#) To appoint a Council representative to the Parks and Recreation Advisory Committee. (Typically meets at 6:00 PM on the 2nd Monday of each month.)

Attachments: [25-169 Cover Sheet.pdf](#)
[Parks and Recreation Advisory Committee.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-170](#) To appoint two Councilors to the Substance Prevention Grant Committee. (Typically meets via Zoom the first Tuesday of each month at 1:00 PM if there are applications to consider.)

Attachments: [25-170 Cover Sheet.pdf](#)
[Substance Prevention Grant Committee Charge](#)

Legislative History

11/13/25 Town Council postponed

[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

[25-172](#) To appoint a Council representative to the Highland Lake Leadership Team.

Attachments: [25-172 Cover Sheet.pdf](#)
[Highland Lake Leadership Team Charge.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-118](#) To appoint a Council representative to the Forbes Lane Neighborhood Park ad hoc Committee. (Meeting schedule to be determined.)

Attachments: [25-118 Cover Sheet.pdf](#)
[Forbes Lane Neighborhood Park ad hoc Committee.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-174](#) To appoint three Councilors to serve on the Windham Middle School Repurpose Advisory Committee. (The committee typically meets on the third Wednesday of each month.)

Attachments: [25-174 Cover Sheet.pdf](#)
[Windham Middle School Repurpose Advisory Committee.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-175](#) To appoint two Councilors to the North Windham Fire Station Repurpose Advisory Committee. (Meeting schedule to be determined.)

Attachments: [25-175 Cover Sheet.pdf](#)
[North Windham Fire Station Repurpose Advisory Committee.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-176](#)

To appoint two councilors as delegate and alternate delegate to the Greater Portland Council of Governments General Assembly, the policy-making body of GPCOG. (The General Assembly meets annually in May.)

Attachments:

[25-176 Cover Sheet.pdf](#)

[GPCOG Bylaws.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-177](#)

To appoint Town Manager Bob Burns as representative and a councilor as alternate representative to the ecomaine board of directors. (Typically meets the third Thursday of each month at 4PM.)

Attachments:

[25-177 Cover Sheet.pdf](#)

[ecomaine Approved-By-Laws-09-25-2025-1.pdf](#)

Legislative History

11/13/25 Town Council postponed

[25-108](#)

To accept Viola Lane as a public way.

Attachments:

[18-13_TC_MEMO_ViolaLane_Street_Acceptance_100725.pdf](#)

[RUBY MEADOWS AMENDMENT 12-2018.PDF](#)

[18-13 Ruby Meadows Approval Letter 08-31-18.pdf](#)

[Ruby Meadows Declaration Bk35704Pg112.pdf](#)

[Ruby Meadows HOA Corporation Filed 11-13-2025.pdf](#)

[SecSt_GoodStanding_Rudy Meadow_111325.pdf](#)

[Engineer Inspection.pdf](#)

[Ruby Meadows LLC_L23150CN.pdf](#)

[Ruby Meadows 08-2018 - Plan Set.pdf](#)

25-200

WHEREAS, on October 14, 2025, pursuant to Order 25-158, the Town Council of the Town of Windham (the "Town") authorized the Town Treasurer to negotiate the terms of an equipment lease purchase and related documents to provide financing of an estimated \$1,287,000 for the purchase of the following: 1.) fire department car ; 2.) shared police and fire department radio communications infrastructure; 3.) public works pickup truck; and 4.) public works wheeler (collectively the "Equipment"); and

WHEREAS, on October 15, 2025, the Town issued a Request for Proposals for financing of the Equipment (the "RFP"); and

WHEREAS, the Town received three proposals in response to the RFP and the Treasurer accepted a proposal from TD Equipment Financing dated October 23, 2025 for the financing of the Equipment in an amount not to exceed \$1,287,000;

NOW, THEREFORE, IT IS HEREBY ORDERED, that

1. The Treasurer, on behalf of the Town, is authorized to enter into one or more lease purchase, loan or other financing agreements for the Equipment provided that (a) the principal amount of any such agreement or agreements will not exceed \$1,287,000 in the aggregate; (b) the term of each such agreement will not exceed eighty-four (84) months; and (c) any obligation of the Town to make lease or loan payments pursuant to each such agreement is subject to annual appropriation by the Town Council of the Town.

2. The Treasurer, acting on behalf of the Town, is authorized from time to time to further negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in all or any portion of the Equipment, upon such terms, conditions, limitations and undertakings, which the Treasurer determines necessary and proper for the acquisition and financing of the Equipment. Without limiting the foregoing, the Treasurer, acting on behalf of the Town, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the Treasurer determines is no longer useful to the Town. The Treasurer and other appropriate officers of the Town are hereby authorized and empowered to do all such acts and things as may be necessary or advisable, with the advice of counsel for the Town, in connection with the purchase of the Equipment and/or the financing of said purchase, to carry out the provisions of this Order and the provisions set forth above in connection with the purchase and financing of the Equipment.

3. If the Treasurer is for any reason unavailable to approve and execute

the Equipment purchase and/or related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had him/herself performed such act.

4. If any of the officers or officials of the Town who have signed or sealed the Equipment purchase or financing documents shall cease to be such officers or officials before said documents so signed and sealed shall have been actually authenticated or delivered by the Town, such documents nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed the same had not ceased to be such officer or official; and also any such documents may be signed and sealed on behalf of the Town by those persons who, at the actual date of the execution of such documents, shall be the proper officers and officials of the Town, although at the nominal date of such documents any such person shall not have been such officer or official.

5. The Town covenants that it will perform all acts within its power which are or may be necessary to ensure that the interest portion of lease payments under the lease purchase financing shall at all times be and remain exempt from federal income taxation. The Town further covenants that the lease purchase financing is hereby designated a Qualified Tax Exempt Obligation pursuant to Section 265(b) of the Internal Revenue Code.

Attachments: [25-200 Cover Sheet.pdf](#)
[Order 25-158 Passed 10.14.2025.pdf](#)

XI. Council Correspondence.

[CD 25-203](#) Emails Received By Town Council.

Attachments: [Email 11.5.2025 from Mike bbomhandyman3@gmail.com.pdf](#)
[Email 11.16.2025 from Mike bbomhandyman3@gmail.com.pdf](#)
[Email 11.18.2025 from Mike bbomhandyman3@gmail.com.pdf](#)

[CD 25-204](#) FOAA Status Report.

Attachments: [NAPC Bid Results - Non CDL Single Axle Truck.pdf](#)
[SunlightAccess_Electronic Purchase Order Summary.pdf](#)
[8 Majestic Woods Real Estate Inquiry.pdf](#)
[SunlightAccess_VEPO Metering.pdf](#)

[CD 25-205](#)

GPCOG "Welcome & Congrats!" Reception Invitation.

Attachments:[GPCOG Invitation to Reception for Newly Elected Leaders.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.

Meetings TBD.

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.

The next meeting is tentatively set for Tuesday, December 16th at 5:00 PM.

XIV. Discussion Items.

[CD 25-196](#) East Windham Conservation Area - Progress and Next Steps. (Parks & Recreation Director Linda Brooks)

Attachments: [Lowell and EWCA Trails.pdf](#)
[East Windham Conservation Area Mgmt Plan - signed 9-21-2023.pdf](#)
[21 a Conservation Easement.pdf](#)
[21 b Amendment to Conservation Easement.pdf](#)

[CD 25-197](#) Land Use Amendments - Street Connections and Access Drive Standards. (Planning Director Steve Puleo)

Attachments: [25-26 TC MEMO LUO AMD Art5,8,&9-AmendStreetConnections&AccessDrive](#)
[25-26 STAFF ORIG LUO Art5,8,&9-AmendStreetConnections&AccessDrives](#)
[25-26 STAFF RDLN LUO Art5,8,&9-AmendStreetConnections&AccessDrives](#)
[25-26 STAFF CLEAN LUO Art5,8,&9-AmendStreetConnections&AccessDrive](#)
[25-26 PB ORIG LUO Art5,8,&9-AmendStreetConnections&AccessDrives 11](#)
[25-26 PB RDLN LUO Art5,8,&9-AmendStreetConnections&AccessDrives 11](#)
[25-26 PB CLEAN LUO Art5,8,&9-AmendStreetConnections&AccessDrives 1](#)
[WI1257-120b Tble 3 Appendix B, Street Design and Construction Standards_O](#)
[WI1257-120b Tble 3 Appendix B, Street Design and Construction Standards_C](#)
[PUBLIC COMMENT_StreetConnections_Roma_110625.pdf](#)

[CD 25-201](#) Land Use Ordinance Amendment Consideration - Major & Minor Kennel Uses to C-1 Zone. (Planning Director Steve Puleo)

Attachments: [25-28 TC MEMO LUO AMD Art3,4,&5 ModernizeKennels_CommDistricts 1](#)
[25-28 ORIG LUO AMD Art3,4,&5 ModernizationKennels_CommDistricts 11](#)
[25-28 RDLN LUO AMD Art3,4,&5 ModernizationKennels_CommDistricts 11](#)
[25-28 CLEAN LUO AMD Art3,4,&5 ModernizationKennels_CommDistricts 1](#)

XV. Agendas & Scheduling.

XVI. ADJOURN.