



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Agenda

Town Council

Tuesday, January 28, 2025

6:00 PM

Council Chambers

I. Roll Call of Members.

II. Pledge of Allegiance.

III. Minutes to be Approved:

[CD 25-033](#) To approve the Minutes from the January 14, 2025, Council meeting.

Attachments: [Minutes-Council-1-14-2025.pdf](#)

IV. Adjustments to the Agenda.

None.

V. Staff Announcements.

Welcome back to Amanda Lessard, who returns as Town Planner.

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.

No items.

IX. CONSENT AGENDA.

No items.

X. UNFINISHED BUSINESS & GENERAL ORDERS.[25-020](#)

To consider or deny the use of the Town Hall Gym and additional storage spaces by the Windham Center Stage Theater, and authorize the Town Manager to take the next necessary actions.

Attachments:

[25-020 Cover Sheet.pdf](#)

[Project proposal 2025.pdf](#)

[2023 vs 2024 Gym Reservations .pdf](#)

[Facilities Rental POLICY 2024.pdf](#)

[25-025](#)

To authorize the disbursement of \$2,500 from the Substance Prevention Grant Program Fund (1000-24047) to the R.S.U. 14 Middle School's Smokescreen program, an evidence-based game to educate students about the dangers of vaping, that promotes prevention, education, and positive choices in reducing youth substance use, as recommended by the Substance Prevention Grant Committee.

Attachments:

[25-025 Cover Sheet.pdf](#)

[2025-03 Smokescreen Educational-Grant-Application-FINAL103124.pdf](#)

[Substance Prevention Grant meeting minutes 1 7 2025.pdf](#)

[SPG Fund Balance 12.31.2024.pdf](#)

[25-026](#)

To authorize the disbursement of \$2,600 from the Substance Prevention Grant Program Fund (1000-24047) to the R.S.U. 14 Middle School's Band and Orchestra to help fund their attendance to the Trills and Thrills Music Festival, a recreational event that promotes prevention, education, and positive choices in reducing youth substance use, as recommended by the Substance Prevention Grant Committee.

Attachments:

[25-026 Cover Sheet.pdf](#)

[2025-04 Grant Windham Middle School Music Festival 2025.pdf](#)

[Substance Prevention Grant meeting minutes 1 7 2025.pdf](#)

[SPG Fund Balance 12.31.2024.pdf](#)

25-027

To authorize the disbursement of \$1,500 from the Substance Prevention Grant Program Fund (1000-24047) to the R.S.U. 14 High School Student Council to help fund their attendance to the Raising Student Voice and Participation (RSVP) training summit, to encourage students to be active members in their school community, and to promote prevention, education, and positive choices in reducing youth substance use, as recommended by the Substance Prevention Grant Committee.

Attachments:

[25-027 Cover Sheet.pdf](#)

[2025-05 WHS Student Council Educational-Grant-Application-FINAL.pdf](#)

[Substance Prevention Grant meeting minutes 1 7 2025.pdf](#)

[SPG Fund Balance 12.31.2024.pdf](#)

25-028

To approve the July 1, 2025 to June 30, 2026 contract for services provided by the Animal Refuge League.

Attachments:

[25-028 Cover Sheet.pdf](#)

[ARL Contract Renewal 2026.pdf](#)

[25-029](#)

WHEREAS, on September 10, 2024, pursuant to Order 24-171, 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 \$915,000 for the purchase of the following: 1.) public works trackless sidewalk tractor; 2.) public works dump truck; 3.) public works non-CDL rated dump truck; and 4.) public works one-ton pickup (collectively the "Equipment"); and

WHEREAS, on December 9, 2024, 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 December 16, 2024, for the financing of the Equipment in an amount not to exceed \$896,651;

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 \$896,651 in the aggregate; (b) the term of each such agreement will not exceed seventy-two (72) 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: [25-029 Cover Sheet.pdf](#)
 [Council Order 01-28-25 Lease.pdf](#)

XI. Council Correspondence.

[CD 25-030](#) FOAA Status Report.

Attachments: [SmartProcure Purchasing Information 1.13.2025.pdf](#)
 [NAPC Request Response 1.22.2025.pdf](#)

[CD 25-031](#) Quarterly Department Reports.

Attachments: [2024 Fourth Quarter Fire-Rescue Report .pdf](#)
[Assessing Quarterly Report-2024-Q4.pdf](#)
[Code Enforcement Department Quarterly Report 10-01-24 to 12-31-24.pdf](#)
[ED Quarterly Update January 2025.pdf](#)
[Human Resources Quarterly Report Oct - Dec 2024.pdf](#)
[Library Quarterly Report.pdf](#)
[Parks and Recreation Quarterly Report Oct-Dec 2024 Final.pdf](#)
[Planning FY25 Q2 Report.pdf](#)
[Police 4th quarter 2024.pdf](#)
[Quarterly Report from the Town Clerk \(002\).pdf](#)

[CD 25-034](#) Community Survey - Points of Highest Dissatisfaction.

Attachments: [Answers with the highest percentage of Dissatisfaction.pdf](#)

[CD 25-035](#) Vape Prevention Education through Windham Cannabis Grant Funds.

Attachments: [Maine CDC School Health Resources Repository_Final_Last Update_Sept.10.2](#)
[Message BTI Director.pdf](#)
[SmokeSCREEN_Playbl.pdf](#)

[CD 25-037](#) Summary From Veterans' Organizations.

Attachments: [Letter from American Legion Field Allen Post 148.pdf](#)

XII. Town Manager's Report.

XIII. Committee Reports.

A. Council Subcommittees.

1. Appointments Committee.

Has not met since last meeting.

2. Finance Committee.

The next Finance Committee meeting is tentatively set for February 13, 2025, 4PM.

3. Ordinance Committee.

Met on January 22 at 7:00 AM. (Next Meeting February 5, 2025, 7AM)

[CD 25-036](#) January 22, 2025 Ordinance Committee Meeting Report.

Attachments: [25-01 COC MEMO LUO Amendments 4 011525.pdf](#)
[25-02 Article 4 Districts.pdf](#)

B. Other Committees.

1. Parks & Recreation Advisory Committee.

Meetings occur the second Monday of each month. (Next meeting, February 10, 2025, 6PM)

2. Windham Economic Development Corporation.

No meeting scheduled at this time.

3. Natural Resources Advisory Committee.

Meetings occur the third Wednesday of each month. (Next meeting, February 19, 2025, 5:30 PM)

4. Greater Portland Council of Governments (GPCOG).

The General Assembly and Annual Summit will be held at St. Joseph's College, Tuesday, May 6, 2025. The Executive Committee Meeting, will be from 12:00 - 1:30 PM.

5. ecomaine.

The board meets the 3rd Thursday of each month. (Next meeting, February 20, 2025)

6. Windham Middle School Repurpose Advisory Committee.

Windham Middle School Walk-Thru - February 1, 2025 - 408 Gray Road - 8:00 AM - 10:30 AM.

Future committee agendas will be posted here:

<https://windhamweb.legistar.com/Calendar.aspx>.

XIV. Discussion Items.

[CD 25-005](#) Human Services Advisory Committee Charge Amendments.

Attachments: [Human Services Advisory Committee MARKUP.pdf](#)
[HUMAN SERVICES ADVISORY COMMITTEE CHARGE Clean.pdf](#)

[CD 25-032](#) Chapter 70 § 70-4 Sprinkler Systems.

Attachments: [Residential Sprinkler Discussion 2024 update \(002\).pdf](#)

[CD 24-184](#) Municipal Valuation Report - Assessor Josh Houde.

Attachments: [Town Council-MVR 2024 Presentation \(002\).pdf](#)
[Municipal Valuation Return 2024.pdf](#)

[CD 24-225](#) Tax Increment Financing (TIF) Report.

Attachments: [Windham TIF Program Update November 2024.pdf](#)
[TIFDistricts2025.pdf](#)

XV. Agendas & Scheduling.

XVI. Executive Session.

[25-030](#) To enter into executive session under 1 M.R.S.A. §405(6)(A), which provides for the “Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency,” for the purpose of discussing a personnel matter and pursuant to 1 MRS §405(6)(C) to discuss “the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency.

Attachments: [25-030 Cover Sheet.pdf](#)

XVII. ADJOURN.