



Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Windham Town Council
From : Barry A. Tibbetts, Town Manager
Date : January 12, 2023
Re : Legal Team Review

The Town released an RPF for legal services on October 20, 2022, with bids being submitted by December 14, 2022. The Town received 4 bids.

The review legal team (Councilors, Mark Morrison (Chair), David Nadeau (Vice Chair), Nicholas Kalogerakis, Robert Burns, Assistant Town Manager, Amanda Lessard, Director of Planning, Jon Rioux, Code Enforcement Director, Susan Rossignol, Finance Director, and Kevin Schofield, Chief of Police) was formed in December. The team reviewed the submissions and completed interviews on January 11, 2023.

The review legal team covered these topics during the reviews, representing the Town Council, town manager, administrative officers, appointed boards and committees, and services that include, but not limited to, matters of legislation, code enforcement, zoning, planning, land use, real estate, labor and employment, finance, bonding, taxation, economic development, law enforcement, civil rights, and other local state, and federal law and regulatory issues. Applicants were all in good standing with the Maine Bar Association and licensed to practice in Maine.

The Town legal review team unanimously is recommending to the Council to engage the legal services of Jensen Baird and to have the Town Manager develop a transition plan for the legal services. The legal review team is recommending a 5-year contract with renewal options and yearly legal service reviews based on performance. The submitted hourly legal services expense would be \$225 per hour which was also tied for the lowest cost.

The committee very much appreciated all the participants and the services that have been rendered by PretiFlaherty over the past several years.