

# Town of Windham

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## MEMORANDUM

To: Town Council  
Thru: Barry Tibbetts  
From: Phyllis Moss *P. Moss*  
Date: November 5, 2024  
Re: Director of Public Works

The Director of Public Works is a department head level position responsible for managing, supervising, developing, implementing, and coordinating the activities and operations of the department, which includes three divisions – Facilities and Grounds, Highway, and Fleet Maintenance. This role is critical to the effectiveness of the Town and the quality of life of the citizens in the community.

Brian Morin has been serving as Interim Director of Public Works for the past three months and has proven to be an effective leader in the role. Throughout his career, he has developed a strong understanding of how to lead teams and manage projects. He knows the importance of being able to communicate effectively with all levels of staff, from entry-level employees to upper management. He also knows the importance of being able to delegate tasks effectively so that projects can be completed on time and within budget.

We were fortunate that Brian was able to step in the role and move projects forward. He is a strategic thinker and has demonstrated his ability to think outside the box and find innovative solutions to difficult problems. Most importantly, has a strong commitment to customer service and is continually looking for ways to improve the quality of life for the citizens of Windham.

I respectfully request that the Town Council confirm the appointment of **Brian Morin as Director of Public Works** for the Town of Windham at its meeting on November 12, 2024.