



**Town of Windham**  
Office of the Town Manager  
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## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager  
Date : February 9, 2018  
Re : Town Manager's Report

### Schedule.

T	February 13	6:00 p.m.	Council Special Meeting
T	February 13	7:00 p.m.	Council Meeting
M	February 19		Offices Closed (President's Day)
T	February 20	7:00 p.m.	Council Meeting
T	February 27	7:00 p.m.	Council Meeting
T	March 6	7:00 p.m.	Council Meeting
T	March 13	7:00 p.m.	Council Meeting
T	March 20	7:00 p.m.	Council Meeting
T	March 27	7:00 p.m.	Council Meeting
T	April 3	7:00 p.m.	Council Meeting
T	April 10	7:00 p.m.	Council Meeting
M	April 16		Offices Closed (Patriot's Day)
T	April 17	7:00 p.m.	Council Meeting
T	May 1	7:00 p.m.	Council Meeting
T	May 8	7:00 p.m.	Council Meeting
T	May 15	7:00 p.m.	Council Meeting

### **Scheduling Notes.**

The Council's goal setting session, in a revised format, will take place at the meeting of February 20, 2018, and is scheduled to begin at 6:00 p.m. Light dinner items will be available for Council members and staff prior to the meeting beginning at around 5:30 p.m.

### **Report.**

#### *Library Renovations.*

Renovations continue; as noted on Projects & Issues Sheet TMP-0583, the contractor ran into issues with carpet removal which will require smoothing the floor before new carpeting goes down.

The next construction meeting is Wednesday, February 14, 2018.

#### *LED Streetlights.*

We hosted a meeting this week with representatives from Gorham, Raymond, and Standish regarding the contract with Real Term Energy to conduct an audit of the town's current streetlights, determine buyout costs of the current fixtures, prepare a photometric design for new LED fixtures, and alternatives for acquisition and installation of new fixtures. A few follow up questions came out of the meeting, but we anticipate having the work under contract and hopefully started by mid-March.

#### *Communications.*

As a follow up to this past Tuesday night's discussion regarding a comprehensive communications strategy, we are working to set up a meeting with GPCOG's communications manager, Dianna Fletcher about similar work she did there. Also, a new post about the town's mobile app was put up on the town's Facebook page.

Please refer to the attached projects and issues list and individual project sheets for issues in addition to what I have highlighted above, and let me know if you have any questions.