



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

To : Town Council  
From : Anthony T. Plante, Town Manager   
Date : April 6, 2018  
Re : Town Manager's Report

### Schedule.

T	April 10	7:00 p.m.	Council Meeting
Th	April 12	4:00 p.m.	Library Open House (until 7:00 p.m.)
		6:00 p.m.	Finance Committee/Council budget workshop
M	April 16		Offices Closed (Patriots' Day)
T	April 17	6:45 p.m.	Appointments Committee
T	April 17	7:00 p.m.	Council Meeting
Th	April 19	6:00 p.m.	Finance Committee/Council budget workshop
T	April 24	7:00 p.m.	Council Meeting
T	May 1	7:00 p.m.	Council Meeting
Th	May 3	6:00 p.m.	Finance Committee/Council budget workshop
T	May 8	7:00 p.m.	Council Meeting
Th	May 10	7:00 p.m.	Finance Committee/Council budget workshop
T	May 15	7:00 p.m.	Council Meeting
Th	May 17	7:00 p.m.	Finance Committee/Council budget workshop
T	May 22	7:00 p.m.	Council Meeting
M	May 28		Offices Closed (Memorial Day)
		10:00 a.m.	Memorial Day Ceremonies
T	May 29		No Meeting (5 <sup>th</sup> Tuesday)
T	June 5	7:00 p.m.	Council Meeting
T	June 12	7:00 p.m.	Council Meeting
Sat	June 16	10:00 a.m.	Budgetary Town Meeting
T	June 19	7:00 p.m.	Council Meeting
T	June 26	7:00 p.m.	Council Meeting

### **Scheduling Notes.**

A draft budget meeting schedule has been prepared based on feedback at the meeting of April 3, 2018, keeping Finance Committee/Council meetings all on the same nights of the week and wrapping up in time for the public hearing and vote scheduled for May 22, 2018:

#### **Thursday, April 12, 6:00 p.m. to 9:00 p.m. (Council Chambers)**

- Overview
- Strategic plan
- Revenues
- Summary expenditures
- Administrative services (11XXX accounts)
- Police (13XXX accounts)

#### **Thursday, April 19, 6:00 p.m. to 9:00 p.m. (Council Chambers)**

- Culture & Recreation (15XXX accounts)
- Parks and Recreation (15XXX accounts, except 15500)
- Library (15500)
- Public Works (12XXX accounts)
- Fire-Rescue (14XXX) accounts
- Capital, Debt & Other (19XXX accounts)

#### **Thursday, May 3, 6:00 p.m. to 9:00 p.m. (Conference Room 1)**

- Social Services (18XXX accounts)
- Property & Inspection (16XXX accounts)
- Code Enforcement (16110)
- Assessing (16510)
- GIS (16520)
- Abatements (16530) . discussion, no proposal included
- Development & Conservation (17XXX accounts)
  - Planning (17110)
  - Comprehensive Plan (17120)
- WEDC (17210)

#### **Thursday, May 10, 7:00 p.m. to 9:00 p.m. (Council Chambers)**

- Deliberations . part I

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**Thursday, May 17, 7:00 p.m. to 9:00 p.m. – if needed (Council Chambers)**

Deliberations . part II

**Tuesday, May 22, 7:00 p.m.**

Council public hearing and vote

**Saturday, June 16, 10:00 a.m.**

Budgetary town meeting

Memorial Day ceremonies will be held at the high school canopy entrance at 10:00 a.m. Monday, May 28, 2018 following the Memorial Day parade.

## **Report.**

### *PW Evaluation.*

The report from Bill O'Brien with his observations, findings, and recommendations was provided to the Council last Tuesday, and shared with the department at a meeting Wednesday afternoon. A follow up meeting with the department and Bill O'Brien is planned for this coming Tuesday.

Occasional check-in meetings will be held as needed specifically about progress on the issues raised by the report, as well as more regular ongoing communication in various ways about the department, its work, and its mission.

### *Applicant Searches.*

Interviews will be held the week of April 9<sup>th</sup> for the finance director's position. The hope is that a suitable candidate is identified and that we can get Brian's replacement on board before he leaves his position the first of June.

Searches also will get under way soon for the planning director's position, a department head position that will require Council approval, and the assistant tax collector, who manages the tax collection and motor vehicle registration office, which does not.

We hope to fill these positions as soon as reasonably possible, given our small staff size and the number of major projects and initiatives we have going on (comprehensive plan, long range planning committee, and Munis conversion, to name but a few)

*Library Renovations.*

The library reopens on Monday, April 9<sup>th</sup> following completion of renovations (but for a few minor details), and an open house is planned for Thursday, April 12<sup>th</sup> from 4:00 to 7:00 p.m.

*Shared Maintenance Facility.*

Two proposals were received by the March 22 deadline. Both are under budget and have been evaluated by the design team led by Allied Engineering. The Joint Project Team met Thursday, April 5, 2018. See Order 18-068 for discussion of the team's recommendation to the Council to award the construction contract to Great Falls Construction of Gorham.

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.