

# Town of Windham


Office of the Town Manager  
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## MEMO

To : Town Council  
From : Anthony T. Plante, Town Manager   
Date : September 5, 2014  
Re : Manager's Memo

### Schedule.

T	September 9	7:00 p.m.	Council Meeting
T	September 16	7:00 p.m.	Finance Committee
T	September 23	7:00 p.m.	Council Meeting
M	October 13		Offices Closed (Columbus Day)
T	October 14	7:00 p.m.	Council Meeting
T	October 28	7:00 p.m.	Council Meeting
T	November 4		Election Day
T	November 11		Offices Closed – No Meeting (Veterans Day)
T	November 18	7:00 p.m.	Council Meeting (Council Rules Section 1)
T	November 25	7:00 p.m.	Council Meeting
Th	November 27		Offices Closed – Thanksgiving Day
F	November 28		Offices Closed – Thanksgiving Observance

### Scheduling Notes.

The chairman of the finance committee has scheduled a meeting for Tuesday, September 16, 2014 at 7:00 p.m. in Council Chambers.

## **Report.**

### *Measures of Success.*

In my report of August 22 I included an update of the Council's goals and let the Council know that department heads were working on adding more information to their reports regarding the measures of success we identified in the 2015 budget. Many of those reports appear in the materials for the meeting of September 9; more will follow, and all will continue to improve in their ability to relate their departmental activities to stated outcomes in support of their missions.

With respect to the town manager's office, here is what was included in the budget narrative:

#### MISSION:

The office of the town manager provides general oversight, management control, and support services to all other town departments, agencies, and offices. It serves as a resource and a focal point for both the public and the organization, and provides policy and administrative support to the Town Council.

#### SUCCESS:

Supporting the Town Council in its role is important to the success of the manager's office. Effectively managing the Council's workflow, ensuring items are prepared for and followed up on is an essential part of making sure the operation of Windham's local government reflects the priorities of its elected decision-makers.

Key to managing the overall performance of the organization is regularly evaluating the performance of its employees. Over time this will evolve as the town identifies new strategic goals and departmental work plans and employee goals are brought into alignment, but employee performance evaluations will remain an essential part of maintaining the quality of the effort at accomplishing the town's varied missions.

#### MEASUREMENT:

Council agendas will be completed and published not later than the end of the work week prior to each regularly scheduled meeting, and for all other Council meetings scheduled at least one week in advance. Completed and published is defined as uploaded to the town's website and to councilors' mobile devices, or, if a meeting is not intended to be televised or webcast, posted at the town offices.

Manager's Memo  
September 5, 2014  
Page 3 of 3

Annual performance evaluations for regular full-time and part-time employees will be conducted on time, defined as taking place within thirty days of when the evaluation was due. Seasonal, call, and per-diem employees will be evaluated according to schedules by the departments in which they work.

Agendas completed and published for July:

- Regularly scheduled meetings: 2/2, or 100%
- Special or other meetings: 0/1, or 0% (published the same day as the regular meeting)

Performance evaluations for July:

- Completed: 6/7, or 86%
- Within thirty days of due date: 5/7, or 71% (one completed 43 days after due date)

Please let me know if you have any questions.