

Town of Windham

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MEMO

To : Town Council
From : Anthony T. Plante, Town Manager
Date : May 9, 2014
Re : Manager's Memo



Schedule.

T	May 13	7:00 p.m.	Council Meeting
W	May 14	7:00 p.m.	Finance Committee
M	May 19	7:00 p.m.	Finance Committee
T	May 20	7:00 p.m.	Finance Committee (if needed)
M	May 26		Offices Closed (Memorial Day)
T	May 27	7:00 p.m.	Council Meeting
T	June 10	7:00 p.m.	Council Meeting
Sat	June 14	10:00 a.m.	Budgetary Town Meeting
Sat	June 21		Summerfest
T	June 24	7:00 p.m.	Council Meeting
F	July 4		Offices Closed (Independence Day)
T	July 8	7:00 p.m.	Council Meeting
T	July 22	7:00 p.m.	Council Meeting

Scheduling Notes.

The Appointments Committee will meet at 5:45 p.m. Tuesday, May 13, 2014 (prior to the Council meeting) in Conference Room 2. No appointments are in the queue for the May 13 Council meeting.

The schedule of remaining meetings for the Finance Committee and Council to review the manager's proposed budget for 2014-2015 is as follows:

Wednesday, May 14	Social Services (8110- 8120) Economic Development (1180)
Thursday, May 15	Open
Monday, May 19	Deliberations
Tuesday, May 20 (if needed)	Deliberations
Wednesday, May 21	Open
Tuesday, May 27	Public Hearing & Vote

With four members unable to attend the meeting of May 8 for discussion of capital (9110-9140), the consensus of those members present was to postpone that portion of the budget to either May 15, one of the open dates, or May 19 and shift deliberations to May 20 and, if needed, May 21.

Update.

Keddy Mill Superfund Designation.

Last June the Council issued a letter in support of the Environmental Protection Agency's proposal to put the abandoned Keddy Mill site in South Windham on the National Priority List for Superfund. Last Thursday the site was officially listed, opening the door to federal funding to clean up the site and take the next step toward redevelopment of a property central to the future vitality of the South Windham-Little Falls village.

Placement on the National Priority List for Superfund became necessary when site assessment and preliminary cleanup work revealed more contamination than the Brownfields grant program under which the town had received funds was designed to address. It was also made necessary

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because the contamination, in addition to presenting a hazard to the health and safety of people entering the site, is a barrier to redevelopment.

The town has dealt with a succession of private owners and developers who have not been able to justify the cost of cleanup (which kept increasing as the extent of contamination became clearer and clearer) as part of a viable project. Aside from abating the environmental health hazard, having EPA step in and pursue prior owners (and their successors in interest) as potentially responsible parties removes the cost of cleanup from either future privately-funded redevelopment or public beneficial re-use.

Department of Labor.

Attached is a copy of a letter we received from Pamela Taylor, Director of the Bureau of Labor Standards at the Maine Department of Labor last Thursday. In her letter, Ms. Taylor finds that all of the issues raised in the DOL inspection report have been corrected, and all penalties have been waived. The town is subject only to a \$250 administrative fee (the lesser of \$250 or 10% of the original penalty amount). We were working before, and have continued our efforts, on ensuring that policies, procedures, and training remain up to date. We are also working on procedures to identify and correct issues before they become problems potentially subject to DOL action in the future.

Much of the credit for coordinating the town's corrective action following the DOL inspection goes to Phyllis Moss, assistant town manager/HR director. Dave Dickson, buildings and grounds maintenance supervisor and his crew took care of the facilities issues, Tammy Hodgman helped track down, organize and assemble the materials, and many other department heads and staff worked to address the issues in DOL's report. From the experience, we now all have a better appreciation of the importance of workplace safety and everything that entails. Pam Taylor also recognized the efforts of our staff in her letter. As she suggested, we have in the past and will continue to make use of SafetyWorks! and the risk management/loss control services offered by our insurance carriers.

Please let me know if you have any questions.