

# Town of Windham

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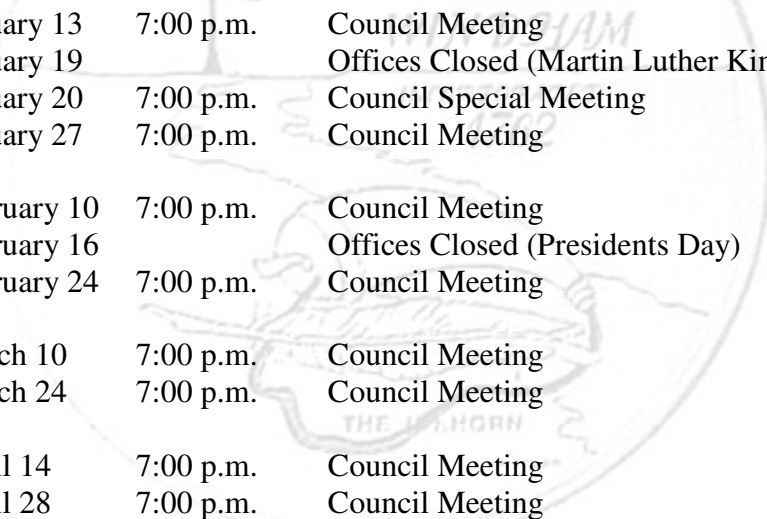
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## MEMO

To : Town Council  
From : Anthony T. Plante, Town Manager  
Date : January 9, 2015  
Re : Manager's Memo

### Schedule.



|   |             |           |  |
|---|-------------|-----------|--|
| T | January 13  | 7:00 p.m. | Council Meeting                              |
| M | January 19  |           | Offices Closed (Martin Luther King, Jr. Day) |
| T | January 20  | 7:00 p.m. | Council Special Meeting                      |
| T | January 27  | 7:00 p.m. | Council Meeting                              |
| T | February 10 | 7:00 p.m. | Council Meeting                              |
| M | February 16 |           | Offices Closed (Presidents Day)              |
| T | February 24 | 7:00 p.m. | Council Meeting                              |
| T | March 10    | 7:00 p.m. | Council Meeting                              |
| T | March 24    | 7:00 p.m. | Council Meeting                              |
| T | April 14    | 7:00 p.m. | Council Meeting                              |
| T | April 28    | 7:00 p.m. | Council Meeting                              |

**Scheduling Notes.**

The chairman has called a special meeting for Tuesday, January 20, 2015 at 7:00 p.m. as a discussion/work session on capital improvements planning, particularly buildings and facilities. Council members may wish to review the attached SMRT facilities master plan (see also the special meeting of September 30, 2014 and legislative file CD 14-303, as well as the attached information relating to Public Safety Building "Option E" as developed by SMRT following that meeting).

**Report.**

*Staffing Changes.*

Lieutenant David DeGruchy retired from the police department on December 31. Members of the Council, staff, the police department, other guests, and I attended a retirement lunch at the Windham Veterans Center on December 29.

Brent Libby officially assumed his duties as fire-rescue chief on Monday, January 4 with a brief swearing-in ceremony performed by Linda Morrell and attended by the Council chairman, members of the department, and I. Michelle Libby from the Windham Eagle newspaper was also on hand. Outgoing chief Charlie Hammond will continue for a short time assisting in the transition.

The interview panel for the police chief selection process will meet this coming week to screen applicants and reach agreement on candidates to interview.

*Library Reconfiguration.*

In addition to the proposal from SMRT for design services related to the reconfiguration of circulation and other space at the public library, we received one other proposal in response to our request. The proposal from Oak Point Associates was originally given as a lump sum of \$11,700. SMRT provided its proposal with prices on each of three phases, totaling \$17,300. I asked Oak Point for a breakdown, and compare the two proposals below:

|                             | SMRT         | Oak Point    |
|-----------------------------|--------------|--------------|
| Design Development          | \$ 5,500     | \$ 7,100     |
| Construction Documentation  | 7,500        | 3,200        |
| Construction Administration | <u>4,300</u> | <u>1,400</u> |
| Total                       | \$17,300     | \$11,700     |

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If we chose not to use construction administration the proposals are much closer, but Oak Point still has a \$2,700 advantage. In either case, I would recommend that we not include construction administration services at this time. Actual construction estimates and bids are unknown and may turn out to be more than our funding source, and the project will probably be small enough that we could manage it in-house.

*South Windham Fire Station.*

SMRT will begin work shortly on the due diligence review authorized by the Council at its meeting of December 23, 2014.

*Fire-Rescue Donation.*

Following the Council's acceptance of a \$20,000 donation from Kaile Warren and Donna Leith at its meeting of November 25, 2014, we found that the supply of white cargo vans had dried up due to holiday delivery needs. Dealers told us they would reappear after the holidays, which they did; earlier this week I approved the purchase of a 2012 Ford Econoline from Brunswick Ford for \$19,035.00. The balance of the donation will be used to help mark and outfit the van for service with the fire police unit.

*Lowell Preserve Harvest.*

We heard from the town's forester, Mike Maines, that due to warm weather in December and the amount of work that would need to be done to prepare for another round of harvesting in the Lowell Preserve, it is unlikely the harvest could be done this winter. A winter harvest is desirable to reduce the kinds impacts seen with the first harvest in 2013. The public meeting planned for this coming Saturday, January 10, 2015 at the East Windham Fire Station has been cancelled. We would expect to reschedule such a meeting later this year before putting the harvest out to bid in September.

Please let me know if you have any questions.