



Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : January 5, 2018
Re : Town Manager's Report

Schedule.

T	January 9	6:00 p.m.	Appointments Committee
T	January 9	7:00 p.m.	Council Meeting
M	January 15		Offices Closed (Martin Luther King, Jr. Day)
T	January 16	7:00 p.m.	Council Meeting
Sat	January 20	9:00 a.m.	Council Goal-Setting & Orientation
T	January 23	7:00 p.m.	Council Meeting
T	February 6	7:00 p.m.	Council 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

Scheduling Notes.

The Council's Appointments Committee is scheduled to meet at 6:00 p.m. Tuesday, January 9, 2018.

The Highland Lake Leadership Team is scheduled to meet at 2:30 p.m. Wednesday, January 17, 2018 at Falmouth Town Hall, 271 Falmouth Road, Falmouth.

Report.

Shared Maintenance Facility.

The request for qualifications (RFQ) for contractor design-build teams has been issued, with responses due January 10, 2018. The request for proposals (RFP) for the pre-qualified teams is expected to be issued February 1, with award in March-April and construction starting by June.

In anticipation of receiving statements of qualifications and moving on to the proposal phase, the Joint Project Team met on December 14, 2017 to make the transition from education and communication to implementation.

Library Renovation Project.

The project is under way. Most of the children's collection has been relocated to a storage trailer, with a smaller collection in and staff operating from the meeting room. Demolition has been completed and framing is expected to start shortly. One change order has been approved for \$1,402.21 for additional structural and finish work that we became aware of during demolition.

The project is expected to be complete around the end of March.

Winter Operations & Snow Removal.

The storms of December 23, 25, and now January 4 have brought renewed attention to public works winter operations and snow removal. While they are in your individual budget books and available online, I have attached a copy of the Public Works section of the budget. Account 2120, Highway Maintenance (new account 12200) is where overtime for winter operations appears. Account 2150, Snow Removal (new account 12400) is where contracted services, supplies, materials, and other expenses appear.

The narrative for the department overall, and the snow removal account in particular, address the town's approach to winter operations. In general, roads always come first

and are nearly always an all hands on deck operation. Once a storm is over and roads are clear the department turns its attention to sidewalks and other snow removal operations. Obviously, variables such as the nature and severity of storms, the frequency of them (i.e. how much time they have in between storms) will affect how quickly sidewalks can be cleared in Windham Center, North Windham, and South Windham village.

Depending on how much snow there is, sidewalk snow removal operations may involve one person in one machine or a larger crew and multiple pieces of equipment. Generally speaking, sidewalk and other snow removal work is done during regular working hours, what we have called best effort within current staffing and budget. This has been the approach for many years, mainly to manage overtime expense, and has been treated as a service level decision made through the budget process. That, given the staff, equipment, and budget we have, this is the level of service the town will provide. This is the kind of discussion we should have, and I am sure we will have, about all of the services the town provides when we get into budget discussions for fiscal 2019.

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.