




Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager 
Date : September 7, 2018
Re : Town Manager's Report

Schedule.

T	September 11	7:00 p.m.	Council Meeting
T	September 18	7:00 p.m.	Council Meeting
T	September 25	7:00 p.m.	Council Meeting
T	October 2	7:00 p.m.	Council Meeting
M	October 8		Offices Closed (Columbus Day)
T	October 9	7:00 p.m.	Council Meeting
T	October 16	7:00 p.m.	Council Meeting
T	October 23	7:00 p.m.	Council Meeting
T	October 30		No Meeting Scheduled (5 th Tuesday)

Scheduling Notes.

None.

Report.

Maintenance Facility.

Following the Council's meeting last Tuesday, the RSU Board held a public forum on the interlocal agreement and lease with the town at its meeting on Wednesday, September 5, 2018. No members of the public were present, but in addition to a presentation from Assistant Superintendent Chris Howell and Facilities Director Bill Hansen, I briefed the board on the schedule and budget status of the project.

We have received approval of our application for funding from the Maine Municipal Bond Bank, and an order is on the agenda for the September 11, 2018 meeting to authorize the loan agreement. Actual signing of the documents will come later.

Delivery of the pre-engineered building was still scheduled for today, though we have not heard that it has been delivered yet. The slab for the maintenance bay has been poured, and cold-formed steel framing is well underway on the lower level. A construction meeting is planned for September 12, 2018.

Staffing.

Long-time Assistant Treasurer/Tax Collector and office manager Judith Heggeman is set to retire later this month. Her successor, Vanessa Meserve, was already working in the office and is in place. The opening created by Vanessa's promotion has also been filled.

The shared stormwater compliance coordinator program with the Town of Gorham has wound down, and the full-time Windham employee we shared will now be full-time solely with Windham as its environmental and sustainability coordinator. Gretchen Anderson has proven to be an asset in our work with the Highland Lake Leadership Team as well as in her stormwater duties, which she will continue to do for Windham, and will assist with other watershed, environmental, energy efficiency, and related areas.

Interviews with finalists for the position of Planning Director will be held next week. I hope to have a candidate for Council approval before too much longer. As has been the case in the past, I would plan to meet with the Council in executive session to discuss the process, share information about the candidates, their qualifications, and to meet at least the final candidate whom I would appoint subject to confirmation.

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.