



**Town of Windham**  
Office of the Town Manager  
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## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager *ATP*  
Date : June 21, 2018  
Re : Town Manager's Report

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### Schedule.

Sat	June 23		Summerfest
T	June 26	7:00 p.m.	Council Meeting
W	July 4		Offices Closed (Independence Day)
(the following assumes the Council goes on a reduced schedule for July and August)			
T	July 10	7:00 p.m.	Council Meeting
T	July 24	7:00 p.m.	Council Meeting
T	August 14	7:00 p.m.	Council Meeting
T	August 28	7:00 p.m.	Council Meeting
M	September 3		Offices Closed (Labor Day)
T	September 4	7:00 p.m.	Council Meeting

### Scheduling Notes.

None.

### Report.

#### *Staffing Updates.*

The following are some notable recent staffing developments:

- Derek Axelson was sworn in as a patrol officer with the Windham Police Department this past week. Derek will be in field training before he begins the program for new recruits at the Maine Criminal Justice Academy in August.
- We welcomed Jackie Frye as our new Animal Control Officer.

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- Consistent with town policy and past practice, we posted equipment operator and truck driver positions. We have seen some slowdown in applications for these kinds of positions as construction has gotten busier, and have had to extend or repeat postings.
- The safety and compliance officer's position was posted but, due to some questions about what was actually approved in the budget resulting from an error on my part, the posting was pulled until those questions can be resolved.

*Shared Maintenance Facility.*

Site work has continued, with the placement of footings expected to begin on or about July 2<sup>nd</sup>. Because of the threatened imposition of tariffs on imported steel and aluminum, prospective customers have been placing orders to get in under the wire and straining manufacturing capacity. As a result, the manufacturer of our pre-engineered metal building (the section of the building with the maintenance bays) has reported a 59 day delay, creating serious potential scheduling issues.

Great Falls and Allied have been working on alternatives that will still meet the performance requirements for the building, but stay closer to our schedule. At this point, the changes for the front part of the building, again related to the imposition of tariffs, are expected to be about a wash, cost-wise, but we will have to wait to hear from the suppliers for sure.

A groundbreaking ceremony is planned for 6:30 p.m. Tuesday, June 26, 2018 before the Council meeting scheduled at 7:00 p.m.

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.