

Town of Windham

Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager 
Date : December 8, 2016
Re : Town Manager's Report

Schedule.

T	December 13	7:00 p.m.	Council Meeting
T	December 20	7:00 p.m.	Council Meeting
M	December 26		Offices Closed ó Christmas Observance
T	December 27	7:00 p.m.	Council Meeting
M	January 2		Offices Closed ó New Year's Observance
T	January 3	7:00 p.m.	Council Meeting
Sat	January 7	9:00 a.m.	Council Meeting ó ORIENTATION/GOALS
T	January 10	7:00 p.m.	Council Meeting
M	January 16		Offices Closed ó Martin Luther King, Jr. Day
T	January 17	7:00 p.m.	Council Meeting
T	January 24	7:00 p.m.	Council Meeting
T	February 7	7:00 p.m.	Council Meeting
T	February 14	7:00 p.m.	Council Meeting
M	February 20		Offices Closed ó President's Day
T	February 21	7:00 p.m.	Council Meeting
T	February 28	7:00 p.m.	Council Meeting

Scheduling Notes.

The annual employee appreciation holiday lunch will be held on Thursday, December 21, 2016 from 11:30 a.m. to 1:30 p.m. in the community center (Town Offices) gym. Councilors are invited to join employees for lunch, informal conversation, appreciation of service, and holiday spirit.

A Council orientation and goal-setting session with the management team has been scheduled for Saturday, January 7, 2017 beginning at 9:00 a.m. The meeting is expected to run until about 3:00 p.m. and will include lunch and other refreshments.

Report.

Please refer to the attached projects and issues list and individual project sheets, and let me know if you have any questions.