

Town of Windham


Office of the Town Manager
8 School Road
Windham, ME 04062

Anthony T. Plante, Town Manager
atplante@windhammaine.us

voice 207.892.1907

fax 207.892.1910

MEMO

To : Town Council
From : Anthony T. Plante, Town Manager 
Date : September 23, 2014
Re : Manager's Memo - Supplement

Update.

In addition to the memo included in the agenda materials last Friday, I wanted to update the Council on a number of other matters.

Fire-Rescue Chief Selection Process.

As of last Friday's deadline for applications we had received thirty résumés for the position of fire-rescue chief. The next step in the process is bringing together a selection committee to conduct the initial round(s) of interviews and selection of candidates for further interview by the town manager. The committee will work with assistant town manager/HR director Phyllis Moss and evaluate applicants against the attributes in the candidate profile developed earlier this summer with the assistance of Dacri Associates.

MyGov Implementation.

As last reported to the Council on September 12, the system has been up and running since the latter part of August and is being used daily for new permits and inspections. Staff continues to work with MyGov on data migration for permits in the old system, and support staff are receiving more extensive training this week (without altering availability to the public).

Cardiac Monitor/AED Purchase.

The purchase of new cardiac monitors, automatic external defibrillators (AED's), and brackets, as authorized by the Council on August 26, 2014 (order 14-308) has been approved following further review of pricing, features, and terms. All of the monitors provided the same basic functions, but not all met all of the parameters set for the purchase, or did not meet them without purchasing additional hardware/software/feature sets. Making as close to an apples-to-apples comparison as possible (since every manufacturer, it seems, has their own slightly different mix of features, benefits, and warranty terms), Zoll still had the best overall package in terms of cost, value, and functionality.

Comprehensive Plan Process Update.

As part of the town's contract with Critical Insights, a Portland-based survey research firm to conduct a community survey for the comprehensive plan, two focus groups were put together and met last week. The purpose of these two groups, set up to resemble the town demographically, was to help develop the survey instrument and provide some initial feedback about their overall perceptions of the town and its direction.

Based on the focus group work a survey is now being developed. The entire community will have the opportunity to be included the sample; it's important we get a good response, important for establishing town-wide vision and direction for goal-setting, not only for land use regulation and development, but guidance in public policy and budgeting as well.

Along with Critical Insights, as included in the Planning Department's monthly report, the town contracted with Planning Decisions to provide meeting facilitation and visioning services, both as part of the project budget, outline, and timetable for the comprehensive plan.

Please let me know if you have any questions.