



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

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

207.892.1907 voice  
207.892.1910 fax

## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager  
Date : May 9, 2017  
Re : Town Manager's Report

### Schedule.

T	May 9	7:00 p.m.	Council Meeting
T	May 16	7:00 p.m.	Council Meeting
T	May 23	7:00 p.m.	Council Meeting
M	May 29		Offices Closed (Memorial Day)
T	May 30		No Meeting Planned (5 <sup>th</sup> Tuesday)
T	June 6	7:00 p.m.	Council Meeting
T	June 13	7:00 p.m.	Council Meeting
Sat	June 17	10:00 a.m.	Budgetary Town Meeting

### Scheduling Notes.

#### *Joint Project Team.*

The maintenance facility joint project team will meet on Thursday, May 11, 2017 at 6:30 p.m. at the Westbrook Public Services facility, located at 371 Saco Street, Westbrook. The purpose of the meeting is to tour the facility, recently completed by the city with Great Falls Construction, as an example similar to the one under consideration in Windham.

### Report.

#### *Envac Optibag.*

At Tuesday night's meeting I will share some observations, rescheduled from the meeting of April 25, 2017 from the trip I took in early April as part of a team from Ecomaine to

Norway and Sweden. The purpose of the trip was to evaluate programs and equipment to sort source-separated food waste, an increasingly popular direction in waste management, to enhance energy recovery and reduce landfilling.

*Mobile App, Web Site Refresh/Redesign.*

Over the last week we had an online and phone meeting with our account representative at CivicPlus, and a follow-up training on the Request Tracker module. The purpose of the meeting was to determine whether it could provide the functionality we need to accommodate online requests, comments, compliments, complaints, etc. It can, and we are working to set up basic request categories and types, which will be the back end of a mobile application. Including CivicPlus's 8-week implementation timeline, we should be able to have this all set up by sometime in August. The web site refresh/redesign will come sometime after that.

*Tower 3.*

This week Chief Libby and I met with our counterparts from Gorham about Tower 3, options and alternatives. Given the timetable for replacement, which will require coordination between the two towns, as well as the length of time it would take to authorize and build, the best (or least objectionable, at least) option appears to be repairing the swivel beneath the aerial, having the truck tested and certified (as we always have), and returning it to service. While we have not had the benefit of the truck for the last year, it does occupy an important role in call response capacity, and helps keep property insurance rates lower in both communities as a result.

We are getting quotes from other qualified vendors who can make the needed repairs and report back.

*LED Streetlights.*

Earlier this week I met with the Energy Advisory Committee regarding conversion of the town's streetlights to LED technology, vastly reducing their electricity consumption and operating costs. We are working to modify a request for qualifications (RFQ) to find a consultant to work with the town to deliver a turn-key streetlight conversion project. Our goal is to have the RFQ done as soon as possible and meet again in a month to set up a timeline for the project.

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