



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

To : Town Council  
From : Anthony T. Plante, Town Manager  
Date : February 23, 2018  
Re : Town Manager's Report

### Schedule.

T	February 27	6:00 p.m.	Appointments Committee
T	February 27	7:00 p.m.	Council Meeting
T	March 6	7:00 p.m.	Council Meeting
T	March 13	7:00 p.m.	Council Meeting
T	March 20	7:00 p.m.	Council Meeting
T	March 27	7:00 p.m.	Council Meeting
T	April 3	7:00 p.m.	Council Meeting
T	April 10	7:00 p.m.	Council Meeting
M	April 16		Offices Closed (Patriot's Day)
T	April 17	7:00 p.m.	Council Meeting
T	May 1	7:00 p.m.	Council Meeting
T	May 8	7:00 p.m.	Council Meeting
T	May 15	7:00 p.m.	Council Meeting

### **Scheduling Notes.**

The Appointments Committee is scheduled to meet at 6:00 p.m. Tuesday, February 27, 2018 in Conference Room 2 to meet with

### **Report.**

#### *Library Renovations.*

Renovations continue and are on track to be complete around the end of March. The flooring issue has been resolved with the application of some patch and a layer of quarter-inch plywood, resulting in a change order for \$8,245.35. Other change orders total about \$2,300. Additional moving expenses were incurred as the project moved through the building, but the project is still within budget.

The next construction meeting is Wednesday, February 28, 2018.

#### *Shared Maintenance Facility.*

The technical request for proposals was issued last week with responses due March 22, 2018. One of the four pre-qualified contractors, The Sheridan Corporation, has withdrawn because they would have been able to meet the project's schedule. This leaves three pre-qualified contractor teams led by Nickerson & O'Day, Inc., Great Falls Construction, and Benchmark Construction.

#### *Council Goals.*

Thanks to the Council for a productive discussion on goals for the balance of 2018 at the meeting this past Tuesday night. We will work to attach some specific tasks and timelines to those where it makes sense and get the goals back for Council review and approval. At this point, the 2018 goals, along with the upcoming strategic plan should represent what the Council is committed to accomplishing and should focus not only what we do this year, but inform our budget process for fiscal 2019, 2020, and 2021. The goals are only as meaningful as time, effort, and resources we are willing to put behind getting them done.

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.