

Town of Windham

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MEMO

To : Town Council
From : Tony Plante, Town Manager *Tony*
Date : April 3, 2014
Re : Manager's Memo

Schedule.

T	April 8	7:00 p.m.	Council Meeting
M	April 21		Offices Closed (Patriots' Day)
T	April 22	7:00 p.m.	Council Meeting
T	May 13	7:00 p.m.	Council Meeting
M	May 26		Offices Closed (Memorial Day)
T	May 27	7:00 p.m.	Council Meeting
T	June 10	7:00 p.m.	Council Meeting
Sat	June 14	10:00 a.m.	Budgetary Town Meeting
Sat	June 21		Summerfest
T	June 24	7:00 p.m.	Council Meeting
F	July 4		Offices Closed (Independence Day)
T	July 8	7:00 p.m.	Council Meeting
T	July 22	7:00 p.m.	Council Meeting

Scheduling Notes.

The Appointments Committee will meet at 6:15 p.m. Monday, April 8, 2014 (prior to the Council meeting) in Conference Room 2.

Update.

Retirements.

As I reported to the Council earlier this week, and announced in a press release, both Fire-Rescue Chief Charlie Hammond and Police Chief Rick Lewsen officially announced their plans to retire during the upcoming fiscal year. Charlie plans to retire in late December 2014 or early January 2015, Rick by the end of April 2015. Their announcements allow us to budget and plan appropriately for search processes for their successors and to make a smooth transition in the months ahead.

Budget 2014-2015.

The manager's proposed budget for 2014-2015 was submitted electronically to the Council earlier this week, first in summary form, followed by the entire budget. At the meeting this coming Tuesday I will outline the budget in more detail, but very quickly:

- The budget maintains staffing, programs and services at their current levels.
- Relative to their missions as we understand them:
 - Public works is completing roughly one-third of its purpose in maintaining the town's critical infrastructure,
 - The police department's clearance rate for violent crimes stands at about 86%,
 - Nighttime fire-rescue response is about three minutes longer than daytime, and
 - In each of these cases department heads made, or could have made, proposals to improve these key service indicators, and where they did, they could not be funded in the manager's proposed budget.
- Capital spending remains at 2014 levels, except for land & facilities improvements, which is not funded; additions required in the various plans also are not funded.
- The budget complies with the property tax levy limit, though it would make up for the loss of revenue sharing since 2013 with an increase that would cost the median single family homeowner an additional \$3 per month.

At next week's meeting we will also discuss the Council's schedule for reviewing and approving the budget before the deadline at the end of May.

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DOL Inspection Report.

All issues listed in the Department of Labor's inspection report have been addressed, including all required drivers completing the emergency vehicle operators course (EVOC) range testing. We will submit our response to DOL later this month.

Legistar/iLegislate/InSite.

The Council meeting of April 8 is our first live meeting using Legistar to automate the creation of meeting agendas and online content – both the materials provided to Council members on their iPads and the material provided to the public using the new InSite portal on the town's website: <https://windhamweb.legistar.com>.

Town Office Hours.

At its meeting of March 25, 2014 the Council reviewed a plan for changing town office hours. Instead of the current thirty-eight hours over four days a week, the plan was for the offices to be open forty hours five days a week. At an estimated additional annual cost of \$19,000 the Council's clear sentiment was to implement the plan as soon as reasonably possible, allowing for staff to make adjustments to their personal schedules, ideally within thirty days.

As of Wednesday, April 23, 2014 (in order to coincide with the beginning of a new pay period) the town offices will be open Monday through Friday, 8:00 a.m. to 4:00 p.m. Notices of this change were posted yesterday.

Sweeper.

The new street sweeper has been delivered, operators have been trained, and annual sweeping began earlier this week.

Please let me know if you have any questions.