

# Town of Windham

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## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager   
Date : November 17, 2016  
Re : Town Manager's Report

### Schedule.

T	November 22	7:00 p.m.	Council Meeting
Th	November 24		Offices Closed (Thanksgiving Day)
F	November 25		Offices Closed (Thanksgiving Observance)
F	December 2	4:30 p.m.	GPCOG Welcome Reception
T	December 6	7:00 p.m.	Council Meeting
T	December 13	7:00 p.m.	Council Meeting
T	December 20	7:00 p.m.	Council Meeting
T	December 27	7:00 p.m.	Council Meeting
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

**Scheduling Notes.**

Members of the Council, along with management and senior staff, have been invited to a reception being given jointly by the Greater Portland Council of Governments (GPCOG) and the Portland Regional Chamber of Commerce. The reception is to welcome newly elected or re-elected officials and provide an opportunity for some informal conversation and networking. The reception will be held on Friday, December 2, 2016 from 4:30 ó 6:30 p.m. at the Northeast Air Executive Terminal at the Portland International Jetport.

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.