

Town of Windham


Office of the Town Manager
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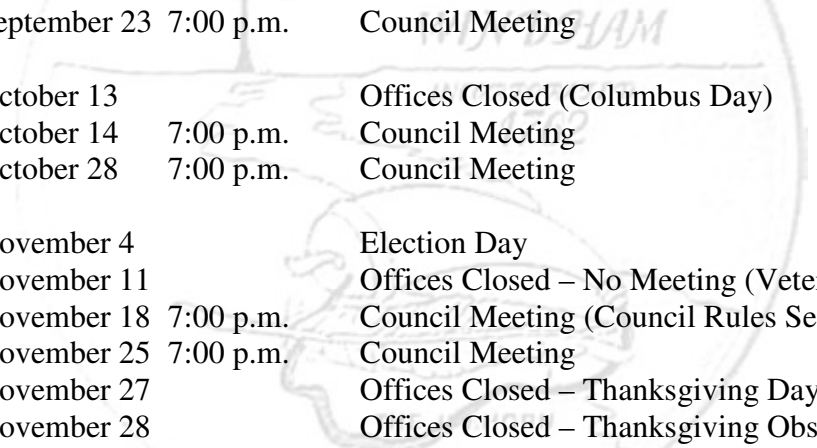
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MEMO

To : Town Council
From : Anthony T. Plante, Town Manager 
Date : September 19, 2014
Re : Manager's Memo

Schedule.



T	September 23	7:00 p.m.	Council Meeting
M	October 13		Offices Closed (Columbus Day)
T	October 14	7:00 p.m.	Council Meeting
T	October 28	7:00 p.m.	Council Meeting
T	November 4		Election Day
T	November 11		Offices Closed – No Meeting (Veterans Day)
T	November 18	7:00 p.m.	Council Meeting (Council Rules Section 1)
T	November 25	7:00 p.m.	Council Meeting
Th	November 27		Offices Closed – Thanksgiving Day
F	November 28		Offices Closed – Thanksgiving Observance
T	December 9	7:00 p.m.	Council Meeting
T	December 23	7:00 p.m.	Council Meeting
Th	December 25		Offices Closed (Christmas Day)

Scheduling Notes.

None.

Update.

Library Hours.

As I reported by email to the Council last week, library director Jen Alvino has put together a plan for staffing on Saturdays from 10:00 a.m. to 4:00 p.m. According to Jen, this would allow for one full time person to work six hours on Saturday and work two nine hour shifts or four eight and one-half hour shifts and have Friday off. She would also schedule three part time people either 9:30 a.m. to 4:00 p.m. or 10:00 a.m. to 4:00 p.m. so there would be four people in the building. With the full time staff person being shifted from Friday to Saturday, an additional eight hours of part time staffing would be needed to cover Fridays. These changes would add a total of twenty-seven hours per week. Using the entry level on the hourly pay scale brings the amount to approximately \$17,500 (not including wage-driven benefit costs, mainly Social Security, adding about another \$1,350) per year.

To implement the plan as outlined by Jen Alvino for the balance of this fiscal year would require about \$14,150 assuming it went into effect in October. There was some brief discussion at the special meeting of September 2, 2014 about using some of the proceeds from the Annie Akers Bremon fund. This fund was initially established for scholarships, with remaining funds to be used in support of the library or such other public purposes as the Council might designate.

After the last scholarship was paid from the Bremon fund the balance was \$130,500. \$50,000 was used for Lippman Park and \$35,000 was set aside for e-books at the library, leaving a balance of \$45,500. While the use of these funds to pay for staffing at the library is permissible, it does not use the funds for a lasting improvement, which really seems to have been the intent of the gift.

Unlike the situation with town office hours earlier this year, there are still three quarters of the fiscal year to go, so I would not suggest trying to cover the added expense within the current library budget. Rather than use the funds from a bequest for operating expenses, another approach would be to consider authorizing the use of contingency up to the amount it will cost to add the hours. Any unexpended balance in the library budget that could not be carried over would be used to reduce the final amount coming from contingency.

Please let me know if you have any questions.