

Town of Windham

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

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

voice 207.892.1907

fax 207.892.1910

MEMO

To : Town Council
From : Tony Plante, Town Manager
Date : April 17, 2014
Re : Manager's Memo



Schedule.

M	April 21		Offices Closed (Patriots' Day)
T	April 22	6:15 p.m.	Appointments Committee
T	April 22	7:00 p.m.	Council Meeting
W	April 23	7:00 p.m.	Finance Committee
M	May 5	7:00 p.m.	Finance Committee
T	May 6	7:00 p.m.	Finance Committee
Th	May 8	7:00 p.m.	Finance Committee
T	May 13	7:00 p.m.	Council Meeting
W	May 14	7:00 p.m.	Finance Committee
M	May 19	7:00 p.m.	Finance Committee
T	May 20	7:00 p.m.	Finance Committee (if needed)
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. Tuesday, April 22, 2014 (prior to the Council meeting) in Conference Room 2.

The schedule of meetings for the Finance Committee and Council to review the manager's proposed budget for 2014-2015 is as follows:

Wednesday, April 23	Public Works (2110- 2910) Fire/Rescue (4110- 4210)
Monday, May 5	Police (3110- 3210) Parks & Recreation (5110-5130)
Tuesday, May 6	Code Enforcement (6110) Planning (6120, 6121)
Thursday, May 8	Assessing & GIS (6510, 6520) Capital (9110- 9140)
Wednesday, May 14	Social Services (8110- 8120) Economic Development (1180)
Thursday, May 15	Open
Monday, May 19	Deliberations
Tuesday, May 20 (if needed)	Deliberations
Wednesday, May 21	Open
Tuesday, May 27	Public Hearing & Vote

Update.

Police Chief and Fire-Rescue Chief Search Process.

A discussion about the search process for police chief and fire-rescue chief is currently scheduled for the Council meeting of May 13, 2014. When I attended the ICMA conference in 2012 one of the sessions I went to was "How to Select Your Next Police or Fire Chief" knowing that both Chief Hammond and Chief Lewsen were likely to be retiring within a few years. Since they have both announced plans to retire over this coming fiscal year now is a good time to map out the process we will use to choose their successors. Attached is a copy of a presentation from a webinar Phyllis Moss and I sat in on recently, and which was very similar to the session I attended in 2012. It outlines the type of process I believe we should use, along with the principles and research underlying this approach.

Both the Windham Fire-Rescue Department and Police Department are at critical points in their existence. Maximizing the likelihood of finding the right leaders for those departments is essential to the future of the departments and to the services they provide to the community. Chances are most of us have not hired people for these kinds of positions before, and that we will not have this kind of opportunity again soon. The consequences of not getting this right the first time could be significantly more than the cost of bringing in some professional help to assist us with the process – not make the decision for us, but help us design and run a process that gives us the best chance for success.

While the ICMA Center for Public Safety Management and International Public Management Association for Human Resources offer assistance with these kinds of search processes, they are not the only resources, and I am seeking information from other organizations, firms, or consultants providing similar services, which I also hope to be able to discuss on May 13.

Town Office Hours.

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.

Please let me know if you have any questions.