



Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : August 18, 2017
Re : Town Manager's Report

Schedule.

T	August 22	7:00 p.m.	Council Meeting
M	September 4		Offices Closed (Labor Day)
T	September 5	7:00 p.m.	Council Meeting
T	September 12	7:00 p.m.	Council Meeting
T	September 19	7:00 p.m.	Council Meeting
T	September 26	7:00 p.m.	Council Meeting
T	October 3	7:00 p.m.	Council Meeting
M	October 9		Offices Closed (Columbus Day)
T	October 10	7:00 p.m.	Council Meeting
T	October 17	7:00 p.m.	Council Meeting
T	October 24	7:00 p.m.	Council Meeting
T	October 31		No Meeting (5 th Tuesday)
T	November 7		No Meeting (Election Day)
F	November 10		Offices Closed (Veterans Day Observance)
Sat	November 11		Veterans Day Ceremonies
T	November 14		Council Meeting

Scheduling Notes.

The Council's regular schedule, with meetings the first through fourth Tuesdays of the month as defined in the Council's rules, resumes in September.

Report.

Request Tracker/Mobile App.

The Request Tracker feature on the town's web site has been up since July 1. We have been using the time since as a test period prior to the deployment of the mobile app. No new requests have been received since my last report.

The design of the mobile app has been finalized; testing information and access from Civic Plus has been received. We are evaluating the app before submitting it to Apple and Google for approval and distribution through their app stores. Civic Plus also advised us that Apple has made changes to its app submission rules, and will be able to make submissions again after August 21.

Strategic Plan.

Update: This discussion has been moved to September 5, 2017.

As part of the process for adopting a new strategic plan, I provided a copy of the current plan, including the town's policy on strategic planning and budgeting, in the Council meeting materials for July 25, 2017 and have attached another along with this report.

A discussion item is planned for the meeting of August 22 to have the Council weigh in on the mission, vision, and values statements, the incorporation of items from the newly-adopted comprehensive master plan, and other items, particularly any broad-scope organization-wide strategic issues to which the strategic plan should respond.

At the ~~August 22~~ September 5 meeting we will take some time to reflect on the mission, vision, and values statements to make sure they still appropriately express what the organization is about and what it should strive to be, as well as discuss any suggestions for changes.

The broad-scope organization-wide strategic issues identified in the current strategic plan are growth, aging, diversity, technology, funding sources (revenues), economy, regulation (mandates), and energy. I encourage you to review those portions of the current strategic plan and think about any other high-level issues or trends that should be acknowledged in the plan . and that are not otherwise included either in the strategic plan or the comprehensive master plan . in preparation for that discussion. Departmental strategies, goals, and priorities will be expected to respond in some fashion to these strategic issues and align with our mission, vision, and values statements.

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The goals and strategies identified in the comprehensive master plan that fall within the three-year scope of the strategic plan will be incorporated into the strategic plan's overall goals. This will help keep them front and center as we put together budgets for the next three years (to the extent they have budget implications) and when we report on progress toward meeting strategic plan and comprehensive plan goals throughout the year.

Please refer to the attached projects and issues list and individual project sheets, and let me know if you have any questions.