

# 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

## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager  
Date : December 18, 2015  
Re : Town Manager's Report



### Schedule.

T	December 22	7:00 p.m.	Council Meeting
Th			
F	December 25		Offices Closed (Christmas Day)
F	January 1		Offices Closed (New Year's Day)
Sat	January 9	9:00 a.m.	Special Meeting of Council Orientation & Goals
T	January 12	7:00 p.m.	Council Meeting
M	January 18		Offices Closed (Martin Luther King, Jr. Day)
T	January 26	7:00 p.m.	Council Meeting
T	February 9	7:00 p.m.	Council Meeting
M	February 15		Offices Closed (Presidents Day)
T	February 23	7:00 p.m.	Council Meeting
T	March 8	7:00 p.m.	Council Meeting
T	March 22	7:00 p.m.	Council Meeting

### **Scheduling Notes.**

A special meeting has been scheduled for January 9, 2016 at 9:00 a.m. for Council orientation and goal setting. The meeting is expected to last most of the day. A copy of the draft agenda is attached. Nearly all department heads will be able to attend for what we hope will be a productive day orienting and re-orienting the Council to the Charter and other fundamental documents and policies, providing brief mid-year budget and project updates, and assisting and supporting the Council in its goal-setting for 2016.

### **Report.**

#### *Wastewater Management Planning Advisory Committee.*

The committee met with a team from Wright-Pierce on November 4, 2015 to develop an initial scope of work defining the questions to be answered and getting to a decision point on the type(s) of decentralized systems that might be used in combination with regulations to meet the town's wastewater management, ground water protection, and 21<sup>st</sup> Century Downtown development goals. That scope of work and fee estimate has been prepared and is planned for discussion with the Council at the meeting of January 12, 2016.

#### *21<sup>st</sup> Century Downtown Preliminary Engineering.*

TY Lin and MRLD have begun tasks related to preliminary engineering for improvements along Route 302. A discussion with the Council is planned for December 22, 2015 to address supplemental improvement issues such as storm water management improvements, signal upgrades, and the relocation of utilities underground.

#### *Project/Issue Tracking.*

More projects and issues have been added to the agenda items reports. Again, this is part of an effort to keep track of all the major things the Council and staff are working on. Regular updates of activity will be shown on the individual project or issue sheets. At various times they may be discussed in more detail here in the manager's report. If there is an issue or project you want to know more about but don't see it in this report, please look at the "Projects & Issues" list or sheets.

Please let me know if you have any questions.