



Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : March 23, 2018
Re : Town Manager's Report

Schedule.

T	March 27	6:30 p.m.	Appointments Committee
T	March 27	7:00 p.m.	Council Meeting
T	April 3	7:00 p.m.	Council Meeting
T	April 10	7:00 p.m.	Council Meeting
M	April 16		Offices Closed (Patriot's Day)
T	April 17	7:00 p.m.	Council Meeting
T	May 1	7:00 p.m.	Council Meeting
T	May 8	7:00 p.m.	Council Meeting
T	May 15	7:00 p.m.	Council Meeting
T	May 22	7:00 p.m.	Council Meeting
M	May 28		Offices Closed (Memorial Day)
		10:00 a.m.	Memorial Day Ceremonies
T	May 29		No Meeting (5 th Tuesday)
T	June 5	7:00 p.m.	Council Meeting
T	June 12	7:00 p.m.	Council Meeting
Sat	June 16	10:00 a.m.	Budgetary Town Meeting
T	June 19	7:00 p.m.	Council Meeting
T	June 26	7:00 p.m.	Council Meeting

Scheduling Notes.

The Appointments Committee will meet at 6:30 p.m. Tuesday, March 27, 2018 prior to the Council meeting.

A budget meeting schedule is being prepared for April and May. Please let me know if there are any dates you are not available. It's likely not everyone will be able to make every meeting, depending on the number of meetings, but we want to try to minimize that as much as possible.

Memorial Day ceremonies will be held at the high school canopy entrance at 10:00 a.m. Monday, May 28, 2018 following the Memorial Day parade.

Report.

Highland Lake Forum.

The postponed Highland Lake public forum was held Wednesday night, March 21 at the Windham High School auditorium. About 80 people were in attendance. The presentations were good, as were the questions from audience members.

PW Evaluation.

We are working on wrapping up the evaluation of the public works department as reported previously. The consultant's report is being finished up, and a corrective action plan and observations from management is being written to accompany it. We will have this to the Council within the next few days, and expect to schedule it for discussion. A copy of the report and the plan for next steps also will be shared with the public works union.

Applicant Searches.

Interviews will begin shortly for the finance director's position, which will fall vacant on the first of June with the retirement of Brian Wolcott. As a senior staff position, one which discharges part of the functions assigned by Charter to the town manager, this appointment will not require Council approval.

Searches also will get under way soon for the planning director's position, a department head position that will require Council approval, and the assistant tax collector, who manages the tax collection and motor vehicle registration office, which does not.

We hope to fill these positions as soon as reasonably possible, given our small staff size and the number of major projects and initiatives we have going on (comprehensive plan, long range planning committee, and Munis conversion, to name but a few)

Library Renovations.

Renovations are nearing completion. Shelving has been delivered and installed; library staff have begun the process of moving the collection back into the building. The library will remain closed through April 8, 2018 to allow for remaining carpeting and other work to be done, the collection brought in from the storage trailers, and things made ready for reopening on April 9 and a planned open house on April 12.

Shared Maintenance Facility.

Two proposals were received by the March 22 deadline. Both are under budget and are being evaluated by the design team led by Allied Engineering. The Joint Project Team will be convened to review Allied's recommendations and/or conduct interviews and further evaluations of the proposals.

At the meeting next Tuesday, the Council will be asked to adopt a resolution to allow reimbursement of expenses from bond proceeds. These would include potentially some of the pre-approval design costs approved by the Council from contingency and building improvement funds last summer as well as other costs incurred since the project was approved in November 2017..

Please refer to the attached projects and issues list and individual project sheets for issues in addition to what I have highlighted above, and let me know if you have any questions.