

Town of Windham

Office of the Town Manager
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MEMORANDUM

To : Town Council *P. Moss*
From : Phyllis Moss, Assistant Town Manager
Date : August 5, 2016
Re : Town Manager's Report

Schedule.

| | | | |
|---|--------------|-----------|-----------------|
| T | August 9 | 7:00 p.m. | Council Meeting |
| T | August 23 | 7:00 p.m. | Council Meeting |
| M | September 5 | | Offices Closed |
| T | September 6 | 7:00 p.m. | Council Meeting |
| T | September 13 | 7:00 p.m. | Council Meeting |
| T | September 20 | 7:00 p.m. | Council Meeting |
| T | September 27 | 7:00 p.m. | Council Meeting |

Report.

I will be attending the Maine Town and City Management Association (MTCMA) meeting August 10-12, but will be available via email and cell-phone, if needed. The Finance Director, Brian Wolcott, will serve as the contact within the Town Offices while I am away.

Chief Schofield will be sending two officers to the Maine Criminal Justice Academy on August 15th. The training takes eighteen (18) weeks to complete. After graduation they will move on to their Field Officer Training

In the on-going effort to improve Windham cemeteries, the Building and Grounds Crew just completed the installation of cedar "post and rail" fencing at the Mayberry and Windham Hill Cemeteries. It looks quite nice.

Progress with the construction on the South Windham Fire Station is steady. We have now received the steel needed to reinforce the roof structure. The substantial completion date is projected to be late October 2016.

Chief Libby and Deputy Nichols will be in Sarasota, Florida next week to do the final inspection on the construction of the new fire truck.

The Park and Recreation Summer Concert was a HUGE success! It was very well attended and it allowed many people to be introduced to Dundee Park for the first time. Kudos to Linda Brooks and the Park and Recreation Advisory Committee for their efforts in pulling this series together!

The severe storm on Friday, July 22nd took a good part of the next week to clean up. Even with the ninety plus degree heat and humidity the Public Works crew put in a huge effort in getting trees and limbs removed from roads for Windham citizens. I would like to thank them for their efforts.

There will be a Public Safety “open house” on Saturday, October 1, 2016 which will feature fire prevention materials, touch a truck, drug take back, yellow dot, and more. There will also be a AARP sponsored shredding truck in the parking lot of the Family Resource Center (Social Services building) for senior residents to bring items for shredding.

The Town Manager, Tony Plante, will return to the office on August 15th. I have enjoyed the opportunity to serve the Council in his absence.