



**Town of Windham**  
Office of the Town Manager  
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## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager  
Date : February 24, 2017  
Re : Town Manager's Report

### Schedule.

T	February 28	7:00 p.m.	Council Meeting
T	March 7	7:00 p.m.	Council Meeting
T	March 14	7:00 p.m.	Council Meeting
T	March 21	7:00 p.m.	Council Meeting
T	March 28	7:00 p.m.	Council Meeting
T	April 4	7:00 p.m.	Council Meeting
T	April 11	7:00 p.m.	Council Meeting
M	April 17		Offices Closed (Patriot's Day)
T	April 18	7:00 p.m.	Council Meeting
T	April 25	7:00 p.m.	Council Meeting

### Scheduling Notes.

None.

### Report.

*Tower 3.*

Tower 3 is back in town, but is undergoing other repairs not related to the aerial issues or driveline failure that resulted in it being out of service since last spring. Our mechanic also will be meeting with the engineer to review the repairs/modifications made to the aerial control systems and sensors, etc., before the truck is put back in service.

*Budget 2018.*

Next week department heads submit their proposals for the fiscal 2018 budget based on the Council's policy on strategic planning and budgeting and my direction to them. We will spend the month of March reviewing their proposals which, with my recommended changes, I will submit to the Council as the manager's budget at the end of March.

At the first Council meeting in April the budget I submit will be referred to the Council's finance committee for review and recommendation. The finance committee's recommendations will be sent to the Council in late April/early May, with Council discussion, at least one public hearing, and Council action no later than the end of May. The budget process wraps up with the budgetary town meeting on the Saturday after the second Tuesday of June, which falls this year on June 17.

*21<sup>st</sup> Century Downtown Plan.*

Staff had a project status meeting with Vanessa Farr from Maine Design Workshop (MDW), our consultant on the work to draft Land Use Ordinance amendments to help accomplish elements of the 21<sup>st</sup> Century Downtown plan. Writing those changes is well underway, based on the plan, input from staff, and the community meeting and design exercise held on February 6 at the Little Meetinghouse.

The current timetable for this part of the work is to meet with the Council and Planning Board in early April for a recap/review of the plan and efforts so far, understanding the work we have been doing, and then have another discussion at the next meeting to actually review the work MDW has done before sending it through the Planning Board and Council review, recommendation, and approval process.

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