



Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : July 7, 2017
Re : Town Manager's Report

Schedule.

T	July 11	7:00 p.m.	Council Meeting
T	July 25	7:00 p.m.	Council Meeting
T	August 8	7:00 p.m.	Council Meeting
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

Scheduling Notes.

Note the change in schedule for July and August, with meetings only on the second and fourth Tuesdays of the month. The regular schedule will resume in September.

Report.

Wastewater Public-Private Partnership Concept.

At its meeting of June 27 the Council discussed a possible public-private partnership with Martin Lippman for the development of an initial public wastewater system in North Windham (CD 17-198). Following that meeting a staff working group met with Dustin Roma (on behalf of Mr. Lippman) and Wright-Pierce to map out next steps toward bringing a more detailed proposal to the Council.

Maintenance Facility Joint Project Team.

The project design team is preparing materials for the Council to jump start the development of bid and permitting packages, as well as public awareness, education, and messaging in anticipation of a November 2017 vote.

The joint project team will be working on public education and awareness materials in addition to the draft talking points distributed for the June 27 meeting, such as a side-by-side comparison of the current facility with the proposed, video walk-through, and other means of informing the public about the issues and the project.

MUNIS.

MUNIS core financials (general ledger, budget, accounts payable, cash receipts) went live on July 1. The cut-over went smoothly, MUNIS project staff have been on-site to provide assistance, and no major issues have emerged. There are still a few minor things to iron out; for example, translating the budget developed using the old account numbers into the new account numbers. Though it does not yet show any activity, a year-to-date budget report from MUNIS is attached.

Request Tracker.

The Request Tracker feature on the town's web site also went live July 1. The next thirty days or so are intended as a test period prior to the deployment of the mobile app later this month or early August. A sample of the statistics report is attached.

Fire/Fireworks Permits.

Emergency legislation became law earlier this week without the governor's signature authorizing cities and towns to use private on-line services to issue burning permits. The system was still available for fireworks permits; burning permit issuance has been reactivated. According to Chief Libby we issued nine fireworks permits for January 1, 17 for July 3, and 42 for July 4.

Code Enforcement Director Search.

The interview team for the code enforcement director search completed its initial screening of applicants last week and conducted interviews yesterday. Of the total of seventeen applicants, one withdrew, and the team interviewed six of the remaining sixteen. I met with the group halfway through their interviews and again at the end of the day to hear their observations and get their recommendations. Based on that, I will be conducting a second round of interviews on July 12th.

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Tower 3.

The replacement swivel took far less time to come in than we were initially told it would, so Tower 3 should be returned to service sometime around the end of July.

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