



Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : July 21, 2017
Re : Town Manager's Report

Schedule.

T	July 25	6:00 p.m.	Council Special 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
T	October 3	7:00 p.m.	Council Meeting
M	October 9		Offices Closed (Columbus Day)
T	October 10	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.

Please note that the Council chairman has called a special meeting for Tuesday, July 25, 2017 at 6:00 p.m. The Council will hold an executive session to discuss candidates for director of code enforcement.

Report.

Request Tracker/Mobile App.

The Request Tracker feature on the town's web site has been up since July 1. The first 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 statistics report is attached.

The design of the mobile app is proceeding. A graphic mock-up is attached, though the screen has not been populated with exactly the lineup of icons Windham's app will use, and the icons for the app itself will be replaced with versions of the town seal like that used on the Council agenda, cover sheets, and other official materials. Once the design and content have been finalized, the app will be submitted to Apple and Google for approval.

Code Enforcement Director Search.

The interview team for the code enforcement director search conducted its interviews on June 22nd. I conducted a second round of interviews on July 12th, and follow up interviews this week. At next Tuesday's special meeting, starting at 6:00 p.m., the Council will hold an executive session to discuss candidates for the position.

Strategic Plan.

As part of the process for adopting a new strategic plan, I have attached a copy of the current plan, which includes the town's policy on strategic planning and budgeting, for your review. A discussion item will be scheduled, most likely for August, to have the Council weigh in on the mission, vision, and values statements, the incorporation of items from the newly-adopted comprehensive master plan, and other items.

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