



Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager
Date : September 8, 2017
Re : Town Manager's Report

Schedule.

T	September 12	10:00 a.m.	Shared Maintenance Facility Project Press Conference (at the Maintenance Facility site, 185 Windham Center Road)
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
T	October 17	7:00 p.m.	Council Meeting
T	October 24	7:00 p.m.	Council Meeting
T	October 31		No Meeting (5 th Tuesday)
T	November 7		No Meeting (Election Day)
F	November 10		Offices Closed (Veterans Day Observance)
Sat	November 11		Veterans Day Ceremonies
T	November 14		Council Meeting

Scheduling Notes.

Note the press conference scheduled for Tuesday, September 12, 2017 at 10:00 a.m. for the shared maintenance facility. All Council members are encouraged to attend.

Report.

Request Tracker/Mobile App.

The town's mobile app was submitted to both the Apple app store and Google Play app store last week. Google has approved the app, which is now available for download. We are still waiting to hear from Apple.

Shared Maintenance Facility.

Attached is a near-final draft of the informational flyer for the shared maintenance project. It is near-final as we are checking some last minute details on the language.

At the most recent Joint Project Team meeting, the team reviewed estimates just completed by the design team. Utilizing the traditional design-bid-build approach to project delivery, the value of the project came in at about \$10.25 million. However, since we intend to use the design-build process, which helps identify savings up front, and by making a few other choices, the final project cost was reduced to \$9.3 million.

By using design-build we anticipate some savings in site work, and will make the unheated storage building an alternate. These changes account for about \$750,000. Relocating the fuel island and having above-ground tanks instead of underground should reduce costs by about \$150,000; having public works build the pipe and sander racks and bunker further reduces project cost by about \$50,000.

As noted above, the public education, awareness, and outreach program begins in earnest next Tuesday with a press conference. It will be important for people to see and hear from their elected officials, both the Council and the RSU board. At its meeting earlier this week the RSU board gave another positive nod to the project, and their members on the Joint Project Team (Scott McLean and Kate Brix) have been very helpful and enthusiastic.

After the press conference Tuesday we will be distributing more public informational materials electronically, through social media, using the school district's list server, community and civic group meetings, and probably direct mail and print advertising. Footage for a walk-through video was shot at the facility earlier this week and is in the process of being edited. The school district's videographer, Gary Harriman, has been a great help in putting together a 3-4 minute (or so) piece that tells the story of the facility and explains the reasons and needs behind it.

The next 6 to 8 weeks will be busy as we put a lot of information out to the community and have conversations on this issue. Open houses are scheduled at the maintenance

facility on Saturday, September 23 and October 28 from 9:00 a.m. to noon. A special "Touch-a-Truck" event is planned to coincide with Homecoming Week on Saturday, October 7 from 10:00 a.m. to noon. Kids will be able to see dump trucks, heavy equipment, buses, and fire trucks up close, while we conduct tours and provide information for the adults.

Councilors will have plenty of opportunities to be part of all of these and other events, and we will have plenty of materials for you to share with constituents . flyers, post-cards, a downloadable PowerPoint presentation, and the online walk-through video for those who are not able to come to one of the open house events.

Strategic Plan.

Update: This discussion has been moved to September 19, 2017.

As part of the process for adopting a new strategic plan, I provided a copy of the current plan, including the town's policy on strategic planning and budgeting, in the Council meeting materials for July 25, 2017 and have attached another along with this report.

A discussion item is planned for the meeting of August 22 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, particularly any broad-scope organization-wide strategic issues to which the strategic plan should respond.

At the ~~August 22~~ ~~September 5~~ September 19 meeting we will take some time to reflect on the mission, vision, and values statements to make sure they still appropriately express what the organization is about and what it should strive to be, as well as discuss any suggestions for changes.

The broad-scope organization-wide strategic issues identified in the current strategic plan are growth, aging, diversity, technology, funding sources (revenues), economy, regulation (mandates), and energy. I encourage you to review those portions of the current strategic plan and think about any other high-level issues or trends that should be acknowledged in the plan . and that are not otherwise included either in the strategic plan or the comprehensive master plan . in preparation for that discussion. Departmental strategies, goals, and priorities will be expected to respond in some fashion to these strategic issues and align with our mission, vision, and values statements.

The goals and strategies identified in the comprehensive master plan that fall within the three-year scope of the strategic plan will be incorporated into the strategic plan's overall goals. This will help keep them front and center as we put together budgets for the next three years (to the extent they have budget implications) and when we report on

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progress toward meeting strategic plan and comprehensive plan goals throughout the year.

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