



Town of Windham
Office of the Town Manager
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MEMORANDUM

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

Schedule.

Sat	September 23	9:00 a.m.	Shared Maintenance Facility Open House (185 Windham Center Rd.)
T	September 26	7:00 p.m.	Council Meeting
T	October 3	7:00 p.m.	Council Meeting
Sat	October 7	10:00 a.m.	Shared Maintenance Facility Open House (185 Windham Center Rd.)
M	October 9		Offices Closed (Columbus Day)
T	October 10	7:00 p.m.	Council Meeting
Sat	October 14	10:00 a.m.	Public Safety Day (375 Gray Road, with Shared Maintenance Facility info booth)
T	October 17	7:00 p.m.	Council Meeting
T	October 24	7:00 p.m.	Council Meeting
Sat	October 28	9:00 a.m.	Shared Maintenance Facility Open House (185 Windham Center Rd.)
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.

An online poll was sent to Council and Planning Board members, staff, and legal counsel to schedule a joint discussion of proposed Land Use Ordinance amendments about private roads and private ways.

Please complete the poll as soon as possible.

A special meeting will be called as soon as a date is identified.

Please note the dates of open houses and other events for the public to become informed about the Shared Maintenance Facility project. Council members, RSU board members, and community members of the Joint Project Team are encouraged to attend and help people understand the reasons for the project and the way it will benefit them and the community.

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.

See the schedule above for open house dates and times and other events. The project web page is up and has been updated with links to the press conference and an informational video, the project estimate and budget, and media coverage. The Joint Project Team will be working on getting postcards and ads ready to go, and planning a date for a public informational forum.

Strategic Plan.

Update: This discussion has been moved to October 3, 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 new-

ly-adopted comprehensive master plan, and other items, particularly any broad-scope organization-wide strategic issues to which the strategic plan should respond.

At the October 3 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 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.