



**Town of Windham**  
Office of the Town Manager  
8 School Road  
Windham, ME 04062

Anthony T. Plante, Town Manager  
atplante@windhammaine.us

207.892.1907 voice  
207.892.1910 fax

## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager  
Date : November 22, 2017  
Re : Town Manager's Report

### Schedule.

Th	November 23		Offices Closed (Thanksgiving Day)
F	November 24		Offices Closed (Thanksgiving Observance)
Sun	November 26	5:00 p.m.	Community Tree Lighting (Public Safety Bldg.)
T	November 28	6:00 p.m.	Appointments Committee
T	November 28	7:00 p.m.	Council Meeting
W	November 29	6:00 p.m.	
T	December 5	7:00 p.m.	Council Meeting
T	December 12	7:00 p.m.	Council Meeting
T	December 19	7:00 p.m.	Council Meeting
Th	December 21	11:30 a.m.	Employee Appreciation Holiday Lunch (Community Center Gym, until 1:30 p.m.)
M	December 25		Offices Closed (Christmas Day)
T	December 26	7:00 p.m.	Council Meeting
M	January 1		Offices Closed (New Year's Day)
T	January 2	7:00 p.m.	Council Meeting
T	January 9	7:00 p.m.	Council Meeting
M	January 15		Offices Closed (Martin Luther King, Jr. Day)
T	January 16	7:00 p.m.	Council Meeting

### **Scheduling Notes.**

This coming Sunday, November 26, 2017 is the annual community tree lighting at the Public Safety building from 5:00 p.m. to 7:00 p.m.

The Appointments Committee will meet at 6:00 p.m. Tuesday, November 28, 2017 in Conference Room 2 before the regularly scheduled Council meeting at 7:00 p.m. The committee will meet with applicants for the Human Services Advisory Committee, Long Range Planning Committee, and Highland Lake Leadership Team.

The annual Employee Appreciation Holiday Lunch is scheduled for Thursday, December 21, 2017 from 11:30 a.m. to 1:30 p.m. in the Community Center gym. Council members are invited to enjoy lunch and holiday spirit with employees in appreciation of their service to the community.

### **Report.**

#### *Shared Maintenance Facility.*

As part the DEP permitting process for the maintenance facility, a Site Location of Development permit public meeting, will be held Wednesday, November 29, 2017 at 6:00 p.m. in Conference Room 1. This is not a Council meeting, and attendance is not necessary, but the meeting is a required part of the permitting process and I wanted you to be aware.

The design team led by Allied Engineering is continuing to work on developing a design-build package that we will use to prequalify contractor teams and request proposals with the goal of having construction under way in the spring of 2018.

#### *Highland Lake.*

At its meeting of November 14 the Council adopted a charge for the Highland Lake Leadership Team. This charge also was approved by the Falmouth Town Council, and is to be adopted by the Highland Lake Association's board of directors, if it has not already been adopted. Formal appointments to the team will be the next step, but the *ad hoc* group is continuing to meet and maintain momentum on the work it has begun.

The *ad hoc* team is meeting Monday, November 27, 2017 to review a proposed scope of work from the Cumberland County Soil and Water Conservation District to assist with logistics, ordinance review and development, and other tasks. As noted above, the Council's appointments committee is beginning to meet with applicants for the team, though no decision has yet been made by the Council about who Windham's represent-

atives should be. Since the intent of the team is to coordinate the work of the two towns and the lake association, it seems to make sense to have a Council member and the town manager or designee as part of the decision making process, but that determination will have to be made by the Council.

*Library Renovation Project.*

The bid for construction of renovations at the library has been awarded to DiMatteo Construction Management, the low bidder. Their price was \$240,500 against a construction budget of \$275,000. The total project budget is \$405,000. The contracts are in the process of being signed; we expect to have a pre-construction kick-off meeting in the next week or two, with construction to begin soon thereafter.

We have been working to help relocate groups that usually use the meeting room at the library, and have been planning for some reduction in operations while the renovations are being done. There will be some reduction in services, and there may be some days when the library will have to be closed for moving portions of the collection and other items, but we will make sure these are well publicized and kept to a minimum.

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