Town of Windham

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MEMORANDUM

To	:	Town Council
Cc	:	RSU 14 Windham-Raymond School District Board of Directors
		Sandy Prince, Superintendent, RSU 14
From	:	Anthony T. Plante, Town Manager
Date	:	January 20, 2017
Re	:	Joint Maintenance Facility Project Team

At last Tuesday's Council meeting, following discussion of the proposed public works/school transportation maintenance facility, the consensus was to form a joint project team to review the proposed schematic design narrative and report back to the Council and RSU board of directors within sixty (60) days with any recommendations or ideas as to the appropriate scope and estimated cost of the project. The team also will work on identifying appropriate cost shares for the project and the method of sharing those costs, and a comprehensive public outreach, education, and awareness communication plan.

The joint project team is proposed to consist of:

- Two members of the Council, to be chosen by the Council,
- Two members of town staff/administration, to be assigned by the Town Manager,
- Two members of the RSU board of directors, to be chosen by the RSU board,
- Two members of RSU staff administration, to be chosen/assigned as determined by the RSU board, and
- Two members of the community who have demonstrated experience as part of the design and/or construction team for facilities of similar size and complexity, to be chosen by the other eight members of the joint project team.

The project team should be chaired jointly by a member of the Council and a member of the RSU board with decisions by consensus where possible; by majority vote where necessary. Meetings of the team will be open to the public, with reports of meetings and any recommendations made jointly, or at least simultaneously, to both the Council and the RSU board. The project team may remain in place through completion of a project should construction be authorized.