



**Town of Windham**  
Office of the Town Manager  
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## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager   
Date : December 7, 2017  
Re : Town Manager's Report

### Schedule.

T	December 12	7:00 p.m.	Council Meeting
M	December 18	10:30 a.m.	Highland Lake Leadership Team (Falmouth Town Hall, 271 Falmouth Road)
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
Sat	January 20	9:00 a.m.	Council Goal-Setting & Orientation
T	January 23	7:00 p.m.	Council Meeting
T	February 6	7:00 p.m.	Council Meeting
T	February 13	7:00 p.m.	Council Meeting
M	February 19		Offices Closed (President's Day)
T	February 20	7:00 p.m.	Council Meeting
T	February 27	7:00 p.m.	Council Meeting

### **Scheduling Notes.**

The Highland Lake Leadership Team is scheduled to meet at 10:30 a.m. Monday, December 18, 2017 at Falmouth Town Hall, 271 Falmouth Road, Falmouth.

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.*

The request for qualifications (RFQ) for contractor design-build teams has been issued, with responses due January 10, 2018. A copy is attached. The request for proposals (RFP) for the pre-qualified teams is expected to be issued February 1, with award in March-April and construction starting by June.

In anticipation of receiving statements of qualifications and moving on to the proposal phase, the Joint Project Team will probably have at least a brief meeting before the Christmas and New Year's holidays.

#### *Library Renovation Project.*

The pre-construction meeting for this project was held Wednesday. Movers will relocate part of the library's collection inside the library and the rest to a storage trailer in the parking lot early next week. The library will be closed to the public next Monday, Tuesday, and Wednesday while the move takes place. The contractor also will be bringing equipment on site to begin work as soon as the movers are done with the first stage of moving things around.

The project is expected to be complete around the end of March.

#### *Public Works Reorganization.*

Much like the police department has done over the last year, we have reviewed the structural and management needs of the public works department. The current structure has no explicitly identified second-in-command of the department, with two of the three division supervisors in a bargaining unit and one not. It also lacks someone in an operations capacity to oversee day-to-day operations of all three divisions. The addition of an operations manager would allow the director to address overall management, coordina-

tion with other departments, external demands and policy issues, and long-range and strategic planning. These effects are compounded when a division supervisor is out sick, on vacation, or is absent for some other reason.

The public works department is the only one of the three major departments not to have at least one person functioning in a day-to-day operational management capacity. The police department, as reorganized, has two captains whose roles focus internally and provide oversight to functions with their own first-line supervisors. The same is true of the fire-rescue department with its deputy chiefs and station officers.

In order to address the management and supervision needs of the department we have developed a position description for an operations manager (see attached). This position will oversee the day-to-day operations of all three divisions and provide backup when either the director or a division supervisor is out. Employees within each division would still report to and take direction from their division supervisor. This restructuring will be accomplished without adding any positions and will be funded within the approved budget.

#### *LPC Vacancy.*

As a follow up to our conversation this past Tuesday's Council meeting, the Town Council does have the ability to fill the seat on MMA's Legislative Policy Committee (LPC) left vacant by former Councilor Dave Nadeau. Councilor Welch expressed an interest in being appointed to fill the seat for the balance of the term, through June 30, 2018, at which time the seat will be up for election for a new two year term. I am currently the alternate for that seat, and am willing to continue in that role in the event Councilor Welch is unable to attend the meetings.

The first meeting of the LPC for the second regular session of the 128<sup>th</sup> Legislature will be on January 18, 2018.

Please refer to the attached projects and issues list and individual project sheets for issues in addition to what I have highlighted above, and let me know if you have any questions.