



**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 : January 19, 2018  
Re : Town Manager's Report

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### Schedule.

T	January 23	6:40 p.m.	Appointments Committee
T	January 23	7:00 p.m.	Council Meeting
Th	January 25	6:00 p.m.	Joint Project Team
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
T	March 6	7:00 p.m.	Council Meeting
T	March 13	7:00 p.m.	Council Meeting
T	March 20	7:00 p.m.	Council Meeting
T	March 27	7:00 p.m.	Council Meeting
T	April 3	7:00 p.m.	Council Meeting
T	April 10	7:00 p.m.	Council Meeting
M	April 16		Offices Closed (Patriot's Day)
T	April 17	7:00 p.m.	Council Meeting
T	May 1	7:00 p.m.	Council Meeting
T	May 8	7:00 p.m.	Council Meeting
T	May 15	7:00 p.m.	Council Meeting

### **Scheduling Notes.**

Due to scheduling conflicts and availability on the part of some Council members, the session planned for Saturday, January 20 has been cancelled. I had hoped we would address this during ~~%Agendas & Scheduling+~~at the conclusion of the meeting last Tuesday, but would like to take some time during the ~~%Manager's Report+~~on the 23rd to talk about how we're going to get that work done.

The Council's Appointments Committee is scheduled to meet at 6:40 p.m. Tuesday, January 23, 2018 in Conference Room 2.

### **Report.**

#### *Shared Maintenance Facility.*

Five responses were received to our request for qualifications (RFQ) for contractor design-build teams. The design team has reviewed the packages for recommendation to the Joint Project Team, which will be meeting on Thursday, January 25, 2018 at 6:00 p.m.. in Conference Room 1 at the town offices.

The request for proposals (RFP) for the pre-qualified teams is expected to be issued by mid-February, with award in March-April and construction starting by June.

#### *Library Renovation Project.*

The library has been closed most of this week as preparations are made to start the next phase of the project. Staff and materials have been relocating into the ~~%new+~~wing on the second floor so that demolition can begin next week on the second floor of the older part of the building.

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

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.