




Town of Windham
Office of the Town Manager
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MEMORANDUM

To : Town Council
From : Anthony T. Plante, Town Manager 
Date : June 8, 2018
Re : Town Manager's Report

Schedule.

T	June 12	6:00 p.m.	Council Special Meeting
T	June 12	7:00 p.m.	Council Meeting
Sat	June 16	10:00 a.m.	Budgetary Town Meeting
T	June 19	7:00 p.m.	Council Meeting
T	June 26	7:00 p.m.	Council Meeting

Scheduling Notes.

The Council chair has called a special meeting for 6:00 p.m. Tuesday, June 12, 2018 immediately before the regular meeting. The purpose is to meet with the town attorney and town manager in executive session.

Budgetary town meeting, the final step in the budget approval process, is Saturday, June 16, 2018 beginning with the election of a moderator at 9:45 a.m. Action on the budget itself starts at 10:00 a.m.

Report.

Staffing Updates.

The following are some notable staffing developments over the last few weeks:

- Susan Rossignol was appointed May 23, 2018 as interim finance director in anticipation of Brian Wolcott's retirement on June 1, 2018.

- The planning director search has been extended to June 22, 2018 to add to the applicant pool from the previous posting.
- Brian Stetson joined the code enforcement department as our newest code enforcement officer on June 6, 2018. Brian's most recent experience is with the Town of Wells as assistant code enforcement officer, but also has fire inspection experience with the City of Biddeford and public safety, facilities management, and construction experience.
- Officer Jake Hollis, who relocated to Maine after serving with the Philadelphia Police Department, has decided to return to Pennsylvania. We have hired a new recruit and expect them to start in the academy later this summer.
- Consistent with town policy and past practice, we expect to be posting the vacant equipment operator's position in the public works department shortly.

Shared Maintenance Facility.

Attached are the agenda for this last week's construction meeting and an updated project schedule. So far, the emphasis has been on getting the site work under way, making sure construction activities are well coordinated with ongoing operations, and inspection resources are put in place.

We will be posting/advertising for an owner's representative/clerk of the works to be a constant presence on site, working with the contractors and coordinating with and for the town. Plans for a ceremonial groundbreaking are in the works as well.

LED Streetlight Project.

The field work for the inventory and audit of streetlights by RealTerm Energy has been completed. We are awaiting the data and reports to continue with the next phase of the project, negotiating the purchase of the existing fixtures from CMP, and contracting for the design, purchase, and installation of new fixtures.

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.