



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 : July 3, 2018
Re : Town Manager's Report

Schedule.

W	July 4		Offices Closed (Independence Day)
M	July 9	2:00 p.m.	St. Joseph's College tour
T	July 10	6:00 p.m.	Council Special Meeting
T	July 10	7:00 p.m.	Council Meeting
T	July 24	7:00 p.m.	Council Meeting
T	August 14	7:00 p.m.	Council Meeting
T	August 28	7:00 p.m.	Council Meeting
M	September 3		Offices Closed (Labor Day)
T	September 4	7:00 p.m.	Council Meeting

Scheduling Notes.

The Council has been invited to tour the campus and facilities at St. Joseph's College on Monday, July 9, 2018 from 2:00 to 4:00 p.m. as a follow up to the visit by the college's President Jim Dlugos to the Council meeting of May 15, 2018.

The Council chair has called a special meeting for Tuesday, July 10, 2018 at 6:00 p.m. to consult with the town attorney in executive session.

Report.

Staffing Updates.

- Interviews are scheduled for the deputy tax collector's position, which will become vacant with the retirement of Judith Heggeman.

- The planning director search committee is expected to begin interviews, as early as next week.
- The teen service coordinator position at the library has been re-posted. The preferred candidate in the last search was unable to make the position . part-time . work in combination with another position they held and provide for benefits.
- The safety and compliance officer's position was posted but, due to some questions about what was actually approved in the budget resulting from an error on my part, the posting was pulled until those questions can be resolved. Meanwhile, we are preparing for a voluntary SafetyWorks audit to ensure that our training, record-keeping, housekeeping, and other workplace health and safety practices are in compliance.

Shared Maintenance Facility.

Site work has continued, with the placement of footings expected to begin today. As I have reported previously, the threat of tariffs on imported steel has prompted, among other things, a run on orders on pre-engineered metal buildings (PEMBs). We were notified a few weeks ago that this could delay our building by nearly two months. Great Falls and Allied have been working on alternatives that will still meet the performance requirements for the building, but stay closer to our schedule.

We had a construction meeting yesterday to address the steel issue. The framing for the office and mezzanine portion will use cold-formed steel from another supplier than originally planned. This required some minor structural modifications to the design, but will not alter the layout, utility, or performance of the building, especially its classification as an essential public facility. The building also will be built in somewhat the opposite order than originally planned to keep the project moving and still come close to hitting the project completion date

The steel and schedule changes also reduce the size of the pre-engineered portion of the building by one bay, though the entire building remains the same size as planned. But this results in a cost reduction for the PEMB. At this point, the changes for the front part of the building are expected to be close to a wash, with preliminary estimates of \$10,000 to \$15,000, but probably less. We should have confirmation of those figures later this week.

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.

Town Manager's Report
July 3, 2018

Page 3 of 3

Fireworks.

Because today and tomorrow are two of the four days people are allowed to use consumer fireworks in Windham, we have posted information to the town's Facebook page. I have attached a copy of the ordinance; it also is available on the town's web site at <http://www.windhammaine.us/DocumentCenter/View/3323/Consumer-Fireworks-?bidId=> Fireworks permits: http://www.burningpermit.com/meWindham/fw/default_fw.php

Other.

Information about the senior property tax assistance program went out last week. Copies of the ordinance, application, and an information sheet are available at the town offices and public library as well as online, both on the town's web site and Facebook page. Ads also have been placed in the local weekly papers through the end of July. The deadline for applications is August 1, 2018.

Trash and recycling are being collected tomorrow. In the past, collection has not been done on the 4th of July, so we have sent out alerts and posted to social media about this change.

Have a safe and enjoyable holiday.