

**TOWN COUNCIL
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES SUB-COMMITTEE**

WINDHAM TOWN HALL MEETING ROOM

AUGUST 4, 2010

MEETING MINUTES

1. Call to Order

Sub-Committee Chair Kevin Donohue called the Town of Windham Town Council Administration and Finance, Health and Human Service Sub-committee to order at 7:00 p.m.

Sub-committee members present: Kevin Donohue, Christel Donahue, Erika Haynes, Mike Lessard, N. Joseph Underwood

Staff Present: Neal Beets, Town Manager, Joan Peskewich, Assessor, Tom Pesce, Controller

2. Citizens and Delegations

No citizens and delegations

3. Approval of the minutes of the June 2, 2010 meeting

Underwood MOVED, Lessard seconded to approve the minutes of the July 7, 2010 meeting.

MOTION PASSED with all in favor except Underwood, who abstained.

4. Old Business

Donohue MOVED, Underwood seconded to amend the agenda to insert as item 4a the assessor's presentation of the grand list.

MOTION PASSED unanimously.

a) Assessor's presentation of the grand list (Paskewich)

Paskewich presented a summary of the grand list:

- District 1 = Windhams; District 2 = Service District
- Growth on the grand list is recently attributed to equipment and machinery purchases

Pesce summarized the 2007 PILOT Analysis

The committee requested that Peskewich do an analysis of the cost for personal property audits, as well as an historical analysis of the financial benefit (funding has been removed for personal property audits).

b) Open government ad-hoc committee status report (Donohue)

A new member was appointed to the ad-hoc committee at the Town Council meeting on August 3, 2010, Jose Lopez-Morales.

c) Non-profit grant application process (Haynes)

Haynes provided the group with the application (changes made as the sub-committee requested), a cover letter that would accompany the application which outlines the timeline of the application process, and a decision-making matrix which rates select criteria in order to award town funding.

Underwood MOVED, Donahue seconded to move all documents to the full council.

MOTION PASSED unanimously.

d) Naming of the auditorium / naming process (Lessard)

Lessard made all recommended changes to the process.

Haynes MOVED, Donahue seconded to have the Town Manager place this process into Ordinance form for the next sub-committee meeting.

MOTION PASSED unanimously.

e) Blight Ordinance update

The sub-committee noted that this was moved to the Town Council at the June 2, 2010 meeting. Donohue will confirm with Beets.

5. New Business

a) Review strategy goals from Council regarding future initiatives (Donohue)

Consistent with the goals of the Council, the sub-committee will continue to address:

- PILOT / Grand List
- Assessor personal property audits
- Tax consolidation (Donahue)
- Open government ad-hoc committee
- Regionalization

5. Citizens and Delegations

No citizens and delegations.

6. Adjournment

Donahue MOVED, Underwood seconded, to adjourn the Administration and Finance, Health and Human Services Sub-committee at 8:30 p.m.

MOTION PASSED UNANIMOUSLY.

Respectfully submitted,

Erika Haynes

Secretary of the Administration and Finance, Health and Human Services Sub-committee