

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

WINDHAM TOWN HALL MEETING ROOM

SEPTEMBER 1, 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 7:13 p.m.

Sub-committee members present: Kevin Donohue, Christel Donahue, Erika Haynes

Staff Present: Neal Beets, Town Manager, Joan Paskewich, Assessor

Sub-committee members absent: Mike Lessard, N. Joseph Underwood

2. Citizens and Delegations

No citizens and delegations

3. Approval of the minutes of the August 4, 2010 meeting

Donahue MOVED, Haynes seconded to approve the minutes of the August 4, 2010 meeting.

MOTION PASSED unanimously.

4. Old Business

a) Personal property audits / grand list (Paskewich)

Paskewich recommended audits on personal property to improve the grand list. In her research, Paskewich was able to ascertain that the first year of audits yields the greatest result, but that Windham never experienced less than double the cost of the program as a return.

Donohue asked Paskewich to provide the sub-committee with:

- a copy of the original auditor's finding recommending the practice of audits
- 5 – 10 examples of audits showing the end result of the audit (before & after)
- a full proposal for auditing

Haynes also requested an outline of the audit process, with costs. The cost of the audit process was outlined by Paskewich as a fee for service contract that averages approximately \$1,000 per account. At that cost, to provide a return on investment, you must find \$30,000 worth of property to yield a \$1,000 return. Paskewich also noted that we would audit 2 – 3 % of all accounts at a cost of \$10,000 - \$12,000, with an anticipated revenue of 2 – 3 times the cost.

Paskewich also requested that the committee consider requesting local legislators to explore the feasibility of deferring revaluation for an additional year. Beets noted that Donahue is on the Connecticut Conference of Municipalities (CCM) Taxation Policy Sub-committee, and this issue is one that she may also explore with CCM.

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

Donohue reported that the ad-hoc committee will meet prior to the sub-committee's next meeting (10/6/2010), and will be present at that meeting to provide an update.

c) Draft ordinance: Town property naming process (Beets)

Beets provided the sub-committee with an ordinance drafted by Town Attorney Richard Cody, complete with several optional clauses and questions. The sub

Haynes MOVED, Donahue seconded to have the Town Manager move the draft, as an ordinance, to the town council, using all three options presented by Cody, adding a question in the application process regarding where the funding for the tribute will be coming from.

MOTION PASSED unanimously.

d) Regionalization Update (Beets)

Beets noted that he is exploring regionalization with Windham's Board of Education. In addition we are moving towards regionalizing with Chaplin to share equipment and provide IT services. Finally, we are working with the Masters in Public Administration program at UCONN.

5. New Business

a) Tax consolidation (Donahue)

Donahue will provide an overview of this issue at the next meeting (10/6/2010).

5. Citizens and Delegations

James Flores of Willimantic expressed his concern over a meeting on August 18 that was held in the Town Hall Meeting Room, which has a capacity of 70, at which over 80 people were in the room and over 35 were in the hallway. Flores noted that he had submitted an FOI in regards to this issue, but had not received a response within the required timeline. Flores was concerned that there was a safety issue, and meetings should be held in a larger meeting space in town that has television capability.

6. Adjournment

Donahue MOVED, Haynes seconded, to adjourn the Administration and Finance, Health and Human Services Sub-committee at 8:06 p.m.

MOTION PASSED UNANIMOUSLY.

Respectfully submitted,

Erika Haynes

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