

**TOWN COUNCIL
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES
SUB-COMMITTEE MEETING
TOWN COUNCIL MEETING ROOM
OCTOBER 3, 2012 7:00 PM
DRAFT MINUTES**

Present Tony Fantoli, N. Joseph Underwood, Mark Doyle, Christel Donahue, and Kevin Donohue

1. Call to order at 7:01
2. Citizens and delegations -- none
3. Approval of the minutes of the September 5, 2012 meeting was unanimous
4. Old business
 - a. Update on the grant request for the community center (Beets)
 - i. Donohue reported that Mr. Beets reported guidance that the grant could be submitted later giving more time for preparation. A discussion ensued about the senior center regarding the number of individuals who are served at and whether a new center would attract sufficient clients.
 - b. Bidding process for Town
 - i. Christel Donahue reported hearing about some problems in bidding. She agreed to look into the current process and areas for improvement.
 - c. Naming of the Magnet School update (Donohue)
 - i. Donohue reported that the Board of Education had submitted a name as has the Windham History and Textile Museum. Final submissions will be reviewed in November for submission to the Building Committee
 - d. Town Audit report (Donohue)
 - i. Donohue reported that three firms were interviewed by the ad hoc committee set up by Town Council. The presentation of the firm picked by the committee, McGladrey, was reviewed.
 - e. Town Finance Department Evaluation (Donohue)
 - i. The proposal from Blum Shapiro was reviewed. A discussion ensued about the need for this evaluation. A consensus developed that the risk of having significant process deficiencies in Finance well outweighed the cost of this process. Doyle moved and Underwood seconded a motion to forward this proposal to the Town Council and recommend that it be funded up to \$25,000 and that any additional funds would have to be approved by Town Council. The motion passed unanimously

- f. Goals of the Town Manager as they impact Admin and Finance (executive session)
 - i. Donohue moved and Underwood seconded a motion to into Executive Session for the purpose of discussing the Town Manager's evaluation. This passed unanimously. Following this Underwood motioned and Fantolli seconded a motion to forward to Town Council the Draft Town Manager Evaluation and Goals as amended. This passed unanimously.
- 5. Citizens and delegations -- none
- 6. Adjournment 7:45