

**TOWN COUNCIL
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES
SUB-COMMITTEE MEETING
TOWN COUNCIL MEETING ROOM
OCTOBER 2, 2013 7:00 PM
DRAFT MINUTES**

Attending: Kevin Donohue, Christel Donahue, Joe Underwood, Tony Fantoli

1. The meeting was called to order at 7:09
2. Citizens and Delegations
 - Heather Meehan presented materials and mentioned that she liked working with the Housing Code Inspection officers and was looking to improve the process
 - Pam Viens presented NRZ information
 - Henry Crane asked that inspections be handled respectfully and that tenants concerns be represented in discussion regarding changed in the housing ordinance
 - Jeff Viens said that the Housing Code Inspection Director had many roles and asked that his time be more devoted to housing. He also said “if we have to talk legal action it will get real ugly for you” meaning the members of the committee.
3. Minutes of the September 4, 2013 meeting were accepted unanimously
4. The committee voted unanimously to recommendation that the Town Council name the Caisse Park Gazebo in honor of Richard Kelly
5. Issues relating to the Windham Textile and History Museum painting and lease were discussed. It was stated that the proposed lease was in the hands of the Town Attorney and when amended would be returned. Jaime Eves from the museum spoke about the need for preparation of the building for painting. The Housing Code Inspection Director who was there said that according to the lease painting was the responsibility of the Museum. The Committee affirmed that they agreed that painting could go forward if all insurance was in place and that the next action would involve the contract.
6. An update on the Housing Code ordinance changes was given by Matt Vertefeuille. He said that he planned to vigorously engage the public in this matter in three ways.
 - First he would initiate small group meetings with area landlords and would engage landlords who managed different numbers of units and in different parts of the town. He also agreed to include tenants in his meetings
 - Second he would develop a questionnaire and send this out to area landlords.
 - Third he would develop a web page for public comment on the ordinance. He said that this process would be completed in the next 60 days and that he would develop a report on the feedback and present it to the committee in December of January.

7. There was no update on CIP process since Mr. Doyle was not in attendance
8. A proposal to reduce Town costs on Council materials using tablets was presented by Mr. Donohue. Using rough numbers the savings over 3 years would be about \$4,000. It was pointed out that the benefits extend beyond direct costs since with information being delivered electronically council members would have accurate and timely information on which to base decisions. Also with council packets being open and delivered electronically the public and press would have access to council matters before meetings and be better able to comment and report. The numbers presented are below. Committee members stressed the need for training and this will need to be addressed.

Current Costs

Cost per Town Manager's Office	Members	Meeting/YR	Total
\$ 8.65	11	26	\$ 2,473.90
Special Meetings			
8.65	11	4	\$ 380.60
			\$ 2,854.50
		Cost/Month	\$ 237.88

Cost of Tablets

Nexus 10	Members		Total
399	11		\$4,389
		Payback in Months	18
Assuming replacement every 3 years savings over 3 years			\$ 4,174.50

The committee unanimously moved to recommend to the Council that this program be implemented.

9. The possibility of combining technology services for the Town and District was introduced by Mr. Donohue. The consolidation of Finance in town and the purchase and implementation of the MUNIS system were cited as reasons. There is a need for more specialized IT services and the model of a single IT generalist may be outdated. Mr. Donohue asked the committee to pursue this and to develop a proposal for presentation in the future and this was affirmed.
10. A Consolidated Finance Proposal update was given by Mr. Donohue. The Finance Director is onboard, training in MUNIS has started. Mr. Underwood asked that as soon as possible a project plan be presented describing how the current two departments are to be integrated.
11. Adjournment was at 8:39