

**TOWN COUNCIL  
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES  
SUB-COMMITTEE MEETING  
TOWN COUNCIL MEETING ROOM  
SPECIAL MEETING NOVEMBER 21, 2012 7:00 PM**

Present Tony Fantoli, , 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 October 3, 2012 meeting was unanimous
4. Town Finance Department Evaluation. Zeff Ziplow spoke about process to complete the evaluation. Nancy Tinker was invited to join the discussion as Chair of the BOE Finance Committee. She said that the BOE had voted to fund an evaluation. It was agreed the Blum Shapiro would revise their estimate perhaps achieving economy of scale efficiencies in addressing both the Town and BOE. Also Mr. Ziplow committed to completing the project plan with milestones and having it ready by the next Admin and Finance meeting.
5. Naming of the Magnet School. The key points of the naming ordinance were reviewed. These were
  - a. The Ordinance was put in place by the last Town Council
  - b. It covers the naming of public parks, roads, recreation facilities, memorials, auditoriums, and buildings and facilities which are “enduring and visible elements” of a community.
  - c. The selection of a name must be based on
    - i. Neighborhood, geographic or commonly used identifiers
    - ii. An historical figure, place or event
    - iii. Natural or geological features
    - iv. A living or dead person who made a significant contribution of land or money to the Town
    - v. A person who has been deceased for more than a year and who contributed outstanding civic service to the Town
  - d. Admin and Finance listens to recommendations and schedules a public hearing on the name
  - e. Admin and Finance makes a recommendation and forwards that to the Town Council
  - f. Following this the Town Council votes

Kevin Donohue read the recommendation from the BOE that the school be named the Windham Regional STEM Academy. Jamie H. Eves of the Windham Textile and History Museum made a presentation recommending that the school be named after Charles H Barrows, a local inventor. Mr. Eves mentioned that Mr. Barrows was “not a Thomas Edison” but while not an international star, still made real and important contributions to the Town and the country. He felt and the Committee agreed that this would provide a learning opportunity to discuss who Mr. Barrows was and provide a model for local children to follow science, technology, engineering and math even on a small scale to better their lives and their community. After a lively discussion the Committee agreed that the name The Charles H. Barrows Science Academy would fit the naming ordinance and reflect local history. A public hearing will be scheduled before the next Admin and Finance meeting on December 5, 2012. The public hearing will be from 7 PM to 7:30 PM and the regular Admin and Finance meeting would begin at 7:30. The topic of the public hearing would be Naming the Magnet School and putting a plaque from the DAR on Windham Green.

6. Update on the Community Center. Mr. Beets discussed the grant process and described it as fluid now but that work with our state rep and state senator were guiding it. The potential for a 1/3 local match might prove troublesome unless a way can be developed to use the current building as part or all of that. Mr. Fantoli expressed concern that the senior center might be better as a stand alone building. Mr. Donahue expressed concern about light and Mr. Beets mentioned that there could be a couple of ways to address that. Mr. Beets felt that the planning work was progressing satisfactorily.
7. Bidding process for Town. Christel Donahue reported on the current bidding ordinance which, it was agreed, was reasonable except, as Mr. Doyle pointed out, that the trigger for competitive bidding was too low at \$5,000. Ms. Donahue agreed to review other towns and get back with proposed changes.
8. Town Audit report – Mr. Beets (and Nancy Tinker who is also involved in the process) went over the process for managing the audit administered by the BOF chair. It was understood that the goal was to get the audit finished on or around the end of January and the list of outstanding documents requested by the auditor were shared and reviewed.
9. Housing Authority Governance. Mr. Donohue discussed the housing authority as the largest landlord in Windham and stressed the importance of governance. It was mentioned that a local oversight commission consisting of Town members exists but that the applicable law is not local. Mr. Donohue committed to doing more research and bringing it up again.
10. Adjournment 8:15 pm