

**MEETING MINUTES
TOWN OF WINDHAM TOWN COUNCIL COMMITTEE ON
PUBLIC SAFETY, PUBLIC WORKS, ENVIRONMENT, CULTURE AND
RECREATION**

**Tuesday, December 13, 2016 at 7:00 PM
First Floor Conference Room, Windham Town Hall**

1. Call to Order.

Tom DeVivo called the meeting to order at 7:00 pm.

Committee members present: Mike Lessard, Lorraine McDevitt, Tom DeVivo

Town Staff Present: Recreation Director Tara Calixto, Executive Administrator Neida Rosado, Town Engineer Joe Gardner

2. Citizens and Delegations.

None

3. Committee Members Comment.

Mike Lessard noted he may miss some meetings due to personal reasons

4. Approval of Minutes from October 11, 2016 Meeting.

A motion was made by Mike Lessard to accept the minutes as presented. The motion was seconded by Lorraine McDevitt and passed unanimously.

5. Discussion and Possible Action on Creating a Poet Laureate.

Raymond Chaput expressed his interest in the position.

Mike Lessard explained a poet laureate would create poems for special events. It would be an unpaid position.

Tom DeVivo suggested an appointment every two years.

Lorraine McDevitt stated there needs to be criteria.

A motion was made by Lorraine McDevitt seconded by Mike Lessard to recommend to the Council that an honorary Poet Laureate position be created with a two year term beginning in February 2017.

6. Discussion and Possible Action Regarding Band Shell.

Tom DeVivo noted the Economic Development Committee wanted to hold a public hearing on band shell. He noted a family might be interested in a significant donation if the band shell was named for the family.

7. Review and Discussion of Minutes from Parking Hearing.

A discussion was held on issues raised at hearing. Town Engineer Joe Gardner reported that lights in Jillson, Crosby and Main Street Cafe were in process of being converted to LED. Walnut Street had not been done as it was scheduled to become a parking garage. He would review lights at Walnut Street lot.

The two hour parking at Crosby lot was discussed.

8. Discussion and Possible Action on Parking.

A motion was made by Lorraine McDevitt to request the Traffic/Parking Authority change the Crosby lot to three hours. The motion was seconded by Mike Lessard and passed unanimously.

9. Discussion and Possible Action Regarding Memorial Park.

Tom DeVivo reported he had checked with little league and the ball field had not been used in years. Tara Calixto recommended the fence be removed and the infield be leveled, grass planted and the dugouts removed. Area would be used as an open field. A motion was made by Mike Lessard to recommend to the council that the fence and dugouts be removed and the infield leveled and grass planted. The motion was seconded by Lorraine McDevitt and passed unanimously.

10. Discussion and Possible Action Regarding Moving Town Unified Finance to Town Hall.

Neida Rosado explained how staff would be located in the first floor conference room, Mayor's office, and empty areas. Tom DeVivo asked that staff develop a cost estimate by Tuesday. The goal would be to move staff to town hall would be January 31, 2017. Public Works would be responsible to move desks, files etc.

11. Report on Paving Sidewalk Construction in 2016 and Proposed Areas for 2017.

Town Engineer Joe Gardner reviewed completed and proposed projects.

12. Discussion and Possible Action on 2017 Meeting Schedule.

A motion was made by Mike Lessard to hold the meetings the second Tuesday of the month at Public Works in North Windham. The motion was seconded by Lorraine McDevitt and passed unanimously.

13. Citizens and Delegations.

None

6. Adjournment.

A motion was made by Lorraine McDevitt to adjourn the meeting at 8:20. The motion was seconded by Mike Lessard and passed unanimously.

Respectfully Submitted
Joseph Gardner
Town Engineer