

MINUTES for the  
WINDHAM TOWN COUNCIL  
SUBCOMMITTEE ON  
ADMINISTRATION, FINANCE, HEALTH  
AND HUMAN SERVICES

WINDHAM TOWN HALL MEETING ROOM  
Wednesday, February 1, 2012 – 7:00 P.M.

**1. Call to order**

K. Donohue called the Windham Town Council Subcommittee Administration, Finance, Health and Human Services meeting to order at 7:00 P.M.

Town Council members present: Kevin Donohue, Tony Fantoli, Mark Doyle and Christel Donahue

Town Council members absent: N. Joseph Underwood

**2. Citizens and delegations**

Lori Jeffers, Willimantic, spoke against funding the Non-Profit Agencies.

Sonya Fagan, Willimantic, spoke in support of the Transit District, Senior Center and possibly Little League to receive Town funding but believes too much money is being given to Non-Profit Agencies. She feels taxes are too high which makes it difficult for elderly people to live in Town.

Mary Lou DeVivo, Willimantic, feels we should not be giving as much money to Non-Profits as we did in the past and thinks we should look at each one individually. Ms. DeVivo suggested we look at the size of the bus being used by Dial-A-Ride with the number of people using them.

**3. Approval of the minutes of the January 11, 2012 meeting**

Doyle MOVED, C. Donahue seconded to approve the minutes of the January 11, 2012 meeting. All were in favor except Fantoli who abstained. MOTION PASSED.

**4. Old business**

**a. Senior Center Report (DeMarco)**

Mary DeMarco, Human Services Director, provided the Subcommittee with a copy of the McSweeney Senior Center January 2012 Calendar of Events as well as a copy of the Center's Activities which included the Class/Activity, the Number of Participants in the Class/Activity and the Frequency of the Activity. Ms. Demarco then explained the handouts.

She reported she had reviewed the monthly bills with the McSweeney Senior Center's bookkeeper to obtain a more accurate accounting of their operational cost then met with Town Manager Beets and Town Controller Pesce to go over the figures. Ms. DeMarco reported the Center's approximate monthly costs are \$6400 and noted the Town feels they may be able to get a better rate for some of the contractual services and possibly absorb some of the other services.

She also reported the Center was moving forward on the assumption the Town would be taking over the Center as of October. Ms. DeMarco also stated the Town is working to gather the necessary information to draft a business plan to present to the Town Council.

Ms. DeMarco answered questions from the Subcommittee.

**b. Report on Non-Profit Funding (DeMarco/Doyle)**

Mary DeMarco, Human Services Director, provided the Subcommittee with a copy of the Application and the Non-Profit Funding rating sheet used for FY 2012-2013. Ms. DeMarco reported 23 applications were received which were then reviewed and scored by the Panel. She also explained the rating sheet, how the amount of money was determined and how the money was to be allocated. Ms. DeMarco also answered questions from the Subcommittee.

**MOTION:** K. Donohue MOVED, C. Donahue seconded, that the Subcommittee forward to the Town Council the Non-Profit Funding Requests for FY 2012-2013 as presented for inclusion in the Town Budget. All were in favor. MOTION PASSED UNANIMOUSLY.

**c. Review of Ethics Ordinance (All)**

Doug Lary, Chair of the Ethics Commission, reported documents had been sent to the Subcommittee members to show the history of the Commission. He stated for the past 2 years the Commission had been talking to subcommittees to determine the wording for the Ordinance. He noted however since Town Manager Beets had arrived and Unions have protested the Ordinance there has been several additional discussions on changing the Ordinance. He reported the final situation was Town Manager Beets proposed the employees not be subject to the Ordinance and the Commission protests the employees should be subject to the Ordinance.

K. Donohue suggested the Subcommittee request Town Manager Beets draft a one page document extracting the key provisions of the Ethics Ordinance to include them uniformly in all Union Contracts to cover all Town Employees.

**d. Senior center and larger issue of Town space (Beets)**

No Report

**e. Update on Town Insurance**

Tom Pesce, Town Controller, reported the Town is exploring the options of joining the State or a Coalition for Insurance. He also noted information was being provided to the State both for the Town of Windham and Board of Education.

Mr. Pesce also reported the Town of Windham and Board of Education are moving forward on Self Insurance.

**f. Approach to support Economic Development**

K. Donohue recommended the Subcommittee ask Town Manager Beets to draft a proposal to look at the concept of having an Economic Development Director based on a performance compensation initiative.

**5. New business**

**a. Discussion of unification of financial software for BOE and Town (Beets)**

Jeff Nelson, Board of Education Director of Finance, reported on the advantages of the unification of financial software for the Board of Education and the Town of Windham. He noted some of the benefits of a new financial system would be the consolidation of the chart of accounts, chart consolidation of the General Ledger, the flexibility in reporting, the interface with Human Resources and payroll, remote requisitions and automated purchase orders and functional fixed assets modules.

Tom Pesce, Town Controller, emphasized another advantage of the system would be the reduction of duplication of data entry, better capabilities for report writing, remote access development and more control of individual budgets by Department Heads.

**MOTION:** Doyle MOVED, K. Donohue seconded, to recommend to Town Manager Beets to move forward on the unification of financial software for the BOE and Town. All were in favor. MOTION PASSED UNANIMOUSLY.

**MOTION:** Doyle MOVED, K. Donohue seconded, to request the Board of Education Financial Director and Town Controller return to the Administration, Finance, Health and Human Services Subcommittee in March with an update for the final plan of the unification of financial software for BOE and Town. All were in favor. MOTION PASSED UNANIMOUSLY.

**6. Citizens and delegations**

Sonia Fagan, Willimantic, spoke regarding the Non-Profit Funding and does not consider us as being comparable to Towns such as Groton and Norwich. She feels our Town is more in line with Plainfield or Killingly. She noted Plainfield has stopped funding their Non-Profit Agencies other than to purchase wreaths for the Veterans. Ms. Fagan also questioned the function and roles of certain agencies.

Lori Jeffers, Willimantic, thanked the Subcommittee for having a 2<sup>nd</sup> Citizens and Delegations. She also feels there should be no new applicants or increases for Non-Profit Agencies and questioned the Little Angels Program and the omittance of the paramedics

from the funding requests. In addition, she spoke about the consolidation of the 3 Libraries and direction of Economic Development in Town.

Mary Lou DeVivo, Willimantic, noted we are funding WRCC \$86,500 and suggested they be brought back to the Town. She believes it would be less expensive to hire a person and pay for benefits. Based on tonight discussion regarding an Economic Development Director raising the grand list, she asked if she would be given a bonus if she raised the grand list and noted they were building a building on Chronicle Road and own Main Street properties.

Henry Crane, Willimantic, thanked the Subcommittee for the 2<sup>nd</sup> comment period. He also spoke in support of the Library.

Doug Lary, Willimantic, stated he was now a member of the McSweeney Senior Center Board and offered to assist the Subcommittee with any questions they have regarding the Center. He also explained his position regarding the Ethics Ordinance and provided the Subcommittee with the proposed draft of the Ethics Ordinance.

#### **7. Adjournment**

Doyle MOVED, C. Donahue seconded, to adjourn the Windham Town Council Subcommittee Administration, Finance, Health and Human Services meeting at 8:35 P.M. MOTION PASSED UNANIMOUSLY.

**Submitted by**

**Barbara J. McKinney  
Clerk of the Council**