

MINUTES

Town Council Administration & Finance Committee

February 24, 2014

7:00 P.M.

Town Hall Meeting Room

1. Call to order

Chairman DeVivo called the Town Council Administration & Finance Committee Meeting to order at 7:02 P.M.

Members Present: Tom DeVivo, Joe Underwood, Tony Fantoli, Christel Donahue

Mark Doyle arrived at 7:38 P.M.

2. Citizen comment

Henry Crane, Windham Street, Willimantic, noted Item #6 on the agenda and urged the Committee to do everything they could to get the money that is owed to the Town.

3. Discussion and possible action concerning budget requests

No Action Taken

4. Discussion and possible action concerning funding for outside agency requests

Mary DeMarco, Human Services Director, provided the Committee with a copy of the proposed budget details for FY 2014-2015 for the Outside Agencies. She also reviewed the document and explained what each agency did.

Underwood MOVED, Fantoli seconded, to increase WRCC-Veteran's Service, from \$48,000 to \$50,000 which will bring the total bottom line amount to \$182,911. All were in favor. MOTION PASSED UNANIMOUSLY.

5. Discussion and possible action concerning executive session to go into legal action concerning past due invoices

Donahue MOVED, Doyle seconded, to go into executive session at 7:41 P.M. regarding legal action concerning past due invoices. All were in favor. MOTION PASSED UNANIMOUSLY.

Fantoli MOVED, Donahue seconded, to come out of executive session at 8:17 P.M. All were in favor. MOTION PASSED UNANIMOUSLY. (Underwood was out of the room and did not vote).

6. Discussion and possible action concerning overdue WRTD fuel invoices

Doyle MOVED, Fantoli seconded, to direct Tom Pesce to meet with WRTD within 60 days to develop a fuel contract going forward and reconcile the current accounts with the Town within 30 days. All were in favor.

MOTION PASSED UNANIMOUSLY.

7. Discussion and possible action concerning chain of command in the Town Manager absence

Doyle MOVED, Underwood seconded, to recommend the Town Manager establish a formal chain of command to oversee the Town in his absence. All were in favor. MOTION PASSED UNANIMOUSLY.

8. Discussion and possible action concerning ordinances

Chairman DeVivo will speak to Matt Vertefeuille regarding the status of the Housing Ordinance.

He will also review all existing ordinances to see if any can be repealed.

9. Discussion and possible action concerning town council standing rules/packet information

Doyle MOVED, Fantoli seconded, to ask that a monthly budget report be added to the Town Council packet information. All were in favor except Underwood and Donahue who opposed. MOTION PASSED.

Underwood MOVED, Fantoli seconded, to recommend to the Town Council that the required sign in sheet be removed from the standing rules and to allow citizens to speak once at the first Citizens and Delegations and once at the last Citizens and Delegations. All were in favor. MOTION PASSED UNANIMOUSLY.

10. Discussion and possible action concerning Economic Development Director

Doyle MOVED, Underwood seconded, to encourage the Town Manager to continue to develop plans for an Economic Development Director so the Committee can evaluate it going forward. All were in favor. MOTION PASSED UNANIMOUSLY.

11. Citizen comment

NONE

12. Adjournment

Doyle MOVED, Underwood seconded, to adjourn the Town Council Administration & Finance Committee Meeting at 9:00 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

Submitted by

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