

**TOWN COUNCIL
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES
SUB-COMMITTEE
WINDHAM TOWN HALL MEETING ROOM
MARCH 7, 2012
7:00 PM
AGENDA**

1. Call to order

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

Town Council Committee members present: Kevin Donohue, Tony Fantoli, Mark Doyle and N. Joseph Underwood

Town Council Committee members absent: Christel Donahue

Mayor Eldridge was also in attendance.

2. Citizens and delegations

NONE

3. Approval of the minutes of the February 1, 2012 meeting

Underwood MOVED, Fantoli seconded, to approve the minutes of the February 1, 2012 Administration & Finance, Health And Human Services Committee meeting. All were in favor except Underwood who abstained. MOTION PASSED.

4. Old business

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

K. Donohue MOVED, Doyle seconded, to ask Town Manager Beets to contact the Board of Education to ask if they are willing to match a \$5000 contribution with the Town to engage a consultant for the purpose of consolidating the financial software for the BOE and Town and to recommend to the Town Council that \$5000 be placed in this year's budget to engage a consultant for the purpose of consolidating the financial software for the BOE and Town. All were in favor. MOTION PASSED UNANIMOUSLY.

b. Update on Town Insurance

No Report

c. Approach to support Economic Development

K. Donohue MOVED, Underwood seconded, to ask Town Manager Beets to present at the next Administration & Finance meeting options related to Regionalized Economic Development for the Town of Windham. All were in favor. MOTION PASSED UNANIMOUSLY.

5. New business

a. Evaluation of the Town Manager (Eldridge)

Mayor Eldridge provided the Committee with a Performance Evaluation Form to evaluate the Town Manager. A brief discussion followed regarding the instrument and the process to be used for the evaluation. The Mayor stated he will review the process used from the Town Manager's previous evaluation and report back to the Committee at the next meeting.

MOTION: Underwood MOVED, Doyle seconded, to add to the agenda under New Business: Discussion regarding the recent dog issues. All were in favor. MOTION PASSED UNANIMOUSLY.

b. Discussion regarding the recent dog issues.

A brief discussion took place regarding the recent dog issues. The Committee requested Code Enforcement Officer, Matt Vertefeuille, report to the Committee at the next meeting, laws governing zoning, fines and any other information related to dogs.

6. Citizens and delegations

NONE

7. Future Agenda Items

- Discussion regarding Town Policy and Procedures relating to donations and gifts made to the Town.

8. Adjournment

Underwood MOVED, K. Donohue seconded, to adjourn the Windham Town Council Administration, Finance, Health and Human Services Committee meeting at 7:53 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

Submitted by

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