

**TOWN COUNCIL
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES
SUB-COMMITTEE SPECIAL MEETING
WINDHAM TOWN HALL MEETING ROOM
APRIL 13, 2011 7:00 PM
MINUTES**

In attendance: Christel Donahue, Kevin Donohue, Erika Haynes, Joe Underwood

Absent: Mike Lessard

Staff members in attendance: Patricia Spruance, Town Clerk; Brian Hathaway, Director of IT Services; Mary Demarco, Director of Health & Human Service; Matt Vertefeuille, Director of Code Enforcement

Guests: Art Costa, Chair of Re-New London Council

1. Call to order:

Meeting was called to order at 7:03 p.m. by esteemed chair Kevin Donohue

2. Citizens and delegations: none

3. Approval of the minutes of the March 2, 2011 meeting

C. Donahue MOVED, Underwood seconded to approve the 3-2-11 minutes.
Motion passed Unanimously.

4. Communications

- a. Letter from McSweeney Senior Center Executive Director, dated 3-2-11, was received by the Town Clerk's office and Town Council, and sent to this subcommittee. The letter requests the town consider taking over the building and facilities management while the Senior Center continue to operate in the building (but no longer own it).

5. Old business

a. Address by Art Costa regarding Land Values Taxation (LVT)

- History: LVT has been around for approximately 100 years, used by over 20 municipalities in Pennsylvania in the beginning. Pittsburgh used LVT from 1913 – early 2000s, and business district remains LVT. Hawaii implemented LVT in a revenue positive way, but LVT is meant to be revenue neutral (reforming taxation without increasing the tax base because of the reform), so it was not successful. Currently Altoona, PA is 100% LVT, but many are split LVT and traditional.
- Definition: LVT is a shift from taxing property improvement to taxing the land people own.
- Positives: LVT promotes development and improvement because it does not tax these facets. There is a shift away from traditional taxing over time, and there may be a split tax using both traditional and LVT methods.

- Currently in Connecticut: New London has been the only municipality to be allowed to explore LVT in the state. SB130 allows up to 3 municipalities up to 1 year to lay out plans to move towards LVT; LVT does not need to be implemented citywide, but rather in any specific geographic area.

b. Consider options for Taxing District Elimination options evaluation developed in last meeting (Haynes).

Haynes noted that Town Manager Neal Beets and Town Planner James Finger would be returning in May to present the history of this issue within Windham. The Admin & Finance Subcommittee would then decide how to proceed.

c. Next steps for Charter reform activities

In May, Beets will provide the Admin & Finance Subcommittee a timeframe and action steps; essentially, a complete work frame breakdown of structure

d. Senior center options and update on space issues (Beets)

This item was postponed to the May meeting.

e. Naming of the Ballroom

Haynes MOVED, Donahue seconded: To Name the Town Auditorium the Bellingham Auditorium, with any subsequent wording on a plaque to be approved by Town Council.

Motion passed UNANIMOUSLY.

6. New business

a. Chief Lisa and the ATV ordinance (Beets)

This item was postponed to the May meeting.

b. McSweeney building

Mary DeMarco has visited the senior center. Donohue requested that DeMarco research what immediate and ongoing costs would be encumbered should the town take over the building, as well as any benefits that would be gained by taking over the building. DeMarco will advise Donohue when she has gathered all appropriate information and return to the subcommittee at that time.

c. Town Clerk's new software package (Spruance)

- Spruance outlined a detailed process for replacing the current vendor for land management records (the current vendor is no longer offering the service), including a 4-town consortium for research and RFP.
- IQS is the preferred vendor, no additional funds are being sought, and would offer more options than we currently have.
- Underwood MOVED, C. Donahue seconded: To recommend to the Town Council to authorize the Town Manager and any necessary staff to

negotiate a contract on behalf of the Town Clerk's Office with IQS.
Motion passed UNANIMOUSLY.

d. Granicus contract and process for choosing video software

- Brian Hathaway presented information on Granicus, AV Capture All, and Discover Video with respect to internet recording and presentation of town meetings, and a recommendation to use Granicus. Donohue identified Town Council issues with the Granicus, which include the contract (dates, discovery issues) and the possibility of a competitive bid.
- Haynes will work with Hathaway to move this forward.

e. Fee schedule (Beets)

Matt Vertefeuille presented the proposed fee schedule to the subcommittee.

Donohue MOVED, Donahue seconded: To forward the proposed fee schedule to Town Council with a recommendation that it be adopted as amended. Motion passed with all in favor except Underwood, who abstained.

f. Intra-district consolidation (Haynes)

Haynes led a discussion around the topic of "regionalization" as used in the subcommittee with respect to the Board of Education and the Town for services such as IT, Human Resources, Finance and Accounting.

The subcommittee unanimously decided to: Direct the Town Manager to identify three potential savings areas in intra-district consolidation, and from those three identify which would yield the most savings potential and create a financial layout.

7. Citizens and delegations

Teri Santucci of Willimantic: Should we look at ending bifurcation as part of charter reform?

8. Adjournment at 8:40