

**Administration and Finance Sub-committee  
Minutes  
Town Hall Meeting Room  
April 21, 2014**

**I. Call to order**

Chairman DeVivo called the Town Council Administration & Finance Sub-Committee meeting to order at 7:00 P.M.

Members Present: Tom DeVivo, Mark Doyle (arrived at 7:05 PM), Tony Fantoli, Christel Donahue

Joe Underwood was excused.

**II. Pledge of Allegiance**

DeVivo led all in the Pledge of Allegiance

**III. Citizen & Delegations**

Melinda Perkins, representative for WRTD stated she was here tonight to set the facts straight regarding the fuel invoices between the Town and WRTD. She explained the process WRTD has to follow for reimbursement from the State DOT and noted the difficulty WRTD has experienced in getting invoices from the Town last year. She noted this ultimately put them in jeopardy with the State for their reimbursement. Additionally Ms. Perkins explained an agreement is now in place with the Town and moving forward she believes it will work. She also asked that if there are any questions concerning WRTD to please speak to her or someone at WRTD before going to the media.

**MOTION:** Fantoli MOVED, Doyle seconded, to add to the agenda discussion and possible action to approve the minutes from the February 24, 2014 and March 24, 2014 Town Council Administration & Finance Sub-Committee. All were in favor. MOTION PASSED UNANIMOUSLY.

**MOTION:** Fantoli MOVED, Doyle seconded, to approve the minutes from the February 24, 2014 and March 24, 2014 Town Council Administration & Finance Sub-Committee. All were in favor. MOTION PASSED UNANIMOUSLY.

**IV. Discussion with Director of code enforcement concerning housing code housing enforcement**

Director of Code Enforcement Matt Vertefeuille gave a brief update regarding the proposed housing code changes. He noted he had met with the Town Attorney and they are currently working on the ordinance. He also noted he had met with several landlords as well as with Kim Haddad, Director of the Housing Authority. In addition, Mr. Vertefeuille explained some concerns the landlords have with the ordinance regarding inspections however he stressed the importance of having regular inspections. He gave an example of a recent house fire on Chapman Street that had just been inspected and because of the inspection probably saved lives. Mr. Vertefeuille believes the ordinance will be completed and ready for Council review in May.

**V. Discussion and Possible action concerning recommending to Town Council that the 2015 Small city's grant dollars be used for housing authority facility updating. Presentation by Kim Haddad**

Kim Haddad gave a brief presentation regarding the 2015 Small Cities grant and requested that the Town Council use the grant dollars to make improvements to the Jonathan Trumbull property on Emerald Avenue. She explained the current conditions of the housing units and noted there are 28 occupied and 12 vacant units at this time. She also explained the Housing Authority had to go through the Town to apply for the grant and noted other grants were in fact available however they needed the

leverage from this to apply for those grants. Kim Haddad and Mary DeMarco, Director of Human Services, answered questions from the Committee.

No Action was taken however the Committee will schedule a trip to Emerald Avenue to view the property.

**VI. Discussion and possible action on review of employment contract, format, time table and process for Town Managers Annual review**

A short discussion took place regarding the review of the employment contract, format, time table and process for the Town Managers Annual review. The Committee agreed on the timeline which will begin in May and be completed in August. No action was taken.

**MOTION:** Doyle MOVED, Fantoli seconded, to add to the agenda, discussion and possible action regarding the Museum lease. All were in favor. MOTION PASSED UNANIMOUSLY.

A brief discussion followed regarding the Museum lease including questions on section 21.9 and 21.15.

Donahue MOVED, Doyle seconded, to send the Museum Lease to the full Town Council with the following recommended changes: verify in 21.9 that Attorney Prue is still the Attorney for the Museum and in 21.15 verify the use of the premises that it does not restrict them from having weddings or other community events. All were in favor. MOTION PASSED UNANIMOUSLY.

**VII. Ordinance discussion**

The Town Clerk's Office is currently working on updating the Ordinance Book.

**VIII. Citizen & Delegations**

Bernie D'Auteuil, 168 Walnut Street, Willimantic, believes the Town Managers evaluation should be a public document and noted if that is part of an ordinance it should be corrected. He also stated the parking ordinance should be addressed.

**IX. Adjournment**

Donahue MOVED, Fantoli seconded, to adjourn the Town Council Administration & Finance Sub-Committee meeting at 8:05 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted by**

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