

# Minutes of the Town Council - Administration, Finance, Development & Health and Human Services Committee

**Windham Town Hall, 1st Floor Conference Room  
Tuesday, May 10, 2016 - 7:00 P.M.**

**1. Call to order**

Chairman Charles Krich called the Windham Town Council Administration, Finance, Development, Health, and Human Services Committee Meeting to order at 7:00 P.M.

Town Council members present: Charles Krich, Dennis O'Brien, Dawn Niles and Lynne Ide

Tony Fantoli was excused

**2. Pledge of Allegiance**

Chairman Krich led all in the Pledge of Allegiance.

**3. Public Comment**

State Representative Susan Johnson provided the Committee with 2 handouts outlining the impact of MRSA-Related Provisions on Windham and Its taxing Districts. She explained both handouts with regards to the car tax and mill rate cap and answered questions from the Committee.

Andy Carey stated it was a pleasure to be at a meeting with Mr. Krich as Chairman and noted Mr. Krich always asks the hard questions and does the right thing. Mr. Carey gave a brief history of the Veterans Services and explained why the position was moved from the Town and contracted with WRCC. He asked that veterans be involved should any changes be made regarding Veterans Services. Mr. Carey also spoke about Veterans Advisor Bill Woodbury and the tremendous service he provides to Veterans.

**MOTION:** O'Brien MOVED, Ide seconded, to move Item #7 to follow Item #3. All then were in favor. MOTION PASSED UNANIMOUSLY.

**7. Discuss and Possibly Act to Recommend the Town Directly Provide Veterans' Services**

After some discussion the Committee recommended an invitation be extended to Veterans Advisor Bill Woodbury, the young veteran gentleman in Norwich who is currently working with Mr. Woodbury, Andy Carey, Senior Center Director Mary

DeMarco and any other veterans wishing to attend the June 14<sup>th</sup> Committee meeting to hear their thoughts and comments on the Town directly providing Veterans Services.

**4. Adoption of Minutes.**

**A. April 12, 2016 - Regular Meeting Minutes.**

Ide MOVED, Niles seconded, to approve the Regular Meeting Minutes of April 12, 2016. All were in favor. MOTION PASSED UNANIMOUSLY.

**5. Discuss and Possibly Adopt a Trial Period of Having a Table and Table Mics for Public Comment at Town Council Meetings (Councilmember DeVivo)**

Niles MOVED, O'Brien seconded, to recommend to the full Town Council to have a table and table mics for public comment at Town Council Meetings. All were in favor. MOTION PASSED UNANIMOUSLY.

**6. Continue Discussion Regarding and Possibly Adopting a Process for Evaluation of the Town Manager**

Councilmember Niles and Personnel Director Paul Hongo provided the Committee with sample copies of the CGA 360 feedback form and a Performance and Development Appraisal form. Mr. Hongo also provided a copy of the salaries for Town Managers in a Municipality with a population of 20,000 – 39,999. Discussion took place regarding the process to be used for the evaluation of the Town Manager. The Committee requested Councilmember Niles and Personnel Director Paul Hongo work together to prepare a preliminary draft of questions and categories to be used for the evaluation. It was also requested that Councilmember Ide work with Personnel Director Paul Hongo to compile a list of community members including individuals from businesses, schools, the state and others to evaluate the performance of the Town Manager.

**7. Discuss and Possibly Act to Recommend the Town Directly Provide Veterans' Services**

Item #7 was moved up on the agenda to follow Item #3.

**8. Discuss and Possibly Act to Have the Town Manager Provide the A&F Committee with Quarterly Budget Expenditures by Line Item and Include a Monthly Report on Line Item Alterations/Transfers**

A brief discussion ensued regarding the benefits of having a Quarterly Budget Expenditures by Line Item and a Monthly Report on Line Item Alterations/Transfers. Finance Director Chris Johnson assured the Committee both reports would be provided to them as requested.

**9. Discuss Possible Reductions to the Town General Government Budget Should the General Government Budget be Approved.**

Discussion took place regarding reductions to the Town General Government Budget should the General Government Budget be Approved. Executive Administrator Neida Rosado spoke about possible areas that may be reduced in the budget. She also noted her concerns for next year's budget.

Councilmember Ide cautioned the Committee on doing too much before we know what the State is doing.

Councilmember Niles suggested the budget referendum be moved to the 2<sup>nd</sup> week in June. She explained the State would have passed their budget by then and the Town would know the amount of funding they would receive from the State.

**MOTION:** Niles MOVED, Ide seconded, to add to the agenda, discussion and possible action to recommend to the full Town Council to create a Charter Revision Commission comprised of 7 members for a limited time frame of one month to be charged with mainly looking at:

- the timing of the Budget Referendum
- eliminating electing the Mayor at large, reducing the Town Council to a 7 – 3 allocation (the members of the Town Council will be responsible for electing the Mayor)
- to stop non residents from voting in budget referendums

All were in favor. MOTION PASSED UNANIMOUSLY.

**Future Agenda Items**

- Ethics Ordinance
- Short Sales/Foreclosures

**10. Public Comment.**

Dennis O'Brien reported he and Town Manager Beets visited the Senior Center and met both with the seniors and the Advisory Board. He noted the excitement from the seniors regarding the new center. He also noted another meeting is scheduled and things are moving forward.

**11. Adjourn**

O'Brien MOVED, Ide seconded, to adjourn the Windham Town Council Administration, Finance, Development, Health, and Human Services Committee Regular Meeting at 8:33 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted By:**

Barbara J. McKinney  
Clerk of the Town Council