

# WINDHAM TOWN COUNCIL MINUTES

## SPECIAL TELCONFERENCE COUNCIL MEETING WINDHAM TOWN HALL MEETING ROOM

Tuesday, May 21, 2013 - 7:00 P.M.



### 1. Call to Order

Mayor Eldridge called the Town of Windham Regular Town Council Special Teleconference meeting to order at 7:00 P.M.

Town Council members present: Mayor Ernest S. Eldridge, Charles Krich, Tony Fantoli, N. Joseph Underwood, Kevin Donohue, Arnaldo Rivera and Mark Doyle.

Lorraine McDevitt was present via teleconference.

Christel Donahue, Dawn Niles and Tom DeVivo were excused.

Town Manager Neal Beets was also in attendance.

### 2. Pledge of Allegiance

Mayor Eldridge led all in the Pledge of Allegiance.

### 3. Citizens and Delegations: Public Comment

James Flores, Willimantic, would like the public to be given more information relating to agenda items prior to meetings. He feels people would be able to follow the meetings better if they were able to read the information beforehand. He used the emergency contingency election plan on tonight's agenda as an example.

Bernie D'Auteuil, 168 Walnut Street, Willimantic, expressed his gratitude for the work done by all the Fire Fighters who battled the St. Mary Church fire last week.

### 4. Town Council Comment

None

### 5. Adoption of Minutes

#### a. Discuss and possible motion to adopt the minutes for the May 7, 2013, Town Council Meeting.

Doyle MOVED, Underwood seconded, to adopt the minutes for the May 7, 2013, Town Council Meeting. All were in favor. MOTION PASSED UNANIMOUSLY.

### 6. Resignations. Receive the resignation of:

#### a. John Nimlo from the Board of Assessment Appeals. Noted



**7. Appointments. Discuss and possibly move to appoint or reappoint the following persons:**

**a. Reappoint Orland Donald, M.D., to the Board of Directors for the North Central District Health Department, for a term ending April 15, 2016.**

Underwood MOVED, McDevitt seconded, to reappoint Orland Donald, M.D., to the Board of Directors for the North Central District Health Department, for a term ending April 15, 2016. All were in favor. MOTION PASSED UNANIMOUSLY.

**8. Presentations & Special Reports**

**a. Presentation from Min T. Huang, Migratory Game Bird Leader, CT Dept of Energy and Environmental Protection, about the chimney swifts in Willimantic. (No action.)**

Min T. Huang, Migratory Game Bird Leader, CT Dept of Energy and Environmental Protection, gave a brief presentation about the chimney swifts in Willimantic and thanked the Town for assisting in the research project being done by the State. He also explained where chimney swifts come from, how they live and what they eat. He also noted on July 1<sup>st</sup> a Chimney Swift Night is being held. He answered questions from the Council.

**b. Presentation by Town's Registrars of Voters about an emergency contingency plan for elections in the Town of Windham. (Action item = Motion, 15.a, below.)**

Democratic Registrar of Voters, Paulann Lescoe and Republican Registrar of Voters, Nancy Rivera gave a brief presentation regarding an emergency contingency plan for elections in the Town of Windham. Mrs. Lescoe explained what the plan entailed and how it will be implemented.

**9. Mayor's Report**

Mayor Eldridge reported he had attended the Mayors Forum on Affordable Housing and thanked Town Manager Beets and Jana Butts from WINCOG, for the information they provided to him prior to the forum.

Mayor Eldridge also reported he had attended the Latino-Puerto Rican Affairs Commission Forum. He noted the public comment and discussions related to schools, educational funding, bilingual education and serving in Town Government. He also noted he will be meeting with the church to organize a meeting where certain heads of Board or Commissions would speak and outline the needs of the particular board or commission in an effort to get more people to serve on the boards.

In addition, Mayor Eldridge thanked Matt Vertefeuille, Mike Licata, the Willimantic Police Department, Chief Marc Scrivener and all the fire fighters and surrounding Towns that fought the fire at St. Mary Church. He stated because of their work the church was saved.

Mayor Eldridge also attended the 3<sup>rd</sup> Thursday festival and the Riverfest. He noted SAMA Graduation was this Thursday at 11:00 A.M. and asked if anyone from the

Council could attend the ceremony in his absence. He also noted he and Anita would be giving a talk at the Library on Thursday about comic strip toys.

Mayor Eldridge noted the upcoming events: the Memorial Day Ceremony and Parade and the Victorian House Tours – May 30<sup>th</sup> thru June 2<sup>nd</sup>.

**10. Town Manager's Report**

**a. Finance Office Update.**

Town Manager Beets provided Council with a chart summarizing the progress that has been made in the Finance Office to date. He explained the chart and noted the O'Neil firm had been hired and Blum Shapiro had referred the Town to an affiliate, Creative Financial Staffing, who will be brought on board shortly to assist in reaching the goals as set forth. He also noted he would continue to report on the progress.

**11. Discussion and Review of Communications**

None

**12. Resolutions and Ordinances**

**a. Discuss and possibly move to approve a Resolution creating a Capital Improvement Plan Action Group, as recommended by the Administration, Finance, Health, and Human Services Committee.**

Underwood MOVED, K. Donohue seconded, to adopt Resolution #2600 creating a Capital Improvement Plan Action Group. All were in favor.

**BE IT RESOLVED by the Town Council THAT**

WHEREAS, The Town of Windham has adopted a yearly submission for Capital improvement expenses from the Town Council, the Willimantic Service District Council and the Windham Board of Education (BOE) including plans of five and ten year durations to the Board of Finance (BOF).

WHEREAS, The Capital Improvement Plans need to be evaluated and merged into one cohesive plan of action for the Town including but not limited to; the ordering of the projects by degree of importance, the schedule of accomplishment and identifying the sources of payment for each project.

WHEREAS, The BOE has also undertaken a 10- year Facilities Plan in addition to the Town's long term Capital Plans which, to be accomplished, will require significant investment of the Town's resources should all phases be undertaken. Members from each of the three elected bodies will review and recommend specific actions to devise the most efficient and effective manner of proceeding with these projects for the benefit of the citizens of the Town.

**NOW, therefore, the Town Council of Windham Connecticut HEREBY RESOLVES that:**

1. The Town of Windham establishes a Capital Improvement Review committee to be known as the Capital Improvement Plan Action Group (here after, Action Group).

2. The Action Group shall consist of up to two (2) members each from the Board of Finance, Town Council and The Board of Education plus, as requested, staff advisors, such as; the Town Engineer, The BoE Facility Manager and the Town's Public Works Director, Town Finance Director and the BoE Finance Director
  - a. Within two weeks of the adoption of this Resolution, the presiding officer of each of those bodies shall forward the names to the Mayor for presentation to the Town Council at its first available regular meeting.
  - b. The Town Council shall appoint the members nominated by the respective officers of the BoE, BoF, and Town Council subject to the requirements of the state law pertaining to minority party representation on public bodies.
  - c. Replacement members, if needed, shall be appointed by the Board from which the vacancy originated in accordance with the procedures outlined in section b.
3. The Mayor shall convene the first meeting of the Action Group and oversee the committee's election of the chairperson and secretary.
4. No later than 6 months from the first CIPAG meeting, the Action Group shall submit /develop a written report including specific, detailed action steps and funding options that the Action Group recommends for adoption to implement a coordinated strategic Capital Improvement Plan for the next ten years.
  - a. The Action Group's report shall include:
    - i. A debt service analysis based on a range of estimated costs to use available State and Federal Grants, to sell bonds, or other debt instruments, to finance the construction and renovation phases recommended in the capital plans.
    - ii. Recommendations for coordinating the debt service for the CIP with other debt and capital commitments for the BoE, BoF, Town Council and Willimantic Service District.
    - iii. Recommend a timeline of key events necessary to implement all phases of the CIP including the order of completion.
    - iv. The report may recommend adjustments to the plans based on concerns regarding their feasibility and affordability
  - b. Within 45 days after receiving the report, the BoE, BoF and Town Council shall review the Action Group's report and respond in writing to the Action Group with any comments or suggestions. The Action Group shall have 45 days to consider the responses of the BoE, BoF and Town Council and make any changes to the report before sending back a final version of the report for approval by the Board of Finance.
  - c. The final version of the CIPAG's report is its recommendation to the Board of Finance and can be changed or adjusted by the BoF after public comment or appeal of the BoE, Town Council.
5. The Action Group may seek information and advice from financial, educational and building consultants. The cost of which consultants shall be split equally between the Town and the BoE.
6. The Action Group shall also consult and work closely with whatever Building Committee the Town establishes under state law to carry out the construction phase of the CIP
7. The Action Group shall conduct at least one public forum to inform the public on the details of the CIP and to solicit comments and suggestions for consideration.
8. Nothing in this Resolution requires the BoE, BoF or the Town Council to take any action or make any decision it does not want to take or make. However to the greatest extent

possible, through this Resolution the Town Council urges the BoE, BoF and its own Council members to work cooperatively and collaboratively among themselves and with all members of the Action Group in order to improve the educational, recreational, and safety needs for the people of Windham at the least possible cost to the taxpayers.

## **MOTION PASSED UNANIMOUSLY**

### **13. Reports of Committees, Boards and Commissions**

#### **a. Administration, Finance, Health, and Human Services Committee**

K. Donohue briefly reported on the status of the consolidation of the finance offices. He noted both the Board of Education and the Board of Finance have unanimously endorsed the approach. He also noted they had met with Blum Shapiro, Nancy Tinker-BOE, the Superintendent of Schools, the Special Master and Town Manager Beets to discuss an \$85,000 State grant which the school will be using toward a financial system, the role of Blum Shapiro which will include a MOU that will be approved by the Council, the purchasing or options available with regards to software, the fiscal directors position including the job description and the panel to interview. He also thanked Town Manager Beets for his

#### **b. Public Safety, Public Works, Culture, and Recreation Committee**

Krich reported the Committee will be meeting tomorrow night if they have a quorum. (Tom & Dawn will be absent). He is hopeful if the meeting is held the Committee will be able to report back to the Council at the next meeting a road map on how to handle the Dispatch Center. He noted it has become very complicated however they are working with the Town Attorney to resolve the issues.

Krich also reported the Committee is going to try to reconcile the differences they and the Town Manager have regarding Animal Control and come back to the Council with a proposal.

In addition, the Committee will be hearing a presentation on the Emergency Operation Center and on the Holiday and Event Lighting on Main Street.

### **14. Old Business**

#### **a. None.**

### **15. New Business**

#### **a. Discuss and possibly move to approve an emergency contingency election plan, as presented by the Town's Registrars of Voters.**

McDevitt MOVED, Doyle seconded, to approve an emergency contingency election plan, as presented by the Town's Registrars of Voters. All were in favor. MOTION PASSED UNANIMOUSLY.

#### **b. Discuss and possible action to set a public hearing for Tuesday, June 4, 2013 at 6:30 pm to hear public comments on the 2013 Neighborhood Assistance Act Applications**

Underwood MOVED, Doyle seconded, to set a public hearing for Tuesday,

June 4, 2013 at 6:30 pm to hear public comments on the 2013 Neighborhood Assistance Act Applications. All were in favor. MOTION PASSED UNANIMOUSLY.

**16. Future Agenda Items**

None

**17. Adjournment**

K. Donohue MOVED, Underwood seconded, to adjourn the Town of Windham Town Council Meeting at 8:06 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted By:**

**Barbara J. McKinney**

Clerk of the Town Council