

**TOWN COUNCIL
ADMINISTRATION & FINANCE, HEALTH AND HUMAN SERVICES
SUB-COMMITTEE SPECIAL MEETING
WINDHAM TOWN HALL MEETING ROOM
MAY 4, 2011 7:00 PM
MINUTES**

In attendance: Christel Donahue, Kevin Donohue, Erika Haynes, Mike Lessard, Joe Underwood
Staff Present: Neal Beets, Town Manager; Chief Lisa Maruzo-Bolduc, Police Chief for Willimantic

1. Call to order: meeting was called to order at 7:00
2. Citizens and delegations - none
3. Approval of the minutes of the April 13, 2011 meeting – Haynes MOVED, Lessard seconded to approve the 4-13-11 minutes
MOTION PASSED UNANIMOUSLY
4. Old business
 - a. Options for Taxing District Elimination (Beets)
Beets presented Attachment A to the subcommittee.
Additional notes:
 - The First Taxing District could also create a Consolidation Commission, similar to the charter commission, to explore consolidation.
 - The charter does not mention the First Taxing District, but does mention the Windham Service District. The town has the option to provide and tax for services in the Windham Service District. The First Taxing District has opted to exercise authority, while the Windham Service District has not.Chief Maruzo-Bolduc noted that there are many events that the police provide support to many town-wide functions that should be billed to the town.
Action item: Request Town Manager to economically model a fire district for the 4.5 square miles of the Willimantic Service District.
Underwood MOVED, Lessard seconded to move items 5a and 4d to next on the agenda.
MOTION PASSED UNANIMOUSLY
- 4d. ATV ordinance – Police Chief Maruzo-Bolduc is currently researching best practices in other communities.
This item will remain off of the agenda until the chief requests to bring it back to the sub-committee
- 5 a. New Business - Parking Options
Chief Maruzo-Bolduc presented the sub-committee a map of locations used by college students. The chief noted that there is a significant amount of lost

revenue when we conservatively look at parking spaces used throughout the service district.

Beets did not support the option of parking meters or residential permits. The town does have a parking authority, which determines where parking is allowed. This may or may not extend to revenue-oriented issues.

Recommendation: Request that the parking authority explore all parking related issues (snow removal, residential parking, and parking lots) in the town as well as a revenue model, and return to the sub-committee with their recommendations.

4b. Next steps for Charter reform activities (Beets)

Beets presented Attachment B. Additional comments:

- Appointments and charge is done by majority, not supermajority of town council.
- Public hearings are not included in Attachment B.
- Charge is created between creation and appointment.

Donohue noted the following regarding moving into charter revision:

- Editorial issues within the charter, including the lack of integration of the town manager
- Removal of Board of Finance
- Term limits

Recommendation: After budget season, review the status of charter revision (possibly June/July agenda).

4c. Senior center options and update on space issues (Beets)

Beets reviewed Attachment C.

5b. Public Hearing for naming of the auditorium:

Haynes MOVED, Underwood seconded: To set a public hearing for naming the Town Hall Auditorium under the Naming Ordinance for June 1, 2011 at 6:45 in the Town Hall Meeting Room.

MOTION PASSED UNANIMOUSLY

6. Citizens and delegations

Lori Jeffers, Willimantic – would like to decide whether we are going to build a new senior center or not before we fund a money pit; parking is a safety issue, for example on Valley Street – you do not own the street in front of your home and other communities do charge; looks forward to charter revision – recommends fewer members and fewer office holders rather than more, agrees with Board of Finance elimination and cleaning up editorial issues, publish it.

Henry Crane, Willimantic – recalls a neighbor having a discussion regarding the removal of a parking space to allow a bus to navigate and a college student parked in that location noting that she would park wherever she wanted to; as far as having residential parking or putting up a sign it would only attack the negative

attitude of parking wherever a student wants to – he would support that. Charter revision – it is always a zoo – the more people the more it will be Ringling Brothers, the fewer members will contain the circus. Having fewer people who are politicians in the town sounds good.

7. Adjournment – Underwood MOVED, Lessard seconded to adjourn the meeting at 8:52. MOTION PASSED UNANIMOUSLY

Windham Taxing Districts

1. First Taxing District

- Created in April, 1981, under Connecticut statutes regarding special improvement districts.
- Separate from Town, though the Town does tax collection for the FTD and there are other points of contact between the FTD and the Town, such as the Dispatch Center, and other points of contact between the FTD and the Willimantic Service District, such as mutual aid between the Willimantic FD and the three volunteer Windham fire companies.
- Pursuant to state statute, the First Taxing District has their own board of directors that the Town has no authority over.
- Boundaries of the First Taxing District consist of the area outside the boundaries of the former City of Willimantic.
- The First Taxing District provides fire service, library service, and some recreation services in the Windhams.
- The Town Charter makes no reference to the First Taxing District; instead, the Charter creates a Windham Service District consisting of the area within the Town that is outside the boundaries of the former City of Willimantic. However, historically the Windham Service District has deferred to the First Taxing District; the Windham Service District has not adopted a budget or done anything to provide municipal service in the Windhams.
- Per state statute, a special improvement district board of directors can dissolve the district. And, special improvement districts can be dissolved as part of a town consolidation process. CGA section 7-200. Also, under Windham's Charter, the Town could choose to provide or to contract for municipal services in the Windhams through the Windham Service District.

2. Willimantic Service District

- Created by "Consolidation" Charter in 1983.
- Boundaries are the boundaries of the former City of Willimantic.
- Consists of the Willimantic Police and Fire Departments (although not the ambulance function running out of the FD).
- The Town Attorney has written a legal opinion that the Town Charter limits the geographic scope of Willimantic Police and Fire to the boundaries of the Willimantic Service District. Thus, without a Charter change, the Willimantic Police and Fire Departments cannot provide services outside the boundaries of the Willimantic Service District.
- Can be modified or eliminated through Charter revision.

3. Town General Government

- tax authority found in Connecticut General Statutes
- provides the following services in both Willimantic and the Windhams:
 - ambulance
 - assessment
 - building permits
 - finance
 - fire code inspections

- housing and anti-blight regulation
- human services
- information technology (phones and computers)
- insurance and risk management
- library (though it is named the Willimantic library it is paid for out of the town-wide budget)
- public works: road maintenance, grounds maintenance, leaf pick-up, snow plowing, street lighting, street signs, vehicle mechanics for all vehicles including Willimantic PD
- recreation
- revenue collection
- zoning enforcement and regulation

Other Local and Regional Governmental Entities

4. There are other local government entities in Windham with no independent taxing authority but considerable significance in the lives of Windham citizens. Legally, two of these entities have a formal and fairly close connection with Town government (BOE, BOF), two have a formal but distant connection (Water, Sewer), and two have almost no connection with Town government (Housing Authority, Windham Technical School).

- a. Board of Education
- b. Board of Finance
- c. Willimantic Housing Authority
- d. Windham Technical School
- e. Windham Water Commission
- f. Windham Water Pollution Control Commission (sewer)

5. Connecticut state statutes authorize the creation of other local government entities that Windham does not have. For example,

- a. Business Improvement District
- b. Economic Redevelopment Agency
- c. Fire District

6. Finally, several regional governmental or quasi-governmental entities operate in Windham and elsewhere.

- a. EASTCONN -- education
- b. WINCOG -- council of government
- c. WRTD -- public transportation

Windham Charter Revision: First Steps

- The current Charter requires the Town Council to review the Charter every five years to determine if they, the Council, believe it is appropriate to revise the Charter. If so, the Council must create a Charter Review Commission to study and report on possible revisions.
 - Council mandatory review of the current Charter must take place before July 30, 2012.
 - Council review of the current Charter could be accomplished by putting an item on a regular or special Council meeting agenda “to review the current Town Charter, and to discuss and consider putting in motion a process potentially to revise the Town Charter.”

- Alternatively, the Council can decide at any time it wants to create a Charter Commission to consider Charter revisions.
 - This can be accomplished by putting an item on a regular or special Council meeting agenda “ to discuss and consider adopting a Resolution creating a Charter Review Commission.”

- Resolution Creating Charter Commission
 - Requires 2/3 vote of entire membership of Town Council = 8 affirmative votes to pass.
 - Council must set the deadline for Commission’s Draft Report, which can be no later than 16 months from the date the Charter Commission is created

- Within a month of Resolution creating Commission, another Resolution appointing from 5-15 members to the Commission
 - no more than a bare majority of members can be from any one political party
 - existing office holders can make up no more than 1/3 of Commission membership

- Council, as Council, may identify issues it wants Commission to consider (which Commission must consider and report on, but Commission is also free to pursue other issues)
 - the sooner the Council identifies these issues, the better

Senior Center Updates, 5/4/11

- See if Voters approve the Town budget, including the Capital Budget identifying renovation planning for Kramer and Town Hall in FY 11-12. Kramer is a potential landing spot for the Senior Center.

- If Voters approve the Town budget, I have recommended a Tri-Board should consider Town space needs and possible renovation projects.
 - Three draft Tri-Board Resolutions are circulating: one focuses only on education, the other two encompass education plus other issues.

- So, if Voters approve the budget and a Tri-Board Resolution is passed that encompasses topics such as the potential renovation of Kramer and Town Hall, then see if the Tri-Board supports (a) Kramer renovation (b) that includes an area for senior services.

- Personally, I also believe the Town should have serious discussions with the ACCESS Agency both as to sitting a senior center on ACCESS property and as to the ACCESS Agency running a senior center.

- Seniors at McSweeney are in the process of clarifying that they want the Town to take over responsibility for maintenance of the McSweeney Center. (Not for the Town to take over responsibility for senior programming and service delivery, and not for the Town to take title to the McSweeney Center, but for the Town to take over the financial responsibility for maintenance of the McSweeney Center.)
 - this has ramifications for the Town's budget and for the Town's Non-Profit Agency Budget Process