

**TOWN OF WINDHAM
TOWN COUNCIL**

WINDHAM TOWN HALL MEETING ROOM

NOVEMBER 17, 2009

DRAFT MEETING MINUTES

1. Call to Order

Mayor Eldridge called the Town of Windham Town Council meeting to order at 7:00 p.m.

Town Council members present: Mayor Ernest S. Eldridge, Christel Donahue, Kevin Donohue, Erika Haynes, David Howe Sr., Jerry Iazzetta, Mike Lessard, Lorraine McDevitt, Arnaldo Rivera, Teresa Santucci, N. Joseph Underwood

Staff Present: Neal J. Beets, Town Manager

2. Citizens and Delegations

Jesse Collins, suggested the Town Manager sit next to the Mayor at Town Council Meetings as in other towns.

Tom DeVivo wished the new Council the best of luck and presented the timer to the Mayor who handed it to Iazzetta. DeVivo noted that input from the public is important, but it is also important for all too be heard so he felt the time and a 3 minute limit on citizens to speak is an essential rule to pass on. He asked that members of the Council treat each other with respect, and support and respect the Town Manager.

Diane Rayhall, Board of Education Vice Chairman, invited members to view the renovated media center at Kramer on 12-1-09 from 6:00-6:45pm and thanked the previous Board for their support.

John Lescoe, wished the Town Council the best of luck and encouraged them to work well with the new Town Manager.

Susan Johnson congratulated and wished the new Town Council good luck and encouraged members to contact her with any questions or concerns.

David Fenn, Executive Director, No Freeze Shelter, congratulated the new Town Council and Town Manager, and invited all to the open house at 1110 Main Street on 11/19/09 from 5-7pm.

Dawn Niles congratulated the new Town Council and Town Manager. She invited all to a meeting at the South Windham Fire Department on 12/17/09 at 7pm to discuss locations for the A.E.D. She also invited all members to the Festival of Lights at 5:30pm on Friday, November 27th on Main Street.

Dennis O'Brien, congratulated the new Town Council and Town Manager and expressed his excitement for this being the step to the best government in Windham ever. He discussed the upcoming changes in the probate court system noting 6 local towns will be joined together out of one court. He asked for the Town Council's support in efforts to have the Court in Windham.

Charlie Kratt, 17 Monticello Street, questioned the Windham House status, expressing concern for the resident's safety in the Roanoak Avenue area if CHFA moves housing to that location.

Lori Jeffers, congratulated the new Town Council and Town Manager and asked that they remember the tax payers during these difficult economic times.

Larry Kellog, Spring Street, congratulated the new Town Council and Town Manager and asked that they make it a priority to ensure the website is up to date with minutes, agendas and board information.

Lynn White, congratulated the new Town Council and Town Manager and thanked them in advance for all the long hours and time they put in.

Leo Santucci, 74 Windham Street, congratulated the new Town Council and Town Manager and stated that he is proud that the community is moving forward with the new form of government and feels the entire community is better for it.

3. Mayor's Report

a. Standing Rules

Mayor Eldridge reviewed the revised Standing Rules and asked that Council members take them to review.

b. Standing Council Sub-Committees

Mayor Eldridge noted that there will be 2 standing Sub-Committees, Administrations & Finance, Health and Human Services Sub-Committee and Public Safety, Recreation and Public Works Sub-Committee. He asked that member indicate on their Councilman Information Form in their packet which of these Sub-Committees be their first and second choice.

c. Goals and Objectives of Town Council

Mayor Eldridge asked that all Council members briefly discuss their goals and objectives as Town Council members.

Mayor Eldridge: To work together to better Windham. He felt that members are not going to agree all the time, but requested that all members be respectful of others and different opinions.

Christel Donahue: To work on renewable energy and recycling.

Kevin Donohue: To work to make Windham a better place to live and do business by improving education, economic development and quality of life. He wants to work together as a Council to support the Town Manager.

Teresa Santucci: Would like to work on quality of life issues, noise, blight and education and leave politics out of the Council so that everyone can work together for the better of Windham.

Arnaldo Rivera: Feels Windham has a lot to offer and he would like to work to unity the community and represent the minority members of the community.

Lorraine McDevitt: Would like to sever Council members and citizens work together to make this community flourish. She would like to enhance the police, fire, public safety, and would like to see the skateboard park materialize. She feels with the new Council and the help of the Town Manager communications between the Board of Finance and the Town Council can improve. She noted that Education in Windham is our future.

Jerry Iazzetta: Thanked everyone who voted. He would like to improve the tax base and not constantly raise taxes. He feels we need to welcome businesses and improve the image of our Town by uniting the Towns and City. Iazzetta related that the Council needs to support the Town Manager when we ask him to do something and the Council needs to work together.

N. Joseph Underwood: Feels we need to provide for the elderly and the youth of our community and would like to see the skateboard park and senior center be a priority.

Erika Haynes: Would like to see a citizen friendly Windham that is open and transparent. She would like the website to be updated and user friendly and noted that all of this starts with the Town Council.

David Howe Sr.: Feels that hiring Mr. Neal J. Beets was a good decision and would like see emphasis on higher education and public safety.

Mike Lessard: Feels we need to encourage economic development, eliminate blight, support education and ask the community what they feel is important for the growth of Windham.

4. Town Manager's Report

a. Form of Government

Neal J. Beets, Windham Town Manager, discussed the process that brought Windham from a Selectman form of Government to a Council form of Government, noting that the Town Council is the policy making body of Windham and his job with staff support is to implement and enforce the policies that they make. He reviewed the government and Town Council Rules and Responsibilities. He also discussed the following items:

- Beets asked that each member identify priorities for projects and initiatives so that a priority list can be established noting when one goal has been completed another one can be added.
- Beets noted that this is one town with different parties and diversity-ethnically and geographically, but the Council and management's job is to unite all for the better of Windham.
- Beets stated that discussion at meetings is to come to a decision, and after it has been voted on the voice of the Council needs to be united (even if you voted in opposition) so that staff can implement it with the full support of the Council.
- Beets noted the budget process will be difficult again this year due to the State deficit and uncertainty of state funding to Towns.
- Beets felt Windham needs to continue to engage and improve on its University Relations partnership.
- Small Towns Training on 12/9/09 and noted that 2 members from Windham can attend at no cost and to contact his office if anyone is interested.
- 1/16/10 8pm-12am Snow Ball in the Town Hall Ball Room.

5. Resolutions and Ordinances

a. Discussion and possible action to adopt a resolution authorizing Town Manager Neal J. Beets to sign contracts and documents on behalf of the Town

Underwood MOVED, Iazzetta seconded, to adopt a resolution # 2465.

BE IT RESOLVED by the Town Council THAT

Neal J. Beets, of the Town of Windham, was appointed as Town Manager on October 26, 2009 and he assumed Chief Executive Officer powers under the Town Charter as of November 17, 2009. Upon adoption of this resolution, Neal J. Beets is duly authorized to enter into agreements and contracts on behalf of the Town of Windham. This authorization does not extend to agreements that may require specific Town Council approval in accordance with Town of Windham Charter, State and Federal Statutory and/or Administrative Agency requirements.

MOTION PASSED UNANIMOUSLY.

b. Discussion and possible action to adopt a resolution forming the Town Council Sub-Committees

McDevitt MOVED, Rivera seconded, to adopt a resolution # 2466 with a friendly amendment to read "The Mayor shall serve as an Ex-officio member of each committee with out voting rights".

BE IT RESOLVED by the Town Council THAT

There are hereby established two Sub-Committees of the Town Council and that five (5) members of the Council shall be appointed to each committee; and that three (3)

members in attendance shall constitute a quorum. The Mayor shall serve as an Ex-officio member of each committee, without voting rights.

The Committee areas of interest shall be:

- a. Administration, Finance, Health and Human Services; and
- b. Public Safety, Public Works, and Recreation.

It is understood that Sub-Committees will assist the council in setting policy directions and that all operational matters will be handled through the office of the Town Manager.

MOTION PASSED UNANIMOUSLY

6. New Business

- a. **Discussion and possible action to hold the Town Council meetings the 1st and 3rd Tuesday of the month at 7:00 p.m. in the Windham Town Hall meeting room**

Iazzetta MOVED, McDevitt seconded, to hold the Town Council meetings the 1st and 3rd Tuesday of the month at 7:00 p.m. in the Windham Town Hall meeting room.

MOTION PASSED UNANIMOUSLY.

- b. **Discussion and possible action to hold the Town Council Administration & Finance, Health and Humans Services Sub-Committee meetings the 1st Wednesday of the month at 7: 00 p.m. in the Windham Town Hall meeting room**

Iazzetta MOVED, McDevitt seconded, to hold the Town Council Administration & Finance, Health and Humans Services Sub-Committee meetings the 1st Wednesday of the month at 7: 00 p.m. in the Windham Town Hall meeting room. MOTION PASSED with all in favor except Howe who was opposed.

- c. **Discussion and possible action to hold the Town Council Public Safety, Public Works and Recreation Sub-Committee meetings the 4th Wednesday of the month at 7:00 p.m. in the Windham Town Hall Meeting Room**

Iazzetta MOVED, McDevitt seconded, to hold the Town Council Public Safety, Public Works and Recreation Sub-Committee meetings the 4th Wednesday of the month at 7:00 p.m. in the Windham Town Hall Meeting Room. MOTION PASSED UNANIMOUSLY.

7. Appointments

- a. **Discussion and possible action regarding appointment of the Town Council Chair Pro Tempore**

Rivera MOVED, Howe seconded, to appoint N. Joseph Underwood as the Town Council Chair Pro Tempore. MOTION PASSED UNANIMOUSLY.

- b. **Discussion and possible action to appoint a Town Council Parliamentarian**

Underwood MOVED, Howe seconded, to appoint Kevin Donohue as the Town Council Parliamentarian. MOTION PASSED UNANIMOUSLY.

8. Citizens & Delegations

Kay Haskell, Main Street, would like to help the Town move forward anyway she can. She would like to remind people that sidewalks need to be kept clear of snow for pedestrians and feels the entrance ways and sidewalk crossings need to be more handi-cap friendly. She thanked the Town Council and gives them her support.

Jean Chaine, Windham, would like to see an ethical, open and transparent government. He discouraged members from meeting outside Town Hall meetings dates.

Kevin Hoxie, welcomed the Town Council, noting this is a new slate for Windham and hopes they work together for the unity and good of Windham.

9. Adjournment

Iazzetta MOVED, McDevitt seconded, to adjourn the Town of Windham Town Council at 8:28 p.m. MOTION PASSED UNANIMOUSLY.

Submitted By:

**Jessie L. Shea
Clerk of the Town Council**