

# WINDHAM TOWN COUNCIL MINUTES

## REGULAR COUNCIL MEETING

### WINDHAM TOWN HALL MEETING ROOM

**Tuesday, March 5, 2013 - 7:00 P.M.**

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#### **1. Call to Order**

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

Town Council members present: Mayor Ernest S. Eldridge, Charles Krich, Tony Fantoli, Tom DeVivo, Lorraine McDevitt, N. Joseph Underwood, Kevin Donohue, Arnaldo Rivera, Mark Doyle, Dawn Niles and Christel Donahue

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, spoke about diversity in the Town. He asked the Council to commit to promoting diversity.

Andrew Martin, Willimantic, stated he thought the road plowing was sloppy in the last storm and thinks the Town should look for another supervisor for Public Works. He also believes paving should be done on Riverside Drive.

Sonya Fagan, Willimantic, spoke against funding outside agencies.

Dennis O'Brien, 120 Bolivia Street, Willimantic, expressed his displeasure regarding the issues surrounding the Charter Review Commission. He also asked to be re-appointed to the Commission.

Heidi Bardelli, 159 Orchard Hill Lane, Willimantic, noted she had submitted a letter to the Town terminating the contract between Windham 4 Paws, Pampered Pet and the Town effective April 1<sup>st</sup>. She briefly explained how the program had worked and why she was terminating the contract.

Joanne Miles, North Windham, expressed her disappointment with the Town Manager regarding the dog bite incident and the euthanizing of the 2 dogs. She gave her account of how the incident transpired.

**4. Town Council Comment**

Dawn Niles reported the HeartSafe CPR training was very successful and noted approximately 25 people had become CPR certified.

Lorraine McDevitt encouraged everyone to attend the Special Olympics Swim Meet this weekend at Windham High School. She believes it is an event you will remember for the rest of your life.

**5. Adoption of Minutes**

**a. Discussion and possible action to adopt the minutes for the February 19, 2013, Town Council Meetings.**

Underwood MOVED, DeVivo seconded, to adopt the minutes for the February 19, 2013, Town Council Meeting with the correction of the typographical error on the spelling of Rivera's name in Item 7a. All were in favor. MOTION PASSED UNANIMOUSLY.

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

**a.** None.

**7. Appointments.** Discussion and possible action to appoint or reappoint, as appropriate:

**a.** None.

**8. Presentations & Special Reports**

**a. Presentation of budget information requested by Town Council at the Special Council Meeting on February 26, 2013.**

Town Manager Beets presented the additional information the Council had requested at their last meeting including the year to date line item budget expenditures, a document indentifying the telephone usage, and the Capital Investment Plan that incorporates FY 10-11, FY 11-12 and FY 12-13. He also reminded Council of the upcoming budget meetings and answered questions from the Council.

Executive Administrator, Neida Rosado, explained the telephone usage document and answered questions from the Council.

**9. Mayor's Report**

Mayor Eldridge reported on the following:

- Special Olympics event this weekend at Windham High School
- Solarized CT presentation on March 11, 2013 in the Bellingham Auditorium at 7:00 PM
- Irish Club event on Sunday where he will be giving a Proclamation
- Petition that is being presented to the Board of Education regarding a uniform policy for the Windham Public Schools
- Letter from a resident of Lions Way at Stonegate Manor regarding problems with ATV's and motorcycles
- Ceremony-Memorial Service for Vicki Soto at ECSU, Betty Tipton Room, on Saturday at 2:00 PM

Mayor Eldridge also thanked Councilman Underwood for chairing the meeting last week in his absence.

In addition, Mayor Eldridge spoke briefly on the conditions at the dog pound. He explained that although the building may be outdated the dogs are not at all being mistreated. He noted the dogs are in a heated building with beds and plenty of water and the building does meet State regulations.

**10. Town Manager's Report**

No Report

**11. Discussion and Review of Communications**

None

**12. Resolutions and Ordinances**

**a. Discussion and possible action on a Resolution for Roads & Sidewalks, Phase II.**

Doyle MOVED, DeVivo seconded, to waive the reading of the Resolution for Roads & Sidewalks, Phase II. All were in favor. MOTION PASSED UNANIMOUSLY.

McDevitt MOVED, K. Donohue seconded, to adopt Resolution #2590 for Roads & Sidewalks, Phase II. All were in favor.

**RE: Appropriation and Bonds Authorization of \$3,900,000 for the Road & Sidewalk Phase II Projects.**

**BE IT RESOLVED by the Town Council**

that the Town Council approves and recommends to the Board of Finance that the sum of \$3,900,000 be appropriated for the cost of the Road & Sidewalk Phase II Project, such project to include the construction, reconstruction, repair and resurfacing of roads, guard-rails and sidewalks in the Town of Windham (the "Town"), as well as site improvement, engineering, architectural and temporary and permanent financing costs (the "Project") and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, in the amount of \$3,900,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor, which bonds shall be general obligations of the Town to which its full faith and credit is pledged; and

**BE IT FURTHER RESOLVED** that should the appropriation and bond authorization be approved by the Board of Finance and the voters at Town Meeting,

(i) the Town Manager and the Treasurer be authorized to issue and sell such bonds and notes in anticipation of such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such bonds and notes, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling; and

(ii) the Town Manager and the Treasurer shall sign the bonds and notes by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds; and

(iii) the Town Manager and the Treasurer, or either of them, is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the bonds; to sell the bonds and notes at public or private sale or negotiation; to deliver the bonds and notes; and to perform and comply with all requirements of the Internal Revenue Code of 1986, as amended, and to perform all other acts and execute such documents which are necessary or appropriate to issue the bonds and notes including, but not limited to, the execution and delivery of a bond purchase agreement, tax compliance agreement and bond insurance agreement; and

(iv) the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the capital project for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of the Expenditures with the proceeds of bonds of the Town described above. The maximum principal amount of such debt is not expected to exceed \$3,900,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2; and

**BE IT FURTHER RESOLVED** that should the Board of Finance approve an appropriation and bond authorization for the Road and Sidewalk Project, a Special Town Meeting is hereby called to be held on April 16, 2013 at the Windham Town Hall, 979 Main Street, Willimantic, Connecticut 06226 at 6:00 p.m. to consider and vote upon the resolution for the Road and Sidewalk Phase II Project as set forth above.

#### **MOTION PASSED UNANIMOUSLY**

**b. Discussion and possible action on a Resolution regarding Program Re-use Income Plan for the CDBG, Small Cities Program.**

Underwood MOVED, McDevitt seconded, to waive the reading of the Resolution regarding Program Re-use Income Plan for the CDBG, Small Cities Program. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, Doyle seconded, to adopt Resolution #2591 regarding Program Re-use Income Plan for the CDBG, Small Cities Program. All were in favor.

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

**WHEREAS**, Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of Community Development Block Grant Program.

**WHEREAS**, Examples of program income include: payments of principal and interest on housing rehabilitation loans made using Community Development Block Grant funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account;

**WHEREAS, The Town of Windham will generate Program Income from its current activity, Housing Rehabilitation Program;**

**NOW, THEREFORE, BE IT RESOLVED by the Town Council that the following Program Income Plan and Program Reuse Income Plan is hereby approved and further authorizes, Town Manager Neal J. Beets, to sign such document.**

### Program Income Plan

The Town of Windham's Housing Rehabilitation Program will produce Program Income as a result of liens placed on the property of residential rehab projects.

Financial assistance is offered in the form of no-interest loans. Low and moderate-income eligible applicants will receive a loan that is one hundred percent (100%) deferred until the property transfers ownership. The deferred loan amount is secured by a lien filed with the Town Clerk.

All Program Income generated from this project will be used for additional housing rehabilitation projects within the community. This activity is an eligible activity under 24 CFR 570.208 (a) (1), and meets national objective 24 CFR 570.483 (b) (1), activities benefiting low to moderate income persons.

### **PROGRAM INCOME REUSE PLAN**

Town of Windham

A Reuse Plan Governing Program Income from CDBG-Assisted Activities

The purpose of plan is to establish guidelines on the policies and procedures for the administration and utilization of program income received as a result of activities funded under the State Community Development Block Grant Program.

**Need for Plan Governing Reuse of Program Income.** This Plan is intended to satisfy the requirements specified in Federal statute and regulation at Section 104 (j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 24 CFR 570.489 (e) (3). These statutory and regulatory sections permit a unit of local government to retain program income for CDBG-eligible community development activities. Under federal guidelines adopted by the State of Connecticut's CDBG program, local governments are permitted to retain program income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the program income. This plan has been developed to meet that requirement.

**Program Income Defined.** Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. (For those program income-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation). Examples of program income include: payments of

principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or subrecipient.

If the total amount of income (from all sources) generated from the use of CDBG funds (and retained by the Town) during a single program year (July 1 through June 30) is less than \$25,000, then these funds shall not be deemed to be program income and shall not be subject to these policies and procedures. However, Quarterly Reports must be submitted regardless of whether the \$25,000 threshold is reached or not. Costs incurred that are incidental to the generation of Program Income may be deducted from the gross program revenue to determine the net Program Income amount.

**General Administration (GA) Cost Limitation.** Up to 16 percent of the total PI expended during a PY may be used for CDBG general administration (GA) expenses. Total administration and program soft costs (Housing Rehabilitation activities) cannot exceed 25 percent. Total administration and program soft costs (all activities except for housing rehabilitation) cannot exceed 21 percent.

**Reuses of Program Income.** Program income must be: a) disbursed for an activity funded under an existing open grant prior to drawing down additional Federal funds (i.e. disbursed to an amount that is \$25,000 or less); b) forwarded to the State of Connecticut, Department of Economic and Community Development (Department); c) with DECD's permission, apply to a future grant or (d) distributed according to this Program Income Plan that has been approved by the Department. The Town's program income will be used to fund *eligible* CDBG activities that meet a *national objective*. Eligible activities and national objective requirements are specified in federal statute at Section 105(a) and in federal regulations at 24 CFR 570.482 and 24 CFR 570.483. The PI Reuse Plan shall be used for Housing Rehabilitation.

The Town reserves the option of utilizing program income to fund/augment a CDBG funded activity (that is different from the activity that generated the PI) included in a grant agreement. The Town must first follow the citizen participation process, provide for public disclosure (public notice), obtain a governing body resolution, and obtain approval from the State CDBG Program.

**Planning Activities.** The Town reserves the option of utilizing program income, within the 16 percent general administration annual cap, to fund planning for CDBG-eligible activities. Such planning activities may include: environmental reviews or other studies necessary for CDBG-eligible projects or programs; or application preparation for CDBG or other grants/loans to supplement funding for CDBG-eligible activities. The costs of such planning activities may be charged to an RLA if the planning is for the same activity as the RLA. Otherwise, PI may only be expended on planning activities in conjunction with an existing open CDBG Planning grant.

**Distribution for Reuse of Program Income.** The Town's program income that has not been committed to an existing open grant will be distributed, as follows:

One revolving loan accounts (RLAs) or PI account is currently established to utilize the Town's program income.

The allocations to the RLAs are as follows:

- a) 100 percent (100%) of all program income will be deposited into the Housing Rehabilitation Revolving Loan Account from which it was generated and will be used again for the same activity; Housing Rehabilitation.

Funds shall not be transferred between RLAs or to an open grant activity without conducting a properly noticed CDBG Citizen Participation public hearing. If it becomes necessary to transfer funds between RLAs we will consider revising the above distribution formula.

### **Reporting and Federal Overlay Compliance.**

The Town shall comply with all State CDBG reporting requirements, including submittal of a Quarterly GPR on all PI. The Town shall ensure that the use of program income under this PI Reuse Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, procurement and property management, and maintenance of adequate accounting and recordkeeping systems. To ensure ongoing compliance with CDBG requirements, the Town shall utilize the latest available State CDBG Program Grant Management Manual for guidance on compliance procedures and polices. The Town shall obtain the Department's written approval before proceeding with any PI-funded activity.

### **Maximum Funds in Revolving Loan Accounts.**

Program Income received by the RLAs during the program year (July 1 through June 30) shall be substantially expended by the end of the program year (June 30). At any given time, the funding balance for either of the RLAs should not exceed \$25,000.

**Revising this plan.** The Town has the authority to amend this document with a properly noticed Council/Board meeting and approval by the State Department of Economic & Community Development (DECD).

**Revolving Loan Accounts.** The purposes and allowed uses of funds under these RLAs are, as follows:

#### **Housing Rehabilitation Revolving Loan Account.**

This fund will be principally used for the purpose of making loans to rehabilitate residential units occupied by households which have an annual income which is 80 percent (80 percent) or less of the area's median income. At least 51 percent of the funds expended for the activity funded under this RLA during the program year shall be used on revolving activities (i.e., loans).

No more than 51 percent of the program income funds actually expended during the program year under this RLA shall be expended for housing rehabilitation grants. No more than up to 16 percent of the total PI expended during a PY may be used for CDBG general administration (GA) expenses. Total administration and program soft costs (Housing Rehabilitation activities) will not exceed 25 percent. In any event, the total expended for non-revolving activities (grants, program costs, and general administration) shall not exceed 49 percent of the total funds actually

expended during the program year (July 1 thru June 30).

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the Housing Rehabilitation Program Guidelines that have been adopted by the Town. All assistance provided to activities under this RLA shall be made for activities that are located within the Town's jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended prior to drawing down funds from the State CDBG program.

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Signature

Neal J. Beets, Town Manager

Typed or Printed Name of Authorized  
Official

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Date

**MOTION PASSED UNANIMOUSLY**

**c. Discussion and possible action on a Resolution for the \$400,000 CDBG, Small Cities Program Application.**

K. Donohue read the Resolution and moved for its adoption.

K. Donohue MOVED, Rivera seconded, to adopt Resolution #2592 for the \$400,000 CDBG, Small Cities Program Application. All were in favor.

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

**WHEREAS**, federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C § 5301, et. seq., as amended, also known as Public Law 93-383, and administered by the State of Connecticut, Department of Economic and Community Development as the Connecticut Small Cities Community Development Block Grant Program; and

**WHEREAS**, pursuant to Chapter 127c, and Part VI of Chapter 130 of Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Economic and Community Development is authorized disburse such federal monies to local municipalities; and

**WHEREAS**, it is desirable and in the public interest that the Town of Windham make an application to the State for \$ 400,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE Windham Town Council

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application for State financial assistance by Town of Windham in an amount not to exceed \$ 400,000 is hereby approved and that Neal J. Beets, Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for state financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of Town of Windham.

**MOTION PASSED UNANIMOUSLY**

- d. Discussion and possible action on a Resolution to adopt the Fair Housing Plan for the Town of Windham for the CDBG, Small Cities Program.**  
Krich MOVED, DeVivo seconded, to waive the reading of the Resolution to adopt the Fair Housing Plan for the Town of Windham for the CDBG, Small Cities Program. All were in favor. MOTION PASSED UNANIMOUSLY.

Krich MOVED, Underwood seconded, to adopt the Fair Housing Plan for the Town of Windham for the CDBG, Small Cities Program. All were in favor except Krich who abstained.

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

**FAIR HOUSING**

Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, gender identity or expression, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation,

or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of Windham is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOLVED,** That the Town of Windham hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED,** That the Chief Executive Officer of the Town of Windham or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Windham and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

## **FAIR HOUSING PLAN**

### **I. Policy Statement**

It shall be the policy and commitment of the Town of Windham to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the town, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Officer and development of a procedure for complaints of discrimination. This plan will incorporate the directives of State and Federal laws and Executive Orders, including, but not limited to:

- a. Title VI of the Civil Rights Act of 1964
- b. The Fair Housing Act – Title VIII of the Civil Rights Act of 1968, as amended
- c. Executive Order 11063, as amended by Executive Order 12259
- d. Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended
- e. Section 109 of Title I of the Housing and Community Development Act of 1974, as amended
- f. Section 3 of the Housing and Community Development Act of 1968, as amended
- g. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended
- h. The Americans with Disabilities Act of 1990
- i. The Age Discrimination Act of 1975, as amended
- j. Executive Order 11246, as amended by Executive Orders 12375 and 12086, Equal Opportunity Under HUD Contracts and HUD-assisted Construction Contracts
- k. Executive Order 12892, Leadership and Coordination of Fair Housing
- l. Connecticut General Statutes 46a-64c as amended

The Town of Windham commits to providing and promoting racial and economic integration in any housing development financially supported with DECD funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

**II. Selection of Fair Housing Officer**

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities.

**Mary A. DeMarco, Human Services Director  
Town of Windham  
47 Crescent Street  
Willimantic, CT 06226  
860-465-3066**

The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an “expert” in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and Federal and State Laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process will be fully documented. A separate file will maintain a record of all housing discrimination complaint and follow-up actions.

**III. Complaint Process**

Housing discrimination complaint forms such as Forms HUD-903 and HUD-903A (Spanish version) from HUD, as well as a summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Windham Human Services Department, 47 Crescent Street, Willimantic, CT 06226. Complaints need not be made on official forms to be valid.

Forms will also be distributed to lenders, realtors, and at other public places such as the Library periodically.

The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of Town phones for communication.

The individual(s) filing the complaint will then be advised of the option of filing directly with the U.S. Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one that a suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

#### **IV. DECD Determination**

Following DECD guidelines, the town has calculated and determined its affordability status and community classification. Based on data obtained and provided by DECD, the town has determined that it is classified as Urban Limited Affordability Community.

#### **V. Implementation and Action Steps**

The town will take specific action steps and implementation activities over the next three-year period following the guidelines provided by DECD.

Action Steps (numbered 1-10)

Minimum (1) selection

Action Step #1 – Contract for direct training of town staff assigned to fair housing enforcement and complaint processing.

Action Steps (numbered 11-35)

Minimum (2) selection

Action Step #19 – Donate town land for development of lower cost multi-family housing.

Action Step #34 – Work with local landlords, real estate agents and lenders to develop affirmative marketing strategies which encourage applications from people least likely to apply based on current town demographics.

### **Additional Steps**

The Town of Windham will adopt annually the Fair Housing Policy Statement and Resolution as an indication of its commitment to Fair Housing Month during the month of April.

The Town of Windham will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.

The Town of Windham will display Fair Housing posters identifying the town's Fair Housing Officer, title, address and phone number in prominent locations. In addition, fair housing information will be distributed outside of traditional municipal locations including local realtors and banks.

All advertising of residential real estate owned by the Town of Windham for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, gender identity or expression, familial status, marital status, national origin, age, ancestry, or lawful source of income. All bid advertisements by town-sponsored programs must include the phrase "Equal Opportunity/Affirmative Action Employer." The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.

## **VI. Analysis of Impediments**

The Town will cooperate and assist the State with its periodic Analysis of Impediments and conduct a review of policies, practices and procedures that affect the availability and accessibility of housing.

**VII. Timetable**

The Town will carry out the abovementioned action steps within three years of the adoption of this Plan.

**VIII. Amendments**

The Town of Windham Town Manager shall amend and revise this Plan as required to keep current with State/Federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

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Neal J. Beets, Town Manager

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Date

**MOTION PASSED**

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

**a. Administration, Finance, Health, and Human Services Subcommittee**

K. Donohue reported the meeting tomorrow night of the Administration, Finance, Health, and Human Services Subcommittee is cancelled due to the Special Meeting of the Willimantic Service District.

**b. Public Safety, Public Works, Culture, and Recreation Subcommittee**

Krich reported the Committee had met on February 26<sup>th</sup> and elected him to be the Chair of the Committee. He noted he was honored and humbled by the support. He stated it was a great Committee to serve on.

Krich reported the Committee heard comments from the public concerning animal control issues and the lack of adequate plowing in Town.

Krich also reported the Committee had a very good discussion concerning the Dispatch Association and noted an agreement was being worked on. He stated they hoped to have a recommendation for the full Council in May.

In addition, Krich reported a working group had been formed regarding animal control which consisted of Dawn Niles, Lorraine McDevitt and Heidi Bardelli. He stated the group had met with the Town Manager, Chief Maruzo-Bolduc and Lt Jack Reed to discuss the animal control issues. Krich noted a special meeting of the Committee had also been held tonight and the Committee is recommending to the full Council that the Town basically get out of the animal control business and put out an RFP for the services to be provided elsewhere.

Lastly, Krich reported the Committee had previously made a recommendation to award a contract to perform surveys in connection with parking which is on tonight's agenda.

**14. Old Business**

**a. Discussion and possible action on the capital and operating budgets for the Town General Government.**

Town Manager Beets answered questions from the Council concerning fire prevention, the plan for the building department and the surplus from the previous budget.

Fire Chief Scrivener also gave a brief review of the ambulance budget. Chief Scrivener and Controller Tom Pesce answered questions from the Council.

No action was taken.

**b. Discussion and possible action regarding a proposed letter to our state legislative delegation about the Governor's proposed state budget.**

Krich MOVED, McDevitt seconded, that the proposed letter to our state legislative delegation about the Governor's proposed state budget be limited to 2 pages. All were in favor. MOTION PASSED UNANIMOUSLY.

**c. Discussion and possible action either to (i.) terminate, or (ii.) terminate and re-establish the Windham Charter Revision Commission.**

Underwood took over as Chair of the meeting.

Mayor Eldridge spoke about the issue of a Justice of the Peace serving on the Charter Review Commission and stated that nothing had been done intentionally when the Charter Review Commission was established. He noted Justice of the Peace are appointed by their respective Town Committee's and explained the opinion of the Town Attorney.

Dawn Niles also spoke on the issue and asked the Council to re-appoint all the members with the exception of herself. She also noted Jan-Maya Schold was interested in serving on the Commission.

Mayor Eldridge stated he had not yet received an application from Jan-Maya Schold and shared his concerns regarding Windham/Willimantic representation.

Joe turned the meeting back over to Mayor Eldridge.

Doyle MOVED, DeVivo seconded, to postpone the action on whether to i.) terminate, or (ii.) terminate and re-establish the Windham Charter Revision Commission. All were in favor except Krich and Niles. MOTION PASSED.

**15. New Business**

- a. Discussion and possible action to award a contract in the amount of \$7,125 to Juliano Associates to perform surveys for Town projects, as recommended by the Committee on Public Safety, Public Works, Culture and Recreation.**  
DeVivo MOVED, Underwood seconded, to award a contract in the amount of \$7,125 to Juliano Associates to perform surveys for Town projects, as recommended by the Committee on Public Safety, Public Works, Culture and Recreation. All were in favor except Doyle who abstained. MOTION PASSED.

**16. Future Agenda Items**

None

**17. Adjournment**

McDevitt MOVED, Rivera seconded, to adjourn the Town of Windham Town Council Meeting at 9:02 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted By:**

**Barbara J. McKinney**

Clerk of the Town Council