

Prospect Town Council
Regular Meeting
Unapproved Minutes
February 6, 2018

Chairman Jeff Slapikas called to order the regular meeting of the Prospect Town Council @ 6:30 p.m. The meeting was held at the Prospect Town Hall, 36 Center Street and began with the Pledge of Allegiance. The meeting was taped.

Members Present: J. Slapikas, Pat Geary, D. Merriman, M. Patchkofsky, R. Blanc, L. Fitzgerald, S. Pilat, C. Perugini-Erickson and T. Graveline

Members Absent: None

Also in Attendance: Mayor Robert J. Chatfield

Mayor's Report:

Assessor's Report: Grand List – Mayor Chatfield introduced the Town of Prospect's Assessor, James Clynes to review the Grand List. Handouts of the October 1, 2017 Grand List and the top 10 taxpayer list for Real Estate, Personal Property and Motor Vehicles were given to the Council. The Grand List breakdown totals were reviewed and showed that the October 1, 2017 Grand List is \$7,763,813 higher than the previous year with an increase of .92%. Discussion.

Executive Session for Discussion/Approval of United Public Service Employees Union (Supervisors) – Motion made by D. Merriman, seconded by R. Blanc to convene to an Executive Session and to invite Mayor Chatfield and Town Attorney, Vincent Farisello to attend the Discussion/Approval of United Public Service Employees Union (Supervisors). **Unanimous.** M. Patchkofsky recused herself from this discussion. The Executive Session began at 6:45 p.m. No motions were made or votes taken. **Motion** made by L. Fitzgerald, seconded by R. Blanc to reconvene to the regular meeting. **Unanimous.** The regular meeting reconvened @ 7:50 p.m. **Motion** made by S. Pilat, seconded by R. Blanc to accept and approve the Working Agreement between the Town of Prospect and UPSEU – Prospect Supervisors Local 424 – Unit 116. 8 Approved/ 1 Abstained, M. Patchkofsky. **Motion passes.**

Transfers:

Motion made by P. Geary, seconded by C. Perugini-Erickson to approve the transfer by the Town Council from the Fund Balance to the following account:

Town Roads #7000-03	Tree Trimming	\$10,000.00
Total		\$10,000.00

Unanimous.

Mayor Chatfield requested a transfer for a conceptual sidewalk design study to be performed by Milone & MacBroom. C. Perugini-Erickson commented that a road safety audit had been performed by CTDOT and advised that the audit from the CTDOT was in favor of improving the safety of Rtes 68 & 69 with sidewalks. Discussion. **Motion** made by L. Fitzgerald, seconded by T. Graveline to approve the transfer by the Town Council from the Fund Balance to the following account:

Capital Non-Recurring Account	\$10,000.00
Total	\$10,000.00

To be used for a conceptual sidewalk design from the Rte 68 & Rte 69 intersection to Hotchkiss Field:

M. Patchkofsky raised a concern if the public was not in favor of the sidewalks and questioned what would happen to the monies. C. Perugini-Erickson commented that for future growth of the Town, the first step would be to conduct the study. Discussion. 8 Approved/1 Opposed, M. Patchkofsky. **Motion passes.**

Tax Refunds: Town Tax Collector, Diane Lauber advised that in the near future she will have tax refunds just short of \$30,000. D. Lauber explained that the refunds are due to the new Federal Income tax and several resident's paying 2018 taxes ahead of time and also the financial institutions that hold these mortgages paying. D. Lauber stated that her office had tried to discourage the residents from paying these fees. Discussion. Tax Refunds, dated 2/6/18 in the amount of \$4,431.12 were reviewed. **Motion** made by T. Graveline, seconded by P. Geary to approve the Tax Refunds dated 2/6/18 in the amount of \$4,431.12. **Unanimous.**

Mayor Chatfield advised that a sign will be placed outside Town Hall wishing luck to the USA Olympic Team.

Prior to the Mayor leaving, P. Geary questioned if the letter had been received advising that the new Assist Public Works Director was not a Beneficial Owner of the company. Mayor Chatfield advised that it was not, but that the company will no longer be doing business with the Town.

P. Geary questioned why the Town's Audit was not received prior and that Mr. Melaragno, CPA, CGFM from Charles Heaven & Co., seemed so apologetic. The Mayor advised that normally the Audit is given to the Council by the 31st of December, but this year a 30 day extension was requested through OPM. Discussion.

Bids/Grants: Notice of Bid – Storm Drainage Installation for the Town of Prospect – 1:00 p.m. February 16, 2018
Questions were raised as to a Grants Director. Mayor Chatfield advised that he has been searching for a Grants Director through the NVCOG and other sources. P. Geary questioned the line item for payment. The Mayor advised that this would be changed for the upcoming Budget.

C. Perugini-Erickson advised that there will be a Sidewalk Task Force Meeting on February 20, 2018.
No other comments were made.

Mayor Chatfield left the meeting at 8:10 p.m.

Public Participation: None

Chair's Report:

J. Slapikas advised that the Bicentennial Flag had been purchased and sent to be pressed. The Flag will be hung in a shadow box at the Community Center.

J. Slapikas commented on the Bid Notice and advised that the previous company that had installed most of the Storm Drainage in Town, is no longer working with the Town and all future work will go out for bid. Discussion.
Questions were raised as to when the previous contract had ended. J. Slapikas advised that it was at the end of September, beginning of October, but he will contact the Mayor for that information.

Guests: None

Approval of Minutes: Motion made by D. Merriman, seconded by P. Geary to approve the minutes of 1/16/18. Discussion.
Motion made by D. Merriman, seconded by P. Geary to approve the minutes of 1/16/18 as amended. **Unanimous.**

Correspondence:

Assessor Handouts of Net Grand List Totals dated 1/25/18

General Fund expenditures December 2017

Revenue Sheet as of 12/31/17

Grants Applied for and awaiting Response for the period of 7/1/15 through 4/1/16

Grants Applied for and Awarded to the Town of Prospect for the period of 7/1/15 through 4/1/16

Grants Awarded to the Town of Prospect for the period of April 2, 2016 through 5/17/16

Bid Notice

Working Agreement between the Town of Prospect and UPSEU – Prospect Supervisors Local 424 – Unit 116 -
July 1, 2017 – June 30, 2020

Charles Heaven Financial Report (Hard copies given to the Council)

Tax Refunds 2/6/18

Treasurer's Report 12/2017

Mayor's Reappointments 1/8/18

Prospect Republican Town Committee recommendations 2/5/18

(2) Transfers dated 1/31/18 - 2/6/18 in the amount \$10,000 each

Resignation Letter dated 1/31/17

Salary Review sheets given by T. Graveline to Council for Budget review

Motion made by T. Graveline, seconded by S. Pilat to place correspondence on file. **Unanimous.**

New Business:

Refunds- Already acted upon

Transfers-Already acted upon

Resignations-Motion made by D. Merriman, seconded by P. Geary to accept with regret the resignation of Steve Patchkofsky from the Anti-Blight Commission. **Unanimous.**

Bids/Grants: Work in progress

Appointments:

Motion made by L. Fitzgerald, seconded by T. Graveline to approve the recommendations made by the Prospect Republican Town Committee for John Mascia to Water Pollution Control Authority - (Term: 2/1/2018 – 1/1/2020) and for Joseph A. Testa to Anti-Blight Commission (Term 2/1/18 – Ongoing). **Unanimous.**

Motion made by D. Merriman, seconded by M. Patchkofsky to approve the Mayor’s reappointments to several boards and commissions. Discussion. **Unanimous.**

Old Business:

Land Use & Acquisition –None

Ordinance –J. Slapikas advised that originally the wrong copy was sent to Town’s Attorney, Jennifer Yoxall on the Sidewalk proposed Ordinance, but recently the new copy was sent for review.

Salary Review –The sub-committee met this evening and after much information received with the help of M. Patchkofsky, a wage range was set for the Asst. Public Works Director. **S. Pilat advised that the sub-committee had a recommended - Motion** made by P. Geary, seconded by L. Fitzgerald to discuss with the Town Council and to set in place a structured salary range for any new hire, before the individual is hired. **Unanimous.** Discussion.

Motion made by P. Geary, seconded by S. Pilat to recommend and set in place the salary range for the Assistant Public Works Director at \$68,000.00 to \$88,000.00. Discussion. T. Graveline advised that she will vote against a salary range and going through the back door of “after the fact” and P. Geary agrees; but P. Geary advised that she supports the salary range. 8 Approved /1 Opposed, T. Graveline. **Motion carries.** T. Graveline presented the Council with a Salary spreadsheet to be filled in and used during the Budget process.

Public Works Maintenance – The sub-committee had met for the Organizational meeting. A future meeting will be set.

Sidewalk Task Force – C. Perugini-Erickson advised that as the Sidewalk Ordinance had been sent to the Town’s Attorney for review and discussions are underway; a process to apply for grants will be next and she felt this sub-committee was in a good position. The next meeting will be scheduled for 2/20/18.

Adjournment:

Motion made by D. Merriman, seconded by R. Blanc to adjourn the meeting. **Unanimous.** The meeting adjourned @ 8:27 p.m.

Jeff Slapikas
Chairman