

Prospect Town Council
Regular Meeting
Unapproved Minutes
February 20, 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 @ 6:37 p.m., R. Blanc, L. Fitzgerald, S. Pilat, C. Perugini-Erickson and T. Graveline @ 6:34 p.m.

Members Absent: None

Also in Attendance: Mayor Robert J. Chatfield

Mayor's Report:

Mayor Chatfield advised that Regional School District #16 had adjusted the Town of Prospect's payment schedule which was due on Friday, February 16, 2018, to reflect the FY17 audit carry-over and was reduced by \$191,597. Mayor Chatfield advised that he would like to use some of these monies for Capital Non-Recurring, revaluation and long term savings. The Mayor requested the following:

Transfers:

Motion made by D. Merriman, seconded by S. Pilat to approve for a discussion, a transfer in the amount of \$50,000 from the Fund Balance to the Capital Non-Recurring Account for a new full size truck for 2018 as needed. After discussion a motion was taken. **Unanimous.**

Motion made by S. Pilat, seconded by R. Blanc to approve the transfer of \$20,000 from the Fund Balance to the Capital Non-Recurring Account for the next revaluation as needed. Discussion. **Unanimous.**

Motion made by D. Merriman, seconded by T. Graveline to approve the transfer of \$10,600 from the Fund Balance to the Capital Non-Recurring Account for a new Exmark Lazer E 60" mower for mowing all parks and ball fields as needed. This lawn mower will be used at the parks that are irrigated as the lawns are cut twice weekly for games and field lining. The Town has and uses two (2) lawn mowers on the irrigated fields. Discussion. **Unanimous.**

Motion made by M. Patchkofsky, seconded by R. Blanc to approve the transfer of \$14,500 from the Fund Balance to the Capital Non-Recurring Account for a cement 1,000 gallon tank for gas at the Prospect Fire Department, on 26 New Haven Road, Prospect. This will allow each emergency service to be fully sustainable. Discussion. 8 Approved/1 Opposed, C. Perugini-Erickson, stating that she felt this money could be used elsewhere. **Motion carries.**

A discussion took place when Mayor Chatfield asked Diane Lauber, Tax Collector for the Town of Prospect, to explain the request for a transfer of \$12,000 for a new server for the Tax Office and the Assessor's Office to upgrade the technology for the next revaluation as needed. D. Lauber asked the Council to waive the bidding process for those proposals that are over \$5,000. The discussion continued with hardware pricing/markups, suppliers and current computer/server maintenance with the cost of \$69.00 per month for 14 machines for the Tax Office, Assessor, Land Use, Town Clerk, Building Department and the Registrars and a \$2,200 a year server maintenance fee. P. Geary stated that there is a process in place that any proposals over \$5,000 goes out for bid. D. Lauber continued that Mark Wither of Lightning PC would be the contact person as he knows what the town needs as he has been maintaining the Town's server since the early 2000's. Mayor Chatfield asked for a 2 minute break at 7:00 p.m. At 7:01 p.m. the meeting resumed. D. Lauber continued that it would be the best for the Town, Tax Office and Assessor's Office and recommended using Lightning P.C. J. Slapikas commented that there will be 3 bids from 3 companies for server hardware and asked that M. Wither give the specs and the Council could decide thereafter. J. Slapikas asked for a motion. **Motion** made by M. Patchkofsky, seconded by R. Blanc to approve the transfer of \$12,000 from the Fund Balance to the Capital Non-Recurring Account for a new

server for the Tax Office and the Assessor's Office to upgrade the technology for the next revaluation as needed. **8 Approved/1 Opposed, P. Geary.** Council members advised D. Lauber to request the bids from M. Wither and the Council will review. **Motion** made by T. Graveline, seconded by L. Fitzgerald, advising that before monies are expended for the new server, the Council would be advised of the Bid. **Unanimous.**

Motion made by M. Patchkofsky, seconded by R. Blanc to approve the transfer in the amount of \$26,250 from the Fund Balance to:

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|----------------------|--------------------|
| Legal Fees #5450 | \$20,000.00 |
| BTE in Lieu #6200-08 | \$ 1,250.00 |
| Storm Water #8000 | <u>\$ 5,000.00</u> |
| Total | \$26,250.00 |

Unanimous.

Tax Refunds: **Motion** made by P. Geary, seconded by L. Fitzgerald to approve the Tax Refund dated 2/20/18 in the amount of \$4,224.53. D. Lauber advised that she had written to all financial institutions that had previously paid, but only one to date responded. **Unanimous.**

The Mayor left the meeting @ 7:25 p.m.

Public Participation:

Tom Galvin, 27 Rockridge Terrace referenced his letter and asked the Council to review and “seek specific assurances from our external auditor that those previously identified ‘procedural’ problems have been addressed and are not being repeated”. (Schedule A). T. Galvin thanked the Council for their time.

Chair's Report:

A handout of the 2018-2019 Budget Workshop dates was given to the Council. Discussion. **Motion** made by S. Pilat, seconded by M. Patchkofsky to approve the submitted dates for the 2018-2019 Budget Workshops. **Unanimous.**

Guests: None

Approval of Minutes: **Motion** made by P. Geary, seconded by L. Fitzgerald to approve the minutes of 2/6/18. Discussion. **Motion** made by P. Geary, seconded by L. Fitzgerald to approve the minutes of 2/6/18 as amended. **Unanimous.**

Correspondence:

Regional School District 16's Letter dated 2/15/18
Budget Workshops Draft dates (2/20/18)
Building, Electrical, Plumbing and Heating Inspector's Report January 2018
Prospect Police Patrol Report January 2018
Treasurer's Report dated January 2018
Tax Collector's Report dated 1/2018
Town of Prospect's General Fund Expenditures January 2018
Prospect Democratic Town Committee Recommendation: Sandra E. Russell dated 1/17/18
Mayor's Appointments for Constables dated 1/8/18
Letter dated 2/19/18 Thomas J. Galvin, 27 Rockridge Terrace
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-None

Bids/Grants: Have not been awarded yet: the contractor for the Town will have a two year contract

Appointments:

Motion made by T. Graveline, seconded by P. Geary to approve the Democratic Town Committee appointment of Sandra E. Russell as an Alternate to the Inland Wetlands Commission. **Unanimous.**

A letter dated 1/8/18, of the Mayor's Appointments for Constables was given to the Council; the term for each appointee is 1/1/2018 – 1/1/2020:

R. Brenda L. Martin, 15 Heritage Dr., 06712

R. Marie M. Delage, 16 Nancy Mae Ave. 06712

R. Karen J. Mullen, 14 Blue Trail Dr. , 06712

Old Business:

Land Use & Acquisition –None

Ordinance –J. Slapikas gave the Council a draft of the Sidewalk Ordinance citing responsibilities to residents and Town.

Salary Review –None

Public Works Maintenance – was to be set for today; no timely filing of Agenda do to Presidential holiday.

Sidewalk Task Force – to meet on Thursday, 2/22/18 @ 3:30 p.m.

Pension & Benefits – P. Geary requested a meeting as this sub-committee has not met. P. Geary also advised that she had not received the last quarterly report from Ameriprise, the Town's Pension Plan.

Adjournment:

Motion made by D. Merriman, seconded by M. Patchkofsky to adjourn the meeting. **Unanimous.** The meeting adjourned @ 7:46 p.m.

Jeff Slapikas
Chairman