

*2021 -2022 BUDGET INFORMATION*



*PROSPECT TOWN GREEN - JUNE 1910*



OFFICE OF THE MAYOR • TOWN OF PROSPECT, CT 06712-1699  
 ROBERT J. CHATFIELD, MAYOR  
 758-4461  
 WWW.TOWNOFPROSPECT.COM

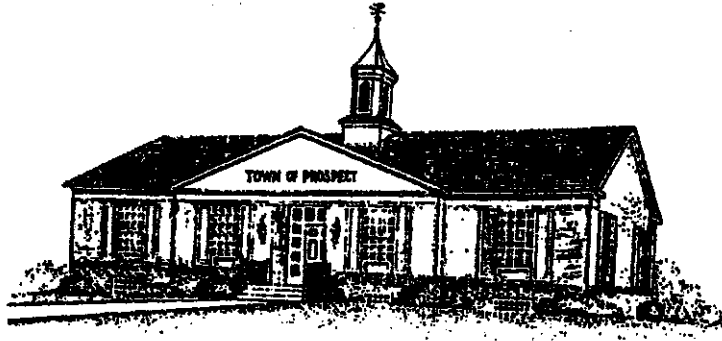
March 5, 2021

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 2021-2022

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*An Equal Opportunity Employer*





OFFICE OF THE MAYOR • TOWN OF PROSPECT, CT 06712-1699  
ROBERT J. CHATFIELD, MAYOR  
758-4461  
WWW.TOWNOFPROSPECT.COM

December 28, 2020

Dear Elected Officials, Boards, Department Heads, Commission Members and Town Employees:

As I present this budget request to you, I want to take this opportunity to thank you for your help and cooperation this past year. 2020 presented us with new challenges and obstacles, yet they were met with professionalism by all Town of Prospect employees and board members.

As we prepare the budget for 2021, I again ask that you keep the taxpayer in mind as you determine your needs for the next year. Every year I ask you to be considerate of our residents and every year you do your best to comply with my requests. Please return your requests to my office before February 9, 2021.

Again, I thank you for all you do and wish you a happy, healthy, and wonderful New Year.

Very truly yours,

Robert J. Chatfield  
Mayor



JANUARY 28, 2021

ROBERT J. CHATFIELD, MAYOR

TOWN COUNCIL

TOWN OF PROSPECT

I AM PROVIDING YOU WITH THE NET GRAND LIST TOTALS BEFORE THE BOARD OF ASSESSMENT APPEAL ADJUSTMENTS. THE OCTOBER 1, 2020 GRAND LIST IS \$24,298,176 HIGHER THAN LAST YEAR, AN INCREASE OF 3.0%.

**GRAND LIST – COMPARATIVE BREAKDOWN TOTALS**

|                   | OCTOBER 1, 2019 | OCTOBER 1, 2020 | CHANGE        | % INC  |
|-------------------|-----------------|-----------------|---------------|--------|
| REAL ESTATE       | \$748,035,060   | \$766,009,600   | \$ 17,974,540 | 2.0 %  |
| PERSONAL PROPERTY | \$ 32,209,911   | \$ 34,626,938   | \$ 2,417,027  | .075 % |
| MOTOR VEHICLE     | \$ 92,058,090   | \$ 95,964,699   | \$ 3,906,609  | 4.0 %  |
| TOTALS            | \$872,303,061   | \$896,601,237   | \$ 24,298,176 | 3.0 %  |

RESPECTFULLY,



BETSY QUIST, CCMA II

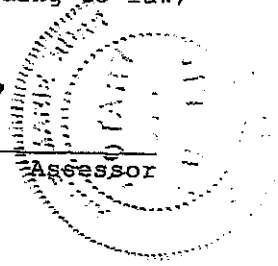
ASSESSOR

**2020 TOP TEN TAXPAYERS FOR THE TOWN OF PROSPECT**

|  |                    |
|--|--------------------|
| <b>1. 166 WATERBURY CAF LLC</b>                  | <b>\$9,577,160</b> |
| <b>2. CONNECTICUT LIGHT AND POWER CO</b>         | <b>\$8,535,910</b> |
| <b>3. YANKEE GAS SERVICES CO</b>                 | <b>\$8,169,700</b> |
| <b>4. GELOSO ENTERPRISES LLC</b>                 | <b>\$5,710,140</b> |
| <b>5. PAULMAR ASSOCIATES LIMITED PARTNERSHIP</b> | <b>\$4,440,170</b> |
| <b>6. CASSATA JOSEPH &amp; VINCENZA</b>          | <b>\$3,472,710</b> |
| <b>7. THE CONNECTICUT WATER CO</b>               | <b>\$2,962,186</b> |
| <b>8. TOLL CT LIMITED PARTNERSHIP</b>            | <b>\$2,771,900</b> |
| <b>9. 43 CANDEE LLC</b>                          | <b>\$2,615,910</b> |
| <b>10. LRH LLC</b>                               | <b>\$2,597,200</b> |

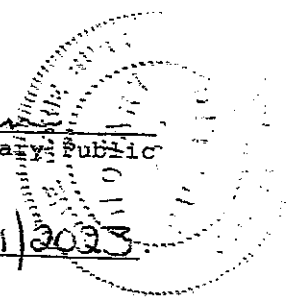
I, Betsy Quist, Assessor of the  
Town of Prospect, Connecticut, do solemnly  
swear or solemnly and sincerely affirm, as the case may be, that  
I believe that all the lists, and the abstract of said town for  
the year 2020 are made up and perfected according to law;  
so help me God or upon penalty of perjury.

Betsy Quist  
Assessor



Personally appeared, Betsy Quist, Assessor of  
the Town of Prospect, Connecticut, and  
made oath that the Tax List and Abstract of the Assessment of  
property in the Town of Prospect,  
Connecticut, for the year ending October 1, 2020 are made pur-  
suant to the laws and customs, to her best knowledge and  
belief, before me, this 28<sup>th</sup> day of  
January.

Anne Marie Burr  
Notary Public



My Commission expires 7/31/2023.

M. Carrie Anderson  
Town Clerk

ANNE MARIE BURR  
NOTARY PUBLIC  
State of Connecticut  
My Commission Expires  
July 31, 2023

PART III - PERSONAL PROPERTY 2020 GRAND LIST OF TAXABLE PROPERTY FOR TOWN OF PROSPECT GL VALUE 01/28/2021  
PAGE: 4

| CODE # OF ACCTS | DESCRIPTION OF CLASSIFICATION | GROSS ASSESSMENT |
|-----------------|-------------------------------|------------------|
| 10 27           | INDUSTRIAL M&E                | 769,750          |
| 11 2            | HORSES/PONIES                 | 12,130           |
| 13 14           | MAN. M & E.....               | 5,646,550        |
| 14 1            | MOBIL HOMES...                | 3,500            |
| 16 369          | FURN/FIX/EQP...               | 6,547,570        |
| 17 5            | FARM MACH.....                | 54,490           |
| 18 6            | FARM TOOLS.....               | 6,800            |
| 19 10           | MECHANICS TOOLS               | 24,870           |
| 20 244          | EDP EQUIPMENT..               | 739,320          |
| 21 22           | TELECOM EQUIP                 | 1,603,070        |
| 22 8            | CABLES/COND/ETC               | 19,833,910       |
| 23 285          | SUPPLIES.....                 | 134,750          |
| 24 244          | MISC TAX PROP..               | 4,809,786        |
| 25 176          | 25% PENALTY....               | 872,292          |
| 9 16            | NON REG VEHICLE               | 336,500          |
| 1,429           | GRAND TOTAL                   | 41,395,288       |

PART IV - EXEMPTIONS 2020 GRAND LIST OF TAXABLE PROPERTY FOR TOWN OF PROSPECT GL VALUE 01/28/2021  
PAGE: 5

| CODE | EXEMPTION DESCRIPTION     | NUMBER | REAL ESTATE | NUMBER | MOTOR VEHICLE | NUMBER | PERSONAL  | TOTAL      |
|------|---------------------------|--------|-------------|--------|---------------|--------|-----------|------------|
| A    | NON-REIMBURSED EXEMPTION  | 422    | 2,208,000   | 58     | 274,770       |        |           | 2,482,770  |
| B    | REIMB ADDL VET / INCOME   | 36     | 328,000     |        |               |        |           | 328,000    |
| C    | REIMB ADDL VET/NON INCOME | 386    | 1,022,000   | 36     | 63,630        |        |           | 1,085,630  |
| D    | DISABILITY - NON REIMB    |        |             | 7      | 87,950        | 1      | 29,350    | 117,300    |
| E    | 100% DISABLED - REIMB     | 31     | 32,000      | 7      | 6,500         |        |           | 38,500     |
| F    | BLIND                     | 5      | 15,000      |        |               |        |           | 15,000     |
| G    | ECONOMIC & DEVELOPMENTAL  |        |             |        |               |        |           |            |
| H    | ENVIROMENTAL & DEVELOEM   |        |             |        |               |        |           |            |
| I    | FARM AND MECHANICS        |        |             |        |               | 12     | 26,620    | 26,620     |
| J    | SOLAR ENERGY/POLLUT CNTRL |        |             |        |               | 38     | 1,133,730 | 1,133,730  |
| K    | PP/TAX EXEMPT INSTITUTION |        |             |        |               | 1      | 22,400    | 22,400     |
| L    | INDIVIDUALS               |        |             |        |               |        |           |            |
| M    | MISCELLANEOUS             |        |             |        |               |        |           |            |
| N    | MANUFACTURERS & TRUCKS    |        |             |        |               |        |           |            |
| O    | PHASE-IN RESIDENTIAL      |        |             |        |               |        |           |            |
| P    | PHASE-IN NON RESIDENTIAL  |        |             |        |               |        |           |            |
| Q    | RESIDENTIAL FIXED ASSMNT  |        |             |        |               |        |           |            |
| R    | MME                       |        |             |        |               |        |           |            |
| T    | SEC 12-81(74)MC XMT       |        |             | 6      | 744,679       |        |           | 744,679    |
| U    | SEC 12-81(72)NEW EQUIP    |        |             |        |               | 13     | 5,556,250 | 5,556,250  |
|      | GRAND TOTAL               | 880    | 3,605,000   | 114    | 1,177,529     | 65     | 6,768,350 | 11,550,879 |

PART II - MOTOR VEHICLE 2020 GRAND LIST OF TAXABLE PROPERTY FOR TOWN OF PROSPECT  
 PAGE: 3 GL VALUE 01/28/2021

| CODE # OF ACCTS | DESCRIPTION OF CLASSIFICATION | GROSS ASSESSMENT |
|-----------------|-------------------------------|------------------|
| 01 6836         | PASSENGER                     | 69,371,799       |
| 02 271          | COMMERCIAL                    | 7,700,879        |
| 03 1238         | COMBINATION                   | 14,646,960       |
| 04 18           | FARM                          | 84,230           |
| 08 1726         | ALL OTHER REGISTERED MV       | 5,338,360        |
| 10089           | GRAND TOTAL                   | 97,142,228       |

2020 GRAND LIST OF TAXABLE PROPERTY FOR TOWN OF PROSPECT  
 NEW VALUE 01/28/2021

| TYPE OF ACCOUNTS          | # OF ACCOUNTS | GROSS ASSESSMENT | TOTAL EXEMPTIONS | TOTAL NET VAL |
|---------------------------|---------------|------------------|------------------|---------------|
| TAXABLE REAL ESTATE TOTAL | 3998          | 769,614,600      | 3,605,000        | 766,009,600   |
| REAL ESTATE EXEMPT        | 95            | 49,694,480       | 49,694,480       | 0             |
| TOTAL REAL ESTATE         | 4093          | 819,309,080      | 53,299,480       | 766,009,600   |
| TOTAL REAL ESTATE TAXABLE | 3998          | 769,614,600      | 3,605,000        | 766,009,600   |
| PERSONAL                  | 529           | 41,395,288       | 6,768,350        | 34,626,938    |
| MOTOR VEHICLE             | 10089         | 97,142,228       | 1,177,529        | 95,964,699    |
| FINAL TOTAL               | 14711         | 957,846,596      | 61,245,359       | 896,601,237   |
| FINAL TOTAL TAXABLE       | 14616         | 908,152,116      | 11,550,879       | 896,601,237   |

PART I - REAL ESTATE 2020 GRAND LIST OF TAXABLE PROPERTY FOR TOWN OF PROSPECT  
 PAGE: 2 GL VALUE 01/28/2021

| CODE # OF ACCTS | DESCRIPTION OF CLASSIFICATION | GROSS ASSESSMENT |
|-----------------|-------------------------------|------------------|
| 100 3,774       | RESIDENTIAL                   | 690,327,280      |
| 200 92          | COMMERCIAL                    | 55,445,540       |
| 300 33          | INDUSTRIAL                    | 14,483,370       |
| 500 168         | VACANT LAND                   | 7,506,140        |
| 600 57          | USE ASSESSMENT                | 511,990          |
| 800 5           | APARTMENTS                    | 1,340,280        |
| 4,129           | GRAND TOTAL                   | 769,614,600      |



|  | TOTAL EXEMPTIONS | GROSS ASSESSMENT | NET VALUE   |
|--|------------------|------------------|-------------|
| TOTAL PART 1: REAL PROPERTY (CODES 100 THRU 800)   |                  | 769,614,600      |             |
| TOTAL PART 2: REG. MOTOR VEHICLE (CODES 01-04, #8) |                  | 97,142,228       |             |
| TOTAL PART 3: PERSONAL PROPERTY (CODE 9 THRU 25)   |                  | 41,395,288       |             |
| TOTAL GROSS GRAND LIST VALUES                      |                  | 908,152,116      |             |
| TOTAL PART 4: PROPERTY EXEMPTION (CODES A-R)       |                  |                  |             |
| REAL ESTATE  | 3,605,000        |                  |             |
| MOTOR VEHICLE                                      | 1,177,529        |                  |             |
| PERSONAL PROPERTY                                  | 6,768,350        |                  |             |
| TOTAL PART 4:                                      | 11,550,879       |                  |             |
| TOTAL NET GRAND LIST VALUE                         |                  |                  | 896,601,237 |

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES (DEFICITS)  
GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2020**

|  | General              | Capital<br>Projects | Housing<br>Rehabilitation | Other<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|--|----------------------|---------------------|---------------------------|--------------------------------|--------------------------------|
| <b>Revenues:</b>   |                      |                     |                           |                                |                                |
| Property taxes and assessments                                       | \$ 26,944,169        |                     |                           |                                | 26,944,169                     |
| Intergovernmental  | 5,169,428            |                     |                           | 242,158                        | 5,411,586                      |
| Charges for services   | 403,617              |                     |                           | 637,573                        | 1,041,190                      |
| Investment income  | 9,430                |                     |                           | 7,828                          | 17,258                         |
| Miscellaneous  | 230,509              |                     | 98,730                    | 3,561                          | 332,800                        |
| <b>Total revenues</b>  | <b>\$ 32,757,153</b> | <b>-</b>            | <b>98,730</b>             | <b>891,120</b>                 | <b>33,747,003</b>              |
| <b>Expenditures:</b>   |                      |                     |                           |                                |                                |
| Current:   |                      |                     |                           |                                |                                |
| General government   | \$ 2,640,302         | 15,658              |                           |                                | 2,655,960                      |
| Public safety  | 1,938,694            |                     |                           | 388,224                        | 2,326,918                      |
| Public works   | 2,087,016            | 7,405               |                           | 217,640                        | 2,312,061                      |
| Public health  | 678,652              |                     |                           |                                | 678,652                        |
| Culture and recreation   | 372,701              |                     |                           | 166,961                        | 539,662                        |
| Education  | 23,709,145           |                     |                           |                                | 23,709,145                     |
| Other  | 176,967              |                     |                           | 28,051                         | 205,018                        |
| Capital outlay   |                      | 1,419,349           |                           |                                | 1,419,349                      |
| Debt service   | 605,800              | 250,000             |                           |                                | 855,800                        |
| <b>Total expenditures</b>  | <b>\$ 32,209,277</b> | <b>1,692,412</b>    | <b>-</b>                  | <b>800,876</b>                 | <b>34,702,565</b>              |
| <b>Excess (deficiency) of revenues<br/>over (under) expenditures</b> | <b>\$ 547,876</b>    | <b>(1,692,412)</b>  | <b>98,730</b>             | <b>90,244</b>                  | <b>(955,562)</b>               |
| <b>Other financing sources (uses):</b>                               |                      |                     |                           |                                |                                |
| Proceeds from debt obligations                                       | \$ 199,234           | 900,000             |                           | 2,015                          | 1,101,249                      |
| Transfer from other funds  | (232,634)            | 232,634             |                           | (201,249)                      | (201,249)                      |
| <b>Total other financing sources (uses)</b>                          | <b>\$ (33,400)</b>   | <b>1,132,634</b>    | <b>-</b>                  | <b>(199,234)</b>               | <b>900,000</b>                 |
| <b>Net changes in fund balances</b>                                  | <b>\$ 514,476</b>    | <b>(559,778)</b>    | <b>98,730</b>             | <b>(108,990)</b>               | <b>(55,562)</b>                |
| <b>Fund balances (deficits) - beginning</b>                          | <b>2,751,966</b>     | <b>640,700</b>      | <b>40,928</b>             | <b>1,003,528</b>               | <b>4,437,122</b>               |
| <b>Fund balances (deficits) - ended</b>                              | <b>\$ 3,266,442</b>  | <b>80,922</b>       | <b>139,658</b>            | <b>894,538</b>                 | <b>4,381,560</b>               |

|                            |                         | 2020-2021            | 2021-2022            |
|----------------------------|-------------------------|----------------------|----------------------|
|                            |                         | ADOPTED              | PROPOSED             |
| <b>Office of the Mayor</b> |                         |                      |                      |
| 5000-00                    | Salary                  | \$ 88,903.00         | \$ 88,903.00         |
| 5000-01                    | Expenses                | \$ 1,500.00          | \$ 1,500.00          |
| 5000-02                    | Supplies                | \$ 3,000.00          | \$ 3,000.00          |
| 5000-03                    | Office Manager          | \$ 59,908.00         | \$ 61,556.00         |
| 5000-04                    | Clerical Asst. PT3      | \$ 57,868.00         | \$ 59,460.00         |
| 5000-05                    | Car Expense             | \$ 1,800.00          | \$ 1,800.00          |
| 5000-06                    | Grants                  |                      |                      |
| 5000-07                    | Municipal Account Asst. | \$ 10,000.00         | \$ 30,000.00         |
| 5000-08                    | Code Red                | \$ 7,130.00          | \$ 7,130.00          |
| 5000-09                    | Payroll Service         | \$ 12,000.00         | \$ 15,000.00         |
| 5000-10                    | Transition Consultant   | \$ 1,000.00          |                      |
|                            | <b>TOTAL</b>            | <b>\$ 243,109.00</b> | <b>\$ 268,349.00</b> |

**MAYORS OFFICE CLERICAL STAFF**

**CLERKS ARE PART TIME**

Hours vary on weekly basis based upon scheduling but no one works more than 18hrs/week.

CLERK

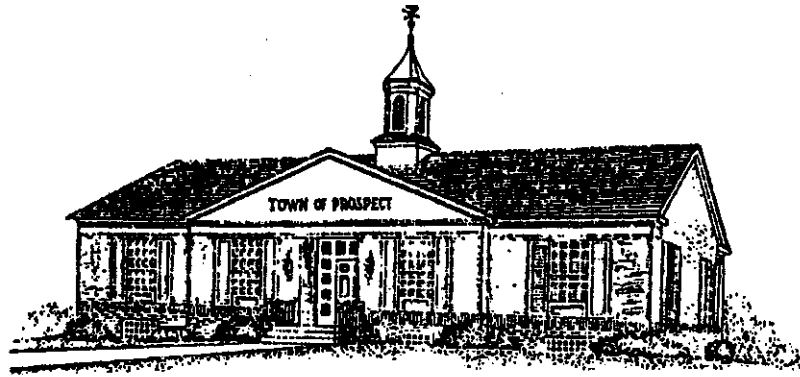
\$19.44

CLERK - 3

\$12.00

CLERK

\$27.11



**PROSPECT ZONING BOARD OF APPEALS**  
36 CENTER STREET  
PROSPECT, CONNECTICUT 06712-1699

February 10, 2021

Honorable Mayor Robert J. Chatfield  
Town of Prospect  
36 Center Street  
Prospect, CT 06712

**Re: Zoning Board of Appeals Proposed Budget for Fiscal Year 2021-2022**

Dear Mayor Chatfield:

The Zoning Board of Appeals is proposing the budget for the 2021-2022 Fiscal Year the same as the current budget as shown below:

**Zoning Board of Appeals Proposed 2021-2022 Budget**

| <u>Item</u>                | <u>2020-2021</u><br><u>ADOPTED</u> | <u>2021-2022</u><br><u>PROPOSED</u> |
|----------------------------|------------------------------------|-------------------------------------|
| 5100-00 Meeting Clerk      | \$ 1,800.00                        | \$ 1,800.00                         |
| 5100-02 Training Materials | \$                                 |                                     |
| 5100-03 Conferences        | <u>\$ 200.00</u>                   | <u>\$ 200.00</u>                    |
|                            | TOTAL                              |                                     |
|                            | \$ 2,000.00                        | \$ 2,000.00                         |

(The Zoning Board of Appeals voted on their budget at their January 26, 2021)

Sincerely,

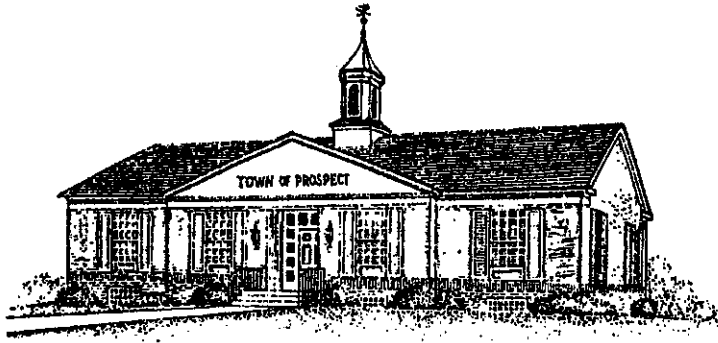
*Kristine Carasone*  
Kristine Carasone, Chairman  
Zoning board of Appeals

Prospect Registrars of Voters  
2021-2022 Budget Proposal

Submitted by  
Katherine S. Blinstrubas and Marianne Byrne

| Item    | Description                | 2019-2020<br>Proposed | 2019-2020<br>Adopted | 2020-2021<br>adopted | 2021-2022<br>Proposed | Difference*   |
|---------|----------------------------|-----------------------|----------------------|----------------------|-----------------------|---------------|
| 5150-00 | Salaries                   | \$ 25,500.00          | \$ 25,500.00         | \$ 31,186.00         | \$ 31,186.00          | \$ -          |
| 5150-01 | Elec. Workers & Deputies   | \$ 25,000.00          | \$ 25,000.00         | \$ 31,500.00         | \$ 20,000.00          | \$ 11,500.00  |
| 5150-02 | Supplies                   | \$ 2,500.00           | \$ 2,500.00          | \$ 2,000.00          | \$ 6,000.00           | \$ (4,000.00) |
| 5150-03 | Tabulators and programming | \$ 6,000.00           | \$ 6,000.00          | \$ 8,300.00          | \$ 3,570.00           | \$ 4,730.00   |
| 5150-04 | Food for Elections         | \$ 1,800.00           | \$ 1,000.00          | \$ 1,000.00          | \$ 1,500.00           | \$ (500.00)   |
| 5150-06 | Voter Canvass              | \$ 11,000.00          | \$ 11,000.00         | \$ 300.00            | \$ 300.00             | \$ -          |
| 5150-07 | Conference & Training      |                       |                      | \$ 2,700.00          | \$ 3,650.00           | \$ (950.00)   |
|         |                            | \$ 71,800.00          | \$ 71,000.00         | \$ 76,986.00         | \$ 66,206.00          | \$ 10,780.00  |

|         |   |             |             |             |             |             |
|---------|---|-------------|-------------|-------------|-------------|-------------|
| 5700-02 | Official Ballots/ Provisional Ballots/EDR | \$ 4,000.00 | \$ 4,000.00 | \$ 9,600.00 | \$ 3,000.00 | \$ 6,600.00 |
|---------|---|-------------|-------------|-------------|-------------|-------------|



OFFICE OF THE REGISTRARS OF VOTERS • PROSPECT, CONNECTICUT 06712-1699

*Katherine S. Blinstrubas • Marianne Byrne*

Town Office Building  
36 Center Sreet  
(203) 758-4461  
prospectelections@gmail.com

### **Fiscal Year 2021-2022 Notes**

Most reductions in our budget is due to the fact that we are not anticipating a primary in 2021.

#### **5150-03 Tabulators and programming**

- Estimated programming costs should be \$1000.00. See attached Accu-Vote Coding document.
- Poll Books \$770.00
- Maintenance contract with LHS has increased to \$225.00 per machine. See attached letter from LHS.
- Parts replacement as needed \$450.00

#### **5150-07 Conferences and Training**

- Two ROVAC continuing education conferences as required by SOTS. This is for two Registrars and two Deputy Registrars.
- \$1250 for certification training courses through Citi-Uconn
  - Due to COVID, we reduced this line item. One of our deputies is working on certification.

Course Section Topic Areas:

Section 1: Election Administration, Laws, and Regulations

Section 2: Voter Registration, Maintaining Voter List & Service to Voters

Section 3: Registrar's Office Management

Section 4: Preparing for Elections, Primaries, Referenda and EDR

Section 5: Conducting Elections, Primaries, Referenda, and EDR

Section 6: Absentee Voting & Supervised Absentee Voting

Section 7: Post-Election Audits & Recanvasses

Section 8: Petitions

Section: Cybersecurity Continuing Education

Certification Exam

#### **5700-02 Election Printing**

- This item should be removed from Advertising and Printing and moved to the correct office budgets. Absentee Ballots should be in the Town Clerk budget and the Official and EDR ballots into the Registrars' budget. The estimated \$3000.00 is for the Registrars of Voters portion of the Election printing.

# Connecticut Accu-Vote Coding

|  | No. | Rate    | Total    |
|--|-----|---------|----------|
| Contests                                   | 19  | \$21.00 | \$399.00 |
| Voting positions (includes write-in ovals) | 4   | \$10.50 | \$42.00  |
| Districts                                  | 2   | \$21.00 | \$42.00  |
| Ballot Styles (includes absentees)         | 4   | \$21.00 | \$84.00  |
| Memory Cards (# of memory cards sent)      | 18  | \$21.00 | \$378.00 |
|  |     |         | \$945.00 |

|   |
|---|
| <b>Note: The minimum charge for elections = \$650</b>   |
| Referendum memory cards are a one time cost of \$500 for the first card and \$300 each for any additional |
| Cost of standard memory cards are \$250 per   |
| Cost of MRAM memory cards are \$350 per   |
| Accu-Vote batteries cost \$30 per   |

**Number of Races**

**Number of Candidates and Write-in ovals**

**Number of Districts**

**Number of different types of ballots used per election (Official ballot = 1, Absentee ballot = 1)**

**Number of memory cards sent**

**If the total adds up to less than \$650 the cost of programming that election will be \$650**





Dear Connecticut Accuvote Customer.

As you may know the AccuVote OS was developed and certified by the EAC during the late 1980's. We sold our first AccuVote in 1992 and after 16 years the manufacturer finalized production in 2000.

We would like to begin by stating that we will continue to provide service and parts for the AccuVote for as long as we possibly can. However, since the AccuVote is no longer being manufactured, it is becoming increasingly difficult to acquire parts for the AVOS. Due to this difficulty, we have must increase our Annual Maintenance price per machine from \$200 to \$225.

This increase will be effective June 30<sup>th</sup> 2021.

I hope this helps and please feel free to call or e-mail if you need anything else.

Sincerely,

*Joel Bergeron*

Joel Bergeron  
LHS Manger  
1-978-651-2513  
[joelb@lhsassociates.com](mailto:joelb@lhsassociates.com)



LHS Associates, Inc.  
10 Manor Parkway  
Salem, New Hampshire 03079

Phone: 1.888.547.8683  
Fax: 1.603.212.0028

|                              | 2020-2021<br>ADOPTED | 2021-2022<br>PROPOSED |
|------------------------------|----------------------|-----------------------|
| <b>Assessor</b>              |                      |                       |
| 5250-00 Salary               | \$ 49,361.00         | \$ 50,718.00          |
| 5250-01 Clerical Assts. 2 FT | \$ 56,642.00         | \$ 58,199.00          |
| 5250-02 Supplies             | \$ 250.00            | \$ 250.00             |
| 5250-03 Car Expense          | \$ 700.00            | \$ 700.00             |
| 5250-04 Dues                 | \$ 100.00            | \$ 100.00             |
| 5250-05 Personal Prop. Audit |                      |                       |
| 5250-06 Field Inspections    | \$ 2,563.00          | \$ 2,563.00           |
| <b>TOTAL</b>                 | <b>\$ 109,616.00</b> | <b>\$ 112,530.00</b>  |

**FISCAL YEAR 2021-2022**

**TAX COLLECTOR**

**INCREASES**

**Line Item 5350-01 Asst. Tax Collector**

Full Time – Current Hourly Rate \$19.43/hr

Increase to \$22.00/hr @ 30 Hours/wk **\$34,320.00**

**Increase \$4,009.00**

**Line Item 5350-02 Clerical Assistant**

1 P/T Clerk – Current Hourly Rate \$14.00 (Start date February 26, 2021)

2.75% increase – Hourly Rate \$14.39

46 Weeks @25 hours/wk **\$16,548.50**

6 Weeks @30 hours/wk **2,590.20**

Line Item Total **\$19,138.70**

**Increase \$3,088.70**

**Line Item 5350-03 Supplies**

(See attached Information)

**\$1,270.00**

**Increase \$310.00**

**Line Item 5350-04 Conferences & Dues**

(See attached Information)

**\$1,800.00**

**Increase \$300.00**

**OVERALL BUDGET INCREASE - \$ 7,707.70**

**Line Item 5350-03 Supplies**

|   |                         |
|---|-------------------------|
| <b>Envelopes for July and January Billing</b>   | <b>\$825.00</b>         |
| Window Envelopes and Yellow return envelopes<br>(Vendor – Quality Data Services)  |                         |
| <b>Blank Real Estate Bills</b>  | <b>\$ 37.50</b>         |
| Blanks used to mail real estate bills to new owners when<br>property transfers ownership, when we receive notice from<br>a bank or escrow company that they no longer have an escrow<br>account for a homeowner, and when a real estate bill is adjusted<br>by the Assessor's office.<br>(Vendor – Quality Data Services) |                         |
| <b>Statement Paper for Delinquent Statements</b>  | <b>\$ 90.50</b>         |
| Delinquent statements are printed two times a year for all<br>real estate, personal property and motor vehicle tax bills that are<br>not paid on or before the last day to pay each installment.<br>(Vendor – Quality Data Services)  |                         |
| <b>Tax Collector's Office Letterhead</b>  | <b>\$120.00</b>         |
| Due to Covid-19, correspondence with taxpayers more than<br>doubled from previous years, mostly due to checks that were<br>mailed in or left in the drop box that were written incorrectly.<br>(Vendor – Prospect Printing)   |                         |
| <b>Tax Collector's Office #10 Envelopes</b>   | <b>\$120.00</b>         |
| (Vendor – Prospect Printing)  |                         |
| <b>Reminder Post Cards for Second Installment Real Estate Taxes</b>   | <b>\$ 75.00</b>         |
| Reminder postcards are mailed to all homeowners who have not<br>paid the second installment of the real estate taxes two weeks prior<br>to the last day to pay without interest. I do not send reminder<br>postcards to accounts that are coded for a bank or escrow company.<br>(Vendor – Prospect Printing)             |                         |
|   | <b>TOTAL \$1,268.00</b> |

**Requesting budget of \$1,270.00**

**Line Item 5350-04 Conferences & Dues**

**Dues:**

|  |                 |
|--|-----------------|
| <b>Northeast Regional Tax Collector's Association</b>  | <b>\$30.00</b>  |
| Tax Collector - \$30.00<br>(Pay in July for July 1, 2021 – June 30, 2022)  |                 |
| <b>New Haven County Tax Collectors' Association, Inc.</b>  | <b>\$40.00</b>  |
| Tax Collector - \$20.00<br>Assistant Tax Collector - \$20.00<br>(Pay in January for January 1, 2022 – December 31, 2022) |                 |
| <b>Connecticut Tax Collectors' Association</b>   | <b>\$125.00</b> |
| Tax Collector - \$75.00<br>Assistant Tax Collector - \$50.00<br>(Pay in January for January 1, 2022 – December 31, 2022) |                 |

**Conferences:**

|  |                 |
|--|-----------------|
| <b>Certification Class</b>   | <b>\$400.00</b> |
| Assistant Tax Collector – September, 2021<br>March, 2022                         |                 |
| <b>Northeast Regional Tax Collectors' Association Annual Conference</b>          | <b>\$250.00</b> |
| Virtual Conference being discussed   |                 |
| <b>Connecticut Tax Collectors' Association Fall Meeting</b>                      | <b>\$84.00</b>  |
| (November, 2021)<br>Tax Collector - \$42.00<br>Assistant Tax Collector - \$42.00 |                 |
| <b>New Haven County Tax Collectors' Association Fall Meeting</b>                 | <b>\$70.00</b>  |
| (December, 2021)<br>Tax Collector - \$35.00<br>Assistant Tax Collector - \$35.00 |                 |
| <b>Connecticut Tax Collectors' Association Annual Tax Seminar</b>                | <b>\$495.00</b> |
| (March, 2022)<br>Tax Collector - \$495.00  |                 |
| <b>New Haven County Tax Collectors' Association Spring Meeting</b>               | <b>\$70.00</b>  |
| (May, 2022)<br>Tax Collector - \$35.00<br>Assistant Tax Collector - \$35.00      |                 |
| <b>Connecticut Tax Collectors' Association Spring Meeting</b>                    | <b>\$84.00</b>  |

(May, 2021)

Tax Collector - \$42.00

Assistant Tax Collector - \$42.00

**Connecticut Tax Collectors' Association Road Show**

**\$50.00**

(Date not yet announced for Spring 2022)

Tax Collector or Assistant Tax Collector - \$25.00

Tax Clerk - \$25.00

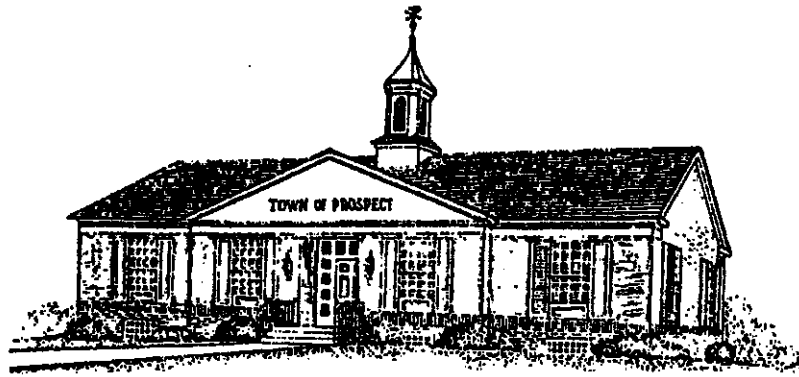
**TOTAL**

**\$1,698.00**

**Requesting budget of \$1,800.00 in case of price increases**

**Prospect Budget 2021 - 2022**

|                             | 2020-2021<br>ADOPTED | 2021-2022<br>PROPOSED |
|-----------------------------|----------------------|-----------------------|
| <b>Town Clerk</b>           |                      |                       |
| 5500-00 Town Clerk Salary   | \$ 57,577.00         | \$ 57,577.00          |
| 5500-01 Asst. Town Clerk FT | \$ 33,353.00         | \$ 34,270.00          |
| 5500-02 Clerical Asst. PT   | \$ 15,044.00         | \$ 15,458.00          |
| 5500-03 Supplies            | \$ 850.00            | \$ 850.00             |
| 5500-04 Conf. & Dues        | \$ 250.00            | \$ 250.00             |
| 5500-05 Exam. Of Records SM |                      |                       |
| 5500-06 Records Management  | \$ 8,000.00          | \$ 8,000.00           |
| <b>TOTAL</b>                | <b>\$ 115,074.00</b> | <b>\$ 116,405.00</b>  |



**PROSPECT PLANNING & ZONING COMMISSION**

36 CENTER STREET  
 PROSPECT, CONNECTICUT 06712-1699

February 10, 2021

Honorable Mayor Robert J. Chatfield  
 Town Hall  
 36 Center Street  
 Prospect, CT 06712

Re: 2021-2022 Proposed Budgets

Dear Mayor Chatfield:

The Planning & Zoning Commission is proposing the budget for the 2021-2022 Fiscal Year the same as the current budget as shown below:

**Planning & Zoning Commission Proposed 2021-2022 Budget**

| Item                                | 2021-2020<br>ADOPTED | 2021-2022<br>PROPOSED |
|-------------------------------------|----------------------|-----------------------|
| 5600-00 Engineer                    | \$1,500.00           | \$1,500.00            |
| 5600-01 Meeting Clerk               | \$5,000.00           | \$5,000.00            |
| 5600-02 Supplies                    | \$ 200.00            | \$200.00              |
| 5600-03 Meetings & Seminars         | \$ 450.00            | \$450.00              |
| 5600-04 Review Plan Dev. & PZ Regs. | <u>\$ .00</u>        | <u>\$ .00</u>         |
| TOTAL                               | \$7,150.00           | \$7,150.00            |

Sincerely,

*E. Gil Graveline*

E. Gil Graveline, Chairman  
 Planning & Zoning Commission

(The Commission voted on this budget at their February 3, 2021 Meeting)



# PROSPECT BUDGET - FISCAL YEAR-2021-2022

| BUILDING DEPARTMENT | 2020-2021<br>ADOPTED     | 2021-2022<br>PROPOSED |                    |
|---------------------|--------------------------|-----------------------|--------------------|
| 5850-00             | Bldg. Off. Salary (PT)   | \$35,723.00           | \$36,794.00        |
| 5850-01             | Mech. Insp. Salary (PT)  | \$12,414.00           | \$12,786.00        |
| 5850-02             | Supplies/Dues/Conf (SM)  | \$2,000.00            | \$5,000.00         |
| 5850-03             | Building Off. Mileage    | \$2,700.00            | \$2,700.00         |
| 5850-04             | Mechanical Ins. Mileage  | \$2,000.00            | \$2,000.00         |
| 5850-05             | Clerical Assistant PT 1  | \$10,436.00           | \$18,000.00        |
| 5850-06             | Elec. Insp. Salary (PT)  | \$8,761.00            | \$9,023.00         |
| 5850-07             | Electrical Insp. Mileage | \$2,000.00            | \$2,000.00         |
|                     | <b>TOTAL</b>             | <b>\$76,034.00</b>    | <b>\$88,303.00</b> |

5850-02 - Books again

5850-05 - Need to increase to 20hr/wk

\*With Brenda's increased hrs. and 20 hr week her salary with 3% will be 16,700. Every year I keep

asking for a boost. She works hard within the dept and coordinating and helping other departments. I would submit her salary for 18000.00

**NVCOG**  
**Preliminary Dues Schedule**  
**Fiscal Year 2022**

| City / Town  | Municipal Dues [1] | Brownfield Dues [2] | Household Hazardous Waste [3] | Capital Purchasing Program [5] | Total          |
|--------------|--------------------|---------------------|-------------------------------|--------------------------------|----------------|
| Beacon Falls | 3,135              | 1,000               | 299                           | 500                            | 4,934.462      |
| Bethlehem    | 1,792              | -                   | 172                           | -                              | 1,963.546      |
| Cheshire     | 15,027             | 1,000               | -                             | 500                            | 16,527.423     |
| Middlebury   | 3,931              | 1,000               | 374                           | 500                            | 5,805.134      |
| Newtown      | -                  | 1,000               | -                             | -                              | 1,000.000      |
| Plymouth     | 6,103              | 1,000               | -                             | 500                            | 7,602.549      |
| Seymour      | 8,511              | 1,000               | 814                           | 500                            | 10,824.612     |
| Southbury    | 10,100             | 1,000               | 971                           | 500                            | 12,570.903     |
| Thomaston    | 3,936              | 1,000               | 379                           | 500                            | 5,815.267      |
| Waterbury    | 56,082             | 1,000               | 5,375                         | 500                            | 62,957.052     |
| Winchester   | -                  | 1,000               | -                             | -                              | 1,000.000      |
| Woodbury     | 4,972              | 1,000               | 479                           | -                              | 6,451.181      |
| <b>Total</b> | <b>229,847</b>     | <b>22,000</b>       | <b>15,000</b>                 | <b>7,000</b>                   | <b>273,847</b> |

[1] Municipal Dues has a 3% increase from FY 2021 Dues

[2] Brownfields Dues increased to \$1,000 from \$800, by municipal member vote in 2019

[3] No increase; Recalculated based on membership

[4] FEMA Pre-Disaster Mitigation - Local Match to Grant total \$5,200 per municipality; FY 2021 cost is for a 2 year split. Not billing for 2nd year amount; \$2,600 per town to be covered by municipal in-kind

[5] Current CAP Program members; Membership is optional



Connecticut Council of Small Towns  
1245 Farmington Avenue, 101 • West Hartford, CT 06107  
Phone: (860) 676-0770

**2021-22 DUES ADVISORY**

**2021-22 Town Dues  
will be based  
on the following  
dues schedule:**

| <u>Population</u>     | <u>Town Dues</u> |
|-----------------------|------------------|
| up to 5,000.....      | Pay..... \$975   |
| 5,001 to 10,000.....  | Pay..... \$1,075 |
| 10,001 to 15,000..... | Pay..... \$1,175 |
| 15,001 to 20,000..... | Pay..... \$1,275 |
| 20,001 to 25,000..... | Pay..... \$1,375 |
| 25,001 to 30,000..... | Pay..... \$1,475 |
| 30,001 to 35,000..... | Pay..... \$1,575 |

**This is a 2021-22 fiscal year membership dues  
advisory for budget planning purposes.  
PLEASE DO NOT PROCESS THIS FOR PAYMENT.  
The Connecticut Council of Small Towns will send a  
dues invoice to your town in June 2021.**

*Of the 169 local governments in the State of Connecticut, 142 are suburban and rural jurisdictions under 35,000 in population. Small towns are home to over a million state citizens and taxpayers. The Connecticut Council of Small Towns was founded in the belief that local government leaders from these smaller towns – and their residents – needed a strong voice within the legislative and regulatory decision-making arenas, both in Hartford and in Washington, D.C. Since its establishment in 1975, COST has provided that voice.*

**Thank you for your strong support of COST, small towns and Connecticut's grassroots governments!**



TOWN COUNCIL • TOWN OF PROSPECT, CT 06712-1699  
36 CENTER STREET (203) 758-4461

March 1, 2020

Honorable Mayor Robert J. Chatfield  
Prospect Town Hall  
36 Center Street  
Prospect, CT 0671

Dear Mayor Chatfield:

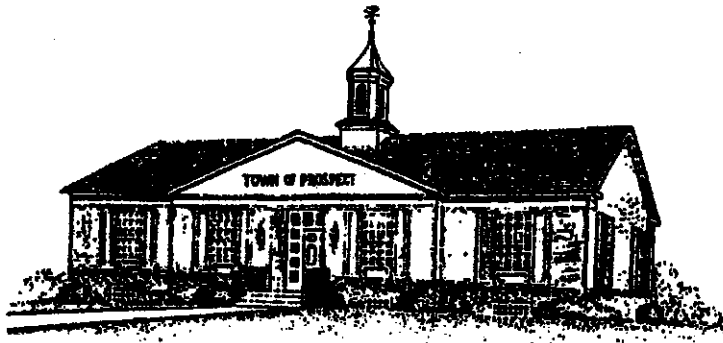
At the February 2, 2021 Prospect Town Council meeting, members unanimously voted to submit the following budget for the 2021-2022 fiscal year.

|                             | <b>2020-2021</b>   | <b>2021-2022</b>   |
|-----------------------------|--------------------|--------------------|
|                             | <b>ADOPTED</b>     | <b>PROPOSED</b>    |
| 6050-00 Salaries            | <b>\$10,800.00</b> | <b>\$10,800.00</b> |
| 6050-01 Meeting Clerk       | <b>\$5,850.00</b>  | <b>\$5,850.00</b>  |
| 6050-02 Clerk Spec. Mtg.    |                    |                    |
| 6050-03 Sub-Committee Clerk |                    |                    |
| <b>TOTAL</b>                | <b>\$16,650.00</b> | <b>\$16,650.00</b> |

Thank you for your work on this and we look forward to working with you during the upcoming budget season.

Sincerely,

Jeff Slapikas  
Prospect Town Council  
Chairman



OFFICE OF THE MAYOR • TOWN OF PROSPECT, CT 06712-1699  
ROBERT J. CHATFIELD, MAYOR  
758-4461  
WWW.TOWNOFPROSPECT.COM

CONTRACTED MAINTENANCE

February 20, 2021

Town Hall

Fire Alarm System Service  
Fire Extinguisher Service  
Sliding Door Service Plan  
Elevator Monthly Service  
Generator Service  
Telephone Service Plan  
Rug Cleaning  
De Fib Service

Firehouse

Fire Alarm Service  
Sprinkler Service  
Generator Service  
Oil & Water Tanks  
Pumped Quarterly  
Fire Extinguisher Services  
Telephone Service Plan  
Rug Cleaning  
Overhead Doors  
De Fib Service

Police Station

Generator Service  
Fire Extinguisher Service  
Telephone Service Plan  
Rug Cleaning  
Gas Pump Service  
De Fib Service

Public Works (2 buildings)

Fire Extinguisher Service  
Fire Alarm Service  
Overhead Doors  
Water Tanks Pumped Quarterly (2)  
Generator Service (2)  
Comcast  
De Fib Service (2)

Senior Center

Fire Extinguisher Service  
Front Door Service  
Fire Alarm  
Telephone Service Plan  
Rug Cleaning  
Comcast  
Elevator Service  
Generator Service  
De Fib Service (2)

Chapel Hall

Fire Extinguisher Service  
Rug Cleaning Service  
Defibrillator Service

Hotchkiss House

Fire and Burglar Alarm

Meeting Place

Fire Extinguisher Service  
Smoke Alarms  
De Fib Service

Prospect Community Center

Fire Alarm Service  
Fire Extinguisher Service  
Elevator Monthly Service  
Telephone Service Plan  
Rug Cleaning  
Sprinkler Service  
De Fib Service (3)  
Generator Service

Center School

23 Center Street

Brundage House

3 Center Street

Grange- closed

All above have Septic Systems  
All but Public Works have City Water  
All the above have First Aid Kits  
All the above have Furnace or Air Conditioners  
All the above have Rubbish Removal

*An Equal Opportunity Employer*





Emily Peters  
 Senior Health Benefit Consultant  
 T 860.678.3041  
 M 860.878.7069  
 epeters@segalco.com

30 Waterside Drive  
 Suite 300  
 Farmington, CT 06032-3069  
 segalco.com

## Memorandum

**To:** Office of the State Comptroller

**From:** Emily K. Peters  
 Theresa DeMattie

**Date:** February 2, 2021

**Re:** Preliminary Partnership 2.0 Rate Development for July 1, 2021

Segal has calculated preliminary Partnership 2.0 rates effective July 1, 2021 to be used by groups enrolled in the plan for early budgeting purposes. **The rate changes outlined below should be viewed as preliminary projections and are subject to change once rates are finalized.**

### Existing Groups Effective Prior to July 1, 2020

Preliminary rate changes for groups that were enrolled in Partnership 2.0 prior to July 1, 2020 should be applied to the billing rates being charged from October 2020 through June 2020.

As a reminder the current billing rates for existing groups:

- Incorporated the needed costs for the full year into the rates charged for nine months
- Included half of the regional adjustment with the remainder of the adjustment being included effective July 1, 2021

The preliminary rate changes are as follows:

| Existing Groups: Approximate Rate Change |         |                          |                           |
|--|---------|--------------------------|---------------------------|
| Area                                     | Actives | Non-Medicare Retirees 65 | Non-Medicare Retirees 65+ |
| 1-Fairfield                              | 4.0%    | 12.0%                    | 12.0%                     |
| 2-Hartford                               | 0.0%    | 7.0%                     | 7.0%                      |
| 3-Litchfield                             | 1.0%    | 8.0%                     | 8.0%                      |
| 4-Middlesex                              | 3.0%    | 10.0%                    | 10.0%                     |
| 5-New Haven                              | 4.0%    | 11.0%                    | 11.0%                     |
| 6-New London                             | 3.0%    | 10.0%                    | 10.0%                     |
| 7-Tolland                                | -1.0%   | 6.0%                     | 6.0%                      |
| 8-Windham                                | 3.0%    | 10.0%                    | 10.0%                     |

### New Groups Effective On or After July 1, 2020

Preliminary rate changes for groups that enrolled in Partnership 2.0 on or after July 1, 2020 should be applied to the annual new group rates effective from July 2020 through June 2021.

As a reminder the current annual rates for new groups included the full regional adjustment.

The preliminary rate actions are as follows:

| <b>New Groups: Approximate Rate Change</b> |                |                                     |                                  |
|--|----------------|-------------------------------------|----------------------------------|
| <b>Area</b>                                | <b>Actives</b> | <b>Non-Medicare Retirees &lt;65</b> | <b>Non-Medicare Retirees 65+</b> |
| 1-Fairfield                                | 3.0%           | 10.0%                               | 10.0%                            |
| 2-Hartford                                 | 3.0%           | 10.0%                               | 10.0%                            |
| 3-Litchfield                               | 3.0%           | 10.0%                               | 10.0%                            |
| 4-Middlesex                                | 3.0%           | 10.0%                               | 10.0%                            |
| 5-New Haven                                | 3.0%           | 10.0%                               | 10.0%                            |
| 6-New London                               | 3.0%           | 10.0%                               | 10.0%                            |
| 7-Tolland                                  | 3.0%           | 10.0%                               | 10.0%                            |
| 8-Windham                                  | 3.0%           | 10.0%                               | 10.0%                            |

**Assumptions**

The preliminary rate development was based on the following assumptions:

- Partnership 2.0 enrollment by tier as of November 2020 from the SHAPE database
- Projected expenses are based on experience through November 2020 for Anthem and CVS Health, experience through September 2020 with run-out adjustments for October and November 2020 for Oxford, and annual trend assumptions of 6.0% for medical and prescription drug
- Additional rate components include:
  - Anthem Clinical Coordination and Shared Savings Payments
  - Rx rebates
  - Anthem ASO fees
  - Signify fees
  - Administrative expenses (PCORI fee, OSC Administration/Communication fees, consulting fees, Care Management Solution fees)
  - Reserve adjustment

The projections in this report are estimates of future costs and are based on information available to Segal at the time the projections were made. Segal has not audited the information provided. Projections are not a guarantee of future results. Actual experience may differ due to, but not limited to, such variables as changes in the regulatory environment, local market pressure, health trend rates and claims volatility. The accuracy and reliability of health projections decrease as the projection period increases. Unless otherwise noted, these projections do not include any cost or savings impact resulting from the new health care reform legislation or other recently passed state or federal regulations.

Projections of retiree costs take into account only the dollar value of providing benefits for retirees during the period referred to in the projection. It does not reflect the present value of any future retiree benefits for active, disabled or terminated employees during a period other than that which is referred to in the projection.



**Stephanie E. Cummings**  
Counsel  
Direct: 203-575-2649  
Fax: 203-575-2600  
SCummings@carmodylaw.com

50 Leavenworth Street  
P.O. Box 1110  
Waterbury, CT 06702

December 28, 2020

Mayor Robert Chatfield  
Prospect Town Hall  
36 Center Street  
Prospect, CT 06712

Re: Connecticut Paid FMLA

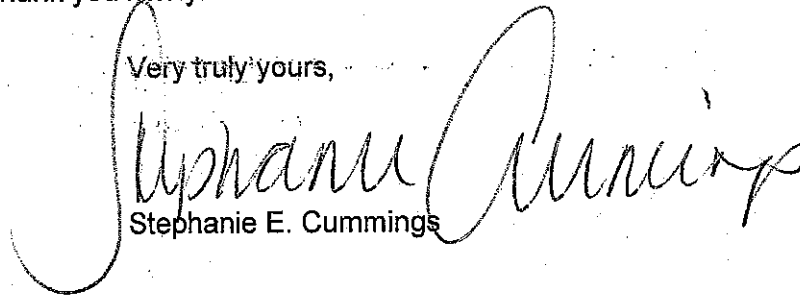
Dear Mr. Mayor:

Pursuant to our earlier conversation, Connecticut municipalities are not included as "covered employers" under the Connecticut Paid FMLA program unless and until a municipal bargaining unit bargains for inclusion of the program.

At this time, no Prospect collective bargaining unit has bargained for benefits under the Connecticut Paid FMLA program. Therefore, Prospect is exempt from participation, including the collection of the payroll tax.

This analysis is subject to change if the underlying facts and circumstances change from the above. Should you have any questions, please do not hesitate to contact me at the above Waterbury office. Thank you kindly.

Very truly yours,



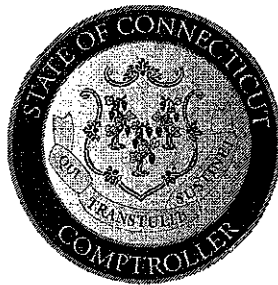
Stephanie E. Cummings



STATE of  
CONNECTICUT



RETIREMENT SERVICES  
DIVISION



RETIREMENT SERVICES DIVISION  
OFFICE of the STATE COMPTROLLER  
165 Capitol Ave.  
Hartford, CT 06106

March 4, 2021

Mr. Robert Chatfield  
Mayor  
Town of Prospect  
36 Center Street  
Prospect, CT 06712  
info@townofprospect.org

**RE: Prospect Public Works 115-T**

Dear Mr. Chatfield:

The purpose of this letter is to advise you of the costs for the above referenced unit to participate in the Connecticut Municipal Employees Retirement System (CMERS) for the fiscal year beginning July 1, 2021. The State of Connecticut Retirement Commission has authorized the contributions rates below to be effective for the July 1, 2021 to June 30, 2022 fiscal year.

- Monthly contribution payments, as a percentage of payroll, will be as follows:

|                            |        |
|----------------------------|--------|
| Normal Cost                | 7.05%  |
| Unfunded Accrued Liability | 9.39%  |
| Total                      | 16.44% |

We project the contribution payment, as a percentage of payroll, will increase in future annual valuations to an estimated rate of 18.02% for fiscal year ending June 30, 2024. The estimated schedule of future employer contribution rates is provided in the June 30, 2020 valuation.

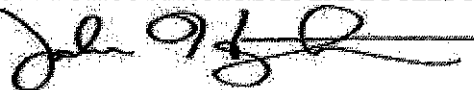
- As stated in the Retirement Services Division letter dated June 25, 2019, Public Act No. 19-124 includes an increase in employee contributions to MERS in each of the six subsequent fiscal years. Therefore, effective July 1, 2021, the employee contribution rates for members covered by Social Security will increase from 3.25% to 3.75%.
- The annual amortization payment/(credit) of \$7,093 for prior service is due July 1, 2021. Subsequent amortization payments will be due July 1st for each of the next 14 years.
- The CMERS administrative charge is \$1,560. This charge is based on \$130 per active and retired member. Our most recent files show 8 active members and 4 retired members.

The State Employees Retirement Commission approved the above total contribution rate of 16.44% at its January 21, 2021 meeting. A copy of the June 30, 2020 actuarial valuation report can be found on the Office of the State Comptroller's website at <https://www.osc.ct.gov/rbsd/reports/index.html>.

If you have any questions regarding the information provided in this letter, please contact Rudolph Nelson, a CMERS staff member, at (860)702-3502.

Very truly yours,

THE CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SYSTEM  
BY:



John Herrington, Director  
Retirement Services Division

## Connecticut MERS – Employer Contribution Rates

lang...

Thu 3/4/2021 11:06 AM

To: Town of Prospect <info@townofprospect.org>

📎 1 attachments (505 KB)

MERSrateletter.pdf;

To Whom it may Concern,

Please see the attached letter from the State of Connecticut Municipal Employees Retirement System (MERS) regarding the contribution requirements for the fiscal year beginning July 1, 2021. These costs are required for your unit to participate in MERS and are broken down into three sections:

1. Total Contribution Rate as a percentage of payroll,
2. Any annual amortization payments (or credits) for prior service, and
3. Administrative charges.

If you have any questions regarding the letter, please contact Mr. Rudolph Nelson at (860) 702-3502.

### DISCLAIMER:

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# H.D. SEGUR

I N S U R A N C E

March 5, 2021

Mayor Robert Chatfield  
Town of Prospect  
36 Center Street  
Prospect, CT 06712

**Subject: Insurance Budget Estimates for Fiscal Year 7/1/21 to 7/1/22**

Dear Mayor Chatfield:

The following are the budget estimates for the fiscal year 7/1/21 to 7/1/22. These budget estimates reflect the projected payroll increase and estimated exposure changes. The budget estimates are as follows:

1. **Package** – This policy provides your Property, General Liability, Law Enforcement, Automobile, Public Official Liability, and Umbrella coverages. The current 7/1/20 to 7/1/21 policy premium is \$127,385. This will be the 2nd year of a three-year CIRMA rate stabilization program with a guarantee of a maximum rate increase of 2.4% for 2021-2022. As of 3/5/20 the Town has made the following exposure change to the Package policy: the addition of (1) 2016 Ford Explorer. The estimated Package policy renewal premium, taking into consideration the rate increase and an additional 2% for possible exposure increases, for 7/1/21 to 7/1/21 is \$132,990.
2. **Cyber Liability** – Last year this coverage and premium were included in the above listed Package. CIRMA no longer provides this coverage in their Package Policy, so an additional policy will need to be purchased by the Town to cover this exposure. The estimated premium for a \$1,000,000 limit Cyber Policy for 7/1/21-7/1/22 is \$11,037. There will be additional quotes made available to the Town that could change this estimated premium.
3. **Workers' Compensation** – The current 7/1/20 to 7/1/21 Workers Compensation policy premium is \$195,110. The rate change for the 2021-2022 policy term will be -3.8%. Based on this rate change and the projected payroll changes, the estimated Workers Compensation policy renewal premium for 7/1/21 to 7/1/22 is \$187,696.
4. **Crime** – This is the 2nd year of a three-year Crime policy. The premium for 7/1/21 to 7/1/22 will remain at \$2,625.

10 Research Pkwy, Ste 400  
Wallingford CT 06492  
Phone (203) 699-4500  
Fax (203) 271-7081  
Toll Free (800) 336-4496  
www.hdsegur.com

 **ACRISURE** Agency Partner

Mayor Robert Chatfield  
March 5, 2021  
Page 2

5. Miscellaneous Coverages:

- The Town purchases two Special Accident policies on behalf of the part-time police officers and board/commission members. We estimate the total for both 7/1/21 to 7/1/22 renewal policies to be \$1,200.
- The Tax Collector Bond has a limit of \$250,000 and we estimate the 7/1/21 to 7/1/22 renewal premium to be \$500.
- The Assistant Tax Collector Bond has a limit of \$100,000 and we estimate the 10/1/21 to 10/1/22 renewal premium to be \$200.

6. H. D. Segur, Inc. Fee for Insurance Consulting Service - The fee for the period 7/1/21 to 7/1/22 will remain at \$8,000.

If you have any questions, please contact me.

Sincerely yours,  
H. D. Segur, Inc.



Nancy B. Cosgrove, CPCU, AAI, CPIW  
Vice President- Public Entity

**TOWN OF PROSPECT**

**H. D. Segur, Inc.**

Policy # LAP202012496, PKG 7/1/2020 7/1/2021

As of: 03/03/2021

| Cls# | Itm# | Ref# | Serial #          | Item Description  | Value            | Stat | Date     |
|------|------|------|-------------------|---|------------------|------|----------|
|      | 1    |      |                   | Stowe 1 Ton Roller  | \$4,000          | SA   | 07/01/17 |
|      | 2    |      |                   | Misc. Tools/Equipment   | \$10,000         | SA   | 07/01/17 |
|      | 3    |      | L70BV10739        | 1994 Volvo Michigan Loader  | \$98,000         | SA   | 07/01/17 |
|      | 4    |      | 98489-001A85      | Wingo Generator Value: \$13,000                                     | \$13,000         | SA   | 07/01/17 |
|      | 5    |      |                   | (2) Optical Voting Machines, \$7,000 each                           | \$14,000         | SA   | 07/01/17 |
|      | 6    |      | 165067            | 2000 Ingersoll Rand DD12 Roller                                     | \$15,000         | SA   | 07/01/17 |
|      | 7    |      | 1286              | 2006 Volvo Wheel Loader L70E, Serial #L70EV61286                    | \$123,931        | SA   | 07/01/17 |
|      | 8    |      | 200078            | 2007 Kioti Tractor w/ attachments, model #DK355E, Serial #FT6200078 | \$30,000         | SA   | 07/01/17 |
|      | 9    |      | UCR821            | 2007 Ingersoll-Rand Air Compressor, s/n 383366UCR821                | \$9,000          | SA   | 07/01/17 |
|      | 10   |      | LV5083E341635     | 2011 5083 John Deere Utility Tractor                                | \$45,000         | SA   | 07/01/17 |
|      | 11   |      | 1651              | 2011 FX48 Alamo Flail Ax Head Attachment                            | \$8,222          | SA   | 07/01/17 |
|      | 12   |      | 7454              | 2011 Vers JD Mower  | \$45,000         | SA   | 07/01/17 |
|      | 13   |      | 312000256         | Torro Sand Pro/Infield Pro Mower                                    | \$18,500         | SA   | 07/01/17 |
|      | 14   |      |                   | Cummings Oaon Generator at Fire Dept.                               | \$35,000         | SA   | 07/01/17 |
|      | 15   |      |                   | Detroit Deisel MTV60 Generator at Senior Center                     | \$35,000         | SA   | 07/01/17 |
|      | 16   |      | 1T0710KXJEE268031 | John Deere Model 710K   | \$172,000        | SA   | 07/01/17 |
|      | 17   |      | 4S9SMM727ES127163 | Stepp Tailgate Master Mixer Model SSM                               | \$19,800         | SA   | 07/01/17 |
|      | 18   |      |                   | Magnum Light Town Towable Model MLT3060M                            | \$7,560          | SA   | 07/01/17 |
|      | 19   |      | 213144            | 2017 Volvo ERC88D Excavator   | \$109,409        | Add  | 01/15/19 |
|      |      |      | <b>Count: 19</b>  | <b>Total:</b>   | <b>\$812,422</b> |      |          |
|      | 2    |      |                   | Empty   | \$               | SA   | 07/01/17 |
|      |      |      | <b>Count: 1</b>   | <b>Total:</b>   | <b>\$</b>        |      |          |

**TOWN OF PROSPECT**

**H. D. Segur, Inc.**

Policy # LAP202012496, PKG 7/1/2020 7/1/2021

As of: 03/03/2021

| Cls# | Itm# | Ref#                   | Serial # | Item Description    | Value            | Stat | Date |
|------|------|------------------------|----------|---------------------|------------------|------|------|
|      |      | <b>Count:</b>          |          | <b>Total:</b>       | \$               |      |      |
|      |      |                        |          |                     |                  |      |      |
|      |      | <b>Count:</b>          |          | <b>Total:</b>       | \$               |      |      |
|      |      | <b>Count Total: 22</b> |          | <b>Total Value:</b> | <b>\$812,422</b> |      |      |

# PROPERTY SCHEDULE

H. D. Segur, Inc.

Town of Prospect

|   |                                      |          |    |       |     |  |         |           |           |
|---|--------------------------------------|----------|----|-------|-----|--|---------|-----------|-----------|
| 1 | 36 Center Street, Town Hall          | Prospect | CT | 06712 | 1.1 | JM/ Y1960&87 6,908 sq.ft./ 1-1/2 stories             | 962,000 | 245,000   | 1,207,000 |
| 2 | 30 Center Street, Old Library        | Prospect | CT | 06712 | 2.1 | Meeting Place Masonry/ Y1904/ 1,080 sq.ft./ 1 Story  | 239,000 | 2,000     | 241,000   |
| 3 | 17 Center Street, New Library        | Prospect | CT | 06712 | 3.1 | Frame Y1990/ 9,451 sq.ft./ 1 story                   | 955,000 | 1,624,000 | 2,579,000 |
| 4 | 23 Center Street, Historical Society | Prospect | CT | 06712 | 4.1 | Frame Y1900/ 630 sq.ft./ 1 story                     | 47,000  | 5,000     | 52,000    |
| 5 | 10 Center Street, Chapel Hall        | Prospect | CT | 06712 | 5.1 | Meetings Frame/ Y1851/ 792 sf/ 1-1/2 stories         | 59,000  | 6,000     | 65,000    |
| 6 | 8 Center Street, Police Station      | Prospect | CT | 06712 | 6.1 | Masonry Y1960/ 2,148 sq.ft./ 1-1/2 stories           | 331,000 | 39,000    | 370,000   |
| 6 | 8 Center Street, Police Station      | Prospect | CT | 06712 | 6.2 | Above ground vaulted gas tank 2,000 gallons          | 27,000  | 0         | 27,000    |
| 7 | 221 Cheshire Road                    | Prospect | CT | 06712 | 7.1 | Town Garage Steel Non-Comb 1 story 2012 6,400 sq.ft. | 500,000 | 126,000   | 626,000   |
| 7 | 221 Cheshire Road                    | Prospect | CT | 06712 | 7.2 | Salt Shed 1 Story FRAME 1,400 sq.ft.                 | 91,000  | 0         | 91,000    |
| 7 | 221 Cheshire Road                    | Prospect | CT | 06712 | 7.3 | 4 - Bay Garage 40x60 Steel                           | 216,000 | 0         | 216,000   |
| 7 | 221 Cheshire Road                    | Prospect | CT | 06712 | 7.4 | 2,000 gallon above ground diesel full storage vault  | 28,000  | 0         | 28,000    |
| 8 | 61 Waterbury Road, Hotchkiss House   | Prospect | CT | 06712 | 8.1 | Museum Frame/ Y1812/ 3,600 sf/ 2 story               | 762,000 | 3,000     | 765,000   |
| 8 | 61 Waterbury Road, Hotchkiss House   | Prospect | CT | 06712 | 8.2 | Garage Frame   | 13,000  | 0         | 13,000    |
| 8 | 61 Waterbury Road, Hotchkiss House   | Prospect | CT | 06712 | 8.3 | Playscape Frame/ Y2008                               | 75,000  | 0         | 75,000    |

# PROPERTY SCHEDULE

H. D. Segur, Inc.  
Town of Prospect

|    |                                    |          |    |       |      |  |           |         |           |
|----|------------------------------------|----------|----|-------|------|--|-----------|---------|-----------|
| 8  | 61 Waterbury Road, Hotchkiss House | Prospect | CT | 06712 | 8.4  | Skate Park Y2008                               | 150,000   | 0       | 150,000   |
| 8  | 61 Waterbury Road, Hotchkiss House | Prospect | CT | 06712 | 8.5  | Restrooms MNC/ Y2007                           | 150,000   | 0       | 150,000   |
| 8  | 61 Waterbury Road, Hotchkiss House | Prospect | CT | 06712 | 8.6  | Shed   | 3,500     | 10,000  | 13,500    |
| 8  | 61 Waterbury Road, Hotchkiss House | Prospect | CT | 06712 | 8.7  | lighting                                       | 100,000   | 0       | 100,000   |
| 9  | Rte 69 New Haven Road, Fire House  | Prospect | CT | 06712 | 9.1  | MNC/ Y1998 22,500 sq.ft./ 1 Story/ Sprinklered | 2,701,000 | 110,000 | 2,811,000 |
| 9  | Rte 69 New Haven Road, Fire House  | Prospect | CT | 06712 | 9.2  | Above Ground Vaulted Diesel Tank 1,000 Gallon  | 20,000    | 0       | 20,000    |
| 10 | 19 Center Street, Grange Hall      | Prospect | CT | 06712 | 10.1 | Masonry Y1945/ 4,800 sq.ft./ 1 story           | 306,000   | 3,000   | 309,000   |
| 11 | 6 Center Street, New Senior Center | Prospect | CT | 06712 | 11.1 | Frame Y2000/ 7,976sq.ft./ 1 Story              | 920,000   | 53,000  | 973,000   |
| 12 | 120 New Haven Rd                   | Prospect | CT | 06712 | 12.1 | Water Storage Tank 1.1M gal./Steel             | 880,000   | 0       | 880,000   |
| 13 | 111 Union City Rd                  | Prospect | CT | 06712 | 13.1 | Pump Station Concrete                          | 364,000   | 0       | 364,000   |
| 14 | Coer Road, Canfield Park           | Prospect | CT | 06712 | 14.1 | Concessions MNC/ Y2008                         | 15,000    | 0       | 15,000    |
| 14 | Coer Road, Canfield Park           | Prospect | CT | 06712 | 14.2 | Misc Sports Equipment                          | 0         | 10,000  | 10,000    |
| 15 | 91 New Haven Road                  | Prospect | CT | 06712 | 15.1 | Caplan -Fieldssheds/playscape & lights         | 450,000   | 10,000  | 460,000   |
| 16 | 36 Coer Road - Canfield Park       | Prospect | CT | 06712 | 16.1 | Playscapenfencing/lights                       | 66,800    | 0       | 66,800    |





## Vehicle Schedule

Town of Prospect

March 3, 2021

| Veh # | Year | Make          | Model                | Body type | VIN               | Vehicle type | Cost new |
|-------|------|---------------|----------------------|-----------|-------------------|--------------|----------|
| 2     | 1985 | Eager Beaver  | Trailer              | T         | 1120HA203FT20005  |              | 8000     |
| 5     | 2012 | Big Tex       | UtilityTrailer       | UT        | 16VVX1014C2A07436 |              | 2085     |
| 6     | 1990 | Custom        | Trailer              | T         | 1YB411215L1B1T    |              |          |
| 7     | 1990 | Custom        | Trailer              | T         | 1YB411211M1B1T573 |              | 1000     |
| 8     | 1992 | International | 2000 Series 2574     | TK        | 1HTGECUR1NH402812 |              | 65000    |
| 9     | 1995 | International | 2000 Series 2574     | DMPTK     | 1HTGEAER8SH651512 |              | 90000    |
| 10    | 2000 | International | 2000 Series 2574     | DMPTK     | 1HTGEAER3YH244285 |              | 115700   |
| 11    | 1999 | International | 2000 Series 2574     | TK        | 1HTGEAER9XH633320 |              | 95062    |
| 12    | 2014 | Ford          | Explorer             | LEAP      | 1FM5K8AR0EGA50502 |              | 45000    |
| 13    | 2017 | Ford          | Explorer             | LEAP      | 1FMJU1GT1HEA24316 |              | 60000    |
| 14    | 2001 | Cross Country | 5HD18                | T         | 431FS182011000524 |              | 3595     |
| 15    | 2001 | Ford          | F550                 | TK        | 1FDAF57F81ED00296 |              | 49500    |
| 16    | 2003 | International | Dump Model 2574      | DMPTK     | 1HTGEAER73H568168 |              | 110000   |
| 17    | 2007 | Ford          | Crown Victoria       | LEAP      | 2FAFP71W27X113726 |              | 30000    |
| 18    | 2006 | Ford          | Police Interceptor   | LEAP      | 2FAFP71W76X110061 |              | 12000    |
| 19    | 2015 | Chevy         | Silverado            | PU        | 1GB3KYC80FF115635 |              | 42000    |
| 21    | 2016 | Ford          | E350                 | OTHB      | 1FDEE3FS8GDC15402 |              | 65000    |
| 22    | 2008 | Ford          | Crown Victoria       | LEAP      | 2FAHP71V58X178622 |              | 30000    |
| 25    | 2010 | International | Cab & Chassis w/Plow | TK        | 1HTXHAPT8AJ245589 |              | 267153   |
| 26    | 2010 | Ford          | Expedition           | SPORT     | 1FMJU1G5XAE60466  |              | 60000    |
| 29    | 2011 | Chevy         | Silverado            | TK        | 1GB3KZCL7BF229667 |              | 37000    |
| 30    | 2012 | Ford          | Expedition XL        | LEAP      | 1FMJU1G54CEF13075 |              | 45000    |
| 31    | 2016 | Ford          | Explorer             | LEAP      | 1FM5K8AR1GGB13478 |              | 50000    |
| 33    | 2014 | Belmont       | Flat Bed Trailer     | UT        | 1B9UT202XEL657150 |              | 4350     |
| 34    | 2015 | Ford          | Explorer             | LEAP      | 1FM5K8AR6FGB62335 |              | 55000    |
| 35    | 2013 | Chevy         | Silverado            | TK        | 3GCPCE04DG168042  |              | 30000    |
| 36    | 2015 | Chevy         | Colorado             | LEAP      | 1GCHTCE32F1166697 |              | 31000    |
| 37    | 2016 | Chev          | K3500                | DMPTK     | 1G83KYC89GF232941 |              | 81976    |

## Vehicle Schedule

Town of Prospect

March 3, 2021

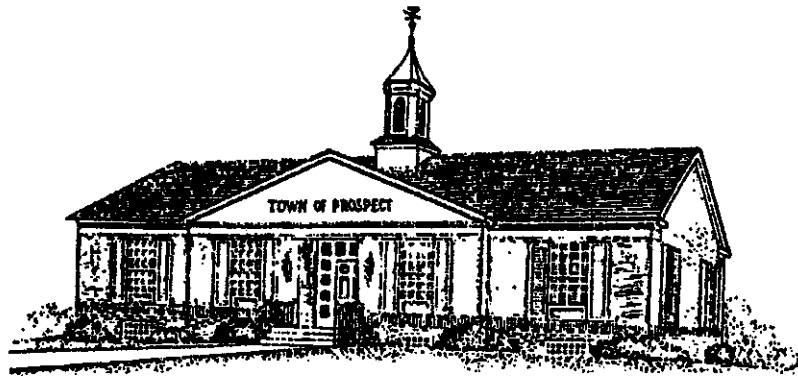
| Veh # | Year | Make          | Model         | Body type | VIN               | Vehicle type | Cost new |
|-------|------|---------------|---------------|-----------|-------------------|--------------|----------|
| 38    | 2010 | Ford          | F350          | TK        | 1FTSX3B52AEB01530 |              | 55000    |
| 40    | 2018 | Ford          | Expedition XL | LEAP      | 1FMJU1GT5JEA30691 |              | 71000    |
| 41    | 2018 | Ford          | E450          | OTHB      | 1FDDE4FS7JDC31284 | COML         | 66000    |
| 42    | 2000 | Big Tex       | 30SV-10BK     | T         |                   | COML         | 750      |
| 43    | 2020 | International |               | TK        | 3HABDTAR5LL356519 |              | 107615   |
| 44    | 2020 | International | HV507 SFA 4X2 | TK        | 3HAEDTAR3LL079756 |              | 207000   |
| 45    | 2017 | Ford          | Explorer      | LEAP      |                   |              | 60000    |
| 46    | 1998 | Hummer        |               | LEAP      | 138537            |              | 41061    |
| 47    | 2015 | Chevrolet     |               | DMPTK     | 2015NEWDUMP       |              | 800000   |
| 48    | 2020 | Ford          | Expedition    | LEAP      | 1FMJU1GT0LEA22209 |              | 64130    |
| 49    | 2016 | Ford          | Explorer      | LEAP      | 1FM5K8AR0GGC26712 |              | 20000    |

# PROSPECT BUDGET-FISCAL YEAR-2021-2022

| ANTI-BLIGHT COMMISSION | 2020-2021<br>ADOPTED | 2021-2022<br>PROPOSED |
|------------------------|----------------------|-----------------------|
| 6300-00 Clerk          | \$1,300.00           | 1300.00               |
| 6300-01 Expenses       | \$ 50.00             | 50.00                 |
| <b>TOTAL</b>           | <b>\$1,350.00</b>    | <b>1350.00</b>        |

*Brenda Martin*  
2/5/21

\* Commission voted and approved.



**INLAND WETLANDS COMMISSION**

36 CENTER STREET  
PROSPECT, CONNECTICUT 06712-1699

February 10, 2021

Honorable Mayor Robert J. Chatfield  
Town Hall  
36 Center Street  
Prospect, CT 06712

**Re: Inland Wetlands Commission Proposed Budget for 2021-2022**

Dear Mayor Chatfield:

The Inland Wetlands Commission is proposing to keep their budget for the 2021-2022 Fiscal Year the same as the current budget amount as follows:

**Inland Wetlands Commission Proposed 2021-2022 Budget**

|         |               | 2020-2021        | 2021-2022        |
|---------|---------------|------------------|------------------|
|         |               | <u>ADOPTED</u>   | <u>PROPOSED</u>  |
| 6400-00 | Meeting Clerk | \$2,300.00       | \$2,630.00 *     |
| 6400-01 | Supplies      | \$ 100.00        | \$ 100.00        |
| 6400-02 | Conferences   | \$ 200.00        | \$ 200.00        |
| 6400-03 | Engineering   | <u>\$ 750.00</u> | <u>\$ 750.00</u> |
|         | TOTAL         | \$3,350.00       | \$3,680.00       |

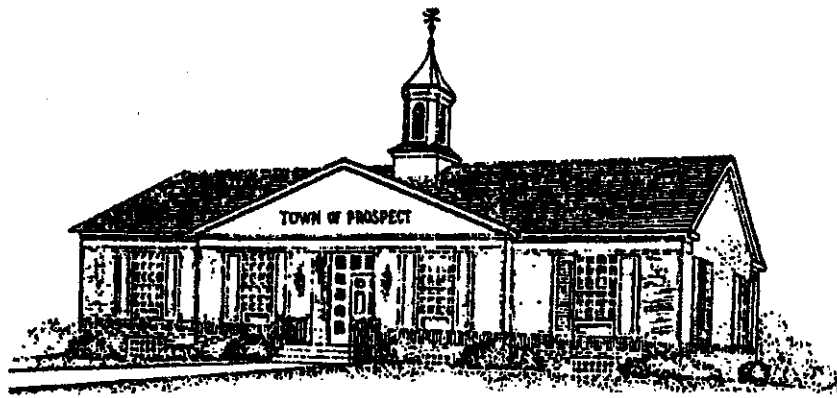
**\*16 Scheduled Meetings a year at \$164.00 per meeting equals \$2,630.00\***

(The Inland Wetland Commission voted on the budget at their February 8, 2021 Meeting)

Sincerely,

*Lorraine Dixon*

Lorraine Dixon, Chairman  
Inland Wetlands Commission



**LAND USE OFFICE - TOWN HALL**  
 36 CENTER STREET, PROSPECT, CT 06712  
 203-758-4461

February 10, 2021

Honorable Mayor Robert J. Chatfield  
 Town of Prospect  
 36 Center Street  
 Prospect, CT 06712

**Re: Land Use Inspector Proposed Budget for Fiscal Year 2021-2022**

Dear Mayor Chatfield:

The following is my proposed budget for the 2021-2022 Fiscal Year, which is shown below:

**Land Use Inspector Proposed 2021-2022 Budget**

| <u>Item</u>  | <u>2021-2021</u><br><u>Adopted</u> | <u>2021-2022</u><br><u>Proposed</u> |
|--|------------------------------------|-------------------------------------|
| 6450-00 Land Use Inspector   | \$ 59,088.00                       | \$ 60,713.00                        |
| 6450-01 Car Expense  | \$ 2,000.00                        | \$ 2,000.00                         |
| 6450-02 Land Use Tech  | \$ 34,460.00                       | \$ 35,407.65                        |
| 6400-03 Professional Conferences                                     | \$ 450.00                          | \$ 450.00                           |
| 6450-04 GIS  | \$ 7,000.00                        | \$ 22,040.00 *                      |
| 6450-05 Review of Plan of Conservation<br>and Development Consultant | <u>\$ 0.00</u>                     | <u>\$ 0.00</u>                      |
| <b>TOTAL</b>   | <b>\$ 102,648.00</b>               | <b>\$ 120,610.65</b>                |

**\*See attached letter from New England Geo Systems for detailed explanation\***

Respectfully submitted,

Mary Barton  
 Land Use Inspector

12/15/2020

#20-087

Statement of Services  
Prospect CT

## FY22 Parcel Updates and MapXpress Hosting

### OVERVIEW

New England Geosystems (NEGEO) is pleased to present this Statement of Work to the Town of Prospect to update their GIS parcel data to reflect changes and to continue to maintain and host their public mapping application, MapXpress.

### DESCRIPTION

#### 1.1. Annual Parcel Updates

1.1.1. *NEGEO will make any parcel change, to include splits, merges, lot line revisions, and other parcel changes to reflect the current parcel conditions. This task may also include fixes and resolutions from existing issues identified over the course of the year by the Assessor. The Assessor will provide to NEGEO source data with which to make these changes (Town Clerk surveys, notes, etc.) and provide the MBL for any new parcel. NEGEO will make these changes, and produce new tax maps (both pdf and hard copy) for any changed map. NEGEO will also update the town's MapXpress public mapping application with the updated data, as well as a mismatch table with any remaining mismatches between the parcel data and the Assessor's CAMA database. All source data should be provided in one iteration.*

#### 1.2. Mismatch Resolution

1.2.1. *As an added quality control step, NEGEO will review any parcel included on the mismatch table (includes Parcels with no CAMA record, CAMA records with no Parcel, Duplicate Parcel IDs, and Parcels with >20% Area discrepancy between the calculated (in GIS) area and the legal CAMA area). In some cases, NEGEO may be able to resolve issues immediately, and will do so. In other cases, NEGEO will recommend possible fixes for the issue as part of a detailed mismatch report. Town staff may then research and resolve issues locally, or provide fixes to any unresolved issue as part of the following year's parcel update project.*

#### 1.3. Planimetrics/Basemap Development

1.3.1. *The Town of Prospect has never developed Planimetric, or base map, data. This data consists of those features of the built landscape generally found on a map- buildings, roads, parking lots, pools, etc. which improve the look and use of maps and applications, as well as serve as a basis for further analysis, for example, calculating paved areas for road construction, identifying structure locations for first responders, or calculating impervious surfaces as part of the State MS4 Stormwater permitting. NEGEO will provide two options for planimetric development for the town. Option 1 will develop basic town structures including buildings, roads, and parking lots. Option 2 will include these layers, as well as driveways, decks/porches, and pools, as well as indicate primary and secondary structures (for*

buildings) and paved or unpaved for roads, parking, and driveways. Features will be digitized using the 2019 State of CT Aerial Imagery.

**1.4. MapXpress Updates**

The town has requested some changes/updates to its MapXpress parcel viewer. These include:

- 1.4.1. Add 2019 State of CT Aerial Imagery
- 1.4.2. Add FEMA Service
- 1.4.3. Add DEEP Service including National Diversity Database
- 1.4.4. Add Voting Locations Layer/Add Voting Map to Portal

**1.5. Annual MapXpress Hosting**

1.5.1. The annual fee for MapXpress hosting and maintenance for FY 22 will remain the same at \$3,000. The new agreement, July 2021 – June 2022, will provide for the operation and maintenance of the MapXpress web site and automated nightly owner information updates. As in previous years, base map data is updated as part of the regular but separate assessor map update projects.

**SCHEDULE**

NEGEO will begin parcel updates once this project has been authorized and the source information provided by the town. Parcel updates will be completed within 1.5 months of receiving all relevant source information. MapXpress hosting will cover the time period indicated above once authorized. All other tasks will begin immediately upon authorization.

**COST**

Costs for this project are provided below.

| DESCRIPTION                              | ESTIMATED COST     |
|--|--------------------|
| TASK 1.1 ANNUAL PARCEL UPDATES           | \$ 3,000.00        |
| TASK 1.2 MISMATCH RESOLUTION             | \$ 1,300.00        |
| TASK 1.3 PLANIMETRIC/BASEMAP DEVELOPMENT |                    |
| OPTION 1, LIMITED BASE MAPPING           | (\$ 7,400.00)      |
| OPTION 2, FULL BASE MAPPING              | (\$14,240.00)      |
| TASK 1.4 MAPXPRESS UPDATES               | \$ 500.00          |
| TASK 1.5 ANNUAL MAPXPRESS HOSTING        | \$ 3,000.00        |
|  |                    |
| TOTAL (OPTION 1)                         | <b>\$15,200.00</b> |
| TOTAL (OPTION 2)                         | <b>\$22,040.00</b> |

This project will be completed on a firm, fixed cost basis not to exceed the amounts listed above. If actual costs have the potential to exceed these estimates, NEGEO will notify the town before proceeding to prioritize tasks and mitigate overage costs.

For Task 1.1, Parcel Updates, invoices will be sent monthly and include all hours incurred during the billing period.

For Task 1.3, MapXpress Hosting, an invoice will be sent during the month of July, 2021 for the upcoming fiscal year.

Payment is due within 30 days of receipt.



AUTHORIZATION

NEGEO will proceed with this work upon receiving authorization from the client.

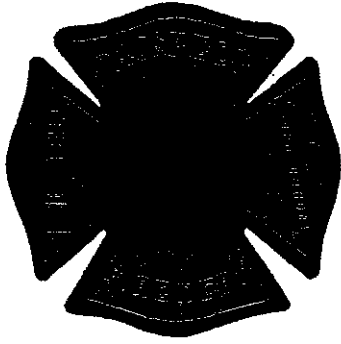
Again we appreciate your continued trust in New England GeoSystems and we always look forward to being of service. If you have any questions, concerns or comments, please contact me any time via phone or email.

Very Truly Yours,



Kristen LaBrie  
Project Manager  
New England GeoSystems

"48"



# The Volunteer Fire Department of Prospect, Inc.

P.O. Box 7001

PROSPECT, CONNECTICUT 06712

February 9, 2021

Mayor Chatfield,

Attached please find the budget request for the Volunteer Fire Department. Our new Assistant Chief, Michael Guastaferrri, our newly elected Treasurer Kyle Tournas, the department Finance Committee, and I have worked to trim the budget by roughly 0.5%. Our total request this year is \$467,810.

Our self-contained breathing apparatus (SCBA air packs) lease-purchase is now paid off, which will result in a savings in SCBA equipment. Our intention is to keep purchasing 3-4 new air packs year after year now, to keep the equipment refreshed, never having to make that large of a fleet purchase again.


One area where we are seeing an increase in cost, is in our EMS supplies. This is in direct relation to COVID 19. Although right now, all COVID 19 related EMS expenses are under review for reimbursement through FEMA, we have seen the cost of gloves and other critical personal protective equipment (PPE) increase sometimes 200% from our vendors. We have a sufficient stock in this PPE currently, so we can limit purchases to keep costs in check. We would anticipate federal and state reimbursement will cease at some point and although we hope to see the costs and stock return to normal, we will not know until the demand starts to decrease.


We are happy to report that through the pandemic, we were able to recruit and swear in 15 new members to our organization. Our ranks now include 56 firefighters, 16 EMS personnel, and 23 Jr corps cadets. Our costs remain on par with what has been anticipated for training, physicals and outfitting these new members with their basic gear and uniforms and we foresee that continuing through 2021-2022.


The public support and encouragement shown to our volunteers in our community over the last year has been nothing short of remarkable. The kind words, donations of meals, signs, and PPE has been fantastic and uplifting to our members during a very tough time. We really feel now, more than ever, that the town sees the great value in our 100% volunteer organization.

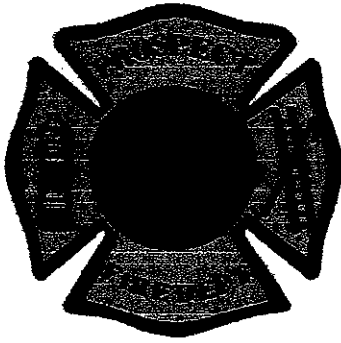
We hope you will support our budget request, and we look to continue the great relationship with yourself and the town council.

Thank you and best regards,

  
William N. Lauber III  
Chief of Department

  
Michael Guastaferrri  
Assistant Chief

  
Kyle Tournas  
Treasurer



# The Volunteer Fire Department of Prospect, Inc.

P.O. Box 7001, PROSPECT, CONNECTICUT 06712

## PROSPECT BUDGET-FISCAL YEAR 2021-2022

2020 - 2021

2021 - 2022

**ADOPTED**

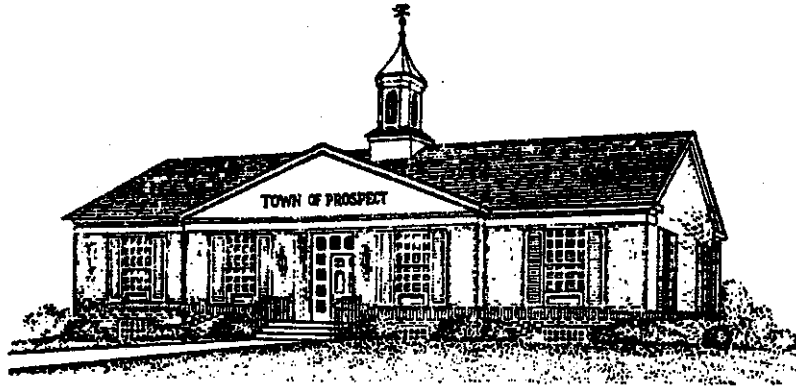
**PROPOSED**

|  |                     |
|--|---------------------|
| Administration / Office                          | \$45,458.00         |
| Apparatus Repairs & Maintenance - Motor Engineer | \$65,500.00         |
| Building / Property Repairs & Maintenance        | \$8,000.00          |
| Emergency Medical Services                       | \$24,000.00         |
| Fire Department Operations & Equipment           | \$33,400.00         |
| Insurance  | \$42,000.00         |
| IT, Software & Systems                           | \$14,000.00         |
| Legal & Professional Services                    | \$5,000.00          |
| Quarter Master Department                        | \$49,200.00         |
| Radios & Communications                          | \$21,000.00         |
| Safety Department                                | \$30,000.00         |
| SCBA Department                                  | \$63,000.00         |
| Training Department                              | \$27,500.00         |
| <b>Total</b>                                     | <b>\$428,058.00</b> |

|  |                     |
|--|---------------------|
| Administration / Office                          | \$46,211.00         |
| Apparatus Repairs & Maintenance - Motor Engineer | \$72,500.00         |
| Building / Property Repairs & Maintenance        | \$8,000.00          |
| Emergency Medical Services                       | \$25,500.00         |
| Fire Department Operations & Equipment           | \$27,200.00         |
| Insurance  | \$45,000.00         |
| IT, Software & Systems                           | \$14,000.00         |
| Legal & Professional Services                    | \$5,000.00          |
| Quarter Master Department                        | \$51,200.00         |
| Radios & Communications                          | \$23,000.00         |
| Safety Department                                | \$30,500.00         |
| SCBA Department                                  | \$50,200.00         |
| Training Department                              | \$27,500.00         |
| <b>Total</b>                                     | <b>\$425,811.00</b> |

### FIRE PROTECTION

|                        |                     |                     |
|------------------------|---------------------|---------------------|
| Vol. Fire Dept.        | \$428,058.00        | \$425,811.00        |
| Response Reimbursement | \$32,000.00         | \$32,000.00         |
| Building Improvements  | \$10,000.00         | \$10,000.00         |
| <b>TOTAL</b>           | <b>\$470,058.00</b> | <b>\$467,811.00</b> |



**OFFICE OF THE FIRE MARSHAL**  
36 CENTER STREET • PROSPECT, CONNECTICUT 06712  
February 18, 2021

Mayor Robert J. Chatfield  
36 Center Street  
Prospect, CT 06712

Dear Mayor Chatfield:

As per your request, I am submitting the budget request for the 2020-2021 fiscal year.

1. A \$3,000 increase in the equipment line item reflects additional equipment needed for the new ESO Software system. Three iPads are needed so that the information on inspections can be directly input into the new system. With this purchase many hours will be saved on time, paperwork and much less use of paper and postage will be required.
2. ~~The NFC subscription was increased so that the NFPA 1 and NFPA 101 module can be purchased and installed for inspections.~~
3. Additional increases to cover uniforms, mileage, and seminars for the two deputy fire marshals.
4. I am currently accessing the fire department printer since the one I had stopped working some time ago. This is increasing the number of copies that they are allowed under their current lease and contract for the printer.
5. A portable light is requested so that when an investigation requires additional lighting, I will not have to hold a firefighter and apparatus for several hours after they could have been released.

Every effort has been made to keep the costs down. Your consideration on this matter is greatly appreciated.

Sincerely,

Antonio Muniz  
Fire Marshal

AM/dep

## PROSPECT BUDGET-FISCAL YEAR-2021-2022

| <b>FIRE MARSHAL</b> |                    | <b>2020-2021<br/>ADOPTED</b> |       | <b>2021-2022<br/>PROPOSED</b> |
|---------------------|--------------------|------------------------------|-------|-------------------------------|
| 6650-00             | Salary             | \$36,559.00                  | 2.75% | \$37,564.37                   |
| 6650-01             | Car Repairs        | \$1,000.00                   |       | \$1,000.00                    |
| 6650-02             | Supplies           | \$600.00                     |       | \$600.00                      |
| 6650-03             | Seminars           | \$700.00                     |       | \$1,000.00                    |
| 6650-04             | Equipment          |                              |       | \$3,000.00                    |
| 6650-05             | Uniforms           | \$400.00                     |       | \$500.00                      |
| 6650-06             | NFC Sub Service    | \$3,000.00                   |       | \$3,200.00                    |
| 6650-07             | Deputy Salary      | \$4,000.00                   | 2.75% | \$4,110.00                    |
| 6650-08             | Mileage            | \$200.00                     |       | \$400.00                      |
| 6650-09             | Clerical Asst. PT1 | \$12,959.00                  | 2.75% | \$13,315.37                   |
|                     |                    | <b>\$59,418.00</b>           |       | <b>\$64,689.75</b>            |

# Prospect Public Fire

Assumes 5% increase - Rate Case      Assumes 4% Estimated WRA

| Qty         | Current Rate   | Monthly Rate  | 2021 Apr-July | 2021-2022 Aug-Mar | 2022 Apr + |
|-------------|----------------|---------------|---------------|-------------------|------------|
| Hydrants    | 115 \$ 20.60   | 2,369         |               |                   |            |
| Linear Feet | 87,280 \$ 0.10 | 9,109         |               |                   |            |
|             |                | 11,478        | \$ 11,478     |                   |            |
|             | Apr-July       | WICA          | \$ 807        |                   |            |
|             |                | Total Monthly | \$ 12,284     | \$ 12,899         | \$ 13,415  |

2021-2022 Fiscal Year Estimate \$ 155,717

2021 WRA Totals are not included in above estimates.

\* Numbers above are estimated for budgeting purposes only and are not guaranteed.

Hydrant Charge Reflects the cost to operate and maintain hydrants and related infrastructure to provide fire protection.

Linear Foot Represents the additional costs in construction and operations required to provide flows necessary for fire service. This includes increased cost to construct and operate larger tanks, mains, wells, treatment facilities, pumps and related facilities in order to provide protection.

WRA This adjustment ensures that water utilities do not over-collect or under-collect the revenues that were approved in rates by PUR. The amount is subject to annual review and adjustment, and may be a charge or credit on customers' bills based on actual water revenues collected in the prior year.

WICA The WICA charge covers the costs of eligible PURA approved infrastructure replacement projects. Replacing old and undersize hydrants improves service reliability, reduces water lost through leaks and breaks, enhances water quality, and can increase the flow of water through hydrants for public fire protection. The WICA charge cannot be increased by more than 5% in any one year or 10% between rate cases. The projects must be complete and in service for the benefit of customers before PURA will approve the charge.

Elements of a community's water system are critical to firefighting capabilities.



Community



Family



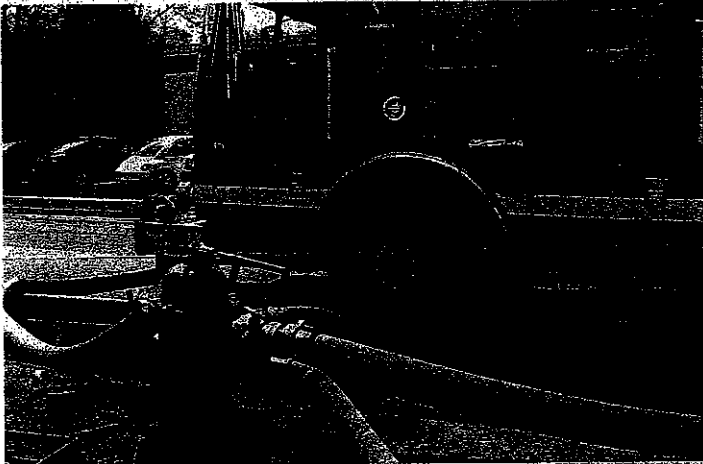
Health



Safety



Environment



Fire hydrants are a critical element of a community's firefighting capabilities.

In most communities, Connecticut Water owns and maintains the fire hydrants and the water systems that are necessary to support the volume of water necessary over a sustained period to fight fires.

The infrastructure needed to provide hundreds or thousands of gallons of water per minute to fire hydrants is far different from that of a water system that serves a residential neighborhood without hydrants.



Think of public highways. Major interstate highways are designed and built to standards that can accommodate peak traffic during rush hours or for emergency evacuations. While three or four lanes may be needed at rush hour, a single lane may be more than enough most of the time.

Like with a highway, the community benefits from good access to vital infrastructure. Having a water system with hydrants and a good flow of water is a critical component of a town's Insurance Services Office (ISO) rating for insurance purposes. A high ISO rating benefits taxpayers.

Water systems are the same. Systems that support fire hydrants are designed and built to meet those peak fire flow needs while still delivering service to residential customers.

### CRITICAL FIRE PROTECTION ELEMENTS

**Large Diameter Water Mains** at least six inches in diameter, are needed to move the volumes of water for public fire protection.

**Storage Tanks** are sized to provide the quantity and pressure to meet the prolonged spike in demand for firefighting while still maintaining adequate supplies and pressure for daily system demands, even if a fire occurs in periods when system demands are already high.

**Larger Pumps** are needed to replenish water in storage during and after a prolonged fire.

**Robust Water Sources** are needed, with quantities capable of meeting daily and fire protection needs.



In a 2016 fire at a recycling facility in Essex, our water system was able to supply 1 million gallons of water over a six-hour period because it was designed, constructed, and maintained to support public fire protection.

The additional infrastructure capacity needed for fire protection adds costs when these systems are designed and built, when aging infrastructure needs to be replaced, and for ongoing operational expenses.

Unlike other utility services (water, gas or electricity) that are paid for on the basis of usage, the costs for the infrastructure to support public fire protection are recovered from the communities where we provide public fire protection and are based on the amount of pipe and number of hydrants that support fire protection needs in each community. The costs apportioned to public fire protection rates are scrutinized by the Connecticut Public Utilities Authority when rates are reviewed and set.

We all hope that the fire hydrants in our communities are never needed for firefighting. But, fires do break out, lives and property are on the line, and the men and women who fight those fires count on having systems that are in good working order and can deliver the water needed when the unexpected happens.



93 West Main Street  
Clinton, CT 06413  
1-800-286-5700

February 10, 2021

Mr. Robert Chatfield  
Mayor  
Town of Prospect  
36 Center Street  
Prospect, CT 06712-1699

**Re: 2021 Public Fire Protection Charges**

Dear Mayor Bob:

Connecticut Water provides water service to 60 Connecticut communities, enhancing public health, safety and economic development. We are also proud to provide public fire protection services in the Town of Prospect.

We know that communities are in process of developing their budgets for the 2021/2022 fiscal year and want to provide you with our best guidance for public fire protection charges. We assure you that we were mindful of municipal budgets as we developed the application for our general rate case that was filed with PURA on January 15<sup>th</sup> and understand that you may have questions about the application and how it may affect public fire charges.

First, we have the following information on the surcharges on your bill and changes that will take effect on April 1, 2021:

- PURA has approved our most recent WICA filing for a modest increase in the WICA charge of 1.1% to take effect on April 1, 2021. This amount was included in the estimate for fire billing provided in early 2020.
- We have determined, based on the exceptionally high customer demands in 2020, the WRA is being reduced as of April 1, 2021 from a 6.41% charge to a credit of 0.74%.

The increase to base rates proposed in our pending application for public fire charges for most communities, including yours, is 5% of your current bill, which is well below the overall increase of 19.9% sought in our rate case filing. When new rates are approved by PURA, the WICA charge in effect at that time will be folded into the new base rates.

Based on the timing of the filing with PURA, we do not expect any impact from our general rate case application in your current fiscal year. PURA must issue a decision within 200 days of the filing with any new rates going into effect shortly thereafter, so the new rates would most likely start in late July or early August of 2021.

As noted in the email to town leaders sent when we filed our application, PURA will make the final decision on the amount and distribution of any new rates, including those for public fire. If you did not receive the email or would like more information on the rate filing please contact me or Dave Connors directly or visit [www.ctwater.com/ratecase](http://www.ctwater.com/ratecase).



As in the past, changes in public fire protection charges for the next fiscal year are also affected by increases in the number hydrants and the length of additional water main installed this past year in your community that supports public fire protection (*described more fully on the summary attachment*).

If PURA approves our general rate case application as proposed, with infrastructure additions through December 2021, we would not anticipate further WICA charges in the 2021/2022 fiscal year. However, should eligible projects completed after July 1, 2021 be excluded from the general rate case, we may seek a small WICA charge in early 2022 that would apply starting in April 2022.

We will have a change in the Water Revenue Adjustment (WRA) charge in April 2022 to reflect the actual usage and revenues in 2021. Since the WRA depends on actual usage, we cannot estimate now what that might be in April 2022. We would note, for your budget planning purposes that this is the first year there has been a credit applied from WRA since it was implemented and the average through the years has been about 4%.

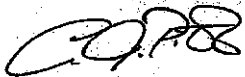
The attached summary breaks out the estimated Public Fire protection rates and charges for the 2021/2022 fiscal year. We have detailed GIS maps of the systems in your community that are used as the basis for your fire billing which we can review with you should you have any questions on your local infrastructure.

We recognize that public fire protection charges are a significant item in your municipal budget and want to provide you with as much information as we can as you develop your upcoming budget. With that in mind, please remember that these are our best estimates and the amounts are subject to PURA review and approval.

If you support the proposal to keep public fire charges at a rate lower than the overall requested increase, you may want to share those thoughts with PURA through public comments in the proceeding to ensure PURA is award of the towns' perspective on this. The case has been assigned Docket No. 20-12-30 for your reference. We will provide information on public hearing date(s) and others ways the public and municipalities can provide comments to PURA on our application when the dates are available.

If you have any questions about the fire protection charges or want to discuss anything related to water service in your community, please feel free to contact me at (860) 664-6140 or [cpatla@ctwater.com](mailto:cpatla@ctwater.com) or David Connors at (860) 664-6141 or [dconnors@ctwater.com](mailto:dconnors@ctwater.com).

Sincerely,



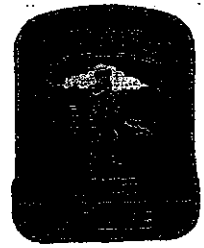
Craig J. Patla, P.E.  
Vice President, Service Delivery  
/att.

cc: D. Connors

**TOWN OF PROSPECT  
Fiscal Year 2021-2022  
Budget Proposal**

**PROSPECT POLICE DEPARTMENT**

| ITEM  | PRESENT<br>BUDGET   | NEW BUDGET<br>REQUEST | MAYOR | TOWN<br>COUNCIL |
|---|---------------------|-----------------------|-------|-----------------|
| 6700-00<br><b>OFFICERS</b>                                      | \$685,590.00        | \$704,443.72          |       |                 |
| 6700-01<br><b>RESIDENT TROOPER</b>                              | \$105,337.00        | \$105,337.00          |       |                 |
| 6700-02<br><b>FLEET GAS &amp; REPAIRS</b>                       | \$50,000.00         | \$60,000.00           |       |                 |
| 6700-03<br><b>OFFICE SUPPLIES/<br/>COMPUTERS</b>                | \$16,000.00         | \$17,000.00           |       |                 |
| 6700-04<br><b>CLERICAL ASSISTANT PT 2</b>                       | \$20,835.00         | \$21,407.96           |       |                 |
| 6700-05<br><b>TRAINING</b>                                      | \$17,000.00         | \$20,000.00           |       |                 |
| 6700-06 <b>VEHICLE<br/>COMPUTER SUPPLIES</b>                    | \$7,000.00          | \$12,000.00           |       |                 |
| 6700-07<br><b>RADIOS &amp; EQUIP<br/>TASER (CAMERA/WEAPONS)</b> | \$ 0                | \$23,637.00           |       |                 |
| 6700-08<br><b>OFFICE MANAGER</b>                                | \$42,018.00         | \$43,173.49           |       |                 |
| 6700-09<br><b>OVERTIME WAGES</b>                                | \$ 0                |                       |       |                 |
| 6700-10<br><b>LIEUTENANT</b>                                    | \$72,418.00         | \$74,409.49           |       |                 |
| 6700-11<br><b>K-9</b>   | \$3,259.00          | \$4,500.00            |       |                 |
| <b>TOTAL</b>  | <b>\$ 1,019,457</b> | <b>\$1,085,908.60</b> |       |                 |



**TOWN OF PROSPECT POLICE  
Fiscal Year 2021-2022  
Budget Proposal Narrative**

**LINE ITEM**

**Officers:  
6700-00**

As the statistics have shown in the past, the Town of Prospect has continued to grow both in population and businesses, thus increasing the necessity for police services. The town officers continue to investigate all cases, both motor vehicle and criminal. At the present time all Prospect Police Officers investigate all types of investigations. Statistics show that the Prospect Officers investigate approximately 98% of the town case load. If there is a major case, the Officers receive assistance from the State Police, i.e. Major Crime etc. Prospect employs one (1) part-time Administrative Lieutenant and sixteen (16) part-time officers. All Patrol officers have the same Patrol responsibilities.

Some Resident Trooper towns only allow their part-time officers to take on minor investigations which can be completed by the end of their shift. Their full-time officers take on more serious cases. These towns do have a wage/fringe benefit difference between full-time and part-time officers.

The Town of Prospect Officers receive no fringe benefits because of their part-time status, even though all of the Officers hold a high degree of training that they have received and developed throughout their Police careers. All of the Police Officers have an extensive amount of expertise in all aspects of police work. This is a major savings for the town of Prospect when you consider the experience of each town of Prospect Police Officer. It is in the town's best interest to stay competitive with officer's wages in other towns. The increase of the Officers wages is in conjunction with their agreed upon active Union Contract.

**Res. Trooper:  
6700-01**

State mandated.

At the current time the Town of Prospect is paying 50% for the Resident Trooper, which is \$105,337.00. This is due to the fact that last year an agreement was reached and a contract was signed off on, by the State Police and the Towns of Bethany and Prospect in order to share One (1) Resident Trooper which enables each town to share the cost of One (1) Resident Trooper. The fringe benefits paid by the town of Prospect has been decreased from 84.07% to 42.03%, which totals

\$105,337.00. Adding both figures together, for a total of **\$210,674.00** If the Resident Trooper works any type of overtime for the Town of Prospect, the town will be charged \$147.00 per hour for a minimum of 4 hours. At this time numerous requests have been made to Mr. Brochu of the State Police Fiscal Affairs for a cost for fiscal year 2021-2022. The State Police Budget goes to June 30, 2021. In the past the Town of Prospect has received increases after July 1<sup>st</sup> of the State Fiscal year. The town of Prospect should be prepared for some type of increase after July 1, 2021.

Due to the cost of the Resident Trooper program, at the present time the towns in the Litchfield County area who are sharing one (1) Resident Trooper at a cost of \$105,337.00 per town. The town of Ledyard as of January 1, 2016 became its own established Police Department with a force of twenty (20) Officers. The town of East Lyme has also established their own Police Department, thus continuing the trend of Resident Trooper Towns becoming their own Departments due to the cost of the Resident Trooper Program.

**Fleet, Gas  
& Repairs:  
6700-02**

At the present time, the Prospect Police Department has a total of eight (8) cruisers, which includes:

- Seven (7) SUV's
  - 1-PRO 2012 4x4 (K-9) 101,907 miles (Lap-top computer)
  - 23-PRO 2017 4X4 59,055 miles (Lap-top computer)
  - 27-PRO 2016 AWD 60,897 miles (Lap-top computer)
  - 28-PRO 2016 AWD 119,407 miles (Lap-top accessible)
  - 36-PRO 2020 4x4 7,570 miles (Lap-top computer)
  - 37-PRO 2018 4X4 50,568 miles (Lap-top computer)
  - 44-PRO 2015 AWD 141,097 miles (Lap-top computer)

One (1) Sedan

34-PRO 2006 Ford LTD 95,952 miles

- All eight cruisers can be used on a daily basis, specifically for patrol and/or construction overtime projects.
- Each cruiser is assigned to either two Officers or shared by three Officers. This gives the Officers a sense of ownership of the vehicles which has shown an improvement in the upkeep and cleanliness of the vehicles.

Due to OSHA Police Standards, each vehicle is required to have oil changes every 5,000 miles and proper up-keep. Due to the urban roadways in this town, the vehicles experience more wear and tear than normal highway use. Vehicle maintenance is a necessity in order to have all cruisers in top working condition and to eliminate any liability to the town. With gas prices fluctuating, it is hard to estimate the yearly gas cost for all of the cruisers, even though the Police Department has installed a 2,000-gallon gas tank, saving a significant amount of money for the town, as gas prices continue to be unpredictable.

Due to the unpredictable mechanical issues with Police cruisers, the \$60,000.00 equals out to approximately \$7,500.00 per vehicle for this fiscal year.

**Office Supplies/  
Computers:  
6700-03**

The Prospect Police Department presently has five (5) computers, (2) laptops, one (1) copier, three (4) printers and numerous other items that are used on a daily basis. These items need replacement parts/equipment and supplies in order to conduct professional services to the residents of the Town of Prospect.

The Patrol Tracker, is solely used for the department payroll and alarm billing.

At the present time, the Prospect Police Department is on-line with the school video system, and Hotchkiss Park. This allows the police department to view a live feed from each location in town. The instillation of the camera system to view each school is the direct result of the Sandy Hook incident and Public Act 13-3 Safe Schools.

**Clerical  
Assistant PT2:  
6700-04**

The part time secretaries assist the Office Manager with all clerical work at the Prospect Police Department.

**Training  
6700-05**

State mandated training must be attended by all Officers to Maintain their State Certification. As of January 24, 2012, P.O.S.T. is charging for classes per attendee in accordance with P.A. 11-61. This line item also covers the Range qualification twice a year and also any other required training mandated by POST standards.

**Vehicle (NEXGEN)  
Computer Supplies:  
6700-06**

At the present time, the Prospect Police Department is online with 6 (six) laptop/vehicle computers and (2) two office computers which are computers for the Connecticut State Police, under the NEXGEN Program. The use of this program by all officers will cost the Town of Prospect an estimated \$2,256.00 per year (last year numbers). At this time, I have not received a response from C.S.P. H.Q. regarding an increase in the cost for NEXGEN. This program is for Police Reports and Case Management only.

**Radios &  
Equipment,  
Taser  
(camera/weapons):  
6700-07**

The Town of Prospect has purchased and is up to date with the new APCO P-25 Digital State Police Motorola style radios which have replaced the old State radios.

The town of Prospect Police Department is currently in the process of updating our town radio communication which is a joint radio system upgrade with the Prospect Volunteer Fire Department.

If the town of Prospect was to ever decide to leave the Resident Trooper Program, one of the major expenses would be the radio communication. With the new system being shared with the Prospect Fire Dept. (but on separate frequencies) the newly implemented radio system would save a large amount of money to the town, thus allowing the Prospect Police Dept. to be able to sign on with North West Communication for all Police Dispatching, Fire and Ambulance services in the event that the transition occurs. The above-mentioned

services are currently being used by our surrounding towns, like Waterbury and Middlebury.

This line item is also to purchase ammunition for yearly certification for duty weapons, shotguns, M-16 rifles. This will also include the upkeep for the above-mentioned weapons.

Under the new **Bill No. 6004** that took effect in the General assembly in the July Special Session, 2020, "An Act Concerning Police Accountability". The following areas under said Bill, will be a new cost to the Town of Prospect:

**House Bill 6004: Use of Body Worn and Dashboard Camera** for each Officer and Cruiser. Due to the Police Accountability Bill, I believe it is of the utmost importance that each Officer have their own assigned body worn camera. Said camera will be registered to each Officer. Any incident on said camera will have the proper documentation of each incident recorded, which will include the Officers name, along with the date and time of each incident that he/she is involved with. Therefore, being a necessity for full transparency. This will be in the best interest of the Town for liability purposes. At the present time the Prospect Police Dept. has four (4) body worn cameras that are shared by 15 Officers. The four cameras are programed as generic with no user/Ofc information. Because the cameras are shared, they cannot be programed with each individual Officers information. My intention is to purchase the Body Worn cameras at this time and submit a request at next years budget for the Vehicle Dashboard Cameras for each Police Cruiser in accordance with House Bill 6004, which will be mandatory by July 1, 2022

**Axon (Taser)  
Body-Cam**

Axon (taser), the company that the body cameras will be purchased from, has a four-year program for payment of 20 body worn cameras. Each year the Town would pay \$6,837.00 for four years for a total of \$27,348.00. This will include evidence storage, license, body-cam, bay dock, magnet mount and USB cable.

**House Bill 6004: Periodic Mental Health Wellness Checks** will be required of each newly hired Officer every FIVE years. Officers who have been employed by the Town of Prospect for more than five years will need to submit to a Mental Health Wellness Check. Individual departments may determine the number of officers to participate in the wellness checks each year, ensuring that officers are screened every (5) years. (It is recommended that the departments cycle through their officers at a rate of 20% of their personnel each year, accomplishing a rolling (5) year cycle). All Police Officers as defined in CGS Sec. 7-294A(9) shall meet the recertification requirements established in

Public Act 20 – 1 and maintain documentation as proof of successful fulfillment of these requirements.

**The cost for a phycological test at the present time is \$200.00 per Officer.**

**House Bill 6004: Urinalysis drug test:**

Beginning with those police officers who have a certification expiration date of 6/30/2021 and every certification period thereafter, all Police Officers as defined in CGS Sec. 7-294A(9) shall meet the recertification requirements established in Public Act 20 – 1 and maintain documentation as proof of successful fulfillment of these requirements.

**The cost for a Urinalysis drug test is \$38.00 per Officer.**

**House Bill 6004: Police Badge and Name Tag Identification Requirement.** Each Officer will have to display their Police Badge along with a name tag on the outer-most garment on such Officers Uniform. **At the present time all Officers have a name tag and badge that is worn in the outer-most garment.**

**TASER 7  
Weapon system:**

At the present time the Prospect Police Dept. currently has four (4) Taser weapon systems that are shared by Sixteen (16) Officers. Because they are shared, each weapon has a low life expectancy and it is not registered to any one Officer. Shared Tasers are not taken care of as well, and as they are not assigned, inspections cannot be conducted to ensure their functioning status or if they're being utilized etc. Having Taser units individually assigned mandates complete transparency during any investigation related to the device/Officer and greater accountability. Initially the Taser was positioned in the Use of Force Matrix based solely on testing and guidance from Taser International. Since then, real world usages, court cases and officers' deployments have escalated the device within the Matrix to just below a firearm. This further necessitates the need for each unit to be accountable to an officer such as each firearm is. Lastly, our Department is very unique in which we have a very extensive list of specialties and experience. This is very beneficial to the town as our officers utilize these specialties and this vast experience to de-escalate most situations. However, the reality is that not every situation can be de-escalated. Our officer's extensive knowledge and skillsets come at the cost of time, and most are older than the individuals they need to



deal with. Purely for officer safety it is essential to equip the officers with every tool available. Because of the changing times in dealing with the public, society's interaction with Law Enforcement, and the current trend happening in the USA (regarding Law Enforcement Use of Force), I am requesting to purchase and issue a Taser weapon system to each Officer. I believe that each officer having an assigned Taser weapon will aid greatly with society's demand for police transparency and officer accountability. This is for the protection of the Officer, as well as the Town for liability purposes.

Attached you will find the quote for twenty (20) Taser 7 units. Which includes the weapon, taser 7 evidence access license, cartridge replacement, holster and four-year warranty. Each year the Town will receive a bill of \$16,800.00 for a five-year purchase program. The total amount for the five-year program is \$84,000.00.

**Office Manager:  
6700-08**

The duties performed by the Office Manager allows for one Resident Trooper and one Administrative Lieutenant in the Town of Prospect, instead of one (1) Sergeant and three (3) Resident Troopers, which is suggested by the State Police for a department of our size. The Office Managers duties continue to increase due to the growth of the Town, needs of the Department along with requests from town residents.

The Office Manager is also responsible for the supervision of two (2) part-time secretaries, the coordination of the Highway Construction Projects (HCP) within the town of Prospect, as well as HCP requested by the towns of Naugatuck, Beacon Falls and Bethany. Since the town of Prospect signed an Intermunicipal Agreement with the above-mentioned towns, this task is carried out on a day-to-day basis seven (7) days a week as well as on an emergency basis after hours.

**Overtime:  
6700-09**

**Lieutenant  
6700-10**

The Town of Prospect's contract with the C.S.P. specifically states that all administrative duties are the responsibility of the CEO of the town. Because of the size of the town and the number of Officers supervised by the Resident Trooper, every year reference is made by the State Police to assign a Sergeant and one (1) additional Resident Trooper to the Town of Prospect to handle both the Administrative and Police duties. In 2011 when the position of Administrative Lieutenant was

created in the town of Prospect, administrative duties were no longer the responsibility of the Resident Trooper; the Resident Trooper's duties are solely police matters. Therefore, with the Administrative Lieutenant handling all administrative duties, there is no longer the need for an additional Resident Trooper along with a Sergeant, thus saving the town of Prospect approximately \$450,000.00(+) annually. For the last 3 years the Resident Trooper has not been paid any overtime hours, which would be his time and a half pay rate plus fringe benefits. Even though in the past, Troop I, Bethany has allowed the Resident Trooper O.T. The Administrative Lt. along with the Mayor refuse to pay the bill in which Troop I, Bethany had to pay for the Resident Trooper O.T. No overtime is authorized to the Resident Trooper unless authorized by the Administrative Lt and/or the Mayor of the town of Prospect.

At the present time there are four (4) Resident Trooper Towns that employ an Administrative Lieutenant. The Town of Oxford used to have One (1) Resident Trooper Sgt. and Five Troopers. At the current time they have changed their structure to One (1) Resident Trooper and have promoted three Officers to the rank of Sergeant for proper supervision. Oxford is also going to promote one of the current Sergeants to the rank of Administrative Lt., thus saving the Town of Oxford the large cost of Five (5) Troopers and One (1) Sgt. from the State Police. Mayor Chatfield and I met with the Oxford Selectman prior to the implementation of their current rank structure, to discuss the benefits and savings to their town.

It is my recommendation that the Town of Prospect seriously consider the above rank structure be implemented in the near future as the town continues to grow.

**K-9  
6700-11**

This line item is in accordance with the Towns K-9 agreement. The line item requested is due to the increase in care of K-9, Veterinary Medical Insurance and equipment.

To date the K-9 has been used in different situations within the town of Prospect. For example; suspect tracking, evidence recovery, child tracking and a lost phone at Hotchkiss field was recovered.



# Mattress Disposal in Connecticut

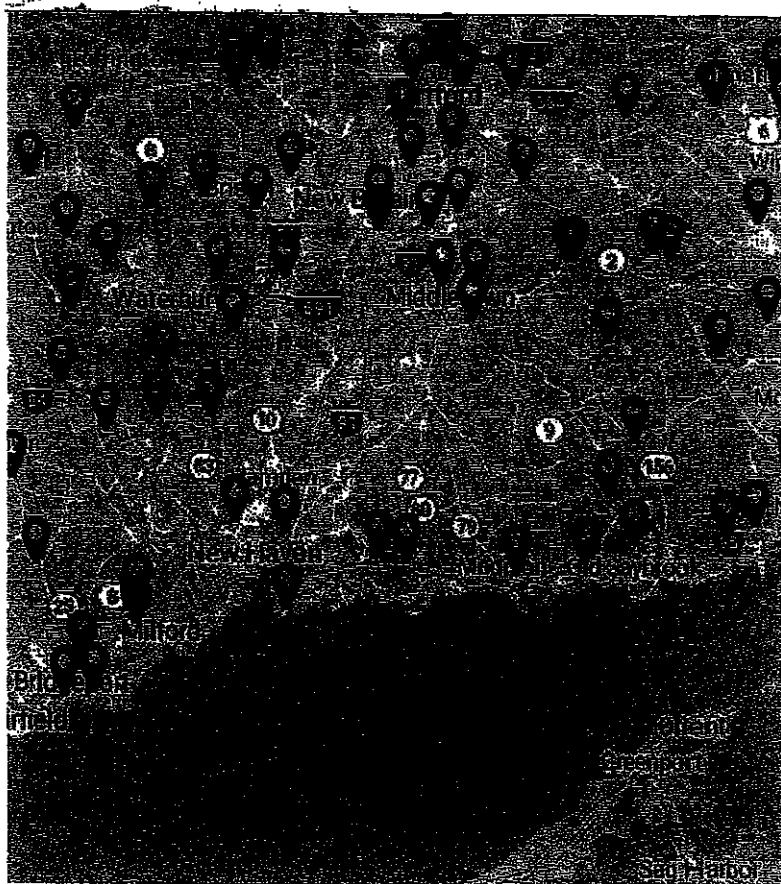
In the State of Connecticut, you have several options to dispose of an unwanted mattress.

Prospect

## RECYCLING LOCATIONS (130)

### Town of Prospect Recycling Center

157 Plank Rd.  
Prospect, CT 06712



**DESCRIPTION**

The Verdeon LED roadway luminaire combines optical performance, energy efficiency, and outstanding versatility to meet the requirements of any roadway application. Advanced optical technology delivers unparalleled uniformity, scalability, and budget-beating operating costs for municipal streets and highways. UL/cUL listed for wet locations with an optional IP66 enclosure rating available.

|             |  |      |
|-------------|--|------|
| Catalog #   |  | TYPE |
| Product     |  |      |
| Comments    |  | DATE |
| Prepared by |  |      |

**SPECIFICATION FEATURES**

**Construction**

Heavy-duty die-cast aluminum housing and door. Tool-less entry, hinged removable door for easy maintenance. 3G vibration rated.

**Optics**

Optics are precisely designed to shape the distribution maximizing efficiency and fixture spacing. Offered standard in 4000K (+/- 275K) CCT and 70 CRI. Optional 5700K CCT and 3000K CCT are available.

**Electrical**

120-277V 50/60Hz, 347V 60Hz or 480V 60Hz operation. 10kV/10kA common- and differential- mode surge protection available. Thermal management transfers heat away from the LED source for optimal

efficiency, light output and lumen maintenance. Operates in ambient temperatures from -40°C to 40°C. 50°C HA (high ambient) option available. Standard three-position tunnel type terminal block. LED modules are IP66 rated.

**Mounting**

Two-bolt/one-bracket slipfitter with cast-in pipe stop and 2.5° leveling steps. Four-bolt/two-clamp mounting option. Fixed-in-place bird guard seals around 1-1/4" to 2" (1-5/8" to 2-3/8" O.D.) mounting arms. Optional 15" pole mount arm available with round pole adapter and mounting hardware included.

**Finish**

Housing and cast parts finished in five-stage super TGIC polyester powder coat paint, 2.5 mil nominal thickness for superior protection against fade and wear. Consult your lighting representative at Eaton for a complete selection of standard colors.

**Warranty**

Five-year warranty.

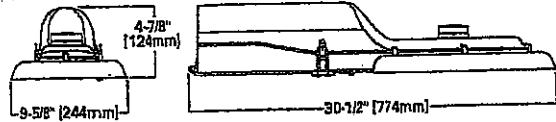
**VERD VERDEON**

LED

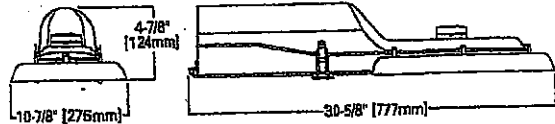
ROADWAY LUMINAIRE

**DIMENSIONS**

**VERD**

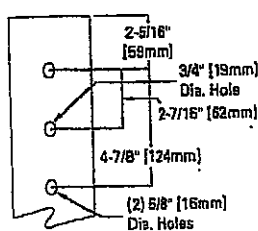


**VERD-G**



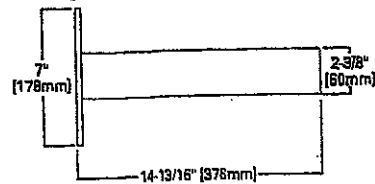
**ARM DRILLING**

**TYPE "M"**



**OPTIONAL ARM**

**15° Straight Arm**



**CERTIFICATION DATA**

UL and cUL Wet Location Listed  
 IP66-Rated Optics  
 3G Vibration Rated  
 ISO 9001  
 DesignLights Consortium™ Qualified\*

**ENERGY DATA**

Electronic LED Driver  
 0.9 Power Factor  
 <20% Total Harmonic Distortion  
 120-277V/50 and 60Hz,  
 347V/60Hz, 480V/60Hz  
 -40°C Minimum Temperature Rating  
 +40°C Ambient Temperature Rating

**EPA**

Effective Projected Area (Sq. Ft.): 0.5

**SHIPPING DATA**

Approximate Net Weight:  
 20 lbs. (9.1 kgs.)



TDS21005EN  
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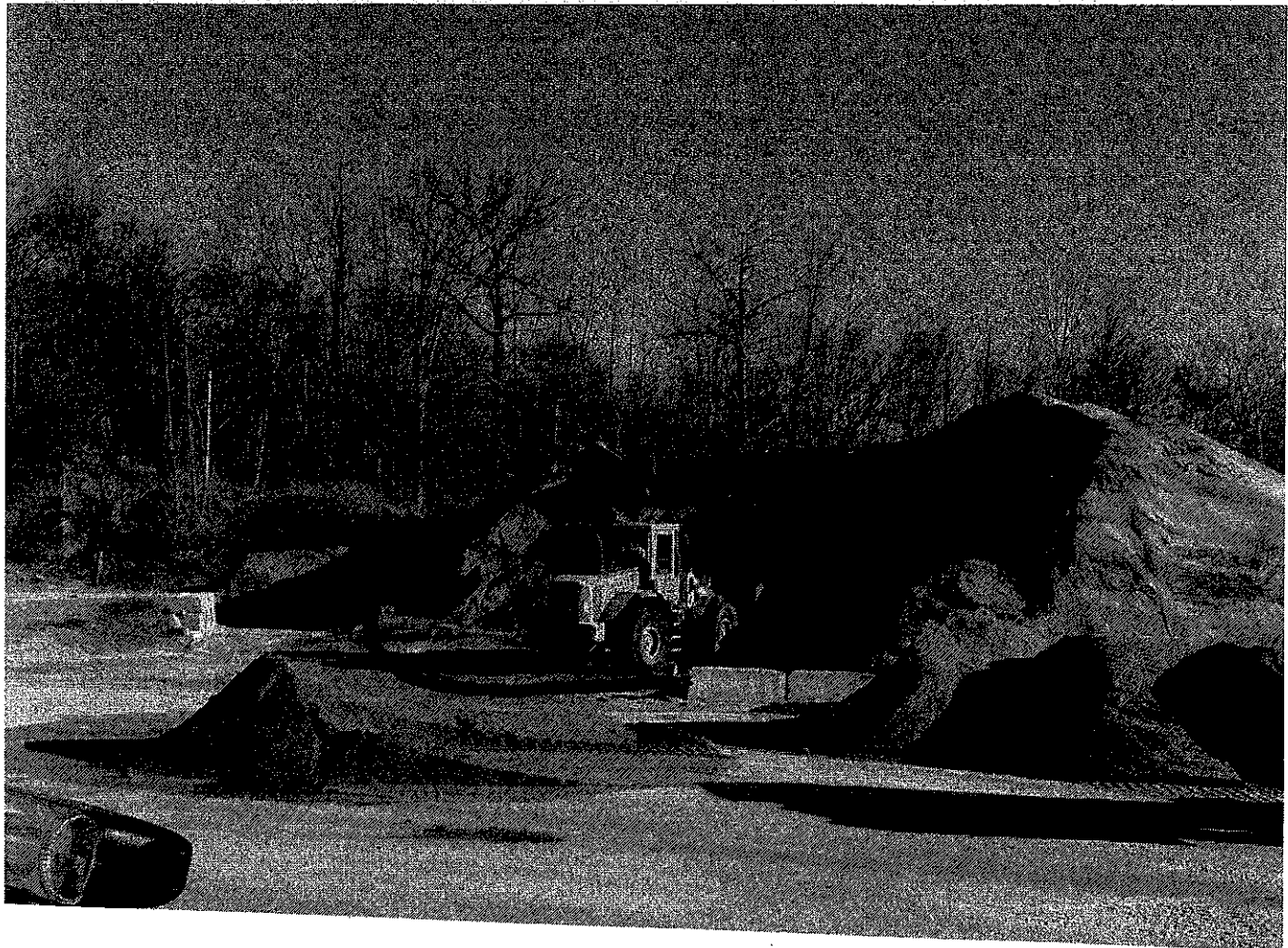
Tonnage to Covanta Bristol thru Sep-20  
 Berlin, Bristol, Plainville, Seymour, Southington, Waterbury & West Hartford  
 with year-over-year change

NOTE: Change compares 1st 3 months of FY 2021,  
 and 9 months of FY 2020

| Origin Name                  | Month | RESIDENTIAL     |                  |                  | COMMERCIAL      |                  |                  | RESIDENTIAL |               | COMMERCIAL |               |
|------------------------------|-------|-----------------|------------------|------------------|-----------------|------------------|------------------|-------------|---------------|------------|---------------|
|                              |       | 2021            | 2020             | 2019             | 2021            | 2020             | 2019             | Change (%)  | Change (tons) | Change (%) | Change (tons) |
| Plymouth, CT                 | Jul   | 368.79          | 325.79           | 324.26           | 90.06           | 84.14            | 94.03            | 13%         | 43.00         | 7%         | 5.92          |
|                              | Aug   | 357.45          | 291.12           | 367.44           | 86.20           | 94.17            | 100.60           | 23%         | 66.33         | -8%        | (7.97)        |
|                              | Sep   | 347.67          | 286.22           | 289.09           | 87.40           | 83.99            | 105.81           | 21%         | 61.45         | 4%         | 3.41          |
|                              | Oct   |                 | 290.89           | 328.97           |                 | 100.58           | 102.80           | -12%        | (38.08)       | -2%        | (2.22)        |
|                              | Nov   |                 | 220.22           | 323.90           |                 | 68.49            | 104.44           | -32%        | (103.68)      | -34%       | (35.95)       |
|                              | Dec   |                 | 286.89           | 285.38           |                 | 83.14            | 81.97            | 1%          | 3.51          | 1%         | 1.17          |
|                              | Jan   |                 | 255.91           | 289.94           |                 | 81.86            | 78.55            | -12%        | (34.03)       | 4%         | 3.31          |
|                              | Feb   |                 | 259.78           | 230.17           |                 | 75.98            | 71.45            | 13%         | 29.61         | 6%         | 4.53          |
|                              | Mar   |                 | 291.78           | 339.69           |                 | 100.50           | 125.25           | -14%        | (47.91)       | -20%       | (24.75)       |
|                              | Apr   |                 | 349.56           | 338.15           |                 | 71.16            | 89.66            | 3%          | 11.41         | -21%       | (18.50)       |
|                              | May   |                 | 372.16           | 330.76           |                 | 73.38            | 93.17            | 13%         | 41.40         | -21%       | (19.79)       |
|                              | Jun   |                 | 373.60           | 287.49           |                 | 81.84            | 81.67            | 30%         | 86.11         | 0%         | 0.17          |
| <b>Plymouth, CT Total</b>    |       | <b>1,073.91</b> | <b>3,605.92</b>  | <b>3,735.24</b>  | <b>263.66</b>   | <b>999.23</b>    | <b>1,129.40</b>  |             |               |            |               |
| Prospect, CT                 | Jul   | 342.47          | 311.85           | 307.31           | 86.67           | 65.02            | 31.97            | 10%         | 30.62         | 33%        | 21.65         |
|                              | Aug   | 310.62          | 301.53           | 318.83           | 77.50           | 64.71            | 36.78            | 3%          | 9.09          | 20%        | 12.79         |
|                              | Sep   | 316.96          | 283.24           | 277.40           | 56.22           | 79.46            | 53.66            | 12%         | 33.72         | -31%       | (24.24)       |
|                              | Oct   |                 | 302.71           | 312.55           |                 | 93.58            | 52.06            | -3%         | (9.84)        | 80%        | 41.52         |
|                              | Nov   |                 | 236.80           | 312.20           |                 | 69.61            | 58.34            | -24%        | (75.40)       | 19%        | 11.27         |
|                              | Dec   |                 | 309.17           | 276.75           |                 | 69.71            | 46.26            | 12%         | 32.42         | 51%        | 23.45         |
|                              | Jan   |                 | 308.23           | 300.08           |                 | 75.82            | 56.52            | 3%          | 8.15          | 34%        | 19.30         |
|                              | Feb   |                 | 242.02           | 238.30           |                 | 70.22            | 41.32            | 2%          | 3.72          | 70%        | 28.90         |
|                              | Mar   |                 | 286.78           | 249.22           |                 | 80.09            | 62.90            | 15%         | 37.56         | 27%        | 17.19         |
|                              | Apr   |                 | 332.26           | 297.19           |                 | 68.96            | 60.89            | 12%         | 35.07         | 13%        | 8.07          |
|                              | May   |                 | 321.05           | 311.54           |                 | 69.90            | 66.75            | 3%          | 9.51          | 5%         | 3.15          |
|                              | Jun   |                 | 320.33           | 287.48           |                 | 72.69            | 67.79            | 11%         | 32.85         | 7%         | 4.90          |
| <b>Prospect, CT Total</b>    |       | <b>970.05</b>   | <b>3,555.97</b>  | <b>3,488.65</b>  | <b>219.39</b>   | <b>879.77</b>    | <b>635.24</b>    |             |               |            |               |
| Seymour, CT                  | Jul   | 707.19          | 696.21           | 690.90           | 12.26           | 16.16            |                  | 2%          | 10.98         | -24%       | (3.90)        |
|                              | Aug   | 643.38          | 626.08           | 672.95           | 10.67           | 8.40             |                  | 3%          | 17.32         | 27%        | 2.27          |
|                              | Sep   | 685.06          | 591.45           | 587.79           | 10.92           | 11.25            |                  | 16%         | 93.61         | -3%        | (0.33)        |
|                              | Oct   |                 | 606.69           | 697.36           |                 | 27.84            |                  | -13%        | (90.77)       |            | 27.84         |
|                              | Nov   |                 | 610.43           | 610.94           |                 | 11.12            |                  | 0%          | (0.51)        |            | 11.12         |
|                              | Dec   |                 | 537.76           | 574.00           |                 | 9.76             |                  | -6%         | (36.24)       |            | 9.76          |
|                              | Jan   |                 | 614.54           | 621.21           |                 | 11.31            | 8.97             | -1%         | (6.67)        | 26%        | 2.34          |
|                              | Feb   |                 | 533.94           | 802.42           |                 | 11.23            | 13.49            | -33%        | (268.48)      | -17%       | (2.26)        |
|                              | Mar   |                 | 597.63           | 556.97           |                 | 18.57            | 21.98            | 7%          | 40.66         | -16%       | (3.41)        |
|                              | Apr   |                 | 709.41           | 671.92           |                 | 15.82            | 14.55            | 8%          | 37.49         | 9%         | 1.27          |
|                              | May   |                 | 727.67           | 675.74           |                 | 15.09            | 14.78            | 8%          | 51.93         | 2%         | 0.31          |
|                              | Jun   |                 | 762.54           | 670.74           |                 | 17.24            | 15.68            | 14%         | 91.80         | 10%        | 1.56          |
| <b>Seymour, CT Total</b>     |       | <b>2,035.63</b> | <b>7,614.23</b>  | <b>7,832.94</b>  | <b>33.85</b>    | <b>173.79</b>    | <b>89.46</b>     |             |               |            |               |
| Southington, CT              | Jul   | 2,082.46        | 1,780.43         | 1,795.59         | 1,451.06        | 1,552.61         | 1,279.59         | 16%         | 282.03        | -7%        | (101.55)      |
|                              | Aug   | 1,968.63        | 1,611.76         | 1,682.49         | 1,686.90        | 1,442.51         | 1,476.13         | 22%         | 356.87        | 10%        | 144.39        |
|                              | Sep   | 2,025.00        | 1,652.19         | 1,617.00         | 1,325.59        | 1,393.74         | 1,395.09         | 23%         | 372.81        | -5%        | (68.15)       |
|                              | Oct   |                 | 1,708.81         | 1,799.62         |                 | 1,469.65         | 1,587.99         | -5%         | (90.71)       | -7%        | (118.34)      |
|                              | Nov   |                 | 1,582.59         | 1,712.53         |                 | 1,283.91         | 1,541.76         | -8%         | (129.94)      | -17%       | (257.85)      |
|                              | Dec   |                 | 1,572.62         | 1,669.48         |                 | 1,659.03         | 1,485.32         | 0%          | 3.14          | 12%        | 173.71        |
|                              | Jan   |                 | 1,486.24         | 1,469.37         |                 | 1,420.93         | 1,329.32         | 1%          | 16.87         | 7%         | 91.61         |
|                              | Feb   |                 | 1,325.39         | 1,283.27         |                 | 1,360.17         | 1,256.32         | 3%          | 42.12         | 8%         | 103.85        |
|                              | Mar   |                 | 1,619.16         | 1,310.41         |                 | 1,439.88         | 1,301.71         | 24%         | 308.75        | 11%        | 138.17        |
|                              | Apr   |                 | 1,989.22         | 1,724.22         |                 | 1,340.19         | 1,458.07         | 15%         | 265.00        | -8%        | (117.88)      |
|                              | May   |                 | 2,121.64         | 1,787.50         |                 | 1,280.94         | 1,523.39         | 19%         | 334.14        | -16%       | (242.45)      |
|                              | Jun   |                 | 2,112.21         | 1,686.22         |                 | 1,345.19         | 1,448.86         | 25%         | 425.99        | -7%        | (103.46)      |
| <b>Southington, CT Total</b> |       | <b>6,056.09</b> | <b>20,562.26</b> | <b>19,437.60</b> | <b>4,363.55</b> | <b>16,988.75</b> | <b>17,083.34</b> |             |               |            |               |
| Warren, CT                   | Jul   | 54.63           | 52.01            | 49.35            |                 |                  |                  | 5%          | 2.62          |            |               |
|                              | Aug   | 49.76           | 27.80            | 40.82            |                 |                  |                  | 79%         | 21.96         |            |               |
|                              | Sep   | 66.68           | 41.93            | 39.20            |                 |                  |                  | 59%         | 24.75         |            |               |
|                              | Oct   |                 | 58.57            | 46.72            |                 |                  |                  | 21%         | 9.85          |            |               |
|                              | Nov   |                 | 31.08            | 39.10            |                 |                  |                  | -21%        | (8.02)        |            |               |
|                              | Dec   |                 | 62.38            | 44.04            |                 |                  |                  | 42%         | 18.34         |            |               |
|                              | Jan   |                 | 32.49            | 31.46            |                 |                  |                  | 3%          | 1.03          |            |               |
|                              | Feb   |                 | 45.22            | 30.86            |                 |                  |                  | 47%         | 14.36         |            |               |
|                              | Mar   |                 | 61.82            | 30.94            |                 |                  |                  | 100%        | 30.88         |            |               |
|                              | Apr   |                 | 49.66            | 36.21            |                 |                  |                  | 37%         | 13.45         |            |               |
|                              | May   |                 | 52.84            | 46.85            |                 |                  |                  | 13%         | 5.99          |            |               |
|                              | Jun   |                 | 85.97            | 36.87            |                 |                  |                  | 79%         | 29.10         |            |               |
| <b>Warren, CT Total</b>      |       | <b>171.07</b>   | <b>579.77</b>    | <b>472.42</b>    |                 |                  |                  |             |               |            |               |
| Washington, CT               | Jul   | 205.05          | 203.09           | 201.78           |                 |                  |                  | 1%          | 1.96          |            |               |
|                              | Aug   | 186.84          | 162.14           | 209.09           |                 |                  |                  | 15%         | 24.70         |            |               |
|                              | Sep   | 202.34          | 178.13           | 185.94           |                 |                  |                  | 14%         | 24.21         |            |               |
|                              | Oct   |                 | 172.74           | 201.71           |                 |                  |                  | -14%        | (28.97)       |            |               |
|                              | Nov   |                 | 95.86            | 153.42           |                 |                  |                  | -38%        | (57.56)       |            |               |
|                              | Dec   |                 | 172.72           | 179.15           |                 |                  |                  | -4%         | (6.43)        |            |               |
|                              | Jan   |                 | 137.83           | 172.23           |                 |                  |                  | -20%        | (34.40)       |            |               |
|                              | Feb   |                 | 142.07           | 116.79           |                 |                  |                  | 22%         | 25.28         |            |               |
|                              | Mar   |                 | 136.22           | 136.97           |                 |                  |                  | -2%         | (2.75)        |            |               |
|                              | Apr   |                 | 170.43           | 165.92           |                 |                  |                  | 3%          | 4.51          |            |               |
|                              | May   |                 | 186.46           | 171.06           |                 |                  |                  | 9%          | 15.38         |            |               |
|                              | Jun   |                 | 176.94           | 158.19           |                 |                  |                  | 12%         | 18.75         |            |               |
| <b>Washington, CT Total</b>  |       | <b>594.23</b>   | <b>1,934.63</b>  | <b>2,054.27</b>  |                 |                  |                  |             |               |            |               |
| Wolcott, CT                  | Jul   | 632.76          | 625.55           | 587.72           | 166.89          | 140.57           | 135.96           | 1%          | 7.21          | 19%        | 26.32         |
|                              | Aug   | 648.36          | 590.66           | 612.64           | 147.22          | 139.53           | 126.15           | 10%         | 57.70         | 6%         | 7.69          |
|                              | Sep   | 634.17          | 555.98           | 547.76           | 166.59          | 122.16           | 132.38           | 14%         | 78.19         | 36%        | 44.42         |
|                              | Oct   |                 | 585.04           | 624.50           |                 | 146.20           | 137.22           | -6%         | (39.46)       | 7%         | 8.98          |
|                              | Nov   |                 | 494.45           | 634.84           |                 | 159.67           | 151.24           | -22%        | (140.39)      | 6%         | 8.43          |
|                              | Dec   |                 | 571.04           | 540.16           |                 | 133.00           | 135.53           | 6%          | 30.88         | -2%        | (2.53)        |
|                              | Jan   |                 | 562.48           | 548.04           |                 | 153.54           | 126.88           | 3%          | 14.44         | 21%        | 26.66         |
|                              | Feb   |                 | 447.88           | 435.20           |                 | 128.18           | 107.58           | 3%          | 12.68         | 19%        | 20.80         |
|                              | Mar   |                 | 525.47           | 469.20           |                 | 166.98           | 135.23           | 12%         | 55.27         | 23%        | 31.75         |
|                              | Apr   |                 | 650.36           | 592.06           |                 | 179.18           | 128.37           | 10%         | 68.30         | 40%        | 50.81         |
|                              | May   |                 | 612.28           | 632.91           |                 | 175.84           | 137.61           | -3%         | (20.63)       | 28%        | 38.23         |
|                              | Jun   |                 | 630.66           | 568.87           |                 | 155.27           | 125.79           | 11%         | 61.79         | 23%        | 29.48         |
| <b>Wolcott, CT Total</b>     |       | <b>1,915.29</b> | <b>6,851.85</b>  | <b>6,793.90</b>  | <b>480.69</b>   | <b>1,800.12</b>  | <b>1,579.94</b>  |             |               |            |               |

Fiscal Year-to-date Tonnage to Covanta Bristol (Branford not shown)

| Origin                 | Month    | FY Residential   |                  | FY Commercial    |                  | CHANGE (tons)   |                 | CHANGE (%)  |             |
|------------------------|----------|------------------|------------------|------------------|------------------|-----------------|-----------------|-------------|-------------|
|                        |          | 2021             | 2020             | 2021             | 2020             | Residential     | Commercial      | Residential | Commercial  |
| Berlin                 | Jul      | 703.88           | 661.72           | 32.15            |                  |                 |                 |             |             |
|                        | Aug      | 667.76           | 624.04           | 24.38            |                  |                 |                 |             |             |
|                        | Sep      | 691.12           | 628.99           | 14.58            |                  |                 |                 |             |             |
|                        | Oct      | 675.12           | 629.99           | 1.82             |                  |                 |                 |             |             |
|                        | Nov      | 384.26           | 480.48           | 15.34            |                  |                 |                 |             |             |
|                        | Dec      | 655.63           | 585.79           | 27.56            |                  |                 |                 |             |             |
| Jan                    | 432.01   | 484.09           | 9.93             | 13.52            |                  |                 |                 |             |             |
| <b>Berlin Sum</b>      |          | <b>4,209.78</b>  | <b>4,095.10</b>  | <b>125.76</b>    | <b>13.52</b>     | <b>114.68</b>   | <b>112.24</b>   | <b>3%</b>   | <b>N.A.</b> |
| Bristol                | Jul      | 1,863.62         | 1,853.21         | 1,303.60         | 1,518.07         |                 |                 |             |             |
|                        | Aug      | 1,945.01         | 1,739.12         | 1,286.18         | 1,391.36         |                 |                 |             |             |
|                        | Sep      | 1,884.02         | 1,635.70         | 1,293.83         | 1,315.72         |                 |                 |             |             |
|                        | Oct      | 1,910.99         | 1,744.37         | 1,420.83         | 1,428.36         |                 |                 |             |             |
|                        | Nov      | 1,870.20         | 1,617.51         | 1,280.05         | 1,060.34         |                 |                 |             |             |
|                        | Dec      | 1,885.24         | 1,636.31         | 1,331.06         | 1,368.72         |                 |                 |             |             |
| Jan                    | 1,628.08 | 1,600.94         | 1,113.19         | 1,211.99         |                  |                 |                 |             |             |
| <b>Bristol Sum</b>     |          | <b>13,087.16</b> | <b>11,827.16</b> | <b>9,028.74</b>  | <b>9,294.86</b>  | <b>1,260.00</b> | <b>-265.82</b>  | <b>11%</b>  | <b>-3%</b>  |
| Burlington             | Jul      | 330.85           | 413.53           | 18.40            | 24.07            |                 |                 |             |             |
|                        | Aug      | 366.92           | 286.26           | 19.12            | 23.16            |                 |                 |             |             |
|                        | Sep      | 337.88           | 266.67           | 18.05            | 19.10            |                 |                 |             |             |
|                        | Oct      | 343.29           | 296.97           | 42.15            | 30.39            |                 |                 |             |             |
|                        | Nov      | 160.84           | 207.78           | 7.78             | 23.74            |                 |                 |             |             |
|                        | Dec      | 324.89           | 267.28           | 18.87            | 9.68             |                 |                 |             |             |
| Jan                    | 217.36   | 239.65           | 8.12             | 17.34            |                  |                 |                 |             |             |
| <b>Burlington Sum</b>  |          | <b>2,071.13</b>  | <b>1,978.14</b>  | <b>132.29</b>    | <b>147.46</b>    | <b>92.99</b>    | <b>-15.17</b>   | <b>5%</b>   | <b>-10%</b> |
| Hartland               | Jul      | 51.55            | 66.54            |                  |                  |                 |                 |             |             |
|                        | Aug      | 69.30            | 53.33            |                  |                  |                 |                 |             |             |
|                        | Sep      | 57.35            | 65.43            |                  |                  |                 |                 |             |             |
|                        | Oct      | 44.23            | 49.41            |                  |                  |                 |                 |             |             |
|                        | Nov      | 60.83            | 46.42            |                  |                  |                 |                 |             |             |
|                        | Dec      | 33.99            | 68.12            |                  |                  |                 |                 |             |             |
| Jan                    | 37.52    | 48.51            |                  |                  |                  |                 |                 |             |             |
| <b>Hartland Sum</b>    |          | <b>354.87</b>    | <b>397.76</b>    |                  |                  | <b>-42.89</b>   | <b>0.00</b>     | <b>-11%</b> | <b>N.A.</b> |
| New Britain            | Jul      | 2,316.77         | 2,108.73         | 1,784.88         | 1,396.32         |                 |                 |             |             |
|                        | Aug      | 2,112.32         | 2,011.17         | 1,720.14         | 1,370.50         |                 |                 |             |             |
|                        | Sep      | 2,122.30         | 1,889.22         | 1,751.72         | 1,246.45         |                 |                 |             |             |
|                        | Oct      | 2,140.39         | 2,021.88         | 1,880.74         | 1,543.64         |                 |                 |             |             |
|                        | Nov      | 2,003.62         | 2,075.02         | 1,747.19         | 1,276.42         |                 |                 |             |             |
|                        | Dec      | 2,147.95         | 1,922.65         | 1,897.56         | 1,568.23         |                 |                 |             |             |
| Jan                    | 1,400.71 | 1,656.52         | 1,174.90         | 1,465.97         |                  |                 |                 |             |             |
| <b>New Britain Sum</b> |          | <b>14,243.06</b> | <b>13,695.19</b> | <b>11,957.13</b> | <b>9,857.53</b>  | <b>547.87</b>   | <b>2,099.60</b> | <b>4%</b>   | <b>21%</b>  |
| Plainville             | Jul      | 664.99           | 599.97           | 408.49           | 474.35           |                 |                 |             |             |
|                        | Aug      | 524.72           | 448.93           | 392.78           | 463.76           |                 |                 |             |             |
|                        | Sep      | 559.40           | 489.13           | 432.38           | 425.64           |                 |                 |             |             |
|                        | Oct      | 597.60           | 465.77           | 467.22           | 534.20           |                 |                 |             |             |
|                        | Nov      | 506.87           | 336.04           | 416.02           | 346.90           |                 |                 |             |             |
|                        | Dec      | 503.89           | 459.30           | 432.95           | 482.90           |                 |                 |             |             |
| Jan                    | 325.11   | 403.28           | 284.87           | 390.38           |                  |                 |                 |             |             |
| <b>Plainville Sum</b>  |          | <b>3,582.58</b>  | <b>3,112.42</b>  | <b>2,837.71</b>  | <b>3,118.13</b>  | <b>470.16</b>   | <b>-280.42</b>  | <b>15%</b>  | <b>-9%</b>  |
| Plymouth               | Jul      | 368.79           | 325.79           | 90.06            | 84.14            |                 |                 |             |             |
|                        | Aug      | 367.45           | 291.12           | 86.20            | 94.17            |                 |                 |             |             |
|                        | Sep      | 347.67           | 286.22           | 87.40            | 83.99            |                 |                 |             |             |
|                        | Oct      | 320.60           | 290.89           | 79.95            | 100.58           |                 |                 |             |             |
|                        | Nov      | 330.09           | 220.22           | 114.84           | 68.49            |                 |                 |             |             |
|                        | Dec      | 345.72           | 288.89           | 95.49            | 63.14            |                 |                 |             |             |
| Jan                    | 258.53   | 255.91           | 72.63            | 81.86            |                  |                 |                 |             |             |
| <b>Plymouth Sum</b>    |          | <b>2,329.15</b>  | <b>1,959.04</b>  | <b>626.57</b>    | <b>596.37</b>    | <b>370.11</b>   | <b>30.20</b>    | <b>19%</b>  | <b>5%</b>   |
| Prospect               | Jul      | 342.47           | 311.85           | 86.67            | 65.02            |                 |                 |             |             |
|                        | Aug      | 310.62           | 301.53           | 77.50            | 64.71            |                 |                 |             |             |
|                        | Sep      | 316.58           | 283.24           | 65.22            | 78.46            |                 |                 |             |             |
|                        | Oct      | 317.43           | 302.71           | 91.36            | 93.58            |                 |                 |             |             |
|                        | Nov      | 295.64           | 236.60           | 84.31            | 69.61            |                 |                 |             |             |
|                        | Dec      | 326.86           | 309.17           | 83.06            | 69.71            |                 |                 |             |             |
| Jan                    | 232.40   | 308.23           | 49.72            | 75.82            |                  |                 |                 |             |             |
| <b>Prospect Sum</b>    |          | <b>2,142.38</b>  | <b>2,053.53</b>  | <b>527.84</b>    | <b>517.91</b>    | <b>88.85</b>    | <b>9.93</b>     | <b>4%</b>   | <b>2%</b>   |
| Seymour                | Jul      | 707.19           | 666.21           | 12.26            | 16.16            |                 |                 |             |             |
|                        | Aug      | 643.38           | 626.06           | 10.67            | 8.40             |                 |                 |             |             |
|                        | Sep      | 685.06           | 591.45           | 10.92            | 11.25            |                 |                 |             |             |
|                        | Oct      | 683.10           | 606.59           | 13.58            | 27.84            |                 |                 |             |             |
|                        | Nov      | 658.61           | 610.43           | 13.78            | 11.12            |                 |                 |             |             |
|                        | Dec      | 738.97           | 537.76           | 15.68            | 9.76             |                 |                 |             |             |
| Jan                    | 541.14   | 614.54           | 8.75             | 11.31            |                  |                 |                 |             |             |
| <b>Seymour Sum</b>     |          | <b>4,657.45</b>  | <b>4,283.04</b>  | <b>85.64</b>     | <b>95.84</b>     | <b>374.41</b>   | <b>-10.20</b>   | <b>9%</b>   | <b>-11%</b> |
| Southington            | Jul      | 2,052.46         | 1,780.43         | 1,451.06         | 1,552.61         |                 |                 |             |             |
|                        | Aug      | 1,668.63         | 1,611.76         | 1,586.90         | 1,442.61         |                 |                 |             |             |
|                        | Sep      | 2,025.00         | 1,652.19         | 1,326.59         | 1,393.74         |                 |                 |             |             |
|                        | Oct      | 2,041.92         | 1,708.81         | 1,492.18         | 1,469.65         |                 |                 |             |             |
|                        | Nov      | 1,875.96         | 1,562.59         | 1,422.35         | 1,263.91         |                 |                 |             |             |
|                        | Dec      | 1,939.05         | 1,572.62         | 1,428.16         | 1,659.03         |                 |                 |             |             |
| Jan                    | 1,516.43 | 1,486.24         | 1,017.34         | 1,420.93         |                  |                 |                 |             |             |
| <b>Southington Sum</b> |          | <b>13,429.45</b> | <b>11,394.64</b> | <b>9,723.58</b>  | <b>10,222.38</b> | <b>2,034.61</b> | <b>-496.80</b>  | <b>18%</b>  | <b>-5%</b>  |
| Warren                 | Jul      | 54.63            | 52.01            |                  |                  |                 |                 |             |             |
|                        | Aug      | 49.76            | 27.80            |                  |                  |                 |                 |             |             |
|                        | Sep      | 66.68            | 41.93            |                  |                  |                 |                 |             |             |
|                        | Oct      | 49.18            | 56.57            |                  |                  |                 |                 |             |             |
|                        | Nov      | 23.84            | 31.08            |                  |                  |                 |                 |             |             |
|                        | Dec      | 63.37            | 62.38            |                  |                  |                 |                 |             |             |
| Jan                    | 36.80    | 32.49            |                  |                  |                  |                 |                 |             |             |
| <b>Warren Sum</b>      |          | <b>344.26</b>    | <b>304.26</b>    |                  |                  | <b>40.00</b>    | <b>0.00</b>     | <b>13%</b>  | <b>N.A.</b> |
| Washington             | Jul      | 205.05           | 203.09           |                  |                  |                 |                 |             |             |
|                        | Aug      | 183.84           | 162.14           |                  |                  |                 |                 |             |             |
|                        | Sep      | 202.34           | 178.13           |                  |                  |                 |                 |             |             |
|                        | Oct      | 192.89           | 172.74           |                  |                  |                 |                 |             |             |
|                        | Nov      | 169.15           | 95.66            |                  |                  |                 |                 |             |             |
|                        | Dec      | 197.08           | 172.72           |                  |                  |                 |                 |             |             |
| Jan                    | 135.09   | 137.83           |                  |                  |                  |                 |                 |             |             |
| <b>Washington Sum</b>  |          | <b>1,288.42</b>  | <b>1,122.51</b>  |                  |                  | <b>165.91</b>   | <b>0.00</b>     | <b>15%</b>  | <b>N.A.</b> |
| Wolcott                | Jul      | 632.76           | 625.55           | 166.89           | 140.57           |                 |                 |             |             |
|                        | Aug      | 648.36           | 590.66           | 147.22           | 139.53           |                 |                 |             |             |
|                        | Sep      | 634.17           | 555.88           | 166.58           | 122.16           |                 |                 |             |             |
|                        | Oct      | 625.74           | 585.04           | 154.35           | 146.20           |                 |                 |             |             |
|                        | Nov      | 591.91           | 494.45           | 138.61           | 159.67           |                 |                 |             |             |
|                        | Dec      | 624.24           | 571.04           | 158.12           | 133.00           |                 |                 |             |             |
| Jan                    | 484.23   | 562.48           | 111.95           | 153.54           |                  |                 |                 |             |             |
| <b>Wolcott Sum</b>     |          | <b>4,241.41</b>  | <b>3,985.20</b>  | <b>1,043.92</b>  | <b>894.67</b>    | <b>256.21</b>   | <b>49.25</b>    | <b>6%</b>   | <b>5%</b>   |
| <b>Grand Total</b>     |          | <b>65,861.10</b> | <b>60,207.99</b> | <b>36,089.18</b> | <b>34,858.37</b> | <b>5,773.11</b> | <b>1,230.61</b> | <b>10%</b>  | <b>4%</b>   |



"70"

**PROSPECT PUBLIC LIBRARY**  
Budget for 2021-2022

**APPROVED BY LIBRARY BOARD**  
**February 11, 2021**

|  | <i>Adopted</i>     |                             |
|--|--------------------|-----------------------------|
| Description  | 2020-2021          | 2021-2022                   |
| <b>7350-00 Director 40hr/wk</b>  | <b>\$66,989.00</b> | <b>\$68,832.00 (2.75%)</b>  |
| <b>7350-01 Assistant Director</b>  | <b>\$50,128.00</b> | <b>\$52,507.00 (2.75%)*</b> |
| *Includes \$1,000 extra to be given to base pay besides 2.75% raise on July 1, 2021 per Union Contract..... (\$51,507 + \$1,000) |                    |                             |
| <b>7350-02 Clerical Staff</b>  | <b>\$98,259.00</b> | <b>\$100,962.00 (2.75%)</b> |
| *Eight Part Time Staff (5 library clerks/3 pages)  |                    |                             |
| <b>7350-03 Supplies</b>  | <b>\$10,500.00</b> | <b>\$10,500.00</b>          |
| Includes custodial supplies, program supplies, computer supplies, office supplies, etc.  |                    |                             |
| <b>7350-04 Books &amp; Cataloging</b>  | <b>\$30,000.00</b> | <b>\$30,000.00</b>          |
| Includes cost of purchase/leased books, magazines & newspaper subscriptions.   |                    |                             |
| <b>7350-05 Utilities</b>   | <b>\$17,000.00</b> | <b>\$17,000.00</b>          |
| *Electricity, water and oil.   |                    |                             |
| <b>7350-06 Contracted Maintenance</b>  | <b>\$36,379.00</b> | <b>\$36,154.00</b>          |
| Includes:  |                    |                             |
| Johnson Control Fire Alarm   | \$2,400.00         | \$2,400.00                  |
| (Testing, inspection, monitoring, emergency calls)   |                    |                             |
| Maintenance of Air Conditioning,   | \$1,200.00         | \$1,200.00                  |
| air handlers & furnace –   |                    |                             |
| Refuse Removal   | \$540.00           | \$540.00                    |
| Luso Cleaning Co. (Library)  | \$12,000.00        | \$12,000.00                 |
| Boiler Inspection  | \$80.00            | \$80.00                     |
| Fire Extinguisher Exchange   | \$250.00           | \$100.00                    |
| Carpet/window cleaning   | \$1,200.00         | \$1,200.00                  |
| Septic Tank Cleaning   | \$250.00           | -----                       |
| Constant Contact - Email Serv.   | \$459.00           | \$459.00                    |
| RequestIt CT Statewide Library   | \$325.00           | \$350.00                    |
| Stanley Magic Door   | \$510.00           | \$635.00                    |
| Landscape maintenance  | \$1,800.00         | \$1,800.00                  |
| Mulch/Gravel for Grounds   | \$750.00           | \$750.00                    |
| Website-Domain-Email   | \$460.00           | \$490.00                    |
| Computers – Internet/Maintenance*  | \$4,300.00         | \$4,300.00                  |
| * Includes pc and network repair service by A.O.S. Corporation ~ Example – firewall & Service Calls                              |                    |                             |
| * Fiber Internet Connection = \$125 per month Fiber Charge Plus annual fee of \$300 (\$1800)                                     |                    |                             |
| *AntiVirus – BitDefender 11/2021 to 11/2022 (\$115.00), *Router Connection Fee (\$200.00)  |                    |                             |



|  |            |            |
|--|------------|------------|
| Auto-Graphics – Verso system   | \$5,330.00 | \$5,350.00 |
| <i>(Circulation System -\$4460 &amp; Interlibrary Loan Network - \$600, Xml - \$270)</i> |            |            |

|   |            |            |
|---|------------|------------|
| Contingency fund for all repairs<br>to 30 year old building including exterior lamps, gutters, air handler repair,<br>doors, windows, interior lights | \$4,500.00 | \$4,500.00 |
|---|------------|------------|

|                |   |                   |                   |
|----------------|---|-------------------|-------------------|
| <b>7350-08</b> | <b>Capitol Improvement</b>  | <b>\$5,500.00</b> | <b>\$5,500.00</b> |
|                | *Painting of main area, staff room & offices. Replace old lighting with LED lighting in main library reading areas. Add more lights to outdoor walkway. |                   |                   |

|                |  |                   |                   |
|----------------|--|-------------------|-------------------|
| <b>7350-10</b> | <b>Audio, Video, Computer Software</b>   | <b>\$5,500.00</b> | <b>\$5,500.00</b> |
|                | Audio Books on CD, DVDs, computer software,<br>Motion Picture Licensing/Movie Licensing USA - \$600.00 |                   |                   |

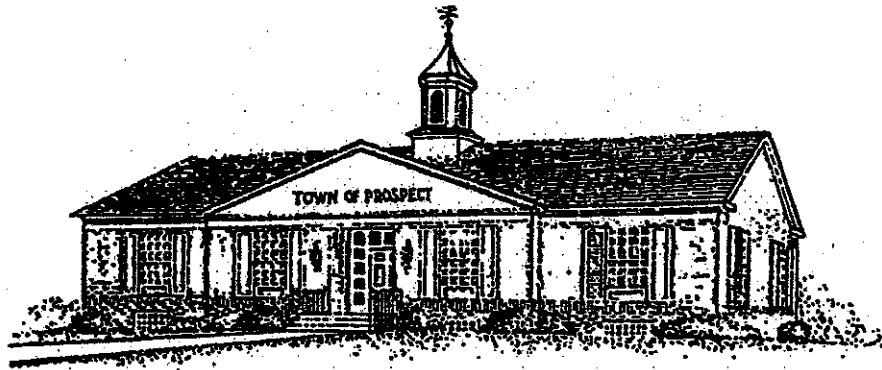
|                |   |                   |                   |
|----------------|---|-------------------|-------------------|
| <b>7350-11</b> | <b>Programs, Conferences, Dues, etc.</b>  | <b>\$5,700.00</b> | <b>\$5,700.00</b> |
|                | * Dues/Conferences/Training/Meetings - \$1530   |                   |                   |
|                | Dues to Conn. Library Consortium (\$625), CLA memberships (2) - \$130,<br>American Library Assoc. membership – Director/Asst. Director = \$500<br>ACLB – Library Board dues - \$25. Meetings & Training – Staff - \$200 |                   |                   |
|                | * Programming – Adult & Children - \$4170   |                   |                   |

|                |                                     |                   |                   |
|----------------|-------------------------------------|-------------------|-------------------|
| <b>7350-12</b> | <b>Board Clerk</b>                  | <b>\$1,045.00</b> | <b>\$1,045.00</b> |
|                | 11 meetings a year@ \$95.00/meeting |                   |                   |

|                |   |                   |                   |
|----------------|---|-------------------|-------------------|
| <b>7350-13</b> | <b>Technology/Ebooks</b>                        | <b>\$7,000.00</b> | <b>\$7,000.00</b> |
|                | Replacement of two patron computers & monitors. |                   |                   |

- Contract with Library Connection Consortium for Overdrive Service (Ebooks)
- Advantage program, which allows Prospect cardholders first access to certain EBooks.

|               |                     |                     |
|---------------|---------------------|---------------------|
| <b>TOTALS</b> | <b>\$334,000.00</b> | <b>\$340,700.00</b> |
|---------------|---------------------|---------------------|



**BOARD OF RECREATION. TOWN OF PROSPECT**

| <b>TOWN OF PROSPECT BUDGET - FISCAL YEAR 2021 - 2022</b> |            |                               |                     |                      |  |  |
|--|------------|-------------------------------|---------------------|----------------------|--|--|
|  |            |                               |                     |                      |  |  |
|  | Recreation |                               | 2020-2021           | 2021-2022            |  |  |
|  |            |                               | Adopted             | Proposed             |  |  |
|  | Item       |                               |                     |                      |  |  |
|  | 7400-00    | Supplies                      | \$ 8,035.00         | \$ 8,155.00          |  |  |
|  | 7400-01    | Programs                      | \$ 88,842.00        | \$ 95,755.00         |  |  |
|  | 7400-02    | Meeting Clerk                 | \$ 1,800.00         | \$ 1,800.00          |  |  |
|  | 7400-03    | Park Development              | \$ 80,000.00        | \$ 110,000.00        |  |  |
|  | 7400-04    | Field Maintenance             | \$ 11,000.00        | \$ 11,000.00         |  |  |
|  | 7400-05    | Port-o-Lets                   | \$ 4,000.00         | \$ 4,000.00          |  |  |
|  | 7400-06    | Parks and Recreation Director | \$ 62,219.00        | \$ 63,930.00         |  |  |
|  | 7400-07    | Professional Development      | \$ 1,000.00         | \$ 1,000.00          |  |  |
|  | 7400-08    | Building Maintenance          | \$ 11,000.00        | \$ 11,000.00         |  |  |
|  | 7400-09    | Background Checks             | \$ 1,000.00         | \$ 1,000.00          |  |  |
|  | 7400-10    | Vandalism                     | \$ 2,000.00         | \$ 2,000.00          |  |  |
|  | 7400-11    | Program Assist. F.T           | \$ 25,405.00        | \$ 26,104.00         |  |  |
|  | 7400-12    | Summer Help                   | \$ 3,900.00         | \$ 3,900.00          |  |  |
|  | 7400-13    | Car Expenses                  | \$ 2,000.00         | \$ 2,000.00          |  |  |
|  |            | Community Center              | \$ -                | \$ -                 |  |  |
|  |            | <b>TOTAL</b>                  | <b>\$302,201.00</b> | <b>\$ 341,644.00</b> |  |  |

| Month Ending:             | Fees |                      |                      |                      |
|---------------------------|------|----------------------|----------------------|----------------------|
| Administration            | Cltd | 20 - 21 Proposed     | 20 - 21 Adopted      | 21 - 22 Proposed     |
| Supplies/Computer Program |      | \$ 3,575.00          | \$ 3,575.00          | \$ 3,695.00          |
| Background Checks         |      | \$ 1,000.00          | \$ 1,000.00          | \$ 1,000.00          |
| Clerk                     |      | \$ 1,800.00          | \$ 1,800.00          | \$ 1,800.00          |
| Program Brochure          |      | \$ 4,500.00          | \$ 4,460.00          | \$ 4,460.00          |
| Director of Recreation    |      | \$ 62,675.50         | \$ 62,219.00         | \$ 63,930.00         |
| Administrative Assistant  |      | \$ 25,591.38         | \$ 25,405.00         | \$ 26,104.00         |
| Summer Help               |      | \$ 3,900.00          | \$ 3,900.00          | \$ 3,900.00          |
| Professional Development  |      | \$ 1,200.00          | \$ 1,000.00          | \$ 1,000.00          |
| Car Expenses              |      | \$ 2,000.00          | \$ 2,000.00          | \$ 2,000.00          |
| <b>SUBTOTAL</b>           |      | <b>\$ 106,241.88</b> | <b>\$ 105,359.00</b> | <b>\$ 107,889.00</b> |
| <b>Park Operations</b>    |      |                      |                      |                      |
| Park Develop/Improv       |      | \$ 80,000.00         | \$ 80,000.00         | \$ 110,000.00        |
| Building Maintenance      |      | \$ 12,000.00         | \$ 11,000.00         | \$ 11,000.00         |
| Field Maintenance         |      | \$ 11,000.00         | \$ 11,000.00         | \$ 11,000.00         |
| Port - A - Lets           |      | \$ 4,000.00          | \$ 4,000.00          | \$ 4,000.00          |
| Vandalism                 |      | \$ 2,000.00          | \$ 2,000.00          | \$ 2,000.00          |
| <b>SUBTOTAL</b>           |      | <b>\$ 109,000.00</b> | <b>\$ 108,000.00</b> | <b>\$ 138,000.00</b> |
| <b>Swim Program</b>       |      |                      |                      |                      |
| Lifeguards                |      | \$ 1,600.00          | \$ 1,600.00          | \$ 1,600.00          |
| Monitors                  | *    | \$ 250.00            | \$ 250.00            | \$ 250.00            |
| Swim Lessons              |      | \$ 1,000.00          | \$ 1,000.00          | \$ 1,000.00          |
| <b>SUBTOTAL</b>           |      | <b>\$ 2,850.00</b>   | <b>\$ 2,850.00</b>   | <b>\$ 2,850.00</b>   |
| <b>Art Program</b>        |      |                      |                      |                      |
| Knit/Crochet              |      | \$ 350.00            | \$ 350.00            | \$ 350.00            |
| Quilting                  |      | \$ 350.00            | \$ 350.00            | \$ 350.00            |
| Arts & Crafts             |      | \$ 500.00            | \$ 500.00            | \$ 500.00            |
| Drama/Theater             |      | \$ 400.00            | \$ 400.00            | \$ 400.00            |
| Summer Concert Series     |      | \$ 6,000.00          | \$ 6,000.00          | \$ 6,000.00          |
| <b>SUBTOTAL</b>           |      | <b>\$ 7,600.00</b>   | <b>\$ 7,600.00</b>   | <b>\$ 7,600.00</b>   |
| <b>Youth Programs</b>     |      |                      |                      |                      |
| Fencing                   | *    | \$ 2,000.00          | \$ 2,000.00          | \$ 2,000.00          |
| Tennis Instruction        | *    | \$ 500.00            | \$ 500.00            | \$ 500.00            |
| Summer Camp Gr. 1 - 5     | *    | \$ 35,000.00         | \$ 34,000.00         | \$ 42,000.00         |
| Pre Teen Camp Gr. 6 - 8   |      | \$ 9,000.00          | \$ 9,000.00          | \$ 8,000.00          |
| K - 5 BB (Girls & Boys)   | *    | \$ 3,100.00          | \$ 3,100.00          | \$ 2,500.00          |
| 6/7/8 BB (Girls & Boys)   | *    | \$ 6,900.00          | \$ 6,900.00          | \$ 6,000.00          |
| Hall Monitors             | *    | \$ 7,000.00          | \$ 6,192.00          | \$ 7,605.00          |
| Travel Team 5,6,7&8 G&B   | *    | \$ 4,500.00          | \$ 4,500.00          | \$ 4,500.00          |
| H.S. Basketball           | *    | \$ 4,500.00          | \$ 4,500.00          | \$ 4,500.00          |
| <b>SUBTOTAL</b>           |      | <b>\$ 72,500.00</b>  | <b>\$ 70,692.00</b>  | <b>\$ 77,605.00</b>  |
| <b>Adult Programs</b>     |      |                      |                      |                      |
| Adult Volleyball          | *    | \$ 100.00            | \$ 100.00            | \$ 100.00            |
| Mens Over 35 BB           | *    | \$ 100.00            | \$ 100.00            | \$ 100.00            |
| Tennis                    | *    | \$ 100.00            | \$ 100.00            | \$ 100.00            |
| Golf                      | *    | \$ 500.00            | \$ 500.00            | \$ 500.00            |
| Mens BB League            | *    | \$ 5,800.00          | \$ 5,000.00          | \$ 5,000.00          |
| Womens BB                 | *    | \$ 100.00            | \$ 100.00            | \$ 100.00            |
| Womens Softball           | *    | \$ 1,800.00          | \$ 1,800.00          | \$ 1,800.00          |
| <b>SUBTOTAL</b>           |      | <b>\$ 8,500.00</b>   | <b>\$ 7,700.00</b>   | <b>\$ 7,700.00</b>   |
| <b>GRAND TOTAL</b>        |      | <b>\$ 306,691.88</b> | <b>\$ 302,201.00</b> | <b>\$ 341,644.00</b> |



## **CHESPROCOTT HEALTH DISTRICT**

**1247 HIGHLAND AVENUE • CHESHIRE, CONNECTICUT 06410**

**PHONE (203) 272-2761 • FAX (203) 250-9412 • [www.chesprocott.org](http://www.chesprocott.org)**

**Maura A. Esposito RS, MPH Director of Health**

To: Mayor Bob Chatfield

From: Maura Esposito  
Director of Health

Date: March 2, 2021

Re: Public Health Budget 2021-2022

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This past year the Chesprocott Health District has managed the pandemic caused by the SARS-CoV-2 virus and its impact among the community and our residents. The impact of this pandemic caused Chesprocott to re-assess its clinical public health needs resulting in expanded staff, increased medical equipment supplies and the increased need of relocating our physical location.

Chesprocott had been planning to expand the clinical public health services to the community but the pandemic pushed this need to the forefront. This year's budget reflects many of these services/needs and their continued costs of operations. The need to relocate to a building that meets our growing needs was discussed last year but needs to be a top priority this year.

For the past 4 years, including this year, the State of Connecticut has not fully funded health districts and we must pass these costs along. While we advocate with our colleagues, we ask the municipalities to support any assistance for change from town political leaders. Chesprocott continues to partner with many agencies and is always looking for ways to offset costs.

The Board of Directors and the Director of Health voted at their February 17<sup>th</sup> meeting to increase this year's FY22 budget for the Town of Prospect to \$127,581 which reflects a \$13.15 per person cost (2019 population count per DPH of 9,702). We realize this is a significant increase and hope to reassess these costs once the pandemic ceases and we get back to "normal".

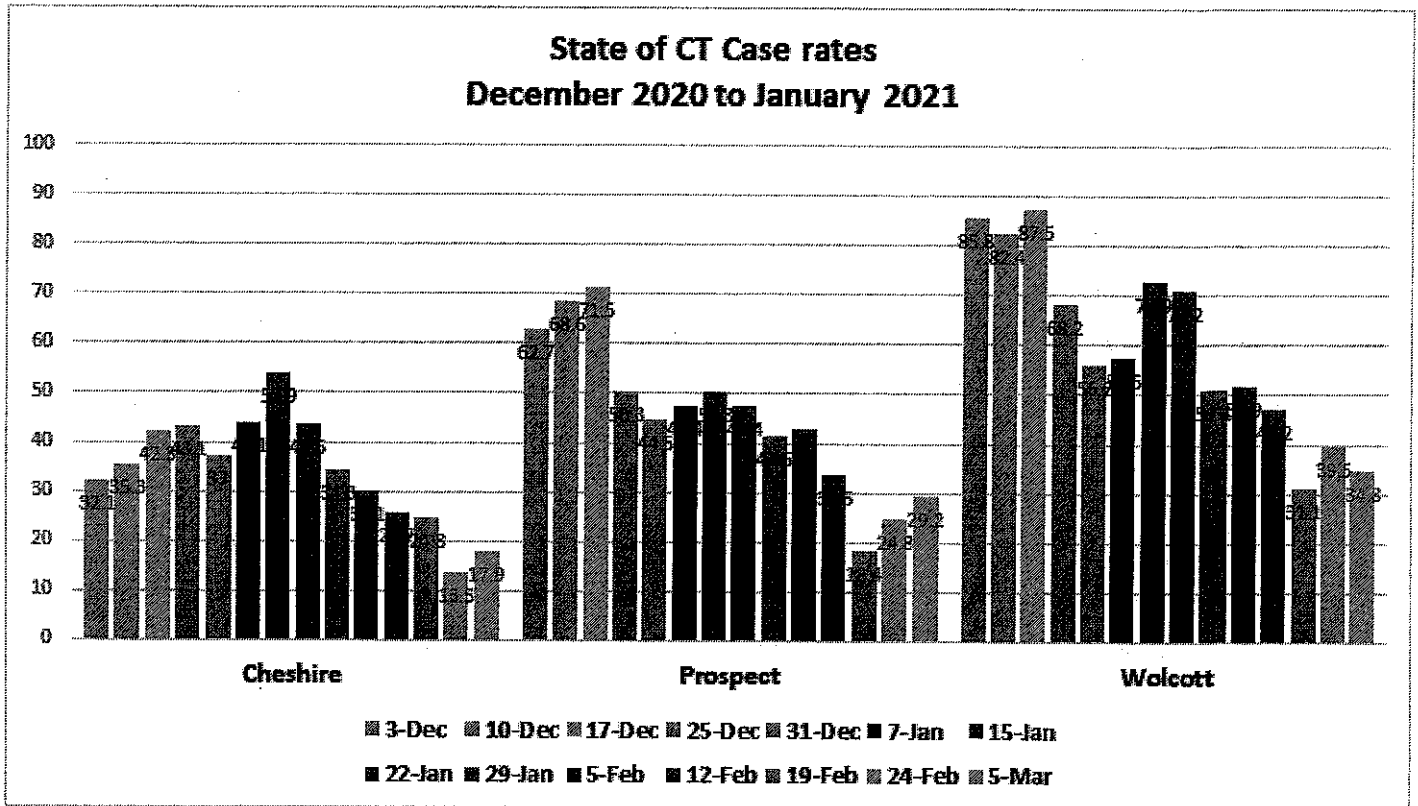
**State Case Data**

Maura Esposito <mesposito@chesprocott.org>

Fri 3/5/2021 1:08 PM

To: skimball@cheshirect.org <skimball@cheshirect.org>; Talbot, Arnett <atalbot@cheshirect.org>; Town of Prospect <info@townofprospect.org>; Mayor Tom Dunn <tdunn@wolcottct.org>; adesaulniers@wolcottct.org <adesaulniers@wolcottct.org>; myamin@region16ct.org <myamin@region16ct.org>; agasper@wolcottps.org <agasper@wolcottps.org>; Jeff Solan <jsolan@cheshire.k12.ct.us>  
 Cc: Jack Casner <jcasner@cheshirect.org>; kdunn@wolcottct.org <kdunn@wolcottct.org>; Nancy Stanton <nstanton@cheshire.k12.ct.us>; Cameron, Tammy <tcameron1@wolcottps.org>; vdelucia@region16ct.org <vdelucia@region16ct.org>; asweeney@region16ct.org <asweeney@region16ct.org>

The latest case data came out today so I sharing.



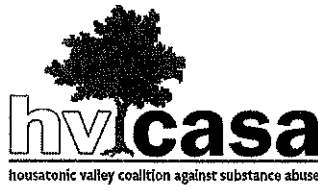
Maura

Maura A. Esposito, MPH, RS  
 Director of Health

**Chesprocott Health District**  
 1247 Highland Ave  
 Cheshire, CT 06410  
 Telephone: 203-272-2761  
[www.chesprocott.org](http://www.chesprocott.org)  
 Follow Us On Social Media



The Chesprocott Health District provides essential public health services and information to the communities of Cheshire, Prospect and Wolcott.



January 12, 2021

*Robert Chatfield, Mayor*

Prospect Town Hall  
36 Center Street  
Prospect, CT 06712-1699

Dear Mayor Chatfield,

**RE: FY 2021-2022**

On behalf of the HVCASA/Western CT Coalition, we would like to request that your town contribute \$.15 (fifteen cents) per capita to our organization. For Fiscal Year 2021-2022, our request is **\$1,469.00**. (This is based on the CT Department of Public Health 2017 Population Estimates figure of 9,797 residents.)

As you know, Western CT Coalition is experiencing increased requests for assistance with mental health promotion and substance misuse prevention across our large service area:

- Evaluate local programs for quality and effectiveness, and to make sure the programs are responsive to the needs of our communities.
- Conduct needs assessments, and work with other groups to determine priorities. Plan for new service development as needed.
- Provide information and education to the public about mental health and substance use disorders, reducing stigma and enhancing access.
- Build capacity to address emerging trends and issues such as vaping and xylazine.
- Participate in all the Opiate Task Forces in the region, and are the major trainer and distributor of Narcan.
- Work closely with all community stakeholders including law enforcement, schools, businesses and health care providers.
- Provide training and technical assistance to 26 Local Prevention Councils.
- Make recommendations as to how the Department of Mental Health and Addiction Services funds should be spent.
- Advocate for funding, policies and legislation which are beneficial to persons with mental illness and/or substance abuse and their families

Your town contribution supports the operating costs of the Regional Behavioral Health Action Organization. Please do not hesitate to contact me at (203) 743-7741, if you have any questions, or if you would like any assistance.

Thank you for your consideration. We truly appreciate the generosity of our partners and communities.

Warm regards,

Allison Fulton, Executive Director

|                            |                        | 2020-2021            |             | 2021-2022    |                      |
|----------------------------|------------------------|----------------------|-------------|--------------|----------------------|
|                            |                        | ADOPTED              | EXPENDED    | TRANSFERS IN | PROPOSED             |
| <b>Commission on Aging</b> |                        |                      |             |              |                      |
| 7650-01                    | Meeting Clerk          | \$ 300.00            |             |              | \$ 300.00            |
| 7650-02                    | Municipal Agent SM     | \$ 1,634.00          |             |              | \$ 1,680.00          |
| 7650-03                    | Senior Director FT     | \$ 62,219.00         |             |              | \$ 63,930.00         |
| 7650-04                    | Activity Acct.         | \$ 48,000.00         |             |              | \$ 48,000.00         |
| 7650-05                    | Center Staff (5) PT    | \$ 121,643.00        |             |              | \$ 124,988.00        |
| 7650-06                    | Maintenance & Fuel Bus | \$ 14,000.00         |             |              | \$ 16,000.00         |
| 7650-07                    | Kitchen Plans          | \$ 5,000.00          |             |              | \$ 5,000.00          |
| 7650-08                    | Wtby. Transit District | \$ 2,000.00          |             |              | \$ 2,000.00          |
| 7650-09                    | Mini Bus Driver FT     | \$ 34,741.00         |             |              | \$ 35,670.00         |
| 7650-10                    | Nutrition              | \$ 1,273.00          |             |              | \$ 1,273.00          |
| 7650-11                    | Bus Trips              |                      |             |              |                      |
| 7650-12                    | Maintenance Salaries   | \$ 16,000.00         |             |              | \$ 16,000.00         |
| 7650-13                    | New Mini-Bus           |                      |             |              |                      |
|                            | <b>TOTAL</b>           | <b>\$ 306,810.00</b> | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ 314,841.00</b> |

**SENIOR CENTER STAFF**

Director is Salary

Part time hours vary on a weekly basis based upon scheduling and needs of the Center

|           |         |
|-----------|---------|
| FULL TIME | 18.97   |
| FULL TIME | 17.71   |
| PART TIME | 14.07   |
| PART TIME | 14.07   |
| PART TIME | \$12.00 |

## Central Naugatuck Valley Region

### Local Funding 2021-2022 Projection

Assistance requested from each municipality for 2021-2022 is based upon program utilization in 2018-2019 (the last full service FY pre-COVID). It is figured at the rate of 50¢ per meal served. Funds received will be used only to purchase meals for homebound elders and congregate programs during the period of 7/1/20– 6/30/21. **If approved, the municipality will be invoiced in November of 2021.**

### Prospect

#### FY 2021-2022 Projected Funding Request:

$$\underline{2,546 \text{ meals} \times 50\text{¢/meal} = \$1,273.00}$$

#### 2018-2019 Service Statistics

|                  | Clients   | Meals        | Actual Value       |
|------------------|-----------|--------------|--------------------|
| Congregate Meals | 20        | 572          | \$5,148.00         |
| Meals on Wheels  | 13        | 1,974        | \$9,870.00         |
| <b>Total:</b>    | <b>33</b> | <b>2,546</b> | <b>\$15,018.00</b> |

\*Calculation does not include meals served at the Prospect Senior Center due to the town paying the cafe managers wages when operating under the auspices of the Senior Nutrition Program.



**TOWN OF PROSPECT BUDGET  
FISCAL YEAR 2021-2022  
Budget Proposal**

**PROSPECT ANIMAL CONTROL**

| <b>ITEM</b>                           | <b>PRESENT<br/>BUDGET</b> | <b>2021-2022<br/>PROPOSED</b> |
|---------------------------------------|---------------------------|-------------------------------|
| <b>Salary<br/>7700-00</b>             | <b>\$ 16,723.00</b>       | <b>\$ 17,182.88</b>           |
| <b>Call Outs<br/>7700-01</b>          | <b>\$ 250.00</b>          | <b>\$ 500.00</b>              |
| <b>Equipment<br/>7700-02</b>          | <b>\$ 200.00</b>          | <b>\$ 300.00</b>              |
| <b>Community Outreach<br/>7700-03</b> | <b>\$ 250.00</b>          | <b>\$ 250.00</b>              |
| <b>TOTAL</b>                          | <b>\$17,423.00</b>        | <b>\$ 18,232.88</b>           |

**PROSPECT ANIMAL CONTROL  
FISCAL YEAR 2021-2022  
BUDGET PROPOSAL NARRATIVE**

**Salary:  
7700-00**

The Animal Control Officer is a part time position. Currently held by PACO Gabriel, assisted by Ofc. John Kennelly.

**Call Outs:  
7700-01**

This line item is a necessity due to the fact that the Animal Control Officer gets 15 hours per week to perform his official duties. Any emergency call outs in excess of the 15 hours per week, the Animal Control Officer is paid at time and a half of his hourly rate.

**Boarding:**

At this time, this item is not budgeted.

**Equipment:  
7700-02**

This is to ensure that the Animal Control Officer has the ability to purchase items: (cages, leashes, traps, muzzles etc.) as needed.

**Community  
Outreach:  
7700-03**

This line item is necessary in order to educate the general public regarding their responsibilities pertaining to their domestic animals as well as educating them in the increased wildlife activity. This line item also reflects funds needed for animal rescue programs in order to place abandoned domesticated animals found in Prospect when the owner can not be determined. This is also to fund the Rabies Immunization Clinics and adoption programs held in Town.

This line item is also used for training that is State Mandated for the Animal Control Officer(s).

This line item is also used for state mandated newspaper dog impoundment notices.

**Prospect Budget 2021 - 2022**

**Boards and Commissions Current Clerk Pay Rates**

|                 |                    |
|-----------------|--------------------|
| IW CLERK        | 164.00 PER MEETING |
| LIBRARY CLERK   | 95.00 PER MEETING  |
| COUNCIL CLERK   | 175.00 PER MEETING |
| WPCA CLERK      | 140.00 PER MEETING |
| BD OF REC CLERK | 200.00 PER MEETING |
| P & Z CLERK     | 200.00 PER MEETING |

**Budget 2021**

|                                 | <u>Amount</u>      | <u>Authorization</u> | <u>Dated</u>   | <u>Due</u>     | <u>BANs</u>        | <u>Legal</u> |
|---------------------------------|--------------------|----------------------|----------------|----------------|--------------------|--------------|
|                                 | <u>Authorized</u>  | <u>Date</u>          | <u>FY 2021</u> | <u>FY 2022</u> | <u>Outstanding</u> | <u>Limit</u> |
| Road Safety 2014.....           | \$ 500,000         | 5/12/14              | 7/2/2020       | 8/5/2021       | \$ 50,000          | 8/28/24      |
| Road Safety 2015.....           | 600,000            | 4/22/15              | 7/2/2020       | 8/5/2021       | 225,000            | 8/27/25      |
| Community School.....           | 873,000            | 2/29/16              | 7/2/2020       | 8/5/2021       | 73,000             | 7/6/46       |
| Road Safety 2017.....           | 750,000            | 5/3/17               | 7/2/2020       | 8/5/2021       | 525,000            | 7/6/37       |
| Road Safety 2018.....           | 900,000            | 5/2/18               | 7/2/2020       | 8/5/2021       | 750,000            | 7/3/38       |
| Road Safety 2019.....           | 900,000            | 5/2/19               | 7/2/2020       | 8/5/2021       | 825,000            | 7/3/39       |
| Road Safety 2020.....           | 785,000            | TBD                  | 7/2/2020       | 8/5/2021       | 785,000            | 7/3/40       |
| Fire Dept. Radio Repeaters..... | 115,000            | TBD                  | 7/2/2020       | 8/5/2021       | 115,000            | 7/3/40       |
|                                 | <u>\$5,423,000</u> |                      |                |                | <u>\$3,348,000</u> |              |

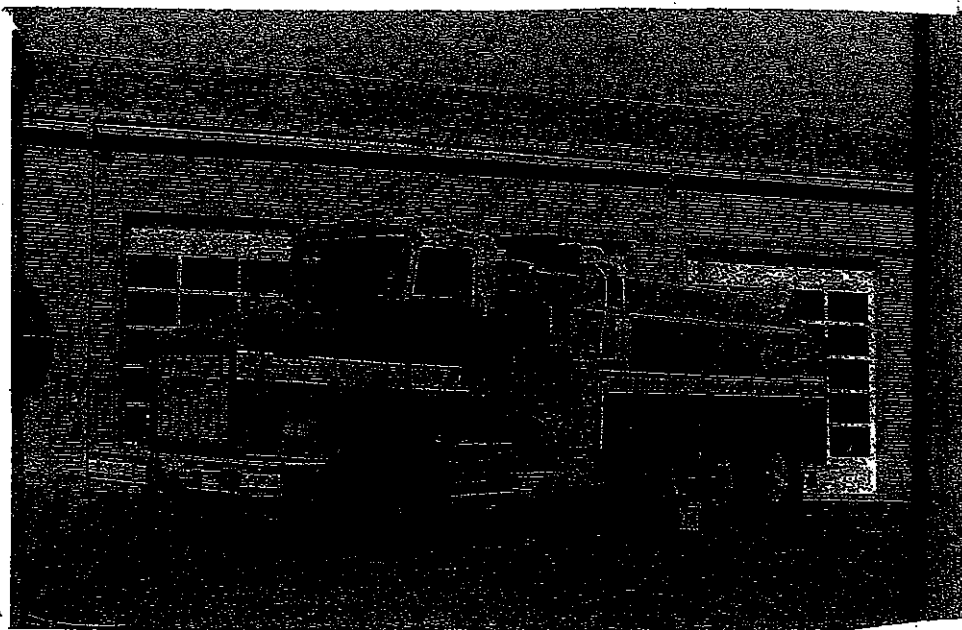
**Interest Due Budget 2022**

|                                 | <u>Amount</u>      | <u>Authorization</u> | <u>Dated</u>   | <u>Due</u>     | <u>BANs</u>        | <u>Interest</u>    |
|---------------------------------|--------------------|----------------------|----------------|----------------|--------------------|--------------------|
|                                 | <u>Authorized</u>  | <u>Date</u>          | <u>FY 2021</u> | <u>FY 2022</u> | <u>Outstanding</u> | <u>Due</u>         |
| Road Safety 2014.....           | \$ 500,000         | 5/12/14              | 7/2/2020       | 8/5/2021       | \$ 50,000          | \$ 719.95          |
| Road Safety 2015.....           | 600,000            | 4/22/15              | 7/2/2020       | 8/5/2021       | 225,000            | 3,239.79           |
| Community School.....           | 873,000            | 2/29/16              | 7/2/2020       | 8/5/2021       | 73,000             | 1,051.13           |
| Road Safety 2017.....           | 750,000            | 5/3/17               | 7/2/2020       | 8/5/2021       | 525,000            | 7,559.52           |
| Road Safety 2018.....           | 900,000            | 5/2/18               | 7/2/2020       | 8/5/2021       | 750,000            | 10,799.31          |
| Road Safety 2019.....           | 900,000            | 5/2/19               | 7/2/2020       | 8/5/2021       | 825,000            | 11,879.24          |
| Road Safety 2020.....           | 785,000            | TBD                  | 7/2/2020       | 8/5/2021       | 785,000            | 11,303.28          |
| Fire Dept. Radio Repeaters..... | 115,000            | TBD                  | 7/2/2020       | 8/5/2021       | 115,000            | 1,655.89           |
|                                 | <u>\$5,423,000</u> |                      |                |                | <u>\$3,348,000</u> | <u>\$48,208.13</u> |

(c) Payment Schedule:

Accrual Date: June 3, 2014

| Rent Payment Number | Rent Payment Date | Rent Payment Amount | Interest Portion | Principal Portion | Termination Value |
|---------------------|-------------------|---------------------|------------------|-------------------|-------------------|
| 1                   | 3/3/2015          | 60,200.00           | 10,178.82        | 50,021.18         | 377,141.96        |
| 2                   | 3/3/2016          | 59,370.05           | 11,973.35        | 47,396.70         | 328,323.36        |
| 3                   | 3/3/2017          | 59,370.05           | 10,423.47        | 48,946.58         | 277,908.38        |
| 4                   | 3/3/2018          | 59,370.05           | 8,822.92         | 50,547.13         | 225,844.83        |
| 5                   | 3/3/2019          | 59,370.05           | 7,170.03         | 52,200.02         | 172,078.81        |
| 6                   | 3/3/2020          | 59,370.05           | 5,463.09         | 53,906.96         | 116,554.65        |
| 7                   | 3/3/2021          | 59,370.05           | 3,700.33         | 55,669.72         | 59,214.83         |
| 8                   | 3/3/2022          | 59,370.05           | 1,879.92         | 57,490.13         | 1.00              |



Town of Prospect  
("Lessee")

By: *[Signature]*

*Robert J. Cantor*

Title: *Mayor*

Oshkosh Capital  
("Lessor")

By: *[Signature]*

*Sandra Thomas*

Sandra Thomas

Title: *Assistant Vice President*

*Assistant Vice President*

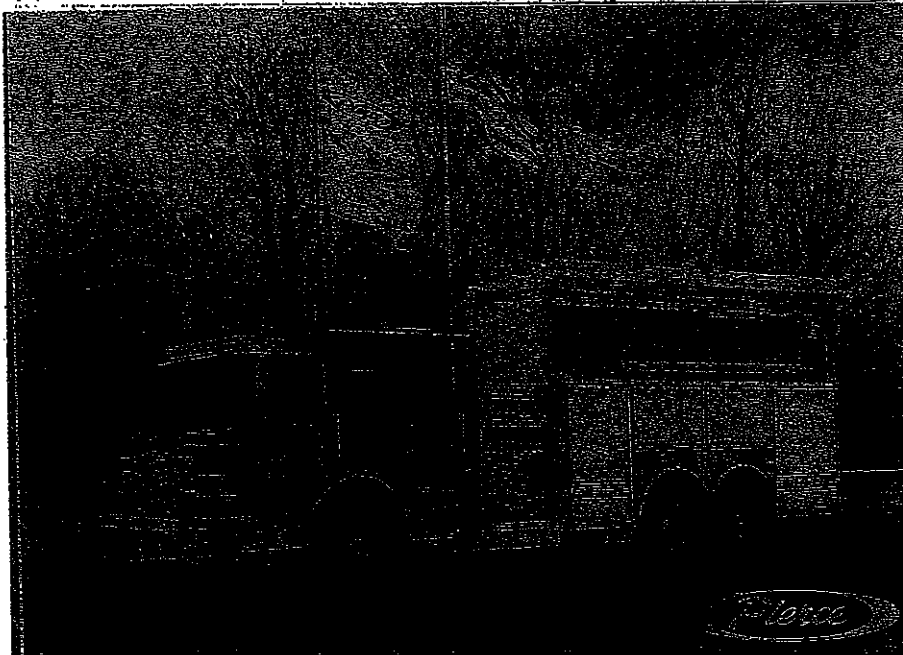


"84"

(c) Payment Schedule:

Annual Date: July 27, 2018

| Payment Number | Rent Payment Date | Rent Payment Amount | Interest Portion | Principal Portion | Termination Value |
|----------------|-------------------|---------------------|------------------|-------------------|-------------------|
| 1              | 7/27/2019         | 250,000.00          | 39,288.23        | 210,711.77        | 622,528.72        |
| 2              | 7/27/2019         | 74,021.58           | 0.00             | 74,021.58         | 546,286.50        |
| 3              | 7/27/2020         | 74,021.58           | 25,564.09        | 48,457.49         | 496,375.28        |
| 4              | 7/27/2021         | 74,021.58           | 23,228.44        | 50,793.14         | 444,058.35        |
| 5              | 7/27/2022         | 74,021.58           | 20,780.21        | 53,241.37         | 389,219.74        |
| 6              | 7/27/2023         | 74,021.58           | 18,213.97        | 55,807.61         | 331,737.90        |
| 7              | 7/27/2024         | 74,021.58           | 15,524.05        | 58,497.53         | 271,485.44        |
| 8              | 7/27/2025         | 74,021.58           | 12,704.46        | 61,317.12         | 208,328.81        |
| 9              | 7/27/2026         | 74,021.58           | 9,748.98         | 64,272.60         | 142,128.09        |
| 10             | 7/27/2027         | 74,021.58           | 6,651.04         | 67,370.54         | 72,736.38         |
| 11             | 7/27/2028         | 74,021.58           | 3,403.74         | 70,617.84         | 1.00              |



1 Lease 03/15/2020 207,986.00 1  
 2 Payment 08/15/2020 38,168.67 6 Annual 08/15/2025

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

| Date             | Payment    | Interest  | Principal  | Balance    |
|------------------|------------|-----------|------------|------------|
| Lease 03/15/2020 |            |           |            | 207,986.00 |
| 1 08/15/2020     | 38,168.67  | 3,005.40  | 35,163.27  | 172,822.73 |
| 2020 Totals      | 38,168.67  | 3,005.40  | 35,163.27  |            |
| 2 08/15/2021     | 38,168.67  | 5,875.97  | 32,292.70  | 140,530.03 |
| 2021 Totals      | 38,168.67  | 5,875.97  | 32,292.70  |            |
| 3 08/15/2022     | 38,168.67  | 4,778.02  | 33,390.65  | 107,139.38 |
| 2022 Totals      | 38,168.67  | 4,778.02  | 33,390.65  |            |
| 4 08/15/2023     | 38,168.67  | 3,642.74  | 34,525.93  | 72,613.45  |
| 2023 Totals      | 38,168.67  | 3,642.74  | 34,525.93  |            |
| 5 08/15/2024     | 38,168.67  | 2,468.86  | 35,699.81  | 36,913.64  |
| 2024 Totals      | 38,168.67  | 2,468.86  | 35,699.81  |            |
| 6 08/15/2025     | 38,168.67  | 1,255.03  | 36,913.64  | 0.00       |
| 2025 Totals      | 38,168.67  | 1,255.03  | 36,913.64  |            |
| Grand Totals     | 229,012.02 | 21,026.02 | 207,986.00 |            |



**ATTACHMENT 1**  
**Consultant Engineering Services**  
**General Permit for the Discharge of Stormwater from**  
**Small Municipal Separate Storm Sewer Systems**  
**Prospect, Connecticut**

**SCOPE OF SERVICES, FEE PROPOSAL, AND SCHEDULE**

---

**PROPOSED SCOPE OF SERVICES:**

On behalf of the Town of Prospect, CT (OWNER), Weston & Sampson Engineers, Inc. (ENGINEER) shall provide the following services.

**1.0 2020 STORMWATER ANNUAL REPORT**

The ENGINEER will prepare for the Town the annual stormwater report covering the 2020 calendar year. The report will be based on the information contained in the prior year's report, incorporate new activities undertaken by the town in calendar year 2020, and provide a copy of the 2020 stormwater monitoring data. Once the technical report is prepared, a draft will be submitted to the town for review and comment, and to allow for a public comment period. The draft annual report must be uploaded to the town's website by February 15, 2021 for public comment. We have built into our work scope one round of report editing before a final report is prepared and issued for distribution. When the final report is issued, one electronic copy will be provided. The due date for submission of Final Annual Report to CTDEEP is April 1, 2021.

**2.0 REVIEW REGULATIONS FOR LOW IMPACT DEVELOPMENT (LID) BARRIERS**

The town is required to establish regulations for Low Impact Development Options and barriers through the Town's Inland Wetlands/ Landuse Commissions. The ENGINEER will review the existing town regulations and research regulations from other towns to assist the local agencies work towards establishing LID regulations. We will coordinate with CT NEMO to obtain templates for such regulation and research similar documents from other sources. The ENGINEER will provide a draft regulation for the Town's review and communicate with the local agencies to finalize a LID regulation.

**3.0 LEGAL AUTHORITY FOR STORMWATER (SW) RETENTION STANDARDS**

The Town is required to establish a legal authority for the stormwater retention standards. We will review the town's existing stormwater retention regulations and incorporate recommendations from the stormwater maintenance plan. The ENGINEER will coordinate with CT NEMO to obtain templates for such legal authority document and research similar documents from other sources. The ENGINEER will provide a draft legal authority for the Town's review and communicate with the local agencies to finalize an ordinance.

**4.0 IMPLEMENT PROJECTS FROM RETROFIT PLAN**

The Town shall start implementing retrofit projects with a goal of disconnecting 1% of DCIA area. The ENGINEER will identify potential projects to implement various retrofit options to achieve the DCIA reduction goal for the town. The retrofit projects will include various retrofit options classified as commercial, residential, industrial and transportation categories as indicated in the retrofit plan prepared in FY 2020. The ENGINEER will provide



guidance and retrofit options for potential projects as well as water quality computations. Any detailed design for the retrofit projects will be provided as additional services.

**PROPOSED ENGINEERING FEES:**

The estimated fee for Tasks 1.0 through 6.0 as described herein is:.....\$17,800.00.

Please note this fee does not include:

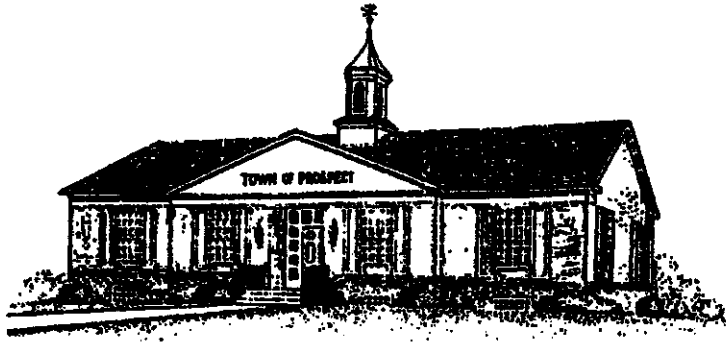
- (CTDEEP) Annual Report Review fee. We recommend the establishment of a budget of \$187.50 to cover the application cost for CTDEEP to review the annual stormwater report covering the 2019 calendar year. This fee is described in the new General Permit, and the fee is required to be submitted simultaneously with the annual report when delivered to the CTDEEP. Our fee is predicated upon the presumption that the Town will provide a check to cover the cost of this fee.

The total recommended budget for excluded fees is:..... \$187.50

**THE TOTAL COST FOR SERVICES PROPOSED HEREIN IS:.....\$17,987.50**

**PROPOSED SCHEDULE**

Weston & Sampson is prepared to begin work on this assignment upon receipt of written authorization, and proposes to complete all work described herein at least five business days in advance of the deadlines set forth in the respective MS4 Permits.



OFFICE OF THE MAYOR • TOWN OF PROSPECT, CT 06712-1699  
ROBERT J. CHATFIELD, MAYOR  
758-4461  
WWW.TOWNOFPROSPECT.COM

February 24, 2021

**FIVE-YEAR-PLAN**  
**PROPOSED CAPITAL PROJECTS**

1. 2020-2021    2. 2021-2022    3. 2022-2023    4. 2023-2024    5. 2024-2025

**STREETS AND TOWN ROADS**

- |   |            |
|---|------------|
| 1. Bronson Road – Cedar Hill– Pinecrest Dr. – Candee Rd. – Orchard Rd. – Clark Hill Rd. Maple Dr. - Smoke Rise Cir. – Old Schoolhouse Rd. – Grammar Ave. – Brookwood Court – Industrial Lane—George St. |            |
| 2. Dorothy Ave. – Clark Hill Rd. – Morris Rd. – Maria Hotchkiss – Cheryl Lane – Sherwood Dr. – Rodney Terr. – Williams Dr. – Hughes Ct. – Wagon Wheel Dr. – Florence Dr.                                | \$725,000. |
| 3. Clark Hill Road . – Cambridge Dr. – Luke St. – Skyline Dr.   | \$225,000. |
| 4. Lakeview Rd. – Cambridge Dr. – Coer Rd.  | \$225,000  |
| 5. Oak Lane- Woodcrest Dr.  | \$225,000  |

*An Equal Opportunity Employer*



**February 24, 2021**

**VOLUNTEER FIRE DEPARTMENT OF PROSPECT, INC.**

1. Lease Purchase – Tanker 4 Engine 5
2. Lease Purchase – Tanker 4 Engine 5
3. Lease Purchase – Tanker 4 Engine 5
4. Lease Purchase – Engine 5
5. Lease Purchase – Engine 5

**SIDEWALKS**

1. R68 & R69 to – Hartford Health Care Waterbury Rd.- Construction to start Spring 2021 (Grant)

**HOTCHKISS HOUSE**

1. Renovations – Painting and Clapboard Replacement – Front Roof Replaced
2. Renovations – Painting South Side
3. Renovations – Painting
4. Renovations – Painting

**OPEN SPACE**

1. Capital Fund
2. Capital Fund
3. Capital Fund
4. Capital Fund
5. Capital Fund

**Grange Building - Demolition 2021**

February 24, 2021

**COMMUNITY CENTER 12 Center St.**

1. Removed Old Oil
2. Move E.O.C from Firehouse
- 3.

**SENIOR CENTER**

1. Capital Improvements – On Going – Enlarging Parking Lot in Progress – Kitchen
2. Addition Out To Bid – Pave Enlarged Parking Lot

**CAPLAN PARK**

1. On Going Improvements
2. On Going Improvements
3. On Going Improvements
4. On Going Improvements
5. On Going Improvements

**TOWN HALL VAULT**

- 1.
- 2.
- 3.

1. Projects may be added as needed or as requested by the PUBLIC.
2. Above dollar amounts represent estimated costs.
3. Street Projects may be changed if reconstruction projects are reprioritized.
4. Street Projects may be changed if icing problems occur during the winter season and need to be addressed.

February 24, 2021

**POLICE STATION**

- 1.
- 2.
3. **Building Committee**
4. **Design**
5. **Replacement**

**TOWN HALL**

1. **Town Hall Parking – Planted bushes in front of building**
- 2.

**HOTCHKISS FIELD**

1. **Capital Improvements**
2. **Capital Improvements – Pavilion**
3. **Capital Improvements**
4. **Capital Improvements**

**PUBLIC WORKS DEPARTMENT – (Lease Purchase)**

- |  |                  |
|--|------------------|
| 1. <b>2 Full Size Trucks – Delivered</b> |                  |
| 2. <b>Loader</b>                         | <b>\$160,000</b> |
| 3. <b>Mini Dump/Plow</b>                 | <b>\$125,000</b> |
| 4. <b>Full Size Truck</b>                | <b>\$200,000</b> |
| 5. <b>Full Size Truck</b>                | <b>\$200,000</b> |

**CANFIELD & MCGRATH PARK**

1. **Replacement – Playground Equipment (tennis courts) – In Construction**
2. **Replacement**
3. **Replacement**