

Prospect Town Council
Special Meeting
Budget Workshop
Approved Minutes
Thursday, March 12, 2020

The Budget Workshop Special Meeting of the Prospect Town Council was called to order by Chairman Jeff Slapikas @ 7:30 p.m. and commenced with the Pledge of Allegiance. The meeting was held at the Prospect Town Hall, 36 Center Street. The meeting was taped.

Members Present: Jeff Slapikas, Stan Pilat, Pat Geary, Larry Fitzgerald, Megan Patchkofsky, Rich Blanc, Paul Murray and Stephanie Lusas-Kolodziej

Members Absent: Theresa Graveline

J. Slapikas mentioned that the next 2-3 Budget Workshop meetings will be held at the Prospect Firehouse. This will allow people to be more spread out.

Motion made by S. Lusas-Kolodziej, **seconded** by P. Geary to move the March 23rd, 2020 & March 28th, 2020 meetings to the Prospect Firehouse. **Unanimous.**

Registrars:

Katie Blinstrubas, Registrar of Voters discussed that last year they did not receive the raise that is typically given once an employee is certified. She came up with the proposed budget based on that raise plus a 3% increase. The Mayor adjusted the amount because the work years are different for the registrars versus other town employees. P. Geary asked what the stipend range is for certification; She does not remember the amount being \$2500. M. Patchkofsky does not remember the amount either; they will look into it. M. Patchkofsky also mentioned this is why it helps for each department to submit their own budget so they are more aware. K. Blinstrubas stated that supplies increased due to it being a Presidential Election Year. The election workers line item decreased because there is no primary. P. Geary asked what the registrar's hours are. K. Blinstrubas stated the posted hours are Tues. / Thurs. 10-1, however they work more often than the posted hours. P. Geary asked about the increase in Conferences and Courses. K. Blinstrubas stated that they are looking to go to more conferences and the deputy is getting certified. Registrars are to get certified within 2 years. Deputies do not need to get certified within 2 years so they can decrease that line item. J. Slapikas asked about the salary and where she came up with 3%; the Mayor had mentioned 2.25%. K. Blinstrubas was not aware of the Mayors recommendation. She also stated that supplies include computer replacements. They would need to upgrade their computers but not all at once. J. Slapikas recommended 2.5% instead of 2.25%. P. Geary questioned this. J. Slapikas stated he does not think any union will agree to 2.25% increase. M. Patchkofsky agrees.

L. Fitzgerald arrived at 7:53 p.m.

Motion made by P. Geary, **seconded** by L. Fitzgerald to approve Line Item 5150 Elections & Registrars with the following changes (in italics, which can be revisited at a later date):

5150-00 Salaries \$31,186
5150-01 Election Workers \$17,000
5150-02 Supplies \$2,000
5150-03 Tabulator Programming \$6,000
5150-04 Food for Elections \$1,000
5150-05 Sessions SM \$1,000
5150-06 Voter Canvas SM \$2,000
5150-07 Conf. & Training \$8,000
5150-08 Computer Setup \$1,000
Total: \$69,186

Motion unanimous.

P. Murray asked the Mayor when he expects to get the numbers from the union negotiations. Mayor Chatfield stated he is hoping before our budget is complete. P. Geary asked how many electors (voters) there are. K. Blinstrubas stated there are approx. 7000 active voters and approx. 700 inactive voters.

Board of Recreation:

Chris Moffo, Recreation Director & Mike Palmieri, Chairman of Board of Rec. reviewed their proposed budget. M. Palmieri stated Programs increased due to minimum wage increasing for summer program help. They also want to add more summer concerts because they have been very successful. He is recommending a 2.5% increase in the Directors salary. Professional Development increased due to C. Moffo wanting to attend more programs. Building Maintenance increased due to the maintenance of the Hotchkiss Park bathrooms and the concession stand at Canfield Park. There will be more activities meaning more background checks. They did mention that the vandalism at Hotchkiss Field has decreased. The Mayor stated there have been times where they need “emergency cleanings” at the Hotchkiss Field building.

P. Geary questioned \$80,000 for Parks Development. M. Palmieri stated that they are looking to pave the walking path at Hotchkiss Field. They are also redoing the tennis court at Canfield Park. They are using some money left over from this past budget year as well. Last year they did many smaller projects that left them with some excess. C. Moffo stated Public Works Dept. has been helping them a lot since it has been a very slow winter for them. They also just put \$5700 into maintaining and repairing Field of Dreams. The other tennis court was resurfaced last year. The new tennis court will be marked for pickle ball. P. Murray asked if there is a bid out for the paving yet. C. Moffo and M. Palmieri stated that has not been done yet. M. Patchkofsky asked if the trail will be open all year once it’s paved. C. Moffo said it could be if it is cleared, sanded and salted when there is snow or ice. P. Geary questioned the estimated completion date for Canfield Parks tennis court. M. Palmieri stated they are hoping for June or July. M. Patchkofsky asked if some line items were decreased can they still do what needs to be done. C. Moffo stated the supplies line item includes a new computer program to run background checks. The State is requiring an \$88 mandatory background check with fingerprints etc. The program brochure is also included in the supplies line item. P. Geary asked what hours the Program Director works. C. Moffo stated they are now full time 11-5 Monday-Friday. P. Geary stated she feels the summer camp has been very successful. C. Moffo said they have about 100 kids per week attend. The State will put limitations. They will only accept 30 6th-8th graders for the teen camp. C. Moffo also mentioned that they took into account the minimum wage increasing for the score/clock keepers. He is also looking to go to the national conference in the fall. He also wants to get certified as a Youth Sports Administrator. P. Geary complimented the Rec. Dept.; there are programs for everyone and a great selection of activities and classes. P. Murray asked if the Public Works Dept. could maintain the fields. C. Moffo stated they do fertilizer applications, grub control etc. and it needs to be a certified company that does this.

Motion made by R. Blanc, **seconded** by S. Pilat to approve Line Item #7400 Recreation Department with the following changes (in italics, which can be revisited at a later date):

- 7400-00 Supplies \$8,035
- 7400-01 Programs \$88,842
- 7400-02 Meeting Clerk \$1,800
- Park Development \$80,000
- Field Maintenance \$11,000
- Port-o-lets \$4,000
- Recreation Director \$62,219
- Professional Development \$1,000
- Building Maintenance 11,000
- Background Checks \$1,000
- Vandalism & Monitoring 2,000
- Program Asst. F.T. \$25,405

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2020 APR -8 PM 1:02
Murray L. Anderson
TOWN CLERK

Summer Asst. \$3,900

Car Expense \$2,000

Total: \$302,201

P. Geary opposed because she would hate to see any programs cut. **Motion carried.**

C. Moffo asked the Council if he could transfer money within the same line item. The Council said that is fine, he can just put it on his monthly report.

K. Blinstrubas reviewed the notice that she submitted "Town of Prospect Emergency Election Plan and Procedures". According to the CDC they had to update their emergency health plans. This means more absentee ballots and they will need to hire more people for emergency precautions. Absentee ballots are for military, people who are out of town, people who are ill or have a disability. K. Blinstrubas also mentioned that there is an option for curbside voting in specific situations that can be utilized only when necessary. K. Blinstrubas stated the new section is entitled Public Health Emergency.

Motion made by S. Lusas-Kolodziej, **seconded** by P. Murray to accept the changes to the Town of Prospect Emergency Election Plan and Procedures" (with the correction of the word "coordination". **Unanimous.**

K. Blinstrubas also stated she would like to revisit the Registrars line items after she looks into a few things.

P. Geary asked the Mayor about the increase in Holiday Observances, line item 7450-00 Memorial Day. Mayor Chatfield stated the cost of the bands, flags and geraniums have increased.

Motion made by P. Geary, **seconded** by L. Fitzgerald to approve line items 7450 Holiday Observances with the following changes (in italics, which can be revisited at a later date):

7450-00 Memorial Day \$6,000

7450-01 Pumpkin Festival \$10,000

7450-02 Egg Hunt \$900

7450-03 Holiday Season \$5,000

Total: \$21,900

Motion Unanimous.

P. Geary questioned line item 7500-04 Youth Services. Briefly discussed. The Mayor will get the Council more information on this. J. Slapikas mentioned line item 7750 Economic Development Commission. They continue to be inactive. He recommends a large decrease, just enough to keep the line item open.

Motion made by P. Geary, **seconded** by M. Patchkofsky to approve line item 7750 Economic Development Commission with the following changes (in italics, which can be revisited at a later date):

7750-02 Commission \$50

7750-03 Meeting Clerk \$100

Total: \$150

Motion Unanimous.

M. Patchkofsky mentioned line item 6350 Conservation Commission. She recommends a decrease like last year.

Motion made by M. Patchkofsky, **seconded** by P. Geary to approve line item 6350 Conservation Commission with the following changes (in italics, which can be revisited at a later date):

6350-01 Conf. & Dues \$50

Total: \$50

Motion Unanimous.

J. Slapikas and the Council briefly discussed line item 6050 Town Council. The Council will discuss at a later meeting. M. Patchkofsky also mentioned line item 6400 Inland-Wetlands.

Motion made by M. Patchkofsky, **seconded** by S. Pilat to approve line item 6400 Inland-Wetlands with the following changes (in italics, which can be revisited at a later date):

6400-00 Meeting Clerk \$2,300

6400-01 Supplies \$100

6400-02 Conferences \$400

Engineering \$750

Total: 3,550

Motion Unanimous.

M. Patchkofsky mentioned line item 6300-01 under Anti-Blight Commission. She recommends decreasing to \$50.

Motion made by M. Patchkofsky, **seconded** by S. Lusas-Kolodziej to approve line item 6300 Anti-Blight Commission with the following changes (in italics, which can be revisited at a later date):

6300-00 Clerk \$1,300

6300-01 Expenses \$50

Total \$1,350

Motion Unanimous.

M. Patchkofsky asked the Mayor about line item 6550 Historic Preservation. Mayor Chatfield stated they would be hiring a historic architect to work on the Meeting Place. The RFP will be in the paper this week. The Council will discuss at a later meeting once they get an RFP.

M. Patchkofsky referred to line item 5800-01 Technology Updates under Auto Process of Records. She explained that Technology should be its own separate line item encompassing all departments.

Motion made by M. Patchkofsky, **seconded** by S. Lusas-Kolodziej to remove line item 5800-01 Technology Updates from Auto Process of Records and make its own line item 9200. These line items will read as follows:

Auto Process of Records
5800-00 Contracts \$75,000

Technology
9200-00 Technology Updates \$15,000
Total: \$15,000

Motion Unanimous.

Adjournment: **Motion** made by S. Lusas-Kolodziej, **seconded** by S. Pilat to adjourn the Budget Workshop at 9:00 p.m. **Unanimous.**

Jeff Slapikas
Chairman

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TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2020 APR -8 PM 1:08
Thomas J. Ondraszek
TOWN CLERK