



Packet # 4
TC - 8-18-2020
9 pgs

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

August 18, 2020

08-18-2020-01

Mr. Jeffrey B. Slapikas
Prospect Town Council
36 Center Street
Prospect, CT 06712

Dear Chair Slapikas,
I respectfully request the following transfers for Budget Adjustments for budget year 2020-2021:

From:		To:	
Town Council Contingency Account #7150	\$3483.00	Town Clerk Assistant 5500-01	\$1681.00
Office of the Mayor Office Manager # 5000-03	\$ 145.00	Library Assistant 7350-01 (union)	\$1000.00
		Town Council Clerk #6450-02	\$ 947.00
Total:	\$3628.00	Total:	\$3628.00

Thank you for your attention to this matter.

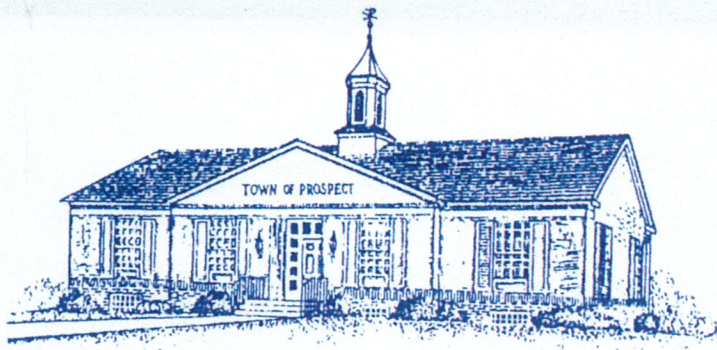
Regards,

Robert J. Chatfield
Mayor

Jeffrey B. Slapikas
Chair

An Equal Opportunity Employer





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

TOWN OF PROSPECT CERTIFICATION OF RESOLUTION FOR
STEAP GRANT 2020

I, M. Carrie Anderson, Town Clerk of the Town of Prospect, a Municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adapted at the Prospect Town Council Meeting of said municipality at the Regular Monthly Meeting held on August 18, 2020.

“Resolved that Mayor Robert J. Chatfield be, and hereby is, authorized to accept on behalf of the Town of Prospect, a 2020 Connecticut STEAP Grant in the amount of \$50,000 for the purposes of relocating the current emergency shelter accommodations from the Prospect Fire Department, currently providing only 8,064 square footage, to the Prospect Community Center, which provides for larger square footage of 41,551, to allow us to exceed meeting the COVID-19 public health guidelines and provide better resources for civil preparedness emergencies; and

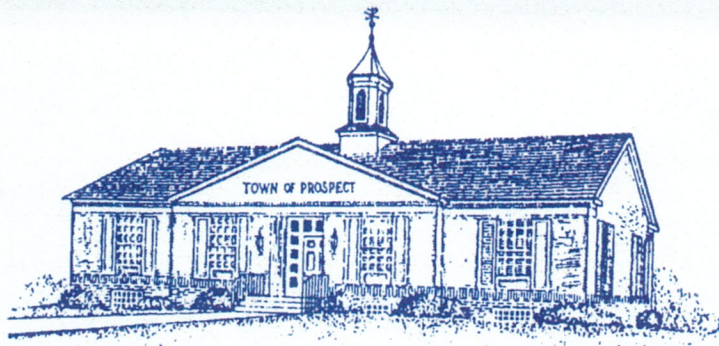
FURTHER RESOLVED, that Mayor Robert J. Chatfield is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2020 STEAP Grant with the State of Connecticut.”

AND I DO FURTHER CERTIFY that Robert J. Chatfield is the Mayor of the town of Prospect Connecticut, and has been since November 7, 1977.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Prospect this 18 day of August, 2020.

M. Carrie Anderson
Prospect Town Clerk

Jeffery B. Slapikas
Chairman



TOWN COUNCIL • TOWN OF PROSPECT, CT 06712-1699
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**AUTHORIZING RESOLUTION OF THE PROSPECT TOWN COUNCIL
REGARDING STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY
MANAGEMENT AND HOMELAND SECURITY**

CERTIFICATION;

I, M. Carrie Anderson, Prospect Town Clerk, do hereby certify that the following is a true and correct copy of a resolution adopted by the Prospect Town Council at its' duly called and held meeting on August 18, 2020 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded or revoked and is present in full force and effect.

RESOLVED, that the Prospect Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Robert J. Chatfield, Mayor of the Town of Prospect, is duly authorized and directed to execute and deliver any and all documents on behalf of the Prospect Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. The undersigned further certifies that Robert J. Chatfield now holds the office of Mayor of the Town of Prospect and that he has held that office since November 7, 1977.

IN WITNESS WHEREOF; The undersigned has executed this certificate this 18th day of August, 2020.

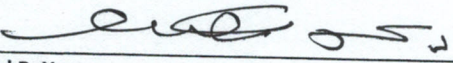
M. Carrie Anderson
Prospect Town Clerk

Jeffrey Slapikas
Chairman

TOWN OF PROSPECT TREASURER'S REPORT MONTH OF JULY 2020

	Balance Previous Month	Received in July 2020		Expended in July 2020	Expended Year to Date	Balance to Date
Board of Rec. Activity	\$ 11,236.59	\$ 2,887.28		\$ 363.01	\$ 363.01	\$ 13,760.86
Board of Rec. Merchant	\$ 25,501.61	\$ 525.00		\$ 5,524.32	\$ 5,524.32	\$ 20,502.29
Capital Non-Recurring	\$ 352,647.95	\$ 61,474.00		\$ 1,255.50	\$ 1,255.50	\$ 412,866.45
DARE	\$ 14,478.85	\$ -		\$ -	\$ -	\$ 14,478.85
Dog Fund	\$ 6,071.38	\$ 50.00		\$ 266.91	\$ 266.91	\$ 5,854.47
Engineering Fees	\$ 90.76	\$ -		\$ -	\$ -	\$ 90.76
Miscellaneous Account	\$ 58,395.48	\$ 1,320.00		\$ 2,966.51	\$ 2,966.51	\$ 56,748.97
Police Overtime	\$ 10,317.63	\$ 44,026.06		\$ 39,964.93	\$ 39,964.93	\$ 14,378.76
Sewer Use	\$ 69,130.89	\$ -		\$ 1,290.82	\$ 1,290.82	\$ 67,840.07
WPCA Capital Improvment	\$ 9,653.05	\$ -		\$ -	\$ -	\$ 9,653.05

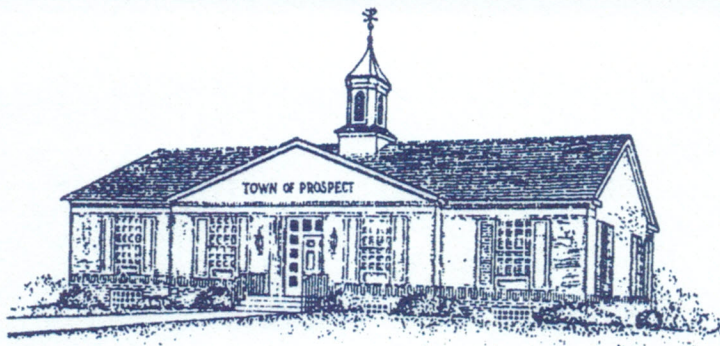
	Balance Previous Month	Deposits		Withdrawals	Net Transfers In / (Out)	Balance End of Month
MIR	\$ 946,795.75	\$ 11,853,455.26 (A)		\$ -	\$ (5,129,354.03)	\$ 7,670,896.98
General Fund Checking	\$ 509,125.90	\$ 90,742.14 (B)		\$ 4,851,816.90	\$ 4,854,354.03	\$ 602,405.17
Payroll Account	\$ 155,012.09	\$ 448.90		\$ 295,576.78	\$ 275,000.00	\$ 134,884.21



 David R. Young
 Treasurer

(A) Deposits include \$3,345,000.00 BAN proceeds

(B) Withdrawals include \$2,954,354.03 maturing BAN retirement



TAX COLLECTOR'S OFFICE - TOWN OF PROSPECT, CT 06712

TAX REFUNDS
August 18, 2020

<u>Name</u>	<u>Tax</u>	<u>Interest/Fees</u>	<u>Total</u>	<u>Reason</u>	<u>GL Year</u>
FRENIS, JAMES C	\$ 79.75	\$ -	\$ 79.75	Vehicle Traded In	2018 MV
RAMALHETE, ROSA S & ANOTNIO J	\$ 108.32	\$ 8.13	\$ 116.45	Vehicle Junked	2018 MV
TOYOTA LEASE TRUST	\$ 232.90	\$ -	\$ 232.90	Vehicle Sold	2018 MV
BEN ART MANUFACTURING CO INC	\$ 144.57	\$ -	\$ 144.57	Vehicle Sold	2019 MV
CRONIN, KELLY A	\$ 31.25	\$ -	\$ 31.25	Vehicle Sold	2019 MV
DAIMLER TRUST	\$ 91.13	\$ -	\$ 91.13	Vehicle Sold	2019 MV
FAMIGLIETTI, RALPH A	\$ 14.32	\$ -	\$ 14.32	Vehicle Junked	2019 MV
HAFFORD, BENJAMIN H	\$ 26.86	\$ -	\$ 26.86	Vehicle Sold	2019 MV
HYUNDAI LEASE TITLING TRUST	\$ 319.64	\$ -	\$ 319.64	Vehicle Sold	2019 MV
IRONSON, DOREEN A	\$ 9.44	\$ -	\$ 9.44	Vehicle Sold	2019 MV
LEBLANC, GUY	\$ 249.32	\$ -	\$ 249.32	Duplicate Payment	2019 MV
LOMBARD, JOHN W	\$ 14.41	\$ -	\$ 14.41	Vehicle Sold	2019 MV
MAURIELLO, ANNA M	\$ 268.22	\$ -	\$ 268.22	Vehicle Totaled	2019 MV
ROSATO, PETER P 3RD	\$ 10.52	\$ -	\$ 10.52	Overpayment	2019 MV
SERDY, JOHN & BRYLEWSKI, LINDA	\$ 48.10	\$ -	\$ 48.10	Vehicle Sold	2019 MV
SODEN, HEATHER L & KEVIN D	\$ 50.08	\$ -	\$ 50.08	Vehicle Totaled	2019 MV
ST-JAMES, ROGER D	\$ 47.56	\$ -	\$ 47.56	Overpayment	2019 MV
TOTAL	\$ 1,746.39	\$ 8.13	\$ 1,754.52		

Chairman

Month Ending: Administration	Fees Clt'd	2020/2021	Recently Pd Bills	\$ Spent To Date	Total Inc. Bills & Spent	Balance Available
Supplies/Computer Program		\$ 3,575.00	\$ -	\$ -	\$ -	\$ 3,575.00
Background Checks		\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
Clerk		\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00
Program Brochure		\$ 4,460.00	\$ -	\$ -	\$ -	\$ 4,460.00
Director of Recreation		\$ 62,219.00	\$ -	\$ -	\$ -	\$ 62,219.00
Program Assistant F.T.		\$ 25,405.00	\$ -	\$ -	\$ -	\$ 25,405.00
Summer Help		\$ 3,900.00	\$ -	\$ -	\$ -	\$ 3,900.00
Professional Development		\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
Car Expense		\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
SUBTOTAL		\$ 105,359.00	\$ -	\$ -	\$ -	\$ 105,359.00
Park Operations						
Park Develop/Improv		\$ 80,000.00	\$ -	\$ -	\$ -	\$ 80,000.00
Building Maintenance		\$ 11,000.00	\$ -	\$ -	\$ -	\$ 11,000.00
Field Maintenance		\$ 11,000.00	\$ -	\$ -	\$ -	\$ 11,000.00
Port - A - Lets		\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
Monitoring Charge		\$ -	\$ -	\$ -	\$ -	\$ -
Vandalism		\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
SUBTOTAL		\$ 108,000.00	\$ -	\$ -	\$ -	\$ 108,000.00
Swim Program						
Lifeguards		\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00
Monitors	*	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00
Swim Lessons		\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
SUBTOTAL		\$ 2,850.00	\$ -	\$ -	\$ -	\$ 2,850.00
Art Program						
Knit/Crochet		\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
Quilting		\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
Arts & Crafts	*	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
Drama/Theater	*	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
Summer Concert Series		\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
SUBTOTAL		\$ 7,600.00	\$ -	\$ -	\$ -	\$ 7,600.00
Youth Programs						
Fencing	*	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
Tennis Instruction	*	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
Summer Camp Gr. 1-5	*	\$ 34,000.00	\$ -	\$ -	\$ -	\$ 34,000.00
Pre Teen Travel Camp Gr. 6-8	*	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00
K - 5 BB (Girls & Boys)	*	\$ 3,100.00	\$ -	\$ -	\$ -	\$ 3,100.00
6/7/8 BB (Girls & Boys)	*	\$ 6,900.00	\$ -	\$ -	\$ -	\$ 6,900.00
Hall Monitors	*	\$ 6,192.00	\$ -	\$ -	\$ -	\$ 6,192.00
Travel Team 5,6,7&8 G&B	*	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00
H.S. Basketball	*	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00
SUBTOTAL	*	\$ 70,692.00	\$ -	\$ -	\$ -	\$ 70,692.00
Adult Programs						
Adult Volleyball	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Mens Over 35 BB	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Tennis	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Golf	*	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
Mens BB League	*	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
Womens BB	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Womens Softball	*	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00
SUBTOTAL		\$ 7,700.00	\$ -	\$ -	\$ -	\$ 7,700.00
GRAND TOTAL		\$ 302,201.00	\$ -	\$ -	\$ -	\$ 302,201.00

Land use

From: Paul Murray <pmurray4858@gmail.com>
Sent: Wednesday, August 12, 2020 8:34 PM
To: Jeff Slapikas
Cc: carla@attyericksonlaw.com

Hi Jeff,

The email below with attachment from Carla Erickson was forwarded to me because I am a member of the building committee. I would this entered as correspondence and discussion for our next TC meeting. Please let me know if there are any questions.

Regards,

Paul Murray

Theresa Graveline <ucsc93@sbcglobal.net>

Sent: Monday, August 10, 2020, 06:11:17 PM EDT

Subject: Question about the Grange

Hi Theresa,

I saw in the Citizens News that the TC voted to demolish the Grange. I know when I was on the TC, I objected to that, and mentioned to the Mayor that it was a historic building, and that any decision to demolish it should be put to the townspeople. Mayor said the building was at the end of its useful life. I understand that the building needs work, but again, I advocate for investing money in these buildings which are the very icon of our town. I am passionate about preserving our history, and protecting these older buildings, as a decision to demolish a piece of history is FINAL and cannot be reversed.

Would you let me know if the TC obtained permission from the National Register of Historic Places to demolish this building which is on its registry?

Please see attached for the registration of the Town Green which notes that the Grange was a "contributory" building to the registration, and yes, the one that was rebuilt in the 1940s. I think the TC should be aware of this, before someone is contracted to demolish this building, as demolishing it may not be in compliance with the registry.

Best regards,

Carla M. Perugini-Erickson
Attorney At Law
Associate Faculty Post University
[P.O. Box 7299](mailto:carla@attyericksonlaw.com)
[37 Waterbury Road, Lower Suite](mailto:carla@attyericksonlaw.com)
[Prospect, CT 06712](mailto:carla@attyericksonlaw.com)
Tel. [203-527-9307](tel:203-527-9307)
Fax [203-758-3418](tel:203-758-3418)
PLEASE USE NEW EMAIL: carla@attyericksonlaw.com

<National Register of Historic Places.pdf>

Sent from my iPhone

July 23, 2020

Jeff Slapikas, Chairman
Prospect Town Council
36 Center Street
Prospect, Ct 06712

Dear Chairman Slapikas and Honorable Members of the Prospect Town Council:

Please accept these unsolicited observations in the spirit of 'Doing what's right for the Town of Prospect'. The first few are just 'housekeeping' items that you may want to review prior to the RFP's distribution as they could improve its clarity / presentation:

- When at the Council's direction you added the July 1, 2013 – June 30, 2014 reference under **1. Purpose**, you probably should have changed the **Overview** wording from Fiscal Years 2015-2019 to 2014-2019.
- On **Part I – Management and Qualifications**, there is no 'Item' D
- On **Part II – Management and Qualifications**, Paragraph C, you probably should eliminate the reference to 'School' ??
- In **3. Town of Prospect Background**, it probably would be more appropriate to say Regional School District 16 than Board of Education
- Lastly, in **3. Town of Prospect Background**, where did the wording "*A Code of Ordinances governs the operation of the Town*". Again, no specific mention of the Prospect Town Charter, which as I understand it, supersedes any town ordinances.

Moving on to more of what I'll call 'commentary,' there are some more substantive items that had I had the opportunity, I would have recommended for inclusion, such as:

- In **1. Purpose**, in the 2nd Paragraph, the wording.....accordance with "laws, regulations and town policy", I'd suggest (to eliminate any misunderstanding) the wording "State Statutes and Prospect Town Charter be included. Sections of the Town Charter are absolutely critical to any process review, especially with no other actual 'Financial Documentation'.
- In several spots, it is either stated or implied that the Mayor and / or the Treasurer are part of the 'ownership' of this process. As some member of the Town Council voiced at last evening's meeting, as those elected officials are construed to be an integral part of the process being audited, perhaps the 'ownership' role may not be appropriate in this case. Functionally, I believe the Town Council as a whole is specifically responsible for directing whatever you end up calling this process, and no one else.

Having been involved in many similar efforts over many years, I'll stipulate that few RFPs ever start 'from scratch' and are rather a result of plagiarizing some pre-existing 'boilerplate' and then adding or

deleting topic specific information. Judging from some extraneous wording contained in this one, I expect that the genesis of this paper was either a Region 16 or Wolcott BOE document, either of which is absolutely fine. The description of the effort described in '**2 - Scope of Effort**', while at first glance would appear to be 'all encompassing', it also presents with some concerns.

- There are references to topics (i.e. Fixed Assets) that by nature seem less susceptible to manipulation / financial loss and where no concerns have ever been expressed.
- There are also references to other topics (i.e. the identification of unusual / questionable transactions) where there is already ample evidence and there are high levels of financial exposure.
- If there are a disproportionate percentage of 'lower financial risk' topics being included, I am concerned that topics where real problems with higher financial risk and which have been previously identified may not get the appropriate level of attention or possibly could just get 'buried' in the paperwork.

To provide an illustration of how this could play out; if there was a report of a robbery in progress at a local bank, even though the responding officers spotted a vehicle illegally parked in a 'handicapped spot' at St. Anthony's, I expect that the robbery would still be their top priority. Not that they would ignore the issue with the vehicle, but it is always critical that competing issues be prioritized.

Again, focusing in on the wording in the **Scope of the Audit** section, the process as requested involves comparing what '*actually happened*' against the then 'in place' procedures, which should define exactly what '*should have happened*'. However, as noted in my letter to you of July 20, 2020, everyone knows there are no written financial procedures, so there is nothing to compare the actual activity against, and personal recollections have proven 'unreliable' (i.e. statements that 'everything was done by the book').

I recommend that a more 'surgical' approach be utilized to identify areas of concern, perhaps focusing on the aborted Town Council investigation of 2017 which found that essentially all of the 'unusual and questionable transactions' were directly related to the 'Public Works Department Budget and Expenses'. Is there any reason why that should not be a major focus of this effort?

One closing question; I'm just wondering since all of Prospect's 'bid openings' have traditionally been open to the public, why will this one be 'behind closed doors'? I'd suggest that if the one of your goals in this overall effort is to improve transparency, then this is not off to a great start. As always, if you have any questions or if I can be of any help, on any aspect of this effort, I continue to be available at your convenience.

Best Regards and Stay Healthy,

Thomas J. Galvin

Thomas J. Galvin
27 Rockridge Terrace
Prospect, CT 06712