

Prospect Town Council  
Special Meeting  
Approved Minutes  
May 26, 2020

Chairman Slapikas called to order the Regular Meeting of the Prospect Town Council @ 6:35 p.m. The meeting was a Virtual Meeting by videoconference via GoToMeeting as authorized by Executive Orders 7B and 7I. The meeting began with the Pledge of Allegiance.

**Present: J Slapikas**

A roll call for attendance was taken by Chairman Slapikas.

**Via Online:** P. Murray, T. Graveline, S. Pilat, R. Blanc, P. Geary, L. Fitzgerald, M. Patchkofsky, S. Lusas Kolodziej

**Also, in Attendance via phone/online:** Mayor Chatfield. There were additional callers online that could view, listen and chat.

**Auditor:**

Chairman Slapikas advised that only one bid was received. Chairman Slapikas asked for comments. L. Fitzgerald stated that after reviewing the packet, he was in favor of approving this Auditor, Clermont & Associates, LLC. L. Fitzgerald commented that Clermont & Asscs. Offers auditing and accounting services to government and nonprofit agencies; 'establishes strong communication with managers and governing boards, create usable and readable financial statements. Results that are established are long term relationships with clients, strong internal controls and clients able to detect and act on irregularities in a reasonable amount of time'. L. Fitzgerald stated that he was in favor of hiring this company. P. Geary commented that she agreed with L. Fitzgerald and noted that Clermont & Asscs had a strong commitment to the managers and the governing board which she felt was important to the Council. P. Murray stated that he agreed with P. Geary and L. Fitzgerald and noted that Clermont & Asscs worked with other municipalities. P. Murray had a request to verify references. A discussion took place on accepting this bid for Auditor. L. Fitzgerald noted that a form would need to be filled in and sent to the State by June 1<sup>st</sup>, advising of the Auditor for the Town. Chairman Slapikas asked for further comments. S. Lusas Kolodziej commented on a personal note, that she has been using Clermont & Asscs for her taxes and found them to be personable and pleasant. R. Blanc commented that he uses this company for many years and has no problem with this proposal. T. Graveline commented that she agreed and found the fact that two people have been volunteering for the Towns of Waterbury and Middlebury to be very helpful. Disc. Mayor Chatfield commented that he called OPM for an extension, but did not receive a reply. Chairman Slapikas asked the Council if everyone felt comfortable making a motion for this bid. **Motion** made by T. Graveline, seconded by S. Lusas Kolodziej to accept the bid for the Town of Prospect from Clermont & Associates, LLC for Auditing Services for 3 years; Years ending June 30, 2020, 2021 and 2022. Discs. P. Murray requested references to which Chairman Slapikas commented that he would give the report at the regular Town Council meeting on June 2, 2020. Chairman Slapikas requested further comments. No other comments were made. A rollcall vote was taken. **1 Recused/J. Slapikas:** Chairman Slapikas commented that he was personally contacted by Clermont & Asscs. LLC as he has worked with this company for many years.

**8 Approved/R. Blanc, S. Pilat, P. Geary, P. Murray, S. Lusas Kolodziej, L. Fitzgerald, T. Graveline, M. Patchkofsky Motion carries.**

**Payroll Service:**

Chairman Slapikas requested that Mayor Chatfield advise of his choice for the Payroll Service contract. Mayor Chatfield advised that he chose ADP for the Payroll Service contract. The Mayor advised that A. Fortier had also been in meetings with all 4 payroll services, and ADP was chosen for 1 year. The Mayor also advised that he did not ask for Certificate of Insurance, but will in future. Disc. The Mayor stated that he is trying for the start date of July 1<sup>st</sup>. P. Murray questioned if the Mayor requested digital time clocks. The Mayor advised that there are only 21 full time employees, the supervisors sign the time cards. Disc. T. Graveline questioned what the Mayor had contracted for. Mayor Chatfield advised the contract includes Payroll, monthlies, W2's, quarterlies and bank statements. Council members questioned the cost to which Mayor Chatfield advised \$12,700; the term is for one year. Council member

questioned Direct Deposit and if it was mandatory or optional. The Mayor advised that there will be optional Direct Deposit.

Chairman Slapikas asked for further comments. No further comments were made. Chairman Slapikas thanked Mayor Chatfield for the update.

The category of Public Participation was not on the Agenda, T. Graveline yielded to the callers. Chairman Slapikas requested 3 times for the callers to press \*6 and state their name and address. At this time, no further comments were made.

**Adjournment:**

**Motion** made by S. Lusas Kolodziej, seconded by R. Blanc to adjourn the meeting. **Unanimous.** The meeting adjourned @ 6:56 p.m.

*Jeff Slapikas*  
*Chairman, Town Council*