

TC-F01  
Cont'd  
10-20-2020  
Packet # 2  
8 PPS

2nd set of  
approved mins.  
filed 2/19/20

Prospect Town Council  
Regular Meeting  
Approved Minutes  
January 21, 2020

REC'D & FILED  
MAR 02 2021  
Freedom of Information Comm.  
BY JJK

Chairman Slapikas called to order the Regular Meeting of the Prospect Town Council @ 6:30p.m. The meeting was held at the Prospect Town Hall, 36 Center Street and began with the Pledge of Allegiance. The meeting was taped.

**Members Present:** R. Blanc, P. Geary, T. Graveline, P. Murray, S. Pilat, M. Patchkofsky, J. Slapikas and S. Lusas Kolodziej

**Absent:** L. Fitzgerald

**Also, Present:** Mayor Robert J. Chatfield

Chairman Slapikas began the meeting by commenting that the Departmental Reports would be given at tonight's meeting as this process is still a work in progress. Chairman Slapikas advised that in the future these documents will be going out with the Agenda and minutes. At this point, Mayor Chatfield entered the meeting.

**Mayor's Report:**

- Mayor Chatfield thanked everyone for coming.
  - The Mayor advised that the best bid results for the Re-Val were in, with a cost of \$75,000.00. Mayor Chatfield advised with any money left, it would be used for hardware or software.
  - Senior Center Addition: Mayor Chatfield advised that he had stopped the bid process for the STEAP grant for the Senior Center addition. The Mayor stated that the reason why he stopped the bid process was because the grant does not allow for reimbursement of the Town's money. If an application that was submitted for the town was successful to receive the grant that was previously applied for, the Town will not be using any Town's money.
  - Grange: The Mayor stated the Town Building subcommittee had met regarding the Grange. The Mayor continued that the heat had been shut off at this facility for at least 2 years; the building has not been used since the Community Center opened. The Mayor would now like for the power to be shut off. The Mayor stated that he would like to bid-out to find out the cost to demo the building. Mayor Chatfield advised that there is a question of asbestos under the ceiling tiles and floor tiles, which is a concern about the glue not the tiles. The Mayor stated that he would like a proposal for the cost of the work. The Mayor also stated that this is the process that was done for the Nolan House which came in at \$80,000. The Mayor stated that this project could cost approximately \$300,000. The Mayor stated that he would like for the contractor to bring in their subcontractor for all the work and have the proposal based on the asbestos abatement. Chairman Slapikas asked for further comments. No other comments were made. **Motion** made by R. Blanc, seconded by S. Lusas Kolodziej to allow Mayor Chatfield to send out an RFP for a quote on demolition and abatement of the building of the Prospect Grange. T. Graveline and P. Geary commented that first the power would need to be shut off. The Chair asked for a motion to table the prior motion. **Motion** made by P. Geary to table this motion. Chairman Slapikas asked for a motion to allow the Mayor to turn off the power at the Grange as the Grange has not been used in 2-years. **Motion** made by T. Graveline, seconded by R. Blanc to allow Mayor Chatfield to have the power turned off to the Prospect Grange as the building has not been used in the past 2-years. Disc. M. Patchkofsky commented that the public should be included in plans as to what to do with the property. Mayor Chatfield advised that once he receives a quote, he will have a public hearing to see what the public would like to have in that area. **Unanimous.** Chairman Slapikas called for a motion to remove from table; **Motion** made by P. Geary, seconded by T. Graveline to take from Table the motion for demolition and abatement of the Prospect Grange building. **Unanimous.**
- A motion was called for; **Motion** made by R. Blanc, seconded by P. Murray to allow Mayor Chatfield to send out an RFP for a quote on demolition and abatement of the building of the Prospect Grange. **Unanimous.**

**Transfers:**

-**Motion** made by S. Lusas Kolodziej, seconded by T. Graveline to approve the transfer within the Library Account of \$7,400 from #7350-02 (Staff/Clerk Salary Acct) to 7350-06 (Contracted Maintenance) to cover the cost of paying a

January 21, 2020

The Mayor stated that we are right up to date. Chairman Slapikas asked until December 31, 2019, to which the Mayor agreed. K. Zandri questioned how often the

account statements are reviewed and reconciled, to which the Mayor answered, monthly. K. Zandri commented that then they were not reviewed. Chairman Slapikas stated that he did not have the answer. Mayor Chatfield advised that some of the questions he could not answer as the investigation is ongoing. Chairman Slapikas asked for further comments from the public. Mayor Chatfield commented that he was advised not to say anything and that was the reason.

-*Patricia Zappone, 247 New Haven Rd.* gave the Council a letter dated January 20, 2020 and read the letter into the record (Schedule B). P. Zappone questioned how a town could run without continuing audits and oversight. P. Zappone commented on procedures to be changed. P. Zappone also questioned if the town ever balanced its checking account. P. Zappone suggested to have a complete and independent audit of the whole system in Prospect Town Hall: including all departmental accounts, the phone system, the email system. P. Zappone also commented why the online reports of various town committees are so far behind in posting and are not updated regularly. Chairman Slapikas thanked P. Zappone for her time. Chairman Slapikas asked for further comments.

-*Peter Blinstrubas, 24 Maple Dr.* advised that he had 3 comments: (1) at the next meeting, a group from Woodland High School will be filming the meeting and asked to have an ethernet connection in the room. (2) P. Blinstrubas commented that a crime was committed by an outside source and not a Town employee; then a forensic audit should be done and let it take as long as it needs to. (3) P. Blinstrubas also commented that getting a notification @ 4 p.m. on the day of the meeting was inappropriate. (4) P. Blinstrubas questioned why did it take two weeks to notify the Council of the transfer for tree trimming and not provided 48 hours prior, but given the same day as to the meeting. M. Patchkofsky commented that sometimes things happen, in an emergency you need to do what needs to be done. P. Blinstrubas stated that yes in an emergency, but the transfer should have been sent to the Council within 48 hours. Chairman Slapikas thanked P. Blinstrubas for his time.

-*Tom Galvin, 27 Rockridge Dr* commented that there had been documentation for fiscal years 2014-2015 that showed deficiencies. T. Galvin continued that to update the 4 new Council members, an investigation was done and recommendations were made. In 2018 the Council chose to ignore those recommendations on the findings of the 2014-2015 deficiencies. T. Galvin stated that he is anxious to see the outcome of this matter.

-*Katie Blinstrubas, 24 Maple Dr.* commented on investigating and cybersecurity. K. Blinstrubas questioned how the woman received payroll information. K. Blinstrubas commented that some things need to be addressed such as opening the wrong emails. K. Blinstrubas continued that she does not know how the information was hacked, but it is something that needs to be addressed so that nothing else happens. Chairman Slapikas commented that safe guards are in place, but cannot guarantee. Mayor Chatfield stated that a conduit was run last week. Mayor Chatfield commented on the increase to the election costs and advised K. Blinstrubas that she will be receiving a letter from the Secretary of State, Denise W. Merrill.

-*Jim Borbus, 29 Beach Dr* questioned if someone had received this information through 'fishing' through the mail; if items were thrown in trash and not shredded. Mayor Chatfield advised that that items are actively shredded. J. Borbus suggested to get the Audit done and to review the Town records back to 2016 or 2017 at least.

-*John Schwarzkopf, 26 Maple Dr* questioned if Town employees had an option of Direct Deposit. Chairman Slapikas advised that he is working on this. J. Schwarzkopf continued that after working in the banking industry for several years, he stated that it is possible to get a routing # on-line for any bank. Mayor Chatfield advised that the previous account that was used was closed. Chairman Slapikas thanked John Schwarzkopf for his time.

-*Tom Galvin, 27 Rockridge Dr.* commented on the recommendation of a payroll service stating that there would only be one (1) check to the payroll service and no one would need to suffer through this as it is difficult for all.

-Concerns were raised as to taking business home and doing personal business on Town computers.

-*Peter Blinstrubas, 24 Maple Dr.* commented on Chairman Slapikas' statement of doing an analysis. Chairman Slapikas stated that he has been researching with different companies and banks and doing a cost analysis for payroll services. Chairman Slapikas commented that he is hopeful to have answer in the near future.

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January 21, 2020

**Correspondence:**

Transfer within the Library Account in the amount of \$7,400 dated 1/13/2020  
Transfer from Fund Balance in the amount of \$6,275.00 dated 1/21/2020  
Questions from Kathryn Zandri submitted 1/21/2020 (Schedule A)  
Letter from Patricia Smith Zappone dated 1/20/2020 (Schedule B)  
Tax Refunds dated 1/21/2020  
Tax Collectors Report dated 12/2019  
Letter from Secretary of the State Connecticut, Denise W. Merrill dated 1/2/2020  
Town of Prospect Notice of Bid dated 1/14/2020 – Street Sweeping  
Notice of Bid – Sealed Bids for furnishing Milling of Bituminous Pavement – 1/27/2020  
Notice of Bid, Town of Prospect – Sealed bids for furnishing Road Paving, Regrading and Pavement, Tree Maintenance, Catch Basin Cleaning, Equipment Rental for the Town of Prospect – 1/27/2020  
Departmental Reports:  
Prospect Senior Center Financial Report – 1/17/2020  
The Volunteer Fire Department of Prospect, Inc Treasurer's Report dated 12/2019  
Town Clerk Fees Collected for December 2019  
Prospect Library dated 1/8/2020  
Prospect Police Patrol Report dated 12/2019  
Prospect Parks & Recreation dated January 2020  
Land Use Report November & December 2019  
Building Department Reports – Building, Electrical, Gas, Mechanical, Plumbing & Grand Totals dated 12/2 – 12/27/19  
General Fund Expenditures Compared with Budget – Expenditures December 2019  
Town of Prospect Treasurer's Report Month – December 2019  
-T. Graveline commented on the Treasurer's Report that the bottom of the report is still blank. Comments were made transitioning month to month.  
-P. Geary commented that the Police Report did not show any indication of stolen vehicles.  
Chairman Slapikas commented that he will check into the Treasurer's Report and contact Lt. N. Abarzua about the additional information on the Police Report.  
**Motion** made by T. Graveline, seconded by S. Pilat to place correspondence on file. **Unanimous.**

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MAR 02 2020

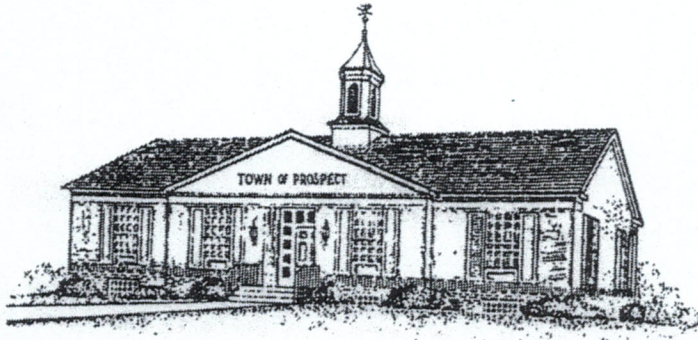
Freedom of Information Comm.  
BY *[Signature]*

**Old Business:**

**Sub-Committees:**

-Land Use Acquisition – No update  
-Ordinance- L. Fitzgerald was not in attendance. There was a meeting this evening that there will be a new Tax Abatement – If there has been 25 years of Service for a Town Employee there will an assessment of \$1,500 from \$1,000. Chairman Slapikas is working with Attorney Yoxall on this information.  
Pension – There is a meeting this Friday. There will be a new plan administrator for Ameriprise.  
-Salary Review – will bring to next meeting  
-Public Works Maintenance – Not met  
Town Buildings – Met last Saturday, walk through Grange; a new meeting was planned for tonight, did not happen. M. Patchkofsky commented that the sub-committee would like to have the Town's input on what to go into this space. This will be put as an Agenda item.  
-Sidewalk Task Force – There was a meeting last Monday for all the property owners, from St. Anthony's Church to Hartford Healthcare; all approved and now they are moving forward. T. Graveline advised that the plans will be brought to the C.O.G. for a peer review and then onto the State. The Sub-committee tried to contact one property owner six (6) or more time with no response. Chairman Slapikas suggested to send out a certified letter. Questions were raised as to a sidewalk ordinance for clearing and cleaning the sidewalks. Chairman Slapikas stated that it was the Town's responsibility. T. Graveline stated that the State of CT allows for the Town to push responsibility onto the residential property owner (though not a requirement); then this becomes the residential property owner's responsibility.  
-The meeting convened to an Executive Session @ 7:55 p.m.  
The regular meeting reconvened @ 8:09 p.m. No motions were made or votes taken.

*NO executive session reported*



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

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MAR 02 2020

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BY *[Signature]*

February 3, 2020

### AGENDA

The Prospect Town Council will conduct a Regular meeting on Tuesday, February 4, 2020 @ 6:30 p.m. The meeting will be held at the Prospect Town Hall, 36 Center Street.

Call Meeting to Order

Pledge

Attendance

Mayor's Report

Assessor's Grand List Report

Public Participation: (5 Minute Time Limit)

Guests

Chair's Report

Executive Session pending litigation and related strategies and invite Mayor Bob

Approval of Minutes: 1/21/2020

New Business:

Refunds

Transfers

Resignations

Appointments

Bids/Grants

Correspondence

Old Business

Sub Committees

Land Use & Acquisition

Public Works Maintenance

Sidewalk Task Force

Pension

Ordinance

Salary Review

Town Buildings

Adjournment

*Jeff Slapikas*

Chairman

PROSPECT, CONN  
TOWN CLERKS OFFICE  
RECEIVED FOR RECORD  
2020 FEB -3 PM 12:11  
*Margaret L. Anderson*  
TOWN CLERK



February 4, 2020

-Mike McInerney, 223 Matthew, St Thanked Mayor Chatfield and the Council. M. McInerney commented that the payroll breach was first documented as a loss of \$130,000, but now was up to \$250,000. M. McInerney questioned if the policies and procedures for the payroll account would be on the website. Mayor Chatfield advised when completed. Mayor Chatfield advised that all accounts are reconciled and secure. M. McInerney advised of a forensic audit and a regular audit; a regular audit looks at the books. It is the Town's responsibility to reconcile the statements, this is a performance of the auditor. A forensic audit has an itemized list, looks for a theft and fraud; every single transaction is reviewed. Mayor Chatfield questioned the cost between a regular audit and a forensic audit. M. McInerney commented that there is a drastic difference in cost.

-Chairman Slapikas asked for further comments.

-AnnMarie Burr, Prospect Tax Collector, commented that all emails for the Tax office are through Tax Office @ Town of Prospect.org. A. Burr stated that after the November election she changed her email address to [AMBurr@TownofProspect.org](mailto:AMBurr@TownofProspect.org). The assistant to A. Burr has an email address, but not the clerk as it is not necessary. A. Burr continued that the Auditor has spent a lot of time in her office over the last two years. Several different residents are chosen, the amounts are checked by the Auditor's assistant and the letters go out. If the letters do not go out in a timely fashion, the Auditor is back in her office to send out the letters. A. Burr advised that every transaction is verified and the bank statements balanced. A. Burr stated that certain items should not be on the website as to safety concerns for the Tax Office. A. Burr stated that the email address for the Tax Office is on the website.

-P. Blinstrubas, 24 Maple Dr. commented on putting in financial controls and changing checking accounts; also creating policies and procedures.

Mayor Chatfield thanked everyone for coming.

**Guests:** None

**Chair's Report:**

No Updates from the Attorneys.

**Approval of Minutes:**

Motion made by S. Lusas Kolodziej, seconded by R. Blanc to approve the minutes of 1/21/2020. **Unanimous.**

**Refunds:**

Motion made by P. Geary, seconded by L. Fitzgerald to approve the refunds dated 2/4/2020 in the amount of \$1,128.04. **Unanimous.**

**New Business:**

Refunds: Previously acted upon  
Transfers: Previously acted upon  
Resignations: None  
Assignments: None  
Bids/Grants: None

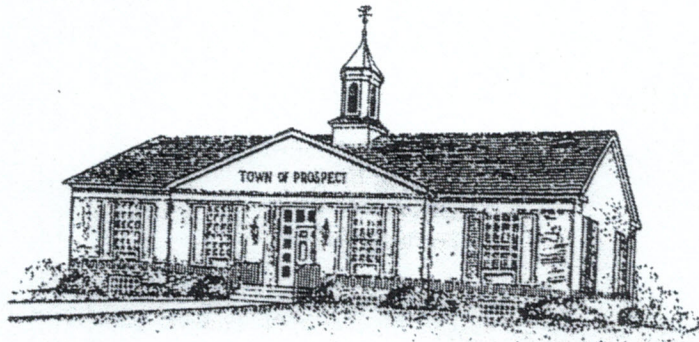
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BY 

**Correspondence:**

Memo dated 1/23/2020 Proper Tech Use – Employees – All Depts.  
Letter dated 1/23/202 from Region 16, from Tony DiLeone, Jr., Director of Finance and Business Operations Re: 2<sup>nd</sup> Revision 2019-2020 Payment Schedule  
Assessor's Annual Grand List Report dated 1/28/2020  
Transfer dated 2/4/2020 from Mayor Chatfield Re: funds from Fund Balance to the Capital Non-Recurring Account  
Prospect Library transfer with the Library Account dated 2/3/2020 Re: transfer from #7350-02 (Staff/Clerk Salary Acct) to #7350-06 (Contracted Maintenance)  
Milone & Macbroom Announcement dated 1/23/2020  
Tax Refunds dated 2/4/2020  
STofCT Letter of Renewal of Heart-safe Community letter dated 1/31/2020  
Letter read into minutes from Mayor Chatfield Re: Payroll Account Breach (Update)  
Application for Employment, Town of Prospect



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36 CENTER STREET (203) 758-4461

February 14, 2020

**AGENDA**

The Prospect Town Council will conduct a Regular meeting on Tuesday, February 18, 2020 @ 6:30 p.m. The meeting will be held at the Prospect Town Hall, 36 Center Street.

- Call Meeting to Order
- Pledge
- Attendance
- Mayor's Report
- Public Participation: (5 Minute Time Limit)
- Guests
- Chair's Report
- Approval of Minutes: 2-4-2020
- New Business:
  - Refunds
  - Transfers
  - Resignations
  - Appointments
  - Bids/Grants
- Correspondence
- Old Business
- Sub Committees
  - Land Use & Acquisition
  - Public Works Maintenance
  - Sidewalk Task Force
  - Pension
- Ordinance
- Salary Review
- Town Buildings

REGISTERED  
MAR 02 2021  
Freedom of Information Comm.  
BY *[Signature]*

Adjournment  
*Jeff Slapikas RBM*  
Chairman

PROSPECT, CONN  
TOWN CLERKS OFFICE  
RECEIVED FOR RECORD  
2020 FEB 14 PM 2:47  
*Raymond J. Anderson*  
TOWN CLERK

February 18, 2020

Guests: None

Chair's Report:

- Financial Procedures being worked on in Mayor's office
- RFP for Auditing Financials
- 2<sup>nd</sup> Police officer added on the 3<sup>rd</sup> shift
- Visibility of Police Vehicles, lights to be on at night at all times
- Next Monday (2/24/2020) – a meeting to be scheduled for presentation of Annual Report from Auditor-possible 'Executive Session'; please notify the Chairman by 2/21/2020 for any info or concerns

A request was made by the Council clerk to have a motion to correct the accepted minutes of January 21, 2020. **Motion** made by P. Geary, seconded by S. Lusas Kolodziej to approve the correction of the January 21, 2020 minutes under public participation made by Kathryn Zandri to clarify that she worked for 14 years as a Town Council secretary and two (2) years as a Town Clerk in a neighboring Town. **Unanimous.**

Approval of Minutes:

**Motion** made by S. Lusas Kolodziej, seconded by R. Blanc to approve the minutes of 2/4/2020. Discussion. **Motion** made by S. Lusas Kolodziej, seconded by R. Blanc to approve the minutes of 2/4/2020 as amended. **Unanimous.**

New Business:

Refunds:

**Motion** made by P. Murray, seconded by M. Patchkofsky to approve the refunds dated 2/18/2020 in the amount of \$3,801.32. Discussion. **Unanimous.**

Transfers: None

Resignations: None

Assignments: None

Bids/Grants: None

Correspondence:

Tax Refunds dated 2/18/2020

Reports:

Town Clerk Fees Collected for January 2020

Land Use Office Fees Collected for January 2020

Prospect Volunteer Fire Department Treasurer's Report January 2020

Tax Collector's Report January 2020

Prospect Library (Report) Fiscal year 2019-2020 as of 2/1/2020

Prospect Public Library Approved Budget for 2020-2021 adopted 2019-2020 & proposed 2020-2021 as of 2/13/2020

Prospect Park & Rec – 2019-2020 Report as of February 14, 2020

Building Dept Permits: Building, Demo, Electrical, Mechanical, Plumbing- Grand Totals – 12/27/2019 to 1/30/2020

**Motion** made by R. Blanc, seconded by S. Lusas Kolodziej to place correspondence on file. Discussion. P. Geary commented that there were two reports missing, Senior Center & Police. The Council also commented that the Treasurer's Report was not included in the reports. S. Pilat advised that the report was not ready until today and will be given before the next meeting. Discussion. **Unanimous.**

-P. Geary yielded the floor to Patricia Zappone, as she asked for a correction to her name.

-P. Geary yielded the floor to Peter Blinstrubas. P. Blinstrubas questioned the timing of the Treasurer's Report submission, to which P. Geary advised is at the 2<sup>nd</sup> Council meeting of the month.

REC'D & FILED

MAR 02 2020

Freedom of Information Comm.  
BY 