

Prospect Town Council  
Regular Meeting  
Approved Minutes  
May 19, 2020

Chairman Slapikas called to order the Regular Meeting of the Prospect Town Council @ 7:00 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 @ 7:05 p.m., M. Patchkofsky,

S. Lusas Kolodziej

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

**Mayor's Report:**

-Mayor Chatfield commented on Bristol Resource Recycling. The Mayor stated that the 5-year Agreement is set to expire and the Mayor would like to have Council approval at the June 2<sup>nd</sup> meeting. Council members advised that the term of the new Agreement would be until 12/31/2034. Council members commented on the extended period of time for the new Agreement and asked the Mayor to consider other alternatives. Disc. The Mayor commented that under the Executive Orders for COVID-19, the Agreement could be approved by the Council.

**Transfer:**

**TO:**

#5250-02	Assessor Supplies	\$ 500.00
#6100-07	Town Bldgs. Con. Maint.	\$ 7,000.00
#6950-00	Solid Waste Custodians	<u>\$ 5,850.00</u>
<b>Total</b>		<b>\$13,350.00</b>

**FROM:**

#7053-02	Ice & Snow Maint.	\$13,350.00
<b>Total</b>		<b>\$13,350.00</b>

**Disc.**

**Motion** made by S. Lusas Kolodziej, seconded by L. Fitzgerald to approve the transfer from Ice & Snow Maint. #7053-02 to several accounts in the amount of \$13,350.00 Disc. A rollcall vote was taken.

**9 Approved/J.** Slapikas, S. Pilat, L. Fitzgerald, M. Patchkofsky, R. Blanc, S. Lusas Kolodziej, P. Murray, T. Graveline, P. Geary. **Opposed/None Motion carries.**

The Mayor continued that he had been hopeful to get the mil rate set after the Budget Council meeting on Tuesday, May 26, 2020. The Mayor stated that after speaking with Superintendent Yamin, the amount that the Town would be getting back was more in line with \$500,000 than \$700,000. The Mayor requested to set a meeting date of Thursday, May 28, 2020 to set the mil rate.

Chairman Slapikas commented that under the Chair's report there was a discussion set for Auditor. Chairman Slapikas advised as there was only one bid received it would be at the Council's discretion, to review the bid and set a meeting date or put back into the bid process. Chairman Slapikas continued that he would like the Council to review this packet and to set a Special meeting for this coming Thursday, May 21, 2020 @ 5:00 p.m. to discuss an Auditor. Mayor Chatfield continued that he would like to set a meeting date of Thursday, May 28, 2020 @ 5:00 p.m. to set the mil rate.

Mayor Chatfield commented on another resolution from C.O.G. to be voted on at next month's meeting. Mayor Chatfield also advised that he received a legal opinion from Carmody & Torrance on insurance. The Mayor would like to have this legal opinion on the June 2<sup>nd</sup> Town Council Agenda.

**Breach:**

The Mayor commented that the suspected perpetrator's court date will be in July 2020. To date, the Town has regained \$144,662.16. The Mayor was advised that the Prosecutor will not speak with the Mayor or Mr. Stephen's the Attorney that is representing the Town. Chairman Slapikas read into the record the email received from Tom Galvin, 27 Rockridge Terrace, dated 5/19/2020. T. Galvin raised several questions including if other Town bank accounts were balanced monthly. The Mayor stated that all bank statements are reconciled monthly. There are monies kept in each bank account to save the Town from paying bank fees; the Mayor stated that there is a lot of monies in the Mers account. The Mayor also commented on leaving a large amount of monies in the Payroll account. Mayor Chatfield commented on working with the insurance company. T. Graveline questioned insurance time lines. The Mayor stated that the insurance company is extending the claim time, 90 days at a time and now it is set to July 9<sup>th</sup>. The Mayor stated that the detectives nor the Attorney could ask for more information. T. Graveline requested that the Mayor ask if there is a 'drop dead' date for the insurance company as to not more than 2 extensions. T. Graveline questioned what the insurance company was waiting for. The Mayor stated that they are waiting to see if the perpetrator pays back the monies owed. T. Graveline suggested for the insurance company to pay the monies, then the perpetrator could pay the insurance company. Chairman Slapikas asked for other questions. P. Murray questioned if the Town had insurance coverage for this type of loss. Mayor Chatfield advised that it is within the Town's insurance policy. P. Geary questioned if the contracted person is involved in reconciling the bank statements. The Mayor advised that the contracted person will be leaving and not be around as much as before. The Mayor stated that one of the people in his office is doing the reconciling of the bank statements. Council members questioned if they are signing off on the reconciliations as this would be beneficial.

Council members stated that they had other questions. M. Patchkofsky questioned the Agreement with BRRFOC for 14 years, until Dec. 31, 2034. M. Patchkofsky questioned if this agreement was for the recycling contractor. Mayor Chatfield advised that this is for the burning of garbage @ \$67.20 per ton, (Solid Waste). M. Patchkofsky questioned if the Town picked up their own garbage and disposed of in another way, would there be savings. The Mayor stated that it would be more costly. T. Graveline and Chairman Slapikas commented that this was a long-term contract and they wanted the Town to do the right thing and not get into the same situation as with MERS. L. Fitzgerald questioned the number of towns involved to which, the Mayor advised there are 20 municipalities involved. Questions were raised as to terminating contracts. Chairman Slapikas asked for further comments. There were no other comments. Chairman Slapikas reminded the Council that there will be a Special meeting on May 21, 2020 @ 5:00 p.m. on the Auditor.

**Payroll Service:** Chairman Slapikas commented that more information was sent to the Council and he did not know if there would be anything else that the Council required. Chairman Slapikas also advised that it is the Mayor's decision to choose the vendor. The Mayor stated that he would give his decision on Thursday night. Chairman Slapikas asked for further comments. T. Graveline commented that she would like for the following factors to be part of the Mayor's consideration with his decision: Training Services for Payroll, Tax Payments, W2's, and Digital time cards. T. Graveline also commented on the advantage of having an HR consultant. P. Geary questioned if A. Fortier was involved in the meetings with these prospective vendors, the Mayor advised that she was. The Council continued with other questions. T. Graveline questioned if any further action was taken as to voice mail for daytime and evening calls. The Mayor advised that there were calls lost today. The Mayor continued with the building to be opened on Mondays as of June 1<sup>st</sup>. The Mayor also stated that he likes the personal touch of staff answering the calls and transferring the calls. The Mayor commented that the company that installed the phones is slow to get things accomplished. Chairman Slapikas asked for further questions. Council members questioned what the plans were to re-open Hotchkiss Field. Mayor Chatfield advised he will open Hotchkiss Field with Chesprocott's approval; social distancing will be required and no leagues or use of the Basketball Court. Council members stated that they would approve, if necessary, police enforcement. Chairman Slapikas asked for further comments. No other comments were made.

**Public Participation:**

Chairman Slapikas asked the callers to hit \*6, then give their name and addresses. Tom Galvin, 27 Rockridge Terrace questioned why the Treasurer's report, over the last 2 years, did not show the amount of \$250,000, as a balance that was in the Payroll Account, that would help with any overdraft fees. Mayor Chatfield advised that he would check

on that balance. T. Galvin continued that he looked forward to the answer. Chairman Slapikas asked if there were any other callers. There were no other callers that signed in. Chairman Slapikas thanked everyone and closed Public Participation.

Mayor Chatfield stated that in closing the Memorial Day parade would be minimal. There would be a small parade that will go around the streets of Town starting @ 10:00 a.m. with a brief stop at the cemetery for 1 p.m. At this time, the Mayor left the meeting.

**Approval of Minutes:**

**Motion** made by P. Geary, seconded by T. Graveline to approve the minutes of 5/5 with continuation on 5/7/2020. Disc. A rollcall vote was taken. **9 Approved**/J. Slapikas, S. Pilat, L. Fitzgerald, M. Patchkofsky, R. Blanc, S. Lusas Kolodziej, P. Murray, T. Graveline, P. Geary. **Opposed/None Motion carries.**

**Motion** made by S. Lusas Kolodziej, seconded by P. Murray to approve the minutes of 5/4/2020. Disc. A rollcall vote was taken. **9 Approved**/J. Slapikas, S. Pilat, L. Fitzgerald, M. Patchkofsky, R. Blanc, S. Lusas Kolodziej, P. Murray, T. Graveline, P. Geary. **Opposed/None Motion carries.**

**Motion** made by T. Graveline, seconded by P. Murray to approve the minutes of 5/11/2020. Disc. A rollcall vote was taken. **9 Approved**/J. Slapikas, S. Pilat, L. Fitzgerald, M. Patchkofsky, R. Blanc, S. Lusas Kolodziej, P. Murray, T. Graveline, P. Geary. **Opposed/None Motion carries.**

**Correspondence:**

-Email from Andrea Sutton, dated 5/18/2020: Chairman Slapikas advised that an email was sent to the Council by Andrea Sutton, dated 5/18/2020, notifying the Council that June is LGBTQ month and requesting that their flag be flown at Town Hall. Disc. The Council noted that some did not have a problem flying the flag, but the Council had no say in the matter, it would be at the discretion of the Mayor and the Mayor's decision. The Mayor will look into this request.

-T. Galvin's Letter dated 5/19/2020

-Carmody & Torrance, Sandak, Hennessey dated 5/19/2020 Re: Insurance Coverage Question

Documents received by Council:

**Packet #1 (3 pages)**

Tax Refunds dated 5/19/2020; Tax Collector's Report dated 4/2020(2)

**Packet #2 (6 pages)**

Building Permits, Electrical Permits, Gas Permits, Mechanical Permits, Plumbing Permits, Total: dated 4/1/2020 - 5/7/2020

**Packet #3 (8 pages)**

Office of Policy & Management dated 4/14/2020 Appointment of Auditor Form (4 pages within email)

Charles Heaven & Co letter dated 5/8/2020 (1)

Regional Performance Incentive Program (RPI) (1)

OPM requirement of Municipal Resolution from the Legislative Body (1)

Town Clerk Report March & April 2020 (1)

**Packet #4 (11 pages)**

Revised Transfer dated 4/30/2020 – 1 (1 page)

Email from Mark Bobman dated 5/11/2020 for Inter-Community Agreement and suggested Resolution for Town of Prospect (BRRFOC) (10 pages)

**Packet #5 (8 pages)**

Town Clerk Report March & April 2020 (1 page)

Tax Collector Report February 2020 (1 page)

Building Permits, Demo Permits, Electrical Permits, Mechanical Permits, Plumbing Permits, Total: dated 12/27/2020 -1/30/2020 (6 pages)

**Packet #6 (8 pages)**

Zoning Inspector's Report January & April 2020 (2 pages)

Email to Town Clerk Re: Online Us Land Records (1 page)

Email to Town Clerk fee for web user email dated 4/29/2020 (1 page)

Savings Report Per Month Prescriptions dated 2/29/2020 (2 pages)

Prospect Library Report dated 5/12/2020 (1 page)

Town Clerk Report March & April 2020 (1 page)

**Packet #7 (8 pages)**

General Fund Expenditures Compared with Budget dated March 2020 (8 pages)

**Packet #8 (5 pages)**

Prospect Senior Center Financial Report – April 23, 2020 (1 page)

Prospect Park & Rec Report – dated May 2020 (2 pages)

Treasurer’s Report dated 4/2020 (1 page)

Tax Collector’s Report dated 4/2020 (1 page)

**Motion** made by R. Blanc, seconded by S. Lusas Kolodziej to place correspondence on file. A rollcall vote was taken. **9 Approved**/J. Slapikas, S. Pilat, L. Fitzgerald, M. Patchkofsky, R. Blanc, S. Lusas Kolodziej, P. Murray, T. Graveline, P. Geary. **Opposed/None Motion carries.**

**New Business:**

Refunds – Previously discussed

Resignations – None

Appointments – None

Bids/Grants – None

**Old Business:**

Sub-committee reports:

Land Use & Acquisition: No Change

Ordinance: None

Public Works Maintenance: None

Salary Review: Met and will meet again. Chairman Slapikas commented that he would like the sub-committee to review a position for a Mayor’s assistant

Sidewalk Task Force: C.O.G. had moved forward with sending the plan for an independent review. The process is still moving forward with getting easements; once easements are in place the project could go out to bid.

Town Buildings: Chairman Slapikas asked M. Patchkofsky to move forward with setting a meeting date. A date was set for next Thursday, @ 4 p.m. at the Meeting Place.

Pension: P. Geary commented that she will contact Mike Reilly, new admin for pensions.

Chairman Slapikas asked for further comments. P. Murray advised that he would be willing to contact Frontier to get voice mail started in the Mayor’s office. M. Patchkofsky advised that she was in favor of a voice mail for after hours, but felt the personal touch during the day, was a nice touch for Prospect. Council members commented on times listed on the homepage of the website for when the offices were open. Council members also commented on flying the flag for the month of June for LGBTQ, noting which department would know what flags had been flown for which organizations without omitting anyone. Chairman Slapikas asked for further comments. No other comments were made.

**Adjournment:**

**Motion** made by S. Lusas Kolodziej, seconded by R. Blanc to adjourn the meeting. **Unanimous.** The meeting was adjourned @ 8:24 p.m.

*Jeff Slapikas*  
*Chairman*