

TOWN COUNCIL
Approved Minutes
Meeting Date: January 19, 2021
6:00 p.m.
VIRTUAL MEETING

Chairman Slapikas called to order the regular meeting of the Prospect Town Council @ 6:06 p.m. The meeting was a Virtual Meeting by video conference via GoToMeeting as authorized by Executive Orders 7B and 7I. The meeting began with the Pledge of Allegiance.

Organizer of Virtual Meeting Present: J. Slapikas

A roll call for attendance was taken by Chairman Slapikas.

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

Council Members Absent: none

Guests: Mayor Chatfield

Motion made by S. Lusas Kolodziej, seconded by R. Blanc to add to the agenda -*Authorizing Resolution of the Prospect Town Council Regarding State of CT Dept. of Emergency Management and Homeland Security* and take action. **Unanimous.**

Mayor's Report:

Mayor Chatfield first wanted to thank Paul Murray for all his service to the Council and the Pension Committee. He also mentioned that this afternoon the Town took part in a Covid Remembrance. Luminaries were placed in front of the tree; the tree lights are still on and St. Anthony's Church were lighting candles as well as well.

➤ *Firehouse Roof-Explain/Pictures*

The Fire House Roof photos are just informational. More discussion will take place at the next meeting. Mayor Chatfield clarified that one of the pictures is zoomed in to show the plywood; there is not an actual hole through the roof. This is the first section of roof that was done when the Firehouse was initially built. P. Geary asked what \$29,000 estimate includes. Mayor stated they would take old roof off in that section and replace it. J. Slapikas stated he went on the roof. The area is approx. 45 sq. The roof is in bad shape. There is lots of movement and it definitely needs to be replaced. T. Graveline asked if there is any internal damage. The Mayor stated a few drop ceiling tiles will need to be replaced.

➤ *Police Contract Update*

The Mayor stated they have a tentative agreement and will hopefully have a special meeting to approve the police contract. He also reminded the Council that as of July 1, 2020 the legislature passed the law that liability will no longer be on the town.

The Mayor mentioned the water company communication in the packet of correspondence. This is just for informational purposes. This is regarding a property through the woods down Old Log Town Road that the Town may be interested in obtaining in the future.

The Mayor mentioned adding more funds into the clerks account for special meetings such as Budget Workshops.

The Mayor also mentioned that the Town will hopefully be receiving between \$40,000-60,000 from the federal government for the storm on August 4th, 2020.

J. Slapikas thanked everyone for their help with the food drive this past Saturday. There are regular customers who go to the Prospect Food Bank to get what they need. Someone from the Prospect Senior Center goes over and helps them fill their bags.

T. Graveline mentioned that she has still not received any update regarding the sidewalks. Next step is to go out to bid.

The Mayor discussed Covid cases update. From March 2020 to Nov. 9th, 2020 the number of cases in town was 192. Now the total number of cases is 562. There was an increase of 368 since Nov. 9th.

Transfers-

➤ *1-19-2021-2 \$7,674 from Youth Summer Activities Program #7500-01 with \$6,674.00 going to Town Clerk- Clerical Assistant #5500-02 and \$1,000 to Library-Assistant Librarian #7350-01. Town Clerks transfer removed. Action tabled.*

➤ *1-19-2021-3 \$2,300 from Youth Summer Activity Director #7500 to Treasurer-Deputy #5400-01*

This transfer request is to move \$2300 from the Youth Summer Activity-Dir. account into a new line item for "Deputy Treasurer"
A Deputy has been appointed by the treasurer per state statute to assist the treasurer in their duties. The Mayor mentioned that even though the doors are closed, the Town Hall has been very busy.

Motion made by P. Murray, seconded by R. Blanc to discuss. **Unanimous.**

P. Geary asked to clarify the position. Is this an "Assistant to the Treasurer" or a "Deputy Treasurer"? It is her understanding that the state statute only applies if the Treasurer is unable to perform his or her duties and resigns. An assistant to the treasurer would be a new position that would need to be cleared with the Town Council. P. Geary asked the Mayor to ask the Town Attorney for clarification. J. Slapikas reiterated that the \$2300 transfer would need to be approved by the council once the position has been established. M. Patchkofsky would like clarification as well. She feels establishing this position is a great step; we just need to make sure we go the right steps to put it in place.

- 1-19-2021-1 \$10,000 from Youth Summer Activity Dir. #7500 to OFM #5000-07 Municipal Account Assistant
This transfer request is for \$10,000 to be transferred from Youth Summer Activities Director to the Mayor's Office for the Municipal Town Assistant. The Mayor's office and Mike Batiste (the Town's Auditor) have spent a lot of extra time to get all the information to the Bonadio Group that is needed.

Motion made by R. Blanc, seconded by S. Lusas Kolodziej to discuss. J. Slapikas stated he discussed with the Mayor hiring someone to help in his office. This was discussed with the Council in the past but the line item was removed until there was actually someone to fill the position or until there was a need for it. The Council requested that the Mayor put a job description together for this position and then put an RFP out for hire. This needs to be done before any budget is approved. P. Geary questioned the amount of \$10,000. Is this \$10,000 total for this line item or \$10,000 in addition to the \$10,000 already allotted? The Mayor clarified this would be in addition; totaling \$20,000. He also discussed that Mike Batiste does not send monthly invoices/bills. From now on he will; but as of right now the Town hasn't received an invoice yet for the past year. The Mayor stated he is not sure if they are going to need this entire amount; He just wants the monies there if needed. P. Murray stated that only 40% of the info Bonadio Group asked for has been received. How are we going to determine how much time and money is needed to be spent to get all the information to them? T. Graveline has the same question as P. Geary. If \$10,000 is already in the line item and we haven't received an invoice yet why is this additional \$10,000 being asked for? M. Patchkofsky stated that part of the problem is we are almost trying to combine two different things. If we are looking to hire someone other than Mike Batiste to finish what he started a new position needs to be created. Last year the Council did discuss a job description for a "Finance Clerk". The Council needs to decide which direction to go. The Mayor stated Mike Batiste has done a volume of work for the Town; more than the Council is probably aware of. He hasn't been compensated for any additional work other than the yearly audit. The Mayor is hoping this additional money will help facilitate the Bonadio Group in finishing by March. The Council discussed holding a Special Meeting next week for just transfers. The Council decided to table this transfer as well. T. Graveline requested more information on the agenda regarding transfers ex: From/To accounts and amounts. J. Slapikas doesn't feel that we should put so much detail on the agenda. The information is posted on the Town website. T. Graveline stated that the agenda should give the public information they need to know what's going on. L. Fitzgerald mentioned the format for the transfer request sheet should show from and to. T. Graveline mentioned listing what was budgeted, the current balance, amount and where to move the funds as well as the final balance in these accounts.

The Mayor thanked P. Murray again and wished him and his family luck.

- Memorandum of Understanding and Agreement with Murphy Road Recycling Acceptable Recyclables:
They are processing the agreement. The Council decided to table the Murphy Road Agreement for now.

Public Participation:

- Kathryn Zandri, 271 Sycamore Drive questioned the estimate the Town received for the Firehouse roof. Where is this quote coming from? Is this contractor still able to bid? She also asked if others have the ability to walk through the building and go on the roof. Per the Mayor and J. Slapikas everyone has the ability to get on the roof and walk through the building in the same way. Kathryn questioned who Mike Batiste is. She also feels the agenda would be better served if there was more information on it. If she doesn't see enough information she will question and come to a meeting. This benefits the Council as well because the public's questions may be answered on the agenda and they won't find the need to attend the meeting.. Public Participation closed.

Chairman's Report:

- Food drive review: J. Slapikas thanked everyone for showing up on Saturday; it was a very good day. LaBonnes was great. Not only did they let the Town hold the food drive there; they contributed a lot of food. They also had items on sale that they knew people would need. The food drive also raised approximately \$800 that will go into the Food Bank account. This was a good way to get everyone together and hopefully it continues on. J. Slapikas is hopeful that this will set a precedence for other committees in Town to put together fundraisers and group events. P. Geary stated she was so impressed with the people who contributed and it was a great experience. T. Graveline stated that everyone contributed generously. It was very heartwarming to see a community taking care of one another. She also thanked J. Slapikas for organizing the event.. L. Fitzgerald stated that people came from home with boxes already packed and ready to donate.
- Bonadio Update: J. Slapikas sent everyone an update. He received the email yesterday after having a virtual meeting with Bonadio Group last week. They informed him of some items that are missing. He has a virtual meeting schedule every Thursday with them

at 9 a.m. He also speaks with them on Fridays along with emailing as well. The Council would like an update in writing as opposed to J. Slapikas just relaying the message. J. Slapikas stated that the information Bonadio needs is a quick answer or easy stuff. The Mayor was unaware they didn't have this information. Bonadio Group needs to make sure the Mayor is in the loop as well. T. Graveline asked what auditors they referring to. J. Slapikas clarified it is the current auditor only.

P. Geary asked when the Council can expect the Annual Report. J. Slapikas stated they will have it by next meeting. He spoke with the Mayor and the auditor and it will be completed with no extensions.

- **Community Wellness:** T. Graveline, P. Geary and M. Patchkofsky discussed and drafted a new Community Wellness letter. L. Fitzgerald mentioned one typo in the first line of the second paragraph. Is it plural or singular? M. Patchkofsky clarified that it should be addressed to a Committee Member instead of Members. L. Fitzgerald really likes the mission statement sample etc. M. Patchkofsky thanked P. Geary and T. Graveline for the work they put in. P. Geary stated that this Community Wellness Plan will be created by the Committee and not the Town Councils. She is also not comfortable creating a calendar for them. The Council clarified this is just an example. P. Geary is very impressed with all the activities the committees and town has. The goal is to have one place to find all of this information instead of on each individual website etc. T. Graveline mentioned not including this calendar as initial communication to the group. We can show them a sample once the group is organized. M. Patchkofsky agrees it would be nice to have one area where everything is posted. The Council is just facilitating the ability for them to all come together. The community calendar will ensure big events do not conflict with one another. The Council can provide funding to this committee if needed/requested. P. Geary feels the letter should go out mentioning to please send a representative from their committee/group to the organizational meeting on "this date". There are 16 organizations so there should be approximately 16 people at the initial meeting if everyone sends a representative. S. Lusas Kolodziej reminded the Council that some organizations only meet 1/month so we need to give them time. The Council scheduled an Organizational Meeting for the Community Wellness Committee on Tues. Feb 9th, 2021 at 7 p.m.

Approval of Minutes: January 5, 2021

Motion made by L. Fitzgerald, seconded by S. Lusas Kolodziej to approve the minutes of the January 5, 2021 meeting. Action was tabled due to Council Members not receiving a copy of the unapproved minutes.

Motion made by P. Geary, seconded by S. Lusas Kolodziej to add "Appointments" to the agenda. **Unanimous.**

Motion made by T. Graveline, seconded by P. Geary to add "Refunds" to the agenda. **Unanimous.**

New Business: none

Tax Refunds:

- 8 items totaling \$9,010.60.

Motion made by L. Fitzgerald, seconded by S. Lusas Kolodziej to approve the tax refunds in the amount of \$9,010.60. **Unanimous.**

Appointments:

- **Motion** made by P. Geary, seconded by L. Fitzgerald to approve the Appointment by the Republican Town Committee of Galen Lowell to fill the vacancy for the remaining term. **Unanimous.**

Correspondence:

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| 1. Agenda | 12. Attorney Letter re: Deputy Treasurer | 24. Senior Center Report |
| 2. Home land Security Resolution | 13. Tax Refunds | 25. Police Report |
| 3. Transfer 1-19-2021-1 | 14. Attorney Letter for FMLA | 26. Library Report |
| 4. Transfer 1-19-2021-2 | 15. Letter from Tom Galvin | 27. Town Council Budget |
| 5. Transfer 1-19-2021-3 | 16. Park and Rec. Report | 28. Mayors Dept. Budget Letter |
| 6. Wellness Letter | 17. Bonadio Letter | 29. CT Water Company Letter |
| 7. Budget Layout | 18. Volunteer Fire Dept. Report | 30. Water Comp. Town Reply Letter |
| 8. Zoning Permits | 19. General Fund Report-Oct & Nov. | 31. Recycling Extension |
| 9. Firehouse Roof Photos | 20. Attorney Letter to DiMuzzio | 32. Bobman Memo. Letter |
| 10. Tax Collector Report | 21. Grant to Clerks Office | 33. Special Town Meeting Example |
| 11. Town Clerk Appt. of Deputy Treasurer Letter | 22. Fund Balance Dec. | 34. Recycling Resolution |
| | 23. Treasurers Report Dec. | |

Motion made by S. Pilat, seconded by R. Blanc to accept and place the correspondence on file. **Unanimous.**

P. Geary stated that she really likes the format of the budget.

Old Business:

- **Homeland Security Resolution:**

Motion made by T. Graveline, seconded by P. Murray to approve the Homeland Security Resolution with two corrections. "duty" needs to be changed to "duly" and the date needs to be changed to January 19th, 2021. Unanimous.

M. Patchkofsky mentioned the Public Works Contract being added to the next meeting agenda. J. Slapikas stated the contract was approve with very little changes. The Council will vote at next meeting.

P. Geary stated we still haven't received the monthly report from the Police Dept. showing finances, overtime etc.

Public Participation: none

Subcommittees:

➤ **Land Use and Acquisition:** T. Graveline mentioned the letter from the water company. She asked if the town was still interested in this parcel. J. Slapikas would like T. Graveline to follow-up. P. Murray asked if the property would be obtained at no cost to the Town. This needs to be discussed with the water company. The Council discussed the possibility of using this as open space. if there is access where residents can park and walk. The letter mentions the estimated market value of \$165,000. It also mentions donation or bargain sale.. T. Graveline will look into the possibilities.

➤ **Land Use Subcommittee:** A meeting should be scheduled sooner rather than later. M. Patchkofsky, T. Graveline and J. Slapikas scheduled a meeting for Friday January 22, 2021 at 11:30 a.m.

➤ **Ordinance:** none

➤ **Town Buildings:** none

➤ **Public Works:** J. Slapikas mentioned some changes going on at the town garage per the Bonadio Group. The Council will be updated at the next meeting.

➤ **Pension:** P. Murray stated there is nothing to report. Everything is moving along smoothly.

➤ **Salary Review Subcommittee:** M. Patchkofsky mentioned the Deputy Treasurer position. We also need to revisit the discussion on whether or not the Council has the ability to set salary ranges for elected officials.

A "Letter of Engagement was received by Ann Marie Burr, the Tax Collector. The Council would like to see this from all departments but prior to someone being hired. The intent is to have a letter come to the Council before the job is offered.

S. Pilat mentioned some information on the Covid vaccine. He has volunteered at Chesprocott and feels that they are ahead of the curve and the district/area is doing a great job. They are well prepared.

J. Slapikas wanted to reiterate that P. Murray brings a lot to the table. It has been a joy to work with him. J. Slapikas has the utmost respect for him and how he handles himself. He is professional and will be extremely missed. He has done a lot to help. J. Slapikas wishes Paul the best. He is a true gentleman and everyone should be happy to be associated with him.

P. Murray thanked everyone for the opportunity to get to know them and work with them. He has mixed emotions about leaving but he has to do what is best for himself and his family. He will miss being on the Council and he wishes everyone good health and continued success.

Adjournment:

Motion made by S. Lusas Kolodziej, seconded by R. Blanc to adjourn the meeting at 8:32 p.m. **Unanimous**

Jeff Slapikas
Jeff Slapikas, Chairman

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2021 FEB -4 PM 3:51
Margaret L. Anderson
TOWN CLERK