

**Prospect Town Council  
Unapproved Minutes  
March 16, 2021 Virtual Meeting**

Chairman Slapikas called to order the regular meeting of the Prospect Town Council @ 7:04 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, R. Blanc, P. Geary, M. Patchkofsky, L. Fitzgerald, S. Pilat, S. Lusas-Kolodziej (7:08 p.m.), T. Graveline

**Council Members Absent:** none

**Guests:** Mayor Chatfield

**Mayor's Report:**

- The Mayor mentioned paving the DOT will be doing on Route 69 to the Bethany Town Line.
- Emmett O'Connor is Irish Mayor of the Day tomorrow.
- The Mayor mentioned a scam that is going around. Someone is trying to get people to buy insurance on their water line. There is insurance you can take out if you have a public water hook up. If you have a well this does not apply.
- Covid 19 cases went up by 15 this week. The total for Prospect is now 732. Of the 15 from this week, 4 are teens or under. Prospect is still an "Orange Town". The Mayor is meeting with all the Dept. Heads and Chesprocott on Monday to discuss the re-opening plan. They will see how it goes and let the Council know more on Monday. All Town Parks have been opened. This includes the basketball courts and walking track at Hotchkiss Field. There are a few areas in the playscape that need some repair.
- At the Budget Workshop next week, the Mayor would like to put a transfer in for Ice & Snow in Contractors and something in insurance. He has been very busy this week speaking with Adam from Bonadio. He asked for a few items and some more detail. They are working on getting it to him ASAP.
- P. Geary asked for the Policy and Procedures Handbook. The Mayor will send it out tomorrow.
- The Mayor mentioned that S. Lusas Kolodziej had an announcement to make. She stated that she was accepted into the Master of Science Program at Quinnipiac. The Council congratulated her.
- T. Graveline read a statement from L. Fitzgerald, P. Geary, T. Graveline and K. O'Leary titled "Regarding Town Charter Violation". It explains their concern with the Assistant Treasurer signing checks. This is not in her job description or in the Town Charter. This letter will be filed under Correspondence. The Mayor reiterated that the Town Attorney did verbally okay the one time signing of those 20 checks. They are requesting an accounting of these checks, how many, when, to whom, and how much was paid. They also would like to know if all these checks were cleared through the bank or if they need to be reissued. They are additionally requesting confirmation that the Assistant to the Treasurer has been removed as a signer. The Mayor stated that the Assistant Treasurer will not be signing anymore checks. He also stated the Town Attorney will attend the next regular Council meeting in April.

**Motion** made by S. Pilat, seconded by R. Blanc to table this discussion to the April 6<sup>th</sup> meeting. T. Graveline reiterated that they would like accounting record prior to that April 6<sup>th</sup> meeting. M. Patchkofsky mentioned scheduling a Special Meeting before April 6<sup>th</sup>. S. Pilat and R. Blanc amended their motion to tentatively hold a Special Meeting on March 25<sup>th</sup> at 6 p.m. with the possible need for an Executive Session. The Town Attorney, Mayor and all Council members will be in attendance. K. Zandri asked if she can comment. J. Slapikas asked her to wait until Public Participation. **Motion**

**Unanimous.**

### **Public Participation:**

*Kathryn Zandri-Sycamore Drive Prospect.* She implores the Council to reserve the right to take action regarding sections in Charter referenced by T. Graveline. If the Charter has been violated and they stated that they aren't taking any action they should reserve the right to if documentation submitted would warrant action. She also asked the Council to make sure this warrants an Executive Session or they would be violating FOIA. J. Slapikas stated it would only go into Executive Session if needed for personnel matters.

*Anne Marie Burr-Tax Collector* mentioned that she was aware there was a question that Mrs. Zandri had at the last meeting regarding any personal property uncollected taxes. K. Zandri clarified that she was wondering if the Tax Collector has presented the Suspense Book per State Statute every year. Anne Marie stated that the accounts that have been determined to be uncollectable are approved by the Town Council each year and placed on suspense in the Month of June. Kathryn Zandri thanked Tax Collector for her time.

T. Graveline reminded the Mayor about her request of accounting of expenditures in Town Clerk Dept. from June to today. She would like this received as soon as possible.

### **Chair's Report:**

**Year end audit review and action:** J. Slapikas stated that Dave Cappelletti from Clermont Associates is on the call. He will explain the management letter and a brief synopsis.

Dave stated that he provided a presentation with the changes the Council requested. He asked if there are any further questions. J. Slapikas stated this was sent to Bonadio Group per their request. P. Geary apologized that she was all over the place. She got on a roll and went everywhere. She appreciates the fact in the summary letter he addressed right up front the significant audit findings. She feels this is a real plus and appreciates it very much.

**Motion** made by R. Blanc, seconded by P. Geary to approve the Year End Audit for 2019-2020. **Unanimous.** to approve the Year end audit for 2019-2020. **R. Blanc, P. Geary. Unanimous.**

### **Website Update:**

The Chairman stated he sent this information out very late. He could not get a hold of all the information needed. Lots of research has been done on this the past 4-5 month by J. Slapikas, Mayor, Mayors Office, and M. Patchkofsky. This can be further discussed at the April 6th meeting. T. Graveline thanked J. Slapikas for doing this investigation. T. Graveline asked if they looked into other website designers or was this the only one. J. Slapikas stated that the one he submitted to the Council was the best option. It can be updated 24/7, they offer training included in the price. T. Graveline asked if they can get a list of other towns that this company currently provides this service so that can take a look at those websites. J. Slapikas stated he will get that and send out to the Council.

### **Reopening of Town Buildings & Facilities Update:**

J. Slapikas mentioned that the Mayor is worried about everyone's wellbeing. He has been leery opening Town Buildings. M. Patchkofsky stated that she met with the Mayor and sat in on a Board of Rec. meeting. A lot of their questions have to do with contact tracing. How they can track who is coming in or coming out. The Mayor's Office and Chris Moffo started to research different contact tracing and visitor management systems. Most of them are around the same price. The fee is based on per location per month. She mentioned the "Swipe Down App." This app. really encompassed everything. It has a sign in for who is coming in and out of the buildings. This will help Chesprocott with tracing if a positive Covid Case comes up. Park and Rec. wants to make sure they can give Chesprocott all the information they need. This creates a contactless sign in. This is one step that we need to do to help each building maintain the safety of who is coming in/out. This will help avoid any potential spread of Covid. This may be something we need to do for several years; and it will make people a little more comfortable. They will have to order a lot of signage and develop in depth instructions, so people know what they need to do to sign in. They also discussed and intend to check temperatures of each person entering. Patchkofsky stated they will get wall mounted thermometers and people will self-check. P. Geary asked the timeframe as far as implementing something like this. J. Slapikas and M. Patchkofsky stated they set one yet. The Mayor is waiting for the meeting with Chesprocott. P Geary asked what the cost would be for the "Swiped Down App". M. Patchkofsky stated it is \$99 per month per location. This seemed to be right in line with others. They would start with buildings that will open that have higher visitor traffic: Town

Hall, Community Center, Library, and Police Dept. The Senior Centers are not on the states list for reopening until September- November per J. Slapikas. community center, library, police dept. Senior Centers are on list to reopen until Sept. Sept-Nov. L. Fitzgerald mentioned federal funding. He also mentioned cleaning protocols that must take place. This will probably require additional funding that might be more than what is in the Board of Rec. Budget. He asked if there is any information on when the State funds will be available. He also mentioned drinking fountains being replaced with fountains that only fill water bottles. M. Patchkofsky does not know a lot of details for a full reopening plan. L. Fitzgerald mentioned distancing, spacing is still going to be in place. This will all need to be publicized so everyone knows what to expect when going into a Town building.

**Zandri FOIA update**-J. Slapikas stated everyone received letters that were sent out regarding the hearing results. A FOIA Meeting needs to be set up with the State Commission. The Town Attorney will send a letter that the Town is moving forward with scheduling a FOIA Seminar. CCM response was to reach out to Thomas Hennick. J. Slapikas send the same letter to him. He responded he will be fully vaccinated very shortly and is willing to do an in-person seminar. This will be done for multiple committees and the Town Council. He can do in person or virtually. J. Slapikas will push forward on this and schedule something. Kathryn Zandri stated she is glad to hear this is going to occur. T. Graveline stated that she has a strong feeling that this should be a regular occurrence every year after elections for all members of committees. The clerks should also attend. J. Slapikas stated CCM is putting together seminars that will be virtual that will be run by the State. Kathryn Zandri stated this is great for Town Employees. The Town should also be aware they do not have the right to ask for someone's information when they come into the Town Hall. They can remain anonymous.

**Louis Dimuzzio FOIA Update**-J. Slapikas stated that Mr. Dimuzzio has been sending emails to J. Slapikas, T. Graveline and about 7-9 different attorneys along with the State FOIA. He is asking for information from 8 months ago to 22 plus years ago. All the information was sent to him via packets from the Town Attorney. He stated in his last email the information was not labeled in the order he asked to receive it. At this time this is being handled by the Mayor and the Town Attorney. T. Graveline stated the requests Mr. Dimuzzio has made are extensive. They go back a considerable length of time. She asked if the Town has provided all the information that he has requested. T. Graveline stated she is glad to hear that the Town is taking steps to provide the information in a manner Mr. Dimuzzio will understand

**Bonadio Update**-J. Slapikas had a virtual meeting yesterday with S. Pilat. T. Graveline and Bonadio. They have 90% of the preliminary information they need. He also sent an email as an update to the Council; it was received late. Bonadio mentioned they are hoping to have 100% after today or tomorrow. It looks like they will be done in 2-3 weeks. T. Graveline stated she is very impressed with Bonadio giving her an update. They are almost done. The holdup was a breakdown in communication regarding different ways information is provided to Bonadio. They will be spending time in the Town Hall soon. M. Patchkofsky asked if Bonadio is on the same track as far as timeframe. J. Slapikas stated Bonadio said once preliminary is done, they can wrap up in 3 weeks unless they find anything that would need additional info.

**Council Clerk Update:** J. Slapikas stated he has received some resumes with cover letters. He has done 2 interviews so far and he has 2 more to do. He is hoping to finish up tomorrow and will have a full-time clerk at the next regular meeting.

#### **Approval of Minutes:**

- Feb. 16, 2021- **Motion** made by R. Blanc, seconded by L. Fitzgerald to approve the February 16, 2021 minutes. **Unanimous.**
- March 2, 2021 T. Graveline would like to table these minutes. She has several amendments she would like to make. **Action tabled.**
- March 3, 2021 **Motion** made by R. Blanc, seconded by P. Geary to approve the March 2, 2021 minutes. **Unanimous.**
- March 10, 2021 **Motion** made by R. Blanc, seconded by S. Lusas Kolodziej to approve the March 10, 2021 minutes. **Unanimous.**

S. Pilat mentioned making a motion to move the March 2, 2021 minutes approval to next meeting.

**Motion** made by T. Graveline, seconded by K. O'Leary to move the approval of the March 2, 2021 minutes to the next regular meeting. Unanimous.

**New Business:**

- **Refunds-Motion** made by L. Fitzgerald seconded by M. Patchkofsky to approve the refunds in the amount of \$283.40. **Unanimous.**
- **Transfers**- none
- **Resignations**-none
- **Appointments**- The PRTC sent a letter appointing Roger Sherman to the Board of Assessment Appeals as an alternate. **Motion** made by R. Blanc, seconded by T. Graveline to approve the appointment. **Unanimous.**
- The PRTC also sent a letter appointing Galon Lowell to the Library Board.
- **Motion** made by R. Blanc, seconded by S. Lusas Kolodziej to approve the appointment. **Unanimous.**
- **Bids Grants**-none

**Correspondence:**

Letter from T. Graveline, P. Geary. L. Fitzgerald and Kevin O'Leary re: Asst. Treasurer/Treasurer Titled: Town Charter Violation

Agenda

Year end audit

Management letter

Zandri FOIA Letter

Feb 16<sup>th</sup>, March 2<sup>nd</sup>, March 3<sup>rd</sup>, and March 10<sup>th</sup> minutes

Tax Refunds

Tax Collector Report

Zoning Decision Making Letter

PRTC Appointments

CCM Training Request for FOIA

Dimuzzio FOIA Letter

Town Clerk Report

Zoning Report

Park and Rec. Report

Police Report

Senior Center Report

Library Report

FOIA letter to state from J. Slapikas.

**Motion** made by M. Patchkofsky, seconded by L. Fitzgerald to accept the correspondence and place on file. **Unanimous.**

**Old Business:**

T. Graveline commented on the Zoning Decision Making Resolution from the Republican Town Committee. She has also obtained a resolution that is being proposed through Zoning Commission for Town of Prospect re: Support of Municipal Zoning. She asked if this will be on the agenda. J. Slapikas will call Mary Barton in the Zoning Office tomorrow to find out some more information.

M. Patchkofsky asked if they need to revisit the option for in person meetings and they can include virtual options for those who still do not want to attend. This may be on an upcoming agenda. T. Graveline mentioned they discussed at the Salary Review Meeting as to whether or not Go To Meetings can have one specific call in instead of changing the link every time. There would be one specific meeting id that would be repeated for every meeting. J. Slapikas can put on the Agenda on an upcoming meeting to discuss in person meetings. T. Graveline mentioned not necessarily have to meet at the Town Hall. It could be a larger room like the Community Center Gym or something like that. M. Patchkofsky mentioned that if someone is not capable of being at meeting they can still attend virtually. J. Slapikas agrees the Council has been successful with virtual meetings. An ordinance may need to be written to allow for attendance via virtual meeting in the future. He will discuss with the Town Attorney. J. Slapikas mentioned for example the second Friday after election; in the Charter there is a meeting at 8

p.m. This is late at night and some people may prefer to attend virtually if there is an option. P. Geary thanked J. Slapikas for the hyper link to the meeting. M. Patchkofsky mentioned link is broken on the Agenda so it does not connect you. J. Slapikas mentioned the meeting invite email he sends that also has the link.

**Subcommittees:**

**Land Use & Acquisition**-They met and are in the process of obtaining additional info. They will have a meeting again soon.  
**Ordinance**-Discussed concern about how the Town "took back" money from the Board of Ed. J. Slapikas stated we do not take back the money; there is a credit. However, these funds should not go into Capital Non-Recurring, there should be a separate line item and these funds will go back to education the following year.

**Public Works Maintenance**-none

**Salary Review**-M. Patchkofsky mentioned they discussed Elected Officials salary ranges and Job Descriptions. They have also been developing a job description for the Treasurer. The Mayor is working on a job description for Mike Batiste and what he does. They did receive some really great job descriptions from the Tax Collector, Asst. Tax Collector and Tax Clerk. They were well laid out and detailed; they would like to see other offices doing the same moving forward. The Town Clerks office needs to add some information on theirs. The Mayor is working on a job description for his position. J. Slapikas stated this was a good meeting; he was very impressed with their new ideas.

**Sidewalk Task Force**- T. Graveline stated her understanding from the email from the engineers; this is the very last request from the State of CT. The letter of approval is written. We are just waiting for the State to send additional info. They will give the green light to move forward with putting out to BID.

**Town Buildings**- They have not met in two weeks. There was discussion at the last meeting about the demolition of The Grange, talk of a gazebo in the place of the Grange. Parks and Rec. also had discussions about a pavilion at Hotchkiss Field. This will come up when their budget is presented and discussed. L. Fitzgerald mentioned the roof on the Meeting Place. He thought there was money set aside for fixing up the building. He asked for a breakdown of what the Council allocated in the past few years. He understands a special architect need to be hired due to its historic nature, which is more costly. They also mentioned working on a facility plan soon.

**Pension**: P. Geary mentioned they have not met. They expect to schedule a meeting very shortly. There is particular info. they need to have re: participants in the plan and specifics of contributions to the plans.

T. Graveline is hopeful that Police report expenditures in Police overtime will be submitted by this Thursday's Budget Meeting being held at 6 p.m. J. Slapikas will ask for it first thing in morning.

M. Patchkofsky mentioned the Budget Schedule that was changed. There should be a new updated schedule. J. Slapikas stated it will be sent out.

R. Blanc will not be at Tues. March 23<sup>rd</sup> meeting. He will be traveling.

**Motion** made by S. Lusas Kolodziej, seconded by L. Fitzgerald to adjourn the meeting at 8:45 p.m. **Unanimous.**

*Jeff Slapikas*  
Chairman

PROSPECT, CONN  
TOWN CLERKS OFFICE  
RECEIVED FOR RECORD  
2021 MAR 18 PM 2:57  
*Margaret L. Dubois*  
TOWN CLERK