

Prospect Town Council  
Regular Meeting  
Approved Minutes  
March 17, 2015

Chairman Thomas J. Galvin called to order the regular meeting of the Prospect Town Council @ 6:30 P.M. The meeting was held at the Prospect Town Hall, 36 Center St., and began with the Pledge of Allegiance. The meeting was taped.

**Members Present:** T. Galvin, T. Graveline, P. Geary, S. Pilat @ 7:56 P.M., C. Graveline J. Slapikas, Al DeLelle and D. Merriman

**Members Absent:** Carla Perugini-Erickson

**Mayor's Report:**

**Reval Contract:** Mayor Robert J. Chatfield requested a motion to approve the Reval bid for the contract year 2015. Mayor Chatfield advised that the bid went to the lowest Bidder, eQuality Valuation Services LLC @ \$79,000.00. **Motion made by D. Merriman, seconded by Al DeLelle to approve the bid of eQuality Valuation Services LLC @ \$79,000.00 for the Town's October 1, 2015 Valuation.** After discussion, a vote was taken. **6 Approved/1 Abstained, C. Graveline. Motion passes.**

**Resolution for Senior MiniBus:** A request to add to the Resolution: 'for the purchase of 5310 – Senior MiniBus'. **Motion made by P. Geary, seconded by T. Graveline to approve the Resolution for the Senior MiniBus as amended, 'for the purchase of 5310 – Senior MiniBus'. Unanimous.**

**Registrars Agreement:** Mayor Chatfield requested a motion to approve the Registrars Maintenance Agreement contract for 'Voting Machine Maintenance' for LHS Associates @ the Tier 1 level. **Motion made by J. Slapikas, seconded by T. Graveline to approve the Registrars Maintenance Agreement contract for 'Voting Machine Maintenance' for LHS Associates @ the Tier 1 level as submitted. Unanimous.**

**Budget:**

**Recreation #7400:** Mayor Chatfield advised that he made the changes that the Council requested from the previous Budget Workshop. Council members requested an additional change of the caption 'Recreation' to 'Recreation Department'. **Motion made by T. Graveline, seconded by J. Slapikas to change the caption of 'Recreation' to 'Recreation Department'. Unanimous.**

Mayor Chatfield also advised that he would take \$5,000.00 from Town Parks' line item #7300-06 Porta John Rental and place it under Recreation's #7400-05 Port-o-lets \$2,800.00 for a total of \$7,800.00. A motion was called for. **Motion made by J. Slapikas, seconded by C. Graveline to approve the removal of \$5,000.00 from Town Parks' line item #7300-06 Porta John Rental and place it under Recreation's**

**#7400-05 Port-o-lets \$2,800.00 for a total of \$7,800.00 (\$5,000.00 + \$2,800.00 = \$7,800.00). Unanimous.**

**Planning & Zoning Commission #5600:** (\$7,950.00 No Change)

**Motion made by T. Graveline, seconded by Al Delelle to approve the budget of #5600 Planning & Zoning Commission in the amount of \$7,950.00. Unanimous.**

**Water Pollution Authority #5900:**

\$135,737.00 + \$1,765.00 = \$137,502.00 (Increase \$1,765.00)

**Motion made by D. Merriman, seconded by J. Slapikas to approve the budget of #5900 Water Pollution Authority in the amount of \$137,502.00.** Mayor Chatfield advised that hydrant rental has increased due to two (2) additional hydrants at the new K-5 elementary school. Council members discussed the wage of #5900-04 Administrator. Diane Lauber, Tax Collector for the Town of Prospect, advised that part of the Administrative Fees is paid through the sewer usage billing. **Unanimous.**

**Town Council #6050:** (\$6,600.00 No Change)

**Motion made by C. Graveline, seconded by Al Delelle to approve the budget of #6050 Town Council in the amount of \$6,600.00. Unanimous.**

**Insurance #6750:**

\$255,815.00 + \$4,847.00 = \$260,662.00 (Increase \$4,847.00)

**Motion made by P. Geary, seconded by C. Graveline to approve as recommended the budget of #6750 Insurance in the amount of \$260,662.00. Unanimous.**

**Economic Development Commission #7750:**

\$2,500.00 + \$400.00 = \$2,900.00 (Increase \$400.00)

**Motion made by P. Geary, seconded by T. Graveline to approve the budget of #7750 Economic Development Commission as presented \$2,900.00.** After discussion, **motion made by P. Geary, seconded by T. Graveline to approve the budget of #7750 Economic Development Commission as amended to the 2014-2015 budgeted amount of \$2,500.00. Unanimous.**

**Chair's Report:**

**Town Charter Planning** – T. Galvin advised that he would like to address the Town Charter Revision process. T. Galvin explained that the process would take 12 to 16 months which would be just before elections. T. Graveline advised that the Council should be thinking of soliciting volunteers soon, as interviews could take place in April and May. T. Galvin advised that at least 9 but no more than 16 people could be on the Charter Revision Commission.

**Additional Audit Steps** – T. Galvin advised that there is no additional information as the Auditor had been ill.

**Possible 'Executive Session' to discuss Personnel Related Items** – A handout was given to the Council to review regarding Public Work employees' hourly and overtime

wages. A general discussion took place regarding the handouts and the wage all departments and what the job descriptions are.

**Guests:** None

**Public Participation:** None

**Approval of Minutes:** Motion made by D. Merriman, seconded by T. Graveline to approve the Budget Workshop minutes of 3/3/15. Unanimous.

**Motion made by D. Merriman, seconded by J. Slapikas to approve the Regular meeting minutes of 3/3/15. Unanimous.**

**Motion made by D. Merriman, seconded by Al Delelle to approve the Budget Workshop minutes of 3/10/15. 4 Approved/3 Abstained, T. Graveline, P. Geary and J. Slapikas. Motion passes.**

**Correspondence:**

- 2013-2014 Salary Survey
- Public Works Employee Salary Handout
- LHS Associates Contract
- Resolution – Senior MiniBus
- 2015 Reval Bids
- Valuation Program
- P & Z's Letter from Chairman E. Gil Graveline dated 3/10/15
- Building, Electrical, Plumbing and Heating Inspectors' Reports February 2015
- Zoning Inspector's Report February 2015
- 2015-2016 Prospect Town Budget Review

**Motion made by D. Merriman, seconded by C. Graveline to place correspondence on file. Unanimous.**

**New Business:**

- Refunds** – None
- Transfers** – None
- Resignations** – None
- Appointments** – Anti-Blight Commission Interviews
- Bids** – Action taken

**Public Participation:** None

**Old Business:**

**Sub-committee Reports:** The Ordinance Sub-Committee will be conducting interviews for the Anti-Blight Commission on 3/18/15. There will be five (5) Anti-Blight Commissioners in total.

T. Galvin advised that the Ordinance Sub-committee is moving forward with the ordinance for Senior Property Tax Relief.

T. Galvin also advised that he would like to set a meeting date for the Pension and Benefits Sub-committee. A date was set for Tuesday, March 24, 2015 for the Pension and Benefits Sub-committee @ 5:00 P.M. to be held at the Prospect Town Hall, 36 Center St.

A discussion took place regarding Towns that are comparable in size to Prospect and what they pay their 'Elected' Officials and Department Heads. A call for an 'Executive Session' was made. **Motion made by D. Merriman, seconded by Al Delelle to convene to an 'Executive Session' to discuss personnel issues. Unanimous.** The meeting convened to an 'Executive Session' @ 8:10 P.M.

The regular meeting reconvened @ 8:58 P.M. No motions were made or votes taken.

**Adjournment:**

**Motion made by D. Merriman, seconded by S. Pilat to adjourn the meeting. Unanimous.** The meeting adjourned @ 8:59 P.M.

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Thomas J. Galvin, Chairman

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Rosalyn B. Moffo, Clerk