

Prospect Town Council  
Regular Meeting  
Approved Minutes  
April 19, 2016

Chairman Thomas J. Galvin called to order the regular meeting of the Prospect Town Council @ 8:05 p.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:** T. Galvin, Jeff Slapikas, Pat Geary, Al DeLelle, D. Merriman and Carla Perugini-Erickson

**Members Absent:** Larry Fitzgerald, C. Graveline and S. Pilat

**Mayor's Report:**

Mayor Robert J. Chatfield acknowledged Glen Gruber, Chairman of the Charter Revision Commission. G. Gruber gave handouts to the Council.

**Chair's Report:**

**CRC Update:** Chairman T. Galvin asked Glen Gruber to review the handouts that were given to the Council. Discussion. G. Gruber explained the process and steps to be followed by the Council for their changes or approval to the Charter before it is finalized.

**Review of Outstanding 6/30/15 issues with Town Auditor:** Mike Battiste, Auditor for the Town of Prospect came to the meeting at the request of the Council. T. Galvin advised that he had asked for clarification to questions that he had requested review of at the end of the last Budget process in July of 2015. T. Galvin stated that he had found several incorrect ledger postings between salary and the general ledger. T. Galvin stated that if one category showed more spent than the correct category, the Budget would not be balanced. P. Geary questioned if more was paid out than budgeted for. J. Slapikas asked M. Battiste if a ledger posting was found under the wrong account, would it then be put in the correct category once the error was found. M. Battiste advised that by the end of the fiscal year, June 30<sup>th</sup>, the categories would be posted in their correct categories. Discussion. Theresa Graveline, 20 Corrine Drive asked if there was an easy way to generate reports from the "Sage 50" system that the Town uses. Al DeLelle asked if a quarterly report could be generated. D. Merriman stated that T. Galvin had commented that he could not get a response from M. Battiste for three (3) months. D. Merriman stated that the Council would like a response in one month. T. Galvin asked M. Battiste to review several line items that were previously posted incorrectly and to follow-up with the Council by the 2<sup>nd</sup> meeting in May. The Council thanked M. Battiste for coming to the meeting.

**Results of Public Hearing:** T. Galvin thanked Mayor Chatfield and continued that he would like to have a more detailed breakdown on several line items:

**Line Item Maintenance Salaries #6100-00 \$56,000:** more details of hourly wages and facilities as this line item had increased. Mayor Chatfield gave a handout showing the hourly wage for two (2) employees. The Mayor stated that the hourly rate

would be \$14.09 per hour for Town Hall, the Grange, Chapel Hall, the Fire House and the Brundage house. Mayor Chatfield explained that the cleaning would entail more than just the bathrooms.

**Medical Benefits #6200-01 \$480,000:** T. Galvin advised that he would like a breakout of this category showing medical and dental benefits.

**Supplemental #6200-07 \$18,000:** A discussion took place on making a change to this benefit in October. P. Geary advised that a provision should be made for the people that will be retiring as more people come of retirement age.

**Fleet Maintenance #7150-00 \$120,000:** C. Perugini-Erickson advised that she had researched other Towns of similar size to Prospect and had found that the Town of Woodbury had 2 to 3 mechanics which includes a head mechanic; the mechanics double as truck drivers during winter storms. C. Perugini-Erickson continued that it was of her opinion that the Town of Prospect was paying too much for the current mechanic and asked Mayor Chatfield to look into outsourcing some of the work on the Town trucks and hiring an in-house mechanic. Discussion. Mayor Chatfield advised that there have been no accidents with the trucks as they are well maintained and recommended keeping the current mechanic. D. Merriman commented that some of the smaller jobs could be assigned to the Town crew. D. Merriman also stated that the Council could not make a decision without the input of the Assistant Public Works Director Gene McCarthy. J. Slapikas complimented C. Perugini-Erickson on putting together the information for the Council to review. C. Perugini-Erickson commented that it might be worthwhile for the Mayor to reconsider and save the Town some money by hiring an in-house mechanic.

The Council discussed placing monies into line item **Land Acquisition #5650-00**. **Motion** made by D. Merriman, seconded by Al DeLelle to place \$7,500 into the Land Acquisition line item # 5650-00. **Unanimous.**

**Recreation Department #7400:** A discussion took place regarding hiring of an assistant to the Park and Rec Director. After discussion, **Motion** made by D. Merriman, seconded by P. Geary to hire a part-time assistant to the Rec Director under line item #7400-11 Program Assistant in the amount of \$15,000. **Unanimous.** T. Galvin stated that he would like to have the Council consider hiring a Human Resource firm to advise the Council and Mayor on salary ranges. T. Galvin advised that he would like to use the monies in #7750-01 Contingency -Transfer by Council for this process. T. Graveline suggested a sub-committee review of the employee salaries.

The Council members asked that the Clerk to the Council, Rosalyn Moffo be excused from the room as the Council discussed line item **Clerk #6450-02** under Land Use Inspector. After discussion, **Motion** made by J. Slapikas, seconded by D. Merriman to approve and send the Budget of the Town of Prospect for fiscal year 2016-2017 in the amount of \$8,275,811 to the Town Meeting. **Unanimous.**

**Resignations:** T. Galvin commented that a letter was received from Kathy VanderEyck advising the Council that she would be resigning as the Republican Registrar of Voters. Mayor Chatfield advised that he will be presenting a plaque to Kathy VanderEyck as the Registrar Emeritus. **Motion** made by D. Merriman, seconded by J. Slapikas to accept with regret but with our gratitude and thanks, the resignation of Kathy VanderEyck. **Unanimous.**

**Guests: None**

**Public Participation: None**

**Approval of Minutes: Motion** made by D. Merriman, seconded by Al Delelle to approve the minutes of March 29, 2016, April 5 (Both Regular and Budget) and April 9, 2016. **Unanimous.**

**Correspondence:**

Memo from M. Battiste to T. Galvin dated 7/29/15

Revenue Sheet 1/31/16

CRC Revised Charter Document dated 4/19/16

Mayor Handout for Salaries for Cleaning Town Buildings

Committee Bulletin dated 4/14/16

C. Perugini-Erickson's Handouts:

Info from Town of Middlebury Fleet Maintenance dated 4/19/216

Info Town of Woodbury dated 4/15/16

Resignation Letter from Kathy VanderEyck dated 4/16/16\

ST OF CT Dept of Public Health Heartsafe Community dated 4/14/16

Zoning Inspector's Report dated 3-2016

Town of Prospect Pro Act – 1/1/12

**Motion** made by J. Slapikas, seconded by C. Perugini-Erickson to place the correspondence on file. **Unanimous.**

**New Business:**

**Refunds:** None

**Transfers:** None

**Resignations:** Already acted upon

**Appointments:** None

**Bids/Grants:** None

**Public Participation: None**

**Old Business:**

Sub-committee Reports: J. Slapikas advised that the Town's Attorney, Jennifer Yoxall is working on the General Fee ordinance and will put something together.

**Adjournment:**

**Motion** made by D. Merriman, seconded by J. Slapikas to adjourn the meeting.

**Unanimous.** The meeting adjourned @ 10:16 p.m.

*Thomas J. Galvin*

**Thomas J. Galvin, Chairman**