

Prospect Town Council  
Special Meeting  
Budget Workshop  
Approved Minutes  
April 13, 2016

The Special Meeting of the Prospect Town Council was called to order by Chairman Thomas J. Galvin @ 6:00 p.m. and commenced with the Pledge of Allegiance. The meeting was held at the Prospect Town Hall, 36 Center Street.

**Members Present:** J. Slapikas, D. Merriman, Stan Pilat, Larry Fitzgerald @ 6:10 p.m., Al Delelle, P. Geary, Carl Graveline, Carla Perugini-Erickson and T. Galvin

**Members Absent:** None

**Commission on Aging #7650:**

Mayor Robert J. Chatfield requested a motion to approve the salary of the Senior Director FT #7650-03. **Motion** made by P. Geary, seconded by J. Slapikas to adjust the Senior Director FT salary with an added amount of \$3,000 ( $\$51,959 + \$3,000 = \$54,959$ ).

**Unanimous. Motion** made by J. Slapikas, seconded by Al Delelle to approve the adjusted amount of \$3,000 to add to the bottom line of  $\$243,254 + \$3,000 = \$246,254$ .

**Unanimous.**

Mayor Chatfield advised the Council that the Town will be losing approximately \$209,000 from what it receives from the State of Connecticut.

Tax Collector, Diane Lauber came before the Council to discuss the Mayor's request of an increase to the Land Use Clerk #6450-02 salary which would be above the 3% and asked for clarification and what the reason was. T. Galvin explained that there was not a discussion at the previous meeting and continued that the request was to revisit. After discussion, D. Lauber asked for reconsideration.

**Benefits Town Employees (BTE) #6200:**

Discussion. P. Geary requested a Pension and Benefits sub-committee meeting to be added to a future Town Council's Agenda to discuss Supplemental Insurance. **Motion** made by J. Slapikas, seconded by C. Graveline to approve as submitted the budget of Benefits Town Employees in the amount of \$628,500. **Unanimous.**

**Police #6700:**

Mayor Chatfield requested a motion to convene to an Executive Session to discuss Police 'Shared Services'. **Motion** made by J. Slapikas, seconded by S. Pilat to convene to an Executive Session and to invite Mayor Chatfield and Administrative LT. Nelson Abarzua to attend. **Unanimous.** The meeting convened to an Executive Session @ 6:30 p.m.

**Motion** made by P. Geary, seconded by L. Fitzgerald to reconvene to the regular meeting. **Unanimous.** The regular meeting reconvened @ 7:25 p.m. No votes were taken or motions made.

**Motion** made by C. Graveline, seconded by J. Slapikas to approve the budget of Police #6700 in the amount of \$891,629. Council members continued the discussion regarding Police training, radios, updating the Prospect Police computer program, vehicles and hours for administrative and clerical staff. After discussion, a vote was called for.  
**Unanimous.**

**Land Use Inspector #6450:**

Mayor Chatfield asked the Council to reconsider #6450-02 Clerk, in the amount of \$29,009 and change it back to the recommended amount of \$26,944 by request of the employee. C. Perugini-Erickson stated that the increase was not unreasonable and would stay as is as it was approved. After discussion, Mayor Chatfield withdrew his request.

**#7050-02 Maintenance \$70,000 and #7150-00 Fleet Maintenance #120,000:**

C. Perugini-Erickson requested of the Council and Mayor Chatfield to reconsider the salary of the Town's mechanic. C. Perugini-Erickson advised that the mechanic's wage was \$190,000 per year @ \$105.00 per hour and to consider finding an in-house mechanic as this wage seemed high. C. Perugini-Erickson commented that it would be in the best interest of the Town to consider a Head Diesel mechanic with a wage of \$50,000 to \$69,000 per year. J. Slapikas stated that the mechanic was a company with employees and not just one person. Discussion. After discussion, C. Perugini-Erickson requested of Mayor Chatfield to look at other towns of Prospect's size and get back to the Council on what they do.

**#6100-00 Maintenance Salaries \$56,000:**

T. Galvin questioned the number of employees that are cleaning the buildings. T. Galvin requested of Mayor Chatfield to breakdown the schedule per buildings, hours and wage such as was done for Community School.

**#5750 Social Security:**

T. Galvin raised his concerns that Social Security could be underfunded. T. Galvin commented that Social Security should be tied into salaries @ 7.65% and should be a budgeted line item.

**#5250 -07 Reval SM:**

T. Galvin commented that the amount set-aside for Reval SM of \$20,000 was too low and should be increased to accumulate over the next 5 years for the next cycle of Reval.

**#5200 Auditor:** T. Galvin commented that he was not happy with the Auditor's service and stated that the Council and Town need better service. Mayor Chatfield advised that Mike Battiste took the Town's Audit to his 'Peer Review' where he received excellent marks.

T. Galvin stated that there are three (3) areas that he and the Council would like for the Town to have:

1) New Software (Quick Books) for accounting purposes including training with monthly reports for Council review. T. Galvin stated that it was at the suggestion of the Auditor to obtain Quick books or Quicken for the Town's accounting needs.

2) Investigate new telephone system to include Community School

3) Outside source for job descriptions and salary ranges.

P. Geary commented that she would like to investigate costs for improvements to the telephone system and for Software.

The Council suggested putting more monies into Contingency and asked Mayor Chatfield to look at monies left from Ice & Snow.

T. Galvin also stated that the Park & Rec Department will be expanding and suggested looking at an assistant to the Recreation Director for a part-time position.

**#6050-00 Town Council Salaries:** C. Graveline explained that during the previous Budget process of 2015-2016 he had requested a raise to the Town Council salaries of \$125.00 per month which was approved. Discussion. The previous motion of one year ago was amended. **Motion** made by C. Graveline, seconded by P. Geary to increase the wage of the Town Council members from \$25.00 per month to \$100 per month for an increase of \$8,100 ( $\$2,700 + \$8,100 = \$10,800$ ) to be shown during the 2017-2018 Budget process. **Unanimous.**

J. Slapikas advised that the Budget of the Town of Prospect had increased by \$483,411 at approximately 6%.

**Motion** made by J. Slapikas, seconded by L. Fitzgerald to move the 2016-2017 Town of Prospect's Budget to the Public Hearing on April 19, 2016 @ 7:00 p.m. **Unanimous.**

**Adjournment:** **Motion** made by D. Merriman, seconded by C. Graveline to adjourn the meeting. **Unanimous.** The meeting adjourned @ 8:43 p.m.

*Thomas J. Galvin*  
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Chairman