Prospect Town Council
Regular Meeting
Approved Minutes
October 18, 2016

Chairman Thomas J. Galvin called to order the regular meeting of the Prospect Town Council @ 7:00 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, Al Delelle, D. Merriman, Pat Geary, Carla Perugini-Erickson, Larry Fitzgerald, C. Graveline and S. Pilat

Members Absent: None

Mayor Robert J. Chatfield was not in attendance.

Mayor's Report: None

Chair's Report:
CRC Update: T. Galvin advised that the explanatory text and questions have been provided to the Prospect Pages and have run once for the October edition with a cost of $1,800.00. The second publication in Prospect Pages will be in the November 2016 edition with an additional cost. Prospect Pages has forwarded the documents to the Citizens News that will run in their October 28th edition. The cost for the publishing in Citizens News will be $2,300.00 - $2400.00 for one printing. Due to legalities, the Prospect Town Clerk, Carrie Anderson, has been in contact with the Town's Attorney John Yarbrough. The Attorney has requested signs to be placed at the poles; there are 20 signs, each 8' tall. Some of the signs will be placed in the hallways; small packets of the explanatory text will be placed at the polls for the convenience of the voters; the cost of the small packets is in the vicinity of $800.00.

Follow-up on Re-Balancing of the 2016-2017 Budget: None

Approval of 2017 Calendar Dates: **Motion** made by J. Slapikas, seconded by P. Geary to approve the Town Council meeting dates of 2017. Council members suggested omitting the date of November 7, 2017 due to Town Election Day. C. Graveline commented that he preferred to leave the date as is until the time approaches. After discussion, **Motion** made by J. Slapikas seconded by P. Geary to approve the meeting dates as submitted with the omission of Tuesday November 7, 2017 due to Town Election Day. **Unanimous.**

T. Galvin stated that he had been informed by Mayor Chatfield that a letter will be forthcoming from the Town's Treasurer, Dave Young. At this time, the Council had not received the letter. Mayor Chatfield had also informed T. Galvin that the Town's insurance agent had not forwarded any proposals for Supplemental Insurance. P. Geary

commented that she would like to have a Pension & Benefits sub-committee meeting as the deadline is coming soon to choose a plan for the 3 retirees of the Town.

Guests: None

Public Participation:
Ann Stein, 22 Cook Road (Annscapes LLC), came before the Council and read a letter (Schedule A) advising of her community service and volunteerism to the Town through the years. A. Stein advised that she had contacted Mayor Chatfield more than 11 years ago to update the gardens at the Center of Town around the Town sign. She continued that through the generosity of friends and businesses she had received donations for materials and over several years has donated her time. A. Stein stated that she would like to acknowledge the original donors: Annscapes LLC – Ann and Lou Stein, NJL Corp., Joe's Refuse Removal, LLC, Murphy's Auto Service, Inc., Bob Skrip, Volmar's Picnic Grove, Maurice and Anne Fortier, Dee Krom and Tom Lenz, Pat and Earl Cole, Michael and Barbara Lerner, Gary Baldowski, Rob, Laura, Kyle, Katelynn and Lindsey Rosa, Margaret J. Shea, William Raveis Real Estate, United Capital Services Corp., Colonial Gardens and Irrigation and Dileo and Ritucci Inc. of Woodbridge. Council members questioned how the gardens are maintained currently. A. Stein stated that Chris Mancini of Chris' Landscaping has recently renovated the gardens. C. Perugini-Erickson stated that the Town should recognize her volunteerism and expense and say 'Thank you'. P. Geary questioned if A. Stein had been contacted to update the gardens. A. Stein commented that she had not but that she had become frustrated with signage blocking the view of her work. A. Stein went on to say that she hoped everyone enjoyed her work through the years.

Tony, from Blue Sky Fireworks, came before the Council to advise that he performs the fireworks display from Aria. 'Tony' explained that the fireworks are shot-off between 9:30 and 10:00 p.m. but has heard that complaints have come in and the Town is considering banning fireworks in Town. Council members advised that Planning & Zoning would attend to this matter and suggested for 'Tony' to attend the next meeting.

Approval of Minutes:
Motion made by J. Slapikas, seconded by C. Graveline to approve the minutes of October 4, 2016. Discussion. Motion made by J. Slapikas, seconded by C. Graveline to approve as amended the minutes of October 4, 2016. **Unanimous.**

Correspondence:
Letter from Ann Stein dated 10/18/16
Tax Refunds dated 10/18/16
Prospect Republican Town Committee appointment (Sean E. Duffany) dated 10/18/16
Tax Collector's Report dated 9/2016
Letter from Attorney Jen Yoxall with Blight Ordinance recommendations for changes dated 12/21/15
Minutes of the Prospect Town Hall Buildings Sub-committee dated 10/17/16

Motion made by J. Slapikas, seconded by S. Pilat to place correspondence on file. **Unanimous.**

S. Pilat updated the Council on the Town Hall Buildings sub-committee meeting that took place on October 17, 2016. S. Pilat advised that the sub-committee toured the building and what the Mayor had informed of previously had been done, including repairs to the roof, gutters, plumbing and floors. S. Pilat stated that the sub-committee seemed to be on the same page as to the utilization of the space. S. Pilat continued that though both the Mayor and Parks & Rec Director, C. Moffo were quite capable of commissioning the work for Community School or the Mayor for the remainder of the Town Buildings, a process should be followed and the Town Buildings sub-committee should have interaction prior to any work to be done. The sub-committee had also discussed the future of the Police Station and the Grange. S. Pilat advised that the Grange is beyond repair and the Mayor had advised that he is considering demolishing the Grange; the sub-committee raised questions as to the use of the property, which may not include a building. P. Geary continued that she agreed with S. Pilat and stated that the sub-committee should be part of the decision making and plans of what to come. **Motion** made by L. Fitzgerald, seconded by S. Pilat to approve the sub-committee minutes. 3 Approved/1 Abstained, P. Geary. **Motion carries.**

New Business:
Refunds –**Motion** made by D. Merriman, seconded by Al Delelle to approve the Tax Refunds dated 10/18/16 in the amount of $33.91. **Unanimous.**
Transfers – None
Resignations – None
Appointments: **Motion** made by D. Merriman, seconded by Al Delelle to approve the recommendation by the Prospect Republican Town Committee to appoint Sean E. Duffany, 24 Sherwood Dr. as an Alternate for Planning & Zoning: Term 10/16 – 1/1/18. **Unanimous.**
Bids/Grants– None

Public Participation:
Theresa Graveline, 20 Corinne Drive asked the Council if the Mayor had feedback from the Police Department regarding the addition of digital speeding signs to be placed throughout the Town. T. Galvin stated that at this time there was no word.

Sub-committee Report:
Audit Sub-committee Report: None
Ordinance Sub-Committee on Elderly Tax Relief: J. Slapikas advised that only he and Al Delelle met to discuss the ordinance, but as L. Fitzgerald was unable to attend he would like to confer with Larry before bringing before the Council again.
Anti-Blight Commission: J. Slapikas informed the Council that he had received word from the Town's Attorney, Jen Yoxall, that there had been recommendations for some changes to be made to the Blight Ordinance that the Council should have received in December and voted on. J. Slapikas gave the Council a handout of the new changes and

requested that the Council comment to him and he will present at a Council meeting so that the previous motion may be amended to include the new changes.

A discussion took place regarding finding a new Auditor. Council members set a meeting date of the Audit sub-committee: Al Delelle, Chair, P. Geary and T. Galvin for Friday, October 21, 2016 @ 9:30 p.m.

C. Perugini-Erickson advised the Council that she is concerned of the outsourcing of repairs that the Town of Prospect allows for Public Works and gave the Council handouts of her findings on comparison with other towns: Woodbury and Middlelbury. The Town of Prospect totals for truck maintenance labor are $190,000 and the total for parts for ice and snow and trucks totals are $140,000.00 (see Schedule B). C. Perugini-Erickson stated that these totals do not include Police vehicles or Fire Trucks as they have their own repair budgets.

C. Perugini-Erickson gave suggestions to consider:

1) Truck Maintenance should be sent out for annual RFQ bids
2) Estimates should be provided before repair work is completed (to determine if repair is cost effective vs. replacement and review labor hours to ensure reasonable)
3) Labor Considerations: In-House Mechanic vs Outsourced Repairs
   a. In-House Mechanic on staff, paid salary and mechanic can work with PW when down time and during winter
   b. Mechanic can repair in our garage and use our parts so no additional space needed
   c. Ace Truck Mechanic Labor costs - $105 hour x 35 hrs per week + $3,675 week, $190,000 year and Ace Truck Mechanic uses our garage and our parts
   d. Estimated In-House Mechanic costs – $50 hour ($30/hr + $18/benefits) x 40 hour week = $2,000 week, $104,000 year
   e. Consider hiring an in-house mechanic for minor routine repairs and outsource larger repairs – i.e., $105/hour for oil change vs. $50/hour
4) a. Parts invoices
   b. Inventory of Parts needed
   c. Used parts vs new parts
5) Public Works Comparison Summary (see Schedule C pgs. 1 & 2)

C. Perugini-Erickson advised the Council that she would like to have a sub-committee to review In-House Mechanic vs Outsourced Repairs. A sub-committee was set with Al Delelle, Larry Fitzgerald and Carla Perugini-Erickson. J. Slapikas suggested inviting Assist. Director of Public Works, Gene McCarthy and Mayor Chatfield, to be part of the process.

Adjournment:

Motion made by D. Merriman, seconded by C. Graveline to adjourn the meeting. **Unanimous.** The meeting adjourned @ 8:10 p.m.

Thomas J. Galvin

Thomas J. Galvin
Chairman