

Prospect Town Council
Special Meeting
Budget Workshop
Unapproved Minutes
March 29, 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. The meeting was taped.

Members Present: J. Slapikas, D. Merriman, Carl Graveline, Larry Fitzgerald, Al Delelle, P. Geary, Carla Perugini-Erickson and T. Galvin

Members Absent: Stan Pilat

Mayor Robert J. Chatfield began the Budget Workshop with the Land Use Office.

Land Use Inspector #6450:

Motion made by C. Graveline, seconded by J. Slapikas to approve the budget of the Land Use Inspector in the amount of \$92,194. Discussion. T. DeLoia, Land Use Inspector, spoke on behalf of Line Item #6450-04 GIS in the amount of \$7,000.00. T. DeLoia advised that the current 'Host' for the GIS site is Applied Geographics now based out of Boston; Applied Geographics is slowly going to bigger projects and working less with small municipalities. T. DeLoia stated that she has learned from the C.O.G.'s GIS coordinator, Glenda Prentiss that they are seeking a grant for the GIS system and the new 'Host' will be New England Geo Systems. T. DeLoia explained that she will be having a meeting with the new 'Host' on Tuesday morning. T. DeLoia also explained that if the Town agrees to go with the new 'Host', the Town would be saving a few hundred dollars in 'Host' fees. C. Graveline questioned if the current data is owned by the Town. J. Slapikas asked what the calendar year for the current contract is. T. DeLoia explained that the Town owns the current data, the new 'Host' will not need to start from the beginning as the site is already built, but the 'Host' could continue to add onto the current layers through their format. T. DeLoia advised that the calendar year for the contract is the fiscal year, July 1st through June 30th. T. DeLoia stated that the site, if the new 'Host' is contracted, will be shut-down for one week for the changeover. J. Slapikas questioned if the shutdown for the changeover could be done prior to the new contract that would begin on July 1st. T. DeLoia stated that she will look into the process. T. DeLoia also stated that if the Town did go with the new 'Host', the C.O.G. has at its availability a map scanner that could be lent to the Town of Prospect to allow for the Town's maps to be scanned to a PDF file. P. Krisavage, 11 Stonefield Dr. complimented the Land Use Office on their work and advised of the benefits of using a map scanner and stated that it would be an asset to the Town.

A discussion took place regarding salaries. Mayor Chatfield requested an increase to Line Item #6450-04 Clerk, in the amount of \$29,009. T. Galvin also requested an increase to Line Item #6450-00 Land Use Inspector. T. Galvin stated that her position is

unique as she is not just the Land Use Inspector but also is the Agent for Inland Wetlands and the Zoning Board of Appeals. T. Galvin advised that at the time the previous Land Use Inspector left in December 2014, his salary was at \$67,000.00. In December of 2014 the Council voted to approve a starting salary of \$55,000 for the current Land Use Inspector which was at 80% of the previous Inspector's salary. T. Galvin advised that he would like the Council to adopt a salary range standard and to have a performance incentive program. T. Galvin also stated that he would like to bring the Land Use Inspector's salary up and over the 3% increase that the Mayor recommended and add \$3,000 this fiscal year and each fiscal year over the next 4 years. P. Geary advised that for the past 3 to 4 years the Council has discussed salary ranges but to no avail. P. Geary continued that it would be easier to have a salary range when discussing salaries during the Budget process. T. Galvin continued that the previous Land Use Inspector's salary currently would be at \$71,200. **Motion** made by J. Slapikas, seconded by Al DeLelle to approve the 3% increase plus the additional \$3,000 for an amount of \$59,650 and to add an increase of \$3,000 per year for the next 4 years for the Land Use Inspector. J. Slapikas also added that any employee could leave at any time and did not have to stay if they were unhappy with their salary. Both P. Geary and C. Perugini-Erickson complimented T. DeLoia on her hard work. P. Geary continued that she did not agree with this plan and stated that there are a number of positions that should have a salary range established but did not agree to the 3% increase and an additional \$3,000 per year over the next 4 year period. C. Perugini-Erickson noted that T. DeLoia is out and about Town on inspections and questioned the number of hours worked. T. DeLoia stated that she attends all Inland Wetlands, Zoning Board of Appeals and Planning and Zoning Meetings and her hours extend from 45 to 55, 60 hours per week. C. Perugini-Erickson continued that the previous Land Use Inspector was a Town Employee for a long time to receive the salary that he did. C. Perugini-Erickson continued that the Council should look at everyone's salary. T. Galvin stated that he would like to look at salaries for the Librarian, Park & Rec Director and the Senior Center Director besides that of the Land Use Inspector. P. Geary stated that a number of positions are underpaid and would like to have a plan to adjust across the board. C. Graveline stated that the salaries should be revisited and discussed together. J. Slapikas and Al DeLelle withdrew their motions.

Council members asked T. DeLoia what the amount of \$7,000 covered. T. DeLoia stated that \$3,000 was the annual hosting fee that included Mapgeo paying for the Town's site to be on the server and the Assessor's cam-data to be available on the website, \$2,500 a year is for parcel updates and new subdivision maps, \$500 for GIS support and \$1,000 for any new layers added: Fema, Stormwater etc. C. Graveline commented that the Assessor's office has Equality which is a shared link and a convenience to the residents; but wondered if the Town should pay for Equality because it will be upgrading its GIS system and the information will be there. T. DeLoia stated that she will look into this matter. T. Galvin added that if the Assessor had a Line Item for Field Inspections; then maybe there should also be a Line Item for Land Use Field Inspections. **Motion** made by C. Graveline, seconded by J. Slapikas to approve the budget of the Land Use Inspector in the amount of \$92, 194. **Unanimous.**

Fire Protection #6600:

Keith Griffin, Prospect Fire Marshal and Treasurer to the Prospect Volunteer Fire Department came before the Council to discuss the budget for Fire Protection. P. Geary questioned the increase for the purchase of Line Item #5503 SCBA's from \$40,000 to \$60,000 over the next 5 years. K. Griffin explained that all SCBA's have been replaced and the replacements received. The SCBA's are compatible with other surrounding Towns and the Town of Prospect has 5 years to pay the balance. T. Galvin noted that the costs for medical supplies are down. K. Griffin explained that most medical supplies are received from Campion Ambulance. Council members also questioned the hours and salary of the Bookkeeper for the Prospect Vol. Fire Department. K. Griffin advised that she works 20 hours per week @ \$21.79 per hour for the Prospect Vol. Fire Department and 22.5 hours a week @ \$11.15 per hour as the Clerical Assistant #6650-09 for the Fire Marshal. Council members questioned if she had medical benefits through the Town and asked that the Clerical Assistance sign a waiver if she did not want to receive the medical benefits. **Motion** made by C. Graveline, seconded by P. Geary to approve the budget of Fire Protection in the amount of \$388,110. **Unanimous.**

Fire Marshal #6650:

A discussion took place regarding #6650-07 Deputy Salary as the wage of the Deputy Fire Marshal had changed from hourly to salary. K. Griffin explained that the Deputy Fire Marshal had been with the department for 18 years and currently has an hourly rate of \$12.75 per hour. After discussion, **Motion** made by J. Slapikas, seconded by Al Delelle to approve as submitted the budget of the Fire Marshal in the amount of \$54,234. **Unanimous.**

Gil Graveline, Chairman of the Planning & Zoning Commission came to the meeting to discuss the Office of the Land Use Inspector. T. Galvin advised that there was extensive discussion on the Land Use Inspector's increase in salary and discussions will continue as there are a number of positions to be reviewed. G. Graveline complimented the Land Use Inspector on her job and advised that the amount that the Council is discussing is something that he would like to see considered. Council members thanked Gil Graveline for attending the meeting.

Mayor Chatfield requested a 5 minute recess. The meeting convened to a recess @ 7:15 p.m. and reconvened back to the Budget Workshop @ 7:19 p.m.

Public Works Labor #7200

Mayor Chatfield gave the Council a new budget worksheet for the Public Works Labor as wages had been broken down by line items. **Motion** made by J. Slapikas, seconded by C. Graveline to approve the new format for the Public Works Labor. After discussion, both J. Slapikas and C. Graveline withdrew their motions.

Chesprocott #7550:

Mayor Chatfield handed the Council a letter from Maura Esposito, Director of Health at Chesprocott Health District advising that their operating budget had passed for Fiscal Year 2017. The letter stated that the cost per capita rate had increased to \$8.65; the Town

of Prospect's total will be \$84,104, with quarterly payments of \$21,026 due. Mayor Chatfield also advised that due to budget cuts from the State of Connecticut, ECS has been cut by \$54,000.

Contingency #7750:

Motion made by P. Geary, seconded by C. Graveline to approve the budget of Contingency in the amount of \$48,000. **Unanimous.**

Nolan House -Mayor Chatfield stated the house will be demoed and there will be a bid to go out for demolition on 5 Cheshire Road. The house will be removed to make way for a one way street to enter into a parking lot. Work on the back parking lot will begin first.

Community School –There will be an environmental walk-thru over the next few weeks to assess such items as the oil tank. The Mayor stated that he will be looking into a set price for oil and electricity. Mayor Chatfield also advised that an upgrade to the Wi-Fi system will be made in the event the center is used as an Emergency Center. T. Galvin requested that a line item of Insurance be added to Community School for this fiscal year as questions were raised to the cost of insurance for this property.

The discussion continued with Mayor Chatfield stating that he has been advised by Dennis Dix of Dixworks, the financial advisor for the Town of Prospect, that the loan to purchase Community School should be at a low rate for a period of 3 to 4 years.

Chair's Report:

Discussion on Possible Workshop Dates: Council members strongly agreed to discuss salaries at one of their next two Budget Workshop meetings.

Follow-Up Questions with Auditor: T. Galvin stated that he would like to have the Auditor come to the next meeting and if the Auditor, Mike Battiste, does not respond to the Mayor's calls, he will be sending a Certified Letter asking him to come to the next meeting.

C. Perugini-Erickson requested to add Sidewalks to the Agenda for April 5, 2016. C. Perugini-Erickson also commented that she would like to set another meeting date for the Sidewalk Task Force.

Adjournment: **Motion** made by D. Merriman, seconded by C. Graveline to adjourn the meeting. **Unanimous.** The meeting adjourned @ 7:45 p.m.

Thomas J. Galvin
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Chairman