

Prospect Town Council
Regular Meeting
Unapproved Minutes
July 19, 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, Al DeLelle @ 7:05 p.m., D. Merriman, Carla Perugini-Erickson @ 7:09, C. Graveline, Pat Geary and S. Pilat

Members Absent: Larry Fitzgerald & Jeff Slapikas,

Also in attendance Mayor Robert J. Chatfield.

Mayor's Report:

Mayor Robert J. Chatfield advised the Council of the following items:

- A request for Qualifications for Engineering Services had been advertized for qualified Professional Engineering firms with experience providing design services for the Center Street and Columbia Avenue Sidewalk Improvement Project. Responses were to be received by 4:00 p.m. on Friday, July 15, 2016. Six (6) responses were received.
- Prospect Police Patrol Report dated June 2016 was submitted
- A Letter stating the appointment of Francis Schippani III as a Police Officer for the Town of Prospect, effective July 18, 2016.
- Mayor Chatfield gave the Council for approval, Tax Refunds in the amount of \$1,134.06.

Mayor Chatfield advised that there were two action items which had been recommended by the Auditor to change in Line Items for the 2016-2017 Budget:

POLICE:

FROM: Line Item #6700-07 Taser Replacement **TO:** #6700-07 – Police Overtime

SOCIAL SECURITY:

ADD Line Item #5750-01 Police Overtime

Motion made by D. Merriman, seconded by P. Geary to accept the changes to Line Items in the 2016-2017 Budget. Discussion. **Unanimous.**

Transfer: Mayor Chatfield requested a transfer.

Motion made by S. Pilat, seconded by A. DeLelle to approve the transfer from the Police Overtime Account to the Police Officers' Account #6700:

| | |
|--------------------------|--------------------|
| Police Overtime #6700-07 | \$50,806.00 |
| Social Security #5750-01 | <u>\$ 3,769.00</u> |
| | \$54, 575.00 |

6 Approved/1 Abstained, C. Perugini-Erickson Motion passes.

Mayor Chatfield commented that the last layer of asphalt for Phase II of the Scott Road Project would be completed today.

The Mayor also advised that four (4) bids were received for the Community School Roof. The bid would be awarded on July 20, 2016

Mayor Chatfield also advised that repairs were made to Community School for lavatory plumbing; windows, floors and walls were washed. Mayor Chatfield advised that the work should be done before Labor Day.

Mayor Chatfield stated that he did not have the breakdown for Medical Insurance as the bill was recently received. The Mayor stated that he would have the breakdown for the Council at a future meeting. The Mayor stated that the increase to the Medical Insurance was 6.7% not 7.6% as previously stated.

Mayor Chatfield commented that the Town received a grant from the State of Connecticut for a sidewalk survey from Town Hall to Hotchkiss Field. The Mayor stated that some of the properties will be losing parking spaces.

Tax Refunds: **Motion** made by C. Graveline, seconded by S. Pilat to approve the Tax Refunds dated July 19, 2016, in the amount of \$1,134.06. **Unanimous.**

C. Perugini-Erickson stated that L. Fitzgerald sent his apologies as he would not be able to attend this evening's meeting.

Chair's Report:

Update on Charter Revision Process: T. Galvin gave the Council the CRC draft referencing questions for the Town Council to review. (Schedule A). Discussion. Council members discussed question '6' as a 'catch all'. The discussion continued with question '6' and its impact on the Prospect Volunteer Fire Department. T. Galvin stated that PVFD has its own bylaws, but is supported by the Town's Budget. Mayor Chatfield advised that per State Statute, the Town pays for 'Worker's Comp' for each firefighter. T. Galvin stated that he would like to ask the representatives of the PVFD to attend an August meeting of the Town Council.

2016-2017 Budget Re-Alignment Topics: T. Galvin gave the Council a handout on the 2016-2017 Budget Re-Alignment Topics. Discussion. P. Geary questioned if the '9th' Public Works employee was hired. Mayor Chatfield acknowledged that the employee was hired.

Town Buildings and Audit sub-Committees Meetings:

Town Buildings: Discussion. **Motion** made by D. Merriman, seconded by S. Pilat to appoint Mayor Chatfield as a member of the Town Buildings sub-committee. **Unanimous.** Members of this sub-committee include: Mayor Chatfield, D. Merriman, S. Pilat, L. Fitzgerald and P. Geary.

Mayor Chatfield questioned what type of discussion would take place regarding Town Buildings. T. Galvin stated that one of the questions that the sub-committee would be looking into is the uses for Community School. The Council members for this sub-committee will contact the Mayor for a date and time a Site Walk through Community School.

Audit Sub-committee: T. Galvin stated that the current Auditor, Mike Battiste's last assignment was at the end of June 2016 and a new Auditor would be chosen for the fiscal year of 2016-2017. T. Galvin continued being that M. Battiste would not be the Auditor for the 2016-2017 fiscal year, he did not have a problem with M. Battiste performing the 'quarterlies' accounting functions. Mayor Chatfield advised that he would speak with M. Battiste for this service. Audit sub-committee members include, P. Geary, Al Delelle and T. Galvin; a meeting date of 7/28/16 @ 9:00 a.m. at Town Hall was set.

Guests: None

Public Participation:

T. Graveline questioned how the Public would be educated on the revisions to the Charter. Mayor Chatfield advised that all items pertaining to the Charter Revision would be published as they are public information; the notices will be published in the Citizens News or the Prospect Pages. T. Graveline also commented on question '6' as a 'catch all' and the impact to the PVFD. T. Graveline stated that the Public should be made aware that the items for the PVFD were improved.

Approval of Minutes:

Motion made by D. Merriman, seconded by S. Pilat to approve the minutes of the June 21, 2016. **6 Approved/ 1 Abstained, P. Geary Motion passes.**

Motion made by P. Geary, seconded by S. Pilat to approve the minutes of the Special Town Council meeting of July 5, 2016.

5 Approved/ 2 Abstained, Carla Perugini-Erickson, Carl Graveline Motion passes.

Correspondence:

Legal Notice Rep-Am dated July 1 & 2nd, 2016 for a Request for Qualifications for Engineering Services for the Center Street and Columbia Avenue Sidewalk Improvement Project

Letter Dated 7/18/16 from Mayor Chatfield to Town Clerk RE: Francis Schippani III as a Police Officer for the Town of Prospect Effective 7/18/16

Change in Line Items for the 2016-2017 Budget dated 7/18/16

Transfers from Police Overtime Account to the Police Officers' Account #6700 in the amount of \$54,575.00 dated 7/18/16

Tax Refunds dated 7/19/216 in the amount of \$1,134.06

Tax Collector's Report dated June 2016

Prospect Police Patrol Report June 2016

Draft of CRC Referendum Questions

2016-2017 Budget Re-Alignment Topics

Motion made by P. Geary, seconded by C. Graveline to place correspondence on file.

Unanimous.

New Business:

Refunds – Already acted upon

Transfers – Already acted upon

Resignations – None

Appointments – Already acted upon

Bids –Awarding of Bid for the Community School Roof

Grants – Sidewalk Study

Public Participation: None

Sub-committee Report: None

C. Perugini-Erickson commented that she would like to be part of a Public Works sub-committee. Mayor Chatfield advised that he would have more information regarding the Public Works Department at the September meeting.

Adjournment:

Motion made by D. Merriman, seconded by C. Graveline to adjourn the meeting.

Unanimous. The meeting adjourned 8:07 p.m.

Thomas J. Galvin

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Chairman