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TOWN OF PROSPECT, CONNECTICUT

ANNUAL FINANCIAL REPORT

June 30, 2020



TOWN OF PROSPECT, CONNECTICUT

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INDEPENDENT AUDITOR'S REPORT

Town Council
Town of Prospect
Prospect, CT 06712

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Prospect, Connecticut, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Prospect, Connecticut's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of governmental activities, each major fund and the aggregate remaining fund information of the Town of Prospect, Connecticut as of June 30, 2020, and the respective changes in the financial position, and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis* on pages 3a through 3f and the required supplementary information relating to pension on pages 37-39, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Prospect, Connecticut's basic financial statements. The combining and individual nonmajor fund financial statements and schedules, the statement of changes in fund balance – by project, the schedule of property taxes levied, collected and outstanding, and the schedule of debt limitation are presented for the purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and schedules, the statement of changes in fund balance – by project, the schedule of property taxes levied, collected and outstanding, and the schedule of debt limitation are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the nonmajor fund financial statements and schedules described in the above paragraph are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 27, 2021, on our consideration of the Town of Prospect, Connecticut's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Prospect, Connecticut's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Prospect, Connecticut's internal control over financial reporting and compliance.

CLERMONT & ASSOCIATES, LLC
Prospect, Connecticut

January 27, 2021



Management's Discussion and Analysis

Introduction

This Annual Financial Report incorporates financial reporting requirements of the Governmental Accounting Standards Board (GASB) Statement 34. GASB Statement 34 requires that we, as managers of the Town of Prospect, focus on our most important, or “major” funds, including the general fund.

Fund statements measure and report the “operating results” of many funds by measuring cash on hand and other assets that can easily be converted to cash. These statements show the short-term performance of individual funds using the same measures governments use when financing current operations. On the other hand, if we charge a fee to users for services, fund information will continue to be based on accrual accounting. Showing budgetary compliance has always been an important part of governmental accountability. Our financial statements include the *original* budget as well as the final amended budget.

Our hope is to provide you, the reader, with an objective and readable analysis of our financial performance for the year. Taken together, the following statements should enable you to assess whether Prospect's financial position has improved or deteriorated as a result of the year's operations. The annual report includes government-wide financial statements prepared on the accrual basis for all of your government's activities. Accrual accounting measures not just current assets and current liabilities, but long-term assets and liabilities as well. It also reports all revenues and all costs of providing services each year, not just those received or paid in the current fiscal year (or shortly thereafter).

In summary, the government-wide financial statements will help you:

- Assess the finances of the Town of Prospect in its entirety, including the year's operating results;
- Determine whether our overall financial position improved or deteriorated;
- Evaluate whether our current-year revenues were sufficient to pay for current-year services;
- See the costs of providing you the services you have requested of us;
- See how we finance the programs you have asked for – through user fees and other program revenues - versus general tax revenues;
- Understand the extent to which your government has invested in capital assets, including roads, bridges, water mains, schools, parks, and other infrastructure assets;
- Make better comparisons between governments.

The Annual Financial Report includes the following information and financial statements as defined by GASB Statement 34:

- ✱ **Management Discussion and Analysis (MD&A)** – An introduction to the basic financial statements and an analytical overview of the government's financial activities. The MD&A provides an objective and easily readable analysis of the Town's financial activities based on currently known facts, decisions, or conditions. The MD&A

- ❑ Includes comparisons of the current year to the prior year based on government-wide information;
- ❑ Provides an analysis of our overall financial position and the results of operations to assist you in assessing whether our financial position has improved or deteriorated as a result of the year's activities;
- ❑ Analyzes significant changes in fund and major budget variances;
- ❑ Describes capital asset and long-term debt activity during the year;
- ❑ Concludes with a description of currently known facts, decisions, or conditions that are expected to have a significant effect on our financial position or the results of our operations.

✳ **Basic Financial Statements**

➤ ***Government-Wide Financial Statements*** are designed to provide readers with a broad overview of the Town of Prospect's finances, in a manner similar to private-sector business.

- The Government-Wide Financial Statements include a *statement of net position* that presents information on all of the Town of Prospect's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Prospect is improving or deteriorating. The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). The statement of activities is prepared using the economic resources measurement focus and the accrual basis of accounting. These statements report all assets, liabilities, revenues, expenses, and gains and losses of the government. Both of the government-wide financial statements distinguish functions of the Town of Prospect that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The Town of Prospect conducts no business-type activities. The governmental activities of the Town include general government, public safety, public works, parks and recreation, health and human services, education, other expenditures, and payment of interest on long-term debt. Thus, the government-wide financial statements include only the Town of Prospect itself (known as the *primary government*);
- Fiduciary activities whose resources are not available to finance our governmental programs are excluded from these statements.

Capital assets, including infrastructure, are reported along with depreciation expense in the statement of activities. Net position is reported as capital assets net of related debt (net investment in capital assets), restricted, and unrestricted. Permanent endowments or permanent fund principal amounts included in restricted net position are shown as either expendable or nonexpendable.



Expenses are presented reduced by program revenues, resulting in a measurement of “net (expense) revenue” for each of the government’s functions. Program expenses include all direct expenses. General revenues such as taxes and special and extraordinary items are reported separately, ultimately arriving at the change in net position for the period. Special items are significant transactions or other events that are either unusual or infrequent and are within the control of management.

- ***Fund Financial Statements*** are a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Prospect, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into two categories: governmental funds and fiduciary funds.
- *Governmental fund* financial statements include financial data for the general fund, special revenue funds and capital projects and are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements with similar information presented for *governmental funds* in the long-term impact of the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*. The Town of Prospect maintains four major governmental funds (general fund, capital and non-recurring fund, town aid roads, and housing rehabilitation fund), five non-major special revenue funds, and three non-major capital projects funds, all of which are governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and the three other major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report. Prospect adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.
 - *Fiduciary fund* financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town’s own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Fund financial statements are presented for primary government funds. Governmental fund statements include a balance sheet and a statement of revenues, expenditures, and changes in fund balances. A summary reconciliation of the fund and government-wide statements accompanies the fund financial statements.



Separate columns are shown for each major governmental fund and for consolidated non-major governmental funds. Major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental funds and at least 5 percent of the aggregate amount for all governmental funds. In addition to funds that meet the major fund criteria, any other governmental fund that the government's officials believe is particularly important to financial statement users (for example, because of public interest or consistency) may be reported as a major fund.

Governmental fund balances are segregated into nonspendable, restricted, committed, assigned, and unassigned categories as described in Note 1D to the financial statements.

We present separate fiduciary fund statements used to report assets held in a trustee or agency capacity for others and which cannot be used for our own programs. We must show a statement of fiduciary net position and a statement of changes in fiduciary net position. Fiduciary fund statements also disclose interfund loans, interfund services provided and used, and interfund transfers.

- Notes to the Financial Statements
 - Consist of notes that provide information essential to your understanding of the data provided in the government-wide and fund financial statements.
- Required Supplementary Information (RSI)
 - Connecticut Municipal Employees Retirement System: Schedule of the Town's Proportionate Share of the Net Pension Liability
 - Schedule of Town Contributions
 - Schedule of Changes in Net OPEB Liability and Related Ratios

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information.

We hope the financial reporting model will serve as a comprehensive way to demonstrate our stewardship in the long term in addition to the way we currently demonstrate our management in the short term and through the budgetary process.

As management of the Town of Prospect, we offer readers of the Town's financial statements this narrative overview and analysis of our financial activities for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished elsewhere in this report.

Financial Highlights

- The assets of the Town of Prospect exceeded its liabilities at the close of the most recent year by \$20,366,177 (net position). Of this amount, \$1,013,898 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- The government's total net position decreased by \$160,187 primarily due to a decrease in fund balances of \$55,562.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$4,381,560 a net decrease of \$55,562 in comparison with the prior year. Of the total fund balance, \$2,557,657, or 58.4%, is available for spending at the government's discretion (unassigned fund balance).



- The fund balance for the general fund increased \$514,476 from \$2,751,966 to \$3,266,442. The June 30, 2020 balance is 10.14% of total general fund expenditures of \$32,209,277. Of this fund balance, \$250,000 is committed to balance the next year budget, \$20,618 is assigned for various other purposes, and the remainder of \$3,046,274 is unassigned.
- Prospect's total bonded debt increased by \$495,000. \$900,000 of bond anticipation notes were issued for the 2019 Road Safety program.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For the Town of Prospect, assets exceeded liabilities by \$20,366,177 at the close of the most recent fiscal year.

Table 1. Net Position

	Total Primary Government 2020	Total Primary Government 2019
Current and Other Assets.....	\$ 6,174,025	\$ 6,152,279
Capital Assets, net of depreciation	21,908,380	21,335,867
Total Assets.....	28,082,405	27,488,146
Deferred Outflows of Resources.....	372,354	497,350
Long-Term Obligations Outstanding	7,234,266	6,715,115
Other Liabilities.....	854,316	744,017
Total Liabilities.....	8,088,582	7,459,132
Net Position:		
Net Investment in Capital Assets	18,158,859	17,742,705
Restricted.....	1,193,420	1,146,413
Unrestricted	1,013,898	1,637,246
Total Net Position	\$ 20,366,177	\$ 20,526,364

By far the largest portion of the Town's net position, \$18,158,859, or 89.2%, reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment) less any related debt used to acquire those assets that is still outstanding. Prospect uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Restricted net position consists of \$139,658 of the Housing Rehabilitation Fund, which may be used to carry out the objectives of that program, \$272,045 for capital expenditures of the library in accordance with the donors' bequests, and \$61,495 of Town Aid Road unexpended grant proceeds.

Unrestricted net position of \$3,443,001 (assigned and unassigned) may be used to meet the government's ongoing obligations to citizens and creditors.



Governmental activities. Governmental activities accounted for the entire net position decrease of \$160,187 during the current fiscal year. Key elements of this decrease are as follows:

Table 2. Changes in Net Position

	Total Primary Government 2020	Total Primary Government 2019
Revenues:		
Program Revenues:		
Charges for Services.....	\$ 1,002,609	\$ 1,047,914
Operating Grants and Contributions.....	5,052,829	5,295,493
Capital Grants and Contributions	198,172	152,871
General Revenues:		
Property Taxes.....	26,993,097	26,713,694
Grants and Contributions not Restricted to Specific Purpose..	160,585	163,405
Investment Earnings	17,258	19,864
Other General Revenues.....	227,632	100,806
Total Revenues	<u>\$ 33,652,182</u>	<u>\$ 33,494,047</u>
Program Expenses:		
General Government	\$ 2,942,195	\$ 2,899,918
Public Safety	2,521,675	2,276,152
Public Works	3,043,214	2,893,803
Parks and Recreation	916,861	881,317
Health and Human Services	442,832	445,400
Education.....	23,709,145	23,600,523
Other Expenditures.....	145,031	154,667
Interest on Long-Term Debt.....	91,416	106,200
Total Governmental Activities.....	<u>33,812,369</u>	<u>33,257,980</u>
Increase (Decrease) in Net Position	<u>\$ (160,187)</u>	<u>\$ 236,067</u>

The Town brought in net general revenues of \$27,398,572, which were exceeded by its net operating expenditures of \$27,558,759. Gross revenues amounted to \$33,652,182. Gross expenses of \$33,812,369 were offset by \$1,002,609 in charges for services, \$5,052,829 in operating grants and contributions, and \$198,172 in capital grants. Of the net expenditures, \$18,775,264 was accounted for by Regional School District No. 16 assessments. Net public safety of \$2,238,221, net public works expenditures of \$3,067,583, net general government outlays of \$2,092,663, and net parks and recreation costs of \$880,163 accounted for almost all of the remaining balance. The Town's general revenues derived from \$26,993,097 in tax collections, \$160,585 of unrestricted grants and contributions, and \$244,890 in other general revenues and investment income.

- Property tax revenue increased by \$279,403 (+1.05%) over FY 2019. Actual collections of property tax, interest, and lien fees during FY 2020, \$26,944,169, exceeded the budgeted figure by \$152,243.
- Charges for services decreased by \$45,305 (-4.3%). Increases in police special duty revenue (\$73,861, 22.6%), building inspections (\$52,845, 56.3%) and conveyance tax (\$16,100, 11.6%) were offset by a \$93,737 (-45.0%) decrease in recreation revenue due to cancellations and

closures from the pandemic. Also, \$41,936 of insurance and damage claims and \$35,700 of donated land were reported in FY19.

- General revenue operating grants decreased \$242,664 (-4.6%) primarily due to a decrease in Education Cost Sharing grants.
- Other general revenues include \$121,500 for a 1998 Pierce Pumper fire truck sold in FY20.
- Net education expenditures increased \$108,622 (+0.46%). The Regional School District refunded \$177,807 for FY20 as compared to \$17,657 for FY19.

Chart 1 presents the costs of each of the Town's five largest programs as well as each program's net cost (total cost less revenues generated by the activities). The Net Cost shows the financial burden that was placed on the Town's taxpayers by each of these functions.

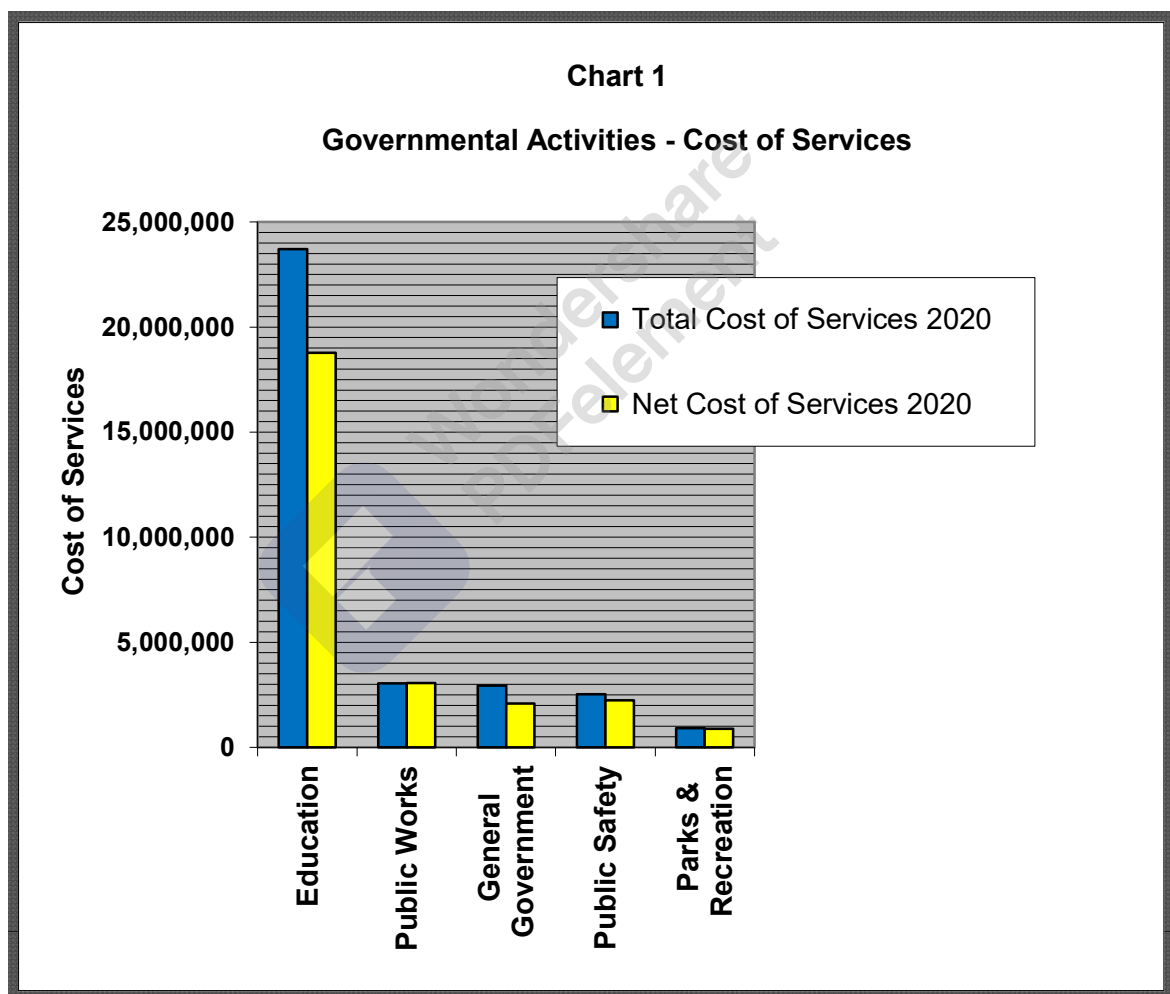
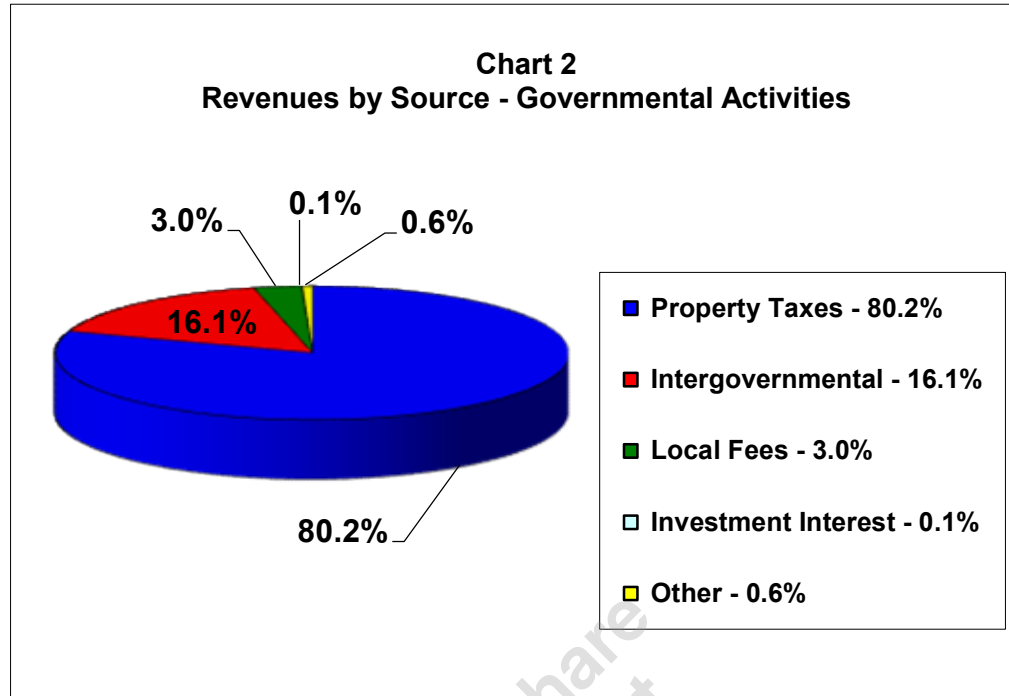


Chart 2 below reflects what percentage of our total revenue is contributed by each of five primary sources. As with most local governments in Connecticut, Prospect relies heavily on the property tax to fund education and other town services.



Financial Analysis of the Government's Funds

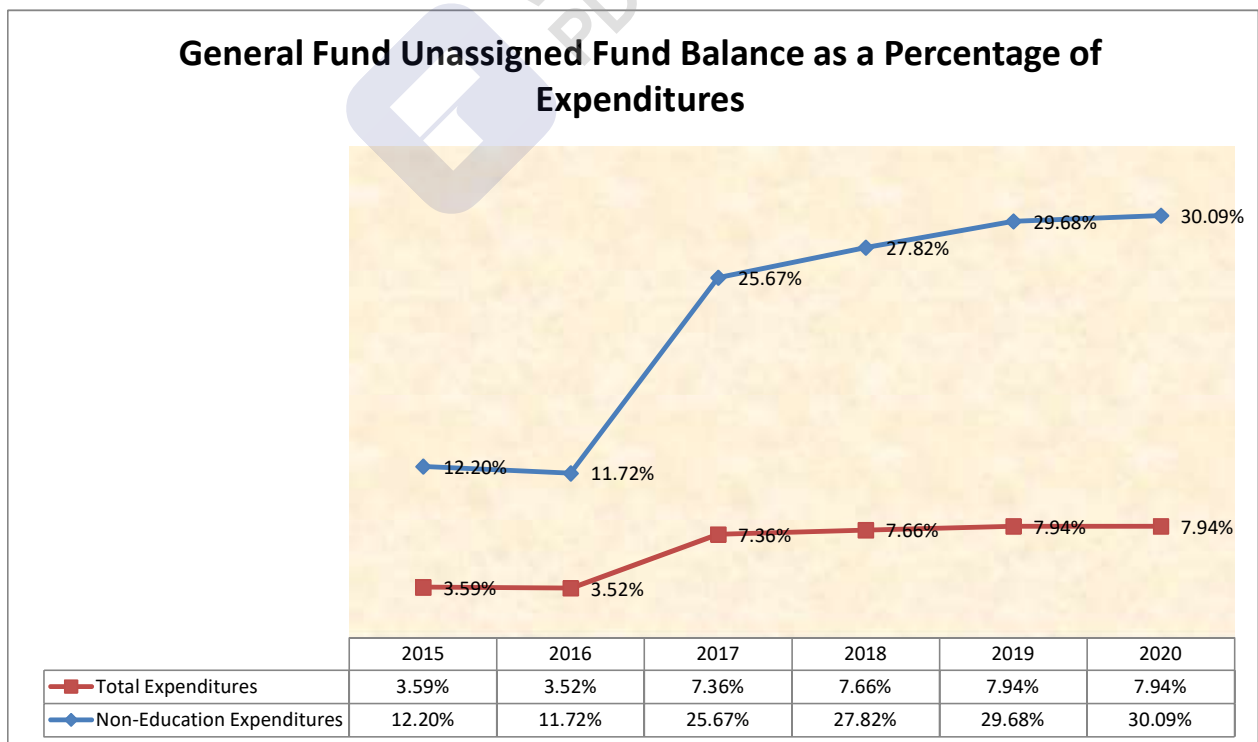
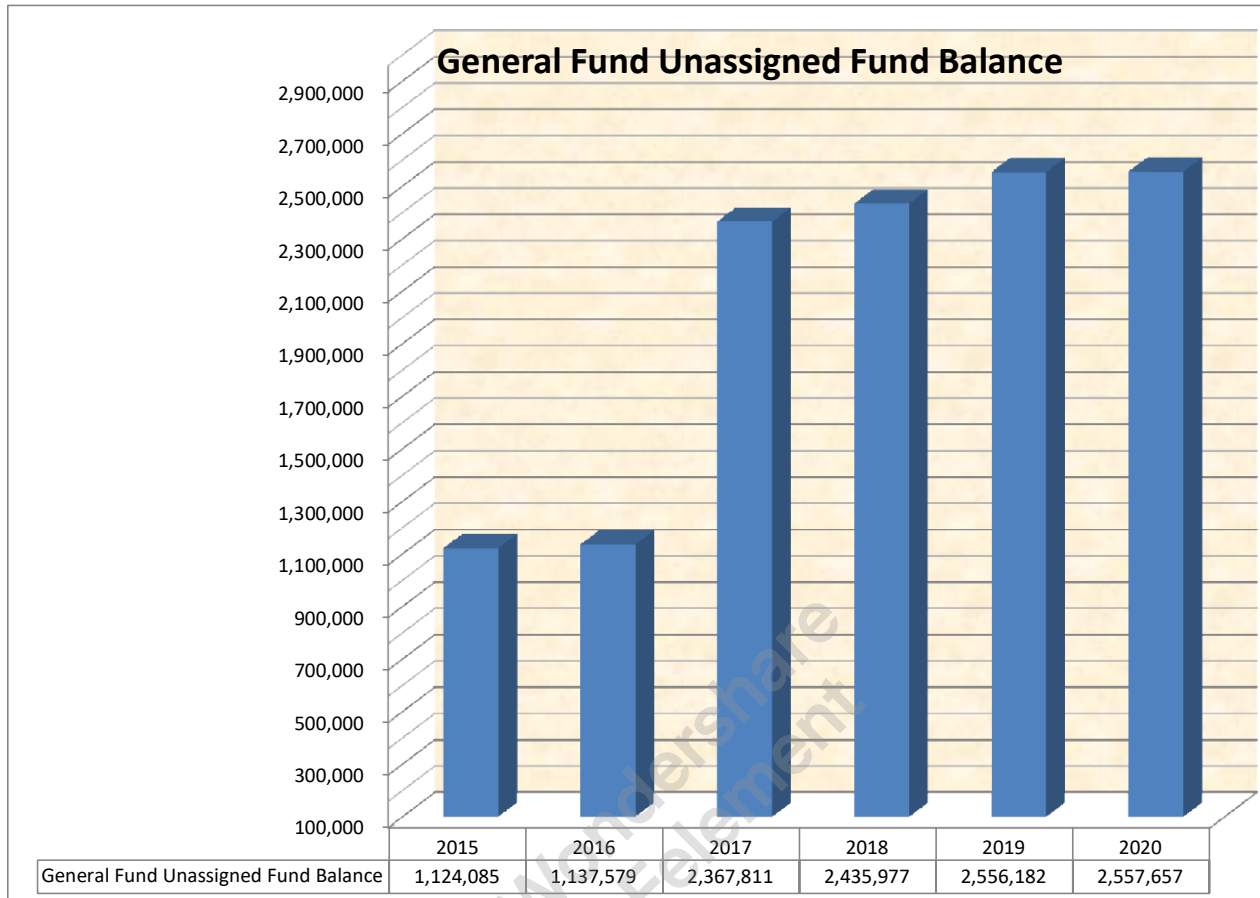
As noted earlier, Prospect uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the Town's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing Prospect's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$4,381,560, a decrease of \$55,562 in comparison with the prior year. About 77% of fund balance, \$3,391,927, constitutes *unrestricted fund balance* (assigned plus unassigned) which is available for spending at the government's discretion. The remainder of the fund balance is committed for future capital expenditures (\$516,435) or restricted for other purposes (\$473,198).

The general fund is the chief operating fund of the Town of Prospect. At the end of the current fiscal year, unassigned fund balance of the general fund was \$2,557,657. As a measure of the general fund's liquidity, it may be useful to compare the unassigned general fund balance to total general fund expenditures. Unassigned fund balance represents 7.94% of total general fund expenditures of \$32,209,277 and 30.09% of non-education expenditures of \$8,500,132.

The Town's total general fund balance increased by \$514,476 to a total of \$3 during the current fiscal year. \$250,000 of total fund balance has been assigned to balance the FY21 general fund budget.





General Fund Budgetary Highlights

The original budget contemplated total revenue and transfers in of \$32,814,852 and \$32,981,517 of total expenditures and transfers out. It was anticipated that \$166,665 of general fund balance would be used to balance the budget. The significant differences in the original and final budget can be explained as follows:

- \$232,634 transferred to capital and non-recurring fund. An additional commitment of general fund balance was made to be used to ease the burden on the FY21 budget due to the anticipated increase for Region 16 education expenditures
- \$232,634 transferred to capital and non-recurring fund projects including the Community Center generator and fuel tanks, sidewalks and the Canfield Park tennis courts
- \$40 thousand increase in legal fees
- \$75 thousand decrease to medical benefits
- \$54 thousand decrease to public works overtime
- \$51 thousand decrease to resident trooper expense
- \$50 thousand decrease to ice and snow related expenses

Actual revenues compared to the original budget were favorable by \$313,108 excluding transfers in and other financing sources.

- Tax collections overall were \$152,243 greater than anticipated. Collections on the current grand list and automobile supplement were \$104,464 favorable at a collection rate of 98.9% of the original assessment. Unfavorable collection of previous years tax in the amount of \$12,692 was offset by \$60,471 favorable collection of interest and lien fees.
- Revenue exceeded budgeted amounts for building inspections by \$66,646 (+83.3%) and for property conveyance tax by \$65,414 (+72.7%).
- An anticipated STEAP grant in the amount of \$125,000 was not received during FY20.
- An unbudgeted refund of education funds was returned by Region 16 in the amount of \$177,807.

Capital Asset and Debt Administration

Capital Assets. The Town of Prospect's investment in capital assets for its governmental assets includes land, buildings and systems, improvements, machinery and equipment, park facilities, roads, highways, water mains, and bridges. The net increase in the Town's investment in capital assets for the current fiscal year (before depreciation of \$1,452,425 and after dispositions of \$996,239) was \$2,024,939 for governmental activities. After accounting for accumulated depreciation, capital assets increased by \$572,513, to \$21,908,380.

Major capital asset events during the current fiscal year included the following:

- We expended \$1,424,534 for road infrastructure which included regular road reconstruction, sidewalks and repair.



- We purchased a new public works heavy-duty dump truck in the amount of \$203,616.
- We purchased a new Ford Expedition for the police department in the amount of \$54,450.
- We purchased a generator for the Community Center in the amount of \$93,787.
- \$18,917 was expended toward replacing traditional lighting with energy-efficient LED.

Table 3. Capital Assets at Year-end (Net of Depreciation)

	Total Primary Government	
	2020	2019
Land	\$ 1,571,754	\$ 1,571,754
Construction in progress	12,200	5,000
Buildings and Improvements	5,655,606	5,765,730
Infrastructure	11,892,129	11,312,205
Vehicles	2,090,387	2,110,517
Furnishings and Equipment	686,304	570,661
Totals	<u>\$21,908,380</u>	<u>\$21,335,867</u>

Additional information on the Town of Prospect's capital assets can be found in Note 4 of this report.

Long-term debt. At the end of the current fiscal year, the Town of Prospect had \$2,898,000 of bond anticipation notes outstanding. The BAN issue refinanced \$1,998,000 of existing BAN and added \$900,000 for Road Safety 2019. 100% of the Town's debt is general obligation backed by the full faith and credit of the government. See Note 5, Long-Term Debt, of this report for more information.

Prospect is a member town of Regional School District No. 16 along with the Town of Beacon Falls. As such, Region 16's \$20,275,000 of long-term debt represents overlapping debt to the Town, for which it has also pledged its full faith and credit. The State reimburses the District for principal and interest on its long-term debt at about 72% for bonds authorized prior to 1996. Prospect's share of the district's net debt is based on the average daily membership (ADM) of Prospect students attending the regional facility on October 1 of the preceding year. For the fiscal year 2020, Prospect's ADM percentage was calculated to be 61.78%, and the Town's share of the District net debt at the ADM rate amounts to \$12,525,895.

State statutes limit the amount of general obligation debt a governmental entity may issue to seven times its tax collections plus interest and lien fees. For June 30, 2020, the maximum amount of borrowing permitted under the formula is \$187,538,421. Net direct borrowings of \$2,898,000 and the Town's net share of overlapping regional school district net debt of \$12,525,895 totals \$15,423,895 and represents the Town of Prospect's outstanding general obligation net debt. This debt is well below the maximum debt limitation (see "Statement of Statutory Debt Limitation" on page 77 of this report).

At June 30, 2019, the Town's net OPEB obligation is \$2,507,895 and is reflected as a long-term liability in the Statement of Net Position. The annual service cost for fiscal year 2020 was \$253,000 and is reported as an expense in the Statement of Activities.

For fiscal year June 30, 2015, the Town implemented the accounting principles of GASB Statement #68 – *Accounting and Financial Reporting for Pensions*. This Statement requires



the Town to recognize its proportionate share of the net pension liability of the Connecticut Municipal Employees Retirements System (CMERS). At June 30, 2020, \$795,267 was recognized as a long-term liability in the government-wide Statement of Net Position and \$235,052 was included as the Town's proportionate share of pension expense in the Statement of Activities.

Economic Factors and Next Year's Budget

- Due to the Covid-19 pandemic, the unemployment rate for the Town of Prospect was 7.5% as of June 30, 2020, an increase from an adjusted rate of 3.4% twelve months ago. This compares favorably to the state's average unemployment rate of 10.2% and the national average rate of 11.1%.
- Inflationary trends in the region compare favorably to the national indices.
- Prospect's total budget for FY 2020-21 reflects a \$1,546,080 increase (+4.69%) from \$32,981,517 to \$34,527,597.
- The Town budget (excluding education) increased \$6,445 from the FY 2020 budget figure of \$9,094,565 to \$9,101,010, an increase of 0.07%.
- The total cost of education for Prospect at Regional School District No. 16 increased \$1,539,635, (+6.45%), from \$23,886,952 to \$25,426,587. The ADM rate for Prospect increased from 61.78% to 63.25%.
- The net cost of education for Prospect at Regional School District No. 16 increased \$1,411,032, (+7.37%), from \$19,153,432 to \$20,564,464.
- The Town tax levy for FY 2020-21 increased \$890,865 (+3.38%) from \$26,344,926 to \$27,235,791. The projected rate of tax collections remains at 98.5% of the grand list. The mill rate increased 2.42% from 30.95 to 31.70 mills.

Other significant municipal revenue and expenditure changes from the FY20 budget are as follows:

Revenues

- ❖ \$90,903 decrease (-1.8%) for State Education Cost Sharing for Regional School District #16.
- ❖ \$175,000 decrease in sales and recycling income due to the sale of a fire truck in FY19.
- ❖ \$20,000 increase in property conveyance tax (+22.2%) and \$15,000 increase in building inspections (+18.8%).
- ❖ An amount of \$550,000 was budgeted for the anticipated refund from Region #16.

Expenditures

- ❖ A 2.25% increase in salaries in accordance with negotiated union contracts.
- ❖ For FY21, the Community Center budget has been included in Town Hall Buildings. The combined budget increases \$46,588 (+8.0%).
- ❖ \$70,571 decrease in medical benefits (-12.3%).
- ❖ \$22,966 increase in Fire Protection (+5.1%).

- ❖ \$126,784 decrease in the Resident Trooper Program (-54.4%).
- ❖ \$13,000 decrease in street lighting (-22.4%) resulting from the installation of energy-efficient LED in FY20.
- ❖ Debt service will increase \$92,550 with the first principal and interest payment for Road Safety 2019 and \$38,169 with the first lease payment for the public works dump truck.
- ❖ A new budget line item has been created in FY21 for funding an OPEB trust. The initial contribution will be \$50,000.

All of these factors contributed to preparing Prospect's budget for the 2021 fiscal year.

At the close of the 2020 fiscal year, unassigned fund balance in the general fund was \$3,266,442 after the Town appropriated \$250,000 of fund balance for spending in the 2021 fiscal year budget.

Requests for Information

This financial report is designed to provide a general overview of the Town of Prospect's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Mayor, 36 Center Street, Prospect, CT 06712.



TOWN OF PROSPECT, CONNECTICUT

EXHIBIT A

STATEMENT OF NET POSITION

June 30, 2020

	Governmental Activities *
Assets:	
Cash and cash equivalents	\$ 3,935,765
Investments	696,965
Receivables, net	1,541,295
Capital assets:	
Capital assets, not being depreciated	1,583,954
Capital assets, being depreciated, net	20,324,426
Total assets	\$ 28,082,405
Deferred outflows on resources:	
Deferred pension expenses	\$ 372,354
Total deferred outflows on resources	\$ 372,354
Liabilities:	
Accounts payable and other current liabilities	\$ 854,316
Noncurrent liabilities:	
Due within one year	589,339
Due in more than one year	6,644,927
Total liabilities	\$ 8,088,582
Net position:	
Invested in capital assets, net of related debt	\$ 18,158,859
Restricted	1,193,420
Unrestricted	1,013,898
Total net position	\$ 20,366,177

* After internal balances have been eliminated

The notes to the financial statements are an integral part of this statement.

TOWN OF PROSPECT, CONNECTICUT

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2020

Functions/programs	Expenses	Indirect Expense Allocation
Primary government:		
Governmental activities:		
General government	\$ 2,942,195	(447,490)
Public safety	2,521,675	129,886
Public works	3,043,214	405,347
Culture and recreation	916,861	86,671
Health and human services	442,832	62,033
Education	23,709,145	-
Other	145,031	(145,031)
Interest on long-term debt	91,416	(91,416)
Total governmental activities	\$ 33,812,369	-

The notes to the financial statements are an integral part of this statement.



EXHIBIT B

Program Revenues			Net (Expenses) Revenue and Changes in Net Position Primary Government	
Subtotal	Services	Operating Grants and Contributions	Capital Grants and Contributions	Total
2,494,705	402,042	-		(2,092,663)
2,651,561	412,325	1,015		(2,238,221)
3,448,561	65,429	117,377	198,172	(3,067,583)
1,003,532	122,813	556		(880,163)
504,865				(504,865)
23,709,145		4,933,881		(18,775,264)
-				-
-				-
33,812,369	1,002,609	5,052,829	198,172	(27,558,759)

General revenues:

Property taxes	\$ 26,993,097
Grants and contributions not restricted for specific programs	160,585
Unrestricted investment earnings	17,258
Other unrestricted income	<u>227,632</u>

Total general revenues\$ 27,398,572**Change in net position**

\$ (160,187)

Net position, beginning of year20,526,364**Net position, end of year**\$ 20,366,177



TOWN OF PROSPECT, CONNECTICUT

EXHIBIT C

BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2020

	General	Capital & Nonrecurring	Housing Rehabilitation	Other Governmental Funds	Total Governmental Funds
Assets:					
Cash and cash equivalents	\$ 2,987,673	414,122	139,658	394,312	3,935,765
Investments	56,010			640,955	696,965
Receivables, net	771,411		720,222	60,864	1,552,497
Due from other funds	561,944	166,243		23,351	751,538
Prepaid expenses				711	711
Total assets	\$ 4,377,038	580,365	859,880	1,120,193	6,937,476
Liabilities and Fund Balances					
Liabilities:					
Accounts and other payables	\$ 608,877	11,276		150,863	771,016
Due to other funds	189,135	488,167		74,792	752,094
Total liabilities	\$ 798,012	499,443	-	225,655	1,523,110
Deferred inflows of resources:					
Unavailable receipts	\$ 312,584		720,222		1,032,806
Total deferred inflows of resources	\$ 312,584	-	720,222	-	1,032,806
Fund balances:					
Nonspendable	\$			711	711
Restricted			139,658	333,540	473,198
Committed	250,000	138,961		125,689	514,650
Assigned	20,168			434,598	454,766
Unassigned	2,996,274	(58,039)			2,938,235
Total fund balances	\$ 3,266,442	80,922	139,658	894,538	4,381,560
Total liabilities, deferred inflows of resources and fund balances	\$ 4,377,038	580,365	859,880	1,120,193	

Amounts reported for governmental activities in the statement of net position (**Exhibit A**) are different because:

Capital assets used in the governmental activities are not financial resources and, therefore, are not reported in the funds.	21,908,380
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.	1,021,449
Long-term liabilities , including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds.	(7,317,566)
Pension costs , including differences between expected and actual pension experiences, change in pension assumptions and net difference between projected and actual pension earnings.	372,354
Net position of governmental activities (Exhibit A)	\$ 20,366,177

The notes to the financial statements are an integral part of this statement.



TOWN OF PROSPECT, CONNECTICUT

EXHIBIT D

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES (DEFICITS)

GOVERNMENTAL FUNDS

For the Year Ended June 30, 2020

	General	Capital Projects	Housing Rehabilitation	Other Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes and assessments	\$ 26,944,169				26,944,169
Intergovernmental	5,169,428			242,158	5,411,586
Charges for services	403,617			637,573	1,041,190
Investment income	9,430			7,828	17,258
Miscellaneous	230,509		98,730	3,561	332,800
Total revenues	<u>\$ 32,757,153</u>	<u>-</u>	<u>98,730</u>	<u>891,120</u>	<u>33,747,003</u>
Expenditures:					
Current:					
General government	\$ 2,640,302	15,658			2,655,960
Public safety	1,938,694			388,224	2,326,918
Public works	2,087,016	7,405		217,640	2,312,061
Public health	678,652				678,652
Culture and recreation	372,701			166,961	539,662
Education	23,709,145				23,709,145
Other	176,967			28,051	205,018
Capital outlay		1,419,349			1,419,349
Debt service	605,800	250,000			855,800
Total expenditures	<u>\$ 32,209,277</u>	<u>1,692,412</u>	<u>-</u>	<u>800,876</u>	<u>34,702,565</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 547,876</u>	<u>(1,692,412)</u>	<u>98,730</u>	<u>90,244</u>	<u>(955,562)</u>
Other financing sources (uses):					
Proceeds from debt obligations	\$ 199,234	900,000		2,015	1,101,249
Transfer from other funds	(232,634)	232,634		(201,249)	(201,249)
Total other financing sources (uses)	<u>\$ (33,400)</u>	<u>1,132,634</u>	<u>-</u>	<u>(199,234)</u>	<u>900,000</u>
Net changes in fund balances	<u>\$ 514,476</u>	<u>(559,778)</u>	<u>98,730</u>	<u>(108,990)</u>	<u>(55,562)</u>
Fund balances (deficits) - beginning	<u>2,751,966</u>	<u>640,700</u>	<u>40,928</u>	<u>1,003,528</u>	<u>4,437,122</u>
Fund balances (deficits) - ended	<u>\$ 3,266,442</u>	<u>80,922</u>	<u>139,658</u>	<u>894,538</u>	<u>4,381,560</u>

The notes to the financial statements are an integral part of this statement.



TOWN OF PROSPECT, CONNECTICUT

EXHIBIT E

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES (DEFICIT) OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**
For the Year Ended June 30, 2020

Differences in amounts reported for government-wide activities in the Statement of Activities are due to:

Net change in fund balances - total governmental funds (Exhibit D)	\$ (55,562)
Governmental funds report capital outlays as expenditures; however, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as a depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	572,513
Revenues previously recognized in the statement of activities that provided current financial resources in the current year.	(49,802)
The issuance of long-term debt (e.g., bonds, leases) provide current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	(502,340)
Pension expenses and credits as a result of changes in assumptions and expectation are recognized in the government-wide financial statements but are not included in the fund financial statements.	<u>(124,996)</u>
Change in net position of governmental activities (Exhibit B)	\$ <u><u>(160,187)</u></u>

The notes to the financial statements are an integral part of this statement.



TOWN OF PROSPECT, CONNECTICUT

EXHIBIT F

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN UNASSIGNED FUND BALANCE -
BUDGETARY BASIS - BUDGET AND ACTUAL - GENERAL FUND
For the Year Ended June 30, 2020**

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance With Final Budget Positive/ (Negative)
	Original	Final		
Revenues:				
Property taxes	\$ 26,791,926	26,791,926	26,944,169	(152,243)
Intergovernmental	5,291,092	5,291,092	5,169,428	121,664
Charges for services	252,050	252,050	403,617	(151,567)
Investment income	12,000	12,000	9,430	2,570
Other revenues	274,784	274,784	230,509	44,275
Total revenues	<u>\$ 32,621,852</u>	<u>32,621,852</u>	<u>32,757,153</u>	<u>(135,301)</u>
Expenditures:				
Current:				
General government	\$ 2,837,032	2,865,171	2,640,302	224,869
Public safety	2,053,238	2,033,296	1,938,694	94,602
Public works	2,230,256	2,163,759	2,087,016	76,743
Health and welfare	757,237	750,044	678,652	71,392
Culture and recreation	404,037	404,159	372,701	31,458
Education	23,886,952	23,886,952	23,709,145	177,807
Other	206,405	216,208	176,967	39,241
Debt services	606,360	606,360	605,800	560
Total expenditures	<u>\$ 32,981,517</u>	<u>32,925,949</u>	<u>32,209,277</u>	<u>716,672</u>
Revenues over (under) expenditures	<u>\$ (359,665)</u>	<u>(304,097)</u>	<u>547,876</u>	<u>(851,973)</u>
Other financing sources (uses):				
Transfer from other funds	\$ 193,000	193,000	199,234	(6,234)
Proceeds from surplus	166,665	111,097	195,784	(84,687)
Total other financing sources (uses)	<u>\$ 359,665</u>	<u>304,097</u>	<u>395,018</u>	<u>(90,921)</u>
Revenues over expenditures and other financing sources (uses)	<u>\$ -</u>	<u>-</u>	<u>942,894</u>	<u>(942,894)</u>
Less:				
General fund surplus transferred to capital projects			(232,634)	
Assigned for special projects			(20,168)	
Committed for subsequent fiscal year			(250,000)	
Net change in unassigned fund balance			\$ 440,092	
Unassigned fund balance, July 1, 2019			<u>2,556,182</u>	
Unassigned fund balance, June 30, 2020			<u>\$ 2,996,274</u>	

The notes to the financial statements are an integral part of this statement.



TOWN OF PROSPECT, CONNECTICUT

EXHIBIT G

STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2020

	Employee Retirement Plan	Private Purpose Trust Funds	Agency Funds
Assets:			
Cash and cash equivalents	\$	51,457	7,846
Investments, at fair value	2,153,195		
Receivables	32,942		
Total assets	\$ 2,186,137	51,457	7,846
Liabilities:			
Payables	\$ -	-	-
Total liabilities	\$ -	-	-
Net position:			
Held in trust for benefits and other purposes	\$ 2,186,137	51,457	7,846

The notes to the financial statements are an integral part of this statement.



TOWN OF PROSPECT, CONNECTICUT

EXHIBIT H

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2020

	Employee Retirement Plans	Private Purpose Trust Funds
Additions:		
Contributions:		
Employer contributions	\$ 67,252	
Employee contributions	95,567	
Charitable contributions		45,150
Total contributions	<u>\$ 162,819</u>	<u>45,150</u>
Investment earnings:		
Net increase in fair value of investments	\$ 77,396	
Total investment earnings	<u>\$ 77,396</u>	<u>-</u>
Total additions	<u>\$ 240,215</u>	<u>45,150</u>
Deductions:		
Administrative	\$ 3,896	
Benefits	309,943	
Other expenses		36,671
Total deductions	<u>\$ 313,839</u>	<u>36,671</u>
Change in net position	<u>\$ (73,624)</u>	<u>8,479</u>
Net position - beginning of year	<u>2,259,761</u>	<u>42,978</u>
Net position - end of year	<u><u>\$ 2,186,137</u></u>	<u><u>51,457</u></u>

The notes to the financial statements are an integral part of this statement.



TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued June 30, 2020

Note 1 - Summary of Significant Accounting Policies

Reporting Entity

The Town of Prospect, Connecticut (the Town) was incorporated in 1827, under the provisions of the State of Connecticut's General Statutes, as amended. The Town is governed by Charter, last revised in November 2000, and operates under a Mayor/Town Council form of government. The Town provides services as authorized by its Charter including public safety (police and fire), highways and streets, sanitation health and human services, culture and recreation, public improvements, planning and zoning, and general administrative services.

The financial statements exclude certain agencies from its financial report for which it may exhibit some limited form of oversight responsibilities. These agencies and the reasons for exclusion are summarized below:

Regional Board of Education – The Town of Prospect elects four of the eight board members of the Region 16 School District. Personnel, management and finances are controlled by the Regional School District. The Town's control over finances is limited to approval of annual budget.

Prospect Fire Department – The Prospect Fire Department is incorporated as a separate entity. The Town's control over finances is limited to approval of annual contributions of cash and equipment.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting board for governmental accounting financial reporting principles. These principles require that the Town report government-wide and fund financial statements.

The following is a summary of the Town's more significant accounting principles.

Government-wide financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government. *Government activities*, which are normally supported by taxes and intergovernmental revenues, are reported separately than *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment of, are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.



TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued June 30, 2020

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are proprietary fund and fiduciary fund financial statements. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of inter-fund activity, or internal balances, has been eliminated from the government-wide financial statements. Exceptions to this rule are charges between the business-type funds and the various other functions of the Town. Elimination of these charges would distort the direct costs and program revenues reported for the various functions.

Fund financial statements

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds even though the later are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are generally recorded when a liability has occurred, as under accrual accounting. However, expenditures related to long-term liabilities, such as debt service payments and compensated absences, are recorded only when payment is due.

Property taxes are levied on all taxable assessed property on the grand list of October 1 prior to the beginning of the fiscal year. Real estate taxes are payable in two installments (July 1 and January 1). Personal property taxes are payable annually (July 1) and motor vehicle taxes are due in one single payment on July 1. Liens are filed on delinquent real estate taxes within one year. Revenues from property taxes are recognized when they become available. Available means due, or past due, and receivable within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Town considers property tax revenue to be available if they are collected within 60 days of the end of the fiscal year.

Those revenues susceptible to accrual are property taxes, special assessments and interest revenue. Fines, permits and charges for services are not susceptible to accrual because generally they are not measurable until received in cash.

Intergovernmental revenue grants and similar items are recognized as soon as all eligible requirements imposed by the provider have been met and are collected soon enough to pay liabilities of the current period. For this purpose, grants may be recognized and received after 60 days of the fiscal year end.



TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued June 30, 2020

The Town reports the following major governmental funds:

The **general fund** is the general operating fund of the Town's government. All unrestricted resources, except those required to be accounted for in other funds, are accounted for in this fund. From this fund are paid general operating expenditures, fixed charges, principal and interest on long-term debt and capital improvement costs of the Town, which were not paid through a special fund.

The **capital and nonrecurring fund** is used to account for resources used for capital expenditures or for the acquisition or construction of capital facilities, improvements and equipment. Sources of revenue include current tax revenues and government grants.

The **housing and rehabilitation** accounts for a program to provide long-term loans to eligible recipients and was funded by the U.S. Department of Housing and Urban Development program.

Additionally, the Town reports the following fund type:

The **private purpose trust fund** is used to account for assets held by the Town in a trustee capacity or as an agent on behalf of others. An example includes the Prospect Public Library, which maintains the assets received through contributions, fees and charges of the library.

Assets, Liabilities and Net Assets or Equity

Cash and cash equivalents

The Town considers cash on hand, deposits and short-term investments, with an original maturity of three months or less from the date of acquisition.

Receivables and payables

Activities between funds that are representative of lending or borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (current portion of interfund loans) or "advances to/from other funds" (noncurrent portion of interfund loans). Any residual balances outstanding between governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable funds to indicate that they are not available for appropriation and are not expendable as financial resources.

All trade and property tax receivables, including those for Sewer Authority funds (W.P.C.A.), are shown net of an allowance for uncollectible accounts. Trade account receivables allowance for uncollectible accounts is estimated based on the inherent risk associated with the accounts.

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020**Property taxes**

Property taxes on real estate, motor vehicles and personal property are assessed on the Town's grand list as of October 1 of the previous year and billed on the following July 1 and January 1. The billings are considered due on those dates; however the actual due dates are 31 days after the tax bill date. On these days, (February 1 and August 1) the unpaid bill is considered delinquent at which time the applicable property is subject to lien and penalties, and interest is assessed. Property tax assessments are made at 70% of the assessed value for all taxable real estate and personal property located within the Town of Prospect on October 1.

Capital assets

Capital assets, which include property, plant and equipment and infrastructure assets (e.g., roads, bridges, sidewalks and similar items) are reported in the applicable governmental or business-type activities columns in government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$20,000 and an estimated useful life in excess of two years.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the net assets or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of the business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant and equipment of the Town are depreciated using the straight-line method over the following estimated useful lives with a capitalization threshold of \$5,000:

<u>Asset</u>	<u>Years</u>
Buildings and improvements	5-40
Land improvements	50
Infrastructure (including sewer system)	30-50
Machinery and equipment	5-20

Capital assets are reported as expenditures and no depreciation expense is reported in the governmental fund financial statements.

Deferred outflows/inflows of resources

The statement of net position (Exhibit A) reports a separate section for deferred outflows of resources. This separate financial element represents a consumption of net position that applies to a future period or periods and so will not be recognized as an outflow of resources until a future period. The Town reports borrowing costs as well as a deferred charge on refunding as a result from the differences in the carrying value of refunded debt and its reacquisition price. These amounts are deferred and amortized over the shorter of the life of the related debt. A deferred outflow of resources related to pension results from differences between expected and actual experience, changes in assumptions or other inputs, and the net difference between projected and actual pension investment earnings.

TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued **June 30, 2020**

The statement of net position (Exhibit A) and the balance sheet for the governmental funds (Exhibit C) report a separate section for deferred inflows of resources. This separate financial element represents the addition of net position or fund balance that applies to future periods and will not be recognized as revenue until that time. The Town reports advance tax collections in the statement of net position and the balance sheet for the governmental funds. The Town reports a deferred inflow of resources related to pensions in the statement of net position.

A deferred inflow of resources related to pension results from differences between expected and actual experience. These amounts are deferred and included in pension expense in a systematic and rational manner. The government funds report unavailable revenue, which arises only under the modified accrual basis of accounting because it does not meet the measurable and available criteria for the recognition in the current period.

Compensated absences

Under the terms of its various union contracts, Town employees are granted vacation and sick time in varying amounts based on length of service. Certain employees may also carry over a limited number of unused vacation days to subsequent years based on the terms of an employment or union contract. In the event of termination, these employees are reimbursed for accumulated vacation. The Town recognizes a liability in the government-wide financial statements for the vested portion, as well as the unvested portion to the extent expected to be paid, as compensated absences.

Net pension liability

The net pension liability is measured as the portion of the actuarial present value of projected benefits that is attributed to past periods of employee service (total pension liability), net of the pension plan's fiduciary net position. The pension plan's fiduciary net position is determined using the same valuation methods that are used by the pension plan for purposes of preparing its statement of fiduciary net position. The net pension liability is measured as of a date (measurement date) no earlier than the end of the employer's prior fiscal year, consistently applied from period to period.

Long-term obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the terms of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financial sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.



TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued June 30, 2020

Fund equity and net position

In the government-wide financial statements, net position is classified in the following categories:

Investment in capital assets, net of related debt - This category groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce this category.

The **unrestricted net position** represents the net position of the Town which is not restricted for any project or other purpose.

In the fund financial statements, fund balances of governmental funds are classified into five separate categories. The five categories and their general meanings are as follows:

Nonspendable are those net assets that are not in expendable form or are legally or contractually required to be maintained.

Restricted fund balances are defined in the same manner as for the restricted government-wide net assets.

Committed fund balances are those balances that can only be used for a specific purpose as a result of constraints imposed by formal action of the government's highest level of decision-making authority. For the Town of Prospect, that was considered to be the Town Council.

Assigned fund balances are amounts that are contained by the government's intent to be used as a specific purpose.

Unassigned fund balance is defined as the residual classification for the general fund and includes those remaining balances that cannot be categorized in the above four categories.

Note 2 - Budgets and Budgetary Accounting

An annual budget is prepared and employed for management control for the general fund adopted on a basis consistent with general accepted accounting principles (modified basis).

The Town established its budget in accordance with provisions of the Connecticut General Statutes and the Town Charter. Transfers and supplemental appropriations were approved during the year in accordance with provisions of the Town Charter and are reported in the financial budget.

The Town Council is empowered to appropriate up to an amount equal to 2.5 percent of the amount to be raised by taxation in the annual budget for the current fiscal year as adopted, if approved by a majority of Council. Total supplemental appropriations in any one fiscal year in excess of 2.5 percent require a Town meeting approval.

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020

Supplemental appropriations may be drawn from the unreserved surplus or any available un-appropriated and unencumbered general fund cash balance. In the absence of a balance in the unreserved surplus or of an available un-appropriated and unencumbered general fund cash balance to meet such appropriations, as determined by the Council, additional means of financing shall be determined by the Council in a manner consistent with the provisions of the Connecticut General Statutes and the Town Charter.

For the purposes of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations, the total amount of which shall not exceed five percent (5%) of the current tax levy in any one fiscal year, may be made upon the recommendation of the Mayor and the majority vote of the available membership of Council. In the absence of the Mayor, the Council may act alone.

Special Revenue Funds

The Town does not have legally adopted annual budgets for the Special Revenue Funds. Budgets for the various special revenue funds which are utilized to account for specific grant programs are established in accordance with the requirements of the grantor agencies. Such budgets carry over until completion of the grants and, therefore, may comprise more than one fiscal year.

Capital Projects Funds

Legal authorization for expenditures of the Capital Projects Funds is provided by the related bond ordinances and/or intergovernmental grant agreements or Connecticut State Statutes. Capital appropriations do not lapse until the purpose for which the appropriation was made has been accomplished or abandoned.

Note 3 - Reconciliation of Government-Wide and Fund Financial Statements**Explanation of Certain Differences Between the Government Fund Balance Sheet and the Government-Wide Statement of Net Position**

The details of the components included in Exhibit C are as follows:

Capitalized assets are expensed in the fund financial statements in the period the expense is incurred while the expense is incurred over the useful life of the related asset in the government-wide financial statements:

Land	\$	1,571,754
Construction in progress		12,200
Net capital assets being depreciated		<u>20,324,426</u>
Net adjustment to increase fund balance to arrive at net position of governmental activities	\$	<u><u>21,908,380</u></u>

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020

Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds. The detail of this difference is as follows:

Debt	\$ (3,749,521)
Accrued interest	(83,300)
Net pension obligation	(3,388,745)
Compensated absences	(96,000)
Net adjustment to reduce fund balance to arrive at net position of governmental activities	\$ <u>(7,317,566)</u>

Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds. This amount includes the following:

Delinquent property tax and interest	\$ 301,227
Long-term notes receivable	<u>720,222</u>
Net adjustment to increase fund balance to arrive at net position of governmental activities	\$ <u>1,021,449</u>

Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance and the Government-Wide Statement of Activities

The governmental fund statement of revenues, expenditures and changes in fund balances includes reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. One element of that reconciliation explains that "governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as a depreciation expense." The details of this difference are as follows:

Acquisitions	\$ 2,024,938
Depreciation	<u>(1,452,425)</u>
Net adjustment to increase net changes in fund balances to arrive at changes in net position of governmental activities	\$ <u>572,513</u>

Revenues previously recognized in the statement of activities that provide current financial resources in the current year include the following:

Net change of delinquent taxes	\$ 48,928
Payments on long-term notes	<u>(98,730)</u>
Total previously recognized revenues	\$ <u>(49,802)</u>

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020

Another element of that reconciliation states that "the issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is first issued, whereas, these amounts are deferred and amortized in the statement of activities." The details of this difference are as follows:

New borrowings	\$ (900,000)
Payments on borrowing	743,641
Net change in net pension obligation	(281,792)
Net change in compensated absences	(81,000)
Interest payable on long-term liabilities	16,811
Net adjustment to reduce net changes in fund balances to arrive at changes in net position of governmental activities	\$ <u>(502,340)</u>

Note 4 - Deposits and InvestmentsDeposits

As of June 30, 2020, total deposits of \$3,995,068 represent cash and cash equivalents of \$3,935,765 as reported on the statement of net position and \$59,303 reported on the statement of fiduciary net assets.

Custodial credit risk on deposits – Custodial credit risk is the possibility that in the event of a bank failure, the Town deposits may not be returned. The Town Charter does not specifically authorize or prohibit the types of investments or deposits that may be made. The treasurer is generally restricted to investing funds in accordance with the Connecticut General Statutes (Section 7-402). Deposits may be placed with any "qualifying public depository", as defined by state statute, which has its main place of business in the State of Connecticut. The State of Connecticut requires that each depository maintain segregated collateral in an amount equal to a defined percentage of its public deposits based upon the bank's risk-based capital ratio.

Concentration of credit risk – Concentration of credit risk attributed to the magnitude of a government's deposit in a single financial institution. The Town follows the limitations specified in the Connecticut General Statutes. Generally, the Town's deposits cannot be 75% or more of the total capital of any one depository.

The carrying amount of the Town's cash deposits with financial institutions was \$3,995,068 and the bank balance was \$4,234,355. Of the bank balances, \$571,153 was covered by Federal Depository Insurance and \$3,663,202 is unissued and uncollateralized. All of the deposits were maintained in institutions considered to be qualified public depositories and are protected under the provisions of Section 36a-33 of the Connecticut General Statutes, which provide for protection against loss in excess of any deposit insurance by providing individual bank collateral pledge requirements tiered to risk-based capital ratios.

TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued
June 30, 2020
Investments

The Town's investments consist of the following at June 30, 2020:

	Governmental	Retirement Trust	Total
Certificates of deposit	\$ 510,642		510,642
U.S. government bonds	99,192		99,192
Fixed income annuity	85,091		85,091
Mutual funds:			
Bonds and fixed income		631,421	631,421
Equities	2,040	1,243,179	1,245,219
International		278,595	278,595
	\$		
Total	696,965	2,153,195	2,850,160

The Connecticut General Statutes authorize the investment of funds in the obligations of the United States, or may be invested in any state to other tax exempt political sub division under certain conditions. Funds may also be deposited in the State Treasurer's Short-Term Investment Fund (STIF). The provisions of the statutes regarding the investments of certain funds, such as the municipal pension funds, do not specify permitted investments. Therefore, investments of such funds are generally controlled by laws applicable to fiduciaries and regulations applicable to those funds.

Credit Risk – The Town has no formal investment policy that would limit its investment choices due to credit risk other than the State Statutes.

Interest Rate Risk – Interest rate risk is the possibility that the Town will incur losses in fair market value caused by changing interest rates. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Investments

The Town is required to measure the fair value of its assets and liabilities under a three-level hierarchy, as follows:

Level 1: Quoted market prices for identical assets or liabilities to which an entity has access to at the measurement date.

Level 2: Inputs and information other than quoted market indices included in Level 1 are observable for the asset or liability, either directly or indirectly. Level 2 inputs include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets in markets that are not active;
- Observable inputs other than quoted prices for the assets or liabilities;
- Inputs derived principally from, or corroborated by, observable market data by correlation or by other means.
-

Level 3: Unobservable inputs for the asset or liability. Unobservable inputs should be used to measure the fair value to the extent that observable inputs are not available.

TOWN OF PROSPECT, CONNECTICUT**NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020

Observable inputs reflect the assumptions market participants would use in pricing the asset or liability developed from sources independent of the reporting entity; and *unobservable inputs* reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available in the circumstances

Investments are summarized as follows:

	Fair Value	Maturities (in years)			
		<1	1-5	6-10	>10
Fixed income	\$ 595,733	510,642	85,091		
U.S. Treasuries	99,192		99,192		
	\$ 694,925	510,642	184,283	-	-
Mutual funds	2,155,235				
Total	\$ 2,850,160				

Note 5 - ReceivablesReceivables

The receivables reported in the Statement of Net Position and Governmental Funds Balance Sheet consists of the following:

Current receivables:	
Property taxes	\$ 384,139
Interest and fees on delinquent taxes	75,993
Accounts	432,322
Other receivables:	
Loans	720,222
Gross receivables	\$ 1,612,676
Less: allowance	(71,381)
Net total receivables	\$ 1,541,295

Deferred payments and unavailable receipts

Governmental funds report deferred revenue in connection with receivables for revenue that are not considered to be available to liquidate liabilities in the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned. At the end of the fiscal year, \$312,584 of delinquent taxes and interest, and \$720,222 of outstanding loans were unavailable to liquidate current liabilities.

TOWN OF PROSPECT, CONNECTICUT**NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020**Note 6 - Inter-fund Receivables, Payables and Transfers**Inter-fund Receivables and Payables

Inter-fund receivables and payables at June 30, 2020 consisted of the following:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General fund	Nonmajor funds	\$ 21,892
General fund	Capital and non-recurring	166,243
Nonmajor funds	General fund	66,543
Nonmajor funds	Nonmajor funds	9,249
Total		<u>\$ 263,927</u>

Inter-fund Transfers

The Town made the following transfers between funds during the fiscal year:

General fund to capital and non-recurring fund	\$ 232,634
Nonmajor funds to general fund	199,234
Nonmajor funds (W.P.C.A.) fund to nonmajor fund (W.P.C.A. capital)	2,015
	<u>\$ 433,883</u>

Note 7 - Capital Assets

Capital assets activity for the year ended June 30, 2020 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 1,571,754			1,571,754
Construction in progress	5,000	7,200		12,200
Total capital assets, not being deprec.	<u>\$ 1,576,754</u>	<u>7,200</u>		<u>1,583,954</u>
Capital assets being depreciated:				
Buildings and improvements	\$ 8,914,589	68,168		8,982,757
Infrastructure	24,530,929	1,487,623	440,419	25,578,133
Vehicles	5,549,736	258,065	555,820	5,251,981
Furnishing and equipment	2,423,845	203,882		2,627,727
Total capital assets being depreciated	<u>\$ 41,419,099</u>	<u>2,017,738</u>	<u>996,239</u>	<u>42,440,598</u>
Less: accumulated depreciation:				
Buildings and improvements	\$ 3,148,859	178,292		3,327,151
Infrastructure	13,218,724	907,699	440,419	13,686,004
Vehicles	3,439,219	278,195	555,820	3,161,594
Furnishing and equipment	1,853,184	88,239		1,941,423
Total accumulated depreciation	<u>\$ 21,659,986</u>	<u>1,452,425</u>	<u>996,239</u>	<u>22,116,172</u>
Net capital assets, being depreciated	<u>\$ 19,759,113</u>	<u>565,313</u>	<u>-</u>	<u>20,324,426</u>
Total capital assets, governmental	<u>\$ 21,335,867</u>	<u>572,513</u>	<u>-</u>	<u>21,908,380</u>

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020

Depreciation expense was charged to functions of the primary government as follows:

Governmental activities:

General government	\$	59,327
Public safety		272,405
Public works		947,456
Recreation		115,106
Health and social services		58,131
Total depreciation expense	\$	1,452,425

Note 8 - Long-Term Liabilities

Long-term debt liabilities activity for the year ended June 30, 2020 was as follows:

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020	Due Within 1 year
Short-term debt, expected to be refinanced:					
Bond anticipation notes	\$ 2,403,000	900,000	405,000	2,898,000	450,000
Capital leases	1,190,162		338,641	851,521	139,339
Total long-term debt	\$ 3,593,162	900,000	743,641	3,749,521	589,339
Net pension liability	762,543	32,724		795,267	
Unfunded MERS pens.	89,515		3,932	85,583	
Net OPEB obligation	2,254,895	253,000		2,507,895	
Compensated absences	15,000	81,000		96,000	
Total long-term liabilities	\$ 6,715,115	1,266,724	747,573	7,234,266	589,339

Short-Term, Debt Expected to be Refinanced – Bond Anticipation

The following bond anticipation notes are included in long-term obligations intends to refinance the notes until maturity.

Project	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020	Due Within 1 year
Road safety 2014	\$ 200,000		75,000	125,000	75,000
3 Center street purch	30,000		30,000	-	
Road safety 2015	375,000		75,000	300,000	75,000
Community school purch	223,000		75,000	148,000	75,000
Road safety 2017	675,000		75,000	600,000	75,000
Road safety 2018	900,000		75,000	825,000	75,000
Road safety 2019		900,000		900,000	75,000
Total	\$ 2,403,000	900,000	405,000	2,898,000	450,000

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020**Overlapping debt**

The Town is contingently liable for its pro-rata share of Regional School District No. 16 general obligation school bonds. The District's operating budget provides for annual retirement of principal and interest. At June 30, 2020, the District had \$20,275,000 of long-term bonded debt. The Town's share is based on student enrollment attending the regional facility on October 1 of the preceding year and is calculated at 61.78% for the fiscal year ending June 30, 2020. The overlapping debt to the Town is calculated to be \$12,525,895.

Legal Debt Limit

Connecticut General Statutes Section 7-374(b) provides that authorized debt of the Town shall not exceed seven times base receipts for the immediately preceding fiscal year, as defined in the Statute, or \$187,538,421. Further, the Statute limits the amount of debt that may be authorized by the Town for general purposes, schools, sewers, urban renewal and pension deficit. The Town did not exceed any of the statutory debt limitations at June 30, 2020.

Capital Lease

The Town has entered into various lease agreements as lessee for financing the acquisition of equipment. The leases qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date in the government-wide financial statements. The assets acquired through the capital leases are as follows:

Pierce tanker fire truck, 3.27%, 8 years to March 2022	\$	416,179
Pierce velocity pumper fire truck, 4.82% 10 years to July 2028		815,109
Dump body truck, 3.40%, 6 years to August 2025		<u>207,986</u>
Total equipment	\$	1,439,274
Less: accumulated depreciation		<u>262,134</u>
Net book value	\$	<u><u>1,177,140</u></u>

The annual requirement to amortize the leases as of June 30, 2020 is as follows:

Year Ended June 30,	Present Value of Minimum Lease Payment	Interest	Total Minimum Lease Payments
2021	\$ 139,339	32,211	171,550
2022	140,567	30,983	171,550
2023	86,623	25,557	112,180
2024	90,324	21,856	112,180
2025	94,187	17,992	112,179
2026-2029	<u>300,481</u>	<u>33,762</u>	<u>334,243</u>
Total	\$ <u>851,521</u>	<u>162,361</u>	<u>1,013,882</u>



TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued June 30, 2020

Note 9 - Commitments and Contingencies

Risk Management

The Town is exposed to various risks of loss including torts, theft of, damage to, and destruction of assets; error and omissions; injuries to employees; employee health; and natural disasters. The Town generally obtains commercial insurance for these risks. For all types of commercial coverage, settled claims have not exceeded coverage in any of the past three years.

The Town is a member of the Connecticut Interlock Risk Management Agency (CIRMA), a public entity risk pool established under the provisions of Connecticut General Statutes section 7-479a. The Town is liable only for contributions to the pool. Members do not retain the risk of loss, as they have transferred the risk by purchasing coverage with no deductible retention.

The Town of Prospect is currently involved as a defendant in various types of litigation involving the Town, its officers, employees, boards and commissions. The probabilities of adverse decisions in these matters and the amounts of potential losses that may result are not presently determinable. However, the Town is of the opinion that the liability in these cases, if any, will not materially adversely affect the financial statements for these contingencies.

The Town experienced unauthorized externally generated automated clearing house ACH withdrawals in its payroll checking account. The bank was able to recover some of the funds withdrawn by reversing transactions that were within sixty days of the date that they were notified of the unauthorized withdrawals. Law enforcement has arrested one suspect and there is an ongoing investigation under way.

As of June 30, 2020, It is the opinion of management that this amount will be recoverable through a combination of involved third parties and/or an insurance claim.

The Town received federal and state grants for specific purposes and is subject to review and audit by the grantor agency for compliance and disallowed expenses under the grant. Management believes that such disallowances, if any, will not be material to the financial position of the Town.

The spread of the COVID-19 virus has caused business disruption throughout the United States and in the State of Connecticut specifically through the State of Connecticut Executive Orders. While disruption is expected to be temporary, there is a considerable uncertainty concerning the duration and financial impact of this disruption. Although the Town does not expect this matter to negatively impact its financial condition, results of operation, or cash flow, the extent of the financial impact and duration cannot be reasonably estimated.

TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued June 30, 2020

Note 10 - Employee Retirement Plans

Defined Contribution Money Purchase Pension Plan

The Town of Prospect maintains a defined contribution money purchase pension plan for all full-time employees of the Town (excluding union employees, who are covered separately as discussed below), including elected officials. Contributions to the Plan are made annually at the discretion of the retirement board (8% of eligible wages for the year ended June 30, 2020). Participating employees are not required to make any contributions to the Plan. However, each employee may make voluntary contributions in an amount no less than 2% or more than 10% of gross pay.

For the year ended June 30, 2020, the Town contributed \$67,252 on covered payroll of \$840,648.

The Town of Prospect also offers an IRS Section 457 Deferred Compensation Program to its employees. At June 30, 2020, net assets of the Town of Prospect Profit Sharing Plan and Trust totaled \$1,489,278 and net assets of the Deferred Compensation Program totaled \$696,860.

Connecticut Municipal Employees' Retirement System – Defined Benefit Plan

Plan description

The Town's full-time employees participate in Connecticut's Municipal Employees' Retirement System (CMERS), a cost-sharing multiple-employer Public Employee Retirement System (PERS) established by the State of Connecticut and administered by the State Retirement Commission to provide retirement, disability, and death benefits to the employees and beneficiaries of participating municipalities. Title 7, Chapter 113 of the General Statutes of Connecticut, which can be amended by legislative action, establishes PERS benefits, member contribution rates and other plan provisions.

CMERS is considered to be a part of the State of Connecticut financial reporting entity and is included in the State's financial reports as a pension trust fund. Those reports may be obtained by writing to the State of Connecticut, Office of the State Comptroller, 55 Elm Street, Hartford, Connecticut 06106, by calling 860-702-3480, or by visiting the State's website www.ct.gov.

Summary of significant accounting policies

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources, and expense information about CMERS net position and additions to/deductions from CMERS net position have been determined on the same basis they are reported by CMERS. For this purpose, benefit payments (including refunds of contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.



TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued June 30, 2020

Benefit provisions

General Employees: Employees are eligible to retire at age 55 with 5 years of continuous service, or 15 years of active aggregate service. Employees under the age of 55 are eligible to retire with 25 years of service.

Police Officers and Firefighters: Compulsory retirement age for police and fire members is age 65.

Normal Retirement: Members not covered by social security receive a benefit of 2% of average final compensation times years of service. Members covered by social security receive a benefit of 1.5% of the average final compensation not in excess of the year's breakpoint plus 2% of average final compensation in excess of the year's breakpoint times years of service.

The maximum benefit is 100% of average final compensation and the minimum benefit is \$1,000 annually. Both the minimum and the maximum include workers' compensation and social security benefits.

Early Retirement: Employees are eligible after 5 years of active continuous service or 15 years of active aggregate service. The benefit is calculated based on average final compensation and service to date of termination. Deferred to normal retirement age or an actuarially reduced allowance may begin at the time of separation.

Disability Retirement: Employees are eligible for service-related disability benefits from being permanently or totally disabled from engaging in the service of the municipality provided such disability has arisen out of and in the course of employment with the municipality. Disability due to hypertension or heart disease, in the case of police officers and firefighters, who began employment prior to July 1, 1996, is presumed to have been suffered in the line of duty. Benefits are calculated based on compensation and service to the date of the disability with a minimum benefit of 50% of compensation at the time of disability. Non-service related disability benefits are provided to employees with 10 years of service and being permanently or totally disabled from engaging in gainful employment in the service of the municipality. Disability benefits are calculated based on compensation and service to the date of the disability.

Pre-Retirement Death Benefit: The Plan also offers a lump-sum return of contributions with interest or if vested and married, the surviving spouse will receive a lifetime benefit.

Contribution requirements

Employer

The Town, as a participating municipality, makes annual contributions consisting of a normal cost contribution, a contribution for the amortization of the net unfunded accrued liability and a prior service amortization payment which covers the liabilities of CMERS not met by member contributions. There is also an annual administrative fee per active and retired members.

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020

For the year ended June 30, 2020, the Town's required contribution to CMERS was \$70,841, calculated at 13.73% of \$515,958 covered payroll. The annual prior service amortization payment for thirty years is \$7,093 (effective July 1, 2006). A balance of \$85,583 is included in the Town's long-term debt as of June 30, 2020.

Employee

Plan members not covered by social security are required to contribute 5% of compensation. Employees covered by social security are required to contribute 2.25% of compensation up to the Social Security taxable wage base plus 5% of compensation, if any, in excess of such base.

Pension liabilities (assets), pension expense, and deferred outflows of resources and deferred inflows of resources related to pensions

The net pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019. The changes in assumptions that affected the measurement of the total pension liability since the prior measurement date, were updating rates of inflation, real investment return mortality, withdrawal, disability, retirement and salary increase to more closely reflect actual and anticipated experience.

The Town recognized its proportionate share of the collective pension expense in the government-wide statement of activities in the amount of \$795,267 for the year ended June 30, 2020. The Town's proportionate share of the State's liability was .215472%.

At June 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to CMERS pension benefits as follows:

		Deferred Outflows of Resources
Net difference between projected and actual earnings on plan investments	\$	32,375
Changes of assumptions		210,041
Change in proportional share		44,173
Net difference between employer expected and actual experience		14,924
Payment subsequent to measurement date		70,841
	\$	<u>372,354</u>

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020

Net deferred outflows and inflows of resources for pensions is amortized and recognized as an increase/decrease to the net pension expense/liability each year as follows:

Year Ended June 30,	
2020	\$ 110,225
2021	92,055
2022	103,728
2023	(4,495)
2024	-
Thereafter	-
	<u>\$ 301,513</u>

Actuarial assumptions

The total pension liability is based upon the June 30, 2019 actuarial valuation. The actuarial assumptions used in the valuation were based on the results of an actuarial experience study for the period July 1, 2012 to June 30, 2017. The key actuarial assumptions used in the valuation were as follows:

Inflation	2.5%
Salary increase	3.50-10.00%, including inflation
Long-term investment rate of Return	7.00%, net of pension plan investment expense, including inflation

For the period after retirement and for dependent beneficiaries, mortality rates were based on the RP-2014 Combined Mortality Table adjusted to 2006 and projected to 2015 with Scale MP-2017 and projected to 2022 with Scale BB for General Employees and the RP-2014 Blue Collar Mortality Table adjusted to 2006 and projected to 2015 with Scale MP-2017 and projected to 2022 with Scale BB for Police and Fire. For disabled retirees, the RP-2014 Disabled Mortality Table projected with Scale BB to 2020 was used. The static projection produces sufficient margin in the mortality rates to reflect future improvement in our judgment.

Future Cost of Living adjustments (COLA) for members who retire on or after January 1, 2002, are 60% of the annual increase in the CPI up to 6%. The minimum annual COLA is 2.5%, and the maximum is 6%.

Long-term rate of return

The long-term expected rate of return on pension plan investments was determined using statistical analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and most recent best estimates of arithmetic real rates of return for each major asset class as of June 30, 2019 are summarized in the following table:



TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued

June 30, 2020

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity	20.0%	5.3%
Developed market international	11.0%	5.1%
Emerging market international	9.0%	7.4%
Core fixed income	16.0%	1.6%
Inflation linked bond fund	5.0%	1.3%
Emerging market debt	5.0%	2.9%
High yield bonds	6.0%	3.4%
Real estate	10.0%	4.7%
Private equity	10.0%	7.3%
Alternative investments	7.0%	3.2%
Liquidity fund	1.0%	0.9%
Total	100.0%	

Discount rate

The discount rate used to measure the total pension liability was 7.0%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the actuarial determined rates in future years. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the net pension liability to changes in the discount rate

The following presents the net pension liability of the Town calculated using the discount rate of 7.00%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate.

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Proportionate share of the net pension liability	\$ 1,133,257	\$ 795,267	\$ 510,594

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued**
June 30, 2020**Other Post Employment Benefits**

Plan Description - The Town provides healthcare insurance benefits for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Benefit provisions are established by various collective bargaining and employment agreements with the Town.

Membership in the plan consisted of the following at June 30, 2020:

Active plan members	19
Retirees receiving benefits	<u>3</u>
Total	<u>22</u>

Total OPEB Liability - The Town's total OPEB liability was \$2,507,895 as of June 30, 2020 and was determined by a valuation as of June 30, 2020 with a measurement date of June 30, 2020.

Schedule of Funding Progress - There is no requirement for funding the Retiree Health Plan and the plan has not been funded. The Town is establishing a formal funding plan and a trust. An initial contribution in the amount of \$50,000 has been budgeted for the year ending June 30, 2021.

Net Other Post Employment Benefit (OPEB) Liability of the Town - As permitted by Statement No. 75 of the Governmental Accounting Standards Board, the total OPEB liability was determined using the alternative measurement method. This approach includes the same broad measurement steps as an actuarial valuation projecting benefit payments, discounting projected benefit payments to a present value, and attributing the present value of projected benefit payments to periods using an actuarial cost method. However, it permits simplification of certain assumptions.

The net OPEB liability for the fiscal year ended June 30, 2020 is calculated as follows:

Service cost	\$	196,543
Interest on net OPEB obligations		<u>78,921</u>
Net change	\$	275,464
Contributions		<u>(22,464)</u>
Increase in net OPEB obligations	\$	253,000
Net OPEB liability – beginning of year		<u>2,254,895</u>
Net OPEB liability – end of year	\$	<u>2,507,895</u>

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued****June 30, 2020**

The plan fiduciary net position as a percentage of the total OPEB liability is 0%.

Three-year trend information

Fiscal year ended	Annual OPEB Cost	Actual Contributions	Percentage if Annual OPEB Cost Contributed	Net OPEB Liability
6/30/2020	\$ 275,464	\$ 22,464	0%	\$ 2,507,895
6/30/2019	236,321	26,669	0%	2,225,895
6/30/2018	83,375	20,725	0%	2,045,243

The covered payroll (annual payroll of active employees covered by the plan) was \$1,166,528, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 215.0%.

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend.

Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Alternative Measurement Report Methods and Assumptions - Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and includes the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point.

The following simplifying assumptions were made:

Retirement age for active employees - Active plan members were assumed to retire at age 65, or at the first subsequent year in which the member would qualify for benefits.

Marital status - Marital status of members at the calculation date was assumed to continue throughout retirement.

Future Retiree Coverage - 75% of eligible employees are assumed to elect coverage at retirement (consistent with current participation of active employees).

Mortality - Life expectancy by gender comes from the *Life Expectancy Table* from the National Center for Health Statistics updated in 2015.

Turnover - The probability of remaining employed until retirement age from current and entry age comes from The U.S. Office of Personnel Management Civil Service Retirement and Disability Fund Annual Report fiscal year ended September 30, 2016.

**TOWN OF PROSPECT, CONNECTICUT****NOTES TO THE FINANCIAL STATEMENTS, Continued****June 30, 2020**

Health insurance premiums - 2020 health insurance premiums for retirees were used as the basis for calculation of the present value of total benefits to be paid.

Healthcare cost trend rate - The expected rate of increase in healthcare insurance premiums is 5.5%.

Discount rate - 3.5%.

Payroll growth rate - The expected long-term payroll growth rate was assumed to be 2.25%.

The following changes of assumptions were effective as of July 1, 2019:

- The expected long-term payroll growth rate was increased from 2.00% to 2.25%.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Town, as well as what the Town's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.5%) or 1- percentage-point higher (4.5%) than the current discount rate:

		1% Decrease 2.50%	Discount Rate 3.50%	1% Increase 4.50%
Total OPEB liability	\$	2,270,954	2,068,335	1,867,883

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Town, as well as what the Town's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

		Healthcare trend -1%	Health Cost Trend Assumed	Healthcare trend +1%
Total OPEB liability	\$	1,821,817	2,068,355	2,360,630

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2020, the Town recognized OPEB expense of \$253,000 on the government-wide statement of activities. At June 30, 2020, the Town reported no deferred outflows of resources or deferred inflows of resources related to OPEB.

TOWN OF PROSPECT, CONNECTICUT

NOTES TO THE FINANCIAL STATEMENTS, Continued
June 30, 2020

Note 11 - Fund Balances

Governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. These are summarized below:

	<u>General Fund</u>	<u>Capital and Nonrecurring</u>	<u>Housing Rehab.</u>	<u>Nonmajor Funds</u>
Restricted:				
Grant requirements	\$		139,658	61,495
Committed:				
Subsequent fiscal year	250,000			
Capital projects		138,961		
Land acquisition/open space				397,734
Total	\$ <u>250,000</u>	<u>138,961</u>	<u>139,658</u>	<u>459,229</u>

TOWN OF PROSPECT, CONNECTICUT

RSI-1

SCHEDULE OF TOWN'S PROPORTIONATE SHARE OF NET PENSION LIABILITY (ASSET)
CONNECTICUT MUNICIPAL EMPLOYEE'S RETIREMENT SYSTEM
Last Five Fiscal Years

	2020	2019	2018	2017	2016
Town's portion of the net pension liability (asset)	0.215472%	0.199379%	0.166945%	0.166945%	0.207775%
Town's proportionate share of the net pension liability (asset)	\$ 795,267	762,543	275,962	327,675	284,466
Town's covered-employee payroll	\$ 515,958	553,919	482,729	476,273	429,940
Town's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	154.13%	137.66%	57.17%	68.80%	66.16%
Plan fiduciary net position as a percentage of the total pension liability (asset)	72.69%	73.60%	91.68%	88.29%	92.72%

Notes to Schedule

Changes in benefit terms	None
Changes in assumptions	In 2013, rates of withdrawal, disability, retirement, mortality and assumed rates of salary increase were adjusted to more closely reflect actual and anticipated experience. These assumptions were recommended as part of the Experience Study for the System for the five year period ended June 30, 2012.
Actuarial cost method	Entry age
Amortization method	Level dollar, closed
Single equivalent amortization period	25 years
Asset valuation method	5-year smoothed market (20% write up)

This schedule is intended to show information for ten years. Additional information will be added as it becomes available.

TOWN OF PROSPECT, CONNECTICUT

RSI-2

SCHEDULE OF EMPLOYER CONTRIBUTIONS
CONNECTICUT MUNICIPAL EMPLOYEE'S RETIREMENT SYSTEM
Last Five Fiscal Years

	2020	2019	2018	2017	2016
Contractually required contribution	\$ 70,841	65,030	56,672	54,200	48,927
Contributions in relation to the contractually required contribution	70,841	65,030	56,672	54,200	48,927
Contribution deficiency (excess)	\$ -	-	-	-	-
Town's covered-employee payroll	\$ 515,958	553,919	482,729	476,273	429,940
Contributions as a percentage of covered employee payroll	13.73%	11.74%	11.74%	11.38%	11.38%

Notes to Schedule

The actuarially determined contributions in the schedule of employer contributions are calculated as of June 30 each biennium for the fiscal years ending two and three years after the valuation date.

Changes in benefit terms None

Changes in assumptions In 2013, rates of withdrawal, disability, retirement, mortality and assumed rates of salary increase were adjusted to more closely reflect actual and anticipated experience. These assumptions were recommended as part of the Experience Study for the System for the five year period ended June 30, 2012.

Actuarial cost method Entry age

Amortization method Level dollar, closed

Single equivalent amortization period 25 years

This schedule is intended to show information for ten years. Additional information will be added as it becomes available.

TOWN OF PROSPECT, CONNECTICUT

RSI-3

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
OTHER POST EMPLOYMENT BENEFITS (OPEB)
Last Three Fiscal Years

	2020	2019	2018
Total OPEB liability:			
Service costs	\$ 196,543	164,737	80,995
Interest	78,921	71,584	2,380
Effect of economic / demographic gains or losses	-	-	-
Benefit payments, including refunds of member contributions	(22,464)	(26,669)	(20,725)
Net change in total OPEB liability	\$ 253,000	209,652	62,650
Total OPEB liability - beginning	2,254,895	2,045,243	1,982,593
Total OPEB liability - ended	\$ 2,507,895	2,254,895	2,045,243
Plan fiduciary net position:			
Contributions - employer	\$ 22,464	26,669	20,725
Contributions - member			
Net investment income (loss)			
Administrative expenses			
Benefit payments, including refunds of member contributions	(22,464)	(26,669)	(20,725)
Net change in plan fiduciary net position	\$ -	-	-
Plan fiduciary net position, beginning			
Plan fiduciary net position, ending	\$ -	-	-
Net OPEB liability - ended	\$ 2,507,895	2,254,895	2,045,243
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%
Covered payroll	\$ 1,166,528	1,096,915	1,069,551
Net OPEB liability as a percentage of covered payroll	\$ 215.0%	205.6%	191.2%

Notes To Schedule

Changes in benefit terms None
Changes in assumptions None

This schedule is intended to show information for ten years. Additional information will be added as it becomes available.



TOWN OF PROSPECT, CONNECTICUT

SCHEDULE 1

GENERAL FUND REVENUES AND OTHER FINANCING SOURCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts - Budgetary Basis	Variance With Final Budget Positive/ (Negative)
	Original	Final		
Property taxes:				
Current year's levy	\$ 26,212,926	26,212,926	26,277,939	(65,013)
Prior year's levy	189,000	189,000	176,308	12,692
Interest and penalties	80,000	80,000	140,471	(60,471)
Supplement	310,000	310,000	349,451	(39,451)
Total property taxes	\$ 26,791,926	26,791,926	26,944,169	(152,243)
Intergovernmental grants:				
State grants for education	\$ 4,933,881	4,933,881	4,933,881	-
Other state grants	357,211	357,211	235,547	121,664
Total intergovernmental	\$ 5,291,092	5,291,092	5,169,428	121,664
Licences, permits and fees:				
Building inspection	\$ 80,000	80,000	146,646	(66,646)
Vendor and other permits			625	(625)
Raffles and bazaar	300	300	240	60
Pistol permits	2,500	2,500	3,780	(1,280)
Fingerprinting	750	750	2,758	(2,008)
Planning and zoning	6,000	6,000	10,550	(4,550)
Zoning Board of Appeals	1,000	1,000	250	750
Inland wetlands	1,500	1,500	2,374	(874)
Town Clerk fees	70,000	70,000	80,980	(10,980)
Property conveyance	90,000	90,000	155,414	(65,414)
Total charges for services	\$ 252,050	252,050	403,617	(151,567)
Investment income	\$ 12,000	12,000	9,430	2,570
Miscellaneous	\$ 274,784	274,784	230,509	44,275
Other financial resources:				
Transfer from other funds	\$ 193,000	193,000	199,234	(6,234)
General fund surplus	166,665	111,097	195,784	(84,687)
Total revenue & other financing resources	\$ 359,665	304,097	395,018	(90,921)
Total revenues & other financing resources	\$ 32,981,517	32,925,949	33,152,171	(226,222)



TOWN OF PROSPECT, CONNECTICUT

SCHEDULE 2

Page 1 of 2

GENERAL FUND EXPENDITURES, ENCUMBRANCES AND OTHER FINANCING USES -
BUDGETARY BASIS - BUDGET AND ACTUAL

For the Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts - Budgetary Basis	Variance With Final Budget Positive/ (Negative)
	Original	Final		
General government:				
Office of the Mayor	\$ 238,175	238,175	224,773	13,402
Probate Court	4,500	3,727	3,727	-
Zoning Board of Appeals	2,225	2,225	900	1,325
Elections and registrars	76,300	77,283	55,785	21,498
Auditor	18,500	21,300	19,780	1,520
Assessor	107,936	109,813	109,592	221
Board of Assessment Appeals	400	400	200	200
Tax Collector	116,657	116,726	97,168	19,558
Treasurer	10,000	10,000	10,000	-
Legal fees	100,000	140,068	139,183	885
Town Clerk	114,929	123,983	121,597	2,386
Planning and Zoning Commission	8,150	8,150	5,045	3,105
Economic development	150	150		150
Advertising and printing	22,850	22,850	20,470	2,380
Social security	238,714	238,714	234,085	4,629
Automatted processing of records	75,000	75,000	73,776	1,224
Building Department	75,061	75,866	75,418	448
Water Pollution Authority	160,504	160,504	152,598	7,906
Municipal organization fees	10,026	10,026	9,813	213
Town Council	15,999	17,499	16,900	599
Town buildings	477,145	497,845	475,601	22,244
Unemployment compensation tax	4,000	18,000	15,934	2,066
Benefits - Town employees	824,971	761,180	650,919	110,261
Postage	22,500	22,500	19,737	2,763
Anti-blight commission	1,550	1,550	765	785
Conservation commission	50	50		50
Inland wetlands	3,550	3,550	2,497	1,053
Land Use Inspector	100,890	101,737	100,416	1,321
Historic preservation	6,300	6,300	3,623	2,677
Total general government	\$ 2,837,032	2,865,171	2,640,302	224,869
Public safety:				
Fire protection	\$ 447,092	447,092	442,646	4,446
Fire Marshal	57,689	62,916	53,541	9,375
Police	1,126,564	1,080,610	1,022,332	58,278
Insurance	338,275	359,060	340,200	18,860
Emergency management	2,530	2,530	721	1,809
Household hazardous waste	7,509	7,509	5,675	1,834
911 services	73,579	73,579	73,579	-
Total public safety	\$ 2,053,238	2,033,296	1,938,694	94,602

(Continued)



TOWN OF PROSPECT, CONNECTICUT

SCHEDULE 2

Page 2 of 2

**GENERAL FUND EXPENDITURES, ENCUMBRANCES AND OTHER FINANCING USES -
BUDGETARY BASIS - BUDGET AND ACTUAL
For the Year Ended June 30, 2020**

	Budgeted Amounts		Actual Amounts - Budgetary Basis	Variance With Final Budget Positive (Negative)
	Original	Final		
Public works:				
Solid waste	\$ 538,667	566,817	526,307	40,510
Town roads	179,417	192,692	190,018	2,674
Ice and snow	295,000	245,378	218,834	26,544
Street lighting	58,000	46,000	45,208	792
Town trucks	260,000	261,000	256,581	4,419
Public works labor	668,773	621,473	620,741	732
Road reconstruction	230,399	230,399	229,327	1,072
Total public works	\$ 2,230,256	2,163,759	2,087,016	76,743
Culture and recreation:				
Town parks	\$ 74,100	92,440	84,772	7,668
Library	326,124	326,124	299,157	26,967
Recreation Department	294,513	268,880	245,889	22,991
Holiday observances	19,900	20,000	18,100	1,900
Youth - summer activities	42,600	42,600	30,734	11,866
Total culture and recreation	\$ 757,237	750,044	678,652	71,392
Health and welfare:				
Health	\$ 100,998	100,998	95,998	5,000
Commission on aging	303,039	303,161	276,703	26,458
Total health and welfare	\$ 404,037	404,159	372,701	31,458
Education:				
Board of Education	\$ 23,886,952	23,886,952	23,709,145	177,807
Total education	\$ 23,886,952	23,886,952	23,709,145	177,807
Other:				
Region 1 animal control	\$ 17,505	17,505	16,499	1,006
Community center	105,900	149,703	119,912	29,791
Contingency	50,000	16,000	12,848	3,152
Capital expenditures	33,000	33,000	27,708	5,292
Total other	\$ 206,405	216,208	176,967	39,241
Debt service:				
Interest	\$ 60,874	60,874	60,314	560
Principal	405,000	405,000	405,000	-
Capital leases	133,393	133,393	133,393	-
MERS payment	7,093	7,093	7,093	-
Total debt service	\$ 606,360	606,360	605,800	560
Total encumbrances and financial uses	\$ 32,981,517	32,925,949	32,209,277	716,672



TOWN OF PROSPECT, CONNECTICUT

**COMBINING BALANCE SHEET
NONMAJOR FUNDS
June 30, 2020**

		Special Revenue Funds		
	Public Library Fund	Town Road Aid	Dog Fund	Police Special Duty
Assets:				
Cash and cash equivalents	\$ 71,096	175,282	6,071	25,020
Investments	270,506			2,040
Receivables, net	557			60,307
Prepaid expenses				
Due from other funds			3,679	
Total assets	\$ 342,159	175,282	9,750	87,367
Liabilities:				
Accounts payable	\$	113,787	2,901	17,216
Accrued expenses				1,008
Due to other funds				65,543
Total liabilities	\$ -	113,787	2,901	83,767
Fund balance (deficit):				
Nonspendable	\$			
Restricted	272,045	61,495		
Committed				
Assigned	70,114		6,849	3,600
Total fund balance (deficit)	\$ 342,159	61,495	6,849	3,600

SCHEDULE 3

Special Revenue Funds			Capital Projects				Total
Board of Recreation	Sewer Use Fund	Total Special Revenue	Land Acquisition Fund	Open Space	W.P.C.A. Capital Improvement	Total Capital Projects	
38,059	69,131	384,659			9,653	9,653	394,312
		272,546	12,524	355,885		368,409	640,955
		60,864				-	60,864
711		711				-	711
		3,679	17,657		2,015	19,672	23,351
<u>38,770</u>	<u>69,131</u>	<u>722,459</u>	<u>30,181</u>	<u>355,885</u>	<u>11,668</u>	<u>397,734</u>	<u>1,120,193</u>
14,509	1,442	149,855				-	149,855
		1,008				-	1,008
	9,249	74,792				-	74,792
<u>14,509</u>	<u>10,691</u>	<u>225,655</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,655</u>
711		711				-	711
		333,540				-	333,540
		-	30,181	355,885	11,668	397,734	397,734
<u>23,550</u>	<u>58,440</u>	<u>162,553</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>162,553</u>
<u>24,261</u>	<u>58,440</u>	<u>496,804</u>	<u>30,181</u>	<u>355,885</u>	<u>11,668</u>	<u>397,734</u>	<u>894,538</u>



TOWN OF PROSPECT, CONNECTICUT

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES (DEFICITS) - NONMAJOR FUNDS**
For the Year Ended June 30, 2020

	Special Revenue Funds			
	Public Library Fund	Town Road Aid	Dog Fund	Police Special Duty
Revenues:				
Intergovernmental	\$ 556	241,602		
Charges for services	6,770		4,729	402,012
Investment income	6,678			459
Other				3,419
Total revenues	\$ 14,004	241,602	4,729	405,890
Expenditures:				
Public safety	\$			388,224
Public works		160,877		
Culture and recreation	9,361			
Other			4,933	
Total expenditures	\$ 9,361	160,877	4,933	388,224
Revenue over (under) expenditures	\$ 4,643	80,725	(204)	17,666
Other financial resources (uses):				
Transfer in from other funds	\$			
Transfer out to other funds		(36,000)	(1,000)	(155,000)
Total other financial resources (uses)	\$ -	(36,000)	(1,000)	(155,000)
Changes in fund balances	\$ 4,643	44,725	(1,204)	(137,334)
Fund balances - beginning	337,516	16,770	8,053	140,934
Fund balances - ended	\$ 342,159	61,495	6,849	3,600

SCHEDULE 4

Special Revenue Funds			Capital Projects				Total
Board of Recreation	Sewer Use Fund	Total Special Revenue	Land Acquisition Fund	Open Space	W.P.C.A. Capital Improvement	Total Capital Projects	
		242,158				-	242,158
114,775	109,287	637,573				-	637,573
		7,137	37	654		691	7,828
	142	3,561				-	3,561
114,775	109,429	890,429	37	654	-	691	891,120
		388,224					388,224
	54,981	215,858			1,782	1,782	217,640
157,599		166,960				-	166,960
23,119		28,052				-	28,052
180,718	54,981	799,094	-	-	1,782	1,782	800,876
(65,943)	54,448	91,335	37	654	(1,782)	(1,091)	90,244
		-			2,015	2,015	2,015
	(9,249)	(201,249)				-	(201,249)
-	(9,249)	(201,249)	-	-	2,015	2,015	(199,234)
(65,943)	45,199	(109,914)	37	654	233	924	(108,990)
90,204	13,241	606,718	30,144	355,231	11,435	396,810	1,003,528
24,261	58,440	496,804	30,181	355,885	11,668	397,734	894,538



TOWN OF PROSPECT, CONNECTICUT

SCHEDULE 5

COMBINING STATEMENT OF FIDUCIARY NET POSITION
EMPLOYEE RETIREMENT PLANS

June 30, 2020

	Profit Sharing Plan	Deferred Compensation	Total Trust Funds
Assets:			
Investments at fair value	\$ 1,456,335	696,860	2,153,195
Receivables	32,942		32,942
Total assets	<u>\$ 1,489,277</u>	<u>696,860</u>	<u>2,186,137</u>
Liabilities:			
Accrued expenses	\$		-
Net position:			
Held in trust for specific purposes	<u>\$ 1,489,277</u>	<u>696,860</u>	<u>2,186,137</u>



TOWN OF PROSPECT, CONNECTICUT

SCHEDULE 6

COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
EMPLOYEE RETIREMENT PLANS
For the Year Ended June 30, 2020

	Profit Sharing Plan	Deferred Compensation	Total Trust Funds
Additions:			
Employer's contributions	\$ 67,252		67,252
Employees' contributions		95,567	95,567
Total contributions	<u>\$ 67,252</u>	<u>95,567</u>	<u>162,819</u>
Investment earnings:			
Net increase (decrease) in fair value	\$ 39,171	38,225	77,396
Interest and dividends			-
Less: investment expense			-
Total investment earnings	<u>\$ 39,171</u>	<u>38,225</u>	<u>77,396</u>
Deductions:			
Administrative	\$ 110	3,786	3,896
Benefits	123,600	186,343	309,943
Total deductions	<u>\$ 123,710</u>	<u>190,129</u>	<u>313,839</u>
Change in net position	<u>\$ (17,287)</u>	<u>(56,337)</u>	<u>(73,624)</u>
Net position - beginning	<u>1,506,564</u>	<u>753,197</u>	<u>2,259,761</u>
Net position - ending	<u><u>\$ 1,489,277</u></u>	<u><u>696,860</u></u>	<u><u>2,186,137</u></u>



TOWN OF PROSPECT, CONNECTICUT

**COMBINING STATEMENT OF FIDUCIARY NET ASSETS
PRIVATE PURPOSE TRUST FUNDS
June 30, 2020**

	Emergency Fuel Fund	Prospect Children Fund	Prospect Food Bank
Assets:			
Cash and cash equivalents	\$ 5,964	740	12,958
Total assets	<u>\$ 5,964</u>	<u>740</u>	<u>12,958</u>
Net position:			
Held deposits for others	\$ 5,964	740	12,958
Total net position	<u>\$ 5,964</u>	<u>740</u>	<u>12,958</u>

**SCHEDULE 7**

<u>Flag Account</u>	<u>Senior Center</u>	<u>Miscellaneous Fund</u>	<u>Total</u>
<u>9,801</u>	<u>1,893</u>	<u>20,101</u>	<u>51,457</u>
<u>9,801</u>	<u>1,893</u>	<u>20,101</u>	<u>51,457</u>
<u>9,801</u>	<u>1,893</u>	<u>20,101</u>	<u>51,457</u>
<u>9,801</u>	<u>1,893</u>	<u>20,101</u>	<u>51,457</u>



TOWN OF PROSPECT, CONNECTICUT

COMBINING STATEMENT OF CHANGES IN NET POSITION

PRIVATE PURPOSE TRUST FUNDS

June 30, 2020

	Emergency Fuel Fund	Prospect Children Fund	Prospect Food Bank
Additions:			
Contributions	\$ 5,014	400	20,917
Total additions	<u>\$ 5,014</u>	<u>400</u>	<u>20,917</u>
Deductions:			
Other	\$ 6,503	1,600	12,637
Total deductions	<u>\$ 6,503</u>	<u>1,600</u>	<u>12,637</u>
Changes in net position	\$ (1,489)	(1,200)	8,280
Net position - beginning	7,453	1,940	4,678
Net position - ended	<u>\$ 5,964</u>	<u>740</u>	<u>12,958</u>



SCHEDULE 8

<u>Flag Account</u>	<u>Senior Center</u>	<u>Miscellaneous Fund</u>	<u>Total</u>
<u>3,394</u>	<u>12,925</u>	<u>2,500</u>	<u>45,150</u>
<u>3,394</u>	<u>12,925</u>	<u>2,500</u>	<u>45,150</u>
<u>2,774</u>	<u>11,032</u>	<u>2,125</u>	<u>36,671</u>
<u>2,774</u>	<u>11,032</u>	<u>2,125</u>	<u>36,671</u>
620	1,893	375	8,479
<u>9,181</u>	<u>-</u>	<u>19,726</u>	<u>42,978</u>
<u>9,801</u>	<u>1,893</u>	<u>20,101</u>	<u>51,457</u>



TOWN OF PROSPECT, CONNECTICUT

STATEMENT OF CHANGES IN FUND BALANCE - BY PROJECT
CAPITAL AND NONRECURRING FUND

For the Fiscal Year Ended June 30, 2020

	Beginning Fund Balance	Current Year Capital Funding	Transfers
Committed fund balance:			
Community School repairs	\$ 29,628		
New truck	3,616		(3,616)
Sidewalk design	(114,439)	88,474	
Road safety	108,998		
Full-size truck	200,000		3,616
Street scape (Rte 69/Center Street)	18,700		
Fire Department gas tank	108		
Revaluation	54		
Town Hall digitizing maps	60,000		1,356
Telephone systems upgrade:	14,635		
Town Hall	266		(266)
Library	807		(807)
Police Station	18		(18)
Senior Center	265		(265)
PW backup generator	5,389		(4,900)
PVFD pierce velocity pumper	250,000		
Meeting place	10,000		
Cement fuel tank - Community Center		24,740	4,900
Community Center generator		93,787	
Confield Park tennis courts		25,633	
Total committed fund balance	\$ 588,045	232,634	-
Assigned (unassigned) fund balance:			
Assigned	\$ 52,654		
Unassigned			
Total assigned (unassigned) fund balance	\$ 52,654	-	-

SCHEDULE 9

Other Revenues	Total Available	Current Year Expenditures	Ended Fund Balance	Eliminating Deficit Balances GASB 54	Reported Fund Balance
	29,628	12,940	16,688		16,688
	-		-		-
	(25,965)	84,728	(110,693)	110,693	-
900,000	1,008,998	991,742	17,256		17,256
	203,616	203,616	-		-
	18,700	9,383	9,317		9,317
	108		108		108
	54	10	44		44
	61,356	10,368	50,988		50,988
	14,635	917	13,718		13,718
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	489		489		489
	250,000	250,000	-		-
	10,000	5,280	4,720		4,720
	29,640	29,640	-		-
	93,787	93,787	-		-
	25,633		25,633		25,633
900,000	1,720,679	1,692,411	28,268	110,693	138,961
	52,654		52,654		52,654
	-		-	(110,693)	(110,693)
-	52,654	-	52,654	(110,693)	(58,039)



TOWN OF PROSPECT, CONNECTICUT

SCHEDULE OF PROPERTY TAXES LEVIED, COLLECTED AND OUTSTANDING

For the Year Ended June 30, 2020

Grand List Year	Uncollected Balance & New Levy July 1, 2019	Lawful Corrections		Transfers To (Recoveries From) Suspense	Balance to be Collected
		Increases	Decreases		
Suspense	\$			5,614	5,614
2003					-
2004					-
2005					-
2006					-
2007					-
2008					-
2009					-
2010					-
2011					-
2012					-
2013	3,572	212			3,784
2014	5,062	213	(608)		4,667
2015	15,747	103	(699)	(130)	15,021
2016	50,826	86	(1,492)	(908)	48,512
2017	239,847	940	(8,447)	(2,361)	229,979
Total	\$ 315,054	1,554	(11,246)	2,215	307,577
2018	26,544,176	431,734	(105,054)	(2,783)	26,868,073
Total	\$ 26,859,230	433,288	(116,300)	(568)	27,175,650



SCHEDULE 10

Collections				Uncollected
Taxes	Interest	Lien Fees	Total	Balance June 30, 2020
5,614	5,779	26	11,419	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
1,138	963	61	2,162	2,646
(36)	374	24	362	4,703
7,342	3,604	116	11,062	7,679
30,102	11,904	337	42,343	18,410
181,952	37,722	1,113	220,787	48,027
226,112	60,346	1,677	288,135	81,465
26,564,247	72,422	572	26,637,241	303,826
26,790,359	132,768	2,249	26,925,376	385,291

TOWN OF PROSPECT, CONNECTICUT

SCHEDULE OF DEBT LIMITATION
For the Year Ended June 30, 2020

	<u>General Purpose</u>
Debt limitation:	
2 1/4 times base	\$ 60,582,096
4 1/2 times base	
3 3/4 times base	
3 1/4 times base	
3 times base	
7 times base	<u> </u>
Total debt limitation	\$ <u>60,582,096</u>
Indebtedness:	
Bonds payable	\$
Bonds authorized and unissued	<u> </u>
Total indebtedness	\$ -
Less: School construction grants receivable	<u> </u> -
Total indebtedness of the Town	\$ <u>-</u>
Debt limitation in excess of outstanding and authorized debt	\$ <u><u>60,582,096</u></u>



SCHEDULE 11

Total tax collections (including interest and lien fees)
for the year ended June 30, 2020

\$ 26,925,376

Reimbursement for revenue loss on:
Elderly Tax Relief - Freeze

-

Base

\$ 26,925,376

<u>Schools</u>	<u>Sewers</u>	<u>Urban Renewal</u>	<u>Pension Bonding</u>	<u>Total Debt</u>
121,164,192	100,970,160	87,507,472	80,776,128	188,477,632
<u>121,164,192</u>	<u>100,970,160</u>	<u>87,507,472</u>	<u>80,776,128</u>	<u>188,477,632</u>
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>121,164,192</u>	<u>100,970,160</u>	<u>87,507,472</u>	<u>80,776,128</u>	<u>188,477,632</u>



Since 1975



FREEDOM OF INFORMATION



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Kathryn Zandri
Complainant(s)
against

Notice of Meeting

Docket #FIC 2020-0109

Chairman, Town Council, Town of Prospect; Town
Council, Town of Prospect; and Town of Prospect
Respondent(s)

February 25, 2021

Transmittal of Proposed Final Decision

In accordance with Section 4-179 of the Connecticut General Statutes, the Freedom of Information Commission hereby transmits to you the proposed finding and decision prepared by the hearing officer in the above-captioned matter.

This will notify you that the Commission will consider this matter for disposition at its meeting which will be held in the Freedom of Information Commission Hearing Room at **2:00 p.m. on Wednesday, March 24, 2021.**

At the meeting you will be allowed to offer oral argument concerning this proposed finding and order. Oral argument shall be limited to ten (10) minutes. For good cause shown, however, the Commission may increase the period of time for argument. A request for additional time must be made in writing and should be filed with the Commission **ON OR BEFORE March 12, 2021.** Such request **MUST BE (1) copied to all parties, or if the parties are represented, to such representatives, and (2) include a notation indicating such notice to all parties or their representatives.**

NOTICE: Due to public health concerns surrounding the COVID-19 pandemic as well as the Governor's reopening guidelines, the March 24, 2021 meeting will be conducted telephonically. Further guidance is included regarding the dial-in procedure to follow in the event that you wish to attend, or to present oral argument at, the March 24, 2021 meeting.

Although a brief or memorandum of law is not required, if you decide to submit such a document, an original and fourteen (14) copies must be filed **ON OR BEFORE March 12, 2021.** PLEASE NOTE: Any correspondence, brief or memorandum directed to the Commissioners by any party or representative of any party **MUST BE (1) copied to all parties, or if the parties are represented, to such representatives, (2) include a notation indicating such notice to all parties or their representatives and (3) be limited to argument. NO NEW EVIDENCE MAY BE SUBMITTED.**



If you have already filed a brief or memorandum with the hearing officer and wish to have that document distributed to each member of the Commission, it is requested that **fifteen (15) copies** be filed ***ON OR BEFORE March 12, 2021*** and that **notice be given to all parties or if the parties are represented, to their representatives, that such previously filed document is being submitted to the Commissioners for review.**

By Order of the Freedom of
Information Commission

/S/ Wendy R.B. Paradis
Wendy R.B. Paradis
Acting Clerk of the Commission

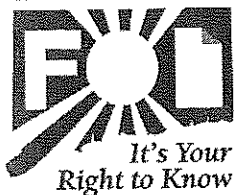
Notice to: Kathryn Zandri
Attorney David S. Hardy

FIC# 2020-0109/ITRA/DLM//TAH/WRBP/2/25/21





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Kathryn Zandri

Complainant(s)

Against

Docket # 2020-0109

Chairman, Town Council, Town of
Prospect; Town Council, Town of
Prospect; and Town of Prospect

Respondent(s)

February 25, 2021

NOTICE OF DIAL IN INFORMATION

Due to public health concerns surrounding the Covid 19 pandemic, the Commission Meeting of March 24, 2021 will be conducted telephonically at 2:00 p.m.

Should you wish to attend the meeting telephonically, please dial in at 1:50 p.m.

+1 860-840-2075

Conference ID: 349 569 472#



FREEDOM OF INFORMATION COMMISSION
OF THE STATE OF CONNECTICUT

In the Matter of a Complaint by

Report of Hearing Officer

Kathryn Zandri,

Complainant

against

Docket # FIC 2020-0109

Chairman, Town Council, Town of
Prospect; Town Council, Town of Prospect;
and Town of Prospect,

Respondents

February 22, 2021

The above-captioned matter was heard as a contested case on December 18, 2020, at which time the complainant and the respondents appeared and presented testimony, exhibits and argument on the complaint. Due to the COVID-19 pandemic and the state's response to it, the hearing was conducted telephonically.¹

After consideration of the entire record, the following facts are found and conclusions of law are reached:

1. The respondents are public agencies within the meaning of §1-200(1), G.S.
2. By letter of complaint filed March 2, 2020², the complainant appealed to the Commission, alleging that the respondents violated §§1-225(a) and 1-225(f) of the Freedom of Information ("FOI") Act in relation to three public meetings of the respondent Town Council, each on January 17, 2020, January 21, 2020, and February 4, 2020. Specifically, the complainant alleges that the respondents violated the FOI Act in that:
 - (a) The agendas of each of the aforementioned meetings "fail to communicate to the public the business to be transacted in executive session" in that the "agendas fail to list the actual matter being discussed in executive session";

¹ On March 14, 2020, the Governor issued Executive Order 7B, which suspended the requirement to conduct public meetings in person.

² On March 25, 2020, the Governor issued Executive Order 7M, thereby suspending the provisions of Conn. Gen. Stat. Sec. 1-206(b)(1), which requires the Freedom of Information Commission to hear and decide an appeal within one year after the filing of such appeal. Executive Order 7M is applicable to any appeal pending with the Commission on the issuance date and to any appeal filed on or after such date, for the duration of the current public health and civil preparedness emergency. Consequently, the Commission retains jurisdiction.



(b) The minutes of the January 17, January 21 and February 4, 2020 meetings do not record a vote of the members to enter and exit the executive session, nor do the minutes identify who attended each executive session; and

(c) The respondents failed to file any minutes for the January 17, 2020 meeting.

3. During the hearing and on brief the respondents conceded that they committed several violations of the FOI Act, as alleged by the complainant, and that they acknowledged as such at subsequent public meetings of the Town Council. The respondents contend that, although these violations occurred, they make their best attempts to comply with the FOI Act and have since taken steps to address their errors. However, the respondents request that the Commission dismiss the complaint in that several allegations are time barred, and that the complainant failed to request any specific relief.

4. During the hearing, the complainant requested the Commission order the respondents participate in FOI Act training.

5. Section 1-206(b) provides, in relevant part, that

(1) Any person ... wrongfully denied the right to attend any meeting of a public agency or denied any other right conferred by the FOI Act may appeal therefrom to the Freedom of Information Commission, by filing a notice of appeal with said commission. *A notice of appeal shall be filed not later than thirty days after such denial*, except in the case of an unnoticed or secret meeting, in which case the appeal shall be filed not later than thirty days after the person filing the appeal receives actual or constructive notice that such meeting was held. For purposes of this subsection, such notice of appeal shall be deemed to be filed on the date it is received by said commission or on the date it is postmarked, if received more than thirty days after the date of the denial from which such appeal is taken...

....

(2) In any appeal to the Freedom of Information Commission under subdivision (1) of this subsection or subsection ... the commission may confirm the action of the agency or order the agency to provide relief that the commission, in its discretion, believes appropriate to rectify the denial of any right conferred by the Freedom of Information Act. The commission may declare null and void any action taken at any meeting which a person was denied the right to attend

6. It is found that the January 17, 2020 meeting agenda was filed on January 14, 2020; that the January 21, 2020 meeting agenda was filed on January 17, 2020; and that the February 4,



2020 meeting agenda was filed on February 3, 2020. It is further found that the complainant attended all three meetings of the Town Council and that none of the meetings were secret or unnoticed.

7. It is therefore found that the allegations of the complainant with respect to the January 17 and 21 meeting agendas are time barred in that the complainant failed to file a notice of appeal with the Commission no later than thirty days after the alleged denial. Therefore, the Commission lacks jurisdiction to adjudicate the allegations regarding the agendas for the January 17 and 21 meetings. However, the complainant's allegation regarding the February 4, 2020 meeting agenda is not time barred, as the complaint to the Commission was filed on March 2, 2020.

8. With respect to the complainant's allegations regarding the minutes of each meeting, the Commission has held that "the responsibility to create minutes and make them available for public inspection is a continuing one and that the failure to meet such responsibility is a continuing violation...." See Docket #FIC 1988-362, William J. Beach v. Chairman, Winsted Zoning Board of Appeals and Winchester Building Inspector (December 14, 1988).

9. It is found that minutes for the January 17, 2020 meeting were not filed; minutes for the January 21, 2020 meeting were filed on February 19, 2020; and minutes for the February 4, 2020 meeting were filed on February 19, 2020. The complainant's appeal to the Commission was filed on March 2, 2020. Because no minutes have been filed for the January 17, 2020 meeting, and because the notice of appeal was filed within thirty days of the date in which the remaining minutes were filed, the Commission has jurisdiction to adjudicate the complainant's allegations pertaining to the meeting minutes.

10. With respect to the complainant's allegation that the respondents violated the FOI Act in that the February 4 meeting agenda fails "to communicate to the public the business to be transacted in executive session" §1-225(c), G.S., provides, in relevant part, that "[t]he agenda of the regular meetings of every public agency... shall be available to the public and shall be filed, not less than twenty-four hours before the meetings to which they refer, (1) in such agency's regular office or place of business...."

11. It is well established that a meeting agenda must "fairly apprise the public of the action proposed," and of the "matters to be taken up at a meeting in order to [permit the public] to properly prepare and be present to express their views." See Zoning Board of Appeals of the Town of Plainfield v. FOI Comm'n., Docket No. CV 99-047917-S, 2000 WL 765186 (superior court, judicial district of New Britain, May 3, 2000), reversed on other grounds, Zoning Board of Appeals of the Town of Plainfield v. FOI Comm'n., 66 Conn. App. 279 (2001).

12. The Commission has held that in order for the public to be fairly apprised of the reason for an executive session, the public agency must give some indication of the specific topic to be addressed. Descriptions such as "personnel," "personnel matters," "legal," or "the appointment, employment, performance, evaluation, health, dismissal of a public officer or employee," are inadequate. See e.g., Bradshaw Smith v. Craig Cook, Superintendent of Schools, Windsor Public Schools, et al., Docket #FIC 2014-833 (September 24, 2015) (agenda item



“Potential Executive Session to Review Attorney/Client Privileged Communication Regarding Personnel Matter,” did not fairly apprise the public of matter to be discussed); Richard L. Stone v. Board of Selectmen, Town of Cromwell, Docket #FIC 2010-738 (August 24, 2011) (agenda item “[e]xecutive session: [p]ersonnel,” did not fairly apprise the public of proposed matter to be discussed); Preston D. Schultz and the Citizens for Prudent Spending v. Board of Education, Woodstock Public Schools, Docket #FIC 2008-236 (February 25, 2009) (agenda item “discussion of attorney/client privilege [sic] documents and pending litigation,” did not fairly apprise the public); Bradshaw Smith v. Milo W. Peck, Jr., Member, Board of Education, Windsor Public Schools, Docket #FIC 2007-003 (August 8, 2007) (agenda item “employee personnel matters,” did not fairly apprise the public of the matter to be discussed in executive session); John Voket and the Newtown Bee v. Board of Education, Newtown Public Schools, Docket #FIC 2006-013 (October 11, 2006) (agenda item “executive session – personnel,” did not fairly apprise the public); Trenton Wright, Jr. v. First Selectman, Town of Windham, Docket #FIC 1990-048 (agenda item “executive session – personnel matters,” did not sufficiently state the reason for the executive session); and Robert Cox v. Ridgefield Board of Education, Docket #FIC 88-165 (January 25, 1989) (the agenda item listing executive session to “receive advice from legal counsel on a legal matter,” was insufficient).

13. It is found that the respondent Town Council held a meeting on February 4, 2020 in which an executive session was convened. It is further found that the meeting agenda gives notice of the executive session as follows: “Executive Session pending litigation and related strategies and invite Mayor Bob.”

14. Based on the credible evidence presented at the hearing, and the concessions by the respondents with respect to the alleged violation, it is concluded that the respondents violated §1-225, G.S., by failing to fairly apprise the public of the action to be taken with respect to the executive session.

15. Next, the complainant alleges that the minutes of the January 17, 21 and February 4, 2020 meetings of the Town Council do not record a vote of the members to enter and exit the executive session, and do not identify the individuals who were in the executive session.

16. Section 1-225(a), G.S., provides, in relevant part, that “[t]he votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available ... Each public agency shall make, keep and maintain a record of the proceedings of its meetings.”

17. Further, §1-225(f), G.S., provides that “a public agency may hold an executive session as defined in subdivision (6) of section 1-200, upon an affirmative vote of two-thirds of the members of such body present and voting, taken at a public meeting and stating the reasons for such executive session, as defined in section 1-200.”



18. Additionally, §1-231(a), G.S., provides, in relevant part, that “the minutes of such executive session shall disclose all persons who are in attendance except job applicants who attend for the purpose of being interviewed by such agency.”

19. As already set forth herein, the May 4, 2020 meeting minutes reflect that no minutes were filed for the January 17, 2020 meeting. It is further found that the January 21, 2020 and May 4, 2020 Town Council meeting minutes reflect that an executive session was held on January 17, 2020. It is found, therefore, that the respondents violated §1-225(a), G.S., by failing to file minutes for the January 17, 2020 meeting.

20. As to the minutes of the January 21, 2020 and February 4, 2020 meetings of the respondent Town Council, it is found that the respondents violated §§1-225(a) and 1-231(a), G.S., in that the minutes do not record the votes taken to enter and exit the executive session and fail to document who was in attendance at said executive sessions.

21. Therefore, it is concluded that the respondents violated the FOI Act as alleged by the complainant with respect to the February 4, 2020 meeting agenda, failing to file minutes for the January 17, 2020 meeting, and failing to record the votes taken to enter and exit executive session at each of the January 21 and February 4, 2020 meetings, and record who was in attendance at said executive sessions.

The following order by the Commission is hereby recommended on the basis of the record concerning the above-captioned complaint:

1. Henceforth, the respondents shall strictly comply with the requirements of §§1-225(a), 1-225(c), 1-225(f), and 1-231(a), G.S.

2. Forthwith, the respondents, or their designee, shall arrange for an FOI Act training session to be conducted by the staff of the FOI Commission. The respondents, or their designee, shall forthwith contact the FOI Commission to schedule such training session. The training session shall be conducted as part of a public meeting of the Town Council and all members shall attend the training session.

/s/ Danielle L. McGee
Attorney Danielle L. McGee
as Hearing Officer

**Prospect Registrars of Voters
2021-2022 Budget Proposal**



Item	Description	2019-2020	2019-2020	2020-2021	2021-2022	Difference*
		Proposed	Adopted	adopted	Proposed	
5150-00	Salaries	\$ 25,500.00	\$ 25,500.00	\$ 31,186.00	\$ 31,186.00	\$ -
5150-01	Elec. Workers & Deputies	\$ 25,000.00	\$ 25,000.00	\$ 31,500.00	\$ 20,000.00	\$ (11,500.00)
5150-02	Supplies	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 6,000.00	\$ 4,000.00
5150-03	Tabulators and programming	\$ 6,000.00	\$ 6,000.00	\$ 8,300.00	\$ 3,570.00	\$ (4,730.00)
5150-04	Food for Elections	\$ 1,800.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 500.00
5150-06	Voter Canvas	\$ 11,000.00	\$ 11,000.00	\$ 300.00	\$ 300.00	\$ -
5150-07	Conference & Training			\$ 2,700.00	\$ 3,650.00	\$ 950.00
		\$ 71,800.00	\$ 71,000.00	\$ 76,986.00	\$ 66,206.00	\$ (10,780.00)

5700-02	Official Ballots/ Provisional Ballots/EDR	\$ 4,000.00	\$ 4,000.00	\$ 9,600.00	\$ 3,000.00	\$ (6,600.00)
						Does not include Absentee ballots



Town of Prospect

Accounts Receivable Clerk

General Statement of Duties

To provide financial, clerical and administrative services to ensure the efficiency and accuracy of receiving operations for the Town of Prospect. The Accounts Receivable Clerk is responsible for processing transactions, maintaining records, and monitoring incoming payments and secures revenue by verifying and posting receipts.

Supervision:

Reports to the Mayor and/or his/her designee

Essential Job Functions:

- Process accounting receivables and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data in preparation for the Municipal Accounting Assistant to record
- Receive and review the monthly cash account activity from each department and prepare for the Municipal Accounting Assistant to record
- Collect monthly department reports for permit fees collected and prepare any cash received for bank deposits
- Assist in preparing issuing and maintaining accounts receivable transactions.
- Assist in maintaining various operational guidelines for the town's financial policies and procedures and making updates/changes on an as needed basis.
- Assist with research projects, budget analysis and provide auditors with information when requested.
- Provide backup for the completion of payroll and benefits administration and accounts receivable/payable when necessary and assist other town personnel as required.
- Charge Card Reconciliation – Reconcile credit card payments against credit card statements and approved reimbursement requests to ensure all payments have been processed with the correct amounts.
 - Perform other duties as assigned.

Qualifications:

- Proficient with Microsoft Office Suite.
- Attention to detail, project management, and strong organizational skills.
- Strong time-management skills and multi-tasking ability.
- Excellent knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills for creating spreadsheets and using financial functions

- Familiarity with QuickBooks and other accounting software

Knowledge, Abilities and Skills:

- Knowledge of basic bookkeeping, accounting, and financial record keeping procedures
- Knowledge of payroll procedures, financial terminology and coding, statements and budget preparations skill in performing arithmetical computations
- Ability to perform general clerical tasks ability and handle large amounts of money
- Ability to operate a variety of office electronic equipment including but not limited to desktops, laptops, printers and copiers.
- Knowledge of and experience with financial and other PC computer software necessary.
- Ability to exercise the highest level of professionalism to and respect the confidential nature of information associated with providing financial services for the Town of Prospect.

Skills: Skill and accuracy working with numbers and detail; organizational and management skills; proficiency in the use of Microsoft business office software programs, e.g., Access, Excel, Word and Microsoft Office Outlook. Preferred familiarity with Sage Accounting Software and QuickBooks; and an aptitude to learn additional proprietary financial software packages as needed.

Physical Skills: Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and may require extended periods of computer screen time.

Confidentiality:

The Accounts Receivable Clerk has regular access to a variety of confidential information for the Town of Prospect and is expected to hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations and shall not be used for any other purpose.

**Education and Experience:**

A high school diploma plus a minimum of three years related experience in accounting, financial record keeping or bookkeeping. A two-year degree in accounting or business administration is preferred. Minimum of 5 or more years of related experience in a similar position can be substituted.

Work Environment:

The work environment involves the everyday typical of offices. Noise or physical surroundings may be distracting. The Municipal Accounting Assistant may be required to work beyond normal business hours and be may be requested to attend evening meetings.

Accommodations:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Salary:

Acceptance Date:

Revision Date:



- The Mayor mentioned the Budget Workshop dates that were submitted to the Council. He also included a copy of the bid notice for the Fire Dept. roof. Tomorrow is the site walk and the bid is opening on March 11th. The Mayor also submitted the "Computer Use and Information Security Policy" that was recently adopted. The December Mayors Report was also submitted. The Mayor also discussed Covid-19 monies that the Town will be receiving. The State of CT will be giving the Town of Prospect \$80,000 and the Federal Government will be giving \$900,000 for COVID-19 use. The Mayor also explained that Prospect is still a "red" town as far as the increase in Covid cases. The Town is up to over 500 cases. The Mayor will be emailing to the Council the Police Contract first thing tomorrow. He stated the "Policy and Procedures" were given to our new auditor and he made some recommendations. The Treasurer, the Bonadio Group and the Town Atty. Made these changes. The Mayor also stated he will hand deliver the budget to the Council Members.
- M. Patchkofsky asked for clarification on the Covid funds in the amount of \$957,906. Is the Town of Prosect receiving this entire amount? The Mayor stated yes, this is for Covid relief as well as Covid prevention in the future. T. Graveline asked if the Town needs to show where they are spending this money.
- T. Graveline state she is very sad to learn of Dave Youngs passing. She is also very dismayed that the Council was not informed of it directly. She asked what the plan is forward for the Treasurer position. Who is functioning in that roll now? The Mayor stated the Republican Town Committee meets next week They will appoint a Treasurer and hopefully it will be discussed at the next regular Town Council meeting. Christine Carasone is the Asst. Treasurer. Dave Young appointed an Asst. Treasurer in January. T. Graveline stated she and the Council were not aware that the Town had a Deputy Treasurer. She finds that unacceptable. The impression was that the Treasurer was performing his full duties. She is very disappointed at that. *Deputy Treas.*

Budget Meeting Dates:

- T. Graveline stated that she wants to make sure prior to every single Budget Workshop the Council knows who *and* what will be presented. This should be on the website as well, so the public is made aware. She also mentioned the Town Website. She feels the Town needs do something major. There have been complaints of not being able to find things at all; it is hard to search. She asked if this is currently being worked on without the Council knowing. The Mayor stated they will ask at next meeting for funds for this. He will find out an approximate cost and will look into that. The Mayor stated that currently someone is volunteering to work on the website for the Town. He will make a proposal for the next regular meeting. T. Graveline stated that she has some suggestions for possible website builders.
- T. Graveline mentioned the Computer Information Policy that was worked on by *two* the Town Attorneys. She asked who *Eric* is. The Mayor stated Eric is a point person the Town is in contact with on a regular basis from Bonadio Group. T. Graveline asked if this is going to be part of the employee handbook. The Mayor will put it on everyone's desk, they will sign it and then it will go into each individual's personnel file. T. Graveline also mentioned implementing digital payroll instead of timecards. She also asked the Mayor to share the letter of engagement he wrote for the new Assistant to the Treasurer. And asked if they received an employee handbook. The Mayor stated he will give the handbook to them when they are officially sworn in.
- P. Geary stated she is thrilled to hear that we are going to get the Policy and Procedures Handbook. She feels its important to spell out the duties for each position.
- T. Graveline asked if there is any update on the progress of the missing \$250,000. The Mayor stated not as of right now. She asked if there has been any discussion of the insurance possibly paying our claim and then they look into getting their money later. The Mayor stated he can't discuss that at this time.
- L. Fitzgerald asked if we are going to have Dept. Heads at the Budget Workshops. The Mayor stated the person in charge will be there for larger budgets, not the smaller ones. L. Fitzgerald thinks it would be nice to have people at the workshop to discuss their section of the budget. *called attention to for december*
- T. Graveline asked *about* the General Fund Expenditures on page 2 of the expenditure sheet The Town Clerks numbers from the original budget are exactly the same as the column with transfers. The expended budget column is correct.

Public Participation: (5 Minute Time Limit)

- Catherine Zandri - Sycamore Drive, Prospect: She asked if we have any uncollectable accounts on personal property for the Town. The Council stated that the Tax Collector would have that. Catherine also asked if any Council Members (other than Theresa" were aware that someone was sworn in as Deputy Treasurer. J. Slapikas stated *no* the Council approved the Asst. to the Treasurer, not the Deputy Treasurer. Catherine also asked if the Council received the Freedom of Information Commission ruling. J. Slapikas stated this will be on the agenda for discussion at the next regular meeting. Catherine explained the importance of commission and council members of town boards attending FOI Training Sessions. Catherine also explained that as a taxpayer she feels that one time a year Dept. Heads should show up and be available to present their budget and answer any questions.

① The Mayor stated we are still using handwritten time cards from each department

② That we didn't have a Deputy Treasurer; the Council...



③ "Do we or do we not have a Deputy Treasurer?" The Mayor responds

- T. Graveline asked for clarification regarding the "Deputy Treasurer". J. Slapikas explained his understanding that the Council approved an Asst. to the Treasurer. T. Graveline asked if anyone has been signing checks as the Treasurer since Dave Youngs passing. The Mayor stated the Asst. to the Treasurer signed them in once instance so far. He did as the Town Attorney and they okayed it. Graveline stated she doesn't understand how that can happen. P. Geary stated their job description does not include signing checks. If the treasurer is not able to sign the checks the Chairman or Vice Chairman of the Town Council can do so. P. Geary does not agree with the Asst. signing the checks. That is not proper and there are other alternatives. She requested that the Asst. does not sign anymore checks. The Mayor stated that he understands and agrees. Catherine asked the problem with ADP with payroll. Mayor stated errors mistakes-had to call to get straightened out.

④ - about 20 checks ⑤ The Charter provides that if the....

- Chair's Report:** ⑥ T. Graveline asked if attorney provided statement in writing. Mayor responded that it was verbal.
- Community Wellness Update-J. Slapikas stated a meeting was held last week and the Council appointed two Co-Chairs and two Vice Chairs. The Council will hopefully have an update next week.
 - Bonadio Group-J. Slapikas mentioned the letter that was sent to the Council members today. Bonadio Group is up to having 85-90% of all the info. they need. J. Slapikas stated he is disappointed that the preliminary report was not done by the end of December & the final report will not be completed by the end of March as previously discussed. He did not have a meeting with Bonadio Group this week other than his discussion last week when he was on vacation via email. He will follow-up by the end of this week. He is also going to include S. Pilat in the meetings as well. P. Geary asked if Bonadio Group will be at the March 16th meeting. J. Slapikas is not sure since he doesn't have all the info.
 - The Council recognized Kathryn Zandri to make a comment. She asked about a member of the minority being at the Bonadio Group meeting. J. Slapikas stated he is not hiding anything from anybody. Kathryn feels he should extend the invitation to make everyone comfortable.

Motion made by M. Patchkofsky, seconded by S. Lusas Kolodziej to approve the Budget Workshop dates removing March 16th. This is with the understanding they can add or subtract dates if needed. **Unanimous.**

Approval of Minutes:

- February 16, 2021 – **Motion** made by S. Pilat, seconded by R. Blanc to approve the February 16, 2021 minutes. Action was tabled.
- February 23, 2021-**Motion** made by S. Lusas Kolodziej seconded by R. Blanc to approve the February 23, 2021 minutes. **Unanimous.**

New Business:

- Refunds-**Motion** made by L. Fitzgerald, seconded by P. Geary to approve the refunds in the amount of \$7,670.20. **Unanimous.**
- Transfers-none
- Resignations-none
- Appointments-none
- Bids/Grants-none (other than the info. for the firehouse rebid for the roof)

Correspondence

- | | | |
|---------------------------|------------------------------|----------------------------|
| 1. Agenda | 6. FOIA Hearing Results | 12. Financial Report from |
| 2. Tax refunds | 7. General Fund | Clermont Associates |
| 3. Employment acceptance- | Expenditures | 13. Request from Firehouse |
| Tax Collector | 8. Budget Meeting Dates | for bid for two bunk |
| 4. Unapproved Minutes | 9. Bid Notice for Fire Dept. | rooms. |
| 2/16/21 and /2/23/21 | roof | |
| 5. Ad. For Town Council | 10. Computer use policy | |
| Clerk | 11. Tom Galvin letter | |

Motion made by T. Graveline, seconded by S. Pilat to accept and place the correspondence on file. T. Graveline & S. Pilat amended the motion with a change on the Ad. for Clerk. The compensation should be \$175 not \$200. J. Slapikas thought we changed the amount to \$200. The Council discussed \$175 for regular meetings and \$200 for Budget Workshops. They will look into this further. **Motion unanimous.**

Bill Lauber, Fire Chief and Mike Gustiferri Assistant Chief are on the call.



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

The attached property, the Prospect Green Historic District, in New Haven County, Connecticut, reference number 00000560, was listed in the National Register of Historic Places by the Keeper of the National Register on 06/16/2000, as evidenced by FEDERAL REGISTER/WEEKLY LIST notice of 08/11/2000. The attached nomination form is a copy of the original documentation provided to the Keeper at the time of listing.

Keeper of the National Register of Historic Places

2/12/2009
Date



OMB Form 10-900

USI/NPS NHP Registration Form (Rev. 8-86)

OMB 1024-0018

PROPERTY NAME

Prospect Green Historic District, Prospect, CT

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United States Department of the Interior

National Register of Historic Places Registration Form

1. NAME OF PROPERTY

Historic Name: Prospect Green Historic DistrictOther Name/Site Number: NA

2. LOCATION

Street & Number: 2, 8, 10, 12, 17, 19, 21, 23, 25, 27, 30 Center Street
Not for publication: NACity/Town: ProspectVicinity: NAState: CT County: New Haven Code: 009 Zip Code: 06712

3. CLASSIFICATION

Ownership of Property

Private: X
Public-local: X
Public-State:
Public-Federal:

Category of Property

Building(s):
District: X
Site: X
Structure:
Object: X

Number of Resources within Property

Contributing

8
1

2
11

Noncontributing

3 buildings
 sites
 structures
2 objects
5 TotalNumber of Contributing Resources Previously Listed in the National Register: NAName of related multiple property listing: NA



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Prospect Green Historic District, Prospect, CT

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United States Department of the Interior

National Register of Historic Places Registration Form

4. STATE/FEDERAL AGENCY CERTIFICATION

As the designated authority under the National Historic Preservation Act of 1986, as amended, I hereby certify that this X nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property X meets does not meet the National Register Criteria.

Signature of Certifying Official

06/21/00
Date

John W. Shannahan, Director, Connecticut Historical Commission

State or Federal Agency and Bureau

In my opinion, the property meets does not meet the National Register criteria.

Signature of Commenting or Other Official

Date

State or Federal Agency and Bureau

5. NATIONAL PARK SERVICE CERTIFICATION

I, hereby certify that this property is:

 Entered in the National Register
 Determined eligible for the National Register
 Determined not eligible for the National Register
 Removed from the National Register
 Other (explain):

Signature of Keeper

Date of Action



OMB Form 10-900

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PROPERTY NAME

Prospect Green Historic District, Prospect, CT

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United States Department of the Interior

National Register of Historic Places Registration Form

6. FUNCTION OR USE

Historic: <u>DOMESTIC</u>	Sub: <u>single dwelling</u>
<u>EDUCATION</u>	<u>school, library</u>
<u>SOCIAL</u>	<u>grange</u>
<u>RELIGION</u>	<u>religious facility</u>
<u>CULTURE</u>	<u>monument</u>
Current: <u>DOMESTIC</u>	Sub: <u>single dwelling</u>
<u>EDUCATION</u>	<u>school, library</u>
<u>SOCIAL</u>	<u>grange, meeting hall</u>
<u>RELIGION</u>	<u>religious facility</u>
<u>CULTURE</u>	<u>monument</u>
<u>GOVERNMENT</u>	<u>police station</u>

7. DESCRIPTION

Architectural Classification:	Materials:
<u>MID 19C/Greek Revival</u>	Foundation: <u>STONE, CONCRETE</u>
<u>LATE VICTORIAN/Stick Style</u>	Walls: <u>STONE, CLAPBOARDS, STUCCO</u>
<u>19/20C REVS/Colonial Revival</u>	
<u>19/20C MOVEMENTS/Rustic</u>	Roof: <u>TERRA COTTA, ASPHALT, WOOD</u>
Other Description: _____	

Describe Present and Historic Physical Appearance.

The Prospect Green Historic District is located at the southeast corner of the town's central intersection of Cheshire Road/State Route 68 and Bethany Road/State Route 69. All of the buildings around the Green and in the district fulfill community functions. The buildings include the historic library and present library; Congregational Church, historic parsonage, and present parsonage; Civil War monument; historic school and present school; Grange; Advent Chapel; Police Station; and Volunteer Fire Department.

The Green itself is sited in the northwest corner of the district, surrounded by the buildings listed in the inventory below. The eastern half of the district is unbuilt land included in the parcels on which stand contributing buildings. (See District Map and Aerial View.) The Green an irregular rectangle, approximately 135' x 265', running in a north-south direction at the top of a hill which is the highest habitable elevation in New Haven County. The Tuttle Library (1905) and the Civil War Monument (1907) are on the Green; other buildings face the Green and Center Street, which extends to the south. The Neo-Classical Revival fieldstone mass of the library anchors the Green and the district next to Cheshire Road/State Route 68, while the building's high hipped roof of red tile with flared eaves is a colorful and dramatic introduction to the area. The monument, in the center of the Green, is its visual focus. It consists of a granite pedestal and figure with a bronze rifle, 16 1/2' overall in height.

The church (1945) and parsonage (1941) across Center Street west of the Green complete the cluster of buildings in this part of the district (Photograph 1). The former parsonage (1844) adjoins the Green to the east, but faces north toward Cheshire Road/State Route 68. Center School (1867), a Greek Revival-style building little altered, and the Grange (1947), a stucco meeting hall, stand at the south border of the Green (Photograph 8).

Two 20th-century buildings face each other across Center Street where it begins, south of the Green. To the east is the Community School, a red brick Colonial Revival design (1936, Photograph 9), and to the west Prospect Public Library, which is a sweeping statement in contemporary frame architecture (1990, Photograph 10).



Next south of the Community School is a large lot of 5.78 acres owned by the town. It is what is left of a larger parcel of town-owned land that formerly extended from Center Street east to Coer Street. The Center Street frontage of the large lot is occupied by the Stick-style Advent Chapel (ca. 1886, Photograph 11) and the Police Station (1978, Photograph 12). The ca. 1950s Volunteer Fire Department is the last building in the district.

The buildings are described in the inventory which follows.

Inventory

The letter C before the street address indicates that the resource is considered to contribute to the architectural and historical significance of the district, the letters NC that it does not. Dates are taken from the Town of Prospect Assessor's field cards and from John R. Guevin, *View from the Top, the story [sic] of Prospect, Connecticut*, Prospect, Connecticut, Biographical Publishing Company, 1995.

- NC 2 Center Street Prospect Volunteer Fire Department ca. 1950s 1-story vernacular brick and clapboard gable-roofed building with Colonial Revival doorway. 96' x 77'. 1.47 acres.
- NC 8 Center Street Town of Prospect Police Department 1978 1-story vernacular/Colonial Revival brick and clapboard gable-roofed building in irregular footprint. Expanded and remodeled 1991. 5.78 acre. (Photograph 12)
- C 10 Center Street Advent Chapel/Senior Center ca. 1886 1-story frame gable-roofed 30' x 41' Stick-style building covered with clapboards except for gable ends of main roof and entry porch, which are board and batten. Both gable peaks embellished with decorative struts. Addition across rear. (Photograph 11)
- C 12 Center Street Regional School District #16 Community School 1936 2-story red brick hipped-roof Colonial Revival building with central cupola and 6-over-6 windows. Built as four classrooms; altered and enlarged from time to time in same red brick building material. 3.26 acres. (Photograph 9)
- NC 17 Center Street Prospect Public Library 1990 Schoenhardt Architects, architect; Montagno Construction, Inc., contractor. 1-story frame main block with wings in roughly rectangular footprint, 93' x 112', under expansive hipped-roofs. Square columns support long 14' x 44' open hipped-roof entrance porch. Paired and triple vertical 10-pane windows. 2.42 acres. (Photograph 10)
- C 19 Center Street Prospect Grange, P. of H. (Patrons of Husbandry) 144. 1947
1-story gable-roofed stucco 40' x 60' vernacular building on high basement, facing north. Uncovered front stair of 10 cobblestone steps rises left and right from grade to front door. String course of smooth stucco defines level between first and second floors. Central double door is flanked by 1-over-1 windows under string course. Gable end above is covered with synthetic siding. In west elevation at basement level are eight square 1-over-1 windows, with door in third bay from rear. First floor has seven tall 1-over-1s and door, with no fenestration in second bay from rear. East side elevation is mirror image of west side. In rear (south) elevation, basement and first floor have 1-over-1 windows, chimney projection, and door. Gable end covered with synthetic siding. Central square roof monitor with ball finial. 0.32 acre. (Photograph 8)
- C 21 Center Street (faces north toward Cheshire Road/State Route 68) Old Glebe House/Former Parsonage 1844 2-story frame gable-roofed Greek Revival house covered with synthetic siding. 25' x 28' with 36' x 28' ell. In 3-bay gable end to street, front door in left (east) bay is recessed behind well-proportioned surround of pilasters and entablature. Windows are 6-over-6. Pediment, which has synthetic siding, is without opening. Served as parish's second parsonage; sold in 1927. 0.6 acres.



- C 23 Center Street Center School 1867 1-story frame gable-roofed 21' x 30' plain Greek Revival building covered with clapboards, facing north. Central entrance surrounded by simple pilasters and entablature under crown molding of strong profile. Wide fascia under eaves on front and sides. No windows on front. Central recessed entry leads left and right to four-panel doors under three-light transoms. West side elevation, toward front, has old six-paneled door with small panels at top, followed by two 6-over-6 windows. Three 6-over-6s in east side elevation. In rear (south) elevation, which is shingled, door with six-pane glazing over two vertical panels shares space with 6-over-6 window. No fascia at eaves. Foundation is dry fieldstone. Wood shingle roof. 0.03 acre. (Photograph 8)
- NC Low granite slant monument 1987 On grounds east of Grange Memorial to Columbia Parish burying ground, which was located here 1785-1805.
- C 25 Center Street Prospect Congregational Church 1945, 1950, 1958 2-story Colonial Revival frame gable-roofed T-shaped building covered with synthetic siding. Basement completed 1945 and used for services until sanctuary dedicated on July 15, 1951, Arland Dirlam, architect. Spellman Hall parish house dates from 1958, Alexander & Nichols, architects. 35' x 73' sanctuary is projecting stem of T; flanking community rooms comprise cross piece. At front elevation four new stone risers approach main entrance, which consists of double door flanked by fluted pilasters with acanthus-leaf capitals. Doorway and surround are wood, not encased in siding. Above, entablature of narrow architrave and wide frieze breaks out with rosettes over pilasters and in center features pineapple finial. Shallow crown molding over dentil course breaks out at ends and in center under broken pediment whose ogee curves terminate in volutes on either side of central pineapple finial. Two pilasters on either side of doorway support pediment with recessed tympanum in top of which is central bull's-eye with 4 keystones. This pedimented section constitutes shallow pavilion in front of main block, from which rises first square stage of steeple, louvered belfry, and 8-sided spire topped by weather vane.
- North side elevation of sanctuary features 6-over-6 window under bull's-eye in front of three windows consisting of 10-over-10 sash surmounted by 20-pane radially glazed transoms. South side elevation is same. Front elevation of north gable-roofed 37' x 26' 1-story section, which was built in 1950 along with meeting room, includes door and four 8-over-12 windows. L-shaped 50' south two-story wing is Spellman Hall, built in 1958. 0.55 acre. (Photographs 6, 7)
- C 27 Center Street Prospect Congregational Church Parsonage 1941 Henry Moeckel, architect 1-story frame gable-roofed shingled Cape, facing east. House is 30' x 27' rectangle with 13' x 16' wing at right front (southeast) corner. At first floor 3-sided bay to south and pair of 6-over-6 windows to north flank central entrance. Cross gable over bay at second floor; two dormers with 3-over-3 windows and stone chimney at ridge to north. Synthetic siding. 0.55 acre. (Photograph 5)
- C 30 Center Street Prospect Public Library/Tuttle Library/Meetingplace 1905 F.E. Walters of Waterbury, architect. 1-story fieldstone Rustic/Neo-Classical Revival 38' x 29' building sited at top (north end) of Green, facing south. Red tile hipped roof with wide overhang. Walls constructed of fieldstone in shape of large cobblestones. On front (south) elevation foundation and wall are separated by water table of smooth blue stone. At west corner, stone steps of 4 risers flanked by curved cheek walls lead up to arched entranceway of 8' x 7' recessed front porch (Photograph 3). Next east is elliptical stained-glass window, followed by two pair of windows in which upper sash are 4 pointed-arch panes, under stained-glass transom fanlight which spans both sash.
- On east side elevation single window under round-arched transom to south is left of projecting stone chimney, which breaks through roof overhang. Single high semi-circular stained-glass window is to right. North (rear) elevation is given over primarily to three plain 1-over-1 tripartite windows divided by wide mullions which are embellished with round-arched recessed panels. In west elevation high half-round window is followed by tripartite window, with tracery in upper sash, and round-arched masonry opening to porch.
- Now known as Meeting Place and used for community purposes. Basement made usable and accessible in recent program of renovations.
- Overhang of high roof is slightly flared, over closely spaced console-shaped wooden brackets. Covered with red Spanish tile, roof has short east-west ridge. (Photographs 2, 3)



OMB Form 10-900

USI/NPS NHP Registration Form (Rev. 8-86)

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Prospect Green Historic District, Prospect, CT

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C Stone flush with ground in front of front porch reads "Site of First Meeting House Columbia Parish Prospect Congregational Church 1778-1841."

C 30 Center Street Green 1906 Open space of 0.84 acre. (Photograph 1)

C 30 Center Street Green Soldiers' Monument Dedicated: May 30, 1907 Supplier: Thomas F. Jackson of Waterbury. Granite Neo-Classical Revival pedestal and figure with bronze rifle, overall height 16 1/2'. Dedicated to Prospect soldiers who served in all wars.

Solid plinth supports base of pedestal. Three moldings, torus, cyma reversa, and torus, provide transition from pedestal base to die. Bronze plaques with lettering are affixed to three faces of die. Plaque on south listing World War I names is ca. 1920 replacement of original trophy of crossed rifles, symbol of infantry. 1920 plaque is only one with some decoration, which consists of vertical lines of anthemion at each side. Badge of Grand Army of the Republic is on north depicting in bronze eagle, flag, and figures of men shaking hands surrounded by circle and star. Top of die has classical Doric frieze of triglyphs over taenia between metopes embellished with rosettes. Cornice molding is cyma reversa.

Figure is supported by two-stage base. His left foot is forward, resting on raised surface perhaps depicting stone. Butt of his bronze rifle is perpendicular to direction of feet. Trousers are gathered at top of his boots. He wears jacket, not usual overcoat. Both arms are raised to make forearms horizontal, with hands on barrel of rifle, left over right. Jacket belt holds cap box over right hip, while cartridge box slung over right shoulder is suspended at left hip, just behind bayonet. Soldier's collar is open. He is clean-shaven, looking to his left, and wears kepi. (Photograph 4)

NC In front of monument is low granite stele, dedicated on May 30, 1977, which honors Prospect veterans of World War II and Korean and Vietnam Wars. Flagpole 15' north of monument.



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8. STATEMENT OF SIGNIFICANCE

Certifying official has considered significance of this property in relation to other properties: Nationally: ___ Statewide: X Locally: ___

Applicable National

Register Criteria: A X B ___ C X D ___

Criteria Considerations

(Exceptions): A ___ B ___ C ___ D ___ E ___ F ___ G ___

Areas of Significance: Period(s) of Significance Significant Dates

Areas of Significance	Period(s) of Significance	Significant Dates
<u>ARCHITECTURE</u>	<u>1778</u> <u>1948</u>	
<u>SOCIAL HISTORY</u>		

Significant Person(s): NACultural Affiliation: NA

Architect/Builder: F.E. Walters
Schoenhardt Architects

State Significance of Property, and Justify Criteria, Criteria Considerations, and Areas and Periods of Significance Noted Above.

Summary

In 1778 when the highest elevation in the parish was selected for the site of a new church, the decision determined the location of the Prospect Green. Since the Congregational Church was established, both civic and religious functions were performed in the building. The Green today, more than 200 years later, continues to be exclusively dedicated to community activities in a significant demonstration of historic commitment to public purposes. These functions are carried out in buildings which are good examples of the Greek Revival, Stick, Neo-Classical Revival, and Colonial Revival styles, correctly reflecting development and change in architectural preferences over the life of the Green.

History

In a not uncommon circumstance of the 18th century, the residents of the area surrounding what is now the Prospect Green sought authorization for their own parish to avoid the burdensome weekly journey to churches in Cheshire and Waterbury. Upon the request being granted, the Columbia Company, as the temporal arm of the church was called, went ahead with construction in 1778 at the place identified by the marker in front of the steps to the Tuttle Library.

This first edifice was replaced by a new building in 1841 at the location where the Congregational Church now stands. The land in front which constitutes the Green was owned by the Church until 1905, when it was sold to the Town. After a 1906 fire, a fieldstone replacement church was constructed, only to have it, too, destroyed by fire in 1941, after which the present sanctuary was



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erected. At the same time that the 1841 sanctuary was constructed, the church built a parsonage, which is the Greek Revival house at 21 Center Street, now the oldest building standing in the district.

Toward the end of the 19th century, several small private library companies emerged in Prospect. Agitation to replace them with a public library took the form of fund raising for the purpose of creating a new public institution. The campaign received support from private sources and from the town, but did not come to fruition until the Tuttle family subscribed their contribution, which enabled the building to be constructed in 1905. Eben Tuttle developed improved methods of manufacturing hoes at his Prospect factory, but in 1851 moved to Naugatuck, the next town to the west, where he and his descendants achieved great success in fabricating metal objects for several generations. It was his Naugatuck descendants who were philanthropists for the library.

The Tuttle family within a year or two followed up their support of the library by landscaping the grounds in front of the building, in effect creating the Green, or at least firmly defining its boundary and improving the planting. The Civil War monument was erected soon thereafter, in 1907, essentially completing development of the visual effect now seen in the Green, all of which occurred in the first decade of the 20th century.

Soldiers' Monument was funded in part by a State of Connecticut appropriation of \$1,000 in recognition of the fact that the 75 men Prospect sent to the Civil War were more than half of its 145 voters and one-sixth of its population. \$1,000 was also raised within the community. At ceremonies typical of Civil War monument dedications held on May 30, 1907, Wadhams Post, No. 49, Grand Army of the Republic, of Waterbury and Isbell Post from Naugatuck, headed by the Naugatuck Fife and Drum Corps, played important roles. The Cheshire Band was on hand and Company C, Boys Brigade, St. Paul's Church, was in the line of march.

The Greek Revival Center School pre-dates landscaping the Green, having been erected in 1867 at a cost of \$900. The building continued to function for educational purposes until the Community School was built in 1936, thereafter being used for various town purposes and recently as quarters for the Prospect Historical Society. In the years from 1919, before the Community School was built, some overflow classes were held at the Stick-style Advent Chapel of ca. 1886.

In an action parallel to constructing the former parsonage when the 1841 church was built, the present parsonage was erected 100 years later following the 1941 church fire as part of the World War II church building program. One room in the parsonage serves as the minister's study and is the official mailing address for the church.

The Prospect Grange, organized in 1894, constructed its first meeting hall on the present site in 1897. After it burned, it was replaced by the present structure in 1947. The building continues to be used for its original purpose.

After the Prospect Volunteer Fire Department was organized in 1938, it constructed its first building on the present site in 1942, altering and enlarging it in the 1950s. The Police Department headquarters followed in 1978, to be expanded and remodeled in 1991.

The Prospect Public Library replaced the Tuttle Library in 1990, increasing the size of library space by a factor of several times. The 1905 building, now known as the Meeting Place, renovated and with the basement made usable, continues in use for community events.

The continuum of religious and secular community functions carried on in the district, begun in 1788, is demonstrated by the buildings and structures existing today, to the exclusion of other activities. The district records and embraces significant activities in the development of a Connecticut community.



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Architecture

The architecture of buildings on and around the Prospect Green provides good examples of the Greek Revival, Stick, Neo-Classical Revival, and Colonial Revival styles. The Greek Revival style is represented by the former parsonage, which exhibits the temple-front-toward-street orientation, three-bay front elevation, compact mass, and modestly pitched roof associated with the mode. The recessed doorway in the left bay, surrounded by plain but boldly proportioned pilasters and entablature moldings, is well-executed.

Little information has come to light regarding the circumstances surrounding the design of the Stick-style Advent Chapel. Choice of the style reflects an awareness of contemporary architectural style trends on the part of the congregation. The board-and-batten gable ends of the main block and the entry and the struts in the gable peaks are characteristics of the style giving the building a different appearance from any others in the district, although its basic mass and form are plain.

The Tuttle Library is the only historic building in the district for which the architect is known, F.E. Walters of Waterbury. Unfortunately, his name is all that is known about him. He skillfully designed the fieldstone building under flared red tile roof, using classically referenced details in its molded stained-glass-window surrounds. Like the Advent Chapel, it is distinctive and one of a kind in the district.

The Soldiers' Monument resembles many Connecticut Civil War monuments because it consists of a soldier on a pedestal. Nevertheless, it is distinctive in several features. The soldier is not standing in the usual Parade Rest position, but instead grasps the muzzle of his rifle with both hands. The rifle is bronze instead of granite, perhaps a unique circumstance in the state. The pedestal exhibits Neo-Classical Revival stylistic features in its proportions, moldings, and broad frieze with triglyphs, in line with the popularity of the Neo-Classical revival style which spread across the country after the World Colombian Exposition in Chicago of 1893.

Along with the Neo-Classical Revival style of architecture came the Colonial Revival style, which governs almost all other buildings in the district, constructed from the time of World War II. The church's attenuated proportions and fine details put it in the Federal Revival category of the Colonial Revival, while the parsonage demonstrates the widely accepted "Cape" interpretation. The Community School, Police Station, and Volunteer Fire Department are statements of the red-brick-with-white-trim sub-division of the Colonial Revival, with progressively less decorative trim in the later years, for example, in the latest addition to the school.

The exception to the Colonial Revival majority is the Prospect Public Library, which clearly is a contemporary product of a later era.



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9. MAJOR BIBLIOGRAPHICAL REFERENCES

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Hinman, the Reverend Howard L., pastor, Prospect Congregational Church. Interview, September 15, 1998.

Kathan, The Reverend Boardman W., Church Historian. Letter, February 1, 2000.

Neustadter, Mary, Prospect Green, Survey of Connecticut Historic Town Greens (Hartford: Connecticut Historical Commission, 1991) Form # 84.

Ransom, David F. "Soldiers' Monument, Prospect, CT." *Connecticut Historical Society Bulletin* 59 (1994) 1-4, pp. 161-164.

____ Bronson B. Tuttle House, registration documentation for listing in the National Register of Historic Places, Washington, D.C., National Park Service, November 29, 1990.

Special Acts of Connecticut State Legislature, vol. XIV, p. 991.

Town of Prospect assessor's records.

Previous documentation on file (NPS):

____ Preliminary Determination of Individual Listing (36 CFR 67) has

been requested.

____ Previously Listed in National Register.

____ Previously Determined Eligible by National Register.

____ Designated a National Historic Landmark.

____ Recorded by Historic American Buildings Survey: # _____

____ Recorded by Historic American Engineering Record: # _____

Primary Location of Additional Data:

____ State Historic Preservation Office

____ Other State Agency

____ Federal Agency

____ Local Government

____ University

____ Other: Specify Repository: _____



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10. GEOGRAPHICAL DATA

Acreage of Property: 13

UTM References: Zone Northing Easting Zone Northing Easting

A 18 4596220 668820 B 18 4596020 668830C 18 4596060 668690 D 18 4596040 668640E 18 4596300 668620 F

Verbal Boundary Description:

The district boundary is shown by the dashed line on the District Map.

Boundary Justification:

The district boundary is drawn to encompass the Green and properties adjacent to the Green and along Center Street which relate to the historic functions of the Green. Non-historic buildings are included if their functions are in continuation of the community activities historically associated with the district. A vacant lot and three small frame houses on the west side of Center Street, south end, are not included because they are not historic and do not relate to the Green's function and history.

11. FORM PREPARED BY

Name/Title: David F. Ransom, Consultant, reviewed by John F.A. Herzan, National Register Coordinator

Org.: Architectural Historian

Date: September 1998

Street/#: 83 Avery Heights

City/Town: Hartford

State: CT

ZIP: 06106

Telephone: 860 953-8626



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List of Photographs

Photographs were taken by David F. Ransom in September 1998. Negatives are on file at the Connecticut Historical Commission.

Photograph 1

The Green: Church, Civil War
Monument, Parsonage, Tuttle
Library
View northwest

Photograph 2

Tuttle Library
View northwest

Photograph 3

Tuttle Library entrance
View northeast

Photograph 4

Soldiers' Monument
View northeast

Photograph 5

Parsonage
View northwest

Photograph 6

Congregational Church
View northwest

Photograph 7

Church entrance
View west

Photograph 8

Grange and Center School
View southeast

Photograph 9

Community School
View southeast

Photograph 10

Prospect Public Library
View southwest

Photograph 11

Advent Chapel
View northeast



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Photograph 12

Police Station

View northeast





Missing Core Documentation

Property Name

Prospect Green Historic District

County, State

New Haven, CT

Reference Number

00000560

The following Core Documentation is missing from this entry:

☐ Nomination Form

☒ Photographs

☒ USGS Map





Town of Prospect

Town of Prospect
36 Center Street
Prospect, CT 06712
United States

Reference: 20210315-095828902

Quote created: March 16, 2021

Quote expires: April 15, 2021

Quote created by: Drew Jackson

drew@swipedon.com

Products & Services

Item & Description	Quantity	Unit Price	Total
Business Annual	4	\$1,188.00 / year	\$4,752.00 / year
Business plan, billed annually			for 1 year
One location			
Link multiple iPads			
Unlimited visitors			
Up to 250 employees/hosts			

Subtotals

Annual subtotal \$4,752.00

Total \$4,752.00

Questions? Contact me



Drew Jackson
drew@swipedon.com

SwipedOn
1/115 The Strand

Tauranga, Bay of Plenty 3110
NZ

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compare plans

Overview	Starter	Business	Enterprise
Number of connected iPads	One	Multiple	Multiple
Number of employees/hosts	Up to 25	Up to 250	Unlimited
Amount of monthly visitor movements	Unlimited	Unlimited	Unlimited
Contactless sign in for visitors and employees	✓	✓	✓
Contact tracing tools from admin dashboard	✓	✓	✓
Employee health screening checks during sign in	-	✓	✓
Multiple location management	-	-	✓
Access to all integrations	-	-	✓
Visitor management	Starter	Business	Enterprise
Easy sign in for unlimited visitors	✓	✓	✓
Contactless sign in by secure QR codes	✓	✓	✓
Set up different visitor categories	✓	✓	✓

See real-time visitor log and movement activity	✓	✓	✓
Sign visitors in/out manually from the admin dashboard	✓	✓	✓
Remember details of returning visitors	✓	✓	✓
Pre-register your expected visitors	✓	✓	✓
Allow fast visitor sign out by ID badge scanning	✓	✓	✓
Automatically sign out visitors at a chosen time	✓	✓	✓
Capture visitor photos during sign in	✓	✓	✓
Instantly print visitor ID badges	✓	✓	✓
Admins can approve or decline visitor entry	-	✓	✓
Set up assistant notifications for executives	-	✓	✓

Employee management**Starter****Business****Enterprise**

Manage employee sign in to the workplace	Up to 25	Up to 250	Unlimited
SwipedOn Pocket smartphone app for contactless employee sign in	✓	✓	✓
Automatically sign out employees at a chosen time	✓	✓	✓
Upload employee records by CSV	✓	✓	✓
Take employee photos on sign-in/out for identity verification	✓	✓	✓



Create employee health check questionnaire	-	✓	✓
Set rules to approve or deny entry	-	✓	✓
Allow employees to move between locations	-	-	✓
Employee directory integrations	-	-	✓

Safety, Security & Compliance**Starter****Business****Enterprise**

Have visitors sign agreements or documents during sign in	✓	✓	✓
Run contact tracing reports	✓	✓	✓
Emergency roll-call view for evacuations	✓	✓	✓
Supports offline sign in	✓	✓	✓
Select from different badge designs to suit your needs	✓	✓	✓
Sort, filter and export visitor and employee data	✓	✓	✓
Capture digital signatures on visitor agreements/NDAs	-	✓	✓

Location management**Starter****Business****Enterprise**

Create a team of administrators	✓	✓	✓
Ability to assign location managers	✓	✓	✓
Have an iPad at multiple entry points	-	✓	✓
Manage multiple office locations from one	-	-	✓



Organize locations by groups	-	-	✓
------------------------------	---	---	---

Generate location-specific reports	-	-	✓
------------------------------------	---	---	---

Data Privacy	Starter	Business	Enterprise
--------------	---------	----------	------------

Secure cloud storage	✓	✓	✓
----------------------	---	---	---

Ability to anonymize visitor and employee data	✓	✓	✓
--	---	---	---

Ability to anonymize individual visitor movements	✓	✓	✓
---	---	---	---

Regulatory compliance tools/assistance (GDPR, ITAR, etc)	✓	✓	✓
--	---	---	---

Automatically email signed copy of agreement to the visitor	✓	✓	✓
---	---	---	---

Automatically store signed documents in SwipedOn	✓	✓	✓
--	---	---	---

View and download signed documents from admin dashboard	✓	✓	✓
---	---	---	---

Customization of iPad device	Starter	Business	Enterprise
------------------------------	---------	----------	------------

Display your company logo, branding and colours	✓	✓	✓
---	---	---	---

Set the iPad to display in one of several languages	✓	✓	✓
---	---	---	---

Customize welcome screen buttons	✓	✓	✓
----------------------------------	---	---	---

Add your own full screen rotating screensavers	✓	✓	✓
--	---	---	---



Online knowledge center with help articles



Pay subscription by credit card



Access to priority customer support

-



Get assigned a dedicated account manager

-



Reviews of edits to Terms of Service

-

-



Fulfill a request for proposal (RFP)

-

-



Bespoke onboarding and implementation plan

-

-



Pay by invoice, wire or ACH

-

-



Review company specific security questionnaires

-

-

**Integrations & AddOns****Starter****Business****Enterprise**

Microsoft Active Directory

-

-



Azure Active Directory

-

-



Offer your guests catering during sign in

AddOn

AddOn

AddOn

Contactless deliveries and courier scan

AddOn

AddOn

AddOn

Unlimited SMS notifications

AddOn

AddOn

AddOn

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Communications

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Customizations

+

Integrations

+

Secure your people, data and assets

Features

ESSENTIAL

PRO

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TOUCHLESS employee and visitor check-in



COVID-19 screening questions



Features

ESSENTIAL

Remove Watermark



Wondershare
PDFelement

Capture visitor photos	✓	✓	✓
Legal document eSignatures	✓	✓	✓
Single Sign On with Azure	✓	✓	✓
Single Sign On with Okta (coming soon)	✓	✓	✓
Emergency evacuation notifications	✓	✓	✓
Evacuation safety log	✓	✓	✓
Watchlist	✓	✓	✓
Unlimited admins	✓	✓	✓
GDPR compliant	✓	✓	✓
Print visitor badges so guests are easily identified	✗	✓	✓
Visitor check-in with <i>TOUCHLESS</i> driver's license scanning (coming soon)	✗	✓	✓
Automatically check out visitors	✗	✓	✓
Send visitors a checkout link	✗	✓	✓
Send hosts a checkout link	✗	✓	✓
Thermal temperature scanning	✗	✗	✓
Multiple admin roles and rights	✗	✗	✓

Digital visitor logbook



Productivity tools



Benefits of the cloud



Customer support

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Annual

Monthly



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1 iPad

Up to 50 Employees

Up to 100 visits per month

All Features*

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Featured



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Unlimited Visits

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Enterprise
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500	\$45	9c
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5,000	\$350	7c
10,000	\$600	6c

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① iPad Sign In and Sign Out



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① Branding/Look and Feel



① Custom Sign In Types



① Custom Fields



① Customize Sign In Flows



① Sign Legal Documents/NDA



① Take Photo



① Print Badge



① Employee Mobile App



① Facial Recognition



① Badge Customization



Web Features

Starter

Business

Enterprise

① Sign In/Sign Out Log



① Visitor Pre-Registration



① Evacuation Management



① Visitor Watchlist and Alerts



① Host Login



① Employee Directory



① Reports/Dashboards



① Export Visitor Log



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① Director CSV Import



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Host Notifications	Starter	Business	Enterprise
① Email	✓	✓	✓
① SMS	✓	✓	✓
① Microsoft Teams	✓	✓	✓
① Slack	✓	✓	✓
① Webex Teams	✓	✓	✓
① Google Hangouts	✓	✓	✓
① Custom Notifications	✓	✓	✓

Integrations	Starter	Business	Enterprise
① Webhooks	✓	✓	✓
① Single Sign On	×	×	✓
① Active Directory	×	×	✓
① Employee Sync (Okta, OneLogin Etc)	×	×	✓
① Guest Wifi	×	×	✓

Support

Starter

Business

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Standard

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^ Envoy Protect

Manage employee sign in

Basic	Standard	Premium	Enterprise
Up to 50 employees	Up to 50 employees per location	Unlimited employees	Unlimited employees

Create a health questionnaire

Basic	Standard	Premium	Enterprise
✓	✓	✓	✓

Set rules to deny entry

Basic	Standard	Premium	Enterprise
✓	✓	✓	✓

Share announcements and send push notifications



Basic	Standard	Premium	Enterprise
-------	----------	---------	------------

Create multiple, localized health questionnaires

Basic	Standard	Premium	Enterprise
-------	----------	---------	------------

Enforce capacity limits

Basic	Standard	Premium	Enterprise
-------	----------	---------	------------

Analytics on occupancy and health screenings

Basic	Standard	Premium	Enterprise
-------	----------	---------	------------

Perform contact tracing

Basic	Standard	Premium	Enterprise
-------	----------	---------	------------

Employee directory integrations

Basic	Standard	Premium	Enterprise
-------	----------	---------	------------

Access control integrations

Basic	Standard	Premium	Enterprise
-------	----------	---------	------------

Temperature check integrations



			
Basic	Standard	Premium	Enterprise

^ Envoy Desks add-on

Enable desk reservations

Up to 100 per month

Basic

Unlimited

Standard

Premium

Enterprise

Create interactive floor maps



Basic



Standard



Premium



Enterprise

Highlight team neighborhoods



Basic



Standard



Premium



Enterprise

Identify desks as bookable, permanent, or unavailable



Basic



Standard



Premium



Enterprise

Allow employees to book a desk for the day



Basic



Standard



Premium



Enterprise

View desk analytics



Basic



Standard



Premium



Enterprise



BASIC

Standard

^ Customizable sign-in kiosk

Choose from 23 languages



Basic



Standard



Premium



Enterprise

Create multiple sign-in kiosks



Basic



Standard



Premium



Enterprise

Display your logo and custom colors



Basic



Standard



Premium



Enterprise

Add a rotating, full-screen slideshow to the kiosk



Basic



Standard



Premium



Enterprise

Create a fully custom design for the kiosk



Basic



Standard



Premium



Enterprise

^ Sign-in flow

Create custom fields and questions





Basic

Standard

Premium

Enterprise

Easy sign in for unlimited visitors



Basic



Standard



Premium



Enterprise

Recognize returning and expected visitors



Basic



Standard



Premium



Enterprise

Show a custom message, video, or image



Basic



Standard



Premium



Enterprise

Support offline sign-in



Basic



Standard



Premium



Enterprise

Have visitors sign legal documents



Basic



Standard



Premium



Enterprise

Capture guest photos with iPad camera



Basic



Standard



Premium



Enterprise

Customize sign-in flow per visitor type



Basic



Standard



Premium



Enterprise

QR code sign-in for registered visitors



Basic



Standard



Premium



Enterprise

Create conditional questions



Basic



Standard



Premium



Enterprise

Create conditional rules



Basic



Standard



Premium



Enterprise

Automatically provision Wi-Fi details



Basic



Standard



Premium



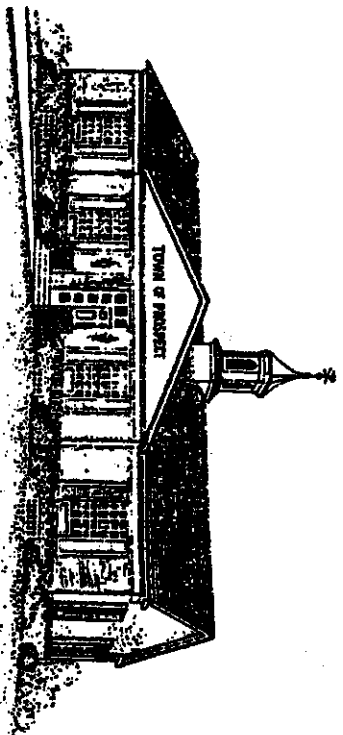
Enterprise

▼ Visitor dashboard

▼ Legal documents

▼ Badge printing

▼ Notifications



OFFICE OF THE MAYOR • TOWN OF PROSPECT, CT 06712-1699

ROBERT J. CHATFIELD, MAYOR

758-4461

WWW.TOWNOFPROSPECT.COM

March 5, 2021

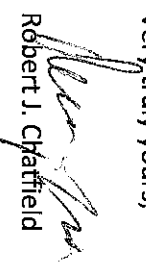
Prospect Town Council Members
Prospect Town Hall
36 Center Street
Prospect, CT 06712

Members of the Prospect Town Council:

This letter is to inform you that Jeffrey Slapikas, Chairman of the Prospect Town Council, will be serving in the temporary capacity of Town Treasurer in accordance with the Prospect Town Charter, (Section 8.05 *Expenditures and Accounting*) until the vacancy is filled and accepted by the Prospect Town Council.

Thank you for your attention to this matter.

Very truly yours,


Robert J. Chatfield

Mayor

An Equal Opportunity Employer





Re: Budget Workshop Schedule

Prospect Library <libraryprospect@yahoo.com>

Mon 3/22/2021 2:12 PM

To: Prospect Town Council <towncouncil@townofprospect.org>; Town of Prospect <info@townofprospect.org>; Robert Chatfield <rchatfield@townofprospect.org>

 1 attachments (7 MB)

BudgetBooklet-LibraryFY2022-Final0001.pdf;

Hello from the Prospect Library

Attached to this email is a Prospect Library budget document that we would like each town council member to get before we present our FY2022 budget Tomorrow night (3/23)

It's a 15 page booklet on what the Library has been up to since Covid began in March of 2020.

If you have any questions please feel free to contact us.

Thank You!

John W.

John Wiehn, MLS
Director
Prospect Public Library
17 Center Street
Prospect, CT 06712

PH: 203-758-3001

On Friday, March 12, 2021, 12:55:16 PM EST, Prospect Town Council <towncouncil@townofprospect.org> wrote:

Good afternoon everyone,

At the March 10, 2021 Budget Workshop, the Council approved the attached dates for Budget Workshops. The schedule for each department is suggested so that council members and the public are aware of what line items will be discussed at each meeting. Obviously, there is room for change based upon department availability and time throughout each meeting.

Please review the attached schedule and let me know if you have a conflict with the proposed date for your department to present your budget. We are flexible in the process and can make arrangements if need be. Please email me back to either confirm or change the proposed date for your department.



On behalf of the council, I extend our thanks for all your efforts throughout this challenging year and for putting your time into your budget proposals. Please feel free to contact me with any questions you may have or any additional information you would like the council to have for your budget presentation. We look forward to hearing what departments are planning for the 2021-2022 budget year and what the council can do to assist you in those plans.

Sincerely,

Jeff Slapikas
Prospect Town Council Chairman



Prospect Public Library

2021

Discover. Connect. Inspire.

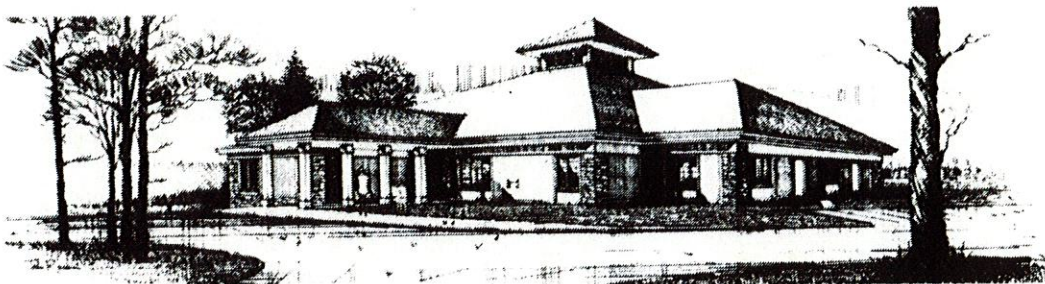


"Preserving The Past, Opening The Future Since 1886"



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PROSPECT PUBLIC LIBRARY — Dedication June 16, 1991

Prospect Public Library

Statistics from the Connecticut State Library

Our Library as a Great Collection

- ◆ Prospect Public Library has 46,360 items in its collections.
- ◆ 25,735 total items were borrowed last year, or 2.7 per person.
- ◆ 20.4% were downloadable books, audio, and video.
- ◆ 28% of all items borrowed were for children.
- ◆ 2,411 library card holders can take advantage of millions of articles in the state-wide researchIT CT databases.

Our Library as a Valued Destination

- ◆ 23,311 people visited Prospect Public Library last year.
 - ◆ 2.4 visits per person.
- ◆ They asked 5,200 reference questions.
- ◆ 3,718 people attended 166 programs.
- ◆ Our e-circulation of books and audios went up over 22%

Support for Our Library

- ◆ Operating income for Prospect Public Library was \$333,401.
- ◆ That's just \$34.36 per resident (or \$0.09 per resident per day).
- ◆ Funding from the town totaled just \$33.61 per resident.
- ◆ Only 1.02% of municipal revenue goes to support the library.

What we did during the pandemic

- ◆ Offered curbside service 5/12/2020 - ongoing.
 - ◆ Expanded electronic collection.
 - ◆ Expanded online library card registration.
- ◆ Offered Virtual and Outdoor Programming to all ages.
 - ◆ Strengthened Wi-Fi to parking lots.

*Statistics for from "Connecticut's Public Libraries,
A Statistical Profile, 2019-2020" and cover Fiscal Year 2020*





PROSPECT BUDGET-FISCAL YEAR 2021-2022

26

Library

	2020-2021	2021-2022
	ADOPTED	PROPOSED

7350-00	Librarian	\$66,989.00	\$68,832.00
7350-01	Asst. Librarian	\$50,128.00	\$52,507.00
7350-02	Staff/Clerk PT-8	\$98,259.00	\$100,962.00
7350-03	Supplies	\$10,500.00	\$10,500.00
7350-04	Cataloging/Books	\$30,000.00	\$30,000.00
7350-05	Utilities	\$17,000.00	\$17,000.00
7350-06	Cont. Maintenance	\$36,379.00	\$36,154.00
7350-08	Cap. Improvements	\$5,500.00	\$5,500.00
7350-10	Video	\$5,500.00	\$5,500.00
7350-11	Programs/Conf.	\$5,700.00	\$5,700.00
7350-12	Meeting Clerk	\$1,045.00	\$1,045.00
7350-13	Technology/E Books	\$7,000.00	\$7,000.00

TOTAL

\$334,000.00	\$340,700.00
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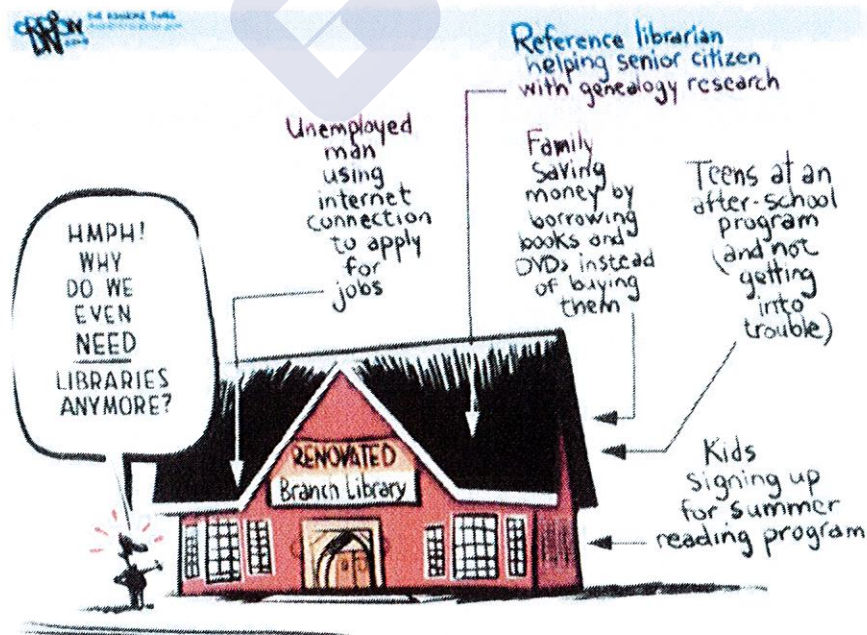
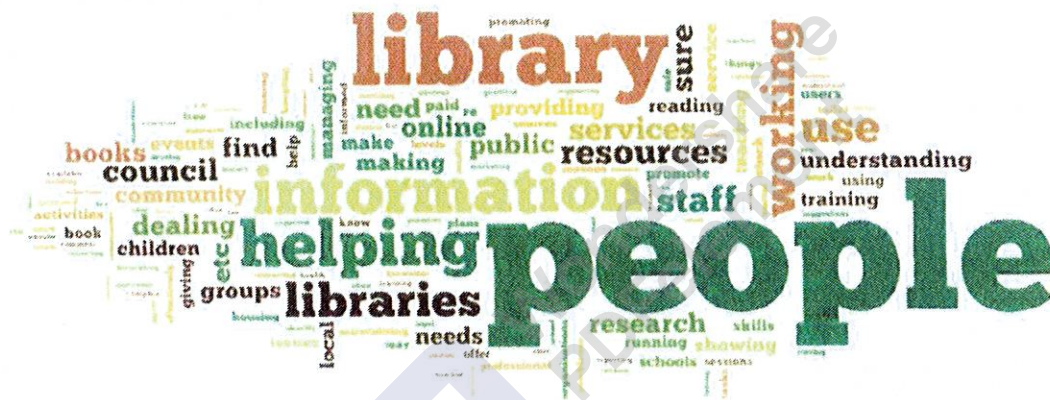
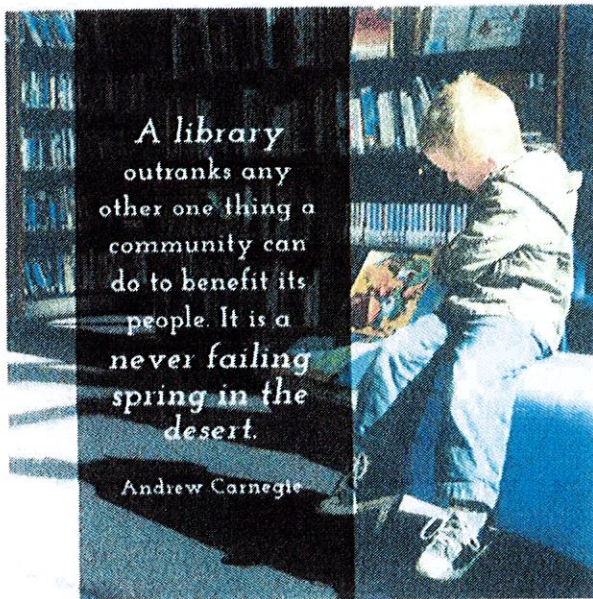
PROSPECT PUBLIC LIBRARY
Budget for 2021-2022

APPROVED BY LIBRARY BOARD
February 11, 2021

	<i>Adopted</i>	
Description	2020-2021	2021-2022
7350-00 Director 40hr/wk	\$66,989.00	\$68,832.00 (2.75%)
7350-01 Assistant Director	\$50,128.00	\$52,507.00 (2.75%)*
*Includes \$1,000 extra to be given to base pay besides 2.75% raise on July 1, 2021 per Union Contract..... (\$51,507 + \$1,000)		
7350-02 Clerical Staff	\$98,259.00	\$100,962.00 (2.75%)
*Eight Part Time Staff (5 library clerks/3 pages)		
7350-03 Supplies	\$10,500.00	\$10,500.00
Includes custodial supplies, program supplies, computer supplies, office supplies, etc.		
7350-04 Books & Cataloging	\$30,000.00	\$30,000.00
Includes cost of purchase/leased books, magazines & newspaper subscriptions.		
7350-05 Utilities	\$17,000.00	\$17,000.00
*Electricity, water and oil.		
7350-06 Contracted Maintenance	\$36,379.00	\$36,154.00
Includes:		
Johnson Control Fire Alarm	\$2,400.00	\$2,400.00
(Testing, inspection, monitoring, emergency calls)		
Maintenance of Air Conditioning,	\$1,200.00	\$1,200.00
air handlers & furnace –		
Refuse Removal	\$540.00	\$540.00
Luso Cleaning Co. (Library)	\$12,000.00	\$12,000.00
Boiler Inspection	\$80.00	\$80.00
Fire Extinguisher Exchange	\$250.00	\$100.00
Carpet/window cleaning	\$1,200.00	\$1,200.00
Septic Tank Cleaning	\$250.00	-----
Constant Contact - Email Serv.	\$459.00	\$459.00
RequestIt CT Statewide Library	\$325.00	\$350.00
Stanley Magic Door	\$510.00	\$635.00
Landscape maintenance	\$1,800.00	\$1,800.00
Mulch/Gravel for Grounds	\$750.00	\$750.00
Website-Domain-Email	\$460.00	\$490.00
Computers – Internet/Maintenance*	\$4,300.00	\$4,300.00
* Includes pc and network repair service by A.O.S. Corporation – Example – firewall & Service Calls		
* Fiber Internet Connection – \$125 per month Fiber Charge Plus annual fee of \$300 (\$1800)		
*AntiVirus – BitDefender 11/2021 to 11/2022 (\$115.00). *Router Connection Fee (\$200.00)		



	Auto-Graphics – Verso system	\$5,330.00	\$5,350.00
	(Circulation System - \$4460 & Interlibrary Loan Network - \$600, Xml - \$270)		
	Contingency fund for all repairs to 30 year old building including exterior lamps, gutters, air handler repair, doors, windows, interior lights	\$4,500.00	\$4,500.00
7350-08	Capitol Improvement	\$5,500.00	\$5,500.00
	*Painting of main area, staff room & offices. Replace old lighting with LED lighting in main library reading areas. Add more lights to outdoor walkway.		
7350-10	Audio, Video, Computer Software	\$5,500.00	\$5,500.00
	Audio Books on CD, DVDs, computer software, Motion Picture Licensing/Movie Licensing USA - \$600.00		
7350-11	Programs, Conferences, Dues, etc.	\$5,700.00	\$5,700.00
	* Dues/Conferences/Training/Meetings - \$1530		
	Dues to Conn. Library Consortium (\$625), CLA memberships (2) - \$130, American Library Assoc. membership – Director/Asst. Director = \$500		
	ACLB – Library Board dues - \$25, Meetings & Training – Staff - \$200		
	* Programming – Adult & Children - \$4170		
7350-12	Board Clerk	\$1,045.00	\$1,045.00
	11 meetings a year @ \$95.00/meeting		
7350-13	Technology/Ebooks	\$7,000.00	\$7,000.00
	Replacement of two patron computers & monitors.		
	<ul style="list-style-type: none"> • Contract with Library Connection Consortium for Overdrive Service (Ebooks) • Advantage program, which allows Prospect cardholders first access to certain EBooks. 		
	TOTALS	\$334,000.00	\$340,700.00





Prospect Library Activities Since COVID Began

Craft Bag and Registered Activities

2021

- St. Patrick's Day Craft & Activity Bags -Mar 12, 9:00 AM, Prospect
- Liz McNicholl Exploring Ireland- Week 2 - Mar 09, 3:30 PM, Zoom
- Liz McNicholl Exploring Ireland - Mar 02, 3:30 PM, Zoom
- Christine's Critters Animal Ambassador Storytime! - Feb 16, 10:30 AM, Online Event
- It's a Be My Valentine Craft and Activity Bag! - Feb 10, 9:00 AM EST, Prospect Public Library
- Christine's Critters Animal Ambassador Storytime – Pythons - Feb 09, 10:30 AM, Online Event
- Christine's Critters Animal Ambassador Storytime - Frog & Toad - Jan 26, 10:30 AM, Online Event
- Christine's Critters Animal Ambassador Storytime - Baby Owls - Jan 19, 10:30 AM, Online Event

2020

- Its A Grinchy Craft & Activity Bag - Dec 21, 2020, 9:30 AM, Prospect Public Library
- Thank-tastic Thanksgiving Craft & Activity Bag - Nov 25, 2020, 9:00 AM, Prospect Public Library
- Bring the Hoopla! - Nov 10, 2020, 10:00 AM, Prospect Public Library
- Spooktacular Halloween Craft and Activity Bag! - Oct 30, 2020, 9:30 AM, Prospect Public Library
- Outdoor Yoga for Kida - Oct 20, 2020, 10:30 AM, Prospect Public Library
- **Creating Connecticut:** Critical Moments That Shaped a Great State -- Zoom Book Talk - Sep 22, 2020, 6:30 PM, Zoom Book Discussion (Adult Virtual Event)
- End of Summer Craft & Activity Bags - Aug 28, 2020, 10:00 AM, Curbside Pick up
- Homeschooling information Session - Aug 18, 2020, 12:00 PM, Zoom Webinar
- Liz McNicholl and Imagine with Music - Aug 17, 2020, 10:00 AM, Zoom Live
- LIVE: Digeridoo Down Under - Aug 11, 2020, 1:00 PM, Web
- Summer Craft Bags: Summer Camp Keychains - Aug 07, 2020, 9:30 AM, 17 Center St
- Liz McNicholl and imagine with Music - Aug 03, 2020, 10:00 AM, ZOOM
- Summer Craft Bags: Dreamcatcher Kit - Jul 31, 2020, 9:30 AM, 17 Center St
- Summer Craft Bags: Coral Reef Craft - Jul 24, 2020, 9:30 AM, 17 Center St
- Liz McNicholl and Imagine with Music - Jul 20, 2020, 10:00 AM, ZOOM Live

- Summer Craft Bags: Fantasy Keychains -Jul 17, 2020, 9:30 AM, 17 Center St
- Science of Sound with Caryn Lin - Jul 15, 2020, 11:00 AM, ZOOM
- Imagine with Music Featuring Liz McNicholl - Jul 06, 2020, 10:00 AM, Zoom Meeting
- Imagine with Music Featuring Liz McNicholl - Jun 15, 2020, 10:00 AM, Zoom Meeting
- BIGGEST Ever Library Show! - May 29, 2020, 4:00 PM, Event Details will be emailed 1 Day before
- **NEW HAVEN PIZZA** (Adult Virtual Event) May 2020
- **GOODWILL CAREER CENTER** (Virtual - Adult Career Counseling)
- Thursday-Mystery Craft Bags Pick Up -Apr 09, 2020, 9:30 AM, Prospect Public Library
- Wednesday-Mystery Craft Bags Pick Up - Apr 08, 2020, 9:30 AM, Prospect Public Library
- Tuesday-Mystery Craft Bags Pick Up - Apr 07, 2020, 9:30 AM, Prospect Public Library
- Monday-Mystery Craft Bags Pick Up -Apr 06, 2020, 9:30 AM, Prospect Public Library

MONTHLY ADULT FICTION BOOK CLUB – In Conjunction with the New Haven Public Library
Done virtually since Spring of 2020

“Light Up Prospect”

Best Decorated Holiday Contest – December of 2020

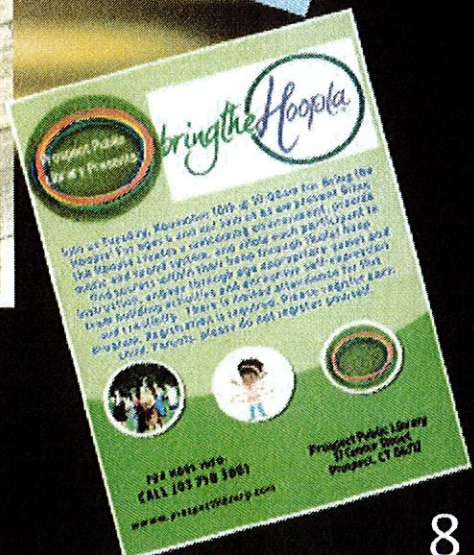
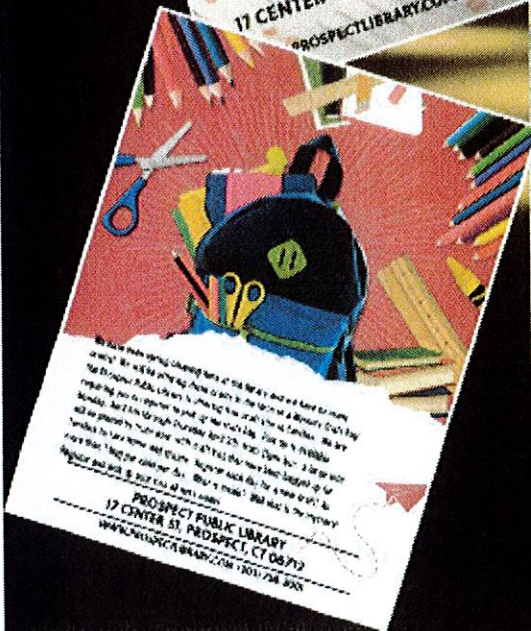
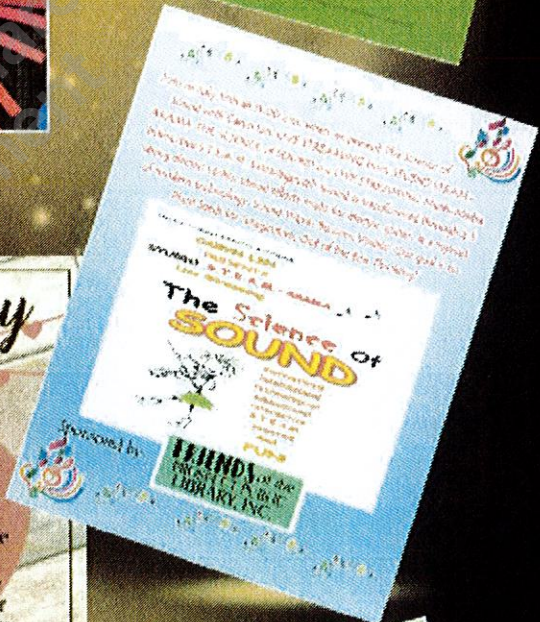
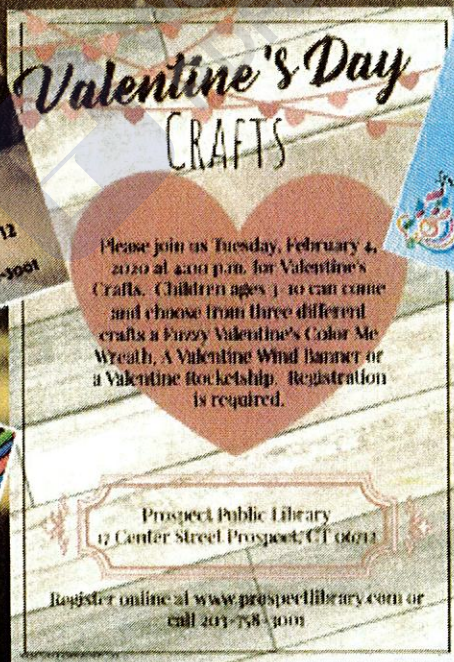
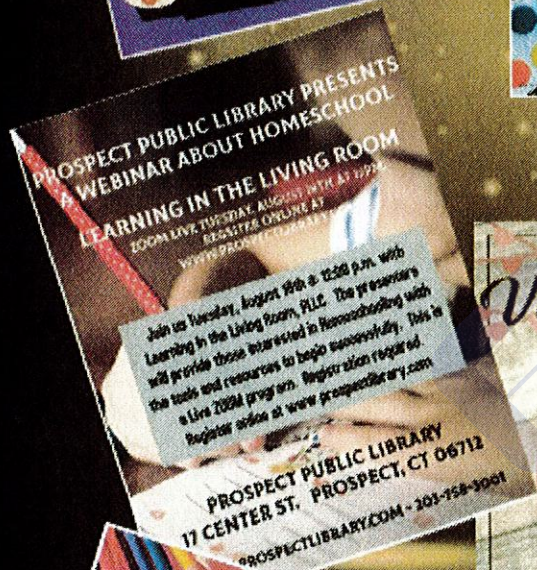
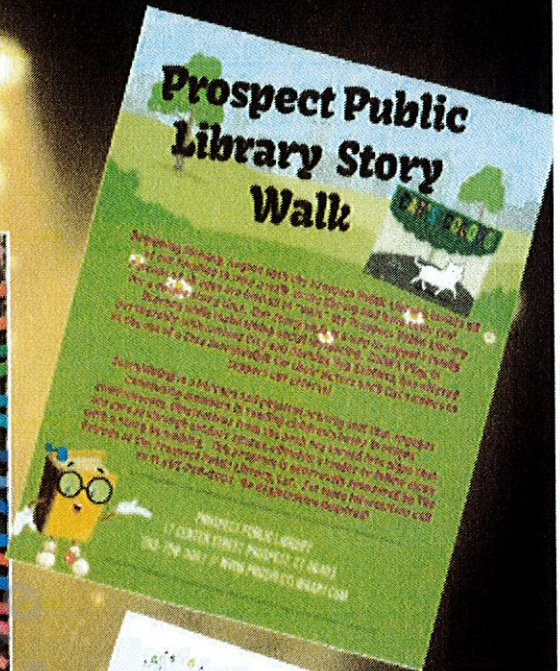
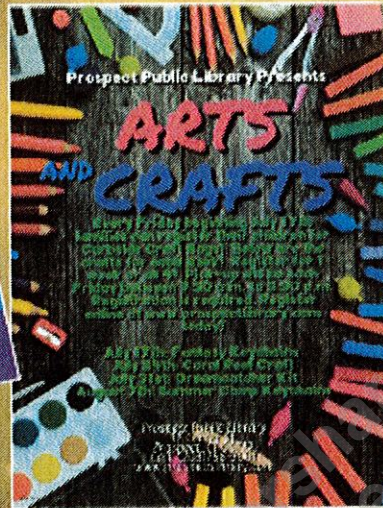
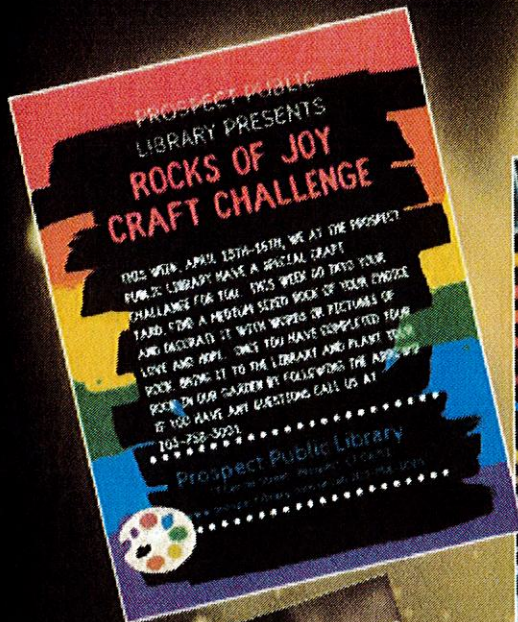
Over 35 houses participated!

Summer of 2020

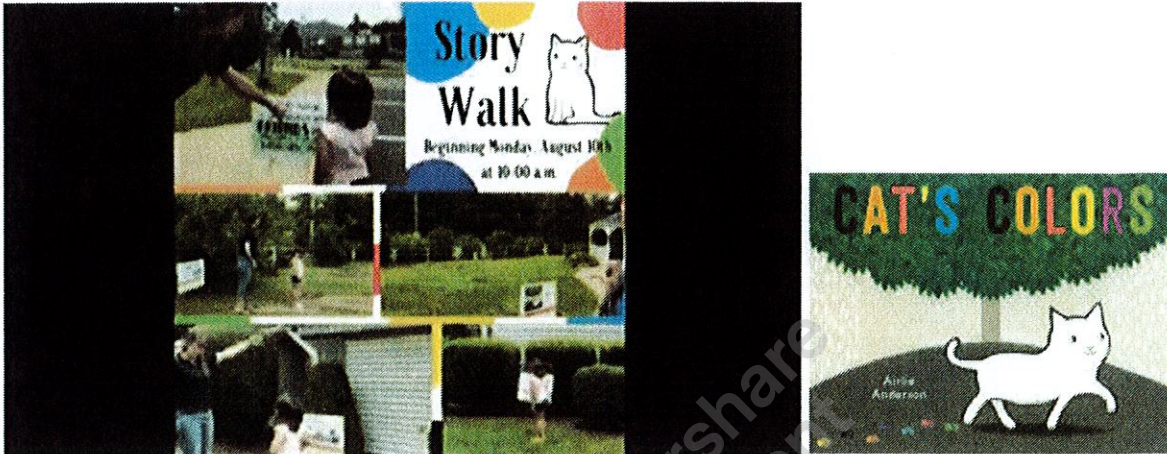
Virtual On Demand Programing:

- June 25th: Absolute Science: Fantastic Foam Show
- June 2nd: We Grow Yoga with Jennifer Barrett
- June 9th: Science Tellers presents "Dragons: Return of the Ice Sorceress"
- June 16th: Absolute Science presents "Fire & Ice Reaction Show"
- June 18th: Absolute Science presents "Kayleigh Rogers Magic Show"
- June 30th: Rick's Short Show #1
- July 2nd: Science Tellers "Dragons, Jr. (Episodes 1-3)
- July 6: Liz McNicholl and Imagine with Music
- July 7th: Absolute Science's Laser Show
- July 14th: Steve N' TV Body Show
- July 15th: The Science of Sound
- July 20th: Liz McNicholl presents Imagine with Music
- July 21st: Tom Sieling presents "Take a Tromp Through the Swamp"
- July 30th: Science Tellers presents "Aliens: Escape from Earth"
- August 11th: Didgeridoo Down Under

CHILDREN'S PROGRAM SPOTLIGHT



StoryWalk® 2020

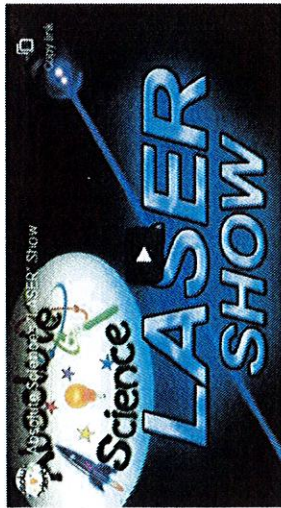


Patrons of all ages were invited to “visit” the Prospect Public Library for a unique story time. Our Story Walk was a way to support family literacy while maintaining social distancing. Child's Play, in partnership with Curious City and Barking Dog Exhibits, offered us the use of a free StoryWalk® for their picture book *Cat's Colors* to support our efforts!

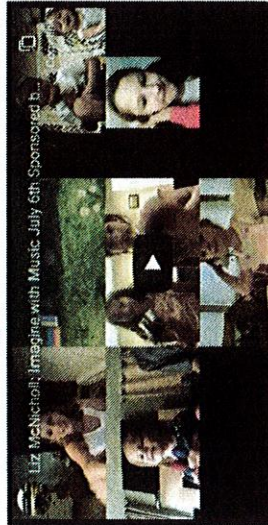
What is a StoryWalk®?

StoryWalk® is a literacy and physical activity tool that engages community members in reading children's books in unique environments. Illustrations from the book are turned into signs that are spread through outdoor spaces, allowing a reader to follow along with a story by walking and engaging in the story by completing the listed activities.

July 7th: Absolute
Science's Laser Show



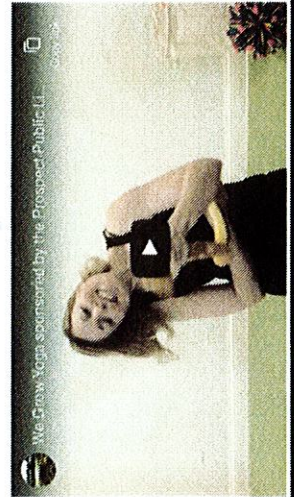
July 6: Liz McNicholl and
Imagine with Music



June 9th: Science Tellers presents
"Dragons: Return of the Ice Sorceress"

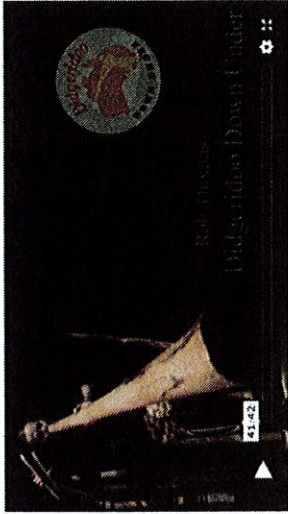


June 2nd: We Grow Yoga with Jennifer Barrett



AUGUST 11TH: DIDGERIDOO
DOWN UNDER

SPONSORED BY THE FRIENDS OF THE PROSPECT PUBLIC
LIBRARY

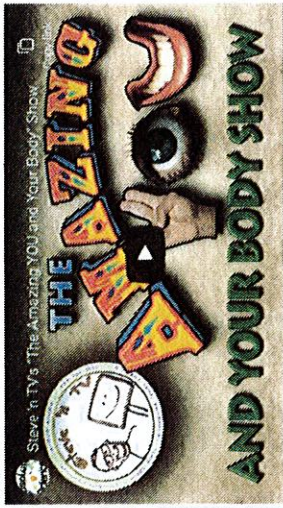


July 30th: Science Tellers presents
"Aliens: Escape from Earth"



Summer Reading Programs 2020

July 14th: Steve N' TV Body Show



July 7th: Absolute
Science's Laser Show

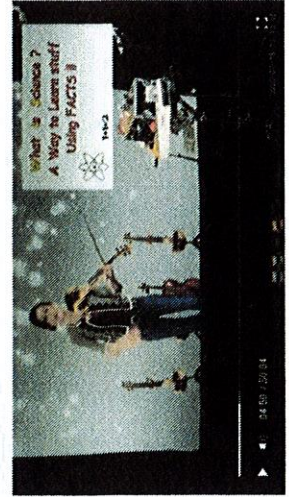


July 20th: Liz McNicholl presents
Imagine with Music



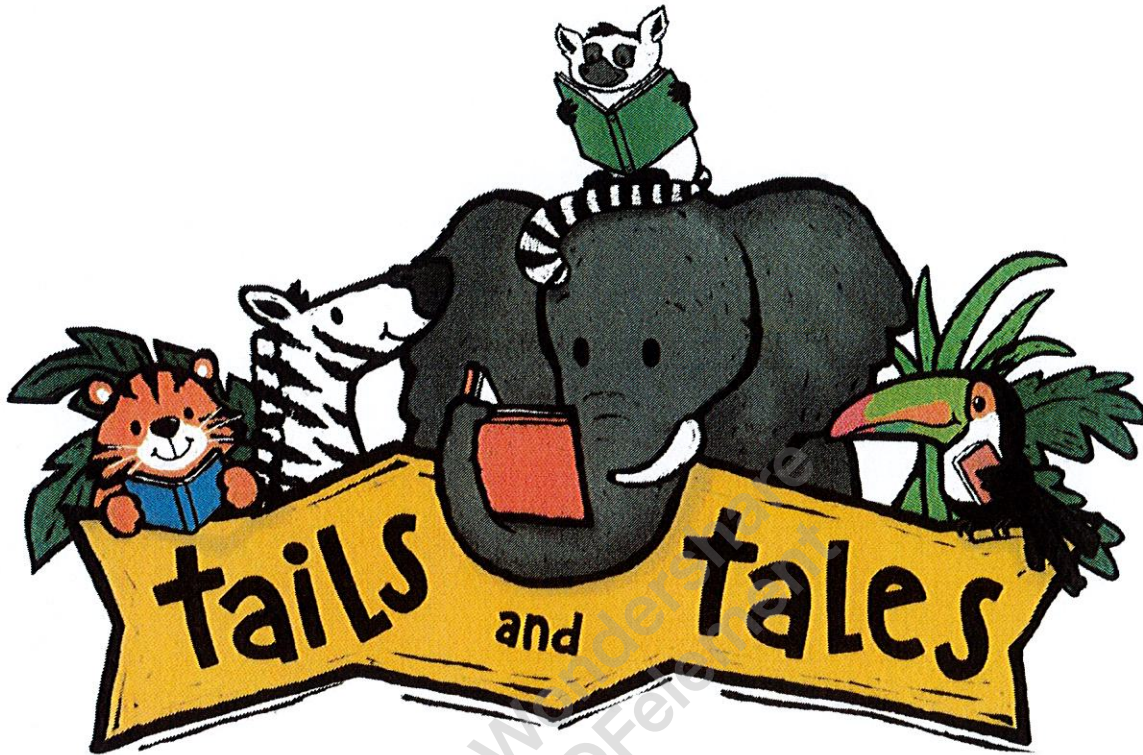
JULY 15TH: THE SCIENCE OF
SOUND

SPONSORED BY THE FRIENDS OF THE PROSPECT PUBLIC LIBRARY



COMING SUMMER 2021

Tails & Tales



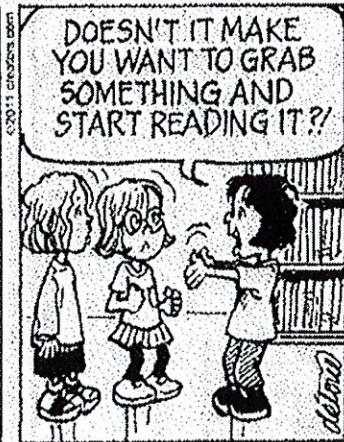
Readers of all ages will explore the animal kingdom this summer as Prospect Public Library presents "Tails and Tales" during their summer library program. Activities will include songs, group games, crafts, art projects, animals, and more.

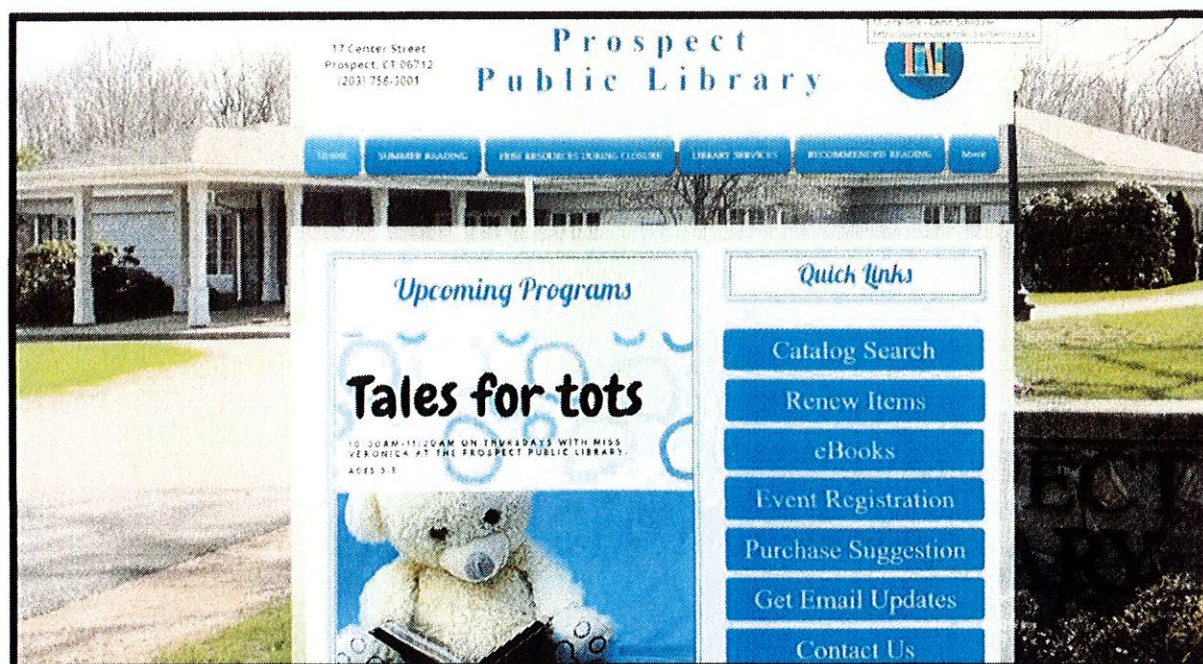
The 2021 Summer Reading Program is open to young people, preschool through young adult, with programs, prize drawings, storytimes and more. Some of our live shows will include animals, a Frisbee show, a Circus Duo and more. Our virtual shows include educational and learning components as well as on demand access to programming all summer.



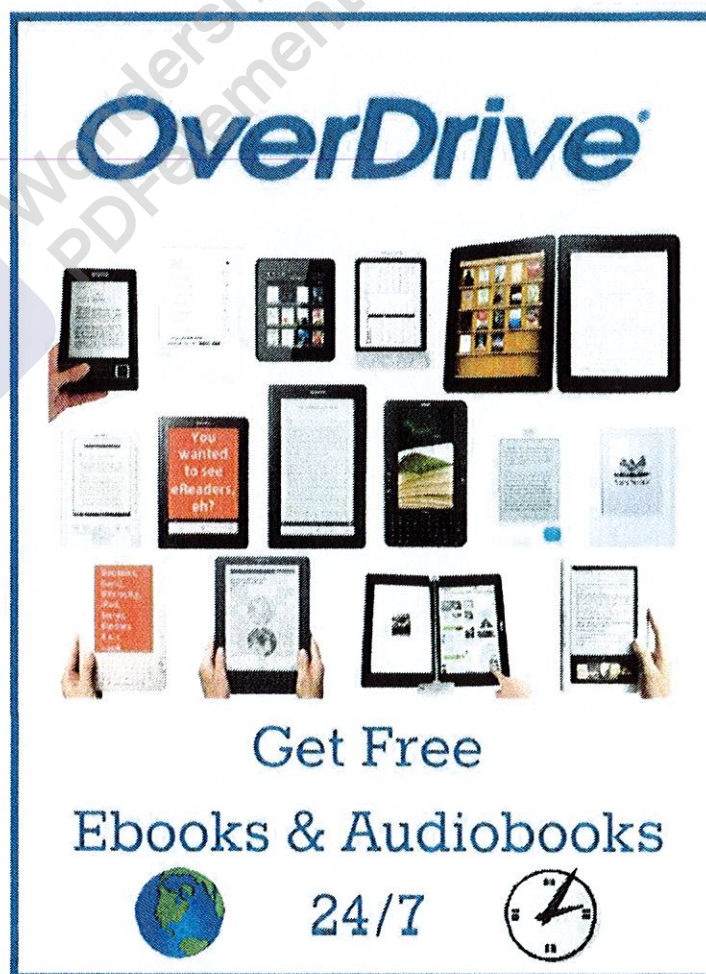
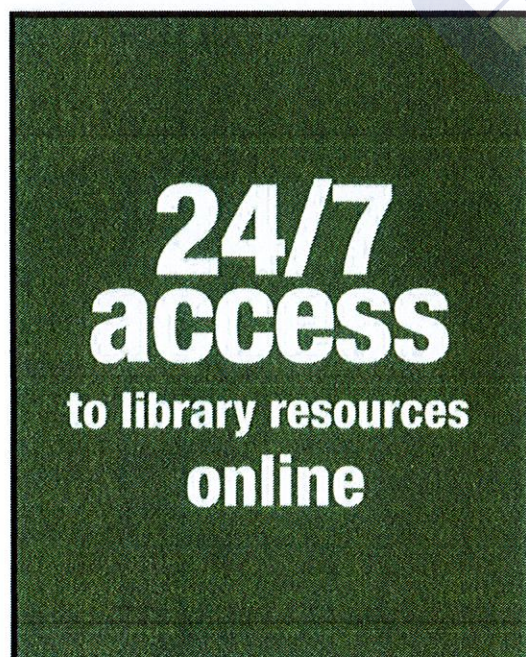
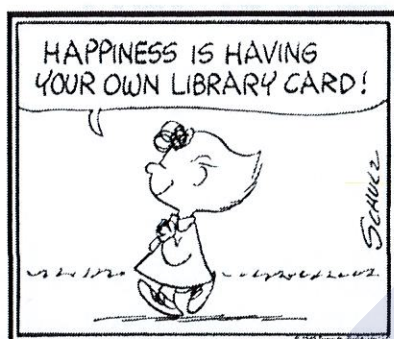
Prospect Library Through the Years!

ONE BIG HAPPY by Rick Detorie





WWW.PROSPECTLIBRARY.COM



FRIENDS of the PROSPECT PUBLIC LIBRARY, INC.

Information for Budget proposal 2021

Purpose

- Maintain an association of persons interested in libraries
- Focus public attention on the library
- Stimulate use of library's resources, services and facilities
- Encourage donations, gifts, endowments and bequests to the library
- Support the library in developing library services and programs for the community

Accomplishments for 2020

- Sponsored Museum Pass program at library providing discounts to museums, parks and a zoo; shorten list to meet with budget constraints
- Sponsored Summer Children's Library programs for July and August
- In lieu of Art of Thanksgiving chance basket, donated money to the Prospect Food Bank
- Maintain Book Nook at Library until March 2020
- Work with Benevity Fund for matching donations
- Prepared new space in Community Center for opening of Used Book Store in March 2020; store has not opened to date

Looking Ahead in 2021

- Open used book store when Community Center is reopened; retro-fit space prior to opening to accommodate for usage post-pandemic; eventually, resume book collections
- Donate to Library for Summer programs; Library has been advised donation will be half or less than prior years' funding due to no fundraising
- Monitor museum reopenings and adjust museum passes to accommodate Friends' budget and Library needs
- Participate in Connecticut Community Foundation fundraiser in April to raise funds for Friends group.

PROSPECT LIBRARY STAFF PROTOCOLS & EXPECTATIONS

(Approved by Library Board on December 10th)

Overview:

The following Staff Protocols & Expectations plan is based on Governor Lamont's Reopening Connecticut Guidelines for Libraries, input from staff, recommendations from the Chesprocott Health District, and approval by the Library Board and Mayor.

These procedures are based on the current COVID-19 case counts and are subject to revision if the public health situation changes, positively or negatively. These procedures may also be revised if found to be impractical or unsustainable when put into practice. Changes in staffing levels and the availability of Personal Protective Equipment (PPE) may also require adjustment to the level of public service the Library is able to provide.

STAFF PROTOCOLS & EXPECTATIONS

- If you feel sick – Stay home!!
- Everyone who comes through the staff door should use hand sanitizer OR wash their hands with soap and water right away.
- Proper PPE, e.g. gloves, masks, and face shields, will be available for staff. However due to possible limited supplies, staff may be asked to bring their own gloves or masks until supplies can be replenished from outside sources. If a Staff Member is given masks for future use at the library, these masks must be stored at and used at the library.
- Masks must be worn by staff while inside the library. Masks can be removed while eating lunch or in private offices. Staff may wear their own masks if they wish.
- Once the library reopens, Staff will assist in monitoring building capacity and mask compliance of patrons.
- All shared public machines and high-touch surfaces including hard chairs, door handles, card catalog, copier, public printer and counters will be cleaned with "approved" cleaning products by staff.
- Any gloves worn while emptying book drops, must be immediately disposed of after completing the task. Staff are then required to wash hands with soap/water or use hand sanitizer before continuing work at circulation desk.
- Staff will receive guidance in proper cleaning protocols and a list of the surfaces to be cleaned.
- Surfaces like the desk phones, staff kitchen appliances, staff room table, copier keypad, etc. are wiped down before each use work period by staff
- Keyboard/Keyboard cover and pc mouse will be cleaned by a designated staff members after each use.
- While the library is closed to the public, it will be fully cleaned and sanitized at least twice a week by a private cleaning company. Once the library reopens to the public, the library will be fully cleaned and sanitized on a daily basis by a private cleaning company after the library closes.
- Staff Response to patrons not wearing mask – what should be done (Mayor to set Policy)



TOWN COUNCIL • TOWN OF PROSPECT, CT 06712-1699
36 CENTER STREET (203) 758-4461

March 11, 2021

Connecticut Conference of Municipalities
545 Long Wharf Drive, 8th Floor
New Haven, CT 06511

Good afternoon,

I was wondering if you could provide some information and options if we requested CCM to provide FOI training for our Council members at one of our meetings. We recently have gone through a few FOI requests, one of which resulted in a violation.

Please let me know if you need any additional information from us but we would like to move forward with the training as soon as possible.

Thank you for your time and I look forward to hearing back from you soon.

Regards,

Jeff Slapikas
Prospect Town Council, Chair



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Regards,

Jeff Slapikas
Prospect Town Council, Chair



PROSPECT GRANGE BUILDING

DEMOLITION PROJECT

Report from Town Buildings Sub-Committee | November 2020



TOWN BUILDINGS SUB-COMMITTEE MEMBERS

Larry Fitzgerald

Stephanie Lusas-Kolodziej

Paul Murray

Megan Patchkofsky

MAYOR

Robert J. Chatfield





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INTRODUCTION

The Town Council Town Buildings Sub-Committee has been working with Mayor Robert Chatfield to determine the fate of the Grange Building. Unfortunately, the building has reached the end of its valuable use of life for the residents of Prospect. While the historical value of the building can never be replaced and certainly not forgotten, the Mayor and committee members recommended to the Town Council to demolish the building in September 2020.

The cost to overhaul the building and renovate it to be current with required building codes and laws. In addition, with the purchase of the Community Center located at 14 Center Street, which provides a generously diverse and spatial composition and floor layout, the Grange became less and less utilized for clubs, meetings and activities.

The included information and documentation are comprised on the committees work and research to determine the best way to move forward with the area around the Grange once the building is removed.

While action has begun for the removal of the building, there has not been any final determination as to what will be erected in its place. This report serves as a resource for residents to stay informed on the process as we move forward with an important historical part of Prospect.





HISTORY OF THE GRANGE

The Prospect Grange, Patrons of Husbandry, 144, was organized in 1894 and built the first meeting hall in 1897. The building currently constructed at 19 Center Street was rebuilt in 1947 after the original structure burned down in the 1940's. The Grange Building along with the other structures and monuments located on the Town Green and on Center street are part of the Prospect Historic District. Throughout its lifetime, the Grange has housed community and social events for Prospect and neighboring towns.

- The beautiful hardwood floors and stage upstairs served as a dance hall from ages ranging to elementary age students to senior citizens.
- Local musical and lyrical talent were showcased at the many "Open Mic Nights" that were held.
- Prospect Youth Services ran many programs and activities of the basement of the Grange that was transformed into a unique and welcoming area for children and teens.
- The front of the Grange building provided a back-drop for the many performers at the Annual Car Show & Sock Hop, Pumpkin Festival and End of Summer Fun Week.





RESEARCH & INFORMATION

To ensure the committee and Town of Prospect followed all state and federal requirements of demolishing the Grange, confirmation from the State Historic Preservation Office was received that there were no restrictions on taking the Grange down due to its historic origin and importance.

Please see Attachment A for the documentation of the Prospect Green Historic District which was approved by the US Department of the Interior on June 16, 2000.

While the Grange building is listed on the National Register of Historic Places as part of the Prospect Green Historic District, because no state or federal funds were used to fund this building or for the demolition project, the office stated they have no regulatory oversight.

However, information was provided that the Connecticut Environmental Protection Act allows for any citizen to seek remedy to prevent the building from demolition. To date, there have been no suits filed against the Town of Prospect from any citizen to halt the demolition process.





SURVEY COLLECTION & RESULTS

The committee comprised a survey to reach out to residents to gain feedback as to what the community would like to see in the area of the Grange once the building is taken down. The survey was posted online for respondents to complete from September 21, 2020 through October 16, 2020. Below is the survey template with questions and the results of the survey.

Grange Building

After several months of discussion, the Mayor and Town Council have concluded the Grange Building located at 19 Center Street be raised. The Town Buildings Sub-Committee has actively been participating in meetings, site walks, and research regarding this project. This survey is our attempt to gain some insight as to what Prospect residents would like to see constructed at the site of the Grange once the demolition is completed.

Historically, the Grange has been used for community and social events. Unfortunately, the current condition of the building does not warrant the cost to overhaul and renovate it to stay within historical guidelines.

Please complete the short survey below so we can hear your thoughts and suggestions on the fate of the Grange Building. Please note that a monument or memorial will also be placed at the site to honor the many years of service to the Prospect community by the Grange and Patrons of Husbandry.

Thank you and we look forward to receiving your votes!

* Required

1. Which structure would you like to see constructed once the Grange Building is demolished? *

☐ Grassy Area with Benches

☐ Bandshell

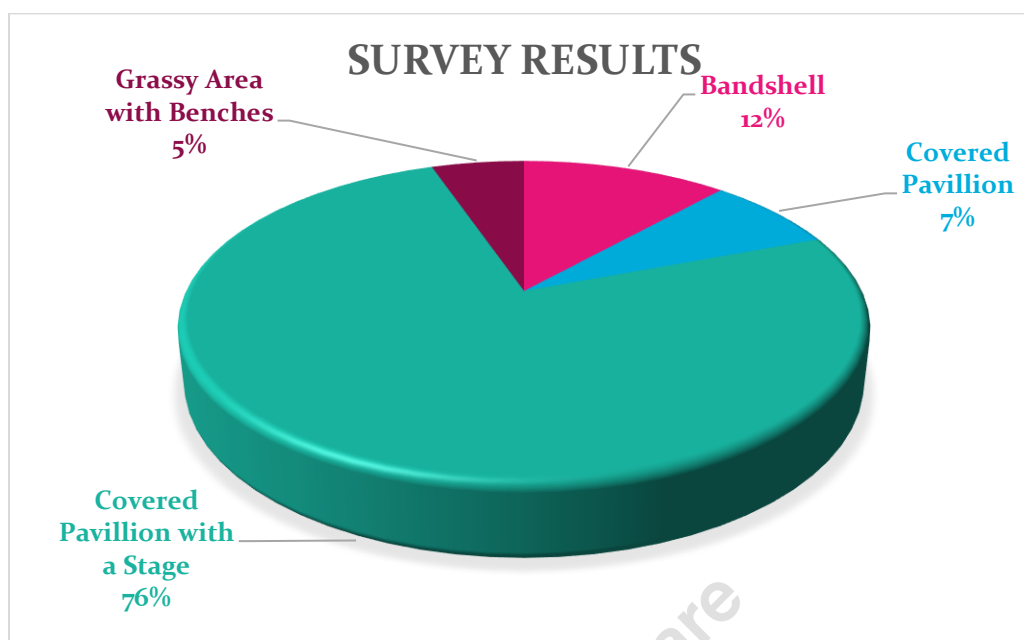
☐ Covered Pavillion

☐ Covered Pavillion with a Stage

2. Do you have other suggestions for what can be constructed at 19 Center Street once the Grange Building is taken down?

Enter your answer

Submit



Bandshell	20
Covered Pavilion	13
Covered Pavilion with a Stage	130
Grassy Area with Benches	9

Additionally, there were 35 comments for other ideas/options for the area that were not a choice on the survey. Those unanimous responses are below. *(For privacy reasons, any name submitted with the response was removed for this reports purpose.)*

- An indoor sports facility for the kids to play soccer, baseball and football. Something similar to the facility to the one at Hamilton Park in Waterbury. It can also be rented out for all the same if you're not a town resident. Birthday parties can also be celebrated there.
- Supply a charcoal grill so it can be used by the public for an outdoor picnic, similar to those in the city owned parks in Fairfield County parks
- Don't rush to build something. Preserve the land till a real need arises.
- Refurbish the Grange, according to historical guidelines
- We would love to see a mixed use pavilion-stage. We love to attend music on the green in non pandemic years and a stage is definitely needed. I do think a covered pavilion would be a great addition to the center of town. Outside of the few annual events in town like the pumpkin festival and car show the pavilion would help bring more people to one of the nicest pieces of property in town! We are so happy that that this eyesore will be gone and the roof of the old library will be repaired. Let's show people why we're the best small town in CT!



- Community pool with covered area, can be used year round for swim lessons, classes for seniors, birthday parties, etc.
- Just a thought ... if the Center Street road could be torn up and that end of the town green could be extended where the road was ... you could put a bandshell and/or pavilion on the actual enlarged green. Then there could be a new center street behind the old Grange hall. Just my opinion, but I think it would be nice to have a larger prospect green.
- A "Green Room" for the musical acts that will use the stage.
- Swim lane pool
- Community pool
- No
- A flower garden with benches and a fountain.
- Since that is the area live music performs for our town events I think a covered pavilion with a stage would be beautiful! Although I will miss the Grange!
- Just grass with the historical monument.
- Whatever you build, should be for Prospect residents only.
- Community pool
- Playground for little ones that are too small for the one on Canfield Park..too many holes to fall through on that playground..and we will eventually return to a time when children will play together again
- Indoor community pool
- Picnic tables
- starbucks
- starbucks
- I believe the area across from the Prospect Police Department should be the new "Prospect Town Green", and change the old Town Green to Something similar "Soldier Memorial Park". The Grange can be removed for additional parking (great for the car show/vendors fairs/parades) for the new green, community center, Memorial Park, Library. In the new Town Green, a covered pavilion, with picnic benches, and a stage platform, and electricity would be nice. (Similar the VFW) would be nice. it could be utilized by many groups, Prospect would be able to host more in town activities even during the rain or snow. The green space is much larger, additional patrons can visit, there's more shade.
- Indoor basketball court
- Covered community pool
- Keep it there so stupid
- Mcdonald's
- A town resident only accessible public restrooms for events on green
- Public bathrooms that are accessible to residence Only during town functions
- Covered pavilion AND grassy area with benches
- Splash pad or playground. Something for the kids in town to enjoy.
- Must be used for bands who play for summer concerts and fall festivals/car show. We don't want it to be a hang out when not in use....
- Anyway to incorporate the original sign or stone somehow into what gets built would be amazing
- Large Gazebo with benches all around the inside, surrounded by new landscaping.



- Grand Gazebo
- I think a flexible area that could be used for more than one thing/rain dates. I also think that Center street should be one way because as of now, it is very dangerous/narrow.





ATTACHMENT

A



March 16, 2021

A Statement to Mayor Chatfield and Members of the Prospect Town Council

From: Larry Fitzgerald, Patricia Geary, Theresa Graveline & Kevin O'Leary

Regarding Town Charter Violation

On March 5, 2021, we were pleased to receive a notice from the Mayor, which is presented in tonight's correspondence, informing the Council that the Town Council Chairman will be serving in a temporary capacity as Town Treasurer, in accordance with the Prospect Town Charter, Section 8.05, (Expenditures and Accounting) until the vacancy of the Treasurer is filled through an appointment by the Prospect Town Council.

We are very concerned, however, that prior to March 5, there occurred a clear violation of the Town Charter by the Mayor and Assistant to the Treasurer in the signing of "about twenty" Town of Prospect checks during the week of 02/26/21.

During Council meetings on January 19 and February 2, there was much discussion of the appointment of a Deputy Treasurer vs. an Assistant to the Treasurer since the Mayor assured the Council that the Treasurer was still performing his duties. The person appointed as Deputy Treasurer had not been sworn in as a Deputy Treasurer. Ultimately, on February 2nd, the Mayor provided a detailed job description for an Assistant to the Treasurer and a transfer of funds by the Council was approved for that person's compensation, thus establishing that position of assistant, rather than a Deputy Treasurer.

Sadly, our Town Treasurer passed away on February 17.

At the March 2nd Council meeting, when asked who had been signing Town checks since the Treasurer's passing, the Mayor replied that "about twenty" Town of Prospect checks had been signed by the Assistant to the Treasurer. The Mayor stated further that he had contacted the Town Attorney by phone and the attorney had advised him that it was okay for the Assistant to the Treasurer to sign checks.

However, Section 8.05 of the charter specifically provides for only the Chair of the Town Council (or Vice-Chair in the absence of the Chair) to sign checks if the Treasurer or Mayor is absent or unable. The job description of the Assistant to

the Treasurer does not include check signing and since she had never been sworn in as a Deputy, the assistant was not able to perform those duties of the Treasurer. Signing by anyone other than the Chair or Vice-Chair of the Council is a clear violation of the Charter.

In order to begin to address this violation it is important for the Mayor to acknowledge that charter violation and for a full accounting to be furnished for the Council to know exactly how many checks were written, when, to whom, and for how much. Additionally, we request confirmation that the Assistant to the Treasurer has been removed as a signatory on Town of Prospect Bank accounts and that all checks in question were successfully negotiated by the banks and do not need to be re-issued.

While we believe that the actions of the Mayor and Assistant to the Treasurer were undertaken to ensure that the business operations of the Town would continue, the fact remains that by allowing or encouraging anyone other than the Town Council Chairman or Vice-Chairman to sign checks in lieu of the Treasurer, a direct violation of the Charter occurred. This is a serious and unacceptable overextension of this administration's powers, and we hold the Mayor accountable.

At this time we are not suggesting pursuit of the recourses or sanctions outlined in Section 8.05 of the Charter. Nevertheless, we state, unequivocally, this must never happen again. Any future violations will be expected to be addressed as prescribed by the Town Charter.

Respectfully submitted,

Larry Fitzgerald, Patricia Geary, Theresa Graveline & Kevin O'Leary



Town of Prospect

Municipal Accounting Assistant (MAA) (Contracted or Hired)

General Statement of Duties:

Under the general supervision of the Mayor and/or Treasurer assists in planning, directing, and coordinating all financial and accounting functions for the Town of Prospect; assists with maintaining all Town accounting records, preparing financial statements and reports required by the Government Accounting Standards Board (GASB) and the Connecticut Department of Revenue (DOR).

The Municipal Accounting Assistant is responsible for providing higher level clerical support of a more-than-ordinary-difficulty to department heads and staff. This position maintains moderately complex financial records of revenues and expenditures for the Town of Prospect departments and assists with processing and tracking such revenues and expenditures. The MAA is expected to complete complex technical duties as required and to exercise judgment and initiative to ensure that all municipal financial transactions conform to local, state and federal law and professional standards.

Supervision Received:

Works under the general supervision of the Mayor and/or Treasurer

Essential Job Functions:

The essential functions listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Analyzes and reconciles general ledger accounts monthly, including cash, accounts receivable withholdings, etc.
- Reconciles all bank accounts monthly and submits any unreconciled items over sixty (60) days old to the Mayor and Treasurer
- Enters all journal entries to balance and close monthly books in general ledger.
- Prepares and records correcting journal entries and works with other departments to correct and prevent errors.
- Works with departments to resolve discrepancies in accounts
- Reviews the Town's financial appropriations, expenditures, cash receipts, transfers, balance sheets and other financial report for inputting and/or posting.
- Reviews all departmental accounts payable and payroll warrants for accuracy and compliance with applicable laws.
- Assists in the monitoring and reporting of revenues and expenditures to assure sound fiscal controls and compliance with Connecticut General Laws, budgets appropriated by Town Meeting, and rules and regulations.
- Assists in preparing monthly financial reports to the Town Council

- Supports the Mayor's Office in preparation of the annual audit and compiles information for Town Auditors to complete the annual report
- Preparation of the Annual Financial Report shall be done within one hundred twenty days (120) of the conclusion of the fiscal year
- Works with the Mayor and Treasurer to respond to and address Management Letter findings and Internal Control Matters identified by the auditor
- Assists in tracking fixed assets in accordance with the Fixed Asset Policy
- Assists in the fiscal year end closing of the general ledgers.
- Assists with the monthly cash reconciliations for all departments.
- Performs the monthly reconciliation of all financial activity within all town receivable and payroll withholding accounts and records information in the accounting software
- Assists in compiling monthly reports for payroll and tax withholdings that are processed through the town's payroll service provider
- Maintains reporting of the fixed assets accounting system for buildings, equipment and infrastructure; analyzes all reports to ensure compliance
- Prepares a list of intra and inter-departmental transfers for authorization by the Town Council at the end of the fiscal year
- Assists in preparation of quarterly and year end Federal and State reporting.
- Assists in preparing the monthly Bureau of Labor Statistics report
- Assists in preparation of monthly, quarterly and year end local financial reporting, including special projects, by compiling and verifying the accuracy of data; prepares and provides financial data, history and/or calculations to the Town Treasurer.
- Assists with the annual distribution of 1099 forms to all town vendors and W2 forms for town employees
- Performs similar or related work as required, directed, or as situation dictates.

Accountability:

A highly accurate work product is expected. The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines, or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

Judgement:

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Confidentiality:

The Municipal Account Assistant has regular access to a variety of confidential information for the Town of Prospect and is expected to hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations and shall not be used for any other purpose.

Education and Experience:

Bachelor's Degree in accounting, finance or business administration; three to five years of experience in accounting or financial management, preferably in municipal government setting, or an equivalent combination of education and experience.

Knowledge, Abilities and Skills:

Knowledge: Knowledge of principles and practices of municipal accounting, Connecticut municipal finance laws and generally accepted accounting principles; familiarity with computer applications for accounting and financial management.

Ability: Ability to analyze and interpret financial data and present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with department heads; ability to work independently and exercise judgment.

Skills: Skill and accuracy working with numbers and detail; organizational and management skills; proficiency in the use of Microsoft business office software programs, e.g., Access, Excel, Word and Microsoft Office Outlook. Preferred familiarity with Sage Accounting Software and QuickBooks; and an aptitude to learn additional proprietary financial software packages as needed.

Physical Skills: Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and may require extended periods of computer screen time.

Work Environment:

The work environment is one typical of offices. Noise or physical surroundings may be distracting. The Municipal Accounting Assistant may be required to work beyond normal business hours and be may be requested to attend evening meetings.

Accommodations:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Salary:

Acceptance Date:

Revision Date:





CLERMONT

ACCOUNTANTS • ADVISORS

Clermont & Associates, LLC
37 Waterbury Road
Prospect CT 06712

Main: 203-758-6658

Fax: 203-758-6758

clermontaccounting.com

January 29, 2021

To the Town Council
Town of Prospect, Connecticut
Prospect, CT 06712

We have audited the financial statements of the activities and the aggregate remaining information of the Town of Prospect, Connecticut, for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 1, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative aspects of accounting practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year. We noted no transactions entered into by the government unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.

Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Town's financial statements included in the "other long-term liabilities" reporting in Note 8 of the notes to the financial statements and the estimates of claims in worker's compensation which were incurred but not reported. These include management's best estimates of liabilities that the Town may have incurred and included as a long-term liability.



Other Audit Findings or Issues

Treasurer's Duties

The Connecticut General Statutes (C.G.S. 7-80) describes the duties of the Town Treasurer. Included in these duties is the oversight of all cash accounts of the Town. We noticed the Town did not reconcile certain accounts timely. We recommend the Town Treasurer's duties be extended to oversee the reconciliation of all Town cash accounts.

Capital and Nonrecurring Fund

The Connecticut General Statutes (C.G.S. 7-360) allows the Town to maintain a capital and nonrecurring account to be funded in part by the Town's operating surplus. All transfers to this fund should be for capital or nonrecurring expenses so that funds are not routinely transferred out of the fund for other uses. We reclassified an appropriation to this account to a committed general fund balance account to differentiate fund's committed for operating purposes from those committed for capital and nonrecurring purposes.

Difficulties encountered in performing the audit

We encountered no significant difficulties in performing and completing our audit.

Corrected and uncorrected misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. However, the misstatements detected as a result of audit procedures and corrected by management were material in the aggregate to each opinion unit's financial statements taken as a whole. As such, an internal control significant deficiency was noted.

Disagreements with management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We had no disagreements with management.

We have requested certain representations from management that are included in the management representation letter dated January 29, 2021.

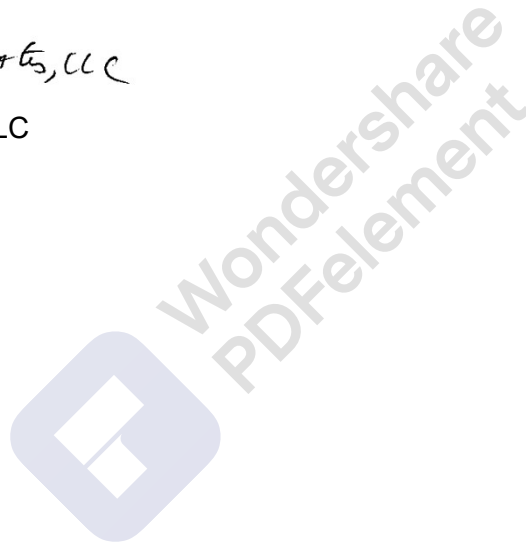
***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditors opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all relevant facts. To our knowledge, there were no such consultations with other accountants.

This information is intended solely for the use of the Town Council and management of the Town of Prospect, Connecticut, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Clermont & Associates, LLC
Certified Public Accounts





QUOTATION #012021

To:

Prospect Parks & Recreation
12 Center Street
Prospect, CT 06712
Attn: Chris Moffo

Date
Project
Phone
Email

1/20/21
Outdoor Recreation Shade
203-758-0036
cmoffo@sbcglobal.net

We propose to furnish & install the following described materials:

Qty	Item #	DESCRIPTION	Price Total
1	SP- 3040-SW-VT-TG	Outdoor Recreation Shade – Steelworx Hip, 30' x 40', 8' Eave, 4:12 Roof Pitch, VENTED TOP design, Polyester Powder Coated Framework, 24 Ga MultiRib Metal Roofing, #1 Grade 2" x 6" Tongue & Groove Decking, Standard Colors TBD, Furnished Only	48,745.00
1	OLU	Overhead Lattice Upper & Lower Tier	5,840.00
1	Lightning Protection	Lightning Protection	1,990.00
1	Electrical Access and Cut-outs	Electrical Access and Cut-outs	600.00
1	Installation	Factory Authorized Installation Erection only	34,000.00
1	Concrete	Concrete Slab & Footings	24,190.00
1	Engineering	Engineering (CT stamp) building/footings/slab	1,600.00
1	DAS	CT DAS State Contract Discount	-10,917.00
1	Discount	Preferred Customer Discount	-1,500.00
1	FRT	Freight	3,775.00
	TOTAL	PROJECT TOTAL	\$108,323.00
Qty	Item #	ADD/ALTERNATE	Price Total
12	Wabash	Wabash Heavy Duty Picnic Tables \$1,385.00ea. 8 Person Table 96 Total	16,620.00
1	Install	Factory Authorized Installation of Picnic Tables	3,200.00

PAYMENT TERMS:

Government Agencies:

- Net 30 from original invoice with approved credit

All others:

- Payment of **1/2 down** on original invoice enters the order (irrevocable letter of credit required for new customer, established customer must be in good standing).
- Make checks payable to Creative Recreation LLC
- **If installation is included, an additional 1/4 original invoice is due at time of receipt of goods and entire balance is due at completion of installation with a company, cashier's or certified check.**
- **If installation is not included, entire balance is due upon receipt of goods with a company, cashier's or certified check.**
- Tax exempt certificate required with order, if applicable; otherwise **taxes owed are the customer's responsibility.**
- Cancellations are **ONLY** accepted with the approval of Creative Recreation. All cancellations will carry a minimum of 25% restocking charge.

Unless otherwise noted, quote **does not** include installation, supervision, prevailing wages, freight, freight surcharges, permits, state or local approvals, performance bond, engineering seals, testing, site preparation, removal of excess dirt, dumpster fee, borders, safety surfacing, *unloading, storage*, security, fencing, plumbing and landscaping. Payment due Creative Recreation for any additional items is customer's responsibility and must be included with final payment.

____ Please Initial Here

1/20/2021

Page 1 of 2

**IF QUOTING INSTALLATION, PRICE ASSUMES:**

- Normal soil conditions (must meet or exceed 2000PSF). Abnormal conditions include, but are not limited to stump dumps, ledge and underground springs.
- Easy ACCESS to site with trucks (Any re-seeding or repair required if trucks cross landscaping, sidewalks or grass areas are the responsibility of the customer unless otherwise noted.) Access to power and water.
- NO allowance for moving or repairing any underground utility lines such as electrical, telephone, gas, water or sprinkler lines that may be encountered during installation operations
- NO rock excavation. Any additional cost incurred as a result of hard rock conditions requiring extra equipment, or for utility removal or repair resulting in delay is the responsibility of the customer, unless these conditions are detailed on as built site drawings and initialed by all parties or are marked on the ground prior to quotation, fabrication and installation.

OWNER SITE PREPARATION AND MAINTENANCE ISSUES

Owner must provide safety fencing to be used by installer around the site. Owner MUST call underground utilities prior to excavation and obtain all approvals/permits. Please note that this document is not intended to cover all owner responsibilities.

DELIVERY INFORMATION

Whenever possible, the customer will be given a 24 hour notice of delivery. Assistance is needed to unload. A standard folk lift will be required for most deliveries. Delivery point should be in close proximity to the construction site in a secured area. Equipment should be inventoried carefully after unloading. Any discrepancies should be noted on both copies of the freight bill and immediately brought to the attention of Creative Recreation. Visible damage to any piece of equipment should also be detailed on the freight bill. When inspecting, care should be given to minimize tearing of packaging. Packaging for any damaged product should NOT be discarded. If possible, damaged product should be returned in its original packaging. If concealed damage is found, contact Creative Recreation within one week of delivery to ensure that reporting procedures can be followed in a timely manner.

Quote good for 30 days, subject to review thereafter

This quotation, after acceptance by the buyer and when thereafter approved in writing by an authorized official of the seller, will become a contract. Until so approved, it is not a contract and is not binding on the seller in any way. If buyer does not give acceptance within 30 days, this quotation is subject to possible price revision. Signature will not substitute for a Purchase Order if a Purchase Order is required by customer.

Accepted By:

Printed Name of Buyer

Authorized Signature

Date:

Creative Recreation LLC

John W. Hollerbach

Approved by:

John W. Hollerbach

Authorized Signature

Title: President

Date: 1/20/2021

Unless otherwise provided as a special term, all shipments are F.O.B. seller's plant.
Allow at least seven weeks for delivery upon receipt of approved submittals, shop drawings, colors and any applicable deposit.

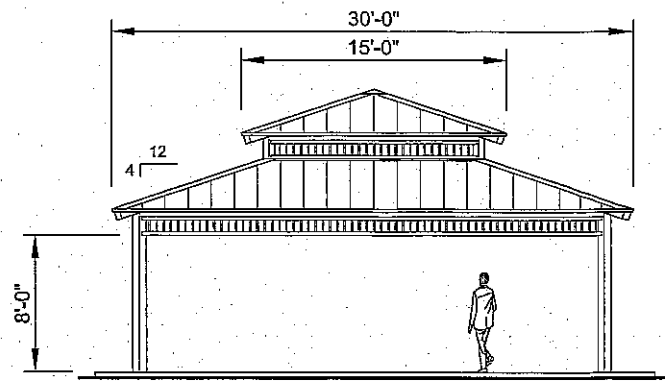


P.O. Box 330235 · West Hartford, Connecticut 06133
Tel 860.953.5338 · Fax 860.953.5337 · www.creativerec.com

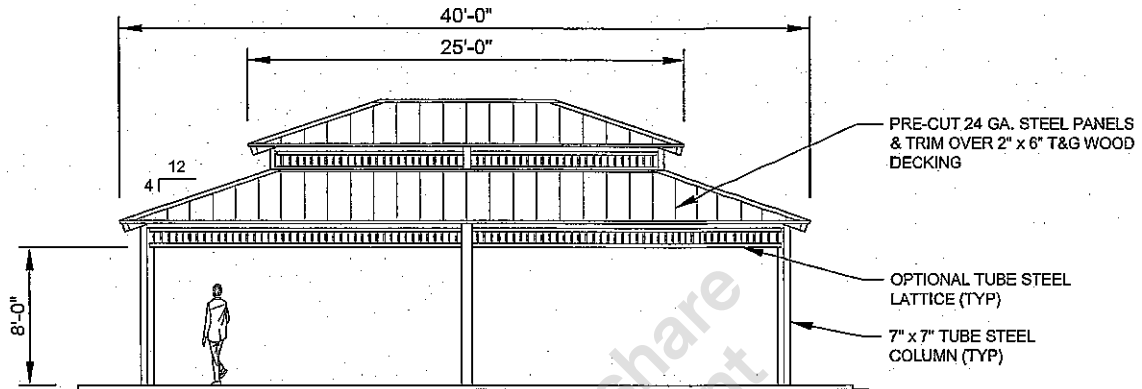
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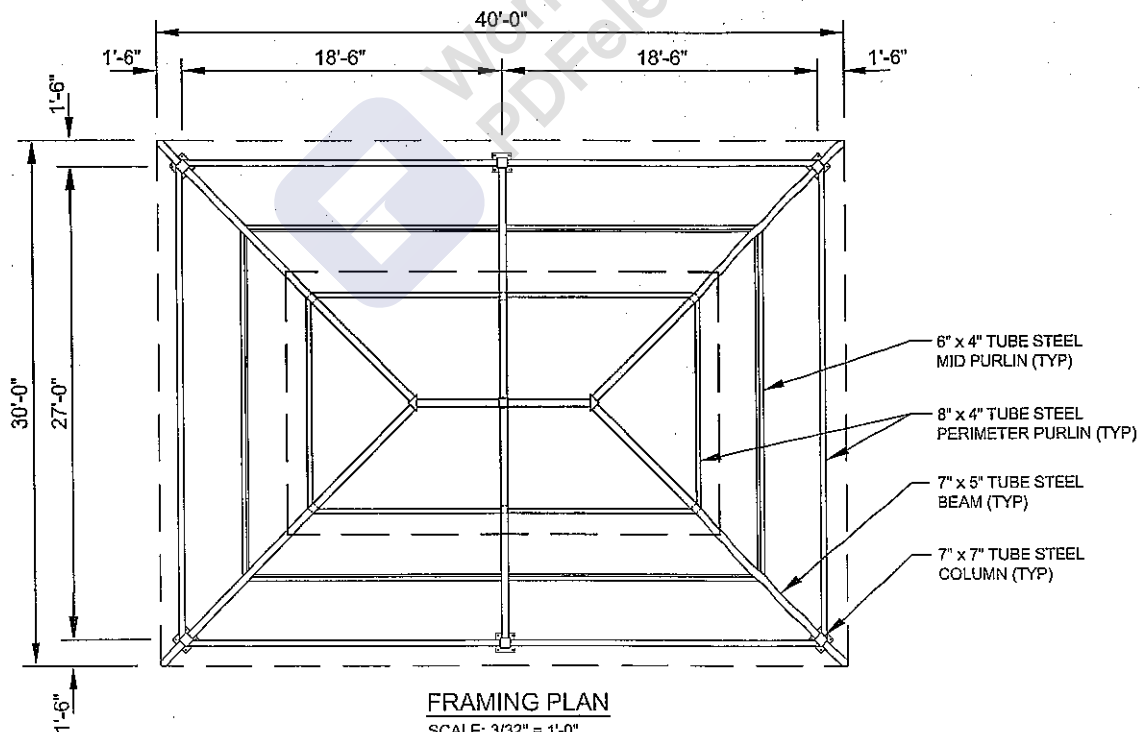
Page 2 of 2

**FRONT ELEVATION**

SCALE: 3/32" = 1'-0"

**SIDE ELEVATION**

SCALE: 3/32" = 1'-0"

**FRAMING PLAN**

SCALE: 3/32" = 1'-0"

Model: Steelworx Hip Shelter w/ Vented Top, 30' x 40'
Model # HP-3040-SW-VT-EX-TG-LA

Manufacturing Mission: To provide all prefabricated components and installation instructions for a 30' wide by 40' long (measured from eave to eave) free standing bolt together, tubular steel constructed shelter kit.

Design Criteria: Structure shall be designed to meet site specific snow and wind load design criteria using most current applicable building codes. All structural members are ASTM A-500 U.S. grade B steel. Welded connection plates shall be ASTM A-36 hot rolled steel. All fabrication performed to latest AISC standards by AWS Certified welders. All framing connections are done using A325 grade bolts within concealed access openings from above and will later be concealed by the roofing. All roof framing shall be flush against the roof decking to eliminate the possibility of bird nesting.

Tubular Steel Columns and Beams: Standard column dimension shall be 7" x 7" x 3/16" tubular steel welded to 5/8" base plates for surface mounting. Main support beams are 7" x 5" x 3/16" and purlins are 8" x 4" x 3/16" and 6" x 4" x 1/8". Steel sizes are preliminary and may change due to ongoing review and final engineering.

Roof Deck: 2" x 6" (nominal) #1 Grade, end matched, single tongue and groove with V-joint bottom face, kiln-dried to an average of 15% moisture content, Southern Yellow Pine. #30 roofing felt included.

Roofing: 24 Ga. pre-cut steel Multi-Rib panels with Kynar 500 finish in a variety of colors with white underside. Standard roof slope is a 4/12 pitch with a eave height of 8'-0". Attached to structural frame with exposed screws painted to match roof color. Matching 24 Ga. trim included.

Frame Finish: All steel framework will receive a corrosion protective TGIC Polyester powder coat, electro-statically applied and cured at 400°F. A large selection of standard colors are available.

Foundation: All columns need to be anchored to concrete footings (footing design provided separately). Columns can be surface mounted to footings with anchor bolts at or below finish slab elevation or they can be embedded directly into the footing without base plates upon request. Anchor bolts and bracing templates are included. Optional base plate covers are available at an additional cost.

Hardware: All structural hardware and roofing fasteners shall be provided.

Warranty: 10 years against manufacturer defects.

Not Included: Concrete work of any kind, unloading of product and installation.



11800 East 9 Mile Road
 Warren, MI 48089
 Office: (586) 486-1088
 Fax: (586) 754-9130
 Toll Free: (800) 657-6118
 Email: info@coverworx.com
 www.CoverWorx.com

Steelworx Hip Shelter - 30' x 40'

Model: HP-3040-SW-VT-EX-TG-LA

DESIGN SPECIFICATIONS



From: Mike Stankina <mstankina@mrcrec.com>
Sent: Friday, February 05, 2021 11:55 AM
To: cmoffo@sbcglobal.net
Subject: FW: RCP Shelters Proposal #34191; Community Park; Prospect, CT
Attachments: image001.png

Chris,

Below is pricing for the installation of the pavilions I quoted earlier this week. I have other contractors quoting it also, so I expect some more figures shortly. This is installation only.

Pricing for the steel TS-H3040-04: \$65,600.00

Pricing for the wood LW-H2844-04: \$83,175.00

Concrete footings are included. Concrete slab under shelter is included. Pricing based on footing design provided and subject to change once engineered drawing are complete.

Let me know if you have any questions.

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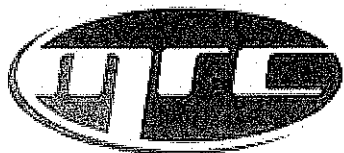
Thank you.

Sincerely,

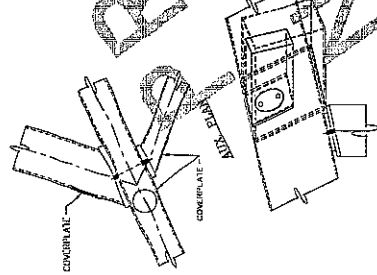
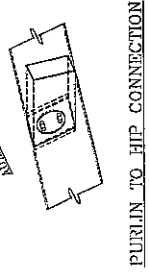
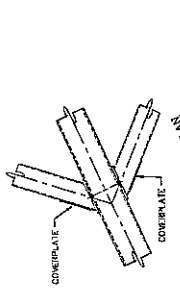
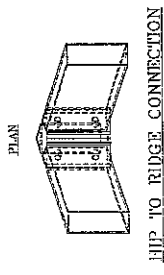
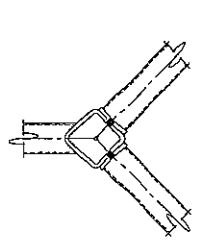
Mike Stankina, CPSI
mstankina@mrcrec.com
215-300-8396
www.mrcrec.com
www.gametime.com

Connecticut - <https://flic.kr/s/aHskBEhoty>

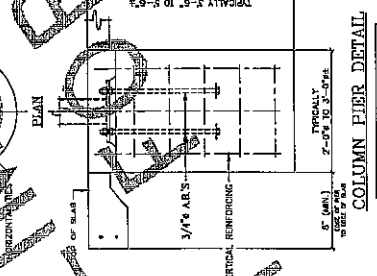
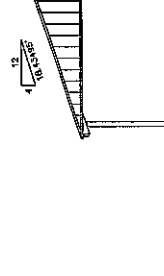
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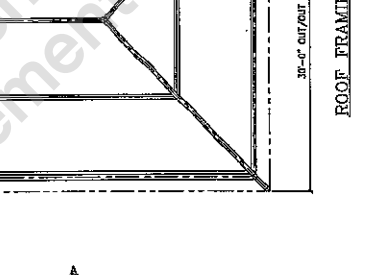
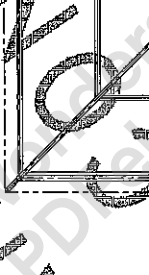
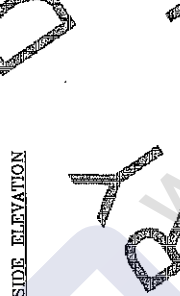
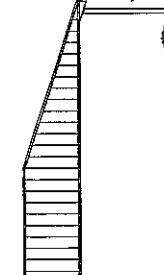
play. site. sport.



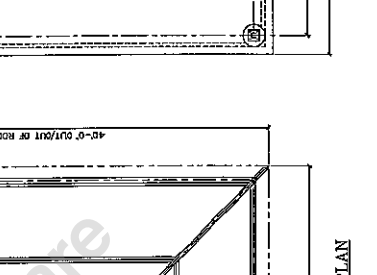
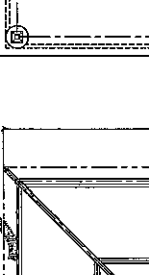
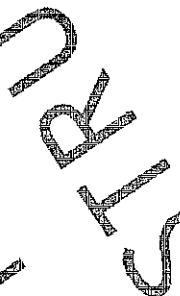
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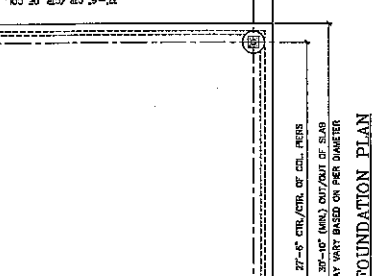
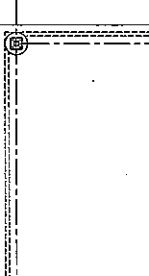
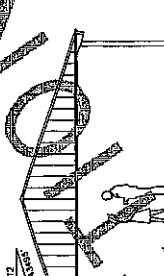
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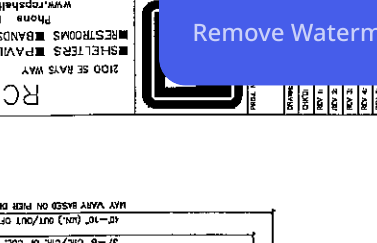
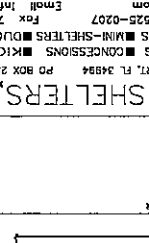
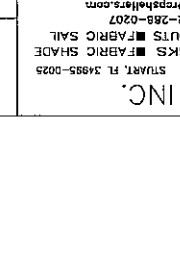
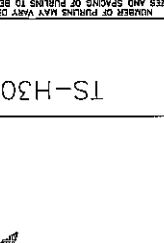
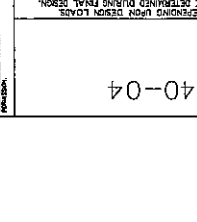
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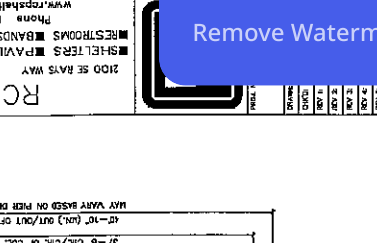
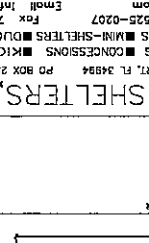
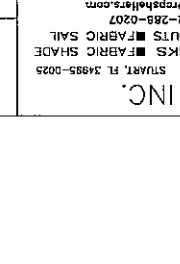
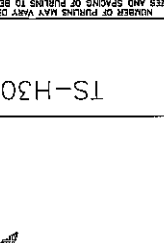
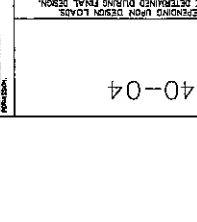
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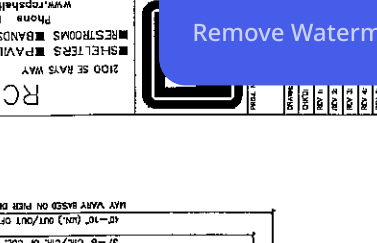
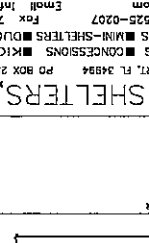
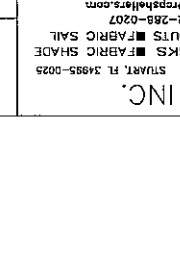
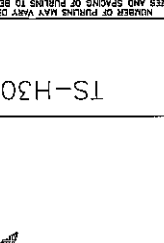
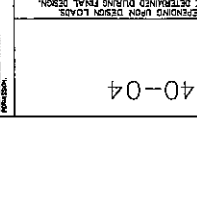
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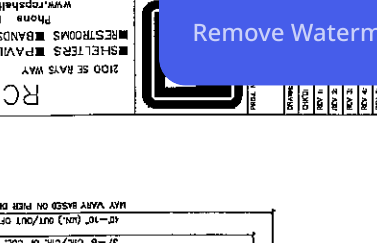
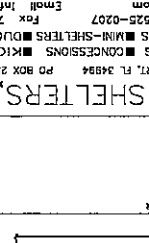
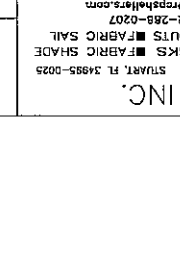
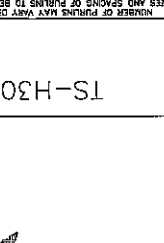
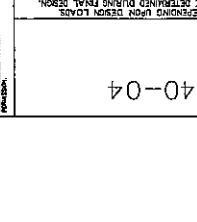
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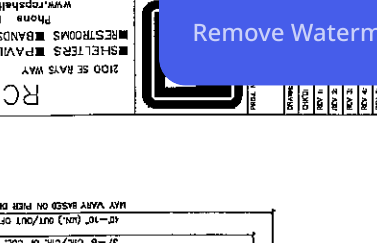
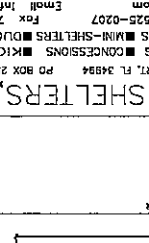
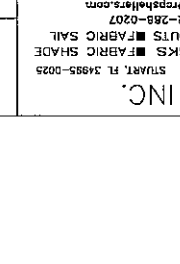
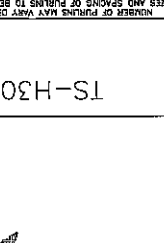
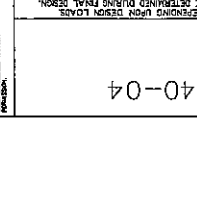
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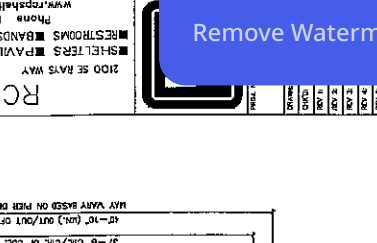
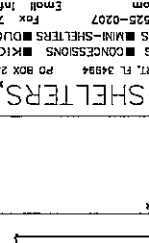
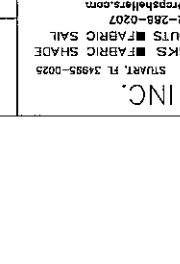
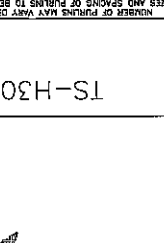
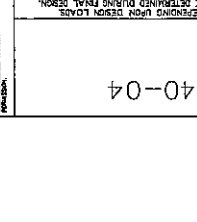
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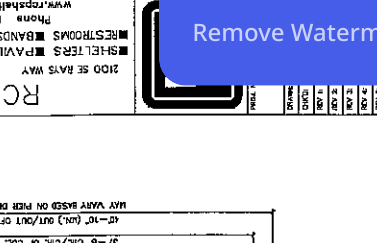
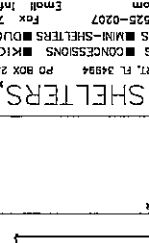
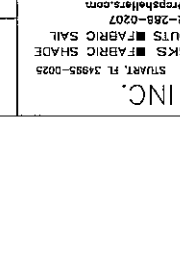
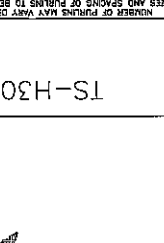
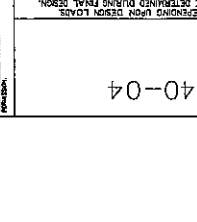
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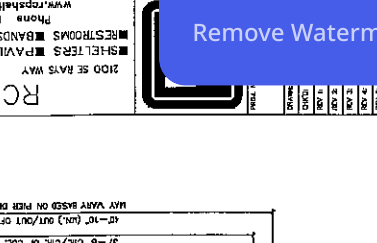
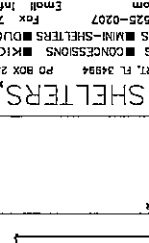
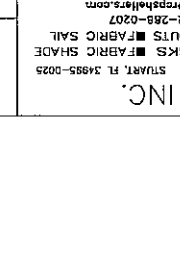
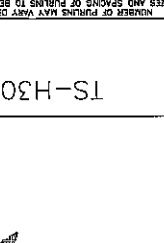
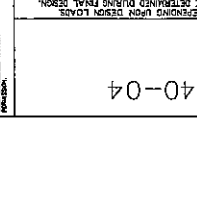
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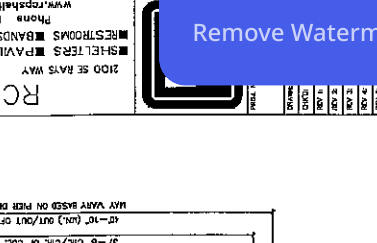
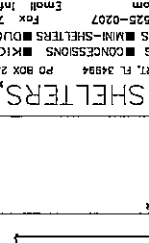
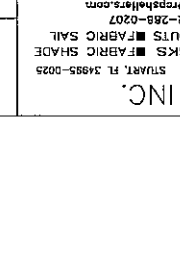
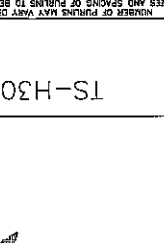
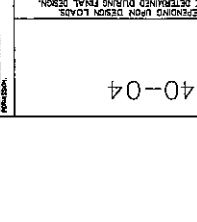
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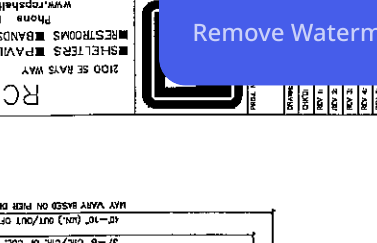
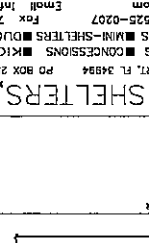
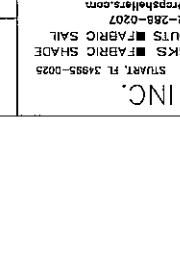
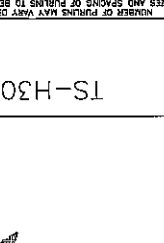
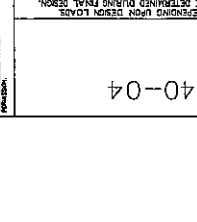
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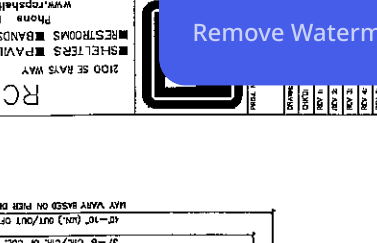
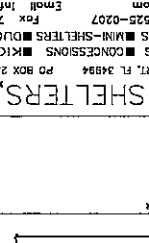
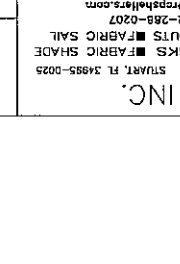
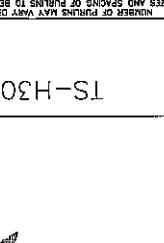
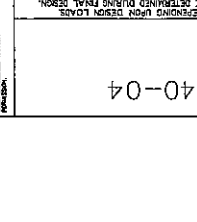
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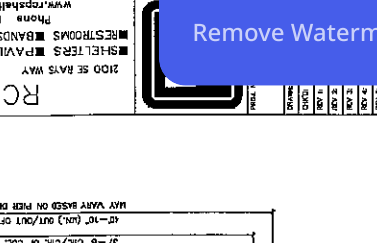
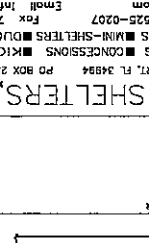
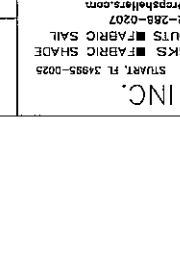
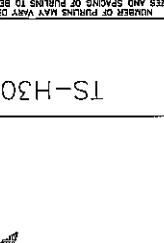
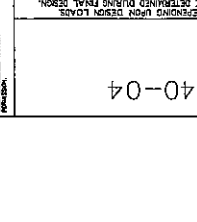
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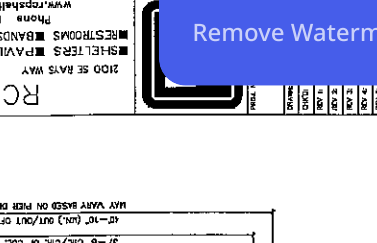
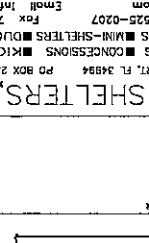
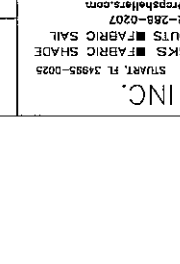
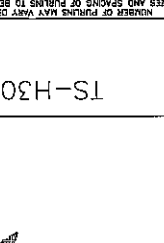
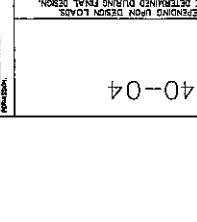
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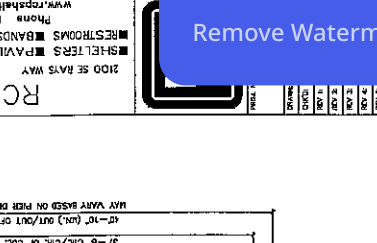
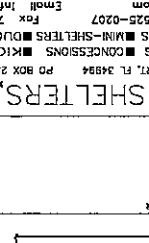
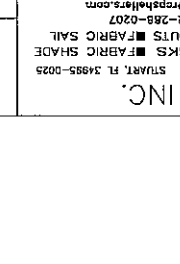
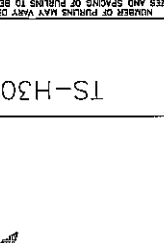
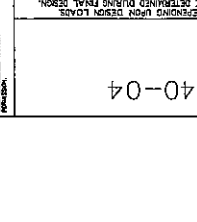
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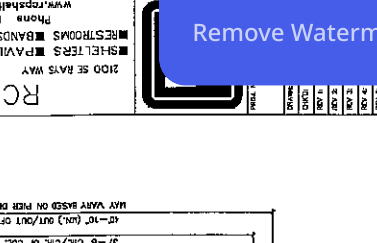
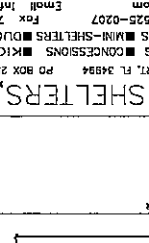
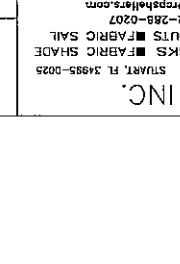
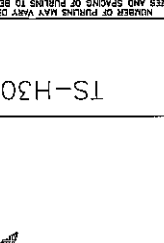
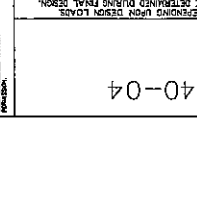
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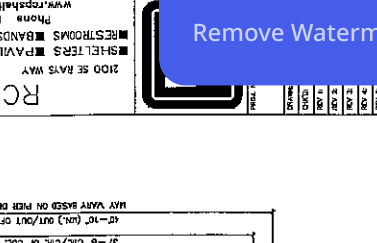
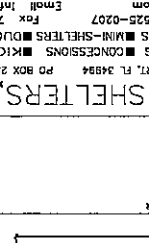
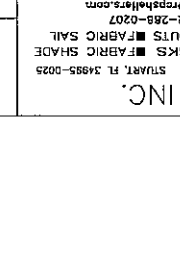
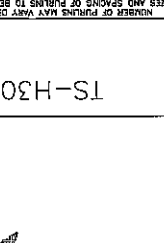
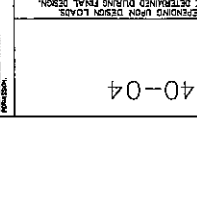
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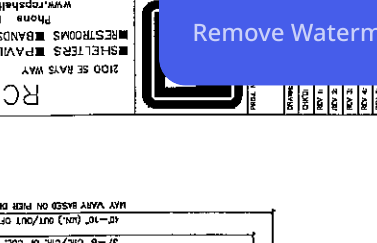
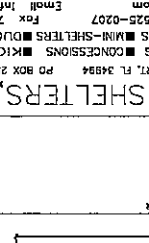
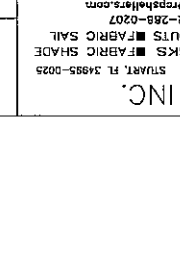
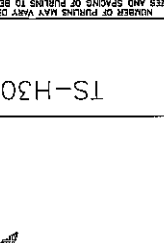
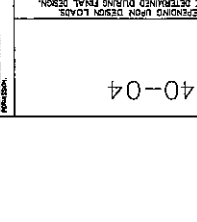
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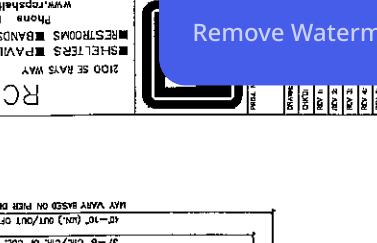
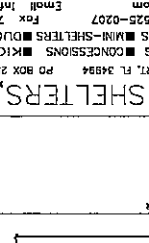
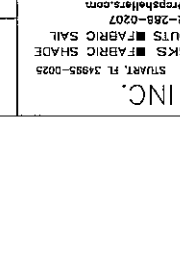
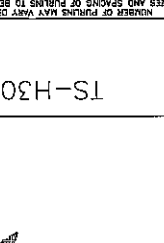
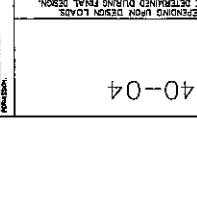
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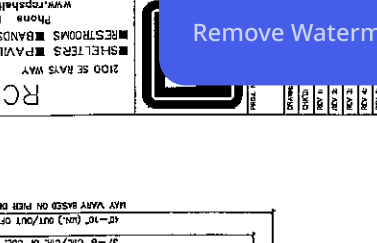
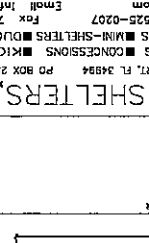
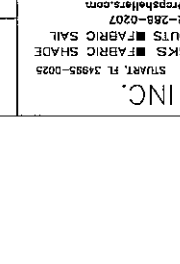
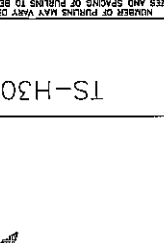
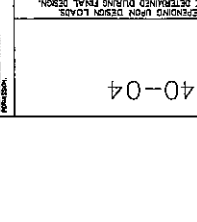
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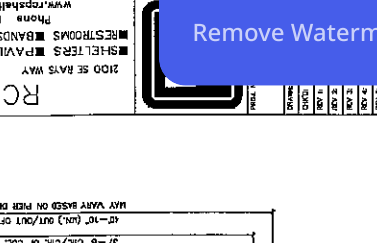
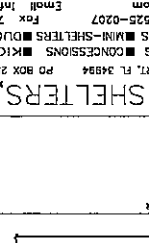
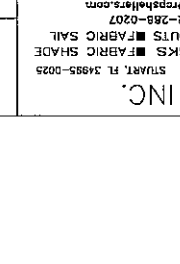
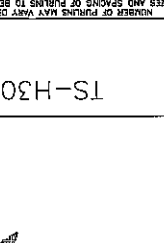
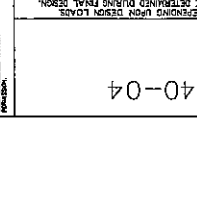
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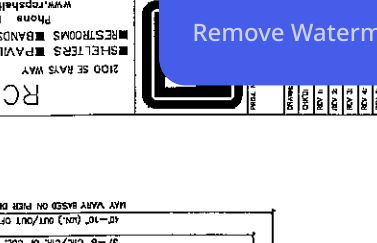
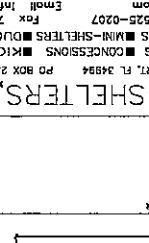
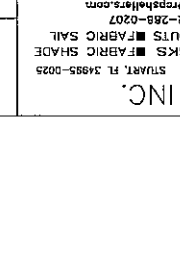
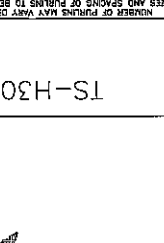
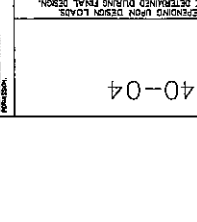
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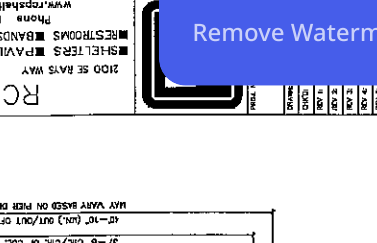
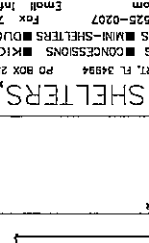
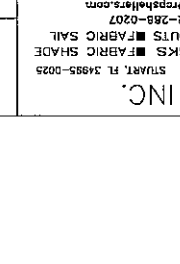
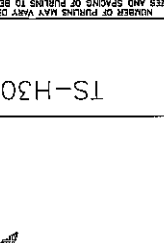
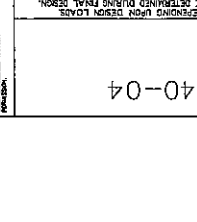
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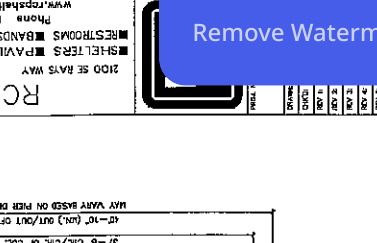
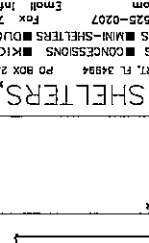
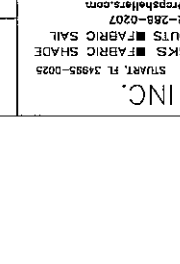
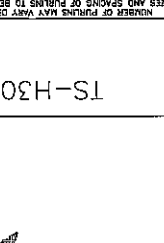
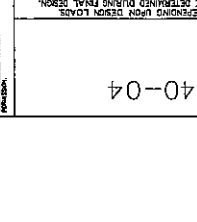
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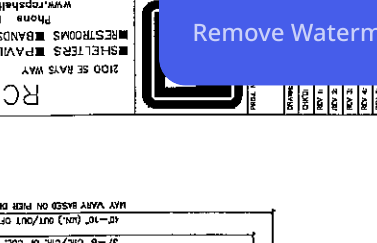
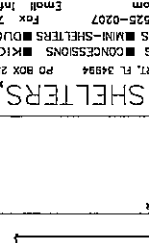
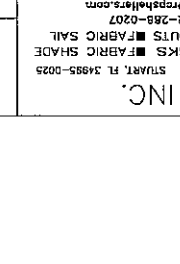
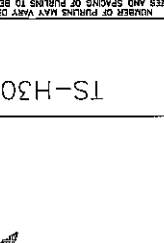
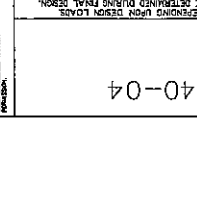
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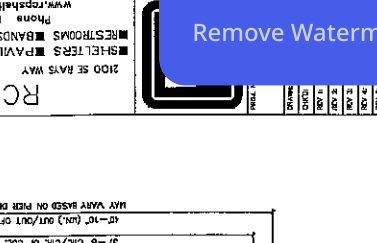
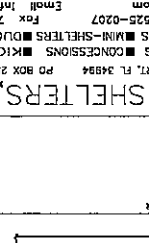
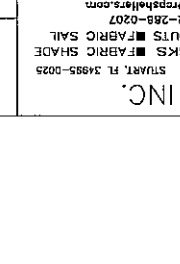
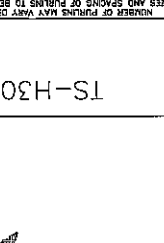
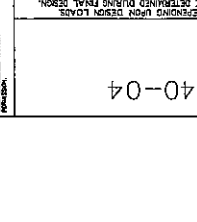
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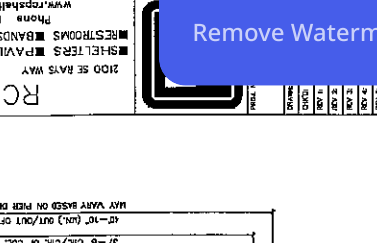
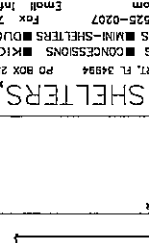
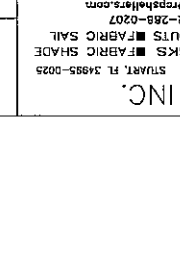
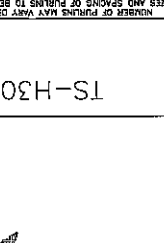
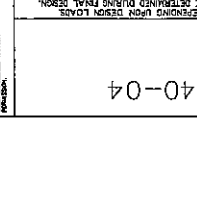
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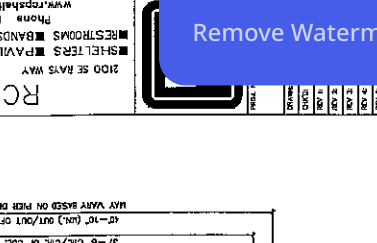
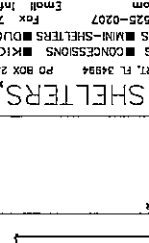
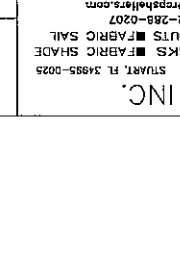
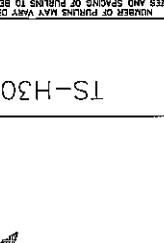
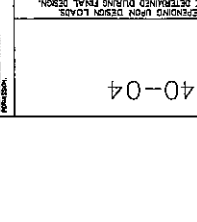
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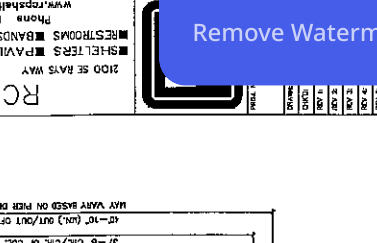
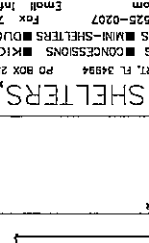
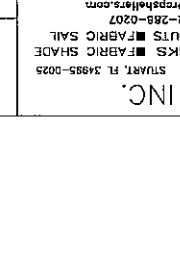
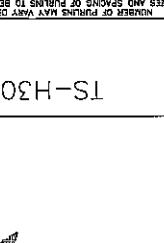
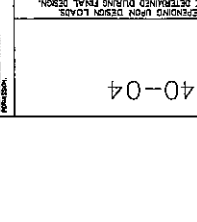
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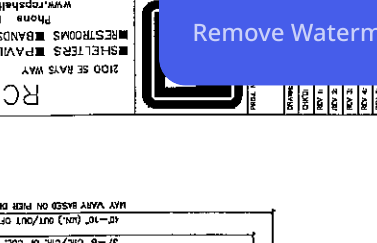
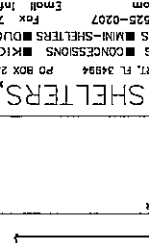
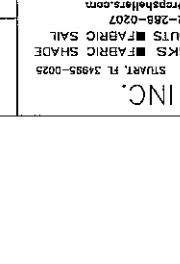
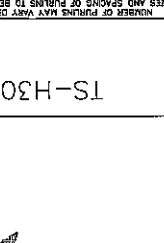
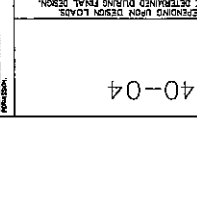
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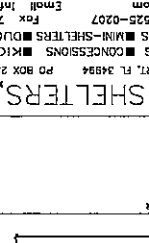
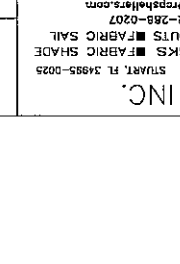
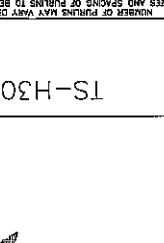
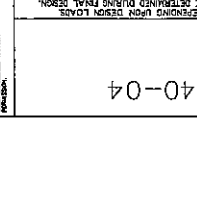
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COLUMN TO PURIN CONNECTION



RECREATION
GROUP

January 25, 2021

Chris Moffo
Parks & Recreation Director
Prospect Town Park
62 Waterbury Road
Prospect, CT 06712

RE: ICON Steel Structure and Installation Quotation for Prospect Town Park, Prospect, CT 06712.

Mr. Moffo,
Please see the ICON Steel Structure, and Installation Quotation for Prospect Town Park, per your request.

The footing is quoted as Pier or Spread footing mount.

35'x40' Structure:

Part: RH10X24TM-P4

Expiration Date 02/21/21

Rectangular Hip Shelter
Steel Design

2x6 Stained Tongue and Groove Roof Deck

Installer to field cut T&G Roof Angles

24 ga Pre-cut Multi-Rib Metal Roof over T&G

4:12 Roof Slope

Included: Anchor Bolts and Templates

Ecoat/Powdercoat – Frame only

Column Base Covers for (6) Columns – Covers required if column is NOT recessed below finish slab

Engineered Stamped Drawings including 2 Calculation Books, 4 Sets of Drawings and
Includes Foundation Design - applies to standard Pier or Spread footing. Deviations from
standard foundation design maybe subject to additional charges.

Delivery to Prospect, CT 06712

Steel Shelter Cost* \$73,868.75

*Price is after MA State Contract FAC104 or MHEC #MC15-B14 was applied

Erection & Installation of Steel Rectangular Hip Shelter, above
Includes pouring of Cement Slab

\$45,400.00

P.O. Box 1503
Westboro, MA 01581

P.O. Box 1050
Tolland, CT 06084

800.861.1209
508.393.1963
F 508.393.1927
www.nerecgroup.com
nerg@nerecgroup.com

**NEW ENGLAND
RECREATION
GROUP**

The client is responsible for foundation and grout installation. Anchor bolt not included.

Note: We reserve the right to implement a surcharge for significant increases in raw materials, including the following, but not limited to: fuel, steel, fabric and concrete.

Installation disclaimer: Installation includes a complete installation, and is based on normal digging conditions for equipment installation only, and does not include any undo hardships incurred during excavation, i.e. rock or ledge excavation.

NERG is not responsible for Permits and Dig Safe notification.

Note: We reserve the right to implement a surcharge for significant increases in raw materials, including the following, but not limited to: fuel, steel, fabric and concrete.

Terms TBD

Please let us know if you have any questions regarding this quote or to discuss further. We look forward to working with you on your project!

Sincerely,
Charles Ramondo Jr.,
Charles Ramondo, Jr.
Chairman

ORDERING INSTRUCTIONS

1. Submit a purchase order/signed quote, listing items ordering and pricing. (Address it to New England Recreation Group, Inc.)
2. Provide a copy of your sales tax-exempt certificate, or *sales tax will be added.
3. Provide color choices, if applicable.
4. Provide a delivery address for the equipment.
5. Provide a contact person to receive the delivery.
6. Provide a phone number to reach the contact person for the delivery.
7. Provide a billing address.
8. Quote is valid for 30 days.
9. If any questions, please call Caliene or Chuck (508) 393 -1963.

P.O. Box 1503
Westboro, MA 01581

P.O. Box 1050
Tolland, CT 06084

800.861.1209
508.393.1963
F 508.393.1927
www.nerecgroup.com
nerg@nerecgroup.com



Proposal #: 34191 103226 01 02

Date: 01/29/2021

Town of Prospect

Attn: Christopher Moffo
59 Waterbury Rd.
Prospect, CT., 06712

Phone: (203) 758-0036

E-mail: cmoffo@sbcglobal.net

RCP SHELTERS, INC.

PROPOSAL/ORDER FORM

2100 SE Rays Way • Stuart, FL 34994

P: 800-525-0207 • 772-288-3600

F: 772-288-0207

info@rcpshelters.com •

<http://www.rcpshelters.com>

Prepared by: Mike Stankina/hd

mstankina@mrcrec.com



Hotchkiss Park - Prospect, CT

ITEM	QTY	DESCRIPTION	PRICE
B	1.00	Model #: LW-H2844-04 28' x 44' Lam-Wood Hip Shelter	\$49,945.00
OPTIONS FOR B	Please circle & add in the price column if required: 1. Add + \$1,990 for semi-transparent factory stain on exposed wood.		
FREIGHT	Pooled freight rate delivered to an accessible site. Upgrade to dedicated truck or split shipment is available upon request at an additional fee. Refer to notes on page 2 for more details.		Included
SALES TAX	Applicable only for FL or CA (or provide tax exempt certificate)		
TOTAL	Total of Item(s) and option(s) selected and freight (if applicable)		

INCLUDED

- CT Cert Drawings: includes standard RCP foundation design
- Columns: CCA treated glued laminated SYP
- Beams: glued laminated SYP
- Roof Deck: #1 2x8 T&G SYP
- Fascia: C and Better Clear 2x6 AYC
- Roofing: 26-gauge exposed fastener metal roofing
- Hardware: powder coated connections
- Fasteners: hot-dipped galvanized
- Delivery: to an accessible site

NOT INCLUDED

- Unloading
- Concrete
- Concrete embedment (anchor bolts, wire mesh, rebar, etc.)
- Stain
- Deck & fascia nails
- Electrical or other cutouts (priced upon request)
- Rails/ornamentation/benches/cupola
- Installation
- OSB diaphragm (may be structurally required)
- Anything not specifically listed as "Included"

TERMS & CONDITIONS

- Orders not subject to cancellation
- 30% deposit due with order
- Balance due prior to shipment
 - Net 30 available with approved credit (*check only*)
- 3% discount for payment in full with order (*check only*)

EXPEDITING OPTIONS (average acceleration of 2-4 weeks)

- Payment in full with order (discount not applicable)
 - Prioritized engineering
 - Prioritized fabrication
- Dedicated Truck (additional fee applicable)

(Signature)

(Print/Title)

(Date)

Page

1/5

Signature confirms acceptance of all pages of this proposal.

**GOVERNMENT AGENCIES**

- Net 30
- 1% discount net 10
- no deposits required

- o Guarantees truck route
- o Only necessary if pooled load not available

PRICING NOTES *(RCP reserves the right to requote if:)*

- Quote is older than 30 days
- Shipment not taken within 180 days
- Project location snow load exceeds 30 psf



(Signature)

(Print/Title)

(Date)

Page
2/5

Signature confirms acceptance of all pages of this proposal.

**RCP SHELTERS, INC.****PROPOSAL/ORDER FORM (CONTINUED)**

2100 SE Rays Way • Stuart, FL 34994

P: 800-525-0207 • 772-288-3600

F: 772-288-0207

info@rcpshelters.com • <http://www.rcpshelters.com>**Proposal #:** 34191**Community Park - Prospect, CT****PROPOSAL NOTES & DETAILS****DESIGN / ENGINEERING**

- Proposal based on design by RCP Shelters, not necessarily an exact match to bid or architectural drawings.
- RCP value engineers for minimum number of columns to keep the pavilion as open and accessible as possible. Final design may not reflect the same number of columns or members, sizes, or spacing as images on RCP's website and catalog or preliminary drawing.
- Drawing lead times vary significantly based on design simplicity/complexity, seasonal demand, and current order backlog.
- Design requirements not disclosed to RCP prior to proposal, or required revisions resulting from information not disclosed at time of order are subject to additional charge. Common examples:
 - All pertinent foundation information, including but not limited to geotechnical report, maximum depth for water table, or installations near or connection to other structures (drift snow loads), or any other site specific request/requirement must be provided with order. Without this information, RCP reserves the right to requote or charge additional engineering fee.
 - Proposal includes standard foundation based on assumed soil values (minimum 2' diameter & 4' deep – can be much larger depending on loading conditions and size of structure). Foundations may be designed by others with RCP provided column base reactions. Custom foundation designs may be available for additional fee.
 - Electrical or other custom cutouts not specifically included in the proposal are subject to additional engineering, drafting, and fabrication fees.
- Local code may have requirements that are not the responsibility of RCP (examples: NJ architectural stamp, FL fire barrier board).
- Each project is designed for its specific location after receipt of order. Occasionally, engineering determines that materials not included in the proposal are required. Such materials shall be provided by others (example: OSB diaphragm is sometimes required on larger LW-G and bandshell models).
- Drawings provided by RCP Shelters with this proposal are preliminary and are not for construction. Owner can pre-purchase engineered drawings, which detail the project specific foundation design and material requirements, with no obligation to purchase the entire structure.

FABRICATION / SHIPPING DETAILS

- Fabrication lead times vary based on seasonal demand and current order backlog.
- Freight price is based on pooled load.
- Upgrade to dedicated truck or split shipment is available for an additional fee.
- Shipping dates are not guaranteed. RCP does not accept orders with penalties or contingent liability.
- Trucking will call at least 24 hours prior to delivery to coordinate.
- Unloading by others: RCP recommends non-marring padded slings and padded forks for offloading. Block all materials off ground and cover with moisture resistant paper until installation.

(Signature)

(Print/Title)

(Date)

Page
3/5*Signature confirms acceptance of all pages of this proposal.*



TECHNICAL SPECIFICATIONS

Proposal #: 34191



I. DESIGN CRITERIA

Structure shall be designed to be free standing, open air pavilion in conformance with all applicable building code. Manufactured by RCP Shelters: 2100 SE Rays Way, Stuart, FL 34994 • Toll-free: 800-525-0207 • F: 772-288-0207 • <http://www.rcpshelters.com> • info@rcpshelters.com.

II. SCOPE

Structure shall be a glued laminated pavilion over a 4" minimum thickness reinforced concrete slab. Structure shall have a clear space, without a center column or open knee bracing. Structure shall be designed by professional engineers. The owner or contractor shall be responsible for unloading, temporary storage, soil testing (if necessary), site preparation, concrete slab, and erection of structures. Owner or contractor is responsible for protection of materials after arrival. Members should be blocked well off the ground, covered with moisture resistant paper, and separated with wood strips to allow circulation.

III. COLUMNS

Columns shall be glued laminated southern pine, APA/EWA certified. Members shall be pressure treated minimum CCA 0.4 pcf and sized to meet loading requirements. Column embedment shall be a minimum of 3' below finished grade.

IV. BEAMS

Beams shall be glued laminated southern pine, APA/EWA certified. Members shall be factory sealed and individually wrapped for protection in transit. Unloading note: To minimize damage to the beams during unloading, owner or contractor should utilize padded forks or non-marring slings.

V. EAVE & PITCH

Eave height shall be minimum 7'-6". Roof pitch shall be 4:12.

VI. ROOF DECK

Roof deck shall be nominal 2" x 8" #1 grade, T&G, SYP, edge veed one side, kiln dried, and furnished in specified lengths. Deck shall be field cut at hip, with drops used opposite hand in adjacent bay. #2 grade and/or random length end-matched deck shall not be acceptable.

VII. FASCIA

Fascia shall be C and Better Clear nominal 2" x 6" Alaskan Yellow Cedar (AYC).

VIII. HARDWARE

Hardware connections shall be ASTM A572 steel, powder coated after fabrication and included with all required fasteners. Hot-dipped galvanizing and stainless steel are available and priced upon request.

IX. 26-GAUGE METAL ROOFING

Metal roofing shall be 26-gauge exposed fastener Galvalume® panels with 3/4" high ribs, 9" on center, over HydraShell Max (or generic synthetic). Ribs shall run with the roof pitch for proper drainage. Roof panels



TECHNICAL SPECIFICATIONS



shall be 3' wide and pre-cut by the length from the eave to the ridge. Angles shall be factory pre-cut. Matching roof trim & fasteners shall be supplied. Panels and trim shall be pre-finished with the Kynar 500® paint system. Color shall be chosen by owner from standard color chart, provided upon request.

X. **FACTORY STAIN (OPTIONAL)**

Beams, T&G roof deck, wood columns, and fascia shall receive factory applied Sherwin Williams semi-transparent wood stain. The color shall be "Natural" unless otherwise requested. Color charts available upon request.



Proposal #: 34191 103226 01 01
Date: 01/29/2021

RCP SHELTERS, INC.

PROPOSAL/ORDER FORM



2100 SE Rays Way • Stuart, FL 34994
P: 800-525-0207 • 772-288-3600
F: 772-288-0207
info@rcpselters.com • http://www.rcpselters.com

Town of Prospect
Attn: Christopher Moffo
59 Waterbury Rd.
Prospect, CT., 06712

Phone: (203) 758-0036

E-mail: cmoffo@sbcglobal.net

Prepared by: Mike Stankina/hd
mstankina@mrcrec.com

Hotchkiss Park - Prospect, CT

ITEM	QTY	DESCRIPTION	PRICE
A	1.00	Model #: TS-H3040-04 30' x 40' Steel Hip Shelter	\$38,153.00
OPTIONS FOR A	Please circle & add in the price column if required: 1. Add + \$600 for templates, HDG anchor bolts 3/4" x 24" F1554-36 w/washer & nuts. 2. Add + \$550 for electrical provisioning (conduit access, cutouts, fixture holes, etc.).		
FREIGHT	Pooled freight rate delivered to an accessible site. Upgrade to dedicated truck or split shipment is available upon request at an additional fee. Refer to notes on page 2 for more details.		Included
SALES TAX	Applicable only for FL or CA (or provide tax exempt certificate)		
TOTAL	Total of Item(s) and option(s) selected and freight (if applicable)		

INCLUDED

- CT Cert Drawings: includes standard RCP foundation design
- Frame: powder coated tube steel
- Roof Deck: 24-gauge exposed fastener metal roofing
- Hardware: all required fasteners
- Delivery: to an accessible site

NOT INCLUDED

- Unloading
- Concrete
- Concrete embedment (anchor bolts, wire mesh, rebar, etc.)
- Electrical or other cutouts (priced upon request)
- Rails/ornamentation/benches/cupola
- Installation
- Anything not specifically listed as "Included"

TERMS & CONDITIONS

- Orders not subject to cancellation
- 30% deposit due with order
- Balance due prior to shipment
 - Net 30 available with approved credit (check only)
- 3% discount for payment in full with order (check only)

GOVERNMENT AGENCIES

- Net 30
- 1% discount net 10
- no deposits required

EXPEDITING OPTIONS (average acceleration of 2-4 weeks)

- Payment in full with order (discount not applicable)
 - Prioritized engineering
 - Prioritized fabrication
- Dedicated Truck (additional fee applicable)
 - Guarantees truck route availability
 - Only necessary if pooled load not available

PRICING NOTES (RCP reserves the right to requote if:)

- Quote is older than 30 days
- Shipment not taken within 180 days
- Project location snow load exceeds 30 psf

Reference Installation Cost Savings Advantages on Page 2

(Signature)

(Print/Title)

(Date)

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Signature confirms acceptance of all pages of this proposal.

**RCP SHELTERS, INC.****PROPOSAL/ORDER FORM (CONTINUED)**

2100 SE Rays Way • Stuart, FL 34994

P: 800-525-0207 • 772-288-3600

F: 772-288-0207

info@rcpshelters.com • http://www.rcpshelters.com

Proposal #: 34191

**Community Park - Prospect, CT****PROPOSAL NOTES & DETAILS****DESIGN / ENGINEERING**

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- RCP value engineers for minimum number of columns to keep the pavilion as open and accessible as possible. Final design may not reflect the same number of columns or members, sizes, or spacing as images on RCP's website and catalog or preliminary drawing.
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 - All pertinent foundation information, including but not limited to geotechnical report, maximum depth for water table, or installations near or connection to other structures (drift snow loads), or any other site specific request/requirement must be provided with order. Without this information, RCP reserves the right to quote or charge additional engineering fee.
 - Proposal includes standard foundation based on assumed soil values (minimum 2' diameter & 4' deep – can be much larger depending on loading conditions and size of structure). Foundations may be designed by others with RCP provided column base reactions. Custom foundation designs may be available for additional fee.
 - Electrical or other custom cutouts not specifically included in the proposal are subject to additional engineering, drafting, and fabrication fees.
- Local code may have requirements that are not the responsibility of RCP (examples: NJ architectural stamp, FL fire barrier board).
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FABRICATION / SHIPPING DETAILS

- Fabrication lead times vary based on seasonal demand and current order backlog.
- Freight price is based on pooled loads.
- Upgrade to dedicated truck or split shipment is available for an additional fee.
- Shipping dates are not guaranteed. RCP does not accept orders with penalties or contingent liability.
- Trucking will call at least 24 hours prior to delivery to coordinate.
- Unloading by others. RCP recommends non-marring padded slings and padded forks for offloading. Block all materials off ground and cover with moisture resistant paper until installation.

INSTALLATION COST SAVING ADVANTAGES

- Column anchor bolts located outside the column tube (easily accessible for installation)
- Factory cut roofing panel end caps (minimal, if any, on site cutting required)
- Factory fabricated roofing seam and corner caps (minimal, if any, on site cutting or fabrication required)
- Metal roofing and powder coating touch up paint included
- When applicable, one-piece, factory welded gable beams vs. numerous piece field assemblies (no on-site assembly required)
- When applicable, one-piece, factory welded clerestory beams vs. numerous piece field assemblies (no on-site assembly required)
- When applicable, factory assembled cupola (no on-site assembly required)

(Signature)

(Print/Title)

(Date)

Page
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Signature confirms acceptance of all pages of this proposal.



TECHNICAL SPECIFICATIONS

Proposal #: 34191



I. DESIGN CRITERIA

Structure shall be designed to be free standing, open air pavilion in conformance with all applicable building code. Manufactured by RCP Shelters: 2100 SE Rays Way, Stuart, FL 34994 • Toll-free: 800-525-0207 • F: 772-288-0207 • <http://www.rcpshelters.com> • info@rcpshelters.com.

II. SCOPE

Structure shall be an all steel pavilion over a 4" minimum thickness reinforced concrete slab. Pavilion shall have a clear space, without a center column or open knee bracing. Structure shall be designed by professional engineers. The owner or contractor shall be responsible for unloading, temporary storage, soil testing (if necessary), site preparation, concrete slab, and erection of structures. Owner or contractor is responsible for protection of materials after arrival.

III. COLUMNS

The pavilion shall be set on prepared footings. Foundation shall be engineered to manufacturer's design and constructed to local code and good construction practices for the specific site conditions. The structure shall have tube steel corner columns. The columns shall be attached to the top of the concrete foundation by use of anchor bolts, hidden when possible. Anchor bolts shall be provided by owner or contractor so that foundations can be prepared and ready for installation upon delivery of the pavilion. Alternatively, RCP Shelters offers an anchor bolt option, to be shipped upon receipt of drawing approval for fabrication.

IV. FRAME

All structural framing of the pavilion shall be structural tube steel with end caps to form a clean, neat appearance with no place for birds to nest or small animals to roost. The compression ring shall be structural steel plate. Since all connections will bolt together, field welding shall not be required. Bolts shall be concealed within the tubing when possible.

V. POWDER COAT FINISH

The columns and frame shall be sandblasted to near-white condition, five stage washed, including detergent, phosphate, and rust protectant sealant, epoxy primed, then top coated with TGIC powder. The columns and frame shall be packaged in foam, cardboard, and stretch wrap to protect the finish during transit. The color shall be selected from manufacturer's standard color chart. Field touch up painting shall be required by owner or contractor.

VI. EAVE & PITCH

Eave height shall be minimum 7'-6". Roof pitch shall be 4:12.

VII. ROOFING

The roof system shall be structural 24-gauge exposed fastener Galvalume® panels with 1½" high ribs, 7.2" on center. Ribs shall run with the pitch of the roof for proper drainage. Roof panels shall be 3' wide and pre-cut by the length from the eave to the ridge. Angles shall be factory pre-cut. Matching roof trim & fasteners shall be supplied. Hip and ridge beams shall have cap plates for metal deck bearing, as metal deck cannot structurally bear on beam corner only. Panels and trim shall be pre-painted with the Kynar 500® paint system. Color shall be chosen by owner from the standard color chart, provided upon request.



TOP POLICE SPECIAL DUTY
Balance Sheet Prev Year Comparison
 As of September 30, 2020

Accrual Basis

	Sep 30, 20	Sep 30, 19
ASSETS		
Current Assets		
Checking/Savings		
1000 · CASH AND CASH EQUIVALENTS		
1001 · Police Overtime A/C Checking	39,809.43	80,079.44
1002 · DARE Checking	14,478.85	11,798.29
Total 1000 · CASH AND CASH EQUIVALENTS	54,288.28	91,877.73
Total Checking/Savings	54,288.28	91,877.73
Accounts Receivable		
11000 · *Accounts Receivable	23,820.00	76,945.00
Total Accounts Receivable	23,820.00	76,945.00
Other Current Assets		
1050 · INVESTMENTS		
1051 · 4 Charter Communications Inc	2,040.16	1,580.72
Total 1050 · INVESTMENTS	2,040.16	1,580.72
12000 · Undeposited Funds	1,440.00	0.00
Total Other Current Assets	3,480.16	1,580.72
Total Current Assets	81,588.44	170,403.45
TOTAL ASSETS	81,588.44	170,403.45
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · ACCOUNTS PAYABLE	3,205.42	0.00
Total Accounts Payable	3,205.42	0.00
Other Current Liabilities		
2100 · DUE TO OTHER FUNDS		
2110 · Due to General Fund	65,543.15	-3,997.58
Total 2100 · DUE TO OTHER FUNDS	65,543.15	-3,997.58
2200 · ACCRUED PAYROLL TAX LIABILITIES		
2210 · Federal FICA & WT Payable	434.98	0.00
2220 · CT WT Payable	-4.10	0.00
Total 2200 · ACCRUED PAYROLL TAX LIABILITIES	430.88	0.00
Total Other Current Liabilities	65,974.03	-3,997.58
Total Current Liabilities	69,179.45	-3,997.58
Total Liabilities	69,179.45	-3,997.58
Equity		
3000 · FUND BALANCE		
3020 · Assigned	140,934.21	140,934.21
Total 3000 · FUND BALANCE	140,934.21	140,934.21
3099 · Change in Fund Balance	-137,333.56	0.00
Net Income	8,808.34	33,466.82
Total Equity	12,408.99	174,401.03
TOTAL LIABILITIES & EQUITY	81,588.44	170,403.45



TOP POLICE SPECIAL DUTY
Profit & Loss Prev Year Comparison
 July through September 2020

Accrual Basis

	Jul - Sep 20	Jul - Sep 19
Ordinary Income/Expense		
Income		
4000 · REVENUE		
4200 · Licenses, permits and fees	91,170.00	113,645.00
4400 · Other Income	0.44	0.00
Total 4000 · REVENUE	91,170.44	113,645.00
Total Income	91,170.44	113,645.00
Expense		
5000 · EXPENDITURES		
5100 · Services & Project Expenditures	0.00	3,959.84
5200 · Police Special Duty Wages	63,504.00	70,802.00
5210 · FICA Expense	4,858.10	5,416.34
5300 · Capital Expenditures	14,000.00	0.00
Total 5000 · EXPENDITURES	82,362.10	80,178.18
Total Expense	82,362.10	80,178.18
Net Ordinary Income	8,808.34	33,466.82
Net Income	8,808.34	33,466.82



TOP POLICE SPECIAL DUTY
General Ledger
As of September 30, 2020

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1000 - CASH AND CASH EQUIVALENTS							25,020.04
1001 - Police Overtime A/C Checking							10,541.19
Deposit	07/01/2020			Deposit	1,955.00		12,496.19
Deposit	07/02/2020			Deposit	3,060.00		15,556.19
Check	07/07/2020	912	Americo Tavares			1,380.94	14,165.25
Check	07/07/2020	913	Jason Carrier			1,164.80	13,000.45
Check	07/07/2020	914	John Kennelly			701.58	12,298.87
Check	07/07/2020	915	Patrick Meehan			842.29	11,456.58
Check	07/07/2020	916	Todd Brouillette			1,348.66	10,107.92
Check	07/07/2020	917	Nationwide Retirement			40.00	10,067.92
Check	07/07/2020	CTDOR	Commissioner of Revenue Services			447.55	9,620.37
Check	07/07/2020	EFTPS	EFTPS			3,227.36	6,393.01
Deposit	07/08/2020			Deposit	9,222.50		15,615.51
Deposit	07/10/2020			Deposit	1,020.00		16,635.51
Check	07/14/2020	918	Americo Tavares			623.40	16,012.11
Check	07/14/2020	919	Jason Carrier			241.58	15,770.53
Check	07/14/2020	920	Patrick Meehan			97.43	15,673.10
Check	07/14/2020	921	Tory Marsden			241.58	15,431.52
Check	07/14/2020	922	Nationwide Retirement			40.00	15,391.52
Check	07/14/2020	CTDOR	Commissioner of Revenue Services			42.49	15,349.03
Check	07/14/2020	EFTPS	EFTPS			522.04	14,826.99
Deposit	07/15/2020			Deposit	2,720.00		17,546.99
Deposit	07/15/2020			Deposit	3,655.00		21,201.99
Check	07/16/2020	923	Americo Tavares			892.35	20,309.64
Check	07/16/2020	924	Jason Carrier			206.86	20,102.78
Check	07/16/2020	925	John Kennelly			727.81	19,374.97
Check	07/16/2020	926	Marquis Knox			407.76	18,967.21
Check	07/16/2020	927	Patrick Meehan			496.45	18,470.76
Check	07/16/2020	928	Todd Brouillette			1,063.51	17,407.25
Check	07/16/2020	929	Nationwide Retirement			40.00	17,367.25
Deposit	07/17/2020			Deposit	680.00		18,047.25
Check	07/21/2020	CTDOR	Commissioner of Revenue Services			264.32	17,782.93
Check	07/21/2020	EFTPS	EFTPS			1,567.66	16,215.27
Check	07/28/2020	930	Americo Tavares			1,420.30	14,794.97
Check	07/28/2020	931	Francis Schippani			916.23	13,878.74
Check	07/28/2020	932	Jason Carrier			535.48	13,343.26
Check	07/28/2020	933	Marquis Knox			550.02	12,793.24
Check	07/28/2020	934	Patrick Meehan			1,175.27	11,617.97
Check	07/28/2020	935	Todd Brouillette			1,011.25	10,606.72
Check	07/28/2020	936	Nationwide Retirement			90.00	10,516.72
Check	07/28/2020	CTDOR	Commissioner of Revenue Services			103.05	10,413.67
Check	07/28/2020	CTDOR	Commissioner of Revenue Services			413.99	9,999.68
Check	07/28/2020	EFTPS	EFTPS			3,110.92	6,888.76
Check	07/29/2020	945	Borough of Naugatuck			14,000.00	-7,111.24
Deposit	07/29/2020			Deposit	17,310.00		10,198.76
Deposit	07/29/2020			Deposit	1,020.00		11,218.76
Deposit	07/31/2020			Deposit	720.00		11,938.76
Deposit	07/31/2020			Deposit	2,440.00		14,378.76
Check	08/04/2020	937	Americo Tavares			1,299.88	13,078.88



**TOP POLICE SPECIAL DUTY
General Ledger
As of September 30, 2020**

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	08/04/2020	938	Francis Schippani			380.07	12,698.81
Check	08/04/2020	939	Jason Carrier			375.74	12,323.07
Check	08/04/2020	940	John Kennelly			384.61	11,938.46
Check	08/04/2020	941	Marquis Knox			478.22	11,460.24
Check	08/04/2020	942	Patrick Meehan			877.55	10,582.69
Check	08/04/2020	943	Todd Brouillette			1,231.24	9,351.45
Check	08/04/2020	944	Nationwide Retirement			90.00	9,261.45
Check	08/04/2020	CTDOR	Commissioner of Revenue Services			377.65	8,883.80
Check	08/04/2020	EFTPS	EFTPS			2,703.20	6,180.60
Check	08/11/2020	946	Americo Tavares			1,208.15	4,972.45
Check	08/11/2020	947	Francis Schippani			169.93	4,802.52
Check	08/11/2020	948	Jason Carrier			331.00	4,471.52
Check	08/11/2020	949	Marquis Knox			195.86	4,275.66
Check	08/11/2020	950	Patrick Meehan			140.33	4,135.33
Check	08/11/2020	951	Todd Brouillette			1,108.17	3,027.16
Check	08/11/2020	952	Nationwide Retirement			90.00	2,937.16
Check	08/11/2020	CTDOR	Commissioner of Revenue Services			216.10	2,721.06
Check	08/11/2020	EFTPS	EFTPS			1,724.92	996.14
Deposit	08/12/2020			Deposit	20,190.00		21,186.14
Deposit	08/12/2020			Deposit	3,060.00		24,246.14
Bill Pmt -Check	08/14/2020	953	Santa Buckley Energy			3,883.11	20,363.03
Check	08/14/2020	CTDOR	Commissioner of Revenue Services			232.64	20,130.39
Check	08/18/2020	954	Francis Schippani			526.17	19,604.22
Check	08/18/2020	955	Jason Carrier			286.30	19,317.92
Check	08/18/2020	956	John Kennelly			892.78	18,425.14
Check	08/18/2020	957	Marquis Knox			478.22	17,946.92
Check	08/18/2020	958	Patrick Meehan			668.42	17,278.50
Check	08/18/2020	959	Stephan Cameron			354.78	16,923.72
Check	08/18/2020	960	Nationwide Retirement			90.00	16,833.72
Check	08/18/2020	EFTPS	EFTPS			1,504.38	15,329.34
Deposit	08/19/2020			Deposit	17,090.00		32,419.34
Check	08/21/2020	CTDOR	Commissioner of Revenue Services			186.94	32,232.40
Check	08/25/2020	961	David Bromley			196.45	32,035.95
Check	08/25/2020	962	Jason Carrier			1,022.02	31,013.93
Check	08/25/2020	963	John Kennelly			181.21	30,832.72
Check	08/25/2020	964	Marquis Knox			586.20	30,246.52
Check	08/25/2020	965	Patrick Meehan			668.42	29,578.10
Check	08/25/2020	966	Nationwide Retirement			40.00	29,538.10
Check	08/25/2020	967	Jason Carrier			535.50	29,002.60
Check	08/25/2020	EFTPS	EFTPS			1,526.52	27,476.08
Check	08/26/2020	CTDOR	Commissioner of Revenue Services			4.10	27,471.98
Check	08/28/2020	EFTPS	EFTPS			183.80	27,288.18
Check	09/01/2020	968	John Kennelly			1,085.89	26,202.29
Check	09/01/2020	969	Marquis Knox			444.61	25,757.68
Check	09/01/2020	970	Patrick Meehan			1,175.27	24,582.41
Check	09/01/2020	971	Nationwide Retirement			40.00	24,542.41
Check	09/01/2020	EFTPS	EFTPS			1,545.60	22,996.81
Check	09/01/2020	CTDOR	Commissioner of Revenue Services			229.93	22,766.88
Deposit	09/02/2020			Deposit	13,982.50		36,749.38



TOP POLICE SPECIAL DUTY
General Ledger
As of September 30, 2020

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	09/08/2020	972	Francis Schippani			526.17	36,223.21
Check	09/08/2020	973	Void		0.00		36,223.21
Check	09/08/2020	974	John Kennelly			823.27	35,399.94
Check	09/08/2020	975	Marquis Knox			761.58	34,638.36
Check	09/08/2020	976	Patrick Meehan			563.43	34,074.93
Check	09/08/2020	977	Tory Marsden			521.48	33,553.45
Check	09/08/2020	978	Nationwide Retirement			90.00	33,463.45
Check	09/08/2020	979	Jason Carrier			375.72	33,087.73
Check	09/08/2020	CTDOR	Commissioner of Revenue Services			242.08	32,845.65
Check	09/08/2020	EFTPS	EFTPS			1,672.54	31,173.11
Deposit	09/09/2020			Deposit	6,750.00		37,923.11
Bill Pmt -Check	09/14/2020	987	Mezzio Auto & Body Repair			10,127.71	27,795.40
Check	09/15/2020	980	Francis Schippani			295.67	27,499.73
Check	09/15/2020	981	Jason Carrier			375.72	27,124.01
Check	09/15/2020	982	John Kennelly			330.62	26,793.39
Check	09/15/2020	983	Marquis Knox			369.78	26,423.61
Check	09/15/2020	984	Patrick Meehan			224.17	26,199.44
Check	09/15/2020	985	Stephan Cameron			354.76	25,844.68
Check	09/15/2020	986	Nationwide Retirement			90.00	25,754.68
Check	09/15/2020	CTDOR	Commissioner of Revenue Services			102.49	25,652.19
Check	09/15/2020	EFTPS	EFTPS			780.58	24,871.61
Deposit	09/16/2020			Deposit	5,952.50		30,824.11
Deposit	09/16/2020			Deposit	10,620.00		41,444.11
Check	09/18/2020	994	United States Treasury			285.87	41,158.24
Deposit	09/18/2020			Deposit	630.00		41,788.24
Check	09/22/2020	988	Jason Carrier			535.50	41,252.74
Check	09/22/2020	989	John Kennelly			309.76	40,942.98
Check	09/22/2020	990	Marquis Knox			369.76	40,573.22
Check	09/22/2020	991	Patrick Meehan			668.42	39,904.80
Check	09/22/2020	992	Stephan Cameron			180.88	39,723.92
Check	09/22/2020	993	Nationwide Retirement			40.00	39,683.92
Check	09/22/2020	CTDOR	Commissioner of Revenue Services			107.92	39,576.00
Check	09/22/2020	EFTPS	EFTPS			922.52	38,653.48
Deposit	09/23/2020			Deposit	1,080.00		39,733.48
Deposit	09/25/2020			Deposit	900.00		40,633.48
Deposit	09/25/2020			Deposit	1,080.00		41,713.48
Check	09/29/2020	995	Francis Schippani			295.69	41,417.79
Check	09/29/2020	996	Jason Carrier			440.78	40,977.01
Check	09/29/2020	997	John Kennelly			309.76	40,667.25
Check	09/29/2020	998	Patrick Meehan			668.42	39,998.83
Check	09/29/2020	999	Stephan Cameron			180.88	39,817.97
Check	09/29/2020	1000	Nationwide Retirement			90.00	39,727.97
Check	09/29/2020	CTDOR	Commissioner of Revenue Services			124.44	39,603.53
Check	09/29/2020	EFTPS	EFTPS			874.10	38,729.43
Deposit	09/30/2020			Deposit	1,080.00		39,809.43
Total 1001 - Police Overtime A/C Checking					126,217.50	96,949.26	39,809.43



**TOP POLICE SPECIAL DUTY
General Ledger**

Accrual Basis

As of September 30, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
1002 - DARE Checking							14,478.85
Total 1002 - DARE Checking							14,478.85
Total 1000 - CASH AND CASH EQUIVALENTS					126,217.50	96,949.26	54,288.28
11000 - *Accounts Receivable							60,307.50
Invoice	07/01/2020	732b	Santoro Plumbing		340.00		60,647.50
Payment	07/01/2020	3463	Infrastructors LLC			1,275.00	59,372.50
Payment	07/01/2020	124916	Connecticut Water Company			680.00	58,692.50
Invoice	07/02/2020	733	Borough of Naugatuck - Street Dept		900.00		59,592.50
Invoice	07/02/2020	734	Infrastructors LLC		1,800.00		61,392.50
Payment	07/02/2020	288073	Eversource Energy			3,060.00	58,332.50
Invoice	07/06/2020	735	AM Rizzo		360.00		58,692.50
Invoice	07/06/2020	736	Veolia North America		720.00		59,412.50
Invoice	07/07/2020	737	Borough of Naugatuck - Street Dept		1,170.00		60,582.50
Invoice	07/07/2020	739	Eversource Energy		720.00		61,302.50
Invoice	07/07/2020	740	Eversource Energy		720.00		62,022.50
Invoice	07/08/2020	738	Infrastructors LLC		2,250.00		64,272.50
Invoice	07/08/2020	741	Advanced Fiber Inc		720.00		64,992.50
Invoice	07/08/2020	742	Eversource Energy		720.00		65,712.50
Payment	07/08/2020	328719	Ducci Electric			680.00	65,032.50
Payment	07/08/2020	80007419	Frontier Communications			680.00	64,352.50
Payment	07/08/2020	80007418	Frontier Communications			680.00	63,672.50
Payment	07/08/2020	2129	Center Earth			2,932.50	60,740.00
Payment	07/08/2020	3469	Infrastructors LLC			4,250.00	56,490.00
Invoice	07/10/2020	743	AM Rizzo		720.00		57,210.00
Invoice	07/10/2020	744	Eversource Energy		360.00		57,570.00
Payment	07/10/2020	288321	Eversource Energy			680.00	56,890.00
Payment	07/10/2020	288349	Eversource Energy			340.00	56,550.00
Invoice	07/14/2020	745	Borough of Naugatuck - Street Dept		3,240.00		59,790.00
Invoice	07/15/2020	746	Infrastructors LLC		3,150.00		62,940.00
Invoice	07/15/2020	748	Eversource Energy		720.00		63,660.00
Payment	07/15/2020	48319563	A & T Communications LLC			1,700.00	61,960.00
Payment	07/15/2020	758575	Eversource Energy			340.00	61,620.00
Payment	07/15/2020	33964	The NY CONN Corp			680.00	60,940.00
Payment	07/15/2020	758620	Eversource Energy			1,700.00	59,240.00
Payment	07/15/2020	288525	Eversource Energy			1,530.00	57,710.00
Payment	07/15/2020	1003586	Borough of Naugatuck - Street Dept			425.00	57,285.00
Invoice	07/17/2020	747	Infrastructors LLC		6,300.00		63,585.00
Invoice	07/17/2020	749	Eversource Energy		360.00		63,945.00
Payment	07/17/2020	27022	AM Rizzo			680.00	63,265.00
Invoice	07/21/2020	750	Eversource Energy		1,800.00		65,065.00
Invoice	07/21/2020	751	Eversource Energy		1,080.00		66,145.00
Invoice	07/23/2020	753	Eversource Energy		720.00		66,865.00
Invoice	07/23/2020	754	Borough of Naugatuck - Street Dept		720.00		67,585.00
Invoice	07/24/2020	752	Infrastructors LLC		9,000.00		76,585.00
Invoice	07/27/2020	755	Eversource Energy		630.00		77,215.00
Payment	07/29/2020	153364	Veolia North America			680.00	76,535.00
Payment	07/29/2020	80008300	Frontier Communications			680.00	75,855.00



TOP POLICE SPECIAL DUTY

General Ledger

As of September 30, 2020

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Payment	07/29/2020	7171	Santoro Plumbing			1,105.00	74,750.00
Payment	07/29/2020	288728	Eversource Energy			2,040.00	72,710.00
Payment	07/29/2020	1003643	Borough of Naugatuck - Street Dept			850.00	71,860.00
Payment	07/29/2020	412392	Asplundh Tree Expert Co			3,400.00	68,460.00
Payment	07/29/2020	3493	Infrastructors LLC			2,250.00	66,210.00
Payment	07/29/2020	35740348	A & T Communications LLC			680.00	65,530.00
Payment	07/29/2020	3485	Infrastructors LLC			5,625.00	59,905.00
Payment	07/29/2020	759897	Eversource Energy			1,020.00	58,885.00
Payment	07/31/2020	153366	Veolia North America			720.00	58,165.00
Payment	07/31/2020	27212	AM Rizzo			2,440.00	55,725.00
Invoice	07/31/2020	782	Infrastructors LLC		7,110.00		62,835.00
Invoice	08/04/2020	757	Frontier Communications		360.00		63,195.00
Invoice	08/08/2020	758	Eversource Energy		900.00		64,095.00
Invoice	08/07/2020	756	Infrastructors LLC		5,535.00		69,630.00
Invoice	08/07/2020	759	CAVCOMM LLC		720.00		70,350.00
Invoice	08/10/2020	760	Eversource Energy		720.00		71,070.00
Invoice	08/11/2020	762	Eversource Energy		720.00		71,790.00
Invoice	08/12/2020	763	Frontier Communications		360.00		72,150.00
Payment	08/12/2020	174457972	Advanced Fiber Inc			720.00	71,430.00
Payment	08/12/2020	3511	Infrastructors LLC			9,000.00	62,430.00
Payment	08/12/2020	36448691	A & T Communications LLC			680.00	61,750.00
Payment	08/12/2020	760754	Eversource Energy			340.00	61,410.00
Payment	08/12/2020	3500	Infrastructors LLC			9,450.00	51,960.00
Payment	08/12/2020	761474	Eversource Energy			680.00	51,280.00
Payment	08/12/2020	289454	Eversource Energy			1,360.00	49,920.00
Payment	08/12/2020	761529	Eversource Energy			1,020.00	48,900.00
Invoice	08/14/2020	761	Infrastructors LLC		4,500.00		53,400.00
Payment	08/19/2020	419885	Tilcon CT Inc			7,820.00	45,580.00
Payment	08/19/2020	289652	Eversource Energy			720.00	44,860.00
Payment	08/19/2020	3518	Infrastructors LLC			7,110.00	37,750.00
Payment	08/19/2020	762153	Eversource Energy			1,440.00	36,310.00
Invoice	08/21/2020	764	Infrastructors LLC		6,750.00		43,060.00
Invoice	08/25/2020	765	Asplundh Tree Expert Co		720.00		43,780.00
Invoice	08/28/2020	767	Eversource Energy		360.00		44,140.00
Invoice	08/27/2020	766	Infrastructors LLC		4,230.00		48,370.00
Invoice	08/27/2020	768	Eversource Energy		360.00		48,730.00
Invoice	08/27/2020	769	Capital Cable Construction LLC		360.00		49,090.00
Invoice	08/27/2020	816	Asplundh Tree Expert Co		720.00		49,810.00
Invoice	08/28/2020	770	Eversource Energy		405.00		50,215.00
Invoice	08/28/2020	771	Eversource Energy		360.00		50,575.00
Invoice	08/28/2020	772	Eversource Energy		1,530.00		52,105.00
Invoice	08/31/2020	773	John J Brennan Construction		405.00		52,510.00
Invoice	09/01/2020	775	Eversource Energy		360.00		52,870.00
Invoice	09/01/2020	776	Asplundh Tree Expert Co		360.00		53,230.00
Invoice	09/02/2020	778	Asplundh Tree Expert Co		360.00		53,590.00
Invoice	09/02/2020	779	Eversource Energy		360.00		53,950.00
Payment	09/02/2020	2168	Center Earth			2,507.50	51,442.50
Payment	09/02/2020	290019	Eversource Energy			1,080.00	50,362.50
Payment	09/02/2020	289818	Eversource Energy			360.00	50,002.50



**TOP POLICE SPECIAL DUTY
General Ledger
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Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Payment	09/02/2020	3536	Infrastructors LLC			4,500.00	45,502.50
Payment	09/02/2020	3528	Infrastructors LLC			5,535.00	39,967.50
Credit Memo	09/02/2020	703CM	Center Earth			42.50	39,925.00
Invoice	09/03/2020	777	Infrastructors LLC		720.00		40,645.00
Invoice	09/03/2020	817	Asplundh Tree Expert Co		20.00		40,665.00
Payment	09/03/2020	291254	Asplundh Tree Expert Co			1,440.00	39,225.00
Invoice	09/04/2020	774	Eversource Energy		1,080.00		40,305.00
Invoice	09/04/2020	780	Asplundh Tree Expert Co		360.00		40,665.00
Invoice	09/04/2020	781	American Fiber Communications		360.00		41,025.00
Invoice	09/09/2020	783	Eversource Energy		720.00		41,745.00
Payment	09/09/2020	3544	Infrastructors LLC			6,750.00	34,995.00
Invoice	09/10/2020	784	AM Rizzo		720.00		35,715.00
Invoice	09/11/2020	785	Eversource Energy		1,800.00		37,515.00
Invoice	09/11/2020	786	Infrastructors LLC		360.00		37,875.00
Invoice	09/14/2020	787	Team Sewer & Water		720.00		38,595.00
Invoice	09/16/2020	788	Asplundh Tree Expert Co		1,440.00		40,035.00
Payment	09/16/2020	290229	Eversource Energy			1,080.00	38,955.00
Payment	09/16/2020	764914	Eversource Energy			2,832.50	36,122.50
Payment	09/16/2020	80012128	Frontier Communications			2,040.00	34,082.50
Payment	09/16/2020	80014347	Frontier Communications			360.00	33,722.50
Payment	09/16/2020	3556	Infrastructors LLC			4,230.00	29,492.50
Payment	09/16/2020	1004250	Borough of Naugatuck - Street Dept			6,030.00	23,462.50
Invoice	09/17/2020	789	Eversource Energy		720.00		24,182.50
Invoice	09/18/2020	790	Rocky Mountain Fiber Plus, Inc.		720.00		24,902.50
Invoice	09/18/2020	xxx	Eversource Energy		312.50		25,215.00
Payment	09/18/2020	765044	Eversource Energy			630.00	24,585.00
Invoice	09/22/2020	791	Eversource Energy		720.00		25,305.00
Invoice	09/23/2020	792	Eversource Energy		720.00		26,025.00
Payment	09/23/2020	3565	Infrastructors LLC			720.00	25,305.00
Payment	09/23/2020	80014348	Frontier Communications			360.00	24,945.00
Invoice	09/25/2020	793	Eversource Energy		360.00		25,305.00
Payment	09/25/2020	766579	Eversource Energy			900.00	24,405.00
Payment	09/25/2020	1857	American Fiber Communications			360.00	24,045.00
Payment	09/25/2020	10879	CAVCOMM LLC			720.00	23,325.00
Invoice	09/28/2020	794	LaBonne's Market		720.00		24,045.00
Invoice	09/28/2020	815	R & R Broadband, LLC		855.00		24,900.00
Payment	09/30/2020	3573	Infrastructors LLC			360.00	24,540.00
Payment	09/30/2020	27849	AM Rizzo			720.00	23,820.00
Total 11000 - *Accounts Receivable					91,212.50	127,700.00	23,820.00
1050 - INVESTMENTS							2,040.16
1051 - 4 Charter Communications Inc							2,040.16
Total 1051 - 4 Charter Communications Inc							2,040.16
Total 1050 - INVESTMENTS							2,040.16



**TOP POLICE SPECIAL DUTY
General Ledger
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Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
12000 - Undeposited Funds							0.00
Payment	07/01/2020	3463	Infrastructors LLC		1,275.00		1,275.00
Payment	07/01/2020	124916	Connecticut Water Company		680.00		1,955.00
Deposit	07/01/2020	3463	Infrastructors LLC	Deposit		1,275.00	680.00
Deposit	07/01/2020	124916	Connecticut Water Company	Deposit		680.00	0.00
Payment	07/02/2020	288073	Eversource Energy		3,060.00		3,060.00
Deposit	07/02/2020	288073	Eversource Energy	Deposit		3,060.00	0.00
Payment	07/08/2020	328719	Ducci Electric		680.00		680.00
Payment	07/08/2020	80007419	Frontier Communications		680.00		1,360.00
Payment	07/08/2020	80007418	Frontier Communications		680.00		2,040.00
Payment	07/08/2020	2129	Center Earth		2,932.50		4,972.50
Payment	07/08/2020	3469	Infrastructors LLC		4,250.00		9,222.50
Deposit	07/08/2020	328719	Ducci Electric	Deposit		680.00	8,542.50
Deposit	07/08/2020	80007419	Frontier Communications	Deposit		680.00	7,862.50
Deposit	07/08/2020	80007418	Frontier Communications	Deposit		680.00	7,182.50
Deposit	07/08/2020	2129	Center Earth	Deposit		2,932.50	4,250.00
Deposit	07/08/2020	3469	Infrastructors LLC	Deposit		4,250.00	0.00
Payment	07/10/2020	288321	Eversource Energy		680.00		680.00
Payment	07/10/2020	288349	Eversource Energy		340.00		1,020.00
Deposit	07/10/2020	288321	Eversource Energy	Deposit		680.00	340.00
Deposit	07/10/2020	288349	Eversource Energy	Deposit		340.00	0.00
Payment	07/15/2020	48319563	A & T Communications LLC		1,700.00		1,700.00
Payment	07/15/2020	758575	Eversource Energy		340.00		2,040.00
Payment	07/15/2020	33964	The NY CONN Corp		680.00		2,720.00
Deposit	07/15/2020	48319563	A & T Communications LLC	Deposit		1,700.00	1,020.00
Deposit	07/15/2020	758575	Eversource Energy	Deposit		340.00	680.00
Deposit	07/15/2020	33964	The NY CONN Corp	Deposit		680.00	0.00
Payment	07/15/2020	758620	Eversource Energy		1,700.00		1,700.00
Payment	07/15/2020	288525	Eversource Energy		1,530.00		3,230.00
Payment	07/15/2020	1003586	Borough of Naugatuck - Street Dept		425.00		3,655.00
Deposit	07/15/2020	758620	Eversource Energy	Deposit		1,700.00	1,955.00
Deposit	07/15/2020	288525	Eversource Energy	Deposit		1,530.00	425.00
Deposit	07/15/2020	1003586	Borough of Naugatuck - Street Dept	Deposit		425.00	0.00
Payment	07/17/2020	27022	AM Rizzo		680.00		680.00
Deposit	07/17/2020	27022	AM Rizzo	Deposit		680.00	0.00
Payment	07/29/2020	153364	Veolia North America		680.00		680.00
Payment	07/29/2020	80008300	Frontier Communications		680.00		1,360.00
Payment	07/29/2020	7171	Santoro Plumbing		1,105.00		2,465.00
Payment	07/29/2020	288728	Eversource Energy		2,040.00		4,505.00
Payment	07/29/2020	1003643	Borough of Naugatuck - Street Dept		850.00		5,355.00
Payment	07/29/2020	412392	Asplundh Tree Expert Co		3,400.00		8,755.00
Payment	07/29/2020	3493	Infrastructors LLC		2,250.00		11,005.00
Payment	07/29/2020	35740348	A & T Communications LLC		680.00		11,685.00
Payment	07/29/2020	3495	Infrastructors LLC		5,625.00		17,310.00
Deposit	07/29/2020	153364	Veolia North America	Deposit		680.00	16,630.00
Deposit	07/29/2020	80008300	Frontier Communications	Deposit		680.00	15,950.00
Deposit	07/29/2020	7171	Santoro Plumbing	Deposit		1,105.00	14,845.00
Deposit	07/29/2020	288728	Eversource Energy	Deposit		2,040.00	12,805.00
Deposit	07/29/2020	1003643	Borough of Naugatuck - Street Dept	Deposit		850.00	11,955.00



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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	07/29/2020	412392	Asplundh Tree Expert Co	Deposit		3,400.00	8,555.00
Deposit	07/29/2020	3493	Infrastructors LLC	Deposit		2,250.00	6,305.00
Deposit	07/29/2020	35740348	A & T Communications LLC	Deposit		680.00	5,625.00
Deposit	07/29/2020	3485	Infrastructors LLC	Deposit		5,625.00	0.00
Payment	07/29/2020	758897	Eversource Energy		1,020.00		1,020.00
Deposit	07/29/2020	758897	Eversource Energy	Deposit		1,020.00	0.00
Payment	07/31/2020	153366	Veolia North America		720.00		720.00
Deposit	07/31/2020	153366	Veolia North America	Deposit		720.00	0.00
Payment	07/31/2020	27212	AM Rizzo		2,440.00		2,440.00
Deposit	07/31/2020	27212	AM Rizzo	Deposit		2,440.00	0.00
Payment	08/12/2020	3500	Infrastructors LLC		9,450.00		9,450.00
Payment	08/12/2020	760754	Eversource Energy		340.00		9,790.00
Payment	08/12/2020	174457972	Advanced Fiber Inc		720.00		10,510.00
Payment	08/12/2020	3511	Infrastructors LLC		9,000.00		19,510.00
Payment	08/12/2020	36448691	A & T Communications LLC		680.00		20,190.00
Deposit	08/12/2020	3500	Infrastructors LLC	Deposit		9,450.00	10,740.00
Deposit	08/12/2020	760754	Eversource Energy	Deposit		340.00	10,400.00
Deposit	08/12/2020	174457972	Advanced Fiber Inc	Deposit		720.00	9,680.00
Deposit	08/12/2020	3511	Infrastructors LLC	Deposit		9,000.00	680.00
Deposit	08/12/2020	36448691	A & T Communications LLC	Deposit		680.00	0.00
Payment	08/12/2020	761474	Eversource Energy		680.00		680.00
Payment	08/12/2020	289454	Eversource Energy		1,360.00		2,040.00
Payment	08/12/2020	761529	Eversource Energy		1,020.00		3,060.00
Deposit	08/12/2020	761474	Eversource Energy	Deposit		680.00	2,380.00
Deposit	08/12/2020	289454	Eversource Energy	Deposit		1,360.00	1,020.00
Deposit	08/12/2020	761529	Eversource Energy	Deposit		1,020.00	0.00
Payment	08/19/2020	419885	Tilcon CT Inc		7,820.00		7,820.00
Payment	08/19/2020	289652	Eversource Energy		720.00		8,540.00
Payment	08/19/2020	3518	Infrastructors LLC		7,110.00		15,650.00
Payment	08/19/2020	762153	Eversource Energy		1,440.00		17,090.00
Deposit	08/19/2020	419885	Tilcon CT Inc	Deposit		7,820.00	9,270.00
Deposit	08/19/2020	289652	Eversource Energy	Deposit		720.00	8,550.00
Deposit	08/19/2020	3518	Infrastructors LLC	Deposit		7,110.00	1,440.00
Deposit	08/19/2020	762153	Eversource Energy	Deposit		1,440.00	0.00
Payment	09/02/2020	2168	Center Earth		2,507.50		2,507.50
Payment	09/02/2020	290019	Eversource Energy		1,080.00		3,587.50
Payment	09/02/2020	289818	Eversource Energy		360.00		3,947.50
Payment	09/02/2020	3536	Infrastructors LLC		4,500.00		8,447.50
Payment	09/02/2020	3528	Infrastructors LLC		5,535.00		13,982.50
Deposit	09/02/2020	2168	Center Earth	Deposit		2,507.50	11,475.00
Deposit	09/02/2020	290019	Eversource Energy	Deposit		1,080.00	10,395.00
Deposit	09/02/2020	289818	Eversource Energy	Deposit		360.00	10,035.00
Deposit	09/02/2020	3536	Infrastructors LLC	Deposit		4,500.00	5,535.00
Deposit	09/02/2020	3528	Infrastructors LLC	Deposit		5,535.00	0.00
Payment	09/03/2020	291254	Asplundh Tree Expert Co		1,440.00		1,440.00
Payment	09/09/2020	3544	Infrastructors LLC		6,750.00		8,190.00
Deposit	09/09/2020	3544	Infrastructors LLC	Deposit		6,750.00	1,440.00
Payment	09/16/2020	290229	Eversource Energy		1,080.00		2,520.00
Payment	09/16/2020	764914	Eversource Energy		2,832.50		5,352.50



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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Payment	09/16/2020	80012128	Frontier Communications		2,040.00		7,392.50
Deposit	09/16/2020	290229	Eversource Energy	Deposit		1,080.00	6,312.50
Deposit	09/16/2020	764914	Eversource Energy	Deposit		2,832.50	3,480.00
Deposit	09/16/2020	80012128	Frontier Communications	Deposit		2,040.00	1,440.00
Payment	09/16/2020	80014347	Frontier Communications		360.00		1,800.00
Payment	09/16/2020	3556	Infrastrucors LLC		4,230.00		6,030.00
Payment	09/16/2020	1004250	Borough of Naugatuck - Street Dept		6,030.00		12,060.00
Deposit	09/16/2020	80014347	Frontier Communications	Deposit		360.00	11,700.00
Deposit	09/16/2020	3556	Infrastrucors LLC	Deposit		4,230.00	7,470.00
Deposit	09/16/2020	1004250	Borough of Naugatuck - Street Dept	Deposit		6,030.00	1,440.00
Payment	09/18/2020	765044	Eversource Energy		630.00		2,070.00
Deposit	09/18/2020	765044	Eversource Energy	Deposit		630.00	1,440.00
Payment	09/23/2020	3565	Infrastrucors LLC		720.00		2,160.00
Payment	09/23/2020	80014348	Frontier Communications		360.00		2,520.00
Deposit	09/23/2020	3565	Infrastrucors LLC	Deposit		720.00	1,800.00
Deposit	09/23/2020	80014348	Frontier Communications	Deposit		360.00	1,440.00
Payment	09/25/2020	766579	Eversource Energy		900.00		2,340.00
Deposit	09/25/2020	766579	Eversource Energy	Deposit		900.00	1,440.00
Payment	09/25/2020	1857	American Fiber Communications		360.00		1,800.00
Payment	09/25/2020	10879	CAVCOMM LLC		720.00		2,520.00
Deposit	09/25/2020	1857	American Fiber Communications	Deposit		360.00	2,160.00
Deposit	09/25/2020	10879	CAVCOMM LLC	Deposit		720.00	1,440.00
Payment	09/30/2020	3573	Infrastrucors LLC		360.00		1,800.00
Payment	09/30/2020	27849	AM Rizzo		720.00		2,520.00
Deposit	09/30/2020	3573	Infrastrucors LLC	Deposit		360.00	2,160.00
Deposit	09/30/2020	27849	AM Rizzo	Deposit		720.00	1,440.00
Total 12000 - Undeposited Funds					127,657.50	126,217.50	1,440.00
2000 - ACCOUNTS PAYABLE							-17,216.24
Bill Pmt -Check	08/14/2020	953	Santa Buckley Energy		3,883.11		-13,333.13
Bill Pmt -Check	09/14/2020	987	Mezzio Auto & Body Repair		10,127.71		-3,205.42
Total 2000 - ACCOUNTS PAYABLE					14,010.82	0.00	-3,205.42
2100 - DUE TO OTHER FUNDS							-65,543.15
2110 - Due to General Fund							-65,543.15
Total 2110 - Due to General Fund							-65,543.15
Total 2100 - DUE TO OTHER FUNDS							-65,543.15



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Type	Date	Num	Name	Memo	Debit	Credit	Balance
2200 - ACCRUED PAYROLL TAX LIABILITIES							-1,007.66
2210 - Federal FICA & WT Payable							-904.61
General Journal	07/07/2020	PR				1,925.00	-2,829.61
General Journal	07/07/2020	PR				123.43	-2,953.04
General Journal	07/07/2020	PR				527.75	-3,480.79
General Journal	07/07/2020	PR				651.18	-4,131.97
Check	07/07/2020	EFTPS	EFTPS		3,227.36		-904.61
General Journal	07/14/2020	PR				265.00	-1,169.61
General Journal	07/14/2020	PR				24.36	-1,193.97
General Journal	07/14/2020	PR				104.16	-1,298.13
General Journal	07/14/2020	PR				128.52	-1,426.65
Check	07/14/2020	EFTPS	EFTPS		522.04		-904.61
General Journal	07/21/2020	PR				762.22	-1,666.83
General Journal	07/21/2020	PR				76.34	-1,743.17
General Journal	07/21/2020	PR				326.38	-2,069.55
General Journal	07/21/2020	PR				402.72	-2,472.27
Check	07/21/2020	EFTPS	EFTPS		1,567.66		-904.61
General Journal	07/28/2020	PR				1,800.00	-2,704.61
General Journal	07/28/2020	PR				124.24	-2,828.85
General Journal	07/28/2020	PR				531.22	-3,360.07
General Journal	07/28/2020	PR				655.46	-4,015.53
Check	07/28/2020	EFTPS	EFTPS		3,110.92		-904.61
General Journal	08/04/2020	PR				1,538.00	-2,442.61
General Journal	08/04/2020	PR				110.42	-2,553.03
General Journal	08/04/2020	PR				472.18	-3,025.21
General Journal	08/04/2020	PR				582.60	-3,607.81
Check	08/04/2020	EFTPS	EFTPS		2,703.20		-904.61
General Journal	08/11/2020	PR				988.00	-1,892.61
General Journal	08/11/2020	PR				69.85	-1,962.46
General Journal	08/11/2020	PR				298.61	-2,261.07
General Journal	08/11/2020	PR				368.46	-2,629.53
Check	08/11/2020	EFTPS	EFTPS		1,724.92		-904.61
Check	08/18/2020	EFTPS	EFTPS		1,504.38		-599.77
General Journal	08/18/2020	PR				789.00	-189.23
General Journal	08/18/2020	PR				67.79	-257.02
General Journal	08/18/2020	PR				289.90	-546.92
General Journal	08/18/2020	PR				357.71	-904.63
Check	08/25/2020	EFTPS	EFTPS		1,526.52		-621.89
General Journal	08/25/2020	PR				743.00	-121.11
General Journal	08/25/2020	PR				56.83	-177.94
General Journal	08/25/2020	PR				243.03	-420.97
General Journal	08/25/2020	PR				299.88	-720.85
General Journal	08/26/2020	PR				81.00	-801.85
General Journal	08/26/2020	PR				9.74	-811.59
General Journal	08/26/2020	PR				41.66	-853.25
General Journal	08/26/2020	PR				51.40	-904.65
Check	08/28/2020	EFTPS	EFTPS		183.80		-720.85
General Journal	09/01/2020	PR				903.00	-1,623.85
General Journal	09/01/2020	PR				60.90	-1,684.75



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Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	09/01/2020	PR				260.40	-1,945.15
General Journal	09/01/2020	PR				321.30	-2,266.45
Check	09/01/2020	EFTPS	EFTPS		1,545.60		-720.85
General Journal	09/08/2020	PR				880.00	-1,600.85
General Journal	09/08/2020	PR				75.11	-1,675.96
General Journal	09/08/2020	PR				321.16	-1,997.12
General Journal	09/08/2020	PR				396.27	-2,393.39
Check	09/08/2020	EFTPS	EFTPS		1,672.54		-720.85
General Journal	09/15/2020	PR				365.00	-1,085.85
General Journal	09/15/2020	PR				39.39	-1,125.24
General Journal	09/15/2020	PR				168.40	-1,293.64
General Journal	09/15/2020	PR				207.79	-1,501.43
Check	09/15/2020	EFTPS	EFTPS		780.58		-720.85
Check	09/18/2020	994	United States Treasury	1Q 2020 Form 941 Penalty	285.87		-434.98
Check	09/22/2020	EFTPS	EFTPS		922.52		-487.54
General Journal	09/22/2020	PR				477.00	-10.54
General Journal	09/22/2020	PR				42.22	-31.68
General Journal	09/22/2020	PR				180.54	-212.22
General Journal	09/22/2020	PR				222.76	-434.98
Check	09/29/2020	EFTPS	EFTPS		874.10		-439.12
General Journal	09/29/2020	PR				450.00	-10.88
General Journal	09/29/2020	PR				40.19	-51.07
General Journal	09/29/2020	PR				171.86	-222.93
General Journal	09/29/2020	PR				212.05	-434.98
Total 2210 - Federal FICA & WT Payable					22,152.01	21,682.38	-434.98
2220 - CT WT Payable							-103.05
General Journal	07/07/2020	PR				447.55	-550.60
Check	07/07/2020	CTDOR	Commissioner of Revenue Services		447.55		-103.05
General Journal	07/14/2020	PR				42.49	-145.54
Check	07/14/2020	CTDOR	Commissioner of Revenue Services		42.49		-103.05
General Journal	07/21/2020	PR				264.32	-367.37
Check	07/21/2020	CTDOR	Commissioner of Revenue Services		264.32		-103.05
General Journal	07/28/2020	PR				413.99	-517.04
Check	07/28/2020	CTDOR	Commissioner of Revenue Services		103.05		-413.99
Check	07/28/2020	CTDOR	Commissioner of Revenue Services		413.99		0.00
General Journal	08/04/2020	PR				377.65	-377.65
Check	08/04/2020	CTDOR	Commissioner of Revenue Services		377.65		0.00
General Journal	08/11/2020	PR				216.10	-216.10
Check	08/11/2020	CTDOR	Commissioner of Revenue Services		216.10		0.00
Check	08/14/2020	CTDOR	Commissioner of Revenue Services		232.64		232.64
General Journal	08/18/2020	PR				232.64	0.00
Check	08/21/2020	CTDOR	Commissioner of Revenue Services		186.94		186.94
General Journal	08/25/2020	PR				182.84	4.10
Check	08/26/2020	CTDOR	Commissioner of Revenue Services		4.10		8.20
General Journal	08/26/2020	PR				4.10	4.10
General Journal	09/01/2020	PR				229.93	-225.88
Check	09/01/2020	CTDOR	Commissioner of Revenue Services		229.93		4.10



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Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	09/09/2020	PR				242.08	-237.98
Check	09/08/2020	CTDOR	Commissioner of Revenue Services		242.08		4.10
General Journal	09/15/2020	PR				102.49	-98.39
Check	09/15/2020	CTDOR	Commissioner of Revenue Services		102.49		4.10
Check	09/22/2020	CTDOR	Commissioner of Revenue Services		107.92		112.02
General Journal	09/22/2020	PR				107.92	4.10
Check	09/29/2020	CTDOR	Commissioner of Revenue Services		124.44		128.54
General Journal	09/29/2020	PR				124.44	4.10
Total 2220 - CT WT Payable					3,095.69	2,988.54	4.10
2230 - Due to Nationwide							0.00
Check	07/07/2020	917	Nationwide Retirement		40.00		40.00
General Journal	07/07/2020	PR				40.00	0.00
Check	07/14/2020	922	Nationwide Retirement		40.00		40.00
General Journal	07/14/2020	PR				40.00	0.00
Check	07/16/2020	929	Nationwide Retirement		40.00		40.00
General Journal	07/21/2020	PR				40.00	0.00
Check	07/28/2020	936	Nationwide Retirement		90.00		90.00
General Journal	07/28/2020	PR				90.00	0.00
Check	08/04/2020	944	Nationwide Retirement		90.00		90.00
General Journal	08/04/2020	PR				90.00	0.00
Check	08/11/2020	952	Nationwide Retirement		90.00		90.00
General Journal	08/11/2020	PR				90.00	0.00
Check	08/18/2020	960	Nationwide Retirement		90.00		90.00
General Journal	08/18/2020	PR				90.00	0.00
Check	08/25/2020	966	Nationwide Retirement		40.00		40.00
General Journal	08/25/2020	PR				40.00	0.00
Check	09/01/2020	971	Nationwide Retirement		40.00		40.00
General Journal	09/01/2020	PR				40.00	0.00
Check	09/08/2020	978	Nationwide Retirement		90.00		90.00
General Journal	09/08/2020	PR				90.00	0.00
Check	09/15/2020	986	Nationwide Retirement		90.00		90.00
General Journal	09/15/2020	PR				90.00	0.00
Check	09/22/2020	993	Nationwide Retirement		40.00		40.00
General Journal	09/22/2020	PR				40.00	0.00
Check	09/29/2020	1000	Nationwide Retirement		90.00		90.00
General Journal	09/29/2020	PR				90.00	0.00
Total 2230 - Due to Nationwide					870.00	870.00	0.00
Total 2200 - ACCRUED PAYROLL TAX LIABILITIES					26,117.70	25,540.92	-430.88
3000 - FUND BALANCE							-140,934.21
3020 - Assigned							-140,934.21
Total 3020 - Assigned							-140,934.21
Total 3000 - FUND BALANCE							-140,934.21



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Type	Date	Num	Name	Memo	Debit	Credit	Balance
3099 - Change in Fund Balance							137,333.56
Total 3099 - Change in Fund Balance							137,333.56
4000 - REVENUE							0.00
4200 - Licenses, permits and fees							0.00
Invoice	07/01/2020	732b	Santoro Plumbing	07/01/20		340.00	-340.00
Invoice	07/02/2020	733	Borough of Naugatuck - Street Dept	07/01/20, 07/02/20		900.00	-1,240.00
Invoice	07/02/2020	734	Infrastructors LLC	07/01/20, 07/02/20		1,800.00	-3,040.00
Invoice	07/09/2020	735	AM Rizzo	07/09/20		360.00	-3,400.00
Invoice	07/09/2020	736	Veolia North America	07/09/20		720.00	-4,120.00
Invoice	07/07/2020	737	Borough of Naugatuck - Street Dept	07/06/20 - 07/07/20		1,170.00	-5,290.00
Invoice	07/07/2020	739	Eversource Energy	07/07/20		720.00	-6,010.00
Invoice	07/07/2020	740	Eversource Energy	07/07/20		720.00	-6,730.00
Invoice	07/08/2020	738	Infrastructors LLC	07/06/20 - 07/08/20		2,250.00	-8,980.00
Invoice	07/08/2020	741	Advanced Fiber Inc	07/08/20		720.00	-9,700.00
Invoice	07/09/2020	742	Eversource Energy	07/08/20		720.00	-10,420.00
Invoice	07/10/2020	743	AM Rizzo	07/10/20		720.00	-11,140.00
Invoice	07/10/2020	744	Eversource Energy	07/10/20		360.00	-11,500.00
Invoice	07/14/2020	745	Borough of Naugatuck - Street Dept	07/13/20 - 07/14/20		3,240.00	-14,740.00
Invoice	07/15/2020	746	Infrastructors LLC	07/13/20 - 07/15/20		3,150.00	-17,890.00
Invoice	07/15/2020	748	Eversource Energy	07/15/20		720.00	-18,610.00
Invoice	07/17/2020	747	Infrastructors LLC	07/14/20 - 07/17/20		6,300.00	-24,910.00
Invoice	07/17/2020	749	Eversource Energy	07/17/20		360.00	-25,270.00
Invoice	07/21/2020	750	Eversource Energy	07/20/20 - 07/21/20		1,800.00	-27,070.00
Invoice	07/21/2020	751	Eversource Energy	07/20/20 - 07/21/20		1,080.00	-28,150.00
Invoice	07/23/2020	753	Eversource Energy	07/23/20		720.00	-28,870.00
Invoice	07/23/2020	754	Borough of Naugatuck - Street Dept	07/23/20		720.00	-29,590.00
Invoice	07/24/2020	752	Infrastructors LLC	07/20/20 - 07/24/20		9,000.00	-38,590.00
Invoice	07/27/2020	755	Eversource Energy	07/27/20		630.00	-39,220.00
Invoice	07/31/2020	782	Infrastructors LLC	07/27/20 - 07/31/20		7,110.00	-46,330.00
Invoice	08/04/2020	757	Frontier Communications	08/04/20		360.00	-46,690.00
Invoice	08/06/2020	758	Eversource Energy	08/06/20		900.00	-47,590.00
Invoice	08/07/2020	756	Infrastructors LLC	08/03/20 - 08/07/20		5,535.00	-53,125.00
Invoice	08/07/2020	759	CAVCOMM LLC	08/07/20		720.00	-53,845.00
Invoice	08/10/2020	760	Eversource Energy	08/10/20		720.00	-54,565.00
Invoice	08/11/2020	762	Eversource Energy	08/11/20		720.00	-55,285.00
Invoice	08/12/2020	763	Frontier Communications	08/12/20		360.00	-55,645.00
Invoice	08/14/2020	761	Infrastructors LLC	08/10/20 - 08/14/20		4,500.00	-60,145.00
Invoice	08/21/2020	764	Infrastructors LLC	08/17/20 - 08/21/20		6,750.00	-66,895.00
Invoice	08/25/2020	765	Asplundh Tree Expert Co	08/25/20		720.00	-67,615.00
Invoice	08/26/2020	767	Eversource Energy	08/26/20		360.00	-67,975.00
Invoice	08/27/2020	766	Infrastructors LLC	08/25/20 - 08/27/20		4,230.00	-72,205.00
Invoice	08/27/2020	768	Eversource Energy	08/27/20		360.00	-72,565.00
Invoice	08/27/2020	769	Capital Cable Construction LLC	08/27/20		360.00	-72,925.00
Invoice	08/27/2020	816	Asplundh Tree Expert Co	08/27/20		720.00	-73,645.00
Invoice	08/28/2020	770	Eversource Energy	08/28/20		405.00	-74,050.00
Invoice	08/28/2020	771	Eversource Energy	08/28/20		360.00	-74,410.00
Invoice	08/28/2020	772	Eversource Energy	08/28/20		1,530.00	-75,940.00
Invoice	08/31/2020	773	John J Brennan Construction	08/31/20		405.00	-76,345.00



TOP POLICE SPECIAL DUTY

General Ledger

As of September 30, 2020

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Invoice	09/01/2020	775	Eversource Energy	09/01/20		360.00	-76,705.00
Invoice	09/01/2020	776	Asplundh Tree Expert Co	09/01/20		360.00	-77,065.00
Invoice	09/02/2020	778	Asplundh Tree Expert Co	09/02/20		360.00	-77,425.00
Invoice	09/02/2020	779	Eversource Energy	09/02/20		360.00	-77,785.00
Credit Memo	09/02/2020	703CM	Canter Earth	Credit 0.5 hr @ \$85/hr	42.50		-77,742.50
Invoice	09/03/2020	777	Infrastructors LLC	09/01/20 - 09/03/20		720.00	-78,462.50
Invoice	09/03/2020	817	Asplundh Tree Expert Co	09/03/20		20.00	-78,482.50
Invoice	09/04/2020	774	Eversource Energy	08/31/20 - 09/04/20		1,080.00	-79,562.50
Invoice	09/04/2020	780	Asplundh Tree Expert Co	09/04/20		360.00	-79,922.50
Invoice	09/04/2020	781	American Fiber Communications	09/04/20		360.00	-80,282.50
Invoice	09/09/2020	783	Eversource Energy	09/09/20		720.00	-81,002.50
Invoice	09/10/2020	784	AM Rizzo	09/10/20		720.00	-81,722.50
Invoice	09/11/2020	785	Eversource Energy	09/08/20, 09/11/20		1,800.00	-83,522.50
Invoice	09/11/2020	786	Infrastructors LLC	09/11/20		360.00	-83,882.50
Invoice	09/14/2020	787	Team Sewer & Water	09/14/20		720.00	-84,602.50
Invoice	09/16/2020	788	Asplundh Tree Expert Co	09/14/20, 09/16/20		1,440.00	-86,042.50
Invoice	09/17/2020	789	Eversource Energy	09/17/20		720.00	-86,762.50
Invoice	09/18/2020	790	Rocky Mountain Fiber Plus, Inc.	09/18/20		720.00	-87,482.50
Invoice	09/18/2020	xxx	Eversource Energy	Unapplied payment		312.50	-87,795.00
Invoice	09/22/2020	791	Eversource Energy	09/22/20		720.00	-88,515.00
Invoice	09/23/2020	792	Eversource Energy	09/23/20		720.00	-89,235.00
Invoice	09/25/2020	793	Eversource Energy	09/25/20		360.00	-89,595.00
Invoice	09/26/2020	794	LaBonne's Market	09/26/20		720.00	-90,315.00
Invoice	09/28/2020	815	R & R Broadband, LLC	09/28/20		855.00	-91,170.00
Total 4200 - Licenses, permits and fees					42.50	91,212.50	-91,170.00
4400 - Other Income							0.00
Check	08/04/2020	938	Francis Schippani			0.44	-0.44
Total 4400 - Other Income					0.00	0.44	-0.44
Total 4000 - REVENUE					42.50	91,212.94	-91,170.44
5000 - EXPENDITURES							0.00
5200 - Police Special Duty Wages							0.00
General Journal	07/07/2020	PR			8,512.00		8,512.00
General Journal	07/14/2020	PR			1,680.00		10,192.00
General Journal	07/21/2020	PR			5,264.00		15,456.00
General Journal	07/28/2020	PR			8,568.00		24,024.00
General Journal	08/04/2020	PR			7,616.00		31,640.00
General Journal	08/11/2020	PR			4,816.00		36,456.00
General Journal	08/18/2020	PR			4,676.00		41,132.00
General Journal	08/25/2020	PR			3,920.00		45,052.00
General Journal	08/26/2020	PR			672.00		45,724.00
General Journal	09/01/2020	PR			4,200.00		49,924.00
General Journal	09/08/2020	PR			5,180.00		55,104.00
General Journal	09/15/2020	PR			2,716.00		57,820.00



**TOP POLICE SPECIAL DUTY
General Ledger
As of September 30, 2020**

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	09/22/2020	PR			2,912.00		60,732.00
General Journal	09/29/2020	PR			2,772.00		63,504.00
Total 5200 - Police Special Duty Wages					63,504.00	0.00	63,504.00
5210 - FICA Expense							0.00
General Journal	07/07/2020	PR			651.18		651.18
General Journal	07/14/2020	PR			128.52		779.70
General Journal	07/21/2020	PR			402.72		1,182.42
General Journal	07/28/2020	PR			655.46		1,837.88
General Journal	08/04/2020	PR			582.60		2,420.48
General Journal	08/11/2020	PR			368.46		2,788.94
General Journal	08/18/2020	PR			357.71		3,146.65
General Journal	08/25/2020	PR			299.88		3,446.53
General Journal	08/26/2020	PR			51.40		3,497.93
General Journal	09/01/2020	PR			321.30		3,819.23
General Journal	09/08/2020	PR			396.27		4,215.50
General Journal	09/15/2020	PR			207.79		4,423.29
General Journal	09/22/2020	PR			222.76		4,646.05
General Journal	09/29/2020	PR			212.05		4,858.10
Total 5210 - FICA Expense					4,858.10	0.00	4,858.10
5300 - Capital Expenditures							0.00
Check	07/29/2020	945	Borough of Naugatuck	Ford	14,000.00		14,000.00
Total 5300 - Capital Expenditures					14,000.00	0.00	14,000.00
5999 - Net Payroll							0.00
Check	07/07/2020	912	Americo Tavares		1,390.94		1,390.94
Check	07/07/2020	913	Jason Carrier		1,164.80		2,555.74
Check	07/07/2020	914	John Kennelly		701.58		3,257.32
Check	07/07/2020	915	Patrick Meehan		842.29		4,099.61
Check	07/07/2020	916	Todd Brouillette		1,348.66		5,448.27
General Journal	07/07/2020	PR				5,448.27	0.00
Check	07/14/2020	918	Americo Tavares		623.40		623.40
Check	07/14/2020	919	Jason Carrier		241.58		864.98
Check	07/14/2020	920	Patrick Meehan		97.43		962.41
Check	07/14/2020	921	Tory Marsden		241.58		1,203.99
General Journal	07/14/2020	PR				1,203.99	0.00
Check	07/16/2020	923	Americo Tavares		892.35		892.35
Check	07/16/2020	924	Jason Carrier		206.86		1,099.21
Check	07/16/2020	925	John Kennelly		727.81		1,827.02
Check	07/16/2020	926	Marquis Knox		407.76		2,234.78
Check	07/16/2020	927	Patrick Meehan		496.45		2,731.23
Check	07/16/2020	928	Todd Brouillette		1,063.51		3,794.74
General Journal	07/21/2020	PR				3,794.74	0.00
Check	07/28/2020	930	Americo Tavares		1,420.30		1,420.30
Check	07/28/2020	931	Francis Schippani		916.23		2,336.53
Check	07/28/2020	932	Jason Carrier		535.48		2,872.01



**TOP POLICE SPECIAL DUTY
General Ledger
As of September 30, 2020**

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	07/28/2020	933	Marquis Knox		550.02		3,422.03
Check	07/28/2020	934	Patrick Meehan		1,175.27		4,597.30
Check	07/28/2020	935	Todd Brouillette		1,011.25		5,608.55
General Journal	07/28/2020	PR				5,608.55	0.00
Check	08/04/2020	937	Americo Tavares		1,299.88		1,299.88
Check	08/04/2020	938	Francis Schippiani		380.51		1,680.39
Check	08/04/2020	939	Jason Carrier		375.74		2,056.13
Check	08/04/2020	940	John Kennelly		384.61		2,440.74
Check	08/04/2020	941	Marquis Knox		478.22		2,918.96
Check	08/04/2020	942	Patrick Meehan		877.55		3,796.51
Check	08/04/2020	943	Todd Brouillette		1,231.24		5,027.75
General Journal	08/04/2020	PR				5,027.75	0.00
Check	08/11/2020	946	Americo Tavares		1,208.15		1,208.15
Check	08/11/2020	947	Francis Schippiani		169.93		1,378.08
Check	08/11/2020	948	Jason Carrier		331.00		1,709.08
Check	08/11/2020	949	Marquis Knox		195.86		1,904.94
Check	08/11/2020	950	Patrick Meehan		140.33		2,045.27
Check	08/11/2020	951	Todd Brouillette		1,108.17		3,153.44
General Journal	08/11/2020	PR				3,153.44	0.00
Check	08/18/2020	954	Francis Schippiani		526.17		526.17
Check	08/18/2020	955	Jason Carrier		286.30		812.47
Check	08/18/2020	956	John Kennelly		892.78		1,705.25
Check	08/18/2020	957	Marquis Knox		478.22		2,183.47
Check	08/18/2020	958	Patrick Meehan		668.42		2,851.89
Check	08/18/2020	959	Stephan Cameron		354.78		3,206.67
General Journal	08/18/2020	PR				3,206.67	0.00
Check	08/25/2020	961	David Bromley		196.45		196.45
Check	08/25/2020	962	Jason Carrier		1,022.02		1,218.47
Check	08/25/2020	963	John Kennelly		181.21		1,399.68
Check	08/25/2020	964	Marquis Knox		589.20		1,988.88
Check	08/25/2020	965	Patrick Meehan		668.42		2,654.30
Check	08/25/2020	967	Jason Carrier		535.50		3,189.89
General Journal	08/25/2020	PR				2,854.30	535.50
General Journal	08/26/2020	PR				535.50	0.00
Check	09/01/2020	968	John Kennelly		1,085.89		1,085.89
Check	09/01/2020	969	Marquis Knox		444.61		1,530.50
Check	09/01/2020	970	Patrick Meehan		1,175.27		2,705.77
General Journal	09/01/2020	PR				2,705.77	0.00
Check	09/08/2020	972	Francis Schippiani		526.17		526.17
Check	09/08/2020	974	John Kennelly		823.27		1,349.44
Check	09/08/2020	975	Marquis Knox		761.58		2,111.02
Check	09/08/2020	976	Patrick Meehan		563.43		2,674.45
Check	09/08/2020	977	Tory Marsden		521.48		3,195.93
Check	09/08/2020	979	Jason Carrier		375.72		3,571.65
General Journal	09/08/2020	PR				3,571.65	0.00
Check	09/15/2020	980	Francis Schippiani		295.67		295.67
Check	09/15/2020	981	Jason Carrier		375.72		671.39
Check	09/15/2020	982	John Kennelly		330.62		1,002.01
Check	09/15/2020	983	Marquis Knox		369.78		1,371.79



TOP POLICE SPECIAL DUTY

General Ledger

As of September 30, 2020

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	09/15/2020	984	Patrick Meehan		224.17		1,595.96
Check	09/15/2020	985	Stephan Cameron		354.76		1,950.72
General Journal	09/15/2020	PR				1,950.72	0.00
Check	09/22/2020	988	Jason Carrier		535.50		535.50
Check	09/22/2020	989	John Kennelly		309.76		845.26
Check	09/22/2020	990	Marquis Knox		369.76		1,215.02
Check	09/22/2020	991	Patrick Meehan		668.42		1,883.44
Check	09/22/2020	992	Stephan Cameron		180.88		2,064.32
General Journal	09/22/2020	PR				2,064.32	0.00
Check	09/29/2020	995	Francis Schippiani		295.69		295.69
Check	09/29/2020	996	Jason Carrier		440.78		736.47
Check	09/29/2020	997	John Kennelly		309.76		1,046.23
Check	09/29/2020	998	Patrick Meehan		668.42		1,714.65
Check	09/29/2020	999	Stephan Cameron		180.86		1,895.51
General Journal	09/29/2020	PR				1,895.51	0.00
Total 5999 - Net Payroll					42,821.18	42,821.18	0.00
Total 5000 - EXPENDITURES					125,183.28	42,821.18	82,362.10
9999 - Suspense							0.00
Check	09/08/2020	973	Void				0.00
Total 9999 - Suspense					0.00	0.00	0.00
TOTAL					510,441.80	510,441.80	0.00



**TOP POLICE SPECIAL DUTY
A/R Aging Summary
As of September 30, 2020**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Asplundh Tree Expert Co	0.00	2,160.00	720.00	0.00	0.00	2,880.00
Capital Cable Construction LLC	0.00	0.00	360.00	0.00	0.00	360.00
Center Earth	0.00	0.00	0.00	0.00	5,865.00	5,865.00
Eversource Energy	0.00	6,840.00	4,455.00	0.00	0.00	11,295.00
John J Brennan Construction	0.00	405.00	0.00	0.00	0.00	405.00
LaBonne's Market	0.00	720.00	0.00	0.00	0.00	720.00
R & R Broadband, LLC	0.00	855.00	0.00	0.00	0.00	855.00
Rocky Mountain Fiber Plus, Inc.	0.00	720.00	0.00	0.00	0.00	720.00
Team Sewer & Water	0.00	720.00	0.00	0.00	0.00	720.00
TOTAL	0.00	12,420.00	5,535.00	0.00	5,865.00	23,820.00

Changes for 2021 – 2022 Proposed Budget for April 8, 2021 Budget Workshop

Department	Line item #	Recommended Change	Recommended Commitment	Reasoning
Elections & Registrars	5150-02	\$4,000.00		Purchase of filing cabinets in this fiscal year
Town Buildings	6100-01		\$13,000.00	Buildings have not been open, electricity use down in several buildings
Town Buildings	6100-06		\$5,000.00	Buildings have not been open, limited removal done
Land Use Inspector	6450-04	\$22,040.00		Recommended to purchase in this fiscal year to continue work on updating GIS accessibility
Police	6700-01	\$10,000.00		Resident State Trooper Contract will be lower than expected
Police	6700-07		\$16,137.00	Expected surplus funds, so tasers and body cams can be purchased with those funds
Ice & Snow	7050-00		\$10,000.00	
Ice & Snow	7050-03		\$10,000.00	
Town Trucks	7150-00		\$10,000.00	
Town Trucks	7150-03		\$5,000.00	
Town Trucks	7150-02		\$2,000.00	
Recreation	7400-01		\$20,000.00	Limited programs run due to COVID
Recreation	7400-03		\$10,000.00	Limited park work due to COVID
Recreation	7400-08		\$5,000.00	Limited park work due to COVID
Special Events	7450-01		\$10,000.00	No Pumpkin Festival due to COVID
Youth Summer Activities	7500-00		\$15,000.00	No summer camp due to COVID
Youth Summer Activities	7500-01		\$10,000.00	No summer camp due to COVID
Commission on Aging	7650-04		\$20,000.00	No programs due to COVID
Totals:		\$36,040.00	\$161,137.00	
Overall Reduction for 2021-2022 Proposed Budget			\$197,177.00	



March 10th, 2021

From: Prospect Republican Town Committee

To: Prospect Town Council

Regarding: Board of Assessment Appeals (Alternate)

Dear Town Council Members,

On Tuesday March 9th, 2021 the Prospect Republican Town Committee accepted its nominating committee's recommendation for Roger Sherman to fill the Board of Assessment Alternate seat.

This seat was vacated by the resignation of Robert Guynn, who recently moved from town.

The PRTC requests the town council consider and accept Roger Sherman, 87 Talmadge Hill Road, Prospect Ct 06712.

Scott F. Martin

Scott F. Martin

PRTC - Nominating Committee

CC: Nazih Noujaim PRTC Chair, Brenda Martin PRTC V-Chair,



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PRTC - Nominating Committee

CC: Nazih Noujaim PRTC Chair, Brenda Martin PRTC V-Chair,



March 10th, 2021

From: Prospect Republican Town Committee

To: Prospect Town Council

Regarding: Library Board

Dear Town Council Members,

On Tuesday March 9th, 2021 the Prospect Republican Town Committee accepted its nominating committee's recommendation for Galen Lowell to fill the Library Board seat for the remainder of the current term (through 1/1/22). This seat was vacated by the resignation of Ira Kamm who recently moved from town.

The PRTC requests the town council consider and accept Galen Lowell, of 50 Lilac Lane Prospect for Library Board.

Scott F. Martin

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CC: Nazih Noujaim PRTC Chair, Brenda Martin PRTC V-Chair,



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From: Prospect Republican Town Committee

To: Prospect Town Council

Regarding: Library Board

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PRTC - Nominating Committee

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**DESEGREGATE
CONNECTICUT**
WHY WE SUPPORT SB 1024
 in the 2021 Legislative Session

Our Pitch:

Zoning laws dictate how we design and build our communities. With smart zoning reform, we can boost our economy, make our communities more equitable, and protect our environment. We can help the Connecticut we love flourish and live up to its full potential.

We know zoning reform is one of many policies – including funding formulas, post-COVID eviction relief, & homeownership assistance – State legislators must enact for our families to thrive. But zoning reform is essential to a more equitable, stronger, cleaner Connecticut.

What Zoning Reform & SB 1024 Will Do:

Based on extensive research, we know zoning reform will:

- Create more housing → to reduce the cost of housing overall
- Build a more diverse housing stock → to respond to modern needs and desires
- Protect the Connecticut we love → to save farmland and forest from destruction

NEW HOUSING WILL LOWER COSTS FOR FAMILIES:

LOCATION	MEDIAN HOUSING VALUE	NUMBER OF HOUSEHOLDS	SEVERELY COST BURDENED	SEVERE COST BURDEN RATE
Connecticut	\$270,100	1,381,755	223,108	16%

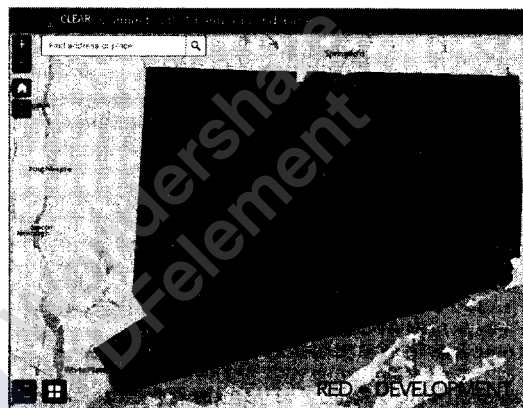
Source: DataHaven, Community Well-Being Index.

1,500 OF NEW MULTIFAMILY UNITS WILL PRODUCE:

	1-YEAR IMPACT	ANNUAL IMPACTS
INCOME	\$271.2 million	\$45.5 million
REVENUE for STATE & LOCAL GOVS	\$39.8 million	\$16.4 million
JOB	3,198	921

Source: 2019 National Association of Homebuilders Report.

SMART GROWTH WILL CURB SPRAWL:



SB 1024 Will Empower Towns to:

- Direct development to places with existing infrastructure & housing, instead of sprawl
- Generate significant tax revenues & support Main Street small businesses
- Adapt & adopt a ready-made, no-cost model code
- Approve more housing, unhindered by outdated State sewerage & traffic standards
- Save millions on litigation: in 2020, towns were sued 159 times for their zoning decisions

Our Randomized 01/21 Poll of 300 CT Residents Shows:

65%

Feel housing is too expensive

58%

Support rezoning for transit-oriented development

66%

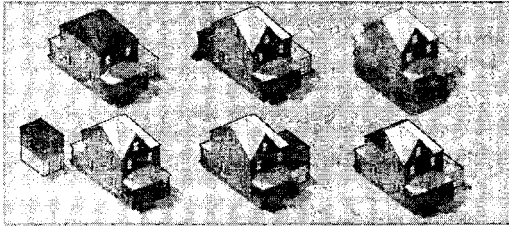
Support "clear, more uniform," as-of-right zoning

2:1

Support more housing & more types of housing

info@desegregatect.org | www.desegregatect.org | @desegregatect

SB 1024 Proposes:



ACCESSORY DWELLING UNITS

- Legalize small units (examples at left) nestled in single-family housing
- Allow size of 30% of the main unit or 1,000 SF, whichever is less
- Eliminate public hearing burdens – like 57% of towns already do!

TRANSIT-ORIENTED DEVELOPMENT

- Towns choose 50% of an area within 1/2 mile of transit for 4+ unit housing
- 10% of 10+ units must be affordable

CAP COSTLY PARKING MANDATES

- 2 spaces/2+ bedroom unit, 1 space/0-1 bedroom unit
- 0 spaces in TOD & main street areas

TRAINING FOR COMMISSIONERS

- 6 hours annually, including on fair housing & environmental issues

MAIN STREET HOUSING

- Towns choose 50% of an area within 1/4 mile of a main street for 2-4 unit housing
- 10% of 10+ units must be affordable

MODEL CODES FOR BUILDINGS & STREETS

- Guidelines for towns to choose to adapt to improve & clarify decision-making
- Define "character" with physical standards

TECHNICAL STANDARDS FOR 21ST CENTURY

- Modernization of sewerage & traffic standards thwarting good housing now

SB 1024 Is Driven by Data. This is the Easy Stuff!

Research shows how our proposals have unlocked opportunities in communities nationally. In addition, our Zoning Atlas has exhaustively catalogued the state's 2,600 zoning districts – and shows we're ready for these tailored, data-driven reform proposals.

Here are some of the 64+ organizations we have been working with:



info@desegregatect.org | www.desegregatect.org | [@desegregatect](https://twitter.com/desegregatect)

**Tony DiLeone Jr.**

Director of Finance and Business Operations

February 1, 2021

Mayor Chatfield,

The Regional School District 16 (R16) district office administration wants to continue with open and transparent discourse with regards to our financial situation. Per our previous conversations and in anticipation of our upcoming budget season, we wanted to provide an update regarding both the audited surplus for fiscal year 2020 and the anticipated surplus for fiscal year 2021.

As you are aware, R16 anticipated no surplus for fiscal year 2020, as was communicated in our budget presentation to the Board of Education in February 2020. However, as the COVID-19 pandemic began shortly thereafter, several of our key expenditures, most notably our transportation contract, were able to be negotiated down from vendors who were not providing complete services. This, coupled with the reduced utility bills due to our facilities not being used throughout the day and reduced special education out of district rates, has led to an audited surplus of \$661,286. This figure is following the Board of Education's vote to assign \$186,692 to the district's capital non-recurring fund. Based on the State statute that allows a regional school district to assign up to 1% of their budget to their capital non-recurring fund, the Board has the option to assign an additional \$220,622 to this fund. A decision regarding this is expected at an upcoming February Board of Education meeting and will be communicated to you at that time. Shortly thereafter, updated payment schedules will be sent to each town reflecting their reduced payments through the end of this fiscal year.

In regards to the 2021 operating budget, Regional School District #16 does, again, anticipate that there will be no surplus at the end of this fiscal year. At this time, we are in the process of evaluating our options for the replacement of the track at Woodland Regional High School, which is near its end of usable life. Additionally, critical pieces of our technology infrastructure are in need of replacement. Many of these items were purchased at the time that Prospect Elementary School was opened and are due for replacement as part of the district's technology plan. As opposed to borrowing any unplanned, additional money for these replacements or requesting additional appropriations from our member towns, it is our intention to recommend to the Board of Education moving any unexpended funds from the operating budget into the capital non-recurring fund, as we feel this is our most fiscally responsible course of action for replacement of these items.

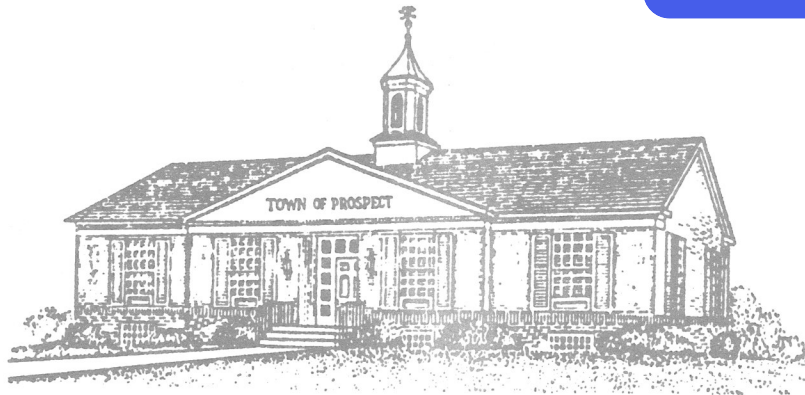
In an effort to explain further for definite clarity, we will be presenting the Superintendent's budget to the BOE on February 24th for the 2021-2022 school year. We are informing you that next year's budget payments in March thru June of 2022 should not be estimated to have deductions that result in reduced payments as has often been the case in years past. Our budget is fiscally responsible and does not include overages that will translate back to the town in the future. Hopefully, this letter early in February will help you plan your town budget accordingly.

If you have any questions or concerns regarding this letter or these upcoming projects, please do not hesitate to contact me. I am happy to discuss these items with you further.

Respectfully,

Tony DiLeone
Director of Finance and Business Operations

CC: Prospect Town Council Chairperson, Jeffrey Slapikas
R16 Prospect Board of Education members, Mr. Robert Hiscox, Mr. Robert Dyer, Mr. Nazih Noujaim, Ms. Roxann Vaillancourt
R16 Board of Education Chair, Mrs. Priscilla Cretella
Superintendent of Schools, Mr. Michael Yamin



OFFICE OF THE FIRE MARSHAL
36 CENTER STREET • PROSPECT, CONNECTICUT 06712

March 24, 2021

Prospect Town Council
Chairman Jeffrey Slapikas
36 Center Street
Prospect, CT 06712

Dear Chairman Slapikas:

I respectfully request a transfer of \$600 from #6650-03 Seminars to #6650-04 Equipment to purchase a portable work light to be used during investigations.

Thank you for your assistance in this matter.

Sincerely,

Antonio Muniz
Fire Marshal

FireMarshal@townofprospect.org



Town of Prospect Proposed Financial Positions Breakdown

Treasurer (Elected Position)

The Treasurer oversees all matters involving the finances of the Town of Prospect. Receives support from additional financial positions and reviews all prepared reports for accuracy and legitimacy. Ensures that financial policies and procedures are being adhered to and are efficient and effective.

- Responsibility to oversee all aspects of financial management and delegates work as needed and ensures all responsibilities are met
- Responsible for check signing and ensuring payments made by the Town of Prospect are correctly allocated
- Responsible for reporting on all town finances and providing reports as needed or requested utilizing the assistance of those working in other financial positions

Municipal Accounting Assistant (MAA) (Hired/Contracted)

The MAA provides support to the Mayor and Treasurer for higher level financial reports and tracking needs and assists in planning and maintenance of financial policies. Accountable for the tracking and reporting of expenditures and revenues.

- Responsible for maintaining moderately complex financial records of revenues and expenditures for all departments and assists with processing and tracking such revenues and expenditures
- Responsible for all bank reconciliations and gathering information for the annual report
- Processes reports as needed or upon request from banking and accounting systems

Accounts Receivable Clerk (Hired)

Provides support to the Municipal Accounting Assistant, Mayor and Treasurer as needed. Responsible for accounts receivable monies, documentation and assuring accuracy of all reports and deposits received.

- Responsible for day to day operations of receiving cash, fees and other payments
- Reconciles reports from town departments and prepares monies for bank deposit



- Prepares all the accounts receivable reports for the MAA to reconcile and record monthly

Assistant to the Treasurer (Hired)

Removal of this position is proposed

- The duties described in the job description are maintained in the other proposed draft job descriptions for Treasurer, MAA and Accounts Receivable Clerk.

Deputy Treasurer (Appointed)

The Town Treasurer may appoint a deputy who shall, in the absence or disability of the Treasurer perform the required duties of the Treasurer.

- Section 8.05 of the Prospect Town Charter provides that, in the absence or inability of the Treasurer to perform his duties, the Chairperson or Vice Chairperson of the Town Council may perform the duties of the elected Town Treasurer.

THE LAST MUNICIPAL WEBSITE YOUR TOWN WILL EVER NEED

Web Design Proposal

Prepared for
TOWN OF PROSPECT



TOWNWEB®



Town of Prospect
36 Center Street
Prospect, Connecticut 06712

When you choose Town Web Design, you will get the ***last website you'll ever need.***

What do I mean by that? **You'll get a new website now.** Working with you, we will design and build a new municipal website for Town of Prospect that's easy to use and looks great for your residents and online visitors.

Then, you'll get our all-inclusive, "white glove" customer service. Just call, chat or email, and we take care of your website needs 24 hours a day, seven days a week. Our sites are secure and protected with guaranteed 99.9% uptime. Your website will look good and work well every day.

We build long-term relationships. We don't just want to design your website, we want to keep you as a satisfied customer for years to come. **We have more than 500 municipalities who work with us, and more than 80 of them have been with us since we started in 2007!**

All our customers love the fact that we offer fixed pricing – your annual costs do not go up!

I invite you and your committee to check out all the benefits we offer so that you can get started with a fantastic new website that will be the last website the Town of Prospect will ever need!

Sincerely,

Benjy Stauffer
Customer Solutions Manager, Town Web
benjy@townweb.com | Toll Free: 877-995-TOWN (8696) ext 800

TOP 9 REASONS CUSTOMERS CHOOSE TOWN WEB DESIGN

Reason 1: More than a Dozen Years of Building Municipal Websites

Town Web Design has been creating and hosting municipal websites since before the iPhone came out and Facebook became popular. This mobile revolution has changed the website industry, and we have embraced these changes so your website will be relevant to the ever-changing needs of technology and your residents. In 2007, most boards and councils were worried if their municipal website would work on dial-up. Now, they want sites that load fast, work on mobile phones and comply with the Americans with Disabilities Act 508. *We deliver on all of these -- and more.*

Reason 2: We Understand Towns' Needs

We are not a typical web design agency that you would find in any medium-sized city in America. **We do not do commercial website design.** We only do website design for towns, villages, cities and boroughs. We specialize in municipal website design. This focus is the key reason we can provide affordable, fixed-price service to municipalities like the Town of Prospect and also why we can launch your website in as little as two weeks.

Reason 3: Clerk-Tested, Board-Approved

More than 550 boards and councils have chosen and currently work with Town Web. We are their approved web design, hosting and support vendor. When we started, more than 80 boards selected Town Web as their website provider, and they still consider that a great decision today. Websites built by us represent a sound investment in quality, performance and dependability. We are your low-risk, highly experienced municipal web technology partner to take you into the future.



Reason 4: Fixed Pricing -- No Cost Increases

Every municipal web design customer at Town Web has a **fixed annual cost**, so it's easy to budget. You won't need to rely on expensive third-party IT services to manage and maintain your website or wonder who to call. Everything is done for you by the Town Web team for one fixed price.

Reason 5: 24x7 Monitoring & Security

We protect your municipal site against accidental or malicious data loss. Security threats and hacking attempts happen all the time, but we have you protected. **We provide 24x7 monitoring of your site, and we have systems in place to keep the bad guys out.** Every few minutes, we “ping” all of our sites to make sure they are accessible. Our system lets us look at downtime and uptime, and we can go back and look historically for the last 24 hours, the last 30 days or whatever time frame we wish. If your website is down, we are more likely to know about it before you will. We get notifications for any hacking attempts.

Furthermore, we do daily backups of your site and store them on a different server in a different location. If anything major were to happen to your site, we will take last night’s version and restore it for you at no cost. If a natural disaster occurred near the site of our main servers, it’s possible our websites could be affected. So, we store our backups at a completely different location to ensure we always have a backup of your most up-to-date website content ready to go.

Reason 6: 24x7 Service & Support

Municipal clerks and staff members love having Town Web as their website provider because they can rely on us for anything related to their website. **All it takes is a call, email or chat message (including Facebook Messenger), and we can post or edit something on a page for no additional cost.** Our support is like an “all-you-can-eat buffet.” You get as much as you want for a fixed fee, with no surprises and no extra billing. Furthermore, we take care of issues as quickly as possible, and most issues are resolved by the end of each eight-hour shift.

For example, our support team received an email at 10 o’clock at night from a clerk, asking for an agenda to be posted to her website. Ten minutes later, it was done. Most providers don’t offer this kind of service. We do, because we know it’s important to you. Even if it’s 10 o’clock at night, we are available to you with our “white glove” customer support.

Because we only work with municipal clients, we know what you need. I built Town Web to help clerks post meeting agendas and minutes. That service aspect was important then, and it’s important now.

Reason 7: Free Staff Training

If you are an administrator to your municipal website, you will receive one-on-one training for free so you can make updates on your own. We offer online tutorials and videos if you need a refresher. We also will provide ongoing training if you need it or if you have new staff. Of course, if you need us to make a change or upload a document, we are happy to help. Our goal at Town Web is to make sure that clerks and staff members can do their jobs quickly and efficiently.



Reason 8: We Meet Face-to-Face

All new customers meet with their dedicated account manager and project manager in a face-to-face meeting over Zoom (an online video conferencing service that doesn't require you to download anything to use it). Your account manager is a customer advocate. It's this person's job to make sure you're happy as a customer. The project manager also will work with you, but this person is the liaison with our technical team behind the scenes to get your website done.

Typically, we have two meetings with you. During the onboarding meeting, we work together to determine the design, style, content and layout for your site. We come prepared. We have an onboarding sheet filled out for your website so we can determine the details we need. It includes things like your domain name, email addresses, site structure and pages you might not have thought about, such as elections and FAQs.

Your site will be designed to help save you time and streamline the process. For example, if you have an election page, you can let residents know how to register to vote, polling locations and dates for upcoming elections.

FAQs – or frequently asked questions – are tailored to your municipality and the questions you commonly receive. Those questions will include links to the important content on your website. For example, if residents often ask about dog licenses, you can include the information on your FAQ page and link to the form to fill out to apply for a license.

Within three to seven business days, we send you a link to a staged version of your website, and we set up a time for a second face-to-face meeting. You will have a few days to look over the site before we meet. In the second meeting, we gather any needed changes and suggestions from you. We do the tweaks, edits and adjustments, so you're happy with the new design before we make it live. It's important to have this meeting face to face, too, to continue to build our relationship. It doesn't stop when your design is done and your website is up. We are committed to serving you every step of the way.

Reason 9: Your Site Launches in about 2 Weeks!

We understand that you are busy: Busy with elections. Busy with tax payments. Busy with day-to-day community management. We respect your time. This is why we built an efficient, caring process to make designing and launching your new municipal website a pleasant, successful collaboration. We work efficiently with you, because we only work on websites for municipalities. *We don't take on commercial websites.* We are specialists in municipal web design, which means that within as little as two weeks, we can provide your municipality with a really great looking website at an **affordable price**.

We've had some websites launch under very tight deadlines, when a municipality was switching from another provider to us, for example. Bigger projects for bigger communities will take longer. It depends on how much content you have and how quickly we can get your approval to go live. For comparison, our competitors take four to five months to design and launch a new website.

COMMUNICATE EASILY WITH YOUR RESIDENTS

Your new website includes a **Communication Platform** so you can easily stay in touch with your residents. They can subscribe and receive notifications. Residents simply add their email address or cell phone number and choose the topics that interest them.



In the past, residents had to be proactive to find out what was happening in their municipality. They could read the newspaper, go to the town hall or find other ways to get access to agendas and minutes. Now with a municipal website, they can look online. But they still need to go look for the information.

Our Communication Platform makes it easy for them to get the information they want without searching for it. They can *subscribe*.

Take a look at this example. **Your residents can fill out a similar form and choose exactly what information they want to receive and how they want to get it – by email or text.** As subscribers, they can choose to subscribe only to news and notices from parks and rec, or maybe minutes and agendas for the plan commission.

Your residents get instant notifications (email/text)

Your residents will get instant notifications whenever categories they've subscribed to have new items posted. Messages are sent via email or text message, so residents don't have to go to your website to read them.

ENTER YOUR EMAIL AND/OR CELL PHONE TO GET CITY NOTIFICATIONS

Name *

Email *


Phone

SELECT THE TOPICS YOU WANT TO RECEIVE NOTIFICATIONS FROM

☒ New Agenda & Minutes Postings
 ☒ City Council
 ☒ Plan Commission
 ☒ CDRA


☐ Recent News & Notices Postings
 ☐ Spotlight
 ☐ News & Notices
 ☐ Parks & Recreation

SELECT HOW YOU WOULD LIKE TO GET NOTIFIED



Email

☒



Message

☐

SUBSCRIBE NOW

Your residents gain 100% transparency

With the Town Web Communication Platform, your residents can gain 100% transparency into meeting discussions by elected officials. They can stay up-to-date on topics that are important to them.

We post your notices on Facebook

Town Web can add notifications to your Facebook page, too! It's all included with the Communication Platform you get as a Town Web customer.



Save time with one-click unsubscribe

It's easy for people to unsubscribe, too. Maybe a resident has moved and no longer lives in your municipality. He or she won't want to keep receiving notices. Unsubscribing won't take any of your time. Here's how it works: Subscribers who receive an email have a one-click link to unsubscribe included in every email. If they decide they no longer wish to receive emails, they can click once on the link – and that's it. Each email has a token ID that is returned, and they are automatically removed from the email list. It's super because we don't want to burden clerks with managing a list. It also saves tech support time, because it's built into an automated system.

When text subscribers send a STOP or unsubscribe message, it goes into our support queue to remove them, and our support staff takes care of that. Again, there's nothing for you to do to manage subscriber lists.

Our Communication Platform is effective because it reaches people where they are in the way they wish. It's on your website home page, in their email inbox, sent via text message and on social media, assuming they like or follow your Facebook page. That's four easy ways for your residents to get the news and information about your community that's important to them.



Experience "White Glove" Customer Service

Town Web's comprehensive customer support service is available to you for any technical, billing and sales questions related to your municipal website. It's **"white glove" service, because we take care of everything for you.**

It's easy to contact us for service and support! We provide you with one toll-free phone number for all of your questions: **877-995-TOWN (8696)**. We also have one email address for support and service: **support@townweb.com**. You don't need to remember or keep track of multiple emails or phone numbers. One number and one email will get you all the support you need for any question!



Support is 24x7

We have you covered 24x7 with our support team. You can call us, email us or fill out a support ticket on your website. Our support staff is available 24 hours a day to help answer your questions and take care of your issues.

Our goal is to address your concern quickly and resolve it by the end of an 8-hour shift. Often, we can take care of your tickets in 15 to 20 minutes. More complex questions or concerns may take longer, but we still aim to solve it quickly, providing same-day service.

Service and Support is "All-You-Can-Eat"

Other agencies charge you a per-incident or a per-hour fee for technical support. Not Town Web. You get unlimited technical support and training FREE with your hosting contract. Many other agencies only offer 30 minutes of support free each month. Some sell support packages that include an hour or two of tech support each month for \$89/month extra! Not us.

We want you to be successful when it comes to maintaining your website. You can contact us as often as you like for tech support. There is no charge. It is truly like an "all-you-can-eat" meal at your favorite restaurant.

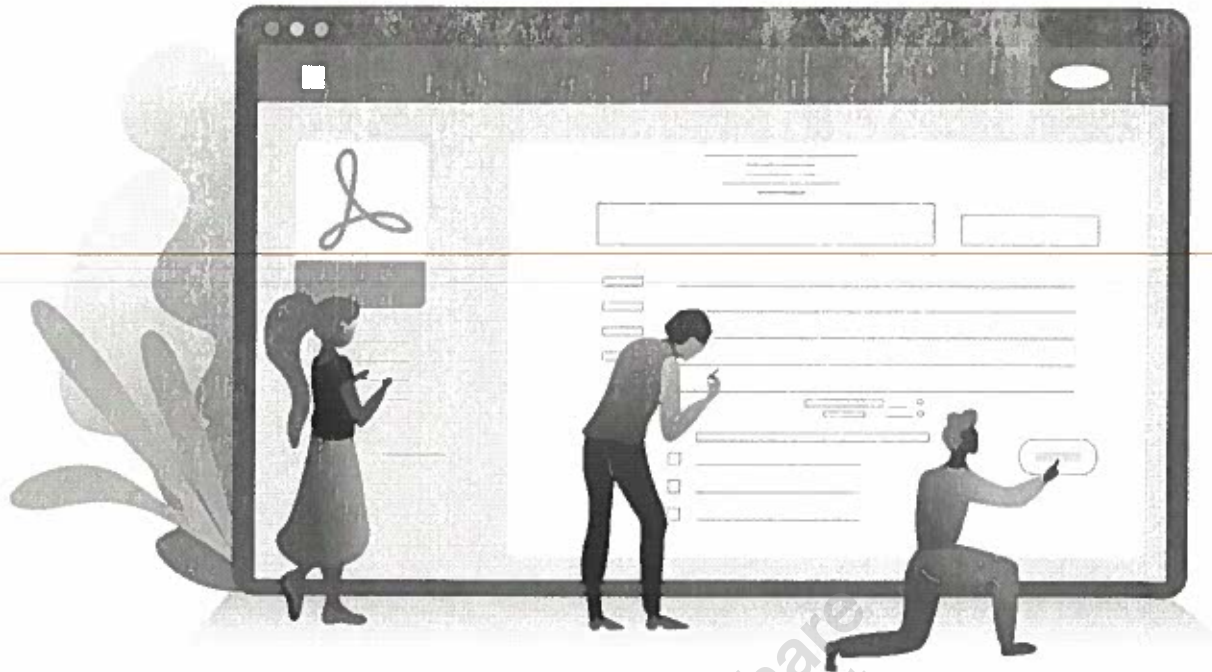
Town Web has two services and two fees. We have a web design setup fee and a web maintenance and hosting contract. We set fixed fees for a year, and our service and support is all-inclusive. Other agencies make more money with a billable hourly rate. We have a different philosophy as a one-stop shop with a fixed price that's still quite affordable and easy for municipalities to budget.

You Get Free Training and Retraining

After we launch your site, we provide access to training materials so you can manage your new website. You can watch our training videos and download PDFs that describe in detail the things you want to do. You also can schedule training or retraining with one of our staff members.

We Will Upload Files for You

We provide our municipal customers with an easy-to-use Admin section. It is extremely user-friendly -- it only takes 20 seconds to post something new. However, some of our municipal customers don't wish to upload new files or make new posts to their websites themselves. They email us their files, and we post it on their behalf.



When I started Town Web, many clerks were migrating from the typewriter age to the computer age. It was a big jump for them. As a service to those clerks, I offered to upload their files -- agendas, minutes, etc. We still do this for clerks as part of our "white glove" service. Our competitors don't do this, but we do. It's another way we continue to connect with you and grow our personal relationship.

This is a service that you get for no charge as part of our "white glove" customer support and service! **Think of us as your web design "butler."** We're at your beck and call to make your job easier!

TOWN WEB IS THE LAST WEBSITE YOU'LL EVER NEED

We promise that TownCMS v5 will be The Last Website You'll Ever Need. It is a comprehensive website design and hosting platform that provides you with everything listed here.

We chose a platform that is constantly evolving so it can be updated and improved. It's a highly customized version of WordPress, and it was built specifically for municipalities. We designed it to solve specific problems, such as posting minutes and agendas, which is different than websites that post blogs or articles. **Our goal is to make your municipal website easy for residents to find agendas, minutes and anything else they need.**

We Deliver Free Feature Upgrades and Updates

Your website gets better over time. **We constantly add new features, enhancements and updates and apply them automatically.**

As technology changes and software updates, things can break. At Town Web, we make sure our customized software continues to work as expected. We are the mechanics behind the scenes, fixing and modifying the software to maintain our municipal sites.



When we make software updates, you get them included for free as long as your site is hosted by Town Web. You don't have to wait for or request these updates. Think about it like buying a new car. If you buy a new Tesla, you get OTA – over the air – updates to the software that runs your vehicle, to keep it up to date. If you buy a regular car, that's it. What you have is what you bought. If anything, you might have to take your vehicle in for recall fixes. Like Tesla, our fixes are applied to everybody automatically.

Because we maintain so many municipal websites, internally, we are more scalable. We license the best software for the best user experience. Take our calendar plugin, for example. It's pricey, but it's a very well-known and supported plugin with additional functionality. It works great for our municipal websites. A smaller agency with only a few websites might not buy it, but because we serve so many sites and use it across them, we want the best and can afford to use the best.

Of course, we also keep updating your website for you. We want you to renew your hosting and maintenance package with us, so we provide optimal solutions for you. We can't give you what we created in 2007 and expect you to pay full price. That technology doesn't work today.

Budget Easily with Fixed Prices

The rate you pay for your Town Web website is fixed during the term of your three-year contract. After three years, any pricing increase would be a nominal amount to match any increase in inflation.

- Your first year's contract will include the cost of your website design (a one-time fee) and hosting fees. This amount is paid in Year 1.
- The second year's hosting fee is billed 12 months after the website goes live. This means you do not pay for hosting/maintenance/support during the Build Phase of your website. We start billing for it only after your site officially goes live.
- The third year's hosting fee is the same amount as the second year.

After your initial three-year term, you may renew your website on a year-to-year basis. Or, if you choose a three-year contract, you can look forward to another free website redesign at the end of your three-year term.

These fixed, steady prices make it easy to budget. We know how important that is for municipalities who work on tight budgets that are planned in advance.

We Guarantee 99.9% Uptime

We can provide a Service Level Agreement, or SLA, to guarantee your hosting uptime.

Daily Site Backups Are Stored Safely

Every municipal website gets full daily backups that are stored in a different location from our primary servers. Never worry about having your site go down again. If your website goes down for unexpected reasons, we can restore it in a short time.

If a disaster strikes – a weather event, fire or power failure – and a server is fried or a website malfunctions, and we can't fix it, we will take last night's backup and restore it. There is no cost to you, and you don't need to do anything. We are here to make sure your website stays online and up-to-date. Keeping daily backups on an off-site server ensures we always have a good, recent copy of your website to go back to, if disaster strikes.

Your Website Security Is Ensured

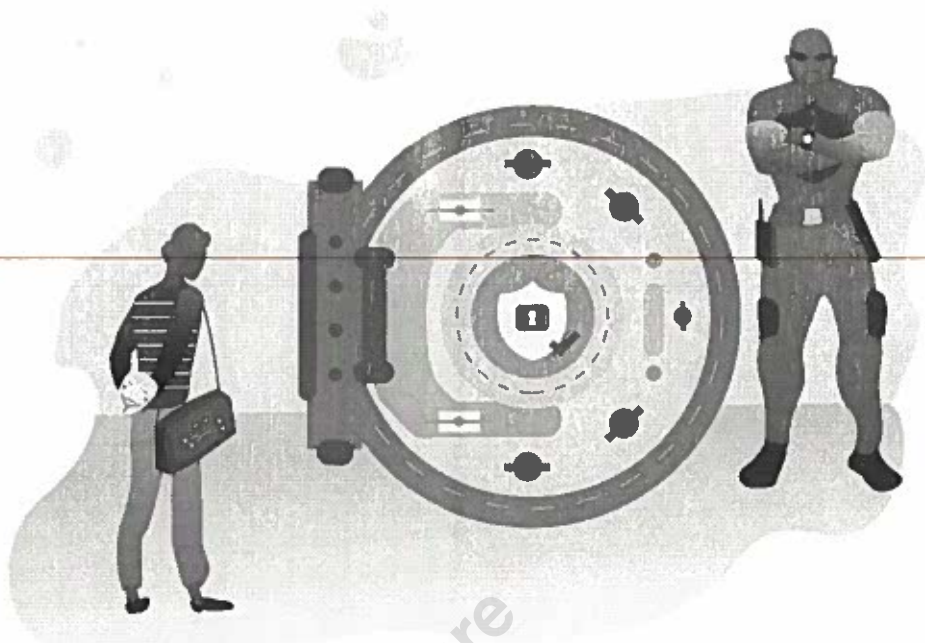
All municipalities get a Secure Socket Layer, or SSL, so your website runs securely on HTTPS. Your website visitors will recognize your site is secure. Additionally, **your Town Web website will be hack-proof, to prevent unauthorized access.**

Town Web installs software that monitors unauthorized access to your website. We look at IP addresses to see where the computer is located. Is it a community we know? Is it a hacker or a clerk trying to login? This software also looks for bots – automated systems that try to use “brute force” attacks to get in. This kind of system will try many passwords in a fast and automated way.

If too many login attempts are made too quickly, our system will freeze the account for a set number of minutes. If the behavior continues, the system will lock the account, and Town Web staff will need to unlock it and send you a password reset link.

Our website logins require an alphanumeric password – containing both letters and numbers or symbols – not just a dictionary word. The software will block access after a certain number of repeated attempts with incorrect passwords, usernames or both. We hope to catch the bad guys without locking you out. If you only got a couple tries before being locked out, that would be frustrating. Most of us forget a password from time to time, so we try several until we figure out the right one. If the login attempts look like human behavior, then we'll give a few extra tries.

Don't worry, though. If you are locked out, get in touch with Town Web, and we'll physically reset your password and give the new one to you so only you will know it.





Accept Online Credit Card Payments Now

With a Town Web website, you can accept online payments from residents who wish to pay with a credit or debit card. **It's easy for you and will save you time and money.** It's easy for your residents to use, too, and it's a convenience for them. This system is great for one-time payments, such as dog licenses, building permits and tax bills.

We use Stripe to accept online payments. It's easy and free to set up an account, and it links to your municipal bank account. Town Web charges you a one-time set-up fee of \$299 for up to 5 payment forms. (\$50 for each additional one.) **We will work with you to build out the online payment forms you need.**

Each transaction is charged 2.9% on the total plus a 30-cent fee. **You can choose to pass the credit card processing fees onto your residents, or have the municipality cover it.** For example, a \$10 dog license would cost \$10.60 using the Stripe online payment option. Stripe keeps 60 cents, and the \$10 fee is deposited into your bank account within two business days.

To make a payment through your website, we bring residents to a payment screen that shows a breakdown of the fee charges, and they can decide if they wish to proceed with the online payment. When a payment is processed, the form is submitted and whoever receives it – the clerk, treasurer, building inspector, etc. -- will get a message that it's been processed. Residents will get an email showing the charge to their credit or debit card and the total amount. Your municipality will get a similar email.

You also can log in to the Stripe dashboard to see details of transactions and payments. **It's an easy-to-use system that will save you time and money, and your residents will be looking for this option on your website.**

Be ADA 508 Compliant



Town Web municipal websites are ADA, or Americans with Disabilities Act, 508 compliant, which means people of all abilities will have access to the content and files on your website.

For example, to serve people with:

Limited visual abilities

- Allow site to be navigated easily with a screen reader
- Make images "readable" using alt text
- Allow font size to be increased without breaking site

Limited physical abilities

- Allow site to be navigated with just a keyboard or just a mouse
- Use large buttons with large clickable areas

Limited hearing abilities

- Embed subtitles on any videos

Limited cognitive abilities

- Use a simple layout
- Make the flow go in one direction

Enjoy Mobile-Friendly Web Design

We design our websites to be 100% mobile responsive for both iOS and Android. Between 20% and 50% of daily visitors to municipal websites use mobile devices. We make sure your website looks great for all visitors on all devices.

Post Emergency Alerts

When you have an urgent message or notification, it will be displayed prominently on your homepage. It also will be sent to all subscribers via email or text message and posted to your Facebook page.

Provide Instant Notifications for Subscribers

People who subscribe to your website can get **instant notification via email and/or text message**.

The message content links directly to the posted notice.

Subscribers can **unsubscribe with "one click"** whenever they want.



Rely on Easy-to-Use 24x7 Technical Support

We offer our customers **24x7 technical support at no extra charge**. We make it easy and convenient for you to contact us for support. You can call us toll-free, email or send a chat message through Facebook or your Admin area on your website.

Get a New Website Every Three Years

We will redesign your website every three years, so it always stays fresh and up-to-date for your residents and visitors. It's essentially a free new website every three years.

Several months before the end of your three-year contract, we will get in touch to schedule a face-to-face meeting on Zoom to talk about your website redesign.

This will be a similar process to the one we go through for your initial website design, but it's not quite as in-depth. We want your ideas and to talk about what you like and what you're hearing from residents. Our discussion list includes:

This will be a similar process to the one we go through for your initial website design, but it's not quite as in-depth. We want your ideas and to talk about what you like and what you're hearing from residents. Our discussion list includes:

- New photos and logos
- A new design theme and color scheme
- Pages to add or delete
- Updates to the FAQs and community website links
- Recurring calendar events to add or delete
- Facebook linked posting
- Branded emails

Once we've made the proposed changes, you'll have a chance to preview the new, redesigned site and make suggestions for edits and tweaks. When it's approved, you'll have a fresh, new website!

Stand Out with Added Features like Community Promotional Videos

Town Web Design LLC now offers a new add-on feature to promote your community on your website.

Community promotional videos are a unique way to share your community's best features. **You can use promotional videos to promote tourism, attract new residents and draw new businesses to your community or industrial parks.**

Some of our municipal clients like the Village of Cassville have enjoyed beautiful videos, professionally filmed and edited, which they use on their websites. Other clients have incorporated drone video footage onto their websites, and it looks great. Viewers like videos, and this is a fantastic marketing tool!

If you are looking to attract tourism, new residents or new businesses, consider creating a community promotional video. This add-on feature will be tailored to your community specifically to meet your needs. Ask us today for more information to see how it can benefit your community!

OUR TEAM OF SPECIALISTS IS HERE TO HELP

We are dedicated to your success

We are dedicated to your success, and it shows, based on our staff. Nearly half of our team members are focused solely on support. There is no other municipal web design company that puts as much emphasis on customer support than Town Web. As a new municipal customer, you receive "white glove" service and 24x7 support from our team!



Dustin Overbeck,
President



Cristina Ducusin,
Operations



Ivan Cvetkovic,
Projects



Jerrica Wagner,
Projects



Trayche Roshkoski,
Support



Darko Svilar,
Support



Miranda Roberts,
Projects



Liz Swenson,
Account Manager



Jeremy Ogden,
Training Specialist



Aaron Moriarity,
Support



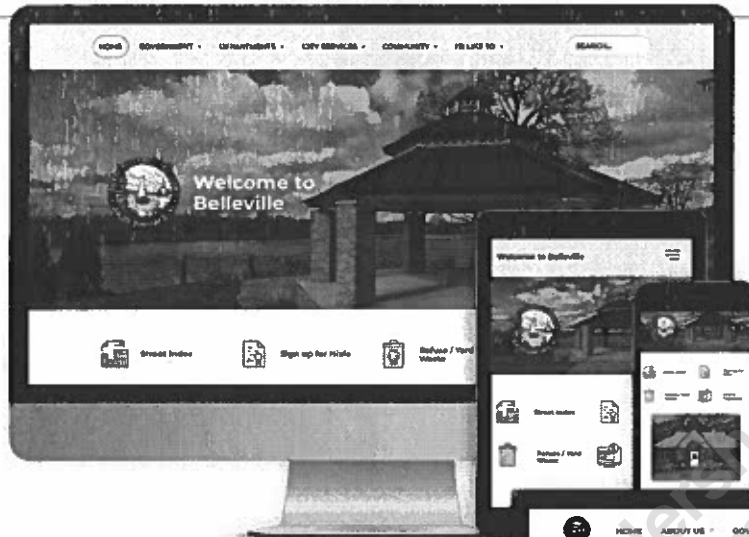
Flor Faustino,
Support



Darko Svilar,
Support

SAMPLE DESIGN PORTFOLIO

These are some examples of websites that we've launched. Take a look and see our work in action. Your new website could look and function just like these!



City of Belleville, Michigan

Visit website:
<https://belleville.mi.us/>

Town of Somerset, Wisconsin

Visit website:
<https://townofsomersetwi.com/>



Village of Cassville, Wisconsin

Platinum Website

Microtourism

Visit website:
<https://cassville.org/>



WEB DESIGN PRICING

Web Design & Setup Fee

The setup is a one-time fee. It is the cost to build your site and is discounted with a three-year hosting agreement.

You will work with an Account Manager and Project Manager in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we customize for you. We will customize the menu items, the quick links and will custom design a banner based on photographs you provide.

Also included in your web design and setup fee are the following benefits:

- If you have an existing site, **we migrate all your old website's content.**
- You collaborate in real time with a dedicated Account Manager and Project Manager.
- Mobile-responsive design.
- Face-to-face meetings over Zoom, our easy-to-use video conferencing service.
- Your new site launched about two weeks from your Onboarding Meeting.
- Up to 30 web pages.
- Up to 10 department pages with FAQ's and department specific footers.
- Single page business directory
- 3 calendars.
- Dedicated elections page.
- Contact us form.
- Up to 5 minutes and agendas categories w/ agendas on calendar.
- Up to 4 quick links.
- Simple nav menu w/ dropdowns.
- News and Notices w/images.
- Site search.
- Residents can subscribe via email or text.



Hosting, Maintenance & Support Package

The following are included if you choose Town Web's hosting, maintenance and support package:

- **24x7 technical support** that is "All-You-Can-Eat" via email, phone available 8am-5pm EDT.
- Send us content, and we will upload it for you at no charge.
- Get your own login and password so you can make updates to the site on your own.
- 24x7 website monitoring.
- Technical and security updates applied automatically.
- Nightly website backups stored off-site.
- Immediate website restores (if ever needed).
- One-on-one quarterly training.
- Access to our free training and support library.
- Backup retention 3 months
- Secure website hosting on Town Web's servers.
- 8 hour SLA (Service Level Agreement).



**TOWN OF PROSPECT WEB DESIGN PRICE QUOTE**

Description	Price	Qty	Price
Web Design & Setup Fee (one-time) Normal price is \$2,699.			\$2,299
Hosting, Maintenance & Support Package	\$2,388	1	\$2,388 / year
Domain Name	\$15	1	\$15 / year
Options (you can check/uncheck them in the online version of this quote)			
<input type="checkbox"/> Town Online Payments Payment system for one-off payments. (dog license, permit fee, parking ticket, etc.)			\$299
TOTAL			\$4,702

The term of the contract is for three years. The 1st year's total fee would be \$4,702.00. This is paid in Year 1. The 2nd year's fee is just \$2,388 plus domain renewal, billed 12 months after site goes live. The 3rd year's fee is the same as 2nd year's fee.

Town of Prospect may renew the agreement, on a year to year basis, subsequent to completion of the first term. The "hosting, maintenance, and support" fees paid for each subsequent year may be increased, on an annual basis, to match the cost of inflation, as determined in each January (for the preceding year) by the US Department of Labor.



TOWN OF PROSPECT SIGNATURE PAGE

At Town Web Design, we want to make sure that the Town of Prospect's new website will be the **last municipal site that you'll ever need**. You can be proud that your residents, tourists and visitors will never say your website looks outdated.

By signing this quote, you will get everything listed on the Pricing Page.

The three big benefits to you include:

1. A dashboard designed for easy posting to your website.

Our websites come with a custom dashboard that is designed to make it quick and easy to post items to your website. Whether your posting minutes, uploading a picture of the mayor, or putting an upcoming event on your calendar, your website will be easy to update.

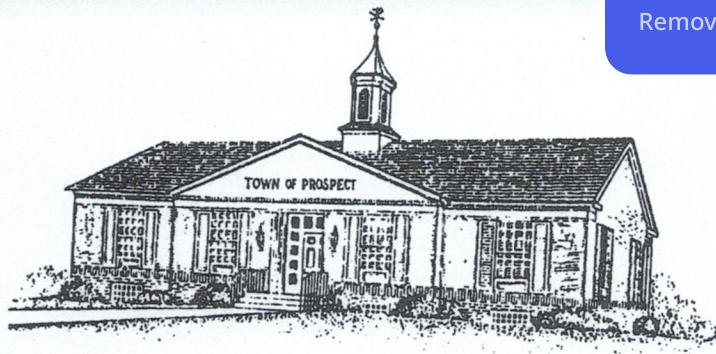
1. 24x7 Technical Support that is "All-You-Can-Eat"

Your municipal staff at Town of Prospect will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email or chat message (including Facebook Messenger) and we can help them with their question or issue, and for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.

**Fiscal Year 2020-2021****FEBRUARY 8, 2021****PROSPECT LIBRARY**

2-16-2021
Packet - 1

Line Item	Title	Adopted	Current	After Encumbered
7350-00	Director	\$66,989.00	\$25,765.00 (2/6/2021)	-----
7350-01	Assistant Director	\$51,128.00	\$19,604.64 (2/6/2021)	-----
7350-02	Clerical Staff	\$98,259.00	\$49,519.42 (2/6/2021)	-----
7350-03	Supplies	\$10,500.00	\$5,659.36	-----
7350-04	Books/Cataloging	\$30,000.00	\$18,693.95	-----
7350-05	Utilities *Some Unknown Oil Bills* not counted in total spent	\$17,000.00	\$11,064.18	-----
7350-06	Contracted Mainten.	\$36,379.00	\$20,249.14	-----
7350-08	Cap. Improvements	\$5,500.00	\$2,554.83	-----
7350-10	CD/Video	\$5,500.00	\$3,196.72	-----
7350-11	Programs/Conferences	\$5,700.00	\$2,650.59	-----
7350-12	Board Clerk	\$1,045.00	\$475.00	-----
7350-13	Technology/Ebooks	\$7,000.00	\$5,203.52	-----



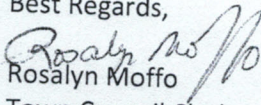
TOWN COUNCIL • TOWN OF PROSPECT, CT 06712-1699
36 CENTER STREET (203) 758-4461

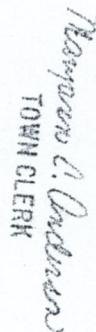
Ms. Carrie Anderson
Town Clerk
Prospect Town Hall
36 Center Street
Prospect, CT 06712

To Mayor Chatfield, the Prospect Town Council and M. Carrie Anderson, Town Clerk:

Unfortunately, this decision is hard and took a long time to make, but due to the demands of family obligations, I am resigning my position as Clerk to the Council. Thank you for this opportunity as it has been my privilege. I wish each and every one of you the best.

Best Regards,


Rosalyn Moffo
Town Council Clerk

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2021 FEB 10 PM 2:20

TOWN CLERK



**The Volunteer
Fire Department of Prospect, Inc.**

P.O. Box 7001

PROSPECT, CONNECTICUT 06712

**PROSPECT VOLUNTEER FIRE DEPT.
ACCOUNT BALANCE
JANUARY 2021**

CHECKING ACCOUNT:

BALANCE 1/1/21
INCOME
EXPENSES

\$74,469.36
36, 296.50
(21,071.54) December bills

BALANCE 1/31/2021

\$89,694.32



2020/2021 Budget		Prospect Parks and Recreation				
Month Ending:	Fees	Recently Pd		\$ Spent To	Total Inc.	Balance
Administration	Clt'd	2020/2021	Bills	Date	Bills & Spent	Available
Supplies/Computer Program		\$ 3,575.00	\$ -	\$ 3,695.00	\$ 3,695.00	\$ -
Background Checks		\$ 1,000.00	\$ -	\$ 10.95	\$ 10.95	\$ 989.05
Clerk		\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00
Program Brochure		\$ 4,460.00	\$ -	\$ 120.00	\$ 120.00	\$ 4,340.00
Director of Recreation		\$ 62,219.00	\$ -	\$ 62,219.00	\$ 62,219.00	\$ -
Program Assistant F.T.		\$ 25,405.00	\$ -	\$ 25,405.00	\$ 25,405.00	\$ -
Summer Help		\$ 3,900.00	\$ -	\$ -	\$ -	\$ 3,900.00
Professional Development		\$ 1,000.00	\$ -	\$ 580.00	\$ 580.00	\$ 420.00
Car Expense		\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
<u>SUBTOTAL</u>		\$ 105,359.00	\$ -	\$ 92,029.95	\$ 92,029.95	\$ 13,449.05
<u>Park Operations</u>						
Park Develop/Improv		\$ 80,000.00	\$ -	\$ 19,900.05	\$ 19,900.05	\$ 60,099.95
Building Maintenance		\$ 11,000.00	\$ -	\$ -	\$ -	\$ 11,000.00
Field Maintenance		\$ 11,000.00	\$ -	\$ 6,560.00	\$ 6,560.00	\$ 4,440.00
Port - A - Lets		\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -
Monitoring Charge		\$ -	\$ -	\$ -	\$ -	\$ -
Vandalism		\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
<u>SUBTOTAL</u>		\$ 108,000.00	\$ -	\$ 30,460.05	\$ 30,460.05	\$ 77,539.95
<u>Swim Program</u>						
Lifeguards		\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00
Monitors	*	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00
Swim Lessons		\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
<u>SUBTOTAL</u>		\$ 2,850.00	\$ -	\$ -	\$ -	\$ 2,850.00
<u>Art Program</u>						
Knit/Crochet		\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
Quilting		\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
Arts & Crafts	*	\$ 500.00	\$ 300.00	\$ -	\$ 300.00	\$ 200.00
Drama/Theater	*	\$ 400.00	\$ -	\$ 300.00	\$ 300.00	\$ 100.00
Summer Concert Series		\$ 6,000.00	\$ -	\$ 2,250.00	\$ 2,250.00	\$ 3,750.00
<u>SUBTOTAL</u>		\$ 7,600.00	\$ 300.00	\$ 2,550.00	\$ 2,850.00	\$ 4,750.00
<u>Youth Programs</u>						
Fencing	*	\$ 2,000.00	\$ -	\$ 700.25	\$ 700.25	\$ 1,299.75
Tennis Instruction	*	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
Summer Camp Gr. 1-5	*	\$ 34,000.00	\$ -	\$ -	\$ -	\$ 34,000.00
Pre Teen Travel Camp Gr. 6-8	*	\$ 9,000.00	\$ 510.00	\$ 4,618.00	\$ 5,128.00	\$ 3,872.00
K - 5 BB (Girls & Boys)	*	\$ 3,100.00	\$ 1,160.00	\$ -	\$ 1,160.00	\$ 1,940.00
6/7/8 BB (Girls & Boys)	*	\$ 6,900.00	\$ -	\$ -	\$ -	\$ 6,900.00
Hall Monitors	*	\$ 6,192.00	\$ -	\$ -	\$ -	\$ 6,192.00
Travel Team 5,6,7&8 G&B	*	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00
H.S. Basketball	*	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00
<u>SUBTOTAL</u>	*	\$ 70,692.00	\$ 1,670.00	\$ 5,318.25	\$ 6,988.25	\$ 63,703.75
<u>Adult Programs</u>						
Adult Volleyball	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Mens Over 35 BB	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Tennis	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Golf	*	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
Mens BB League	*	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
Womens BB	*	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Womens Softball	*	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00
<u>SUBTOTAL</u>		\$ 7,700.00	\$ -	\$ -	\$ -	\$ 7,700.00
GRAND TOTAL		\$ 302,201.00	\$ 1,970.00	\$ 130,358.25	\$ 132,328.25	\$ 169,992.75

[illegible]

Inspector's Signature _____

ACM
2-16-2021
Packet # 2

TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/Transfers	Expenditures in		Expenditures		Unexpended Budget
				December		Actual YTD		
EXPENDITURES								
5000-00 OFM - SALARY	88,903.00		88,903.00	8,548.35		44,451.42		44,451.58
5000-01 OFM - EXPENSES	1,500.00		1,500.00	125.00		750.00		750.00
5000-02 OFM - SUPPLIES	3,000.00		3,000.00	0.00		773.67		2,226.33
5000-03 OFM - OFFICE MANAGER	59,908.00		59,908.00	5,746.35		29,881.02		30,026.98
5000-04 OFM - CLERICAL ASST (PT)	57,868.00		57,868.00	6,915.64		32,138.97		25,729.03
5000-05 OFM - CAR EXPENSE	1,800.00		1,800.00	150.00		900.00		900.00
5000-07 OFM - MUNICIPAL ASST.	10,000.00		10,000.00	0.00		0.00		10,000.00
5000-08 OFM - CODE RED	7,130.00		7,130.00	0.00		0.00		7,130.00
5000-09 OFM - PAYROLL SERVICE	12,000.00		12,000.00	1,090.65		1,090.65		10,909.35
5000-10 OFM - TRANSITION CONS.	1,000.00		1,000.00	0.00		0.00		1,000.00
5050-00 PROBATE COURT - SERVICES	4,500.00		4,500.00	0.00		3,641.15		858.85
5100-00 ZBA - MEETING CLERK	1,800.00		1,800.00	0.00		600.00		1,200.00
5100-03 ZBA - CONFERENCES	200.00		200.00	0.00		0.00		200.00
5150-00 ER - SALARIES	31,186.00		31,186.00	2,218.68		13,312.08		17,873.92
5150-01 ER - ELECTION WORKERS	31,500.00		31,500.00	3,005.00		26,470.75		5,029.25
5150-02 ER - SUPPLIES	2,000.00		2,000.00	312.89		1,498.91		501.09
5150-03 ER - TABULATOR PROGRAMMING	8,300.00		8,300.00	10.32		2,799.17		5,500.83
5150-04 ER - FOOD FOR ELECTIONS	1,000.00		1,000.00	525.65		847.15		152.85
5150-06 ER - VOTER CANVAS SM	300.00		300.00	0.00		0.00		300.00
5150-07 ER - CONF. & TRAINING	2,700.00		2,700.00	0.00		260.00		2,440.00
5200-00 AUDITOR	15,000.00		15,000.00	0.00		0.00		15,000.00
5200-01 GASB-34	2,000.00		2,000.00	0.00		0.00		2,000.00
5200-02 SECONDARY DISCLOSURE	1,500.00		1,500.00	0.00		0.00		1,500.00
5250-00 ASSESSOR - SALARY	49,361.00		49,361.00	4,746.25		24,680.50		24,680.50
5250-01 ASSESSOR - CLERICAL ASST.	56,642.00		56,642.00	5,562.80		28,926.56		27,715.44
5250-02 ASSESSOR - SUPPLIES	250.00		250.00	0.00		0.00		250.00
5250-03 ASSESSOR - CAR EXPENSE	700.00		700.00	0.00		233.32		466.68
5250-06 ASSESSOR - DUES	100.00		100.00	0.00		0.00		100.00
5250-09 ASSESSOR - FIELD INSPECTIONS	2,563.00		2,563.00	253.75		1,317.94		1,245.06
5300-00 BD. OF ASSESS. APPEALS - CLERK	410.00		410.00	0.00		100.00		310.00

TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/Transfers	Expenditures in December	Expenditures Actual YTD	Unexpended Budget
5350-00 TAX COLLECTOR - SALARY	57,577.00		57,577.00	5,536.25	28,788.50	28,788.50
5350-01 TAX COLLECTOR - ASSISTANT	30,311.00		30,311.00	2,914.50	15,155.40	15,155.60
5350-02 TAX COLLECTOR - CLERKS	16,050.00		16,050.00	1,639.67	4,732.58	11,317.42
5350-03 TAX COLLECTOR - SUPPLIES	960.00		960.00	0.00	37.50	922.50
5350-04 TAX COLLECTOR - CONF & DUES	1,500.00		1,500.00	0.00	0.00	1,500.00
5350-05 FEES	350.00		350.00	0.00	0.00	350.00
5350-06 DMV FEES SM	250.00		250.00	0.00	0.00	250.00
5400-00 TREASURER - SALARY	10,000.00		10,000.00	833.33	4,999.98	5,000.02
5450-00 LEGAL FEES	100,000.00		100,000.00	7,081.40	61,411.99	38,588.01
5500-00 TOWN CLERK - SALARY	57,577.00		57,577.00	5,536.25	28,789.01	28,787.99
5500-01 TOWN CLERK - ASST. (FT)	33,353.00	3,000.00	33,353.00	3,369.00	17,517.89	18,835.11
5500-02 TOWN CLERK - CLERKS (PT)	15,044.00	3,500.00	15,044.00	2,063.92	17,695.81	848.19
5500-04 TOWN CLERK - SUPPLIES	850.00	689.00	850.00	0.00	428.24	1,110.76
5500-06 TOWN CLERK - CONF & DUES	250.00		250.00	0.00	0.00	250.00
5500-08 TOWN CLERK - RECORDS MGMT	8,000.00		8,000.00	0.00	0.00	8,000.00
5600-00 P & Z - ENGINEER	1,500.00		1,500.00	0.00	0.00	1,500.00
5600-01 P & Z - MEETING CLERK	5,000.00		5,000.00	400.00	1,800.00	3,200.00
5600-03 P & Z - MEETINGS & SEMINARS	200.00		200.00	0.00	0.00	200.00
5650-00 GRANT WRITER	1,000.00		1,000.00	0.00	0.00	1,000.00
5700-00 ADV & PRG - LEGAL NOTICES	17,000.00		17,000.00	0.00	3,738.72	13,261.28
5700-02 ADV & PRG - ELECTION MATERIAL	9,600.00		9,600.00	0.00	7,046.08	2,553.92
5750-00 SOCIAL SECURITY	241,000.00		241,000.00	21,713.55	113,032.18	127,967.82
5800-00 APR - CONTRACTS	70,000.00		70,000.00	1,910.20	46,700.28	23,299.72
5850-00 BLDG. OFF. SALARY	35,723.00		35,723.00	2,976.92	17,796.76	17,926.24
5850-01 MECH. INSP. SALARY	12,414.00		12,414.00	1,034.50	6,184.25	6,229.75
5850-02 BLDG. DEPT. - SUPPLIES/DUES/CONF	2,000.00		2,000.00	85.00	380.00	1,620.00
5850-03 BLDG. OFF. MILEAGE	2,700.00		2,700.00	225.00	1,350.00	1,350.00
5850-04 MECH. INSP. MILEAGE	2,000.00		2,000.00	166.65	999.90	1,000.10
5850-05 BLDG DEPT - CLERICAL ASST	10,436.00		10,436.00	926.44	5,772.63	4,663.37
5850-06 ELEC. INSP. SALARY	8,761.00		8,761.00	730.08	4,364.40	4,396.60
5850-07 ELEC. INSP. MILEAGE	2,000.00		2,000.00	166.65	999.90	1,000.10

TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/T transfers	Expenditures in	Expenditures	Unexpended Budget
				December	Actual YTD	
5900-00	WPCA - MEETING CLERK	900.00	900.00	640.00	640.00	260.00
5900-04	WPCA - ADMIN	6,000.00	6,000.00	560.00	3,360.00	2,640.00
5900-06	WPCA - ENGINEERING SERVICES	500.00	500.00	0.00	229.25	270.75
5950-00	COG DUES	5,004.00	5,004.00	0.00	0.00	5,004.00
5950-01	CCM	5,486.00	5,486.00	0.00	5,471.00	15.00
5950-02	COST	825.00	825.00	0.00	825.00	0.00
6050-00	TOWN COUNCIL - SALARIES	10,800.00	10,800.00	900.00	5,400.00	5,400.00
6050-01	TOWN COUNCIL - MEETING CLERK	5,850.00	5,850.00	350.00	1,675.00	4,175.00
6100-00	THB - MAINT SALARIES	67,633.00	67,633.00	4,802.61	30,785.16	36,847.84
6100-01	THB - ELECTRICITY	108,000.00	108,000.00	7,694.48	30,390.74	77,609.26
6100-02	THB - TELEPHONES	46,000.00	46,000.00	3,833.94	26,244.94	19,755.06
6100-03	THB - HEATING	110,000.00	110,000.00	584.89	87,063.27	22,936.73
6100-04	THB - REPAIRS & SUPPLIES	152,500.00	152,500.00	6,292.28	78,800.18	73,699.82
6100-05	THB - WATER	28,000.00	28,000.00	0.00	7,804.89	20,195.11
6100-06	THB - PAINTING & CARPET	7,500.00	7,500.00	0.00	0.00	7,500.00
6100-07	THB - CONTRACTED MAINT	110,000.00	110,000.00	2,004.80	51,454.02	58,545.98
6150-00	UNEMPLOY. COMP. TAX	3,000.00	3,000.00	0.00	0.00	3,000.00
6200-00	BTE - SUBSTITUTE STAFF	7,500.00	7,500.00	0.00	37.41	7,462.59
6200-01	BTE - MEDICAL BENEFITS	503,000.00	503,000.00	78,882.61	238,157.81	264,842.19
6200-02	BTE - PENSION 8%	74,000.00	74,000.00	0.00	0.00	74,000.00
6200-03	BTE - PENSION FEES	2,200.00	2,200.00	0.00	531.00	1,669.00
6200-04	BTE - MERFB	85,063.00	85,063.00	0.00	21,829.25	63,233.75
6200-06	BTE - DENTAL	31,000.00	31,000.00	0.00	15,679.38	15,320.62
6200-07	BTE - SUPPLEMENTAL	24,000.00	24,000.00	1,943.42	10,776.87	13,223.13
6200-08	BTE - IN LIEU OF BENEFITS	12,000.00	12,000.00	815.00	4,890.00	7,110.00
6200-09	BTE - LIFE & DISABILITY	28,000.00	28,000.00	0.00	13,763.99	14,236.01
6250-00	POSTAGE METER	22,500.00	22,500.00	5,050.00	15,843.13	6,656.87
6300-00	ANTI-BLIGHT COMMISSION CLERK	1,300.00	1,300.00	85.00	340.00	960.00
6300-01	ANTI-BLIGHT COMMISSION EXPENSES	50.00	50.00	0.00	0.00	50.00

TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/Transfers	Expenditures in	Expenditures	Unexpended
				December	Actual YTD	Budget
6350-01 CONSERVATION COMM - CONF/DUES	50.00		50.00	0.00	0.00	50.00
6400-00 IW - MEETING CLERK	2,300.00		2,300.00	164.00	656.00	1,644.00
6400-01 IW - SUPPLIES	100.00		100.00	0.00	0.00	100.00
6400-02 IW - CONFERENCES	200.00		200.00	0.00	0.00	200.00
6400-03 IW - ENGINEERING	750.00		750.00	65.00	65.00	685.00
6450-00 LAND USE INSPECTOR	59,088.00		59,088.00	5,681.50	29,543.80	29,544.20
6450-01 LAND USE - CAR EXPENSE	2,000.00		2,000.00	166.65	999.90	1,000.10
6450-02 LAND USE - CLERK	34,460.00		34,460.00	3,404.85	17,703.51	16,756.49
6450-03 LAND USE - CONFERENCES	100.00		100.00	0.00	0.00	100.00
6450-04 LAND USE - GIS	7,000.00		7,000.00	0.00	3,000.00	4,000.00
6550-00 HISTORIC PRES - HOTCHKISS	4,300.00		4,300.00	0.00	0.00	4,300.00
6550-01 HISTORIC PRES - MEETING PLAGE	5,000.00		5,000.00	0.00	0.00	5,000.00
6600-00 VOLUNTEER FIRE DEPT	428,058.00		428,058.00	35,671.50	214,029.00	214,029.00
6600-01 VFD - RESPONSE REIMB	32,000.00		32,000.00	0.00	0.00	32,000.00
6600-02 VFD - BLDG. IMPROVEMENTS	10,000.00		10,000.00	0.00	0.00	10,000.00
6650-00 FIRE MARSHAL - SALARY	36,559.00		36,559.00	3,046.59	18,279.49	18,279.51
6650-01 FIRE MARSHAL - CAR REPAIRS	1,000.00		1,000.00	0.00	320.00	680.00
6650-02 FIRE MARSHAL - SUPPLIES	600.00		600.00	0.00	0.00	600.00
6650-03 FIRE MARSHAL - SEMINARS	700.00		700.00	0.00	0.00	700.00
6650-05 FIRE MARSHAL - UNIFORMS	400.00		400.00	63.48	63.48	336.52
6650-06 FIRE MARSHAL - NFC SUB SERVICE	3,000.00		3,000.00	0.00	0.00	3,000.00
6650-07 FIRE MARSHAL - DEPUTY INSP	4,000.00		4,000.00	257.74	2,267.70	1,732.30
6650-08 FIRE MARSHAL - MILEAGE	200.00		200.00	11.00	22.00	178.00
6650-09 FIRE MARSHAL - CLERK	12,959.00		12,959.00	880.33	5,315.20	7,643.80
6655-00 HYDRANTS	163,593.00		163,593.00	12,873.48	51,703.92	111,889.08
6700-00 POLICE - OFFICERS	685,590.00		685,590.00	59,065.48	309,316.72	376,273.28
6700-01 POLICE - RESIDENT TROOPER	105,337.00		105,337.00	0.00	0.00	105,337.00
6700-02 POLICE - GAS & REPAIRS	50,000.00		50,000.00	12,435.06	26,772.60	23,227.40
6700-03 POLICE - SUPPLIES	16,000.00		16,000.00	0.00	4,062.18	11,937.82
6700-04 POLICE - CLERICAL ASST	20,835.00		20,835.00	2,379.76	12,797.14	8,037.86
6700-05 POLICE - TRAINING, ETC.	17,000.00		17,000.00	0.00	4,458.46	12,541.54
6700-06 POLICE - COMPUTER SUPPLIES	7,000.00		7,000.00	0.00	2,426.28	4,573.72
6700-08 POLICE - OFFICE MANAGER	42,018.00		42,018.00	4,038.00	20,997.60	21,020.40
6700-10 POLICE - LIEUTENANT	72,418.00		72,418.00	6,963.30	36,209.86	36,208.14
6700-11 POLICE - K9	3,259.00		3,259.00	0.00	0.00	3,259.00

TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/T transfers	Expenditures in	Expenditures	Unexpended
				December	Actual YTD	Budget
6750-00 INSURANCE - LIABILITY	141,243.00		141,243.00	31,669.00	123,703.10	17,539.90
6750-01 INSURANCE - WORKERS COMP	195,253.00		195,253.00	48,777.00	129,226.00	66,027.00
6800-00 EMER MGMT - EQUIPMENT	2,900.00		2,900.00	0.00	0.00	2,900.00
6800-02 EMER MGMT - CERT TRAINING	1,000.00		1,000.00	0.00	0.00	1,000.00
6800-03 EMER MGMT - CLERK	1,030.00		1,030.00	0.00	0.00	1,030.00
6850-00 HOUSEHOLD HAZ WASTE	10,000.00		10,000.00	1,029.71	5,880.39	4,119.61
911 SVC - DISPATCH	68,579.00		68,579.00	0.00	34,289.50	34,289.50
6900-00 SOLID WASTE - CUSTODIANS	22,952.00		22,952.00	2,738.88	16,129.23	6,822.77
6950-00 SOLID WASTE - FILL	3,000.00		3,000.00	0.00	0.00	3,000.00
6950-02 SOLID WASTE - RECYCLING	90,000.00		90,000.00	9,029.34	45,122.45	44,877.55
6950-03 SOLID WASTE - UPGRADES	3,000.00		3,000.00	0.00	300.00	2,700.00
6950-04 SOLID WASTE - COVANITA	230,000.00		230,000.00	19,810.83	119,777.28	110,222.72
6950-05 SOLID WASTE - PICK-UP	95,000.00		95,000.00	7,126.60	38,929.99	56,070.01
6950-06 SOLID WASTE - DISPOSAL	54,000.00		54,000.00	3,222.28	14,684.35	39,315.65
6950-07 SOLID WASTE - BRUSH CHIPPING	10,000.00		10,000.00	0.00	0.00	10,000.00
6950-08 SOLID WASTE - LEAVES	12,000.00		12,000.00	1,000.00	6,000.00	6,000.00
6950-09 SOLID WASTE - POLICY BOARD	3,220.00		3,220.00	0.00	1,800.00	1,420.00
6950-10 TOWN ROADS - MATERIALS	9,000.00		9,000.00	85.08	4,480.98	4,519.02
7000-01 TOWN ROADS - SIGNS	4,500.00		4,500.00	0.00	2,180.00	2,320.00
7000-02 TOWN ROADS - TREE TRIMMING	35,000.00		35,000.00	0.00	32,736.50	2,263.50
7000-03 TOWN ROADS - CENTER LINE	10,000.00		10,000.00	0.00	0.00	10,000.00
7000-05 TOWN ROADS - SWEEPING	25,293.00		25,293.00	0.00	6,183.50	19,109.50
7000-06 TOWN ROADS - ASST. DIR. PW	93,889.00		93,889.00	9,027.80	46,944.56	46,944.44
7000-07 TOWN ROADS - CATCH BASIN	10,000.00		10,000.00	0.00	6,536.00	3,464.00
7050-00 ICE & SNOW - SALT	60,000.00		60,000.00	0.00	500.00	59,500.00
7050-02 ICE & SNOW - MAINTENANCE	60,000.00		60,000.00	0.00	15,239.92	44,760.08
7050-03 ICE & SNOW - SUPPLIES/PARTS	60,000.00		60,000.00	0.00	11,981.54	48,018.46
7050-05 ICE & SNOW - SAND	25,000.00		25,000.00	25,000.00	25,000.00	0.00
7050-07 ICE & SNOW - CONTRACTORS	60,000.00		60,000.00	2,600.00	2,600.00	57,400.00
7050-08 ICE & SNOW - CURB REPAIR	5,000.00		5,000.00	0.00	0.00	5,000.00
7100-00 STREET LIGHTING	45,000.00		45,000.00	3,981.79	18,992.48	26,007.52

TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/Transfers	Expenditures in December	Expenditures Actual YTD	Unexpended Budget
7150-00 TOWN TRUCKS - MAINTENANCE	105,000.00		105,000.00	569.25	36,561.15	68,438.85
7150-01 TOWN TRUCKS - TIRES	14,000.00		14,000.00	5,611.63	7,171.69	6,828.31
7150-02 TOWN TRUCKS - GASOLINE	12,000.00		12,000.00	2,756.43	2,756.43	9,243.57
7150-03 TOWN TRUCKS - PARTS & SUPPLIES	67,500.00		67,500.00	776.97	23,888.44	43,611.56
7150-04 TOWN TRUCKS - DIESEL FUEL	45,000.00		45,000.00	0.00	40,790.00	4,210.00
7200-00 PUBLIC WORKS SALARY	561,562.00		561,562.00	55,235.78	284,779.66	276,782.34
7200-01 PUBLIC WORKS OVERTIME	90,000.00		90,000.00	13,762.52	31,098.46	58,901.54
7250-00 ROAD - RECONSTRUCTION	90,000.00		90,000.00	0.00	0.00	90,000.00
7250-01 ROAD - OVERLAY	65,399.00		65,399.00	0.00	65,399.00	0.00
7250-03 ROAD - HEAT	5,000.00		5,000.00	0.00	0.00	5,000.00
7250-04 ROAD - PAVING	70,000.00		70,000.00	0.00	70,000.00	0.00
7300-00 PARKS - SUPPLIES	7,000.00		7,000.00	237.57	4,040.51	2,959.49
7300-01 PARKS - MAINTENANCE	4,000.00		4,000.00	0.00	0.00	4,000.00
7300-02 PARKS - FIELD PAINT	5,500.00		5,500.00	0.00	1,737.05	3,762.95
7300-04 PARKS - MOWING	39,600.00		39,600.00	0.00	25,065.00	14,535.00
7300-05 PARKS - LAWN TREATMENT	6,000.00		6,000.00	0.00	0.00	6,000.00
7300-06 PARKS - SPRINKLERS	8,000.00		8,000.00	0.00	1,617.70	6,382.30
7350-00 LIBRARY - LIBRARIAN	66,989.00		66,989.00	6,441.20	33,494.24	33,494.76
7350-01 LIBRARY - ASST LIBRARIAN	50,128.00		50,128.00	4,820.00	25,160.15	24,967.85
7350-02 LIBRARY - STAFF	98,259.00		98,259.00	6,511.48	40,376.87	57,882.13
7350-03 LIBRARY - SUPPLIES	10,500.00		10,500.00	961.74	3,669.99	6,830.01
7350-04 LIBRARY - BOOKS/CATALOGING	30,000.00		30,000.00	1,177.20	8,998.67	21,001.33
7350-05 LIBRARY - UTILITIES	17,000.00		17,000.00	250.99	2,715.97	14,284.03
7350-06 LIBRARY - CONTRACTED MAINT	36,379.00		36,379.00	878.00	12,666.76	23,712.24
7350-08 LIBRARY - CAPITAL IMPROVEMENTS	5,500.00		5,500.00	1,039.79	1,723.92	3,776.08
7350-10 LIBRARY - VIDEO	5,500.00		5,500.00	1,180.64	1,657.88	3,842.12
7350-11 LIBRARY - PROGRAMS/CONF	5,700.00		5,700.00	350.00	2,156.24	3,543.76
7350-12 LIBRARY - MEETING CLERK	1,045.00		1,045.00	95.00	380.00	665.00
7350-13 LIBRARY - TECHNOLOGY	7,000.00		7,000.00	0.00	1,328.00	5,672.00

TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/Transfers	Expenditures in December	Expenditures Actual YTD	Unexpended Budget
7400-00	RECREATION - SUPPLIES		8,035.00	0.00	3,695.00	4,340.00
7400-01	RECREATION - PROGRAMS		88,842.00	3,190.00	7,688.25	81,153.75
7400-02	RECREATION - CLERK		1,800.00	0.00	600.00	1,200.00
7400-03	RECREATION - PARK DEVELOPMENT		80,000.00	3,994.25	19,984.44	60,011.56
7400-04	RECREATION - FIELD MAINTENANCE		11,000.00	0.00	1,430.00	9,570.00
7400-05	RECREATION - PORT-O-LETS		4,000.00	1,625.00	4,000.00	0.00
7400-06	RECREATION - DIRECTOR		62,219.00	5,982.55	31,109.26	31,109.74
7400-07	RECREATION - PROF DEVELOPMENT		1,000.00	0.00	580.00	420.00
7400-08	RECREATION - BUILDING MAINT		11,000.00	0.00	0.00	11,000.00
7400-09	RECREATION - BACKGROUNDCHECKS		1,000.00	10.95	10.95	989.05
7400-10	RECREATION - VANDALISM/MONITOR		2,000.00	0.00	0.00	2,000.00
7400-11	RECREATION - ASSISTANT		25,405.00	2,442.75	12,224.50	13,180.50
7400-12	RECREATION - SUMMER ASST.		3,900.00	0.00	0.00	3,900.00
7400-13	RECREATION - CAR EXPENSE		2,000.00	166.65	999.90	1,000.10
7450-00	HOLIDAY - MEMORIAL DAY		5,000.00	0.00	0.00	5,000.00
7450-01	HOLIDAY - PUMPKIN FESTIVAL		10,000.00	0.00	0.00	10,000.00
7450-02	HOLIDAY - EGG HUNT		900.00	0.00	0.00	900.00
7450-03	HOLIDAY - SEASON		5,000.00	3,196.80	3,196.80	1,803.20
7500-00	YOUTH - DIRECTOR		15,000.00	0.00	0.00	15,000.00
7500-01	YOUTH - PROGRAM EXPENSE		10,000.00	0.00	0.00	10,000.00
7500-02	YOUTH - FUN WEEK		6,000.00	0.00	3,541.00	2,459.00
7500-03	YOUTH - SUMMER CONCERTS		3,000.00	0.00	366.45	2,633.55
7500-04	YOUTH - YOUTH SERVICES		8,600.00	0.00	0.00	8,600.00
7550-00	HEALTH - CHESPROCOTT		99,369.00	0.00	49,684.50	49,684.50
7550-01	HEALTH - VNA		2,500.00	0.00	0.00	2,500.00
7550-02	NW REG. MENTAL HEALTH		1,458.00	0.00	0.00	1,458.00
7650-01	COA - MEETING CLERK		300.00	0.00	0.00	300.00
7650-02	COA - MUNICIPAL AGENT		1,634.00	0.00	0.00	1,634.00
7650-03	COA - SENIOR DIRECTOR		62,219.00	5,982.60	31,109.52	31,109.48
7650-04	COA - ACTIVITY ACCT.		48,000.00	7,017.94	7,017.94	40,982.06
7650-05	COA - CENTER STAFF		121,643.00	8,187.40	46,328.92	75,314.08
7650-06	COA - MAINTENANCE/BUS FUEL		14,000.00	1,000.00	6,531.69	7,468.31
7650-07	COA - KITCHEN PLANS		5,000.00	0.00	0.00	5,000.00



TOWN OF PROSPECT
General Fund Expenditures Compared with Budget

	Original Budget	Transfers	Budget w/Transfers	Expenditures in December	Expenditures Actual YTD	Unexpended Budget
7650-08	COA - WTBY TRANSIT DISTRICT	2,000.00	2,000.00	0.00	2,000.00	0.00
7650-09	COA - MINI BUS DRIVER	34,741.00	34,741.00	3,319.75	17,210.54	17,530.46
7650-10	COA - NUTRITION	1,273.00	1,273.00	0.00	0.00	1,273.00
7650-12	COA - MAINTENANCE SALARIES	16,000.00	16,000.00	1,500.00	7,800.00	8,200.00
7700-00	ANIMAL CONTROL - SALARY	16,723.00	16,723.00	1,572.00	8,174.40	8,548.60
7700-01	ANIMAL CONTROL - CALL OUTS	250.00	250.00	0.00	0.00	250.00
7700-02	ANIMAL CONTROL - EQUIPMENT	200.00	200.00	0.00	0.00	200.00
7700-03	ANIMAL CONTROL - OUTREACH	250.00	250.00	0.00	0.00	250.00
7750-00	CONTINGENCY	14,000.00	14,000.00	97.15	6,881.08	7,118.92
7750-01	TRANSFER BY TOWN COUNCIL	35,000.00	35,000.00	0.00	0.00	35,000.00
7750-02	EVICTIONS	1,000.00	1,000.00	0.00	0.00	1,000.00
7755-00	ECONOMIC DEVELOPMENT COMM.	50.00	50.00	0.00	0.00	50.00
7755-01	ECONOMIC DEVELOPMENT CLERK	100.00	100.00	0.00	0.00	100.00
7800-01	INT - 14 ROAD SAFETY	2,438.00	2,438.00	0.00	2,438.00	0.00
7800-03	INT - ROAD SAFETY 2015	5,850.00	5,850.00	0.00	5,850.00	0.00
7800-04	INT - COMMUNITY SCHOOL	2,886.00	2,886.00	0.00	2,886.00	0.00
7800-05	INT - ROAD SAFETY 2017	11,700.00	11,700.00	0.00	11,700.00	0.00
7800-06	INT - ROAD SAFETY 2018	16,088.00	16,088.00	0.00	16,088.00	0.00
7800-07	INT - ROAD SAFETY2019	17,550.00	17,550.00	0.00	17,550.00	0.00
7800-12	PRIN - 14 ROAD SAFETY	75,000.00	75,000.00	0.00	75,000.00	0.00
7800-14	MERF B	7,093.00	7,093.00	0.00	7,093.00	0.00
7800-16	PRIN - ROAD SAFETY 2015	75,000.00	75,000.00	0.00	75,000.00	0.00
7800-17	PRIN - COMMUNITY CENTER	75,000.00	75,000.00	0.00	75,000.00	0.00
7800-18	PRIN - ROAD SAFETY 2017	75,000.00	75,000.00	0.00	75,000.00	0.00
7800-19	PRIN - ROAD SAFETY 2018	75,000.00	75,000.00	0.00	75,000.00	0.00
7800-20	PRIN - ROAD SAFETY 2019	75,000.00	75,000.00	0.00	75,000.00	0.00
7800-21	OPEB	50,000.00	50,000.00	0.00	0.00	50,000.00
7850-01	LEASE PURCHASE - TANKER 14 FD	59,371.00	59,371.00	0.00	0.00	59,371.00
7850-03	LEASE PURCHASE - PUMPER 19 FD	74,022.00	74,022.00	0.00	74,021.58	0.42
7850-04	DUMP TRUCK PWD 19	38,169.00	38,169.00	0.00	38,158.01	10.99
8000-00	STORM WATER	25,000.00	25,000.00	0.00	0.00	25,000.00
8000-01	STORM WATER TESTING	12,000.00	12,000.00	2,555.94	6,608.88	5,391.12
9200-00	TECHNOLOGY	15,000.00	15,000.00	0.00	2,603.50	12,396.50
TOTAL	9,101,010.00	7,189.00	9,101,010.00	679,723.62	4,363,015.05	4,745,183.95



Good Evening Council members and the Public.

On March 26th 2021 at 4:56 AM a statement was posted on Social Media which stated the following misinformation:

“The Mayor and Republican Town Council Chair failed to follow Charter rules for the signing of checks drawn on Town Accounts”

According to the Prospect Town Charter, section 8.05 (as mentioned), the Town Council Chair is approved to sign checks. Any check written by the Town needs to have 2 signatures and the mayor is typically the first signee. I, as the Chairman, signed checks according to the charter. The statement on social media is misleading and incorrect.

The Town Council is comprised of 9 members, that of which 5 are Republican and 4 are Democrats, all chosen by the voters. When I was voted into the position of Chairman, 3 years and 5 months ago, I vowed to be Bi-Partisan and work with all on the Council for the best interests of the tax payers.

I would like to thank the Council that I work with, the Mayor and the taxpayers in considering the facts pertaining to the incorrect statement. I can assure you, just because you saw it on the internet does not make a statement true.

Thank you

Jeff Slapikas

Council Chair

April 6, 2021

To: Mayor Chatfield and Members of the Prospect Town Council

From: Larry Fitzgerald, Patricia Geary, Theresa Graveline & Kevin O'Leary

In his statement presented to the Town Council on 3/30/21, regarding the signing of Town checks after the passing David Young, our Town Treasurer, Mayor Chatfield stated that "all financial transactions were conducted with proper authority."

While we believe Mayor Chatfield acted with earnest intent to sustain the daily operations of the Town, the propriety of check signing authority during this period is *not indisputable*. We continue to assert that following Section 8.05 of the Town Charter, as it is written, should have been the proper procedure utilized.

We continue to hold the Mayor accountable for the breakdown of communication, misinformation and lack of clarity regarding the circumstances which led to the controversial signing of Town of Prospect checks. At the 3/2/21 Council meeting, when asked, "Do we or do we not have a Deputy Treasurer?", the Mayor responded, "We do not." It is evident that there was confusion and inconsistency from the Mayor to the Council regarding the status of the appointment of a Deputy Treasurer, who had never been sworn in, and then subsequently having that same individual appointed by the Council as the Assistant to the Treasurer, who then was directed to perform check signing duties as is allowed by a Deputy Treasurer.

In her role as the appointed Assistant to the Treasurer, we acknowledge that Christine Carasone acted in good faith and performed the duties conveyed upon her under the direction and guidance of the Mayor. We commend and appreciate Ms. Carasone's service to the Town during her tenure.

In order to preclude any ongoing confusion or future potential legal issues, we believe that it was the appropriate course of action for the two positions, of Deputy Treasurer and Assistant to the Treasurer, to be vacated.

We insist that the procedure for check signing in the absence of a Treasurer will, from this point forward, revert to the charter-prescribed procedure of the Town Council Chair or Vice-Chair signing Town checks. This check signing practice will continue until such time as a new Treasurer is appointed by the Town Council.

In addition, we remind the Mayor and Council that, as requested on March 16, we fully expect to promptly receive the full written accounting of all checks in question as well as copies of all checks in question to confirm that all were successfully negotiated. Receipt of that information by April 20, 2021, will be acceptable.

Respectfully submitted,

Larry Fitzgerald, Patricia Geary, Theresa Graveline & Kevin O'Leary

3-12-2021

2020-235

Linda

I am responding to your email dated March 10 2021 which I address below.

The Commissioners should be aware of facts that have not been presented formally. I am a 70 year old senior citizen. and 35 plus year resident of Prospect.

- 1) **My Original FOI.... to the Town of Prospect was dated May 1, 2020....9 Inquiries.... No response.**
- 2) **My second FOI request.....May 6th. ..No response**
- 3) **My third FOI request..... May 16 2020...No response This clearly does not follow the rules and rules and regulations of the CT FOI. Town Governance is clearly aware of the FOI policies.(those emails were sent prior)**

- 1) **My 4th request..... May 24, 2020.....** **This**
time, I copied Town Attorney and managing Partner of Carmody and Torrence. I received a reply...(almost one month later after my initial request.) Those documents were finally received... **8-20 2020....** in a haphazard file without date stamps. I responded immediately.... noting that most of the documents were not the **specific ones that I outlined in my request.**

The Commissioners should be aware that I requested a hearing...since the" no reply to my FOI... has been the standard procedure of Town

Governance for the past 2 years. This includes the local Police and the State Police.....who would NOT RESPOND TO MY FOI Requests. I was wrong to assume that Public Servants are here to serve the public

My second FOI request for documents (13 Inquiries) was dated October 25th 2020, based on some of the " unrequested documents" received in my original request. I also repeated some of the documents I did not receive in my prior request.

Those documents were sent in **Jan 2021**..... By Carmody and Torrence..... again in haphazard format with no date stamp. I requested in writing prior.... a "check off list" from the law firm against my FOI request...to eliminate any discrepancy.

They did not comply.

My third FOI request of February 23, 2012 (12 inquiries)

I again included document request.... from BOTH MY FORMER COMPLAINTS

Now.... it is almost **ONE YEAR LATER**... I have still not have received the documents I requested from May....2020.... or October 2020

Does the Commission provide any guidelines/ Statutes.... as to the responsibility of Town Governance to produce and supply FOI requests?

I have listed my three separate FOI requests, I have not received a **separate Case number** for each of the filings by the CT FOI Commission: They are:

May 1 2020- 9 requests „FOI...,2020-235

October 25, 2020.... 13 request

Feb 23, 2021.... 12 requests (not within the complaint time frame)

Linda

In response to your email (March 10)..... regarding your conversation with Attorney Hardy...attached in blue highlight below.

Begin forwarded message:

From: "Fasciano, Linda" <Linda.Fasciano@ct.gov>

Subject: fic 2020-0235

Date: March 10, 2021 at 12:47:11 PM EST

To: Louis Nichole <louisxvii.usa@gmail.com>

Good Afternoon Mr. DiMuzio,

I just spoke to Attorney Hardy. **The town is willing to give you an itemized list of the nine items you requested on May 1, 2020, however, if they are going to give you the itemized list, please put it in writing to me, that once you received the list, you will withdraw.** Thank you. I am in the office today and Friday if you would like to discuss this matter further. My number at the office is 860-256-3964

Linda Fasciano
Administrative Assistant
Freedom of Information Commission

ALMOST ONE YEAR LATER.... Attorney Hardy is asking me to withdraw my FOI claim...after the Town provides the 9 inquires from May 1,2020.

If the Town and its law firm had responded appropriately in the first placein May 2020.... the complaint would have already been withdrawn.Placing demands.... on a town resident are really unnecessary....when the rules have already been established.They have chosen not to follow rules of which they are well versed and knowledgeable.

In addition....Attorney Harding's email did not address the additional 2.... FOI Production Requests..... over the course of the year.

Linda

I have also attached a copy of the email you sent to me from Attorney Hardy..... who notified you that the Town was filing a petition against me as a " **Vexacious Requester**"...BELOW

Begin forwarded message:

From: "David S. Hardy" <DHardy@carmodylaw.com>

Subject: RE: [EXTERNAL] FOI Request

Date: February 24, 2021 at 8:44:57 AM EST

To: Louis Nichole <louisxvii.usa@gmail.com>, "foi@ct.gov" <foi@ct.gov>

Cc: "jslapikas@townofprospect.org"

<jslapikas@townofprospect.org>, "Ann H. Zucker"

<AZucker@carmodylaw.com>, "ucsc93@sbcglobal.net"

<ucsc93@sbcglobal.net>, "victoria.chavey@ct.gov"

<victoria.chavey@ct.gov>, "colleen.murphy@ct.gov"



<colleen.murphy@ct.gov>, "Fasciano, Linda"
<Linda.Fasciano@ct.gov>, "Hennick, Thomas A"
<Thomas.Hennick@ct.gov>

Dear Mr. Dimuzio:

Receipt of your February 23, 2021 emails is acknowledged. **Please be advised that the Town of Prospect intends to file a petition with the Commission seeking relief from your requests pursuant to Connecticut General Statutes section 1-206(b)(5).**

David S. Hardy | [Bio](#)

Carmody Torrance Sandak & Hennessey LLP

195 Church Street | New Haven, CT 06509-1950

Direct: [203-784-3119](tel:203-784-3119) | Fax: [203-784-3199](tel:203-784-3199)

DHardy@carmodylaw.com | www.carmodylaw.com

From: Louis Nichole <louisxvii.usa@gmail.com>

Sent: Tuesday, February 23, 2021 1:07 PM

To: foi@ct.gov

Cc: jslapikas@townofprospect.org; Ann H. Zucker

<AZucker@carmodylaw.com>; ucsc93@sbcglobal.net; David S. Hardy

<DHardy@carmodylaw.com>; victoria.chavey@ct.gov;

colleen.murphy@ct.gov; Fasciano, Linda <Linda.Fasciano@ct.gov>;

Hennick, Thomas A <Thomas.Hennick@ct.gov>

Subject: [EXTERNAL] FOI Request

This electronic message contains information from Carmody Torrance Sandak & Hennessey LLP, or its attorneys, which may be confidential, privileged or otherwise protected from disclosure. The information is intended to be used solely by the recipient(s) named. If you are not an intended recipient, be aware that any review, disclosure, copying, distribution or use of this transmission or its contents is prohibited. If you have received this transmission in error, please notify us immediately at 203-573-1200 or at the reply email address. For more information about Carmody Torrance Sandak & Hennessey LLP, please go to

<http://www.carmodylaw.com>



IN CONCLUSION

I may have misunderstood the FOI procedures through this process, based on the information made available on the State of CT website. I take responsibility for any lack of comprehension.

I thought it was also the responsibility of all parties to address and copy all notices to each other.

I have tried to do that in every document I have provided.

Again I am not an attorney. I am a layman and taxpayer of Prospect and the State of CT. The FOI Statutes are not written for the convenience and understanding of the general public. If I am unaware of proper procedure and someone in the Commission explains that procedure.... (a paid public servant.)... I can follow their instruction.

I had assumed under the First Amendment of our Constitution....." of the people ...by the people and for the people"...that we had the right to ask for substantiation from Governance: it is my understanding that Governance cannot purposefully withhold public and private documents from its citizens.

I am not a "vexacious requester"..... as the Commissioners can see from the very specific dates and documents that I have requested.They are neither haphazard nor frivolous.

If the town governance had supplied the specific documents I requested in a timely manner, there would be no need to bring this matter to your attention.

Respectfully

Louis DiMuzio
54 New haven Rd



Prospect, CT 06712





March 16, 2021

Memo: Contact Tracing/Visitor Management Application

In an effort to prepare to re-open buildings and allow residents and visitors back to our facilities, we have been looking into contact tracing programs that will help with the continued prevention of spreading COVID-19 as best as we can. The Mayor's Office along with the Parks and Recreation Department have discussed ways to plan for opening while having the ability to trace who is participating in programs and entering and leaving the buildings.

The following information includes four pricing options from different companies that offer an application to track visitors and employees into buildings. This will ensure that we can safely manage re-opening buildings and be vigilant in continuing our awareness on the spread of COVID-19. The pricing is based upon four locations to begin this program in, with hopes of extending this to all town buildings in the next few months where applicable. The anticipated buildings to roll out this program in are the Town Hall, Community Center, Library and Senior Center. Additional buildings may include the Police Department, Fire Department, Public Works Department but priority is being given to buildings with high visitor anticipation once buildings are re-opened.

A visitor management program will be our first step in assuring we open buildings safely and efficiently during the changing restrictions COVID has put on us. Additionally, this type of management system helps to improve building security and employee safety, increase visibility and accountability throughout buildings and will improve visitor experience by ensuring safety protocols are followed and contact tracing is available at the touch of a button.

The primary goals of this type of management system it to:

- Provide an easy and secure way of having visitors and employees check in and out of buildings
- Provide an easy to use system to provide contact tracing in the event of a COVID-19 case
- Allow for a streamlined, contactless approach for participants to sign in for their activities

- **SwipedOn** – The Business subscription is \$99/month per location.

- The Enterprise subscription is \$149/month per location.

- **Greetly** – The Pro subscription is \$94/month per location.

- The Enterprise subscription is \$350/month per location.

- **Visitly** – The Business subscription is \$49/month per location.

- The Enterprise subscription is \$99/month per location.

- **Envoy** - The Standard subscription is \$99/month per location.
 - The Premium subscription is \$299/month per location

Included in this packet is a quote from SwipedOn for one year for the four locations mentioned above. This is the company the town is planning to move forward with. This will be implemented in conjunction with when buildings are re-opened. Instructions for employees and visitors will be distributed and posted so that everyone is aware of the process moving forward.

IPAD's will be purchased with wall mounts in each location to allow employees and visitors to sign in as they enter buildings. SwipedOn also is available to download through the App Stores and those that wish can have the app on their phones to sign in with.

IPAD's that are compatible with the SwipedOn software range from \$300 - \$400 each.

Wall mounts range from between \$80 - \$125 each.





Town Council
Town of Prospect
36 Center Street
Prospect, CT 06712

February 1, 2021

Chairman Slapikas,

It has been an honor to serve on the Inland Wetlands Commission for the Town of Prospect for this past year. I am writing you today to notify the Council of my intention to resign from the Commission effective immediately.

I am being nominated by the Democratic Town Committee to fill the vacant Town Council seat and am looking forward to the Town Council meeting to decide on my appointment. Therefore, I respectfully request that the Town Council accept my resignation from the Inland Wetlands Commission at this time.

Sincerely,

Kevin J. O'Leary

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2021 FEB -2 AM 8:48
Margaret A. Adams
TOWN CLERK



January 18th, 2021

From: Prospect Republican Town Committee

To: Prospect Town Council

Regarding: Zoning Board of Appeals

Dear Town Council Members,

On Tuesday January 12th, 2021 the Prospect Republican Town Committee accepted its nominating committee's recommendation for Galen Lowell to fill the Zoning Board Of Appeals seat for the remainder of the current term. This seat was vacated by the resignation of Robert Guynn who recently moved from town.

The PRTC requests the town council consider and accept Galen Lowell, of 50 Lilac Lane Prospect for Zoning Board of Appeals.

Scott F. Martin

Scott F. Martin

PRTC - Nominating Committee

CC: Nazih Noujaim PRTC Chair, Brenda Martin PRTC V-Chair,

A RESOLUTION OF THE TOWN OF PROSPECT EXPRESSING SUPPORT OF “HOME RULE” IN MUNICIPAL ZONING DECISION MAKING, AND FOR ACTIONS TO FURTHER STRENGTHEN LOCAL CONTROL AS RELATED TO LOCAL ZONING AND HOUSING ISSUES.

WHEREAS, the TOWN OF PROSPECT successfully uses local zoning and planning processes to balance private property rights, the community’s interests, demands on infrastructure, housing needs, and economic growth; and

WHEREAS, the ability of local jurisdictions to determine for themselves appropriate land uses which uphold the city/town desire to maintain the existing character and fabric of the community as predominantly low-density, single family residential, which projects require review beyond a ministerial approval; what plans and programs are suitable and practical for this community rather than having these decisions imposed upon the city/town without regard to the circumstances of each individual city/town; and what zoning should be allowed for single family residential properties is a matter of great importance to the TOWN OF PROSPECT among other items related to local zoning and housing issues; and

WHEREAS, local control and decision making empowers the residents and taxpayers of each town and city to carefully tailor zoning policies that reflect its unique geography, economy, and housing market; and

WHEREAS, localized decision making ensures the greatest level of accountability while allowing affected community members the greatest level of input and the platform through a public hearing to provide specific, relevant information on potential impacts that only they would have knowledge of; and

WHEREAS, local control and local input enable neighbors and the local community to provide beneficial suggestions, identify errors and maximize community buy-in on zoning proposals; and

WHEREAS, proposals have been introduced in the General Assembly to strip local planning and zoning processes from towns and cities; and

WHEREAS, proposals have been introduced in the General Assembly to allow BY RIGHT market value multi-family development that will not generate any new affordable housing units; and

WHEREAS, proposals have been introduced in the General Assembly to allow outside Housing Authorities within 15 miles radius to develop affordable housing projects within our town; and

WHEREAS, BY RIGHT multi-family development can lead to exponential market value overbuilding and can cause adverse impacts to town infrastructure; and

WHEREAS, BY RIGHT development gives outsized rights to builders over all other property owners and prevents local Planning and Zoning Commissions from identifying the potential impacts of their project and imposing conditions upon a developer to address those direct impacts; and

WHEREAS, eliminating public hearings and community input on zoning matters would have unintended consequences such as increased infrastructure costs, increased local property taxes, and reduced home and business values which will be born by the town residents; and

WHEREAS, each town and city already have the choice to modify or abolish its zoning ordinances if the elected town or city government decides it best serves the community's interests; and

NOW BE IT RESOLVED the Planning and Zoning Commission, Town Council, and Mayor of the Town of PROSPECT opposes and State Mandated one size fits all Zoning Legislation and the ability of any outside housing authority to have jurisdiction on our town's Affordable Housing plan and any similar legislation that would further overrule, remove or diminish local control and decision making related to planning and zoning or affordable housing from the TOWN of PROSPECT; and

BE IT FURTHER RESOLVED, that the Town Clerk, of the TOWN OF PROSPECT, shall certify the adoption of this Resolution; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to all State Representatives and State Senators representing this town, to all members of the State Legislature's Planning and Development, Finance, and Housing Committees, and to all legislators sponsoring bills that remove local control of planning and zoning and affordable housing.



PASSED, ADOPTED, AND APPROVED by the Planning and Zoning of the TOWN OF PROSPECT, Connecticut, at a regular meeting thereof this 17th day of March 2021 by the following vote to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:

PASSED, ADOPTED, AND APPROVED by the Town Council of the TOWN OF PROSPECT, Connecticut, at a regular meeting thereof this ___^h day of ____ 2021 by the following vote to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Robert J. Chatfield, Mayor of the
TOWN OF PROSPECT, CT

ATTEST:

Town Clerk of the TOWN OF PROSPECT, CT



March 10th, 2021

From: Prospect Republican Town Committee

To: Prospect Town Council

Regarding: Library Board

Dear Town Council Members,

On Tuesday March 9th, 2021 the Prospect Republican Town Committee accepted its nominating committee's recommendation for Galen Lowell to fill the Library Board seat for the remainder of the current term (through 1/1/22). This seat was vacated by the resignation of Ira Kamm who recently moved from town.

The PRTC requests the town council consider and accept Galen Lowell, of 50 Lilac Lane Prospect for Library Board.

Scott F. Martin

Scott F. Martin

PRTC - Nominating Committee

CC: Nazih Noujaim PRTC Chair, Brenda Martin PRTC V-Chair,

**7/4/20 thru 12/25/20**

Summary

	Reg HRS	RegGross	OT Hrs	OT Gross	Total Gross pay
Nancy	586.75	\$13,501.12	50.5	\$1,743.01	\$15,244.13
Joanne	780	\$17,518.80	64.25	\$2,164.58	\$19,683.38





The Prospect Town Council is currently accepting resumes for the position of Clerk for the Town Council.

The clerk is not a member of the board. He or she attends council meetings to record the proceedings and to supply the records and other information which the council may need. The clerk is responsible for publishing and filing the official minutes with the Town Clerk's office following all state and local requirements. Work involves creating and maintaining a permanent record of council actions and maintaining official historical and current records.

Additional duties may include electronically publishing agendas and minutes on the town's website, providing follow-up correspondence, preparing and submitting legal notices and advertisements and other duties as assigned.

The Clerk's position is a budgeted line item and is subject to change at the beginning of each new fiscal year. Currently, the clerk is paid \$200 for each meeting. Council meetings are held the first and third Tuesday of each month, except July and August and are currently being held virtually which can be subject to change. Additional Special meetings do occur along with Budget Meetings in March through May.

Interested applicants need to submit a letter of interest and resume to towncouncil@townofprospect.org or mail in documents to Town Council, Prospect Town Hall, 36 Center Street, Prospect, CT 06712 to be considered for the position by **4 PM on March 12, 2021.**



Treasurer, Town of Prospect, CT

Elected Position

The Treasurer works very closely with the Mayor, Town Council and auditors in all matters involving the Town's finances. The Treasurer is elected for a two-year term and exercises the powers and duties conferred by state statutes and the Town Charter.

Universal Citation: CT Gen Stat § 7-80 (2012)

(a) The town treasurer shall receive all money belonging to the town, pay it out on the order of the proper authority and keep a record of all moneys received and when received and of all moneys paid out, when, for what and upon whose authority, which record shall always be open to the inspection of any taxpayer in such town and shall be presented to each annual town meeting, being first sworn to by him and adjusted by the selectmen. The town treasurer shall be, ex officio, treasurer of the town trust funds and may appoint a deputy who shall, in the absence or disability of the town treasurer, perform all his duties.

(b) Payment of any obligation of any town may be made by a national bank or state bank and trust company located in this state in accordance with the directions of the treasurer of the town, on order of the proper authority of such town, and the treasurer may authorize such bank to debit the town's account therefor.

Additional details can be viewed regarding the state statutes by visiting the [Connecticut General Assembly statutes website](#).

General Statement of Duties: The Treasurer is responsible for the accurate and timely recording and reporting of all financial transactions of the Town. The Treasurer assists in developing and implementing the town's Annual Budget, financial policies, procedures and strategic planning. This position oversees all aspects of financial management, delegates work as needed and ensures all responsibilities are met.

Essential Job Functions:

- Maintain an overview of the Town of Prospect's financial affairs
- Oversee and present budgets, accounts and financial statements
- Ensure that appropriate accounting procedures and controls are in place and followed
- Ensure any recommendations of the auditors are implemented
- Submit and present financial reports to the Mayor and Town Council
- Advise on the Town's reserves and investment policies
- Advise on the financial implications of the Town's strategic and operational plans
- Present a detailed report on all accounts at the annual Town Meeting

Additional Required Duties:

- Review, initial and settle all invoices payable by the Town of Prospect
- Sign outgoing checks in accordance with the Accounts Payable Process
- Maintain a list of all Town bank accounts
- Is a signer on all Town bank accounts
- Is an ex-officio member of any Town board holding funds outside of the Mayor's Office
- Attend board or commission meetings upon request and provide additional requested reports

**Preferred Qualifications:**

- Strong communication and organizational skills
- Meticulous record keeping and attention to detail
- Experience with financial control and budgeting
- Experience with bonding and pension schemes
- Willingness to be contacted on an ad hoc basis
- Experience with common financial computer software and accounting systems, Microsoft Office Suite and other web-based programs

Physical Demands:

The physical demands described here are representative of those that must be met by an elected official to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Treasurer may be required to sit for extended periods of time to view and operate computer equipment, to stand for extended periods of time, as well as walk, bend, stoop and kneel. The elected official may be required to reach with hands and arms and may require lengthy periods of time of computer or electronic device use. Specific vision abilities required by this job may include near vision, distance vision, and the ability to adjust focus to perform those tasks.

Work Environment:

The work environment characteristics described below are representative of those that may be encountered while performing the essential functions of this job:

- Typical office environment.
- Mostly indoor office environment with windows.
- Offices with equipment noise.
- Offices with frequent interruptions.
- Travel may be required
- Virtual Meetings may be required

Salary:

\$10,000.00 (2020-2021 Fiscal Year)

(Updated March 30, 2021)