PROSPECT TOWN COUNCIL
Regular Meeting
Tuesday, November 17, 2026
Unapproved Minutes

Chairman Michael Palmerie Jr. called the Regular Meeting of the Prospect Town Council to order at 7:00 p.m. The meeting was held in person at Prospect Town Hall. The meeting was also available via "GoToMeeting". The meeting opened with the Pledge of Allegiance.
Organizer of Meeting Present: M. Palmerie Jr. A call for attendance was taken by Chairman Michael Palmerie Jr.
Council Members Present: Mike Palmerie Jr., Roger Sherman Jr., Rich Blanc, Stan Pilat, Scott Martin, Loreen Elbakry, Jessica Hughes, Christina Inzitari, Chaka Felder (7:05 p.m.)
Council Members Absent: none
Others Present: Mayor Robert Chatfield

Guests: none

Chair's Report

1. Forensic Audit Update
   The audit has started. They interviewed all heads of depts. Will discuss more under subcommittees.
2. Annual Audit Update-will discuss when Mayor arrives.
3. 2027 Meeting Dates
   Motion made by R. Blanc, seconded by C. Inzitari to approve the Proposed 2027 Meeting Dates. **Unanimous**.

Approval of Minutes:

- June 5, 2026, Special Meeting
  Motion made by R. Blanc, seconded by J. Hughes to approve the June 5, 2026 Special Meeting Minutes. **Unanimous**.
- October 20, 2026-Regular Meeting
  Motion made by R. Blanc, seconded by C. Inzitari to approve the October 20, 2026-Regular Meeting Minutes, with the addition of Katie's Reed's letter to the list of correspondence. **Unanimous**.

New Business

1. L. Elbakry asked if a decision has been made on closing the Recycling Center for the winter. M. Palmerie will follow-up with the Mayor.
2. **Refunds**
   10 Tax Refunds for a total of $4,323,17.
   Motion made by R. Sherman, seconded by C. Inzitari to approve the 10 Tax Refunds for a total of $4,323.17. **Unanimous**.

   (C. Felder arrived at 7:05 p.m.)

4. **Resignations**-none
5. **Appointments** –
   M. Palmerie read into the record 4 Nomination Letters.
   The PDTC nominated:
   Christina Sedita to the Economic Development Committee
   Kathryn Graveline to the Economic Development Committee.
   The PRTC nominated:
   David Cocchiola to the Zoning Board of Appeals as an alternate.
   David Cocchiola to the Planning & Zoning Commission
   Motion made by R. Sherman, seconded by J. Hughes to approve all 4 nominations listed above.
   C. Felder stated that the State Statute prohibits someone serving on both P&Z and ZBA.

R. Sherman and J. Hughes amended their motions to approve 3 of the 4 nominations. They are not approving the nomination of David Cocchiola to the Zoning Board of Appeals. **Unanimous.**

The Mayor referred to a letter regarding Gena Mann.
Motion made by R. Sherman, seconded by S. Martin to approve the nomination of Gena Mann as Citation Hearing Officer. **Unanimous.**

Mayor's Report

- The Mayor explained he arrived late because he is on the Superintendent Replacement Committee. The current Superintendent is leaving around April or until a replacement is hired.
- He referred to the salt shed proposal. It is being built with cement blocks with a roof to hold leftover salt.
- He explained that he is not ready yet to lift the spending and hiring freeze. He wants to wait until we have everything paid off, repay that loan and pay Region 16.
- There was a Pension meeting yesterday in regards to the Police Officers. This will be discussed at a future meeting.
- Our annual audit is at the auditor. M. Palmerie asked the estimated timeline. The Mayor will call him and find out.

6. **Transfers-**

- **Transfer #2025-2026/11-17-2026-01**

November 17, 2026 Office of the Mayor
2025-2026/11-17-2026-01 Town of Prospect, CT

Prospect Town Council
I respectfully request the following transfer from the 25-26 budget to the 26-27 budget

From:		To:	
~~200th Anniversary #9400-01~~	~~$5,000.00~~	200th Anniversary #9400-01	$5,000.00
General Fund			

The Mayor is requesting to take $5,000 from last year for the 200th Anniversary and move to this year's budget.
Discussion: S. Martin stated it is his understanding the 2025-2026 is done. S. Martin asked for how long can we take money out of a budget. We are running a general ledger with a balance with expenditures that we have to spend between now and June 30th. He asked where that money is sitting. The Mayor stated general fund. M. Palmerie stated it is his understanding we closed transfers as of Sept 30th deadline. S. Pilat stated the deadline was more for auditing. S. Martin is in favor of adding to the anniversary line item. He just wants to understand where we are getting the funds from. S. Pilat stated we are just moving money from General Fund to this Anniversary line item. The Mayor mentioned changing anniversary to fund balance for transfer form. The Council reviewed.
S. Martin asked the purpose of moving the additional $5,000. Are we spending that in this current fiscal year? The Mayor stated this May will be the anniversary parade. R. Sherman stated we budgeted for this.
Motion made by S. Pilat, seconded by L. Elbakry to approve Transfer#2025-2026/11-17-2026-01 in the amount of $5,000 with the change "From: General Fund".
C. Felder, J. Hughes opposed. Motion carried.

- **Registrars of Voters Transfer Request:**

The Registrars of Voters are requesting the following transfers:
Date of Request: November 9, 2026

Inter-department transfers

Transfer from:		**Transfer to:**	
Account Name:	Food	Account Name:	Election Workers
Account Number:	5051-04	Account Number:	5051-01
Amount:	$ 400.00	Amount:	$ 400.00
Account Name:	Supplies	Account Name:	Election Workers
Account Number:	5150-02	Account Number:	5051-01
Amount:	$ 2,000.00	Amount:	$ 2,000.00
Account Name:	Conferences	Account Name:	Election Workers
Account Number:	5150-07	Account Number:	5051-01
Amount:	$ 1,250.00	Amount:	$ 1,250.00

Intra-department transfers

Account Name:	Election Ballots	Account Name:	Election Workers
Account Number:	5700-02	Account Number:	5051-01
Amount:	$ 2,407.00	Amount:	$ 2,407.00
Account Name:	Election Ballots	Account Name:	Tabulators/Programing
Account Number:	5700-02	Account Number:	5150-03
Amount:	$ 778.00	Amount:	$ 778.00
Total Transfer:	**$ 6,835.00**		**$ 6,835.00**

Katie Blinstrubas, 24 Maple Drive, Registrar of Voters explained that this transfer is to cover time spent by workers and programming. S. Pilat asked if we lost out on food. She stated they got a deal on food so they are transferring out. The entire office will need to go to additional training. This is all within the Registrar's Budget. With 14 days of early voting, they spent $43,123.83 in election workers. They have come up with a few creative ideas to drastically reduce this budget. They will be coming back with some significant changes in their budget.
R. Sherman thanked Katie. This was well presented; this is what the Council is looking for, Dept. heads to manage their budget. He asked if the early voting process was easier or more difficult. Katie stated it was more expensive this time, they did two lines, they added poll workers. With the amount of early voting in large elections they are looking to only use the Community Center, not the Firehouse. If they have one polling place it will cut that budget in half.
L. Elbakry thanked Katie for thinking creatively. M. Palmerie agrees she did exactly what the Council asked Dept Heads to do.; Inter-dept. Transfers.
Motion made by C. Felder, seconded by S. Martin to approve the Registrar of Voters Transfer in the amount of $6,835 **Unanimous**.

- **Transfer Request T86 Track Loader (Skid steer).**

Purchase 2)- #26-T86 Updated 11-1-26

Make: Bobcat T86 Compact Track Loader

Attachments:

-Sweeper Pick Up Broom

-Auger Drill/ Drive Unit

-40" Planer/ Milling Head

-80" Severe Duty Bucket

Purchase Options:

1)- Complete Full Purchase- $143,589.55

2)- 60 Month Finance

Interest Rate- 7.470% Interest

Monthly Payment- $2,875.19

Estimated Amount Paid in 2026-2027 Fiscal Year- $20,126.33

Amount Paid in 2027-2028 Fiscal Year- $34,502.28

The Mayor explained that many attachments can go on this machine. Nicholas Tuccillo, Traffic Safety Monitor. This is the same agreement we voted on last meeting. We can't combine Sourcewell Discount with the 0% financing. The interest rate for a 60 month lease is 7.47%. We can get 0% if we take the discount out but we save more with Sourcewell discount. (Bobcat T86. Revoting)
J. Hughes clarified. We are still financing, it's a different number because of the interest rate. Nick explained the Sourcewell discount is $46,605 and the attachment discount is $9,000. The interest is not even close compared to the discount we receive.
Motion made by R. Sherman, seconded by L. Elbakry to approve the purchase of the Bobcat T86 with the above change. L. Elbakry asked if we can pay off early. There is no penalty. **Unanimous**.

The Mayor referred to the 5 Year Capital Plan. He put a copy into tonight's Correspondence per the Council's request.

- **STEAP Grant (award bid)-**
  The Mayor doesn't think we can do this right now. We have to spend money, submit to the State then they send us the money. He isn't ready to do this.

- **Salt Shed ATESD Transfer**

3. Project Cost Breakdown

The anticipated costs for the construction of the salt shed are as follows:

Description	Estimated Cost
Concrete blocks	$4,800.00
Greenhouse building	$6,800.00
Materials for the shed	$3,700.00
Labor to install greenhouse	$4,900.00
Asphalt and paver rental	$4,500.00
TOTAL PROJECT COST	**$24,700.00**

Total Estimated Project Cost: $24,700.00

The above costs include the materials, installation labor, asphalt, and necessary paver rental. All ground preparation and associated site work will be completed by the Public Works Department and are not included as outside contractor expenses.

The Mayor explained this is being built where they use to hang the sanders. They took the metal down and levelled the area. It will be 5-6 blocks high. They will store 5-6 triaxles of salt. It will not be used unless the State runs out of salt.
R. Sherman stated typically we put something for this amount out to bid. The Mayor stated we are doing all the labor, putting it together. This is contingent on ATESD Funds. We won't finish it unless we confirm with the State that this falls under the allowed uses for ATESD Funds. This does not apply to the spending freeze because this isn't General Fund/Tax Money.
S. Pilat asked where we are getting the greenhouse. The Mayor explained it is used from Summit Road. S. Martin asked how the price was determined. The Mayor stated blocks, roof, the rest is labor as needed.
S. Pilat clarified that the Council is asking because it is over the $5,000. We understand it's used.
R. Sherman asked if this is a new structure or replacement. Is there environmental concerns for containing salt runoff? The Mayor explained no, they pour asphalt inside, blocks are on the ground. It is not near the well. There will also be hay bales. M. Palmerie asked if P&Z needs approval. The Mayor stated it is his understanding they don't have to but if they need to, they will.
The Council discussed approving with contingencies- pending IWC review and ATESD Funds approval/clarification. The Mayor stated Mary has been involved.
S. Martin asked how we determined $5,000 in labor to install. The Mayor stated based on how much time Mark estimated it would take to unload the blocks etc. S. Martin asked how old the used materials are. The Mayor stated it is aluminum piping, he isn't sure how old. If they need to replace the plastic they will. C. Felder asked how we are taking care of the materials without this shed. The Mayor stated we don't have it. The State of CT ran out last season. This would be for us to store extra if the State runs out.

Motion made by R. Sherman, seconded by S. Pilat to approve the Salt Shed Project in the amount of $24,700 to come from the ATESD Funds. This approval is contingent on IWC Review and ATESD Funds Clarification.
C. Inzitari asked if there is a possibility the project cost will be more than $24,700.

M. Palmerie stated no we are voting on the $24,700. The Mayor stated it would not be more than that amount.
J. Hughes asked many other times have we had to try and find salt. The Mayor stated none. S. Martin asked if this is approved when will construction start. The Mayor stated immediately. As long as we get approval on the contingencies.
J. Hughes, L. Elbakry opposed. Motion carried.

7. **Bids/Grants-**
Megan Patchkofksy reviewed the Grants and explained her Grant Director Report.
CCPG-Old Schoolhouse Road to Rt. 68 to Town Center

Steap Grant- Priority, Complete Construction
All references for Priority were positive. If we chose someone other than the lowest bidder, there are other steps, it would prolong signing etc. There was no justification in not going with the lowest bidder. The Sidewalk Taskforce discussed all of that.

Coachlight Circle water line extension
Yesterday they had the bid opening for engineering services. We received 3 bids and she sent them over to CT water.
C. Felder referred to the SLR inspection fee sheet. There is $120 discrepancy. The cap says $36,500 in the summary; the total in the fee breakdown proposal sheet is $36,380. She wants them to fix the total.
M. Patchkofsky explained this probably needs to be up for discussion anyway. She would have to go back and look at the original contract. She doesn't know if this was already agreed upon. This does not need to be voted on today.

M. Palmerie referred to the ARPA Funds money and the deadline to spend that money is coming up very soon. Are we going to make that? Megan Patchkofsky explained they are looking to pre-purchase some lighting. M. Palmerie just doesn't want to lose that money.
Megan also mentioned the Bike Safety Grant went really well. People were really happy. They handed out locks, safety lights, helmets, repair kits at the Trunk or Treat.

Megan stated that an architect came to the Community Center and met with Chris and walked around and asked him what we need. Chris met with the Board of Rec. last week to discuss. One of the things was a Kiosk system for building safety. Also, renovations to the bathrooms, install showers. He is very optimistic those ARPA Funds will be spent before the end of year as well.

C. Felder mentioned documentation on where the funds are coming from. We need to put a budget line item or account where the funds are coming from.

J. Hughes mentioned inspection costs for the CCG. We have the money. The Town Council approved up to $76,000 for the inspection. With the change of scope, it might end up costing less than $600,000, in which case that $76,000 can be spent from that. She also mentioned the ATESD Funds, contingent upon if we don't need all of it, we can put it back.
She doesn't know what the thoughts are for the $6,900 for the walking trail (max)/ McGrath Park grant match. R. Sherman asked how long we have before we lose the grant. M. Patchkofsky stated we have a year to finish the project from probably the date we sign the Resolution. J. Hughes mentioned since we used ATESD to offset Public Works expenses can we transfer from Public Works to offset this. M. Palmerie stated it's a possibility. But he wouldn't want to do that at this time.

Motion made by R. Sherman, seconded by J. Hughes to approve the Resolution of Allocation No. 2026-01 for the Project Funding for the Inspection Services for Old Schoolhouse Road SR 68 Sidewalk Project; $76,745.92 utilizing ATESD Funds.
R. Blanc opposed. Motion carried.

Motion made by J. Hughes, seconded by S. Martin to approve the Resolution of Allocation No. 2026-02 Authorizing the Allocation of Funds for the McGrath park Walking Trail Project Grant. **Unanimous.**

Motion made by J. Hughes, seconded by R. Sherman to approve the Authorizing Resolution of the Prospect Town Council Regarding State of CT Dept. of Energy and Environmental Protection. **Unanimous.**

New Business-

- M. Palmerie mentioned the Subcommittee meeting for the Pension Fund. We need a Special Meeting to go over this. The Attorney is looking to meet before Thanksgiving. The Council scheduled a meeting for Tuesday, November 24, 2026 at 4 p.m. held at the bottom floor of the Community Center in the Emergency Management Center room. This meeting will be to review potential amendments of town retirement plan and related issues with respect to participation by full time police officers.

Old Business

1. **Discussion & Possible Action on T86 Compact Track Loader-approved**
2. **Discussion & Possible Action awarding the STEAP Grant to the lowest bidder (Priority, LLC)-**
   Motion to award the 2022 STEAP Grant to the lowest bidder Priority Landscaping LLC.
   L. Elbakry stated the plan would be to award this grant, have a preconstruction meeting and let Priority know we have over $125,000 of ARPA Funds to purchase lighting ahead of time before the deadline of Dec 31st. She knows the Mayor was concerned about the cashflow. We have $125,000 we have to use and it is an 80% reimbursable grant. We will be reimbursement within 2 weeks. When it does come time for construction, we will hopefully have that money to spend.
   S. Martin re: Priority Landscaping, he recalls reading they did not have any municipality experience. but references were from CT towns/cities. L. Elbakry explained the concern from SLR was that Priority didn't have as much experience with State roads vs. Complete. The scope of work was similar as well. **Unanimous.**

3. **Economic Development Commission-**
   M. Palmerie stated they will be meeting Tuesday Nov 24th at 7 p.m. It will be their first meeting in 19 years. We need to give the residents some tax relief and bring in some businesses to help out the best we can.
   The Mayor isn't available on the 24th unless he can do earlier in the day. Galen asked the Mayor to send times he is available. He will send it to members and see who is available.
4. **Update on ARPA Funds-discussed**

Subcommittees

1. **Land Use & Acquisition**-S. Martin mentioned adding Exec. Session to the Agenda.
   Motion made by S. Pilat, seconded by C. Inzitari to add Executive Session to the agenda to discuss a potential land use acquisition. **Unanimous.**
2. **Sidewalk Task Force**-The Mayor would like to discuss the future of the Sidewalk Taskforce. They will discuss in January.
3. **Pension**- meeting next week
4. **Ordinance**- no update
5. **Salary Review**- no update

6. **Town Building**- no update
7. **Forensic Audit**- J. Hughes stated the audit is still in progress. To date, the Town has submitted into a secure SharePoint location for CLA. They have gone through the bank statements for 25 accounts the 23-26 Payroll. See below:

A. DOCUMENTS REQUESTED 10/05/2026

#	Item	Format	Scope Period	Status	Assigned To:	Date Received	Notes
	FINANCIAL						
F-1	Read-only access to Sage	N/A					
F-2	Bank statements	PDF or Excel	Fiscal Years 2023-2026	Received		11/9/2026	missing the 37 "small" accounts
F-3	Payroll register with audit trail	Excel	Fiscal Years 2023-2026	Received		11/3/2026	
F-4	Vendor master file with audit trail	Excel	Fiscal Years 2023-2026				
F-5	Master contract listing	Excel	Fiscal Years 2023-2026	None			per conversation this does not exist.
F-6	AP Manual Check Registers	Excel	Fiscal Years 2023-2026				
F-7	Completed audit reports	Any	Fiscal Years 2023-2026				
F-8	Listing of all bank accounts (including accounts with manual check registers)	Excel	Fiscal Years 2023-2026				
	ORGANIZATIONAL & IT						
O-1	Organizational charts	Any	Fiscal Years 2023-2026				
O-2	Board meeting angendas and minutes, including any committee meetings	PDF	Fiscal Years 2023-2026	Received			review online
O-3	User access listings	Excel	Fiscal Years 2023-2026				
O-4	Employee master file	Excel	Fiscal Years 2023-2026				
	POLICIES & PROCEDURES						
P-1	Financial Policies and Procedures	Any	Fiscal Years 2023-2026	Received		10/8/2026	
P-2	Procurement/Purchasing & Contracting Policies/Manual	Any	Fiscal Years 2023-2026	Received		10/8/2026	In the Financial Policies manual
P-3	Payroll & Compensation Policies	Any	Fiscal Years 2023-2026	Received		10/8/2026	In the Financial Policies manual
P-4	Ethics, Fraud & Whistleblower Policies	Any	Fiscal Years 2023-2026	Received		10/8/2026	
P-5	Board Policies	Any	Fiscal Years 2023-2026				

She is hoping this will be taken care of this week. She will follow-up for an anticipated timeline. She is also going to ask CLA to attend virtually one of our meetings in Dec. and give us an update. M. Palmerie stated they did receive all the contracts we have out there.
L. Elbakry asked when the audit started. J. Hughes listed the timeline:

RFP, Selection, and Contract Execution

Date	Action
July 2, 2026	Request for Proposals (RFP) issued.
August 1, 2026	Deadline for submission of proposals.
August 18, 2026	Town Council approved the recommendation to offer the forensic audit engagement to CLA LLP.
August 19, 2026	CLA notified of the Council's decision.
August 20, 2026	Initial draft contract submitted to the Town Attorney for review.
September 23, 2026	Contract executed.

Audit Kickoff and Information Requests

Date	Action
October 2, 2026	Audit kickoff meeting held.
October 5, 2026	CLA provided Town Hall with a spreadsheet detailing requested documentation and requested read-only access to the Sage accounting system.
October 11, 2026	Jess Hughes emailed Town Hall requesting a status update, including confirmation of whether Sage access had been granted.
October 13, 2026	Town Hall responded, stating info started being sent last week.
October 17, 2026	CLA's on-site visit was scheduled for October 30.
October 20, 2026	Jess Hughes contacted CLA to confirm what documentation had been received. CLA reported receiving four policies.
October 21, 2026	Jess Hughes emailed Town Hall requesting an explanation for the limited documentation submitted to date. (See attached correspondence.)
October 22, 2026	Town Hall responded that Rick and Ann were "working on collecting the information." Jess Hughes requested a more concrete timeline, including anticipated dates for submitting outstanding documentation and providing Sage access.
October 23, 2026	Rick submitted several inquiries to CLA.
October 25, 2026	CLA responded to Rick's inquiries.

J. Hughes isn't understanding the hold up with the Sage Access. L. Elbakry stated it's been 6 weeks and she finds it concerning they don't have access to our accounts/read only access. They have been requested multiple times and there has no clear indication why they don't have access yet. M. Palmerie stated he will follow-up.

Public Comments (3-minute time limit):

Larry Fitzgerald, 10 Robinmark Road stated tonight was a good meeting. He questioned 4 p.m. meeting. Not many General Public can make a 4 p.m. meeting. He recommends a later start time.
He also mentioned we are short 3 employees in Public Works Dept. We are worried about salt and winter and we are down 3 plow drivers. He recommends look into waiving the hiring freeze to at least fill 1-2 slots. He mentioned safety issues, overtime, tired.

Alex Peck, Cambridge Drive asked if the Town Council is doing anything to prevent data centers coming into town. He also asked when the Audit is completed, how will the pubic be able to see those? Will it be readily available with the findings. How can we get the audit completed if they don't have proper access and it sounds like it's been requested from the Town Hall?

Council Comments:

C. Felder referred to the ATESD Report. She isn't sure if the Public Works Monthly Report corresponds with this. The $212,274.64, she wants a breakdown of those expenses. That's how much we expended so far. We can discuss at the next meeting. What has been spent so far, itemized? Brenda Martin explained. C Felder clarified she is just making sure we are transparent. It's a lot of money. We can put this on the agenda for the next meeting.
C. Felder mentioned Public Works being down 3 employees. She would like to bring this up for conversation at the next meeting. She would like to review all expenses from last season to get prepared

for this season. We also have contracts in addition to employees. M. Palmerie stated this will be an in-depth conversation. It will be put on agenda.
C. Inzitari mentioned Code Red system for safety purposes. When is the last time we tested to see if it's still active. The Mayor stated they may be making a change. He doesn't like the idea of texts. Community School is our shelter and we can also use Firehouse. We are looking to get the Emergency Management Council current.
C. Felder asked if the Town was impacted with any outages last week or this week Microsoft, banks. The Mayor stated no. The email was down.
C. Inzitari re: suspicious emails-SPAM. Personal email. The Council and Lt. Abarzua mentioned this "Spoof" has been going on for 3 months; Don't open.

Katie Blinstrubas asked if the Council members receive IT Security Training just like regular Town Employees. The Council does not. R. Sherman explained that's only Town Employees; it is a good suggestion.

Correspondence & Action on Correspondence:

Mayor's Transfer Request
General Fund Expenditures
ATESD Transfers Approved

Reports:

- Town Clerk
- ZBA
- Zoning
- Fire Marshal
- Building Dept.
- Library
- Treasurer
- Fire Dept.
- Public Works
- Police Dept.
- Parks & Rec.
- Grant Director
- Tax Collector

Resolutions for Grand Match & Project Funding
Resolution CT Dept. of Energy & Environmental Protection
SLR Construction Inspection with Services Agreement
5 Year Capital Projects Plan
Public Works Project Report
Registrars of Voters Transfer Request
Appointment Letters
Tax Refunds

Motion made by R. Blanc, seconded by C. Inzitari to accept the correspondence and place on file. **Unanimous**.

Executive Session -
Motion made by R. Sherman, seconded by S. Pilat to go into Executive Session at 9 :03 p.m. to discuss a potential Land Use Acquistion, inviting all present Council Members and Mayor Robert Chatfield. **Unanimous**.

Executive Session ended at 9:35 p.m. No votes or action was taken during Executive Session.

Motion made by S. Martin, seconded by L. Elbakry to increase the offer on the property discussed in Exec. Session by $45,000. **Unanimous**.

Adjournment:
Motion made by R. Sherman, seconded by L. Elbakry to adjourn the meeting at 9:40 p.m. **Unanimous**.

Mike Palmerie
Town Council Chairman