DRAFT

THOMASTON BOARD OF SELECTMEN
REGULAR MEETING
VIA ZOOM MEETING
TUESDAY, OCTOBER 20, 2026

Call to Order & Roll Call:

The meeting was called to order by First Selectman Sileo at 6:01 p.m. First Selectman Sileo, Selectman Burr and Selectman Campbell were attendance.

Pledge of Allegiance – by all in attendance.

Approval of Minutes:

Motion was made by Selectman Burr and seconded by Selectman Campbell to approve the meeting minutes of the regular meeting of October 6, 2026 as presented. Motion carries unanimously.

New Business/Discuss-Approve Fire Department Response and Records Management Software:

Both Lieutenant Spencer Cianciolo and Assistant Chief Matthew Pronovost were in attendance to present a power-point presentation about the administrative modernization and operational efficiency initiative re: the department's response and records management software.

The department feels that upgrading the fire department's software is necessary to improve operational efficiency, reduce administrative workload and ensure continued compliance with state reporting requirements. Connecticut requires fire departments to report incident data through the National Emergency Response Information System (NERIS), making accurate and timely reporting an essential responsibility of the department.

Some of the benefits of the upgraded software are:

- improved overall operational efficiency;
- reduce administrative workload and duplicate data entry;
- maintain compliance with Connecticut NERIS reporting requirements;
- direct integration between Alpine and NERIS;
- streamline incident reporting and data submission;

- significantly reduce administrative man-hours;
- reduce the potential for reporting and data-entry errors;
- allow personnel to spend more time on operational priorities.

The department's current challenges are manual attendance and pay-per call, paper forms and spreadsheets, duplicate data entry and limited reporting and capabilities in current software. We currently use Microsoft Office and "Firestation" software at a cost of $500/year.

Current State Process -

Documenting Incidents: (actual time spent)

When an incident takes place, the officer (Police Department) fills out the incident report. He then fills out a paper run log and fills out attendance on computer. The chief/officer then electronically transfers the report and sends to the fire marshal's office. The fire marshal then logs the report (NERIS). Average time spent on this function = 30-45 minutes per incident.

Documenting Training: (actual time spent)

The paper log is created and then filled out by the members. The chief/officer electronically transfers the training log. Personnel training records are stored physically and no automated system reminders for time bound documentation (med cards, licenses, etc.). Average time spent on this function = 10-15 minutes per training.

Inventory and Maintenance: (actual time spent)

Manually entered information with paper system. Average time spent on this function = 10-15 minutes per record.

Reporting: (actual time spent)

Manually pulled data to output metrics on calls, training and other key processes. Average time spent is 20-30 minutes per report.

Future State Process –

Documenting Incidents: (actual time spent)

When incident takes place, the officer (Police Department) fills out incident report in new software. Chiefs/Fire Marshal review and approve report. Automatically gets sent to NERIS. Average time spent on this function = 10 minutes per incident.

Documenting Training: (actual time spent)

Electronic training record is created in new software with electronic sign-in. Personnel training information electronically stored with reminders on time bound documentation. Average time spent on this function = 5 minutes per training.

Inventory and Maintenance: (actual time spent)

Electronic checklists of inventory for each apparatus. Maintenance request electronically created and notification to accountable officers. Average time spent on this function = 5 minutes per record.

Reporting: (actual time spent)

Reporting tools automatically pull data to output metrics on calls, training and other key processes. Average time spent on this function = 1 minute per record.

With an average call volume of 350 incidents a year, 24 trainings, 24 vehicle checks and 6 reports/metrics 12 times per year, with this new software, we would save approximately 190-195 man hours to process.

During the evaluation of software companies, they used a list of identified requirements and scoring to determine ease of use, reduced administrative support and efficiency.

Alpine Red Alert was the company of choice based on our evaluations. They seem to have the best system when it comes to direct uploads to NERIS without having to interface with their webpage, application interface ease of use by members, kiosk system for easiest accountability for calls and training documentation, automated notification systems to personnel on expiring certs and licenses and increase communication and accountability to members for events/details. Total cost is $9,995.00. No payment is required until July, 2027 with day one starting at time of signing of contract. This has already been approved by the Board of Finance. We also received a grant from Thomaston Savings Bank in the amount of $4,000 to defry some of the costs for CAD integration done through Accucom for about $4,500.

Motion was made by Selectman Burr and seconded by Selectman Campbell to approve Alpine Red Alert as software vendor for the updated software and associated modules for the Thomaston Fire Department. Motion carries unanimously.

Selectman Burr congratulated Asst. Cianciolo for a job well done on his presentation. He also wanted to know if any other towns have used this same system.

New Business/Discuss-Approve Elm Street Passageway Quote:

We found an old passageway under Elm Street during road construction that goes from the former Drawn Metal Tube building to the current Plymouth Glass building. When CT Water discovered this passageway, they destroyed a portion of it which is created a big problem. The walls are brick and the whole brick structure is cracked in multiple places. Rich did receive a quote from Brennan Construction in the amount of $15,900. We needed to move quickly on this because we were concerned on the stability of the road so he had to make an emergency decision. Public Works Superintendent Bert Galpin has been working with CT Water and they offered to pay 1/3 for the removal of this passageway, with another 2/3 possibly coming from a State LOTCIP grant administered through NVCOG. The approved vendor would be Brennan with a not to exceed cost of $15,900 which would come out of the capital reserve and has already been approved by Board of Finance.

Motion was made by Selectman Burr and seconded by Selectman Campbell to approve Brennan as the contractor who will remove the passageway and fill the remaining hole for a cost not to exceed $15,900. Motion carries unanimously.

Motion was made by Selectman Burr and seconded by Selectman Campbell to amend the agenda to add under New Business/Roof Heating Strips. Motion carries unanimously.

Selectman Burr explained the issues we have been having with the roof. When we went out to bid for the new roof, it was supposed to include replacing the heat strips. Last winter, there was a valley which had a substantial ice dam that leaked through the new roof into the attic in the cove area of the opera house. The heat tape will solve the problem with ice dams.

Joe Ouellette called around to three different electrical contractors, but two do not do this kind of work and declined. MJM was one of the three and they put a bid in which included way more areas than we needed for about $66,000. We had to scale that back to only include three areas on the building: the Town Hall main entrance in the back and main entrance in front, along with the back side of the opera house. MJM revised their quote for a proposed cost of $23,750.00.

Motion was made by Selectman Burr and seconded by Selectman Campbell to waive the three-bid policy as there aren't many that do this type of work. Motion carries unanimously.

Motion was made by Selectman Burr and seconded by Selectman Campbell approve MJM Electric for a not to exceed cost of $23,750 to furnish and install a self-regulating roof heat

strip in the three areas – town hall main entrance (front of building), town hall main entrance (back of building) and back of opera house. Motion carries unanimously.

They also proposed heating strips in the new area over the loading dock, but we are going to try heating mats this winter instead to see how that works.

Old Business/Alcohol on Town Property – no further updates.

Old Business/TVAC Agreement – no further updates.

Old Business/Waterbury Water Main – no further updates. He will send a note to Howard/Railroad to see if he has heard anything.

Old Business/Nystrom's Communication Tower Cell Companies – no further updates.

Old Business/Judson Street Drainage – Just as a reminder, we have in the web area a lake, Crystal Lake, which causes a lot of challenges when we have heavy rain situations. This flow of water eventually makes its way down the hill both above ground in a culvert and below ground through a corrugated pipe to the Judson Street area and beyond until it exits into the Naugatuck River. Tighe & Bond will come up with options of how to address this issue. They gave us a quote to do some work at the cost of $32,000 which is too extensive and too much money. First Selectman Sileo has asked them to revise the scope of work and come in with a better number.

Old Business/Education Budget – At a recent town meeting, we approved the contract with PKF as the auditors to do the financial review and had our kickoff meeting last week. They came back to us looking for additional information. We had most of the information they were looking for and received the remaining pieces from the school. First Selectman Sileo asked for a revised timeline. Selectman Burr impressed upon everyone the need to keep on top of this as we want to make sure teachers get paid. We need to stop the bleeding.

Motion was made by Selectman Burr and seconded by Selectman Campbell to add under Old Business/Elm Street Infrastructure Collapse. Motion carries unanimously.

Old Business/Elm Street Infrastructure Collapse.

First Selectman Sileo and Bert Galpin reviewed the preliminary design. There were some small pieces missing from the design, but we will have final design to send out to get prices. Also submitting through NVCOG to the State to see if LOTCIP would pay for some of the construction. We already approved the $25,000 to do the study at this point.

Board/Commission Appointments/Resignations:

Motion by Selectman Burr and seconded by Selectman Campbell to add under Board/Commission Appointments/Resignations discussion of the appointment of Amy Pedreira to the BOE. Motion carries unanimously.

We have a seat on the Board of Education which was previously held by Matt Van Ormer (Republican) who resigned. The Board of Education must make the appointment to replace him within 30 days, however, if someone is not appointed, the BOS has the responsibility to do so. A subcommittee of the Republican Town Committee had conducted interviews of six people who had an interest. Their recommendation was to appoint Amy Pedreira.

Amy has lived in town for some time. She is a behavioral nurse and runs a team of nurses and a budget with revenue responsibilities. She has also served on the PTA for some time. We had a very impressive interview. Good asset to the BOE. They discussed and are in favor of her as well.

Motion was made by Selectman Campbell and seconded by Selectman Burr to appoint Amy Pedreira to the Board of Education to fill the vacancy left by Matt Van Orner. Motion carries unanimously.

Tax Refunds:

Motion was made by Selectman Campbell and seconded by Selectman Burr to approve a tax refund submitted by the Tax Collector in the amount of $95.78 to Brian Chesler, account was overpaid. Motion carries unanimously.

Communications:

Selectman Burr read a note he received from the Chairman of Light Up Thomaston about a local church, Life Family Church, looking to use a room within the town hall during Light Up to put on a puppet show. First Selectman Sileo said he would rather the LUT committee approve first and then make the recommendation to the BOS.

Member Comment:

Selectman Burr asked Rich if he had a chance to talk to Joe Ouellette about the rodenticides that were presented to the BOS at last meeting. First Selectman Sileo said he has not heard back from him, but would reach out.

Public Comment (in room) – none.

Public Comment (on-line) – none.

Motion was made by Selectman Burr and seconded by Selectman Campbell to adjourn the meeting at 7:10 p.m. Motion carries unanimously.

Minutes respectfully submitted by
Deborah Bournival
Administrative Assistant