Members Present: S. Leeper, T. Pratt, J. Carroll, L. Hutvagner, K. Brennan, D. Fennell

Members Absent: None

Others Present: First Selectman G. Smith, Selectman C. Bielik, Selectman M. Krenesky, Town Engineer P. DeStefano, Assistant Road Foreman J. Gracy and 3 members of the public.

1. Call to Order / Pledge of Allegiance
   T. Pratt called the regular Board of Finance meeting to order at 7:00 PM and led the assembled in the Pledge of Allegiance.

2. Public Comment: None at this time.

3. Approval of Minutes from the Previous Meetings: S. Leeper made a motion to accept the December 2019 minutes as presented. K. Brennan seconded the minutes. All ayes.

4. Correspondence / Payment of Bills
   a. Invoices – None at this time.
   b. Other Correspondence
      M. Bronn’s resignation letter was submitted for the record.

5. Reports
   a. Ambulance Service Report – Copies of the latest report from Treasurer of Beacon Hose were distributed. Balance in the checking account for EMS as of $50,722.70 as of 12/31/2019 with checks outstanding that need to clear. If there is over $50,000 remaining, then town will receive portion of funds. It is doubtful that the Town will receive any revenue from Ambulance this fiscal year.
   b. Town Treasurer’s Report - Received by members via email. There were no questions/concerns.
   c. Town Clerk’s Report – Received be members via email. There were no questions/concerns.
   d. Tax Collector’s Report – There were no questions/concerns on tax collectors report.

6. Parks & Recreation Update: L. Hutvagner made a motion to move the Parks & Recreation update down on the agenda. K. Brennan seconded the motion. All ayes.

7. Finance Manager’s Report: Report was sent to the members by email.
   a. L. Hutvagner noted two concerns; the 23 budget lines which have been identified in excess of the traditional spending. The number of lines trending over has grown from December and he is concerned as to what is being done to keep departments in check.
   b. L. Hutvagner’s second concern is the additional amount being billed by Region 16, which is on the agenda under First Selectman Report.

8. First Selectman’s Report
   a. Budget Transfers – None at this time.
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b. Budget Work Sessions – G. Smith noted he would like to begin workshops the first week of March and bring in approximately 2 departments for each session. The group agreed to set 2-hour meeting limits and prefers to meet at the Senior Center. The following dates were set, pending available meeting space: Wednesday and Thursday 3/4 and 3/5 - 6-8 PM, Thursday 3/12 6-8 PM and Tuesday 3/17 and Thursday 3/19 – 6-8 PM.

c. Region 16 updates – G. Smith is waiting to discuss the issue further with Mayor Bob, so that the towns can present a united front. He expects to have more answers in 2 weeks and information will be forthcoming.

d. Beacon Valley Road Project: G. Smith introduced the group to Paul DeStefano from Milone & MacBroom, who is attending the meeting as an introduction and to speak in general terms, as it is premature to speak on specific projects. On Beacon Valley Road, one issue that we have is that we have paid $17,000 for a survey and design plans and Milone & MacBroom needs those electronically from Nafis & Young. We have an invoice for $20,000 for additional work completed by Nafis & Young, but we do not have the results of that engineering. Milone & MacBroom will be sifting through what we have in Nafis & Young engineering at a cost of $37,000. We also have a $13,000 bill from DeCarlo & Doll on pre-engineering for Beacon Valley Road and we are waiting for that information. Paul is working on getting the information from the prior engineers.

e. We also have a STEAP approval for Beacon Valley Road and will need to ensure that we are meeting the STEAP deadline and request an extension if needed. G. Smith has met with Nafis & Young and they are willing to give Milone anything they have on the project. It will be important for Milone & MacBroom to have all the information from Nafis & Young and DeCarlo & Doll.

f. DeCarlo & Doll was focused on small section of Beacon Valley Road. P. DeStefano is confident that he can salvage most of what was done and roll DeCarlo & Doll’s portion into the full project 4900 ft of road – bridge to town line. DeCarlo & Doll did a 300-foot section by the condos. P DeStefano noted this was confusing because DeCarlo was contracted to focus on a small section rather than focus on whole road.

g. Local Bridge Grant – Through the NVCOG, Beacon Falls has a Local Bridge Grant approval for the Beacon Valley Bridge and the costs of this project would be shared with Naugatuck. Milone & MacBroom is looking for the original engineering for the bridge grant approval which took place back in 2015. G. Smith explained that the Bridge Grant pays 48% of the cost of the project and then the remaining cost would be split 50/50 with Naugatuck. He will need to confirm and get this in writing from Naugatuck, as the grant is in Beacon Falls’ name. Milone & MacBroom will be looking at completing the bridge and the road together, however, P. DeStefano noted that the State takes twice as long for bridges than with roads, so completing the projects together (and meeting the STEAP deadline on the road portion) may not be an option. Most likely, the road will be completed ahead of the bridge. Paul DeStefano is also very familiar with the Cross-Street project in Naugatuck.

h. Bridge Grant – G. Smith explained that the second bridge grant which was approved is the culvert at Lopus Road by Toby’s Pond. He does not see us doing anything over there at present, as it would be part of a larger project. The Lopus culvert is a lower priority and it doesn’t make sense to pursue it at this point.
i. Paul DeStefano has been working with Road Foreman Rob Pruzinsky using the Street scan data and looking at roads for chip sealing. They composed a recommended package of roads to chip seal this spring.

j. Basketball Courts – G. Smith noted that we have a LOCIP project approved to redo one of the basketball courts at Pent Road. Subsequent to the approval, Public Works was made aware of post tension slab method of reconstruction for the courts which would lead to a longer life span. Milone & McBroom is working on the specifications for the new courts and the intention to redo the courts should be discussed with the Parks & Rec. Commission.

k. Paul is also looking at other roads for the Town. DeCarlo & Doll completed engineering work on West Road and Milone & MacBroom is seeking that engineering from DeCarlo. P. DeStefano advised that DeCarlo may be hesitant to provide their work on both West Road and Beacon Valley Road until they are paid for all the work that they were contracted to do on Beacon Valley Road. G. Smith would like to move forward with getting DeCarlo paid so that the engineering can be released.

l. Milone & MacBroom will be looking into LOTCIP funds for West Road – LOTCIP pays 110% of the project - 100% construction, 10% contingency and 10% for incidentals. The Town would need to cover the cost of engineering. G. Smith explained that projects which are brought to the State for approval with completed engineering, which are shovel ready, can move forward for approval quickly. LOTCIP money is available and Paul is confident in funding for next year. If the Town can move forward to get LOTCIP approval now, then in the fall, G. Smith would pursue another LOTCIP application, in conjunction with bonding. He would like to have bonded funds in place, as though LOTCIP was not available, and then we can move forward with a combination of grants and bonded monies. Milone & MacBroom has an impressive resume on LOTCIP projects which is expanding. Regarding the 10% in incidentals which are fundable, inspections are included as incidental and can be completed by Public Works with their time billed to the grant. T. Pratt noted that this is sounds like a good start and solid plan should be developed moving forward, as all the Town roads need to be reviewed.

m. Police Department Overtime expenses - Overtime continues to be a budgetary issue, and the Resident Trooper arrangement has been a scheduling nightmare. The split Trooper deal favors Bethany and G. Smith would like to see how Beacon Falls can get out of the deal in July. G. Smith has met with the Lt. in Bethany and will be meeting with Bethany First Selectman on this issue.

n. Town building access – G. Smith is looking into securing the buildings using codes or key fobs and he wants to investigate pricing on how to secure Town Hall with codes or key fobs depending on costs. Proposals will be forthcoming, and he is considering key locks for one door and the downstairs door would have a fob or code system. He has already tried changing the locks on doors and there are still security issues. D. Fennell noted that there are substantial initial costs for the tech for fobs and after the installation the cost decreases substantially. G. Smith stated he needs to know who is coming and going in Town Hall and magnetic cards may be the most fiscally prudent way to secure the building.

o. Aquarion Water – G. Smith met with George Logan and will be meeting with Dan Lawrence and the numbers are staggering to bring water lines up Rimmon Hill. This is not a project which we will pursue. He will continue to inquire with Dan Lawrence regarding the monies
owed for Skokarat paving, and he expects it will not be a large sum of money but will try to recover what we can. Aquarion is aware of how many dead hydrants the town has and they know the ones that are dead. He will further discuss with Dan Lawrence that the town is paying for hydrants that have no pressure.

p. Station 2 on Railroad Avenue – The Fire Department has been investing monies into Station 2 and we are looking into negotiating with the State to own the building. The town would need to provide a leave right of way for the tracks. The Fire Chief has been trying to have those conversations with the State and all indications are that the State doesn’t want the building. Discussions with the State will continue.

q. Region 16 – L. Hutvagner asked if the Town will need to go to Town Meeting to appropriate more funds for Region 16? G. Smith is hoping that we will not have to go back to the public for additional funds, but plans to have further discussions with Prospect, so that the towns are united in their decision.

r. 35 Wolfe Avenue – Eagle Environmental completed a report on the environmental study of the building. G. Smith would like to walk through the building with our engineer. He recently attended several housing forums and because that parcel is walkable to the train station, it is a candidate for transit-oriented development, which makes it a valuable piece of property.

s. Milone & MacBroom will be our go-to for all engineering moving forward. Paul will be the single point of contact. If Milone has a conflict of interest, then we would then utilize Seymour’s engineer when necessary.

t. G. Smith met with Rick Dunn from NVCOG coalition in Naugatuck Valley – DEEP has suspended the mandates on the WWTP, as long as the Town is working with the COG on the regionalization study. We will continue to maintain our plant, but until that NVCOG completes their study, all the monies we have been earmarking on designing the new plant can be held. We do not need to move forward while the coalition is reviewing their plans. G. Smith will be meeting with Dave Prickett Consulting on the WWTP and he may involve Milone & MacBroom for a second opinion. His recommendation at this time is to maintain and table all our plans for design until the NVCOG coalition completed their study. The NVCOG is also in direct contact with DEEP. The funds we have invested in the plant are solid and not wasted but for now, we do not need to proceed with more engineering, and we will continue to maintain the plant.

G. Smith thanked P. DeStefano for his time and P. DeStefano exited the meeting.

9. **T. Pratt** called for a motion to move Parks & Recreation discussion on the agenda to this point. L. Hutvagner made the motion and S. Leeper seconded the motion. All ayes. Steve Ruhl, Vice Chair of Parks & Recreation entered the meeting. T. Pratt invited Parks & Recreation to the meeting to hear from them, and he wanted to know what the commission does and doesn’t do regarding the parks. S. Ruhl noted that often the parks are pushed to the back burner and the maintenance gets kicked down the road. He pointed to the TPA Design Plan for Matthies, which was started in 2004, 16 years ago and nothing has been done to improve Matthies Park. The house on the pond continues to corrode and contains hazardous, asbestos paint. The parks budget allows for band aids on maintenance. S. Ruhl noted that their focus recently has been to bring recognition to the parks with new signage for Matthies Park. Parks & Recreation was awarded a K. Matthies grant to purchase new signs at Matthies Park which
introduce you to the park and they will be restoring the pillars at the entrance. The signs will be consolidated and there are 5 new signs to bring awareness to the park. Volunteers, such as Park Ranger Banyancsky has expanded the trails at the park and cut paths to Matthies Park. While one end of the park is being utilized, he has been expanding trails on the other side of the park.

Pent Road has been called the jewel of the valley and maintaining the fields there are a priority. Vandalism at the parks is growing and there are issues with security. L. Hutvagner noted that there has been talk of exterior video surveillance. D. Ferrell noted that license plates cameras are expensive but effective. At one point they had a price of $6,000 to get cameras and tie into police station. Securing parks at dusk would be an improvement to the current situation, with Public Works opening them at 7:00 AM and Police should close the parks and lock the gates each night at Matthies, Pent Road, and Toby’s Pond. We need the Police to get this done on the weekends as well, when Public Works does not work. G. Smith will talk to Lt. Eddie Rodriguez about the police closing the parks.

Toby’s Pond is an asset to the town in a lot of ways and one idea is to look at running conduit under the tracks and paving, so lighting could deter some of the issues there. The Town can continue thinking about improvements for that area. Lighting at Matthies or trail cameras may deter some of the vandalism, as vandals have smashed the lights in the pavilion. Public Works has some cheap trail cameras installed over there. M. Krenesky noted that the house on the island is a selling point to the aesthetics of the park but maintenance is quite a challenge.

Pent Road – T. Pratt noted that he receives complaints about the ballfields and the benches are terrible shape. Overgrown trees shading the courts and conditions on the walkways and paths are deteriorating with a lot of cracked pavement. T. Pratt is concerned that we are not maintaining our investment in the parks and we need Parks & Recreation to let the BOF know what needs to be done. S. Ruhl stated that the commissioners are at the parks regularly; and the old playground at the top of the hill is a hazard which needs to be addressed. Field 1 & Field 2 are used the most and they have concentrated their efforts there. T. Pratt agreed that the town needs to figure out how to fix those problems and we need hazards to be looked at. He asked the commission to put a list together this budget season, so that the BOF can address funding what can be done.

G. Smith asked about the basketball courts, since the town could be spending a substantial amount of money to redo a court and asked are most of the people using the courts from town or from out of town. Can we reduce the number of courts we have and utilize the space in a better way for residents? Do we need 4 basketball courts, which are quite expensive to reconstruct? On the security front, the parks and the courts should be closed at a certain time. G. Smith encouraged the P&R commission to take a hard look at the needs of the parks and come up with a list.

10. Finance Policy Manual – J. Carroll noted the project is on hold at present due to other deadlines. He will touch base with Finance Manager, N. Nau in March.

11. Old Business
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a. 2019 Audit will be presented at the Regular BOF February Meeting: The financial statements have been posted on the town website. L. Hutvagner requested the bound documents prior to the February meeting, including the report of internal controls.

b. T. Pratt and J. Carroll will be unavailable in February so S. Leeper will conduct the February meeting and all 4 remaining members must attend for a quorum.

12. New Business
   a. Joint Budget Workshop Meeting Dates have set for March 2020.

T. Pratt called for a short recess while the board waits for Road Foreman R. Pruzinsky to exit the WPCA meeting. S. Leeper made a motion for recess at 8:20 PM. D. Fennell seconded the motion. All ayes.

K. Brennan made a motion to resume the meeting at 8:25 PM. S. Leeper seconded the motion. All ayes.

13. Public Works - Road Foreman R. Pruzinsky entered the meeting at 8:25 PM. R. Pruzinsky noted that he drove with the engineer through town and they have picked out 15 roads for chip sealing this spring. The roads include Sawmill, Edwards, Lorraine, Terese, Hockanum Glan. These roads have been crack sealed, and their PCI in the Streetscan software fall in the same range, so they are chip seal candidates and the work should fall within budget.

Two questions that remain are how to cover the costs of sweeping, which is needed prior to the chip or fog sealing process. Public Works has inquired about purchasing a sweeper for the town and they are also looking into renting a sweeper. G. Smith noted that buying or borrowing a sweeper puts the repair and the liability costs on the town. R. Pruzinsky will continue to look at costs. Gorman Group provides a sweeper as part of their fog sealing process. Sweeper costs should be included in the entire costs of the crack sealing.

R. Pruzinsky noted that another question that he has is how to cover the costs of cul-de-sacs which are not included in the Streetscan data costs, as some of our cul-de-sacs are larger than average at 95-96-100 foot. Some sections of Terese and Rice Lane, are not candidates for crack sealing, as there is a patch halfway up Rice Lane which needs to be cut out and a narrow section of Terese which is in the beginning of the road and 30 feet wide; with no curbing that needs to be paved. An overlay for the first 200 feet of Terese, is needed where the sewer extension took place and trenches settled. G. Smith encouraged R. Pruzinsky to continue to work with Milone & MacBroom and use the Streetscan data to come up with a plan for these roads.

T. Pratt asked about Beacon Valley Road: R. Pruzinsky noted that they have been looking at storm drains in all sections of the road as part of the project and there will be new catch basins to the condos. T. Pratt noted that the catch basin tops are not galvanized and therefore the metal is rusted, so it may be possible just to replace the tops of some of the basins rather than replace them entirely. R. Pruzinsky would like to see a copy of the engineering plan for Beacon Valley to see what is recommended by the engineers.
T. Pratt noted the Public Works will be invited to a budget workshop in March and they should spend some time putting capital projects together. He inquired when the Transfer Station permit expires and R. Pruzinsky advised that we have until 2022. R. Pruzinsky also confirmed that the new plow truck is working well, and all the other trucks are holding up. Due to the mild weather, salt inventory is doing well, and Snow Removal budget line should support the quantities needed. He noted that the Tree Work is a line that is a problem and it is unpredictable as storms cause emergency tree work. Eversource is pushing through the area with major tree work on utility lines. L. Hutvagner complimented Public Works on their excellent job with snow plowing.

14. Public Comments - None.

15. Executive Session (If needed)

16. Adjournment: L. Hutvagner called for the meeting to adjourn at 8:40 PM. S. Leeper seconded the motion. All ayes.

Respectfully submitted,

[Signature]
Erin Schwarz
Finance Assistant