



Town of Plymouth

Department of Public Works

80 Main Street
Terryville, Connecticut 06786

Regular Meeting Minutes Tuesday, July 28, 2026

Assembly Room, Plymouth Town Hall -m 5:45 p.m.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
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TOWN CLERK

1. Call Meeting to Order

Chairman Nate Brown called the Regular Meeting of the Public Works Board to order at 5:45 PM on Tuesday, July 28, 2026, at the Assembly Room, Plymouth Town Hall, 80 Main Street, Terryville, CT 06786.

2. Roll Call

Present: Joe Carey (Member), George Castle (Member), Paul Giancesini (Member), Nate Brown (Chairman)

3. Fire Exit Notification

Chairman Brown provided the fire exit notification, directing attendees to turn right out of the doorway or use the back entrance in the event of an emergency.

4. Pledge of Allegiance

Chairman Brown led the Pledge of Allegiance.

5. Acceptance of Minutes of Previous Meetings

Regular Meeting – 06/23/2026

Member George Castle moved to approve the minutes of the Regular Meeting of June 23, 2026. Joe Carey seconded the motion. The motion carried unanimously.

6. Monthly Reports

Director's Report

Public Works Director Joseph Sopczneski presented the Director's Report for the July 28, 2026 meeting, covering the following areas:

Administrative Tasks: The department's OSHA compliance work is substantially complete. Training for the final group of employees on the Emergency Action Plan for Town Hall was completed, and the plan was submitted to OSHA for abatement. The department intends to go beyond minimum requirements by collaborating with the fire department, police department, and PVAC to further develop the plan and organize a multi-department fire drill for the fall. Additionally, a hearing monitoring program has been established for all DPW employees, beginning with baseline audiograms and supplemental training.

The industrial stormwater permit process remains ongoing with Laverio Engineering. A new well monitoring agreement for the brush dump has been signed, with testing scheduled for the end of the week. The FY26 budget closeout is still underway, and Director Sopczneski noted that he and staff are

working to develop more itemized budget lines for FY27 to improve tracking and transparency heading into budget season. For FY28 capital planning, a five-year outlook is being developed for the road program, fleet, and equipment needs. One truck coming off lease will be purchased outright, and a quote from Freightliner has been received to evaluate the cost of a new truck under an annuity program versus continued ownership and maintenance.

The Director also noted that the road excavation policy forwarded to the Town Council is ready for the Board's consideration.

Highway: Knight Lane and Katy Lane are complete and within the expected budget. The 2026 Road Bond Phase 1 chip seal work is in place. An additional section of Adams Drive was incorporated into the chip seal footprint, as the road had already been crack-sealed and was ready. A section of South Eagle St. was pulled from the program because Connecticut Water will be excavating it in the spring to replace water mains from the South Main intersection up to approximately North Higgins St. Chairman Brown sought clarification on the specific limits of the South Eagle work, and staff confirmed that the work concerns the section near town, from the South Main intersection up through North Higgins St. and Jan Court, and would not affect newly paved sections nearer to the bridge.

Tumblebrook, Fountainhead, and Oakdale roads reclamation work is complete, with grading ongoing. North Street drainage and shimming work is underway in preparation for paving before school starts. South Eagle is also being shimmed and swept ahead of paving. Director Sopczneski reported that the Todd Rd. Bridge project is progressing—he met with adjacent property owners, who are in favor of the work and any necessary easement, and the town attorney is drafting the easement for their signature.

The budget outlook for bond work performed in Summer 2026, including the Todd Road Bridge, is expected to utilize approximately \$2.5 million of the first \$3 million of the bond. The remaining roughly \$500,000 will cover Chip Seal Phase 2 and sections escalated to mill-and-pave: North Harwinton from Preston to Griffin, and Preston from Route 72 approximately 1,500 linear feet west. Director Sopczneski confirmed that North Harwinton is planned for next year, not this year, and will still be part of the first round of bonding.

Ongoing Projects: The Torry Crossing application remains in progress. Comments were received from the first review, and a meeting with the consultant was scheduled for the following day to respond to those comments and finalize the submission. Connecticut Water has provided an earmarking of \$149,450 in lieu of paving on Grove Street and the Emmett St. area. The Director explained that Connecticut Water's in-lieu rate is approximately \$24 per square yard at 0.5 of disturbed square footage, while the town's contracted rate is roughly half that figure. Before restoration work begins, the department will camera all stormwater pipe in the area after a contractor raised concerns about aluminum pipe sections showing signs of collapse. The road is currently in passable condition following quality patching by Connecticut Water's contractor.

Transfer Station: Representatives from S&P Industries traveled from Michigan to take measurements and gather input on compactor usage. Their final quote came in at \$183,455, and the department is working with them to have the unit installed by Christmas. The department has also joined the small pressurized cylinder collection program at no cost to the town, and is still finalizing participation in a tire collection program. Both programs provide drop-off containers and free disposal, replacing previous arrangements that required the town to pay for tire disposal. Director Sopczneski noted these programs also improve stormwater compliance by ensuring covered containers are in place.

Facilities: Upgrades to the patrol room and detective offices are underway, involving cleaning, painting, and reorganization in coordination with the IT department. Ongoing electrical maintenance and repairs at PVAC are also being addressed, with a punch list of old light fixtures and switches being worked through.

Member Joseph Carey asked about the threshold date for the industrial stormwater permit. Director Sopczneski confirmed the deadline was May 1st, that the department is past it, and that legacy plans were used as a foundation while updated documentation for the transfer station and highway garage has been brought up to current standards. The General Permittee (GP) is aware that the submission is in progress, and the Director indicated they are close to submitting. Member Carey asked what would be needed to be ready for the following May, and the Director indicated that once the current cycle is complete, future renewals would require only a date change or a statement of no changes.

Highway Superintendent's Report

Highway Superintendent Aaron Heller presented the Highway Department's monthly report.

Administrative: The department has one open position. A candidate for a Maintainer position was offered and accepted the role as of the day of the meeting, with a clear background check. The letter of intent and onboarding paperwork will be initiated promptly.

Highway Operations: Storm damage on July 19 involved trees and limbs in the road, which were cleared. The department noted that the town has experienced comparatively little storm damage relative to neighboring communities. Basin repairs were conducted at Prospect Street Extension, Hillside Avenue in Plymouth, Preston Road, Maple Avenue, East Orchard, and Eastview Road. Sweeping, roadside mowing, hot patching, and general vehicle and equipment maintenance are ongoing.

Phase 1 Chip Seal: All-State Contractors mobilized and began work on July 15, with chip seal completed on July 22. Once cured—approximately two weeks—roads will be swept to collect loose stone. Superintendent Heller noted that the pretreated chip seal used by All-State allows for significantly faster cure time (approximately three days versus the traditional two weeks), less loose stone, and a better-adhering product. Member Carey and Chairman Brown both expressed satisfaction with the process and product, noting it as a meaningful improvement over traditional chip seal.

Ongoing Projects: North Street drainage, catch basin top upgrades, and shimming are in progress in preparation for paving. South Eagle near South Main is undergoing similar catch basin inspections and shimming ahead of paving. The Farms project: all under-drainage installation is complete, drainage in the area of 3 Fountainhead Road has been completed, reclamation is finished, and road preparation and grading are ongoing ahead of asphalt paving.

Superintendent Heller also reported that approximately 1,400 linear feet of Wolcott Road, from the Wolcott Town Line, has been treated using Hot In-Place Recycling (HIR)—a process that heats, scarifies, rejuvenates, mixes, and recompacts existing pavement, recycling 100 percent of the material at a cost reduction of 20 to 50 percent compared to traditional methods.

Member Carey noted he had driven the road and was impressed with the result, though he observed some glossy sections and inquired about long-term durability. Superintendent Heller confirmed the road will receive a final rubberized cap coat similar to chip seal. Chairman Brown also expressed strong interest in expanding the use of this method, noting the significant cost savings potential. Director Sopczneski explained the process in detail and identified Preston Road as an ideal future candidate, noting the equipment works best on long, straight road sections rather than cul-de-sacs.

Old Business: Knight Lane and Katie Court are complete, with curbs backfilled, topsoil applied, and seeded.

7. Old Business

Road Excavation Permit and Restoration Policy

Member Carey raised the road excavation permit and restoration policy for consideration under old business. He indicated that he had reviewed the revised proposal submitted by Director Sopczneski and found it preferable to the earlier version, which had required property owners to restore the entire street width—an approach he considered potentially burdensome for local homeowners undertaking sewer or water hookups. The revised proposal was seen as more equitable and workable, with the understanding that it could be amended if experience is warranted. The remaining Board members confirmed they had reviewed the document and were in support.

Member Joseph Carey made a motion to recommend forwarding the Road Excavation Permit and Restoration Requirements, as submitted by the Public Works Director, to the Town Council for adoption. Chairman Castle seconded the motion. The motion carried unanimously.

8. New Business

No new business was presented.

9. Public Comment

No public comments were received.

10. Executive Session – Personnel Matters – if needed

Executive Session was not convened.

11. Administrative

No administrative items were presented.

12. Chairman's Report

Chairman Brown provided a summary of current project progress, noting that the department has accomplished a significant volume of work and that the project schedule is holding. He highlighted that the Farms reclamation is complete with regard to underdrains, and that the department is approximately 30 days from mobilizing asphalt paving contractors. Director Sopczneski confirmed the goal is to pave North Street and South Eagle before the start of the school year, followed by the Farms. The three remaining paving projects for the year are North Street, South Eagle, and the Farms, with all chip seal work completed.

Chairman Brown stressed the importance of addressing the open seams on North Street and South Eagle in the near term, particularly in front of residential properties, noting reports of vehicle damage due to road conditions. He recommended that the department place cold patch in those areas as an interim measure. Superintendent Heller confirmed that this is already planned and in progress, and noted that missing signage has also been replaced. Director Sopczneski acknowledged the issue and confirmed cold patching is being actively pursued.

Chairman Brown also noted that once paving is complete, the Todd Rd. Bridge project will move to the RFP stage, with the expectation that bridge work will commence this winter and the road will be ready for paving come spring. He also expressed optimism that the Torry Crossing project may see activity in the following year.

With respect to the STEEP program (state loan program for road improvements), Director Sopczneski clarified that the Town has re-opted into the program for the next four-year term and that paperwork was filed ahead of the August deadline. The current 2026 funding round has not been announced, as the program typically runs every other year. If funds become available, the Town would be positioned to apply, with any award affecting the following construction season.

13. Commission Member Comments

Member Carey echoed the Chairman's praise for the work being performed by Director Sopczneski and Superintendent Heller, stating he had not seen this level of productivity from the department in a long time, and encouraged them to pace themselves. He also inquired about the final cost of the first phase of the Farms project and whether the work came in under or over budget. Director Sopczneski indicated he has cost figures available and offered to share a report, but acknowledged his instinct was that the work may have run over budget. Member Carey noted that historically, cost overruns on that project were not proactively communicated to the Board, and expressed appreciation that the current administration is monitoring budgets in a timely manner to avoid surprises.

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Member TJ Zagurski offered no additional comments but affirmed positive sentiments regarding the department's progress.

Chairman Brown closed his remarks by noting that significant work is being accomplished within a constrained budget, and expressed hope for a reauthorization of the Highway Fund that could bring additional funding to municipalities in future years.

14. Adjournment

Member George Castle moved to adjourn the meeting. Member Joseph Carey seconded the motion. The motion carried unanimously.

The meeting was adjourned.



Town of Plymouth
Department of Public Works
Joe Sopczneski Public Works Director
80 Main Street Terryville, CT 06786

Public Works Advisory Board

Directors Report 7/28/2026

Administrative

OSHA Report

- Ongoing Abatement - Town Hall EAP Training Completed 7/28/26
- Planning for multi-Dept Fire Drill this Fall.
- Hearing Monitoring Program established for all DPW employees.

Industrial Stormwater Permit DEEP - Ongoing with Louiero Engineering.

FY26 Budget Close Out - underway.

FY27 Budget - Developing budget line items for more detail.

Road Excavation Policy presented for approval and forward to Town Council.

FY28 Capitals - Preparing 5 year outlooks; Roads, Fleet and Equipment needs.

Highway

Town Aid Road

Knight & Katy Lane - completed within expected budget.

Highway Dept performing ongoing repairs and maintenance.

2026 Road and Bond Phase I Program

- Chip Seal in place.
- Tumblebrook, Fountainhead, Oakdale - reclaim and grading underway
- North St - performing drainage and shimming work prior to scheduled paving before end of August.
- S Eagle - performing shimming and sweeping prior to paving before end of August.

Todd Bridge - Met with adjacent properties to secure ROW drainage easement, documents being drafted by Town attorney and engineers.

Bond Budget Forecast - Work performed in Summer 2026, including the Todd Rd Bridge, expected to expend \$2,500,000 of the first \$3,000,000 bond. Summer 2027 expected \$500,000 remaining in road work, Chip Seal Phase II, Mill and Pave N Harwinton(Preston to Griffin), Mill and Pave Preston (1500 LF West from RT72).

Ongoing Projects

Tory Crossing - CTDOT Application underway, reviewing and responding to NVCOG comment with consultant.

CT Water Projects

- Receiving and earmarking \$149,450 for Grove/Emmett Area.
- Need to inspect storm drain system in Prospect Street and Grove/Emmett St areas.

Transfer Station

- New Compactor final quote received, \$183,455. Working with vendor to have installed by Christmas.
- Evaluating and joining programs for free collection of small pressurized cylinders and tires

Facilities

Town Hall / PD - Patrol Room / Detectives Office upgrades underway

PVAC - ongoing electrical maintenance and repairs; lights, switches.



Town of Plymouth
Department of Public Works
Aaron Heller Highway Superintendent
80 Main Street Terryville, CT 06786

Public Works Advisory Board

Highway Superintendent Report 7/28/2026

Administrative

Highway Crew - one open position

- Currently interviewing candidates for second position
- Maintainer position offered and accepted by one candidate; upon the background check clearing a hire date will be set.

Highway

- Storm Damage 7/19/2026, Trees/ limbs down in road.
- Basin repairs conducted: (2) Prospect St Ex., (1) Hillside Ave in Plymouth, (1) Preston Rd., (1) Maple Ave., (1) E. Orchard, (1) Eastview Rd.
- Sweeping, Roadside Mowing, Hot Patching continuously being accomplished based off of personnel attendance, equipment repair, and prioritized road projects.
- Phase 1 Chipseal- All State mobilized and started 7/15/2026; Chip Seal completed 7/22/2026. (Once cured - roughly 2 weeks the roads will be swept to pick up any remaining loose stone.)
- Mowing and general maintenance continues.
- Maintenance/ Repairs of town vehicles/equipment continue to be completed on a as needed bases

Ongoing Projects

- North St.: Drainage, CB tops upgrades, and shimming the road in preparation for paving.
- End of S. Eagle near S. Main: CB/CB tops inspected, and shimming of the road in progress in preparation of paving
- The Farms project: Installation of all underdrainage in the locations selected by Joe and I have been completed. Added drainage has also been completed in the area of 3 Fountainhead Rd. Reclamation of the Farms is complete; Road elevations, grading, and road preparation for asphalt continues.
- Wolcott Rd. - Roughly 1400 LF of Wolcott Rd. From the Wolcott Town line has been Hot In-Place Recycling (HIR) : it is an on-site asphalt rehabilitation method that heats, scarifies, rejuvenates, mixes, and recompacts existing pavement-recycling 100 % of the material while reducing the costs by 20-50%.

Transfer Station - N/A

Old Business

- Knight Ln/ Katy Ct. - Completed