

Town of Plymouth
80 Main Street
Terryville, CT 06786
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Capital Improvements Committee

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Minutes
Regular Meeting
September 10, 2026 – 5:30 p.m.
Mayor's Conference Room, Town Hall

PLYMOUTH, CT
TOWN CLERK'S OFFICE
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1. Call to Order / Roll Call

Chairman George Castle called the Capital Improvements Committee Regular Meeting to order on Thursday, September 10, 2026, at 5:30 PM in the Mayor's Conference Room, Town Hall, 80 Main Street, Terryville, CT 06786.

Present: George Castle (Chairman), Vincent Gualtieri (Commissioner), Mike Maffia (Commissioner), Mary Jane Boucher (Finance staff), Joseph Sopczneski (Director of Public Works), Vicky Carey (Board of Finance), TJ Zagurski (Council Liaison) and Pam Pelletier-Recording Secretary

Absent: Jim Klaneski is excused.

2. Fire Exit Notification

Chairman Castle provided fire exit instructions to those in attendance.

3. Pledge of Allegiance

Chairman Castle led the Pledge of Allegiance.

4. Acceptance of Minutes – Previous Meetings

Commissioner Gualtieri noted he had reviewed the minutes and identified one correction: a street name listed as "North Harrington" was corrected to "North Harwinton Ave" in two places. It was confirmed that the correction had already been made in the document.

A motion to accept the corrected minutes was made by Commissioner Gualtieri and seconded by Commissioner Mike Maffia. The motion carried.

5. Capital Improvement Departmental Project Packets Discussion

Chairman Castle introduced a letter received from Dave Saporski regarding the capital improvements process. Discussion centered on the process of distributing capital improvement request packages to all town departments. It was noted that the Mayor's office would be handling the budget process earlier than in prior years and would be responsible for sending notifications to department heads.

Commissioner Gualtieri requested that the outreach letter include copies of both the Capital Improvement Program Policy and the Capital Improvement Project Request Format, so that all departments submit their requests in a uniform format. There was consensus that departments

which had previously failed to use the prescribed format should be directed to comply, with the understanding that non-compliant submissions could be declined.

BOF Representative Carey clarified that not all departments would need to submit capital requests—departments such as the building inspector, tax collector, and assessor likely would not, while Public Works, Recreation, and the Board of Education would. She noted that smaller capital needs could be addressed through miscellaneous line items.

Discussion turned to the Board of Education. Members acknowledged the complexity of BOE submissions, including the possibility of facility changes involving Fisher School and the high school. The Committee suggested the Mayor engage directly with the BOE to clarify any outstanding plans before their formal presentation to the Committee. It was also noted that the BOE has historically been resistant to the prescribed format, and that a firmer approach may be warranted going forward. BOF Representative Carey emphasized that school buildings and land are owned by the Town and that some capital improvements to those facilities are ultimately a town responsibility, necessitating coordination between the BOE, Public Works, and the Mayor's office.

Chairman Castle recognized TJ Zagurski and others expressed satisfaction that the Committee now had a council liaison, noting it would improve communication between the Committee and the Mayor's office.

6. Capital Improvement – 5-Year Plan

Mary Jane Boucher and Joe Sopczneski discussed the status and structure of the five-year capital improvement plan with the Committee. It was reported that work is already underway, with at least two departments actively contributing to a draft of the plan. Staff indicated a working draft would be prepared for the Committee's next meeting.

Commissioner Gualtieri proposed a color-coded format to clearly distinguish between approved/obligated funds (green), requested but unfunded items (red or yellow), and high-priority planned items awaiting appropriation. The intent was to make the document accessible and transparent for all stakeholders reviewing the plan. Director Sopczneski affirmed that breaking projects into phases—engineering, design, bid, and construction—would allow for more accurate annual budget requests rather than large lump-sum submissions.

BOF Representative Carey and others noted this phased approach had been used effectively in prior years and should be reinstated. The example of Beach Avenue was raised, with Director Sopczneski noting that potential federal funding for that project may be determined by spring, pending completion of an engineering study to address flooding.

The statutory requirement for the plan was referenced. Connecticut General Statutes Section 8-168-160 was cited as requiring a capital improvement plan covering a minimum of six years, including description, location, estimated cost, and proposed financing method for each project.

The state standard has evolved from five to six to seven years, and the Committee discussed targeting a minimum of six years with an aspiration toward ten, consistent with the Mayor's direction.

Director Sopczneski updated the Committee on grant activity, including a submitted project grant application pending final review by NVCOG before forwarding to the state, ongoing pursuit of smaller DOT grants, a Brownfields grant, and a potential Greenfields grant tied to the downtown project. Commissioner Gualtieri suggested that grant applications, when well-prepared, could serve double duty as justification for capital improvement requests, noting that state grant applications often ask whether a project is included in the municipality's capital plan.

Regarding the road bond program, Director Sopczneski clarified that the \$6 million bond package (\$3 million this year, \$3 million next year) includes funding allocated to the South Main Street Bridge. Since the Local Bridge Program has been secured to cover 50% of bridge costs, the Committee discussed whether the resulting savings could be redirected to other road projects within the bond's scope. It was noted that such a reallocation would require council approval and would depend on the bond language and bond counsel's interpretation. Director Sopczneski indicated that under his current three-year road plan, all roads in the bond package—plus additional roads such as Keegan Road—could be completed, if we are including \$1 million per year allocation to Town Aid Road funds.

Melanie Church, 328 Main St., Terryville, CT brought up the need for Public Works to have additional staff support, noting the current Director's workload. Members commended Director Sopczneski and his team, including Superintendent Aaron, for their work, and suggested that a position description for an engineering assistant—similar to one that existed previously—be revisited.

7. Public Comment

Melanie Church, 328 Main St., Terryville, CT addressed the Committee with several comments. She expressed strong support for Director Sopczneski and urged the Committee to advocate for additional staffing in Public Works, warning that without relief the department risked losing key personnel.

Councilman TJ Zagurski urged Committee members to attend an upcoming joint meeting between the Town Council, Board of Finance, and Board of Education concerning school facility issues, including the possible closure of the children's library.

Melanie Church, 328 Main St., Terryville, CT raised concerns about the financial burden on taxpayers and the need for a coordinated capital strategy for school buildings, suggesting that school bond funding may be more appropriate for some of those improvements.

Chairman Castle and Director Sopczneski briefly discussed the proposed solar installation on Preston Road, noting existing drainage concerns in that area and the Town's limited ability to

intervene given state-level authority over such projects. Chairman Castle noted that the Planning and Zoning Commission has a moratorium in place and approximately 115 days remaining to develop updated solar regulations addressing issues such as site suitability, drainage, decommissioning, and fire safety access.

Director Sopczneski introduced a proposed truck route concept for the industrial park, designed to divert tractor-trailer traffic away from the town center and narrow residential roads. The proposed route would direct trucks from Routes 6 and 8 via Seymour Road and Route 72/Preston Road into the industrial park. The Committee discussed associated signage needs and noted that several roads involved are state roads, limiting the Town's ability to make physical improvements.

Chairman Castle raised concerns about a proposed one-way traffic configuration on Town Hill Road near Lake Windfield, noting potential confusion for regular users of that route and limited sight lines. No formal action was taken on this matter.

Melanie Church, 328 Main St., Terryville, CT does not support this proposal, she hopes that a Public Hearing will be held for residents to express their concerns. This change would affect many residents, especially those that live in the condominiums that use this street daily.

8. Homework – Next Meeting 10/08/2026

The next meeting was confirmed for October 8, 2026. Committee members were advised to review the prior year's capital improvement binders in preparation. Staff offered to provide new binders of a different color for the current year's materials, with the prior year's binders retained for reference. It was anticipated that the Committee would meet twice monthly during October, November, and December to complete department reviews, with department presentations scheduled to avoid scheduling conflicts with Planning and Zoning meetings. Submissions from departments are due by the end of October as our recommendations to the Mayor for his review are due at the end of December, with the Mayor's budget presentation to the Board of Finance expected in April.

9. Chairman / Committee Member Comments

No additional comments were offered beyond those incorporated into earlier discussion.

10. Adjournment

A motion to adjourn was made by Commissioner Gualtieri and seconded by Commissioner Maffia. The motion carried unanimously.

Submitted by,

Pamela Pelletier
Recording Secretary