

Town of Plymouth
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Capital Improvements Committee

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Capital Improvements Committee Regular Meeting

Meeting Minutes
October 8, 2026, 5:30 PM
Mayor's Conference Room

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 October 8, 2026 at 5:30 PM in the Mayor's Conference Room, Plymouth, CT.

Present: Chairman George Castle, Mayor Dave Sekorski, Mike Mafia, Vincent Gualtieri, Jim Klaneski (Members), Vicky Carey (Board of Finance Liaison), TJ Zagurski (Liaison), Mary Jane (MJ) Boucher, and Pamela Pelletier (Secretary).

2. Fire Exit Notification -Pointed out by the Chairman.

3. Pledge Of Allegiance -Led by the Chairman.

4. Acceptance Of Minutes – Previous Meetings

A motion to accept the minutes of the previous meeting was made by Mike Mafia and seconded by Jim Klaneski. The motion carried unanimously.

5. Capital Improvement – 5-Year Plan

[This item was moved forward on the agenda at the start of the meeting to accommodate the Mayor's schedule.] Motion was made by Mike Mafia and seconded by Vince Gualtieri to adjust agenda to accommodate Mayor's schedule. Motion carried unanimously.

Mayor Sekorski addressed the committee regarding the need to establish a long-term capital plan. He noted that a primary concern raised by S&P Global — the town's bond rating agency — was the absence of such a plan, and that developing one is critical as the town pursues additional bonding.

The Mayor explained that the administration has begun reconciling capital items from fiscal years 2025 and 2026 to re-establish a baseline. The draft document provided to the committee consolidates FY25 and FY26 into a single column representing already-committed appropriations, with FY27 reflecting the recently adopted budget and FY28 reflecting items already committed for the following year. The Mayor clarified that the committee would not need to re-review items in the committed columns unless a department head brings forward a significant variance — citing the HVAC project at the Terryville Library, which appears to be underfunded relative to current projections, as a likely example of an item that would return to the committee.

Mayor Sekorski also highlighted that some larger expenditures — such as bonding, extended leases, and major vehicle purchases — may need to be handled differently than standard departmental capital requests, with an eye toward their long-term impact on the town's debt service. He indicated that the finance department and Board of Finance liaison would play an important role in providing guidance on these matters.

The Mayor formally requested that the committee move to raise the capital improvement threshold from \$5,000 to \$25,000, noting that this change would require a formal motion and a revision to the committee's adopted policy, as the committee was established by ordinance. He stated he would confirm whether a Town Council vote is also required. The item was tabled for a formal vote later in the meeting.

6. Capital Improvement Departmental Project Packets Discussion

Plymouth Volunteer Ambulance Corps (PVAC)

PVAC representative Norm presented two capital requests.

Ambulance Replacement: The corps' 2017 ambulance — the older of its two units — is nearing the end of its useful life and was noted to currently be out of service due to brake issues. The request is for funding toward a new box-style ambulance to replace the existing van-style unit. The presenter noted that the current van ambulance is too small to effectively serve the corps' patient population. It was emphasized that ambulances require approximately two years to build, making early approval essential. The proposed cost is approximately \$250,000, with the intent that subsequent annual contributions would build reserves for the next replacement cycle.

EMT Training Simulator (Laerdal SimMan): The second request is for a high-fidelity, life-sized CPR and EMT training simulator described as uniquely realistic — capable of blinking, flinching in response to incorrect technique, producing audible heart and lung sounds, and providing feedback on procedures such as iGel airway insertion. The deputy chief, who previously instructed at an outside organization, has joined PVAC and will lead EMT and CPR certification classes for the town using this equipment. The committee was informed that no other organization in the area currently has this device. Members noted the package is well-documented and thorough, and requested that the presenter supply marketing materials from the manufacturer for distribution at the next meeting. Cost approximately \$45,000

Board of Education

Superintendent Brian Falcon presented a proposal for two school roof replacements, framing it as a unique financial opportunity due to state reimbursement.

Overview: The Board of Education is seeking a bond of \$4,500,000 to fund roof replacements at Harry S. Fisher Elementary School (Phase 1) and Plymouth Center School (Phase 2). The state reimburses 70 cents on the dollar for qualifying roof projects, making timely action more advantageous. The reimbursement structure allows the proceeds from Phase 1's reimbursement to directly fund Phase 2, resulting in the town effectively completing two full roof replacements for approximately the cost of one.

Fisher Elementary (Phase 1): The roof at Fisher is in the most deteriorated condition of all district schools. An infrared scan revealed that approximately 43% of the roof — over 28,000 square feet — is compromised, with portions that are original to the building. Committee members were shown color photographs illustrating visible holes in the roofing membrane and extensive wet insulation identified by infrared scanning. The Superintendent described a recent walkthrough during a rainstorm, during which water was observed entering through the gym walls, classroom areas, and corridors. Ceiling tiles are being proactively removed during the day as a safety measure. The estimated replacement cost is \$4,150,000 for the roof itself, plus \$350,000 for the removal and reinstallation of solar panels — totaling \$4,500,000. The state is projected to reimburse approximately \$2,900,000 upon project completion.

Plymouth Center School (Phase 2): Plymouth Center's roof was also scanned and similarly shows widespread wet insulation and patchwork repairs throughout. The estimated replacement cost, including solar panel work, is approximately \$2,830,000. Using the reimbursement from Phase 1, the town would fund this project at no additional bond requirement. A further reimbursement of approximately \$1,820,000 is expected after Phase 2 is complete, leaving the town with roughly \$1,300,000 in remaining bond funds.

Process and Contractors: The Garland Company, a roofing consultant already familiar with both buildings, would prepare the RFPs and has recommended an experienced project manager with extensive knowledge of the state reimbursement process. The Superintendent emphasized that state inspections occur at every phase of the project, and that any work outside their requirements risks disqualification from reimbursement.

Discussion touched on several related topics. Committee members raised the condition of the solar panels — installed around 2010 — and their life expectancy. It was noted that both schools are under solar lease agreements, requiring panels to be removed and reinstalled during roof work. A question was raised about whether it might be more cost-effective to buy out the solar contracts rather than remove and reinstall the panels. The Superintendent agreed to review the lease agreement — which was located in the files of a previous business manager — to assess this possibility.

The committee also raised the issue of bringing the flat roofs into code compliance, which would involve adding a modest pitch to improve drainage. This cost is included in the Garland Company's estimates. Regarding the expected lifespan of the new roofs, the presenter indicated a range of 20–30 years.

Health and safety were identified by Chairman Castle as the committee's top priority criterion, and the Board of Education's presentation was recognized as clearly meeting that standard. The Superintendent clarified that anything under \$50,000 is handled within the Board's own budget; only items exceeding that threshold is brought to the Capital Improvements Committee. The committee discussed the Board's intention to return with up to three additional capital items — such as windows, parking lots, and vehicles — prioritized by the Board's Education Finance & Operations subcommittee.

7. Public Comment

Roxanne Perugino of the Board of Finance, commented that she found the Capital Improvements Committee's process to be among the most complex of any board she had observed, and requested to be added to the mailing list and provided with a copy of the committee's reference book. She also noted the declining state reimbursement rate and encouraged the committee to act promptly on qualifying projects.

8. Homework – Next Meeting

Chairman Castle reviewed the committee's scoring and prioritization process for new capital requests. Members were reminded to review submitted packets independently before the next meeting, score each request according to the committee's established criteria, and bring their results for group comparison. The Chairman noted that individual scores tend to converge closely, and that final prioritized rankings are forwarded as recommendations to the Mayor and the Board of Finance — with no authority over funding decisions resting with this committee.

Upcoming Meeting Schedule: The following meeting dates were established:

- **October 22, 2026** – Special Meeting
- **November 5, 2026** – Special Meeting
- **December 10, 2026** – Regular Meeting (with December 3rd and 17th held as optional additional dates if needed)

The committee also discussed the outstanding matter of formally adopting a revised capital threshold and updating the committee's policy document for publication on the town website. It was agreed that a formal vote on the threshold — proposed at \$25,000 — would be scheduled for a future meeting after further review of the existing ordinance and state statutes. Vince Gualtieri noted that the threshold requirement encompasses both a minimum dollar amount and a nonrecurring expenditure criterion, and that recurring items such as police vehicle replacements and bulletproof vest programs arguably belong in operating budgets rather than capital plans. He also stated that after reviewing other Towns' criteria he found that their Capital request thresholds fell between \$5,000 to \$10,000 for a Town our size.

9. Chairman / Committee Member Comments

No additional comments were offered by committee members.

10. Adjournment

A motion to adjourn was made and seconded. The motion carried unanimously.

Submitted by

Pam Pelletier
Recording Secretary