PLYMOUTH PUBLIC SCHOOLS
CENTRAL OFFICE
27 NORTH HARWINTON AVENUE
TERRYVILLE, CONNECTICUT 06786

MISSION STATEMENT

The Mission of Plymouth Public Schools is to challenge, inspire, and prepare all students for success in an ever-changing and complex world.

SPECIAL MEETING
OF THE
PLYMOUTH BOARD OF EDUCATION
FINANCE & OPERATIONS COMMITTEE
TERRYVILLE HIGH SCHOOL **LIBRARY**
33 NORTH HARWINTON AVENUE
TERRYVILLE, CT 06786

MONDAY, OCTOBER 5, 2026

6 P.M.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2026 OCT -9 AM 10:20
TOWN CLERK

MINUTES

Present: Mr. Bourbonniere, Chair; Mr. Showers, and Mr. Perugino, committee members
Absent: Mrs. Palmer committee member

Also Present: Mr. Tencza, Business Manager

1. Call to Order & Pledge to the Flag

Mr. Bourbonniere, Chair called the Special Meeting of the Plymouth Board of Education Finance and Operations Committee of October 5, 2026 to order at 6 p.m. The group joined in the pledge to the f lag.

2. Adoption of the Agenda

MOTION: To entertain a motion to adopt the agenda as presented. Motion Mr. Perugino, second Mr. Showers, any discussion, if none, all in favor, any opposed, any abstentions, motion carries.

3. Finance:

(a) Harry S. Fisher Elementary School roof repair is scheduled.
Business Manager, Matthew Tencza reported that he authorized a temporary repair to the Fisher Elementary school roof. The repairs have been delayed due to the weather conditions we have been experiencing. The cost of the repair is $10,000.00.

(b) Mason Truck Body need replacement. Possibly utilizing non-lapsing.
Business Manager Matthew Tencza reported that the district-owned dump truck needs a replacement bed and surface restoration of the frame. The dump truck is 11 years old and while the engine and cab compartments are in excellent shape, the bed of the truck is very rusted due to the use of our sander during the winter. Estimated cost of repairs is $30,000.

The Finance and Operations Committee will recommend to the BOE an allocation of $30,000 from the lapsing account to make these repairs.

(c) Introducing P-Card Program – Discussion.
There was a lengthy discussion about introducing a P-Card program to the Plymouth Public Schools. Mr. Tencza explained there are numerous employees that must use their own credit cards to make purchases on behalf of the district due to the ever-changing requirement by some vendors. The best example that he offered is the Family Consumer Science teachers at both Eli Terry and THS use their own funds to purchase all the supplies for their classes and then must get reimbursement from the business office. There are times that reimbursement can be delayed based on when the request is received and when the next check run is scheduled. Mr. Tencza asked for approval to continue researching programs and begin creating a control structure for a P-Card Program. While the committee is cautious about such a program, they understand the need and approved for Mr. Tencza to proceed.

4. Operations:

(a) Reports for Eli Terry Jr. Middle School and Harry S. Fisher Elementary School Roofs.
Mr. Tencza provided additional information and the results of the infrared roof survey for both Plymouth Center School and Harry S. Fisher School. As expected, the survey showed both roofs are in serious need of replacement and a discussion took place on the best way to approach the town for funding.

(b) Harry S. Fisher Elementary School Sidewalks.
Mr. Tencza reported that the sidewalks at Fisher Elementary School are in a significant state of deterioration, and like PCS need to be addressed for safety issues. The district has received a quote of $58,625.00 to have this work done. Mr. Tencza recommended that we wait to see if there will be funds to address this at the end of the fiscal year. If funds are not available, other sources of funding will need to be discussed.

(c) Plymouth Center School Sidewalks billing sent to Town Hall per Finance Director.
Mr. Tencza informed the committee that the sidewalk project is now complete, and the vendor is seeking payment. After notifying the town that the project is complete, Mr. Tencza was directed by the town comptroller to forward the invoices to the comptroller's office and the invoices would be paid by the Town of Plymouth from the capital account as allocated in the 2026-2027 capital budget.

5. Possibility of Moving the Finance & Operations Committee Meetings – Discussion
After a brief discussion, it was agreed by the committee to move future Finance and Operations Committee Meetings to the first Wednesday of each month. Meetings will be held at 6PM in the Terryville High School Library as needed. This action was voted on by the committee after a motion by Mr. Bourbonniere and seconded by Mr. Perugino.

6. Adjournment

MOTION: To entertain a motion to adjourn at 7:17 p.m. Motion Mr. Showers, second Mr. Perugino all in favor, motion passes.

Respectfully submitted,

Patricia Piskorski

Patricia Piskorski
Recording Secretary
For the Plymouth Board of Education Finance & Operations Committee