

Town of Plymouth
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Capital Improvements Committee

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Melanie Church
2025 DEC 22 AM 9:20
PLYMOUTH, CT
TOWN CLERK'S OFFICE
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MINUTES
Special Meeting
December 18, 2025 – 5:00 p.m.
Mayor's Conference Room, Town Hall

1. Call to Order / Roll Call

A Special meeting of the Capital Improvements Committee was called to order at 5:10 p.m. by **Chairman George Castle** in the Mayor's Conference Room, Town Hall, 80 Main St., Terryville, CT.

Members in attendance included: **Chairman George Castle**, **Jim Klaneski**, Vicky Carey and Pam Pelletier-Recording Secretary.

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

3. Pledge of Allegiance – Led by the Chairman.

4. Public Comment

John Murphy, 74 Main St., Plymouth, CT asks for a description of how the Capital Improvements Committee process works.

Chairman George Castle explains that all departments submit their capital requests and meet with the Committee to explain their needs. They are asked to prioritize by need. The Committee reviews all requests and ranks with set ranking guidelines and then sends their recommendations to the Mayor. The Mayor then reviews and makes adjustments, and the recommendations follow the process by being reviewed and approved by the Town Council and Board of Finance.

Chairman Castle also advised and explains the process relative to this Committee's oversight on Bonded Projects, from the Bid process to awards and tracking of spending.

Melanie Church, 328 Main St., Terryville, CT

Clarifies that the Town Council has final approval on the budget.

5. Capital Improvements Project Discussion

- a. Review of all submission to date.**
- b. Report from meeting with Mayor- Public Works/Highway Dept. Budgets**

Capital Improvements Committee
Special Meeting – 12/18/2025

Due to member conflicts, reviews are not conducted. There is general discussion regarding timelines for recommendations to the Mayor and Town Council.

January 8, 2026 -We will contact the Mayor to ask if he could attend our meeting scheduled for January 8th, at 5:30 p.m. to review his recommendations for Public Works and Highway requests.

Committee review/ranking – to Secretary to update spreadsheet.

January 15, 2026 – Committee final review of recommendations.

January 22, 2026 – Committee review/turnover of recommendations with Mayor.

February 10, 2026 – Town Council

February 19, 2026 – Board of Finance

6. Homework – Next Meeting 01/08/2025 - Review and Rank all Departmental Applications prior to meeting.

7. Chairman / Committee Member Comments

Jim Klaneski comments that our new Ranking process works well for tangible items, but may need revisions for intangible items; he does not feel that they are represented as well. We may need to add or modify ranking. Example: For IT, Recreation items the ranking system does not represent their importance.

There is general discussion. **Vince Gualtieri** offers his thoughts when ranking; he does not take into consideration the safety aspect in ranking intangible items.

8. Adjournment

MOTION: **Jim Klaneski** made a motion, which was seconded by **Vince Gualtieri** to adjourn the meeting and the motion is voted on unanimously.

Respectfully Submitted

Pamela Pelletier, Recording Secretary