

Town of Plymouth
80 Main Street
Terryville, CT 06786
www.plymouthct.us

Public Works Board
Tel: (860) 585-4001
Fax: (860) 585-4067

Minutes
Regular Meeting
Tuesday, February 24, 2026
Assembly Room, Plymouth Town Hall, 5:45PM

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORDING
2026 FEB 25 AM 11:49
Stella Konrad
TOWN CLERK

1. Call Meeting to Order

The meeting was called to order by **Chairman Nate Brown** at 6:45 p.m. on February 24, 2026 at 5:45 p.m. in the Assembly Room, Town Hall, 80 Main St., Terryville, CT.

2. Roll Call

Members in attendance included: **Chairman Nate Brown**, Vice **Chairman Joe Carey**, **Peter Giancesini**, **Mark Lewandoski**, **Joe Sopcznreski**- Public Works **Director**, Councilman **TJ Zagurski**, **Vicky Carey**-BOF and **Pam Pelletier** Recording Secretary

3. Fire Exit Notification – Pointed out by the **Chairman**.

4. Pledge of allegiance – Led by the **Chairman**.

5. Acceptance of Minutes previous Meetings

Special Meeting – 01/20/2026

MOTION: **Joe Carey** Made a motion, which was seconded by **Peter Giancesini** to approve the minutes of the 1/20/2026 meeting and the motion is voted on unanimously.

6. Monthly Reports

Director's Report

February 24, 2026

Administrative

Highway Superintendent Position

- Received applications from local and surrounding areas, qualification matrix used to develop short list.
- Present short list candidates to the DPW Board for in-person interviews.
- Set schedule – Interview format

Highway Crew – open positions – Job posting to be placed

- Update to Highway crew job description for posting.

MS4 Report

- 2025 Draft report posted to Town website for 2/15 requirement.

- Collaboration with NVCOG to update report and methods to pursue further compliance in 2026.

DEEP Annual Municipal Recycling Report

- FY2024 / FY2025 Compiled data, completed and submitted.

OSHA Report

- Report received 2/19/26, informal conference requested.
- Reviewing and developing items for abatement.

Road Excavation Restoration Policy – See attachments

- Roads less than 5 years old from paving date. – Permanent Pavement Replacement 1
- Roads greater than 5 years old from paving date. – Permanent Pavement Replacement 2
- Discuss policy requirements

Please review – to be discussed at a future meeting.

Highway Maintenance

- 2/22-2/23 Storm Calvin – 7 Highway Crew + 4 Hired Drivers – 24HRS + Plowing with breaks.
- 2/24 Hauling in 300 tons of sand/salt, continued clean up.
- Statewide road salt shortage remains – 400 Ton order placed with Morton Salt, exploring purchasing from Chemical Equipment Labs. Similar pricing.

Highway Projects

The Farms 1 Mountainview / Crestview Budget Update

- Cocchiola \$312,394.95 (\$250,000 ARPA, \$62,394.95 Town Roads)
- Compiling data for other work – underdrains, storm drains.

Road Bond Package – Road List - Sequencing

S. Main St Bridge

- WMC performing project sequencing updates to allow for bridge construction while keeping a traffic lane open.

Todd St Bridge

- WMC Engineering complete.
- DPW and P&Z to explore ROW needs, make contact with abutting property.
- DPW to prepare RFP package

Tory Crossing

- Meeting with NVCOG 2/20/26
- Pre-Application submittal
- Engineering at 70%
- DPW and P&Z engaging ROW property owners

Funding

- Project Pipeline to be developed to take advantage of funding opportunities.

LOTICIP – Pre-Application submittal to NVCOG for Tory Crossing Project.

LOCIP – March 1st allocation notice.

STEAP- no current round open.

Facilities

PVAC

- 2/15 Backflow Preventer Leaking – Repaired 2/17
- Pressure reducing valve has slow leak- replacement ordered.
- Electrical Fault 2/18 – Repaired 2/18
- Toured facility and met with PVAC Board 2/18
- Review budget and address Punch List Items, Lighting First.

Library

- Meeting and walkthrough scheduled to review HVAC project.

Town Hall

- Reviewed door control and camera updates – developing RFP

General Discussion –

Chairman Nate Brown asks for clarification on the paving schedule for bonded roads. **Director Sopczneski** advised that Plymouth Farms I is the area that we left off with in the fall of last year. Plymouth Farms II would be the remaining area.

Chairman Brown is happy to hear that we are working with NVCOG and DAS and feels that the networking that is available will benefit the Town.

Director Sopczneski is asked where we stand in our snow budget; he advised that he is working the numbers now and it is very tight, we may need to request additional funding. He explains that one issue that has arisen is with sidewalk clearing. The Town has historically cleared Route 6, Allen St., and routes to the schools for walkers. There is an area in Plymouth on Route 6 that has become a problem due to snow being plowed by DOT that has been piled too high for our equipment to handle, subsequently it is too much for the resident to be asked to clear.

Joe Carey asks who clears the sidewalks along Baldwin Park; the Town currently plows both sides of the road where there are sidewalks along Route 6.

Mark Lewandoski comments that our current equipment is not adequate. **Director Sopczneski** advised that the snow blower attachment that we purchased is not compatible with this machine.

7. Old Business

Salt Shed – no update, however **Director Sopczneski** advised that this structure is critical to our operation.

Joe Carey states that now that we have determined the need for the shed, we need to determine how to bring it into compliance.

Joe Carey asks whether there are any other line items with excess funds that could be transferred to cover deficits.

Director Sopczneski will provide an update on all accounts at our next meeting.

Mark Lewandoski asks if we are using any outside vendors; **Director Sopczneski** advised that we have used outside vendors in the past and we called in (4) additional drivers for this past storm.

8. New Business –

Chairman Nate Brown distributed a draft Public Works Policy for Use of Proceeds from Sale of Surplus Property for Board Member review. He reads the proposed policy into the record. Members are asked to review and bring back comments to the next meeting.

9. Public Comment –

Steven Savron, 7 Crestview Rd., Terryville, CT

Mr. Savron suggests that the Town contact BOE to acquire the brand-new John Deere machine that was purchased last year for their school maintenance staff. He advised that the maintenance staff was dissolved and a private vendor has been contracted to do the maintenance work. This equipment is just sitting there and could be valuable to our Highway department.

Councilman **TJ Zagurski** believes that this equipment has already been turned over to the Town and is sitting behind the Highway Dept. building. **Director Sopczneski** will investigate.

Melaine Church, 328 Main St., Terryville, CT

Feels Highway Dept. did a great job during this last storm. It seems as though everyone is finally working together. Mrs. Church also questions where unused funds from the STEEP grant went; they are supposed to be returned if not used.

10. EXECUTIVE SESSION – Personnel Matters – if needed

MOTION: **Joe Carey** made a motion, which is seconded by **Peter Giancesini** to go into Executive Session to discuss Personnel Policy and perspective applicants for the Highway Superintendent and vacant Highway positions. The motion is voted on unanimously. Time: 6:10 p.m. The regular meeting resumes at 6:20 p.m.

11. Administrative – nothing further

12. Chairman’s Report -nothing further.

13. Commission Member Comments

Joe Carey questioned if the proposed Surplus Policy distributed earlier in the meeting is replacing the previous policy approved at a past meeting; he understood that the board had recommended it be sent to Town Council.

Chairman Nate Brown advised that the last proposal was never sent to the Council. He is asking the board to review and bring back comments and suggestions from both so that a recommendation can be made and sent to the appropriate parties.

Mark Lewandoski supports that the funding comes back to Public Works for our use.

Joe Carey feels that as long as accounting procedures are put into place and handled correctly there should not be a problem. We need to make sure an approval process for spending the funds is in place and that we get approval from the appropriate body (Town Council or Board of Finance). If the funds are put into a designated Public Works account, it would be easier to track for future needs. **Peter Giancesini** agrees.

Joe Carey questions if there is any oversight on snow removal, regarding the road conditions after clearing. There were a few roadways that really needed additional attention. **Director Sopczneski** advised that the Acting Superintendent was checking routes, however because there was a shortage of salt it affected the material left on the roadway.

Joe Carey questioned whether work orders were being addressed; **Director Sopczneski** advised that he has no update at this time.

14. Adjournment

MOTION: **Mark Lewandoski** made a motion, which was seconded by **Joe Carey** to adjourn the meeting and the motion is voted on unanimously.

Pamela Pelletier

Pamela Pelletier, Recording Secretary

Pp

Attachments



Town of Plymouth

Department of Public Works

80 Main Street Terryville, Connecticut 06786

Joe Sopczneski
Public Works Director
Asst. Emergency Mgmt. Director
Tree Warden

Phone: 860-585-4030
Fax: 860-585-4067
Email: jsopczneski@plymouthct.us

Road Excavation Permit and Restoration Requirements

The following conditions apply to all utility excavations within the Town of Plymouth roads and public right-of-way. Compliance with these conditions is mandatory and subject to inspection and enforcement by the Director of Public Works or their designee. This document shall prevail in the event of any conflict with the submitted construction details.

Permit Approval and Documentation

No excavation shall commence until the following documents have been submitted and approved by the Department of Public Works.

- Completed Road Excavation Application and Permit
- Dimensioned Plot Plan showing existing utility location and proposed trenching location in relation to the centerline of road, pavement edge, property line and structures.
- Prior to excavation the applicant shall provide pre-construction photographs documenting the existing pavement conditions, curbs and sidewalks; clearly dated and labeled by location.

Excavation and Backfill Requirements

See attached construction details for utility trench, temporary pavement, permanent pavement replacement and residential sidewalk construction.

- All pavement, sidewalk and curbing cuts shall be saw-cut with straight, neat edges.
- Trench excavation shall be limited to the minimum width necessary.
- Backfill shall meet standards found in the permanent pavement replacement detail.
- Compaction shall be performed in lifts no greater than 8 inches.
- See attached trench detail for minimum requirements.

Permanent Replacement Requirements

- Curb to curb or centerline to curb restoration may be required at the discretion of the DPW.
- If needed temporary patching, followed by a 90-120 day trench settlement period after which permanent pavement replacement shall be performed.
- Temporary pavement shall be hot mix asphalt only and maintained by the permittee until permanent replacement.
- Permanent pavement replacement shall not be performed during winter conditions or outside of standard paving season.
- For roads less than 5 years old from the date of pavement, permanent pavement shall be performed at a minimum to the requirements identified in the attached Figure PPR-1.
- For roads greater than 5 years old from the date of pavement, permanent pavement shall be performed at a minimum to the requirements identified in the attached Figure PPR-2.
- If present, disturbed bituminous curbing and concrete sidewalk shall be replaced and work performed at a minimum to the requirements identified in the attached Figure Residential Sidewalk Detail.

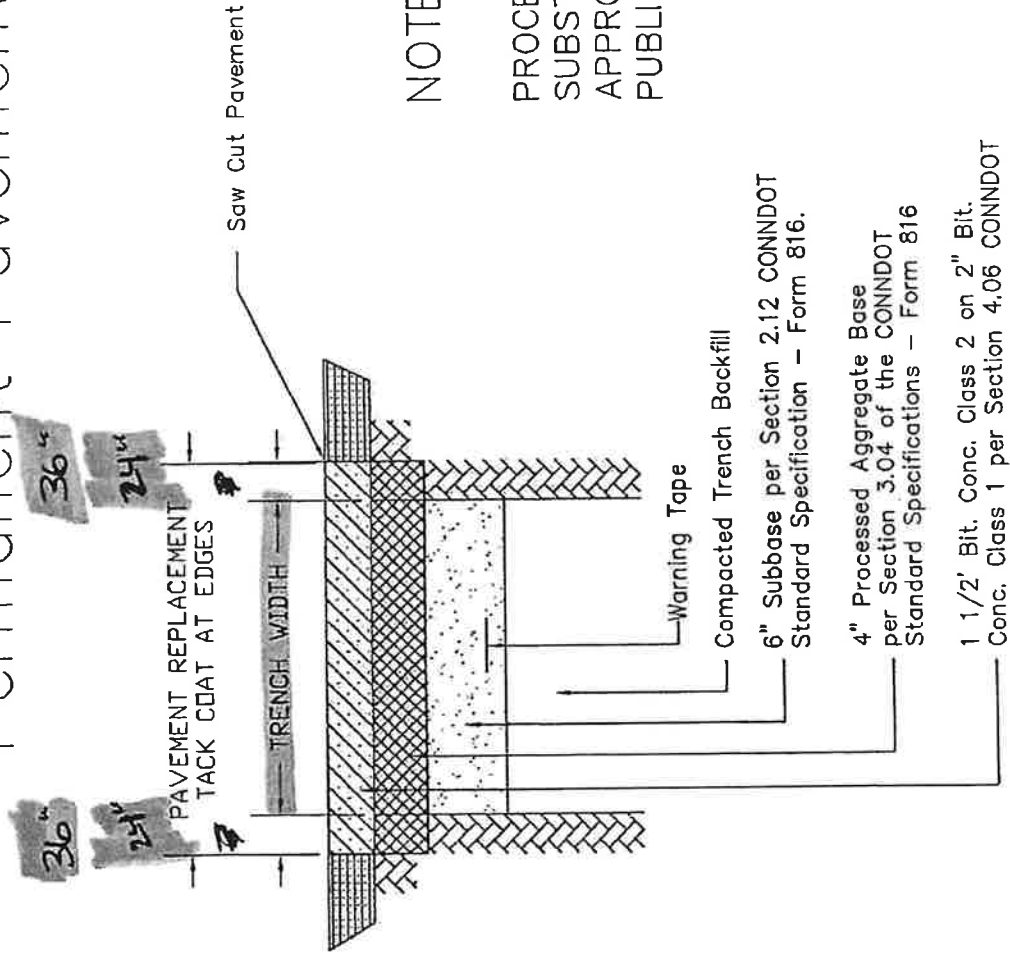
Inspection and Notification

Permittee shall notify DPW with 48 hours notice prior to excavation work and schedule inspection of trench backfill before placement of temporary and/or permanent pavement.

Acceptance, Warranty and Maintenance Bond

Final acceptance of pavement replacement shall be made by the DPW. Acceptance may occur after a settlement period of 30-90 days. Permittee shall provide a maintenance bond equal to 125% of the estimated restoration cost. The maintenance bond shall remain in effect for a minimum of two (2) years. The permittee shall be responsible for correcting settlement, cracking, patch failure or any degradation related to the excavation. Bond release shall occur only after written acceptance by DPW.

Permanent Pavement Repair



NOTE:

PROCESSED AGGREGATE MAY BE SUBSTITUTED FOR SUBBASE WITH THE APPROVAL OF THE DEPARTMENT OF PUBLIC WORKS.

PPR-1 LESS THAN 5 YRS FROM PAVING

TOWN OF PLYMOUTH

Permanent Pavement Replacement

As Approved By Town Council
Date: 00/00/11

DWG 4 - B

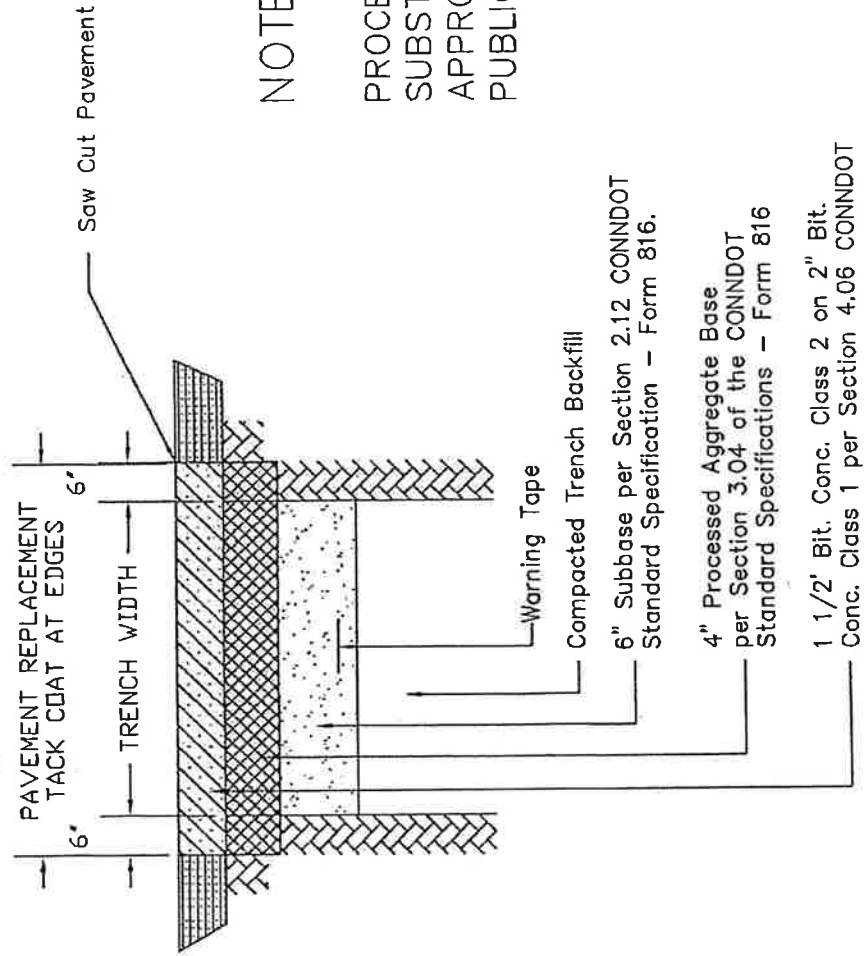


PUBLIC WORKS DEPARTMENT
80 MAIN STREET
TERRYVILLE, CT 06786
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NTS

DLS

Permanent Pavement Repair



NOTE:

PROCESSED AGGREGATE MAY BE SUBSTITUTED FOR SUBBASE WITH THE APPROVAL OF THE DEPARTMENT OF PUBLIC WORKS.

PPR-2 GREATER THAN 5 YRS

TOWN OF PLYMOUTH

Permanent Pavement Replacement

As Approved By Town Council

Date: 00/00/11

DWG 4 - B

Scale: NTS

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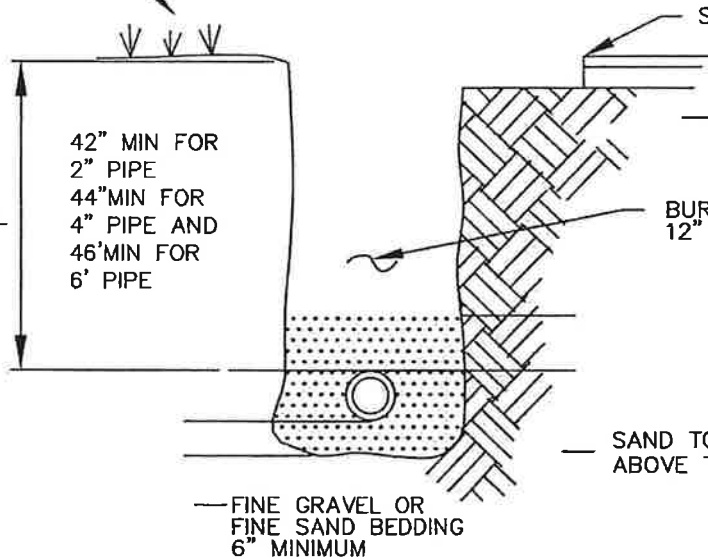


DLS

EXISTING GRASS AREA

TRENCH WIDTH = 2' + INSIDE PIPE DIAMETER

1' MIN VERTICAL
4' MIN HORIZONTAL
SEPARATION



SAWCUT EXISTING PAVEMENT

BACKFILL IN 6" LIFTS AND
COMPACT TO 95% DENSITY

BURIED UTILITY WARNING TAPE
12" ABOVE PIPE

SAND TO A MINIMUM OF 12"
ABOVE TOP OF PIPE

FINE GRAVEL OR
FINE SAND BEDDING
6" MINIMUM

UNDISTURBED EARTH OR ROCK SURFACE

TYPICAL GAS TRENCH SECTION
NOT TO SCALE

SERVICE TRENCH:

36" MIN COVER - MAIN

24" MIN COVER - SERVICE

TOWN OF PLYMOUTH

Typical Gas Trench Detail

As Approved By Town Council

Date: 00/00/11

DWG 8 - A

Scale:

NTS

Drawn By:

DLS

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