

Town of Plymouth

80 Main Street, Terryville, CT 06786
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Board of Finance

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1. **Call Meeting to Order:** Eugene Croce, Chairman, called the March 12, 2026, Board of Finance meeting to order at 7:00 p.m. in the Assembly Room. Members in attendance: Victoria Carey - Vice Chairman, Jennifer Brunnoli, Jon Draper, Roxanne Perugino, and Tony Osipiak. Also Present: Vijay Dora, Finance Director, and Joe Sopczneski, Director of Public Works, T.J. Zagurski- Town Council
2. **Pledge of Allegiance:** Eugene Croce, Chairman, led the group and audience in the Pledge of Allegiance.
3. **Notice of Fire Exits -** Eugene Croce noted the Fire Exits for the record.
4. **Approval of Minutes**

MOTION:

Tony Osipiak made a motion, seconded by Roxanne Perugino, to approve the March 5, 2026, Minutes.

VOTE:

Motion passed unanimously

MOTION:

Roxanne Perugino made a motion, seconded by Tony Osipiak, to approve the March 9, 2026, Minutes with the following correction.

CORRECTION:

Jennifer Brunoli noted page. 5 “Jennifer Brunoli confirmed that we approved in the last budget (upgraded the senior lounge for \$10,000), and the Town Council changed that and briefly elaborated.

VOTE:

Motion passed unanimously

5. **Public Works**

Joe Sopczneski, Public Works Director, formally introduced himself to the Board of Finance. He appreciated working with Vijay Dora, Finance Director, and his staff - working on this budget with them has been very helpful to help bring him up to speed on the history and has given him time to put some input into this budget going forward.

PLYMOUTH, CT
 TOWN CLERK'S OFFICE
 RECEIVED FOR RECORD
 2026 MAR 16 PM 6:42
Stacie Kempa
 TOWN CLERK

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Roxanne Perugino questioned Other Professional/Tech Services.

Joe Sopczneski, Public Works Director, explained in detail the iWorQ Systems, a multi-purpose portal with which we have a contract. One of the most used parts of it is citizen engagement, where individuals can report problems such as potholes, etc.

Joe Sopczneski, Public Works Director, noted Code Enforcement, pavement management (noted study) data, road quality, and suggestions are in there - would like to utilize this system even more for its capabilities, and briefly elaborated.

Roxanne Perugino questioned the progression of how we should move forward for road repair.

Joe Sopczneski, Public Works Director, stated yes, noted has a lot of different modules for tracking tasks and requests, and briefly elaborated.

Joe Sopczneski, Public Works Director, stated that part of the program was not budgeted for in the past, and this increase covers the entire expense of that service contract and all its features.

Roxanne Perugino questioned whether Public Works and the actual Committee have not come together on which ones (roads) should be done.

Vicky Carey stated that this is still in the process of being worked on and briefly elaborated.

Highway

Vicky Carey questioned the increase for the Highway Supt. position \$6,000- have not hired as of yet, salary should start as previous and/or what the mayor has decided, need justification for that.

*Joe Sopczneski, Public Works Director, stated he will have to review the union contract language about that increase and if it applies to the timeline, and briefly elaborated. *(follow-up)*

Vicky Carey questioned Repairs and Maintenance stated you are stuck with the police cars, and ambulance, only \$6,000. Is that enough? (with things breaking)

Joe Sopczneski, Public Works Director, confirmed fire trucks, trucks, trailers, excavators, equipment, and other town office cars and briefly elaborated.

Joe Sopczneski, Public Works Director, reviewed past budgets and believes they fell in line and briefly elaborated.

Eugene Croce questioned the Regular Employees - line item \$68,000.

Roxanne Perugino stated 17% increase, don't understand the difference between the 2026 budget and the 2027 request.

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Eugene Croce stated that so far, on target, \$302,000 through February, and noted still thinks the number is too low.

Roxanne Perugino questioned the increase of 17%.

Joe Sopczneski, Public Works Director, stated that currently there are 8 positions in the budget, a vacant position since the spring of 2025, and one other employee has been lost.

Roxanne Perugino stated regular employees only used 64% as of the end of February, which takes you to the end of the year, \$387,000 salaries paid out. Raising it by \$68,000, a 17% increase, so that is higher than the union contract would be. Why would that be 17% from your expenditures this year to what you would expend next year?

Joe Sopczneski, Public Works Director, stated that it is based on all positions being filled, going from 7 full-time to 8.

T.J. Zagurski, Town Council, stated the last time the department was fully staffed was probably the winter of 2024, noting the revolving door.

Roxanne Perugino questioned whether you are fully staffed.

Joe Sopczneski, Public Works Director, stated presently at 6.

Vicky Carey stated that even with raises and a new union, there is still a revolving door.

Joe Sopczneski, Public Works Director, stated that in the future he would like to explore other ways of compensation, better packages, benefits, etc., rather than limiting out a high end of pay brackets, try to figure out ways to be an attractive town to work for, and briefly elaborated.

Roxanne Perugino stated that you are looking for one part-time seasonal person to add.

Joe Sopczneski, Public Works Director, stated yes.

Roxanne Perugino stated re. Increasing overtime, why both? Can't justify both, confusing!

*Joe Sopczneski, Public Works Director, stated I will review that. *(follow-up)*

Jennifer Brunoli questioned whether the other part-time employee was in the other position that the mayor approved/suggested with the Town Clerk's office.

Vicky Carey stated a different department.

Roxanne Perugino questioned why Parks & Recreation works for you, but not in your budget.

Vicky Carey stated it was put in there because she wanted to make sure it was covered.

Roxanne Perugino stated should we be moving that line item from hers to Public Works.

Joe Sopczneski, Public Works Director, stated had conversations about whether it makes sense to have two part-time people, or maybe one person – re. discussion of how we can make that work.

Roxanne Perugino stated I thought that was a part-time and full-time position in Parks & Recreation.

Eugene Croce noted that Highway is approved for 9 full-time and one part-time position.

Eugene Croce noted that recreation is not approved for the part-time position.

Roxanne Perugino noted they were asking for an increase of \$68,000 seasonal /part-time.

Roxanne Perugino noted another part-time seasonal recreation person for \$60,000

Roxanne Perugino noted it should be taken out of her budget and put in Public Works.

*Joe Sopczneski, Public Works Director, stated he will get back to the Board of Finance. *(follow-up)*

*Roxanne Perugino questioned re. benefits - full-time (benefits) vs part-time (no benefits). Benefits added for full-time instead of two part-time positions with no benefits, if you could discuss with Parks & Rec and get back to the Board of Finance. *(follow-up)*

Eugene Croce stated that at the end, for final approval, whatever changes will be made then at the end.

*Eugene Croce questioned the Repairs & Maintenance increase of \$5,800, if getting rid of some of the higher maintenance Police Vehicles (two replaced), noted hybrids (battery replacement expense) - Wouldn't maintenance go down if you're getting rid of high maintenance vehicles? Can't justify that. *(follow-up)*

Tony Ospiak questioned re. Ratio of how much we send out.

Joe Sopczneski, Public Works Director, stated that a solid amount of it was done in-house due to competent mechanics.

Roxanne Perugino questioned food & meal allowance and clothing.

Vicky Cared stated contractual.

Joe Sopczneski, Public Works Director, stated food & meal allowance is typically used during winter long hours, and clothing is safety (hard hats, steel-toed boots, etc.).

Snow Removal

Roxanne Perugino questioned Salt & Sand for this year.

Tony Ospiak questioned the amount left; some towns are running low.

Joe Sopczneski, Public Works Director, stated we are still stocked, we have enough for a few events, another option would be sand/salt, if we get more than a handful of events, depending on the type of storm (ice vs snow), and briefly elaborated.

Joe Sopczneski, Public Works Director, stated we have 1200 ton storage capacity.

Vicky Carey questioned the snowplowing contracts at the school: Is that \$50,000 correct? Do they pay you back?

Vicky Carey stated they seem to be shifting back to the town to pay.

Roxanne Perugino stated that towns are responsible; they will pay for it, or you will have to increase their budget.

Vicky Carey questioned last year's problem with getting a contractor.

Vicky Carey questioned whether the Board of Education was putting out an RFP (Request for Proposal).

Joe Sopczneski, Public Works Director, stated seems like it's going to be me, past contracts.

Vicky Carey questioned the sidewalks.

Joe Sopczneski, Public Works Director, stated that the Board of Education does the sidewalks in-house have not talked with anyone about their plans for the future.

Tony Ospiak stated that all these departments fall under Public Works. Noted that managerial responsibilities for all the sub-departments of Public Works.

Joe Sopczneski, Public Works Director, stated correct.

Tony Ospiak questioned when there was no Public Works Director or Highway Supt. - we entered into a contract to bridge the gap. Is the contract still in effect, and do you find that useful? And when does it end?

Joe Sopczneski, Public Works Director, stated yes, it has been a good source of information that is not on paper somewhere. The goal is the end of March.

Vicky Carey questioned how much was expended.

Joe Sopczneski, Public Works Director, stated I don't know that.

*Vijay Dora, Finance Director, stated will follow up.

- Questions –

How much did we spend on the contract for the Highway Supt.? *(follow-up)*

What are we going to spend when the contract ends through March? *(follow-up)*

Roxanne Perugino stated the Highway Dept. - the Dept. Head is at 121% overspent.

Maintenance Garage

Eugene Croce questioned whether that is really the union contract increase for two employees 8%.

Roxanne Perugino stated I don't know of any contractor that gets 8%.

Joe Sopczneski, Public Works Director, stated he will double-check it. *(follow-up)*

Tony Ospiak stated that the labor contracts generally came in lower than surrounding communities (fair increase), settled at reasonable rates.

Roxanne Perugino stated that most of our contracts were 4% or less per year (most of them) and briefly elaborated.

Roxanne Perugino noted overtime \$3,000 to 5,000.

Vicky Carey stated last year, there was one regular employee for the maintenance garage, there was one chief mechanic, one assistant mechanic, and they each, according to their contract, got a little bit over 3% increase (union contract).

*Joe Sopczneski, Public Works Director, stated will *(follow-up)*

Eugene Croce stated that if they are both filled now, if both are at a higher level, this could be reasonable.

Eugene Croce questioned fleet repairs & maintenance.

Joe Sopczneski, Public Works Director, stated that some of this reflects the OSHA inspection, and some compliance, equipment (regular inspection and upkeep) will be addressed and briefly elaborated.

Transfer Station

Roxanne Perugino questioned overtime, regular employees, 20% increase.

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Roxanne Perugino questioned the decrease in telecommunications. Who was and who is your new vendor?

Roxanne Perugino questioned one full-time employee 20% increase.

Joe Sopczneski, Public Works Director, stated overtime happens when the full-time employee is out or when we designate another person to be there.

Roxanne Perugino stated re. storms - they close the transfer station, and they utilize him for snow removal.

Joe Sopczneski, Public Works Director, stated will *(follow-up)*

Tony Ospiak questioned if they clock in.

Joe Sopczneski, Public Works Director, stated they clock in (punch in) at the upper Highway Garage.

Vicky Carey stated that this includes some of the brush dump (weekends) and briefly elaborated.

Joe Sopczneski, Public Works Director, stated could be at either facility, not necessarily for that employee, the overtime is charged for the highway department for someone to work at the transfer station -same thing happens, and briefly elaborated.

Roxanne Perugino stated that this does not equate to 20% union contract in regular salaries, request information. *(follow-up)*

Eugene Croce questioned whether we have a contract for recycling and hauling.

*Joe Sopczneski, Public Works Director, stated were the last of some municipalities that compact their trash movement towards open top dumpsters, with high hauling fees, significant costs of that, dumping fees are tipping fees, and briefly elaborated. *(follow-up)*

Vicky Carey read a list from last year, noted the largest CWPM hauling, Murphy Road disposal, and liquid disposals, and brush leaf, noted a lot there, and briefly elaborated.

Roxanne Perugino noted the transfer station is antiquated, repairs vs other options, and then cost differences.

Joe Sopczneski, Public Works Director, stated that exploring repairs to keep compactor going is probably prohibitive, and has an opportunity to change how we function at the transfer station, overall with curbside pick up, and alleviate some pressure from the transfer station this (breakdown) happened while building this budget, does not consider that change, but that goes with operating as we currently are and briefly elaborated.

*Full-time employee and overtime. *(follow-up)*

*Other Professional Technical Services. *(follow-up)*

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Eugene Croce noted a big jump in cost due to closing sights around the state. Where do you haul to now?

Joe Sopczneski, Public Works Director, stated presently to Murphy Road in Windsor, some to Bristol, and briefly elaborated.

Vicky Carey stated that bulk liquid hazmat from last year cost us over \$64,000, oil and antifreeze recycling, grinding contract, lab testing, etc., and briefly elaborated.

Roxanne Perugino questioned whether we charge residents for any of the disposals (batteries, furniture).

Joe Sopczneski, Public Works Director, stated that mostly through tax dollars, programs that accept batteries, bulk permit fees for larger items, construction waste, leverage some programs to get rid of electronics, batteries, propane cylinders, and mattresses. Taxpayers do receive a lot of services for their tax dollars out of the transfer station.

Eugene Croce noted that Revenues are estimated at \$42,500 this year.

*Roxanne Perugino noted the utilities 15% increase should only be \$67,000, not \$126,000. *(follow-up)*

*Joe Sopczneski, Public Works Director, stated that increase from the CT water fire service, which includes maintenance of our hydrants, and water service charges from CT Water. Noted (contract) fee paid and contract signed \$577,000. *(follow-up)*

Vijay Dora stated have not seen the contract. *(follow-up)*

Utilities & Maintenance - A brief discussion took place regarding streetlights (for the ones we own), responsible for replacement & repairs, besides the electricity increase.

Town Hall

Roxanne Perugino stated regular employee went down – someone left – Parks & Recreation.

Joe Sopczneski, Public Works Director, shifted where money was being allocated - listed as a full-time but actual shift to where part-time employees get paid out of. We have three full-time Parks & Rec. and one part-time, who was getting charged to the town hall, now going to get charged to the Facilities Group.

*Roxanne Perugino requested a list that shows what you and what Parks & Recreation do - tell me the responsibilities of what you and what they have listed, and it seems they are doing the same job. *(follow-up)*

Vicky Carey questioned pest control, security monitoring, fire alarms, sprinkler testing, security cameras, HVAC, maintenance, etc., all under contract services.

Joe Sopczneski, Public Works Director, stated that yes, it will all fall under Contract Services - Town Hall.

Vicky Carey questioned whether you take care of the police department's cleaning.

Joe Sopczneski, Public Works Director, stated yes.

Joe Sopczneski, Public Works Director, stated clothing should have stayed at \$500, ex. boots, uniforms, etc.

Tony Ospiak questioned if the town owns all the buildings, why is there not one contract for pest control/inspection, inspection of fire extinguishers, etc., to stay with one contractor, and to be more efficient?

Roxanne Perugino stated that school systems may have more testing and/or stringent rules.

Joe Sopczneski, Public Works Director, stated certainly worth exploring to have more leverage in a larger contract with a single contractor, rather than piecemealed together and briefly elaborated.

Facilities

*Roxanne Perugino questioned 20% increase in full-time employees, before "0", in the last budget for overtime, and is now asking for \$12,000 for overtime. *(follow-up)*

Eugene Croce stated \$14,747 last year, approved 2025, 2026 -, nothing but we do have overtime and briefly elaborated.

Roxanne Perugino questioned how much we have used this year so far.

Joe Sopczneski, Public Works Director, stated \$7,800 as of the first.

*Joe Sopczneski, Public Works Director, stated he will *(follow up)*.

*Jennifer Brunoli questioned Tech Services about a huge increase. Can you explain what the technology is? Could it be combined with the IT section of the budget, or is this Other Professional Services?

*Joe Sopczneski, Public Works Director, stated he will *(follow up)*.

*Joe Sopczneski, Public Works Director, stated that Facilities is the work and maintenance of the entire inventory of the town's buildings.

Vicky Carey stated that it is usually outside of buildings, noted \$4,000 engineering reports to DEEP, owned outside fire alarm systems, chemical inventory sheets, pest control, dam inspections, HVAC, and additional generator costs, noted outside vendors/engineers, and other professional services they perform the work, not our employees.

Roxanne Perugino stated what do the employees do? *(follow-up)*

Vicky Carey stated do not have job descriptions on that? *(follow-up)*

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*Joe Sopczneski, Public Works Director, stated that they are the three Parks & Rec. employees. *(follow-up)*

Roxanne Perugino noted may be duplication.

Vicky Carey stated they just might be broken down into different areas

Eugene Croce confirmed that facilities are all the physical facilities other than the school's, town hall, and ambulance, fire, but it would include Lake Winfield or anything like that, which would have buildings that had to be maintained and grounds

Tony Ospiak questioned the replacement of telephone poles and whether this is a facilities charge.

Joe Sopczneski, Public Works Director, stated that telephone poles are generally owned by Eversource, which falls under utility street lights.

Roxanne Perugino stated \$80,000.

T.J. Zagurski, Town Council, clarified that in areas like the Farms, Meghan Blvd. - The Town of Plymouth owns those where the poles are standalone and not connected to above-ground power lines. If the pole has power lines (above ground), Eversource owns it and is responsible

T.J. Zagurski, Town Council, noted that whereas the Town of Plymouth owns the poles, if the lights burn out, we have to pay for the lights.

Eugene Croce asked if there is an inventory list.

Joe Sopczneski, Public Works Director, stated there is a list.

Building Inspector

Board of Finance members looked over briefly, no notable questions.

Roxanne Perugino questioned when we can expect the information requested and/if any duplication.

Vicky Carey noted an opening in the Board of Finance's budget schedule.

Eugene Croce noted that March 26, 2026, is open.

Eugene Croce noted follow-up questions: Other Professional Services in Public Works, more information on the salaries, who employees Parks & Recs., job description, combined salaries, headcount, overtime if needed, positions filled, salary, and job descriptions. An estimate of what it would cost for a waste removal program in the future and briefly elaborated.

Tony Ospiak questioned snow plowing, practical or non-practical for the town to clear school sidewalks and their parking lots.

Joe Sopczneski, Public Works Director, would have to increase manpower.

T.J. Zagurski stated we tried it last year; the contracted service -Board of Education gave the task to the Public Works Department, which received only one bid, and it cost \$141,000 vs past \$50,000, and briefly elaborated.

Joe Sopczneski, Public Works Director, another thing to consider is the budgeted scope of work and what we are actually performing. The town ordinance requires property owners to be responsible for clearing their sidewalks, though in practice, we clear sidewalks, and briefly elaborated.

Roxanne Perugino stated re. Allen Street sidewalks, after completion, at a town meeting, the town noted that it would be responsible for those sidewalks.

Joe Sopczneski, Public Works Director, noted route 6 has issues, state road DOT needs to put snow somewhere, only place is sidewalks, noting some sidewalks are difficult to clear, and we have equipment, and briefly elaborated.

Vicky Carey stated that we would like information by March 26, 2026, and suggested bringing the information on/or before, since we need to go through the budget, and briefly elaborated.

Eugene Croce stated the first pass through would be March 26, 2026, and that would include revenues.

Eugene Croce stated that we received a policy from Parks & Recreation. The question is when, and whether it was ever approved by the board, and would need final approval from the Town Council. Otherwise, this is considered general fund money, if not approved by the town council, and briefly elaborated.

6. Public Comment

T.J. Zagurski, Town Council, noted Parks & Recreation budget, she (Maureen) hires 2 part-time employees to work with Will, and Paul to do (weeding, etc.) all summer, usually from around April through October, and she has all the summer camps, noting seasonal part-time positions are in the budget.

Melanie Church, 328 Main Street, Terryville, CT – Supt. Highway Dept., they automatically have a stipend in there for lunch (daily), a benefit, wages higher for some 4 or 5-year contracts, raises, look at job description, state statute, people are responsible for their own sidewalks.

7. Correspondence

Vijay Dora, Finance Director, distributed a letter from North Central Connecticut Emergency Medical Services Council, Inc. - dated January 13, 2026, addressed to David J. Sekorski, Mayor, Town of Plymouth – Reference: CMED Fair Share Assessment.

Vicky Carey read from the above letter, “Town Fair Share CMED Assessment for the Fiscal Year 2026-2027 is \$11,879.

Vicky Carey stated our (town's) fair share that we have to pay.

8. Board Member’s Comments

Tony Ospiak – questioned Vijay Dora, Finance Director – what line in the budget is the revenue from the electric charging stations?

*Vijay Dora, Finance Director, stated that the amount is around \$400.00 - Gretchen DelCegno, Library Director, keeps track of that amount. *(follow-up)*

Tony Ospiak suggested it would be nice to track separately to see what it generates.

Jon Draper - None

Jennifer Brunoli - None

*Vicky Carey - Questions requested to the Board of Education, percentages have not been supplied as of yet. *(follow up)*

Roxanne Perugino - None

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Vicky Carey, seconded by Tony Ospiak, to adjourn at 8:30 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary