

Town of Plymouth
80 Main Street
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Capital Improvements Committee
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Agenda
Regular Meeting
February 12, 2026 – 5:30 p.m.
Mayor's Conference Room, Town Hall

PLYMOUTH, CT
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1. **Call to Order / Roll Call**
2. The meeting was called to order by **Chairman George Castle** in the Mayor's Conference Room, 80 Main St., Terryville, CT at 5:35 p.m.
Members in attendance included: **Chairman George Castle, Vince Gualtieri, Jim Klaneski, Vicky Carey,** and Pam Pelletier-Recording Secretary.
Special Guest: Public Works Director – **Joe Sopczneski**
Mike Maffia - absent
3. **Fire Exit Notification** -Pointed out by the Chairman.
4. **Pledge of Allegiance** – Led by the Chairman.
5. **Public Comment** - none
6. **Capital Improvements Project Discussion**
 - a. **General Discussion – Meeting with Town Council**
Chairman George Castle advised that members of the Committee presented their recommendations to the Town Council last week and explained the process and their recommendations.
Jim Klaneski provided a brief description of the departmental application process and how requests are ranked to Director **Joe Sopczneski**. He explained that the new process was developed after reviewing the processes that other Towns followed. We are still in tweaking the process, but it worked out well this year.
Vicky Carey explained that CT State Statutes require that every Town come up with a 6-year Capital Development plan.

Chairman George Castle also advised that this Committee is available to oversee other Capital projects, i.e. roads, bridges, new municipal construction, etc. We are here to help in any way that we can. In the past we had oversight into the bidding process and its

interview and award recommendation, as well as tracking the progress and status of projects once work commenced.

Director Sopczneski advised that he will determine what needs to be done and how the Committee might be able to assist.

Chairman George Castle also advised that he is working with the Economic Development Director to coordinate a subcommittee to work with NVCOG on the 10-year Plan of Development for the Town; Jim Klaneski and Vince Gualtieri along with others have agreed to serve on the subcommittee.

7. Homework – Next Meetings BOF

Vicky Carey advised that there is no need for the Committee to meet with the Board of Finance; she will present our recommendations. She has been working with the Mayor, and his amended list should be ready for the next BOF meeting.

8. Minutes – January 22, 2026

MOTION: Vince Gualtieri made a motion, which was seconded by **Jim Klaneski** to accept the minutes of the January 22, 2026 meeting and the motion is voted on unanimously.

9. Chairman / Committee Member Comments

General Discussion.

Chairman George Castle questions whether Director **Joe Sopczneski** has a plan on how he will coordinate the projects planned for this year.

Director Sopczneski advised that engineering is already in progress on the bridge projects. Todd Rd Bridge – the plan is to build over the existing structure. S. Main St. Bridge will be done in stages and does not have a start date until 2027.

Road Projects will be done in sections, probably starting with the Plymouth Farms area.

Jim Klaneski points out that in our ranking system consideration when reviewing projects includes “synergy” with other “like” projects; a request from the Board of Education for paving of the High School Parking lot was one of their applications. It might save the Town money to consider doing this when we have the contractor’s equipment in the area (mobilization of equipment).

Discussion of new Ranking System-

Jim Klaneski comments that the process went much smoother than last year. His only concern was that departments did not follow the application directions. Most did not submit real estimates, many were just guesses, these need to be tighter and reflect actual estimates. Departments also need to understand that they should be breaking down their funding requests over the six-year funding period, not asking for it all in the first year.

Vince Gualtieri comments that we should put the Capital Improvement Policy, directions and ranking schedule on the Town Website. The Secretary will speak to the Webmaster tomorrow.

He also feels that the information on the excel spreadsheet listing all of the departmental requests should be extended to include the future funding requests. The sheet provided by the secretary only shows a summary of our ranking score and priority. We need to be able to look at this sheet each year to determine what our needs will be in the future.

Pam Pelletier, Recording Secretary explains that this sheet and this responsibility always fell on the Mayor's Secretary; she is only the Committee's Recording Secretary for taking the minutes of the meeting. She stepped up this year as Trisha Hale retired and there was no one in place to do this. The Mayor's Secretary always notified departments when it was time to begin submitting their application requests, sent out all relevant applications and directions, collects the submitted applications and forwards them to the Recording Secretary as well as updating all of the spreadsheets and ranking sheets for the Committee. This needs to be clarified with the Mayor's office.

Vince Gualtieri also feels the Committee needs to see a copy of the document that details the committee's duties. The secretary will see if she can get clarification for the next meeting.

10. 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

Pam Pelletier, Recording Secretary