

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

Capital Improvements Committee
Tel: (860) 585-4001
Fax: (860) 585-4015

Capital Improvements Committee Regular Meeting

Meeting Minutes

May 14, 2026, 5:30 PM

Mayor's Conference Room, Town Hall, 80 Main Street, Terryville, CT 06786

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2026 MAY 18 PM 4:30
Steph. K...
TOWN CLERK

1. Call to Order / Roll Call

Chairman **George Castle** called the meeting to order at 5:30 PM on Thursday, May 14, 2026, at 80 Main Street, Terryville, CT 06786.

Present: **George Castle** (Chairman), **Mike Maffia** (Member), **Jim Klaneski** (Member), **Vincent Gualtieri** (Member, attending via phone), **Vicky Carey** (Finance Liaison), **Mike Maffia** (Member).

Absent: None

2. Fire Exit Notification

Chairman **Castle** provided fire exit instructions to those in attendance.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Acceptance of Minutes – Previous Meetings

The Recording Secretary noted that no minutes were available for acceptance, as the Committee's most recent activity had taken place at the Board of Finance meeting rather than a standalone Committee meeting.

5. Public Comment

No formal public comments were received.

6. Capital Improvements Project Discussion

Committee's Role in Road Improvements

Chairman **Castle** opened discussion by reporting on a recent Public Works meeting, where it was noted that the previously approved \$6,000,000 road bond referendum had been restructured,

with only the first \$3,000,000 being requested (bonded) at this time. He expressed concern that the Capital Improvements Committee (CIC) had not been included in those discussions, noting that historically the Committee played an active oversight role in capital road projects, including reviewing invoices and participating in the project approval process.

Chairman Castle stated that Joe Carey had raised with Nate Brown the need to arrange a meeting with the Mayor to clarify the Committee's role going forward, but that no such meeting had yet been scheduled. He indicated his intention to formally request that the Mayor meet with the Committee and define expectations for the CIC's involvement in capital projects.

Town Council Liaison

Chairman Castle raised the issue that the Committee had been without a Town Council liaison for two years, a role previously filled by Joe Green. He stated his intent to request that the Mayor appoint a new liaison from the Town Council to the CIC. Several names were mentioned as willing to serve, but the appointment requires mayoral action.

Board of Education Capital Planning

The Committee discussed ongoing frustration with the Board of Education's failure to provide adequate capital planning information, including multi-year cost estimates and engineering studies. **Jim Klaneski** emphasized the need for the Board of Education to commission proper engineering studies before soliciting contractor bids, so that all bidders are working from identical specifications. **Chairman Castle** noted that he had conveyed this directly to the Superintendent following the budget hearing. The Committee also discussed potential funding avenues available to the Board of Education that had not been explored, including a new DRIP grant and the use of technical school programs for carpentry, HVAC, and plumbing work at a reduced cost.

Five-Year Capital Plan

Member Gaultieri raised the absence of a formal five-year capital plan, noting that the Plan of Development requires such a document and that it could be instrumental in securing future funding. He referenced a detailed planning template provided by Anne Marie Reault of the Town of Winchester as a useful model. The discussion converged on a strategy to begin building a five-year plan using the FY2026–27 approved budget's capital projects section as the foundation, and to then expand it as new departmental requests come in each fall.

Vicky Carey suggested the Committee begin populating the Winchester-provided spreadsheet template with already-approved multi-year capital commitments — such as the planned compactor replacement, funded across multiple years — and then use the budget cycle's incoming proposals to build it out further. **Member Gaultieri** agreed this was a sound approach, noting that by the time the next Tri board meeting arrives, the Committee could have a credible plan in place.

The Recording Secretary offered to build the spreadsheet from the Winchester template and populate it based on the approved budget, while making clear she could not take on ongoing responsibility for keeping it updated. The Committee agreed that the finance department should ultimately maintain the document.

MOTION to use the spreadsheet template provided by the Town of Winchester as the basis for developing a five-year capital plan, to be initially populated using the approved FY2026–27 budget's capital projects, with a request to the Finance Department to assist in completing and maintaining the document for inclusion in the Plan of Conservation and Development and for use in future funding applications, was made by **Vince Gualtieri** and seconded by **Jim Klaneski**. The **MOTION** carried unanimously.

Grant Writer

The **Jim Klaneski** suggested the Committee explore retaining a contingency-based grant writer — one who is compensated only upon successfully securing a grant — noting that such services are available in the region, including through a contact in Harwinton. **Chairman Castle** expressed support for the idea and agreed to obtain contact information for grant writers in Harwinton, Plainville, and Farmington/Unionville, with the goal of inviting one to present at a future meeting.

7. Homework – Next Meeting 06/11/2026

The Recording Secretary was to build the five-year capital plan spreadsheet using the Winchester template and distribute it to Committee Members at a future meeting. **Chairman Castle** indicated he would follow up with the Town's controller to obtain the necessary budget data, and would seek contact information for regional grant writers. The Committee also noted that a meeting with the Mayor regarding the CIC's role in the road improvement project was expected to be arranged prior to the next meeting.

8. Chairman / Committee Member Comments

Chairman Castle reiterated his intent to formally request that the Mayor attend the June 11 meeting, or otherwise arrange a prior meeting, to discuss the Committee's role going forward and to address the appointment of a Town Council liaison.

9. Adjournment

MOTION to adjourn was made by **Member Mike Maffia** and seconded by **Member Jim Klaneski**. The **MOTION** carried unanimously.

The meeting was adjourned.

Respectfully submitted by,

Pam Pelletier, Recording Secretary