

Town of Plymouth
80 Main Street
Terryville, CT 06786
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Public Works Board
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MINUTES
Regular Meeting
Tuesday, January 28, 2025
Assembly Room, Plymouth Town Hall, 5:45PM

1. Call Meeting to Order

The meeting was called to order by **Chairman Joe Carey** on January 28, 2025 at 5:45 p.m. in the Assembly Room of Town Hall, 80 Main St., Terryville, CT 06786.

2. Roll Call

Members in attendance included: **Chairman Joe Carey, Peter Giancesini, George Castle, Nate Brown, Mark Lewandoski, Gary DeFillippo, Carl Johnson-PW Director, Jim Schultz-Hwy Sup't., Councilman T.J. Zagurski, Councilman Remie Ferreira, 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

- **Regular Meeting – November 26, 2024** – **Nate Brown** made a **MOTION**, which was seconded by **Mark Lewandoski** to accept the minutes of the previous meetings. There is discussion. **Chairman Joseph Carey** made one correction to the minutes – **Cost for the New Police Dept. facility is estimated between 16-18 million.**

The **MOTION** is voted on unanimously with the **correction**.

6. BUDGET

Budget documents were previously sent to Board members by email for review prior to the meeting. A copy of the documents are attached to the minutes.

Review and Discuss

Director Carl Johnson reviewed the proposed budget, line by line and answered any questions brought up by the board. He explains the reasons for increases to specific items and directs Board Members to the narrative that clarifies the increase or decrease to the line item.

Director Johnson also advised that we will be moving the Generator Maintenance line item from the Emergency Management Dept. into our Facilities Account – currently it is split between the two departments, and it is more efficient to have everything together; there are (8) generators and (2) light towers. The proposed budget has a projected increase of 3.4%.

Peter Giancesini comments that the **Director** has worked hard on this Budget, and he has done a good job.

Chairman Carey questions why we are receiving this document so late? He recalls receiving the templates much earlier. **Chairman Johnson** advised that all departments received their Budget templates two weeks ago, this is a very large budget. Pam Pelletier advised that templates were not sent out until the new Finance **Director** was hired.

The Board voted to take action on the budget.

Take Action

MOTION: Nate Brown made a **MOTION**, which was seconded by **Peter Giancesini** to approve the Public Works Budgets for all departments as recommended by the **Director**.

There is additional discussion and questions from **Mark Lewandoski** regarding replacement of the Trailers at the Transfer Station. He was not aware that a decision was made to maintain the current location or to relocate the facility and recalls other discussions about repairing the trailers instead of replacing them.

Sup't. **Jim Schultz** explains that we need to purchase a new trailer and will then send out the others for repair. We need to have (2) working pieces of equipment on site to keep the facility open. We will purchase (1) new and then send out the others for repair one at a time.

Chairman Carey also explained that after discussion with the Mayor, there are too many other large projects in line, so we will need to kick this request into a future year.

ACTION ON THE **MOTION**: The **MOTION** is voted on unanimously.

7. Monthly Reports

a. Public Works Director

Plymouth Public Works Director's Report January 24, 2025

• Notables:

- *Staffing- Currently highway dept. 6 (and a part-time) Maintainers, 1 Mechanic. We are actively looking to interview to fill the assistant Mechanic and last Maintainer positions.*

• Budget

- *Current monthly detailed budget included.*
- *Proposed FY26 Budget with Narratives emailed to Public Works Board on 1/8/2025 for feedback. Draft budgets were due to Finance **Director** 1/17/2025 and Mayor review will happen early February 2025. Please review and recommend with or without changes.*
- *Updated/Revised Capital Requests submitted to Capital Improvement Committee in December since they requested a 5-year plan.*

• Highway

- *Auction items are placed on GovDeals.com. A link was emailed out to Public Works Board members. Auctions close on January 30, 2025.*

• **Procurement / Purchasing/Administrative**

- *Putting together RFP advertisements for February: Physical Needs Assessment Reports on Town Facilities, Security Camera/Access Control Maintenance Services.*
- *RFP advertisements planned for March: Paving Contract Services, Drainage Contract Services, Engineering Support Services*
- *Sending out Waste Hauler registration packets. This is supposed to be done yearly but hasn't been done in over 5 years.*
- *Grants: working on STEAP2025 Road package due in February, a DEEP municipal facilities resilience funding opportunity, DOT Section 5310 new senior shuttle bus funding assistance, coordinating with Community Investment Fund Committee with the Downtown Revitalization*

• **Projects- currently**

- *State DOT Project 0110-0137, Culvert over Napco Drive. I am working on closing out reimbursement paperwork. Almost all punch list done; seeding in spring.*
- *State DOT Project 0110-0136, North Main St – Agney Ave realignment State Project. Actively working with DOT engineering and construction to finalize designs with work beginning again in Spring 2025.*
- *Tory Crossing utilities letters going out and property takings map complete. Meeting held with Green Engineers.*
- *WMC Engineers on South Main Street bridge replacement supplemental application. Draft design drawings received. This will be a Local Bridge cost share grant.*
- *WMC Engineers drawing recommendations to repair Todd Road Bridge*
- *Paving Plans and Highway Projects schedule being finalized for rest of calendar year 2025.*

There is discussion regarding bonding on our roads. **Vicky Carey** advised that the Board of Finance anticipates a reduction in our debt service that would allow us to bond approximately \$25,000,000. The Police Department is looking for 21,000,000 which would like approximately \$4,000,000 for Public Works roads. The BOF is only an advisory board, and they can only recommend it; the decision on the assignment of funds is up to the Mayor and Town Council.

Nate Brown feels that we need to keep our bonding separate from the Police Department. If it is all in one bond request, there is more of a chance that we would lose our funds if it was tied to the Police request.

Councilman Remie Ferriera suggests making the request as two separate lines on the referendum; the public could vote for both or just the one that they support. Councilman **T.J. Zagurski** agrees.

Nate Brown feels that we had numerous other opportunities to go after grant funds and we did nothing. The focus of this board should be what our needs are. We need 15,000,000 to fix our roads; we are being offered much less.

If the bonding language on the referendum is put together as one request and the Police Dept. fails, can Public Works go after more funds?

Councilman Remie Ferriera suggests putting a request together for this departments needs and addressing the Town Council and explaining and justifying our needs.

MOTION: **Nate Brown** made a **MOTION** to put forward to the Town Council a recommendation that the referendum on the bond package include a choice for residents for the following options:

- a) Bonding in the amount of \$21,000,000 for the Police Department
- b) Bonding in the amount of \$21,000,000 for the Police Dept. and \$4,000,000 for Public Works Roads
- c) Bonding in the amount of \$15,000,000 for Public Works Roads to complete all needed improvements from our job study.

The **MOTION** is voted on unanimously.

b. Highway Superintendent

Highway Sup't. **Jim Schultz** reports that they have a new hire in the Highway Department with (1) vacancy left and are still looking for an Assistant Mechanic.

They continue to work on Service Requests.

Looking good on our stockpile of Salt.

We are caught up on repairs and maintenance of our equipment.

Cab and chassis have been delivered to our Vendor for our next truck.

Chairman Carey questions whether the manholes on Allen/Tunnel Rds. have been adjusted; he is advised that all work has been completed.

Update on the Auxiliary Salt Sheet – included in the Capital budget, estimated cost \$300,000 to be paid for over a 3-year plan. Current hoop house will be moved to the right side of the existing shed, to be used for equipment storage.

8. Old Business - None

9. New Business

- **Discuss Roadside Mower**

Current Roadside Mower is back for repairs to the vendor. We are requesting replacement equipment in our Capital Budget.

Vicky Carey explains the process.

Chairman Carey explains that we have always utilized money from debt service to help fund our truck leasing program. He is concerned that once the new bond package is passed and our debt service increases to our limit, we will no longer have funding to finance our program. We need to investigate other options.

Vicky Carey recommends holding off on truck purchase this year, wait and see what happens with the bond package. We can look at this again next year, we may still be able to continue the program.

10. Public Comment – none

11. Chairman's Report / Commission Member Comments

Councilman **T.J. Zagurski** asks for the status on Allentown Rd, will it be paved in the Spring?

Director Johnson advises that it is scheduled for paving in the Spring.

He is asked to clarify where the funds are coming from.

After our previous Finance **Director**, it was discovered that there were multiple accounting errors and balances from previous year's capital accounts were never rolled over for our use. Capital fund balances can be rolled over into the new year; approximately \$120,000 were left over from Town Aide previous years that were never rolled over.

Gary DeFilippo is not satisfied with this explanation and wants additional information from where this money came from. He wants someone to come in and explain where this "found money" came from. He will not support using these funds until we know for sure; he is very disappointed with the whole situation.

Chairman Carey will speak with the Mayor and update us at the next meeting.

Mark Lewandoski asks for an update on the Service Request for 111 Seymour Rd. Sup't **Jim Schultz** advised that we never got to it, but will look at it again. **Chairman Carey** feels that the ground is frozen, now is the time to do something before the Spring melt.

12. Adjournment

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

Pam Pelletier

Pam Pelletier
Chairman

JC/ pp

