

Town of Plymouth  
80 Main Street  
Terryville, CT 06786  
[www.plymouthct.us](http://www.plymouthct.us)

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

**Meeting Minutes**  
**Regular Meeting**  
**Tuesday, January 24, 2023- 5:30PM**  
**Assembly Room, Plymouth Town Hall**

1. **Call Meeting to Order** - Public Works Board Chairman Joe Carey called the January 24, 2023, Board of Public Works Regular meeting to order at 5:30 p.m., in the Assembly Room, Plymouth Town Hall
2. **Roll Call** - Present were Public Works Board Member/Chairman Joe Carey, Public Works Board Member Peter Ganesini, and Public Works Board Member Mark Lewandoski, Interim Public Works Director Paul Pronovost and Public Works Highway Superintendent Jim Schultz.
  - Chairman Joe Carey had a moment of silence in remembrance of Ron Wollenburg after his recent passing.
3. **Fire Exit Notification – Chairman Joe Carey pointed out all Fire Exits from the Assembly Room**
4. **Pledge of allegiance** – Pledge of Allegiance was let by Chairman Joe Carey
5. **Acceptance of 2023 Calendar Dates** - Calendar dates for meetings were discussed and agreed upon unanimously. Meeting times have changed from 5:30pm to 5:45pm and will continue to be held in the Assembly Room at Town Hall on the fourth Tuesday of each month apart from December 2023, as that date falls on a holiday.
6. **Acceptance of Minutes (11-22-2022 Regular Minutes): MOTION:** a motion was made by Mark Lewandoski to accept the Regular meeting minutes from 11-22-2022, seconded by Peter Ganesini. Motion passed unanimously.
7. **Monthly Reports**
  - a. **Public Works Director-** Interim public Works director Paul Pronovost presented his monthly report as shown below:

“On Call Plumbing bids have been open and a list of on call vendors has been made.

We have received reimbursement from FEMA for the Scott Road Field Culvert repair and are awaiting the Scott Road Corner funding. Our reimbursement for the field culvert was \$18, 972.54.

On Dec. 22<sup>nd</sup> we held our annual snow removal round table meeting along with our annual, Bloodborne Pathogens, Lock Out Tag Out, and HAZCOM training at the PW Garage.

Weston and Sampson engineers have been contracted to perform preliminary evaluations for both the Todd Road Bridge and Keegan Road Bridge and to assist the town in preparing and submitting a preliminary application to CTDOT to seek funding through the local bridge program. These bridges are on the CTDOT 2022 eligible bridge list for state funding and are considered functionally obsolete.

Streetlights that are reported out continue to be repaired. We also have a few of the hollow wooden posts that have failed. Those, 3 in total now, have been scheduled for replacement using aluminum posts (at this time our contractor states the poles are 20 weeks out). A list of wooden posts that we own is being compiled to put together a Capital Improvement plan to replace them over a few years.

I will email out the proposed budget that was submitted for the upcoming budget year. We have been asked to keep increases low, which the Highway Supt. and I did without jeopardizing services as much as possible.

I will also send out a list of Capital Improvement Requests.

The Highway Supt. and I will be giving interviews for the Maintainer position tomorrow to fill the vacancy from a recent promotion.

The Interim Director has written an RFQ for On Call Engineers that I will send to everyone for review. I am hoping to get that on the street in the middle of February.

Also, there will be a drainage work bid advertised during the same timeframe as the On Call Engineering.”

- A discussion ensued following the report.
  - b. **Highway Superintendent** – Highway Superintendent Jimmy Schultz discussed that they have been able to take advantage of the warmer weather this winter season and work on repairing roads. He stated that we still have about 2/3 of the materials left for road treatments. A discussion ensued regarding the difference of using cold patching vs hot patching for road repairs and what would be more effective cost wise and what holds up better, this is to be determined and looked into.

Jimmy stated that 5 new vehicles had been ordered last May and they have begun coming in. Part of the fleet of vehicles will be going up for auction in the spring of 2023 as well.

**8. Old Business**

- a. **Develop a Policy for Construction Project Administration Oversight Discussion –** Chairman Joe Carey We will be working with Paul on Policies and standard operating procedures.
- b. **Review Policy and Procedure Manual Discussion –** A discussion ensued regarding creating a format that is easy to follow and will work on an outline to share with director/ highway superintendent to fill in the blanks. A discussion ensued on the importance of getting input from the highway crew to add in procedures because they will be able to provide information on day-to-day activities. The goal is to be able to have a binder of some sort that is easily accessible and have general guidelines.
- c. **Facilities Manager Position Discussion-** not discussed.
- d. **SOP or Rules and Regulations for Department of Public Works Governance Discussion**

**9. New Business**

- a. **Review for approval Search Committee Draft of PWD Job Description –** A special meeting is scheduled for January 31, 2023, to review the Public Works Director Job Description.

**10. Public Comment-** none

**11. Chairman's Report**

- Chairman Joe Carey wanted to thank the Public Works Department for their work in assisting in Ron Wollenberg's Funeral services.

**12. Commission Member Comments**

- a. Public Works Board Member Peter Giancesini wanted to commend the Highway Department for doing a great job patching the roads & discussion ensued regarding a new hot patch product
- b. Mark Lewandoski stated that John Metcalf has a new product for this.

**13. Adjournment –** Motion to Adjourn meeting by Mark Lewandoski, seconded by Peter Giancesini. Motion passed. The meeting was adjourned at 6:30 pm.

Respectfully submitted,

Cassandra Ross  
Recording Secretary

