



TOWN OF LEDYARD

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ad Hoc Committee to Develop A Process For Capital Improvement Building Projects

Meeting Minutes Regular Meeting

Thursday, July 9, 2026

4:30 PM

Town Hall Annex

I. CALL TO ORDER

Chairman Mr. Gush called the Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects to order at 4:30p.m.

II. ROLL CALL

Present Chairman Joseph Gush
BOE Representative Brandon Graber
BOE Director of Facilities & Grounds Wayne Donaldson
Public Works Director Steve Masalin
Town Councilor Ty Lamb
Community-at-Large Representative Gary Schneider
Excused Finance Director Matthew Bonin

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. MEMBER COMMENTS

Mr. Masalin stated the draft procedure checklist should be the primary focus of the meeting, Chairman Gush agreed.

V. APPROVAL OF MINUTES

1. MOTION to approve the Ad Hoc Committee to Develop a Process for Capital Improvement Building special meeting minutes of June 11, 2026.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Ty Lamb

AYE 5 Gush Graber Donaldson Masalin Lamb

EXCUSED 1 Bonin

ABSTAIN 1 Schneider

VI. BUSINESS OF THE MEETING

1. Review and discuss the draft procedure checklist.

Mr. Masalin stated he has reviewed the draft procedure checklist multiple times and believes it does allow for some flexibility. Mr. Lamb stated that one of his concerns is that it does not appear that all town projects go through the Town Council. Mr. Lamb followed up stating that the draft procedure checklist addresses this concern by having all projects go through the Town Council and then giving the council three options in assigning the project; PMBC, department head, or create a committee to solely focus on that project. Mr. Masalin stated that to his knowledge there is no definitive flow as to how projects are assigned currently.

The committee discussed how projects are currently assigned, Mr. Schneider stated that he believes that the projects PMBC has overseen were assigned by the Town Council.

Mr. Lamb stated that the Town Council should allow for input from the Mayor and Department heads as to how the project is assigned so that projects are evenly distributed and no one is overwhelmed.

Mr. Donaldson stated that he agrees that some projects are simpler to oversee without a separate committee like the PMBC, but when a project is grant funded there is a state law that requires the Town Council to assign a building committee, this could be the PMBC or a separate committee could be setup. Mr. Donaldson also noted that in the Draft Procedure Checklist it states that a project is "authorized by the Mayor", this wording would need to be different in the final draft to allow the Superintendent to authorize school projects.

The committee spoke again about the importance of having an owners representative hired in the very early stages of a project.

The committee discussed how the experience and institutional knowledge of both employees and volunteer committee members evolve as individuals leave their roles and new people join. Members emphasized that preserving this knowledge will be critical moving forward and noted that effective succession planning should be a priority for both town employees and committee members.

Mr. Gush asked the committee to review the documents attached to the agenda in depth and bring suggestions for changes needed and any concerns to the next meeting on August 13, 2026.

NOTE: Due to technical issues the video stopped twenty- nine minutes into the meeting.

2. Review and discuss the Resolution Establishing an Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects for the Town of Ledyard.

RESULT: NO ACTION

3. Review and discuss the Building Blocks to Completion of a Project.

RESULT: NO ACTION

4. Review and discuss the Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard.

RESULT: NO ACTION

5. Review and discuss the Municipal Improvement Check List.

RESULT: NO ACTION

VII. OLD BUSINESS

Any Old Business proper to come before the Committee

VII. NEW BUSINESS

Any New Business proper to come before the Committee

IX. ADJOURNMENT

Chairman Gush adjourned the meeting at 5:18pm.

This was Approved and so declared.

RESULT: APPROVED AND SO DECLARED

MOVER: Steve Masalin

SECONDER: Gary Schneider

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.