



Chairman
Joseph Gush

TOWN OF LEDYARD

Permanent Municipal Building Committee

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Meeting Minutes - Final

Special Meeting

Monday, November 17, 2025

5:30 PM

Town Hall Annex - Hybrid Format

I. CALL TO ORDER

Chairman Gush called the meeting to order at 5:30 p.m. at the Council Chambers, Town Hall Annex Building.

II. ROLL CALL

Present Commissioner Gary Schneider
Commissioner Gerald Tyminski
Chairperson Joseph Gush
Commissioner George Hosey
Excused BOE Representative Jennifer Reguin
BOE Representative Kate DiPalma-Herb

In addition, the following were present:

Mathew Bonin - Finance Director
Kristen Chapman - PMBC Support Staff
Wayne Donaldson - BOE Facilities Manager
Scott Mitchell - Friar Architecture
Charles Warrington - STV

III. JWL HVAC PROJECT UPDATES

1. Discussion and possible action to select a Commissioning Agent for Juliet Long School HVAC Project.

Chairman Gush shared the names and bid amounts of the responding organizations with the committee.

Catalyst Commissioning Group \$26,300
SES \$32,500
Salas O'Brien \$39,625
ICDS (Innovative Construction & Design Solutions, LLC) \$45,500
Innovative Engineering Services, LLC \$52,400

Chairman Gush requested the Owner's Representative, Mr. Charles Warrington give a brief on the contractors. Mr. Warrington stated that all bidders attended the pre-bid meeting and stated of the

five bids, the only firm he is not familiar with is ICDS. Mr. Warrington added the only firm he has not worked with is Catalyst Commissioning, however the project manager assigned to the project previously worked for SES and Mr. Warrington has worked with that individual. Mr. Warrington stated he had no reason to not recommend Catalyst Commissioning Group. Chairman Gush was concerned with Catalyst as the address is in Pennsylvania, however Sean Hayes is local and that made it more comforting. Chairman Gush added Catalyst Commissioning Group is the lowest bid at \$26,300. Mr. Schneider stated both low bids were comprehensive and he questioned the number of training hours on the Catalyst bid and requested the training hours be put in the contract. The committee discussed the variance in training hours in the bids between 4-18 hours. Mr. Tyminski inquired if we had an problem and need someone on site would that be an issue as Catalyst is located in Bethlehem, PA. Mr. Warrington does not anticipate an issue as Mr. Hayes is the local representative located in Marlborough, CT. Mr. Tyminski inquired if Mr. Warrington had any idea why there was such a variance in pricing. Mr. Warrington stated this is typical for a commissioning agent based upon the interpretation of scope and how services are provided. Mr. Warrington stated that \$30,000 is budgeted for this portion of the project. The committee discussed previous involvement working with SES as the commissioning agent for the school renovations. Mr. Donaldson added that SES offered great support.

MOTION to accept Catalyst Commissioning Group at \$26,300 in accordance with the RFQ as the Commissioning Agent to put the HVAC system in full operation.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: George Hosey

AYE 4 Schneider Tyminski Gush Hosey

EXCUSED 2 Reguin DiPalma-Herb

IV. ADJOURNMENT

Mr. Gush moved the meeting be adjourned, seconded by Mr. Hosey.

The meeting adjourned at 5:45 p.m.

VOTE: 4-0 Approved and so declared

Respectively Submitted,

Chairman Gush
Permanent Municipal Building Committee

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