



Chairman
Joseph Gush

TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Regular Meeting

Monday, July 7, 2025

5:30 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

[https://us06web.zoom.us/j/82544797196?](https://us06web.zoom.us/j/82544797196?pwd=q3Dmd0XjdDO7WfZMOamRKjgkEM0QF0.1)

[pwd=q3Dmd0XjdDO7WfZMOamRKjgkEM0QF0.1](https://us06web.zoom.us/j/82544797196?pwd=q3Dmd0XjdDO7WfZMOamRKjgkEM0QF0.1)

Meeting ID: 825 4479 7196 Passcode: 580642 • +1 646 558 8656 US (New York)

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 Committee Member Gary Schneider
 Committee Member Gerald Tyminski
 Chairperson Joseph Gush
 Committee Member George Hosey
 BOE Representative Jennifer Reguin
 BOE Representative Kate DiPalma-Herb

In addition, the following were present:

Mathew Bonin - Finance Director

Wayne Donaldson - BOE Facilities Director

Roxanne Maher - Administrative Assistant to the Ledyard Town Council

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. APPROVAL OF MINUTES

1. MOTION to approve the Special Meeting - Executive Session meeting minutes of June 2, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 4 Schneider Tyminski Gush Hosey

NON-VOTING 2 Reguin DiPalma-Herb

2. MOTION to approve the PMBC Regular meeting minutes of June 2, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 4 Schneider Tyminski Gush Hosey

NON-VOTING 2 Reguin DiPalma-Herb

V. UPDATE ON JULIET LONG, GALES FERRY AND BOE CENTRAL OFFICE PROJECTS

1. Progress Reports/Field Observations

RESULT: RECEIVED AND FILED

2. Update/Discussion on Roof Projects & Budget Documents

Mr. Donaldson stated as far as he knew the Board of Education is complete. A final punch list with the Architect and STV remains to be done. Silver will not prepare a final punch list until the contractor notifies Silver Petrucelli & Associates that the Garland punch list has been completed. Mr. Donaldson stated that Garland is looking for water tightness and warranty, however the architect punch list will also look for aesthetics, for example crooked panels but as long as the panels were sealed and watertight that would be acceptable to Garland. Mr. Donaldson added they are testing for leaks in both roofs and still waiting for testing on the snow guards. Mr. Donaldson shared potential avenues regarding the bonding company and arbitration, stating this will be talked about at a later date.

Mr. Donaldson provided an update on Gales Ferry School stating they are waiting for the contractor to finish his punch list and notify the architect. Mr. Donaldson added he has more serious concerns there than the BOE. Mr. Donaldson has concerns with the twisting of some of the panels and seams. Mr. Donaldson shared he also has concern with missing rivets, the rivets should go through both pieces of metal. Mr. Donaldson added the riveting of the trim panels may be a part of Garland's punch list.

Mr. Donaldson stated Juliet Long School is still on hold waiting for the switch gear to arrive.

Mr. Bonin stated he was not pleased it took so long to get the reimbursement into the State. Mr. Donaldson replied that the owner's representative or the architect fill those out as the most people in the district do not have the knowledge to fill out what the State wants, this was done with the school projects. Now the State is saying that only the superintendent or district employee can fill out the form. Mr. Donaldson is meeting with the superintendent tomorrow regarding the submissions. Mr. Bonin shared his disappointment was how long it took to submit for reimbursement, now the issue is the temporary money is due in August and we do not know

what we are receiving from the State. Mr. Bonin added this is impacting our borrowing as the town cannot rely on what we think we are going to get in reimbursement from the State which will result in borrowing more money. Mr. Donaldson stated a lot of the issues are due to the change over to DAS (Department of Administrative Services). Since DAS has officially taken over they have changed how they would like the submission and submissions keep getting picked back. The Committee discussed concerns with timely submissions and complications with the change over to DAS from Department of Education. Chairman Gush requested that STV move to get these submissions done. Mr. Tyminski inquired if it was in STV's contract to do this and if so can we deduct some of the cost. Mr. Donaldson replied yes and that would be up to the committee. Chairman Gush requested a fact sheet and timeline of what has been submitted and what has been kicked back.

RESULT: DISCUSSED

3. MOTION to approve Proscan, Inc Inv #101076 dated 6.18.2025 in the amount of \$1,550.00 for Infrared Roof Moisture Survey at Gales Ferry School.

RESULT: APPROVED AND SO DECLARED

MOVER: Gary Schneider

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

4. MOTION to approve Proscan, Inc. Inv #101077 dated 6.18.2025 in the amount of \$1,550.00 for Infrared Moisture Survey at the Ledyard Board of Education.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

5. MOTION to pay Shipman & Goodwin LLP Inv #661530 dated 4.11.2025 in the amount of \$206.50 for Professional Services Rendered.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

6. MOTION to approve Shipman & Goodwin LLP Inv #662688 dated 5.8.2025 in the amount of \$944.00 for Professional Services Rendered.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

7. MOTION to approve Gold Seal Roofing LLC Application and Certificate for Payment dated

5.31.2025 in the amount of \$83,058.30 for Juliet Long School - Roof Replacement and Photovoltaic Project.

Discussion:

Mr. Donaldson stated this is for the solar portion of the roof for the work that has been done and material physically on site. and the switch gear is expected the middle of July. All of the panels have been installed, there are a few panels that may need to be moved to accommodate the HVAC system. Mr. Schneider inquired if all of the certified payrolls have been submitted. Mr. Donaldson stated he should have everything by the end of the month.

RESULT: APPROVED AND SO DECLARED

MOVER: Kate DiPalma-Herb

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

VI. STV AND SILVER PETRUCELLI & ASSOCIATES UPDATE OF ROOF AND SOLAR PROJECTS

1. MOTION to approve Silver Petrucelli & Associates Inv #25-2062 in the amount of \$850.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV.

Mr. Donaldson stated this invoice is for additional site visits as well as the meeting in Hamden to review change orders.

RESULT: APPROVED AND SO DECLARED

MOVER: Kate DiPalma-Herb

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

VII. JULIET LONG HVAC UPDATES

1. JWLVAC Project 2024 Updates

Mr. Donaldson stated they completed cutting through walls in the left side of building and the right side of the building cutting should be complete in the next few days. Mr. Donaldson shared the duct work installation has begun and by the middle of next week all duct work should be installed. The interior units are in stock and have been ordered, these should be on site next week. Mr. Donaldson stated part of the contract was to run supports up to the roof and if the Referendum passes they will be given the green light to proceed. Mr. Donaldson added the work is ahead of what he expected.

Mr. Bonin inquired what would happen if the referendum does not pass. Chairman Gush stated they will continue with the work that can get done. Mr. Schneider inquired about the Owner's Representative. Mr. Bonin added the contract was reviewed by CIRMA and went back to Colliers with changes and Mr. Bonin will follow up with Colliers tomorrow. Mr. Schneider requested that either the architect or owner's representative or both attend the committee meetings to give updates.

The Committee discussed various paths forward if the referendum was to fail and how that would affect the State Reimbursement.

VIII. OLD BUSINESS

1. Discussion and possible action regarding furniture for the Gallup Hill School Building Project.
Mr. Donaldson had a conversation with Insalco emphasizing that it is not the town's fault that the contractor did not submit these invoices for five years. The town is no longer eligible for State reimbursement on these items. No action was taken on this item.

RESULT: NO ACTION

2. Any Old Business proper to come before the Committee
None

IV. NEW BUSINESS

1. Any New Business proper to come before the Committee
None

X. ADJOURNMENT

Mr. Tyminski moved the meeting be adjourned, seconded by Mr. Schneider

The meeting adjourned at 6:05 p.m.

VOTE: 4-0 Approved and so declared

Respectively Submitted,

Chairman Gush
Permanent Municipal Building Committee