



TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Joseph Gush

Regular Meeting

Monday, August 4, 2025

5:30 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://us06web.zoom.us/j/84145731926?pwd=RL93VIEcF8blkaa5m2i1tX5KxOwElg.1>
Meeting ID: 841 4573 1926 Passcode: 033670 • +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 Kate DiPalma-Herb

Absent BOE Representative Jennifer Reguin

In addition, the following were present:

Mathew Bonin - Finance Director
Kristen Chapman - PMBC Support Staff
Wayne Donaldson - BOE Facilities Director
Mark Dupre - STV
Scott Mitchell - Friar Architecture
Vincent Salinas - STV
Charles Warrington - Colliers Project Leaders

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Special Meeting/Executive Session Minutes of July 7, 2025 and the PMBC Regular Meeting Minutes of July 7, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 4 Schneider Tyminski Gush Hosey

ABSENT 1 Reguin

NON-VOTING 1 DiPalma-Herb

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

1. Update/Discussion on Roof Projects & Budget Documents

Mr. Donaldson reported there has been no change on the roof projects at BOE Central Office or Gales Ferry School since the last meeting. Mr. Donaldson added the committee is still awaiting information discussed in the executive session. Mr. Donaldson stated he is still awaiting for the contractor to confirm with the architect that the roof is complete and receive a final punch list.

Mr. Donaldson reported that Juliet Long School has been done for quite a while with the exception of the walk pads. The wiring for the solar is complete and they are still waiting on delivery of the switch gear, hopefully it will be switched over before school starts.

Chairman Gush inquired if the budget sheet given is what Mr. Bonin has requested. Mr. Donaldson replied that there has been no change to the budget document since the last meeting. STV has been instructed to not send anything over that has not been approved by Mr. Bonin.

2. MOTION to recommend Mayor Fred B. Allyn III execute "Standard Fast Track and Study Process Generator Interconnection Agreement" and "Contingent Approval for INT-109249" between The Connecticut Light and Power Company d/b/a Eversource Energy for INT-109249 - Juliet Long School_Ledyard Board of Education.

In addition, authorize payment of \$1972.00 to Eversource Energy for Metter Cost - INT-109249 - Juliet Long Elementary School_Ledyard Board of Education - Netting Non-Residential (NRES) - 165.6kW.

Discussion:

Mr. Donaldson explained this is Interconnect Agreement for the solar that allows us to tie into Eversource's system. This was forwarded from the electrician working on the project and is awaiting the town's signature. Mr. Tymniski inquired if we would get anything back if we generate backwards? Mr. Donaldson replied, this is only covering 40%, in the summer if it is overcompensating and when the air conditioning kicks in on a hotter day we will get that back.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

3. MOTION to amend the amount due from \$1534.00 to \$1062.00 for the MOTION to approve Shipman & Goodwin LLP Inv #665973 dated 7.14.2025 in the amount of \$1,534.00 for Professional Services Rendered approved on August 4, 2025.

Mr. Donaldson stated this is for the work being discussed in executive session

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

4. MOTION to approve Shipman & Goodwin LLP Inv# 665974 dated 7.14.2025 in the amount of \$2,861.50 for Professional Services Rendered.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

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

1. MOTION to approve STV Inv #90034678 dated 6.11.2025 in the amount of \$12,231.00 for Project 212247 Ledyard Schools Central Office.

Mr. Donaldson stated this is the amendment to the contract for additional work due to the delays with Imperial. Mr. Tyminski questioned why they just list the tasks and hours and no dollars. Mr. Donaldson stated that was questioned by Mr. Bonin and he believes that was worked out and acceptable to Mr. Bonin. Mr. Donaldson added it was a lump sum originally and then broken out by the hours. Mr. Tyminski questioned Mr. Bonin not having an issue as the invoice does seem strange. Mr. Salinas added the invoicing submitted for both Juliet Long, Gales Ferry and BOE included all of the backup that we have been submitting for this project from the beginning. Mr. Tyminski stated there are no dollar associated with those hours. Mr. Salinas stated backup was submitted as it has been in the past. One sheet should have the breakdown of all the hours, the contract information and backup of all the hours worked throughout that time period. Mr. Schneider added the summary sheet does not match what is being submitted for invoices, minor but needs to be corrected. Mr. Salinas will make those corrections.

RESULT: APPROVED AND SO DECLARED

MOVER: Gary Schneider

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

2. MOTION to approve STV Inv #90034680 dated 6.11.2025 in the amount of \$10,200.80 for Project 212247 Ledyard Schools Juliet Long School.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

3. MOTION to approve STV Inv# 90034679 dated 6.11.2025 in the amount of \$31,916.75 for Project 212247 Ledyard Schools Gales Ferry School.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

VII. JULIET LONG HVAC PROJECT UPDATES

1. JWL HVAC Project 2024 Updates

Mr. Donaldson provided an update on the JWL HVAC project. Chairman Gush informed the Committee that there is an issue with the cable run in the tunnel. Mr. Donaldson original design was to run the piping in the ceiling to the custodial room and then run in the ceiling across to the other side of the school to the other custodial room. It was determined that the piping could not run through the ceiling due to steel beams preventing that path. Mr. Donaldson shared another option was to run through the roof and across the roof which he as not keen on for a number of reasons and suggested running through the tunnel. The electrician was happy to do that and needed a design. The design came back significantly different than the original design. Mr. Donaldson stated a new design and a quote should be available shortly. Mr. Donaldson will come back to the committee with a change order. Chairman Gush stated all of the vent ducting is in for the supply area. Mr. Donaldson shared all the ducting for the make up air is in and most of the classroom units have been hung as well as the soffit work and sheet rock. Mr. Donaldson stated there are three room with unique features, the kitchen, room 5A and the last LTA room. The LTA (Ledyard Transition Academy) has three room in the school with their own entrance. Mr. Donaldson invited the committee members to tour the building.

The committee discussed work that will still need to take place during school and after hours. Mr. Schneider inquired if Mr. Donaldson was confident that the Building Official would issue a temporary Certificate of Occupancy. Mr. Donaldson replied as long as all the fire ducts and

smoke ducts are sealed there should not be an issue.

2. JWL HVAC Owner's Project Management Report - Colliers

Mr. Warrington stated the contract was signed with Colliers on July 15 and they have begun engaging in the field and attending meetings. took a look at the tunnel himself as it is a confined space and wants to make sure everyone is safe. Mr. Warrington sated he looked at the documents and the bid was to install in the ceiling and the steel ductwork only allows 16-18 inches above ceiling to the bottom of the roof deck and there are some steal beams that are pretty deep only allowing 2-4 inches of space to get through. Mr. Warrington added it will be more labor intensive to go through the basement. Mr. Warrington shared a photo of the tunnel with the committee and discussed the process to run through the tunnel. Mr. Warrington expects the cost to be more expensive due to the labor required. Mr. Warrington agrees with the recommendation to go through the tunnel from a long term perspective. Mr. Warrington shared a photo of the work being done in a typical classroom and shared specifics of the work taking place. Mr. Warrington will notify Mr. Donaldson when inspections take place.

Mr. Warrington presented the "Financial Status Report" and discussed the line items that will be utilized for this project. Mr. Warrington discussed the projected contingency for the project, stating that there should be savings on this project. Mr. Warrington reviewed the "Contingency Status Report" (change order log) with the committee and the two change orders presented to date.

Mr. Schneider inquired on the status of the contract with Nutmeg now that the referendum has passed. Mr. Donaldson and Mr.Mitchell explained that Friar did not sign the first contract with items removed, that contract was void and the contract reverted to the original bid amount and has been executed by the Mayor. Reverting back to the original contract clarifies the process as the project has been funded through Referendum.

Mr. Mitchell stated Nutmeg is proceeding well and made up quite a bit of the schedule due to the late signing of the contract.

3. MOTION to approve AIA Document G701-2017 Change Order Number 001 dated 7.23.2025 in the amount of (\$200,514.00) for Project 2023-121A Juliet W. Long School - HVAC.

Discussion:

Chairman Gush shared these are contingency funds moving out of the contractor bucket and putting it back with the town.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

4. MOTION to approve Materials Testing, Inc. Proposal No. S-072516833 dated 7.30.2025 not to exceed \$2,500.00 for Ledyard Juliet Long HVAC Installation Project - DAS State Contract 19PSX0223.

Discussion:

Mr. Warrington clarified this is the state DAS contract that all towns and municipalities can use in lieu of bidding in addition to this amount being well under the bid threshold. Mr. Tyminski questioned if this was for the steel testing? Mr. Warrington replied yes this is inspection of the framing for rooftop units.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

5. MOTION to approve The Nutmeg Companies, Inc. Application for Payment dated 7.29.2025 in the amount of \$791,024.15 for Project 2503 Juliet W. Long Elementary School HVAC Replacement.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

****ADD ON****

6. MOTION to approve Friar Architecture Inc. Inv #2023-121A-08 dated 7.31.2025 in the amount of \$4,200.00 for Project 2023-121A Ledyard - Juliet Long HVAC.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

7. MOTION to approve up to \$50,000 for soffit and ceiling installation for JWL HVAC Project.

Discussion:

Mr. Donaldson stated metal stud wall that comes down 12 inches to install ceiling tiles to hid the duct work.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

ABSENT 1 Reguin

VIII. OLD BUSINESS

1. Discussion and possible action regarding furniture for the Gallup Hill School Building Project.

Chairman Gush inquired if we had contacted the vendor to negotiate the price for what we would not have covered through grants. Mr. Donaldson stated that we have contacted the vendor advised them that we would offer the amount we would have paid less the grant. Mr. Donaldson added they rejected that and suggested they make a counteroffer. Mr. Tyminiski stated supposedly we received that but there is no documentation that we made payment but it's five years old and we are assuming we would have already paid. Mr. Donaldson was able to confirm that everything except the bulleting boards were delivered but has no way to verify the number of bulletin boards is accurate. Mr. Donaldson added that as far as Mr. Bonin knows we did not pay for it. Mr. Tyminiski stated all of those invoices would have come before the committee years ago, it seems that they were never invoiced and it was never incorporated. The committee further discussed the offer to pay 38%. Mr. Donaldson added he would like to have an agreement that states the amount is accepted. Chairman Gush requested this item be removed from the agenda until there is an update.

2. Any Old Business proper to come before the Committee

None

IX. NEW BUSINESS

1. Any New Business proper to come before the Committee

None

X. ADJOURNMENT

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

The meeting adjourned at 6:43 p.m.

VOTE: 4-0 Approved and so declared

Respectively Submitted,

Chairman Gush
Permanent Municipal Building Committee