



Chairman
Joseph Gush

TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Final

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Regular Meeting

Monday, October 6, 2025

5:30 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://us06web.zoom.us/j/87479984008?pwd=TMXjVLsHfsHt5AL4BKmeuox5ATzbA0.1>

Meeting ID: 874 7998 4008 Passcode: 011861

One tap mobile +13092053325,,87479984008#,,,,*011861# US

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
BOE Representative Jennifer Reguin
BOE Representative Kate DiPalma-Herb

In addition, the following were present:

Mathew Bonin - Finance Director
April Brunelle - Town Council Liaison
Kristen Chapman - PMBC Support Staff
Wayne Donaldson - BOE Facilities Manger
Scott Mitchell - Friar Architecture
Vincent Salinas - STV
Charles Warrington - Colliers Project Leaders

III. ADDITIONS TO AND/OR CHANGES TO THE AGENDA

MOTION to add the following items to the agenda under Section V. Update on Juliet Long, Gales Ferry and BOE Central Office Projects:
Section V.

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

9.30.2025 in the amount of \$46,035.00 for Juliet Long School - Roof Replacement and Photovoltaic Project.

7. MOTION to approve Shipman & Goodwin LLP Inv# 668409 dated 9.8.2025 in the amount of \$1,475.00 for Professional Services Rendered.

RESULT: APPROVED AND SO DECLARED

MOVER: Kate DiPalma-Herb

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

IV. RESIDENTS & PROPERTY OWNERS COMMENTS

None

V. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Special Meeting/Executive Session Meeting Minutes of September 8, 2025 and the PMBC Regular Meeting Minutes of September 8, 2025.

RESULT: APPROVED AND SO DECLARED

2. MOTION to approve the PMBC Special Meeting Minutes of September 15, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

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

1. Update/Discussion on Roof Projects & Budget Documents

Central Office

Mr. Donaldson provided an update on the punch list that was completed by the Architect and STV:

- Snow Guards not properly attached (40 bolts were tested with 3 top bolts passing, the lower bolts were 59, 70 with the highest at 90)
- Top cap meets the low slope roof, Garland requires a minimum of 3 inch overlap and 2 beads of sealant, the overlap was 1 ½ inches. This will need to be replaced.
- Section of roof with printing on the material with “install this side down”
- Splash boxes were missing from the AC units
- Silver Petrucelli & Associates is checking into the position of the walk pads

Chairman Gush inquired how long Mr. Donaldson has been waiting for the information to come

back from Silver Petrucelli & Associates. Mr. Donaldson replied to a little over a week and he wanted to make sure unlike Gales Ferry we are directly back to the vendor, and we will need to have a chat with the Town Attorney.

Mr. Donaldson wanted to make the Committee aware that at both Central Office and Gales Ferry School, Garland has issued the warranties.

Gales Ferry School

Mr. Donaldson stated updated on this are in a holding pattern waiting for results from the bonding company and hopefully we will know more in the near future.

Juliet Long School

Mr. Donaldson informed the committee that Eversource has canceled the October 18th cutover date. The cost to perform this task on a Saturday with overtime was \$25,000. The cutover will most likely take place over Thanksgiving break. Chairman Gush inquired how long the cutover will take. Mr. Donaldson replied for four to six hours. Mr. Donaldson informed the committee that the electrician is looking to bring in a generator on the 4th to run the voting machines.

General Discussion

Mr. Tyminski inquired if we are hung up with Imperial and have to go back to do something with that roof does that mess up the warranty, would we get an extension on the warranty, what happens? Mr. Donaldson stated he would ask them as he did not know, he did know at Gales Ferry they would take responsibility for anything that comes up in the two-year warranty period but we do not have the same issues at Central Office. Mr. Donaldson added the issues have to be corrected by a Garland authorized contractor. The Committee discussed options related to these repairs. Mr. Donaldson recommended we consult with the Town Attorney.

2. MOTION to approve Silver Petrucelli & Associates Inv# 25-1933 dated 5.1.2025 in the amount of \$149.40 for Project 22.331 Ledyard BOE-Roof.

Chairman Gush inquired if Mr. Donaldson had background on this invoice as the line item stated Administration, Construction and Close Out costs. Mr. Donaldson replied this is the final amount due on the Construction Administration and believes this is the one we held off on paying as we did not want to close out the contract. No Action Taken.

RESULT: NO ACTION

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

3. MOTION to approve Silver Petrucelli & Associates Inv# 25-1937 dated 5.5.2025 in the amount of \$3,400.00 for Project 22.331 Ledyard - Gales Ferry Roof & PV.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

4. Motion to approve Silver Petrucelli & Associates Inv# 25-2520 dated 9.1.2025 in the amount of \$850.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

5. MOTION to approve Prime Consulting Inc Inv #23269 dated 8.14.2025 in the amount of \$4,865.00 for Snowguard Inspection.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

6. MOTION to approve Gold Seal Roofing Application and Certificate for Payment dated 9.30.2025 in the amount of \$46,035.00 for Juliet Long School - Roof Replacement and Photovoltaic Project.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

7. MOTION to approve Shipman & Goodwin LLP Inv# 668409 dated 9.8.2025 in the amount of \$1,475.00 for Professional Services Rendered.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

VII. JULIET LONG HVAC PROJECT UPDATES

1. JWL HVAC Project 2024 Updates

Mr. Warrington provided an update on the project stating that school is back in session and work has slowed. A few units will be craned up next week. Mr. Donaldson stated the electrician will be in on Saturday to do the lighting and the PA Speaker system should be complete within a few days. As soon as the electrician is done with the lighting the inspection will be scheduled. Mr. Bonin inquired if there is a list of vendors against the \$50,000 for ceiling work. Mr. Donaldson will supply that list.

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

Mr. Warrington provided the project financials. The projected savings for the project are currently \$545,000. The financial summary report reflects all invoices on the agenda this evening, assuming those will be approved. Mr. Warrington highlighted \$24,400 in construction contingency for fire safety that is likely to be returned. Mr. Warrington stated the project is in great shape.

3. MOTION to approve AIA Document G701-2017 Change Order Number 002 dated 9.30.2025 in the amount of \$27,932.93 for 2023-121A Juliet W. Long School - HVAC Project.

Mr. Warrington stated this change consists of a few different scopes of work related to subcontractors, with the primary change order being the actual electrical work to extend over to the north side of the corridor, after some back and forth the subcontractor proposal is \$17,000. The second portion is in the janitor's closet, replacing some old ductwork. The third item on the change order is for the concrete infill to be reinforced to ensure no gap in the duct work in the closet. The subtotal of the work is \$24,280, and the contractor is entitled to markups for overhead profit for a total of the \$27,932.93. Mr. Donaldson added this change order has come down considerably as the original change order was \$50K or \$60K. Mr. Warrington added there is good value here for the end product.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

4. MOTION to approve AIA Document G701-2017 Change Order Number 003 dated 9.30.2025 in the amount of \$778.97 for Juliet W. Long School - HVAC Project.

Mr. Warrington reviewed the top of wall conditions and penetrations through the walls as related to fire safety. This change order is to address some of the fire safety conditions.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

5. MOTION to approve Colliers Project Leaders Inv# 0001099202 dated 9.30.2025 in the amount of \$4,028.40 for OMP-Juliet Long HVAC Installation.

Mr. Warrington stated this invoice is fairly small as there is \$56,000 remaining for the construction phase. Mr. Warrington added the only usage for the procurement phase is for the commissioning services and he anticipates giving some of this back as Colliers came in after the bidding process.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

6. MOTION to approve Friar Architecture Inc. Inv# 2023-121A-11 dated 9.30.2025 in the amount of \$24,540.00 for Project 2023-121A Ledyard - Juliet Long HVAC.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

7. MOTION to approve Materials Testing, Inc. Inv# 26566 dated 8.31.2025 in the amount of \$1,324.50 for Structural Steel Inspection JWL HVAC Project.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

8. MOTION to approve The Nutmeg Companies, Inc. Application for Payment dated 9.30.2025 in the amount of \$294,025.00 for Juliet W. Long School-HVAC Project.

Mr. Schneider inquired if all of the backup including certified payroll has been provided. Mr. Warrington confirmed all documents have been received including certified payroll. The Architect has signed the document and Colliers recommends payment.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

9. MOTION to approve L&W Supply Corporation Inv# 148506-001 dated 8.25.2025 in the amount of \$12,886.16 for JWL HVAC Project.

Mr. Donaldson stated this invoice is for ceiling material, the panels and grid.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

10. MOTION to approve AUDET Construction & Sons Invoice dated 8.20.2025 in the amount of \$4,950.00 for JWL HVAC Project.

Mr. Donaldson stated this invoice is for the metal used to wrap the soffit in.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

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

Discussion:

Chairman stated he had reviewed the document with Mr. Donaldson. Mr. Donaldson stated he met with Mr. Warrington and changes were made, what is remaining is incidental and Mr. Donaldson does not believe it will have significant impact if we disagree on three or four items. The dates for submittal were clarified.

MOTION to approve Request for Qualifications/Proposal for Professional Services Commissioning Agent in the draft dated 10.1.2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 6 Schneider Tyminski Gush Hosey Reguin DiPalma-Herb

VIII. OLD BUSINESS

- 1.** 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. Gush moved the meeting be adjourned, seconded by Mr. Tyminski.

The meeting adjourned at 6:25 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.