



# **TOWN OF LEDYARD**

## **Permanent Municipal Building Committee**

### **Meeting Minutes - Draft Minutes**

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Chairman  
Joseph Gush

#### **Regular Meeting**

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**Monday, September 8, 2025**

**5:30 PM**

**Town Hall Annex - Hybrid Format**

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#### **WORKING DRAFT**

#### **REMOTE MEETING INFORMATION**

##### **Join Zoom Meeting**

<https://us06web.zoom.us/launch/edl?muid=c8d78459-cdcd-4855-86f1-9366fcc92009>

**Meeting ID: 845 4506 8864 Passcode: 047672**

**One tap mobile +13092053325,,84545068864#,,,\*047672# 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**

<b>Present</b>	Committee Member Gary Schneider Committee Member Gerald Tyminski Chairperson Joseph Gush Committee Member George Hosey BOE Representative Jennifer Reguin
<b>Excused</b>	BOE Representative Kate DiPalma-Herb

In addition, the following were present:

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

#### **III. ADDITIONS AND/OR CHANGES TO THE AGENDA**

Motion to add the following items to the agenda under section VI. Juliet Long HVAC Project Updates

Motion to approve Friar Architecture inc. Inv #2023-121A-10 dated 8.31.2025 in the amount of

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\$10,920.00 for Project 2023-121A Ledyard - Juliet Long HVAC.

Motion to approve Friar Architecture Inc. additional service proposal dated 8.25.2025 in the amount of \$19,500.00 for scope of work value engineering.

A motion was made by Chairperson Gush, seconded by Committee Member Tyminski, that this be Approved and so declared. The motion carried by the following vote:

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

#### **IV. RESIDENTS & PROPERTY OWNERS COMMENTS**

None

#### **V. APPROVAL OF MINUTES**

##### **1. MOTION to approve the PMBC Regular Meeting Minutes of August 4, 2025.**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

#### **VI. UPDATE ON JULIET LONG, GALES FERRY ADN BOE CENTRAL OFFICE PROJECTS**

##### **1. Update/Discussion on Roof Projects & Budget Documents**

Mr. Donaldson provided updates on the School Roof Projects:

##### Central Office Roof

- The Central Office Roof is believed to be complete
- Awaiting final Architect walkthrough and punch list
- Imperial has been on-site tightening the Snow Guards
- Mr. Donaldson suggested authorizing additional funds to re-test the Snow Guards

##### Gales Ferry School Roof

Architect punch list found numerous issues, including aesthetic issues

- Visible twisting in some of the panels that were redone
- Missing rivets and/or loose rivets that were not secured
- Areas with overlapping top piece that water can get underneath

- Snow Guards not attached properly
- Snow Guards decorative face peeling off
- Other small various items

Mr. Donaldson added that all issues have been documented with pictures by the Architect.

Juliet Long School Roof

- Switch gear for the solar portion has arrived
- Awaiting Eversource to pull the wiring
- Waiting for two circuit breakers to arrive and transfer over to the new service
- Aiming to transfer service over October break

Discussion

Mr. Bonin stated he had some questions about the STV invoices and also grant reimbursement submissions. Mr. Bonin stated the amendments that were approved, the math didn't work and is awaiting additional information on those. Mr. Salinas stated he had found the invoices and has reached out to the invoicing department for clarification on the numbers and will provide that to the Committee. Chairman Gush added that the payment will be held until an updated invoice is received. Mr. Salinas inquired if it was only for Juliet Long. Mr. Bonin stated it was for all three projects. Mr. Salinas will get the information requested and understands payment is on hold at this time.

Mr. Bonin also requested to discuss reimbursement submission for the three roof projects. Mr. Bonin stated as of today only one has been submitted and he is extremely dissatisfied with the timeliness of those submissions. Mr. Bonin added that temporary money had to be borrowed and there was over \$2 million out there that could have been reimbursed. This will cost the town around \$80,000. Mr. Salinas will check with the grants administrator but believes they have been submitted, and he will connect with Mr. Bonin. Mr. Bonin stated he does not have access to that system only the Board of Education does. Mr. Donaldson added his password has expired and has emailed the State to reset the password, when Michelle called regarding Gales Ferry he was under the impression that all three were taken care of. Mr. Bonin stated still they were not submitted in a timely manner as they were not submitted until June. Mr. Salinas will arrange a meeting with Mr. Bonin, Mr. Donaldson and the grants administrator to discuss the process and the current status of submissions.

2. MOTION to approve Shipman & Goodwin LLP Inv # 667681 dated 8.19.2025 in the amount of \$1,534.00 for Professional Services Rendered.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

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.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

## VII. JULIET LONG HVAC PROJECT UPDATES

1. JWL HVAC Project 2024 Updates

Chairman Gush inquired about the commissioning bid. Mr. Donaldson has the document and will review over the next few weeks, there is plenty of time as the commissioning will occur over April Break or possibly next summer.

Mr. Warrington (Owner's Representative) gave an overview of the project progress and financials. The project is in great shape financially with around \$493,000 in contingency. Mr. Warrington anticipates that the project will come in under budget. Mr. Warrington took the Committee through the encumbrances/allowances in the financial report and reviewed the contingency log. Mr. Warrington then provided some photographs of the progress of the project and how the duct work looks in a typical classroom. Mr. Warrington highlighted the smoke proofing between the classrooms and the corridors.

### JWL HVAC Project Progress

- Duct work is mostly complete
- Soffits have been hung
- Heat pumps are complete except for ceiling work that Mr. Donaldson's team will complete
- Wiring will continue out of the way
- Aiming to install Condenser in October over school break
- Rooftop Units are expected over winter break

Mr. Donaldson stated he will be coming to the Committee for an add on for this project. Mr. Donaldson explained an issue that is occurring at Gallup Hill School with birds chewing

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through the insulation and water coming down and getting into the classrooms. There is a membrane that can cover the duct work and Mr. Donladson is currently obtaining pricing. The Committee inquired why this membrane was not included in the original project scope for the rooftop ductwork. The Architect responded this is a typical insulation and they typically do not experience birds deteriorating and attacking the ductwork, this is a bit unusual.

2. JWL HVAC Owner's Project Management Report - Colliers
3. MOTION to approve Collier Project Leaders Inv #0001078589 dated 7.31.2025 in the amount of \$5,430.00 for Project 24012605G OPM-Juliet Long HVAC Installation.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

4. MOTION to approve Colliers Project Inv #0001088123 dated 8.31.2025 in the amount of \$10,844.90 for Project 24012605G OPM-Juliet Long HVAC Installation.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

5. MOTION to approve Kamco Supply Corp of New England Inv #2507-066308 dated 7.22.2025 in the amount of \$1,298.00 for Order #2507-E64543 JWL-HVAC Project.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

6. MOTION to approve Kamco Supply Corp of New England Inv #2507-072778 dated 7.29.2025 in the amount of \$406.00 for Order #2507-E71735 JWL-HVAC Project.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

7. MOTION to approve Kamco Supply Corp of New England Inv #2508-099062 dated 8.28.2025 in the amount of \$58.00 for Order: 2508-E90923 JWL – HVAC Project.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

8. MOTION to approve The Nutmeg Companies, Inc. Application for Payment dated 8.27.2025 in the amount of \$485,496.55 for Project 2503 Juliet W. Long Elementary School HVAC Replacement.

Discussion

Mr. Schneider inquired if we had seen certified payrolls yet. Mr. Warrington replied that he has not seen any yet and will follow up to get those. Mr. Tyminki inquired if this was the submission directly to the State. Mr. Warrington stated the State would like quarterly submissions and this payment application will be part of that submission likely in November or December.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

9. Approval of RFP for Commissioning Agent services.

The Committee discussed the RFP for commissioning agent services. This could take place as early as April but it may be best to wait until the project is complete in the summer and do the commissioning in one phase rather than two. Mr. Donaldson will review the RFP and it will be presented to the Committee for review at the next meeting.

**RESULT:** CONTINUE

10. MOTION to approve Friar Architecture Inc. Inv #2023-121A-10 dated 8.31.2025 in the amount of \$10,920.00 for Project 2023-121A Ledyard Juliet Long HVAC.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

11. MOTION to approve Friar Architecture Inc. additional service proposal dated 8.25.2025 in the amount of \$19,500.00 for scope of work value engineering.

Discussion

Mr. Donaldson explained that this is for the modifications to the bid for the scope of work and value engineering for the re-bid on the JWL HVAC Project. Mr. Donaldson confirmed that the Van Zelm invoice in the amount of \$12,000 is included in the \$19,500 Friar Architecture invoice.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 5 Tyminski Gush Hosey Reguin Schneider

**EXCUSED** 1 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. Tyminski moved the meeting be adjourned, seconded Mr. Schneider.

The meeting adjourned at 6:09 p.m.

VOTE: 4-0 Approved and so declared

Respectively Submitted,

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Chairman Gush  
Permanent Municipal Building Committee

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