



TOWN OF LEDYARD

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Ad Hoc Committee to Develop A Process For Capital Improvement Building Projects

Meeting Minutes Organizational Meeting

Thursday, May 21, 2026

4:30 PM

Town Hall Annex

WORKING DRAFT

I. CALL TO ORDER

Town Council Chairman Gary St. Vil called the meeting to order at 4:31 p.m. in the Town Hall Annex Council Chambers and on Zoom.

II. ROLL CALL

Present Chairman Joseph Gush
BOE Representative Brandon Graber
BOE Director of Facilities & Grounds Wayne Donaldson
Public Works Director Steve Masalin
Finance Director Matthew Bonin
Town Councilor Ty Lamb

In addition, the following were present:

Town Council Chairman, Gary St. Vil
Ad Hoc Support Person, Jessica Michaud

III. BUSINESS OF MEETING

1. Election of Officers.

MOTION to nominate Commissioner Joseph Gush as Chairman of the Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects.

This was Approved and so declared.

RESULT: APPROVED AND SO DECLARED

MOVER: Ty Lamb

SECONDER: Brandon Graber

AYE 6 Gush Graber Donaldson Masalin Bonin Lamb

MOTION to nominate Commissioner Brandon Graber as recording secretary of the Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects.

This was Approved and so declared.

RESULT: APPROVED AND SO DECLARED

MOVER: Ty Lamb

SECONDER: Wayne Donaldson

AYE 6 Gush Graber Donaldson Masalin Bonin Lamb

2. MOTION to set the Committee to Develop a Process for Capital Improvement Building Projects Committee's Regular Meeting schedule for the 2026 Calendar Year.

Mr. Lamb stated that Thursdays would work best for him. Mr. Graber stated that the 4:30p.m. start times might be difficult for him. Mrs. Michaud stated that the second Thursday of the month was available at 4:30 p.m. or 5:00 p.m. Mr. Bonin stated that he would prefer the meetings be at 4:30 p.m. Mr. Graber responded that he would be able to attend the meetings via zoom.

MOTION to set the 2026 Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects schedule as follows: June 11, 2026- July 9, 2026 - August 13, 2026- September 10, 2026-October 8, 2026-November 12, 2026.

RESULT: APPROVED AND SO DECLARED

3. Review the Resolution Establishing an Ad Hoc committee to Develop a Process for Capital Improvement Building Projects for the Town of Ledyard.

Mr. Gush stated that he would like to create an amendment to the PMBC ordinance that would allow changes as times change without having to create subcommittees. Mr. Gush stated that as a committee he would like specific guidance and a checklist to be created to help the PMBC get projects off the ground.

RESULT: CONTINUE

IV. COMMENTS OF COMMITTEE MEMBERS

Mr. Lamb asked when the Ad Hoc Committee would need to have the recommendations ready to present to the Town Council. Mr. Gush stated the last meeting for the Ad Hoc Committee would be in November. Later in the meeting Mr. Gush asked Mr. St. what the process would be if the Ad Hoc Committee needed additional time to complete the recommendations. Mr. St. Vil said that he would get more information on the extension process and let the committee know.

Mr. Gush asked that everyone review the enclosures prior to the next meeting, and to also review the ordinance that governs each portion of it. Mr. Gush stated that at the end of the Ad Hoc Committee the hope is to have a single document for the PMBC to work off of. Mr. Gush stated that at the first meeting he would like to look at the "Building Blocks" document and possibly split the sections up within the committee. Mr. Graber agreed that it would be helpful for each member of the committee to take on a section giving the following examples, financing, scheduling, completing, and evaluating.

Mr. Gush will provides updates to the Permanent Municipal Building Committee and Mr. Lamb will provide updates to the Town Council.

V. ADJOURNMENT

Meeting was adjourned by Chairman Gush at 4:55 p.m.

This was Approved and so declared.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Brandon Graber

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