



Chairman  
Joseph Gush

# TOWN OF LEDYARD

## Permanent Municipal Building Committee

### Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

#### Special Meeting

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Wednesday, April 30, 2025

6:00 PM

Town Hall Annex - Hybrid Format

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#### WORKING DRAFT

#### REMOTE MEETING INFORMATION

##### Join Zoom Meeting

<https://us06web.zoom.us/j/84162140776?pwd=eGB5ERLaJUn1SYr0v6P5zcCZDyQVYz.1>

Meeting ID: 841 6214 0776 Passcode: 229406 • +1 646 558 8656 US (New York)

#### I. CALL TO ORDER

Chairman Gush called the meeting to order at 6:04 p.m. at the 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 Kate DiPalma-Herb
<b>Excused</b>	BOE Representative Jennifer Reguin
<b>Absent</b>	Committee Member Elizabeth Peterson

In addition, the following were present:

Mathew Bonin - Finance Director

April Brunelle - Town Council Liaison

Kristen Chapman - Mayoral Assistant, PMBC Support Staff

Wayne Donaldson - Director of Finance

Vincent Salinas - STV

Mark Duprey - STV

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

#### IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Special Meeting Minutes of March 31, 2025.

POST MEETING NOTE

The "working draft" meeting minutes of April 14, 2025 were mistakenly attached to this Motion. Approval of the March 31, 2025 and April 14, 2025 minutes will be placed on the June 2, 2025 PMBC Regular Meeting Agenda.

**RESULT:** CONTINUE

**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 provided an update on Juliet Long School. The solar on the right half of the building is almost complete with the left side of the building remaining to be complete. Work has been limited as there has been testing in the schools for the past three weeks. Mr. Donaldson shared that the switch gear has been delayed and he is awaiting a new delivery date.

Mr. Donaldson provided an update on Central Office. There has been no change since the last meeting. The manufacturer will provide a punch list with item required for warranty. The Committee discussed the completion date of the project as related to liquidated damages.

Mr. Donaldson provided an update on Gales Ferry School. Mr. Donaldson restated that work has been limited due to testing in the building. Mr. Donaldson stated test panels were put up. The architect confirmed the panels were not installed per the architect's drawings. Mr. Donaldson outlined for the Committee the proper installation of the panels.

The Committee reviewed the new budget document. Mr. Donaldson explained that some charges such as bonding have been proportionally split between the projects as a percentage of the total project. Mr. Donaldson added that Gales Ferry School is over budget \$54,000. Mr. Donaldson added he expects to see more adjustment to the budget as related to change orders. Mr. Donaldson shared that the liquidated damages listed are actual to date. The Committee discussed the budget further as related to liquidated damages. Mr. Bonin stated he cannot speak to the budget numbers as no one has reviewed with him and requested involvement in budget documents. Mr. Tyminiski requested descriptions of the change orders on the budget document. Mr. Donaldson stated that three supplemental grant reimbursements have been submitted for payment. Mr. Hosey pointed out that dates on the budget documents were incorrect, this will be rectified for the next meeting.

3. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 2.28.2025 in the amount of \$40,850.00 for Project 24.135 Gales Ferry School.

Discussion

The Committee discussed the issue of the Contractor's cash flow if payment is withheld as it relates to getting the job complete. The Committee also discussed the option of pulling the bond if the Contractor does not complete the work and scenarios that may occur if the bond is to be pulled. Mr. Donaldson added that work has been limited in the past few weeks due to school testing. The Committee discussed the liquidated damages that were presented to the Contractor.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Gary Schneider

**AYE** 4 Schneider Tyminski Gush DiPalma-Herb

**NAY** 1 Hosey

**EXCUSED** 1 Reguin

**ABSENT** 1 Peterson

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

### **1. Discussion and possible action on STV Change Order Requests.**

Discussion:

Marc Duprey and Vincent Salinas with STV elaborated on the change orders presented to the Committee due to the overrun on the project. Mr. Duprey stated moving forward billing will be only for hours used. Chairman Gush requested that STV work closely with the Finance Director to prepare the budget documents. Mr. Donaldson reminded the Committee that \$54,000 was removed from the STV contract for design. Mr. Donaldson added originally Friar was hired and that was changed to Silver Petrucelli and Associates in which the original documents were rejected, Mr. Rogney then spent time with Mr. Donaldson updating those documents. Mr. Bonin inquired about the grant submission process. Mr. Donaldson stated the grant submission is not in the Silver Petrucelli & Associates Contract and has been added in the change orders for STV. Mr. Tyminski inquired the hourly cost on the time and material. Mr. Duprey directed the Committee to the chart with pay rate for each team member. Chairman Gush added that these charges can be included in liquidated damages.

MOTION to approve STV Construction Inc. Change Order Requests in the following amounts for Roof Projects:

Central Office	\$14,134
Gales Ferry School	\$44,605
Juliet Long School	\$19,261

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

**AYE** 5 Schneider Tyminski Gush Hosey DiPalma-Herb

**EXCUSED** 1 Reguin

ABSENT      1      Peterson

## VII. JULIET LONG HVAC PROJECT UPDATES

### 1. JWL HVAC Project 2024 Updates

Chairman Gush sent a letter to the Mayor and Town Council regarding the increase of \$1,250,000 for the HVAC project. The Town Council will hold a meeting on May 12, 2025 where Chairman Gush will give a brief presentation about the project and need for additional funds. A referendum will be held May 20, 2025. The completion date for the Grant has been extended for one year to December 2026. The Committee discussed detailing the contracts in such a way that tasks do not overlap between the Architect and the Owner's Representative.

### 2. Discussion and possible action on AIA Document A101-2017 Standard form of Agreement between the Town of Ledyard and The Nutmeg Companies, Inc. for 2023-121A Juliet W. Long School - HVAC Project.

Discussion:

Mr. Donaldson stated he discussed with the Mayor possibility to split the job into two portions, one with to move forward with existing allotment from the town so we can begin this summer. Ms. Chapman read the following letter from Mayor Fred B. Allyn III into the record.

Chairman and PMBC members,

As you know, we are at a critical crossroads for the Juliet W. Long HVAC project. Further complicating this project is the proposed elimination of grant funding by the State for *future projects*. The Legislature's Finance, Revenue and Bonding Committee moved forward with removal of \$138M of future grant reimbursement funding for school air quality improvement projects. Our project has received commitment from the State so the opportunity for 61.78%+ reimbursement is now or never.

I want to affirm my support of the project as it pertains to the project as a whole but also in support of moving ahead with work within the existing budget funds. This critical step will allow the project to be completed within the state reimbursement time frame and get the long-awaited upgrade done.

Best, Fred B. Allyn III

Mr. Schneider inquired how this would be split. Mr. Donaldson replied the contract is for around \$1.8M which allows for the Owner's Representative and Architect fees. The \$1.8M would complete everything within the school and penetrations through the roof. The balance would be for the rooftop equipment if it goes on. If the referendum gets passed the Contractor can complete the work by November 2025. The Committee discussed potential avenues to complete the project should the referendum fail. Ms. Dipalma inquired if the funds already approved mitigate the risk. Chairman Gush stated the question we are all asking is what to do next if the referendum fails. Ms. Dipalma reference the Mayor's letter from a place of understanding all aspects before he recommended to move forward. Ms. Dipalma reiterated that losing this is huge. Mr. Schneider wanted to see the items in writing for the work that would be done within the budget. Ms. Chapman directed Mr. Schneider to the proposed contract outlining the items that will be removed to move forward within the current budget. Mr. Tyminski inquired what would be done if we do not receive the additional funding and half of the work has

been done. Mr. Donaldson replied the only thing that would need to be would be to put in smoke penetration blocking. Materials would need to be ordered now for a June start date. Mr. Tyminski inquired what would happen if the referendum fails can we cancel the contract and only pay for what has been ordered and shipped. Mr. Donaldson stated that could be done. The Committee requested the contract be reviewed to include a clause to cancel the contract and incur costs for materials ordered to date should the referendum fail. Mr. Schnieder believes there is a clause in the AIA document to cover this issue.

MOTION to execute AIA Document A101-2017 Standard Agreement between the Town of Ledyard and The Nutmeg Companies, Inc., for Project 2023-121A Juliet W. Long School - HVAC Project in the amount of \$1,898,506.00.

**RESULT:** APPROVED AND SO DECLARED

**AYE** 5 Schneider Tyminski Gush Hosey DiPalma-Herb

**EXCUSED** 1 Reguin

**ABSENT** 1 Peterson

3. MOTION to amend MOTION to approve Bid Proposal from Colliers Project Leaders not to exceed \$110,000 for RFP/RFQ Bid #24-8 (Juliet Long HVAC Installation Owner's Representative Services) pending approval of an additional appropriation of \$1,250,000 through Referendum Vote on May 20 to remove the following "pending approval of an additional appropriation of \$1,250,000 through Referendum Vote on May 20".

Chairman Gush asked Mr. Donaldson for this item to be tabled and to be re-bid. Mr. Chairman insured if we can get it out quickly. Mr. Donaldson he would put it out tomorrow for a return date before he gets back on the 28th. Mr. Bonin question why they want to re-bit and what is changing. Chairman Gush stated we only received two quotes and maybe we want to re quote it, it worked when we did this for the HVAC system and we ended up with three bids and didn't have to ask for a bid waiver. Mr. Bonin responded a bid waiver is not a big deal and if you are going to re-bid you may not have someone that bid on this one not bid on the next one.

**RESULT:** NO ACTION

## VIII. OLD BUSINESS

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

Chairman Gush stated he has looked at the invoice and he only sees one that we should pay. Mr. Donaldson stated he did look and the only thing he cannot verify is the sander. Mr. Donaldson was able to verify the pianos, with two at Gallup Hill and two at the Middle School. Mr. Donaldson could not verify the bulletin boards. The Committee reviewed and discussed the invoices presented as related to the Architect's involvement. Chairman Schneider suggested that we owe 30% on the outstanding invoices as the time period to receive State reimbursement has passed. Chairman Gush requested Mr. Donaldson draft a letter regarding the outstanding payment.

**RESULT:** CONTINUE

**IX. ADJOURNMENT**

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

The meeting adjourned at 7:28 p.m.

VOTE: 3-0 Approved and so declared

\*Mr. Hosey excused the meeting early

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.