



Chairman
Joseph Gush

TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Regular Meeting

Monday, December 1, 2025

5:30 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://ledyardct.zoom.us/j/86593833289?pwd=nv3dMbBaYGXsjxXhfhU0pNzZSQOsa8.1>

Meeting ID: 865 9383 3289 Passcode: 455696

One tap mobile +16469313860,,86593833289#,,,,*455696# 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 Gerald Tyminski
Chairperson Joseph Gush
Commissioner George Hosey
BOE Representative Kate DiPalma-Herb

Excused Commissioner Gary Schneider
BOE Representative Jennifer Reguin

In addition, the following were present:
Mathew Bonin -Finance Director
Kristen Chapman - PMBC Support Staff
Wayne Donaldson - BOE Facilities Director
Vincent Salinas - STV
Charles Warrington - Colliers Project Leaders

III. ADDITIONS AND/OR CHANGES TO THE AGENDA

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

V.9 MOTION to approve Shipman & Goodwin LLP Inv #6698181 dated 10.7.2025 in the amount of \$1,268.50 for Professional Services Rendered.

V.10 MOTION to approve STV Inv# 77 dated 10.24.2025 in the amount of \$3,425 for Project 2122247 Ledyard Schools - Central Office.

V.11 MOTION to approve STV Inv#79 dated 10.24.2025 in the amount of \$14,651.50 for Project 2122247 Ledyard Schools - Gales Ferry School.

V.12 MOTION to approve STV Inv# 83 dated 10.24.2025 in the amount of \$3,629.00 for Project 2122247 Ledyard Schools - Juliet Long School.

A motion was made by Chairperson Gush, seconded by Commissioner 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 3 Tyminski Gush Hosey

EXCUSED 2 Schneider Reguin

NON-VOTING 1 DiPalma-Herb

IV. RESIDENTS & PROPERTY OWNERS COMMENTS

None

V. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Regular Meeting Minutes of November 3, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 3 Tyminski Gush Hosey

EXCUSED 2 Schneider Reguin

NON-VOTING 1 DiPalma-Herb

2. MOTION to approve the PMBC Special Meeting Minutes of November 17, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 3 Tyminski Gush Hosey

EXCUSED 2 Schneider Reguin

NON-VOTING 1 DiPalma-Herb

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

1. Update/Discussion on Roof Projects & Budget Documents

Mr. Donaldson shared updated on the school projects.

BOE Central Office

Mr. Donaldson stated on Central Office we are waiting on the final information from the vendor. There is a punch list of items that will be submitted tomorrow to have a complete package for audit and completion of the project.

Juliet Long School

Mr. Donaldson stated Juliet Long the roof is complete with the exception of walk pads that will be installed after the HVAC project is complete.

Gales Ferry School

No update

Budget Update

STV provided an update on the project budget. Mr. Salinas stated he reviewed the budget with the Finance Director and modified a few items, STV's figures and the town's budget figures are in agreement.

2. MOTION to approve Shipman & Goodwin LLP invoice # 672261 dated 11.14.2025 in the amount of \$4,041.50 for Professional Services Rendered.

Post Meeting Note

Item withdrawn, invoice submitted in error. General Town Attorney budget.

RESULT: WITHDRAWN

3. MOTION to approve Gold Seal Roofing LLC Application and Certificate for Payment dated 10.31.2025 in the amount of \$24,831.00 for Juliet Long School Roof Replacement and Photovoltaic Project.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

4. MOTION to approve Silver Petrucelli & Associates Inv #25-2750 dated 11.1.2025 in the amount of \$189.00 for Project 22.331 Ledyard - Juliet Long Roof & PV.

Removed from agenda per Chairman Gush. Invoice will close the purchase order.

RESULT: WITHDRAWN

5. MOTION to approve Silver Petrucelli & Associates Inv# 25-2751 dated 11.1.2025 in the amount of \$99.60 for Project 22.331 Ledyard - BOE Roof.

Removed from agenda per Chairman Gush. Invoice will close the purchase order.

RESULT: WITHDRAWN

6. MOTION to extend contract completion date to June 1, 2026 for STV Construction Inc. - Owner's Representative for the Town of Ledyard: Central Office Building.

Discussion:

Chairman Gush inquired why that date was June 1, 2026. Mr. Salinas replied this was the estimate that would carry the project through the remaining budgeted funds for meetings for all three projects and he does not anticipate requiring any change orders for more funding until that time. Mr. Tyminski inquired if the funds can be moved between projects. Mr. Donaldson stated we are bound by what the State will allow and the resolution approved by the Town funded all projects.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

7. MOTION to extend contract completion date to June 1, 2026 for STV Construction Inc. Owner's Representative Agreement for Town of Ledyard: Juliet Long School.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

8. MOTION to extend contract completion date to June 1, 2026 for STV Construction Inc. Owner's Representative Agreement for Town of Ledyard: Gales Ferry School.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

9. MOTION to approve Shipman & Goodwin LLP Inv# 6698181 dated 10.7.2025 in the amount of \$1,268.50 for Professional Services Rendered.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

10. MOTION to approve STV Inv# 77 dated 10.24.2025 in the amount of \$3,425.00 for Project 2122247 Ledyard Schools - Central Office.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

11. MOTION to approve STV Inv #79 dated 10.24.2025 in the amount of \$14,651.50 for Project 2122247 Ledyard Schools - Gales Ferry School.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

12. MOTION to approve STV Inv# 83 dated 10.24.2025 in the amount of \$3,629.00 for Project 2122247 Ledyard Schools - Juliet Long School.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

General Discussion:

Mr. Bonin inquired what the plan is to file the next round of reimbursements requests with the State. Mr. Donaldson requested that STV look into the amount eligible for reimbursment since the last submission.

VII. JULIET LONG HVAC PROJECT UPDATES

1. JWL HVAC Project 2024 Updates

Mr. Warrington provided project updates in the Owner's Report.

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

Mr. Warrington provided an update on the Juliet Long HVAC project. The project is moving smoothly with additional duct work, connections and wiring in preparation to getting the units started up. The project continues to project an estimated \$550,000 in savings. The project is in great financial standing. Mr. Warrington added the contract is more than what the actual grant commitment in and will be only submitting costs for the contractor for reimbursement not the costs for Colliers and the commissioning agent as the contractor expenses will max out the grant fairly quickly.

Mr. Warrington provided clarification on the training hours provided in the contract for the commissioning agent. The contractor is responsible for provided training and the commissioning agent will ensure that appropriate training is provided.

3. MOTION to approve Friar Architecture Inc. Inv# 2023-121A-13 dated 11.30.2025 in the amount of \$5,040.00 for 2023-121A Ledyard - Juliet Long HVAC.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

4. MOTION to approve The Nutmeg Companies, Inc. Application for Payment No. 5 dated 11.30.2025 in the amount of \$299,535.00 for Project No. 2503 Juliet W. Long School-HVAC Project.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

5. MOTION to approve Colliers Project Leaders Inv# 0001118195 dated 11.16.2025 in the amount of \$1,109.10 for OPM - Juliet Long HVAC Installation.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

6. MOTION to approve Colliers Project Leaders Inv#0001110727 dated 10.31.2025 in the amount of \$5,863.40 for OPM - Juliet Long HVAC Installation.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

VIII. OLD BUSINESS

1. MOTION to approve Shipman & Goodwin LLP Inv #672261A dated 11.14.2025 in the amount of \$413.00.

Ms. Chapman stated this invoice was for the attorney fees related to Insalco furniture agreement.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

2. Any Old Business proper to come before the Committee
None

IV. NEW BUSINESS

1. MOTION to approve the 2026 Permanent Municipal Building Committee regular meeting schedule.

The committee chose to move the 2026 meetings to the second Monday of the month at 5:30 p.m. in the Town Hall Annex. This will allow more time for contractors to submit payment applications and payments in a timely manner for agenda preparation.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

2. MOTION to approve the following slate of 2026 Permanent Municipal Building Committee Officers:

Chairman - Mr. Joseph Gush

Vice Chairman - Mr. Gary Schneider

Secretary - Mr. Jerry Tyminski

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 4 Tyminski Gush Hosey DiPalma-Herb

EXCUSED 2 Schneider Reguin

3. Any New Business proper to come before the Committee

None

V. ADJOURNMENT

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

The meeting adjourned at 6:05 p.m.

VOTE: 3-0 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.