



# **TOWN OF LEDYARD**

## **Permanent Municipal Building Committee**

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

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Chairman  
Joseph Gush

#### **Special Meeting**

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**Monday, April 14, 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/j/84716869351?pwd=WYMBESfaHSdsPVE085yh1hBwLJb2sI.1>**  
**Meeting ID: 847 1686 9351 Passcode: 839088 • +1 646 558 8656 US (New York)**

#### **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
<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 Facilities BOE  
Vincent Salinas - STV

#### **III. RESIDENTS & PROPERTY OWNERS COMMENTS (Comments Limited to Three (3) Minutes)**

None

#### **IV. 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 stated there has been no change on the Central Office since the last meeting. The next step is for Garland to create the punch list at which point the Contractor will certify the punch list is complete. The Architect will then perform a walkthrough and create the final punch list. There are some minor issues to complete around overflow drains.

Mr. Donaldson shared that Juliet Long is progressing on the solar portion, but were unable to work most of last week due to testing in the school. There will be testing over the following two weeks and Mr. Donaldson will provide that schedule to the Contractor.

Mr. Donaldson discussed the progress at Gales Ferry School. Mr. Donaldson stated the radial section has not been completed, The Contractor was to cut a sample panel to see how the seam lines line up, hopefully that will occur Thursday or Friday of this week. Mr. Donaldson is hoping for something to look at and to approve that section. Mr. Donaldson believes the only item left is the bus canopy which is partially completed. Mr. Donaldson shared some issues regarding how the canopy met the roof which has been resolved. Once that is complete the Manufacturer will prepare their punch list and then the Architect will complete the final punch list.

Mr. Donaldson referred to the budget document stating the document attached is not completely accurate per project. There are a lot of items that have not been subtracted and or added, as the change orders have been penciled in. Allowances built into the Contract also have to be taken back out on change orders. Items such as bonding and interest need to be adjusted based upon the value of the projects. There will be some significant changes to the budget document. Mr. Hosey questioned the figures listed in the remaining invoice column. Mr. Salinas will double check those figures.

**RESULT:** DISCUSSED

3. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 1.31.2024 in the amount of \$78,075.42 for Project 24-135 Gales Ferry School.

Mr. Donaldson stated they are comfortable releasing this invoice for payment based on many factors including the percentage of the roof complete, previously build and other items. Mr. Donldson stated they are comfortable there are enough remaining funds on the roof portion of this job and retainage to cover any possible claims or open items. Mr. Tymniski asked how late the Contractor is. Mr. Donaldson replied August 20th. Mr. Tyminski inquired what date was given to the Contractor that we would start to charge them. Mr. Dondlson confirmed it is the Contract completion date which is the 20th of August. The Committee discussed concerns regarding the payments as it pertains to the contractual completion date and additional costs associated with the project. Mr. Donaldson replied there is a meting with the Contractor and the Architect on Thursday to resolve the issue and anything further discussion should take place in Executive Session.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** George Hosey

**SECONDER:** Gary Schneider

**AYE** 3 Schneider Gush Reguin

**NAY** 2 Tyminski Hosey

**EXCUSED** 1 DiPalma-Herb

**ABSENT** 1 Peterson

4. 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.

Mr. Donaldson stated the same issues in the previous motion apply.

**RESULT:** MOTION FAILED

**MOVER:** George Hosey

**SECONDER:** Gary Schneider

**AYE** 1 Schneider

**NAY** 3 Tyminski Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

**ABSENT** 1 Peterson

**ABSTAIN** 1 Gush

5. MOTION to approve Gold Seal Roofing LLC Application and Certificate for Payment dated 3.31.2025 in the amount of \$165,540.00 for Juliet Long School - Roof Replacement and Photovoltaic Project.

Mr. Donaldson stated this charge is for the portion of the solar and electric that has been completed to date.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** George Hosey

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

**ABSENT** 1 Peterson

**V. STV AND SILVER PETRUCELLI & ASSOCIATES UPDATE OF ROOF AND SOLAR PROEJCTS**

1. MOTION to approve STV Inv# 90033917 dated 4.2.2025 in the amount of \$13,750.54 for Ledyard Schools - Gales Ferry School.

Mr. Donaldson confirmed this is the extension of the change order that was approved which was

a flat fee.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gary Schneider

**SECONDER:** Gerald Tyminski

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

**ABSENT** 1 Peterson

2. MOTION to approve STV Inv# 90033916 dated 4.2.2025 in the amount of \$6,380.80 for Ledyard Schools - Central Office.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** George Hosey

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

**ABSENT** 1 Peterson

3. MOTION to approve STV# 90033918 dated 4.2.2025 in the amount of \$2,176.00 for Ledyard Schools - Juliet Long School.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gary Schneider

**SECONDER:** George Hosey

**AYE** 5 Schneider Tyminski Gush Hosey Reguin

**EXCUSED** 1 DiPalma-Herb

**ABSENT** 1 Peterson

4. Discussion and possible action on STV Change Order Requests.

Mr. Donaldson stated this is a change order to carry STV through the balance of the project. These change orders are for time and material, if time is not used on the project there will be no bill. The figures on the change orders is the maximum amount to be invoiced.

Motion to accept STV Change Order contract amendment by cover letter dated April 4, 2025 for Central Office not to exceed \$14,134.00

Discussion:

Mr. Schneider questioned the charge for the Project Executive. The Committee questioned charges for Central Office, specifically regarding the Grant Administrator. Mr. Donaldson will request further clarification from STV.

**RESULT:** NO ACTION

**MOVER:** Gerald Tyminski  
**SECONDER:** Gerald Tyminski

## VI. JULIET LONG HVAC PROJECT UPDATES

### 1. JWL HVAC Project 2024 Updates

Mr. Donaldson has asked the Contractor to provide a breakdown of the work that can be completed within the original budget in order for the Contractor to have the project complete by November 2025. Mr. Donaldson added although the Town is trying to get this on a Referendum sometime in May, the request is to see what work we can do in the building within the original budget so the Contractor can start moving this summer, Mr. Donaldson added otherwise the project won't get done and the Contractor will not be able to work in the classrooms during the school year. Minimal work can be done in the classroom such as some finish work and hanging units, but blowing out walls and running duct work is not possible during the school year. The project would then get pushed off to next summer and there will be escalation costs. Chairman Gush stated his understanding they cannot do anything until it gets through Finance Committee and the Town Council. Mr. Donaldson stated he is asking the Contractor to do this and see what may be possible. Mr. Donaldson stated he would like to get that information for the Committee to make a decision on. Chairman Gush provided an overview of the project timeline to date. Chairman Gush stated he will be at the Town Council meeting on Wednesday to answer questions from the Council regarding the project. Chairman Gush also referenced his letter to the Town Council dated April 7, 2025 outlining the need for an increased appropriation. The Committee discussed the timeline the request would follow from Finance Committee to Town Council and then Referendum if approved. Mr. Tyminski stated that this will not get done this summer. Mr. Donaldson replied that is why he has the request out to the Contractor to what the Contractor would suggest we can do within the original budget. Mr. Donaldson stated the draft contract under review by the Town Attorney and Insurance Carrier and the contract will be ready should the Referendum pass.

**RESULT:** DISCUSSED

## VII. OLD BUSINESS

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

Mr. Donaldson confirmed that the dollies for the pianos are there but cannot speak to the rest of the items. Mr. Donaldson provided the invoices, authorization and delivery confirmation receipts associated with the invoices. Chairman Gush requested that Mr. Donaldson take inventory for proof of receipt of the items listed. Mr. Tyminski questioned the response from Silver Petrucci & Associates regarding these charges. Mr. Donaldson stated Silver did not have an explanation and forward the information. Mr. Tyminski stated Silver would have been the ones to order and sign off on delivery. Mr. Tyminski asked if the project was still open. Mr. Bonin informed the Committee that the project is currently in audit and is closed, there will be no reimbursement from the State for these charges. Mr. Tyminski questioned where the money would come from to make a payment. Mr. Bonin stated the Town would need to cover these charges, there are some funds left in the project. Mr. Schneider requested the lien releases. Mr. Donaldson will request that information. This item will continue to the next meeting.

**RESULT:** NO ACTION

**VIII. ADJOURNMENT**

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

The meeting adjourned at 6:13 p.m.

VOTE: 4 -0 Approved and so declared

Respectively Submitted,

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Chairman Gush  
Permanent Municipal Building Committee