TVFRC Building Committee Meeting Minutes

July 16, 2026, 6:30 pm

Zoom Meeting

Call to Order

The meeting was called to order by Chairman Ray Baldwin at 6:30 pm.

Pledge of Allegiance

Attendance:
Ray Baldwin, Chairman
Dan Sacco
Bruce Silverstone
Richard Wolfe
Mary Issac
Michael Lombardo

Absent
Preston Merritt

Also Present:
George Wiles, Wiles Architects
Frank Tomcak - Project Manager, Downes Construction
Paul Perrucci, Project Engineer, PAC Group
Rich Infante, Trumbull Public Works
Maria Pires, Finance Director
Rina Bakalar, Economic Development
John Nugent, Attorney for Town of Trumbull
Graham Bissett, VFW Post 10059 Commander

Public Comment: None

Approval of June 4, 2026, Meeting Minutes

Moved by Mr. Sacco and seconded by Mr. Silverstone to approve the June 4, 2026 Meeting Minutes. Vote: **5-1-0 (M. Isaac abstained)**

Financial Report (Pires)

Ms. Pires doesn't have a report with her, but said that she is working with Frank from Downes to get this squared away. Still reviewing invoices and back up sent to her. Paid out Nagy and Wiles invoices approved from last meeting. Ms. Pires has questions for Nagy and is awaiting a return phone call.

Ms. Pires stated that she has set up a purchase order for PAC Group.

Project update from PAC GROUP, and a presentation outlining the current timeline and construction schedule for the center (Wiles & Downes)

Paul Perucci, Project Manager, PAC group gave an update. Steel contractor mobilized and steel is in place, looking to do some decking and slab prep next week. Goal is to hit the ground running with framing to begin in August. Wants to get the superstructure going and start to make up time on the site. Mr. Wiles says we're moving along very well.

Mr. Silverstone asked for a project end date projection. Mr. Perucci said the original completion date was Dec. 2026, however, we are now pushing into 2027. The projected date is first week of Feb; will make up time on schedule once the trades get in.

Jim Nugent asked PAC Group to provide a 60- or 90-day look ahead so they can gauge what's coming down the road. Mr. Perucci said he can provide some type of schedule taken from the master schedule which identifies milestones.

Mr. Baldwin reminded the committee that if anyone wants to visit the building site, they must check in at the trailer to make sure you are in compliance with OSHA regulations.

Frank Tomcak from Downes, who provides project oversight for Trumbull, showed a presentation of schedule update (see attached) and summary of scheduled of activities. Showed photos of site progress so far. Once permit process was completed, underground piping was inspected, will continue building the envelope - this will be the focus for the next 2-3 months as well as utility coordination. They are making excellent progress on procurement. After building the envelope comes interior framing and the rough end for plumbing, electrical, mechanical. Drywall taping, painting should start in the fall. Feels optimistic that they can get this done by the end of year.

Mr. Tomcak will provide photos to Mr. Wolf for posting to the TVFR Facebook page. Ms. Bakalar requested that the photos also be posted to the TVFR website.

Review and approval of outstanding invoices for PAC Group and Wiles Associates and any possible change orders Wiles Associates and Nagy (will be forwarded prior to the meeting)

- **PAC Group Invoice for $152,086.31**. This invoice includes performance and payments bond and overhead for PAC group for first 2 months of project, shop drawings for steel,

all engineering and detailing being installed currently, underground sanitary. Moved by Mr. Wolf and seconded by Mr. Sacco to approve. **Vote: 6-0-0**

- **G. Wiles Invoice for $3,700.00**. Base contract construction administration phase fee spread out over 10 months. This payment was budgeted for. Moved by Mr. Wolf and seconded by Mr. Sacco to approve. **Vote: 6-0-0**

Fundraising report - Mary Isaac (all building committee members & Bakalar)

Ms. Isaac has been talking with Stop and Shop and they donated $500. Stop & Shop is looking to work with us in future. Ms. Isaac has been sending out letters to area companies.

Mr. Sacco stated that Oct. 1 is the deadline for plaques.

Facebook update (Rich Wolf)

Mr. Wolf provided an update on the TVFR Facebook page: people are starting to follow the page and Mr. Wolf is trying to post to it everyday. Mr. Wolf will email the Facebook link to everyone in the meeting and asked people to forward link to friends and family: https://www.facebook.com/profile.php?id=61591650037928

Any other business related to the project

Mr. Baldwin suggested, and the committee agreed, to have the next meeting on Aug 4. via Zoom at 6:30 pm.

Mr. Sacco mentioned that we got a donation from the electrical union thanks to Graham Bissett's efforts.

Ms. Pires mentioned there was an email from George Estrada re $14,950 for a special inspection. This is going to go through the Downes contract.

Adjournment

Motion made by Mr. Sacco and seconded by Mr. Silverstone to adjourn the meeting at 6:56 pm. **Vote: 6-0-0**

Submitted by

Marisa Petriello

TO OWNER/CLIENT:
Town of Trumbull
Public Works Admin Bldg 366 Church Hill Rd
Trumbull, Connecticut 06611

PROJECT:
Trumbull Veterans Ctr Ph2
1 Veterans Circle
Trumbull, Connecticut 06611

APPLICATION NO: 1
INVOICE NO: 01
PERIOD: 06/01/26 - 06/30/26
PROJECT NO: 26-011-00
CONTRACT DATE: 5/14/2026

FROM CONTRACTOR:
PAC Group LLC
126 S Main St #200
Torrington, Connecticut 06790

VIA ARCHITECT/ENGINEER:
George Wiles (Wiles+Architects, LLC)
257 Naugatuck Ave
Milford , Connecticut 06460

CONTRACT FOR: Trumbull Veterans Ctr Ph2

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached

1.	Original Contract Sum		$4,164,417.00
2.	Net change by change orders		$(431,904.00)
3.	Contract Sum to date (Line 1 ± 2)		$3,732,513.00
4.	Total completed and stored to date (Column G on detail sheet)		$160,090.88
5.	Retainage:		
	a. 5.00% of completed work	$8,004.57	
	b. 0.00% of stored material	$0.00	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		$8,004.57
6.	Total earned less retainage (Line 4 less Line 5 Total)		$152,086.31
7.	Less previous certificates for payment (Line 6 from prior certificate)		$0.00
8.	Current payment due		$152,086.31
9.	Balance to finish, including retainage (Line 3 less Line 6)		$3,580,426.69

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	$0.00	$0.00
Total approved this month:	$0.00	$(431,904.00)
Totals:	$0.00	$(431,904.00)
Net change by change orders.	$(431,904.00)	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: PAC Group LLC

By: _____ Date: 6/30/26

State of: CT
County of: Litchfield
Subscribed and sworn to before me this 30 day of June 2026
Notary Public: _____
My commission expires:

Patricia Jones
NOTARY PUBLIC
State of Connecticut
My Commission Expires September 30, 2026

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: $152,086.31

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: _____ Date: _____

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

wiles + Architects

Wiles Architects, LLC
257 Naugatuck Ave
Milford, CT 06460
+12033666003
george@wilesarch.com
www.wilesarch.com

Invoice 6233

wiles + Architects

BILL TO
Raymond Baldwin
RE : Trumbull Veterans &
First Responders Center
5866 Main Street
Trumbull, CT 06611 USA

DATE	PLEASE PAY	DUE DATE
07/02/2026	$3,700.00	08/01/2026

DATE	DESCRIPTION	QTY	RATE	AMOUNT
07/02/2026	Construction Contract Admin - Project Administration	37.000	0.10	3,700.00

Thank you for partnering with Wiles + Architects

Ways to pay

BANK

View and pay

TOTAL DUE $3,700.00

THANK YOU.

DOWNES CONSTRUCTION

July 16, 2026

Town of Trumbull
Trumbull Veterans & First Responders

Subject: **Downes Construction Building Committee Agenda**

A. Schedule Update

I.) **Work Completed**
- Final Review of Permit Set
- Steel Fabrication
- U/G sanitary piping inspection

II.) **Work In Progress**
- Structural steel erection
- Utility coordination
- Procurement

III.) **Work to Start**
- Slab on grade placement
- Exterior framing

IV.) **Other Critical Items/Milestones**
- Procurement / delivery of long lead items
- Main power distribution
- Mechanical equipment
- Final finishes

TRUMBULL VETERANS AND FIRST RESPONDERS CENTER
CONSTRUCTION SCHEDULE SUMMARY OF ACTIVITIES

7/16/2026

Town of Trumbull Connecticut

