



Chairman  
Gary Schneider

# TOWN OF LEDYARD

## Permanent Municipal Building Committee

### Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

#### Special Meeting

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Monday, September 16, 2024

5:30 PM

Town Hall Annex Council Chambers -  
Hybrid Format

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#### REMOTE MEETING INFORMATION

##### Join Zoom Meeting

<https://us06web.zoom.us/j/85124416848?pwd=ct7lqgg4lZu7bmC5IFp0lAQHi8Bfs5.1>

Meeting ID: 851 2441 6848 Passcode: 479995

• +1 646 558 8656 US (New York)

#### I. CALL TO ORDER

Chairman Schneider called the meeting to order at 5:34 p.m. at the Council Chambers, Town Hall Annex Building.

#### II. ROLL CALL

**Present**      Committee Member Gary Schneider  
                    Committee Member Gerald Tyminski  
                    Committee Member Joseph Gush  
                    Committee Member George Hosey  
                    BOE Representative Kate DiPalma-Herb  
                    Committee Member Elizabeth Peterson  
                    BOE Representative Jennifer Reguin

In addition, the following were present:

Kristen Chapman, Mayoral Assistant, PMBC Support Staff

Wayne Donaldson - BOE Facilities Director

Kyle Rongey - Senior Project Planner - STV

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

#### IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Special Meeting Minutes of August 12, 2024

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Gerald Tyminski

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**EXCUSED** 1 Peterson

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

1. MOTION to approve Silver & Petrucelli & Associates Inv #24-1004 dated 9.1.2024 in the amount of \$1,890.00 for Project 22.331 Ledyard - Gales Fery Roof and PV

Discussion:

Mr. Donaldson alerted the Committee that they are approaching the end of the contract with SPA (Silver Petrucelli & Associates). The Solar Project and the audit remain. Mr. Donaldson added that SPA is committed by contract. Mr. Rongey recommends reducing the weekly visits and only call SPA out if an issue arises in order to control costs. If that is done the \$3000 remaining budget should suffice.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 7 Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

2. MOTION to approve Silver & Petrucelli & Associates Inv #24-1005 dated 9.1.2024 in the amount of \$1,890.00 for Project 22.331 Ledyard - Juliet Long Roof & PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Gerald Tyminski

**AYE** 7 Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

3. MOTION to approve Silver Petrucelli & Associates Inv #24-1006 dated 9.1.2024 in the amount of \$498.00 for Project 22.331 Ledyard - BOE Roof

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Gerald Tyminski

**AYE** 7 Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

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

1. Progress Reports/Field Observations

**RESULT:** RECEIVED AND FILED

2. Update & Discussion on Roof Projects

Mr. Donaldson shared following updates on the school roof/solar projects:

Juliet Long School roof is 99.9% complete. Mr. Donaldson stated there are one or two meters left of roofing to put down and minor clean up. Mr. Donaldson added that they are waiting on Eversource for the location of the electrical pole and the underground work for the transformer is complete.

Mr. Donaldson met with the Contractor for Gales Ferry School and the roof panel installation will begin tomorrow. Mr. Donaldson added arrangements have been made to work in areas of the building not above the classrooms during the school day and will work on areas over the classrooms on weekend. The Board of Education has been made aware and approves of this plan.

Ms. Dipalma-Herb inquired if the Contractor has indicted a time frame for completion. Mr. Donaldson stated the expected completion is the middle of November and possibly beyond that time frame. Mr. Donaldson added that they are only planning on working on Saturdays at this time. Mr. Donaldson stated the largest problem is availability of daylight as metal panels cannot be properly aligned without daylight.

Mr. Bonin inquired if there will be a submission to the State to begin the reimbursement process. Mr. Donaldson stated the full submission for Juliet Long will be available soon, the submission for Gales Ferry will include all work performed to date.

Mr. Donaldson stated the BOE Offices have been stripped and weatherproofed and the only thing left is the metal panel installation. Mr. Donaldson stated that the lift is being pulled for Gales Ferry, so he does not anticipate the BOE Offices being complete for some time. Chairman Schnieder asked for the contracted completion date on that project. Mr. Donaldson replied 9/15. Ms. Diplalma-Herb asked if the Contractor will be renting new equipment for Central Office. Mr. Donaldson replied that we are in a position with the Contractor where the best we can hope for is to figure out how to get through the process and once the buildings are complete address the non-performance damages and costs related to the solar panels not being operational at Gales Ferry by the contracted completion date. Mr. Donaldson is working with the Contractor to get these projects to completion. Mr. Tyminiski asked what the amount under the contract is for non-performance. Mr. Donaldson replied that the fee is \$500 per day and the total would need to be calculated. Mr. Tyminiski asked if this Contractor is also responsible for the solar panels? Mr. Donaldson replied the this Contractor is contracted to install the solar panels.

The Committee discussed various options related to liquated damages. Mr. Donaldson and Mr. Rongey reiterated at this time the goal is to work with the Contractor to see these projects to

completion.

Mr. Tyminski inquired what would happen if the roofs are not completed by November and we may end up with freezing rain or snow on the roof. Mr. Donaldson replied that the roofs are weather tight, there were minor leaks that have been addressed. If the mid-December date is missed the Contractor will have to re-coat any areas that the metal panels are not on. Mr. Donaldson is doing everything in his power to push the project along.

Mr. Donaldson shared a few issues discovered at BOE Central Office. The overflow drains did not meet code and have been re-piped, and some have been sealed over. A gutter will now be required. Mr. Donaldson is looking waiting for additional costs if any. Mr. Gush inquired when the warranty expires on the weather tight coating. Mr. Donaldson replied that the weather tight coating is good for six months.

Mr. Donaldson is inquiring with the State if Juliet Long can be accepted now or if we need to wait for both projects to be complete to submit for final project acceptance. SPA may need to issue two substantial completions, one for the roof project and one for the solar project.

**RESULT:** DISCUSSED

3. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 8.31.2024 in the amount of \$850,020.00 for Project 24-135 Gales Ferry School

Discussion:

Mr. Donaldson stated that the majority of this invoice was for the metal panels delivered.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Kate DiPalma-Herb

**AYE** 7 Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

4. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 8.31.2024 in the amount of \$75,253.74 for Project 24-137 Ledyard BOE Offices

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Gerald Tyminski

**AYE** 7 Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

5. MOTION to approve Gold Seal Roofing LLC Application and Certificate for Payment dated 8.31.2024 in the amount of \$676,253.22 for Project 24-139 Juliet Long School - Roof Replacement and Photovoltaic Project

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Kate DiPalma-Herb

**AYE**                7    Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

6. Discussion and possible action regarding increased costs to extend CIRMA (Connecticut Interlock Risk Management Agency) builder's risk policy and additional premium for Gales Ferry School and BOE Central Offices roof projects

MOTION to approve an increase in cost of \$1250.00 for CIRMA (Connecticut Interlock Risk Management) Builder's Risk Policy for School Roof projects.

**RESULT:**        APPROVED AND SO DECLARED

**MOVER:**         Kate DiPalma-Herb

**SECONDER:** Joseph Gush

**AYE**                7    Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

## VII. UPDATE ON SUMMER PROJECTS

1. Summer Projects 2024

Ms. Dipalma asked if less smartboard were purchased than planned. Mr. Donaldson stated they went with a newer model that were available at a lower cost.

**RESULT:**        DISCUSSED

## VIII. JULIET LONG SCHOOL HVAC PROJECT UPDATE

1. JWL HVAC Project 2024 Updates

Mr. Donaldson met with the Architect. Changes were made but nothing of substantial significance. The bulk of the changes were a result of incorrect drawings from the inaccuracies found in the Silver drawings. There were a few items added to removal for the project. The Architect is preparing to go bid and is working on all of the required signatures for approval from the State.

**RESULT:**        DISCUSSED

2. MOTION to approve Friar Architecture Inv. #2023-121A-04 dated 8.31.2024 in the amount of \$13,545.00 for Project 2023-121A Ledyard - Juliet Long HVAC

**RESULT:**        APPROVED AND SO DECLARED

**MOVER:**         Joseph Gush

**SECONDER:** Kate DiPalma-Herb

**AYE**                7    Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

3. Discussion and possible action on the hiring of an Owner's Representative for the Juliet Long School HVAC Project

The Committee discussed hiring a project manger for the HVAC project. Mr. Donaldson did check with the state and a new bid to hire an Owner's Representative will be required for the

HVAC project. The Committee discussed the timeline of the approval of the revised PMBC Ordinance. Mr. Gush suggested it would be prudent to hire an Owner's Representative for this project as the revised PMBC Ordinance may be approved shortly. Mr. Bonin recommended the hiring of an Owner's Representative. Chairman Schneider recommended the hiring of a representative as this a complex project. Mr. Tyminski inquired if there would be any conflict with STV bidding on this project. Mr. Donaldson stated that all bidders will have access to the same information and the bid process will meet all State guidelines.

MOTION to begin the process of hiring an Owner's Representative for the Juliet Long HVAC Project.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

**AYE** 7 Schneider Tyminski Gush Hosey DiPalma-Herb Peterson Reguin

**IX. NEW BUSINESS**

**1. PMBC October Meeting Date**

The Committee will meet on the Regular meeting date, October 7, 2024.

**RESULT:** DISCUSSED

**X. ADJOURNMENT**

Chairman Schneider moved the meeting be adjourned, seconded by Ms. Dipalma-Herb

The meeting adjourned at 6:28 p.m.

VOTE: 7 - 0 Approved and so declared

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