



Chairman  
Gary Schneider

# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Permanent Municipal Building Committee

### ~ AGENDA ~

Special Meeting - Hybrid Format

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Tuesday, July 16, 2024

5:30 PM

Town Hall Annex - Council Chambers

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#### REMOTE MEETING INFORMATION

##### Join Zoom Meeting

<https://us06web.zoom.us/j/84135234768?pwd=j60ZBppYBBPw1T9iSTIPeinKRvRPpS.1>

Meeting ID: 841 3523 4768 Passcode: 334627

+1 646 558 8656 US (New York)

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. CITIZENS COMMENTS

#### IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC special meeting minutes of July 1, 2024

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

1. MOTION to approve Silver Petrucelli & Associates Inv #24-765 dated 7.1.2024 in the amount of \$1260.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV

**Attachments:** [Silver Petrucel 22.331 Ledyard - Gales F 24-765 07-01-2024](#)

2. MOTION to approve Silver Petrucelli & Associates Inv #24-766 dated 7.1.2024 in the amount of \$945.00 for Project 22-331 Ledyard-Juliet Long Roof & PV

**Attachments:** [Silver Petrucel 22.331 Ledyard - Juliet 24-766 07-01-2024](#)

3. MOTION to approve Siler Petrucelli & Associates Inv #24-767 dated 7.1.2024 in the amount of \$249.00 for Project 22-331 Ledyard - BOE Roof

**Attachments:** [Silver Petrucel 22.331 Ledyard - BOE Roo 24-767 07-01-2024](#)

#### VI. UPDATE ON JULIET LONG, GALES FERRY ADN BOE CENTRAL OFFICE ROOF PROJECTS

1. Progress Reports

**Attachments:** [GFS Progress Report 6.27.2024](#)  
[JWL Progress Report 6.27.2024](#)  
[GFS Progress Report 7.5.2024](#)  
[JWL Progress Report 7.5.2024](#)

2. Update & Discussion on Roof Projects
3. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 6.30.2024 in the amount of \$3,796.26 for Ledyard BOE Offices Project 24-137

**Attachments:** [Imperial Company Payment Application Project 240137 BOE 6.30.2024](#)

4. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 6.30.2024 in the among of \$442,215.00 for Project 24-135 Gales Ferry School

**Attachments:** [Imperial Company Payment Application Project 24-135 Gales Ferry School 6.30.2024](#)

5. MOTION to approve Application & Certification for Payment dated 7.9.2024 for Juliet Long School Roof Replacement and Photovoltaic Project in the amount of \$879,237.46 to Gold Seal Roofing LLC

**Attachments:** [Gold Seeal Roofing Application for Payment Juliet Long School 6.30.2024](#)

6. MOTION to approve The Imperial Company, Restoration Contractors Inv #245962 dated 5.20.2024 in the amount of \$4,082.00 for Ledyard BOE Offices roof project

**Attachments:** [BOE Offices Imperial Invoice #245962 5.20.2024](#)

7. MOTION to approve The Imperial Company, Restoration Contractors Inv #245956 dated 5.20.2024 in the amount of \$19,291.00 for Gales Ferry School & Photovoltaic Project

**Attachments:** [GFS Imperial Roof Invoice #245956 5.20.2024](#)

## **VII. JULIET LONG SCHOOL HVAC PROJECT UPDATE**

1. JWL HVAC Project 2024 Updates
2. JWL - HVAC Upgrades Project Scope

**Attachments:** [HVAC Scope 07-10-2024](#)

## **VIII. UPDATE ON SUMMER PROJECTS**

1. Summer Projects 2024

## **IX. OLD BUSINESS**

1. MOTION to approve CIRMA Invoice #33263 dated 6.28.2024 in the amount of \$5000.00 for Builder's Risk Policy and CIRMA Invoice #33010 dates 6.26.2024 in the amount of \$31,749.00 for Builder's Risk premium for Juliet Long School, Gales Ferry School and

BOE Central Offices.

**Attachments:** [Old Republic Builder's Risk Quote w signature 6.2.2024](#)  
[Correspondence Re Ledyard Roof Solar Projects - Old Republic Quote](#)  
[Old Republic Builders Risk Binder - Ledyard](#)  
[Ledyard - Builders Risk Policy Invoice](#)  
[Ledyard Invoice 33010 - Builders Risk Endt Invoice](#)  
[Builders Risk Invoice Back-up Letter](#)

2. Discussion of the Town Council's possible action to amend Ordinance #100-015 Establishing a Permanent Municipal Building Committee

**Attachments:** [ORD-#100-015-An Ordinance Establishing PMBC-DRAFT-2024-06-12doc](#)

## **X. NEW BUSINESS**

1. PMBC August Meeting Date

## **XI. ADJOURNMENT**

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



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0622

**Agenda Date:** 7/16/2024

**Agenda #:** 1.

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## MINUTES

### **Minutes:**

MOTION to approve the PMBC special meeting minutes of July 1, 2024





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0616

**Agenda Date:** 7/16/2024

**Agenda #:** 1.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve Silver Petrucelli & Associates Inv #24-765 dated 7.1.2024 in the amount of \$1260.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV

### **Background:**

(type text here)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)



## SILVER PETRUCELLI + ASSOCIATES

3190 WHITNEY AVENUE HAMDEN CT 06518  
311 STATE STREET NEW LONDON CT 06320  
203 230 9007 silverpetrucelli.com

Town of Ledyard  
Wayne Donaldson  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Invoice number 24-765  
Date 07/01/2024

Project **22.331 Ledyard - Gales Ferry Roof and PV**

Professional services through June 30, 2024.

roof replacement of approx. 47,929 sf, PV install & MEP upgrades

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
<b>Schematic Design Phase</b>	4,400.00	100.00	4,400.00	4,400.00	0.00
<b>Construction Documents</b>	6,560.00	100.00	6,560.00	6,560.00	0.00
<b>Bid Phase</b>	2,380.00	100.00	2,380.00	2,380.00	0.00
<b>Construction Administration &amp; Closeout</b>	6,300.00	20.00	1,260.00	0.00	1,260.00
<b>Photovoltaic</b>	13,360.00	100.00	13,360.00	13,360.00	0.00
Total	33,000.00	84.73	27,960.00	26,700.00	1,260.00

Invoice total

**1,260.00**

Invoice Summary

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	4,400.00	4,400.00	4,400.00	0.00
Construction Documents	6,560.00	6,560.00	6,560.00	0.00
Bid Phase	2,380.00	2,380.00	2,380.00	0.00
Construction Administration & Closeout	6,300.00	1,260.00	0.00	1,260.00
Photovoltaic	13,360.00	13,360.00	13,360.00	0.00
Total	33,000.00	27,960.00	26,700.00	1,260.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24-652	06/01/2024	476.00		476.00			
24-765	07/01/2024	1,260.00	1,260.00				
	Total	1,736.00	1,260.00	476.00	0.00	0.00	0.00

Approved by:

Tanya R. Cutolo  
Project Manager



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0617

**Agenda Date:** 7/16/2024

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

MOTION to approve Silver Petruccelli & Associates Inv #24-766 dated 7.1.2024 in the amount of \$945.00 for Project 22-331 Ledyard-Juliet Long Roof & PV

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# SILVER PETRUCELLI + ASSOCIATES

3190 WHITNEY AVENUE HAMDEN CT 06518  
311 STATE STREET NEW LONDON CT 06320  
203 230 9007 silverpetrucelli.com

Town of Ledyard  
Wayne Donaldson  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Invoice number 24-766  
Date 07/01/2024

Project **22.331 Ledyard - Juliet Long Roof & PV**

Professional services through June 30, 2024.

roof replacement approx 36,421 sf, PV install & MEP upgrades

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
<b>Schematic Design Phase</b>	3,940.00	100.00	3,940.00	3,940.00	0.00
<b>Construction Documents</b>	5,550.00	100.00	5,550.00	5,550.00	0.00
<b>Bid Phase</b>	2,380.00	100.00	2,380.00	2,380.00	0.00
<b>Construction Administration &amp; Closeout</b>	6,300.00	15.00	945.00	0.00	945.00
<b>Photovoltaic</b>	13,360.00	100.00	13,360.00	13,360.00	0.00
<b>Storm Drainage (\$2700/day)</b>	0.00	0.00	0.00	0.00	0.00
Total	31,530.00	83.02	26,175.00	25,230.00	945.00

Invoice total **945.00**

Invoice Summary

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	3,940.00	3,940.00	3,940.00	0.00
Construction Documents	5,550.00	5,550.00	5,550.00	0.00
Bid Phase	2,380.00	2,380.00	2,380.00	0.00
Construction Administration & Closeout	6,300.00	945.00	0.00	945.00
Photovoltaic	13,360.00	13,360.00	13,360.00	0.00
Storm Drainage (\$2700/day)	0.00	0.00	0.00	0.00
Total	31,530.00	26,175.00	25,230.00	945.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24-653	06/01/2024	476.00		476.00			
24-766	07/01/2024	945.00	945.00				
Total		1,421.00	945.00	476.00	0.00	0.00	0.00

Approved by:

Tanya R. Cutolo  
Project Manager



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0618

**Agenda Date:** 7/16/2024

**Agenda #:** 3.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve Siler Petrucelli & Associates Inv #24-767 dated 7.1.2024 in the amount of \$249.00 for Project 22-331 Ledyard - BOE Roof

### **Background:**

(type text here)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)



# SILVER PETRUCELLI + ASSOCIATES

3190 WHITNEY AVENUE HAMDEN CT 06518  
311 STATE STREET NEW LONDON CT 06320  
203 230 9007 silverpetrucelli.com

Town of Ledyard  
Wayne Donaldson  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Invoice number 24-767  
Date 07/01/2024

Project **22.331 Ledyard - BOE Roof**

Professional services through June 30, 2024.

roof replacement of approx 9,265 sf & MEP renos

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
<b>Schematic Design Phase</b>	2,260.00	100.00	2,260.00	2,260.00	0.00
<b>Construction Documents</b>	4,870.00	100.00	4,870.00	4,870.00	0.00
<b>Bid Phase</b>	1,640.00	100.00	1,640.00	1,640.00	0.00
<b>Construction Administration &amp; Closeout</b>	4,980.00	5.00	249.00	0.00	249.00
Total	13,750.00	65.59	9,019.00	8,770.00	249.00

Invoice total **249.00**



Invoice Summary

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	2,260.00	2,260.00	2,260.00	0.00
Construction Documents	4,870.00	4,870.00	4,870.00	0.00
Bid Phase	1,640.00	1,640.00	1,640.00	0.00
Construction Administration & Closeout	4,980.00	249.00	0.00	249.00
Total	13,750.00	9,019.00	8,770.00	249.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
24-654	06/01/2024	328.00		328.00			
24-767	07/01/2024	249.00	249.00				
	Total	577.00	249.00	328.00	0.00	0.00	0.00

Approved by:

Tanya R. Cutolo  
Project Manager



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0619

**Agenda Date:** 7/16/2024

**Agenda #:** 1.

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## REPORT

**Staff/Committee Report:**  
Progress Reports



# Progress Report



LEDYARD SD  
4 BLONDER PARK RD  
LEDYARD, CONNECTICUT 06339

FACILITY: Gales Ferry School	ROOF SECTION: ALL	DATE: 06/27/2024
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## Map



## Report Data

Report Date	06/27/2024
Title	Week 2
Report Type	Progress Report

Imperial Roofing has completed roughly 50+% of the shingle rip, and they are making great progress. The crew took advantage of the weather on Thursday and Friday and completed the rip and replacement of the low slope roof section. The crew completed the install up to the base sheet and will focus on finishing the shingle rip next week. They plan to have a small crew onsite this Saturday

If you have any questions or concerns, please feel free to contact us - Thank you

Sincerely,

Jeremy Cogdill  
jcogdill@garlandco.com  
(802)598-2974



1



Crew ripping shingles on sloped section facing the baseball field

2



All crew following proper safety precautions- Harnesses, tie offs etc



3



Ice and water layer installed on parking lot side

4



All penetrations tied into ice and water layer using proper sealant



5



EPDM section ripped to metal deck- Crew laying out insulation boards

6



Drain sump built up with insulation



7



Insulation laid out on ripped EPDM section

8



Valley section ripped to deck- Valley re-inforced with ice and water layer





The crew actively combing the area for nails with the magnet cart



Low slope roof section base sheet is completed and drains are temped in





The crew will install the base sheet flashings prior to the cap sheet



The shingle crew ripped the furthest interior section and finished the valley



# Progress Report



LEDYARD SD  
4 BLONDER PARK RD  
LEDYARD, CONNECTICUT 06339

FACILITY: Juliet W. Long School	ROOF SECTION: Flood and Gravel	DATE: 06/27/2024
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## Map



## Report Data

Report Date	06/27/2024
Title	Week 1
Report Type	Progress Report

Gold Seal started on Monday and have completed a fair amount of quality work thus far. They are probably 20% ripped and have the base sheet installed awaiting the application of the cap sheet. During the rip, the crew uncovered a condition that was unforeseen, the structural deck was exposed and not watertight at the perimeter drip edge where the gutters are. An onsite project meeting took place on Friday between Ledyard, SPA, STV, Garland and Gold Seal to review and discuss, Gold Seal will provide a sketch detail and proposal to properly remedy the open condition.

The crew plans on continuing around the school until the rip is complete which they anticiapte being completed by the end of the July. The wall panels have been ordered and will be installed as soon as they arrive.

Thank you and if you have any questions, please let us know.

Jeremy Cogdill  
jcogdill@garlandco.com  
(802) 598-2974



1



First area ripped to metal deck

2



Crew applying primer to masonry wall in preparation for ice and water layer



3



Primed masonry wall

4



Crew installing pressure treated blocking to accommodate new system layers



5



Base sheets installed over insulation and coverboard- Good bleed out at lap seams

6







Crew rolling base sheets out over insulation and cover board using cold adhesive





9



Coverboard being installed over insulation properly

10



Coverboard being installed in foam adhesive as specified

11



Night tie-ins complete and weighted

12



Night tie-ins complete and weighted



13



Section closest to the cafeteria - Insulation installed

14



Overview of fastening pattern



15



Chimney primed, wrapped and hat  
channeled

16



Hat channels for wall panels installed  
properly



17



The difference in height between the old roof and the new roof

18



Overview - Proper material storage on the roof



19



Overview - Proper material storage on the roof

20



Overview - Proper material storage on the roof

21



When the gutter was removed, the crew uncovered that the structural deck was exposed - Gold Seal to provide a solution to properly fix





# Progress Report



LEDYARD SD  
4 BLONDER PARK RD  
LEDYARD, CONNECTICUT 06339

FACILITY: Gales Ferry School	ROOF SECTION: ALL	DATE: 07/05/2024
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## Report Data

Report Date	07/05/2024
Title	7/5/24
Report Type	Progress Report

The crew from Imperial has completed the rip of all sloped roofing areas. Ice and water is now installed on all sloped sections. The small low slope section has also been ripped and base sheets have been installed.

Cap sheet installation on the low slope section will most likely take place next week, as well as the continuation of work on the sloped areas.

No new leaks have been reported, but please let us know if you have any other questions or concerns.

Sincerely,

Brendon Johnson  
bjohnson@garlandco.com  
(860)227-7946

Jeremy Cogdill  
jcogdill@garlandco.com  
(802)598-2974



Overview- Completed base sheets on low slope area



Completed base sheets near roof access door- Great bleedout at lap seams- Completed base flashing plys



3



Overview- Completed ice and water layer on sloped sections

4



All penetrations tied into ice and water layer with appropriate sealant





Ice and water layer installed under existing vent pipe flange



Overview- 99% completed ice and water installation

7

Overview- Completed ice and water layer  
on 90% of sloped sections





# Progress Report



LEDYARD SD  
4 BLONDER PARK RD  
LEDYARD, CONNECTICUT 06339

FACILITY: Juliet W. Long School	ROOF SECTION: Flood and Gravel	DATE: 07/05/2024
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## Report Data

Report Date	07/05/2024
Title	7/5/24
Report Type	Progress Report

Gold Seal Roofing has completed the rip and base sheet installation on the roof closest to the playground. The crew was onsite Friday after the holiday to clean up the job site and move dumpsters in preparation for the continuing rip on Monday.

All field areas of the roof are looking great, with minimal rippling and great water displacement throughout.

The crew plans to start ripping the opposite side of the school on Monday (weather depending). They continue to display steady, consistent work day after day and are still aiming for a completion date around the end of July.

Thank you, and please let us know if you have any questions.

Sincerely,

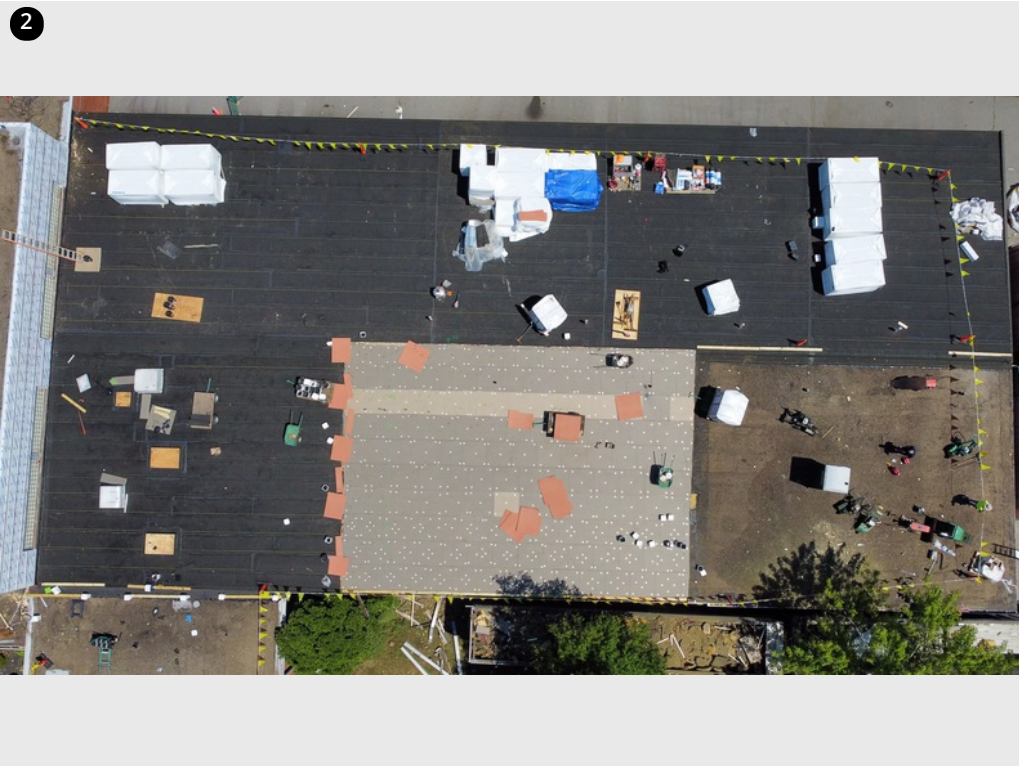
Brendon Johnson  
bjohnson@garlandco.com  
(860)227-7946

Jeremy Cogdill  
jcogdill@garlandco.com  
(802)598-2974





Exposed decking detail on perimeter temporarily fixed- No new leaks have been observed



Overview- Progress as of 7/2





Overview- Fastening pattern on insulation boards



Crew using buckets of fasteners to weigh down adhered cover board

5



Overview- Completed base sheets on playground side

6



Masonry wall completely covered with ice and water- Hat channels installed



7



Overview- Crew installing base sheets on final area of playground side



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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<b>File #:</b> 24-0620	<b>Agenda Date:</b> 7/16/2024	<b>Agenda #:</b> 2.
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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**  
Update & Discussion on Roof Projects

**Background:**  
(type text here)

**Department Comment/Recommendation:**  
(type text here)





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0572

**Agenda Date:** 7/16/2024

**Agenda #:** 3.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 6.30.2024 in the amount of \$3,796.26 for Ledyard BOE Offices Project 24-137

### **Background:**

(type text here)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

PAYMENT APPLICATION

TO: Ledyard Town of  
741 Colonel Ledyard Highway  
Ledyard CT 06339  
Attn:

PROJECT 24-137 Ledyard BOE  
NAME AND 24-137 Ledyard BOE  
LOCATION: 4 Blonder Blvd Ledyard CT 06339

FROM: The Imperial Company Restoration Contractor, Inc.  
261 Main Street  
Cromwell, CT 06416

ARCHITECT: Silver Petrucci and Associates, Inc.  
3190 Whitney Avenue, Bldg. 2  
Hamden, CT 06518

APPLICATION # 1  
PERIOD THRU: 06/30/2024  
PROJECT #s: 24-137  
DATE OF CONTRACT: 05/17/2024

Distribution to:  
☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

FOR:

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.  
Continuation Page is attached.

1. CONTRACT AMOUNT	\$378,000.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$378,000.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$4,082.00
5. RETAINAGE:	
a. 7.00% of Completed Work (Columns D + E on Continuation Page)	\$285.74
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$285.74
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$3,796.26
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$0.00
8. PAYMENT DUE	\$3,796.26
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$374,203.74

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: The Imperial Company Restoration Contractor, Inc.

By:  Date: 07/03/2024

State of: Connecticut

County of: Middlesex

Subscribed and sworn to before

me this 3rd day of July 2024

Notary Public: Amy Carpenter

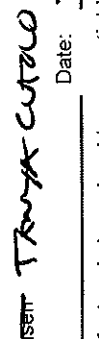
My Commission Expires: December 31, 2025

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: \$3,796.26  
(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: 

By:  Date: 7/8/24

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

PAYMENT APPLICATION

Quantum Software Solutions, Inc. Document

# CONTINUATION PAGE

PROJECT: 24-137 Ledyard BOE  
 APPLICATION #: 1  
 DATE OF APPLICATION: 06/20/2024  
 PERIOD THRU: 06/30/2024  
 PROJECT #s: 24-137

Payment Application containing Contractor's signature is attached.

A	B	C	D	E		F	G	H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Payment and Performance Bond	\$4,082.00	\$0.00	\$4,082.00	\$0.00	\$4,082.00	100%	\$0.00	
2	Submittals	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,500.00	
3	Set-Up	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,500.00	
4	Safety	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,000.00	
5	Flat Roof Material	\$120,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$120,000.00	
6	Flat Roof Removal	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	
7	Flat Roof Install	\$68,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$68,000.00	
8	Slope Roof Material	\$80,918.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$80,918.00	
9	Slope Roof Removal	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,000.00	
10	Slope Roof Install	\$29,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$29,000.00	
11	Snowguards	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,500.00	
12	Snowguards Labor	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,500.00	
13	Drain Replacement	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$12,000.00	
14	Waste Removal	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$12,000.00	
15	Equipment	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	
16	Carpentry Material	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	
17	Carpentry Labor	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,000.00	
	TOTALS	\$378,000.00	\$0.00	\$4,082.00	\$0.00	\$4,082.00	1%	\$373,918.00	





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0575

**Agenda Date:** 7/16/2024

**Agenda #:** 4.

---

## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 6.30.2024 in the amount of \$442,215.00 for Project 24-135 Gales Ferry School

### **Background:**

(type text here)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

# PAYMENT APPLICATION

TO: Ledyard Town of  
741 Colonel Ledyard Highway  
Ledyard CT 06339

PROJECT 24-135 Gales Ferry School  
NAME AND LOCATION: 24-135 Gales Ferry School  
1858 CT-12

FROM: The Imperial Company Restoration Contractor, Inc.  
261 Main Street  
Cromwell, CT 06416

ARCHITECT: Silver Petrucelli and Associates, Inc.  
3190 Whitney Avenue, Bldg. 2  
Hamden, CT 06518

APPLICATION # 1  
PERIOD THRU: 06/30/2024  
PROJECT #s: 072-0097RR/PV  
DATE OF CONTRACT: 05/28/2024

Distribution to:  
☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

FOR:

## CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.  
Continuation Page is attached.

1. CONTRACT AMOUNT	\$2,585,500.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$2,585,500.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$475,500.00
5. RETAINAGE:	
a. 7.00% of Completed Work (Columns D + E on Continuation Page)	\$33,285.00
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$33,285.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$442,215.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$0.00
8. PAYMENT DUE	\$442,215.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$2,143,285.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	

PAYMENT APPLICATION

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: The Imperial Company Restoration Contractor, Inc.

By:  Date: 07/03/2024

Bruce Raulukaitis, President

State of: Connecticut

County of: Middlesex

Subscribed and sworn to before

me this 3rd day of July 2024

Notary Public: Amy Carpenter

My Commission Expires: December 31, 2025

## ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: \$442,215.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

By:  Date: 7-8-24

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

Quantum Software Solutions, Inc. Document

## CONTINUATION PAGE

PROJECT: 24-135 Gales Ferry School  
24-135 Gales Ferry School

APPLICATION #: 1  
DATE OF APPLICATION: 05/20/2024  
PERIOD THRU: 06/30/2024  
PROJECT #s: 072-0097RR/PV

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H BALANCE TO COMPLETION (C-G)	I RETAINAGE (if Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD				
1	General Conditions	\$19,291.00	\$0.00	\$19,291.00	\$0.00	\$19,291.00	\$0.00	
2	Payment and Performance Bond	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	
3	Set-Up	\$12,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	
4	Safety	\$30,000.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	\$22,000.00	
5	Equipment	\$21,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$6,000.00	
6	Waste Removal							
7	Roofing							
8	Flat Roof Material	\$175,000.00	\$0.00	\$175,000.00	\$0.00	\$175,000.00	\$0.00	
9	Flat Roof Insulation	\$37,000.00	\$0.00	\$37,000.00	\$0.00	\$37,000.00	\$0.00	
10	Flat Roof Flash Material	\$12,209.00	\$0.00	\$12,209.00	\$0.00	\$12,209.00	\$0.00	
11	Flat Roof Removal	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00	
12	Flat Roof Installation	\$51,800.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	\$16,800.00	
13	Flat Roof Flash Labor	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,500.00	
14	Carpentry Material	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	
15	Carpentry Labor	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	
16	Slope Roof Underlayment	\$90,000.00	\$0.00	\$90,000.00	\$0.00	\$90,000.00	\$0.00	
17	Metal Railing	\$825,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$825,000.00	
18	Sheet Metal Material	\$82,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,000.00	
19	Slope Roof Removal	\$70,000.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$30,000.00	
20	Install Underlayment	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$24,000.00	\$0.00	
21	Install Metal Railing	\$240,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,000.00	
22	Fabricate Metal Flashing	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	
23	Sheet Metal Flash Labor	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	
24	Snowguards	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	
25	Snowguards Labor	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,000.00	
26	General Allowance	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
27	Metal Deck Allowance	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	
28	Wood Deck Allowance	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	
29	Clean Up	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	
	<b>SUB-TOTALS</b>	<b>\$1,931,700.00</b>	<b>\$0.00</b>	<b>\$475,500.00</b>	<b>\$0.00</b>	<b>\$475,500.00</b>	<b>\$1,456,200.00</b>	

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE



# CONTINUATION PAGE

PROJECT: 24-135 Gales Ferry School  
 24-135 Gales Ferry School  
 APPLICATION #: 1  
 DATE OF APPLICATION: 05/20/2024  
 PERIOD THRU: 06/30/2024  
 PROJECT #s: 072-0097RR/PV

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD				
30 31	Photovoltaic Photovoltaic	\$653,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$653,800.00	
	TOTALS	\$2,585,500.00	\$0.00	\$475,500.00	\$0.00	\$475,500.00	\$2,110,000.00	



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0533

**Agenda Date:** 7/16/2024

**Agenda #:** 5.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve Application & Certification for Payment dated 7.9.2024 for Juliet Long School Roof Replacement and Photovoltaic Project in the amount of \$879,237.46 to Gold Seal Roofing LLC

### **Background:**

(type text here)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

# APPLICATION AND CERTIFICATE FOR PAYMENT

Page 1 of 2

TO: Silver Petrucelli + Associates  
3190 Whitney Avenue  
Hamden, CT 06518

PROJECT NAME: Juliet Long School -  
Roof Replacement and  
Photovoltaic Project

APPLICATION NO: 0001

APPLICATION PERIOD TO: 6/30/2024

PROJECT NO: 0024

CONTRACT DATE: 7/1/2024

FROM: Gold Seal Roofing LLC  
95 Bysiewicz Dr  
Middletown, CT 06457

CERTIFYING AGENT:

CONTRACT FOR: Roof Replacement & Photovoltaic Project

ORIGINAL CONTRACT AMOUNT \$2,317,000.00  
CHANGE ORDERS \$252,481.62  
REVISED CONTRACT AMOUNT \$2,569,481.62  
TOTAL WORK COMPLETED AND STORED MATERIAL TO DATE \$945,416.62

RETAINAGE  
Work Completed 7.000 % \$66,179.16  
Stored Materials 0.000 % \$0.00  
TOTAL \$66,179.16

WORK COMPLETED AND STORED MATERIALS LESS TOTAL \$879,237.46  
RETAINAGE

PREVIOUS CERTIFICATES FOR PAYMENT \$0.00  
AMOUNT DUE \$879,237.46

REMAINING CONTRACT BALANCE (RETAINAGE INCLUDED) \$1,690,244.16

The work covered by this Payment Requisition has been completed according to the contract.

(Firm) Gold Seal Roofing LLC

(Name) Matt Roberts

(Signature)

Notary Public

State Of Connecticut

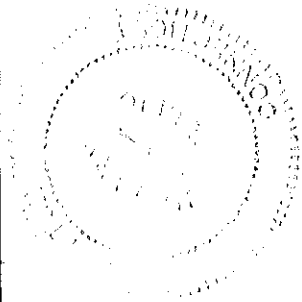
County Of Middlesex

Subscribed and sworn to before me this 8 day of July, 2024

Notary Public

My Commission Expires 12/31/2027

(Date) 7/8/24



CERTIFICATION

I certify that the work covered by this Application for Payment has been completed according to the contract, and that the amount certified is \$879,237.46

(Firm) Silver Petrucelli + Associates

(Name) Tanva Cutolo

(Signature)

(Date) 7.9.24

SUMMARY OF CHANGES	ADDS	DEDUCTS
Previous Totals		
THIS MONTH	\$252,481.62	\$0.00
TOTALS	\$252,481.62	



CONTINUATION SHEET

A	B	C	D	E	F	G	H	I	
Item No.	Description	Scheduled Value	Work Completed From Previous Application (D+E)	Work Completed This Period	Materials Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% Complete	Balance To Finish	Retainage
01	Bonding	\$25,000.00	\$0.00	\$25,000.00		\$25,000.00	100	\$0.00	\$1,750.00
02	Mobilization	\$10,000.00	\$0.00	\$5,000.00		\$5,000.00	50	\$5,000.00	\$350.00
03	Safety	\$10,000.00	\$0.00	\$4,000.00		\$4,000.00	40	\$6,000.00	\$280.00
04	Roof Vacuum	\$20,000.00	\$0.00	\$20,000.00		\$20,000.00	100	\$0.00	\$1,400.00
05	Roof Insulation Materials	\$150,000.00	\$0.00	\$150,000.00		\$150,000.00	100	\$0.00	\$10,500.00
06	Roof Insulation Labor	\$80,000.00	\$0.00	\$4,000.00		\$4,000.00	5	\$76,000.00	\$280.00
07	Roof Membrane Materials	\$550,000.00	\$0.00	\$550,000.00		\$550,000.00	100	\$0.00	\$38,500.00
08	Roof Membrane Labor	\$419,500.00	\$0.00	\$20,975.00		\$20,975.00	5	\$398,525.00	\$1,468.25
09	Sheet Metal Materials	\$35,000.00	\$0.00			\$0.00	0	\$35,000.00	\$0.00
10	Sheet Metal Labor	\$40,000.00	\$0.00			\$0.00	0	\$40,000.00	\$0.00
11	Skylights Materials and Labor	\$20,000.00	\$0.00			\$0.00	0	\$20,000.00	\$0.00
12	Thruwall Flashings	\$25,000.00	\$0.00			\$0.00	0	\$25,000.00	\$0.00
13	Plumbing	\$7,500.00	\$0.00			\$0.00	0	\$7,500.00	\$0.00
14	Closeout	\$10,000.00	\$0.00			\$0.00	0	\$10,000.00	\$0.00
15	Allowance #01 Metal Deck	\$20,000.00	\$0.00			\$0.00	0	\$20,000.00	\$0.00
16	Allowance #02 Chimney Brick	\$5,000.00	\$0.00			\$0.00	0	\$5,000.00	\$0.00
17	Alternate #04 - Photovoltaic Install	\$890,000.00	\$0.00			\$0.00	0	\$890,000.00	\$0.00
18	CO#02 - Revised Roof Assembly	\$148,441.62	\$0.00	\$148,441.62	\$0.00	\$148,441.62	100	\$0.00	\$10,390.91
19	CO#03 - Metal Wall Panels	\$85,680.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00	21	\$67,680.00	\$1,260.00
20	CO#04 - Chimney Wall Panels and Cap	\$18,360.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$18,360.00	\$0.00

Totals: \$2,569,481.62 \$0.00 \$945,416.62 \$0.00 \$945,416.62 37 \$1,624,065.00 \$66,179.16



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0574

**Agenda Date:** 7/16/2024

**Agenda #:** 6.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve The Imperial Company, Restoration Contractors Inv #245962 dated 5.20.2024 in the amount of \$4,082.00 for Ledyard BOE Offices roof project

### **Background:**

(type text here)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)



Invoice # 245962	Page 1 of 1
Account Number	Date
IMPECOM-02	5/20/2024
BALANCE DUE ON	
6/20/2024	
AMOUNT PAID	Amount Due
	\$4,082.00

Phone:

The Imperial Company, Restoration Contractors

261 Main Street  
Cromwell, CT 06416

24-137  
Ledyard BOK

Visit our payment portal at:

<https://worldinsurance.appliedpay.com/>

Bond - Contract

PolicyNumber: 6602183

Effective: 5/20/2024 to 5/20/2025

Item #	Trans Eff Date	Due DateTrans	Description	Amount
4642974	5/20/2024	6/20/2024 NEWB	Ledyard Board of Education Offices	\$4,082.00
Total Invoice Balance:				\$4,082.00

**Make Checks Payable To:**

World Insurance Associates LLC  
LB#1807  
PO Box 95000  
Philadelphia, PA 19195-0001

**Wire Payments:**

Bank Name: TD Bank, NA  
Account Name: World Insurance Associates LLC  
Bank Address: 2 Wall Street, New York, NY 10005  
ABA (Wires): 031101266  
Account No.: 4375185042

**Electronic Payments:**

For ACH or Credit Card payment, please visit the following link:

<https://worldinsurance.appliedpay.com/>

**Important: Please include invoice number with all forms of payment.**





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0576

**Agenda Date:** 7/16/2024

**Agenda #:** 7.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve The Imperial Company, Restoration Contractors Inv #245956 dated 5.20.2024 in the amount of \$19,291.00 for Gales Ferry School & Photovoltaic Project

### **Background:**

(type text here)

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)



Phone:

Copy

The Imperial Company, Restoration Contractors

261 Main Street  
Cromwell, CT 06416

Invoice # 245956	Page 1 of 1	58
Account Number	Date	
IMPECOM-02	5/20/2024	
BALANCE DUE ON		
6/20/2024		
AMOUNT PAID	Amount Due	
	\$19,291.00	

Visit our payment portal at:

<https://worldinsurance.appliedpay.com/>

Bond - Contract PolicyNumber: 6602184 Effective: 5/20/2024 to 5/20/2025

Item #	Trans Eff Date	Due DateTrans	Description	Amount
4642964	5/20/2024	6/20/2024 NEWB	Gales Ferry School & Photovoltaic Project	\$19,291.01
Total Invoice Balance:				\$19,291.01

**Make Checks Payable To:**

World Insurance Associates LLC  
LB#1807  
PO Box 95000  
Philadelphia, PA 19195-0001

**Wire Payments:**

Bank Name: TD Bank, NA  
Account Name: World Insurance Associates LLC  
Bank Address: 2 Wall Street, New York, NY 10005  
ABA (Wires): 031101266  
Account No.: 4375185042

**Electronic Payments:**

For ACH or Credit Card payment, please visit the following link:  
<https://worldinsurance.appliedpay.com/>

**Important: Please include invoice number with all forms of payment.**



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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<b>File #:</b> 24-0577	<b>Agenda Date:</b> 7/16/2024	<b>Agenda #:</b> 1.
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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**  
JWL HVAC Project 2024 Updates

**Background:**  
(type text here)

**Department Comment/Recommendation:**  
(type text here)





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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<b>File #:</b> 24-0615	<b>Agenda Date:</b> 7/16/2024	<b>Agenda #:</b> 2.
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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**  
JWL - HVAC Upgrades Project Scope

**Background:**  
(type text here)

**Department Comment/Recommendation:**  
(type text here)



**Juliet W. Long School – HVAC Upgrades Project Scope**  
**July 10, 2024**

**Existing Conditions:**

1. The school is made up of two classroom wings, a Gymnasium (used as Cafeteria) and a small office area.
2. The classroom areas are currently ventilated with operable windows and heated with hot water finned tube radiation.
3. The Gymnasium is ventilated and heated with floor mounted unit ventilators.
4. An exhaust fan and louver in the Gymnasium is used for fresh air ventilation.
5. The Office area is heated and cooled with a gas fired packaged rooftop air conditioning unit.
6. Building hot water is generated by two gas-fired boilers located in basement mechanical room.

**HVAC Improvements:**

1. Classrooms will be ventilated with two roof mounted DOA (Dedicated Outdoor Air) units with gas-heating, DX (Direct Expansion) Cooling and Heat recovery, located on the roof.
2. Roof mounted insulated supply ductwork will drop down into new ceiling soffit area to serve the room with fresh air.
3. Classroom exhaust air will drop into basement tunnel and once manifolded, will rise into the DOA units.
4. Classrooms will be heated and cooled with new VRF (Variable Refrigerant Flow) heat pumps. The Hot water fin tube radiation will remain for supplemental heating when outdoor temps are below 40F.
5. New classroom ceiling soffits will be located from the corridor wall to first exposed steel beam and will contain the VRF fan coil units and ductwork in a dropped ceiling cavity.
6. Existing restrooms are currently exhausted by roof mounted exhaust fans. Existing fans will be removed and DOA unit will exhaust via roof mounted ductwork. Energy will be recovered from the restroom exhaust via a rotary heat exchanger (enthalpy wheel) located in the DOA unit.
7. The Gymnasium will be heated, cooled and ventilated with new gas-fired packaged DX RTU (Rooftop Unit).
8. The Office area RTU will be replaced with new gas-fired packaged DX RTU.
9. New RTUs will be equipped with demand control ventilation which adjusts fresh air to spaces based on occupancy and reduces energy cost.
10. New RTUs will be equipped with HGRH (Hot Gas Reheat) for improved dehumidification control.
11. All existing Pneumatic controls shall be replaced with new digital controls. All new controls shall be BacNet and will tie into new DDC (Direct Digital Control) system.

**Other:**

1. Electrical work including powering of all new equipment and new lighting in classroom soffits.
2. Architectural work including ceilings, miscellaneous roof work and penetrations.
3. Minor structural work to support new mechanical equipment.

VAN ZELM HEYWOOD & SHADFORD, INC.

1200 CONVERSE STREET  
LONGMEADOW, MA 01106  
P: 617.218.9976

10 TALCOTT NOTCH  
FARMINGTON, CT 06032  
P: 860.284.5064  
www.vanzelm.com

862 BRAWLEY SCHOOL ROAD, SUITE 207  
MOORESVILLE, NC 28117  
P: 704-799-7275



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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<b>File #:</b> 24-0534	<b>Agenda Date:</b> 7/16/2024	<b>Agenda #:</b> 1.
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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**  
Summer Projects 2024

**Background:**  
(type text here)

**Department Comment/Recommendation:**  
(type text here)





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0496

**Agenda Date:** 7/16/2024

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

MOTION to approve CIRMA Invoice #33263 dated 6.28.2024 in the amount of \$5000.00 for Builder's Risk Policy and CIRMA Invoice #33010 dated 6.26.2024 in the amount of \$31,749.00 for Builder's Risk premium for Juliet Long School, Gales Ferry School and BOE Central Offices.

**Background:**

The Town's insurance carrier - CIRMA (Connecticut Interlock Risk Management Agency) requires a builder's risk policy(\$5,000) and additional premium (estimate \$32,000) to insure the buildings (Juliet Long School, Gales Ferry School, BOE Central Offices) during the duration of the roof/solar project renovation.

**Department Comment/Recommendation:**

(type text here)



10375 Richmond Ave. Suite 500  
Houston, TX 77042  
Phone: 888-728-7235

Lindsay Struski  
Connecticut Interlocal Risk Mgmt Agcy aka CIRMA  
545 Long Wharf Dr. 9th Floor  
New Haven, CT 06511

Jun 04, 2024

Re: CIRMA Town of Ledyard, Ref# 12532237-C  
Proposed Effective 6/18/2024 to 9/15/2024

Dear Lindsay:

We are pleased to confirm the attached quotation for **Property-Builders Risk** being offered with **Old Republic Union Insurance Company**. This carrier is **Non-Admitted** in the state of **CT**. Please note that this quotation is based on the coverage, terms and conditions as stated in the attached quotation, which may be different from those requested in your original submission. As you are the representative of the Insured, it is incumbent upon you to review the terms of this quotation carefully with your Insured, and reconcile any differences from the terms requested in the original submission. CRC Insurance Services, Inc. disclaims any responsibility for your failure to reconcile with the Insured any differences between the terms quoted as per the attached and those terms originally requested. The attached quotation may not be bound without a fully executed CRC brokerage agreement.

**NOTE: The Insurance Carrier indicated in this quotation reserves the right, at its sole discretion, to amend or withdraw this quotation if it becomes aware of any new, corrected or updated information that is believed to be a material change and consequently would change the original underwriting decision.**

Should coverage be elected as quoted per the attached, Premium and Commission are as follows:

Premium: \$5,000.00  
Grand Total: \$5,000.00

**Option to Elect Terrorism Coverage**

TRIPRA Premium: APPLIES \$100.00  
Additional Taxes:  
Total Including TRIA(if elected) \$5,100.00

Commission: 10%

MEP: %

Broker Fees & Policy Fees are Fully Earned at Binding

**NOTE: If insured is located outside your resident state, you must hold appropriate non-resident license prior to binding.**

If Non Admitted the following applies:

Connecticut Tax Filings are the responsibility of: ( ) Your Agency (X) CRC

**NOTICE: "THIS IS A SURPLUS LINES POLICY AND IS NOT PROTECTED BY THE CONNECTICUT INSURANCE GUARANTY ASSOCIATION OR SUBJECT TO REVIEW BY THE CONNECTICUT INSURANCE DEPARTMENT. IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THIS POLICY." (CGS §38a-745).**

Upon requesting quotes and/or placement for the coverage listed herein, the producing retail broker hereby confirms that he/she has performed any and all diligent searches, as may be required by statute, for coverage through licensed carriers or other means of placement, and as necessary maintain proof of declination. Where allowed by governing statutes, "diligent effort" may not require an actual physical search and declination on each risk, but may be based on the retail producing broker's own experience, opinion and overall knowledge of acceptability in the admitted marketplace.

CRC is compensated in a variety of ways, including commissions and fees paid by insurance companies and fees paid by clients. Some insurance companies pay brokers supplemental commissions (sometimes referred to as "contingent commissions" or "incentive commissions"), which is compensation that is based on a broker's performance with that carrier. These supplemental commissions

may be based on volume, profitability, retention, growth or other measures. Even if a contingent commission agreement exists with a carrier, we recognize that our responsibility is to promote the best interests of the policyholder in the selection of an insurance company. For more information on CRC's compensation, please contact your CRC broker.

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#### **Financing Insurance Premiums**

Premium financing budgets insurance payments and improves liquidity for other business objectives: working capital, business growth, building expansion.

If your clients choose to pay their insurance in monthly installments, it's fast and easy with AFCO Premium Finance. AFCO provides premium financing solutions for large, mid-size and small corporate accounts;

Find out how premium financing works and how it can expand your relationship with your clients by e-mailing [AFCODirect@afco.com](mailto:AFCODirect@afco.com); or call toll-free 877-317-6437.

---

Sincerely,

Lance Ester  
(713) 300-4433  
[lester@crcgroup.com](mailto:lester@crcgroup.com)  
12532237





# OLD REPUBLIC INLAND MARINE

## PROPOSAL

**SERVICING COMPANY NAME AND ADDRESS**

Old Republic Inland Marine

**FROM - POLICY PERIOD - TO**

06/18/2024 - 09/15/2024

**INSURED NAME AND ADDRESS**

Town of Ledyard  
4 Blonders Blvd  
Ledyard, CT 06339

**COVERAGE WOULD BE PROVIDED BY**

Old Republic Union Insurance Company

Old Republic Inland Marine, Inc. (ORIM) is pleased to provide the following proposal which remains valid for 30 days from the date it is issued unless withdrawn by ORIM before then. This proposal is not an insurance policy or insurance coverage binder. No coverage is provided until confirmed in writing by ORIM. Coverage is determined by and is subject to the terms and conditions of the issued insurance policy. This proposal is based on the information provided to ORIM and is subject to the subjectivities noted below, if any.

Please check the offered terms and conditions carefully as they may differ substantially from what was requested on the application or otherwise.

Thank you for the opportunity to offer our proposal on this account. Please let me know if you have any questions.

ORIM BR Q1 10 21

Print date: 6/2/2024

## PROPOSAL

### MASTER BUILDERS RISK PROJECT CERTIFICATE - PIM 49 48

Master Policy Number: IM 0000511

#### Insured Project

1	School Roof Projects	Project Name
2	Replace roofs on three locations: <ul style="list-style-type: none"> <li>• BOE Central Office; project cost = \$463,200</li> <li>• Gales Ferry School; project cost = \$2,396,450</li> <li>• Juliet Long School; project cost \$3,020,186</li> </ul>	Description of the Insured Project
3	4 Blonders Blvd Ledyard, CT 06339	Project Location / Construction Site
4	\$5,879,836	Estimated Total Project Value

#### Limits of Liability

##### 1 Maximum Policy Limit of Liability

- a The maximum liability of the **Company** for all coverage provided under this **Policy** shall not exceed

\$5,879,836

Per Occurrence.

- b The **Company's** liability is also further limited by the limits, sub-limits and other terms and conditions of this **Policy**.

##### 2 Coverage Limits of Liability

a	\$5,879,836	Physical Damage	Per Occurrence
b	Not Covered	Delay in Completion and Continuing Expenses	Per Occurrence and in the Term Aggregate

The amount of insurance provided by this **Policy** shall not be reduced by loss payment or settlement except for limits or sub-limits where an **Annual Aggregate** or **Term Aggregate** applies.

##### 3 Combined Sub-limits of Liability

The following sub-limits apply on a combined basis for both Physical Damage and Delay in Completion and **Continuing Expenses**. These sub-limits are a part of and not in addition to the Maximum **Policy** Limit of Liability.

a	\$5,879,836	Earth Movement	Per Occurrence and in the Annual Aggregate
b	\$5,879,836	Flood	Per Occurrence and in the Annual Aggregate
c	\$5,879,836	Named Storm	Per Occurrence

If loss or damage is caused by or results from storm surge, the most the **Company** will be liable for is the lesser of the **Named Storm** or **Flood** sub-limits. Further, the maximum liability of the **Company** for all loss or damage caused by or resulting from a **Named Storm**, including storm surge, is the **Named Storm** sub-limit. The **Flood** sub-limit does not stack onto or increase the **Named Storm** sub-limit.

## PROPOSAL

### 4 Physical Damage Coverage Extensions

The following sub-limits apply to the Physical Damage Coverage Limit of Liability. These Coverage Extensions apply per **Occurrence**, and in the **Annual Aggregate** if so noted, and are a part of and not in addition to the Physical Damage Coverage of Liability.

a	\$250,000	Building Law, Ordinance or Code
b	\$250,000	Construction Documents
c	\$25,000	Cost to Present Loss ( <b>Annual Aggregate</b> )
d	\$500,000	Debris Removal
e	\$100,000	Expediting Expenses & Contractors Extra Expenses
f	\$100,000	Firefighting Response Expenses
g	\$5,879,836	Functional System Testing
h	\$50,000	<b>Fungus, Mold and Mildew (Annual Aggregate)</b>
i	\$500,000	Insured Property in Due Course of Transit
j	\$500,000	Offsite Storage Locations
k	\$50,000	Pollution Mitigation Expenses ( <b>Annual Aggregate</b> )
l	\$50,000	Pre-loss Protection of Property
m	\$100,000	Temporary Jobsite Structures
n	\$50,000	Trees, Plants and Landscaping
o	\$5,879,836	<b>Water Damage</b>
p	Not Covered	<b>Wind</b>

### 5 Delay in Completion and **Continuing Expenses** Sub-limits

The sub-limits below (a and b) apply per **Occurrence** and are a part of and not in addition to the Delay in Completion and **Continuing Expenses** Coverage Limit of Liability.

a	Not Covered	Delay in Completion
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The sub-limits below apply per **Occurrence** and are a part of and not in addition to the Delay in Completion sub-limit.

i	Not Covered	<b>Loss of Gross Income</b>
ii	Not Covered	<b>Loss of Rental Income</b>

b	Not Covered	<b>Continuing Expenses</b>
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The sub-limits below apply per **Occurrence** and are a part of and not in addition to the **Continuing Expenses** sub-limit.



## PROPOSAL

i	Not Covered	Additional Construction Financing Interest and Loan Fees
ii	Not Covered	Architects and Engineers Fees
iii	Not Covered	Bond Expenses
iv	Not Covered	Closing Expenses
v	Not Covered	Consultant Fees
vi	Not Covered	Debt Service Payments
vii	Not Covered	General Overhead
viii	Not Covered	Insurance Premiums
ix	Not Covered	LEEDS Certification
x	Not Covered	Legal, Accounting and Professional Fees
xi	Not Covered	Marketing and Advertising Expenses
xii	Not Covered	Permit Fees
xiii	Not Covered	Real Estate and Property Taxes
xiv	Not Covered	Real Estate Commissions
xv	Not Covered	Site Security
xvi	Not Covered	Testing and Inspections

### Deductibles

The Insured's retained liability for each separately adjusted loss shall be the amount stated below per **Occurrence**.

#### 1 Physical Damage

a	\$10,000	All Other Perils
b	\$100,000	Earth Movement
c	\$100,000	Flood
d	Same as AOP	Named Storm
e	\$50,000	Water Damage
f	Not Covered	Wind

If more than one Physical Damage deductible applies to a loss, then the deductible used will be the largest applicable deductible.

The applicable deductible for storm surge will be the larger of the **Named Storm** or **Flood** deductibles. However, if there are higher applicable deductibles than either the **Named Storm** or **Flood** deductibles, then only the highest applicable deductible shall apply.

## PROPOSAL

### 2 Delay in Completion and Continuing Expenses

#### a Scheduled Date of Completion and Period of Indemnity

i	08/24/2024	<b>Scheduled Date of Completion</b>
ii	Not Applicable	<b>Period of Indemnity for Delay in Completion</b>
iii	Not Applicable	<b>Period of Indemnity for Continuing Expenses</b>

#### b Deductibles for Delay in Completion and Continuing Expenses

i	Not Applicable	<b>Delay in Completion</b>
ii	Not Applicable	<b>Continuing Expenses</b>
iii	Not Applicable	<b>Earth Movement</b>
iv	Not Applicable	<b>Flood</b>
v	Not Applicable	<b>Named Storm</b>
vi	Not Applicable	<b>Water Damage</b>
vii	Not Applicable	<b>Wind</b>

The deductible for Delay in Completion and Continuing Expenses applies separately and is in addition to the applicable Physical Damage deductible.

If more than one Delay in Completion and Continuing Expenses deductible applies to a loss, then the deductible used will be the largest applicable deductible.

## PROPOSAL

ADDITIONAL COVERAGE ENDORSEMENTS - To be added to the policy at issuance.

Damage To Existing Property - Limited  
(PIM 49 18)

Sublimit: \$250,000

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## PROPOSAL

### COMPANY'S PARTICIPATION

100%	Is the <b>Company's</b> Percentage of Participation part of 100% of the Limits and Sub-limits of liability provided by this <b>Policy</b>
\$5,879,836	Is the maximum for any one loss or <b>Occurrence</b> and including the same proportion of associated expenses

### BUILDERS RISK RATES AND PREMIUMS

	PREMIUM
Physical Damage Term Rate (per \$100)	\$0.09
Physical Damage Term Premium	\$5,000
Delay in Completion Term Rate (per \$100)	
Delay in Completion Term Premium	
Continuing Expenses Term Rate (per \$100)	
Continuing Expenses Term Premium	
Total Premium	\$5,000
<b>Company's</b> Premium	\$5,000
Terrorism Premium	\$100
Fire Following Terrorism Premium (Also applies when Terrorism is declined)	\$0
State Surcharges and Fees	\$0.00
Risk Engineering or Loss Control Fees	\$0
Final Amount Due to the <b>Company</b>	\$5,100.00
The <b>Company's</b> Minimum Premium	\$1,272

The Physical Damage premium is a deposit based on the estimated **Total Project Value** and the initial Physical Damage Term Rate. At the expiration of the **Policy**, the Insured will provide the **Company** with the final **Total Project Value** which will be used to determine the final Physical Damage premium. The resulting additional or return premium shall then be paid by the First Name Insured or the **Company** to the other party as required, subject to the **Company's** minimum premium above.

**PROPOSAL SUBJECTIVITIES** - This proposal cannot be bound until all subjectivities listed below have been met.

### NOTES

## PROPOSAL

### FORMS & ENDORSEMENT SCHEDULE

Forms and Endorsements applying to this Coverage Part and made a part of this policy at this time of issue:

#### COMMON POLICY FORMS AND ENDORSEMENTS

Form Number	Edition Date	Form Title
IL 09 85	12/01/2020	Disclosure Pursuant To Terrorism Risk Insurance Act - IL 09 85
IL 09 86	01/01/2015	Exclusion of Certified Acts of Terrorism Involving Nuclear, Biological, Chemical or Radiological Terrorism - IL 09 86
IL P 001	01/01/2004	U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders - IL P 001
ORIM C 01	01/01/2022	How To Report a Claim - ORIM C 01
ORIM SLF 01	02/01/2022	Union - Surplus Lines Confirmation Letter - ORIM SLF 01
ORU SL 00 83	04/01/2021	Connecticut Surplus Lines Notice - ORU SL 00 83
ORU SL 01 31	04/01/2021	Service of Suit Endorsement - ORU SL 01 31
PIL PH 08	01/01/2015	Policyholder Disclosure Notice of Terrorism Insurance Coverage - PIL PH 08

#### INLAND MARINE FORMS AND ENDORSEMENTS

Form Number	Edition Date	Form Title
PIM 49 18	09/01/2021	Damage to Existing Property (Limited) - PIM 49 18
PIM 49 48	10/01/2021	Master Builders Risk Project Certificate Endorsement - PIM 49 48



## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the Attorney General of the United States – to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85 % through 2015; 84 % beginning on January 1, 2016; 83 % beginning on January 1, 2017; 82 % beginning on January 1, 2018; 81 % beginning on January 1, 2019 and 80 % beginning on January 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

### Acceptance or Rejection of Terrorism Insurance Coverage

FAILURE TO RETURN THIS SIGNED FORM, PRIOR TO POLICY INCEPTION, INDICATING AN ELECTION TO PURCHASE TERRORISM COVERAGE, AS DEFINED BY THE ACT, WILL BE DEEMED YOUR REJECTION OF TERRORISM COVERAGE. HOWEVER, PAYMENT OF THE TERRORISM PREMIUM PRIOR TO POLICY INCEPTION WILL BE DEEMED AN ACCEPTANCE OF THIS OFFER OF TERRORISM COVERAGE.

Please indicate your selection by an ☒:

- ☐ I hereby elect to purchase terrorism coverage for a prospective premium of \$100.00.
- ☒ I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Town of Ledyard

Name of Insured

Policyholder/Applicant's Signature

Name of Insurer

Print Name

To Be Assigned At Issuance

06/02/2024

Policy Number

Date

05/24/2024

Effective Date



## Kristen Chapman

---

**From:** Kristin Shetty <KShetty@CCM-CT.ORG>  
**Sent:** Tuesday, June 11, 2024 12:35 PM  
**To:** Kristen Chapman  
**Cc:** Daniel Provenzano; Fred Allyn, III; Matthew Bonin; Wayne Donaldson  
**Subject:** RE: Ledyard BOE Roof Projects - Old Republic Quote

Thank you Kristen,

Can you check off one of the Terrorism boxes on the signature page please so they know if you want to elect or decline the coverage.

Thanks,

We will invoice you for the Builders Risk policy as well as another invoice will go out when we endorse the LAP to provide existing structure coverage outside the blanket.

Thanks,



**Connecticut Interlocal Risk Management Agency**

**Kristin Shetty | Senior Underwriter | CIRMA Underwriting**

545 Long Wharf Drive, 8<sup>th</sup> Floor | New Haven, CT 06511

W: 203.946.3704 | C: 203.499.8323 | [kshetty@ccm-ct.org](mailto:kshetty@ccm-ct.org) | [CIRMA.org](http://CIRMA.org)

[MyCIRMAcare.org](http://MyCIRMAcare.org) for injured employees. *A better way to workers' comp.*



---

**From:** Kristen Chapman <mayoral.asst@ledyardct.org>  
**Sent:** Tuesday, June 11, 2024 11:24 AM  
**To:** Kristin Shetty <KShetty@CCM-CT.ORG>  
**Cc:** Daniel Provenzano <DProvenzano@CCM-CT.ORG>; Fred Allyn, III <mayor@ledyardct.org>; Matthew Bonin <finance.director@ledyardct.org>; Wayne Donaldson <wdonaldson@ledyard.net>  
**Subject:** RE: Ledyard BOE Roof Projects - Old Republic Quote

Kristin,

Attached, please find the Old Republic Builder's Risk Quote with signature. Will you be forwarding a separate invoice for this charge as well as the additional premium for the roof projects?

Kind Regards,

Kristen

---

**From:** Kristin Shetty <[KShetty@CCM-CT.ORG](mailto:KShetty@CCM-CT.ORG)>  
**Sent:** Wednesday, June 5, 2024 5:11 PM  
**To:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>  
**Cc:** Daniel Provenzano <[DProvenzano@CCM-CT.ORG](mailto:DProvenzano@CCM-CT.ORG)>  
**Subject:** RE: Ledyard BOE Roof Projects - Old Republic Quote

Hi Kristen,

Attached is the updated Builders Risk quote with corrected dates. Please let me know if you would like to bind.

Thank you,



**Connecticut Interlocal Risk Management Agency**

**Kristin Shetty | Senior Underwriter | CIRMA Underwriting**

545 Long Wharf Drive, 8<sup>th</sup> Floor | New Haven, CT 06511

W: 203.946.3704 | C: 203.499.8323 | [kshetty@ccm-ct.org](mailto:kshetty@ccm-ct.org) | [CIRMA.org](http://CIRMA.org)

[MyCIRMAcare.org](http://MyCIRMAcare.org) for injured employees. *A better way to workers' comp.*



---

**From:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>  
**Sent:** Tuesday, June 4, 2024 1:12 PM  
**To:** Kristin Shetty <[KShetty@CCM-CT.ORG](mailto:KShetty@CCM-CT.ORG)>  
**Subject:** RE: Ledyard BOE Roof Projects - Old Republic Quote

Thank you Kristin. I will be on the look out for the updated quote.

Kristen

---

**From:** Kristin Shetty <[KShetty@CCM-CT.ORG](mailto:KShetty@CCM-CT.ORG)>  
**Sent:** Tuesday, June 4, 2024 11:56 AM  
**To:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>  
**Cc:** Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Matthew Bonin <[finance.director@ledyardct.org](mailto:finance.director@ledyardct.org)>  
**Subject:** RE: Ledyard BOE Roof Projects - Old Republic Quote

Hi Kristen,

Just want to let you know I've followed up on the status of the updated quote. Should be getting it this week. I also want to let you know that our Equipment Breakdown carrier has accepted the higher generating power at Gales Ferry and will not charge any additional premium for this. We will need to be notified if you up the capacity at any of the locations in the future though.

Thank you,



Connecticut Interlocal Risk Management Agency

**Kristin Shetty | Senior Underwriter | CIRMA Underwriting**

545 Long Wharf Drive, 8<sup>th</sup> Floor | New Haven, CT 06511

W: 203.946.3704 | C: 203.499.8323 | [kshetty@ccm-ct.org](mailto:kshetty@ccm-ct.org) | [CIRMA.org](http://CIRMA.org)

[MyCIRMAcare.org](http://MyCIRMAcare.org) for injured employees. *A better way to workers' comp.*



**From:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>

**Sent:** Thursday, May 30, 2024 9:36 AM

**To:** Kristin Shetty <[KShetty@CCM-CT.ORG](mailto:KShetty@CCM-CT.ORG)>

**Cc:** Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Matthew Bonin <[finance.director@ledyardct.org](mailto:finance.director@ledyardct.org)>

**Subject:** FW: Ledyard BOE Roof Projects - Old Republic Quote

**CAUTION:** This email is from an external source. Please DO NOT click links or open attachments in this email without positive sender verification. Never enter Username, Password or any other sensitive information into a linked page from any email.

Kristin,

Please see below for start date and end dates for the projects. Can you please update the Builder's Risk policy with these dates for signature.

**Start Date for All projects:** June 18<sup>th</sup>

**Estimated Complete Dates:**

**Gales Ferry:** September 15<sup>th</sup>

**Juliet Long:** August 30<sup>th</sup>

**BOE Building:** August 30<sup>th</sup>

As we are trying to move this along quickly for the June 18<sup>th</sup> start date, please advise if Mayor Allyn can sign the contracts before the Builder's Risk policy is executed. The contractors cannot order product until the contracts are executed.

Thank you for all of your assistance with these projects,  
Kristen

---

**From:** Kristin Shetty <[KShetty@CCM-CT.ORG](mailto:KShetty@CCM-CT.ORG)>

**Sent:** Thursday, May 2, 2024 2:15 PM

**To:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>



**Cc:** Daniel Provenzano <[DProvenzano@CCM-CT.ORG](mailto:DProvenzano@CCM-CT.ORG)>  
**Subject:** RE: Ledyard BOE Roof Projects - Old Republic Quote

Hi Kristen,

The additional premium to stay on the existing buildings will be around \$32,000. We'll likely increase your property deductible at these locations during construction to \$50,000 (\$150,000 for water damage other than flood). A reminder CIRMA is only willing to stay on the existing buildings for an additional premium as long as you purchase a builders risk policy and we obtain signed final construction contracts showing any waiver of subrogation language is in your favor. I've included the builders risk quote here again.

I am still waiting to hear back from our reinsurers about the generating capacity referral. There's a potential an extra charge may come from our equipment breakdown reinsurance due to the generating capacity of the solar panels at Gales Ferry. Unfortunately I don't have any indication of what that could be yet.

Thanks,



**Connecticut Interlocal Risk Management Agency**

**Kristin Shetty | Senior Underwriter | CIRMA Underwriting**

545 Long Wharf Drive, 8<sup>th</sup> Floor | New Haven, CT 06511

W: 203.946.3704 | C: 203.499.8323 | [kshetty@ccm-ct.org](mailto:kshetty@ccm-ct.org) | [CIRMA.org](http://CIRMA.org)

[MyCIRMAcare.org](http://MyCIRMAcare.org) for injured employees. *A better way to workers' comp.*



**From:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>  
**Sent:** Wednesday, May 1, 2024 2:00 PM  
**To:** Kristin Shetty <[KShetty@CCM-CT.ORG](mailto:KShetty@CCM-CT.ORG)>  
**Cc:** Daniel Provenzano <[DProvenzano@CCM-CT.ORG](mailto:DProvenzano@CCM-CT.ORG)>  
**Subject:** RE: Ledyard BOE Roof Projects - Old Republic Quote

**CAUTION:** This email is from an external source. Please DO NOT click links or open attachments in this email without positive sender verification. Never enter Username, Password or any other sensitive information into a linked page from any email.

Good afternoon Kristin,

The school project bids are due at the end of this week. Do you have any updates at this time on the increase in deductible to remove the buildings out of blanket coverage. The Public Municipal Building Committee meets on Monday, May 6<sup>th</sup> and I was hoping to give them the quote for this coverage.

Kind Regards,  
Kristen

---

**From:** Kristin Shetty <[KShetty@CCM-CT.ORG](mailto:KShetty@CCM-CT.ORG)>  
**Sent:** Tuesday, April 9, 2024 2:08 PM  
**To:** Kristen Chapman <[mayoral.asst@ledyardct.org](mailto:mayoral.asst@ledyardct.org)>  
**Cc:** Daniel Provenzano <[DProvenzano@CCM-CT.ORG](mailto:DProvenzano@CCM-CT.ORG)>  
**Subject:** Ledyard BOE Roof Projects - Old Republic Quote

Hi Kristen,

We have received a Builders Risk quote from Old Republic for all three school projects. Please see attached. It is a minimum earned premium of \$5,000 for a 3 month term (it's the same premium for 2 months or 3 months so we thought it was best to go 3 months). This quote only includes \$250,000 of coverage for existing property. CIRMA is willing to stay on the existing buildings for an additional premium as long as you purchase a builders risk policy and we obtain signed final construction contracts showing any waiver of subrogation language is in your favor. In doing this we would pull the buildings out of the blanket coverage, increase the deductible and also exclude any torching work.

I'm working to see what additional premium we would charge would be so more to come there.

In the meantime have you chosen a contractor and finalized those contracts for me to review?

Could you also tell me what the kilowattage and generating capacity for the solar panels will be?

Let me know if you have any questions.



**Connecticut Interlocal Risk Management Agency**

**Kristin Shetty | Senior Underwriter | CIRMA Underwriting**

545 Long Wharf Drive, 8<sup>th</sup> Floor | New Haven, CT 06511

W: 203.946.3704 | C: 203.499.8323 | [kshetty@ccm-ct.org](mailto:kshetty@ccm-ct.org) | [CIRMA.org](http://CIRMA.org)

[MyCIRMAcare.org](http://MyCIRMAcare.org) for injured employees. *A better way to workers' comp.*





**POLICY NUMBER:** IM 0000982

**SERVICING COMPANY NAME AND ADDRESS**

Old Republic Inland Marine

**FROM - POLICY PERIOD - TO**

**06/18/2024 - 09/15/2024**

**INSURED NAME AND ADDRESS**

CIRMA - Town of Ledyard & Ledyard Board of Education  
545 Long Wharf Drive  
New Haven, CT 06511

**COVERAGE WOULD BE PROVIDED BY**

Old Republic Union Insurance Company

Old Republic Inland Marine, Inc. (ORIM) is pleased to provide the insurance as stated in this binder. This binder which remains valid for 30 days from the date it is issued. The policy will be issued and delivered in due course. This binder is based on the information provided to ORIM and is subject to the subjectivities noted below, if any.

Please check the offered terms and conditions carefully as they may differ substantially from what was requested on the application or otherwise.

Best regards,



# BINDER

## MASTER BUILDERS RISK PROJECT CERTIFICATE - PIM 49 48

Master Policy Number: IM 0000511

### Insured Project

1	School Roof Projects	Project Name
2	Replace roofs on three locations: <ul style="list-style-type: none"> <li>• BOE Central Office; project cost = \$463,200</li> <li>• Gales Ferry School; project cost = \$2,396,450</li> <li>• Juliet Long School; project cost \$3,020,186</li> </ul>	Description of the Insured Project
3	1858 RT 12 Gales Ferry, CT 06335	Project Location / Construction Site
4	\$5,879,836	Estimated <b>Total Project Value</b>

### Limits of Liability

#### 1 Maximum **Policy** Limit of Liability

- a The maximum liability of the **Company** for all coverage provided under this **Policy** shall not exceed

\$5,879,836

Per **Occurrence**.

- b The **Company's** liability is also further limited by the limits, sub-limits and other terms and conditions of this **Policy**.

#### 2 Coverage Limits of Liability

a	\$5,879,836	Physical Damage	Per <b>Occurrence</b>
b	Not Covered	Delay in Completion and <b>Continuing Expenses</b>	Per <b>Occurrence</b> and in the <b>Term Aggregate</b>

The amount of insurance provided by this **Policy** shall not be reduced by loss payment or settlement except for limits or sub-limits where an **Annual Aggregate** or **Term Aggregate** applies.

#### 3 Combined Sub-limits of Liability

The following sub-limits apply on a combined basis for both Physical Damage and Delay in Completion and **Continuing Expenses**. These sub-limits are a part of and not in addition to the Maximum **Policy** Limit of Liability.

a	\$5,879,836	<b>Earth Movement</b>	Per <b>Occurrence</b> and in the <b>Annual Aggregate</b>
b	\$5,879,836	<b>Flood</b>	Per <b>Occurrence</b> and in the <b>Annual Aggregate</b>
c	\$5,879,836	<b>Named Storm</b>	Per <b>Occurrence</b>

If loss or damage is caused by or results from storm surge, the most the **Company** will be liable for is the lesser of the **Named Storm** or **Flood** sub-limits. Further, the maximum liability of the **Company** for all loss or damage caused by or resulting from a **Named Storm**, including storm surge, is the **Named Storm** sub-limit. The **Flood** sub-limit does not stack onto or increase the **Named Storm** sub-limit.

## BINDER

### 4 Physical Damage Coverage Extensions

The following sub-limits apply to the Physical Damage Coverage Limit of Liability. These Coverage Extensions apply per **Occurrence**, and in the **Annual Aggregate** if so noted, and are a part of and not in addition to the Physical Damage Coverage of Liability.

a	\$250,000	Building Law, Ordinance or Code
b	\$250,000	Construction Documents
c	\$25,000	Cost to Present Loss ( <b>Annual Aggregate</b> )
d	\$500,000	Debris Removal
e	\$100,000	Expediting Expenses & Contractors Extra Expenses
f	\$100,000	Firefighting Response Expenses
g	\$5,879,836	Functional System Testing
h	\$49,999	<b>Fungus, Mold and Mildew (Annual Aggregate)</b>
i	\$500,000	Insured Property in Due Course of Transit
j	\$500,000	Offsite Storage Locations
k	\$50,000	Pollution Mitigation Expenses ( <b>Annual Aggregate</b> )
l	\$50,000	Pre-loss Protection of Property
m	\$100,000	Temporary Jobsite Structures
n	\$50,000	Trees, Plants and Landscaping
o	\$5,879,836	<b>Water Damage</b>
p	Not Covered	<b>Wind</b>

### 5 Delay in Completion and **Continuing Expenses** Sub-limits

The sub-limits below (a and b) apply per **Occurrence** and are a part of and not in addition to the Delay in Completion and **Continuing Expenses** Coverage Limit of Liability.

a	Not Covered	Delay in Completion
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The sub-limits below apply per **Occurrence** and are a part of and not in addition to the Delay in Completion sub-limit.

i	Not Covered	<b>Loss of Gross Income</b>
ii	Not Covered	<b>Loss of Rental Income</b>

b	Not Covered	<b>Continuing Expenses</b>
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The sub-limits below apply per **Occurrence** and are a part of and not in addition to the **Continuing Expenses** sub-limit.

## BINDER

i	Not Covered	<b>Additional Construction Financing Interest and Loan Fees</b>
ii	Not Covered	<b>Architects and Engineers Fees</b>
iii	Not Covered	<b>Bond Expenses</b>
iv	Not Covered	<b>Closing Expenses</b>
v	Not Covered	<b>Consultant Fees</b>
vi	Not Covered	<b>Debt Service Payments</b>
vii	Not Covered	<b>General Overhead</b>
viii	Not Covered	<b>Insurance Premiums</b>
ix	Not Covered	<b>LEEDS Certification</b>
x	Not Covered	<b>Legal, Accounting and Professional Fees</b>
xi	Not Covered	<b>Marketing and Advertising Expenses</b>
xii	Not Covered	<b>Permit Fees</b>
xiii	Not Covered	<b>Real Estate and Property Taxes</b>
xiv	Not Covered	<b>Real Estate Commissions</b>
xv	Not Covered	<b>Site Security</b>
xvi	Not Covered	<b>Testing and Inspections</b>

### Deductibles

The Insured's retained liability for each separately adjusted loss shall be the amount stated below per **Occurrence**.

#### 1 Physical Damage

a	\$10,000	All Other Perils
b	\$100,000	<b>Earth Movement</b>
c	\$100,000	<b>Flood</b>
d	Same as AOP	<b>Named Storm</b>
e	\$50,000	<b>Water Damage</b>
f	Not Covered	<b>Wind</b>

If more than one Physical Damage deductible applies to a loss, then the deductible used will be the largest applicable deductible.

The applicable deductible for storm surge will be the larger of the **Named Storm** or **Flood** deductibles. However, if there are higher applicable deductibles than either the **Named Storm** or **Flood** deductibles, then only the highest applicable deductible shall apply.

BINDER

2 Delay in Completion and Continuing Expenses

a Scheduled Date of Completion and Period of Indemnity

i	09/15/2024	Scheduled Date of Completion
ii	Not Applicable	Period of Indemnity for Delay in Completion
iii	Not Applicable	Period of Indemnity for Continuing Expenses

b Deductibles for Delay in Completion and Continuing Expenses

i	Not Applicable	Delay in Completion
ii	Not Applicable	Continuing Expenses
iii	Not Applicable	Earth Movement
iv	Not Applicable	Flood
v	Not Applicable	Named Storm
vi	Not Applicable	Water Damage
vii	Not Applicable	Wind

The deductible for Delay in Completion and Continuing Expenses applies separately and is in addition to the applicable Physical Damage deductible.

If more than one Delay in Completion and Continuing Expenses deductible applies to a loss, then the deductible used will be the largest applicable deductible.



## BINDER

ADDITIONAL COVERAGE ENDORSEMENTS - To be added to the policy at issuance.

Damage To Existing Property - Limited  
(PIM 49 18)

Sublimit: \$250,000

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## BINDER

### COMPANY'S PARTICIPATION

100%	Is the <b>Company's</b> Percentage of Participation part of 100% of the Limits and Sub-limits of liability provided by this <b>Policy</b>
\$5,879,836	Is the maximum for any one loss or <b>Occurrence</b> and including the same proportion of associated expenses

### BUILDERS RISK RATES AND PREMIUMS

	PREMIUM
Physical Damage Term Rate (per \$100)	\$0.09
Physical Damage Term Premium	\$5,000
Delay in Completion Term Rate (per \$100)	
Delay in Completion Term Premium	
Continuing Expenses Term Rate (per \$100)	
Continuing Expenses Term Premium	
Total Premium	\$5,000
<b>Company's</b> Premium	\$5,000
Terrorism Premium	\$0
Fire Following Terrorism Premium (Also applies when Terrorism is declined)	\$0
State Surcharges and Fees	\$0.00
Risk Engineering or Loss Control Fees	\$0
Final Amount Due to the <b>Company</b>	\$5,000.00
The <b>Company's</b> Minimum Premium	\$1,250

The Physical Damage premium is a deposit based on the estimated **Total Project Value** and the initial Physical Damage Term Rate. At the expiration of the **Policy**, the Insured will provide the **Company** with the final **Total Project Value** which will be used to determine the final Physical Damage premium. The resulting additional or return premium shall then be paid by the First Name Insured or the **Company** to the other party as required, subject to the **Company's** minimum premium above.

**BINDER SUBJECTIVITIES** - All subjectivities are due within 30 days.

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### NOTES

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# BINDER

## FORMS & ENDORSEMENT SCHEDULE

Forms and Endorsements applying to this Coverage Part and made a part of this policy at this time of issue:

### COMMON POLICY FORMS AND ENDORSEMENTS

Form Number	Edition Date	Form Title
IL 09 53	01/01/2015	Exclusion of Certified Acts of Terrorism - IL 09 53
IL P 001	01/01/2004	U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders - IL P 001
J-05	11/01/2021	Commercial Policy Jacket - J-05
ORIM C 01	01/01/2022	How To Report a Claim - ORIM C 01
ORU SIG	12/01/2017	Signature Page - ORU SIG
ORU SL 00 83	04/01/2021	Connecticut Surplus Lines Notice - ORU SL 00 83
ORU SL 01 31	04/01/2021	Service of Suit Endorsement - ORU SL 01 31
PIM CD 01	09/01/2021	Common Policy Declarations - PIM CD 01

### INLAND MARINE FORMS AND ENDORSEMENTS

Form Number	Edition Date	Form Title
PIM 49 18	09/01/2021	Damage to Existing Property (Limited) - PIM 49 18
PIM 49 48	10/01/2021	Master Builders Risk Project Certificate Endorsement - PIM 49 48



545 Long Wharf Drive  
8th Floor  
New Haven, CT  
06511-5950  
(203) 946-3700

Invoice # 33263	Page 1 of 1
Account Number LEDYAND-01	Date 6/28/2024
BALANCE DUE ON 7/27/2024	Amount Due \$5,000.00

For questions contact Daniel Provenzano  
your representative: dprovenzano@ccm-ct.org

Town of Ledyard  
Attn: Finance  
741 Colonel Ledyard Highway  
Ledyard, CT 06339-1511

Builders' Risk

Policy #: IM000098202

Effective: 6/18/2024 to 9/15/2024

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
61422	6/18/2024	7/27/2024	RENB	Renewal of NBR Effective 6/18/2024	\$5,000.00

Total Invoice Balance: \$5,000.00

Please remit ACH / Wire payments to:

Bank Name Bank of America, N.A.  
Account No. 385015948995  
Routing No. ACH / EFT 011900571  
Routing No. DOM. WIRES 026009593

Please email remittance details to: cirmafinance@ccm-ct.org

Please include the following number sequence in the addenda when paying electronically: 6142233263 0000500000

Please detach and return if paying by check

Item / Invoice No.	Member No.	Invoice Date	Amount
61422 33263	LEDYAND-01	6/27/2024	\$5,000.00

Please remit check payments to:

CIRMA  
PO Box 419116  
Boston, MA 02241-9116

61422332630000500000





545 Long Wharf Drive  
8th Floor  
New Haven, CT  
06511-5950  
(203) 946-3700

Invoice # 33010	Page 1 of 1
Account Number	Date
LEDYAND-01	6/26/2024
BALANCE DUE ON	Amount Due
8/15/2024	\$31,749.00

For questions contact Daniel Provenzano  
your representative: dprovenzano@ccm-ct.org

Town of Ledyard and Ledyard Board of Education  
Attn: Finance  
741 Col. Ledyard Hwy  
Ledyard, CT 06339-1511

Liability-Automobile-Property Policy #: LAP 2023013540 08 Effective: 7/1/2023 to 7/1/2024

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
61169	2/14/2024	8/15/2024	ENDT	Builders Risk effective 6/18/2024	\$31,749.00

Total Invoice Balance: \$31,749.00

Please remit ACH / Wire payments to:

Bank Name Bank of America, N.A.  
Account No. 385015948995  
Routing No. ACH / EFT 011900571  
Routing No. DOM. WIRES 026009593

Please email remittance details to: cirmafinance@ccm-ct.org

Please include the following number sequence in the addenda when paying electronically: 6116933010 0003174900

Please detach and return if paying by check

Item / Invoice No.	Member No.	Invoice Date	Amount
61169 33010	LEDYAND-01	6/26/2024	\$31,749.00

Please remit check payments to:

CIRMA  
PO Box 419116  
Boston, MA 02241-9116

61169330100003174900



545 Long Wharf Drive, 8th Floor  
New Haven, Connecticut 06511-5950  
Telephone: 203-946-3700  
CIRMA.org

July 8, 2024

Honorable Fred Allyn, III  
Mayor  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339-1511

Re: Cost Breakdown – CIRMA Invoices #33010 and #33263

Dear Mayor Allyn:

Please see below for the cost breakdown of CIRMA invoice#33010 and invoice#33263 which are both in regards to builders risk insurance coverage for projects at the following three locations; BOE Offices at 4 Blonders Blvd, Gales Ferry School at 1858 Route 12, Juliet Long School at 1854 Route 12.

**Invoice#33010, total amount \$31,749**

- BOE Offices = \$2,841
- Gales Ferry School = \$16,442
- Juliet Long School = \$12,466

**Invoice#33263, total amount \$5,000**

- BOE Offices = \$1,666
- Gales Ferry School = \$1,667
- Juliet Long School = \$1,667

Please do not hesitate to contact me with any questions.

Sincerely,

*Lindsay Struski*

Lindsay Struski, CPCU  
Senior Underwriter  
(203) 498-3009  
lstruski@ccm-ct.org



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 24-0528

**Agenda Date:** 7/16/2024

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion of the Town Council's possible action to amend Ordinance #100-015 Establishing a Permanent Municipal Building Committee

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

AN ORDINANCE ESTABLISHING  
A PERMANENT MUNICIPAL BUILDING COMMITTEE  
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard

Section 1. Authority

Pursuant to Chapter IV, Section 7 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continued responsibility for the execution of ~~major~~ *select* construction and maintenance projects for the Town of Ledyard *as assigned by the Town Council*. The Permanent Municipal Building Committee will oversee and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings *that fall within the cost estimated threshold*, as well as any significant installation, renovation or upgrade of service equipment and major systems as provided herein.

The Permanent Municipal Building Committee may have responsibility for the execution of buildings or infrastructure projects associated with the provisions of water and sewer, if deemed appropriate by the Town Council.

*For projects whose total project cost is estimated to exceed \$500,000, an Owner's Representative and/or Consulting Engineer shall be hired through a quality-based selection process to assist the Permanent Municipal Building Committee with management and oversight of such project(s). The Owner's Representative or Consulting Engineer shall not have authority to make decisions, approvals, or otherwise act on behalf of the Permanent Building Committee unless specifically designated to do so by contract. The Owner's Representative or Consulting Engineer shall be required to have the requisite experience, knowledge, qualifications, personnel and capacity necessary to manage such a project.*

*The selection of an Owner's Representative or Consulting Engineer shall be publicly advertised through a Request for Proposal to solicit proposals from interested parties. The Request for Proposal shall provide a clear scope of services that specifies the roles and responsibilities of the Owner's Representative or Consulting Engineer. Where possible, it shall clearly specify the level of oversight during construction so that proposals from multiple firms can be clearly leveled during the evaluation process.*

*The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.*

*When a project involved the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner's Representative or Consulting Engineer may be approved by the Town Council; and shall be requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.*



*The Permanent Municipal Building Committee shall comply with provisions provided in Ordinance 200-001 (rev.1) (An Ordinance for Purchasing) with regard to the competitive bid process; and shall interview a minimum of two firms prior to selection. Should only one firm be determined qualified to perform such work, the Permanent Municipal Building Committee may request a waiver for such a requirement should the firm's proposal be reasonable for the proposed scope of work.*

*The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm. The final decision of award will lie with the Town Council. The Town Council possesses the authority to award to a different firm if it deems that such a firm is in the best interest of the Town of Ledyard.*

*Where external funding sources are used to fund the project, such requirements of the funding authority shall apply to the selection process as well. Where conflicts occur between this ordinance and the funding authority's requirements, the most stringent requirement(s) shall be applicable as determined by Mayor or their designee.*

*The Requests for Proposals for Owner's Representatives or Consulting Engineers is subject to review by the Town Director of Finance. The Director of Finance is responsible for ensuring that all required local and state purchasing requirements are met and that all insurance requirements are included in the Request for Proposal.*

From time to time, the Permanent Municipal Building Committee may be asked to undertake certain studies or projects by the Town Council. In case of multiple projects, the Town Council may form a separate building committee for a particular project.

### Section 3. Membership

The Permanent Municipal Building Committee shall consist of the following members appointed by the Town Council:

Regular Members: Five (5). These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades. They shall be appointed *by the Town Council* for a term of three (3) years.

Temporary Members: For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council.

For Board of Education projects, at least one *of their two* temporary members shall be a Board of Education member. *Board of Education Temporary Members shall be appointed by the Town Council.*

Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.

Ex-Officio Members: The Town Finance Director, *Public Works Director*, Board of Education Business Manager and/or his designee, *Board of Education Director of Facilities and Grounds*, Town Engineering Technician, Town Planner and the Permanent Municipal Building Committee's Town Council Liaison shall be non-voting ex-officio members. ~~The Board of Education member and the Board of Education Business Manager may be excused from participating in non-Board of Education related matters.~~

Quorum: A quorum shall consist of a majority of *Regular* voting members.

#### Section 4. Terms of appointment

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

Any vacancy in the Permanent Municipal Building Committee other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council. The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter.

Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Permanent Municipal Building Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Permanent Municipal Building Committee. The vacancy shall be filled as herein before provided. Additionally, the Permanent Municipal Building Committee may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Permanent Municipal Building Committee to notify the Town Council when a member has not properly performed his duties.

Annually, the regular members of the Permanent Municipal Building Committee shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by the Permanent Municipal Building Committee from its regular membership.

#### Section 5. Powers and Duties

The Permanent Municipal Building Committee is authorized to develop design plans and drawings for municipal building projects directed by the Town Council, primarily in accordance with the Town's Capital Improvements Projects List.

*The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects. The process shall utilize a quality-based selection similar to that outlined in Section 2 for the Owner's Representative or Consulting Engineer. Such selection shall be based on experience, knowledge, capacity and expertise as well as the fee for performing such work.*

*When an Owner's Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner's Representative prior to selecting the architect and/or engineer so that the Owner's Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms. ~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~*

*The Permanent Municipal Building Committee is authorized to develop schedules and budgets ~~cost estimates~~ for municipal building projects. However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

The Permanent Municipal Building Committee is authorized to recommend to the Mayor the execution of municipal building project contracts as may be approved by the Town Council.

The Permanent Municipal Building Committee shall have authority over all change order requests. The Permanent Municipal Building Committee shall also coordinate all applications for grants and other financial assistance documents *except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.* The Permanent Municipal Building Committee shall submit change orders and grants/financial assistance documentation to the appropriate authority in a timely manner and with timely notification to the Town Council. The Town Council is the authority to modify or change the scope of the project.

The Permanent Municipal Building Committee shall at least quarterly report its activity to the Town Council and to the Proposing Body, if applicable; and shall submit a final report upon completion of each project. The Permanent Municipal Building Committee is also authorized to conduct periodic reviews and audits of the physical condition of all municipal and school buildings and grounds, including service equipment and major systems and make recommendations to the Town Council for inclusion into the Town's Capital Improvements Projects List and should work with the Mayor's Office and the appropriate boards and commissions and agencies.

It is understood that the agencies assigned responsibility for specific buildings, grounds, capital, and facilities shall assess, prioritize, seek funding and actively support administration of projects assigned to the Permanent Municipal Building Committee.

The Permanent Municipal Building Committee shall, with assistance from the Proposing Body ensure that projects are completed, including the close-out of required reports, in a timely manner.

## Section 6. Spending Funds

The Permanent Municipal Building Committee may expend such funds as the Town Council, or if required the Town Meeting, may appropriate to carry out its duties as described herein. There shall be no intermingling of funding between projects.

## Section 7. Definitions:

For the purpose of this Ordinance, the following definitions shall apply:

- 1) "Major maintenance" shall include capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years.  
  
"Major maintenance" shall not include routine maintenance and upkeep of a building or other structures, or its service equipment, which is performed on a regular basis.
- 2) "Service equipment and major systems" shall include boilers, elevators, generators, HVAC systems, septic systems, fire alarms, electrical service including wiring and fixtures, major plumbing service, building skin (roofs, gutters, masonry, windows, exterior paint, floor covering, etc.) It shall not include information system technology (computers and computer systems).
- 3). "Proposing Body" means the Town of Ledyard appointed or elected board or commission sponsoring or requesting a construction or major maintenance project or for a project initiated by the Permanent Building Committee itself, the board or commission whose facility would be the recipient thereof.

## Section 7. Severability

If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of the Ordinance are hereby declared severable.

## Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and Renumbered by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
S. Naomi Rodriguez, Chairman

Approved/Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III, Mayor

Published on:

Effective Date:

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

\*\*\*\*\*

Revisions: Ordinance #119 *“An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard”* Adopted March 26, 2008; Ordinance #138 *“An Ordinance Amending an Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard: Adopted June 24, 2015; Effective: July 31, 2015; **Ordinance renumbered from Ordinance #138 to Ordinance #100-015 as part of the Town Council’s 2017-2019 Ordinance Update Initiative; September 25, 2019 .***

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #138 to Ordinance #100-015.

2015: Removed the project threshold of \$25,000 requiring all capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years be assigned to the Permanent Municipal Building Committee.

2019: Title – Removed “Ordinance Amending” – Per Town Attorney not required. Section 4 added language regarding members attendance relative to resignation/replacement. Removed Section 9 *“Cancellation”* - Per Town Attorney the *“Cancellation Section”* was not needed. The *“Revisions”* and *“History”* paragraph indicates that the previous ordinance has been updated and replaced. Added new Section 9 *“Effective Date”* to be consistent with Town Ordinance format

2024:

Section 2 “Purpose” Paragraph 1 replaced the word ~~major~~ with *“select” and*  
Added Paragraphs 2 – 6.

*Section 3: “Membership” Added: **Public Works Director, Board of Education Director of Facilities and Grounds. Also, the following language was added for clarification: “Board of Education Temporary Members shall be appointed by the Town Council”.***

***Section 5 “Powers and Duties”:***



*Paragraph 2- The following language was replaced: ~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~ “When an Owner’s Representative is required for the project, the Permanent Building Committeesahll provide a recommendation for the hiring of an Owner’s Representative prior to selecting the architect and/or engineer so that the Owner’s Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms”.*

Paragraph 3: Replaced: ~~cost estimates~~ with “budgets” Also added: *“However, when an Owner’s Representative is required, the Owner’s Representative shall be responsible for drafting such schedules and budgets. The Owner’s Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance*

*NEW Paragraph 4*

*Paragraph 5 Added the following language: except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.*



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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<b>File #:</b> 24-0624	<b>Agenda Date:</b> 7/17/2024	<b>Agenda #:</b> 1.
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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**  
PMBC August Meeting Date

**Background:**  
(type text here)

**Department Comment/Recommendation:**  
(type text here)