



# **TOWN OF LEDYARD**

## **Permanent Municipal Building Committee**

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Chairman  
Joseph Gush

### **Meeting Minutes - Final**

#### **Regular Meeting**

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**Monday, January 6, 2025**

**5:30 PM**

**Town Hall Annex - Hybrid Format**

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#### **REMOTE MEETING INFORMATION**

##### **Join Zoom Meeting**

[https://us06web.zoom.us/j/84068763577?  
pwd=wmaXQbXC0yoNnN2qEouPKoBmqdyFsG.1](https://us06web.zoom.us/j/84068763577?pwd=wmaXQbXC0yoNnN2qEouPKoBmqdyFsG.1)

**Meeting ID: 840 6876 3577 Passcode: 366766**

**• +1 646 558 8656 US (New York)**

#### **I. CALL TO ORDER**

Chairman Schneider called the meeting to order at 5:31 p.m. at the Council Chambers, Town Hall Annex Building.

#### **II. ROLL CALL**

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

In addition, the following were present:

Mathew Bonin - Finance Director  
Kristen Chapman - Mayoral Assistant, PMBC Support Staff  
Wayne Donaldson - Director of Facilities, BOE  
Kyle Rongey - Senior Project Manager, STV  
Charles E. Warrington - Project Director, Colliers Project Leaders  
Aya EINemr - Assistant Project Manager, Colliers Project Leaders  
Doug Goulet - Construction Representative, Collier Project Leaders  
Leonard Roy - Owner, LJR Core Build Group  
Antonietta Roy - Project Manager, LJR Core Build Group

#### **III. RESIDENTS & PROPERTY OWNERS COMMENTS**

None

**IV. APPROVAL OF MINUTES**

1. MOTION to approve the PMBC Regular Meeting Minutes of December 2, 2024

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

**AYE** 5 Schneider Tyminski Gush Hosey DiPalma-Herb

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

1. Progress Reports/Field Observations

**RESULT:** RECEIVED AND FILED

2. Update/Discussion on Roof Projects & Budget Documents

Mr. Donaldson gave an update on the Juliet Long and Central Office roof projects. Mr. Donaldson stated that there will be no progress on Juliet Long until the weather breaks and the Solar portion can begin. There are a few items on the punch list that will be completed when the Solar portion begins. The Central office is moving along, the snow guards are in place.

Mr. Donaldson shared an update on the Gales Ferry roof project. Mr. Donaldson stated that the ice and water shield has expired; new ice and water shield will need to be re-coated over the boiler room, tower and part of the kindergarten classrooms. Chairman Schneider inquired if the Contractor had received written notice of the ice and water shield expiration. Mr. Donaldson replied that Silver Petrucci & Associates has provided a written notice. Mr. Donaldson stated there was a potential accident last week, a piece of plywood came off the roof. Mr. Donaldson has re-iterated the areas that the Contractor is not to work in that are while the students are loading or unloading on buses. Mr. Donaldson made it clear that if this happens again the system will be shut down. Mr. Donaldson reported that two teachers have reported flat tires due to roofing screws. Mr. Donaldson will submit these invoices to the Contractor. Mr. Donaldson stated the Contractor has requested to change the layout over the boiler room and Garland has approved the new layout. Mr. Donaldson shared an issue with a peak in the back of the building, there is not a way to get proper flashing. Mr. Donaldson is working with Garland on a resolution, possible taking the copper trim on the peak off, placing new flashing and putting the copper back up. The replacement of screws in the roofing panels that have not been installed properly should begin next week and STV, Silver Petrucci & Associates or Garland must be on-site while this is taking place in areas in which the screws cannot be viewed underneath for proper placement. Chairman Schneider asked how the process of Silver Petrucci & Associates and STV requesting additional funds for those inspections is being worked out. Mr. Donaldson replied that the cost will need to be covered by the PMBC and back charges will need to be deducted from the Contractor. Mr. Tyminski asked if the Contract has agreed. Mr. Donaldson replied that the Contractor has agreed it needs to be done but not who is going to cover the cost in the short term. Mr. Tyminski asked if this would be roof warranty issue and Mr. Donaldson replied that the roof will not be warranted if this is not done. Mr. Donaldson stated that he will

make an effort to have Garland cover these inspections as not incur additional fees from STV or SPA but he cannot guarantee that Garland will be able to perform all of the inspections.

Chairman Schneider asked if there is any requirement that we keep the bonding company informed, Mr. Donaldson responded not that he is aware of any. Mr. Donaldson shared that most recent payment request submitted was reduced as a portion of the work submitted in that request were panels that need to be replaced. The original submittal has the roof at 88% complete and that was reduced to 70% in order to hold back funds on panels that are not completely finished or properly attached. Mr. Tyminski requested a written notice. Mr. Donaldson responded that he will request STV draft a notice to the Contractor. The Committee discussed additional items that should be charged back to the Contractor. Mr. Donaldson will request an opinion from the Town Attorney. Ms. Dipalma-Herb requested if a meeting between the Committee and Town Attorney is possible. Mr. Donaldson will put in a request to the Mayor for an Executive Session. Mr. Tyminski asked is there is a way to disconnect from the Contractor. Mr. Donaldson replied that the only way to do that would be to pull the bond.

Ms. Chapman stated that Ms. Peterson had joined the meeting via zoom.

Mr. Donaldson shared that the Builder's Risk Policy has not been extended as the roof is 90% covered and within the next 10 or so days the roof should be covered 100%. The potential of issue is limited. Mr. Donaldson added that we will need to apply for a new Builder's Risk Policy for the Solar portion in the summer.

Ms Chapman stated that she has not received an updated budget document. The document that was added to Item V.2 is the Warranty report provided by Garland that was submitted as a hard copy at the last meeting. Chairman Schneider requested that budget document be updated every month even if there has been no change. Mr. Bonin also requested budget vs. actual be added to this document.

**RESULT:** CONTINUE

3. MOTION to approve Eversource Customer Request #17885214 for service at 1854 Route 12, Ledyard CT dated 9.20.2024 in the amount of \$11,223.69 for Juliet Long School

Discussion:

Mr. Donaldson stated the charge is for Juliet Long for a new pole from Eversource. Eversource will not accept payment from the Contractor for this charge, we will go back to the Contractor. Mr. Donaldson noted due to the amount of trenching required there may be a change order. This charge is reimbursable from the State.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Kate DiPalma-Herb

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

4. Discussion and possible action AIA Document G709-2018 Proposal Request Roof Replacement and Photovoltaic Project Gales Ferry School

Mr. Donaldson stated this is in regards to the copper section that needs to be re-worked. The attached documents are for information only.

**RESULT:** DISCUSSED

5. Discussion and possible action regarding Merchants Bonding Company Bond #100408351 Gold Seal Roofing LLC issued on June 10, 2024, for Roof Replacement and Photovoltaic Project-Juliet Long School, 1854 Route CT-12, Ledyard, CT 06335 State Project No. 072-0096 RR/PV

Mr. Donaldson will work with STV to have the bond document filled out and submitted to the Merchant Bond Company.

**RESULT:** DISCUSSED

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

1. MOTION to approve AIA Document G802-2017 Silver Petrucelli & Associates Amendment to Professional Service Agreement dated 1.28.2025 in the amount of \$850.00 per visit for Gales Ferry Roof.

Mr. Donaldson stated that additional funds have been requested as Gales Ferry Roof Project has run over due to the Contractor's failure to meet the time frame. Mr. Donaldson submitted a letter from Silver Petrucelli & Associates with a proposed weekly charge for additional work. Mr. Gush requested an estimate of the new completion date. Mr. Donaldson replied most likely the end of February for the roof and the contract also includes the Solar portion. Chairman Schneider requested that Silver Petrucelli & Associates create the contract amendment for approval at the next meeting.

**RESULT:** CONTINUE

2. MOTION to approve STV Construction, Inc., change order requests for Owner's Representative Agreement for Ledyard School Roof Projects in the following amounts:

BOE Central Office - \$952.00  
Gales Ferry School - \$13,056.00  
Juliet Long School - \$2,176.00

In addition, approve Agreement Amendment between STV Construction, Inc., and The Town of Ledyard dated 1.29.2025 for a total Amended Contract Value of \$110,616.00 for Owner's Representative Agreement - Ledyard School Roof Projects.

Mr. Donaldson submitted the request from STV for additional funds for both additional work already completed and funds moving forward. Mr. Donaldson stated the request for additional funds is due to the Gales Ferry School delays as well as additional time spent during the design phase. Mr. Donaldson added that without the additional assistance during the design process, there would have been many more change orders. Mr. Tyminski stated that STV is looking for around \$16,000 in back charges and unspecified amounts going forward. Mr. Tyminski requested a breakdown of the dollar amounts going forward. Mr. Donaldson stated there will be

a separate document for each project. Mr. Donaldson will have these documents prepared for the February 3rd meeting.

**RESULT:** CONTINUE

3. MOTION to approve the Imperial Restoration Contractor, Inc. Payment Application dated 11.30.2024 in the amount of \$83,700.00 for Project 24-135 Gales Ferry School

Discussion:

Mr. Donaldson stated this is the invoice the Committee held off on from December and confirmed that this invoice includes all work to date that has been installed properly.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Gerald Tyminski

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

## VII. JULIET LONG HVAC PROJECT UPDATES

1. JWL HVAC Project 2024 Updates

Mr. Donaldson stated there were some questions that came in on the JWL HVAC Project Bid. The deadline to submit a bid has been extended Friday, January 10, 2025.

**RESULT:** CONTINUE

2. MOTION to approve LocaliQ - Norwich Bulletin Inv #0006797741 dated 11.30.2024 in the amount of \$122.73 for Juliet Long - Bid HVAC

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Gerald Tyminski

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

3. MOTION to approve Friar Architecture Inc. Inv #2023-121A-07 dated 12.31.2024 in the amount of \$6,930.00 for Project 2023-121A Ledyard - Juliet Long HVAC

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** Kate DiPalma-Herb

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

4. Discussion and possible action on RFP/RFQ Bid #24-8 - Juliet Long HVAC Installation Owner's Representative Services.

Chairman Schneider welcomed two presenters for Owner's Representative Services - Juliet Long HVAC Project. Chairman Schneider stated that both firms will give presentations and the Committee will be able to ask questions and added that the Committee will not be making a decision this evening.

### **Colliers Project Leaders Presentation**

Mr. Warrington, Director of Project Management, Colliers Project Leaders shared presentation slides with the Committee. Mr. Warrington introduced colleagues present this evening, Ms. Aya EINemr - Assistant Project Manager and Mr. Doug Goulet - Construction Representative.

Mr. Warrington stated his firm is very familiar with this type of work and gave a brief overview of the scope of work for this project. Mr. Warrington added that the project looks fairly straight forward and mentioned a few projects in Fairfield county the firms is involved with that are strictly HVAC improvements. Mr. Warrington inquired if a new electrical service would be required. Mr. Donaldson replied that it is required but has been included as part of the roof project.

Mr. Warrington discussed the timeline required for this project to be completed in summer of 2025. Mr. Warrington noted that this project is set up as a General Contractor as opposed to Construction Manager. In doing so, Mr. Warrington has found it is key to inform the Contractor what they can't do or what they are restricted to do and not assume they can do anything. Mr. Warrington stated coordination with existing operations and administrators will be vital. Mr. Warrington highlighted the importance of maintaining the Warranty for the new roof and recommended certifications. Mr. Warrington discussed lead time on items required for the project. Mr. Warrington recommended DAS pre-qualifications for the work. Mr. Warington discussed the proposed schedule in detail. Mr. W stated that eight weeks of full construction is not a lot of time but with the right planning and Contractor on board the project will be successful. Mr. Warrington focused on the transition periods required for the project in June and August. Mr. Warington emphasized the many factors involved in getting an elementary classroom ready before the start of school. Mr. Warington stated that coordination is vital as well as ensuring completion dates are clearly outlined in the Project Bid documents.

Mr. Goulet discussed construction field reports. Mr. Goulet stated that he would be on-site a few time per week monitoring schedules, change orders and ensuring target dates. Mr. Goulet stated he would attend weekly construction meetings and monitoring the look ahead schedules. Mr. Gush inquired if any pre-construction work be done in advance. Mr. Goulet replied if access can be granted in April for field measurements and verification, the fabrication of steel and soffit framing can begin off-site. Mr. Donaldson confirmed that access can be granted to perform some pre-construction work. Mr. Goulet emphasized the importance of having all pre-construction work dates and well as completion dates in the Contract.

Mr. Warrington stated the field reports for the current roof project are lacking detail. Mr. Warrington shared a sample of the field report that would be delivered by Colliers. Mr. Tyminski asked how much time is there available if when the flip is switched some of the system is not working correctly. Mr. Warrington responded that would need to happen in September and October realistically.

Mr. Warrington shared a sample of the financial status report provided by Colliers Project Leaders. Mr. Warrington stated the financial report would be available live as the project proceeds. Mr. Warrington highlighted items provided on the financial report including; original

budget, amended budget, and the forecasting that Colliers Project Leaders provides in the form of anticipated costs. Mr. Warrington discussed the OGA process with the State and stated Colliers Project Leaders are experts with the system. Mr. W highlighted experience with the Town of Ledyard for the closeout process of the Gallup Hill and Ledyard Middle School renovation projects. Mr. Warrington stated as a taxpayer as well in the Town he would like to maximize the reimbursement and stay on budget.

Mr. Warrington discussed completing the Commissioning correctly as well as the As-built's and Warranties. Mr. Warrington added that Colliers Project Leaders will stay involved after the project as needed if there is an issue.

Chairman Schneider thanked the Colliers Project Leaders representatives for the presentation.

### **LJR Core Build Group Presentation**

Presenting on behalf of LJR Core Build Group were Antonietta Roy - Project Manager and Leonard Roy - Owner. Ms. Roy shared presentation slides with the Committee. Ms. Roy shared that herself and Mr. Roy own two businesses, LJR Core Build Group and Construction Advocacy Professionals and have been in the construction management business for along time. Mr. and Mrs. Roy discussed the beginnings of the Company and Mr. Roy's background in facilities maintenance and construction. Ms. Roy shared the members of the project team including Mr. Ray Steadward - Code Compliance. Ms. Roy shared experience similar to the Juliet Long project including the Regan Hospital Full Infrastructure Upgrade as well as Clark Science Center and Briarwood College. Ms. Roy highlighted work LJR Core Group has performed in the Providence school system including boiler replacement, HVAC, and air conditioning. Mr. Roy shared they have been working in the Providence school system for almost 8 years. Ms. Roy added that the work in the Providence schools occurs while the buildings are occupied as the schools host summer school. Chairman Schneider inquired if Mr. Roy was doing or managing the work. Ms. Roy stated that Mr. Roy performed the work at Briarwood College, as for the three other projects Ms. Roy clarified that when she says doing she is managing the projects.

Ms. Roy discussed the importance of maintaining quality of workmanship. Ms. Roy referenced specifics related to their current project at Regan Hospital. Ms. Roy discussed the protection of the new roof and maintaining the Manufacturer Warranty. Ms. Roy stated they would discuss the project with the roof manufacturer prior to the project to ensure the roof Warranty. Mr. Roy shared project goals including compliance, quality assurance, budget & schedule, effective stakeholder communication & coordination, and seamless project closeout & documentation. Ms. Roy discussed budget in regards to LJR's fee and added the fee is negotiable as LJR Core Build Group only bills for hours actually used, the current fee is a set value and if all of that value is not used that fee comes back to the Town. Ms. Roy discussed including the Committee via photographs and monthly reports. Ms. Roy added a current project in the town of Lisbon there is a website that is updated and they can also provide a free website for this project. Ms. Roy discussed the closeout process beginning with all of the work already completed. Ms. Roy shared the importance of project closeout including the punch lists, Warranty and O & M's.

Ms. Roy discussed how LJR Core Build Group utilizes AI for smarter project management. Ms. Roy discussed a "Constructability Report" included in the information Ms. Roy provided in which the project drawings were placed into an AI system which generates an evaluation of potential conflicts, essentially searching for change orders that may effect the project. LJR Core Build Group utilizes this report to identify potential issues.

Ms. Roy shared the reporting process including a monthly report, daily report on site and As-built report. Ms. Roy shared the As-built report is a detailed report outlining all piping, duct work, electrical ect...

Mr. Hosey inquired how many projects LJRCORE Build Group has done in Connecticut Public Schools, specifically how many projects in Connecticut Public Schools dealing with the State and the Grant process. Ms. Roy responded the projects done in the State of Connecticut have been under her business not with LJR Core Build Group but she has completed three projects in Connecticut and has familiarity working with the State and Michelle Dixon. Mr. Donaldson inquired how many hours LJR anticipates spending on-site. Ms. Roy replied that she anticipates approximately two half days or eight hours per week cutting back when school starts and then time spent with the financial audit.

Chairman Schneider thanked LJR Core Build Group for their presentation.

**RESULT:** DISCUSSED

### **VIII. NEW BUSINESS**

#### **1. Nomination and Election of Permanent Municipal Building Committee 2025 Officers**

MOTION to nominate and elect Mr. Joseph Gush as Chairman of the Permanent Municipal Building Committee

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gary Schneider

**SECONDER:** George Hosey

**AYE** 5 Schneider Tyminski Gush Hosey Peterson

**NON-VOTING 2** DiPalma-Herb Reguin

MOTION to nominate and elect Mr. Gary Schneider as Vice Chairman of the Permanent Municipal Building Committee

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

**AYE** 5 Schneider Tyminski Gush Hosey Peterson

**NON-VOTING 2** DiPalma-Herb Reguin

MOTION to nominate and elect Mr. Jerry Tyminski as Secretary of the Permanent Municipal Building Committee

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

**AYE** 5 Schneider Tyminski Gush Hosey Peterson

**NON-VOTING** 2 DiPalma-Herb Reguin

**2.** Any other New Business proper to come before the Committee

Chairman Schneider announced the January 16, 2025 meeting to review the HVAC Project Bids as well as make a recommendation for the Owner's Representative. The regular meeting will be held on February 3, 2025.

Mr. Tyminski inquired if the Committee will be choosing the HVAC Contractor on the 16th. Mr. Donaldson replied that the Committee would want to do that on the 16th. Mr. Hosey was concerned about choosing a Contractor before choosing an Owner's Representative. Mr. Donaldson added that the Committee does not have the three bids required for the Owner's Representative and as such will need to go to Finance and Town Council for the approval of a bid waiver, placing a date to have the Contract in place in February or March. Mr. Donaldson also mentioned advertising for a Commissioning Agent. Mr. Donaldson is concerned that if we wait until an Owner's Representative is in place, we are cutting the window. Mr. Donaldson understands the concern about time frame and when the Contractor will be able to get in. Mr. Donaldson will have his team move everything out of the classrooms the day school gets out. Mr. Hosey stated for the Bid Waiver would the Committee need to select a firm first or can they preemptively go to the Finance Committee for waiver. Mr. Bonin responded that a firm will need to be selected to submit a Bid Waiver request. Mr. Tyminski inquired how many firms were interested in the HVAC Project. Mr. Donaldson replied that four or five firms attended the Pre-Bid meeting. Ms. Chapman stated the dates for a Bid Waiver would be February 5th for the Finance Committee Meeting and February 12th for the Town Council Meeting. Mr. Gush added that from the date of a Bid Waiver approval it could be an additional thirty to forty five days to have a Contract in place. Mr. Tyminski asked if we were going into this contract essentially blind, we don't have the Architect or Owner's Representative. Mr. Donaldson responded that the Architect is responsible for reviewing the bids and will recommend the firms are qualified to perform the work.

The Committee thanked Mr. Schneider for his work as Chairman.

**RESULT:** DISCUSSED

**IX. ADJOURNMENT**

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

The meeting adjourned at 7:15 p.m.

VOTE: 5-0 Approved and so declared

Respectively Submitted,

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Chairman Schneider  
Permanent Municipal Building Committee

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