



# TOWN OF LEDYARD

## Permanent Municipal Building Committee

### Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Chairman  
Gary Schneider

#### Regular Meeting

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Monday, November 4, 2024

5:30 PM

Town Hall Annex - Council Chambers  
- Hybrid Format

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#### Join Zoom Meeting

<https://us06web.zoom.us/j/88200296848?pwd=a15NHZ8p0fBxQ8CR8bBUW2zToERJM0.1>

Meeting ID: 882 0029 6848 Passcode: 958036

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

In addition, the following were present:

Mathew Bonin - Finance Director, Town of Ledyard  
Kristen Chapman - Mayoral Assistant, PMBC Support Staff  
Wayne Donaldson - Director of Facilities, BOE  
Kyle Rongey - Senior Project Manager, STV Inc.

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

#### IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Regular Meeting of October 7, 2024

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** George Hosey

**SECONDER:** Joseph Gush

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

**EXCUSED** 2 Tyminski Reguin

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

**1. Progress Reports/Field Observations**

**RESULT:** RECEIVED AND FILED

**2. Correspondence**

**RESULT:** RECEIVED AND FILED

**3. Update/Discussion on Roof Projects & Budget Documents**

Mr. Donaldson stated that no work has been done to the Central Office roof. Mr. Donaldson spoke with the Contractor on Friday and stated that another crew would be coming to complete the work. Mr. Donaldson shared that Juliet Long is mostly complete with a final meeting scheduled with the Contractor to review the punch list. The solar still remains to be installed on Juliet Long.

Mr. Donaldson stated a meeting took place with the Bond Company, the Contractor and the Town two weeks prior regarding Gales Ferry School. Since that meeting, Mr. Donaldson has received forecasts of the work to be done. Mr. Donaldson stated it was the Contractor's responsibility to hold weekly meetings and those meeting have now begun. Mr. Donaldson will share minutes from those meetings with the Committee. Mr. Donaldson added that a schedule of work has been received and the Contractor came very close to meeting that schedule last week. Mr. Donaldson stated he received a two-week look ahead with any adjustments for weather or other issues and as of today completion is tracking of the end of December. Chairman Schneider inquired if all including the Bonding Company were satisfied with this schedule. Mr. Donaldson replied that if the Contractor keeps up with this schedule the answer is yes.

Mr. Rongey stated there were no changes on the budget and he will provide a budget with the invoices included to show billed to date. Chairman Schneider inquired about the (\$16,000) overage for Gales Ferry School. Mr. Donaldson replied that still stand as of now and there will be an addition to that overage due to a kitchen event exhaust system that will needed to roofed over as it has not been utilized in years.

**RESULT:** CONTINUE

**4. MOTION to approve The Imperial Restoration Contractor, Inc. Payment Application dated 10.31.2024 in the amount of \$62,310.00 for Project 24-135 Gales Ferry School**

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

5. MOTION to approve The Imperial company Restoration Contractor, Inc. Payment Application dated 10.31.2024 in the amount of \$7,440.00 for Project 24-137 Ledyard BOE

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

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

1. MOTION to approve Silver Petrucelli & Associates Inv #24-1161 dated 10.1.2024 in the amount of \$315.00 for Project 22.331 Ledyard Gales Ferry Roof & PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

2. MOTION to approve Silver Petrucelli & Associates Inv #24-1162 dated 10.1.2024 in the amount of \$315.00 for Project 22.331 Ledyard - Juliet Long Roof & PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

3. MOTION to approve Silver Petrucelli & Associates Inv #24-1163 dated 10.1.2024 in the amount of \$498.00 for Project 22.331 Ledyard - BOE Roof (see background)

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

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

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1. JWL HVAC Project 2024 Updates

Mr. Donaldson stated the full bid packet is with CIRMA for input. Mr. Donaldson is expecting the hard copies to arrive tomorrow or Wednesday for Mr. Donaldson to obtain required signatures and the bid should go out shortly. Chairman Schneider asked if any of the Committee has any questions. Mr. Hosey asked if we were going out to bid for an Owner's Rep. Mr. Donaldson clarified that this item is the bid for the actual work. Mr. Donaldson added, there are two prices listed in this bid, one for construction through audit and a second price for evaluating the bid results for the construction. Mr. Donaldson added that depending on the time frame a contract for the work may be issued before an owner's representative is chosen.

**RESULT:** CONTINUE

2. MOTION to approve Owner's Representative RFQ/RFP for Juliet Long School HVAC Project

Chairman inquired if the packet had been reviewed by CIRMA and the Town Attorney. Ms. Chapman replied that CIRMA has provided input and normally bids are not passed through the Town Attorney.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

3. Discussion and Possible Action on Invitation to Bid - HVAC Replacement Juliet Long School

The Bid specs for publication in the Day Newspaper with CIRMA additions was provided to the Committee.

**RESULT:** DISCUSSED

**VIII. NEW BUSINESS**

1. MOTION to add to the agenda the addition of gutters to the Board of Education Central Office Buliding

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

Discussion:

Mr. Donaldson shared there were a number of issues with roof drainage at BOE Central Office. Mr. Donaldson stated the pits above the doors collected the water and the drains took the overflow from the main roof. Those drains were tied back into the regular drain system, if there

was a failure below that point there would be no drainage from the roof. The Architect recommended covering those drains over and putting on new gutters. Mr. Donaldson asked the Contractor for a price and was provided a cost of \$15,000 and also provided a cost of \$38,000 for the whole building. Mr. Donaldson contacted the Town for the contractor that provided the Town's gutters. The Town's contractor provided a quote of \$1795.00 for the BOE Central Office.

MOTION to authorize Mr. Donaldson to seek pricing and issue a contract for BOE Office gutters not to exceed \$1795.00

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

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

**EXCUSED** 2 Tyminski Reguin

**2.** Any New Business Proper to come before the Committee

Ms. Chapman shared that the PMBC Ordinance is on the agenda for approval by the Town Council on November 13th. Ms. Chapman added that the election of offices will take place at the December meeting.

**IX. ADJOURNMENT**

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

The meeting adjourned at 5:58 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.