



Chairman  
Joseph Gush

# TOWN OF LEDYARD

## Permanent Municipal Building Committee

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

### Meeting Minutes - Final

#### Regular Meeting

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Monday, December 2, 2024

5:30 PM

Town Hall Annex - Council Chambers  
- Hybrid Format

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#### REMOTE MEETING INFORMATION

##### Join Zoom Meeting

[https://us06web.zoom.us/j/85725083635?](https://us06web.zoom.us/j/85725083635?pwd=xxL2pVYyXzwJMgEAcl8bAUGndBQGdw.1)

[pwd=xxL2pVYyXzwJMgEAcl8bAUGndBQGdw.1](https://us06web.zoom.us/j/85725083635?pwd=xxL2pVYyXzwJMgEAcl8bAUGndBQGdw.1)

Meeting ID: 857 2508 3635 Passcode: 311984

• +1 646 558 8656 US (New York)

#### I. CALL TO ORDER

Chairman Schneider called the meeting to order at 5:32 p.m. at the Council Chambers, Town Hall Annex Building.

#### II. ROLL CALL

**Present** Committee Member Gary Schneider  
Committee Member Gerald Tyminski  
BOE Representative Kate DiPalma-Herb  
Committee Member Elizabeth Peterson

**Excused** Chairman Joseph Gush

**Absent** Committee Member George Hosey  
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

Mark Dupre - STV

Kyle Rongey - Senior Project Manager, STV

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

#### IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Regular Meeting Minutes of November 4, 2024

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Elizabeth Peterson

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT** 2 Hosey Reguin

#### 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 stated he is awaiting the punch list for Juliet Long, with one item being the walk pads that will be held off until next summer to wait for the Solar Panel install.

Mr. Donaldson stated the Board of Ed Offices roof is moving along. All metal work has been completed with the exception of seeming and caps on the hip areas, all panels have been installed on that roof. The BOE roof should be complete by the end of the week.

Mr. Donaldson stated that Gales Ferry School is moving along, there are two towers to complete as well as some sections over the classrooms. Mr. Donaldson estimated there are three or four days left of work to complete the areas over the classrooms when school is not in session. Mr. Rongey added that there is one section awaiting a shipment of new panels from Garland. Mr. Donaldson stated the inspections are going well, the reports have shown that the screw penetrations are being attached with the proper amounts. As soon as the entire roof is enclosed, a schedule will be provided for the re-installation of panels that have been installed incorrectly. Chairman Schneider inquired how the re-work and remaining work compares against the scheduled proposed to the Town and Town Attorney. Mr. Donaldson replied that the original schedule was to have everything complete by December and that is not going to be met. Mr. Donaldson added that he is less concerned as we should have a covered roof, there will not be a huge area uncovered. Mr. Rongey added the key part is the weatherproofing will be covered within the six month window so the warranty will be met, the re-fastening of new panels will not affect the warranty. Chairman Schneider asked is there is someone on the roof for quality assurance. Mr. Donaldson replied that he has witnessed the panels installed correctly, with Garland reviewing twice per day, STV sending a representative two or three times per week, and Silver Petrucelli & Associates once per week. Mr. Donaldson stated the Contractor has to have someone on-site for the installation of panels that cannot be inspected from underneath. Chairman Schneider requested a formal completion schedule from the consultation. Mr. Rongey

replied that he will request one more recovery schedule with a completion date including all detail work and re-fastening. Mr. Rongey added that the new completion date will not affect the State Grant.

Mr. Tyminiski discussed the Warranty. Mr. Tyminiski stated he is suspect as we are putting down panels, taking the panels back up and putting panels back down with additional holes. Mr. Tyminiski inquired what that may do to the Warranty and will the Warranty be honored. Mr. Donaldson stated that once Garland accepts the work that is done, they own the Warranty. Mr. Tyminiski asked if Garland is there when this work is being done. Mr. Donaldson responded that a Garland representative is there twice per day. Mr. Tyminiski inquired if Garland has agreed with the additional holes and caulking. Mr. Rongey responded that Garland would be responsible to bring up an issue as the work is being done. Mr. Rongey added that Garland is comfortable with the caulking issue to their expectations. Mr. Donaldson stated that two or three 2x4s are fastened to the roof so that workers make walk up and down safely due to frost and other elements while the panels are being installed; those holes are then caulked. Mr. Tyminiski stated that he is concerned that in two years if the roof starts to leak and the Warranty says you put too many holes in there that is our problem, will we receive a letter or some agreement that the work that has been done here is fine and the Warranty will be honored. Mr. Rongey stated the standing seam being the metal itself is intended to last thirty years the ice barrier is a belt and suspenders approach as a second line of defense, Garland has Warrantied that standing seam for thirty years regardless and they are not penetrating that top layer for any reason. The way the clip system works is the screws go directly into those clips and locks in the with the system on top without any screws going through the top layer. Mr. Donaldson added the each panel's clips are covered by the next panel. Mr. Donaldson stated that he understands the concern but ultimately when they accept the roof as complete and issue the Warranty they are responsible. Mr. Dupre added that Garland is responsible for the inspection of that roof as the manufacture and the entity issuing the Warranty. From an inspection standpoint and acceptance of the roof they are more important than the Architect, second in line comes the Architect that has to sign off the roof was installed as designed. Mr. Donaldson supplied a report from the Manufacturer's Corporate Representative that was sent out. Mr. Donaldson added the manufacturer is fully aware of the issues and has documented the panels that were not being handled in the correct manner. When the final walk through takes place when the roof is done if there is a dented panels or something we don't like, this report gives us back up to require replacement of a panel.

Mr. Bonin inquired why the Contractor has not provided an updated schedule. Mr. Donaldson replied there was no meeting due to the Thanksgiving Holiday and there will be a meeting this coming Friday with an updated schedule. Mr. Donaldson added after the agreement in October we have been receiving updated schedules on Mondays and the work is moving along and crews have been showing up. Mr. Tyminiski inquired baring weather issues when will the roof being completely done. Mr. Donaldson replied that he estimates February. Mr. Donaldson stated the re-installation of the panels should not take as long, there is still seeming that needs to be done after all of the panels are installed. Mr. Donaldson estimates a week or two of trim work to close up the roof. Mr. Donaldson stated the biggest issue was getting the panels installed to protect the underlayment and Mr. Donaldson has already spoken to the Manufacturer and Contractor to reiterate that when a panel is pulled the existing holes should be covered with ice and water again.

Mr. Tyminiski inquired if there are concerns as the Contractor must be close to or if not already losing money on this job, will the Contractor come back for additional money or that he may walk away. Mr. Donaldson replied the Contractor may come back for additional money his recommendation is no, with the only thing legitimate at this point is to close in the area over the fan that is a price per square foot built into the Contract. Mr. Rongey added that depending on what is done for some of the efface details there probably is an argument for a small change of some of those but nothing over a few thousand dollars. Mr. Donaldson added there is no claim as far he knows to come back because of working weekends and has not asked for it. Mr. Donaldson stated the Contractor understands and had admitted that the issue with the original panels that were installed incorrectly was his responsibility. Mr. Tyminiski inquired about the reserve being held. Mr. Donaldson stated he has instructed both STV and Silver Petrucelli & Associates not to issue payment in excess of what has been properly installed, as the repairs move along, then the Contractor may bill and be reimbursed for that as we have already paid for panels that were not installed correctly. If the Contractor walks away, we pull the bond. Mr. Donaldson stated that we would have to pay the bonding company the balance of the Contract, but they are obligated to finish the job for the full bond amount. Chairman Schneider inquired if the Town Attorney and Mayor are being fully appraised of what the schedules are and how things are moving. Mr. Donaldson replied that everything that the Committee is getting is going through Ms. Chapman and being shared with the Mayor.

Chairman Schneider requested a budget update. Mr. Rongey stated that there have been no change orders since June. There are two anticipated changes he is waiting for not to exceed a few thousand dollars for the fan cut in and the efface details. There may be some work that is outside of the detail in the drawings. Chairman Schneider inquired when we should move funds between projects. Mr. Donaldson replied that we should wait until we are done with the projects to have a better understanding as the State is looking at this as one project including the solar portion. Chairman Schneider inquired when is the notification to proceed with the EV portion anticipated. Mr. Donaldson stated that Juliet Long cannot go in until the upgrade to the switch gear next summer. Nothing can be done at Gales Ferry until the roof is complete. Mr. Rongey added that it would be best to do it all next summer for less disruption to the students. Mr. Donaldson and Mr. Rongey shared that there are some shop drawings and a bit of work to be done before the solar installation may begin. Mr. Tyminiski inquired if this project is going to run out to April when does this end, will there be additional costs from Silver Petrucelli & Associates and others that are not in the current budget estimate. Mr. Donaldson replied that he has asked Silver Petrucelli & Associates to submit additional time for their work on site moving forward. Mr. Donaldson recommends the Committee approve a per day rate for inspections as needed. STV has also approached Mr. Donaldson. Mr. Donaldson stated that when the project was first initiated all of STV's work for review of the plans was removed and they did step up to the plate when Silver's first set of drawings were rejected. Mr. Donaldson added the STV assisted with obtaining accurate drawings and avoiding tens of thousands of dollars in change order for items that were not detailed in the original drawings. Mr. Donaldson stated that STV will be submitting a request to continue monitoring the project. Mr. Donaldson recommended the additional charges be charged back to the Contractor. Mr. Donaldson has also directed STV and Silver Petrucelli & Associates to ensure we hold back funds for additional expenses incurred for failure to meet the deadline on the project. Mr. Tyminiski inquired if the Contractor

is aware of possible back charges. Mr. Donaldson replied that the Contractor is aware that he is responsible for all additional inspections and anything above the Contract. Mr. Donaldson added that we will continue to make payments to the Contractor for the work that has been completed up to the point when we reach the amount we think we are due back. Mr. Donaldson added that these projects are not yet set up in the State system to submit a payment request. Mr. Donaldson is awaiting a response from the State.

3. MOTION to authorize Chairman Schneider to sign Change Order cover sheet outlining all change orders approved to date for School Roof Projects

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Elizabeth Peterson

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT** 2 Hosey Reguin

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

1. MOTION to approve STV Construction Inc. Inv #90032347 dated 10.24.2024 in the amount of \$6856.40 for Ledyard Schools - Gales Ferry School

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Kate DiPalma-Herb

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT** 2 Hosey Reguin

2. MOTION to approve STV Construction Inc. Inv# 90032348 dated 10.24.2024 in the amount of \$7,272.08 for Ledyard Schools - Juliet Long School

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Elizabeth Peterson

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT** 2 Hosey Reguin

3. MOTION to approve STV Construction Inc. Inv #90032622 dated 11.20.2024 in the amount of \$5,623.68 for Ledyard Schools - Gales Ferry School

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Elizabeth Peterson

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT** 2 Hosey Reguin

4. MOTION to approve STV Construction Inc. Inv #90032623 dated 11.20.2024 in the amount of \$13,020.00 for Ledyard Schools - Juliet Long School

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Elizabeth Peterson

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT** 2 Hosey Reguin

## VII. JULIET LONG SCHOOL HVAC PROJECT UPDATE

1. JWL HVAC Project 2024 Updates

Mr. Donaldson stated the project is out to Bid, with a walkthrough on December 11, 2024, with Bids due on January 8, 2024.

2. MOTION to approve Friar Architecture Inc. Inv #2023-121A-06 dated 11.3.2024 in the amount of \$4,515.00 for Project 2023-121A Ledyard - Juliet Long HVAC

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Elizabeth Peterson

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT** 2 Hosey Reguin

3. MOTION to approve The Day Publishing Company Order Number d010189470 dated 11.27.2024 in the amount of \$668.40 for Invitation to Bid State Project #072-001 HVACN

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Elizabeth Peterson

**AYE** 4 Schneider Tyminski DiPalma-Herb Peterson

**EXCUSED** 1 Gush

**ABSENT**      2      Hosey Reguin

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

Mr. Donaldson distributed two bid packets received for the RFP/RFQ. Mr. Donaldson requested to set up Interviews with the two firms at the next meeting. Ms. Chapman will have the bid packets available in her office at Town Hall for Committee members to pick up. Mr. Donaldson added that the project will need to go through Finance Committee and Town Council for a bid waiver as only two bids were received.

**RESULT:**      RECEIVED AND FILED

#### **VIII. NEW BUSINESS**

1. Ordinance #100-015 (rev.1) "Establishing a Permanent Municipal Building Committee"

Chairman Schneider shared the PMBC revised Ordinance. Chairman Schneider suggested new officers be elected at the next meeting. Chairman Schneider requested that Committee members read through the new ordinance. The effective date is December 11, 2024.

**RESULT:**      RECEIVED AND FILED

2. Nomination and Election of Permanent Municipal Building Committee 2025 Officers

**RESULT:**      CONTINUE

#### **IX. ADJOURNMENT**

Mr. Tyminiski moved the meeting be adjourned, seconded by Ms. Peterson.

The meeting adjourned at 6:20 p.m.

VOTE: 4-0 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.