



Chairman  
Gary Schneider

# TOWN OF LEDYARD

## Permanent Municipal Building Committee

### Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

#### Special Meeting - Hybrid Format

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Monday, August 12, 2024

5:30 PM

Town Hall Annex - Council Chambers

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#### REMOTE MEETING INFORMATION

##### Join Zoom Meeting

[https://us06web.zoom.us/j/81175696542?  
pwd=qUT6gWvofeMugkzR2UHxH5aqw5YmRp.1](https://us06web.zoom.us/j/81175696542?pwd=qUT6gWvofeMugkzR2UHxH5aqw5YmRp.1)

**Meeting ID: 811 7569 6542   Passcode: 463156**  
**Dial by your location • +1 646 558 8656 US (New York)**

#### I. CALL TO ORDER

Chairman Schneider called the meeting to order at 5:30 p.m. at the Council Chambers, Town Hall Annex Building.

#### II. ROLL CALL

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

In addition, the following were present:  
Kristen Chapman - Mayoral Assistant, PMBC Support Staff  
Wayne Donaldson - BOE Facilities Director  
Kyle Rongey - Senior Project Planner - STV  
Tanya Cutolo - Architect - Silver Petrucelli & Associates  
Dave Madigan - Van Zelm, Haywood & Shadford, Inc.  
Scott Madigan - Van Zelm, Haywood & Shadford, Inc.  
Scott Mitchell - Friar Architecture Inc.

#### III. CITIZENS COMMENTS

None

**IV. APPROVAL OF MINUTES**

1. MOTION to approve the PMBC special meeting minutes of July 16, 2024

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

**AYE** 4 Schneider Tyminski Hosey Reguin

**EXCUSED** 2 Gush DiPalma-Herb

**ABSENT** 1 Peterson

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

1. MOTION to approve Silver Petrucelli & Associates Inv #24-870 dated 8.1.2024 in the amount of \$945.00 for Project 22.331 Ledyard-Juliet Long Roof & PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gary Schneider

**SECONDER:** George Hosey

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

**EXCUSED** 1 Gush

**ABSENT** 1 Peterson

2. MOTION to approve Silver Petrucelli & Associates Inv #24-869 dated 8.1.2024 in the amount of \$945.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

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

**EXCUSED** 1 Gush

**ABSENT** 1 Peterson

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

1. Progress Reports/Field Observations

**RESULT:** RECEIVED AND FILED

2. Update & Discussion on Roof Projects

Wayne Donaldson provided an update on the School Roof & Solar Projects:

Mr. Donaldson stated that top coating at JWL has begun and is expected to be completed by the end of the week. Piping for the new electric system has been installed. Eversource is working to complete the design to feed the new system. Eversource does not want to cross the gas line with the electric line, a new pole may be required. The new roof hatch for JWL is complete and the access line still needs to be installed.

Mr. Donaldson discussed the drainage issue at JWL, historically there has been a problem with the drains along the main entry way backing up during rainstorms. Part of this project was to jet those drains; it was discovered that the drain was plugged with rocks. This issue has been fixed and tied back into the new drain line. Two additional drains lines need to be replaced; one drain is a complete blockage; the other is collapsed. Mr. Donaldson priced a complete replacement of all the old piping at \$122,000. Mr. Donaldson stated they can probably fix the issue with the remaining two drains without replacing the whole system. Mr. Tyminski inquired if the entire drainage system is not replaced if there a potential problem will remain and questioned the budget reserve for the project. Mr. Rongey replied that there is approximately \$300,000 in reserve for all three projects and is awaiting a response on if the funds can be transferred between projects. Mr. Tyminski asked if we don't do this now and wait for later, will the pipe replacement cost more. Mr. Donaldson replied that the escalation costs will most likely increase, however the mobilization costs should not. Mr. Donaldson reiterated that he believes the two pipes in question can be fixed within budget and without replacing the whole system.

Mr. Donaldson stated that Gales Ferry School Project has not had much change from last meeting. The metal roofing has been shipped and is scheduled to delivered today, tomorrow or Wednesday. Mr. Donaldson is working on a delivery date. Mr. Donaldson added that once the material arrives, he will work with Mr. Rongey to get the back section of the roof complete first, so that students may be outside for recess in the event that the projects have to be completed after the start of school. Mr. Rongey added that manpower is a concern as the Union Hall is understaffed towards the end of the summer. Mr. Rongey added that manpower is an item outside of their control to an extent outside the contractor's control. Chairman Schneider questioned how the manpower is outside of the contractor's control. Mr. Rongey replied that if the Union Hall has allocated their workers to other locations it can be a challenge to obtain the manpower needed. Mr. Rongey added there are exceptions that can be made to utilize Non-Union workers but that may be difficult. Chairman Schneider referred to the contract in place regarding completion dates. Mr. Rongey replied that there is a liquidated damages clause within the contract, and he will push as hard as he can but there still is an issue with manpower.

Mr. Donaldson referred back to the JWL project and the change order discussed for the gym roof. As the roof deck began to get stripped it was discovered that the deck was slopped resulting in less significant changes. The project only required going up one extra board on the outside rim to make the height with the installation resulting in a \$0 change order.

Mr. Tyminski questioned if waiting for the Eversource tie-in will delay the project. Mr. Donaldson replied that the tie-in will not take place until next summer. Eversource will be running lines to the new pole over the winter and the solar panel tie-in will take place next

summer.

Update on Juliet Long auditorium rood drainage: Mr. Ronney discovered that missing piece of information regarding the roof drawings on file was that the front awning was added after the school was constructed and did have two drains. The architect designed a new solution for the pitch and drainage of the roof and a change order is no longer required.

**RESULT:** DISCUSSED

3. MOTION to approve the Imperial Company Restoration Contractor, Inc. Payment Application dated 7.31.2024 in the amount of \$113,925.00 for Ledyard BOE Offices Project 24-137

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

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

**EXCUSED** 1 Gush

**ABSENT** 1 Peterson

4. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 7.31.2024 in the amount of \$67,239.00 for Project 24-135 Gales Ferry School

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

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

**EXCUSED** 1 Gush

**ABSENT** 1 Peterson

5. MOTION to approve Gold Seal Roofing LLC Application and Certification for Payment dated 7.31.2024 in the amount of \$140,986.33 for Juliet Long School - Roof Replacement and Photovoltaic Project 24-139

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

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

**EXCUSED** 1 Gush

**ABSENT** 1 Peterson

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

1. JWL HVAC Project 2024 Updates - Presentation

## **Juliet Long School HVAC Project Presentation**

Friar Architecture Inc. and Van Zelm, Haywood & Shadford, Inc. provided an overview of the Juliet Long School HVAC system project.

The project will update the HVAC system for the school providing a dedicated ventilation system throughout the whole school and adding air conditioning to all the rooms. In the summer this system will provide dehumidification and air conditioning; in the winter the system will provide tempered heat and supplementary heat.

The new ventilation system will utilize a system referred to as “Dedicated Outside Air”. The unit consists of a heat recovery system consisting of a heat wheel taking the energy from the exhaust air and using it to pre-temper the incoming air. The system will bring outside air in and pre-temper the air; in the winter pre-heating, in the summer pre-cooling and dehumidifying, then supplying to all the spaces and exhausting the air back out. The system is energy efficient reducing the energy required by approximately seventy five percent. In the school, the whole exhaust system is already in place and arranged to accommodate this system. Two new dedicated outside air units will be installed, one for each wing.

The system uses VRF (Variable Refrigerant Flow) a heat pump system that draws heat from the outside in the winter and uses a refrigeration cycle to elevate the temperature and then heat the space and does the reverse in the summer. The system consists of an outdoor unit delivering refrigerants to each unit positioned in the classroom. Each classroom is separately zoned providing heating or cooling using only electricity. In the winter the existing radiation will supplement the heat pump system. The gymnasium will receive a dedicated rooftop unit that will provide heating and cooling dedicated to that space. Due to the variable occupancy in the gymnasium, the unit will look for CO2 levels in the room to regulate the temperature in the space accordingly.

Chairman Schneider asked if the gymnasium will also be dehumidified. All spaces will be dehumidified by cooling the air down below the dew point and utilize a process called re-heat. A dehumidification system normally rejects air out as part of the refrigerant cycle, however the new system contains an extra coil that will take some of that energy and deliver back into the air stream. This will prevent any concerns with mold or mildew during the summer.

Mr. Donaldson inquired what the expected temperature would be before the boiler comes on. The expected temperature is 40 degrees. The quality of the exterior wall in this building is not great and perimeter radiation will still be necessary. How much you want to operate the perimeter radiation system vs. the heat pump system is somewhat variable between 35 and 45 degrees. Heating costs will be reduced however there is no cooling in the building now, as such those costs will increase. Overall, there should be a reduction in current energy costs.

Chairman Schneider inquired about the hallway and offices. There will be a dedicated rooftop unit to supply the offices with cooling and heating. The hallways will have one or two units.

Mr. Tyminski asked what the effect will be on the boiler system if each room can control their own temperature. The boiler system will run at a very low level to only supply supplement heat. With the VRF system and properly controlled perimeter radiation each classroom should be satisfied with the temperature they are looking for.

Chairman Schneider asked if any of our current schools have this type of system. Mr. Donaldson replied that will be the first VFR system in our district. Chairman Schneider requested consultation with Silver Petrucelli & Associates regarding the new switch gear.

The presenters added that since this is an electric system, there will be additional electrical load on the building requiring new switch gear. Mr. Donaldson added that all of the current switch gear is being replaced a part of the school roof projects.

Potential rebate opportunities related to the project are currently under investigation.

Mr. Donaldson shared the next step is for the same presentation to occur at the Board of Education meeting on August 13, 2024 for approval. After approval, sign off from all officials involved is required. The bid specifications can then be finalized for the approval by the PBMC. The State has changed the process in that they have omitted almost all of the pre-requirements before the final plan review. Any changes or comments from the State will happen at that point and would need to reschedule if there are any major issues.

Mr. Tyminski inquired about the timeline for the project and requested milestones to meet a June 2025 start date. Mr. Donaldson will work with the architects to provide a milestone chart.

The presenters shared drawings and specifications for the HVAC project. All drawings and documents related to the presentation can be found on the Town's meeting portal in File #24-0577 or by clicking the following link: [TOWN OF LEDYARD - File #: 24-0577 \(legistar.com\)](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=6738349&GUID=7EA95BC5-6F8E-4FB4-A98F-96AF505835B1) <<https://ledyardct.legistar.com/LegislationDetail.aspx?ID=6738349&GUID=7EA95BC5-6F8E-4FB4-A98F-96AF505835B1>>

**MOTION** to approve Project Drawings & Specifications as presented by Friar Architecture Inc. and Van Zelm, Haywood & Shadford, Inc. for Juliet Long School State Project #072-001 HVACN

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

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

**EXCUSED** 1 Gush

**ABSENT** 1 Peterson

2. **MOTION** to approve Friar Architecture Inv. #2023-121A-03 dated 7.31.2024 in the amount of \$67,725.00 for Project 2023-121A Ledyard - Juliet Long HVAC

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** George Hosey

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

**EXCUSED** 1 Gush

**ABSENT** 1 Peterson

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

Chairman Schneider stated that there is not a project manager on this project. Mr. Donaldson replied when the bid was put out it was written for the architect to take this project from soup to nuts; from design through all change orders, submissions to the State, everything from A-Z. Chairman Schneider added that the new Ordinance has not yet been revised. Chairman Schneider suggested the discussion be continued at the next PMBC meeting.

**RESULT:** CONTINUE

**VIII. UPDATE ON SUMMER PROJECTS**

**1.** Summer Projects 2024

- The LHS classrooms under renovation have been painted, ceilings complete, white boards and projects are in
- There is an issue with the new lighting, not all units have arrived. The remaining parts should arrive on Thursday. If the lighting does not arrive by Thursday, Mr. Donaldson will look for alternate options.
- The science lab has a new ceiling, the abatement is complete and the new cabinets should arrive next week

**IX. NEW BUSINESS**

**1.** PMBC September Meeting Date

The Regular Meeting for September 2, 2024 is Cancelled. A Special Meeting will be held on Monday, September 9, 2024.

**X. ADJOURNMENT**

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

The meeting adjourned at 6:39 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.