



TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Gary Schneider

Regular Meeting

Monday, October 7, 2024

5:30 PM

Town Hall Annex - Council Chambers
- Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://us06web.zoom.us/j/82215388131?pwd=1HgATHeyJ2fDfe4llmmXvYbnTkVvcJ.1>

Meeting ID: 822 1538 8131 Passcode: 909793

• +1 646 558 8656 US (New York)

I. CALL TO ORDER

II. ROLL CALL

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

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

In addition, the following were present:

Kristen Chapman, Mayoral Assistant, PMBC Support Staff

Wayne Donaldson - BOE Facilities Manager

Kyle Rongey - Senior Project Planner, STV Inc.

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Special Meeting Minutes of September 16, 2024

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Joseph Gush

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

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

1. MOTION to approve STV Construction Inc. Inv #90032098 dated 9.19.2024 in the amount of \$1781.00 for Ledyard Schools - Central Office

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

2. MOTION to approve STV Construction Inc. Inv #90032099 dated 9.19.2024 in the amount of \$9,943.28 for Ledyard Schools - Gales Ferry School

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

3. MOTION to approve STV Construction Inc. Inv #90032100 dated 9.19.2024 in the amount of \$9,874.00 for Ledyard Schools - Juliet Long School

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

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

Mr. Donaldson shared updates regarding the School Roof Projects. The Juliet Long School Roof project is mostly complete as far the roof goes, there are additional wall panels in storage that will be needed when the HVAC project is completed next summer. Mr. Donaldson stated he spoke with the Mayor and there is storage available through Park & Rec in the Barn on Route 117 for the solar panels.

Mr. Donaldson stated that Gales Ferry school has had a lot of water intrusion in classrooms and hallways. There were three new leaks during the last storm. Water was also coming in underneath the doorway. Mr. Donaldson sent out his crew and discovered roofing materials clogging the gutter. The Roofing crew came out and checked other areas and are on schedule to come back tomorrow to patch up additional areas with leaks. Mr. Donaldson stated there was not any indication that there were any issues with the old leaks. Mr. Donaldson added the Contractor promised to work Saturday's and the Contractor has not been on site last weekend or this weekend. The first weekend there was a little work on site but that has been it as far as weekend work. The metal roof is proceeding slowly. Mr. Donaldson shared that he has concerns about how the panels were joined on the turn, the work looks sloppy. Mr. Donaldson added the manufacturer is ultimately the one that must warranty if there is a leak and Mr. Donaldson and the Owner's Representative are talking with the manufacturer on what will be accepted in that area. Mr. Donaldson stated there has been no additional work on the Central Office roof. Mr. Donaldson does not expect work to begin on the Central Office roof until Gales Ferry is complete as the Contractor has only one metal crew.

Mr. Gush inquired what the expected completion date is. Mr. Donaldson replied the expected date is still what was given from the Contractor mid-November and Mr. Donaldson estimates with weather sometime early December. Mr. Donaldson added that estimate would include Saturday work and that is not occurring. Chairman Schneider asked if the Contractor has been put on notice. Mr. Donaldson responded that the Contractor has been informed crews have not been on site and that he will be charged for any damaged tiles due to leaks and the time and effort it takes to put them in. Mr. Tyminski inquired if this notice was in the form of a letter. Mr. Rongey responded that he could issue a written letter as well.

Mr. Donaldson provided updates on the HVAC project. There are a few questions from the building department being worked through and hopefully the bid will be out within the next few weeks. Mr. Donaldson would like to have a contractor picked by early December.

Mr. Tyminski inquired with the work the Contractor has left to do on the school roof that is not being done what is the likelihood that this will be done in the time committed. Mr. Donaldson

replied that he does not believe it can be unless there is additional crew and he can't work over the classrooms and that area is a good two weeks, almost three weeks worth of Saturday work putting completion around 15 weeks. Mr. Tymniski is concerned about the weather turning and what alternatives are available. Mr. Rongey replied unfortunately with how low the Contractor bid the project, bringing anyone else in even under the best circumstances would bring us over budget and in this case, it would be a half-finished project and Mr. Rongey does not believe within the budget we have it can be considered. Ms. Dipalma-Herb inquired if there were any penalties with the State for Contractors that bid jobs that they cannot complete. Mr. Donaldson replied no. Chairman Scheider asked if we were holding a performance bond. Mr. Donaldson replied that we can always pull the bond and go out and get someone else. Chairman Schneider stated he would like to notify the bonding company of the potential issue. Mr. Tymniski inquired how much is owed to the Contractor. Mr. Rongey replied the Solar is also included and it is close to \$2 million. Mr. Donaldson added the Contractor has not requested payment for any work that has not been completed. Mr. Tymniski inquired if we accept that they have not been doing the work well and what will happen with the solar panels. Mr. Donaldson replied that this is the decision the Committee must make, whether we have reached the end of the line and would move forward with another process or tough it out and get at least the roof portion complete. Mr. Donaldson added that as soon as we do too much, he is concerned the Contractor will shut the job down and this will drag out the process. Mr. Tymniski suggested the Committee seek guidance from the Town Attorney. Mr. Donaldson agreed. Mr. Tymniski asked if the Contractor on the JWL would be amenable to complete the project. Mr. Rongey replied that there was another bidder on the Gales Ferry project. The Committee discussed potential delays related to taking another course of action. Mr. Donaldson stated he will contact the Mayor in the morning to consult the Town Attorney.

Mr. Gush asked with the condition the roof is in right now what is the potential damage that can be done. Mr. Rongey replied that the underlayment barrier is rated for six months of UV exposure, after that point another layer would be required. Mr. Donaldson added the most crucial issue is the snow load as there will not be any snow barriers if the roof is not complete before snow arrives. Mr. Rongey stated that the underlayment runs out in the first or second week of December. Mr. Tymniski inquired about the underlayment and if that would need to be removed upon expiration. Mr. Donaldson replied that the underlayment can have another layer added overtop of the current layer. Mr. Rongey stated the cost to add another layer would be roughly \$80,000 or \$90,000.

Ms. Dipalma-Herb inquired up to this point what has the Owner's Representative done to push the Contractor to complete the work. Mr. Rongey replied that he has been doing the schedule and following up with crews on site, however he cannot force them to bring people on site when they only have a crew of five people and also have other projects that they have opted to focus on over this one. Ms. Dipalma Herb inquired what documentation was in place showing that we have done our due diligence to get this project done. Mr. Rongey replied he has emails and phone calls and would compile that information. Mr. Donaldson added he has written schedule from the Contractor as well since the middle of August going forward. Mr. Tymniski suggested that the Lawyer write the letter and distribute the letter to the bond holder and the Committee

should follow the Attorney’s lead. Mr. Donaldson added that he has asked Mr. Rongey to follow up with everything in writing. Mr. Donaldson added that everyone is on the same page, Mr. Rongey - STV, Silver Petrucelli & Associates and Garland - manufacturer. Mr. Donaldson stated that all reports from parties involved point out the same things. Mr. Rongey added that in the base contract, there is a very clear completion date that the Contractor has drifted from. Mr. Rongey stated that the project was supposed to be done by the end of the summer and there has been nothing extenuating that would relieve the Contractor of that deadline. Ms. DiPalma concurred that the Committee should let the Town Attorney take the lead.

*Additional discussion regarding the School Roof Projects occurred during Agenda Item VII.3 Mr. Tyminski made an additional comment regarding the School Roof Projects. Mr. Tyminski requested a letter from Chairman Schneider be sent to the Town Council with an update of the project issues. Ms. DiPalma-Herb stated that herself and Ms. Reguin would update the Board of Education at a meeting the next evening and also requested the letter be sent to the Board of Education.

Chairman Schneider requested a budget update. Mr. Rongey stated that updates have been minimal, the bonding costs have been added. Mr. Rongey stated he can add "invoices to date". Chairman Schneider inquired about reallocating funds. Mr. Rongey stated the State would need to be notified and he would prefer to wait to see if there are any additional changes for Juliet Long School and then submit a request towards the end of next month.

Mr. Donaldson inquired about payment requests for the initial round of State Reimbursement. Mr. Rongey stated he will have those for the next meeting and it will require additional signatures including the Superintendent.

Mr. Bonin stated that additional columns added to the budget sheet for "original budget", "expended to date" and "expected completion costs" would be more useful.

MOTION to approve consultation with the Town Attorney to review matters related to The Imperial Company Restoration Contractor, Inc. performance issues.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

- 3. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 9.30.2024 in the amount of \$39,060.00 for Project 24-135 Gales Ferry School

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

4. MOTION to approve The Imperial Company Restoration Contractor, Inc. Payment Application dated 9.30.2024 in the amount of \$121,365.00 for Project 24-137 Ledyard BOE

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

5. MOTION to approve Gold Seal Roofing LLC Application and Certificate for Payment dated 9.30.2024 in the amount of \$147,254.15 for Project 24-139 Juliet Long School - Roof Replacement and Photovoltaic Project

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

6. MOTION to approve Fuss & O'Neil Inv. #0262307 in the amount of \$1,600.00 dated 8.7.2024 for Juliet Long School Ceiling Tiles Sampling

RESULT: APPROVED AND SO DECLARED

MOVER: Kate DiPalma-Herb

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

****Add on****

7. MOTION to approve Inv #34456 in the amount of \$1250.00 dated 10.7.2024 for CIRMA Builder's Risk Premium increase

RESULT: APPROVED AND SO DECLARED
MOVER: Kate DiPalma-Herb
SECONDER: Gerald Tyminski
AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin
EXCUSED 1 Peterson
ABSENT 1 Hosey

VII. JULIET LONG SCHOOL HVAC PROJECT UPDATE

1. JWL HVAC Project 2024 Updates

Mr. Donaldson provided updates on the Juliet Long HVAC project. Mr. Donaldson met with the Architect/Engineer two weeks ago to discuss changes that were discovered during the roof project. The Architect/Engineer will be coming out one more time before wrapping up the bid documents.

RESULT: CONTINUE

2. MOTION to approve Friar Architecture Inc. Inv #2023-121A-05 dated 9.30.2024 in the amount of \$4,515.00 for Project 2023-121A Ledyard - Juliet Long HVAC

RESULT: APPROVED AND SO DECLARED
MOVER: Joseph Gush
SECONDER: Gerald Tyminski
AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin
EXCUSED 1 Peterson
ABSENT 1 Hosey

3. Review and Approval of Owner's Representative Bid for Juliet Long School HVAC Project

Mr. Donaldson stated that this is the same proposal that went out for the Roofing Owner's Representative RFP with wording regarding roofing replaced with HVAC. Mr. Donaldson added that in addition to the wording changes, he has asked for two different prices; one to cover construction through audit closeout, as the design phase is already complete and another price to review Contractor's bids as we are unsure if an Owner's Representative will be in place before a Contractor is chosen. Mr. Donaldson added this is a tight time frame but we can wait for the November 4th meeting to approve the Owner's Representative RFP. Mr. Donaldson added that if we go too far past December without a contract for the work, there is a possibility of not being able to do the work next summer and the Grant expires December 2025. An extension would need to be requested and Mr. Donaldson cannot guarantee that would get approved. Ms. Chapman will provide the RFP to the Committee for comment and send to CIRMA for review. This item will continue to the November 4th meeting.

RESULT: CONTINUE

VIII. NEW BUSINESS

- 1. MOTION to set the Permanent Municipal Building Committee’s 2025 Regular Meeting schedule

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Kate DiPalma-Herb

AYE 5 Schneider Tyminski Gush DiPalma-Herb Reguin

EXCUSED 1 Peterson

ABSENT 1 Hosey

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

Chairman Schneider inquire if there was an issue for the meeting next month on November 4th due to the Election. Ms. Chapman will inquire but does not believe there will be an issue.

Ms. Chapman sated that at the September 27th Town Council Meeting, a date for the PMBC Ordinance Public Hearing was set for Wednesday, October 23rd in the Council Chambers at 6:30 p.m. Ms. Chapman will forward an agenda to the Committee when available.

IX. ADJOURNMENT

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

The meeting adjourned at 6:24 p.m.

VOTE: 5 - 0 Approved and so declared

Respectively Submitted,

Chairman Schneider
Permanent Municipal Building Committee

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