



Chairman  
Gary Schneider

# TOWN OF LEDYARD

## Permanent Municipal Building Committee

### Meeting Minutes - Draft Minutes

4 Blonders Boulevard  
Ledyard, Connecticut 06339

#### Regular Meeting

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Monday, April 1, 2024

5:30 PM

Board of Education Central Office  
-Hybrid Format

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#### REMOTE MEETING INFORMATION

#### I. CALL TO ORDER

Chairman Schneider called the meeting to order at 5:30 p.m.

#### II. ROLL CALL

Also present: Wayne Donaldson, BOE Director of Building and Grounds; Lisa Sartori, PMBC Admin; Matt Bonin, Finance Director; April Brunelle & Carmen Garcia-Izzary, Town Council Members, Kyle Rongey, STV; Dean Petrucelli and Tonya Cutolo, Silver Petrucelli & Associates.

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

**Absent** Committee Member Elizabeth Peterson

#### III. APPROVAL OF MINUTES

MOTION to approve the regular meeting minutes of March 4, 2024

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Joseph Gush

**SECONDER:** George Hosey

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**ABSENT** 1 Peterson

#### IV. CITIZENS COMMENTS

April Brunelle, Town Council member, stated April is volunteer month, and thanked everyone for their time and volunteering. She also handed out an appreciation letter from the Town Council to all members.

**V CORRESPONDENCE**

Wayne Donaldson reported the Town has a signed contract with Friar, and they were out last week to do a preliminary walk through. They have also been in contact with Silver Petrucelli & Associates.

Letter to Mayor dated 3-7-2024, regarding Architectural HVAC design services for Juliet Long School

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

Kyle Rongey reported the plans made it through State approval process - just going through some addendums. The goal is to have it out to bid this Friday - believes we are in a good spot for turn around and project starting Summer of 2024. Mr. Gush asked if there are any supply issues - Kyle responded only with the switch gear, which they knew and is already moving the timeline out with the solar till the following summer to meet that.

Dean Petrucelli reported it is not too late in season for bidding this year - there are no issues with product, and nothing in bid package that should hold it up. Mr. Petrucelli wanted to address some of the comments in last months meeting minutes in regards to the PCR process. He stated PCR's are a complex process - has completed over 500 he has overseen in his career. It is not uncommon to have comments on PCR. There were 3 PCR's and 84 checklist items on each, that was over 250 items they needed to satisfy. Some of the comments were there's, some the Town's and some STV's - they replied to all. They followed up - he thought they were timely - he apologized if the Town thought they were not timely. He also stated he received all 3 approval letters last week. They are ready to go out to bid - the Town Attorney is reviewing the invitation to bid - hoping to go out end of this week.

Kate DiPalma-Herb stated she appreciates his perspective. Mr. Petrucelli stated he felt it was the norm for them. Mr. Donaldson stated he is 100% correct the PCR process is difficult, his concern was after the first one, none of the information was changed for the second one, and therefore the third one was cancelled. Also he and Kyle received the plans right before the meeting with the State, leaving them no time to review. He also stated the Town Attorney is reviewing the invitation to bid package, and has stated there are numerous items which need to be added/clarified - they will be getting Wayne their draft on Wednesday. It will then go to SPA before going to bid on Friday. Dean Petrucelli stated any changes to that document will need to go back to the State as an addendum review - it will no affect the bidding or construction - there will be no delay.

Jerry Tyminski asked the timeline through this process. Mr. Donaldson responded the bids back beginning of May (need to receive minimum of 3 bids). SPA and STV will look at them - may not be ready for our next meeting on May 6th. Mr. Donaldson is asking to delay the May meeting or have a special meeting around May 9th or 10th.

Kate DiPalma-Herb asked how long the project will take. Mr. Petrucelli stated it will consume the entire summer. His concern is there is a schedule in the contract - if it does not go according to contract, who negotiates that. Matt Bonin stated the parties will have to figure it out if it

becomes necessary. Kyle Rongey stated if we have everything and meet beginning of May and award the contract we will be back on schedule.

Discussion on CIRMA the insurance agency needing to approve beforehand - Mr. Donaldson stated they do need to approve it.

- .1** MOTION to approve Silver Petrucelli & Associates Inv #24-237 dated 2-1-2024 in the amount of \$2,624.00 for Gales Ferry Roof and PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** George Hosey

**SECONDER:** Joseph Gush

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**ABSENT** 1 Peterson

- .2** MOTION to approve Silver Petrucelli & Associates Inv #24-238, dated 2-1-2024 in the amount of \$2,220.00 for Juliet Long Roof & PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Gerald Tyminski

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**ABSENT** 1 Peterson

- .3** MOTION to approve Silver Petrucelli & Associates Inv #24-239 dated 2-1-2024 in the amount of \$1,948.00 for BOE Roof

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Joseph Gush

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**ABSENT** 1 Peterson

- .4** MOTION to approve Silver Petrucelli & Associates Inv #23-1521 dated 3-1-2024 in the amount of \$487.00 for BOE Roof

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Joseph Gush

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**ABSENT** 1 Peterson

- .5** MOTION to approve Silver Petrucelli & Associates Inv #23-1522 dated 3-1-2024 in the amount of \$14,016.00 for Gales Ferry Roof & PV

At this time George Hosey asked Mr. Donaldson if the amounts on these invoices equal to work which has been done. Mr. Donaldson stated it has.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Joseph Gush

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**ABSENT** 1 Peterson

- .6 MOTION to approve Silver Petrucelli & Associates Inv #13-1523 dated 3-1-2024 in the amount of \$13,915.00 for Juliet Long Roof & PV

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Kate DiPalma-Herb

**SECONDER:** Joseph Gush

**AYE** 6 Schneider Tyminski Gush Hosey DiPalma-Herb Reguin

**ABSENT** 1 Peterson

## VII JULIET LONG SCHOOL HVAC PROJECT UPDATE

Mr. Donaldson reported the architect as been selected, which is Friar and they have been out to look at site. There were issues with existing plans, the courtyard measurement on Google and plan did not match - it is resolved, stated Google was correct. Stated the curbing and flashing can be put in. There is a question on the skylight, to have it removed or relocated - the State is reluctant to have natural light removed - then there is the question on whether it should go into the roof project or HVAC project. He stated he is thinking the roof project - will probably be cheaper that way. The committee will need to decide when the time comes. Mr. Donaldson also reported the tentative installation is summer 2025 - and he also reiterated we still have not received the grant - he thinks we should hear this month. The project will need to be completed by December 2025.

## VIII UPDATE ON SUMMER PROJECTS

Mr. Donaldson reported the bids are out for the projectors; getting furniture together now, and getting quotes on ceilings.

### NEW BUSINESS

Joe Gush made a motion to add a New Business item to the agenda, seconded by Jerry Tyminski. Approved unanimously.

Discussion on whether to cancel the May 6th regularly scheduled meeting and have a special meeting on the May 8th to award the contractor for roof project. Consensus of the committee to plan for the May 6th regular meeting, if need to delay a few days then the May 6th meeting will be canceled with a special meeting scheduled for May 8th.

## IX ADJOURNMENT

Joe Gush made a motion to adjourn the meeting, seconded by George Hosey. Approved unanimously. Meeting adjourned at 6:24 p.m

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