

The Imperial Company, Inc.
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Job Meeting Minutes

TO: Town of Ledyard

DATE November 2, 2024	JOB NO#
ATTENTION: Wayne Donaldson	
RE: Gale Ferry School	
Job Meeting on 11/1/2024	
Wayne Donaldson, Bruce Raulukaitis Jeremy Cogswell, Kyle Rongey. Steve June present	

WE ARE SENDING YOU Attached Under separate cover via _____ items:
 Invoice Certified Payroll Certificate of Insurance Submittals
 Copy of letter Change order _____

COPIES	DESCRIPTIONS	
1	Vents located on the roof existing t be removed per SP	
2	Unit on back of roof to be removed and new decking installed per Wayne Donaldson	
3	EFIS Detail is not what is in the field. There is no block wall behind the EFIS and that creates a fastening issue. Imperial to get to each location and discuss with SP a solution as each detail occurs	
4	Gate to rear of playground to be opened fort Sat work	
5	Kyle was informed not o have his assistant climb the roof. She was observed frightened of the ladder and he height	
6	Imperial will work this Sat and install panels on back side of media center and load the roof with panels for these coming weeks work.	
7	Rear roof was approved to have dark bronze flashing if required to make roof watertight	
8	EFIS is an issue with metal roof detail and watertightness	
9	Boiler Room with furnace has a round heat stack and no detail that will on flashing. Garland was told several times and is working on a detail. Imperial to look at detail when provided	
10	Imperial to provide two week look ahead	
11.	Next week meeting will be with Jay Kl;untz for schedule reasons.	

REMARKS Should you require anything further please contact me at our main number above.
Thank you.

COPY TO: FILE

SIGNED: _____
 Amy Carpenter



Restoration and Roofing Contractors

November 2, 2024

Town of Ledyard

RE: Gales Ferry School

Two Week Look Ahead

Attn: Wayne Donaldson

The following is our two week look ahead.

I have provided a roof plan as our two week look ahead to see where we will be working. Jay will give it to you Monday 11/4/2024

However, a few things have happened out of Imperial hands that will alter the schedule.

1. A full crate of panel has been shipped damaged from the Garland Factory. This was observed as the panels were lifted off the ground and the bottom the entire panel lengths were damaged and that was from either shipping or from the factory handling them.
2. Imperial has pictures of it all.
3. The panels were lifted to the roof to see if any could be salvaged and it does not look like it. You can observe them on the roof. Ask Jay and he will show you them.
4. Garland has been notified and they are working to send new panels. Time frame, I do not know delivery as of this date.
5. These damaged panels were to be installed in the front valley region near entrance and Imperial will have to work around this area causing delays in that area completion. This is located in areas we could have worked during the week day.
6. Also, when the panels were shipped, the battens are always shipped inside the panels. A separate crate was sent with battens for an entire truck load causing Imperial over an hour a day sorting through to see where these battens go and with what panels. This was a Garland shipping issue again. Then getting the battens to the roof is another delay. They are long and are supposed to be inside the metal panels for shipping and lifting. This has nothing to do with town/owner, but between Garland and Imperial. But Town should know about it because it causes delays and Imperial is working its best to work through these Manufacturer problems.
7. Today 11/2/2024 another Manufacturer problem. Imperial is working on back side of Media Center trying to complete that section of roof with no kids around and **those panels in crate came for that section came with no battens**. This is a problem with setting the panels and making them align straight. Imperial workers have been instructed by me to use battens from damage crate to install that section. Problem is, the battens are short and this will cause two-piece battens or splicing the battens together after the roof is installed. Again, huge delay, extra labor today figuring all this out and now roof will have two-piece battens if approved by owner and SP. This is a Garland shipping issue.
8. I cannot open the remaining crates to see if any other battens are missing battens. Once those crates are open, they cannot be moved.



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9. Please see Jay on site if any questions about damaged panels and no battens being shipped with panels.

Two weeks Look Ahead:

11/4-11-5:

This work will be done during the day and on the front entrance of the school

The rear of that roof will be worked on as well, but we also are missing panels due to damage panels from Manufacturer.

11/9. 20204

Imperial will be working over classroom sections

11/11-11/15

The rear section roof and completing as much as possible in that rear and front valley area.

Imperial will make adjustments during work areas according to weather and any issues with Manufacturer issues.