



# TOWN OF LEDYARD

## Permanent Municipal Building Committee

### Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Chairman  
Gary Schneider

#### Regular Meeting

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Monday, February 3, 2025

5:30 PM

Town Hall Annex - Hybrid Format

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#### Join Zoom Meeting

<https://us06web.zoom.us/j/87979038481?pwd=cHGWGjrWLSfy7aOAOcrdIkrX2s2Pw3.1>

**Meeting ID: 879 7903 8481 Passcode: 800183**

**• +1 646 558 8656 US (New York)**

#### I. CALL TO ORDER

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

#### II. ROLL CALL

**Present** Chairman Gary Schneider  
Committee Member Gerald Tyminski  
Committee Member Joseph Gush  
Committee Member Elizabeth Peterson  
BOE Representative Jennifer Reguin

**Excused** Committee Member George Hosey  
Chairman Kate DiPalma-Herb

In addition, the following were present:

Mathew Bonin - Finance Director  
Kristen Chapman, Mayoral Assistant, PMB Support Staff  
Wayne Donaldson - Director of Facilities BOE  
Town Council Chairman Naomi Rodriguez  
Town Councilor April Brunelle  
Jon Peterson - Van Zelm Engineers  
Scott Mitchell - Friar Architecture, Inc.

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

#### IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Regular Meeting Minutes of January 6, 2025.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 3 Schneider Tyminski Gush

**EXCUSED** 2 Hosey DiPalma-Herb

**ABSENT** 1 Peterson

**NON-VOTING** 1 Reguin

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

**1. Update/Discussion on Roof Projects & Budget Documents**

Mr. Donaldson stated that Juliet Long School is on hold until summer work for the solar panels commences including a few small items on the punch list. Mr. Donaldson stated there has been no additional work on the BOE Offices since the last meeting.

Mr. Donaldson shared that there was a meeting with the Town Attorney regarding the possibility of pulling the Bond. Mr. Donaldson noted that the recommendation of the Town Attorney is to work with the Contractor to get this project finished, if we pull the bond it will be another six to twelve months before we can get this project finished. Mr. Donaldson shared that the Contractor installed an ice and water underlayment that was not approved by the Architect. The underlayment that was submitted and approved was from Carlisle and the Contractor installed one from Beacon, which is an Owens Corning product that only has a 120 day warranty. Mr. Donaldson shared the Contractor did submit a letter from Carlisle referencing both products and extending the warranty from 180 to 210 days. Mr. Donaldson shared he contacted the gentlemen who wrote the letter and he said they used to manufacture the Owens Corning product but that was years ago. Mr. Donaldson has a request out to Carlisle Corporate to inquire why they are including the Beacon product on their letterhead. Mr. Donaldson stated the Contractor is supposed to be getting another letter and the Contractor did put in a submittal for the product he is covering the existing roof with that is outside of the UV requirement. Chairman Gush inquired when the 180 days expired. Mr. Donaldson replied the existing underlayment expired in December. Mr. Donaldson added that everything that was open at that point, including the boiler room, turrets and a section of the kindergarten roof is receiving a second coat of ice and water underlayment.

Mr. Donaldson stated the Contractor has begun replacing screws on the panels that were not properly fastened. Mr. Donaldson stated that snow came off and almost hit the Custodian and Principal; snow guards are now in place in all areas where there are exits from the building. Mr. Donaldson noted the Contractor has committed to having a second crew and he would know more tomorrow. Mr. Donaldson stated the Contractor is working on the gym roof which needs to be removed and replaced as well as the section that curves facing the Middle School and a section in the back of the building. Mr. Schneider requested clarification on what was being removed and replaced. Mr. Donaldson replied it is just the screws and panels, re-attaching the

panels with the proper screws. Mr. Tyminski stated we are almost at the point of starting over with this thing. Mr. Donaldson shared that 60-70% of the roof has been properly installed and configured. Mr. Tyminski noted we are guessing at that percentage because we don't really know at this point. Mr. Donaldson replied we do know the areas that were discovered before we found the problem and those areas are very clear, we do know it is specifically in the front section and Silver and Garland had the Contractor randomly pull up panels in that section and determined all panels pulled after that point had the 8 inch screws. Mr. Tyminski asked what the Contractor has said about this issue. Mr. Donaldson replied The Contractor has admitted it was his mistake, error on the screws. Mr. Donaldson added the Contractor claims the underlayment does not make a difference as Garland will be issuing a 30 year warranty and they have a waterproof system. Mr. Donaldson stated the Contractor is correct on that, but the underlayment is the ultimate protection and if the roof fails at 31, 35 or 40 years because even though the Warranty is for 30 years, the roof should last 40 or 50 years, so if there is a leak the ice and water shield is the ultimate protection to keep ice and water from coming into the building. Chairman Gush asked if the ice and water shield was part of Garland's Warranty. Mr. Donaldson replied it is not, that if we had chosen to use the Garland product, Garland would have extended the Warranty for probably an additional five years, but we asked for a 30 year Warranty.

Mr. Tyminski inquired about the status of the State Grant if the Bond is pulled and another Contractor has to come in to finish the job, how long does the financing from the State remain in existence. Mr. Donaldson replied the State likes these projects to be completed in two years and if that scenario does occur we would need to apply for an extension. Mr. Donaldson feels in a case like this, the extension would most likely be granted. Mr. Donaldson noted the first step would be to negotiate with the Bonding Company to see if there is a way to keep the Contractor on the job and complete the project. Mr. Donaldson noted if that is not acceptable, The Contractor would challenge this in Court and we would need to go through the court system. The Bonding Company could find a Contractor or the Town could find a Contractor that would be acceptable to both parties. Mr. Donaldson stated there is an item on the agenda for an executive session on this issue.

Mr. Donaldson stated the Contractor has provided a new completion date for the end of February, which is doable if there is a second crew. Chairman Gust referred the Committee to the updated budget document. Mr. Bonin stated there is an issue with this document as the numbers are not accurate, there is an almost \$400,000 payment under Gales Ferry listed as being paid that did not take place. Mr. Bonin added the format of this budget document is not helpful and he has not been consulted on the numbers or where they are coming from. Chairman Gush requested Mr. Donaldson address with the Owner's Representative.

Chairman Gush asked if there were any concerns on the Warranty report in regards to items that were "no". Mr. Donaldson replied that most not able to be verified is because the work has not been complete yet. Garland will come back when the roof is substantially complete and perform another Warranty report. Chairman Gush requested timely progress reports from STV and Garland. Mr. Donaldson responded that reports have been coming in weekly and he will look into any missing reports.

Ms. Chapman sated that member Elizabeth Peterson has joined the meeting via zoom.

2. Progress Reports/Field Observations

**RESULT:** RECEIVED AND FILED

3. MOTION to approve Gold Seal Roofing LLC Application and Certificate for Payment dated 10.31.2024 in the amount of \$21,366.75 for Project 24-139 Juliet Long School Roof Replacement and Photovoltaic Project.

Discussion:

Ms. Chapman stated she has not received the original payment application. This item was Tabled.

**RESULT:** TABLED

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

1. MOTION to approve Silver Petrucelli & Associates Inv#24-1370 dated 11.01.2024 in the amount of \$315.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

2. MOTION to approve Silver Petrucelli & Associates Inv #24-1371 dated 11.1.2024 in the amount of \$315.00 for Project 22.331 Ledyard - Juliet Long Roof & PV.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

3. MOTION to approve Silver Petrucelli & Associates Inv #24-1372 dated 11.01.2024 in the amount of \$498.00 for Project 22.331 Ledyard - BOE Roof.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

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4. MOTION to approve Silver Petrucelli & Associates Inv #24-1488 dated 12.1.2024 in the amount of \$1260.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

5. MOTION to approve Silver Petrucelli & Associates Inv #24-1489 dated 12.1.2024 in the amount of \$1260.00 for Project 22.331 Ledyard - Juliet Long Roof & PV.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

6. MOTION to approve Silver Petrucelli & Associates Inv #24-1490 dated 12.1.2024 in the amount of \$1494.00 for Project 22.331 Ledyard - BOE Roof.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

7. MOTION to approve Silver Petrucelli & Associates Inv #25-123 dated 1.1.2025 in the amount of \$4,250.00 for Project 22.331 Ledyard-Gales Ferry Roof and PV.

Discussion:

Chairman Gush removed this item from the table. Mr. Bonin pointed out the Photovoltaic portion is fully billed. Mr. Donaldson stated that should not be as this work has not been completed. Mr. Donaldson recommended holding off on this item. The Committee took No Action and Chairman Gush placed the item back on the table.

**RESULT:** TABLED

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

8. MOTION to approve Silver Petrucelli & Associates Inv #25-035 dated 1.1.2025 in the amount of \$315.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

9. MOTION to approve Silver Petrucelli & Associates Inv #25-037 dated 1.1.2025 in the amount of \$498.00 for Project 22.331 Ledyard - BOE Roof

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

10. MOTION to approve Silver Petrucelli & Associates Inv #25-038 dated 1.1.2025 in the amount of \$315.00 for Project 22.331 Ledyard - Juliet Long Roof & PV.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

11. MOTION to approve AIA Document G802-2017 Silver Petrucelli & Associates Amendment to Professional Service Agreement dated 1.28.2025 in the amount of \$850.00 per visit for Gales ferry Roof.

Discussion:

Mr. Donaldson stated the \$850 additional cost per visit should be for no more than 10 visits. Mr. Donaldson will monitor how often Silver Petrucelli & Associates is called out for inspections. Mr. Schneider asked if this would need to go to the State for approval. Mr. Donaldson confirmed that once the change order is approved it will go to the State. Mr. Donaldson noted that Silver Petrucelli & Associates will need to be onsite to approve panels where the screws cannot be viewed underneath.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

12. MOTION to approve STV Construction, Inc., change order requests for Owner's Representative Agreement for Ledyard School Roof Projects in the following amounts:

BOE Central Office - \$952.00  
Gales Ferry School - \$13,056.00  
Juliet Long School - \$2,176.00

In addition, approve Agreement Amendment between STV Construction, Inc., and The Town of Ledyard dated 1.29.2025 for a total Amended Contract Value of \$110,616.00 for Owner’s Representative Agreement - Ledyard School Roof Projects.

Discussion:

Mr. Tyminski pointed out a discrepancy in the amount of the change order on the cover letter and documents for signature. Mr. Tyminski also stated that this is for work already completed and is there going to be another one for work moving forward. Mr. Donaldson replied, yes we may see another change order. Mr. Donaldson added when we hired the Architect, we had originally elected to hire Friar and then we got the Owner's Representative on board to review the Architect we were hiring. The original amount was \$141,000 or \$148,000 and we reduced that by taking all of the design oversight out of their Contract, STV then had to step in as the Silver Petrucelli & Associates documents did not have specifications and STV stepped in to get all of that complete so we could go to bid and avoid change orders. They have also spent time as this was supposed to be over in November. Mr. Tyminski request clarification on the amount. Ms. Chapman stated the cover letter has an incorrect amount for Gales Ferry School of \$12,512 and the actual amount is \$13,056. This amount is correct on the change order requests and the Agreement Amendment for signature. The Committee discussed potential additional charges moving forward. Mr. Donaldson will request a projection for additional change orders moving forward as well as the solar portion. Mr. Schneider added that our Finance Director has had very limited conversations with STV and he would like that stressed. Mr. Donaldson stated he will call the owner tomorrow. Mr. Bonin added he believes their performance had been sub par.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

**VII. JULIET LONG HVAC PROJECT UPDATES**

**1. JWL HVAC Project 2024 Updates**

The Bid Proposal was discussed in on agenda Item VII.2

**2. Review and possible action on Bid #LPS 24-9 State Project #072-001 HVACN - Ledyard Public Schools HVAC Replacement - Juliet W. Long School.**

Mr. Donaldson shared the Bid that came in 1.6 million over budget without adding in an amount for Owner's Representative. Mr. Donaldson requested the Committee review the value engineering document. Mr. Donaldson highlighted for the Committee items on the value engineering document that were reduced through the value engineering process. Mr. Donaldson stated the total budget for this project is \$2,225,000 and the budget for construction is

\$2,100,000 with the Architects fees removed. Mr. Schnedier stated the one bid received came in at \$3,600,000 and the value engineering removed \$360,000. Mr. Donaldson shared additional items that were removed during value engineering process such as eliminating air conditioning in the gym and changing from VRF to Cassettes which Mr. Donaldson does not recommend. Chairman Gush stated as a result of value engineering, the project is still \$972,700 over budget and that does not include the Owner's Representative. Mr. Donaldson noted that Ms. Chapman had informed him that the Town talked with Bond Counsel and this will have to go to Referendum and the time frame for a Referendum would be late April or May and that may not be the best time for a Referendum with the Budget Referendum. Mr. Donaldson added that we are really looking at next summer. Mr. Tyminski stated there is no more available money back from the State. Mr. Donaldson replied no. Mr. Tyminski inquired if there was a way if the numbers worked to apply savings in electrical costs from the solar panels to cover the additional cost of the project. Mr. Donaldson shared that the current electric bill at Juliet Long is somewhere between \$1200 and \$2000 per month and that does not include the increased electric cost to operate the A/C. Chairman Gush added you are looking at somewhere around a \$700 per month savings. Mr. Donaldson stated another choice is to move forward with part of the project within the current budget. Mr. Tyminski asked if we would we do half of the building. Mr. Donaldson stated there are a few options, not to do fresh air. Chairman Gush added that would no be in line with the Grant and Mr. Donaldson replied he would need to look into that. Mr. Donaldson added we could do half the building which would not be ideal for parents, students and teachers. Mr. Schneider stated that air conditioning is not going to happen this summer, there was a cost estimator who came up with \$2,100,000; what is causing the project to come in \$1.5 million over budget. Mr. Schneider recommended re-bidding the project as there was only one bidder. Mr. Donaldson shared additional items that were value engineered with the sole bidder for the project.

Mr. Schneider proposed having a discussion with the Engineer to try to get the project to a more reasonable place and receive more bids. Mr. Peterson, Van Zelm joined the discussion. Mr. Schneider requested Mr. Peterson's opinion on why was there only one bidder. Mr. Peterson stated the contractors during the pre-bid voiced concerns about time frame available to complete the project, stating you can't do this in one summer. Mr. Peterson added opening up the project to two summers would get more bidders but this also would cause two mobilizations. Mr. Schneider expressed concerns about trying to fit this into a short period of time and the reality may be to stretch this into the school year. Mr. Schneider added being \$1.5 million over says something with one bidder. Mr. Schneider suggested stepping back and possibly rejecting the bid. Mr. Donaldson replied that the project can be re-bid. Mr. Donaldson shared that he did receive an extension on the grant through December 2026. Mr. Donaldson added with the time-frame required to re-bid the project he is not sure how much could be done this summer in that time frame. Mr. Schneider suggested the Committee have the Engineer re-work the specifications and re-bid. Mr. Tyminski added that a referendum will be needed. Mr. Bonin concurred that a referendum will be required and the additional funds would not be eligible for Grant money. Mr. Tyminski questioned if the referendum would be successful. Mr. Tyminski stated at this point it is not possible to complete the project this summer and suggested the Committee re-bid the project for the summer of 2026. Mr. Donaldson added there would still be the same problem the following year. Mr. Peterson stated the DOA unit and duct work could go in as phase one for the first summer and go back and put the VRF system, this would cause



complication as you would need to go into the classroom twice. Mr. Peterson suggested the number one savings would be to get more bidders on board. Mr. Schneider added we would need to give an extended period of time. Mr. Donaldson inquired how long it would take to get a new bid prepared. Mr. Peterson asked if they would be redoing the drawings. Mr. Donaldson did not believe there is anything that can be altered, the gym can be made an ad-alternate but outside of that there is not really anything to change. Mr. Schneider stated we can change the schedule by giving the Contractor two of three classrooms during the school year. The Committee discussed scenarios that would allow a Contractor to work during school breaks and the school year. Mr. Mitchell suggested reducing the number of variables such as more efficient or better alternates, those should be called down and suggested being more succinct in what we are asking for. Mr. Paterson stated there is potential to obtain more bidders with value engineering. The Committee discussed the potential to re-bid with a modified schedule and value engineering. Chairman asked if it is more feasible to get more contractors to bid. Mr. Peterson replied yes but he is not sure how much it would move the needle. Mr. Bonin clarified discussion around the need to go to referendum. Mr. Bonin stated he had spoken with Bond Counsel and a referendum is required as the project went to referendum initially and that procedure has to be followed when requesting additional funds. The Committee discussed the potential timeline for a referendum to take place. The Committee concurred the likelihood of starting the project in summer 2025 is not feasible.

Ms. Reguin inquired when the one bid was received. Mr. Donaldson replied January 10th. Ms. Reguin asked when we knew we were going to receive only one bid? Mr. Donaldson replied January 10th. Ms. Reguin inquired how the budget was obtained when the project went to referendum. Mr. Donaldson replied that the State Grant process requires an independent appraiser estimate the cost, Quinnipiac University performed the estimate. The Committee discussed the timeline for obtaining materials.

The Committee directed the Architect/Engineer to create updated bid specifications with a modified work schedule to re-bid the project.

MOTION to reject Bid Proposal for State Project #72-001 HVACN from All State Construction Inc. due to insufficient funds.

In addition, revise Bid Specifications for Bid #LPS 24-9 State Project #072-001 HVACN and re-bid the project to include value engineering.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Gerald Tyminski

**SECONDER:** Gary Schneider

**AYE** 5 Schneider Tyminski Gush Peterson Reguin

**EXCUSED** 2 Hosey DiPalma-Herb

**\*\*ADD ON\*\***

3. MOTION to approve Friar Architecture Inc. Inv #2023-121A-08 dated 1.31.2025 in the amount of \$2,310.00 for Project 2023-121A Ledyard - Juliet Long HVAC.

**RESULT:** APPROVED AND SO DECLARED  
**MOVER:** Gerald Tyminski  
**SECONDER:** Gary Schneider  
**AYE** 5 Schneider Tyminski Gush Peterson Reguin  
**EXCUSED** 2 Hosey DiPalma-Herb

**VIII. NEW BUSINESS**

1. Any other New Business proper to come before the Committee

Mr. Donaldson requested an item be added to the agenda Discussion regarding furniture items for Gallup Hill School as part of the building project.

2. Discussion and possible action regarding furniture for the Gallup Hill School Building Project.

Mr. Donaldson shared he received invoices from Incello for furniture related to the building project form 2019 and 2020. Mr. Donaldson added the items were for both projects that were not billed, paid or approved by the Committee. Mr. Donaldson added that Silver Petrucelli & Associates was in charge of the furniture and fixtures. Mr. Tyminski reminded the Committee of the process utilized for the project stating that Amanda with Silver Petrucelli & Associates should have approved all deliveries as they came in. Mr. Tyminski requested documents for the items in question with signature confirming the items were delivered. Mr. Donaldson suggested the Committee offer to pay 38% as it is too late for reimbursement from the State. Mr. Bonin stated the email stated the items in question were change orders and should have been approved by PMBC. Mr. Donaldson added if they were submitted to the State they should have been picked up in the audit that was just performed. Mr. Donaldson will request the change order and submission dates from Amanda with Silver Petrucelli & Associates.

3. MOTION to enter executive session to discuss pending legal matters regarding Contracts.

The executive session to include all members of the Permanent Municipal Building Committee present, Finance Director Mathew Bonin, Facilities Director BEO Wayne Donaldson and PMBC Support Staff Kristen Chapman.

**RESULT:** APPROVED AND SO DECLARED  
**MOVER:** Gerald Tyminski  
**SECONDER:** Gary Schneider  
**AYE** 5 Schneider Tyminski Gush Peterson Reguin  
**EXCUSED** 2 Hosey DiPalma-Herb

**IX. ADJOURNMENT**

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

The meeting adjourned at 7:38 p.m.  
VOTE: 2-0 Approved and so declared  
(Regular Member Gary Schneider left the meeting early)

Respectively Submitted,

\_\_\_\_\_  
Chairman Gush  
Permanent Municipal Building Committee

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