



**Fire House Building Committee  
Special Meeting**

Minutes: Thursday, November 20, 2025

**Meeting was held at the Norfolk Town Hall**

**The meeting was called to order at 6:06 PM**

**Committee members in attendance:** Matt Ludwig, Grant Mudge, Tony Kiser, Ron Zanobi, Barry Roseman, Jeff Torrant, Sandy Evans, Mark Morgan, & Matt Riiska

**Also in attendance in person:** Henry Tirrell, Paul Padua, Ken Ludwig, Steve Hutchins, Brian Hutchins, Susan MacEachron

**Via Zoom:** Matt Glaser, Newfield Construction, James Nall & Mike Chambers, Silver Petrocelli Architects,

**Bid Review**

Bids received and reviewed.

**Construction Schedule**

Guerrera Construction will mobilize on December 1, 2025

Construction schedule is 12 months.

**Construction/Design Updates**

- Fire Chief Brian Hutchins asked for a meeting with Guerrera Construction and the NVFD. Matt Glaser to arrange.
- RZ has asked for (3) sets of drawings and specifications for the construction sub-committee, the Norfolk Building Official and the Norfolk Fire Marshal
- James Nall will arrange for a Zoom meeting with Keith Byrne, Fire Marshal, for review of plans.
- There will be by-weekly construction management meetings with the construction sub-committee, construction manager for Newfield Construction, construction supervisor, representative from Silver-Petrucelli, and sub-contractor onsite.
- Change Order Process:
  - Change order proposals will be reviewed at the weekly construction meetings, monthly committee meetings or as required to keep project on schedule.
  - When a change is requested, which requires drawing updates, the updated drawing and specs will be available within (2) weeks maximum. (per S-P)
- S-P will issue a proposal to flooring contractor to change the epoxy flooring item.
- S-P and Newfield Construction will provide a proposal for savings to Vision Electric for item requirement adjustments.
- Norfolk Public Works Supervisor to contact tree company to remove (3) trees on east property line. HR to contact Troy LaMere and will provide a sketch highlighting the trees to be removed.

- RZ asked for S-P to provide a “Statement of Special Inspection”. James Nall of S-P to provide. RZ to follow up with James.

### **Finances**

- Fund raising continues; current capital campaign at \$2.3 million.
- HT and Chelsea DeWitt (CD) will be meeting with Matt Ritter, Bond Counsel and Matt Spoerndle of Phoenix Advisors to receive bond rates.
- HT & CD will sign and process “bond note” with Matt Ritter & Matt Spoerndle, Monday, November 17, 2025. The bond note is flexible and can be increased as need requires.
- HT will continue to work with Congresswoman Hayes’ office and the USDA on procuring the Congressionally Directed Spending funds, \$500,000.
- HT will continue to work with William Garcia on the DESPP Grant

### **Next Steps**

- Newfield Construction will prepare the contracts for the subs.
- HT to contact CIRMA for “Builders Risk” insurance policy.
- Monthly Meetings will be held on the 3<sup>rd</sup> Thursday of each month go forward.
- Groundbreaking Saturday, December 6<sup>th</sup>, at 2:00 PM
  - Contact Representative Maria Horn, State Senator Paul Honig, and Congresswoman Jahana Hayes.

### **Votes**

Motion by Tony Kiser to approve Barry Roseman as Committee Chair, Second by Matt Ludwig.  
Approved Unanimously

Motion by Barry Roseman to Add Susan MacEachron to the committee to assist with finance and grant documentation, Second: RZ, Approved Unanimously

- Selectmen will appoint Susan at their meeting on December 3, 2025

Motion by Barry Roseman to approve the 2026 Building Committee Schedule for the 3<sup>rd</sup> Thursday of each month in 2026, Second SE, Approved Unanimously

Next Meeting: Thursday, December 18, 2025, 6:00 PM, Norfolk Town Hall

With no further business meeting was adjourned at 6:36 PM. Motion JT, Second ML

Respectfully Submitted:

Matt Riiska

Acting Secretary

## **Fire House Building Committee Regular Meeting Schedule 2026**

Meetings will be held at the Norfolk Town Hall  
Meeting will be the 3<sup>rd</sup> Thursday of each month.  
Meeting will be at 6:00 PM

### **Meeting Dates:**

**January 15, 2026**  
**February 19, 2026**  
**March 19, 2026**  
**April 16, 2026**  
**May 21, 2026**  
**June 18, 2026**  
**July 16, 2026**  
**August 20, 2026**  
**September 17, 2026**  
**October 15, 2026**  
**November 19, 2026**  
**December 17, 2026**  
**January 21, 2027**