

Norfolk Firehouse Building Committee
April 16, 2026
Monthly Meeting Minutes



Meeting was held at the Norfolk Town Hall

Chairman Barry Roseman called the meeting to order at 6:00pm

Committee members in attendance: Barry Roseman, Ron Zanobi, Henry Tirrell, Mark Morgan, Susan MacEachron, Matthew Ludwig, Jeff Tarrant, *Lou Barbagallo, *Tony Kiser Via Zoom

Also in attendance in person: Ken Ludwig, Rich Breitenbach - Project Manager Newfield Construction

Via Zoom: James Nall, David Stein

Secretary's Report: M/S/P Susan/Mark to accept the Minutes of March 19, 2026. Approved unanimously.

Chairman's Report:

- We continue to work on the Vision electric situation.
- The Newfield payment process has been slow until now. Starting with the April requisition we will be implementing a new "pencil req" process so we can streamline the payment to Newfield and ultimately the subs.
- Still working thru PCO- 008 (additional step down footing) and PCO- 003 (winter delay). Otherwise the change orders to date have been modest.
- We now have enough invoices from Newfield to apply to the State for the 1 st one-third of the State grant or \$833,000. We have a zoom call on 4/24 with the State's rep to work on the process.
- We have had more contact on the Fed grant and we are still feeling very confident that it will work out but regardless we won't see any of that grant until the project is finished. So we will be exposed until the very end.
- There is a looming issue with the impending departure of the Town's building inspector. Henry is working on hiring a new inspector but the pool of available inspectors is very thin.
 - Progressive inspections will be required throughout the course of the project to certify that all completed work complies with applicable building codes. The team is exploring assistance from surrounding towns to identify qualified inspectors. S&P is compiling a list of building officials who may be approached to perform the required inspections at each stage of construction. In the meantime, the Newfield team is taking detailed photographs to document ongoing progress. This documentation will support the building official ultimately selected to review and sign off on completed work.

Progress Report: Rich Breitenbach

Approximately 80% of the footings have been completed, and work is ongoing on the foundation walls.

The foundation work is expected to be finished within the next one to two weeks, with concrete pours occurring three to four days per week as crews progress through the building. Overall, foundation completion is anticipated within the next month.

The plumber is scheduled to lay out the kitchen drains next week, along with excavation of material within the foundation walls.

Structural steel installation is anticipated to begin in approximately one month, coinciding with upcoming slab work.

Construction Sub-Committee report - Zanobi/Tarrant/Ludwig:

Work is progressing as planned. IMTL is on site monitoring operations and reviewing concrete consistency, including slump testing.

During excavation, one area was identified as having unsuitable soil conditions. Additional excavation was required until suitable bearing soil was reached.

A discussion was held regarding the color of the retaining wall block. A darker tone, as opposed to the natural cement color, was considered more appropriate.

Open Issues:

The flagpole sample was approved, consisting of a black anodized pole.

The front building lettering facing Shapard Road was discussed. James from S&P will develop several design options and styles incorporating the Fire Departments shield for the committee's review and selection.

Next Meeting:

Thursday, May 21, 2026 - 6:00pm, Norfolk Town Hall

There being no further business,

M/S/P to adjourn at 6:34pm

A handwritten signature in black ink, appearing to read 'Matthew Ludwig', with a stylized flourish at the end.

Matthew Ludwig

Committee Secretary