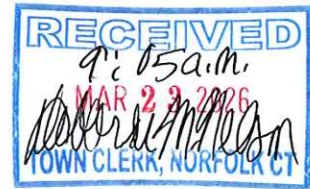


Norfolk Firehouse Building Committee  
March 19, 2026  
Monthly Meeting Minutes



Meeting was held at the Norfolk Town Hall

Chairman Barry Roseman called the meeting to order at 6:03pm

**Committee members in attendance:** Barry Roseman, Jeff Torrant, Henry Tirrell, Susan MacEachron, Matthew Ludwig

**Also in attendance in person:** Ken Ludwig

**Via Zoom:** Michael De'Angelo, Rich Breitenbach - Project Manager Newfield Construction, James Nall

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

**Chairman's Report:**

- Test drilling was done on 3/16 to check in on the frost level. It was determined that the frost would not be an issue so the project is on schedule to resume on Monday 3/23.
- The commissioning agent completed the development of the commissioning testing for the project. Newfield did not see any issue with subcontractor compliance. Additionally they reviewed the architectural plans for the building envelope and made some recommendations which are being reviewed by SP and the town building official.
- It was reported by Newfield that Vision Electric were unable to obtain a Payment and Performance Bond. Newfield has agreed to backstop this with committee knowledge and agreement. It was agreed that this was preferable to looking for a new electrician at this point in the project. In order to protect the Town and Newfield, a number of additional controls will be implemented (including additional retainage, payment of Vision suppliers directly from Newfield and a letter of commitment from Vision)

**Progress Report:** Rich Breitenbach

- Construction activities are scheduled to restart on Monday, March 23
- Excavation for foundations is scheduled to begin on Wednesday, March 25.
- Footing excavation is planned to be completed next month, beginning near the kitchen area and progressing toward the hose drying area, where excavation and form installation will continue.
- The beginning of May should have the foundation complete and poured.
- Electrical equipment and switchgear are expected to arrive at the end of March.
- The generator has been ordered with an anticipated delivery in July.
- HVAC mechanical equipment has been ordered with an anticipated delivery in early June.

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

- Fire extinguishers will be supplied by the Town/Fire Department and installed in accordance with the Fire Marshal's revised requirements.
  - This approach results in an estimated \$2,100 cost savings compared to including them in the contractor's scope.
  - Cost breakdown:
    - \$1,370 for procurement (Qty. 8 – 10 lb. ABC extinguishers and Qty. 1 – Type K extinguisher)
    - \$717 for installation.
- Fire protection system calculations have been completed and submitted.
- Substantial completion of the new building is anticipated in December 2026
- Demolition of the existing building is planned for mid-January 2027
- Overall project completion is expected April–May 2027
- Estimated cost for step footing is \$66,000–\$67,000
- A \$31,000 credit has been proposed for the removal of the grease tank. This amount appears low and will be reviewed further with the contractor.
- The Town will relocate the existing shed out back to the DPW. The Town will coordinate the relocation.
- The Connex storage box currently located in the parking lot is expected to be moved inside the construction fence tomorrow to keep it out of the Fire Department's operational area.

**Open Issues:**

Discussion regarding air vapor barriers on the roof and siding being overviewed with the commissioning agent and building official.

**Next Meeting:**

Thursday, April 16, 2026 - 6:00pm, Norfolk Town Hall

There being no further business,

**M/S/P** to adjourn at 6:38pm



Matthew Ludwig  
Committee Secretary