

Norfolk Firehouse Building Committee
September 24, 2026
Monthly Meeting Minutes



Meeting was held at the Norfolk Town Hall.

Chairman Barry Roseman called the meeting to order at 6:01pm

Committee members in attendance: Henry Tirrell, Jeff Tarrant, Susan MacEachron, Matthew Ludwig, Ron Zanobi, Tony Kiser, Lou Barbagallo, Grant Mudge, Sandy Evans, Mark Morgan Via Zoom

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

Via Zoom: James Nall S&P, Mike D'Angelo

Secretary's Report: M/S/P Jeff/Susan to accept the Minutes of August 20, 2026. Approved unanimously.

Chairman's Report:

- A new phase of the capital campaign is expected to start by the beginning of next week with a targeted mailing to a group of potential donors to the capital campaign in Town and some individuals from neighboring towns that have a strong connection to Norfolk. The goal is to raise additional funds towards the reduction of the municipal bond. Additionally, the fire department is working on a mailing to all town residents with the goal to raise funds for furniture and equipment for the new firehouse/ the FD letter is slated to be mailed at the end of October. An effort is being made to make sure residents only receive one appeal letter.
- There is a lot of progress on the building and we are on track to have the building completely sealed before the end of October with the FD moving into the building before the end of January.
- There remain open issues on cost exposure to the cancellation of both the plumber and roofing sub-contractors. The Town is not expected to bear any of the costs associated with these open issues.
- One of the issues that has come up through meeting with the commissioning agent relates to the on-going management and maintenance of the sophisticated mep.

Progress Report: Rich Breitenbach

- Coordination with the utilities continues. The water tap is complete, with water now brought up to the building. Eversource coordination will continue once the building is weather-tight. The electrical room is still being built out to accommodate installation of the transformer.
- The roofing contractor has begun work and is expected to remain on site over the next several weeks. Work is starting over the training room before progressing to the main apparatus bays. The majority of the roof metal decking has been installed, with shingling now underway.
- Temporary weather protection is being installed this week and next to keep the building protected from the elements. The team is also working toward establishing temporary heat so interior work, including wall construction, can continue. The Fire Marshal has approved the use of temporary propane heat while personnel are on site.
- The masonry contractor is completing the remaining walls and decking and will begin reducing his crew and equipment as this work is completed.

- The interior contractor is working on window and wall framing, as well as window installation. Equipment and materials are currently being stored off site and will be brought to the project as space and scheduling allow.
- Exterior siding is expected to begin installation over the next several weeks.
- Interior water piping and plumbing work is underway.
- There have been no inspection issues to date. The Fire Marshal and Building Official continue to review and sign off on work as the project progresses.
- The roof must be fully weather-tight before major electrical equipment can be installed.

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

- Ron: the commissioning agent is reviewing the project to ensure all building systems and mechanical equipment operate as designed. Prior to turnover, he will also verify that the building is weather-tight, including proper window sealing, and conduct a blow test to identify potential air leaks. Once the building is turned over to the Fire Department, systems and mechanical equipment will need to be properly maintained to ensure continued operation and compliance with warranty requirements. They will compile a list to follow of filter changes/annual PM, etc.
- The plans originally called for standard curbing along the front apron. The committee is proposing mountable curbing from the building to Shepard Road to make snow plowing easier. Pavers are also being considered to help address spring mud conditions. The approximately 16-inch strip of grass along the wall from the fuel tank to the dumpster pad will be paved to improve maintenance and accessibility.
- Three-Bay Garage: Pricing is being evaluated for two construction options. A Morton-style structure is currently estimated at approximately \$140,000, compared with approximately \$240,000 for a conventional steel building. Additional anticipated costs include approximately \$140,000 for the foundation, retaining wall, and slab; \$40,000 for doors; \$25,000 for signage, hardware, and related items; and \$59,000 for electrical. Pricing for unit heaters, which would be supplied from the main propane tank, is still pending.
- The foundation work cannot proceed until the building type is determined, as the foundation requirements may differ between the two options. The proposed foundation and retaining wall will also help address water infiltration and runoff onto the property.
- The committee discussed the options and the need to balance the intended scope of the garage with available project funds. The committee will speak with Morton to further review the available options and will report back with a recommendation on the most appropriate approach moving forward.

Open Issues:

- The proposed diesel refueling tank will be a ConVault-style tank with a concrete encasement. The Waterbury Fire Department recently installed the same style of tank. The Fire Marshal has approved the proposed tank design. An installation estimate is still pending and the new tank will be operated similarly to the existing system, with fuel usage tracked through a paper log maintained in the station.

Committee Report:

- The project originally included \$1 million in contingency, with Newfield also maintaining a separate contingency allowance.
- After accounting for change orders, credits, soft costs, and other project expenses, approximately \$500,000 remains in the project contingency. This figure does not include Newfield's separate contingency.
- The remaining contingency is subject to any unforeseen issues, including conditions that may be discovered during demolition of the existing firehouse.

- A ribbon-cutting ceremony is planned for July 10, 2027, prior to the NVFD 125th anniversary celebration the same day. The tentative time is approximately 12:00 p.m., with the exact time still to be determined.

Next Meeting:

Thursday, October 15, 2026 - 6:00pm, Norfolk Town Hall

There being no further business, **M/S/P** Henry/Ron to adjourn at 7:30p

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

Matthew Ludwig
Committee Secretary