

**Fire House Building Committee  
Special Meeting**

Minutes: Wednesday August 7, 2024



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

**Meeting was called to order at 6:01 PM**

**Those in attendance:** Matt Ludwig, Jeff Torrant, Lou Barbagallo, Grant Mudge, Matt Riiska, Tony Kiser, Ron Zanobi, Lou Barbagallo

**Others in attendance:** Paul Padua, Brian Hutchins, Barry Roseman, John DeShazo, Steve Hutchins

**For Downes Construction:** Dave Patrick Chip Natsis

**For Silver-Petrucci:** James Nall

Meeting focused on reviewing the project with Downes Construction

Dave Patrick the president of Downes provided an introduction of their history & experience.

The Committee provided a list of questions:

In developing the comprehensive budget, will you be able to assist in making suggestions on cost saving opportunities? Yes.

Can you assist us in creating the RFQ? Yes. If they are hired as the Construction Manager for the project, they would handle all of the bidding, review of sub-contractors, hiring sub-contractors, and overseeing their work.

What will the additional cost be for reviewing construction bids, making sure all components of the design are included? They suggested hiring a construction manager to handle this part of the project.

If we bring you on as the construction manager what is your fee structure? 2.25% of total project budget.

Can you provide information on recent jobs you have worked on and references? Yes. Downes will provide.

How close have you been on your estimates compared what projects actual cost? Within 2%

Dave Patrick highly suggested going with a construction manager scenario. He indicated that 99% of the projects they work on use this model.

We will be schedule a meeting for August 21 or 23 with Downes to discuss the construction management process and how we can work with them on the entire project.

Motion to hire Downes Construction for pre-construction services which will include design review, constructability review, cost management, and to provide a comprehensive budget/estimate, RZ, Second, ML, Passed Unanimously.

In other business, ML reported that he is working with a grant writer to apply for an Assistance to Firefighters Grant (AFG). Funds could be used for fire house ventilation equipment, sprinkler system, etc..

Next Meeting: Wednesday August 21, 2024, 6:00 PM at the Norfolk Town Hall

With no further business, the meeting was adjourned at 7:15 PM.

Respectfully Submitted:

Matt Riiska

Acting Secretary