NEW CASTLE FIRE DISTRICT NO.1
Est. 1925

Board of Fire Commissioners
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SPECIAL MEETING MINUTES
March 25, 2026

A Special Meeting of the Board of Fire Commissioners of New Castle Fire District No. 1 was held at 491 King Street, Chappaqua, New York on March 25, 2026.

Present
Nancy Zezze, Chair
Jon Preizler, Commissioner
Michael Soldo, Commissioner
Dwight Smith, Commissioner

Charles Rauch, Commissioner (arrived at 6:10 p.m.)

Also Present
Jonathan Goodman, District Secretary

Call to order
- Chair Zezze called the meeting to order at 5:30pm.

Pledge of Allegiance
- Jonathan Goodman led the Pledge of Allegiance, after which the Board observed a moment of silence in honor of all deceased members of the Fire Department.

Asbestos
- Chair Zezze reported that proposals had been received from three companies. One vendor proposed remediation and monitoring for $74,995 (which was improved from the original quote). A second vendor proposed monitoring only for $625/day or approximately $8125. A third vendor proposed remediation only for $49,500. The third vendor's proposal said a variance that typically takes two weeks is required. This vendor has worked with Key Construction in the past. After discussion, a consensus emerged to work towards agreeing on a contract with the second vendor for monitoring and the third vendor for remediation.
- Commissioner Smith made a motion, seconded by Commissioner Preizler to select Beam Enterprises of Chester, New York for the project's required asbestos remediation and to select Geo Environmental of Yorktown Heights, New York for monitoring. The motion passed 4:0 with Commissioner Rauch absent.

- Commissioners Smith and Soldo will contact Beam, and Commissioner Rauch will contact Geo Environmental to move forward with contracts and start dates.

Capital Project

- Chair Zezze reported that JMC had notified her of finding pipes and structures buried in the former 495 King Street work area. The pipes and structures will interfere with construction and need to be addressed. JMC proposed exploratory excavation to be provided by Key / Siteworks but was unable to provide pricing.
- The Secretary provided a legacy survey that suggested that the structures were related to roof drains on the former veterinary building and likely ran to a dry well or storm sewers.
- A consensus emerged that the pipes should be snaked prior to more invasive measures. Further, participants want to know whether the structures can be collapsed in situ and then filled or whether they must be removed.

Sprinklers

- Chair Zezze reported that Gerard Associates recently delivered the sprinkler plans.
- She said that the Town requires that the existing firehouse have sprinklers before they will grant a full Certificate of Occupancy for the new building. The Town initially set a deadline of December 2026. In response to questions, Chair Zezze clarified that prior to having sprinklers, the new building can be used with a temporary Certificate of Occupancy. Commissioner Smith said that he believes that the December deadline should be revisited with the town.
- Chair Zezze said a formal RFP process must be followed to receive bids. The first step is to go to the Town and then to advertise the RFP. Commissioners Smith and Soldo said they would follow-up on this.

Bailout Window

- Chair Zezze said modifications to the training bailout window were necessary due to lack of input from the chiefs at the time of design and construction. Information has been gathered from the chiefs and three local departments, and a quote has been received for the reconstruction. A discussion ensued and participants spoke of the importance of the bailout window for training, safety and morale.
- Commissioner Smith made a motion, seconded by Commissioner Soldo to offer Key Construction $65,000 (net) for Change Order 24006-53. The motion passed unanimously.
- Chair Zezze noted that she has discussed the asbestos and bailout window costs with the Treasurer and these costs can be supported with available funds.

Senter Street Brokers

- Commissioners Smith and Preizler met with several interested brokers and buyers at Senter Street on March 23. The visitors explored the entire building.
- Participants discussed the process for selecting a broker. Commissioner Preizler presented a proposed Broker RFP which was read aloud (attached).

Commissioner Smith made a motion, seconded by Commissioner Rauch to adopt the Broker RFP. The motion carried unanimously.

- Participants agreed that the Broker RFP should be posted on the website and promulgated with a submission deadline of April 10. Submissions should be mailed or left in the firehouse exterior drop box.

Charitable Contributions & Naming Policy

- Commissioner Preizler presented a proposed new charitable contributions acceptance and naming policy. (See previous Regular Meeting minutes.)
- After discussion, Commissioner Smith made a motion, seconded by Commissioner Rauch to approve the new policy. The motion carried unanimously.

Change Order # PCO-12 (Additional 100A Disconnect Switch)

- Participants agreed with the substance of the email previously sent by the Secretary regarding this subject: that this is a contractual matter between Key Construction and its subcontractor (Schindler).
- Commissioner Rauch made a motion, seconded by Commissioner Smith, "the Board does not object to work specified in this change order, so long as the work is approved by the Architect and does not cause any direct, indirect or subsequent additional costs to the District. The change order as currently presented at a cost of $7,659.59 is denied." The motion carried unanimously (5:0).

Change Order #RFP-55 (ASI 47 Enlarged Piers at Existing Firehouse) $2,235.00

- Commissioner Smith made a motion, seconded by Commissioner Rauch to approve this change order. Motion carried unanimously.

Change Order #PCO-11 (ASI #40 Exterior & Site Lighting) $1,770.19

- Participants noted that this change was mandated by the Planning Board and the cost reflected a credit of fixtures of $7,200.
- Commissioner Smith made a motion, seconded by Commissioner Soldo to approve this change order. Motion carried unanimously,

Change Order #PCO-013 (U-Fixture Switching) $771.48

- Participants noted that this change added switches to the trophy cabinet, without which the lights could not be turned off.
- Commissioner Smith made a motion, seconded by Commissioner Soldo to approve this change order. Motion carried unanimously.

Use of non-US materials and trough drains --$20,467.05

- JMC had previously proposed using non-US sourced materials for castings and trough drains. The Board had accepted this, subject to the materials conformity to all requirements in the project plans, with the sole exception that they were non-US sourced. JMC had also advised that there was a change order

requirement for an additional 28 linear feet of trough drain. (See previous meeting minutes.)

- In an email on 3/25/26 5:02 PM, Mr. Modafferi stated that the additional drain would cost $37,590.05 and that using non-US sourced materials would result in a credit of 17,123.00. Therefore, he proposed a change order for $20,467.05 inclusive of overhead and other costs.
- Commissioner Smith made a motion, seconded by Commissioner Preizler to approve the net amount of $20,467.05 subject to documentation that the materials meet or exceed all project plan specifications, warranties and other requirements, with the sole exception of being non-US sourced. The motion carried unanimously.

Executive Session

- By unanimous consent, the Board entered Executive Session to discuss a personnel matter at 6:52 p.m.
- The Board resumed Regular Session at 7:04 p.m.

Public Comment

- There was no public comment.

Future Dates

- A Special Meeting is scheduled for April 7, 2026 at 5:00 p.m. Senter Street Referendum is April 14, 2026 at 6:00-9:00 pm. Next OACM meeting is April 15, 2026 at 5:15pm following by Regular Monthly Meeting. Email any questions and concerns for the Board's consideration to BOFC@NCFD1.org.

Adjournment

- Upon motion by Commissioner Smith, seconded by Commissioner Rauch, the Board voted unanimously to adjourn the Special Meeting at 7:08 pm.

Respectfully submitted,
Jonathan Goodman
Fire District Secretary

Charitable Contributions Acceptance & Naming Policy

1. Purpose

This policy establishes standard procedures for the Fire District to accept gifts, grants, and donations. It ensures that all contributions align with the District's mission, maintain public trust, and avoid any appearance of a conflict of interest or "pay-for-play" scenarios.

2. Acceptance Criteria

The District reserves the right to decline any donation. To be accepted, a donation must:

- Consistent with the District's mission and operational needs.
- Be free of conditions that would require the District to violate its bylaws or local laws.
- Not create an unsustainable financial burden (e.g., high maintenance costs for donated equipment).

3. Publicity and Recognition

While the District appreciates the generosity of the community, all public recognition must be handled with professional decorum and official oversight.

- **Check Presentations:** A formal check presentation or photo opportunity may occur **only with the express permission of the Board of Fire Commissioners.**
    - Any such presentation shall be made to one or two Fire Commissioners as the official representatives of the District.
    - The District is under **no obligation** to allow or host a check presentation; such events are granted at the sole discretion of the Board.
- **Member Participation:** District members (career or volunteer) are **not required** to participate in check presentations or promotional photography. Participation by officers or rank-and-file members is strictly voluntary and only with the permission of the BOFC to participate.
- **Social Media & Press:** The District may post a "Thank You" on official channels. However, the District will not provide a platform for a donor to advertise a specific commercial product or service.
- **Photography Standards:** If a photo is authorized, personnel choosing to participate must be in a professional Class A or Class B uniform. Photos should occur at a District facility rather than a private place of business to avoid the appearance of an endorsement.

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4. Naming Rights and Memorials

To maintain the integrity of District assets, the following restrictions apply to physical branding:

Category	Policy
Apparatus (Fire Trucks)	**Prohibited.** Names of donors, including businesses, or individuals may not be decaled or painted onto emergency vehicles to ensure they remain neutral symbols of public safety.
Station Buildings	**Limited.** Major wings or rooms may be named in honor of a donor or a fallen member only upon Board approval and a significant capital contribution.
Plaques/Walls	**Permitted.** A "Donor Wall" or small commemorative plaque inside a station lobby is the preferred method for permanent recognition.
Equipment	**Prohibited.** Individual tools (nozzles, saws, thermal cameras) will not bear donor names, though a master list of "Supported By" may be kept for internal records.

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5. Prohibited Actions

The Fire District **will not**:

- Endorse a specific business, product, or political candidate in exchange for a donation.
- Provide "special services" (such as faster response times or private inspections) to donors.
- Accept donations from entities currently involved in a competitive bidding process with the District.

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6. Documentation

All donations exceeding **$250** will be formally acknowledged with a written receipt for the donor's tax purposes. This receipt will state that no goods or services were provided in exchange for the contribution.

1. Introduction & Project Overview

The New Castle Fire District is seeking proposals from qualified, licensed New York State Real Estate Brokers to provide professional services for the marketing and sale of the property located at 11 Senter Street Chappaqua, NY. The District has determined this property is no longer required for fire protection purposes and intends to dispose of the asset.

2. Scope of Services

The selected Broker will be expected to:

- Perform a comprehensive market analysis and recommend an initial listing price.
- Describe in detail the resources and marketing plan targeting both local and regional buyers that your firm intends to commit.
- Coordinate all property showings and "open house" events for potential bidders.
- Assist the Board in evaluating offers to ensure "best value" for the taxpayers.
- Work closely with the District's legal counsel to facilitate the closing process.
- Acknowledge that any sale is subject to a **Mandatory Referendum** and Board approval.

3. Submission Requirements

Interested brokers should submit a proposal containing the following:

- **Company Profile:** A brief history of your firm and your experience with municipal or "special use" properties.
- **Proposed Listing Price:** A Broker Price Opinion (BPO) based on recent comparable sales in the Chappaqua area.
- **Marketing Plan:** A specific strategy for this firehouse (e.g., online platforms, signage, direct outreach to developers).
- **Commission Structure:** Your proposed commission percentage for the sale (including any co-brokerage splits).
- **References:** Contact information for at least three (3) clients for whom you have sold commercial or unique properties.

4. Evaluation Criteria

Proposals will be evaluated based on:

1. **Experience:** History of successful sales of municipal or complex commercial assets.
2. **Market Knowledge:** Demonstrated understanding of local zoning and the potential for adaptive reuse of firehouses.
3. **Strategy:** The depth and breadth of the proposed marketing plan.
4. **Cost:** Competitiveness of the commission rate.
5. **Professionalism:** Compliance with all RFQ requirements and overall quality of the submission.
6. **Presentation:** The Board may ask the finalists to make an in-person presentation to the Fire Commissioners.

5. Submission Instructions

Please submit 1 copy of your proposal in a sealed envelope marked **"RFQ: Firehouse Sale"** by April 10th, 2026. Send either by Mail or delivered to the dropbox as described below.

By Mail to:

New Castle Fire District No. 1 Attn: Board of Fire Commissioners PO Box 64 Chappaqua, NY 10514

OR

Physically dropped off at the NCFD1 Board of Fire Commissioners dropbox at 491 King Street near the door adjacent to the flagpole.