NEW CASTLE FIRE DISTRICT NO.1
Est. 1925

Board of Fire Commissioners
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SPECIAL MEETING MINUTES
June 1, 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 June 1, 2026.

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

Absent
Charles Rauch, Commissioner

Also Present
Jonathan Goodman, District Secretary

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

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

Hurst Tools
- Chief Zezze reported on developments regarding the previously reported damaged Hurst tool. He said that the vendor, MES stated that the damaged tool can be repaired at a cost of approximately $3,000. The repair cost will be covered by insurance with no deductible.
- Chief Zezze said that five Hurst batteries date to 2018 and need replacement at a cost of approximately $800 per battery.
- Chief Zezze reported that the Pierce and Polaris orders are progressing normally.

Cleaning Vendor Bids

- Chair Zezze reported that the District received expressions of interest from ten firms and that she was pleased by the level of interest. Tours of the firehouses were provided, and the list was narrowed to two finalists after due diligence and reference checks. Meetings with the two finalists are scheduled for this week and a winning bidder will be selected by the next meeting.
- A decision will be made whether to have the vendor provide cleaning supplies and consumables or whether the District will provide those products.

Bailout Window Modifications

- Chair Zezze reported that a draft RFP for bailout window modifications was distributed to the Board, Chief Zezze, Chief Eiden, and ex-Chief Maitland.
- Participants said that they had reviewed the document. Discussion followed.
- Chair Zezze stated that the Chiefs and ex-Chief had approved the RFP.
- The Chair and the Secretary agreed to insert a deadline in the document before its distribution.
- Commissioner Smith made a motion, seconded by Commissioner Preizler to approve and distribute the RFP after the deadline date is inserted. The motion carried unanimously.

Overhead Door Motor

- As noted at a previous Meeting, Chair Zezze stated that the construction plans had an error that called for single-phase wiring and incompatible three-phase motors. She said that Dutchess (the sub-contractor) had delivered three-phase motors to the site and only then discovered the error. Wendel corrected the error by calling for replacement of three-phase motors with single-phase motors.
- There are six motors. Chair Zezze said each single-phase motors cost $75 less per motor for a total savings of $450. However, Dutchess wants to charge $1,500 to return the incorrect motors ($500 return shipping fee plus $1,000 restock fee).
- Participants questioned: (1) the high cost of returning the wrong motors; (2) whether it was more economical to discard and/or resell the wrong motors; (3) why the District should be charged anything for a design error; (4) where the $450 savings was being credited.
- Commissioner Smith made a motion, seconded by Commissioner Soldo, to approve the purchase, delivery and installation of the single-phase motors, and to defer approval of payment of $1,500 to return and restock the three-phase motors pending receipt and analysis of information regarding the original cost of the three-phase motors and an accounting for the $450 savings. Motion carried unanimously.

Radio Room Door Control

- Chief Zezze asked whether the switch panel in the new radio room will control the overhead doors in the existing firehouse. The Chief and participants all agreed that this was necessary.
- Commissioner Smith said that he would check on this and report back.

Change Order RFP-41.4 “Roof Hatch Rail” $1,1716.00

- This change order is for a revised guardrail around the new roof hatch to meet the revised hatch dimensions.
- Participants noted that this change was due to a design error related to the hatch.
- Commissioner Smith said that Wendel had accepted design and financial responsibility for the hatch design error and said that this cost should be part of that acceptance as well. He said that he would follow-up with Wendel.

Change Order PCO-7/PCO-8 “Sprinkler Piping at Bailout Window” $2443.00/$2897.00

- Chair Zezze stated that these change orders were to correct sprinkler heads conflicting with use of the bailout window. She noted that this issue was raised long before the sprinkler system was completed and pressurized.
- Chief Zezze noted that the problem was evident when the floor anchor was placed. He said that he communicated the problem to the construction manager and others at that time. Participants questioned whether the cost was increased by delay, because the system would now require draining and additional testing.
- Participants agreed that the sprinkler heads must be moved and that this issue was not delaying project progress. Chair Zezze stated that she would request a Change Order Directive to be issued.

Change Order PCO-9 “Swap Out BFP Meter” $587.00

- Chair Zezze reported that the Town requires that the District replace the newly installed water meter and replace it with a Neptune meter.
- Participants noted that the Town approved the plans (including the current water meter) and they are now requiring a change at additional cost. Participants expressed frustration and disappointment but accepted that they saw no choice but to comply.
- Commissioner Soldo made a motion, seconded by Commissioner Smith to approve Change Order PCO-9 ($587). Motion carried unanimously.

Leaks discovered over Memorial Day Weekend

- Chair Zezze reported on the leaks discovered in the new building. (On May 24, Gerald Ruck sent an email acknowledging the issue). There were leaks found between the new and existing buildings; in the new turnout room; in the sprinkler room; on the second floor mezzanine in the compressor area.
- The Board was informed that the roofer had been at the site and left the building with material and flashing in a condition that allowed water to enter in one location. The source of the other leaks is being investigated by Key.

- Chair Zezze noted that sheetrock had been soaked in one location, and despite Key's assurance that it was mold resistant, she directed that this partial piece of sheetrock be replaced.
- Chair Zezze reminded participants to double check that the exterior doors were closed and locked. She said she had recently found one door open after the work crews had departed.
- Participants noted that one window was being intentionally left unfinished for construction material access. They said the temporary covering was not secure and it allowed moisture to enter the structure.

Senter Street Firehouse

- Commissioner Soldo reported that a dumpster had been delivered, filled and removed. Another dumpster will be delivered when necessary.
- A discussion ensued regarding disposal versus relocation of gym equipment and the preparation of the new space. Chief Zezze said that he has a meeting scheduled with the gym equipment vendor and will request a quote for gym floor tile material and installation.
- Board members reaffirmed their intention to pay for the flooring and other infrastructure costs for the new gym.

Entry Bollards

- Chief Zezze requested that the safety bollards at the new overhead doors be shifted slightly to avoid losing 16" of clearance. The change is at no cost. Participants agreed and thanked the Chief for his observation and suggestion.

Sprinkler System Retrofit Update

- Commissioner Smith reported that the revised sprinkler plans have been transmitted to Tom Depole at the Town of New Castle.
- Commissioner Smith questioned whether Girard Associates would assist in the preparation of an RFP.
- Participants noted that an asbestos assessment should be completed prior to the RFP because the results of the asbestos assessment may result in modifications to the plans and RFP.
- Commissioners Smith and Soldo said they were pleased with Beam's work on the recent asbestos abatement and would contact Beam regarding the sprinkler project. Participants noted that this work is subject to the District's purchasing policy.

Train Station Parking for Members

- Commissioner Soldo said he spoke with the Town regarding parking privileges for members at the train station and this subject would considered at the next Town Meeting. He asked how many permits might be needed and was told that the number would likely be less than ten for CFD and an unknown number for CVAC.

District Internet Domain Name

- The Secretary reported that he investigated reserving a .gov domain for the District and was informed that NCFD1.GOV would not be approved because of Federal CISA (Cybersecurity & Infrastructure Security Agency) policy. The Secretary presented other choices suggested by CISA.
- Commissioner Soldo made a motion, seconded by Commissioner Smith to approve "NewCastleFireDistrict1NY.gov" as the new domain name. The motion carried unanimously.
- The Secretary said he would follow-up with CISA. He also stated that there are no plans for immediate transfer from ncfd1.org to NewCastleFireDistrict1NY.gov.

Open Item List

- Participants discussed open items and next steps.
- Commissioner Smith noted that he experienced excellent customer service at Valley Bank and he wondered whether the Treasurer was working with the same people.

Other Business

- Chair Zezze reported that she was recently informed that the construction contract is missing the responsible party for laying of 125' of gas line. She said that a Con Ed subcontractor may do the work at additional cost.
- Chair Zezze reported that DOT has still provided no response regarding approval for placement of the telephone pole. DOT has been contacted again.
- Commissioner Smith expressed his hope that a BBQ grill, lighting and awning can be installed in the future patio to make the space functional and comfortable.

Public Comment

- There was no public comment.

Future Dates

- Next OACM project meeting is June 17, 2026 at 5:15pm followed by the Regular Monthly Meeting. Email any questions and concerns for the Board's consideration to BOFC@NCFD1.org.

Adjournment

- Upon motion by Commissioner Soldo, seconded by Commissioner Smith, the Board voted unanimously to adjourn the Special Meeting at 6:45 pm.

Respectfully submitted,
Jonathan Goodman
Fire District Secretary