

Chappaqua Fire Department

New Castle Fire District No. 1

Chappaqua, NY

OACM Meeting #16 Dated September 9, 2024 at 6:00pm – Via ZOOM and in person

Minutes of OACM #15 Dated August 12, 2024 at 6:00PM- via Zoom and in person

Attendees	Email:	Initials:	Representing:	Attended (yes/no)
Dwight Smith	dsmith@ncfd1.org	DS	NCFD1- Commissioner	Yes
Nancy Zezze	nzezze@ncfd1.org	NZ	NCFD1- Commissioner	Yes
Charles Rauch	crauch@ncfd1.org	CR	NCFD1- Commissioner	Yes
ED Frank	efrank@ncfd1.org	EF	NCFD1- Commissioner	Yes
Mike Soldo	msoldo@ncfd1.org	MS	NCFD1- Commissioner	Yes
Christine Dennett	cdennett@ncfd1.org	CD	NCFD1- Secretary	Yes
Katy White	treasurer@ncfd1.org	KW	NCFD1- Treasurer	Yes
Lynn E Weinig	lweinig@windelsmarx.com	LW	NCFD1- Attorney- Windels Marx	Yes
Bob Mitchell	rmitchell@wendelcompanies.com	BM	Wendel Mitchell Associates Architects	Yes
Kaitlin Chmura	kchmura@wendelcompanies.com	KC	Wendel Associates Architects	Yes
Pete Signorelli	psignorelli@wendelcompanies.com	PS	Wendel Mitchell Associates Architects	Yes
Joseph Modafferi	jmodafferi@jmcpllc.com	JM	JMC Site Development Consultants	Yes
Lenny Purcell	lpercell@osmetro.com	LP	Open Systems Metro	No
Kevin Sawyer	k-sawyer@tritonconstruction.net	KS	Triton Construction Company	Yes

Distribution: Via Email

Attachments: None

TRITON CONSTRUCTION CO.
Owner / Architect / Construction Manager Status Meeting

New Castle Fire District No. 1						
Item	Description	Action By	Required	Closed	Action / Details	
I	CRITICAL ITEMS					
12/18/23	Security/ Time Lapse Camera	Owner	Ongoing		8/12/24 - Solar cameras were suggested to provide time lapse images of construction progress. - Recommendations were made to use existing site cameras, instead, to record progress of site work. 7/8/24, 5/13/24, 4/8/24, 3/11/24, 2/12/24, 1/8/24- - Entertain local vendor offering free equipment. 12/18/23- Commissioners would like to look at additional construction site security and possible time lapse cameras.	
2/12/24	Third Party Testing and Inspections	TCC	3/11/24	8/12/24	8/12/24 - Tectonic was awarded and the contract was signed. 7/8/24 - To be awarded with the rest of the bids 5/13/24- - Reviewed Matrix of all bidders with BOFC and recommended Tectonic. BOFC to make a formal award at a later date 4/8/24- - RFP has been reviewed. KS to send out to Consultants 3/11/24- - Lynn to review RFP prior to release 2/12/24- TCC to provide Controlled inspection RFP for the Fire District. Award to coincide with the construction project	
2/12/24	Grants to Assist Fire Fighters	District	4/8/24		8/12/24 - Three grants were submitted for a total funding of \$50,000. This money can be used for things such as equipment. - March 2025 is when the new grant cycle starts for additional requests. 7/8/24 - Grants have been submitted. Waiting on a response 5/13/24, 4/8/24, 3/11/24- - Grant #1- Gear Washer and dryer went out on 3/8/24 - Grant #2- Existing building reno/ security due 3/27/24	

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					2/12/14- CD to follow up with grant writers for PA/ security funding
3/11/24	Groundbreaking Ceremony and Time Capsule	District	May/ June		8/12/24, 7/8/24, 5/13/24, - Will keep small if we have it at all. No further updates. Recommend having in early September before sitework kicks off at full speed. 4/8/24, 3/11/24- - Team discussed setting up a Groundbreaking Ceremony once we confirm construction start date. In lieu of a date stone time capsule (in the building wall), Wendel/ Mitchell recommended a cylinder time capsule to be placed in the ground. Team was in favor of this idea.
4/8/24	Bid Schedule	Team	5/20/24		8/12/24 - On 07/17 the bids were awarded to the primes. - A contractor kick-off meeting was held on 08/05 where submittals, safety, and job specifics were discussed. - Bonds and insurance to be reviewed for compliance. - Wendel / Mitchell to attend, bi-weekly, the Monday meetings for discussions / coordination. 7/8/24- - All low bidders have been scoped and found the be responsible, and recommendations were made to the NCFD. Plumbing rebid was included. Reviewed Bid Tabulations including pricing for Alternate #1 (second floor fit-out). Overall project is over budget - District warned that the bids are valid until 7/20/24 and a decision needs to be made very soon - Community/ Fire Members were strongly for a "Complete Project" meaning finishing the second floor. - Community / Fire Members requesting and accounting of the funding, and how a second floor would be paid for. 5/13/24- - Bids opened 5/20. No Plumbing bid and over budget - Triton to shake out the bid tab sheet and send out for further discussions on next steps 4/8/24 - Drawings available 4/22 - Bid opening 5/20 up to 5:50pm - Pre-bid walk thru 5/6 at 10:00am

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Item	Description	Action By	Required	Closed	Action / Details
					Shooting for contract awards 5/30/24 at 6:00pm
7/8/24	Town Permit Approval	Team			8/12/24 - Town meeting has been set for Tuesday 09/03. - Key Construction to bring their site contractor, East Port, for discussions and requirements (inspections, DOT permits, etc.). - Site work will start on the week of 08/26 for erosion control, fencing, trees marked out for protection, etc. - Neighbors should be notified of the work that is to start. 7/8/24 - A&E Team received over 85 questions from the Town and is in the process of responding to all of them. JM reviewed the pre-construction requirements to obtain the permit including a meeting with the town and the site contractor.
II.	NEW ITEMS				
8/12/2024	Docusign & Communication	Owner			8/12/24 - The board is okay with using Docusign for the project. It was discussed that two signatures, from the board, should be available for signature in the case that one or more members are unavailable. One of the signatures should be Dwight's and the other can be any of the commissioners. - Christine, Ed, and Dwight, are to be the main points of contact for the project in items relating to RFIs, COs, etc.
8/12/2024	Relocation of Construction Entrance	Owner / Town			8/12/24 Paul (the Chief) had asked if the construction entrance could be changed from Memorial Drive to King Street. The Town to provide confirmation if whether or not we can make this change.
III.	BUDGET REPORT				
8/11/23	Master Budget				8/12/24

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					- Triton to have a meeting with Wendel / Mitchell on Wednesday 08/14 to discuss costs prior to updating the master budget. 7/8/24, 5/13/24, 4/10/24, 3/11/24 - Master Budget provided and reviewed with Commissioners. 2/12/24- - Reviewed the Budget with all at the meeting.
IV.	SCHEDULE REPORT				
8/11/23	Master Schedule				8/12/24 - Triton to submit Gantt chart using the 9/3 Town meeting as a starting point. This would make the schedule more clear to the board in terms of where we currently are with progress. 7/8/24, 5/13/24, 4/10/24, 3/11/24 - Master Schedule provided and reviewed with Commissioners. - Add Bid dates to schedule 2/12/24- - Reviewed the schedule with all at the meeting

The above represents the author's understanding of the issues discussed and conclusions reached. If these minutes contain information that is not accurate, please contact the undersigned immediately.

Kevin Sawyer