FIFTEEN ROPE FERRY ROAD
Town of Waterford
WATERFORD, CT 06385-2886

Oswegatchie Fire Station Building Committee Meeting

November 6, 2025

Pledge of Allegiance

Meeting called to order at 6:31pm

Members Present:
Robert Tuneski, Rocco Bracciale, Wayne Gilpin, Paul Rafuse, Matthew Blankenship, Timothy Sullivan, Richard Muckle
Members Absent: Jennifer Bracciale, Ted Olynciw

Guests:
Eric Cantar, Christopher Haley

Public Comment:
None

Opening Remarks:
None

Approval of Minutes:

> **MOTION** by P. Rafuse, second M. Blankenship to acknowledge the discussion minutes taken at the 10/16/25 and factor these into this current meeting minutes for approval at the next scheduled meeting. (Attachment 1)
> **VOTE:** Unanimous

Approval of Invoices:

> **MOTION** by T. Sullivan, second R. Muckle to approve the payment of the Downes invoice for $7,793.00. (Attachment 2)
> **VOTE:** Unanimous

VOTE: Unanimous

Meeting adjourned 7:34pm

Respectfully submitted by:
Linda Finnegan, Recording Secretary

FIFTEEN ROPE FERRY ROAD

Town of Waterford

WATERFORD, CT 06385-2886

Oswegatchie Fire Station Building Committee Meeting

October 16, 2025
SPECIAL MEETING

Pledge of Allegiance

Meeting called to order at 6:31pm

Members Present: Robert Tuneski, Rocco Bracciale, Wayne Gilpin, Paul Rafuse, Jennifer Bracciale, Ted Olynciw, Matthew Blankenship, Timothy Sullivan

Members Absent: Richard Muckle

Guests: Purchasing Agent, Shea Davy, Kimberly Allen, David Stein, Steve Smith, Chris Pafias, Atty. Kepple, Christopher Haley

Public Comment: None

Opening Remarks: This meeting will include the plan for bidding, bonding and construction.

Atty. Kepple acknowledged the hard work of the Building Committee.

Current Business: B. Tuneski asked for the thought process on awarding the bids and the time schedule associated with this.

K. Allen stated the Town will not wait to move forward until the money is in hand.

The schedule for the bonding is as follows:
Rating workshop January 15, 2026
Bond then goes out to bid
February 24, 2026 – Bids opened
March 10, 2026 – Closing/cash in hand

K. Allen stated the bid process should begin now. It will take 6-8 weeks after the information is put out for the construction.

S. Smith provided copies of the Project Schedule and spoke to that. (Attachment 1) Atty. Kepple provided information from K. Allen and S. Smith built this information into the Project Schedule. S. Smith will make a few adjustments to the schedule after information was shared tonight.
S. Smith indicated he and D. Stein will need approximately 2 weeks to finalize some bid document items. He would like to meet with S. Davy to help develop the RFP. He believes this could happen in November instead of December.

K. Allen distributed a financial report that will be updated and distributed at every meeting. (Attachment 2)

D. Stein – SPA will send templates to be reviewed by Atty. Kepple with the AIA documents. This will allow the contractors to know what the terms and conditions are so at the time of award there is little to no negotiation. The traffic piece of the Project Schedule has not been designed as of now. This will be an item that may have to be bid as a separate package designed concurrently when this is out to bid.

The need/desire on a traffic light was discussed. The minutes showing the vote for or against the traffic light will be brought forward at the committee's next meeting.

S. Smith indicated the bid for the soil testing should go out the same time as the GC bid.

The current Oswegatchie Fire Station has had hazardous material testing done. Asbestos and other material was found. The Town will need a specification to go with those results and Mystic Air Quality is working on this within their contract price. These specs should be ready next week to go into the bid package information.

T. Olynciw reminded the committee that the two properties need to be combined into a mylar drawing which is required by the Town Clerk's office and Planning & Zoning. The cost will need to be approved in order to hire a surveyor for this job. Atty. Kepple received a quote from Langan Engineering indicating the cost would be $3,000.00. Atty. Kepple will provide this quote to the committee for action. After discussion it was decided the Town should provide the surveyor.

The new invoice process was discussed.

1. SPA will review the invoice and sign and send to Downes
2. Downes will review and sign and send to Recording Secretary
3. Recording Secretary will email K. Allen the invoice
4. Recording Secretary will bring invoice forward for committee's approval
5. K. Allen will refer to the minutes for approval and then process invoice.

The committee agreed to continue to meet once a month, on the first Thursday of the month, until the need arises to meet more often or hold a special meeting.

A discussion was held on certified payroll and the submission requirements.

Old Business: T. Olynciw's emails will be added as correspondence.

New Business: None

The next meeting is scheduled for November 6, 2025.

Meeting adjourned 7:38pm

Respectfully submitted by:
Linda Finnegan, Recording Secretary

Attachment 2

DOWNES
CONSTRUCTION

200 Stanley Street
New Britain, CT 06050
860-229-3755

DATE: August 31,2025
INVOICE ID: 25010552007
INVOICE NUMBER: 007

Invoice To:
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Send Payment To:
Downes Construction Company, LLC
200 Stanley Street
New Britain, CT 06050
Attn: Accounting

CONTRACT ID: 25-01-0552
LOCATION: Oswegatchie Fire House

CUSTOMER ID: WATERFORD
PO #:

Item Id	Description	Contract Amount	Percent Complete	Total Billed	Previous Billed	Total This Invoice	Balance to Finish
1000	Preconstruction	77,930.00	100.00 %	77,930.00	70,137.00	7,793.00	
1010	Construction	213,720.00					213,720.00
1020	Reimbursables	10,000.00					10,000.00
	Total	301,650.00	25.83 %	77,930.00	70,137.00	7,793.00	223,720.00

Contract Summary

Original contract amount	301,650.00
Approved changes	0.00
Revised contract amount	301,650.00
Invoiced to date	77,930.00
Remaining to invoice	223,720.00
Percent billed	25.83 %
Retainage balance	0.00

Submitted by: Steven Smith

Digitally signed by Steven Smith
DN: C=US,
E=[illegible],
O=Downes Construction Co. LLC,
CN=Steven Smith
Date: 2025.09.05 [illegible]

Date:

SILVER PETRUCELLI + ASSOCIATES

3190 WHITNEY AVENUE HAMDEN CT 06518
311 STATE STREET NEW LONDON CT 06320
203 230 9007 silverpetrucelli.com

Town of Waterford
Linda Finnegan
15 Rope Ferry Road
Waterford, CT 06385-2886

Invoice number 25-2803
Date 11/01/2025

Project **23.352 Waterford - Oswegatchie Fire Station**

Professional services through October 31, 2025.

Description		Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Schematic Design Phase		66,200.00	100.00	66,200.00	66,200.00	0.00
Design Development		110,344.00	100.00	110,344.00	110,344.00	0.00
Construction Document Phase		286,000.00	100.00	286,000.00	286,000.00	0.00
Bid Phase		22,000.00	2.27	500.00	0.00	500.00
Construction Administration		132,000.00	0.00	0.00	0.00	0.00
Allowances - Traffic Engineering PO 250608		42,500.00	7.06	3,000.00	3,000.00	0.00
Allowances - Geotechnical Borings		35,000.00	21.43	7,500.00	7,500.00	0.00
Allowances - Hazardous Material Testing		25,000.00	0.00	0.00	0.00	0.00
Allowances - Boundary Survey & Wetland Delineation		15,000.00	100.00	15,000.00	15,000.00	0.00
Allowances - High Performance Buildings		25,000.00	0.00	0.00	0.00	0.00
	Total	759,044.00	64.36	488,544.00	488,044.00	500.00

Invoice total **500.00**

Invoice Summary

Description		Contract Amount	Total Billed	Prior Billed	Current Billed
Schematic Design Phase		66,200.00	66,200.00	66,200.00	0.00
Design Development		110,344.00	110,344.00	110,344.00	0.00
Construction Document Phase		286,000.00	286,000.00	286,000.00	0.00
Bid Phase		22,000.00	500.00	0.00	500.00
Construction Administration		132,000.00	0.00	0.00	0.00
Allowances - Traffic Engineering PO 250608		42,500.00	3,000.00	3,000.00	0.00
Allowances - Geotechnical Borings		35,000.00	7,500.00	7,500.00	0.00
Allowances - Hazardous Material Testing		25,000.00	0.00	0.00	0.00
Allowances - Boundary Survey & Wetland Delineation		15,000.00	15,000.00	15,000.00	0.00
Allowances - High Performance Buildings		25,000.00	0.00	0.00	0.00
Fire Protection Design		0.00	400.00	400.00	0.00
	Total	759,044.00	488,944.00	488,444.00	500.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
25-2803	11/01/2025	500.00	500.00				
	Total	500.00	500.00	0.00	0.00	0.00	0.00

Approved by:

David J. Stein
Project Manager