



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. Keple, Christopher Haley

Public Comment: None

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

Atty. Keple 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 ALA 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

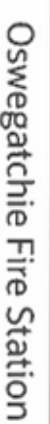
The next meeting is scheduled for November 6, 2025.

Meeting adjourned 7:38pm

Respectfully submitted by:

Linda Finnegan, Recording Secretary

DOWNES



Project Schedule





Oswegatchie Fire Station



Project Schedule

DOWNES

ID	Name	Planned Duration	Start	Finish	2025												2026												2027																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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Oswegatchie Fire Station

Waterford Connecticut





Project Schedule



DOWNES

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Oswegatchie Fire Station

Waterford Connecticut



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BUDGET SUMMARY
ACCOUNT 20523-57792

NEW FIRE STATION

REPAIRS

Updated 10/15/2025

MUNSI Balance 10/14/25

232,710.37

REVENUE

Architect/specialty subcontractors (Add'l Approp) 126,821.00
Architect & Design Services (Add'l Approp) 286,000.00
Program Manager (Add'l Approp) 306,650.00
Bonding 12,600,000.00

Total Budget

13,319,471.00

EXPENDITURES

Pre Bond Expenditures 558,581.00
Post Bond Expenditures -
Encumbrances/Pos 561,513.00

Balance Available

12,199,377.00

NEW FIRE STATION INVOICES

PREVIOUS

CURRENT

Downes Construction	
PO #	Amount Paid
N/A	6,320.00
250641	6,320.00
250706	6,320.00
250587	6,320.00
205561	28,585.00
260266	16,272.00
70,137.00	

Silver Petrucci	
PO #	Amount Paid
250608	3,000.00
N/A	14,300.00
250705	114,400.00
250642	148,517.20
250586	6,400.00
250544	60,689.20
250521	16,550.00
250517	27,586.00
250480	16,551.60
250412	16,550.00
250340	19,860.00
250286	28,240.00
260300	1,500.00
N/A	14,300.00
488,444.00	

NEW FIRE STATION PURCHASE ORDERS

Vendor	Service	PO #	Amount	Expended	Balance
Silver Petrucci	Traffic Light Study	250608	42,000.00	3,000.00	39,000.00
Silver Petrucci	Design/Allowances	260382	271,000.00	-	271,000.00
Downs Cosntruction	Project Mgmt	260383	251,513.00	-	251,513.00

561,513.00

REPAIR INVOICES

Vendor

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Amount Paid

REPAIRS PURCHASE ORDERS

Vendor	Service	PO #	Amount	Expended	Balance
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