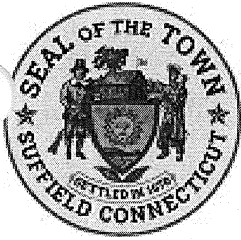


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TOWN OF SUFFIELD

**MEETING MINUTES
PERMANENT BUILDING COMMISSION & FIRE COMMISSION
SPECIAL JOINT MEETING
March 26, 2026
6:00 p.m.**

**Locations: Town Hall
83 Mountain Road
Suffield, CT**

Meeting Name: Permanent Building Commission & Fire Commission

By: Kristen Lambert - Recording Secretary

Type of Meeting: Special Joint Meeting

Permanent Building Commission Members Present

Kevin Goff - Chairman, Glenn Neilson - Vice Chairman, Joe Sangiovanni, Cathie Ellithorpe, Marty Page and Henry Miga Billy Gozzo

Permanent Building Commission Members Absent

Brian Baril

Fire Commission Members Present

Colin Moll – First Selectman and Fire Commission Interim Chairman, Amanda Thibedeau, Nathan Prusi, Dan Vindigni, Edward O’Hurley and Paul Christian

Fire Commission Members Absent

Jack Bucior

Also Present

Brad Belcher – ACCE Chairman, Brian Gauthier – Fire Lieutenant, Lee Corbert – Director of Public Works, and Anthony Deluzio – Colliers, Jeff McElravy and Rebecca Hopkins - Tecton

PBC Chairman Kevin Goff called the Joint Special Meeting of the Permanent Building Commission to order for Thursday, March 26, 2026 at 6:00 p.m. He thanked all for being in attendance and emphasized the importance of coming together to determine the best way to approach the deficiencies in the current

Firehouse 1 building. First Selectman Moll also addressed the group, explaining that the PBC has been doing a lot of work on the Firehouse 1 project and the job of the Fire Commission is to catch up on what has already been done, understand the various aspects of the project and provide input for the needs of the fire department in order to assist the PBC in determining the best fit for the future, whether it be a renovation or a new build.

Public Comment

None

Presentation – Suffield Fire Station 1 (Colliers & Tecton)

Chairman Goff invited Tony DiLuzio of Colliers to present to the commission members. Mr. DiLuzio introduced himself and explained the purpose of the presentation which included the following:

- 1) Review Program and Budget Scenarios for Fire Station 1
- 2) Compare Construction and Renovation Options Operational Impacts
- 3) Understand Cost Drivers and Tradeoffs
- 4) Support Decision-making or Next Project Phase

He explained the roles and responsibilities of all key personnel involved in the decision-making process, provided background on the project, and outlined the Fire Department's vision, which reflects significant service changes over the past decade that must be considered. These changes include the recent integration of EMS response, increasing call volumes, evolving workload distribution, operational challenges, volunteer staffing concerns, and updated training requirements.

Determining whether the department will remain a hybrid model or transition to a fully career or fully volunteer system is a key question. Factors such as growing emergency call demand, changes in fire service operations, aging infrastructure, and challenges in volunteer recruitment and availability all play a role in shaping how the department and its facilities should function moving forward.

Industry standards were also discussed, including those established by the National Fire Protection Association (NFPA), the U.S. Fire Administration (USFA), and the Occupational Safety and Health Administration (OSHA).

Rebecca Hopkins (Tecton) and Jeff McElravey (Tecton) joined the discussion and guided the group through a review of the programming elements, identifying each item as either a "need" or a "want," and comparing them to existing conditions at Fire Station 1. This review included public spaces, administrative spaces, living quarters, apparatus bays, and firematic support areas.

Based on these programming elements, Ms. Hopkins and Mr. McElravey developed three options with varying square footage to illustrate how spaces could be adjusted to meet the specific needs of Suffield's Fire Department. Option 1 (Layout Efficiency Optimization) provides 17,680 GSF, and Option 2 (Reduced Living and Administrative Spaces) provides 15,680 GSF; both are designed as two-story buildings. Option 3 (Minimum Operations Program) provides 12,185 GSF in a single-story layout.

Each option reflects adjustments to public areas, radio and communications spaces, administrative and shared workspaces, living quarters, apparatus and training areas, and firematic support spaces. These options were compared against a baseline program of 20,385 GSF, which was developed following initial discussions with the PBC, Fire Chief, Director of Public Works, and former Fire Commission Chair.

The group reviewed each option using test-fit site plans, outlining both new construction and addition and renovation scenarios.

Key budget factors and cost comparisons were discussed, with each scenario evaluated in terms of cost structure and overall project efficiency, including cost per GSF. The group also reviewed the advantages of new construction versus renovation with an addition. Design considerations for each approach included long-term operational needs, capital budget availability, site limitations associated with modifying the existing location, lifecycle costs versus initial costs, and community priorities, including referendum requirements.

An extensive discussion followed, with members asking questions, sharing perspectives, and expressing concerns regarding the various scenarios, as well as the timeline for decision-making. The Tecton and Colliers teams addressed each question and provided guidance as needed. The timeline for key decisions was further discussed, and plans were made to schedule additional meetings to meet required deadlines and establish a clear direction for Colliers and Tecton moving forward.

The order of operations was reviewed and clarified for the Fire Commission, including a detailed evaluation of the program and associated spaces to determine what is essential versus optional. It was determined that a decision on the program should be made by mid-April, allowing the team to advance conceptual design work through May, June, and part of July, followed by cost estimating from mid-July to mid-August.

The group also plans to meet with additional firefighters in the near future to gather further input and support the decision-making process.

Public Comment

None.

Next Meeting

A Special Meeting is currently being considered for Thursday, April 2nd, however, due to timing of the next Board of Fire Commissioner meeting it may be cancelled.

The next Regular meeting of the Permanent Building Commission will be held on April 16, 2026.

First Selectman Moll MOTIONED and Commissioner Miga seconded, to adjourn the meeting at 8:29 p.m. Motion passed unanimously.

Respectfully submitted,

Kristen Lambert

Recording Secretary

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