

**SOUTH FIRE DISTRICT  
Of the City of Middletown  
BUILDING COMMITTEE  
SPECIAL MEETING  
Thursday, September 28, 2023  
5:30 p.m.**

**AGENDA**

1. CALL TO ORDER
2. OPEN PUBLIC SESSION
3. CLOSE PUBLIC SESSION
4. MINUTES TO BE APPROVED
  - a. September 13, 2023 Regular Meeting
5. OLD BUSINESS
  - a. Project status update
  - b. Project financing update
6. NEW BUSINESS
  - a. Approval of invoice
    - i. Acadia Insurance Company – 09/18/2023 (Builders Risk Insurance)
  - b. Conceptual budget
  - c. Additional project items.
7. ADJOURNMENT

Members of the public may attend the meeting at the firehouse. Alternatively, they may view/listen to the meeting as follows:

Direct link to Zoom:

<https://us02web.zoom.us/j/81156896933?pwd=aFIRV1ZPaGhGNFhKdks3bEhyUWloZz09>

1. Go to <https://zoom.us> and joining the meeting using the meeting I.D. number located below.
2. Via telephone at 646-558-8656

Meeting I.D. 811 5689 6933  
Passcode: SFD

**SOUTH FIRE DISTRICT**  
**445 Randolph Road | Middletown, CT**  
**BUILDING COMMITTEE**  
**REGULAR MEETING MINUTES**  
**Wednesday, September 13, 2023 - 5:30 p.m.**

**Held at the firehouse and via Zoom Meeting I.D. 833 3644 9054**

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Nancy Hunter, Edward Monarca (arrived at 5:34 p.m.), Melissa Roming, Phil Russo, Chief James Trzaski, Paul Pizzo, and Paul Morin.

**1. CALL TO ORDER**

Chairman Thazhampallath called the meeting to order at 5:31 p.m.

**2. OPEN PUBLIC SESSION**

Chairman Thazhampallath opened the Public Session at 5:32 p.m.

**3. CLOSE PUBLIC SESSION**

There were no speakers or presentations from the public.

Chairman Thazhampallath closed the Public Session at 5:32 p.m.

**4. MINUTES TO BE APPROVED**

**MOTION** to approve the minutes of the regular meeting of July 13, 2023 and the special meeting of July 25, 2023 by N. Hunter/M. Roming. Unanimously approved.

**5. OLD BUSINESS**

a. Project status update

Landmark Architects, P.C. informed the Committee all technical drawings are complete with the possibility of slight adjustments as needed. Changes to site plan may be necessary due to change in civil engineering firm.

b. Digital sign is sited to the east side of building and will need Zoning Board of Appeals approval. Committee discussed moving sign to west side and any traffic view problems. Slight movement of sign placement possible to avoid traffic issues with Lee Street. Site also provides power to location without additional costs.

c. City plans to do an administrative approval of other drawings at Planning and Zoning level due to small size of addition and project.

d. Meeting set with Construction Manager in two weeks (Sept 27) to discuss conceptual budget and other project items. Construction Manager plans start of work very soon. Level of parking lot also being reviewed.

**6. NEW BUSINESS**

- a. Approval of Construction Manager Contract.

**MOTION** to approve Milestone Construction Services, LLC construction manager contract for the South Fire District Building Renovation Phase II by J. Bibisi/E. Monarca. Unanimously approved.

- b. Approval of invoices

**MOTION** to approve Landmark Architects, P.C. invoice dated 05/31/2023 in the amount of \$18,750.00, invoice dated 07/12/2023 in the amount of \$18,750.00, and invoice dated 08/24/2023 in the amount of \$30,000.00 by N. Hunter/J. Bibisi. Unanimously approved.

**7. ADJOURNMENT**

**MOTION** to adjourn by E. Monarca/P. Russo. Unanimously approved.

The meeting adjourned at 5:59 p.m.

Submitted by,



Kathleen M. Kiley, Building Committee Recording Secretary

# Billing Statement

**Account Name and Address**

 South Fire District  
 445 Randolph Rd  
 Middletown, CT 06454

**Statement Date**

09/18/2023

**Authentication Code:** ~~X0053589~~
**Account Number:** ~~X0053589~~  
**Current Balance:** \$ 2,351.00  
**Minimum Due:** \$ 2,351.00  
**Due Date:** 10/13/2023

**Agent**  
 Hollis D Segur, Inc.  
 10 Research Parkway, Suite 400  
 Wallingford, CT 06492  
 203-699-4500

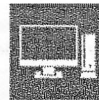
Summary of Amounts Due	Eff. Date	Expiration Date	Policy Balance	Minimum Due
<del>X0053589</del> Fees	09/13/2023	09/13/2024	\$ 2,351.00	\$ 2,351.00
				\$ 0.00

\*See Page 3 for transaction detail \*

**Payment Options**

**Option 1 – Pay In Full:** You can avoid paying future Installment Fees if you pay the Current Balance shown above by the Due Date. If you do, you will not receive another Billing Statement unless your policy renews or you make a change in coverage which results in a change in premiums.

**Option 2 – Pay Minimum Due:** An Installment Fee of \$8.00 will be charged each time you choose this option. Changes to your policy may change your Installment Schedule.

**SEE REVERSE FOR PAYMENT METHODS**


Detach and return this Payment Coupon with your payment	<b>Account Number</b> <del>X0053589</del>	<b>Statement Date</b> 09/18/2023	<b>Due Date</b> 10/13/2023	<b>Current Balance</b> \$ 2,351.00	<b>Minimum Due</b> \$ 2,351.00
	<b>Account Name</b> South Fire District				<b>Amount Enclosed</b>

 Please include Account Number on your check.  
 Make checks payable to Acadia Insurance Company and send to:

 Acadia Insurance Company  
 PO Box 639804  
 Cincinnati, OH 45263-9804

 Mail payment  
 7 days before  
 Due Date to  
 ensure timely  
 receipt

52C04005358900A100235100000235100101320236

# Billing Statement

		Transaction Amount	Minimum Due
Detail of activity since last Statement	Inland Marine <del>500688-X</del> Pol Eff 09/13/2023		
	Policy Previous Balance	\$ 0.00	
	New Business 09/14/2023	\$ 2,351.00	
	Policy Ending Balance	\$ 2,351.00	\$ 2,351.00
	Account Fees Previous Balance	\$ 0.00	
	Ending Balance	\$ 0.00	\$ 0.00
	Total Current Balance	\$ 2,351.00	
	Total Minimum Due		\$ 2,351.00