

**SOUTH FIRE DISTRICT  
Of the City of Middletown  
BUILDING COMMITTEE  
REGULAR MEETING  
Tuesday, October 17, 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 28, 2023 Special Meeting
5. OLD BUSINESS
  - a. Project status update
6. EXECUTIVE SESSION  
PURSUANT TO STATUTES SECTION 1-200(6)(D) AND SECTION 1-225(a) OF THE CONNECTICUT GENERAL STATUTES, AS AMENDED, THE SOUTH FIRE DISTRICT BUILDING COMMITTEE WILL MEET IN EXECUTIVE SESSION FOR THE PURPOSE OF REVIEWING AND DISCUSSING DETAILED BUDGET ITEMS FOR THE SOUTH FIRE DISTRICT BUILDING RENOVATION PHASE II.
7. CALL BACK TO ORDER
8. NEW BUSINESS
  - a. Approval of invoices
    - i. Landmark Architects, P.C. – 10/11/2023
9. 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/82707248823?pwd=MlZ6aE1zQ1lLc3F5cVZoTisxQ1Jldz09>

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. 827 0724 8823

Passcode: SFD

**SOUTH FIRE DISTRICT**  
**445 Randolph Road | Middletown, CT**  
**BUILDING COMMITTEE**  
**SPECIAL MEETING MINUTES**  
**Thursday, September 28, 2023 - 5:30 p.m.**

**Held at the firehouse and via Zoom Meeting I.D. 811 5689 6933**

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Nancy Hunter, Ed Monarca, Melissa Roming, Phil Russo, Chief James Trzaski, Paul Pizzo, Paul Morin, Frank Ferraiolo, Milestone Construction Services, LLC, Justin Shanley, Milestone Construction Services, LLC, James Mastroianni-Local 3918 Union President (via Zoom), and members of the fire department.

**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 5:31 p.m.

**3. CLOSE PUBLIC SESSION**

James Mastroianni-Local 3918 Union President (via Zoom) did not wish to speak. There were no other members of the public present. 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 September 13, 2023 by E. Monarca/J. Bibisi. Unanimously approved.

**5. OLD BUSINESS**

a. Project status update

- i. Applications submitted to Zoning Board of Appeals – meeting October 5, 2023 at 5:30 p.m.
  1. Request variance for proposed construction of a digital sign.
  2. Request variance for construction of an addition to a public facility in a residential zone.

Drawings have been dropped off to the Building Department to review for the building permit.

**6. NEW BUSINESS**

- a. Approval of invoice

**MOTION** to approve Acadia Insurance Company, P.C. invoice dated 09/18/2023 in the amount of \$2,351.00 by J. Bibisi/E. Monarca. Unanimously approved.

- b. Additional project items.

- i. Conceptual Budget – Chairman Thazhampallath questioned discussing the budget in open session as it may give an unfair advantage to companies bidding the project. The discussion continued without detailed budget amounts. Frank Ferraiolo informed the committee the bottom line for the project is \$1,381,000. He suggested possible savings may be recognized by materials substitution and/or cutting items from the project or changing some items to Add Alternates.

**MOTION** to authorize Milestone Construction Services, LLC to go out to public bid for site excavation and concrete bid packages by N. Hunter/M. Roming. Unanimously approved.

**7. ADJOURNMENT**

**MOTION** to adjourn by J. Bibisi/E. Monarca. Unanimously approved.

The meeting adjourned at 6:10 p.m.

Submitted by,



Kathleen M. Kiley  
Building Committee Recording Secretary

Landmark Architects, P.C.  
 100 RIVER VIEW CENTER SUITE 204  
 MIDDLETOWN, CT 06457  
 860-346-1333  
 llockton@landmarkarch.com

# Invoice



**BILL TO**

Middletown South Fire District  
 Chief James Trzaski  
 445 Randolph Road  
 Middletown, CT 06457

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
0734	10/11/2023	\$7,500.00	11/10/2023	Net 30	

DETAIL / PERCENT COMPLETE	PRIOR BILLING	CURRENT FEE
Schematic Design - Total Fee \$18,750.00 - 100% complete	18,750	
Design Development - Total Fee \$18,750.00 - 100% complete	18,750	
Contract Documents - Total Fee \$37,500.00 - 100% complete	30,000	7,500.00
Contract Administration - Total Fee \$25,000.00 - 0% Complete		
A23007 - South Fire Phase II		

We appreciate your business!

BALANCE DUE

**\$7,500.00**