

**SOUTH FIRE DISTRICT
Of the City of Middletown
BUILDING COMMITTEE
REGULAR MEETING
Tuesday, December 5, 2023
5:30 p.m.**

AGENDA

1. CALL TO ORDER
2. OPEN PUBLIC SESSION
3. CLOSE PUBLIC SESSION
4. MINUTES TO BE APPROVED
 - a. October 17, 2023 Special Meeting
5. OLD BUSINESS
 - a. Project status update
6. NEW BUSINESS
 - a. Approval of invoices
 - i. Landmark Architects, P.C. – 11/22/2023
 - b. Review, Discussion and Acceptance of Bid Returns – *Action Item*
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/83083054579?pwd=WkNnSnhTdEV2NU9GbK5ROWhxbytBQT09>

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. 830 8305 4579
Passcode: SFD

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT
BUILDING COMMITTEE
SPECIAL MEETING MINUTES
Tuesday, October 17, 2023 - 5:30 p.m.

Held at the firehouse and via Zoom Meeting I.D. 827 0724 8823

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, and members of the fire department.

1. CALL TO ORDER

Chairman Thazhampallath called the meeting to order at 5:32 p.m.

2. OPEN PUBLIC SESSION

Chairman Thazhampallath opened the Public Session at 5:33 p.m.

3. CLOSE PUBLIC SESSION

There were no members of the public present. Chairman Thazhampallath closed the Public Session at 5:33 p.m.

4. MINUTES TO BE APPROVED

MOTION to approve the minutes of the special meeting of September 28, 2023 by E. Monarca/J. Bibisi. Unanimously approved.

5. OLD BUSINESS

- a. Project status update
 - i. Request variance for construction of an addition to a public facility in a residential zone approved by the Zoning Board of Appeals special meeting October 11, 2023.

Paul Pizzo stated a check is required to record the Certificate of Variance in the land records. The check should be made payable to City of Middletown in the amount of \$60.00.

6. EXECUTIVE SESSION

MOTION to go into executive session, pursuant to Statutes Section 1-200(6)(D) and Section 1-225(a) of the Connecticut General Statutes, as amended, to review and discuss detailed budget items for the South Fire District Building Renovation Phase II by N. Hunter/M. Roming. Unanimously approved.

The committee entered executive session at 5:45 p.m. In attendance were Chairman Geen Thazhampallath, Nancy Hunter, Ed Monarca, Melissa Roming, Phil Russo, Chief James Trzaski, Paul Pizzo, Paul Morin, Frank Ferraiolo, and Justin Shanley.

MOTION to exit executive session by E. Monarca/M. Roming. Unanimously approved. Executive session ended at 6:09 p.m.

7. CALL BACK TO ORDER

Chairman Thazhampallath called the meeting back to order at 6:10 p.m.

8. NEW BUSINESS

- a. Approval of invoice

MOTION to approve Landmark Architects, P.C. invoice dated 10/11/2023 in the amount of \$7,500.00 by P. Russo/J. Bibisi. Unanimously approved.

9. ADJOURNMENT

MOTION to adjourn by N. Hunter/J. Bibisi. Unanimously approved.

The meeting adjourned at 6:11 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
0735	11/22/2023	\$6,250.00	12/22/2023	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	37,500	0.00
Contract Administration - Total Fee \$25,000.00 - 25% Complete		6,250.00
A23007 - South Fire Phase II		

We appreciate your business!

BALANCE DUE

\$6,250.00