

**SOUTH FIRE DISTRICT
Of the City of Middletown
BUILDING COMMITTEE MEETING
MONDAY, MAY 8, 2017
MINUTES**

Present: Chairman Gene Thazhampallath, Joseph Bibisi, Commissioner Edward Creem, Nancy Hunter, Phillip Russo, Chief Robert Ross, Joseph Samolis, Christine Marques, and members of the public.

Absent: Commissioner Mary Bartolotta, Gene Nocera, and Guy Russo.

1. CALL TO ORDER Chairman Thazhampallath called the meeting to order at 5:36 p.m.

2. INTRODUCTION OF BUILDING COMMITTEE MEMBERS

Chairman Thazhampallath asked the committee members to introduce themselves with a brief description of their affiliation with South Fire District.

3. OPEN PUBLIC SESSION

Chairman Thazhampallath opened the public session at 5:40 pm.

Dan Penney, Chamberlain Hill Rd.

Mr. Penney thanked the committee for the opportunity to speak and the prepared meeting materials. Also stating that transparency is key in such a large project. Mr. Penney also offered the committee his considerable years of experience in facilities management.

4. CLOSE PUBLIC SESSION

Chairman Thazhampallath closed the public session at 5:41 pm.

5. OLD BUSINESS

- Chairman Thazhampallath introduced Joseph Samolis, Mayor's Chief of Staff. Mr. Samolis reviewed the process of the City of Middletown accepting the Certified Resolution for South Fire District. Mr. Samolis explained by the City accepting the Certified Resolution a line was created in the budget for the renovation project. The District would submit all invoices to the City for payment, then the City would request reimbursement from the Department of Economic and Community Development (DECD). Mr. Samolis also stated if the budget for the project needed to be modified to inform him.

Approved
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- Chairman Thazhampallath introduced Christine Marques from the State of Connecticut Department of Economic and Community Development. Ms. Marques explained that because this grant is a pass-thru grant the City of Middletown and the State of Connecticut's procurement requirements must be fulfilled. In addition, the City of Middletown must be kept informed of all financial information and deadlines. Ms. Marques also stated the DECD does not pay for furniture and fixtures. The District would be responsible for the cost of these items.

6. NEW BUSINESS

- Overview of Project:
 - i. Chief Ross provided a brief overview of the project and led the committee, and members of the public on a walking tour of the facility.
- RFP for Architect:
 - i. Chairman Thazhampallath discussed the draft RFP included in the meeting materials and asked the committee members to review the document and encouraged them to offer suggestions and/or changes.
- Architect Selection:
 - i. Chairman Thazhampallath discussed the creation of a subcommittee to interview and recommend firms to the Building Committee. He proposed three firms for the final selection process.
- Financial Lines
 - i. The committee due to information provided by the state will follow budget lines recommended by the state.
 - 1. Further, the committee cannot use state resources to buy furniture of fixtures. The grant is intended for capital improvements, design and construction only.

7. ADJOURNMENT

MOTION to adjourn by Joseph Bibisi/Philip Russo. Unanimously approved.

Meeting adjourned 6:38 p.m.

Submitted by,



Kathleen M. Kiley
Building Committee Secretary

**SOUTH FIRE DISTRICT
Of the City of Middletown
BUILDING COMMITTEE MEETING
MONDAY, JUNE 12, 2017
MINUTES**

Present: Chairman Gene Thazhampallath, Joseph Bibisi, Commissioner Edward Creem, Nancy Hunter, Guy Russo, Phillip Russo, Chief Robert Ross, and members of the public.

Absent: Commissioner Mary Bartolotta and Gene Nocera.

1. CALL TO ORDER Chairman Thazhampallath called the meeting to order at 5:30 p.m.
2. INTRODUCTION OF BUILDING COMMITTEE MEMBERS Chairman Thazhampallath asked the members to introduce themselves and state their address.
3. PUBLIC SESSION Chairman Thazhampallath opened the Public Session at 5:32 p.m. No one wished to speak.
4. CLOSE PUBLIC SESSION Chairman Thazhampallath the closed Public Session at 5:32 p.m.
5. MINUTES TO BE APPROVED
Meeting of May 8, 2017.
MOTION to approve the minutes of the May 8, 2017 meeting by Ed Creem/Nancy Hunter. Guy Russo abstained. Approved.
6. OLD BUSINESS
Chairman Thazhampallath gave a brief overview of the revised RFP that was developed with the assistance of the Donna Imme, Supervisor of Purchases for the City of Middletown and Chief Ross. Chairman Thazhampallath asked the committee to offer their ideas and suggestions on the document. Guy Russo offered suggestions for several changes to the document and Chairman Thazhampallath agreed to discuss the suggestions with Donna Imme.
7. NEW BUSINESS
 - a. Approve: RFP for architect and engineering services. MOTION to approve the RFP with the stipulation Chairman Thazhampallath would discuss the suggested changes to the document with Donna Imme by Ed Creem/Joseph Bibisi. Unanimously approved.

Approved
09/11/2017

- b. Approve: 3 members to interview in August per RFP and make recommendations to Building Committee.

Chairman Thazhampallath discussed the qualification and interview process with the members. Subcommittee members are: Joseph Bibisi, Ed Creem, and Nancy Hunter. Chief Ross will be a non-voting member.

- c. Other.
None.

8. ADJOURNMENT

MOTION to adjourn by Ed Creem/Joseph Bibisi. Unanimously approved.

Meeting adjourned at 5:47 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Kathleen M. Kiley". The signature is written in a cursive, flowing style.

Kathleen M. Kiley
Building Committee Secretary

**SOUTH FIRE DISTRICT
Of the City of Middletown
BUILDING COMMITTEE MEETING
MONDAY, SEPTEMBER 11, 2017
MINUTES**

Present: Chairman Gene Thazhampallath, Commissioner Mary Bartolotta, Joseph Bibisi, Commissioner Edward Creem, Nancy Hunter, Gene Nocera, Phillip Russo, Interim Chief Michael Howley, and members of the public.

Absent: Guy Russo.

1. CALL TO ORDER Chairman Thazhampallath called the meeting to order at 5:32 p.m.

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

Daniel Penny, Chamberlain Hill Road

Mr. Penney expressed confusion concerning the RFP changes. Stating the bonding is for renovations, however, the RFP has additional square footage which would be new construction, and not renovations.

3. CLOSE PUBLIC SESSION Chairman Thazhampallath the closed Public Session at 5:34 p.m.

4. MINUTES TO BE APPROVED

Meeting of June 12, 2017.

MOTION to approve the minutes of the June 12, 2017 meeting by E. Creem/J. Bibisi.

Approved. Commissioner Bartolotta abstained.

5. OLD BUSINESS

None.

6. NEW BUSINESS

a. Discuss and Approve: RFP changes.

Chairman Thazhampallath explained since the pre-bid meeting several questions arose and the RFP needs to be more specific to clarify some information. i.e square footage. Chairman Thazhampallath informed the committee that he discussed the issues with Joseph Samolis, Director of Planning, Conservation and Development, City of Middletown, and Christine Marques, Civil Engineer, CT DECD. Ms. Marques suggested removing the phraseology of Phase 1 and Phase 2

Approved
12/11/2017

from the RFP considering it is unlikely the additional funds required for Phase 2 will be available.

Chairman Thazhampallath explained in a meeting with Donna Imme, Purchasing Supervisor, City of Middletown that she suggested a modification to the RFP instead of removing it, therefore saving time and money. She also explained that modifications to RFP's are a common occurrence.

Chairman Thazhampallath stated to be clear the modifications to the RFP still need to be approved by Purchasing and the CT DECD.

b. Other.

MOTION to allow Ret. Chief Robert Ross to speak by M. Bartolotta/J. Bibisi.
Unanimously approved.

Ret. Chief Ross discussed narrowing the focus of the project and agreed that committee member Philip Russo should speak to the union and request their opinion of the priority items.

Chairman Thazhampallath asked Interim Chief Howley to discuss the list of items to be completed during the east wing renovation with the employees to help determine priority.

7. ADJOURNMENT

MOTION to adjourn by M. Bartolotta/E. Creem. Unanimously approved.

Meeting adjourned at 6:02 p.m.

Submitted by,



Kathleen M. Kiley
Building Committee Secretary

**SOUTH FIRE DISTRICT
Of the City of Middletown
BUILDING COMMITTEE
SPECIAL MEETING
MONDAY, DEC. 11, 2017
4:00 p.m.**

MINUTES

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Commissioner Edward Creem, Nancy Hunter, Guy Russo, Philip Russo, and Chief Michael Howley.

Gene Nocera arrived at 5:15 p.m.

Absent: Commissioner Mary Bartolotta

1. CALL TO ORDER Chairman Thazhampallath called the meeting to order at 4:00 p.m.
2. PUBLIC SESSION Chairman Thazhampallath opened the Public Session at 4:01 p.m.
No members of the public were present.
3. CLOSE PUBLIC SESSION Chairman Thazhampallath closed the Public Session at 4:01 p.m.
4. MINUTES TO BE APPROVED
Building Committee Meeting of September 11, 2017.

MOTION to approve the minutes of September 11, 2017 meeting by E. Creem/P. Russo.
Unanimously approved.

5. OLD BUSINESS
None.
6. NEW BUSINESS
 - a. Approve recommendation of 4 finalists as selected by the BC RFP Review Subcommittee.

MOTION to accept the recommendation of the 4 finalists as selected by the BC RFP Review Subcommittee by E. Creem/J. Bibisi. Unanimously approved.

7. EXECUTIVE SESSION

PURSUANT TO STATUTES SECTION 1-200(6)(E) AND SECTION 1-225(a) OF THE CONNECTICUT GENERAL STATUTES, AS AMENDED, THE CITY OF MIDDLETOWN'S SOUTH FIRE DISTRICT RENOVATIONS AND IMPROVEMENTS BUILDING COMMITTEE WILL MEET IN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING ARCHITECT BID DOCUMENTS AND REVIEWING PROPRIETARY PLAN DESIGN PRESENTATIONS AS PREPARED OR SUBMITTED FOR THE SOUTH FIRE DISTRICT HEADQUARTERS RENOVATIONS AND IMPROVEMENTS.

MOTION to waive the rules and allow staff members Chief Michael Howley, and Kathy Kiley to remain in the confines of Executive Session by J. Bibisi/E. Creem. Unanimously approved.

MOTION to enter Executive Session by G. Russo/E. Creem. Unanimously approved.

Executive Session attendees: Chairman Geen Thazhampallath, Joseph Bibisi, Commissioner Edward Creem, Nancy Hunter, Guy Russo, Philip Russo, Chief Michael Howley, and Kathy Kiley. Gene Nocera arrived at 5:15 p.m.

8. EXIT FROM EXECUTIVE SESSION AND CALL BACK TO ORDER Chairman Thazhampallath called the meeting back to order at 6:30 p.m.

MOTION to support the selection of Landmark Architects, P.C. for South Fire District Headquarters Renovation project and to support a letter to be drafted to The City of Middletown Professional Services Committee requesting it to convene to for the purpose of selecting Landmark Architects, P.C. for this project.

Discussion ensued by Chairman Thazhampallath thanking all the presenters for their time and effort that went into their presentations.

Commissioner Ed Creem stated he was impressed with that the selected firm went the extra mile. He believes they understood our needs, and how to address within our budget.

Chief Michael Howley stated the process has been challenging in reviewing the firms and ultimately selecting a firm that really met our needs in regards to oversight and design concepts.

MOTION to select Landmark Architects, P.C. for South Fire District Headquarters Renovation project by G. Russo/E. Creem. Motion passed 7-0.

Approved
02/13/2018

9. ADJOURNMENT

MOTION to adjourn the meeting by E. Creem/N. Hunter. Unanimously approved.

Meeting adjourned at 6:40 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Kathleen M. Kiley". The signature is written in a cursive style with a large initial 'K' and a stylized 'M'.

Kathleen M. Kiley
Building Committee Secretary