

**SOUTH FIRE DISTRICT  
Of the City of Middletown  
BUILDING COMMITTEE  
MEETING  
TUESDAY, FEB. 13, 2018  
5:30 p.m.**

**MINUTES**

Present: Commissioner Edward Creem, Nancy Hunter, Gene Nocera, Guy Russo, Philip Russo, Chief Michael Howley, Fire Department members and members of the public.

Absent: Chairman Geen Thazhampallath, Joseph Bibisi, and Commissioner Mary Bartolotta.

1. CALL TO ORDER Commissioner Edward Creem called the meeting to order at 5:30 p.m.

MOTION to recognize Edward Creem for the purpose of facilitating the meeting by G. Russo/N. Hunter. Unanimously approved.

2. OPEN PUBLIC SESSION Commissioner Edward Creem opened the Public Session at 5:31 p.m. No one wished to speak.

3. CLOSE PUBLIC SESSION Commissioner Edward Creem closed the Public Session at 5:31 p.m.

4. MINUTES TO BE APPROVED

- a. Building Committee Special Meeting of December 11, 2017.

MOTION to approve the minutes of December 11, 2017 special meeting by G. Russo/P. Russo. Gene Nocera abstained. Approved.

5. OLD BUSINESS. None.

6. NEW BUSINESS

- a) MOTION to table the election of Vice Chairman until the next regular scheduled meeting by G. Russo/N. Hunter. Unanimously approved.
  - b) Chief Howley provided an update to the status of the contract for Landmark Architects, P.C. which is currently being reviewed by the City of Middletown Legal Department.

*Approved*  
*03/12/2018*

- c) Chief Howley reviewed the original plan submitted by Landmark Architects, P.C. with some suggested changes within the same footprint of the addition. Discussion followed.
- d) Chief Howley discussed the needs of the department including the possibility of applying for a grant to purchase washer and dryer for cleaning gear.

## 7. ADJOURNMENT

MOTION to adjourn by G. Russo/G. Nocera. Unanimously approved. Meeting adjourned at 6:28 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

*Approved*  
*05/14/2018*

**SOUTH FIRE DISTRICT  
Of the City of Middletown  
BUILDING COMMITTEE  
MEETING  
MONDAY, MARCH 12, 2018  
5:30 p.m.**

**MINUTES**

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Commissioner Edward Creem, Gene Nocera, Guy Russo, Philip Russo, Chief Michael Howley, Fire Department members and members of the public.

Commissioner Mary Bartolotta arrived at 5:40 p.m.

Absent: Nancy Hunter.

- 1. CALL TO ORDER** Chairman Geen Thazhampallath called the meeting to order at 5:30 p.m.
- 2. OPEN PUBLIC SESSION** Chairman Geen Thazhampallath opened the Public Session at 5:31 p.m.

Daniel Penney, Chamberlain Hill Rd.

Mr. Penney thanked committee member Guy Russo for his assistance in obtaining a copy of the original building plan. He expressed concern of some tile labeled as vinyl asbestos tile that could be an issue. Abatement can be very expensive and delay the project. He also asked the committee to review an outstanding issue raised that the bond granted South Fire District is for renovation, not construction.

Guy Russo indicated that in early conversations with the State of Connecticut and the grant application that there was a clear understanding the grant funds would be utilized for both renovation activity and additions to the current structure. Nothing within the Landmark Architects, P.C. scope of work was beyond the allowance of the grant.

Guy Russo also responded the contract with Landmark Architects, P.C. has a set-aside for hazardous materials testing in areas being affected by the renovation.

- 3. CLOSE PUBLIC SESSION** Chairman Geen Thazhampallath closed the Public Session at 5:35 p.m.

**4. MINUTES TO BE APPROVED**

- a.** Building Committee Meeting of February 13, 2018.

MOTION to approve the minutes of February 13, 2018 meeting by E. Creem/G. Russo. Chairman Geen Thazhampallath and Joseph Bibisi abstained. Approved.

**5. OLD BUSINESS**

- a.** Discussion of building.

Chairman Thazhampallath invited Paul Pizzo, President, Landmark Architects, P.C. and Paul Morin, Architect, Landmark Architects, P.C. to join the committee at the table to discuss the upcoming project. Chairman Thazhampallath expressed to Mr. Pizzo and Mr. Morin the committee was impressed with their presentation and design ideas.

- b.** Chairman Thazhampallath provided an update on the status of the contract with Landmark Architects P.C. which is currently in the City of Middletown Legal Department. Since the grant is being funneled through the City of Middletown, all their requirements and procedures must be met, and followed. He will continue to follow up with the City of Middletown.

- c.** Since Chairman Thazhampallath was absent for the last meeting, and Landmark Architects, P.C. were present for this meeting Chief Howley reviewed the original plan submitted by the firm with some suggested changes. Some issues raised were ADA requirements for bathrooms, and security for the building i.e. designated public space and employee space. Discussion followed.

Some issues raised were the concern of not having a separate general contractor for the project, and if compensation for construction management is part of the current contract. Also, who would be in the role of "owner's rep". These items will be addressed at the next meeting under project management.

**6. NEW BUSINESS**

- a.** Election of Vice Chairman.

MOTION to elect Guy Russo as Vice Chairman of the South Fire District Building Committee by J. Bibisi/E. Creem. Unanimously approved.

*Approved*  
*05/14/2018*

**7. ADJOURNMENT**

MOTION to adjourn by E. Creem/J. Bibisi. Unanimously approved. Meeting adjourned at 6:25 p.m.

Submitted by,



Kathleen M. Kiley  
Building Committee Secretary

**SOUTH FIRE DISTRICT  
Of the City of Middletown  
BUILDING COMMITTEE  
MEETING  
MONDAY, May 14, 2018  
5:30 p.m.**

**MINUTES**

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Commissioner Edward Creem, Nancy Hunter, Philip Russo, Chief Michael Howley, Paul Pizzo, Paul Morin, Fire Department members and members of the public.

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

1. CALL TO ORDER Chairman Geen Thazhampallath called the meeting to order at 5:37 p.m.
2. OPEN PUBLIC SESSION Chairman Geen Thazhampallath opened the Public Session at 5:38 p.m.
3. CLOSE PUBLIC SESSION Chairman Geen Thazhampallath closed the Public Session at 5:38 p.m. No one wished to speak.
4. APPROVAL OF MINUTES
  - a. Building Committee Meeting of March 12, 2018.

MOTION to approve the minutes of March 12, 2018 meeting by J. Bibisi/E. Creem.  
Approved. Nancy Hunter abstained.

5. OLD BUSINESS None.

**6. NEW BUSINESS**

- a. Presentation of building renovation ideas by Landmark Architects
  - i. Paul Pizzo and Paul Morin presented the changes to the design since the last meeting. They also informed the committee of the need for a variance on the east side of the building. They are on the Zoning Board of Appeals agenda for June 7, 2018.
  - ii. Paul Pizzo and Paul Morin presented to the committee potential improvement changes and removed improvements to meet fiscal constraints of the project

*Approved*  
*07/09/2018*

and projected expenditures and recommended using the add alternates method for bidding the project. This method removes pieces of the project that may not be affordable, and can be added to the project later depending upon actual project expenses.

MOTION to approve add alternates changes as presented by Landmark Architects to meet the fiscal constraints of the project and projected expenditures by N. Hunter/J. Bibisi. Unanimously approved.

- iii. Paul Pizzo reviewed the need for additional funds in the budget for environmental testing due to the quote coming in higher than anticipated. He also discussed the committee's interest in additional on-site visits suggesting an increase in the budget that would be used as needed.

MOTION to approve change order for added required environmental testing and increase on-site presence per revised scope proposal by E. Creem/J. Bibisi. Unanimously approved.

- iv. Action Item: Approval of permit submissions to the City of Middletown as presented by architect.

MOTION to approve design concepts as offered by Landmark Architects and to submit documentation to facilitate the bid process at the state and local level by E. Creem/J. Bibisi. Unanimously approved.

## **7. ADJOURNMENT**

MOTION to adjourn by E. Creem/J. Bibisi. Unanimously approved. Meeting adjourned at 6:37 p.m.

Submitted by,



Kathleen M. Kiley  
Building Committee Secretary

*Approved*  
*08/13/2018*

**SOUTH FIRE DISTRICT  
Of the City of Middletown  
BUILDING COMMITTEE  
MEETING  
MONDAY, July 9, 2018  
5:30 p.m.**

**MINUTES**

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Edward Creem, Nancy Hunter, Gene Nocera, Guy Russo, Philip Russo, Chief Michael Howley, Paul Pizzo, Paul Morin, Fire Department members and members of the public.

Commissioner Mary Bartolotta arrived at 5:38 p.m.

1. CALL TO ORDER Chairman Geen Thazhampallath called the meeting to order at 5:33 p.m.
2. OPEN PUBLIC SESSION Chairman Geen Thazhampallath opened the Public Session at 5:33 p.m. No one wished to speak.
3. CLOSE PUBLIC SESSION Chairman Geen Thazhampallath closed the Public Session at 5:33 p.m.
4. APPROVAL OF MINUTES
  - a. Building Committee Meeting of May 14, 2018.

MOTION to approve the minutes of May 14, 2018 meeting by E. Creem/J. Bibisi.  
Approved. Guy Russo abstained.

**5. OLD BUSINESS**

Paul Pizzo informed the committee South Fire District received approval for the variance requested at the Zoning Board of Appeals meeting of July 5, 2018.

Paul Morin informed the committee the drawings are almost complete, and reviewed the environmental issues discovered during the testing (floor tiles and ceiling tiles).



*Approved*  
*08/13/2018*

**6. NEW BUSINESS**

Commissioner Bartolotta discussed the step in the process before going out to bid. Landmark confirmed they will work with Donna Imme, City of Middletown - Purchasing on the language for the RFP and scheduling. The committee will need to vote at the next meeting before the RFP is released.

**7. ADJOURNMENT**

MOTION to adjourn by M. Bartolotta/N. Hunter. Unanimously approved. Meeting adjourned at 6:01 p.m.

Next meeting August 13, 2018 5:30 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, August 13, 2018  
5:30 p.m.**

**MINUTES**

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Edward Creem, Nancy Hunter, Philip Russo, Chief Michael Howley, Paul Pizzo, Paul Morin, Fire Department members and members of the public.

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

1. CALL TO ORDER Chairman Geen Thazhampallath called the meeting to order at 5:30 p.m.
2. OPEN PUBLIC SESSION Chairman Geen Thazhampallath opened the Public Session at 5:31 p.m.

Dan Penney

Mr. Penney requested a change to the draft meeting minutes of July 9, 2018. He requested under Old Business the environmental issues discovered during testing be defined.

The committee discussed the change to the draft minutes and agreed to add (*floor tiles and ceiling tiles*) to the paragraph. Chairman Geen Thazhampallath asked Mr. Penney if the change was acceptable and Mr. Penney agreed.

3. CLOSE PUBLIC SESSION Chairman Geen Thazhampallath closed the Public Session at 5:32 p.m.
4. APPROVAL OF MINUTES
  - a. Building Committee Meeting of July 9, 2018.

MOTION to approve the minutes of July 9, 2018 meeting by E. Creem/J. Bibisi with the following change: Under Old Business add (*floor tiles and ceiling tiles*) at the end of the second paragraph. Unanimously approved.

5. OLD BUSINESS

Paul Pizzo reported the RFP must be approved by the State of Connecticut before being released for bid.

He also reported the drawings and specs have been completed and reviewed them with the committee. Currently, the estimated budget for the project exceeds the amount of the

*Approved*  
*11/13/2018*

grant from the State of Connecticut. The committee discussed the possible need to adjust which add alternates, if any will be included in the project in order to remain within the available funds.

The chief also discussed the possibility of applying for additional funds available through the City of Middletown (LoCIP). He will continue to apply for available grants to assist in the financing of the renovation.

**6. NEW BUSINESS**

- a.** Approval of RFP documents.

MOTION to approve RFP and related drawings for submission to the City of Middletown with the caveat that labor rates to be completed at a later date, submitted to the State of Connecticut and released for bid by J. Bibisi/E. Creem. Unanimously approved.

**7. ADJOURNMENT**

MOTION to adjourn by E. Creem/N. Hunter. Unanimously approved. Meeting adjourned at 5:34 p.m.

Next meeting September 10, 2018 5:30 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  
Tuesday, November 13, 2018  
5:30 p.m.**

**MINUTES**

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Edward Creem, Gene Nocera, Philip Russo, Chief Michael Howley, Paul Morin, Fire Department members and members of the public.

Absent: Commissioner Mary Bartolotta, Nancy Hunter, Guy Russo

1. CALL TO ORDER Chairman Geen Thazhampallath called the meeting to order at 5:30 p.m.
2. OPEN PUBLIC SESSION Chairman Geen Thazhampallath opened the Public Session at 5:30 p.m. No one wished to speak.
3. CLOSE PUBLIC SESSION Chairman Geen Thazhampallath closed the Public Session at 5:31 p.m.
4. APPROVAL OF MINUTES
  - a. Building Committee Meeting of August 13, 2018.

MOTION to approve the minutes of August 13, 2018 meeting by J. Bibisi/E. Creem.  
Unanimously approved.

5. OLD BUSINESS
  - a. Architect's Report. Paul Morin, Landmark Architects discussed the following schedule:
    - November 8, 2018 – Project released for bid.
    - November 27, 2018 – Pre-bid meeting at 10:00 a.m. at South Fire District.
    - December 6, 2018 – Final day for questions.
    - December 13, 2018 – Final Addendum.
    - December 21, 2018 – Bid opening meeting at 11:00 a.m. at City of Middletown Council Chambers.
    - The bids will be narrowed down and contract should be signed by the end of January.
    - Ground breaking is tentative for March 1, 2019, and approximate completion October 2019.

*Approved*  
*01/14/2019*

Chairman Thazhampallath instructed the Building Committee Secretary to cancel the December 10<sup>th</sup> meeting since the bid opening is not scheduled until December 21<sup>st</sup>, there will not be a reason to meet.

## 6. ADJOURNMENT

MOTION to adjourn by G. Nocera/J. Bibisi. Unanimously approved. Meeting adjourned at 5:48 p.m.

Next meeting January 14, 2019 5:30 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