

**SOUTH FIRE DISTRICT**  
**445 Randolph Road | Middletown, CT**

**Board of Fire Commissioners**  
**REGULAR MONTHLY MEETING MINUTES**  
**Monday, May 8, 2023 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 821 8317 0470**

**Present:** Commissioners Kleckowski, Thazhampallath, Gregorio; Chief Trzaski; Deputy Chief Fischer; staff members and members of the public

**Absent:** Commissioners Giuliano and Pessina

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting to order at 7:01 p.m.

**2. PLEDGE OF ALLEGIANCE** was recited.

**3. ACCEPT/AMEND AGENDA**

**MOTION** to amend the agenda to move *10 a) Building Committee* and *11 a) Phase II of Building Renovation Project – Landmark Architects Proposal* up to 6 a) and 6 b) and move the other items down by Comm. Thazhampallath/Comm. Gregorio. Unanimously approved.

**4. OPEN PUBLIC SESSION (ITEMS ON THE AGENDA)**

Chairwoman Kleckowski opened the public session at 7:03 p.m.

*Dan Penney, Chamberlain Hill Road*

Mr. Penney referred to the Tax Collector’s report and pointed out that there is potentially \$9,000 of revenue that wasn’t anticipated in the current budget and asked the commission to consider using the funds in the new budget. He also recommended, considering the commission’s practice of no bid contracts, that a policy be established ASAP requiring special approval for large expenditures.

**5. CLOSE PUBLIC SESSION**

Chairwoman Kleckowski closed the public session at 7:06 p.m.

**6. a. COMMISSIONER REPORTS COMMISSIONER REPORTS: Building Committee – Commissioner Thazhampallath**

Commissioner Thazhampallath gave an update on the progress of Phase II of the building renovation project, specifically two very preliminary proposals – the first being a “bump out,” which would total approximately \$700,000-\$800,000; the second being an “backwards L,” which would total approximately \$1,300,000-\$1,400,000. He asked the commission to consider the second proposal. He also spoke of the potential funding options for the project.

**b. OLD BUSINESS – Phase II of Building Renovation Project – Landmark Architect’s Proposal**

**MOTION** to accept the Phase II proposal from Landmark Architects for their comprehensive services for the west side of the South Fire District renovation project by Comm. Thazhampallath/Comm. Gregorio.

A discussion took place regarding unclear and concerning language in the proposal from Landmark Architects. The commission requested copies of the sketches which were distributed

during the previous Building Committee meeting prior making a decision, and the entire commission should be present. Commissioner Thazhampallath withdrew his motion. A special meeting will be scheduled.

**MOTION** to postpone to a date to be determined by Comm. Gregorio/Comm. Thazhampallath. Unanimously approved.

**MOTION** to move 12 a) *Discussion of Prospective Building Committee Members – Ed Monarca; Melissa Roming* up to 6 c) by Comm. Thazhampallath/Comm. Gregorio. Unanimously approved.

**c. NEW BUSINESS: Discussion of Prospective Building Committee Members – Ed Monarca; Melissa Roming**

**MOTION** to approve adding Ed Monarca and Melissa Roming to the Building Committee members Comm. Gregorio/Comm. Thazhampatth. Unanimously approved.

*Commissioner Thazhampallath left the meeting at 7:39 p.m.; a quorum was no longer present.*

**MINUTES TO BE APPROVED**

- d. April 4, 2023 Budget Workshop**
- e. April 10, 2023 Special Meeting – Budget Public Hearing**
- f. April 10, 2023 Special Meeting – Adopt Budget/Set Mill Rate**
- g. April 10, 2023 Regular Monthly Meeting**

The minutes were reviewed and accepted.

**7. TAX COLLECTOR’S REPORTS – APRIL 2023**

- a. Refunds - \$49.59** (not approved due to lack of quorum; the refunds for the Month of April will be approved at the June 2023 regular monthly meeting.
- b. Tax Collector’s Reports**  
The tax collector’s reports were reviewed and accepted.

**8. FINANCIAL REPORTS**

- a. Monthly Expense Detail: March 2023 and April 2023**
- b. Profit & Loss vs. Actual: July 2022 through April 2023**
- c. Cash Balance Report: April 2023**

The financial reports were reviewed and accepted.

**9. ADMINISTRATIVE REPORTS – APRIL 2023**

Chief Trzaski and Deputy Chief Trzaski provided an overview of the April 2023 administrative reports.

**10. COMMISSIONER REPORTS**

- a. Building Committee: Commissioner Thazhampallath**  
*Moved to agenda item 6 a).*
- b. Pension Committee: Commissioner Kleckowski**  
A Pension Committee meeting is scheduled for May 17, 2023 at 4:00 p.m.
- c. Public Safety Telecommunications: Commissioner Giuliano**  
Commissioner Giuliano was unable to attend tonight’s meeting. The reports were submitted and reviewed by the commission.

**d. Riverfront Redevelopment Update: Commissioner Pessina**

Commissioner Pessina was unable to attend this meeting; no update was provided.

**11. OLD BUSINESS**

**a. Phase II of Building Renovation Project – Landmark Architects Proposal**

*Moved to agenda item 6 b).*

**b. Discussion of Budget Promotion**

Deputy Chief Fischer advised that the flyer will be finalized when the final budget numbers are determined.

**c. Status of Auditor’s Report/Financial Statements as of June 30, 2022**

A special meeting is scheduled for June 1, 2023 at 6:30 p.m.

**d. Marine 3 Update**

Deputy Chief Fischer gave an update on the progress received from MetalCraft Marine.

**e. Discussion of Sumner Brook**

Nothing new to report.

**12. NEW BUSINESS**

**a) Discussion of Prospective Building Committee Members – Ed Monarca; Melissa Roming**

*Moved to agenda item 6 c).*

**13. OPEN PUBLIC SESSION – ITEMS NOT ON THE AGENDA**

Commissioner Kleckowski opened the public session at 7:54 p.m.

*Dan Penney, Chamberlain Hill Road*

Mr. Penney urged the commission to retrieve the remaining commissioner marker plates, to reconsider borrowing money for the building renovation project, which he believes may need to go to referendum, and to disregard mailing a budget promotional flyer vs. the usual postcard in order to cut down on costs.

**14. CLOSE PUBLIC SESSION**

Commissioner Kleckowski closed the public session at 7:56 p.m.

**15. ADJOURNMENT**

The meeting adjourned at 7:56 p.m.

Submitted by,

Alyse McEwen  
Recording Secretary

**ACCEPTED 6/12/2023**

**The recording of this meeting is available upon request, according to Connecticut Freedom of Information Act requirements.**