

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

**Board of Fire Commissioners**  
**REGULAR MONTHLY MEETING MINUTES**  
**Monday, November 13, 2023 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 820 8512 5840**

**Present:** Commissioners Kleckowski, Giuliano, Thazhampallath, Pessina, and Gregorio;  
Chief Trzaski; staff members

**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 item 12 b. to after the acceptance of the minutes by Comm. Pessina/Comm. Guiliano. Unanimously approved.

**4. OPEN PUBLIC SESSION – ITEMS ON THE AGENDA**

Chairwoman Kleckowski opened the public session at 7:02 p.m. No one wished to speak.

**5. CLOSE PUBLIC SESSION**

Chairwoman Kleckowski closed the public session at 7:02 p.m.

**6. MINUTES TO BE ACCEPTED**

a. October 10, 2023 Regular Monthly Meeting – The minutes were accepted as presented.

**12 b. NEW BUSINESS**

**OATH OF OFFICE – LEE MATTERAZZO, TAX COLLECTOR**

Chairwoman Kleckowski administered the Oath of Office to Tax Collector Lee Matterazzo.

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

**a. Refunds: \$74.27**

**MOTION** to accept the refunds in the amount of \$74.27 for October 2023 by Comm. Thazhampallath/Comm. Gregorio. Unanimously approved.

**b. Acceptance of the Tax Collector’s Reports**

The Tax Collector’s Reports were accepted as received.

**8. FINANCIAL REPORTS**

a. Monthly Expense Detail: September and October 2023

b. Profit & Loss Budget vs. Actual: July 2023 through October 2023

c. Cash Balance Reports: October 2023

The financial reports were accepted as submitted.

## 9. ADMINISTRATIVE REPORTS – OCTOBER 2023

Chief Trzaski provided an overview of the October 2023 administrative reports. The reports were accepted as presented.

## 10. COMMISSIONER REPORTS

### a. Building Committee: Commissioner Thazhampallath

Commissioner Thazhampallath provided an update on the progress of the building renovation project.

Important Dates to Note:

- Mandatory walk-thru – Held on 11/8/23
- Deadline for Bids – 11/27/23 at 2:00 p.m.
- Bid Opening – 11/28/23 at 10:00 a.m. at SFD headquarters
- Building Committee Review of Bid Documents – 12/5/23
- Anticipated Groundbreaking – Early December

Commissioner Thazhampallath asked for the dates to be posted on the district's website.

### b. Pension Committee: Commissioner Kleckowski

Nothing new to report.

### c. Public Safety Telecommunications: Commissioner Giuliano

Commissioner Giuliano gave an overview of the Public Safety Telecommunications reports.

### d. Riverfront Redevelopment Update: Commissioner Pessina

Commissioner Pessina provided an update on the Riverfront Redevelopment.

## 11. OLD BUSINESS

### a. Marine 3 Update

Nothing new to report.

## 12. NEW BUSINESS

### a. Firefighter Paulius Zabulis Employment Status – Date of Hire: 12/05/2022

**MOTION** to move Firefighter Paulius Zabulis to full-time, permanent employment effective 12/05/2023, pending successful completion of his probationary period by Comm. Pessina/Comm. Gregorio. Unanimously accepted.

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

Chairwoman Kleckowski opened the public session at 7:28 p.m.

### *Dan Penney, Chamberlain Hill Road*

Mr. Penney asked that the notices and agendas for the Health & Safety Committee meetings be more readily accessible, and the minutes be posted on the website and included in the BFC monthly meeting packets.

***Commissioner Pessina***

As a veteran himself, Commissioner Pessina complimented the department for their attendance at the various Veteran's Day events and their special recognition of SFD veterans. He thanked Chief Trzaski, Deputy Chief Fischer, and SFD staff members for going above and beyond to recognize the sacrifices of all veterans.

***Chairwoman Kleckowski***

Chairwoman Kleckowski spoke about a conversation she had with the chief regarding the possibility of moving the emergency pull station to an area that is more accessible/visible to the public.

**14. CLOSE PUBLIC SESSION**

Commissioner Kleckowski closed the public session at 7:33 p.m.

**15. ADJOURNMENT**

**MOTION** to adjourn by Comm. Gregorio/Comm. Giuliano. Unanimously approved.

The meeting was adjourned at 7:33 p.m.

Submitted by,

*Alyse McEwen*

Alyse McEwen  
Recording Secretary

**APPROVED 12/11/23**

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