

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

**Board of Fire Commissioners**  
**REGULAR MONTHLY MEETING MINUTES**  
**Monday, September 11, 2023 at 7:00 p.m.**

**Held at the firehouse and via Zoom - Meeting I.D. 896 8652 4187**

**Present:** Commissioners Kleckowski, Giuliano, Thazhampallath, and Pessina; Chief Trzaski (via Zoom); Deputy Chief Fischer; staff members

**Absent:** Commissioner Gregorio

**1. CALL TO ORDER**

Chairwoman Kleckowski called the meeting to order at 7:00 p.m.

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

**3. ACCEPT/AMEND AGENDA**

The agenda was accepted as presented.

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

Chairwoman Kleckowski opened the public session at 7:01 p.m. There were no members of the public present.

**5. CLOSE PUBLIC SESSION**

Chairwoman Kleckowski closed the public session at 7:01 p.m.

**6. MINUTES TO BE ACCEPTED**

- a. June 12, 2023 Regular Monthly Meeting
- b. June 13, 2023 Budget Meeting
- c. July 27, 2023 Special Meeting

The minutes were accepted as distributed.

**7. TAX COLLECTOR’S REPORTS – JUNE, JULY, AND AUGUST 2023**

**a. Approval of June 2023 tax refunds in the amount of \$73.91.**

**MOTION** to approve the June 2023 tax refunds in the amount of \$73.91 by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved. Comm. Thazhampallath reported there were no refunds in the Months of July and August.

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

**MOTION** to accept the tax collector’s reports by Comm. Pessina/Comm. Giuliano. Unanimously approved.

**8. FINANCIAL REPORTS**

- a. Monthly Expense Detail: May 2023 and June 2023; As of July 31, 2023; July 2023 and August 2023

- b. Profit & Loss Budget vs. Actual: July 2022 through June 2023; July 2023; July 2023 through August 2023
- c. Cash Balance Reports: June 2023; July 2023; August 2023

The financial reports were reviewed and accepted.

#### 9. ADMINISTRATIVE REPORTS – JUNE, JULY, AND AUGUST 2023

Chief Trzaski and Deputy Chief Fischer provided an overview of the May 2023 administrative reports. The reports were accepted by the commission.

#### 9. COMMISSIONER REPORTS

##### a. Building Committee – Commissioner Thazhampallath

Commissioner Thazhampallath gave an update on the progress of Phase II of the building renovation project.

##### b. Pension Committee: Commissioner Kleckowski

Commissioner Kleckowski provided an update on the Pension Committee.

##### 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.

#### 10. OLD BUSINESS

##### a. Marine 3 Update

No significant updates to report.

#### 11. NEW BUSINESS

##### a. Approval of State of CT Department of Emergency Services and Public Protection Municipal Grant Program – Source of Project Funds and Project Budget Itemization Form

**MOTION** to approve the grant Budget Itemization Form and authorize Chairwoman Kleckowski to sign it on behalf of the commission by Comm. Pessina/Comm. Giuliano. Unanimously approved.

##### b. Review of contract with Milestone Construction Services, LLC for construction management services (previously reviewed and deemed suitable by an attorney)

**MOTION** to accept Milestone Construction Services, LLC 's contract for construction management services and authorize Chairwoman Kleckowski to sign it on behalf of the commission by Comm. Pessina/ Comm. Giuliano. Unanimously approved.

**MOTION** to dispense further movement on the agenda due to the emergency on the river by Comm. Pessina.

**c. Review of Builders' Risk Coverage through Acadia Insurance Company**

**MOTION** to accept Acadia Insurance Company's Builders' Risk Coverage by Comm. Thazhampallath/Comm. Giuliano. Unanimously approved.

**12. ADJOURNMENT**

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

The meeting adjourned at 7:35 p.m.

Submitted by,

*Alyse McEwen*

Alyse McEwen  
Recording Secretary

**ACCEPTED 10/10/2023**

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