

**SOUTH FIRE DISTRICT  
of the City of Middletown  
BUILDING COMMITTEE MEETING  
Monday, January 13, 2025  
6:00 p.m.**

**AGENDA**

1. CALL TO ORDER
2. OPEN PUBLIC SESSION
3. CLOSE PUBLIC SESSION
4. MINUTES TO BE APPROVED
  - a. December 9, 2024 Regular Meeting
5. OLD BUSINESS
  - a. Project status update
6. NEW BUSINESS
  - a. Discussion of project status
  - b. Approval of bid documents, contracts, change orders or invoices required for the project.
7. ADJOURNMENT

Members of the public may attend the meeting at the firehouse. Alternatively, they may view/listen to the meeting as follows:

Direct link to Zoom:<https://us02web.zoom.us/j/89395973877?pwd=vYbjRY9OE4ZyWLygIFPe5dtAHZorpW.1>

1. Go to <https://zoom.us> and joining the meeting using the meeting I.D. number located below.
2. Via telephone at 646-558-8656

Meeting I.D. 893 9597 3877  
Passcode: SFD

**SOUTH FIRE DISTRICT**  
**445 Randolph Road | Middletown, CT**  
**BUILDING COMMITTEE**  
**REGULAR MEETING MINUTES**  
**Monday, December 9, 2024 – 5:30 p.m.**

**Held at the firehouse and via Zoom Meeting I.D. 882 7429 1900**

Present: Geen Thazhampallath, Joseph Bibisi, Melissa Roming, Phil Russo, Chief James Trzaski, Deputy Chief Nick Fischer, Paul Pizzo, Frank Ferraiolo, member of the public and fire department staff members.

Absent: Nancy Hunter, Ed Monarca

**1. CALL TO ORDER**

Chairman Thazhampallath called the meeting to order at 5:40 p.m.

**2. OPEN PUBLIC SESSION**

Chairman Thazhampallath opened the Public Session at 5:40 p.m.  
There was no one in attendance or online who wished to speak.

**3. CLOSE PUBLIC SESSION**

Chairman Thazhampallath closed the Public Session at 5:40 p.m.

**4. MINUTES TO BE APPROVED**

**MOTION** to approve the minutes of the regular meeting of November 18, 2024 by M. Roming/  
P. Russo. Joseph Bibisi abstained. Motion passed.

**5. OLD BUSINESS**

- a. Project status update.  
Frank Ferraiolo provided a brief update to the Committee.

**6. NEW BUSINESS**

- a. Approval of bid documents, contracts, change orders or invoices required for the project.

Paul Pizzo provided a brief explanation of the payment application to the committee.

**MOTION** to approve Milestone Construction Services, LLC Application and Certificate for Payment #3 dated 12/05/2024 in the amount of \$174,151.10 by M. Roming/J. Bibisi.  
Unanimously approved.

Paul Pizzo provided a brief explanation of the change order to the committee.

**MOTION** to approve change order for electrical panel work, and kitchen/dining revisions in the amount of \$12,386.76 by J. Bibisi/M. Roming. Unanimously approved.

Chairman Thazhampallath requested confirmation from Paul Pizzo that the emergency generator is adequate to handle the new addition. Paul will confirm with his engineer.

## 7. ADJOURNMENT

**MOTION** to adjourn by M. Roming/J. Bibisi. Unanimously approved.

The meeting adjourned at 5:53 p.m.

Submitted by,



Kathleen M. Kiley  
Building Committee Recording Secretary

# APPLICATION AND CERTIFICATE FOR PAYMENT G702

**TO OWNER:**

South Fire District  
445 Randolph Road  
Middletown CT 06457

Job # 24042

PROJECT: South Fire District Renovation & Addition  
445 Randolph Road  
Middletown CT 06457

APPLICATION # 4

PERIOD THRU: 12/31/2024

Distribution to:

- OWNER  
 ARCHITECT  
 CONTRACTOR  
 FIELD  
 OTHER

DATE OF CONTRACT:

**FROM CONTRACTOR:**

Milestone Construction Services, LLC  
545 Long Wharf Drive  
Suite 603  
New Haven CT 06511  
(203) 691-6876

VIA ARCHITECT: Landmark Architects  
100 Riverview Center  
Suite 204  
Middletown CT 06457  
Fax:

CLIENT PO / PROJECT #:

Contract For: Federal

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment as shown below, in connection with the Contract. Continuation Sheet, is attached.

1. ORIGINAL CONTRACT AMOUNT 2,118,743.00
2. NET CHANGE BY CHANGE ORDERS 126,060.81
3. CONTRACT SUM TO DATE (Line 1 +/- 2) 2,244,803.81
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Continuation Page) 796,334.13
5. RETAINAGE:
  - a. 0.00 % of Completed Work 34,269.35  
(Columns D+E on Continuation Page)
  - b. 0.00 % of Stored Material 0.00  
(Column F on Continuation Page)
- Total Retainage (Line 5a+5b or Column I on the Continuation Page) 34,269.35
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total) 762,064.78
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT 648,051.51
8. CURRENT PAYMENT DUE 114,013.27
9. BALANCE TO FINISH INCLUDING RETAINAGE (Line 3 minus line 6) 1,482,739.03

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Milestone Construction Services, LLC

By: Frank Ferraiolo

State of: Connecticut County of: New Haven  
Subscribed and sworn to before me this 0th day of January

Notary Public:  
My Commission expires:



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: 114,013.27

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on the Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

Paul A. Papp

By: \_\_\_\_\_ Date: 1/8/2025

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Change Order Summary	Additions	Deductions
Total changes approved in previous months	126,060.81	0.00
Total approved this month	0.00	0.00
TOTALS	126,060.81	0.00
NET CHANGES by Change Order	126,060.81	



**CONTINUATION SHEET**

**TO:**

South Fire District  
445 Randolph Road  
Middletown CT 06457

**FROM:**

Milestone Construction Services, LLC  
545 Long Wharf Drive  
Suite 603  
New Haven CT 06511

**APPLICATION NO: 4**  
**APPLICATION DATE:**

**PERIOD TO: 12/31/2024**

**ARCHITECT'S PROJECT NO:**

A	B	C		D		E	F	G		H	I
		TOTAL CONTRACT	AMOUNT PREVIOUS PERIOD	COMPLETED WORK THIS PERIOD	STORED MATERIALS (NOT IN D OR E)			TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G/C)		
ITEM #	WORK DESCRIPTION	SCHEDULED	CHANGES	AMOUNT PREVIOUS PERIOD	COMPLETED WORK THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G/C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)	
1000.00	- General Requirements	71,950.00		17,096.57	1,224.30		18,320.87	25.46	53,629.13	916.04	
2000.00	- Site Work	206,690.00		89,626.00			89,626.00	43.36	117,064.00	4,481.30	
3000.00	- Concrete	49,800.00		49,800.00			49,800.00	100.00	2,490.00		
4000.00	- Masonry	218,370.00		209,870.00			209,870.00	96.11	8,500.00	10,493.50	
6000.00	- Woods & Plastic	230,980.00		19,200.28	16,484.01		35,684.29	15.45	195,295.71	1,784.21	
7000.00	- Thermal & Moisture Prot	105,300.00		7,552.02			7,552.02	7.17	97,747.98	377.60	
8000.00	- Doors & Windows	33,700.00							33,700.00		
9000.00	- Finishes	190,640.00			16,495.00		16,495.00	8.65	174,145.00	824.75	
11000.00	- Equipment	42,454.00							42,454.00		
15000.00	- Mechanical	520,901.00		19,045.93	1,300.00		20,345.93	3.91	500,555.07	1,017.30	
16000.00	- Electrical	200,125.00		54,380.00	47,650.00		102,030.00	50.98	98,095.00	5,101.50	
17000.00	- General Conditions	175,780.00		86,623.96	13,012.41		99,636.37	56.68	76,143.63	4,981.82	
19005.00	- CM Fee	72,053.00		27,019.89	9,006.63		36,026.52	50.00	36,026.48	1,801.33	
	Change Order# OCO 1		16,772.60		16,772.60		16,772.60	100.00			
	Change Order# OCO 2		21,026.46		4,200.00		5,912.78	28.12	15,113.68		
	Change Order# OCO 3		75,874.99		75,874.99		75,874.99	100.00			
	Change Order# OCO 4		12,386.76		12,386.76		12,386.76	100.00			
<b>Totals:</b>		<b>2,118,743.00</b>	<b>126,060.81</b>	<b>677,062.24</b>	<b>119,271.89</b>		<b>796,334.13</b>	<b>35.47</b>	<b>1,448,469.68</b>	<b>34,269.35</b>	



**CONSTRUCTION MANAGER / GENERAL CONTRACTOR**  
**PROGRESS PAYMENT**  
**WAIVER OF MECHANIC'S LIEN AND RELEASE**

In consideration for payment in the amount of **One hundred fourteen thousand, thirteen dollars and 27/100 (\$114,013.27)** (hereinafter referred to as "Progress Payment"), to be paid by City of Middletown, CT (hereinafter called "Owner"), to **Milestone Construction Services, LLC** (hereinafter called "Releasor"), the Releasor for itself, its successors and assigns hereby remises, releases and forever discharges the Owner of and from all manner of debts, demands, actions, causes of action, liens, suits, accounts, covenants, contracts, agreements and any and all Claims and liabilities whatsoever in law and in equity, arising under, in connection with or in any way arising out of or related to labor, services, equipment or materials furnished through the Payment Date under Releasor's agreement with Owner dated **December 31, 2024**, and any and all deletions, additions and modifications thereto (hereinafter "Agreement"), for the construction of and improvements to located at **South Fire District Renovation & Additions** in the City of Middletown and State of Connecticut, exclusive of retainage and/or any unresolved Claims or Change Order requests submitted in accordance with the Agreement. Terms capitalized in this instrument are those specifically defined herein and in the Agreement.

Releasor hereby accepts the Progress Payment and all previous payments totaling **Six hundred forty eight thousand, fifty one and 51/100 dollars (\$648,051.51)**, as full compensation and payment for all labor, services, equipment and materials furnished to the Project through **December 31, 2024** (the "Payment Date") exclusive of retainage, any unresolved Claims or Change Order requests submitted in accordance with the Agreement, and labor, services, equipment and materials furnished after the Payment Date. Releasor further warrants and represents that all laborers and subcontractors employed by it and all suppliers and materialmen from which it acquired materials incorporated into the Project have been paid in full for labor, services, equipment and materials furnished to the Project through the date covered by previous payments by the Owner, and that none has any Claim, demand or lien against the Project. Furthermore, Releasor warrants that all bills, Claims, demands, liabilities and obligations for labor, services, equipment, materials and any other items furnished in connection with the Agreement or the Project through the date covered by previous payments by the Owner have been paid and satisfied, and that all taxes, fees, and benefits relating directly or indirectly to the Project have been paid in full.

Releasor unconditionally certifies that Releasor has been paid in full for all labor, services, equipment or material of any kind furnished by or through Releasor relating to or concerning the Project or the Agreement through the Payment Date, and Releasor hereby unconditionally waives, releases and relinquishes any and all liens, Claims and/or rights upon the Project or property of the Owner and all improvements thereon on account of such labor, services, equipment, material, or other items, in each case exclusive of retainage and any unresolved Claims or Change Order requests submitted in accordance with the Agreement. Releasor further agrees hereby to indemnify and hold Owner harmless from any and all Claims, liens or financial obligations arising under, in connection with or by virtue of the Agreement or Project relating to prior work and requests for payment. The foregoing certification, release and indemnification are not contingent in any respect nor are they subject to any condition precedent.



Releasor acknowledges that the foregoing representations are made to induce Owner to make the Progress Payment above knowing that the Owner relies on the representations herein contained.

This Progress Payment Waiver and Release shall be an independent covenant and shall operate and be effective with respect to the Project and the labor, services, equipment and material described herein.

Releasor's execution of this Progress Payment Waiver and Release is voluntary, with full knowledge of any rights applicable under the laws of the State of Connecticut.

This Waiver and Release may not be changed orally.

IN WITNESS WHEREOF, the Releasor has caused its corporate seal to be hereunto affixed and these presents to be signed by its Member on the 6<sup>th</sup> day of January 2025.

Signed, sealed and delivered in the presence of:

Milestone Construction Services, LLC  
Company Name

[Handwritten Signature]  
Witness

[Handwritten Signature]  
Signature

[Handwritten Signature]  
Witness

By Frank A. Ferraiolo

Its: Member  
(Corporate Officer or Owner or Authorized Individual)

[Handwritten Signature]  
(Notary Public)  
My commission expires: 03/31/2029



Landmark Architects, P.C.  
 100 RIVER VIEW CENTER SUITE 204  
 MIDDLETOWN, CT 06457  
 860-346-1333  
 llockton@landmarkarch.com

# Invoice



**BILL TO**

Middletown South Fire District  
 Chief James Trzaski  
 445 Randolph Road  
 Middletown, CT 06457

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
0786	01/06/2025	\$5,000.00	02/05/2025	Net 30	

DETAIL / PERCENT COMPLETE	PRIOR BILLING	CURRENT FEE
Schematic Design - Total Fee \$18,750.00 - 100% complete	18,750	0.00
Design Development - Total Fee \$18,750.00 - 100% complete	18,750	0.00
Contract Documents - Total Fee \$37,500.00 - 100% complete	37,500	0.00
Contract Administration - Total Fee \$25,000.00 - 80% Complete	15,000	5,000.00
A23007 - South Fire Phase II		

We appreciate your business!

BALANCE DUE

**\$5,000.00**

