

Middlefield Fire House Building Committee
405 Main Street Middlefield CT 06455
 March 17 2021
(Not approved at time of filing)

Attendance: A=Absent X=Present

Meeting Held at Firehouse

Members

x	Bruce Villwock	x	Kevin Boyle
x	Paul Pizzo	x	Melissa Kowal
x	Alice Malcolm	x	Ryan Colwell
x	Ken Wilson		

1. Call to Order: Meeting was called to order at 7:07

Motion to amend agenda to include approval of minutes from 2/24/21 meeting was made by Kevin Boyle, seconded by Bruce Villwock and approved by all.

2. Public Comment No public present

3. Election of Officers

Alice Malcolm nominated Paul Pizzo as Chairman. Committee asked if any one else would like position.

Motion to appoint Paul Pizzo as Chairman was made by Alice Malcolm, seconded by Bruce Villwock, and approved by all.

Melissa Kowal nominated Kevin Boyle to serve as Vice Chairman, Committee asked if any one else would like the position.

Motion to appoint Kevin Boyle as Vice Chairman was made by Melissa Kowal, seconded by Ken Wilson and approved by all.

Paul Pizzo nominated Melissa Kowal as Secretary. She asked if anyone else wanted the position.

Motion to appoint Melissa as Secretary was made by Paul Pizzo, seconded by Kevin Boyle and approved by all.

4. Discussion about content of RFQ for consulting services

Paul as newly appointed Chairman suggested the have a staff person who will help with the RFQ. Suggestions about what to do with the building was discussed. Melissa spoke about the building

and its history, the location and the practically. Members continued to discuss the possibilities for the existing structure.

Paul said in his opinion there are 2 tasks that need to be done. The first is to create an RFP/RFQ for an architectural firm and a feasibility study to determine a budget. Money has been set aside for the start of this project. The committee discussed how to proceed in approaching the best firms suitable for the project.

Over the next 2 meetings the committee will ask for detailed programs. Paul will email examples of what should be on the checklist for the program that will be presented. The discussions continued. In the proposal for the “firms selected” it will be stated that there will be a community outreach before there will any finalization.

It was noted pictures were taken when the committee met for the site visit at the Firehouse.

Paul talked about Design Build. There are some projects that will need to be addressed ASAP.

The next meeting will be April 7 2021 at the Firehouse.

5. Firehouse plans and Document review

Plans were given to the committee and a discussion will continue at the next meeting

6. Adjourn

Motion to adjourn was made by Bruce Villwock, seconded by Melissa Kowal and approved by all.