



City of Bristol

ANIMAL CONTROL BUILDING COMMITTEE

December 4th, 2023 1:00 pm

111 North Main Street

Bristol, CT 06010

PRESENT:

Mayor Jeffrey Caggiano
Lindsey Rivers, Public Works Analyst
David Oakes, Facilities Manager
Cheryl Thibeault, City Council Member
Raymond Zagurski, Animal Control Officer
Frank Stawski, Commissioner
Luis Lorenzo, Maintenance Technician

ABSENT:

Patricia Ulin, Commissioner

STAFF PRESENT:

Roger Rousseau, Purchasing Agent
Raymond Rogozinski, Director of Public Works

1. **CALL TO ORDER**

Mayor Jeffrey Caggiano called the meeting to order at 1:03 pm.

2. **APPOINTMENT OF OFFICERS**

Cheryl Thibeault made a motion for Lindsey Rivers to serve as Chairperson, seconded by David Oakes.

Vote: Unanimously Passed

Lindsey Rivers made a motion for Cheryl Thibeault to serve as Vice Chairperson, seconded by Raymond Zagurski.

Vote: Unanimously Passed

3. **PUBLIC PARTICIPATION**

None

4. **NEW BUSINESS**

The discussion was held on accepting monetary and non-monetary donations from citizens, along with how the committee will accept these donations. The committee discussed how donors can be honored in the new building. Examples from other animal control facilities were kennels, play areas, and benches named after those who donated.

The committee expressed an interest in applying for state grants to assist with funding for items in the animal control building.

5. **PROJECT REVIEW**

The new Animal Control Building will be built on the existing parcel of land at 126 Vincent P Kelly Road. The budget available is approximately \$2.8M.

Lindsey Rivers provided examples of three newly renovated animal control facilities to the committee. These packets provided a list of do's and don'ts to help guide the committee on what to include in the animal control building.

A. Program plan for project usage considerations

A discussion was held on the requirements of the new animal control building. Some items that were not included in the previous study done by Studio Q are:

Sally port/ separate entrance to bring animals inside

Concrete pad outside

Quarantine area

Adequate storage

Separate rooms for dogs, cats, and other animals

David Oakes stated the committee will need to decide which items are necessities versus extras if the budget allows.

Frank Stawski asked what the Department of Agriculture's requirements for animal control buildings are and if the committee could request a copy of the requirements.

Mayor Jeffrey Caggiano stated that years prior the Town of Plymouth had a contract with the City of Bristol to use our animal control facility. The Town of Plymouth has expressed interest in using our facility in the future.

B. Discussion of requirements for engagement of design professionals and take any action as necessary.

The committee discussed seeking out architects with prior experience in building animal control facilities. Frank Stawski made a motion for the purchasing agent Roger Rousseau to prepare a Request for Qualifications, seconded by Raymond Zagurski.

Vote: Unanimously Passed

6. **ADJOURNMENT**

Frank Stawski made a motion to adjourn, seconded by Raymond Zagurski.

Vote: Unanimously Passed

The Animal Control Building Committee meeting on December 4th, 2023, was hereby adjourned at 1:56 pm.

Jacqueline England
Recording Secretary