



City of Bristol

ANIMAL CONTROL BUILDING COMMITTEE

SPECIAL MEETING

December 21, 2023 5:00 pm

111 North Main Street

Bristol, CT 06010

PRESENT:

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:

Jeffrey Caggiano, Mayor
Roger Rousseau, Purchasing Agent
Raymond Rogozinski, Director of Public Works

1. **CALL TO ORDER**

Chairperson Lindsey Rivers called the meeting to order at 5:00 pm.

2. **PUBLIC PARTICIPATION**

None

3. **APPROVAL OF MINUTES**

Cheryl Thibeault made a motion to approve December 4th meeting minutes, seconded by Frank Stawski.

Vote: Unanimously Passed

4. **OLD BUISNESS**

A. Donations

Lindsey Rivers received clarification on donations from the comptroller's office. If items are donated to the Animal Control Building then they will need to go thorough City Council to be approved. All monetary donations can be sent to Lindsey Rivers in Public Works to be deposited into the set donation account.

Discussion was held on the option of creating a wish list of items that can be donated to the Animal Control Building.

5. **NEW BUISNESS**

A. Establish calendar of meetings

Chairperson Lindsey Rivers suggested the Animal Control Building Committee meet every third Thursday of the month, Cheryl Thibeault made a motion to meet every third Thursday of the month, seconded by Frank Stawski.

Vote: Unanimously Passed

B. Review and discuss RFQ for design team selection and take any action as necessary.

Purchasing agent Roger Rousseau presented a draft RFQ to the committee with an updated list of items for building. Roger anticipates the RFQ getting out to the public within the next week or so following any revisions deemed necessary.

Cheryl Thibeault made a suggestion to add a separate bathroom with a shower for Animal Control Officers.

Discussion was held on what the outdoor/indoor runs for dogs will look like in the building. Raymond Zagurski did confirm that per state regulations dogs, cats and other animals will have to have separate spaces.

Lindsey Rivers made a motion to approve the Request for Qualifications with the revision of adding a separate bathroom with shower for Animal Control Officers, Seconded by Frank Stawski.

Vote: Unanimously Passed

C. ADJOURNMENT

Frank Stawski made a motion to adjourn, seconded by Cheryl Thibeault.

Vote: Unanimously Passed

The Animal Control Building Committee meeting on December 21, 2023, was hereby adjourned at 5:16 pm

Jacqueline England

Recording Secretary