



*City of Bristol
Animal Control Building Committee*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/89628601071?pwd=tMgnOjgbcYucgbyn8IVTLQZ6dbcbNS.1>

Meeting ID: 896 2860 1071

Passcode: 123456

The regular meeting of the Animal Control Building Committee will be held on Thursday, March 21, 2024, at 5:00 PM. in 111 N Main Street Council Chambers, Bristol, CT 06010.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - a. Regular Meeting - January 18th, 2024
 - b. Special Meeting - February 28th, 2024
4. Discussion of Architect Firms and take any action as necessary
5. Marketing
 - a. Discussion of Donation Tier amounts and Flyer
6. New Business
7. Old Business
8. Adjournment

PER ORDER OF THE CHAIRPERSON
Lindsey Rivers



City of Bristol
ANIMAL CONTROL BUILDING COMMITTEE
January 18, 2024 5:00 pm
Council Chambers
111 North Main Street
Bristol, CT 06010

PRESENT:

Lindsey Rivers, Public Works Analyst
Cheryl Thibeault, City Council Member
Raymond Zagurski, Animal Control Officer
Frank Stawski, Commissioner
Luis Lorenzo, Maintenance Technician

ABSENT:

Patricia Ulin, Commissioner
David Oakes, Facilities Manager
Jon Mace, Commissioner

STAFF PRESENT:

Roger Rousseau, Purchasing Agent

1. CALL TO ORDER

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

2. PUBLIC PARTICIPATION

None

3. APPROVAL OF MINUTES

Commissioner Cheryl Thibeault made a motion to approve December 21st, 2023 meeting minutes, seconded by Commissioner Frank Stawski.

Vote: Unanimously Passed

4. OLD BUSINESS

A. Donations

Discussion was held on future monetary donations. Chairperson Lindsey Rivers has confirmed there is no limit to the amount of donations the committee can accept. Commissioner Cheryl Thibeault also recommended the committee should review the City of Bristol's donation policy.

B. Review and discuss RFQ for design team selection and take any action as necessary. Discussion was held regarding the eight RFQ's the committee has received. Purchasing Agent Roger Rousseau explained the next steps the board must take when selecting which firms will be interviewed.

Chairperson Lindsey Rivers stated the committee will review RFQ's and turn in their recommendations to Purchasing Agent Roger Rousseau by January 31st, 2024. Once firms are selected for an interview, Purchasing Agent Roger Rousseau will then request a fee schedule to be presented to the committee.

Commissioner Frank Stawski made a motion to table further discussion on the design team RFQ's until next meeting, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

5. **NEW BUSINESS**

A. Approval of 2024 Calendar

Commissioner Frank Stawski made a motion to approve the 2024 meeting calendar, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

6. **ADJOURNMENT**

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

Vote: Unanimously Passed

The Animal Control Building Committee meeting for the 18th day of January 2024, was hereby adjourned at 5:17 pm.

Jacqueline England

Recording Secretary



City of Bristol
ANIMAL CONTROL BUILDING COMMITTEE
SPECIAL MEETING
February 28, 2024 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
Patricia Ulin, Commissioner
Christopher Hayden, Firefighter
Jon Mace, Commissioner

ABSENT:

STAFF PRESENT:

Roger Rousseau, Purchasing Agent

1. **CALL TO ORDER**

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

2. **PRESENTATION FROM ARCHITECT FIRMS**

Presentations were given from the following companies in the order listed below, each firm was given 40 minutes to present.

Silver Petrucelli + Associates
Circular
Rauhaus Freedendfeld & Associates

a. Review presentations and take any action as necessary

Discussion was held on the qualifications of each firm and visiting completed animal control buildings each firm has done. Purchasing agent Roger Rousseau provided the committee members with the fee schedule from each firm. Chairperson Lindsey Rivers asked Purchasing agent Roger Rousseau to send follow up questions to architect firms.

3. **ADJOURNMENT**

Frank Stawski made a motion to adjourn, seconded by Christopher Hayden.

Vote: Unanimously Passed

The Animal Control Building Committee meeting on February 28, 2024, was hereby adjourned at 7:54 pm

Jacqueline England
Recording Secretary