



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