



City of Bristol
ANIMAL CONTROL BUILDING COMMITTEE
Thursday, March 21, 2024
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
Dawn Nielson, Marketing & Public Relations Specialist

1. **CALL TO ORDER**

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

Chairperson Lindsey Rivers made a motion to move item 5. Marketing to item 4. On the agenda, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

2. **PUBLIC PARTICIPATION**

NONE

3. **APPROVAL OF MINUTES**

a. Regular Meeting – January 18th, 2024

Commissioner Frank Stawski made a motion to approve January 18th 2024 meeting minutes, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

b. Special Meeting – February 28th, 2024

Commissioner Jon Mace made a motion to approve February 28th 2024 meeting minutes, seconded by Commissioner Frank Stawski.

Vote: Unanimously Passed

4. **MARKETING**

- a. Discussion of Donation Tier amounts and flyer

Marketing & Public Relations Specialist Dawn Nielson held a discussion on fundraising for the Bristol Animal Control Facility. Dawn Nielson will be creating a letter asking for support to be sent out to the public. Chairperson Lindsey Rivers will be assisting Dawn Nielson on creating a logo for the fundraiser.

Discussion was held on the fundraiser donation tiers, the committee would like to have a range of options to allow individuals and companies to donate within their budget. The Animal Control Building Committee has not set a fundraising goal at this time.

5. **DISCUSSION OF ARCHITECT FIRMS**

Chairperson Lindsey Rivers held a discussion on the Bristol Rhode Island Animal Control building she has visited. This building was built by Rauhaus Freedendeld & Associates approximately 10 years ago. Chairperson Lindsey Rivers highlighted some of the fixtures in the building that the committee would like to see in the Bristol Animal Control Facility.

The committee members further discussed the interviewed architect firms and which company would be most appropriate for this project. Firefighter Christopher Hayden made a motion to hire Rauhaus Freedendeld & Associates, seconded by Commissioner Cheryl Thibeault.

Vote: Unanimously Passed

Purchasing Agent Roger Rousseau will begin contract preparation and pursue authorization from the City Council for approval of a contract.

6. **NEW BUISNESS**

NONE

7. **OLD BUISNESS**

NONE

8. **ADJOURNMENT**

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

Vote: Unanimously Passed

The Animal Control Building Committee meeting on March 21, 2024, was hereby adjourned at 5:35 pm

Jacqueline England

Recording Secretary