



*City of Bristol
Animal Control Building Committee*

REVISED AGENDA

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/89628601071?pwd=tMgnOjgbcYucgbyn8VTLQZ6dbcbNS.1>

Meeting ID: 896 2860 1071

Passcode: 123456

The regular meeting of the Animal Control Building Committee will be held on Thursday, October 17, 2024, at 5:00 PM. in City Hall Council Chambers, 111 North Main ST, Bristol, CT 06010.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - a. Regular Meeting - July 17th 2024
 - b. Special Meeting - August 8th 2024
 - c. Special Meeting - September 30th 2024
4. New Business
 - a. Review Purchase of 30 Cross Street
 - b. Board of Finance Transfer
 - c. Discussion of Architectural Review, Take any action as necessary
 - d. Regionalization of Animal Control Resources
5. Old Business

6. Fundraising
7. Correspondence
 - a. Board of Finance Request
 - b. Aspen Way Resident Concern
8. Adjournment

PER ORDER OF THE CHAIRPERSON
Lindsey Rivers



City of Bristol

ANIMAL CONTROL BUILDING COMMITTEE

Thursday, July 18th 2024

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
David Oakes, Facilities Manager
Christopher Hayden, Commissioner

ABSENT:

Jon Mace, Commissioner
Patricia Ulin, Commissioner

STAFF PRESENT:

Jeffrey Caggiano, Mayor
Roger Rousseau, Purchasing Agent
Raymond Rogozinski, Director of Public Works
Robert Longo, Superintendent of Water and Sewer

1. **CALL TO ORDER**

Chairperson Lindsey Rivers called the meeting to order at 5:01 pm.

2. **PUBLIC PARTICIPATION**

NONE

3. **APPROVAL OF MINUTES**

a. Regular Meeting – June 20th 2024

Commissioner Frank Stawski made a motion to approve June 20th 2024 meeting minutes, seconded by Maintenance Technician Luis Lorenzo.

Vote: Unanimously Passed

4. **FUNDRAISING**

Chairperson Lindsey Rivers gave an update on the T-Shirt fundraiser. The first fundraising event will be held on August 3rd 2024 at the Bristol's Farmers Market. T-Shirts will be sold at \$20.00 or \$25.00 for size XXL or larger.

City Council Member Cheryl Thibeault will have a presentation for the indoor mini-golf fundraiser next meeting for the committee.

5. **PROPERTY PLACEMENT & LAND DISCUSSION**

Purchasing Agent Roger Rousseau held a discussion on the projected building footprint Rauhaus Freedenfeld & Associates has sent. There are some concerns of how the

building will fit on the proposed parcel of property west of the current Animal Control Building. That information will remain unknown until a formal survey of land has been completed. Director of Public Works Raymond Rogozinski expressed concern that the building diagram does not represent a prefab building as previously discussed and agreed upon.

Purchasing Agent Roger Rousseau stated there are no other updates at this time. He will continue to try and obtain a more detailed rendering of the proposed Animal Control Facility for our next meeting.

Mayor Jeffrey Caggiano inquired about what progress has been made by Rahaus Freedenfeld & Associates regarding the project. A discussion was held on where we are in the process and what is expected moving forward.

Purchasing Agent Roger Rousseau and Chairperson Lindsey Rivers updated the committee that they are still looking at other locations for the Animal Control Facility. The property on 75 Battista Road is still in consideration. The Superintendent of Water and Sewer Robert Longo stated they would have objections to using 75 Battista Road for the Animal Control Facility, due to potential future regulations and expansions to the Sewer Department. The committee further discussed working with the Water and Sewer Department on placement of the Animal Control Building.

6. UPDATE FROM ARCHITECT

Warren from Rauhaus Freedenfeld Associates did not log on to the Zoom meeting. No update was given.

7. NEW BUISNESS

NONE

8. OLD BUISNESS

NONE

9. ADJOURNMENT

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

Vote: Unanimously Passed

The Animal Control Building Committee meeting on July 18th 2024, was hereby adjourned at 5:26 pm.

Jacqueline England

Recording Secretary



City of Bristol

ANIMAL CONTROL BUILDING COMMITTEE

SPECIAL MEETING

Thursday, August 8th 2024

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
Christopher Hayden, Commissioner
Jon Mace, Commissioner

ABSENT:

David Oakes, Facilities Manager
Patricia Ulin, Commissioner

STAFF PRESENT:

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. **DISCUSS POTENTIAL LAND ACQUISITION & TAKE ANY ACTION AS NECESSARY**

Purchasing Agent Roger Rousseau held a discussion on the property of 30 Cross Street. The City of Bristol has stated negotiations on purchasing this property, starting with a short lease leading to the purchase. No agreement has yet to be made but Purchasing Agent Roger Rousseau is working with consultation for a preliminary over view of the property. The committee continued to discuss the size of the building, the scope of potential renovations and the history of previous use.

Frank Stawski made a motion to endorse the acquisition of 30 Cross Street for subsequent use as an animal control facility and to refer to the City Council, seconded by Cheryl Thibeault.

Vote: Unanimously Passed

3. **ADJOURNMENT**

Commissioner Frank Stawski made a motion to adjourn, seconded by City Council Member Cheryl Thibeault.

Vote: Unanimously Passed

The Animal Control Building Committee meeting on August 8th 2024, was hereby adjourned at 5:18 pm.

Jacqueline England

Recording Secretary



City of Bristol

ANIMAL CONTROL BUILDING COMMITTEE

SPECIAL MEETING

Monday September 30th 2024

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
Christopher Hayden, Commissioner
Jon Mace, Commissioner
David Oakes, Facilities Manager
Matthew Moskowitz, Deputy Chief of Police

ABSENT:

Patricia Ulin, Commissioner

STAFF PRESENT:

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. REVIEW OF REPORTS RELEVANT TO CONDITIONS AT 30 CROSS ST

Purchasing Agent Roger Rousseau discussed the current state of 30 Cross Street per Colliers Building Analysis Report. The committee further discussed the scope of renovations needed for 30 Cross Street to become Bristol's Animal Control Facility.

4. CONSIDER OF REFERRAL TO CITY COUNCIL FOR THE PURCHASE OF PROPERTY AT 30 CROSS STREET

The committee discussed the compatibility of 30 Cross Street to the needs of this project. It was unanimously agreed upon that 30 Cross Street is the best option for the Animal Control Facility.

Commissioner Frank Stawski made a motion to refer to the City Council to purchase the property at 30 Cross Street for the new Animal Control Facility, seconded by Maintenance Technician Luis Lorenzo.

Vote: Unanimously Passed

5. **ADJOURNMENT**

Animal Control Officer Raymond Zagurski made a motion to adjourn, seconded by Commissioner Christopher Hayden.

Vote: Unanimously Passed

The Animal Control Building Committee special meeting on September 30th, 2024, was hereby adjourned at 5:46 pm.

Jacqueline England

Recording Secretary

DRAFT



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: October 10, 2024
(Submission Date)

For the October 22, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☒ Additional Appropriation \$ 2,700,000
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Animal Control Building Committee
(governing Board of your department)
at its meeting held on October 17, 2024.
(date)

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

See attached memorandum

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
3023015 491002 23C08	Sale of Bonds & Notes	\$2,700,000
3023015 570100 23C08	Land – Dog Pound Improvements	\$1,300,000
3023015 570200 23C08	Buildings – Dog Pound Improvements	\$1,400,000



Department of Public Works | Tel. 860.584.6125

MEMORANDUM

To: Diane Waldron, Comptroller
C: Raymond Rogozinski, Director of Public Works
Roger Rousseau, Purchasing Agent
Police Chief Mark Morello
Mayor Jeffrey Caggiano
From: Lindsey Rivers, Chair, ACO Building Committee
Date: October 10, 2024
Re: Supplemental Funding Request for ACO Facility

The Board of Finance approved funding for the construction of a new facility for the Animal Control operation. Due to unanticipated factors beyond the control of the City of Bristol, anticipated costs for the project have increased significantly. On behalf of the ACO Building Committee, I request a supplemental appropriation for the project, based on the following considerations.

Timeline Considerations

August 2022: The Department of Public Works had commissioned a [report](#) from Studio Q Architecture and Van Zelm Engineers, which recommended that the City construct a new 4,000 square foot facility to replace the existing 2,355 SF facility. The report provided a probable cost of \$2,800,000 for construction of such a facility, with an estimated cost per square foot of \$644.

May 2023: The Board of Finance approved \$2,800,000 in funding to construct a new facility, and the City established a building committee to oversee the project.

December 2023: The Building Committee finalized a Request for Proposals for the selection of a design consultant for the project.

December 2023: The State of CT Department of Agriculture published new regulations related to animal control facilities.

May 2024: The architect firm Rauhaus Freedenfeld Associates (RFA) provided a [square feet assessment](#) for a new facility that accommodates the new state regulations, showing 9,175 square feet, subsequently amended to reflect 9,138 square feet.

June 2024: The Building Committee recognized that the existing site could not accommodate a 9,000 SF building, and discussed new site options, including relocation to property held by the Water Department on Vincent P Kelly Road. The property was removed from consideration due to potential future needs of the wastewater treatment operation.

July 2024: The City recognized availability of a building at 30 Cross Street, sized 10,600 SF, that was previously used for a dog daycare facility.

August 2024: The City Council approves a contract for the lease of the property at 30 Cross Street, with option to purchase the property, at a cost of \$1,200,000. Naugatuck Valley Council of Governments commissioned the completion of a Phase 1 environmental site assessment for the property, and the City commissioned a building assessment to be performed by Colliers Project Leaders.

Summary of the New State Regulations

The new state regulations outlined in CGS 22-336 include the following new mandates for dog pound construction:

All kennel runs shall be not less than 40 square feet (the facility requires 32 kennel runs)

All kennel runs shall have troughs exterior to the run, draining to sanitary discharge not less than 6" diameter.

The building shall have mechanical ventilation specifically designed to handle a high CFM ("cubic feet per minute") for air circulation to handle ammonia and to minimize risk of disease transmission.

The building shall have at least one isolation area for every ten primary enclosures.

The building requires separate building areas for dogs, cats, and other animal types.

All such facilities must be compliant with these regulations by January 2029.

Budget Estimates

\$2,800,000 – [original estimate](#) prepared in August 2022, assuming a 4,000 SF facility on the site of the existing ACO facility.

\$5,908,000 – estimate for construction of new facility based on architect's design sized 9,175 SF, exclusive of any land acquisition costs. Staff calculation of costs June 2024 assuming \$644 per SF as shown in 2022 report.

\$5,429,000 – [estimate for renovation](#) of property at 30 Cross Street, including \$4,229,000 renovation costs and \$1,200,000 land acquisition cost, as prepared by Colliers and dated September 27 2024. The Cross Street facility can support potential regionalization with adjacent small communities, however inclusion of larger communities would require additional building modification/ additions and additional funding which would be part of the regionalization discussions/ negotiations.

\$8,539,600 – [estimate for construction of a new facility](#) sized 9,200 SF at unknown site, exclusive of land acquisition costs, as prepared by Colliers and dated October 10 2024.

Recommendation

The scenario that seems to be the most cost effective is to acquire the property at 30 Cross Street and renovate the facility for a total project cost of \$5,429,000. The existing appropriation would need to be increased by \$2,700,000 to achieve sufficient funding for completion of the project. This estimate includes contingency of approximately \$690,000, and additionally includes provision for escalation of \$500,000 (assumption is based on construction in late 2025).

Based on the above, I request that you please consider additional appropriation for the project in the amount of \$2,700,000. Thank you for your consideration of this request.

URGENT: STATE-OF-THE-ART ANIMAL SHELTER

From: Linda Cyrulik [REDACTED]

To: mayorsoffice@bristolct.gov

Cc: andrewhowe@bristolct.gov; cherylthibeault@bristolct.gov

Date: Tuesday, September 24, 2024 at 03:28 PM EDT

✓ Mayor Caggiano and Council Members:

I'm a resident at Blue Trail Crossing located off of 555 Lake Avenue, Bristol, CT. I was really distressed upon reading the article in the Hartford Courant dated 9/18/2024 about CT towns looking into regionalization for a state-of-the-art animal shelter. My home, and others here, sit within yards of what use to be the facility of WOOFPACK. That facility created much havoc and stress in this neighborhood. I, and others, even got involved with the Zoning Department, Bristol, CT at that time. The LOUD NOISES that we had to endure for months were VERY DISTURBING.

We are a condo association that has residents ages 55 and older and the property owners pay taxes of approximately \$6,000 each. The future outlook would not be an enjoyable one for retirees to be confronted with barking animals on a FULLTIME BASIS in its 10,000 SQ. FT. FACILITY which can house an abundance of animals. When WOOFPACK was here, there were restrictions. The owners of WOOFPACK were limited to the number of dogs on the property and owners picked up their animals usually by 5 pm during the week. A big difference between WOOFPACK and what The City of Bristol is trying to organize now.

One of the happiest days here was when we found out that WOOFPACK went out of business. Now you're entertaining this new idea of rescue animals. You have got to be kidding. So many questions go thru my mind. You're going to have surrounding towns involved...that makes no sense at all! A 10,000 SQ. FT. BUILDING HOUSED WITH RESCUE ANIMALS AND IT ALSO HAS OUTSIDE PENS WHICH BORDER A RESIDENTIAL AREA. What restrictions will be placed on this facility? What will be the number of animals housed, what kind of animals, how many animals will be outside at once and for how long, IS THE NEW FACILITY GOING TO BE IN FULL COMPLIANCE WITH ALL NOISE REGULATIONS IN A RESIDENTIAL AREA?

Putting this particular facility on an IP3 zoned property that directly abuts an R-10 property is awful. We would expect a thorough zoning vetting before any approvals are permitted. It's essential that there is an opportunity for input from neighbors before this under-the-radar project happens.

Since you were a Zoning Officer at one time, I would question what would make you believe that this property would be considered as the right location? The only thing I get out of the newspaper article...IS BECAUSE IT'S ALREADY BEEN SET UP FOR ANIMALS, THAT YOU FEEL IT'S THE PERFECT LOCATION. Well, I and others, definitely don't agree.

There are many residents that live in this area of the town of Bristol. The type of location for an animal rescue shelter should be out in a desolate area of a town. This is very UNFAIR. Isn't it bad enough that this is the location that you're seeking to push through the MEDICAL WASTES with REWORLD (formerly Covanta). I hope you and other Council members have a change of heart.

I'd like to invite you and the other officials to my home to see what we are up against in this neighborhood and apartment complexes, etc. How close we are in proximity to a future problem that you'd be creating and one that will never go away. If you visit the premises, I'd like to know how you'd feel if you lived here? I'd also like to know when ANIMALS became MORE IMPORTANT than PEOPLE?

Looking forward to a response; even a visit to my home so you and others can see what we'd be confronted with for many homeowners on Lake Avenue and Cross Street.

Respectfully Submitted,

**Linda M. Cyrulik
7 Aspen Way
Bristol, CT 06010 All Heart**


Cc: Bristol Zoning Officer