



*City of Bristol  
Animal Control Building Committee*

**INFORMATION TO ACCESS THIS MEETING**

<https://bristolct-gov.zoom.us/j/88266584232?pwd=4ogMBdVQ39ahfMTsgMi5Ag0baOyX1i.1>  
Meeting ID: 882 6658 4232  
Passcode: 123456

The regular meeting of the Animal Control Building Committee will be held on Thursday, August 21, 2025, in the Council Chambers at 5:00 PM. in 111 North Main Street, Bristol, CT 06010.

**AGENDA**

1. Call to Order
2. Public Participation
3. Approval of Meeting Minutes
  - a. Regular Meeting - July 17th 2025
  - b. Special Meeting - July 28th 2025
  - c. Special Meeting - August 11th 2025
4. Discuss Scope of Project
5. New Buisness
6. Old Buisness
7. Adjournment

PER ORDER OF THE CHAIRPERSON  
*Lindsey Rivers*



City of Bristol  
**ANIMAL CONTROL BUILDING COMMITTEE**  
**Thursday, July 17<sup>th</sup> 2025**  
111 North Main Street  
Bristol, CT 06010

**PRESENT:**

Lindsey Rivers, Public Works Analyst  
Frank Stawski, Commissioner  
David Oakes, Facilities Manager  
Matthew Moskowitz, Deputy Chief of Police  
Luis Lorenzo, Maintenance Technician  
Cheryl Thibeault, City Council Member  
Raymond Zagurski, Animal Control Officer

**ABSENT:**

Christopher Hayden, Commissioner  
Jon Mace, Commissioner

**STAFF PRESENT:**

Roger Rousseau, Purchasing Agent  
Nancy Haynes, Purchasing Agent

1. **CALL TO ORDER**

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

2. **PUBLIC PARTICIPATION**

Jamie Fournier of Lake Side Drive asked the committee questions regarding the size of our current Animal Control Facility versus 30 Cross Street and how the budget has changed within the past three years. The committee explained the Animal Control Facility size and structure is inadequate. While 30 Cross Street is not only larger but overall in better condition. Also, there are unfunded state mandates that require improvements to the Animal Control Facilities.

Jamie also inquired on residents volunteering at the facility. Deputy Chief Matthew Moskowitz stated that at this time a volunteer program may not fit what we need at this time however, in the future he is willing to explore the idea.

3. **APPROVAL OF MEETING MINUTES**

a. Special Meeting – June 2<sup>nd</sup> 2025

City Council Member Cheryl Thibeault made a motion to approve the meeting minutes, second by Commissioner Frank Stawski.

Vote: Unanimously Passed

b. Special Meeting – June 18<sup>th</sup> 2025

Comissioner Frank Stawski made a motion to approve the meeting minutes, second by City Council Member Cheryl Thibeault.

Vote: Unanimously Passed

4. **REVIEW ACO ARCHITECT PROPOSAL SUBMISSIONS AND TAKE ANY ACTION AS NECESSARY**

The committee has reviewed the five architect proposals and has completed the grading system to rank the companies. Purchasing Agent Roger Rousseau stated the scoring was consistent throughout the committee.

The ranking of architect companies are as follows:

1. Design Learned INC
2. Friar Architecture INC
3. Rauhaus Freedenfeld Architects
4. Silver Petrucelli Associates
5. AEPM International LLC

A discussion was held on how many firms the committee would want to interview future. Facilities Manager David Oaks made a motion to move forward and interview the top three scoring firms, Design Learned INC, Friar Architecture INC & Rauhaus Freedenfeld Architects, second by City Council Member Cheryl Thibeault.

Purchasing Agent Roger Rousseau wanted to compare the fees for each firm specifically the firm Design Learned INC. They are considerably more expensive compared to the other firms. The committee discussed the fee schedules further and asked to see them prior to interviews to prep questions. Facilities Manager David Oaks stated how he wants to remind the architects that building is for municipal use and wants to push functionality.

Vote: Unanimously Passed

Interviews will be scheduled for the three firms within the next upcoming weeks based upon everyone's schedule. Purchasing Agent Roger Rousseau also recommended appointing one person to be the point of contact for the architect firm as a project leader.

5. **REVIEW CRITERIA FOR THE ANIMAL CONTROL FACILITY**

The committee touched on some of the criteria in the previous agenda item. Nothing more to add at this time.

6. **NEW BUISNESS**

NONE

7. **OLD BUISNESS**

City Council Member Cheryl Thibeault asked Chairperson Lindsey Rivers is there are any updates to Cheshire's Animal Control Facility. Animal Control Officer Raymond Zagurski confirmed Cheshire will be renovating their current facility to meet new regulations.

8. **ADJOURNMENT**

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

Vote: Unanimously Passed

The Animal Control Building Committee special meeting on July 17<sup>th</sup> 2025 was hereby adjourned at 5:33pm.

*Jacqueline England*

Recording Secretary

DRAFT



City of Bristol  
SPECIAL MEETING  
**ANIMAL CONTROL BUILDING COMMITTEE**  
**Monday July 28<sup>th</sup> 2025**  
111 North Main Street  
Bristol, CT 06010

**PRESENT:**

Lindsey Rivers, Public Works Analyst  
Frank Stawski, Commissioner  
David Oakes, Facilities Manager  
Matthew Moskowitz, Deputy Chief of Police  
Luis Lorenzo, Maintenance Technician  
Cheryl Thibeault, City Council Member  
Raymond Zagurski, Animal Control Officer  
Christopher Hayden, Commissioner

**ABSENT:**

Jon Mace, Commissioner

**STAFF PRESENT:**

Nancy Haynes, Purchasing Agent  
Lukasz Burkacki, Civil Engineer

1. **CALL TO ORDER**

Chairperson Lindsey Rivers called the meeting to order at 3:31pm.

2. **PRESENTATION FROM ARCHITECT FIRMS**

- a. Review the presentations and take any action necessary

Each firm was given an hour to give a presentation to the building committee. The architect firms presented in the order below.

1. Friar
2. Design Learned Inc
3. Rauhaus Freedenfeld Architects

After the presentations the committee discussed each firm and their fee schedules. Chairperson Lindsey Rivers asked Purchasing Agent Nancy Haynes to reach out to obtain a more cohesive fee schedule from each firm. The committee will compare and further discuss the architect firms.

3. **ADJOURNMENT**

Facilities Manager David Oakes made a motion to adjourn, seconded by Maintenance Technician Luis Lorenzo.

Vote: Unanimously Passed

The Animal Control Building Committee special meeting on July 28<sup>th</sup>, 2025 was hereby adjourned at 6:51pm

*Jacqueline England*

Recording Secretary

DRAFT



City of Bristol  
SPECIAL MEETING  
**ANIMAL CONTROL BUILDING COMMITTEE**  
**Monday, August 11<sup>th</sup> 2025**  
111 North Main Street  
Bristol, CT 06010

**PRESENT:**

Lindsey Rivers, Public Works Analyst  
Frank Stawski, Commissioner  
David Oakes, Facilities Manager  
Luis Lorenzo, Maintenance Technician  
Raymond Zagurski, Animal Control Officer  
Christopher Hayden, Commissioner  
Jon Mace, Commissioner

**ABSENT:**

Raymond Zagurski, Animal Control Officer  
Cheryl Thibeault, City Council Member  
Matthew Moskowitz, Deputy Chief of Police

**STAFF PRESENT:**

Nancy Haynes, Purchasing Agent  
Raymond Rogozinski, Director of Public Works  
Lukasz Burkacki, Civil Engineer

1. **CALL TO ORDER**

Chairperson Lindsey Rivers called the meeting to order at 9:01am.

2. **DISCUSS ARCHITECTURAL FIRM PRESENTATIONS AND TAKE ANY ACTION NECESSARY**

Director of Public Works Raymond Rogozinski brought up the budget and the concern on each firm's fee schedule. He confirmed that the budget has allocated enough money to support any of the architectural firms. Commissioner Frank Stawski recommended to eliminate the architect firm Friar and focus on Design Learned Inc. and Rauhaus Freedenfeld Architects. The committee had further discussion on architect firm Design Learned Inc. and Rauhaus Freedenfeld Architects. Commissioner Frank Stawski made a motion to move forward with Design Learned Inc. with the caveat of having a meeting with the firm to review the scope of the Animal Control Facility project, Seconded by Commissioner Christopher Hayden.

Vote: Unanimously Passed

Director of Public Works Raymond Rogozinski gave a final thought of making sure the committee is clear on the scope of the project prior to the meeting with Design Learned Inc.

3. **ADJOURNMENT**

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

Vote: Unanimously Passed

The Animal Control Building Committee special meeting on August 11<sup>th</sup> 2025 was hereby adjourned at 9:17am.

Jacqueline England  
Recording Secretary

DRAFT