

Animal Shelter Building Committee
Meeting
January 13, 2011

The meeting of the Animal Shelter Building Committee was called to order by Chairman Gerry Craig at 7:05p.m. in Room 305 of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 on Thursday, January 13, 2011. The following members were in attendance: Gerry Craig, Irene McCoy, Steven Martino, Linda Hooper, Tony Minopoli, and Roberta Reynolds. AJ Grasso was absent.

1. Pledge of Allegiance

Recited

2. Public Participation

None

3. Approval of Minutes

Steve Martino made a motion to accept the minutes of November's special meeting. Irene McCoy seconded the motion. All were in favor.

4. Communications

None

5. Old Business

None

6. New Business

A. Bills Rendered

1. Chris Larsen submitted a bill for Design/Build-Program/Layouts in the amount of \$1300.
Tony Minopoli made a motion to pay Chris Larsen for services rendered in the amount of \$1300. Irene McCoy seconded it. All were in favor.

B. Report from building subcommittee

Gerry turned the meeting over to Chris Larsen for his update.

Chris presented his update of Design/Build-Program/Layouts. He stated that some changes were made because the building was turned 90 degrees, due to the fact that there was a fairly large difference between actual grade outside of building and the first floor. Design changes pertaining to the primary entrance dictated changes.

The ramp structure was made larger instead of the other option of bringing in extra fill. Either way is costly, but the fill would cause other expensive issues. The ramp is now U shaped. This is necessary for ADA compliance.

Gerry asked if the whole site has to be raised 4'. Chris answered that is per the flood plane from NOK Engineering.

Tony asked if the quarantine kennels could be place at either end. Chris answered that they are placed at the beginning of the runs due to a requirement of a negative

air flow from the HVAC system and also because they may need extra care. Gerry asked if it was a state requirement. Chris said it is addressed, but it is a grey area. Chris stated that a prefabricated metal building structure system with an interior of metal or wood frame is definitely a more inexpensive structure.

To make adjustments for budgetary reasons only 2 factors can be considered to lower the cost. They are quality or size. Since the design of the structure is at a lower level already, it would be a good idea to use quality finishes. Chris recommends using an electrostatic coating, like Kynar which comes with a 20/25 year warranty and could last about 40 yrs. He said once the coatings go away the building rusts.

Tony asked since he missed the last meeting if everyone is happy with the design. Gerry answered that since the last meeting the building subcommittee discussed with Chris the changes that were to be made to the plans. He said just minor changes were made and everyone agreed at the last meeting that with the latest changes it would be a good design.

Chris said changes were made to the garage area and office area. The redesign gave more area to offices and cat room. The rotation of the building actually made for more functional space.

Linda asked what kind of window system the cat room has. Chris answered there are now 2 windows since flipping the location.

Chris went on to explain changes to the garage area. It is now better for loading and unloading animals. Tony asked if the stairs pose a problem. A suggestion was made to make the area level with no stairs. Steve said often these things can be decided on site. Chris said it is impossible to make it one level. He suggested making it a ramp rather than stairs, which would also give ADA access and access to the dumpster.

As for the next steps, Chris said that once the program goes to the Design/Build Company, they will meet with the committee to create the final design based on the budget. Then it goes to a working set of drawings. Gerry said the Design/Build concept is the best way to deal with this project. Chris agreed, stating that one big advantage is that you are dealing with real numbers. Gerry likes it because the company is basically the general contractor.

Irene suggested moving the door to the crematorium. Chris agreed and said he would adjust the plans. Gerry suggested installing a lift in the stair area to help with the grading issue. Chris thought that might be a good option. A question came up as to the necessity of the crematorium. A discussion took place and it was decided that it is more economical and Chris recommended a medium size crematorium.

Gerry brought up the issue of the RFP. He asked Chris if he handles it. Chris answered that the Purchasing Agent for the City handles it. It is published for 1 day to the public. The committee can request that the RFP to be sent to particular companies.

The sequence is as follows:

1. The building subcommittee goes to the Purchasing Department with Chris' presentation to discuss RFP.
2. Purchasing advertises.
3. The bids come in to Purchasing. They have a meeting to open, discuss and log in. The committee may attend and Linda said it was a good idea to be present.
4. Purchasing decides on the bid. There was some question as to whether they must choose the lowest bid. Once this decision has been made, the committee has no further role in the selection process.

Tony suggested that once the company is selected, the committee should have a meeting with them.

Gerry thanked Chris for his excellent work and he said that is very comfortable with the plans.

7. Adjournment

Tony Minopoli made a motion to adjourn the meeting. Steve Martino seconded it. All were in favor.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Gail S. Craig
Clerk

Minutes done only from notes due to audio tape malfunction. Tape will be submitted to City/Town Clerk.