

Animal Shelter Building Committee
Meeting
March 10, 2011

The meeting of the Animal Shelter Building Committee was called to order by Chairman Gerry Craig at 7:15p.m. in a first floor room of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 on Thursday, March 10, 2011. The following members were in attendance: Gerry Craig, Irene McCoy, Steven Martino, Linda Hooper, AJ Grasso, Tony Minopoli, and Roberta Reynolds. Leah Salomoni from The Patch also attended.

1. Pledge of Allegiance

Recited

2. Public Participation

None

3. Approval of Minutes

Tony Minopoli made a motion to accept the minutes of January's meeting. Roberta Reynolds seconded the motion. All were in favor.

4. Communications

None

5. Old Business

A. Location/site

Sheryl reported that there has been no flooding at the site.

B. RFQ

AJ reported on his visit to the Purchasing Department with the RFQ. Linda stated that there have been a lot of calls in response to the RFQ and that a meeting has been set for March 22 from 11am to 1pm in Room 104. The purpose of the meeting is for the Building Committee to meet with vendors to answer any questions. Gerry recommended that all questions go through the building subcommittee. Linda volunteered to file the agenda for this meeting and thought it was a good idea for the clerk to attend. Tony asked if anyone knew who looks at the bids. Linda said that the committee would interview the vendors on their qualifications. Bids are to be opened on April 14th. A discussion took place as to whether costs would be stated in this process. Linda believes no costs are reported at this time, but AJ is under the impression that the bids would include fees and costs. Steve feels the committee has a basic idea of costs. Gerry stated the main things that the committee is looking for are:

- A turnkey operation
- A design building company
- Experience in animal shelters
- Low maintenance structure

Tony asked if the committee has the authority to narrow down and eliminate vendors. The consensus was yes.

Steve and AJ volunteered to prepare the packet. Bert said she would make copies since she has access to a large printer.

Bert asked if anyone knew how the committee would remove the Pink Elephant Building. AJ feels the City will do it.

6. New Business

A. Bills Rendered
None

B. Report from building subcommittee
See Old Business

C. Any Other Report

1. Sheryl Taylor reported the shelter failed (big time) the recent inspection by the State Department of Agriculture. The shelter was visited by Ray Connors and Nancy Jarvis from that department. They had major concerns for safety and the condition of the building. Of particular concern was the condition of the rusty fencing. A copy of the inspection will be sent to the Mayor by the State. The State commented that the Building Committee should act on the fencing issue. Sheryl reported that the shelter currently houses 17 dogs. Linda said she would check on the bid for the fence to see if the City will pay for repairs. Gerry feels this is an urgent matter.

A motion was made by Linda Hooper to change the date of April's meeting from the 14th to a special meeting on the 28th since several committee members would be unavailable on the 14th. It was seconded by AJ Grasso. All were in favor.

7. Adjournment

AJ Grasso made a motion to adjourn the meeting. Irene McCoy seconded it. All were in favor.
The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Gail S. Craig
Clerk

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