

**Animal Shelter Building Committee**  
**Meeting**  
**May 12, 2011**

The meeting of the Animal Shelter Building Committee was called to order by Chairman Gerry Craig at 7:00 p.m. in a first floor room of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 on Thursday, May 12, 2011. The following members were in attendance: Gerry Craig, Irene McCoy, Steven Martino, and AJ Grasso. Tony Minopoli, Linda Hooper and Roberta Reynolds were absent. Also attending were Sheryl Taylor and Karen Reynolds.

**1. Pledge of Allegiance**

Recited

**2. Public Participation**

None

**3. Approval of Minutes**

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

**4. Communications**

8 RFQ's were received from Purchasing Agent Gene Sullivan.

**5. Old Business**

A. Location/site

Gerry asked who will be responsible for building the retaining wall needed on the site. AJ said he is not sure if it is the City's responsibility or part of the site plan work. Steve recommended not including in RFP at this point. AJ said NOK would engineer a site plan to give to excavation contractor. It really is not part of a design/build project. Gerry asked about a ball park figure. AJ felt that it is very involved and should be done separately from the design/build figures. AJ offered to check with NOK on site plan costs as well as the cost of demolishing the "Pink Elephant".

**6. New Business**

A. Bills Rendered

None

B. Discussion of RFQ's

It was reported the 8 RFQ's were received by purchasing. Gerry and Steve independently reviewed all 8 prior to meeting and all had a chance to review the complete set during meeting. Steve said that important criteria are experience in building an animal shelter, a veterinary hospital or a hospital. He also said that some applicants were not actual general contractors on projects cited. Both Gerry and Steve liked Bismarck and Caldwell Walsh and agreed on Tomlinson as a 3<sup>rd</sup> choice. Steve felt that both Bismarck and Coldwell Walsh have the ability to go start to finish.

***AJ made a motion to accept the selection of Bismarck, Caldwell Walsh and Tomlinson as the 3 choices of the committee to go forward. Steve seconded the motion. All were in favor.***

The clerk was asked to write letters of congratulations to the 3 companies selected and thank you letters to the remaining 5 companies.

C. Forming a building subcommittee

***AJ Grasso made a motion to establish a building subcommittee. Irene McCoy seconded the motion. All were in favor.***

Gerry Craig, Steve Martino and AJ Grasso volunteered to serve on the subcommittee based on their experience and expertise in the building and construction industry.

D. In reference to the shelter failing the State inspection, specifically the rusty fence, Sheryl Taylor reported that there was a bid to repair the fence last year dated May 27<sup>th</sup> which went as far as the Mayor's desk. It was also reported that the Friends of the Shelton Animal Shelter looked into the bidding and came to the same result. All agreed that it is baffling and frustrating that repairs have not taken place because not only is it dangerous for the animals, it is also a public safety issue. Steve asked about a band aid fix. Sheryl stated that the City used zippy ties.

## 7. Adjournment

***AJ Grasso made a motion to adjourn the meeting. Irene McCoy seconded it. All were in favor.***

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Gail S. Craig  
Clerk

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