

ANIMAL SHELTER CAPITAL PROJECTS COMMITTEE

Thursday, June 17, 2010

A meeting of the Animal Shelter Capital Projects Committee was held on Thursday, June 17, 2010 in the Conference Room of the Bristol Town Hall, Ten Court Street, Bristol, RI.

PRESENT: Josue Canario, Chairman, John Lannan, Vice-Chair, Julie Goucher, Diane Williamson and Harold Tucker, members; no members of the public or press.

ABSENT: None

Chief Canario, chairperson, called the meeting to order at approximately 3:45 p.m.

As discussed at last month's meeting, the members of the CPC visited the Bristol Animal Shelter prior to today's meeting. The serious state of the building's disrepair, cracks in the floors and walls, unsanitary conditions due to excrements and fecal chloroform, etc. was noted. Mr. Tucker stated that when the existing shelter was built in the early 70's, it was considered state of the art. Committee members noted that the shelter is operating due to the dedication of the volunteers.

OLD BUSINESS:

Ms. Williamson reported on her conversation with Attorney Andy Teitz concerning specific questions regarding the architect's contract and if the CPC is obligated to use the architect or submit the plans to another firm without permission. Attorney Teitz responded in a memo, dated June 15, that the plans are not usable without permission from Rauhaus Freedenfeld & Association, LLP.

Mr. Lannan moved to contact Rauhaus, requesting a written estimate to complete additional architectural work. Mr. Lannan offered to contact Rauhaus directly on behalf of the committee.

Ms. Williamson stated that the estimate should include the architect's involvement in the construction phase. Mr. Lannan stated that some phases of construction should be handled by the general contractor and project manager, which keeps architectural costs at a minimum. Mr. Lannan again stated he would request an estimate for the entire job, scope of work, future work and re-certification of the building.

Ms. Williamson agreed with Mr. Lannan, and asked if similar requests should be considered of surveyors, engineers, etc. Mr. Lannan reported he had spoken with Mr. Ron Blanchard of Site Engineering who indicated he was willing to continue working with the CPC.

It was agreed that the next step is to have a site conceptually accepted, build an envelope, conduct a walk and survey of the land. Mr. Lannan will devise a budget number of site plans with the intention to stay below two million dollars. Chief Canario suggested that the CPC continue with Mr. Blanchard as he has previously completed the conceptual survey. Miss Williamson will seek an opinion from Mr. Teitz if the CPC may continue with Mr. Blanchard, as an extension of his original contract, for a site visit and preparation of a letter for the new site for an additional, nominal fee.

Mr. Lannan will submit copies of the original proposal for a conceptual review plan completed on the previous site to Ms. Williamson.

Mr. Lannan's motion to contact Rauhaus requesting a written estimate to complete their work, was seconded by Miss Williamson. The motion was unanimously approved, 5-0.

OLD BUSINESS:

Chief Canario reported he had spoken with Ms. Diane Gibree, Animal Control officer, with regard to the feasibility of Warren, Barrington and Portsmouth being interested in renting space, when available. She provided a report from Warren and is awaiting correspondence from Barrington and Portsmouth. There had been a tri-town meeting in the past which was not favorably received by Warren and Barrington. Ms. Gibree will again reach out to those communities in the event they might reconsider and report back to Chief Canario who will present the findings to the CPC. Barrington does not have its

own shelter, but utilizes various animal hospitals and Warren has one, full-time officer. A suggestion was made by Mr. Arnold Robinson at a previous meeting this be attempted in order to avoid any future questions that this possibility had not been explored.

Mr. Tucker reported on a recent visit to the Potter Animal Shelter in Middletown which was built at a cost of approximately eight million dollars, approximately one million dollars for architectural services. Mr. Tucker circulated a brochure for review.

Ms. Williamson will contact the Potter League and extend an invitation for a representative to make a presentation, and arrange for the members of the CPC to visit the Middletown site along with Ms. Gibree and a member(s) of her staff at a later date.

Mr. Lannan reported on his site visit to the St. Cobain property adjacent to Sunshine Oil and 136 Express, north of the landfill station. There is a paper road and some rough terrain on this large parcel of land which only a portion would be used. Even though the site is in close proximity of the landfill and compost area, it but would not be cause for interference.

Mr. Lannan will contact Mr. Ron Blanchard of Site Engineering, the successful bidder of the original contract, and request he perform the same type surveys, for a nominal fee as an extension of his current contract, on the current site being discussed. Ms. Williamson will ask Attorney Teitz for an opinion to conduct the conceptual survey and recertifying the building plans. Mr. Lannan offered to devise a budget number for preliminary plans and backup infrastructure plans, including water and sewer lines, road, drains for dispersing water, other than sewerage, etc. Mr. Lannan will provide Ms. Williamson with all documentation to be reviewed by Attorney Teitz.

It was agreed that Ms. Williamson contact two local surveyors requesting they submit a cost to stake out the current site.

Mr. Lannan reported that Tom Williams, a local tree service owner, has indicated his interest to clear the land of brush, leaving trees and wood chips which contributed to weed control, again at a nominal cost to the project.

Following approval to conduct the preliminary site work, the next step would be to create a package to be submitted to the Town Council that the current site be acceptable. At that time, the architect and engineer designs would be in place, and remaining work put out for bid.

Ms. Goucher expressed her concern regarding a projection, and/or timeline, when the bulk of funds would be expended, stating her need to ensure that the Town's debt service is steady. It was thought that preliminary work would be completed in February/March of 2011 at a cost of under \$100,000. Ground breaking tentatively scheduled for April/May 2011. Ms. Williamson will verify with the Town Clerk that the Town Council's approval to fund \$50,000 for preliminary work is available.

At the request of Ms. Williamson, Mr. Lannan will conduct a site visit prior to the July 15th meeting for CPC members. A site map and aerial photo will be provided at that time.

The following items will be reviewed at the July meeting:

- Mr. Lannan report of his contact with the architect and engineer;
- Ms. Williamson will report of her contact with a representative of the Potter League, verifying the Council's appropriation for preliminary site work, and seeking Attorney Teitz opinion of Site Engineering's contract.

Ms. Williamson reported she had met with the Friends of the Animal Shelter who expressed an interest to be actively involved in the planning of the new shelter by attending meetings and receiving notices of meetings, minutes, etc. Ms. Williamson requested that the secretary notify the group, as well as Dyane Gibree, Animal Control officer, and Ms. Jen Federico, of all scheduled meetings. In addition, meeting dates will be posted on the Town's and Secretary of State's web sites. It was agreed to have Ms. Williamson draft a Letter to the Editor outlining the CPC's progress to date, immediate plans, meeting schedule, etc. A draft of the letter will be reviewed at the July meeting.

Ms. Williamson, seconded by Ms. Goucher, moved to schedule all future meetings to be held in the Conference Room of the Bristol Town Hall at 4:30 p.m. The motion was unanimously approved, 5-0.

The next regularly scheduled meeting will be held on Thursday, July 15, 2010.

There being no further business to discuss, Mr. Tucker, seconded by Mr. Lannan, moved to adjourn at approximately 4:45 p.m. The motion was unanimously approved, 5-0.

Respectfully submitted,

Dorothy S. Viera
Recording Secretary