

BRISTOL ANIMAL SHELTER CAPITAL PROJECTS COMMITTEE

THURSDAY, JULY 15, 2010

A meeting of the Animal Shelter Capital Projects Committee was held on Thursday, July 15, 2010, in the Conference Room of the Bristol Town Hall, Ten Court Street, Bristol, RI.

PRESENT: John Lannan, Vice Chairman; Diane Williamson, Harold Tucker, Julie Goucher, members; Dyann Gibree, Bristol Animal Officer; Bruce Bisbano, Bisbano & Associates Architects; Lori Sendroff, Treasurer, Friends of Bristol Animal Shelter; Marykae Wright, Gerry and Sandy Landay, Jen Federico, Mary Steele, members, Friends of Bristol Animal Shelter;

ABSENT: Josue Canario

CALL TO ORDER:

In the absence of the chairman, Mr. Lannan, vice chairman, called the meeting to order at approximately 4:45 p.m.

APPROVAL OF MINUTES:

Ms. Williamson, seconded by Ms. Goucher, moved to accept the minutes of the June 17th meeting. The motion was unanimously approved, 4-0.

OLD BUSINESS:

Ms. Williamson reported she had contacted Attorney Andy Teitz regarding a continuance of site engineering services with Mr. Ron Blanchard by the CPC under the previously awarded contract. Mr. Teitz responded that the CPC would need to solicit new quotes. In view of that, Ms. Williamson suggested that a combined bid for a firm with both capacities, site engineering and surveying, be advertised. Mr. Lannan submitted a draft copy outlining the scope of work, creating a building envelope, utility connections, etc. be incorporated in the engineering bid. A map showing the site now under consideration, which is north of the landfill, accessed by a paper road between 136 Express, Sunshine Oil and Saint Gobain properties, is more than enough land necessary for the project. Ms. Williamson suggested that the project could be completed in two phases i.e., concept phase and then further development.

Mr. Tucker stated he was of the opinion that the building plans originally submitted were too elaborate. He was requested to reserve his comments until after the site work is completed and accepted.

Mr. Lannan recently walked the site and was advised to clear a path around the perimeter to give an engineer and a survey access for staking the area. Mr. Tom Williams will be contacted to submit a cost estimate for this work. It would also allow for members of the CPC and Town Council to visit and view the proposed site. In response to a question from the audience as to why the Department of Public Works could not perform this clearing of land, it was stated that the department does not have the necessary equipment.

Ms. Williamson, seconded by Ms. Goucher, moved to commission Tom Williams, in consultation with Fred Serbst, Director, Department of Public Works, to perform the work at a cost up to \$500.00. The motion was unanimously approved, 4-0.

Ms. Williamson reported on her attempt to verify the Town Council's appropriation for preliminary site work in the amount of \$50,000. Minutes of the March 24th Council meeting reported a discussion took place but there was no vote reported. Ms. Goucher will discuss the matter with the Town Clerk and request that it be placed on the agenda at the next council meeting. She did not believe this would preclude going out for bids.

Ms. Williamson contacted the Executive Director of the Potter League in Middletown to schedule a tour of their facility. The available dates were July 28, July 29, August 2 or August 3, all at 5:00 p.m. Members will inform Ms. Williamson of their availability to meet with the executive director and the staff of the Potter League. Persons who will be able to attend will probably be a limited number. Ms. Goucher requested that Ms. Williamson request a copy of their most recent audit.

A draft of a letter to be submitted to the Editor of the local newspapers advising of meetings and progress will be available at the August meeting.

In response to Mr. Lannan's question regarding available funding for the project, Ms. Goucher stated that there will be a borrowing in February. A draw-down schedule from the company who is the successful bidder will be necessary for planning purposes. Mr. Lannan will provide a timeline and scope of work following the engineering and architectural services completion. He is confident the CPC will have a completed site plan for under \$30,000.

Mr. Lannan reported he had been in contact with the architect and Ron Blanchard of Site Engineering. Forensic work completed in the past at a cost of \$1500.00 will be deducted from an engineering bid. Mr. Blanchard has been requested to submit a combined cost for a site assessment and the flagging of the area by a biologist which will probably cost less than \$1,500.00. Ms. Williamson requested that written proposals be secured from Mr. Blanchard and Mr. Williams.

The engineering bids will be advertised for three weeks. The pre-bid week would be August 9th, due on August 18th and opened at the Town Council meeting August 18th.

NEW BUSINESS:

Mr. Tucker reported he had reviewed the previously submitted building plans and had reached the conclusion that the cost to build the facility would be in the vicinity of 4M dollars. He had contacted, and invited to attend, a local architect, Bruce Bisbano of Bisbano & Associates Architects, to review the plans.

At the chairs invitation, Mr. Bisbano presented a draft set of drawings which he had drawn, at no cost to the CPC, for review. He explained that the building contained less square footage. He also outlined how he had potentially determined cost per square foot of \$250-\$300. When asked, he admitted not having been involved with the building of an animal shelter, therefore not privy to some requirements as to the type of construction materials, size of some areas and their location within the building. His firm is currently not LEED certified, but would be contracted with a firm that was. LEED certification would be expensive and at an additional cost to the CPC.

Mr. Lannan explained that the CPC does have an architect that has been previously paid and the plans approved by the voters. If the CPC decides to start over, Bisbano & Associates would be given consideration. Mr. Bisbano stated that a Rhode Island licensed architect would be required to oversee the work begins.

Mr. Tucker suggested that the high school building program be given an opportunity to build the facility. Ms. Williamson disputed this idea stating that this is a public building, not a single family home, and possibly beyond their scope. Mr. Lannan assured Mr. Tucker that as this project goes forward the CPC will attempt to utilize local tradesman and artisans, and look for every possible avenue to save funds.

Ms. Williamson proposed that the CPC add to their regular agenda, Public Comment. Ms. Goucher seconded the motion which was unanimously approved, 4-0.

Going further, Mr. Lannan stated he must get a firm number from Freedenfeld to construct this building. The CPC must know what it will cost to build this design. He is confident that this project is feasible for less than 2M dollars and wants to avoid going back to the Town Council for additional funds. He stated his desire of being in favor utilizing Freedenfeld. Mr. Tucker stated that bids must come in at 1.5M dollars or less so that \$500,000 would cover other costs. Mr. Lannan agreed that there are many components that are unknown and until engineering, site work and building costs are completed, a decision could be made.

A representative of the design team will be invited to attend the next meeting scheduled for August 19th.

PUBLIC COMMENT:

Ms. Sandy Landay, a member of the Friends of the Animal Shelter, spoke of her experience in presenting a brochure for the referendum to the voters; the interviewing of four architectural firms who have been involved in building animal shelters, and the selection of the firm with sufficient experience. She stated the voters approved the plan because the architect was familiar with a state of the art building.

Jen Federico questioned Mr. Tucker's educational background in building design. Mr. Tucker responded stating he received a degree from the Rhode Island School of Design in the early '50's in architectural design.

Marykae Wright, a member of Friends, was assured that the staff utilizing the building would be consulted as to the needs deemed necessary prior to any plans being approved.

Mr. Lannan stated he hoped the plans, when finalized, would be submitted for review by staff and Friends group.

Mr. Tucker, seconded by Ms. Goucher, moved to schedule the next regular meeting on Thursday, August 19 at 4:15 p.m. in the Conference Room of the Bristol Town Hall. The motion was unanimously approved, 4-0.

There being no further business to discuss, Ms. Goucher, seconded by Mr. Lannan, moved to adjourn at 6:05 p.m.

Respectfully submitted,

Dorothy S. Viera
Recording Secretary