

Bristol Animal Shelter Capital Project Committee

July 28, 2011

The Bristol Animal Shelter Capital Project Committee held a meeting on July 28, 2011 in the Town Hall Conference Room.

Present were: Vice Chairman John Lannon, Members Julie Goucher, Town Treasurer; Diane Williamson, Director of Community Development; and, Harold Tucker.

Absent: Chairman, Josue Canario, Police Chief

The meeting was called to order at 4:38 p.m. with the Pledge of Allegiance.

Minutes:

The meeting minutes were tabled to the following meeting. The Committee noted that Secretary Dottie Viera has retired and extended their thanks and gratitude for a job well done. Mr. Tucker noted that Mrs. Viera's minutes were always very thorough and expressed his best wishes for her.

RFP For Pre-Construction /Construction Management Services:

Ms. Williamson reported that the RFP for the Pre-Construction/Construction Management Services is out and the proposals will be due on August 17, 2011 with a mandatory pre-bid to be held on August 5, 2011 at 10:00 a.m. Members were invited to attend.

RFP for Landscape Architect

Ms. Williamson reported that this RFP was no long needed since the Landscape Architect is included in the Scope of Work from Engineer Ron Blanchard. Diane Soule, Landscape Architect will be preparing the Landscaping Plan for the project.

Review Cost Estimates for Driveway

Mr. Lanon reported that the land clearing had been completed; however, the test pits had not yet been done. Mr. Lannon will continue to work with the interim DPW Director to schedule the test pits and Mr. Blanchard will be presenting a cost estimate for the driveway once this exploration is completed. The Committee will then review the cost estimate prepared by Mr.

Blanchard with other contractors for confirmation on the values as a double check. This item will be continued to the next meeting when the cost estimate is expected to be received.

Discussion of Access Options for the Site

This item will be continued to the next meeting as well for the Committee to review the cost estimates for the driveway. It was noted that the DPW is exploring the acquisition of a new scale which may be an opportunity to move the scale operations which would improve the site access from Minturn Farm Road. Mr. Lannon will follow up on the cost estimates from the DPW on this item as well for consideration in future deliberations on the access.

Program Review

Dyanne Gibree joined the Committee in reviewing the program for the new shelter. It was noted that the original program was developed in 2007 in concert with the Friends of Foley with a different facility concept in mind; however, now she is looking at the program with a more municipal shelter type of facility in mind. She presented her recommendations to the Committee as follows:

Vestibule – can be smaller

Waiting room – can be smaller

Adoptable Cat Room – Can be eliminated. With the healthy cat room, potential adopters can “meet and greet” in that room and don’t need a separate room

Retail Shop – Can be eliminated

Retail Product Storage – Can be eliminated

Reception Area – can be smaller

Executive Director’s Office – can be smaller (120 s.f.)

Animal Control Office – can be 100 s.f.

Adoptable dog cottages – holding firm on the size and design because Dyanne sees a future possibility for a regional opportunity to be added. a) 300 s.f. and b) 300 s.f.

Dog cages – Can be reduced to 2 at 6’ x 6’ and 9 at 4’ x 6’; however, in discussions with the Committee, it was the consensus that the larger sized cages should be added back in if the square footage is available.

Stray Cat Room – 75 s.f.

Isolation Cat Room – 75 s.f.

Quarantine Cat Room – 56 s.f.

Small mammal Ward, Reptile Ward, Avian Ward – Can be eliminated

Supply Cabinet – 144 s.f

Dunk and Dry Room for the cat carriers – can be in lower level space

At this point there was discussion about the amount of available space for building on a lower level working with the grade changes at the site. This is being evaluated with the engineer and there may be the potential for the following uses to be located in the lower level: delivery area, garage, storage area, utility closet.

Ms. Gibree indicated that they have a donation for the garage door and it was noted that the bid spec and plans will have to show this as being provided “by Owner” so that it is not included in the construction bid numbers.

Veterinary Clinic – Can be deleted. Ms. Gibree explained that she has spoken with the other staff member and it was agreed that while it seemed like a good idea at the time of the original concept plans to include this use, this service is now available to the public through the East Bay Neuter Clinic which the Animal Shelter facilitates by acting as a drop off/pick up for the service. It was suggested that this could still be planned in Phase 2 as an option at one end of the building.

Puppy nursery – can be deleted since the shelter does not take in puppies

Pet Positive Room – if possible this can be made larger, suggested 81 s.f.

Kitten nursery – okay as listed 128 s.f.

Communal kitten playroom – okay as listed 150 sf.

Food Prep area – okay as listed 81 s.f

Food storage – okay as listed

Kitty litter storage – okay as listed 81 s.f.

Bathing area for animals – okay as listed 40 s.f.

Cleaning supply storage – 16 s.f. could be located in lower level

Vet Clinic – can be deleted except as a future phase 2 with stubs in the building for electric, plumbing, etc.

Departure Area – can be deleted. This is addressed with an outside freezer because an outside contractor works with the shelter on this.

Humane education center – whatever square footage is available for this use; (target 1080 s.f.) keep computer area (12 s.f.); keep area for stackable chairs (25 s.f.). It was noted that the Friends of Foley are exploring grants for this use and the area could include cabinets as well (80 s.f.)

Bathroom – okay as listed 84 s.f.

1 unisex handicapped accessible bathroom – okay as listed 96

Lockers – reduce to 5 lockers totally 35 s.f.

Lunchroom – can be eliminated

Men and Ladies Showers – can be reduced to one unisex shower in locker room 34 s.f

Staff breakroom – can be in the Humane Education Center or in a separate area if the square footage allows (target 120 s.f.)

Garage – 12 x 24 is adequate size but need to consider space for storage and snowblower

Elevator – may be deleted or revised to a smaller elevator instead

Staircase – 50 s.f.

Total program square footage as noted above is 6617 square feet without the square footage of the programming that could be located in the basement which would be at 736 square feet.

Members of the Committee were very appreciative of the time and work that Dyanne Gibree put into the review of the program. They were very happy that the square footage was reduced to help bring the project in under budget.

Mrs. Brito from the audience stated that in her opinion, the expectations will be that some of the current outsourcing that the shelter does today will now be done “in-house” once the new shelter is built. Mrs. Gibree indicated that the relationship with the local groomers is not expected to change and they provide the service to the Town for free. Mrs. Brito also suggested that the Humane Education center include an audio visual element and questioned how feasible it was to have the garage in the lower level so that the dogs would need to be brought up into the shelter via a staircase. Mrs. Gibree explained that the drop off for the dogs will be from the outside at the exterior pods for the dog cottages. Mr. Lannon also explained that a fence can be installed in front of the garage which can be the drop off area before the van enters the garage which will

help manage those dogs that want to jump out and run. The Committee also agreed that the Humane Education Center should have audio visual components.

The next step in the program review is to submit a marked up program listing to the Architect. The Committee noted that they will not accept the final program until we know that we can build it within the budget. Committee members also felt strongly that we need to design what we need and not what the Architect is pushing for. Dyanne Gibree will submit a marked up draft program to Diane Williamson to submit to the Architect. Mr. Lannon will also follow up on the design potential for the lower level.

New business

Mr. Lannon submitted a draft solicitation for getting letters of interest from local contractors. The construction manager then can “vet” these contractors for inclusion in the project as appropriate. This pre-qualification will be helpful to the local contractors. It was also suggested that a workshop could be conducted to explain prevailing wages and recording keeping and bonding requirements so the smaller local contractors feel comfortable bidding on the components of the job. The proposal by Mr. Lannon will be forwarded to the solicitor for review.

Invoices

A motion was made by Julie Goucher, seconded by John Lannon to authorize a change order in the amount of \$200 for the clearing that was needed to access the driveway for preparation of the cost estimate. This would bring the total cost of the project to \$1200.

Voting in Favor: Lannon, Williamson Tucker, Goucher

Voting Opposed: None

Fundraising

Dyanne Gibree reported on the fundraising to date. The Champlin Grant was not received. They are now working with the RI Foundation. A grant application had been submitted for \$45,000 for fixtures in the healthy cat room. The RI Foundation approached Mrs. Gibree about doing an alternate application for funding for the Humane Education Center so that could be incorporated in the design with the grant for the fixtures being resubmitted next year when they would be ready to spend it. It was the consensus of the Committee that this would be a good idea and Mrs. Gibree will pursue this. Grant applications were also being made to Petco in amount of \$100,000 and the Alan Shawn Feinstein Foundation in the amount of \$100,000 for the Humane Education Facility. There will be a fundraiser next week with the haircutting event.

There will be a fundraiser fashion show on October 16 and there will be the Madi Gra Ball. A future beauty pageant fundraiser is also being planned. Gilary's is planning a fundraiser and Mr. Stephen Brigidi also donated \$300 to the shelter. A granite marker will be made to recognize Mr. Brigidi's donation. It was also noted that the Paw Park group may donate funds that they have for a dog park that wasn't built to the shelter in the amount of approximately \$6,000. Mr. Lannon will reach out to Vicky White about this possibility.

Being no further business to come before the Committee, a motion was made by Julie Goucher and seconded by Diane Williamson, to adjourn.

Voting in Favor:Lannon, Williamson Tucker, Goucher

Voting Opposed: None

Meeting adjourned at 6:35 p.m.

Respectfully Submitted,

Diane M. Williamson