

Animal Shelter Building Committee
Meeting
April 12, 2007

The regular meeting of the Animal Shelter Building Committee was called to order by Chairperson Roberta Reynolds at 7:30 p.m. in Room 204 of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 on Thursday, April 12, 2007. The committee attended the opening of bids for the RFQ, which caused the delayed start of the meeting.

The following members were in attendance: Roberta Reynolds, Gerry Craig, Linda Hooper, Anthony Minopoli, and William Bures. Steven Martino, A.J. Grasso, and Irene McCoy were absent.

1. Pledge of Allegiance

Recited

2. Public Participation

None

3. Approval of Minutes from March's meeting.

Tony Minopoli motioned to accept the minutes of the March 8, 2007 meeting. Gerry Craig seconded it. It passed unanimously.

4. Communications

Gerry Craig presented a letter from Michael Lauretano of Lauretano Sign Group of Terryville, CT. The company is interested in being considered for providing signs need for the shelter. Gerry responded to the letter letting Mr. Lauretano know they the committee will contact him at the appropriate time when the project is in that phase.

5. Old Business

Bill Bures discussed his visit to the Fairfield Animal Shelter. Gerry Craig commented on his earlier visit to the same shelter.

Two bids for the RFQ were reviewed. The companies are Blue Sky Architectural Consultants of Beverly, MA and Wiles Associates of Bridgeport, CT.

Gerry Craig passed out a list of questions for the prospective candidates compiled by the committee. All agreed that they were comprehensive.

6. New Business

A discussion took place regarding a date and time to meet with the 2 candidates, along with the format of the interview. Tony suggested that the list of questions be sent to the candidates before the meeting so that the answers could be incorporated into their presentations. It was decided that a special meeting would be necessary to accomplish the interview process.

A motion was made by Gerry Craig to send the questions to Blue Sky and Wiles with a cover letter stating the date, time, and location of the presentations. Tony Minopoli seconded the motion. All were in favor.

Gerry volunteered to contact the candidates by phone and then send out the cover letter with the list of questions. Roberta, Bill and Tony volunteered to check the references of the candidates. Linda will schedule an appropriate room for the interviews.

8. Adjournment

A motion to adjourn was made by Tony Minopoli and seconded by Bill Bures. All agreed. The meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Gail S. Craig

Clerk

Audiotape will be submitted to City/Town Clerk next week.

