

**Animal Shelter Building Committee
Meeting
February 14, 2008**

The regular meeting of the Animal Shelter Building Committee was called to order by Chairman Anthony Minopoli at 7:05 p.m. in Room 204 of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 on Thursday, February 14, 2008.

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

1. Pledge of Allegiance

Recited

2. Public Participation

None

3. Approval of Minutes from January meeting.

Gerry Craig motioned to accept the minutes of the January 10, 2008 meeting. It was seconded by Roberta Reynolds. All were in favor. It passed unanimously.

4. Communications

The committee list was updated, noting Tony Minopoli as the chairman.

5. Old Business

None

6. New Business

Phase I Evaluation

A discussion on the Phase I Evaluation took place. Bids were received from TEC and LEA. The pros and cons for each company were debated. The committee decided that the primary expertise of TEC was tank removal. LEA seemed to be better qualified in the Phase I evaluation area. Additionally, LEA is an out of Town Company, which the committee felt was a better option for this particular project.

A motion was made by Gerry Craig to hire LEA to do the Phase I Evaluation, pending the receipt of a contract proposal and review by City Council. Monies will come from the \$6000 awarded the Committee from the Board of Aldermen in February, 2007. It was seconded by Irene McCoy. All were in favor. It passed unanimously.

Report from Building Subcommittee

The committee debated the role of an architect versus a construction manager. A discussion took place on whether the committee should rebid the architect since the scope and services of the project have changed. There is no longer a need for the architect to be the construction manager.

A motion was made by Linda Hooper to find out the status of the relationship with Wiles Architects by writing a letter to Corporate Council Tom Welsh. It was seconded by AJ Grasso. It passed unanimously.

Tony Minopoli volunteered to write the letter. He will also include the necessity to redefine Wiles role as the architect and not a construction manager.

Other Reports and Discussion

Bill Bures introduced material from an Animal Shelter builder from MA.

It was decided that the RFQ for a construction manager would be a requirement to be sent to the Purchasing Agent. Gerry Craig and Steve Martino volunteered to write the text for the RFQ. They will have it ready for discussion at the next meeting.

AJ Grasso spoke about his conversation with Alan Shepard on elevation, grade, parking capacity, and garage location.

7. Adjournment

A motion to adjourn was made by Roberta Reynolds and seconded by Gerry Craig. All were in favor. The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Gail S. Craig
Clerk

Minutes done from notes and audiotape. Tape will be submitted to City/Town Clerk this week.