

## MINUTES

### Animal Shelter Building Advisory Committee

February 9, 2023

The meeting was called to order at 12:04 P.M. Present were Co-Chairs Dan Daly and Therese Desmond, Members, Alyssa Cook, , Robert Mayhew, Susan Phillips, Bill Ritchie, Victoria Shea and George Tougias. Tim Czerwienski , Director of Planning and Community Development and OPM Paul Kalous of Hill International were also in attendance.

Dan Daly asked if the committee had reviewed the minutes of January 24 and since there were no recommended changes or comments, it was VOTED: To approve the Minutes of January 24.

The revised floor plan of the shelter submitted by architect Warren Freedenfeld was discussed. Several revisions were recently made in the floor plan following suggestions made at a February 7 meeting attended by Alyssa Cook, Therese Desmond, Warren Freedenfeld and Paul Kalous, The recommended changes that were requested were reflected in a new plan submitted by the architect. Changes were as follows:

- Delete laundry room window
- Bathroom Window should have translucent glass and be sited higher on the wall
- Window above dog kennels to be a one way window sited higher
- Guillotine/transfer doors of the kennel need to be specified
- Switch location of animal shelter director's office with the exam room
- Remove the solid wall to provide access between kennels at the interior entry to the kennels.
- The exterior play yard should be bid as an add alternate

Paul Kalous will be meeting with the civil engineer on Monday, Feb 13 to obtain cost estimating information and to update him on the new shelter layout. Paul expects a quick turnaround time for changes to the site plan.

Co-Chair Dan Daly asked if there were any further discussion regarding the revised floor plan and since there were no further changes recommended, it was VOTED to approve the floor plan with the changes requested.

There was a question as to when the selectmen need to approve the issuance of the RFP and Tim Czerwienski clarified that the Select Board needs to approve the RFP before it goes out to public bid and after the cost estimate is complete.

Dan Daly asked Paul Kalous to submit a progress report to the committee on 2/17, 2/24 and March 3.

The committee members were polled as to their availability for the next meeting that is tentatively scheduled for March 9.

The meeting was adjourned at 12:40 PM.

Respectfully submitted,

Therese Desmond