



**CITY OF STAMFORD**  
 OFFICE OF OPERATIONS  
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**MEETING MINUTES**  
**Animal Control Center**

|                                   |                  |                    |            |
|-----------------------------------|------------------|--------------------|------------|
| <b>Project Planning Committee</b> |                  | <b>Meeting No.</b> | <b>001</b> |
| <b>Date</b>                       | October 30, 2023 |                    |            |
| <b>Time</b>                       | 12:00 PM         |                    |            |
| <b>Location</b>                   | Zoom             |                    |            |

| <b>Committee Role</b> | <b>In Attendance</b> | <b>Title</b>                              | <b>Name</b>         |
|-----------------------|----------------------|---|---------------------|
| Co-chair              | X                    | City Engineer                             | Lou Casolo          |
| Co-chair              | X                    | Director of Operations                    | Matt Quiñones       |
| Member                |                      | Animal Control Officer                    | Tilford Cobb        |
| Member                | X                    | Board of Finance                          | Richard Freedman    |
| Member                | X                    | Board of Representatives                  | Nina Sherwood       |
| Member                | X                    | Director of Facilities and Sustainability | Scott Butch         |
| Member                | X                    | Director of Public Safety                 | Lou DeRubeis        |
| Member                |                      | Planning Board                            | TBD                 |
| Member                | X                    | Senior Construction Manager               | Domenic Tramontozzi |
| Member                | X                    | Stamford Animal Shelter Alliance          | Nancy Freedman      |
| Member                | X                    | WPCA Executive Director or Designee       | Ann Brown           |

| <b>Other Invitees</b> | <b>In Attendance</b> | <b>Title</b>                  | <b>Name</b>        |
|-----------------------|----------------------|-------------------------------|--------------------|
| City Staff            | X                    | Grants Officer                | Anita Carpenter    |
| City Staff            | X                    | Operations Program Specialist | Ashley Scarano     |
| City Staff            | X                    | Staff Engineer                | Luda Fuks          |
| Consultant            | X                    | RFA (Architect)               | Warren Freedenfeld |
| Consultant            | X                    | RFA (Architect)               | Eric Nelson        |

These minutes are intended to reflect the issues and action items discussed during the meeting on the referenced date. If there are any discrepancies, please respond directly to Ashley Scarano by email at [ascarano@stamfordct.gov](mailto:ascarano@stamfordct.gov) within one week of publication.



| Agenda Item # | Description  |
|---------------|--|
| <b>1.</b>     | <b>Call to Order</b>   |
| 1.1           | Meeting was called to order by Matt Quiñones at approximately 12:02 PM.  |
| 1.2           | Matt Quiñones welcomed invitees to the meeting.  |
| 1.3           | Ashley Scarano will be taking meeting minutes for Project Planning Committee (PPC) meetings.   |
| <b>2.</b>     | <b>Overview of Project Governance</b>  |
| 2.1           | Matt Quiñones explained the frequency of the meetings would be no less than monthly, but the need would dictate the schedule.  |
| 2.2           | Lou Casolo explained the schematic design has been done by our consultants, RFA, with cost control as a key consideration. Lou explained attaining maximum value would be discussed with the committee in these meetings.  |
| <b>3.</b>     | <b>Introduction of Members and Project Team</b>  |
| 3.1           | Matt Quiñones provided a brief introduction to the committee and project team members.   |
| 3.2           | Lou Casolo introduced RFA, Warren Freedenfeld and Eric Nelson.   |
| <b>4.</b>     | <b>Presentation of Preliminary Concepts</b>  |
| 4.1           | Matt Quiñones wanted to give Anita, Grant Officer, an opportunity to get an introduction to the concept design.  |
| 4.2           | Eric Nelson and Warren Freedenfeld provided an overview of the interior and exterior design.   |
| <b>5.</b>     | <b>Q&amp;A</b>   |
| 5.1           | Scott Butch asked about an exterior door leading to the mechanical room and access control. Warren Freedenfeld mentioned an exterior door leading to the mechanical room was not planned for but could be easily built in. Eric Nelson indicated the card readers for access control would be discussed during the Design Development phase.                                     |
| 5.2           | Nina Sherwood asked about the building materials of the roof and how they planned to contain noise. Warren Freedenfeld explained the roof would be comprised of insulated material with natural light. Eric Nelson then explained they would also limit noise from the inside. One example is not having the dogs face each other. The animals would be kept compartmentalized.  |
| 5.3           | Nina Sherwood asked if a safe space was considered for the exotic animal area. Eric Nelson indicated security and containment were major considerations throughout the facility referencing multiple layers of security.   |
| 5.4           | Nina Sherwood asked about the number of spots for cats. Eric Nelson and Warren Freedenfeld confirmed there would be a total of 12 cat condos made up of 3 condos 2 levels high. Each condo would have three compartments each.   |
| 5.5           | Nina Sherwood asked about mitigating the stress of cats in the layout presented where condos face each other. Warren Freedenfeld mentioned adding a screen to condos for stressed cats.  |
| 5.6           | Nancy Freedman pointed out the many considerations that went into the initial plans and mentioned some not yet discussed in the meeting. These considerations included improved and enlarged areas for staff and volunteers, isolation/ quarantine rooms, and "get to know you" rooms for possible dog and cat adoptions.  |
| 5.7           | Nancy Freedman mentioned plans for raising additional funds.   |
| 5.8           | Ann Brown asked about security between the Animal Control Center and the Treatment Plant as the plant is very dangerous. Warren Freedenfeld confirmed the facility will be very secure. Ann said she was more concerned about the security of people walking around the facility. Eric Nelson said they would consider a gate blocking anyone from entering the Treatment Plant. |
| 5.9           | Lou Casolo asked that RFA walk the committee through the timeline. Eric Nelson shared the plan which is broken up into three phases: Design Review, Design Development, Construction Documents. With this plan, bids would be issued in early April. Lou Casolo emphasized allocating proper time for regulatory review.   |



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| 5.10      | Lou DeRubeis asked about noise outside of the facility. Eric Nelson explained they plan to control noise inside through noise absorption materials. The exterior envelope will have sound control measures which would prevent minimal sound being heard from the outside of the facility.  |
| 5.11      | Ann Brown mentioned how loud the music from a nearby restaurant, The Wheel, is to the area and questioned the impact of the noise on the animals. Eric Nelson mentioned not being aware of the noise coming in and said they would take it into consideration.  |
| 5.12      | Nancy Freedman asked about the plans for the space where the current facility is being demolished.  |
| 5.13      | Lou Casolo referenced the meeting chat where Anita Carpenter asked about the high-level cost estimate. Lou explained the concept plan was cost estimated and available to share.  |
| 5.14      | Matt Quiñones indicated the Animal Control Center website would be made live within a week. Matt also mentioned Ashley Scarano would be leading the administrative work on this project so any questions regarding the website, documentation and scheduling could be sent to her. Lastly, Matt indicated he would connect with Lou Casolo regarding the date for the next meeting and an invite would be sent out by Ashley Scarano. |
| <b>6.</b> | <b>Adjourn</b>  |
| 6.1       | Meeting adjourned at approximately 12:53 PM.  |