

# **Council of Governments of the Central Naugatuck Valley (COGCNV)**

## **Regional Animal Control Facility Feasibility Study**

**49 Leavenworth Street, Suite 303  
Waterbury, Connecticut**

**S/P+A Project No. 13.014**

**Draft Report: November 14, 2013  
Final Report: February 12, 2014**

**Prepared by:**



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## **Acknowledgements**

We wish to thank the Council of Governments of the Central Naugatuck Valley for the opportunity to serve the Central Naugatuck Valley Region in the conceptual planning of their future regional animal control facility. We would also like to thank the members of the Regional Animal Shelter Study Committee for their enthusiasm, helpfulness and input, as their feedback and comments have been invaluable to the thoroughness of this report. It has been a privilege to be a part of this collaborative effort to provide a more efficient animal care system to better serve the public and animals of the region.



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## **Executive Summary**

This report is the result of a study commissioned by the Council of Governments of the Central Naugatuck Valley (COGCNV) to evaluate site and management options for providing a regional animal care facility intended to serve eight (8) towns in the Central Naugatuck Valley Region (CNVR). Under Section 22-336 of the Connecticut General Statutes (CGS), all towns are required to provide pounds or other suitable facilities unless they are participating in a regional dog pound. The objective of utilizing the regional dog pound approach is to provide the region with humane, yet cost effective animal control methods that will reduce capital expenses and improve outcomes for animals.

This report was prepared by Silver Petrucelli & Associates, Inc. (S/P+A) of Hamden, Connecticut, an architecture, engineering and interior design firm specializing in municipal town planning, historic restoration, master planning and design. Civil and site planning and engineering solutions were prepared by Donald W. Smith, Jr., P.E. of Seymour, Connecticut.

This report was developed with the frequent and insightful input of the COGCNV, Regional Animal Shelter Study Committee (Committee) and animal control staff of the participating towns.

## **Report Process & Findings**

The information contained in this report was gathered by S/P+A and consultants through visual observations of the region's existing animal control sites and facilities, analysis of existing construction drawings and historical impound statistics, and meetings with COGCNV, the Committee and town staff. This data was organized and appears in sections of this report in the form of meeting minutes, program matrices, conceptual plans, renderings, cost estimates and narratives. All information bound in this report has been developed with, presented to and approved by the COGCNV and Study Committee.

Per COGCNV and Committee directive, the Towns of Beacon Falls, Bethlehem, Middlebury, Naugatuck, Prospect, Southbury and Woodbury are looking to establish a regional animal care facility that will provide primary care for all eligible animals, including but not limited to sheltering, medical treatment and adoptive service. The Town of Wolcott is also participating in this study but intends to continue caring for its animals at their recently refurbished pound. The Wolcott pound also houses dogs from the adjacent Town of Plymouth, which was arranged through an agreement between the two towns. Of the seven (7) fully participating towns, only four (4) towns currently have local animal care facilities. All four (4) of these facilities are 20-30 years of age or older and in need of repairs and upgrades, which is not uncommon due to the heavy traffic and daily abuse inherent to these types of facilities.

After review of historical impound statistics dating back to 2007 and projection of future impounds for the participating towns, it was determined that none of the four (4) existing animal care

facilities are large enough to accommodate the spatial requirements of a regional shelter. Furthermore, it was determined that only one (1) of the four (4) animal care sites, Middlebury, has a large enough parcel of land to accommodate a regional facility of a size necessary to meet the needs of all seven (7) participating towns.

## **Conclusions and Recommendations**

It has been determined, in conjunction with COGCNV, the Study Committee and local officials and animal control officers, that a regional animal shelter of roughly 8,000 square feet in size is required to meet the needs of the seven (7) fully participating towns. This 8,000 square foot number accounts for a cattery and (44) interior dog runs (as determined from historical and projected impound data), provisions for public visitation and viewing of animals, and office/support space for staff.

The preferred, conceptual plan, A5, meets the programmatic goals of this regional shelter through creative and economic planning; specifically by proposing to construct a 6,500 square foot addition off of the existing 1,750 square foot Middlebury pound. By maintaining and re-using the current Middlebury facility, construction costs can be lowered and existing infrastructure can be reused to significantly reduce project costs. Furthermore, the existing parking lot and building entry off of the Middlebury Public Works site can be maintained for animal shelter staff and deliveries, with a new public parking lot and public entrance constructed off Woodside Avenue. This separation of public and private parking/access has numerous benefits, with the most important being that it minimizes environmental, visual and audial impact on the surrounding residences and restaurant on Woodside Avenue.

The conceptual cost estimate for the preferred planning option indicates that construction for the new, regional animal shelter will cost roughly \$300/square foot, or \$2.52 million. Including soft costs, which traditionally account for 20-25% of total project costs, the total project cost is estimated at just under **\$2.9 million**. Additionally, preliminary estimates based on 2014 fuel costs indicate that anticipated utility costs (electric and gas) for this facility will run \$40,000 annually.

Alternative management structures for this regional facility were researched and evaluated as part of this study, and it has been recommended that the regional facility operate under the control of the host municipality (Middlebury) or one of the other participating municipalities.



# Section I - Introduction

## Report Overview and Purpose

Silver/Petrucelli + Associates, Inc. Architects / Engineers / Interior Designers (S/P+A) was retained by the Council of Governments of the Central Naugatuck Valley (COGCNV) to perform a feasibility study for a new, regional animal care facility serving eight (8) towns in the Central Naugatuck Valley Region (CNVR). With guidance and oversight from COGCNV and the Regional Animal Shelter Study Committee (Committee), particular emphasis was placed on site evaluation and management options for this regional facility. Additionally, a space program, floor plan, site plan, conceptual renderings and cost estimates were developed to address the region's animal care needs.

This report provides limited analysis of the region's current animal care facilities and grounds with emphasis placed on existing building condition, building systems, available site utilities and potential for expansion. Analysis and recommendations have been included in this report to address projected regional impoundments, necessary building system upgrades, utility tie-ins and building and site circulation. Additionally, management options and operating costs for the proposed regional shelter have been examined, with recommendations and estimates included to assist the CNVR in establishing a cost efficient operation while providing improved service to the public and animals of the region.

## Report Services

The following services were provided by S/P+A and consultants as part of this study to evaluate alternative sites and management options for the proposed regional animal care facility serving the CNVR.

1. Attended a project kickoff meeting with COGCNV and the Committee to discuss the overall directive and goals of the study including but not limited to current animal care management structures for each town, existing animal care protocol for each town and programmatic needs for the regional facility. The existing Middlebury animal care facility and site was also toured at this time.
2. Analyzed existing impound statistics for the (8) participating towns and projected future impound statistics for a regional shelter based upon documented population projections and historical data.
3. Prepared a preliminary building program outlining public, staff and support spaces based on animal care facility standards, and outlined the recommended quantity and size of dog runs based on projected impound statistics and Connecticut General Statute (CGS) Section 22-336.
4. Visited the remaining (4) animal care facilities located in Wolcott, Woodbury, Southbury and Naugatuck. Documented the existing size and condition of each facility, available utilities, current HVAC provisions and potential for building expansion.

5. Reviewed existing construction documents, site plans, and planning and zoning information for the Middlebury site, as this was the only identified site capable of accommodating a regional animal care facility.
6. Developed three (3) preliminary floor plans and site plans, outlining alternative animal care facility layouts specific to the CNVR regional animal care facility.
7. Attended a progress meeting with COGCNV and the Committee to discuss findings to date, and to make necessary programming and plan layout decisions.
8. Refined the preliminary space program and floor/site plans to incorporate comments from the previous progress meeting.
9. Compiled a draft report of all information developed to date, including program, plans, building condition and system narratives, conceptual renderings, estimates and management options. Presented the findings and recommendations of the draft report to the COGCNV and Committee at a progress meeting.

NOTE: All items following Item #9 have not been completed at this time, but are anticipated following the presentation of this draft report.

10. Edited and revised the draft report based upon COGCNV and Committee feedback.
11. Prepared a final report incorporating all information, recommendations and comments to date. Presented the final report to the COGCNV and Committee.

### **Data Collection, Meeting Minutes and Notes**

An integral part of any site evaluation or planning study for a regional facility is a thorough understanding of the current facilities that exist and will be affected by the implementation of a regional plan. It is equally or more important to understand and develop a common mission that all participating towns can agree with and commit to. This process began by investigating the current animal care facilities of participating towns, through the use of site visits, site investigations, existing document review, planning and zoning research, and interviews/discussions with local town officials and animal control officers.

All meeting minutes generated during the course of this study can be found in Appendix A of this report, and are a compilation of the architect's discussions and meetings with COGCNV and the Committee. The approved space program, narratives and conceptual planning options contained within the following sections of this report reflect and build upon the invaluable input and directive that was received during these meetings.

## **Code Standards**

The following is a list of the current building codes which are applicable for the State of Connecticut. Please note that these codes have not been thoroughly reviewed for this space study, but a cursory code review was completed for major codes with significant cost and life safety implications, and the results can be found on page 6 of this report.

### Current Building Codes State of Connecticut Effective December 31, 2005

2005 State of Connecticut Building Code  
2009 Connecticut Building Code Supplements  
2005 Connecticut Fire Safety Supplement  
2003 International Building Code (IBC)  
2003 International Fire Code  
2005 National Electrical Code  
2003 Life Safety Code (NFPA 101)  
2003 International Mechanical Code  
2003 International Plumbing Code  
2009 International Energy Conservation Code  
2003 ICC/ANSI A117.1 Handicapped Accessibility Code  
1973 Uniform Federal Accessibility Standards (UFAS)  
    Section 504, Rehabilitation Act of 1973  
2009 Connecticut Public Health Code  
1999 Connecticut O.S.H.A. Regulations - Title 29 Dept of Labor  
1996 U.S. Consumer Product Safety Commission – Playground Safety  
2010 Americans with Disabilities Act (ADA) Standards for Accessible Design  
    - Title II State and Local Government Facilities, Services and Activities  
    - Title III Public Accommodations and Commercial Facilities

As the codes are updated, they will affect the pertinence of the information contained in this report, and applicable changes may result in the need for revising this report and the associated cost estimates. Most importantly, the codes that are in effect at the time the building permit is applied for by the Contractor are the ultimate determinant codes, so changes in the codes and their adoption dates should be closely monitored and planned for.

## **Preliminary Code Review**

A cursory code review was completed during this conceptual phase to help identify current, significant code violations and future code challenges that may arise due to the proposed expansion of the Middlebury animal control facility. Like the plans, this code review is conceptual in nature and will need to be revisited in greater depth during the design phase of this project. This review was conducted through the reference of the codes listed on the previous page, review of existing construction drawings provided by the Town of Middlebury and visual observations made by the design team during field visits.

## **BUILDING OCCUPANCY & CONSTRUCTION TYPE**

At the time of construction, the existing Middlebury animal control facility was designated as a type 2-C construction type (non-combustible) with a Business (B) occupancy. This designation was per BOCA, the recognized building code at that time. Since that time, a new building code has been adopted; the International Building Code (IBC). The correlating construction type of the new code would be II-B (non-combustible) with the occupancy type remaining as (B)usiness.

The proposed building addition could easily be constructed as the same II-B construction, but would require that all building elements outlined in the IBC be non-combustible. A second option would be to use a different and less stringent construction type – preferably IV-B, which would allow building elements to be constructed of any combustible or non-combustible material. The benefit of this change would be the ability to use wood framing, which may be a more economical option for the roof trusses. This change of construction type would not have any negative impacts, as the proposed building would still be within the allowable building area and height allowed for type IV-B buildings.

## **FIXTURE COUNTS**

According to the preferred, conceptual plan (A5) and the occupancy counts as determined per the 2003 International Building Code (IBC) for type (B) occupancies, the following fixture counts will be required for the new, manufacturing laboratory addition.

<b>Water Closets (Total Male + Female)</b>	<b>(3)</b>
<b>Lavatories</b>	<b>(2)</b>
<b>Drinking Fountains</b>	<b>(1)</b>
<b>Service Sinks</b>	<b>(1)</b>

The proposed layout meets these criteria, with (1) water closet and lavatory at each of the three toilet rooms (male, female and staff). An area for a drinking fountain will be provided in or near the public waiting area and service sink(s) will be located in the support spaces near the dog runs for ease of cleaning.

## **MEANS OF EGRESS, TRAVEL DISTANCE AND ACCESSIBILITY**

The means of egress and travel distance for all new construction areas will meet code, and all new spaces will need to be fully accessible. This includes the need for a ramp structure between the new and existing portions of the facility, which will likely need to be constructed with different finish floor elevations due to the sloping topography of the site. A full code review of these and all other items will be conducted during the design phase of the project.

## **BUILDING AREA & FIRE PROTECTION**

The existing Middlebury facility does not contain an automatic sprinkler system, and it is recommended that a sprinkler system not be included in the future, regional facility. While a fire suppression system such as automatic sprinklers would provide an added level of safety for building occupants and property, they are not common in these types of facilities due to the small building size and high installation costs.



## Section II – Programming

The following Space Program is a culmination of the site visits, meetings and presentations outlined in Section I of this report, and all information contained herein has been reviewed and approved by COGCNV and the Committee. The program outlines all anticipated public, staff, animal and support space needs within the proposed regional animal control facility and was used as a guide in the development of the preferred conceptual plan contained in Section IV of this report.

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3-Feb-14

## **Council of Governments - Central Naugatuck Valley (COGCNV)**

### **Regional Animal Shelter Study - FINAL Program Summary - Option #5**

<b>Regional Animal Shelter</b>		<b>Space Needs</b>		
<b>Program Space</b>	<b>PROPOSED SF</b>	<b>ACTUAL SF</b>	<b>Comments</b>	
1 Vestibule (Air-Lock)	80	95	Front entrance	
2 Public Lobby/Waiting	120	129	Reception counter& waiting area	
3 Viewing Room	85	120		
4 Shared Office	425	430	Desks for (5), including reception; room for conference table	
5 Staff Break / Kitchenette	120	123	Tables, sink, microwave, refrigerator	
6 Men's Toilet Room	64	62	Shared w/ public. Handicapped accessible	
7 Women's Toilet Room	64	62	Shared w/ public. Handicapped accessible	
8 Staff Toilet / Shower Room	90	92	Includes shower and locker area	
9 Indoor Dog Runs (40)	3200	3200	80 s.f. per run - Includes pen & solid separation per Regulations 22-336-13	
10 Isolation Runs (4)	320	320	80 s.f. per run - (1) Isolation run / (10) indoor runs per Regulations 22-336-13	
11 Cattery	220	214	(20-25) cats	
12 Cat Quarantine	100	96		
13 Grooming/Laundry	120	144		
14 Exam Room	120	144		
15 Food Preparation/Storage	225	240	Washer / dryer, sink, and storage	
16 General Storage	400	470	Divided into multiple areas	
17 Mechanical/Electrical	300	318	Exterior Access	
<b>Net Total Usable Area</b>	<b>6053</b>	<b>6259</b>		
Circulation + Structure (35%)	2119	2154		
<b>Total Facility</b>	<b>8172</b>	<b>8413</b>		



### Section III – Site Observations and Selection

Chris Nardi (Silver/Petrucelli + Associates) and Donald Smith, Jr. (consulting civil engineer) visited all five (5) of the existing animal control facilities serving the eight (8) towns participating in this study;

<b>Middlebury</b>	-	<b>2 Service Road</b>
<b>Wolcott</b>	-	<b>775 Boundline Road</b>
<b>Woodbury</b>	-	<b>271 Main Street South</b>
<b>Southbury</b>	-	<b>66 Peter Road</b>
<b>Naugatuck</b>	-	<b>508 Cherry Street Extension</b>

The existing facilities were analyzed based upon multiple criteria including current building size and condition, utilities available, existing electrical service and mechanical systems, proximity to highways, centrality to the participating towns and most importantly, potential for expansion.

Of all five (5) sites visited; only one, Middlebury, had enough developable land to support the size building required for a regional animal control facility. Fortunately, the Middlebury site was more appealing than the others for additional reasons such as centrality to participating towns, highway access, and available utilities. With the four (4) sites in Wolcott, Woodbury, Southbury and Naugatuck being deemed not-viable due to the inability for site expansion, only the Middlebury site was investigated and studied in further depth as part of this study. There were not any other town owned sites presented by the Committee or region for potential investigation.

The following memorandums outline the findings at the four (4) non-viable sites and summarize discussions between D. Smith, Jr. and Mr. Kurt Bosco, the Middlebury Zoning Enforcement Officer, pertaining to the zoning of the existing and adjacent Middlebury sites.



**MEMORANDUM #1  
SITE VISIT NOTES**

**PROJECT:**     **Regional Animal Shelter Study**

**CLIENT:**     **Council of Governments of the Central Naugatuck Valley  
(COGCNV)**

**MEETING PLACE:**   Wolcott Pound – 775 Boundline Road  
                              Woodbury Pound – 271 Main Street South  
                              Southbury Pound – 66 Peter Road  
                              Naugatuck Pound – 508 Cherry Street Extension

**DATES:**             July 11 - 17, 2013

**Purpose:** To perform visual inspection of existing pounds and pound sites for the towns involved in the Regional Animal Shelter Study.

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**A) Wolcott Pound**

The Wolcott Pound, serving the Towns of Wolcott and Plymouth, is located on Boundline Road, directly adjacent to the Wolcott State Fire Training School. The pound, which was originally constructed in the early 1960's, has seen renovations in the late 70's and 2007 after being condemned in 2005. The structure consists of concrete masonry unit (cmu) walls, with a wood framed, shingled roof. The roof was replaced during the recent renovations, which also included repairs to the building structure. The windows vary in age and condition with the area of greatest concern being the single pane windows located about the dog runs.

The pound has a small administrative office/entry/storage area in the front and (10) covered, exterior dog runs w/ indoor pens in the back. (1) Quarantine run is provided through a separation provided using plastic panels. At the time of the visit, five of the ten runs were occupied which would be considered average for this facility. The

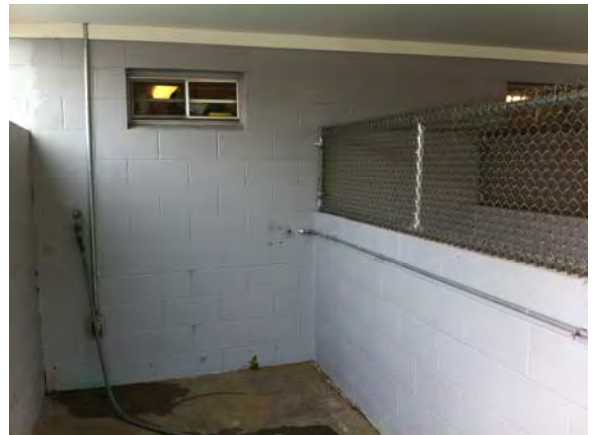
dogs that are housed here are a combination from the two towns served, typically at a 50/50 split per town. There are 4 +/- cat cages located in the front office area, all of which were empty at the time of visit.

The building's heating and hot water systems are fueled by an above ground propane tank located behind the facility, while air conditioning is provided through a window unit in the front office area. The building's waste and water are served by septic and well. Toilet facilities do not exist within the building, however a portable toilet (recently donated) exists on site. The facility has an active security system serving the building and exterior runs, with motion sensor technology used to monitor the exterior runs after hours.

The Town owns a portion of land behind the existing building, extending about 20-25' past the existing vegetation line. While this site could accommodate some growth due to this additional land (exact numbers unknown at this time), it is Wolcott's proximity to the other participating towns which limits its ability to serve as a regional location.

Additional site amenities include a new storage shed, outdoor exercise area for the dogs and a small garden/seating area.





## B) Woodbury Pound

The Woodbury Pound, serving the Towns of Woodbury and Bethlehem, is located off of Main Street South behind the Woodbury Police Department. Town records indicate the structure was built in 1986 and it appears that renovations and repairs have been minimal since that time. The structure consists of wood framed walls and roof over a cmu wall base. The windows are single pane and in fair to poor condition.

The pound consists of one, large open area that includes a refrigerator, sink, washer/dryer, hot water heater and storage. Animal provisions consist of (5) covered, exterior runs w/ indoor pens. A dedicated quarantine run is not provided, although if needed, a quarantine run is set up through the use of separation by plastic panels. At the time of the visit, four of the five runs were occupied which is above average, although at certain times all five runs will be occupied with overflow support needing to be provided by adjacent towns. (Southbury is currently housing some animals from Bethlehem that could not be accommodated by Woodbury). Provisions for cats are not provided at this facility, although the animal resource officer (ARO) will often try to make alternate accommodations for the animal if needed.



The building's heating and hot water systems are fueled by above ground propane tanks located near the front entry door. Air conditioning is not currently provided at the facility although the ARO is looking into purchasing a window unit for the comfort of the dogs. The building's waste and water are served by septic and well and toilet facilities do not exist within the building.

The site is very constricted and provides little to no room for growth, and therefore is not viable to house a regional shelter/pound.



### **C) Southbury Pound**

The Southbury Pound is located off of Peter Road behind the Southbury Town Highway Department. Although the construction date of the building is not known, it appears that the facility was likely constructed in the 70's or early 80's. The structure consists of cmu walls with a wood framed, asphalt shingle roof. The windows are single pane and in poor condition.

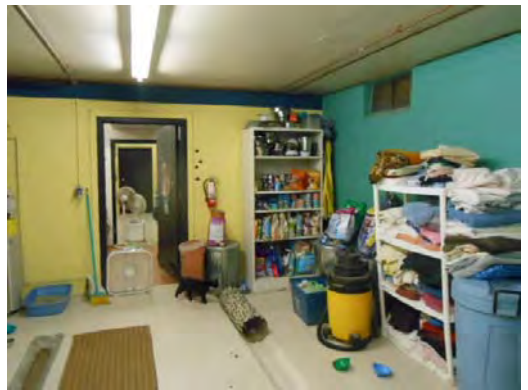
The pound consists of an office/administrative/storage area at the entry with exterior dog runs and interior pens on either side. Currently, there are (10) runs available for holding dogs, and (2) runs available for cats. The building was originally designed to hold 16-20 runs, but many of those have been decommissioned to allow for a toilet room and interior/exterior storage space. (2) Dedicated quarantine runs are provided, separated from the other runs by plastic panels. At least half of the runs were occupied at the time of the visit, which is about average as this pound will house anywhere from (1) to (12) animals on any given day.

The building's heating and hot water systems are fueled by above ground propane tanks located on the north side of the facility with supplementary heat provided through infrared heaters. Air conditioning is provided through a window unit in the office area and a central exhaust system is installed throughout the entire facility. The building's waste and water are served by septic and well.

The site is bounded by moderate to thick vegetation on all sides, however, it appears that much of this wooded area is part of the town owned parcel. While expansion may be possible on this site, more information on the site boundaries, ownership and overall ability to develop the wooded area would need to be examined. Perhaps more crucial to the viability of expanding this site would be the issues surrounding the septic system, which from early indications would need to be significantly upgraded to meet the CTDEEP regulations. These requirements, which go beyond the typical health code regulations, would be necessary due to the pound being located on a shared, town campus parcel, where all buildings are factored together in the determination of septic system size and the associated regulating body.

The State Health code dictates that discharge of over 5,000 gallons per day (gpd) per parcel of land, including contiguous land under the same ownership, is regulated by DEEP. The current Southbury parcel is near the 5,000 gpd threshold now, so expansion of the facility would push them over the threshold and into the CTDEEP's more stringent and costly requirements including quarterly analysis of groundwater samples.





## D) Naugatuck Pound

The Naugatuck Pound is located on the Cherry Street Extension, directly adjacent to the Naugatuck water treatment plant. The pound, originally constructed in the early 90's, has undergone recent renovations consisting of a new asphalt shingle roof and restructured roof over the exterior dog runs. The remainder of the core structure consists of concrete masonry unit (cmu) walls, with a wood framed, shingled roof. The windows are in fair to good condition.

The pound has a series of administrative and support spaces consisting of a main office/reception area, small storage area with sink, furnace room and toilet room. The facility also contains (20) dog runs, consisting of (10) interior and (10) exterior, each with an indoor pen. At the time of the visit, eight of the exterior runs were occupied and none of the interior runs were being used. The use of exterior runs over interior is typical at this facility in order to allow dogs access to the fresh air that they would not otherwise receive. Although cats are not normally accepted at this facility, there is a dedicated room for them containing roughly (6) cages. At the time of visit, there was one cat at the facility.

The building's heating system is fueled by oil, with the tank located within a dedicated furnace room. Air conditioning is provided through a wall unit located within the main office area. Public sewer and water are available at the site.

While the facility is the largest and most modern of the participating towns, the site has minimal space for expansion due to Cherry Street bordering on the south, the water plant to the east, and an aggressive, rocky terrain to the north and west.

Additional site amenities include an outdoor storage shed and freezer.





***Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.***

Distribution: Animal Shelter Committee, Rachel Solveira, Donald Smith, Silver/Petrucelli

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CIVIL ENGINEERING  
SEPTIC DESIGN

CONSTRUCTION INSPECTION  
SITE DEVELOPMENT

## MEMORANDUM

TO: Chris Nardi,  
Silver Petrucelli & Associates

FROM: Donald W. Smith, Jr., P.E.  
Consulting Engineer

DATE: August 15, 2013

RE: Report of Meeting  
COG Regional Animal Control Facility

On this date I met with the Middlebury Zoning Enforcement Officer, Mr. Kurt Bosco, to review the zoning of the site adjacent to the current animal control facility.

The following was determined:

The area is comprised of Assessor's Map 4-06, parcel 358 (41 ac) and parcel 358B (0.9 ac). The DPW facility is on parcel 425 .

Parcel 358 is zoned AR-1 (Assisted Senior Residential), parcel 358B and 425 are zoned R-40.

A commercial kennel and a Town of Middlebury Municipal Building are allowed by Special Exception in the R-40 Zone. There are no permitted or prohibited uses listed in the Zoning Regulations for the AR-1 zone.

The Front yard setback in the R-40 zone is 35'

There are no parking standards in the Zoning Regulations for a Commercial kennel. We need to research other Towns for recommended standard.

Kurt suggested I speak to the Town Planner, Brian Miller to review the proposal and the Zoning issues. It would appear that a Zone Change from AR-1 to R-40 would be appropriate.

I reviewed the deed for parcel 358 (v129/p1079), for which the Town paid \$1.5 million dollars for, and there are no use restrictions listed on the deed.

I reviewed the drawing file in the land use office and found the attached topographic plan, which also shows the limits of Inlands Wetlands on the site.

Please feel free to contact me with any questions.

End of Memorandum

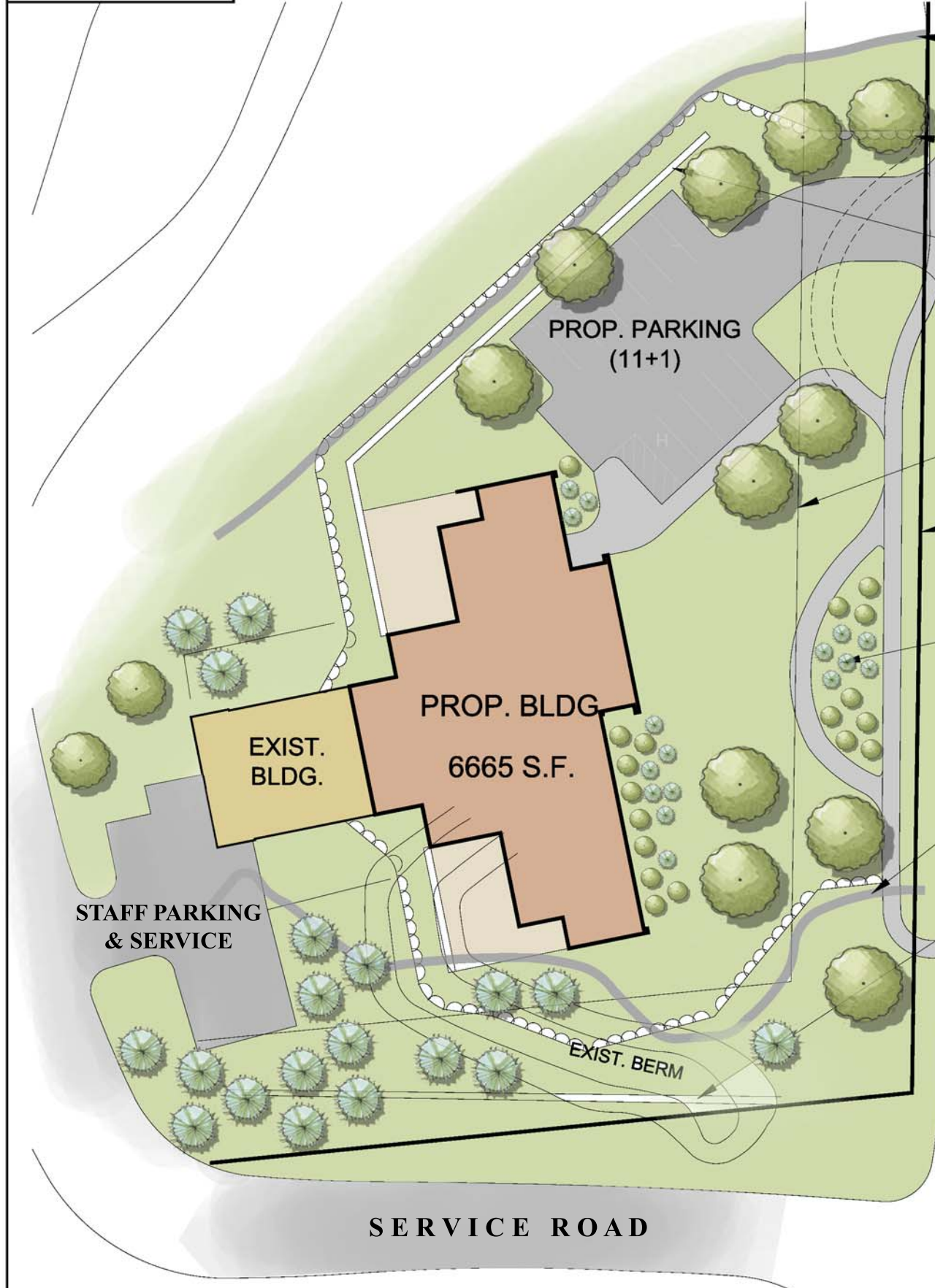
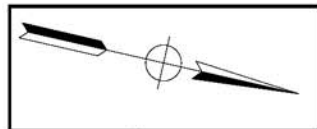






## Section IV – Preferred Conceptual Plans & Renderings

The following plans and renderings are a culmination of multiple planning options developed by the architects and presented to and reviewed with COGCNV and the Committee. The preferred conceptual site and floor plans described and illustrated in the following sections outline general building layouts and adjacencies, recommend viable options for major building systems and depict site planning solutions to meet the needs of the Central Naugatuck Valley and their future regional animal control facility. While many details have been depicted in these plans, they are conceptual in nature and do not illustrate the fine level of detail found in typical construction drawings. It will be necessary that these plans be further developed and refined as this project moves into the schematic design phase.



LIMIT OF WETLANDS  
(PER REF. MAP)

CLEARING LIMITS  
(TYP.)

PROP. MODULAR BLOCK  
RET. WALL (TYP.)

35' BUILDING SETBACK

STREET LINE

RELOCATED  
FEATURE LANDSCAPE  
/ ROCK GARDEN

LIMIT OF WETLANDS  
(PER REF. MAP)

18" PIPE  
(FORMER WATERCOURSE)

NOTES:

1. Base Map entitled: "Middlebury Public Works Facility Additions and Improvements, Topographic Details, Land N/F Norman S. Drubner, Trustee, Land N/F Town of Middlebury, Woodside Ave., Middlebury, Conn." Sheet 1 of 1, Scale 1"=40' Dated 9-30-74, Revised 5-1-90, by Paul Associates, engineers-surveyors-planners, 381 Route 64, Middlebury, Connecticut 06762. "This map is compiled from other maps, deed dimensions and other sources of information, not to be construed as an accurate survey and subject to final changes as a more accurate survey may disclose."
2. Wetlands limit depicted as scaled from map entitled "\_\_\_\_ Straw Pond Property, Middlebury, Ct. \_\_\_\_" marked "Preliminary Only" by Office of Bradford E. Smith & Son, date 6/13/88 Rev. thru 6/16/89.
3. All underground utilities, structures and facility locations shown and depicted hereon must be considered approximate in nature. Additionally, other such underground utilities are NOT shown, the existence and location of which are unknown. Contact "CALL BEFORE YOU DIG" (1-800-922-4455) at least 72 hours in advance of construction, and have all utilities marked on the ground.

GRAPHIC SCALE:



REVISIONS		
NO.	DESCRIPTION	DATE



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SITE SCHEMATIC ALT. 12

COG-CNV  
REGIONAL ANIMAL CONTROL  
FACILITY STUDY

WOODSIDE AVENUE  
MIDDLEBURY, CONNECTICUT

Job No. 13-07

Scale: 1"=40'

Date: 10/30/13

Designed: D.W.S.

Drawn: K.D.K.

Sheet: 1 of 1





PROPOSED FLOOR PLAN  
OPTION #5  
SCALE: 1/16" = 1'-0"

1  
A5

8,413 S.F.  
(28) INTERIOR RUNS  
(16) EXTERIOR RUNS  
6,665 S.F. NEW  
1,748 S.F. EXISTING

- PUBLIC/SEMI-PUBLIC
- STAFF/SUPPORT
- DOG RUNS
- CATTERY
- MECH./ELEC.
- CIRCULATION

NOTE: REFER TO PROGRAM SUMMARY  
FOR DETAILED INFORMATION ON  
PROGRAM & SPACE ALLOCATIONS.

























## Section V – Site, Building & Systems Narratives

### Site

#### **GENERAL**

Since the majority of the site is essentially vacant, extensive site improvements will be required in order to construct the proposed 6,000 – 6,600 ± s.f. facility. There is an existing concrete sidewalk along the Woodside Avenue frontage of the property. The sidewalk expands into a kidney shaped sitting area with some feature landscaping and a rock garden at the westerly end of the project area. There is an apparent rock outcropping on the parcel, approximately 35' wide X 85' long by 10' high, centrally located within the project area. There are no current surveys of the project area, with the most recent survey plan we could find being dated 1984 and pre-dating the current animal control building.

The Project Area is constrained by Regulated Inland Wetlands to the west and to the east. The westerly wetland area is a higher quality wetland that will need to be protected from the proposed development. The wetland area to the east is associated with a former watercourse that has been significantly impacted in the past when the watercourse was piped.

In addition to a topographic survey of the project area, the limits of both wetland areas will need to be determined by a soil scientist during the design process.

The following describes the site improvements that are proposed.

#### **DEMOLITION**

The current proposal includes the reuse of the existing building so other than some minor demolition of fencing etc. no other demolition will be required. The majority of the site is wooded however and approximately 0.75 acres of tree clearing will be required. The apparent rock outcropping will need to be blasted and removed (1,500 cubic yards) and as part of the Site preparation. Depending on the Site Alternative selected, the sitting area and feature landscape/rock garden may need to be relocated.

#### **ON-SITE TRAFFIC CIRCULATION & PARKING**

A new driveway entrance from Woodside Avenue is proposed for the public access to the facility. A parking lot with eleven (11) regular and (1) handicap spaces is proposed to be provided. The existing driveway and parking area near the existing building will remain and will be used for staff parking and for shipping/receiving operations.

The new driveway and parking area will be surfaced with bituminous concrete pavement consisting of three (3) inches bituminous concrete on fifteen (15) inches of grave base.



## **SIDEWALKS, ACCESSIBILITY & CURBING**

Concrete sidewalks will be provided on-site in order to provide a pedestrian linkage between the existing sidewalk, the parking areas and the building. All of the exit doors from the building will have a flush condition with the adjacent sidewalk and a code-conforming handicap accessible routes will be provided from the parking area into the proposed building.

Cement Concrete curbs will be provided along all driveways and traffic islands. Although concrete curbing is more expensive initially, it holds up much better over time and it is not easily damaged by snow plows or heavy vehicles.

## **LANDSCAPING & LIGHTING**

Site lighting and landscaping will be provided as part of the project. Generally, the new landscaping will include foundation plantings along the building, landscaped traffic islands and seeded lawn areas. The new site lighting package will be designed to provide a minimum of one (1) foot-candle of illumination in the parking areas and higher levels closer to the building. Depending on the site alternative selected, the existing feature landscape/ rock garden sitting area will either be maintained or relocated and incorporated into the final site design.

## **STORM DRAINAGE DISCHARGE**

A new storm drainage system will be installed as part of the overall site development. The storm drainage system will include a series of catchbasins and new storm drainage piping. The storm drainage system will outlet into the existing on-site wetlands or storm drainage system. In order to mitigate the increase in peak stormwater runoff due to the proposed development a Stormwater Management Area (detention facility) will be constructed. A storm water quality structure will also be provided to improve the quality of the stormwater runoff prior to discharge into the Wetland area. Due to the limited site area, it is envisioned that the Stormwater Management Facility will be below-ground. The design criteria for the below grade systems will be confirmed during the design development phase of the project.

## **WATER SUPPLY AND WASTEWATER DISPOSAL**

The existing facility is served by a one (1) inch municipal water service. It is proposed to install a new two (2) inch domestic service to service the proposed building.

The proposed facility will be served by the municipal sanitary sewer.



## **OTHER SITE IMPROVEMENTS**

Other notable Site Improvements that are proposed for the project include:

A modular block retaining wall is proposed along the west edge of the project. This wall is required in order to accommodate the required grade change without impacting the adjacent regulated Inland Wetland area. Modular block retaining walls will also be required along the south edge of the proposed building in order to accommodate the grade change between the building floors.

A vehicle loading space will be provided adjacent to the existing building. This space will be used by vehicles delivering animals and supplies to the facility.

Since the facility is located at the Town's transfer station, a screened dumpster enclosure will not be provided.

## **Architectural**

### **GENERAL**

The preferred Space Allocation Floor Plan – Option #5, was developed to meet the programmatic needs of a regional animal control facility while providing spatial layouts and amenities that will better serve the staff, animals and public of the Central Naugatuck Valley. This 8,400+ square foot building delivers all of the spaces outlined in the space program (see Section II), while creating comfortable and adequately equipped spaces that will not only provide staff the means to better care for the animals, but also provide the public with a more inviting and engaging location to view and adopt animals.

### **SITE LAYOUT, ACCESS & ORIENTATION**

The existing Middlebury pound is located at 2 Service Road, on the fringe of the Town's Public Works complex. The pound parcel is bordered by Service Road on the east and south, Woodside Avenue to the north and heavily wooded area to the west. Woodside Avenue is the public side of



the parcel, containing residences and a local restaurant with exterior dining areas. The existing dog pound, roughly 1,750 square feet in size, is located on the south end of the site and shielded from Woodside Avenue by heavy vegetation. All access and parking to the existing building is through the public works complex via Service Road.

One of the main goals in establishing this regional shelter was to provide a facility that was more accessible and inviting to the public. This was accomplished in the proposed plans by placing the addition, of roughly 6,650 square feet, on the north side of the property, adjacent to Woodside Avenue. Additionally, all public parking and access to the building will come from Woodside Avenue eliminating the need for visitors to travel through the public works complex in order to gain access to the building.

The existing access point through Service Road is planned to remain, providing back of house access and parking for staff, animal control officers and deliveries. This separation of public and private is ideal to allow visitors to freely enter the building without having to encounter animals, sometimes unruly, being transported to or from the facility.

The new addition, though fronting Woodside Avenue, is located 90 feet from the road in order to provide additional visual and audial buffering from the adjacent residences and restaurant. This 90' setback from the road also allows the incorporation of lawn and landscaped elements to soften the appearance of the building from the road.

All of the exterior dog runs and play areas in the proposed facility are shown located on the south end of the site, shielded from Woodside Avenue by the new addition. This was designed intentionally to shield all dog activity at the regional shelter from public view. Additionally, by placing the exterior dog areas on the south, the animals will benefit from the afternoon sunlight, especially in winter months as the temperatures drop.

## **INTERIOR LAYOUT AND ADJACENCIES - ADDITION**

As described in the site layout narrative, the public portion of the proposed facility is isolated to the northern, Woodside Avenue side of the shelter. The entry vestibule to the building has been located off axis on the northwest side of the building to provide minimal walking distance to the parking lot while maintaining maximum green space in front of the building. The remaining public portion of this facility includes a lobby/reception area with seating, men's and women's toilets, and a viewing room where potential adopters can meet the animals in a private, comfortable setting.

Directly adjacent to the public area is the staff office; an open office setting for five (5) staff members including receptionist with a small conference table and printer/copier area. The open office is also connected to the kitchenette/staff break room which will contain tables and chairs, a small counter, refrigerator, microwave and sink. All of these public and staff spaces are located on the north side of the addition, and with exception of the toilet rooms, each is provided with exterior windows for day lighting.

The remainder of the new addition consists of dog runs, a cattery, various support spaces and circulation. There are (28) dog runs in the new addition, all of which are interior runs with interior pens pursuant to the Dog Pound Regulations outlined in the Connecticut General Statutes (Refer to Appendix C for full text). The choice of designing interior runs as opposed to exterior runs was to maintain maximum visual and audial privacy for the residences and restaurant on Woodside Avenue while maintaining an energy efficient design. One of the biggest liabilities with exterior dog runs is the loss of energy, specifically heating and cooling, through the dog doors. The disadvantage of interior runs is that the responsibility of taking dogs outside now falls on the staff members caring for the animals. However, through the design of exterior dog areas located on the south side of the addition, the animals can not only get outside for the fresh air and sunlight needed, but they will be provided with additional space to run and exercise that would not otherwise be possible in an exterior dog run.

Despite the layout of all interior runs, daylight will still be provided to the dogs through the use of clerestory windows located above the dog runs.

The other support spaces, including a staff toilet/locker/shower area, are all located in the core of the building. This core space that runs east to west, dividing the dog runs on the north and south accomplishes a few goals. First, by placing support in the core, areas such as the food preparation room are more readily accessible from all parts of the facility. Since staff are accessing this room multiple times a day to fill dog bowls, it is ideal that this area be located centrally to all dog runs. Second, by using the support spaces as a buffer between dog runs on either side, the dogs will not be permitted eye to eye contact, which is often a cause for disruption in shelters and pounds. Third, by fracturing the dog runs into different areas of the building, it allows for staff to segregate dogs by personality, breed and/or size to further mitigate disruption between animals.

The biggest challenge in designing this addition will likely be dealing with the existing topography of the site. The current dog pound sits on the low side of the site with a finish floor elevation of 407'. The terrain north of the current facility is rocky and slopes upwards towards Woodside Avenue. Due to this sloping terrain, it is anticipated that the finish floor of the new addition will be around 410'. Although it is possible to drop the new addition to the same elevation as the existing building, it is not economical due to the increase in rock blasting, soil excavation and retaining walls. Instead, it is proposed that the change in finish floor elevation be accomplished through an interior stair/ramp system, located between the existing and new sections of the facility.

## **EXISTING DOG POUND - RENOVATIONS**

The existing Middlebury pound consists of a (16) exterior dogs run with adjacent indoor pens. The remainder of the facility consists of a small area for staff, support and public functions. The



existing staff office is being utilized as a multi-purpose room that functions as an office, the cattery (cats are being held in cages within the office), and a public lobby, waiting and viewing area. Since all of these public, office and cattery functions will be improved and relocated to the proposed addition, the

existing area within the current pound can be renovated and reused as storage or mechanical areas.

It is anticipated that the existing dog runs and pens will be maintained as is, with minimal renovations only as required. The reuse of these spaces and the reuse of the existing building in



general will have a significant impact in lowering construction costs. Additionally, the existing structure will serve a functional purpose. It is anticipated that all deliveries and more importantly, transportation of animals, will be serviced through this existing structure. This will allow separation of these service functions from the public functions of the facility, but will also allow access of animal control officers into this existing portion of the structure at all hours of the day. Since the officers are often responding to calls outside of regular business hours, it is important that they have a place to drop animals at all times. Furthermore, the existing and new portions of the building can be separated by lockable doors so that animal control officers only have access to the existing portion of the building, and when the regional shelter opens the following morning, staff can collect the animals and move them to the new portion of the building, if desired.

This setup may be critical to operations, depending on the future management structure of the regional facility.

## **BUILDING MATERIALS**

The intent of the design for the regional shelter is to use durable, low or no maintenance materials for both interior and exterior finishes. The exterior building skin will be a combination of metal flatlok panels, phenolic resin panels and split face concrete masonry units (CMU), all of which require no maintenance and are extremely durable. The roof will likely be architectural asphalt shingles, with metal fascias and soffits. Metal fencing will be provided to enclose the exterior dog areas, and translucent panels will be used above the exterior dog areas to provide diffused light while protecting the animals from the precipitation and the harsh summer sun.

The images below are representations of the materials proposed and described above. These images are for material reference only and do not demonstrate the imagery or final appearance of the proposed regional shelter. Refer to Section IV of this report for conceptual renderings of the proposed CNV regional animal shelter.



**PHENOLIC PANELS**



**SPLIT FACE CMU**



**METAL FLATLOK PANELS**



**TRANSLUCENT ROOFING**

Interior materials will consist primarily of painted cmu walls at the dog run and support areas, with metal stud walls and painted gypsum board at the office and public areas. Ceilings will be 2' x 2' acoustical ceiling tile in the public and office areas, with exposed structure or painted gypsum ceilings above the dog runs and support spaces. The roof will likely be framed from wood trusses, however metal trusses are also an option. Flooring will consist of carpeting in the public and office areas, porcelain tile at the lobby and toilet rooms, walk off mats at the entry/vestibule area, vinyl composition tile (VCT) in the staff break room, and epoxy coatings at the dog runs and support spaces.

The following images are from the Stratford Animal Shelter, designed by S/P+A and constructed in 2011. They represent the materials planned for the CNV regional shelter as outlined above.



## **Mechanical, Plumbing, Fire Protection & Electrical Systems**

### **GENERAL**

Systems will be designed to comply with the State of Connecticut Building Code (including the International Mechanical Code), Connecticut Fire Safety Code (including the National Electrical Code), and the International Energy Conservation Code.

Utility incentive programs and similar avenues will be considered during the design process with the intent of maximizing program benefits.

### **MECHANICAL**

The building will be furnished with a central heating plant will consisting of two (2) high efficiency condensing hot water boilers with fully modulating burners. Each boiler will be sized for 75% of the total peak heating load. The boilers will be provided with combustion air and vent piping terminating through the roof.

The hot water distribution system will consist of primary in-line pumps to maintain a constant flow through each boiler (when enabled), and secondary in line pumps with variable speed drives to circulate water to the heating equipment. Supply water temperature will be reset based on ambient temperature.

The office adjacent area will be provided with a single zone, split system heating, ventilating and air conditioning system. The system will consist of an air handling unit located in the mechanical room and an air cooled condensing unit mounted on a concrete pad outside. The air handling unit will have double-wall construction and will consist of a supply fan, hot water coil, refrigerant coil and air filter.

Multiple heating, ventilating and air conditioning systems will deliver 100 % outside air to each kennel group. Each system will consist an air handling unit interconnected to an air cooled condensing unit and a separate relief fan. The air handling unit will be provided with be double wall with supply fan, hot water heating coil, refrigerant coil and air filter. In addition, radiant hydronic slab heating can be considered for the kennel areas.

A separate heating, ventilating and air conditioning system will deliver 100 % outside air into the Cattery and Quarantine Cat areas. Each system will consist an air handling unit interconnected to an air cooled condensing unit and a separate relief fan. The air handling unit will be provided with be double wall with supply fan, hot water heating coil, refrigerant coil and air filter. All distribution ductwork from the air handling units will be low pressure rectangular or round and insulated and will be located in the attic. Supply air registers will be located in the ceiling and return air grilles will be located low near the floor.

The building control system will be a complete direct digital control (DDC) system including (COG) of the Central Naugatuck Valley  
Regional Animal Control Facility Study

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Silver/Petrucelli & Associates, Inc. ©

microcomputer workstation, application software, control units, sensors, thermostats, temperature and pressure transmitters, gauges, valves, dampers, operators, relays, and other equipment and appurtenances, including electrical wiring.

The building will be provided with emergency alarm and warning in the event of power failure or ventilation equipment failure. The emergency alarm will be automatic telephone dialing system.

## **PLUMBING**

The existing one inch cold water main will need to be replaced with a two inch main to accommodate the additional plumbing fixtures and wash-down system.

Domestic water heating will be accomplished by two high efficiency, natural gas fired units. One will store water at a temperature of 140°F for sanitizing applications and the other will store 120°F water for general use. Each system will be provided with a recirculation loop utilizing a pump controlled by a time clock and temperature controller.

Plumbing fixtures will include conventional vitreous china water closets and lavatories along with specialty fixtures such as prep sinks, a grooming tub, a mop basin and a shower. An emergency eye wash/shower will also be provided along with a dishwasher and stackable washer/dryer.

A chemical wash-down system will be installed to allow for sanitizing the kennels and trench drains will be utilized.

## **FIRE PROTECTION**

This facility will not be provided with a sprinkler system since that protection is not required by the Building Code or Fire Safety Code.

## **ELECTRICAL**

The existing animal facility at the Middlebury site appears to have an electrical feed from another building on the site. We assume there may be a need to provide separate electrical metering for the new animal facility but the electrical needs of the expanded facility may dictate the need for a new electrical service regardless. Preliminary calculations indicate that a 400 amp service will be required to meet the electrical needs of the facility. The need for and availability of 3-phase power will be investigated further during design.

Electrical distribution equipment including a main disconnect switch and one or two panels, will all be installed in the proposed mechanical/electrical room. The desire for generator back-up for this facility will be discussed during design. Options would include a permanently installed generator or provisions for connection of a portable generator. The attached estimate includes a separate line item for a generator.



All lighting systems will be new and designed to maximize energy efficiency and to qualify for utility rebates. New fluorescent fixtures will utilize electronic ballasts and T-8 or T-5 fluorescent lamps. The lab and office spaces will utilize lensed recessed fluorescent fixtures. All interior and exterior runs are proposed to utilize wet location rated fixtures to allow for washdown of these spaces. For the lab and office areas, control of lighting will be provided by manual switches with occupancy sensors for auto-off control. Lighting controls for the runs will be discussed with the Owner to determine if manual or time clock control is desired for all or part of the lighting. We do not anticipate that automatic daylighting dimming controls would be effectively applied in this facility. We do not currently plan to provide dimming controls for lighting in any areas.

All exterior lighting will be new, and will consist of a combination of cut-off style building mounted fixtures along with canopy mounted fixtures. The need for any site pole lights to serve walks or parking areas will be further evaluated during design. The light source for all exterior lights will be LED, and control will include both photocell and time clock inputs. All fixtures, will be classified as “full cut-off” as required to satisfy requirements of the International Energy Conservation Code, as modified by the State of Connecticut.

Code does not mandate that a fire alarm system be installed in this facility. The desire for a fire alarm system will be discussed with the Owner during design but the cost for this system is not currently reflected in the attached estimate.

We anticipate the need for small telephone and data network systems. Public address function, if needed, could be handled via the phone system. The need for video surveillance or building perimeter security systems will be discussed with the Owner during design but the cost for this equipment is not currently reflected in the attached estimate.



## Section VI – Opinion of Probable Costs

### Opinion of Probable Construction Cost

The following opinion of probable construction cost outlines the anticipated costs associated with the preferred and recommended A5 floor plan and Alternate 12 site plan. Like the plans, these costs are conceptual in nature and best reflect the design teams understanding of the needs at the future Central Naugatuck Valley regional animal shelter. Customary design and construction contingencies have been added to the estimate to cover future unforeseen costs that cannot be anticipated at this time.

These costs are based on comparative projects of similar scale and construction type, and they represent anticipated 2014 construction costs. These costs will need to be revisited, refined and updated throughout the course of the following design phases, with corrections made as necessary for inflation and changes in the construction market.

#### **SUMMARY OF COSTS**

	<b>TOTAL</b>
<b>CONSTRUCTION</b>	<b>\$2,525,088</b>
<b>SOFT COSTS</b>	<b>\$319,261</b>
<hr/>	
<b>TOTAL PROJECT COST</b>	<b>\$2,844,349</b>

### Operating Costs


Building energy consumption and the associated operating costs for specific buildings can be estimated with reasonable accuracy through the use of energy simulations. However, energy simulations are extremely time consuming and costly, and therefore were not included in the scope of this report.

An alternative, and often comparable method of estimate operating costs is the use of historical data for buildings of similar use, size and age. S/P+A has reviewed utility costs for similar animal shelters and is confident that the following estimates represent reasonable, anticipated utility costs based upon current 2014 utility rates. Rates for years 2014 and beyond would need to be adjusted to account for the rise in utility costs, which is unknown at this time.

<b>Annual Projected Electrical Costs – 2013 :</b>	<b>\$27,500</b>
<b>Annual Projected Fuel (Gas) Costs – 2013:</b>	<b><u>\$12,500</u></b>
<b><u>TOTAL</u></b>	<b>\$40,000</b>

COGCNV - REGIONAL ANIMAL CONTROL FACILITY				FEASIBILITY STUDY		14-Nov-13	
2 Service Road				Revised 2-12-14			
Middlebury, Connecticut				S/P+A Job No. 13.014			
OPINION OF PROBABLE CONSTRUCTION COST							
8,413 APPROXIMATE TOTAL GROSS SQUARE FOOTAGE							
6,665 (NEW CONSTRUCTION)							
1,748 (RENOVATION)							
SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL & LABOR COST UNIT \$	ALLOWANCE	TOTAL \$	
	OTHER COSTS						
	BONDS (1.5% of construction cost)	1	LS			\$31,564	
	INSURANCE (.5% of construction cost)	1	LS			\$10,521	
				OTHER COSTS SUB-TOTAL		\$42,085	
	DIVISION TWO						
	SELECTIVE DEMOLITION AND TIE-INS	1	LS	\$20,000.00		\$20,000	
	DUMPSTERS	6	EA	\$850.00		\$5,100	
				DIVISION TWO SUB-TOTAL		\$25,100	
	DIVISION THREE						
	FORMWORK (CONTINUOUS WALLS)	3,400	SF	\$5.00		\$17,000	
	CONCRETE FOOTINGS	50	CY	\$475.00		\$23,750	
	CONCRETE FOUNDATION WALLS	64	CY	\$425.00		\$27,200	
	CONCRETE SLAB ON GRADE (INCLUDING REINF./FINISHING)	6,665	SF	\$5.00		\$33,325	
	REBAR	5	TON	\$1,850.00		\$9,250	
				DIVISION THREE SUB-TOTAL		\$110,525	
	DIVISION FOUR						
	CMU WALL BACKUP - EXTERIOR	4,500	SF	\$15.00		\$67,500	
	CMU WALL - INTERIOR	3,200	SF	\$15.00		\$48,000	
				DIVISION FOUR SUB-TOTAL		\$115,500	
	DIVISION FIVE						
	STRUCTURAL STEEL	8	TON	\$3,500.00		\$28,000	
	COLD FORMED METAL FRAMING - INTERIOR WALLS	2,000	SF	\$3.00		\$6,000	
				DIVISION FIVE SUB-TOTAL		\$34,000	
	DIVISION SIX						
	BASE CABINETS	60	LF	\$250.00		\$15,000	
	UPPER CABINETS	50	LF	\$200.00		\$10,000	
	SOLID SURFACE COUNTERTOPS	60	LF	\$150.00		\$9,000	
				DIVISION SIX SUB-TOTAL		\$34,000	
	DIVISION SEVEN						
	DAMPPROOFING	1,700	SF	\$1.00		\$1,700	
	RIGID INSULATION - EXTERIOR WALLS & FOUNDATION	1,400	SF	\$2.50		\$3,500	
	ACOUSTICAL INSULATION - INTERIOR WALLS	2,000	SF	\$1.25		\$2,500	
	BATT INSULATION	8,500	SF	\$1.50		\$12,750	
	WEATHER/VAPOR BARRIER	4,500	SF	\$1.50		\$6,750	
	METAL SOFFITS & FASCIA	400	LF	\$30.00		\$12,000	
	ASPHALT SHINGLES	75	SQ	\$350.00		\$26,250	
	ICE AND WATER SHIELD	75	SQ	\$75.00		\$5,625	
	RIDGE VENTS	140	LF	\$20.00		\$2,800	
	EPDM ROOFING	150	SF	\$12.00		\$1,800	
	METAL GUTTER	280	LF	\$12.00		\$3,360	
	METAL LEADER	80	LF	\$10.00		\$800	
	COMPOSITE METAL PANELING - EXTERIOR	2,300	SF	\$25.00		\$57,500	
	FIRE & SMOKE PROTECTION	1	LS			\$2,000	
	SEALANTS	1	LS			\$1,500	
				DIVISION SEVEN SUB-TOTAL		\$140,835	
	DIVISION EIGHT						
	1" INSULATED ALUMINUM STOREFRONT/CLERESTORY	680	SF	\$60.00		\$40,800	
	ALUMINUM ENTRANCE DOOR	2	EA	\$2,000.00		\$4,000	
	HOLLOW METAL DOOR FRAME	24	EA	\$250.00		\$6,000	
	HOLLOW METAL DOOR	22	EA	\$450.00		\$9,900	
	STEEL DOOR - INSULATED	7	EA	\$250.00		\$1,750	
	DOOR HARDWARE	31	EA	\$500.00		\$15,500	
	INTERIOR VISION PANELS	25	SF	\$45.00		\$1,125	
				DIVISION EIGHT SUB-TOTAL		\$79,075	
	DIVISION NINE						
	GYPSUM WALL BOARD/CEILING	10,000	SF	\$3.00		\$30,000	
	ACOUSTICAL CEILING TILE	1,750	SF	\$4.00		\$7,000	
	CARPETING	80	SY	\$38.00		\$3,040	
	PORCELAIN TILE FLOORING	300	SF	\$14.00		\$4,200	
	VCT FLOORING	600	SF	\$4.00		\$2,400	
	RESILIENT WALL BASE	150	LF	\$2.50		\$375	
	EPOXY FLOORING (INCLUDING BASE)	6,600	SF	\$12.00		\$79,200	
	PAINT GYPSUM WALLS/CEILINGS	10,000	SF	\$1.00		\$10,000	
	FILL/PAINT CMU WALLS	11,000	SF	\$1.25		\$13,750	
	PAINT DOOR FRAMES	24	EA	\$75.00		\$1,800	
	KENNELS/FENCING/RUNS	1	LS	\$175,000.00		\$175,000	
				DIVISION NINE SUB-TOTAL		\$326,765	
	DIVISION TEN						
	INTERIOR SIGNAGE	1	LS			\$6,000	

			DIVISION TEN SUB-TOTAL	\$6,000
<b>DIVISION TWENTY-ONE</b>				
			DIVISION TWENTY-ONE SUB-TOTAL	<b>\$0</b>
<b>DIVISION TWENTY-TWO</b>				
MECHANICAL SYSTEMS AS DESCRIBED IN NARRATIVE	1	LS	\$425,000.00	\$425,000
			DIVISION TWENTY-TWO SUB-TOTAL	\$425,000
<b>DIVISION TWENTY-THREE</b>				
PLUMBING SYSTEMS AS DESCRIBED IN NARRATIVE	1	LS	\$170,000.00	\$170,000
			DIVISION TWENTY-THREE SUB-TOTAL	\$170,000
<b>DIVISION TWENTY-SIX</b>				
ELECTRICAL SYSTEMS AS DESCRIBED IN NARRATIVE	1	LS	\$105,000.00	\$118,940
			DIVISION TWENTY-SIX SUB-TOTAL	\$118,940
<b>DIVISION THIRTY-TWO</b>				
SITE IMPROVEMENTS AS DESCRIBED IN NARRATIVE (See Attachment for Site Cost Breakdown)	1	LS		\$518,500
			DIVISION THIRTY-TWO SUB-TOTAL	\$518,500

		<b>SUBTOTAL = (INCLUDE O&amp;P)</b>	<b>\$2,104,240</b>
CONSTRUCTION COST PER SQUARE FOOT =	\$300.14		
 <b>SILVER/ PETRUCCELLI + ASSOCIATES</b> Architects / Engineers / Interior Designers 3190 Whitney Avenue Hamden, CT 06518 Phone: 203 230 9007		GEN. CONDITIONS 10.00%	\$210,424.00
		CONSTRUCTION CONTINGENCY 10.00%	\$210,424.00
		<b>CONSTRUCTION TOTAL =</b>	<b>\$2,525,088</b>
		<b>SOFT COSTS/FF&amp;E</b>	
		A/E DESIGN FEES (7%)	\$176,756
		PRINTING & LEGAL NOTICES	\$3,750
		<b>DESIGN CONTINGENCY (5%)</b>	<b>\$126,254</b>
		MISCELLANEOUS & REIMBURSABLES	\$7,500
		BORINGS	\$5,000
		<b>SOFT COST/FF&amp;E TOTAL =</b>	<b>\$319,261</b>
		<b>TOTAL PROJECT COST</b>	<b>\$2,844,349</b>
		<b>EXCLUSIONS</b>	
		FF&E (Furniture, Furnishings & Equipment)	
		FINANCING COSTS	
		HAZARDOUS MATERIAL ABATEMENT	
		OFF SITE DEVELOPMENT	

# COG REGIONAL ANIMAL CONTROL FACILITY

## SCHEMATIC DESIGN PHASE - ALTERNATE 12

### OPINION OF PROBABLE CONSTRUCTION COST

#### SECTION

NUMBER	WORK CATEGORIES	UNIT	UNIT COST	QTY.	TOTAL \$
	<b>DIVISION TWO</b>				
	<b>SITE PREPARATION</b>				
	CLEARING AND GRUBBING	Ac.	\$5,000.00	0.8	\$4,000
	REMOVE CONC. SIDEWALK	S.Y.	\$5.00	550	\$2,750
	EROSION CONTROL (Silt Fence) 12 MONTHS	L.F.	\$5.00	150	\$750
	HAYBALES	L.F.	\$5.00	50	\$250
	ANTITRACK DEVICE 12 MONTHS	Each	\$1,500.00	1	\$1,500
	RELOCATE BENCHES, ETC	L.S.	\$1,500.00	1	\$1,500
	<b>GENERAL EXCAVATION</b>				
	STRIP AND STOCKPILE TOPSOIL	C.Y.	\$10.00	350	\$3,500
	CUT	C.Y.	\$12.00	1000	\$12,000
	FILL (ON-SITE MATERIALS)	C.Y.	\$5.00		\$0
	BORROW	C.Y.	\$ 25.00		\$0
	ROCK EXCAVATION (ALLOWANCE)	C.Y.	\$100.00	1500	\$150,000
	ROCK EXCAVATION - TRENCH (ALLOWANCE)	C.Y.	\$175.00	250	\$43,750
	<b>STORM &amp; SANITARY SEWER</b>				
	CATCH BASIN	Each	\$1,500.00	1	\$1,500
	TRENCH EXCAVATION	L.F.	\$20.00	200	\$4,000
	STORM MANHOLE	Each	\$2,000.00	2	\$4,000
	SAN MANHOLE	Each	\$2,500.00	1	\$2,500
	6" PVC SAN SEWER	L.F.	\$50.00	50	\$2,500
	CLEANOUT -SAN SEWER	Each	\$100.00	1	\$100
	4" PERF PVC STORM CURTAIN DRAIN	L.F.	\$40.00		\$0
	6" PVC STORM (R.L. CONNECT)	L.F.	\$30.00	200	\$6,000
	8" PVC STORM	L.F.	\$35.00		\$0
	CLEANOUT -STORM	Each	\$100.00		\$0
	12" HDPP STORM	L.F.	\$45.00		\$0
	12" RCP STORM	L.F.	\$45.00		\$0
	15" HDPP STORM	L.F.	\$50.00	100	\$5,000
	15" RCP STORM	L.F.	\$50.00		\$0
	18" HDPP STORM	L.F.	\$60.00		\$0
	STORMWATER MGMT SYS.	L.S.	\$15,000.00	1	\$15,000
	OUTLET STRUCTURE	Each	\$5,000.00	1	\$5,000
	<b>SUB-BASE</b>				
	GRAVEL BASE (15")	C.Y.	\$35.00	275	\$9,625
	FORMATION OF SUBGRADE	S.Y.	\$2.25	625	\$1,406
	BIT. CONC. PAVEMENT -NEW 1.5"+1.5"	Ton	\$125.00	120	\$15,000
	CEMENT CONC. SIDEWALK	S.F.	\$12.00	1650	\$19,800
	SIDEWALK RAMPS	S.F.	\$15.00	60	\$900

DETECTABLE WARNING	S.F.	\$25.00	30	\$750
CEMENT CONC. CURB	L.F.	\$30.00	300	\$9,000
CEMENT CONC. CURB _ INTEGRAL WITH SW	L.F.	\$25.00	161	\$4,025
<b>ELEC/TEL/CATV SERVICE</b>				
UTILITY CO CHARGES (ALLOWANCE)	Lump sum	\$10,000.00	1	\$10,000
UNDERGROUND SERVICE	L.F.	\$20.00	150	\$3,000
TRENCH EXCAVATION	L.F.	\$10.00	150	\$1,500
<b>LANDSCAPING</b>				
TOPSOIL	S.Y.	\$10.00	1100	\$11,000
RAKE, LIME FERTILIZE, SEED & MULCH	S.Y.	\$2.25	1100	\$2,475
LANDSCAPE PLANT MATERIALS (ALLOWANCE)	LS	\$8,000.00	1	\$8,000
TREES	Each	\$700.00	10	\$7,000
<b>MISCELLANEOUS</b>				
TRAFFIC CONTROL	Man Day	\$500.00	4	\$2,000
2" DOMESTIC WATER SERVICE	LF	\$75.00	125	\$9,375
RETAINING WALL	SF	\$40.00	825	\$33,000
SITE AMENITIES (Benches, etc.)	L.S.	\$7,500.00	1	\$7,500
CONSTRUCTION STAKING	Lump Sum	\$2,500.00	1	\$2,500
SIGNS	Each	\$250.00	4	\$1,000
PVMT MARKINGS	Lump Sum	\$2,000.00	1	\$2,000
AS-BUILT	Lump Sum	\$3,000.00	1	\$3,000
MINOR ITEMS (5%)	Lump Sum		1	\$21,473
ESTIMATE CONTINGENCY (15%)				\$67,639
subtotal				\$518,568.42

## **Conceptual Cost Analysis**

The following cost analysis is an examination of the anticipated cost reductions and/or increases associated with the formation of a regional animal control plan. This spreadsheet analyzes the cost implications on a town by town basis for all towns participating in this study. The information contained in this document is based on current data obtained from each town on their current animal control facility, as well as projected data for the regional animal control facility based on estimates and historical data of comparable animal control facilities in Connecticut. The following summarizes the rationale and data behind this analysis;

- Cost projections were analyzed over a time frame of 50 years, which is a typical, anticipated life span for major building elements in this type of facility. There will be other maintenance needs with associated costs during this 50 year time frame, but these would be comparable (or less) to the maintenance needs of the current animal control facilities.
- Town populations were used to determine each town's contribution percentage to the overall construction and operating costs.
- In the Upgrade Facility section, a cost of \$100 per square foot was used for each of the current pounds in an attempt to estimate costs to bring the current facilities to a comparable level as the proposed regional facility. However, it should be noted that even with significant renovations, the existing animal control facilities of the region will never fully compare, as the proposed facility will be more energy efficient, will contain additional program such as staff areas, public areas, and cattery, and will have full AC/Heat/Ventilation to provide more suitable and healthier environments for the employees and animals.
- Operating and wage reductions displayed in this spreadsheet were generated with oversight by each of the participating towns. These numbers are estimates and the final cost reductions in these areas will depend on multiple factors, most importantly, each town's decision on reductions to staff or staff hours. In order for towns to see a true cost savings, they will need to not only reduce current operating costs, but also reduce current wages to help offset some of the new wages that will be incurred under the regional plan.
- This analysis does not factor in any potential state or federal grant funding, which will be pursued by the Council of Governments. Any grant funding that is secured could have a significant impact on the findings in this cost analysis.



COGCNV - REGIONAL ANIMAL CONTROL FACILITY

C.1 - CURRENT & PROJECTED ANIMAL CONTROL BUDGETS JANUARY 03, 1014 - REVISED FEBRUARY 03, 2014 - REVISED FEBRUARY 12, 2014

				PROJECTED COST OPTIONS FOR PARITY w/ NEW FACILITY			CURRENT ANNUAL BUDGET (2013)			BUDGET REDUCTIONS		
TOWN	AGE OF FACILITY (YEARS)	BUILDING AREA (SQUARE FEET)	# DOG RUNS	UPGRADE FACILITY (\$100/SF AVERAGE)	DEMOLISH (\$10/SF)	DECOMMISSION	OPERATING COSTS	WAGES	TOTAL ANNUAL BUDGET	OPERATING COSTS	WAGES	TOTAL PROJECTED SAVINGS
BEACON FALLS	N/A	N/A	N/A	N/A	N/A	N/A	\$2,300	\$7,716	\$10,016	\$1,200	\$0	\$1,200
BETHLEHEM	N/A	N/A	N/A	N/A	N/A	N/A	\$0	\$2,147	\$2,147	\$0	\$0	\$0
MIDDLEBURY	22	1748	16	\$174,800	\$17,480	\$3,500	\$4,200	\$24,500	\$28,700	\$3,500	\$10,000	\$13,500
NAUGATUCK	22	2460	20	\$246,000	\$24,600	\$3,500	\$45,000	\$45,000	\$90,000	\$19,000	\$12,500	\$31,500
PROSPECT	N/A	N/A	N/A	N/A	N/A	N/A	\$6,900	\$13,265	\$20,165	\$5,500	\$5,000	\$10,500
SOUTHBURY	35	2500	10	\$250,000	\$25,000	\$3,500	\$12,400	\$77,148	\$89,548	\$6,000	\$32,148	\$38,148
WOODBURY	27	550	5	\$55,000	\$5,500	\$3,500	\$6,100	\$18,149	\$24,249	\$5,000	\$4,149	\$9,149
*WOLCOTT WILL MAINTAIN THEIR CURRENT DOG POUND AND THEREFORE HAVE BEEN EXCLUDED FROM ALL STATISTICS												
							PROJECTED ANNUAL BUDGET (2015)					
							OPERATING COSTS	WAGES	TOTAL			
REGIONAL FACILITY	NEW	8413	44	\$2,844,349	N/A	N/A	\$40,000	\$70,000	\$110,000			

COGCNV - REGIONAL ANIMAL CONTROL FACILITY  
C.2 - COST ANALYSIS - PROJECTED OVER 50 YEARS

JANUARY 03, 2014 - REVISED FEBRUARY 3, 2014 - REVISED FEBRUARY 12, 2014

			PROJECTED NEW EXPENSES (RELATED TO REGIONAL FACILITY ONLY)				PROJECTED SAVINGS (SEE MATRIX C.1)			SUMMARY OF COSTS	
TOWN	POPULATION	% SHARE	REGIONAL FACILITY CONSTRUCTION	OPERATING COSTS/WAGES OVER 50 YEARS	DECOMMISSION (SEE MATRIX C.1)	TOTAL	UPGRADES (SEE MATRIX C.1)	BUDGET REDUCTIONS OVER 50 YEARS (SEE MATRIX C.1)	TOTAL	COSTS SAVINGS OVER 50 YEARS	COST SAVINGS PER YEAR
BEACON FALLS	6000	6.79%	\$193,055.36	\$373,303	\$0	\$566,359	\$0	\$60,000	\$60,000	(\$506,359)	(\$10,127.17)
BETHLEHEM	3500	3.96%	\$112,615.63	\$217,760	\$0	\$330,376	\$0	\$0	\$0	(\$330,376)	(\$6,607.52)
MIDDLEBURY	7500	8.48%	\$241,319.20	\$466,629	\$3,500	\$711,448	\$174,800	\$675,000	\$849,800	\$138,352	\$2,767.04
NAUGATUCK	32000	36.20%	\$1,029,628.60	\$1,990,950	\$3,500	\$3,024,079	\$246,000	\$1,575,000	\$1,821,000	(\$1,203,079)	(\$24,061.58)
PROSPECT	9600	10.86%	\$308,888.58	\$597,285	\$0	\$906,174	\$0	\$525,000	\$525,000	(\$381,174)	(\$7,623.47)
SOUTHBURY	20000	22.62%	\$643,517.87	\$1,244,344	\$3,500	\$1,891,362	\$250,000	\$1,907,400	\$2,157,400	\$266,038	\$5,320.76
WOODBURY	9800	11.09%	\$315,323.76	\$609,729	\$3,500	\$928,552	\$55,000	\$457,450	\$512,450	(\$416,102)	(\$8,322.05)
TOTALS	88400	100.00%	\$2,844,349	\$5,500,000	\$14,000	\$8,358,349	\$725,800	\$5,199,850	\$5,925,650	(\$2,432,699)	(\$48,654)

					PROJECTED ANNUAL BUDGET (2015)		
					OPERATING COSTS	WAGES	TOTAL ANNUAL BUDGET
REGIONAL FACILITY	NEW	8413	44	\$2,844,349	\$40,000	\$70,000	\$110,000

## Section VII – Management Structure Options

The following management and staffing narratives were developed through close collaboration with Karen Lombardi, an animal control consultant that has held numerous positions within this field. The following is an outline of options that will be available to the participating towns under a regional plan for both management and staffing structure and expenses. These documents were discussed in detail with the animal study Committee, with recommendations made by the design and animal control professionals of utilizing a host/participating municipality management structure.

## **Management Structure Options Multiple Town Regional Animal Control Facility**

**Animal Control is a governmental responsibility with local governments deciding how services will be provided. Local priorities and resources available will help determine if it will be more effective to provide management in-house through an existing municipal department, regional board or out sourced to the private sector.**

**In multi town facilities, regardless of management options utilized a clearly defined structure that outlines accountability, responsibility, and authority for management within the organization is essential.**

**Expert input on all policies and protocols related to maintenance of physical and behavioral animal health should ideally be developed by collaboration of seasoned animal control officers, animal professionals such as the Humane Society and a veterinarian with training or experience in shelter medicine as well as the particular population being serviced.**

**In multiple town facilities, to ensure consistency in day to day operations a shelter manager well versed in Animal Control , management and significant people skills should be on site during all hours of operation.**

**Regardless of management option employed, the managing authority should possess a fundamental knowledge of the unique needs of Animal Control, including, but not limited to, safety of the public, animals and Officers, proper equipment needs, the importance of enforcement of animal related laws and compassion stress that is inherent in Animal Control workers.**

## **Management Options**

- **Host/Participating Municipality**

**Animal Control is often administrated by the host municipality in the town where the facility is located. In multi town facilities there may also be an official or department from a participating town that is more knowledgeable or experienced in successful Animal Control Management that may be engaged by the Regional Facility to provide management services .**

- **Pros**

**Generally, the host municipality has the best ability to monitor the needs of shelter**

**building maintenance, associated work ordered and budgeting.**

**Host municipality management also generally provides easier access between shelter personnel and management due to proximity.**

**Successful Animal Control facilities in Milford/Orange, CT, Branford, North Branford, CT and Woodbridge/Bethany/Derby, CT all report to the Town Hall. Milford and Branford to the First Selectman's office in the host towns and Woodbridge/Bethany/Derby to the Town of Woodbridge Finance Department. It should be noted that Milford and Branford also have a Board that addresses certain needs that will be discussed later.**

**Host/Participating Municipality management also provides a more cost effective approach to animal control management.**

- **Cons**

**Host or Participating Municipality may not have the resources, knowledge or desire to take on the added responsibility of managing a multi town facility.**

**Animal Control duties include law enforcement of animal related State Statutes and certain Public Safety situations such as communicable diseases and infections that may also require working in concert with a Town Health Department or Town Police Department. Due to the unique nature of Animal Control the assignment of management to a separate Town Department such as a Town Health Department or Police Department, generally will put too much emphasis on the Animal Control duties most closely related to the managing Department with an absence of consideration to the total duties and responsibilities in Animal Control.**

- **Regional Animal Control Board**

**Many municipalities have attempted to utilize an Animal Control Board to provide management to local regional Animal Control facilities. In the case of multi town collaborations usually one or two board members are appointed from each participating Town and are charged with providing management and budgeting oversight to the Regional facility and personnel as well as monthly reporting to the Town that they represent. Most members serving on such boards have an interest in animals and their well being. Many board members include animal professionals, such as Veterinarians and members of Animal Rescue organizations, among others.**

- **Pros**

**Cost is the largest advantage to management being provided by a volunteer board.**

- **Cons**

**Although animals and good intentions are generally the common bond to Animal Control Board members, historically it has not been enough to provide a sustained cohesive managing body. Whether it is priority differences between the participating Towns, differences of opinion in management styles or differences in individual agendas and visions of Animal Control, an Animal Control Board does not appear to be able to provide successful management in multi Town facilities.**

**It should be noted that several multi town shelters such as Milford/Orange and Branford/North Branford do utilize Animal Control Commissions (Boards) for different purposes. These commissions help with some oversight, investigating citizens complaints and or concerns, help with fundraising, and shelter support. Neither Commission has any control over personnel, management, policies, protocols or volunteers.**

- **Private Contractors**

**A private contractor would usually handle both management of the facility and Animal Control personnel and services as well. A Private Contractor may or may not be affiliated with a large Humane organization. Private Contractors are a more common practice in areas of large populations and extensive Animal Control needs, such as in New York City.**

**There are currently no private contractors providing this service in the State of Connecticut. Outside or Private Contractors could include organizations such as The CT Humane Society located in Newington, Westport and Waterford and The Simon Foundation located in Bloomfield. These are large humane organizations that along with smaller rescue groups such as the now disbanded Animals For Life have had some involvement in shelter management, in the case of Animals For Life, as well as aiding in shelter adoptions as in the case of the CT Humane Society and The Simon Foundation. Based on recent research I do not believe that the current humane private organizations and 501c3 rescues are interested in nor have the resources to manage a Regional Animal Control facility. My research has revealed that these CT organizations are not viable options and that are somewhat overwhelmed with their own missions. It should be noted that even if a willing organization or rescue were interested in managing a facility the cost and/or agenda is usually prohibitive.**

**While certain boarding facilities and Veterinary hospitals might contract to provide run space for a Town's animal control needs, it is not a real “management” option for a multi town facility. In the case of the current proposed Region and customary practices in CT where each Town prefers to keep or hire their own Animal Control Officers, the use of a private contractor would not be indicated and prove extremely costly if pursued.**

- **Volunteers**

**Volunteers are a welcome and useful shelter resource. Volunteers provide added free personnel hours that help the shelter's budget by providing services, such as cleaning, filing, and other non professional functions the Towns would other wise be paying for. Volunteers also provide added comfort and attention to impounded animals through companionship, grooming, exercise and in some instances training. Volunteers also do fund raising and foster good will toward the shelter in the community. While an active volunteer base is necessary to a successful shelter, volunteers should only be viewed as a valuable addition and not be depended upon to consistently provide necessary services.**

**The main focus should be on options that would ensure success for the Towns, the animals and the facility. Further conversation and ideas from participating Towns will help to define available management resources and needs so that preferred options can be explored in greater depth to determine the most effective and cost efficient management style that will best serve this Region.**





## **REGIONAL FACILITY STAFFING OPTIONS**

**Staffing recommendations are based on the assumption that local Animal Control Officers will not be responsible for the day to day running of the shelter, such as, the cleaning and feeding of the animals, ordering supplies, overseeing kennel staff, providing access to the animals for potential adopters to view, managing the office, answering the phones, communicating with participating ACO's with regard to the animals impounded at the Regional facility from their towns, etc. The primary goal of proper staffing is to provide adequate coverage for the facility to insure the safety of the animals housed there and to provide a professional atmosphere enhancing adoptions and public relations as economically as possible.**

**Staffing recommendations also do not rely upon volunteers as this will be a new facility without an established and/or reliable volunteer base.**

- 1. As was briefly mentioned at the November 14<sup>th</sup> meeting in Middlebury, it is strongly suggested non-ACO Facility Manager be employed at the Regional Shelter to provide continuity of service and oversight of the day to day functioning of a multi-town Regional facility. It would be necessary for the facility manager to be knowledgeable about shelter animals and possess strong people skills. Based on my research with existing multi town facilities that employ a full time office manager, both Municipal and Private Sector, the average starting pay range would be between \$19. and \$21. per hour or \$39520 and \$43680 gross annually. With a single office manager the issues as to who fulfill the office manager's responsibilities at the facility during hours of operation should the Facility Manager be out sick or take vacation time would have to be addressed. Would participating ACO's fill in at no additional cost?**
- 2. A second option would be to employ two part time Facility Managers to provide the coverage of one full time Manager. Responsibilities and necessary skills would be the same, however, you would now have two people that know the job and can provide coverage should one be out sick or take vacation time. Average starting pay range would be slightly higher, however, this would be balanced by the absence of the requirement to provide insurance. Average starting pay range would be between \$21. and \$22. per hour or \$20540. and \$22594. for each employee. Equalling \$41080. to 45188. annually for two employees working 19 ¾ hours each per week.**
- 3. The third option would require The host Town's ACO's providing management in addition to their ACO responsibilities, if . This is done at other multi town facilities with non host participating towns providing compensation through contracts with the host Town. Compensation is**

usually negotiated between host Town and other participating Towns.

4. **Kennel Staff.** A minimum of two part time employees would be necessary to adequately clean and sanitize, feed animals, etc. in a 44 run Facility. It is unknown how many total animals will actually be impounded at the same time and although unlikely, with a full kennel this estimate of two part time kennel workers may need to be amended to three. Pay for all part time personnel is estimated at 19 ¾ hours. My research revealed a large range in kennel help pay rates. Towns with strong, reliable volunteer participation tended to pay lower wages for their kennel help. However, they also appeared to have a higher turnover with less reliability and productivity from their paid employees. Of those shelters polled the low average starting pay for kennel help is \$13. to \$14. per hour or \$13351 to \$14378. annually per Kennel Helper.

It should be noted that the adoption of animals from any town, regardless of where they are housed, is the responsibility of the Animal Control Officer from that Town. Neither the Facility Manager, Kennel Help or any other non ACO personnel is authorized to adopt, place or give away an animal, per State of CT Statute.

As more information and thoughts become available from the participating Towns regarding the needs and involvement or not of each towns ACO's in the non ACO functions of the Regional Facility there may be a need to revisit these staffing options.

## Section VIII – Appendix A

Meeting Minutes and Notes  
Previously Presented Plans and Program



**SILVER / PETRUCELLI + ASSOCIATES**

*Architects / Engineers / Interior Designers*

3190 Whitney Avenue, Hamden, CT 06518-2340

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**MEETING MINUTES #1  
PROJECT KICK OFF**

**PROJECT: Regional Animal Shelter Study**

**CLIENT: Council of Governments of the Central Naugatuck Valley  
(COGCNV)**

**MEETING PLACE:** Conference Room Middlebury Town Hall and Middlebury  
Animal Shelter

**DATE AND TIME:** June 26, 2013 @ 9:15 am

**ATTENDEES:**

Edward B. St. John	First Selectman Middlebury
Edward L. Stephens	Wolcott Police Chief
Pat Gallagher	Regional Planner, COGCNV
Peter Dorpalen	Executive Director, COGCNV
Richard Wildman	Middlebury Police Acting Chief
Edward Edelson (at site)	Southbury First Selectman & Study Committee Vice Chair
Don Smith	Civil Engineer
Chris Nardi	SPA
Bill Silver	SPA

Purpose: Kick off of the project and program information gathering.

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- A) First Selectman St. John described the Middlebury animal shelter is used primarily as a canine facility and a small cattery has been developed in the last 2 years in the staff office. This pre-engineered building was constructed around 1990 and has significant utility services including gas, sanitary sewer, canine pumps for discharge as well as adjacencies to the transfer station and public works facilities. The facility is managed by a tenant “Animals For Life” (AFL) and their part time staff as well as volunteers manage the AFL stock plus the animals Middlebury is responsible for.

- The Animals for Life staff will be entering into a new lease to maintain the building as part of their responsibilities, but the police chief maintains the town's administrative responsibilities under state statutes. Currently Middlebury has two part time animal control officers who make the field calls. It is likely that if regional animal shelters are developed under this plan, the animal wardens or control officers will remain under the management of each of their respective towns.
- Wolcott has one full time dog warden and they currently have a mutual support service partnership with Plymouth. No fees are charged either way and Plymouth handles the weekend and night animal control officer duties while the Wolcott town facility with its 10 runs is the housing for both towns.
- Southbury's animal control shelter is virtually a shed with exterior runs. They have one full time animal control officer and their facility may house anywhere from 1 to 12 dogs at any one time. Southbury's goal is to get more dogs adopted as soon as possible before they become "kennel crazy" with long duration stays in small quarters, coupled with a lack of exercise. First Selectman Edelson believes it is ideal that the animal control officer for each town remain in their respective fields while humane society organizations operate the pounds, collect donations for their shelter and manage the adoption process. Almost all towns create relationships with the local veterinarians for the medical care of these animals.

#### B) Other town sites

- Don Smith reviewed the site information he has collected for the other towns, which includes Woodbury (shared with Bethlehem), Wolcott, Naugatuck and Southbury. The attendees were not aware of any other facilities in any of the other council towns.
- D. Smith explained that an expanded facility in either Woodbury or Southbury would require a new septic system conforming to CTDEEP regulations rather than the health code due to the current septic system capacity. Accordingly, expansion of the existing Woodbury and Southbury sites are the least desirable sites for a regional facility due to septic system issues.

#### C) Tour of Middlebury facility

- The team assembled at the canine facility on Service Road in Middlebury and toured the site. On this day, 5 pit-bull mixes were housed on the side that is leased to AFL, and approximately 6 cats were in the cattery. There were no animals under the town's control in the facility. The adjacency of the site to the public works facility includes the benefit of connection to emergency generation. The expansion potential of the property toward Woodside Avenue on town land, preferred public access to the building and other site planning issues were discussed. Besides the restaurant and one rented house, there are no detrimental neighbor adjacencies, and the public works portion of the site is under camera surveillance, so the Middlebury police do investigate and make arrests for illegal animal



abandonments, which the chief describes as active as once a per week but settling down in various seasons.

- D) Next action – P Gallagher will forward the animal control statistical information to SP+A as soon as convenient. Per the study scope, the architect's will begin to develop a program baseline on the regional animal needs and the relative changes over time. The architect and engineers will also arrange with each of the animal shelter towns, to visit those shelters and document the existing conditions. The intent is to schedule the next meeting in the future where this baseline information can be shared with the COGCNV subcommittee.

***Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.***

Distribution: All attendees, Rachel Solviera, Ken Sgorbati, Bob Banning

**SILVER / PETRUCELLI + ASSOCIATES**

*Architects / Engineers / Interior Designers*

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*silverpetrucelli.com*



**MEETING MINUTES #2  
PROJECT PROGRESS REVIEW**

**PROJECT: Regional Animal Shelter Study**

**CLIENT: Council of Governments of the Central Naugatuck Valley  
(COGCNV)**

**MEETING PLACE:** Conference Room Middlebury Town Hall and Middlebury  
Animal Shelter

**DATE AND TIME:** September 17, 2013 @ 10:00 am

**ATTENDEES:**

Pat Gallagher	Regional Planner, COGCNV
Edward B. St. John	First Selectman - Middlebury
Carol Hubert	Asst. to First Selectman - Southbury
Todd Brouillette	Police Captain - Naugatuck
Gerald Smith (Call-in)	First Selectman - Beacon Falls
Robert Chatfield (Call-in)	Mayor - Prospect
Chris Nardi	Project Architect - SP+A
Bill Silver	Project Manager - SP+A

**Purpose:** Review data collection, programming, planning and study development  
to date.

- 
- A) Chris Nardi presented the study progress to date through use of Power Point images and graphic handouts. The presentation material focused on previously completed data collection, programming and site investigations as well as new material depicting building and site planning concepts for the new, regional shelter. Each topic is briefly outlined below, accompanied by all decisions made by the Committee for the further development of this report.

## **Impound Statistics;**

Historical data (2007-2012) on impounds for the participating towns were analyzed and organized into a spreadsheet to depict peak impound volumes over the past six (6) years. These statistics were compared to corresponding town populations over the same time period (2007-2012), as well as future population projections for the years 2015, 2020 and 2025.

- **Note: Following the meeting, it was confirmed by the COGCNV and the Committee that Wolcott will be maintaining their existing animal control facility.**
- Excluding Wolcott, the average monthly impoundments for the participating towns over the past six (6) years have been 38.4 with an average maximum of 52.6. Based upon this data and an anticipated average animal length of less than one month, it was recommended by S/P+A that the future facility be designed to accommodate 40-50 dog runs.
- It was noted that depending upon the future management structure of the regional facility, and more specifically the decision to operate as a kill versus no kill facility, the overall number of dog runs may need to be adjusted.
- It was agreed by the Committee to proceed with S/P+A's recommendation of 40-50 dog runs, with the understanding that the design process will be flexible enough to allow for the addition of runs if needed.

## **Preliminary Space Program;**

The preliminary space program was presented, depicting the necessary programmatic spaces for a regional animal control facility (as determined by S/P+A based upon previously designed animal control facilities). In addition, supplementary programmatic spaces were outlined which are often, but not always, designed into modern animal control facilities.

- The space program was approved by the Committee with the following adjustments;
  - A cattery and cat quarantine **will** be included
  - A viewing room **will** be included
  - A staff break room/kitchenette **will** be included
  - A training room, conference room and/or community room **will not** be included.

## **Existing Pound Visits;**

C. Nardi briefly described the observations and finding documented during the site and facility visits of the five (5) existing animal control facilities located in Middlebury, Wolcott, Woodbury, Southbury and Naugatuck. Among other items, the findings focused around current quantity of dog runs, heating and cooling accommodations, potential for site expansion and overall condition of the existing facility/structure.

- It was determined by S/P+A that Middlebury is the only existing animal control site with enough developable land to accommodate a future, regional animal control facility.
- C. Nardi commented that even without this information, Middlebury was determined as the most ideal location of the existing facilities, due to its centrality to the participating towns, easy highway access and location on a town owned, public works complex.
- C. Nardi asked the town representatives if there were alternative town owned sites that may be available for development of a regional facility. No suggestions were made and all present Committee members agreed that Middlebury was the only and preferred site and to proceed with the study accordingly.

## **Building Layouts;**

C. Nardi presented three (3) alternative planning options depicting different spatial arrangements for the proposed, regional animal control facility. Planning options 1 and 2 depicted new facilities with the existing animal control facility being demolished. Planning option 3 depicted a partial new facility built off of the existing Middlebury animal control facility, which would be renovated and re-used as part of the new, regional facility.

- Planning option 3 was the consensus among the present Committee members. It was determined that this option of re-using the existing building be further developed, incorporating the programmatic changes previously outlined.
- Maintaining the existing facility was preferred due to construction cost savings, and the ability to use the existing building as a secure and discrete area for dog drop offs as well as location for overflow dog runs.
- It was requested that S/P+A develop two (2) alternative plans depicting the dog runs in two orientations;
  - Back to back dog runs allowing dogs eye to eye visual contact (Similar to Planning Option 1)
  - Dog runs separated by a storage/support buffer, not allowing any eye to eye visual contact between dogs. (Similar to Planning Option 2)

## **Site Layouts;**

Site layout options (developed by Donald Smith, Jr., consulting civil engineer) were briefly presented and discussed.

- The Committee preferred the site option that reduced paved parking area and maintained maximum green space along Woodside Avenue.
- It was determined that 10-12 public parking spaces were ample for this site, with additional staff and animal control parking located on the public works side of the building (location of existing facility parking)

B) Next action – C. Nardi will forward a .pdf of the power point presentation to Pat Gallagher for distribution to the Committee members. S/P+A will revise the conceptual building plans per the comments of today's meeting. Building elevations, renderings and cost estimates will be produced and bound into a Draft Report, to be presented at the next Committee meeting. Management structures for a regional animal control facility will be analyzed and presented at the next Committee meeting.

***Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.***

Distribution: All attendees





Silver/Petrucelli + Associates, Inc.

Architects / Engineers / Interior Designers

3190 Whitney Avenue Hamden, Ct 06518

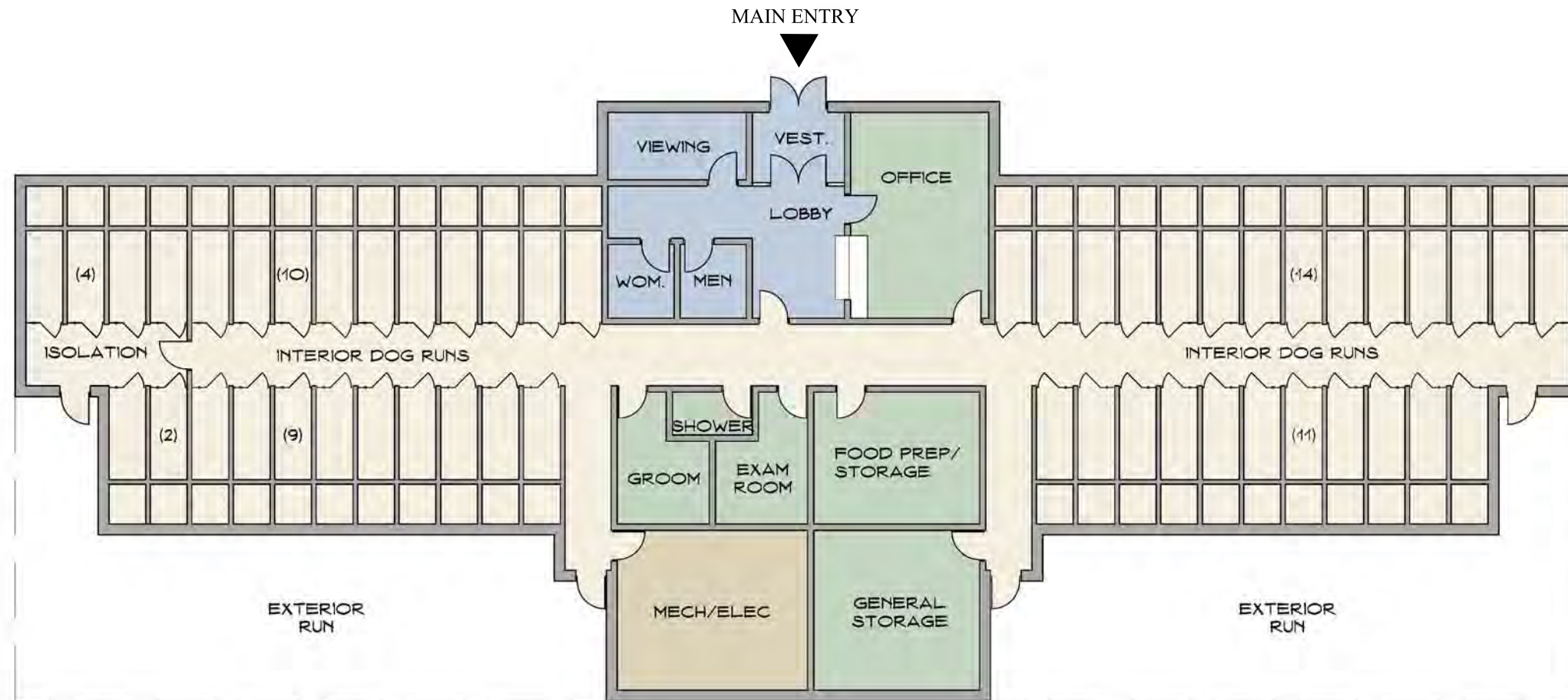
(P) 203-230-9007 silverpetrucelli.com

19-Jul-13

## **Council of Governments - Central Naugatuck Valley (COGCNV)**

### **Regional Animal Shelter Study - Preliminary Program Summary**

Regional Animal Shelter		Space Needs	
Program Space		SQFT	Comments
1	Vestibule (Air-Lock)	80	Front entrance
2	Public Lobby/Waiting	120	Reception counter& waiting area
3	Shared Office	300	Desks for (5), including reception
4	Men's Toilet Room	64	Shared w/ public. Handicapped accessible
5	Women's Toilet Room	64	Shared w/ public. Handicapped accessible
6	Janitor's Closet	25	
7	Unisex Shower/Locker Area	64	Water closet, lavatory, and shower
8	Indoor Dog Runs (45)	4050	90 s.f. per run - Includes pen & solid separation per Regulations 22-336-13
9	Isolation Runs (5)	500	100 s.f. per run - (1) Isolation run / (10) indoor runs per Regulations 22-336-13
10	Grooming/Laundry	120	
11	Exam Room	120	
12	Food Preparation/Storage	200	Washer / dryer, sink, and storage
13	General Storage	400	Divided into multiple areas
14	Mechanical/Electrical	300	Exterior Access
<b>Net Total Usable Area</b>		<b>6327</b>	
	Circulation + Structure (25%)	1582	Varies dependent on kennel layout
<b>Total Facility</b>		<b>7909</b>	
Additional Program to Consider		SQFT	Comments
1	Cattery	300	(25) cats
2	Cat Quarantine	100	
3	Viewing Room(s)	85	85 s.f. per viewing room
4	Training Room/Conference/Multi-Use	3000	Training room recommended by Naugatuck ACO; proximity to major airport may likely impair facility's ability to host credited training events
5	Conference/Community Room	500	Square footage variable dependent on room use and occupancy
6	Kitchenette/Pantry	100	Staff Use
7	Sally Port	500	Interior or exterior



OPTION #1 - FLOOR PLAN  
SCALE: 1/16" = 1'-0"

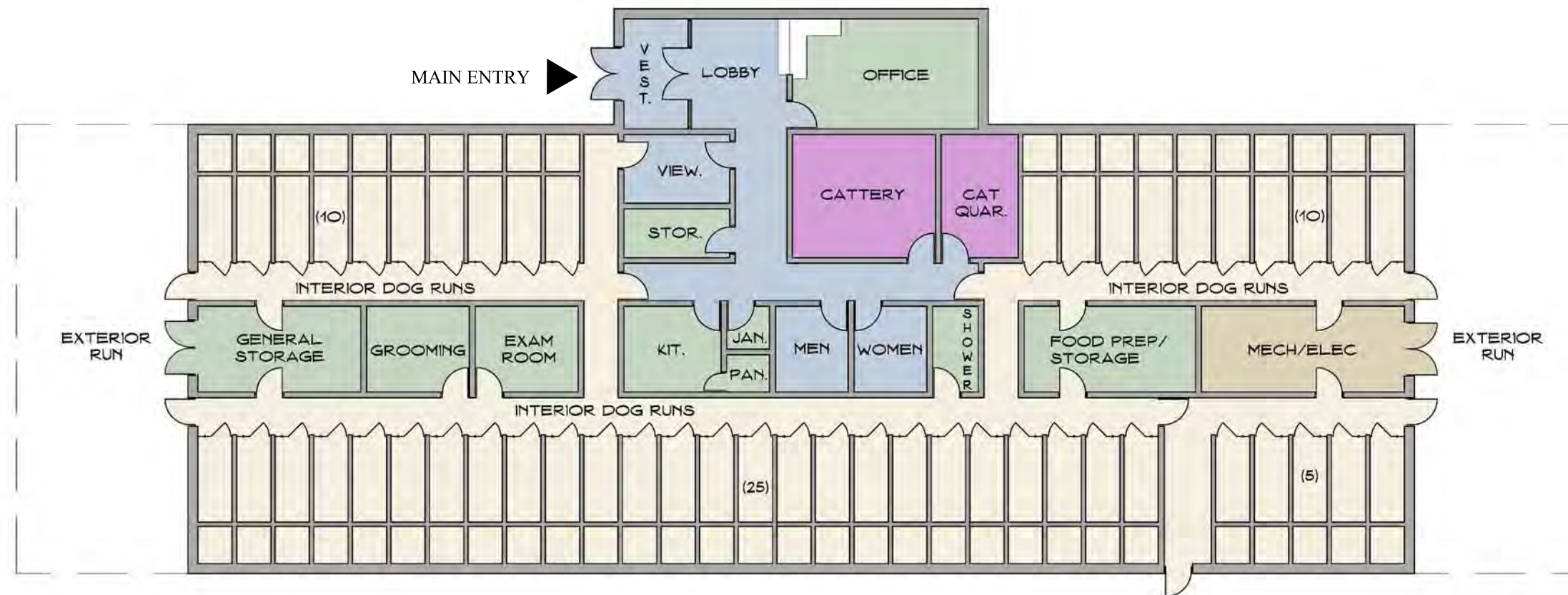
1  
A1

7,516 S.F.  
(50) INTERIOR RUNS

PUBLIC/SEMI-PUBLIC	
STAFF/SUPPORT	
DOG RUNS	
MECH./ELEC.	
CATTERY	N/A

NOTE: REFER TO PROGRAM SUMMARY  
FOR DETAILED INFORMATION ON PROGRAM  
AND SPACE ALLOCATIONS.





OPTION #2 - FLOOR PLAN  
SCALE: 1/16" = 1'-0"

1  
A2

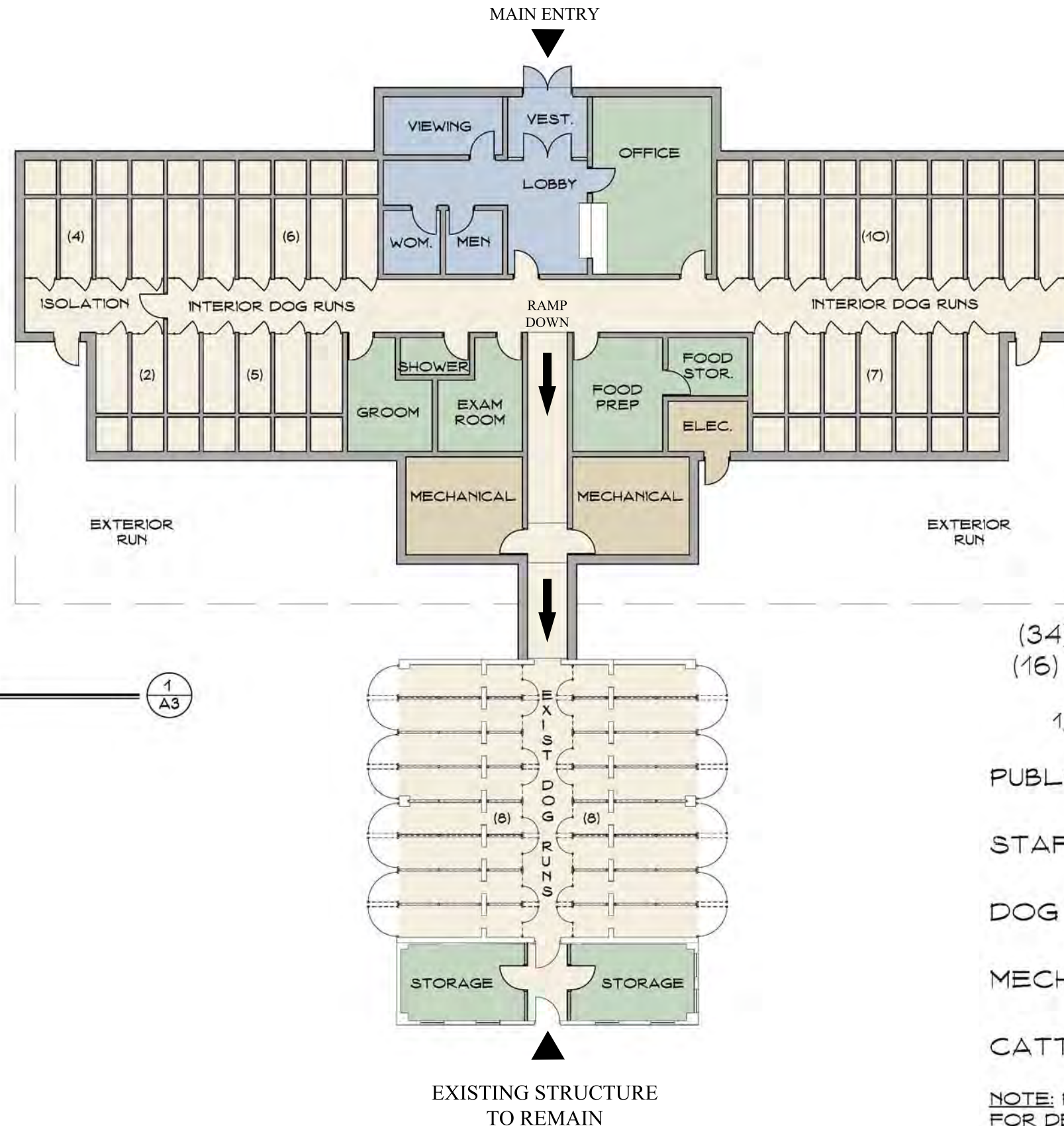
8,073 S.F.  
(50) INTERIOR RUNS

- PUBLIC/SEMI-PUBLIC
- STAFF/SUPPORT
- DOG RUNS
- MECH./ELEC.
- CATTERY

NOTE: REFER TO PROGRAM SUMMARY  
FOR DETAILED INFORMATION ON PROGRAM  
AND SPACE ALLOCATIONS.







OPTION #3 - FLOOR PLAN  
SCALE: 1/16" = 1'-0"

1  
A3

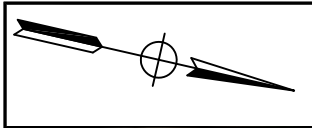
7,636 S.F.  
(34) INTERIOR RUNS  
(16) EXTERIOR RUNS  
5,888 S.F. NEW  
1,748 S.F. EXISTING

PUBLIC/SEMI-PUBLIC	■
STAFF/SUPPORT	■
DOG RUNS	■
MECH./ELEC.	■
CATTERY	N/A

NOTE: REFER TO PROGRAM SUMMARY  
FOR DETAILED INFORMATION ON PROGRAM  
AND SPACE ALLOCATIONS.








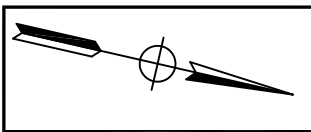
- NOTES:**
- 1. Base Map entitled: "Middlebury Public Works Facility Additions and Improvements, Topographic Details, Land N/F Norman S. Drubner, Trustee, Land N/F Town of Middlebury, Woodside Ave., Middlebury, Conn." Sheet 1 of 1, Scale 1"=40' Dated 9-30-74, Revised 5-1-90, by Paul Associates, engineers-surveyors-planners, 381 Route 64, Middlebury, Connecticut 06762. "This map is compiled from other maps, deed dimensions and other sources of information, not to be construed as an accurate survey and subject to final changes as a more accurate survey may disclose."
  - 2. Wetlands limit depicted as scaled from map entitled "\_\_\_\_ Straw Pond Property, Middlebury, Ct.\_\_\_\_" marked "Preliminary Only" by Office of Bradford E. Smith & Son, date 6/13/88 Rev. thru 6/16/89.
  - 3. All underground utilities, structures and facility locations shown and depicted hereon must be considered approximate in nature. Additionally, other such underground utilities are NOT shown, the existence and location of which are unknown. Contact "CALL BEFORE YOU DIG" (1-800-922-4455) at least 72 hours in advance of construction, and have all utilities marked on the ground.



<b>REVISIONS</b>			 <p>SILVER / PETRUCCELLI + ASSOCIATES Architects / Engineers / Interior Designers 3190 Whitney Avenue, Hamden, CT 06518-2340 Tel. 203 230 9007 Fax. 203 230 8247 silverpetrucelli.com</p>	<b>SITE SCHEMATIC ALT. 4</b>		Job No. 13-07
NO.	DESCRIPTION	DATE		<b>COG-CNV REGIONAL ANIMAL CONTROL FACILITY STUDY WOODSIDE AVENUE MIDDLEBURY, CONNECTICUT</b>		Scale: 1"=40'
			Date: 9/16/13			
					Designed: D.W.S.	
					Drawn: K.D.K.	
					Sheet: 1 of 1	

DONALD W. SMITH, JR., P.E.  
CONSULTING ENGINEER  
56 GREENWOOD CIRCLE SEYMOUR, CT 06483  
Tel. 203-888-4904 Fax 203-881-3434 dwsjrpe@sbcglobal.net





NOTES:

- 1. Base Map entitled: "Middlebury Public Works Facility Additions and Improvements, Topographic Details, Land N/F Norman S. Drubner, Trustee, Land N/F Town of Middlebury, Woodside Ave., Middlebury, Conn." Sheet 1 of 1, Scale 1"=40' Dated 9-30-74, Revised 5-1-90, by Paul Associates, engineers-surveyors-planners, 381 Route 64, Middlebury, Connecticut 06762. "This map is compiled from other maps, deed dimensions and other sources of information, not to be construed as an accurate survey and subject to final changes as a more accurate survey may disclose."
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GRAPHIC SCALE:



REVISIONS		
NO.	DESCRIPTION	DATE



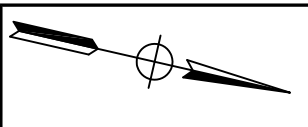
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SITE SCHEMATIC ALT. 7		Job No. 13-07
COG-CNV REGIONAL ANIMAL CONTROL FACILITY STUDY WOODSIDE AVENUE MIDDLEBURY, CONNECTICUT		Scale: 1"=40'
		Date: 9/18/13
		Designed: D.W.S.
		Drawn: K.D.K.
		Sheet: 1 of 1





NOTES:

- 1. Base Map entitled: "Middlebury Public Works Facility Additions and Improvements, Topographic Details, Land N/F Norman S. Drubner, Trustee, Land N/F Town of Middlebury, Woodside Ave., Middlebury, Conn." Sheet 1 of 1, Scale 1"=40' Dated 9-30-74, Revised 5-1-90, by Paul Associates, engineers-surveyors-planners, 381 Route 64, Middlebury, Connecticut 06762. "This map is compiled from other maps, deed dimensions and other sources of information, not to be construed as an accurate survey and subject to final changes as a more accurate survey may disclose."
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REVISIONS		
NO.	DESCRIPTION	DATE



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SITE SCHEMATIC ALT. 8		Job No. 13-07
COG-CNV REGIONAL ANIMAL CONTROL FACILITY STUDY WOODSIDE AVENUE MIDDLEBURY, CONNECTICUT		Scale: 1"=40'
		Date: 9/18/13
		Designed: D.W.S.
		Drawn: K.D.K.
		Sheet: 1 of 1





PROPOSED FLOOR PLAN  
OPTION #4  
SCALE: 1/16" = 1'-0"

1  
A4

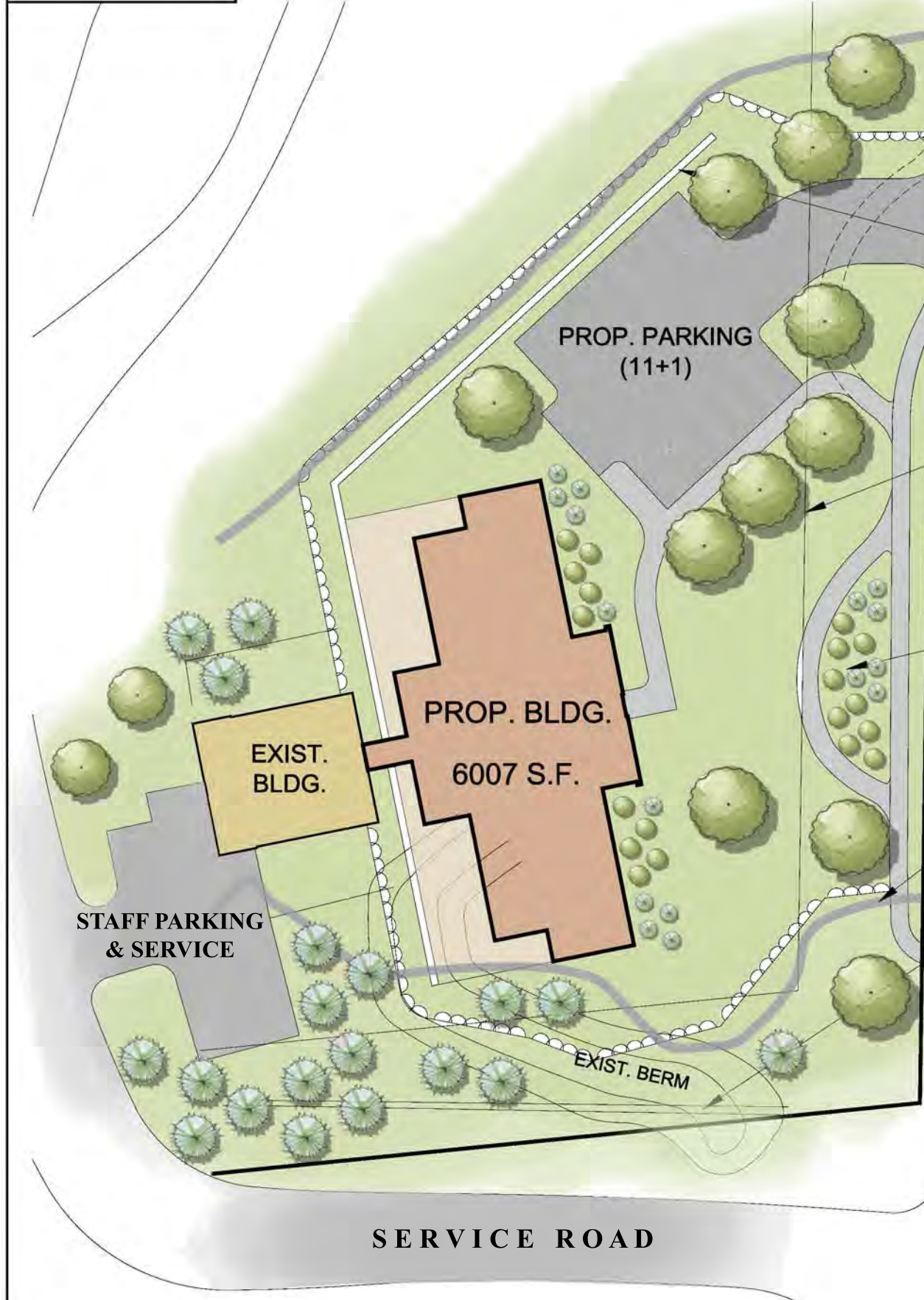
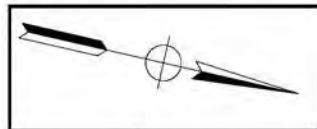
7,900 S.F.  
(28) INTERIOR RUNS  
(16) EXTERIOR RUNS  
6,152 S.F. NEW  
1,748 S.F. EXISTING

- PUBLIC/SEMI-PUBLIC
- STAFF/SUPPORT
- DOG RUNS
- CATTERY
- MECH./ELEC.
- CIRCULATION

NOTE: REFER TO PROGRAM SUMMARY  
FOR DETAILED INFORMATION ON  
PROGRAM & SPACE ALLOCATIONS.







LIMIT OF WETLANDS  
(PER REF. MAP)

CLEARING LIMITS  
(TYP.)

PROP. MODULAR BLOCK  
RET. WALL (TYP.)

35' BUILDING SETBACK

STREET LINE

RELOCATED  
FEATURE LANDSCAPE  
/ ROCK GARDEN

LIMIT OF WETLANDS  
(PER REF. MAP)

18" PIPE  
(FORMER WATERCOURSE)

NOTES:

1. Base Map entitled: "Middlebury Public Works Facility Additions and Improvements, Topographic Details, Land N/F Norman S. Drubner, Trustee, Land N/F Town of Middlebury, Woodside Ave., Middlebury, Conn." Sheet 1 of 1, Scale 1"=40' Dated 9-30-74, Revised 5-1-90, by Paul Associates, engineers-surveyors-planners, 381 Route 64, Middlebury, Connecticut 06762. "This map is compiled from other maps, deed dimensions and other sources of information, not to be construed as an accurate survey and subject to final changes as a more accurate survey may disclose."
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GRAPHIC SCALE:



REVISIONS		
NO.	DESCRIPTION	DATE



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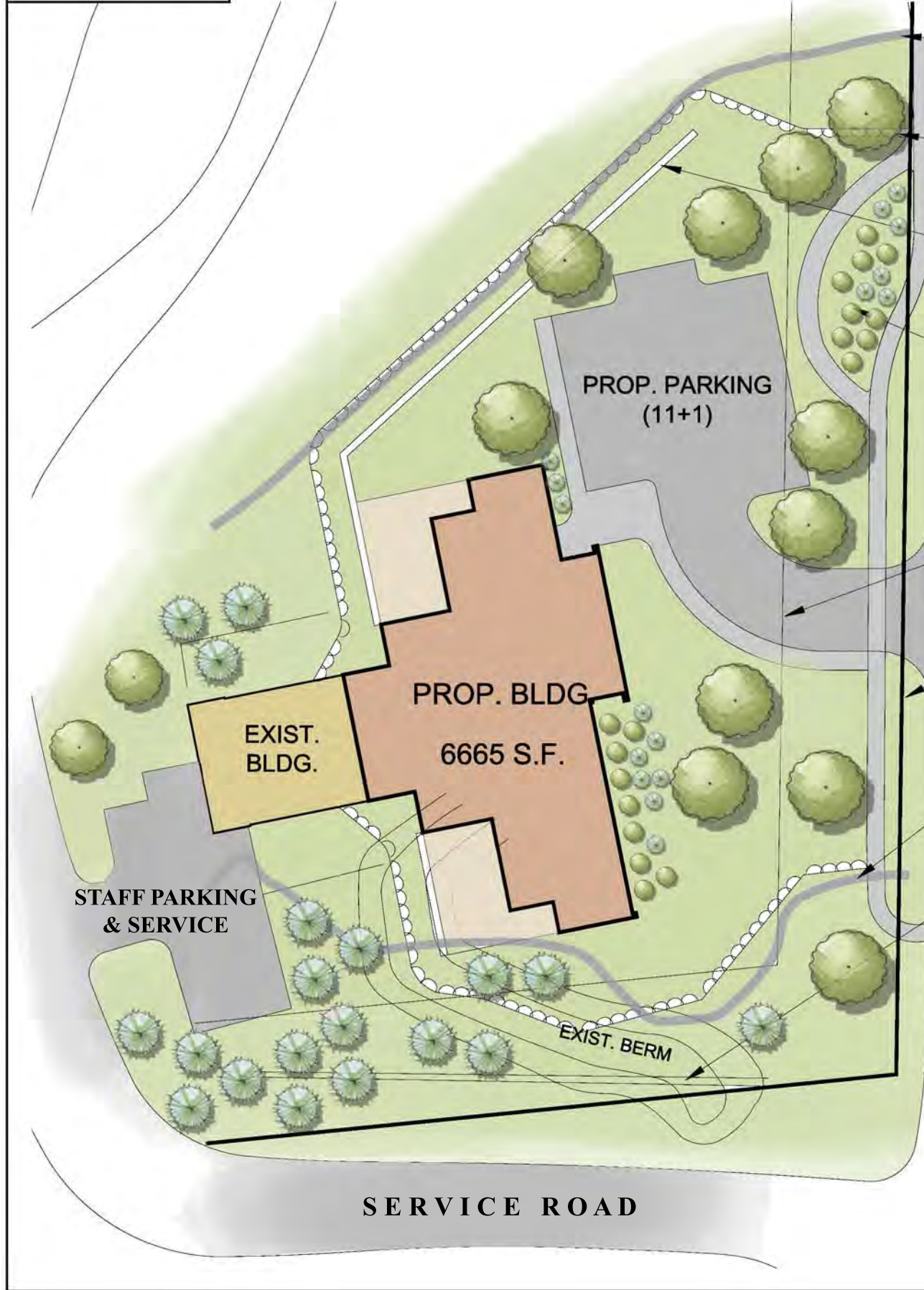
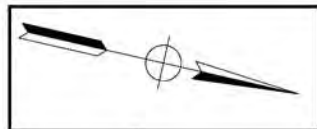
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<b>SITE SCHEMATIC ALT. 10</b>	Job No. 13-07
<b>COG-CNV</b>	Scale: 1"=40'
<b>REGIONAL ANIMAL CONTROL</b>	Date: 10/29/13
<b>FACILITY STUDY</b>	Designed: D.W.S.
<b>WOODSIDE AVENUE</b>	Drawn: K.D.K.
<b>MIDDLEBURY, CONNECTICUT</b>	Sheet: 1 of 1









LIMIT OF WETLANDS  
(PER REF. MAP)

CLEARING LIMITS  
(TYP.)

PROP. MODULAR BLOCK  
RET. WALL (TYP.)

FEATURE LANDSCAPE  
/ ROCK GARDEN  
TO REMAIN

35' BUILDING SETBACK

STREET LINE

LIMIT OF WETLANDS  
(PER REF. MAP)

18" PIPE  
(FORMER WATERCOURSE)

**NOTES:**

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GRAPHIC SCALE:



REVISIONS		
NO.	DESCRIPTION	DATE



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SITE SCHEMATIC ALT. 11		Job No. 13-07
COG-CNV REGIONAL ANIMAL CONTROL FACILITY STUDY  WOODSIDE AVENUE MIDDLEBURY, CONNECTICUT		Scale: 1"=40'
		Date: 10/29/13
		Designed: D.W.S.
		Drawn: K.D.K.
		Sheet: 1 of 1

## Section IX – Appendix B

### Connecticut General Statutes Section 22-336 - Dog Pound Regulations





## **DOG POUND REGULATIONS**

### **Section 22-336-13 Definitions**

As used in sections 22-336-13 to 22-336-30, inclusive:

- (a) “Dog Pound” means a building provided and maintained by a city or town which is used for the detention and care of impounded dogs or other facilities including licensed veterinary hospital or licensed commercial kennel which, through written agreement with a town, is used for the detention and care of impounded dogs.
- (b) “Impounded Dog” means a dog seized by the chief canine control officer, assistant chief animal canine control officer, canine control officer, regional canine control officer or municipal animal control officer for the purpose of detaining the dog, quarantining the dog, or holding a dog under a restraint or disposal order.
- (c) “Indoor Pen” means a completely enclosed area inside a dog pound building to be used for shelter by an impounded dog.
- (d) “Indoor Run” means an area inside a completely enclosed dog pound to be used for shelter and exercise by an impounded dog.
- (e) “Outdoor Run” means an incompletely enclosed area adjacent to a dog pound building to be used for exercise by an impounded dog.
- (f) “Renovate” means to change the size, construction or composition of pens, runs, fences, floors, heating system, water supply system, waste disposal system, or any other physical component of dog pound building which are governed by these regulations.
- (g) “Sanitary” means that which pertains to health, with especial reference to cleanliness and freedom from infective and deleterious influences.

### **Section 22-336-14 Impoundment Requirements**

No dog may be impounded at a dog pound which does not meet the requirements of sections 22-336-13 to 22-336-29, inclusive, of these regulations, subject to the provisions of Section 22-336-30 of these regulations.

## Section 22-336-15 Compliance

All dog pounds in which impounded dogs are kept must comply with sections 22-336-13 to 22-336-29, inclusive, of these regulations, subject to the provisions of Section 22-336-30 of these regulations.

## Section 22-336-16 Physical Requirements

- (a) Any building to be used as a dog pound shall be constructed in compliance with sections 22-336-13 to 22-336-30, inclusive, of these regulations and maintained in good repair.
- (b) The lower portion of interior and exterior walls of a building to be used as a dog pound shall be constructed of concrete or cement block material up to a minimum height of four (4) feet.
- (c) All fencing shall be a maximum 1 ½ inch wire mesh by 11 minimum wire gauge to contain impounded dogs and of a design to prevent injury.
- (d) A copy of blueprints detailing the construction of the dog pound facility or renovation of an existing facility shall be submitted to the commissioner at least ninety (90) days prior to start of construction.

## Sections 22-336-7 Pens and Runs

- (a) Dog pounds shall provide either an indoor run, or an outdoor run and an adjacent indoor pen for each adult dog.
- (b) Indoor runs shall measure not less than forty (40) square feet with a minimum width of four (4) feet and a minimum height of six (6) feet. Solid partition dividers shall be provided between each run extending from the floor to a height of at least (4) feet and shall extend the full length of the run.
- (c) Outdoor runs shall measure not less than four (4) feet wide, eight (8) feet long and six (6) feet high with a gate at the end of each run. Solid partition dividers shall be provided between each run extending from the floor to a height of at least four (4) feet and shall extend the full length of the run.
- (d) Outdoor runs shall be covered by a permanent roof of suitable material to protect the runs from snow, rain and excessive sunlight and a barrier shall be provided between the top of the runs and the roof structure to prevent the escape of impounded dogs.
- (e) Indoor pens shall be adjacent to each outdoor run and shall measure not less than for four (4) feet square and at least four (4) feet high. Any indoor run of less than six (6) feet in height must be covered with a maximum of 1 ½ inch wire mesh by 11 minimum wire gauge chain link fence and shall be kept clear of obstruction to provide air circulation.
- (f) Indoor pens shall be supplied with a solid partition divider extending from the floor to a height of at least four (4) feet.

- (g) Doorways between indoor pens and the outdoor runs shall be offset from center to provide adequate space for resting beds to be placed in the indoor pens.

#### Section 22-336-18 Floors and base of runs

- (a) All dog pounds shall have smooth concrete floors, runs and troughs with a minimum of one-quarter (1/4) inch pitch per foot.
- (b) Floors of outdoor runs shall be pitched away from the building in the direction of a trough installed at the end of the run, exterior to the run fencing.
- (c) Floors of indoor pens shall be pitched toward a trough installed at the end of the pen, exterior to the pen fencing.
- (d) Floors of indoors runs shall be pitched toward a trough which has been made inaccessible to dogs by either covering or placement exterior to the run fencing.
- (e) All troughs shall be pitched toward covered drains at least six (6) inches in diameter connected by pipe not less than (6) inches in diameter to a disposal system approved by the official responsible for local sewage disposal.

#### Section 22-336-19 Heat and Ventilation

- (a) Thermostatically controlled clean and sanitary heat shall be provided to maintain a minimum temperature of fifty five (55) degrees Fahrenheit at floor level. At no time shall the indoor temperature of the dog pound where dogs are housed exceed ninety (90) degrees Fahrenheit.
- (b) The indoor portion of the dog pound where dogs are housed shall be mechanically ventilated in such a manner as will provide fresh air to maintain health and comfort of impounded dogs.

#### Section 22-336-20 Water Supply

All dog pounds shall be supplied with a sufficient amount of hot running water for the purpose of maintaining proper sanitary conditions. The pound shall also provide a sufficient supply of potable water for impounded dogs.

#### Section 22-336-21 Lighting

Electrical lighting shall be provided in all dog pounds, capable of providing a minimum of 30 foot candles. Lighting shall be provided for a minimum of eight (8) hours during each twenty-four (24) hour period.

#### Section 22-336-22 Sanitation

- (a) The dog pound shall be kept sanitary and cleaned a minimum of once daily.

- (b) A disinfectant capable of eliminating canine viruses and bacteria shall be used in washing down runs, pens and interior areas of the dog pound.
- (c) Such disinfectants shall be used in a manner not harmful to dogs.
- (d) Runs and pens shall be cleaned and disinfected before use by another dog.
- (e) Feces and other excreta shall be removed from pens, runs and troughs daily.
- (f) Equipment shall be available for the proper storage or disposal of waste material to control vermin, insects and obnoxious odors.

#### Section 22-336-23 Food and water containers

Galvanized or stainless steel food and water containers shall be provided and kept clean and sanitary at all times. Food and water containers shall be washed and disinfected daily and before use by another dog.

#### Section 22-336-24 Storage of dog food

Dog food in original packaging shall be stored at least twelve (12) inches above the floor on clean racks, dollies or other clean surfaces, in such a manner as to protect from splash and other contamination. Unsealed bags of dog food shall be stored in covered metal or covered heavy duty plastic containers at least twelve (12) inches above the floor on clean racks, dollies or other clean surfaces, in such a manner as to protect from splash and other contamination.

#### Section 22-336-25 Removal of dead dogs

Any dead dog shall be immediately removed from the dog pound area. A dead dog shall be preserved in a properly operating refrigerator at a temperature of not more than forty (40) degrees fahrenheit or freezer at a temperature of not more than thirty-two (32) degrees fahrenheit until such time as the dog is transferred for purposes of diagnostic testing or disposed of by cremation or burial.

#### Section 22-336-26 Isolation area

At least one (1) isolation area shall be provided for each ten indoor runs or outdoor runs with adjacent indoor pens. An isolation area must consist of an indoor run or an outdoor run with an indoor pen. Such isolation areas shall be only used by dogs quarantined pursuant to Sections 22-358 or 22-359 C.G.S.

#### Section 22-336-27 Quarantined Dogs

Impounded dogs quarantined pursuant to Sections 22-358 or 22-359 C.G.S., must be kept in an isolation area. Only one (1) dog shall be kept in each isolation area.

#### Section 22-336-28 Animal Care

- (a) Water shall be provided for dogs at all times. Adult dogs shall be fed at least once per day. Dogs under the age of six (6) months shall be fed at least two (2) times per day.
- (b) Dogs shall be fed the type and quantity of food as directed by the manufacturers' label.
- (c) Any dog which appears sick or injured shall be examined by a licensed veterinarian.
- (d) A water impervious removable resting bed shall be provided for each impounded dog. Not more than one adult dog shall be kept in each indoor run or outdoor run with adjacent indoor pen.

#### Section 22-336-29 Transportation

All dogs transported by municipal animal control officers shall be transported in an enclosed vehicle. Vehicles used to transport dogs shall be structurally sound and maintained in good repair to prevent injury to dogs carried therein.

#### Section 22-336-30 Grandfather Clause

- (a) The requirements of Sections 22-336-17(b), 22-336-17(c), 22-336-17(d) and 22-336-17(e) of these regulations concerning minimum measurements for the size of runs and pens, and the requirements of Section 22-336-18 of these regulations do not apply to dog pounds which are completely constructed prior to the effective date of these regulations. All other requirements of Sections 22-336-13 to 22-336-29, inclusive, of these regulations including the provisions of Sections 22-336-17(a), 22-336-17(f) and 22-336-17(g) shall apply to such dog pounds.
- (b) Notwithstanding the provisions of Section 22-336-30(a) of these regulations, any renovations to the size, construction or composition of pens, runs, fences, floors, heating system, water supply system, waste disposal system, or any other physical component of dog pound buildings completely constructed prior to the effective date of these regulations must conform with the appropriate requirements of Sections 22-336-13 to 22-336-29, inclusive, of these regulations.

#### Section 2

Section 22-336-1 through 22-336-12, inclusive, of these Regulations of Connecticut State Agencies are repealed.





## Section X – Appendix C

### Alternative Program, Floor Plans, Site Plan and Estimate

The following documents were created in an effort to determine the maximum building footprint, and associated dog run quantity, that could be accommodated by the preferred regional site located at 2 Service Road in Middlebury, CT. The program and floor plan for Option 6 are demonstrative of this maximum build and identify an animal control facility able to accommodate up to (105) dog runs. Due to the unlikelihood of this region requiring an animal control facility with (105) dog runs, an additional solution was investigated. This solution, Option 7, investigates the design of an (80) run facility including the floor plan, site plan and cost estimate to follow;



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Architects / Engineers / Interior Designers

3190 Whitney Avenue Hamden, Ct 06518

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3-Feb-13

## **Council of Governments - Central Naugatuck Valley (COGCNV)**

### **Regional Animal Shelter Study - FINAL Program Summary - Option #6**

<b>Regional Animal Shelter</b>		<b>Space Needs</b>		
<b>Program Space</b>	<b>PROPOSED SF</b>	<b>ACTUAL SF</b>	<b>Comments</b>	
1 Vestibule (Air-Lock)	80	95	Front entrance	
2 Public Lobby/Waiting	120	129	Reception counter& waiting area	
3 Viewing Room	85	120		
4 Shared Office	425	430	Desks for (5), including reception; room for conference table	
5 Staff Break / Kitchenette	120	123	Tables, sink, microwave, refrigerator	
6 Men's Toilet Room	64	62	Shared w/ public. Handicapped accessible	
7 Women's Toilet Room	64	62	Shared w/ public. Handicapped accessible	
8 Staff Toilet / Shower Room	90	92	Includes shower and locker area	
9 Indoor Dog Runs (95)	7600	7600	80 s.f. per run - Includes pen & solid separation per Regulations 22-336-13	
10 Isolation Runs (10)	800	800	80 s.f. per run - (1) Isolation run / (10) indoor runs per Regulations 22-336-13	
11 Cattery	350	347	(35-40) cats	
12 Cat Quarantine	150	157		
13 Grooming/Laundry	150	184		
14 Exam Room	150	184		
15 Food Preparation/Storage	350	408	Washer / dryer, sink, and storage	
16 General Storage	500	480	Divided into multiple areas	
17 Mechanical/Electrical	600	738	Exterior Access	
<b>Net Total Usable Area</b>	<b>11698</b>	<b>12011</b>		
Circulation + Structure (25%)	2925	2619		
<b>Total Facility</b>	<b>14623</b>	<b>14630</b>		



PROPOSED FLOOR PLAN  
OPTION #6  
SCALE: 1/16" = 1'-0"

1  
A6

14,630 S.F.  
(89) INTERIOR RUNS  
(16) EXTERIOR RUNS  
12,882 S.F. NEW  
1,748 S.F. EXISTING

- PUBLIC/SEMI-PUBLIC
- STAFF/SUPPORT
- DOG RUNS
- CATTERY
- MECH./ELEC.
- CIRCULATION

NOTE: REFER TO PROGRAM SUMMARY  
FOR DETAILED INFORMATION ON  
PROGRAM & SPACE ALLOCATIONS.



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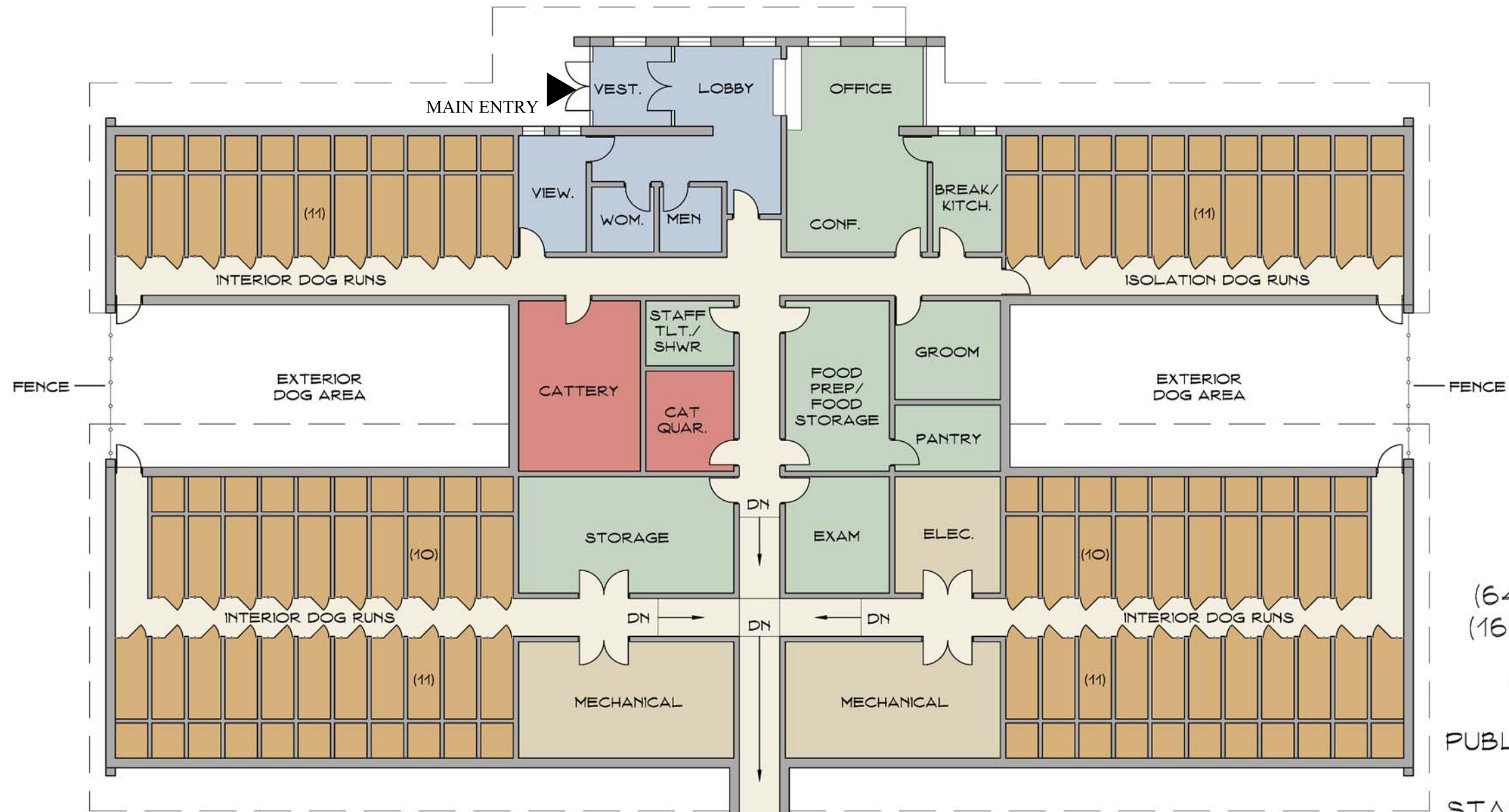
3-Feb-13

## **Council of Governments - Central Naugatuck Valley (COGCNV)**

### **Regional Animal Shelter Study - FINAL Program Summary - Option #7**

<b>Regional Animal Shelter</b>		<b>Space Needs</b>		
<b>Program Space</b>	<b>PROPOSED SF</b>	<b>ACTUAL SF</b>	<b>Comments</b>	
1 Vestibule (Air-Lock)	80	95	Front entrance	
2 Public Lobby/Waiting	120	129	Reception counter& waiting area	
3 Viewing Room	85	120		
4 Shared Office	425	430	Desks for (5), including reception; room for conference table	
5 Staff Break / Kitchenette	120	123	Tables, sink, microwave, refrigerator	
6 Men's Toilet Room	64	62	Shared w/ public. Handicapped accessible	
7 Women's Toilet Room	64	62	Shared w/ public. Handicapped accessible	
8 Staff Toilet / Shower Room	90	86	Includes shower and locker area	
9 Indoor Dog Runs (69)	5520	5520	80 s.f. per run - Includes pen & solid separation per Regulations 22-336-13	
10 Isolation Runs (11)	880	880	80 s.f. per run - (1) Isolation run / (10) indoor runs per Regulations 22-336-13	
11 Cattery	300	315	(30-35) cats	
12 Cat Quarantine	125	133		
13 Grooming/Laundry	150	158		
14 Exam Room	150	184		
15 Food Preparation/Storage	350	375	Washer / dryer, sink, and storage	
16 General Storage	500	480	Divided into multiple areas	
17 Mechanical/Electrical	1000	944	Exterior Access	
<b>Net Total Usable Area</b>	<b>10023</b>	<b>10096</b>		
Circulation + Structure (30%)	3007	2955		
<b>Total Facility</b>	<b>13030</b>	<b>13051</b>		





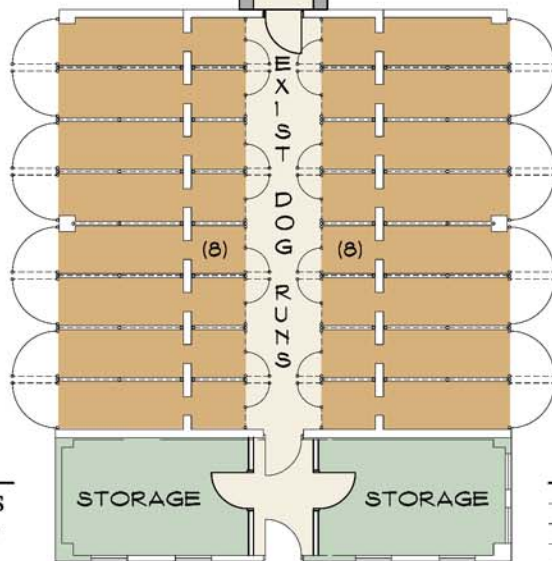
PROPOSED FLOOR PLAN  
OPTION #7  
SCALE: 1/16" = 1'-0"

1  
A7

13,051 S.F.  
(64) INTERIOR RUNS  
(16) EXTERIOR RUNS  
11,303 S.F. NEW  
1,748 S.F. EXISTING

- PUBLIC/SEMI-PUBLIC
- STAFF/SUPPORT
- DOG RUNS
- CATTERY
- MECH./ELEC.
- CIRCULATION

NOTE: REFER TO PROGRAM SUMMARY  
FOR DETAILED INFORMATION ON  
PROGRAM & SPACE ALLOCATIONS.

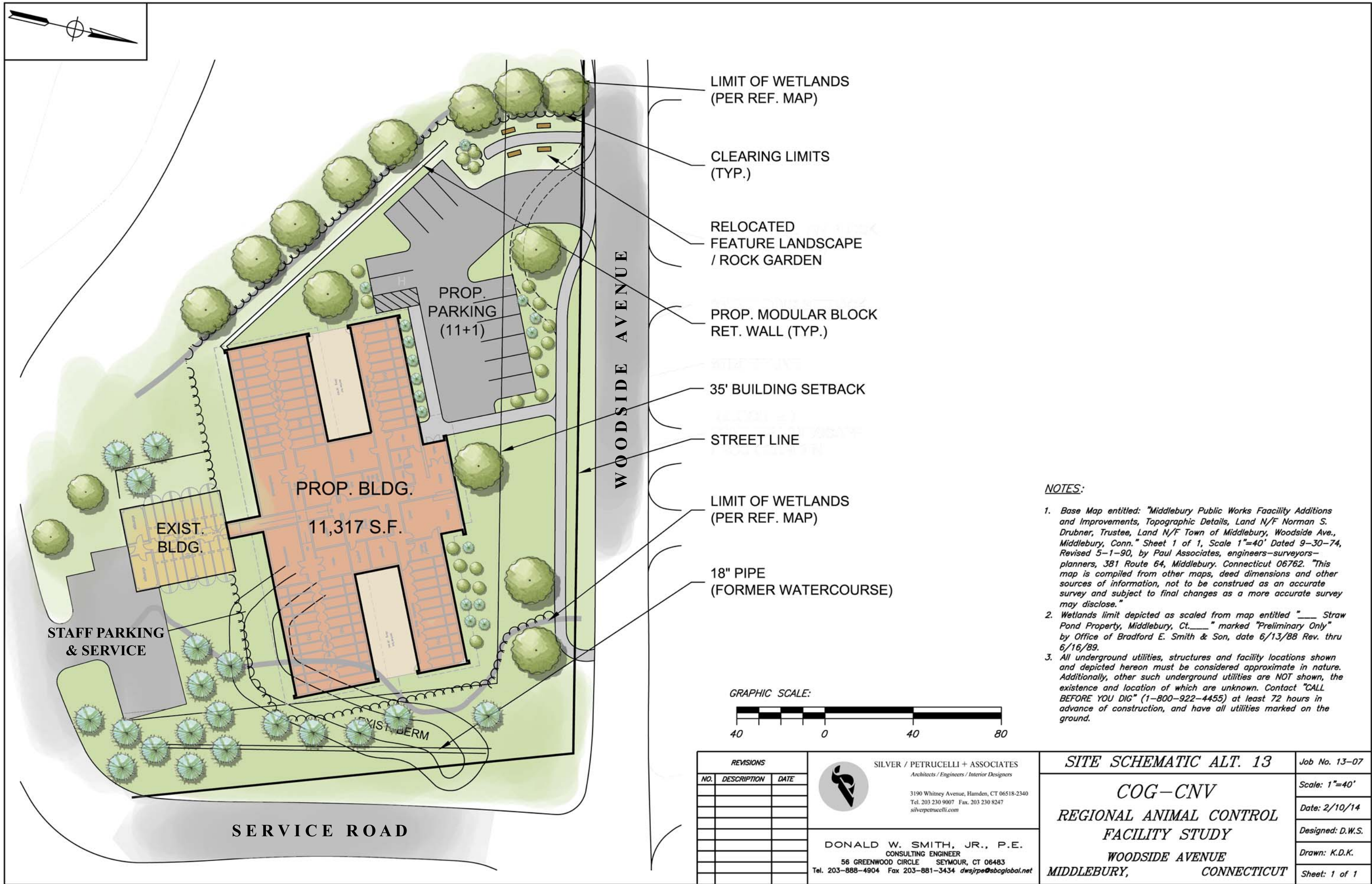


▲ SERVICE & ANIMAL DROP-OFF



Revision	Description	Date	Revised By





- NOTES:**
1. Base Map entitled: "Middlebury Public Works Facility Additions and Improvements, Topographic Details, Land N/F Norman S. Drubner, Trustee, Land N/F Town of Middlebury, Woodside Ave., Middlebury, Conn." Sheet 1 of 1, Scale 1"=40' Dated 9-30-74, Revised 5-1-90, by Paul Associates, engineers-surveyors-planners, 381 Route 64, Middlebury, Connecticut 06762. "This map is compiled from other maps, deed dimensions and other sources of information, not to be construed as an accurate survey and subject to final changes as a more accurate survey may disclose."
  2. Wetlands limit depicted as scaled from map entitled "\_\_\_\_ Straw Pond Property, Middlebury, Ct.\_\_\_\_" marked "Preliminary Only" by Office of Bradford E. Smith & Son, date 6/13/88 Rev. thru 6/16/89.
  3. All underground utilities, structures and facility locations shown and depicted hereon must be considered approximate in nature. Additionally, other such underground utilities are NOT shown, the existence and location of which are unknown. Contact "CALL BEFORE YOU DIG" (1-800-922-4455) at least 72 hours in advance of construction, and have all utilities marked on the ground.



REVISIONS		
NO.	DESCRIPTION	DATE




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CONSULTING ENGINEER  
56 GREENWOOD CIRCLE SEYMOUR, CT 06483  
Tel. 203-888-4904 Fax 203-881-3434 dwsjrpe@sbcglobal.net

SITE SCHEMATIC ALT. 13		Job No. 13-07
COG-CNV		Scale: 1"=40'
REGIONAL ANIMAL CONTROL		Date: 2/10/14
FACILITY STUDY		Designed: D.W.S.
WOODSIDE AVENUE		Drawn: K.D.K.
MIDDLEBURY,	CONNECTICUT	Sheet: 1 of 1

COGCNV - REGIONAL ANIMAL CONTROL FACILITY				FEASIBILITY STUDY		12-Feb-14	
2 Service Road Middlebury, Connecticut				S/P+A Job No. 13.014			
OPINION OF PROBABLE CONSTRUCTION COST - PLAN OPTION #7							
13,051 APPROXIMATE TOTAL GROSS SQUARE FOOTAGE							
11,303 (NEW CONSTRUCTION)							
1,748 (RENOVATION)							
SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL & LABOR COST UNIT \$	ALLOWANCE	TOTAL \$	
	OTHER COSTS						
	BONDS (1.5% of construction cost)	1	LS			\$44,644	
	INSURANCE (.5% of construction cost)	1	LS			\$14,881	
				OTHER COSTS SUB-TOTAL		\$59,525	
	DIVISION TWO						
	SELECTIVE DEMOLITION AND TIE-INS	1	LS	\$20,000.00		\$20,000	
	DUMPSTERS	8	EA	\$850.00		\$6,800	
				DIVISION TWO SUB-TOTAL		\$26,800	
	DIVISION THREE						
	FORMWORK (CONTINUOUS WALLS)	5,856	SF	\$5.00		\$29,280	
	CONCRETE FOOTINGS	81	CY	\$475.00		\$38,475	
	CONCRETE FOUNDATION WALLS	108	CY	\$425.00		\$45,900	
	CONCRETE SLAB ON GRADE (INCLUDING REINF./FINISHING)	11,303	SF	\$5.00		\$56,515	
	REBAR	10	TON	\$1,850.00		\$18,500	
				DIVISION THREE SUB-TOTAL		\$188,670	
	DIVISION FOUR						
	CMU WALL BACKUP - EXTERIOR	8,750	SF	\$15.00		\$131,250	
	CMU WALL - INTERIOR	9,400	SF	\$15.00		\$141,000	
				DIVISION FOUR SUB-TOTAL		\$272,250	
	DIVISION FIVE						
	STRUCTURAL STEEL	2	TON	\$3,500.00		\$7,000	
	COLD FORMED METAL FRAMING - INTERIOR WALLS	1,500	SF	\$3.00		\$4,500	
				DIVISION FIVE SUB-TOTAL		\$11,500	
	DIVISION SIX						
	BASE CABINETS	100	LF	\$250.00		\$25,000	
	UPPER CABINETS	80	LF	\$200.00		\$16,000	
	SOLID SURFACE COUNTERTOPS	100	LF	\$150.00		\$15,000	
				DIVISION SIX SUB-TOTAL		\$56,000	
	DIVISION SEVEN						
	DAMPPROOFING	2,950	SF	\$1.00		\$2,950	
	RIGID INSULATION - EXTERIOR WALLS & FOUNDATION	8,750	SF	\$2.50		\$21,875	
	ACOUSTICAL INSULATION - INTERIOR WALLS	2,000	SF	\$1.25		\$2,500	
	BATT INSULATION	11,303	SF	\$1.50		\$16,955	
	WEATHER/VAPOR BARRIER	8,750	SF	\$1.50		\$13,125	
	METAL SOFFITS & FASCIA	732	LF	\$30.00		\$21,960	
	ASPHALT SHINGLES	125	SQ	\$350.00		\$43,750	
	ICE AND WATER SHIELD	125	SQ	\$75.00		\$9,375	
	RIDGE VENTS	300	LF	\$20.00		\$6,000	
	EPDM ROOFING	150	SF	\$12.00		\$1,800	
	METAL GUTTER	500	LF	\$12.00		\$6,000	
	METAL LEADER	120	LF	\$10.00		\$1,200	
	COMPOSITE METAL PANELING - EXTERIOR	4,500	SF	\$25.00		\$112,500	
	FIRE & SMOKE PROTECTION	1	LS			\$3,000	
	SEALANTS	1	LS			\$2,000	
				DIVISION SEVEN SUB-TOTAL		\$264,990	
	DIVISION EIGHT						
	1" INSULATED ALUMINUM STOREFRONT/CLERESTORY	680	SF	\$60.00		\$40,800	
	ALUMINUM ENTRANCE DOOR	2	EA	\$2,000.00		\$4,000	
	HOLLOW METAL DOOR FRAME	27	EA	\$250.00		\$6,750	
	HOLLOW METAL DOOR	27	EA	\$450.00		\$12,150	
	STEEL DOOR - INSULATED	4	EA	\$250.00		\$1,000	
	DOOR HARDWARE	31	EA	\$500.00		\$15,500	
	INTERIOR VISION PANELS	25	SF	\$45.00		\$1,125	
				DIVISION EIGHT SUB-TOTAL		\$81,325	
	DIVISION NINE						
	GYPSUM WALL BOARD/CEILING	15,000	SF	\$3.00		\$45,000	
	ACOUSTICAL CEILING TILE	2,000	SF	\$4.00		\$8,000	
	CARPETING	80	SY	\$38.00		\$3,040	
	PORCELAIN TILE FLOORING	300	SF	\$14.00		\$4,200	
	VCT FLOORING	600	SF	\$4.00		\$2,400	
	RESILIENT WALL BASE	200	LF	\$2.50		\$500	
	EPOXY FLOORING (INCLUDING BASE)	11,000	SF	\$12.00		\$132,000	
	PAINT GYPSUM WALLS/CEILINGS	15,000	SF	\$1.00		\$15,000	
	FILL/PAINT CMU WALLS	18,000	SF	\$1.25		\$22,500	
	PAINT DOOR FRAMES	27	EA	\$75.00		\$2,025	
	KENNELS/FENCING/RUNS	1	LS	\$300,000.00		\$300,000	
				DIVISION NINE SUB-TOTAL		\$534,665	
	DIVISION TEN						
	INTERIOR SIGNAGE	1	LS			\$10,000	

			DIVISION TEN SUB-TOTAL	\$10,000
DIVISION TWENTY-TWO				
MECHANICAL SYSTEMS AS DESCRIBED IN NARRATIVE	1	LS	\$652,550.00	\$652,550
			DIVISION TWENTY-TWO SUB-TOTAL	\$652,550
DIVISION TWENTY-THREE				
PLUMBING SYSTEMS AS DESCRIBED IN NARRATIVE	1	LS	\$200,000.00	\$200,000
			DIVISION TWENTY-THREE SUB-TOTAL	\$200,000
DIVISION TWENTY-SIX				
ELECTRICAL SYSTEMS AS DESCRIBED IN NARRATIVE	1	LS	\$150,000.00	\$150,000
			DIVISION TWENTY-SIX SUB-TOTAL	\$150,000
DIVISION THIRTY-TWO				
SITE IMPROVEMENTS AS DESCRIBED IN NARRATIVE (See Attachment for Site Cost Breakdown)	1	LS		\$527,500
			DIVISION THIRTY-TWO SUB-TOTAL	\$527,500

		SUBTOTAL = (INCLUDE O&P)		\$2,976,250	
CONSTRUCTION COST PER SQUARE FOOT =		\$273.66			
<div></div> <div><b>SILVER/ PETRUCELLI + ASSOCIATES</b> <i>Architects / Engineers / Interior Designers</i> 3190 Whitney Avenue Hamden, CT 06518 Phone: 203 230 9007</div>		GEN. CONDITIONS		10.00%	\$297,624.95
		CONSTRUCTION CONTINGENCY		10.00%	\$297,624.95
		<b>CONSTRUCTION TOTAL =</b>			<b>\$3,571,499</b>
		<b>SOFT COSTS/FF&amp;E</b>			
		A/E DESIGN FEES (7%)			\$250,005
		PRINTING & LEGAL NOTICES			\$3,750
		DESIGN CONTINGENCY (5%)			\$178,575
		MISCELLANEOUS & REIMBURSABLES			\$7,500
		BORINGS			\$10,000
		<b>SOFT COST/FF&amp;E TOTAL =</b>		<b>\$449,830</b>	
		<b>TOTAL PROJECT COST</b>		<b>\$4,021,329</b>	
		<b>EXCLUSIONS</b>			
		FF&E (Furniture, Furnishings & Equipment)			
		FINANCING COSTS			
		HAZARDOUS MATERIAL ABATEMENT			
		OFF SITE DEVELOPMENT			