



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Special Meeting Minutes
Wednesday, October 26, 2016
Colchester Town Hall @ Noon

RECEIVED
COLCHESTER, CT
2016 OCT 26 PM 1:15
TOWN CLERK

MEMBERS PRESENT: First Selectman Art Shilosky, via teleconference Selectman Stan Soby, Selectman Denise Mizla and Selectman Rosemary Coyle

MEMBERS ABSENT: Selectman J Jones

OTHERS PRESENT: Clerk T. Dean

1. Call to Order

First Selectman A Shilosky called the meeting to order at 12 noon

2. Discussion and Possible Action on Joining the Regional Animal Control District

D Mizla inquired about the prorated fee and what the regular yearly fee amount would be. A Shilosky stated that the fee is based on a per capita of each town. The current rate is \$3.91. The ACD Board consists of each First Selectman of each participating town. Every year they review the expenses and population and adjust accordingly. Youth Services will be procuring a new van. It has been negotiated with the AC District that the old YS van will be turned over to the AC District and they will be crediting the town with \$4,000 for doing so. A Shilosky stated that Hebron ACO is currently covering any calls that come in for the time being as our regular ACO is unable to return to work. Colchester will also receive a credit on the bill for the use of our pound. The AC District will be hiring 2 new ACO's who will be dedicated to Colchester and Lebanon. The town has an opt out to terminate by January 2017. After this time, the contract is yearly.

S Soby moved that Colchester join the Regional Animal Control District and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

3. Adjourn

R Coyle moved to adjourn at 12:09 p.m, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attachment: Regional Animal Control District Information

Respectfully submitted,

Tricia Dean, Clerk

Regional Animal Control District

*Serving the Towns of
Lebanon, Franklin, Bozrah, Lisbon & Sprague*

Mailing Address: 1 Main St., P.O. Box 677, Sprague, CT 06330 Emergency Calls: 800.236-1987

Pound Address: 34 Goshen Hill Road, Lebanon, CT 06249 Routine Calls: 860.642-6379

Regional Animal Control District Board of Directors

Special Meeting

October 17, 2016 - 9:00AM – Franklin Town Hall

MINUTES

- 2.0 Meeting was called to order at 9:00 a.m. by Chairman Rich Matters. Members present included Tom Sparkman, and Cathy Osten. Glenn Pianka arrived at 9:07. Betsy Petrie was absent.
- 3.0 Denise Dembinski, Selectman from Sprague was present.
- 4.0 A motion was made by Tom Sparkman to approve the minutes of October 3rd as presented. Seconded by Cathy Osten. Motion passes unanimously.
- 5.0 The request from Colchester to join RACD was discussed. Richard Matters made a motion to approve Colchester's request with the following conditions:
It will be a trial period for one year starting January 1, 2017,
We will prorate the fee to join the district for the remainder of the FY at \$30,697.82,
No credit will be given for the use of the pound for the trial period,
We will hire two assistant ACOs',
Colchester will look into providing a van for the use of the RACD.
It was seconded by Cathy Osten. Motion past unanimously.
- 6.0 Meeting adjourned at 9:40. Motion made by Richard Matters, seconded by Tom Sparkman. Motion passes unanimously.

Submitted
Richard Matters

**Regional Animal Control
FY 2016-2017 Budget**

	<u>Lebanon</u>	<u>Franklin</u>	<u>Bozrah</u>	<u>Lisbon</u>	<u>Sprague</u>	<u>Shared</u>	Adjustments
Population (based on DOH pop 2014)	7,309	1,984	2,622	4,342	2,980	<u>19,237</u>	
EXPENSES							
Wages (ACO)						\$ 34,233	
Wages (AACO)						\$ 15,207	
Wages Contract ACO (on call)						\$ 1,000	
License Survey Wages						\$ 500	
Social Security						\$ 3,674	
Unemploymt & Workers Comp Ins						\$ 500	
Mileage (weekday) <i>stipend</i>						\$ 500	
Mileage (Nights & Weekends) <i>stipend</i>						\$ 500	
Communications						\$ 1,500	
Training - Required Medical						\$ 200	
Pound Rental (Lebanon)						\$ 4,800	
Pound Rental Overflow (Bozrah)						\$ 500	
Equipment - kennels, cages, etc.						\$ 100	
Vet						\$ 1,500	
Food						\$ 200	
Legal Fees						\$ 1,000	
Legal Ads						\$ 500	
Supplies - Office, State Forms						\$ 300	
Heat - Propane						\$ 1,000	
Electricity						\$ 2,200	
Pound - Repairs/Maintenance						\$ 500	
Septic Pumping						\$ 50	
Vehicle Maintenance						\$ 2,000	
Rainy day fund \$.25 per capita						\$ -	
Miscellaneous						\$ 1,000	
Administrative Fees						\$ 500	
TOTAL BUDGET						\$ 73,964	
Total Expenses per town	\$26,806.74	\$7,276.59	\$9,616.54	\$ 15,924.87	\$ 10,929.55	\$ 70,554	
Per Capita Cost \$3.7928991					Note 4	\$ 3,410	
Notes:							
1) Individual Towns will receive direct income from the sale of dog licenses. The cost of purchasing the licenses/tags will be the responsibility of each town.							
2) All revenues from fee, adoptions will be added to the Regional operating funds income.							
3) Pay for ACO and AACO is a 3%COLA. AACO + \$1,000							
4) Fund balance will be used to offset the difference from the Towns expence and the total budget in the amount of \$3,410.							
Budget approve at the November 24, 2015 meeting.							

*Towns of
Bozrah, Franklin, Lebanon & Sprague
Memorandum of Understanding for
Regional Animal Control Services*

This agreement,
by and between the Towns of Bozrah, Franklin, Lebanon, Sprague & Lisbon
covers the provisions of animal control services
as detailed in the following pages for the period
beginning upon the date of final execution.

SECTION I: DEFINITIONS

ANIMAL: any creature, including, but not limited to, dogs, cats, monkeys, guinea pigs, hamsters, rabbits, birds, and reptiles;

ANIMAL CONTROL OFFICER: any appointed chief or assistant staff member appointed, either municipal or regional, as per Connecticut General Statute 22-328 and 22-331a.

COMMERCIAL KENNEL: a facility maintained for boarding or grooming dogs or cats, and includes, but is not limited to, any veterinary hospital which boards or grooms dogs or cats for non-medical purposes.

GROOMING FACILITY: a facility other than a commercial kennel, which is maintained as a business where dogs or cats are groomed.

KEEPER: any person, other than the owner, harboring or having in his or her possession any animal.

KENNEL: one pack or collection of dogs which are kept under one ownership at a single location and are bred for show, sport or sale.

PET SHOP: any place at which animals not born and raised on the premises are kept for the purpose of sale to the public;

POULTRY: all domestic fowl and any pheasants or other game birds securely confined and lawfully owned and possessed by any person, as per Connecticut General Statute 26-40.

MEMORANDUM OF UNDERSTANDING (MOU) shall mean the agreement entered into between the Towns of Bozrah, Franklin, Lebanon, Lisbon and Sprague.

REGIONAL ANIMAL CONTROL (RAC): RAC is responsible for animal control services for the five Towns.

REGIONAL POUNDS: any two or more contiguous towns, each of which has a population of less than 25,000, and which have or will provide a dog pound facility within their region, by action of their legislative bodies, which have agreed to be served by a regional animal control officer or officers, as per Connecticut General Statute 22-331a.

TRAINING FACILITY: any place, other than a commercial kennel or grooming facility, which is maintained as a business at which dogs are trained.

SECTION II: REGIONAL BOARD

The five First Selectmen from each town shall be designated as members to the five-member Board of Directors, and shall enforce all regulations pertaining to the regional animal control services, expenses, and incomes, in accordance with Connecticut General Statutes. The Board shall meet on a regular basis and post all meetings, and an annual meeting schedule, with the Town Clerks of each town in accordance with Connecticut General Statutes. The Board shall elect a Chair, a Vice-Chair, and a Secretary for one-year terms at the November meeting to allow for changes in membership caused by biennial municipal elections.

SECTION III: ANIMAL CONTROL OFFICERS

The Animal Control Officers for regional animal control within the five towns will provide the following services which include, but are not limited to:

- A) handling of dead, confined, stray, at large, nuisance, sick, injured or vicious animals;

- B) investigation and enforcement of any cruelty, abandonment, or protective custody cases;
- C) provision of veterinary care on an emergency basis for domestic animals;
- D) handling of neighborhood disputes involving animal complaints; and
- E) investigation of all reported bites, quarantining of biting animals in accordance with Connecticut General Statutes, and performing such duties as necessary on a live biting animal or its carcass, necessary to prepare and deliver it for rabies testing.
- F) cooperating with, but not duplicating the services of, the State of Connecticut Department of Agriculture, the Connecticut Humane Society, the State Police, and other similar agencies with animal control responsibilities and interests;
- G) attending training for all applicable state and town regulations;
- H) responding to citizen requests for information;
- I) appearing in court in connection with any criminal enforcement or civil hearing on animal control matters;
- J) submitting monthly reports to the Treasurer of Sprague in accordance with Connecticut General Statutes, so that the Treasurer of Sprague may make the quarterly reports to the State of Connecticut Department of Agriculture; and
- K) reporting on every complaint within each town's respective limits to the Chairman of the Regional Animal Control Service.

SECTION IV: VEHICLE

Animal Control Officers shall use the RAC vehicle unless it is not available when why are authorized to use their own vehicles to perform their duties and will be compensated for mileage by a set monthly stipend for mileage established by the Board of Directors.

SECTION V: POUND

The Town of Lebanon shall provide the primary pound facility for use by the five towns, with a secondary pound facility provided by the Town of Bozrah for any overflow. The Towns of Bozrah and Lebanon shall be compensated for the use of the pounds based on the formula decided upon by the Board of Directors.

SECTION VI: FINANCIAL / FACILITIES SUPPORT

- A. The Board of Directors shall, on an annual basis, approve the budget of the regional animal control service (hereafter "Annual Budget") created by this agreement on or before March 1st. The Chairman of the regional animal control service shall submit the Annual Budget to the Board of Directors no later than January 1, preceding the beginning of the fiscal year.
- B. Participating towns providing "in-kind" facilities support (animal pounds vehicles, etc.) shall provide the Chairman of the regional animal control service the reasonable value of the provided facility for the following fiscal year no later than November 1st preceding the beginning of the fiscal year. Then Board of Directors shall make the final determination of the reasonable value of the in-kind support.
- C. The Town of Sprague shall maintain financial records and coordinate payroll and accounts payable functions. Financial reports shall be prepared and presented by the Town of Sprague at the regular meetings of the Board of Directors.
- C. "Estimated Population" as used in the net cost calculation contained herein shall be the Department of Public Health Estimated Population of each of the participating communities as of July 1 of the calendar year preceding the submission of the Annual Budget. "Total Estimated Population" as used in the net cost calculation shall be the total Estimated Population of all participating towns.
- D. The "Net Cost" for each participating town shall be based upon the following formula:

$$\text{Net Cost} = [(TNE) \times (EP / TEP)] - [\text{In-Kind Contribution}]$$

TNE - Total Net Expenses

EP - Estimated Population
TEP - Total Estimated Population

SECTION VII: INDEMNIFICATION

The Towns of Bozrah, Franklin, Lebanon, Sprague and Lisbon agree to indemnify and hold each other harmless from and against any claims, liabilities, actions or any matter whatsoever pertaining to the capture and keeping of any animal taken into custody by the Animal Control Officer within each town's respective limits. The Town of Sprague will maintain all workers' compensation and liability insurance for the Animal Control Officers and insurance for the vehicle, and the Towns of Bozrah and Lebanon will maintain property and liability insurance for the pounds.

SECTION VIII: TERMINATION/EXPIRATION

Upon the termination of this agreement, the assets and services provided by each town shall revert back to the sole use of that town. Notice of termination by a Town must be given by January 1st in order to take effect by July 1st of that year.

SECTION IX: VALIDATION

If any part of this Memorandum of Understanding shall be adjudged invalid, it shall not affect the validity of the remainder of this document.

SECTION X: SIGNING / CERTIFICATION

This agreement shall be signed on behalf of participating towns by its First Selectmen. By signing the agreement, each Town certifies that all of the requirements set forth in C.G.S. Section 7-339c for entering into interlocal agreements have been undertaken and satisfied.

SECTION XI: EFFECTIVE DATE

This MOU shall become effective upon the date that it is signed by representatives of all of the participating Towns. All financial and in-kind services provided by participating Towns shall be full credited toward their obligations under this MOU.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding:

TOWN OF BOZRAH:

FIRST SELECTMAN:

WITNESS:

DATE:

WITNESS:

TOWN OF FRANKLIN:

FIRST SELECTMAN:

WITNESS:

DATE:

WITNESS:

TOWN OF LEBANON:

FIRST SELECTMAN:

WITNESS:

DATE:

WITNESS:

TOWN OF LISBON:

FIRST SELECTMAN:

WITNESS:

DATE:

WITNESS:

TOWN OF SPRAGUE:

FIRST SELECTMAN:

WITNESS:

DATE:

WITNESS:

OUTLINE FOR ANIMAL CONTROL ANSWERING SERVICE

Basic announcement:

- "You have reached the animal control line for the Towns of Lebanon, Franklin, Lisbon, Bozrah and Sprague. If this is an emergency please stay on the line. For non-emergencies, call the pound at 860.642.6379 and the Animal Control Officer on duty will return your call by the next business day." Ill or injured wild animals on town roads, state roads, or private property call Department of Environmental Protection at 860 424 3333.

Emergencies include:

- biting animals
- wild animals vs. domestic animals
- state trooper requests
- animals hit by motor vehicles
- roaming dogs or ill or injured stray dogs or cats that are contained
- large or small domestic animals at risk
- barking dogs (handled at the discretion of the animal control officer)

If at any time after trying to reach the on-call officer for thirty minutes, please call the other officer until someone is reached.

OUTLINE FOR ANIMAL CONTROL OFFICERS

- 1) When on-call, the answering service will contact you when necessary via landline or cell phone.
- 2) The "necessary" calls are as follows:
 - a) state police requests
 - b) biting animals
 - c) wild animals vs. domestic animals
 - d) stray dogs or cats that are considered sick
 - e) roaming dogsAddressing barking dogs is at the discretion of the Animal Control Officer.
- 3) Your mileage is a yearly stipend.
- 4) If an animal must see a veterinarian, take it to be Lebanon Veterinary Hospital. Call them once you are en route.
- 5) Take all personal precautionary measures to prevent exposure to rabies, blood, feces, and urine, and to prevent getting hit by a vehicle, getting bit or getting injured any other way. Do not take any chances.
- 6) The following is a list of equipment that should be accessible to assist you:
 - a) bite gloves
 - b) catch pole
 - c) cat net
 - d) latex gloves
 - e) assorted sizes of plastic bags
 - f) assorted sizes of muzzles
 - g) assorted carriers and cages
 - h) multiple leashes of different styles
 - i) bridle and lunge lines
 - j) both paper and cloth towels
 - k) blankets
 - l) stretcher
 - m) animal sling
 - n) orange cones
 - o) caution lights and hazard lights
 - p) safety vest
 - q) bolt cutter
 - r) shovel
 - s) broom
 - t) bleach
 - u) hand sanitizer
 - v) bowls
 - w) bins
 - x) dog and cat treats
 - y) dog and cat wet food
 - z) camera
- 7) Once done with your call, return or replace any supplies used.
- 8) The back-up Animal Control Officer can be called in to assist once you have arrived at and assessed the scene and determined that you are in need of help.