

Minutes of the Newtown Animal Control Advisory Board Meeting

Date: Thursday, October 15th, 2015

Location: Newtown Municipal Town Building, 3 Primrose Street, Meeting Room 3
Attendance: Members: Adria Henderson, Chair, Frank McCloskey, Gene Rosen, Jane Hellman, Robin Olson, ,
Alternate: Joy Brewster,
Also in attendance: ACO Carolee Mason, Asst. ACO Matt Schaub, First Selectman Pat Llodra, Public Works Director, Fred Hurley, and Police Sgt. Aaron Bahamonde

Meeting began @ 10:00 am

No public participation

Old Business

HVAC Update

ACAB still waiting for HVAC re-test report from Fred Hurley as requested at 9/23/14 meeting. The retest was done and some minor corrections related to air circulation were performed. Hurley will email the report to the ACAB Chair Henderson who will forward to Robin Olson, who will then send it on to UC Davis group for review and possible additional recommendations.

Dog Play Yard

Discussed time frame with PW Director Hurley for placing pavers under & between fences in all play yard runs and replacing the sod with gravel in three dog runs for sanitation & safety of the animals and staff. Although ACAB members provided recommendations and a sample of gravel last year used successfully in commercial shelter settings, Hurley disagreed with the choice and First Selectman Llodra stated that Director Hurley will make the decision on the material used in the runs. (Priority Level #1)

Also Director Hurley & ACO Mason noted the need for an exterior faucet & hose within the play yard to clean the play yard kennel runs.

Director Hurley said that there are funds and material available to excavate area for drainage and to place down trap rock & gravel. Hurley will check his schedule and give time frame to FS Llodra who will to send it on to Chairman Henderson.

Cat Outdoor Area

To prevent sanitation and health issues, Chairman Henderson asked if gravel could be installed over the earthen floor that now exists in the outdoor cat enclosure. Hurley will look into the drainage issues and also suggested Trex decking material as an alternative. Hurley will provide feedback in the future since the enclosure is not used in the winter (Priority Level 2).

Boundary Signs

For the safety of the public and the volunteer Dog Walkers, signs will be posted on the boundary lines between Town & State property surrounding the shelter. The signs will indicate the boundary lines, as well as posting Newtown's Lease Law. Although previously approved by Deputy Land Use Director Rob Sibley, FS Llodra asked for an explicit map and wording for signs. Chairman Henderson will send the map with posting location to Sibley and CC: FS Llodra so that it will also appear on the Land Use agenda.

Indoor Building Signs

There is still a need for signs installed in the waiting area of the shelter informing the public of Shelter rules as recommended by the Town's insurance underwriter. Secretary McCloskey will provide the recommendations made by the underwriter in the minutes to and Chairman Henderson will provide wording and location of signs to ACO Mason and Sgt. Bahamonde for review. ACO Mason will then submit a work order and follow-up on it until completed.

Parking Gate for Shelter

Discussed open item from 6/30/14 to install gate between the shelter and the dog park parking to minimize public's access to shelter after hours. FS Llodra was concerned that it may cause parking issues for dog park since parking there is limited right now. She will check first and give her feedback. Might be able to move gate closer to Shelter or wait until more planned parking space are completed and discuss gate issue.

Security Cameras

The security cameras have been installed at the Shelter but Sgt. Bahamonde was not sure if the outside building can be viewed remotely. Sgt. Bahamonde will check into this for both the police cruisers and police building. ACO Mason may be able to monitor the kennel area with the addition of an icon on her screen. Sgt Bahamonde will check into that as a possibility.

Sunny Update

Sunny has not been adopted yet but she appears to be doing well and has standard routine, including daily walks. Recommended putting Sunny information up again on Facebook.

Facebook pages

- Discussed need to have one Facebook page & more press with current info./photos to help get animals adopted as fast as possible. Currently there are three links now noted below with no recent posts and there should be a person assigned to do media, including facebook, press, etc.
- (<https://www.facebook.com/Newtown-Animal-Shelter-570605753071119/>) - no postings since July, 2015
- <https://www.facebook.com/Brian-J-Silverlieb-Newtown-Animal-Care-and-Control-672428789521376/> - no postings since February, 2015

- <https://www.facebook.com/pages/Animal-Care-Control-of-Newtown/199860540143578?fref=ts> – no postings since March, 2013
- Asst. Schaub recently deleted the 1st two links but it will take two weeks to become inactive. He wasn't aware of the 3rd one and will delete it too. Supposedly they have not been updated since there's a new one, <https://www.facebook.com/NewtownAnimalControlShelter?fref=ts> created & maintained by Amy Sullivan, a part-time shelter staff member. She takes pictures and sends them with information to Bee and places on Facebook. There has also been a high school student intern helping out.

Trap, Neuter, & Release (TNR) program

- Discussed if existing staff can take on program as it relates to the lack of a cat quarantine area in the shelter. FS Llodra recommended holding off on the TNR program until after other priorities are completed (Priority Level 3). For now, if people call the Shelter for help on feral cats, staff will tell them they can borrow the shelter's trap & take the cat(s) to vet to have neutered and then possibly get vet costs reimbursed from non-profit groups in area.

Cat Room

- Right now, there's an excessive number of cats housed at the shelter due to recent hoarding pick-up in town. There's a total of 34 cats at the shelter, 26 from the hoarding issue, that need to be adopted. Discussed briefly expanding size of cat room/space since using the training room but decided to table the matter for a future meeting.

New Business

Log Book

- It's available and computerized now. New system has a shelter database and unique numbers and names are assigned and tracked since reports must be submitted to state.
- Sgt Bahamonde also noted he has recently reviewed the Volunteer Dog Walker lists and forms required to be signed and they are now being done and filed in accordance to policy.

Clear the Shelters event

Program was recently done statewide with free press was available. Robin Olson provided information to staff prior to the event but Newtown did not participate due to lack of resources/volunteers and reduced fees.

Punch list of priorities

Priority level #1

- Director Hurley will send retest HVAC report to Chairman Henderson & member Olson will send to UC Davis for review & possible additional recommendations
- Play yard – Director Hurley will provide date on completing two open items to FS Llodra who will then send to Chairman Henderson/ACAB& ACO Mason
- Boundary signs – Chairman Henderson will send map & wording to Rob Sibley & cc FS

Llodra

- Indoor signs – Chairman Henderson & Frank to provide wording & location for signs to Sgt Bahamonde & ACO Mason for review. ACO Mason will then initiate work order & track status.
- Facebook pages/Media – Asst. Schaub deleted 2 of 4 and will delete one more. Employee Amy Sullivan is taking/sending photos & information of animals available for adoption to Bee & updating the new Facebook page.
- Security cameras – Sgt Bahamonde will verify if they work remotely & adding icon on Shelter 's office PC to view kennels

Priority level #2

- Parking lot gate – FS Llodra will view the area and address this at a future meeting.
- Cat outdoor enclosure- Hurley will look into gravel or Trex vs grass, drainage, etc.
- Cat room – expand cat room/space available

Priority level #3

- TNR program – staff trap, neuter, & release, including completing a quarantine area.

Next Meeting – regroup in about 6 weeks. Chairman Henderson to schedule.

Meeting adjourned at 12:05 pm

Submitted by Frank McCloskey