

Minutes of the Newtown Animal Control Advisory Board Meeting

Date: Tuesday, August 16th, 2016

Location: Newtown Municipal Town Building, 3 Primrose Street, Meeting Room 1

Attendance: Members: Adria Henderson, Chair, Frank McCloskey, Jane Hellman, Joy Brewster.

Alternate: Laura Branchini. Also in attendance: ACO Carolee Mason, Asst. ACO Matt Schaub, and Police Sgt. Aaron Bahamonde

Meeting began @ 10:35 am

There was no executive session, public participation, or correspondence

ACAB Board 5/27/16 minutes were approved with no changes

NEW BUSINESS:

Nominations & Election of Officers at September Board meeting

Chair Henderson noted that she will not seek reelection as Chair. Nominations are open for replacement. Also Co-Chair is open and Frank will consider re-running for Secretary.

Board members

Permanent member Gene Rosen resigned and Laura Branchini will become a permanent member once approved by BOS & sworn in. Need to advertise for two new alternative members and reach out to anyone interested and post on related FB sites. Applicants must be town resident, but any party affiliation can be accepted.

OLD BUSINESS

Volunteer Program

ACO Mason and staff put together a new Adult Volunteer Application asking for a three to six-month commitment since most approved applicants do not keep their commitment to volunteer. The application was reviewed and approved by First Selectman Pat Llodra with a few grammatical changes required. Board reviewed a draft but final approved application was not available for review.

In addition to attending the required orientation/training session, it was recommended that an additional clause be added to the Volunteer Agreement stating that if approved, the applicant must sign the additional waiver form and provide medical coverage information. The waiver form should also include the information that the Town does not provide medical coverage to applicants. This clause should require the applicant's initials indicating that they understand and meet this requirement. Consider having the form reviewed by Insurance agent and lawyer to ensure wording/format reasonably covers risks.

Volunteer Dog Walker Program

Weekends – Shelter budget was reviewed and it was determined that the budget would allow for adding a part-time worker on weekend afternoons to coordinate volunteer walkers scheduled during that time. ACO Mason initially posted part-time position but decided instead to have the current weekend kennel person, Paula, stay on for a few hours after her scheduled morning time-slot since she is already experienced with dogs at the shelter. Amy Sullivan is her substitute when not available. The weekend walker program is still suspended for now, but the estimated re-start of the weekend walker program is mid-September.

The staff will obtain volunteer's email addresses as the primary form of contact for schedule changes.

Discussed the issue of volunteers walking dogs with bite histories. Currently, there are 10 dogs in the Shelter including four roaming dogs just brought in. Five of the dogs cannot be walked right now. (Angel had to be put down due to illness/cancer.)

It was noted that if owner picks up lost, unlicensed dogs at the Shelter, the staff requires the owner to get the dog licensed before the dog can be returned to them.

Walker training program – Laura Branchini is ready to work on the program once Amy Sullivan is available. Laura will also look at the Shelter's policy & procedure forms and see about making copies for the Board members to reference at meetings.

HVAC

Adjustments by PW seems to have helped the ventilation issue since the cat smell is gone, so the HVAC issue will be tabled until further notice, or until the staff decides if the Training Room should officially be designated as an additional cat room. Possible remedy is to research if part of the wall can be removed, if not load bearing, between Training Room and existing Cat Room and install a sliding pocket door, enlarging the cat area substantially, and to use the dog quarantine room for quarantined cat(s) when needed.

ACO Mason noted two cats stay in the outdoor enclosure all the time during the summer and, due to construction of the enclosure, there's no danger to the cats from wildlife.

Foster Program

Chair Henderson noted there's an older post on that the foster program is not available on the Newtown Shelter FB page. ACO Mason confirmed that it is available and will address it on FB page.

Play yard

ACO Mason said new walking path is OK for now. There are weeds growing through the gravel so there's a need for Park & Rec to clear it. The larger gravel installed in the outdoor kennels is ok for now, too. Jane Hellman noted at some point the gravel will have to be supplemented, so the correct gravel can be added at that time. The issue of color-coded posts along the roadway to and from the Shelter is tabled.

Cat Committee

Feral cat program was put on hold at 10/15/15 meeting by FS Pat Llodra due to other priorities (i.e. play yard, walker program). Now that those issues have been addressed, Laura Branchini will review the project paperwork and propose a DRAFT plan & policy summary together for Chair Henderson, & ACO Mason to review with FS Llodra. Chair Henderson will send Laura Branchini the research Robin Olsen did on Feral cat programs and other cat-related documents.

Next Meeting – Sept. 22nd at 10:30-12

Meeting adjourned at 12:00

These minutes are subject to approval by ACAB at the next meeting.

Respectfully submitted by Frank McCloskey