

Minutes of the Newtown Animal Control Advisory Board Meeting

Date: Tuesday, November 15th, 2016

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

Attendance: Members: Adria Henderson, Chair, Frank McCloskey, Jane Hellman, Joy Brewster, and Laura Branchini. Alternate: Jane Calverley. 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 10/18/16 minutes were approved.

OLD BUSINESS:

Meeting with ACO:

Chair Henderson met with ACO Carolee Mason and discussed the following list of items for the Board to work on with the Shelter staff.

Adult Volunteer Application – Chair Henderson reviewed all documents provided by ACO Mason. One observation she had was the application and waiver got mixed together and recommended they should be separate documents. ACO Mason said the current process is 1) volunteer completes application, 2) if accepted by the staff, then volunteer attends orientation & training, 3) volunteer completes the town waiver, & 4) then they can volunteer if approved by the staff. Board members proposed the volunteer should complete the application & if accepted, then complete the waiver form before attending the orientation & training program since they'll be in contact with the animals. ACO Mason agreed.

Sgt. Bahamonde recommended ACO Mason follow-up with Al Miles, IT department, and have him add links for the volunteer application and town waiver PDF forms under Animal Control department on the Newtown-CT.gov website.

Walker Program – Laura Branchini met with Amy Sullivan on documenting the process and putting it on the town website with a calendar. She's evaluating two on-line calendars where volunteers can sign up during open times Amy will setup during the week. Also extra staffing and volunteers on Saturday agreed to in prior meeting are on hold since there are only a few dogs to walk & they can be handled by the staff. Once a calendar is chosen, then she'll send the information to Al Miles to link it under the Animal Control department. Amy will also send a monthly email to walkers about the dogs available with a summary on each one. Laura will have the complete process and communications documented to review at the next meeting.

Dog Walker Rules – Chair Henderson reviewed it and amended #8 to note it applies to indoor and outdoor the shelter. Chair Henderson will email the updated dog walker rules to all attendees to review and then approve at the next meeting

Town Waiver Policy – Chair Henderson reviewed it and added language to the existing policy noting medical insurance is not included. She'll email it to all attendees to review and then to the Newtown's insurance underwriter and attorney to review and approve it.

Petfinder for Volunteers

Cindy, at the shelter, puts information up on Petfinder for our shelter. ACO Mason will send contact information to Chair Henderson to follow-up with her. Also Asst. ACO Schaub will contact Al Mile to put volunteer request on town website under Animal Control department.

Cat Committee & Cat Room Renovations

Tabled until next meeting

NEW BUSINESS

Mickey the dog

ACO Mason raised a concern that Mickey bit the police officer when first being rescued but not afterwards and is very sweet. She wanted the Board's input on her concern having volunteers walk Mickey until an independent behaviorist evaluates him.

Jane Hellman motioned that no volunteers walk Mickey until an evaluation is done and cleared. Frank McCloskey seconded the motion. Motion passed with 4 yes (Henderson, McCloskey, Hellman, & Brewster) and 1 no (Branchini)

Chair Henderson will have Leslie Rich at Furry Friends Rescue to have their behaviorist evaluate Mickey. If positive evaluation, then the staff can have volunteers walk him & he also can be adopted. If negative, then Mickey will have to be surrendered to Furry Friend's foster program. All agreed.

Policy for dog bites

ACO Mason wants a behaviorist to evaluate any dog that bites and provide a positive evaluation before the dog is available for volunteer walking and adoption. In addition, Sgt. Bahamonde suggested the Board help with all policies and procedures at the shelter. For example, dog bites, adoptions, volunteers, and walker program.

Board presentation to BOS

The BOS has not requested an update so Board decided to wait until next spring when all items (i.e. training, policies) being worked on are completed.

Next Meeting – there's none in December due to the Holidays. Chair Henderson will setup the next one in January based on availability via email.

Meeting adjourned at 11:45

These minutes are subject to approval by ACAB.

Respectfully submitted by Frank McCloskey