# A. CALL TO ORDER – Commissioner Colby Collier, called the meeting to order at 5:23pm seconded by Cathy Kamen.

**B. ROLL CALL of Commissioners -   
In attendance: Anna Accetta; Cherie Aronson; Colby Collier; Cathy Kamen; Susan Stanek; Dawn Woods-King; Kimberly Jenkins. Also in attendance: Capt. Garon Delmonte; ACO Scott Ellingson. Staff: Jessica Davidson, Recording Secretary**

**Absent: Lt. Luke Holder**

**C. ELECTION OF OFFICERS-**

**Anna Accetta nominated Colby Collier to continue serving as Chairman. Cathy Kamen seconded the motion. Mr. Collier accepted the nomination. Ms. Kamen nominated Susan Stanek as Vice Chairman, Mr. Collier seconded the motion. Ms. Stanek accepts the nomination. Ms. Kamen nominated Anna Accetta as treasurer, Mr. Collier seconded, Ms. Accetta accepts the nomination. No objections.**

**D. PUBLIC COMMENTS -   
None**

**E. APPROVAL OF MINUTES – 1/8/24 –**

**Motion to approve by Chairman Collier, seconded by Ms. Kamen. Passed unanimously.**

**F. CHAIRPERSON’S REPORT –**

**Chairmen Collier expressed his support and approval of statements made at Board of Aldermen meeting by commissioners regarding other commissioners up for re-appointment. Mr. Collier had nothing to report.**

**G. TREASURER’S REPORT –**

**Ms. Accetta reported the available balance of unallocated funds is $181,970.86. Three accounts increased, Other Med fees and services increased by $350, Animal Food increased by $100, Unallocated Contingency increased by $650.**

**Capt. Delmonte asked for clarification on what the Unallocated Contingency funds were utilized for. Ms. Accetta stated they are funds available, to be approved for use through a Purchase Order before an account is set up to move funds.**

**No expenses this past month, only donations.**

**H. COMMITTEE REPORTS -**

**1. Building Improvement Subcommittee –   
Ms. Kamen handed out a general contractor estimate to begin discussions on improvements to the Animal Control building- Dawn Woods-King saw there are items on estimate that appear to not be necessary as these are items they believe Public Works should be taking care of. Ms. Woods-King also noted the estimate as not being broken down to ensure money is being spent wisely. Ms. Kamen mentioned this is a starting point and can reach out to contractor to further break down the estimate. Scott mentioned they are looking for windows that can open to the kennels to allow fresh air in. Public Works may be asked to look at the project to make particular improvements sooner rather than later as Animal Control has been cited by State of CT with a warning regarding the heating/cooling with regards to windows. Public Works is obligated to do the work as it is a city building, or they can choose to sub-out, but the commission cannot pay for the windows when this is a city building. Commission must reach out to Public Works regarding the required corrections.   
Interior improvements- Contractor needs a good idea of what is requested for the improvements and would like to walk through Animal Control building. The purpose of the improvements would be to use available space effectively and have better workflow.  
Committee thinks that including a grooming site in the building could be beneficial and provide a place for grooming apprentices to gain hours to count towards their training.   
Any suggestions from the committee are welcome.**

**2. Grooming/Welfare Subcommittee-  
W-9 was provided to purchasing for the “Dogfather” grooming service. The commission can pay now, if a dog is in need of professional grooming services.**

**3. Toby’s Rescue (Toby’s Dream Rescue) –**

**Not actively pertinent. This rescue at one point expressed interest in assisting with re-homing/fostering available animals. May be helpful to keep this rescue in mind for the future. No report.**

**4. Red Cross/Training -**

**On hold until Bill has completed his 6-month probation. Animal Control currently has Gary in office who is a trained volunteer firefighter. Still looking to obtain AED for the building. Reaching out to Fire Department to assist in training and obtaining an AED.**

**I.WARDEN’S REPORT -**

**ACO Ellingson distributed copies of the monthly report. Motion to approve by Ms. Woods-King; Ms. Kamen seconded. Approved unanimously.**

1. **DEPARTMENT REPORT –  
   2 cats, 1 dog available. 1 Dog: Bella is available for adoption. May and Ashley were adopted. Everyone else has redeemed their dogs. Kittens who are still too young to be adopted. 1 older cat being held on a 6-month quarantine. 1 cat being held for individual who is in the hospital.   
     
   ACO Ellingson put in a request for another vehicle. MHQ wants Mr. Ellingson to approve the graphics for the vehicle which he told them to provide the same graphics as on previous AC vehicles. Power washer may be on its last legs, currently still working, may need to be replaced down the road.   
   Mr. Collier made a motion to approve report, Ms. Woods-King seconded.**
2. **CORRESPONDENCE –  
   Donations for January $50**
3. **NEW BUSINESS**
4. **New member, Kimberly Jenkins- To be clarified with City Attorney’s office and possibly BOA.**
5. **Ms. Kamen looked at the city budget and printed the Animal Control portion to distribute to the commission as this may be of interest to the members. Discussion ensued on departmental spending.**
6. **Ms. Kamen brought in print out of social media posting of other ACO in other towns/cities in CT who have taken a dog that is in their care with them on rides/out and about for enrichment. Mr. Ellingson’s concern is having a dog in the vehicle while he is dispatched to another call can pose issues.**
7. **Ms. Kamen went through past Animal Shelter Commission minutes and saw that in 2008 Animal Control was involved in pet therapy. ACO used to go to the nursing homes with some adoptable dogs. Ms. Kamen was curious as to why this was not something that has continued through the years. Mr. Ellingson discussed issues they encountered in the past and determined this was no longer serving the community in the capacity which they intended. Ms. Woods-King mentioned the commissioners may be interested in assisting with getting this back up and running as a program to get dogs out of the kennel and provide enrichment.**
8. **OLD BUSINESS**
9. **None**

**N. ADJOURNMENT –Chairmen Collier motioned to adjourn, Ms. Woods-King seconded motion. Meeting adjourned at 6:34pm.**

**Submitted by: Jessica Davidson, Recording Secretary 2/16/24.**