

ANIMAL COMMISSION MINUTES FOR MEETING HELD MONDAY, JUNE 12, 2023

The meeting was called to order at 5:28 pm.

A. ROLL CALL:

Members Present: Colby Collier, Susan Stanek, Anna Accetta, Cherie Aronson, Karen Dorney, Cathy Kamen, Capt. Garon Delmonte, Lt. Luke Holder, ACO Scott Ellingson. Staff: Susan LaFond, Recording Secretary

B. PUBLIC COMMENTS – Mr. Ellingson distributed copies of flyer provided by Gina from VCA Baybrook regarding the July 15, 2023 feline event in conjunction with Milford Animal Control. Commission reviewed. Whether we will have cats to adopt out is still up in the air. Volunteers sought among Commission members.

C. APPROVAL OF MINUTES – 5/15/2023 Motion to accept minutes by Chairman Collier; Ms. Dorney Second. Approved unanimously.

D. WARDEN'S REPORT – Submitted to commission for review. Ms. Stanek asked if there is still a horse under Milford ACO responsibility; Mr. Ellingson confirmed the horse is still being cared for under the Milford Animal Control budget but housed in Woodbridge. There is a warrant issued for animal cruelty and if it proceeds, we may be able to recoup our expenses of \$15 per day. The horse has been diagnosed with chronic laminitis and will need shoes for the rest of its life. Ms. Aronson asked if there was a different way to handle the matter and Capt. Delmonte advised the horse is considered evidence in the case, and this is the manner in which such cases are managed. Ms. Kamen stated the horse's future is in limbo until after such time as the Orange Police Department serve warrant on the horse's owner. Chairman Collier motioned to accept the report; Ms. Doherty seconded. Approved unanimously.

E. DEPARTMENT REPORT –

Office Administrator Farrar is out on FMLA until June 27 for his wife's pregnancy and pending delivery. Chairman Collier asked how long Assistant ACO Fiore has been working "on his own," Mr. Ellingson explained Mr. Farrar just began his FMLA leave last Friday.

Mr. Ellingson shared that Public Works Director Chris Saley requested members of the Commission cease contacting Mr. Pat Devine regarding ACO issues and to contact him instead. He provided business cards to be distributed to the Commission. Mr. Saley could not pin down a date the central air conditioning would be repaired and said the windows will be done some time after that repair.

Mr. Ellingson reported a continuing issue with pantry moths, and a new issue with ants. Ms. Dorney purchased and delivered pantry moth traps, as well as ant traps. Mr. Ellingson will purchase additional ant treatment.

Ms. Kamen found a posting for a Kennel Keeper position on the City of Milford website with a closing date of June 23, 2023. and informed Mr. Ellingson, Capt. Delmonte, and the Commission. Capt. Demonte was not aware of the posting and will broadcast the position and advise prospective applicants of the requirements via Milford Police Department social media. He said both he and Lt. Holder will be part of the interview process and a member of the commission is permitted to be present as well. Discussion regarding the job description; it was preferred the position had been advertised as an Assistant Animal Control Officer, rather than Kennel Keeper. Capt. Delmonte is hopeful an aspiring ACO will apply. He will seek a more appealing job description to post on Milford Police Department social media. Under current structure, this position would be Second Assistant ACO and kennel keeper. Mr. Ellingson stated the position as posted does not require an ACO test; however Human Resources has their own written exam for ACO positions. This position starts at 7am with kennel cleaning to prepare for the public. Capt. Delmonte will discuss possible edit and repost with Ms. Barnes in Human Resources. Verification required to assess whether the position as posed is in the Department of Public Works contract. Capt. Delmonte suggested the possibility of a temporary intern or paid position as high school experiential learning.

Dogs: Eli, Spice, Russell, Reggie, and a 5th pit bull mix are still at the shelter.

Cats: 5 cats currently at the shelter. One, found in a condemned building, to be picked up by family next week. There is one kitten with herpes of the eye that is being treated with a 30-day course of veterinarian prescribed drugs. Tommie is still under quarantine until August and is large and friendly. Someone interested in making him an indoor cat. Shorthaired calico is still being evaluated due to a bite issue. The black male cat, dumped at MAC in a cardboard carrier without food or water; has been neutered and is being evaluated. A pregnant cat will be at the shelter for quite a while. Ms. Kamen asked if there is a timeline for moving cats on to homes or shelters. Mr. Ellingson said he may reach out to shelter personnel to take both the calico and the black cat. Ms. Dorney offered a radio for the cat space to keep them company.

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Capt. Delmonte asked if there is a reimbursement plan for Commission members who purchase needed items for the shelter; there is, but not everyone requests reimbursement.

Mr. Ellingson reported the medical fund was depleted this year. All but \$5.00 of the adoption fees collected by MAC are used to replenish this fund. Ms. Dorney reports we have adequate flea, tick, and heartworm medication to last through the fiscal year end; some was donated, and the remainder was purchased by Mr. Ellingson. Ms. Dorney shared the former Mayor had advised her there was no freeze on expenses.

Subcommittee on preventative treatment for dogs and cats: Ms. Stanek presented the Subcommittee's proposal, requesting \$6000 of commission funds to address the Fiscal Year 2023/2024 preventive care costs. She included figures provided by Snowflake. Ms. Kamen motioned to accept, and Ms. Stanek seconded. Approved unanimously. Mr. Ellingson will reach out to Mr. Erodici in Finance to move this forward.

Mr. Ellingson stated funds for the dogs could be placed and accessed from the feral cat preventative care fund. Ms. Dorney made a motion to include preventive care for dogs within the account; Ms. Accetta seconded. Approved unanimously.

Ms. Stanek announced another domestic rabbit was picked up by Animal Control in Milford, and a rescue was contacted to pick it up. She would like to make a donation to that rescue for their quick response. No action taken.

F. CORRESPONDENCE - none

G. DONATIONS – Donations reported as follows:

May/ 2023 Donations: \$1,345

H. COMMISSION REPORT – none

I. NEW BUSINESS – **Chairman Collier excused himself at 6:43 pm. Capt. Delmonte and Lt. Holder departed at 6:45pm for another meeting.** Subsequent discussion continued. Ms. Dorney raised the issue of renovating the cat room, as well as the issue of having better control and containment of dogs who may escape from their kennels. Discussion regarding making it impossible for animals to physically meet while inside the building. Ms. Kamen requested Mr. Ellingson to consider what he believes would improve the quality of care and safety at the shelter, and to provide a list. She requested the same action be taken by each member of the Commission. She also suggested the Commission look toward creating a multi-purpose room.

J. OLD BUSINESS – (due to some members needing to leave prior to meeting conclusion, Old Business was heard before New Business)

- 1) **New Kennel windows** – Mr. Ellingson was advised this repair will not happen until the end of summer. It was noted this issue goes back to March of 2020.
- 2) **Rules of Procedure for the Animal Shelter Commission** – Capt. Delmonte asked for input; he shared adopting rules of procedure is mandatory because we need guidelines as a Commission. Lt. Holder advised lack of written guidance is a problem. This document also formalizes the need for a Commission Treasurer. He said the language in these rules is taken from the City ordinances; one which creates the commission and one which dictates how commissions in the City are to operate. A question was raised as to the need for an Executive Secretary; the Commission may want to remove that requirement. Concern that subcommittee requirement within such a small Commission may create additional burden and work; Lt. Holder said they do not have to be used, but there are times successful implementation is warranted. He further stated a subcommittee keeps the entire commission from needing to meet in between monthly meetings. Lt. Holder said the procedures can be amended by vote; change is presented at one meeting and voted on the ext. Ms. Kamen made a motion to approve the Rules of Procedure but striking the requirement of Executive Secretary. Ms. Stanek Seconded. Approved unanimously.

Nomination for Treasurer: Ms. Kamen nominated Anna Accetta; Chairman Collier seconded. Ms. Accetta accepted the nomination. Approved unanimously. Ms. Accetta will serve until January 2024.

K. ADJOURNMENT – Vice Chair Stanek moved to adjourn. Ms. Accetta Seconded. The meeting adjourned at 7:14 pm.