

ANIMAL SHELTER COMMISSION MINUTES FOR MEETING HELD MONDAY, NOVEMBER 13, 2023

- A. CALL TO ORDER – the meeting was called to order at 5:15pm
- B. ROLL CALL of Commissioners – In attendance: Anna Accetta; Cherie Aronson; Colby Collier; Cathy Kamen; Susan Stanek. Also in attendance: Lt. Luke Holder; Capt. Garon Delmonte; ACO Scott Ellingson. Staff: Susan LaFond, Recording Secretary
- C. PUBLIC COMMENTS - none
- D. APPROVAL OF MINUTES – 10/12/23 motion to approve by Ms. Stanek; second by Ms. Kamen. Approved unanimously.
- E. CHAIRPERSON’S REPORT – Chairman Collier shared that SPICE was adopted.
- F. TREASURER’S REPORT – Ms. Accetta reported the available balance of the unallocated contingency is \$155,286.98 as of November 9, 2023. No other changes to report.
- G. COMMITTEE REPORTS
 - 1. Building Improvement Subcommittee: Ms. Kamen awaiting word from Chris Saley as to schedule for improvements.
 - 2. Grooming/Welfare Subcommittee: Dogfather Mobile Grooming will charge \$100 per dog for grooming; Ms. Kamen will call to remind them the City requires a W-9 form to transfer and set up funds in a Grooming account.
 - 3. Toby’s Rescue: Per Ms. Kamen, she has been unable to reach Denise, the owner of the rescue, over the past month. The board feels Ms. Kamen should gently pursue contact.
 - 4. Red Cross/Training: Ms. Kamen spoke with Kaitlin at the Red Cross, who said they can provide training. They will need an attendee count for any classes. Ms. Kamen will reach out once the new hire is on board. Ms. Kamen will obtain a W-9 form so it is in place and funded prior to any training.
- H. WARDEN’S REPORT - ACO Ellingson distributed copies of the monthly report for review. No word from DPW as to progress on purchase and installation of air conditioning. Two valves were replaced that were leaking in the kennels. A state inspection was postponed, awaiting rescheduling. ACO Ellingson provided a quote for a new vehicle to Assistant Mayor Rosen. Hopefully both the vehicle and air conditioning will move forward once the new Mayor is in place. Motion to approve by Ms. Kamen; seconded by Ms. Stanek. Approved unanimously.
- I. DEPARTMENT REPORT – Dogs: Spice, Reggie and Russell were all adopted. Lazlo, the largest and strongest dog, is still available. ACO Ellingson reported he is friendly and has had interest but no follow-up from potential adopters. Three new dogs currently in quarantine; two had to be retrieved via snare pole, including one found at a children’s daycare in Orange; a third dog was found in Milford. One dog, a black lab, has been given his rabies vaccine, and Assistant ACO Fiore is working with him. The dog is still very fearful. A second dog, small and white with more recent grooming, is fear aggressive. A boxer/pit mix from Milford was retrieved as a stray. He is also fear aggressive. Ms. Stanek asked what the process will be for these dogs. ACO Ellingson said while the dogs are in quarantine, only staff are allowed to handle and exercise them. He said even though these are aggressive dogs, he is hopeful with continued socialization from him and Assistant ACO Fiore, they can be brought around as he is not eager to euthanize any animal. Several other dogs were picked up, but later retrieved by their owners.
CATS: 3 kittens are still available. Two adult cats are currently in safekeeping. The owner is working to find a way to retrieve them. Someone surrendered a matted and very friendly cat; the cat was given a “lion cut” to relieve the matting and remains in Milford Animal Control care.
- J. CORRESPONDENCE – Donations of \$900.00 for the month of October. Ms. Stanek asked if we are providing thank you letters to donators. ACO Ellingson said they are thanking donors.
- K. NEW BUSINESS -
 - 1) Hiring process for one (1) AACO and discussion of follow-up meeting to select candidate. Capt. Delmonte reports that the Human Resources department has provided three candidates whose resumes were shared with the commission members. Interviews for the candidates will take place November 29, between 9 and 10am at the Police Department.

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- 2) Capt. Delmonte asked for one commission member to participate; Ms. Kamen will attend. The results of the interviews will be discussed on December 11 at the regular meeting.
- 3) Motion made by Ms. Kamen to go into executive session. Ms. Stanek seconded; the board unanimously approved at 5:52pm. The board returned from executive session at 6:02pm.
- 4) A motion to vest the interviewing party with the authority to make a conditional job offer to the interviewee was made by Ms. Kamen, with Ms. Stanek seconding. Approved unanimously.

L. OLD BUSINESS

- 1) Budget and Purchase Order process and assignment of duties – Lt. Holder asked who the Board would like to have as point of contact for Purchase Order fulfillment. Each Purchase order would be completed by that board member and sent to the Police Department for initial approval; Ms. Kamen will take the responsibility.
- 2) Hiring of Animal Control staff – covered under New Business.

M. ADJOURNMENT meeting adjourned at 6:07pm.

New Business, not on the agenda, may be brought up by a two-thirds' vote of those Members present and voting.

ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE DIRECTOR OF COMMUNITY DEVELOPMENT, (203) 783-3230, FIVE DAYS PRIOR TO THE MEETING, IF POSSIBLE.