

Minutes of Animal Control Facility Study Ad Hoc Committee

1. Call to Order:

The Animal Control Facility Study Ad Hoc Committee held its weekly meeting at the Waterford Town Hall on **September 19, 2011** at 5:33 PM. Co-chairperson Margaret Ormond called the meeting to order.

In attendance were:

Margaret Ormond
Yvette Savoy
Robin Perkins
Lt. Jeffrey Nixon
Diane Amburn
Melissa Yuchniuk
Toni Bingham

Absent members:

Michael Glidden
Paul Loomis
Lee Carpenter (alternate)

Guests:

Waterford First Selectman Dan Steward
Kate Rotella (Waterford Purchasing Agent)
Edna Silva (concerned citizen)
Robert Yuchniuk (ACO)
Paul Petrone (The Patch-Waterford)
David (EL-T. Bingham's "significant other")

2. Approval of Minutes:

T. Bingham expressed that she would like inclusion of her motion for P. Loomis to be named a co-chairperson, which was not seconded, in the minutes of September 12, 2011. The motion by P. Loomis to reappoint the existing slate of officers was seconded by R. Perkins and approved at that meeting. T. Bingham voted against. T. Bingham also noted that

since the new total amount in the new building fund listed in the minutes was not available for the last meeting, it was not discussed. Following this, R. Perkins motioned to approve the minutes of September 12, 2011. Lt. J. Nixon seconded the motion. Motion passed unanimously.

3. New Business:

A. Kate Rotella, Purchasing Agent, to Work with the Committee on Specs for the Approved Design Build Bid

K. Rotella stated that she has received the Guilford ACF floor plan and specifications, but will need the specifications selected for our facility plan in a Word document, preferably in bullet point format. Lt. J. Nixon and M. Ormond will extract that information and forward it to K. Rotella A.S.A.P. She added that she was aware of Town Planning and Zoning plans to assess the existing facility site for accommodation of the new facility footprint. She reminded members that once completed, the town requires a bid to be out for at least 2 weeks, but she recommends 3 – 4 weeks, in this case. She also suggested a pre-bid meeting run by a member of the committee, which would include a walk-through. This should occur at 10 AM, with the bid opening at 2 PM, the same day. Once the bid is out, questions from contractors must only go through K. Rotella. It will be a sealed bid process and when awarded to the lowest, qualified responsive bidder, the process is then handled by town selectmen. First Selectman Dan Steward added that the main purpose of this bid is to determine the true cost of a new facility.

B. Mike Glidden Report on Preparation for Approved Design Build Bid as Assigned by the First Selectman at 8/22 Meeting (tabled from 9/12/11 meeting)

Tabled for the next meeting due to the absence of M. Glidden. R.Perkins will follow-up with M. Glidden and Thomas Wagner on this agenda item prior to the next meeting.

C. Closed Executive Session

Waterford First Selectman Dan Steward requested an executive session, which was closed to the public.

4. Old Business:

A. Reconsideration of Action Taken on 9/12 Relative to Delaying Distribution of the Fundraising

M. Ormond brought up several points that support the reconsideration of delaying distribution of the fundraising flyer in several newspapers. First, The Day newspaper currently has a campaign promoting electronic subscriptions, so the number of newspapers available for inclusion of the flyer in the near future may be significantly decreased. Second, specific information on plans for a new animal control facility most likely will not be available for a very long while and it is urgent that we disseminate the information on the poor condition of the current facility for fundraising. Y. Savoy pointed out that the flyer contains a list of the problems in the current facility, so it is obvious that the plan is to remedy these problems, without needing to provide specifics. She added that we don't want to cite specific plans that have not yet been approved. In addition, the flyer does outline the mission statement of the committee, which includes providing recommendations for a future building that is statutory compliant. M. Yuchniuk stated that she believes more information on the new facility should be included, despite a delay. M. Ormond added that another venue with that information could be distributed in the future, which could generate more revenue.

M. Ormond motioned to take action on distributing the fundraising flyer now. Y. Savoy seconded the motion. Motion passed with 5 votes in favor (from M. Ormond, Y. Savoy, R. Perkins, Lt. J. Nixon and D. Amburn) and 2 opposed (M. Yuchniuk and T. Bingham).

R. Perkins will contact The Day this week to arrange distribution of the flyer and will obtain information on releasing funds for payment.

B. New Agenda Item – East Lyme Report

M. Ormond announced a new, regularly occurring agenda item: East Lyme Report. She recommended that our committee members representing East Lyme (T. Bingham and P. Loomis) be prepared to report on updates on funding information, East Lyme First Selectman comments and fundraising results at each meeting. For the next East Lyme report, updates on the inclusion of plans for the new shelter in the East Lyme 5 year capital plan and the East Lyme budget situation are anticipated, along with progress on the sale of totes for fundraising.

C. Discussion on Possible Revision of Meeting Schedule

As a result of discussions with committee members, M. Ormond proposed to schedule meetings biweekly instead of weekly. For the remainder of 2011 she suggested omitting 2 meetings from October and one from November. R. Perkins made a motion to omit meeting dates: October 3 and 31 and November 14. Motion was seconded by T. Bingham and passed unanimously.

D. Fundraising

M. Yuchniuk summarized planned fundraising events:

- Comedy Show at Port N' Starboard on November 19: flyers and tickets were distributed to committee members for posting and sale, respectively. Some flyers have already been posted and some vendor donations for the silent auction have been collected. Checks for the purchase of tickets should be made out to Town of Waterford.
- Work Out World (WOW): has agreed to advertise the need for a new town shelter and help fundraise by posting information on their flatscreens at several facilities, will host a free Zumba class at which donations for the shelter will be requested, and will include a shelter fundraising booth at their member appreciation day on September 23.
- Holiday Photos at the Mall: arrangements to schedule a pet photo session are ongoing

Also, M. Yuchniuk presented a donation check for \$200 from Robert Yuchniuk, son of Melissa and Robert, for the new animal shelter fund. In lieu of birthday presents, Robert requested donations to the fund. The committee was impressed by this wonderful gesture.

E. Welcome Vote

Edna Silva, a guest at tonight's meeting, had written a letter to the editor of The Day strongly stating the need for a new animal shelter for Waterford and East Lyme. R. Perkins made a motion to approve E. Silva as a member of the committee. M. Yuchniuk seconded the motion, which was passed unanimously.

F. Other

ACO Robert Yuchniuk will forward a list of urgent repairs/renovations needed at the shelter, to Lt. J. Nixon.

5. Adjournment

Motion to adjourn at 7:15 PM was made by R. Perkins and was seconded by Y. Savoy. Motion passed unanimously.

Respectfully submitted,
Yvette Savoy
Secretary

