

## **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 26, 2011** at 5:40 PM. Co-chairperson Margaret Ormond called the meeting to order.

### **In attendance were:**

Margaret Ormond  
Yvette Savoy  
Michael Glidden  
Edna Silva  
Melissa Yuchniuk

### **Absent members:**

Toni Bingham  
Paul Loomis  
Lt. Jeffrey Nixon  
Robin Perkins  
Diane Amburn  
Lee Carpenter (alternate)

### **2. Approval of Minutes:**

M. Yuchniuk motioned to approve the minutes of September 19, 2011. E. Silva seconded the motion. Motion passed unanimously.

### **3. New Business:**

#### **A. Mike Glidden Report on Preparation for Approved Design Build Bid as Assigned by the First Selectman at 8/22 Meeting (tabled from 9/12 & 9/19 meetings)**

M. Glidden summarized findings from a site visit at the Waterford East Lyme Animal Control Facility. Participating in the visit were M. Glidden

and Thomas Wagner from the Waterford Planning and Zoning Office, Town Purchasing Agent, Kate Rotella and Committee officers: M. Ormond, R. Perkins, Lt. J. Nixon and Y. Savoy.

Three potential locations at the site that could accommodate a new facility were identified:

- 1) Directly behind the police impound lot: issues include substantial topography changes, ledge and inconvenient access
- 2) Directly behind the existing facility: issues include presence of septic system, which would need to remain functional for existing facility during construction, some topography changes, and ledge
- 3) Behind the left/rear portion of the existing facility: issues *may* be presence of some portion of septic system, so exact location needs to be verified by a professional. Positive points include essentially flat terrain and convenient access.

M. Glidden noted that the question of whether to upgrade the septic system or connect to the sewer system for the new facility, will need to be addressed by a professional, but he will also contact the head of town utilities on this matter.

M. Glidden outlined the next steps regarding the new ACF site:

- 1) Finalize the exact dimensions of the new facility
- 2) Draft a letter to the Board of Selectmen on the location with a recommendation for “824 approval.”
- 3) Apply for an “824” which would essentially get clearance from various town agencies (such as Parks and Rec, Board of Selectmen, Planning and Zoning) for use of the identified property

## **B. Progress on Bid Notice - JN**

M. Ormond discussed the recommendation from Purchasing Agent Kate Rotella made on September 23<sup>rd</sup>, that a professional design plan be obtained before construction bids are submitted. In light of recent comments made public, that the building of a new facility may be 4 years away, a design/build bid at this time, may not be optimal. K. Rotella quoted town policy stating that if design costs are greater than \$5,000, then the work will need to go out to bid. M. Ormond will make inquiries to determine if a local engineer is willing to donate design services for this work, free of charge, or if the project could be done for less than \$5000.

#### **4. Old Business:**

##### **A. Report on Action Taken on 9/19 Relative to Distribution of the Fundraising Flyer- RP & MO**

M. Ormond reported that the shelter fundraising flyer is scheduled to be distributed in The Waterford and Lyme Times and The Day newspapers on October 6<sup>th</sup>. The number of papers containing the flyer will total 10,225. Printing will be in color on one sheet. Payment of \$1556 will be through an account number provided to The Day by Finance Director Rudie Beers. Following the flyer's distribution, the committee will approve payment from this account, which is comprised of funds from the new animal control facility building fund.

##### **B. Five-Year Plan for Capital Improvements-MO**

M. Ormond assured the committee that the building of a new animal shelter will be included in the town's 5-year plan for capital improvements because First Selectman Dan Steward has said that it will be there. This was upon direct questioning at the behest of this committee at its last meeting.

##### **C. East Lyme Report-PL & TB**

Agenda item tabled due to the absence of P. Loomis and T. Bingham.

##### **D. Meetings/Members-MO**

M. Ormond distributed a revised 2011 meeting schedule, incorporating the agreed upon plan to reduce the number of meetings to two per month. On the back side of the page was an updated member list with contact information.

##### **E. Fundraising-MY & Others**

M. Yuchniuk summarized fundraising efforts:

- Y. Savoy secured a spot for a shelter fundraising booth at My Dog's Place's Client Appreciation Day, held September 25<sup>th</sup>. A total of \$168 was raised.
- Efforts are continuing for the November 19<sup>th</sup> Comedy Show fundraiser with distribution of flyers, selling tickets and compiling donations for raffle baskets

- M. Yuchniuk will be scheduling meetings with school superintendents to discuss distribution of flyers throughout the schools for the October 29<sup>th</sup> Halloween Spooktacular event at the Renegade Sports Center.
- Any additional help with fundraising efforts would be greatly appreciated!

## **5. Adjournment**

Motion to adjourn at 6:35 PM was made by Y. Savoy and was seconded by E. Silva. Motion passed unanimously.

Respectfully submitted,  
Yvette Savoy  
Secretary

