

Regional Animal Control District

*Serving the Towns of
Lebanon, Franklin, Bozrah, Lisbon & Sprague*

Mailing Address: 1 Main St., P.O. Box 677, Sprague, CT 06330 Emergency Calls: 800.236-1987

Pound Address: 34 Goshen Hill Road, Lebanon, CT 06249 Routine Calls: 860.642-6379

Regional Animal Control District Board of Directors

Regular Meeting

Thursday,

June 28th, 2012 – 10:30AM

Lebanon Town Hall Conference Room

MINUTES

- 1) The meeting was called to order at 10:30 AM by Chairman First Selectman Rich Matters. All Directors were in attendance. Selectman Denise Dembrowski (Sprague) was also in attendance.
- 2) Recognition of visitors – Audience: 1
- 3) Additions to agenda - none
- 4) Approval of minutes
The minutes of the March 22, 2012 meeting were not available.
Moved by Okonuk, seconded by Osten to approve the minutes of the April 26, 2012 meeting. Vote:
Yes, unanimous
- 5) Correspondence - none
- 6) Discuss and act on Treasurer's Report
Cathy reported that the report provided shows everything recorded against the budget through April other than the utilities bills which may still need to be paid to reimburse Lebanon. \$52,891.06 actual expenses YTD and revenues appear to be nearly \$640.00 less than required. Two expenses this year were funded outside of the operating budget – legal expenses paid for by the Towns of Sprague and Lisbon. FY13 contains \$1,500 for legal expenses. The legal issues are settled so this exposure will not be of concern next year. Sprague covers payroll expenses and then receives reimbursement through Regional budget.
- 7) Approval of payment of bills - none
- 8) Discuss and act on changes to FY 2011-12 budget - none
- 9) Discuss activity level for month of April and May.
Rich reported Edward's received 21 calls – 2 day, 2 night, 2 weekend in April and 3 night, 1 day, and no weekend in May. Rich noted there were two bite calls. As Edward's report was in new format, not able to see total calls as we were able to do with old format.
- 10) ACO Report.
Directors discussed email from ACO Mike Murphy re time he is spending recording routine duties on report. Cathy and others agreed that recording feeding/watering/cleaning was not a necessary action but Directors still want all calls and disposition of calls tracked. Re Mike's concern expressed in email about person's receiving his cell phone number and calling him when he is off-duty, Rich will tell him to inquire on these calls more specifically how the caller obtained the number as the Directors are not giving this to the public. Mike also needs to add Denise Dembrowski to his email distribution list. Rich will send Mike a letter detailing this information.

11) Approval of a procedure of submitting time cards.

In discussions Cathy has had with her labor attorney, it was suggested/recommended that the ACO complete a daily time card even though he is paid a stipend. Directors discussed the opinion but agreed that the ACO at present is adequately accounting for his time. No action.

12) Discussion and act on ACO present and future job duties.

The concern about unregistered dogs and the process needed to provide follow-up in this area was discussed. Sprague sent out follow-up post cards to those licensed last year but not this year and Cathy has asked Mike to do follow-up in this area. Joyce said that she has volunteers who will come in and process post cards/letters to those identified as delinquent. By mid to end of July the Town Clerks are able to print up reports indicating who has not registered of those registered in prior year. Rich will indicate in his letter to Mike our need to have this follow-up done on unregistered.

13) Public Comment.

A resident of Lebanon questioned when the hours of adoption at the pound are held as there is no notice on the door. There has been low level activity with no dogs at all being held at the pound. Rich will ask Mike to put sign on door indicating when the public may view for animals for adoption.

14) Executive session for purpose of a pending claim.

Moved by Osten, seconded by Sparkman to enter into Executive Session at 11:09 AM for the purpose of discussing a pending legal claim. Selectman Denis Dombrowski was invited into the Session.

Vote: Yes, unanimous

Member left Executive Session and returned to Regular Session at 11:28 AM.

15) Decision on executive session.

Moved by Okonuk, seconded by Sparkman to approve the Settlement Agreement and General Release as it pertains to former ACO Michele Kellough. Vote: Yes, unanimous

16) Adjournment.

Moved by Osten, seconded by Matters to adjourn the meeting at 11:32 AM. Vote: Yes, unanimous.

Joyce R. Okonuk
Secretary