

**Animal Shelter Building Committee
Meeting
August 15, 2012**

The meeting of the Animal Shelter Building Committee was called to order by Chairman Gerry Craig at 7:00p.m. in Room 104 of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 on Wednesday, August 15, 2012. The following members were in attendance: Chairman Gerry Craig, Steven Martino, AJ Grasso, Roberta Reynolds, Irene McCoy and Linda Hooper. Tony Minopoli was absent. Sheryl Taylor, ACO attended, as well as Cathy Fracker and Linda Horbal from FSAS.

Pledge of Allegiance
Recited

1. Public Participation

Cathy Fracker and Linda Horbal, president and vice president of the Friends of the Shelton Animal Shelter respectively offered to do a mailing and pass out flyers at Shelton Day to educate the public on the need for a new animal shelter.

2. Approval of Minutes

Linda Hooper made a motion to table acceptance of the minutes of the April 18, 2012 meeting due to an error in distribution. Irene McCoy seconded the motion. All were in favor.

3. Communications

A packet of forms to establish a PAC was received from John Anglace. After a discussion, it was decided that a PAC was not needed on the part of the committee.

4. Old Business

None

5. New Business

A. Bills Rendered

NOK.....\$2500

A motion was made by Steve Martine to pay NOK \$2500 for the updated field topography survey and the preparation of feasibility layout showing building at northern end of property with entrance on Brewster Lane. Irene McCoy seconded. All were in favor.

Linda Hooper volunteered to send the bill to finance department.

B. Report from Bismark Construction

Greg Raucci was unable to attend.

C. Discussion on Public Action Committee

After consideration, it was decided that a PAC is not needed for the purpose of educating the public on the need for a new animal shelter. Bert reiterated that it is simply a mailing that is needed. Cathy Fracker stated that the Friends of the Shelton Animal Shelter is fully prepared to fund the mailing as well as passing out flyers and placing yard signs and that this goes along with the mission statement of their organization.

Roberta Reynolds volunteered her services as a graphic designer to design a post card and a flyer for FSAS. She also did research into costs. She said there are 14,310 households in Shelton. She checked prices with 2 companies, Keno in Shelton and L.P. MacAdams

in Bridgeport. Keno's price is \$1612 and MacAdams is \$1150. The postage would be \$1860.30. A suggestion was made to check Connor Printing in White Hills for a third price. Bert said she would do that.

Bert will put the mailing list through a "scrubbing" process and FSAS must certify that they are a 501C3 by supplying postal on profit ID number. The mailing will give credit to FSAS. A discussion took place on the design and what bullet points to include. Bert said she will send out drafts to committee for approval. A date of early October was decided to be the optimum time for mailing.

Gerry thanked FSAS for their commitment and Cathy asked what else the group could do. A suggestion was made to take out an ad in the *Huntington Herald*. Gerry was contacted by Michael Hoffman, publisher of the *Fairfield County Review*, to do a human interest story on him to promote the shelter.

Bert offered to take pictures of the old shelter, which has gotten several structural citations from the State, to contrast with the new one. Gerry suggested emphasizing the issues of safety, education and adoption, along with the addition of facilities for cats. Sheryl pointed out that the State is not a promoter of adoptions. Linda asked if the drafts would be ready for the September meeting. Bert said yes.

6. Adjournment

Steve Martino made a motion to adjourn the meeting. Irene McCoy seconded it. All were in favor.

The meeting was adjourned at 8:00 p .m.

Respectfully submitted,

Gail S. Craig

Clerk

Minutes done from notes and audio tape. Tape will be submitted to City/Town Clerk.