

**Animal Shelter Building Committee**  
**Meeting**  
**November 20, 2013**

The meeting of the Animal Shelter Building Committee was called to order by Vice Chairman Steve Martino at 7:02p.m. in Room 104 of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 on Wednesday, November 20, 2013. The following members were in attendance: Steven Martino, Roberta Reynolds, Linda Hooper, Irene McCoy, AJ Grasso and Tony Minopoli. Gerry Craig was absent. Sheryl Taylor also attended.

**1. Pledge of Allegiance**

Recited

**2. Public Participation**

None

**3. Approval of Minutes**

*Irene McCoy made a motion to accept the minutes of the June 19, 2013 meeting. AJ Grasso seconded the motion. All were in favor.*

**4. Communications**

None

**5. Old Business**

None

**6. New Business**

A. Bills Rendered

None

B. Approval of Meeting Dates for 2014

Gail presented the list of meeting dates for 2014.

The Animal Shelter Building Committee meets the third Wednesday of the month at 7pm in Room 104 at Shelton City Hall.

The meeting dates for 2014 are:

January 15

February 19

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 17

*A motion was made by Tony Minopoli to approve the time and meeting dates for 2014. Linda Hooper seconded the motion. All were in favor.*

C. Report from Bismark Construction

An update on the construction progress was emailed to the committee. Steve said he drove by and thought it was going a little slowly. Bismark said once the metal structure starts going up, it will go quickly. Bismark needs a decision on the color of the walls inside the kennels. The committee tabled the decision until more information is provided. Irene has been in touch with Bismark in regards to the cat condos. Bismark is working on the configuration. Irene will contact Bismark as to a quarantine cage for cats. Roberta has been working on signage. It was thought that planning and zoning needs to be contacted as to any regulations for signs. Bert and Gail thought that the sign at Countryside Veterinary Hospital is a nice style for the shelter.

D. Staffing

Gail said that she and Gerry were approached by John Papa, an alderman, to provide him with the staffing needs for the new shelter so that he could bring it to the Board of Aldermen. So Gail raised the issue with the committee. A discussion took place. Given the increased size of the shelter and the addition of cats to comply with a growing city, the following was decided.

These are the recommendations:

- 1 full time ACO
- 3 part time ACOs
- 3 part time kennel workers or the equivalent
- 1 part time maintenance person
- 1 part time adoption coordinator

This assumes that the City will be responsible for snow removal, grounds keeping, and general outside building maintenance like any other city building.

**7. Adjournment**

*AJ Grasso made a motion to adjourn the meeting. Roberta Reynolds seconded it. All were in favor.*

The meeting was adjourned at 7:55pm.

Respectfully submitted,

Gail S. Craig

Clerk

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