

TOWN OF BRANFORD
DAN COSGROVE ANIMAL COMMISSION MINUTES
October 16, 2018

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Present: Commission members Marilyn Vailette, Gretchen Dale, Melodie O'Connor, Stephanie Malkin, Laurie VanWilgen

Absent: Mary Mellows, Eunice Lasala

Guest: Laura Burban, Kathryn LaBanca, Don Conklin RTM, Jamie Cosgrove

The Meeting was called to order at 6:02 PM.

Kathryn LaBanca Finance Presentation: Kathryn LaBanca was invited to review and explain the accounts that are kept for the Dan Cosgrove animal Shelter.

ANIMAL CONTROL OPERATING BUDGET: contributed to by the general town fund, North Branford and Warden Fees. Any funds not spent do not roll over to the next year.

SPECIAL REVENUE FUND- comes from grants and donations not from taxation. It is segregated and can be used for the animal shelter. Funds not spent in here each year roll over to the next year. Even though these are donations, all expenses from this fund must be approved by Jamie Cosgrove, Kathryn LaBanca or the RTM.

MUNICIPAL FACILITY FUND- the account for the proposed Shelter improvements. Even if all the funds are raised from donations it must be approved by the BOS, BOF, RTM, North Branford and the Zoning board... this fund currently has \$95,000 in it.

Capital Campaign Discussion: Jamie Cosgrove came in for this part of the discussion. The Commission had received an estimate from Jennifer Aniskovich for the Capital Campaign Work. Normally 3 bids are required or a Bid Waiver is required. Based on the specialty nature of this type of non-profit capital campaign and the fact that the bid was most reasonable as some of her time is being donated the Commission agreed along with Jamie Cosgrove that we should go for the bid waiver.

Melodie O'Connor made a motion to hire Jennifer Aniskovich to begin Phase 1 of the Capital Campaign. Gretchen Dale seconded the motion. The motion was unanimously passed.

Laura Burban will call Jennifer Aniskovich and advise her that we are hiring her and will write the PO for \$12,000 for Phase 1 of the Capital Campaign.

Minutes of the Last Meeting: Stephanie Malkin made a motion to accept the minutes of the last meeting. Laurie VanWilgen seconded the motion. The motion was unanimously passed

Monthly Shelter reports were reviewed. Stephanie Malkin made a motion to accept the reports. Melodie O'Connor seconded the motion. The reports were unanimously accepted.

Shelter Refurbishment Update: Laura Burban advised she received and passed to Joe Sepot the estimate for the equipment for the animal rooms including the Kennel Doors, Cat Rooms. The total is \$150,000. Jamie is working with the town to get approval to straighten the road going into the recycle center so that we can square off the end of the new addition to give a bit more room. He will email the commission as soon as he receives the approval. Laura talked to Joe Sepot about turning the old laundry room into a visiting area and then putting the washer and dryer and storage in the back storage area.

North Branford Cat Issue: Stephanie Malkin discussed the cat issue at an abandon construction site in North Branford.

Melodies O'Connor made a motion to adjourn the meeting. Laurie VanWilgen seconded the motion. The meeting was adjourned at 7:40 PM

Respectfully Submitted

Gretchen Dale

Secretary

DCAS Commission