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DAN COSGROVE ANIMAL COMMISSION MINUTES

APRIL 17, 2018

Present: Commission members Marilyn Valette, Gretchen Dale, Melodie O'Connor, Eunice Lasala, Mary Mellows

Absent: Stephanie Malkin, Laurie VanWilgen

Guest: Laura Burban, Tom Cherry

The meeting was called to order at 6:08 PM. There were no minutes to approve as the last meeting of the DCAS Commission was cancelled.

SHELTER REFURBISHMENT/CAPITAL CAMPAIGN

Tom Cherry , who was approved by Jamie Cosgrove to be a consultant to the Capital Campaign/ Refurbishment Committee was in attendance and gave a report on what he had researched regarding the refurbishment of the Shelter. On Monday April 16 there was a walk thru of the shelter by Laura Burban, Gretchen Dale, Tom Cherry and Melodie O'Connor and Joe Sepot to review the plans that had been drawn up to apply for the grant. The Grant was issued to DCAS in the sum of \$100,000. The grant is valid thru December 2019 to break ground for the new addition. At the Commission Meeting the following evening on March 17 Tom Cherry reviewed some research he had done in respect to the refurbishment and the capital campaign.

Tom had researched consultants that specialize in shelter building and refurbishments. It was discussed and agreed by those commission members in attendance that we should further investigate several of these consultants and set up conference calls. Craig McAllister of Kennel Design USA would be set up for Thursday or Friday. Later in the meeting the Commission made an ACTION POINT to also contact Scott Leonard of Design Learned, Inc. which is local in Norwich firm for an additional call so we would have two firms to evaluate. Gretchen will contact Tom Cherry to set up the second call with Scott Leonard early the week of April 23rd.

Tom indicated there was grant money available thru Mason Co which is a cage manufacturer and he will further investigate applying for this grant. They work with Kennel Design.

Once we have spoken with both of these consultants it was agreed Tom will work on and establish a time line to keep the project moving forward quickly and smoothly. Joe Sepot is working on finalizing the plans of the additions as requested by Jamie Cosgrove as soon as possible to begin working with the Budget Committee on obtaining some monies from our general fund to be put into the refurbishment costs. Right now without the general fund money and between the grant and bequests we have approximately \$200,000 available. Once we know the estimated cost of the addition an internal construction and renovation including the HVAC and Generator, the Capital Campaign Committee will put together a budget for the remainder of funds to be raised and the time line of the campaign to do it.

Following this portion of the meeting the Commission went back to regular business.

REVIEW OF MONTHLY REPORTS

The monthly reports were reviewed by the commission and it was decided that it would be good for Melodie O'Connor the commission treasurer and Marilyn Valette to make an appointment with Katherine LaBlanco from the Branford Finance department to review and better understand the DCAS budget and what goes into what accounts. The Commission indicated it would be very helpful to have Katherine LaBlanco attend one of our meetings to help everyone better understand how to read the reports.

ACTION POINTS FOR NEXT MEETING

1. Ask Laura to provide us with the number of kennels that are always in reserve for our town animals. Also to get a better handle on how many sick cats, mom cats with kittens and quarantined dogs we might have on an average day so we know better how much space should be allocated to each in looking at the new renovations.
2. It was discussed that new Commission Members do not get any real orientation as to what the job of the Commission is. In the notice of the next meeting Marilyn will send out the DCAS job description for everyone to read and study and there will be a discussion about it at the next meeting.

Eunice LaSala made a motion to adjourn the meeting. Mary Mellow seconded the motion. The meeting was adjourned at 7:30 PM.

Gretchen Dale

Secretary

DCAS Commission