

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
Special Meeting
Tuesday, November 22, 2011 – 8:30AM
Lebanon Town Hall Conference Room

MINUTES

- 1) Call to Order: Meeting was called to order by Chairman Rich Matters at 8:35AM. Directors present included Cathy Osten, Joyce Okonuk, Tom Sparkman and Denise Dembrowski. Absent: Bill Ballinger
- 2) Guests: No audience.
- 3) Minutes: **Moved by Sparkman/Matters to approve the minutes of the August 25th, October 24th, and November 1st 2011 meetings. Vote: Yes, unanimous**
- 4) Executive Session: None
- 5) Treasurer's Report: Cathy reported there were no outstanding checks. The outstanding payment due from Lebanon was received and deposited. She reminded Lebanon that any bills received on a monthly basis (electricity, etc.) should be sent immediately to Sprague for payment to vendor. This is important as we need to keep a close eye on expenditures vs. budgeted funds as we move into the second half of the fiscal year.
- 6) Payment of Bills: None
- 7) Activity Level: Rich read the Edward's Answering Service monthly report indicating there were 2 weekend, 3 night and 1 day call to our ACOs. He would like to have Mike Murphy bring a full report of ACO activity in November to the December meeting.
- 8) ACO Report: Denise has been working with ACO Mike Murphy to make improvements to the daily ACO activity report. The new report is generated from an Excel spreadsheet, comprised of a few tabs. One tab produces a report showing the breakout of all activity including day-to-day cleaning, walking, etc. The second tab produces a report with just responses which is the level of detail the Bd of Directors wishes to review monthly and compare with the Edward's report. Cathy state the Bd of Directors now have the ability to track the actual workload being handled as well as a good accounting of kennel cleaning and care of animals.
- 9) Discussion of washer and dryer: Denise called Habitat for Humanity – working with “George” – Bd of Directors advised that an electric dryer would be the bet fit for the pound.

- 10) Discussion fire alarm panel at pound: No action
- 11) Discuss and act on changes to FY 2011-12 budget. None
- 12) Election of Officers: Moved by Okonuk/Osten to recommend the following slate of Officers with a one-year term expiring 11/30/11:
- Chairman: Rich Matter, Franklin**
 - Vice-Chair: Tom Sparkman, Lisbon**
 - Secretary: Joyce Okonuk, Lebanon**
 - Treasurer: Cathy Osten, Sprague**
- Vote: Yes, unanimous**
- 13) Adjournment: Moved Dembrowski/Osten to adjourn the meeting at 9:29PM. **Vote: Yes, unanimous**

Joyce R. Okonuk
Secretary