

**Animal Cross-Border Control  
Task Force Meeting**

Minutes  
June 23, 2015  
Palmer Town Hall, Room 1  
Palmer, MA

**Present:** Joshua A. Garcia (PVPC), Wendy LeSage (Palmer ACO), Ted Ruegsegger (Monson resident), Charlie Blanchard (Palmer Town Manager), Wayne Yee (Monson Resident), Susan Coache (Palmer Town Clerk), Nancy Sherman (Central Research & Rehab), Lynn Salem (Monson), Mary Beth Holland (Palmer), Wyath Aloisio (Journal Register), Jamie Yates Yee (Monson resident), and Suzanne Ruegsegger (Monson Resident)

**Decisions/Next Steps:**

- The next taskforce meeting is July 28, 2015 at 2:00p.m. at the Palmer Town Hall, Mtg. Room 1. Town Clerk's office to be notified by July 23 with agenda prior to July 28 meeting date
- Meet with local municipalities one-on-one to discuss analysis and details of the regional agreement to achieve commitment for regional animal control service program

**1. Business Model**

- Joshua shared recommended business model for governance of regional animal shelter program reflected in draft analysis report. An assessment fee and budget for the program was discussed and is reflected in draft analysis report

**2. Implementation Framework**

- Joshua shared that a draft agreement has been developed and currently circulating for review within participating communities. Josh looks to connect with each of the communities one on one to discuss details listed in draft agreement.
- Prior to moving forward with any plans of building a new facility, a formalized program needs to be in place with commitment from each of the communities. A signed agreement will ensure commitment/buy-in.
- There were concerns if whether or not towns will agree to the recommended terms, specifically the costs. Joshua explained that recommendations made achieves a balance between: 1) ensuring local and state mandates are being met, and 2) the animal control operation runs in an effective manner that will not spread the ACO to thin. Costs were determined through evaluating on average what other communities are doing and sizing it up to appropriately reflect the operational costs needed to run a 5 town regional animal control program for the current participating municipalities.

**3. Funding Sources**

- Hazard Mitigation
  - i. Catherin Ratte from the PVPC was unavailable to attend meeting to talk Hazard Mitigation
  - ii. Josh and Charlie attended the information forum and reported to group about process for applying for Hazard Mitigation funds. Bottom-line to apply, a strong argument has to be made that project will achieve the greatest cost benefit
- A list of other grant funding sources is listed in the draft report. Sources can help with paying for either operating costs, capital costs, and/or planning.
- Once agreements are in place, a strategic effort should be made to acquire an architect that can design the schematics for a potential regional shelter and costs. Working on RFP/RFI and conducting a comparative evaluation process for vendors was recommended to identify the 'most advantageous' vendor.

**4. Set Next Meeting Date**

- Next meeting date was scheduled for July 28, 2015 at 2pm.