Approved at August 23, 2018, meeting

Town of Rehoboth
Animal Advisory Committee
Minutes of Meeting on April 17, 2018
Blanding Library Meeting Area

Present: Sarah Arrigo, Elizabeth Botelho, Amy Hurd, Richard Panofsky, Nancy Scott; Animal Control Officer Rob Johnson
Guest: Frederick E. "Skip" Vadnais

Call to Order: 7:05 pm

Discussion and Q&A on Animal-related bylaw warrant items

- Normal business was suspended to conduct the discussion session portion of the meeting. One person attended.
- After introductions, R. Panofsky outlined the elements in the bylaws proposal. Our visitor asked questions, and various members and Selectman Vadnais responded as appropriate. R. Johnson explained ACO roles.
- The discussion session concluded at 7:30.

1. Approval of the minutes of March 22, 2018

- S. Arrigo moved approval with no changes; A. Hurd seconded. Motion carried.

2. Housekeeping, updates, announcements

- Town Meeting is now rescheduled for Tuesday, May 15.
- The next meeting of our committee is scheduled two days later, May 17.

3. Update on bylaw warrant items for 5-14 Town Meeting – corrected to 5-15

- Announcements for our just concluded discussion session included its being posted on town web home page, sent to town email subscribers, posted on the town web AAC page, posted in RehobothNow online, posted on Rehoboth Talk, scrolled on Channel 9, and mentioned in the Calverley article in the April Reporter.
- R. Panofsky will contact Laura Schwall to learn if our handout can be placed on tables where people sign in, or be handed out at the door.
- The presentation will involve an introduction from R. Panofsky and a statement from R. Johnson. Panofsky will attend the earlier BOS meeting in which Moderator Cute consults on the specific handling of these nine items.
- Panofsky will draft his remarks as a script and send it to members for suggestions.
- Panofsky mentioned new state legislation adding to the 2104 and 2016 animal laws; it has passed the Senate and moved to the House (S. 2347; H. 2419). We do not anticipate that, if passed, any of it would require additional bylaw changes.

4. Shelter "Footprint" plans: discussion; next steps

- The next session in which the BOS will discuss the town building plans is April 24, 2018. R. Panofsky and R. Johnson plan to attend.
- The latest document, distributed by e-mail, recommended a minimum and preferred square footage "footprint" for the building and the surrounding fenced-in areas. After discussion, L. Botelho moved the committee's recommendation will be a minimum of 1,700 square feet and a preference of 2,000 for best flexibility and expansion, along with the 5,000 square feet fenced perimeter. S. Arrigo seconded. R. Johnson agreed. Motion carried.

- E. Botelho recommended a visit to the new Attleboro shelter as a new shelter we can learn from.
- Panofsky will contact Selectman Gerald Schwall to forward this recommendation and the back-up document.

5. Planning re shelter improvements: Update

- R. Panofsky had distributed by email an updated document, that showed good additional progress by the ACO in completing elements of the improvement plan.
- Further planning will be needed as we gain more focus on the anticipated length of time for the building to continue in use.
- A few additions will be made to the document from the discussion, including the installation of four security cameras.
- The group discussed the importance of developing the volunteer program, especially to ensure good socialization of cats.

6. Open session: Audience comments

- No audience was in attendance at this point in the meeting.

7. Any other business

- There was none.

Adjournment

- N. Scott moved to adjourn at 8:30 pm; R. Panofsky seconded. Motion carried.

Respectfully submitted,

_____

Richard Panofsky, Chair

Attachment: Revised “Footprint” document

Agenda • Meeting on April 17, 2018

Open Session - 7:00 until about 7:45 pm
Discussion and Q&A on Animal-related bylaw warrant items
Business
1. Approval of minutes of March 22, 2018
2. Housekeeping, updates, announcements
3. Update on bylaw warrant items for 5-14 Town Meeting
4. Shelter "Footprint" plans: discussion; next steps
5. Planning re shelter improvements: update
6. Open Session: Audience Comments
7. Any other business

Footprint for a New Animal Shelter/Animal Control Building for Rehoboth

Animal Advisory Committee and R. Johnson
April 19, 2018 • Discussion Purposes Only

The planning need is to determine the building and perimeter footprint sizes. The Animal Control Officer and the Animal Advisory Committee find:

- **The square footage of the building footprint**. A minimum building square footage would be 1,700 sq. ft. Recommended is 2,000 sq. ft. for design flexibility and future capacity needs.

- **The size of the paved and fenced areas surrounding the building**. About 5,000 square feet are needed for the perimeter, enclosed by a 6 foot high chain-link fence with various gates. An access road and parking will be needed beyond this perimeter.

Verification

Panofsky and Johnson reviewed each of the functional areas needed in a rural small animal shelter/animal control facility building. Functions and criteria are given in a useful guide, American Humane Association, *Operational Guide: Planning and Building an Animal Shelter* (December 2000) - https://www.americanhumane.org/app/uploads/2016/08/op-guide-planninganimalshelter.pdf . This publication includes an architectural drawing for a basic shelter.

Minimum square footage for each functional area is identified, with example dimensions. The plan also assumes a sizeable second floor/attic area for long-term storage/larger items. The areas are then added up.

Quarantine/isolation area includes four smaller areas separated by walls, so isolation is separate from quarantine and cats are separate from dogs. The four rooms are, an entry area that is also a cat isolation room; quarantine area for cats, with cages; dog isolation room with one run; quarantine room for dogs with three runs (dog runs will extend outside the building through guillotine doors). This area has a separate sink and equipment for cleaning as well as independent mechanical ventilation to the outside.

Isolation room for cats. Estimated minimum size 96 sq. ft. (e.g., 8 x 12). Has cage units.

Quarantine room for cats. Estimated minimum size 144 sq. ft. (e.g., 12 x 12). Has cage units.

Isolation room for dogs. Estimated minimum size 96 sq. ft. (e.g., 8 x 12). Has one run sized 4 x 8 inside the building.

Quarantine room for dogs. Estimated minimum size 144 sq. ft. (e.g., 12 x 12). Has three runs each sized 4 x 8 inside the building.

Dog runs. Estimated minimum size 336 sq. ft. (e.g., 28 x 12). Seven 4 x 8 runs inside the building plus an area along the front. Runs will extend outside the building through guillotine doors.

Cat room. Estimated minimum size 120 sq. ft. (e.g., 10 x 12). Has cages for housing the cats.

Cat socialization area. Estimated minimum size 144 sq. ft. (e.g., 12 x 12). Needs hand-washing sink. This is where cats can exercise, interact with people, etc., equipped with play and exercise equipment but also to resemble a furnished room in a house.

Quiet room/room for other species. Estimated minimum size 64 sq. ft. (e.g., 8 x 8). Time-out space for a problem animal. Can be used for special purposes at need, such as housing puppies, rabbits, etc.

Food Preparation/kitchenette. Estimated minimum size 80 sq. ft. (e.g., 8 x 10). Sink, counter, cabinets, two small refrigerators (for animals and humans).

Cleaning and supplies/animal bathing. Estimated minimum size 144 sq. ft. (e.g., 12 x 12). Large sink for washing/mopping, washer-dryer, storage.

Human bathroom. Estimated minimum size 36 sq. ft. (e.g., 6 x 6). Toilet and small sink. Can be notched into one corner of the larger cleaning/bathing room.

Office. Estimated minimum size 64 sq. ft. (e.g., 8 x 8).

Foyer/waiting/reception. Estimated minimum size 144 sq. ft. (e.g., 12 x 12). Main front doors open inward to this space; interior door gives access to shelter. Has seating, small table; functions as waiting room and reception area.

Stairway to second floor. Estimated minimum size 32 sq. ft. (e.g., 4 x 8). Storage in area underneath.

Mechanical room for the building (heating, etc.). Estimated minimum size 36 sq. ft. (e.g., 6 x 6). If feasible for an edge or corner, could include the Freezer area, below.

Freezer area. Estimated minimum size 25 sq. ft. (e.g., 5 x 5). Contains a large freezer accessed through double doors to the outside, where a truck can drive up. Also storage of outside tools.

Tabulation of the Sizes

Isolation room for cats	96 sq. ft.
Quarantine room for cats	144 sq. ft.
Isolation room for dog	96 sq. ft.
Quarantine room for dogs	144 sq. ft.
Dog runs	336 sq. ft.
Cat Room	120 sq. ft.
Cat socialization area	144 sq. ft.
Quiet room/room for other species	64 sq. ft.
Food Preparation/kitchenette	80 sq. ft.
Cleaning, supplies/animal bathing	144 sq. ft.
Human bathroom	36 sq. ft.
Office	64 sq. ft.
Foyer/waiting/reception	144 sq. ft.
Stairway to second floor	32 sq. ft.
Mechanical room	36 sq. ft.
Freezer area	25 sq. ft.
Total	**1695 sq. ft.**

Addendum 1 — Enclosures and Surfacing Surrounding the Proposed New Animal Shelter

Summary

- The perimeter is 5,000 square feet, essentially all of which is enclosed by a 6 foot high chain-link fence with various gates.
- Areas within the perimeter will be divided into various zones that are paved, graveled, or landscaped and have interior fencing in various configurations.
- An access road and parking will be needed beyond this perimeter.

Additional clarifications

Johnson's diagram (attached) shows outside fencing enclosing additional areas, some of which will also be covered in concrete; other areas are covered in gravel or other covering. The perimeter is 5,000 square feet (62 feet by 80 feet in the drawing), essentially all of which is enclosed by a 6 foot high chain-link fence with various gates.

- Along one side, 10 dog runs extend from the building, enclosed in their own chain-link fences. These runs extend inside through "guillotine doors"; the matching inside walls are of concrete block.
- In the back of the building are pens for larger animals and an area for outdoor cages under a sheltering roof.
- In front two areas are fenced in, one the entry way and the other a dog exercise area.
- We might propose a area for large animals beyond the 5,000 square feet, enclosed with agricultural fencing, if there is space available.

The building's concrete pad will require engineering design.

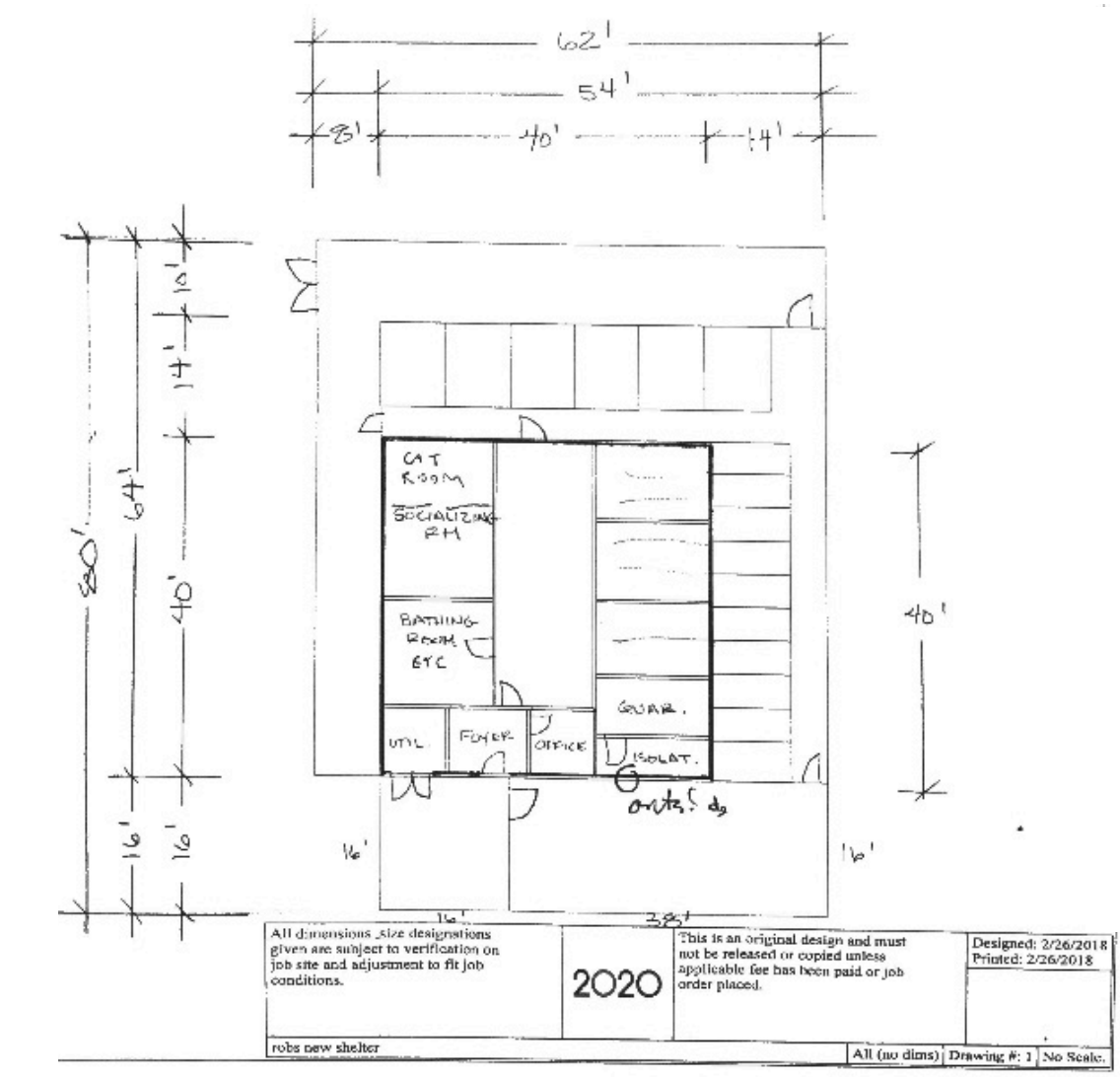
- The inside floor must be smooth, paintable concrete (no wood, tile, or rug coverings).
- The floor must slope towards installed floor drains in three or four rooms.
- The concrete pad will need drainage and sewer piping. There will be floor drains in at least the "Bathing room," the main area, and the "Isolation/Quarantine" area. The "Bathing room" will have a human toilet and lavatory sink and a large utility sink; the "Cat room" will need a small lavatory sink; and the "Isolation/Quarantine" area needs a utility sink large enough for floor washing and washing of tools and equipment. A Kitchenette needs a sink and water.
- The "Utility" room needs to hold, in addition to the building's utilities, a large freezer accessed directly behind double doors.

The building will need utilities and functions for any stand-alone building, but also will have some special requirements. Note that in the diagram, the inside dimensions are not drawn to scale.

- Normal utilities for hot water, heat, light, electricity, telephone, cable, etc.
- Water (potable) and sewage, with plumbing and drains as indicated above.
- Insulated roof and walls; interior walls.
- A solid ceiling enclosing any open rafters.
- Plumbing as indicated above.
- Hookups and outdoor vent for washer and dryer.
- Special fan-driven air venting to the outside from the Isolation/Quarantine area.
- Other air venting and windows.
- Intruder and fire alarm systems.

Rough drawing to show exterior perimeter and fencing

Note: specific rooms inside are representational, not an actual plan. The building will not necessarily be square.



Addendum 2 — Comparison to the "Prototype for a Small Animal Shelter" Diagram

The diagram, "Prototype for a Small Animal Shelter," is attached. It is from the American Humane Association booklet cited above, p. 86.

This diagram is somewhat old-fashioned, and it is not right for us in many details. It lacks some elements required by Massachusetts law and needed for an Animal Control Program, and has a few others we would not need. These are some key differences:

- It's designed to serve more dogs but many fewer cats than we need; there is no cat exercise room.

- We need a large storage freezer accessed through double doors to the outside.
- The cat and dog quarantine/isolation rooms need their own washing facilities and drain, must be accessed by an outside door, and must be closed away from other areas of the shelter.
- It assumes a reception area that we would not need, separate from the waiting area.
- We would configure the washing up/bathing areas differently.

It has a clever design placing functional rooms in the middle with two hallways. This helps separate the dog area from other areas.