

WAGE AND PERSONNEL BOARD MEETING MINUTES

WEDNESDAY, FEBRUARY 2, 2011

A Wage and Personnel Board meeting was held on Wednesday, February 2, 2011 in room 202 of the Kingston Town House starting at 7:30 p.m. Present were Chairman Richard Gardner, Member Elizabeth White and Member Peter Boncek.

As scheduled, Animal Control Officer (ACO) Debra Mueller was present in support of the evaluation request for herself and Assistant Animal Control Officer Joanna Boudreau. ACO Mueller presented revisions of the Animal Control Officer and Assistant Animal Control Officer's job descriptions.

Both ACOs are stationed at the Kingston Animal Shelter that is manned mornings and afternoons of every day by 20-25 part-time volunteers. Since the ACOs workweek is only 25 hours on most days only one ACO is on duty. Thus each ACO has to train and monitor the volunteer's work and ensure that all safety procedures are followed. They are also responsible for animal adoptions.

Besides the above routine activities the ACOs have to respond to incidents involving animals anywhere in Kingston. The incident could simply involve a missing dog but could be a rabid animal. In that later case the ACOs must ensure that the State Rabies Control Plan is followed.

The incident could involve cruelty to an animal resulting in criminal charges against a Kingston resident. In that case the ACO must document all aspects of the incident in sufficient detail to support legal action. The ACO could also be called upon to testify at the trial.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Richard K. Gardner
Acting Secretary

RKG:jbs