

March 10, 2023

Town of Bristol
Valerie Capels
PO Box 249
Bristol, VT 05443

Agenda Item VI.6

Dear Valerie,


We are grateful for your continued engagement with Homeward Bound to address the problem of dogs running at loose and we are pleased to continue a contractual relationship for the acceptance of stray dogs from Bristol.

In the 2022 contract year Homeward Bound received 4 stray dogs from Bristol. Of these dogs, 2 were brought in by citizens and 2 were brought in by your Animal Control Officer (ACO) or other municipal official.

Enclosed is a new contract for April 1, 2023 through March 31, 2024. This contract provides two options, enabling you to select that which best meets your needs. Please select the option that best fits your needs, sign the enclosed contract, and **return the contract along with payment to the Homeward Bound.**

In addition to renewing the annual contract, I would like to invite the individual acting as your (ACO) to come to Homeward Bound to receive the updated key code to the building **(Effective May 1 and will be required to access the building)** and to review the procedures around bringing a dog to the shelter and communicating with our staff. Please return the enclosed form in the envelope so that we can schedule directly with them.

Sincerely,


Jessica Danyow
Executive Director

P.S On March 25th and April 8th, we are holding rabies clinics at the shelter at 236 Boardman Street from 10am-12pm. There is no appointment necessary. The cost is \$15/per animal (exact change or check - no cards). Cats and dogs welcome. We ask that pet owners have cats in carriers and dogs on leashes.

2023-2024 CONTRACT FOR ANIMAL HOLDING FACILITY

This contract made on ___/___/___ by and between the Town of _____, Vermont hereinafter called the "TOWN" and Homeward Bound, Addison County's Humane Society, Middlebury, Vermont, hereinafter called "HOMEWARD BOUND".

HOMEWARD BOUND and the TOWN agree to the following beginning April 1, 2023 and ending March 31, 2024 for the holding and disposition of stray dogs: (Please circle desired option)

Option 1

- ❖ The TOWN agrees to pay \$450 in full with the returned contract plus \$75.00 per stray dog after the first three dogs. HOMEWARD BOUND will bill the TOWN via quarterly invoice. This invoice will include the date the dog was accepted and the amount due.

Option 2

- ❖ The TOWN agrees to pay a flat rate of \$600 with no charge per stray dog and no limit as to the number of stray dogs the TOWN may bring to HOMEWARD BOUND.

The purpose of this contract is to:

- *Provide a safe haven for stray dogs and support towns in addressing free-running dogs*
- *Support responsible pet ownership among the citizens of Addison County through incentivizing town registration*
- *Increase the rate of rabies-vaccinated dogs in Addison County*

HOMEWARD BOUND will accept stray, domestic canine animals from the TOWN. This CONTRACT **does not** provide for any holding period for dogs seized by the town due to town violations or for rabies observation. This contract is limited to stray dogs from the TOWN.

Stray dogs may be brought to HOMEWARD BOUND by the Animal Control Officer or any resident of the town. Upon receiving a dog, Homeward Bound will hold the dog five (5) business days and will make reasonable efforts to identify the owners. If the owners are identified, HOMEWARD BOUND will attempt to contact the owners to inform them of the status of their dog. Any dog not claimed within the five (5) business days will be considered abandoned and HOMEWARD BOUND may use its discretion to release or otherwise dispose of the dog.

If the owner seeks to reclaim their dog, Homeward Bound requires the owner provide proof of current rabies vaccine and town license. If the owner is unable to provide proof of current rabies vaccination, Homeward Bound vaccinate and release the dog to the owner after vaccination. If the owner provides proof of vaccination but is unable to provide proof of a current town license, HOMEWARD BOUND will release the dog to its owner upon receipt of a \$100 deposit. Within 5 business days, the owner must submit proof of

having acquired a current town license, whereupon HOMEWARD BOUND shall return the deposit to the owner. If the owner does not submit proof of a license within 5 business days of the date of release of the dog, the owner shall forfeit the deposit to HOMEWARD BOUND. If the owner provides proof of current rabies vaccination and town licensure, HOMEWARD BOUND shall release the dog immediately.

In any case, the owner will be subject to the following charges/fees as applicable:

- a. Town Fee (as indicated by Animal Control Officer on Intake Form). This fee will be forwarded to the TOWN by HOMEWARD BOUND
- b. HOMEWARD BOUND'S Impound Fee;
- c. HOMEWARD BOUND'S Daily Boarding Fee;
- d. HOMEWARD BOUND'S Rabies Vaccine Fee; and
- e. HOMEWARD BOUND'S Parasite Treatment Fee

HOMEWARD BOUND will provide the TOWN'S Animal Control Officer/Police Officer with 24-hour access to the building to allow for immediate available sheltering of the stray dog. All TOWN or Law Enforcement personnel who desire to have 24 hour access to the facility must be trained by HOMEWARD BOUND regarding proper procedures and protocols. In exchange for this access, the TOWN'S Animal Control Officer/Police Officer is responsible for placing the dog in a kennel, providing appropriate bedding and food/water (provided by HOMEWARD BOUND), completing the necessary paperwork, and following the requests of HOMEWARD BOUND regarding facility procedures. HOMEWARD BOUND agrees to reserve one kennel at all times for the immediate sheltering of stray dogs and will be responsible for the feeding, cleaning, and daily care of the dog.

The TOWN will inform HOMEWARD BOUND immediately if any change occurs in the Animal Control Officer. HOMEWARD BOUND will provide the access code to new personnel upon receiving the approved training at the facility.

This CONTRACT is subject to renewal on an annual basis with the approval of both parties. Either party can terminate the CONTRACT, by written notice specifying reasons for termination. Such termination will be effective sixty (60) days from the date such written notice was received. A certified mail return receipt shall be used to determine proof of receipt should a question arise. A refund will be given on the determination of the HOMEWARD BOUND Executive Director.

The parties hereby have approved and executed this agreement:

_____ Date
 Jessica Danyow
 Executive Director
 Homeward Bound: Addison County's Humane Society

_____ Date
 Authorized Signature
 Town of _____

Please return this form with the name and best contact number/information for your current Animal Control Officer and return to us in the envelope provided. Upon receipt of this information we will contact the Animal Control Officer and schedule a time for them to come to the shelter for training and to receive the new keyless entry access code.

PLEASE NOTE: **The access code will be changed effective May 1, 2023** and your ACO will not have access unless they have scheduled time to meet with Homeward Bound staff.

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Town of _____

Name of Animal Control Officer:

Best contact phone: _____

For Homeward Bound use only:

Meeting scheduled for: _____

Code shared: _____