

Opening of a holding kennel for the Town of Highgate on April 1, 2017

The holding kennel will be at one of the Highgate buildings with heat and lights. The kennel is for any dog or cat that the ACO picks up that does not have tags or a stray dog or cat until the owner is located. There will be fines and fees, per dog or cat, which need to be paid prior to the owner picking up their animal(s).

Town of Highgate penalty – per ordinance	\$25.00 (1 <sup>st</sup> offense)	\$50.00 (2 <sup>nd</sup> offense)
	\$100.00 (3 <sup>rd</sup> offense)	\$250.00 (subsequent)

IN ADDITION TO:

Impoundment Costs – food, shelter, bedding, etc.	\$25.00 (1 <sup>st</sup> day)	\$10.00 (per day after)
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Fines must be paid in advance at the Highgate Town Clerks office, unless after office hours or holidays / weekends, they will be paid directly to the ACO prior to the animal(s) being returned. Prior scheduled arrangements need to be made with the ACO or Asst. ACO for pick-up of animals. The animals will be returned to their owners at the municipal office location or home of the ACO.

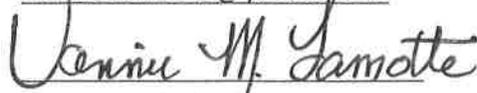
The ACO and / or Asst. ACO (if ACO not available) will be responsible for walking and caring for the animal(s) until the owners are found. We will post any animal(s) that are found on the Town of Highgate's FaceBook page to reach out and quickly locate their owners.

If no owner is found in a timely manner, after *two* weeks and the animal has been scanned for a microchip, the animal will be put up for adoption. The ACO and Asst. ACO will seek to find good homes or reach out to another shelter.

Please feel free to contact Vonnie Lamotte, ACO with any questions concerning this proposal.

Thank you,

Vonnie Lamotte  
Highgate ACO  
802-868-4585 802-782-3974  
[vonnielamotte@yahoo.com](mailto:vonnielamotte@yahoo.com)



Signature & date

5-22-17

Kristy Brow  
Asst. ACO  
802-868-0433 802-782-6293  
[kbeb@comcast.net](mailto:kbeb@comcast.net)

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Signature & date