

Board of Finance  
Minutes, Sept. 15, 2020 Monthly Meeting

**Present:** Jim Blackketter, Rufus de Rham, Edward Epstein, Fran Goodsell, Nancy O'Dea-Wyrick.

**Public and Invited Guests:** Debbie Devaux, Tegan Gawel, Barbara Herbst, Martin Lindenmayer, Jean Speck.

RECEIVED FOR RECORD  
KENT TOWN CLERK  
2020 SEP 22 A 8:50  
BY *[Signature]*  
TOWN CLERK

Vice Chairperson Nancy O'Dea-Wyrick called the meeting to order at 7:03 p.m. via Zoom.

**Acceptance of Agenda:** Mr. Blackketter made a motion to accept the agenda as submitted. Mr. de Rham seconded the motion, and the motion was approved unanimously.

**Minutes of July 21, 2020 meeting:** Mr. Blackketter made a motion to approve the minutes of the July 21, 2020 monthly meeting. Mrs. Goodsell seconded the motion, and the motion was approved unanimously.

**Correspondence: Board Chair Mark Sebetic's resignation letter:** Ms. O'Dea-Wyrick read Mark Sebetic's letter of resignation from the board (attached). Mr. Epstein made a motion to accept with regret Mr. Sebetic's letter of resignation from the board. The motion was seconded by Mr. Blackketter. Mr. Blackketter commented that Mr. Sebetic served the Town very well. The motion was approved unanimously.

**Reports: Tax Collector:** Debbie Devaux provided a written report (attached). She noted the low interest tax program ends at the end of September, which she hopes would be some incentive for taxpayers to pay taxes by then. Ms. Devaux also reported some people already have paid their taxes for the year.

**Board of Education:** Board chairman Marty Lindenmayer reported the school year began September 8 with 208 students attending in person and 20 distance learning. He commented things are going great. The new windows were installed over the summer. Mr. Lindenmayer said the Board of Education would be coming to the board officially in October to request the allocation for the proposed vestibule project. The project could go out to bid in late November so a contractor could be secured and the project ready to start when the school year ends. Mr. Lindenmayer said there isn't state or federal funding available for the project, but the project still needs to be reviewed by the state.

**Board of Selectmen:** First Selectman Jean Speck reported :  
**COVID-19:** There were five new cases of COVID-19 reported in Kent between Wednesday and Friday of last week, adding this is the biggest influx in the shortest amount of time which has her a little worried. These cases are not related to the private schools, she added. Kent is now in the orange category, which indicates a potential for an outbreak. Eric Epstein, the Emergency Management deputy, is the Town's appointed person to monitor and respond to complaints with regards to the governor's enactment of fines for violating the mandates for crowd size and required mask wearing. Town Hall remains closed to the public. Ms. Speck says she meets with

the schools every week. She confirmed the private school students are confined to campuses.

*Cell tower:* The hearing has been continued to September 22, and it looks like the hearing will close on that date. The Town gave testimony at the last hearing for an alternate system (DAS antennae) which would require either no tower or a lower tower. Ms. Speck said there is one of these systems on Skiff Mountain. The Siting Council should issue its ruling in January.

*Streetscape:* The committee has been meeting more often and making good forward motion. Use of the \$500,000 in grant money that expires in December to purchase materials has been approved, Ms. Speck reported. She said the project won't have a shovel in the ground in 2020.

*Flu Clinic:* is October 7 at Kent Town Hall as a drive-through clinic. Pre-registration is required.

**Treasurer:** Barbara Herbst shared a written report (attached). Mrs. Herbst said there is \$72,943 in capital funding for the KCS Entryway Project. The proposed \$140,000 appropriation to fund the remainder of the project would require a Town meeting. The projected Fiscal Year 2019-2020 budget surplus is \$136,000. Mrs. Herbst reported the borrowing rate for the Sewer Commission's Sewer Belt Project (\$450,000) is not competitive, and the commission is allowed to ask the Town to borrow the money. She said the sewer project could get rolled into the bonding for the sidewalk project at a better interest rate. Mrs. Herbst has advertised for a new clerk in her office.

**Business: Fill Open Seat:** Ms. O'Dea-Wyrick introduced Tegan Baker Gawel as candidate for the board vacancy. Mr. Epstein made a motion to elect Tegan Baker Gawel to fill Mark Sebetic's unexpired term on the board until November 2021. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

**Election of Chairperson:** Mr. Epstein made a motion to elect Nancy O'Dea-Wyrick as board chairperson. Mr. Blackketter seconded the motion, and the motion was approved unanimously. Mr. Blackketter made a motion to elect Ed Epstein as board vice chairperson. Mr. Epstein declined the nomination. Mr. Epstein made a motion to elect Rufus de Rham as board vice chairperson. Mr. Blackketter seconded the motion, and the motion was approved unanimously. The board will consider if there is a better meeting day and time when it sets the 2021 meeting dates.

**Old Business:** There was no old business.

**Comments of Public and Invited Guests:** There were no comments.

Mr. Blackketter made a motion to adjourn the meeting at 7:58 p.m.

Lesly Ferris  
Board Clerk

*Minutes are not considered final until approved. Refer to the minutes of the ensuing meeting for any changes/corrections.*

August 14, 2020

Dear Board of Finance Members,

I write this letter of resignation from the BoF with great appreciation for being given the chance to serve with you all. I have sold my house in Kent, and will be building a new house in NY. While I will be living in a rental in Kent for the short term, I feel since my attention will be in NY, it wouldn't be fair to the citizens of Kent to vote on issues effecting them.

Thank you all for such a rewarding and gratifying experience.

Mark Sebetie

# Tax 5 Dashboard

Tax System 5 Version 5.1.67.259

09/14/2020

## Terminal / Batch

Terminal 80

Batch 32

Cash	0.00	0
Check	0.00	0
Credit Card	0.00	0
<b>Total</b>	<b>0.00</b>	<b>0</b>

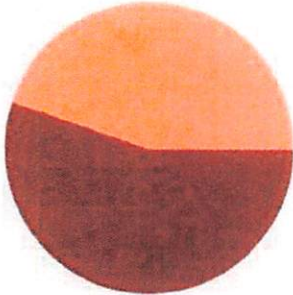
## Last Assessor Bridge

Run on: 06/01/2020

## Percent Collection as of 09/14/2020

### REAL ESTATE

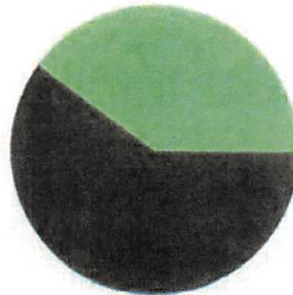
Uncollected - 44.75%  
Collected - 55.25%



Total Due = \$4,556,305.83  
Total Paid = \$5,624,397.34

### PERSONAL PROPERTY

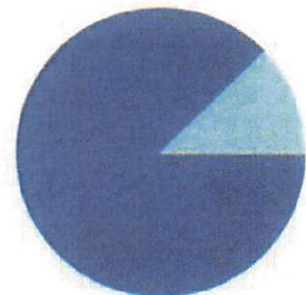
Uncollected - 39.97%  
Collected - 60.03%



Total Due = \$131,158.69  
Total Paid = \$196,944.36

### MV REGULAR

Uncollected - 12.29%  
Collected - 87.71%



Total Due = \$59,100.93  
Total Paid = \$421,848.00

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	10,180,703.17	5,624,397.34	4,556,305.83	55.25
PERS PROPERT	328,103.05	196,944.36	131,158.69	60.03
MOTOR VEHICL	480,948.93	421,848.00	59,100.93	87.71

Back Tax Collected \$154,618.  
Interest Collected 31,187

# Treasurer's Report

9/15/2020

<u>BoS Meetings</u>	<u>BoF Meetings</u>	<u>Other Zoom Mtngs</u>
7.14.20	7.21.20	7.8 Webster Bank
		7.21 Streetscape
		7.30 Hazard Mitigation
		7.31 DOT /Streetscape

	<u>June (prelim)</u>		<u>June (final)</u>			
A/P Checks Issued	138	\$452,161	162	\$644,676	24	\$192,515
Payroll	126	\$114,123	126	\$114,123	0	\$0
BoE Transactions	114	\$658,690	146	\$708,438	32	\$49,748
Deposits	15	\$117,512	30	\$181,572	15	\$64,060

	<u>July</u>	
A/P Checks Issued	84	\$688,142
Payroll	140	\$113,213
BoE Transactions	40	\$178,304
Deposits	10	\$4,042,741

**Time Cards** Online time card system is still in set up process

**Audit** The audit will be completed remotely this year by the auditor.  
This requires electronic copies of all documents that normally would be provided during the audit.  
The Junior Clerk in my office has been scanning and labeling documents to facilitate the remote audit.

**Staffing** The Senior Clerk is still working remotely, continuation of this process will require having a permanent Junior Clerk in my office. Alternative options are being considered.

**Preliminary Final numbers FY '20**

Budget surplus of	\$	109,796
Anticipate 6 budget transfers	\$	54,811

<b>FY 2020 -2021</b>			
	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>	<b>\$ 4,088,304</b>	<b>\$ 13,535,103</b>	<b>30.2%</b>
<b>A · General Government</b>	\$ 349,958	\$ 1,386,173	25.25%
<b>B · Public Safety</b>	\$ 16,132	\$ 261,281	6.17%
<b>C · Public Works</b>	\$ 79,847	\$ 1,779,817	4.49%
<b>D · Health and Welfare</b>	\$ 23,019	\$ 117,297	19.62%
<b>E · Recreation</b>	\$ 10,312	\$ 217,290	4.75%
<b>F · Sanitation</b>	\$ 11,453	\$ 143,292	7.99%
<b>G · Board of Education</b>	\$ 393,645	\$ 7,292,037	5.4%
<b>H · Debt Service</b>	\$ 43,237	\$ 432,569	10.0%
<b>I · Transfer to Capital</b>	\$ 952,847	\$ 952,847	100.0%
<b>J · Transfer to Dog Fund</b>	\$ 7,500	\$ 7,500	100.0%
<b>K · Current Year Capital Projects</b>	\$ 945,000	\$ 945,000	100.0%
<b>Total Expense</b>	<b>\$ 2,832,949</b>	<b>\$ 13,535,103</b>	<b>20.93%</b>

# Treasurer's Report

9/15/2020

<u>BoS Meetings</u>	<u>BoF Meetings</u>	<u>Other Zoom Mtngs</u>
8.18.20		8.14 Union Savings Bank
8.21.20		8.13 Streetscape

	<u>July</u>		<u>August</u>	
A/P Checks Issued	84	\$688,142	77	\$81,362
Payroll	140	\$113,213	116	\$97,617
BoE Transactions	40	\$178,304	65	\$581,008
Deposits	10	\$4,042,741	5	\$853,393

**Time Cards**    Online time card system is still in set up process

**Audit**    The audit is scheduled for the last week of September  
and the first week of October

**Staffing**    The Senior Clerk will not be able to return to in person activity  
a job posting has been placed and closes on 9/15  
to date I have interviewed six candidates

FY 2020 -2021			
	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>	<b>\$ 4,960,636</b>	<b>\$ 13,535,103</b>	<b>36.7%</b>
<b>A · General Government</b>	\$ 424,973	\$ 1,386,173	30.7%
<b>B · Public Safety</b>	\$ 18,996	\$ 261,281	7.3%
<b>C · Public Works</b>	\$ 142,874	\$ 1,779,817	8.0%
<b>D · Health and Welfare</b>	\$ 28,258	\$ 117,297	24.1%
<b>E · Recreation</b>	\$ 18,712	\$ 217,290	8.6%
<b>F · Sanitation</b>	\$ 20,626	\$ 143,292	14.4%
<b>G · Board of Education</b>	\$ 974,652	\$ 7,292,037	13.4%
<b>H · Debt Service</b>	\$ 43,237	\$ 432,569	10.0%
<b>I · Transfer to Capital</b>	\$ 952,847	\$ 952,847	100.0%
<b>J · Transfer to Dog Fund</b>	\$ 7,500	\$ 7,500	100.0%
<b>K · Current Year Capital Projects</b>	\$ 945,000	\$ 945,000	100.0%
<b>Total Expense</b>	<b>\$ 3,577,674</b>	<b>\$ 13,535,103</b>	<b>26.43%</b>