

RECEIVED

By Darlene Brady at 10:59 am, May 04, 2023

Board of Finance Regular Meeting
Wednesday April 19, 2023 6:00 pm

Present- Nancy O'Dea-Wyrick, Fran Goodsell, Tegan Gawel, Jason Wright,
Rufus de Rham

Zoom- Casey Cogut, other members of the public

Public and Invited Guests- Jean Speck, Barbara Herbst, Scott Trabucco,
Debbie Devaux, other members of the public

Chairman Nancy O'Dea-Wyrick called the meeting to order at 6:01 pm.

The Pledge of Allegiance was recited.

Acceptance of Agenda- Motion by Mr Wright, seconded by Mr de Rham to accept the agenda Motion approved unanimously

Motion by Mr Wright, seconded by Mr de Rham to add EMS staffing at 2 pieces of correspondence to the agenda. Motion approved unanimously

Approval of Minutes- Motion by Mr Wright, seconded by Ms Goodsell to accept the minutes of the April 12, 2023 meeting. Motion approved unanimously.

Correspondence-

- a. Letter from P&Z from Tai Kern read
- b. Letter regarding the Swift House from Zanne Charity read

Reports:

- a. **Tax Collector**-collection rate to date is \$98.4% report attached
- b. **Board of Ed-** Chairman Scott Tabucco reported the Green Bank solar project has been canceled. Clean Air funding thru the state-did not apply for the 1st round, looking into the 2nd round. The Spring play Shrek the Musical, will be held Thursday 4/27 at 6pm at KCS

- c. **Board of Selectmen**-Ms Speck reported that the Veterans had handed over the Memorial Day parade to the town last year. Jared (park and rec) and Jean are in the planning process. She is watching a few bills with municipal impacts. HRRA applied for a grant thru DEEP. was awarded \$55,000 for a pilot program for composting and pay as you grow. The Assessor's office requested a \$5400 increase in their submitted budget for online implementation.
- d. **Treasurer**- will cover in budget section

NEW BUSINESS:

- a. **Streetscape**-board was given a handout (attached)
Motion to move the money in accordance with Barbara's suggestion (move monies internally) by Mr Cogut, seconded by Mr Wright. Motion approved unanimously
- b. **EMS Staffing update**-KVFD Ambulance Chief Donzella gave the board an update on the staffing concerns at the department and the results of the meetings the staffing committee has had with the staffing vendors. She relayed the likelihood that more money was going to be needed for staffing.

OLD BUSINESS:

- a. **FY2024 Budget**- discussion with Treasurer Herbst
Motion by Mr Wright, seconded by Ms Goodsell to recommend the proposed budget to the town with the following changes
 - 1. **Splash pad moved to out year**
 - 2. **Addition of \$14,000 for swift house**
 - 3. **\$6,000 for assessors office**
 - 4. **\$400,000 from unassigned funds**

Motion approved unanimously

- b. **KCS Roofing Project**- 3 motions made (attached)

Motion #1 by Mr Wright, seconded by Mr de Rham Approved
unanimously

Motion #2 by Mr deRham, seconded by Mr Wright Approved
Unanimously

Motion #3 by Ms Gawel, seconded by Mr de Rham Approved
unanimously

Comments of Public and Invited Guests-

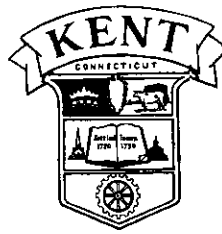
- a. Patricia Oros had questions on the public hearing. Voiced concern that money for police protection was cut from the budget
- b. Lynn Harrington-supported Patricia's statement

Motion to adjourn by Mr de Rham at 7:27

Next meeting- May 5, 2023 @ 6 pm

Minutes are not considered final until approved. Please check the ensuing meeting minutes for corrections/changes.

Bonnie Donzella
Board Clerk



TOWN OF KENT LAND USE OFFICE

TO: Nancy O'Dea-Wyrick, Board of Finance Chairperson
FROM: Tai Kern, Land Use Administrator
DATE: April 18, 2023
RE: FY2024 Capital Plan 8-24 Referral

At the April 13, 2023 meeting of the Planning and Zoning Commission, the 3/18/23 Capital Worksheet submitted by the Board of Finance for an 8-24 Referral was reviewed.

The Commission determined that this proposal is in line with the goals set forth in the POCD and unanimously voted to respond with a positive referral for the proposed Capital Plan Projects.



**TOWN OF KENT
Board of Finance**

41 Kent Green Boulevard, P.O. Box 678, Kent, CT 06757

Matt Winter, Chairperson
Planning and Zoning
Town of Kent
Kent, Ct 06757

April 1, 2022

RE: Planning & Zoning Approval of the Capital Plan Projects

Dear Matt,

Attached is the FY2024 capital plan for Planning & Zoning Commission approval per the state statutes Sec. 8-24; Municipal Improvements. We request P&Z approval of the projects within the purview of Planning and Zoning, not the costs associated with them.

We will be working to finalize the budget in April for the Town Budget Hearing in early May. Please respond by April 19th.

Regards,

Nancy O'Dea-Wyrick
Chairperson

Attachment

PROPOSED FIVE YEAR CAPITAL PLAN

INFORMATIONAL USE

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
BD OF EDUCATION										
KCS Roof	266,000	50,000			393,202	393,202	393,202	393,202	393,202	393,202
Sidewalk / Paving	136,235	136,235	136,235							
Boilers				156,334	156,334	156,334				
BD SUBTOTAL	402,235	186,235	136,235	156,334	549,536	549,536	393,202	393,202	393,202	393,202
DPW										
Bridges	-	196,883	183,117	300,000	850,000	850,000	600,000		100,000	100,000
Buildings & Improvements	-	-	-	-	-	-	-	50,000	-	-
Equipment	-	-	-	-	180,000	-	-	130,000	-	-
Fleet	290,000	150,000	250,000	-	260,000	260,000	260,000	85,000	-	70,000
Roads	-	511,883	433,117	250,000	-	-	-	600,000	-	-
DPW SUBTOTAL	290,000	758,786	683,234	550,000	1,070,000	1,110,000	860,000	845,000	100,000	170,000
KVFD										
Communications Upgrade	-		-	125,000	100,000					
* Engine # 2					-	225,000	225,000	225,000	225,000	
Rescue # 8	225,000		200,000	200,000	300,000					
KVFD SUBTOTAL	225,000	-	200,000	325,000	400,000	225,000	225,000	225,000	225,000	-
LI										
LI										
LI SUBTOTAL	-	-	-	-	-	15,000	30,000	45,000	5,000	-
PARK AND REC										
Emery Park	100,000		-	25,000	25,000	35,000				
Kent Commons (basketball)						100,000	-	-		
Kent Commons (splash pad)	-	-	-	-	250,000					
Kent Common (other)	-	20,000		25,000	25,000					
Playing Fields and Ball Park	-	-	-	50,000	-	-				
Master Plan	-	-	-	25,000	-					
Vehicle	-	-	-	-	-	35,000				
P & R SUBTOTAL	100,000	20,000	-	125,000	300,000	170,000	-	-	-	-
REVALUATION										
Reval	50,000	-	-		50,000	-		40,000		
REVAL SUBTOTAL	50,000	-	-	-	50,000	-	-	40,000	-	-
TN Buildings										
TN Building							25,000			
TN Floor					150,000					
TN Floor								50,000		
TN Floor		50,000								
TN Windows						150,000				
TN Floor			30,000		200,000	200,000	200,000			
TN Floor				65,000						
TN Floor						150,000				
TN Floor						150,000				
TN BUILDINGS SUBTOTAL	-	50,000	30,000	65,000	350,000	400,000	200,000	50,000	-	-
TOTAL	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
55,575	TTL CAPITAL	1,092,235	1,115,091	1,232,469	1,221,334	2,716,536	2,688,536	1,788,202	1,788,202	683,202
1/5TH OF ANNUAL CAPITAL						533,907	357,640	319,640	144,640	112,160
PROPRIATION FY 2023-2024										
PROPRIATION FY 2024-2025										
PROPRIATION FY 2025-2026										
PROPRIATION FY 2026-2027										
PROPRIATION FY 2027-2028										
PROPRIATION FY 2028-2029										
Modified and Approved by the BoS										
Received by the BoF										
Approved by P/Z										

Project Balance 1.18.23	DPW CAPITAL DETAIL (purple cells mark changes on additions)										
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
60,000	Truck #1			increased \$5k 11.14.19	increased \$5k 11.14.19						70,000
100,000	Truck #2			increased \$15K 11.30.22				increased 55k 11.30.22			
	Truck #3			increased \$30K on 1.7.22			260,000				
	Truck #4			increased \$5K 12.1.22							
240,000	Truck #5		150,000	increased \$5k 11.14.19	increased 35K 1.7.22	increased 10K 11.30.22		increased 55k 11.30.22			
5,539	Truck #6								65,000		
	Truck #8					260,000					
	Truck #9	290,000						increased 55k 11.30.22			
	Truck #12			250,000							
	Truck #7 w/ Sander & Plow						260,000				
405,539	TOTAL DPW FLEET	290,000	150,000	250,000		260,000	260,000	260,000	65,000		70,000
40,000	Compactor										
15,000	Zero Turn Mower			was in FY '27, moved out by BoS 2.3.22							
35,000	Kubota			increased \$20K 11.30.22							
35,000	Salt Brine Maker								increased 5K 11.30.22		
4,779	Mower										
6,738	Payloader										
	Tractor w/ boom mower	split in 1/2 per BoF in April 2020				140,000					
	Roadside mower / tractor								130,000		
	Buffalo Blower					20,000					
136,517	TOTAL DPW EQUIPMENT					160,000			130,000		
	Anderson Road (rebuild)		166,883	183,117	split in 1/2 per BoF in April 2020						
	Botsford Road		345,000								
	Geer Mtn Road	moved out one year per BoS meeting 3.11.19		original request was \$500,000 in FY '26 BoS split in 1/2 on 9/2					600,000		
	Spooner Hill Road			250,000	250,000	original request was \$500,000 in FY '26 BoS split in 1/2 on 9/2					
200,000	Studio Hill										
200,000	TOTAL ROADS		511,883	433,117	250,000				600,000		
255,111	Bulls Bridge / Fuller Mtn										
	Bridge #2 & #3 (rehab)	Was 400,000 in FY '27								100,000	
	Bridge #7 & #11 (rehab)	moved into FY '25 11.14.19									100,000
	Bridge #5	split in 1/2 per BoF in April 2020			200,000	200,000					
	Bridge #9 (Fuller Mtn)					300,000					
112,672	Bridge #16 (Anderson Acres)		166,883	183,117							
	Bridge #17						200,000	200,000			
-1,064	Bridge #18 (Kent Hollow)	Was 400,000 in FY '27									
	Bridge #05519 (Macedonia)	moved into FY '25 11.14.19			100,000	150,000					
	Bridge #22 (Geer Mtn)	split in 1/2 per BoF in April 2020									
	Covered Bridge (paint/repairs)										
	Covered Bridge Barrier		30,000				500,000				
5,804	Tangway				was \$250K in FY '25, moved out 11.14.19						
372,533	TOTAL BRIDGES		196,883	183,117	was \$400,000 in FY '27, was decreased to \$100K by BoS 2.3.22		550,000	600,000		100,000	100,000
	Salt Shed Cover								50,000		
24,000	Tn Garage Doors										
70,000	Tn Garage Parking Lot										
200,000	Tn Garage Siding										
25,000	Town Hall Oil Tank Removal										
319,000	TTL BUILDINGS and SITE IMPROVEMENTS								50,000		
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
1,433,589	Total DPW	290,000	656,766	636,234	680,000	1,070,000	1,110,000	860,000	845,000	100,000	170,000
	1/5TH OF ANNUAL CAPITAL	58,000	171,753	173,247	110,000	214,000	222,000	172,000	169,000	20,000	34,000
	APPROPRIATION FY 2023-2024	727,000									
	APPROPRIATION FY 2024-2025		891,000								
	APPROPRIATION FY 2025-2026			891,247							
	APPROPRIATION FY 2026-2027				887,000						
	APPROPRIATION FY 2027-2028					787,000					
	APPROPRIATION FY 2028-2029						617,000				
	Modified by BoS	2.1.23									
	Rec'd by BoF	2.15.23									



Nancy O'Dea-Wyrick <nodeawyrick@gmail.com>

Motions for the Board of Education meeting

Barbara Herbst <treasurer@townofkentct.org>
To: Nancy O'Dea-Wyrick <nodeawyrick@gmail.com>
Cc: Bonnie Donzella <bofclerk@townofkentct.org>

Fri, Apr 7, 2023 at 12:25 PM

Hi Nancy and Bonnie,

Below are the BoF motions for this request from the BoE regarding the movement of appropriations for their Roof Project. I have already provided the appropriate motions to the BoE and to the Selectmen's office for the Town Meeting warning and Town Meeting.

Board of Finance

Motion #1 at BoF Meeting: Upon the request of the Kent Center School Board of Education as moved and approved at their April 5th 2023 meeting, the Board of Finance hereby approves and recommends to the electors and citizens for consideration at the May 2023 Town Meeting, the termination of the completed ***KCS Windows Project*** in the Capital Fund and the transfer the residual funding totaling \$12,453.46 to the ***KCS Roof Project***, in the Capital Fund.

Motion #2 at BoF Meeting: Upon the request of the Kent Center School Board of Education as moved and approved at their April 5, 2023 meeting, the Board of Finance hereby approves and recommends to the electors and citizens for consideration at the May 2023 Town Meeting, the termination of the ***Sidewalk / Paving Project*** in the Five Year Capital plan consisting of \$136,235 in Fiscal Year '24, \$136,235 in Fiscal Year '25 and \$136,235 in Fiscal Year '26 and transfer of the three existing appropriations to the ***KCS Roof Project*** in the Five Year Capital Plan.

✓ **Motion #3 at BoF Meeting:** Upon the request of the Kent Center School Board of Education as moved and approved at their April 5th 2023 meeting, the Board of Finance hereby approves and recommends to the electors and citizens for consideration at the May 2023 Town Meeting, bridge funding totaling \$724,705 be taken from the Capital Reserve and deposited to the ***KCS Roof Project*** in the Capital Fund. Upon approval of this bridge funding, the capital appropriations already in place on the 5-year Capital Plan for Fiscal Year '24, Fiscal Year '25 and Fiscal Year '26 for the ***KCS Roof Project*** totaling \$724,705 will be encumbered and used to replenish the Capital Reserve.

Town of Kent Streetscape Phase I

Funding Resolutions

May 16, 2019

The voters of the Town of Kent, Connecticut approved at referendum, a resolution entitled "RESOLUTION APPROPRIATING \$2,925,000 FOR TOWN OF KENT STREETSCAPE IMPROVEMENTS AND AUTHORIZING THE ISSUE OF \$2,925,000 BONDS.

April 7, 2022

At the Board of Selectmen Meeting, the original resolution referenced above was clarified to only pertain to Phase I of the Streetscape Project and on

May 20, 2022

The electors and citizens approved at the Town Meeting a "RESOLUTION APPROPRIATING \$2,352,525 FOR TOWN OF KENT STREETSCAPE IMPROVEMENTS PHASE II PROJECT AND AUTHORIZING THE ISSUE OF \$2,352,525 BONDS.

Town of Kent ~ Capital Projects
Streetscape Phase I
All Transactions

	Apr 4, 23
Funding	
1320910 · State of Connecticut Grant Reve	900,000.00
3120206 · Donations	10,000.00
3130201 · Appropriations Current Projects	100,000.00
3130307 · Program Reimbursements	12,415.00
Total Funding	<u>1,022,415.00</u>
Expense	
Attorney Fees	13,896.75
Engineering	223,900.00
Equipment	45.70
Legal Notice	3,035.28
Mileage Reimbursements	129.38
Postage	25.50
Survey	38,815.00
Streetscape Phase I - Construct	
Chief Inspector	58,387.18
Construction Coordinator	5,570.61
Inspector	10,996.68
Office Engineer / Sr. Inspector	1,970.50
Testing	164.00
General Construction	1,929,377.30
Total Streetscape Phase I - Construct	<u>2,006,466.27</u>
Total Expense	<u>2,286,313.88</u>
Project Balance	<u>-1,263,898.88</u>

Costs have been paid out of the 5 Year Capital Reserve.

OPTIONS

- **USDA lending program**

Pros: low-cost financing, may include a grant portion.

Cons: Time consuming, grant cycle is in the fall, project is already completed.

- **Bank Loan**

Pros: has the lowest issuance costs

Cons: bank rates are slightly higher than a traditional bond issue and banks tend not to lend at a fixed rate for more than 10 years.

- **Bond Anticipation Notes (BANs)**

Pros: cost can be spread over 2 to 4 years is interest only, will allow time for Phase I and Phase II debt to be issued at the same time.

Cons: the average BAN rate is currently about 3.90% because the Fed has raised short-term rates to fight inflation.

OPTIONS

- **Traditional Bond issue**

Pros: lowest possible borrowing cost and allows amortization flexibility from 10-years to 30-years.

Cons: time-consuming process, a comprehensive official statement would need to be prepared (disclosure document) and Kent will need to get a bond rating from Moody's Investor service. Issuance costs for a bond issue range between \$50,000 to \$60,000

- **Pay the cost internally**

Pros no issuance on interest costs, will not put any stress on the annual budgets, keeps funding available to work for us.

Cons: draw down of reserves.

Option Costs

	USDA	Bank Loan	BAN	Bond Issue	Internal
Interest Rates	2.90%	4%	3.90%	3.36	0
Financing Costs	\$25,000	\$25,000	\$25,000	\$60,000	0
Term	20 Years	10 Years	4 Years	10 years	5 years
Annual Debt Service	\$86,043	\$161,100	\$49,345	\$160,024	\$0
Total Cost of Debt	\$420,850	\$311,000	\$197,380	\$300,240	\$0

Interest only,
would still need to
issue debt

SWIFT HOUSE UPDATE

As of

APRIL 18, 2023

When COVID came to Kent, Swift House was understandably closed to the public along with all other municipal buildings in order to contain the spread of the virus. But prior to 2020, in the recent past, it was actively used for many purposes including as an office for the Kent Chamber of Commerce and starting point for their Champagne Stroll, for meetings and events for numerous civic organizations including Kent's Republican and Democratic Town Committees, as exhibition and event space for the Kent Historical Society, for meetings & equipment storage to help facilitate generous volunteer services to the Town by the Kent Garden Club, and for rentals for rentals for private events such as annual family reunions, intimate weddings, and other personal celebrations.

In the meantime, while the building was closed for public use, the Swift House Task Force was hard at work addressing long-neglected maintenance that had had a considerable negative effect on the building's condition and desirability for use.

The first priority was to rid the building of pests, including squirrels, bats, and mice that had entered the building through foundation breaches, rotting trim, and missing chimney bricks, and to make repairs to those access points and to the sources of leaks damaging the interior.

With the remainder of a fund for the care of Swift House established by Miss Emily Hopson (who was instrumental in acquiring the building and its surrounding \pm 15 acres for Town use) and modest funds in the Town budget, the most urgently needed exterior elements damaged by weather and pests were replaced, foundation stones were re-pointed, one failing chimney was rebuilt while another was removed, and the leaking roof was replaced in its entirety.

So at the present time there only remains a modest amount of exterior work needing attention including replacement of some trim, some selective exterior repainting, and replacement of old windows as needed with historically appropriate, more energy efficient models.

Although not urgent, since the building is currently not in use, the First Selectman's office also took the opportunity to put Swift House on the Town sewer system using the remainder of funds in last year's Swift House budget.

A great deal to address the immediate physical needs of Swift House was accomplished during the time it was closed due to COVID, so the Swift House Task Force then set its sights on planning to determine options for future use. That included an extensive town survey and discussions within the Task Force, as well as preliminary conversations with the Board of Selectmen. The results of a survey published broadly through the First Selectman's newsletter indicated that 74.8% of respondents wanted to see Swift House retained by the Town for civic and/or municipal use.

Regardless of how the building might be managed in the future and what form its public use might take - to bolster community involvement in the Town by supporting use by civic organizations, as a welcome/information center in support of local businesses, for adult recreation opportunities, or for Town offices if needed in the future, among other options - it is clear that there must be some interior adjustments made to address the need for an ADA compliant entrance and restroom that have kept the building closed for all uses out of an abundance of caution since COVID restrictions were lifted, and to make the interior more flexible and attractive for a wider variety of community uses.

Although our Task Force includes volunteers with extensive experience in historic preservation, design, construction management, maintenance, and other related skills, it became evident that the Task Force would need professional consultation to assure that recommended improvements for public use of the building would be in compliance with ADA requirements, as well as all applicable building codes, and to determine as accurately as possible what those improvements would cost before making final recommendations to the Board of Selectmen and to the Town's taxpayers.

The Selectmen agreed and put out a Request for Proposals (RFP) last December for architectural/engineering services to work with the Swift House Task Force to provide a thorough Needs Assessment addressing the above concerns, and to help determine the cost of those needs. The firm with the most appropriate skills and experience in restoration of historic municipal buildings turned out also, fortuitously, to quote the most reasonable fee for its services at \$13,900.

It should also be noted that CT State funding grants are available up to \$250,000 for restoration of historic buildings for municipal use, but that in order to apply for such grants, one of the requirements is that the Town must first have conducted a professional needs assessment.

So the Swift House Task Force is asking that the Board of Selectmen and Board of Finance identify funding and approve the modest amount necessary in the 2023-24 Operating Budget or elsewhere for the needs assessment. Without that information, it will not be possible for fully informed consideration of the future of Swift House to take place by town officials or the Town's taxpayers.

The Boards of Selectmen and Finance should also consider that the Town of Kent owns very little property for municipal use in the village center. In fact, town officials have been criticized from time to time for not planning and setting aside funds for future needs for those rare occasions when desirable properties become available. So it seems all the more reasonable that Swift House be retained for any number of potential municipal uses, and that the \$200k capital budget for Swift House upgrades as originally recommended be retained in the '23-'24 Town budget to make sure the funds are available to advance the use of Swift House as soon as possible, if that is the decision of Kent's taxpayers.

As Kent's Town government grows and space is in greater demand, it should be kept in mind that it is far less expensive for the Town to make modest improvements to an important historic building like Swift House that lends character to the Town, and that it already owns – with major improvements already made - than to start from scratch to dig a new foundation and expand a bricks and mortar building with all the costly requirements that would be involved.

Once Swift House is gone, so are all of the possibilities for its future town use.

Submitted by
Zanne Charity, Chair
Swift House Task Force

Percent Collection as of 04/18/2023

REAL ESTATE

Uncollected - 1.39%
Collected - 98.61%

PERSONAL PROPERTY

Uncollected - 0.98%
Collected - 99.02%

MV REGULAR

Uncollected - 3.92%
Collected - 96.08%



Total Due = \$143,668.14
Total Paid = \$10,197,432.93

Total Due = \$3,579.66
Total Paid = \$361,050.23

Total Due = \$26,217.99
Total Paid = \$642,914.88

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	10,341,101.07	10,197,432.93	143,668.14	98.61
PERS PROPERT	364,629.89	361,050.23	3,579.66	99.02
MOTOR VEICL	669,132.87	642,914.88	26,217.99	96.08
MV SUPPLEMEN	92,618.12	85,812.48	6,805.64	92.65

Collection Rate to date

98.4%

Back taxes collected to date

\$64,034. -

Interest collected

\$59,440

Needed to collect

40,000

\$19,440

Surplus

Taxes Needed to collect

\$11,291,612

Taxes Collected to date

11,281,678

\$9,934.00

Deborah Deaux

April 18, 2023