

Board of Finance
Minutes Regular Monthly Meeting
Tuesday, November 13, 2018

RECEIVED FOR RECORD
KENT TOWN CLERK

2018 NOV 15 A 10:06

BY *J. Brady*
TOWN CLERK

Present: Jim Blackketter, Maureen Brady, Ed Epstein, Fran Goodsell, Mark McWhinney, Mark Sebetic.

Public and Invited Guests: Debbie Devaux, John Grant, Barbara Herbst, Martin Lindenmayer, Lynn Mellis Worthington, Mike Petrone.

Mark Sebetic called the meeting to order at 7:03 p.m.

Agenda: Mr. Blackketter made a motion to accept the agenda. Mrs. Brady seconded the motion, and the motion was approved unanimously.

Approval of Minutes: Mr. Epstein made a motion to approve the minutes of the Oct. 16, 2018 monthly meeting. Mrs. Brady seconded the motion, and the motion was approved with Mr. Blackketter abstaining from voting because he was not at the October meeting.

Correspondence: There was no correspondence.

Reports: Tax Collector: Debbie Devaux said she does not have a report.

Board of Education: Marty Lindenmayer updated the board on the window replacement project (attached). He noted the state reimbursables are not as much as the school board had hoped. There would be an estimated \$68,623 additional cost for a total project cost of \$379,015. Mrs. Herbst noted there is \$380,000 in the Five-Year Capital Plan for the project. Mr. Lindenmayer said the project is expected to start in June 2019.

Mr. Lindenmayer next presented information regarding a proposal to make improvements to the school's vestibule entryway to improve safety (attached). There is state grant which would reimburse 29% of the eligible cost. The project cost estimate is \$117,381 and would be done in 2019. Mr. Lindenmayer said he is working on putting together the grant application which needs to be submitted by December 4, adding that the grant expires in 2021. Mr. Sebetic noted the school does not have a mechanism to pay for the project, adding that this project normally would be added to the fifth year of the Five-Year Capital Plan. Mr. Lindenmayer said he is looking for suggestions for funding the project. Mr. Blackketter voiced support for the project and suggested building the cost into next year's operating budget. Mr. McWhinney said he too could see putting the project in the budget. Mr. Sebetic said he is not in favor of putting a line in next year's budget. There was discussion about using surplus capital or operating budget monies to fund the project. Mr. Lindenmayer told the board that he appreciates their comments.

Board of Selectmen: First Selectman Bruce Adams was not at the meeting and did not provide a report.

Treasurer: Barbara Herbst provided a Treasurer's Report and FY '19 Actual vs. Budget – Summary, July through October 2018 (attached). She reported the audit is in a holding pattern until information comes from the state to finalize the audit.

Business: 2019 Meeting Dates: Mr. Blackketter made a motion to approve the 2019 meeting dates as proposed (attached). Mrs. Brady seconded the motion, and the motion was approved unanimously.

Streetscape Committee Report: In the absence of the first selectman, committee member Mr. Blackketter reported that the committee made a presentation to the Board of Selectmen. The committee would make a modified presentation to the Town and it was proposed to have a presentation and vote on the same night. Mr. Sebetic and Mrs. Brady said they would not be in favor of doing both on one night. Mr. Blackketter added that the selectmen asked the committee not to include in the presentation that two projects, the firehouse and the school renovation, would be paid off in the coming years. Mr. Sebetic said he does not agree, adding he feels this is an important piece of information that the taxpayers need to have. He added he does not know why the selectmen would want to withhold this information. Mrs. Brady said she feels this should be a referendum issue. The board agrees the request for funding the project has to come through the Board of Selectmen and the Board of Finance.

Fire Department Meeting Follow-Up: Mr. Sebetic reported the committee's first meeting is tomorrow. He said he would report on it at the next meeting.

Mr. Epstein commented that he read in the minutes of the Democratic Town Committee meeting about a fire department project and asked Mr. Petrone, ambulance chief, if there is a project the department wants to do. Mr. Petrone commented the department heard the Town has a surplus in Fiscal Year 2017-18 and said the ambulance needs to purchase a power load system for its older ambulance. Mr. Petrone said he was able to find a demo unit that costs \$49,669.33 plus installation and had hoped to have Board of Selectmen approval to bring to the Board of Finance, adding the selectmen did not approve the request. He explained the unit is a power stretcher with a load system that raises and lowers the stretcher on its own. Mr. Petrone added that the fire department has been able to keep the ambulance side of the operation as self-sufficient as possible. He added that the power load system could be transferred and used in the new ambulance when that is purchased. Mr. Epstein commented his reason for bringing up the discussion is because the Town hasn't used its surplus and this might be an opportunity to give the fire department and library some funds without having to wait until budget time. Mr. Sebetic said this request belongs in the capital plan and would require Town meeting approval. He added that he prefers to use the budget surplus so there could be years with no tax increases.

FY2018 Audit: Mrs. Herbst gave a verbal report on the highlights of the audit. She said the Town's bond rating is as good as it can be.

FY2018 Annual Report: Mrs. Ferris reported she is waiting for a few more reports to complete the annual report.

Board Clerk Compensation: Mr. Sebetic said it has come to his attention that the Board of Finance's clerk gets paid only when there actually is a meeting when the clerk also actually does work when there is not a meeting. Mr. Sebetic proposed paying the clerk one half of the pay rate when there isn't a meeting. Mr. Blackketter made a motion to pay Board of Finance clerk Lesly Ferris one half of the

meeting pay rate for non-meetings. Mr. McWhinney seconded the motion. Mrs. Brady said she feels it is only fair that the clerk be compensated for the work she does. She commented that Mrs. Ferris receives

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the same amount of compensation regardless of the length of the meeting and time to do the minutes and agenda. Mrs. Brady suggested asking the clerk to track her time to see if she is being paid evenly with the other board clerks or if she should get paid more. Mr. Sebetic asked Mrs. Ferris to give a general idea of hours worked for the board for the purpose of the upcoming budget season. The motion was approved unanimously.

Comments from Public and Invited Guests: Mr. Petrone said the fire department also is trying to get two 2 Leads machines (for EKGs). The department currently has one machine that is 12 years old. This cost would be about \$44,000. Mr. Petrone said he understands this would have to go to Town Meeting vote, adding he hopes the selectmen would support him so the department could move forward with the purchase of one of these pieces of equipment for the ambulance. Mr. Blackketter suggested looking at a possible grant from one of the regional community foundations.

Ms. Devaux questioned the comment about the bus routes. M r. Epstein said there is one less bus route in Kent which he believes would result in some savings in the school budget although he does not know a specific amount.

Mr. Blackketter made a motion to adjourn the meeting at 8:24 p.m.

Lesly Ferris
Board Clerk

Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and/or corrections.

**Window Replacement and Related Work
Kent Center School
9 Judd Avenue
Kent, CT**

April 26, 2018

CONCEPTUAL BUDGET COST ESTIMATE

Replace approximately 2,050 sq. ft. of existing windows with new thermal break aluminum frame units	\$256,250.00
Hazardous material remediation, asbestos caulking (Allowance)	\$ 10,000.00
Miscellaneous interior trim, blocking, sills, etc.	\$ 16,200.00
Subtotal	\$282,450.00
Construction Cost Escalation to 2019	\$ 11,300.00
Construction Subtotal	\$293,750.00
Project Contingency	\$ 44,060.00
Architectural / Engineering Fee	\$ 23,500.00
Industrial Hygienist Fee (Allowance)	\$ 9,600.00
Testing, Printing, Legal, Advertising, etc.	\$ 5,300.00
Project Total	\$376,210.00
Projected State Reimbursement of 90% of Project Total at 29.64%	(\$100,358.00)
Total Cost to Town of Kent	\$275,852.00

Note:

1. This estimate is based on 2018 construction costs, escalated to 2019. The above estimate should be increased by approximately 4% per year compounded, for each year of deferral.
2. Bonding and financing costs are not included in this estimate.
3. The Architectural / Engineering Fee are for services provided by Jacunski Humes Architects, LLC.
4. The Industrial Hygienist Fee is an estimate only, and not a proposal for services by Jacunski Humes Architects, LLC.
5. Additional costs associated with possible PCB contaminated caulking are not included in the above estimate.
6. The Projected State Reimbursement is based on the Connecticut Department of Education 2017-18 Preliminary Reimbursement Percentage.

G:BUDGET02

Window Replacement and Related Work
Kent Center School
9 Judd Avenue
Kent, CT
JH1829
State Project No. TMP-068-XXXX

October 22, 2018

PROJECT BUDGET COST ESTIMATE

	Ineligible	Eligible
Replace approximately 2,050 sq. ft. of existing windows with new thermal break aluminum frame units	\$ 0.00	\$266,500.00
Miscellaneous interior trim, blocking, sills, etc.	\$ 0.00	\$ 16,850.00
Hazardous material remediation, asbestos caulking	\$ 0.00	\$ 10,400.00
Replace existing window blinds with new roller shades (Alternate No. 1)	\$ <u>15,900.00</u>	\$ <u>0.00</u>
Construction Subtotal	\$ 15,900.00	\$293,750.00
Project Contingency	\$ 30,965.00	\$ 0.00
Architectural / Engineering Fee	\$ 1,199.00	\$ 22,301.00
Industrial Hygienist Fee (Allowance)	\$ 0.00	\$ 9,600.00
Printing, Legal, Advertising, etc.	\$ <u>270.00</u>	\$ <u>5,030.00</u>
Total Costs	\$ 48,334.00	\$330,681.00
Project Total		\$379,015.00

continued:

Window Replacement and Related Work
Kent Center School
9 Judd Avenue
Kent, CT
JH1829
State Project No. TMP-068-XXXX

October 22, 2018

PROJECT BUDGET COST ESTIMATE

	Ineligible	Eligible
Total Costs	\$ 48,334.00	\$330,681.00
Space Standards Adjustment 35.24% Eligible (25,771 sf. ft. / 73,133 sq. ft.)		<u>(\$214,149.00)</u>
Eligible Total Costs		\$116,532.00
Projected State Reimbursement of Eligible Project Costs at 29.64%		<u>(\$ 34,540.00)</u>
Cost to Town of Kent	<u>\$ 48,334.00</u>	<u>\$296,141.00</u>
Total Cost to Town of Kent		\$344,475.00

Note:

1. This estimate is based on 2019 construction costs. The above estimate should be escalated by approximately 4% for each year of deferral.
2. Financing costs are not included in this estimate.
3. The Architectural / Engineering Fee are for services provided by Jacunski Humes Architects, LLC.
4. The Industrial Hygienist Fee is an estimate only, and not a proposal for services by Jacunski Humes Architects, LLC.
5. The Projected State Reimbursement is based on the Connecticut Department of Education 2017-18 Preliminary Reimbursement Percentage.

G:BUDGET03 SCG

Kent Center School
Kent, Connecticut
Conceptual Design Construction Cost Estimate
4/26/17

#	Work Item	Quantity	Unit	Unit Cost	Total	Notes and Assumptions
129	New Floor Drain and Hose Bibb	1	allow	\$1,000.00	\$1,000.00	
130	Toilet Exhaust		No Change			
131	New Electrical and Lighting	1	allow	\$4,000.00	\$4,000.00	
132	TOTAL				\$60,624.00	
133						
134						
135	-Renovate Support Service Room					
136	Electrical Disconnects	1	allow	\$500.00	\$500.00	
137	Demolish Finishes	230	sf	\$4.00	\$920.00	
138	Replace Window		in Window Replacement \$			
139	Misc. Rough and Finish Carpentry	1	allow	\$1,000.00	\$1,000.00	
140	Repair and Patch Wall Surfaces	500	sfsa	\$1.00	\$500.00	
141	New Acoustic Ceiling	230	sf	\$4.00	\$920.00	
142	New VET	230	sf	\$5.00	\$1,150.00	
143	Painting	1	allow	\$1,500.00	\$1,500.00	
144	New Built-in Counters and Shelving	1	allow	\$5,000.00	\$5,000.00	
145	Rework HVAC	1	allow	\$1,000.00	\$1,000.00	
146	New Lighting and Electrical	230	sf	\$10.00	\$2,300.00	
147	Rework Telecom	1	allow	\$1,000.00	\$1,000.00	
148	TOTAL				\$15,790.00	
149						
150	-Reconfigure Main Entry					
151	Temporary Access Provisions	1	allow	\$1,000.00	\$1,000.00	
152	Electrical Disconnects	1	allow	\$500.00	\$500.00	
153	Demolish Finishes	770	sf	\$4.00	\$3,080.00	
154	New Interior Window to Main Office		in Separate Estimate			
155	Remove and Salvage Vestibule Interior Storefront and Doors	1	allow	\$2,000.00	\$2,000.00	
156	Install Support Framing for Relocated Vestibule Storefront	17	lf	\$80.00	\$1,360.00	
157	Misc. Rough and Finish Carpentry	1	allow	\$2,000.00	\$2,000.00	
158	Reinstall Storefront and Doors in New Location	1	allow	\$4,000.00	\$4,000.00	
159	Rework and Upgrades to Door Hardware	8	lvs	\$1,000.00	\$8,000.00	Interior and Exterior Vestibule Doors
160	Repair and Patch Wall Surfaces	660	sfsa	\$1.00	\$660.00	
161	Replace Ceiling	770	sf	\$10.00	\$7,700.00	Assume Drywall
162	New Porcelain Tile Flooring	770	sf	\$20.00	\$15,400.00	
163	Painting	1	allow	\$1,500.00	\$1,500.00	
164	Rework HVAC	1	allow	\$5,000.00	\$5,000.00	
165	New Lighting and Electrical	700	sf	\$15.00	\$10,500.00	
166	Rework Telecom	1	allow	\$1,000.00	\$1,000.00	
167	TOTAL				\$63,700.00	
168						
169	-Replace Carpeting in Main Office					
170	Remove Carpeting and Vinyl Base	1,080	sf	\$1.00	\$1,080.00	
171	New Carpeting and Vinyl Base	1,080	sf	\$5.50	\$5,940.00	
172	TOTAL				\$7,020.00	
173						
174	-Reconfigure Main Office Reception Area					
175	Electrical Disconnects	1	allow	\$500.00	\$500.00	
176	Demolish Finishes	290	sf	\$4.00	\$1,160.00	
177	Misc. Rough and Finish Carpentry	1	allow	\$1,000.00	\$1,000.00	
178	Repair and Patch Wall Surfaces	530	sfsa	\$1.00	\$530.00	
179	New Acoustic Ceiling	290	sf	\$5.00	\$1,450.00	
180	New Carpeting	290	sf	\$5.50	\$1,595.00	
181	Painting	1	allow	\$2,000.00	\$2,000.00	
182	New Built-in Counters, Cabinets and Shelving	1	allow	\$10,000.00	\$10,000.00	
183	Rework HVAC	1	allow	\$2,000.00	\$2,000.00	
184	New Lighting and Electrical	290	sf	\$15.00	\$4,350.00	
185	Rework Telecom and Security	1	allow	\$2,500.00	\$2,500.00	
186	TOTAL				\$27,085.00	
187						
188	-Provide New Window Between Main Office and Foyer					
189	Demolish Masonry and Create New Opening	1	loc	\$3,500.00	\$3,500.00	
190	Furnish and Install Transom Window (4'x4')	1	ca	\$2,000.00	\$2,000.00	
191	Painting	1	allow	\$1,000.00	\$1,000.00	
192	Misc Relocation of Electrical	1	allow	\$500.00	\$500.00	
193	TOTAL				\$7,000.00	
194						

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State of Connecticut

Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

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SECTION A. APPLICATION KEY POINTS

- Only Round 4 Applications will be reviewed and scored.
- Applications submitted under prior rounds will not be reviewed. Interested schools that applied under prior rounds and were not funded, must submit new Round 4 applications for consideration.
- The Safe Schools Checklist is a portion of the National Clearinghouse for Educational Facilities (NCEF) Safe Schools Facility Checklist. The Safe Schools Checklist is due at the time of application. If awarded, the full NCEF Checklist must be completed prior to reimbursement of eligible expenses.
- The Safe Schools Checklist must be completed by school personnel and a member of local/state police. This assessment is utilized in the ranking of a school's application and demonstrates the need for additional security.
- When completing the Safe School Checklist, please note:
 - If applying for the reimbursement of projects that have already been completed (from 1/01/2013 - present) - please fill out the checklist as if the projects have not been completed. For example: if a school recently installed a buzzer system and is applying to have those costs reimbursed, they would fill out the checklist showing the buzzers as a gap in their security.
 - If a school has received funding in Round 1 or Round 2 for a project and is applying for Round 3 – they must complete a new safe schools checklist which considers the Round 1 and 2 projects as complete and in place.
- Only projects approved as part of the application will be funded. Additional projects cannot be added once an application is approved and awarded.

SECTION B. APPLICATION COMPLETION CHECKLIST

- ☐ **Section E:** Application Information and Data sheet
- ☐ **A Plan of Conservation and Development (POCD):** is required to be up to date with the Office of Policy and Management (OPM). (Applies to all Public School Districts in which funding is sent to the Municipality) (Included in **Section E**)
- ☐ **Section F:** District Information and Applicant Authorization Form
(List the schools you are applying for under this grant)
- ☐ **Section G:** Program Narrative
- ☐ **Section H:** A Separate File named "[Budget Tool](#)"
- ☐ **Section I:** School Security and Safety Plan Sign off Sheet (if applicable)
- ☐ **Section M:** Safe Schools Checklist - *portion of NCEF Safe Schools Facility Checklist* (complete for each school applying for under this grant). Requires the name of law enforcement officer completing survey. **Separate File named "[Safe Schools Checklist](#)".**

Submission Instructions: All documents ***MUST*** be submitted electronically and in hardcopy to DESPP/DEMHS on or before December 4, 2018.

Hardcopy Instructions: Documents with original signatures must be submitted to DESPP/DEMHS on or before December 4, 2018 at 4:00 pm. If hand carried the documents must be received at 1111 Country Club Road, Middletown, CT by 4:00 pm. Envelopes postmarked by December 4, 2018 will also be accepted, to the following address:

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
Attention: Grants Unit/School Security
1111 Country Club Road, 3rd floor North
Middletown, CT 06457**

Electronic Instructions: Please submit all documents listed above electronically to schoolsecuritygrant@ct.gov. When submitting electronic applications and attachments to the school security email address - enter the entity applying for the grant in the email subject line. **Example: "*Applicant Name*" School Security Application**

The Safe Schools Checklist & Budget Tool must be submitted electronically as Excel Workbooks. Scanned checklists and budgets will result in an incomplete application.

SECTION C. INTRODUCTION AND PROGRAM SUMMARY

Public Act 18-178 established funding for a fourth round of competitive state grants for costs incurred from **January 1, 2013 to June 30, 2021** inclusive to improve security infrastructure in schools, eligible child care centers and preschools. Any updates to these application materials will be posted on the DESPP/DEMHS website.

Program Highlights:

- Under the law, Ninety percent of funds available under this program will be awarded to eligible Public School Applicants which include: Public Schools, Regional Educational Service Centers, State Charter Schools, the State Department of Education (SDE) on behalf of Technical High Schools, Incorporated or Endowed High Schools or Academies approved by SDE pursuant to section 10-34 of the general statutes.
- Ten percent of funds available under this program shall be awarded to eligible Non-Public Schools, eligible child care centers and pre-schools as outlined in PA 180178.
- This is a competitive grant program. If awarded, eligible expenses will be reimbursed.
- Eligible expenses can be incurred on or after January 1, 2013. The period of performance for subgrants ends on June 30, 2021
- Eligible Applicants and Reimbursement Percentage::

Applicant	Reimbursement Percentages
Local School Districts	The percentage shall be determined by the town wealth as listed in Section L of this document.
Regional Educational Service Centers	The percentage shall be determined by its ranking. Ranking will be determined by multiplying the total population of each member town in the regional educational service center by such town's ranking, adding together the figures for each town and dividing the total by the total population of all member towns in the Regional Educational Service Center. See and Submit " Special Reimbursement Percentage Worksheet ".
Charter Schools	Town wealth percentage of town where school is located See Section L.
Incorporated or endowed schools	The percentage shall be determined by its ranking. Ranking will be determined by multiplying the total population of each member town (designated high school, in town, for not less than 5 years) by such town's ranking, adding together the figures for each town and dividing the total by the total population of all member towns. See and Submit " Special Reimbursement Percentage Worksheet ".
Technical High Schools	No match requirement

- Eligible expenses include but are not limited to: installation of surveillance cameras, penetration resistant vestibules, ballistic glass, solid core doors, double door access, computer controlled electronic locks, entry door buzzer systems, scan card systems, panic alarms, or systems, real time interoperable communications and multimedia sharing infrastructure, and; vendor costs related to the training of school personnel in the operation and maintenance of the security infrastructure equipment purchased/ installed under this program. In addition, the purchase of portable entrance security devices, including but not limited to metal detector wands and screening machines, is eligible
- Decisions on eligibility will be made in accordance with the school safety infrastructure standards contained in the [Report of the School Infrastructure Safety Council dated November 2015](#).
- If there are insufficient funds to cover grants to all towns, priority shall be given to schools with the greatest need for security infrastructure based on the Safe Schools Checklist. The assessment, utilizing a portion of the NCEF Safe Schools Facilities Checklist shall be conducted under the supervision of the local law enforcement agency. In addition, priority will be given to applicants that did not receive funding in previous rounds of SSCGP funding.
- Once the schools with the greatest need for security infrastructure have been identified, succeeding priority, through additional points, shall be granted to schools located in priority school districts pursuant to section 10-266p of the General Statutes (Please see listing in Section L).

Prior to receiving a reimbursement under this grant, the eligible subgrantee must show it:

1. Has conducted a uniform security assessment of its school security, including any security infrastructure, using the NCEF Safe Schools Facilities Check List; The full assessment must be filled out and submitted for each school that receives funding under the grant.
2. The security assessment must be conducted under the supervision of the district's local law enforcement agency using the Safe Schools Facilities Check List published by the National Clearinghouse for Educational Facilities. The full checklist is available on the DESPP/DEMHS and SDE website.
3. Has submitted to DEMHS, a Security and Safety plan that meets the standards of the School Security and Safety Plan Template for the schools under its jurisdiction, as well a certification that the Security and Safety Plan Security and Safety Plan was exercised regularly. A plan must be in place and submitted for each school that receives funding under the grant.

PROGRAM POINT OF CONTACT:

Please direct all questions to the Strategic Planning and Community Preparedness (SPCP) Unit/Grants Unit at the Department of Emergency Services and Public Protection's Division of Emergency Management and Homeland Security. You may reach us by email at schoolsecuritygrant@ct.gov.

SECTION D. INSTRUCTIONS TO APPLICANTS

Below are instructions for filling out each of the forms contained in this grant application kit. Please fill out these forms completely and accurately. If you need assistance filling out this kit, please contact the DESPP/DEMHS SPCP/Grants Unit by email at schoolsecuritygrant@ct.gov. For all forms that require an original signature, the signature location on the form will be indicated by this tab:



Section E. The Applicant Information and Data Sheet:

The Applicant Information and Data Sheet is the form that provides DESPP/DEMHS with all of your organization's contact and audit information. Please provide the requested information in Boxes 1 through 13 of this form. As the preparer of this document, include your name and contact information in the appropriate boxes. DESPP/DEMHS grants staff will contact you if questions arise during the review of the application.

Box 4 is intended for the person authorized to sign documents on behalf of your organization. All official documents must be signed by that authorized signatory.

Box 8 includes a certification that a town's **Plan of Conservation and Development (POCD)** has been adopted and is current. (The POCD requirement applies to all Public School Districts in which funding is sent to the Municipality).

Section F: District Information and Application Authorization Form:

Please list the name and address of each school applied for under this grant. Please indicate if a Security and Safety Plan is in place for each school. The authorized signatory should sign in Box 2.

Section G. The Program Narrative Form:

Use the Program Narrative form to provide an overview of your proposed project(s). Your answers to the five questions on this form should provide DESPP/DEMHS with additional detail on your proposed budget and what your organization plans to accomplish with this grant funding. If you are applying for more than one school, please include in your narrative the proposal for each school.

Section H. Project Budget Tool: Separate attachment – (At a high level) Excel File name: [Budget Tool](#)

The Project Budget Tool allows you to select your project line items from the available dropdown menu. For example: Ballistic Glass and/or Film. Your proposed budget line items should be consistent with the allowable expenses in Section J of this package. If your project is not included in the dropdown menu, type the description under the "other" category. Please be sure to enter your municipal/organization name at the top of the sheet.

This Budget Tool must be emailed in as an Excel Workbook as part of the application submission.

Section I. School Security and Safety Plan Sign Off Sheet:

This form serves as documentation that each school, included within the application, has a school security and safety plan meeting the standards set forth in the [School Security and Safety Plan Standards](#) and also that the plan has been exercised.

Section J. Allowable Program Expenses:

Reimbursements are allowed in three areas: 1) for improvements to the security infrastructure at the school including but not limited to: installation of surveillance cameras, penetration resistant vestibules, ballistic glass, solid core doors, double door access, computer controlled electronic locks, entry door buzzer systems, scan card systems, real time interoperable communications and multimedia sharing infrastructure panic alarms, or systems; 2) the purchase of portable entrance security devices, including but not limited to metal detector wands and screening machines, and related training; 3) vendor costs for training of school security personnel in the operation and maintenance of the security infrastructure purchased under this grant program.

Section K. Prohibited Expenses:

See this section for the list of prohibited items.

Section L: District Ranking & Reimbursement Percentages:

The amount of funding each Applicant is eligible to receive under this program is based on the municipal wealth ranking (similar to the Education Cost Sharing Grant Program). The State Department of Education (SDE) has ranked each district in descending order (least wealthy to most wealthy). This information provides the applicants reimbursement percentage. Also included in this section is the current list of districts designated as Priority School Districts by SDE.

Decision Matrix:

This section outlines the process used to rank applications.

Section M: NCEF Security Assessment Check off Sheets:

The program requires that a security assessment is completed for each school included in your Grant Application. Public Act 14-98 specifies that these assessments must utilize the National Clearinghouse for Education Facilities' Safe Schools Facilities Checklist. For this application, a select portion of the assessment has been identified (Safe Schools Checklist). Please answer YES or NO to each of the questions. Additional comments will not be considered in the application ranking process. This is a Separate Excel File named "[Safe Schools Checklist](#)". If awarded, the full National Clearinghouse for Education Facilities' Safe Schools Facilities Checklist must be completed prior to reimbursement.

TOWN OF KENT
FY '19 Actual vs. Budget - Summary
 July through October 2018

	<u>Jul - Oct 18</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Income	<u>7,362,902.64</u>	<u>12,869,312.00</u>	<u>-5,506,409.36</u>	<u>57.21%</u>
Expense				
A · General Government	549,434.19	1,239,476.00	-690,041.81	44.33%
B · Public Safety	26,711.69	250,816.00	-224,104.31	10.65%
C · Public Works	288,671.57	1,650,827.00	-1,362,155.43	17.49%
D · Health and Welfare	50,222.41	101,431.00	-51,208.59	49.51%
E · Recreation	65,059.76	188,333.00	-123,273.24	34.55%
F · Sanitation	34,765.13	115,935.00	-81,169.87	29.99%
G · Board of Education	2,199,441.24	7,294,308.00	-5,094,866.76	30.15%
H · Debt Service	178,289.75	625,486.00	-447,196.25	28.5%
I · Transfer to Capital	758,700.00	758,700.00	0.00	100.0%
J · Transfer to Dog Fund	7,500.00	7,500.00	0.00	100.0%
K · Current Year Capital Projects	<u>636,500.00</u>	<u>636,500.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Expense	<u>4,795,295.74</u>	<u>12,869,312.00</u>	<u>-8,074,016.26</u>	<u>37.26%</u>

Revenue

1. Rec'd Medic 4 Revenue from January 2018 through June 2018
7,191
2. Received unbudgeted PILOT - State-Owned Property 28,889.00
3. Community House rental for the year has already exceeded the budgeted amount Received: 6,160 Budgeted: 5,000
4. Transfer Station income is at 94.4% of the budgeted amount.
Received: \$88,730
Budgeted \$94,000

Expense

1. Most departmental expenses to date are tracking in accordance with the % of completed FY to the % of budget for the same period. Four months in to the FY equates to 34%
2. Attached is a summary actual vs budget through 10.31.18
3. Audit is stalled: All final field work is complete and a DRAFT of the financial statements has been issued. However, OPM has a requirement regarding inclusion of certain TRB payments and we have been told the information will not be available until "sometime in November". This information is provided by OPM



**TOWN OF KENT
Board of Finance**

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

The Kent Board of Finance meetings are held at 7 p.m. in Kent Town Hall typically on the third Tuesday of the month.

The 2019 meeting dates are:

January 15

February 19

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 17

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BY

S. Brady
TOWN CLERK