

Board of Finance
Minutes Monthly Meeting
Tuesday, January 16, 2018

RECEIVED FOR RECORD
KENT TOWN CLERK
2018 JAN 18 A 9 14
BY J. Brady
TOWN CLERK

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

Public and Invited Guests: Bruce Adams, Barbara Herbst, Martin Lindenmayer, Lynn Mellis, Worthington, CiCi Nielsen, Elyse Stadler.

First Selectman Bruce Adams called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Election of Chairman/Vice Chairman: Mr. Adams called for nominations for a board chairman. Mr. Epstein made a motion to appoint Mark Sebtic as board chairman. Mrs. Brady seconded the motion, and the motion was approved unanimously.

Mr. Sebtic took over running the meeting.

Mr. Epstein made a motion to appoint Jim Blackketter as board vice chairman. Mr. McWhinney seconded the motion, and the motion was approved unanimously.

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

Minutes: Mr. Blackketter made a motion to approve the minutes of the Nov. 14, 2017 monthly meeting. Mrs. Brady seconded the motion, and the motion was approved unanimously.

Correspondence: There was no correspondence.

Reports: Tax Collector: Ms. Devaux did not attend the meeting and did not provide a written report.

Board of Education: Board chairman Marty Lindenmeyer reported the school board formally approved its capital plan. He noted that school officials have revisited the engineering plan and now are looking to fix the old hydraulic system in a more fiscally responsible way that he said would save money in the long run. He also noted the school board has created a community relations committee that would focus on outreach and development.

Board of Selectmen: Mr. Adams gave a verbal report on the status of the flooding and ice jams on the Housatonic River in Kent, saying the ice jam starts about one-quarter mile north of the Route 341 bridge and extends a mile south. Meanwhile, water is flowing under the ice. The big question is when will the ice dissipate? He noted the sewer plant is handling excess water from the manholes at Kent School. The Town has declared a "Civil Preparedness State of Emergency," which allows access to state help, Mr. Adams added. This also may represent a possible opportunity for reimbursement for costs associated with the flooding/ice jams.

Mr. Adams also reported the Town has received the \$500,000 grant designated for the Streetscape Project, and he has signed the contract. He noted the Streetscape Committee met most recently last Saturday and is preparing to bring a proposal for a Streetscape Project to the Board of Selectmen. He reported the proposed project would encompass installing concrete sidewalks with granite curbing from the intersection of Routes 7 and 341 to the Community House at an estimated cost that could range between \$2 and \$3 million. Mr. Adams said he then would be coming to the Board of Finance to discuss the financial aspect of the proposed project.

Treasurer: Ms. Herbst provided the following written reports (attached):

- Kent Center School Budget Comparison, July through December 2017.
- Town of Kent Actual vs. Budget report, dated January 16, 2018. Ms. Herbst noted the Town would not be receiving the second half of the Town Aid Road payment from the state which is about \$150,000.
- Building Inspector's Report, dated January 15, 2018.
- State Municipal Fiscal Indicators (MFI) information which includes a link so board members could access the report.
- Five-Year Capital Plan, dated January 16, 2018.

Business: Annual Report: Mrs. Ferris emailed the board the report prior to the meeting. Mrs. Ferris will print copies to have available at the Annual Town Meeting and will give the report to the town clerk to put on the Town website. Mr. Blackketter made a motion to approve the 2016-17 Annual Town Report as presented. Mr. McWhinney seconded the motion, and the motion was approved unanimously.

FY2018-19 Budget Calendar: Mr. Adams noted the budget packets have gone out to departments, and he read the letter from the Board of Selectmen that accompanied the budget requests (attached). Mr. Adams said he plans to present the Board of Finance with the budget draft at the Finance Board's March meeting. Mr. Adams agreed to email the draft to the board prior to the March meeting. Mr. Lindenmeyer said he would do the same with the school budget draft.

FY 2018-19 BOF Budget: Mr. Blackketter made a motion to send the Board of Finance's budget request unchanged from the 2017-18 budget except for compensation for the board , which would be set by the selectmen, to the Board of Selectmen. Mrs. Brady seconded the motion, and the motion was approved unanimously.

Five-Year Capital Plan: Mr. Adams reported the Board of Selectmen accepted the plan to bring it to the Annual Town Meeting. Mr. McWhinney made a motion to accept the Five-Year Capital Plan as presented. Mr. Blackketter seconded the motion, and the motion was approved unanimously. Mr. Sebetic asked the first selectman to arrange to have the highway foreman and fire department representative attend the February board meeting to speak about their respective capital requests for Fiscal Year 2023.

Annual Town Meeting: Mr. Blackketter will represent the board at the meeting.

BOF Clerk Job Description: Mr. Adams noted the Board of Selectmen review job descriptions every two years. Mr. Epstein made a motion to approve the Board of Finance clerk job description as presented (attached). Mr. McWhinney seconded the motion and the motion was approved unanimously.

Mr. Blackketter made a motion to adjourn the meeting at 8:04 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.

01/10/18

Kent Center School
Budget Comparison
July through December 2017

	<u>Jul - Dec '17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
111-1001 Teachers, Regular	708,402.93	1,953,320.00	-1,244,917.07	36.3%
111-2410 Principal	63,016.98	126,034.00	-63,017.02	50.0%
112-2101 Teacher Assistants	54,180.10	131,040.00	-76,859.90	41.3%
112-2113 Home/School Liaison	19,209.84	47,400.00	-28,190.16	40.5%
112-2134 Nurse	15,567.64	45,930.00	-30,362.36	33.9%
112-2199 Caf. Duty/Athl. Off.	2,244.55	6,908.00	-4,663.45	32.5%
112-2225 Network Administrator	22,808.07	65,885.00	-43,076.93	34.6%
112-2312 Bookkeeper	13,742.43	28,029.00	-14,286.57	49.0%
112-2410 Office Staff	32,799.60	96,626.00	-63,826.40	33.9%
112-2620 Custodians	94,201.61	205,320.00	-111,118.39	45.9%
112-2730 Crossing Guard	1,350.78	3,449.00	-2,098.22	39.2%
120-1102 Substitute Teachers	10,427.50	35,000.00	-24,572.50	29.8%
130-1001 Teachers, Extra Duty	5,594.00	24,402.00	-18,808.00	22.9%
130-1002 Prof. Devel. Presenter	0.00	1,550.00	-1,550.00	0.0%
210-0001 Health/Dental Ins.	401,638.70	747,370.00	-345,731.30	53.7%
211-0001 Life Insurance	2,834.00	5,700.00	-2,866.00	49.7%
220-0001 Soc. Sec.	29,279.11	80,130.00	-50,850.89	36.5%
230-0001 Pension	5,608.18	30,275.00	-24,666.82	18.5%
240-1001 Tuition Reimbursem...	0.00	1,500.00	-1,500.00	0.0%
250-2310 Unemployment Comp.	0.00	200.00	-200.00	0.0%
260-0001 Workers Comp.	17,199.00	24,240.00	-7,041.00	71.0%
321-1100 Assembly Programs	198.00	1,500.00	-1,302.00	13.2%
322-2100 In Service/Non-Certs.	275.00	1,500.00	-1,225.00	18.3%
322-2210 Curr./In-Serv/Testing	3,428.98	8,000.00	-4,571.02	42.9%
330-2132 Phys. Serv./Students	0.00	600.00	-600.00	0.0%
330-2310 Legal & Investig. Svs	0.00	2,000.00	-2,000.00	0.0%
330-2590 Enumeration	0.00	390.00	-390.00	0.0%
330-2835 Physicians Serv./Empl.	0.00	10.00	-10.00	0.0%
411-2600 Water/Sewer/Trash	5,316.38	11,000.00	-5,683.62	48.3%
430-1001 Repair/Instr. Equip.	650.00	1,025.00	-375.00	63.4%
430-1002 Repair/I.T. Equipment	1,487.15	3,300.00	-1,812.85	45.1%
430-2410 Repair/Office Equip.	0.00	250.00	-250.00	0.0%
430-2600 Bldg. Maint. & Repairs	26,365.94	45,000.00	-18,634.06	58.6%
430-2605 Building Security	0.00	1,000.00	-1,000.00	0.0%
430-2610 Sched Maint/Bldg Im...	210.00	19,000.00	-18,790.00	1.1%
430-2640 Service Contracts	10,163.41	33,000.00	-22,836.59	30.8%
442-1100 Lease/Instr.-Office Eq	5,734.92	10,920.00	-5,185.08	52.5%
510-2700 Pupil Transportation	112,140.00	282,250.00	-170,110.00	39.7%
520-2310 E&O/Liability Ins.	12,792.42	13,200.00	-407.58	96.9%
520-2620 Property/Flood/Auto...	43,615.00	43,234.00	381.00	100.9%
530-2410 Postage	980.00	1,275.00	-295.00	76.9%
531-2225 Internet/Network Se...	2,182.40	9,100.00	-6,917.60	24.0%

01/10/18

Kent Center School
Budget Comparison
July through December 2017

	<u>Jul - Dec '17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
531-2410 Telephone/Fax	2,603.46	7,500.00	-4,896.54	34.7%
550-2540 Printing/Advertising	0.00	500.00	-500.00	0.0%
561-1200 Pupil Services	625,074.00	1,041,790.00	-416,716.00	60.0%
561-6110 H.V.R.H.S. Tuition	853,888.80	1,423,148.00	-569,259.20	60.0%
561-6112 Adm. Services	113,025.60	188,376.00	-75,350.40	60.0%
561-6113 Summer School	7,398.97	8,560.00	-1,161.03	86.4%
580-1001 Staff Travel	109.14	1,000.00	-890.86	10.9%
580-2410 Princ. Workshop/Tra...	0.00	925.00	-925.00	0.0%
580-2790 School Trips/Athletics	8,464.30	30,385.00	-21,920.70	27.9%
610-1001 Teaching Supplies	27,275.60	37,000.00	-9,724.40	73.7%
610-1002 I.T. Supplies	4,217.47	9,000.00	-4,782.53	46.9%
610-1200 Pupil Serv. Supplies	279.79	1,000.00	-720.21	28.0%
610-2134 Health Off. Supplies	1,166.85	3,200.00	-2,033.15	36.5%
610-2220 A.V. Materials	699.72	1,000.00	-300.28	70.0%
610-2410 Office Supplies	1,099.75	2,000.00	-900.25	55.0%
611-2490 Graduation Expenses	513.26	2,300.00	-1,786.74	22.3%
613-2600 Custodial Supplies	5,555.04	13,125.00	-7,569.96	42.3%
622-2601 Electricity	35,156.45	73,500.00	-38,343.55	47.8%
623-2620 Propane	1,992.10	3,200.00	-1,207.90	62.3%
624-2620 Heating Oil	40,961.77	52,403.00	-11,441.23	78.2%
627-2740 Fuel for Buses	6,718.72	33,924.00	-27,205.28	19.8%
641-1130 Texts	4,257.17	11,000.00	-6,742.83	38.7%
641-1140 Computer Software	16,427.71	35,450.00	-19,022.29	46.3%
642-2210 Professional Books	0.00	1,100.00	-1,100.00	0.0%
642-2222 Library Books/Subscr.	2,973.09	10,000.00	-7,026.91	29.7%
642-2223 Automated Library S...	1,042.50	1,150.00	-107.50	90.7%
730-1130 Equip. - Info. Techn.	11,546.44	29,000.00	-17,453.56	39.8%
730-1150 Equip. - Misc. Instr.	3,028.27	15,300.00	-12,271.73	19.8%
730-2222 Equip. - Library	0.00	500.00	-500.00	0.0%
730-2600 Service Equipment	0.00	5,000.00	-5,000.00	0.0%
810-2519 Board Fees/Dues/Ex...	4,488.54	8,750.00	-4,261.46	51.3%
930-3100 Cafeteria Subsidy	10,000.00	20,000.00	-10,000.00	50.0%
930-5600 Capital-End User Co...	25,000.00	25,000.00	0.00	100.0%
Contingency	0.00	20,000.00	-20,000.00	0.0%
Total Expense	<u>3,540,609.13</u>	<u>7,263,948.00</u>	<u>-3,723,338.87</u>	<u>48.7%</u>
Net Ordinary Income	<u>-3,540,609.13</u>	<u>-7,263,948.00</u>	<u>3,723,338.87</u>	<u>48.7%</u>
Net Income	<u><u>-3,540,609.13</u></u>	<u><u>-7,263,948.00</u></u>	<u><u>3,723,338.87</u></u>	<u><u>48.7%</u></u>

TOWN OF KENT

Actual vs. Budget

	Jul '17 - Jun 18	Budget	% of Budget
Income	9,527,034.69	12,806,467.00	74.39%
Expense			
Total 010-000 · BOARD OF SELECTMEN	100,265.83	169,094.00	59.3%
Total 012-000 · PROBATE	2,250.17	4,545.00	49.51%
Total 013-000 · REGISTRAR OF VOTERS	14,328.69	29,344.00	48.83%
Total 014-000 · BOARD OF FINANCE	19,132.02	25,156.00	76.05%
Total 015-000 · TREASURER	24,606.75	44,085.00	55.82%
Total 016-000 · TAX ASSESSOR	43,703.36	90,128.00	48.49%
Total 017-000 · TAX COLLECTOR	37,986.14	72,913.00	52.1%
Total 018-000 · BOARD OF ASSESSMENT APPEALS	0.00	2,695.00	0.0%
Total 021-000 · CONSERVATION	297.34	2,775.00	10.72%
Total 022-000 · TOWN CLERK	65,780.58	117,727.00	55.88%
Total 024-000 · PLANNING AND ZONING	38,032.50	73,290.00	51.89%
Total 025-000 · ZONING BOARD OF APPEALS	337.64	2,637.00	12.8%
Total 026-000 · INLAND / WETLANDS	18,391.10	33,379.00	55.1%
Total 027-000 · BUILDING INSPECTOR	7,505.49	13,912.00	53.95%
Total 030-000 · TOWN HALL	47,691.48	82,000.00	58.16%
Total 051-000 · ATTORNEY FEES	2,755.00	16,000.00	17.22%
Total 060-000 · GRANTS	261,565.00	268,069.00	97.57%
Total 070-000 · ASSOCIATIONS	27,337.80	46,646.00	58.61%
074-000 · HISTORIC DISTRICT COMMISSION	0.00	500.00	0.0%
075-000 · INSURANCE	73,275.00	103,810.00	70.59%
079-000 · CONTINGENCY	0.00	10,000.00	0.0%
Total 028-000 · FIRE MARSHAL	11,270.00	31,218.00	36.1%
054-000 · POLICE PROTECTION	1,032.45	174,662.00	0.59%
055-000 · LITCHFIELD CNTY DISPATCH	31,071.27	31,072.00	100.0%
056-000 · CIVIL PREPAREDNESS	409.72	2,000.00	20.49%
Total 031-000 · TOWN GARAGE BUILDING	4,707.14	20,410.00	23.06%
Total 040-000 · HIGHWAY DEPARTMENT	469,068.38	1,210,100.00	38.76%
041-000 · TOWN AID ROAD	8,701.35	284,619.00	3.06%
042-502 · Lighting - Town Utility	6,700.06	12,000.00	55.83%
042-504 · Water - Town Utility	11,238.31	34,210.00	32.85%
045-680 · Tree Work	5,710.00	21,100.00	27.06%
Total 029-000 · SOCIAL SERVICES	29,742.99	56,557.00	52.59%
Total 033-000 · SENIOR CENTER	7,784.45	17,650.00	44.11%
050-501 · Public Restrooms	4,477.43	15,000.00	29.85%
052-000 · Dir of Health/Hlt Dist.	19,184.12	19,200.00	99.92%
Total 023-000 · PARK & REC	95,144.73	164,838.00	57.72%
Total 032-000 · Community House	9,360.94	22,249.00	42.07%
Total 034-000 · Swift House	1,375.38	6,300.00	21.83%
046-000 · KCS Ballfield Maintenance	1,790.00	6,000.00	29.83%
Total 043-000 · TRANSFER STATION	50,357.70	109,804.00	45.86%
044-000 · Landfill Monitoring	0.00	2,000.00	0.0%
G · Board of Education	3,960,184.08	7,263,948.00	54.52%
H · Debt Service	183,881.00	646,825.00	28.43%
I · Transfer to Capital	746,000.00	746,000.00	100.0%
J · Transfer to Dog Fund	7,500.00	7,500.00	100.0%
K · Current Year Capital Projects	692,500.00	692,500.00	100.0%
Total Expense	7,150,221.61	12,806,467.00	55.83%

Municipal Fiscal Indicators

MFI is an annual compendium of information compiled by the Office of Policy and Management, Office of Finance, Municipal Finance Services Unit (MFS). The data contained in Indicators provides key financial and demographic information on municipalities in Connecticut.

MFI contains the most current financial data available for each of Connecticut's 169 municipalities. The majority of this data was compiled from the audited financial statements that are filed annually with the State of Connecticut, Office of Policy and Management, Office of Finance. This database of information includes selected demographic and economic data relating to, or having an impact upon, a municipality's financial condition. The most recent edition is for the Fiscal Years Ended 2012-2016 and was first published in December of 2017.

<http://www.ct.gov/opm/cwp/view.asp?A=2984&Q=383170>

Net Current Education Expenditures per Pupil FYE 2016

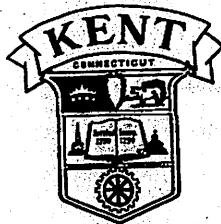
Canaan	\$28,947
Cornwall	\$30,193 (highest in the state)
Kent	\$23,589
North Canaan	\$22,236
Salisbury	\$23,568
Sharon	\$28,608

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FIVE YEAR TOTALS	FIVE YEAR CAPITAL PLAN						INFORMATIONAL USE				
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
	BOE PLAN						Roof				
				Roof	Roof		Roof				
	KCS BLDG IMPROVEMENTS			266,000	266,000		266,000				
			Windows				repave parking lot				
		0	100,000				136,235	136,235	136,235		
632,000	BOE SUBTOTAL	0	0	100,000	266,000	266,000	402,235	136,235	136,235	0	0
	BOS PLAN										
		hwy Trk #5	HWY Trk #2 and mower	Payloader Zero Turn Salt Brine Maker	Truck #1 Compactor	HWY Trk #7 and Kubota	HWY Trk #9	HWY Trk #4	HWY Trk #12	Tractor w/ boom mower	Truck #8
	HIGHWAY TRUCKS	185,000	100,000	0	60,000	190,000	230,000	130,000	200,000		200,000
				140,000							
	HIGHWAY EQUIPMENT			15,000							
			20,000	35,000	40,000	35,000		30,000		120,000	
820,000	TOTAL TOWN FLEET	185,000	120,000	190,000	100,000	225,000	230,000	160,000	200,000	120,000	200,000
		Eng 1	Eng 1	Eng 1	Eng 1	Rescue 8					
	KVFD APPARATUS	187,500	150,000	150,000	150,000	200,000					
837,500	TOTAL KVFD FLEET	187,500	150,000	150,000	150,000	200,000	0	0	0	0	0
	Anderson Road							350,000			
	BOTSFORD ROAD						345,000				0
	KENICO ROAD	85,000									
	STUDIO HILL ROAD			200,000				0			
285,000	TOTAL ROADS	85,000	0	200,000	0	0	345,000	350,000	0	0	0
	Bridge #9									300,000	
	BRIDGES 17-20 & 22				250,000						
	BRIDGE # 05519 (Macedonia)					250,000					
	BRIDGE #16 (Anderson Road)	100,000	100,000								
	BRIDGE # Carter Road			250,000							
950,000	TOTAL BRIDGES	100,000	100,000	250,000	250,000	250,000	0	0	0	300,000	0
0	TOTAL LAND	0	0	0	0	0	0	0	0	0	0
		Doors			Parking Lot	Parking Lot					
	TOWN GARAGE	24,000			30,000	40,000					
	STREETSCAPE (sidewalk replacement)		100,000								
				Appliances							
	SENIOR CENTER			25,000							
			Bathrooms					Roof			
	COMMUNITY HOUSE		25,000					50,000			
			Oil Tank Removal		Carpet / Paint					TN Hall Roof	Windows
	TOWN HALL		25,000		40,000					65,000	125,000
309,000	TOTAL BUILDINGS	24,000	150,000	25,000	70,000	40,000	0	50,000	0	65,000	125,000
	ZONING REG				50,000				0		
	TOWN PLAN POCD	15,000	15,000	15,000							
	REVALUATION	40,000				25,000	40,000				
	P/R Playgrounds				50,000	50,000	100,000				
260,000	TOTAL NON RECURRING	55,000	15,000	15,000	100,000	75,000	140,000	0	0	0	0
3,461,500	BOS SUBTOTAL	636,500	535,000	830,000	670,000	790,000	715,000	560,000	200,000	485,000	325,000
FIVE YEAR TOTALS		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
4,093,500	BOE & BOS PROJECTED CAPITAL	636,500	535,000	930,000	936,000	1,056,000	1,117,235	696,235	336,235	485,000	325,000
	BOE & BOS CAPITAL SPEN	636,500	535,000	930,000	936,000	1,056,000	1,117,235	696,235	336,235	485,000	325,000
	1/5TH OF ANNUAL CAPITAL	127,300	107,000	186,000	187,200	211,200	223,447	139,247	67,247	97,000	65,000
	APPROPRIATION FY 2018-2019	818,700									
	APPROPRIATION FY 2019-2020		914,847								
	APPROPRIATION FY 2020-2021			947,094							
	APPROPRIATION FY 2021-2022				828,341						
	APPROPRIATION FY 2022-2023					738,141					
	APPROPRIATION FY 2023-2024						591,941				
	Accepted by the BoS	1/3/18									
	Approved by the BoS										
	Accepted by BoF										
	Approved by P/Z			Approved at Town Meeting							
	Modified by BoF										

[illegible]



TOWN OF KENT

January 2018

Memo to Department Heads, Board & Commission Chairs and any entity that is a part of the Town of Kent budget:

The Kent Board of Selectman has begun the budget process for the next fiscal year. We have agreed upon a meeting schedule (attached) and have accepted a Capital Plan(attached) to take to the BOF on January 16. As has become our practice, we will jointly present the Capital Plan to the town at the Annual Meeting on January 18th for informational purposes only.

As we begin work on the rest of the FY18-19 budget we ask that you continue your efforts to keep your budget increases low. We certainly understand that some increases are out of your control and that budgets can't remain flat forever. You will be expected to document any sizeable increases and any new additions in your budget. We continue to believe that there is not a need for new positions, increased hours and large ticket purchases. The NW Hills COG salary survey showed a few years ago that our salaries were at, or above, average. We will take another look this year.

The state budget cuts have not had a huge effect on Kent so far, mainly because we didn't get much from the state to begin with. But we always have to be aware of possible changes at that level.

We are happy to discuss this and anything else related to the budget process and we are always open to suggestions for areas to save money. We will be meeting with each of you in February. See budget schedule and 5 Year Capital Plan attached.

Kent Board of Selectmen

Bruce Adams

Jeff Parkin

Chris Garrity

**TOWN OF KENT
CLERK TO THE BOARD OF FINANCE**

Position Summary:

Supports the Board of Finance performing all general administrative duties associated with the Board of Finance.

Reports to:

Chairman of the Board of Finance.

Hours of Work:

Part-time: Flat rate per meeting and for annual report compilation

Essential Job Functions:

The clerk performs administrative duties at the direction of the Board of Finance Chairman.

General Duties:

- Prepares agendas as needed for Regular and Special Board of Finance meetings with the materials provided by the chairman.
- Files agenda with the Town Clerk's Office, as stipulated by Connecticut State Statute.
- Compiles information as necessary for the meeting and provides to the members of The Board of Finance prior to the meeting.
- Attends all regular and special meetings and takes minutes
- Files minutes with all attachments to the Town Clerk's Office, as stipulated by Connecticut State Statute and emails to Board members.
- Prepares yearly meeting calendar for the Board of Finance to approve and file with the Town Clerk's Office in December.
- The Clerk shall assist the Board of Finance in the compilation of the Annual Town Report. This is to include collection of submitted reports, organization and production.
- Time cards need to be approved by the Chairman or Vice-Chairman and submitted to the Treasurer.
- Performs other administrative duties as requested by the Chairman.

Job Qualifications:

- Trained or ability to be trained in tasks and procedures related to statutes, ordinances and principles to be followed by the Board of Finance.
- Strict confidentiality in performing duties.
- High level of honesty, trustworthiness and respectfulness.
- Flexibility and strong work ethics.
- Strong working knowledge of Microsoft Word, Excel and Outlook.

Physical Conditions:

- Office environment.

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KENT TOWN CLERK
2017 JAN 18 A 9 15
BY *D. Bracey*
TOWN CLERK

- Repetitive motion (use of keyboard).
- Periodic need to carry boxes (no more than 50 lbs.), move tables and chairs, hang signs and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting prolonged periods for computer work.

Approved by the Board of Selectmen
Approved by the Board of Selectman

8/5/14