

Board of Finance
Minutes Special Meeting
Tuesday, Sept. 19, 2017

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KENT TOWN CLERK
2017 SEP 21 A 9 06
BY [Signature]
TOWN CLERK

Present: Jim Blackketter, Maureen Brady, Ed Epstein, Mark McWhinney, Nancy O'Dea-Wyrick, Mark Sebetic.

Public and Invited Guests: Bruce Adams, Barbara Herbst, Diann Kite, Martin Lindenmeyer, Lynn Mellis Worthington, Elyse Stadler.

Chairman Nancy O'Dea-Wyrick called the special meeting to order at 7:15 p.m.

The Pledge of Allegiance was recited.

Minutes: Mr. Blackketter made a motion to approve the minutes of the Aug. 15, 2017 meeting. Mrs. Brady seconded the motion, and the motion was approved unanimously.

Correspondence: Ms. O'Dea-Wyrick read correspondence from Superintendent of Schools Pamela Vogel regarding the Region One Certified Teacher Negotiations (attached). Ms. O'Dea-Wyrick said she would contact the superintendent after no board members expressed an interest in being involved in the negotiations.

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

Board of Education: Mr. Lindenmeyer said he does not have a written report and updated the board on summer projects, adding that the new school year is "off to a good start."

Board of Selectmen: Mr. Adams reported the following:

Welcome Center Update:

- The building is getting rave reviews from hikers, citizen and visitors.
- Still have about \$13,000 in grant funds. May do some planting.
- Cleaning and maintenance is working very well.
- 175+ showers to date.

Carter Road project – update:

- Road is open. Awaiting final State inspection.

Kenico Road Project:

- Material is being trucked in from Kent Falls storage area and town garage
- Worth noting that the pile at the Town garage is estimated to save about \$60,000
- \$190K in Capital Plan this year, \$85K next year

Lake Waramaug dam:

- Project on hold for now
- No Kent financial assistance needed at present

FEMA Generator Grant:

- We have a grant for a generator at the CH. It expires in 2018.
- We have decided to put the \$\$ toward replacement of the Town Hall generator.

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- I have asked permission to transfer use of the grant funds to Town Hall.

Good News from Assessor Patty Braislin:

- Memo from Mrs. Braislin regarding the revaluation (attached).

Kent Hollow Bridge:

- The small bridge near Straight Road has been replaced.
- It opened in time for school and looks good.
- Done within amount budgeted in Capital Plan.

State Budget:

- ??????????????????????

Mr. Adams also noted he had the Town's IT services reviewed and was told the Town's telephone charges are some of the lowest in the state. Mr. Adams credited administrative assistant Joyce Kearns with securing the telephone contract.

Treasurer: Barbara Herbst distributed a Town of Kent Actual vs. Budget July 2016 through June 2017 (attached), saying revenues exceeded what she projected. Mrs. Herbst also provided a worksheet of state revenue funding for FY 17 and FY18 (attached).

Business: Fund Balance Estimate: Mrs. Herbst stated the fund balance estimate is \$2,238,369. Mr. Adams noted the Town did not provide the State with this information, saying about half of the state's 169 cities and towns also did not provide the requested information by the governor.

Impact of State Budget: There was no further discussion.

FY 2017 Budget Transfers: Mrs. Herbst provided and explained a Fiscal Year 2016-2017 Year End Budget Transfers document (attached). Mr. Blackketter made a motion to approve the budget transfers for Fiscal Year 2016-2017, as provided. Mr. Epstein seconded the motion, and the motion was approved unanimously.

FY2017 Audit: Mrs. Herbst reported that the field work for the audit is, and she is waiting for the draft report. Ms. O'Dea-Wyrick asked the treasurer to let her know when the auditor would attend a Board of Finance meeting, October or November.

FY 2017 Annual Report: Board clerk Lesly Ferris reported she has emailed requests for reports, some of which she has received, and has the cover page complete.

Other Old Business: There was no other old business discussed.

Other New Business: Mr. Epstein said he attended the Board of Education meeting at which a letter from the Muessels written to the school board was received. Mr. Epstein said he feels the information in the letter should be clarified, saying he feels it is important that this be a joint effort. Mr. Lindenmeyer said the letter is addressed to the Board of Education, noting the board did not respond to the letter at the meeting.

Comments from Public and Invited Guests: Diann Kite asked the status of the state's request for information about the Town's undesignated fund balance. Mr. Adams said the Town did not provide the information, noting about half of the state's 169 towns did not respond. Ms. Kite said she feels town tax monies are meant for town expenses. She added she feels very strongly Kent should not be penalized for other Town's over spending.

Mr. Blackketter made a motion to adjourn the meeting at 8:05 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.



REGION ONE SCHOOL DISTRICT

246 Warren Turnpike Road
Falls Village, CT 06031

Central Office (860) 824-0855
Pupil Services (860) 824-5639
Fax (860) 824-1271

Town of Kent
Nancy O'Dea-Wyrick, Chair
Board of Finance
PO Box 678
41 Kent Green Boulevard
Kent, CT 06757

September 8, 2017

RE: Region One Certified Teacher Negotiations

Dear Town of Kent Board of Finance,

Please be advised that the Board of Education for the Region One School District (the "Board") will commence negotiations in October 2017 for a successor collective bargaining agreement with the Association that represents the certified teachers in Region One School District.

I am able to meet and confer, on behalf of the Board, with the fiscal authority of the Town of Canaan prior to the initial negotiations session in this matter. Please contact me to discuss a possible meeting time for any such discussion.

In addition, a member of the fiscal authority of the Town is entitled to attend these negotiations, to serve as an observer and a resource to the Board. The Board and the teachers will convene an initial negotiation session in October. At that initial session, the parties will select additional dates in September for further negotiation sessions.

For your information, the statutory timelines for negotiations between the Board and the Association is as follows:

Commence Date: October 3, 2017
Mediation Date: November 22, 2017
Arbitration Date: December 17, 2017

Please contact me if I can provide any further information about the negotiation process.

Sincerely,

Pamela Vogel
Superintendent

Cc: Allan Priaulx, Kent Board of Education Chairperson

September 4, 2017

To: Mr. Bruce Adams, First Selectman and Board members

From: Patty Braislin, Assessor

Dear Mr. Bruce Adams, First Selectman and Board Members, Mr. Michael Van Valkenburg and Mr. Jeff Parkin


I recommend that Vision Government Solutions be awarded the contract for the 2018 Grand List Revaluation in the amount of \$49,800.

Jim, Jen and I have worked together for many years to meet the statutory ten year inspection requirement for the 2018 revaluation. The result reflected in the bids received is a substantial cost savings for the Town. The 2013 revaluation was \$48,600 which was an update only no inspections. The 2008 revaluation with inspections done by the Revaluation Company was \$130,000. The 2018 Revaluation bid of \$49,800 is an \$80,000 cost difference from 2008.

Some of the same procedures we implemented are also being used in other area towns as cost saving measures. The taxpayers' follow-through returning the data mailers and positive comments regarding the procedure made the effort worthwhile. Onsite inspections and questions that resulted from data mailer questionnaires were coordinated with property owners. This was a great deal of extra work and would not have been accomplished without the total commitment to implementing the inspection process from beginning to end from Jim and Jen. The required inspections should continue to be done in-house and would eliminate future inspection costs by outside companies.

Current Vision software will continue to be supported to 2020.

Yours truly,



Patricia S. Braislin, Assessor

COMPANY	2018 REVAL	SOFTWARE
VISION	49800	10000
E QUALITY	52000	2000
MUNI	58000	?
TYLER	61465	3235

FY 17-18 CAPITOL	25,000
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FY 18-19 CAPITOL	40,000
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TOTAL IN CAPITOL	\$65,000
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Budget
Transfer

#	<u>From</u>	Amount	<u>To</u>	Amount
One	Contingency (079-000)	346.00	Grants: Cemetery Assoc (060-813)	346.00
Two	Contingency (079-000)	172.00	Lake Waramaug Auth(070-857)	172.00
Three	Contingency (079-000)	7,700.00	Police Protection (054-000)	7,700.00
Four	Contingency (079-000)	60.00	Town Aid Road (041-000)	60.00
Five	Hired Equipment (040-605)	3,075.00	Tree Work (045-680)	3,075.00
Six	Contingency (079-000)	140.00	Tree Warden (045-681)	140.00
Seven	Contingency (079-000)	883.00	Park Maintenance (023-419)	883.00
		12,376.00		12,376.00

1 Fence Damage not covered by insurance - cemetery damage fence rail & labor

2 Kent share (20%) of Pyrl / and general expenses for FY '17 exceeded budgeted amount

3 Charged for 85% of Base Salary, and fringe - only budgeted 75%

base salary 69,246.32

meals, fringe benefits, travel, stipend, MV depreciation, supplies 84,323.24

4 Paving Invoices - not split

5 Studio Hill, Spooner Hill, South Rd, Richards Hill, Cobble St, Maple St, Jennings, Skiff Mt, Carter Rd

6 Nothing budgeted for that expense

7 Tree work and improvements to park

Attached is a summary report for General Fund
Actual expenses vs. Budgeted Amounts.

TOWN OF KENT
Actual vs. Budget
July 2016 through June 2017

	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Income	12,875,085.56	12,755,658.00	119,427.56	100.94%
Total 010-000 · BOARD OF SELECTMEN	162,074.69	162,910.00	-835.31	99.49%
Total 012-000 · PROBATE	4,544.80	4,545.00	-0.20	100.0%
Total 013-000 · REGISTRAR OF VOTERS	27,061.93	27,564.00	-502.07	98.18%
Total 014-000 · BOARD OF FINANCE	23,753.43	25,084.00	-1,330.57	94.7%
Total 015-000 · TREASURER	42,289.09	42,828.00	-538.91	98.74%
Total 016-000 · TAX ASSESSOR	79,460.49	87,617.00	-8,156.51	90.69%
Total 017-000 · TAX COLLECTOR	70,239.60	70,795.00	-555.40	99.22%
Total 018-000 · BOARD OF ASSESSMENT APPEALS	0.00	2,632.00	-2,632.00	0.0%
Total 021-000 · CONSERVATION	2,764.11	2,775.00	-10.89	99.61%
Total 022-000 · TOWN CLERK	113,297.88	113,776.00	-478.12	99.58%
Total 024-000 · PLANNING AND ZONING	62,020.12	70,850.00	-8,829.88	87.54%
Total 025-000 · ZONING BOARD OF APPEALS	900.82	2,602.00	-1,701.18	34.62%
Total 026-000 · INLAND / WETLANDS	29,811.42	32,097.00	-2,285.58	92.88%
Total 027-000 · BUILDING INSPECTOR	7,314.56	13,666.00	-6,351.44	53.52%
Total 030-000 · TOWN HALL	65,585.76	73,600.00	-8,014.24	89.11%
Total 051-000 · ATTORNEY FEES	13,014.50	16,000.00	-2,985.50	81.34%
Total 060-000 · GRANTS	267,915.00	267,569.00	346.00	100.13%
Total 070-000 · ASSOCIATIONS	34,777.66	34,656.00	121.66	100.35%
074-000 · HISTORIC DISTRICT COMMISSION	34.80	500.00	-465.20	6.96%
075-000 · INSURANCE	96,963.68	100,786.00	-3,822.32	96.21%
077-000 · RETIREE HEALTH BENEFITS	-208.08	0.00	-208.08	100.0%
079-000 · CONTINGENCY	0.00	10,000.00	-10,000.00	0.0%
Total A · General Government	1,103,616.26	1,162,852.00	-59,235.74	94.91%
Total 028-000 · FIRE MARSHAL	28,544.16	30,527.00	-1,982.84	93.51%
054-000 · POLICE PROTECTION	132,689.79	125,000.00	7,689.79	106.15%
055-000 · LITCHFIELD CNTY DISPATCH	30,904.20	30,905.00	-0.80	100.0%
056-000 · CIVIL PREPAREDNESS	1,492.41	2,000.00	-507.59	74.62%
Total B · Public Safety	193,630.56	188,432.00	5,198.56	102.76%
Total 031-000 · TOWN GARAGE BUILDING	19,085.09	19,920.00	-834.91	95.81%
Total 040-000 · HIGHWAY DEPARTMENT	1,128,401.57	1,171,612.00	-43,210.43	96.31%
041-000 · TOWN AID ROAD	282,811.02	282,751.00	60.02	100.02%
042-502 · Lighting - Town Utility	9,212.85	12,000.00	-2,787.15	76.77%
042-504 · Water - Town Utility	32,893.60	34,210.00	-1,316.40	96.15%
045-680 · Tree Work	23,075.00	20,000.00	3,075.00	115.38%
045-681 · Tree Warden	140.00	0.00	140.00	100.0%
Total C · Public Works	1,495,619.13	1,540,493.00	-44,873.87	97.09%
Total 029-000 · SOCIAL SERVICES	53,617.46	55,430.00	-1,812.54	96.73%
Total 033-000 · SENIOR CENTER	12,597.72	18,300.00	-5,702.28	68.84%
050-501 · Public Restrooms	7,452.91	15,000.00	-7,547.09	49.69%
052-000 · Dir of Health/Hlt Dist.	19,408.80	19,410.00	-1.20	99.99%
Total D · Health and Welfare	93,076.89	108,140.00	-15,063.11	86.07%
Total 023-000 · PARK & REC	161,243.02	160,361.00	882.02	100.55%

TOWN OF KENT
Actual vs. Budget
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total 032-000 · Community House	19,349.45	22,249.00	-2,899.55	86.97%
Total 034-000 · Swift House	3,598.04	6,900.00	-3,301.96	52.15%
046-000 · KCS Ballfield Maintenance	2,850.00	6,000.00	-3,150.00	47.5%
Total E · Recreation	187,040.51	195,510.00	-8,469.49	95.67%
Total 043-000 · TRANSFER STATION	104,507.54	113,937.00	-9,429.46	91.72%
044-000 · Landfill Monitoring	1,558.00	2,000.00	-442.00	77.9%
Total F · Sanitation	106,065.54	115,937.00	-9,871.46	91.49%
Total G · Board of Education	7,089,369.81	7,162,606.00	-73,236.19	98.98%
Total H · Debt Service	669,987.25	669,988.00	-0.75	100.0%
I · Transfer to Capital	857,472.00	732,200.00	125,272.00	117.11%
Total J · Transfer to Dog Fund	7,500.00	7,500.00	0.00	100.0%
K · Current Year Capital Projects	872,000.00	872,000.00	0.00	100.0%
Total Expense	12,675,377.95	12,755,658.00	-80,280.05	99.37%
Net Income and Expense	199,707.61	0.00	199,707.61	100.0%

	PILOT: State-Owned Property		Pequot-Mohegan Fund		Town Aid Road		LoCIP		ECS	
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Municipality	FY 17	FY 18	FY 17	FY 18	FY 17	FY 18	FY 17	FY 18	FY 17	FY 18
Kent	35,287	0	9,077	8,957	284,619	284,619	0	76,778	25,634	39,987

Totals	FY '17	FY '18	Variance
	354,617	410,341	55,724

Town Aid Road Lost in 2017 41,879

General Assembly passed a state budget on Saturday (9/16/17), above are grant estimates under the budget.
This budget has not been adopted, and the Governor may veto it

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KENT TOWN CLERK
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BY *D. Brady*
TOWN CLERK