

Board of Finance  
Minutes Regular Monthly Meeting  
Tuesday, Feb. 16, 2016

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

**Public and Invited Guests:** Bruce Adams, Carol Franken, Barbara Herbst, Cynthia Hochswender, John Mauer, Lynn Mellis Worthington, Donna Miller.

Vice chairman Mark Sebetic called the meeting to order at 7:00 p.m.

**Agenda:** Mr. Blackketter made a motion to add the following items to the agenda: approval of minutes of 1/21/16; Assessor's Report; Appointment of Auditor. Mrs. Brady seconded the motion, and the motion was approved unanimously. Mr. Blackketter made a motion to accept the agenda as amended. Mr. McWhinney seconded the motion, and the motion was approved unanimously.

**Approval of Minutes:** Mrs. Brady made a motion to approve the minutes of the Jan. 5, 2016 monthly meeting. Mr. Blackketter seconded the motion, and the motion was approved unanimously. Mrs. Brady made a motion to approve the minutes of the Jan. 21, 2016 special meeting. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

**Correspondence:** Mr. Adams had shared an email regarding the Governor's projected state revenues for Kent for FY 21017 (attached).

**Reports: Tax Collector:** The tax collector did not attend the meeting and did not provide a report.

**Board of Education:** John Mauer said he had information to share regarding the Five-Year Capital Plan.

**Board of Selectmen:** First Selectman Bruce Adams reported the following:

- Attended the COST Annual Meeting today in Hartford.
- Public restroom project is moving forward; bid package should be ready to go out in another month.
- Awaiting announcement on the three STEAP grants for which the Town applied.
- Putting together an application to DOT for a Community Connectivity Road Safety Audit for Route 7 (Congregational Church to the Greenhouse) and Route 341 (Kent School entrance to Maple Street Extension).
- Looked at a public restroom under construction in Hopewell Junction, NY.
- Cost of the paramedic program in the current fiscal year is reduced to \$22,000 due to the lower call volume since the closing of The Kent. Some of this cost is expected to come back to the Town from the fire department.

**Treasurer:** Barbara Herbst provided the board with Board of Education monthly budget report (attached).

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KENT TOWN CLERK

2016 FEB 17 A 10:07

BY

TOWN CLERK

**Assessor's Report:** Patty Braislin provided the Grand List report (attached). The Grand List shows a .21% increase.

**Appointment of Auditor:** Mrs. Herbst shared the audit subcommittee's recommendation (attached). Mr. Epstein made a motion to appoint Sandra E. Welwood, LLC as the auditing firm for five fiscal years starting with FY 2015-16 at a cost of \$21,500 per year. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

**Business: FY 2017 Budget Calendar Updates – combined BOE & BOF meeting to be scheduled:** Mr. Adams noted the Board of Selectmen is on schedule and expects on March 15, 2016 to bring a budget proposal to the Board of Finance. Mr. Sebetic said in communication today with Board of Education chairman Paul Cortese that the school board expects to have a budget proposal approved at its March 3 meeting and would email a copy to the Finance Board before the March 15, 2106 meeting. The Finance Board will aim to hear both budget presentations at its March 15 meeting and could meet again on March 22 (tentatively) if needed.

**Acceptance of the FY2017 Capital Plan:** Mr. Adams said the plan (attached) was presented as information at the Annual Town Meeting, and there were hardly any comments.

Mr. Mauer noted the Board of Education voted on some changes to its capital plan requests:

- The proposed purchase of a new truck would be funded in the current operating budget.
- Window project funding proposed at \$100,000 in FY 2018 and \$100,000 in FY 2021.

Mr. Epstein said he would not support the proposed Five-Year Capital Plan unless the \$850,000 for KCS building improvements in FY 2022 is removed from the plan. Mr. Blackketter and Mr. Sebetic said they do not disagree at all. Mr. Epstein made a motion to remove from the Five-Year Capital Plan \$850,000 for KCS building improvements in FY 2022. Mr. Blackketter seconded the motion. Mr. Mauer noted the school board plans to spend \$20,000 for an architectural review of the school building to get firm numbers for these proposed improvements. There was some discussion on whether the finance board would be accepting or approving the capital plan at the meeting. Mr. McWhinney and Mr. Blackketter said they would prefer the board approve the plan before it goes to the Planning and Zoning Commission. Mr. Blackketter, Mr. Epstein, Mr. McWhinney and Mr. Sebetic voted yes, and Mrs. Brady abstained from voting. The motion was approved.

There was discussion about adding \$100,000 for KCS windows in FY 2021. Mr. McWhinney said he wouldn't change anything to the left of the solid black line in the Five-Year Capital Plan until the board hears a request from an elected Board of Education member. Mr. Blackketter agrees. Mr. Mauer commented that communication about the capital plan has been delegated to him. The board took no further action on changes to the capital plan and the consensus is to wait to send it to Planning and Zoning Commission. Mr. McWhinney asked for a clarification on bridge #05519 (Macedonia) which Mr. Adams will get. Mr. Blackketter made a motion to accept the Five-Year Capital Plan, dated Jan. 22, 2016, as amended. Mr. Epstein seconded the motion, and the motion was approved unanimously.

Mr. Sebetic proposed the Board of Finance and the Board of Education meet on a night separate from either board's regular meeting night and before the joint budget meeting to discuss finding a means of communication that is productive to both boards. Mr. Sebetic will propose to Mr. Cortese Feb. 22, 23, 24, 29 or March 1 at 7 p.m. as possible dates for a joint meeting.

**FY2017 Budget:** There was no other discussion.

**Public and Invited Guests:** Library Director Donna Miller provided the board with documents supporting the library's budget request that also were provided to the Board of Selectmen (attached). Ms. Miller noted the library requested an additional \$25,000 in its grant request. She asked the board to take time to read the documents.

Mr. Mauer commented the Board of Education budget is moving along.

Mr. Blacketter made a motion to adjourn the meeting at 8:17 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.*

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KENT TOWN CLERK

2016 FEB 17 AM 10:07

BY

  
TOWN CLERK



Lesly Ferris &lt;parkandrec@townofkentct.org&gt;

**Fwd: Governor's Proposed FY 17 State Budget**

3 messages

**Bruce Adams** <firstselectman@townofkentct.org>

Mon, Feb 8, 2016 at 11:56 AM

To: Barbara Herbst &lt;treasurer@townofkentct.org&gt;, Lesly Ferris &lt;ParkandRec@townofkentct.org&gt;

----- Forwarded message -----

From: **GEORGE RAFAEL** <GRAFAEL@ccm-ct.org>

Date: Mon, Feb 8, 2016 at 11:51 AM

Subject: Governor's Proposed FY 17 State Budget

To: "firstselectman@townofkentct.org" &lt;firstselectman@townofkentct.org&gt;

Connecticut Conference  
of Municipalities

February 8, 2016

**Governor's Proposed FY 17 State Budget Impact on: Kent**

On February 3, 2016, the Governor proposed his state budget adjustments for FY 17. Below are grant estimates for **Kent** for certain key programs. These estimates should match the information sent last week.

More details on the FY 17 state budget and other legislation impacting municipal finance will be provided in the coming days. Updates will be available at [www.ccm-ct.org](http://www.ccm-ct.org).

Grant:	Current Year FY 16	Gov. Proposed FY 17	Gov. Proposed FY 17 v. FY 16	
			(\$)	(%)
Adult Education	0	0	0	
ECS Grant	167,052	167,052	0	0.0%

Non-Public School Transportation	0	0	0	
Public School Transportation	2,696	2,914	218	8.1%
LoCIP	41,879	41,879	0	0.0%
Pequot-Mohegan Grant	9,953	9,101	- 852	- 8.6%
PILOT: Colleges & Hospitals	0	0	0	
PILOT: State-Owned Property	29,220	35,564	6,344	21.7%
Town Aid Road	282,751	282,751	0	0.0%
Grants for Municipal Projects	0	0	0	
MRSA Select PILOT	0	0	0	
MRSA Sales Tax Sharing	0	38,590	38,590	
MRSA Motor Vehicle	0	0	0	
<b>Total</b>	<b>533,551</b>	<b>577,851</b>	<b>44,300</b>	<b>8.3%</b>

If you have any questions, please contact George Rafael at [grafael@ccm-ct.org](mailto:grafael@ccm-ct.org) or 203-498-3063.

--  
 Bruce K. Adams  
 First Selectman  
 Town of Kent, CT  
 860-927-4627

Lesly Ferris <[parkandrec@townofkentct.org](mailto:parkandrec@townofkentct.org)>  
 To: [leslyferris@gmail.com](mailto:leslyferris@gmail.com)

Mon, Feb 8, 2016 at 1:15 PM

[Quoted text hidden]

Lesly Ferris <[parkandrec@townofkentct.org](mailto:parkandrec@townofkentct.org)>  
 To: Bruce Adams <[firstselectman@townofkentct.org](mailto:firstselectman@townofkentct.org)>

Mon, Feb 8, 2016 at 2:17 PM

Hi Bruce - thank you. I will forward to BOF.

Lesly

[Quoted text hidden]

Date: February 3, 2016

To: Bruce Adams, First Selectman

Cc: Nancy Wyrick, Chairman Board of Finance & Clerk Leslie Ferris

Cc: Barbara Herbst, Treasurer

From: Patty Braislin, Assessor

SECTION	NET 2014 AFTER BAA	NET 2015 BEFORE BAA	DIFFERENCE	
Real Estate - 1977 Accounts	554,536,310	555,566,655	1,030,345	
Personal Property - 359 Accts	14,628,871	14,851,224	222,353	
Motor Vehicle - 3165 Accts	25,251,420	25,565,300	313,880	
Exempt - 201 Accts	0	0	0	
<b>FINAL TOTAL</b>	<b>594,416,601</b>	<b>595,983,179</b>	<b>1,566,578</b>	<b>0.26% Percentage Increase</b>

	2013 REAL ESTATE EXEMPT	2014 REAL ESTATE EXEMPT	2015 REAL ESTATE EXEMPT	TAX EXEMPT INCREASE FROM 2013 TO 2015 GRAND LIST
Exempt Real Estate Accounts	124,315,100	125,290,300	125,943,100	1,628,000

#### 2015 GROSS GRAND LIST BY CATEGORY

SECTION	2013 GL GROSS TAXABLE GRAND LIST	2014 GL GROSS TAXABLE GRAND LIST	2015 GL GROSS TAXABLE GRAND LIST	2015 GL % OF TOTAL GROSS	2014 -2015 DIFFERENCE	DIFFERENCE FROM 2013 to 2015
Residential Real Estate	464,991,400	468,671,100	470,599,300	78.79%	1,928,200	5,607,900
Commercial Real Estate	36,656,135	36,633,435	36,261,735	6.07%	-371,700	-394,400
Vacant Land	45,819,200	43,323,200	42,079,900	7.05%	-1,243,300	-3,739,300
Use Assessment	5,006,300	4,491,000	4,607,700	0.77%	116,700	-398,600
Public Utility/Other	2,601,000	2,601,000	2,601,000	0.44%	0	0
Motor Vehicle*	24,909,030	25,306,710	25,735,430	4.31%	428,720	826,400
Personal Property	14,148,324	14,972,119	15,376,396	2.57%	404,277	1,228,072
<b>TOTAL</b>	<b>594,131,389</b>	<b>595,998,564</b>	<b>597,261,461</b>	<b>100.00%</b>	<b>1,262,897</b>	<b>3,130,072</b>
<b>PERCENTAGE INCREASE</b>		<b>0.31%</b>	<b>0.21%</b>			<b>0.53%</b>

\* See attached explanation

02/09/16

# Kent Center School Budget Comparison July 2015 through January 2016

	Jul '15 - Jan '16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
111-1001 Teachers, Regular	875,131.25	1,923,760.00	-1,048,628.75	45.5%
111-2410 Principal	68,537.85	119,529.00	-50,991.15	57.3%
112-2101 Teacher Assistants	53,855.86	111,826.00	-57,970.14	48.2%
112-2113 Home/School Liaison	21,490.10	44,680.00	-23,189.90	48.1%
112-2134 Nurse	18,218.09	43,295.00	-25,076.91	42.1%
112-2199 Caf. Duty/Athl. Off.	2,867.66	6,932.00	-4,064.34	41.4%
112-2225 Network Administrator	26,277.68	62,103.00	-35,825.32	42.3%
112-2312 Bookkeeper	14,946.30	26,421.00	-11,474.70	56.6%
112-2410 Office Staff	41,049.04	91,080.00	-50,030.96	45.1%
112-2620 Custodians	102,047.89	193,533.00	-91,485.11	52.7%
112-2730 Crossing Guard	1,517.04	3,250.00	-1,732.96	46.7%
120-1102 Substitute Teachers	9,697.50	38,000.00	-28,302.50	25.5%
130-1001 Teachers, Extra Duty	9,907.50	24,131.00	-14,223.50	41.1%
130-1002 Prof. Devel. Presenter	0.00	1,550.00	-1,550.00	0.0%
210-0001 Health/Dental Ins.	401,211.21	730,000.00	-328,788.79	55.0%
211-0001 Life Insurance	3,215.50	5,700.00	-2,484.50	56.4%
220-0001 Soc. Sec.	32,384.06	72,360.00	-39,975.94	44.8%
230-0001 Pension	4,201.06	28,436.00	-24,234.94	14.8%
240-1001 Tuition Reimbursement	703.50	1,500.00	-796.50	46.9%
250-2310 Unemployment Comp.	0.00	200.00	-200.00	0.0%
260-0001 Workers Comp.	17,069.00	22,510.00	-5,441.00	75.8%
321-1100 Assembly Programs	0.00	1,000.00	-1,000.00	0.0%
322-2100 In Service/Non-Certs.	446.43	4,000.00	-3,553.57	11.2%
322-2210 Curr./In-Serv/Testing	2,226.73	5,000.00	-2,773.27	44.5%
330-2132 Phys. Serv./Students	0.00	600.00	-600.00	0.0%
330-2310 Legal & Investig. Svs	0.00	5,000.00	-5,000.00	0.0%
330-2590 Enumeration	0.00	590.00	-590.00	0.0%
330-2835 Physicians Serv./Empl.	0.00	10.00	-10.00	0.0%
411-2600 Water/Sewer/Trash	5,255.12	10,351.00	-5,095.88	50.8%
430-1001 Repair/Instr. Equip.	600.00	1,000.00	-400.00	60.0%
430-1002 Repair/I.T. Equipment	1,858.00	3,500.00	-1,642.00	53.1%
430-2410 Repair/Office Equip.	0.00	250.00	-250.00	0.0%
430-2600 Bldg. Maint. & Repairs	15,629.92	45,000.00	-29,370.08	34.7%
430-2610 Sched Maint/Bldg Impro	0.00	19,000.00	-19,000.00	0.0%
430-2640 Service Contracts	17,122.25	33,000.00	-15,877.75	51.9%
442-1100 Lease/Instr.-Office Eq	7,095.83	10,920.00	-3,824.17	65.0%
510-2700 Pupil Transportation	133,875.00	268,750.00	-134,875.00	49.8%
520-2310 E&O/Liability Ins.	12,654.18	12,765.00	-110.82	99.1%
520-2620 Property/Flood/Auto In	39,015.00	38,670.00	345.00	100.9%
530-2410 Postage	980.00	1,275.00	-295.00	76.9%
531-2225 Internet/Network Secur	1,685.81	5,500.00	-3,814.19	30.7%
531-2410 Telephone/Fax	4,490.82	10,500.00	-6,009.18	42.8%
550-2540 Printing/Advertising	0.00	500.00	-500.00	0.0%
561-1200 Pupil Services	713,069.00	1,018,670.00	-305,601.00	70.0%
561-6110 H.V.R.H.S. Tuition	947,333.10	1,353,333.00	-405,999.90	70.0%
561-6112 Adm. Services	119,984.90	171,407.00	-51,422.10	70.0%
561-6113 Summer School	8,203.81	8,500.00	-296.19	96.5%
580-1001 Staff Travel	69.00	1,000.00	-931.00	6.9%
580-2410 Princ. Workshop/Travel	412.97	925.00	-512.03	44.6%
580-2790 School Trips/Athletics	13,621.60	28,250.00	-14,628.40	48.2%
610-1001 Teaching Supplies	24,730.39	37,000.00	-12,269.61	66.8%
610-1002 I.T. Supplies	4,937.82	9,000.00	-4,062.18	54.9%
610-1200 Pupil Serv. Supplies	574.56	1,000.00	-425.44	57.5%
610-2134 Health Off. Supplies	603.63	3,200.00	-2,596.37	18.9%



02/09/16

**Kent Center School**  
**Budget Comparison**  
 July 2015 through January 2016

	<u>Jul '15 - Jan '16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
610-2220 A.V. Materials	155.53	1,075.00	-919.47	14.5%
610-2410 Office Supplies	957.96	2,000.00	-1,042.04	47.9%
611-2490 Graduation Expenses	296.88	2,200.00	-1,903.12	13.5%
613-2600 Custodial Supplies	7,408.70	12,500.00	-5,091.30	59.3%
622-2601 Electricity	30,076.89	62,405.00	-32,328.11	48.2%
623-2620 Propane	803.20	3,200.00	-2,396.80	25.1%
624-2620 Heating Oil	49,698.00	57,270.00	-7,572.00	86.8%
627-2740 Fuel for Buses	12,015.66	36,350.00	-24,334.34	33.1%
641-1130 Textbooks	7,747.40	11,000.00	-3,252.60	70.4%
641-1140 Computer Software	14,228.90	32,515.00	-18,286.10	43.8%
642-2210 Professional Books	356.97	1,200.00	-843.03	29.7%
642-2222 Library Books/Subscr.	6,262.67	10,000.00	-3,737.33	62.6%
642-2223 Automated Library Soft	989.40	1,000.00	-10.60	98.9%
730-1130 Equip. - Info. Techn.	8,545.77	29,200.00	-20,654.23	29.3%
730-1150 Equip. - Misc. Instr.	1,944.98	1,090.00	854.98	178.4%
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/Expens	5,626.41	9,750.00	-4,123.59	57.7%
930-3100 Cafeteria Subsidy	12,500.00	20,000.00	-7,500.00	62.5%
930-5600 Capital-End User Compu	25,000.00	25,000.00	0.00	100.0%
Contingency	0.00	20,000.00	-20,000.00	0.0%
Undesignated Budget Reduction	0.00	-25,000.00	25,000.00	0.0%
<b>Total Expense</b>	<b>3,965,419.28</b>	<b>6,978,517.00</b>	<b>-3,013,097.72</b>	<b>56.8%</b>
<b>Net Ordinary Income</b>	<b>-3,965,419.28</b>	<b>-6,978,517.00</b>	<b>3,013,097.72</b>	<b>56.8%</b>
<b>Net Income</b>	<b>-3,965,419.28</b>	<b>-6,978,517.00</b>	<b>3,013,097.72</b>	<b>56.8%</b>

# TOWN OF KENT

## Audit subcommittee of the Board of Finance

Minutes of the proposal opening for Auditing services held on 2.12.2016

Present	Members	Others
	Barbara Herbst - Treasurer Maureen Brady Mark McWhinney	Bruce K. Adams, First Selectman

Convene

12:00 p.m.

a - Open proposals

Four proposals were received

	FY 2014 -2015 Information	RKF O'Connor Davies	Ron L. Beaulieu & Company	Sandra E. Welwood, LLC	BlumShapiro
<b>b - Comparison</b>					
Pricing	\$32,640	\$27,000	\$18,750	\$21,500	\$38,500
Fixed pricing (Y - N)		NO - increases 6.85% over the five years	Y	Y	NO - price increases 9.87% over the five years
Includes both BoE and KSC	Y	Y	Y	Y	Y
Office Location		Wethersfield, CT	Portland, ME	Danbury, CT	West Hartford, CT
History w/ Town of Kent		N	N	Y	Y
Number of CT Municipal engagements listed in their proposal		11	6	13	4

c -Recommendation

After review and discussion, it is the recommendation of the committee to appoint Sandra E. Welwood, LLC as the auditing firm for the period of five fiscal years starting with FY 2015 - 2016.

Disband

12:45 PM

FIVE YEAR TOTALS	PROPOSED FIVE YEAR CAPITAL PLAN					INFORMATIONAL USE				
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
<b>BOE PLAN</b>										
KCS BLDG IMPROVEMENTS						Bldg Imp	Roof			
WINDOWS (INCREASE DENIED BY BoS)		100,000				850,000	300,000			
Vehicle (REQUEST DENIED BY BoS)										
100,000 <b>BOE SUBTOTAL</b>	0	100,000	0	0	0	850,000	300,000	0	0	0
<b>BOS PLAN</b>										
	HWY Trk # 5	HWY Trk #6	HWY Trk #7	HWY Trk #2 & Mow	Payload Zero Turn Salt Brine Maker	Truck #1 Compactor	HWY Trk # 12 and Kubota	HWY Trk # 9	HWY Trk # 4	HWY Trk # 8
HIGHWAY TRUCKS	180,000	50,000	180,000	100,000	0	60,000	185,000	230,000	130,000	200,000
(was 130,000) HIGHWAY EQUIPMENT					140,000 15,000					
				20,000	35,000	40,000	35,000			
720,000 <b>TOTAL TOWN FLEET</b>	180,000	50,000	180,000	120,000	190,000	100,000	220,000	230,000	130,000	200,000
		Eng 1	Eng 1	Eng 1	Eng 1	Eng 1				
KVFD APPARATUS		187,500	187,500	150,000	150,000	200,000				
675,000 <b>TOTAL KVFD FLEET</b>	0	187,500	187,500	150,000	150,000	200,000	0	0	0	0
ANDERSON ROAD (REBUILD)									350,000	
BOTSFORD ROAD								345,000		0
FULLER MTN ROAD	290,000									
KENICO ROAD	200,000	190,000	85,000							
STUDIO HILL ROAD					200,000		0			
965,000 <b>TOTAL ROADS</b>	490,000	190,000	85,000	0	200,000	0	0	345,000	350,000	0
BRIDGE 06153										
BRIDGES 17-20 & 22						200,000				
BRIDGE #16 (Anderson Acres)			100,000	100,000						
BRIDGE # 05519 (Macedonia)					250,000					
450,000 <b>TOTAL BRIDGES</b>	0	0	100,000	100,000	250,000	200,000	0	0	0	0
LIBRARY (REQUEST withdrawn by KML)										
0 <b>TOTAL LAND</b>	0	0	0	0	0	0	0	0	0	0
	Roof	Siding	Doors			Parking Lot				
TOWN GARAGE	125,000	75,000	24,000			70,000				
STREETSCAPE (sidewalk replacement)				100,000						
					Appliances					
SENIOR CENTER					25,000					
					Bathrooms				Roof	
COMMUNITY HOUSE					25,000				50,000	
	AC / Pkng Lot	Generator/Boiler			Oil Tank Removal	Carpet / Paint				
TOWN HALL	77,000	65,000		25,000		40,000				
541,000 <b>TOTAL BUILDINGS</b>	202,000	140,000	24,000	150,000	25,000	110,000	0	0	50,000	0
ZONING REG						35,000		0		
TOWN PLAN POCD			15,000	15,000	15,000					
REVALUATION		25,000	40,000							
110,000 <b>TOTAL NON RECURRING</b>	0	25,000	55,000	15,000	15,000	35,000	0	0	0	0
3,461,000 <b>BOS SUBTOTAL</b>	872,000	592,500	631,500	535,000	830,000	645,000	220,000	575,000	530,000	200,000
<b>FIVE YEAR TOTALS</b>										
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
3,561,000 <b>BOE &amp; BOS PROJECTED CAPITAL</b>	872,000	692,500	631,500	535,000	830,000	1,495,000	520,000	575,000	530,000	200,000
<b>BOE &amp; BOS CAPITAL SPEN</b>	872,000	692,500	631,500	535,000	830,000	1,495,000	520,000	575,000	530,000	200,000
<b>1/5TH OF ANNUAL CAPITAL</b>	174,400	138,500	126,300	107,000	166,000	299,000	104,000	115,000	106,000	40,000
<b>APPROPRIATION FY 2016-2017</b>	712,200									
<b>APPROPRIATION FY 2017-2018</b>		836,800								
<b>APPROPRIATION FY 2018-2019</b>			802,300							
<b>APPROPRIATION FY 2019-2020</b>				791,000						
<b>APPROPRIATION FY 2020-2021</b>					790,000					
<b>APPROPRIATION FY 2021-2022</b>						664,000				
Approved by the BoS	1/6/15									
Accepted by the BoF										
Approved by P/Z										
Modified and accepted by BoF		Approved at Town Meeting								



# **KENT MEMORIAL LIBRARY**

## ***Read. Learn. Imagine.***

The Kent Memorial Library is busier than ever, with close to 45,000 people visiting the library in 2015! It is an important Main Street cultural institution in the social fabric of our unique community treasured by those who live here and visit. It provides essential services, along with the fire department, schools, the police and social services. **We help people and we save people money.**

- The library brings commerce to town with its summer-long book sales and acts as a town business center for small business people and telecommuters who use the public computers, Wi-Fi, copier and fax machines for business research and to help them find jobs. Over 8,300 people used computers and Wi-Fi last year!
- It promotes early childhood literacy and a love of reading and lifelong learning for multiple generations of families in Kent. It coordinates with the schools and nursery schools to provide curriculum support. Programs range from baby Rhythm and rhyme group, weekly story times, Lego club, summer library camp, magic shows and scavenger hunts, homework help, safesitter training for teens, Teen quiz night and dinner and a movie for teens. 7,367 people attended library programs in 2015! Over 3,600 of those attending were children and teens!
- It is a social place besides home, school or work where teens can hang out, the homeless in town find shelter and free resources, senior citizens and the residents of Morningstar can walk over and feel welcome, and where literacy volunteers meet with their clients. Parents of young children meet and socialize during programs or while their children play in the Junior Room. Others chat while reading the newspapers and magazines or using the computers. Appalachian Trail hikers use the public computers to connect with friends and family, and like to chat with others after solitary stretches on the trail. They use the public bathrooms and use the library as a source of information about where to find things they need in town.
- It is a technology center where those in town who cannot afford computers, internet connections, copiers and fax machines come to use

these resources for free. Free technology programs are offered on how to use iPhones, iPads, social media such as Facebook, online genealogy, and how to buy & sell on e-Bay sites.

- It is a cultural center with monthly art exhibits, book discussions, lectures, health and wellness programs, home repair and gardening programs, a chess club and a public bulletin board to find out about regional events and activities.
- Being a small library, belonging to a consortium is a benefit that gives us access to materials from libraries all over the state through interlibrary loan. We offer collections of children's books, the latest best sellers, and movies and books on CD are available for all ages. Over 31,700 items were borrowed last year! Borrowing saves people money.
- It's a fun and engaging place where volunteers enjoyed working over 5,000 volunteer hours in 2015!
- And last, but not least, the library provides public bathrooms 6 days a week to anyone.
- The library adds to the quality of life in Kent and reflects the values of families/children/seniors/and community and it gives so much back to our town!
- 

### **HISTORICAL GROWTH OF THE LIBRARY in both buildings & services.**

Kent Library Association, Inc. was incorporated in 1915. The building officially opened in 1922, an addition was built in 1958, with another addition in 1994. The firehouse/extension was built in 1952, owned by the library but leased to Kent Volunteer Fire Dept. until 2009, when they moved to a new building. We've gone from:

**1922**            2,600 books people borrowed about 4,000 items annually

**2015**            29,795 books            people borrowed 31,702 items, **\*we now offer public computers, Wi-Fi, copier, fax, technology libraries never had before the 1980's.**

**An investment of an additional \$25,000 per year ÷ 2,910 population of Kent = \$8.59 per year per capita ÷ 52 weeks = 16¢ per week per capita investment in the library. (Less than a cup of coffee).**



## Kent Library Association

### Officers

#### President

Kenneth Cooper

#### Vice President

Sharon Hartwick

#### Treasurer

Mark Sebetic

#### Secretary

Sandra Edelman

### Board Members

Jim Blacketter

Janette Bornn

Michael Hallows

Eve Iselin

Michaela Lawrence

Carol Linn

Rudy Molho

Sharon Norton

Ruth O'Meara

Elizabeth Radday

Janet Rivkin

John Youngblood

### Friends' Chair

Roz Molho

### Staff

#### Library Director

Donna Miller

#### Directors of Children's

##### Services

Sarah Marshall

Ellen Paul

#### Marketing & Special Events

##### Director

Lucy C. Pierpont

#### Technical

##### Services/Circulation

##### Supervisor

Mary Ellen Casey

#### Library Assistant

Catherine Sweet

Abigail LaFontan

#### Administrative Secretary

Maria LaFontan

Bruce Adams, First Selectman

Town of Kent

P.O. Box 678

Kent, CT 06757

January 14, 2016

Dear Bruce and Selectmen,

The Kent Memorial Library respectfully requests a grant of \$113,000 from the 2016-2017 Town of Kent budget. This represents a \$25,000 increase in its Town appropriation from the 2015-16 grant of \$88,000. The Library Board realizes that this is a significant increase in funding from the Town but believes that it is necessary and justifiable to enable the library to continue serving the people of Kent.

For the last few years, the library has experienced a budgetary shortfall of about \$10,000 each year that was backfilled with emergency savings that are quickly being depleted. In addition, the library will experience a loss of over \$15,000/year in income in the future due to the cessation of the car raffle. This popular fundraiser, a very labor-intensive effort, has had a successful 7-year run. Unfortunately, the volunteer who ran the raffle is no longer able to do it, and there is no replacement manager. Fundraising efforts, such as the car raffle, that are dependent on volunteers and good weather are unreliable sources of funding.

Capital needs for aging buildings and equipment are another source of financial problems. Since 2013, the library has sustained more than \$74,433 in capital costs for building and equipment replacement. None of these costs were part of the town's capital plan and were covered by the operating budget. These expenses included \$30,000 to replace the 1922 roof and gutters, \$18,378 for a new boiler, \$21,187 for technology upgrades, and \$4,868 for a new firehouse furnace.

Selectmen have requested an expanded list of association library comparisons to Kent. The State Library has provided the most up-to-date figures. Attached are spreadsheets with NW corner association libraries and all 77 CT association libraries in comparison to Kent. There are qualifiers that must be noted when comparing town appropriations vs. income. An example is the Torrington Library, which has a small town appropriation, but a \$22 million endowment fund to supplement their income. Washington, Norfolk, Salisbury, Sharon and Litchfield all have much more substantial endowments to supplement their town appropriations than does Kent.

As a member of the Chamber of Commerce, the Library plays a role in the town's economic development, as a community business center and in attracting commerce. The annual town grant is greatly appreciated and is critical to our ability to continue operating as the town's public library. The increased funding that the library is requesting will enable it to remain an indispensable and dynamic part of the town of Kent.

Sincerely,

*Donna Miller*, Library Director

**PO Box 127 Kent CT 06757**

**T: 860-927-3761    kentmemoriallibrary.org    F: 860-927-1427**

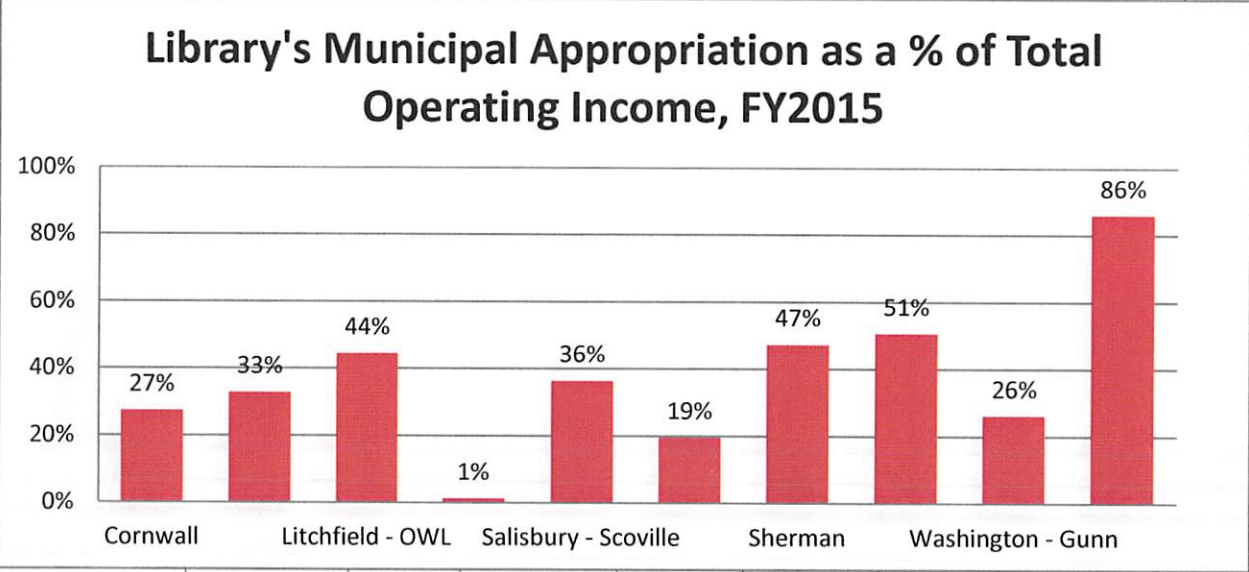
**Kent Library Association**  
**Statement of Operating Revenues and Expenses**  
**Five years ended December 31, 2015**  
**Budget for year ending December 31, 2015**

	2011		2012		2013		2014		2015	
	2011		2012		2013		2014		2015	
	Actual	Pct	Actual	Pct	Actual	Pct	Actual	Pct	Actual	Pct
<b>Revenue</b>										
Town of Kent	\$ 79,400	28%	\$ 80,000	26%	\$ 80,500	25%	\$ 82,500	26%	\$ 86,000	26%
Town of Kent Book Sale Tarps Contribution			4,000	1%						
State of CT	1,777	1%	1,671	1%	1,649	1%	1,865	1%	1,633	0%
Fundraising, net of cost of raffle car	170,804	61%	192,162	63%	215,348	66%	202,830	63%	196,516	59%
Grants	1,203	0%	-	0%	-	0%	-		15,300	5%
Donations (restricted and unrestricted)	3,456	1%	5,005	2%	2,920	1%	2,729	1%	10,786	3%
Fees and charges	3,765	1%	3,899	1%	2,408	1%	8,697	3%	3,289	1%
Interest and other income	2,630	1%	920	0%	130	0%	254	0%	15	0%
Endowment transfer	16,123	6%	18,480	6%	21,000	6%	21,300	7%	19,481	6%
<b>Total income</b>	<b>279,158</b>	<b>100%</b>	<b>306,137</b>	<b>100%</b>	<b>323,955</b>	<b>100%</b>	<b>320,174</b>	<b>100%</b>	<b>333,020</b>	<b>100%</b>
Less: other fundraising costs	(19,594)		(39,235)		(49,936)		(23,336)		(21,879)	
<b>Net revenue</b>	<b>259,564</b>		<b>266,902</b>		<b>274,018</b>		<b>296,839</b>		<b>311,142</b>	
<b>Expense</b>										
<u>Operating Expenses</u>										
Personnel	162,614	64%	163,075	64%	185,988	68%	178,924	66%	194,070	61%
Technology	17,494	7%	18,013	7%	19,094	7%	19,574	7%	41,539	13%
Materials and supplies	26,948	11%	24,912	10%	22,866	8%	23,704	9%	24,628	8%
Programs	3,735	1%	2,880	1%	4,463	2%	2,112	1%	7	0%
Administrative	12,249	5%	13,167	5%	12,261	4%	14,377	5%	14,569	5%
Maintenance and repairs	9,312	4%	13,973	5%	9,612	3%	8,103	3%	21,926	7%
Utilities	18,348	7%	16,681	6%	16,239	6%	16,888	6%	16,406	5%
Firehouse expenses	2,918	1%	3,933	2%	4,259	2%	5,478	2%	5,474	2%
Other	-		-		-		-		-	
<b>Total operating expenses</b>	<b>253,617</b>	<b>100%</b>	<b>256,634</b>	<b>100%</b>	<b>274,781</b>	<b>100%</b>	<b>269,160</b>	<b>100%</b>	<b>318,620</b>	<b>100%</b>
<u>Non-operating &amp; Capital Expenses-</u>	-		10,107		31,760		18,020		26,055	
\$21,187 computer upgrades, \$4868 furnace										
<b>Excess of revenues over expenses</b>	<b>\$ 5,947</b>		<b>\$ 161</b>		<b>\$ (32,522)</b>		<b>\$ 9,658</b>		<b>\$ (33,533)</b>	

<b>KENT MEMORIAL LIBRARY</b>				
<b>CAPITAL EXPENSES AND REPAIRS June 2013-present</b>				
6/14/13	Fenyas Plumbing	Replace A/C condensate pump, flood cleanup	\$ 825.00	
7/15/13	Cottonwood Construction	Replaced split rail fence behind library		pro bono, Rick Vizarri
11/1/13	Cornerstone Restoration, Inc.	Replaced 1922 roof, dormers & gutters	\$ 30,000.00	
6/5/14	Fenyas Plumbing	Replaced bathroom drain trap/pipe	\$ 199.05	
6/5/14	Bantam Fuel	A/C leaking, clean & replace filters	\$ 230.44	
6/10/14	Bantam Fuel	Clean A/C coils & part for A/C pump	\$ 182.47	<b>Town's FY:</b>
6/30/14	Bantam Fuel	Clean A/C coils again, still leaking	\$ 120.03	<b>7/1/14-6/30/15</b>
7/10/14	Cottonwood Construction	Replaced vandalized firehouse door	\$ 275.00	materials cost, labor pro bono 275.00
8/4/14	Fenyas Plumbing	Replaced adult public toilet	\$ 595.00	595.00
10/10/14	William Perotti & Sons, Inc.	Replaced library boiler & air intake	\$ 18,378.00	18,378.00
10/20/14	Sawing High Climbers, LLC	Cut down dead tree on property		\$200 pro bono, Russell Plumb
2/17/15	B.L. Gleason & Son	New cabling for computer network		\$200 pro bono, John Gleason
2/27/15	Yucatech, Inc.	Replace computer network	\$ 21,187.00	21,187.00
8/31/15	William Perotti & Sons, Inc.	Replace firehouse furnace	\$ 4,868.00	
10/26/15	Palindrome Design Co.	Replaced Library sign on front patio		Board member, Sandra Edelman, & Burton Visotzky donated cost \$1,547 <b>40,435.00</b>
		<b>TOTAL</b>	<b>\$ 76,859.99</b>	
<b>Will need more technology upgrades-all printers and the photocopier are old and will need replacement</b>				
<b>Library front entrance and building trim needs scraping &amp; painting</b>			<b>\$1,500.00</b>	estimated cost
<b>Public photocopier needs replacement</b>			<b>\$6,500.00</b>	estimated cost
<b>In 2014/15 we submitted a \$100,000 STEAP grant to renovate the old firehouse, but did not get it, resubmitted for 2016</b>				



	POPULATION OF SERVICE AREA 2013	AENGLC WEALTH RANK 2014	TOWN TAX LIBRARY APPROPRIATI ON 2013/2014	% OF LIBRARY'S TOTAL OPERATING INCOME	TOWN TAX LIBRARY APPRO- PRIATION PER CAPITA	LIBRARY APPROPRIATI ON AS % OF TOTAL TOWN REVENUES 2012	INCOME FROM STATE FUNDS	INCOME FROM FEDERAL FUNDS	OTHER INCOME			TOTAL OPERATING INCOME	TOTAL OPERATING INCOME PER CAPITA	INCOME FOR CAPITAL EXPEND- ITURES	TOTAL LIBRARY INCOME
INCOME									INCOME GIFTS & FUND RAISING	INCOME FROM ENDOWMENT/ INVESTMENTS	% OF TOTAL OPERATING INCOME				
STATEWIDE AVERAGE	21,637			86.1%	\$45.78	1.24%					\$0		\$53.18		
LIBRARIES MEDIAN	13,129	83	\$455,425	92.1%	\$36.72	1.04%	\$2,699	\$0	\$15,453	\$5,705	\$0	\$536,970	\$42.42	\$0	\$577,841
STATEWIDE TOTAL	3,596,677		\$164,648,780				\$1,365,571	\$186,586	\$11,601,728	\$8,384,697		\$191,277,748		\$15,399,614	\$206,677,362
LIBRARIES REPORTING	167	183	180	180	180	180	180	180	180	180	180	180	180	180	180
Cornwall	1,398	14	\$39,000	27%	\$27.90	0.56%	\$1,204	\$0	\$82,727	\$1,560	1.1%	\$142,813	\$102.16	\$0	\$142,813
Kent	2,910	24	\$84,000	33%	\$28.87	0.77%	\$1,633	\$0	\$167,421	\$418	0.2%	\$256,761	\$88.23	\$0	\$256,761
Litchfield - OWL	8,264	48	\$334,000	44%	\$40.42	1.16%	\$12,645	\$0	\$264,072	\$113,527	15.1%	\$751,108	\$90.89	\$25,000	\$776,108
Norfolk	1,655	28	\$5,000	1%	\$3.02	0.07%	\$2,187	\$0	\$80,471	\$318,808	77.2%	\$413,112	\$249.61	\$538,735	\$951,847
Salisbury - Scoville	3,665	9	\$171,458	36%	\$46.78	1.27%	\$2,348	\$0	\$166,516	\$125,069	26.5%	\$472,163	\$128.83	\$246,850	\$719,013
Sharon - Hotchkiss	2,725	13	\$55,000	19%	\$20.18	0.52%	\$1,294	\$0	\$175,252	\$48,845	17.3%	\$282,218	\$103.57	\$21,500	\$303,718
Sherman	3,671	21	\$125,000	47%	\$34.05	0.90%	\$1,470	\$0	\$135,170	\$0	0.0%	\$264,449	\$72.04	\$0	\$264,449
Warren	1,427	11	\$27,000	51%	\$18.92	0.55%	\$1,170	\$0	\$24,314	\$203	0.4%	\$53,375	\$37.40	\$0	\$53,375
Washington - Gunn	3,487	10	\$155,000	26%	\$44.45	0.99%	\$3,210	\$0	\$279,147	\$122,187	20.5%	\$594,846	\$170.59	\$0	\$594,846
Statewide Average	21,637			86%	\$45.78	1.24%					\$0		\$53.18		



# Kent Memorial Library 2015

## *DO YOU KNOW THAT IN 2015...*

### **Serving the entire community and beyond:**

44,872 people visited the library.  
7,367 people attended programs sponsored by the library.  
987 Kent adults had a library card.  
3,670 adults attended library programs.  
506 people attended off-site library sponsored programs.  
Adults borrowed 9,918 books.  
Adults borrowed 1,443 audiobooks.  
Adults borrowed 3,661 DVDs.

### **Interlibrary Loan:**

KML loaned 2,038 items to other libraries.  
KML borrowed 1,630 items from other libraries for our users.

### **Serving children, teens & families:**

236 Kent children had a library card.  
3,697 children & teens attended library programs.  
Staff did 49 outreach programs at Kent nursery schools.  
506 children attended nursery school programs given by KML.  
Children borrowed 9,131 books.  
Teens borrowed 948 books.  
Children & teens borrowed 518 audiobooks.  
Children & teens borrowed 3,250 DVDs.

### **Serving technology / digital / business needs:**

8,366+ people used the computers and printers.  
Wi-Fi Internet access is heavily used throughout the library.  
We provide public copier & Fax services which are used daily.  
565 downloadable e-books were borrowed.  
589 downloadable audiobooks were borrowed.  
The library's website was visited 16,276 times.  
1,139 people received our Constant Contact e-mail news.  
93 people subscribed to the Wowbrary e-mail new books alert.

### **Getting the community involved:**

5,189+ hours were volunteered to help KML with fundraising, etc.  
265 people were members of the Kent Library Association.



# **KENT MEMORIAL LIBRARY**

## ***Read. Learn. Imagine.***

### **FACT SHEET, February 2016**

**Population of Kent:** 2,951 (2014)

**Resident library card holders:** 1,227

**Annual visits to the library in 2015:** 44,872 people came through the door

**Annual circulation (2015):** There were 31,702 items checked out of the library

**Program attendance (2015):** 7,367 people attended library programs

**Public computer use (2015):** More than 8,366 people used library computers and Wi-Fi

**The Library is not a town department. It is a private library association 501(c) 3 non-profit,** incorporated in 1915. The Board consists of a minimum of 12 directors (16 in 2016).

**Members of Kent Library Association, Inc. (2015):** 265 members

The Friends of the Library is not incorporated, but members are association volunteers

**Member of the Bibliomation library consortium:** 59 public libraries + 20 school libraries

**Library Building:** 9,894 sf    Old firehouse/library extension: 3,836 sf

**Staff:** 1 FT (Director), 7 PT, plus Book Sale Manager (PT, Seasonal)

**Annual budget (2016):** \$291,852

**Grants (2015):** The Library received \$19,000 in grants

**Items in the collection (2015):** 29,795

**Hours open per week:** 43.5 (2,262 hours open annually)

**Computers for public use:** 10    **Computers for staff use:** 7

**Wi-Fi Internet access is available throughout the building and on the patio**

**Volunteers (2015):** more than 5,000 hours were volunteered to help KML with fundraising

**Historical:** Kent Library Association, Inc. was incorporated in 1915. The building officially opened on March 25, 1922. An addition was built in 1958, with another addition in 1994. The firehouse/extension was built in 1952, owned by the Library but leased to Kent Volunteer Fire Dept. until 2009, when the Fire Dept. moved to a new building.

**1922**    2,600 books    circulated about 4,000 items annually

**1958**    8,000 books    circulated 19,333 items

**2015**    29,795 books    circulated 31,702 items, offer public computers, Wi-Fi, copy & Fax



# **KENT MEMORIAL LIBRARY**

## ***Read. Learn. Imagine.***

**Fundraising is to supplement the budget, not to replace it.**

### **If Funding Passes**

- Library will remain open 43.5 hours per week
- Existing level of programming for children, teens and adults will continue
- Existing level of new books and materials will continue
- Maintain access to public computers and wireless Internet
- Maintain access to public copier and fax machine
- Maintain access to public bathrooms on Main Street
- Repair and maintain our historic building

### **If Funding is Denied**

- Cut hours to the bone –negative local economic impact because staff who work at the library may be forced to seek other employment
- Extensively cut programs for children, teens and adults—including Story Time for children and Homework Help
- Cut new materials including children's books, audiobooks and DVDs for all ages
- Cut access to public computers and wireless Internet
- Cut access to public copier and fax machine
- Cut access to public bathrooms on Main Street
- No repairs or maintenance of our historic building