

Board of Finance
Minutes Monthly Meeting
Tuesday, January 5, 2016

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

Public and Invited Guests: Bruce Adams, Debbie Devaux, Eric Epstein, Barbara Herbst, John Mauer, Donna Miller, Rick Osborne, Jeff Parkin, Brittany Pinette, Lynn Mellis Worthington.

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

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

Minutes: Mr. McWhinney made a motion to amend the minutes to include his objection to the presentation of information from the Board of Education by a non-board member. Mr. Blackketter seconded the motion, and the motion was approved unanimously. Mrs. Brady made a motion to accept the minutes of the Dec. 15, 2015 monthly meeting as amended. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

Ms. O'Dea-Wyrick arrived at the meeting.

Correspondence: Ms. O'Dea-Wyrick shared a Quill invoice for ink cartridges. Mr. Blackketter made a motion to approve payment of the \$74.59 invoice to Quill for ink cartridges from the Board of Finance's supply line. Mr. McWhinney seconded the motion, and the motion was approved unanimously.

John Mauer provided written information about capital projects from the Board of Education (attached).

Reports: Tax Collector: Ms. Devaux provided a written report (attached) and noted the collection rate is not where it was last year about this time, adding that "we are not in trouble."

Board of Education: Ms. O'Dea-Wyrick said she spoke with Board of Education chairman Paul Cortese about the monthly BOE budget reports which the Finance Board has not been receiving. Mr. Cortese said he would look into this. Mrs. Herbst commented that she spoke with bookkeeper Rita Limbos who said she is not releasing the reports until after the Board of Education sees them. Mr. Mauer said he would take questions about the reports back to the school board.

Board of Selectmen: Mr. Adams presented the following report:

2016-17 Budget

- Budget packets have been delivered to all department heads including attached letter signed by the Selectmen.
- Capital plan agreed on this afternoon and will be distributed later in meeting.

\$500,000 STEAP Grant

- We closed on the property this afternoon at \$190,000
- Committee presented their recommended plan to the BOS this afternoon (attached).

2016 STEAP Program

- I am submitting for the 3rd time a STEAP grant to complete the CH.
- KML and KHS will also resubmit their rejected 2015 applications.

The Covered Bridge

- The roof is complete and looks great. The balance remaining is being processed by Treasurer.
- We are also sandblasting and painting the metal inside and under.
- All work covered by a \$100,000 STEAP grant allowing this to be removed from the capital plan.

Mr. Adams shared a drawing and floor plan of the proposed Kent Welcome Center (attached), saying he plans to bring this proposal to the Jan. 21, 2016 Annual Town Meeting.

Treasurer: Ms. Herbst provided written report of Capital Project Balances as of Dec. 30, 2015 and a Proposed Five-Year Capital Plan, dated Jan. 5, 2016 (attached). Mrs. Herbst said she received an email today from CCM which says the town's Education Cost Sharing Grant will be \$290 less than budgeted.

Business: FY2015 Annual Report: Mrs. Ferris emailed the board an updated draft copy of the report, noting she has to add the MD&A report. Mrs. Ferris will print copies to have available at the Annual Town meeting and will email the final report to the town clerk to put on the town website.

FY2015 Audit: There was no new discussion about the audit.

FY2017 Budget Calendar Updates: The board consensus is to ask the Boards of Selectmen and Education to provide the Board of Finance with copies of their budget proposals prior to meeting with them. The board agreed also to meet one night with the selectmen and a different night with the school board that would include presentation of the local and regional school budgets.

FY2017 Capital Plan: Mr. Adams presented changes the Board of Selectmen made today to the Five-Year Capital Plan:

- FY2017 – removed \$40,000 for pick-up truck replacement (BOE)
- FY2018 – decreased \$317,300 for windows to \$100,000 (BOE)
- FY2021 – increased to \$140,000 for highway trucks (payloader).

Mr. Adams said the Selectmen voted unanimously today to accept the proposed Five-Year Capital Plan to bring to the Annual Town Meeting. He noted the Board of Selectmen met with representatives of the fire department, highway department and Board of Education about the capital plan and the board Dec. 30 toured Kent Center School. Mr. Adams said the selectmen are recommending the school board use funds remaining in the school roof project and in security upgrades line toward the window replacement project in addition to the \$100,000 in the capital project. The selectmen also are recommending the school board add monies to its operating budget for replacement of the pick-up truck.

Mr. Adams also stated the selectmen today received a request from the Kent Memorial Library, asking that the library be added to the town's capital plan. The library has requested \$97,500 in FY2021. Mr. Adams noted the selectmen did not take any action on the library's request.

Mr. Mauer provided the board with additional information regarding the school board's capital request (attached). KML director Donna Miller provided the board with information regarding the library's capital request that was given to the selectmen today (attached). Ms. Miller said she feels the town could better support the library and said she feels the library should be a town department.

Board of Finance members discussed the proposed capital plan.

- Board members repeatedly expressed concerns about the capital information that has come from the Board of Education, including the way in which it has come.
- Mr. Sebetich suggested the Board of Education rebuild its building committee. Mr. Sebetich added that he doesn't know if he is comfortable with the level of information being given at this time.

- Mr. Epstein commented that he is troubled that Board of Education members don't know anything about the capital plan.
- Ms. O'Dea-Wyrick said she feels the Finance Board needs to receive from the BOE an official communication that the board has voted on regarding capital projects.
- Ms. O'Dea-Wyrick said she will contact the school board chairman.
- Ms. O'Dea-Wyrick said she is not ready to take a position on the library's capital request at this time.
- Mr. Sebetic commented the Annual Town Meeting would be a venue to get feedback about the library's request.
- Ms. O'Dea-Wyrick cautioned Mr. Sebetic and Mr. Blackketter that they would need to recuse themselves from discussion regarding the library by virtue of the positions they hold both on the library board and the finance board. There was not a clear consensus on this point, and Mr. Adams said he would get an opinion from town attorney.

The Board of Finance did not take any action on the Five-Year Capital Plan.

Annual Town Meeting January: The meeting is Jan. 21 at 7 p.m. Mr. Adams asked board members to email him names of potential moderators.

Comments from Public and Invited Guests: Mr. Mauer thanked the board for having him at the meeting.

Mr. Blackketter made a motion to adjourn the meeting at 8:49 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.

RECEIVED FOR RECORD
KENT TOWN CLERK
2015 JAN -7 A 9:28
BY *William Broady TC*
TOWN CLERK

GRAND LIST YEAR 2014

All

Page: 1

[illegible]

GRAND LIST YEAR 2014

All

Cycle: 00 To 00.

Type: TOWN. Bill Type: 14 CODE T

THE T

[illegible]

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2014

Year: 1999 To 2016, Pay Date: 01/05/2016, Time: 01/05/2016 03:20:11 pm

All

Conditions: Recap By Year:Yes Recap By Dist:No Act/Susp: Active & Suspense (Separated),

Cycle: 00 To 00,

Type: TOWN, Bill Type: 14 CODE T

Page: 3

YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL INC.	CORRECTIONS DEC.	TAXES COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
(S) YR: 2007	76	12,844.70	0.00	0.00	12,844.70	0.00	0.00	0.00	0.00	0.00	0.00	12,844.70
TOTAL 2007	80	13,613.14	0.00	0.00	13,613.14	0.00	0.00	0.00	0.00	0.00	0.00	13,613.14
(S) REAL ESTAT	2	2,264.67	0.00	0.00	2,264.67	0.00	0.00	0.00	0.00	0.00	0.00	2,264.67
(A) PERS	3	280.66	0.00	0.00	280.66	0.00	0.00	0.00	0.00	0.00	0.00	280.66
(S) PERS PROPE	10	4,598.37	0.00	0.00	4,598.37	0.00	0.00	0.00	0.00	0.00	0.00	4,598.37
(A) MOTOR	1	8.75	0.00	0.00	8.75	0.00	0.00	0.00	0.00	0.00	0.00	8.75
(S) MOTOR VEHI	51	4,255.35	0.00	0.00	4,255.35	0.00	0.00	0.00	0.00	0.00	0.00	4,255.35
(S) MV SUPPLEM	4	157.20	0.00	0.00	157.20	0.00	0.00	0.00	0.00	0.00	0.00	157.20
(A) YR: 2008	4	289.41	0.00	0.00	289.41	0.00	0.00	0.00	0.00	0.00	0.00	289.41
(S) YR: 2008	67	11,275.59	0.00	0.00	11,275.59	0.00	0.00	0.00	0.00	0.00	0.00	11,275.59
TOTAL 2008	71	11,565.00	0.00	0.00	11,565.00	0.00	0.00	0.00	0.00	0.00	0.00	11,565.00
(A) REAL	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(S) REAL ESTAT	2	2,250.21	0.00	0.00	2,250.21	0.00	0.00	0.00	0.00	0.00	0.00	2,250.21
(A) PERS	4	1,645.39	0.00	0.00	1,645.39	0.00	0.00	0.00	0.00	0.00	0.00	1,645.39
(S) PERS PROPE	10	3,137.24	0.00	0.00	3,137.24	0.00	0.00	0.00	0.00	0.00	0.00	3,137.24
(A) MOTOR	6	494.21	0.00	0.00	494.21	0.00	235.12	223.95	0.00	459.07	0.00	259.09
(S) MOTOR VEHI	46	2,976.67	0.00	0.00	2,976.67	0.00	0.00	0.00	0.00	0.00	0.00	2,976.67
(A) MV SU	1	1.22	0.00	0.00	1.22	0.00	1.22	2.00	0.00	3.22	0.00	0.00
(S) MV SUPPLEM	9	597.43	0.00	0.00	597.43	0.00	0.00	0.00	0.00	0.00	0.00	597.43
(A) YR: 2009	12	2,140.82	0.00	0.00	2,140.82	0.00	236.34	225.95	0.00	462.29	0.00	1,904.48
(S) YR: 2009	67	8,961.55	0.00	0.00	8,961.55	0.00	0.00	0.00	0.00	0.00	0.00	8,961.55
TOTAL 2009	79	11,102.37	0.00	0.00	11,102.37	0.00	236.34	225.95	0.00	462.29	0.00	10,866.03
(A) REAL	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(S) REAL ESTAT	2	2,290.34	0.00	0.00	2,290.34	0.00	0.00	0.00	0.00	0.00	0.00	2,290.34
(A) PERS	5	1,692.58	0.00	0.00	1,692.58	0.00	0.00	0.00	0.00	0.00	0.00	1,692.58
(S) PERS PROPE	6	309.54	0.00	0.00	309.54	0.00	0.00	0.00	0.00	0.00	0.00	309.54
(A) MOTOR	10	604.20	0.00	0.00	604.20	0.00	214.49	165.99	0.00	380.48	0.00	389.71
(S) MOTOR VEHI	39	2,721.28	0.00	0.00	2,721.28	0.00	89.19	72.24	0.00	161.43	0.00	2,632.09
(A) MV SU	1	41.18	0.00	0.00	41.18	0.00	0.00	0.00	0.00	0.00	0.00	41.18
(S) MV SUPPLEM	8	159.96	0.00	0.00	159.96	0.00	59.49	42.83	0.00	102.32	0.00	100.47
(A) YR: 2010	17	2,337.96	0.00	0.00	2,337.96	0.00	214.49	165.99	0.00	380.48	0.00	2,123.47

GRAND RATEBOOK BALANCE SHEET REPORT
KENT
GRAND LIST YEAR 2014

Year: 1999 To 2016, Pay Date: 01/05/2016, Time: 01/05/2016 03:20:11 pm

All

Page: 4

Conditions:	Recap By Year:Yes	Recap By Dist:No	Act/Susp: Active & Suspense	(Separated),	Cycle: 00 To 00,	Type: TOWN,	Bill Type: 14	CODE T				
YEAR/TYPE	ACTS	BEGINNING BALANCE	LAWFUL INC.	CORRECTIONS DEC.	TAXES COLLECTABLE	CURRENT SUSPENSE	TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
(S) YR: 2010	55	5,481.12	0.00	0.00	5,481.12	0.00	148.68	115.07	0.00	263.75	0.00	5,332.44
TOTAL 2010	72	7,819.08	0.00	0.00	7,819.08	0.00	363.17	281.06	0.00	644.23	0.00	7,455.91
(A) REAL	5	744.04	0.00	0.00	744.04	0.00	0.00	0.00	0.00	0.00	0.00	744.04
(S) REAL ESTAT	2	2,290.34	0.00	0.00	2,290.34	0.00	0.00	0.00	0.00	0.00	0.00	2,290.34
(A) PERS	13	3,018.21	0.00	0.00	3,018.21	0.00	653.37	245.13	0.00	898.50	0.00	2,364.84
(S) PERS PROPE	4	452.15	0.00	0.00	452.15	0.00	0.00	0.00	0.00	0.00	0.00	452.15
(A) MOTOR	21	7,108.52	0.00	0.00	7,108.52	0.00	200.21	118.91	12.00	331.12	0.00	6,908.31
(S) MOTOR VEHI	24	1,744.23	0.00	0.00	1,744.23	0.00	158.40	99.80	0.00	258.20	0.00	1,585.83
(A) MV SU	16	578.98	0.00	0.00	578.98	0.00	309.06	155.69	0.00	464.75	0.00	269.92
(S) MV SUPPLEM	4	389.14	0.00	0.00	389.14	0.00	0.00	0.00	0.00	0.00	0.00	389.14
(A) YR: 2011	55	11,449.75	0.00	0.00	11,449.75	0.00	1,162.64	519.73	12.00	1,694.37	0.00	10,287.11
(S) YR: 2011	34	4,875.86	0.00	0.00	4,875.86	0.00	158.40	99.80	0.00	258.20	0.00	4,717.46
TOTAL 2011	89	16,325.61	0.00	0.00	16,325.61	0.00	1,321.04	619.53	12.00	1,952.57	0.00	15,004.57
(A) REAL	1,317	26,205.28	753.43	0.00	26,958.71	0.00	6,386.93	4,331.38	48.00	10,766.31	0.00	20,571.78
(S) REAL ESTAT	1	8.67	0.00	0.00	8.67	0.00	0.00	0.00	0.00	0.00	0.00	8.67
(A) PERS	75	3,064.43	0.00	0.00	3,064.43	0.00	1,337.27	471.92	0.00	1,809.19	0.00	1,727.16
(S) PERS PROPE	3	66.44	0.00	0.00	66.44	0.00	0.00	0.00	0.00	0.00	0.00	66.44
(A) MOTOR	236	6,295.91	0.00	0.00	6,295.91	0.00	1,103.64	487.77	0.00	1,591.41	0.00	5,192.27
(S) MOTOR VEHI	29	1,858.27	0.00	-74.42	1,783.85	0.00	74.85	33.68	0.00	108.53	0.00	1,783.42
(A) MV SU	381	662.93	0.00	0.00	662.93	0.00	180.18	53.97	0.00	234.15	0.00	482.75
(S) MV SUPPLEM	7	197.83	0.00	0.00	197.83	0.00	0.00	0.00	0.00	0.00	0.00	197.83
(A) YR: 2012	2,009	36,228.55	753.43	0.00	36,981.98	0.00	9,008.02	5,345.04	48.00	14,401.06	0.00	27,973.96
(S) YR: 2012	40	2,131.21	0.00	-74.42	2,056.79	0.00	74.85	33.68	0.00	108.53	0.00	2,056.36
TOTAL 2012	2,049	38,359.76	753.43	-74.42	39,038.77	0.00	9,082.87	5,378.72	48.00	14,509.59	0.00	30,030.32
(A) REAL	1,975	98,632.10	0.00	-9,332.44	89,299.66	0.00	47,132.99	8,583.92	312.00	56,028.91	0.00	42,166.67
(S) REAL ESTAT	1	8.52	0.00	0.00	8.52	0.00	0.00	0.00	0.00	0.00	0.00	8.52
(A) PERS	327	5,732.70	0.00	-2,498.82	3,233.88	0.00	21.06	388.95	0.00	410.01	0.00	3,212.82
(S) PERS PROPE	1	41.55	0.00	0.00	41.55	0.00	-1,644.54	0.00	0.00	0.00	0.00	41.55
(A) MOTOR	3,153	8,327.79	535.25	-287.04	8,576.00	0.00	3,276.71	766.43	0.00	4,043.14	0.00	5,299.29
(S) MOTOR VEHI	2	189.04	0.00	0.00	189.04	0.00	-245.66	0.00	0.00	0.00	0.00	189.04

GRAND RATEBOOK BALANCE SHEET REPORT KENT GRAND LIST YEAR 2014

Year: 1999 To 2016, Pay Date: 01/05/2016, Time: 01/05/2016 03:20:36 pm
Conditions: Recap By Year: Yes, Recap By Dist: No, Act/Susp: Active & Suspense (Separated), Cycle: 00 To 00, Type: TOWN, Bill Type: 14 CODE 1
YEAR/TYPE ACTS BEGINNING BALANCE LAMFOL CORRECTIONS INC. DEC. COLLECTABLE TAXES CURRENT SUSPENSE TAXES/BINT PAID INTEREST PAID I+FEES PAID TOTAL PAID OVER PAID UNCOLLECTED TAXES

(A) MV SU	505	3,360.64	0.00	0.00	3,360.64	0.00	1,707.31	253.57	0.00	1,960.88	0.00	1,653.33
(A) YR: 2013	5,960	116,053.23	535.25	-12,118.30	104,470.18	0.00	52,138.07	9,992.87	312.00	62,442.94	0.00	52,332.11
(S) YR: 2013	4	239.11	0.00	0.00	239.11	0.00	-1,890.20	0.00	0.00	0.00	0.00	239.11
TOTAL 2013	5,964	116,292.34	535.25	-12,118.30	104,709.29	0.00	52,138.07	9,992.87	312.00	62,442.94	0.00	52,571.22
(A) REAL	1,977	9,835,988.77	977.04	-9,981.96	9,826,983.85	0.00	6,593,980.65	10,709.40	0.00	6,604,690.05	-1,480.76	3,233,003.20
(A) PERS	341	251,838.30	11.08	-3,372.55	248,476.83	0.00	-3,005.90	0.00	0.00	0.00	0.00	0.00
(A) MOTOR	3,116	443,774.12	863.20	-8,090.85	436,546.47	0.00	146,634.81	278.09	0.00	146,912.90	0.00	101,842.02
(A) MV SU	535	58,348.35	109.76	-1,974.26	56,483.85	0.00	415,976.90	3,094.72	0.00	419,071.62	-119.31	20,569.57
(A) YR: 2014	5,969	10,589,949.54	1,961.08	-23,419.62	10,566,491.00	0.00	4,822.79	0.00	0.00	4,822.79	0.00	51,661.06
(A) Grand Total	14,033	10,759,313.32	3,249.76	-35,537.92	10,727,025.16	0.00	7,161,415.15	14,082.21	0.00	7,175,497.36	-1,600.07	3,407,075.85
(S) Grand Total	941	121,151.23	0.00	-74.42	121,076.81	0.00	-5,494.01	0.00	0.00	0.00	0.00	0.00
Grand Total	14,974	10,880,464.55	3,249.76	-35,612.34	10,848,101.97	0.00	7,224,556.64	30,580.34	372.00	7,255,508.98	-1,600.07	3,623,619.75

1-9-2015

Collection Rate 70.0%

Back Tax Collection \$77,238

Interest Collected

\$39,661.

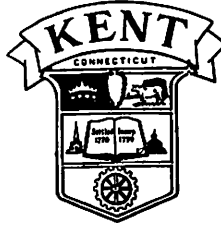
1-5-2016

Collection Rate 67.8%

Back Tax Collection \$52,138

Interest Collected

\$30,952.



TOWN OF KENT

January 2016

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

Budget season is once again upon us. For a number of years most of you have done a good job of holding your budgets down. The BOS truly appreciates your efforts.

As we begin the FY16-17 budget process 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.

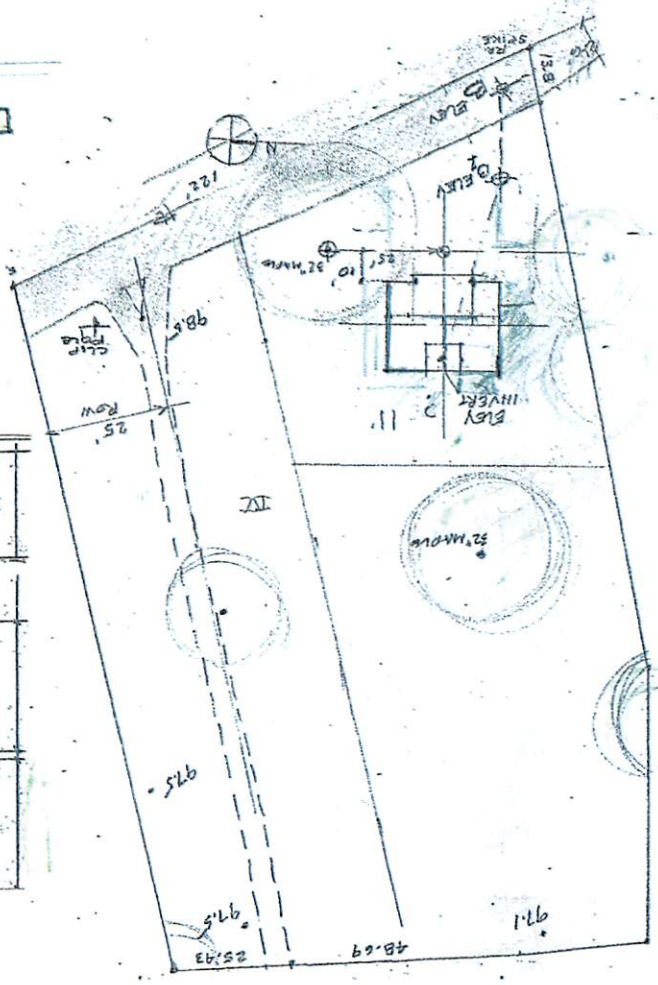
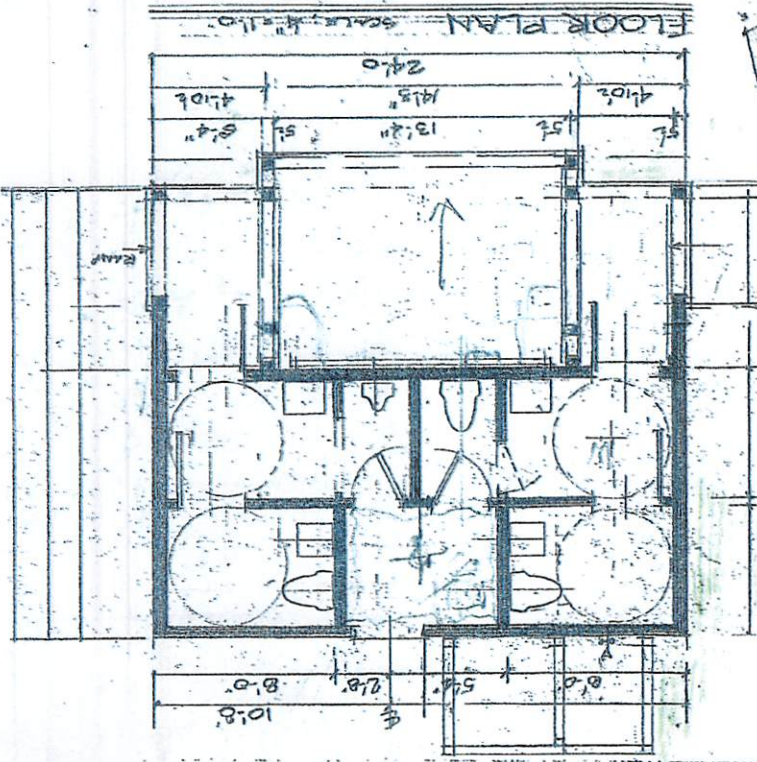
We are happy to discuss this and anything else related to the budget process and we are always open to suggestions for areas to save money. We will be meeting with each of you in February. See budget schedule and 5 Year Capital Plan attached. The Capital Plan will be presented to the Town for discussion on January 21.

Kent Board of Selectmen
Bruce Adams

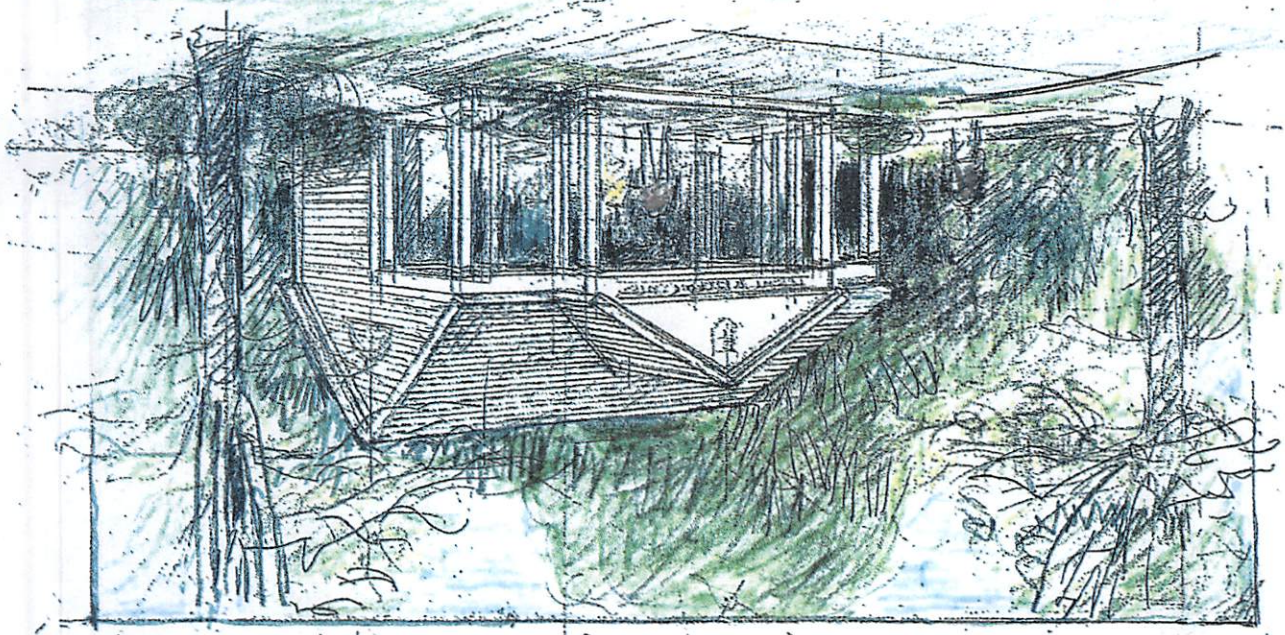
Jeff Parkin

Mike VanValkenburg

SOUTH KENT, CT 06785
 ARCHITECT
 William Baker, AIA



PROPOSED KENT WELCOME CENTER



Kent Board of Education

01/05/16

2015-2016 Capital Plan

- | | |
|------------------------------------|-----------|
| 1. FY 2017 | |
| a. Utility truck | \$40,000 |
| 2. FY 2018 | |
| a. Window Replacement | \$317,300 |
| 3. FY 2022 | |
| a. Renovation of original building | \$850,000 |
| 4. FY 2023 | |
| a. Roof Project | \$300,000 |

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

December 11, 2015

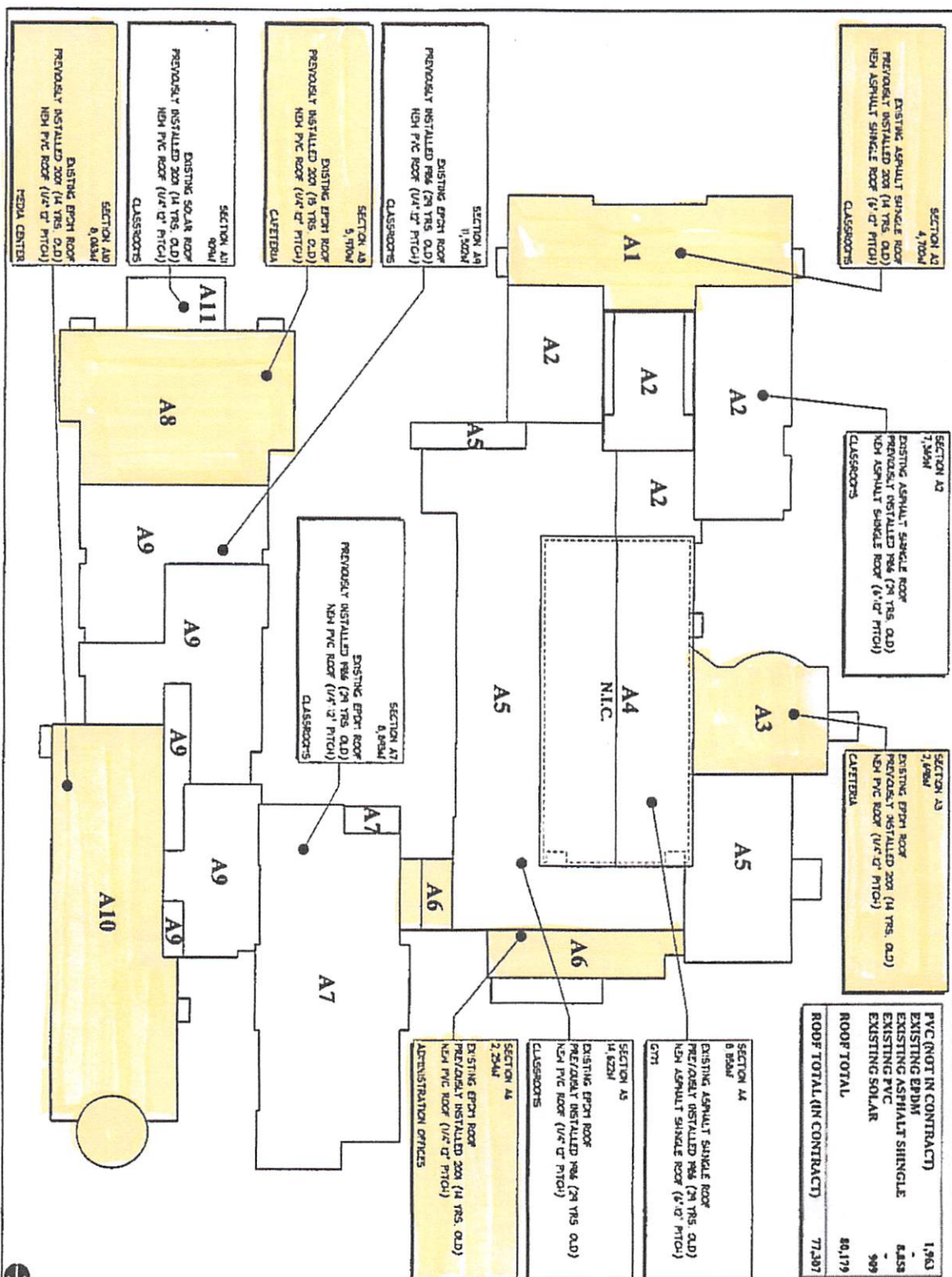
CONCEPTUAL BUDGET COST ESTIMATE

Replace approximately 2,050 sq. ft. of existing windows with new thermal break aluminum frame units	\$215,300.00
Hazardous material remediation, asbestos caulking (Allowance)	\$ 8,000.00
Miscellaneous interior trim, blocking, sills, etc.	<u>\$ 15,000.00</u>
Subtotal	\$238,300.00
Construction Cost Escalation to 2017	<u>\$ 9,530.00</u>
Construction Subtotal	\$247,830.00
Project Contingency	\$ 37,170.00
Architectural / Engineering Fee	\$ 19,800.00
Industrial Hygienist Fee (Allowance)	\$ 8,000.00
Testing, Printing, Legal, Advertising, etc.	<u>\$ 4,500.00</u>
Project Total	\$317,300.00

Note:

1. This estimate is based on 2016 construction costs, escalated to 2017. The above estimate should be increased by approximately 4% per year compounded, 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. Additional costs associated with PCB contaminated caulking are not included in the above estimate.
6. Potential State Reimbursement is not included in the above estimate.

G:BUDGET01



P.J. van der Aar

KENT, CT

JHEI
JACQUEN HINES
ARCHITECTS, LLC
11 MANSION DRIVE
SUITE 101
BENTLEY, CT 06802
TEL 860-634-0821
FAX 860-634-0820

**ROOF
PLAN**

R-0

KCS Window Replacement



Shop Window 10x5

50sf



Nurse 12x6

72sf



Court Yard from left to right

11x6 13x6 6x6 11x6 11x6 11x6 11x6

408sf



Ciccone 11x6

66sf



Morin 5x25

125sf



Girls Bathroom 3x8

24sf



Computer Room Side 6 windows 11x6

396sf



Star 4 widows 10x7

280sf



Café Side 6 windows 10x7

420sf



Music 6x8

48sf



Girls Locker Room 3x3

9sf



Old Boys Bathroom 8x3

24sf



Under Mott 2 windows 3x3

18sf



Under Hurlbutt 2 windows 3x3

18sf



Brittany 3 windows 10x3

90sf

Total Square Footage 2046

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
BOE PLAN							Bldg Imp	Roof			
KCS BLDG IMPROVEMENTS							850,000	300,000			
(was \$100,000) WINDOWS		317,300									
(new) Vehicle	40,000										
357,300 BOE SUBTOTAL	40,000	317,300	0	0	0		850,000	300,000	0	0	0
BOS PLAN											
	HWY Trk # 5	HWY Trk # 6	HWY Trk # 7	HWY Trk # 2 & Mow	Payloader 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)					140,000						
HIGHWAY EQUIPMENT				20,000	15,000						
					35,000		40,000	35,000			
720,000 TOTAL TOWN FLEET	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				
Replace Utility 4											
675,000 TOTAL KVFD FLEET	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 TOTAL ROADS	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 TOTAL BRIDGES	0	0	100,000	100,000	250,000		200,000	0	0	0	0
0 TOTAL LAND	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						
NUTRITION SITE					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 TOTAL BUILDINGS	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 TOTAL NON RECURRING	0	25,000	55,000	15,000	15,000		35,000	0	0	0	0
3,461,000 BOS SUBTOTAL	872,000	592,500	631,500	535,000	830,000		645,000	220,000	575,000	530,000	200,000
FIVE YEAR TOTALS	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
3,818,300 BOE & BOS PROJECTED CAPITAL	912,000	909,800	631,500	535,000	830,000		1,495,000	520,000	575,000	530,000	200,000
BOE & BOS CAPITAL SPEN	912,000	909,800	631,500	535,000	830,000		1,495,000	520,000	575,000	530,000	200,000
1/5TH OF ANNUAL CAPITAL	182,400	181,960	126,300	107,000	166,000		299,000	104,000	115,000	106,000	40,000
APPROPRIATION FY 2016-2017	763,660										
APPROPRIATION FY 2017-2018		880,260									
APPROPRIATION FY 2018-2019			802,300								
APPROPRIATION FY 2019-2020				791,000							
APPROPRIATION FY 2020-2021					790,000						
APPROPRIATION FY 2021-2022							664,000				
Approved by the BoS											
Accepted by the BoF											
Approved by P/Z											
Modified and accepted by BoF		Approved at Town Meeting									

Capital Project Balances

Town of Kent
FY 2015-2016

as of 12/30/2015

Capital Project	FYE 2015 Balance Fwd	Appropriations	State Grants	Interest Income	Expenditures	Transfers between projects	Projects to Close in FY 2015-2016	FYE 2016 Balance YTD	5 year reserve should have	variance
1 Reserve Fund (5 Year Plan)	1,259,117.98	548,200.00		1,035.91		-616,580.00		1,189,773.89	\$1,472,700	(282,926.11)
								0.00		
2 HWY Bridge Kent Hollow #18	230,540.51				9,114.66			221,425.85		
HWY Bridge Kent Hollow #16					19,714.03	20,000.00		285.97		
3 HWY Bridge Tanguay	2,603.82				-3,200.00			5,803.82		
4 HWY Fuel Oil Tanks	3,182.00							3,182.00		
5 HWY Carter Road #06153	222,374.23		35,765.40		16,434.99			241,704.64		
6 Kenico Road		25,000.00				100,000.00		125,000.00		
7 Fuller Mountain	60,000.00							60,000.00		
8 KCS Laptops	9,006.57							9,006.57		
9 KCS Security Upgrades	24,049.37							24,049.37		
10 KCS Roof		100,000.00			403,373.65	400,000.00		96,626.35		
11 KVFD Aerial Truck	95,406.50	25,000.00			8,704.22	-23,420.00		88,282.28		
								0.00		
12 LoCIP - Bos	4,796.31	480.00			800.00			4,476.31		
13 P/R - Tennis Courts	1,646.00							1,646.00		
14 Emery Park		30,000.00				120,000.00		150,000.00		
15 Revaluation	22,106.00							22,106.00		
								0.00		
16 Town Plan	5,000.00							5,000.00		
17 Zoning Regs	4,102.50							4,102.50		
								0.00		
								0.00		
Grants								0.00		
18 Bulls Bridge Roof	92,829.75				20,061.19			72,768.56		
19 Incentive Housing Zone Study	10,000.00				5,075.00			4,925.00		
20 Kent Visitor Center			192,237.00		192,023.23			213.77		
								0.00		
	2,046,761.54	726,680.00	228,002.40	1,035.91	672,100.97	0.00	0.00	2,330,378.88		

NOTES

3 credit captured for paving not completed



Kent Library Association

Officers

President

Kenneth Cooper

Vice President

Sharon Hartwick

Treasurer

Mark Sebetic

Secretary

Sandra Edelman

Board Members

Jim Blackketter

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 Assistants

Catherine Sweet

Katrina Luca

Administrative Secretary

APPLICATION TO BE INCLUDED IN THE TOWN CAPITAL BUDGET, January 5, 2016

RENOVATE LIBRARY SPACE: OLD FIREHOUSE

The Kent Memorial Library (KML) is requesting to be included in the Town of Kent Capital Budget.

The Library is proposing to redevelop and upgrade the usage of existing spaces in Library owned properties.

Due to the many and ever-growing programs and activities provided to all people in the town of Kent, free of charge, KML has found that it is outgrowing and has outgrown the existing spaces. The demographics of Kent seem to indicate a growing aging population as well as the need for increased technology access for all residents.

The building committee consisting of Board Members Janet Rivkin (former quality control building inspector, building manager and project construction manager), Jim Blackketter, town business man and volunteer, and volunteer and general contractor, Rick Vizzari, have spent the past year or two looking for the highest and best use of the existing structures. The committee has consulted with a structural engineer, other surrounding libraries and several local contractors to determine what would be the best use of funds for a fiscally conservative and meaningful maximization of space.

Donna Miller, KML library director, has brought years of experience, both in facility growth and program development to the town of Kent.

Comparison with surrounding libraries, with similar populations has led to the realization that the highly used KML has no true meeting space, program or lecture room as well as adequate space for existing staff.

The basic criteria in our request includes:

- 1 Safety for all use.
2. Refurbishing and improving the basic structure of the former Firehouse to conform to code.
- 3 Allowing for multiple programs to occur without conflicting with the regular use of the library and the highly used reading room.

PO Box 127 Kent CT 06757

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

Phase 1 of the reuse of existing space at the old Firehouse would include:

1. Repair and replacement of parts of the roof, gutters and flashing.
2. Reinforce the existing fire escape.
3. Secure the existing stairs to the second floor and make safe with proper bannisters, etc.
4. Replace existing windows with energy efficient windows.
5. Upgrade wiring to accommodate technology.
6. Install a proper ADA bathroom on the second floor.
7. If possible replace existing flooring on the second floor with proper, easy use and maintenance materials.

The estimated cost for these focal points is \$97,500.

It is the long range plan to make the Firehouse a viable building to accommodate more of the Library's programs and to keep it in context with the essence and profile of the Town of Kent.

The lower part of the Firehouse will continue to house the ever popular summer book sale which not only provides the library with a large part of it's funding for the operating budget, but also has become a large draw to our town and its retail establishments. The Library budget has in fact been taxed heavily in order to upgrade deteriorating or emergency replacement of existing technology and mechanical systems.

Our Library serves the town of Kent through its programs, technology and the special safe place for all ages. The Committee, Board of Directors and Staff of the Library all see this as a responsible way to improve our facilities to accommodate the ever growing programs and the base that they serve.

TOWN OF KENT

2017- 2021 FIVE-YEAR CAPITAL PLANNING

Department: **Kent Memorial Library (Kent Library Association, Inc.)**

Date Prepared:

1/4/2016

Contact Person: Donna Miller, Library Director

Purpose of Project:

Add a new item to program Add a new item to program

Modify item already part of program

Included in prior plan

1. Project title: Renovate Library Space: Old Firehouse
2. Location: Kent Memorial Library and old firehouse, #32 & #30 N. Main St., Kent
3. Description of Project: Renovate and upgrade the existing old firehouse, vacated in 2009, and make it a safe, accessible and code-conforming space to accommodate the Library's programs and for meeting space and book sale use. The Library currently has no program room or private meeting space of any kind. The old firehouse has been sitting vacant, except for book sale storage, since 2009 when the firemen moved to a new firehouse. The building has deteriorated significantly, but with funds to renovate it, it can be made into useable space that the library desperately needs to help with programs and fundraising efforts.
4. Justification: The Library Association already fundraises for 70% of the library's annual operating budget. There are no funds for renovation. Library administration will continue to apply each year for a STEAP grant to do phase 1 of the renovation, but the long term goal (Phase 2) in the future is to physically connect the library building to the old firehouse. We are requesting funds for phase 1 at this time.
5. Department Priority: _____

6. Year Proposed for Purchase/Construction

Anticipated cost

2016/2017

2017/2018

2018/2019

2019/2020

2020/2021

2021/2022

\$97,500

2022/2023
2023/2024
2025/2025
2025/2026

To: All Department Heads, Board/Commission Chairmen

From: Joyce Kearns
Administrative Assistant

Date: November 13, 2015

Re: Five-Year Capital Plan

Attached are the Capital Budget Project Request Forms and a copy of the current Five-Year Capital Plan.

At the February 15, 2011 Board of Selectmen Meeting the Board of Selectmen agreed to the following rules for the Capital budget:

- 1 The Five-Year Capital Plan is a binding agreement. A project cannot be inserted into the plan before the fifth year (2020) unless it is an emergency.
- 2 The bottom line of the scheduling within the Five-Year Plan will not exceed a pre-determined amount.
- 3 The six-to-ten-year plan should be used as a tool to look at the long-range plan. Projects will not roll automatically into the Five-Year Plan.
- 4 Projects need to be specific. If the project changes or the priorities change, the money already allocated needs to be returned to the fund, and the new project would need to go Town Meeting to request the funds be re-appropriated.

Please keep these rules in mind when completing the forms. The deadline to return requests is Friday, December 4, 2015.

RECEIVED FOR RECORD
KENT TOWN CLERK
2015 JAN -7 A 9:28
BY *James Bracey* JR
TOWN CLERK