

Board of Finance
Minutes Monthly Meeting
Tuesday, December 15, 2015

RECEIVED FOR RECORD
KENT TOWN CLERK
2015 DEC 17 A 10:56
BY *Darlene Brady* TOWN CLERK

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

Public and Invited Guests: Bruce Adams, Barbara Herbst, Gary Hock, John Mauer.

Chairman Nancy O'Dea-Wyrick called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Approval of Agenda: Mr. Blackketter made a motion to approve the agenda as submitted. Mr. Epstein seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Blackketter made a motion to approve the minutes of the Nov. 18, 2015 monthly meeting. Mr. McWhinney seconded the motion. Ms. O'Dea-Wyrick read changes to the minutes as requested by Mrs. Herbst:
○ KCS Partial Re-Roofing Project 2015 – there is a **projected amount of \$99,082 that will be left in capital after the state reimbursement is received and posted to the General Fund and all project expenses are paid** The board can decide where these funds would go – capital reserve or return to general fund.

○ Town of Kent Actual vs. Budget, July through October 2015, dated Nov. 13, 2015. Mrs. Herbst said there is nothing new to report on the budget, saying all departments are within their budgets and 58.34% of **Budgeted** revenues have been received to date. She said there is still an **ongoing litigation item involving in the Land Use office** and the report includes an email from Donna Hayes regarding the status of **this case** which is expected to continue into 2016.

Mrs. Herbst reported the audit is complete, and she received today a final draft. **A copy of the DRAFT MD&A (attached) was given out to all members present and she reviewed the information.** Mrs. Herbst highlighted several points in the draft Management's Discussion and Analysis:

- \$176,846 of the \$400,000 allocated from the Undesignated **General Fund** was used to balance the budget.
- The General Fund balance on **6/30/2015** is \$2,153,273 of which \$225,000 has been assigned in the current fiscal year's budget.
- The unassigned **portion of the fund balance** is \$1,909,011 or 16.4% of the **General Fund budgeted appropriations for the fiscal year ending 6/30/16; the GFOA recommendation is 16.6%.**

The minutes, as amended, were approved unanimously.

Correspondence: Ms. O'Dea-Wyrick shared the Templeton Farms Fall newsletter (attached). She read an email from Town Clerk Darlene Brady regarding the notes in the audit management letter (attached). Ms. O'Dea-Wyrick shared capital plan information from the Board of Education.

Reports: Fire Department: Gary Hock, assistant chief of KVFD, updated the board on the status of the mechanical work to the aerial ladder truck. Mr. Hock said the project is about 90% complete, and he expects the truck will be delivered to Kent on or about Dec. 25, 2015, adding that the truck is expected to be in service around Feb. 1, 2016. Mr. Hock said some 15 department members already have taken a ladder training course,

and the department would be offering another ladder class this year. Mr. Hock said the fire department has been told the aerial truck has a life span of about 15 years.

Tax Collector: Tax Collector Debbie Devaux was unable to attend the meeting and did not provide a report.

Board of Education: John Mauer, saying he is acting as a member of the school building committee, attended the meeting in place of board chairman Paul Cortese. Mr. Mauer discussed the Board of Education's five-year capital plan submission (attached). He noted the cost of the window replacement project, already in the plan, has been changed to reflect the conceptual budget cost estimate received (attached). The original cost of the project was estimated at \$100,000. The cost estimate shows a price of \$317,300. Ms. O'Dea-Wyrick asked if the school board has any new information on the \$850,000 renovation project, proposed in Fiscal Year 2022. Mr. Mauer said he believes seed money to fund an architect's review of the work would be needed to get a better cost estimate for the project. Ms. O'Dea-Wyrick said she feels this would be the year to start working on getting such a figure. Mr. Mauer said he would share the Finance Board's feedback with the school board. Mr. Adams noted he has not attended nor has there been a building committee meeting in years. Mr. Mauer commented the committee is not likely to meet as long as there are two selectmen on the committee, saying this would be an obvious conflict of interest.

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

2015-16 Budget

- I have a budget schedule and will distribute.
- Capital requests are in and we have a Capital Plan to be discussed by BOS on Jan. 5.

\$500,000 STEAP grant

- The Committee continues to work on a plan.
- Next meeting is January 21 at 10 a.m.
- Hope to close on the lot this month. Waiting on State red tape.

2016 STEAP program

- I am submitting for the 3rd time a STEAP grant to complete the CH.
- Will ask for others interested in applying
- I participated in a STEAP webinar last month.

The Covered Bridge

- Work has started and is scheduled to be complete Dec. 20
- Roof has been stripped and as of today one side is shingled.
- 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 capital plan.

Mr. McWhinney asked the first selectmen if a temporary high department driver has been hired. Mr. Adams said the road foreman has a driver who has worked for the town in the past in this capacity who most likely would be used, adding he doesn't believe it would be hard to find an alternate driver if this person was not available.

Treasurer: Barbara Herbst provided the following written reports: building inspector report, dated Dec. 2, 2015; actual vs. budget, July through November 2015; and actual vs. budget – attorney fees, July through November 2015 (attached).

Mrs. Herbst emailed and provided bound copies of the audit. Mrs. Herbst discussed the completed audit with the board (copy available on the town website).

Mrs. Herbst said she created the auditor RFP, provided copies to the committee (Mrs. Brady and Mr. McWhinney). They made some modifications and now the document is ready to go out to bidders. There is a legal notice that also will run.

Business: FY 2015 Annual Report: Lesly Ferris provided an email draft copy of the Annual Report before the meeting. Mrs. Ferris said she has received the remainder of the reports and will provide the board with a final draft of the report before its January meeting.

FY2015 Audit: Ms. O'Dea-Wyrick said there would be no additional report on the audit, and Mrs. Herbst confirmed the auditors would not be attending a Board of Finance meeting because they have conflicts with the board's December and January meeting dates.

FY2017 Budget Calendar Updates: Mr. Adams provided an updated list of budget calendar dates (attached).

FY2017 Capital Plan: Mr. Adams said there are some modifications to the highway department capital plan to reflect current costs of equipment.

Comments from Public and Invited Guests: Mr. Adams reported the regional high school would be requesting \$5 million for a renovation project that would include updating science labs and locker rooms. It is expected a vote on bonding for the project would be included in the May budget vote referendum.

Mr. Blacketter made a motion to adjourn the meeting at 8:20 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.

TEMPLETON FARM

"A Kent Treasure Hidden in Plain Sight"

39 and Counting: Templeton Farm 40th Anniversary in 2016

We recently unearthed a press clipping from a 1975 Lakeville Journal story about the Sept. 28 groundbreaking ceremony. Front and center in a photograph is a very young looking Eugene O'Meara, then Kent's First Selectman, surrounded by a large group of local residents. The dedication of a completed Templeton Farm took place nine months later on 7/17/1976.

Over the past few years, KVHE board members and Templeton Farm staff have been working to upgrade the property in preparation for the next forty years. On a snowy day in early February of this year, board officers signed documents for a U.S. Dept. of Agriculture capital improvements loan. The first project will be the replacement of the lower roof of the Templeton Farm barn, which houses the Kent Senior Center, Masonic Lodge, our offices and Common Room, used for resident activities and meetings.

Other major improvements will follow in coming years, all planned to ensure that the facility provides a safe environment for residents and others.

New Kitchens: Only Four to Go!

Last year we reported that there are only "eight kitchens to go." Now we're down to "four to go" with the goal of completing the last one before the end of our 40th Anniversary year in 2016. More than \$120,000 in local contributions has brought us this far; from individual donors, the Union Savings Bank Foundation, Ellen Knowles Harcourt Foundation, St. Andrew's Church, Quality Thrift Shop, the Town of Kent, Kent Lions Club and others. Moving forward, board-raised funds will be used for the kitchen cabinet purchases with contractor costs covered by the USDA loan mentioned above.



Good Neighbor Award to Ruth Woodard

At the Kent Village Housing for the Elderly Annual Meeting in April the Good Neighbor Award was presented to Ruth Woodard, a resident of Templeton Farm since 2004. Ruth has been a force in ensuring that Templeton Farm is the best it can be. She has chaired and nurtured the Resident Council since 2007. The Council hosts a number of activities each month for residents and organizes a successful tag sale each fall to support its activities. It also serves as a valuable liaison between residents and staff.

Ruth is also a volunteer coordinator for the Monday and Wednesday lunches at the Kent Senior Center and provides valuable support to the Meals on Wheels volunteers. She provides quiet and low-key support to her neighbors, staff and board members. As a result of her spirit of giving, Templeton Farm is a special place for all.

Ruth Lindberg Woodard was born and raised in Kent. She raised her three children, Tom, Jeff and Amy, in New Milford and returned to Kent in 1998. Her children and four grandchildren live in California and New York State.

"Templeton Farm is a great place and I'm happy to be here," says Ruth.

Staff and Board Members

Templeton Farm's long-time Resident Service Coordinator, Phyllis West, retired in April after fourteen years of outstanding service. Residents feted her with a gala luncheon and bid her a fond farewell after extracting a promise that she would return to visit. We all wish Phyllis well and thank her for her many years of service and long drives over the Litchfield Hills from Watertown to reach us in all kinds of weather!

Renee Shappy was hired as the new RSC in the late summer. Renee worked as a Care Manager at Connecticut Community Care, Inc. in Watertown for 13 years, where her primary task was to provide services to elders which enabled them to remain in their own homes. CCCI provides support to many Templeton Farm residents and Renee's prior job experience will be invaluable.

Renee's first project here is to visit and get to know each resident. She has also begun to schedule health and wellness activities. We welcome Renee and also thank Kim Stempert, RSC at Glen Ayre in New Milford, for filling the position on an interim basis.

Administrator/Property Manager Brenda Crossley is in her sixth year of service and Superintendent Jeff Anderson, who lives in an apartment here with his family, is in his fifth year. Their experience and knowledge of Templeton Farm and its residents are valued by all. (Templeton Farm staff members are employees of Elderly Housing Management, Inc., under contract with KVHE).

The current board members are Catherine Bachrach, Tegan Baker, Marsi Boon, Kevin Brady, Elise Cieplik, Patti Leo, Tammy Lang, Cindy Merritt, John Rorke and John Worthington. Tegan, Tammy and Patti joined the board this year. Janet Downes completed her board service earlier this year.



Templeton Farm Budget and Community Contributions

Most of Templeton Farm's operating costs and ongoing upkeep are covered by rental payments and federal subsidies from the U.S. Department of Agriculture (USDA) and Urban Development (HUD). Residents pay approximately one-third of their monthly income as rent and the remainder of the allowable "basic" or market rent is covered by the subsidy. Community contributions have been critical to maintaining and improving our facility over the years, supplementing rents and subsidies.

Your contributions mean so much. If you are celebrating a special event such as a major birthday or anniversary, please consider asking friends and family to make a contribution to KVHE in your honor.

Special Thanks

Many people help make Templeton Farm a special place! We thank Kent School and South Kent School students for gardening help as well as a dedicated corps of ten Meals on Wheels volunteers who deliver meals to many here and elsewhere in town twice each week. Friends of former resident Pauline Hayes planted a beautiful viburnum in her memory near our flag pole.

Kent Village Housing for the Elderly, Inc.
16 Swift Lane/ PO Box 404
Kent, Connecticut 06757
860-927-4000
Templetonfarms@ehmchm.org



Darlene Brady <townclerk@townofkentct.org>

Town Clerk Audit Management Letter

1 message

Darlene Brady <townclerk@townofkentct.org>

Mon, Dec 14, 2015 at 12:32 PM

To: Nancy O'Dea-Wyrick <nodeawyrick@gmail.com>, Bruce Adams <firstselectman@townofkentct.org>

Hi Nancy,

As a follow up to the notes in the audit management letter regarding segregation of duties; would like to note the following:

-I provided Jessica Aniskoff of BlumShapiro the attached spreadsheet that covers three months worth of deposit activity (7/15/15-9/30/15). It should be known that the average daily cash amount that the office handles is \$51.94. My cash drawer is reduced to \$74.75 and deposits are taken to the bank on daily basis.

-The total cash that was collected in the three months represents 11/26% of my revenues.

-Currently staffing other then myself covers 2 of 5 days per week.

I would be open to dialogue to formulate other solutions so that my office is not highlighted in future audit reports.

Thank you

—

Darlene F. Brady
Kent Town Clerk
(860).927.3433

 **dailydeposits.pdf**
65K

3:38 PM
10/05/15
Accrual Basis

Town Clerk - Town of Kent
Find Report
July through December 2015

Type	Date	Total	Checks	Cash	tot for month	# days	avg cash
Union Savings - Town Clerk Acco							
Deposit	07/01/2015	3,863.75	3,753.75	110.00			
Deposit	07/02/2015	276.00	166.00	110.00			
Deposit	07/03/2015	4.00		4.00			
Deposit	07/06/2015	244.00	196.00	48.00			
Deposit	07/07/2015	18.00	8.00	10.00			
Deposit	07/08/2015	401.00	341.00	60.00			
Deposit	07/09/2015	1,227.25	1,206.25	21.00			
Deposit	07/09/2015	239.00	239.00	0.00			
Deposit	07/10/2015	210.00	209.00	1.00			
Deposit	07/13/2015	671.00	608.00	63.00			
Deposit	07/14/2015	482.00	458.00	24.00			
Deposit	07/15/2015	327.00	245.00	82.00			
Deposit	07/16/2015	335.00	209.00	126.00			
Deposit	07/17/2015	70.00	70.00	0.00			
Deposit	07/20/2015	222.00	187.00	35.00			
Deposit	07/22/2015	1,084.50	1,011.50	73.00			
Deposit	07/22/2015	413.00	413.00	0.00			
Deposit	07/27/2015	984.75	924.75	60.00			
Deposit	07/28/2015	38.00	21.00	17.00			
Deposit	07/28/2015	372.00	272.00	100.00			
Deposit	07/29/2015	338.00	279.00	59.00			
Deposit	07/30/2015	1,138.50	1,134.50	4.00			
Deposit	07/31/2015	83.00	83.00	0.00	1,007.00	22	\$45.77
Deposit	08/03/2015	327.00	325.00	2.00			
Deposit	08/05/2015	248.00	220.00	28.00			
Deposit	08/06/2015	80.00	55.00	35.00			
Deposit	08/10/2015	423.00	262.00	161.00			
Deposit	08/11/2015	168.00	60.00	108.00			
Deposit	08/13/2015	83.00	40.00	43.00			
Deposit	08/13/2015	10.00	0.00	10.00			
Deposit	08/14/2015	856.50	856.50	0.00			
Deposit	08/17/2015	199.00	175.00	24.00			
Deposit	08/18/2015	190.00	0.00	190.00			
Deposit	08/19/2015	1,213.50	1,171.50	42.00			
Deposit	08/20/2015	2,139.50	2,101.50	38.00			
Deposit	08/21/2015	1,641.75	1,641.75	0.00			
Deposit	08/25/2015	511.00	396.00	115.00			
Deposit	08/28/2015	375.00	186.00	189.00			
Deposit	08/31/2015	984.50	954.50	10.00	995	21	\$47.38
Deposit	09/02/2015	71.00	9.00	62.00			
Deposit	09/03/2015	1,478.00	1,412.00	66.00			
Deposit	09/04/2015	433.63	380.63	53.00			
Deposit	09/08/2015	93.00	78.00	15.00			
Deposit	09/09/2015	2,023.00	2,020.00	3.00			
Deposit	09/11/2015	163.00	0.00	163.00			
Deposit	09/14/2015	540.00	394.00	146.00			
Deposit	09/15/2015	1,918.00	1,918.00	0.00			
Deposit	09/16/2015	66.00	5.00	51.00			
Deposit	09/17/2015	291.00	53.00	238.00			
Deposit	09/18/2015	77.00	53.00	24.00			
Deposit	09/21/2015	439.00	108.00	331.00			
Deposit	09/22/2015	164.00	110.00	54.00			
Deposit	09/23/2015	63.00	53.00	0.00			
Deposit	09/25/2015	1,208.00	1,190.00	16.00			
Deposit	09/28/2015	134.00	53.00	81.00			
Deposit	09/29/2015	809.00	798.00	11.00			
Deposit	09/30/2015	403.00	395.00	8.00	1,322.00	21	\$62.95
		32,833.13	29,509.13	3,324.00		64	\$51.94
			89.88%	11.26%			

Kent Board of Education

12/15/15

2015-2016 Capital Plan

- | | |
|------------------------------------|-----------|
| 1. FY 2018 | |
| a. Window Replacement | \$317,300 |
| 2. FY 2022 | |
| a. Renovation of original building | \$850,000 |
| 3. 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

Building Inspector								
GL# 04-120-400								
2015-2016								
Construction Value								
Receipts	Waived Fees	Payment	Town Share	Check Date	Check #	Check Amount		
July	\$ 9,815.00	\$ 68.00	\$ 7,313.42	2,501.58	8/4/2015	3344	\$7,313.42	\$1,522,544
August	30,818.00	20.00	22,820.12	7,997.88	8/28/2015	1294	\$22,820.12	\$2,399,172
September	15,988.00	92.00	11,899.20	4,088.80	10/6/2015	1296	\$11,899.20	\$2,470,988
October	7,914.00	92.00	5,924.44	1,989.56	11/4/2015	1299	\$5,924.44	\$1,263,278
November	3,819.00		2,826.06	992.94	12/2/2015	1300	\$2,826.06	\$524,847
December			0.00	0.00				
January			0.00	0.00				
February			0.00	0.00				
March			0.00	0.00				
April			0.00	0.00				
May			0.00	0.00				
June			0.00	0.00				
Total	\$ 68,354.00	\$ 272.00	\$ 50,783.24	\$ 17,570.76			\$50,783.24	\$8,180,829
Amt Budgeted				35,000.00				
% of Budgeted Amount Received to date				50.20%				

TOWN OF KENT
Actual vs. Budget
July through November 2015

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Revenue	7,460,664.69	12,599,501.00	-5,138,836.31	59.21%
Expense				
A · General Government	622,266.41	1,191,440.00	-569,173.59	52.23%
B · Public Safety	27,841.53	162,587.00	-134,745.47	17.12%
C · Public Works	659,022.69	1,513,164.00	-854,141.31	43.55%
D · Health and Welfare	50,819.54	88,690.00	-37,870.46	57.3%
E · Recreation	83,791.98	197,611.00	-113,819.02	42.4%
F · Sanitation	42,621.18	110,599.00	-67,977.82	38.54%
G · Board of Education	2,746,635.43	6,978,516.00	-4,231,880.57	39.36%
H · Debt Service	196,987.25	693,194.00	-496,206.75	28.42%
I · Transfer to Capital	726,200.00	726,200.00	0.00	100.0%
J · Transfer to Dog Fund	7,500.00	7,500.00	0.00	100.0%
K · Current Year Capital Projects	900,000.00	900,000.00	0.00	100.0%
L · Transfer to Schaghticoke Litiga	30,000.00	30,000.00	0.00	100.0%
Total Expense	<u>6,093,686.01</u>	<u>12,599,501.00</u>	<u>-6,505,814.99</u>	<u>48.37%</u>
Net Revenue and Expense	<u>1,366,978.68</u>	<u>0.00</u>	<u>1,366,978.68</u>	<u>100.0%</u>

% of Budget year = 42%

TOWN OF KENT
Actual vs. Budget - Attorney Fees
July through November 2015

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
051-000 · ATTORNEY FEES			
051-410 · Legal	1,099.00	7,500.00	14.65%
051-413 · Litigation	9,569.63	5,000.00	191.39%
051-414 · Legal - P&Z	647.50	2,000.00	32.38%
051-415 · Legal - ZBA	0.00	5,000.00	0.0%
051-416 · Legal - IWC	0.00	1,000.00	0.0%
051-000 · ATTORNEY FEES - Other	0.00	0.00	0.0%
Total 051-000 · ATTORNEY FEES	<u>11,316.13</u>	<u>20,500.00</u>	<u>55.2%</u>

Total Expense	11,316.13	20,500.00	55.2%
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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
051-410 · Legal				
07/31/2015	111279	Cramer & Anderson	Atty fees: general matters 6/2-7/27/15 (Botsford rd claims; CIRMA, Review warning; issue advisor...	610.50
09/01/2015	111870	Cramer & Anderson	Atty Fees: General matters services rendered thru 9/1/15	296.00
10/01/2015	112223	Cramer & Anderson	Atty Fees: Re: Miller/Weeks claim	55.50
10/01/2015	112224	Cramer & Anderson	Atty Fees: Demolition delay ordinance	37.00
10/09/2015	Deposit	Manasse, Slaaiby & Leard, Trustee	Deposit check for lot purchase	100.00
Total 051-410 · Legal				<u>1,099.00</u>
051-413 · Litigation				
08/01/2015	111371	Cramer & Anderson	Attorney fees: Re: tax appeal - Kent Realty LLC services rendered through 8/1/15	955.00
08/11/2015	514314	Murtha Cullina LLP	ZBA: litigation Mauri appeal services through 7/31/15	607.50
09/01/2015	111871	Cramer & Anderson	Atty fees: Tax Appeal Kent Realty LLC services rendered thru 9/1/15	703.00
09/10/2015	516132	Murtha Cullina LLP	ZBA: litigation Mauri appeal services through 8/31/15 (11.5 hours)	2,586.00
10/01/2015	112222	Cramer & Anderson	Litigation: Tax Appeal Kent Realty LLC services rendered through 10/1/15	1,409.50
10/22/2015	517868	Murtha Cullina LLP	ZBA: Mauri Appeal professional services through Sep 30, 2015	2,255.13
11/01/2015	112705	Cramer & Anderson	Attny Fees: tax appeal Kent Realty LLC	18.50
11/17/2015	519889	Murtha Cullina LLP	ZBA: Mauri Appeal	1,035.00
Total 051-413 · Litigation				<u>9,569.63</u>
051-414 · Legal - P&Z				
11/01/2015	112706	Cramer & Anderson	Attny Fees: Demolition delay ordinance	647.50
Total 051-414 · Legal - P&Z				<u>647.50</u>
TOTAL				<u><u>11,316.13</u></u>

Proposed Budget Schedule FY 2016-17					
				Date	Completed
Packets for Capital requests distributed to				early November	
departments & Commissions				return by Dec 12	Done
Budget packets to Departments				by Dec 31	
Budget packets returned				by Jan 15	
Packets compiled by Treasurer and provided				By Jan 22	
to BOS by email					
BOS Budget Workshop #1				week of Feb 8-12	
BOS Budget Workshop # 2				week of Feb 15-19	
BOS budget workshop # 3				week of Feb 22-26	
BOS budget workshop # 4(if needed)				March 1 (regular BOS meeting or possible special meeting prior to regular)	
final BOS vote on budget				March 1(regular BOS meeting)	
Presentation of budget to BOF				March 15 BOF meeting	
BOF vote on budget				by end of April	
Public hearing on budget				first week of May	
BOF budget workshop(if needed after hearing)				second week of May	
Budget vote(Town Meeting)				third week May	
Additional info					
Capital Plan to be presented at annual Town Meeting for discussion purposes only.					
Capital Plan to be finalized and adopted before Budget Workshop #1 and provided to BOF as soon as					
adopted by BOS					
BOS will hopefully receive budget packets 2 weeks before Workshop # 1.					
BOS review packets and for Budget Workshop # 1 have a list of departments that should meet with BOS.					
Invite departments for Workshops 2 & 3 as necessary.					
Use Workshop # 4 to accommodate departments that need night time if Workshops 1-3 have been day.					
Please understand that this proposed schedule is flexible.					

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 DEC 17 A 10:56

BY *Deborah Snady R*
TOWN CLERK