

**RECEIVED**

By Darlene Brady at 3:11 pm, Mar 01, 2022



Board of Selectmen  
Special Meeting

February 23, 2022  
10:00 A.M.

*The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting.*

<https://zoom.us/rec/play/c8i7M7itlPorGc3IQhXL5eUxS256Fp0fkcAg3fkq2gziesOf4p9fcEsGuG5u9GjJrzRkcA6HHN7K2OKf. OGZkiX1iTKSv3mZ?autoplay=true&startTime=1645629199000>

Present: Jean Speck, Rufus deRham and Glenn Sanchez.

Also present:

Darlene Brady, Melissa Cherniske, Debbie Devaux, Jen Dubray, Lynn Harrington, Donna Hayes, James Hurlbut, Jared Kuczenski, Jane MacLaren, Connie Manes and Rick Osborne.

**Call the meeting to order:**

Jean Speck called the meeting to order at 10:13 a.m.

**Chore Services:**

Jane MacLaren:

- We did ask for an increase in our funding from the Town of Kent.
- We're actually asking all of the towns in our catchment area for an increase.
- Our funding has remained flat since 2016.
- Chore helps elderly residents live safely independently at home.
- We provide non-medical assistance to them so they can remain in their homes.
- We did have to increase our hourly wage and \$14 an average of \$15 an hour.
- Our overhead costs are increasing.
- Having to do more staff trainings which costs us.
- Because of those reasons we are asking for an increase to \$10,000 from \$5,000 in the previous years.

The Board of Selectman requested a five-year look back for the data in the Kent Data – FY 21 of the Choe Service request letter, attached.

**Park and Recreation:**

Lynn Harrington:

Income:

- Going to increase the park pass by \$15. It's been the same price for a long time.
- We are going to have a few more things to offer.

- We're hiring a seasonal maintenance contractor to help beautify the parks.
- Putting in a pickle ball court.
- Changing the cost of the fee to play from \$5 to \$20.
- We are increasing the cost of After-School Program by \$1, so we go from \$11 to \$12.
- We are going to increase Camp Kent \$40 to \$150 per week.

Expenses:

- Director salary line increased by \$6,000.
- Asp director hourly rate brought up to \$21.
- The counselor hourly rate brought up to \$14.
- Lifeguards hourly rate reflects a slight increase.
- Postage put it at \$15 more.
- We are asking for \$25,000 extra in the budget this year to take care of some drainage repairs at Kent Commons.
- \$25,000 is a one-time thing to fix the drainage. We are not increasing the budget by \$25,000 every year.
- Programs reflect a little bit of increase there, so we can increase some of our activities at ASP and at Camp Kent.

Jared Kuczenski:

- Online registration and program management software.
  - It gives resident it gives residents an easy way to sign up for programs a convenient way
  - A great tool for managing all of our programs.
  - I've spoken with Jean, our website host for the town is Civic Plus.
  - They have an arm of their company called Civic REC - Civic Rack.
  - I do have experience with this program from my previous place of employment.
  - They do price based on your residency and expected income.

**KSC Ballfields:**

Jean Speck:

- Subcommittee of the P&R Commission.
- It's sort of gone dormant.
- The last meeting was on March 16 2021 and it was John Grant, Marty Lindenmayer, Miranda Lavota, as member of the public and Leslie Ferris.
- They discuss the playing field conditions with development of recommendation of repairs, replace the equipment shed and potential for bird nuisance abatement and then also discuss playing field budget and development of recommendation for contractor support.
- In past years that subcommittee came to the P&R Commission and provided a proposed budget for the next year.

- I think it makes sense to give you the opportunity to come back to the BoS with a number for the KCS Ballfields.

Jared Kuczenski:

- The ball fields are fickle.
- I do think they are going to need a decent amount of tlc and I want to make sure that when spring comes that we can really hit the ground running.
- Kickstart getting this committee back together and in a very expedited fashion determine what our needs are, and the finances of those needs.
- We need to do our homework.

Darlene Brady:

- I support the idea that this committee be revitalized and be enforced, because the fields are such an important part to the Community, the school and all.
- Just a little tidbit of history as far as when the committee was first formed.
- It was a representative from the BoS, a representative from BoE, a representative from P&R.
- A specific separate line was developed and why it stands alone.

**Treasurer:**

Jean Speck:

- Barbara is not usually in on Wednesday mornings.
- We're going to have to reschedule Barbara.

**Tax Collector:**

Debbie Devaux:

- Salary, I put in for 6% for me, I believe that's cola this year.
- The assistant started out at \$20 per hour this year; the arrangement is she gets \$1 per hour a course she's already taken one course and she will start the next one next month.
- She will be done by the end of the fiscal year so that's two courses, which takes her to \$22 per hour
- When you add the 6% on top of that it takes us to the end of this year, so then going forward for the next year starting July 1 she will be at \$22 per hour.
- Plus, she will be taking two more courses next year to complete the four in the cycle. That's where I came up with \$24 per hour for up to 15 hours per week for a total of \$25.44 per hour, which includes the 6% COLA.
- Postage is paid in two ways part of it is paid through quality because they do the initial July billing so that's a that's part of Quality's contract, the \$3,500 is for the delinquent statements that we send out every month. I'm hoping to delinquents go down.
- Notices stayed the same.
- Mileage stays the same.

- Data processing, I did give you two breakouts, attached.
- Assessor and the tax collector belong to the cloud which, through Quality and that's an additional \$5,000 that is paid through the town hall computer line.
- That's where we get into the bandwidth question, in order to participate in the cloud through Quality, we need a minimum of 100 MB bandwidth and that's where we've been having a lot of trouble lately, it is being monitored now by QDS on a regular basis.
- It's something you need to address, especially if you're talking about adding other programs in the building.
- Nothing against P&R doing what they want to do, but we don't have the bandwidth for it, or you need to prove that you have the bandwidth and that's a question.
- Fees for delinquents has stayed the same.
- Dues staying the same.
- I did a slight increase for conferences, because it includes the hours for the assistant to go to class, plus the conference I attend.
- Credit cards because people have found in the current system a little cumbersome, we have a new system. We are all set to implement. I have money in my budget this year to pay for it.
- I just need to be able to make sure that it will work in this building. So as soon as I can get bandwidth assurance, then I can go ahead.
- The setup fee will be paid for this year will be up and running by July 1. There's no ongoing subscription fee.
- I'm not sure whether the hardware in my office is being upgraded, in the past, the two offices (assessor and tax collector) have always been connected, for some reason this time I'm hearing there's a disconnect.

**Assessor:**

Jen Dubray:

- Supplies are up a little.
- Postage is going down. I'm going to order pre-postage envelopes.
- I still have a great deal of mailings, but it has been cut down because Quality does my personal property declarations now. I pay for them from the data processing line.
- Notices went up because for legal notices, and I might have an extra one for reval coming in, otherwise I only have one or two a year.
- Mileage should be fine I did reduce that line.
- Data Processing, that is, I think I gave you the quotes from Quality and Vision and also the Q Public online posting for the field cards and the maps.
- The difference is if I was able to go to what's called a personal property camera system.
- Mapping did go up an extra \$250 because I would like to add a mapping layer to plot the sales in preparation of the revaluation.
- Dues, we can share the cost with other towns, I didn't increase them.
- Conferences, we can share the cost with other towns, I didn't increase them.

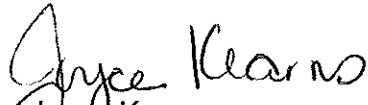
- Professional development is for the newly hired assistant to take courses again there's a cost savings, because she works in other towns, so we would all be able to share in that and same with me, we can share all that with other towns, so we can keep that line item, the same.
- Salary, I don't know if you want to just me to tell you how I came up with the figures it's not really the across the board 6%.
  - I did a salary survey and I got per parcel average based on the six towns as well as Sherman and Washington, which are very comparable towns. I came up with the parcel average of \$21 and that comes out to the salary.
  - Then I added an additional money because I am down some time without an assistant in the office, which the previous assessor had so that's how I came up with my salary of \$47,900.
    - That doesn't include a 6% cost of living
    - That survey was from two years ago, so you know that's to be discussed.
- The first assistant, the new assistant:
  - She started at \$24 per hour.
  - She will complete a course before the end of this budget season and be eligible for the dollar an hour increase.
  - If she is able to take and complete another one during the budget year that would put her at \$26 per hour so that's her budgeted amount for 10 hours a week.
- The other assistant:
  - Who's been here 15 years.
  - Because of the new hire being put at possibly \$26 per hour, I felt that the spread should be a little more, it's currently in the budget at \$27.19.
  - One idea is to have him be salary, instead of hourly.
  - That is how we worked in the other town and it worked really well.
  - He can work remotely, he can be here, he can be sharing time doing meetings and other things again he works in another town, too, so I just think it's a fairer way to do it.
  - I am figuring them at \$12,500. If you want to break that hourly that would be \$34 per hour.
  - So, at minimum for him in your discussions, I think you should be at least increasing the \$31 per hour because, again, the spread just isn't wide enough for Jimmy's expertise and length of time with this town.
  - My only other thing I did not put it in the budget, I spoke to Jean before, I think Jimmy has a great base of knowledge in the IT area in this town, and I think we should instead of just asking him for favors as he's here on Mondays I think we should acknowledge it.

- I would propose an additional \$2,500 a year stipend or however you want to call it to be an in- house IT person, this is what he does in Roxbury.
- Any of us have issues, we call on him and he's there, even if it's off hours we have an issue we can go to Jimmy, I just think it would be a little easier than always relying on just cut can eat ticket for every little thing.

Jean Speck:

- Requested a copy of the breakdown of the salary survey you referenced and how Jenn got to that number of the parcel average of said \$21.

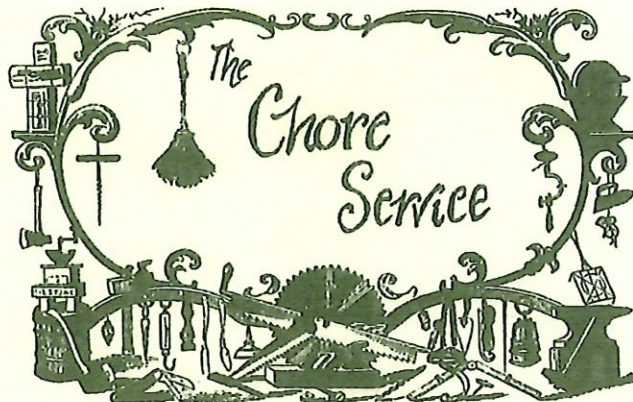
Rufus deRham made a motion to adjourn the meeting at 12:03 p.m.

  
Joyce Kearns  
Administrative Assistant

*These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.*



Dolores Perotti, *President*  
Ceely Ackerman, *Salisbury*  
Patricia Chamberlain, *Sharon*  
Michelle Considine, *Canaan*  
John Green, *Cornwall*  
Dinny Greene, *Cornwall*  
Carla Herman, *Cornwall*  
Priscilla McCord, *Lakeville*  
Judy Sheridan, *Kent*  
Michael Voldstad, *Salisbury*  
Lea Davies, *President Emeritus*  
Jane MacLaren, *Executive Director*



*Serving The Towns Of:*  
**Canaan**  
**Cornwall**  
**Falls Village**  
**Kent**  
**Norfolk**  
**Salisbury/Lakeville**  
**Sharon**

January 28, 2022

To: Kent Board of Selectmen

~~Kent Board of Finance~~

Re: Chore Service

Assistance Requested: \$ 10,000

For the past 30 years, Chore Service has helped elderly and disabled residents live safely and independently at home, while providing part-time work to residents in the community. The need for Chore's services to Kent residents is increasing as the population ages without extended family available to assist them. Chore fills that void by providing in-home, non-medical assistance such as cleaning, cooking, companionship, shopping, snow removal, lawn mowing, transporting to appointments and other activities. To provide these necessary services to our most vulnerable community residents, and most important this year, to provide a livable wage to our workers in the current difficult hiring market, Chore requests your financial support in the amount of \$10,000 for FY23.

Chore's annual funding requests have remained consistent over the past several years, but due to serving more clients who are unable to contribute toward their services and needing to adjust to the current labor market to recruit and retain workers, we find it imperative to ask for increased funding.

Those we serve often live on very limited incomes, making choices between food, heating oil, medications, gasoline, etc. Our clients want to live independently in their homes and as such, they request help with those activities they find challenging to impossible to do. Chore provides a worker to help regardless of their ability to pay. Because of their lack of financial resources, Chore is often the provider of last resort.

The COVID-19 pandemic has had a serious impact. Chore remained committed in the early days of the pandemic to providing essential services such as non-contact grocery shopping, prescription pick-up and delivery, and phone companionship. Our workers ensured that our clients had someone to talk with regularly to address the isolation our clients experienced and continue to experience. Chore resumed seeing clients in person after PPE was purchased and

P.O. Box 522, Lakeville, CT 06039  
Telephone: (860) 435-9177 • Fax: (860) 492-0730  
chore@choreservice.org

workers were trained on COVID-19 safety protocols. Chore remains committed to providing these much-needed services, especially during these unprecedented times.

Chore is grateful that each town served is able to provide some monies from its annual budget to go towards services. Without that support, Chore would be unable to continue providing these necessary services, increasing the financial burden to the towns.

Please refer to the enclosed document for specific Chore and Kent data.

We appreciate your continued support of Chore Service and its work and look forward to meeting with you to discuss this request in greater detail if you wish.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Jane MacLaren".

Jane MacLaren  
Executive Director

cc: Dolores Perotti, Board President  
Judy Sheridan, Board Member



# Chore Service, Inc.

## Key Information

### Services Provided

- Household Chores: laundry, vacuuming, dusting, washing dishes, cleaning bathrooms, changing bedding, organizing, washing windows, cleaning closets, moving things
- Outdoor Chores: lawn mowing, raking leaves, weeding and gardening, stacking firewood, snow removal
- Cooking: meal preparation, shopping for food
- Errands: shopping, driving to medical appointments, picking up medications and mail, taking items to transfer station
- Companionship: by phone or in person
- Handyman repairs
- Services may be temporary or on-going

### Financial Data (based on FY21)

- Cost of care: Approximately \$50.00 per hour
  - 88% of Chore's expense are for direct services
- Average client contribution: \$5.49 per hour
- Federal grant covers only 14% of cost of program
- FY21 breakdown of funding for Chore:
  - 6% town contributions
  - 52% donations
  - 21% grants (includes PPP loan)
  - 14% Western Connecticut Area Agency on Aging (WCAAA)
  - 7% client contributions

### Kent Data – FY21

Number of clients who live in Kent	13
Number of workers who live in Kent	2
Hours of client services in Kent	400
Client Contributions for services in Kent	\$2,019
WCAAA Grant (9% prorated for Kent share of hours provided)	\$4,575
Town of Kent contribution FY21	\$5,000
<b>FY23 Request from Town of Kent</b>	<b>\$10,000</b>

# Tax Collector

# Budget Worksheet

\$105

	FY '20		FY '21		FY '22		FY '23	Notes
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget	Proposed	
<b>Income</b>								
130-310 • Property Taxes	11,080,053	10,899,086	11,038,008	10,916,134	6,451,530	11,021,512		
130-320 • Tax Refunds	(18,724)		(8,798)		(2,202)			
130-330 • Interest	62,236	40,000	46,958	40,000	25,383	40,000		
130-340 • Liens	969	500	1,005	500	399	500		
130-350 • tax relief	-		905		817			
<b>Total Income</b>	<b>11,124,534</b>	<b>10,939,586</b>	<b>11,078,078</b>	<b>10,956,634</b>	<b>6,475,927</b>	<b>11,062,012</b>		
<b>Expense</b>								
<b>Compensation</b>								
017-101 • Salary	39,555	39,555	40,346	40,346	20,965	41,153		
017-102 • Assistant	11,147	13,632	7,024	13,902	5,097	14,178		
<b>Total Compensation</b>	<b>54,578</b>	<b>57,256</b>	<b>51,011</b>	<b>58,398</b>	<b>27,699</b>	<b>59,564</b>		
<b>Department Operations</b>								
017-201 • Supplies	1,103	1,800	1,537	2,000	61	2,000		
017-202 • Postage	-	3,500	3,457	3,500	2,316	3,500		
017-203 • Notices	607	400	473	450	485	450		
017-204 • Mileage	-	200	-	200	-	200		
017-302 • Data Processing	9,327	10,932	9,622	10,445	8,789	11,562		
017-453 • Fees / Delinquen	503	250	-	250	250	250		
<b>Total Department Operation</b>	<b>11,539</b>	<b>17,082</b>	<b>15,089</b>	<b>16,845</b>	<b>11,901</b>	<b>17,962</b>		
<b>Professional Development</b>								
017-450 • Dues	175	250	125	250	-	250		
017-451 • Conferences	-	1,000	145	1,000	282	1,500		
<b>Total Professional Developn</b>	<b>175</b>	<b>1,250</b>	<b>270</b>	<b>1,250</b>	<b>282</b>	<b>1,750</b>		
<b>Total 017-000 • TAX COLLECT</b>	<b>66,292</b>	<b>75,588</b>	<b>66,370</b>	<b>76,493</b>	<b>39,882</b>	<b>79,276</b>		
<b>Net Income</b>	<b>11,058,242</b>	<b>10,863,998</b>	<b>11,011,708</b>	<b>10,880,141</b>	<b>6,436,045</b>	<b>10,982,736</b>		

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FEB - 2 2022

TREASURER'S OFFICE  
TOWN OF KENT, CT

	FY '22		Hours	Hours	Rate	TTL
*	Annual	Week	Annual	Week		
Assistant	520.00	10.00			\$27.26	\$14,175

By end of year \$20.00 + \$2.00 = 22.00  
 By end of year 22.00 + 2.00 = 24.00  
 \$24.00 per hour  
 690 increase  
 1111

15 hours per week  
 at \$25.44 per hr.  
 52 weeks  
 \$19,843.

**Quality Data Service, Inc.**

121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2022-23

Date	Letter/Quot...
2/9/2022	2020E5683

Name / Address

Kent Tax Collector  
PO Box 678  
Kent, CT 06757

Ship To/Bill To

Kent Tax Collector  
Town Hall  
41 Kent Green Blvd.  
Kent, CT 06757

Description of ServicesEst QtyTotal

## Software Services

Annual Software Support Fee - Revenue Collection Software	1	3,622.50
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service	1	1,312.50
Annual Hardware Maintenance Plan - Epson TMU675 validator	2	472.50
Serial # - JBDF001512		
Serial # - JBDF001511		

DRaaS - Disaster recovery as a service	24	201.60
Split Billing for 1 Database (Tax/Assessor)		
Tax Office - 12GB @ \$8.00/gb		
Assessor - 12GB @ \$8.00/gb		

## Printing Services

Setup Charge	1	105.00
Jun - Printing and Processing RE Bills Including Banks	1,600	982.80
Jun - Printing and Processing MV Bills	1,800	1,105.65
Jun - Printing and Processing PP Bills	350	214.99
Dec - Printing and Processing MVS Bills	450	276.41

## Book Services

Final Posted Ratebook per CT State Statutes - 2020	1	525.00
Binding Final Posted Books - 2020	1	78.75
Subtotal		8,897.70

**Grand Total****\$8,897.70**

Contact	Natalina Swift	
e-mail	nswift@qds.biz or leo@qds.biz	
Phone #	2037559031	Ext 105

Customer Acceptance Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Customer Acceptance Date: \_\_\_\_\_

PO #:

Enter Total based on options chosen



**Quality Data Service, Inc.**

121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2022-23

Date	Letter/Quot...
2/9/2022	2020E5684

Name / Address

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PO Box 678  
Kent, CT 06757

Ship To/Bill To

Kent Tax Collector  
Town Hall  
41 Kent Green Blvd.  
Kent, CT 06757

Description of ServicesEst QtyTotal

## Mailing Services

Jun - CASI certify File	1	78.75
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	3,750	472.50
Jun - QNest Processing Fee	1	315.00
Jun - #10 Mailing Envelopes 24# WW - 1 sided	3,750	137.81
Jun - #9 Return Envelope (BRE) - 1 Sided - Color Stock - Black Ink - Min Charge \$ 90.00 - BLUE	3,750	147.66
Jun - 1st Class Postage - CASS Certified Rates	3,750	1,622.25
Savings attributable to using QNest Services	-600	-276.00
Jun - KENT OFFICE OF THE TAX COLLECTOR - 8 1/2 x 11 Insert, Black Ink, White Paper, 24lb, single sided - includes folding and inserting with tax bills - MV & RE	1,900	177.56
Jun - KENT TAX BILL LETTER -8 1/2 x 11 Insert, Black Ink, White Paper, 24lb, double sided - includes folding and inserting with tax bills - MV & RE	3,100	374.33
Subtotal JUNE		3,049.86

## OPTIONAL

Dec - CASI certify File	1	78.75
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	450	105.00
Dec - #10 Envelopes 24# WW - 1 sided	450	47.25
Dec - 1st Class Postage - Regular Rate	450	240.98
Subtotal DECEMBER		471.98

**Grand Total**

Contact	Natalina Swift	
e-mail	nswift@qds.biz or leo@qds.biz	
Phone #	2037559031	Ext 105

Customer Acceptance Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Customer Acceptance Date: \_\_\_\_\_

PO #:

Enter Total based on options chosen



Quality Data Service, Inc.  
121 Mattatuck Heights Rd  
Waterbury, CT 06705

## Budget Letter 2022-23

Date	Letter/Quot...
2/9/2022	2020E5684

Name / Address

Kent Tax Collector  
PO Box 678  
Kent, CT 06757

Ship To/Bill To

Kent Tax Collector  
Town Hall  
41 Kent Green Blvd.  
Kent, CT 06757

Description of Services

Est Qty

Total

Mailing services available for ALL Town Mailings - Delinquent  
Notices, Mayors Letters, other Departments - Please call for Pricing

WE WILL BEAT YOUR CURRENT VENDOR PRICING FOR MAILING  
SERVICES BY 5% (GUARANTEED) excluding Postage as that is a  
pass-through charge

<b>Contact</b>		<b>Natalina Swift</b>		<b>Grand Total</b>		<b>\$3,521.84</b>
<b>e-mail</b>	nswift@qds.biz or leo@qds.biz			<b>Customer Acceptance Signature:</b> _____		
<b>Phone #</b>	<b>2037559031</b>	<b>Ext 105</b>	<b>Print Name and Title:</b> _____			
			<b>Customer Acceptance Date:</b> _____			
<b>PO #:</b> _____			<b>Enter Total based on options chosen</b> _____			



Quality Data Service, Inc.

121 Mattatuck Heights Rd  
Waterbury, CT 06705

## Budget Letter 2022-23

Date	Letter/Quot...
2/9/2022	2020E5682

Name / Address

Kent Tax Collector  
PO Box 678  
Kent, CT 06757

Ship To/Bill To

Kent Tax Collector  
Town Hall  
41 Kent Green Blvd.  
Kent, CT 06757

Description of Services

Est Qty

Total

8 GB of RAM	1	4,995.00
2 Virtual CPU's		
100 GB of Storage		
4 users with access to SQL Standard Edition		

\* Customer must provide a Firewall - QDS can provide a quote

\*\* Customer must have min 100mb Bandwidth - QDS bandwidth provider can provide service/quote

QDS Applications included;

Assessor

PPCAMA

Tax Collector

Utility Billing

Up to 4 users

MANAGED HOSTING SERVICES

July 1 2022- June 30 2023

*Good*  
*Minimum Bandwidth*

		<b>Grand Total</b>	\$4,995.00
<b>Contact</b>	Natalina Swift		
<b>e-mail</b>	nswift@qds.biz or leo@qds.biz		
<b>Phone #</b>	2037559031	Ext 105	

Customer Acceptance Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Customer Acceptance Date: \_\_\_\_\_

PO #: \_\_\_\_\_

Enter Total based on options chosen



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3y B Herbst at 4:59 pm, Jan 19, 2022

Assessor's Office

Budget Worksheet

Line # 87

	FY 21		FY 22		FY 23		NOTES
	Actuals	Budget	Actuals YTD	Budget	Proposed		
Compensation							
016-101 - Assessor	38,472	38,472	36,851	39,241	18,880	40,026	
* 016-102 - Assistant (s)	22,880	23,188	16,680	29,260	4,068	29,842	
016-998 - Social Security	4,696	5,138	4,077	5,240	1,423	5,345	
Total Compensation	66,048	66,798	57,608	73,741	24,371	75,213	
Department Operations							
016-201 - Supplies	1,214	1,000	601	1,000	430	1,000	NADA price guides incg
016-202 - Postage	718	900	-	900	348	900	
016-203 - Notices	89	100	101	100	-	100	Legal Notice
016-204 - Mileage	232	700	162	600	65	600	
016-302 - Data Process	12,142	14,662	11,993	16,990	11,763	16,990	Quotes not in from van
016-423 - Tax Mapping	1,420	1,500	850	1,000	-	1,000	would like to re-format
016-501 - Telephone	-	-	-	-	-	-	add sales layer for reval
Total Department Operations	15,815	18,862	13,706	20,590	12,606	20,590	
Professional Development							
016-450 - Dues	-	60	-	60	15	60	
016-451 - Conferences	-	550	125	550	-	550	Leave in for assistant
Total Professional Development	-	610	125	610	15	610	courses and assess
Total 016-000 - TAX ASSESSOR	81,863	86,270	71,439	94,941	36,992	96,413	re-cent classes.

FY '22				
* Assistant (s)	Annual	Week	Rate	TTL
Assistant Assessor (s)	1097.50	21.11	\$27.19	\$29,841.03
	Hours	Hours		

RECEIVED

By B Herbst at 6:06 pm, Feb 18, 2022

Assessor's Office

Budget Worksheet

	FY '20		FY '21		FY '22		FY '23		NOTES
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget	Proposed		
Compensation									
016-101 • Assessor	38,472	38,472	36,851	39,241	18,880	40,026	47,900		
* 016-102 • Assistant (s)	22,880	23,188	16,680	29,260	4,068	29,842	26,020		
016-998 • Social Security	4,696	5,138	4,077	5,240	1,423	5,345			
Total Compensation	66,048	66,798	57,608	73,741	24,371	75,213			
Department Operations									
016-201 • Supplies	1,214	1,000	601	1,000	430	1,000	1250		NADA price guides incr.
016-202 • Postage	718	900	-	900	348	900	650		
016-203 • Notices	89	100	101	100	-	100	110		
016-204 • Mileage	232	700	162	600	65	600	300		
016-302 • Data Process	12,142	14,662	11,993	16,990	11,763	16,990	18,310 or 17,160		Depending on PPCAMA
016-423 • Tax Mapping	1,420	1,500	850	1,000	-	1,000	1,250		as a possibility - computer?
016-501 • Telephone	-	-	-	-	-	-			Mapping - Add sales layer for reveal
Total Department Operations	15,815	18,862	13,706	20,590	12,606	20,590	21,870		
Professional Development									
016-450 • Dues	-	60	-	60	15	60	60		
016-451 • Conferences	-	550	125	550	-	550	550		Ass re-cent / Asst.
Total Professional Development	-	610	125	610	15	610	610		Courses
Total 016-000 • TAX ASSESSOR	81,863	86,270	71,439	94,941	36,992	96,413			

Data Process Breakdown

Vision CAMA: 5320  
Vision Cloud: 4004  
Schneider (ARubio): 1800  
on line data  
QDS 6029.99  
QDS PP CAMA 1155.00  
18308.99

FY '22				
* Assistant (s)	Annual	Week	Rate	TTL
Assistant Assessor (s)	1097.50	21.11	\$27.19	\$29,841.03



Jen Dubray

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**From:** Geospatial AR <ar@schneidergis.com> on behalf of Geospatial AR  
**Sent:** Thursday, January 20, 2022 4:21 PM  
**To:** assessor@townofkentct.org  
**Subject:** RE: Schneider Geospatial: Invoice INV-9245

Hi Jennifer,

The amount to budget for Town of Kent's qPublic.net hosting for the upcoming year is \$1,800.

(I will send separate emails for the other two towns, as the amounts are not the same.)

Hope this helps!  
Krista



**Krista Donoho, CPA** | Business Manager  
8901 Otis Avenue, Suite 300 | Indianapolis, IN 46216  
(317) 826-7340 | [kdonoho@SchneiderGIS.com](mailto:kdonoho@SchneiderGIS.com)

**From:** Jen Dubray (assessor@townofkentct.org) <system@sent-via.netsuite.com>  
**Sent:** Wednesday, January 19, 2022 11:59 AM  
**To:** Geospatial AR <ar@schneidergis.com>  
**Subject:** RE: Schneider Geospatial: Invoice INV-9245

Good morning:

I am working on the 2022-2023 budgets and was wondering what the cost will be for next year or will it remain the same?

Thanks,  
Jennifer

P.S.

I am working in North Canaan and Sharon too so may I use the same price for all three?

**From:** Schneider Geospatial - Accounting <[ar@schneidergis.com](mailto:ar@schneidergis.com)>  
**Sent:** Friday, July 30, 2021 4:37 PM  
**To:** [assessor@townofkentct.org](mailto:assessor@townofkentct.org)  
**Subject:** Schneider Geospatial: Invoice INV-9245

Dear Town of Kent, Connecticut:

Please find attached invoice INV-9245 due 10/31/2021. While our primary delivery method is electronic submission, **a hard copy version of this invoice is also being mailed to ensure successful receipt; carefully review to ensure this invoice has been processed for payment while also preventing duplicate payment.**

The Payment Options section lists our current remittance instructions; we greatly appreciate your help in reviewing and updating your records so that payment is sent to the proper name and address. Our ACH banking information is included, which is our preferred payment method.

Jen Dubray

**From:** Nicole Brooks <nbrooks@vgssi.com> on behalf of Nicole Brooks  
**Sent:** Monday, November 29, 2021 12:06 PM  
**To:** assessor@townofkentct.org  
**Subject:** Vision Maintenance Letter

Dear Vision Customer,

Please find enclosed updates to our *Vision CAMA* maintenance pricing, effective for budgeting purposes.

**Community Name: Kent CT**

<i>Maintenance Service</i>	<i>Next Renewal Date</i>	<i>Pricing for Next Renewal</i>
CAMA Maintenance	01/01/2023	\$5,320
GIS Maintenance	Inquire for quote	Inquire for quote
Website Hosting for Public Access	Inquire for quote	Inquire for quote
Cloud Hosting of Vision CAMA	07/20/2022	\$4,004

We thank you for your continued support and feedback as we invest in providing the very best CAMA support in the industry. Please find below a brief summary of our support resources:

- Customer Support Help Desk that has grown to 22 team members, including three tiers of escalation and 99% live-answered calls
- Monthly online training webinars, covering topics from Sketch to Sales Analysis
- Online *Vision CAMA* Customer Portal with comprehensive training resource library  
**Did You Know?** Find us at [www.vgsi.com/portal](http://www.vgsi.com/portal), Password: *VisionFamily*
- Digital Future of Assessing webinar series, sharing best practices from clients across the Vision community  
**Did You Know?** Find us at [www.vgsi.com/digital-future-of-assessing](http://www.vgsi.com/digital-future-of-assessing)
- Monthly Vision e-Newsletter
- Annual state-specific User Groups
- Annual national User Group
- Continued CAMA enhancements through regular releases & online code update scheduler
- Online help documentation
- More than 50% of *Vision CAMA* customers now hosted on Vision cloud

We look forward to continuing to serve you in the upcoming year. In the meantime, please don't hesitate to reach out to our Finance team ([ar@vgssi.com](mailto:ar@vgssi.com)) with any budgeting questions.

Sincerely,





Quality Data Service, Inc.  
121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2022-23

Date	Letter/Quot...
2/4/2022	2020E5590

Name / Address

Kent Assessor  
PO Box 678  
Kent, CT 06757

Ship To/Bill To

Kent Assessor  
Town Hall  
41 Kent Green Blvd.  
Kent, CT 06757

Description of Services

Est Qty Total

Software Services	1	3,990.00
Annual Software Support Fee - Assessor Software	24	201.60
DRaaS - Disaster recovery as a service		
Split Billing for 1 Database (Tax/Assessor)		
Tax Office - 24GB @ \$8.00/gb		
Assessor - 24GB @ \$8.00/gb		
Book Services		
Double Sided laser Printing & Indexing of Grand List - Regular - 2021	1	367.50
Permanently Binding Grand List Book(s) - Regular List - 2021	1	78.75
Double Sided laser Printing & Indexing of Grand List - MVS - 2021	1	315.00
Permanently Binding Grand List Book(s) - MVS - 2021	1	78.75
Assessor Annual Cost of Services; Maintenance of Town FTP (File Transfer Protocol) Folder	1	472.50
PP Declarations - Printing and Mailing		
Printing, Processing and Nesting Personal Property Declaration Forms - Short Forms - Personalized	365	183.96
Printing of Basic Short Forms - CAAO form	15	3.15
Setup Fee for Mailing Declarations	1	105.00
Print, Process, Insert and Mail PP Declarations with Personalized information and 375 6x9 envelopes - not including postage		
1st Class Postage - CASS Certified Rates	365	233.78

**Grand Total**

6029.99  
or

Contact	Natalina Swift
e-mail	nswift@qds.biz or leo@qds.biz
Phone #	2037559031 Ext 105

Customer Acceptance Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Customer Acceptance Date: \_\_\_\_\_

PO #:

Enter Total based on options chosen



Quality Data Service, Inc.

121 Mattatuck Heights Rd  
Waterbury, CT 06705

# Budget Letter 2022-23

Date	Letter/Quot...
2/4/2022	2020E5590

Name / Address

Kent Assessor  
PO Box 678  
Kent, CT 06757

Ship To/Bill To

Kent Assessor  
Town Hall  
41 Kent Green Blvd.  
Kent, CT 06757

Description of Services

Est Qty Total

Annual Subscription Fee - Personal Property CAMA  
Annual Subscription Fee - QDS Hosted Personal Property  
Declaration Form

1  
1

1,050.00  
105.00

INCREASE ASSESSOR NOTICES

Printing and Processing Increase Assessor Notices  
Folding, Suffing and Mailing services with Standard #10 envelope  
Meter Notices on Postage Meter  
1st Class Postage - Regular Rate

375  
375  
375  
375

105.00  
78.75  
19.69  
200.81

I&E's

Setup Charge 4 page Pre-printed I&E < 550 pieces  
Print 4 page Pre-printed I&E with Taxpayer Information, including  
Printing, mailing services and Standard #10 envelope - No Cass  
certification < 550 pieces  
Meter I&E's on Postage Meter  
1st Class Postage - Regular Rate

1  
50  
  
50  
50

78.75  
52.50  
  
2.63  
26.78

**Grand Total**

1155.00

~~57,749.90~~

7184.99

Contact	Natalina Swift	
e-mail	nswift@qds.biz or leo@qds.biz	
Phone #	2037559031	Ext 105

Customer Acceptance Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Customer Acceptance Date: \_\_\_\_\_

PO #:

Enter Total based on options chosen