



Board of Selectmen
Regular Meeting

December 14, 2021
6:30 P.M.

Present: Jean Speck, Glenn Sanchez and Rufus deRham.

Also, present: David Becker, Darlene Brady, Catherine Bachrach, Melissa Cherniske, Debbie Devaux, Bonnie Donzella, Josie Donzella, Jen Dubray, Eric Epstein, Ruth Epstein, Leila Hawken, Donna Hayes, Barbara Herbst, Caitlyn Lynch, Rick Osborne, Patricia Oris, Scott Trabucco and Lynn Worthington.

Jean Speck called the meeting to order at 6:30 p.m. She asked for a moment of silence in memory of the victims of the Sandy Hook School tragedy.

Approval of Minutes:

Rufus DeRham had not read the minutes prior to the meeting.

November 16, 2021 Special Meeting

November 22, 2021 Special Meeting

Jean Speck tabled the approval of the minutes until the next BoS meeting.

Correspondence:

December 7, 2021 emails from Board of Education Chairman Scott Trabucco:

Board of Education Chairman Scott Trabucco attended the meeting to inform the BoS, the BOE will be asking the BoF for early funding for the KCS roof project currently in the Capital Plan for funding in fiscal years 2022 thru 2027. It is the recommendation of the KSC Facilities Manager that the 20-year old roof be replaced this summer.

No action taken.

Public Comments:

Land Use Administrator Donna Hayes stated in addition to the legalization of recreational adult-use cannabis, the municipalities have been given authority to regulate where this use can be practiced. She referred to SB 1201 and added that she is sure Attorney DiBella has been involved with this in the other towns that he supports and can provide the BoS with any guidance necessary.

Tree Warden Report:

Tree Warden Bruce Bennett provided a written report, attached.

Assessor's Report:

Assessor Jennifer Dubray provided a written report, attached. She also submitted a written request for approval to fill the vacant assistant position and for reimbursement for additional hours she worked due to the lack of an assistant.

Rufus DeRham made a motion to accept the report. Jean Speck seconded the motion and the motion carried.

Rufus DeRham made a motion to allow the Assessor to look for an Assistant Assessor with a range of \$21 - \$25 per hour, up to 10 hours per week. Jean Speck seconded the motion and the motion carried.

Rufus DeRham made a motion to reimburse Jennifer Dubray the \$4,568 for hours worked above the Assessor hours. Glenn Sanchez seconded the motion. There was a brief discussion that included:

- Concerned with setting precedence on paying salaried employees for additional hours worked.
- All employees work extra hours.
- Lack of accountability, as hours are not tracked for salaried employees.
- Thirty-seven weeks since the assessor has been in place and no alarms regarding the need for addition help in the office.

Jean Speck called for the vote. Rufus DeRham voted yes. Jean Speck and Glenn Sanchez voted no. The motion did not pass.

Treasure's Report:

Treasurer Barbara Herbst provided a written report and a budget schedule, attached. She also stated that she requested a written opinion from town attorney regarding budget transfers. Attorney DiBella's response is forth coming and will be shared.

Tax Refunds:

Jean Speck made a motion to approve the four tax refunds totaling \$408.10, as submitted and attached. Rufus DeRham seconded the motion and the motion carried.

Appointments:

Jean Speck made a motion to add the appointment of Stuart Wurtzel to the Kent Historic district Commission under 9.1. Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to approve the Planning and Zoning recommendation of appointing Matthew Winters to P&Z, as an alternate and add it to the agenda under 9.1. Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to appoint Stuart Wurtzel to the Kent Historical District to an unexpired term ending on 1/31/2026. Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to approve P&Z's recommendation and appoint Matthew Winters as an alternate on the P&Z Commission to an unexpired term to end on 11/30/2023. Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to reappoint Melissa Cherniske to the Conservation Commission for three-year term to expire on 12/2/2024. Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to accept all of the appointments, as presented on the December 14, 2021 BoS agenda under item 9.1. Glenn Sanchez seconded the motion and the motion carried.

Tax Collector – proposed ordinance change:

Jean Speck made a motion to accept the proposal recommended by Debbie Devaux dated November 23, 2021. Rufus DeRham seconded the motion and the motion carried.

Transfer Station Attendant – new hire recommendation:

Rick Osborne hired an attendant on a trial basis. He worked two weeks, was offered fulltime employment with another employer and submitted his resignation. Rick Osborne has reposted the position on the Town website and put an ad in the newspaper.

Highway Department – new hire recommendation:

Rufus DeRham made a motion to accept Rick Osborne's recommendation to hire Robert Taylor to fill the vacant highway position at a salary rate of \$1.00 per hour less than the union rate for CDL Maintainer (\$30.85). Jean Speck seconded the motion and the motion carried.

Town Meeting:

Jean Speck reported despite the efforts of many, the last town meeting did not go without some bumps in the road. There was a spirited discussion regarding in person vs. Zoom meetings which included:

- Challenges with space and social distancing - schools in CT no longer require 6' distancing.
- Questioning the social distance guidance and where it is and who is enforcing it.
- Members of same household don't need to social distance.
- Mask mandate.
- Equity of voting.
- Surrounding Towns process for managing meetings.
- All boards/commissions need clarity.
- Continued concern for public safety.

Rufus DeRham made a motion to hold the January Town Meeting in the Community House, masks required. Glenn Sanchez seconded the motion. It was confirmed that there is no Wi-Fi at the Community House. Jean Speck stated that while people are Covid fatigued, there is still a responsibility to keep the public safe. She added while Zoom is more cumbersome there are additional steps that can be added to the verification of voter's process. Jean Speck called for the vote. Rufus DeRham and Glen Sanchez voted yes. Jean Speck voted no. The motion carried.

A conversation regarding boards/commissions meetings continued. Rufus DeRham expressed concern with micromanaging and telling boards/commission how to conduct meetings. Darlene Brady reminded Jean that Attorney DiBella suggested the BoS approve a resolution in which it would require all boards/commission to record their meetings either video or audio. Jean Speck agreed to discuss the resolution with Attorney DiBella and bring a draft back to the BoS for discussion. Donna Hayes stated Town Hall is not equipped to hybrid meetings. Jean Speck confirmed that the technology for hybrid meetings can happen with the use of ARPA funds.

Nuance's intent to discontinue select services at Sharon Hospital:

Jean Speck reported that there is a proposal for maternity services at Sharon Hospital to be discontinued. No action taken.

Resolution for the Emergency Management Performance Grant (EMPG)

Jean Speck screen shared a resolution to be approved for the Emergency Management Performance Grant. Jean Speck made a motion to adopt the resolution in order to move forward with the Emergency Management Performance Grant. Glen Sanchez seconded. Jean Speck confirmed that they will have to submit a narrative to justify with budgetary numbers for the expenses to receive the grant, which she will bring to the BoS for consideration. Jean Speck called for a vote. Jean Speck and Glenn Sanchez voted yes. Rufus DeRham expressed his concern with the supporting documentation for items on the agenda not being included in the meeting packet for the other board members to review prior to the meeting. Jean Speck advised the clerk to record Rufus DeRham's vote as, no. The motion carried.

Town Hall large meeting room video conference system update:

Jean Speck reported that Yucatech provided a \$7,700 quote to equip the large meeting room for hybrid meetings. Jean Speck confirmed that the funding would come from the ARPA funds. During a discussion it was suggested that there might be a few additional expenses and any approval should include contingency. Jean Speck made a motion to allow up to \$12,000 to purchase and install the necessary equipment in the large meeting room, to conduct hybrid meetings, using ARPA funds. Glen Sanchez seconded the motion and the motion carried.

Peddler Permit – food trucks:

Jean Speck reported that Peddler's Permits have been referred back to P&Z and they tabled the discussion at their last meeting.

Policy and Procedure Manual review:

Jean Speck had nothing to report.

Primary Care in Kent:

Jean Speck reported that her focus will be on Sharon Hospital. She stated this item will be removed from the agenda.

Emergency Management Timeline:

Emergency Management Director David Becker and Emergency Management Deputy Eric Epstein provided a proposal and a timeline for Emergency Management, attached. Jean Speck made a motion to spend up to \$24,000, from the ARPA fund, to pay for the budget as presented by the Emergency management team. Rufus DeRham seconded the motion. Darlene Brady stated the ARPA subcommittee's, which Jean is a member of, was charged with identifying uses for the ARPA funds. Jean Speck stated the follow:

- Clarification of the ARPA subcommittee's charge is to conduct a needs assessment.
- No motions made to hold expenditures for funding.
- Funding not dependent on needs assessment.

Glenn Sanchez asked if the ARPA subcommittee had seen this presentation. Jean Speck confirmed, no.

Jean Speck called for the vote. All three voted yes and the motion carried.

Aquarian Water Company Registered letter – dispose of land:

Jean Speck stated she would refer the Aquarian Water Company registered letter of September 27, 2017, attached, to Attorney DiBella for advisory.

Social Services Director:

Jean Speck stated she was misinformed and/or uneducated when she stated at a prior BoS meeting that the request to increase the Social Services Director to a fulltime position did not need to be approved by the BoF. She will be making a presentation at the BoF meeting tomorrow night.

The Social Services Hiring subcommittee requested the BoS extend their charge to include, looking for an interim social services director. Rufus DeRham expressed his concern with the budgeted hourly rate for the position. He added the range should be closer to \$35-\$39 per hour. Rufus DeRham made a motion to expand the Social Services Director hiring subcommittee's charge to also include, simultaneously be looking for an interim social services person to work 10-15 hours per week for \$30 per hour until the fulltime permanent director is hired. Jean Speck seconded the motion and the motion carried.

ARPA Needs Assessment Committee:

Jean Speck reported:

- Moving forward with the survey.
- Meeting tomorrow.

Affordable Housing Plan Steering Committee:

Jean Speck made a motion to add to the agenda new member, Alice Hicks. Rufus DeRham seconded the motion and the motion carried.

Jean Speck made a motion to accept the recommendation to add Alice Hicks to the Affordable Housing Plan Steering Committee. Rufus DeRham seconded the motion and the motion carried.

Broadband Working Group:

Jean Speck reported:

- Tough to schedule.
- Forward motion.

Jean Speck made a motion to add new members:

- Eric Roper
- Karen Iannucci
- Christopher Naples

Rufus DeRham seconded the motion and the motion carried.

CDL Maintainer Hiring Subcommittee – Disband:

Jean Speck made a motion to disband the CDL Maintainer Hiring Subcommittee. Glenn Sanchez seconded the motion and the motion carried.

Kent Sustainability Team – report submitted:

Jean Speck stated the Kent Sustainability Team submitted a written report, attached.

Jean Speck made a motion to add new member Alice Draper. Rufus DeRham seconded the motion and the motion carried.

Main Street Noise and Traffic:

Jean Speck made a motion to add the new BoS liaison Glenn Sanchez to the Main Street Noise and Traffic subcommittee. Rufus DeRham seconded the motion and the motion carried.

Social Services Director Hiring subcommittee:

Nothing more to add.

Streetscape Building Committee:

Jean Speck made a motion to remove the prior BoS liaison, Ed Matson and add the new BoS liaison, Rufus DeRham. Glen Sanchez seconded the motion and the motion carried.

Swift House Task Force:

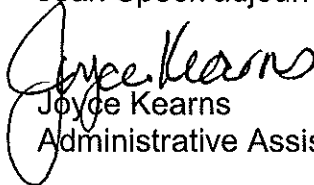
Jean Speck made a motion to add the new BoS liaison, Glen Sanchez to the Swift House Task Force. Rufus DeRham seconded the motion and the motion carried.

Selectmen's Reports:

Jean Speck reported the 3rd Selectman, Rufus DeRham, is a full voting member of the Park and Rec Commission. Rufus DeRham asked that Jean Speck send that information to the Park and Rec chairman, Lynn Harrington.

Rufus DeRham asked that the meetings be shortened.

Jean Speck adjourned the meeting at 10:11 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.

RECEIVED

By Darlene Brady at 10:18 am, Dec 09, 2021



BOARD OF SELECTMEN
Regular Meeting Agenda
December 14, 2021 6:30 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/85398920367>
Meeting ID: 853 9892 0367
One tap mobile: +1 646 558 8656 US (New York)

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1iMGIXPwYDjPDegkLC22RRWo1f8jE5-AP>

- 1. Call to order**
- 2. Approval of Minutes**
 - 2.1. November 16, 2021 Special Meeting
 - 2.2. November 22, 2021 Special Meeting
- 3. Correspondence**
 - 3.1. December 7, 2021 emails from Board of education Chairman Scott Trabucco
- 4. Public Comments**
- 5. Tree Warden Report**
- 6. Assessor's Report**
- 7. Treasurer's Report**
- 8. Tax Refunds**
- 9. New Business**
 - 9.1. Appointments**

Conservation Comm	Melissa Cherniske	3-year term	12/2/24
Conservation Comm	Wendy Murphy	3-year term	12/2/24
Conservation Comm Alt	Michael Benjamin	1-year term	12/2/22
Inland Wetlands	Paul Yagid	5-year term	12/31/26
Lake Waramaug Auth	Sal Lienthal	3-year term	12/31/24
 - 9.2. Tax Collector – proposed ordinance change**
 - 9.3. Transfer Station Attendant – new hire recommendation**
 - 9.4. Highway Department – new hire recommendation**
 - 9.5. Town Meeting**
 - 9.6. Nuvance intent to discontinue select services at Sharon Hospital**
 - 9.7. Resolution for the Emergency Management Performance Grant (EMPG)**
- 10. Old Business**
 - 10.1. Town Hall large meeting room video conference system update
 - 10.2. Peddler Permit – food trucks
 - 10.3. Policy and Procedure Manual review

- 10.4. Primary Care in Kent
- 10.5. Emergency Management Timeline
- 10.6. Aquarian Water Company Registered letter – dispose of land
- 10.7. Social Services Director

11. BOS Subcommittee Reports

- 11.1. ARPA Needs Assessment Committee
- 11.2. Affordable Housing Plan Steering Committee
- 11.3. Broadband Working Group
 - 11.3.1. Appoint new members
 - Eric Roper
 - Karen Iannucci
 - Christopher Naples
- 11.4. CDL Maintainer Hiring Subcommittee - Disband
- 11.5. Kent Sustainability Team – report submitted
 - 11.5.1. Appoint new member
 - Alicia Draper
- 11.6. Main Street Noise and Traffic
 - 11.6.1. Remove prior BoS representative
 - 11.6.2. Add new BoS representative
- 11.7. Social Services Director Hiring subcommittee
- 11.8. Streetscape Building Committee
 - 11.8.1. Remove prior BoS representative
 - 11.8.2. Add new BoS representative
- 11.9. Swift House
 - 11.9.1. Remove prior BoS representative
 - 11.9.2. Add new BoS representative

12. Selectmen's Reports

13. Adjourn



Joyce Kearns <adminassist@townofkentct.org>

[Kent CT] Dec 14th meeting agenda (Sent by Scott Trabucco, trabucco@kentcenter.com)

1 message

Contact form at Kent CT <cmsmailer@civicplus.com>

Reply-To: trabucco@kentcenter.com

To: Selectmen <adminassist@townofkentct.org>

Tue, Dec 7, 2021 at 7:12 PM

Hello Selectmen,

Scott Trabucco (trabucco@kentcenter.com) has sent you a message via your contact form (<https://www.townofkentct.org/user/21/contact>) at Kent CT.If you don't want to receive such e-mails, you can change your settings at <https://www.townofkentct.org/user/21/edit>.

Message:

Hi Jean, Rufus, and Glenn

I am going to be chairing the Board of Education for this term and I was hoping to be able to attend your meeting on the 14th so that I can make you aware of an issue that we are having with our building's roof. The Board of Education in 2017 made a submission to the town's capital plan for the replacement of a portion of our roof. The total amount requested was \$750,000 which is scheduled to begin being taxed for in 2022 and finish in 2027. Unfortunately, this section of roof is already 20 years old and has been leaking. Our facilities manager Bill Hurley believes this roof needs to be replaced this Summer, which would mean we need the town to approve the funding early. I am gathering some photos and a map of our roof with the sections that I am talking about highlighted. I can email that to each of you this week. The timeline for booking work this Summer is getting tight and I was hoping to potentially be able to present this to the BoF at their meeting on the 15th.

If any of the three of you would like to talk about this more feel free to email or call me (203-837-6499).

Thank you,
Scott



TOWN OF KENT

TOWN TREE WARDEN REPORT | *Bruce Bennett, Tree Warden*

Activity Report
Bruce Bennett
Tree Warden
06/14/2021

November activity:

11/12 I was notified of a concerned resident, Cheryl Kinney of Kent Hollow road concerning a town tree that was located in front of her home. I inspected the tree and found it to be without visible defects and suggested that she contact me in the spring to observe the leaf development for further analysis. From my initial inspection, I felt the tree did not present an immediate danger to the general public.

Regards,
Bruce Bennett
Tree warden, Town of Kent, Ct
860-898-0600

ASSESSOR'S REPORT

OCTOBER 1, 2020 THRU SEPTEMBER 30, 2021

BUILDING PERMITS TRACKED	BUILDING PERMITS TOTAL CONSTRUCTION COSTS	BUILDING PERMITS TO TAX EXEMPT PROPERTIES
279	\$27,842,569	9
TAX EXEMPT BUILDING PERMIT CONSTRUCTION COSTS	PROPERTY OWNERSHIP TRANSFERS	CERTIFICATES OF CHANGE
\$978,380	223	253
REGULAR MOTOR VEHICLES	SUPPLEMENTAL MOTOR VEHICLES	EXEMPT MOTOR VEHICLES
3,052	585	81
PERSONAL PROPERTY ACCOUNTS	PERSONAL PROPERTY DECLARATIONS RETURNED	PERSONAL PROPERTY DECLARATIONS NOT RETURNED
387	262	125
PA490 ACCOUNT REVIEWS	PA 490 PENALTIES COLLECTED	SURVEY MAP UPDATES
15	\$131,748.62	10
VETERANS EXEMPTIONS	ELDERLY HOMEOWNERS	QUADRENNIALS
81	37	20

REPORTING

M-13 (GRAND LIST TAXABLE), M-13A (GRAND LIST EXEMPT), M-35B (OWNER'S CLAIMS), M-35P, M-35G, M-42B, M-46 (DISTRESSED), M-59 (ADDITIONAL VETERANS), MONTHLY OPM SALES RATIO, VETERANS AFFAIR REPORT, STATE FORESTERS REPORT, PA490 CERTIFICATION, 15-20 CUSTOM REPORTS TO ORGANIZATIONS AND INDIVIDUALS

REGULAR OFFICE FUNCTIONS

ASSISTING TAXPAYER & PROFESSIONALS WITH QUESTIONS BY PHONE, EMAIL AND IN PERSON, PRINTING & EMAILING FIELD CARDS, MAINTAINING AND UPDATING MAILING ADDRESSES, BOARD OF ASSESSMENT APPEALS SUPPORT, ASSIGNING 911 NUMBERS

Date	Assessment Calendar - 2021
1/1/2021	Freeze report due (Tax Collector), M-36 (§12-129d)
1/31/2021	File Grand List ; Nov Sales Entry due to OPM; BAA files notice for March Meeting; Grand List Extension request deadline; File PA 490 Certificate on land records in a revaluation year; Deadline for blind or totally disabled affidavit for non-residents §12-81(55).
2/1/2021	Homeowners, Freeze and Additional Veterans application period begins; Mail applications for Homeowners & Freeze
2/20/2021	Grievance Date for BAA hearing requests
2/28/2021	Dec Sales Entry due to OPM; File Grand List if extension granted
3/1/2021	BAA deadline to notify appellants of appointments
3/15/2021	Postmark deadline for applications from Homeowners & Freeze
3/20/2021	Grievance Date for BAA hearing requests if extension for grand list granted
3/31/2021	BAA deadline to complete duties; Deadline for Disabled Vets proof; Jan & Feb Sales Entry due to OPM
4/1/2021	BAA deadline to notify appellants of appointments if grand list extension granted; M-37 & M-37 C&H due to OPM; Renters Program begins
4/15/2021	Deadline by which Income & Expense form must be sent to taxpayer
4/30/2021	Mar Sales Entry due to OPM; BAA deadline to complete duties if grand list extension granted; Deadline to notify Homeowners & Freeze applicants not filing by 4/15; Deadline for disabled veteran proof if BAA received 2 month extension.
5/1/2021	Grand List Taxable M-13 and Exempt M-13a due to OPM; MME (Form M-65a) due to OPM; Deadline to file for an I & E extension; Deadline to file GIS info with Council of Governments.
5/6/2020	Annual Spring Meeting - Southington - Aqua Turf
5/15/2021	Homeowners, Freeze period ends
5/31/2021	April Sales Entry due to OPM
6/1/2021	Grand List Taxable M-13 and Exempt M-13a due to OPM if GL extension received; Income & Expense forms due; Homeowners & Freeze tax liability deadline §12-170aa(j)(2)
June 2021	Annual Assessor's School
6/30/2021	BAA deadline to make adds to grand list; Prorated assessment deadline for new construction Oct 1st to Feb 1st; May Renters Apps must be entered into OPM Portal; May Sales Entry due to OPM; State Forester's Report is due.
7/1/2021	Owners Claim M-35B due; Totally Disabled M-42B due; I & E's due if extension granted; Tax Collector must submit M-1 to OPM.
7/15/2021	Veterans' affairs report (27-102p) is due
7/31/2021	June Renters Apps must be entered into OPM Portal; June Sales Entry due to OPM
8/1/2021	Distressed Report M-46 due; Additional Vets report M-59a due
8/31/2021	July Renters Apps must be entered into OPM Portal; July Sales Entry due to OPM
	IAAO Annual Conference - August 29 - September 1, Chicago, Illinois
9/1/2021	PA 490 filing period begins
9/30/2021	Annual Fall Symposium
9/30/2021	Honorable discharge filing deadline-Town Clerk; Aug Renters Apps must be entered into OPM Portal; Aug Sales Entry due to OPM
10/1/2021	Assessment Date Totally Disabled applications; Local Blind or Disabled applications; Certified Forester's Report; Additional Veterans applications due to Assessor; OPM recommends MV values; Homeowners & Freeze reports M-35P, M-35G & M-36G due to OPM; Renters program ends; Mail Personal Property Declarations to non-residents.
10/15/2021	Notice to file Personal Property published
10/31/2021	Applications to classify property PA490 due; Sept Renters Apps must be entered into OPM Portal; Sept Sales Entry due to OPM
11/1/2021	Personal Property filing deadline; Applications for Farm Machinery due; Lessee's report due; Local Solar energy application; Distressed Municipality annual renewal (M-55) and Quadrennial Exempt request M-3 due to Assessor
11/4/2021	Annual Fall Meeting - Southington - Aqua Turf
11/30/2021	Certification of PA 490 filed with Town Clerk
12/1/2021	DMV provides list of registered motor vehicles and their owners
12/15/2021	Extension deadlines: (if granted) Personal Property; Lessee's Report; New Manufacturing & Commercial Vehicle Exemption Application; Distressed Municipality annual renewal
12/30/2021	Applications to classify property PA490 due if implementing revaluation as of 10/1.
12/31/2021	Oct Renters Apps must be entered into OPM Portal; Oct Sales Entry due to OPM; Deadline for Still-in-Service exemption request.

December 8, 2021

To: Board of Selectmen
Town of Kent

I need to fill the Assistant Assessor position that was left open when I went from Assistant Assessor to Assessor back on 4/1/21. Per the attached Policy and Procedure Manual:

“Each Department Head shall have the authority to recommend to the Board of Selectmen the hiring or firing of any personnel. Each Department Head shall have the authority to recommend salary and salary adjustments to the Board of Selectmen. However, the salary shall be set by the Board of Selectmen within the limits of the budget appropriation therefore and shall be effective immediately.

Unless directed to the contrary by any state statute or town ordinance, each department that has or anticipates requiring support staff (clerks or assistants) shall try to maintain a defined level of subordinate positions specified by skill level or training required and job responsibilities. Each specific level of subordinate position shall comport with a salary range scale agreed by the Board of Selectmen.”

The budgeted amount for this fiscal year is \$29,842 and as of 10/30/21 \$1,984.87 has been spent out of that line and if left as it is now there will only be a maximum of \$9,900 taken from that line for the current Assistant Assessor who is in the office one day per week leaving a balance of \$19,942. If I were able to hire someone for the remaining 26 weeks of the fiscal year at ten hours per week and a salary of \$25.00 per hour the maximum cost would be \$6,500.00. That still leaves a balance in the line of \$13,442

I would also like to request that I be reimbursed for the additional time I have been spending making up for the Assistant Assessor position. Since the beginning of the fiscal year, 24 weeks 7 hours per week at \$27.19/hour I request reimbursement of \$4,568 to date and the weekly compensation to continue until the position is filled. This would still leave a balance in the budget of \$8,874.

Thank you for your consideration

Sincerely,
Jennifer Dubray CCMA II, CCMC
Assessor
Town of Kent

**TOWN OF KENT
ASSISTANT ASSESSOR**

Position Summary:

To work with Assessor in completing the annual Grand List in conformance with the Connecticut General Statutes.

Reports to:

Works under the direction of the Assessor and follows required policies and laws.

Hours of Work:

Part-time hourly position

Hours of work: 18 hours per week

Posted office hours: Monday and Wednesday

9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.

Essential Job Functions:

Administrative:

- Communicates in person, by telephone, fax, email and through letters with other municipal departments, state officials, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, surveyors, various boards and commissions and the general public.
- Answers phone calls, takes action if appropriate or researches information for assessor to help answer inquiry.
- Performs a variety of technical functions requiring the knowledge of automated and manual property assessment systems and techniques.
- Performs some field inspections to review current data, update information from building permits and or photograph properties.
- Works with Assessor and at times independently to prepare and submit state mandated monthly and annual reports to the Office of Policy and Management, including sales ratio forms and revaluation reports as well as elderly, disabled, veterans and state owned property reimbursements requests, etc.
- Participates in training opportunities.
- Works with Assessor to maintain a filing system for properties that are classifieds under PA 490.
- Works with Assessor and at times independently in maintaining information relating to the assessment function, of ownership, sales, newly filed surveys and value of land and improvements through automated systems.
- Takes responsibility for the administration of the elderly, veterans, and disabled programs based on eligibility requirements and state statutes.
- Helps Assessor work with the Board of Assessment Appeals during the appeal process, providing information to help resolve appeals.
- Requires the operation of an automobile, and standard office equipment.

Minimum Required Qualifications:

- Must have successfully completed at least the first three assessment training courses.
- Must have a CT Drivers License.
- Two years of municipal assessment work in a municipality of similar size.
- Familiar with the current assessment programs.
- Knowledge of deeds and surveys.
- An awareness of the principals of property valuation and assessment
- At successful completion of each certification course there will be a \$1.00 an hour pay increase.

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.
- Outside environment.
- Construction sites.
- Driving in areas other than public roads.
- Construction noise.
- Must have good vision and awareness of surroundings for safety purposes.
- May require review of measurements of unfinished construction on difficult terrain.

Treasurer's Report

12/14/2021

	BoS Meetings	BoF Meetings	Misc	
			11.8 Streetscape	
			11.17 ARPA	
	October		November	
A/P Checks Issued	74	111,977	90	148,029
Payroll	111	91,183	107	79,549
BoE Transactions	60	550,107	76	634,122
Deposits	11	170,440	7	87,564
	-	-	-	-
Net Income to Expense	256	(582,827)	280	(774,136)

FY 2021 -2022

	Actual	Budget	% of Budget	Approved Increases
Income	\$ 7,986,364	\$ 13,336,529	59.88%	
A · General Government	\$ 702,188	\$ 1,452,279	48.35%	
B · Public Safety	\$ 74,988	\$ 374,610	19.8%	
C · Public Works	\$ 405,217	\$ 1,823,612	22.22%	
D · Health and Welfare	\$ 51,753	\$ 117,180	44.17%	
E · Recreation	\$ 31,357	\$ 214,391	38.9%	
F · Sanitation	\$ 52,633	\$ 144,154	36.51%	
G · Board of Education	\$ 3,043,903	\$ 7,196,556	42.3%	
H · Debt Service	\$ -	\$ 38,906	0.0%	
I · Transfer to Capital	\$ 1,001,341	\$ 1,001,341	100.0%	
J · Transfer to Dog Fund	\$ 7,500	\$ 7,500	100.0%	
L · Transfer to Schaghticoke	\$ 30,000	\$ 30,000	100.0%	
K · Current Year Capital Projects	\$ 936,000	\$ 936,000	100.0%	
Total Expense	\$ 6,336,881	\$ 13,336,529	47.52%	\$ -

Highlights

\$47,561	Rec'd FEMA for Storm Isaias - posted to LFY		
\$82,328	490 tax penalty rec'd to date (unbudgeted revenue)		
\$64,875	KCS tuition received (51,750 was budgeted)		
58.30%	Total property taxes collected		
\$10,000	of Contingency has been used	10,915.00	Cost Share Lake Waramaug Police Boat
85.68%	of Welcome Center Appropriation has been used to date, this line will		
-	go over budget - may have to close?		

General Fund

Capital Fund

Fund Balance at Beginning of Year
Net change in Fund Balance

3,446,197
36,022

3,027,853
283,590

Fund Balance at End of Year

3,482,219

3,311,443

Actual vs Budget -	Revenues	(462,769)
	Expenses	699,843
Budget Surplus		237,074
Add'l Appropriations		
	KVFD	(55,000)
	KCS	(140,000)
	Subtotal	42,074
Net Change in Schaghticoke Funds		(12,586)
Net Change in MSE Funds		6,534
Net change in Fund Balance		36,022

Unassigned FB as beginning of Year	2,547,040
Unassigned FB at end of Year	2,872,233
Increase	325,193

Appropriated for FY '21	780,000
Appropriated for FY '22	486,250
Variance	293,750
Budget Surplus	36,022
	329,772

Variance between 325,193 and
329,772 is
\$4,579 which reflects changes in
amounts of the GF that previously
were Committed

Budget Schedule

Budget Preparation for FY 2022 - 2023

December

- 8th Distribute Capital Request Packets
- 22nd Budget Packets out to Departments / notices to Organizations

January

- 7th Capital Requests return date
- 14th Proposed Capital Budget to BoS
- 21st Departmental budget request return date
- 28th Preliminary Budget to BoS

February

- 3rd BoS Meeting - Set up workshop schedule
- 16th Present Capital Plan to BoF

March

- 16th BoS and BoE present proposed budgets to BoF

April

- 20th BoF Meeting

May

- 6th Budget Hearing
- 20th Town Meeting to Approve Budget Proposal
BoF to set Mil Rate

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that VW CREDIT LEASING LTD

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2019

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

VW CREDIT LEASING LTD
1401 FRANKLIN BLVD
LIBERTYVILLE, IL 60048-4460

2019-03-0052923
52923
/AJ88073/WVGBV7AX5HK033604



2019030052923

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2020	168.81	0.00	0.00	0.00	168.81	
Total Paid	07/24/2020	202.66	0.00	0.00	0.00	202.66	-33.85 ***
Adjusted Refund		-33.85	0.00	0.00	0.00	33.85	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Diana McLain
Print Name

Diana McLain 11/19/21
Signature of Taxpayer Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or
It is recommended that refund* of property taxes and interest in the amount of 33.85
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 10 DAY OF November 2021

Deborah Devaux
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2021. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2019030052923

GENERAL DATA MOTOR VEHICLE KENT

AS OF 11/10/2021

BILL NO: 2019-03-0052923
UNIQUE ID: 52923
LINK #: 2019-MV-0001699
FILE#
BANK:
ESCROW: 139869-4461043-Y
DISTRICT: DMV CIVLS:
PROP ASSESSED: 10,890
EXEMPTIONS:
COC CHANGE: -1,819
COC #: 05806M
EXEMPT Change: 9,071
NET VALUE: 139869-4461043-Y
DMV CIVLS: 139869-4461043-Y
MILL RATE: 18.6100

NAME: VW CREDIT LEASING LTD
C/O:
ADDRESS: 1401 FRANKLIN BLVD
ADDRESS2:
CITY ST ZIP: LIBERTYVILLE IL 60048-4460
COUNTRY:
YR/MAKE/MDL 2017 / VOLKS / TIGUAN S
REG/CL/ID AJ88073/1 / WVGBV7AXSHK033604
ASSMNT CHANGE: -1,819
TOWN BENEFIT 0.00
REG# EXPR:

*** BILLED ***

INST1	TOWN
INST2	202.66
INST3	0.00
INST4	0.00
ADJS	0.00
TOT TAX	-33.85
TOTAL PAID:	168.81

TOTALS

TOTALS	202.66
	0.00
	0.00
	0.00
	-33.85
	168.81
	168.81

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Ref	5	11/10/2021		80/143/1	T	-33.85	0.00	0.00	0.00	-33.85
Adj	5	11/10/2021	05806M	80/142/1	T	-33.85	0.00	0.00	0.00	0.00
Pmt	1	07/24/2020		89/15/157	T	202.66	0.00	0.00	0.00	202.66
TOTAL PAYMENTS						168.81	0.00	0.00	0.00	168.81

TOTAL BALANCE DUE AS OF 11/10/2021

INT DUE
LIEN DUE
FEES DUE
TAX DUE NOW
TOT DUE NOW
BALANCE AMT

*** FLAGS ***

Circuit Breaker Amt 0
Invalid Address Flag No
Last Adjustment Reason VEH SOLD/PLATES CANCELLED 6/20

TOWN
0.00
0.00
0.00
0.00
0.00
0.00

Benefit Year 0

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that TOYOTA LEASE TRUST

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2020

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

TOYOTA LEASE TRUST
20 COMMERCE WAY
SUITE 800
WOBURN, MA 01801-1057



2020-03-0052745
52745
/AR22221/5TDDZRFH6JS868267
2020030052745

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2021	303.47	0.00	0.00	0.00	303.47	
Total Paid	07/28/2021	454.97	0.00	0.00	0.00	454.97	-151.50 ***
Adjusted Refund		-151.50	0.00	0.00	0.00	151.50	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Print Name Phyllis McCauley

Signature of Taxpayer Phyllis McCauley

Date 11-3-21

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or

It is recommended that refund* of property taxes and interest in the amount of 151.50
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 27 DAY OF October 2021

Deborah Devaux
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2021. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2020030052745

GENERAL DATA MOTOR VEHICLE KENT

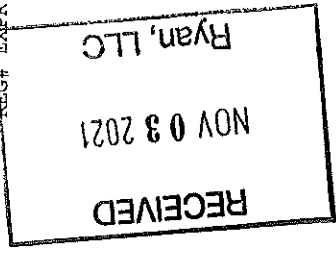
AS OF 10/27/2021

BILL NO: 2020-03-0052745
UNIQUE ID: 52745
LINK # 2020-MV-0001758
FILE#
BANK: M004
ESCROW: 139809-5087323-Y
DMV CIVLS: 139809-5087323-Y
DISTRICT:
PROP ASSESSED: 24,500
EXEMPTIONS:
COC CHANGE: -8,158
COC #: 05803M
EXEMPT Change: 16,342
NET VALUE: 16,342
DMV CIVLS: 139809-5087323-Y
MILL RATE: 18.5700

NAME: TOYOTA LEASE TRUST
C/O:
ADDRESS: 20 COMMERCE WAY
ADDRESS2: SUITE 800
CITY ST ZIP: WOBURN MA 01801-1057
COUNTRY:

YR/MAKE/MDL 2018 / TOYOT / HIGHLAND
REG/CL/ID AR22221/1 / 5TDDZREH6JS868267

ASSMNT CHANGE: -8,158
TOWN BENEFIT 0.00
REG# EXPR:



TOTALS
454.97
0.00
0.00
0.00
-151.50
303.47
303.47

*** BILLED ***
INST1 454.97 TOWN
INST2 0.00
INST3 0.00
INST4 0.00
ADJS -151.50
TOT TAX 303.47
TOTAL PAID: 303.47

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Ref	4	10/27/2021		80/139/1	T	-151.50	0.00	0.00	0.00	-151.50
Adj	4	10/27/2021	05803M	80/138/1	T	-151.50	0.00	0.00	0.00	0.00
Pmt	1	07/28/2021		89/1024/70	T	454.97	0.00	0.00	0.00	454.97
TOTAL PAYMENTS						303.47	0.00	0.00	0.00	303.47

TOTAL BALANCE DUE AS OF 10/27/2021

INT DUE
LIEN DUE
FEES DUE
TAX DUE NOW
TOT DUE NOW
BALANCE AMT
*** FLAGS ***
Circuit Breaker Amt 0
Invalid Address Flag No
Last Adjustment Reason CANCELLED PLATES/SOLD MAY

TOWN
0.00
0.00
0.00
0.00
0.00
0.00

Benefit Year 0

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that MARTINEZ GABRIELLE A

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2019

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

MARTINEZ GABRIELLE A
6226 MAGNOLIA AVE
PENNSAUKEN, NJ 08109-1341

2019-03-0051809
51809
/AS39419/4S4BRBCC9A3382797



2019030051809

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2020	0.00	0.00	0.00	0.00	0.00	
Total Paid	02/23/2021	104.59	12.55	0.00	0.00	117.14	-104.59 ***
Adjusted Refund		-104.59	0.00	0.00	0.00	104.59	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Gabr'ellean Martinez
Print Name

[Signature]
Signature of Taxpayer

10 JUN 15 2021
Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or
It is recommended that refund* of property taxes and interest in the amount of 104.59
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 02 DAY OF June 2021

[Signature: Deborah Devaux]
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

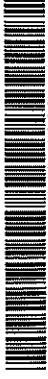
The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2021. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2019030051809

GENERAL DATA MOTOR VEHICLE KENT

AS OF 06/02/2021

BILL NO: 2019-03-0051809
UNIQUE ID: 51809
LINK # 2019-MV-0001059
FILE#
BANK:
ESCROW:
DMV CIVLS: 6329609-5265177-N
DISTRICT:
PROP ASSESSED: 5,620
EXEMPTIONS:
COC CHANGE: -5,620
COC #: 05653M
EXEMPT Change:
NET VALUE:
DMV CIVLS: 6329609-5265177-N

NAME: MARTINEZ GABRIELLE A
C/O:
ADDRESS: 6226 MAGNOLIA AVE
ADDRESS2:
CITY ST ZIP: PENNSAUKEN NJ 08109-1341
COUNTRY:

YR/MAKE/MDL 2010 / SUBAR / OUTBACK
REG/CL/ID AS39419/1 / 4S4BRBCC9A3382797

ASSMNT CHANGE: -5,620
TOWN BENEFIT 0.00
REG# EXPR:

MILL RATE: 18.6100
/BACK TAXES

*** BILLED ***

INST1 TOWN 104.59
INST2 0.00
INST3 0.00
INST4 0.00
ADJS -104.59
TOT TAX 0.00
TOTAL PAID: 0.00

TOTALS
104.59
0.00
0.00
0.00
-104.59
0.00
0.00

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Ref	12	06/02/2021		80/77/3	T	-104.59	0.00	0.00	0.00	-104.59
Adj	12	06/01/2021	05653M	80/75/3	T	-104.59	0.00	0.00	0.00	0.00
Pmt	8	02/23/2021		89/73/6	T	104.59	12.55	0.00	0.00	117.14
TOTAL PAYMENTS						0.00	12.55	0.00	0.00	12.55

TOTAL BALANCE DUE AS OF 06/02/2021

INT DUE
LIEN DUE
FEES DUE
TAX DUE NOW
TOT DUE NOW
BALANCE AMT
*** FLAGS ***
Circuit Breaker Amt 0
Invalid Address Flag No
Last Adjustment Reason OUT OF STATE 10/1/19

TOWN
0.00
0.00
0.00
0.00
0.00
0.00

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that VAULT TRUST

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2020

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
☐ Sec. 12-124 Abatement to poor.
☐ Sec. 12-125 Abatement of Taxes of Corporations.
☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
☐ Sec. 12-127 Abatement or Refund to Blind Persons.
☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
☒ Sec. 12-129 Refund of Excess Payments.

VAULT TRUST
ALLY FINANCIAL
LOUISVILLE PPC
PO BOX 9001951
LOUISVILLE, KY 40290-1951



To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

Total Due 07/01/2021 Tax 59.00 Interest 0.00 Lien 0.00 Fee 0.00 Total 59.00 Overpaid Tax
Total Paid 07/16/2021 177.16 0.00 0.00 0.00 177.16 -118.16 ***
Adjusted Refund -118.16 0.00 0.00 0.00 118.16

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Rhonda Jacobazzi
Print Name

Rhonda Jacobazzi
Signature of Taxpayer

11-22-21
Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or
It is recommended that refund* of property taxes and interest in the amount of 118.16
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 16 DAY OF November 2021

Deborah Devaux
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2021. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2020030052794

GENERAL DATA MOTOR VEHICLE KENT

AS OF 11/16/2021

BILL NO: 2020-03-0052794
UNIQUE ID: 52794
LINK # 2020-MV-0001623
FILE#
BANK:
ESCROW: 115263-4464480-Y
DMV CIVLS:
DISTRICT:
PROP ASSESSED: 9,540
EXEMPTIONS:
COC CHANGE: -6,363
COC #: 05809M
EXEMPT Change: 3,177
NET VALUE: 115263-4464480-Y
DMV CIVLS:
MILL RATE: 18.5700

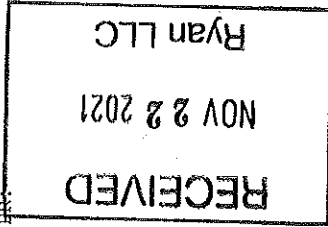
NAME: VAULT TRUST
C/O: ALLY FINANCIAL
ADDRESS: LOUISVILLE PPC
ADDRESS2: PO BOX 9001951
CITY ST ZIP: LOUISVILLE KY 40290-1951
COUNTRY:

YR/MAKE/MDL 2017 / MITSU / OUTLANDE
REG/CL/ID AH84686/1 / JAAAR3AU3HZ014621

ASSMNT CHANGE: -6,363
TOWN BENEFIT 0.00
REG# EXPR:

*** BILLED ***
INST1 177.16 TOWN
INST2 0.00
INST3 0.00
INST4 0.00
ADJS -118.16
TOT TAX 59.00
TOTAL PAID: 59.00

TOTALS
177.16
0.00
0.00
0.00
-118.16
59.00
59.00



*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST
Ref	5	11/16/2021		80/147/1	T
Adj	5	11/16/2021	05809M	80/146/2	T
Pmt	1	07/16/2021		89/1013/110	T

LIENS	FEES	TOTALS
0.00	0.00	-118.16
0.00	0.00	0.00
0.00	0.00	177.16
0.00	0.00	59.00

AMOUNT	INTEREST
-118.16	0.00
-118.16	0.00
177.16	0.00
59.00	0.00

TOTAL PAYMENTS

TOTAL BALANCE DUE AS OF 11/16/2021

INT DUE 0.00
LIEN DUE 0.00
FEES DUE 0.00
TAX DUE NOW 0.00
TOT DUE NOW 0.00
BALANCE AMT 0.00

*** FLAGS ***
Circuit Breaker Amt 0
Invalid Address Flag No
Last Adjustment Reason VEH SOLD/PLATES CANCELLED-JAN

Benefit Year 0



TOWN OF KENT
LAND USE OFFICE
PLANNING & ZONING COMMISSION

MEMORANDUM

December 9, 2021

To: Board of Selectmen

Fr: Donna M. Hayes, Land Use Administrator

Re: Appointment of Matthew Winter to Alternate Position

Donna M. Hayes

With the recent election of David Birnbaum to member of the Planning and Zoning Commission, the Commission voted unanimously at their December 9th regular meeting to recommend to the Board of Selectmen the appointment of Matthew Winter to the alternate position vacated by Mr. Birnbaum. He will fulfill Mr. Birnbaum's term which expires 11/30/2023.

Thank you.



Joyce Kearns <adminassist@townofkentct.org>

New Ordinance

1 message

Deborah Devaux <taxcollector@townofkentct.org>

To: firstselectman@townofkentct.org, Joyce Kearns <adminassist@townofkentct.org>

Tue, Nov 23, 2021 at 2:28 PM

Hi Jean and Joyce,

I would like to include this new ordinance in the January Town Meeting.

Sec. 18-9. Waiver of Property Tax

Pursuant to the provisions of C.G.S. Sec. 12 – 144c

The Tax Collector is authorized to waive any property tax due from a taxpayer, provided the amount is less than five dollars.

Thank you in advance for your help in getting this done.

Debbie

Emergency Management Proposal:

Updated Local Emergency Operations Plan (LEOP): *to be completed by EMD and Deputy*

Pandemic Insert: *to be completed by EMD and Deputy*

Incident Command Training: (CERT, Town Employees, Boards, Commissions)

Office Upgrades: (Counters, Chairs, Office Equipment)

Ring Central phone system: *currently forwarded to cell phone*

Desktop PC or Lap top:

Three (3) Status Monitors: Web EOC, Veoci, LCD, DAK Builder, etc.

CERT:

Deployment Expenses:

\$ 10,000.00
\$ 5,000.00
\$ 900.00
\$ 800.00
\$ 360.00
\$ 800.00
\$ 1,500.00
\$ 2,000.00
\$ 2,500.00
\$ 23,860.00

Emergency Management Performance Grant (EMPG) Reimbursement:

- Pandemic Insert is 100% reimbursable once updated LEOP is submitted
- \$ 2500 per quarter spent is ½ reimbursable each month, once updated LEOP is submitted

Emergency Management Timeline:

BOS Approval

December 14, 2021

Office Upgrades completed:

February 2022 (pending material supply delivery)

LEOP Completed Draft with Pandemic Insert:

April 1, 2022

Comment Period:

May 1, 2022

Submission, Review, File- Region 5DEMHS and Town of Kent:

May 15, 2022



AQUARION
Water Company

Stewards of the Environment™

September 27, 2021

**Via Certified Mail
Return Receipt Requested*

Honorable Jean C. Speck
First Selectman
Town of Kent
P.O. Box 678
Kent, CT 06757

Re: Notice of Intent to Dispose of Land
Assessor Parcel 10-40-1
Segar Mountain Road
Kent, Connecticut

Dear First Selectman Speck:

In accordance with Section 16-50c(b) of the Connecticut General Statutes, notice is hereby given that Aquarion Water Company of Connecticut ("Aquarion") intends to dispose of land it owns on Segar Mountain Road, Kent, Connecticut, known as Assessor Parcel 10-40-1 (the "Property").

The Property contains 8.30 acres of land and hosted the former Kent System Well 1.

Additional information about the intended disposition, including a map of the Property, may be obtained by contacting the undersigned at 203-362-3066.

Sincerely yours,

Shawna Salato

Shawna Salato
Manager, Real Estate

SNS/aym

RECEIVED
OCT 01 2021

BY: *JS*

- It was his wife that talked to the linemen at Emery Park and was able to get generators there the next day.
- Concerned that credit was given where credit should not have been.
- Don't know how the Emergency Management is going – unable to find anything on the website – is there a list of priorities available for viewing?

Jean Speck stated storm Isaias was a complicated storm. Eversource had a massive failure. Eric Epstein confirmed that there is a critical infrastructure list with Eversource, Templeton Farms is on the list. It is not a public document.

Add to the Agenda:

Jean Speck made a motion to add the following items to the agenda:

- 3.5. Email from Park and Rec Commissioner
- 7.2. Social Services Assistant job description
- 7.4. EV charging station is non operational

Chris Garrity seconded the motion and the motion carried.

Public Comment:

Jean stated she received an email from the Park and Rec Commissioner that the interim Park and Rec Director has resigned. John Grant confirmed her last day will be October 18, 2021.

Treasurer's Report:

Barbara Herbst provided a written report (attached). She also provided a building inspector report and a purchase detail report for the month of September 2021(attached).

Assessor's Report:

Jen Dubray was not at the meeting and did not provide a written monthly report.

Tax Refunds:

Jean Speck made a motion to approve the one tax refunds, totaling \$52.82 as presented:

- Honda Lease Trust \$52.82

Ed Matson seconded the motion and the motion carried.

Aquarion Water Company Registered letter – dispose of land:

Jean Speck forward the September 27, 2021 letter from Aquarion Water Company (attached) to Randy DiBella. She has not heard back from him yet. She will follow-up when she hears from him.

KENT SUSTAINABILITY TEAM

DECEMBER 2021 REPORT

SUSTAINABLE CONNECTICUT – WHAT IS IT?

Sustainable Connecticut is a statewide accreditation program for municipalities in Connecticut. Sustainable Connecticut's stated goal is, "To foster inclusive, resilient, and vibrant Connecticut municipalities that provide opportunities for all to thrive by: providing a menu of sustainability actions that build local economies, support equity, and respect the finite capacity of the environment; offering technical assistance to help advance sustainability initiatives; and recognizing and certifying municipalities for their achievements."

The program awards participating municipalities points for completion of enumerated Actions (projects), that lead to more vibrant communities. These Actions are numerous and are categorized under the following thirteen headings:

- 1) Inclusive and Equitable Community Impacts
- 2) Thriving Local Economies
- 3) Well-Stewarded Land and Natural Resources
- 4) Vibrant and Creative Cultural Ecosystems
- 5) Dynamic and Resilient Planning
- 6) Clean and Diverse Transportation Systems and Choices
- 7) Renewable and Efficient Energy Infrastructure and Operations
- 8) Inclusive Engagement, Communication and Education
- 9) Strategic Materials Management
- 10) Optimal Health and Wellness Opportunities
- 11) Healthy, Efficient and Diverse Housing
- 12) Effective, Compassionate Homelessness Prevention
- 13) Innovative Strategies and Practices

These Action areas are subcategorized into 70 different Action types. The 70 Action types are further subcategorized into 270+ projects.

Different municipalities will prioritize different Action areas based on their own needs. It is also not necessary to do all 270+ projects to get accreditation. Most projects are awarded between 5 and 20 points upon completion. To earn a Bronze Certification, a municipality must earn 200 points with projects completed in each of Categories 1-11. A Silver Certification requires a town to earn 400 points. Detailed information is available on the Sustainable Connecticut website: www.sustainablect.org.

WHO IS PARTICIPATING?

Just about everyone. Statewide, about 130 towns and cities are participating. Approximately 70 have earned either Bronze or Silver Certification, and another roughly 60 are registered and working toward Bronze Certification. Several neighboring communities have already earned Certification. Brookfield, Canaan (Falls Village), Cornwall, and Washington have been awarded Bronze Certification. Litchfield and New Milford have achieved Silver Certification. North Canaan, Warren, and Torrington, like Kent, have registered to participate in the program, but have yet to receive Certification.

WHO UNDERTAKES THESE PROJECTS?

The 270+ projects are not small or quickly completed. Many require us to form committees, hire consultants, undertake evidence-based studies, and draft reports. Some even require the passage of ordinances and resolutions. In other words, they require that town government be on board.

Some Sustainable Connecticut projects can only be completed by town government. For example, Action 6.6 pertains to management of municipal fleets. If Kent chooses to implement this Action, it would be exclusively under the purview of town government.

Other projects can be undertaken and completed by volunteers working with partners in town government. For example, there are several arts projects under the "Vibrant and Creative Cultural Ecosystems" category that don't require extensive involvement of town government. Some projects can be completed by other organizations in the community. For example, the Land Trust and other environmental groups may have done extensive work that can be submitted for credit under the "Well-Stewarded Land and Natural Resources" category.

WHO PAYS FOR THESE PROJECTS?

The projects that require consultants and studies do not necessarily cost the town any money. Sustainable Connecticut has identified various funding and granting agencies pertaining to specific projects. For example, Action item 5.1 requires the town to create an Affordable Housing Plan. Coincidentally, the State of Connecticut is requiring that all towns create Affordable Housing Plans. The Sustainable Connecticut website identifies a granting agency that provides money to hire consultants to assist with the completion of Affordable Housing Plans. Kent applied for the grant and received almost \$15,000 for the project. Upon completion of the Affordable Housing Plan, Kent will have 1) complied with the state directive to create the Plan, and 2) received up to 55 Sustainable Connecticut points depending on the extensiveness of the Plan.

DO WE GET GUIDANCE FOR THE PROJECTS?

Sustainable Connecticut has dedicated staff members who can direct and advise us on every phase of a project.

WHO IS ON THE KENT SUSTAINABILITY TEAM?

Current team members are Jean Speck, Lianna Gantt (chair), Amanda Quaid, JoAnne Wasti, and Alicia Draper (pending approval by BOS). We are actively looking to grow the group. Our experience has shown that many in the community are hesitant to commit to such an extensive program. Some who have expressed interest would like to participate in a limited capacity when particular projects arise. For instance, there are some who want to participate only in environmental projects. We will certainly maintain a list of such individuals and call on them as appropriate.

WHAT IS THE KENT TEAM UP TO?

Our group is small and consists almost entirely of community volunteers. We had our first meeting in April, and our goal is to meet monthly (Sustainable Connecticut only requires quarterly meetings.) Currently, Committee members are working on arts projects (youth art program – Action 4.4, and establishment of a poet laureate – Action 4.2.1). As mentioned above, the grant money for the Affordable Housing plan has been received, a committee has been formed, and a consultant retained (Action 11.1). We have also submitted paperwork to Sustainable Connecticut for various recycling programs at the Transfer Station (Action 9.3). Jean, Lianna, and Joanne have attended 3-day Equity workshops as required by Action 1.2. We are also in contact with people at the Housatonic Valley Association to see if Kent can get Sustainable Connecticut credit for any of their activities.

Lianna Gantt
Chairperson, Kent Sustainability Team
November 17, 2021



Joyce Kearns <adminassist@townofkentct.org>

Fwd: Kent Park and Recreation

1 message

Darlene Brady <townclerk@townofkentct.org>

Mon, Dec 13, 2021 at 1:31 PM

To: Jean Speck <firstselectman@townofkentct.org>, Joyce Kearns <adminassist@townofkentct.org>

Have you forwarded this clarifying information on to Rufus? Probably should be sent to Lynn Harrington too.

Darlene F. Brady
Kent Town Clerk
PO Box 843
Kent, CT. 06757
o/ 860.927.3433
www.townofkentct.org

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

From: **Jean Conlon Speck** <firstselectman@townofkentct.org>

Date: Wed, Dec 8, 2021 at 3:54 PM

Subject: Re: Kent Park and Recreation

To: Dolores Schiesel <drs@crameranderson.com>Cc: Darlene Brady <townclerk@townofkentct.org>, D. Randall DiBella <drdibella@crameranderson.com>

I see now - thank you Lorry.

Stay well,
jean

**Jean Speck (she, her, hers)**

First Selectman, Town of Kent

860.927.4627 | firstselectman@townofkentct.org | www.townofkentct.org

41 Kent Green Boulevard

PO Box 678

Kent, CT | 06757



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On Wed, Dec 8, 2021 at 3:34 PM Dolores Schiesel <drs@crameranderson.com> wrote:

Jean, The primary question was the role of the third selectmen and the discrepancy between what the town meeting ordinance says and the "constitution" the commission passed. Lorry

Dolores Reynolds Schiesel

Cramer & Anderson LLP

14 Old Barn Road., P.O. Box 333

Kent, CT 06757

Phone: 860-927-3568

Fax: 860-927-4194

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From: Jean Conlon Speck <firstselectman@townofkentct.org>

Sent: Wednesday, December 8, 2021 3:27 PM

To: Darlene Brady <townclerk@townofkentct.org>

Cc: Dolores Schiesel <drs@crameranderson.com>; D. Randall DiBella <drdibella@crameranderson.com>

Subject: Re: Kent Park and Recreation

Hi all,

What was the original question that was posed? I'm not clear on that detail.



Jean Speck (she, her, hers)

First Selectman, Town of Kent

860.927.4627 | firstselectman@townofkentct.org | www.townofkentct.org

41 Kent Green Boulevard
PO Box 678
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On Wed, Dec 8, 2021 at 3:17 PM Darlene Brady <townclerk@townofkentct.org> wrote:

Quick clarification: Rufus did not bring this up . This has been an outstanding question that I felt should be addressed especially during this period of transition for the department and/or commission.

Darlene F. Brady

Kent Town Clerk

PO Box 843

Kent, CT. 06757

o/ 860.927.3433

www.townofkentct.org

On Wed, Dec 8, 2021 at 3:08 PM Dolores Schiesel <drs@crameranderson.com> wrote:

Dear Jean and Randy,

A few weeks ago, after the election, Darlene asked me to look at the Park and Recreation ordinance with regard to role of 3rd selectman and governance. Rufus may have brought it up. I did so and want to share with you my conclusion. I believe the ordinance directs that the 3rd selectman is a full voting member of the commission. His or her office is not concurrent with the other members as it runs from the date he or she takes office to the end of the elected 2-year term. However, his or her role is the same. In that case, information contained in the document entitled "constitution" is incorrect. I recommend that it be replaced with by-laws duly adopted by the commission that address commission conduct, election of officers and general governance issues. I would be happy to speak with you about this further if you like.

Yours, Lorry

[Dolores Reynolds Schiesel](#)

[Cramer & Anderson LLP](#)

14 Old Barn Road., P.O. Box 333

Kent, CT 06757

Phone: 860-927-3568

Fax: 860-927-4194

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