

Board of Selectmen  
Regular Meeting

February 5, 2019  
4:30 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: David Bain, Catherine Bachrach, Darlene Brady, John Casey, Debbie Devaux, Lesly Ferris, John Grant, Donna Hayes, John Johnson, Hedy Kinney, Rick Osborne, Leah Pullaro, Elyse Sadtler and Lynn Worthington.

Mr. Adams called the meeting to order at 4:30 p.m.

The pledge was recited.

#### **Public Communication**

Oral: Rick Osborne requested that the Board of Selectmen warn an Informational Hearing one hour prior to the Inland Wetland meeting, which this topic is on that agenda to be discussed, on February 25, 2019 at 6:00 p.m. to discuss the bridge project on Carter Road, per order of the of State of Connecticut as the project is being funded with State funds. Mr. Adams made a motion to warn an Informational Hearing on February 25, 2019 at 6:00 p.m. to present information on the rebuild of Carter Road bridge. Mr. Parkin seconded the motion and the motion carried.

Debbie Devaux asked the Board of Selectmen, "who in the Town is responsible for responding to the Census?" Mr. Adams stated that he did not know. Ms. Devaux added that someone should be in charge and that it is an important thing to do.

Written:

Mr. Adams stated that there were three written reports:

- Request from Deidre Houliham DiCara, the executive Director of FISH.
- January 18, 2019 Letter from State of CT DOT – Community Connectivity Grant  
Mr. Adams stated that he has responded to the State of Connecticut to confirm the Town's acceptance of the grant. Mr. Garrity asked if there would be any issues with the proposed Streetscape project, perhaps overlap? Mr. Adams stated that there would not be any issues with the two grants from two different sources. Mr. Garrity made a motion to accept the Community Connectivity Grant from the State of Connecticut, as presented. Mr. Parkin seconded the motion and the motion carried.
- February 1, 2019 Staff Report from Donna Hayes
- January 28, 2019 Grand List
- January 31, 2019 Senior activities Report form Lesly Ferris

#### **Sam Herrick – Region 1 – KCS Window Project**

Mr. Adams stated that Sam Herrick sent an e-mail on January 29, 2019 stating that the State is requiring that the following motions be made by the Board of Selectmen for the Kent Center School Window Project.

Mr. Adams made a motion that the Town of Kent Board of Selectmen authorizes the Superintendent to apply for a grant for the Kent Center School Window Project. Mr. Parkin seconded the motion and the motion carried.

Mr. Adams made a motion that the Town of Kent Board of Selectmen establishes a building committee for the Kent Center School Window Project with the following members: Martin Lindenmayer, Bill Hurley, Mike VanValkenburg and Allan Priaulx. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion that the Town of Kent Board of Selectmen authorizes the preparation of schematic drawings and outline specifications for the Kent Center School Window Project. Mr. Parkin seconded the motion and the motion carried.

Mr. Garrity made a motion that the Town of Kent Board of Selectmen approves the funding amount of \$380,675.72 for the Kent Center School Window Project as outlined on the attached spreadsheet, approved by the Kent Board of Selectmen. Mr. Parkin seconded the motion and the motion carried.

Lynn Worthington asked if it was a spend before you get reimbursed grant. Mr. Adams stated that he did not know.

#### **Homeland Security Grant:**

Mr. Adams stated that he has been asked to sign the FFY 2018 FFY 2018 State Homeland Security Grant Program Region 5 Memorandum of Agreement. Mr. Adams stated that he asked Rick Lynn, the Executive Director of COG, for a brief explanation of the grant. Mr. Lynn's brief explanation included the following:

Each year DEMHS Region 5, which includes Kent, is allocated approximately \$300,000 in Homeland Security Grants and it is up to the local CEO to manage the funds based on allowable expenses including planning, training and selected equipment. As an example, the light towers shared by multiple towns. He added, in order to continue to receive these funds all 43 towns are required to sign the memorandum of agreement.

Mr. Garrity made a motion to approve it. Mr. Parkin seconded the motion and the motion carried.

#### **Recycling Ordinance:**

Mr. Adams stated that the Recycling Ordinance needs to be updated per HRRRA. Mr. Adams stated the Town Attorney and the HRRRA Attorney have both reviewed the proposed document. Mr. Adams stated that he contacted Jenn Heaton-Jones of HRRRA, and she would like to blend the Town's current ordinance and the new proposed ordinance. Ms. Heaton-Jones stated that she would attend the next BOS meeting.

#### **P&R Summer Concert Series:**

Mr. Adams made a motion to accept The Kent Park and Recreation Commission request to use the front lawn at Town Hall on the following dates for its summer concert series:

June 27, 2019

July 18, 2019

July 25, 2019

August 1, 2019

Mr. Garrity seconded the motion and the motion carried.

**P&R Park's Master Plan:**

Ms. Ferris and Mr. Grant stated that the Kent Park and Recreation Commission created a Parks' Master Plan Subcommittee. The Commission would like a representative from the Board of Selectmen and/or the Board of Finance to sit on the subcommittee. Mr. Adams volunteered.

**2019-2020 Operating Budget:**

Mr. Adams stated that the Board of Selectmen received the first draft of the 2019-2020 Proposed Budget Worksheet. He added that the worksheet is in a raw state and there may be some inaccuracies. He stated that he asked the treasurer some questions and she agreed to supply the supporting documentation for the request. Mr. Adams stated that not all departments have submitted their budget requests to date. The Board of Selectmen agreed to schedule budget meetings as follows:

- Thursday, February 7, 2019 at 9:15 a.m.
- Wednesday, February 13, 2019 at 1:00 p.m.
- Wednesday, February 20, 2019, no time set

Donna Hayes stated that she would need an evening meeting so that her Commission chairs could be present, as agreed upon by the Board of Selectmen. Leah Pullaro expressed concerns with the short notice of the first meeting and the inability to schedule several people to attend the meeting on her behalf. Debbie Devaux asked if there is some form of standards for the merit-based increases? Mr. Garrity stated that an employee should be prepared to come before the Board of Selectmen and present his/her request (salary request) and provide the rational. He added that at that point the Board of Selectmen will digest the information, but in his opinion they are not prepared to do performance evaluation. Mr. Parkin clarified that these meeting also should include operating budget information and not only salary requests. He added that any salary requests, whether merit based or across, the board could be looked at later. Joyce Kearns stated that the Board of Selectmen told employees during the Executive Session process of the Management Review that 2019/2020 salaries would be based on reviews that were conducted during January and February. Debbie Devaux agreed and added that no universal standards have been put in place to date. Mr. Adams stated would be true if this Board chose to go that way but there has been no decision made by this board to use merit pay. Mr. Parkin stated that they have not committed a merit increase to anyone. Mr. Garrity stated that they are still discussing it and that they are challenged with having to rush to get a system in place for this proposed budget. Donna Hayes and John Johnson confirmed that the Board asked Lynn Werner to adjust the HVA review form for Mrs. Hayes' review, and the board agreed. Mr. Garrity stated that there may be a perception that that is the direction the Board was going to go in but there was no proclamation made by the Board of Selectmen. Mr. Adams stated that there have been many discussions but no decisions have been made.

Mrs. Hayes disagreed and asked for clarification; the only statements made by the Board of Selectmen that are valid are in the form of a motion? Mr. Adams affirmed that and stated that is how municipal government works. Mrs. Hayes expressed her opinion on how misleading this process has been. Mr. Garrity stated that the Board is looking for some rational of where salaries stand: COG salary survey, Management Review. He added that this process has prompted this discussion, which he believes is positive and that the directive that was given to employees, to bring their department heads in and discuss why an employee deserves an increase, is still warranted. Mr. Garrity asked what to do with an employee who has not requested an increase. Mr. Adams stated that he personally has not committed to merit based increase because he does not believe that the process will work in the Kent Town Hall. Mr. Garrity stated that anyone requesting a salary increase should have the person that oversees them present at the meeting.

Mrs. Ferris stated that she could meet but she would have to check with the chair. Mrs. Hayes requested a copy of the proposed budget.

**Policy and Procedure Manual Update:**

Mr. Parkin stated that the Policy and Procedure Manual needs to be updated. He provided proposed language that is consistent with the recently adopted union contract for the "Opt-Out" policy. Mr. Adams stated that he would run the proposal by Town Attorney. Mr. Parkin stated that the update could be reviewed and discussed at the next meeting.

**KVFD sub-committee:**

Mr. Garrity reported that KVFD has passed a budget. They brought to the sub-committee and will revise it. KVFD will be present at the BOS budget meeting. They now understand the Five-Year Capital Plan and are planning on creating a capital plan for some less expensive equipment; air packs. They are running at a surplus due to several nice donations. They have felt that this process has been very helpful.

Ms. Devaux stated that she has received the KVFD Tax Abatement list and asked if the Board of Selectmen would be approving it at the next meeting. Mr. Adams stated that he had not seen it as of yet.

**Western CT Clean Air Action – funding request:**

Mr. Adams stated that the state has denied the request to pay for the air monitor via the TIP fund. Mr. Adams stated he sees there are two options to move forward:

1. Put it in as a one time grant request
2. Have the request in the budget as part of the Conservation Commission's request

Mr. Adams made a motion to include \$4,500 as a one-time grant for an air monitor. Mr. Parkin seconded the motion. It was stated that Western CT Clean Air Action is not set-up to accept funds and, therefore, the request cannot be paid directly to them as a grant. Mr. Adams stated that he would talk to the Conservation Commission about



adding the \$4,500 to its budget request. Mr. Adams withdrew his motion. Mr. Parkin withdrew his second.

**Ward Scholarship Fund:**

Mr. Adams stated that he received a letter from Michelle Mott the Principal at Kent Center School stating that KCS agrees that the remaining funds from the Ward Scholarship be given to the KCS Scholarship Fund. Mr. Adams made a motion to transfer the Ward Scholarship funds to the KSC Scholarship Fund. Mr. Garrity seconded the motion and the motion carried.

**Streetscape:**

Mr. Adams stated that after the January 17, 2019 he sees three options:

1. Do nothing
2. Go to another hearing
3. Go to referendum

Mr. Adams felt that the read of the room at the hearing was positive. Elyse Sadtler said she did a one-question survey on the Chamber website and received a 69% favorable response. She added that there were 94 responses in total. Ms. Sadtler stated that the question was – should Kent redo the sidewalks – yes/no. Mr. Parkin stated that the question was misleading, and he feels that there should be another hearing and a referendum. Mrs. Brady explained that there needs to be some clarification on the timing of the referendum following a hearing; if it is more than three or more weeks after the hearing, absentee ballots can be mailed; less than three weeks the voter (s) must be present and in person to receive an absentee ballot. Mr. Parkin feels that the first hearing was loaded in favor of an all or nothing project and did not provide the opportunity to discuss a less costly version of the project. He would like to see some options with the use of the two grants and capital money, totaling one million dollars. He is concerned with the future expenses with the new governor. Mr. Garrity transcribed the comments of people who spoke at the hearing:

- Most people agree the Town has to address the sidewalks
- Safety was the number one concern
- There were several opinions on the scope of investment and project
  - Some agreed with whole project
  - Some wanted to add more, Elizabeth and Lane Streets
  - Some people want to focus on areas in need for safety
- Esthetics are not a big issue
- Materials used
- Cost analysis
  - Investments vs. life use
  - Investments vs. esthetics
- Cost impacts
- Requested more options
- Drainage
- Impact on businesses

- Handicap parking
- Safety if the Town does not do anything, the liability issue

Mr. Garrity stated his take away, there needs to be another hearing. He feels that there needs to be more explanation on how "we got here." Mr. Adams stated that he is researching and requested confirmation on the grants to see if the Town can use the grants if the Town does not do the complete proposed project and just spend the grant money to make repairs. He also is researching the possibility of an extension on the December 2019 deadline and what scope of work needs to be completed by said deadline. Mr. Garrity asked for that information to be in writing. The Board of Selectmen agrees that a second hearing should be scheduled. Mrs. Bachrach suggested holding the second hearing on a Saturday during the day. Mr. Garrity stated that he would like the Sidewalk sub-committee to make an effort to say there are problems with the sidewalks and what it would take to fix them today, where there are really liabilities. He is not convinced that a sub-committee is charged with going out and finding the best and be all, it might just be to get them fixed as best we can right now. He added that, because it has been stated publically that there are issues with sidewalks and they need improvement, if that is true and someone has a claim, that is a liability. Mr. Garrity clarified that his perspective to the sub-committee is if there is something that is a significant liability, we fix it now.

Mr. Parkin asked if the Board could schedule the referendum. Mrs. Brady stated that a Town Meeting needs to be warned to adjourn to a referendum but not until after the hearing. She added that this cannot be done until after the hearing to determine the proper wording for the vote. Mr. Garrity expressed his concerns with scheduling a Town Meeting until after the hearing to confirm that all the questions have been answered. Mr. Bain and Mr. Adams agrees that there would always be more questions. Mr. Garrity asked if the board should move to a referendum if, as an example, people had an issue with the lamp post, and Mr. Adams responded that if lamp post where a major concern, the project could move forward with the removal of or different lamp post. Mr. Garrity asked if the acceptance of the grant was based on the plan that was submitted in the grant application. Mr. Adams said no. Mr. Casey stated that the plan with all the trees and lights was not adopted. Mr. Casey stated that the committee has provided the Board of Selectmen a list of pricing, he referred to as a Chinese menu, and anyone could pick and choose what they wanted from the list. Mr. Parkin expressed his concern that there are an infinite number of combinations that could be extracted from that list. He stated that he specifically asked the sub-committee to make a recommendation if they only had \$500,000 to spend. Mr. Garrity stated that he believes that the sub-committee is on record stating they would not do the project if they only had \$500,000, because they would only be able to do one side of the road. He added that, in fact, is not an answer to the question. He said there is a sense that it is the whole project or nothing. Mr. Garrity stated that no one present wants that but they do want alternatives, and the sub-committee should present a plan with the one million dollars. Mr. Bain stated that the sub-committee did what was asked of them and presented a

plan that they supported based on their research, and the Board of Selectmen has the right to deny that recommendation and create a new plan to bring to the Town. Mr. Garrity reiterated that it is the public that expressed concerns with the proposed plan via the questions they asked. Mr. Bain stated that the committee does not feel that it is the right thing to do to come back with a new plan. Mr. Garrity stated that right there is the problem, and, if the sub-committee does not respond to the questions, the sub-committee puts the Board of Selectmen in a pickle. Mr. Johnson stated that the plan is to answer the questions at the next hearing. Mr. Casey expressed his concerns that two of the Selectmen are very suspicious and are stonewalling the project. He would like to have the referendum and get the information out to the Town and get on with it. Mr. Casey added that the board does not trust the sub-committee and the sub-committee does not trust the board. He added that they have been working on this for ten years. Mr. Garrity has concern with the sub-committee selling this project by going to the Informal Club and Lions Club. Mr. Casey stated that he was invited to speak at the Informal Club, and he feels that they need to get the information out there. Mr. Garrity stated that the information is available at meetings. Mr. Casey stated that the sub-committee has a point of view. Mr. Garrity clarified that the sub-committee's point of view should be the Board of Selectman's point of view. Mr. Casey disagreed. Mr. Garrity asked for the policy on sub-committees. Mr. Garrity stated that historically a sub-committee is formed by the BOS, completes a study, presents a recommendation to the BOS, it is acted upon or not, and the sub-committee is disband. Mr. Adams made a motion to warn an Informational Hearing on February 22, 2019 at 7:00 p.m. Mr. Garrity seconded the motion and the motion carried. Mr. Casey stated that he would confirm that date with the engineer.

#### **Management Review:**

Mr. Garrity stated that with meeting with the departments that the Board of Selectmen needs to tell them what the Boards' sentiment is with respect to implementing anything merit wise based on the Management Review. He clarified that the Management Review concept was to do a number of things:

1. establish a program to implement some sort of a merit process – going into budget season tomorrow, and they have no means in which to do that for 2019

The board agreed with that. Mr. Garrity added that they may do it and they may not, they have not agreed to it yet. He stated that he feels that they need to tell people that they do not have the time or the process to do that for the 2019 budget. Mr. Adams agree with that, however, he would be interested in considering some of the salary adjustment mentioned in the Management Review as they have merit. He noted that he is not and never will be an advocate of merit pay in Kent Town Hall. Mr. Parkin would like means to implement merit-based system at some point, a possible goal. Mr. Adams made a motion that this year as part of the budget deliberations we should:

1. consider the points made in the Management Review as related to salaries in certain departments
2. do not consider, for now, merit based pay
3. continue to discuss across the board increase as has been done for years, based on something; cost of living, union negotiation

Mr. Garrity seconded the motion.

"An equal opportunity employer and service provider"

Mrs. Hayes stated that she requested a motion be made so that everyone could understand where we are going. Ms. Devaux asked if the meeting would be in executive session, as she believes, that based on the motion made, they would not qualify. Mr. Garrity stated that some may qualify. Ms. Devaux added that Town Attorney confirmed that the Management review did not qualify for executive session. Mrs. Brady stated that they were specifically told that the Management Review was not utilized when the assistants' salaries were being adjusted, and it was not the role of the Board of Selectmen not to say they were going to use it for future decisions. She added how can the board continue to say use it, don't use it. Mr. Parkin stated that the Management review was used as guidance for the clerks/assistant issue. Mr. Adams stated that one thing that came out of the Management Review – it put it all out there with regards to the assistants. Mrs. Brady reiterated that she was told that the dollar amounts put forward in the Management Review scale would not be utilized in the discussion for the assistants' salary adjustment. Mr. Garrity stated that he believes the compensation that the assistants were receiving in other departments also was looked at to balance things out. Mr. Parkin agreed and added that the Board is not adopting "his" low/mid/high pay scale specifically. They will look at it, and they may decide that is the way they go, but there is nothing in that report that ever intended to just be implemented as acceptance of the report, it was meant to be used as guidance going forward. Mrs. Kearns asked in order for the Board of Selectmen to be fair and consistent, when they start meeting with people, and they start to discuss salaries, they need to let them know what platform that are using as a guideline. Mr. Garrity asked why? Mrs. Kearns stated so that the employees can be prepared. Mr. Garrity asked, does it have to be consistent? Mrs. Hayes clarified that if the Board of Selectmen want the employees to come in and provide the criteria under which the Board of Selectmen are going to evaluate us, that is merit. Ms. Devaux stated that you couldn't have merit-based rates for one unless you have it for everyone. Mr. Adams stated that they are using the salary survey for the people specifically mentioned in the Management Review: Joyce, Donna, Rick, and Leah. He added that he would hope that employees would be pleased with an across-the-board increase but also be pleased that some of their colleagues received something that perhaps they should have received awhile ago. Mr. Garrity stated they are going to go with some type of a percent increase; they are not going with anything that was recommended by themselves, the Management Review or outside for a merit system. He added, that if a department comes with a salary adjustment request, they better come prepared with the back up to support that request, and it should fall in line with whatever salary survey is being used. Mr. Parkin stated that if the Board of Selectmen took the logic to never consider merit increases, an employee's salary would never vary except by a percentage every year and that would be an illogical conclusion. Mr. Adams stated that if there is no way to justify an increase to the taxpayer even though he believes that they all deserve it. Mr. Garrity stated that if there is a survey that shows inequities, that is justification. Mr. Adams called for the vote. Mr. Adams and Mr. Parkin voted yes. Mr. Garrity voted no. The motion carried. Mr. Garrity stated he voted no because he feels that it is clear as what the Board of Selectmen are doing; they are using the Management Review; they are

looking at individual budget lines; they are considering the documentation proved by those who ask for a salary increase. He would like to confirm which salary schedule the Board of Selectmen are using so that when someone presents a request, he can confirm that it is within the range. Mr. Parkin clarified that he voted no because there was no need for a motion. Mr. Garrity confirmed. Mr. Adams stated that he would share the information on salary surveys that he has.

**BOS Goals:**

Nothing to report.

**Approval of Minutes:**

Mr. Adams made a motion to approve the following meetings, as submitted:

- January 15, 2019 Special Meeting
- January 17, 2019 Special Meeting
- January 29, 2019 Special Meeting

Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to approve the January 8, 2019 Regular BOS Meeting minutes, as submitted. Mr. Parkin seconded the motion and the motion carried

**Report of First Selectman**

Things I did during the month of January:

- Met with High Watch President on a few topics
- Attended annual COST Convention
- COG Executive Meeting
- I actually did more than this but it was a month of little things too numerous to list

Meeting covered by the BOS – Group or individual

- Town Meeting – Full BOS
- COG - Bruce
- BOS x 3 – Full BOS
- Streetscape – Bruce and Chris
- BOF – Bruce
- Streetscape Town Hearing – Full BOS
- Safety Committee – Bruce

Police Report:

Phone at Town Hall is 860-927-3134.

E-mail is: [residenttrooper@townofkentct.org](mailto:residenttrooper@townofkentct.org)

Trooper Fisher has truly become an important part of Kent. He is readily available, even on days off. He fulfills most tasks I put before him. He is well respected in the Town and all the schools. We are lucky to have him.

**Report of Selectmen:**

Mr. Garrity had nothing to report.

Mr. Parkin had nothing to report.

**Report of Treasurer:**

Mrs. Herbst did not attend the meeting but did provide the attached report.

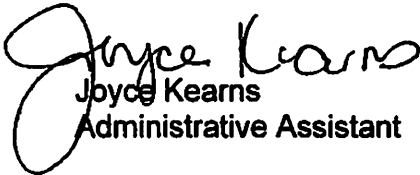
**Tax Refunds:**

Mr. Adams made a motion to approve the one tax refund for Steven Lowy in the amount of \$141.20. Mr. Parkin seconded the motion and the motion carried.

**Employee(s) report(s) on Seminar/workshops:**

Mr. Adams stated that he attended the COST meeting on January 16, 2019 and he stated that the highlight of the meeting was a presentation given by Keith Phaneuf. He spoke on the state finances.

Mr. Parkin made a motion to adjourn the meeting at 7:00 p.m. Mr. Garrity seconded the motion and the motion carried.

  
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.*

## AGENDA

BOARD OF SELECTMEN  
REGULAR MEETING

February 5, 2019  
4:30 P.M. TOWN HALL

### **Regular Meeting**

1. **Call to order**
2. **Public Communication**
  - a. Oral
  - b. Written:  
Request from Deidre Houliham DiCara the executive Director of FISH  
January 18, 2019 Letter from State of CT DOT – Community Connectivity Grant  
February 1, 2019 Staff Report from Donna Hayes
3. **New Business**
  - a. Sam Herrick – Region 1 – KCS Window Project.
  - b. FFY 2018 State Homeland Security Grant
  - c. Recycling Ordinance
  - d. P&R Summer Concert Series
  - e. P&R Park's Master Plan
  - f. 2019-2020 Operating Budget
  - g. Policy and Procedure Manual Update
  - h. KVFD sub-committee
4. **Old Business**
  - a. Western CT Clean Air Action – funding request
  - b. Ward Scholarship Fund
  - c. Streetscape
  - d. Management Review
  - e. BOS Goals
5. **Approval of Minutes**

a.	January 8, 2019	Regular Meeting
b.	January 15, 2019	Special Meeting
c.	January 17, 2019	Special Meeting
d.	January 29, 2019	Special Meeting
6. **Report of First Selectman**
7. **Report of Selectmen**
8. **Report of Treasurer**
9. **Tax Refunds**
10. **Employee(s) report(s) on Seminar/workshops**





***"Providing the most basic of human needs... food, shelter & hope"***

**FISH • Friends In Service to Humanity of Northwestern Connecticut, Inc.**

**332 South Main Street Torrington, CT 06790**

**Office 860.482.7300 • Fax 860.489.4807 • [info@fishnwct.org](mailto:info@fishnwct.org)**

January 10, 2019

Town of Kent

Bruce Adams, First Selectman

PO # 678

Kent, CT 06757

Dear Mr. Adams,

Knowing that it is budget time, please know that we would like to be considered for funding/a donation for the 2019 – 2020 fiscal year to help support the FISH NWCT 35 bed Homeless Shelter that serves our northwestern CT corner. In this past year, 102 homeless resided at the shelter, of which we placed 41 into permanent affordable housing. We provided them with safe housing, meals, clothing, medical and mental health assistance, case management, educational opportunities and life skills workshops, employment coaching and the hope of moving in to independent housing. Our diversity is age – currently 2 years old – seniors. I'm enclosing our FISH NWCT "year - end report card" for your perusal, which outlines our programs and services for the homeless and the hungry.

We believe FISH/Friends in Service to Humanity of Northwestern CT provides a great service to our greater NW CT community. As a non-profit organization, with the "Mission of providing the most basic of human needs – food, shelter and hope", we are in need of this financial support. State funding from the Department of Housing currently provides only approximately half of the cost of maintaining the FISH Shelter. Any potential budget cuts will be devastating to FISH NWCT. Our current budget to maintain the NW CT region's shelter services and food pantry is \$906,910 (of which \$298,000 is projected gifts-in-kind for the food pantry). Please consider us with a contribution to support our work of providing for the area's homeless population. I welcome community officials to visit FISH NWCT and take my "grand tour" to see firsthand for yourselves the amazing things happening under our roof in service to our neighbors in need.

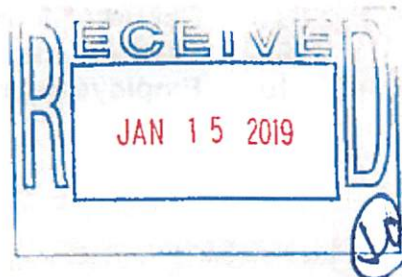
Sincerely,

Deirdre Houlihan DiCara, Executive Director

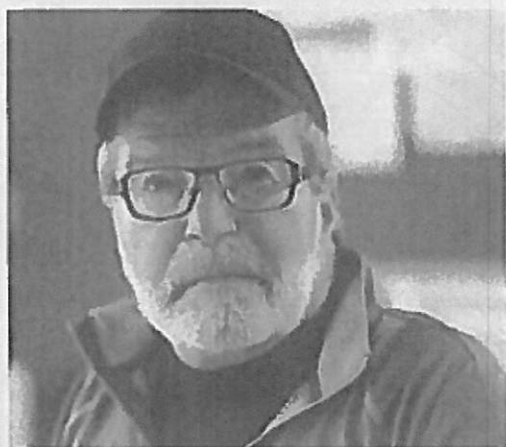
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[www.fishnwct.org](http://www.fishnwct.org) / [facebook.com/fishnwct](https://facebook.com/fishnwct)

2015 Recipient of NWCT Chamber's "Quality of Life" Award and  
Register Citizen's "Person of the Year"







Left: From left, Deirdre Houlihan DiCera, FISH executive director; Steve Caruso, board president; Earl Gibson, case manager; Robin King, program and facility manager; Vera Halilaj, case manager; Margaret Franzi, food pantry director; Jeremy Nelson, shelter monitor; and Al Graboski, a former client.

Right: After falling on hard times, Walter Stuckey is "very happy" to be at the FISH house in Torrington.

PHOTOS: MICHAEL LEE-MURPHY

## Back to Basics

FISH OF NORTHWESTERN CONNECTICUT PROVIDES FOOD, SHELTER & SUPPORT TO NORTHWEST CORNER'S NEEDY

Walter Stuckey was being treated for depression at Charlotte Hungerford Hospital in Torrington when he learned that he'd have to go to a homeless shelter for his next bed. Stuckey had been a plumber for some 40 years. "I had a real good business, then I got sick with no insurance," he says. When they told him about the shelter, his first reaction was one of shock. "Ah, come on. I led a good life, you know?"

The hurt in Stuckey's voice captures some of the elemental parts of the way we think of homeless shelters in general. There is often an impression of them as dark, dank or horrid places, full of chaos. What Stuckey found when he arrived at the FISH house in Torrington, the local name for Friends in Service of Humanity of Northwestern Connecticut, surprised him. The shelter is not a horror. "I'm very happy to be here. ... The staff here is very good. Everybody gets along good," Stuckey says.

When people in Stuckey's situation arrive at the FISH house, they are met with a battery of services, connecting them to health care, employment, housing and mental health resources if they're needed. A doctor's office is on site, as well as an industrial kitchen. Though it is busy, the atmosphere is one of stability.

In 2016, 112 people went through the shelter, and just over 2,000 accessed the food pantry, according to Deirdre Houlihan DiCera, FISH's executive director. "We're here to believe in everybody that enters our doors. Everyone deserves a roof over their head and a good life," DiCera says.

The stability offered by the FISH shelter is crucial. Perhaps as much as the material needs of food, a warm bed and a shower, the atmosphere of support and calmness is vital to the people who rely on FISH's services. For many, the condition of homelessness that brings them to FISH's door is when they are at the bottom. The type of place they land when they hit bottom can shape the way they will recover. And this is the central paradox of FISH and many places like it: the ultimate goal for the organization is its own nonexistence, that the conditions which make homeless shelters and food pantries necessary would cease to be.

One of the most difficult structural challenges faced by the workers and clients at FISH is the lack of public transportation in the Northwest Corner, where buses to Hartford and Waterbury

might only run once a day. This means that for those without cars, employment opportunities or access to services elsewhere can be difficult or impossible to get to.

Occasionally, at Christmastime, Santa Claus appears with toys for children in the shelter. "We want to try to keep our kids as innocent as possible," DiCera says.

Around the end of 2016 into the beginning of 2017, state officials announced an "end" to chronic homelessness in the state. "Every verified, chronically homeless individual in the state of Connecticut has been matched with housing," Gov. Dannel P. Malloy said at the time. When asked about the pronouncement during a lunch at FISH house, several of the workers let out weary laughter, the kind that holds back sadness or anger. "It was very misleading, because it was 'chronic homeless.' There are always new homeless people. So we're full," DiCera says.

Chronic homelessness, says Earl Gibson, one of FISH's care managers, is defined as 365 consecutive days of homelessness, or four episodes in three years that total 365 days, in a place not meant for human habitation. Those bouncing around on couches of friends and family do not count.

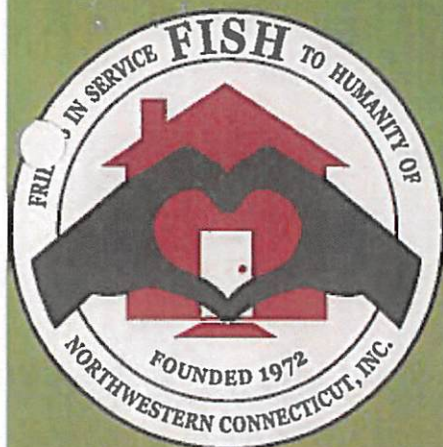
A central message that the workers and clients at FISH make great effort to get across is that many of us are only one or two paychecks and an unforeseen medical bill away from homelessness. Put another way, the homeless are not too far away from us. "It could be me. I struggle every paycheck, too, and I've got a full-time job," says Margaret Franzi, the director of the food pantry.

Robin King, who does program and facility management at FISH, points to the constant increase in property taxes that are driving people from their homes. King has worked at FISH for 22 years, and says that things are much worse than when she started.

As always, the easiest way to help FISH is to cut a check. Apart from that, towels, bedding and blankets are among the most-needed items this winter. FISH is also looking for someone to donate a space where the organization can take in furniture donations.

[fishnwct.org](http://fishnwct.org)





# ANNUAL YEAR-END "REPORT CARD"

TO SHARE WITH "FRIENDS OF FISH" - DECEMBER 2018

FISH/Friends in Service to Humanity of Northwestern Connecticut

332 South Main Street, Torrington, CT 06790 (860) 482-7300

[www.fishnwct.org](http://www.fishnwct.org) | [facebook.com/fishnwct](https://facebook.com/fishnwct)

*"Providing the most basic of human needs...  
food, shelter & hope"*

**T**is the season to be grateful, and we at FISH/Friends in Service to Humanity of NWCT recognize that you, and your generosity, make it possible for us to focus on our mission of providing the most basic of human needs – food, shelter and hope at the FISH Food Pantry and FISH Homeless Shelter.

Your donations directly impact those neighbors in our communities in economic crisis and desperate need. Please know how much we appreciate your financial contributions, food item donations and support of our special events.

Amazing things are happening daily under our roof at FISH NWCT, which we now share with you in our 2017 – 2018 Year-End "Report Card."

With the generous support of our greater community, staff and volunteers at the FISH NWCT Food Pantry and Homeless Shelter – we do our best to provide some cheer, joy and hope to families in need during the holiday season.

***In the past 5 years...***



*...At our "Rally Day to End Hunger and Homelessness in NWCT" – over 2,300 coats have been collected and distributed, with over 700 participating.*

*...Holiday meals at Thanksgiving and Christmas have been distributed to over 1,200 families; and toys to over 1,500 children.*

*...At our FISH Homeless Shelter, with current and former residents invited, we have celebrated two holidays, Thanksgiving and our "Cocoa and Cookies" Party with Santa – with at least 450 residents.*



## Year-End Highlights

*Amazing things have been happening under our roof at FISH NWCT. Recognizing five years of positive accomplishments led by Deirdre Houlihan DiCara, Executive Director and Steven Caruso, President -*

- CONNECTICUT Magazine, January 2018, featured FISH NWCT and our work with the hungry and the homeless.
- 2015 "Quality of Life" Award recipient from the NWCT Chamber of Commerce - 2016 recipient of the Diane Randall Leadership Award for our work to house chronically homeless Veterans
- Deirdre has been recognized as the Register Citizen Newspaper's 2015 "Person of the Year"; as one of the County's "most influential people" by Litchfield Magazine; and with an Alumni Award from The Gilbert School.
- FISH NWCT provides a low barrier Shelter, with the goal of moving homeless residents into permanent supportive housing.
- Selected by the VA to be a low demand homeless shelter for Vets.
- Focused on funding operations, we have received nearly fifty grants to improve our services. We are thankful for each and every one, yet in particular should recognize the Northwest Connecticut Community Foundation, CHEFA and the United Way of NWCT. Awards have ranged from a generator, to both a walk-in freezer and cooler, to flooring and building repairs and improvements, at both the Shelter and Food Pantry.
- We organized four annual "Rally Days to End Hunger and Homelessness in NWCT." Held in November - featuring an open house tour of FISH NWCT, a luncheon and coat giveaway (over 2,300), and a cardboard box sleep out.
- Deirdre presents at state/national conferences and webinars.
- Fund raisers held annually to support the FISH Food Pantry and Homeless Shelter - "A Tasteful Event" (ATE), and "Deck the Halls", as well as some sponsored by others, such as the Center Congregational Church, Lakeridge community,..., and numerous food drives - for which we are very grateful.

*We at FISH NWCT see daily the very human, social welfare challenges of families, individuals and veterans facing life crisis. We strive to restore the confidence and self-worth of those who are the most vulnerable and seek our help.*

## FISH FACTS IN 2017-2018

### FISH Food Pantry

- Total meals distributed (year ending 9/30) = 116,569
- . of families enrolled to receive assistance = 516 -
- presenting 1,779 individuals

### FISH Emergency Homeless Shelter (35 beds)

- Total # of bed nights = 11,714
- Permanent housing was found for 41 shelter residents
- Served: 85 adults, 11 veterans, 6 children = 102 Total Residents

## MAY DAY! NEW SPRING DATE...

A Gala Celebrating Food, Wine and the Spirit of Giving to a Great Cause!



4TH ANNUAL

Wednesday, May 1, 2019

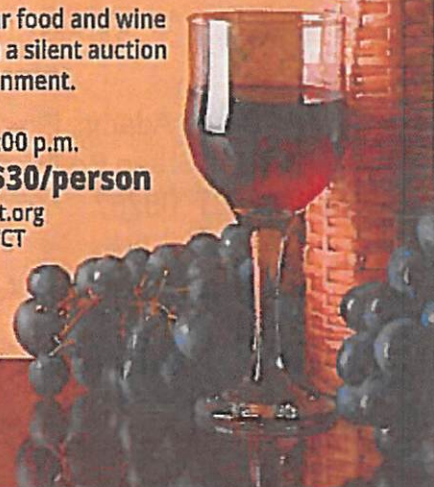
TORRINGTON ELKS CLUB  
TORRINGTON, CT

A spectacular food and wine tasting, with a silent auction and entertainment.

5:30 p.m. - 8:00 p.m.

**TICKETS \$30/person**

[www.fishnwct.org](http://www.fishnwct.org)  
or at FISH NWCT



## DECK THE HALLS MARTINI TASTING PARTY

**A Special Thank You  
to our 2018  
Martini Sponsors**



Nancy and Tim Strini

Cara and Ken Blazier

Susan and Tim Cook  
Cook Funeral Home

Community Health & Wellness  
of Greater Torrington, Inc.

Carmody Torrance Sandak  
& Hennessey LLP

## OTHER WAYS TO HELP FISH

Shop at AmazonSmile and have 0.5% of your purchase price donated to your chosen charity.

Consider making a legacy gift of support.

Create a FaceBook "Birthday Donation" Link

Find your own personal way to assist  
the hungry and the homeless.





STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546  
Phone: (860) 594-2132



January 18, 2019

Mr. Bruce Adams, First Selectman  
41 Kent Green Boulevard  
Kent, CT 06757

Dear First Selectman Adams:

Subject: Community Connectivity Grant Program

It is my pleasure to inform you that additional funding was approved by the State Bond Commission on December 11, 2018, so your application for the Community Connectivity Grant Program (CCGP) has been approved. Congratulations on your Grant award, and many thanks for applying to this important Program, which will be administered by the Connecticut Department of Transportation (Department). Please remember that this award is based on the project that was submitted in your application; therefore, to receive these funds, no other project can be substituted.

I ask that you contact me no later than Friday, **February 8, 2019** to confirm that your municipality wishes to accept the funding and proceed with the CCGP process. An e-mail response to the CCGP address [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov) is preferred. A confirmation letter sent to the address on this letterhead is also acceptable. If no response is received, we will presume you are no longer interested in participating.

It is also important to **designate a point of contact** (including their title, telephone number and email address) when you send in your confirmation so that we can communicate with this person as we advance in the project administration.

There are several steps (listed below) that need to be taken by both the Department and your Municipality, prior to the distribution of funds. Please do not proceed with any grant-funded work until all contracting items have been fully executed.

1. The Department will initiate an Environmental Screening Review for each project to assist the Municipality in identifying items relative to natural resources, historical/archeological resources, hazardous/contaminated material, etc. that may need to be investigated or addressed during the design phase. The results will be forwarded to the Municipality, upon completion.
2. The Department will issue a Commitment to fund letter, subsequent to your acceptance of this grant. This letter will outline the next steps for administration and conditions related to the use of these grant funds.
3. An Information session will be scheduled in early spring to assist municipalities with project administration. We are currently selecting individual project managers for each approved application, and will provide you with that information once we receive confirmation of your acceptance.

Congratulations again, and we look forward to hearing from you soon! If you have any further questions, please feel free to contact me at 860-594-2132, or via email at [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov).

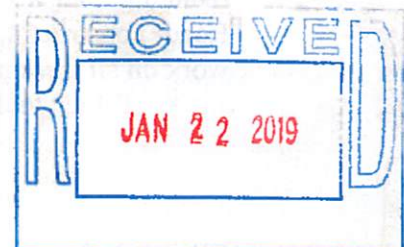
Very truly yours,



Colleen A. Kissane

Transportation Assistant Planning Director

cc: Richard Lynn NHCOC







## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: February 1, 2019

FROM: Donna Hayes, CZE0

---

#### Building Department:

- Permits Issued: 39 (January)
- Total Construction value: \$957,939 (January)
- Fees: \$6,408

#### Planning & Zoning:

- Permits Issued: 4 (January)
- Certificates of Compliance Issued: 1 (January)
- Applications before the Commission: (January)
  - Lot Line Revision between 311 Kent Road, Map 6 Block 12 Lot 14, and 0 Kent Road, Map 6 Block 12 Lot 15, Margaret A. Seabury c/o Donna DiMartino.
    - Approved.
  - Applications #106-18SP and #107-18C, by High Watch Recovery Center, Inc., for 54 Carter Road (Map 14 Block 22 Lot 6); 62 Carter Road (Map 14 Block 22 Lot 7); and the 15.48-acre unimproved parcel of land (Map 14/Block 21/Lot 23, Parcel I.D. #1486) abutting the northerly line of Carter Road and the southeasterly line of 47 Carter Road, for a special permit and site plan approval for the following: Construction of two-story addition (including offices, 218-seat lecture hall and 12-bed detoxification wing) to existing administrative and clinical office building at 62 Carter Road; single story addition and kitchen expansion to dining hall at 62 Carter Road; addition of detoxification service at 62 Carter Road; increase in total residential in-patient bed count from 78 to 90 at 62 Carter Road; conducting therapeutic activities (including temporary housing of staff) associated with the treatment of drug and alcohol addiction at 54 Carter Road; constructing expanded landscaping/vegetative screening, driveway entrance, parking area, retaining wall and stormwater detention basin at 54 Carter Road and 62 Carter Road; constructing new septic system on Parcel I.D. #1486; and associated site work on all three parcels. (January 17, 2019)
    - Tabled to the February 14<sup>th</sup> meeting.

Fol Bos

Date: January 28, 2019  
 To: Bruce Adams, First Selectman  
 Cc: Mark Sebetic, Chairman  
 Cc: Barbara Herbst, Treasurer  
 From: Patty Bralslin, Assessor

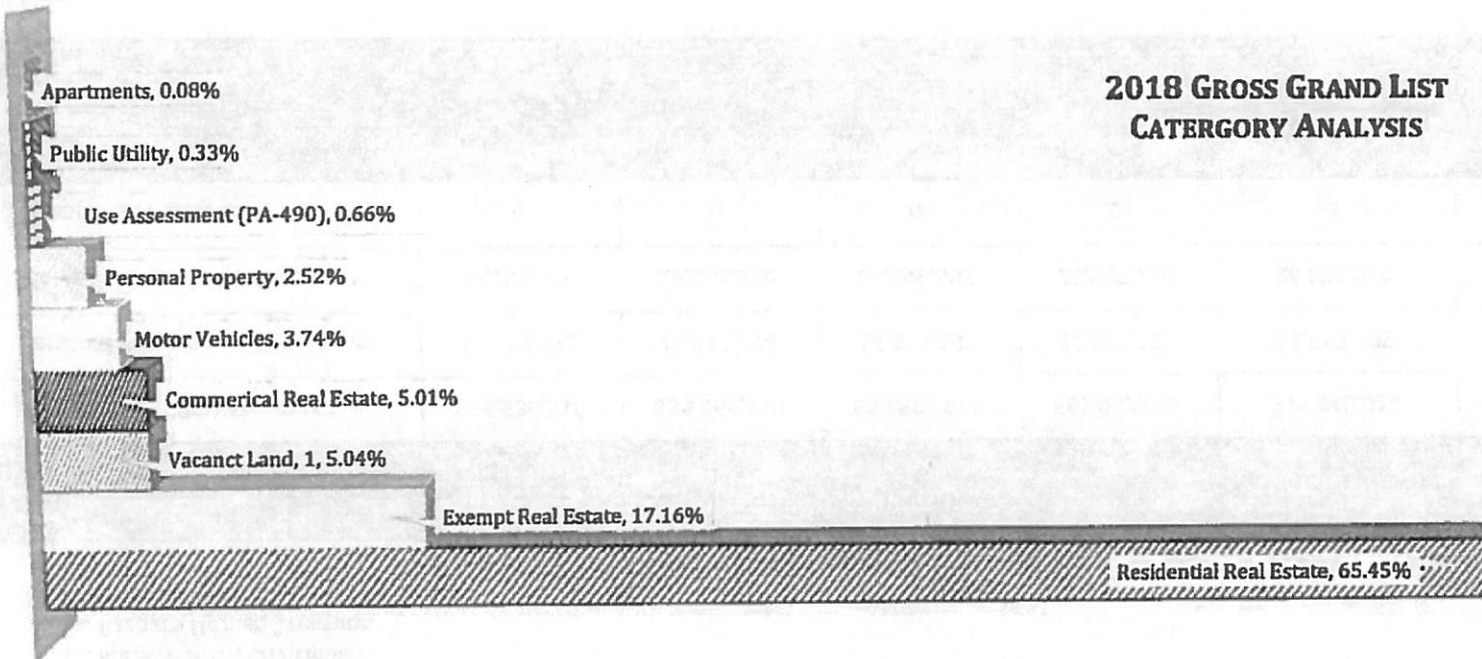
SECTION	NET 2014 AFTER BAA	NET 2015 AFTER BAA	NET 2016 AFTER BAA	NET 2017 AFTER BAA	NET 2018 BEFORE BAA (REVALUATION)	DIFFERENCE 17GL TO 18GL
Real Estate - 1,968 Accounts	554,536,310	555,566,655	558,505,895	561,932,035	549,348,810	(12,583,225)
Personal Property - 372 Accounts	14,628,871	14,851,224	16,097,387	16,295,681	16,563,999	268,318
Motor Vehicle - 3,125 Accounts	25,251,420	25,565,300	26,199,535	25,937,110	26,026,050	88,940
Exempt - 213 Accounts	0	0	0	0	0	0
<b>TOTALS</b>	<b>594,416,601</b>	<b>595,983,179</b>	<b>600,802,817</b>	<b>604,164,826</b>	<b>591,938,859</b>	<b>(12,225,967)</b>
INCREASE FROM PREVIOUS YEAR		1,566,578	4,819,638	3,362,009	(12,225,967)	
PERCENTAGE INCREASE FROM PREVIOUS YEAR		0.26%	0.81%	0.56%	-2.02%	

#### NOTES

- MOTOR VEHICLE REGISTERED DECLINE - POTENTIAL REGISTRATION ISSUE - OWNERS SHOULD CHECK THEIR REGISTRATIONS
- LAND VALUES HAVE DECLINED SINCE 2013 REVAL - MARKET STATIC
- NET GRAND LIST HAS DECREASED 2,291,875 (0.39%) FROM LAST REVALUATION (2013GL)
- DECREASES - REAL ESTATE DEMOS - NEW PA 490 ACRES - SEVERAL PROPERTIES TO TAX EXEMPT

## 2018 GROSS GRAND LIST

CATEGORY	ASSESSMENT	PERCENTAGE	ACCOUNTS
Residential Real Estate	\$ 470,038,800	65.45%	1,398
Exempt Real Estate	\$ 123,226,400	17.16%	213
Vacant Land	\$ 36,227,500	5.04%	440
Commerical Real Estate	\$ 36,005,900	5.01%	100
Motor Vehicles	\$ 26,873,610	3.74%	3,125
Personal Property	\$ 18,125,579	2.52%	372
Use Assessment (PA-490)	\$ 4,769,700	0.66%	33
Public Utility	\$ 2,374,200	0.33%	1
Apartments	\$ 576,600	0.08%	1
<b>TOTAL 2018 GROSS GRAND LIST</b>	<b>\$ 718,218,289</b>	<b>100.00%</b>	<b>5,683</b>





## Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

[parkandrec@townofkentCt.org](mailto:parkandrec@townofkentCt.org)

[www.kentCtparkandrecreation.com](http://www.kentCtparkandrecreation.com)

To: Board of Selectmen

From: Lesly Ferris



Date: Jan. 31, 2019

Re: Senior Center Activities

The following special events took place at the Kent Senior Center during January 2019:

3, 10, 17, 24, 31 – Senior Art Group

9 – New Year's celebration luncheon

14 – Adult Coloring Group

Thank you.

1/30/2019

Town of Kent CT Mail - Agenda item for February 4th BOS meeting

3.A.



Joyce Kearns <adminassist@townofkentct.org>

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## Agenda item for February 4th BOS meeting

1 message

Sam Herrick <sherrick@region1schools.org>

Tue, Jan 29, 2019 at 4:07 PM

To: Joyce Kearns <adminassist@townofkentct.org>

Cc: Bruce Adams <firstselectman@townofkentct.org>, Martin Lindenmayer <lindenmayer@kentcenter.com>

Hi Joyce,

Thank you for following up on this important matter today. The State is requiring that the following motions be made by the Board of Selectmen. These motions which were made by the Board of Education and Board of Finance, respectively, were provided to the State several months ago with the attached minutes from the Board of Finance meeting where the BoF approved the funding for the project.

The State assures me that the project will be able to move forward as long as we get the certified minutes to them for each motion before February 7, 2019.

Please let me know if you have any questions or concerns.

Thank you.

Sam

--  
Sam Herrick, Business Manager  
Region One School District  
246 Warren Turnpike Road  
Falls Village, CT 06031  
(860) 824-0875 - Telephone  
(860) 824-1271 - Fax

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 **DOC069.pdf**  
704K

**Motion:**

**The Town of Kent Board of Selectman authorized the Superintendent to apply for a grant for the Kent Center School Window Project.**

**Motion made by**\_\_\_\_\_

**Second by** \_\_\_\_\_

**Motion:**

**The Town of Kent Board of Selectmen establish a building committee for the Kent Center School Window Project.**

**(Martin Lindenmayer, Bill Hurley, Mike VanValkenburg, Allan Priaulx)**

**Motion made by**\_\_\_\_\_

**Second by** \_\_\_\_\_

**Motion:**

**The Town of Board of Selectmen authorize the preparation of schematic drawings and outline specifications for the Kent Center School Window Project.**

**Motion made by**\_\_\_\_\_

**Second by** \_\_\_\_\_

**Motion:**

**The Town of Kent Board of Selectmen approve the funding amount of \$380,675.72 for the Kent Center School Window Project as outlined on the attached spreadsheet and approved by the Kent Board of Finance.**

**Motion made by**\_\_\_\_\_

**Second by**\_\_\_\_\_

**Minutes showing the approval of each motion must be certified by the Town of Kent Town Clerk and provided on Town of Kent Letter Head.**

I hereby certify this to be a true copy  
of the Board of Finance minutes dated 6/19/2018  
which reflect the approved funding for the  
Kent Center School Window Project. *Debra Brady*  
Town Clerk

Document is 19 pages

Board of Finance  
Minutes Monthly Meeting  
June 19, 2018

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 JUN 21 A 8:58  
BY *Debra Brady*  
TOWN CLERK

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

Public and Invited Guests: Bruce Adams, Debbie Devaux, Barbara Herbst, Peter Jensen, Martin Lindemayer.

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

**Approval of Minutes:** Mr. Blackketter made a motion to approve the minutes of the April 18, 2018 monthly meeting. Mr. McWhinney seconded the motion, and the motion was approved unanimously.

Mr. Blackketter made a motion to approve the minutes of the May 4, 2018 special meeting. Mr. Epstein seconded the motion, and the motion was approved unanimously.

Mr. Blackketter made a motion to approve the minutes of the May 18, 2018 special meeting. Mr. Epstein seconded the motion. Kent resident Peter Jensen said he is trying to find the results of the Town budget votes. Mr. Sebetic said the Town Clerk takes those minutes and presently the board is talking only about the minutes of the special meeting of the Board of Finance. Mr. Sebetic added he is not taking time of this board for something that is not this board's responsibility. The motion was approved unanimously.

**Correspondence:** There was no correspondence.

**Reports: Tax Collector:** Tax Collector Debbie Devaux shared a Grand Ratebook Balance Sheet Report, dated June 19, 2018 (attached). She noted 25 liens have been filed on 2016 real estate, leaving \$82,745 in uncollected real estate. Ms. Devaux said the current fiscal year's tax collection rate is 99.33%, the highest collection rate ever to which the board offered its collective "congratulations."

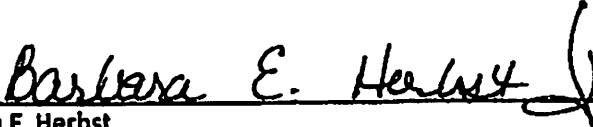
Ms. Devaux shared with the board that she has spoken with the auditor after being taken to task by the Board of Selectmen for contacting a bank before depositing a taxpayer's check. She proposes after speaking with the auditor and treasurer keeping \$2,500 in the Tax Collector checking account. Mrs. Herbst noted the Tax Collector's checking account does not have overdraft protection. Mr. Adams recounted the situation, noting this taxpayer's account was sent to collection after the Tax Collector learned from the bank that there weren't sufficient funds in the bank to cover the check. The taxpayer was sent to collection and was not notified. Mr. Sebetic said he disagrees with having a reserve in the account and would prefer the Tax Collector continue to call the bank. Mr. Adams commented he feels the taxpayer should have been the first phone call. Mr. Blackketter said he agrees with Mr. Sebetic. Mr. McWhinney commented he feels the taxpayer should have been notified. Mr. Sebetic added the Tax Collector should have

07/11/18

**Capital Projects  
KCS Windows  
July 2017 through June 2018**

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
<b>Capital Projects</b>		
<b>KCS - Kent Center School</b>		
<b>KCS Windows</b>		
07/01/2017	CY funding for current year projects	20,000 00
07/01/2017	PY Funding for Current Year Project	80,000 00
05/18/2018	Budget Transfer: BoE ming 3/12/15, BoF ming 3/21/18 and Tn Ming 5/18/18	98,628 35
05/18/2018	Budget Transfer: BoE ming 3/12/15, BoF ming 3/21/18 and Tn Ming 5/18/18	24,049 37
06/20/2018	Per BoF meeting 6/19/18: prefund KCS Windows - to be netted to appropriation on 7/1/20	100,000 00
06/20/2018	Per BoF meeting 6/19/18: appropriation to KCS Window project - pursuant to CT Statute 10-248a	60,000 00
<b>Total KCS Windows funding available as of 6/30/2018</b>		<b><u>380,675.72</u></b>

Certified True Copy

  
\_\_\_\_\_  
Barbara E. Herbst  
Treasurer  
Town of Kent  
860-927-0109  
[treasurer@townofkentct.org](mailto:treasurer@townofkentct.org)

called the taxpayer before sending her account to collection. Ms. Devaux added that people who have bounced checks in the past will be required to pay in cash in the future.

**Board of Education:** Board chairman Martin Lindenmayer had no report.

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

**KVFD:** I recently applied for a grant through First Light to purchase a flat bottomed boat for the KVFD. I received word last week that we were granted \$10,000 and First Light offered to work with a local marina to get one that will meet KVFD's needs.

**Streetscape:** The Committee has been meeting. \$500K grant in hand + 100K in capital plan. The Committee plans to report to BOS in July with a plan which will hopefully be sent by the BOS to a town meeting.  
The work being done now is DOT work and could save us \$80,000

**Union Contract:** We are in negotiations at present. We hope to settle this week so we can get a reduced health insurance cost in place. Can't share details right now.

**Management Review:** We have met with Lee Palmer of Randi Frank Consulting. We hope to have the review started by July 1.  
\$5,000 in budget, which RFC says will cover what we are seeking.

Mr. Adams also reported the Town is buying four "your speed is" programmable signs, using some Town Aid Road monies. He said the signs are solar operated and movable.

Mr. McWhinney asked if it would be possible for the road crew foreman to come up with a color coded map of the Town's bridges to show which bridges have been upgraded; which need to be done in the next 10 years and the rest of the bridges.

**Treasurer:** Treasurer Barbara Herbst presented the Town of Kent Actual vs. Budget report for July 2017 through June 19, 2018 (attached). Mrs. Herbst reported the Town this week received the balance of the Town Aid Road money and the \$20,000 from Marvelwood toward the cost of the Resident State Trooper. Mrs. Herbst said the preliminary audit field work is done. She also reported OPM found a typo in the audit for FY2017 in a sewer schedule, which the auditor has corrected and filed.

Mrs. Herbst also presented budget transfers which were approved by the Board of Selectmen (attached). Mr. McWhinney made a motion to approve the budget transfers, dated May 1, 2018. Mr. Blacketter seconded the motion, and the motion was approved unanimously.

The treasurer reported the Town's worker's comp premium through CIRMA is going down by 3% for the new fiscal year, saving the Town \$3,000. She also noted the land use officer has let the treasurer know a lawsuit has been filed against ZBA.

Mr. McWhinney questioned if town governments can split the Town and local education budgets for voting. Mrs. Herbst said she doesn't have that answer. Mr. Epstein suggested talking to Falls Village. Mr. Lindenmayer said he would be a proponent of being able to vote separately. Mr. Jensen said he would like to see this too.

**Five-Year Capital Plan: KCS Window Project Request:** Mr. Lindenmayer said the State aid for this type of project makes it advantageous to apply. Mr. Lindenmayer said the architect is important for the paperwork, funding and oversight of the proposed project. Mr. Epstein made a motion that the Board of Finance approve the request by the Kent Board of Education to take the action of depositing into a non-lapsing account, for the specific purpose of funding the KCS Window Project, funds totaling up to \$60,000 from the FY2017-2018 KCS budgeted appropriation for education for the town, pursuant to State of Connecticut Statute 10-248a. Mr. Blacketter seconded the motion, and the motion was approved unanimously.

Mr. Epstein made a motion that the Board of Finance approve the request by the Kent Board of Education to appropriate \$100,000 from the Five-Year Capital Plan Reserve (GL #32000) to the Capital Project KCS Windows project (GL #316110), and subsequent funding for this project showing in FY 2021 in the Five-Year Capital Plan be assigned to replenish the Five-Year Capital Reserve (GL #32000). Mr. Blacketter seconded the motion, and the motion was approved unanimously.

**FY2019 Budget:** Ms. Devaux commented tax bills would be going out Monday.

**Comments from Public and Invited Guests:** Mr. Jensen urged the Board of Finance to voice a suggestion that the vote by hand at the Annual Budget Meeting be reported accurately in the minutes of that meeting.

Mr. Blacketter made a motion to adjourn the meeting at 8:07 p.m.

Lesly Ferris  
Board Clerk

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 JUN 21 A 8:58

BY *J. O'Keefe*  
TOWN CLERK

*Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and/or corrections.*



## **KENT CENTER SCHOOL**

9 Judd Avenue, P O Box 219, Kent, CT 06757

Phone: 860.927.3537 Fax: 860.927.3925

### **Kent Center School Board of Education**

**July 6, 2018**

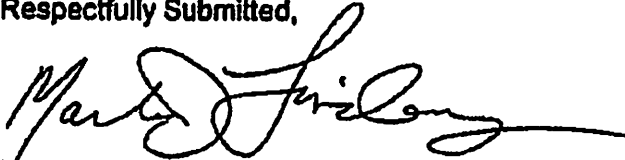
The Kent Center School Board of Education held a special meeting on Friday, July 6<sup>th</sup>, 2018 at 2:00 pm in the Kent Center School Principal's Office. Present were: Chairman Martin Lindenmayer, Vice Chairman Gonzalo Garcia-Pedroso, Rob Ober (via phonecon), Melissa Chemiske, and Principal Michelle Mott. Also present was Lynn Worthington, member of the press.

Call to order - Martin Lindenmayer called the meeting to order at 2:02pm.

- 1) First order of business was the recommendation from Principal Michelle Mott for the hiring of a 2<sup>nd</sup> Grade and 4<sup>th</sup> Grade teacher. Michelle read the credentials of each candidate and provided input on their experience and recommendations from references.
- 2) The first teacher was Casey Burke, recommended for 2<sup>nd</sup> Grade at a BA-1 level hire. Melissa made a motion, seconded by Gonzo, to approve the hiring of Ms. Burke; motion was approved unanimously (4y-0n-0a).
- 3) Second teacher was 4<sup>th</sup> Grade candidate Laurabeth Davidson, recommended at a BA-4 level hire. Melissa made a motion, seconded by Gonzo, to approve the hiring of Ms. Burke; motion was approved unanimously (4y-0n-0a).
- 4) Next order of business was the discussion and approval of the following items related to the KCS Window Replacement Project:
  - a) Establish a building committee for the KCS window project. Marty explained that the current KCS Building Committee consisting of himself, KCS Facilities Manager Bill Hurley, and Mike VanValkenburg, would expand to add one more member, Allan Priaulx, former KCS Board member. This was the recommended Building Committee to oversee the Window Project. Melissa made a motion, seconded by Gonzo, to approve this Building Committee; Motion was approved unanimously (4y-0n-0a).
  - b) Authorize the preparation of schematic drawings and outline specifications for the windows. Melissa made a motion, seconded by Gonzo, to approve the preparation of schematic drawings and outline specifications. Discussion occurred regarding the ability of KCS Faculty, Staff, Parents and the Kent Community at large to be made aware of and comment on the selection of windows that were ultimately recommended for installation. The motion was approved unanimously (4y-0n-0a).
  - c) Authorize the filing of the grant application: Melissa made a motion, seconded by Gonzo, to authorize the filing of the grant application, motion was approved unanimously (4y-0n-0a).

- d) **Approval of the educational specifications:** Melissa made a motion, seconded by Gonzo, to approve the educational specification, motion was approved unanimously (4y-0n-0a).
- 5) **Adjourn:** A motion was made by Melissa Chemiske and seconded by Gonzo to adjourn the meeting at 2:18pm, approved unanimously.

Respectfully Submitted,



Martin J. Lindenmayer  
Chairman, Kent Center School Board of Education

It is the policy of Regional School district one that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, disability, or any other basis prohibited by Connecticut State and/or Federal non-discrimination laws. Inquiries regarding district non-discrimination policies should be directed to the director of Pupil Services, 236 Warren Turnpike Road, Falls Village, CT 06031, 860-824-3639, ext. 4

*I hereby attest these to be a true copy  
of the Kent Center School Board of Ed  
minutes of 7/10/2018.*

*Wade Brady,*  
Town Clerk

*witnessed signature of*  
*Martin Lindenmayer* 7/18/2018

I hereby certify this to be a true copy  
of the Board of Finance minutes dated 6/19/2018  
which reflect the approved funding for the  
Kent Center School Window Project. *Maureen Brady,*  
Town Clerk

Document is 19 pages

Board of Finance  
Minutes Monthly Meeting  
June 19, 2018

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 JUN 21 A 8:58  
BY *Maureen Brady*  
TOWN CLERK

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

Public and Invited Guests: Bruce Adams, Debbie Devaux, Barbara Herbst, Peter Jensen, Martin Lindemayer.

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

Approval of Minutes: Mr. Blackketter made a motion to approve the minutes of the April 18, 2018 monthly meeting. Mr. McWhinney seconded the motion, and the motion was approved unanimously.

Mr. Blackketter made a motion to approve the minutes of the May 4, 2018 special meeting. Mr. Epstein seconded the motion, and the motion was approved unanimously.

Mr. Blackketter made a motion to approve the minutes of the May 18, 2018 special meeting. Mr. Epstein seconded the motion. Kent resident Peter Jensen said he is trying to find the results of the Town budget votes. Mr. Sebetic said the Town Clerk takes those minutes and presently the board is talking only about the minutes of the special meeting of the Board of Finance. Mr. Sebetic added he is not taking time of this board for something that is not this board's responsibility. The motion was approved unanimously.

Correspondence: There was no correspondence.

Reports: Tax Collector: Tax Collector Debbie Devaux shared a Grand Ratebook Balance Sheet Report, dated June 19, 2018 (attached). She noted 25 liens have been filed on 2016 real estate, leaving \$82,745 in uncollected real estate. Ms. Devaux said the current fiscal year's tax collection rate is 99.33%, the highest collection rate ever to which the board offered its collective "congratulations."

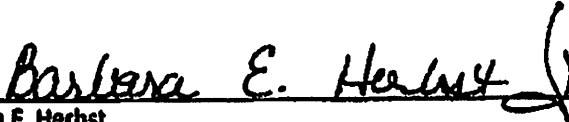
Ms. Devaux shared with the board that she has spoken with the auditor after being taken to task by the Board of Selectmen for contacting a bank before depositing a taxpayer's check. She proposes after speaking with the auditor and treasurer keeping \$2,500 in the Tax Collector checking account. Mrs. Herbst noted the Tax Collector's checking account does not have overdraft protection. Mr. Adams recounted the situation, noting this taxpayer's account was sent to collection after the Tax Collector learned from the bank that there weren't sufficient funds in the bank to cover the check. The taxpayer was sent to collection and was not notified. Mr. Sebetic said he disagrees with having a reserve in the account and would prefer the Tax Collector continue to call the bank. Mr. Adams commented he feels the taxpayer should have been the first phone call. Mr. Blackketter said he agrees with Mr. Sebetic. Mr. McWhinney commented he feels the taxpayer should have been notified. Mr. Sebetic added the Tax Collector should have

07/11/18

**Capital Projects  
KCS Windows  
July 2017 through June 2018**

<u>Date</u>	<u>Name</u>	<u>Amount</u>
<b>Capital Projects</b>		
<b>KCS - Kent Center School</b>		
<b>KCS Windows</b>		
07/01/2017	CY funding for current year projects	20,000 00
07/01/2017	PY Funding for Current Year Project	60,000 00
05/18/2018	Budget Transfer: BoE ming 3/12/18, BoF ming 3/21/18 and Tn Ming 5/18/18	98,826 35
05/18/2018	Budget Transfer: BoE ming 3/12/18, BoF ming 3/21/18 and Tn Ming 5/18/18	24,049 37
08/20/2018	Per BoF meeting 6/18/18: prefund KCS Windows - to be netted to appropriation on 7/1/20	100,000 00
08/20/2018	Per BoF meeting 6/18/18: appropriation to KCS Window project - pursuant to CT Statute 10-248a	60,000 00
<b>Total KCS Windows funding available as of 6/30/2018</b>		<b><u>380,675.72</u></b>

Certified True Copy

  
\_\_\_\_\_  
Barbara E. Herbst  
Treasurer  
Town of Kent  
860-927-0109  
[treasurer@townofkentct.org](mailto:treasurer@townofkentct.org)

Mr. McWhinney questioned if town governments can split the Town and local education budgets for voting. Mrs. Herbst said she doesn't have that answer. Mr. Epstein suggested talking to Falls Village. Mr. Lindenmayer said he would be a proponent of being able to vote separately. Mr. Jensen said he would like to see this too.

**Five-Year Capital Plan: KCS Window Project Request:** Mr. Lindenmayer said the State aid for this type of project makes it advantageous to apply. Mr. Lindenmayer said the architect is important for the paperwork, funding and oversight of the proposed project. Mr. Epstein made a motion that the Board of Finance approve the request by the Kent Board of Education to take the action of depositing into a non-lapsing account, for the specific purpose of funding the KCS Window Project, funds totaling up to \$60,000 from the FY2017-2018 KCS budgeted appropriation for education for the town, pursuant to State of Connecticut Statute 10-248a. Mr. Blackketter seconded the motion, and the motion was approved unanimously.


Mr. Epstein made a motion that the Board of Finance approve the request by the Kent Board of Education to appropriate \$100,000 from the Five-Year Capital Plan Reserve (Cil. #32000) to the Capital Project KCS Windows project (GL #316110), and subsequent funding for this project showing in FY 2021 in the Five-Year Capital Plan be assigned to replenish the Five-Year Capital Reserve (Cil. #32000). Mr. Blackketter seconded the motion, and the motion was approved unanimously.

**FY2019 Budget:** Ms. Devaux commented tax bills would be going out Monday.

**Comments from Public and Invited Guests:** Mr. Jensen urged the Board of Finance to voice a suggestion that the vote by hand at the Annual Budget Meeting be reported accurately in the minutes of that meeting.

Mr. Blackketter made a motion to adjourn the meeting at 8:07 p.m.

Lesly Ferris  
Board Clerk

RECEIVED FOR RECORD  
KENT TOWN CLERK  
2018 JUN 21 A 8:58  
BY  TOWN CLERK

*Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and or corrections.*



**FFY 2018 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 5 MEMORANDUM OF AGREEMENT**




**Data Sheet**


**Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.**

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

**Step 2-After populating the document, print out entire MOA and obtain the correct signatures as outlined by the completion checklist on the following page.**

<b>Town Information:</b> 	
<b>Person Completing Document:</b>	Bruce Adams
<b>Municipality Name:</b>	Kent
<b>Town CEO Name:</b>	Bruce Adams
<b>Town CEO Title (ie. Mayor):</b>	First Selectman

**\*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"**

<b>Point of Contact Information:</b> 	
<b>POC Name &amp; Title:</b>	Bruce Adams
<b>Address:</b>	41 Kent Green Blvd PO 678 Kent, CT 06757
<b>Email:</b>	firstselectman@townofkentct.org
<b>Phone:</b>	860-927-4627
<b>Fax:</b>	860-927-1313





## FFY 2018 STATE HOMELAND SECURITY GRANT PROGRAM Region 5 MEMORANDUM OF AGREEMENT CHECKLIST



Please use this checklist to insure completion and accuracy of the following agreement.

### 1. Instructions for:

Received by: \_\_\_\_\_

#### For the MOA:

- ☐ A municipal point of contact been identified in Part III, Section L.
- ☐ The Chief Executive Officer has signed and dated the agreement.
- ☐ The Chief Executive Officer's name and title has been typed in the space provided.

#### ☐ **Authorizing Resolution Attached**

The Blanket Resolution Template includes the recommended language for the resolution. If you do not use this template, the resolution must reference the FFY 2018 Homeland Security Grant Program. No other resolutions will be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2018 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

Once complete, mail the complete MOA package to: Rick Lynn, Executive Director, Northwest Hills Council of Governments, 59 Torrington Road, Suite A-1, Goshen, CT 06756

### 2. Instructions for the Northwest Hills Council of Governments

Received by: \_\_\_\_\_

#### Review and Signature

- ☐ The Chief Executive Officer has signed and dated the agreement.
- ☐ The Chief Executive Officer's name and title has been typed in the space provided.
- ☐ The Region 5 REPT Chair has signed and dated the agreement.
- ☐ The Region 5 REPT Chair's name has been typed in the space provided.
- ☐ All of the items listed on this checklist have been completed and are correct.

Once complete please contact your DESPP/DEMHS Program Manager to schedule a MOA review meeting.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2018 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

**DUE DATE: Monday, January 7, 2019**

# MEMORANDUM OF AGREEMENT

## REGARDING USE OF FEDERAL FISCAL YEAR 2018 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 5

### **I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS**

#### **A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of KENT, the Northwest Hills Council of Governments (Fiduciary) and the Region 5 Regional Emergency Planning Team (Region 5 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2018 State Homeland Security Grant Program (SHSGP), Award No. EMW-2018-SS-00107. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2018 SHSGP in the total amount of \$1,460,498 on behalf of local units of government, for the following seven regional set-aside projects designed to benefit the state's municipalities:
  - a. Expand Regional Collaboration;
  - b. Connecticut Intelligence Center/Fusion Center/Critical Infrastructure;
  - c. CBRNE Detection;
  - d. Metropolitan Medical Response System;
  - e. Citizen Corps Program;
  - f. Medical Preparation and Response; and
  - g. Cyber Security
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 5 including KENT – has created, and established bylaws for, the Region 5 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 5.
6. KENT is eligible to participate in those Federal Fiscal Year 2018 SHSGP regional allocations made through the Region 5 REPT and not included in the set-aside projects, in the amount of \$357,659 for Region 5 which will be made available to the jurisdictions in Region 5 in the manner recommended by the Region 5 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

#### **B. Purpose of Agreement**

The SAA and KENT enter into Part I of this MOA authorizing the SAA to act as the agent of KENT and allowing the SAA to retain and administer grant funds provided under 2018 SHSGP for the seven regional set-aside projects listed above, and also for The Northwest Hills Council of Governments to provide the financial and programmatic oversight described below.

#### **C. SAA and KENT'S Responsibilities.**

The SAA agrees to administer the SHSGP grant funds of \$1,460,498 in furtherance of the seven regional set-aside projects listed above.

KENT agrees to allow the SAA to provide financial and programmatic oversight of the \$1,460,498 for the purpose of supporting the allocations and uses of funds under the



2018 SHSGP consistent with the 2018 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. KENT agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the seven regional set-aside projects listed above.

**D. Northwest Hills Council of Governments & KENT'S Responsibilities.**

KENT also agrees to allow the Northwest Hills Council of Governments to provide financial and programmatic oversight of the Federal Fiscal Year 2018 regional allocation not included in the seven regional set-aside projects in the amount of \$357,659 targeted to member municipalities in DEMHS Region 5 and recommended through the Region 5 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 5 REPT and DEMHS.

**II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS**

**A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of KENT, the Northwest Hills Council of Governments (Fiduciary), and the DEMHS Region 5 Regional Emergency Planning Team (Region 5 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. KENT has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of KENT, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that KENT may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2018 grant funds, as approved by the Region 5 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 5 REPT.
5. The Region 5 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. The Northwest Hills Council of Governments (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 5 for Federal Fiscal Year 2018.

**B. Purpose.**

DESPP/DEMHS, the Region 5 REPT, Northwest Hills Council of Governments (Fiduciary), and KENT, enter into Part II of this MOA regarding asset(s) for which KENT agrees to be the custodial owner, and which are described in the approved 2018 Subgrant Application and will be added to this MOA as Appendix A.

**C. Agreements and Responsibilities of the Parties.**

**1. Definitions.**

As used in this MOA:

- The term "authorized training" means training that is authorized by DESPP/DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

**2. Responsibilities of DESPP/DEMHS and Northwest Hills Council of Governments (Fiduciary)**

In its role as SAA, DESPP/DEMHS will subgrant funds to Northwest Hills Council of Governments which, as the Region 5 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

**3. Appendix A.**

The parties agree that decisions regarding the placement of regional assets in KENT may be made after the execution of this agreement and that Appendix A shall be completed accordingly. KENT agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 5 REPT, and the Chief Executive Officer, or his/her designee, of KENT.

**4. Responsibilities of Custodial Owner**

KENT understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, KENT agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of KENT's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by KENT shall conform to the manufacturer's recommendations. If appropriate, KENT shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of KENT performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

**5. Responsibilities of the REPT.**

The Region 5 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), KENT is furthering regional collaboration and mutual aid on behalf of all of the members of Region 5.

**6. Assignment of Asset(s).**

If KENT does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

**III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT****A. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

**B. Authority to Enter Agreement.**

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of KENT is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

**C. Duration of Agreement.**

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving KENT written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

**D. Amendment of the Agreement.**

This agreement may be modified upon the mutual written consent of the parties.

**E. Litigation.**

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

**F. State Liability.**

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until KENT, through the Region 5 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.

**G. Confidential Information**

Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DESPP/DEMHS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

**H. Audit Compliance.**

If KENT through the Region 5 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then KENT must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder.

KENT agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

**I. Lobbying, Debarment, and Suspension.**

KENT commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.



**J. Executive Orders.**

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. ~~KEV~~ agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order. The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract may also be subject to Executive Order No. 14 and Executive Order No. 49. Executive Order of Governor M. Jodi Rell, promulgated April 17, 2016, concerning procurement of cleaning products and services. Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions.

**K. Non-Discrimination Clause.**

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities. For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees. The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

#### **L. Non-discrimination on the Grounds of Sexual Orientation.**

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post

copies of the of the notice in conspicuous places available to employees and applicants for employment;

3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**M. Points of Contact.**

1. The Point of Contact for the SAA	
Name & Title: Deputy Commissioner William J. Hackett	
Address: 1111 Country Club Road, Middletown, CT 06457	
Emails: <a href="mailto:william.j.hackett@ct.gov">william.j.hackett@ct.gov</a> and <a href="mailto:rita.stewart@ct.gov">rita.stewart@ct.gov</a>	Phone: 860-685-8531 Fax: 860-685-8902
2. The Point of Contact for TOWN OF KENT (Please fill in the following fields)	
Name & Title: Bruce Adams	
Address: 41 Kent Green Blvd PO 678 Kent, CT 06757	
Email Address: <a href="mailto:firstselectman@townofkentct.org">firstselectman@townofkentct.org</a>	Phone: 860-927-4627 Fax: 860-927-1313

**M. Other provisions.**

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or KENT. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE Town of Kent

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name &  
 Title: Bruce Adams First Selectman

**NORTHWEST HILLS COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive  
 Officer Duly  
 Authorized Typed  
 Name \_\_\_\_\_

**MOA THE Region 5 REGIONAL EMERGENCY PLANNING TEAM**

By:

Date:

Its Chair  
Duly Authorized  
Typed Name: \_\_\_\_\_

\_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

Date:

By:

William J. Hackett  
Duly Authorized

\_\_\_\_\_



**AUTHORIZING RESOLUTION OF THE**

**Town of Kent**

**CERTIFICATION:**

I, Darlene Brady, the Town Clerk of Town of Kent, do hereby certify that the following is a true and correct copy of a resolution adopted by Board of Selectmen at its duly called and held meeting on February 5, 2019 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

**RESOLVED**, that the Town of Kent may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that Bruce Adams, as First Selectman of Kent, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Kent and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Bruce Admas now holds the office of First Selectman and that he/she has held that office since November 2009.

**IN WITNESS WHEREOF:** The undersigned has executed this certificate this 6th day of February 2019.

**Darlene Brady- Town Clerk-Kent**

PLACE  
SEAL HERE  
(or "L.S." if  
no seal)



Joyce Kearns &lt;adminassist@townofkentct.org&gt;

**Fwd: Recycling Ordinance - deadline Dec 2018**

1 message

**Bruce Adams** <firstselectman@townofkentct.org>  
To: Joyce Kearns <adminassist@townofkentct.org>

Wed, Oct 3, 2018 at 3:41 PM

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

From: &lt;jen@hrra.org&gt;

Date: Wed, Sep 26, 2018 at 10:56 AM

Subject: Recycling Ordinance - deadline Dec 2018

To: Brian Sullivan <briansullivan1211@gmail.com>, Bruce Adams <firstselectman@townofkentct.org>, Curtis Read <CRead@bridgewaterhall.org>, <dan.rosenthal@newtown-ct.gov>, Dolores Schiesel <dschiesel@yahoo.com>, Don Lowe <dlowe@townofshermanct.org>, Fred Hurley <fred.hurley@newtown-ct.gov>, Herb Rosenthal <HCRosenthal@aol.com>, Jeff Hansen <jhansen@townofreddingct.org>, Joel Urice <jurice@comcast.net>, Julia Pemberton <jpemberton@townofreddingct.org>, Kim Hanson <KHanson@newfairfield.org>, Mark Boughton <m.boughton@danbury-ct.gov>, Matt Knickerbocker <knickerbockerm@bethel-ct.gov>, Maureen Kozlark <maureenkozlark@gmail.com>, Pat DelMonaco <pdelmonaco@newfairfield.org>, <pbass@newmilford.org>, Rudolph Marconi <Selectman@ridgefieldct.org>, Ruth Byrnes <rbyrnes@townofshermanct.org>, Sheldon Conn <sconn@brookfieldct.gov>, <sjstrait94@gmail.com>, <slchapman3@gmail.com>, Steve Dunn <SDunn@brookfieldct.gov>, Suzanne Von Holt <SVonHolt@newmilford.org>

HRRR CEO's Member and Alternate,

As discussed at Monday's meeting, here is a copy of the sample recycling ordinance that HRRR Legal Counsel provided for your use. As also mentioned at the meeting, per CT DEEP, your recycling ordinance should be updated no later than December 2018.

Jen

Jennifer A. Heaton-Jones

Executive Director

Housatonic Resources Recovery Authority

162 Whisconier Road -- Old Town Hall

Brookfield, CT 06804

203.312.1071 o

203.617.4727 f

203.994.1960 c

[jen@hrra.org](mailto:jen@hrra.org)[www.hrra.org](http://www.hrra.org)

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



Model\_Solid\_Waste\_Ordinance - March 2017 Draft.DOCX  
33K

# SOLID WASTE AND RECYCLING

## **I. Recitals**

- a. Since the adoption by [*Name of Town or City*] of its current ordinances concerning regulation of the collection and disposal of municipal solid waste and its program for recycling of items of certain solid waste, the State of Connecticut has amended its statutes, regulations and statewide solid waste management plan on numerous occasions and the Housatonic Resources Recovery Authority (“HRRRA”) has revised the provisions of its Regional Solid Waste Disposal and Recycling System that serves as the regional solid waste management plan. Participation by [*Name of Town or City*] in HRRRA’s Regional Solid Waste Disposal and Recycling System satisfies the requirements of Section 22a-220(a) of the Connecticut General Statutes that [*Name of Town or City*] make provisions for the safe and sanitary disposal of all “acceptable solid wastes,” as defined in the ordinance below, which are generated within its boundaries.
- b. Those amendments by the State of Connecticut and revisions by HRRRA have, among other things, increased the statewide goal for reducing the amounts of solid waste disposed of, expanded the list of items designated to be recycled, increased the amounts of materials targeted for recycling in the future in relation to amounts of solid waste to be disposed of, and adopted provisions requiring municipalities to register and collect specific data from all collectors of solid waste and recyclable materials generated within the respective municipalities.
- c. The [*Adopting Body*] of [*Name of Town or City*] has determined that the public health, safety and welfare of the citizens of [*Name of Town or City*] will be best served by the adoption of the following ordinance concerning regulation of the collection and disposal of municipal solid waste and its program for recycling of items of solid waste to reflect the applicable revisions of the State of Connecticut’s statutes, regulations and statewide solid waste management plan.
- d. It is the intention of the [*Adopting Body*] of [*Name of Town or City*] that the provisions of the following ordinance be interpreted in such a manner as to provide to [*Name of Town or City*], to the greatest extent contemplated in Chapter 446d of the Connecticut General Statutes, the means to reduce the amounts of solid waste generated within [*Name of Town or City*] and disposed of as solid waste and to increase the amounts of items of such solid waste recycled in accordance with the statutes and regulations of the State of Connecticut.
- e. It is also the intention of the [*Adopting Body*] of [*Name of Town or City*] that the adoption of the provisions of the following ordinance and the participation of [*Name of Town or City*] as a Member in HRRRA’s Regional Solid Waste Disposal and Recycling System, [*Name of Town or City*] demonstrates its progress in planning and program implementation designed to achieve the State of Connecticut’s goals of diverting materials from solid waste disposal.



## **II. General**

The provisions adopted hereby shall apply, effective on and after *[Effective Date]*, notwithstanding any existing provisions of the ordinances of the *[Name of Town or City]* to the contrary notwithstanding, and any such contrary provisions are hereby repealed *[amended?]*. *[It may be advisable to identify specific sections of the existing ordinances to be repealed. It also may, alternatively or in addition, be advisable to insert the following provisions, as and where applicable, as amendments to existing ordinance provisions.]*

## **III. Registration of Collectors of Solid Waste Generated in [Name of Town or City]**

- a. As used in this ordinance, “collector” means any person who holds himself out for hire regularly to collect, or who actually collects, solid waste from residential, business, commercial or other establishments, and “person” means any individual, firm, partnership, association, syndicate, company, trust, corporation, limited liability company, municipality, agency or political or administrative subdivision of the State of Connecticut, or other legal entity of any kind. “Collector” does not include: (1) Any person who collects and transports septic tank pumpings, and (2) any person who transports used materials for the purpose of delivering such materials to a charitable organization that distributes reused household items or to a retail facility that sells reused household items.
- b. (1) Any collector hauling solid waste generated by residential, business, commercial or other establishments, including, but not limited to, recyclables generated within the borders of *[Name of Town or City]*, shall register and apply for a permit annually as directed by the *[identify municipal officer to be in charge]* or his or her designee and disclose: (A) The name and address of the collector and the owner of such collection company; (B) the name of any other municipality in which such collector hauls such solid waste, including recyclables; (C) whether the hauling done by such collector is residential, commercial or other; (D) the types of waste hauled; (E) the anticipated location of any disposal facilities or end users receiving recyclable solid waste; and (F) any additional information that such *[identify municipal officer to be in charge]* or his or her designee requires to enhance the health and safety of the residents of *[Name of Town or City]*. No person may act as a collector in *[Name of Town or City]* without maintaining an active permit issued pursuant hereto, and no person may drive a solid waste collection vehicle to collect solid waste in *[Name of Town or City]* without demonstrating that such person has a valid license issued by the State of Connecticut to drive such vehicle. It shall be a condition of such registration and permit that any such collector agrees to comply with (i) all provisions of this ordinance and Chapter 446d of the Connecticut General Statutes applicable to collectors, and all other requirements set forth in the application for such permit,

which agreement to comply shall be contained in all annual registrations and permit applications.

(2) Any such collector shall report to the *[identify municipal officer to be in charge]* or his or her designee (A) the types of solid waste, including recyclables, as listed in subsection (c) of section 22a-208e of the Connecticut General Statutes, as it may be amended from time to time, generated within the borders of *[Name of Town or City]* and collected by such collector, (B) the name, location and contact information for the first destination where such solid waste, including recyclables, was delivered by the collector during the previous fiscal year, and (C) the types and actual or estimated amounts of such solid waste, including recyclables, directly delivered to (i) an out-of-state destination, (ii) an end user or manufacturer in Connecticut, or (iii) any other location in Connecticut not maintaining an active permit as a solid waste facility issued by the Connecticut Department of Energy and Environmental Protection. Such reports shall be submitted to the *[identify municipal officer to be in charge]* or his or her designee annually, on or before July thirty-first, and shall provide the information specified in this subdivision for the prior fiscal year of the State of Connecticut. Such reports shall be on a form prescribed by the Connecticut Commissioner of Energy and Environmental Protection and shall include any other additional information the commissioner and/or HRRRA deems necessary.

- c. *[Municipality should provide here for an annual registration fee to be set by the municipality no later than April 30?] each year and, among other things, (1) authorize the imposition of an increase of the fee to an amount twice the disclosed fee if the registration and permit application of the collector is not filed timely in accordance with (b)(1) above, (2) authorize HRRRA to retain the amount of any increase collected as a result of a late filing, and (3) provide for a proration of the registration fee for a new collector applying for a registration and permit for new collection service to be begun after December 31 in any fiscal year.]*
- d. Upon the effective date hereof, HRRRA shall be the initial designee of the *[identify municipal officer to be in charge]* as regional agent to: (i) process and receive the collector registrations and reports set forth in subsections III(b)(1) and (2) above, (ii) collect the fees established in subsection III(c) above, (iii) provide notices to collectors concerning the recycling requirements of *[Name of Town or City]* as set forth in subsection IV(b) and Section V below, and (iv) receive notices from collectors concerning persons suspected of discarding recyclable items mixed with solid waste.



**IV. Designation of the Location for the Disposal of of Acceptable Solid Waste and Processing of Recyclables**

- a. The place where acceptable solid waste generated within the boundaries of [Name of Town or City] by residential, business, commercial or other establishments may [shall – for Newtown and Ridgefield only] be disposed is [for those municipalities other than Newtown and Ridgefield] the Solid Waste Transfer Station designated by HRRRA and operated under contract as part of its Regional Solid Waste Disposal and Recycling System [or] [for Newtown and Ridgefield] the [Newtown] [Ridgefield] Transfer Station, located [give address of applicable transfer station] operated under contract as part of HRRRA's Regional Solid Waste Disposal and Recycling System. For the purposes of this section "acceptable solid waste" shall mean [definition to be completed after new agreements are reached for the provision of service after June 30, 2019].
- b. The place where curb-side collected items designated for recycling by Connecticut statute, regulation, the Statewide Solid Waste Management Plan (including without limitation the 2016 Comprehensive Materials Management Strategy), or by HRRRA, all as may be amended or updated from time to time, generated within the boundaries of [Name of Town or City – Not applicable for Ridgefield] by residential, business, commercial or other establishments may [shall - for Newtown] be taken for processing or sale elsewhere is the recyclable materials processing facility operated under contract as part of HRRRA's Regional Solid Waste Disposal and Recycling System. [Ridgefield may wish to make provision here for treating recyclables in accordance with its own program.]

**V. Recycling**

- a. Each person who generates solid waste from residential property shall separate from other solid waste items designated for recycling by Connecticut statutes, regulations or orders of the Commissioner of Energy and Environmental Protection.
- b. Every person who generates solid waste from property other than residential property shall make provision for and cause the separation from other solid waste of such items designated for recycling pursuant to subsection (a) of this section above through the use of one or more collection containers for designated items that are separate from collection containers for other solid waste.
- c. Any collector who has reason to believe that a person from whom he collects solid waste has discarded recyclable items with such solid waste in violation of said subsections (a) or (b) shall promptly notify [identify municipal officer to be in charge] or his or her designee of the alleged violation. Upon the request of

*[identify municipal officer to be in charge]* and his or her designee, a collector shall provide a warning notice, by tag or other means, to any person suspected by the collector or *[identify municipal officer to be in charge]* and his or her designee of violating separation requirements. A collector shall also assist *[identify municipal officer to be in charge]* or his or her designee to identify any person responsible for creating loads containing significant quantities of recyclable items mixed with solid waste which are delivered to a resources recovery facility or solid waste facility by the collector and detected by the owner or operator of such facility.

- d. Recycling Receptacles at Common Gathering Venues – (i) for the purpose of this section, “Generated” means sold or given away at a common gathering venue; and “Common gathering venue” means any area or building located in *[Name of Town or City]*, or portion thereof, that is open to the public, including but not limited to, any (A) building that provides facilities or shelter for public assembly, (B) inn, hotel, motel, sports arena, supermarket, transportation terminal, retail store, restaurant or other commercial establishment that provides services or retails merchandise, of (C) museum, hospital, auditorium, movie theater or university building; (ii) It shall be the responsibility of the owner of each common gathering venue where designated recycling items may be generated while the public congregates at such venue and that provides for the collection of solid waste to provide recycling receptacles for the collection of any designated recyclable items generated at such venue, provided nothing in this section shall be construed to require an owner or operator of such venue, or *[Name of Town or City]*, to provide such recycling receptacles whenever such receptacles are provided by another person pursuant to contract. Such recycling receptacles shall be as accessible to the public and at the same locations as trash receptacles, that is, there must be one recycling receptacle accompanying each trash receptacle.
- e. Collector Contracts with Business Customers - (i) For the purposes of this subsection (e), “customer” means a business (including without limitation a sole proprietorship) and any other establishment or institution, including without limitation any landlord, and any association or company managing a common ownership housing facility or facilities. (ii) Each contract between a collector and a customer for the collection of solid waste shall make provision for the collection of designated recyclable items, either by providing for the collection of designated recyclable items by the same collector who is party to the solid waste contract or by including an identification by the customer of the collector with whom such contract exists. The provisions of this section shall not be construed to require a customer to contract exclusively with one collector for the collection of both designated recyclable items and other solid waste. Each collector shall provide each customer with clear written or pictorial instructions on how to separate designated recyclable items in accordance with the provisions of subsection V(b) above.



- f. **Collectors Required to Offer Recycling Collection** – (i) For the purposes of this subsection (f), “curbside or backyard collection” means the collection of presorted designated recyclable items or solid waste left for such collection by residents and businesses on the property where such residents reside or on the property of such business. (ii) Each collector who offers curbside or backyard collection of solid waste generated by residential properties in [Name of Town or City] shall offer curbside or backyard collection of designated recyclable items to each of such collector’s customers and such curbside or backyard collection of designated recyclable items shall be included in the collector’s charge for solid waste collection. The provisions of this subsection shall not be construed to prohibit any collector from determining and adjusting its fees for combined curbside collection services.
- g. No person shall knowingly combine previously segregated designated recyclable items with other solid waste.

VI. **Enforcement** *(This section may not be necessary for municipalities that already have a system of fines and permit revocations for violations of their existing solid waste ordinances.)*

- a. Any person, including without limitation any collector, found to have: (i) knowingly disposed of acceptable solid waste in violation of subsection IV(a) above; (ii) knowingly disposed of items designated for recycling in violation of subsection IV(b) above; or (iii) violated any of the provisions of the requirements of Sections III or V above, shall be subject to a fine of not more than one thousand dollars for each such violation and to the revocation or suspension of any permit issued pursuant to subsection III(b)(1) above.
- b. Any police officer or other person authorized by [the chief executive officer of the municipality] may issue a citation to any person who commits a violation set forth in subsection VI(a) above.
- c. Any person fined or whose permit has been or may be revoked or suspended pursuant to this Section may request and shall be granted a hearing on the matter, provided that such request must be made, after notice to such person, and the hearing shall be conducted, in accordance with the provisions of Section 7-152c of the Connecticut General Statutes.

DRAFT

## Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

[parkandrec@townofkentct.org](mailto:parkandrec@townofkentct.org)

[www.kentctparkandrecreation.com](http://www.kentctparkandrecreation.com)

To: Board of Selectmen

From: Lesly Ferris



Date: Jan. 29, 2019

Re: Summer Concert Series

The Kent Park and Recreation Commission respectfully requests use of the Kent Town Hall front lawn for its summer concert series from 6 to 8 p.m. on the following dates:

June 27

July 18

July 25

August 1

Please note the commission plans to stage a fifth concert July 11 at Kent Common Park.

Thank you for your consideration.

# Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

[parkandreC@townofkentCt.org](mailto:parkandreC@townofkentCt.org)

[www.kentCtparkandrecreation.com](http://www.kentCtparkandrecreation.com)

To: Board of Selectmen

From: Lesly Ferris



Date: Jan. 29, 2019

Re: Parks' Master Plan

The Kent Park and Recreation Commission at its Jan. 28, 2019 monthly meeting voted unanimously to create a Parks' Master Plan Subcommittee, appointed three commission members to the subcommittee and charged it to bring to the Commission an RFQ and budget for hiring a company to develop a master plan for the two Town parks.

The commission would like a representative from the Board of Selectmen and/or the Board of Finance to sit on this subcommittee.

The commission appreciates your consideration of this request.

Thank you.



			FY	FY	FY	FY	Increase over current year budget
1			2016 - 2017	2017 - 2018	FY 2018 - 2019	2019 - 2020	
			Actual	Actual	Budget	Proposed	budget
44	A . General Government	Expense					
45							
46	010-000 . Board of Selectmen						
47	Compensation						
48	010-101 . Salary - 3 Selectmen	77,750	80,083	47,615	80,083	82,485	3.00%
49	010-102 . Administrative Assistant	38,296	39,445	24,221	40,628	56,529	39.14%
50	010-101(a) . HI OPT-OUT Stipend	14,059	15,473	8,636	17,983	20,112	11.84%
51	010-996 . Health	15,243	16,748	10,948	18,598	15,412	-17.13%
52	010-997 . Pension	1,915	1,972	1,016	2,031	2,826	39.17%
53	010-998 . Social Security	9,953	10,328	5,232	10,619	12,183	14.73%
54	Total Compensation	157,216	164,049	97,668	169,942	189,548	11.54%
55	Department Operations						
56	010-201 . Supplies	436	381	560	500	500	0.00%
57	010-202 . Postage	282	317	250	300	250	-16.67%
58	010-203 . Notices	635	1,512	-	1,000	1,000	0.00%
59	010-204 . Mileage	850	978	174	1,000	1,000	0.00%
60	010-301 . Computer Services	-	-	-	-	-	
61	010-401 . Discretionary Expenditures	-	167	356	250	250	0.00%
62	010-405 . Newsletter	546	588	594	550	600	9.09%
63	010-501 . Telephone	2,030	2,910	1,584	2,100	3,400	61.90%
64	Total Department Operations	4,779	6,854	3,518	5,700	7,000	22.81%
65	Professional Development						
66	010-451 . Conferences	80	85	85	100	100	0.00%
67	010-452 . Management Review	-	-	4,988	5,000	-	-98.04%
68	Total Professional Development	80	85	5,073	5,100	100	-98.04%
69	Total 010-000 . Board of Selectmen	162,075	170,988	106,259	180,742	196,648	8.80%
70	012-511 . Litchfield Probate Court	4,545	4,505	2,248	4,500	-	-100.00%
72	013-000 . Registrar of Voters						
73	Compensation						
74	013-101 . Registrars & Deputies	12,292	11,396	10,331	15,242	15,701	3.01%
75	013-102 . Workers	1,736	2,066	4,833	3,845	3,957	2.92%
76	013-998 . Social Security	945	872	674	1,460	1,504	3.00%
77	Total Compensation	14,973	14,333	15,837	20,547	21,162	2.99%
78	Department Operations						
79	013-201 . Supplies	5,139	3,581	4,569	4,000	-	-100.00%
80	013-202 . Postage	533	1,379	261	500	-	-100.00%
81	013-203 . Notices	-	-	-	65	-	-100.00%
82	013-204 . Mileage	1,008	542	247	600	-	-100.00%
83	013-404 . Election Refreshments	41	108	769	100	-	-100.00%
84	013-501 . Telephone	660	317	241	500	-	-100.00%
85	Total Department Operations	7,380	5,927	6,086	5,765	-	-100.00%
86	Professional Development						
87	013-450 . Dues	130	130	130	130	-	-100.00%
88	013-451 . Conferences	2,928	1,804	720	2,000	-	-100.00%
89	013-452 . Training	1,651	960	460	1,500	-	-100.00%
90	Total Professional Development	4,709	2,894	1,310	3,630	-	-100.00%
91	Total 013-000 . Registrar of Voters	27,062	23,154	23,233	29,942	21,162	-29.52%
92	014-000 . Board of Finance						
93	Compensation						
94	014-102 . Clerk	956	1,708	597	2,360	2,360	0.01%



1			FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019		FY 2019 - 2020	Increase over current year budget
2			Actual	Actual	YTD 2/1/19	Budget	Proposed	
95		014-998 • Social Security	70	47		181	181	-0.25%
96		Total Compensation	1,026	1,755	597	2,541	2,541	-0.01%
97		Department Operations						
98		014-201 • Supplies	87	82	66	50	50	0.00%
99		014-202 • Postage			-	15	-	-100.00%
100		014-203 • Notices	109	111	-	100	115	15.00%
101		014-204 • Mileage	-	-	-	-	-	
102		014-405 • Town Report	525	525	525	525	525	0.00%
103		050-000 • Auditors	22,006	21,296	18,920	22,000	22,000	0.00%
104		Total Department Operations	22,727	22,014	19,511	22,690	22,690	0.00%
105		Professional Development						
106		014-451 • Conferences	-	-	-	-	-	
107		Total Professional Development				-	-	
108		Total 014-000 • Board of Finance	23,753	23,769	20,108	25,231	25,231	0.00%
109		015-000 • Treasurer						
110		Compensation						
111		015-101 • Salary	26,911	27,718	18,015	30,218	35,476	17.40%
112		015-102 • Treasurer Clerk	8,391	9,462	4,910	9,491	12,219	28.74%
113		015-998 • Social Security	2,748	2,845	1,541	3,038	3,649	20.10%
114		Total Compensation	38,050	40,025	24,465	42,747	51,344	20.11%
115		Department Operations						
116		015-201 • Supplies	1,160	882	1,178	1,200	1,500	25.00%
117		015-202 • Postage	1,054	833	750	1,100	1,300	18.18%
118		015-204 • Mileage	133	150	-	130	150	15.38%
119		015-205 • Bank Fees	-	-	-	-	-	
120		015-301 • Computer Services	1,116	1,389	3,103	1,200	1,200	0.00%
121		015-452 • Professional Devel./CPA	420	225	225	500	500	0.00%
122		015-501 • Telephone	355	324	239	400	400	0.00%
123		Total Department Operations	4,239	3,803	5,494	4,530	5,050	11.48%
124		Total 015-000 • Treasurer	42,289	43,827	29,959	47,277	56,394	19.28%
125		016-000 • Tax Assessor						
126		Compensation						
127		016-101 • Salary - Assessor	35,276	36,334	21,831	37,424	38,547	3.00%
128		016-102 • Assessor Assistant #1	8,819	8,662	7,875	9,591	9,879	3.00%
129		016-104 • Assistant Assessor #2	15,890	12,430	3,050	15,820	18,870	19.28%
130		016-105 • Assessor Reval IH	-	-	-	-	-	
131		016-996 • Health	-	-	-	-	-	
132		016-996 • Pension	-	-	-	-	-	
133		016-998 • Social Security	4,587	4,227	2,138	4,807	5,148	7.10%
134		Total Compensation	64,572	61,653	34,894	67,642	72,443	7.10%
135		Department Operations						
136		016-201 • Supplies	1,435	1,590	437	1,000	-	-100.00%
137		016-202 • Postage	760	608	509	900	-	-100.00%
138		016-203 • Notices	53	-	63	100	-	-100.00%
139		016-204 • Mileage	290	379	98	700	-	-100.00%
140		016-302 • Data Processing	11,310	12,066	11,685	12,335	-	-100.00%
141		016-423 • Tax Mapping	480	560	-	2,500	-	-100.00%
142		016-501 • Telephone	546	487	356	600	-	-100.00%
143		Total Department Operations	14,873	15,690	13,148	18,135	-	-100.00%
144		Professional Development						
145		016-450 • Dues	15	15	-	60	-	-100.00%



## Proposed Budget Worksheet

1			FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019		FY 2019 - 2020	Increase over current year budget
2			Actual	Actual	YTD 2/1/19	Budget	Proposed	
146		016-451 • Conferences	-	130	-	550		-100.00%
147		Total Professional Development	15	145	-	610	-	-100.00%
148		Total 016-000 • Tax Assessor	79,460	77,489	48,042	86,387	72,443	-16.14%
149								
150		017-000 • Tax Collector						
151		Compensation						
152		017-101 • Salary	36,269	37,357	22,939	38,478	39,632	3.00%
153		017-102 • Assistant	12,493	10,962	6,337	13,261	13,659	3.00%
154		017-996 • Health	-	-	-	-	-	
155		017-997 • Pension	-	-	-	-	-	
156		017-998 • Social Security	3,732	3,709	1,910	3,958	4,077	3.00%
157		Total Compensation	52,495	52,028	31,185	55,697	57,368	3.00%
158		Department Operations						
159		017-201 • Supplies	1,850	1,740	659	1,800	-	-100.00%
160		017-202 • Postage	3,494	3,869	2,508	3,500	-	-100.00%
161		017-203 • Notices	311	473	206	400	-	-100.00%
162		017-204 • Mileage	-	95	-	200	-	-100.00%
163		017-302 • Data Processing	10,528	10,980	7,529	10,918	-	-100.00%
164		017-453 • Fees for Delinquents	250	250	332	250	-	-100.00%
165		017-459 • Tax Sales	-	-	-	-	-	
166		017-501 • Telephone	542	479	346	675	-	-100.00%
167		Total Department Operations	16,974	17,886	11,580	17,743	-	-100.00%
168		Professional Development						
169		017-450 • Dues	175	175	125	250	-	-100.00%
170		017-451 • Conferences	596	1,082	50	1,000	-	-100.00%
171		Total Professional Development	771	1,257	175	1,250	-	-100.00%
172		Total 017-000 • Tax Collector	70,240	71,171	42,940	74,690	57,368	-23.19%
173		018-000 • Board of Assessment Appeals						
174		Compensation						
175		018-101 • Salary	-	311	171	1,640	1,689	2.97%
176		018-102 • Clerk	-	-	8	437	450	3.01%
177		018-998 • Social Security	-	24	-	159	164	2.91%
178		Total Compensation	-	334	179	2,236	2,302	2.97%
179		Department Operations						
180		018-202 • Postage	-	-	-	50	-	-100.00%
181		018-203 • Notices	-	67	-	75	-	-100.00%
182		018-204 • Mileage	-	-	-	250	-	-100.00%
183		Total Department Operations	-	67	-	375	-	-100.00%
184		Professional Development						
185		018-205 • Conferences	-	-	-	150	-	-100.00%
186		Total Professional Development	-	-	-	150	-	-100.00%
187		Total 018-000 • Board of Assessment Appeals	-	402	179	2,761	2,302	-16.61%
188		021-000 • Conservation						
189		Department Operations						
190		021-201 • Supplies	735	342	370	755	4,830	539.74%
191		021-409 • Printing & Mapping	850	1,300	-	800	1,080	35.00%
192		021-451 • Conferences / Public Events	1,029	855	-	1,060	820	-22.64%
193		Total Department Operations	2,614	2,498	370	2,615	6,730	157.36%
194		Professional Development						
195		021-450 • Dues	150	110	160	160	165	3.13%

**Insurance at 18.3%, Pension at 5%**



298			030-000 · TOWN HALL							5:40 PM	02/03/19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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		FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	Increase over current year budget
		Actual	Actual	YTD 2/1/19	Budget	Proposed
1						
2						
299	030-201 · Supplies	698	1,719	102	2,000	2,000
300	030-301 · Computer Services	15,017	23,956	17,676	20,000	20,000
301	030-502 · Electric	9,532	10,126	6,405	10,000	11,000
302	030-503 · Heating Fuel	3,841	5,041	2,260	6,000	6,000
303	030-504 · Water/Sewer	1,073	1,187	582	1,000	1,200
304	030-505 · Maintenance	5,468	6,237	3,246	7,500	7,500
305	030-506 · Building Supplies	2,041	1,527	1,593	1,500	1,500
306	030-507 · Repairs	5,178	12,568	5,487	7,000	7,000
307	030-508 · Equipment	9,538	11,095	5,904	10,000	10,000
308	030-509 · Custodian	12,200	12,593	6,000	12,000	12,000
309	030-512 · Pension Administration Expense	1,000	1,000	750	1,500	1,500
310	Total 030-000 · Town Hall	65,586	87,048	50,006	78,500	79,700
311	051-000 · ATTORNEY FEES					
312	051-410 · Legal	2,720	2,758	1,682	7,500	7,500
313	051-413 · Litigation	8,473	7,284	7,505	15,000	15,000
314	051-414 · Legal - P&Z	1,823	5,114	2,340	2,000	5,000
315	051-415 · Legal - ZBA	-	37	-	750	750
316	051-416 · Legal - IWC	-	-	-	750	750
317	Total 051-000 · Attorney Fees	13,015	15,192	11,527	26,000	29,000
318	060-000 · Grants					
319	060-701 · Economic & Community Develop	-	-	-	500	-
320	060-801 · Kent Nursing Association	10,000	10,000	-	-	-
321	060-802 · Northwest Mental Health	320	316	310	320	-
322	060-804 · NW Conservation District, Inc	900	900	900	800	900
323	060-805 · NWC EMS	-	-	-	-	-
324	060-807 · Kent Community Nursery Scho	15,000	15,000	15,000	15,000	15,000
325	060-808 · Susan B Anthony	1,000	1,000	1,500	1,500	1,500
326	060-809 · Womens Support Services	1,500	-	3,000	1,500	1,500
327	060-810 · Youth Service Bureau	6,749	6,749	7,000	7,000	7,086
328	060-811 · Kent Library Association	100,500	100,500	100,500	100,500	10,500
329	060-812 · Fire Protection	84,000	84,000	42,000	84,000	84,000
330	060-813 · Cemetery Association	35,346	35,000	36,000	36,000	36,000
331	060-814 · NWC Chore Service	5,000	5,000	5,000	5,000	5,000
332	060-817 · NWCT Regional Housing Coun	100	100	100	100	100
333	060-818 · Land Trust	-	-	-	-	-
334	060-819 · Greenwoods	1,500	2,000	2,000	2,000	5,000
335	060-820 · Literacy Volunteers	1,000	1,000	1,000	1,000	1,000
336	060-821 · KVHE/Templeton Farms	5,000	5,000	5,000	5,000	5,000
337	Total 060-000 · Grants	267,915	266,565	219,310	260,320	172,586
338	070-000 · Associations					
339	070-821 · NW Regional Planning Collabo	-	-	-	-	-
340	070-822 · Chamber of Commerce	-	-	-	-	-
341	070-851 · Rural Transit	1,096	1,096	1,096	1,096	1,096
342	070-852 · Council of Gov'ts	2,328	2,295	2,255	2,256	-
343	070-853 · Hous River Comm	350	350	350	350	350
344	070-854 · CT Conf Mun	2,074	2,074	2,074	2,100	2,100
345	070-855 · COST (Council of Small Towns	725	725	725	725	-
346	070-856 · Lake Waramung Inter. Com	1,594	1,703	865	1,600	-



1			FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019		FY 2019 - 2020	Increase over current year budget
2			Actual	Actual	YTD 2/1/19	Budget	Proposed	
346		070-857 · Lake Waramaug Auth	2,422	1,833	1,255	2,400	-	-100.00%
347		070-858 · Paramedic	22,140	34,860	40,955	40,995	-	-100.00%
348		070-859 · LH-NW Elderly Nutrition Prgm	1,798	1,665	1,382	1,382	1,353	-2.07%
349		070-860 · Housatonic Valley Assoc	250	250	250	250	-	-100.00%
350		Total 070-000 · Associations	34,778	46,850	51,197	53,154	4,899	-90.78%
351		074-000 · HISTORIC DISTRICT COMMIS	35	-	-	500	-	-100.00%
352		075-000 · INSURANCE	96,964	100,213	73,030	103,810	105,000	1.15%
353		077-000 · RETIREE HEALTH BENEFITS	(208)	-	-	-	-	-
354		079-000 · CONTINGENCY	-	-	-	10,000	10,000	0.00%
355		Total A · GENERAL GOVERNMENT	1,103,616	1,167,178	820,859	1,239,476	1,124,123	-9.31%
356		B · PUBLIC SAFETY						
357		028-000 · Fire Marshal						
358		Compensation						
359		028-101 · Fire Marshal	21,936	22,273	12,156	24,450	25,183	3.00%
360		028-102 · Clerical	503	540	300	500	500	0.00%
361		028-107 · Fire Inspections	548	1,199	496	4,000	4,000	0.00%
362		028-109 · Deputy Fire Marshal	-	-	-	100	100	0.00%
363		028-998 · Social Security	-	-	-	-	-	-
364		Total Compensation	22,987	24,013	12,952	29,050	29,783	2.52%
365		Department Operations						
366		028-201 · Supplies	224	392	157	400	400	0.00%
367		028-202 · Postage	-	-	50	50	55	10.00%
368		028-204 · Mileage	2,736	2,098	1,376	2,700	2,873	6.41%
369		028-501 · Telephone	833	764	493	880	880	0.00%
370		Total Department Operations	3,794	3,254	2,076	4,030	4,208	4.42%
371		Professional Development						
372		028-452 · Training	1,764	1,291	1,041	1,350	1,350	0.00%
373		Total Professional Development	1,764	1,291	1,041	1,350	1,350	0.00%
374		Total 028-000 Fire Marshal	28,544	28,557	16,069	34,430	35,341	2.65%
375		054-000 · Police Protection	132,690	156,064	1,084	180,550	-	-100.00%
376		055-000 · LITCHFIELD CNTY DISPATCH	30,904	31,071	32,165	32,626	-	-100.00%
377		056-000 · CIVIL PREPAREDNESS	1,492	2,753	2,357	3,210	-	-100.00%
378		Total B · PUBLIC SAFETY	193,631	218,445	51,674	250,816	35,341	-85.91%
379		C · PUBLIC WORKS						
380		031-000 · Town Garage Building						
381		031-201 · Supplies	120	108	-	100	100	0.00%
382		031-202 · Postage	-	-	-	10	10	0.00%
383		031-501 · Telephone	2,051	2,482	1,187	2,100	2,100	0.00%
384		031-502 · Electricity	4,100	4,239	2,221	4,500	4,500	0.00%
385		031-503 · Heating Fuel	2,492	3,884	1,266	4,500	4,500	0.00%
386		031-504 · Water	677	657	268	500	500	0.00%
387		031-505 · Maintenance	3,166	3,736	2,834	3,700	3,700	0.00%
388		031-506 · Building Supplies	97	664	72	500	500	0.00%
389		031-507 · Repairs	6,383	3,173	-	4,500	4,500	0.00%
390		Total 031-000 · Town Garage Building	19,085	18,942	7,847	20,410	20,410	0.00%
391		040-000 · Highway Department						
392		Compensation						
393		040-100 · Foreman Salary	86,523	89,199	54,723	91,793	94,547	3.00%
394		040-101 · Staff Salaries	284,177	298,668	173,230	330,524	337,921	2.24%
395		040-105 · Snow Removal Salaries	39,945	46,507	15,760	42,439	43,389	2.24%



[illegible]



		FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	Increase over current year budget
				FY19		
		Actual	Actual	2/1/19	Budget	Proposed
1						
2						
446	029-501 · Telephone	440	419	302	500	600
447	029-510 · Food Bank Coordination	-	-	-	-	-
448	Total Department Operations	10,987	11,431	9,806	12,500	12,800
449	Professional Development					
450	029-450 · Dues	100	225	-	250	250
451	029-451 · Conferences	-	-	-	-	250
452	029-452 · Training			-	-	-
453	Total Professional Development	100	225	-	250	500
454	Total 029-000 · Social Services	53,617	55,463	36,397	57,871	74,809
455	033-000 · Senior Center					
456	033-502 · Electric / Phone	4,412	5,113	3,181	4,500	5,400
457	033-503 · Fuel/Propane	2,182	2,953	2,505	4,000	4,000
458	033-504 · Water/Sewer	274	228	128	200	225
459	033-505 · Maintenance	2,202	2,787	2,642	2,500	2,500
460	033-506 · Building Supplies	479	32	-	200	200
461	033-507 · Repairs	366	1,901	1,972	3,500	8,500
462	033-509 · Custodian	1,443	1,443	851	1,500	1,500
463	033-510 · Rent	1,240	1,240	1,240	1,250	1,250
464	Total 033-000 · Senior Center	12,598	15,697	12,519	17,650	23,575
465	050-501 · Welcome Center/Public Restroom	7,453	8,076	4,956	7,000	-
466	052-000 · Dir of Health/Hlt Dist.	19,409	19,184	18,910	18,910	18,806
467	Total D · HEALTH AND WELFARE	93,077	98,420	72,782	101,431	117,180
468	E · RECREATION					
469	023-000 · Park and Recreation Department					
470	Compensation					
471	023-101 · Salary Director	47,613	49,041	30,113	50,512	52,027
472	023-102 · Hourly Employees	39,877	38,628	27,080	43,843	45,454
474	023-996 · Health	25,986	28,268	9,087	16,742	16,090
475	023-997 · Pension	2,428	2,534	1,285	2,526	2,601
476	023-998 · Social Security	6,481	6,487	3,842	7,218	7,457
477	023-999 · Unemployment	-	-	-		
478	Total Compensation	122,385	124,959	71,406	120,841	123,630
479	Department Operations					
480	023-201 · Supplies	426	360	182	400	400
481	023-202 · Postage	329	294	300	343	385
482	023-203 · Notices	-	-	-	-	-
483	023-204 · Mileage	353	596	298	700	700
484	023-419 · Park Maintenance	20,556	15,126	3,029	16,000	16,000
485	023-422 · Fee Programs	13,301	13,487	5,676	13,000	13,000
486	023-501 · Telephone	970	1,176	572	1,000	1,000
487	023-502 · Electric	1,117	1,216	765	900	900
488	023-504 · Water/Sewer	1,261	1,371	1,064	1,350	1,350
489	Total Department Operations	38,314	33,625	11,886	33,693	33,735
490	Professional Development					
491	023-450 · Dues	99	99	99	100	100
492	023-451 · Conferences	445	410	410	550	550
493	023-452 · Training	-	-	-	100	100
494	Total Professional Development	544	509	509	750	750
495	Total 023-000 · Park & Rec Department	161,243	159,092	83,802	155,284	158,115
496	032-000 · Community House					
497	032-202 · Postage	47	49	50	49	55
	Insurance at 18.3%, Pension at 5%					12.24%



1			FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019		FY 2019 - 2020	Increase over current year budget
2			Actual	Actual	YTD 2/1/19	Budget	Proposed	
498		032-501 • Telephone	678	621	467	700	700	0.00%
499		032-502 • Electricity	7,159	7,838	4,709	6,000	7,500	25.00%
500		032-503 • Fuel/Propane	2,704	5,134	2,787	4,000	4,000	0.00%
501		032-504 • Water/Sewer	1,256	1,572	687	1,200	1,500	25.00%
502		032-505 • Maintenance	2,549	1,908	3,272	2,500	2,500	0.00%
503		032-506 • Building Supplies	2,244	622	495	800	800	0.00%
504		032-507 • Repairs	1,600	6,890	1,644	5,000	5,000	0.00%
505		032-509 • Custodian	1,113	2,563	850	2,500	2,500	0.00%
506		Total 032-000 • Community House	19,349	27,197	14,961	22,749	24,555	7.94%
507		034-000 • Swift House						
508		034-502 • Electric	1,311	873	449	1,000	1,000	0.00%
509		034-503 • Heating Fuel	1,353	2,071	791	2,500	2,500	0.00%
510		034-504 • Water/Sewer	163	259	105	250	250	0.00%
511		034-505 • Maintenance	15	299	119	600	600	0.00%
512		034-506 • Building Supplies	-	142	11	500	500	0.00%
513		034-507 • Repairs	313	1,502	332	1,000	1,000	0.00%
514		034-509 • Custodian	444	370	259	450	450	0.00%
515		Total 034-000 • Swift House	3,598	5,516	2,066	6,300	6,300	0.00%
516		046-000 • KCS Ballfield Maintenance	2,850	5,690	1,600	4,000	-	-100.00%
517		Total E • RECREATION	187,041	197,495	102,428	188,333	188,970	0.34%
518		F • SANITATION						
519		043-000 • Transfer Station						
520		Compensation						
521		043-101 • Salary	27,370	29,668	20,167	31,431	49,073	56.13%
522		043-998 • Social Security	2,094	2,270	1,270	2,404	3,754	56.16%
523		Total Compensation	29,464	31,937	21,437	33,835	52,827	56.13%
524		Department Operations						
525		043-201 • Supplies	1,338	1,603	608	1,000	1,000	0.00%
526		043-202 • Postage	245	500	500	500	500	0.00%
527		043-411 • Engineering	-	-	-	250	250	0.00%
528		043-501 • Telephone	354	569	284	400	400	0.00%
529		043-502 • Electric	2,417	2,797	1,074	2,600	1,800	-30.77%
530		043-507 • Repairs	139	20	116	1,000	500	-50.00%
531		043-660 • Solid Waste Removal	33,133	35,491	21,595	32,000	36,000	12.50%
532		043-661 • Bulky Waste Removal	7,595	6,565	3,851	10,000	10,000	0.00%
533		043-664 • Publicity	-	-	-	-	-	-
534		043-665 • Container Rent & Tran	24,534	22,985	12,856	23,700	23,000	-2.95%
535		043-666 • Testing	390	125	120	1,200	1,200	0.00%
536		043-667 • Recycle	2,233	273	928	4,500	3,000	-33.33%
537		043-668 • Hazardous Materials	1,866	1,709	1,406	2,000	2,000	0.00%
538		043-669 • Permitting	800	800	800	950	950	0.00%
539		Total Department Operations	75,043	73,437	44,139	80,100	80,600	0.62%
540		Total 043-000 • Transfer Station	104,508	105,374	65,576	113,935	133,427	17.11%
541		044-000 • Landfill Monitoring	1,558	1,758	-	2,000	2,000	0.00%
542		Total F • SANITATION	106,066	107,132	65,576	115,935	135,427	16.81%
544		300-000 • BOE Operating	1,050,732	951,533	461,562	933,740	-	-100.00%
545		310-000 • BOE Payroll	3,457,243	3,555,902	1,685,956	3,705,799	-	-100.00%
546		320-000 • BOE Regional Budget	2,581,395	2,644,025	2,124,160	2,654,769	-	-100.00%
547		Total G • BOARD OF EDUCATION	7,089,370	7,151,461	4,271,679	7,294,308	-	-100.00%
548		H • Debt Service						
549		080-000 • Interest						







Joyce Kearns &lt;adminassist@townofkentct.org&gt;

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**Agenda addition for 2/5/19**

1 message

Jeffrey Parkin &lt;jeffpilot@mac.com&gt;

Mon, Feb 4, 2019 at 9:40 AM

To: Joyce Kearns &lt;adminassist@townofkentct.org&gt;

Hi Joyce,

Please add an agenda item for tomorrow's BOS meeting: "Policy Manual Update"

Attached are two pdfs of the "Opt-Out" policy. The blue highlight is the current language. The yellow highlight is the proposed language that is consistent with the recently adopted union contract.

Jeff

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**2 attachments****2017 opt out language.pdf**  
91K**2019 opt out revised language.pdf**  
73K



## ***Appendix O – Health Insurance “Opt-Out” Program***

1. The Town’s active, eligible individuals, who are participating in a group-sponsored health insurance program other than the Town of Kent’s sponsored-plan, whether it be an individual or family plan, have the option to “Opt-Out” of the Town health insurance plan, beginning on July 1<sup>st</sup>. Individuals who “Opt-out” of their insurance shall be eligible to receive a stipend, equivalent to fifty percent (50%) of the Town’s cost of the plan for which the individual is eligible, provided however, that the amount of the payment shall not exceed fifteen thousand dollars (\$15,000). Payment shall be made in two equal payments, issued on December 1<sup>st</sup> and June 1<sup>st</sup> of the current fiscal year.
2. To be eligible to participate in this program, the individual must provide the Town with proof of insurance from another group-sponsored health plan (spouse, military, etc.). The documentation must include the dates of coverage and the names of those covered by the plan. The individual must complete the Health Insurance Opt-Out Provision Form which must be executed on an annual basis.
3. An individual who decides to participate in this program and drops his/her health insurance coverage through the Town may re-enroll in the program during the covered period only if the individual has a qualifying event, as recognized by the health plan’s underwriting rules. The qualifying events are:
  - Marriage or divorce
  - Birth or adoption of a child
  - Death of a family member carrying the insurance
  - Loss of other coverage through no fault of the employee or subscriber
  - Change in hours, from full-time to part-time, which results in change of employment status
4. In order to re-enroll in the Town health insurance program, the individual must notify the First Selectman’s office within thirty (30) days of the qualifying event and provide written documentation of same. If the individual has a qualifying event and needs to re-enroll in the Town’s sponsored insurance, the individual’s “opt-out” benefit shall be reduced proportionately for the time the individual re-subscribes in the program. The individual’s health insurance premiums shall be adjusted so as to recapture any of the “opt-out” benefits for which the employee was not entitled.
5. At the next scheduled open enrollment period, the individual who participated in the “opt-out” program may select any carrier and plan then offered by the Town for which he/she otherwise is eligible.
6. The Board of Selectmen may promulgate rules and regulations necessary to implement this program. The continuation of this program will be reviewed annually.

## ***Appendix O – Health Insurance “Opt-Out” Program***

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2. To be eligible to participate in this program, the individual must provide the Town with proof of insurance from another group-sponsored health plan (spouse, military, etc.) and complete the Health Insurance Opt-Out Provision Form. The Health Insurance Opt-Out Form must be signed on an annual basis.
3. An individual who decides to participate in this program and drops his/her health insurance coverage through the Town may re-enroll in the program during the covered period only if the individual has a qualifying event, as recognized by the health plan's underwriting rules. The qualifying events are:
  - Marriage or divorce
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5. At the next scheduled open enrollment period, the individual who participated in the “opt-out” program may select any carrier and plan then offered by the Town for which he/she otherwise is eligible.
6. The Board of Selectmen may promulgate rules and regulations necessary to implement this program. The continuation of this program will be reviewed annually.

**KENT CENTER SCHOOL**

**Michelle Mott, Principal**

**9 Judd Avenue, P. O. Box 219, Kent, CT 06757**

**Phone: 860.927.3537 Fax: 860.927.3925**

January 10, 2019

Dear Board of Selectmen,

Kent Center School agrees that the remaining funds from the Ward Scholarship be given to the Kent Center School Scholarship Fund. Thank you for your efforts in making this decision.

Sincerely,

*Michelle Mott*

Michelle Mott  
Principal





Joyce Kearns &lt;adminassist@townofkentct.org&gt;

**Fwd: Ward Scholarship**

1 message

Bruce Adams &lt;firstselectman@townofkentct.org&gt;

Thu, Jan 10, 2019 at 2:04 PM

To: Chris Garrity <cgarrity@townofkentct.org>, Jeff Parkin <jrparkin@townofkentct.org>, Jeff Parkin <jeffpilot@mac.com>, Joyce Kearns <adminassist@townofkentct.org>

See attached as requested from Kent Center School

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

From: Michelle Mott &lt;mottm@kentcenter.com&gt;

Date: Thu, Jan 10, 2019 at 10:44 AM

Subject: Re: Ward Scholarship

To: Bruce Adams &lt;firstselectman@townofkentct.org&gt;

All set. Let me know if you need anything else!

On another note, I would like to sit down at some point and discuss strategies to increase enrollment at KCS. I am sure you have some ideas and it is an important topic for both of us to work together. Let me know a couple of dates and times that work for you and hopefully, we can get something on the calendar.

Best,  
Michelle

On Wed, Jan 9, 2019 at 3:12 PM Bruce Adams &lt;firstselectman@townofkentct.org&gt; wrote:

Yes please. Not urgent.

On Wed, Jan 9, 2019 at 3:07 PM Michelle Mott &lt;mottm@kentcenter.com&gt; wrote:

Yes, I can do that. Would you like me to send it to you?

On Wed, Jan 9, 2019 at 3:02 PM Bruce Adams &lt;firstselectman@townofkentct.org&gt; wrote:

The Ward Scholarship was created in 1974 by the Ward Family in the name of 3 family members. Since that time \$200 per year has been given to a KCS grad going on to a private school. 2-3 years ago some serious allegations came out about Bob Ward. He has been deceased for a long time. Kent School changed the name of Ward Road and Kent Center School decided not to continue giving the award.

There is now a request from the Kent Center School Scholarship Committee to take over the scholarship. They would continue to call it the Ward Scholarship.. After a long discussion at the BOS meeting last night it was finally agreed that the remaining funds would be turned over to the KCSSF if Kent Center School will send me a letter agreeing to such. Can you do this?

--

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

--

2/5/2019

Town of Kent CT Mail - Fwd: Ward Scholarship

Michelle Mott  
Principal  
Kent Center School

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

--  
Michelle Mott  
Principal  
Kent Center School

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

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 Ward Scholarship Letter.pdf  
51K



1. Treasurer Office Activities this month:

- a. 92 **1099 forms** were issued
- b. 45 **W2 forms** were issued
- c. Completed **Continuing Disclosure** filing and received the **In Compliance Verification**
- d. Completed **Budget Survey** document and filed it with OPM
- e. Completed the **DE-2017 schedule** and filed it with OPM
- f. Completed the mapping and uploading of **FY 2018 UCOA** and filed it with OPM
- g. Completed **Municipal Spending Cap Certification** and filed it with OPM
- h. Issued **95 accounts payable** checks
- i. Issued **128 payroll and payroll liability** checks
- j. Recorded **48 transactions initiated by BoE**
- k. Updated, compiled and issued a first draft of **FY 2019-2020 Proposed Budget Worksheet**

2. Actual vs Budget

Revenue

**Revenue** is strong, 71.2% of budgeted revenue has been received through 1.31.19

**Received \$1,642,450** in tax revenue in January

Expense

Department *actual vs budget to date* is tracking in accordance with the % of completed FY to the % of budget for the same period. Seven months in to the FY = **59%**. Overages within department lines, for the most part, will be offset by other lines within the same department with the exception of the Treasurer Computer line which will need a budget transfer at the end of the FY.

2/5/2019

### **Treasurer Report for BoS meeting 2.5.19**

- a. Building Department: *Postage* over by **\$7**
- b. BoS: *Supplies* over by **\$60**
- c. BoS: *Discretionary Expenditures* over by **\$106**
- d. BoF: *Supplies* over by **\$16**
- e. Community House: *Maintenance* over by **\$772**
- f. I/W: *Postage* over by **\$57**
- g. P/Z : *Mileage* over by **\$66**
- h. P/Z : *Notices* over by **\$234**
- i. RoV: *Election Workers* over by **\$991**
- j. RoV: *Supplies* over by **\$569**
- k. RoV: *Election Refreshments* over by **\$669**
- l. Senior Center: *Maintenance* over by **\$142**
- m. Tax Collection: *Fees for Delinquents* over by **\$82**
- n. Town Clerk: *Postage* over by **\$71**
- o. Town Clerk: *Legal Notices* over by **\$64**
- p. Treasurer: *computer services* over by **\$2,703**
- q. ZBA: *Postage* over by **\$132**
- r. Town Hall: *building supplies* over by **\$93**
- s. Attorney Fees: *P/Z legal* over by **\$340**
- t. Grants: *Women Support Services* over by **\$1,500** (due to clerical error of posting the FY '18 grant with a FY'19 date...too late to correct)

3. Attached is a summary actual vs budget through 1.31.19

**TOWN OF KENT**  
**FY '19 Actual vs. Budget**  
July 2018 through January 2019

	<b>Jul '18 - Jan 19</b>	<b>Budget</b>	<b>Variance</b>	<b>% of Budget</b>
<b>Total Income</b>	<b>9,167,825.17</b>	<b>12,869,312.00</b>	<b>-3,701,486.83</b>	<b>71.24%</b>
<b>A • General Government</b>	823,693.58	1,239,476.00	-415,782.42	66.46%
<b>B • Public Safety</b>	51,674.39	250,816.00	-199,141.61	20.6%
<b>C • Public Works</b>	627,735.71	1,650,827.00	-1,023,091.29	38.03%
<b>D • Health and Welfare</b>	72,781.58	101,431.00	-28,649.42	71.76%
<b>E • Recreation</b>	101,278.14	188,333.00	-87,054.86	53.78%
<b>F • Sanitation</b>	65,575.84	115,935.00	-50,359.16	56.56%
<b>G • Board of Education</b>	4,006,158.50	7,294,308.00	-3,288,149.50	54.92%
<b>H • Debt Service</b>	625,486.00	625,486.00	0.00	100.0%
<b>I • Transfer to Capital</b>	758,700.00	758,700.00	0.00	100.0%
<b>J • Transfer to Dog Fund</b>	7,500.00	7,500.00	0.00	100.0%
<b>K • Current Year Capital Projects</b>	636,500.00	636,500.00	0.00	100.0%
<b>Total Expense</b>	<b>7,777,083.74</b>	<b>12,869,312.00</b>	<b>-5,092,228.26</b>	<b>60.43%</b>