

Board of Selectmen  
Regular Meeting

JULY 2, 2019  
4:30 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Darlene Brady, Lesly Ferris, John Grant, Donna Hayes, Rick Osborne, Michael Sivick and Lynn Worthington.

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

The pledge was recited.

**Approval of Minutes:**

Mr. Adams made a motion to approve the May 24, 2019 Board of Selectmen's Special meeting minutes, as submitted. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to approve the June 1 and June 13, 2019 Board of Selectmen's Special meeting minutes and the June 4, 2019 Board of Selectmen's Regular meeting minutes, as submitted. Mr. Garrity seconded the motion. Mr. Adams and Mr. Garrity voted yes. Mr. Parkin abstained. The motion carried.

**Public Communication:**

**Oral:**

**Written:**

Mr. Adams stated that there are three written reports, attached:

- June 28, 2019 Staff Report from Donna Hayes
- June 28, 2019 Senior activities report from Lesly Ferris
- July 1, 2019 Staff Report from Rick Osborne

Mr. Garrity asked Rick Osborne to produce a report to show upcoming road projects.

**Streetscape:**

Mr. Adams stated that the Streetscape sub-committee has met once and is in the process of scheduling a second meeting.

**Policy and Procedure Manual:**

Mr. Parkin stated that he has no new updates but would be reviewing the manual and would like to keep the item on the agenda.

**Park and Rec Job Description:**

Mrs. Ferris noted that effective July 1, 2019 the Social Services Department has oversight of the Monday/Wednesday lunch program at the Senior Center and that responsibility has been removed for the Park and Rec Director's job description. Mr. Adams made a motion to approve the Park and Rec Director's job description with the removal of oversight of the Monday/Wednesday lunch program at the Senior Center (attached). Mr. Parkin seconded the motion and the motion carried.

**Social Services Assistant Job Description:**

RECEIVED FOR RECORD  
KENT TOWN CLERK

2019 JUL -5 A 9:23

BY [Signature] TOWN CLERK

Mr. Adams stated that the Social Services Director has posted for and in the process of reviewing applications for the new Social Services Assistant position. The job description was approved, pending Mr. Parkin's approval. Mr. Parkin stated that he had requested that "confidentiality" be addressed in the job description. Mr. Adams stated that he and the Social Services Director confirmed that "confidentiality" is addressed in the job description. Mr. Adams made a motion to approve the Social Services Assistant job description as submitted. Mr. Garrity seconded the motion and the motion carried.

**Report of First Selectman:**

Mr. Adams reported on some of the things he did in the month of June 2019:

- Volunteered at HHW in Falls Village
- Walked Kenico Road project with resident and Rick Osborne
- Met with COG Director Rick Lynn on a grant opportunity
- Attended KML Gala
- Filled in at Transfer Station

Mr. Adams stated that he received and accepted a resignation for an employee. He added that there are now two highway positions to fill and the advertising of the newly approved position was fortuitous. Mr. Adams stated that he would be looking for recommendations of two candidates from the sub-committee. Mr. Adams confirmed the employee was T.J. Kearns when asked by Lynn Worthington.

Mr. Garrity asked for additional information regarding the grant opportunity. Mr. Adams confirmed that there is grant money approved for this COG and no other towns have submitted a request for the grant. COG Director Rick Lynn suggested the Streetscape project and is confirming that the project meets the qualifications for the grant. It was suggested to submit the project and let "them" confirm the eligibility of the project.

Mr. Garrity asked if Mr. Adams' filling-in at the Transfer Station is masking a budgetary or staffing issue? Mr. Adams confirmed that he was filling in due to health issues with several employees.

Meetings covered by the BOS - Group or individual:

Monthly BOS – Bruce and Chris

Special BOS – Bruce & Chris

HRRA - Bruce

**Police Report:**

Lately Andrew has been focusing on speed enforcement. Focus has been on Skiff Mtn., Kenico Road, and new four-way stop at South Kent Road, Bulls Bridge Road and Camps Flat Road. Handled Memorial Day Parade very well.

**Report of Selectmen:**

Mr. Garrity had nothing to report.

Mr. Parkin had nothing to report.

**Report of Treasurer:**

Mrs. Herbst provided a report (attached). Mr. Garrity asked several questions about revenue. Mrs. Herbst reminded him that she provides reports each month and any increase in revenue would be reflected on the reports. Mr. Garrity also asked if the lines that went over would be increased during the next budget cycle. Mrs. Herbst stated that if it were a trend then the lines would be adjusted but if the overage were due to a one-time expense then the line would not be increased.

Mr. Adams made a motion to approve the Town of Kent Proposed Vendor List FY '20 (attached). Mr. Parkin seconded the motion and the motion carried.

**Tax Refunds:**

Mr. Adams made a motion to approve the following two tax refunds:

Toyota Lease Trust               \$298.64

Issacharoff, Samuel           \$243.28

Mr. Garrity seconded the motion and the motion carried.

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

Lesly Ferris confirmed that she attended the Connecticut Recreation and Parks Association Summer Quarterly June 6, 2019 entitled "Active Shooter/Workplace Violence: How to Respond" (report attached).

**Executive Session:**

Mr. Adams made a motion to move into Executive Session at 5:00 p.m. to discuss the Highway CDL Maintainer sub-committee recommendation for two Highway CDL positions. He invited the sub-committee: Rick Osborne, Donna Hayes and Michael Sivick as well as the sub-committee's acting clerk Joyce Kearns, into the Executive Session. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to come out of Executive Session at 5:20 p.m. Mr. Parkin seconded the motion and the motion carried.

Mr. Adams made a motion to accept the Highway CDL Maintainer sub-committee's recommendation for two new Highway CDL Maintainer employees to be hired by the Town of Kent pending pre-employment physical and background checks. A Special BOS meeting will be warned to review the results of the pre-employment physicals and background checks and to prepare official offers of employment. Mr. Garrity seconded the motion and the motion carried.

Mr. Garrity made a motion to adjourn the meeting at 5:22p.m. Mr. Adams 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

JULY 2, 2019  
4:30 P.M. TOWN HALL

### Regular Meeting

1. **Call to order**
2. **Approval of Minutes**
  - a. May 24, 2019 Special Meeting (Streetscape/Bldg. Official/KVHE)
  - b. June 1, 2019 Special Meeting (Bldg. Official/Streetscape/KVHE)
  - c. June 4, 2019 Regular Meeting
  - d. June 13, 2019 Special Meeting (Highway Hiring Sub-committee)
3. **Public Communication**
  - a. Oral
  - b. Written:
    - June 28, 2019 Staff Report from LUA Donna Hayes
    - June 28, 2019 Senior Activities Report from Lesly Ferris
4. **New Business**
5. **Old Business**
  - a. Streetscape
  - b. Policy and Procedure Manual
  - c. Park and Rec job description
  - d. Social Services Assistant job description
6. **Report of First Selectman**
  - a. Resignation of employee
7. **Report of Selectmen**
8. **Report of Treasurer**
  - a. 2019-2020 Approved Vendor List
  - b. Report for June 2019
9. **Tax Refunds**
10. **Employee(s) report(s) on Seminar/workshops**
  - a. CT Recreation and Parks Association Summer Quarterly – Lesly Ferris
11. **Executive Session**

Highway CDL Maintainer sub-Committee recommendation to the BoS

RECEIVED FOR RECORDS  
KENT TOWN CLERK

2019 JUL - 1 A 9 47

BY  TOWN CLERK

"An equal opportunity employer and service provider."



## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: June 28, 2019  
FROM: Donna Hayes, CZEO

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#### Building Department:

- Permits Issued: 64 (June)
- Total Construction value: \$1,069,297 (June)
- Fees: \$7,948
- Waived: \$0

#### Planning & Zoning:

- Permits Issued: 5 (June)
- Certificates of Compliance Issued: 1 (June)
- Applications before the Commission: (June)
  - Application #'s 29-19SP and 30-19C, High Watch Recovery Center, Inc., 62 Carter Road, installation of temporary office trailer, Map 14 Block 22 Lot 7. (**Approved**)
  - Application #'s 35-19C and 36-19SP, High Watch Recovery Center, Inc., 62 Carter Road, change of use of existing maintenance barn/shed to office/maintenance barn/shed and addition of front porch, Map 14 Block 22 Lot 7. (**Approved**)
  - Application #'s 37-19C and 38-19SP, High Watch Recovery Center, Inc., 47 Carter Road, construction of an open sided, covered pole barn, Map 14 Block 21 Lot 17. (**Approved**)
  - Application #42-19ZRA, regulation amendment to §4124 and §4224, proposed by Mr. Marc Weingarten; discussion and possible scheduling of public hearing per §10500. (**Tabled**)

#### Inland Wetlands:

- Approved: June
  - Application #1197-19, Jeffrey Berg & Susanna Dunne, 15 Halls Lane, installation of 10' x 16'2" above ground soaking pool, Map 9 Block 22 Lot 31.
  - Application #1198-19, Vincent Roberti for High Watch Recovery Center, Inc., 62 Carter Road, addition of covered porch to existing maintenance barn/shop, Map 14 Block 22 Lot 7.
  - Application #1199-19, Samuel Mazza, 11 Upper Kent Hollow Road, remove existing structure, install pre-fab log cabin house, install prefab barns 10' x 45', install storage barn, Map 16 Block 26 Lot 1.

- Pending: June
  - Application #1200-19, Quentin Kindred for Jeff & Angela Parkin, 18 Mauwee Brook Road, replacement of 1200 sq. ft. paver patio with bluestone; replace 60 linear feet of chain link fence with split rail fence, Map 9 Block 22 Lot 9.
  - Application #1201-19, Brian Neff for Benjamin Rosen, 23 Mauwee Brook Road, removal of invasive non-native vegetation; planting of native trees & plants; installation of grass labyrinth with stone edging, Map 9 Block 22 Lot 3.
  - Application #1203-19, Sharon Land Trust, 0 Westwoods Road, removal and replacement of existing culvert and bridge over seasonal stream crossing site, Map 7 Block 17 Lot 9.
  - Application #1204-19, Candlewood Valley Homes, Inc. for Eric Aroesty, 59 Kenico Road, demolition of existing single-family dwelling; rebuild of new single-family dwelling on existing footprint; increase size of existing septic system to 5 bedroom, Map 15 Block 22 Lot 74.

**Zoning Board of Appeals:**

- Before the Board: June
  - No applications before the Board.

**Architectural Review Board:**

- Approved: June
  - NONE

**VIOLATIONS:**

- The Building Official, Fire Marshal and I went on a site walk at Camp Kenmont/Kenwood to review violations of work performed without permits.

**OTHER:**

- The Land Use Office will be closed on Friday, July 5<sup>th</sup>.
- I will be on vacation the week of July 29, 2019.

# 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: June 28, 2019

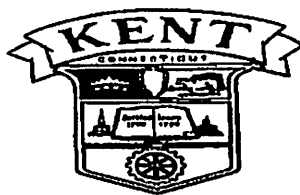
Re: Senior activities

Please note the following special activities took place at the Kent Senior Center during June 2019:

10 – Senior Adult Coloring Class

12 – Father's Day Luncheon

Thank you!



**TOWN OF KENT  
HIGHWAY DEPARTMENT**

**MONTHLY REPORT**

**DATE:** July 1, 2019

**FROM:** Rick Osborne

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**Finished road sweeping**

**Almost daily removal of debris at beaver dam locations**

**Kenico Road**

Prepped and paved

Need to fill edges and slopes

Planting list was sent to Mr. Gilson – no response

Traffic control for paving company

**Chip Seal**

West Woods Road

Dolldorf Road

Kelley Drive

Appalachian Road

Assisted with traffic control for company

**Roadside mowing started – stopped due to staffing issues**

**Mowing**

Lawns

Parks

Ball fields

**Trash pick-up**

Buildings

Street cans

Roads

**Responded to three down tree calls**

**Spooner Hill**

Tree removal – one day

**River Road**

Tree and dead limb removal – one day – requested by National Park Assoc.

**Emery Park**

Assisted Bartlet with tree removal

Cleared and open pipes for water flow



**Town of Kent  
Park and Recreation Director**

**Position Summary:**

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, senior, teen, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events.

**Reports to:**

Park and Recreation Commission.

**Direct Reports:**

- After-School Program director • Head Lifeguard,
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- referees and umpires.

**Hours of Work:**

Full-time salaried position, 40 hours per week, includes some nights and weekends.

**Essential Job Functions:**

**Administrative:**

- Establishes and posts office hours, including any changes in hours.
- Attends all regular and special Commission meetings and communicate regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent with the meeting minutes not less than one week before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk.
- Reports to the commission chairman and keep selectmen informed as necessary.
- Presents to the Commission a current financial report at its regular meetings.
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget.
- Works with the Commission in the preparation, review and presentation of the Park and Rec's Five-Year Capital Plan.
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.

- Opens and responds to daily mail. Types and files correspondence. Answers phones.
- Organizes and keeps file copy of meeting minutes and director's reports in office.
- Contacts sports photographer, creates and distributes schedule for sports' team and individual and sponsor photos. Distributes pictures to team coaches, players and sponsors.
- Identifies and orders office and program supplies.
- Oversees and implements Park and Rec policy on awards.
- Works with Park and Recreation Commission on appointments and reappointments to the commission. Communicate in writing to the Board of Selectmen the recommendations for appointments to the Kent Park and Recreation Commission for the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier and providing necessary information as requested.
- Establishes and maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attend conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.

**Communication:**

- Establishes and maintains effective working relationships with superiors, subordinates, associates, including area recreation directors, volunteers and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Presents a written monthly report of current and planned activities to the Commission at its regular meetings.
- Writes and submits to Board of Finance an annual report for the Annual Town Report.
- Monitors, writes and submits updates for the Kent Park and Recreation website and Face book page.
- Writes and submits information for the monthly town newsletter.
- Contributes to senior newsletter in conjunction with the Social Services director.
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with timely press releases to the local media and flyers.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.

- Maintains working relationship with the state police. Files police reports where appropriate.
- Maintains working relationship with Park and Recreation Commission.
- Meets and coordinates on league rules and game schedules with regional Rec directors.
- Coordinates with Kent Center School officials on field use and maintenance.

#### **Facilities:**

- Schedules and oversees the maintenance and repair of Park and Rec facilities, equipment, program inventories and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage.

#### **Personnel:**

- Recruits, interviews, trains and supervises paid and volunteer staff in accordance with Town of Kent and Park and Rec Commission policies and procedures.
- Develops job descriptions for positions as necessary and presents the descriptions to the Commission for approval.
- Provides for staff evaluations at completion of a Park and Rec program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.

#### **Programs:**

- Coordinates, supervises, schedules and promotes Park and Rec programs and activities.
- Develops new programs to present to the Park and Rec Commission for consideration.
- Identifies, coordinates, orients and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials, including handbook, schedules, team roster.
- Coordinates the scheduling of Park and Rec programs.
- Creates, distributes and collects program fees, registrations and waivers.
- Inventories orders and distributes equipment, uniforms and first aid supplies.
- Hires and pays referees and umpires.
- Coordinates, supervises and promotes fee programs.
- Coordinates, supervises and promotes special programs, including working collaboratively with community organizations and businesses.
- Maintains records of programs for three years.
- Develops, schedules, organizes, promotes and supervises bus outings, including working with regional recreation directors

**Job Qualifications:**

- Bachelor's Degree and/or relevant life experience and interest in Park and Recreation.
- Good communication and administrative, organizational skills.
- First aid training.
- CPR certification.
- Certified blood borne pathogens trainer.
- Computer Skills.
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.

**Physical Conditions:**

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.

Approved by the Board of Selectmen:

10/4/11

Updated by the Board of Selectmen:

3/13/12

Revised and approved by the Board of Selectmen:

7/31/13

Approved by the Board of Selectmen:

9/1/15

**Town of Kent**  
**Social Services Assistant**

*Effective July 1<sup>st</sup>, 2019*

**Position Summary:** Supports the Social Services Director by performing assigned administrative duties while working in accordance with the NASW Code of Ethics. Coordinate the Monday/Wednesday Senior Nutrition Program.

**Reports to:** Social Services Director

**Hours of Work:**

Part-time hourly position.

10 hours/week. Schedule to be determined.

**General Duties and Responsibilities:**

- Perform all general clerical duties as assigned by the Social Services Director. For example, but not limited to: filing, copying, answering and taking telephone messages, preparing documents and applications for data entry, client file maintenance and review, etc.
- Prepare volunteer schedule for Kent Food Bank and assist with the completion of required monthly reports.
- Complete general office duties independently in the absence of the Social Services Director.
- Complete specific duties at Kent Senior Center as determined by the Social Services Director.
- Under the supervision of the Social Services Director, coordinate the Monday/Wednesday Senior Nutrition Program.
- Complete special projects/reports as assigned by the Social Services Director.
- Keep record of donations and provide donors with written confirmation.
- Assist with distribution of the senior newsletter and proposed social services e-newsletter including maintenance of mailing lists and email contact groups.



**Job Requirements:**

- Proficient in Microsoft Office and experience with data base systems.
- Minimum of an Associate's Degree in Human Services, Psychology, Social Work (Bachelor's Degree preferred).
- Employment experience working in a setting with mandated client/patient confidentiality. In some circumstances, work experience may be substituted for education.
- Valid driver's license and availability of a personal vehicle.

**Physical Conditions:**

- Office environment.
  - Repetitive motion (use of a keyboard).
  - Periodic need to carry boxes (no more than 50 lbs.), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
  - May require standing or long periods to do filing or sitting, for prolonged periods, for computer or telephone work.
-

## Treasurer Report for BoS meeting 7.2.19

### 1. Treasurer Office Activities June:

- a. Start close-out process for Fiscal year.
- b. Start setting up new Fiscal Year in software
- c. Complete interim ***Audit Field Work***.
- d. Attend/participate in meeting for possible ***TAP grant*** (Streetscape).
- e. Issued ***95 accounts payable*** checks and ***3 tax refunds***.
- f. Issued ***125 payroll and payroll liability*** checks.
- g. Recorded ***93 transactions initiated by BoE***.

### 2. Actual vs Budget

#### Revenue

***Revenue*** is strong, 101.67% of budgeted revenue has been received through 6.28.19 (this calculation excludes any funds budgeted from reserve)

**Received \$34,313** in revenue during June.

**Received \$7,661** from Dept of Interior for the PILT (payment in lieu of taxes for Federal land within Kent borders)

#### Expense

Expenses are at 92.5% of budgeted amounts

Most overages are within department lines and will be offset by other lines within the same department.

However, the following departments will need YE budget transfers to cover previously reported overages.

## Treasurer Report for BoS meeting 7.2.19

Currently the amount in Budget transfers necessary *exceed* the budgeted *Contingency* however there will be residual funds from other departments to cover these overages.

- a. **BoS:** *Supplies, Discretionary and Telephone* are all over, currently totaling \$766
- b. **RoV:** *Workers, Refreshments and Supplies* are all over, currently totaling \$3,881
- c. **Treasurer:** *Computer Services* line is over budget, currently totaling \$2,700
- d. **Town Clerk:** *Assistant* line will go over, projected amount \$1,700
- e. **Town Hall:** *Computer Services* is over by \$2,722
- f. **Senior Center** (part of Health and Welfare) : *Maintenance and utilities* are over, projected amount \$2,200
- g. **Welcome Center/Public Restrooms** (part of Health and Welfare) is currently over budget by \$2,633, total expected overage \$3,000

3. Following is a summary actual vs budget through 6.30.19

	Jul '18 - Jun 19	Budget	Variance	% of Budget
<b>Total Income</b>	<b>12,688,898.03</b>	<b>12,480,812.00</b>	<b>208,086.03</b>	<b>101.67%</b>
<b>Expense</b>				
A • General Government	1,180,464.61	1,239,476.00	-59,011.39	95.24%
B • Public Safety	230,183.12	250,816.00	-20,632.88	91.77%
C • Public Works	1,111,740.12	1,650,827.00	-539,086.88	67.34%
D • Health and Welfare	104,928.67	101,431.00	3,497.67	103.45%
E • Recreation	161,279.11	188,333.00	-27,053.89	85.64%
F • Sanitation	107,966.51	115,935.00	-7,968.49	93.13%
G • Board of Education	6,984,515.37	7,294,308.00	-309,792.63	95.75%
H • Debt Service	625,486.00	625,486.00	0.00	100.0%
I • Transfer to Capital	758,700.00	758,700.00	0.00	100.0%
J • Transfer to Dog Fund	7,500.00	7,500.00	0.00	100.0%
K • Current Year Capital Proj	636,500.00	636,500.00	0.00	100.0%
<b>Total Expense</b>	<b>11,909,263.51</b>	<b>12,869,312.00</b>	<b>-960,048.49</b>	<b>92.54%</b>

# TOWN OF KENT

## Proposed Vendor List FY '20

July 1, 2019

Vendor	Vendor Type	Department
A-1 Communications, Inc.	Supplier	Public Works
A & J Construction Inc	Supplier	Public Works
A Royal Flush Inc.	Service Provider	Park & Rec
Ace Hardware of Kent	Supplier	Municipal
Adkins Printing Inc	Service Provider	Municipal
Administrator of Unemployment	Tax agency	Municipal
Aetna	Service Provider	Municipal
All Star Transportation	Service Provider	Park & Rec
Allied 100 LLC	Supplier	Municipal
Amazon	Supplier	Town Clerk
American Heritage Life Insurance Co.	Service Provider	Municipal
AMSoil	Supplier	Public Works
Anchor Engineering Serv. Inc.	Service Provider	Public Works
Apex Communications, LLC	Service Provider	Municipal
Aquarion Water Co.	Service Provider	Municipal
Aramark Uniform & Career ( Inc.)	Service Provider	Public Works
Arbor Services of CT Inc.	Service Provider	Public Restrooms
Atlas Industrial Services LLC	Service Provider	Public Works
B. Metcalf Asphalt Paving Inc.	Service Provider	Public Works
Bacher Corp. of Conn.	Supplier	Public Works
Bartlett Tree Experts	Service Provider	Public Works
Belson Outdoors LLC	Supplier	Park & Rec
Betty Mills Co. Inc	Supplier	Municipal
BL Gleason & Son, Inc.	Service Provider	Public Works
Black Book	Supplier	Tax Assessor
Blue Line Builders LLC	Service Provider	Town Hall
Brenntag Lubricants Northeast (was GH Ber	Supplier	Public Works
BSN Sports	Supplier	Park & Rec
C & C Hydraulics Inc. & Lubrication	Service Provider	Public Works
CAAO, Inc.	Associations	Tax Assessor
CACIWC	Associations	Land Use
CAMAE	Associations	Social Services
Campion Ambulance Service, Inc.	Service Provider	Municipal
Canning, James	Consultant	Civil Prep
Capital One	Bank	Treasurer
Cardinal Engineering Assoc. Inc.	Consultant	Public Works
Carrot Top Industries Inc.	Supplier	Town Hall
CASHO, Inc.	Associations	Public Works
CAZEO	Associations	Land Use
CCM (CT Conference of Municipalities)	Associations	Municipal
CCM Services, LLC	Service Provider	Municipal
Central Equipment, LLC.	Supplier	Public Works
Century Aggregates Inc.	Supplier	Public Works
Charter Communications	Service Provider	Municipal
Chore Service Inc	Service Provider	Municipal

# TOWN OF KENT

## Proposed Vendor List FY '20

July 1, 2019

Vendor	Vendor Type	Department
CIRMA	Service Provider	Municipal
CITI - CT Information Tech Institute	Consultant	ROV
CivicPlus, Inc.	Service Provider	Municipal
CLCC (CT Land Conservation Council)	Consultant	Conservation Commission
Computer Marketing Services LLC	Service Provider	Conservation Commission
Constant Contact	Service Provider	Board of Education
COST - CT Council of Small Towns	Associations	Board of Selectmen
Cramer & Anderson	Attorney	Board of Selectmen
Credit Information Bureau, Inc.	Service Provider	Tax Collector
Crown Trophy	Supplier	Park & Rec.
CRPA	Associations	Park & Rec
Crystal Rock, LLC	Supplier	Municipal
CT Federation of P&Z Agencies	Associations	Land Use
CT Oil Recycling Serv	Service Provider	Transfer Station
CT State Library	Grants	Town Clerk
CT Tax Collectors' Association	Associations	Tax Collector
CT Town Clerks Association	Associations	Town Clerk
D & S Auto Repair	Service Provider	Public Works
Danbury Auto Spring & Welding	Service Provider	Public Works
Davis IGA, Inc.	Supplier	Municipal
Decker, Jerry	P/R:Sports Official	Park & Rec.
Dept. of Revenue Services	Tax agency	Municipal
Dime Oil Co LLC	Supplier	Municipal
DMV	Tax agency	Tax Collector
East Coast Sign & Supply Co. Inc.	Service Provider	Public Works
East River Energy	Service Provider	Municipal
Emmons Tree & Landscape Services, LLC	Service Provider	Public Works
Equipment Service	Service Provider	Public Works
Everbridge Inc.	Supplier	Public Safety
Eversource	Service Provider	Municipal
Fasi, Joseph P. Esq.	Attorney	Municipal
Fenyas Plumbing & Heating LLC	Service Provider	Municipal
Fire Equipment Headquarters, Inc.	Service Provider	Municipal
Five Star Fire	Service Provider	Public Works
Ford of Branford	Service Provider	Public Works
Franks Garage LLC	Service Provider	Public Works
Freightliner of Hartford Inc.	Supplier	Public Works
Frontier Communications	Service Provider	Town Hall
Garsal Industries	Supplier	Public Works
Gas Products Industries LLC	Supplier	Public Works
GFOA	Associations	Treasurer
GFOA CT	Associations	Treasurer
GMPH & Sons, LLC	Service Provider	Municipal
GoDaddy	Service Provider	Park & Rec
Grainger	Supplier	Public Works



# TOWN OF KENT

## Proposed Vendor List FY '20

July 1, 2019

Vendor	Vendor Type	Department
Greenleaf Energy Solutions LLC	Service Provider	Municipal
Greenwoods Counseling Referrals, Inc.	Grants	Municipal
Greenwoods Inc.	Service Provider	Public Works
Guide Rite	Service Provider	Public Works
Hagley Motors	Service Provider	Public Works
Halloran & Sage LLP	Attorney	Land Use
Hanna Transport LLC	Service Provider	Public Works
Harlem Valley Sand & Gravel. Inc.	Supplier	Public Works
Harvest	Supplier	Public Works
Haymore Services	Service Provider	Public Safety
Home Depot Credit Services	Supplier	Town Hall
HVA - Housatonic Valley Association	Associations	Municipal
Hydro Technologies Inc.	Consultant	Public Works
HYSB - Housatonic Youth Service Bureau	Grants	Municipal
Ice Chip International	Supplier	Public Works
Info Quick Solutions Inc.	Service Provider	Town Clerk
Infoshred	Supplier	Town Hall
Ink Spot of Thomaston	Supplier	Conservation Commission
Innovative Municipal Products US Inc	Supplier	Public Works
International Code Council	Associations	Bldg. Dept.
Intuit	Service Provider	Treasurer
IVS LLC	Associations	ROV
Jack Farrelly Company	Supplier	Public Works
Jennings Oil Company	Supplier	Social Services
JTP Chemical Sales	Supplier	Town Hall
Katart Graphics	Service Provider	Conservation Commission
KCS Cafeteria	Service Provider	Board of Education
Kent Cemetery Association Inc.	Grants	Municipal
Kent Chamber of Commerce	Associations	Town of Kent
Kent Community Nursery School Inc	Grants	Municipal
Kent Greenhouse	Supplier	Public Works
Kent Library Association Inc.	Grants	Municipal
Kent Nursing Association Inc.	Grants	Municipal
Kent Sewer Commission	Service Provider	Municipal
Kent Station Pharmacy	Supplier	Social Services
Kinsley Power Systems	Service Provider	Municipal
KVFD - Kent Volunteer Fire Department Inc	Grants	Municipal
KVHE	Grants	Municipal
Lake Waramaug Authority	Associations	Municipal
Lake Waramaug Interlocal Commission	Associations	Municipal
Lakeville Journal Co LLC	Service Provider	Municipal
Lawson Products	Supplier	Public Works
LeagueAthletics.Com LLC	Service Provider	Park & Rec
LHS Associates Inc	Supplier	ROV
Lindenmeyr Munroe	Supplier	Town Hall

# TOWN OF KENT

## Proposed Vendor List FY '20

July 1, 2019

Vendor	Vendor Type	Department
Litchfield County Dispatch Inc	Service Provider	Municipal
Litchfield County Tax Collector's Assoc	Associations	Tax Collector
Litchfield County Town Clerk's Associatio	Associations	Town Clerk
Litchfield Ford	Service Provider	Public Works
Litchfield Hills Probate District #24	Service Provider	Municipal
Litchfield Hills/NW Nutrition Project	Service Provider	Municipal
Literacy Volunteers on the Green Inc.	Grants	Municipal
Local Union 677	Associations	Public Works
LoRusso Corp	Supplier	Public Works
Lubri-Care Distributors of CT, Inc.	Service Provider	Public Works
Lunan's Landscaping LLC	Service Provider	KCS Playing Fields
MacMillan, Stanley Jr.	Service Provider	Public Safety
Medco Supply Company	Supplier	Park & Rec.
Merli Automotive	Supplier	Public Works
Mettlfe Small Business Center	Service Provider	Municipal
MFC Mechanical Inc.	Service Provider	Municipal
Mohawk West Tire and Auto Center	Service Provider	Public Works
Montage Enterprises, Inc.	Supplier	Public Works
Moore & More Printing	Service Provider	Social Services
Morton Salt, Inc.	Supplier	Public Works
Mountaintop Trucking	Supplier	Public Works
Mulch Seal, LLC	Supplier	Public Works
Murtha Cullina LLP	Consultant	Land Use
Nagy Bros Construction LLC	Service Provider	Public Works
NASW	Associations	Social Services
NE Teamsters Federal Credit Union	Associations	Public Works
Neopost	Service Provider	Land Use
New England Teamsters Trucking	Associations	Social Services
New Milford Printing	Service Provider	Social Services
Newport Group - was Vanguard	Service Provider	Municipal
Newtown Power Equipment Inc.	Supplier	Public Works
NHCOG - Public Works Equipment	Associations	Public Works
Nicholas Tobin & Associates Insurance	Service Provider	Municipal
Norbert E Mitchell Co., Inc.	Service Provider	Nutrition Site
Nutmeg International Trucks Inc	Supplier	Public Works
NW Reg Mental Health Board Inc	Associations	Municipal
NW Basketball League	Service Provider	Park & Rec
NW Connecticut Transit District	Associations	Municipal
NW Conservation District	Associations	Municipal
NW CT Regional Housing Council	Grants	Municipal
NW Equipment Repair LLC	Service Provider	Public Works
NWHCOG	Service Provider	Public Works
O & G Industries Inc	Supplier	Public Works
Oak Ridge Hauling LLC	Service Provider	Public Works
OfficeZilla	Supplier	Park & Rec

# TOWN OF KENT Proposed Vendor List FY '20

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Vendor	Vendor Type	Department
On Deck Sports	Supplier	Park & Rec
Oppenheimer - HWY & SOMMERS ONLY	Bank	Municipal
Osborne, Tom	Service Provider	Fire Marshal
Overhead Door Company of Brookfield	Supplies	Public Works
Paine, Phyllis	Service Provider	Municipal
Park City Truck Equipment LLC	Supplier	Public Works
ParkNPool Corp	Supplier	Park & Rec
Paving Maintenance Supply	Supplier	Public Works
PBM	Service Provider	Municipal
Pension Consultants Inc	Service Provider	Municipal
Perennial Landscapes LLC	Service Provider	Park & Rec
Planimetrics Inc.	Consultant	Land Use
Postmaster	Supplier	Municipal
Progressive	Service Provider	Social Services
Quality Data Service Inc	Service Provider	Municipal
Quality Products	Supplies	Public Works
Quill Corporation	Supplier	Municipal
Recreonics	Supplier	Park & Rec
Republican American	Service Provider	Municipal
Rhode Island Novelty	Supplier	Park & Rec.
Rich's Keys & Locks	Service Provider	Public Works
Rivers Alliance of CT	Associations	Conservation Commission
ROAST LLC	Service Provider	ROV
ROVAC	Associations	ROV
Ruwet Sibley Equip. Corp.	Supplier	Public Works
Rydin Decal	Supplier	Transfer Station
S & S Worldwide	Supplier	Park & Rec.
Safeguard Business Systems	Supplier	Treasurer
Safety-Kleen Systems, Inc.	Supplier	Public Works
Salisbury Bank	Bank	Municipal
Sandra E. Welwood, LLC	Professional Services	Municipal
Sawing High Climbers LLC	Service Provider	Park & Rec
Schneider Corporation	Service Provider	Tax Assessor
Sears Commercial One	Supplier	Public Works
Select Sportswear Company	Supplier	Public Works
Service One	Supplier	Nutrition Site
Seymour Sealing Service, Inc.	Service Provider	Public Works
Sharon Youth/Recreation	P/R	Park & Rec.
ShelterLogic	Supplier	Transfer Station
SimplexGrinnell - NOW JOHNSON CONTROLS	Service Provider	Town Hall
SNODEPOT LLC	Service Provider	Public Works
Sommers, Donna E.	Service Provider	Municipal
St of CT - (Boilers/Water heater)	Tax agency	Municipal
St of CT - DEEP	Tax agency	Municipal
St of CT. Office of Education & Data Mgmt	Tax agency	Public Safety

# TOWN OF KENT

## Proposed Vendor List FY '20

July 1, 2019


Vendor	Vendor Type	Department
St of CT.Dept. of Constructio (Elevators)	Tax agency	Municipal
St. of CT - Police Protection	Service Provider	Public Safety
Stamp Fulfillment Services	Supplier	Municipal
Stanton Equipment, Inc.	Service Provider	Public Works
Staples Credit Plan	Bank	Board of Selectmen
Stewart & Stevenson Power Products LLC	Supplier	Public Works
STIF - CT Short Term Investment Fund -	Bank	Municipal
Supreme Forest Products, Inc.	Service Provider	Public Works
Susan B. Anthony Project Inc.	Grants	Municipal
T&S Builders, LLC ~	Service Provider	Municipal
Target Enterprises, Inc.	Supplier	Public Works
Teamsters	Associations	Public Works
Templeton Farm Apartments	Associations	Nutrition Site
Terminix	Service Provider	Swift House
Textile Graphics	Supplier	Park & Rec.
ThyssenKrupp Elevator Corp.	Service Provider	Town Hall
Toce Brothers, Inc.	Supplier	Public Works
Torrington Area Health District	Service Provider	Municipal
Travelers, The	Service Provider	Municipal
TRB - Teachers Retirement Board	Tax agency	Board of Education
Tree Warden's Assoc. of CT	Associations	Tree Warden
TruGreen Commercial	Supplier	Public Works
Tunxis Laboratories, LLC	P/R:Sports Official	Public Works
United States Treasury	Tax agency	Municipal
US Bank	Debt Service Provider	Debt Service
Verizon Wireless	Service Provider	Municipal
Virtual Town Hall Holdings, LLC	Service Provider	Town Hall
Vision Government Solutions, Inc.	Associations	Tax Assessor
VOYA ( prviously ING)	Tax agency	Municipal
W.I. Clark Company	Supplier	Public Works
Washington, Town of	Associations	Municipal
Watertown Auto & Truck Parts Inc.	Supplier	Public Works
WB Case, LLC	Service Provider	Town Hall
Weantinoge Heritage Land Trust, Inc.	Associations	Public Works
Wells Fargo	Bank	Municipal
Wisell, Pam	Service Provider	Municipal
Women's Support Services	Grants	Municipal
Xerox Corporation	Service Provider	Municipal
YucaTech, Inc.	Service Provider	Municipal
Zeller Tire Company, Inc.	Supplier	Public Works
Zwack, Inc.	Supplier	Public Works

# Kent Park and Recreation

Lesly Ferris, Director  
P.O. Box 678  
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Kent, CT 06757-0678

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Fax 860-927-1313  
parkandrec@townofkentct.org  
www.kentctparkandrecreation.com

To: Board of Selectmen

From: Lesly Ferris 

Date: June 10, 2019

Re: Workshop report

I attend the Connecticut Recreation and Parks Association Summer Quarterly June 6, 2019 entitled "Active Shooter/Workplace Violence: How to Prepare and How to Respond" which was held in Glastonbury.

The workshop focused on how to prepare and respond to an active shooter/intruder situation through use of training videos, review of best practices, discussion of actual incidents and questions and answers. We learned the importance of:

- "See Something, Say Something" – question anything that is other than normal
- Run-Hide-Fight response to an intruder/active shooter situation, which included watching the "Run-Hide-Fight" video (Houston version).
- Understanding your role in the event of an emergency as an individual, caretaker and part of a team
- Having a plan with if/then scenarios and rehearsing this plan
- Having a designated meeting place

The workshop provided valuable information that can be implemented within Park and Recreation programs, as well as in my role as Safety Committee chairman.

Thank you for this opportunity.

*This institution is an equal opportunity provider and employer.*

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2019 JUL -5 A 9:23

BY  TOWN CLERK