

Board of Selectmen  
Regular Meeting

August 6, 2019  
4:30 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Catherine Bachrach, Lesly Ferris, Sean Gilson, Lynn Harrington, Donna Hayes, Barbara Herbst, Peter Jensen, John Johnson, Ed Matson, Trisha McMahon, Abigail Smith Hanby, Lynn Worthington and Wes Wyrick.

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 July 2, 2019 Board of Selectmen's Regular meeting minutes, as submitted. Mr. Parkin seconded the motion and the motion carried.

Mr. Adams made a motion to approve the July 12, 2019 Board of Selectmen's Special meeting minutes, as submitted. Mr. Parkin seconded the motion and the motion carried.

**Public Communication:**

**Oral:**

Wes Wyrick:

- Kenico Road
- Paving completed
- Thought additional work on slopes and driveway aprons was to be done

Sean Gilson:

- Thanked Bruce and Rick for the meeting
- Would like an engineer to weigh-in on the drainage, especially at the bottom of his driveway
- Would like the easement area below the curve staked
- Still concerned about speed on the road

Peter Jensen:

- Provided a packet to BOS in May regarding Town Meetings which highlighted two topics:
  - Better warning of meetings
  - Possible consolidation of meetings
- Town bulletin board

**Written:**

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

- July 26, 2019 Staff Report from Donna Hayes
- An undated letter from "A Very Concerned Citizen" regarding bicycles on the road

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2019 AUG -7 P 3:54

BY

TOWN CLERK

**Western Connecticut Tourism Bureau:**

Mr. Adams confirmed that Tim Good is Kent's representative for Western Connecticut Tourism Bureau. No action taken.

**Kent Park and Rec Commission Parks' Master Plan:**

Park and Rec Director Lesly Ferris introduced the members of the Park and Rec Commission Parks' Master Plan Sub-committee: Abigail Smith Hanby, Trisha McMahon and Lynn Harrington. Ms. Smith Hanby provided an overview of the sub-committee's plan to send out a RFP/Q for a Parks' Master Plan (attached). The Board of Selectmen discussed the request for funding of the Parks' Master Plan. The Board feels that Park and Rec has \$100,000 in the Five-Year Capital Plan that they could request to be reallocated to the Parks' Master Plan. Park and Rec Chairman Lynn Harrington stated she agrees with the concept of the Parks' Master Plan but does not feel that the Park and Rec Commission should use any capital money on a plan but should use the money for the tangible items that were approved and funded. Land Use Administrator Donna Hayes asked if the Committee looked at the Plan of Conservation and Development? Ms. Smith Hanby stated that she believes that they did. Mr. Parkin made a motion to authorize the Kent Park and Rec Commission to issue the RFP/Q in accordance with the report (attached). Mr. Adams seconded the motion. Mr. Adams and Mr. Parkin voted yes. Mr. Garrity voted no. The motion carried.

**Appointment – IWC:**

Mr. Adams made a motion to appoint Jonathan Younger be appointed to the open Inland Wetlands Commission in an alternate position with a term date ending on December 31, 2020. Mr. Garrity seconded the motion and the motion carried.

**Streetscape:**

SSC2 Chairman John Johnson provided the following:

- New committee has lots of questions
- Reviewing the work done by the prior committee
- Decided to accept the scope of work proposed by the first committee
- Verifying current costs with the engineer
- Next Tuesday's meeting will be a "walking" meeting to actually see the sidewalks
- Mrs. Herbst attended the last meeting and will work on getting an extension on the grant that expires on 12/31/19

Wes Wyrick requested the BOS approve up to \$1,000 to get an overlay of property lines on the current survey map. Mr. Adams made a motion to authorize up to \$1,000 to produce overlays for the current survey map that define the property lines on Rt. 7 and Rt. 341. Mr. Parkin seconded the motion and the motion carried.

Mr. Parkin endorsed Peter Gadiel as the replacement on the SSC2 sub-committee. Mr. Garrity endorsed Jack Nelson, and Mr. Adams endorsed Elissa Potts. Mr. Garrity noted Mr. Nelson's construction background. Mr. Garrity made a motion to appoint Jack Nelson to the open position on the SSC2 sub-committee. Mr. Parkin seconded the motion. Mr. Garrity and Mr. Parkin voted yes. Mr. Adams voted no. The motion carried.

**Policy and Procedure Manual:**

Mr. Parkin stated he drafted a policy to outline the hiring practice. Mr. Garrity suggested that Mr. Parkin add the draft to the Policy and Procedure Manual and the Board would approve the entire Policy and Procedure Manual. Mr. Adams asked if that process was to be used on all hires? Mr. Garrity stated that all hires should be handled the same for consistency.

**Highway CDL Maintainer Sub-committee:**

Mr. Adams thanked the members of the Highway CDL Maintainer sub-committee and made a motion to dissolve the sub-committee, effective immediately. Mr. Parkin 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 July 2019:

- Attended opioid round table at Kent Congo
- Lunch with Rep Jahana Hayes
- Met with Bay State Textile rep
- Met to discuss Schaghticoke's plans
- Two pistol permit interviews
- Contract signing for Carter Road bridge
- Attended Town Hall forum by Maria Horn
- Vacation in OR July 24 – August 4

Meetings covered by the BOS - Group or individual:

COG Exec. Committee – Bruce

BOS – Full Board

SSC2 – Bruce x3

BOF - Bruce

Monthly COG – Bruce

A few important topics:

- Schaghticoke tribal recognition issue is back. SIT intends to submit a new petition.
- Just got word of awarding an HRP grant by First Light for a rescue boat for KVFD

**Police Report:**

Lately Andrew has been focusing on speed enforcement. Focus has been on Rt. 7 north and south, 341 east, town center, Kent Hollow.

Speed signs are helping.

He is always very responsive and accessible.

**Report of Selectmen:**

Mr. Garrity stated that he observed Trooper Fisher stopping a motorcycle during the

Kent Sidewalk Sales on Route 7. Trooper Fisher spoke to the rider and did not give him a ticket. Mr. Garrity appreciated Trooper Fisher's approach to the situation and felt it was a positive interaction.

Mr. Parkin had nothing to report.

**Report of Treasurer:**

Mrs. Herbst provided a report (attached). She did note she has not closed out last fiscal year. She noted that she is waiting for one department to provide revenue information. Mrs. Herbst also provided ten budget transfers. Mrs. Herbst noted that the BOF has approved budget transfers one – seven and will present eight – ten to them at the September BOF meeting. Mr. Parkin made a motion to approve the budget transfers as presented. Mr. Adams seconded the motion and the motion carried.

**Tax Refunds:**

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

Pesola, Michael & Marie \$38.29

Mr. Garrity seconded the motion and the motion carried.

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

Leah Pullaro attended the CT Local Administrators Workshop of Social Services on June 20, 2019 (report attached).

Mr. Garrity made a motion to adjourn the meeting at 6:15 p.m.

  
Joyce Kearns  
Administrative Assistant

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

## AGENDA

BOARD OF SELECTMEN  
REGULAR MEETING

AUGUST 6, 2019  
4:30 P.M. TOWN HALL

### **Regular Meeting**

1. **Call to order**
2. **Approval of Minutes**
  - a. July 2, 2019 Regular Meeting
  - b. July 12, 2019 Special Meeting (Highway/Streetscape/S.S.)
3. **Public Communication**
  - a. Oral
  - b. Written:
    - July 26, 2019 Staff Report from LUA Donna Hayes
    - Letter regarding bicycles on the roads
4. **New Business**
  - a. Western Connecticut Tourism Bureau
  - b. Kent Park and Rec Commission Parks' Master Plan
  - c. Appointment - IWC
5. **Old Business**
  - a. Streetscape
  - b. Policy and Procedure Manual
  - c. Highway CDL Maintainer Sub-committee – dissolve
6. **Report of First Selectman**
7. **Report of Selectmen**
8. **Report of Treasurer**
9. **Tax Refunds**
10. **Employee(s) report(s) on Seminar/workshops**
11. **Adjourn**

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KENT TOWN CLERK

2019 AUG -5 A 9:27

*Donna Hayes*  
TOWN CLERK

"An equal opportunity employer and service provider."



## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: July 26, 2019  
FROM: Donna Hayes, CZEO

A handwritten signature in black ink, appearing to read "Donna Hayes", written over the printed name.

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#### Building Department:

- Permits Issued: 45 (July)
- Total Construction value: \$2,318,153 (July)
- Fees: \$14,708
- Waived: \$X

#### Planning & Zoning:

- Permits Issued: 11 (July)
- Certificates of Compliance Issued: 2 (July)
- Applications before the Commission: (July)
  - Application #42-19ZRA, regulation amendment to §4124 and §4224, proposed by Mr. Marc Weingarten; discussion and possible scheduling of public hearing per §10500 (Continued to August).
  - Application #44-19SP, Dolores R. Schiesel, Esq. for Roberti Family, LLC, 175 Carter Road, change of use from single family dwelling and accessory dwelling unit to convalescent home, Map 14 Block 21 Lot 35 (Continued to August).
  - Application #'s 45-19SP and 46-19C, Brian Neff for Howard and Donna Smith, 81 Kent Hollow Road, construction of accessory dwelling unit and related site work, Map 16 Block 24 Lot 1. (Approved)
  - Modification to permit #81-18C, Mark G. Smith, P.E., for MKN Property Holdings, LLC, 5 South Main Street, addition, new pumps and tanks. Modification to include lighting at the Mobil gas station, 5 South Main Street, Map 19 Block 12 Lot 5. (Approved)

#### Inland Wetlands:

The Commission spoke with and unanimously agreed to recommend the appointment of Dr. Jonathan Younger as an alternate by the Board of Selectmen.

- Approved: July
  - 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.
- Modification to Permit #192-19, Bruce Adams for Town of Kent, replacement of Carter Road culvert located approximately 210' west of the Kent/Warren town line, Map 14 Block 22 Lot Town Road.

- **Pending: July**
  - None

#### **Zoning Board of Appeals:**

- **Before the Board: July**
  - No applications before the Board.

#### **Architectural Review Board:**

- **Approved: July**
  - Application #01-19, Muhammad N. Afzal for MKN Property Holding, LLC, 5 South Main Street, installation of 10 exterior building lights, 12 flush mount canopy lights and 2 Mobil logo boxes to canopy fascia, May 19 Block 12 Lot 5.

#### **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.
  - As of the writing of this staff report, I was told that there will be a change in camp management and that the owners and their attorney were filling out the applications necessary to eliminate the violations.

#### **OTHER:**

- I was on vacation the week of July 29, 2019.

Dear Mayor, Selectmen and Chief of Police,

As we see a dramatic increase in the number of people riding their bikes along our local roads, I'm sure you're aware of the dangerous situation this is causing. Increasingly, bicycle riders are not sharing the road, but are hogging the road; this is creating a very dangerous problem for all concerned, particularly since many of the roads they're riding on are winding, hilly roads with little or no shoulder.

Last week I was driving on South Kent Rd. and came around a corner to find two bike riders riding side-by-side next to each other, far into my lane. They were riding slow but never bothered to try and move to the side of the road to let me pass. Unable to go around them, I had to drive behind them very slowly for quite a distance, yet despite knowing I was behind them, they stayed in the middle of my lane. I couldn't pass them, because I would have had to go fully into the oncoming lane of traffic and given how uneven, hilly and filled with curves South Kent Road is, I could not safely get around them. Finally, I attempted to pass at a point in the road I thought would be safe, only to have a pick-up truck come around a corner at a high rate of speed, which means we were in the same lane, going in opposite directions.

This is not the first time something similar has happened and I assume you are aware that this is happening on a far too frequent basis.

A lot of bike riders, even ones riding by themselves, are riding in the lane of traffic and many are not even trying to share the road. Imagine my surprise when I saw a sign on South Kent Rd. indicating that drivers have to give bike riders 3 feet of space . 3 feet? How can one give them 3 feet when there are no shoulders for bike riders to ride on and, most of the roadways are overgrown at the edges. Does that mean that drivers are being told by the state/towns they must drive into oncoming traffic?

I'm sorry, but many of the bike riders in this area are causing very serious potential for an accident. Often they ride in groups, completely taking over the lane you're in and forcing drivers to go directly into oncoming traffic. Quite a few of them are aggressive, refusing to even try and move over. How can this possibly be safe, fair or allowed? How is that "sharing the road?" Forcing a moving car to go into oncoming traffic is a recipe for disaster, but this is precisely what is happening.

Many of our local roads are not suitable for bike riding. Yes, bike riders do have rights and I fully respect them. But, something absolutely has to be done, because so many people riding bikes on these winding, bumpy, hilly roads is extremely dangerous for all concerned.

You may be saying to yourself "well, there's not much we can do about it." But there is:

- you can ensure roads are clear of overgrowth
- you can indicate which roads are not suitable for bike riding
- you can inform bike riders that riding 2, 3 or more astride, taking up an entire lane is not permissible
- you can inform bike riders that they must wear bright colors and have lights/reflectors. And, you can make it clear that "share the road" applies to them as well and that they must move over to let a car pass.
- you can take down that sign "give them 3 feet...it's the law" because on these roads, that is just absurd and could very easily cause an accident
- you can put up signage letting bike riders know they too must follow the law and should not be directly in the lane of traffic



There is a lot you can do and it can be accomplished by better road maintenance, creating more shoulders for bike riders, making more official bike paths, putting up signs, putting notices in the newspaper, social media, etc.

Countless people feel this way and I apologize for being so blunt, but you must be aware of this problem and this letter certainly is letting you know that it is vital that this be addressed either at the state or local level, or both.

I've copied the Editor of some local news outlets, because perhaps an article on this problem is long overdue.

Thanks for reading and I implore you to do something about the problem. While I chose to remain anonymous, that by no means should be taken as a reason to dismiss these concerns.

Signed,

A very concerned citizen

p.s. on another critical note, something also should be done about the cars/trucks barreling along Rte. 7, particularly the northern part between New Milford and Kent. I have yet to see a police car there ensuring the speed limit is followed and the rate of speed of cars and trucks is terrifying. Combined with the high rate of speed and the fact that so many cars/trucks pass other cars is terrifying, because they're in your lane and heading straight at you! Why are we not seeing law enforcement addressing this?



## Kent Park and Recreation

Lesly Ferris, Director  
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parkandrec@townofkentct.org  
www.kentctparkandrecreation.com

To: Kent Board of Selectmen

From: Lesly Ferris



Date: July 18, 2019

Re: Parks' Master Plan

The Kent Park and Recreation Commission's Parks' Master Plan Subcommittee has completed its charge and presented to the commission July 15, 2019 the attached RFP/Q. The commission after some discussion voted to accept the RFP/Q and then made the following motion to bring to the Board of Selectmen for its consideration:

Mrs. Everett made a motion that the Park and Recreation Commission recommend to the Board of Selectmen a proposal to share the cost of the Parks' Master Plan RFP/Q and hiring of a firm or individual to produce the Parks' Master Plan in the Town of Kent. Further, the Park and Recreation Commission proposes an allocation of \$19,000 from the Town and of \$11,000 repurposed from existing Park and Recreation funding in the Five-Year Capital Plan, Emery Park pool repairs. Mr. Grant seconded the motion. Mrs. Everett, Mr. Grant, Mr. Perkins voted yes; Ms. Harrington voted no. The motion carried.

The Park and Recreation Commission appreciates the Board of Selectmen's consideration of this request.

Thank you.

### **Background and Overview**

In March 2019, the Town of Kent formed a Master Planning Subcommittee to study new uses for its two town parks. On the Committee sits the First Selectman, three members of the Park & Recreation Commission, a member of a local land trust, and a member of the Board of Finance.

For the duration of this planning process, the Master Planning Subcommittee will represent the Park & Recreation Commission as the project Core Team. Members of the subcommittee will expect to meet with the master plan consultant regularly. The committee will serve as a conduit to the Town of Kent Park & Recreation Commission (Steering Committee).

## **INTRODUCTION TEXT**

### **Founding of Kent**

The Town of Kent was sectioned in 1737 and settled about 1739. The town was named after Kent, in England. Kent has had a rich history as a farming community and a thriving iron ore industry. It is now a rural community of about 3,000 residents with many small hamlets, such as Bulls Bridge, Kent Hollow, South Kent and The Cobble.

### **Context**

Located in rural Northwest corner of Connecticut, Kent is a weekend destination for New York City residents, many of whom are drawn to the community because of its three private boarding schools, arts community, and landscape. Town is centered at the intersection of Rt. 7 which runs north/ south, and Rt. 341, which runs east/west. Flanking this intersection is a Victorian house, church, up-scale restaurant, and gas station. Kent Zoning Commission and the Architectural Review Board oversee development proposals for the town center.

Kent is composed of the following user groups:

- Full-time residents (as of 2016, 21% of the population is elderly).
- Part-time (second home owners) in Kent and nearby towns (23% of population)
- A steady flow of day-trippers who pass through on weekends
- Students, parents, faculty and their families of the local private high schools, we have three private preparatory schools in town -- Kent School , Marvelwood School, and South Kent School -- enrolling a total of approximately 900 students each school year.
- Appalachian Trail through-hikers. Our town is on the trail.

### **Town Center**

**Main Street** is a busy tourist destination from May through the Christmas holiday season. Streets are lined with colonial and Victorian building stock home to locally-owned retail and eating establishments. Sidewalks run alongside both sides of the street for approximately 3,500 linear feet. Frontage is a mix of retail, food and beverage, and the Kent Memorial Library.

### **Retail Developments**

Along Main Street are four commercial plaza developments:

- Kent Barns is comprised of approximately 3.6 acres with 28 rental spaces, 4 are currently vacant. Tenants are a mix of galleries, lawyer, personal training, antiques, restaurants, grab and go food and beverage.
- Kent Station offers a pharmacy, accountants, pizza and bar, guitars
- Kent Green/ Town Hall offers a grocery store, Chinese food, Korean food, bakery, dry-cleaning, tailor, nail salon, consignment shop, bank, pizza, hardware, framing, yoga
- Kent Town Center that offers gift shops, antiques, shoe store, hair salon, and galleries, professional and medical offices.

### **Parks**

#### **Town of Kent Parks (study area)**

- **Kent Common:** embedded within the town center walkable from town via sidewalks, 4.65 acres which includes a tennis court (2 playing courts), loose fine gravel walking path, small playground for toddlers on playground safety fiber, mowed lawn with large growth trees, ephemeral stream, pavilion 1129 sq ft . Kent Common is adjacent to Rt. 7, Fire Station, Senior Housing, Affordable Housing, and Land Trust Property.
- **Emery Park:** situated on 100+ acres, about 1.5 miles from town center (not walkable), parking is at street-level, recreation area is approximately a 50 ft drop from parking lot, recreation area includes: a playground, picnic areas with grills, seasonal spring-fed swimming area that is 4,000 sq. ft., and 800 sq. ft. barn. Emery also offers a mowed meadow, spring fed pond, and hiking trail which leads to a summit with 360 degree views of Kent's magnificent landscape.

### **Art in Kent**

In addition to a myriad of galleries throughout town, Kent proudly displays sculpture from various artists in its public and private spaces.

### **State Parks**

- **Kent Falls**
- **Macedonia Brook**

### **Land Trust Areas**

- Kent Land Trust protects more than 2,500 acres through conservation easements and land it owns, includes nine properties with public trail systems and passive recreational use and a small farm with Community Supported Agriculture and a farmstand
- Weantinoge Heritage Land Trust the largest land trust in Connecticut that has permanently protected 10,000 acres in 17 communities throughout Northwest Connecticut. It has three properties with trails in Kent: Cobble Mountain (20 acres), Cobble Brook Vista (158 acres), and Alice McCallister Memorial Sanctuary (64 acres)

- **Pond Mountain Natural Area** - large protected Preserve situated between Skiff Mountain and Macedonia Brook State Park, with a pristine pond and more than 5 miles of public hiking trails.

### **Appalachian Trail**

The trail is an important public and community recreational resource that traverses the town and easily walkable from town center. The Town of Kent business are a frequent destination for Appalachian Trail through hikers and daily users.

### **Objectives of the Master Plan**

The town parks will continue to evolve to meet the needs of the town for generations to come. Planning must anticipate long beyond the current planning horizon — knowing there will be future needs that cannot yet be conceived of today. In developing the master plan, we need to anticipate what might be, make sound decisions today to set opportunities for the future. This master plan is envisioned to build on studies conducted by the state, region, and private entities and to:

- Improve access to both parks and provide a recreational service for all Kent user groups, and to contribute to the economic health of our town;
- create a framework for the planning, programming, and maintenance of Kent Commons and Emery Parks;
- create a business case for making changes to Kent Commons and Emery Parks;
- develop a plan that accommodates year round programmatic opportunities;
- develop a plan which transforms Kent Commons into an attractive and user-friendly; amenity for residents and visitors and Emery Park into an ecological corridor.

We would like our planning consultants to explore the following scenarios:

- Maximizing utilization of Kent Common and make it a focus of social and community activities.
- Devoting Emery Park to nature/wildlife and creating spaces for recreation.
- Tying programming to things already happening in and around town.
- Improving access to water during summer months.

### **Planning Issues to Address:**

- **Maintenance:** Assess seasonal risks in the interest of public safety. Cutting grass incurs maintenance costs. Invasive weeds are an ongoing problem. Up keep on equipment and buildings and trails as needed. Inadequate drainage at both parks causing erosion. The spring fed pool at Emery Park is at least sixty years old, most recent renovation was

nearly twenty years ago has lived out its full use. The pool costs more in maintenance and salaries than what the Town gets for revenue through sales of park passes.

- **Ties to Main Street/Center of Town** As stated in the introduction text above, Kent has a commercial corridor running along Main Street (Rt.7) and Rt. 341 with a variety of retail and food and beverage offerings. The Town also is looking at creating a cohesive design for the streetscapes throughout town center.
- **Identity:** In their current state neither park has an identity of its own. Emery is best known for the pool and it is unclear what identifies Kent Common. We would like each park to be distinct from the other so the choice between each is clear for users. We would like the identity for each park to draw from its natural assets and adjacencies.
- **Programming**
  - **Year Round Activation:** Presently each park has assets that can yield year round program such as leaf peeping (autumn), cross country skiing (winter), picnicking, etc. Neither park fully capitalizes upon its physical site or adjacencies to provide programming that can be used across the four seasons and appropriately service Kent town audiences.
  - **Mind, Body, Spirit:** citizens in the Northwest Corner would benefit from outdoors experiences that promote health and wellness. Living in a rural place where job opportunities are limited and where recreational opportunities that typically are found in more densely populated areas are not available. We would like to utilize our parks to engage and activate our local populations, particularly teens, seniors, and young families. Kent offers a summer camp which creates summer employment opportunities for two counselors, one director, and lifeguards; we would like to see our parks create more opportunities for employment and volunteers.
  - **Tourist Destination:** As mentioned in the introduction Kent, has a strong draw for weekend and day-trip tourism. We would like our parks to become an asset for Kent that draws visitors to our town and/or supports their visit by providing another amenity in town so that the duration of a visit extends.
  - **Access to Water/ Seasonal Cooling:** Kent is filled with and surrounded by lakes, streams, and rivers – none of which are town owned. The closest swimming area is Lake Waramaug State Park. It could be beneficial to secure town access to Lake Waramaug or, better yet, to work out an arrangement with Club Getaway. Emery Park offers a spring-fed swimming area.

#### **Scope of Work:**

The Park & Recreation Commission has never created a master plan for its parks; the selected team will serve as a guide to the process, suggest to client key content their plan should include, partner with client on the development of this content, and guide client through decision making. The selected team will work with the Master Plan Subcommittee (Core Team) made up of a small group of individuals who will represent the Park & Recreation Commission in the

development of the master plan. Additional input will be provided by the Park & Recreation Commission. Rationale for community engagement should be indicated in the proposal.

The time horizon for the plan is looking specifically at immediate needs, +5, and +10 years.

The scope of work shall:

- validate the vision and create a common set of goals for the master plan;
- analyze current park and infrastructure using data provided by the town, including the following reports and studies: Town of Kent Plan of Conservation and Development POCD (2014), Town of Kent Park & Recreation Survey, Northwest Hills Council of Government's Regional Conservation and Development Plan (2018), State of Connecticut Recreation Plan, State of Connecticut Town Parks Plan, State of Connecticut Green Plan;
- identify a set of benchmarks for the town to measure its parks against;
- develop high-level program needs;
- explore options for future development using scenarios listed under "Objectives of Master Plan";
- create framework for preferred plan based on the feedback of options/alternatives and in coordination with Subcommittee and Park & Recreation Commission. The plan shall include an overview of projects, priorities, potential timelines, narratives, conceptual cost information, and supportive renderings and graphics;
- create explanatory presentation(s) of the draft plan;
- incorporate feedback of the draft plan and finalize documentation into both an executive level document and full report with associated appendices;
- Provide regular meetings, interim presentation (schedule by proposing teams); coordination with Park & Recreation Commission.

Expected deliverable will be a master plan that includes the following items:

- Town Parks Vision Statement
- Strategic Goals for Parks
- Narrative for Parks
- Illustrated plans of Parks
- Collage "views" to illustrate future vision
- Programming Plot (audiences, spaces, season, and activities)
- User Engagement and program ideas with specific focus on teens, seniors, and tourists
- Table of physical changes with degree of intervention and conceptual cost estimates for both parks
- Scenarios for future usage
- Executive level report
- Detailed appendices



**Proposed Master Plan Schedule:**

Up to four months from the date of award notice with a minimum of two in-person meetings with Park and Recreation Commission.

**Selection Criteria:**

Park and Recreation Commission is looking for a partner who understands how local parks build community and spur economic development in small rural communities. We seek a master planning team who will listen, guide, explore possibilities, look at different perspectives, advise, and, ultimately, create a useable roadmap to inform:

- usage,
- programming,
- outreach,
- partnerships, and
- decisions regarding future financial investment.

Proposal will be evaluated on a range of criteria including, but not limited to:

- Demonstrated experience in understanding the unique qualities of towns like those in Connecticut's northwest corner
- Skills to lead and guide Park and Recreation Commission in an engaged process
- Relevant experience in successfully completing parks master plans with conceptual cost estimation
- Qualifications and abilities of the personnel assigned to the project, including written, visual and oral presentation skills as well as proven management and leadership
- Project approach and outline schedule that gives a clear sense of the proposed process our team would employ
- Ability to translate the vision and needs of the community into a useful and implementable roadmap

**Proposal Requirements:**

Please provide the following:

1. **Cover Letter:** Summarize relevant qualifications, what sets your approach apart from others and *why* the Park and Recreation Commission should consider your firm/potential team as a partner for this master plan.
2. **Background of Firm:** Provide a summary firm including founding, leadership, location, and mission/ vision and how these are evident in your daily work.
3. **Project Experience**

1. Relevant clients
  2. Select up to four of the most relevant engagements and share a summary of the scope of work. Provide select photos or compelling graphics that tell the story of these specific planning endeavor(s) and why it is relevant to this project.
- 4. Project Team**
1. Submit a team organization chart and how you would engage the Master Plan Subcommittee (Core Team), Park & Recreation Commission (Steering Committee), Town Leadership, and residents
  2. Provide a short summary of why these specific individuals and groups have been selected for the project. What percentage of time will these team members be spending on our project (what other commitments do they have?)
  3. Submit resumes of team members (include principal-in-charge, project manager, and key team members with whom we would be interacting on a day-to-day basis).
- 5. Project Approach & Proposal Schedule:** We want to understand how you think about town parks planning and how you would approach our project. How will you organize the process; what is your proposed schedule of meetings with various working groups/stakeholders? How will you gather information, analyze it and use it to advance the planning? What tools will you employ to help us make informed decisions? Much of the master plan is hands on work that requires in-person meetings. Park and Recreation Commission expects two in-person meetings with updates conducted virtually as a video conference. Please submit a proposed draft schedule including phases, interim milestone deliverables and proposed on site meetings and presentations.
- 6. Initial Observations:** While we don't expect master plan consultants to have been to Kent, using desktop research or a site visit, we would like a short summary of your impressions of the town, our two parks, and areas that make the town and parks unique and areas that this planning process may offer opportunities. Please also state why this specific planning process is of particular interest to you and your firm.

Please provide your proposal as an .PDF. The PDF proposal name shall be:  
Firmname\_Kent\_PMP\_RFP

**Fee Proposal - (send as a separate email)**

Submit electronically as a separate PDF with file name: Firmname\_Kent\_PMP\_FeeProposal

Please provide a lump sum fee for the scope of services indicated. Provide a breakdown by phase.

**Kent Park and Recreation**  
***Parks Master Plan Study RFP/Q***

To facilitate the process we anticipate two (2) full-day visits to accommodate meetings. As a part of the break down — please include how many person-days on site you anticipate for the range which you have budgeted.

Base lump sum fee should NOT include reimbursable expenses but please include and indicate by phase (totaled) and anticipated budget for reimbursable expenses. Kent is located near MetroNorth stations, 40 minutes from Interstate 84, at minimum 90 minutes from the closest airport (Westchester County or Hartford, CT) and at a maximum 2 hours drive from LaGuardia and JFK in New York City.

Materials are due by (X) with an intended award date of (X). In consideration of your time and our review, please keep the materials as brief and relevant as possible. Materials shall be mailed to:

Park and Recreation Commission  
Atten: Master Plan  
P.O. Box 678  
Kent, CT 06757

If you have any questions, please submit them via email to Lesly Ferris at [ParkandRec@townofkentct.org](mailto:ParkandRec@townofkentct.org) by (X). We will compile all questions and responses and post them on our project website by (X).



## TOWN OF KENT INLAND WETLANDS COMMISSION

Date: July 24, 2019  
To: Board of Selectmen  
Re: Appointment of Jonathan Younger as Alternate  
Fr: Donna Hayes, CZEO

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At the July 22, 2019 meeting of the Inland Wetlands Commission, the members met with Jonathan Younger with regard to his filling an alternate position currently open.

Mr. Younger heard about the opening in First Selectman Adams' Monthly Newsletter and expressed his desire to give back to the community. He is a 5-year resident of Kent, living on Treasure Hill Road. As a retired psychologist, he is now ready to give back to the community and is a regular contributor to both the Kent and Weantinoge Land Trusts.

After meeting with him, the Commission unanimously agreed to recommend that Jonathan Younger be appointed by the Board of Selectmen to the open Inland Wetlands alternate position with a term date ending on December 31, 2020.

Thanks!

## Treasurer Report for BoS meeting 8.6.19

### 1. Treasurer Office Activities July:

- a. Continuing close-out process for Fiscal year.
- b. Completed setting up new Fiscal Year in software
- c. Final ***Audit Field Work*** is scheduled for third week in September (to date, still waiting for final remittances from one Department which is precluding my ability to advance on audit work)
- d. Issued ***116 accounts payable*** checks.
- e. Issued ***118 payroll and payroll liability*** checks.
- f. Recorded ***63 transactions initiated by BoE.***
- g. Recorded ***17 deposits*** totaling \$2,460,431

### 2. Actual vs Budget

#### Revenue

***Revenue*** is always strong in July due to tax collections, \$3,051,800 of revenue has been received through 7.31.19 (tax collection was 2,400,000 ~ transfer station permits were 79,000 ~ the transfer for current capital projects was 535,000 ~ the transfer in from Maple Street Extension reserve funds was 20,000 leaving \$78,800 in other misc revenues)

#### Expense

Expenses are on track with budgeted amounts.

July is the month that most of the associations request their annual grants. \$262,574 has been released which represents 74% of budgeted grants.

## Treasurer Report for BoS meeting 8.6.19

Following is a summary actual vs budget through 6.30.19

	<b>Jul '18 - Jun 19</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Total Income</b>	<b>12,722,707.46</b>	<b>12,869,312.00</b>	<b>98.86%</b>
<b>A • General Government</b>	<b>1,193,381.17</b>	<b>1,233,516.00</b>	<b>96.75%</b>
<b>B • Public Safety</b>	<b>235,785.87</b>	<b>250,816.00</b>	<b>94.01%</b>
<b>C • Public Works</b>	<b>1,575,390.77</b>	<b>1,652,387.00</b>	<b>95.34%</b>
<b>D • Health and Welfare</b>	<b>106,035.33</b>	<b>106,531.00</b>	<b>99.54%</b>
<b>E • Recreation</b>	<b>177,446.19</b>	<b>187,633.00</b>	<b>94.57%</b>
<b>F • Sanitation</b>	<b>115,596.60</b>	<b>115,935.00</b>	<b>99.71%</b>
<b>G • Board of Education</b>	<b>7,139,622.93</b>	<b>7,294,308.00</b>	<b>97.88%</b>
<b>H • Debt Service</b>	<b>625,486.00</b>	<b>625,486.00</b>	<b>100.0%</b>
<b>I • Transfer to Capital</b>	<b>758,700.00</b>	<b>758,700.00</b>	<b>100.0%</b>
<b>J • Transfer to Dog Fund</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>100.0%</b>
<b>K • Current Year Capital Projects</b>	<b>636,500.00</b>	<b>636,500.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>12,571,444.86</b>	<b>12,869,312.00</b>	<b>97.69%</b>
<b>Preliminary Budget Surplus FY '19</b>	<b>151,262.60</b>		

Budget  
Transfer  
#

From

Amount

To

Amount

One	Contingency (079-000)	1,500.00	RoV (013-102) Workers	1,500.00
Two	Contingency (079-000)	2,000.00	Treasurer (015-301) Computer	2,000.00
Three	Contingency (079-000)	1,800.00	Town Hall (030-301) Computers	1,800.00
Four	Contingency (079-000)	3,600.00	Welcome Center (050-501)	3,600.00
Five	Contingency (079-000)	800.00	Community Hse (032-505) Maint	800.00
Six	BoS Health (010-996)	1,560.00	Water Tn Utility (042-504)	1,560.00
Seven	P/R Employees (023-102)	1,500.00	Senior Cntr (033-505) Maint	1,500.00
		12,760.00		12,760.00

- 1 8/14 Primaries ~ 11/6 Election ~ 5/16 Streetscape Referendum
- 2 Software upgrades and new fixed asset software that could not be put off until FY '20
- 3 New town hall website design and development
- 4 Tree work
- 5 Increased costs for mandatory quarterly Fire System testing
- 6 Fire Hydrants, costs based on usage
- 7 Cooling System repair

Approval

Board of Selectmen

Board of Finance

7/16/2019



## BUDGET TRANSFERS

**Budget  
Transfer  
#**

#	<u>From</u>	Amount	<u>To</u>	Amount
Eight	BoF (014-406) Audit	700.00	RoV (013-201) Supplies	700.00
Nine	Contingency (079-000)	250.00	Tn Hall (030-505) Maintenance	250.00
Ten	Attny Fees (051-413) Litigation	4,100.00	DPW (045-680) Tree Work	4,100.00
		5,050.00		5,050.00

- 1 Voting Machine calibration ~ different for Primary, election, referendum (Streetscape Referendum)
- 2 Large unanticipated elevator repair in May
- 3 A prolonged wet spring affected the health of many trees in many locations
- Kenico Road, Fuller Mountain, Kenmont Road, Carter Road, Westwood Road, Maple Street, Brook Road
- Doldorf Road, Spooner Hill, Macedonia Rd, Dugan Rd, River Road and Botsford Road

### Approval

**Board of Selectmen**

**Board of Finance**

To: Board of Selectmen

Date: July 25, 2019

Subject: FOI workshop for Social Workers (CT Local Administrators of Social Services), June 20, 2019.

- Provided overview of both HIPPA rules and FOI requests and their effect on client confidentiality for social workers. Primarily focused on clinical social workers.
- Spoke to some exceptions that are valid to apply under FOI. "If constitutes an invasion of personal privacy, disclosure is not required.
- There is a specific state statute to protect confidentiality in social work. "...a social worker shall not disclose any such communications and records unless the person or his authorized representative consents to such disclosure." Consent should be in writing. Disclosure without consent has limited parameters and person must be notified of the disclosure.

This workshop was presented by an Attorney that has appealed FOI rulings specifically confidential client records. He admitted that he sometimes didn't win an appeal. CT chapter of NASW (National Association of Social Workers) is already considering lobbying for changes that protect client confidentiality.

RECEIVED FOR RECORD  
KENT TOWN CLERK

2019 AUG -7 P 3: 54

BY

*J. Bradley*  
TOWN CLERK