

Board of Selectmen
Special Meeting

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Darlene Brady, John Grant, Charlotte Lindsey, Rick Osborne, Angela Parkin, Elizabeth Place, Susie Rundall and Lynn Worthington.

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

The pledge was recited.

Red Cross Volunteer Ceremony:

Mr. Adams started by publically thanking Emergency Management Director Susie Rundall and Emergency Management Deputy John Grant for all their hard work during the ice jam. Mr. Grant stated that during the "disaster" many people inquired about volunteering. After the "disaster" Mr. Grant organized a Red Cross training program to teach volunteers about the basic essentials: food, water, shelter and comfort. Mrs. Rundall and Mr. Adams handed the following volunteers a certificate for their attendance and completion of the course:

Darlene Brady
Charlotte Lindsey
Elizabeth Place
Angela Parkin
Jeff Parkin

The following volunteers also completed the training but did not attend the meeting:

Catherine Bachrach
Sue Macrow Beerman
Therese Duncan
Fran Goodsell
Karen Iannucci
Jim Lovelet
Matthew Winter

Grant Request Form and Process:

Mr. Parkin presented a modified Town of Kent Request for Financial Grant form. Mr. Parkin made a motion to adopt the Town of Kent Request for Financial Grant and add it to the Policy and Procedure Manual. Mr. Adams seconded the motion. Mr. Garrity expressed his concerns with the Board of Selectmen continuing to automatically increase the amount of grants. He believes that it is the Board of Selectmen's responsibility to protect and understand where the tax dollars are spent. Mr. Garrity would like to see the organization requesting grants be accountable for reporting to the Board of Selectmen how the grant money was spent. Mr. Parkin modified the motion to say the following:

Mr. Parkin will revise the Town of Kent Request for Financial Grant form to be sent out on September 1 (or the first business day in September) and a deadline for information date of November 1 (or the first business day of November) and the form will include a section to explain the intended use of the grant and the request form will be sent out with the treasurer's letter.

TOWN CLERK

BY

2018 AUG 17 4:10:17

RECEIVED FOR RECORD
KENT TOWN CLERK

August 10, 2018
4:30 P.M. Town Hall

Mr. Adams seconded the motion and the motion carried.

Kenico Road:

Mr. Garrity stated that the Board received an e-mail regarding Kenico Road. He asked what is the procedure for letters sent the First Selectman? Mr. Adams stated that he responds to all correspondences addressed to him, and correspondences addressed to the Board of Selectmen should get read at BOS meetings and attached to the minutes. Mr. Garrity stated that all correspondences to the BOS should be read at the BOS meeting and attached to the minutes. Mr. Osborne provided the following over view of the project:

- Project started one year ago
- Delay in moving pole, due to multiple vendors involved
- Prep for blasting
- Fill
- Pave

Mr. Osborne added that some of the complaints addressed in Ms. O'Dea-Wyrick's e-mail are not included in the scope of the current project. Mr. Garrity would like to see a report from the Highway department included in the Selectman's newsletter.


Management Review:

Mr. Adams provided the following report on the Management Review:

- The review has begun
- Mr. Adams met with him in person for a few hours
- Two employees already have had in-person interviews
- Mr. Lee will be at Town Hall on Monday, August 20, 2018 from to conduct the rest of the in-person interviews
- Mr. Lee has received all the requested materials: Policy and Procedure Manual for both hired and elected, job descriptions, union contract.

Mr. Parkin stated that Mr. Lee owes us several status reports and a written monthly report.

Mr. Garrity made a motion to adjourn the meeting at 5:45 p.m. Mr. Parkin 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.

**WARNING
SPECIAL MEETING OF BOARD OF SELECTMEN**

**TOWN CLERK
KENT, CONNECTICUT**

A SPECIAL MEETING OF THE BOARD OF SELECTMEN WILL BE HELD

FRIDAY, AUGUST 10, 2018	4:30 P.M.	TOWN HALL
DATE	TIME	PLACE

NOTICE OF SPECIAL MEETING:
(Must be filed not less than 24 hours prior to holding a meeting)

AGENDA:

Discussion and possible action on the following items:

- **Red Cross volunteer ceremony**
- **Grant request form and process**
- **Kenico Road**
- **Management Review**

BOARD OF SELECTMEN

**JOYCE KEARNS
ADMINISTRATIVE ASSISTANT**

DATE OF TOWN CLERK NOTIFICATION

"An equal opportunity employer and service provider"



TOWN OF KENT

Request for Financial Grant

This document is a formal request for a financial Grant from the Town of Kent, CT. Approval for any grants is at the sole discretion of the Board of Selectmen.

Grant request must be submitted on a timely basis. Request for the fiscal year beginning July 1 of the following year must be submitted no later than January 15 of the current fiscal year.

Organization:	
Date of Request:	Is this request timely? Yes No (If no, please explain circumstances)
Amount Requested (USD\$):	Prior Year Grant Amount if any:
Briefly describe purpose of Grant (Add more detail below):	Change of condition since last Grant?:
Requested Financial Documentation: <ul style="list-style-type: none">•Current P&L•Prior Year Audited Financial Statement if Available•Current IRS Form 990•Any other documents that can support justification for approval of grant.•On separate sheet, please explain in detail the need for this grant and the benefit to the Town of Kent	
Name, Title, and Signature of individual authorized to make grant request:	

**TREASURER'S OFFICE
TOWN OF KENT
41 KENT GREEN BLVD.
PO BOX 678
KENT, CONNECTICUT 06757
860-927-4627 – SELECTMEN'S OFFICE
860-927-0109 – TREASURER'S OFFICE**

To Whom it concerns,

Please be advised that Municipal funding is a three step process, outlined below.

- 1) Requesting Funding: Submit a request for funding to the Board of Selectmen in January, this will put your organization on a list for consideration. Include in your request how the Municipality benefits from funding your organization. If the current request is increased from the prior year, please provide the reasons why for the Selectmen's consideration.
- 2) Verification of Approval: After the Budget is passed (approved by the Town at the Town meeting), it is the responsibility of the organization to find out if their request was included in the approved budget. The approved budget document is posted on the Town web site; <http://www.townofkentct.org> and will be listed under "Boards and Commissions", "Board of Finance".
- 3) Receipt of Appropriation: Sometime after July 1st send a letter to the Treasurer requesting release of the approved, budgeted funds for your organization. In the absence of this formal letter of request, approved funds will NOT be released.

Bruce K. Adams
First Selectman

Barbara E. Herbst
Treasurer



Joyce Kearns <adminassist@townofkentct.org>

Fwd: Kenico Road Project

1 message

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

Wed, Aug 15, 2018 at 2:36 PM

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

From: Chris <chris@bainrealestate.com>

Date: Fri, Aug 3, 2018 at 5:17 PM

Subject: Re: Kenico Road Project

To: Nancy O'Dea-Wyrick <nodeawyrick@gmail.com>

Cc: Bruce Adams <firstselectman@townofkentct.org>, Jeff Parkin <jeffpilot@mac.com>, Wesley Wyrick <wyrickassociates@yahoo.com>, Scott Finucane <sfinucane4970@charter.net>, Wayne Giles <wcgiles@gmail.com>, Ed Schultek <ecs99@aol.com>, Suzi Schultek <Schultek@aol.com>, Mark Sebetic <marksebetic@gmail.com>, Angela Yagid <angela.yagid@gmail.com>, Eric Cieplik <ecieplik@gmail.com>, Carter Smith & Ana Gilligan Lot 26 <carter.smith@credit-suisse.com>

Thanks Nancy,

I hope to have this addressed at our BOS meeting next Friday.

Chris Garrity
860-488-5859
Chris@bainrealestate.com

On Aug 3, 2018, at 4:44 PM, Nancy O'Dea-Wyrick <nodeawyrick@gmail.com> wrote:

Dear Bruce, Chris and Jeff,

Thank you for your service to the town serving on the Board of Selectmen..

We have a major problem. You need to consider alternatives to completing this project that has languished for well over a year. Major concerns are:

1. **Kenico Road** is crumbling all the way from 341 to Gorham Road
2. There are about a dozen trees that are dead and will likely fall over Kenico Road. CL&P doesn't have lines in this part of Kenico Road so the town will need to attend to the dead trees before someone gets hurt.;
3. The modifications to the lower road are extreme and appear unstable. They need to be completed for two way traffic.

I had a conversation with Bruce some weeks ago and was told that the contractor had moved to another job because CL&P was delayed in moving the lines. Many weeks have elapsed since CL&P moved the

lines. I would suggest that the BOS consider other contractors to complete the work before there is an accident. The road is in really crummy shape and has personally done a lot of damage to my car. (I personally have spent close to \$3,000 on car repairs due to the rotten road conditions). I seriously doubt the road will be passable through another winter.

Please advise me and my neighbors as to the timeline that these issues will be addressed.

Respectfully,
NancyO

Nancy O'Dea-Wyrick
Business & Financial Operations
860.671.1036
nodeawyrick@gmail.com

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

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KENT TOWN CLERK

2018 AUG 17 A 10:17

BY  TOWN CLERK