

Board of Selectmen  
Special Meeting

June 1, 2019  
2:00 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: None.

Mr. Adams called the meeting to order at 2:00 p.m.

**Building Official:**

Mr. Adams stated that he presented the offer of 80/20 with no permit cost increase to Mr. Manley. Mr. Manley counter offered with 85/15 and no increase to the fees. Mr. Parkin stated that the Board should accept Mr. Manley's offer and revisit the fee structure at a later date. He added the Board should put together an investigative plan to determine if it makes sense to hire a Building Official with a set salary. Mr. Garrity asked why would the Town raise the permit fees. He added at the current rates, the \$14,000 office expenses are covered. Mr. Parkin asked that Attorney DiBella draft language to add to the contract that allows the Town to change the Building Official's percentage if the permit fees are increased. Mr. Parkin made a motion to accept Joe Manley's counter offer of splitting the current 80/20 to 85/15% and language be inserted that the Town has the right to revisit the percentages if the permit fees are increased. Mr., Garrity seconded the motion and the motion carried.

**Streetscape:**

Mr. Adams presented a list of people who responded to the request to be on the new Streetscape sub-committee. After much discussion the Board of Selectmen agreed on the following five people to serve on the new Streetscape sub-committee:

- Wes Wyrick
- Mike Gawel
- John Johnson
- Abigail Smith-Hanby
- Elyse Sadtler

The Board agreed that there would be a municipal employee on the sub-committee as an ex-officio member, which would be Rick Osborne.

Mr. Garrity made a motion to form a Streetscape sub-committee of five standing members and one ex-officio, Rick Osborne, representing the Town. The other members of the Streetscape sub-committee shall be: Wes Wyrick, Mike Gawel, John Johnson, Abigail Smith-Hanby and Elyse Sadtler. Mr. Parkin seconded the motion and the motion carried.

Mr. Parkin submitted a revised charge for the Streetscape Committee (attached). Mr. Garrity asked for confirmation and clarification and made the following suggestions to the charge:

RECEIVED FOR RECORD  
KENT TOWN CLERK

2019 JUN 10 A 10:39

BY *James Manley*  
TOWN CLERK

- Item number one confirms the committee will be performing a needs assessment, priority and phases
- Items two and three clearly state that different materials can be considered at different locations,
- Item number five the lighting – not only esthetic but also safety issue
- Item six - \$500,000 grant wagged the dog – he does not want to be locked into the project because of the grant
- Proposal should include all of the Town sidewalks


Mr. Parkin agreed to update the language in the charge.

The Board of Selectmen agreed to invite the newly appointed members of the Streetscape sub-committee to the June 4, 2019 Regular BOS meeting. Mr. Parkin thanked the Board for accommodating his schedule and had no issues with them meeting but asked if there are any items that they feel he would have a special interest in, to hold any final decisions until he was available to weight in on the issue.

**Executive Session – KVHE Tax Abatement Citation:**

Mr. Adams stated he nothing new to report on the issue. He added that there is no need to move into Executive Session.

Mr. Adams made a motion to adjourn the meeting at 2:59 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

<u>SATURDAY JUNE 1, 2019</u>	<u>2:00 P.M.</u>	<u>TOWN HALL</u>
DATE	TIME	PLACE

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

AGENDA:

- BUILDING OFFICIAL
- STREETSCAPE
- EXECUTIVE SESSION - KVHE TAX ABATEMENT CITATION

BOARD OF SELECTMEN

JOYCE KEARNS  
ADMINISTRATIVE ASSISTANT

DATE OF TOWN CLERK NOTIFICATION

"An equal opportunity employer and service provider"

RECEIVED FOR RECORD  
KENT TOWN CLERK  
2019 MAY 31 A 10:55  
BY [Signature]  
TOWN CLERK

**The SSC is CHARGED with the following MISSION.**

The SSC shall define the detailed scope of work for the Streetscape project which has been under consideration for the Town of Kent for several years. The work product of the SSC will be submitted to the Board of Selectmen; said work product will then be set for review and comment by the Citizens of Kent. This report will form the basis for proceeding with the project.

The work product should address as a minimum the following:

1. Definition of the physical areas within the town to be addressed with this project. Specifically, define precisely which portions of Route 7, Route 341, and side streets adjoining either of the primary routes will be considered in the project scope. This should be understood to be a “needs assessment” to establish priorities and possible phases of construction.
2. Definition, as precisely as practicable, of the materials to be used for the various portions of the construction particularly providing a cost-benefit analysis.
3. For clarity, identification of those aspects of the project that are “safety & security” and those which are “aesthetic”.
4. Assessment of service life of various product options and cost analysis to determine if the cost of higher price materials is justified when compared to anticipated maintenance expenses of alternatives.
5. Definition, as precisely as practicable, of all aesthetic features such as lamp posts and plantings.
6. Determination of what restrictions, if any, are conditions to exercising the two grants which the town has been offered. The project must fully comply with all restrictions but, where permissible, evaluate options available which have not previously been considered. In general, without limitation, this should be understood to be an assessment of the how the GRANTS “conditions” and “restrictions”, if any are applicable, affect the scope of this project and the planned construction phases.

The SSC must recognize the following guidelines:

1. The appropriations approved by the voters of Kent was an enabling authorization to proceed with project definition.
2. The \$2.9MM +/- authorization is not considered the target for the project. That is the maximum amount legally authorized but every effort should be made to present a plan that achieves the necessary requirements and goals of the town while minimizing the cost.
3. The SSC shall affirmatively reach out to the Citizens of Kent for comment and feedback on proposals and concepts. The SSC shall have the discretion to invite the public to open hearings to garner public comment. Selectmen may attend the SSC meetings if so desired.
4. The SSC shall set a sixty (60) day deadline for submitting a report to the Board of Selectmen which shall include a timeline for the construction phases.