

Board of Selectmen  
Special Meeting

April 7, 2017  
9:30 A.M. Town Hall

Present: Bruce Adams, Mike VanValkenburg and Jeff Parkin.

Also present: Mike Benjamin, Austie Brown, Dave Fairty, Chris Garrity, Lynn Harrington, Donna Hayes, Walter Kane, Rick Osborne, Matt Starr, Danica Wayne.

Mr. Adams called the meeting to order at 9:30 a.m.

Mr. Adams stated that this is a special meeting and only the items on the agenda can be discussed.

**Approval of Minutes:**

Mr. Adams made a motion to approve the minutes of the February 7, 2017 Regular Meeting minutes, as submitted. Mr. VanValkenburg seconded the motion, and the motion was approved.

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

February 9, 2017	Special Meeting
February 14, 2017	Special Meeting
February 23, 2017	Special Meeting
March 16, 2017	Special Meeting
March 21, 2017	Special Meeting

Mr. Parkin seconded the motion, and the motion carried.

**Written Communication:**

Mr. Adams stated that there are four (4) written correspondences:

- March 2, 2017 CZEO Staff Report
- March 2, 2017 Lesly Ferris, Senior Center Activities
- March 31, 2017 Lesly Ferris, Senior Center Activities
- February 28, 2017 Lesly Ferris, Summer Concert series

Mr. Adams made a motion to approve the following dates: July 6, July 20, July 27 and August 3, 2017 for the summer concert series from 6 to 8 p.m. at Kent Town Hall. Mr. VanValkenburg seconded the motion and the motion carried.

**Additions to Approved Vendor list:**

Mr. VanValkenburg made a motion to approve the following six (6) vendors to the Approved Vendor List FY 2016-2017:

- RAC Diesel
- Giordano Signs
- Arbor Services of CT, Inc.
- A-1 Communications, Inc.
- NE Basketball League
- Hydraulics Direct

Mr. Adams seconded the motion and the motion carried.

**Health Insurance:**

Mr. Adams presented a spreadsheet that compares four different options related to the medical insurance only for consideration. He noted EdAdvance has created a

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BY *D. Brady*  
TOWN CLERK

committee to conduct a comprehensive study of health insurance in COG towns, and Joyce Kearns will serve on this committee. The Selectmen agreed to table the discussion until this study is done and to keep the topic on the agenda.

**2016/2017 COG Salary Survey:** Mr. Adams noted there are four Town positions whose hourly salaries are lower than the average salary listed on the COG salary survey sheet that the Selectmen did not consider in its salary review. He said he is bringing these up for discussion only. Mr. Parkin said he feels the hourly rate is only one measure, and Mr. VanValkenburg noted the budget has gone already to the Board of Finance. The Selectmen did not make any changes to salaries.

**River Road/North Kent Road:** Mr. Adams provided an overview of the prior situation at Bulls Bridge and Kent Falls when these two areas were overrun with visitors and trash became an issue. Measures were put in place to address the trash, including a task force at Bulls Bridge that patrols the area weekends in summer months.

Mr. Adams said these issues have now arisen on River and North Kent Roads. Mr. Adams and Highway Foreman Rick Osborne in February attended a meeting with representatives from DEEP, Appalachian Trail, National Park Service, Kent Land Trust, Bulls Bridge Task Force and resident trooper to brainstorm solutions to the problem. A collective decision was arrived at to place a gate, paid for and installed by DEEP, on North Kent Road before the railroad tracks and to expand the existing parking area, located before the gate. The Town would put up no parking signs. Another gate, paid for by National Park Service, would be put up on River Road, in about 1.8 miles. Hikers would be able to go around the gates. The gates would be locked from Memorial Day to Labor Day and perhaps could be open weekdays, Mr. Adams said. Mr. Adams referenced a newspaper story and an informational email that he sent out on this situation. Mr. Adams apologized to the board for not keeping them informed. Mr. VanValkenburg said he likes the idea of having the gates closed only on the weekends. Mr. Parkin said he would have appreciated knowing about the meeting and asked if other options were discussed. Mr. Adams said there was discussion about placing the gate at the entrance to River Road and talk about closing North Kent Road, neither of which would be done.

Several residents attended the meeting and voiced the following comments and/or asked these questions:

- What is the Town's liability if we are providing access to the river?
- Could a gate be placed at North Kent Road on the other side of the river, which provides a secondary access to the river?
- A gate will not stop people from coming.
- Town Attorney should be contacted. The selectmen can't just close roads and can't close roads to certain groups of people.
- We need to consider more police presence in Town. We have to make sure it's safe.
- I think you need to have a town meeting because a lot of people use these areas.
- Paddlers would be affected too. I would rather have signs than a gate.
- Clearly we have an issue with lack of police presence.
- I don't believe it's the Town of Kent's problem – why is it our obligation to provide access to the river? We should go after those whose responsibility it is.
- I urge some consideration to seek legal advice, input from Townspeople, explore question of additional police presence.

The Selectmen agreed to schedule a Town meeting on this subject. No date was discussed.

**Policy and Procedure Manual:** Mr. Parkin made a motion to adopt the Policy and Procedure Manual as of April 7, 2017, including the changes in the list of departments and the E-Verify policy (attached). Mr. VanValkenburg seconded the motion, and the motion was approved.

**Public Restrooms:** Mr. Adams reported the public restroom project is about 95% complete. He said he would be bringing a proposal for the paving and landscaping to the board. Mr. Parkin asked if the building would be open year round or seasonally? Mr. Adams said he is looking to have the building cleaned for one hour daily, and several people have expressed interest in this job. The Town has budgeted \$15,000 for building maintenance, and the Chamber has \$5,000 in its budget for maintenance, Mr. Adams said. Mr. Osborne said he would rather not plow a gravel parking lot. The Selectmen agree the first year would be an experiment in terms of costs.

**Carter Road Bridge:** Mr. Adams said the Carter Road Bridge Project continues to move along. The box culvert has been installed, and the water is flowing. The road possibly would re-open in May.

Mr. VanValkenburg made a motion to adjourn the meeting at 11:21 a.m.

Lesly Ferris  
Acting Clerk

*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.*





## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: March 2, 2017

FROM: Donna Hayes, CZEO

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An offer was made to the successful candidate. She accepted but then later rescinded her acceptance because she was offered a full-time position with comprehensive benefits. The search will begin again.

#### Building Department:

- Permits Issued: 32 (February)
- Total Construction value: \$2,559,030 (February)

#### Planning & Zoning:

- Permits Issued: 4 (February)
- Certificates of Compliance Issued: 1 (February)
- Applications before the Commission: (March)
  - Addition of fine arts building to existing gymnasium at The Marvelwood School.
  - Addition of detached garage on South Main Street.
- Applications approved by the Commission (February):
  - Kent Affordable Housing – modification to special permit for the construction of 3 attached townhouses on Maple Street Extension
  - Accessory dwelling unit/poolhouse on Howland Rd.

#### Inland Wetlands:

- Issued: 1 (February)
  - Repaving of Kent Housing for the Elderly parking lot and installation of 4 catch basins and associated piping.
- Pending: (March)
  - Screened porch addition on the Housatonic River
  - Construction of 2 car garage on Cobble Road
  - Changes to Fee Ordinance
- Exemptions:
  - None

**Zoning Board of Appeals:**

- Pending:
  - None
- Approved:
  - None

**Architectural Review Board:**

- Pending:
  - A new sign at The Village Herbalist will be heard at 5:30 on 3/7.
- Approved: (February)
  - A modification to the roofline of the Morrison Gallery will be heard at 5:30 on 2/7.

**UPDATE ON CONTINUING PROJECTS:**

- Rewrite of the Regulations:
  - The comparison chart was completed and distributed to the Commission. I will be speaking with Attorney Zizka to get some answers. The entire packet and scheduling for approval will be discussed on March 16.
- Incentive Housing Zone Subcommittee Study:
  - The Incentive Housing Zone Regulation will be discussed at the special meeting on March 16.

**VIOLATIONS:**

- Legal Issues:
  - Mauri v Town of Kent ZBA – A decision was made in the favor of the Town. Mr. Mauri's attorney has filed for a Petition for Certification to appeal to the Appellate Court. Attorney Zizka anticipates not getting a decision until early next year. In the meantime, tents are still being put up without permits and events are being held in violation of the Cease and Desist Order. Total legal fees as of the end of November: \$45,965.30 (there have been no additional charges.)
- Notice of Violations:
  - Signage at Bulls Bridge Country Store: some signs were removed, but more still need to come down. Another letter will be sent.
  - A shed and two LP tanks were installed in the Village Center – Commercial district without a permit. A request for voluntary compliance was sent. I am still waiting for a request for variance through the Zoning Board of Appeals.

**SPECIAL MEETINGS:**

- I attended the Land Use Academy at the NHCOC on 2/23/17. I believe that some changes can be made to the program to make it better for new Commission members and/or staff.

# 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: March 2, 2017

Re: Senior Center Activities

The following special activities took place at the Kent Senior Center during February 2017:

2, 16, 23 – Senior Art Program

8 – Valentine's Day luncheon – distributed magnetic hearts created by After-School Program youngsters.

13 – Adult Coloring Class in sponsorship with the library and Templeton Farms.

Thank you.

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To: Board of Selectmen

From: Lesly Ferris



Date: March 31, 2017

Re: Senior Activities

The following special events took place at the Kent Senior Center during March 2017:

2, 9, 16, 23, 30: Senior Art Group

31: Friday Senior Lunch program

Please note the scheduled St. Patrick's Day Luncheon on the 15<sup>th</sup> was canceled due to snow. However, we celebrated on the 13<sup>th</sup> and 20<sup>th</sup> which included distributing cards created by the After-School Program youngsters for the seniors.


Thank you.

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To: Board of Selectmen

From: Lesly Ferris 

Date: Feb. 28, 2017

Re: Summer concert series

The Kent Park and Recreation Commission at its Feb. 27, 2017 monthly meeting voted unanimously to host the summer concert series July 6, July 20, July 27 and August 3, 2017 from 6 to 8 p.m. at Kent Town Hall.

The commission respectfully requests use of the Town Hall front lawn for these concerts. The commission will supply a port-o-let unit and trash and recycling receptacles.

Thank you for your consideration.



<u>Vendor Name</u>	<u>Vendor Type</u>	<u>Department</u>	<u>Invoice Date</u>	<u>Dept Approval</u>	<u>Invoice Amount</u>
1 RAC Diesel	service provider	HWY	12/29/2016	1/3/2017	250.00
2 Giordano Signs	service provider	HWY	12/2/2016	1/3/2017	305.00
3 Arbor Services of CT Inc.	service provider	Selectmen	12/15/2016	12/20/2016	1,900.00
4 A-1 Communications, Inc	retailer	HWY	12/28/2016	11/12/2154	\$1,850.00
5 NE Basketball League	service provider	P/R	1/3/2017	1/3/2017	\$50.00
6 Hydraulics Direct	retailer	HWY	3/22/2017	3/22/2017	\$23.45
7					
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15					
16					
17					

The vendors and invoices listed above have been reviewed and approved by a majority of the Board of Selectmen. Pursuant to said approval they have been added to the existing ***Approved Vendor Listing*** for FY

Approved at the Regular Selectmen's meeting held on:  
see minutes

4/4/2017

- 1 Laser Alignment med duty 2 axle
- 2 vehicle lettering, truck #3
- 3 provide tree services on Welcome/Visitor Center property
- 4 Kenwood VHF control head with installation and antenna kit
- 5 BB league fees '16-'17
- 6 hydraulic fittings
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17

The attached health insurance spreadsheet compare four different options related to the medical insurance only and were calculated using this current fiscal year figures.

The form:

Lists all the non-union employees who utilize the health insurance

Columns

Annual premium

H.S.A. deductible

Total cost of the medical insurance

The total cost to the Town of Kent

The total cost to the employee

#### **Option 1:**

Reflects the figures for the insurances each employee currently is enrolled in.

Adams – employee plus one - KCS P.P.O

Brady - family plan – Town of Kent H.S.A.

Ferris – employee plus one - Town of Kent P.P.O

Hayes – employee plus one – Town of Kent H.S.A.

Osborne – family plan – Town of Kent H.S.A.

Kearns – family plan – Town of KENT H.S.A. – insurance opt-out

Total cost to the Town of Kent = **\$125,504.30**

#### **Option 2:**

Reflects all employees enrolled in the current H.S.A. (\$1,500/\$3,000)

With 100% of the deductible funded (\$3,000)

The employees would continue to pay 10% of the premium

Total cost to the Town of Kent would be = **\$126,682.56**

#### **Option 3:**

Reflects all employees enrolled in an H.S.A. with a higher deductible of \$3,000/\$6,000

The Town of Kent would fund 50% of the deductible (\$3,000)

The employees would pay zero to towards the premium

Total cost to the Town of Kent would be = **\$103,705.80**

#### **Option 3:**

Reflects all employees enrolled in an H.S.A. with a higher deductible of \$3,000/\$6,000

The Town would fund 100% of the deductible (\$6,000)

The employees would pay 10% of the premium

Total cost to the Town would be = **\$112,432.48**



Current				Current	
	Premium	Deductible	Total	Town cost	Employee cost
Adams	\$13,857.12		\$13,857.12	\$13,857.12	\$0.00
Brady	\$26,279.16	\$3,000.00	\$29,279.16	\$26,651.25	\$2,627.91
Ferris	\$26,805.48		\$26,805.48	\$24,124.94	\$2,680.55
Hayes	\$18,422.40	\$3,000.00	\$21,422.40	\$19,580.16	\$1,842.24
Osborne	\$26,279.16	\$3,000.00	\$29,279.16	\$26,651.25	\$2,627.91
Kearns	\$26,279.16	\$3,000.00	\$29,279.16	\$14,639.58	\$0.00
				\$125,504.30	
\$1,500/\$3,000				\$1,500/\$3,000	
	Premium	Deductible	Total	Town cost	Employee cost
	Town funds 100% of deductible/employee pays 10%			Town funds 100% of deductible/employee pays 10%	
Adams	\$18,422.40	\$3,000.00	\$21,422.40	\$19,580.16	\$1,842.24
Brady	\$26,279.16	\$3,000.00	\$29,279.16	\$26,651.25	\$2,627.91
Ferris	\$18,422.40	\$3,000.00	\$21,422.40	\$19,580.16	\$1,842.24
Hayes	\$18,422.40	\$3,000.00	\$21,422.40	\$19,580.16	\$1,842.24
Osborne	\$26,279.16	\$3,000.00	\$29,279.16	\$26,651.25	\$2,627.91
Kearns	\$26,279.16	\$3,000.00	\$29,279.16	\$14,639.58	\$0.00
				\$126,682.56	
\$3,000/\$6,000				\$3,000/\$6,000	
	Town funds 50% of deductible/employee pays 0			Town funds 50% of deductible/employee pays 0	
	Premium	Deductible	Total	Town cost	Employee cost
Adams	\$13,281.00	\$3,000.00	\$16,281.00	\$16,281.00	\$0.00
Brady	\$18,945.12	\$3,000.00	\$21,945.12	\$21,945.12	\$0.00
Ferris	\$13,281.00	\$3,000.00	\$16,281.00	\$16,281.00	\$0.00
Hayes	\$13,281.00	\$3,000.00	\$16,281.00	\$16,281.00	\$0.00
Osborne	\$18,945.12	\$3,000.00	\$21,945.12	\$21,945.12	\$0.00
Kearns	\$18,945.12	\$3,000.00	\$21,945.12	\$10,972.56	\$0.00
				\$103,705.80	
\$3,000/\$6,000				\$3,000/\$6,000	
	Premium	Deductible	Total	Town cost	Employee cost
	Town funds 100% deduct/employee pays 10%			Town funds 100% deduct/employee pays 10%	
Adams	\$13,281.00	\$6,000.00	\$19,281.00	\$17,952.90	\$1,328.10
Brady	\$18,945.12	\$6,000.00	\$24,945.12	\$23,050.61	\$1,894.51
Ferris	\$13,281.00	\$6,000.00	\$19,281.00	\$17,952.90	\$1,328.10
Hayes	\$13,281.00	\$6,000.00	\$19,281.00	\$17,952.90	\$1,328.10
Osborne	\$18,945.12	\$6,000.00	\$24,945.12	\$23,050.61	\$1,894.51
Kearns	\$18,945.12	\$6,000.00	\$24,945.12	\$12,472.56	\$0.00
				\$112,432.48	



**The attached spreadsheet reflects the following:**

**The average hourly salary per position based on a COG Salary Survey**

**The hourly rate of the Town of Kent employee**

**The dollar amount over or under the "average"**

**The number of weekly hours used to calculate the hourly rate**

**The amount of money it would cost the Town, this fiscal year to increase the four positions that are below the average, to the average rate.**

**The Board of Selectmen agreed last budget season to conduct a survey to determine if Kent employees are being paid at or above the COG average.**

**Mr. Adams compiled the figures.**

**There were two clerk positions that the department heads requested a salary increase. It was determined that two clerk positions were underpaid according to the COG salary survey and the positions salaries were increased retro active back to July 1.**

**There are four positions that are under paid, according to the spreadsheet that have not been addressed.**

**Three are department heads.**

**The treasurer has requested an increase for the last two years.**



Position	Average	Kent employee	Over average	Below average	# of wkly hrs	Annual cost
First selectman	\$33.46	\$42.41	\$8.95		30	
Admin Assist	\$24.75	\$23.83		\$0.92	30	\$1,435.20
Treasurer	\$33.21	\$31.40		\$1.81	16	\$1,505.92
Treasurer Assist		\$20.54				
Assist Tax Collector	\$17.90	\$23.34	\$5.44		10	
Tax collector	\$36.22	\$32.87		\$3.35	20	\$3,484.00
Assessor	\$35.03	\$35.52	\$0.49		18	
Assist Assessor	\$19.57	\$23.33	\$3.76		7	
Park and Rec Director	\$22.07	\$22.22	\$0.15		40	
Registrar of Voters	\$17.45	\$20.48	\$3.03		3	
Reg. of Voters Assist	\$14.41	\$16.65	\$2.24			
ZEO	\$28.15	\$32.89	\$4.74		20	
Inland/Wetland Officer	\$26.95	\$33.91	\$6.96		10	
Land Use Clerk	\$22.91	\$19.00		\$3.91	8.5	\$1,728.22
Town Clerk	\$30.29	\$29.89		\$0.40	30	\$624.00
Assist Town Clerk	\$18.38	<del>\$19.75</del>	\$1.37			
		19 -				
					Total	\$7,049.12
					Total	\$1,728.22

