

Board of Selectmen
Regular Meeting

May 3, 2016
4:30 P.M. Town Hall

Present: Bruce Adams and Mike VanValkenburg.

Also present: Catherine Bachrach, Tegan Baker, Darlene Brady, Karen Chase, Jennifer Dubray, Lesly Ferris, Donna Hayes, Rick Osborne and Lynn Worthington.

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

The Pledge of Allegiance was recited.

Add to agenda/approve agenda:

Mr. Adams made a motion to approve the agenda as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Approval of Minutes:

Mr. Adams made a motion to amend the minutes of April 5, 2016 to reflect Jeff Parkin was present at the meeting. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the April 5, 2016 meeting as amended. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the April 9 and April 15, 2016 meetings as submitted. Mr. VanValkenburg seconded the motion and the motion carried.


Public Communication

Oral: Catherine Bachrach stated that Kent Village for Elderly Housing/Templeton Farms has a new president, Tegan Baker. Mrs. Bachrach stated the current board is as follows:

- Tegan Baker, President
- Cindy Merit, Vice President
- Patti Leo, Treasurer
- John Rorke, Secretary
- Catherine Bachrach
- Marsi Boon
- Kevin Brady
- Elise Cieplik
- Tammy Lang
- John Worthington

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2016 MAY -6 A 11: 28

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Written: Mr. Adams stated there are four written correspondences (attached):

- April 29, 2016 Senior Activity Report from Lesly Ferris.
- May 2, 2016 Staff Report from Donna Hayes.
- April 14, 2016 e-mail from Dianne Lang.

Report of the First Selectman:

Mr. Adams reported on the following things he did during the month of April 2016:

- Three pistol permit interviews
- Attended the 2nd HRRRA planning session
- Paint pick-up at Transfer Station
- Public restroom committee meeting
- Met with Eversource to discuss emergency staging sites in Kent
- Met with WMC Engineers on Carter Road project
- Senior lunch every Friday
- Went to Hartford to meet with towns in the NE COG
- Met with Jean Speck to discuss EMS services contract update
- Met SKS to accept roadside cleanup stuff
- Attended regular HRRRA meeting
- Shredding @ Transfer Station
- Drug Take Back @ Town Hall
- Kent Presents @ Town Hall

Meetings covered by the BOS – group or individual

- BOS – April 5 and April 15, 2016 – Full Board
- Streetscape – April 23, 2016 – Bruce
- Chamber – April 11, 2016 - Bruce
- BOF – April 19, 2016 – Full Board
- COG – Monthly meeting – Bruce
- COG – Executive Committee – Bruce
- BOS – Full Board at Carter Road

Police Report – Phone at Town Hall is 860-972-3134. Email is residenttrooper@townofkentct.org

- Trooper Fisher continues to do an exemplary job. He is proactive and is really getting to know the town.
- A number of residents and business owners have commented on his demeanor and visibility

Report of Selectmen:

Mr. VanValkenburg had nothing to report.

Report of Treasurer: The treasurer did not attend and did not provide any reports.

Tax Refunds:

Mr. VanValkenburg made a motion to approve the following eight tax refunds as submitted:

Bogus, Jodi L	\$ 9.68
Kan, Amanda L & Omeara, John	\$3,855.08

Kan, Amanda L & Omeara, John \$ 976.94

Hollingworth, Mica & Costello, Jennifer \$ 262.81

Mr. Adams seconded the motion and the motion carried.

Employee(s) report(s) on Seminar/workshop:

Mr. Adams stated that there were no reports for the month of April.

Salary review:

Mr. Adams stated that the first step in the salary review is a discussion at a special COG meeting, which will be scheduled in the near future. Mr. Adams will provide the Board of Selectmen with feedback from the meeting, and the Board of Selectmen will decide how to move forward.

Set a date to approve the Town Meeting agenda:

The Board of Selectmen agreed to warn a meeting for Monday, May 9, 2016 at 10:00 a.m. to approve the agenda for the May 20, 2016 Town Meeting.

Resolution to apply for Main Street Investment Fund:

Mr. Adams stated that the Board of Selectmen need to adopt a resolution for a grant request under the Main Street Investment Fund Program, but the Streetscape Committee did not have the grant request completed. No action taken.

Town Hall on Election Days:

Mr. Adams stated that the Board of Selectmen needs to make a decision on the open/close status of Town Hall during elections. Mr. Adams added that while the building was built to allow a separate entrance for voters during election, there have been changes made to the registrars' roles during the elections that mandate voters to walk through the building during an election. Karen Chase stated that at most Town Hall would be closed three times in one year for elections, and Town Hall does not need to be closed for referendums. Mr. Adams tabled Town Hall on Election Day until the next regular meeting with a full board.

2016-2017 Operating Budget:

Mr. Adams had nothing new to report.

Five-Year Capital:

Mr. Adams stated nothing new to report.

Proposal to ban seaplanes from Lake Waramaug:

Mr. Adams stated that Mr. Parkin requested the proposal to ban seaplanes on Lake Waramaug be tabled until a Special BOS meeting on Wednesday, May 4, 2016.

Review of Job Descriptions:

Mr. Adams stated that the Tax Collector Assistant job description could be reviewed. Mr. Adams questioned the need for the following items:

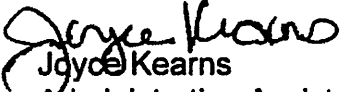
- Individual will take and pass the necessary courses and exam required to become a Certified Connecticut Municipal Collector within five (5) years from date of hire.

Ms. Dubray stated that this is a common requirement for the position. Mr. VanValkenburg made a motion to approve the Tax Collector Assistant job description as submitted. Mr. Adams seconded the motion and the motion carried.

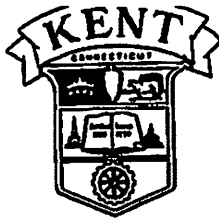
Emergency Shelter:

Mr. Adams stated nothing new to report.

Mr. VanValkenburg made a motion to adjourn the meeting at 5:02 p.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.



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

May 2, 2016

Building Department:

- Permits Issued: 38

Planning & Zoning:

- Permits Issued: 3
- Certificates of Compliance Issued: 0
- Applications before the Commission:
 - 3 Maple Street LLC: change of use from retail to restaurant. An extension was granted until April 14, 2016. A special meeting was held on April 28, 2016 where the Commission approved the change of use.

Inland Wetlands:

- Issued:
 - Application #1124-16, construction of 3 season room within 52' of Housatonic River.
 - Application #1127-16, removal of wire guide rail; installation of new with site improvements.
 - Application #1129-16, removal of beaver dam from driveway culvert.
- Pending:
 - Application #1128-16, installation of seasonal/removable dock in Housatonic River.
 - Application #1130-16, deposition of woodchip material within regulated area.
 - Application #1131-16, installation of artificial turf.
- Exemptions:
 - None

Zoning Board of Appeals:

- Pending:
 - Variance to 1 section of the regulations for 0 Kent Hollow Road. Heard on April 12th and tabled to May 10th.
- Approved:
 - Variance to 3 sections of the regulations for 45 North Main Street. The variances are a requirement of the site plan approval given by the Planning & Zoning Commission.

Architectural Review Board:

- Pending:
 - Signage and fencing at 45 North Main Street.
 - New gallery/warehouse/artist studio at 0 North Main Street.

UPDATE ON CONTINUING PROJECTS:

- Rewrite of the Regulations:
 - We are still waiting for the review by the P&Z attorney.
- Incentive Housing Zone Subcommittee Study:
 - The next meeting has not been scheduled.

VIOLATIONS:

- **Chase Hill Road:** Cathy Weber of Torrington Area Health District, Mr. Dave Farrity of Bain Realty and I walked the property on April 28, 2016. The rabbit structure and the rabbit's themselves were removed from the property; there was no sign of the rabbit manure. The chicken coop was still on the property with about ½ of the chickens; the structure housing the horse, donkey and goat was removed as were the animals. The dog kennels were still there, but no dogs were visible. The property was neat and very well maintained. The property owner is in the process of listing the house with Bain Realty and moving south.
- **Kent Cornwall Road/Dugan Road:** Based on a neighbor's complaint, I sent a letter to the property owner regarding an excessive amount of trash. The property owner and I have discussed what needs to be done and he has started the cleanup by bringing approximately 9 loads of trash to the Transfer Station. As long as he continues with this progress, no legal action will be pursued.
- **Dugan Road:** Based on a neighbor's complaint, I sent a letter to the property owner regarding the deposition of material within 200' of Kent Falls Brook. He appeared before IWC on April 25th and the Commission held a special site walk on the 28th. It was determined that the material that was deposited is stable and not a threat to Kent Falls Brook.
- **Legal Issues:**
 - **Mauri v Town of Kent ZBA** – The hearing proceeded on April 14th. The attorneys were ordered to file briefs on June 9th; answers to briefs will be filed on June 16th; the Judge will provide his decision after that.
 - **Town of Kent v Burt** – There has been no further discussion with the property owner. The status conference is still scheduled for June 8, 2016.

SPECIAL MEETINGS:

- I was in Court on April 14th.

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

www.kentctparkandrecreation.com

To: Board of Selectmen

From: Lesly Ferris



Date: April 29, 2016

Re: Senior activity report

The following special activities took place at the Kent Senior Center during April 2016:

2, 8, 15, 22, 29 – Friday Senior Lunch

6 – New Milford VNA Blood Pressure Clinic

7- Senior Art Group

14, 21, 28 – New Milford VNA Flex Appeal Exercise Program

27 – Salisbury VNA Wellness Clinic

Also, I attended the annual Recognition Breakfast for Nutrition Site volunteers and friends April 27 in Torrington. The Kent site volunteers and Meals on Wheels volunteers receive certificates which I brought to the Senior Center.

Funeral

1 message

Dianne Lang <langbeef@yahoo.com>

Thu, Apr 14, 2016 at 5:57 PM

Reply-To: Dianne Lang <langbeef@yahoo.com>

To: Kent Board of Selectmen <firstselectman@townofkentct.org>

Hi, Bruce! I wanted to give you a heads-up about an upcoming funeral in the Congregational Church in Kent on June 18 at 11:00. I don't know if you have heard about this before. My mother's first cousin, Joe Hittorff, was killed on the Oklahoma at Pearl Harbor. In the news recently there has been a lot about the fact that they are beginning to dig up the unmarked graves at the Punch Bowl Cemetery in Hawaii in order to identify the remains of servicemen killed on that ship. This is a rather hot topic as it has been many years of lobbying and pushing and mismanagement, and then politicians got on board and moved it along. Joe is one of the first group to be identified. We are planning a funeral in the church and then the burial at the Kent Congregational Church Cemetery in the Neels/Hittorff plot as Mom is his oldest living relative. It occurred to me that I need to notify you for several reasons. The first is that it will be a full military funeral with a gun salute at the graveside part of the service. This might be an alarming sound if the general public is not aware of this ahead of time. Second, there MAY be some media attention, but I have no way of knowing what, if any. There have been things about this whole general disinterment/identification process in the national media, but maybe they will not be into this individual case (we hope). I turned down a request for inclusion in a documentary. Third, we have no idea how many people may come. I envisioned maybe 40 people tops, but I am told by Kathy Shemeley (CT POW/MIA Forget-Me-Nots) and Billy Potter to expect more, as many veterans will want to pay their respects. Again, I have no idea what the end result will be.

I am attaching the packet of information which will tell you more about this, especially the one labeled "Pearl Harbor". If you have any questions, please let me know. This somehow seems to be taking on a life of its own!
Thanks --Dianne Lang



Sent from Yahoo Mail. Check it out

 Useable Publicity Zip File.zip
7887K

**TOWN OF KENT
TAX COLLECTOR ASSSISTANT**

Position Summary:

To carry out the diversified duties of municipal tax collection in an established collection cycle insuring the timely and accurate billing, payment and accounting of assessed taxes in accordance with provisions of the Connecticut General Statutes. No less than 10 hours per week.

Reports to:

A part-time position reports directly to the Tax Collector.

Hours of Work:

Part-time hourly position.

Hours of work:

Essential Job Functions:

General Duties:

- Assists in the opening and setting up of the office by preparing the computers and public terminal for daily transactions.
- Accepts and processes payment of all municipal taxes, including but not limited to real estate, personal property, motor vehicle and supplemental motor vehicle taxes in a professional, accurate and efficient manner.
- Checks for back taxes; calculates interest, penalties and delinquent taxes.
- Receives credit card payments via the Internet daily and processes them accordingly.
- Balances receipts and prepares deposits.
- Posting and updating financial records.
- Removes delinquent motor vehicle tax exceptions from DMV CIVILS site either immediately or by batch at the end of the day.
- Assists in the preparation and distribution of tax bills.
- Prepares delinquent notices, prints and, mails them out, and then responds to any questions from taxpayers upon receiving a delinquent statement.
- Responds to refund requests from taxpayers, and then verifies that all taxes are current before printing and mailing out the forms to initiate a refund.
- Keeps a record of refund forms, which have been returned and prepares a list along with the forms for approval from the Board of Selectmen on a monthly basis.
- Reviews certificate of correction reports from the Assessor's office and prints and mails out any corrected or added tax bills.
- Updates the bankruptcy records by monitoring files, proof of claims, and dismissing and discharging them accordingly.

- Reviews town deeds, warranty deeds, quit claims; probate records foreclosures and changes owner's names so that taxpayer's records are up to date and tax bills are sent to new owners.
- Type demand; warrant UCC and Real Estate Lien notices as directed by the Tax Collector.
- Files liens and lien releases with the Town Clerk.
- Assists in the collection of information for application/removal of firemen's abatements.
- Provides customer service and responds to all verbal and written tax and internet inquiries by phone or over the counter from lawyers, real estate brokers, the Motor Vehicle Dept., accountants, taxpayers and others.
- Provides tax and interest payment history to taxpayers over the phone and in person for income tax return purposes.
- Provides guidance to customers over the phone that are experiencing issues locating their tax payment history through the Town of Kent website.
- Updates and maintains records of escrow accounts.
- Reconciles the bank account monthly and provides details to the Treasurer.
- Assists Tax Collector in closing prior year and loading bills onto computer for current year collection.
- Prepares and issues Building Permit Release Forms.
- Attends State conferences and county meeting as deemed necessary by the Tax Collector.
- Performs additional tasks and duties as requested.

Job Requirements:

- Knowledge of or ability to read and understand State of Connecticut Tax Collection Statutes.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, other municipal employees, service providers, vendors, banks, government agencies and the general public.
- Ability to understand and follow written and oral instructions.
- Ability to use a computer including, but not limited to email, word processing, electronic spreadsheets, tax specific software and State of Connecticut and vendor portals.
- Knowledge, skill and ability in cashiering and account administration; good mathematical skills; ability to use a calculator.
- Effective verbal and written communication skills.
- Ability to handle interruptions and to prioritize and complete tasks on time.
- Flexibility for scheduling during high volume collection periods.
- Individual will take and pass the necessary courses and exam required to become a Certified Connecticut Municipal Collector within five (5) years from date of hire.
- Attend Tax Collector's Roadshows as part of continuing education credits required for CCMC designation.

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer 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 for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.

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BY

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