

Board of Selectmen  
Regular Meeting

June 7, 2016  
4:30 P.M. Town Hall

RECEIVED FOR RECORD  
KENT TOWN CLERK

2016 JUN 10 P 12:00

BY  TOWN CLERK

Present: Bruce Adams and Mike VanValkenburg.

Also present: John Baker, Darlene Brady, Kevin Brady, Debbie Devaux, Ruth Eustern, Lesly Ferris, Donna Hayes, Gabe Lefferts, 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 correct the agenda to show approval of May 9, 2016 minutes and not May 10, 2016. Mr. VanValkenburg seconded the motion and the motion carried.

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

**Approval of Minutes:**

Mr. Adams made a motion to approve the minutes of the May 3, 2016 Regular BOS meeting as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the May 4, 2016 Special BOS meeting as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the May 9, 2016 Special BOS meeting as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the May 24, 2016 Special BOS meeting as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Parkin made a motion to approve the minutes of the May 20, 2016, Town meeting as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

**Public Communication**

Oral: None.

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

- June 7, 2017 2015-2016 3<sup>rd</sup> Quarter Social Services Report from Leah Pullaro.
- June 7, 2016 Senior Activities from Lesly Ferris.
- June 1, 2016 Staff Report from Donna Hayes.
- Kent Trails A Hiker's Guide – Kent Conservation Commission – available for purchase at the Kent Memorial Library

**Report of the First Selectman:**

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

- Three pistol permit interviews
- Hazard Prep for Elected Officials
- Hosted nursery school children at Town Hall
- Met to discuss way finding signage
- Met with Eversource rep.
- Attended annual Resource Workshop
- Met with Frontier reps
- Arranged and hosted delivery of port a potties

**Meetings covered by the BOS – group or individual**

- BOS – May 3, May 4, May 9, 2016 – Full Board
- Streetscape – May 14, 2016 – Bruce
- Budget Hearing – Full BOS
- Town Meeting - Bruce and Mike
- COG – Monthly meeting May 12, 2016 – Bruce
- COG – Informal discussion – Bruce
- Streetscape & BOS – Full BOS

**Police Report – Phone at Town Hall is 860-972-3134. Email is [residenttrooper@townofkentct.org](mailto: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.**

**Mr. Parkin had nothing to report.**

**Report of Treasurer:** The treasurer did not attend but e-mailed the Board of Selectmen a Town of Kent Fiscal Year 2015-2016 report on May 20, 2016 and a request to add six new providers to the Approved Vendor List.

**Mr. Adams made a motion to add the following six new providers to the Approved Vendor List:**

- Pioneer Manufacturing Company
- Computer Marketing Services
- Panoramic Pressure Cleaning
- Melkor Cleaning
- Arrow Concrete Products
- Roll-Rite

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

**Tax Refunds:**

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

- Joseph and Mary Egan \$389.35

Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to adjust eleven tax accounts with credit balances below \$5.00, in accordance with Town of Kent Code of Ordinances, Chapter 18, Sec. 18-8.

Mr. Parkin seconded the motion and the motion carried.

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

Leah Pullaro attended two half-day seminars:

- Safety Considerations: Working with Victims and Survivors of Domestic Violence
- How Culture Impact Dying: Cultural Competence at End-of-Life

Bruce Adams attended two workshops:

- Senior Officials Workshop for All Hazards Preparedness
- Awareness of Active Shooter situations

Mr. Adams stated that he would be putting together some additional information regarding the Awareness of Active Shooter situations. Ms. Pullaro stated that she would like to see a safety plan put into place, like a panic button system.

**American Tower**

Mr. Adams provided the Board of Selectmen with a copy of June 1, 2016 e-mail from Bob Steinweg from American Tower outlining three financial opportunities for the purchase/lease of the cell tower. Mr. Adams advised the selectmen to look over the offer and be prepared to discuss at the next Board of Selectmen's meeting.

**Approval of plans for public restroom**

Mr. Adams stated that the Restroom sub-committee is close to providing a bid package to the Board of Selectmen to send to the State for approval. Mr. John Baker provided a drawing of the proposed restroom building. He stated that the drawing needs to be updated to reflect the entrance via the right-of-way through Webster Bank and not Railroad Street. He also stated that he was just provided the requirements for the bid package from the State, so the bid package will need to be reviewed to ensure that it meets the minimum requirements. Mr. Adams stated that the bid package would go to the state for approval as soon as it is presented to the Board of Selectmen.

**Agenda for June 17, 2016 Town Meeting**

Mr. Adams stated that the Town meeting agenda would not include a discussion regarding the proposed public restroom. Mr. Adams made a motion to approve the agenda for the June 17, 2016 town meeting as submitted. Mr. Parkin seconded the motion and the motion carried.

**Town Hall on Election Day**

Mr. Adams made a motion to close Town Hall on Election Day and all primaries. Mr. VanValkenburg seconded the motion and the motion carried.


**Salary review:**

Mr. Adams stated he attended a Special COG meeting and discussed salary scales with the other town leaders. Mr. Adams stated that a salary review would be very difficult if not impossible. Mr. Parkin suggested obtaining an outside consultant. The Board of Selectmen was reminded of the timeline; the budget process would begin again in six months. Mr. Adams agreed to look for a consultant.

**Emergency Shelter:**

Mr. Adams stated nothing new to report.

Mr. VanValkenburg made a motion to adjourn the meeting at 5:22 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.*

TO: Board of Selectmen  
FROM: Leah Pullaro  
DATE: June 7, 2016  
RE: Social Services Report, 3rd quarter 2015-2016

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**1. MEETINGS AND COMMUNITY OUTREACH** – In January, I met with Bill Bachrach of Kent Affordable Housing to discuss available grant funds for residents living in South Commons and Stewart Farms. In February, Kent Food Bank was inspected by the Ct Food Bank and received an excellent report. In March, I attended a Regional Mental Health Board meeting and an Operation Fuel Training.

**2. CLIENTS SERVED** – In January, February, and March, I completed 77 prescheduled and walk-in appointments. A total of 53 Energy Assistance applications were completed this season.

**3. ASSIST PROGRAMS:**


- **Assist Fund** –The assist fund expended \$2,760.85 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided grant assistance to Kent households totaling \$5,325.00. Requests included assistance with rent, utilities, and medical bills.
- **Foundation for Community Health** – Received \$730.02 in medication and prescription insurance premium payment assistance for 5 Kent residents.
- **Berkshire Taconic Community Foundation** - \$1469.77 in assistance from the Neighbor to Neighbor Fund, Jane Lloyd Fund, and Blue Horizons Health Fund.

# 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: June 7, 2016

Re: Senior Activities

The following special events took place at the Kent Senior Center during May 2016:

- 2, 9, 16, 23 – Diabetes Education Classes
- 4 – New Milford VNA Blood Pressure Clinic
- 6, 13, 20, 27 – Friday Senior Lunch, including Appreciation BBQ on the 20<sup>th</sup>
- 9 – Mother's Day lunch
- 18 – Salisbury VNA Wellness Clinic
- 25 – Kent Center School Student Council lunch with seniors
- 31 – Parkinson's Support Group

Thank you.



# TOWN OF KENT LAND USE OFFICE

## STAFF REPORT

June 1, 2016

*Donna Hays*

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### Building Department:

- Permits Issued: 40

### Planning & Zoning:

- Permits Issued: 17
- Certificates of Compliance Issued: 0
- Applications before the Commission:
  - Installation of artificial turf and 4 light poles at the South Kent School.
  - Installation of a geodesic greenhouse at the Marvelwood School.
  - Construction of new retail art gallery.

### Inland Wetlands:

- Issued:
  - 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.
  - Modification to original permit issued for 59 Davis Road.
  - Modification to original permit issued for North Spectacle Lake.
- Pending:
  - Modification to original permit issued for 99A Cobble Road.
- Exemptions:
  - None

### Zoning Board of Appeals:

- Pending:
  - The request for variance for 0 Kent Hollow Road has been withdrawn by the property owner.
- Approved:
  - None



**Architectural Review Board:**

- Pending:
  - None

**UPDATE ON CONTINUING PROJECTS:**

- Rewrite of the Regulations:
  - A special meeting will be held between the P&Z Commission, Mr. Chalder and Attorney Zizka to discuss the changes.
- Incentive Housing Zone Subcommittee Study:
  - Information on the construction and cost of the connector has been submitted to the Subcommittee. The Subcommittee is now waiting for the final version of the regulation.

**VIOLATIONS:**

- Legal Issues:
  - Mauri v Town of Kent ZBA – The hearing proceeded on April 14<sup>th</sup>. The attorneys were ordered to file briefs on June 9<sup>th</sup>; the Judge will provide his decision within 120 days after that.
  - Town of Kent v Burt – There has been no further discussion with the property owner. Attorney Zizka will be filing a request for judgement. The status conference is still scheduled for June 8, 2016.

**SPECIAL MEETINGS:**

- None



# TOWN OF KENT

## Fiscal year 2015 - 2016

	Projected	Actuals		
	FY '16	FY '16 to date	Budget	% of Budget
<b>Total Revenue</b>	12,566,098	12,466,362.63	12,599,501.00	98.94%
<b>Expense</b>				
A • General Government	1,176,278	1,073,070	1,191,440	90.07%
B • Public Safety	179,698	55,079	162,587	33.88%
C • Public Works	1,470,000	1,196,205	1,513,164	79.05%
D • Health and Welfare	89,034	82,919	88,690	93.49%
E • Recreation	194,581	151,923	197,611	76.88%
F • Sanitation	103,930	92,427	110,599	83.57%
G • Board of Education	6,914,457	5,998,037	6,978,516	85.95%
H • Debt Service	693,194	693,194	693,194	100.0%
I • Transfer to Capital	726,200	726,200	726,200	100.0%
J • Transfer to Dog Fund	7,500	7,500	7,500	100.0%
K • Current Year Capital Projects	900,000	900,000	900,000	100.0%
L • Transfer to Schaghticoke Litiga	30,000.00	30,000	30,000	100.0%
<b>New Revenue and Expense</b>	<b>81,227</b>	<b>1,453,691</b>	<b>0</b>	<b>100.0%</b>
 Expected Revenue Deficit	 -33,403			
Expected Expense Surplus	114,630			
<b>Total Expected Budget Surplus</b>	<b>81,227</b>			
 Amount of appropriated UDFB				
(\$200,000) expected to be used	0			

### Expected Budget Transfers

- a) Attorney Fees in the amount of \$16,500 +/-
- b) Police Protection in the amount of \$18,000 +/-
- c) Senior Center in the amount of \$400 +/-

### Reasons

- a) Tax Appeal - Kent Realty  
ZBA Mauri appeal
- b) State budget passed subsequent to the town budget last spring. Towns are now required to pay 85% of the cost, including salaries, benefits and cruisers, up from the 70% paid in prior years.
- c) 28 new chairs that will not tip / designed to be stable for senior use



	<u>Vendor Name</u>	<u>Vendor Type</u>	<u>Department</u>	<u>Invoice Date</u>	<u>Dept Approval</u>	<u>Invoice Amount</u>
1	Pioneer Manfg Co	Retailer	P/R	05/06/2016	5/6/2016	62.50
2	Computer Marketing Services	Service Provider	Conservation C	5/17/2016	5/17/2016	500.00
3	Panoramic Pressure Cleaning	Service Provider	P/R	5/9/2016	5/13/2016	350.00
4	Melkor Cleaning	Service Provider	Municipal	5/13/2016	5/16/2016	\$375.00
5	Arrow Concrete Products	Retailer	HWY	1/27/2016	6/3/2016	\$3,212.00
6	Roll-Rite	Retailer	HWY	5/27/2016	6/1/2016	\$390.00
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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 special Selectmen's meeting held on:  
see minutes

6/7/2016

- 1 paint for field painting: quik strip artic white 1 case of 12
- 2 layout, design and creation of Kent Trails Book and associated files
- 3 Power washing services for two playgrounds (16 Swifts and 42 Segar Mtn)
- 4 Power washing services for Community House
- 5 Four precast concrete Flat Catch Basins
- 6 '09 Intl 7400: 14' vinyl tarp

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# Office of the Tax Collector

Town of Kent

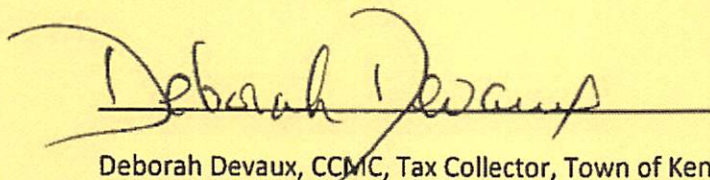
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41 Kent Green Boulevard  
P.O. Box 311  
Kent, CT 06757  
(860) 927-3269

June 6, 2016

In accordance with the Town of Kent Code of Ordinances, Chapter 18, Sec. 18-8 dated 1/2009; the Tax Collector is authorized to retain overpayments of taxes if such credit balances are less than \$5.00. The eleven accounts on the attached list dated 6/6/16 have balances from (\$.02) to (\$4.95) totaling \$21.40. I request that the Board of Selectman approve adjusting all of these credit balances to zero and the \$21.40 be transferred to Tax Refunds, 130-320.

Date of approval of Tax Collector: 06/06/2016



Deborah Devaux, CCMC, Tax Collector, Town of Kent

Date of approval of the Board of Selectman:

6-7-2016

Board of Selectman

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**KENT**

**Credit, Active, Regular, Year: 1999 To 2016,** Total: No, Flag: , Date: 06/06/2016, Time: 02:14:55 p  
 Conditions: Recap By Dist:No, Cycle: 00, Pay Date: 06/06/2016, Name: To, Dist: , Type: TOWN, Sort: Bill Number

Page: 1

BILL #	D-S	TAXPAYER NAME	1ST INST/ADJ	2ND INST/ADJ	3RD INST/ADJ	4TH INST/ADJ	Flag	BINT	LIEN	FEEs	BALANCE DUE
UNIQUE ID		ADDRESS		DATE PAID	TAXES	INTEREST					
2014-03-0050334 50333		CALVERT BRYAN JAMES	8.93	P 07/16/2015	8.95						-0.02
2014-03-0050444 50443		CIVITELLI TARA J	172.53	P 02/11/2016	174.30	20.70					-1.77
2014-03-0051122 51130		HEATON KEVIN M	8.93 -3.71	P 08/03/2015 A 08/03/2015	8.93	-3.71		03971M		-208	-3.71
2014-03-0052362 52427		ROMANO ARTHUR C	106.98	P 08/03/2015	110.00						-3.02
2014-03-0052568 52633		SMITH KARIN C	41.26 -3.43	P 07/28/2015 A 08/19/2015	41.26	-3.43		03997M		-192	-3.43
2014-03-0052818 52909		TULLY SCOTT M	8.93 -0.73	P 07/24/2015 A 10/20/2015	8.93	-0.73		04022M		-41	-0.73
2014-03-0053076 53169		ZANGRILLO ELIZABETH MARY	29.65 -4.95	A 07/13/2015 P 07/23/2015	29.65	-4.95		03927M		-277	-4.95
2014-03-0053088 53181		ZHANG IVAN	134.66	P 04/04/2016 P 04/11/2016	132.64 2.47	18.18 0.03					-0.45
2014 TOT MOTOR VEHICLE											
# ACCT: 8											
INST-1	511.87	BEG COLL	511.87	CURR TAX	517.13	PREV TAX	0.00				
INST-2	0.00	CURR ADJ	-12.82	CURR INT	38.91	PREV INT	0.00				
INST-3	0.00	CURR TAX	517.13	CURR FEES	0.00	PREV FEES	0.00				
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00				
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00				
PREV ADJ	0.00	NET BAL	-18.08	CURR REF	0.00	PREV REF	0.00				
PREV TAX	0.00	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00				
PREV BINT	0.00	REFUND BAL	-18.08	CURR R LIEN	0.00	PREV R LIEN	0.00				
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00				
BEG COLL	511.87			CURR RBINT	0.00	PREV RBINT	0.00				
2014-04-0080523 80542											
			20.81	P 02/03/2016 P 02/03/2016	20.93 1.00	2.00					
2014 TOT MV SUPPLEMENTAL											
# ACCT: 1											
INST-1	20.81	BEG COLL	20.81	CURR TAX	21.93	PREV TAX	0.00				
INST-2	0.00	CURR ADJ	0.00	CURR INT	2.00	PREV INT	0.00				
INST-3	0.00	CURR TAX	21.93	CURR FEES	0.00	PREV FEES	0.00				
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00				
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00				
PREV ADJ	0.00	NET BAL	-1.12	CURR REF	0.00	PREV REF	0.00				
PREV TAX	0.00	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00				
PREV BINT	0.00	REFUND BAL	-1.12	CURR R LIEN	0.00	PREV R LIEN	0.00				
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00				
BEG COLL	20.81			CURR RBINT	0.00	PREV RBINT	0.00				
2014 GROSS TOTAL											
# ACCT: 9											
INST-1	532.68	BEG COLL	532.68	CURR TAX	539.06	PREV TAX	0.00				
INST-2	0.00	CURR ADJ	-12.82	CURR INT	40.91	PREV INT	0.00				
INST-3	0.00	CURR TAX	539.06	CURR FEES	0.00	PREV FEES	0.00				





\*2014010001937\*

# GENERAL DATA REAL ESTATE KENT

AS OF 06/06/2016

BILL NO: 2014-01-0001937  
 UNIQUE ID: 00196000  
 LINK#  
 FILE#  
 BANK:  
 ESCROW:  
 VOL/PAGE: 157-445  
 LIEN VOL/PAGE:  
 DISTRICT:

ORIGINAL OWNER: WOODSMAN FINE HOME BUILDERS CORP  
 C/O: C/O ROBERT SERRANO  
 ADDRESS:  
 ADDRESS2:  
 CITY ST ZIP:  
 COUNTRY:  
 PROP LOC.: STONE FENCES LA  
 EXR PROP LOC:  
 M/B/L: 10 22 33

PROP ASSESSED: 109,700  
 EXEMPTIONS:  
 COC CHANGE:  
 NET VALUE: 109,700  
 MILL RATE: 17.8600

ELD CODE: 0  
 EXMPT CHANGE:

## \*\*\* BILLED \*\*\*

	TOWN	TOTALS
INST1:	979.62	979.62
INST2:	979.62	979.62
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	0.00	0.00
TOT TAX:	1,959.24	1,959.24
TOTAL PAID:	1,959.44	1,959.44

## \*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pmt	2	08/17/2015	O	89/33/32	T	0.20	0.00	0.00	0.00	0.20
Pmt	2	08/17/2015		89/33/31	T	979.62	0.00	0.00	0.00	979.62
Pmt	1	07/30/2015		89/24/68	T	979.62	0.00	0.00	0.00	979.62
TOTAL PAYMENTS:						1,959.44	0.00	0.00	0.00	1,959.44

## TOTAL BALANCE DUE AS OF 06/06/2016

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-0.20
TOT DUE NOW:	-0.20
BALANCE DUE:	-0.20

## \*\*\* FLAGS \*\*\*

Circuit Breaker Amount: 0  
 Invalid Address Flag No

Benefit Year: 0





\*2014010000472\*

GENERAL DATA REAL ESTATE KENT

AS OF 06/06/2016

BILL NO: 2014-01-0000472  
UNIQUE ID: 00153400  
LINK#  
FILE#  
BANK:  
ESCROW:  
VOL/PAGE: 149-443  
LIEN VOL/PAGE:  
DISTRICT:

ORIGINAL OWNER: DONOVAN JEROME F TR & SHARON B TR  
C/O:  
ADDRESS: [REDACTED]  
ADDRESS2: [REDACTED]  
CITY ST ZIP: [REDACTED]  
COUNTRY:  
PROP LOC.: OLD HOMESTEAD LA  
EXR PROP LOC:  
M/B/L: 15 22 40

PROP ASSESSED: 160,900  
EXEMPTIONS:  
COC CHANGE:  
NET VALUE: 160,900  
MILL RATE: 17.8600

ELD CODE: 0  
EXMPT CHANGE:

\*\*\* BILLED \*\*\*

TOWN  
INST1: 1,436.84  
INST2: 1,436.84  
INST3: 0.00  
INST4: 0.00  
ADJS: 0.00  
TOT TAX: 2,873.68  
TOTAL PAID: 2,875.68

TOTALS  
1,436.84  
1,436.84  
0.00  
0.00  
0.00  
2,873.68  
2,875.68

\*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pmt	8	02/01/2016 O		89/72/91	T	2.00	0.00	0.00	0.00	2.00
Pmt	8	02/01/2016		89/72/51	T	1,434.84	0.00	0.00	0.00	1,434.84
Pmt	1	07/20/2015 P		89/16/194	T	0.50	0.00	0.00	0.00	0.50
Pmt	1	07/20/2015 P		89/16/31	T	1,438.34	0.00	0.00	0.00	1,438.34
TOTAL PAYMENTS:						2,875.68	0.00	0.00	0.00	2,875.68

TOTAL BALANCE DUE AS OF 06/06/2016

TOWN  
INT DUE: 0.00  
LIEN DUE: 0.00  
FEES DUE: 0.00  
TAX DUE NOW: -2.00  
TOT DUE NOW: -2.00  
BALANCE DUE: -2.00

\*\*\* FLAGS \*\*\*

Circuit Breaker Amount: 0  
Invalid Address Flag No

Benefit Year: 0



NASW State Conference

May 6, 2016

Attended by: Leah Pullaro

Morning Workshop: *Safety Considerations: Working with Victims and Survivors of Domestic Violence.*

Reviewed contribution factors that create barriers to victims leaving violent relationships, discussed safety plans, and processes involved in referral for resources.

Afternoon Workshop: *How Our Cultures Impact Dying: Cultural Competence at End-of-Life.*

Primarily focused on end of life situations in a hospital/facility setting. Broke down into groups and were assigned case vignettes with specific questions that we needed to respond to. Our group involved an extended family of the Buddhist faith. Focused on standard practices at end of life becoming barriers to specific faith or cultural practices.



# DEHMS REGION 5

## Regional Emergency Planning Team



# SENIOR OFFICIALS WORKSHOP FOR ALL-HAZARDS PREPAREDNESS

The Senior Officials Workshop is for local-jurisdiction elected and appointed senior officials. Its purpose is to provide a forum to discuss strategic and executive level issues related to disaster preparedness, share proven strategies and best practices, and enhance coordination among officials responsible for emergency response to a disaster. It includes a practical exercise tailored for our jurisdiction as the catalyst to generate discussion of policy and emergency operations center activities related to an all-hazard catastrophic incident.

**Date:** Tuesday, May 17, 2016

**Time:** 9:00 am— 3:00 pm (This is a 6 hour course—LUNCH will be provided)

**Location:** Litchfield Inn, 432 Bantam Road (Rte 202), Litchfield, CT

### WORKSHOP TOPICS:

- Roles and responsibilities and preparedness challenges
- Domestic preparedness resources and how to leverage them for your community
- Homeland Security Strategic Planning as it relates to risk and needs assessment and the Emergency Operations Plan (EOP) for your jurisdiction
- Executive-level incident response and recovery considerations, including medical/public health, situational appraisal, incident management (ICS), mutual aid agreements, media relations, recovery and restoration processes, Federal assistance, and business/economic recovery
- Includes a practical exercise tailored for the jurisdiction(s) as the catalyst to generate discussion of policy and emergency operations center activities required to support the incident commander's and state/federal government requirements related to an all-hazard, catastrophic incident

The Senior Officials Workshop is by invitation only as there is a limit to the number of participants able to be effectively managed in the discussion and exercise.

Pre-registration is required for planning purposes (participants will receive an executive handbook on all-hazards preparedness and lunch). Please register no later than April 29, 2016 by email to [rlynn@northwesthillscog.org](mailto:rlynn@northwesthillscog.org) or 860-491-9884.



*Senior Officials Workshop is funded through DHS/FEMA Homeland Security National Training Program and is being taught by instructors from the Texas A & M Engineering Extension Service (TEEX), an internationally recognized leader in the delivery of emergency response, homeland security and workforce training and exercises, technical assistance, and economic development.. <https://teex.org>*

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The Connecticut Intelligence Center (CTIC) along with the U.S. Department of Homeland Security (DHS) is providing this information for awareness of Active Shooter Incidents and your individual response, should you become involved in an Active Shooter situation.

*Please note: These are individual measures and should not be used in conflict with established protocols trained to personnel in schools or at their workplace.*

### **PROFILE OF AN ACTIVE SHOOTER**

An "Active Shooter" is an individual actively engaging in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of Law Enforcement is required to stop the shooting and mitigate harm to victims.

Because Active Shooter incidents are often over within 5-15 minutes, before Law Enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### **Good Practices for Coping with an Active Shooter Situation**

1. *Be aware of your environment and any possible dangers*
  - a. *Situational Awareness / Perceived Threat*
2. *Take note of nearest Exits in any facility you visit*
3. *If in an Office or Enclosed Area*
  - a. *Shelter in Place*
  - b. *Close and Secure doors*
4. *If in a Hallway*
  - a. *Find a Room / Secure doors*
5. *Last Resort Measures / Enhanced Survival*
  - a. *Attempt to engage the shooter / take down*
  - b. *Use any measures, at hand weapons, continue to engage until no longer a threat or shooter is incapacitated*
  - c. *Be aware of potential for multiple shooters*
6. **CALL 911 AT SAFEST AVAILABLE TIME**





Quickly determine the most reasonable way to protect your own life. Remember that customers, clients, students, etc. will follow the lead of employees, staff, or management during an Active Shooter situation.

### 1. **EVACUATE**

If an escape route is accessible, attempt to evacuate the premises. Be sure to:

- a. Have an escape route and plan in mind
- b. Evacuate regardless of others decisions to stay or follow
- c. Leave belongings behind
- d. Assist others escaping, if possible
- e. Prevent individuals from entering the area where the active shooter may be, WARN people
- f. Keeps hands visible to Security or Law Enforcement
- g. Follow First Responders Instructions, Security, Police, etc.
- h. DO NOT attempt to move wounded individuals
- i. Call 911 when safe to do so

### 2. **HIDE OUT**

If evacuation / escape not possible, find a place to hide where an active shooter is less likely to find you.

You hiding place should:

- a. Be out of the shooter's line of sight or view
- b. Provide protection if shots are fired in your direction (i.e. closed and locked door of office or closet)
- c. Not trap you or restrict options for movement

---

To help prevent an Active Shooter from entering your hiding place:

- a. Lock all doors
- b. Barricade the door if possible with available items (i.e. heavy furniture, etc.)

If the Active Shooter is within your vicinity

- a. Lock the door
- b. Silence all cell phones, pagers, radios, or other devices, etc.
- c. Turn off sources of noise such as TVs, radios, etc.
- d. Conceal yourself behind large objects such as book cases, desks, etc.
- e. Remain silent, limit movement which creates noise





## 2. INFORMATION TO PROVIDE LAW ENFORCEMENT OR 911 CALL TAKER

Accurate and relevant information to Law Enforcement is vital for Active Shooter mitigation and can be provided to on scene Police or 911 Call Takers.

- a. Location of the Active Shooter
- b. Number of Active Shooters
- c. Physical Description of Active Shooter(s)
  1. Clothing, Height, Weight, Hair Color, Type of Weapon, Distinguishing
  2. Characteristics i.e. mask worn, wearing tactical equipment, etc.
- d. Number of weapons and types / explosive type devices in area
- e. Number of potential victims at the location

### NOTE:

*Arriving officers will not stop to help injured persons, their initial response is to stop the Active Shooter, so be cognizant of this. Expect Rescue Teams comprised of additional officers and other Emergency Medical Personnel to follow the initial response officers. The Rescue Teams will treat and remove any injured persons. They may call upon able-bodied individuals to assist them in removing the wounded from the premises.*

*Once you have reached a safe location or an assembly point, you will likely be held in that area by Law Enforcement until the situation is under control and secure and all witnesses have been identified and questioned. DO NOT leave until released by Law Enforcement Authorities.*





### **3. TAKE ACTION AGAINST THE ACTIVE SHOOTER**

Take Last Resort Measures for Survival when facing Imminent Injury or Death. Attempt to Disrupt and/or Incapacitate the Active Shooter by:

- a. Acting aggressively towards the shooter / engaging in physical attack
- b. Throwing items or using improvised weapons
- c. Yelling
- d. Staying committed to your actions. Do not let up until shooter is incapacitated or disrupted

### **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

Arriving Law Enforcement's first priority is to engage and stop the Active Shooter as soon as possible. Officers will form up and immediately proceed to engage the Active Shooter, moving towards the sound of gunfire.

- a. Officers will group into teams of four (4) to engage if possible
- b. Arriving officers may be from various agencies and have different uniforms, equipment, and other types of vehicles, some not marked
- c. Officers may have various types of weapons, i.e. handguns, shotguns, and assault rifles
- d. Officers may deploy tear gas or pepper spray to control the situation
- e. Officers may shout commands and push people down on the ground for their safety

### **1. HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES**

Your attention to Law Enforcement officers is vital for survival

- a. Remain calm, and follow officers' instructions
- b. Put down any handheld items, i.e. bags, backpacks, jackets, etc.
- c. Immediately Raise Hands / Spread Fingers
- d. Keep hands visible at all times
- e. Avoid making quick movements towards officers or grabbing onto them
- f. Avoid pointing, screaming, or yelling at officers
- g. DO NOT stop and ask officers for directions or help when evacuating, just proceed in the direction where officers are entering





## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE, CUSTOMERS AND OTHERS ARE TRYING TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

### 1. EVALUATE

- Have an escape route and plan in mind.
- Locate your belongings (belongings).
- Keep your hands visible.

### 2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the door.

### 3. TAKE ACTION

- Act fast to get out of the area when you feel you are in immediate danger.
- Attempt to incapacitate the shooter if possible.
- Act with physical awareness and follow lead of the active shooter.

**CALL 911 WHEN IT IS  
SAFE TO DO SO**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow officers' instructions.
- Immediately raise your hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers, such as attempting to hold on to them for safety.
- Avoid pointing, screaming and yelling.
- Do not stop from officers when help on direction when examining, not proceed in the direction from which officers are entering the premises.

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and types of weapons held by the shooter(s).
- Number of potential victims at the location.

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ATTENTION: HUMAN RESOURCES DEPARTMENT: IF NOT BEHAVIOR, AN EMPLOYEE EXHIBITS POTENTIALLY ABUSIVE BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs.
- Unexplained increase in absenteeism and/or vague physical complaints.
- Depression/Withdrawal.
- Increased severe mood swings and noticeably unstable or emotional responses.
- Increasingly talks of problems at home.
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

Source: DHS, National Retail Federation, Retail Industry Leaders Association, National Tactical Officers Association and Fairfax County VA Police Dept document: Active Shooter How to Respond, 08 October 2008





Joyce Kearns <adminassist@townofkentct.org>

## Fwd: FW: American Tower 413783 Kent PCS

1 message

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

Wed, Jun 1, 2016 at 7:56 AM

Please add to June 7 agenda

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

From: **Bob Steinweg** <bsteinweg@lyleco.com>  
Date: Tue, May 31, 2016 at 4:38 PM  
Subject: FW: American Tower 413783 Kent PCS  
To: "firstselectman@townofkentct.org" <firstselectman@townofkentct.org>

Bruce,

The following paragraph appears in the e-mail previously sent:

The present lease agreement expires in 8 31 2033. According to paragraph 6. the agreement will renew, if still in force, for another five year term with five (5) year terms thereafter (totaling 30 years). The one area of opportunity relates to the termination rights your town may exercise from that period forward. If your town is willing to remove all termination rights and execute an updated amendment, I believe ATC will approve the following:

Pay a \$22,500.00 signing bonus (payable 45 days following ATC receiving and approving the amendment your town will have executed)

Reflect a one time 13% rent increase in conjunction with the new lease term date of 9 01 2033 (3% will continue re-occurring, the 10% is one time).

You were absolutely correct, remaining term is important to both existing tenants and new tenants and making the tower on your property as 'attractive' as possible is important to your town as you will share in 40% of the rent paid by a new tenant.

However, two other factors are important in this consideration:

1. Beginning with the new terms presently available beginning in 9 01 2033, the Town of Kent has a termination right you may exercise. That termination right would have to be deleted in conjunction with a revised amendment as that 'exposure' negates the revised term for a prospective new tenant.

2. I note with interest, the Right of First Refusal was deleted in the original lease agreement. In conjunction with ATC



paying a signing bonus of \$22,500.00, there would be a limited ROFR pertaining to communication competitors.

In conclusion, the deeper you drill into the pros and cons of executing an amendment, I predict you will hard pressed to find a negative. Although \$22,500 in your town budget may not be significant, as you said, every little bit helps. In addition by the time your current rent escalates 3% annually from \$2,213/month to \$3,767 in 2033, the 10% one time bump will add \$365/month to your ongoing rent (plus the ongoing 3% annually).

Please let me know if you have any questions and I look forward to hearing your 6/7 meeting will affirm proceeding with an amendment.

Bob Steinweg

The Lyle Company

Leasing Consultant for American Tower

1732 Manor Lane

Plano, TX 75093

PHONE: 972-732-1739

E-mail: [bsteinweg@lyleco.com](mailto:bsteinweg@lyleco.com)<<mailto:bsteinweg@lyleco.com>>

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To: [firstselectman@townofkentct.org](mailto:firstselectman@townofkentct.org)  
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I have been given the responsibility for your communications site on behalf of ATC. My first effort will be to share an update with you on choices available to your town. Although I realize you receive numerous calls and mail from aggregators it is import our landlords know the many choices ATC offers. Here is a thumbnail sketch of what you may wish to discuss and consider:

Lump sum payment in exchange for having the use of the leased premises for as long as ATC needs them (not a sale of the real estate, merely granting an easement):

\$451,452.00

120 payments for use of the leased premises for as long as ATC needs them (not a sale of the real estate, merely granting an easement):

\$4,321.00/month totaling \$518,503.00

If for any reason you decide not to consider the easement route, there is another option.

The present lease agreement expires in 8 31 2033. According to paragraph 6. the agreement will renew, if still in force, for another five year term with five (5) year terms thereafter (totaling 30 years). The one area of opportunity relates to the termination rights your town may exercise from that period forward. If your town is willing to remove all termination rights and execute an updated amendment, I believe ATC will approve the following:

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Thank you..

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



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