

Board of Selectmen  
Regular Meeting

October 4, 2016  
4:30 P.M. Town Hall

Present: Bruce Adams, Jeff Parkin and Mike VanValkenburg.

Also present: Mike Benjamin, Lesly Ferris, Donna Hayes, Barbara Herbst, Connie Manes, 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 approve the minutes of the September 6, 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 September 16, 2016 Special BOS Meeting, as submitted. Mr. Parkin seconded the motion and the motion carried.

**Public Communication:**

Oral: None.

Written: Mr. Adams stated there were three written correspondences (attached):

- Thank-you note from Donna Miller
- September 28, 2016 Senior Activities report from Park and Rec Director Lesly Ferris.
- September 9, 2016 Social Services Report, 4<sup>th</sup> quarter 2015-2016 from Leah Pullaro.
- October 3, 2016 Town of Kent Land Use Office Staff Report.
- October 3, 2016 written notice of vacancy for Land Use Clerk from Donna Hayes

Mr. Adams made a motion to authorized Donna Hayes to post the vacancy for the Land Use Clerk on the Town website, on the In-deed website and anywhere else she deems necessary. Mr. VanValkenburg seconded the motion and the motion carried.

**Report of First Selectman:**

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

- Three pistol permit interviews
- Weekly reporting on Eversource energy project
- Met with Chamber reps to discuss issues
- COG Executive Committee
- Met to discuss issues on River Road and North Kent Road
- Met with MCCA President Joe Sullivan

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KENT TOWN CLERK  
2016 OCT -7 A 11:38  
BY *S. Broady*  
TOWN CLERK

- Friday Senior Lunch
- Met in NM with Town Attorney
- Met with Cirma rep
- Participated in Constitution Day for KML
- Attended Annual KLT Cocktail Party
- Attended Templeton 40<sup>th</sup>
- Attended Community Fund 10<sup>th</sup>

Mr. Adams has been providing Eversource information to qualify for energy improvement grants.

Mr. Adams provided an update on the Carter Road bridge project:

- The project has come to a stop
- The culvert box has not been approved by the State to date
- The State is questioning the load rating
- The road could be reopened before the winter weather, perhaps unpaved

Meetings covered by the BoS – Group or individual

- Bos – September 6 and 16, 2016 – Full BoS
- Carter Road – September 6, 2016 – Bruce
- P&Z – September 8, 2016 – Bruce
- Sewer – September 13, 2016 - Bruce
- Restroom Committee – Bruce and Mike
- BOF – September 20, 2016 – Bruce
- Bid opening for restrooms – Bruce and Mike

**Police Report:**

Phone number at Town Hall is 860-927-4627.

E-mail 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. Issues have cropped up again at Bulls Bridge and Trooper Fisher has been a big help in not allowing them to escalate. Now North Kent Road is becoming an issue and Trooper Fisher has been actively involved.

**Report of Selectmen:**

Mr. VanValkenburg had nothing to report.

Mr. Parkin had nothing to report.

**Report of Treasurer:**

Mrs. Herbst requested three new providers be added to the 2016-2017 Approved Vendor List. Mr. Adams made a motion to approve the following three vendors to the 2016-2017 Approved Vendor List:

- Belson Outdoors LLC
- Franks Garage LLC
- Montage Enterprise, Inc

Mr. Parkin seconded the motion and the motion carried.

Mrs. Herbst provided an Actual vs. Budget for July through September 2016. She added that she will provide quarterly reports to the BOS.

#### **Tax Refunds:**

Mr. Adams made a motion to approve the following twelve tax refunds as submitted.

|                          |           |
|--------------------------|-----------|
| Honda Lease Trust        | \$156.03  |
| Kim and Michael Slater   | \$439.26  |
| Honda Lease Trust        | \$ 24.63  |
| Daimler Trust            | \$243.60  |
| John Charbonneau         | \$ 34.79  |
| Daimler Claim            | \$ 62.43  |
| Mary Percival            | \$ 25.64  |
| Patrice & Frank Galterio | \$ 45.91  |
| Honda Lease Trust        | \$ 13.13  |
| Cheryl Kinney            | \$ 19.28  |
| Merlot Basil             | \$ 8.05   |
| Denis Kelly              | \$ 39.47. |

Mr. VanValkenburg seconded the motion and the motion carried.

#### **Employee(s) report(s) on Seminar/workshops:**

Lesly Ferris provided a written report on the Connecticut Recreation and Parks Association fall quarterly.

#### **Farm Land Soil:**

Kent Conservation Commission Chair Connie Manes requested that the Kent Board of Selectmen begin the process of having Kent's Locally Important Farmland Soils formally designated by sending a letter to the local Natural Resources Conservation Service Office. Ms. Manes confirmed that the documents that would be produced by NRCS are not planning documents. The documents are meant to be informational only and non-binding to the Town. The BOS had some concerns about the property owner's reactions and any future obligations the Town may be entering into. Mr. Adams agreed to talk to the Selectmen of several other Towns that have signed-up for the program.

#### **CT Recreational Trail Grant:**

Ms. Manes stated that the Kent Land Trust has started to look into obtaining some funding via a CT Recreational Trail Grant to create a flat trail along Route 7 on Kent Land Trust property. Ms. Manes stated that the Kent Land Trust is not asking the Town for any money at this point but would most likely be asking the Town for a letter of support.

Mrs. Ferris added that this item is on the agenda for the next Park and Rec Commission meeting.

**Public restroom:**

Mr. Adams provided a copy of a new map for the public restroom. Mr. Adams stated that the new plan does not utilize the Webster Bank parking lot easement for the entrance. The building has been moved forward on the property, closer to Railroad Street. Mr. Adams stated that by moving the building and changing the entrance there should be a big savings due to the need for less asphalt. He added that the savings could be used for landscaping, as that was not included in the original bid package. Mr. Adams confirmed that the revised plan does not need to go back to the State for approval.

Mr. Adams stated that three bids were submitted. T&S Builders of Kent was the apparent low bidder. Tim Sneller is currently providing information to the State to satisfy several requirements. T&S must meet all the state requirement before the Board of Selectmen can award the bid. Mr. Adams stated that he hopes to have the shell of the building up before winter weather and work on the inside could be done through the winter.

Mr. Adams stated that he would like to have the current Public Restroom/Visitor Center committee oversee the construction. Mr. Adams made a motion to authorize the current Public Restroom/Visitor Center committee to oversee the project as it moves forward. Mr. VanValkenburg seconded the motion. During discussion it was asked if the intent of the motion is to allow the sub-committee to have the ability to authorize payments. Mr. Adams stated that this is his intent. The Board had some concerns with the wording of the proposed motion. Mr. Adams stated that he would withdraw his motion.

Mr. Parkin made a motion to authorize the Public Restroom/Visitor Center committee to administer the execution of the contract. Mr. Adams seconded the motion and the motion carried.

Mr. Adams also confirmed that the Board of Selectmen does not have to schedule a Town Meeting to obtain the additional grant money for the public restrooms. The State will front money as bills are submitted.

**Living Streaming of BOS meetings:**

Mr. Adams stated that he has the results of the questionnaire to see if town's people are interested in having the BOS meetings available via live stream. Mr. Adams stated that the results reflect an approximate 60/40 split, in favor. Mr. VanValkenburg stated that he remains opposed to streaming the meetings. Mr. Adams stated that he is still on the fence but would be willing to try for a three-month period. Mr. Parkin made a motion to move to authorize the purchase of a used I pad and he will donate a tri-pod and have a trial period of six months to live stream BOS meetings and at the end of the six months send out another survey. Mr. Adams seconded the motion. Mr. Adams and Mr. Parkin voted yes. Mr. VanValkenburg voted no. The motion carried.

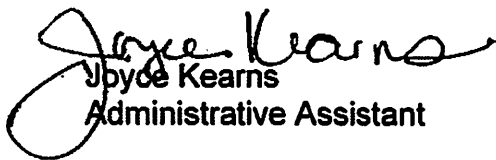
**Traffic Flow – Bulls Bridge**

Mr. Adams added that he signed-up for a traffic study to be conducted some time in the next two weeks. The study will be conducted on the Main Street traffic. Mr. Parkin would like to request that the stop signs at Bulls Bridge be changed to yield signs.

**Emergency Shelter:**

Mr. Adams stated Deputy Emergency Manager Suzie Rundall is obtaining updated quotes on generators. The Town did not budget for the generator in the 2016/2017 Fiscal Year Budget.

Mr. Parkin made a motion to adjourn the meeting at 5:53 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.*

# AGENDA

## BOARD OF SELECTMEN REGULAR MEETING

October 4, 2016  
4:30 P.M. TOWN HALL

### Regular Monthly Meeting

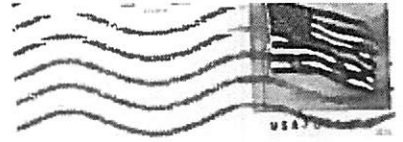
1. Call to order
2. Pledge of Allegiance
3. Add to agenda/approve agenda
4. Approval of Minutes
  - a September 6, 2016 Regular Meeting
  - b September 16, 2016 Special Meeting
5. Public Communication
  - a Oral
  - b Written
6. Report of First Selectman
7. Report of Selectmen
8. Report of Treasurer
9. Tax Refunds
10. Employee(s) report(s) on Seminar/workshops
11. New Business
  - a Farm land soils
  - b CT Recreational Trails Program Grant
12. Old Business
  - a Public Restrooms
  - b Live Streaming BOS meetings
  - c Traffic Flow – Bulls Bridge
  - d Emergency Shelter
13. Adjourn

RECEIVED FOR RECORD  
KENT TOWN CLERK

"An equal opportunity employer and service provider" SEP 28 A 11: 07

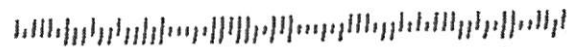
BY   
TOWN CLERK

Kent Memorial Library  
P.O. Box 127  
Kent, CT. 06257/2016 PM 7 L



Bruce Adams,  
First Selectman  
P.O. Box 678  
Kent, CT. 06757

7878



Oh -oops!  
September 1, 2016

Dear Bruce,  
Thank you so much for  
picking up all the old light  
tubes at the library yesterday  
and bringing them to the town  
recycle center. I had no idea  
the town would take them  
until you mentioned it. It  
saved us the \$600 that  
Eversource wanted to remove  
them. We truly appreciate  
the help. Thank you!  
Sincerely,  
Donna

Thank you



# 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: Sept. 28, 2016

Re: Senior center activities

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

12: Adult Coloring Program (co-sponsor).

Please note also that Leah Pullaro and I organized the annual planting in the Memory Garden September 16 and the Friday Senior Lunch program resumed Sept. 9.

Thank you.



TO: Board of Selectmen  
FROM: Leah Pullaro  
DATE: September 9, 2016  
RE: Social Services Report, 4th quarter 2015-2016

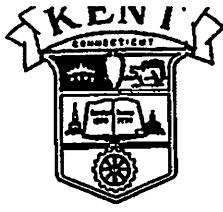
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**1. MEETINGS AND COMMUNITY OUTREACH** – In April, attended a Regional Mental Health Board meeting, Operation Fuel Training, and met with the Housatonic Youth Service Bureau to explore collaboration. In May, attended NASW statewide conference, Regional Mental Health Board meeting, Kent Community Fund agency forum, meeting of the Foundation for Community Health, helped organize the Kent Boy Scout Food Drive. In June, attended a Regional Mental Health Board meeting.

**2. CLIENTS SERVED** – In April, May, and June, I completed 49 prescheduled and walk-in appointments.

**3. ASSIST PROGRAMS:**

- **Assist Fund** –The assist fund expended \$250 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided grant assistance to Kent households totaling \$3,445.00. Requests included assistance with rent, utilities, and medical bills.
- **Foundation for Community Health** – Received \$552.92 in medication and prescription insurance premium payment assistance for Kent residents.
- **Berkshire Taconic Community Foundation** - \$2,951.67 in assistance from the Neighbor to Neighbor Fund, Jane Lloyd Fund, and Blue Horizons Health Fund.



## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: October 3, 2016

FROM: Donna Hayes, CZEO

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#### Building Department:

- Permits Issued: 59
- Total Construction value: \$4,505,741
  - 1 new single family dwelling
  - 2 major renovations to existing structures (3 Maple Street and 45 Kenico Rd)
  - Phase II of Kent Affordable Housing

#### Planning & Zoning:

- Permits Issued: 15
- Certificates of Compliance Issued: 1
- Applications before the Commission:
  - Construction of screened deck and patios in Horizonline Conservation District (APPROVED)
  - Construction of covered deck in Horizonline Conservation District (APPROVED)
  - General Statutes §8-24, Kenico Road realignment
  - Modification to permit, MCCA, request to increase to 18 bed facility.

#### Inland Wetlands:

- Issued:
  - Redirection of Kenico Road.
- Pending:
  - Detached garage
  - Bridge over Bog Hollow Brook
- Exemptions:
  - None

**Zoning Board of Appeals:**

- Pending:
  - None
- Approved:
  - None

**Architectural Review Board:**

- Pending:
  - Shed at St. Andrew's (to be heard 10/4/16)
  - Sign in Village Barns (to be heard 10/4/16)
  - Discussion on Eastern Gateway cleanup (to be heard 10/4/16)
- Approved:

**UPDATE ON CONTINUING PROJECTS:**

- Rewrite of the Regulations:
  - A special meeting will be scheduled to discuss the missing changes suggested by Attorney Zizka. Map changes and a possible zone change to Maple Street Extension will also be discussed.
- Incentive Housing Zone Subcommittee Study:
  - The final presentation was postponed in order to give Mr. Chalder and Ms. Ayer an opportunity to discuss and possibly include the addendum that was prepared by Mr. Everett. A new meeting date will be scheduled shortly.

**VIOLATIONS:**

- Legal Issues:
  - Mauri v Town of Kent ZBA – Final oral arguments were requested by the judge and were heard on September 30. The judge assured the attorneys that they would receive his decision “shortly”. In the meantime, tents are still being put up without permits and events are being held in violation of the Cease and Desist Order.
  - Town of Kent v Burt – All of the cars were removed from the property by the afternoon of September 20th. The property owner assured me that he will also be cleaning up the property over the next several weeks.
- 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 was installed in the Village Center – Commercial district without a permit. A notice of violation will be sent.

**SPECIAL MEETINGS:**

- None

**SPECIAL NOTE:**

- I will be on vacation beginning October 19<sup>th</sup> and will return to the office on November 4<sup>th</sup>.
- The Land Use Clerk position will be posted this week; I've already received a resume through networking. I am looking for someone to work PT while I am away on vacation.



Joyce Kearns <adminassist@townofkentct.org>

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## Re: Job posting

1 message

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Donna Hayes <landuseadmin@townofkentct.org>  
To: Joyce Kearns <adminassist@townofkentct.org>

Mon, Oct 3, 2016 at 11:06 AM

Joyce,

Thanks.

Please accept this as notification of the job vacancy and wanting to post the opening internally, on the Town's website and on Indeed upon BOS approval.

*Donna M. Hayes, CZEO  
Land Use Administrator  
Town of Kent  
Land Use Office  
41 Kent Green Boulevard  
P.O. Box 678  
Kent, CT 06757  
(860) 927-4625*

On Mon, Oct 3, 2016 at 10:46 AM, Joyce Kearns <adminassist@townofkentct.org> wrote:  
Donna -

The P&P manual reads as follows:

### **Vacancies**

The Department head shall notify the Board of Selectmen in writing of a job vacancy. The Board of Selectmen shall determine if the Town will fill the vacancy. The Department Head would post a job opening notice internally via e-mail to all department heads and on the Town of Kent website and in such other places as may be deemed appropriate.

Joyce Kearns  
Administrative Assistant  
Town of Kent  
PO Box 678  
Kent, CT 06757  
860-927-4627

|    | <u>Vendor Name</u>        | <u>Vendor Type</u> | <u>Department</u> | <u>Invoice Date</u> | <u>Dept Approval</u> | <u>Invoice Amount</u> |
|----|---------------------------|--------------------|-------------------|---------------------|----------------------|-----------------------|
| 1  | Belson Outdoors LLC       | Retailer           | P/R               | 08/16/2016          | 8/31/2016            | 1,074.07              |
| 2  | Franks Garage LLC         | Service Provider   | HWY               | 8/26/2016           | 8/31/2016            | 1,182.50              |
| 3  | Montage Enterprises, Inc. | Retailer           | HWY               | 9/22/2016           | 9/23/2016            | 768.89                |
| 4  |                           |                    |                   |                     |                      |                       |
| 5  |                           |                    |                   |                     |                      |                       |
| 6  |                           |                    |                   |                     |                      |                       |
| 7  |                           |                    |                   |                     |                      |                       |
| 8  |                           |                    |                   |                     |                      |                       |
| 9  |                           |                    |                   |                     |                      |                       |
| 10 |                           |                    |                   |                     |                      |                       |
| 11 |                           |                    |                   |                     |                      |                       |
| 12 |                           |                    |                   |                     |                      |                       |
| 13 |                           |                    |                   |                     |                      |                       |
| 14 |                           |                    |                   |                     |                      |                       |
| 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 special Selectmen's meeting held on:  
see minutes

10/4/2016

- 1 one 6' plastic picnic Table
- 2 repairs to the '08 Ford F-550
- 3 roller bearings,adj brackets,capscrews

4  
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17

# Actual vs. Budget

## July 2016 through September 2016

|  | <u>Jul '16 - Jun 17</u> | <u>Budget</u>        | <u>Variance</u>      | <u>% of Budget</u> |
|--|-------------------------|----------------------|----------------------|--------------------|
| <b>Total Revenue</b>                     | <b>7,277,831.33</b>     | <b>12,755,658.00</b> | <b>-5,477,826.67</b> | <b>57.06%</b>      |
| <b>Expense</b>                           |                         |                      |                      |                    |
| <b>A • General Government</b>            | 470,059.22              | 1,162,852.00         | -692,792.78          | 40.42%             |
| <b>B • Public Safety</b>                 | 19,843.64               | 188,432.00           | -168,588.36          | 10.53%             |
| <b>C • Public Works</b>                  | 151,256.63              | 1,540,493.00         | -1,389,236.37        | 9.82%              |
| <b>D • Health and Welfare</b>            | 36,745.29               | 108,140.00           | -71,394.71           | 33.98%             |
| <b>E • Recreation</b>                    | 61,016.95               | 195,510.00           | -134,493.05          | 31.21%             |
| <b>F • Sanitation</b>                    | 21,920.18               | 115,937.00           | -94,016.82           | 18.91%             |
| <b>G • Board of Education</b>            | 1,537,838.95            | 7,162,606.00         | -5,624,767.05        | 21.47%             |
| <b>H • Debt Service</b>                  | 190,462.25              | 669,988.00           | -479,525.75          | 28.43%             |
| <b>I • Transfer to Capital</b>           | 732,200.00              | 732,200.00           | 0.00                 | 100.0%             |
| <b>J • Transfer to Dog Fund</b>          | 7,500.00                | 7,500.00             | 0.00                 | 100.0%             |
| <b>K • Current Year Capital Projects</b> | 872,000.00              | 872,000.00           | 0.00                 | 100.0%             |
| <b>Total Expense</b>                     | <b>4,100,843.11</b>     | <b>12,755,658.00</b> | <b>-8,654,814.89</b> | <b>32.15%</b>      |
| <b>Net Revenue and Expense</b>           | <b>3,176,988.22</b>     | <b>0.00</b>          | <b>3,176,988.22</b>  | <b>100.0%</b>      |

If all months were equal each budget line would be at 25%

Tax Collection revenue is at 56.30%

Municipal Revenue Sharing Grant PA 16-2 June SS \$26,983

Trnsf Station Income @ 97%

# 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: Oct. 4, 2016

Re: Seminar/workshop report

I attended the Connecticut Recreation and Parks Association fall quarterly Oct. 4, 2016 at Powder Ridge Ski Area in Middlefield. The morning session topic was "Seasonals and Special Topics in Employment Law," followed by "The Law of the Workplace for the Seasonal Employer," both presented by Attorney Robert Noonan.

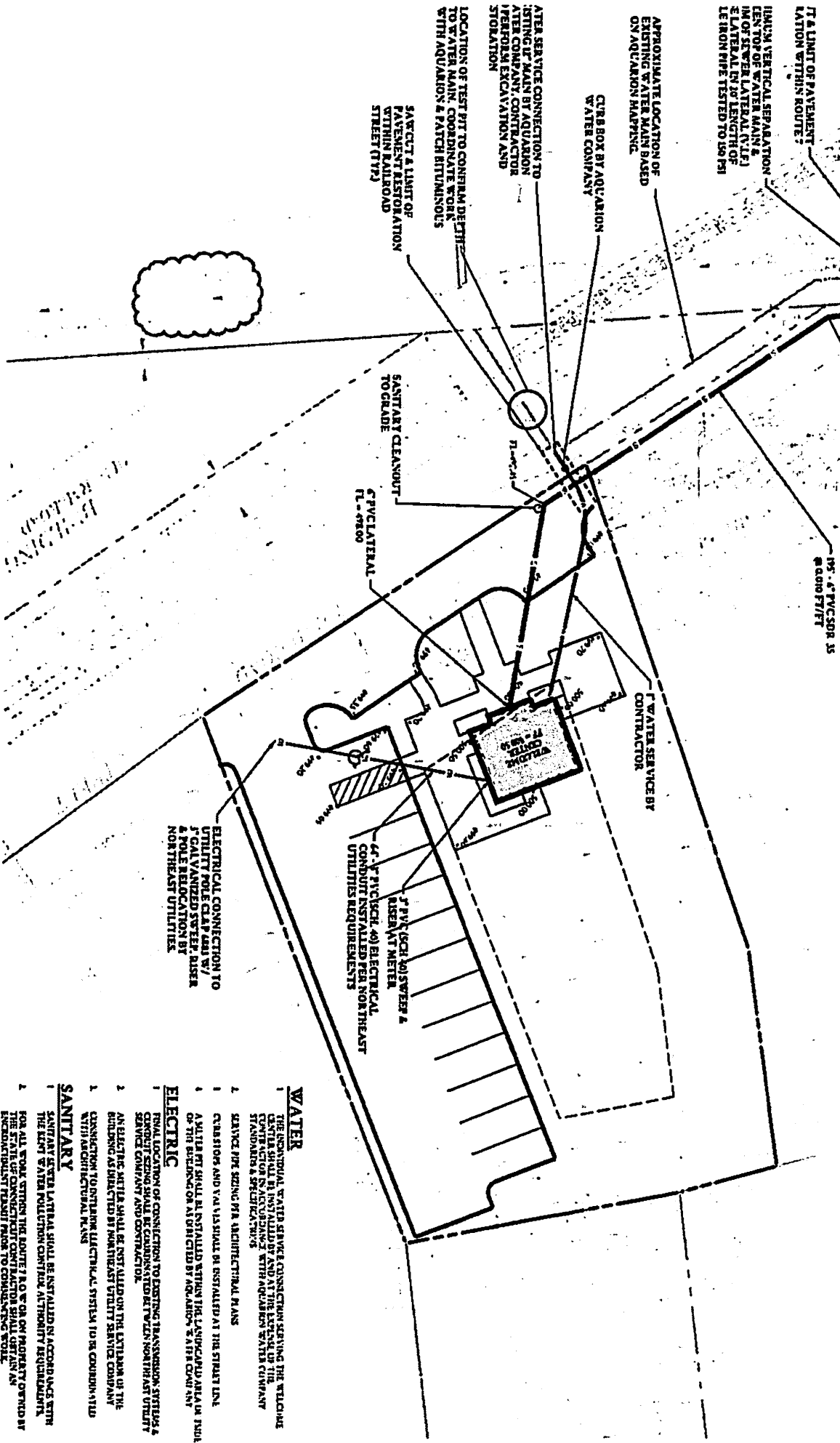
I gained some valuable information about language for contracts for seasonal and part-time employees, recommended and suggested job application language and interview questions (dos and don'ts), dos and don'ts of employers providing references.

Other topics discussed included equal opportunity practices, American with Disabilities Act, minimum wage law update.

Thank you.

TO SAVE THE MORGED KENT WELCOME CENTER, CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH THE APPROPRIATE UTILITY COMPANY REGULATORY STANDARDS AND SPECIFICATIONS.

1. UNDERGROUND UTILITY STRUCTURES AND FACILITY LOCATIONS DEPICTED ON THIS DRAWING ARE BASED ON RECORD DRAWINGS, FIELD SURVEY, AND TESTIMONY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE UTILITY COMPANIES AND AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL UTILITIES AND STRUCTURES NOT TO BE DISTURBED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING ALL UTILITIES AND STRUCTURES TO ORIGINAL OR BETTER CONDITION AFTER CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO ALL UTILITIES AND STRUCTURES AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING ALL UTILITIES AND STRUCTURES OWNERS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE UTILITY COMPANIES AND AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL UTILITIES AND STRUCTURES NOT TO BE DISTURBED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING ALL UTILITIES AND STRUCTURES TO ORIGINAL OR BETTER CONDITION AFTER CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO ALL UTILITIES AND STRUCTURES AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING ALL UTILITIES AND STRUCTURES OWNERS PRIOR TO CONSTRUCTION.



**WATER**

1. THE INDIVIDUAL WATER SERVICE CONNECTION SERVING THE WELCOME CENTER SHALL BE INSTALLED WITHIN THE PROPERTY LINE, IN ACCORDANCE WITH THE APPROPRIATE UTILITY COMPANY REGULATORY STANDARDS AND SPECIFICATIONS.
2. SERVICE PIPES SHALL BE INSTALLED AT THE STREET LINE.
3. A WATER METER SHALL BE INSTALLED WITHIN THE PROPERTY LINE, IN ACCORDANCE WITH THE APPROPRIATE UTILITY COMPANY REGULATORY STANDARDS AND SPECIFICATIONS.
4. THE BUILDING WATER SERVICE SHALL BE INSTALLED WITHIN THE BUILDING, IN ACCORDANCE WITH THE APPROPRIATE UTILITY COMPANY REGULATORY STANDARDS AND SPECIFICATIONS.

**ELECTRIC**

1. FINAL LOCATION OF CONNECTION TO EXISTING TRANSMISSION SYSTEM & CONDUIT SHALL BE DETERMINED BY THE APPROPRIATE UTILITY COMPANY.
2. AN ELECTRICAL SERVICE SHALL BE INSTALLED WITHIN THE PROPERTY LINE, IN ACCORDANCE WITH THE APPROPRIATE UTILITY COMPANY REGULATORY STANDARDS AND SPECIFICATIONS.
3. CONNECTION TO EXISTING ELECTRICAL SYSTEM TO BE COMPLETED WITHIN THE PROPERTY LINE.

**SANITARY**

1. SANITARY SERVICE SHALL BE INSTALLED IN ACCORDANCE WITH THE APPROPRIATE UTILITY COMPANY REGULATORY STANDARDS AND SPECIFICATIONS.
2. THE LEFT WATER PULLDOWN SHALL BE INSTALLED WITHIN THE PROPERTY LINE, IN ACCORDANCE WITH THE APPROPRIATE UTILITY COMPANY REGULATORY STANDARDS AND SPECIFICATIONS.
3. THE STATE OF CONNECTICUT CONTRACTORS SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE UTILITY COMPANIES AND AGENCIES.



## Constant Contact Survey Results

**Survey Name:** Filming of BOS meetings survey

**Response Status:** Partial & Completed

**Filter:** None

**Sep 28, 2016 10:48:25 AM**

**1. The Kent Board of Selectmen is considering live streaming of monthly BOS meetings via UTube. The cost is minimal. The video would not replace the minutes as the official record of the meeting. The intent is to make the meetings more available and transparent to residents whether or not they are able to attend meetings. Please choose an option below to let us know if this is a service you would use. Your comments are welcome too.**

|   | <b>Number of Response(s)</b> | <b>Response Ratio</b> |
|---|------------------------------|-----------------------|
| <b>Good idea. I would use this service.</b>     | <b>196</b>                   | <b>61.6%</b>          |
| <b>No thanks. I would not use this service.</b> | <b>120</b>                   | <b>37.7%</b>          |
| <b>No Responses</b>                             | <b>2</b>                     | <b>&lt;1%</b>         |
| <b>Total</b>                                    | <b>318</b>                   | <b>100%</b>           |
| <b>77 Comment(s)</b>                            |                              |                       |

**Board of Selectmen  
Regular Meeting**

**October 4, 2016  
4:30 P.M. Town Hall**

**Present:** Bruce Adams, Jeff Parkin and Mike VanValkenburg.

**Also present:** Mike Benjamin, Lesly Ferris, Donna Hayes, Barbara Herbst, Connie Manes, 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 approve the minutes of the September 6, 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 September 16, 2016 Special BOS Meeting, as submitted. Mr. Parkin seconded the motion and the motion carried.**

**Public Communication:**

**Oral: None.**

**Written: Mr. Adams stated there were three written correspondences (attached):**

- Thank-you note from Donna Miller
- September 28, 2016 Senior Activities report from Park and Rec Director Lesly Ferris.
- September 9, 2016 Social Services Report, 4<sup>th</sup> quarter 2015-2016 from Leah Pullaro.
- October 3, 2016 Town of Kent Land Use Office Staff Report.
- October 3, 2016 written notice of vacancy for Land Use Clerk from Donna Hayes

**Mr. Adams made a motion to authorized Donna Hayes to post the vacancy for the Land Use Clerk on the Town website, on the In-deed website and anywhere else she deems necessary. Mr. VanValkenburg seconded the motion and the motion carried.**

**Report of First Selectman:**

**Mr. Adams reported on the following things he did during the month of September:**

- Three pistol permit interviews
- Weekly reporting on Eversource energy project
- Met with Chamber reps to discuss issues
- COG Executive Committee
- Met to discuss issues on River Road and North Kent Road
- Met with MCCA President Joe Sullivan

- Friday Senior Lunch
- Met in NM with Town Attorney
- Met with Cirma rep
- Participated in Constitution Day for KML
- Attended Annual KLT Cocktail Party
- Attended Templeton 40<sup>th</sup>
- Attended Community Fund 10<sup>th</sup>

Mr. Adams has been providing Eversource information to qualify for energy improvement grants.

Mr. Adams provided an update on the Carter Road bridge project:

- The project has come to a stop
- The culvert box has not been approved by the State to date
- The State is questioning the load rating
- The road could be reopened before the winter weather, perhaps unpaved

Meetings covered by the BoS – Group or individual

- Bos – September 6 and 16, 2016 – Full BoS
- Carter Road – September 6, 2016 – Bruce
- P&Z – September 8, 2016 – Bruce
- Sewer – September 13, 2016 - Bruce
- Restroom Committee – Bruce and Mike
- BOF – September 20, 2016 – Bruce
- Bid opening for restrooms – Bruce and Mike

**Police Report:**

Phone number at Town Hall is 860-927-4627.

E-mail 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. Issues have cropped up again at Bulls Bridge and Trooper Fisher has been a big help in not allowing them to escalate. Now North Kent Road is becoming an issue and Trooper Fisher has been actively involved.

**Report of Selectmen:**

Mr. VanValkenburg had nothing to report.

Mr. Parkin had nothing to report.

**Report of Treasurer:**

Mrs. Herbst requested three new providers be added to the 2016-2017 Approved Vendor List. Mr. Adams made a motion to approve the following three vendors to the 2016-2017 Approved Vendor List:

- Belson Outdoors LLC
- Franks Garage LLC
- Montage Enterprise, Inc

Mr. Parkin seconded the motion and the motion carried.

Mrs. Herbst provided an Actual vs. Budget for July through September 2016. She added that she will provide quarterly reports to the BOS.

#### **Tax Refunds:**

Mr. Adams made a motion to approve the following twelve tax refunds as submitted.

|                          |           |
|--------------------------|-----------|
| Honda Lease Trust        | \$156.03  |
| Kim and Michael Slater   | \$439.26  |
| Honda Lease Trust        | \$ 24.63  |
| Daimler Trust            | \$243.60  |
| John Charbonneau         | \$ 34.79  |
| Daimler Claim            | \$ 62.43  |
| Mary Percival            | \$ 25.64  |
| Patrice & Frank Galterio | \$ 45.91  |
| Honda Lease Trust        | \$ 13.13  |
| Cheryl Kinney            | \$ 19.28  |
| Merlot Basil             | \$ 8.05   |
| Denis Kelly              | \$ 39.47. |

Mr. VanValkenburg seconded the motion and the motion carried.

#### **Employee(s) report(s) on Seminar/workshops:**

Lesly Ferris provided a written report on the Connecticut Recreation and Parks Association fall quarterly.

#### **Farm Land Soil:**

Kent Conservation Commission Chair Connie Manes requested that the Kent Board of Selectmen begin the process of having Kent's Locally Important Farmland Soils formally designated by sending a letter to the local Natural Resources Conservation Service Office. Ms. Manes confirmed that the documents that would be produced by NRCS are not planning documents. The documents are meant to be informational only and non-binding to the Town. The BOS had some concerns about the property owner's reactions and any future obligations the Town may be entering into. Mr. Adams agreed to talk to the Selectmen of several other Towns that have signed-up for the program.

#### **CT Recreational Trail Grant:**

Ms. Manes stated that the Kent Land Trust has started to look into obtaining some funding via a CT Recreational Trail Grant to create a flat trail along Route 7 on Kent Land Trust property. Ms. Manes stated that the Kent Land Trust is not asking the Town for any money at this point but would most likely be asking the Town for a letter of support.

Mrs. Ferris added that this item is on the agenda for the next Park and Rec Commission meeting.

**Public restroom:**

Mr. Adams provided a copy of a new map for the public restroom. Mr. Adams stated that the new plan does not utilize the Webster Bank parking lot easement for the entrance. The building has been moved forward on the property, closer to Railroad Street. Mr. Adams stated that by moving the building and changing the entrance there should be a big savings due to the need for less asphalt. He added that the savings could be used for landscaping, as that was not included in the original bid package. Mr. Adams confirmed that the revised plan does not need to go back to the State for approval.

Mr. Adams stated that three bids were submitted. T&S Builders of Kent was the apparent low bidder. Tim Sneller is currently providing information to the State to satisfy several requirements. T&S must meet all the state requirement before the Board of Selectmen can award the bid. Mr. Adams stated that he hopes to have the shell of the building up before winter weather and work on the inside could be done through the winter.

Mr. Adams stated that he would like to have the current Public Restroom/Visitor Center committee oversee the construction. Mr. Adams made a motion to authorize the current Public Restroom/Visitor Center committee to oversee the project as it moves forward. Mr. VanValkenburg seconded the motion. During discussion it was asked if the intent of the motion is to allow the sub-committee to have the ability to authorize payments. Mr. Adams stated that this is his intent. The Board had some concerns with the wording of the proposed motion. Mr. Adams stated that he would withdraw his motion.

Mr. Parkin made a motion to authorize the Public Restroom/Visitor Center committee to administer the execution of the contract. Mr. Adams seconded the motion and the motion carried.

Mr. Adams also confirmed that the Board of Selectmen does not have to schedule a Town Meeting to obtain the additional grant money for the public restrooms. The State will front money as bills are submitted.

**Living Streaming of BOS meetings:**

Mr. Adams stated that he has the results of the questionnaire to see if town's people are interested in having the BOS meetings available via live stream. Mr. Adams stated that the results reflect an approximate 60/40 split, in favor. Mr. VanValkenburg stated that he remains opposed to streaming the meetings. Mr. Adams stated that he is still on the fence but would be willing to try for a three-month period. Mr. Parkin made a motion to move to authorize the purchase of a used I pad and he will donate a tri-pod and have a trial period of six months to live stream BOS meetings and at the end of the six months send out another survey. Mr. Adams seconded the motion. Mr. Adams and Mr. Parkin voted yes. Mr. VanValkenburg voted no. The motion carried.

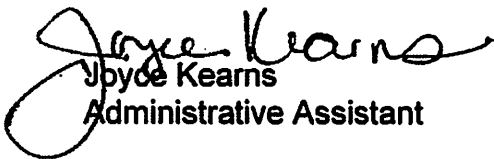
**Traffic Flow – Bulls Bridge**

Mr. Adams added that he signed-up for a traffic study to be conducted some time in the next two weeks. The study will be conducted on the Main Street traffic. Mr. Parkin would like to request that the stop signs at Bulls Bridge be changed to yield signs.

**Emergency Shelter:**

Mr. Adams stated Deputy Emergency Manager Suzie Rundall is obtaining updated quotes on generators. The Town did not budget for the generator in the 2016/2017 Fiscal Year Budget.

Mr. Parkin made a motion to adjourn the meeting at 5:53 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.*

# AGENDA

## BOARD OF SELECTMEN REGULAR MEETING

October 4, 2016  
4:30 P.M. TOWN HALL

### Regular Monthly Meeting

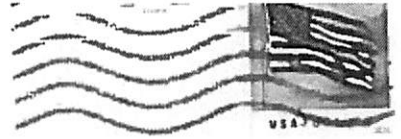
1. Call to order
2. Pledge of Allegiance
3. Add to agenda/approve agenda
4. Approval of Minutes
  - a September 6, 206 Regular Meeting
  - b September 16, 2016 Special Meeting
5. Public Communication
  - a Oral
  - b Written
6. Report of First Selectman
7. Report of Selectmen
8. Report of Treasurer
9. Tax Refunds
10. Employee(s) report(s) on Seminar/workshops
11. New Business
  - a Farm land soils
  - b CT Recreational Trails Program Grant
12. Old Business
  - a Public Restrooms
  - b Live Streaming BOS meetings
  - c Traffic Flow – Bulls Bridge
  - d Emergency Shelter
13. Adjourn

RECEIVED FOR RECORD  
KENT TOWN CLERK

"An equal opportunity employer and service provider"  
2016 SEP 28 A 11: 07

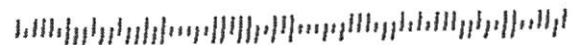
BY   
TOWN CLERK

Kent Memorial Library  
P.O. Box 127  
Kent, CT. 06257 2016 FM 7 L



Bruce Adams,  
First Selectman  
P.O. Box 678  
Kent, CT. 06757

7878



Oh -oops!  
September 1, 2016

Dear Bruce,  
Thank you so much for  
picking up all the old light  
tubes at the library yesterday  
and bringing them to the town  
recycle center. I had no idea  
the town would take them  
until you mentioned it. It  
saved us the \$600 that  
Eversource wanted to remove  
them. We truly appreciate  
the help. Thank you!

Sincerely,  
Donna

Thank you






# 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: Sept. 28, 2016

Re: Senior center activities

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

12: Adult Coloring Program (co-sponsor).

Please note also that Leah Pullaro and I organized the annual planting in the Memory Garden September 16 and the Friday Senior Lunch program resumed Sept. 9.

Thank you.

TO: Board of Selectmen  
FROM: Leah Pullaro  
DATE: September 9, 2016  
RE: Social Services Report, 4th quarter 2015-2016

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**1. MEETINGS AND COMMUNITY OUTREACH** – In April, attended a Regional Mental Health Board meeting, Operation Fuel Training, and met with the Housatonic Youth Service Bureau to explore collaboration. In May, attended NASW statewide conference, Regional Mental Health Board meeting, Kent Community Fund agency forum, meeting of the Foundation for Community Health, helped organize the Kent Boy Scout Food Drive. In June, attended a Regional Mental Health Board meeting.

**2. CLIENTS SERVED** – In April, May, and June, I completed 49 prescheduled and walk-in appointments.

**3. ASSIST PROGRAMS:**

- **Assist Fund** – The assist fund expended \$250 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided grant assistance to Kent households totaling \$3,445.00. Requests included assistance with rent, utilities, and medical bills.
- **Foundation for Community Health** – Received \$552.92 in medication and prescription insurance premium payment assistance for Kent residents.
- **Berkshire Taconic Community Foundation** - \$2,951.67 in assistance from the Neighbor to Neighbor Fund, Jane Lloyd Fund, and Blue Horizons Health Fund.

RECEIVED FOR RECORD  
KENT TOWN CLERK

2016 OCT -7 A 11: 38

BY

*[Signature]*  
TOWN CLERK