

Board of Selectmen
Special Meeting

November 3, 2016
2:00 P.M. Town Hall

Present: Bruce Adams, Jeff Parkin and Mike VanValkenburg.

Also present: Jennifer Dubray, Lesly Ferris, Gabe Leffert, Rick Osborne, and Lynn Worthington.

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

Approval of Minutes:

Mr. Adams made a motion to approve the minutes of the October 4, 2016 Regular BOS Meeting, as submitted. Mr. Parkin seconded the motion and the motion carried.

Tax Refunds:

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

• Anna Koulouris	\$8.50
• Toyota Lease Trust	\$134.17
• JP Morgan Chase	\$128.79
• Sabrina Birner	\$70.00

Mr. VanValkenburg seconded the motion and the motion carried.

2017 BOS Regular meeting schedule:

Mr. Adams made a motion to approve the 2017 Board of selectmen Regular meeting schedule as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

November 2016 Appointments:

Mr. Adams made a motion to approve the following appointments:

Position	Length of term	Name	Term Expires	Will expire
NW Mental Health Council #22	3 years	Leah Pullaro	11/30/16	11/30/19
Animal Control Officer	1 year	Lee Sohl	11/30/16	11/30/17
Tree Warden	1 year	Bruce Bennett	11/30/16	11/30/17
Animal Control Officer - Assistant	1 year	James Sohl	11/30/16	11/30/17
Conservation Commission - Alternate	3 years	Melissa Cherniske	12/5/16	12/2/19
Conservation Commission	3 years	Elizabeth Baker	12/5/16	12/2/19

Mr. Parkin seconded the motion and the motion carried.

Five-Year Capital Plan:

Mr. Adams stated that the request forms for the Five-Year Capital Plan have been sent out and are due back to the Selectman's office by Friday, November 18, 2016.

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BY
TOWN CLERK

Streetscape:

Mr. Adams stated that the Town of Kent received a \$500,000 grant from Main Street Investment Fund for sidewalk renovation. Mr. Parkin made a motion to have the Kent Streetscape Committee bring two plans to utilize the \$500,000 grant to the Board of Selectmen. Mr. Adams seconded the motion and the motion carried.

Policy and Procedure Manual – bi-annual review:

Mr. Adams stated that the Policy and Procedure Manual is to be reviewed by the Board of Selectmen bi-annually and it is time to be reviewed again. Mr. Parkin stated that there needs to be a table of content and an index added to the document. Mr. Adams suggested the board look over the document and it will remain on the agenda.

Mr. Parkin did provide a first attempt draft for a mid-budget salary review and increase. It was noted that the three additional department heads need to be added to the list:

- Town Clerk
- Selectmen
- Highway

Mr. Adams asked if it should be noted that salary increases should be discussed at budget time. No action was taken.

Electric Car Charging Station:

Mr. Adams stated that the electric car charging station located at Town Hall was purchased and installed with grant money. A stipulation of the grant is that the Town cannot charge for the electricity for three years. It was installed with the belief that visitors would visit local shops and restaurants while utilizing the charging station. He added that there is one vehicle that utilizes the charger almost daily. Some additional information was provided to the board showing that there is a cost to retrofit the current charger to have the ability to bill the user. In addition to the question of charging to use the charger, the question was raised about relocating the charger to the Visitor Center. The board expressed concern with the cost associated with the retrofit and suggested that perhaps after the three-year period, the charger be removed. No action taken.

Farm Land Soil:

Mr. Adams spoke with several surrounding towns that endorsed the Farmland Soils and was advised that there have been no problems. He read a letter from Paul Elconin of Weantinoge Land Trust (attached). Mr. Adams made a motion to adopt it. Mr. Parkin seconded the motion and the motion carried.

CT Recreational Trails Program Grant:

Mr. Adams stated that a representative for the Kent Land Trust came to the October BOS meeting and presented some preliminary information regarding a CT Recreational Trail Grant. Mrs. Ferris stated the Park and Rec Commission reviewed the grant information (memo attached).

Mrs. Ferris stated that the Park and Rec Commission would like to request the BOS approval to apply for a CT Recreational Trail Grant for maintenance and restoration of Emery Park Trail. She added that according to the Policy and Procedure Manual, she has obtained approval from the treasurer. Mr. Adams made a motion to endorse the Park and Commission's request to apply for a grant. Mr. Parkin seconded the motion and the motion carried.

Carter Road Bridge:

Mr. Adams stated that he had nothing new to report on the Carter Road Bridge. The State DOT engineer and the contractor's engineer disagree on the load specifications for the box culver. He added that the contractor is hopeful to have something in place by December. Mr. Parkin stated that it is unlikely to make a December deadline, as it is November and the fabrication has not begun yet.

Public Restrooms:

Mr. Adams stated that the contract might get signed tomorrow and the building up by winter with the final phase completed in the spring. He added that there were some changes that should bring the project in under the bid price. Mr. Adams made a motion to award the contract to the low bidder was T&S Builders of Kent in the amount of \$260,000 which includes sewer/water hook-ups, excavation and paving. The bid includes everything but landscaping, which will be paid out of the grant, as well. Mr. VanValkenburg seconded the motion and the motion carried. When asked, Mr. Adams confirmed that the contract had been reviewed and approved by Town attorney.

Mr. Adams made a motion to withdraw the following motion he made at the October 4, 2016 BOS meeting:

Mr. Adams made a motion to authorize the current Public Restroom/Visitor Center committee to oversee the project as it moves forward.

Mr. Parkin seconded the motion and the motion carried.

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.

Traffic Flow – Bulls Bridge

Mr. Adams reported that the road safety audit was completed this week and he should get a report within six weeks. The report will include three phases: immediate repair, long range and future planning. Mr. Adams stated that the request for the replacement of the stop signs at the covered bridge with yield signs was not discussed.

Emergency Shelter:

Mr. Adams stated that he and Lesly Ferris of the Safety Committee are on the Board of Education agenda to discuss the possibility and feasibility of using Kent Center School as the emergency shelter.

Mr. VanValkenburg made a motion to adjourn the meeting at 3:05 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.

**WARNING
SPECIAL MEETING OF BOARD OF SELECTMEN**

**TOWN CLERK
KENT, CONNECTICUT**

A SPECIAL MEETING OF THE KENT BOARD OF SELECTMEN WILL BE HELD

THURSDAY, NOVEMBER 3, 2016	2:00 P.M.	TOWN HALL
DATE	TIME	PLACE

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

AGENDA:

DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

- 1) Approval of minutes
 - i) October 4, 2016 Regular Meeting
- 2) Tax Refunds
- 3) 2017 BOS Regular meeting schedule
- 4) November 2016 Appointments – Attached
- 5) Five-Year Capital plan
- 6) Streetscape
- 7) Policy and Procedure Manual – bi-annual review
- 8) Electric Car Charging Station
- 9) Farm Land Soil
- 10) CT Recreational Trails Program Grant
- 11) Carter Road Bridge
- 12) Public Restrooms
- 13) Traffic Flow
- 14) Emergency Shelter

BOARD OF SELECTMEN

**JOYCE KEARNS
ADMINISTRATIVE ASSISTANT**

DATE OF TOWN CLERK NOTIFICATION

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"An equal opportunity employer and service provider"

BY

J. Brady
TOWN CLERK

2016 OCT 31 A 9 03

Position	Length of term	Name	Term Expires	Will expire
NW Mental Health Council #22	3 years	Leah Pullaro	11/30/2016	11/30/2019
Animal Control Officer	1 year	Lee Sohl	11/30/2016	11/30/2017
Tree Warden	1 year	Bruce Bennett	11/30/2016	11/30/2017
Animal Control Officer - Assistant	1 year	James Sohl	11/30/2016	11/30/2017
Conservation Commission - Alternate	3 years	Melissa Cherniske	12/5/2016	12/2/2019
Conservation Commission	3 years	Elizabeth Baker	12/5/2016	12/2/2019

**TOWN OF KENT
BOARD OF SELECTMEN
41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757**

2017 Regular Meeting Schedule

Pursuant to CGS 1-225:

The Town of Kent Board of Selectmen's regular monthly meetings will be held on the first Tuesday of each month at 4:30 p.m. at Kent's Town Hall, 41 Kent Green Boulevard, Kent, CT 06757. Meetings in addition to these listed below will be considered Special and will follow the State Mandated guidelines for posting a Special meeting.

At the November 3, 2016 Special Board of Selectmen meeting, the following dates were approved as regular meeting dates for 2017:

Tuesday, January 3, 2017

Tuesday, February 7, 2017

Tuesday, March 7, 2017

Tuesday, April 4, 2017

Tuesday, May 2, 2017

Tuesday, June 6, 2017

Wednesday, July 5, 2017 – Tuesday, July 4, 2017 is a Holiday

Tuesday, August 1, 2017

Tuesday, September 5, 2017

Tuesday, October 3, 2017

Monday, November 7, 2017 – Tuesday, November 7, 2016 is Election Day

Tuesday, December 5, 2017

Administrative Assistant

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Position	Length of term	Name	Term Expires	Will expire
NW Mental Health Council #22	3 years	Leah Pullaro	11/30/2016	11/30/2019
Animal Control Officer	1 year	Lee Sohl	11/30/2016	11/30/2017
Tree Warden	1 year	Bruce Bennett	11/30/2016	11/30/2017
Animal Control Officer - Assistant	1 year	James Sohl	11/30/2016	11/30/2017
Conservation Commission - Alternate	3 years	Melissa Cherniske	12/5/2016	12/2/2019
Conservation Commission	3 years	Elizabeth Baker	12/5/2016	12/2/2019

Departments

The following are the principal management Departments within the Town of Kent:

Tax Collector
Tax Assessor
Land Use
Parks and Recreation
Treasurer
Social Services

Each department shall have a Department Head whether or not there are additional employees within the department. Each Department Head shall have the authority to recommend to the Board of Selectmen the hiring or firing of any personnel. Each Department Head shall have the authority to recommend salary and salary adjustments to the Board of Selectmen. However, the salary shall be set by the Board of Selectmen and with the approval of the Board of Finance within the limits of the budget appropriation therefore and shall be effective immediately.

Department Heads shall have the authority to adjust salaries for supervised personnel subject to the following:

1. All adjustments must maintain within the total annual budget for the department.
2. Adjustments for any specific employee shall be limited to one adjustment per fiscal year.
3. The maximum adjustment for any specific employee shall not exceed +/- ten percent (10%).
4. All adjustments must be approved by the Board of Selectmen.

Each department that has or anticipates requiring support staff (clerks or assistants) shall maintain a defined level of subordinate positions defined by skill level required and responsibilities. Each specific level of subordinate position shall comport with a salary range scale agreed by the Board of Selectmen.

Electric car Charging Station Facts

In light of the three-year no charge commitment being half way over and the proposed Visitor Center being constructed it is time to talk about the electric car charging station.

Options:

Leave at Town Hall and continue to offer at no charge
Leave at Town Hall and charge
Relocate to new Visitor Center and offer at no charge
Relocate to new Visitor Center and charge

Fact:

Installed April 2015

Three-years commitment - available to the public at no fee

Per the manufacturer:

Cost is approximately \$0.60 per hour (based on \$0.18 per kw)

Average car should be fully charged within 3-4 hours

Town pays \$0.08 per kw, but \$0.34 per kw on-demand

To add pay option,

One-time expenses

equipment to retro fit the unit	\$2,000
plus labor (\$90 x 4 = \$360)	\$360
misc local electrician/utility vendor	\$1,000

Monthly fee

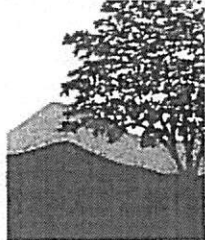
Modem	\$50
Credit card read	\$25
In-house admin fees	???
Electricity used	???

Suggestions:

Add a sign to limit parking to 3-4 hours maximum

Offer local business advertising space for a fee to offset the cost

SAVE THE LAND
SHARE THE RESPONSIBILITY



WEANTINOGE
HERITAGE LAND TRUST

Directors

Hiram P. Williams, Jr.
President
South Kent

Kirsten Peckerman
Vice President
Washington

Jim Millstein
Treasurer
South Kent

Helen Lillis
Secretary
New Milford

Christine A. Flynn
Recording Secretary
Bridgewater

Linda Allard
Washington

Anne H. Bass
South Kent

David De Luca
New Milford

Margery Feldberg
New Milford

Ben Nickoll
New Preston

Staff

Catherine Rawson
Executive Director

Paul Elconin
Director of Land Conservation

Maribeth Chassey
Conservation Easement Manager

October 25, 2016

Bruce Adams, First Selectman
Town of Kent
41 Kent Green Boulevard
Kent, CT 06757

via email: firstselectman@townofkentct.org

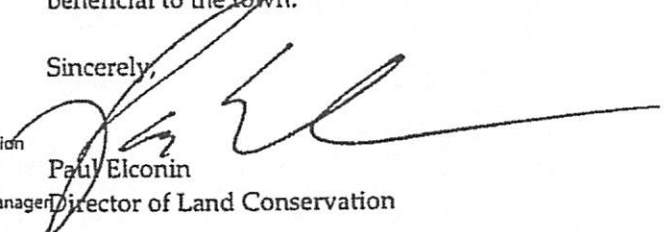
Dear Mr. Adams:

On behalf of the board and staff of Weantinoge Heritage Land Trust, I ask that you and the First Selectmen take action to designate Locally Important Farmland Soils within the Town of Kent.

Locally Important Farmland Soils are soils which do not qualify for designation as Prime Farmland Soils or Statewide-Important Farmland Soils but which have been traditionally farmed or are important to a municipality for farming (oftentimes pasture). Designation of such soils is a simple process; most of the actual work is completed by the Natural Resource Conservation Service (NRCS). Once adopted by Kent, the Locally Important Farmland Soils designation broadens funding and grant opportunities for the town and for local farmers without any use restriction or other commitment from the town or private landowners. There is also no tax impact or budgetary implications.


Given Kent's topography, agricultural heritage, and present-day rural character, we believe that the designation of Locally Important Farmland Soils would be beneficial to the town.

Sincerely,


Paul Elconin

Director of Land Conservation

P.O. Box 821
5 Maple Street
Kent, CT 06757
(860) 927-1927
fax (860) 927-1928
www.weantinoge.org

 Printed on recycled paper



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. 18, 2016

Re: Kent Land Trust grant proposal

I shared with the Kent Park and Recreation Commission at its Oct. 17, 2016 meeting the discussion with the Kent Land Trust about its possible grant application for a handicap-accessible trail on its southern gateway property.

The commission took the following action:

Mr. Grant made a motion to inform the Board of Selectmen that the Park and Recreation Commission's consensus is more specific information would be needed to comment on the Kent Land Trust Southern Gateway trail proposal. Mrs. Rundall seconded the motion, and the motion was approved unanimously.

Thank you.

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