

Board of Selectmen  
Special Meeting

February 17, 2015  
5:00 P.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Anthony Anzalone, Jim Blackketter, Darlene Brady, Jim Canning, Paul Cortese, Debbie Devaux, Sandra Edelman, Eric Epstein, Sharon Hartwick, Pat Lawrence and Donna Miller.

Mr. Adams called the meeting to order at 5:00 p.m.

**Kent Nursing Association:**

Pat Lawrence of The Kent Nursing Association stated The Kent Nursing Association has reduced its request from \$21,000 to \$10,000. After reviewing the reserves, fundraisers and investments, it was decided that there could be a reduction in the grant request.

**Paramedics:**

Mr. Adams stated the Roxbury First Selectman Barbara Henry scheduled a meeting on Wednesday, February 18, 2015 to discuss the proposed increase for paramedic services. Currently the fee is based on a town's population. The proposal bases the fee on the number of calls. The proposed increase would cost the Town of Kent approximately an additional \$50,000.

**Kent Children's Center:**

Tony Iovino, Paul Cortese and TJ Anzalone of the Kent Children's Center stated that the Kent Children's Center's proposed grant request has increased from \$14,000 to \$15,000 for the following reasons:

- Increased enrollment.
- Updates as a result of emerging Common Core standards.
- Changing State regulations.
- Changing needs of the community at large.
- Expenses associated with merging with St. Andrew's day care.

They did report that the Kent Children's center has reduced the following costs:

- Salaries down by \$6,000, due to better management of the staff.
- Reduction in insurance premium by switching to a local agent.
- Following up to ensure the proper State reimbursements are being received.

Mr. Adams asked with the savings could the grant request be reduced? Mr. Cortese stated that the savings are due to being fiscally responsible and, if the request could be reduced, it would be.

**Kent Memorial Library:**

Donna Miller, Jim Blackketter, Sandra Edelman and Sharon Hartwick of the Kent Memorial Library stated the grant request for the Kent Memorial Library has increased from \$84,000 to \$88,000 for the following reasons:

- State aid reduced 5%.
- Increase operating expenses.

- Large bill for grounds maintenance.
- Several large capital expenses
- Aging building requiring more maintenance.
- Failing computer system, printers and copiers.
- Donations low, the largest check ever received \$4,000.

Ms. Miller requested that the Town consider including the Kent Memorial Library in the Town of Kent Capital Plan. She also stated that the Kent Memorial Library is not considered a town department, therefore, does not get any of the following benefits: discounts on supplies, IT staff, grounds support for mowing and snow removal, salary increases. Mr. Adams suggested that Ms. Miller talk to either the Board of Education or the Kent Center School principal regarding the use of the Kent Center School's computer lab. He added that the library was built to allow a separate entrance to the library so that it could be used without entering the school.

#### **Kent Volunteer Fire Department:**

Eric Epstein and Jim Canning from the Kent Volunteer Fire Department stated that the Kent Volunteer Fire Department grant reflects an increase from \$77,500 to \$84,000 for the following reasons:

- Increased fuel costs: 2012 = \$7,684, 2013 = \$10,401 and 2014 = \$8,511.
- State mandated equipment upgrades.
- Communication gear.
- Increase of operating expenses.

Mr. Epstein stated that the grant helps the Town from paying for staff. Mr. Adams stated that the Town of Kent funds more than the \$77,500 grant to the Kent Volunteer Fire Department; fire house debt service, purchase of trucks, tax abatements.

Mr. Adams made a motion to adjourn the meeting at 6:55 p.m. Mr. VanValkenburg seconded the meeting and the motion carried.

  
Joyce Kearns  
Administrative Assistant

BY   
TOWN CLERK

2015 FEB 18 P 2:09

RECEIVED FOR RECORD  
KENT TOWN CLERK

*These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.*

**KENT NURSING ASSOCIATION - FY 2014**

**HOME CARE ACTIVITY: NEW MILFORD VNA**

**67 PATIENTS WERE SEEN BY RN'S.**

**147 SKILLED NURSING VISITS FOR THIS GROUP**

**12 BLOOD PRESSURE CLINICS.**

**2 FLU CLINICS**

**5 LIFE LINE CLIENTS FOR 12 MONTHS.**

**ANNUAL SUBSIDY TO NMVNA IS BETWEEN 15-16K.**

**THE NMVNA WILL BE ADDING PRO=ACTIVE AND PREVENTIVE PROGRAMS FOR KENT RESIDENTS THIS FALL.  
(DIABETIC TEACHING/SCREENING)**

Kent Children's Center, Inc.

Balance Sheet

As of December 31, 2014

Dec 31, 14

ASSETS

Current Assets

Checking/Savings

Money Market-C.M. Peake 4,947.32

Petty Cash 2.00

Union Savings Bank- Check... 15,782.40

Total Checking/Savings 20,731.72

Total Current Assets 20,731.72

Fixed Assets

Equipment & Fixtures 5,909.70

Accumulated Depreciation -3,256.00

Total Fixed Assets 2,653.70

TOTAL ASSETS 23,385.42

LIABILITIES & EQUITY

Equity

Fund Balance 14,898.83

Net Income 8,486.59

Total Equity 23,385.42

TOTAL LIABILITIES & EQUITY 23,385.42

 **DRAFT**

Kent Children's Center, Inc.  
**Profit & Loss**  
January through December 2014

Jan - Dec 14

Ordinary Income/Expense	
Income	
Tuition	68,356.49
Total Income	68,356.49
Expense	
Website Design	500.00
Depreciation Expense	1,041.00
Scholarships	11,200.00
Workshops	380.00
D & O Insurance	744.00
Insurance-Workers Comp.	717.15
Bank Service Charges	40.00
Payroll Service Charges	1,061.90
Dues and Subscriptions	216.00
Educational Supplies & Expens...	1,179.90
Food & Cleaning Supplies	520.24
Liability Insurance	2,051.00
Licenses and Permits	682.50
Office Supplies and Expense	128.20
Salaries	53,283.38
Payroll Taxes	7,683.34
Postage and Delivery	71.00
Rent	6,695.00
Repairs & Maintenance	509.82
Telephone	662.31
Total Expense	89,366.74
Net Ordinary Income	-21,010.25
Other Income/Expense	
Other Income	
Miscellaneous Donations	1,500.00
Contributions- Thrift Shop	4,600.00
Fund Raising	7,728.60
Grant- Town of Kent	15,000.00
Interest Income	5.59
United Way Contributions	2,283.21
Total Other Income	31,117.40
Other Expense	
Fund Raising Expense	1,620.56
Total Other Expense	1,620.56
Net Other Income	29,496.84
Net Income	8,486.59

 **DRAFT**



## Kent Library Association

### Officers

#### President

Kenneth Cooper

#### Vice President

Sharon Hartwick

#### Treasurer

Mark Sebetic

#### Secretary

Sandra Edelman

### Board Members

Jim Blackketter

Janette Bornn

Michael Hallows

Eve Iselin

Michaela Lawrence

Ruth O'Meara

Elizabeth Radday

Janet Rivkin

John Youngblood

### Friends' Chair

Roz Molho

### Staff

#### Library Director

Donna Miller

### Directors of Children's Services

Sarah Marshall

Ellen Paul

### Marketing & Special Events Director

Lucy C. Pierpont

### Technical

#### Services/Circulation

#### Supervisor

Mary Ellen Casey

### Library Assistant

Catherine Sweet

Katrina Luca

January 30, 2015

Bruce Adams, First Selectman

Town of Kent

P.O. Box 678

Kent, CT 06757

Dear Bruce,

The Kent Memorial Library respectfully requests a grant of \$88,000 from the 2015-2016 Town of Kent budget, a 4.8 % increase from the 2014-2015 grant of \$84,000.

The Library desperately needs a stronger budget foundation from the Town. Town support is at a meager 31%, much lower than other CT municipalities. With rising costs for utilities, insurance, materials & supplies, personnel, maintenance, and a reduced State of CT grant, it is harder each year to maintain services. We solicit 69% of operating funds in competition with all the other organizations in a small town.

Since 2013, we have incurred large capital costs: \$30,000 to replace the 1922 roof and gutters, \$18,378 for a new boiler, \$825 for a new A/C pump, \$600 for a new public toilet, and \$1500 in plumbing repairs. The front entrance of the Library is a disgrace. It needs scraping and painting, as does the building trim. The firehouse furnace is on its last legs and will need replacement soon. We'd like to renovate the firehouse, but there are no funds to do it, though I did apply for a STEAP grant.

The Library's 7 year old computer network is failing and needs replacement, another capital cost this year. Bob Leigh, the Town's IT technician is working up a quote for us and has put a backup in place in case the server fails. The technology is sorely outdated here and there is little to no funding for replacement costs.

44,320 people visited the library in 2014, a 5% increase over the previous year, and 3,597 people attended our programs. Digital services are becoming more popular, with over 4,500 people using the computers, wireless Internet access and almost 1,000 e-books and audiobooks were downloaded through our website. The Library is one of our town's most important cultural and technological resources. Not everyone owns a computer and can afford Internet access at home.

As a member of the Chamber of Commerce, the Library plays a role in the town's economic development, as a community business center and in attracting commerce to town. Summer-long book sales and big-name lectures draw many to Kent. Our library is a gathering place for the entire community.

The annual Town grant is greatly appreciated and is critical to our ability to continue operating as the Town's public library. Thank you very much for your consideration of this request. Please see attachments

Sincerely, *Donna Miller*, Library Director

**PO Box 127 Kent CT 06757**

**T: 860-927-3761**

**kentmemoriallibrary.org**

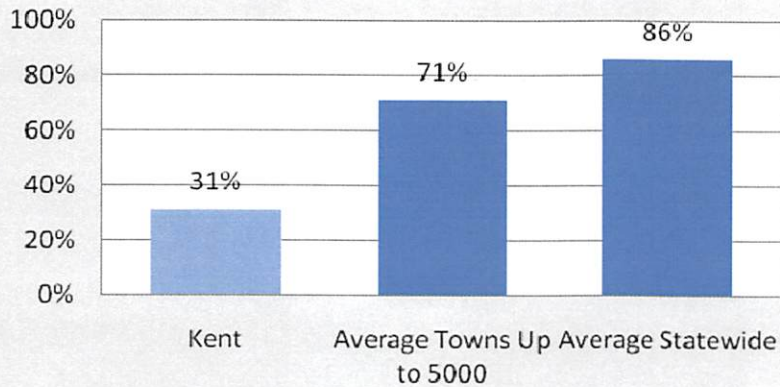
**F: 860-927-1427**

## Kent Memorial Library - Town Tax Appropriation & State Library Aid

**\*The Library is not a Town Dept. and is only 31% supported by the Town. The Library Association has to raise the remaining 69% of the operating budget.**

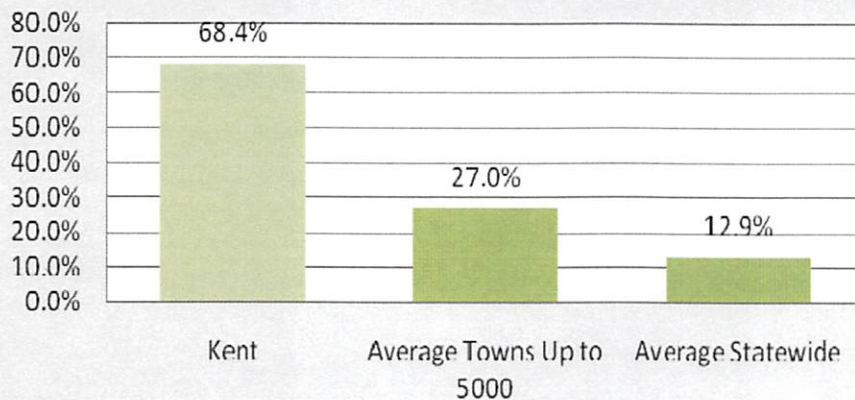
Year	Town Tax Appropriation	State Aid	Notes
2015	*Requesting 88,000.00	1,158.00	*State Aid Reduced by \$45.00 from previous yr.
2014	84,000.00	1,203.00	*State Aid Reduced by \$445.82 from previous yr.
2013	81,000.00	1,648.82	
2012	80,000.00	1,671.00	*Town gave \$4,000 extra to replace book sale tarps
2011	79,400.00	1,777.00	
2010	78,800.00	1,680.00	
2009	78,800.00	1,668.00	
2008	78,025.00	1,748.00	
2007	76,125.00	2,187.26	
2006	70,262.50	1,452.98	
2005	66,262.50	1,389.39	
2004	66,000.00	1,322.88	
2003	65,000.00	1,465.07	

### Library's Municipal Appropriation as a % of Total Operating Income, FY2014



The Kent Memorial Library receives only 31% of its operating budget from the Town, having to fundraise for the other 69% of its operating costs. The average for towns in CT with populations of 5,000 and under is 71% support from their towns. The average statewide is 86% support from their towns.

### Non-Gov't Income as a % of Total Operating Income, FY2014 (Excludes Town, State, Federal Income)

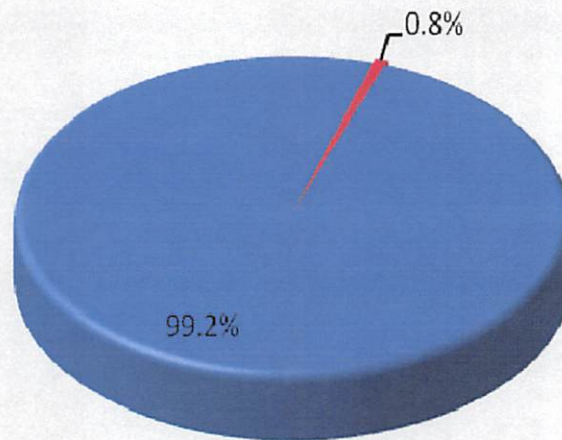


The Kent Library Association has to privately fundraise for 69% of the Town's public library operating costs. The average for towns in CT with populations of 5,000 and under is 27% private fundraising. The average statewide is 12.9% fundraising to supplement Town funding.



## Town Tax Dollars & Your Public Library

■ TOWN TAX DOLLARS GOING TO THE LIBRARY



Kent Memorial Library receives only 0.8% of town tax dollars, yet functions as the town's public library.

Charts by Tom Newman, CT State Library Data Coordinator, Division of Library Development, 2015.

**Association Libraries and Town Funding, 2014**  
**Provided by the CT. State Library, 1/28/15**

INCOME	POPULATION OF SERVICE AREA 2013	AENGLC RANK 2014	TOWN TAX LIBRARY APPROPRIATION 2013/2014	% OF LIBRARY'S TOTAL OPERATING INCOME	TOWN TAX LIBRARY APPRO- PRIATION PER CAPITA		LIBRARY MUNICIPAL OR ASSOCIATION?
STATEWIDE AVERAGE	21,414			86.10%	\$44.90		
LIBRARIES MEDIAN	13,046	82.5	\$432,054	91.50%	\$35.47		Mun:101
STATEWIDE TOTAL	3,596,080		\$161,446,914				Assn:80
LIBRARIES REPORTING	170	180	180	180	180		181
Bethlehem	3,566	66	\$118,343	94%	\$33.19		Municipal
Goshen	2,952	30	\$131,292	93%	\$44.48		Municipal
Kent	2,951	18	\$81,000	33%	\$27.45		Association
Litchfield - OWL	8,353	51	\$318,000	44%	\$38.07		Association
Lyme	2,403	10	\$138,775	71%	\$57.75		Municipal
Morris	2,356	36	\$87,426	90%	\$37.11		Municipal
Roxbury - Minor	2,237	6	\$128,659	49%	\$57.51		Municipal
Salisbury - Scoville	3,701	13	\$168,096	33%	\$45.42		Association
Sharon - Hotchkiss	2,747	9	\$50,000	19%	\$18.20		Association
Sherman	3,648	24	\$115,000	62%	\$31.52		Association
Washington - Gunn	3,534	8	\$139,000	29%	\$39.33		Association

☐ Only 0.8% of town/city taxes go to support the Kent Memorial Library

**Kent Library Association**  
**Statement of Operating Revenues and Expenses**  
**Three years ended December 31, 2013**  
**Budget for year ending December 31, 2014**

	2011		2012		2013		2014	
	2011		2012		2013		2014	
	Actual	Pct	Actual	Pct	Actual	Pct	Actual	Pct
<b>Revenue</b>								
Town of Kent	\$ 79,400	28%	\$ 80,000	26%	\$ 80,500	25%	\$ 82,500	26%
Town of Kent Book Sale Tarps Contribution			4,000	1%				
State of CT	1,777	1%	1,671	1%	1,649	1%	1,865	1%
Fundraising, net of cost of raffle car	170,804	61%	192,162	63%	215,348	66%	202,830	63%
Grants	1,203	0%	-	0%	-	0%	-	
Donations (restricted and unrestricted)	3,456	1%	5,005	2%	2,920	1%	2,729	1%
Fees and charges	3,765	1%	3,899	1%	2,408	1%	8,697	3%
Interest and other income	2,630	1%	920	0%	130	0%	254	0%
Endowment transfer	16,123	6%	18,480	6%	21,000	6%	21,300	7%
<b>Total income</b>	<b>279,158</b>	<b>100%</b>	<b>306,137</b>	<b>100%</b>	<b>323,955</b>	<b>100%</b>	<b>320,174</b>	<b>100%</b>
Less: other fundraising costs	(19,594)		(39,235)		(49,936)		(23,336)	
<b>Net revenue</b>	<b>259,564</b>		<b>266,902</b>		<b>274,018</b>		<b>296,839</b>	
<b>Expense</b>								
<u>Operating Expenses</u>								
Personnel	162,614	64%	163,075	64%	185,988	68%	178,924	66%
Technology	17,494	7%	18,013	7%	19,094	7%	19,574	7%
Materials and supplies	26,948	11%	24,912	10%	22,866	8%	23,704	9%
Programs	3,735	1%	2,880	1%	4,463	2%	2,112	1%
Administrative	12,249	5%	13,167	5%	12,261	4%	14,377	5%
Maintenance and repairs	9,312	4%	13,973	5%	9,612	3%	8,103	3%
Utilities	18,348	7%	16,681	6%	16,239	6%	16,888	6%
Firehouse expenses	2,918	1%	3,933	2%	4,259	2%	5,478	2%
Other	-		-		-		-	
<b>Total operating expenses</b>	<b>253,617</b>	<b>100%</b>	<b>256,634</b>	<b>100%</b>	<b>274,781</b>	<b>100%</b>	<b>269,160</b>	<b>100%</b>
<b>Non-operating &amp; Capital Expenses-Roof/gutters</b>								
\$30,000 (2013), new boiler \$18,378 (2014), plumbing/HVAC & other repairs \$1,500 (2014)	-		10,107		31,760		18,020	
<b>Excess of revenues over expenses</b>	<b>\$ 5,947</b>		<b>\$ 161</b>		<b>\$ (32,522)</b>		<b>9,658</b>	

## Kent Memorial Library 2014

<b>DO YOU KNOW...?</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>%</b>
<b>Serving the entire Community:</b>			
How many people visited the library?	42,341	44,320	5%
How many Kent adults have a library card?	980	968	-1%
How many adults attended our programs?	1,844	3,597	95%
How many adults attended our off-site programs?		951	
How many items we loaned to other libraries?	1,885	2,147	14%
How many items we borrowed from other libraries for users?	2,079	1,797	-14%
How many books adults borrowed?	10,655	10,185	-4%
How many audiobooks adults borrowed?	1,819	1,650	-9%
How many DVDs & videos adults borrowed?	3,288	3,788	15%
<b>Serving children, teens &amp; families:</b>			
How many Kent children have a library card?	230	230	0%
How many children & teens attended our programs ?	3,781	4,052	7%
How many outreach programs we did at Kent Nursery Schools?	57	54	-5%
How many children attended nursery school programs?	665	604	-9%
How many books children borrowed?	10,612	11,195	5%
How many books teens borrowed?	1,113	988	-11%
How many audiobooks children & teens borrowed?	666	597	-10%
How many DVDs & videos children & teens borrowed?	2,723	3,025	11%
<b>Serving Technology/Digital/Business needs:</b>			
How many people used the computers and printers?*	2,904	4,586	58%
Wi-Fi Internet access is heavily used throughout the library?	<i>statistics not tracked</i>		
We provide public copier & Fax services which are used daily?	<i>statistics not tracked</i>		
How many downloadable e-books were borrowed?	561	581	4%
How many downloadable audiobooks were borrowed?	196	404	106%
How many times people visited the website?	14,857	14,634	-2%
How many people received our Constant Contact e-mail news?	1,119	1,143	2%
How many people subscribed to the Wowbrary e-mail newsletter?	83	89	7%
<b>Getting the community involved:</b>			
How many hours people volunteered?	3,759	4,339	15%
How many Library Association Members we have?	342	294	-14%
*This year started tracking children's and teen's computer use			

<b>KENT MEMORIAL LIBRARY</b>				
<b>CAPITAL EXPENSES June 2013-Feb. 2015</b>				
06/14/2013	Fenyas Plumbing	Replace A/C condensate pump, flood cleanup	\$ 825.00	
07/15/2013	Cottonwood Construction	Replaced split rail fence behind library	\$ -	pro bono, Rick Vizarr
11/1/113	Cornerstone Restoration, Inc.	Replaced 1922 roof, dormers & gutters	\$ 30,000.00	
06/05/2014	Fenyas Plumbing	Replaced bathroom drain trap/pipe	\$ 199.05	
06/05/2014	Bantam Fuel	A/C leaking, clean & replace filters	\$ 230.44	
06/10/2014	Bantam Fuel	Clean A/C coils & part for A/C pump	\$ 182.47	
06/30/2014	Bantam Fuel	Clean A/C coils again, still leaking	\$ 120.03	
07/10/2014	Cottonwood Construction	Replaced vandalized firehouse door	\$ 275.00	
08/04/2014	Fenyas Plumbing	Replaced adult public toilet	\$ 595.00	
10/10/2014	William Perotti & Sons, Inc.	Replaced library boiler & air intake	\$ 18,378.00	
10/20/2014	Sawing High Climbers, LLC	Cut down dead tree on property	\$ 200.00	pro bono, Russell Plumb
02/17/2014	B.L. Gleason & Son	New cabling for computer network	\$ 200.00	pro bono, John Gleason
02/27/2015	Yucatech, Inc.	Replace computer network (no printers)	\$ 27,000.00	estimated
		<b>TOTAL</b>	<b>\$ 78,204.99</b>	
<b>Will need more technology upgrades-all printers are old and will need replacement</b>				
<b>Public photocopier needs replacement ASAP-legal size jams, new copier with scanner &amp; wireless printing, \$6,500</b>				
<b>We submitted a \$100,000 STEAP grant to renovate the old firehouse-new furnace, upgrade electrical, HVAC, new windows</b>				

**KENT VOLUNTEER FIRE DEPARTMENT INC.**  
**2015 BUDGET**

	<b>2015 Budget</b>	<b>2014 ACTUAL</b>	
<b>REVENUES</b>			
Ambulance Billing Collections	\$ 2,500.00	\$ 1,322.04	
Contributions	\$ 25,000.00	\$ 35,431.25	
Grants (Kent, State & Federal)	\$ 84,000.00	\$ 77,500.00	
Special Event Net Income	\$ 50,000.00	\$ 53,347.03	
Ambulance Services	\$ 222,800.00	\$ 230,334.77	
Other Income	\$ 2,000.00	\$ 152,490.48	
2014 Rollover from Checking Acct. & Paypal	\$ 76,441.45	\$ 285,594.63	2013 Capital Fund Rolled over and check book to 2014
<b>TOTAL REVENUE</b>	<b>\$ 462,741.45</b>	<b>\$ 836,020.20</b>	
<b>OPERATING EXPENSES</b>			
Fire Fighting Supplies	\$ 4,000.00	\$ 2,601.94	
Equipment & Vehicle Maintenance	\$ 60,000.00	\$ 67,692.77	
Members, Training & Education	\$ 10,000.00	\$ 18,829.86	
Members Stipend	\$ 96,000.00	\$ 106,868.70	
Members, recruitment & retention	\$ 9,000.00	\$ 18,679.10	
Radio & Pager Supplies & Maintenance	\$ 5,000.00	\$ 2,948.52	
Medical Supplies	\$ 12,000.00	\$ 11,128.74	
Insurance	\$ 45,000.00	\$ 43,447.00	
Building & Grounds Maintenance	\$ 16,000.00	\$ 15,751.15	
Utilities	\$ 50,841.45	\$ 52,758.04	
Office Expenses	\$ 4,000.00	\$ 3,488.56	
Computer Expenses	\$ 12,000.00	\$ 8,471.51	
Accounting & legal	\$ 12,000.00	\$ 11,542.75	
Ambulance billing & Medic expense	\$ 30,000.00	\$ 29,223.23	
Vehicle Fuel	\$ 9,000.00	\$ 8,511.18	

Other Expenses	\$ 2,000.00	\$ 1,475.56
Turnout Gear & PPE	\$ 6,000.00	
Repayment of Ambulance Loan	\$ 28,000.00	
Fire Equipment	\$ 4,500.00	\$ 3,423.10
<b>CAPITAL EXPENSES</b>		
Rescue Vehicle		\$ 59,090.52
Repayment of Ambulance Loan		\$ 27,625.51
Turnout Gear & PPE		\$ 61,644.70
Fire Equipment	\$ 18,900.00	\$ 8,275.00
Communications Equipment		\$ 9,034.14
Medical Vehicles		\$ 177,335.08
Medical Equipment	\$ 10,000.00	\$ 215.86
EMS Radio	\$ 5,500.00	
Ambulance Repair	\$ 10,000.00	
Utility Truck Modifications	\$ 3,000.00	
 <b>TOTAL EXPENSES</b>	 <b>\$ 462,741.45</b>	 <b>\$ 750,062.52</b>
 <b>NET REVENUE LESS OPERATING EXPENSES</b>	 <b>\$ -</b>	 <b>\$ 85,957.68</b>