

Board of Selectmen
Regular Meeting

February 3, 2015
4:30 P.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Darlene Brady, Patty Braislin, Debbie Devaux, Donna Hayes, Rick Osborne, Sam Rathbun, Attorney John Tower and Lynn Worthington.

Mr. Adams called the meeting to order at 4:32 p.m.

The Pledge of Allegiance was recited.

Approval of Minutes:

Mr. Adams made a motion to approve the minutes of the January 6, 2015 BOS regular meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the January 8, 2015 BOS special meeting, as submitted. Mrs. Williams seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the January 15, 2015 Annual Town Meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Public Communication

Oral: None.

Written:

Mr. Adams read the following:

- January 30, 2015 Senior Activities report from Lesly Ferris

Report of First Selectman:

Mr. Adams reported on some of the things he did in the month of January:

- Met with the new KNA Head Pat Lawrence
- Met to discuss possible purchase of RR Station
- Chris Murphy at Fife
- Met with new CIRMA rep
- COST in Cromwell
- COG Legislative breakfast
- Food Bank photo op
- Met with DOT to discuss streets
- HVRHS to consider reapportionment of Supt. Salary
- CAMA & DOT to discuss bridge repair
- Met in NM to discuss changes in paramedic program
- Met to discuss 2014 KVFD tax abatement list

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 FEB -5 P 2: 54

BY  TC
TOWN CLERK

Meetings covered by the BOS- Group or individual:
Monthly Chamber – Bruce

- BOF – Bruce
- COG – Bruce
- P&Z Executive Session – Bruce
- Streetscape – Bruce
- Town meeting – Full BOS
- Sewer meeting – Bruce

Police Report:

Phone at Town Hall is 860-927-3134. E-mail is

residenttrooper@townofkentct.org

Trooper Fisher continues to do an exemplary job. He is proactive and is really getting to know the town. A number of residents and business owners have commented on his demeanor and visibility. I am hearing nothing but positive comments.

Mr. Adams stated that when he met with Patricia Lawrence from Kent Nursing Association, she stated that Kent Nursing Association would be reducing its annual grant request from \$21,000 to \$10,000 for fiscal year 2015-2016.

Report of Selectmen:

Mr. VanValkenburg had nothing to report.

Mrs. Williams had nothing to report.

Report of Treasurer:

Mrs. Herbst did not attend the meeting but provided the Board of Selectmen with the attached memo regarding restricted funds received for the Community House.

Tax Refunds:

Mr. Adams made a motion to approve the following refunds, as submitted:

| | |
|--------------------------------|------------|
| Butler, Karen | \$1,141.86 |
| Youngblood, Jennifer | \$ 878.00 |
| Canon Financial Services Inc. | \$ 57.48 |
| Bosson, George | \$ 493.87 |
| Grusauski, David | \$2,230.88 |
| Grusauski, David | \$1,650.03 |
| Orth, Mary Morette Robarge | \$ 79.86 |
| Park, Michael J & Quinn, James | \$1,349.63 |
| Merchants Automotive | \$ 302.03 |

Mr. VanValkenburg seconded the motion and the motion carried.

Appointments:

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

| | | |
|---------------|--------------------------|----------------------------------|
| James Vick | Historic District | 5-Year term to expire on 1/31/20 |
| Donna Sommers | Conservation Comm. – Alt | 1-Year term to expire on 12/7/15 |
| Tim ILimbos | Fire Investigator | No term |

Mr. VanValkenburg seconded the motion and the motion carried.

Regional Performance Incentive Program Resolution:

Mr. Adams reported the following: The Northwest CT Economic Development Corporation (NWCTEDC) submitted a Regional Performance Incentive Program Grant request on December 24, 2014, entitled “Northwest Connecticut Career & Workforce Training Services Coalition” (\$100,000/two-year proposal) in cooperation with the Northwest Hills Council of Government (NHCOG) and the Northwest CT Chamber of Commerce.

They are seeking the Kent Board of Selectmen’s support and a “Resolution of Endorsement” (attached) of this grant request. As a result of the NW CT CEDS (Comprehensive Economic Development Strategy) three-year process, workforce development, higher education, and employer training were identified as key issues for job creation and retention efforts in our region of the state. This Regional Performance Incentive Program Grant would address those issues systematically at the regional level for the twenty-one municipalities in Northwest CT.

Mr. Adams stated that by endorsing this resolution, there is no cost to the Town of Kent.

Mr. Adams made the following motion:

The Legislative Body of the Town of Kent met on Tuesday, February 3, 2015 and adopted a resolution by the vote of three (3) to zero (0) which endorsed the Regional Performance Incentive Program proposal, submitted by the Northwest Connecticut Economic Development Corporation (NWCTEDC), entitled **Northwest Connecticut Career & Workforce Training Services Coalition**. The coalition would be tasked with matching employer needs with available resources to meet those needs and increasing student and worker awareness of employment, training and higher education opportunities in Northwest Connecticut.

Mrs. Williams seconded the motion and the motion carried.

Discussion of a policy requiring employees attending seminars/conventions paid for by the Town, to report on the convention at the next BOS meeting:

Mr. Adams stated that after an employee attends a seminar, workshop, training, etc.; they provide a brief overview at the next Regular Board of Selectmen meeting. The Board of Selectmen agreed. Ms. Devaux stated that she would be provide a report of the 44th Annual Connecticut Tax Collector’s Association, Inc. Seminar at the April meeting.

Mr. Adams stated that he would create a written policy for consideration at the next Board of Selectmen's meeting.

2015-2016 Selectmen's Operating Budget:

Mr. Adams stated that not all departments have provided budget requests to date. The Board of Selectmen agreed to schedule budget meetings on the following dates:

Friday, February 6, 2015 at 10:00a.m.

Tuesday, February 10, 2015 at 10:00 a.m.

Wording for the May Town Meeting:

Mr. Adams stated that the Board of Selectmen need to look at the wording of the blanket motion to be made at the May town meeting that refers to "the Board of Selectmen or other town officials". The proposed motion contradicts the policy and procedure manual regarding grant applications. Mr. Adams stated that the wording would be reviewed and a legal opinion would be obtained prior to the next Board of Selectmen's meeting. Mrs. Brady suggested that the wording in the Policy and Procedure Manual might need to be changed.

Continued discussion for use of \$500,000 STEAP Grant:

Mr. Adams stated that he had nothing new to report on the \$500,000 STEAP grant. He added that no sub-committee has been created to date. He will work on creating a Constant Contact survey. Ms. Devaux stated that one option in the survey should be to return the money.

Auditor's Management letter:

Mr. Adams stated that the Town Clerk and the Tax Collector have addressed the items outlined in the Management letter from the auditors specific to their departments. Mrs. Brady has set-up the following procedures:

- Makes daily deposits
- Spot checks by the treasurer – twice a month

Ms. Devaux stated that she continues to request an additional two hours for her office.

Mr. Adams stated that User ID and Password controls also have been an issue with the auditors for several years. The following procedure has been implemented:

Server passwords:

Effective January 3, 2015 all computer users will be required to change their password every ninety (90) days to sign on to their computers. The password must contain the following:

- Minimum of seven (7) characters

- At least one (1) capital letter
- At least one (1) number
- At least one (1) special character

If an incorrect password is entered more than five (5) times, the system would be locked and the IT department would have to be notified to reset the password.

Department specific software passwords:

Each department head will be responsible for ensuring that the above outlined guidelines for the server are implemented for all department specific software.

Disaster Recovery:

Based on the opinion of Yuca Tech, an updated list of all passwords is not needed for disaster recovery. The vendors have the ability to access a computer/software.

Executive session:

Mr. Adams made a motion to move to Executive session to discuss litigation pending in Litchfield Superior Court in Kent Realty, LLC v. Town of Kent, Docket No. LLI-CV-14-6010710-S." at 5:13 p.m. and invited Patty Braislin and John Tower to attend. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to come out of Executive Session at 5:58 p.m. Mrs. Williams seconded the motion and the motion carried. No action taken.

Mrs. Williams made a motion to adjourn the meeting at 6:00 p.m. Mr. VanValkenburg 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

February 3, 2015
4:30 P.M. TOWN HALL

Regular Monthly Meeting

1. Call to order
2. Pledge of Allegiance
3. Approval of Minutes
 - a January 6, 2015 Regular Meeting
 - b January 8, 2015 Special Meeting
 - c January 15, 2015 Annual Town Meeting
4. Public Communication
 - a Oral
 - b Written
5. Report of First Selectman
6. Report of Selectmen
7. Report of Treasurer
8. Tax Refunds
9. New Business
 - a Appointments
 - b Regional Performance Incentive program Resolution
 - c Discussion of a policy requiring employees attending seminars/conventions paid for by the Town, to report on the convention at the next BOS meeting.
 - d 2015-2016 Selectmen's Operating Budget
10. Old Business
 - a Wording for the May Town Meeting
 - b Continued discussion for use of \$500,000 STEAP Grant
 - 1 Sub-committee
 - 2 Constant Contact survey
 - c Auditor's Management letter
11. Executive session to discuss litigation pending in Litchfield Superior Court in Kent Realty, LLC v. Town of Kent, Docket No. LLI-CV-14-6010710-S."
12. Adjourn

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 JAN 29 P 2:14

BY *Van Stady, Jr.*
TOWN CLERK

| Appointments for January 2015 | | | |
|-------------------------------|-------------------------------|-------------|---------|
| | | | |
| James Vick | Historic District | 5 Year term | 1/31/20 |
| Donna Sommers | Conservation Commission - Alt | 1 Year term | 12/7/15 |
| Tim Limbos | Fire Investigator | None | None |

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 JAN 29 P 2:14

BY  TOWN CLERK

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: Jan. 30, 2015

Re: Senior Activities

The following activities took place at the Kent Senior Center during January 2015:

7 – New Year's Luncheon and monthly VNA blood pressure clinic
Thursdays – Senior Art Group
23 – Salisbury VNA Wellness Clinic

Thank you.

TO: Board of Selectmen

Date: 1/23/14

From: Treasurer, Barbara E. Herbst

RE: Restricted funds received for the Community House

On January 10th 2015 a check in the amount of \$1,500 was received by my office from the Kent Players. Said check came with a letter restricting the use of funds as follows;

“Specifically for use toward the purchase of lighting, sound equipment, stage blacks (curtains) and/or other equipment related to the operation of the stage as a performance venue in the Kent Community House.”

These funds have been deposited to the Selectmen’s Discretionary fund and will be released to pay expenses as authorized by your board.

Kent Players

P.O. Box 163
Kent, CT 06757

January 6, 2015

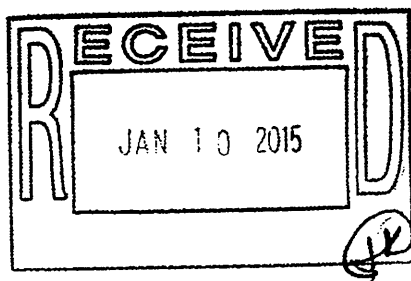
Board of Selectmen
Town of Kent
PO Box 678
Kent, CT 06757

To the Board of Selectmen,

As we conclude this season of giving, Kent Players would like to donate part of our proceeds to various local organizations that support theater, music, and dance performance in the town of Kent.

Please accept the enclosed \$1500 donation, specifically for use toward the purchase of lighting, sound equipment, stage blacks (curtains) and/or other equipment related to the operation of the stage as a performance venue in the Kent Community House.

Kent Players has been pleased to bring theater and music to the town on several occasions over the past few years. Though our organization has disbanded, we appreciate your efforts to offer and maintain the Community House as a performing arts space for the residents of Kent.



Sincerely,

Blythe Everett
President

Resolution of Endorsement
(To be completed by the Town Clerk)

The Legislative Body* of the Town of Kent met on Tuesday, February 3, 2015 and adopted a resolution by the vote of three (3) to zero (0) which endorsed the Regional Performance Incentive Program proposal submitted by the Northwest Connecticut Economic Development Corporation (NWCTEDC) entitled **Northwest Connecticut Career & Workforce Training Services Coalition**. The coalition would be tasked with matching employer needs with available resources to meet those needs and increasing student and worker awareness of employment, training and higher education opportunities in Northwest Connecticut.

Attested by: Darlene Brady

Name: Darlene Brady

Title: Town Clerk

Date: 02/05/2015



*NOTE: For the purpose of the Regional Performance Incentive Program, "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 FEB -5 P 2: 54

BY Darlene Brady, TC
TOWN CLERK