

Board of Selectmen  
Regular Meeting

January 6, 2015  
4:30 P.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Darlene Brady, Lesly Ferris, Rick Osborne and Lynn Worthington.

Mr. Adams called the meeting to order at 4:30 p.m.

The Pledge of Allegiance was recited.

**Approval of Agenda:**

Mr. Adams stated that there were two items to add to the addenda:

- 3c Approval of October 15, 2014 minutes
- 9d Appointment

**Approval of Minutes:**

Mr. Adams made a motion to approve the minutes of the December 2, 2014 BOS Regular meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the minutes of the December 16, 2014 BOS Special meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the minutes of the October 15, 2014 BOS Special meeting, as submitted. Mrs. Williams seconded the motion and the motion carried.

**Public Communication**

Oral: None.

Written:

Mr. Adams read the following three items:

- January 6, 2015 Social Services 1<sup>st</sup> Quarter Report from Leah Pullaro
- December 18, 2014 Park and Recreation Commission Appointments from Lesly Ferris
- January 5, 2015 Monthly Senior Activities report from Lesly Ferris

Mr. Adams stated that Lesly Ferris was published in Camp Business.

Mr. Adams reported that the BOS received four e-mails from resident Matt Starr:

- Elected Official Ethic violations
- Usage of de-icing products
- Freedom of information request
- Bid policies follow-up

Mr. Adams stated that all the e-mails had been responded to, including a letter from Town Attorney regarding ethics (copy attached).

RECEIVED FOR RECORD  
KENT TOWN CLERK

2015 JAN -8 P 3:49

BY *Darlene Brady, TC*  
TOWN CLERK

**Report of First Selectman:**

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

- Helped build Town Hall gingerbread house
- Probate court in Torrington concerning a Kent resident
- Paint Care training for transfer station
- Three pistol permit interviews
- Picked up food bank donations from Sacred Heart
- Went to Winter Brothers recycling depot with John Kaminski
- Met to discuss merger of Kent's two nursery schools
- Attended KVFD Parade of Lights
- Met with New Milford VNA
- Met with owner of Kent Railroad Station and realtor
- Met with WMC Engineers on Carter Road Bridge project
- E-Waste pickup at Transfer Station

Meetings covered by the BOS- Group or individual:

- KCS Building Committee – Mike and Bruce
- Monthly COG – Bruce
- HRRA – Bruce
- P&R – Bruce

Police Report:

Phone at Town Hall is 860-927-3134. 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. A number of residents and business owners have commented on his demeanor and visibility. I am hearing nothing but positive comments. In December, he worked with KVFD on traffic control for Parade of Lights, handled a number of investigations and attended a probate hearing in Torrington.

**Report of Selectmen:**

Mr. VanValkenburg had nothing to report.

Mrs. Williams asked Mr. Adams if there was any follow-up on an email sent to the BOS from resident John Noneman regarding the proposed Carter Road Bridge project. Mr. Adams stated that he met with Mr. Noneman and explained that the bridge needs to be replaced and eighty percent of the project will be paid for by a federal grant.

**Report of Treasurer:**

Mrs. Herbst did not attend the meeting and did not provide any reports.

**Tax Refunds:**

Mrs. Williams made a motion to approve the following tax refunds:

Carrie Proulx on behalf of CoreLogic Tax Service	\$1,854.57
Canon Financial Services	\$ 74.84
Dennis J. or Erica R. Craft	\$ 86.17
Dennis J. or Erica R. Craft	\$ 25.41

Mr. VanValkenburg seconded the motion and the motion carried.

**Town Clerk Historic Preservation Grant:**

Town Clerk Darlene Brady stated that the Town Clerk's office has been awarded the Historic Documents Preservation Grant in the amount of \$5,000. Mrs. Brady stated that the grant will be used to fund the completion of indexing and imaging on line project. Mr. VanValkenburg made the following motion:

Be it resolved: That Bruce Adams, First Selectman, is empowered to execute and deliver in the name and on behalf of the municipality a contract with the Connecticut State library for historic Documents Preservation Grant.

Mrs. Williams seconded the motion and the motion carried.

Mrs. Brady added that the Town Clerk's office is looking to upgrade the town website and will continue to scan all boards' and commissions' minutes for the website. Mr. Adams thanked Mrs. Brady and her staff for a job well done.

**Approve agenda for Annual Town Meeting:**

Mr. Adams reviewed the agenda submitted for the Annual Town Meeting. He stated that the motion that read as follows:

To authorize the Board of Selectmen to apply for, accept and expend funds of federal, state or other funds of grants including but not limited to Town Aid Road up to \$500,000 for general municipal purposes for fiscal year 2014-2015. Said appropriation is in addition to grant expenditures approved by the Town Meeting on January 15, 2015.

was deleted from the January Town Meeting agenda and will be placed on the May Town Meeting agenda were it has been in past years.

Mr. Adams made a motion to approve the agenda for the Annual Town Meeting on January 15, 2015, as attached. Mrs. Williams seconded the motion and the motion carried.

Mrs. Brady stated that the item is being removed for timing purposes but asked if the wording could be reviewed prior to the May Town Meeting. Her concern is who has authority to apply for, accept and expend funds? The Policy and Procedure Manual states:

Grant proposals must be acknowledged by the first Selectman and the Treasurer. If further approval is needed, the grant request will be referred to the Board of Selectmen.

Mrs. Brady said she has a concern with the word "acknowledge" and she reminded the board that Mrs. Williams suggested at another meeting that the Board of Selectmen should be aware of all grant requests. Mrs. Brady asked if that should be included in the Policy and Procedure Manual? The current motion says: Board of Selectmen or other Town officials. Mrs. Brady asked who are other Town officials? Treasurer Barbara Herbst provided definitions according to Black's Law Dictionary of public officials (attached). The Board of Selectmen agreed to review the wording prior to the May Town Meeting.

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

Mr. Adams reported that nothing new has transpired with the \$500,000 STEAP Grant that was awarded to the Town of Kent for the purchase of the Kent A.G. LLC lot. Mr. Adams provided the following:

- The Town still has access to the funds for an undetermined amount of time.
- The loan can be repurposed for the same type of project

Mr. Adams stated that he has thought about some of the possibilities for the "repurposing" of the location for the same purpose. He offered the following suggestions:

- Purchase of the lot Bill Manase owns behind the Railroad Station
- Purchase a portion of the Railroad Station with a business owner
- Place a prefab restroom building in front of the old firehouse on library property
- Place a prefab rest building on the Kent A.G. LLC lot
- Renovation of the Swift House
- Mrs. Williams suggested – purchase a space in the Town Center building

Mr. Adams stated that he welcomes additional suggestions and with the Board of Selectmen's approval will continue to take it slow and look into all the suggestions. Mr. Adams suggested sending out a survey. The Board of Selectmen agreed to have Mr. Adams continue to look into and report back on any and all suggestions.

**Appointment:**

Mr. Adams reported that Fire Marshal Stan McMillian has recommended Timothy Limbos be appointed as a Fire Investigator for an un-expiring term, effective immediately. Mr. Adams stated that he has sent a letter of congratulation to Mr. Limbos, and the board would act upon the recommendation at its next meeting.

**Five-Year Capital Plan:**

Mr. Adams stated that the Board of Selectmen have approved the Five-Year Capital Plan and he will present to the Board of Finance tonight for discussion and to bring to the Town Meeting on January 15, 2015.

Lynn Worthington stated that she attended the Board of Finance meeting where the auditors presented. She asked who receives a copy of the Management Letter, who is responsible for following up on "recommendations" made by the auditors and why is it not on the Board of Selectmen's agenda? Mrs. Worthington asked specifically about the Town Hall computer users' id password update. Mr. Adams stated that the IT vendor is aware of the recommendation. Mrs. Brady reported that the Town Clerk's office has implemented an user id update procedure. Mr. Adams stated that he would provide a copy of the letter to the other Selectmen.

Mr. Adams announced that Kent Town Hall won first place for Best Window Display for the gingerbread house that was built by Town Hall employees.

Mrs. Williams made a motion to adjourn at 5:25 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

JANUARY 6, 2015  
4:30 P.M. TOWN HALL

### Regular Monthly Meeting

1. Call to order
2. Pledge of Allegiance
3. Approval of Minutes
  - a December 2, 2014 Regular Meeting
  - b December 16, 2014 Special 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 Town Clerk Historic Preservation Grant
  - b Approve agenda for Annual Town meeting
  - c Continued discussion for use of \$500,000 STEAP Grant
10. Old Business
  - a Five-Year Capital Plan
11. Adjourn

RECEIVED FOR RECORD  
KENT TOWN CLERK

2015 JAN -5 P 2: 25

"An equal opportunity employer and service provider."

BY

*Veronica Brady, TC*  
TOWN CLERK

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10. Old Business
  - a Five-Year Capital Plan
11. Executive Session for discussion of 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 -5 A 11:40

BY

*John Stealy, Jr.*  
TOWN CLERK

"An equal opportunity employer and service provider."

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12. Adjourn

RECEIVED FOR RECORD  
KENT TOWN CLERK  
JAN 02, 2015  
2015 DEC 31 A 10:52  
D. Brady

BY  
TOWN CLERK

"An equal opportunity employer and service provider."



TO: Board of Selectmen  
FROM: Leah Pullaro  
DATE: January 6, 2015  
RE: Social Services Report, 1st quarter 2014

.....

**1. MEETINGS AND COMMUNITY OUTREACH** – In July, I participated in a Roundtable discussion hosted by Community Action Agency of Western CT to review any concerns about the Energy Assistance program. Attended a Meals on Wheels volunteer meeting to discuss concerns and safety issues when delivering meals in the community. In August, as part of United Way's Back to School Program, I arranged pick-up of items for 38 registered Kent children. In September, I attended the Northwest Regional Mental Health Board meeting and assisted with the flu shot clinic coordinated by Parks and Recreation. I also attended a training at New Milford Senior Center to enhance my knowledge of Probate Court and conservatorship, attended the CLASS annual conference, and hosted a meeting of several organizations and agencies within the Kent community to develop a collaborative on community education. Throughout this quarter, I picked-up organic vegetable were weekly donated to our food bank from Waldingfield Farm in Washington.

**2. CLIENTS SERVED** – In July, August, and September of this quarter, completed 72 prescheduled and walk-in appointments. A greater portion of these appointments were to complete early applications for Energy Assistance.

### **3. ASSIST PROGRAMS:**

- **Assist Fund** –The assist fund expended \$3,493.27 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided assistance to 12 Kent households totaling \$4,630.00. Requests included assistance with rent, utilities, and preschool tuition.
- **Foundation for Community Health** – Received \$1,782.96 in medication and prescription insurance premium payment assistance for 8 Kent residents.
- **Berkshire Taconic Community Foundation** – Provided assistance with \$2,500.00 from the Neighbor to Neighbor Fund and \$280.17 from the Blue Horizons Health Fund.
- **Renter's Rebate Program** – Completed a total of 27 applications with a total rebate of \$12,406.03.

# 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](mailto:parkandrec@townofkentct.org)

[www.kentctparkandrecreation.com](http://www.kentctparkandrecreation.com)

To: Board of Selectmen

From: Lesly Ferris



Date: Dec. 18, 2014

Re: Commission appointments

The Kent Park and Recreation Commission at its Dec. 15, 2014 monthly meeting recommended to the Board of Selectmen the following commission appointments to be made at the Annual Town Meeting:

Mike Green, three-year seat until Jan. 18, 2018;

Cathy Montemorra Johnson, one-year alternate seat until Jan. 21, 2016;

Jessie Rundall, one-year alternate seat until Jan. 21, 2016.

Also, the commission is accepting written expressions of interest for a three-year seat that is unfilled.

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: Jan. 5, 2015

Re: Monthly senior activities

The following activities took place at the Kent Senior Center during December 2014:

- 3 – New Milford Visiting Nurse Blood Pressure Screening
- 4, 11, 18 – Senior Art Group
- 5, 12 – Senior Friday lunch, including holiday lunch on the 12<sup>th</sup>
- 10 – Christmas luncheon

Thank you.

# TOP PROGRAMMING IDEAS

## Poetic Prose

**Lesly Ferris**  
Park and Recreation Director  
Town of Kent, Conn.

Consider the camp poem—a snapshot framed in lines of prose that capture the essence of that summer's experiences. I began the Camp Kent poem in August 1998,

my first summer as park and recreation director in Kent, Conn. I handed the tradition over to the current camp director 3 years ago.

The camp poem typically is penned during the last week of camp, the words recited to day campers on the last day of the program during the annual talent show. The pages of sing-song prose highlight the memories from the eight weeks of summer day camp. Some verses elicit chuckles and others a tear—but the camp poem is always a much-anticipated tradition.



## Pirate Day Treasure Hunt

**Megan Ball**  
Town of DeWitt Recreation  
Day Camp  
DeWitt, NY

Every year, the campers at our 4th to 8th-grade summer day camp look forward to many special events and theme days, including our personal favorite, Pirate Day. There is no mistaking the arrival of everyone's favorite day as the campers, staff members, and supervisors hang decorations, don costumes, and prepare for the signature activity—the Pirate Day Treasure Hunt.

The Treasure Hunt consists of a series of clues that lead each group of campers to several different sites around the camp. At each site, they have to complete a task or activity before they can get their clues for the next location. Wrapped in each clue is a piece to a treasure map. The winning team is the first one back to the cafeteria with their maps fully assembled. This camp classic is something the campers and staff look forward to each year.

## Camp Kent Poem 2009

*Rain, rain, go away  
Camp Kent kids want to play  
Survivor, beach, sports, Holiday  
Eight weeks of camp finish today*

*Crafts and games and cards galore  
Swimming, sand castles and much more  
First choice is always 'Capture the flag'  
Campers know they better not nag*

*Trade buttons for candy, a bounce ball  
Remember the camp fire, it wasn't too tall  
Other 2009 favorites: Pokemon and spit  
And counselors tackling craft kits*

*Making new friends and seeing old  
Weekly library stories being told  
Celebrating victorious swim tests  
Friday pizza tastes the best*

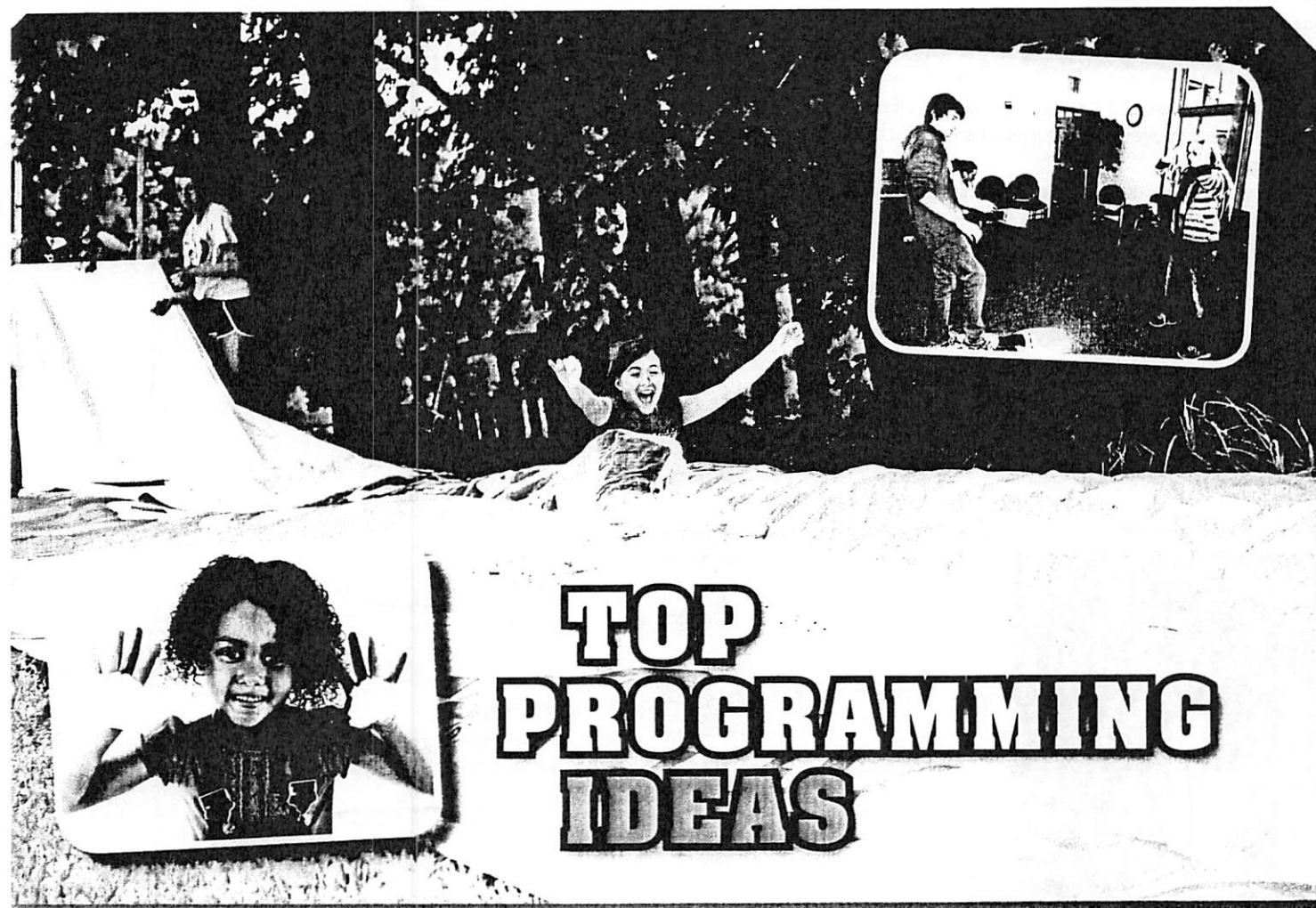
*Lifeguards at 11 open the gates  
Atop their towers they sit til late  
Scanning the waters of the pool  
On breaks a swim to stay cool*

*Drawings decorate the barn wall  
Nearby, spiders dangle but won't fall  
Opportunities for Charades and Pictionary  
When the weather was really scary*

*When you recall the 40 days  
Of summer spent under the rays  
With Kevin, Zach and Biz as your hosts  
What will you remember most?*

# CampBusiness

The #1 Magazine for Camp Professionals



## TOP PROGRAMMING IDEAS

*Put the fun back in programming  
with some new ideas*

Bruce Adams <firstselectman@townofkentct.org>

**Re: Elected Official Ethic violations**

1 message

Bruce Adams <firstselectman@townofkentct.org>  
To: SUSI WILLIAMS <mcwilliams@snet.net>

Tue, Dec 23, 2014 at 10:43 AM

Did you get any response to this?

On Fri, Dec 19, 2014 at 12:58 PM, SUSI WILLIAMS <mcwilliams@snet.net> wrote:

Hi Mathew -  
What in the world did I do to violate Town ethics standards?  
I do the best I can for Kent - I love this town, as you know - and do not want to do anything that would violate the law.  
Look forward to hearing from you -  
Susi

On Thursday, December 18, 2014 1:03 PM, MATHEW STARR <mstarr03@snet.net> wrote:

I am re sending this same e-mail as I still have not received the promised letter from the Town Attorney

On Wednesday, November 19, 2014 2:22 PM, MATHEW STARR <mstarr03@snet.net> wrote:

I was assured by the Town attorney he would follow up in writing about the ethic violations by elected officials we discussed by phone resulting from my October 9th 2014 e-mail but have not received anything.

can you please advise

—  
Bruce K. Adams  
First Selectman  
Town of Kent, CT

Bruce Adams <firstselectman@townofkentct.org>

**Re: Usage of de-icing products**

1 message

Mathew Starr <mstarr03@snet.net>  
To: Bruce Adams <firstselectman@townofkentct.org>

Wed, Dec 24, 2014 at 1:09 PM

Merry Christmas

Sent from Matts iPhone

On Dec 24, 2014, at 12:04, Bruce Adams < > wrote:

Future applications on that road will be done going downhill causing the material to spread better. The most recent application caused more than usual or necessary to be put down..  
Merry Christmas

On Mon, Dec 22, 2014 at 2:39 PM, Mathew Starr < > wrote:  
Bruce,

Please take a drive up Botsford road all the way to the end and please tell me that this is necessary. I say this especially based on another predicted heavy rainfall over the next few days.

Sent from Matts iPhone

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





Bruce Adams &lt;firstselectman@townofkentct.org&gt;

---

**Freedom of information request**

1 message

**MATHEW STARR** <mstarr03@snet.net>

Wed, Dec 3, 2014 at 10:04 AM

Reply-To: MATHEW STARR &lt;mstarr03@snet.net&gt;

To: Kent Board of Selectmen &lt;firstselectman@townofkentct.org&gt;

Cc: Town Clerk &lt;townclerk@townofkentct.org&gt;

Dear First Selectman,

As per the Connecticut Freedom of information act I request the following:

1. Electronic copies all emails sent by the Town of Kent "firstselectman@townofkentct.org" e-mail address that were regarding, included comments, portions, sections or the full text of my August 6th 2014 e-mail (mstarr03@snet.net) to the firstselectman@townofkentct.org e-mail with the subject "Kent Sewer Treatment Facility". Please also include as well as any e-mails or correspondence received in response to those outgoing e-mails transmitting my e-mail letter to any municipal employees and/or any other parties, commissions, or general public..

*Sec. 1-211. (Formerly Sec. 1-19a). Disclosure of computer-stored public records. Contracts. Acquisition of system, equipment, software to store or retrieve nonexempt public records. (a) Any public agency which maintains public records in a computer storage system shall provide, to any person making a request pursuant to the Freedom of Information Act, a copy of any nonexempt data contained in such records, properly identified, on paper, disk, tape or any other electronic storage device or medium requested by the person, including an electronic copy sent to the electronic mail address of the person making such request, if the agency can reasonably make any such copy or have any such copy made. Except as otherwise provided by state statute, the cost for providing a copy of such data shall be in accordance with the provisions of section 1-212, as amended by Public Act 11-150.*

Please let me know when these are available.



Bruce Adams <firstselectman@townofkentct.org>

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**Fwd: bid policies follow-up**

1 message

Mathew Starr <mstarr03@snet.net>

Tue, Dec 9, 2014 at 6:22 PM

To: Board of Selectmen Town of Kent <selectmen@townofkentct.org>

Can you provide the bid policy that the BOF says you have?

Sent from Matts iPhone

Begin forwarded message:

**From:** BOF Document <bof@townofkentct.org>

**Date:** December 9, 2014 at 18:06:08 EST

**To:** mstarr03@snet.net

**Subject:** bid policies follow-up

Hi Matt - as Lesly explained in her previous email, the Board of Selectmen has all the policies for the Town of Kent. If you have need for additional documentation, then please make that request to the BOS. The BOS holds the records for all the town policies.

Nancy O'Dea-Wyrick



# CRAMER & ANDERSON<sup>LLP</sup>

Attorneys at Law

51 Main Street  
New Milford, CT 06776

(860) 355-2631  
Fax (860) 355-9460

30 Main Street  
Danbury, CT 06810

Kent Green  
Kent, CT 06757

46 West Street  
Litchfield, CT 06759

6 Bee Brook Road  
Washington Depot, CT 06794

**D. Randall DiBella**  
**Partner**  
**Also admitted in Virginia**  
E-mail: [drdibella@crameranderson.com](mailto:drdibella@crameranderson.com)

January 6, 2015

VIA PDF E-mail

Hon. Bruce K. Adams  
41 Kent Green  
P.O. Box 678  
Kent, CT 06757-0678

**Re: *Ethics Inquiry***  
***Our File No. 28289.2***

Dear Bruce:

This past fall I had a pleasant discussion with Mr. Matt Starr regarding issues that gave him concern relating to how some town business is conducted.

We discussed a number of scenarios and Mr. Starr did not accuse anyone of intentional impropriety. Rather he inquired about the relationship among the Standards of Official Conduct published on the Kent website, the State of Connecticut Code of Ethics for Public Officials and the provisions of Connecticut General Statutes section 7-148hh. I explained that there are different types of ethics code provisions, ranging from "conflict of interest" type conduct which involves a public official receiving special treatment, remuneration or some expected gain from town action that he or she arranges, influences or procures, to the acceptance of gifts and emoluments as a result of exercising the power of his or her office.

Mr. Starr had already consulted with state officials and concurred with my statement to him that the state code pertains to state employees and officials, as the case may be. We discussed that the Kent Standards are in the nature of an admonition that are not designed nor authorized to be punitive, and that Conn. Gen. Stat. §7-148hh is essentially enabling legislation that authorizes town and cities to enact codes of ethics, within statutory limits, in the form of an ordinance. As you know Kent does not have such an ordinance.

Mr. Starr and I discussed an alternate protocol that would provide an avenue of complaint and review by the first selectman or, if the complaint involves the first selectman, through the highest ranking elected official uninvolved in the complaint. That type of process would avoid the detail, technicality, potential expense and delay that can be attendant to requiring a full, quasi-judicial board or commission procedure while still providing a forum and a means of complaint and divergent view. I explained that I have broad experience in the field of municipal ethics, and a procedure involving a full commission and hyper-technical or a vague and overbroad code can and has encouraged abusive, political based filings of complaints resulting in extreme angst and unnecessary legal expense. My experience includes defending a



Hon. Bruce Adams, First Selectman  
January 6, 2015  
Page 2

mayor some years ago and a first selectman in towns that I did not represent. Likewise I have also represented two ethics commissions, also in towns in which I am not town counsel.

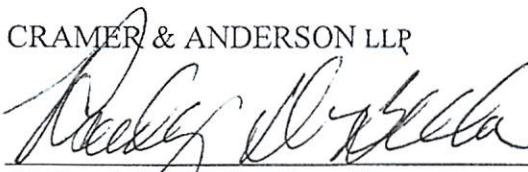
The upshot is that if the BOS is considering a more formal ethics code and protocol, the manner and means of ethics administration should be thoughtfully considered, alternatives explored and a screening, advisory process should be also considered in order to air evolving issues and to avoid the ambush or "gotcha" type of complaint.

I hope this has been of assistance.

Very truly yours,

CRAMER & ANDERSON LLP

By

  
\_\_\_\_\_  
D. Randall DiBella, Kent Town Attorney

DRD



# STATE OF CONNECTICUT

## CONNECTICUT STATE LIBRARY

231 Capitol Avenue • Hartford, Connecticut 06106-1537



December 18, 2014

Town Clerk Darlene F. Brady  
Town of Kent  
PO Box 843  
Kent, CT 06757-0843

**RE: Historic Documents Preservation Grant # 068-OI-15, Cycle 2, FY 2015**

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant application for the **Town of Kent** in the amount of **\$5,000.00** has been approved.

To receive the grant award, the municipality must now enter into a contract with the State Library. Please find the following documents enclosed:

1. Instructions for Completing the Contract Documents
2. Targeted Grant Contract
3. Certified Resolution Form

Please return the Targeted Grant Contract and Certified Resolution Form no later than January 30, 2015. Follow the enclosed instructions carefully.

Once returned, the contract will be signed by the State Librarian. We will mail a copy of the fully executed contract to the MCEO and notify you by email.

Grant work and expenditures can begin only after the municipality has received its copy of the fully executed contract and must be completed by June 30, 2015. Grant award payments will be processed within 30 days after the contract has been fully executed. The final report must be submitted by September 1, 2015. For complete grant administration requirements, see the FY 2015 Grant Guidelines ([www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program](http://www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program)).

Again, **please complete and return the enclosed documents by January 30th**. To request an extension of this deadline, or if you have questions or need assistance, please contact Kathy Makover at [kathy.makover@ct.gov](mailto:kathy.makover@ct.gov) or (860) 566-1100 ext. 303.

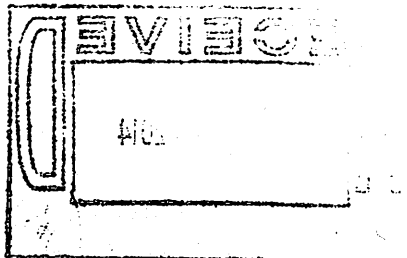
Sincerely,

LeAnn R. Power, CRM  
Public Records Administrator

Enclosures (3)

cc: First Selectman Bruce K. Adams







**CERTIFIED RESOLUTION FORM**  
Historic Documents Preservation Program  
Connecticut Municipalities  
GP-008 rev. 6/2014



STATE OF CONNECTICUT  
Connecticut State Library  
PUBLIC RECORDS ADMINISTRATOR  
231 Capitol Ave., Hartford, CT 06106

**Instructions:**

1. The date of the clerk's signature on this certification must be on or after the date of the MCEO's signature on the grant contract.
2. Please print clearly; or complete this form online and print for submission at [www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program](http://www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program).

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**Certified Resolution**

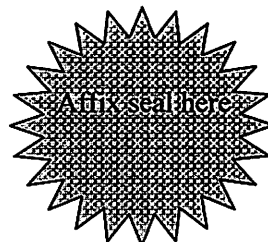
I, \_\_\_\_\_ (name), Town Clerk of the Municipality of \_\_\_\_\_,  
do hereby certify that the following is a true and correct copy of a resolution duly adopted at a  
meeting of the Town Council / Board of Selectmen / Board of Aldermen (*select one*) duly held and convened on  
the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year),  
at which a constituted quorum of the Town Council / Board of Selectmen / Board of Aldermen (*select one*)  
was present and acting throughout, and further certify that such resolution has not been modified, rescinded, or  
revoked, and is, at present, in full force and effect.

**RESOLVED: That** \_\_\_\_\_ (name of MCEO), \_\_\_\_\_ (title),  
**is empowered to execute and deliver in the name and on behalf of this municipality a contract with the**  
**Connecticut State Library for an Historic Documents Preservation Grant.**

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the town seal  
this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature - Town Clerk

\_\_\_\_\_  
Name of Town Clerk (Please Print)





**LEGAL NOTICE  
TOWN OF KENT  
ANNUAL TOWN MEETING  
JANUARY 15, 2015**

The electors of the Town of Kent and those qualified to vote in Town Meetings are hereby WARNED and NOTIFIED that the Annual Town Meeting will be held in the Kent Town Hall, 41 Kent Green Boulevard, Kent, Connecticut on January 15, 2015 at 7:00 p.m. to consider and act upon the following agenda:

1. To discuss and accept the Town Report and audited Financial Statement of the Town of Kent for the fiscal year ending June 30, 2014.
2. To authorize the Board of Selectmen and the Town Treasurer to borrow from time to time and upon the credit of the Town funds for the needs of the Town and to make and deliver the negotiable note(s) of the Town therefore.

3. Be and hereby ordained that:  
Section 18-8 of the Kent Code of Ordinances be amended as follows:

**Sec. 18-8. Excess Tax**

Pursuant to the provisions of C.G.S. Sec. 12-129

The Tax Collector is authorized to retain payments made for any property tax in excess of the amount due from a taxpayer, provided the excess payment is less than five dollars.

Pursuant to the provisions of C.G.S. Sec. 12 – 144c

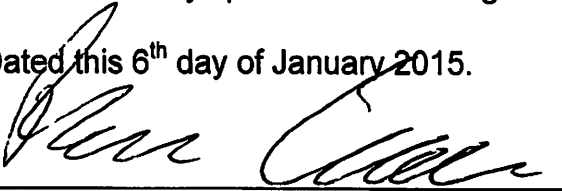
The Tax Collector is authorized to waive any property taxes due in an amount of five dollars or less.

4. To appoint the following to the Kent Park and Recreation Commission: Mike Green to three-year seat on Park and Rec Commission until January 18, 2018 and Cathy Montemorra Johnson and Jessie Rundall to one-year alternate seats until January 15, 2016.
5. Presentation of the Five-Year Capital Plan.

The aforementioned ordinance amended at a Town Meeting held on January 15, 2015 shall become effective fifteen (15) days after publication in a newspaper with circulation in the Town of Kent.

Any disabled person requiring special assistance should contact Bruce Adams, First Selectman, for A.D.A. coordination at 860-927-4627 or [firstselectman@townofkentct.org](mailto:firstselectman@townofkentct.org) at least five days prior to the meeting.

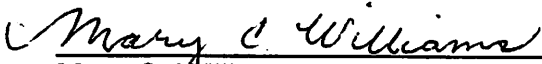
Dated this 6<sup>th</sup> day of January 2015.



Bruce K. Adams  
First Selectman



Michael VanValkenburg  
Selectman



Mary C. Williams  
Selectman

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2015 JAN -7 A 10:38

BY   
TOWN CLERK

# Personnel Handbook

The Town may access its electronic communications systems and obtain the communications within the systems, without notice, when the Town deems it appropriate to do so.

All emails or files sent or received by employees on Town owned computers are Town property and may be viewed by Department Heads and/or the Board of Selectmen.

## **Grants**

Grant proposals must be acknowledged by the First Selectman and the Treasurer. If further approval is needed, the grant request will be referred to the Board of Selectmen.

## **Legal Counsel**

Other than the commissions that provide for legal counsel in the budget, all requests for the Town's legal counsel must be approved by the First Selectman

## **Recycling & Energy Conservation**

The Town of Kent supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to purchase, use and dispose of products and materials in a manner that will best utilize natural resources and minimize negative impact on the environment. Special recycling receptacles have been set up to promote this effort. Employees are expected to recycle, reuse and reduce (including disposable products) whenever possible.

## **No Smoking Policy**

Per State Statute 19a-342, no person shall smoke in any building or portion of a building owned or leased and operated by the Town of Kent except in smoking area that may be designated by the Board of Selectmen.

## **Conflicts of Interest**

Complaints by anyone with firsthand knowledge that a public official or town employee has a personal interest in any matter coming before them in their official capacity that might affect their ability to make an objective determination with respect to such matter will be investigated by the First Selectman and responded to by the Board of Selectmen. See Appendix J.

**Town of Kent  
Annual Budget Meeting  
May 16, 2014**

**First Selectman Bruce Adams opened the meeting. Holly Adams made a motion to appoint Paul Dooley as moderator 2nd by Susi Williams. Town Clerk Darlene Brady read the warning.**

**Motion #1**

**I move to authorize the Board of Selectmen or other Town officials to apply for, accept and expend funds of any federal, state or other funds of grants including but not limited to Town Aid Road up to \$500,000 for general municipal purposes for the fiscal year 2014-2015. Said appropriation is in addition to grant expenditures approved by the Town Meeting on May 16, 2014.**

**Motion made by: Paul Cortese**

**Motion was seconded by Cici Nielsen**

**Carried: Unanimously by voice vote**

**Motion #2**

**I move to authorize the Board of Education or other Town Officials to apply for, accept and expend funds of any federal, state or other funds or grants up to \$200,000 for educational purposes for the fiscal year 2014-2015. Said appropriation is in addition to grant expenditures approved by Town Meeting on May 16, 2014.**

**Motion made by: Donna Miller**

**Seconded by: Bob Teleski**

**Carried: Unanimously by voice vote**

**Motion #3**

**I move to appropriate from Reserve Fund for Capital and Nonrecurring Expenditures an amount equal to the expenditures approved in the Fiscal Year 2014-2015 column of the Five-Year Capital Plan.**

**Motion made by: Lee Sohl**

**Seconded by: James Sohl**

**Carried: Unanimously by voice vote**

**Motion #4**

**I move to consider and act upon the recommendations of the Board of Finance for a Five-Year Capital Plan.**

**Motion made by: Steve Banffy**

**Seconded by: Paul Cortese**

**Carried: Unanimously by voice vote**

**Definition.** According to Black's Law Dictionary a "public official" is "[o]ne who holds or is invested with a public office; a person elected or appointed to carry out some portion of a government's sovereign powers." "Public officer" is defined in a similar way. For this research, the terms "public officials" and "public officers" are interchangeable. While each state has taken slightly different approaches, both terms usually include persons who have been elected to an office at the state or local levels. States differ on including appointed offices, judges and state employees.

**Appointed offices.** About half of the states also include offices which are appointed, instead of elected, in their definitions of "public official." Georgia, Nevada, and Utah take a slightly more restrictive approach and deem appointive positions to be "public officials" only when the officeholder is authorized to exercise some portion of the government's sovereign powers. New York includes appointed officials who receive minimal remuneration.



State of Connecticut  
**Department of Administrative Services**  
**Division of Construction Services**





Office of State Fire Marshal  
Office of Education and Data Management

*This certifies that*  
**Timothy Limbos**  
*is certified as a*  
**Fire Investigator**

*pursuant to Section 29-298 of the Connecticut General Statutes*

*Dated this 13th day of November in the year 2014*

  
William Abbott  
State Fire Marshal

  
Henry M. Miga  
Chairman, Codes and Standards



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2015 JUN -8 P 3:50

BY

TDH/CLERK

*William Gray, Jr.*