

Board of Finance  
Minutes Regular Monthly Meeting  
Tuesday, November 14, 2017

**Present:** Jim Blackketter, Maureen Brady, Ed Epstein, Mark McWhinney, Mark Sebetic.

**Public and Invited Guests:** Bruce Adams, Debbie Devaux, Fran Goodsell, Martin Lindenmeyer, Lynn Mellis Worthington, Sandra Welwood.

Mark Sebetic called the meeting to order at 7:00 p.m.

**Agenda:** Mr. Blackketter made a motion to accept the agenda. Mrs. Brady seconded the motion, and the motion was approved unanimously.

**Approval of Minutes:** Mr. Blackketter made a motion to approve the minutes of the Oct. 17, 2017 monthly meeting. Mr. Epstein seconded the motion, and the motion was approved unanimously.

**Correspondence:** There was no correspondence.

**Reports: Tax Collector:** Debbie Devaux said she does not have a written report and noted that money is coming in at about the same rate it always does.

**Board of Education:** Marty Lindenmeyer reported the school board is working on its capital plan, saying the board is looking at estimates for redoing the driveway, walkways, and curbing. The board also is working on cost estimates to address the heat pump replacement which may be done in phases with available funding.

**Board of Selectmen: Bruce Adams:** Mr. Adams reported the following:

*State Budget*

The approved budget looks pretty good. Details follow

**All State Grants to Kent**

**ECS**

FY2017=\$381,425

We now get only \$25,634

FY2018=\$423,595

FY 2018 = \$24,352

FY2019=\$389,760

*Carter Road project - update*

Final inspection, finally, scheduled for November 20.

*Kenico Road Project*

Work continues

Worth noting that the pile at the Town garage is estimated to save about \$60,000

**A big Thank You to Nancy for all her work with the BOF**

RECEIVED FOR RECORD  
KENT TOWN CLERK  
2017 NOV 16 A 9 18  
BY *D. Brady*  
TOWN CLERK

Mr. Adams shared with the board information that he presented last week to the Kent Informal Club (attached).

Mr. McWhinney asked the first selectman if he has any update about the Birch Hill facility. Mr. Adams said the Planning and Zoning Commission approved the application with conditions and noted two of the conditions attached to that approval. One is the facility must be a Level Four facility of which there presently are none in the state, Mr. Adams said. He explained that Level Four is the highest level of medical care for the patients who would go there. Another condition would be to have two certified EMTs on staff who also would be members of the Kent Volunteer Fire Department.

**Treasurer:** Barbara Herbst let the board know prior to the meeting that she would not be in attendance.

**Business: Impact of State Budget:** Mr. Adams said he is hearing very few negative comments about the approved state budget from other town leaders, adding it is questionable if the budget takes care of any of the state's long-term needs. He confirmed the Town's share of the resident trooper program is 85%, and the Town budgeted to pay 100% of the cost.

**FY2017 Audit:** Sandra Welwood provided and discussed a written overview of discussion for the Year ended June 30, 2017 audit (attached). Ms. Welwood commented everything in the audit report is positive, and the Town's overall financial standpoint is very, very solid. She noted Barbara Herbst is the only one of Ms. Welwood's 35 clients who did a good job doing the new state and federal schedules for the single state audit. Ms. Welwood added there would be changes in the next several years that would require additional work on the Town's behalf that would add to the workload of Ms. Herbst and the school's bookkeeper Rita Limbos.

**FY2017 Annual Report:** Mrs. Ferris reported she is waiting for a few more reports to complete the annual report.

**2018 Meeting Calendar:** The board reviewed dates for 2018 meetings. Mr. Blackketter made a motion to accept the schedule of 2018 meeting dates (attached). Mr. McWhinney seconded the motion, and the motion was approved unanimously.

**2018 Budget Calendar:** Mr. Adams said he has not yet put together a budget calendar but said it would mirror last year's.

**Other Old Business:** There was no other old business discussed.

**Other New Business:** Mrs. Brady made a motion to thank Nancy O'Dea-Wyrick for her years of dedicated service and knowledge and foresight to the Board of Finance. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

**Comments from Public and Invited Guests:** There were no comments.

Mr. Blackketter made a motion to adjourn the meeting at 8:04 p.m.

Lesly Ferris, Board Clerk

*Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and/or corrections.*

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KENT TOWN CLERK

2017 NOV 16 A 9 18

BY

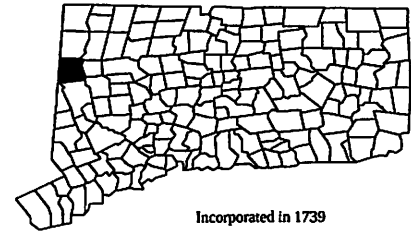
TOWN CLERK

# Kent, Connecticut

## CERC Town Profile 2017 *Produced by The CT Data Collaborative*

Town Hall  
P.O. Box 678  
Kent, CT 06757  
(860) 927-4627

Belongs To  
Litchfield County  
LMA Torrington - Northwest  
Northwest Hills Planning Area



Incorporated in 1739

### Demographics

#### Population

	Town	County	State
2000	2,858	182,193	3,405,565
2010	2,979	189,927	3,574,097
2011-2015	2,917	186,304	3,593,222
2020	2,843	193,116	3,604,591
'15 - '20 Growth / Yr	-0.5%	0.7%	0.1%

	Town	County	State
Land Area (sq. miles)	49	921	4,842
Pop./Sq. Mile (2011-2015)	60	202	742
Median Age (2011-2015)	47	46	40
Households (2011-2015)	1,104	74,518	1,352,583
Med. HH Inc. (2011-2015)	\$60,714	\$72,061	\$70,331

#### Race/Ethnicity (2011-2015)

	Town	County	State
White Alone, Non-Hispanic	2,551	167,998	2,487,119
Black Alone, Non-Hispanic	231	2,827	370,501
Asian	60	3,370	150,670
Native American	8	341	8,908
Other/Multi-Race	67	5,540	283,800
Hispanic (Any Race)	12	9,649	526,508

	Town	County	State
Poverty Rate (2011-2015)	8.4%	7.0%	10.5%

#### Educational Attainment (2011-2015)

	Town	County	State
High School Graduate	386	19%	673,973
Associates Degree	187	9%	183,289
Bachelors or Higher	1,006	49%	925,607

#### Age Distribution (2011-2015)

	0-4	5-14	15-24	25-44	45-64	65+	Total
Town	205 7%	289 10%	356 12%	512 18%	946 32%	609 21%	2,917 100%
County	8,088 4%	21,463 12%	21,395 11%	39,693 21%	62,638 34%	33,027 18%	186,304 100%
State	191,445 5%	446,058 12%	492,864 14%	885,518 25%	1,035,059 29%	542,278 15%	3,593,222 100%

### Economics

#### Business Profile (2015)

Sector	Units	Employment
Total - All Industries	175	1,292
23 - Construction	16	41
31-33 - Manufacturing	3	20
44-45 - Retail Trade	24	121
61 - Educational Services	6	389
62 - Health Care and Social Assistance	12	189
Total Government	11	108

#### Top Five Grand List (2016)

	Amount
CT Light & Power	\$8,067,420
Rock Cobble Farm	\$6,079,180
IRON Mountain Farm	\$4,086,400
Blitzer David S Trustee	\$4,056,800
Keswin Jeffrey Arica	\$3,800,500
Net Grand List (SFY 2014-2015)	\$592,540,429

#### Major Employers (2016)

Kent Ceter School	Kent School
Marvelwood School	South Kent School
Club Getaway	

### Education

#### 2016-2017 School Year

	Grades	Enrollment
Kent School District	PK-8	235
Regional School District 01	9-12	426

#### Smarter Balanced Test Percent Above Goal (2015-2016)

Smarter Balanced Test Percent Above Goal (2015-2016)						
	Grade 3		Grade 4		Grade 8	
	Town	State	Town	State	Town	State
Math	78.3%	52.8%	0.0%	47.9%	0.0%	40.3%
ELA	0.0%	53.9%	0.0%	55.5%	0.0%	55.5%

#### Pre-K Enrollment (PSIS)

	2016-2017
Kent School District	7

#### Rate of Chronic Absenteeism (2015-2016)

	All
Connecticut	9.6%
Kent School District	2.6%
Regional School District 01	10.2%

#### 4-Year Cohort Graduation Rate (2014-2015)

	All	Female	Male
Connecticut	87.2%	90.1%	84.4%
Regional School District 01	94.3%	95.6%	92.9%

# Kent, Connecticut

CERC Town Profile 2017



Connecticut  
Economic  
Resource Center

## Government

Government Form: Selectman - Town Meeting

Total Revenue (2015)	\$11,661,625	Total Expenditures (2015)	\$11,034,950	Annual Debt Service (2015)	\$672,788
Tax Revenue	\$10,140,221	Education	\$7,188,717	As % of Expenditures	6.1%
Non-tax Revenue	\$1,521,404	Other	\$3,846,233	Eq. Net Grand List (2015)	\$846,627,927
Intergovernmental	\$1,119,596	Total Indebtedness (2015)	\$4,542,426	Per Capita	\$295,095
Per Capita Tax (2015)	\$3,505	As % of Expenditures	41.2%	As % of State Average	199.1%
As % of State Average	125.6%	Per Capita	\$1,583	Moody's Bond Rating (2015)	Aa2
		As % of State Average	65.1%	Actual Mill Rate (2015)	17.03
				Equalized Mill Rate (2015)	11.88
				% of Net Grand List Com/Ind (2015)	6.2%

## Housing/Real Estate

Housing Stock (2011-2015)

	Town	County	State
Total Units	1,508	87,447	1,491,786
% Single Unit (2011-2015)	74.7%	74.4%	59.2%
New Permits Auth (2015)	1	112	6,077
As % Existing Units	0.1%	0.1%	0.4%
Demolitions (2015)	3	45	1,230
Home Sales	NA	1,226	26,310
Median Price	\$403,600	\$254,600	\$270,500
Built Pre-1950 share	30.8%	31.2%	29.3%
Owner Occupied Dwellings	688	57,397	906,227
As % Total Dwellings	62.3%	77.0%	67.0%
Subsidized Housing (2015)	61	5,335	172,556

Distribution of House Sales

	Town	County	State
Less than \$100,000	NA	221	3,417
\$100,000-\$199,999	NA	451	7,522
\$200,000-\$299,999	NA	270	6,031
\$300,000-\$399,999	NA	127	3,380
\$400,000 or More	NA	157	5,960

## Labor Force

Place of Residence (2015)

	Town	County	State
Labor Force	1,518	105,255	1,890,506
Employed	1,455	99,885	1,782,269
Unemployed	63	5,370	108,237
Unemployment Rate	4.2%	5.1%	5.7%

Connecticut Commuters (2014)

Commuters Into Town From:		Town Residents Commuting To:	
Kent, CT	412	Kent, CT	412
New Milford, CT	152	Danbury, CT	175
Warren, CT	56	New Milford, CT	88
Dover, NY	39	Stamford, CT	71
Sharon, CT	38	Danbury, CT	55
Cornwall, CT	37	Greenwich, CT	54
Danbury, CT	31	Ridgefield, CT	33

Place of Work (2015)

	Town	County	State
Units	175	5,948	116,246
Total Employment	1,292	61,450	1,662,822
2012-'15 AAGR	55.6%	63.5%	100.0%
Mfg Employment	20	9,520	79,612

## Other Information

Crime Rate (2014)

	Town	State
Per 100,000 residents	166	2,167

Distance to Major Cities

	Miles
Hartford	40
New York City	78
Providence	105
Boston	132
Montreal	263

Residential Utilities

Electric Provider

Eversource Energy  
(800) 286-2000

Water Provider

Aquarion Water Company  
(800) 732-9678

Cable Provider

Charter Communications of Western CT  
(800) 827-8288

Library (2016)

	Town
Circulation per Capita	9.86
Internet Use per Visit	0.16

Families Receiving (2014)

	Town
Temporary Family Assistance (TFA)	NA

Population Receiving (2014)

	Town
Supplemental Nutrition Assistance Program (SNAP)	65



# OFFICE OF THE TAX COLLECTOR

## KENT BUDGET BREAKDOWN

### WHERE YOUR TAX DOLLARS GO

GENERAL GOVERNMENT			
Grants	\$	268,069	2.09%
Board of Selectmen	\$	169,093	1.32%
Town Clerk	\$	117,726	0.92%
Land Use <sup>1</sup>	\$	109,306	0.85%
Insurance	\$	103,810	0.81%
Assessor	\$	90,129	0.70%
Town Hall	\$	82,000	0.64%
Tax Collector	\$	72,913	0.57%
Associations	\$	46,646	0.36%
Treasurer	\$	44,086	0.34%
Register of Voters	\$	29,343	0.23%
Board of Finance	\$	25,156	0.20%
Attorney Fees	\$	16,000	0.12%
Building Inspector <sup>2</sup>	\$	13,913	0.11%
Contingency	\$	10,000	0.08%
Probate Court	\$	4,545	0.04%
Conservation	\$	2,775	0.02%
BAA	\$	2,696	0.02%
Historic District Comm.	\$	500	0.00%
Retiree Health Benefits	\$	0	0.00%
<b>TOTAL</b>	<b>\$</b>	<b>1,208,706</b>	<b>9.44%</b>

PUBLIC SAFETY			
Police Protection	\$	174,662	1.36%
Fire Marshal	\$	31,218	0.24%
Litchfield County Dispatch	\$	31,072	0.24%
Civil Preparedness	\$	2,000	0.02%
<b>TOTAL</b>	<b>\$</b>	<b>238,952</b>	<b>1.87%</b>

PUBLIC WORKS			
Highway Department	\$	1,210,099	9.45%
Town Aid Road	\$	284,619	2.22%
Water - Town Utility	\$	34,210	0.27%
Tree Work	\$	21,100	0.16%
Town Garage Building	\$	20,410	0.16%
Lighting - Town Utility	\$	12,000	0.09%
<b>TOTAL</b>	<b>\$</b>	<b>1,582,438</b>	<b>12.36%</b>

HEALTH & WELFARE			
Social Services	\$	56,557	0.44%
Health - Director / District	\$	19,200	0.15%
Senior Center	\$	17,650	0.14%
Public Restrooms	\$	15,000	0.12%
<b>TOTAL</b>	<b>\$</b>	<b>108,407</b>	<b>0.85%</b>

EDUCATION			
Kent Center School	\$	4,610,634	36.00%
Region #1	\$	2,653,314	20.72%
<b>TOTAL</b>	<b>\$</b>	<b>7,263,948</b>	<b>56.72%</b>

RECREATION			
Parks & Rec Department	\$	164,838	1.29%
Community House	\$	22,249	0.17%
Swift House	\$	6,300	0.05%
KCS Ballfield Maintenance	\$	6,000	0.05%
<b>TOTAL</b>	<b>\$</b>	<b>199,387</b>	<b>1.56%</b>

CAPITAL			
Transfer to Capital	\$	746,000	5.83%
17-18 Capital Projects	\$	692,500	5.41%
<b>TOTAL</b>	<b>\$</b>	<b>1,438,500</b>	<b>11.23%</b>

SANITATION			
Transfer Station	\$	109,804	0.86%
Landfill Monitoring	\$	2,000	0.02%
<b>TOTAL</b>	<b>\$</b>	<b>111,804</b>	<b>0.87%</b>

DEBT SERVICE			
Principal	\$	581,916	4.54%
Interest	\$	64,909	0.51%
<b>TOTAL</b>	<b>\$</b>	<b>646,825</b>	<b>5.05%</b>

TRANSFER TO DOG FUND			
Transfer to Dog Fund	\$	7,500	0.06%

<sup>1</sup> Land Use: Inland Wetlands, Planning & Zoning, Zoning Board of Appeals

<sup>2</sup> Building Inspector: Additional personnel costs offset by permit fees

**Town of Kent, Connecticut**  
**Board of Finance Meeting**  
**Discussion - For Year Ended June 30, 2017**  
**OVERVIEW**

**A. General Results of the Audit**

- Audit went smoothly with all information requested provided to us
- Wonderful support and responsiveness from all at the Town
- Solid internal controls, with independent reviews to ensure segregation of duties in most areas

**B. Financial Highlights**

- No major changes in the financial report this year  
Moved Sewer related debt to Sewer Fund
- Several major changes coming in the next several years  
Capital assets  
Leases  
Fiduciary funds
- Financial highlights - attached

**C. Status of Opportunities for Consideration**

- State Single Audit (Source State Compliance Supplement)

The auditee is responsible for the preparation of the Schedule of Expenditures of State Financial Assistance and the independent auditor is responsible for issuing an opinion on whether the Schedule is presented fairly in all material respects in relation to the auditee's financial statements taken as a whole. The independent auditor also has the responsibility under the State Single Audit (SSA) Act to determine the major state programs (an important aspect of conducting a State Single Audit); the Schedule of Expenditures of State Financial Assistance serves as the primary basis for the auditor making that determination. Therefore, appropriate major program determination by the auditor is highly dependent on the accuracy and completeness of the information that makes up the Schedule of Expenditures of State Financial Assistance.

**Town of Kent, Connecticut**  
**Board of Finance Meeting**  
**Discussion - For Year Ended June 30, 2017**  
**FINANCIAL SUMMARY**

**1. Government-Wide Financial Information (derived from pages 11 and 12)**

	2017	2016	Change	
Revenues	\$ 15,344,582	\$ 12,984,211	\$ 2,360,371	Capital grants
Expenses	12,364,441	11,886,349	478,092	
Change in net position	2,980,141	1,097,862	1,882,279	
Beginning net position	18,672,587	17,574,725	1,097,862	
Ending net position	\$ 21,652,728	\$ 18,672,587	\$ 2,980,141	

• Net position changed as follows:

	2017	2016	Change	
Invested in capital assets	\$ 16,448,532	\$ 13,024,548	\$ 3,423,984	Construction in process
Restricted	57,379	57,379	-	
Unrestricted	5,146,817	5,590,660	(443,843)	
Total net position	\$ 21,652,728	\$ 18,672,587	\$ 2,980,141	

**2. Debt Levels (derived from page 36)**

- Very little Debt!!!!
- Small amount related to your portion of Region #1 debt - \$485,227
- Bonds and loans payable as follows:

	2017	2016	Change
General Obligation Bonds	\$ 1,910,000	\$ 2,490,000	\$ (580,000)
Clean Water Loan	1,397,489	1,418,058	(20,569)
	\$ 3,307,489	\$ 3,908,058	\$ (600,569)



**Town of Kent, Connecticut**  
**Board of Finance Meeting**  
**Discussion - For Year Ended June 30, 2017**  
**FINANCIAL SUMMARY**

**3. Governmental Funds - GAAP Basis (page 33)**

No major changes from last year and no change in funds

	General Fund	Capital Projects Fund	Nonmajor Funds	Total Governmental Funds
<u>Nonspendable:</u>				
Prepaid expenses	\$ -	\$ -	\$ -	\$ -
Inventory	-	-	347	347
Trusts	-	-	57,379	57,379
<u>Restricted:</u>				
Capital projects	-	2,286,892	-	2,286,892
General government	-	-	3,467	3,467
Endowment	-	-	14,786	14,786
Education	-	-	9,348	9,348
<u>Committed:</u>				
Subsequent year	225,000	-	-	225,000
Schaghticoke litigation	29,099	-	-	29,099
Maple Street extension	48,042	-	-	48,042
General government	-	-	75,705	75,705
Public safety	-	-	6,903	6,903
Recreation	-	-	9,582	9,582
Health and welfare	-	-	7,125	7,125
Education	-	-	5,856	5,856
<b>Unassigned</b>	<b>2,251,484</b>	<b>-</b>	<b>-</b>	<b>2,251,484</b>
	<b>\$ 2,553,625</b>	<b>\$ 2,286,892</b>	<b>\$ 190,498</b>	<b>\$ 5,031,015</b>

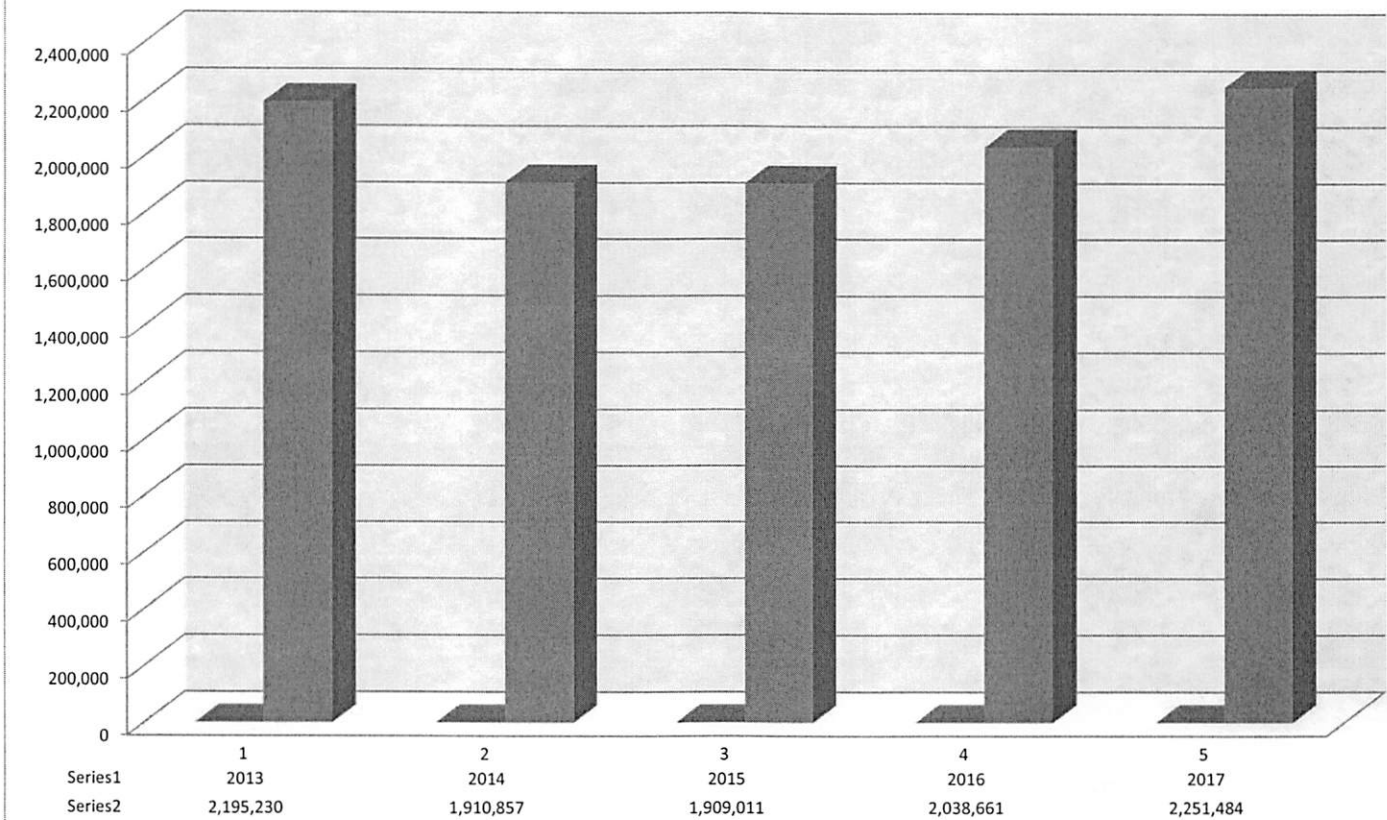
**4. General Fund Results - Budgetary Basis (derived from page 17)**

- Reminder the budgetary basis uses the current financial resources measurement focus and does not include the effects of recognizing all assets and liabilities.

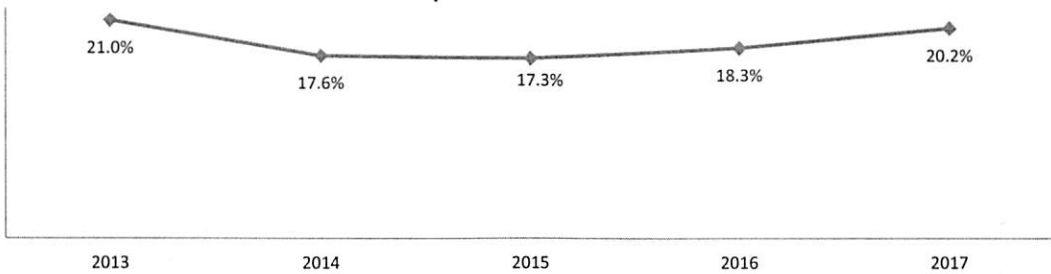
	Final Budget	Actual	Better (Worse) Than Budget
Total revenues	\$ 12,755,658	\$ 12,875,085	\$ 119,427
Total expenditures	(11,143,958)	(10,938,405)	205,553
Other financing sources (uses)	(1,611,700)	(1,736,972)	(125,272)
Net change in fund balance	\$ -	\$ 199,708	\$ 199,708

Revenues were above budgeted amounts by \$119,427 which includes the projected usage of \$225,000 of Undesignated General Fund Balance. Overall the Town's expenditures were \$205,553 less than budgeted amounts principally attributable to reductions in all areas. Although \$225,000 of fund balance was anticipated to be used to balance the budget, none was used and you increased your fund balance by \$199,708.

# UNASSIGNED FUND BALANCE



## General Fund Unassigned Fund Balance as a Percentage of Total Expenditures





## **TOWN OF KENT**

### **Board of Finance**

41 Kent Green Boulevard, P.O. Box 678, Kent, CT 06757

### **APPROVED**

The Kent Board of Finance meetings are held at 7 p.m. at Kent Town Hall typically on the third Tuesday of the month.

The 2018 meeting dates are:

January 16

February 20

March 20

April 17

May 15

June 19

July 17

August 21

September 18

October 16

November 13

December 18