

Board of Selectmen
Regular Meeting

December 1, 2015
4:30 P.M. Town Hall

Present: Bruce Adams, Jeff Parkin and Mike VanValkenburg.

Also present: Jennifer Dubray, Debbie Devaux, Lesly Ferris, Donna Hayes, Barbara Herbst, Rick Osborne and Lynn Worthington.

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

The Pledge of Allegiance was recited.

Mr. Adams welcomed new selectman Jeff Parkin to the Board of Selectmen.

Add to agenda/approve agenda:

Mr. Adams made a motion to approve the agenda, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Approval of Minutes:

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

- November 2, 2015 Regular meeting
- November 12, 2015 Special meeting
- November 16, 2015 Town meeting

Mr. VanValkenburg seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written: Mr. Adams stated that there is one written correspondence:

- November 30, 2015 memo from Lesly Ferris listing the Senior activities during the month of November.

Report of First Selectman:

Mr. Adams reported on the following things he did during the month of November:


- Contract signing for covered bridge work
- Picked up donated diapers at KC
- Met with Bill Manasse
- Veteran's Day ceremony at KCS
- Spoke to Kent Informal Club
- Picked up turkeys for Food Bank
- Conference call on electric pricing
- Participated in STEAP webinar
- Worked on monthly newsletter

Meetings covered by the BOS – group or individual

- BOS - 11/2, 11/12 and 11/16 - full BOS
- Chamber – Bruce
- BOF - Bruce

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KENT TOWN CLERK

2015 DEC -3 A 11: 28

BY  TOWN CLERK

- Restroom Committee – 11/10 and 11/24 – Bruce and Mike

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. He worked with the Chamber on changes to make the Pumpkin Run safer.

Mr. Adams presented a Proposed Budget Schedule FY 2016-2017.

Report of Selectmen:

Mr. VanValkenburg had nothing to report.

Mr. Parkin asked if the “weekly happenings” e-mail that is sent out could include key topics that will be discussed at meeting scheduled that week. Mrs. Brady stated that e-mail is generated by the website and the agendas can be looked at by clicking on the calendar. She stated that she would research to see if a link could be added to the e-mail.

Report of Treasurer:

Ms. Herbst provided the attached Actual vs. Budget July through November 2015 report and a October 27, 2015 e-mail from Donna Hayes regarding the Mauri appeal.

Tax Refunds:

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

- | | |
|----------------------|----------|
| • Toyota Lease Trust | \$ 16.50 |
| • Jade Pignatello | \$133.31 |
| • Jade Pignatello | \$180.92 |
| • Maria Socci | \$ 35.61 |

Mr. Parkin seconded the motion and the motion carried.

Employee(s) report(s) on Seminar/workshops:

Mr. Adams reported that there was one employee who attended a seminar/workshop:

Lesly Ferris attended the CT Recreational and Parks Association annual conference on November 23 and 24, 2015 and provided the written report (attached).

Debbie Devaux and Jennifer Dubray attended a tax collector's workshop in October. The primary topic was the new d.m.v. system, CIVILS. Ms. Dubray

stated that the new system allows tax collectors to have the ability to release tax holds on vehicles instantly. Ms. Devaux suggested that a box be placed in Town Hall for old license plates. No action taken.

Resolution for State of CT Depart. Emer. Man. and Homeland Security:

Mr. VanValkenburg made the following motion:

Resolved, that the Kent Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate;

and

Further resolved, that Bruce K. Adams as First Selectmen of the Town of Kent, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Mr. Parkin seconded the motion and the motion carried.

Appointments:

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

Conservation Comm.	Rick Levy	3-year term to expire on 12/3/18
Conservation Comm.	Wendy Murphy	3-year term to expire on 12/3/18
Lake Waramaug Auth.	Gary Davis	3-year term to expire on 12/31/18
Inland/Wetland Comm.	Lynn Werner	5-year term to expire on 12/31/20

Mr. VanValkenburg seconded the motion and the motion carried.

Five-Year Capital Plan:

Mr. Adams provided a copy of last year's approved Five-Year Capital Plan.

Tip Fund – Senior Center:

Mr. Adams stated that the Senior Center is in need of new blinds for the three windows. Mr. Adams stated that the blinds could be funded via the LoCIP fund per statute CGS 7-34(A). Mr. Adams obtained a quote from 3 Day Blinds in the amount of \$1,010.57. Mr. Adams made a motion to purchase blinds for the Senior Center utilizing up to \$1,000 from the LoCIP fund. Mr. VanValkenburg seconded the motion and the motion carried.

Restroom committee – James Mauri

Mr. Adams reported that Roland Levesque has informed him that he would not be a member of the Public Restroom/Visitor Center Sub-committee due to scheduling conflicts. Mr. Adams made a motion to add Jim Mauri to the Public Restroom/Visitor Center Sub-committee. Mr. VanValkenburg seconded the motion. Land Use Administrator Donna Hayes expressed concern with having

two members of the ARB on the sub-committee. She stated that the Town is exempt from zoning regulations, but Mr. Adams has stated that he would bring the proposed plan to the ARB for approval. She stated that having two members of ARB on the sub-committee could create a problem with having a quorum to approve the proposal, as the two members of the sub-committee would have to recuse themselves from any motion made on the proposed project that was presented to the ARB. Mr. Adams withdrew his motion and Mr. VanValkenburg withdrew the second. Mr. Adams stated that he would bring the concern to the sub-committee.

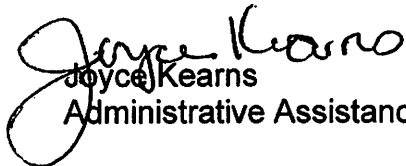
Review of Job Descriptions:

Mr. Adams reported that there were no job descriptions to approve.

Status of F.O.I. Complaint dated June 3, 2015:

Mr. Adams stated that the F.O.I. Hearing Officer has not issued a report to date.

Mr. VanValkenburg made a motion to adjourn the meeting at 5:15 p.m. Mr. Parkin seconded the motion and the motion carried.


Joyce Kearns
Administrative Assistance

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
REVISED**

**BOARD OF SELECTMEN
REGULAR MEETING**

**December 1, 2015
4:30 P.M. TOWN HALL**

Regular Monthly Meeting

1. Call to order
2. Pledge of Allegiance
3. Add to agenda/approve agenda
4. Approval of Minutes
 - a November 2, 2015 Regular meeting
 - b November 12, 2015 Special meeting
 - c November 16, 2015 Special meeting
5. Public Communication
 - a Oral
 - b Written
6. Report of First Selectman
7. Report of Selectmen
8. Report of Treasurer
9. Tax Refunds
10. Employee(s) report(s) on Seminar/workshops
11. New Business
 - a Resolution for State of CT Depart. Emer. Man. and Homeland Security
 - b Appointments
 - c Five-Year Capital Plan
12. Old Business
 - a Review of Job Descriptions
 - b Status of F.O.I. Complaint dated June 3, 2015
13. Adjourn

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KENT TOWN CLERK**

"An equal opportunity employer and service provider."

2015 NOV 24 A 11: 19

BY  **VALERIE SPADY**
TOWN CLERK

Proposed Budget Schedule FY 2016-17			
		Date	Completed
Packets for Capital requests distributed to departments & Commissions		early November return by Dec 12	Done
Budget packets to Departments		by Dec 31	
Budget packets returned		by Jan 15	
Packets compiled by Treasurer and provided to BOS by email		By Jan 22	
BOS Budget Workshop #1		week of Feb 8-12	
BOS Budget Workshop # 2		week of Feb 15-19	
BOS budget workshop # 3		week of Feb 22-26	
BOS budget workshop # 4(if needed)		March 1 (regular BOS meeting or possible special meeting prior to regular)	
final BOS vote on budget		March 1(regular BOS meeting)	
Presentation of budget to BOF		March 15 BOF meeting	
BOF vote on budget		by end of April	
Public hearing on budget		first week of May	
BOF budget workshop(if needed after hearing)		second week of May	
Budget vote(Town Meeting)		third week May	
Additional info			
Capital Plan to be presented at annual Town Meeting for discussion purposes only.			
Capital Plan to be finalized and adopted before Budget Workshop #1 and provided to BOF as soon as adopted by BOS			
BOS will hopefully receive budget packets 2 weeks before Workshop # 1.			
BOS review packets and for Budget Workshop # 1 have a list of departments that should meet with BOS.			
Invite departments for Workshops 2 & 3 as necessary.			
Use Workshop # 4 to accommodate departments that need night time if Workshops 1-3 have been day.			
Please understand that this proposed schedule is flexible.			

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: Nov. 30, 2015

Re: Senior activities

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

- 4: New Milford VNA monthly blood pressure clinic
- 5, 12, 19: Senior Art group
- 6, 13, 20: Friday Senior Lunch
- 9: Veterans Day luncheon
- 18: Salisbury VNA monthly wellness clinic

Thank you.

TOWN OF KENT
Actual vs. Budget
 July through November 2015

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Total Income	7,393,829.61	12,599,501.00	-5,205,671.39	58.68%
Expense				
A • General Government	616,612.06	1,191,440.00	-574,827.94	51.75%
B • Public Safety	25,781.85	162,587.00	-136,805.15	15.86%
C • Public Works	647,543.24	1,513,164.00	-865,620.76	42.79%
D • Health and Welfare	50,493.28	88,690.00	-38,196.72	56.93%
E • Recreation	82,958.37	197,611.00	-114,652.63	41.98%
F • Sanitation	41,307.36	110,599.00	-69,291.64	37.35%
G • Board of Education	2,491,577.43	6,978,516.00	-4,486,938.57	35.7%
H • Debt Service	196,987.25	693,194.00	-496,206.75	28.42%
I • Transfer to Capital	726,200.00	726,200.00	0.00	100.0%
J • Transfer to Dog Fund	7,500.00	7,500.00	0.00	100.0%
K • Current Year Capital Projects	900,000.00	900,000.00	0.00	100.0%
L • Transfer to Schaghticoke Litiga	30000	30000		
Total Expense	<u>5,816,960.84</u>	<u>12,599,501.00</u>	<u>-6,782,540.16</u>	<u>46.17%</u>
Net	<u><u>1,576,868.77</u></u>	<u><u>0.00</u></u>	<u><u>1,576,868.77</u></u>	<u><u>100.0%</u></u>

41.6% of the budget period

----- Forwarded message -----

From: **Donna Hayes** <landuseadmin@townofkentct.org>

Date: Tue, Oct 27, 2015 at 6:50 PM

Subject: Re: Mauri Appeal

To: Barbara Herbst <treasurer@townofkentct.org>

Hi Barbara,

As we discussed, the original trial date of October 15, 2015 was postponed until February, 2016. This is due to the fact that the plaintiff's attorney petitioned the court to allow the submission of additional information. The court granted his petition; the postponement of the trial is to allow the additional submission as well as providing additional time for our attorney to provide his answer.

If you or the Board of Finance need additional information, please feel free to ask.

Thanks,
Donna

*Donna M. Hayes, CZEO
Land Use Administrator
Town of Kent
Land Use Office
41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
(860) 927-4625*

VE YEAR
TOTALS

FIVE YEAR CAPITAL PLAN

INFORMATIONAL USE

FY 2016 FY 2017 FY 2018 FY 2019 FY 2020

FY 2021 FY 2022 FY 2023 FY 2024 FY 2025

BOE PLAN

KCS BLDG IMPROVEMENTS 500,000

WINDOWS 100,000

600,000 BOE SUBTOTAL 500,000 0 100,000 0 0

BOS PLAN

HIGHWAY TRUCKS

HWY Trk #5 180,000 HWY Trk #6 50,000 HWY Trk #7 180,000 HWY Trk #2 & Mower 100,000

HIGHWAY EQUIPMENT

20,000

530,000 TOTAL TOWN FLEET 0 180,000 50,000 180,000 120,000

KVFD APPARATUS

Aerial Trk 125,000 Eng 1 187,500 Eng 1 187,500 Eng 1 150,000

650,000 TOTAL KVFD FLEET 125,000 0 187,500 187,500 150,000

BOTSFORD ROAD

FULLER MTN ROAD

KENICO ROAD

STUDIO HILL ROAD

890,000 TOTAL ROADS 125,000 490,000 190,000 85,000 0

BRIDGES 17-20 & 22

BRIDGE #18 (Anderson Acres)

BRIDGE # 05519 (Macedonia)

200,000 TOTAL BRIDGES 0 0 0 100,000 100,000

EMERY PARK

150,000 TOTAL LAND 150,000 0 0 0 0

TOWN GARAGE

STREETSCAPE (sidewalk replacement)

NUTRITION SITE

COMMUNITY HOUSE

TOWN HALL

516,000 TOTAL BUILDINGS 0 202,000 140,000 24,000 150,000

ZONING REG

TOWN PLAN POCD

REVALUATION

95,000 TOTAL NON RECURRING 0 0 25,000 55,000 15,000

031,000 BOS SUBTOTAL 400,000 872,000 592,500 631,500 535,000

VE YEAR
TOTALS

FY 2016 FY 2017 FY 2018 FY 2019 FY 2020

FY 2021 FY 2022 FY 2023 FY 2024 FY 2025

BOE & BOS PROJECTED CAPITAL

631,000 900,000 872,000 692,500 631,500 535,000

BOE & BOS CAPITAL SPEN

1/5TH OF ANNUAL CAPITAL

900,000 872,000 692,500 631,500 535,000

180,000 174,400 138,500 126,300 107,000

728,200

710,200

792,800

757,300

745,000

673,000

Approved by the BoS

Accepted by the BoF

Approved by PZ

Modified by BoF

12/16/14 2/17/15 3/12/15 4/21/2015

Approved at Town Meeting

Paycader Zero Turn Salt Brine Maker Truck #1 Compactor HWY Trk # 12 and Kubota HWY Trk #9 HWY Trk #4

130,000 60,000 180,000 225,000 125,000

15,000

35,000 40,000 35,000

180,000 100,000 215,000 225,000 125,000

150,000

150,000 0 0 0 0

345,000 0

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Funding Legislation CGS 7-34(a): three dollars of such fee shall become part of the general revenue of the municipality and be used to pay for local capital improvement projects, as defined in section 7-536.

Section 7-536: "Local capital improvement project" means a municipal capital expenditure project for any of the following purposes: (A) Road construction, renovation, repair or resurfacing, (B) sidewalk and pavement improvements, (C) construction, renovation, enlargement or repair of sewage treatment plants and sanitary or storm, water or sewer lines, including separation of lines, (D) public building construction other than schools, including renovation, repair, code compliance, energy conservation and fire safety projects, (E) construction, renovation, enlargement or repair of dams, bridges and flood control projects, (F) construction, renovation, enlargement or repair of water treatment or filtration plants and water mains, (G) construction, renovation or enlargement of solid waste facilities, (H) improvements to public parks, (I) the preparation and revision of local capital improvement plans projected for a period of not less than five years and so prepared as to show the general description, need and estimated cost of each individual capital improvement, (J) improvements to emergency communications systems and building security systems, including for schools, (K) public housing projects, including renovations and improvements and energy conservation and the development of additional housing, (L) renovations to or construction of veterans' memorial monuments, (M) thermal imaging systems, (N) bulky waste and landfill projects, (O) the preparation and revision of municipal plans of conservation and development adopted pursuant to section 8-23, provided such plans are endorsed by the legislative body of the municipality not more than one hundred eighty days after adoption by the commission, (P) acquisition of automatic external defibrillators, (Q) floodplain management and hazard mitigation activities, (R) on-board oil refining systems consisting of a filtration canister and evaporation canister that remove solid and liquid contaminants from lubricating oil, and (S) activities related to the planning of a municipal broadband network, provided the speed of the network will be not less than three hundred eighty-four thousand bits per second. "Local capital improvement project" means only capital expenditures and includes repairs incident to reconstruction and renovation but does not include ordinary repairs and maintenance of an ongoing nature and "floodplain management" and "hazard mitigation" shall have the same meaning as in section 25-68j;

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2015 DEC -3 A 11: 28

BY


TOWN CLERK