

**RECEIVED**

*By Darlene Brady at 2:04 pm, Mar 14, 2024*



Board of Selectmen  
Special Meeting Minutes

March 5, 2024  
6:30 P.M.

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting: [https://www.youtube.com/watch?v=Jm\\_E98Offj4](https://www.youtube.com/watch?v=Jm_E98Offj4)

Marty Lindenmayer, Glenn Sanchez and Lynn Worthington.

Also present: Zanne Charity, Melissa Cherniske, John Grant, Gary Hock, Lynn Harrington, Donna Hayes, Tai Kern, Tim Limbos, Stan Mac Millan, Ed Matson and Matt Starr.

**Call to order:**

Marty Lindenmayer called the meeting to order at 6:30 p.m.

**Public Comment on agenda items:**

None.

**Budget discussions including the following but not limited to:**

**P&Z/ZBA:**

Tia Kern:

Provided a narrative, attached.

No questions from the BoS.

**Inland Wetlands:**

Tia Kern:

Provided a narrative, attached.

No questions from the BoS.

**Building Official:**

Donna Hayes:

Reduction in budget, annual fee for online system, start-up cost only for the first year.

No questions from the BoS.

**Fire Marshal:**

Stan MacMillan:

Requested an online inspection program and iPad.

**KVFD/EMS:**

- No one from KVFD or EMS attended the meeting.

- The BoS requested supporting documentation to how the dollar amount was determined.

**Police Protection:**

Marty Lindenmayer:

- Discussed the use of speed cameras that issue tickets instead of an additional officer.
- The new speed cameras are approximately \$25,000 each.
- Troop L has not started the interview process yet for Kent's new Resident Trooper.

**Town Hall:**

Marty Lindenmayer:

- Reported a preliminary number for the proposed upgrade to the technology in the large meeting room of \$50,000.

**Swift House:**

- The BoS agreed to increase the Swift House maintenance line by \$5,000.

**KCS Ballfields:**

Lynn Worthington:

- Baseball fields look good.
- Soccer fields need work.

**Public Comment:**

None.

**Adjournment:**

Lynn Worthington made a motion:

To adjourn the meeting at 8:14 p.m.

Glenn Sanchez seconded the motion and the motion carried.

*Joyce Kearns*

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 correct.*

**RECEIVED**

*By Darlene Brady at 2:44 pm, Feb 26, 2024*



**BOARD OF SELECTMEN**

Special Meeting Agenda

Tuesday, March 5, 2024

@ 6:30 P.M.

Hybrid Meeting - Via Zoom and  
Large meeting room @ Town Hall

Join Zoom Meeting: <https://us02web.zoom.us/j/83960366151>

Meeting ID: 839 6036 6151

One tap mobile: +16465588656,,83960366151# US (New York)

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1WDOeXprWPE1NrwZinxNVqHfasxDuTGjQ>

1. Call to order.
2. Public Comment on agenda items.
3. Budget discussions including the following but not limited to:
  - 3.1. Public Safety
  - 3.2. P&Z/ZBA
  - 3.3. Inland Wetlands
  - 3.4. Building Official
  - 3.5. Fire Marshal
  - 3.6. KVFD/EMS
4. Public Comment.
5. Adjournment.

Public comment allows the public to talk about anything on the agenda for a time to be determined by the chairman. The board may question them, but no further action or discussion is allowed. There may be action on any item on the agenda, unless the agenda explicitly states something to the effect of "for information only - no action."

**To:** BOS c/o Treasurer's Office  
**From:** Tai Kern, Land Use Administrator  
**Date:** December 28, 2023  
**Re:** Land Use Department Budget Narrative FY 24/25

Please accept the attached budget request for FY 24/25. FY 24/25 requests for Planning & Zoning, Zoning Board of Appeals and Inland Wetlands are being submitted with an overall decrease of \$2,436 excluding COLA, health insurance, pension and social security, which is understood to be compiled by the Treasurer's Office in conjunction with the BOS and BOF.

The following is a brief summary of opportunities to decrease funding:

- **Supplies:** The Department continues to reorganize filing systems and update workspaces for the five people staffing the department in an effort to maintain a healthy and productive working environment. No increase to the Supply Line is being requested to fund these requirements. A separate line item has not yet been created for the new online permitting system approved in last year's budget; therefore, the 25% contribution (less Assessor data export portion) toward that system falls under the Supply Line. That amount is reduced to \$4664 as the one-time cost of installation has been removed. This is a reduction of \$2836 in this line item.
- **Postage:** Although efforts have been made to reduce postage costs by utilizing email and online permitting. The increase in USPS charges is challenging in relation to the requirement for Certified Mailings with regard to certain Land Use correspondence. This line item was reduced by \$50 this year as administrative zoning permits will be processed via the online permitting system.

The following is a summary of the departmental funding requirements without the need for increase from FY 23/24:

- **Training:** Per statutory requirements, the Planning & Zoning and ZBA Commissioners (18 members) are required to have 4 hours of training. Acceptable training at no cost has been sought where possible; however, this line should continue to be funded in an effort to provide this required education in a nonrepetitive and useful way.
- **Dues and Conference:** This line item reflects an increase to allow for Professional Development for both Land Use Department Staff members. State Statute requires that Enforcement Officers be CAZEO certified. Both membership and continuing education costs apply to meet that required standard.
- **Mapping/Printing:** This past year the P&Z Commission adopted several new regulations in an effort to come into compliance with State Statute and the newly adopted POCD. Additionally, they are in the process of adopting new Subdivision Regulations. Upon completion of these projects, formal copies of the Regulations should be printed for the Commissioners and Town Departments. The Land Use Department is also interested in continuing to upgrade GIS mapping to allow for staff and general public to better understand and prepare for challenges associated with the development of each parcel.
- **Mileage:** The funding here goes towards transpiration to required conferences and training sessions. I have failed to submit requests for reimbursement for use of personal vehicle with regard to site inspections; however, this should also be an acceptable use of this line item.
- **Engineering:** This line is utilized to consult with the engineer utilized by the Commissions in relation to professional opinions required in the writing or implementation of the regulations.
- **Planning:** This line is utilized to consult with a professional planner with regard to the writing of new regulations that are outside the scope of the POCD. Such regulations may be in relation to Statutory changes or a Commission recognized need for change to address matters that come before them.
- **Notices:** Where statutorily required, legal notices can cost up to \$250 per application; however, application fees are as low as \$110 per application with the last fee increase being 1997. This past year the BOS considered removing the fee schedule by Ordinance in an effort to adjust fees as the cost of doing business increases. Three legal notices are statutorily required for each ZBA application; therefore, an increase of \$450 is being requested to properly fund that line.

Thank you in advance for your continued support. Feel free to reach out with any questions.



Board of Selectmen  
Special Meeting Minutes

March 4, 2024  
12:00 P.M.

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting:

<https://www.youtube.com/watch?v=UFdf8EBUJS8>

Marty Lindenmayer, Glenn Sanchez and Lynn Worthington.

Also present: Darlene Brady, Debbie Devaux and Jennifer Dubray.

**Call to order:**

Marty Lindenmayer called the meeting to order at 12:00 P.M.

**Public Comment on agenda items:**

None.

**Budget discussions including the following but not limited to:**

**Town Clerk (Executive Session):**

Lynn Worthington made a motion:

To go into Executive Session at 12:01 P.M. and invite Darlene Brady.

Glenn Sanchez seconded the motion and the motion carried.

Marty Lindenmayer stated the Board was out of Executive Session at 12:51 P.M., and no action was taken.

**Tax Assessor (Executive Session):**

Marty Lindenmayer made a motion:

To go into Executive Session at 12:53 P.M. and invite Jen Dubray.

Glenn Sanchez seconded the motion and the motion carried.

Marty Lindenmayer stated the Board was out of Executive Session at 1:51 P.M.

Lynn Worthington made a motion:

In the event that an employee works for Kent and another town equal to a fulltime Position shared between towns in the same department, the Selectmen will consider contributing a portion of an employee's health insurance premium cost as long as the employee will contribute to what the Town of Kent employee's contribution is.

Glenn Sanchez seconded the motion.

Lynn Worthington amended the motion to include:

Not eligible for the insurance Opt-Out.

Glenn seconded the amendment and the motion carried.

Jennifer Dubray:

- Increased Data Processing line.
- Goal to open office three full days a week.

**Board of Assessment Appeals:**

Jen Dubray recommended an increase for potential appeals.

**Salary Reviews:**

Marty Lindenmayer:

- Shared an outline of proposed process that he shared with staff at a meeting earlier in the day.
- The Board agreed to look at all departments and all employee's salaries in the first 90 days of the new budget to target the proposed \$12,500.
- Review objectives.
- How are they doing?
- What are they doing?
- Review job description?

**Director of Administrative Services:**

Marty Lindenmayer withdrew the budgetary request of \$500 for the reclassification of the Administrative Assistant to Director of administrative Services. The reclassification request can be looked at later, perhaps in March.

**Tax Collector:**

Debbie Devaux:

- Requested a salary increase for the Tax Collector from \$45,846 to \$50,567.
- Set goal, to have assistant in the office three days a week.

**Next Meeting:**

- KVFD & EMS
- Police Protection
  - Address Andy Ocif's request for additional trooper.
  - Requested police overtime paid for the past five-years.
- Speed signs.

**Public Comment:**

None.

**Adjournment:**

Glenn made a motion:

To adjourn the meeting at 3:00 p.m.

Marty Lindenmayer seconded the motion and the motion carried.

None.

*Joyce Kearns*

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 correct.*