



Board of Selectmen
Regular Meeting

October 13, 2020
6:30 P.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Darlene Brady, Mike Gawel, Leila Hawken, Donna Hayes, Rob Hayes, Gary Hock, John Kaminski, Joyce Kaminski, Jesse Klingebiel, Connie Manes, Rick Osborne, Leah Pullaro, Stephen Robey, Caralee Rochovansky, Dan Roseberg, Matt Starr and Lynn Worthington.

Ms. Speck called the meeting to order at 6:30 p.m.

Approval of Minutes:

Mr. Garrity made a motion to approve the minutes of the September 8, 2020 Regular BOS meeting and the September 9, 2020 Special BOS meetings, as submitted. Ms. Speck seconded the motion and the motion carried.

Ms. Speck made a motion to move item 7h Cell Tower to the next item on the agenda. Mr. Garrity seconded the motion and the motion carried.

Cell Tower:

Attorney Dan Roseberg reported:

- Testimony for cell tower hearing has wrapped up
- Currently preparing the draft finding of facts
- The draft finding of facts to be submitted to the BOS no later than Monday, October 19, 2020
- Finding of facts to be submitted on Thursday, October 22, 2020

Public Communication:

Written: None.

Oral: None.

Tax Refunds:

Mr. Garrity made a motion to approve nine tax refunds:

- | | |
|---------------------------------------|----------|
| 1. Hoffman, Edward S | \$27.49 |
| 2. You, Jooyeun C | \$13.18 |
| 3. Iovino, Jordan M/Howell, Patrick R | \$18.00 |
| 4. Schultz, Donald R | \$51.03 |
| 5. Honda Lease Trust | \$240.63 |
| 6. Fenyes Plumbing & Heating LLC | \$13.87 |
| 7. Fenyes Plumbing & Heating LLC | \$34.52 |
| 8. Toyota Lease Trust | \$158.75 |
| 9. Toyota Lease Trust | \$40.12 |

Ms. Speck seconded the motion and the motion carried.

RECEIVED FOR RECORD
KENT TOWN CLERK

2020 OCT 20 A 10:53

BY *J. Brady*
TOWN CLERK

Report of Treasurer:

Mrs. Herbst did not attend the meeting and did not provide a written report.

Housatonic River Commission:**Stephen Robey and Jesse Klingebell reported:**

The Housatonic River Commission (HRC) is a regional planning board responsible for monitoring and advising the towns in Northwest Connecticut on issues that involve the Housatonic River. The Commission was formed in response to the US National Park Service recognizing this section of the Housatonic as one with outstanding scenic, recreational and ecological value in the 1970's. Formed by the towns in response to this recognition, the HRC's first meeting was July of 1979 with representatives from, Canaan, Cornwall, Kent, New Milford, North Canaan, Salisbury and Sharon - each town that borders the River from the Massachusetts state line to Boardman Bridge in New Milford.

Our task is to work to maintain an environmentally healthy and scenic river corridor - one which today is enjoyed by boaters, fishermen, and hikers and campers. We act as an advisory board for everything from applications for construction and river use to the re-licensing of the power plants on the Housatonic. Our non-regulatory responsibilities include providing recommendations to town Planning and Zoning Boards, Conservation Commissions offering a unique watershed wide perspective on local issues.

A key component of our efforts are the production of a management plan that summarizes the goals of the commission as well as suggestions to improve the quality of water in the Housatonic.

KVFD Boat MOU:

Ms. Speck reported the MOU for the proposed boat is in draft. It has been reviewed by the KVFD President and needs to go back to the Town Attorney. No action taken.

KVFD Tax Abatement:

KVFD Chief Ed Matson asked the Board of Selectmen to consider the newly approved tax abatement approved by the State of Connecticut General Assembly. KVFD President Caralee Rochovansky wrote a letter outlining the request (attached). Town Clerk Darlene Brady confirmed that the ordinance would need to be updated to approve the request. She added that an ordinance change requires a Town Meeting. Ms. Speck stated she would need additional information from Town Attorney. Mr. Garrity asked if both First Selectman Jean Speck and Selectman Ed Matson receive the abatement? Mr. Matson confirmed yes and Ms. Speck could not remember. No action taken.

Food Truck Ordinance:

Land Use Administrator Donna Hayes reported the Planning and Zoning Commission agreed food trucks are not under the purview of P&Z. Mrs. Hayes suggested the Board of Selectmen create an ordinance for food trucks. P&Z Commission was not in favor of an ordinance. Ms. Speck will contact Town Attorney, who has recently created food truck ordinances for New Milford and New Canaan. No action taken.

Discussion 2021 BOS Regular Meeting Schedule:

The BOS agreed to keep the regular monthly meetings on the second Tuesday of the month at 6:30 p.m. The schedule will be presented at the November BOS meeting for approval.

Streetscape:

Mr. Osborne provided an update from the October 8, 2020 Streetscape Committee meeting, (minutes attached).

Mr. Osborne reported that he received two bids for granite and three bids for gravel. He requested the Board's authorization to purchase the materials with the expiring grant money as discussed and approved at prior BOS meetings. Mr. Garrity was not comfortable approving the expenditure until he received confirmation on how the town would pay for the materials. Mrs. Herbst confirmed via text during the meeting, the resolution appropriates the money. She noted the Town pays upfront and the bond or grant proceeds reimburse the Town. Mr. Matson made a motion to approve the purchase the materials to include granite and gravel from the lowest bidder for the Streetscape project. Ms. Speck seconded the motion and the motion carried.

Swift House Task Force:

Mr. Garrity reported:

- Two chimneys have been removed
- Foundation work to begin soon
- Squirrels have been removed from the building
- Next month the Task Force will present recommendations to the BOS

Covid-19:

Ms. Speck reported:

- Schools are continuing to do a good job
- Numbers are increasing
- Town Hall remains closed to the public

- Concerns with Halloween and social distancing and Thanksgiving two weeks later
- Town Hall will be professional cleaned after the election
 - Town Hall will be closed that day for cleaning
 - The cleaning takes approximately
 - 10 hours
- Town business continues to move ahead seamlessly

Social Services Director Leah Pullaro asked Ms. Speck for a status on the Covid policy. Mrs. Pullaro noted that the policy had been sent to the Town Attorney with edits and it needs to be a priority. Mr. Garrity agreed with Mrs. Pullaro and added the policy needs to be finalized within the next two weeks. Mr. Garrity stated he is not comfortable floating along without a policy for the employees and the public.

Social Media Policy:

Ms. Speck reported

- A Social Media Policy has been drafted
- Employees reviewed and provided edits
- The revised policy will be sent out by the end of the week

Main Street – noise/traffic:

Mr. Garrity stated nothing new to report.

Mr. Garrity stated there were several sports cars speeding in town last weekend. Ms. Speck confirmed they have been identified and Trooper Fisher spoke with them. Mr. Garrity stated that the public needs to be made aware that a situation like that has been identified and addressed.

Ms. Speck proposed smart trashcans as part of the streetscape project. The cans can alert you via an app when they are full or if a rodent is in them. They can also track foot traffic and noise pollution.

Transfer Station Job Descriptions:

Ms. Speck provided an updated job description for the Transfer Station Attendant (attached). There was a brief discussion regarding the salary being part of the job description. Mr. Garrity and Mrs. Hayes did not feel it should be part of this document. Ms. Speck made a motion to approve the Transfer Station Attendant job description. Mr. Garrity seconded the motion and the motion carried.

Ms. Speck stated she needs to obtain additional information for Jennifer Heaton-Jones for the Transfer Station Manager job description.

HRRA Organics Program:

Ms. Speck reported there are changes coming to the way we recycle. Recycling will be moving away from single stream and back to individual containers. She also noted as a budget item, there is no running water at the Transfer Station.

Conservation Commission Solar Project:

Ms. Speck reported the proposed sites have been inspected and are awaiting an engineer's assessment. Town Hall may be most favorable with a carport over the parking lot to house the panels.

Policy and Procedure Manual:

Ms. Speck reported she continues to review the document and noted a lot of work needs to be done but it is a slow process. She would like to see all the job descriptions updated to the new format. Ms. Speck will send the information out to all boards and commissions.

Report of Selectmen:

Ms. Speck provided a written report, (attached). Ms. Speck proposed a BOS joint statement ensuring the orderly and safe process of voting for all (attached). Mr. Garrity made a motion to approve the BOS joint statement, as presented. Ms. Speck seconded the motion and the motion carried. Ms. Speck stated she will share the statement via Constant Contact, website, press release.

Mr. Garrity had nothing additional to add.
Mr. Matson had nothing additional to add.

Executive Session – Transfer Station Personnel:

Ms. Speck stated there was a miscommunication and there is no need for an Executive Session. Rob Hayes requested an exit interview as outlined in the Policy and Procedure Manual. Mr. Matson agreed to meet with Mr. Hayes this week. There was some discussion regarding the exit interview process as written. Mr. Garrity confirmed he has no problem with Mr. Hayes having an exit interview but noted the policy needs to be cleaned up.

Mr. Garrity made a motion to adjourn the meeting at 8:55 p.m.


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.



BOARD OF SELECTMEN
Regular Meeting
October 13, 2020 6:30 P.M.

Access to meeting via Zoom <https://us02web.zoom.us/j/88458385530>

Meeting ID: **884 5838 5530**
One tap mobile: **1-646-558-8656 US (New York)**

1. **Call to order**
2. **Approval of Minutes**
 - a. September 8, 2020 Regular meeting
 - b. September 9, 2020 Special Meeting
3. **Public Communication**
 - a. None
4. **Tax Refunds**
5. **Report of Treasurer**
6. **New Business**
 - a. Housatonic River Commission - presentation
 - b. KVFD Boat MOU – J. Speck
 - c. KFVD tax abatement – E. Matson
 - d. Food Truck ordinance – D. Hayes
 - e. Discussion 2021 BOS Regular meeting schedule – J. Speck
7. **Old Business**
 - a. Streetscape Building Committee
 - b. Swift House Task Force
 - c. Covid-19 update
 - d. Social Media Policy
 - e. Main Street – noise/traffic
 - f. Transfer Station Job Descriptions
 - g. HRRR Organics Program
 - h. Cell Tower
 - i. Conservation Commission Solar Project
 - j. Policy and Procedure Manual
8. **Report of Selectmen**
9. **Executive Session – Transfer Station Personnel**
10. **Adjourn**

"An equal opportunity employer and service provider"

Tax Refunds	
Hoffman, Edward S	\$27.49
You, Jooyeun C	\$13.18
Iovino, Jordan M/ Howell Patrick R	\$18.00
Schultz, Donald R	\$51.03
Honda Lease Trust	\$240.63
Fenyas Plumbing & Heating LLC	\$13.87
Fenyas Plumbing & Heting LLC	\$34.52
Toyota Lease Trust	\$158.75
Toyota Lease Trust	\$40.12



Kent Volunteer Fire
Department, Inc.

28 Maple Street, P.O. Box 766, Kent, Connecticut
06757

Jean C. Speck, First Selectman
Christopher Garrity, Selectman
Edward L. Matson, III, Selectman

October 07, 2020

Dear Selectmen,

In 2019 the State of Connecticut General Assembly passed File No. 791 House Bill No. 5125, allowing municipalities to increase the tax abatement given to first responders.

The bill states, "Such tax relief may provide either (1)(A) for the period commencing July 1, 2019, and ending June 30, 2021, an abatement of up to one thousand five hundred dollars in property taxes due for any fiscal year, and (B) on and after July 1, 2021, an abatement of up to two thousand dollars in property taxes due for any fiscal year, or (2) an exemption applicable to the assessed value of real or personal property up to an amount equal to the quotient of one million dollars divided by the mill rate, in effect at the time of assessment, expressed as a whole number of dollars per one thousand dollars of assessed value"

I feel Kent's selfless volunteers deserve the increase and hope that the current tax abatement could be increased and it be put into effect as quickly as possible. Please consider this request and place this topic on your agenda for deliberation .

Respectfully,

Caralee Rochovansky,
President, KVFD

Date	Time	Type	BOS members	Employees	Present for agenda item	Reporter	Guest
9/9/20	12:00 p.m.	Special	3		1		
9/8/20	6:30 p.m.	Regular	3	6	3	2	2
8/21/20	10:00 a.m.	Special	2	1	5		
8/18/20	6:30 p.m.	Special	3	5	2		
7/17/20	1:30 p.m.	Special	3	1	5		1
7/14/20	6:30 p.m.	Regular	3	5	9	1	1
6/9/20	6:30 p.m.	Regular	3	7	7	1	1
5/12/20	6:30 p.m.	Regular	3	7	6	5	1
4/22/20	9:00 a.m.	Special	3		3		
4/22/20	10:00 a.m.	Special	3	2	6		
4/14/20	6:30 p.m.	Regular	3	7	5	1	
3/30/20	11:00 a.m.	Special	3	4	2	1	
3/16/20	9:00 a.m.	Special	3	3			
3/10/20	6:30 p.m.	Regular	3	6	9	1	
3/4/20	1:00 p.m.	Special	3	3	3	1	
2/25/20	9:00 a.m.	Special	3	4	1		
2/18/20	9:00 a.m.	Special	3	4			
2/14/20	9:00 a.m.	Special	3	7	1		
2/11/20	6:30 a.m.	Regular	3	2	7	1	
2/6/20	4:00 p.m.	Special	3	11	1		
1/14/20	6:30 p.m.	Regular	3	3	3	1	
1/2/20	5:00 p.m.	Special	3	4	21		



Draft Minutes

Town of Kent Streetscape Building Sub-Committee
Special Meeting – via Zoom
Thursday, October 8, 2020
5:30 P.M.

RECEIVED FOR RECORD
KENT TOWN CLERK

2020 OCT 13 A 9: 24

BY *D. Doherty*
TOWN CLERK

Call Meeting to Order

The meeting was called to order by Chairman Mike Gawel at 5:30 PM.

Members in attendance: Mike Gawel, Ed Matson, Jack Nelson, Rick Osborne, John Johnson

Also in attendance: Joyce Kearns, Mike Doherty of the engineering firm of Milone and MacBroome.

Approval of September 24, 2020 minutes

Mr. Gawel moved to approve the draft minutes as submitted. Seconded by Mr. Osborne. Approved unanimously.

Update from Mike Doherty

Mr. Gawel spoke with Bruce Bennet, Town Tree Warden, about the tree at 9 Maple Street. Mr. Bennett said that the tree is a species of concern, but the tree is on the decline. The tree appears to be on private property but is likely to be impacted by the sidewalk construction.

Mr. Doherty has not yet heard back from the Town's attorney regarding easements and other documents.

Mr. Doherty has spoken with Gina Gerlach, of CT DOT, regarding the sidewalk in front of the Fife and Drum Restaurant. Ms. Gerlach wants to maintain the current snow shelf, so the sidewalk curb will not be moved out to the paved area of Rt. 7.

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Mr. Doherty asked CT DOT for information on the status of the possible railroad crossing work on North Main St. but has not received a response.

Mr. Doherty reported that CT DOT would be OK for the Town to change catch basin tops as needed with granite-backed tops to match the profile of our new granite curbing. He estimated the cost of each top at \$3,500, installed. He stated that about 27 tops may need to be replaced. Alternately, he is looking into the cost of fabricating short sections of granite curbing to transition to the profile of the existing catch basin tops.

Mr. Nelson found precast concrete catch basin tops to match granite curbing on a website for the Town of Agawam, MA.

Mr. Osborne reported that we have received permits to use the area at the front of Kent Common Park for storage and staging for the sidewalk project. Some clearing has been completed and more prep work will be done as needed.

Mr. Osborne has requested prices for granite curbing and process base material for purchase this fall. He expects to have the prices for the next BOS meeting.

The Committee again discussed extending the sidewalk on South Main Street to the Kent Greenhouse. The extension would be expensive but would complete the sidewalk network to the business properties on Routes 7 and 341.

Mr. Nelson moved that the section of sidewalk from 26 South Main Street to the Kent Greenhouse be made an alternative bid in the project. Seconded by Mr. Johnson. Approved unanimously.

Next Step

Mr. Gawel will present an update to the next BOS meeting.

Mr. Osborne will present pricing for purchase of materials this fall to the next BOS meeting.

Next meeting date and time

The next meeting was set as a ZOOM meeting for Thursday October 22, at 5:30 PM.

Adjournment

These are draft minutes. Corrections may be made at subsequent meetings. Please refer to subsequent meeting minutes for possible corrections or approval of these minutes.

Mr. Gawel adjourned the meeting. at 6:10.

Submitted by John Johnson, Secretary

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TOWN OF KENT JOB CLASSIFICATION

POSITION: Transfer Station Attendant

RATE: \$17.83 Hourly

PURPOSE OF JOB CLASS (NATURE OF WORK):

This class is accountable for independently performing a full range of tasks in the daily operations of the Kent Transfer Station; receive supervision from the Kent Transfer Station Manager, participate, prepares and initiates work with the facility.

SUPERVISION RECEIVED:

Works under the direct supervision of the Transfer Station Manager.

HOURS OF WORK:

This Job Classification is a part-time hourly position. General work hours correspond with operating hours of Kent Transfer Station; overall hours are dependent on coverage needed.

EXAMPLES OF DUTIES:

Assists permit-holders in the proper disposal of all items accepted at the Kent Transfer Station; operates the cash register and handles monies in an efficient and responsible manner; issues permits to residents; maintains a safe and clean work environment; other related duties as assigned.

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of municipal solid waste and recycling processes; ability to utilize computers and software; good math and organizational skills and understanding of office procedures; interpersonal skills; ability to work with the general public in a collegial, polite manner; ability to receive supervision from Transfer Station Manager.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

Previous experience working with the general public.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

SPECIAL REQUIREMENTS:

Candidate is required to obtain Department of Energy and Environmental Protection Landfill Operator Certification within one year of date of hire.

WORKING CONDITIONS:

Candidate may be required to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds; work is outdoors, may be exposed to moderately disagreeable conditions; expected work will handle hazardous materials.



Joyce Kearns <adminassist@townofkentct.org>

BOS Joint statement

1 message

Jean Conlon Speck <firstselectman@townofkentct.org>
To: Joyce Kearns <adminassist@townofkentct.org>

Wed, Oct 14, 2020 at 11:09 AM

Joint BoS Statement regarding election-day safety and access to voting:

It is a priority of the Board of Selectmen to ensure the orderly and safe process of voting for all. The Board reminds Kent citizens that pursuant to CT General Statutes section §9-236, campaigning within 75 feet of a polling place is prohibited. Such distance will be marked by suitable markers. Anyone who violates this provision, removes or damage such markers shall be guilty of a class C misdemeanor. In this unique year, we have the addition of an Official Voting Box outside in the parking lot. For the safety and access to all those casting a ballot, please do not park or block access to the Box.

The Kent Town Hall is the town's official polling place. The building sits within the Kent Green property, which is privately owned. We've been in touch with the property owner and it has been mutually agreed that no access will be granted.

Election time is an exciting one – mutual respect is a core value and a vital key in supporting democracy, and the Board is confident that the voters in our community will have this core value on their minds on Election Day.

**Jean Speck**

First Selectman, Town of Kent

860.927.4627 | firstselectman@townofkentct.org |
www.townofkentct.org41 Kent Green Boulevard
Kent, CT | 06757

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