

RECEIVED

By Darlene Brady at 10:25 am, Sep 28, 2021



Board of Selectmen
Regular Meeting

September 14, 2021
6:30 P.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Jocelyn Ayer, Darlene Brady, Melissa Cherniske, Jen Dubray, Eric Epstein, Ruth Epstein, John Grant, Lynn Harrington, Donna Hayes, Leila Hawkins, Barbara Herbst, Sarah Marshal, Patricia Oris, Rick Osborne, Elissa Potts, George Potts, Leah Pullaro, Andrea Rynn, Glen Sanchez, Lorry Schiesel and Lynn Worthington.

Jean Speck called the meeting to order at 6:32 p.m.

Approval of Minutes:

Jean Speck made a motion to approve the following BOS meeting minutes:

August 27, 2021 Special Meeting

Ed Matson seconded the motion and the motion carried.

Add to the Agenda:

Ed Matson made a motion to add:

7.6 Reducing speed limit around Lake Waramaug

Jean Speck seconded the motion and the motion carried.

Jean Speck made a motion to add:

8.9 Municipal Affordable Housing Plan Agreement approval

Ed Matson seconded the motion and the motion carried.

Public Communication and Comments:

None.

Treasurer's Report:

Barbara Herbst provided a written report (attached). She also provided an invoice submitted for payment by vendor report for the month of August (attached).

Assessor's Report:

Jen Dubray stated she did not prepare a monthly report. She thought she would be discussing the proposed IT position.

Tax Refunds:

Jean Speck made a motion to approve the ten tax refunds, totaling \$1,782.18, as presented:

- | | |
|-------------------------|----------|
| • Brown-McClain Ryo | \$15.49 |
| • VW Credit Leasing LTD | \$306.39 |

- Toyota Lease Trust \$291.55
- Toyota Lease Trust \$389.04
- Corsell, Ellen \$102.69
- McCarthy Electric LLC \$17.58
- McCarthy Electric LLC \$8.28
- Klein, Jane \$9.02
- Pignatello, Jade \$97.14
- Carrie Provlx \$545.03

Ed Matson seconded the motion and the motion carried.

Primary Care in Kent:

Jean Speck and Andrea Rynn of Nuvance Health System spoke about a telehealth pilot program in Kent. The key components of the pilot program:

- Located in the office at Kent Senior Center:
 - Jean Speck needs to discuss the proposal with Tegan Gawel, several clauses in the lease.
 - Donna Hayes stated the proposal would require a change of use of the building.
 - Nuvance will provide a computer and related equipment and a paid navigator and access to primary specialty care.
- Six-to-nine-month pilot program.
- Fill the void of no primary care physician in Kent any longer.

Leah Pullaro stated:

- Her proposal for the Senior Center included the use of the same office in the Senior Center.
- RVNA has been providing well checks in the community.
- There are resources for transportation to medical appointments.

The Board of Selectmen agreed to move forward with the concept and provide the following items for the next meeting:

- Revised lease.
- Change of use.
- Memorandum of understanding.

Emergency Management Department presentation:

Emergency Management Deputy Eric Epstein walked the Board of Selectmen through the attached Kent Civil Preparedness Emergency Management presentation (attached).

Chris Garrity asked what are the needs for the Emergency Management Department to implement the plan of action and to be in compliance? Eric Epstein stated he and David Becker would prepare a proposal for next month's BOS meeting.

KVFD update from John Russell:

Eric Epstein provided the following KVFD update for John Russell:

- KVFD has hired a consultant to review the organization's structure.
- Working towards a Board of Directors to run the administrative side of the department.

Municipal Affordable Housing Plan Agreement approval:

Jean Speck made a motion to move item 8.9 Municipal Affordable Housing Plan Agreement approval to this point in the meeting. Chris Garrity seconded the motion and the motion carried.

Jean Speck made a motion to authorize the First Selectman to sign the Northwest COG fee-for-service agreement for consulting services to develop the Municipal Affordable Housing Plan. Chris Garrity seconded the motion and the motion carried.

Next steps:

- Create a steering committee:
 - 1 member for the BoS
 - 1 or 2 members from Planning and Zoning
 - 1 or 2 members from local housing; Templeton and Kent Affordable Housing
 - Social Services
- Jocelyn Ayers of COG will reach out to the entities for candidates.

ROV Job Description:

Jean Speck made a motion to approve the Registrar of Voters job description as presented (attached). Ed Matson seconded the motion and the motion carried.

Park and Rec Job Description:

Park and Commission approved an updated job description for the Park and Recreation Director (attached). The Board of Selectmen reviewed the job description and made several suggestions. Lynn Harrington stated that she would bring the suggestions back to the Park and Rec Director subcommittee and the Park and Rec Commission. Chris Garrity stated he was in support of the edits but he did not want to hold up the hiring process and felt the job could be posted with the current job description.

Reducing speed limit around Lake Waramaug:

Ed Matson asked why Kent has not supported the other two towns; Warren and

Washington in requesting the speed be reduced around Lake Waramaug. Jean Speck confirmed that she emailed Craig Bibb on Friday, July 9, 2021 at 8:13 p.m. that stated "I support these efforts to improve pedestrian safety, we have a BoS meeting this coming Tuesday, August 17th." Ed Matson requested a copy of that email.

Town Resolution in Honor of Florence Chandler Maybrick:

Jean Speck was unable to schedule a meeting with Marge Smith. She will follow-up with Marge Smith.

Town Hall large meeting room video conference system update:

Jean Speck had nothing to add on the large meeting room video conference system update.

Senior Center programming proposal update:

Leah Pullaro:

- Submitted a packet which included a detailed history of BoS meeting discussions and Covid protocol for opening the Senior Center.
- Concerned about the proposal for Nuvance setting up an office at the senior center, conflict for the same office space.
- Took over the Monday/Wednesday lunch program without compensation.
- Requesting \$4,021 for the additional duties, not looking for position to be fulltime.

Chris Garrity:

- No appetite for making the position fulltime.
- Concerned about opening in October with Covid.
- Would like to start a test program at the senior center.
- Request that for next month's BoS meeting find funding and work out the logistics.

Peddler Permit – food trucks:

Elissa Potts:

- Brick and mortar establishments pay water bills, electric bill, taxes, local donations.
- Food truck goes home at the end of the day.
- Eighteen eateries in town.
- Why does the BoS feel a strong need for food trucks in town?
- Why allow businesses to parachute into town and leave at the end of the day?

Chris Garrity:

- People looking for a quick, cheaper lunch and more variety.
- Food being sold out of trucks at the farmer's market.

Jean Speck:

- Out dated ordinance that needs to be reviewed.

Sara Marshal:

- Chamber of Commerce has and will continue to gather every business's opinion on what they are in favor of and what they are not.

Schedule a Special BoS meeting to discuss food trucks and peddler permits.

Policy and Procedure Manual:

Jean Speck had nothing new to report.

Resident Trooper funding:

Jean Speck clarified, two schools participated and those two schools were in the budget as revenue.

Union Contract ratification:

Jean Speck made a motion to ratify the signed and accepted Union contract. Chris Garrity seconded the motion and the motion carried.

Municipal Affordable Housing Plan Agreement approval

This item was moved to earlier in the agenda.

Assign and charge new subcommittees:

Affordable Housing Steering Committee:

- Jocelyn Ayers of COG will reach out to the stakeholder groups for candidates.

Broadband Working Group:

Jean made a motion to approve the following members of the Kent Connect Broadband Working Group:

Ken Cooper, Refus DeRham, John Slowik, Jean Speck and Richard Welsh.

Chris Garrity seconded the motion and the motion carried.

Jean made a motion to charge the Broadband Working Group with:

To explore options, capabilities and costs to bring broadband to all residents in town, and make recommendations to the BoS.

Chris Garrity seconded the motion and the motion carried.

Main Street – noise/traffic:

Members: Chris Garrity made a motion to approve the following additional member of the Noise and Traffic Committee:

Ken Deeds

Jean Speck seconded the motion and the motion carried.

BOS Subcommittee Reports:

Highway CDL Maintainer hiring sub-committee:

- A meeting needs to be scheduled.

Social Services Assistant Hiring Subcommittee:

- Interview meeting scheduled for Tuesday September 21, 2021

Streetscape Building Committee:

Jean Speck:

- Easements in the works, sent to Randy DiBella.
- Gary Hock also working on his end of the easements.
- Letters need to be sent to the three or four properties that require easements.
- Should put in an extension for the grant.

Ed Matson:

- Why is the State not cleaning up the easement issues on State roads?
- Additional issue regarding the property, going to take a long time.
- The subcommittee is not aware of any of this new easement and property line issues.
- No shovels in the ground until next spring.

Swift House – Roof Replacement:

Zanne Charity:

- Roof completed.
- Advanced Construction did a great job.

Donna Hayes:

- No building permit pulled for the work.

ARPA:

Jean Speck:

- Already had a couple meetings.
- Meetings will be weekly.

Kent Sustainability Team:

Jean Speck:

- No meetings during the summer.
- The subcommittee members had homework assignments.
- The subcommittee will provide a written report for the BoS.

Selectmen's Reports:

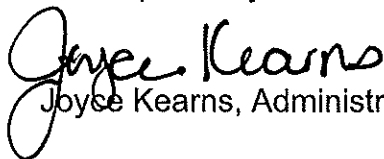
Nothing additional to report.

Tasks:

- Jean Speck meet with Tegan Gawel regarding the current contract for the Senior Center.
- Jean Speck to provide a revised lease, change of use and memorandum of understanding for the telehealth pilot program at the senior center.
- David Becker and Eric Epstein to prepare an Emergency Management department budgetary proposal for the next BoS meeting.
- Jean Speck to sign the Northwest COG fee-for-service agreement for consulting services to develop the Municipal Affordable Housing Plan.
- Jocelyn Ayers to reach out to several boards and commissions for members of the Affordable Housing steering committee.
- Jean Speck forward Ed Matson a copy of her Friday, July 9, 2021 at 8:13 p.m. email to Craig Bibb.
- Jean Speck meet with Marge Smith.
- Find funding for the Social Services Director's additional duties at the senior center.
- Schedule a Special BoS meeting to discuss food trucks and peddler permits.
- Schedule a Highway CDL Maintainer Hiring Subcommittee meeting.
- Send a copy of the BoS subcommittee folder to the members of the BoS.
- Jean Speck to follow-up on the status of the Streetscape easements and grant extension.
- Jean Speck contact Town Attorney regarding easements for Streetscape.

Adjourn:

Jean Speck adjourned the meeting at 10:33 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 Agenda
September 14, 2021 6:30 P.M.

Access to meeting via Zoom: <https://us02web.zoom.us/j/87263632001>

Meeting ID: 872 6363 2001

One tap mobile: +16465588656,,87263632001# US (New York)

1. **Call to order**
2. **Approval of Minutes**
 - 2.1. August 17, 2021 Special Meeting
3. **Public Communication and Comments**
4. **Treasurer's Report**
5. **Assessor's Report**
6. **Tax Refunds**
7. **New Business**
 - 7.1. Primary Care in Kent
 - 7.2. Emergency Management Department presentation
 - 7.3. KVFD update from John Russell
 - 7.4. ROV Job Description
 - 7.5. Park and Rec Director Job Description
8. **Old Business**
 - 8.1. Town Resolution in Honor of Florence Chandler Maybrick
 - 8.2. Town Hall large meeting room video conference system update
 - 8.3. Senior Center programming proposal update
 - 8.4. Peddler Permit – food trucks
 - 8.5. Policy and Procedure Manual
 - 8.5.1. Hiring Policy – Department Head input
 - 8.5.2. Review Manual update
 - 8.5.3. Juneteenth Federal Holiday
 - 8.6. Resident Trooper Funding – update
 - 8.7. Union Contract ratification
 - 8.8. Assign and charge new subcommittee
 - 8.8.1. Affordable Housing Steering Committee
 - 8.8.1.1. Members
 - 8.8.2. Broadband Working Group
 - 8.8.2.1. Members
 - 8.8.2.2. Charge
 - 8.8.3. Noise and Traffic Committee
 - 8.8.3.1. Members
9. **BOS Subcommittee Reports**
 - 9.1. Highway CDL Maintainer Hiring Sub-committee update- Jean
 - 9.2. Social Services Assistant Hiring Subcommittee - Jean
 - 9.3. Streetscape Building Committee - Ed

"An equal opportunity employer and service provider"

- 9.4. Swift House Sub-committee – Ed
- 9.5. ARPA - Jean
- 9.6. Kent Sustainability Team - Jean
- 10. **Selectmen's Reports**
- 11. **Adjourn**

Treasurer's Report

9/10/2021

	BoS Meetings 8/17/2021	BoF Meetings	Misc 8/11 ARPA	
	July		August	
A/P Checks Issued	114	1,166,539	71	355,542
Payroll	121	76,015	89	79,696
BoE Transactions	163	500,670	39	131,507
Deposits	14	3,445,450	11	2,134,247
	-	-	-	-
Net Income to Expense	412	1,702,226	210	1,567,502

FY 2021 -2022

	Actual	Budget	% of Budget	Approved Increases
Income	\$ 3,566,176	\$ 13,336,529	26.74%	
A · General Government	\$ 443,065	\$ 1,452,279	30.51%	
B · Public Safety	\$ 32,454	\$ 374,610	19.8%	
C · Public Works	\$ 127,087	\$ 1,823,612	6.97%	
D · Health and Welfare	\$ 31,218	\$ 117,180	26.64%	
E · Recreation	\$ 9,976	\$ 214,391	38.9%	
F · Sanitation	\$ 21,516	\$ 144,154	14.93%	
G · Board of Education	\$ 1,103,796	\$ 7,196,556	15.34%	
H · Debt Service	\$ -	\$ 38,906	0.0%	
I · Transfer to Capital	\$ 1,001,341	\$ 1,001,341	100.0%	
J · Transfer to Dog Fund	\$ 7,500	\$ 7,500	100.0%	
L · Transfer to Schaghticoke	\$ 30,000	\$ 30,000	100.0%	
K · Current Year Capital Projects	\$ 936,000	\$ 936,000	100.0%	
Total Expense	\$ 3,743,953	\$ 13,336,529	28.07%	\$ -

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Highlights

\$5,851	CIRMA member equity distribution
\$39,250	KCS tuition received from 14 students
30.50%	Total property taxes collected
18.66%	EMS staffing costs to date vs appropriation
73.69%	Grant appropriations released to date
-	

TOWN OF KENT
Vendor Detail Report
August 2021

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
A Royal Flush Inc.			
08/31/2021	A Royal Flush Inc.	Trnsf Sta: monthly rental - Port-a-Let (August 2021)	79.80
Total A Royal Flush Inc.			79.80
Ace Hardware of Kent			
08/24/2021	Ace Hardware of Kent	Power Strips, Tote 18G, Pocket Hose & Nozzle, Candle Adhesv Clear, Handsoc	104.43
08/24/2021	Ace Hardware of Kent	Super Glue,	10.65
08/24/2021	Ace Hardware of Kent	Pine Power Cleaner	4.99
08/24/2021	Ace Hardware of Kent	Ace TR 4X1/2	4.99
08/24/2021	Ace Hardware of Kent	Peat Moss 3.8 CU FT	48.24
Total Ace Hardware of Kent			173.30
Amazon			
08/10/2021	Amazon	BOS : Avery Multi Use Tabs	11.58
08/10/2021	Amazon	TH: Battery for battery backup	159.52
08/10/2021	Amazon	P&R: Pool Skimmer net	34.97
Total Amazon			206.07
Anthem BCBS			
Total Anthem BCBS			Employee - Health Insurance - August 2021 15,910.52
Aquarion Water Co.			
08/02/2021	Aquarion Water Co.	Town Utility (fire hydrants): water usage 6/30 - 7/29 charge per FT/public hydra	3,016.70
08/25/2021	Aquarion Water Co.	DPW: water usage 7/23 - 8/25 (1K gal)	15.46
08/25/2021	Aquarion Water Co.	Swift Hse: water usage 7/23 - 8/25 (0K Gallons)	24.55
08/25/2021	Aquarion Water Co.	Sr Ctr: water usage 7/23 - 8/25 (0k Gallons) ~ 200087141	15.46
08/25/2021	Aquarion Water Co.	Public Rest: water usage 5/25 - 6/22 (9k Gallons)	56.35
08/25/2021	Aquarion Water Co.	TH: water usage 7/23 - 8/25 (2K- gal)	52.26
08/25/2021	Aquarion Water Co.	CH: water usage 7/23 - 8/25 (1Gallons)	19.99
08/27/2021	Aquarion Water Co.	CH: water usage 7/30 - 8/27 (Gallons)	56.75
Total Aquarion Water Co.			3,257.52
Aramark Uniform & Career (Inc.)			
08/10/2021	Aramark Uniform & Ca	DPW: weekly uniform services 7/2, 7/9, 7/16, 7/23, 7/30	319.89
08/13/2021	Aramark Uniform & Ca	DPW: weekly uniform services 8/6, 8/13, 8/20, 8/27	252.19
Total Aramark Uniform & Career (Inc.)			572.08
B. Metcalf Asphalt Paving Inc.			
08/05/2021	B. Metcalf Asphalt Pav	DPW: Cold Patch 7/22 & 7/30	1,849.06
08/17/2021	B. Metcalf Asphalt Pav	DPW: Cold Patch 8.20 (8/67)	967.60
Total B. Metcalf Asphalt Paving Inc.			2,816.66
Bergemann, Audrey			
08/18/2021	Bergemann, Audrey	Soc Serv: client 2009-92	700.00
Total Bergemann, Audrey			700.00
Brady, Darlene~			
08/25/2021	Brady, Darlene~	Town Clerk PO Box Reimbursment	56.00
Total Brady, Darlene~			56.00
Bulls Bridge Garage			
08/19/2021	Bulls Bridge Garage	Soc Serv: client 2011-197	170.16
Total Bulls Bridge Garage			170.16

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
Cardmember Service			
08/02/2021	Cardmember Service	ZOOM - software - monthly subscription	361.71
08/02/2021	Cardmember Service	ADOBE - software - monthly subscription	15.94
08/23/2021	Cardmember Service	ZOOM - software - monthly subscription	361.71
08/29/2021	Cardmember Service	ADOBE software - monthly subscription	15.94
Total Cardmember Service			755.30
CASHO, Inc.			
08/09/2021	CASHO, Inc.	DPW: CASHO Annual Dues 2021-2022	50.00
Total CASHO, Inc.			50.00
CCMC Certification Committee			
08/10/2021	CCMC Certification Co	Tax Collector: Course 1 Tuesday for Joselyn Donzella	200.00
08/17/2021	CCMC Certification Co	Tax Collector: Certification Refresher Workshop	25.00
Total CCMC Certification Committee			225.00
Connecticut Precast Corp.			
08/24/2021	Connecticut Precast C	DPW: 6 Jersey Barriers 120" Long	2,564.00
Total Connecticut Precast Corp.			2,564.00
Cramer & Anderson			
08/01/2021	Cramer & Anderson	Legal: 7/9/2021 Town Counsel	287.00
Total Cramer & Anderson			287.00
Crystal Rock, LLC			
08/17/2021	Crystal Rock, LLC	TH: 2 bottles water (rtn 2 empty containers); cooler (8/9)m	66.36
Total Crystal Rock, LLC			66.36
Davis IGA, Inc.			
08/31/2021	Davis IGA, Inc.	P&R: After School program	40.18
Total Davis IGA, Inc.			40.18
East Coast Sign & Supply Co. Inc.			
08/12/2021	East Coast Sign & Sup	DPW: Signs (one lane road ahead & Yield to oncoming traffic + shipping 25.00)	220.00
Total East Coast Sign & Supply Co. Inc.			220.00
Eversource			
08/13/2021	Eversource	51380353003 - Covered Bridge	7.38
08/13/2021	Eversource	51804353035 - Monument Lights	48.16
08/13/2021	Eversource	51030053094 - Town Street Lights	520.16
08/17/2021	Eversource	51226053007 - 41 Kent Green Blvd	1,135.16
08/17/2021	Eversource	51486623093 - Rt 341	622.30
08/17/2021	Eversource	51721723062 - North Main (Comm Hse)	873.51
08/17/2021	Eversource	51580153070 - 1 Swifts Lane	192.97
08/17/2021	Eversource	51043723030 - 12 Maple St, Fl 1	31.31
08/17/2021	Eversource	51156705030 - 38 Maple St (Trsf Sta)	118.38
08/17/2021	Eversource	51560723017 - 12 Maple St, FL #2	9.62
08/17/2021	Eversource	51391987013 - 3 Railroad Street (Public Restrooms)	55.50
08/17/2021	Eversource	51039555073 - 38 Swifts Lane	44.27
Total Eversource			3,658.72
Eversource - (Social Service)			
08/19/2021	Eversource - (Social S	Soc Serv: client 2014-03	212.44

TOWN OF KENT
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Date	Name	Memo	Debit
Total Eversource - (Social Service)			212.44
Frontier Communications			
08/10/2021	Frontier Communicatic	Police Protection: monthly telephone service ~7/1 - 7/31/2021	114.04
08/21/2021	Frontier Communicatic	TH: Telephone Service 8/21 - 9/20/21	914.61
08/24/2021	Frontier Communicatic	TH: 8/24 - 9/23	95.63
Total Frontier Communications			1,124.28
Halloran & Sage LLP			
08/03/2021	Halloran & Sage LLP	Litigation: High Watch Finalize & file with Court and review with D. Hayes1.70 h	382.50
08/03/2021	Halloran & Sage LLP	P&Z:Prepare Powerpoint to meet on Zoom for 2021 Legislation 3.50 hours	787.50
Total Halloran & Sage LLP			1,170.00
Hetson, George DMD			
08/25/2021	Hetson, George DMD	Soc Serv: client 2021-03	1,000.00
Total Hetson, George DMD			1,000.00
Info Quick Solutions Inc.			
08/02/2021	Info Quick Solutions	In Town Clerk: 64 docs (July 2021)	900.00
08/05/2021	Info Quick Solutions	In Town Clerk: Verification July 2021 (64)	54.40
Total Info Quick Solutions Inc.			954.40
JTP Chemical Sales			
08/13/2021	JTP Chemical Sales	Transfer Station: toilet tissue, Kitchen roll towels, Hornetr spray, Urinal deo.	130.00
08/13/2021	JTP Chemical Sales	DPW toilet tissue, Kitchen roll towels, Urinal eo	91.50
Total JTP Chemical Sales			221.50
Kent Sewer Commission			
08/01/2021	Kent Sewer Commissi	Public Restrooms: 3 Railroad St, installment	102.90
08/01/2021	Kent Sewer Commissi	Comm Hse: 93 North Main St., installment	65.19
08/01/2021	Kent Sewer Commissi	Town Hall: 41 Kent Green Blvd, installment	101.57
08/01/2021	Kent Sewer Commissi	DPW: 38 Maple St, installment	70.37
Total Kent Sewer Commission			340.03
KVFD - Kent Volunteer Fire Department Inc			
08/13/2021	KVFD - Kent Volunteer	Public Safety: EMT staffing 7/18/21 - 7/31/21 (120@ 28.25)	3,390.00
08/18/2021	KVFD - Kent Volunteer	Public Safety: EMT staffing 7/4/21 - 7/17/21 (168.25 @ 28.25 - 29.75 @ 30.25	0.00
Total KVFD - Kent Volunteer Fire Department Inc			3,390.00
Lakeville Journal Co LLC			
08/26/2021	Lakeville Journal Co	LI 7/8 & 7/29 Legals	137.33
08/26/2021	Lakeville Journal Co	LI 8/5 Legal Notices	252.45
Total Lakeville Journal Co LLC			389.78
Lunan's Landscaping LLC			
08/24/2021	Lunan's Landscaping	LP&R: KCS Athletic Fields (Ballfield Maintennce)	375.00
Total Lunan's Landscaping LLC			375.00
M&H Equipment Services			
08/11/2021	M&H Equipment Servir	DPW: VBelt Kevlar, Blade 24.5	232.50
Total M&H Equipment Services			232.50
Montage Enterprises, Inc.			
08/11/2021	Montage Enterprises, I	DPW: Cap Breather O-Ring. Seal Kit and Shipping	186.88
Total Montage Enterprises, Inc.			186.88

TOWN OF KENT
Vendor Detail Report
August 2021

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
Mountaintop Trucking			
08/16/2021	Mountaintop Trucking	DPW: Stone Process (497.42 Quantity)	10,794.02
Total Mountaintop Trucking			10,794.02
Norbert E Mitchell Co.,Inc.			
08/19/2021	Norbert E Mitchell Co.,	Senior Center: 24.9 propane 8/19/2021	38.41
Total Norbert E Mitchell Co.,Inc.			38.41
Northwest Equipment Repair			
08/01/2021	Northwest Equipment I	DPW: Truck Repair 7/15/2021 (Trk: right wheel seal & Brake shoe & Trk. 9 R&R	850.00
Total Northwest Equipment Repair			850.00
Oak Ridge Hauling LLC			
08/07/2021	Oak Ridge Hauling LL	Trsf Sta: 8/3 (35 YD trash compactor dump/ret)	203.00
08/07/2021	Oak Ridge Hauling LL	Trsf Sta: 8/3 (9.21 tons MSW)	841.15
08/14/2021	Oak Ridge Hauling LL	Trsf Sta: 8/10 (35 YD trash compactor dump/ret)	203.00
08/14/2021	Oak Ridge Hauling LL	Trsf Sta: 8/10 (10.11 tons MSW)	923.35
08/14/2021	Oak Ridge Hauling LL	Trsf Sta: 8/10 (40 YD trash compactor dump/ret)	203.00
08/14/2021	Oak Ridge Hauling LL	Trnsf Sta: 8/10 (4.69 tons SS)	46.90
08/21/2021	Oak Ridge Hauling LL	Trsf Sta: 8/17 (35 YD trash compactor dump/ret)	203.00
08/21/2021	Oak Ridge Hauling LL	Trsf Sta: 8/17 (8.28 tons MSW)	756.21
08/28/2021	Oak Ridge Hauling LL	Trsf Sta: 8/23 (35 YD trash compactor dump/ret)	203.00
08/28/2021	Oak Ridge Hauling LL	Trsf Sta: 8/23 (6.61 tons MSW)	603.69
Total Oak Ridge Hauling LLC			4,186.30
Quadient			
08/01/2021	Quadient	PZ: postage	49.00
08/01/2021	Quadient	Bldg: postage	49.00
08/01/2021	Quadient	IW: postage	49.00
08/01/2021	Quadient	ZBA: postage	49.00
Total Quadient			196.00
QuickBooks Payroll Service			
Total QuickBooks Payroll Service			Fee for direct deposit payroll 130.80
Quill Corporation			
08/10/2021	Quill Corporation	TH: Sheet Protectors	30.99
08/10/2021	Quill Corporation	TH: Paper	489.90
08/13/2021	Quill Corporation	TH papertowels	65.94
08/19/2021	Quill Corporation	P&Z: Logitech Wirreless Keyboard & Mouse	31.99
Total Quill Corporation			618.82
Region One			
08/04/2021	Region One	Monthly assesement	250,974.30
Total Region One			250,974.30
Republican American			
08/10/2021	Republican American	PZ & IW: Legal notices regular meeting 7/8 Approval & a Withdrawn	64.96
08/31/2021	Republican American	I/W: Final Action 8/25/2021	64.96
Total Republican American			129.92
Ricoh USA, Inc (subscription)			
08/01/2021	Ricoh USA, Inc (subsc	Town Hall: Subscription 8/1/2021 - 8/31/2021	21.27

TOWN OF KENT
Vendor Detail Report
August 2021

Date	Name	Memo	Debit
Total Ricoh USA, Inc (subscription)			21.27
RICOH USA, Inc. (monthly rental)			
08/20/2021	RICOH USA, Inc. (mor Tn Clerk monthly copier lease: 9/9/21 - 10/8/21		163.30
08/20/2021	RICOH USA, Inc. (mor Tn Hall upstairs monthly copier lease: 9/9/21 - 10/8/21		160.51
Total RICOH USA, Inc. (monthly rental)			323.81
ROVAC			
08/10/2021	ROVAC	ROVAC: Fall Conference 9/23 & 9/24 for Karen Chase and Maureen Brady	440.00
Total ROVAC			440.00
Ruwet Sibley Equip. Corp.			
08/04/2021	Ruwet Sibley Equip. C: DPW: F3680 (Rear Axle Seal, Hydrolics, Oil Change)		1,581.78
Total Ruwet Sibley Equip. Corp.			1,581.78
Safety-Kleen Systems, Inc.			
08/19/2021	Safety-Kleen Systems, Hwy: 10 g parts washer service - solvent		339.51
08/19/2021	Safety-Kleen Systems, TS: Rescycle Oil		395.00
Total Safety-Kleen Systems, Inc.			734.51
Sanderson, Jeffrey R MD			
08/26/2021	Sanderson, Jeffrey R MD Soc Serv: client # 2021-02		513.80
Total Sanderson, Jeffrey R MD			513.80
Schneider Geospatial			
08/01/2021	Schneider Geospatial	Assessor: Hosting Core, Map & Client Discount	1,740.00
Total Schneider Geospatial			1,740.00
Sommers, Donna E.			
08/01/2021	Sommers, Donna E.	Comm Hse:Downstairs Restrooms-cleaning July 2021	187.50
08/03/2021	Sommers, Donna E.	Sr Ctr:Covid Sanitizing cleaning Mon / Wed (July2021)	210.00
08/03/2021	Sommers, Donna E.	TH: Monthly fee for interior cleaning 1 X July 2021	1,000.00
Total Sommers, Donna E.			1,397.50
Spectrum			
08/12/2021	Spectrum	TH.: Internet 7/24 - 8/23	384.32
Total Spectrum			384.32
TK Elevator Corporation			
08/01/2021	TK Elevator Corporation	TH: Broze (Oil & Grease only) pay for all callbacks with phone monitoring	476.55
Total TK Elevator Corporation			476.55
Tony's Grounds Maintenance LLC			
08/10/2021	Tony's Grounds Maintenance	Welcome Cntr: July 2021 monthly cleaning and saniizing of welcome center bat	2,130.00
Total Tony's Grounds Maintenance LLC			2,130.00
Tsheets			
08/11/2021	Tsheets	subscription for online timeclock system	44.00
08/27/2021	Tsheets	subscription for online timeclock system	44.00
Total Tsheets			88.00
Two Brothers Masonry LLC			
08/23/2021	Two Brothers Masonry	Balance not covered by Hopson Swift Fund - Swift House: chimney work, masc	863.94
Total Two Brothers Masonry LLC			863.94
United Ag & Turf			
08/10/2021	United Ag & Turf	DPW: Parts Sale 7/30/2021	40.25

TOWN OF KENT
Vendor Detail Report
August 2021

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
08/10/2021	United Ag & Turf	DPW: Parts Sale 7/26/2021	761.61
Total United Ag & Turf			801.86
Verizon Wireless			
08/16/2021	Verizon Wireless	Town Hall: 7/17 - 8/16 (Joyce Owner)	53.79
08/31/2021	Verizon Wireless	Soc Serv: client 2021-04	81.54
Total Verizon Wireless			135.33
Vision Government Solutions, Inc.			
08/01/2021	Vision Government	So Assessor: Cloud Service 8/1/2021 - 7/31/2022	3,640.00
Total Vision Government Solutions, Inc.			3,640.00
Xerox Corporation			
08/01/2021	Xerox Corporation	Land Use: copier usage, base chg (Augustand billable prints 6/25 - 7/21	305.30
Total Xerox Corporation			305.30
YucaTech, Inc.			
08/01/2021	YucaTech, Inc.	TH: New Equipment Install Intall printer drivers, Register laptop, Offsite manage	782.41
Total YucaTech, Inc.			782.41
TOTAL			325,684.43

1. Brown-McClain Ryo	\$ 15.49
2. VW Credit Leasing LTD	\$ 306.39
3. Toyota Lease Trust	\$ 389.04
4. Toyota Lease Trust	\$ 291.55
5. Ellen Corzelli	\$ 102.69
6. McCarthy Electric LLC	\$ 8.35
7. McCarthy Electric LLC	\$ 17.58
8. Klein Jane P.	\$ 9.02
9. Pignatello Jade	\$ 97.14
10. (Corebio)	
Carrie Provix	\$ 545.03

Kent Civil Preparedness Emergency Management

Selectman's Presentation
September 14, 2021

What is Civil Preparedness?

“Civil preparedness” means all those activities and measures designed or undertaken (A) to minimize or control the effects upon the civilian population of major disaster, (B) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States, (C) to deal with the immediate emergency conditions which would be created by any such attack, major disaster or emergency, and (D) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by any such attack, major disaster or emergency.

Civil Preparedness vs. Emergency Management

The designation of the state office of "Civil Preparedness" was updated in 1993 by the state of Connecticut to the State Office of "Emergency Management" and required this office to be the designated civil defense organization for state.

So what does Emergency Management do?

It is a common adage of emergency management and response that every incident begins and ends locally. The Chief Executive Officer/Elected Official (CEO) and his/her Emergency Management Director (EMD) are the core of a local Unified Command that, depending on the emergency, may include fire, police, and Emergency Medical Services heads, public health, social services, information technology, school superintendent, human resources, public works, and others.

What is Unified Command

Unified Command is a team effort process, allowing all agencies with geographical or functional responsibility for an incident, to assign an Incident Commander to a Unified Command organization. ... This is accomplished without losing or giving up agency authority, responsibility or accountability.

Emergency Management

Local Requirements:

Each town or city of the state shall establish a local organization for civil preparedness in accordance with the state civil preparedness plan and program.

Effective January 1, 2017, in order to be eligible for any state or federal emergency management benefits (grants) each town of the state shall have a current emergency plan of operations- Local Emergency Operations Plan (LEOP) that has been approved by the commissioner and updated biennially.

Topics included in the "Local Emergency Operations Plan"

☐ Direction and Control
☐ Resource Management
☐ Communications
☐ Radiological Protection
☐ Warning
☐ Situation Reporting
☐ Emergency Public
Information
☐ Damage Assessment
☐ Evacuation
☐ Hazardous Materials
☐ Shelter/Mass Care/ Pets

☐ Health & Medical
☐ Terrorism/Bio-terrorism
☐ School Emergency
☐ Law Enforcement
☐ Public Works
☐ Fire Service
☐ Livestock
☐ Community Emergency
Response Teams
☐ Functional Needs
☐ Cyber Security

Additional annexes to be included in the plan are:

Mass Care, describing the way in which the municipality will address sheltering and feeding needs in an emergency

Energy and Utilities, providing basic contact information and communications flow

So what does all this mean for Kent locally?

Is Kent prepared for an emergency or disaster?

The Emergency Plan should be a true representation of the emergency operations in town and anyone who references it should be able to implement.

This requirement by the state to review and updated bi-annually is to ensure accuracy.

So what does all this mean for Kent locally?

Kent's plan is approximately 800 pages

The last update of this plan was in 2012

Several areas of the plan are outdated

The updating of the plan is necessary for grant eligibility

So locally, what do we do?

David and I were appointed in March 2020

We were in the midst of the global pandemic

We had a plan that is severely outdated

So we developed a plan of action

Established, trained, and implemented Kent's
first ever Community Emergency Response
Team
(CERT)

So locally, what do we do?

Initiated tri-weekly conference calls with the Emergency Management Team including:

Fire Department and EMS

Town

Highway Department
CERT

Torrington Area Health District

Region 5 DEHMS

When needed:

Resident Trooper

Land Use Administrator

So locally, what do we do?

Additional conference calls and meetings were held with Region 5 Emergency Management teams, the Governor, LT. Governor, and their teams on bi-weekly and tri-weekly intervals at the height of the health emergency.

These calls/meetings continued until May of 2021

So locally, what do we do?

During the health emergency, we were responsible for coordinating the health and safety equipment orders and distribution for emergency services and local businesses

We were responsible for monitoring and enforcing sector rules regarding the Governors Emergency Orders not covered by Land Use.

So locally, what do we do?

We worked to assist getting the weekly testing site for COVID set up and staffed by CERT members

Starting in late July of 2020, we began meeting with the four local schools to guide and assist on school re-opening and testing plans

Assisted with the Kent vaccination team on rollout plans for residents including home bound residents

So locally, what do we do?

During the health crisis, we also worked with multiple partners on:

- Bulls Bridge Recreational Area
- North Kent Road river area
- Kent Falls closure

So locally, what do we do?

Storms:

This is our biggest business

We are preparing for storms in advance of
the event:

Conferencing with state and weather
service

Opening EOC

Planning for incoming resources

Notifying the public of incoming events

So locally, what do we do?

During storms:
We are working with
emergency services
highway department
utility companies

Making notifications of trees and wires
down, road closures, and keeping the
public informed

So locally, what do we do?

There is a misconception that the Emergency Management department should be out “patrolling,” during events to check roads and look for downed trees.

This is not the job of Emergency Management. This is left to the fire department and highway department.

Emergency Management is responsible for documenting, reporting, and monitoring a corrective action response.

So locally, what do we do?

Emergency Managements role in a storm event starts several days prior to the storm arriving and several days after the storm has past. In most cases, the Fire

Department's role is that they wait to be dispatched to an incident, respond and make the situation safe, and return to be available for the next emergency.

So locally, what do we do?

What do we do on “blue sky days?”

Field calls, e-mails, texts, and social media messages from the public and partners.

Report items to our partners at utility companies, state police, DOT, etc.

Monitor weather and upcoming events.

So locally, what do we do?

Kent Emergency Management has implemented a social media presence that is viewed and shared on an ongoing basis.

Facebook

Twitter

Instagram

So locally, what do we do?

We can't help if we don't know about it.

Example: Spooner Hill Road wires- down
on side of the road for a week. We saw a
post on social media regarding it and it
was handled within 12 hours of us notifying
our contacts.

Emergency Management

Questions?

Rural Community Health

September 14th, 2021

Access Challenges Require Innovation

- The [National Rural Health Association](#), [American Hospital Association](#) and [CMS](#) recommend a variety of nimble, lower cost alternatives - especially Telemedicine to supplement access in rural communities
- Public health is a shared responsibility across public and private sectors
- Goal is to pilot a sustainable program to improve access for Kent residents
- Community partnership and strong collaboration are key to finding positive solutions
- Many new models to support improved primary, specialty and mental health care

The Research Supports Telemedicine and Paramedien Models

- *Telemedicine Services During COVID-19: Considerations for Medically Underserved Programs* from the Journal of Rural Health <https://onlinelibrary.wiley.com/doi/epdf/10.1111/jrh.12466>
- *Telehealth in Rural Communities* from the CDC <https://www.cdc.gov/chronicdisease/resources/publications/factsheets/telehealth-in-rural-communities.htm>
- *Telehealth Use in Rural Healthcare* <https://www.ruralhealthinfo.org/topics/telehealth#improve-access>
- *Community Paramedicine* <https://www.ruralhealthinfo.org/topics/community-paramedicine>

Pilot Telemedicine Model in Kent

- Town of Kent provides internet access and empty office space at Kent Senior Center
- Pilot health partner (Nuvance Health) provides technology and paid navigator to assist patients logging on/off and cleaning between patient visits on TBD days of service
- Secure systems in place for each patient/provider session
- MOU to explain and document relationship, responsibilities and avoid risk
- Pilot, if successful, can be expanded to more than one health need area or entity
- For any pilot visit, patient referral choice for any hospital, specialist, imaging or lab location (i.e. another provider) remains – patient is not locked into a single system



TOWN AFFORDABLE HOUSING PLAN

FEE-FOR-SERVICE AGREEMENT

THIS AGREEMENT (hereinafter "Agreement") is made and entered into on this date by and between the **Northwest Hills Council of Governments**, a duly organized and acting public body created pursuant to Sections 4-124i through 4-124p of the Connecticut General Statutes (hereinafter "NHCOG"), and the **Town of Kent** (hereinafter "Town").

WHEREAS, the Town is required by Section 8-30j of the Connecticut General Statutes (CGS) to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers, and

WHEREAS, the Town has received an Affordable Housing Plan Technical Assistance grant in the amount of \$14,900 from the CT Department of Housing and wishes to retain the services of the NHCOG for assistance in preparing a town affordable housing plan in compliance with Section 8-30j of the CGS, and

WHEREAS, NHCOG is the regional land use planning organization for Northwest Connecticut and the Town is a member of NHCOG,

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter stated, and other good and valuable consideration as specified herein, NHCOG and the Town, subject to the terms and conditions stated herein, agree as follows:

- 1. Scope of Services.** NHCOG will provide technical planning services to assist the Town with the Town Affordable Housing Plan (hereinafter "Plan") in accordance with the Scope of Services, including the specified Tasks comprising such Scope of Services, as described in **Exhibit A**, which shall be incorporated in and made part of this Agreement.
- 2. Schedule of Work.** The Agreement shall be in effect as of the date signed by both NHCOG and the Town and, unless terminated or amended in accordance with this Agreement, shall remain in effect until October 31, 2022. The Agreement can be extended upon the mutual Agreement of the NHCOG and the Town.
- 3. Amount of Consideration; Procedure for Payment.** The Town shall make payment to the NHCOG in accordance with the following provisions:

(A) **Maximum Compensation.** The maximum amount to be paid to the NHCOC as full consideration for the NHCOC's services under this Agreement for the "NHCOC Planning Assistance" tasks outlined in Exhibit A, inclusive of all labor, overhead, and expenses, shall be \$14,900 dollars.

(B) **Quarterly payments based upon documentation of NHCOC services provided and costs incurred.** All Town payments to NHCOC shall be based upon satisfactory completion of Tasks and in accordance with the personnel billable rates as established by the NHCOC. NHCOC shall furnish a written Progress Payment Request each quarter detailing the services provided, the date of the request, and the total requested payment, less previous progress payments. Upon submission by NHCOC of its Progress Payment Request, the Town's First Selectman shall review the Request within fifteen (15) days of receipt and, within such time, either approve such invoice or advise NHCOC of any revisions or additional documentation necessary to render such invoice so approved. The Town shall pay the NHCOC the amount approved by its First Selectman within thirty (30) days after approval.

(C) **No payment will be made for any work beyond the Scope of Services (Exhibit A attached) without the prior written approval of the Town.**

(D) **All associated Progress Payment Requests shall be received not later than 30 days after the termination date of this Agreement.**

4. Review of work. The Town shall be permitted to review at any time all work performed under the terms of this Agreement at any stage of the work.

5. Right to Amend Scope. The Town shall reserve the absolute right to amend the project or to change the work within the general scope of this Agreement at any time by giving written instructions to NHCOC, provided that the total liability of the NHCOC is not thereby increased. If either the NHCOC or Town is of the opinion that any proposed changes would cause a material increase or decrease in the cost and/or the time required for the performance of this Agreement, the Consultant or NHCOC shall so notify the other party of that opinion. The parties will then negotiate any such change in the compensation or schedule, and, if an agreement is reached, reduce to writing an amendment to this Agreement to be signed by the parties.

6. Termination. The Town has the right to terminate this Agreement at its pleasure and make settlement with the NHCOC upon an equitable basis as determined in accordance with provisions of Part 1-8 Termination of Contracts, Federal Procurement Regulation (41 CFR 1-8) Subpart 1-8.701: Termination for Convenience of the Government and Subpart 1-8.707.

The NHCOC specifically agrees that this Agreement may be canceled or terminated by the Town if any work under this Agreement is in conflict with the provisions of Chapter 10 of the Connecticut General Statutes ("Code of Ethics"), as amended.

In the event this Agreement is terminated under the provisions of this Section, the Town shall provide notice of such termination in writing via either national courier service (such as FedEx) or

via certified mail, return receipt requested. Such termination shall be effective as of the latter of the date specified in such notice or the date such notice is received by the NHCOC.

NHCOC shall have the right to terminate this Agreement for the following causes, after providing the Town with seven days written notice of the termination:

- A. Substantial failure of the Town to perform in accordance with the terms of this agreement, through no fault of NHCOC; or
- B. Failure of the parties to reach agreement regarding compensation and schedule adjustments made necessary by material changes in the conditions prevailing at the time this Agreement was executed, the scope of services, or the nature of the project.

In the event that NHCOC terminates the Agreement for cause, the Town shall compensate NHCOC for reasonable time and materials charges incurred by NHCOC in connection with the orderly termination of this Agreement.

7. No assignment; Additional subcontracting requires consent. The NHCOC agrees not to assign, transfer, sell or convey this Agreement or any part thereof, or its right, title, or interest therein, to any person, firm or corporation without the previous consent in writing of the Town. The NHCOC may subcontract for the planning facilitation and/or mapping portions of this project if its staffing resources are not sufficient to adequately provide the scope of services. NHCOC will not subcontract any additional services it is obligated to perform under this Agreement without the prior written consent of the Town. All services performed by subcontractors to the NHCOC will become part of the services required from the NHCOC by this Agreement.

8. Compliance with laws. The NHCOC agrees that it will, and it will cause all persons employed or contracted by it under this Agreement, including subcontractors, agents, officers and employees, to comply with all applicable laws in the jurisdiction in which the work is performed.

9. Entire Agreement. This Agreement represents the entire and integrated agreement between NHCOC and the Town and supersedes and replaces all terms and conditions of any prior agreements, arrangements, negotiations, or representations, written or oral, with respect to the subject matter of this Agreement.

10. Choice of law; Venue. This Agreement shall be construed under the laws of the State of Connecticut. All claims, actions, proceedings and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this Agreement shall be brought in a court within the State of Connecticut.

11. Amendment. This Agreement may be amended by mutual agreement of the parties at any time provided that such amendment is executed with the same formality as this Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their duly authorized officers on the dates indicated to be effective when executed by both parties.

Date: _____, 2021

BY: _____

Name: Jean Speck, First Selectman
Town of Kent

Date: _____, 2021

BY: _____

Name: Robert Phillips, Executive Director
Northwest Hills Council of Governments

EXHIBIT A SCOPE OF SERVICES

The NHCOC will carry out the following tasks associated with assisting the Town in completing its Town Affordable Housing Plan:

- Attend up to eight meetings with the town's Housing Plan Steering Committee to review housing needs data assessment, develop a community survey, plan for public input sessions, and review drafts of the deliverables. (Attendance at these meetings may be virtual.)
- Plan, organize, and facilitate (as directed by the Housing Plan Steering Committee) two resident input sessions.
- Assist with the development of and carry out a web-based (with paper option) survey of residents on Plan related issues as needed. Collect and analyze responses.
- Collect and analyze demographic, housing, and economic data to inform the housing needs analysis and prepare a summary report to inform the Plan.
- Carry out mapping (as needed) of areas that could accommodate housing.
- Draft the Plan to include housing needs data, a summary of the resident input received and stakeholder interviews, goals and strategies. Revise the draft Plan based on local review and input to create a final document.
- Assist the Town with the Plan adoption process to meet State statutory requirements.

The following work products will be delivered under this Agreement:

- Summary report on ***Housing Needs*** including demographic, housing, and economic data for the Town (one paper copy and one electronic copy in pdf format)
- ***Resident input and interview*** results (one paper copy and one electronic copy in pdf format)
- ***Draft and Final versions of the Town Affordable Housing Plan*** (ten hard copies and one electronic copy in pdf format)



TOWN OF KENT JOB CLASSIFICATION

POSITION: Registrar of Voters

RATE: \$23.46/hour

PURPOSE OF JOB CLASS (NATURE OF WORK):

The purpose of this position is to register voters, maintain registered voter lists and administer elections. Duties are driven by CGS, SOTS Regulations, and Town of Kent ordinances.

SUPERVISION RECEIVED:

As elected officials, there is no day-to-day supervision.

DIRECT REPORTS:

Supervises Deputy Registrars of Voters. Registrars are also responsible for hiring and training all elections workers.

HOURS OF WORK:

This Job Classification is a part-time hourly position. Generally three hours per week, but may vary during elections and annual canvass, and in accordance with any related CGS.

EXAMPLES OF DUTIES:

- Administer Federal, State, Municipal, Primaries (including for Town Committee) and Referendums.
- Verify voting status and administer a secret ballot as needed at any Town Meeting or Party Caucus.
- Hire and train all election workers.
- Maintain all election equipment.
- Conduct annual canvass outreach to verify voter status of all registered voters.
- Communicates in person, by telephone, fax, and email and through letters with citizens, other municipal departments, state officials, and the general public.
- Performs duties requiring independent judgment and initiative in planning, organizing and directing the work of the office.
- Performs a variety of specialized professional, technical and administrative responsibilities requiring an extensive knowledge of election law.
- Maintains permanent voter records in print and electronic formats.
- Prepares and administers operating budget for department.
- Requires the operation of an automobile, and standard office equipment.
- Attends meetings, courses and workshops to maintain required certifications and pending and new legislation.

- Conduct voter outreach

KNOWLEDGE, SKILL AND ABILITY:

- Working computer knowledge including use of Microsoft Word, email, use of internet browsers and search engines.
- Independent judgment and initiative in planning, organizing and directing the work of the office.
- Good organizational skills and understanding of office procedures; interpersonal skills; ability to work with the general public in a collegial, polite manner. Work collaboratively.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- Within two years of taking office, complete and pass the Registrar Of Voters Association of CT Moderator Training class.
- Within two years of taking office, complete Connecticut Registrar's Certification Program, with a passing score of at least 90.
- Maintain continuing education requirements in accordance with CT General Statutes.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

SPECIAL REQUIREMENTS:

n/a

WORKING CONDITIONS:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.

Town of Kent
Park and Recreation Director

The Kent Park and Recreation Commission works to realize the ongoing missions of Kent Park and Recreation through balanced, thoughtful, equitable stewardship and planning by highly committed volunteers.

Position Summary:

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, seniors, teens, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events and maintenance of the parks. Works with the Parks and Recreation Commission to develop long range plans for programs, parks and facilities to accommodate town goals and recreation needs.

Reports to:

Park and Recreation Chairman.

Direct Reports:

- After-School Program director • Head Lifeguard
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- Referees and umpires.
- Park maintenance staff

Hours of Work:

Full-time salaried position, 40 hours per week, includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours, opens and responds to daily mail and email, responds to and keep copies of correspondence, answer and responds to phone calls, identify and order office supplies
- Takes direction from the Park and Recreation Commission and carries out all tasks required to make programs and parks run smoothly.
- Assumes management responsibility for all services and activities of Park and Recreation
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Attends all regular and special Commission meetings and monthly BOS meetings, and communicates regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent to commission members with any other supporting documents including financial reports not less than 3 business days before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk, keeping copies of minutes and directors report for 3 years.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget, and the Five Year Capital Plan
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.
- Creates and distributes schedule for sports' team and individual and sponsor photos. Oversees and implements Park and Rec policy on awards.

- Works with Park and Recreation Commission on appointments and reappointments to the commission. Communicate in writing to the Board of Selectmen the recommendations for appointments to the Kent Park and Recreation Commission for the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier and providing necessary information as requested.
- Maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attends conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.
- Checks sports inventory and keeps in good working condition.

Communication:

- Establishes and maintains effective working relationships with superiors, subordinates, associates, including area recreation directors, volunteers and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Writes and submits to Board of Finance an annual report for the Annual Town Report.
- Monitors and posts updates for the Kent Park and Recreation website, social media, monthly town newsletter; contributes to senior newsletter
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with timely press releases to the local media and flyers.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.
- Maintains working relationship with the state police. Files police reports where appropriate.
- Maintains working relationship with Park and Recreation Commission.
- Meets and coordinates on league rules and game schedules with regional Rec directors

Facilities:

- Schedules and oversees the maintenance and repair of Park and Rec facilities, equipment, program inventories and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage and maintenance.

Personnel:

- Recruits, interviews, trains and supervises paid and volunteer staff in accordance with Town of Kent and Park and Rec Commission policies and procedures.
- Develops job descriptions for positions as necessary and presents the descriptions to the Commission for approval.
- Provides for staff evaluations at completion of a Park and Rec program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.
- Identifies, coordinates, orients and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials, including handbook, schedules, team roster.
- Insures adequate staffing for the After School Program.

Job Qualifications:

- Bachelor's Degree and/or relevant life experience and interest in Park and Recreation.
- Good communication, administrative and organizational skills.
- First aid training.
- CPR certification.
- Certified blood borne pathogens awareness
- Computer Skills.
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.
- Knowledge of small-town municipal functions
- Understanding of Robert's Rules and CT General Statutes relating to duties and assignments

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.
- Light manual labor involved including but not limited to lining of ball fields, setting pool aerator, small repairs and maintenance

Approved by the Board of Selectmen:	10/4/11
Updated by the Board of Selectmen:	3/13/12
Revised and approved by the Board of Selectmen:	7/31/13
Approved by the Board of Selectmen:	9/1/15

Date: September 1, 2021

To: Kent Board of Selectmen

Subject: Kent Senior Center Proposal

I thought that it would be helpful to provide the selectmen with the means of reviewing the previous meetings at which the Senior Center Proposal was discussed. Also, directly address some concerns brought up by selectmen during the August 17, 2021 meeting. I have also provided the time stamps for the zoom recordings in which the topic of the Senior Center was presented and discussed.

Regular Selectmen's Meeting, June 8, 2021, time stamp 1:41:20.

Regular Selectmen's Meeting, July 13, 2021, time stamp 55:12.

Regular Selectmen's Meeting, August 17, 2021, time stamp 1:12:04.

- Thought the role of coordinator would be a duty of the Assistant: This information was presented to the Selectmen at the June 8th meeting, attached for further reference, specifically bulleted items 1 and 2.
- Thought that the Park and Recreation Department no longer had any duties at the Senior Center: minutes of the July 2, 2019 meeting attached for reference.
- Comment that perhaps the Social Services Director did not make it clear about the 30 hours: This information was stated at the Regular Selectmen's Meeting, June 8, 2021, time stamp 1:57. Only compensation was requested not additional hours. Three hours/week was utilized for calculation purposes only.

I encourage the Selectmen to take the time to review the information as presented.

Date: 6/8/2021

To: The Board of Selectman

From: Social Services Director

Subject: Coordination and Opening of the Senior Center

During the Selectmen's Meeting, February 25, 2020, it was determined that the First Selectperson meet with the park and recreation director and I to discuss the allocation of duties at the Senior Center. Unfortunately, that meeting never occurred. During that meeting I provided, at Selectman Garrity's request, information outlining the programs/activities typically occurring at a Senior Center, Resources for potential programs under the role of the Municipal Agent for the elderly, and an example of a proposed monthly senior center schedule. Minutes and applicable documents attached.

Now that it has been determined that the state and town are "reopening" and prior to the official opening of the senior center, I would like to propose the following:

- Designation of the role of the Senior Center Director under the auspices of Social Services Director and Municipal Agent for the Elderly.
- These additional duties would include, but not be limited to: establishing a fixed hour Senior Center inclusive of all operating policies and procedures: staffing and volunteer coordination; identification and coordination programming beginning with two programs per month and increasing frequency once established; discontinuing the current nutrition program by creating a Wednesday lunch program with plans to add Mondays as soon as possible; coordinating recreational programming in conjunction with the Park and Recreation Director and within the established senior center operating policies and procedures.
- The Social Services Assistant will implement programming and be available at the Senior Center Mondays and Wednesdays for approximately four hours each day.

I anticipate that adding these additional duties to the Social Services Department would require approximately 3 hours/week or 156 hours/year.

Presented @ BOS Regular Meeting June 8, 2021

Zoom recording time 1:41:20

Jean Speck made a motion to resubmit a letter of support to Housatonic River Commission in support of their application for Wild and Scenic designation. Chris Garrity seconded the motion and the motion carried.

Appointment of Anthony Palumbo as IWC Alternate:

Jean Speck made a motion to accept the recommendation from Donna Hayes and the Inland Wetland Commission and appoint Anthony Palumbo to the open Inland Wetland alternate position with a term date ending December 21, 2023. Ed Matson seconded the motion and the motion carried.

Senior Center programming proposal:

The Board of Selectmen agreed on the following:

- Designating the role of Senior Center Director under the auspices of the Social Services Director and Municipal Agent for the Elderly.
- Social Services Director to flush out the pilot program.
 - Day-to-day.
 - Growth of the pilot.
- Presentation to BOS at July meeting, at which the BOS will figure out how to compensate the Social Services Director for the program.

Resident Trooper Funding:

Jean Speck will contact the three private schools and High Watch to discuss the Resident Trooper funding program and follow-up with an updated agreement for fiscal year 2021/2022.

Emergency Management:

Chris Garrity asked that the Emergency Management Department prepare a presentation for the July BOS meeting to include the following:

- Mission statement
- Goals
- What they do
- Who they support?
- Are they regional?

Hiring Subcommittees – update:

Jean Speck welcomed the following new employees:

- Assistant Tax Collector – Josie Donzella
- Interim Park and Rec Director – Miranda Lovato
- Transfer Station staff – Rob Hayes and Zachery Wilcox
- Treasurer's Assistant – Marcie Newton

Jean Speck will follow-up with the Board of Finance on the status of the BOF Clerk.

Senior Center programming proposal:

Social Services Director Leah Pullaro provided the following documents:

- Mission statement
- Vision Statement
- Scope of Program and Services
- Registration Form
- Program Agreement
- July 2020 Calendar

The following organization offered to assist in the programs:

- Kent Memorial Library
- Kent Land Trust
- Park and Rec

Leah Pullaro asked the following budget questions:

- How is any compensation for work done by employees that is not budgeted?
- No Internet at senior center, how will it be paid for?
- Computer and printer are outdated, how will they be paid for?
- Is there a defib machine in the building?

Chris Garrity requested the following for the next meeting:

- Opening date
- Safety protocols
- Programming
- Anticipated costs

Trooper Funding – confirmed financial commitments:

Jean Speck reported:

- Fiscal Year 14 – 19
 - Kent School paid \$20,000
 - South Kent School paid \$20,000
 - Marvelwood paid \$20,000
- Fiscal Year 19 High Watch paid \$20,000
- Fiscal Year 2020
 - Kent School paid \$20,000
 - South Kent School paid \$20,000
- Fiscal Year 2022
 - \$40,000 has been budgeted based on fiscal year 2021
- Will reach out to High Watch

Zoom Recording Time 55:12

Senior Center programming proposal update:

Leah Pullaro stated the following:

- Submitted a budget proposal for the proposed Senior Center programming (attached). She noted that the total is incorrect, the total should be \$7,121.
- The \$4,021 is for the Social Services Director/Senior Program Co-Ordinator, not budgeted.
- The \$4,021 is comprised of approximately ~~X~~³ hours per week – which would put the Social Services Director over 30 hours per week (fulltime).
- The Social Services Assistant is budgeted for 4 hours per week to implement the programs.
- Park and Rec to clarify their role in senior center activities – Ed Matson to discuss with Park and Rec Commission as they review the Park and Rec Director job description.
- Outline the responsibilities of the Senior Center Co-Ordinator: set-up schedule, researching programs, co-ordinate with other departments to set-up senior programs.
- Timeline – to start programming October 1, 2021.

Chris Garrity noted making the Social Services Director fulltime is a budgetary issue.

Peddler Permit – food trucks:

Jean Speck provided the Food Truck Ordinances for Sharon and North Canaan (attached). Jean Speck agreed to obtain the guidelines from Torrington Area Health and State of Connecticut Department of Transportation for food trucks. Chris Garrity noted the Noise and Traffic Committee might want to consider the safety and health concerns.

Policy and Procedure Manual:

Hiring Policy – Department Head Input:

Jean Speck gathered the feedback from the department heads and will take that information and rewrite the policy. She will send a draft to the department heads for feedback prior to sending to the BoS for approval.

Review Manual update:

Jean Speck noted she is still pulling apart the manual.

Juneteenth Federal Holiday:

The Board of Selectmen discussed adding Juneteenth to the paid days off list. Ed Matson stated the State is considering taking away Columbus Day and adding Juneteenth. He added he is not comfortable making a decision until the State makes a decision.

room recording time 1:12:04

Board of Selectmen
Regular Meeting

JULY 2, 2019
4:30 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Darlene Brady, Lesly Ferris, John Grant, Donna Hayes, Rick Osborne, Michael Sivick and Lynn Worthington.

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

The pledge was recited.

Approval of Minutes:

Mr. Adams made a motion to approve the May 24, 2019 Board of Selectmen's Special meeting minutes, as submitted. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to approve the June 1 and June 13, 2019 Board of Selectmen's Special meeting minutes and the June 4, 2019 Board of Selectmen's Regular meeting minutes, as submitted. Mr. Garrity seconded the motion. Mr. Adams and Mr. Garrity voted yes. Mr. Parkin abstained. The motion carried.

Public Communication:

Oral:

Written:

Mr. Adams stated that there are three written reports, attached:

- June 28, 2019 Staff Report from Donna Hayes
- June 28, 2019 Senior activities report from Lesly Ferris
- July 1, 2019 Staff Report from Rick Osborne

Mr. Garrity asked Rick Osborne to produce a report to show upcoming road projects.

Streetscape:

Mr. Adams stated that the Streetscape sub-committee has met once and is in the process of scheduling a second meeting.

Policy and Procedure Manual:

Mr. Parkin stated that he has no new updates but would be reviewing the manual and would like to keep the item on the agenda.

Park and Rec Job Description:

Mrs. Ferris noted that effective July 1, 2019 the Social Services Department has oversight of the Monday/Wednesday lunch program at the Senior Center and that responsibility has been removed for the Park and Rec Director's job description. Mr. Adams made a motion to approve the Park and Rec Director's job description with the removal of oversight of the Monday/Wednesday lunch program at the Senior Center (attached). Mr. Parkin seconded the motion and the motion carried.

Social Services Assistant Job Description:

RECEIVED TOWN CLERK
JULY 2, 2019

2019 JUL -5 A 9:23

BY [Signature] TOWN CLERK

Recommendations for opening of Kent Senior Center:

August 9, 2021

This list of recommendations is only a guide, taking into account CDC, state, and local health recommendations. The health and safety of everyone involved is of the utmost importance. If you or your staff does not feel comfortable, additional measures and initiatives could and should be taken.

***Please remember, changes to CDC, state, and local health recommendations and guidance is subject to change at any time and this guidance could become obsolete. ***

- All patrons of the senior center should be vaccinated.
- Face coverings should be worn at all times while inside the senior center with the exception of meal time.
- Six feet distancing should be maintained if possible during meal service
- Plexi-glass dividers should be installed between diners during meal time.
- Diners should not sit across from other diners without plexi-glass in place.
- During social times, patrons shall wear face coverings and maintain six feet distance.
- Social times shall be limited in duration to avoid contact.



Joyce Kearns <adminassist@townofkentct.org>

Senior Center Proposal

1 message

Leah Pullaro <socialservices@townofkentct.org>

Tue, Sep 7, 2021 at 3:36 PM

To: Jean Conlon Speck <firstselectman@townofkentct.org>, Chris Garrity <cgarrity@townofkentct.org>, Ed Matson <ematson@townofkentct.org>

Cc: Joyce Kearns <adminassist@townofkentct.org>

Please find attached further information to take into consideration for the current Senior Center Proposal. The first sheet is a summary which is followed by the supportive documentation. Also, I have included the current protocol per Emergency Management.

I request that the selectmen review the attached packet and listen to the discussions (zoom and Youtube timestamps provided).

Best, Leah

*Leah Pullaro, LMSW
Town of Kent
Director of Social Services
Municipal Agent for the Elderly
PH 860.927.1586
FAX 860.927.1313*

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