

**RECEIVED**

*By Darlene Brady at 10:38 am, Sep 22, 2022*



Board of Selectmen  
Regular Meeting

September 15, 2022  
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=chDZXOR17Ag>

Jean Speck, Rufus deRham and Glenn Sanchez.

Also present: Jocelyn Ayer, Zanne Charity, Melissa Cherniske, Mike Gawel, John Grant, Lynn Harrington, Leila Hawken, Donna Hayes, Tai Kern, Joe Manley, Ed Matson, Wendy Murphy, Andy Ocif and Lynn Worthington.

**Call to order:**

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

Jean Speck made a motion to add the following item to the agenda:

7.4. EMS staffing supplemental appropriation.

Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to add the following item to the agenda:

7.5. Green Energy Initiative.

Glenn Sanchez seconded the motion and the motion carried.

Rufus deRham made a motion to add the following item to the agenda:

8.15. Veteran's Memorial Committee update.

Jean Speck seconded the motion and the motion carried.

**Approval of Minutes:**

Jean Speck made a motion to approve the following Board of Selectmen meeting minutes:

August 22, 2022 Special Meeting

September 1, 2022 Regular Meeting

Glenn Sanchez seconded the motion and the motion carried.

**Public Comment of agenda items:**

None.

**Correspondence:**

September 10, 2022 Email from Pierre Gautier, "The flag of Connecticut for 2 French children."

Jean Speck:

- Agreed to send a couple of flags and stickers to the children per the request.

Rufus deRham:

- Suggested adding in maps.
- Offered to take on the task, Jean confirmed she could handle the task.

Glenn Sanchez:

- Suggested having KCS students write letters to be included in the package.

#### **Tax Refunds:**

No tax refunds in the shared folder.

#### **Treasurer's Report:**

Barbara Herbst:

- Report emailed to each of the selectmen and copy in the shared folder (attached).

#### **Kent Affordable Housing Plan:**

Jocelyn Ayers:

- Provided a brief overview of the Kent Affordable Housing Plan (attached).

Jean Speck made a motion to adopt the Housing Plan, as prepared and recommended by the Housing Plan Steering Committee. Rufus deRham seconded the motion and the motion carried.

Jean Speck made a motion to disband the Municipal Affordable Housing Steering Committee and thanked the members for their great work. Glenn Sanchez seconded the motion and the motion carried.

#### **Land Use Administrator Donna Hayes resignation:**

Jean Speck made a motion to accept, with great thanks for her work, the resignation letter from Donna Hayes effective October 7, 2022. Rufus deRham seconded the motion and the motion carried.

#### **Assistant Land Use Administrator job description:**

Tai Kern:

- Very anxious to fill the position.
- The job description elevates the requirements for the position to comply with the new State legislation.
- The number of hours remains at 15 hours per week, plus meetings.
- There are State standards for certification.
- It takes three-years to obtain CAZEO certification.
- Aligning with other departments in Town Hall: tax collector, assessor.
- Donna has expressed interest in the position.
- Reached out to First Selectman to discuss the job description earlier in the week, prior to the meeting.

Rufus deRham:

- Nicely done.
- The departments have looked at the position and endorsed it, we can't overlook that.
- Does not mind the switch.

Jean Speck:

- Appreciate wanting to fill the position.
- Would like to meet with Tai and Joe to discuss.
- Needs to put in new format.
- Concerns with the position change.
- Should stay as "clerk" until next budget.
- This is an entry level position into municipal government.
- It sits funny, going from a clerk to an assistant, basically to assist the department head.
- Cannot write a job description for a person.
- Keep on the agenda.
- Meet with Tai for further discussion.

Joe Manley:

- The Town has an amazing opportunity.
- Warren has been looking for an assistant for over one-year.
- If there is an opportunity – take it.

#### **EMS Staffing Appropriation:**

Jean Speck:

- BoF made a motion to recommend an additional appreciate of \$100,000 for the contracted expenditure for EMS staffing costs.
- Barbara is concerned that it will exceed the budget line.
- Special meeting to set information hearing and referendum.
- Get Randy to write the referendum questions.

#### **Green Energy Imitative:**

Wendy Murphy:

- Program on October 15, 2022 at Kent School auditorium at 3:00 p.m.
- The event will be filmed and hope to put the recording on the town website.
- Information that most people don't know about green energy initiatives.
- Lots of subsidies and programs coming from the State, to make it affordable.
- People can reduce their carbon footprint.

#### **BOE request for a School Resource Office – update:**

Jean Speck:

- BoF made a motion, recommending an appropriation of \$200,000 specifically for the SRO program to go to a town vote.
- Another referendum question to discuss with Randy.

- Working with Scott Trabucco to put information together for the informational hearing.

#### **COVID -19 pandemic update:**

Jean Speck:

- A Cornwall resident donated eighty or so home tests.
- The testing site is still operation at the transfer station.

#### **Deputy Emergency Management Director job description:**

Rufus deRham made a motion to approve the Deputy Emergency Management Director job description with the addition of the word "volunteer" added under the "Hours of Work" to read as: This position is a parttime volunteer uncompensated position". Jean Speck seconded the motion and the motion carried. Rufus deRham and Glenn Sanchez voted yes. Jean Speck voted no. The motion carried.

#### **Emergency Management Director job description:**

Rufus deRham made a motion to approve the Emergency Management Director job description with the addition of the word "volunteer" added under the "Hours of Work" to read as: This position is a parttime volunteer uncompensated position". Jean Speck seconded the motion and the motion carried. Rufus deRham and Glenn Sanchez voted yes. Jean Speck voted no. The motion carried.

#### **EV Charging Station:**

Jean Speck:

- Nothing to report.

#### **Flag policy update:**

Jean Speck:

- Put document in the shared folder just before the meeting.
- Updated with town attorney's edits and put in the form of a resolution.
- Keep on the agenda and move it at the next meeting.

#### **Main Street Traffic and Noise report – update:**

Jean Speck:

- Still waiting on DOT.

#### **Policy and Procedure Manual – update:**

Jean Speck:

- Hoping to have a call with CIRMA to talk about the cost.
- Hope to have cost and timeline for the next meeting.

#### **Review and possible approval of the Community Resilience Building Workshop Summary Finding report:**

Jean Speck made a motion to accept the Nature Conservancy Community Resilience Building Workshop Summary of Findings Report. Rufus deRham seconded the motion.

Glenn Sanchez:



- Concerned with the section discussing making the Emergency Management a formal department and full-time paid positions.
- Still have a lot of questions.
- Can't approve at this point.

Donna Hayes:

- Where does this report go?
- What does it become?
- Who is the keeper of it?
- What is the purpose of this report?

Jean Speck:

- This is a sort of wish list for consideration by the board.
- They are not things that do not have to get done.
- Some things might not even be feasible to get done.
- The findings based on the workshop they ran.
- The purpose of the plan, to be used as a tool for the board to guide it forward.
- It is not an operational plan. It is a summary of findings.
- It is kept in the Board of Selectmen's umbrella or wheelhouse.

Jean Speck called for the vote. Jean Speck and Rufus deRham voted yes. Glenn Sanchez voted no. The motion carried.

#### **Rooster noise complaint follow-up:**

Jean Speck:

- Nothing further.

#### **Salary review - Management review:**

Jean Speck:

- CCM does a salary survey, as well as COG.
- Look at each position and the CCM and COG salary surveys and discuss them one at a time.
- Start the process alphabetically and do a couple each meeting before budget season.
- Move this item up on the next agenda.

Rufus deRham:

- COG salary survey is all over the place.
- Need access to CCM portal.

#### **Streetscape update:**

Jean Speck:

- Have weekly construction meetings.
- Project is moving along and making progress.
- They will remain on the same side until the work is completed.
- Relayed concerns to contractor regarding one of the flaggers being on their cell phone while directing traffic.

- A conversation was had regarding the grade of the sidewalk in front of the Fife.
- To make the proper pitch, they would need to pour concrete right up to the end of the building.
- Elissa Potts was onsite to hear the conversation.
- She offered to pay for the small "thirty inches or so" swath of concrete.
- The estimated cost would be approximately \$2,650.
- Discussed at construction meeting, not a change order for the Town.

Mike Gawe:

- If she is willing to pay for it, it probably better to do it that way.

Glenn Sanchez:

- Did we talk to town attorney about this?
- Is this something we can do as the Board of Selectmen?

Jean Speck made a motion to recognize the verbal offer by the property owner at 53 North Main Street, The Fife and Drum Restaurant, regarding pouring an additional small area of concrete in front of the Fife and Drum, solely at the owner's expense, is outside the municipal contract with Mather Corporation. Rufus deRham seconded the motion and the motion carried.

#### **Swift House: ADA Checklist for existing Facilities review:**

Jean Speck:

- Met with John Worthington to talk about creating an implementation plan.
- Next step is to create an implementation plan.

#### **Town Hall large meeting room video conference system update:**

Jean Speck:

- Report in the shared folder (attached).

#### **Veteran's Committee update:**

Rufus deRham:

- Status of bank account to be set up by the town?
- A letter to Andy to confirm transfer of ownership.
- Dick and Charlotte Lindsay declined to be on the new Veteran's Memorial Committee.

Andy Ocif:

- Status of monument appraisal?

Jean Speck:

- Waiting for the folks in Cornwall on the appraisal.
- Will talk to Barbara tomorrow about setting up the bank account to get the funds transferred.
- Randy needs to draft a letter to accept the ownership.

#### **BOS Subcommittee Reports:**

**ARPA Needs Assessment Committee:**

Glenn Sanchez:

- Nothing to report.

Jean Speck:

- Asked Glenn to reach out to Chairman Connie Manes to confirm disbanding the committee.

**Affordable Housing Plan Steering Committee:**

Disband earlier in the meeting.

**Broadband Working Group:**

Jean Speck:

- Regional and state level working on this issue.
- Schedule a meeting to confirm the need for this group.

**Kent Sustainability Team:**

Jean Speck:

- Continue to work on action items.

**KVFD/Ambulance staffing subcommittee:**

Jean Speck:

- Meeting scheduled for the end of the month.

**Main Street Noise and Traffic Committee:**

Glenn Sanchez:

- Reviewing enforcement policies in other towns.
- Close to completing the second report.

**Streetscape Building Committee:**

Mike Gawel:

- Compaction issues brought forward two weeks ago, Mike Doherty agreed, not repaired.
- They continue to push soil under the curbing without compacting.
- Showed a picture of hand under a piece of curbing installed this week in front of the Fife.
- The Town is paying for an engineer to keep his eye on things, why are we paying for someone who's not bringing the concerns to anyone?
- Is anyone completing daily logs?
- The Streetscape Committee has made several suggestions and nothing gets done.
- Spray seal, state code, we are not getting the state required application.
- State code goes on to say, concrete exposed to air shall be covered as soon as the concrete has hardened sufficiently, they shall be kept continuously wet for at least the first twenty-four hours, we are not getting that either.
- The state code does not say anything about this process being stopped when the weather changes.

- Concrete curbing change order, did the Selectmen vote on the change order and is there a signed change order?
- Did they specify tell the Town that it does not meet the specs that are on the plans?
- If the request had been brought to the Streetscape Committee, we would not have recommended the change.

Jean Speck:

- I can't be out there every single minute.
- The Board did not make a motion on the granite change order, the change was within the appropriation.
- I signed the change order.
- I would have to look back in the correspondences to see if I received any information on the specifications of the granite with the change order.

#### **Swift House Task Force:**

Zanne Charity:

- Swift House survey closed today.
- Swift House Task Force member, Marge Smith is away for the month of September.
- Task Force is gathering information and updating the first report done two years ago.
- The revised report should be ready in a month or so.

#### **Selectmen's Reports:**

Jean Speck:

- Nothing additional to add.

Rufus deRham:

- Nothing additional to add.

Glenn Sanchez:

- Streetscape and Halloween – concerned about safety.

#### **Public Comment:**

Donna Hayes:

- Planning and Zoning approved the POCD.
- A copy was sent via certified mail to the board.
- A draft is on the town website.
- Comments being accepted prior to the November 10<sup>th</sup> public hearing BY P&Z.
- The BoS needs to make a decision on the rooster complaint per the Right to Farm ordinance.

#### **Adjourn:**

Jean Speck made a motion to adjourn the meeting at 9:17 p.m. Rufus deRham 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 corrections and approval.*



BOARD OF SELECTMEN  
Regular Meeting Agenda  
September 15, 2022 6:30 P.M.

Join Zoom Meeting:	<a href="https://us02web.zoom.us/j/87139162768">https://us02web.zoom.us/j/87139162768</a>
Meeting ID:	871 3916 2768
One tap mobile:	+16465588656,,87139162768# US (New York)

Supporting documentation for this meeting: <a href="https://drive.google.com/drive/folders/1_UpLLyc6K6URVGUyoNgZf481cCprS_A3">https://drive.google.com/drive/folders/1_UpLLyc6K6URVGUyoNgZf481cCprS_A3</a>
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1. Call to order
2. Approval of Minutes
  - 2.1. August 22, 2022 Special Meeting
  - 2.2. September 1, 2022 Regular Meeting
3. Public Comment of agenda items.
4. Correspondence
  - 4.1. September 10, 2022 Email from Pierre Gautier, "The flag of Connecticut for 2 French children."
5. Tax Refunds
6. Treasurer's Report
7. New Business
  - 7.1. Kent Affordable Housing Plan
  - 7.2. Land Use Administrator Donna Hayes resignation
  - 7.3. Assistant Land Use Administrator job description
8. Old Business
  - 8.1. BOE request for a School Resource Office – update.
  - 8.2. COVID -19 pandemic update.
  - 8.3. Deputy Emergency Management Director job description.
  - 8.4. Emergency Management Director job description.
  - 8.5. EV Charging Station.
  - 8.6. Flag policy update.
  - 8.7. Main Street Traffic and Noise report – update.
  - 8.8. Policy and Procedure Manual – update.
  - 8.9. Review and possible approval of the Community Resilience Building Workshop Summary Finding report.

- 8.10. Rooster noise complaint follow-up.
- 8.11. Salary review - Management review.
- 8.12. Streetscape update.
- 8.13. Swift House: ADA Checklist for existing Facilities review.
- 8.14. Town Hall large meeting room video conference system update.
- 9. BOS Subcommittee Reports
  - 9.1. ARPA Needs Assessment Committee.
  - 9.2. Affordable Housing Plan Steering Committee.
  - 9.3. Broadband Working Group.
  - 9.4. Kent Sustainability Team.
  - 9.5. KVFD/Ambulance staffing subcommittee.
  - 9.6. Main Street Noise and Traffic Committee.
  - 9.7. Streetscape Building Committee.
  - 9.8. Swift House Task Force.
- 10. Selectmen's Reports.
- 11. Public Comment
- 12. Adjourn





Joyce Kearns &lt;adminassist@townofkentct.org&gt;

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**The flag of Connecticut for 2 French children**

1 message

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**phgautier02@gmail.com** <phgautier02@gmail.com>

Sat, Sep 10, 2022 at 8:53 AM

To: Selectmen@townofkentct.org

Dear Board,

My name is Pierre, I'm from France. I have 2 children of 9 and 12 years old who are very interested in geography and learning about different countries and states. They even started to learn to recognize flags of the world.

The last few months has been difficult for them and I would like to surprise them. I understand this is an unusual request, but I would like to kindly ask you if you have the possibility to send a flag (even small) of Connecticut or your city? It would make them very happy, and would be a good opportunity to discover the United States in more details.

Here is my address:

Pierre Gautier  
1 ruelle des petits champs  
02400 Chateau-Thierry  
FRANCE

Thank you very much and wish you all the best,

Pierre.

# Treasurer's Report

9/14/2022

	May		June	
A/P Checks Issued	112	174,567	169	852,051
Payroll	116	88,118	157	149,815
BoE Transactions	67	356,924	100	660,335
Deposits	12	163,251	26	206,716
Net Income to Expense	307	(456,358)	452	(1,455,485)

FY 2021 -2022

	Actual	Budget	% of Budget	Variance to budget
Income	\$ 13,245,243	\$ 13,336,529	99.32%	\$ 91,286
				\$ -
A • General Government	\$ 1,365,842	\$ 1,438,279	94.96%	\$ 72,437
B • Public Safety	\$ 400,606	\$ 403,610	99.26%	\$ 3,004
C • Public Works	\$ 1,627,703	\$ 1,797,611	90.55%	\$ 169,908
D • Health and Welfare	\$ 118,057	\$ 126,181	93.56%	\$ 8,124
E • Recreation	\$ 151,756	\$ 216,391	70.13%	\$ 64,635
F • Sanitation	\$ 127,394	\$ 144,154	88.37%	\$ 16,760
G • Board of Education	\$ 6,999,684	\$ 7,196,556	97.26%	\$ 196,872
H • Debt Service	\$ 38,906	\$ 38,906	100.0%	\$ -
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	\$ 12,804,790	\$ 13,336,529	96.01%	\$ 440,454

## Notes

\$ 440,454 *Preliminary Budget Surplus*

### Revenue Highlights

\$ 167,255	<i>Property taxes and interested collections exceeded budgeted amounts</i>
\$ 14,231	<i>State payments exceeded budgeted amounts</i>
\$ 89,697	<i>Town Clerk recording fees and collections exceeded budgeted amounts</i>
\$ 20,625	<i>KCS Tuition payments exceeded budgeted amounts</i>
\$ 16,676	<i>P/R fees exceeded budgeted amounts</i>
\$ (12,346)	<i>Interest on Investments fell short of budgeted amounts</i>
\$ 486,250	<i>Amount of appropriated UGFB not used</i>

# ARPA Application Status Report

Total Pool of funding	\$	400,000	
Direct Recommended Allocations	\$	(57,000)	NFP
Balance to Distribute	\$	343,000	

Total Applications Received		51	
Individual and Families		15	
Small Business		12	
NFP		24	

Funding requests through Applications	\$	472,681	
Individual and Families	\$	75,000	
Small Business	\$	105,300	
NFP	\$	292,381	

Funding released TD		\$63,500	
Individual and Families	\$33,500		7
Small Business	\$30,000		3
NFP	0		



Town of  
**Kent**  
**Housing**  
**Plan**

2022-2027

**DRAFT**

*Adopted \_\_\_\_ 2022*







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- List of Kent Housing Plan Steering Committee members
- Definition of housing affordability
- Timeline for the housing plan process
- Five main goals of this plan

### II. Assessment of Housing Needs & Current Housing Stock

- Resident housing needs survey results
- Housing and demographic trends
- Current housing stock
- Regional housing needs

### III. Residential Zoning Assessment

- Summary of allowed residential uses and zoning districts
- CT "Affordable Housing Appeals Act"

### IV. Goals and Strategies

### V. Appendix/Resource links

- Where can I go for more information?

**Cover photo:** Stuart Farm Apartments, Kent





## Introduction

A Connecticut law passed in 2017 (Statute 8-30j) requires every municipality to prepare and adopt an affordable housing plan at least once every five years. In 2021, the Town of Kent received a technical assistance grant from the Connecticut Department of Housing to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers.

The Board of Selectmen appointed a Housing Plan Steering Committee which met monthly to provide feedback throughout the planning process and to ensure that the Kent community was engaged in the conversation around housing needs and possible strategies for meeting those needs.

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### **Kent Housing Plan Steering Committee Members:**

**David Birnbaum** (Planning & Zoning Commission)

**Tegan Gawel** (Templeton Farms and Board of Finance)

**Alice Hicks** (Planning & Zoning Commission)

**John Johnson** (Zoning Board of Appeals)

**Connie Manes** (Conservation Commission)

**Justin Potter** (Zoning Board of Appeals and Kent Affordable Housing)

**Jean Speck** (Board of Selectmen)

**Virginia Bush Suttman** (Kent Affordable Housing)

### **Planning facilitation and technical assistance provided by:**

*Jocelyn Ayer, Director, Litchfield County Center for Housing Opportunity*

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The Steering Committee reviewed the housing and demographic trends data and the resident housing needs survey results which are summarized in the sections below. They also shared their experiences and expertise as Kent residents and active members of town boards, commissions, and volunteer organizations. The committee then decided to focus on the unmet housing needs of the following demographics:

- **Young adults and young families**
- **Older adults and seniors**
- **People who work in Kent**

The committee also determined that one of the most pressing housing needs is for housing that is dedicated to remaining affordable for those who live or work in Kent, especially in these three demographics.



## Defining housing affordability

Housing is considered affordable if it costs no more than 30% of a household's income. When households have to spend more than 30% of their income on housing costs they may not have enough left over to pay for all their other needs including food, gas, clothing, healthcare, childcare, etc.

In Kent:

- 366 households were spending more than 30% of their income on housing costs.
- 199 of those households were spending more than 50% of their income on housing costs. This makes them severely housing cost burdened.<sup>1</sup>

Finding and keeping housing in Kent is most challenging for households that earn under 80% of the Litchfield County median income. In 2021, 80% AMI was \$57,680 for a single person or \$82,320 for a household of 4 people. The State keeps a list of how many housing units in each town are dedicated to remaining affordable to households at or below 80% of the area median income (AMI).

HUD-defined income limits for Litchfield County, 2021  
(AMI= area median income)

	Household Size			
	1 person	2 people	3 people	4 people
100% of AMI	\$72,030	\$82,320	\$92,610	\$102,900
80% of AMI	\$57,680	\$65,920	\$74,160	\$82,320
50% of AMI	\$36,050	\$41,200	\$46,350	\$51,450
30% of AMI	\$21,630	\$24,720	\$27,810	\$30,870

**Kent had 460 households that earned less than 80% of the area median income and has 67 housing units dedicated to remaining affordable to them** according to the State's Affordable Housing Appeals list (2021). As of June 2022 all of these dedicated affordable housing units were occupied and there were **107 households on waiting lists** for these properties.

These 67 housing units are considered dedicated to remaining affordable because they are owned, managed, and/or provided funding by an entity that assures that the households who live there do not have to pay more than 30% of their income on housing costs and that these households are earning less than 80% of the area median income.

- 24 housing units are at South Common and 13 are at Stuart Farm-managed by Kent Affordable Housing, Inc.
- 24 housing units are dedicated for seniors at Templeton Farm
- 5 housing units received mortgage assistance through the CT Housing Finance Authority (CHFA) or USDA.
- 4 households were receiving rental assistance to pay the difference between what the household could afford and fair market rent.

<sup>1</sup> Source: "CHAS" data (Comprehensive Housing Affordability Strategy), HUD released on September 29, 2021, for the 2014-2018 period.



Smaller or older homes that are sold or rented at what could be considered affordable prices are not included on the State's Affordable Housing Appeals list because no one is monitoring the transaction to make sure that the household is earning less than 80% AMI and that the rent/mortgage is not more than 30% of their income. As we saw during the pandemic, home prices/values can increase significantly over a short period of time and households with higher incomes can buy those homes, renovate them, and put them out of reach for future homeowners and people who work in the area.

The goals and strategies presented in this plan are intended to help:

- **Attract and retain young adults and young families**
- **Allow older adults to "downsize"**
- **Help small businesses and volunteer organizations in Kent attract and keep the workers and volunteers that they need**

The strategies in this plan are not limited to creating housing options for households under 80% of the area median income. Those who live and work in Kent have a diverse range of housing needs and there are a diverse range of strategies included here that are intended to help meet them.



**Stuart Farm BEFORE:** a deteriorated 1828 farmhouse



**Stuart Farm AFTER:** renovated and modernized by Kent Affordable Housing

## What are the 5 main goals of Kent's Housing Plan?

1. Expand and preserve dedicated affordable housing
2. Increase the diversity of Kent's housing stock
3. Support affordable homebuyer options
4. Support the creation of accessory apartments
5. Work closely with Kent's volunteer organizations and employers



1. Assess housing needs

2. Assess existing housing stock

3. Create plan for addressing housing needs

#### Timeline for the housing plan process

##### **October- November 2021**

- Kent Housing Plan Steering Committee established
- Set monthly meeting schedule
- Reviewed analysis of housing and demographic data

##### **December- February 2022**

- Developed and launched resident housing needs survey
- Developed and launched worker housing needs survey
- Determined housing needs based on data analysis and survey results
- Held town informational meeting about housing plan

##### **March-May 2022**

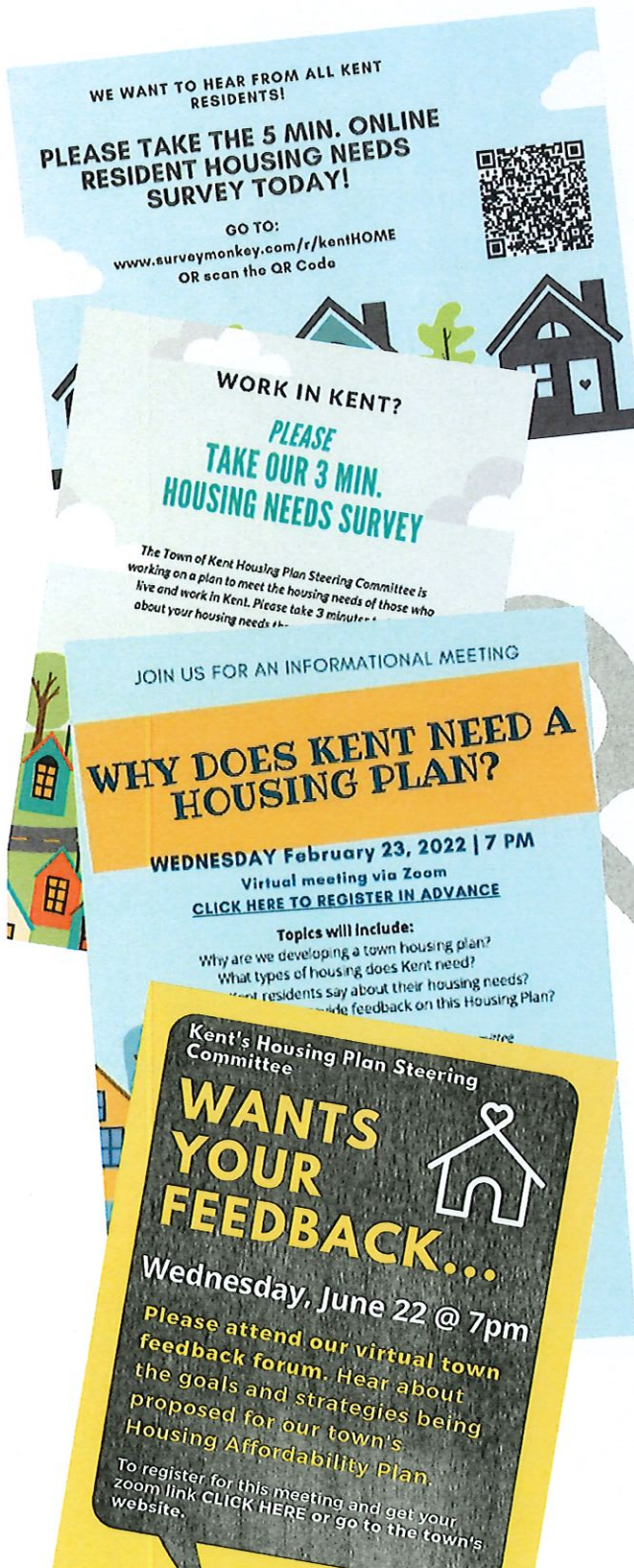
- Developed goals and strategies to meet identified housing needs
- Prepared for community feedback forum

##### **June-July 2022**

- Held community forum to solicit feedback on goals and strategies
- Developed and revised DRAFT Housing Plan

##### **August/September 2022 (TBD)**

- Final draft of Plan prepared and posted on the town website in the town clerk's office for the required 35-day review period.
- Town newsletter includes link to DRAFT and requests resident comments.
- Revisions based on public feedback
- Board of Selectmen adopts plan
- Final adopted plan posted on the town's website.





## What do residents say about housing needs?



## Assessment of Housing Needs & Current Housing Stock

In January and February 2022 the Housing Plan Steering Committee conducted a survey to collect feedback from residents. The notice inviting residents to take the survey was posted on the town website, at town hall, in a town e-newsletter, and on social media. 267 residents responded to the survey. A link to the full survey results are included in the appendix to this plan. Here is a summary of results from the Resident Housing Needs Survey:

- **74%** agreed that the cost of housing in Kent affects the town's ability to **attract and retain younger people and families**
- **70%** agreed that the cost of housing in Kent makes it **challenging for people who work in town to live here**
- **60%** agreed that the cost of housing in Kent makes it difficult to **keep seniors in town.**
- **50%** thought that Kent **needs one or two-bedroom rental housing options** (that could accommodate seniors and or young adults)
- **50%** thought that Kent **needs "downsize" options**
- **40%** anticipated that they or their parents or children **might have to move out of Kent to find the housing they needed**

*"I grew up in Kent and am struggling to find an apartment I could afford to live in while working in town."*

*"We are a young family with a young toddler. Through my work as a healthcare provider, I know that "aging in place" is very important and does not seem attainable here with my patients or neighbors....We were only able to buy in Kent because my parents gifted us more than half of our down payment."*

*"If we don't get some affordable housing available this year you can kiss this resident goodbye."*

*"I feel fortunate that I was able to purchase my home in the 1990s. I am also grateful that the town has Templeton Farms because my elderly parents now live there. My adult children have moved away from town, but that is because of jobs not housing. I think it is vital for the town to support more rental housing for young people, elderly and low-to-moderate income potential residents."*





## Kent's housing and demographic trends

### Demographic changes

Kent has approximately 3,000 residents living in 1,285 households. Over the last 10 years (between the 2010 Census and the 2020 Census) the Town's total number of residents increased very slightly by 1% (40 residents). However, within the population the number of children decreased by 15% (84) within that 10-year period. The 2020 Census does not include all of the new residents who moved to Kent during the Pandemic in late 2020 and after. From 2000 to 2010 Kent's population grew by about 120 residents, so over the last 20-year period the trend has been a slow, small increase in the adult population.

### Fewer households with children

In 2010, 22% of the town's households had children (292) but in 2019 the number dropped to 15% (176). However, a majority (60%) of the town's homes are designed for families with children- having 3 or more bedrooms (40% have 3 bedrooms and 20% have 4 or more bedrooms). Increasing the number of one and two bedroom housing options in town, especially those with accessibility features would better reflect the demographic trends.

### Limited diversity of housing types

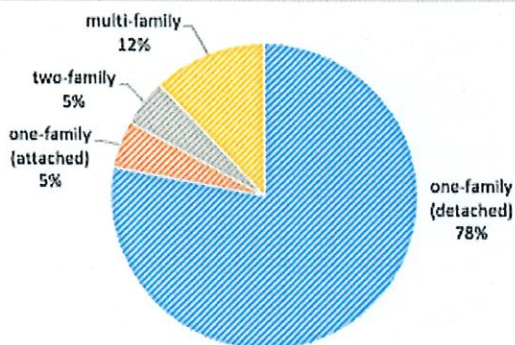
78% of Kent's housing stock is single family detached homes (compared to 73% in Litchfield County and 59% statewide). Single family detached housing is the most expensive type of housing to build, own, and maintain.

Just 18% of Kent's housing is available to home-renters (compared to 19% countywide and 30% statewide). With the increasing popularity of platforms like Airbnb, many homes and accessory apartments have been taken out of circulation and are now only available as short-term rentals. Also, during the pandemic, the number of homes available for rent plummeted across the county as owners of rental homes sold during the booming real estate market.

Kent attracts many second homeowners and remote workers. The 2020 ACS data showed that 232 homes (18% of all homes) in Kent were used "seasonally, occasionally, or recreationally". This reduces the number of homes in town that are available and affordable to year-round residents and to people who work in town or are available to volunteer regularly.

### Slow rate of new home development

Very few new homes are built in Kent in any given year. Building permit data for new residential structures shows between 1 (low) and 8 (high) permits per year for the last 10 years on record.





### **Housing affordability challenges**

Households are considered "housing cost burdened" if they are spending more than 30% of their income on housing. 366 Kent households were housing cost burdened (46% of Kent's owner households and 61% of its renter households). 199 households were paying more than 50% of their income on housing costs- this is considered severely cost burdened. The median gross rent in Kent is 30% higher than in the county as a whole.

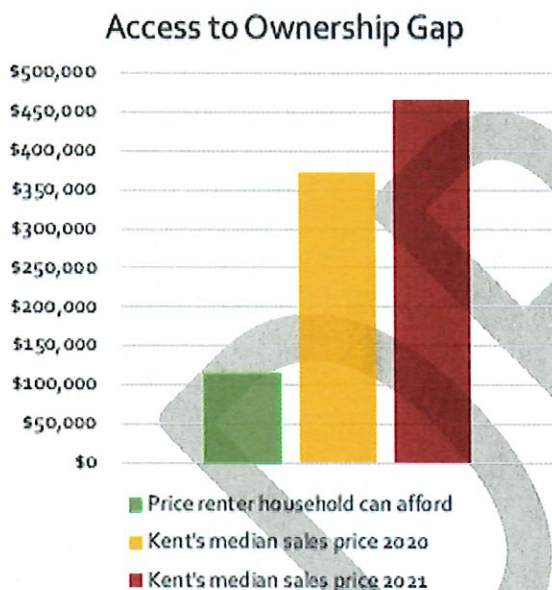
**Home sales prices have been rising.** Between 2017 and 2021, the median home sales price in Kent rose by \$67,500 (17%) from \$397,500 to \$465,000. Home prices in 2020 and 2021 were affected by the pandemic demand in non-urban areas close to NYC. They are not expected to continue to rise in this way but they are not expected to fall much from their current values. These current prices are out of reach for many people who work in jobs based in Litchfield County, especially those who currently rent.

**Access to home ownership is challenging for renter households.** New homeownership is often delayed by high housing costs, limited diversity in housing type (mainly single family detached, 3+ bedroom homes), and student loan debt. If your household earned the Litchfield County median household income for a renter of \$41,000, \$500 in monthly student loan or car debt, and a \$5,000 down payment, you'd be able to afford a home costing \$115,500. There was a gap in 2021 of \$349,500, between what a renter household in Litchfield County could afford and the median priced home in Kent.

According to the CT Affordable Housing Appeals Act listing, as of 2021 Kent had five (5) single family homes with mortgages subsidized by the CT Housing Finance Authority (CHFA) or USDA. These programs can help income eligible families who find a home for less than \$350,000. There are very few homes for sale at or below \$350,000 in Kent that do not need a great deal of additional investment in rehabilitation.

**Dedicated affordable housing** represents just 4% of Kent's housing stock as further described on p. 4 of this plan.

**Older homes present accessibility and maintenance challenges.** 34% of home-owners and 19% of home-renters in Kent live in homes built before 1950. These homes are often more difficult to make accessible to allow residents to age-in-place and more costly to heat, cool, and maintain.





## Regional Housing Needs

**Housing markets are regional.** Many Kent residents work in surrounding towns but live in Kent. Those who plan to retire to Kent or purchase a second home here are also likely to look in the surrounding towns if they can't find what they need in Kent. A regional housing needs assessment conducted by David Kinsey, PhD for Open Communities Alliance in November 2020 estimated a need in the region's 21 municipalities for at least 3,498 dedicated affordable housing units over the next 10 years. This study then allocated these units to each town in the region based on a "fair share methodology". This study allocated 120 housing units to the Town of Kent and the remaining affordable housing units to the region's other 20 towns.



Kent Affordable Housing's South Common- 24 housing units completed in 2003.







## Residential Zoning Assessment

Kent has four residential zones and two overlay zones in the village center area that allow residential uses. The Rural Residential 1 (RU-1) zone covers most of the land area in town. The Village Residential zones 1 and 2 are in the village center area, much of this area is served by public water and/or sewer. (See Zoning Map on p. 14). Kent allows three residential uses without a special permit- single family detached homes, two-family homes, and attached or internal accessory apartments. These uses are shown in green on the chart below. Any other residential use requires a special permit which necessitates a public hearing and notice to neighboring property owners. Residential uses are also allowed in the Village Commercial zone and Business Hamlet zone but not in the Industrial zone.

This chart summarizes the residential uses allowed in each residential zone:

**ZP** = Permitted if it meets all zoning requirements

**SP** = Special Permit required

Blank box = not permitted

	Rural Res. (RU-1)*	Village Res. -1 (VR-1)	Village Res.-2 (VR-2)	Birch Hill (RU-2)	Village Incentive Overlay	Village Mixed Use Overlay
<b>One-Family Dwelling</b>	ZP	ZP	ZP	ZP	SP	
<b>Accessory Apartment- attached</b>	ZP	ZP	ZP	SP		
<b>Accessory Apartment- detached</b>	SP	SP	SP			
<b>Two-Family Dwelling</b>	ZP	ZP	ZP	SP		
<b>Multi-Family Dwelling</b>		SP	SP		SP	
<b>Town sponsored affordable housing</b>	SP	SP	SP	SP		
<b>Mixed- residential and commercial</b>						SP
<b>Minimum lot size</b>	2-5 acres depending on soil type	10,000 sqft	30,000 sqft	1 acre		

\*In the RU-1 zone a total of two dwellings are allowed per lot.



### Single family homes

As described above, 78% of Kent's homes are single family detached homes. This residential use is allowed in all four residential zones. In the Rural Residential zone, a minimum of 2 acres are required to build a new home but more acreage may be needed depending on the lot's soil suitability for a septic system. In the Village Residential zones smaller lots can be accommodated (10,000 sq ft in V-1 and 30,000 sq ft in V-2) due to access to public water and sewer.

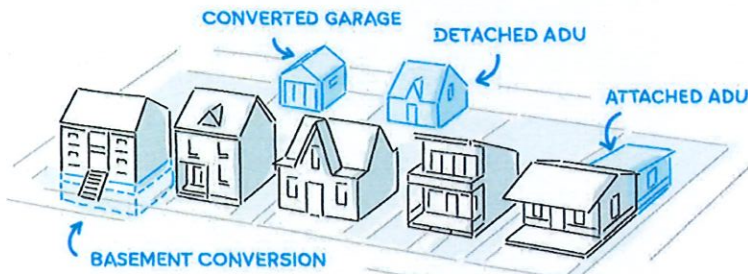


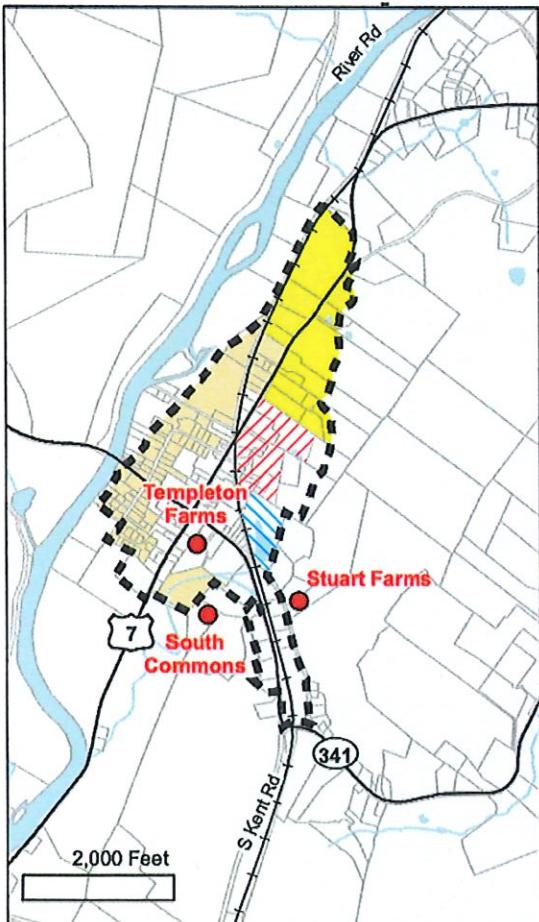
Image credit: [www.hausable.com](http://www.hausable.com)

### Accessory apartments

The zoning regulations allow one accessory apartment or guest house per property. Apartments within the single-family residential structure or attached to it are allowed in the Rural Residential and Village Residential zones without requiring a special permit. Apartments in a detached building such as a barn, garage, or other out-building require a special permit. The owner of the property must live in either the primary dwelling or the accessory apartment. Many accessory apartments in Kent are used for family, guests, or as short-term rentals and are not creating year-round rental opportunities for residents.

### Multiple dwelling building

The zoning regulations allow a multiple dwelling building by special permit in the Village Residential zones and the Village Housing Overlay zone. The minimum sized lot that would be needed to construct a building with more than three dwelling units would be 1 acre and no building can contain more than 8 dwelling units.



#### Residential Zones

- Village Residential 1 (VR-1)
- Village Residential 2 (VR-2)
- Rural Residential (RU-1)
- Rural Residential 2 - Birch Hill (RU-2)

#### Overlay Zones

- Kent Village Overlay (KVOD)
- Village Incentive Overlay
- Village Mixed Use



### **Village Incentive Overlay District**

The purpose of this overlay district is to "enable the development of housing, including affordable housing units, within a portion of the Kent village area." In this overlay district, smaller lot sizes are allowed for affordable single-family dwellings if they can meet the other regulation requirements and go through the special permit process. Multi-unit buildings are also allowed through a special permit process with a maximum of 4 units per acre. Kent also has a **Village Mixed Use Overlay District**, in this area as shown in the map above. This allows mixed residential and commercial uses within the same building with a maximum density of 12 units per acre. If a property owner wants to develop their property under these overlay district regulations, at least 20% of the units must be dedicated to remaining affordable for households under 80% AMI.

### **Town-sponsored affordable housing**

This is allowed through a special permit process in all residential zones. The purpose of this is "to provide the opportunity for affordable housing in suitable locations throughout the town according to a site design that is compatible with the character of the Town and the neighborhood." Housing built under this regulation must be owned and/or operated by the Town of Kent or a Town authorized housing agency. 10 units per acre are allowed if the site is served by public water and sewer, 4 units per acre if not. A single-family dwelling could be converted to not more than 4 units per building under this regulation provided that there will be no substantial exterior modification to the single family dwelling and the dwelling will retain its appearance as a single family

### **Affordable Housing Appeals Act (8-30g)**

In 1989 the State legislature passed a law called the "Affordable Housing Appeals Act". Connecticut municipalities with less than 10% of their housing stock designated as affordable are subject to the Affordable Housing Land Use Appeals Procedure, widely known as "Section 8-30g". Kent is at 4% as of the 2021 Appeals listing. In these towns, if 30% of units in a project are affordable as defined by the statute, many local zoning regulations such as those regarding height, setback, and parking requirements don't need to be followed. If the Planning & Zoning Commission (PZC) denies a zoning permit submitted under 8-30g the decision may be appealed. The PZC would then need to show proof that the denial was based on a substantial public health and safety concern that "clearly outweighs" the town's need for more affordable housing. This tool can and has been used by Planning & Zoning Commissions as well, in a "friendly 8-30g" process where an applicant works with PZC to get their zoning permit through 8-30g rather than having to amend the zoning regulations to accommodate a specific development. There is no obligation for the town to reach the 10% threshold and no state goal expecting towns to do so.

Towns such as Kent that haven't reached the 10% threshold for an exemption from 8-30g can get a four-year moratorium on 8-30g applications by accumulating a certain number of "Housing Unit Equivalent Points." The 37 units that Kent Affordable Housing has built gives the Town of Kent 76.5 points, just enough for a four-year moratorium if the town wishes to apply for one, which requires 75 points. Additional affordable housing that is created will generate more points that can be used towards another moratorium.



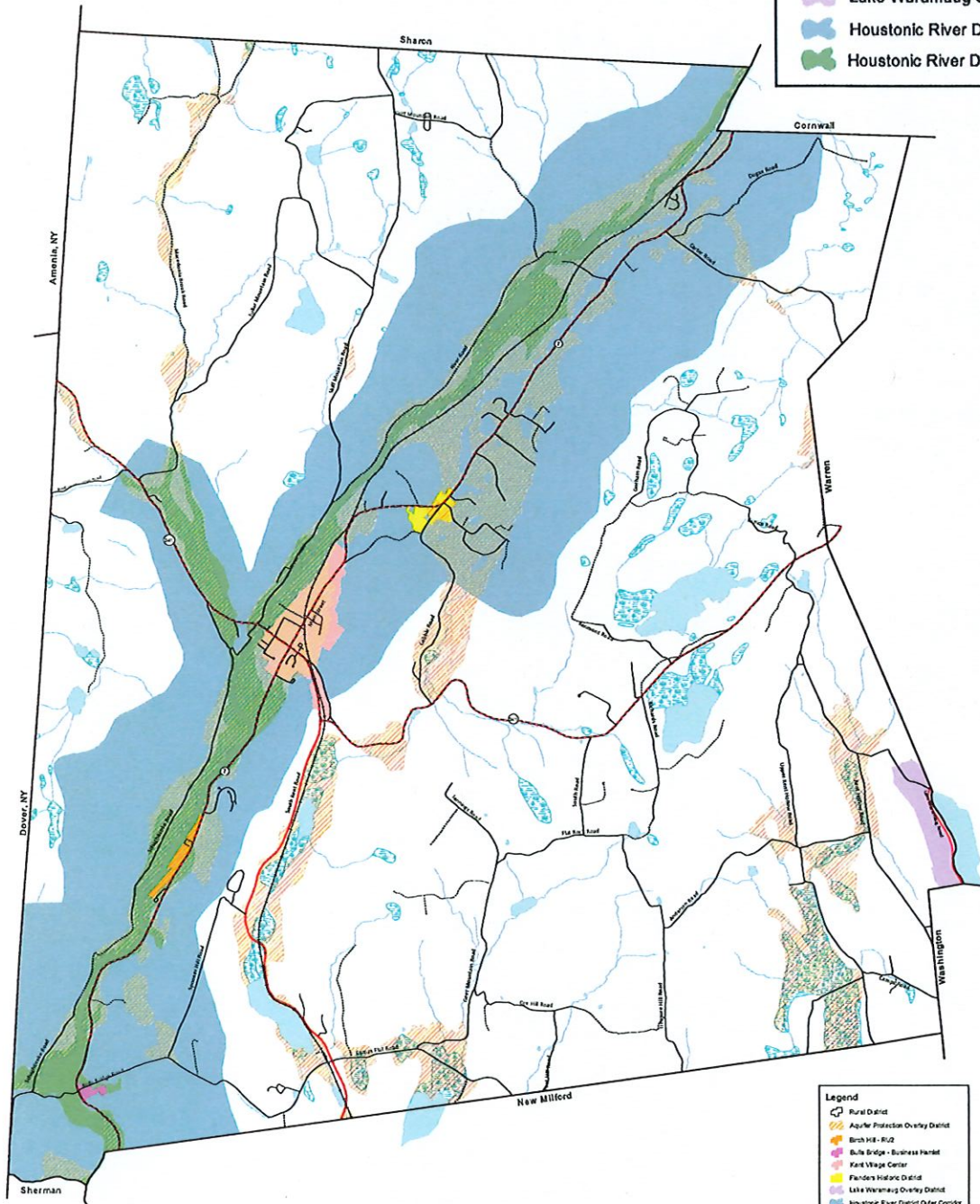


# Zoning Map

## Town of Kent, Connecticut

### Legend

- Rural District -RU-1
- Aquifer Protection Overlay District
- Birch Hill - RU2
- Bulls Bridge - Business Hamlet
- Kent Village Center -VR-1 and VR-2
- Flanders Historic District
- Lake Waramaug Overlay District
- Houstonic River District Outer Corridor
- Houstonic River District Inner Corridor



- ### Legend
- Rural District
  - Aquifer Protection Overlay District
  - Birch Hill - RU2
  - Bulls Bridge - Business Hamlet
  - Kent Village Center
  - Flanders Historic District
  - Lake Waramaug Overlay District
  - Houstonic River District Outer Corridor
  - Houstonic River District Inner Corridor

#### Data Sources:

Parcel Boundaries: Town of Kent & H&A (2015)  
 Roads, Watercourses & Wetlands: CT DEP  
 Aquifer Protection Overlay: CT DEP Group (2008)

This map is based on zoning maps prepared by Richard J. Adams. Zoning maps were updated in 2018 and additional data was provided by the Town of Kent and surrounding Valley Association.

Note:  
 The zoning and zoning regulations apply to all land within the town of Kent unless otherwise published by federal or state law or laws of Kent or otherwise.



1:22,000

0 0.5 1 2 Miles

Connecticut State Plane Projection on the North American Datum 1983







## Goals and Strategies

Described below are 5 goals that the town will work to make progress on over the next 5 years and strategies intended to help the town meet those goals. Each strategy has been assigned to a lead entity. This entity will spearhead the implementation of that strategy and collaborate with other relevant town boards, commissions, and residents as needed to carry out that strategy.

### Legend

BOS	Board of Selectmen
PZC	Planning & Zoning Commission
KAH	Kent Affordable Housing, Inc.
TFB	Templeton Farm Board
HPIC	(proposed) Housing Plan Implementation Committee
HC	(proposed) Housing Coordinator

### GOAL 1: Expand and preserve dedicated affordable housing

As noted above, 40% of Kent's households have incomes that would qualify them to live in dedicated affordable housing and yet just 4% of Kent's housing stock is dedicated to remaining affordable for households in this income range. 107 households are on the waiting lists for the town's existing 67 dedicated units at Templeton Farm, Stuart Farm, and South Common. These strategies are intended to help increase the number of dedicated units and get the town from 4% to 5%.

**Housing unit goal: To create at least 20 new dedicated affordable housing in units over the next five years.**

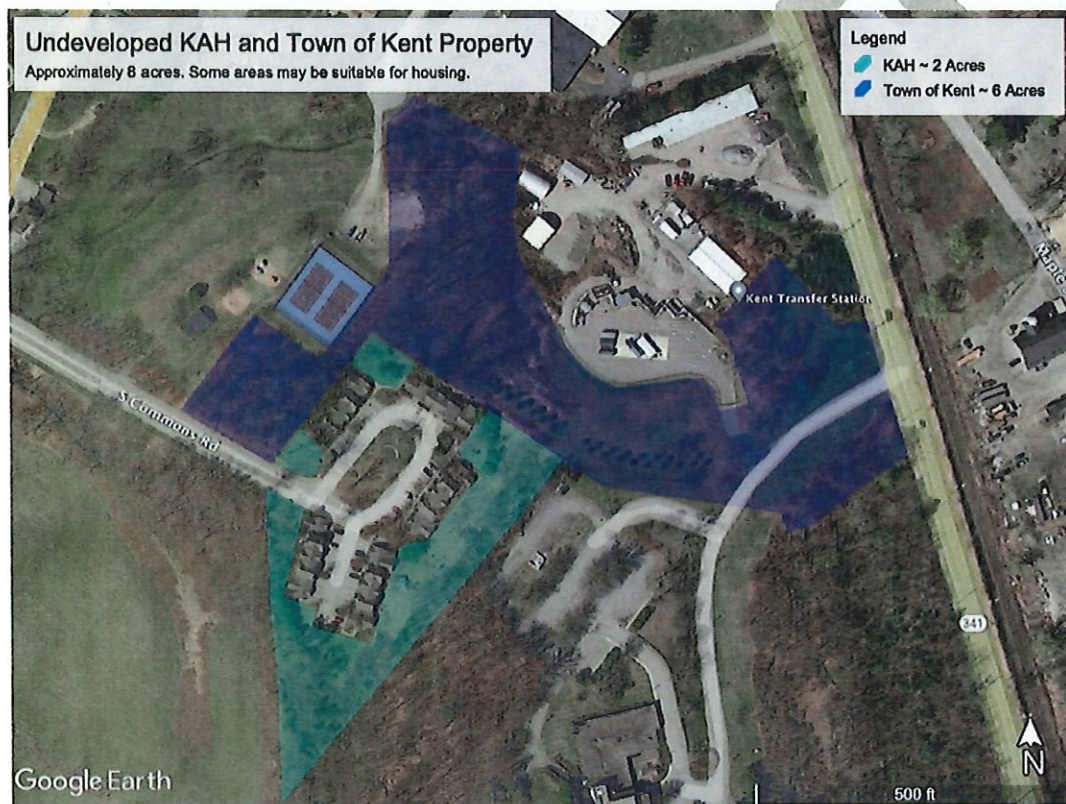
### Strategies:

### Lead Entity:

1. Research town owned properties to see if they could accommodate housing, including the properties adjacent to Templeton Farm and South Common as shown in the photo below and Swift House. Bring appropriate properties to a town meeting to decide whether they could be donated, leased, or sold to Kent Affordable Housing, Inc. or the Templeton Farms board.	HC + BOS
2. Explore the feasibility of additional units at Templeton Farm. HUD's Housing for the Elderly (Section 202 Program) could be a source of construction funding for new units.	TFB
3. Explore the feasibility of additional units at South Common.	KAH



4. Conduct outreach to Kent landowners, especially those in the area of Maple Street Extension and Rt. 341 to see if they would consider carving off one or two acres and donating or selling it to Kent Affordable Housing.	HC + KAH
5. Apply for Small Cities/CDBG funding and/or other State and federal funding sources as they may become available to the town as needed to support capital needs (renovations) at the existing affordable housing properties to keep them safe and affordable for the residents who live there. (The town did this recently to support needed renovations of older units at South Common.)	BOS
6. Require that all new subdivisions in town include 20% affordable units.	PZC



### What is Templeton Farm?

Templeton Farm Apartments was built in 1976 with funding from the USDA (United States Department of Agriculture). These 24 apartments are dedicated to remaining affordable for income eligible persons 62 years of age and older and/or with a disability. The facility is owned by Kent Village Housing for the Elderly, Inc., a nonprofit organization with a board of directors made up of Kent residents and sponsored by New Samaritan Corporation. They oversee the work of a professional property manager. For more information visit:

<https://ehmchm.org/properties/templeton-farm-aps/>





### *What is Kent Affordable Housing, Inc.?*

Kent Affordable Housing (KAH) is a non-profit that develops, builds, manages, and owns affordable housing units including those at South Common and Stuart Farm. The mission of KAH is to increase diverse housing opportunities in Kent, CT. It has a board of directors made up of Kent residents. For more information visit [www.kentaffordablehousing.org](http://www.kentaffordablehousing.org).

## **GOAL 2: Increase the diversity of Kent's housing stock**

As noted above, 78% of Kent's housing stock is single family detached homes and 60% have 3 or more bedrooms. This does not meet the more diverse housing needs of Kent residents at different stages of their lives. The strategies listed here could create some different types of housing than the town has now to provide some more housing choices for residents.

### **Strategies:**

### **Lead Entity:**

1. Encourage development in the town's Village Housing Overlay Zone and Village Mixed Use Overlay Zone by proactively working with property owners and potential developers.	HC
2. Consider investing American Rescue Plan Act (ARPA), Small Cities or other funding in building a town road that would connect the village business area to Maple Street Extension as required by the Village Housing Overlay Zone and/or utilize grant funding to expand sewer system capacity as needed to serve this area.	BOS
3. Reach out to developers to discuss the feasibility of building multifamily (3+ units) housing to increase housing choices in Kent and determine what zoning changes would be needed to make this feasible.	HC
4. Consider zoning changes to promote more multifamily (3+ unit) housing such as: <ul style="list-style-type: none"> <li>• Eliminating the minimum lot size of one acre for multifamily housing;</li> <li>• Reducing the lot area required per unit from 4,000;</li> <li>• Raising or eliminating the 8 unit per building cap;</li> <li>• Increasing lot area coverage beyond the current 25%;</li> <li>• Reducing the parking minimums from 2.5 per unit.</li> </ul>	PZC
5. Explore partnership options between land trusts and Kent Affordable Housing. In the case of undeveloped land not appropriate for conservation, ensure landowners are aware of Kent Affordable Housing and its ability to accept charitable donations.	KAH
6. Publish a fact sheet on what housing options can be created under Kent's zoning regulations including dividing properties, conversions to duplexes, creating accessory apartments, mixed use and village housing. Post on town website.	HC+ PZC
7. Let those who rent their properties in town know about "Doing Well While Doing Good: Promoting Opportunity and Housing Choice by Renting to Voucher Holders, a	HC, BOS



webinar for landlords." <https://www.youtube.com/watch?v=MbocyvxIYRw> through an annual article in the town newsletter.

### GOAL 3: Support first time homebuyer options

There was a gap in 2021 of \$349,500, between what a renter household in Litchfield County could afford and the median priced home in Kent. According to the CT Affordable Housing Appeals Act listing, as of 2021 Kent had five (5) single family homes that received mortgage assistance through the CT Housing Finance Authority (CHFA) or USDA. These programs can help income eligible families who find a home for less than about \$350,000. These strategies and those in the section above are intended to increase the number of affordable options for home-buyers.

#### Strategies:

#### Lead Entity:

1. Establish a town revolving loan fund for down payment assistance.	BOS
2. Increase awareness of <u>CHFA</u> (CT Housing Finance Authority), <u>HDF</u> (Housing Development Fund) and <u>FHLB</u> (Federal Home Loan Bank of Boston) <b>down-payment assistance</b> for income eligible first-time homebuyers and free first-time <b>homebuyer education classes</b> available in the area and online through an annual article in the town newsletter and other outreach efforts.	HC
3. Increase awareness about <u>CHFA</u> and <u>USDA</u> programs that <b>help with mortgages</b> for income eligible homebuyers. Work with other towns and organizations in Litchfield County to advocate for CHFA raising its sales price limit for the County.	HC
4. Conduct ongoing outreach to Kent landowners to let them know about the option of donating or selling land or houses to Kent Affordable Housing for their <b>Parcel Program</b> . Land could also be donated to NWCT Habitat for Humanity to create affordable homebuyer options.	HC + KAH
5. Increase awareness of <b>town ordinance 11-1.2</b> which allows Kent property owners to subdivide a piece of land on which an affordable home can be built without going through the normal subdivision process. (See appendix for details)	HC + KAH



#### What is the "Parcel Program"

The Parcel Program is a program of Kent Affordable Housing (KAH) that encourages income eligible households (up to 100% of the area median income) to build their own home by removing the cost of the land. KAH finds the lot (through a donation or sale) and makes it available to the household to build their affordable home. Kent currently has one home built under this program, the town of Cornwall has 11 of these homes. For more information visit: [www.kentaffordablehousing.org/parcel-program](http://www.kentaffordablehousing.org/parcel-program)



#### **GOAL 4: Support the creation of accessory apartments**

Accessory apartments, which are in, attached to, or on the property of a single-family residence and are "accessory" to the primary use of the property, can help older homeowners stay in their homes longer when the apartment or primary home can be lived in by someone who can assist the homeowner and/or be close by if they need assistance. It can also be a source of income and create smaller sized units (usually studios or 1 bedrooms) to increase housing options in town. These strategies would encourage the creation of additional accessory apartments in Kent.

##### **Strategies:**

##### **Lead Entity:**

1. Provide technical assistance to property owners considering building an accessory apartment (help with getting cost estimates, understanding building code and zoning requirements, landlord resources)	HC
2. Amend the zoning regulations to allow one attached accessory apartment AND one detached (in accessory building or converted barn/garage) per property (consider not allowing short term rental of the second accessory unit)	PZC
3. Include an article in the town newsletter twice per year to let people know about the option of creating an accessory apartment on their property and let them know where they can get more information on this option.	HC/BOS
4. Publish a brochure that includes the permitting steps for creating an accessory apartment, benefits, requirements, and available resources. Post on town website. (re-use/update the BTCF brochure on accessory apartments)	HC
5. Look for ways to encourage residents to rent their accessory apartments longer-term (rather than AirBnB/short term). This could include a tax deduction, help with credit/background checks on potential tenants, and other technical assistance supporting rentals.	HPIC
6. Establish a subsidy fund for building accessory apartments and renting them affordably to income eligible households or offer a property tax deduction for those who do this.	HPIC

#### **GOAL 5: Work closely with Kent's volunteer organizations and employers**

The resident housing need survey showed that 70% of respondents believed that the cost of housing in Kent makes it challenging for people who work in town to live here. Having more people who are employed in town be able to live in town could also help create a larger pool of residents who could respond during the day to volunteer fire or EMS calls. These strategies are focused on better understanding the housing needs of employers and on-going communication between the employers/volunteer organizations and those focused on creating housing options.

1. Meet with the town's larger employers annually to find out what their employee housing needs are and how they could partner with the town and/or Kent Affordable Housing to meet their employees housing needs.	HPIC
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2. Meet with the Kent Volunteer Fire Department at least once per year to find out what their volunteers housing needs are and discuss ways to meet those needs.	HPIC
3. Develop and update annually a list of contact information for existing landlords and housing developments in Kent to provide to employers and volunteer organizations. Consider using town e-newsletter to let people know about housing opportunities as they arise.	HC

Major employers in Kent to reach out to include: Kent School, South Kent School, and Marvelwood School (though many private schools provide housing for faculty they often do not provide housing for other staff), Kent Center School, High Watch and local banks. The HPIC could also attend a Kent Chamber of Commerce meeting to ask some of the smaller business about their employee housing needs.

**To ensure that these strategies will be implemented** over the next five years, the following actions should be taken. A town housing coordinator should be appointed or hired. This could be a volunteer or preferably, part-time work for a staff person. It is estimated that this work could take approximately 10 hours per month. This could be added to the job description of current town staff or be a shared position with one or two other neighboring towns. The new housing coordinator can act as part time staff support to the housing plan implementation committee. The implementation committee would have representatives from Kent Affordable Housing's board, Templeton Farm's board, the Planning & Zoning Commission, and the Board of Selectmen.

## Putting the plan into action

Appoint/hire a town <b>housing coordinator</b> —volunteer or paid—to staff the housing plan implementation committee, organize the meetings and assure progress on goals.	BOS
Appoint a <b>housing plan implementation committee</b> and schedule quarterly meetings of the committee.	BOS
Prepare an <b>annual progress summary report</b> to the Board of Selectmen on housing plan implementation- noting priority actions planned for the coming year, and support needed from the town.	HPIC
Reference this housing plan in the <b>Town Plan of Conservation &amp; Development</b> (POCD) update.	PZC
Create a municipal <b>affordable housing fund</b> (like Salisbury and Washington) to support the achievement of the goals and strategies in this plan. (Example: Salisbury housing fund ordinance). Research what other towns have done and consider what might work for Kent.	BOS
Develop an ongoing <b>communications campaign</b> to increase awareness about the housing needs in Kent and how residents can help address these needs. Keep up to date on legislation being proposed and its effect on small towns; advocate for resources small towns need.	HC



## How Kent residents can help

1. **Volunteer!** Consider volunteering on the board of Kent Affordable Housing, Templeton Farm board, or the Planning & Zoning Commission when there are openings.  
(If you are interested contact the First Selectman's office.)
2. **Attend Planning & Zoning Commission meetings** when zoning regulation revisions are considered. Attend a public hearing to voice your support for zoning changes consistent with this housing plan. Too often the Commission only hears from those opposed to a zoning change or a specific development.
3. **Watch this 10-minute video** to see what affordable housing looks like in NWCT's small towns. <https://www.youtube.com/watch?v=hh44leURLds&t=1s>
4. **Donate land or funding** to the Kent Affordable Housing or Northwest CT Habitat for Humanity or help them identify parcels for housing.



## Appendix Resource links

Attached are the following appendices:

- Resident Housing Needs Survey Results
- What is "Fair Housing"?
- Town Ordinances (excerpt Chapter 11-1.2)

The following are links to additional resources:

- Kent Housing Data profile  
<https://housingprofiles.psychousing.org/profile/#Kent>
- Regional Housing Needs Assessment  
<https://northwesthillscog.org/wp-content/uploads/2021/05/Housing-NWCT-report-April2021.pdf>
- Short video showing affordable housing in NWCT's small towns  
<https://www.youtube.com/watch?v=hh44leURLds&t=1s>
- NWCT Regional Housing Council website  
<https://www.nwcthousing.org/>
- Affordable Housing Inventory and Contact List (2022)  
<https://cthousingopportunity.org/resources-1/northwest-ct-regional-housing-council-2022-affordable-housing-inventory>
- CTHousingSearch.org, a housing locator service funded by the Connecticut Department of Economic and Community Development.
- 2-1-1 Housing Resources - This section of the 2-1-1 web site contains links to:  
<https://www.211ct.org/>
  - Emergency Housing
  - Home Purchase Counseling
  - Housing Choice Voucher waiting lists throughout Connecticut
  - Rent/Mortgage Payment Assistance
  - e-Library Papers on a wide range of housing topics, such as Eviction, Foreclosure and Public Housing



## What is Fair Housing?

**The following information is from the Connecticut Fair Housing Center:** Fair Housing rules apply to all homes in Kent whether they are affordable or not.

**Fair Housing is the sale/rental of housing free of discriminatory practices or policies.**

Housing discrimination is illegal in Connecticut. Specifically, it is against the law to deny anyone housing because of their:

- Race
- Color
- National origin
- Sex (gender)
- Religion
- Children or family status
- Disability (mental or physical)
- Ancestry
- Marital status
- Age (except minors)
- Sexual orientation
- Gender identity or expression
- Legal source of income (refusing to accept Section 8, for example)
- Veteran status

A group of people who share characteristics that are protected from discrimination are known as a **"protected class."**

### **What does housing discrimination look like?**

**Refusals to rent or sell.** A landlord, owner or real estate professional refuses to rent or sell to you because you are a member of one of the protected classes listed above.

**Misrepresenting the availability of housing.** A landlord, owner, or real estate agent tells you that an apartment, house, or condominium is not available, when in fact it has not been rented or sold, because you are a member of one of the protected classes listed above.

**Discrimination in terms and conditions.** You are treated differently by a landlord, owner, or real estate agent and given different conditions, terms, rules or requirements than others because you are a member of one of the protected classes listed above.

**Use of threats, intimidation or coercion.** A landlord, owner or real estate professional attempts to prevent you from renting or buying a home by suggesting that you will not be safe or that neighbors may not want you to move in, because you are a member of one of the protected classes listed above.

**Discriminatory advertising.** A landlord, owner or real estate professional puts an ad in a newspaper, creates a brochure, or makes a spoken statement that shows preferences or limitations for certain people because they are members of one of the protected classes listed above.

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### **Affirmatively Furthering Fair Housing**

All municipalities in Connecticut are required to take actions to identify and remove impediments to fair housing. Many people in the protected classes are disproportionately lower-income making a lack of affordable housing options a core impediment to fair housing choice.



## **Town Ordinances**

### **(Excerpt from Chapter 11)**

#### **Exemption from subdivision regulations for lot to be used for affordable housing**

### **CHAPTER 11 PLANNING AND ZONING COMMISSION Sec. 11-1. Planning and Zoning Commission**

1. The Town of Kent adopts the provisions of Chapters 124 and 126 of General Statutes.
2. The Kent Planning and Zoning Commission shall have and exercise all powers and duties

of both a planning commission and a zoning commission as provided in Chapters 124 and 126 of the General Statutes, as amended, subject however, to the following exception: a) In accordance with Section 8-19(b) of the Connecticut General Statutes, as amended by P.A. 06-97 the initial subdivision of land by a land owner shall be exempt from the subdivision regulations adopted by the Planning and Zoning Commission provided that the following requirements are satisfied: a) the subdivision involves the division of land into not more than three (3) lots or parcels of land for purposes of sale or building development; b) at least one (1) lot is to be used for affordable housing as defined in Conn. Gen. Stat., Section 8-30g(a)(1) and is to be developed by the Town of Kent or by a not-for-profit organization; c) the subdivision map shall designate the lot to be used for affordable housing and shall contain the following notation with respect to such lot: "Lot restricted to affordable housing use and development by the Town of Kent or by a not-for-profit organization. Lot is subject to the restrictions established by Conn. Gen. Stat., Section 8-30g(a)(1) and Section 8-30g(a)(3) or (6). Lot may not be resubdivided without prior approval of Kent Planning and Zoning Commission."; (d) zoning regulations for the district in which it is situated; and (e) the affordable housing use of the lot shall conform to the applicable requirements of the zoning regulations. The exemption hereby established shall be in addition to any other exemption authorized under Section 8-26 of the Connecticut General Statutes and shall not be construed as exercise of any right under any other exemption.

***DONNA M. HAYES***

**P.O. Box 515  
Kent, CT 06757  
Dona0706@aol.com**

**Date:** September 7, 2022

**To:** The Board of Selectmen

**From:** Donna M. Hayes, CZEO  
Land Use Administrator

**Re:** Letter of Resignation

This letter represents my official notice of resignation as the Land Use Administrator for the Town of Kent effective October 7, 2022.

Over the past 14 years, I was fortunate to have been associated with many commission members who have supported and encouraged me while volunteering their expertise and time to make Kent the town that it is. In addition, I enjoyed working alongside the professional Town Hall employees who continually work hard to provide a multitude of services to the Town residents.

During this transition time, I will be training my replacement in the processes and procedures that are necessary to perform the job functions of a successful Land Use Administrator.

Respectfully,



Donna M. Hayes

**Cc:** Lynn Werner, Chairman  
Inland Wetlands Commission

Wesley Wyrick, Chairman  
Planning and Zoning Commission

# MEMO

Land Use Department

TO: Board of Selectmen  
FROM: Tai Kern  
RE: Part Time Land Use Position - Job Description  
DATE: September 12, 2022

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Please find the attached updated job description for the open part-time position in the Land Use Department for the Board of Selectmen's acceptance. The update has been collectively written, reviewed, and approved by the Land Use Administrator, Building Official, Planning and Zoning Commission and Inland Wetlands Commission Chair. As per the Town of Kent's Employee Policy and Procedure Manual, job descriptions shall be updated on an biennial basis. The position has been updated to be more in line with multiple Kent Town Hall departments as well as to include elevated land use standards set forth by recent State legislation. I'm happy to be available to address any questions regarding this matter.



## **ASSISTANT LAND USE ADMINISTRATOR**

### **Position Summary:**

Supports the Building Official, Kent Land Use Administrator and Fire Marshal by performing all general administrative duties of the Land Use Office of the Town of Kent. Provides ZEO and IWEO coverage as directed by the Land Use Administrator.

### **Reports to:**

Kent Land Use Administrator

### **Hours of Work:**

Part-time hourly position

15 per week plus attendance at 2 meetings a month. Attendance at special meetings as the budget allows.

### **Essential Job Functions:**

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

### **Administrative:**

- Receives and reviews all applications and related documents to ascertain that an application is complete and ready to submit to the Land Use Administrator and/or Building Official.
- Upon approval of the application by the Building Official, processes all paperwork and documents.
- Submits Building Department permit fees to the Town Treasurer and completes all monthly, quarterly and yearly reports, as directed.
- Attends regular monthly meetings of the Planning and Zoning Commission and Inland Wetlands Commission, as required.
- Prepares and files minutes for the Planning and Zoning Commission and Inland Wetlands Commission as required by Connecticut State Statutes.
- ~~Coordinates and mails packets to Commissions as needed.~~
- Processes burn permits for the Fire Marshal.
- Prepares letters and memos as needed.
- Interfaces with building contractors, town residents, real estate agents, attorneys and title searchers and provides assistance in a professional manner.
- Performs research and reports as required.
- Answers and makes telephone calls as needed.
- Orders office supplies as required.
- Provides help to the public in filing applications to Zoning Board of Appeals.
- Maintains files for the Land Use Office.
- Prepares conference rooms for meetings.
- Ensures that all forms are available to the general public.

### **Qualifications:**

- Must be a Certified Zoning Official.
- Must have completed the Municipal Inland Wetlands Commissioners Training Program by the Department of Energy and Environmental Protection.

state statutes, and principles of environmental protection.

- Ability to interpret and apply statutes and regulations as they pertain to land use.
- The ability to read maps and site plans ~~a plus~~.
- Knowledge of land use and building code requirements ~~a plus~~.
- Physical ability to tour developed and/or undeveloped properties.
- Maintains strict confidentiality in performing duties of the Land Use Office.
- Possesses a high level of honesty, trustworthiness and respectfulness.
- Customer service oriented.
- Flexible and strong work ethics as well as the ability to multi-task.
- Must be highly organized, proficient in Microsoft Suite and possess professional oral and written communication skills.
- Valid driver's license.

**Physical 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.

Approved by Board of Selectmen:

10/4/11

Revised and approved by Board of Selectmen

8/7/13

Revised

9/11/15

Approved by Board of Selectmen

10/6/15





## TOWN OF KENT JOB DESCRIPTION

**POSITION:** Deputy Emergency Management Director

**RATE:** n/a

### **PURPOSE OF JOB CLASS (NATURE OF WORK):**

This position is responsible for supporting the Emergency Management Director (EMD) in, and have the capability to, in the absence of the EMD, act as interim EMD. They assist the EMD to develop, organize, direct and coordinate the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster.

### **SUPERVISION RECEIVED:**

Reports directly to the Emergency Management Director. In the absence of an EMD, they report directly to the First Selectman.

### **DIRECT REPORTS:**

May have supervision of CERT Team Leader and various volunteers.

### **HOURS OF WORK:**

This position is a part-time uncompensated position, with no set office hours. Generally averages 5-10 hours per week, and must be flexible during emergencies.

### **EXAMPLES OF DUTIES:**

- Works collaboratively with the EMD to assist in duties, roles and responsibilities of the EMD, including but not limited to:
  - Formulating emergency management policies and procedures;
  - Planning, organization, and coordination of Emergency Management activities to support the *Whole Community* planning effort;;
  - Coordination of planning and organization for the use of all public and private resources;
  - Updating and conforming the town's Emergency Operations Plan;
  - Maintaining a continuous review of the public notification system, database and procedures;
  - Communications planning coordination for all town emergency direction and control communications;
  - Development of a training and exercise program;
  - Management of the Emergency Operating Center (EOC);
  - The coordination, preparation and execution of local government programs which involve the training and education of individual citizens and of business,

- industry, and private organizations in individual and collective response in an emergency.
- Maintaining the Emergency Operations Plan, Annexes, Continuity Of Operation Plan (COOP), Cybersecurity Plan, and standard operating procedures (SOP's) updated as required by DESPP.
- Documentation and records management.
- Other duties as assigned.
- In the absence of an EMD, the DEMD shall assume the duties and responsibilities of the EMD.

#### **KNOWLEDGE, SKILL AND ABILITY:**

- Excellent working computer knowledge including use of Microsoft and Google suite of applications, email, use of internet browsers and search engines.
- Independent judgment and initiative in planning, organizing and directing the work of the office.
- Good written and oral skills.
- Good organizational skills and understanding of office procedures; ability to work with the general public in a collegial, polite manner. Ability to work collaboratively is essential.

#### **MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:**

- Working knowledge of local, state and federal regulations, statutes and laws governing Emergency Management.
- Minimum two (2) years' experience in the field of Emergency Management.
- Valid driver's license and availability of a personal vehicle.
- Certification in the FEMA Incident Command System (ICS) Core Curriculum Series and FEMA Professional Development Series.

#### **MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED**

n/a

#### **PREFERRED QUALIFICATIONS:**

- Working knowledge of software platforms Veoci, Everbridge, WebEOC
- Bachelor's degree in Emergency Management or related field

#### **SPECIAL REQUIREMENTS:**

- Must be over 18 years of age.
- Must be a citizen of the United States.
- Must be available to respond to emergencies 24 hours a day, seven days a week on short or no notice.

#### **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 working in austere environments and outdoor conditions during weather and other emergencies.

DRAFT



## TOWN OF KENT JOB DESCRIPTION

**POSITION:** Emergency Management Director (EMD)

**RATE:** n/a

### **PURPOSE OF JOB CLASS (NATURE OF WORK):**

This position is responsible for advising the First Selectman on all Emergency Management matters and related laws, rules, regulations and requirements of Title 28 and Public Act 87-535 of the Connecticut General Statutes, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (42 U.S.C. 5121 *et seq*), Rev. 1998. Using *Whole Community* principles, they develop, organize, direct and coordinate the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The EMD is responsible for accomplishing all of the following Emergency Management functions: emergency organization, planning and management, direction, control and warning, population protection, and training and exercises.

### **SUPERVISION RECEIVED:**

Reports directly to the First Selectman.

### **DIRECT REPORTS:**

Supervises Deputy Emergency Management Director, CERT Team Leader and various volunteers.

### **HOURS OF WORK:**

This position is a part-time, uncompensated position, with no set office hours. Generally averages 5-10 hours per week, and must be flexible during emergencies.

### **EXAMPLES OF DUTIES:**

- Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.
- Develops and executes a program operating budget.
- Engages public participation in the *Whole Community* emergency management planning effort.
- Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.
- Coordinates planning and organization for the use of all public and private resources available to local government to provide the capability of dealing with the effects of peacetime and national security disasters.
- Updates and conforms the town's Local Emergency Operations Plan (LEOP) to state and federal criteria including national security risk assumptions.



- Maintains a continuous review of the public notification system, database and procedures.
- Serves as the communications planning coordinator for all town emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.
- Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.
- During emergencies, assumes the overall responsibility for the operation of the Emergency Operating Center (EOC) and for advising the First Selectman on local government emergency operations, including the execution of (1) appropriate increased readiness measures should a local, state, national or international crisis occur; (2) such emergency and supporting operations plans and procedures as are appropriate for the emergency; and (3) necessary coordination among the operating departments of town government, (4) collaboration efforts required with local agency heads, non-governmental organizations, volunteer groups, the public and private sector.
- Coordinates, prepares and executes local government programs which involve the training and education of individual citizens and of business, industry, and private organizations in individual and collective response in an emergency.
- Develops and maintains the LEOP, Annexes, Continuity Of Operation Plan (COOP), Cybersecurity Plan, and operating procedures as required by the Commissioner of the Department of Emergency Services and Public Protection or his designee.
- Prepares and submits Emergency Management reports to appropriate town, state and federal agencies as required.
- Collaborates efforts required with local agency heads, non-governmental organizations, volunteer groups, the public and private sector, and acts as the liaison between town, state and federal agencies on Emergency Management matters.
- Maintains a reference file of general emergency preparedness, emergency response, national security, and similar emergency management resources as guidance documents.
- Documentation and records management – is responsible for all documentation and records.
- Other duties as assigned.

#### **KNOWLEDGE, SKILL AND ABILITY:**

- Excellent working computer knowledge including use of Microsoft and Google suite of applications, email, use of internet browsers and search engines.
- Independent judgment and initiative in planning, organizing and directing the work of the office.
- Excellent written and oral skills.
- Excellent organizational skills and understanding of office procedures; ability to work with the general public in a collegial, polite manner. Ability to work collaboratively is essential.

#### **MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:**

BOS APPROVAL DATE:

PAGE 2

*"This institution is an Equal Opportunity Employer and provider."*

- Working knowledge of local, state and federal regulations, statutes and laws governing Emergency Management.
- Minimum five (5) years' experience in the field of Emergency Management.
- Valid driver's license and availability of a personal vehicle.
- Certification in the FEMA Incident Command System (ICS) Core Curriculum Series and FEMA Professional Development Series.

#### **MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED**

- n/a

#### **PREFERRED QUALIFICATIONS:**

- Working knowledge of software platforms Veoci, Everbridge, WebEOC.
- Bachelor's degree in Emergency Management or related field.

#### **SPECIAL REQUIREMENTS:**

- Must be over 18 years of age.
- Must be a citizen of the United States.
- Must be available to respond to emergencies 24 hours a day, seven days a week on short or no notice.

#### **WORKING CONDITIONS:**

- Office environment. May require working in austere, outdoor conditions during weather and other emergencies.
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- 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.





# Kent

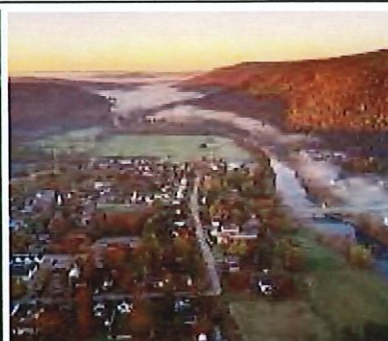


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## Community Resilience Building Workshop

### Summary of Findings

March 2022





## **Town of Kent, Connecticut**

### **Community Resilience Building Workshop**

#### ***Summary of Findings***

### **Overview**

The need for municipalities, regional planning organizations, corporations, states, and federal agencies to increase resilience to extreme weather events and a changing climate is strikingly evident amongst the communities across the state of Connecticut. Recent events such as Tropical Storm Irene, Super Storm Sandy, and Tropical Storm Isaias have reinforced this urgency and compelled leading communities like the Town of Kent to proactively collaborate on planning and mitigating risks. Ultimately, this type of leadership is to be commended because it will reduce the vulnerability and reinforce the strengths of people, infrastructure, and ecosystems and serve as a model for other communities in Connecticut, New England, and the Nation.

Recently, the Town of Kent embarked on certification with Sustainable CT. As part of that certification, The Nature Conservancy and Sustainable CT provided the Town with a community-driven process to conduct an assessment of climate change impacts and generate potential and prioritized solutions. In March 2022, a municipal-based core team organized a Community Resilience Building Workshop facilitated by the Nature Conservancy in partnership with Sustainable CT. The core directive of this effort was the engagement with and between community members to define strengths and vulnerabilities and the development of priority resilience actions for the Town of Kent.

The Kent Community Resilience Building Workshop's central objectives were to:

- Define top local, natural, and climate-related hazards of concern;
- Identify existing and future strengths and vulnerabilities;
- Identify and prioritize actions for the Town;
- Identify opportunities to collaboratively advance actions to increase resilience alongside residents and organizations from across the Town, and beyond.



The Town of Kent benefited from a unique “anywhere at any scale”, community-driven process called Community Resilience Building (CRB) ([www.CommunityResilienceBuilding.org](http://www.CommunityResilienceBuilding.org)). The CRB’s tools, other relevant planning documents, and local maps were integrated into the workshop process to provide both decision-support and visualization around shared issues and existing priorities across Kent. The Kent Natural Hazard Mitigation Plan Municipal Annex (2022) and Plan of Conservation and Development (2013) were particularly instructive. Using the CRB process, rich with information, experience, and dialogue, the participants produced the findings presented in this summary report including an overview of the top hazards, current concerns and challenges, existing strengths, and proposed actions to improve resilience to hazards and climate change, today and in the future.

The summary of findings transcribed in this report, like any that concern the evolving nature of risk assessment and associated action, are proffered for comments, corrections and updates from workshop attendees and other community stakeholders alike. The leadership displayed by the Town of Kent on community resilience building will benefit from the continuous and expanding participation of all those concerned.

## **Summary of Findings**

### **Top Hazards and Vulnerable Areas for the Community**

Prior to the CRB workshop, the Kent Core Project Team identified the top hazards for the Town in cross-reference with the Kent Natural Hazard Mitigation Plan. The hazards of greatest concern included flooding (riverine principally), hurricanes, and tornados and high wind events. Additional hazards mentioned and discussed during the CRB workshop included more intense and longer duration heat waves and droughts as well as associated wildfire risk. These hazards have direct and increasing impacts on the infrastructure, residents, and environment including neighborhoods, natural areas (rivers, wetlands, forests, parks), roads, bridges, businesses, municipal facilities, churches, schools (public and private), social support services, and other critical infrastructure and community assets.

# **Top Hazards and Areas of Concern for the Community**

## ***Top Hazards***

- Flooding (riverine principally - ice jams in winter)
- Hurricanes
- Tornados & High Wind Events
- Heat Waves & Droughts (and associated wild fire)

***Areas of Concern in Kent\**** - Several categories and locations were identified as being particularly vulnerable by workshop participants and/or in Kent's Natural Hazard Mitigation Plan (see Appendix A) including:

**Infrastructure:** Kent School - Admissions Building, Jordan Pond Dam, Hilltop Pond Dam, Hatch Pond Dam, Irving Pond Dam, Broadband Internet and Mobile Broadband Infrastructure, Kent Center School, South Kent School, Marvelwood School, Kent Sewer Treatment Plant, Community House, two Residential Repetitive Loss Properties (per FEMA designation), Municipal Community Pool, Historic Resources, Senior Center, Emery and Kent Commons Parks, Fields at Kent Center School.

**Ecosystems/Waterways:** Housatonic River, Macedonia Brook, Cobble Brook, West Aspetuck River, Dead and Standing Trees, Beaver Dams, Schaghticoke Mountain (brush fire - 2017), Appalachian Trail, Top Soil & Agricultural Lands, Wetlands, Forests, Coldwater Streams/Coldwater Species (i.e. Eastern Brook Trout), Pond Mountain Brook, Invasive Species.

**Roads, Bridges, and Road Network:** Route 7, Route 341, South Kent Road, Bridge at Straight Road/Kent Hollow Road, Bridge and Culverts along Tanguay Road at West Aspetuck River, Schaghticoke Road, Route 341 Bridge, Skiff Mountain Road (snow drifts), Road-Stream Crossings, Culverts (barriers to aquatic organism movement).

**Vulnerable Populations:** Elderly, Economically Disadvantaged Groups, People with Disabilities/Hearing-Impaired, Students (from out-of-state or overseas - three Boarding Schools), Agricultural Community Members.

\*Information from workshop participants augmented via review of the Town of Kent's NHMP Municipal Annex (2022) and Plan of Conservation and Development (2013). *See Appendix A for full list of mitigation/adaptation actions from the Town of Kent NHMP Municipal Annex.*

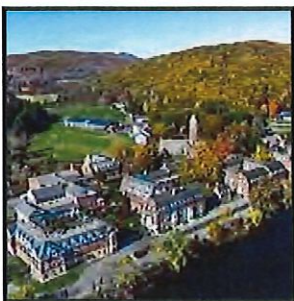


## **Current Concerns and Challenges Presented by Hazards**

The Town of Kent has several concerns and faces multiple challenges related to the impacts of natural hazards and climate change. In recent years, Kent has experienced a series of highly disruptive and damaging weather events including March 2010 floods, Tropical Storm Irene (August 2011), Storm Alfred (October 2011), Super Storm Sandy (October 2012), winter Nor'easter Nemo (February 2013), January 2018 Ice Jam, Tropical Storm Isaias (2020), and other less impactful but more frequent events. Impacts from Irene included rain-induced, inland flooding and wind damage as did Isaias with long power outages. Sandy caused some wind and tree damage across portions of Kent. Storms Alfred and Nemo respectively dropped several feet of snow on the Town knocking out power and isolating residents and neighborhoods due to extended road closures. The magnitude and intensity of these events and others across Connecticut have increased awareness of natural hazards and climate change, while motivating communities such as Kent to proactively and comprehensively improve their resilience.

This series of extreme weather events highlights that the impacts from hazards are diverse: ranging from riverine flooding of critical infrastructure, bridges, roads, and low-lying areas; localized flooding from stormwater runoff during intense storms and heavy precipitation events; road closures due to downed trees; property damage from trees, wind, snow, and ice. Longer periods of elevated heat, particularly in July and August, have raised concerns about vulnerable segments of the population including elderly, disabled, and/or isolated residents. The combination of these issues presents a challenge to preparedness and mitigation priorities and requires comprehensive, yet tailored actions for particular locations and/or areas across the Town of Kent.

The workshop participants were generally in agreement that Kent is experiencing more intense and frequent storm events and heat waves. Additionally, there was a general concern about the increasing challenges of being prepared for the worst case scenarios (i.e. major disasters, storms, major hurricanes (Cat-3 or above)) throughout the year, but particularly in the fall/winter months due to more intense snow and ice storms coupled with colder weather. The impact of the Covid-19 Pandemic was raised several times by workshop participants.



(Credit: kent-school.edu)



(Credit: nytimes.com)



(Credit: kentct.com)

### ***Specific Categories of Concerns and Challenges***

As in any community, Kent is not uniformly vulnerable to hazards and climate change, and certain locations, assets, and populations have and will be affected to a greater degree than others. Workshop participants identified the following items as their community's key areas of concern and challenges across three broad categories - Infrastructure, Societal, and Environmental.

### **Infrastructure Concerns and Challenges**

#### **Roads, Bridges, and Road Networks:**

- Route 7 flooding from the Housatonic River during high flows as well as due to ice jams/damming during the winter months which has resulted in increased flooding in area near the Kent School.
- Increasing number of ageing and undersized culverts that need to be upgraded and replaced to allow for greater water conveyance due to higher intensity storms as well as provide for improved ecological benefits such as fish passage.
- Growing need to identify and secure funding for projects such as fish-friendly road crossing that also reduce the risk of flooding at and downstream of road crossings.

#### **Emergency Management and Preparedness:**

- Limited planning, assessment, and awareness of downstream impacts of catastrophic failure of dams as well as impairment of culverts on private property.
- Difficulty in reaching citizens with information and resources during major weather events that result in longer-term power outages.
- Limited access to emergency preparedness and response information disseminated online amongst elderly population without computers or limited internet technical capabilities.
- Uncertainty about process for updating and maintaining list of vulnerable residents with additional needs during emergency situations including isolation and medical requirements during power outages.
- Lack of preparedness and available educational resources for emergency situations especially amongst newer residents that are not used to living in rural communities.
- Large number of second homes with owners absent for long periods in the winter with reduced access during emergencies due to unplowed driveways.
- Limited and delayed response by energy utility (Eversource) during past storms events resulting in further isolation of residents and vulnerable populations across Town (i.e. elderly).
- Strong winds and gusts due to topography and shifting weather patterns resulting in impacts from downed trees and limbs on electrical power continuity to residential homes, businesses, and private and municipal facilities.



### ***Specific Categories of Concerns and Challenges (cont'd)***

- Lack of backup power generation in several municipal buildings as well as the Community House that could serve as secondary shelters and charging stations if equipped with generators.
- Uncertainty regarding availability of backup power generators amongst private residences – particularly in homes where vulnerable individuals reside.
- Key facilities that provide critical community needs such as local IGA Grocery Store and Town Hall are located in flood prone areas.
- Local Emergency Operations Plan (EOP) is outdated (circa 2010) and not responsive to current needs due to increasing magnitude and duration of extreme weather events.

#### **Housing & Cost of Living:**

- Reliance on electric grid to power private drinking water wells.
- Limited local job base coupled with lack of affordable housing which makes it difficult to retain local workers.
- Aging demographics with limited attraction of younger families and early-career professionals due to housing and low affordability.

### **Societal Concerns and Challenges**

#### **Vulnerable Populations:**

- Aging population with a growing number of elderly that presents unique challenges and increased risk of complications due to isolation, lack of mobility, and medical needs during major weather events and disasters.

#### **Development:**

- Flooding in developed areas adjoining and/or in proximity to certain waterways.
- Limited municipal-owned property to accommodate the relocation of critical facilities out of existing floodplains.

#### **Businesses:**

- Business community is vulnerable to natural disasters and major events such as flooding with direct impacts to structures as well as longer term disruption of commerce and revenue due to closure during recovery phases.

#### **Community Engagement & Services:**

- Limited engagement and collaboration with neighboring towns (including in state of New York) on topics and issues better solved collectively across larger, more regional geographies.

### ***Specific Categories of Concerns and Challenges (cont'd)***

- Reliance on volunteers to maintain community services such as Fire Department.
- Limited connectivity and broadband access in Town and across entire Northwest Corner with current technology infrastructure not meeting the demands and needs of families that work at home and attend schools in Kent.
- Understaffed recreational areas with limited parking make it difficult to safely accommodate the large “surge” of visitors to municipal and state parks in the aftermath of the Pandemic.
- Emory and Kent Commons and the fields at Kent Center School need flood remediation project implemented and overall improvements to resources and facilities for safe public use.
- Municipal park system is in an ongoing state of decline which has limited the ability of these assets to provide the multitude of benefits residents and visitors experienced in the past.

### **Environmental Concerns and Challenges**

#### **Trees and Forests:**

- Extensive impact to forested areas in Town by pests and pathogens such as hemlock scale and emerald ash borer, among others, resulting in a decline in ecological services, scenic values, slope stabilization, and groundwater filtration capacity.
- Ongoing devastating loss of ash trees within and across forested areas in Kent which has required increased cutting and removal of dead and standing trees near structures and roadways.

#### **Open Space, Watersheds, and Waterways:**

- The bisecting nature of the Housatonic River through the center of the municipality with ongoing and increasing threat of flooding of roads and adjoining property.
- Growing concerns regarding interaction with bears amongst residents with uncertainty on how to manage without further encroachment on their natural habitat.
- Lack of municipal mechanism to generate dedicated funding for open space (e.g. real estate transfer tax).
- Concerns about the control and oversight by the Federal Energy Regulatory Commission for the reach of Housatonic River that runs through the center of town related to downstream hydroelectric dam operations.
- Increasing interactions between humans and development and resident and migratory wildlife including snakes and deer (particularly car-deer collisions).



## **Current Strengths and Assets**

Just as certain locations, assets, and populations in Kent stand out as particularly vulnerable to the effects of hazards and climate change, other features are notably assets for Kent's resilience building. Workshop participants identified the following items as their community's key strengths and expressed interest in using them as the core of future resilience building actions.

- Clearly, the responsive and committed engagement exhibited by leaderships, staff, and residents is a very appreciated strength within and across Kent. Ongoing collaboration between municipal staff, committee/commission volunteers, business community, faith-based organizations, NGOs, adjoining municipalities, Housatonic Valley Association, Northwest Hills Connecticut Council of Governments, and various state-level organizations, among others, on priorities identified herein will help advance comprehensive, cost-effective, community resilience building actions.
- Solid expertise and deep knowledge of community by residents serving in volunteer opportunities on various boards and commissions including the Commission focused on updating the Town's Plan of Conservation and Development, among others.
- Remarkable custom and culture of volunteerism that has only become stronger as more "weekenders" (principally New York residents) have transitioned to "full-timers" during the Pandemic.
- Historic and current connection to and appreciation of the rural character of the Town with emphasis on maintenance via preservation that dissuades larger corporations and businesses relocating to Kent.
- High degree of acceptance and empathy amongst residents of each other regardless of economic advantages, political views, and societal position (i.e. "classlessness", "tolerance").
- Incredible natural beauty, resources, and vistas with a strong conservation ethic amongst residents resulting in relatively large amount of accessible and conserved lands (approximately 43% open space) with diverse ownership and management (land trusts, municipal, state, federal).
- Recent and increasing investments by newcomers in upgrading residential homes and building new business enterprises in Kent's downtown area.
- Strong pride in community and a shared passion amongst residents to help one another.

## **Current Strengths and Assets (cont'd)**

- The Town is increasingly preparing for climate change given the concern about current impacts from hazards - particularly from storms, flooding, and wind.
- The presence and constructive involvement of the Housatonic Valley Association in helping to promote more inclusivity of recreational opportunities on open space as well as technical expertise on ecological improvements such as fish-friendly road-crossing amongst the Housatonic River towns including Kent.
- Presence of three private schools which provides many different cultural benefits and engagement opportunities for residents as well as injecting a youthfulness and presence in Kent that helps to elevate positivity about the future of the community.
- Town participates in the resident state trooper program, who is assigned to Kent on a full-time basis.
- Town road crew is very open to building in natural-based solutions for pollution prevention and flood control measures into maintenance and planning efforts to help further protect rivers, streams, and wetlands.
- Conservation Commission continually identifies opportunities to protect the environment including work on transfer station improvements, composting, and air quality monitoring.
- Inland Wetlands and Planning and Zoning Commissions work to draft and enforce regulations with an eye towards protecting the environment while balancing the advancement of appropriate and responsible development.
- Town Hall is a true community asset that continues to be responsive during storm events provides power generation needs, meals for residents, and strong communication channels to all affected by events.
- The municipal response to and operations for the Pandemic are viewed favorably by residents.
- The three private schools are major employers in Kent and bring visitors, shoppers, and additional residents which help to increase cultural vibrancy and economic vitality in Kent.
- The forested hillsides surrounding the downtown provide multiple benefits in addition to beauty including cooler temperatures, cleaner air, wildlife habitat, soil protection, slope stabilization, and carbon sequestration (i.e. "hard-working forests").



## **Current Strengths and Assets (cont'd)**

- Kent has a Community Emergency Response Team (CERT).
- Commitment to improving the communication channels and effectiveness by utilization of social media, emails, in-person discussions by the CERT and Fire Department, and current efforts to implement an emergency notification system that would further connect and inform residents across Kent.
- Town maintains a list of vulnerable populations and their locations with routine updating to ensure additions and modification of those in need and requiring additional care during major events are included. This resource has been invaluable; for example, during Tropical Storm Isaias, municipal staff did in-person wellness checks to all those on the vulnerable population list which was greatly appreciated by residents.



(Credit: patch.com)

## **Recommendations to Improve Resilience**

A common theme among workshop participants was the need to continue community-based planning efforts focused on developing adaptive measures to reduce Kent's vulnerability to extreme weather, climate change and other common concerns raised. To that end, the workshop participants helped to identify several priority topics requiring more immediate and/or ongoing attention including:

- **Long-term vision and growth** (i.e. development, conservation, diverse demographics, zoning, affordable housing, volunteerism, land use, floodplain regulations, wildlife interface, Appalachian Trail, schools);
- **Infrastructure improvements** (i.e. road/bridge network, stormwater management systems, critical facilities improvements, municipal parks & community pool);
- **Quality of life improvements** (i.e. tree management, housing, affordability, sustainability, health equity, downtown vibrancy, connectivity, demographic diversity);
- **Emergency management** (i.e. communications, outreach, education, continuation of services, business recovery, sheltering, evacuation, vulnerable populations).

In direct response, the workshop participants developed the following priority and additional actions list. Mitigation/adaptation actions from the Kent NHMP Municipal Annex (2022) are provided in Appendix A for cross reference. In addition, actions previously identified in the Kent Plan of Conservation and Development (2013) were reviewed for consistency with input gathered during the CRB workshop from participants.

### **Priority Actions**

- Hire a grants manager to help identify, secure, and administer funding to advance critical projects and programs within Kent.
- Continue to maintain and support the rural character of Kent as well as seek ways to increase housing for the “missing-middle” – those families that make too much to qualify for housing subsidies and make too little to afford a home in the community.
- Increase support from municipal leadership to secure federal designation of Kent as an Appalachian Trail Community (first in Connecticut).

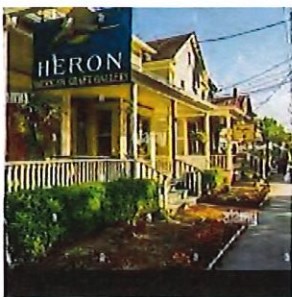


## Priority Actions (cont'd)

- Identify mechanisms that allow for higher density and more affordable housing options (duplexes, apartments, etc.) in the downtown area which will help create more vibrancy and greater economic prosperity for the community.
- Increase the ability to reach and serve vulnerable populations (i.e. elderly, etc.) via emergency management communications.
- Establish emergency management as a formal department within the Town's municipal structure coupled with creating a permanent, full-time, paid, emergency manager position.
- Protect and enhance existing and future open space to further help reduce the impacts of flooding, heat waves, and other natural disasters (see Appendix B).
- Enact a Kent municipal land acquisition fund to preserve additional environmentally sensitive areas to help elevate the wellbeing of residents and visitors as well as ecological integrity of the existing open space network.
- Identify potential opportunities to safely enhance the ability of residents and visitors to access the Housatonic River for passive recreation such as picnicking, walking, fishing, and boating using the Clair Murphy Riverwalk as a model.
- Explore options that will provide swimming opportunities (i.e. community pool versus fast moving river) for residents and visitors to help reduce the impacts of heat and increase the number of community assets that attract young families to Kent.
- Look to identify opportunities to reduce impervious surfaces across Kent with a particular emphasis on pavement in close proximity to wetlands and waterways as well as in the Town center.
- Increase natural plantings throughout the Town center that will help absorb water and reduce the amount of stormwater runoff during rain events.
- Continue to provide educational programs and informative materials for residents on better ways to manage their properties to minimize runoff and maximize infiltration of rain.
- Initiate a survey of residents and visitors to better understand wildlife movement patterns throughout the seasons in hopes of better managing wildlife-human interactions.

### Priority Actions (cont'd)

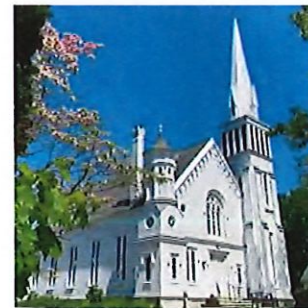
- Identify opportunities to design and install rain gardens, bioswales, or other water retention projects on municipal property as an example and inspiration for residents and visitors alike in hopes of stimulating projects on their own properties.
- Explore potential opportunities to harden the electric power grid by placing electrical lines underground in key locations that are subjected to repetitive impacts and subsequent power outages for residents.
- Secure generators for various municipal buildings (i.e. Community Center).



(Credit: alamy.com)



(Credit: nynjtc.org)



(Credit: facebook.com)



## Additional Actions

- Work to update and improve the municipal list of residents in need of additional support and medical supplies during periods of extended power outages or other events that increase concerns amongst at-risk populations such as the elderly.
- Increase funding opportunities for Town parks and facilities to enable park managers to perform much needed maintenance and updates to outdoor programming that will further enhance the wellbeing of residents and visitors.
- Explore options to revitalize existing under-utilized buildings in and around the downtown area in hopes of encouraging additional investment in the community.
- Integrate into municipal procedures, guidance and techniques provided by US Forest Service and Housatonic Valley Association for road and culvert repairs and upgrades.
- Identify ways to ensure culverts and dams on private property are properly inspected and maintained (via CT DEEP) to help prevent downstream impacts from catastrophic failure or impairment.
- Establish enabling legislation to allow municipalities to enact legal/policy mechanisms to create dedicated funding sources for open space acquisition (i.e. real estate transfer tax for open space) with an emphasis environmentally sensitive areas.
- Seek ways to compel the National Park Service and the Appalachian Trail Conservancy, among others, to better care for and improve management of Bulls Ridge.
- Define techniques and projects that help to better manage the large influx of visitors accessing the natural resources including the Housatonic River which has an alarming increase in drownings as of late.
- Revisit, publish, and make more widely available guides to the numerous trails and recreational opportunities across Kent.
- Increasing interest in proposed building and associated projects in flood prone areas that require deeper understanding and involvement by various boards and commissions to ensure flood friendly development occurs in ways and places that don't increase the challenges given future projections for precipitation events of greater magnitude and duration.
- Provide education to residents as to how to interact safely with wildlife in the event encounters occur.
- Look to capitalize on the Route 7's designation as an Electric Vehicle Charging Corridor by the federal government.

## **Additional Actions (cont'd)**

- Strengthen the interaction and collaboration initiated through Sustainable CT activities including improvements in the relationships between commissions, organizations, and residents.
- Geographically identify location and percentages of residents that currently have backup generation and research funding opportunities to procure generators for residents that are particularly vulnerable to power outages (i.e. elderly, medical assistance needs, etc.).
- Look to ensure that all culvert and bridge replacement projects are accounting for movement of wildlife, designed to be fish-friendly with limited to no obstructions to upstream and downstream passage, and can manage larger, more intense, precipitation events in the future.
- Initiate a gathering of wetland commission members and other interested parties from neighboring towns in Litchfield County to discuss current issues and opportunities related to wetland health, maintenance, and ongoing protection.
- Better position the municipality to take advantage of projected increases in federal funding by generating a list of actionable projects related to roads, transportation, equipment, ecological restoration, social programs, parks and recreation assets, and facility improvements.
- Work to maintain strong relationships with private school leadership and staff and annually convene to explore collaborative opportunities to increase the resilience and sustainability of Kent.
- Continue to minimize or limit development and redevelopment in flood prone areas across Kent. If projects do proceed, ensure final designs prevent construction that will impede the flow and recharge of associated wetlands and watercourses.
- Strive to fund and implement improvements to stormwater management at municipal parks.
- Incorporate Stream Simulation Design techniques when upgrading/replacing road-stream crossings to ensure structures are resilient in the face of climate change.
- Offer annual training on diversity, inclusion and equity for all Town employees, boards, and commissions.



## **CRB Workshop Participants: Department/Organization**

Town of Kent - Office of the First Selectman

Kent Volunteer Fire Department

Town of Kent - Community Emergency Response Team

Town of Kent - Kent Sustainability Team

Town of Kent - Parks and Recreation Department

Town of Kent - Conservation Commission

Town of Kent - Plan of Conservation and Development Committee

Kent Chamber of Commerce

Kent Land Trust

Northwest Connecticut Land Conservancy

Kent Falls Brewery Farm

Housatonic Valley Association

### **Kent Community Resilience Building Core Project Team**

Jean Speck - First Selectmen - Town of Kent

Lianna Gantt - Kent Sustainability Team - Town of Kent

Joanne Wasti - Kent Sustainability Team - Town of Kent

Miranda Lovato - Kent Sustainability Team - Town of Kent

### **Online Community Resilience Building Facilitation Team**

The Nature Conservancy - Adam Whelchel, Ph.D. (Lead Facilitator)

Sustainable CT - Jessica LeClair (Small Group Facilitator)

Sustainable CT - Torin Radicioni (Scribe)

Sustainable CT - Jim Hunt (Scribe)

### **Recommended Citation**

Town of Kent (2022). Online Community Resilience Building Workshop - Summary of Findings Report. The Nature Conservancy and Sustainable CT. Kent, Connecticut.

### **Acknowledgements**

Special thanks to the Town leadership, staff, and community members for their willingness to embrace the process in hopes of a more resilient future for Kent. This online Community Resilience Building Workshop was made possible in large part through the generous contribution of the facilitation team members who skillfully conducted the Kent Community Resilience Building workshop in close partnership with the Kent Community Resilience Building Core Project Team.



# **Appendix A**

## **Town of Kent Natural Hazard Mitigation Plan Municipal Annex (2022)**

### **Mitigation Strategies and Actions from Previous HMP & Updated Mitigation Strategies and Actions**

## Mitigation Strategies and Actions from Previous HMP

#	Action	Status	Notes
1	Utilize the existing CTAlert emergency notification system to its fullest capabilities and subscribe as many residents as possible.	Complete / Carry Forward with Revision	Town has instituted the Everbridge alert system. The Town has just begun a process to rebuild the database. A revised action to complete the database rebuilding is carried forward.
2	Encourage residents to purchase and use NOAA weather radio with an alarm feature	Drop	Town does not believe this action is necessary given the many other technologies for weather alerts.
3	Pursue standby power supplies for critical facilities that do not have generators.	Completed	Most critical facilities have generators. The Community House is in need of a generator; this is addressed in the next action.
4	Obtain funding for a generator at the Community House.	Carry Forward	<p>The Town explored grant opportunities, but was not able to find grants for a generator that would be big enough for the entire building.</p> <p>This building also has accessibility issues, and so is not ideal as a primary shelter. Nevertheless, the Town is interested in expanding its sheltering capabilities, including heating and cooling centers, and so wishes to continue pursuing installation of a generator at this site. The Town will pursue generator installation options, including a generator that may only power a section of the building.</p> <p>In addition to installing a generator, the Town will have to consider personnel needs for managing the shelter. This may involve increasing the capabilities of the local CERT. This action is carried forward.</p> <p>A new action to increase the capabilities of the local CERT team to enable staffing of a secondary shelter is added to this plan.</p>
5	Update the Town's Floodplain Management Regulations to reflect the recent recommendations from CT DEEP	Carry Forward	<p>This action has not yet been pursued due to staffing limitations.</p> <p>Floodplain Management Regulations haven't been updated since 2001</p>



#	Action	Status	Notes
6	Consider incorporating elements of Low Impact Development into the Subdivision and Zoning Regulations.	Partially Completed Carry Forward with Revisions	Zoning Regulations were updated in 2020 and includes LID elements. Subdivision Regulations update is underway. Action is carried forward, revised to refer only to Subdivision Regulations.
7	Consider prohibiting new residential construction in SFHAs, or require freeboard of at least one foot.	Capability	All new construction must adhere to the State Building Code, which requires one foot of freeboard.
8	Encourage FEMA to update the Flood Insurance Study and SFHA mapping to reflect revised hydrology.	Carry Forward	Town staff attended a meeting in the past five years where they were told that the flood maps would be updated by 2020. Town does not expect this schedule to be kept. FEMA has not communicated with anybody from the Town about map updates. The current FEMA maps are dated 1980. Town staff report that this area of the state has the most out-of-date mapping. They observed that coastal areas have seen multiple updates over recent years, but despite multiple significant flood events in inland areas, no update has occurred. Town would like FEMA to prioritize this corner of the state
9	Require developers to demonstrate whether detention or retention of storm water is the best option for reducing peak flows downstream	Capability	This is a capability.
10	Evaluate the critical facilities along the Housatonic River to determine potential flood damage reduction methods.	Carry Forward	This action has not yet been completed due to funding and staffing limitations. Action is carried forward. Two new actions addressing specific facilities are added to this plan: - Complete an analysis of flood mitigation options at the Sewer Treatment Plant. This facility was at risk of failure during the 2018 ice jams event. - Work with the Kent School to address floodwater and groundwater issues. Currently the school regularly has to pump out water into the Town sewer system, which stresses the system. Explore options for circumventing the system for this pumping.
11	Evaluate RLPs mapped in the 100-year floodplain to identify appropriate methods of reducing flood risks.	Carry Forward with Revisions	Town reports that RLPs are repetitively flooded, but do not experience economic losses or notable damages during flooding; residents temporarily evacuate and then move back. This makes incentivizing mitigation challenging. Despite this, Town staff report that one homeowner has elevated utilities above flood grade. Town does not feel that identifying flood reduction methods is an appropriate action for these properties. A new RLP action, encouraging sending letters to RLP property owners to raise awareness of hazard and mitigation options, will be added to the plan.

#	Action	Status	Notes
12	Determine the address of the unidentified repetitive loss property.	Completed	This property is a residence located at the end of Johnson Road. The actual address and owner's name are known to the Land Use Office. A new action is added to the plan to validate/correct the RL list for the town and fill out the AW-501 forms.
13	Evaluate the side street flooding concerns along Kent Hollow Road and the West Aspetuck River to identify appropriate methods of reducing flood risks.	Completed	Town reports that flooding in this area is caused by beaver activities. Flooding can happen during storms because beavers keep water high. Flooding is usually relatively minor, only temporarily causing road closures. Town traps and removes beavers on occasion. During flooding, the Town closes roads and temporarily reroutes traffic. Town does not believe this intermittent flooding warrants major capital expenditure.
14	Provide technical assistance regarding floodproofing measures to interested residents.	Capability	Town is able to assist residents as needed. No residents have requested information.
15	Conduct a comprehensive evaluation of flood prone areas along Route 7 at the Housatonic River to determine appropriate flood mitigation measures.	Carry Forward	Action has not yet been pursued due to funding limitations.
16	Compile a checklist cross referencing ordinances and regulations and make this available to development applicants	Completed	Town has a regulations checklist that is provided to developers along with permit applications. A Floodplain Application is available on the Town's website.
17	Ensure that the appropriate municipal personnel are trained in flood damage prevention methods.	Carry Forward	Land Use Administrator completed a flood-related training when she started her job. Town would like to have land use and road crew staff complete flood mitigation training.
18	Provide outreach regarding home elevation, relocation, flood barriers, dry and wet floodproofing, and other home and business improvement techniques	Carry Forward with Revisions	Town has not yet pursued this action due to staff limitations. Carry forward revised to specifically call for providing informational pamphlets at the Town Hall, and including hazard mitigation information on the Town website.
19	Selectively pursue conservation recommendations listed in the Plan of Conservation and Development	Capability	This is a capability
20	Pursue acquisition of additional municipal open space in SHFAs and set it aside for greenways, parks, etc.	Drop	Town has a high percentage of open space land in town, and active land conservation organizations. Development within the floodplain is already limited. Town does not believe acquisition of open space by the Town is necessary.
21	Replace two culverts along Tanguay Road and the Aspetuck River	Carry Forward	Action has not yet been pursued due to funding limitations and the low priority of this action with regards to hazard mitigation. Action is carried forward.



#	Action	Status	Notes
22	Replace the bridge at Straight Road/Kent Hollow Road and the Aspetuck River	Completed	Kent Hollow Road Bridge was replaced with a box culvert in 2017. The new culvert was rated for a 100-year storm. This is a low velocity section of the Aspetuck River and the culvert design was determined to be sufficient.
23	Develop a plan for continued culvert maintenance.	Capability	Town has a culvert maintenance regime in place.
24	When replacing or upgrading culverts, work with CT DOT to incorporate findings of the climate change pilot study and work with HVA to incorporate stream crossing policies	Carry Forward	Action has not yet been completed due to funding and staffing limitations. Action is carried forward
25	Ensure adequate barricades are available to block flooded areas in flood prone areas of the town.	Capability	Town has adequate barricades.
26	Work with CTDOT to upgrade sections of South Kent Road in order to accommodate increased traffic when Route 7 is closed due to flooding.	Capability	Town communicates with CTDOT about alternative access needs in case Route 7 is closed, and performs upgrades to South Kent Road as needed.
27	Develop a town wide tree limb inspection and maintenance programs to ensure that the potential for downed power lines is diminished.	Capability	Town has a tree maintenance program.
28	Work with CL&P to determine the feasibility of placing non-conducting steel cables above the power lines to protect them from falling branches and trees.	Completed	Eversource has increased efforts to improve power delivery reliability.
29	Continue to require the location of utilities underground in new developments or during redevelopment whenever possible.	Capability	Underground utilities are required, when feasible, in new developments.
30	The Building Department shall provide literature regarding appropriate design standards for wind.	Capability	Wind standards are provided through State Building Code
31	Encourage the use of structural techniques related to mitigation of wind damage in new residential and commercial structures	Capability	Wind standards are provided through State Building Code

#	Action	Status	Notes
32	Coordinate with the three private schools in town during expansion and renovation to ensure that buildings are designed to be resilient to wind damage.	Capability	State building codes are enforced for municipal buildings.
33	Develop a plan to prioritize snow removal from the roof of municipal buildings (especially critical facilities) and have funding available for clearing	Capability	Town has sufficient capabilities for clearing snow from municipal building roofs.
34	Consider posting the snow plowing routes in municipal buildings and the town web site	Drop	Town does not believe this action will improve hazard mitigation capabilities
35	Identify areas that are difficult to access during winter storm events and develop contingency plans	Capability	Town is aware of difficult-to access areas and takes special precautions to maintain access during emergency events.
36	Provide information for mitigating icing, insulating pipes, and retrofits for flat roofed buildings	Capability	Mitigation guidelines provided in State Building Code.
37	Consider the hardening of utilities along North Kent Road to minimize power outages during storm events	Capability	Town works closely with Eversource to ensure appropriate power hardening and redundancy measures are taken.
38	Consider preventing residential development in areas prone to collapse such as below steep slopes, or in areas prone to liquefaction	Completed	Steep slopes have been addressed in the updated zoning regulations.
39	Ensure that municipal departments and critical facilities have adequate backup facilities in case damage occurs	Carry Forward with Revisions	Previous action is vague. Carried forward to call for enabling remote-access to essential operational systems in case municipal facilities cannot be accessed.
40	Consider bracing systems and assets inside critical facilities	Carry Forward with Revisions	Replace action with one calling for backing-up of data and systems on the cloud (merge with new action above)
41	Include dam failure areas in the CTAlert emergency contact database	Capability	Dam failure areas are included in CTAlert system
42	Develop a long term beaver dam management plan.	Capability	Beaver management requires an Inland Wetlands Permit. In most cases the IWC recommends the hiring of Beaver Solutions. Removal of the beaver itself requires a DEEP permit through a licensed trapper.
43	Consider replacing culverts frequently impacted by beavers with free span bridges.	Drop	Town feels its beaver management activities are sufficient. Specific culvert and bridge replacement projects will be identified as actions moving forward.



#	Action	Status	Notes
44	Consider the use of beaver deterrent devices such as beaver stops, beaver bafflers or beaver deceivers.	Capability	See action 42
45	Require installation of fire ponds and dry hydrants in areas not served by public water, and sprinkler systems in buildings where access is limited	Capability	This is a capability
46	Coordinate between the Fire Department and Aquarion Water Company to identify areas of low pressure or limited fire fighting capacity	Carry Forward	Action not yet completed due to staffing limitations. Carry forward.

## Updated Mitigation Strategies and Actions (2022)

Action KNT-01	
Update the Town's Subdivision Regulations, explicitly incorporating natural hazard concerns.	
Lead	Planning
Cost	\$0 - \$25,000
Funding	OB
Timeframe	2022
Priority	High

Action KNT-02	
Ensure that the appropriate municipal personnel are trained in flood damage prevention methods.	
Lead	Planning; EMD
Cost	\$0 - \$25,000
Funding	OB, CT DEMHS
Timeframe	2022
Priority	High

Action KNT-03	
Remain engaged with FEMA and the State during the Housatonic River Watershed flood map updates. Review draft maps and provide comments to FEMA.	
Lead	Planning
Cost	\$0 - \$25,000
Funding	OB
Timeframe	2022 – 2023
Priority	Low

Action KNT-04	
Refer to the Morris Low Impact Sustainable Development Design Manual, created to be a regional resource by the Northwest Conservation District and the Northwest Hills Council of Governments, to incorporate LID guidance and regulations into the Subdivision Regulations.	
Lead	Planning, DPW, ConCom
Cost	\$0 - \$25,000
Funding	OB, NCD
Timeframe	2022 – 2023
Priority	Low



Action KNT-05	
Fully incorporate the provisions of the DEEP model flood regulations into the local flood damage prevention regulations (or ordinance), including but not limited to the required design flood elevations for the first floor, building electrical systems, and building mechanical systems.	
Lead	Planning
Cost	\$25,000 - \$50,000
Funding	OB, FEMA Grant, CT DEEP
Timeframe	2022 – 2024
Priority	High

Action KNT-06	
Take one of the following actions that will mitigate natural hazard risks while also meeting Sustainable CT objectives: 1. Disseminate a toolkit for pre-disaster business preparedness. 2. Revise regulations to promote Low Impact Development. 3. Include the goals of this Hazard Mitigation Plan, and at least three other sustainability concepts, in your next POCD update.	
Lead	Planning
Cost	\$25,000 - \$50,000
Funding	OB, Sustainable CT
Timeframe	2022 – 2024
Priority	High

Action KNT-07	
Contact the owners of Repetitive Loss Properties and nearby properties at risk to raise awareness about hazards, inquire about mitigation undertaken, and suggest options for mitigating flooding in those areas. This should be accomplished by annually sending letters to RLP property owners and owners of nearby properties at risk.	
Lead	Planning
Cost	\$25,000 - \$50,000
Funding	OB, CT DEEP
Timeframe	2022 – 2024
Priority	Med

Action KNT-08	
Work with CT DEEP to complete a formal validation of the Repetitive Loss Property list and update the mitigation status of each listed property.	
Lead	Planning
Cost	\$25,000 - \$50,000
Funding	OB, CT DEEP
Timeframe	2022 – 2024
Priority	Med



Action KNT-09	
<b>Establish a protocol for backing up municipal data and IT systems on the cloud. Enable remote-access to essential operational systems in case municipal facilities cannot be accessed following hazard event.</b>	
Lead	EMD, IT
Cost	\$25,000 - \$50,000
Funding	OB
Timeframe	2022 – 2024
Priority	Med

Action KNT-10	
<b>Coordinate with CT SHPO to conduct historic resource surveys, focusing on areas within natural hazard risk zones (flood zones, wildfire hazard zones, steep slopes) to support the preparation of resiliency plans across the state.</b>	
Lead	Planning
Cost	\$25,000 - \$50,000
Funding	OB, CT SHPO
Timeframe	2022 – 2024
Priority	Low

Action KNT-11	
<b>Coordinate with CT SHPO to conduct outreach to owners of historic properties to educate them on methods of retrofitting historic properties to be more hazard-resilient while maintaining historic character.</b>	
Lead	Planning
Cost	\$25,000 - \$50,000
Funding	OB, CT SHPO
Timeframe	2022 – 2024
Priority	Low

Action KNT-12	
<b>Provide at the Town Hall informational pamphlets about property elevation, relocation, and other risk reduction measures, and include hazard mitigation information on the Town website.</b>	
Lead	EMD; First Selectman
Cost	\$25,000 - \$50,000
Funding	OB, CT DEMHS
Timeframe	2022 – 2024
Priority	Low



Action KNT-13	
Use the CT Toxics Users and Climate Resilience Map to identify toxic users located in hazard zones within your community. Contact those users to inform them about the CT DEEP small business chemical management initiative.	
Lead	Planning; Chamber
Cost	\$25,000 - \$50,000
Funding	OB, CT DEEP
Timeframe	2022 – 2024
Priority	Low

Action KNT-14	
When replacing or upgrading culverts, review culvert conveyances based on Northeast Regional Climate Center Guidance, in accordance with the findings of the CT DOT climate change pilot study. Additionally, work with HVA to incorporate findings of the stream crossing assessment training.	
Lead	DPW
Cost	\$50,000 - \$100,000
Funding	OB, CIP, CT DEEP
Timeframe	2023 – 2025
Priority	High

Action KNT-15	
Take the Housatonic Valley Association (HVA) Road-Stream Crossing Inventory analysis into consideration when upgrading and replacing infrastructure, including the restoration prioritization results.	
Lead	DPW
Cost	\$50,000 - \$100,000
Funding	OB, HVA
Timeframe	2023 – 2025
Priority	Med

Action KNT-16	
Evaluate the critical facilities along the Housatonic River to determine potential flood damage reduction methods.	
Lead	DPW; EMD
Cost	\$50,000 - \$100,000
Funding	OB, CIP, FEMA Grant
Timeframe	2023 – 2025
Priority	Med

Action KNT-17	
<b>Conduct a comprehensive evaluation of flood prone areas along Route 7 at the Housatonic River to determine appropriate flood mitigation measures.</b>	
<b>Lead</b>	DPW
<b>Cost</b>	\$50,000 - \$100,000
<b>Funding</b>	OB, CIP, FEMA Grant
<b>Timeframe</b>	2023 – 2025
<b>Priority</b>	Med

Action KNT-18	
<b>Coordinate between the Fire Department and Aquarion Water Company to identify areas of low pressure or limited fire fighting capacity</b>	
<b>Lead</b>	EMD, Fire
<b>Cost</b>	\$50,000 - \$100,000
<b>Funding</b>	OB, FEMA Assistance to Firefighters Grant
<b>Timeframe</b>	2023 – 2025
<b>Priority</b>	Med

Action KNT-19	
<b>Complete rebuild of the Everbridge Alert system contact database.</b>	
<b>Lead</b>	EMD
<b>Cost</b>	\$25,000 - \$50,000
<b>Funding</b>	OB, CT DEMHS
<b>Timeframe</b>	2023 – 2025
<b>Priority</b>	Low

Action KNT-20	
<b>Obtain funding for a generator at the Community House to help increase the Town's capacity to provide emergency sheltering or comfort stations.</b>	
<b>Lead</b>	DPW; EMD
<b>Cost</b>	More than \$500,000
<b>Funding</b>	CIP, FEMA Grant, CT DEMHS
<b>Timeframe</b>	2024 – 2026
<b>Priority</b>	Med



Action KNT-21	
Replace two culverts along Tanguay Road and the Aspetuck River	
Lead	DPW
Cost	\$100,000 - \$500,000
Funding	CIP, FEMA Grant, CT DEEP
Timeframe	2024 – 2026
Priority	Low

Action KNT-22	
Replace the bridge at Anderson Acres Road and Kent Hollow Road over the West Aspetuck River with an aluminum bridge.	
Lead	DPW
Cost	More than \$500,000
Funding	CIP, FEMA Grant, CT DEEP
Timeframe	2024 – 2026
Priority	Low

Action KNT-23	
Work with the Red Cross on development of a regional shelter that would serve Kent residents.	
Lead	EMD
Cost	\$100,000 - \$500,000
Funding	CIP, FEMA Grant, CT DEMHS
Timeframe	2024 – 2026
Priority	Low

Action KNT-24	
During the 2018 ice jam there was a concern about not having flat-bottomed boats. The Town has therefore secured a grant for the Fire Department to purchase a new flat-bottomed boat.	
Lead	EMD; Fire
Cost	\$100,000 - \$500,000
Funding	OB, CIP, CT DEMHS
Timeframe	2025 – 2027
Priority	Low

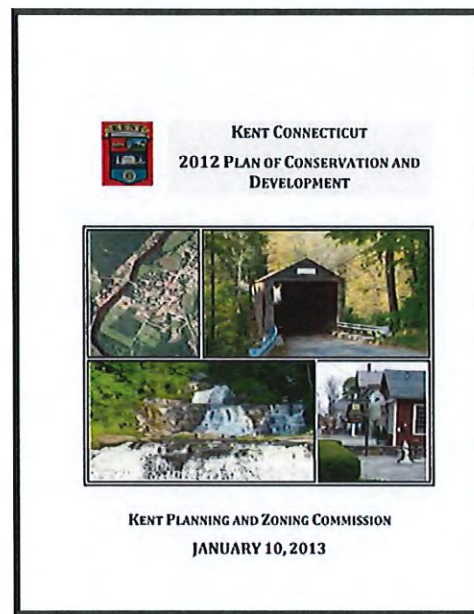
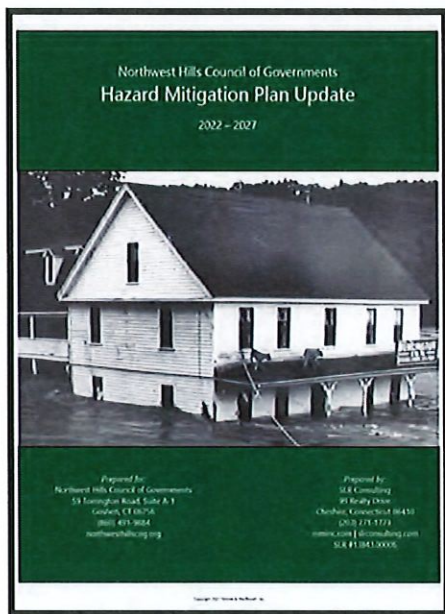
# Appendix B

## Town of Kent

### Map Resource Packet\*

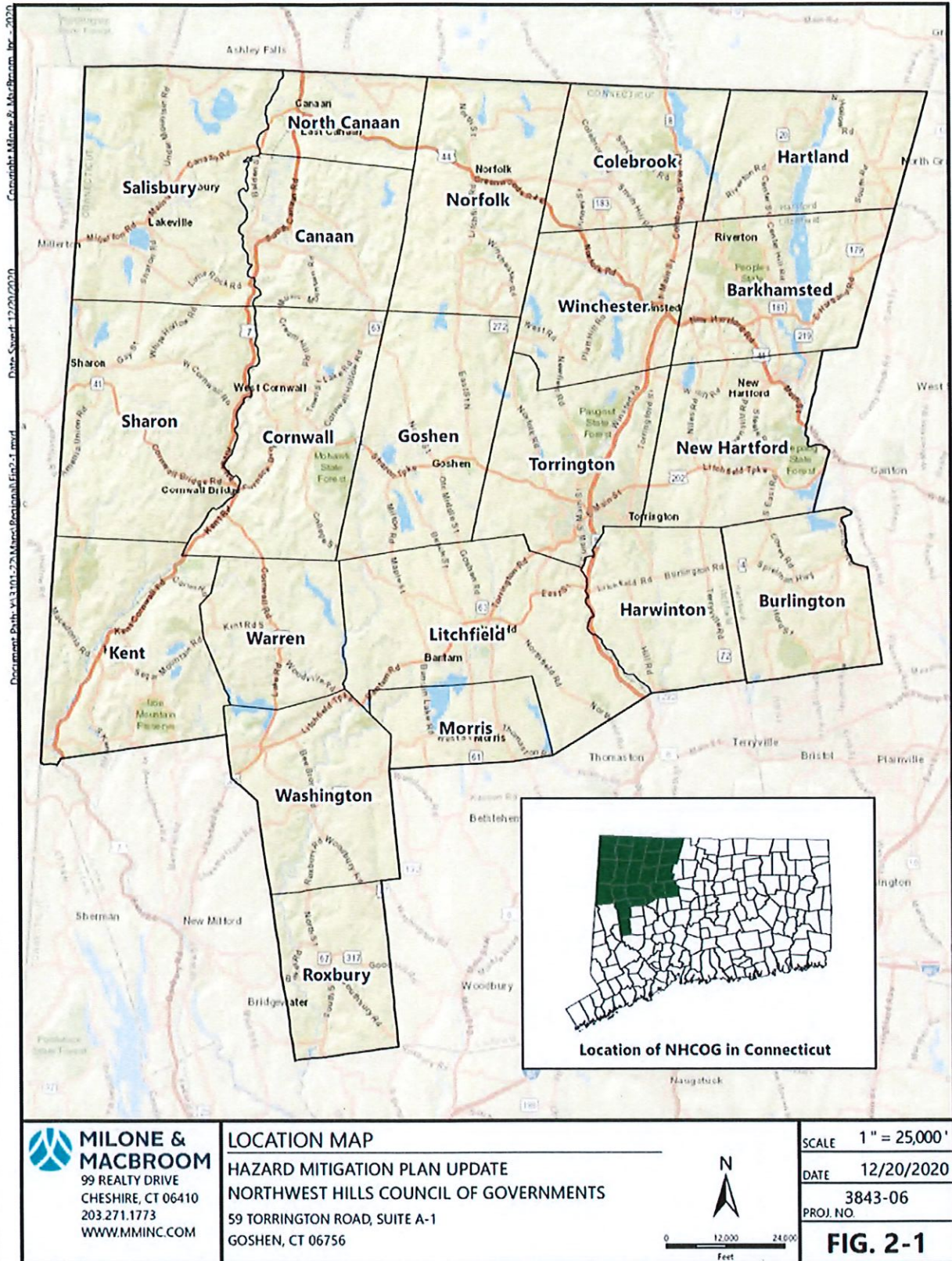
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### Community Resilience Building Workshop

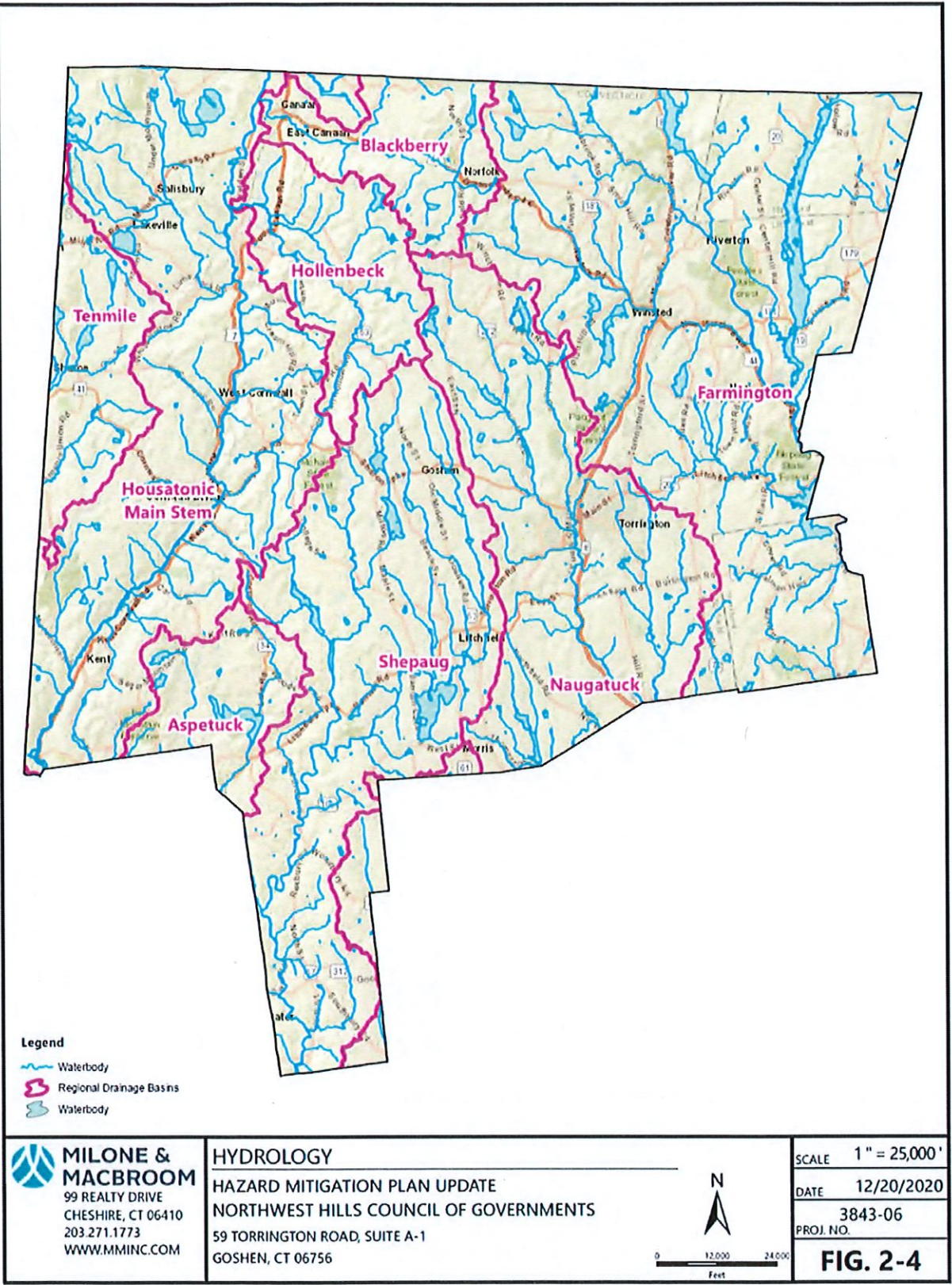


**\*Gathered from Kent Hazard Mitigation Plan Municipal Annex (2022) & Plan of Conservation & Development (2013)**

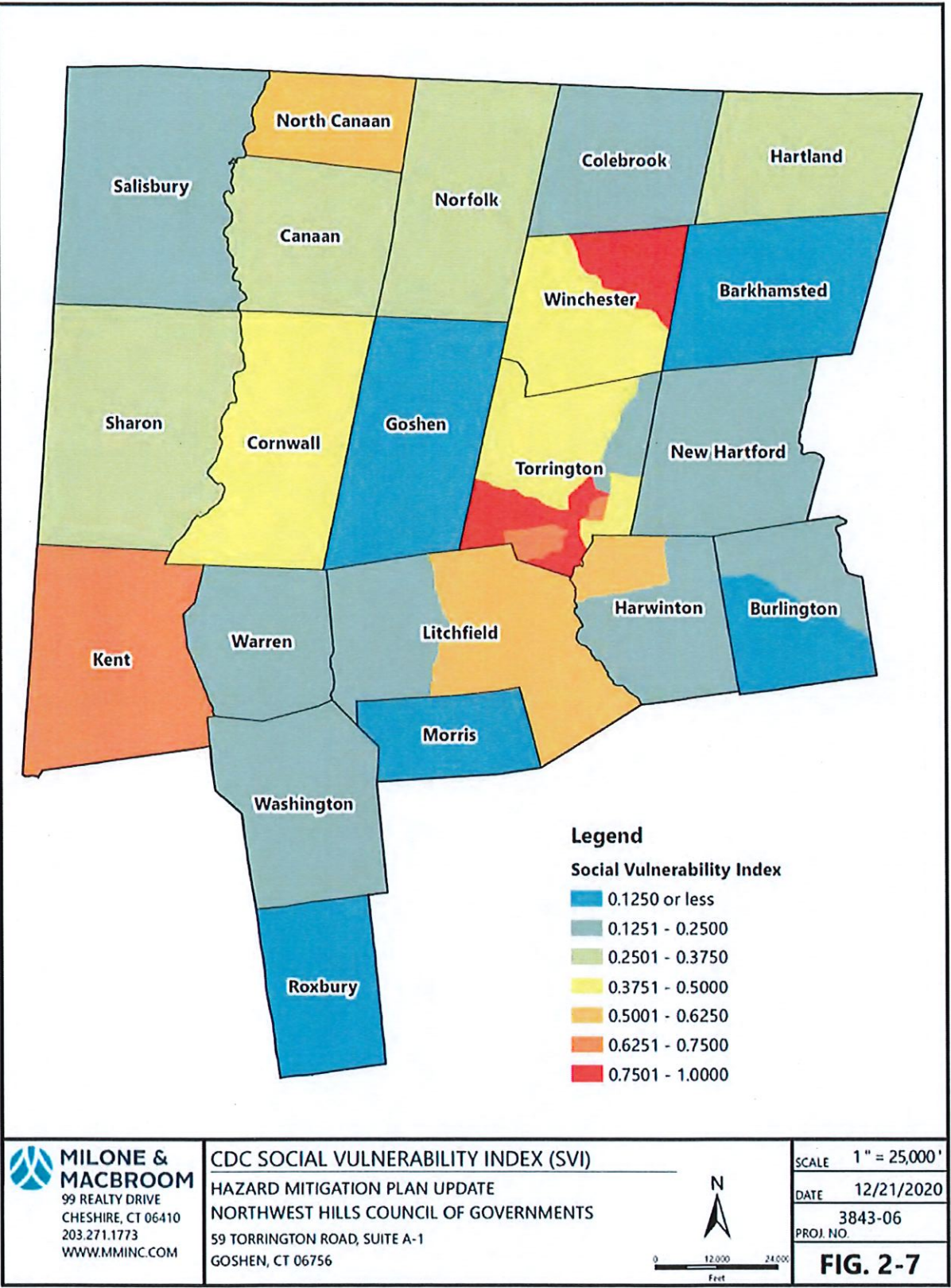






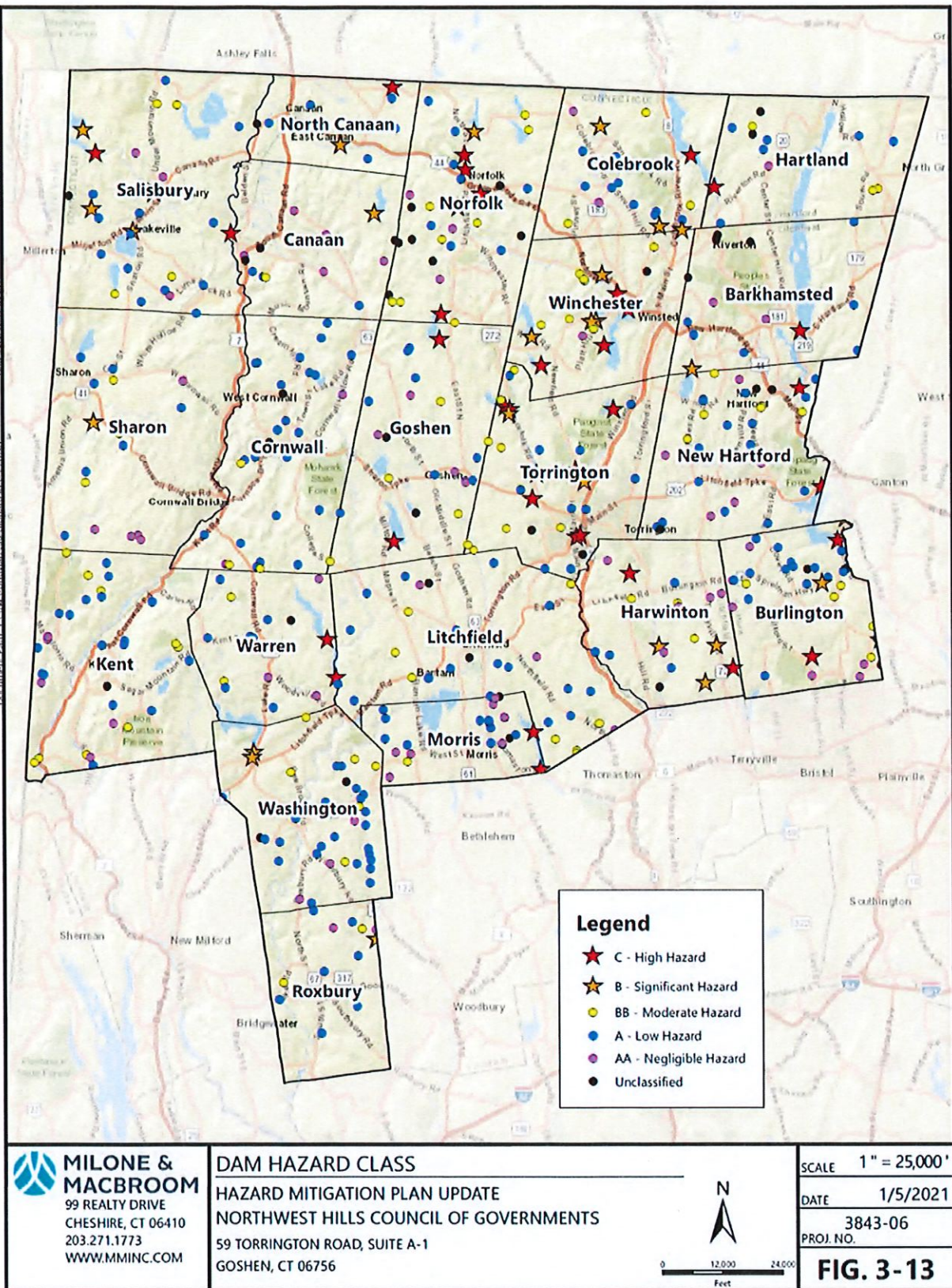




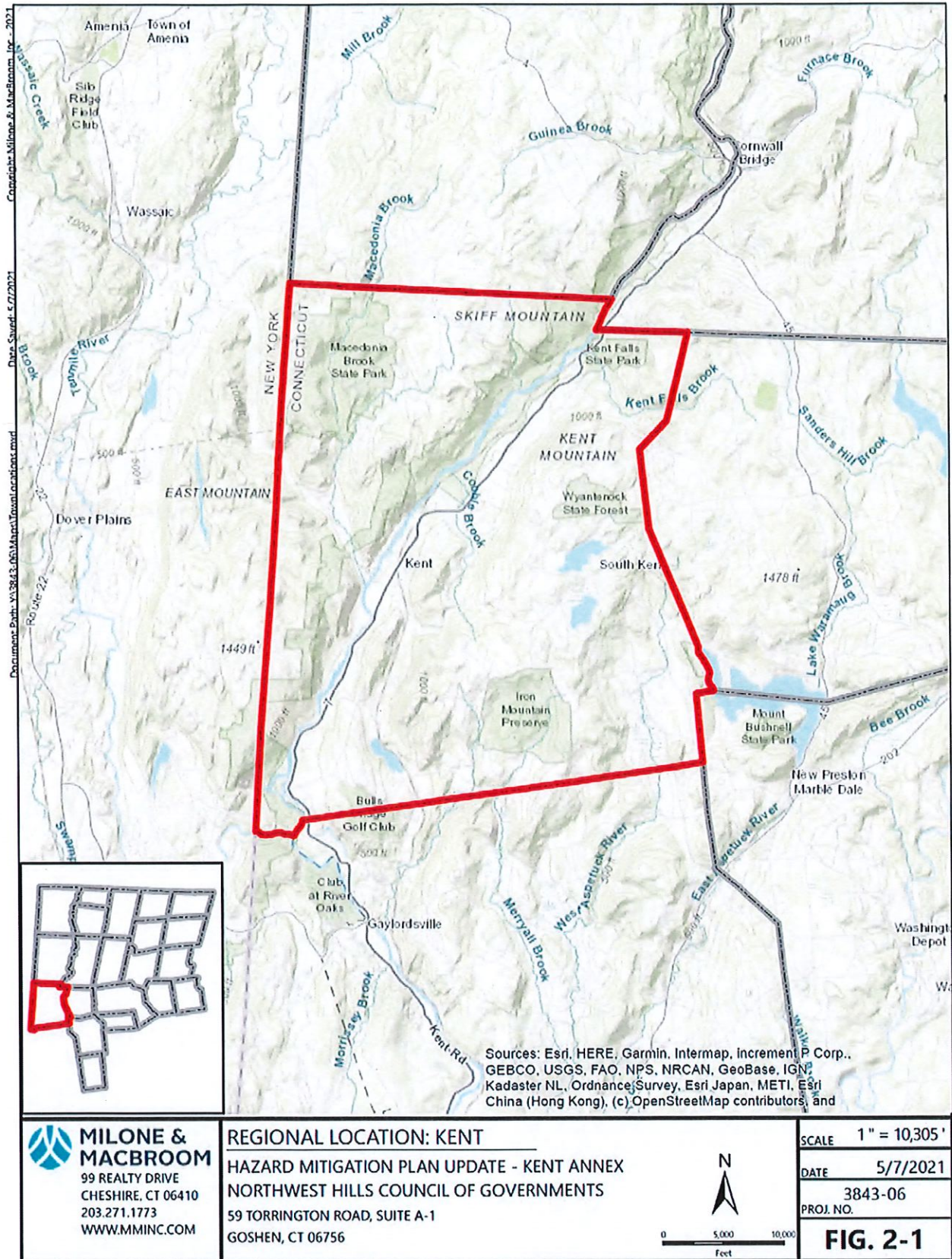




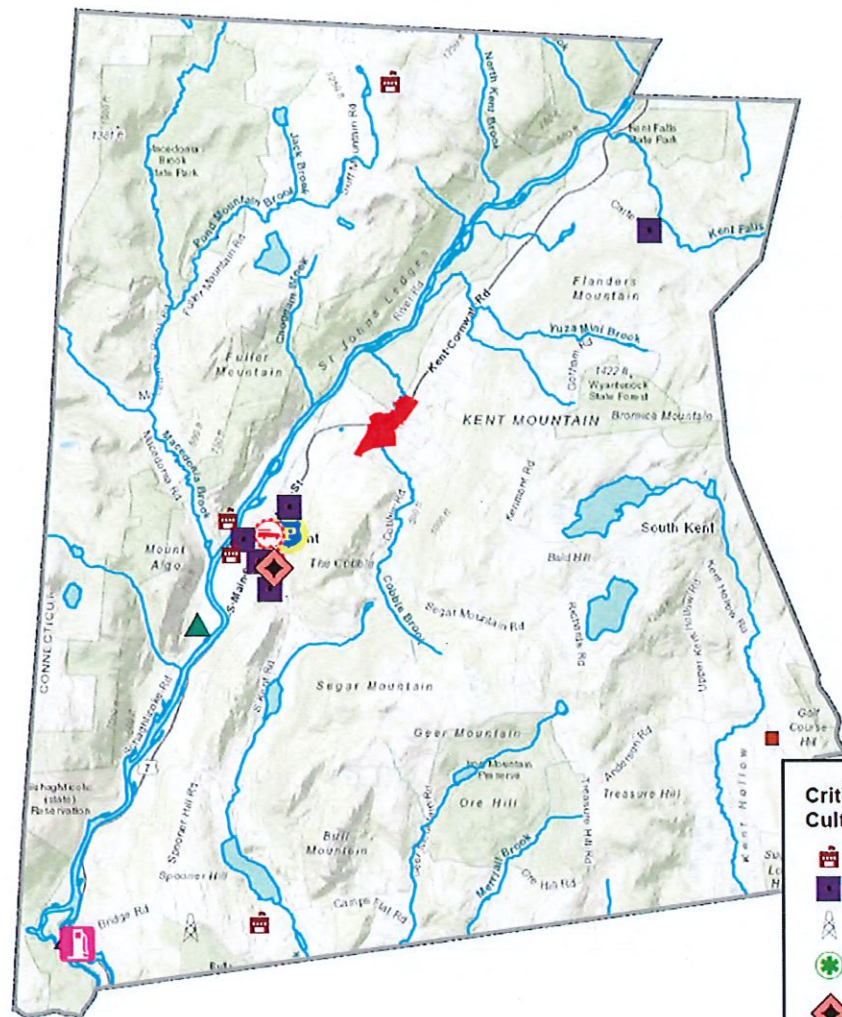
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 Created: Milone & Macbroom, Inc. - 2021











#### Critical Facilities & Cultural Resources

- School
- Care Facility
- Communication Tower
- EMS
- Emergency Response
- Fire Station
- Gas Station with Generator
- Law Enforcement
- Public Utility
- National Register Building
- National Register Structure
- National Register District

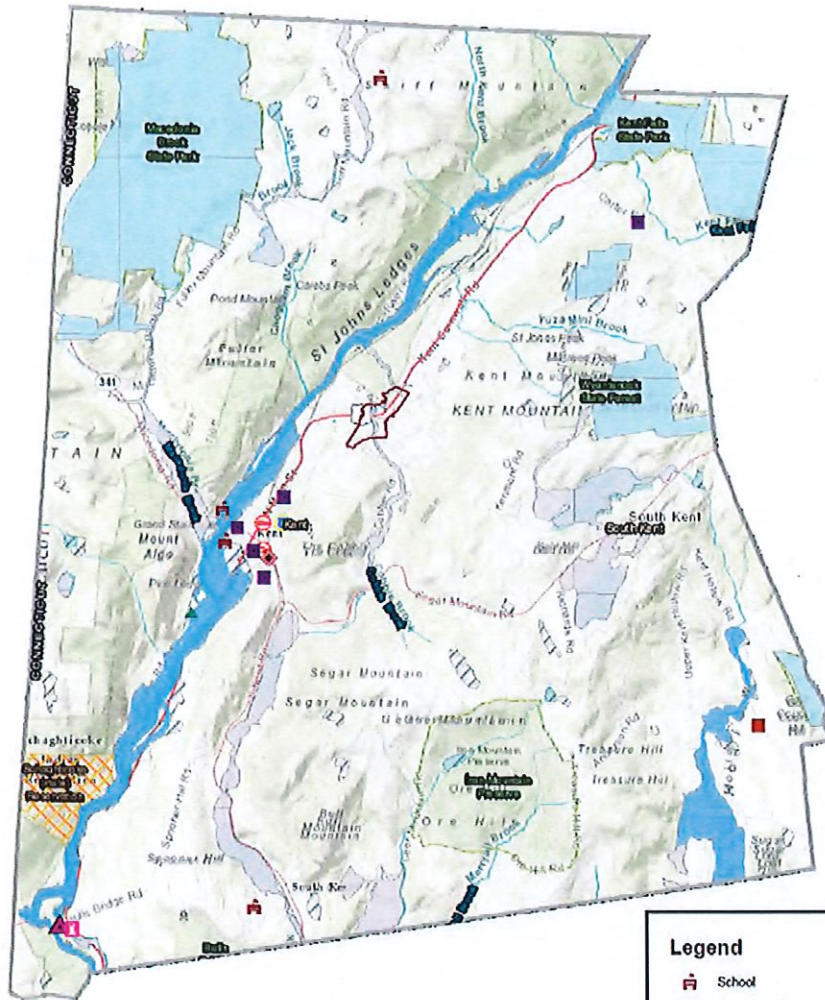
**MILONE & MACBROOM**  
 99 REALTY DRIVE  
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**CRITICAL FACILITIES AND CULTURAL RESOURCES**  
 HAZARD MITIGATION PLAN UPDATE - KENT ANNEX  
 NORTHWEST HILLS COUNCIL OF GOVERNMENTS  
 59 TORRINGTON ROAD, SUITE A-1  
 GOSHEN, CT 06756



SCALE 1" = 7,458'  
 DATE 5/7/2021  
 PROJ. NO. 3843-06  
**FIG. 2-2**





#### Legend

	School		Flood Zone
	Care Facility		AE
	Communication Tower		ANI
	EMS		D
	Emergency Response		X500
	Fire Station		
	Gas Station with Generator		
	Law Enforcement		
	Public Utility		
	National Register Building		
	National Register Structure		
	National Register District		

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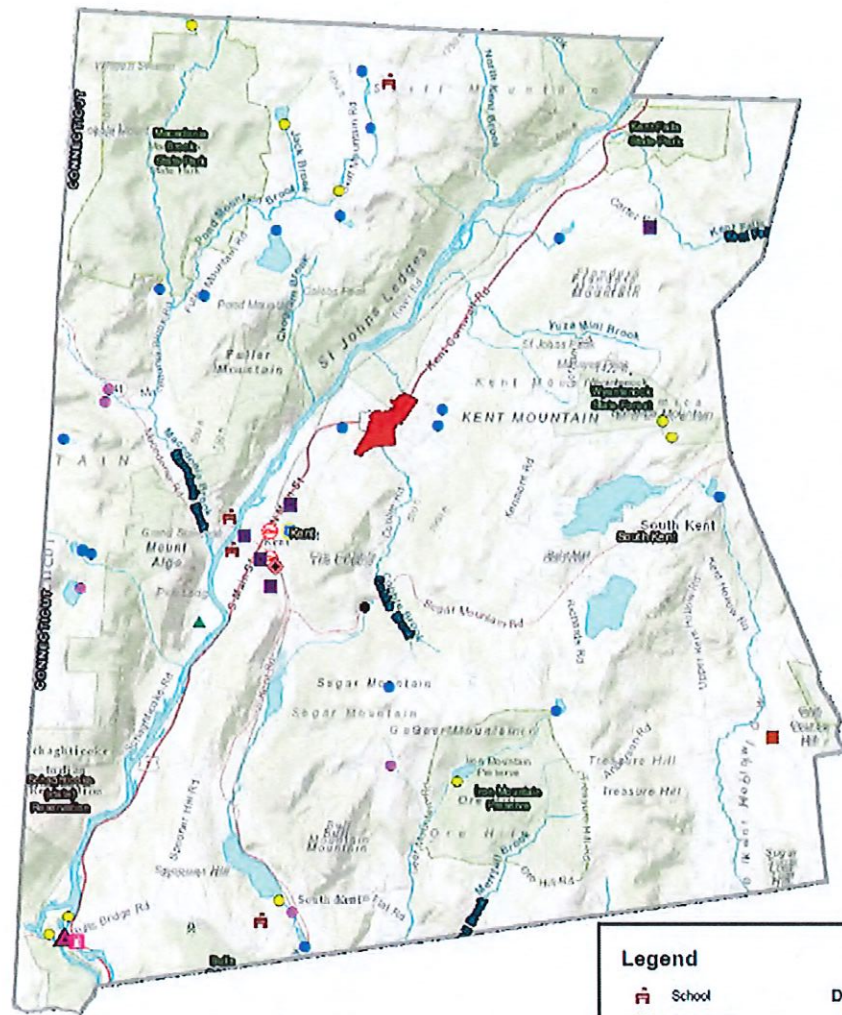
#### FLOOD RISK AREAS

HAZARD MITIGATION PLAN UPDATE - KENT ANNEX  
NORTHWEST HILLS COUNCIL OF GOVERNMENTS  
59 TORRINGTON ROAD, SUITE A-1  
GOSHEN, CT 06756



SCALE 1" = 7,457'  
DATE 5/10/2021  
3843-06  
PROJ. NO.

**FIG. 3-1**

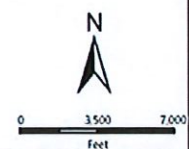


### Legend

- |                             |                         |
|-----------------------------|-------------------------|
| School                      | <b>Dam Hazard Class</b> |
| Care Facility               | BB - Moderate Hazard    |
| Communication Tower         | A - Low Hazard          |
| EMS                         | AA - Negligible Hazard  |
| Emergency Response          | Unclassified            |
| Fire Station                | Dam Failure Inundation  |
| Gas Station with Generator  |                         |
| Law Enforcement             |                         |
| Public Utility              |                         |
| National Register Building  |                         |
| National Register Structure |                         |
| National Register District  |                         |

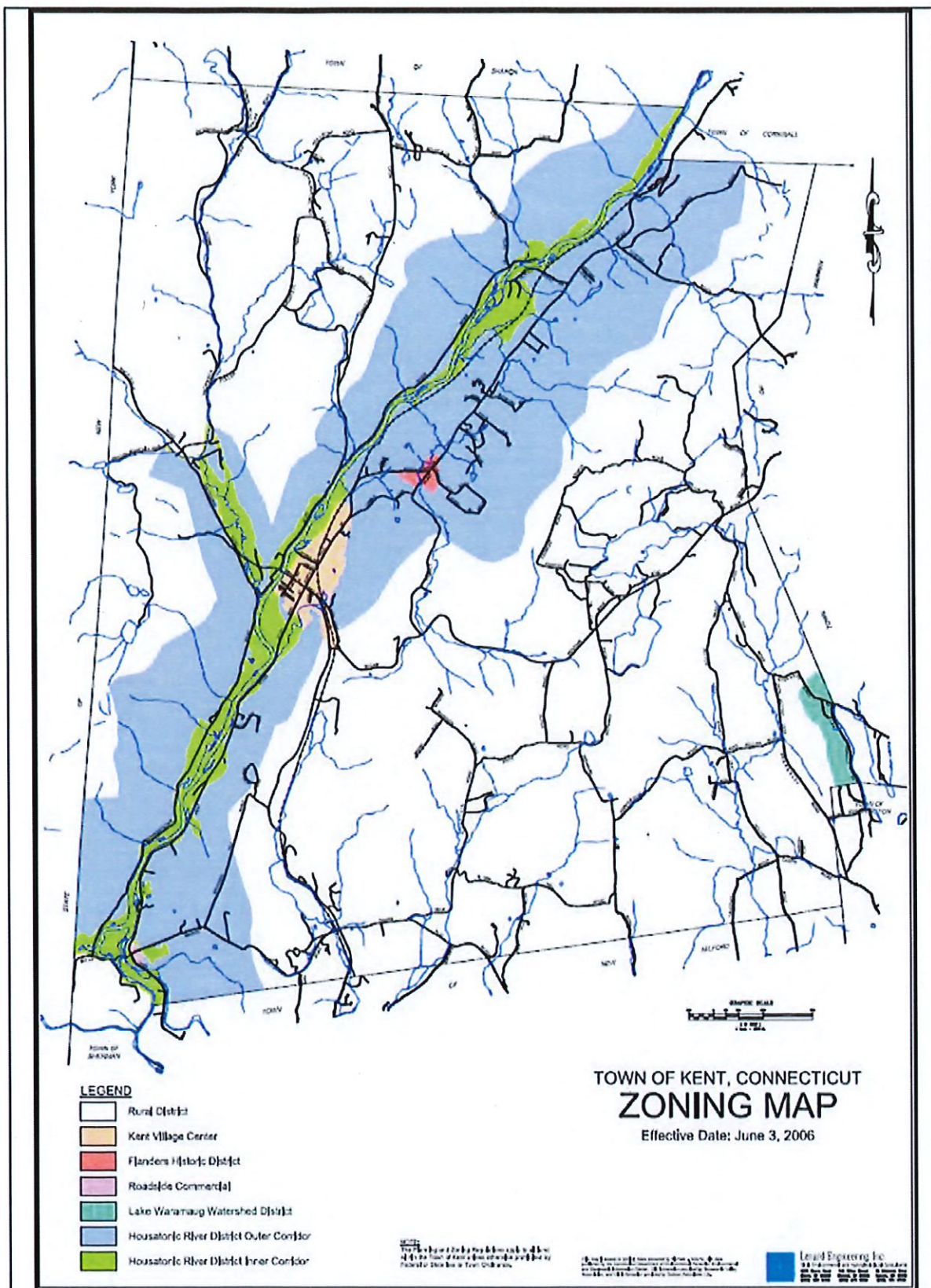
**MILONE & MACBROOM**  
 99 REALTY DRIVE  
 CHESHIRE, CT 06410  
 203.271.1773  
 WWW.MMINC.COM

**DAM FAILURE RISK AREAS**  
 HAZARD MITIGATION PLAN UPDATE - KENT ANNEX  
 NORTHWEST HILLS COUNCIL OF GOVERNMENTS  
 59 TORRINGTON ROAD, SUITE A-1  
 GOSHEN, CT 06756



SCALE 1" = 7,455'  
 DATE 5/10/2021  
 PROJ. NO. 3843-06  
**FIG. 8-1**







# TOWN OF KENT, CONNECTICUT

## Town Character Study and Open Space Plan 2012

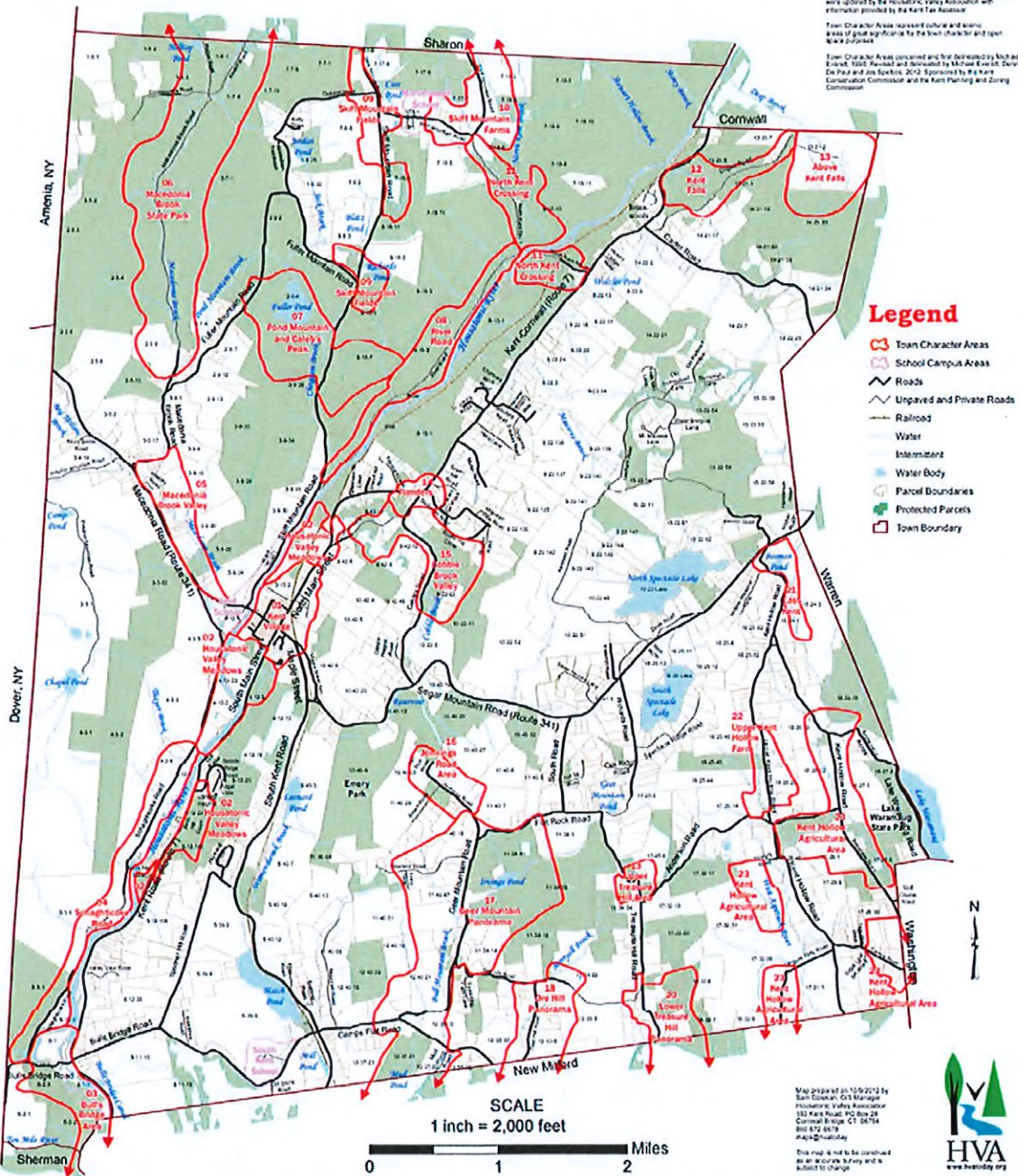
October 2012

Map 1 TOWN CHARACTER AREAS

**DATA SOURCES**  
Map data was obtained from the Environmental GIS Data distributed by the Connecticut DEP. Roads, water, and terrain are based on USGS 30-foot DEM data. Road data was enhanced through the use of GPS, digital photography, and aerial imagery. The Agriculture Trail was obtained through the use of a GPS machine with a 3.1 meter positional accuracy. Town parcel data was updated by the Geographic Information Systems Association with information provided by the Kent Planning and Zoning Commission.

Town Character Areas represent culture and scenic areas of great significance for the town character and open space purposes.

Town Character Areas conceived and first delineated by Michael E. Smith, 1990. Revised and redrawn by Michael E. Smith, Dennis DePaul and Jim Speth, 2012. Sponsored by the Kent Planning and Zoning Commission.





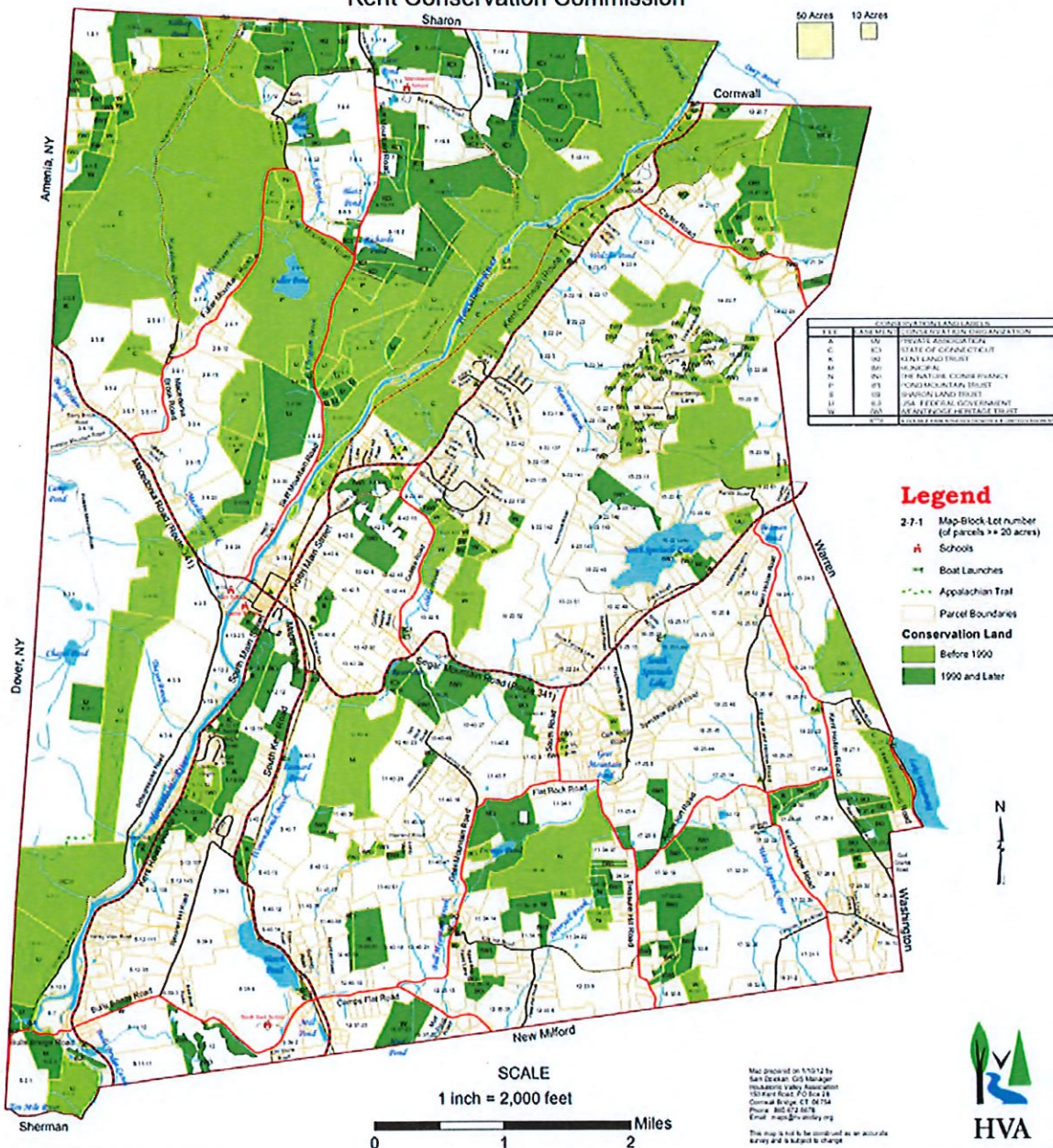
# TOWN OF KENT, CONNECTICUT

## 13. Permanently Protected Open Space Lands

OCTOBER 2010  
REVISED JANUARY 2012

Town Resources Map Series  
Sponsored by the  
Kent Conservation Commission

**DATA SOURCES**  
Map data was obtained from the Environmental GIS Data  
provided by the Connecticut Dept. of Energy and Environmental  
Protection and the Kent Conservation Commission. Parcel boundaries  
were digitized from the American Map Series. The Appalachian Trail was  
obtained through the use of a GPS Receiver.  
Protected lands were compiled by Mark from the Kent  
Conservation Commission. The Kent Conservation Commission  
was digitized from the American Map Series. Parcel boundaries  
were digitized from the American Map Series. The Appalachian Trail was  
obtained through the use of a GPS Receiver.  
This map is updated through December 2008 by the Kent Conservation  
Commission. Conservation easement lands are privately owned  
and not open to the public.





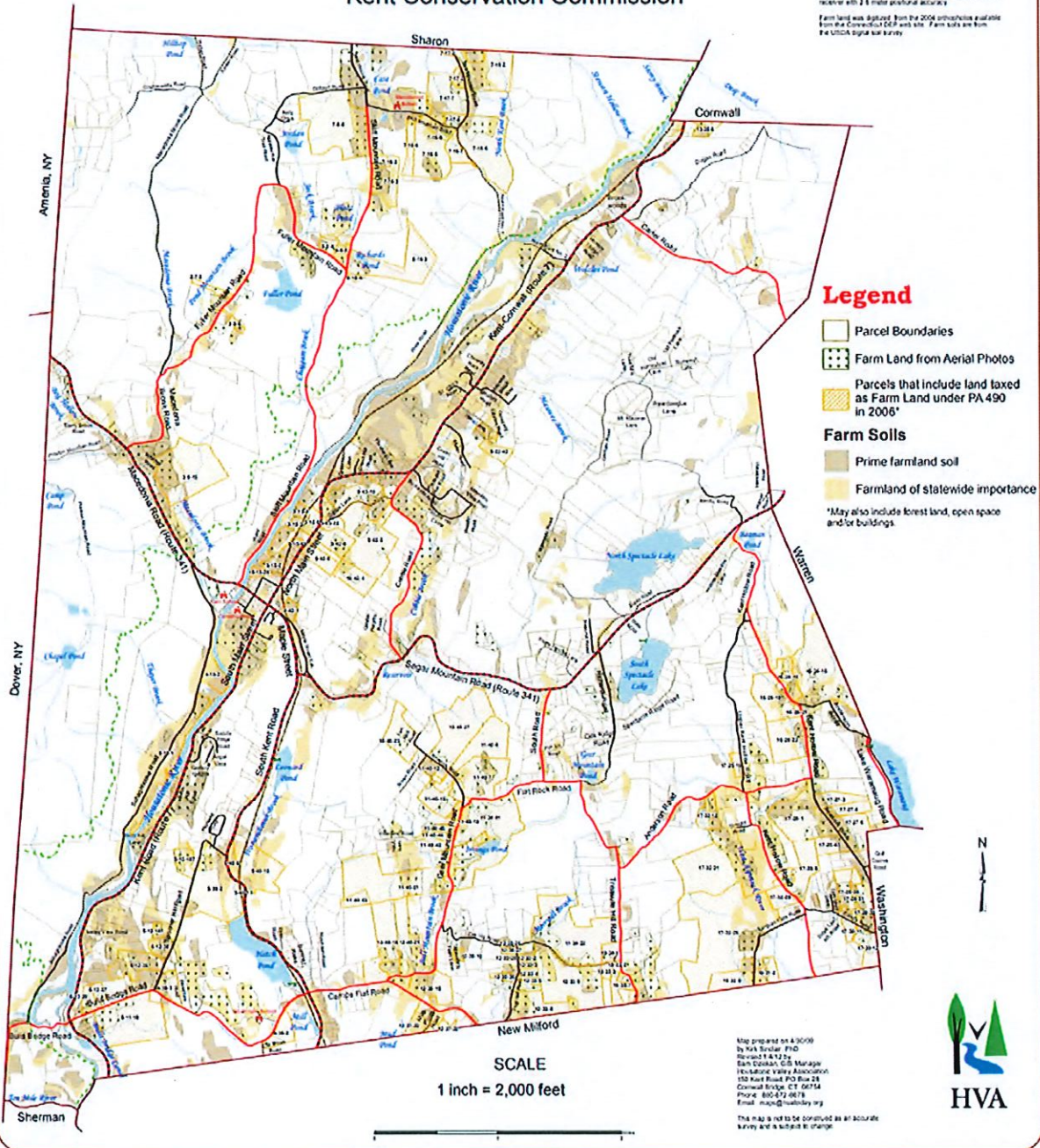
# TOWN OF KENT, CONNECTICUT

## 10. Agricultural Resources

January 2009  
Revised January 2012

Town Resources Map Series  
Sponsored by the  
Kent Conservation Commission

**DATA SOURCES**  
Map data was obtained from the Environmental GIS Data  
distributed by the Connecticut DEP. Roads, lakes, and streams  
are based on USGS ETOPO1 data. Road data was enhanced  
through the use of GPS, digital orthophotos, and field review.  
The Agricultural Land was obtained through the use of a GPS  
survey with 1/8 mile spatial accuracy.  
Farm land was digitized from the 2004 orthophotos available  
from the Connecticut DEP web site. Farm soils are from  
the USDA digital soil survey.

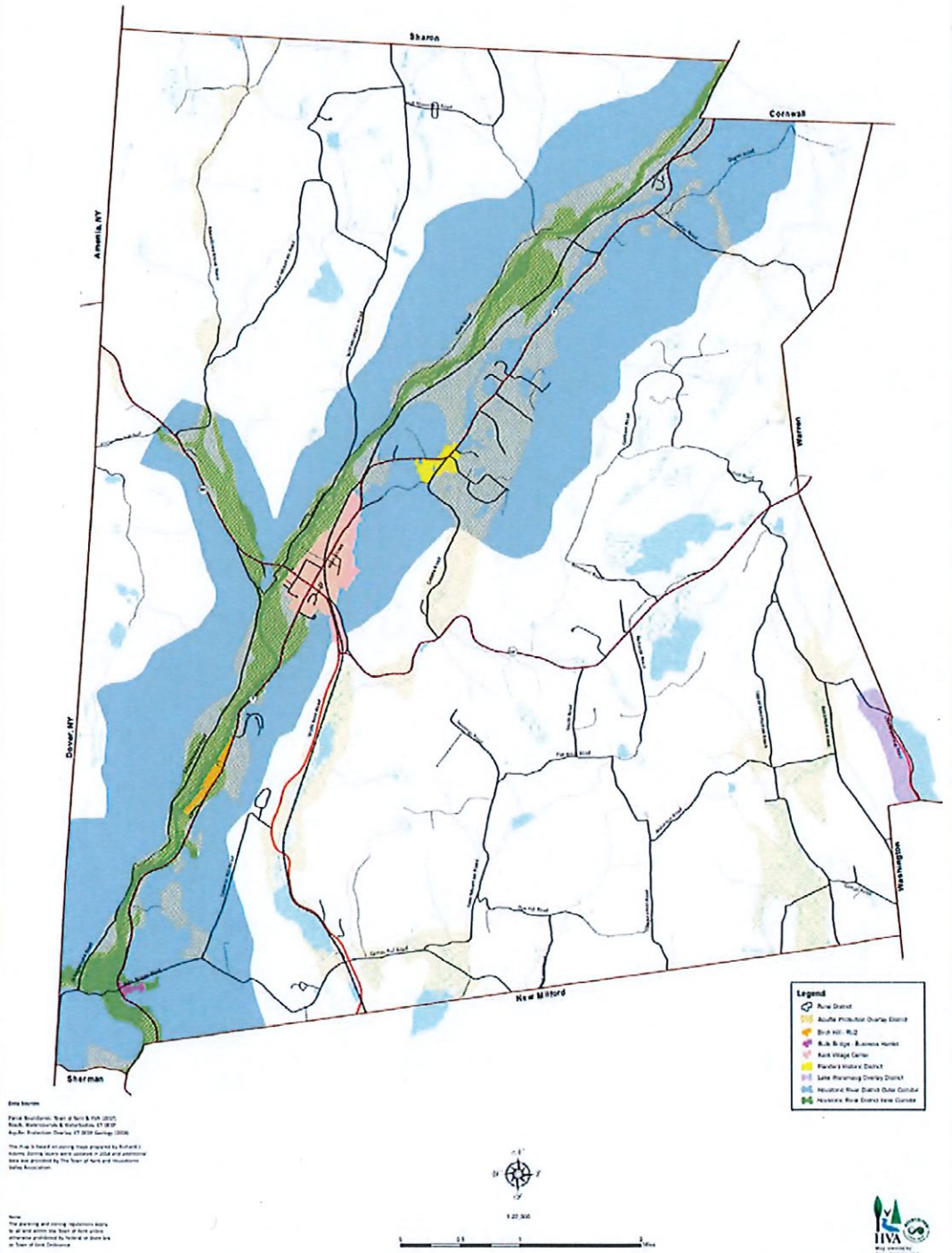




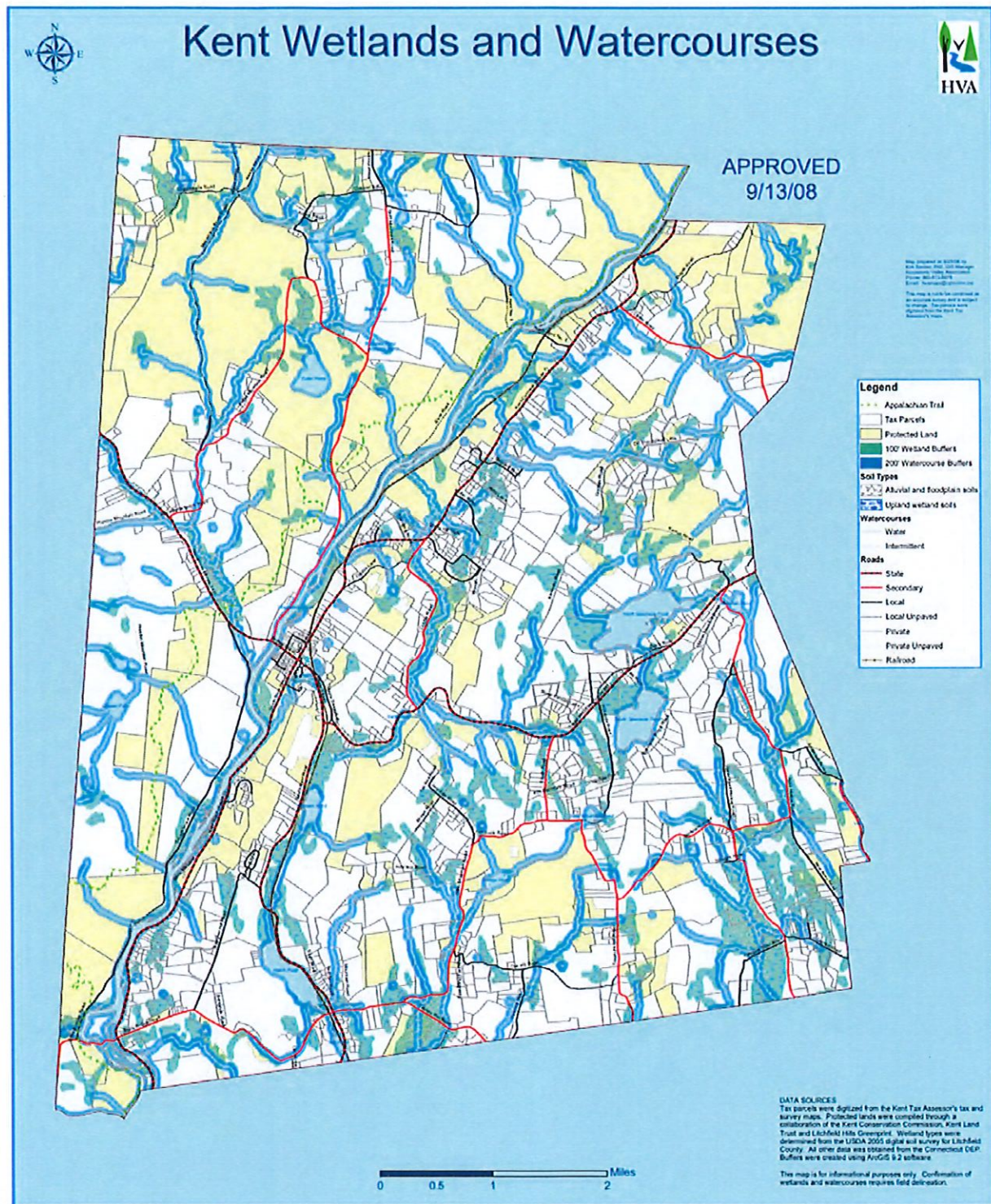


# Zoning Map

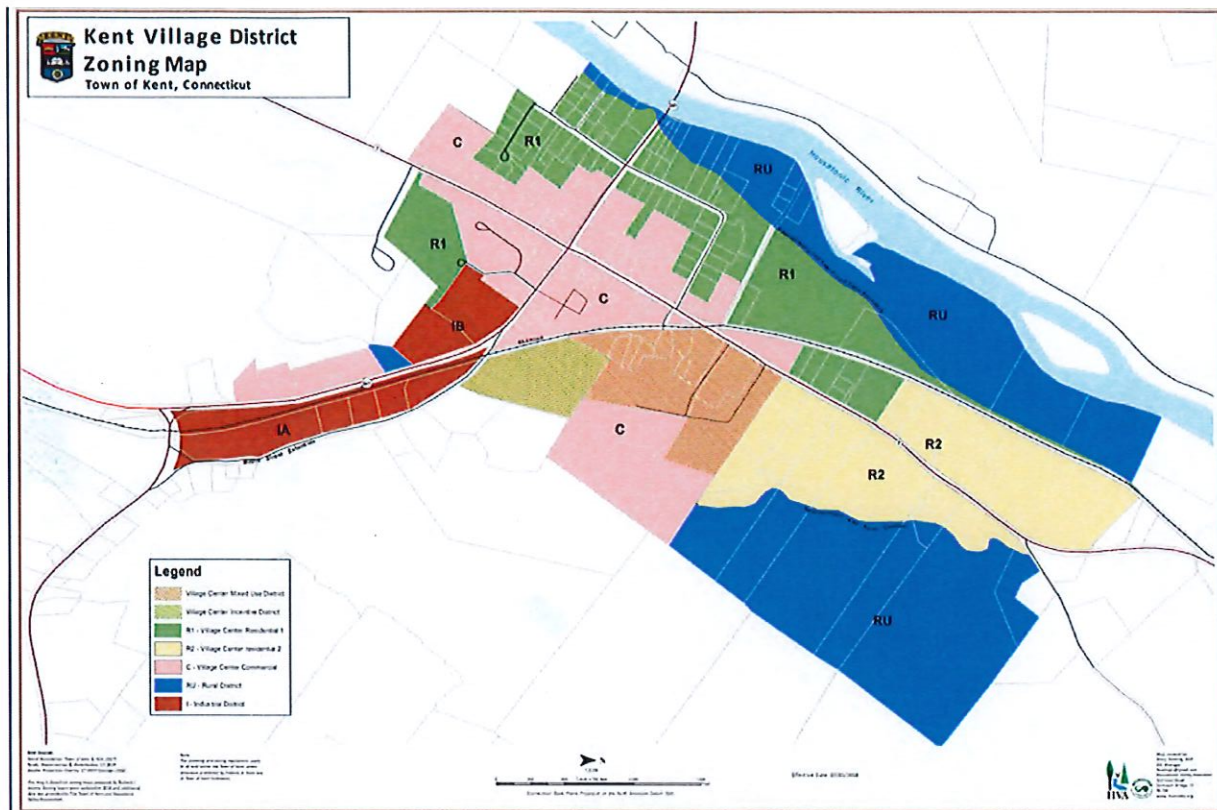
## Town of Kent, Connecticut









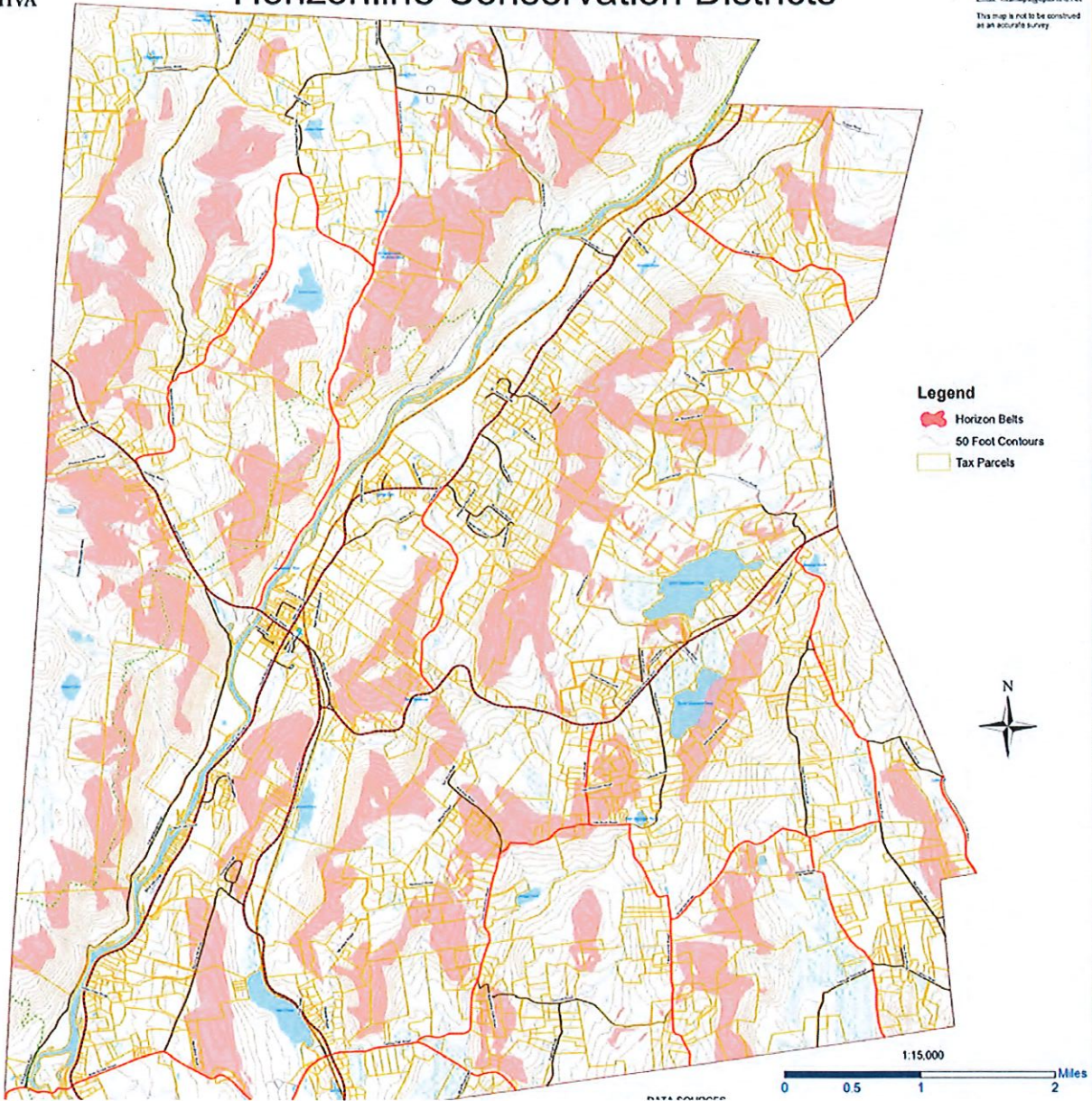




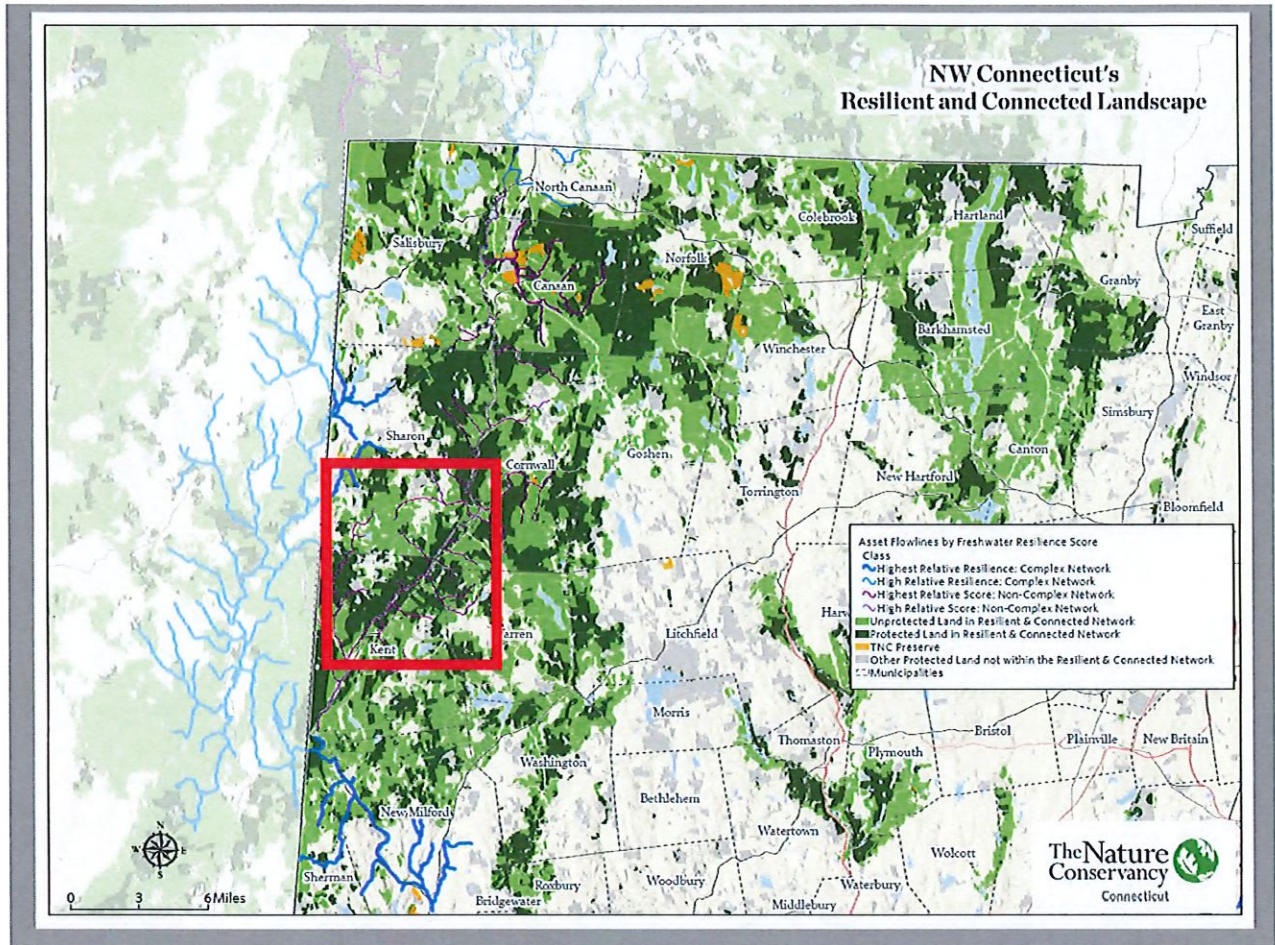
# TOWN OF KENT, CONNECTICUT

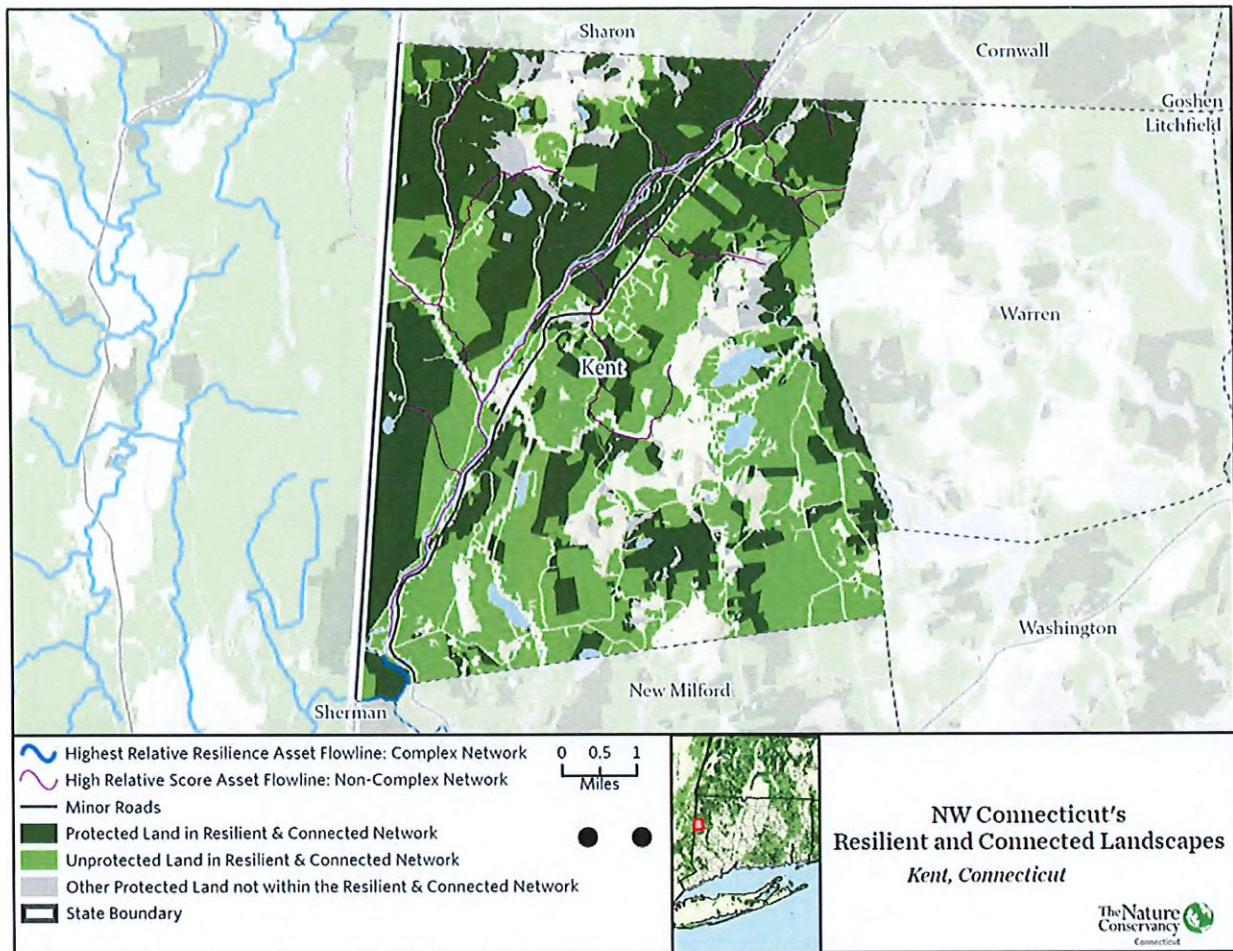
## Horizonline Conservation Districts

Map prepared on 4/14/05 by  
Kirk Sinclear, PhD, GIS Manager  
Housatonic Valley Association  
150 Kent Road, PO Box 28  
Cornwall Bridge, CT 06034  
Phone: 800-672-6878  
Email: khsinclear@hva.org  
This map is not to be construed  
as an accurate survey.











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[www.CommunityResilienceBuilding.org](http://www.CommunityResilienceBuilding.org)





To: Board of Selectmen

From: Joyce Kearns

Date: September 12, 2022

Re: Large Meeting Video Conferencing System Update

As of Monday, September 12, 2022 the status of the large meeting room video conferencing system is as follows:

- The equipment has been ordered and is onsite, most of it has been installed.
- The televisions have been purchased and have been installed.
- The electrician has completed his work.
- Yuca Tech will be back onsite on Friday, September 16, 2022 to continue installing the equipment.
- We will begin testing the equipment and provide training in the next few weeks.
- The room will be painted next week.
- Goal to begin using the system in October.