

RECEIVED

By Town Clerk at 3:45 pm, Apr 16, 2021



Board of Selectmen
Regular Meeting

April 13, 2021
6:30 P.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Zane Charity, Melissa Cherniske, Debbie Devaux, Bonnie Donzella, Donna Hayes, Barbara Herbst, John Grant, Rick Osborne and Lynn Worthington.

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

Approval of Minutes:

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

March 4, 2021	Special Meeting
March 9, 2021	Special Meeting
March 9, 2021	Regular Meeting
March 12, 2021	Special Meeting
March 31, 2021	Special Meeting

Ed Matson seconded the motion and the motion carried.

Public Communication

March 23, 2021 email from Social Services Director Leah Pullaro regarding a bus for sale: Jean Speck stated the following:

- Goshen and Cornwall purchased a bus
 - High volume of use
 - Purchased with a grant
 - Lots of paperwork
 - Kent cannot join in with Goshen and Cornwall
- Northwest Connecticut Transit District
 - In the process of hiring a new director
 - Will get update from Kent Representative Ruth Epstein
- FISH
 - Contact FISH to confirm plans for near future

Report of Treasurer:

Barbara Herbst's written report attached.

Tax Refunds:

Jean Speck made a motion to approve the following seven tax refunds, as submitted:

1. Calatrava, Santiago TR	\$26.95
2. Access Physical Therapy & Wellness LLC	\$92.87
3. Rix-Wayne, Danica	\$18.46

4. Davis, Eugene	\$11.44
5. Corsell, Ellen	\$75.22
6. Hanft, Cecile B Strauss	\$2,664.95
7. Sturges, David	\$462.46

Chris Garrity seconded the motion and the motion carried.

Town Clerk Bank Account-Adding Signer:

Jean Speck made the following motion:

Hereby authorize Barbara Herbst, Town of Kent Treasurer, to be added as an authorized signer on the Union Savings Bank Town Clerk's checking account.

Ed Matson seconded the motion and the motion carried.

Train Campaign - proposed Massachusetts special act to fund a study of passenger service on the Housatonic Rail Line:

Land Use Administrator Donna Hayes shared the attached information regarding a Train Campaign proposed in Massachusetts for a special act to fund a study of passenger service on the Housatonic Rail Line.

Town Meeting:

Jean Speck reported the following:

- Executive Orders extended into May
- Town Meeting
 - Complete Zoom or in-person (one or the other)
 - Talk to Kent Center School principal – use school gym

Chris Garrity and Ed Matson favored planning on holding the meeting via Zoom.

Hiring Policy:

Jean Speck stated the following:

- Agrees with standardization
- Proposed policy is heavy handed towards department heads hiring clerks/assistants
- Proposed a compromise
 - Department Head and First Selectmen interview candidates instead of a sub-committee

Chris Garrity stated:

- Four sub-committees have been created and assigned a charge
- Follow the proposed process for the current vacant positions
- Get feedback from the department heads after the process to see how it worked

Proposed Budget:

At the March 24, 2021 Barbara Herbst made the following statement referring to the KVFD and Kent Memorial Library grants requests:

The board should wait until the Selectmen meet to consider the grant funding that could fund these increases.

Barbara Herbst confirmed the following:

- American Rescue Plan – federal money
- Kent receiving approximately \$274,000
- CCM has provided guidelines
 - Cannot use grant to lower budget
- Recommendation
 - Restore the KVFD grant request to \$86,500 and pay the additional \$19,500 from this grant
 - Restore Kent Memorial Library request to \$110,000 and pay additional \$15,000 from this grant
 - Remove the fiber optic install from the budget and pay for with this grant
 - Research to see if new phone system would be a covered expense under this grant

Jean Speck added she has received one additional request for some funds from this grant.

Chris Garrity expressed his concerns with the Board of Finance's lack of directions and "cherry picking" departments/grant recipients to endorse in the proposed budget.

Jean Speck will contact Board of finance Chairman Nancy O'Dea-Wyrick to set-up a meeting with the Board of Selectmen and Board of Finance.

Streetscape Building Committee:

Ed Matson confirmed still waiting for response from Gina at the State.

Chris Garrity confirmed still chasing last two outstanding easements.

Swift House Roof Replacement sub-committee:

Jean Speck recommended scheduling a special BOS meeting to discuss the Swift House.

Chris Garrity made the following motion:

To create a subcommittee, get bids and recommend to the board of Selectmen the replacement of the roof, chimneys and any other charges related to the roof project as recommended by the subcommittee. The Subcommittee will be made of three members; Ed Matson, Zanne Charity and Marge Smith.

Ed Matson seconded the motion and the motion carried.

Social Media Policy:

Jean Speck has nothing on this topic.

Main Street – noise/traffic:

Jean Speck stated:

- Two new speed signs
- Moving the three existing signs

- Creating a schedule for the signs
 - Kenico Road
 - Kent Land Trust
 - Elizabeth Street
 - Kent Hollow
 - Skiff Mountain
- HVA having additional meetings to discuss next steps for the spring and summer activity along the Housatonic River

Chris Garrity

- Confirmed the Bos voted last year to put gates up on North Kent Road
- No gates put up – Land Trust access to their property

Jean Speck will set-up a meeting with the Board of Selectmen and the Kent Land Trust regarding handling North Kent Road.

Policy and Procedure Manual:

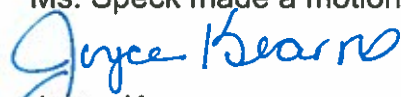
Ms. Speck had nothing new to report.

Report of Selectmen:

Ms. Speck report for March:

- One pistol permit interview
- Secure a resource for Covid vaccines for homebound residents through the VNA
- Covid testing through the month of April
- Continue to meet with three private schools
- Eric and David meet with Kenmont/Kenwood
- SustainableCT schedule a meeting on Earth Day
- Memorial Day Parade – legion is going forward

Ms. Speck made a motion to adjourn the meeting at 8:21 p.m.


 Joyce Kearns
 Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.



RECEIVED

By Darlene Brady at 10:09 am, Apr 08, 2021

BOARD OF SELECTMEN
Regular Meeting
April 13, 2021 6:30 P.M.

Access to meeting via Zoom: <https://us02web.zoom.us/j/84428945853>

Meeting ID: 844 2894 5853

One tap mobile: +1 646 558 8656 US (New York)

1. **Call to order**
2. **Approval of Minutes**
 - a. March 4, 2021 Special Meeting
 - b. March 9, 2021 Special Meeting
 - c. March 9, 2021 Regular Meeting
 - d. March 12, 2021 Special Meeting
 - e. March 26, 2021 Special Meeting
 - f. March 31, 2021 Special Meeting
3. **Public Communication**
 - a. March 23, 2021 email from social services director Leah Pullaro regarding a bus for sale
4. **Report of Treasurer**
5. **Tax Refunds**
6. **New Business**
 - a. Town Clerk Bank Account-Adding Signer
 - b. Train Campaign - proposed Massachusetts special act to fund a study of passenger service on the Housatonic Rail Line.
 - c. Town Meeting
 - d. Hiring Policy
7. **Old Business**
 - a. Proposed Budget
 - b. Streetscape Building Committee
 - c. Swift House – Roof Replacement sub-committee
 - d. Social Media Policy
 - e. Main Street – noise/traffic
 - f. Policy and Procedure Manual
8. **Report of Selectmen**
9. **Adjourn**

“An equal opportunity employer and service provider”



Joyce Kearns <adminassist@townofkentct.org>

Fwd: FW: bus pics

1 message

Leah Pullaro <socialservices@townofkentct.org>

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

Tue, Mar 23, 2021 at 9:45 AM

FYI

Leah Pullaro, LMSW

Town of Kent

Director of Social Services

Municipal Agent for the Elderly

PH 860.927.1586

FAX 860.927.1313

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

From: Ivana Powers <ipowers@geercare.org>

Date: Thu, Mar 18, 2021 at 2:34 PM

Subject: FW: bus pics

To: Leah Pullaro <socialservices@townofkentct.org>

Hi Leah! I hope all is well. I was chatting with Thea from Wheels this morning and she told me about a van she has for sale. I immediately thought of Kent and thought you should at least know about this opportunity. It's a great price. The driver wouldn't need a special license and it would only require combo plates not service bus plates. Take care!

3.a.
(8 pages)



Ivana Powers

Director of Transportation

Geer Village Senior Community

Living Caring Community

83 South Canaan Road

Canaan, CT 06018

P: 860-453-4300

C: 860-488-0515



Learn About Geer

www.geercares.org

From: Thea Gruber <nmwheelsthea@gmail.com>
Sent: Thursday, March 18, 2021 10:39 AM
To: Ivana Powers <ipowers@geercares.org>
Subject: Fwd: bus pics

Ivana,

Here's some pics. I haven't done any research as to it's worth - but about a year ago we got a ballpark # up at Advanced Wheels for \$10,000. We have to pay 80% back to CT DOT, so we don't stand to make a lot off it's sale. It's a 2016 Ford E350 SUP. One nice thing is because of it's smaller size - drivers don't need a CDL. "see" you at the Zoom meeting next week, Thea

----- Forwarded message -----
From: batkg <batkg@charter.net>
Date: Thu, Mar 18, 2021 at 10:15 AM
Subject: bus pics
To: <nmwheelsthea@gmail.com>

Sent via the Samsung Galaxy A51 5G, an AT&T 5G smartphone

--

Thea Gruber

Program Coordinator

The Wheels Program of Greater New Milford, Inc.

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4 attachments



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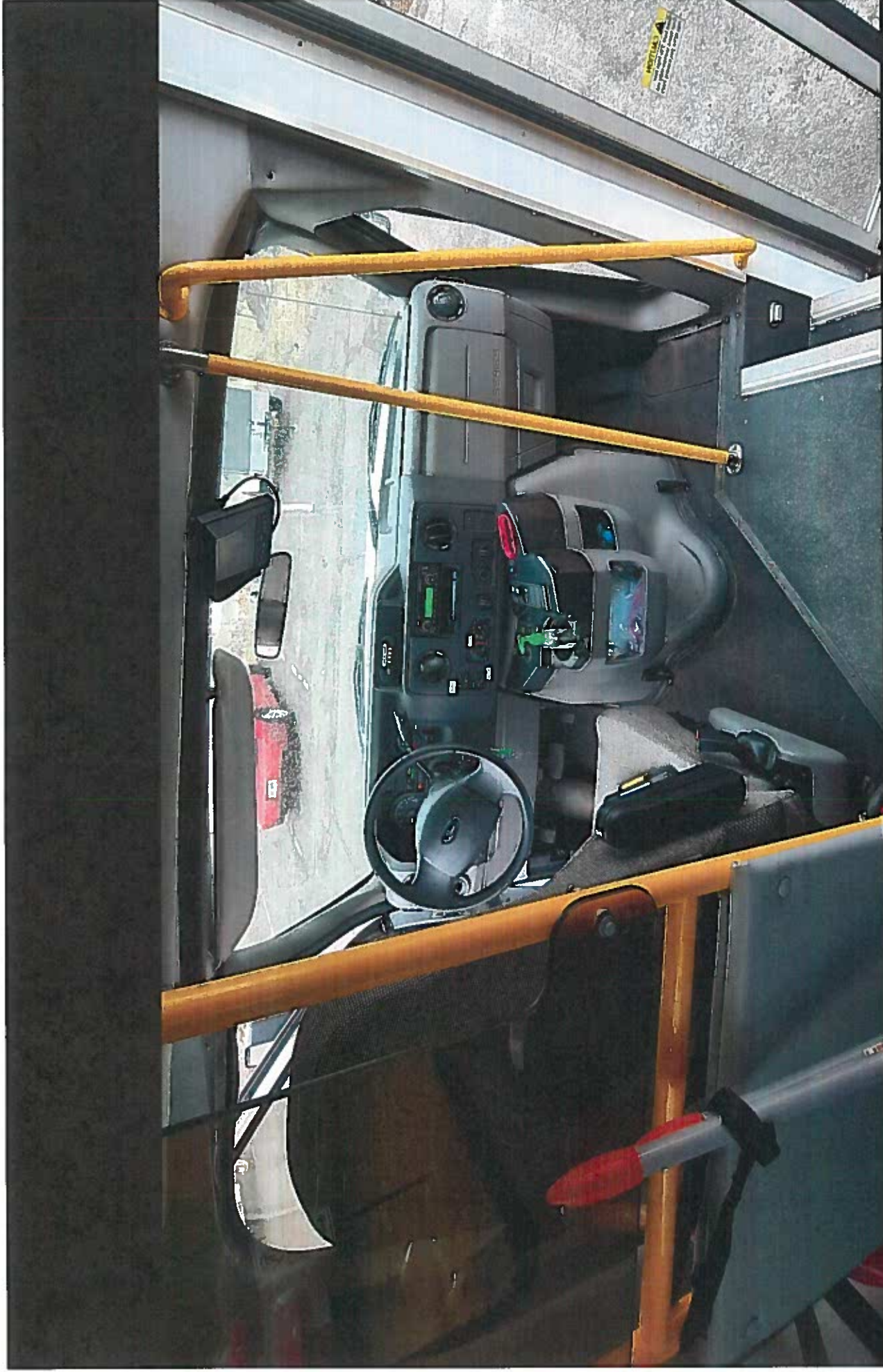
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Treasurer's Report

4/13/2021

BoS Meetings	BoF Meetings	Misc
3.2.21 (Budget)	3.17.21	3.3.21 (TAP Grant)
3.6.21 (Budget)		3.10.21 (TAP Grant)
3.9.21(Regular)		3.11.21 (Streetscape)
3.12.21 (Budget)		3.17.21 (TAP Grant)
		3.19.21 FEMA (Exploratory Call)
		3.26.21 FEMA

	February		March	
A/P Checks Issued	47	80,678	97	275,897
Payroll	115	113,845	120	120,117
BoE Transactions	97	225,927	62	522,740
Deposits	15	1,710,116	13	255,056
	-	-	-	-
Totals	274	2,130,566	292	1,173,810

5 payroll runs May had five payroll runs due to timing of direct deposits
KVFD Rescue Boat Has been purchased and all grant funding is exhausted
Salary Surveys Two Salary Surveys (CCM, COG)

FY 2020 -2021

	Actual	Budget	% of Budget	Increases approved / Jan Town Meeting
Income	\$ 11,883,834	\$ 13,535,103	87.8%	
A • General Government	\$ 1,127,333	\$ 1,386,173	81.33%	55,000 9,718
B • Public Safety	\$ 51,667	\$ 261,281	19.8%	
C • Public Works	\$ 796,279	\$ 1,779,817	44.74%	
D • Health and Welfare	\$ 90,367	\$ 117,297	77.04%	
E • Recreation	\$ 117,075	\$ 217,290	38.9%	
F • Sanitation	\$ 103,775	\$ 143,292	72.42%	
G • Board of Education	\$ 5,403,908	\$ 7,292,037	74.11%	
H • Debt Service	\$ 432,569	\$ 432,569	100.0%	
I • Transfer to Capital	\$ 1,092,847	\$ 952,847	114.69%	140,000
J • Transfer to Dog Fund	\$ 7,500	\$ 7,500	100.0%	
K • Current Year Capital Projects	\$ 945,000	\$ 945,000	100.0%	
Total Expense	\$ 10,168,320	\$ 13,535,103	75.13%	\$ 195,000

99,395	Amount of Taxes collected in excess of budgeted amount
9,295	Amount of interest and lien fees collected on tax payments in excess of budgetet amt
-44,947	variance of interest on investments vs budgeted amount
83,551	Amount of Town Clerk collections in excess of budgeted amount

41,498	Amount of excess expenditures in Litigation line over budgeted amount
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David Sturges	81 467.46
Cecile Hamst	2664.95
Ellen Correll	75.22
Eugene Davis	11.44
Danica Rix Wayne	18.46
Access Physical Therapy	92.87
Santiago Calatrava	26.95



Joyce Kearns <adminassist@townofkentct.org>

Adding Signer To Union Savings Bank Account

1 message

Darlene Brady <townclerk@townofkentct.org>

To: Joyce Kearns <adminassist@townofkentct.org>

Cc: Barbara Herbst <treasurer@townofkentct.org>

Tue, Mar 30, 2021 at 11:00 AM

Hi Joyce

Would you please add to the April Board of Selectmen's agenda :

Agenda Item: Town Clerk Bank Account-Adding Signer

Motion: Hereby authorize Barbara Herbst, Town of Kent Treasurer, to be added as an authorized signer on the Union Savings Bank Town Clerk's checking account

Thank you

Darlene F. Brady
Kent Town Clerk
PO Box 843
Kent, CT. 06757
o/ 860.927.3433
www.townofkentct.org

6. a.
(1 page)



Joyce Kearns <adminassist@townofkentct.org>

Add to BOS Agenda

1 message

Donna Hayes <landuseadmin@townofkentct.org>
To: Joyce Kearns <adminassist@townofkentct.org>

Mon, Mar 29, 2021 at 11:53 AM

Hi,

Can you please add: Train Campaign - proposed Massachusetts special act to fund a study of passenger service on the Housatonic Rail Line. I have the supporting documentation if you need/want it.

Thanks,

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

6. b.
(5 pages)

HOUSE No.

The Commonwealth of Massachusetts

PRESENTED BY:

Smitty Pignatelli

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act special act funding a study of passenger service on the Housatonic rail line.

PETITION OF:

NAME:	DISTRICT/ADDRESS:	DATE ADDED:
<i>Smitty Pignatelli</i>	<i>4th Berkshire</i>	<i>2/17/2021</i>
<i>Brian M. Ashe</i>	<i>2nd Hampden</i>	<i>3/4/2021</i>
<i>Joanne M. Comerford</i>	<i>Hampshire, Franklin and Worcester</i>	<i>3/4/2021</i>
<i>Todd M. Smola</i>	<i>1st Hampden</i>	<i>3/10/2021</i>
<i>Tricia Farley-Bouvier</i>	<i>3rd Berkshire</i>	<i>3/19/2021</i>

HOUSE No.

[Pin Slip]

[SIMILAR MATTER FILED IN PREVIOUS SESSION
SEE HOUSE, NO. 3110 OF 2019-2020.]

The Commonwealth of Massachusetts

In the One Hundred and Ninety-Second General Court
(2021-2022)

An Act special act funding a study of passenger service on the Housatonic rail line.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. The Massachusetts Department of Transportation shall convene a working
2 group to be referred to as the Berkshire Passenger Rail Service Working Committee to evaluate
3 and issue a report on the economic and environmental benefits to the Berkshires, other western
4 counties of the Commonwealth, and to the Commonwealth as a whole of establishing year-
5 round, multiple-trip-per-day passenger rail service between the city of Pittsfield, Massachusetts
6 and New York, New York using the Housatonic Rail line.

7 The working group shall assess the short- and long-term economic benefits of passenger
8 service on the Housatonic rail line from: (1) direct and indirect jobs; (2) access to educational
9 opportunities; (3) access to affordable housing; (4) tourism, and; (5) tax and other revenues to
10 municipalities in the Berkshires and the Commonwealth.

11 The working group shall assess the environmental benefits of passenger service on the
12 Housatonic rail line, including but not limited to the following: climate-change resilience,
13 reduction in overall carbon emissions, transit-oriented development, and green-energy job
14 creation.

15 The working group shall consider the costs of adding passenger service to the Housatonic
16 rail line.

17 The working group shall contact state, local and county officials of the states of
18 Connecticut and New York to identify opportunities for collaboration and mutually-beneficial
19 improvements and expansions in passenger rail infrastructure and service.

20 The first meeting of the Berkshire Passenger Rail Service Working Committee shall take
21 place no later than September 1, 2021. The working group membership shall include, but not be
22 limited to, the Massachusetts secretary of transportation or a designee, the secretary of housing
23 and economic development or a designee, the secretary of energy and environment or a designee,
24 two members of the state house of representatives to be appointed by the speaker and two
25 members of the state senate to be appointed by the senate president, the congressman or designee
26 from the 1st and 2nd Massachusetts congressional districts, the United States senators or their
27 designees, the mayor of the city of Pittsfield, a designee from the Berkshire County Regional
28 Planning Commission, a representative of existing rail service stakeholders, and a representative
29 of a Berkshire passenger rail advocacy group. The secretary of transportation or a designee shall
30 chair the working group.

31 The working group shall submit its report to the Massachusetts Department of
32 Transportation, the executive office of housing and economic development, the senate and house

33 chairs of the joint committee on transportation, the senate and house chairs of the joint
34 committee on ways and means, and the senate and house chairs of the joint committee on
35 tourism, arts and cultural development on or before May 2, 2021.

3. Hiring Policies and Process

DRAFT

1. The Department Head shall notify the Board of Selectmen in writing of a job vacancy
2. The Board of Selectmen shall determine if the Town will fill the vacancy
3. The job description to be reviewed, updated and amended by the First Selectman with input from any applicable Boards or Commissions and/or the Department Heads according to the current office needs.
4. The Selectman's office shall post the job opening notice on the town website and any other place deemed appropriate (In Deed) with a closing date
5. Board of Selectman will appoint a hiring sub-committee comprised of:
 - a. The Department Head (or First Selectmen if it is for a Department Head)
 - b. Union Stewart (if a union position),
 - c. A member of the board or commission, a member of staff not associated with the department and
 - d. The administrative assistant
6. A set of interview questions to be created by the sub-committee related to the vacant position for ranking purposes
7. After the application submission deadline has expired the sub-committee meets to review the applicants to narrow it down to the top 3-5 applicants who best meet the vacant position's job qualifications
8. The Selectman's office schedules interviews for the top 3-5 applicants
9. Interviews with the sub-committee completing the ranking system based on the preset interview questions
10. Sub-committee reviews the scores and agree upon the top candidate and makes a recommendation to the Board of Selectmen
11. Board of Selectmen agree to hire with a set salary
12. The Department Head (or First Selectman if the position is for a Department Head) contacts the candidate and offer the candidate the position
13. Upon the candidate accepting the position, the Selectman's office sends the candidate an employment letter with details to include start date, salary and new hire paperwork (tax forms, Policy and Procedure Manual, emergency contact, etc.)

DRAFT

March 24, 2021
BOF minutes

7. a.
(1 page)

- ♦ The network administrator added work days at his request
- ♦ Custodian line increase is due to COVID and need to hire part-time help.
- ♦ The facilities manager does do custodial work if needed. His position is salaried.

Board of Finance Special Meeting Minutes March 24, 2021

Page 2

- ♦ The KCS budget is up .28% while Kent's share of the regional expenses are down.
- ♦ The total education budget reflects a 1.14% decrease.

Mr. Blackketter commented that he is really pleased with the work the schools have done on the budgets this year.

Business: FY2022 Budget: Mr. Epstein asked if the board is going to revisit the fire department and library's funding requests. Mr. Epstein made a motion to change the budget figures to the original requests for the library and fire department. Mrs. Herbst said the board should wait until the Selectmen meet to consider the grant funding that could fund these increases. Mr. Epstein said he doesn't want to leave anything to the Board of Selectmen. Ms. O'Dea-Wyrick said the board should give the selectmen the opportunity to discuss this. Mr. Epstein withdrew his motion.

FY2022 Budget Calendar Update: The board consensus is not to have the April 7, 2021 budget workshop meeting that was proposed earlier.

Board Clerk Job Description: Ms. O'Dea-Wyrick shared the job description for the board clerk (attached). Ms. O'Dea-Wyrick said she hopes to get the job opening posted as soon as possible. She will be looking for volunteers for the search committee. Mr. Blackketter made a motion to approve the board clerk job description. Mr. Epstein seconded the motion, and the motion was approved unanimously.

Board Protocol: Ms. O'Dea Wyrick shared a few concerns:

- ♦ Having the board conduct its business in transparency; the sharing of emails could be construed as an illegal meeting. She asked board members to send any correspondence to the board clerk or the chair and ask to have it placed on the agenda.
- ♦ Regarding conflicts of interest, Ms. O'Dea-Wyrick said she feels Mr. Blackketter recusing himself from discussion on the library at the last meeting was absolutely the right thing to do.

Comments from Public and Invited Guests: Mr. de Rham reminded the chair to put Annual Town Report on the meeting agenda once the budget is finalized.

Mr. Blackketter made a motion to adjourn the meeting at 6:45 p.m.

Lesly Ferris
Board Clerk



Joyce Kearns <adminassist@townofkentct.org>

Fwd: TOMORROW'S SELECTMAN AGENDA

1 message

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

Tue, Apr 13, 2021 at 12:16 PM

FYI/FYV - received this from Zanne last night.

**Jean Speck**

First Selectman, Town of Kent

860.927.4627 | firstselectman@townofkentct.org | www.townofkentct.org41 Kent Green Boulevard
PO Box 678
Kent, CT | 06757 Click here to schedule a meeting with me!

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If you received this email in error, please notify us immediately by sending an e-mail or by calling.



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

From: Suzanne Charity <zanne.charity@gmail.com>

Date: Mon, Apr 12, 2021 at 5:49 PM

Subject: TOMORROW'S SELECTMAN AGENDA

To: Jean Speck <firstselectman@townofkentct.org>Cc: Chris Garrity <cgarrity@townofkentct.org>, Ed Matson <ematson@townofkentct.org>, Marge Smith <aloyisius@charter.net>

Dear Jean,

I noticed on the agenda for tomorrow's meeting that Swift House is listed under New Business for appointment of a "Roof Replacement Sub-Committee."

While Marge Smith and I have agreed to continue to work on behalf of Swift House under a newly appointed sub-committee, we are both concerned that the sub-committee's title and very limited scope of work does not appropriately fit the intended follow-up recommended in our prior committee's final report.

In particular:

- There is additional work to be done in conjunction with replacement of the roof, including the building of a replacement chimney, adjacent crown moulding under the eaves, etc. to be funded by Emily Hopson's bequest set aside for Swift House use.
- There are also additional building repairs elsewhere, such as deteriorating window & door sills and sashes on the priority list of the Task Force last year, but postponed due to lack of available funds. Those repairs will need attention in the coming budget year using available funds in the Swift House annual budget. The Board of Selectmen may therefore wish to have the new sub-committee organize that work as well, since its members are very familiar with the priority list of what remains to be done, and with and proposed sources experienced in the restoration of old buildings, or we could provide recommendations to Joyce Kearns for implementation of that work.
- The original Swift House Task Force was charged with making recommendations for future use of Swift House along with a proposed Action Plan. In our final report we endeavored to make it clear that usefulness of the building as a civic asset would be in large part dependent upon some modest improvements to make the building more attractive to potential users at an estimated one-time cost of \$120k. The proposed improvements included such things as an ADA compliant entrance and bathroom; upgrade of basic kitchen facilities; hook-up to town sewer system; improved heating, ventilation, and air-conditioning (HVAC); some fresh paint where needed, etc. While we provided an estimated budget for the suggested improvements, there is still planning work to be done including seeking more detailed quotes from contractors to determine accurate costs, and the production of visual materials showing proposed improvements for presentation to the town at the appropriate time.
- We would therefore like to propose that the new Swift House sub-committee or task force to be established by the Board of Selectmen should
 - (a) build more seamlessly on the initial work of the prior Task Force,
 - (b) include a brief description of the above ongoing work in its charge, and
 - (c) have a title that appropriately reflects the working group's broader scope of work.

I'll be available tomorrow if you want to discuss this further before your evening meeting.

All best,
Zanne

Suzanne Charity
zanne.charity@gmail.com