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By Darlene Brady at 9:48 am, Mar 08, 2022



Board of Selectmen
Special Meeting

March 2, 2022
7:00 P.M.

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

<https://www.youtube.com/watch?v=koWwfht9WI0>

Present: Jean Speck, Rufus deRham and Glenn Sanchez.

Also, present: Darlene Brady, Zanne Charity, Karen Chase, Melissa Cherniske, Bonnie Donzella, Jen Dubray, Therese Duncan, Sandy Edelman, Eric Epstein, Alan Gawel, Donna Hayes, Sal Lilienthal, Sarah Marshal, Adam Manes, Patricia Oris, Rick Osborne, John Russell, Jill Scholsohn, John Walker, Lynn Werner, Alicia Winter, Matthew Winter, Lynn Worthington and Wes Wyrick.

Jean Speck called the meeting to order at 7:00 p.m.

ROV:

Therese Duncan:

- This year's budget reflected two elections this coming year's budget at the moment, reflect three elections, so there's already a huge increase in our budget.
- Karen has stated that she's going to resign at the end of June and that will add training costs.
- Supplies has an increase due to inflation, as well as the extra, at least one extra election.
- Postage will stay the same.
- Notices will stay the same.
- Mileage stays the same.
- Election refreshments has a modest increase of \$100 due to inflation.
- Dues will stay at \$200.
- Conference fees \$2,500, which is the same.
- Training as a \$500 increase.
- Salary
 - We proposed that the registrar's have an extra hour per week of work that's due to an increase, from the state, in what our expectations are to do the job.
 - We have extra hours for the deputy registrar's due to increase in the number of elections.

Karen Chase:

- We did ask for an increase of up to \$15 an hour for the co-workers who are now making \$13 an hour, I believe it is \$15 to match the state minimum wage.

Town Clerk:

Darlene Brady:

- Most my lines have stayed flat.
- Supply line, although it's 100% increase, it went from \$200 to \$400 to adjust based on historical data.
- Conferences reduced. looking ahead at the dates, I know that for in 2023 I will not be able to attend one of the conferences. So, I've already reduced that in the line. That might mean the following year, it will go back up but there's no reason to put that slight amount of money in the budget line.
- The other increase would be salary and that was put in with the 6% Cola.
- I truly hope that the Board of Selectmen put a lot of time into discussing evaluating and really put a lot of reflection into what the salary requests mean.
- Not only do they mean to us individually but what they mean to the profession.
- What they mean to respond to the respect of the work that has been done and the work that will be continued to be done, going forward.
- I hope that when you schedule your budget meetings going forward because there's been no discussion about the salary line but that is a specific topic with time put aside and then it doesn't come down to and (I'm on record as saying this in past years and I'll say it again) unfortunately, it always comes down to the last minute and they become compromised lines.
- I would just like to ask that I hear a commitment from the three selectmen that time will be put aside for that salary discussion.

Glenn Sanchez:

- I would like to discuss.

Rufus deRham:

- You put down 5.9%, it's not a big deal and it's like \$57 that difference but, most people put down 6%.
- What is the exact Cola?

Darlene Brady:

- I believe that when I looked it up cola is 5.9.
- I think that is a rounding factor when the document was prepared.
- \$57 does matter so it's Okay, if you look at it, as 6%.

Land Use:

Donna Hayes:

ZBA:

- We don't usually get a lot of applications for ZPA.

- Which means that our regulations are doing the job that they're supposed to be doing.
- Clerk in for an increase of 6%, because that is what Cola is and historically the Board of Selectmen have used Cola as the reason for an increase.
- Supplies flat.
- Postage increase, I have a postage meter and I pay five cents less for each one of my letters.
- Notices from \$500 to \$400, based on history.

Building Department:

- There was a 6% increase on for the building clerk.
- The way that building clerk is charge 50% of the building clerk's salary is charged to the building department, 40% of salary is charged to planning and zoning and 10% of that salary is charged to inland wetlands, because that building clerk would be responsible for all three departments as well.
- Supplies, slight increase. I'm hoping to start cleaning up the building files, they are a mess and I cannot get one more piece of paper in the files.
- Postage again went up.
- State education fund went up. The state education fund is driven by the amount of fees that come into the town with each particular application.
- Dues actually did go up from \$150 to \$175.
- The proposed revenue, I did raise from \$18,000 which is budgeted for this year up to \$22,000 and I did that, based on conversations with Joe and based on the past history.
- If you look at the current year to date, we were already at \$15,000 and we still have six months more to go and that's just an indication of the increase, not only in the number of permits, but in the construction value of what's being built at this point in time.
- They are hoping that we'll be able to surpass the revenue like we have in the past two years.
- For fiscal year 18/19 we had a constructive value of \$13 million and we process, the number of 490 permits.
- For fiscal year 19/20 constructing values \$37,773,498 with 424 permits processed.
- For fiscal year 20/21 the construction value was a little bit lower at \$31.2 million with number of permits at 584.
- You can see that the building department has been extremely busy.

Planning and Zoning:

- I did double my supplies. We are in the process of working on a scanning project
- I'm trying to scan all of my site plans to get them out of the drawers. I just don't have enough room. We're putting them in boxes so I'm purchasing additional boxes that have to go downstairs into the basement and then that will enable

every map block and lot to have a scanned file that will provide information digitally on-site plans building permits building plans.

- Increase the postage because the postage rates went up.
- Notices I kept the same \$2,000 and that is based on historical data.
- Printing and mapping, I actually popped up a little bit mostly because we're in the middle of doing the Plan of Conservation and Development, and we might have some new maps are going to be coming out of that process, so we need a little bit of extra money, just to print some off.
- Engineering stayed at \$1,000.
- I am planning on retiring in September, and there will be a new person sitting at my desk who might need to rely on a planner a little bit more than I does at this point in time.
- Conferences have remained the same.
- Training, I did bump it up again like I said up to \$1,000 and that would be for the new person.
- Salary for both the zoning enforcement officer and the new clerk by 6%.
- I think the only way that you're going to end up getting someone to fill a spot when I leave is to add the 6%.
- That has been proven by you guys twice already with the hiring of the Park and Rec Director and also with the conversion of the Social Services Director from a part-time position to a full-time position.

Inland Wetlands:

- Increased salary 6%.
- Supplies stayed the same.
- Postage went up.
- Notices stayed the same.
- Mileage stayed the same.
- Printing stayed the same.
- Typically, what I do with any kind of postage that comes in, or even in my supply line I divided by four, because my supplies get used by ZBA, P&Z, IWC and the building department so it gets split by for every time I get something in.

Lynn Werner:

- I just want to say, thanks to Donna, and also thanks to Darlene.
- I want to echo her comments about the cost of living increase I know the Board of Selectmen has typically relied on the Cola.
- As Donna mentioned, we need to get this land use administrator salary, in line with what the what the position and what are skilled professional staff is worth based both on what the job requires and also what the going rate is in similar positions in the area.
- The land use administrator is a trained certified and professional position.
- This position really does require a working knowledge of state statute and even

- more importantly, a working knowledge of case law, which is changing monthly.
- Those decisions really do guide the way that your volunteer land use commission should be looking at applications and making decisions.
- In many ways that land use administrator position is our first line of defense both for us the volunteers and the town against lawsuits stemming from errors made in decision making, or in procedural management of applications
- In addition, the workload has increased dramatically when we first where hiring for a fulltime professional land use administrator we were looking at 30 to 35 hours a week.
- By the time Donna came on board that was a steady 35 hours a week and in the last few years, that has grown to a 40 or more hours a week, which is normal for a professional position.
- But she's not being paid for that time, we need to really pay what the job is worth and what our staff is worth.
- In Kent right now we're actually paying a lot less than many of the town near us
- We looked at Salisbury, Washington, Cornwall. Kent is paying far less than they are on an hourly basis.
- I have heard from applicants Kent is one of the best land use offices in our region.
- They are always availability to deal with the public, they are knowledgeable, they are friendly and helpful when dealing with the public.
- The outward facing offices accomlishe a tremendous amount for everybody in town.
- As a chairman of the Commission, who has to go to court, when there is a lawsuit, it is incredibly comforting to know, that the record that we are facing, our actions on is up to date in terms of statutes that we need to follow and the procedures and case law that are coming out of course on a regular basis, that is very comforting to me.
- We are very grateful to Donna and to everybody in town hall, and again echo what Darlene said in terms of the way that you think about salary increases.
- Yes, it's the cost-of-living increase.
- Yes, it is also a way to get our professional position up to par with the other offices in the towns around us.

Rufus deRham:

- Request a table of actual figures and what you think would be the type of salary that you're talking about.

Wesley Wyrick:

- I can't say more than what was said by Donna and Lynn, but I want, I want to thank Donna, for her incredibly thorough work on this Commission.
- As a professional working in this town as well, I can tell you how important it is to have an office that you can get immediate information out of.
- The number and the scope of work there's an extraordinary amount of that comes through this office.

- It is a big position with a with a great deal of responsibility.

Matthew Winter:

- With regards to the to the printing lines, I think that the scanning of the documents is really very helpful to all volunteers of the Planning and Zoning Commission.
- All of us are working fulltime jobs and we don't have the time to go by the town hall and asked to pull those files and look at them there.
- If we can get those documents transmitted to us electronically it's really very helpful and helps us do our job, much more efficiently.
- With the increase in the planning line, Donna's right that there's going to be some effort needed and some support needed for her replacement, but also for us going forward.
- Our regulations on somewhat of a continual basis and we have to, we have to update our subdivision regulations coming up soon so that's so that that planning that planning value is really important, and I'll remind everybody that the governor has enacted, not quite sure where well going to call it a law so it's something new, Governor has said that we all have to be trained.
- Starting in 2023 so all that all the land use Commissioners are going to have to go through some significant, certainly, an effort to be trained to the level that the government wants us to be.
- The salary I'll just spend two minutes and say I've been involved in this process, not a tremendous number of years, but a few and every year that the selectmen have elected to simply offer a cost-of-living increase.
- I personally don't think that that's right, I think that everybody who works in the town hall works tremendously hard everybody who's public facing who I work with as a volunteer and as a community member there they're all terribly well qualified and they're all terribly helpful.
- I think that they should get paid for the for the work that they do.
- I understand that the town has this philosophy that they want to increase the wages, based on cost-of-living and they've been following this plan for at least as long as I've been involved in this budget process so at the very least, I think, to be fair. The town should follow in their own footsteps and offer this cost-of-living increase which turns out this year to be 6% you know the pandemic has really turned us all in our heads.
- The there's tremendous inflation 6% if you're not going to do with the one way, you should definitely do it the other way.
- The last thing I'll say is, as we can get to a comparable position from a salary standpoint working 40 hours a week, the land use administrator in Salisbury right makes \$82,800 a year.
- With the 6% Cola increase that brings it \$10,000 less than what they're paying in Salisbury for seemingly a comparable position.

Library:

Sandy Edelman:

- I'm the president of the Kent Library Association.
- We're requesting \$125,000, the same amount we requested last year.
- We're not a municipal department.
- We do get a nice amount of money from the town.
- It could be around 29 or 30%, but we are raising 70% of our funds.
- Which is not always easy, but we work very hard to do it with an army of volunteers.
- We're working on a possible expansion of our facilities into the old firehouse building.
- We are exploring that with no money from operating funds or from the town grant
- We are privately fundraising.
- I should have started with this, it's our hundredth anniversary this month.
- On March 25th and we are going to be holding an open house party for families and children in the afternoon
- On the Saturday the 26th we are going to hold more adult party in late afternoon.
- We hope everybody in town government and the town will attend and help us celebrate it's just a great time with us coming out of the pandemic.

John Walker:

- I'm a relative newcomer to the town and relatively new to the library board.
- I must say that, having worked on a number of nonprofit organizations over the years.
- I just find this organization so vibrant, there is always something.
- Sarah is always coming up with new ideas.
- The financials notwithstanding, we are quite honestly, I think one of the most well respected and financially viable libraries in the state of Connecticut and I think we do a tremendous job and I'm very proud to be part of this organization.

Emergency Management:

Eric Epstein:

- We submitted this to Barbara two-fold.
- The budget for the year, which includes
 - Stipends.
 - \$10,000 for the director.
 - \$5,000 for the deputy.
 - Supplies.
 - Veoci, which is the software program that we use to track all our incidents.
 - Ever bridge, which is the emergency notification system that the town has enrolled in.
 - Mileage.
 - Telephone system.
 - Ring central system, obviously the obvious the office is not manned on a regular basis, so this would allow the phone calls to go to an email, you

- can send it to voicemail you can access it remotely.
- Cell phone reimbursement
- Radio maintenance.
- Dues.
- Training.
- Equipment.
- Deployment expenses.
- Total \$37,185.
- A separate box that includes the capital improvements
 - To get the office up to par.
 - LEOP.
 - Pandemic insert.
 - Office upgrades.
 - Computer.
 - Status monitors.
 - COOP Plan.
 - Cyber Plan.
 - Total, an additional \$35,600.
- The supplies line, \$15,000, that that may be obviously a little extreme. I based that off of some of the supplies that were ordered during the pandemic that total almost \$4,000 for hand sanitizer office supplies disinfectants, goggles and spray bottles, it was all came out of this line.
- Hopefully we never have something like this, where we need all that that.
- That's where that came from so maybe that can be reduced.
- The office has always been a volunteer organization, but it's not that anymore.
- At the drop of a hat when something happens, we are on it we're on the phone with whoever the partners are whether it's the state, the region or ever source partners, you know we're making things happen.
- We're doing it behind the scenes and getting it done.
- It really is no longer a volunteer position.
- The other big number is the Veoci, which is our platform for logging incidents, \$7,000 a year. A contract which isn't even covered by the current budget.
- We requested office space from the fire department. They granted it.
- We haven't set it up yet because we really don't have the funding to really set it up.

Jean Speck:

- Things that are going to get added to the list of things that Emergency Management will be doing:
 - Managing the Ever Bridge database

Glenn Sanchez:

- My first you know concern is to immediately get you set up,
- You have some funds in your budget currently and let's get you up and running at the very least.

KVFD:

Alan Gawel:

We have two areas to discuss:

- The operational grant that goes into funding for the operational part of the department.
- Medical staff which is handled separately in the town budget.

Operational grant:

- Hold the line flat for this coming fiscal year the same money, as the previous year.
- Our budget did reflect approximately a \$50,000 deficit so to make up that difference we are moving monies from previous years where money was saved in order to do that.
- Some of that's from ambulance billing revenue over the previous years, a little bit from donations over the previous years and also, we now are having revenue come in that's in a very positive way for the rental of the building that's out behind the firehouse.

Staffing:

Bonnie Donzella:

- Power point presentation, attached.
 - New committee that was just formed to look into options for staffing.
 - The number of calls from 2013-2021.
 - Some other contributing factors to the current decline in volunteer staffing:
 - There are just less volunteers out there.
 - There is a larger time commitment health.
 - Injury constraints.
 - 66% of our active responders are over the age of 50.
 - We're set up with six-hour increments.
 - Two staff members are needed for a legal crew.
 - There are eight shifts in today that works out to 56 shifts in a week, which is 2920 shifts in a year.
 - As of today, March 2 there are 19 unassigned shifts. That's the shifts that we need to pay the paid staff for that's not covered by volunteers.
 - We took the worst-case scenario, which means paying somebody to cover those 2900 shifts for the year.
 - And that's to have coverage 24 seven 365 days a year, and what we did was we subtracted the stipend allowance for volunteers and that brought the total request \$492,00
 - The current staffing model that we're working on right now would reduce the request down to \$224,250.

Rufus deRham made a motion to adjourn the meeting at 9:35 p.m. Glenn Sanchez seconded the motion and the motion carried.

Registrar of Voters

Budget Worksheet

LINE 58

	FY '20		FY '21		FY '22		FY '23	Notes
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget	Proposed	
Compensation								
013-101 - Registrars & Deputies	11,087	15,571	22,420	17,184	9,835	16,304		
013-102 - Workers	2,186	3,949	2,847	4,029	1,927	4,110		
Total Compensation	14,122	21,121	26,832	22,744	12,287	21,976		
Department Operations								
013-201 - Supplies	6,326	3,500	3,208	6,225	4,028	6,000		
013-202 - Postage	724	500	333	500	-	500		
013-203 - Notices	-	65	-	65	-	65		
013-204 - Mileage	122	600	87	600	69	600		
013-404 - Election Refreshment	186	600	548	500	380	500		
Total Department Operations	7,358	5,265	4,175	7,890	4,478	7,665		
Professional Development								
013-450 - Dues	140	130	300	150	-	200		
013-451 - Conferences	920	2,500	530	2,500	720	2,500		
013-452 - Training	316	750	1,420	-	60	1,500		
Total Professional Development	1,376	3,380	2,250	2,650	780	4,200		
Total	22,856	29,766	33,257	33,284	17,545	33,841		

	Rate	Hrs per Elem	Weeks	Xtra Hrs	TTL
Registrar x 2	\$23.93	3	52	109	\$12,683
Deputy Registrar x 2	\$18.29	-	-	99	\$3,621
Workers	\$13.99	-	-	198	\$2,770
Moderator	\$20.29	-	-	66	\$1,339

Notes =

3 elections
this year

work out to +1-
earn 1755.00
work out to +1-
work out to +1-
2000 a week for each

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JAN 21 2022

TREASURER'S OFFICE
TOWN OF KENT, CT

Town Clerk Budget Worksheet

	FY '20		FY '21		FY '22		FY '23	
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget	Proposed	Notes
132-500 - Town Clerk Fees	98,805.14	80,000.00	209,631.77	80,000.00	51,975.98	80,000.00	80,000 ✓	
Expense								
Compensation								
022-101 - Salary	56,000	56,000	57,120	57,120	33,986	58,262	60,700.	5.9% (COLA)
* 022-102 - Assistant	18,359	20,358	12,959	20,765	5,818	21,178	22,426	5.9% (COLA)
Total Compensation	120,140	125,223	116,602	128,095	66,003	126,320	84,126	
Department Operations								
022-201 - Supplies	496	200	363	200	257	200	400	
022-202 - Postage	194	200	202	200	379	200	200	
022-203 - Notices	403	200	-	300	252	300	300	
022-204 - Mileage	54	50	-	100	-	100	100	
022-402 - Record Maintenance	10,249	12,000	10,230	12,000	5,640	12,000	12,000	
022-408 - Vital Statistics	-	25	-	-	-	-	-	
022-501 - Telephone	-	-	600	-	-	600	600	
Total Department Operations	11,396	12,675	11,395	12,800	6,529	13,400	13,600	
Professional Development								
022-450 - Dues	170	170	20	170	20	170	170	
022-451 - Conferences	224	750	-	750	-	750	375	
Total Professional Development	394	920	20	920	20	920	545	
Total 022-000 - TOWN CLERK	131,930	138,818	128,017	141,815	72,552	140,640		
Net Income	(33,124)	(58,818)	81,614	(61,815)	(20,576)	(60,640)		

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JAN 11 2021

TREASURER'S OFFICE
TOWN OF KENT, CT

LINE # 137

	FY '22		Hours		Rate		TTL
* Assistant	Annual	778.81	Week	14.98	\$27.19	\$21,176	

LINE 173

ZBA Budget Worksheet

	FY '20		FY '21		FY '22		FY '23	Notes
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget	Proposed	
132-420 - Commission of ZBA	336	-	170	500	112	450		
Expense								
Compensation								
025-102 - Clerk	188	1,157	191	1,180	-	1,204	1276	6% COLA
Department Operations								
025-201 - Supplies	178	200	50	100	31	100	100	
025-202 - Postage	266	200	236	150	143	200	250	postage increase
025-203 - Notices	206	750	142	700	241	500	400	history
Total Department Operations	651	1,150	428	950	415	800	750	
Professional Development								
025-450 - Dues	110	110	110	110	-	110	110	
Total 025-000 - ZBA	949	2,506	729	2,330	415	2,206	2136.00	
Net Income	(613)	(2,506)	(559)	(1,830)	(303)	(1,756)		

	FY '22	Hours	Hours	Rate	TTL
*		Annual	Month		
Clerk		49.35	4.10	\$24.40	\$1,204

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JAN 21 2022

TREASURER'S OFFICE
TOWN OF KEN. CT

24.40
x 1.06 (COLA)
25.86

49.35 x 25.86 = 1276.19

Building Department

Budget Worksheet

→ LINE 197

	FY '20		FY '21		FY '22		FY '23	Notes
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget		
Building Permit Revenue	34,298.65	18,000.00	29,182.05	18,000.00	15,034.30	18,000.00	22,000	past history
027-000 - BUILDING INSPECTION EXPENSE								
Compensation								
* 027-102 - Secretary	8,269	8,323	6,971	8,489	-	8,660	9181	see below
027-998 - Social Security	668	637	566	649	-	662		
Total Compensation	8,937	8,960	7,537	9,138	-	9,322		
Department Operations								
027-201 - Supplies	248	300	555	250	217	250	300	
027-202 - Postage	266	400	221	400	143	350	400	increase in postage
027-205 - State Education Fund	9,443	9,300	7,675	6,300	2,696	4,000	6000	past history
Total Department Operations	9,958	10,000	8,451	6,950	3,055	4,600		
Professional Development								
027-450 - Dues	135	150	225	150	145	150	175	
Total EXPENSE	19,029	19,110	16,213	16,238	3,200	13,410	16,056	
Net Income	15,269	(1,110)	12,969	1,762	11,834	3,928		

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JAN 21 2022

TREASURER'S OFFICE
TOWN OF KENT, CT

FY '22				
*	Annual	Week	Rate	TTL
Secretary	390.00	7.50	\$22.21	\$8,662
	Hours	Hours		

22.21
x 1.06 (cost)
= 23.54
390 hrs x 23.54 = 9181

Planning and Zoning Budget Worksheet

LINE 153

	FY '20		FY '21		FY '22		FY '23		Notes
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget	Proposed		
P & Z Fees / Road Inspection	54,796.64	22,000.00	24,471.13	15,000.00	12,832.00	20,000.00			
Expense									
Compensation									
024-101 - ZEO	40,950	40,950	43,518	43,518	23,048	44,388	47,051	6% COLA	
* 024-102 - Clerk	7,231	7,427	6,062	7,575	-	7,727	8,192	6% COLA	
Total Compensation	70,602	73,160	72,992	77,333	35,605	76,871	55,243		
Department Operations									
024-201 - Supplies	686	1,000	481	750	156	750	1,500	increase in postage rate	
024-202 - Postage	266	500	222	400	143	350	400		
024-203 - Notices	2,374	2,000	4,733	2,000	675	2,000	2,000		
024-204 - Mileage	69	200	-	200	-	200	200		
024-409 - Printing & Mapping	-	2,000	-	2,000	-	2,500	3,000		
024-411 - Engineering	-	1,000	482	1,000	-	1,000	1,000		
024-412 - Planning	879	2,750	-	2,750	-	2,750	3,000		
Total Department Operations	4,273	9,450	5,917	9,100	974	9,550	10,900		
Professional Development									
024-450 - Dues	160	270	160	250	-	250	250		
024-451 - Conferences	-	150	40	125	35	125	125		
024-452 - Training	-	250	600	250	-	600	1,000	new hire - new training for commissioners	
Total Professional Development	160	670	800	625	35	975	1,375		
Total 024-000 - PLANNING AND Z.	75,035	83,280	79,709	87,058	36,615	87,396	67,518		
Net Income	(20,238)	(61,280)	(55,238)	(72,058)	(23,783)	(67,396)			

Total include figures include hidden lines to HSE pension setting

	FY '22		FY '23		TTL
	Annual	Week	Rate		
Clerk	348.00	6.00	\$22.21		\$7,729
	Hours	Hours			

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JAN 21 2022

TREASURER'S OFFICE
TOWN OF KENT, CT

22.21
x 1.06
23.54
6 hrs a week plus 36 hrs of meetings
23,54 x 348 = 8192

As you can see, I've proposed a 6% increase to the salary lines for both the LUA and the clerk. I've done this for a couple of reasons:

- Historically, the BOS has categorized the increase as COLA. This year's COLA is 5.9% and with inflation currently at 6%, we're still just breaking even.
- I will be leaving in September/October, so this increase really is for the new hire. With the two new hires that the Town has brought on board (P&R Director at \$60K - a \$6K increase to the base salary; the part time Social Services Director spot going full time with benefits at a total hit to the budget of \$88K), all indications are that bringing in a LUA at my current salary or even a salary with a 2% increase just will not happen. The difference between a 2% and a 6% is \$2,731 (2% = \$69,656 new salary vs 6% = \$72,388 new salary) I believe that you will have to bring someone in at \$70K without any certifications and then a bump to \$72K once they are received.
- With regard to the other lines, there have been increases to the postage, because postage went up. I upped the cost of training and meetings for the new hires and mostly because P&Z Commissioners will soon need to be trained. That will begin January 2023. I increased the line for supplies because the file storage in the LU office is in dire need of cleaning out and I believe that we will need to purchase at least one more file cabinet. I increased mapping and planning lines because there might be a couple of new maps required as a result of the POCD; the planning line I increased in case the new hire depends on Glenn (or a planner of their choice) more often.
- Another increase that was made but that does not show up on these sheets is an increase in the legal lines. I have two...one is for general discussion and the other for lawsuits. I think the general discussion line will be used more often with the new hire verifying decisions; the lawsuit one is "just because you just never know".

LINE # 153 - 196

Dan
Hayes
1/21/2022

RECEIVED

JAN 21 2022

TREASURER'S OFFICE
TOWN OF KENT, CT

Inland Wetlands

Budget Worksheet

LINE 182

	FY '20		FY '21		FY '22		FY '23	
	Actuals	Budget	Actuals	Budget	Actuals YTD	Budget	Proposed	Notes
Income								
132-410 - Commission In/Wet	948	800	1,726	800	271	800	800 ✓	
Expense								
Compensation								
026-101 - Enforce. Officer	22,050	22,050	23,433	23,433	12,411	23,902	25,336	6%
* 026-102 - IW Clerk	1,892	2,177	1,812	2,220	-	2,265	2,401	6%
Total Compensation	37,826	37,432	39,706	39,639	20,561	26,167	27,737	
Department Operations								
026-201 - Supplies	520	700	263	600	47	600	600	
026-202 - Postage	266	350	221	300	143	300	350	
026-203 - Notices	619	1,000	1,011	750	399	750	750	
026-204 - Mileage	-	200	-	200	-	200	200	
026-409 - Printing & Mapping	-	100	-	150	-	150	150	
Total Department Operations	1,405	2,350	1,495	2,000	589	2,000	2,050	Increase in postage
Professional Development								
026-451 - Conferences	105	150	50	150	-	150	150	
026-452 - Training	65	150	65	150	-	300	300	
Total Professional Development	170	300	115	300	-	450	450	
Total 026-000 - INLAND / WETLANDS	39,401	40,082	41,316	41,939	21,150	44,802	30,237	
Net Income	(38,453)	(39,282)	(39,590)	(41,139)	(20,879)	(41,002)		

RECEIVED

JAN 21 2022

TREASURER'S OFFICE
TOWN OF KENT, CT

FY '22				
*	Annual	Week	Rate	TTL
Clerk	102.00	1.50	\$22.21	\$2,265
	Hours	Hours		

1.5 hrs a
week plus
24 hrs of
meetings

22.21
x 1.06
23.54

23.54 x 102 = 2401

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 of these minutes.*




TOWN OF KENT

Request for Financial Grant

This document is a formal request for a financial Grant from the Town of Kent, CT.

Grant request must be submitted on a timely basis. Request for the fiscal year beginning July 1 of the following year must be submitted no later than February 1st of the current fiscal year.

Organization:

Kent Memorial Library	
Date of Request: 1/21/2022	Is this request timely? <input checked="" type="radio"/> Yes <input type="radio"/> No (If no, please explain circumstances)
Amount Requested (USDS): 125,000	Prior Year Grant Amount if any: 125,000
Briefly describe purpose of Grant (Add more detail below): operations	Change of condition since last Grant?: none
<p>All requests MUST be submitted with a P/L for the last tax return reporting period.</p> <p>•Requests of \$10,000 or more must be submitted with the following:</p> <p>Prior Year Audited Financial Statement if Available Current IRS Form 990 if applicable Any documents that can support justification for approval of grant.</p>	
<p>Describe in detail the need for this grant and the benefit to the Town of Kent. Describe intended use of funds in as much detail as possible. (Use additional sheet if necessary.)</p> <p>See attached</p>	
Name, Title, and Signature of individual authorized to make grant request: Sarah Marshall, Director 	

"This institution is an equal opportunity provider and employer."

41 Kent Green Boulevard, P.O. Box 678 • Kent, CT 06757-0678

Phone: (860) 927-4627 • Fax: (860) 927-1313 • www.townofkentct.org



Officers

President
Andrea Edelman

January 21, 2022

Co-Vice Presidents
Sharon Hartwick
Anet Rivkin

Treasurer
John Walker III

Secretary
Michaela Lawrence

Board Members
Jim Blacketter
Anette Bornn
Samuel Callaway
Ellen Horovitz
Carol Linn
Judy Molho
Paul-Henri Nargeolet
Sharon Norton
Luth G. O'Meara
Eric Roper
Julie Saxton
Jana Slaughter
Jack Vizzari
John Youngblood

Friends
Joz Molho (*chair*)
Ellen Gutierrez
Coordinator)

Staff
Library Director
Sarah Marshall

Youth Services
Deborah Moerschell
Kate Zarin

*Adult Programs and
Special Events*
Brittany McAllister

*Technical Services/
Circulation*
Mary Ellen Casey

Library Assistant
Bethel Carlson

Administrative Secretary
Maria LaFontan

Jean Speck, First Selectman
Town of Kent
P.O. Box 678
Kent, CT 06757

Dear Jean and Selectmen,

We respectfully ask that the Kent Memorial Library receive a Town grant request of \$125,000 for the 2022-23 fiscal year. This represents the same appropriation as in 2021-22. The Library is granted one of the lowest town appropriations in CT, 5th from the bottom of those that serve as public libraries, and only 29% of our projected income. The ongoing Covid pandemic has complicated all of our endeavors, including fundraising for the other 71%. Nevertheless, we are not asking the Town of Kent for an increase in our grant this year.

This coming year we will be celebrating our Centennial with a variety of programs and exhibits that will remind the community of the value the Library has brought to all of us during the past century and continuing to the present. We are also working on a possible expansion of services and space to increase our impact in Town and the region. The funds for exploring this initiative so far have been privately-raised and specifically designated for that purpose, and whether or not the effort will be successful and how long it will take is subject to much uncertainty. Nevertheless, we hope to continue our efforts to improve our facilities and service to the community as a whole, including families with children, the businesses and non-profit organizations in the Town, our senior residents and tourists and other visitors.

With rising costs for all operating expenses including building maintenance, personnel and materials, health care and insurance, the Town's support of our Library is more important than ever. We do our best to manage expenses, assisted by more than a hundred volunteers who donate thousands of hours to keeping our Library running and funded, while at the same time forming a valuable community of their own that contributes positively to the Town.

We understand that we are in competition for funding with all the other organizations in town, and hope that our resilience in the face of Covid, our flexibility in how we reach our community, and our incredible team of volunteers who work tirelessly to raise operating funds, have all helped to prove that the Library is a worthy investment of our tax dollars.

Thank you for considering our request.

Sincerely,

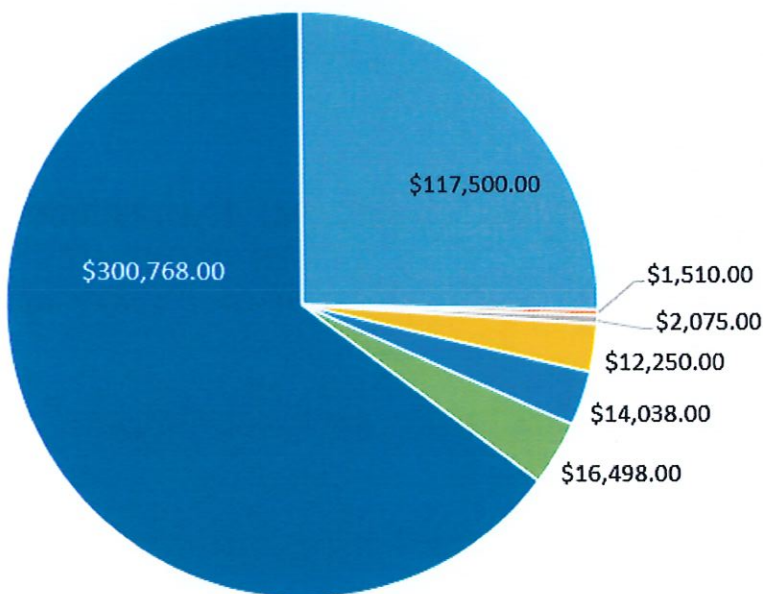
Sandra Edelman
Library Board President

**OF THE 164 PUBLIC LIBRARIES IN CT, KML RANKS #160 IN MUNICIPAL FUNDING,
5TH FROM THE BOTTOM AT ONLY 23%.**

We raise more money (as a percentage of income) than any other library in CT.

KML Funding Sources

Fundraising	\$300,768
Town of Kent	\$117,500
State of CT	\$1,510
Operating income	\$2,075
Endow. Cont.	\$12,250
Grants	\$14,038
Other	\$16,498



■ Town of Kent ■ State of CT ■ Operating Income
 ■ Contribution from Endowment ■ Grants ■ Other donations
 ■ Fundraising

What we offer...

- Print Collection 31,000, plus thousands more ebooks, audio and video, both streaming and downloadable. Magazines, newspapers, puzzles, and games also available.
- 488 programs for all ages and interests.
- Computer and free internet access, tech support, and office services like printing, scanning and faxing.
- Helpful, flexible staff, ready to assist our patrons.

Where we rate in CT....

- ⇒ #5 in CT for Library visits per capita
- ⇒ #6 in CT small towns (under 5,000) for Circulation per capita
- ⇒ #5 in CT small towns for Children's and YA circulation per capita
- ⇒ #3 in CT small towns for Children's and YA program attendance per capita



1/21/22, 2:28 PM

Town of Kent CT Mail - Budget Request



Barbara Herbst <treasurer@townofkentct.org>

Budget Request

Eric Epstein <emdeputy@townofkentct.org>
To: Barbara Herbst <treasurer@townofkentct.org>
Cc: David Becker <emdiretor@townofkentct.org>

Fri, Jan 21, 2022 at 2:04 PM

Hi Barbara-

Attached please find our Emergency Management / Civil Preparedness 2022-2023 budget in Excel and PDF. We have added additional "Capital Improvements" at the bottom that we understand should be in the capital plan, but are really needed now to be up and running at our full capacity. We are hoping you and the boards will be able to find some funding to get these projects done. Please let us know if this is the correct path or we should present it in a different way?

Have a great weekend and stay warm!

Best,
Eric

--

Eric Epstein
Town of Kent, CT
Deputy Emergency Management Director
Cell- (203) 770-6551

2 attachments

 2022-2023 Budget Proposal.xlsx
13K

 2022-2023 Budget Proposal.pdf
409K

Town of Kent, CT
Emergency Management/
Civil Preparedness

Budget 2022-2023	
Stipends	\$ 15,000.00
Supplies	\$ 4,950.00
Veoci Contract	\$ 7,000.00
Everbridge	\$ 735.00
Mileage	\$ 600.00
Telephone	\$ 700.00
Ring Central	\$ 400.00
Cell Phone Reimbursement	\$ 1,200.00
Radio Maintenance	\$ 500.00
Dues	\$ 700.00
Training	\$ 900.00
CERT Equipment	\$ 2,000.00
Deployment Expenses	\$ 2,500.00
	\$37,185.00

Capital Improvements	
Update LEOP	\$ 10,000.00
Pandemic Insert	\$ 5,000.00
Office Upgrades	\$ 800.00
Computer Purchase	\$ 800.00
Status Monitors	\$ 1,500.00
COOP Plan (Continuity of Operations)	\$ 12,500.00
Cyber Plan	\$ 5,000.00
	\$35,600.00

CURRENT STAFFING MODEL

- **TWENTY-THREE (23) SHIFTS PER WEEK X SIX (6) HOURS
PER SHIFT = 138 HOURS/WEEK**
- **ONE HUNDRED THIRTY-EIGHT (138) HOURS A WEEK X
\$31.25/HOUR = \$4,312.50 A WEEK**
- **\$4,312.50 X 52 WEEKS = \$224,250**
- **GRAND TOTAL \$224,250**

KVFD STAFFING COMMITTEE II

2022



COMMITTEE MEMBERS

- **AMBULANCE CHIEF BONNIE DONZELLA (CHAIR)**
- **ASST AMBULANCE CHIEF JILL SCHOLSOHN**
- **ALEX LIMBOS**
- **DAN KABASAKALIAN**
- **MARYANN VANVALKENBURG**

TIMELINE

<u>YEAR</u>	TOTAL CALLS
2013	645
2014	505
2015	495
2016	415
2017	398
2018	433
2019	431
2020	341
2021	395

TIMELINE

- LARGEST CALL VOLUME WAS WHEN THE KENT WAS OPERATIONAL
- WE ARE CONCERNED THAT CALL VOLUME COULD INCREASE ONCE THE HIGHWATCH EXPANSION IS COMPLETE AND BIRCH HILL IS ONLINE

SCHEDULE

SEVERAL CONTRIBUTING FACTORS TO THE CURRENT DECLINE IN STAFFING

1. LESS VOLUNTEERS
2. LARGER TIME COMMITMENT
3. HEALTH/INJURY CONSTRAINTS
4. COVID

SCHEDULE

OUR SCHEDULE IS SET UP IN 6
HOUR INCREMENTS-WITH TWO
(2) STAFF MEMBERS NEEDED TO
COMPLETE A LEGAL CREW

- EIGHT (8) SHIFTS A DAY
- FIFTY-SIX (56) SHIFTS A WEEK
- TWO THOUSAND NINE HUNDRED TWENTY
(2,920) SHIFTS A YEAR

SCHEDULE

NINETEEN (19) UNASSIGNED SHIFTS PER WEEK

AS OF TODAY MARCH 2, 2022 KVFD VOLUNTEERS ARE CURRENTLY STAFFING THIRTY-SEVEN (37) OF THE FIFTY-SIX (56) SHIFTS PER WEEK. THESE SHIFTS ARE COVERED BY 7 EMTS AND 2 EMRS-THAT'S A TOTAL OF 9 PEOPLE

WORST CASE SCENARIO

Worst case scenario

**Fifty -six (56) shifts a week x six (6) hours per shift =
three hundred thirty -six (336) hours per week**

**Three hundred thirty -six (336) hours a week x
\$31.25/hour = \$10,500/week**

\$10,500/week x fifty -two (52) weeks = \$546,000

**Subtract stipend allowance from the KVFD budget
(\$54,000) for volunteers, brings grand total of request
to \$492,000**