

RECEIVED

By Darlene Brady at 10:41 am, Dec 14, 2023



Board of Selectmen
Special Meeting

December 11, 2023
4:00 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=XmWkcdwO8Tg>

Marty Lindenmayer, Glenn Sanchez and Lynn Worthington.

Also present: Darlene Brady, Sarah Chase, Zanne Charity, Melissa Cherniske, Athenaidd Dallett, Debbie Devaux, Jen Dubray, Jenn Duncan, John Grant, Donna Hayes, Barbara Herbst, Lynn Harrington, Tai Kern, Patricia Oris, Rick Osborne and Justin Potter.

Call to order:

Marty Lindenmayer called the meeting to order at 4:00 p.m.

Pledge of Allegiance.

Public Comment on agenda items:

None.

Request to PZC for an 8-24 review of Kent Affordable Housing proposal:

Lynn Worthington made a motion:

To request an 8-24 review from the Planning and Zoning Commission for the Kent Affordable Housing proposal.

Glenn Sanchez seconded the motion and the motion carried.

F.O.I. Training update:

Marty Lindenmayer:

- COST is offering an F.O.I. training session for newly elected officials on January 9, 2023 in Hartford.
- Reached out to Town Attorney Randy DiBella to discuss holding an F.O.I. informational meeting.

Swift House Needs Assessment:

Marty Lindenmayer:

- Acknowledged the December 4, 2023, Email from Zanne Charity, "Swift House."
- Confirmed with Silver Petrucelli and Associates, they are putting together a team.
- The architects will work off of the R.F.P. that was drafted November 2022.

Zanne Charity:

- Requested the Board of Selectmen and the Swift House Task Force have a joint meeting in January.
- Requested to be present during the initial meeting with the architect.

Guidelines for The Town of Kent Capital Plan Fund:

Lynn Worthington made a motion:

To endorse the Guidelines for the Town of Kent Capital Plan Fund adopted by the Kent Board of Finance on October 18, 2023.

Glenn Sanchez seconded the motion and the motion carried.

FY'25 Capital Budget:

The Board of Selectmen discussed the proposed Five-Year Capital Plan.

The Board agreed on the following changes:

- Move the following projects from FY 2029 to FY 2030:
 - \$60,000 Emery Park
 - \$100,000 Kent Common Basketball
 - \$35,000 P&R vehicle
 - \$150,000 Town Hall windows
- Move a portion of the following projects from FY 2029 to FY 2030:
 - \$200,000 from the bridge line (Bridge 17)
 - \$175,000 from the Swift House line
- For a bottom line of \$2,962,836 in FY 2029.

Jenn Duncan from Board of Education and Rick Osborne from the Highway Department were at the meeting and discussed their requests.

The BoS will invite KVFD to the December 27, 2023 BoS meeting to discuss their requests.

Public Comment:

None.

Adjournment:

Glenn Sanchez made a motion:

To adjourn at 5:59 P.M.

Lynn Worthington 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.

RECEIVED

By Darlene Brady at 2:17 pm, Dec 06, 2023



BOARD OF SELECTMEN
Special Meeting Agenda
December 11, 2023 @ 4:00 P.M.
Hybrid Meeting – Large meeting room @ Town Hall

Join Zoom Meeting: <https://us02web.zoom.us/j/89370418980>

Meeting ID: 893 7041 8980

One tap mobile: +13052241968,,89370418980# US

Supporting documentation for this meeting:

https://drive.google.com/drive/folders/185XWMnOrAo2rto3GR-4Ke5LAXlG0ni_5

1. Call to order.
2. Pledge of Allegiance.
3. Public Comment on agenda items.
4. Request to PZC for an 8-24 review of Kent Affordable Housing proposal.
5. F.O.I. Training update.
6. Swift House Needs Assessment.
 - 6.1. December 4, 2023, Email from Zanne Charity, "Swift House."
7. Guidelines for The Town of Kent Capital Plan Fund.
8. FY'25 Capital Budget.
9. Public Comment.
10. Adjournment.



Joyce Kearns <adminassist@townofkentct.org>

Re: Swift House

1 message

Suzanne Charity <zanne.charity@gmail.com>

Mon, Dec 4, 2023 at 12:36 PM

To: Jean Speck <firstselectman@townofkentct.org>, Glenn Sanchez <Glennsanchez@townofkentct.org>, Lynn Worthington <lynnworthington@townofkentct.org>

Cc: Ed Matson <edmatson1@aol.com>, "Marge Smith >" <curator@kenthistoricalsociety.org>, Joyce Kearns <adminassist@townofkentct.org>

TO The Board of Selectmen: Marty Lindenmeyer, Glenn Sanchez, Lynn Worthington

CC: The Swift House Committee members: Ed Matson and Marge Smith (+ Glenn Sanchez, BOS liaison, above)

Administrative Assistant: Joyce Kearns,

Dear Board of Selectmen,

It would be helpful if I could see the contract with Silver & Petrocelli referred to in Joyce Kearns' email to make sure all the services we will need are included. We need to make sure there haven't been any omissions that will be important for Swift House Committee, BOS, and Town to consider before decisions are made, and/or necessary for Swift House upgrades to be eligible if/when Kent applies to the State for funding. Kindly forward for review.

For those who are new to the BOS, a little history. As Chair of the Swift House Committee (SHC), I made the initial request to hire an architect on behalf of our committee to the prior Board of Selectmen in the fall of 2022. The objective was for the architect to work with the SHC in developing a basic plan for future use of the Swift House consistent with results of the extensive survey we conducted earlier that year that determined that the Swift House should be retained as a municipal resource, and consistent with CT building code and ADA requirements. It was understood that when the Committee's work with the architect chosen was completed (assuming periodic progress reports to the BoS along the way) the SH Committee would make a joint presentation with the architect for BoS consideration and approval prior to presentation to the public.

That set the wheels in motion to do an RFP to hire the architect in December of last year, with proposals received in January. The BoS asked the SHC for its recommendation, which favored the Silver & Petrucelli proposal by unanimous vote. BoS concurred, and the First Selectman agreed to take the necessary steps to implement hiring the chosen firm. But then everything stopped...initially because funds had not yet been approved for the project. But even after that hurdle had been successfully overcome and funds were made available in the 2023-24 fiscal year budget, the will just didn't seem there to move forward, as hard as I tried to make that happen. I am glad that the process requested is finally about to begin!

For the SHC to work collaboratively and successfully with Silver & Petrucelli, as planned, it is critical that I meet with the architect's team as Chair of the SHC in the initial meeting so that I can provide their team with background information as prioritized by the SHC, and as-built drawings that may avoid the need for costly repetition of work that has already been done by others. I would also recommend as appropriate and considerate to include the other members of the SHC if they are available and wish to be there. But that meeting should not take place prematurely.

While it's unfortunate that we didn't have an opportunity for a meeting between the BoS & SHC to discuss Swift House and decide on our priorities for the building before my departure this week, and certainly before meeting with the architects, I know how busy that time has been for you as a new Board of Selectmen and do understand why that wasn't possible. I will be on my way to New Zealand for the holidays with my family starting today. However, I will be back i California and available for **a ZOOM meeting anytime in January** and would like to recommend that the BoS and the SHC schedule a joint meeting then to discuss and determine priorities for the use of Swift House **before we meet with the architect's team**,

It is essential in any design assignment for the client's objectives to be determined before an architectural needs assessment can be done to figure out what physical changes to the building in question will need to take place to meet those stated objectives. Silver & Petrocelli's team will not be able to do their job unless the Swift House Committee can provide them with those objectives. And as a sub-committee of the Board of Selectmen, I think it would be most beneficial for us to work collaboratively with the BOS so that we're all on the same page with regard to the assignment and can avoid wasting expensive time through confusion or misunderstanding.

Before our joint ZOOM meeting to discuss & determine use of the building, I would provide members of the new BOS with results of the survey taken last year, and share a list of suggested potential uses for Swift House that I have been compiling from various sources, to which others may have additions. Then after that joint ZOOM meeting, assuming consensus on our objectives, the Swift House Committee would be in a position to schedule an initial meeting with the Silver & Petrocelli team at the end of January or beginning of February to begin work with us as originally intended, based on the priorities set together with the Board of Selectmen.

Marty, please let me know if this proposed schedule is agreeable to you and the rest of the Board of Selectmen. I will be in New Zealand from December 12 to January 1st. so email is best. I will look forward to getting a date on the calendar for a joint meeting in January.

All best,
Zanne Charity

Suzanne Charity
zanne.charity@gmail.com
cell: (917) 806-1187

On Nov 30, 2023, at 12:03 PM, Marty Lindenmayer <firstselectman@townofkentct.org> wrote:

Thanks Joyce.

Regards,
Marty

Martin J. Lindenmayer
First Selectman, Town of Kent
W: 860.927.4627 | M: 860.488.6074

firstselectman@townofkentct.org
41 Kent Green Boulevard
PO Box 678
Kent, CT | 06757
www.townofkentct.org

On Nov 30, 2023, at 11:21 AM, Joyce Kearns
<adminassist@townofkentct.org> wrote:

Zanne, Marty, Glen and Lynn,

I wanted to update you on the Needs Assessment of the Swift House. I spoke to David Stein of Silver, Petrucelli & Associates, Inc. on Tuesday, November 28, 2023. He explained that there was a bit of confusion in executing the contract. We clarified that during our telephone conversation, and he is currently putting a team together. Once their team is established, they will schedule some time to look at the property.

I will keep you all posted.

--

Joyce Kearns
Administrative Assistant
Town of Kent
PO Box 678
Kent, CT 06757
860-927-4627

Guidelines for The Town of Kent Capital Plan Fund
October 2023

The Board of Finance shall maintain and monitor a Capital Plan Fund for planning and saving purposes for Capital Expenditures for the Town of Kent.

Capital Plan: The Capital Plan shall represent planning for a period of ten (10) years and be updated annually. For taxing purposes, only the first five (5) years, known as the 5 Year Capital Plan, will be considered in the calculation of projected expenditures. All capital expenditures, individually and in aggregate, should appear in the 5 Year Capital Plan.

Criteria: A Capital Expenditure is when the value is greater than or equal to \$20,000 and has a useful life expectancy of more than 15 years.

Format: 5 Year Capital Plan shall be in an Excel-type spreadsheet format arranged by years, denoting its estimated cost and the fiscal year in which the expenditure will occur. For taxing purposes, only the first five (5) years will be considered in a calculation of projected expenditures.

Process - Boards/Departments/Municipal Agencies/Commissions (Stakeholders)

Boards/Departments/Municipal Agencies/Commissions (Stakeholders) who are recipients of any 5 Year Capital Plan monies shall commence utilizing the funding within two (2) years of that project's completed funding.

Stakeholders requiring additional funding for an approved project during the four (4) year savings period shall submit all cost estimates related to the project and rationale for the increase to the Board of Selectmen (BOS) and Board of Finance (BOF) who will subsequently send it to the taxpayers for approval.

Approved capital projects may be altered in scope only as requested by the Stakeholder and recommended by the BOS but may not be transferred, altered or exchanged for any other type of project under the aegis of the Stakeholder without taxpayer approval.

Process - Board of Selectmen (BOS)

All capital requests shall be presented to the Board of Selectman (BOS) by the Stakeholder seeking capital funding. Each capital request shall be supported by an analysis of need/scope as well as an estimate for said

expenditure and a timeline with a completion date. Expenditure estimates should include inflationary cost increases to adjust for the five (5) year savings timeframe.

The BOS is responsible for prioritizing capital requests. Prioritizing the 5 Year Capital Plan in order to establish a balanced program for all Stakeholder development plans, needs, goals and requirements shall be the main consideration of the BOS. The BOS shall try to avoid introducing a new capital expenditure in any year other than years 5 through 10 of the Capital Plan.

The BOS shall present the requested 5 Year Capital Plan to the Town of Kent at the annual Town Meeting held in January of each year.

The BOS shall approve the Capital Plan before sending it to the BOF.

The BOS/BOF shall review the activity and status of all funded capital expenditures at the end of the 2nd and 4th fiscal quarters.

Process - Board of Finance (BOF)

The Board of Finance (BOF) shall review the 5 Year Capital Plan as approved by the BOS and shall consider capital project requests that are entering into the fifth year of the Capital Plan. It is accepted that the projects in the prior four (4) years of the 5 Year Capital Plan have been prudently vetted and approved by the taxpayer in the previous budget year. BOF may remove any project that has been cancelled in any year.

The BOF shall seek to maintain an expenditure level in the 15% range of the entire annual Town Budget for each year of the 5 Year Capital Plan.

The BOF must consider the merits of each new capital request but must also weigh that merit against the total cost of the 5 Year Capital Plan and the resulting taxation impact.

The BOF must accept the 5 Year Capital Plan prior to requesting Planning & Zoning review and approval that the capital projects do not conflict with the Town Plan of Conservation and Development.

The BOF approves the Capital Plan for inclusion into the proposed annual Town Budget.

The BOS/BOF shall review the activity and status of all funded capital expenditures at the end of the 2nd and 4th fiscal quarters.

Adopted by the Kent Board of Finance on October 18th 2023

Process - Taxpayer

Taxpayers of the Town of Kent shall consider the BOS approved 5 Year Capital Plan presented at the annual Town Meeting held each January. The BOS/BOF shall hear and consider all comments regarding the Capital Plan

Process - Treasurer/Expenditures

Capital funds shall be expended from the Capital Plan Fund for approved 5 Year Capital Projects only after notification of the project's commencement by the Stakeholder. All invoices must be verified and signed off by the Stakeholder.

The Treasurer shall report to the BOS and BOF Capital Plan Fund expenditures when requested or at a minimum at the end of the 2nd and 4th fiscal quarters.

Any approved Capital Project that is cancelled shall be removed from the Capital Plan and any collected funds shall return to the General Fund.

Unexpended funds from Capital Projects that have been completed will revert to the Five Year Plan upon closure of the project.

Funds approved for a specific Capital Project may only be expended on that approved project. Any request to expend funds beyond the scope of the approved project shall require approval from the taxpayers of the Town of Kent.

Standards:

BOF affirms that the best accountability for the expenditure of Town funds is rooted in the fullest disclosure; that capital expenditures represent non-emergency spending on projects or purchases beyond the normal levels of current operating expenditures; that certain standards must be applied in determining the eligibility of a capital expenditure.

These guidelines may be amended from time to time by the Board of Finance.

FIVE YEAR TOTALS	PROPOSED FIVE YEAR CAPITAL PLAN						INFORMATIONAL USE				
		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
	BD OF EDUCATION										
	KCS Roof	186,235	136,235		393,202	393,202	393,202	393,202	393,202	393,202	
	Sidewalk / Paving	-	-	-		53,300	53,300				
	Boilers			156,334	156,334	156,334	-	-			
1,631,176	BOE SUBTOTAL	186,235	136,235	156,334	549,536	602,836	446,502	393,202	393,202	393,202	-
	DPW										
	Bridges	198,883	183,117	300,000	650,000	1,050,000	600,000	-	400,000	100,000	-
	Buildings & Improvements	-	-	-	-	-	-	50,000	-	250,000	-
	Equipment	-	-	-	-	160,000	-	130,000	125,000	200,000	-
	Fleet	150,000	250,000	-	260,000	260,000	260,000	65,000	-	70,000	125,000
	Roads	511,883	433,117	250,000	-	-	300,000	600,000	-	-	-
4,655,000	DPW SUBTOTAL	858,766	866,234	550,000	910,000	1,470,000	1,160,000	845,000	525,000	620,000	125,000
	KVFD										
	Communications Upgrade		-	125,000	75,000	25,000	-				
	* Engine # 2				-	-	350,000	350,000	350,000	350,000	350,000
	Rescue # 8		200,000	200,000	300,000	400,000					
1,325,000	KVFD SUBTOTAL	-	200,000	325,000	375,000	425,000	350,000	350,000	350,000	350,000	350,000
	Land Use										
	Zoning Regulations	-	-	-		15,000	30,000	-			
	POCD		-	-	-	-		45,000	5,000	-	-
15,000	LU SUBTOTAL	-	-	-	-	15,000	30,000	45,000	5,000	-	-
	PARK AND REC										
	Emery Park		-	25,000	-	60,000	-				
	Kent Commons (basketball)					100,000	-	-			
	Kent Commons (splash pad)		-	-	-	250,000	-				
	Kent Common (other)	20,000		25,000	25,000		25,000	100,000			
	Playing Fields and Ball Park	-	-	50,000	-	-	-	-	50,000	-	-
	Master Plan	-	-	25,000	-						
	Vehicle	-	-	-		35,000	-				
615,000	P & R SUBTOTAL	20,000	-	125,000	25,000	445,000	25,000	100,000	50,000	-	-
	REVALUATION										
	Reval	-	-	-	50,000	-	-	40,000	-		
50,000	REVAL SUBTOTAL	-	-	-	50,000	-	-	40,000	-	-	-
	Tn Buildings										
	* CH Exterior Paint/Repair						80,000				
	CH Flooring	-		-	150,000						
	* CH LL Flooring							50,000	-		
	CH Roof	50,000		-		-					
	CH Windows					150,000					
	Town Hall updates			-			100,000				
	Swift House		30,000		75,000	325,000	200,000				
	Tn Hall Roof		-	65,000	-	-	-	-	-	-	-
	* Tn Hall Sidewalks	-	-	-	-	100,000	-	-	-	-	-
	Tn Hall Windows	-	-	-		150,000	-	-	-	-	-
1,095,000	TN BLDGS SUBTOTAL	50,000	30,000	65,000	225,000	725,000	380,000	50,000	-	-	-
5 YR TOTAL		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
9,386,176	TTL CAPITAL	1,116,001	1,232,469	1,221,334	2,134,636	3,682,836	2,391,502	1,823,202	1,323,202	1,363,202	476,000
	1/5TH OF ANNUAL CAPITAL	223,000	246,494	244,267	426,907	736,567	478,300	364,640	264,640	272,640	95,000
	APPROPRIATION FY 2043-2025	1,877,235									
	APPROPRIATION FY 2025-2026		2,132,535								
	APPROPRIATION FY 2026-2027			2,250,682							
	APPROPRIATION FY 2027-2028				2,271,056						
	APPROPRIATION FY 2028-2029					2,116,789					
	APPROPRIATION FY 2029-2030						1,476,222				