

Board of Selectmen
Regular Meeting

August 1, 2017
4:30 P.M. Town Hall

Present: Bruce Adams and Mike VanValkenburg.

Also present: Darlene Brady, Chris Chevalier, Jennifer Dubray, Lesly Ferris, Jan Gadiel, Peter Gadiel, Donna Hayes, John Grant, Carol Kalstrom, Rick Osborne, Leah Pullaro, Chris Rehnberg, Eric Rehnberg, Harry Rehnberg, Jennie May Rehnberg, Stephanie Rehnberg, Susie Rundall and Elyse Sadtler.

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

The Pledge of Allegiance was recited.

Approval of Minutes:

Mr. Adams made a motion to approve the minutes of the July 5, 2017 Regular Meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written: Mr. Adams stated that there were two written correspondences (attached):

- o July 31, 2017 Staff Report from Donna Hayes
- o July 28, 2017 e-mail from Gordon Muessel

Mr. Adams stated that Mr. Muessel was requesting a Planning and Zoning Regulation change. He added that the Board of Selectmen has no authority with regards to Planning and Zoning Regulations; he referred Mr. Muessel to Donna Hayes. Mrs. Hayes confirmed that she provided Mr. Muessel with the instruction on how to request a regulation change.

Report of First Selectman:

Mr. Adams reported on some things he did during the month of July:

- o Welcome Center grand opening
- o Stuart Farm groundbreaking
- o Met with Eversource and Frontier on site
- o Four pistol permit interviews
- o Kinsley here for generator quote
- o Cleared a tree blocking a road
- o Fixed showers – three times

Meetings covered by the BOS – Group or individual

- o COG – 7/6, 7/13 Bruce
- o BOS – 7/5 Full BOS
- o Streetscape – 7/8 Bruce
- o P&Z – 7/13 Full BOS
- o Restroom Committee – 7/21 Bruce & Mike

Police Report:

- o Phone at Town Hall is 860-927-3134.

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KENT TOWN CLERK

2017 AUG -3 P 3 06

BY

Vanessa Stacey
TOWN CLERK

o Email is: residenttrooper@townofkentct.org
Trooper Fisher continues to do an exemplary job. He is proactive and has really gotten to know the town.
He has spent a lot of time dealing with the crowds that come to use Kent recreational facilities. He works weekly with the Bulls Bridge Task Force. He is working well so far with the organizers of the Gilmore Girls Fan Fest.

Report of Selectmen:

Mr. VanValkenburg had nothing to report.
Mr. Parkin was not at the meeting.

Report of Treasurer:

Mrs. Herbst did not attend the meeting and did not provide a report.

Tax Refunds:

Mr. Adams made a motion to approve the following three tax refunds:

- | | |
|-------------------|----------|
| o Guzman, Celso | \$ 37.76 |
| o Baird, Sarah | \$133.44 |
| o LaFontan, Andre | \$ 14.42 |

Mr. VanValkenburg seconded the motion and the motion carried.

Employee(s) report(s) on Seminar/workshops:

Mr. Adams stated that there were no reports.

Request for education and training reimbursement

Mr. Adams stated that Jennifer Dubray submitted a request to attend a CAAO program entitled Real Estate Title Maintaining Assessment Records. Mr. Adams made a motion to approve the request as submitted by Jennifer Dubray and reimburse her for the cost of the program, mileage and her hourly wage for hours regularly scheduled. Mr. VanValkenburg seconded the motion and the motion carried.

Town bridges:

Rick Osborne stated that the Town spent a lot of money to obtain easements from abutting property owner to the Kent Hollow Bridge that is being replaced. Mr. Osborne stated that the Board of Selectmen have the right to set right-of-way boundaries on all town roads. He suggested that the Board of Selectmen set the boundaries at 50 feet on the side and 100 feet out on all 22 bridges in town. Mr. Adams tabled until the next meeting to have full board representation.

Social Services Director Resident Policy update:

Leah Pullaro requested the Board of Selectmen define "resident." She added that she was primarily looking for clarification concerning the residents of the long-term care facilities in Town. Mr. Adams tabled until the next meeting to have full board representation.

Policy and Procedure Manual:

Mr. Parkin provided a proposal for amending the "Education" provision of the Town of Kent Policy and Procedure Manual. Mr. Adams made a motion to amend the proposal as follows:

Continuing Education

It is the policy of the Town of Kent that employees are encouraged to attend workshops and conferences on subject matters that are relevant to their positions of employment with the Town and which can improve employee's general job performance.

Attendance at such conferences and workshops must have prior written approval by the department head and/or commission. Approval shall only be granted when such attendance is within the respective department budget.

Job Certification/Continuing Education

The Town will pay the costs of job certification/continuing education courses that are *necessary for the performance of the duties of the position held*. Attendance at any such courses must be pre-approved by the Board of Selectmen. The costs that will be paid include tuition, course materials if any, mileage for use of personal vehicle and time at the actual course session(s) at the employee's normal hourly rate.

Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams made a motion to approve the proposal for amending the "Education" provision of the Town of Kent Policy and Procedure Manual, as amended. Mr. VanValkenburg seconded the motion and the motion carried.

Emergency Shelter:

Mr. Adams stated that there is a grant for a generator at the "emergency shelter." Mrs. Ferris stated that the Safety Committee agreed to keep the Nutrition/Senior Center as the Emergency Shelter for food prep in conjunction with the Town Hall for sleeping, warming/cooling center, cell phone charging, etc. Mrs. Rundall expressed her concern with changing the location for the generator from the Community House. Mr. Adams tabled any action until the next meetingsdfgh to have full board representation.

Public Restrooms/cleaners:

Mr. Adams stated that the cleaner is doing a good job. The coin collector for the shower has jammed a few times. Mr. Adam will put together a chain of command for repairs for the showers at the restroom.

Electric Car Charging Station:

Mr. Adams stated he had nothing new to report.

Health Insurance:

Mr. Adams stated he had nothing new to report.

Mr. Adams made a motion to adjourn the meeting at 5:05 p.m. Mr. VanValkenburg seconded the motion and the motion carried.


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.*

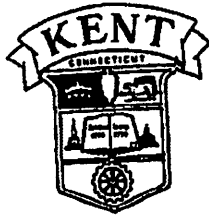
AGENDA

BOARD OF SELECTMEN REGULAR MEETING

**August 1, 2017
4:30 P.M. TOWN HALL**

Regular Meeting

1. Call to order
2. Pledge of Allegiance
3. Approval of Minutes
a July 5, 2017 Regular Meeting
4. Public Communication
a Oral
b Written
5. Report of First Selectman
6. Report of Selectmen
7. Report of Treasurer
8. Tax Refunds
9. Employee(s) report(s) on Seminar/workshops
10. New Business
a Request for education and training reimbursement
b Town bridges
11. Old Business
a Social Services Resident Policy
b Policy and Procedure Manual
c Emergency Shelter
d Public Restrooms/cleaners
e Electric Car Charging Station
f Health Insurance
12. Adjourn



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: July 31, 2017

FROM: Donna Hayes, CZE

A handwritten signature in dark ink, appearing to read "Donna", written over the printed name.

Building Department:

- Permits Issued: 23 (July)
- Total Construction value: \$709,068

Planning & Zoning:

- Permits Issued: 9 (July)
- Certificates of Compliance Issued: 0 (July)
- Applications before the Commission: (July)
 - New tennis courts at the Kent School (approved)
 - Filling operation on Upper Kent Hollow Road (ongoing) Signage request for Kent Coffee & Chocolate, 45 North Main Street
- Applications before the Commission: (August)
 - Operation of a drug and alcohol rehab facility at 46 Maple Street (2nd public hearing 8/10)
 - Change of use from office to retail at 11 Bridge Street

Inland Wetlands:

- Approved: July
 - Deck on the easterly side of a residence on Macedonia Road
- Pending: July
 - Notice of Violation for the weekly, illegal removal of a beaver dam.
- Denied: July
 - Installation of processed stone in a 9' wide by 200' long area approximately 25' from the stream

Zoning Board of Appeals:

- Pending:
 - None
- Approved:
 - None

Architectural Review Board:

- Pending:
 - None

UPDATE ON CONTINUING PROJECTS:

- Rewrite of the Regulations:
 - The Commission finished their review and all changes will be compiled and forwarded to Mr. Chalder for inclusion. Once that is done, we will be going to public hearing for approval.

VIOLATIONS:

- Legal Issues:
 - Mauri v Town of Kent ZBA – The \$1,000 fee was expected by July 28. As of the writing of this Staff Report, the money has not been received. There is a possibility that he will be having another wedding. I am still waiting to finalize the information before moving forward with legal action. Total charges as of the end of June are now: \$47,652.80.
- Notice of Violations:
 - South Kent Road: No response from the property owner was received. Unfortunately, I feel that I will need to issue a cease and desist order.
 - The land filling operation on Upper Kent Hollow Road was discussed at the June P&Z meeting. A work schedule was created that is acceptable to the property owner and the neighbors and that information is being logged and submitted to the property owner.
 - With regard to the signage violation at Kent Coffee and Chocolate, the business owner came before the Commission and a decision was made to remove the illegal signs. The business owner will be pulling a permit to install a legal sign.
 - With regard to the Inland Wetlands Violation: Ms. Hayes contacted Beaver Solutions who will schedule a meeting with the caretaker of the property to discuss options.



Bruce Adams <firstselectman@townofkentct.org>

FW: Brookfield Limitations on Gun Fire on Private Property

1 message

Gordon Muessel <gmuessel@libertasgroup.com>

Fri, Jul 28, 2017 at 12:46 PM

To: "firstselectman@townofkentct.org" <firstselectman@townofkentct.org>

Bruce,

I have talked to 2 Dozen of my neighbors.

We all want to put the same exact restrictions in place to stop this 100+ gathering of Gun Shooting to Stop.

This is not something supported in the neighborhood, and I am sure your daughter who lives nearby would also agree.

It is not appropriate to have this many people showing up for a gun shooting rally, so we want the same rules at Brookfield.

Also, I would guess that less than 10 percent of the folks that show up are even from Kent

- Limit Gathering to no more than 4 shooters at a time
- No Shooting on Holiday Weekends or Sundays

We want to get this underway and the restrictions voted on and in place right away.

We would like your support for this.

We can start a www.change.org petition.

We can get the Newspapers Involved.

But I would prefer to simply get this Restriction Underway and Voted into Effect so we don't have to go to such an outspoken endeavor.

How do we proceed to get this in place right away?

We would like to get this passed asap.

Gordon

Gordon Muessel, Managing Partner, Libertas Group, 212-722-4339, gmuessel@libertasgroup.com

From: Gordon Muesel
Sent: Sunday, May 28, 2017 5:31 PM
To: Adams Bruce <firstselectman@townofkentct.org>
Subject: Fwd: Brookfield Limitations on Gun Fire on Private Property

Gordon Muesel

Libertas Recruiting

212-722-4339 NY

020-7993-2893 London

gmuesel@libertasgroup.com

www.LibertasGroup.com

Begin forwarded message:

From: Gordon Muesel <gmuesel@libertasgroup.com>
Date: May 28, 2017 at 3:14:47 PM EDT
To: Gordon Muesel <gmuesel@libertasgroup.com>
Subject: Brookfield Limitations on Gun Fire on Private Property

http://www.brookfieldct.gov/Pages/BrookfieldCT_LandUse/forms/ZoningRegs/16FiringRanges.pdf

 16FiringRanges.pdf
101K

**TOWN OF BROOKFIELD
ZONING REGULATIONS**

**Firing Ranges, Target Shooting & Discharge of Firearms for Recreational Purposes –
§ 242-313A&B**

**§242-313 Firing Ranges, Target Shooting , and the Discharge of Firearms for
Recreational Purposes [11/8/00]**

A. Residential Zones

- (1) Firearm Activities are prohibited in Residential Zones unless an application for a Firearm Plan is submitted to and approved by the Zoning Commission.

B. Firearm Plan Requirement

- (1) No Firearm Plan shall be approved by the Zoning Commission unless the use of the property for Firearm Activities:
- (a) predates the effective date of this section; and
 - (b) constitutes a valid non-conforming use as provided by law.
- (2) No Firearm Plan shall be approved by the Zoning Commission unless it incorporates the following structures:
- (a) a sound attenuation enclosure surrounding the firing discharge area, which shall reduce the noise measured at the property lines to the standards outlined in Section 242-602A of these regulations, and any noise regulations provided by local, state or federal statute or regulation, whichever more restrictive;
 - (b) a target barrier which shall not be less than 12 feet in height and shall be backed by an earthen berm of four feet (4') or more in thickness, which structure shall be set back not less than thirty feet (30') from any property line, and shall be sufficient to act as a complete deterrent to any ammunition used on the property from passing onto an adjoining property;
 - (c) an elevation limiting device, which shall prevent any round from being fired above the target barrier;

**TOWN OF BROOKFIELD
ZONING REGULATIONS**

**Firing Ranges, Target Shooting & Discharge of Firearms for Recreational Purposes –
§ 242-313B**

- (d) the area in which Firearm Activities may take place shall be completely surrounded by means of a fence or wall not less than four feet (4') above the ground at any point, and all openings in the fence or wall shall be secured by a gate or door equipped with a self-closing, self-latching mechanism that is inaccessible from the outside to small children. A natural barrier is not permitted as an enclosure.
- (3) An application for approval of a Firearm Plan must contain at a minimum, the following documents:
 - (a) A Firearm Plan, which shall consist of a Class A-2 survey of the property, in recordable form, prepared by a licensed and certified land surveyor. In addition to the standard requirements for a Class A-2 survey, the Firearm Plan shall contain the following information:
 - [1] the location of all existing and proposed structures on the property;
 - [2] the location of all existing and proposed locations of Firearm Activities;
 - [3] the location of all structures required by this Section, particularly those enumerated in subsection B(2) above;
 - [4] a written narrative detailing all restrictions imposed by this Section particularly those enumerated in subsection B(3)[b] below;
 - [5] elevations of all existing and proposed site structures;
 - [6] the distances of the existing and proposed Firearm Activities from structures on adjoining properties;
 - [7] the location of any wetlands, underground aquifers, underground aquifer wells providing drinking water, including the distances of the existing and proposed Firearm Activities from such areas and the depth of such aquifer resources; and
 - [8] evidence that the range is constructed in such a manner that all shot, debris and discharge is confined to the target area and that there is no danger or risk of injury to persons and property;

**TOWN OF BROOKFIELD
ZONING REGULATIONS**

**Firing Ranges, Target Shooting & Discharge of Firearms for Recreational Purposes –
§ 242-313B**

- (b) An agreement from the applicant, to be recorded on the Land Records, that Firearm Activities on the property will be subject to the following limitations:
 - [1] Firearm Activities will be conducted on the property only by the owners and/or occupants thereof and their invited guests;
 - [2] there will be no charge or fee for the conduct of Firearm Activities on the property;
 - [3] the property owner must be present during the conduct of Firearm Activities on the property at all times
 - [4] there shall not be more than four individuals simultaneously conducting Firearm Activities on the property;
 - [5] all individuals conducting Firearm Activities on the property must be duly licensed to carry and discharge firearms in accordance with State and Federal law;
 - [6] no Firearm Activities shall be conducted on Sundays or on legal holidays;
 - [7] no Firearm Activities shall be conducted except between the hours of 9:00 a.m. and 6:00 p.m.; and
 - [8] no ammunition may be used in connection with any Firearm Activities except that which can be safely discharged in accordance with State and Federal law and the provisions of this Section and be stopped by the target barrier.
- (c) An enumeration of the specific Firearm Activities to be conducted on the property, to be detailed on the Firearm Plan;
- (d) A plan of operation for the property, detailed on the Firearm Plan, including an enumeration of the safety precautions and procedures to be implemented;
- (e) A letter report from the Chief of the Brookfield Police Department, stating that the Firearm Plan has been reviewed and that the plan incorporates adequate safety measures;

**TOWN OF BROOKFIELD
ZONING REGULATIONS**

**Firing Ranges, Target Shooting & Discharge of Firearms for Recreational Purposes –
§ 242-313B**

- (f) A plan for the property, detailed on the Firearm Plan, to ensure that no ammunition remains, pellets, spent shells, spent shot, target debris, or other residual material, especially those containing lead, is allowed to enter any watercourse or wetlands, or allowed to accumulate on the property in violation of any federal, state or local rule, regulation or statute;
- (g) If lead shot is to be utilized, a lead discharge permit for the property, issued by the Connecticut Department of Environmental Protection;
- (h) Copies of all required governmental Firearm licenses issued to the applicants for the Firearm Activities to be conducted on the site;
- (i) A written statement, under oath, from the applicant that the property had frequently and regularly been used for the specific Firearm Activities to be conducted on the property for at least the one year period prior to the adoption of these regulations.

**TOWN OF BROOKFIELD
ZONING REGULATIONS**

**Firing Ranges, Target Shooting & Discharge of Firearms for Recreational Purposes –
§ 242-313B**

Appendix F - Employee Education and Training Form

REQUEST FOR EDUCATION AND TRAINING REIMBURSEMENT

Name of Employee:

Jennifer Dubray

Date of Request:

8/29/17

Details of the Request:

CAAO 3 hour program titled Real Estate
Title maintaining Assessment Records

Please see attached and I am asking
for hourly wage reimbursement and mileage
reimbursement as well as the cost of
\$20 for the workshop itself.
\$15

Department Head Comment:

The content of this is necessary for anyone
who works in an Assessor's Office.

Date of Selectmen Approval:

Patricia S. Brundini
Department Head Signature

Date

July 18, 2017



Connecticut Chapter of the International Association of Assessing Officers

**Real Estate Title
Maintaining Assessment Records**

This three hour program has been designed to provide the knowledge of how and what can change title. The workshop will delve into the various classes of deeds, the structure of the deed and identify the pertinent details. This session will be a great resource for those new in the assessment field or as a great refresher for the veteran assessment professional.

*Instructor Helen Totz, CCMA II,
CCMA Approved for 3 hour CEs*

When: August 29, 2017

Where Prospect Fire House
26 New Haven Road
Prospect CT

Time: 10:00am to 1:00pm

Cost: \$30.00

RSVP By August 15, 2017

For questions or to make your reservation contact Melinda Fonda 203-385-4025 or email to mfonda@townofstratford.com

Municipality/Company: _____

Name of Attendee: _____

Phone _____ **Email** _____

Amount Enclosed _____

Make Checks Payable to the

**CT. Chapter of IAAO
C/O Melinda Fonda
Town of Stratford
2725 Main St
Stratford CT 06615**

**Proposal for amending “Education” provisions of the
Town of Kent Policy Manual**

The changes suggested herein are intended to clarify the intent of the education provisions.

Current Policy Manual Language

Education

Continuing Education

Employees are encouraged to attend workshops and conferences as included and approved in their respective departments’ budgets.

Job Certification

The Town will pay the cost of necessary job certification courses, as pre-approved by the Board of Selectmen. Such costs will include course materials and the employee’s mileage and time.

Proposed Amended Policy Manual Language

Education

Continuing Education

It is the policy of the Town of Kent that employees are encouraged to attend workshops and conferences on subject matters that are relevant to their positions of employment with the Town and which can improve employee’s general job performance. Attendance at such conferences and workshops must have prior written approval by the department head. Approval shall only be granted when such attendance is within the respective department budget.

Job Certification

The Town will pay the costs of job certification courses that are *necessary for the performance of the duties of the position held*. Attendance at any such courses must be pre-approved by the Board of Selectmen. The costs that will be paid include tuition, course materials if any, mileage for use of personal vehicle and time at the actual course sessions at the employee’s normal hourly rate.

**Town of Kent
Kent Safety Committee
P.O. Box 678
Kent, CT 06757**

To: Board of Selectmen

From: Lesly Ferris, Chairman



Date: July 7, 2017

Re: Generator/capital

The Kent Safety Committee at its July 6, 2017 meeting made the following recommendation to the Kent Board of Selectmen regarding the Town of Kent Five-Year Capital Plan and the generator grant. The committee respectfully requests the Board of Selectmen consider this item at its August 1, 2017 meeting due to the generator grant deadline.

Mrs. Kearns made a motion to recommend to the Board of Selectmen that, contingent upon the viability of the generator grant and the designation of Kent Town Hall as the Town of Kent Emergency Shelter that the grant be used in conjunction with the funds in the Five-Year Capital Plan to replace and upgrade the generator at the Kent Town Hall. Mr. Osborne seconded the motion, and the motion was approved unanimously.

Thank you for your consideration.

**Town of Kent
Kent Safety Committee
P.O. Box 678
Kent, CT 06757**

To: Board of Selectmen

From: Lesly Ferris, Chairman



Date: July 7, 2017

Re: Generator grant

The Kent Safety Committee at its July 6, 2017 meeting made the following recommendation to the Kent Board of Selectmen regarding the Town of Kent generator grant. The committee respectfully requests the Board of Selectmen consider this item at its August 1, 2017 meeting due to the generator grant deadline.

Mrs. Kearns made a motion to recommend to the Board of Selectmen that the Selectmen verify the generator grant and request the location of the Town of Kent Emergency Shelter be changed to Kent Town Hall. Mr. Osborne seconded the motion, and the motion was approved unanimously.

Thank you for your consideration.

**Town of Kent
Kent Safety Committee
P.O. Box 678
Kent, CT 06757**

To: Board of Selectmen

From: Lesly Ferris, Chairman

Lesly

Date: July 7, 2017

Re: Emergency Shelter

The Kent Safety Committee at its July 6, 2017 meeting made the following recommendation to the Kent Board of Selectmen regarding the Town of Kent Emergency Shelter. The committee respectfully requests the Board of Selectmen consider this item at its August 1, 2017 meeting due to the generator grant deadline.

Mrs. Kearns made a motion to recommend to the Board of Selectmen that the Kent Town Hall be designated the Town's emergency shelter in conjunction with the Kent Senior Center. Mr. Osborne seconded the motion, and the motion was approved unanimously.

Thank you for your consideration.

This institution is an equal opportunity provider and employer.

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KENT TOWN CLERK

2017 AUG -3 P 3 06

BY

Wendy Brady
TOWN CLERK