

Board of Selectmen  
Regular Meeting

December 4, 2018  
4:30 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Darlene Brady, Bart Clark, Lesly Ferris, Sean Gilson, John Grant, Donna Hayes, Rick Osborne, Leah Pullaro, Matt Starr and Lynn Worthington.

Mr. Adams called the meeting to order at 4:30 p.m. The Pledge was recited.

**Approval of Minutes:**

Mr. Adams made a motion to approve the November 7, 2018 Regular Board of Selectmen's minutes, as submitted. Mr. Garrity seconded the motion and the motion carried.

Mr. Garrity made a motion to approve the following Special Board of Selectmen's minutes, as submitted:

November 9, 2018	Special Meeting
November 28, 2018	Special Meeting

Mr. Parkin seconded the motion and the motion carried.

**Public Communication:**

**Oral:**

Sean Gilson expressed his concerns regarding the Kenico Road project. He stated that Rick Osborne has done a fantastic job and added that the town is lucky to have him and the Town is probably not paying him enough. He stated that Anna Seitz wrote e-mail to Mr. Adams earlier in the day. In her e-mail she expressed concerns regarding the esthetics of the country road, the plantings, the speed and process of sharing information to the public on projects on their roads. Mr. Gilson expressed his concern with the water coming off the hill from the blasting.

Mr. Adams asked that the residents of the Kenico Road project wait until the project is completed before they make judgment. Mr. Garrity stated that the Board of Selectmen should hold a meeting with the residents when a project is going to be done on their road.

**Written:**

Mr. Adams stated that there are six written reports, attached:

- November 27, 2018 Social Services Report from Leah Pullaro
- November 30, 2018 Staff Report from Donna Hayes
- Memorandum of Understanding for KVFD "Ambulance Barn"
- November 7, 2018 Cramer & Anderson letter
- December 3, 2018 Senior Activities Report from Lesly Ferris
- December 2, 2018 e-mail from Guy Mauri

**Report of First Selectman:**

Mr. Adams reported on some of the things he did in the month of November:

- Friday Senior Lunch
- Help with Boy Scout Food Drive

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 DEC -6 P 3:13

BY *D. Brady*  
TOWN CLERK

- State of the Town Address at Informal Club
- November 11 – 21 – away
- Town Hall closed November 22 and 23, 2108
- Met with State Rep Maria Horn

**Meeting covered by the BOS – Group or individual**

- COG Legislative Meeting – Bruce
- Chamber Meeting – Bruce and Chris
- BOS x 2 – Full BOs
- BOS – Bruce and Chris

**Police Report:**

Trooper Fisher continues to be actively involved even when not on duty. He did an exemplary job setting up the parking for the Gilmore Girls weekend and for the Pumpkin Run. Both large events went very smoothly and safe.

**Report of Selectmen:**

Mr. Garrity had nothing to report.

Mr. Parkin had nothing to report.

**Report of Treasurer:**

Mrs. Herbst did not attend the meeting but provided a written report, attached.

**Tax Refunds:**

Ms. Devaux did not attend the meeting and did not provide any tax refunds.

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

Lesly Ferris provided a written report (attached) for the Connecticut Recreation and Parks Association Conference.

Donna Hayes provided a written report, included in her Staff Report, for the Connecticut Association of Conservation and Inland Wetlands Commission, Inc. 41<sup>st</sup> Annual Meeting and Environmental Conference.

**Sealed Truck Bids:**

Mr. Adams opened the following nine sealed bids for the 2005 Ford pick-up truck:

- |                    |            |
|--------------------|------------|
| • Eric Kaminski    | \$3,000.00 |
| • Charlie Godfrey  | \$3,005.00 |
| • Timothy McAlphin | \$4,105.50 |
| • Joseph Gawel     | \$2,275.00 |
| • John Cox         | \$1,200.00 |
| • Andrew Grant     | \$4,316.18 |
| • William McCann   | \$6,254.00 |

- Howard Baker \$6,250.00
- Caralee Rochovansky \$5,555.55

Mr. Adams made a motion to award the sale of the 2005 Ford pick-up and plow to the William McCann in the amount of \$6,254.00, as bid. Mr. Parkin seconded the motion and the motion carried.

#### **Public Restroom Committee:**

Mr. Adams stated that the last \$2,500 of the grant money has been spent on putting stone around the foundation. He added that the treasurer has closed the grant as of today.

Mr. Adams thanked the sub-committee for a job well done. Mr. Adams made a motion to disband the Public Restroom sub-committee. Mr. Parkin seconded the motion and the motion carried.

Mrs. Brady stated that she hopes that money will be put aside for maintenance of the building in the future. Mr. Adams stated that he currently oversees the building with the assistance of Rick Osborne and Phyllis Paine. Mr. Adams stated that the Chamber contributes \$2,500 per year toward the operating costs.

#### **Appointments:**

Mr. Adams stated that the Park and Rec Commission at its November 26, 2018 meeting voted on several appointments (attached) that need to be on the agenda for the January 17, 2019 Annual Town Meeting.

Mr. Adams stated that Gary Davis asked to step down from Lake Waramaug Authority and not be reappointed. Mr. Davis recommended Sal Lilenthal as a replacement. Mr. Adams made a motion to appoint Sal Lilenthal as a member of the Lake Waramaug Authority, to replace Gary Davis, for a 3-year term that would expire on 12/31/21. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to re-appoint Fred Hosterman as a member of the Inland/Wetland Commission for a 5-year term that would expire on 12/31/23. Mr. Garrity seconded the motion and the motion carried.

Mr. Parkin asked again if the positions were advertised. Ms. Hayes stated that she feels that if the current member wants to remain in the position, they should be automatically be re-appointed. Mr. Parkin and Mr. Garrity expressed concern with that concept and feel that the all positions on boards and commissions should be posted on the website. Mrs. Brady stated that a list is being verified for accuracy and will be posted on the website.

#### **Request to encroach on Right of Way for 5B Chase Hill Road:**

Mr. Garrity recused himself and left the room. Mr. Adams stated that The Reverend Dr.

Geoffrey Hahneman submitted a request to him for approval to place fill to raise the grade next to the paved portion of 5B Chase Hill Road and placing a culvert to allow water to pass from the uphill side of the leaching system to the downhill side (attached). Mr. Adams made a motion to approve the request for the encroachment to the Right of Way at 5B Chase Hill Road pending the approval of Highway Foreman Rick Osborne. Mr. Parkin seconded the motion. Mrs. Hayes requested a copy of the request and map for the Land Use Office file. Mr. Adams and Mr. Parkin voted yes. Mr. Garrity recused himself.

#### **Five-Year Capital Plan:**

Mr. Adams stated that the draft of the Five-Year Capital Plan has been distributed (attached). The Board of Selectmen agreed to schedule a Special meeting on Thursday, December 13, 2018 at 2:00 p.m. to discuss the Five-Year Capital Plan. Mr. Adams stated that he would notify the following people who should attend the meeting to discuss requests in the Five-Year Capital Plan:

- Highway Foreman Rick Osborne
- Park and Rec Commission Chairman Lynn Harrington
- Kent Volunteer Fire Department Chief Alan Gawel
- Kent Center School Board of Education Chairman Marty Lindenmayer

#### **Streetscape:**

Mr. Adams stated that the Board of Selectmen has agreed to schedule a Public Hearing immediately following the Annual Town Meeting on Thursday, January 17, 2019 to present the Street Scape Committees recommendation for the sidewalks. Mr. Adams stated that the Board of Selectmen need to decide how to move forward after the hearing. He stated that there could be a referendum or a Town Meeting with a vote. Mr. Parkin stated he would be in favor of a referendum. Lynn Worthington asked if the Board of Finance needs to weigh in on the expenditure prior to any vote. Mr. Adams stated, no, it is the Board of Finance's responsibility to find the funding if the Town votes in favor of a project. Mrs. Brady reminded the Board of Selectmen that they need to keep in mind, if there is to be a referendum, that the ROV's schedule needs to be taken into consideration.

#### **Management Review:**

Mr. Adams stated that there are people that the Board of Selectmen still needs to meet with to discuss the Management Review. He agreed to put a list of people together tomorrow and e-mail the other selectmen the list. Mrs. Hayes asked when she should set-up the meeting with John Johnson and Lynn Werner, as discussed in the Management review meeting she had in November. Mr. Garrity stated that the Board should meet with the other departments before scheduling second meetings with people. Mrs. Hayes expressed her concern with being "pushed to the back."

**2018 BOS Goals:**

Mr. Adams stated that the Board of Selectmen would be holding a Special Meeting later tonight to discuss overviews-synopsis of areas of influence and Department Interaction with Public (agenda attached). Mr. Garrity agreed to take the lead at the meeting since he created the agenda.

**Speed signs:**

Mr. Garrity expressed his concern with the lack of progress on this project. Mr. Adams agreed to contact the State and get permits to put two of the signs on State property, Route 7 north, by the Blacketter house and Route 341. Mr. Adams also agreed to get a list of roads where the signs could be moved to from the highway foreman and the resident trooper. Mr. Osborne stated that he has contacted Call Before You Dig for the two signs on Elizabeth Street and Carter Road.

**Tax Collector written procedure:**

Mr. Adams stated that Ms. Devaux asked to discuss the written procedure as part of her meeting. Mr. Garrity stated that he got the impression that Ms. Devaux was not going to provide a written procedure and he would like it removed from the agenda.

**Park and Rec Director Job Description:**

Mr. Adams stated that Park and Rec Commission Chairman Lynn Harrington had not responded to his e-mails. He stated that he would reach out to her again.

Mr. Parkin made a motion to adjourn the meeting at 6:15p.m. Mr. Garrity 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

December 4, 2018  
4:30 P.M. TOWN HALL

### **Regular Meeting**

1. **Call to order**
2. **Approval of Minutes**
  - a. November 7, 2018 Regular Meeting
  - b. November 9, 2018 Special Meeting
  - c. November 28, 2018 Special Meeting
3. **Public Communication**
  - a. Oral
  - b. Written
4. **Report of First Selectman**
5. **Report of Selectmen**
6. **Report of Treasurer**
7. **Tax Refunds**
8. **Employee(s) report(s) on Seminar/workshops**
9. **New Business**
  - a. Sealed Truck Bids
  - b. Public Restroom Committee
  - c. Appointments
  - d. Request to encroach on Right of Way for 5B Chase Hill Road
10. **Old Business**
  - a. Five-Year Capital Plan
  - b. Streetscape
  - c. Management Review
  - d. 2018 BOS Goals
  - e. Speed signs
  - f. Tax Collector written procedure
  - g. Park and Rec Director Job Description

**"An equal opportunity employer and service provider."**

TO: Board of Selectmen  
FROM: Leah Pullaro  
DATE: November 27, 2018  
RE: Social Services Report, 1st quarter 2018-2019

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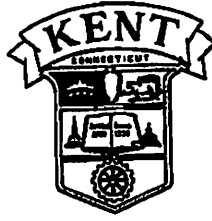
**1. MEETINGS AND COMMUNITY OUTREACH** –In August, picked up and distributed the 26 backpacks and gift cards from the United Way Back to School Program and attended an Energy Assistance Program training course. In September, I chaired a Regional Mental Health Board meeting and was placed with a social work intern from Western Connecticut State University.

**2. CLIENTS SERVED** – In July, August and September, completed 83 prescheduled and walk-in appointments. Completed 40 Renter's Rebate applications.

**3. ASSIST PROGRAMS:**

- **Assist Fund** –The assist fund expended \$4,265.76 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided grant assistance to Kent households totaling \$4,686.00. Requests included assistance with rent, utilities, car repairs, and medical bills.
- **Foundation for Community Health** – Received \$1,364.82 in medication and prescription insurance premium payment assistance for 5 Kent residents.
- **Berkshire Taconic Community Foundation** - \$2,507.67 in assistance from the Neighbor to Neighbor Fund and Blue Horizons Health Fund.





## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: November 30, 2018

FROM: Donna Hayes, CZEO

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#### Building Department:

- Permits Issued: 43 (November)
- Total Construction value: \$1,693,056 (November)
- Fees: \$10,854

#### Planning & Zoning:

- Permits Issued: 4 (November)
- Certificates of Compliance Issued: 3 (November)
- Applications before the Commission: (November)
  - Application #81-18C, Mark G. Smith, P.E. for MKN Property Holdings, LLC, 5 South Main Street, addition, new pumps and tanks, Map 19 Block 12 Lot 5.
    - Approved.
  - Lot Line Revision, John E. Casey, Trustee, Landmark Lane, Building 15, Map 19 Block 42 Lot 43.
    - Approved.
  - Application #103-18C, Dobson Pools for Spooner Hill Group, LLC, 56 Spooner Hill Road, construction of 20' x 50' inground gunite pool with fence and pool equipment in HorizonLine Conservation District, Map 5 Block 12 Lot 143.
    - Approved.

#### Inland Wetlands:

- Approved: November
  - None
- Pending: November
  - None

#### Zoning Board of Appeals:

- Approved: November
  - No applications.



**Architectural Review Board:**

- **Approved: November**
  - Application #005-16, Irvlen Equity, LLC, 60 North Main Street, construction of new art gallery and storage facility; modification to include plan update to art gallery, Map 19 Lot 42 Lot 5.
- **Tabled: November**
  - Application #016-18, MKN Property Holding, LLC, 5 South Main Street, new store front (new windows, new exterior lighting, new hardy board siding) and 14' addition to westerly side of building, Map 19 Lot 12 Lot 5.

**LEGAL ISSUES:**

- **High Watch vs P&Z and BHR:**
  - The motion to withdraw was submitted to the Court on October 31, 2018. On November 20, 2018, the motion was granted by the judge.
  - Legal fees to date: \$14,345.27
- **Birch Hill Certificate of Need**
  - A "Recommendation to Deny" was submitted to the Deputy Commission of the DPH for denial.
  - Birch Hill has submitted an appeal in writing and also requested a hearing.

**VIOLATIONS:**

- Application #008-18, Rick Dolson for Cynthia & Wayne Gustafson, Trustees, 21 Bridge Street, installation of sign on existing sign post and window, Map 19 Block 13 Lot 10

**OTHER:**

- Both Tai and I attended the Connecticut Association of Conservation and Inland Wetlands Commissions, Inc. 41<sup>st</sup> Annual Meeting and Environmental Conference on November 17, 2018. We attended:
  - Planning for Flood-Resilient & Fish-Friendly Road-Stream Crossings
  - 2018 Wetlands Law & Regulations Update with Q&A
  - Wetland Application Site Plan Review Tool
- I will be attending the annual CAZEO Yuletide Meeting on December 5<sup>th</sup>.

## **MEMORANDUM OF UNDERSTANDING**

In consideration of the mutual benefits conferred on each other, their cooperative relationship and the necessity for the Town of Kent (Town) to keep and maintain emergency management equipment acquired, owned by maintained by the Town for the protection and benefit of the people of the Town, the KENT VOLUNTEER FIRE DEPARTMENT (KVFD) and the Town enter into this Memorandum of Understanding dated November \_\_\_\_\_, 2018.

The KVFD shall and does hereby authorize and permit the Town to park and keep an Emergency Management Trailer within KVFD's building known as the "Ambulance Barn" (Barn) from this day forward, at no charge.

KVFD shall determine the location within the Barn where the Trailer shall be stored. KVFD shall have no obligation or responsibility, express or implied, to maintain, repair or insure the Trailer. The Town shall and does retain such responsibility, it shall keep the Trailer insured and does further hold the KVFD, its officers, directors and members free, harmless and indemnified from damage that may occur to the Trailer not caused by the negligent, willful or intentional conduct of said officers, directors and/or members.

KVFD shall permit access to the Town for purposes of maintenance and to deploy the Trailer as needed.

This MOU shall remain in effect unless and until cancelled upon sixty (60) days written notice by either party.

The effective date of this Assignment and Transfer shall be as first written above.

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Town of Kent

By \_\_\_\_\_  
Bruce K. Adams, First Selectman, duly  
authorized by the Kent Board of Selectmen

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Kent Volunteer Fire Department, Inc.

By \_\_\_\_\_  
Alan Gawel, Chief, KVFD  
duly authorized



Joyce Kearns <adminassist@townofkentct.org>

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## KVFD MOU

1 message

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**D. Randall DiBella** <drdibella@crameranderson.com>

Mon, Nov 5, 2018 at 11:07 AM

To: "Bruce Adams (firstselectman@townofkentct.org)" <firstselectman@townofkentct.org>

Cc: "adminassist@townofkentct.org" <adminassist@townofkentct.org>

Hi Bruce and Joyce

I have attached the proposed MOU regarding storage of the Emergency Management Trailer. I have sent it in WORD so you can readily revise it should you need to do so. Or, if you prefer, I can modify it upon your request.

Regards

Randy



[www.crameranderson.com](http://www.crameranderson.com)



**MOU.KVFD.docx**  
20K



## CRAMER & ANDERSON LLP

Attorneys at Law

Dolores R. Schiesel, Esq.  
Admitted in CT and NY  
[drs@crameranderson.com](mailto:drs@crameranderson.com)

14 Old Barn Road  
P.O. Box 333  
Kent, CT 06757-0333  
(860) 927-3568  
Fax (860) 927-4194  
November 7, 2018

30 Main Street  
Danbury, CT 06810  
46 West Street  
Litchfield, CT 06759  
51 Main Street  
New Milford, CT 06776  
6 Bee Brook Road  
Washington Depot, CT 06794

Kent Chamber of Commerce  
Tim Good, President  
P.O. Box 124  
Kent, CT 06757

Town of Kent  
Bruce Adams, First Selectman  
P.O. Box 678  
Kent, CT 06757

Re: *Kent Town Center, 25 and 27 Main Street, Kent, Connecticut*

Dear Tim and Bruce:

As you may know, this firm represents Kent Town Center Association (KTCA), the board for Kent Town Center. The Board has asked me to seek the assistance of the Kent Chamber of Commerce and Town of Kent to help mitigate a serious problem at Kent Town Center. In recent weeks, the general public is using the parking areas and driveways of Kent Town Center, that are private property, without consideration or permission from Kent Town Center Association (KTCA).

It is asking for your help because you may be part of the problem. Some recent occurrences highlight the situation:

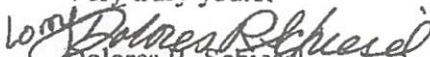
- Signs for Kent Pumpkin Run parking were put on the property without permission.
- An email announcement about the Pumpkin Run and parking used the center's name and street address and encouraged use of KTC for runners
- The Gilmore Girls event staged a road race with a predetermined route that passed over the property without anyone ever requesting permission from KTCA.

The board and shop owners at Kent Town Center are struggling with the perception being put out that this property is a parking lot for the town, much to the detriment of the business owners here. It is taking its own measures to change that perception but wants to be clear that the private property rights of KTCA must be respected.

KTCA is happy to participate in worthwhile events that benefit Kent. Moving forward, it asks that you have written permission from the KTCA Board, for any use of or referral for use of the property, parking area or driveways. You may write the board at P.O. Box 102, Kent, CT,

Please feel free to contact me if you have any other questions.

Very truly yours,

  
Dolores R. Schiesel

cc: KTCA



## Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

[parkandrec@townofkentct.org](mailto:parkandrec@townofkentct.org)

[www.kentctparkandrecreation.com](http://www.kentctparkandrecreation.com)

To: Board of Selectmen

From: Lesly Ferris



Date: Dec. 3, 2018

Re: Senior Activities

The following special activities took place at the Kent Senior Center during November:

2, 9, 16, 30 – Friday Senior Lunch

7 – New Milford VNA Blood Pressure Clinic

14 – Veterans' Luncheon

19 – Adult Coloring Program

Thank you.





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

## Fwd: Right To Farm Ordinance

1 message

Bruce Adams <firstselectman@townofkentct.org>  
 To: Joyce Kearns <adminassist@townofkentct.org>

Wed, Dec 5, 2018 at 10:33 AM

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

From: Chris Garrity <cgarrity@townofkentct.org>  
 Date: Sun, Dec 2, 2018 at 8:35 PM  
 Subject: Re: Right To Farm Ordinance  
 To: Bruce Adams <firstselectman@townofkentct.org>, Jeff Parkin <jparkin@townofkentct.org>, Jeff Parkin <jrparkin@townofkentct.org>

Thanks Guy. Look forward to hearing your ideas.

On Sun, Dec 2, 2018 at 8:34 PM Chris Garrity &lt;cgarrity@townofkentct.org&gt; wrote:

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

From: Guy Mauri <guymauri@gmail.com>  
 Date: Sun, Dec 2, 2018 at 5:28 PM  
 Subject: Right To Farm Ordinance  
 To: <cgarrity@townofkentct.org>

Hi Chris,

I hope you and your family are thriving!

I want to call your attention to our Town's Right to Farm Ordinance which was passed in 2016.

Among other things, the ordinance defines farming, and also specifies which activities are to be protected under the law.

One such activity is Agritourism, and also, "Farm-based recreational activities".

See excerpt:

(Excerpt From The Town's Right to Farm Ordinance)

Such operations also include the operation and transportation of farm equipment over roads within the Town and conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided the activities are related to marketing the agricultural output or services of the farm and local produce and livestock products and provided same do not conflict with any provisions of the zoning regulations. For purposes of this ordinance, such operations do not include the slaughtering of animals not raised on the premises where they are to be slaughtered.

"Farm" means land used primarily for agricultural activities including: agriculture, nurseries, orchards, ranges, forestry, nursery or truck gardening, or for raising or keeping of livestock and fowl

Obviously, the underlying purpose of all of this is to keep Kent rural, while allowing farm properties to explore diverse revenue streams which would make the purchase and ongoing ownership of such land, and the lifestyles required to maintain them, a viable endeavor in today's changing market.

The ordinance defines "Farm based recreational activities" vaguely, but qualifies it somewhat by the phrase that follows: "Such activities must be related to marketing the agricultural output of the farm and local produce...."

The definitions define local produce as including items grown or produced in Kent and surrounding towns. The implication is that even farms that do not grow certain items, can participate in agritourism if they include farm products sourced from other nearby farms.

The question for all local farms is whether farm to table gatherings that include locally sourced items is included, and also, whether those gatherings can include weddings, receptions, birthday parties, or other similar gatherings. Personally, I think the answer is obvious.

The link below will take you to an article on how a town in Massachusetts has recently dealt with the exact same issue we were confronted with in 2015.

<http://agrisk.umd.edu/blog/does-hosting-weddings-constitute-agritourism-a-followup>

I know the Selectman's office is keenly aware of how our last appeal went regarding this issue. However, the Right to Farm ordinance was not in place at that time, so there was no support for farm properties to fall back on at the time of the appeal. Of course it was also before you were elected as a Selectman, so you may not have been fully apprised of the issues and positions of those involved.

The other thing that has changed is the fact the new ordinance specifically takes the responsibility of deciding such matters out of the hands of the zoning commission, and places it squarely with the Selectman's office, which I think is more generally supportive of the local economy and should also have a clearer perspective of how such activities can benefit the town merchants, our tax base, and farm properties generally, while maintaining the rural character of our town.

I do hope we can begin a dialogue on this subject so all local farmers can begin to explore how to take advantage of this favorable ordinance. The Right to Farm ordinance has come at a time when many farmers are running out of options. I think many may be unaware of how they might use the growing trend of Agritourism and Farm Based Recreational Activities to expand the revenue potential of these properties, which will be of great benefit to us all.

I have some very practical solutions on how to limit any inconveniences or liabilities that might be anticipated by persons or parties who may have a dim view of this matter, so please let me know if you have any concerns...

Agritourism is an exciting trend which can benefit the town as a whole,, and I hope Kent will embrace it!

Very best Regards,

12/6/2018

Town of Kent CT Mail - Fwd: Right To Farm Ordinance

Guy and Stephanie,  
The Spirit Horse Farm

--  
Bruce K. Adams  
First Selectman  
Town of Kent, CT  
860-927-4627



## Revenue

1. Received ***unbudgeted PILOT*** - State-Owned Property **28,889.00**
2. ***Interest on Investments*** has already exceeded the budgeted amount Received: **20,505** Budgeted: **15,000**

## Expense

1. Department *actual vs budget to date* is tracking in accordance with the % of completed FY to the % of budget for the same period. Five months in to the FY = **42%**. A few departments have exceeded individual lines within their department. At this time it is presumed that other lines within the department will offset these overages with the exception of "g".
  - a. Attorney Fees: *P & Z* over by **\$93**
  - b. BoS: *Discretionary Expenditures* over by **\$106**
  - c. RoV: *Election Workers* over by **\$991**
  - d. RoV: *Election Refreshments* over by **\$321**
  - e. Tax Collection: *Fees for Delinquents* over by **\$15**
  - f. Town Clerk: *Legal Notices* over by \$40
  - g. Grants: *Women Support Services* over by **\$1,500** (due to clerical error of posting the FY '18 grant with a FY'19 date...too late to correct)
2. Attached is a summary actual vs budget through 11.31.18
3. Audit is on extension: All final field work is complete and a DRAFT of the financial statements has been issued. However, OPM has a requirement regarding inclusion of certain TRB payments and we have been told the information will not be available until "sometime after November 30th". This information is provided by OPM

**TOWN OF KENT**  
**FY '19 Actual vs. Budget**  
 July 2018 through November 2019

	<b>Jul '18</b>			
	<b>-</b>			<b>% of</b>
	<b>Nov 19</b>	<b>Budget</b>	<b>Variance</b>	<b>Budget</b>
<b>Income</b>	<b>\$ 7,419,911</b>	<b>\$ 12,869,312</b>	<b>\$ (5,449,401)</b>	<b>57.66%</b>
<b>Expense</b>				
<b>A • General Government</b>	<b>\$ 628,037</b>	<b>\$ 1,239,476</b>	<b>\$ (611,439)</b>	<b>50.67%</b>
<b>B • Public Safety</b>	<b>\$ 31,360</b>	<b>\$ 250,816</b>	<b>\$ (219,456)</b>	<b>12.5%</b>
<b>C • Public Works</b>	<b>\$ 367,686</b>	<b>\$ 1,650,827</b>	<b>\$ (1,283,141)</b>	<b>22.27%</b>
<b>D • Health and Welfare</b>	<b>\$ 57,717</b>	<b>\$ 101,431</b>	<b>\$ (43,714)</b>	<b>56.9%</b>
<b>E • Recreation</b>	<b>\$ 75,814</b>	<b>\$ 188,333</b>	<b>\$ (112,519)</b>	<b>40.26%</b>
<b>F • Sanitation</b>	<b>\$ 44,440</b>	<b>\$ 115,935</b>	<b>\$ (71,495)</b>	<b>38.33%</b>
<b>G • Board of Education</b>	<b>\$ 3,033,571</b>	<b>\$ 7,294,308</b>	<b>\$ (4,260,737)</b>	<b>41.59%</b>
<b>H • Debt Service</b>	<b>\$ 178,290</b>	<b>\$ 625,486</b>	<b>\$ (447,196)</b>	<b>28.5%</b>
<b>I • Transfer to Capital</b>	<b>\$ 758,700</b>	<b>\$ 758,700</b>	<b>\$ -</b>	<b>100.0%</b>
<b>J • Transfer to Dog Fund</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>100.0%</b>
<b>K • Current Year Capital Pr</b>	<b>\$ 636,500</b>	<b>\$ 636,500</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>\$ 5,819,614</b>	<b>\$ 12,869,312</b>	<b>\$ (7,049,698)</b>	<b>45.22%</b>

# Kent Park and Recreation

Lesly Ferris, Director  
P.O. Box 678  
41 Kent Green Boulevard  
Kent, CT 06757-0678

Telephone 860-927-1003  
Fax 860-927-1313  
parkandrec@townofkentct.org  
www.kentctparkandrecreation.com

To: Board of Selectmen  
From: Lesly Ferris  
Date: Nov. 26, 2018  
Re: Conference report



I attended the annual Connecticut Recreation and Parks Association Conference Nov. 19-20, 2018 at Mohegan Sun. The two-day conference included keynote speaker, workshop sessions, vendor hall, business meeting luncheon, awards luncheon and time for networking with fellow recreational professionals.

Neelay Bhatt, Vice President of PROS Consulting, Inc., was the keynote speaker. His topic was "Building a Culture of Excellence Through Customer Service." He shared ways and ideas to provide excellent customer service, based on years of working with Disney, The Super Bowl and The Olympics, as well as years of consulting, public speaking and training:

- o Can you every day create magical moments proactively?
- o "Hire for attitude, train for skills."
- o Use Google translator on your website to make your website (language) accessible to people.
- o "We've always done it this way" is the most dangerous phrase – don't use as an excuse.
- o Empower your staff to make a difference.
- o "Words don't matter, the right words matter – change your words."
- o You are your own path to success.

I attended the following workshop sessions:

- o Be a Game Changer: Strategies for Innovative Decision Making
- o We're on Facebook ... Now What?
- o Mind Your RFP's and Q's
- o Telling Your Story: How to Speak so People Will Listen
- o Mandated Reporter Training

I gained information that is both practical and relevant and can put into practice. I also spent time speaking with vendors to gather information and make contacts to assist in potential Park and Recreation projects and existing programs.

Thank you for this opportunity.

# Kent Park and Recreation

Lesly Ferris, Director

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[www.kentctparkandrecreation.com](http://www.kentctparkandrecreation.com)

To: Board of Selectmen

From: Lesly Ferris



Date: Nov. 27, 2018

Re: Commission appointments

The Kent Park and Recreation Commission at its Nov. 26, 2018 meeting voted unanimously to recommend to the Board of Selectmen the following appointments to the Kent Park and Recreation Commission to be voted on at the Annual Town Meeting in January:

Sarah Adams to a three-year seat that expires January 20, 2022.

Elizabeth Houck and Trisha McMahon to one-year alternate seats that expire January 16, 2020.

Blythe Everett to fill an unexpired three-year seat that expires January 16, 2020.

Abigail Smith Hanby to fill an unexpired three-year seat that expires January 21, 2021.

Thank you for your consideration of these appointments.

Thank you.

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



# *Saint John's Parish*

768 FAIRFIELD AVENUE • BRIDGEPORT, CONNECTICUT 06604  
TELEPHONE (203) 335-2528

November 27, 2018

Bruce Adams, First Selectman Town of Kent, CT  
41 Kent Green Boulevard  
P.O. Box 678  
Kent, CT 06757

Re: Request to encroach on Right of Way for Chase Hill Rd

Dear Mr. Adams:

We are in the process of starting construction of a repair septic system for our property at 5B Chase Hill Rd. We have worked with Torrington Area Health District to arrive at a plan that meets their requirements and finally have an approved plan. A copy of the plan as approved is attached.

The location of the repair leaching system requires some limited work in the Right of Way for Chase Hill Rd. The work required includes placing fill to raise the grade next to the paved portion of Chase Hill Rd and placing a culvert to allow water to pass from the uphill side of the leaching system to the downhill side.

The area involved is limited to 460 SF and has a maximum of 3 ft of fill. No fill is placed on the travelled portion of the road and the pavement is not disturbed.

We would appreciate it if the Selectman would consider this request at their next meeting. If you have any questions, please contact me, or, Bart Clark, P.E.

Faithfully yours,

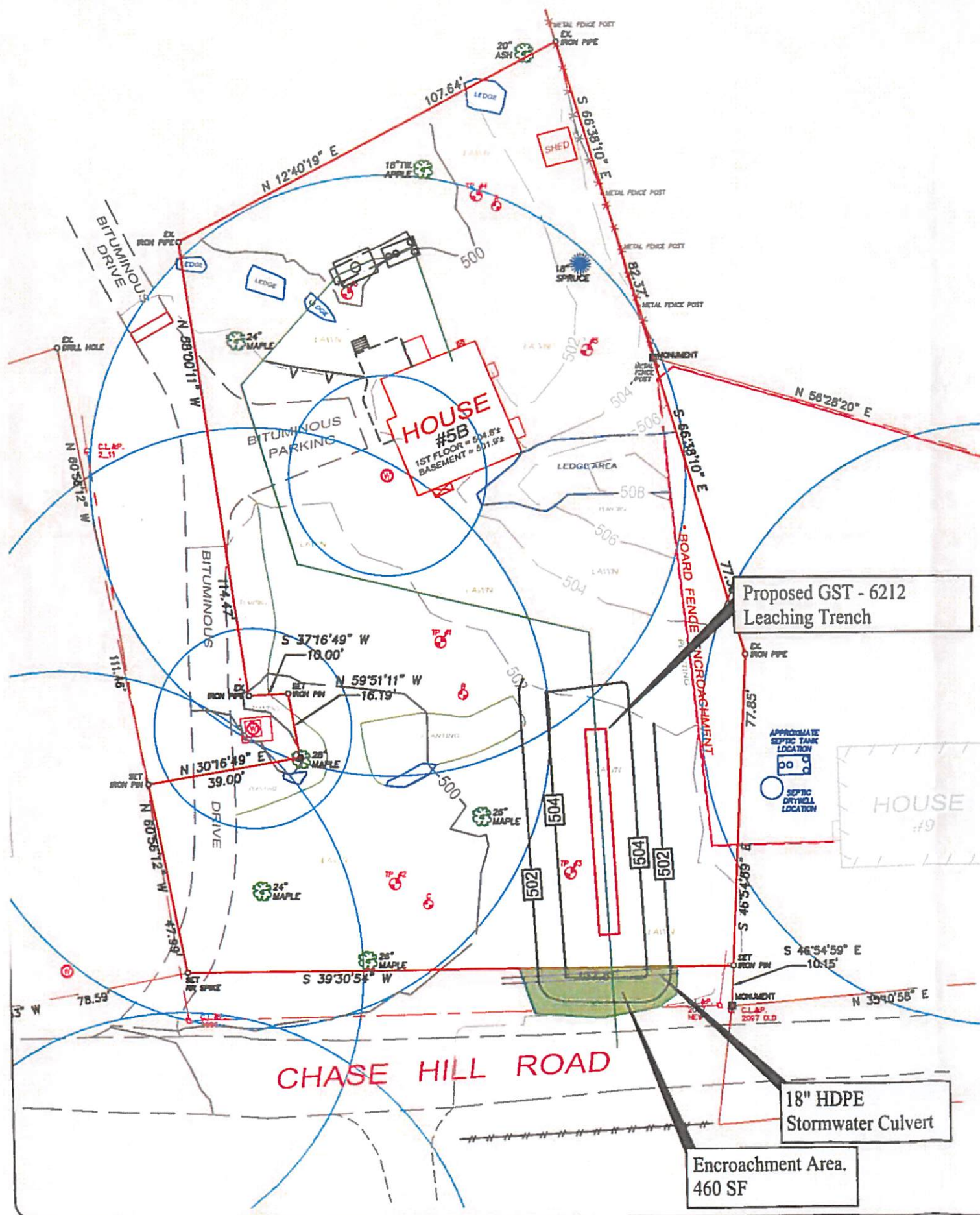
  
The Reverend Dr. Geoffrey Hahneman

cc: Bart Clark, P.E.

*A Christian Ministry*



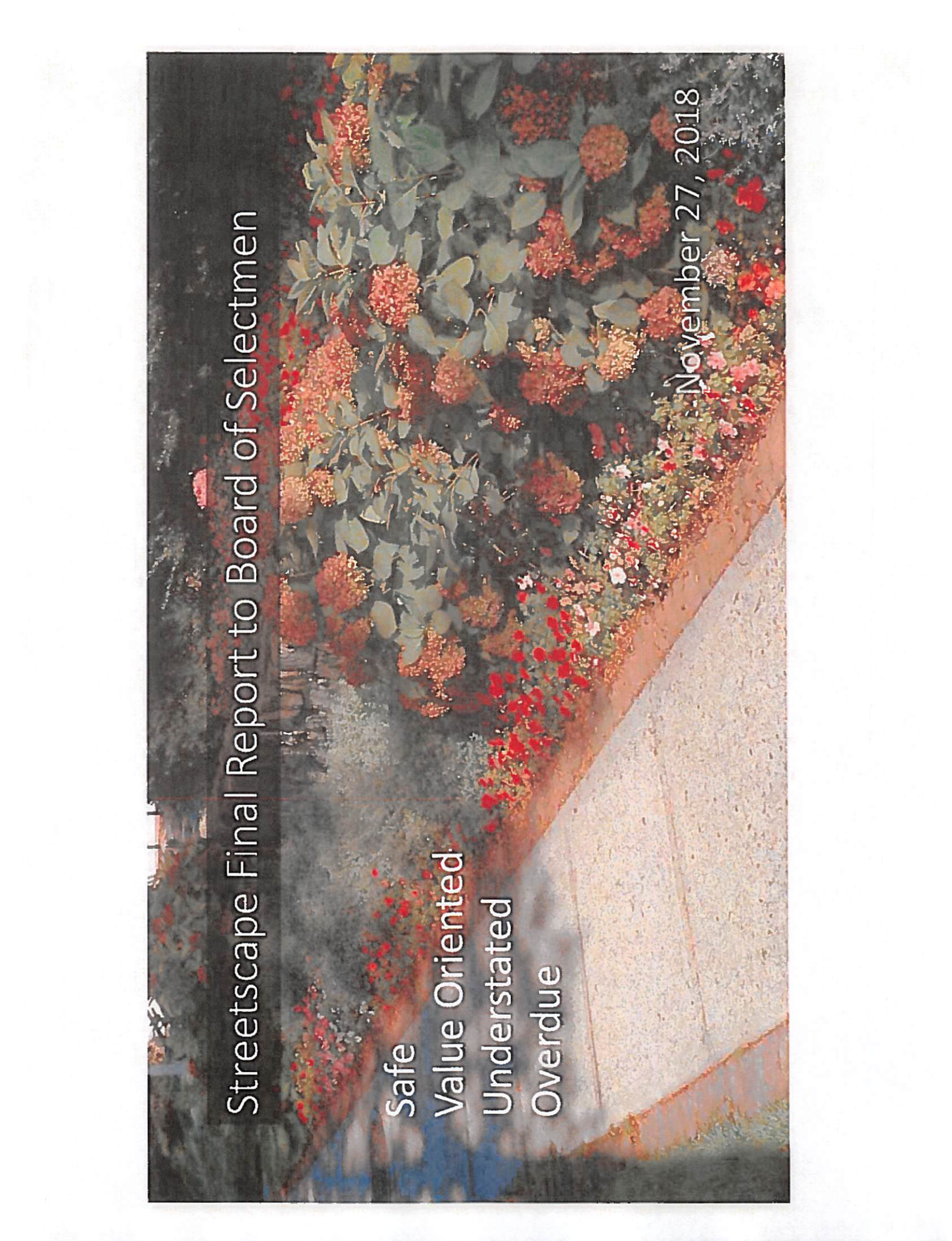
*Since 1748*





FIVE YEAR TOTALS	FIVE YEAR CAPITAL PLAN					INFORMATIONAL USE				
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
<b>BOE PLAN</b>			Roof	Roof	Roof / pkgng lot					
KCS BLDG IMPROVEMENTS			288,000	216,000	288,000	50,000				
WINDOWS		100,000			138,235	138,235	138,235			
984,235 BOE SUBTOTAL	0	100,000	288,000	216,000	402,235	188,235	138,235	0	0	0
<b>BOS PLAN</b>										
HIGHWAY TRUCKS	100,000		60,000	195,000	230,000	130,000	200,000	0	200,000	200,000
HIGHWAY EQUIPMENT		140,000								
		15,000								
	20,000	35,000	40,000	35,000	0	30,000		120,000		
870,000 TOTAL TOWN FLEET	120,000	190,000	100,000	230,000	230,000	160,000	200,000	120,000	200,000	200,000
KVFD APPARATUS	150,000	150,000	150,000	200,000		200,000				
650,000 TOTAL KVFD FLEET	160,000	160,000	160,000	200,000	0	200,000	0	0	0	0
Anderson Acres (rebuild)						350,000				
BOTSFORD ROAD					345,000					0
SPOONER HILL ROAD						500,000				
KENICO ROAD										
STUDIO HILL ROAD		200,000				0				
645,000 TOTAL ROADS	0	200,000	0	0	345,000	0	500,000	0	0	0
BRIDGE #9								300,000		
BRIDGES 17-20 & 22			250,000						400,000	
BRIDGE # 05519 (Macedonia)						250,000				
BRIDGE #16 (Anderson Road)	100,000							400,000		
BRIDGE # Carter Road		250,000								
600,000 TOTAL BRIDGES	100,000	250,000	250,000	0	0	250,000	0	700,000	400,000	0
0 TOTAL LAND	0	0	0	0	0	0	0	0	0	0
TOWN GARAGE			Parking Lot	Parking Lot						
STREETSCAPE (sidewalk replacement)	100,000		30,000	40,000						
SENIOR CENTER		Appliances								
		25,000								
COMMUNITY HOUSE	25,000					Roof	Flooring			
		Bathrooms				50,000	150,000			
TOWN HALL	25,000		Carpet / Paint				TN Hall Roof	Windows		
		Oil Tank Removal					85,000	125,000		
285,000 TOTAL BUILDINGS	150,000	25,000	70,000	40,000	0	50,000	0	215,000	125,000	0
ZONING REG			50,000					0		
TOWN PLAN POCD	15,000	15,000								
REVALUATION				25,000	40,000					40,000
P/R Playgrounds			50,000	50,000	100,000					
345,000 TOTAL NON RECURRING	15,000	15,000	100,000	75,000	140,000	0	0	0	0	40,000
3,295,000 BOS SUBTOTAL	635,000	830,000	670,000	645,000	715,000	860,000	700,000	1,035,000	725,000	240,000
<b>FIVE YEAR TOTALS</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>
4,279,235 BOE & BOS PROJECTED CAPITAL	836,000	930,000	936,000	761,000	1,117,235	848,235	836,235	1,035,000	725,000	240,000
BOE & BOS CAPITAL SPEN	535,000	830,000	936,000	761,000	1,117,235	846,235	836,235	1,035,000	725,000	240,000
1/5TH QF ANNUAL CAPITAL	107,000	186,000	187,200	152,200	223,447	169,247	167,247	207,000	145,000	48,000
APPROPRIATION FY 2019-2020	855,847									
APPROPRIATION FY 2020-2021		918,094								
APPROPRIATION FY 2021-2022			899,341							
APPROPRIATION FY 2022-2023				919,141						
APPROPRIATION FY 2023-2024					911,941					
APPROPRIATION FY 2024-2025						736,494				
Approved by the BoS										
Accepted by the BoF										
Approved by P/Z										
Modified by BoS										
Approved by BoF										





# Streetscape Final Report to Board of Selectmen

Safe  
Value Oriented  
Understated  
Overdue

November 27, 2018



## Streetscape Committee

- The Streetscape Committee has been in existence officially since 2010.
- The committee has been working with the guidance of CT DOT and the engineering firm, Milone & MacBroom for over eight and six years, respectively.
- The committee has pursued all streetscape alternatives with diligence and visited over 25 towns in the Northwest Corner and elsewhere to learn how other communities have addressed this issue.
- We are not recommending a “Cadillac” or “Gold” solution to this community problem, rather, we are recommending the solution which offers the best value and the solution which almost all other rural communities in this part of the state have chosen. There’s a reason for this.



## Recommendations in Order of Preference with Estimated Prices

- Build the entire project in substantial conformance with the attached plan using concrete for sidewalks and granite for curbing. This includes all portions of Route 7 and all portions of Route 341 shown on the plan.

**Estimated Cost      \$3,826,000**

- Build the entire Route 7 portion of the plan using concrete for sidewalks and granite for curbing.

**Estimated Cost      \$2,660,500**

- Build the entire project in substantial conformance with the attached plan using asphalt for sidewalks and granite for curbing. This includes all portions of Route 7 and all portions of Route 341 shown on the plan.

**Estimated Cost      \$2,739,000**





## Building Materials

- Our recommendation for concrete sidewalks and granite curbing was the unanimous choice of the nine committee members who have studied this matter for a period of years. These materials are also the recommendation of our engineering advisors at Milone MacBroom, people who deal with these materials every day. Concrete and granite will provide the best long-term value and pay dividends in terms of long-term durability, structural integrity and appearance.
- If done properly, the streetscape improvements will make our streetscape safe, will require minimal maintenance and won't have to be redone for 40-50 years.
- Please see the links below, particularly the Williams Stone link for the financial analysis of granite curbing vs. concrete or asphalt curbing.
- <https://eastcoatpavement.com/blog/2018/01/25/concrete-sidewalk-vs-asphalt-sidewalk/>
- <http://www.williamsstone.com/documents/11-06-Life-Cycle-Cost.pdf>
- [https://www.pwmag.com/facilities/asphalt-vs-concrete-in-trails-and-sidewalks\\_0](https://www.pwmag.com/facilities/asphalt-vs-concrete-in-trails-and-sidewalks_0)
- <https://www.quora.com/Why-are-roads-covered-with-asphalt-and-sidewalks-made-from-concrete>
- <http://americangranitecurb.com/why-use-granite-curb/>

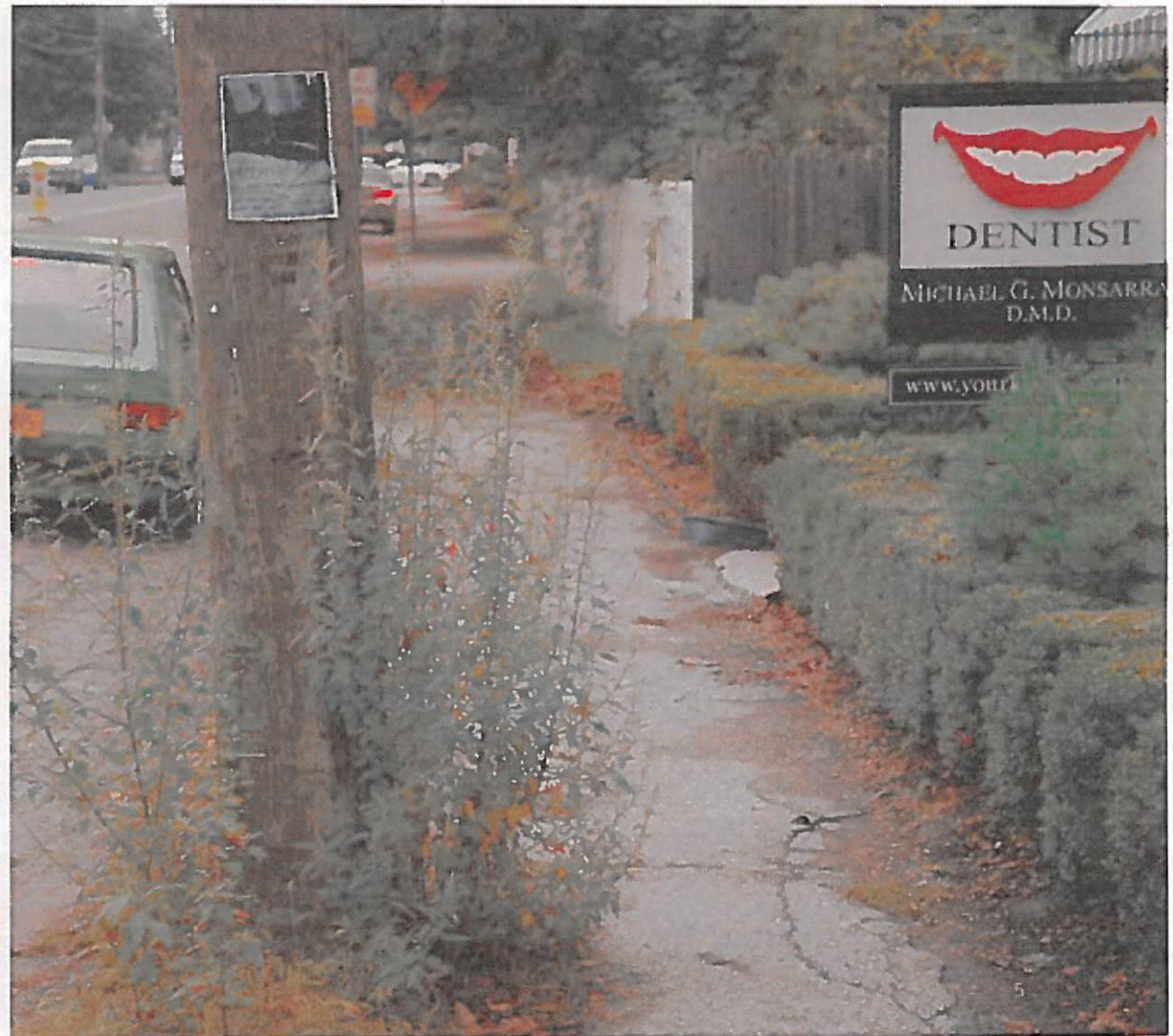


Asphalt sidewalks and concrete curbing at Ten Mile RR Station — opened July 2000



## Infrastructure Investment

- This is an infrastructure investment and an investment in the present *as well as* the future. It needs to be made.
- No comprehensive project in anyone's memory has been undertaken to maintain and construct uniform sidewalks throughout the village to current safety standards.
- Sidewalks are like any other asset of the town, they need periodic investment and upgrading.
- Safe Sidewalks are a basic need of any community – just like roads, sewers and schools.
- This investment will benefit all our townspeople.





## Health and Safety

- This is a health and safety issue.
- Tens of thousands of people walk on these sidewalks each year – townspeople and visitors.
- Consistent with our aging demographic, many are elderly. Some have physical disabilities.
- The sidewalks are uneven, inconsistent, leave many areas of the village unserved and are poorly lit.
- They do not conform to CT handicap codes or requirements of the Americans with Disabilities Act.





## Economic Influence

- This project will have a positive economic influence on the entire community.
- If done properly, the streetscape improvements will require minimal maintenance and won't have to be redone for 40-50 years.
- With a refurbished streetscape, the likelihood of attracting investment capital is significantly increased.
- The streetscape sets the tone for the entire community. An attractive streetscape enhances the economic well being and stability of the community and all its property owners.





# Thank you.

Your leadership is an important component of the success of this project.

We are happy to provide additional information.

## Streetscape Committee Members

Catherine Bachrach

David Bain

Jim Blackketter

John Casey

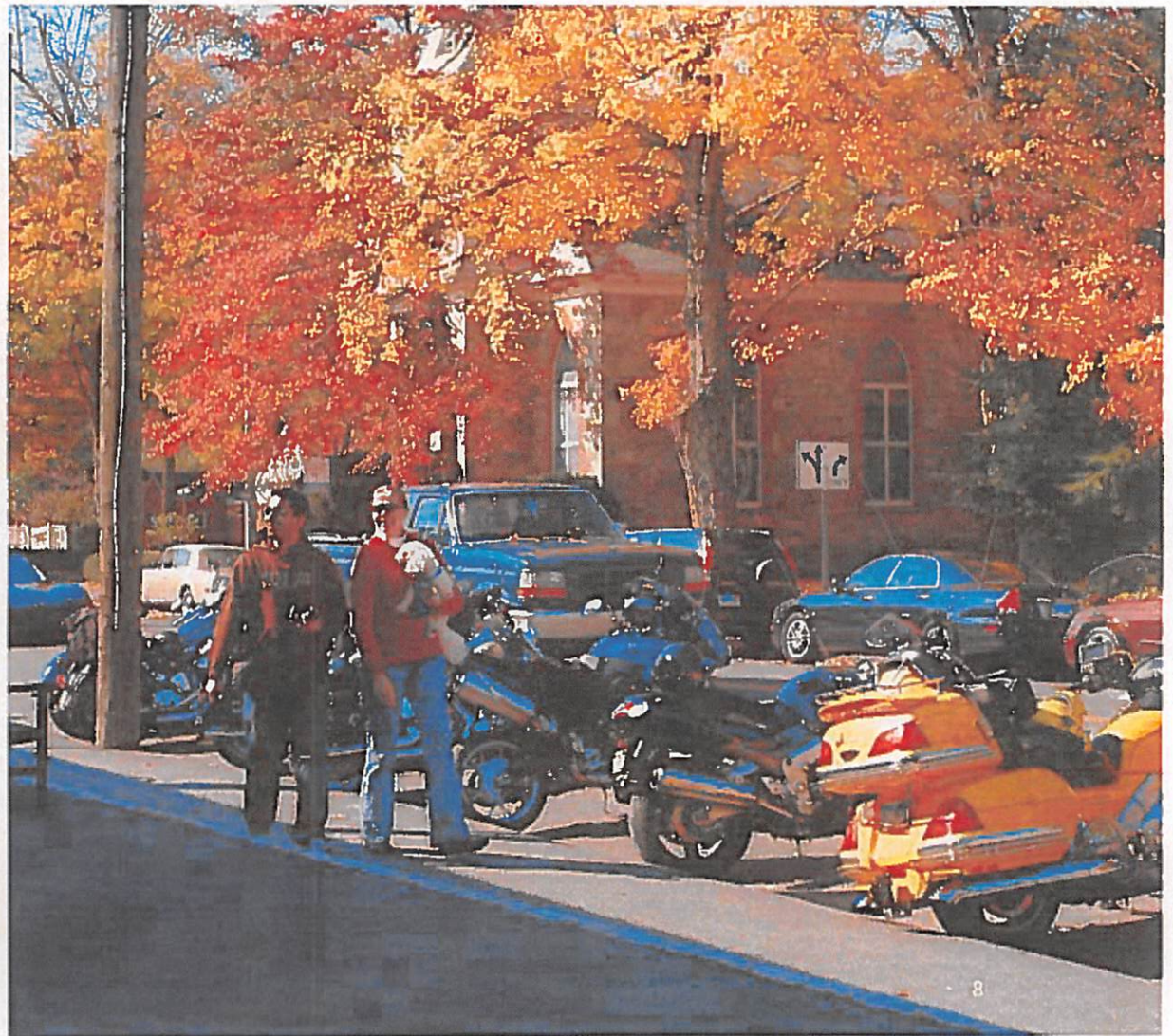
Michael Everett

John Johnson

Hedy Kinney

Rick Osborne

Stephen Wolf



WARNING  
SPECIAL MEETING OF BOARD OF SELECTMEN

TOWN CLERK  
KENT, CONNECTICUT

A SPECIAL MEETING OF THE BOARD OF SELECTMEN WILL BE HELD

TUESDAY, DECEMBER 4, 2018	7:00 P.M.	TOWN HALL
DATE	TIME	PLACE

NOTICE OF SPECIAL MEETING:  
(Must be filed not less than 24 hours prior to holding a meeting)

AGENDA:

- I. Department overviews-synopsis of areas of influence.
  - i. Which Department is yours most connected?
  - ii. What is the main connection point?
  - lii. Ideas to strengthen common processes?
- II. Discussion on Department Interaction with Public
  - i. Most common complaint?
  - ii. Ideas to make service better?
  - iii. Are we a business?
  - iv. Techniques for Problem Solving?

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 DEC -6 P 3:13

BY *D. Brady*  
TOWN CLERK

BOARD OF SELECTMEN

JOYCE KEARNS  
ADMINISTRATIVE ASSISTANT

DATE OF TOWN CLERK NOTIFICATION

RECEIVED FOR RECORD  
KENT TOWN CLERK

"An equal opportunity employer and service provider"

2018 OCT -18 P 2:20  
BY *Debra Brady*  
TOWN CLERK