

Board of Selectmen  
Regular Meeting

June 4, 2019  
4:30 P.M. Town Hall

Present: Bruce Adams and Chris Garrity

Also present: Debbie Devaux, Lesly Ferris, Sean Gilson, John Johnson, Leah Pullaro, Elyse Sadtler, Lynn Worthington and Wes Wyrick.

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

The pledge was recited.

Mr. Adams noted that Selectman Parkin is not at the meeting.

**Approval of Minutes:**

Mr. Adams made a motion to approve May 7, 2019 Board of Selectmen's Regular meeting minutes, as submitted. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to approve May 7, 2019 Board of Selectmen's Special meeting minutes, as submitted. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to approve May 17, 2019 Annual Town Meeting minutes, as submitted. Mr. Garrity seconded the motion and the motion carried.

**Public Communication:**

**Oral:**

Sean Gilson asked for an update on the Kenico Road project, He expressed his continuing concerns with speed, lack of plantings, grading and water issues and an access road to his septic. Mr. Adams agreed to set a meeting by the end of the week with Mr. Gilson, Rick Osborne and himself to discuss his issues.

**Written:**

Mr. Adams stated there is five written reports, attached:

- May 1, 2019 Staff Report from LUA Donna Hayes
- June 3, 2019 Senior Activities Report from Lesly Ferris
- May 16, 2019 3<sup>rd</sup> Quarter Report from Social Services Director Leah Pullaro
- June 4, 2019 memo from Social Services Director Leah Pullaro resigning from the Northwest Regional Mental Health Board
  - Mr. Adams accepted the resignation with great regret and many thanks for the years of service.
- May 16, 2019 memo from Scott Kellogg, Treasurer of LCD
  - Mr. Adams confirmed this is no longer an issue.

**Social Services Assistant Job Description:**

Mrs. Pullaro presented a revised job description for the newly approved Social Services Assistant position. She agreed that the job position and the job description would be a work in progress. Mr. Garrity requested that Selectman Parkin have an opportunity to review the proposed job description prior to approval. Mrs. Pullaro stated that she

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2019 JUN 10 A 9:25

BY *Debbie Devaux*  
TOWN CLERK

needs the job description to be able to advertise the position. Mr. Adams agreed to e-mail the proposed job description to Selectman Parkin tomorrow. Mr. Adams made a motion to approve the proposed Social Services Assistant job description subject to approval from Selectman Parkin. Mr. Garrity seconded the motion and the motion carried.

**Streetscape:**

Mr. Adams stated a new Streetscape Committee was appointed at the Saturday, June 1, 2019 BOS meeting. Three of the five members are presented at today's meeting: Elyse Sadtler, John Johnson and Wes Wyrick. Mr. Adams presented the charge to the members (attached). Mr. Adams has reached out to Mike Doregthy of McClone and McBroom, and he would very much like to meet with the new sub-committee. Mr. Adams asked him to start working on a process. Mr. Doregthy suggested setting a timeline. Mr. Adams added the other two members, not present at the meeting, are Mike Gawel and Abigail Smith-Hanby. Mr. Adams has set-up an e-mail chain for the sub-committee to set-up a meeting. Mr. Garrity added that Rick Osborne is an ex-officio member. Mr. Adams added that Catherine Bachrach has agreed to be a consultant for all things ADA, and Treasurer Barbara Herbst will be available for financials. Mr. Garrity reviewed the charge line by line. He emphasized the request for a needs assessment. Mr. Adams stated that Mrs. Herbst is already working on the extension of the \$500,000 grant. Mr. Garrity expressed his desire to have the sub-committee offer options. Mr. Johnson asked what the budget is for the charge. Mr. Adams stated that there is \$80,000 in the Capital Plan. Mrs. Worthington questioned why the two grants totaling \$900,000 was not included in the project budget. Mr. Adams confirmed that the grants are there and, if the sub-committee "wants" to spend the grant money, they could, but they don't have to. Mr. Wyrick added grants could control the project. Mr. Garrity added that the grants are not a sure thing at this time. Mrs. Worthington reminded the sub-committee they need to warn meetings. Mr. Adams stated that the final decision would be made by the BOS. Mrs. Worthington took Mr. Adams to task and reminded him that he told the Town's People that they would have the final say on the project. She added that he put that in writing in an e-mail. Mr. Garrity agreed. Mr. Adams clarified that the Town's People will be presented one plan and they will vote yes or no. Mr. Garrity stated that he sees it differently. He would like to see the sub-committee present a plan that is somewhat flexible. He added the concept of needs assessment and prioritizes the project. Mr. Garrity stated that this committee has a reset and should look at more than Main Street.

**Policy and Procedure Manual:**

Mr. Adams stated he had nothing new to report.

**Building Inspector Contract:**

Mr. Adams stated the revised contract has been hand delivered to Joe Manley and is awaiting his signature (attached).

**Report of First Selectman:**

Mr. Adams reported on some of the things he did in the month of May 2019:

- Paving meeting for Bulls Bridge Road

- Worked with teamster Representative on employee situation
- Met with Health Insurance Representative
- P&R Park Master Plan sub-committee
- Affordable Housing seminar in Kent
- Delivered medical equipment to Woodbury
- FOI seminar
- Senior lunch Easements for Carter road bridge project

Meetings covered by the BOS - Group or individual:

Budget Hearing – Full BOS

Streetscape meeting - Full BOS

Streetscape Referendum - Bruce

Kent Chamber – Bruce

Monthly BOS - Full BOS

Budget vote – Bruce

HRRA x2 - Bruce

#### **Police Report:**

Phone at Town Hall is 860-927-3134

E-mail is: residenttrooper@townofkentct.org

Lately Andrew has been focusing on speed enforcement. Focus has been on Skiff Mtn., Kenico Rd., and new 4-way stop at South Kent Road, Bulls Bridge Road and Camps Flat Road.

#### **Report of Selectmen:**

Mr. Garrity asked to have a monthly report from the Highway Foreman to include a road assessment and bridge assessment.

#### **Report of Treasurer:**

Mrs. Herbst did not attend the meeting but provide a report (attached).

#### **Tax Refunds:**

Ms. Devaux stated that there would be a tax sale on August 13, 2019, which will be for three properties. She added that there is a link on the tax collector's page of the Town website with all the details.

Ms. Devaux presented a letter for the Selectmen to sign authorizing her to write-off tax balances under \$5.00 (attached).

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

Smith, James	\$ 17.81
Sklarz, Matthew	\$252.86
Zarin, Alexander	\$100.00

Mr. Garrity seconded the motion and the motion carried.

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

Social Services Director Leah Pullaro submitted a written report for the following two workshops she attended (attached):

May 3<sup>rd</sup> NASW/CT 34<sup>TH</sup> Annual Statewide Conference

May 8<sup>th</sup> Aging America

Mr. Adams made a motion to adjourn the meeting at 5:35 p.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

June 4, 2019  
4:30 P.M. TOWN HALL

### **Regular Meeting**

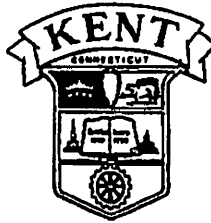
1. **Call to order**
2. **Approval of Minutes**
  - a. May 7, 2019 Special Meeting
  - b. May 7, 2019 Regular Meeting
  - c. May 17, 2019 Town Meeting
  - d. May 24, 2109 Special Meeting
3. **Public Communication**
  - a. Oral
  - b. Written:
    - May 31, 2019 Staff Report from LUA Donna Hayes
    - June 3, 2019 Senior Activities report from Lesly Ferris
    - May 16, 2019 3<sup>rd</sup> Quarter report from Social Services Director Leah Pullaro
    - May 16, 2109 memo from Scott Kellogg, treasurer of LCD
4. **New Business**
  - a. Social Services Assistant job description
5. **Old Business**
  - a. Streetscape
  - b. Policy and Procedure Manual
  - c. Building Inspector Contract
6. **Report of First Selectman**
7. **Report of Selectmen**
8. **Report of Treasurer**
9. **Tax Refunds**
10. **Employee(s) report(s) on Seminar/workshops**
  - a. Social services Director Leah Pullaro – NASW/CT 34<sup>th</sup> Annual Statewide Conference

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2019 JUN -3 P 2:19

BY *Barbara Gray*  
TOWN CLERK

"An equal opportunity employer and service provider."



## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: May 31, 2019

FROM: Donna Hayes, CZEO

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#### Building Department:

- Permits Issued: 46 (May)
- Total Construction value: \$1,167,988.13 (May)
- Fees: \$7,307
- Waived: \$396

#### Planning & Zoning:

- Permits Issued: 5 (May)
- Certificates of Compliance Issued: 1 (May)
- Applications before the Commission: (May)
  - There was no meeting in May.

#### Inland Wetlands:

- Approved: May
  - Application #1196-19, Town of Kent Park and Recreation for Town of Kent, 38 Maple Street, replacement and extension of existing drainage pipe and deposition of riprap at outlet of pipe, Map 4 Block 12 Lot 4.
- Pending: June
  - Application #1197-19, Jeffrey Berg & Susanna Dunne, 15 Halls Lane, installation of 10' 2" x 16' 2" above ground soaking pool, Map 9 Block 22 Lot 31.
  - Application #1198-19, Vincent Roberti for High Watch Recovery Center, Inc., 62 Carter Road, addition of covered porch to existing maintenance barn/shop, Map 14 Block 22 Lot 7.
  - Application #1199-19, Samuel Mazza, 11 Upper Kent Hollow Road, remove existing structure, install pre-fab log cabin house, install prefab barns 10' x 45', install storage barn, Map 16 Block 26 Lot 1.

**Zoning Board of Appeals:**

- Before the Board: May
  - Application #02-19, Joy C. Brown, 463 Segar Mountain Road, relief from §3240, side yard setback, for the construction of a 12' x 12' addition on the westerly side of the existing "tea house", Map 15 Block 22 Lot 67.
    - After meeting with the Board, the applicant decided to withdraw their application in the hope that a lot line revision could be achieved with the neighboring property owner.

**Architectural Review Board:**

- Approved: May
  - NONE

**VIOLATIONS:**

**OTHER:**

- I was on vacation from May 8<sup>th</sup> through the 22<sup>nd</sup>.
- I attended the 5<sup>th</sup> Thursday Forum for Land Use Commissions to discuss the special topic of "Planning & Zoning for Wildlife Corridors and Farm Viability".
- I will be attending the CAZEO luncheon on June 5<sup>th</sup>. The topic will be the "Connecticut Siting Council 101"



## 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: June 3, 2019

Re: Senior activities

The following special activities took place at the Kent Senior Center during April and May 2019:

4/4,11 – Senior Art Group

4/5,12,26 – Friday Senior Lunch

4/8 – adult coloring class

4/17 – Easter luncheon

5/6 – Cinco de Mayo luncheon

5/8 – Mother's Day luncheon

5/10,17,24 – Friday Senior Lunch

5/13 – adult coloring class

5/22 – Memorial Day Lunch

Thank you.



TO: Board of Selectmen  
FROM: Leah Pullaro  
DATE: 5/16/2019  
RE: Social Services Report, 3rd quarter 2018-2019

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### **1. MEETINGS AND COMMUNITY OUTREACH:**

- **January**–Attended Regional Mental Health Board Meeting and the Foundation for Community Health meeting. Meet with regional coordinator for the Salvation Army to discuss financial assistance programs offered by the Salvation Army. Met with representation from Geer Village Senior Living and discussed services and programs available to Kent residents. Coordinated one delivery through CT Food Bank.
- **February** – Attended the Regional Mental Health Board meeting. Coordinated two deliveries through Ct Food Bank. Completed a webinar on Advance Planning.
- **March** - Attended the Regional Mental Health Board meeting. Attended Democrat Town Committee meeting to discuss role of Director, Kent Social Services. Completed a telephone conference with the Jane Lloyd Fund coordinator from Berkshire Taconic Community Foundation. Discussed funding options through the Jane Lloyd Fund.

**2. CLIENTS SERVED** – In January, February, and March, completed 69 prescheduled and walk-in appointments.

### **3. ASSIST PROGRAMS:**

- **Assist Fund** –The assist fund expended \$1,891.26 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided grant assistance to Kent households totaling \$7,475.00. Requests included assistance with rent, mortgage, utilities, car repairs, furnace repair, medical insurance, daycare, and medical bills.
- **Foundation for Community Health** – Received \$1,051.41 in medication and prescription insurance premium payment assistance for 5 Kent residents.
- **Berkshire Taconic Community Foundation** - \$5,947.33 in assistance from the Jane Lloyd Fund, the Neighbor to Neighbor Fund, and Blue Horizons Health Fund.

## **MEMO**

**To: Board of Selectmen**

**From: Leah Pullaro**

**Date: June 4<sup>th</sup>, 2019**

For the last seven years, I have been appointed by the Selectmen to serve as the Kent representative on the Northwest Regional Mental Health Board, CAC 22. I am requesting that I no longer serve on this board beginning July 1, 2019. Stepping down from this board will allow me to attend other regional meetings that, due to time constraints, I was unable to attend in the past.

The Northwest Regional Mental Health Board is currently under new leadership and it is not clear as to how this will affect its work going forward. I recommend that the Selectmen seek a new appointee once the composition of the board has been determined.



## *Litchfield County Dispatch, Inc.*

111 Water Street  
Torrington, CT 06790  
Administration (860) 626-7525  
Dispatch (860) 496-0711  
lcd911.com

To: CEOs, Chiefs of Service, & LCD Directors

From: Scott Kellogg, Treasurer

Date: May 16, 2019

RE: CT General Assembly Raised Bill #1082 and Amendments – **IMMEDIATE ACTION REQUIRED**

On Friday, May 10, 2019, Litchfield County Dispatch was made aware of amendments made to the above mentioned bill that was raised at the CT General Assembly for action before the fiscal session ends in early June. The proposed bill, we believe, was raised due to the work of lobbyists working on behalf of one of the state's seven regional public safety answering points (of which LCD is one of). The amendments to this bill cause significant risk to the state funding that is received annually by LCD and the other regional centers. The significant reduction in this funding would mean immediate and significant increases to the per capita rate that LCD charges its member municipalities for services. We estimate the future potential increase to municipalities to be as much as 40% should this bill pass.

For many years, the department of statewide emergency telecommunications has had a regulation in place that dictates the funding of the regional PSAPs (public safety answering points). The strategy has been to encourage regionalization as there is documented proof that regional PSAPs are a much more economical alternative to municipalities operating their own stand-alone PSAPs. The formula is based on volume of emergency calls and population with a credit being given for the number of municipalities that regionalize. Because of LCDs many small municipalities, this credit is a significant contributor to our funding.

The amendment to the bill originally raised proposed to eliminate this municipality credit and base the funding solely on population (25% weight) and number of 911 calls received (75% weight) for PSAPs with populations of 100,000 or more. LCD has a current population of approximately 94,000 but are aggressively pursuing other towns which would put us over the 100,000 mark. If this were to happen the potential impact of the change would reduce LCD's annual funding by approximately \$370,000 while one center with a municipality with a large population and a large volume of 911 calls would receive an increase. The reaction of at least three of the seven regional PSAPs were similar to LCDs as only one of the PSAPs would have received a significant increase in funding with the other six at risk for varying degrees of reductions.

Since the original bill was introduced, four amendments have been proposed. The latest amendment, filed this week, proposed that the new formula only be applied to regional PSAPs that contain a municipality of more than 100,000 people. We believe this amendment is a result of the negative feedback provided by LCD and the other four regional PSAPs that would be negatively affected by the legislation. In essence, the amendment calls for the one regional PSAP in the state that contains a municipality with a population of more than 100,000 people to be on a new different formula than the other five PSAPs that do not have a large municipality. On the surface, this reduces the risk of reduction for LCD. But the result (if the legislation passes) would require the department of emergency telecommunications to come up with additional funding for the PSAPs in total.....which we all believe will not happen. So the obvious effect would be a reduction of the funding to the five centers (which would be operating under a formula that is a regulation rather than a law) in order to fund the one center at a higher rate based on the new formula (that would be law).

With this, we believe that if this legislation was to pass, the municipalities served by LCD and other regional PSAPs in the state would be at a significant risk of increased costs. **I suggest that each of you contacts your state legislators immediately to express your concern and ask them to vote NO.**

*Proudly Serving As The First 1<sup>st</sup> Responders*

**Town of Kent**  
**Social Services Assistant**

*Effective July 1<sup>st</sup>, 2019*

**Position Summary:** Supports the Social Services Director by performing assigned administrative duties while working in accordance with the NASW Code of Ethics. Coordinate the Monday/Wednesday Senior Nutrition Program.

**Reports to:** Social Services Director

**Hours of Work:**

Part-time hourly position.

10 hours/week. Schedule to be determined.

**General Duties and Responsibilities:**

- Perform all general clerical duties as assigned by the Social Services Director. For example, but not limited to: filing, copying, answering and taking telephone messages, preparing documents and applications for data entry, client file maintenance and review, etc.
- Prepare volunteer schedule for Kent Food Bank and assist with the completion of required monthly reports.
- Complete general office duties independently in the absence of the Social Services Director.
- Complete specific duties at Kent Senior Center as determined by the Social Services Director.
- Under the supervision of the Social Services Director, coordinate the Monday/Wednesday Senior Nutrition Program.
- Complete special projects/reports as assigned by the Social Services Director.
- Keep record of donations and provide donors with written confirmation.
- Assist with distribution of the senior newsletter and proposed social services e-newsletter including maintenance of mailing lists and email contact groups.

**Job Requirements:**

- Proficient in Microsoft Office and experience with data base systems.
- Minimum of an Associate's Degree in Human Services, Psychology, Social Work (Bachelor's Degree preferred).
- Employment experience working in a setting with mandated client/patient confidentiality. In some circumstances, work experience may be substituted for education.
- Valid driver's license and availability of a personal vehicle.

**Physical Conditions:**

- Office environment.
- Repetitive motion (use of a keyboard).
- Periodic need to carry boxes (no more than 50 lbs.), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing or long periods to do filing or sitting, for prolonged periods, for computer or telephone work.

**The SSC is CHARGED with the following MISSION.**

The SSC shall define the detailed scope of work for the Streetscape project which has been under consideration for the Town of Kent for several years. The work product of the SSC will be submitted to the Board of Selectmen; said work product will then be set for review and comment by the Citizens of Kent. This report will form the basis for proceeding with the project.

The work product should address as a minimum the following:

1. Definition of the physical areas within the town to be addressed with this project. Specifically, define precisely which portions of Route 7, Route 341, and side streets adjoining either of the primary routes will be considered in the project scope. This should be understood to be a “needs assessment” to establish priorities and possible phases of construction.
2. Definition, as precisely as practicable, of the materials to be used for the various portions of the construction particularly providing a cost-benefit analysis.
3. For clarity, identification of those aspects of the project that are “safety & security” and those which are “aesthetic”.
4. Assessment of service life of various product options and cost analysis to determine if the cost of higher price materials is justified when compared to anticipated maintenance expenses of alternatives.
5. Definition, as precisely as practicable, of all aesthetic features such as lamp posts and plantings.
6. Determination of what restrictions, if any, are conditions to exercising the two grants which the town has been offered. The project must fully comply with all restrictions but, where permissible, evaluate options available which have not previously been considered. In general, without limitation, this should be understood to be an assessment of the how the GRANTS “conditions” and “restrictions”, if any are applicable, affect the scope of this project and the planned construction phases.

The SSC must recognize the following guidelines:

1. The appropriations approved by the voters of Kent was an enabling authorization to proceed with project definition.
2. The \$2.9MM +/- authorization is not considered the target for the project. That is the maximum amount legally authorized but every effort should be made to present a plan that achieves the necessary requirements and goals of the town while minimizing the cost.
3. The SSC shall affirmatively reach out to the Citizens of Kent for comment and feedback on proposals and concepts. The SSC shall have the discretion to invite the public to open hearings to garner public comment. Selectmen may attend the SSC meetings if so desired.
4. The SSC shall set a sixty (60) day deadline for submitting a report to the Board of Selectmen which shall include a timeline for the construction phases.

**PROPOSAL  
CONTRACT FOR SERVICES  
BETWEEN TOWN AND THE CODE OFFICIAL**

**FOR APPOINTMENT OF FOUR YEARS JULY 1, 2019 THROUGH JUNE 30, 2023  
IN ACCORDANCE WITH SEC. 29-260 OF THE GENERAL STATUTES OF CONNECTICUT.**

This Contract is entered into as of the 1<sup>st</sup> day of July 2019, by and between the Town of Kent, acting herein by the First Selectman hereunto duly authorized, hereinafter known as the TOWN, and Joseph E. Manley of 113 Above All Road, Warren, Connecticut, hereinafter known as MANLEY.

**WITNESSETH:**

WHEREAS, MANLEY has been appointed by said TOWN as the Municipal Code Official pursuant to the State Building Code, as amended by Public Act 443 of the 1969 General Assembly; and

WHEREAS, MANLEY and the TOWN desire to enter into a general agreement to govern all services rendered to the TOWN by MANLEY pursuant to his duties as such Code Official for said TOWN.

NOW, THEREFORE, in consideration of the foregoing, and of the mutual promises herein contained, the parties do hereby mutually covenant and agree as follows:

**ARTICLE I  
STATEMENT OF SERVICES**

1. The term of the Contract shall be from the date hereof and, therefore, will be up for renewal on June 30, 2023.
2. Commencing with the date hereof, for the term of the Contract, MANLEY shall perform the duties and services of a Code Official pursuant to the State Building Code, as amended as aforesaid, for said TOWN.
3. MANLEY shall perform said duties and services as needed by said TOWN and shall at all times maintain sufficient tools and equipment as may be needed to perform the duties and services of said Code Official.
4. MANLEY agrees that he shall diligently pursue any and all courses of instruction required of him to maintain his certification as a Code Official pursuant to the State Building Code, as amended, to the date hereof.
5. MANLEY shall engage the necessary qualified assistants who shall be approved for appointment by the TOWN. MANLEY shall pay the cost of said assistants.

**ARTICLE II  
PAYMENT FOR SERVICES**

1. The TOWN will pay MANLEY for services rendered as the Code Official at the rate of 85% OF THE BUILDING PERMIT FEES and 85% OF THE FEE VALUE of any permit fee waived by the TOWN. The First Selectman shall be the only authorized person to waive fees. Notwithstanding the foregoing, the parties agree that the Town reserves the right to reopen this compensation provision and adjust the percentage rate downward in the event the BUILDING PERMIT FEES are increased during the term of this appointment.
2. Payment as aforesaid shall be made to MANLEY by the TOWN only after receipt by said TOWN of a true itemized bill for services and expenses submitted by MANLEY to the TOWN. Payment of each bill shall be made by the TOWN within a reasonable time from receipt of the same.



3. MANLEY shall keep accurate records of his services as said Code Official and make available said records to the TOWN within ten (10) days of his receipt of a written request from the TOWN to inspect said records.
4. Building permit fees will be reviewed annually.

### **ARTICLE III**

#### **ADDITIONAL TERMS AND CONDITIONS**

1. The TOWN shall maintain appropriate insurance to secure and protect MANLEY from any liability, loss and/or damage arising out of the performance of his duties and services as said Code Official in accordance with C.G.S Sec. 29-262.
2. The TOWN shall provide office space for MANLEY for the performance of his duties and services as the Code Official.
3. The TOWN shall provide a clerk to MANLEY for the performance of his duties.
4. MANLEY shall provide the forms necessary to conform with the provisions of the State Building Code and shall make the same available to the public at said TOWN office.
5. Whenever required by any Federal or State law or regulation, MANLEY shall withhold as such amounts as may be required by the same from payment to himself and his employees for his services.
6. The TOWN shall provide a computer and the required hardware and MANLEY shall provide the required software for the KENT office.
7. A record of all building permits will be maintained in the TOWN'S computer with back up disks.

### **ARTICLE IV**

#### **TERMINATION OF CONTRACT**

1. If MANLEY at any time refuses or fails to meet the duties or perform the services required of him as the Code Official herein with reasonable promptness and diligence within said TOWN, or if MANLEY fails to satisfy any standards, requirements, or conditions of the State Building Code, the TOWN may terminate this Contract following notice and hearing as contemplated by Section 29-260 CGS. The termination shall be effective as of the date and time determined by the First Selectman and shall not prejudice any claims the TOWN may have against MANLEY for breach of this Contract or otherwise. Upon receipt of notice of termination, Manley shall immediately desist from performing duties or services under this contract.
2. This Contract may be amended at any time by mutual agreement of the parties hereto.

**IN WITNESS WHEREOF**, the TOWN and MANLEY have hereunto affixed their signatures the day, month, and year first above written.

The TOWN OF KENT

THE CODE OFFICIAL

By: \_\_\_\_\_  
Bruce Adams, First Selectman

By: \_\_\_\_\_  
Joseph E. Manley

WITNESS: \_\_\_\_\_

## 1. Treasurer Office Activities May:

- a. Compile / submit schedule to CPA (associated with annual KVFD audit) for all non-cash transactions **during calendar year 2018**.
- b. Finalize ***budget documents***, create copies and schedules for Budget hearing and Budget Vote.
- c. Start research on ***Municipal lien*** from July 1991.
- d. Prepared for interim ***Audit Field Work***.
- e. Update a ***Building Inspection schedule*** showing compensation comparisons and Town revenue comparisons associated with changing building permit fees as requested by current Building Inspector.
- f. Calculate / certify ***Mil Rate with and without State assistance*** for Tax Collection purposes.
- g. File ***certification*** regarding ***debt service on BoE*** projects to US Census Bureau.
- h. ***Invoice Region # 1*** for referendum costs.
- i. Attend ***F.O.I seminar*** on 5/23/19.
- j. Prepare documents (Grants synopsis and listing of activities to be completed) regarding ***Streetscape meeting w/ BoS***.
- k. Submit Approved Budget documents and completed ***Municipal Budget Database Form to OPM***.
- l. Issued ***74 accounts payable*** checks and ***5 tax refunds***.
- m. Issued ***138 payroll and payroll liability*** checks.
- n. Recorded ***90 transactions initiated by BoE***.

## 2. Actual vs Budget

### Revenue

**Revenue** is strong, 98.1% of budgeted revenue has been received through 5.31.19

**Received \$9,124** of tax revenue in May

**Received \$20,000** from Marvelwood, cost share for RST Program

### Expense

Expenses are at 85.2% of budgeted amounts

Most overages are within department lines and will be offset by other lines within the same department.

However, the following departments will need YE budget transfers from to cover small overages. Currently the amount in Budget transfers necessary ***exceeds Contingency*** however there will be residual funds from other departments to cover these overages.

- a. **BoS:** *Supplies, Discretionary and Telephone* are all over, currently totaling **\$595**
- b. **RoV:** *Workers, Refreshments and Supplies* are all over, currently totaling **\$3,430**
- c. **Treasurer:** *Computer Services* line is over budget, currently totaling **\$2,700**
- d. **Town Clerk:** *Assistant* line will go over, projected amount **\$1,500**
- e. **Senior Center:** *Maintenance and utilities* are over, projected amount **\$1,200**
- f. **Welcome Center/Public Restrooms** is currently over budget by **\$1,855**, total expected overage **\$3,000**

3. Following is a summary actual vs budget through 5.31.19

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<b>Income</b>	<u>12,611,197.71</u>	<u>12,869,312.00</u>	<u>-258,114.29</u>	<u>97.99%</u>
<b>Expense</b>				
A · General Government	1,128,002.30	1,239,476.00	-111,473.70	91.01%
B · Public Safety	65,840.88	250,816.00	-184,975.12	26.25%
C · Public Works	1,506,812.27	1,650,827.00	-144,014.73	91.28%
D · Health and Welfare	98,315.06	101,431.00	-3,115.94	96.93%
E · Recreation	153,951.39	188,333.00	-34,381.61	81.74%
F · Sanitation	99,887.09	115,935.00	-16,047.91	86.16%
G · Board of Education	6,376,536.61	7,294,308.00	-917,771.39	87.42%
H · Debt Service	625,486.00	625,486.00	0.00	100.0%
I · Transfer to Capital	758,700.00	758,700.00	0.00	100.0%
J · Transfer to Dog Fund	7,500.00	7,500.00	0.00	100.0%
K · Current Year Capital Projects	<u>636,500.00</u>	<u>636,500.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>11,457,531.60</u>	<u>12,869,312.00</u>	<u>-1,411,780.40</u>	<u>89.03%</u>

# Office of the Tax Collector

Town of Kent

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41 Kent Green Boulevard  
P.O. Box 311  
Kent, CT 06757  
(860) 927-3269

June 3, 2019

In accordance with the Town of Kent Code of Ordinances, Chapter 18, Sec. 18-8 dated 1/2009; the Tax Collector is authorized to retain overpayments of taxes if such credit balances are less than \$5.00. The twenty one accounts on the attached list dated 06/03/2019 have balances from (\$.02) to (\$4.84) totaling \$33.99. I request that the Board of Selectman approve adjusting all of these credit balances to zero and the \$33.99 be transferred to Tax Refunds, Line 130-320.

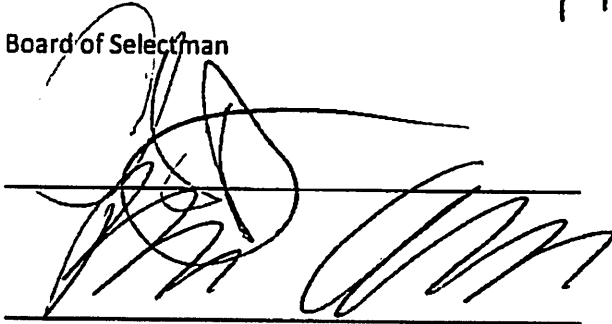
Date of approval of Tax Collector: 06/03/2019



Deborah Devaux, CCMC, Tax Collector, Town of Kent

Date of approval of the Board of Selectman: 6/4/19

Board of Selectman



# RATEBOOK REPORT

KENT

Credit, Active, Regular, Year: 2002 To 2019, Total: No, Flag: , Date: 06/03/2019, Time: 01:14:07 p  
Conditions: Recap By Dist:No, Cycle: 00, Pay Date: 06/03/2019, Name: To, Dist: , Type: TOWN, Sort: Bill Number

Page: 1

BILL #	D-S	TAXPAYER NAME	1ST INST/ADJ	2ND INST/ADJ	3RD INST/ADJ	4TH INST/ADJ	Flag	BINT	LIEN	FEES	BALANCE DUE
UNIQUE ID		ADDRESS		DATE PAID		TAXES	INTEREST				
2016-03-0052478		SCANLIN JAMES M									
52559		C: ZIMMERMAN RACHEL J	49.50			49.50					-4.11
			-4.11	P 07/12/2017			-4.11	04903M		-201	
				A 06/18/2018							

2016 TOT MOTOR VEHICLE

# ACCT: 1

INST-1	49.50	BEG COLL	-4.11	CURR TAX	0.00	PREV TAX	49.50
INST-2	0.00	CURR ADJ	0.00	CURR INT	0.00	PREV INT	0.00
INST-3	0.00	CURR TAX	0.00	CURR FEES	0.00	PREV FEES	0.00
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00
PREV ADJ	-4.11	NET BAL	-4.11	CURR REF	0.00	PREV REF	0.00
PREV TAX	49.50	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00
PREV BINT	0.00	REFUND BAL	-4.11	CURR RLIN	0.00	PREV RLIN	0.00
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00
BEG COLL	-4.11			CURR RBINT	0.00	PREV RBINT	0.00

2016 GROSS TOTAL

# ACCT: 1

INST-1	49.50	BEG COLL	-4.11	CURR TAX	0.00	PREV TAX	49.50
INST-2	0.00	CURR ADJ	0.00	CURR INT	0.00	PREV INT	0.00
INST-3	0.00	CURR TAX	0.00	CURR FEES	0.00	PREV FEES	0.00
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00
PREV ADJ	-4.11	NET BAL	-4.11	CURR REF	0.00	PREV REF	0.00
PREV TAX	49.50	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00
PREV BINT	0.00	REFUND BAL	-4.11	CURR RLIN	0.00	PREV RLIN	0.00
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00
BEG COLL	-4.11			CURR RBINT	0.00	PREV RBINT	0.00

# RATEBOOK REPORT KENT

Credit, Active, Regular, Year: 2002 To 2019, Total: No, Flag: , Date: 06/03/2019, Time: 01:14:07 p  
Conditions: Recap By Dist:No, Cycle: 00, Pay Date: 06/03/2019, Name: To, Dist: , Type: TOWN, Sort: Bill Number

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BILL # UNIQUE ID	D-S	TAXPAYER NAME ADDRESS	1ST INST/ADJ DATE PAID	2ND INST/ADJ DATE PAID	3RD INST/ADJ TAXES	4TH INST/ADJ INTEREST	Flag	BINT	LIEN	FEES	BALANCE DUE
2017-01-0000256 00114900		BUTLER I LTD LLC	5,071.23	5,071.23	P 07/06/2018 P 01/11/2019 P 01/11/2019	5,071.23 2,072.00 3,000.00					-0.77
2017-01-0000264 00134200		DINEEN JOHN W JR & JUNE L	1,717.71	1,717.71	P 07/25/2018 P 06/03/2019	1,717.71 1,718.17	128.83				-0.46
2017-01-0000336 00199700		CHRIQUI BERNARD	4,628.31	4,628.31	P 07/11/2018	9,257.00					-0.38
2017-01-0000467 00101900		DIAZ PETER A C: KIM JLE MEE	1,848.91	1,848.91	P 09/24/2018 P 01/14/2019	1,848.91 1,849.00	83.20				-0.09
2017-01-0000861 00000003		JACKSON ROGER	75.37	75.37	P 05/08/2019 P 05/08/2019	150.74 0.03	18.09				-0.03
2017-01-0001122 00101700		LEVY RICHARD P & LERUE LILIAN	3,231.63	3,231.63	P 07/10/2018 P 02/04/2019	3,232.00 3,232.00					-0.74
2017-01-0001221 00132500		MCCANN CAROL R	311.72	311.72	P 08/06/2018 P 02/04/2019 P 02/04/2019	311.72 311.72 0.03					-0.03
2017-01-0001770 00025200		STROBINO JAY T & SUSAN M	2,115.96	2,115.96	P 07/31/2018 P 01/11/2019	2,115.96 2,120.00					-4.04
2017 TOT REAL ESTATE											
# ACCT: B											
INST-1	19,000.84	BEG COLL	38,001.68	CURR TAX	38,008.22	PREV TAX	0.00				
INST-2	19,000.84	CURR ADJ	0.00	CURR INT	230.12	PREV INT	0.00				
INST-3	0.00	CURR TAX	38,008.22	CURR FEES	0.00	PREV FEES	0.00				
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00				
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00				
PREV ADJ	0.00	NET BAL	-6.54	CURR REF	0.00	PREV REF	0.00				
PREV TAX	0.00	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00				
PREV BINT	0.00	REFUND BAL	-6.54	CURR ALIEN	0.00	PREV ALIEN	0.00				
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00				
BEG COLL	38,001.68			CURR RBINT	0.00	PREV RBINT	0.00				
2017-03-0050275 50275		BRAISLIN MELISSA G	94.54		P 07/03/2018 P 07/03/2019	94.54 1.00					-1.00



# RATEBOOK REPORT KENT

Credit, Active, Regular, Year: 2002 To 2019, Total: No, Flag: , Date: 06/03/2019, Time: 01:14:07 p  
Conditions: Recap By Dist:No, Cycle: 00, Pay Date: 06/03/2019, Name: To, Dist: , Type: TOWN, Sort: Bill Number

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BILL # UNIQUE ID	D-S	TAXPAYER NAME ADDRESS	1ST INST/ADJ	2ND INST/ADJ DATE PAID	3RD INST/ADJ TAXES	4TH INST/ADJ INTEREST	Flag	BINT	LIEN	FEES	BALANCE DUE
2017-03-0050279 50279		BRAWSON CHRISTINE C		BACK TAX							-3.17
			52.48	P 07/02/2018	55.65						
2017-03-0050316 50316		BROWN EDWARD B	36.85 -3.05	P 07/02/2018 A 08/20/2018	36.85	-3.05		04996M		-164	-3.05
2017-03-0050470 50470		CIVITELLI TARA J	136.78	P 02/27/2019	137.71	16.41					-0.93
2017-03-0051668 51668		LAFONTAN VINCENT D	35.92 -2.98	P 07/09/2018 A 08/06/2018	35.92	-2.98		04977M		-160	-2.98
2017-03-0051893 51893		MCBREATH Y MURTHEY R	92.12	P 09/24/2018 P 11/05/2018 P 12/03/2018 P 01/25/2019	20.85 28.93 22.77 24.41	4.15 1.07 0.64 0.59					-4.84
2017-03-0051992 51992		MILLER COLORES A	9.31 -2.33	P 07/02/2018 A 08/01/2018	9.31	-2.33		04974M		-125	-2.33
2017-03-0052227 52227		PARK MICHAEL J C: QUINN JAMES F JR	61.23	P 08/06/2018 P 09/10/2018	59.23 2.03	2.00 0.03					-0.03
2017-03-0052509 52509		SARIO BONNA B	161.16	P 07/31/2018	161.19						-0.02
2017-03-0053214 AE08898		UNIQUE TWIST LLC	99.38	A 08/20/2018 P 09/10/2018 V 03/11/2019	103.85 -0.49	99.38		04992M		5,340	-3.98

## 2017 TOT MOTOR VEHICLE

# ACCT: 10

INST-1	680.39	BEG COLL	680.39	CURR TAX	793.74	PREV TAX	0.00
INST-2	0.00	CURR ADJ	91.02	CURR INT	24.89	PREV INT	0.00
INST-3	0.00	CURR TAX	793.74	CURR FEES	0.00	PREV FEES	0.00
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00
PREV ADJ	0.00	NET BAL	-22.33	CURR REF	0.00	PREV REF	0.00
PREV TAX	0.00	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00
PREV BINT	0.00	REFUND BAL	-22.33	CURR RLIN	0.00	PREV RLIN	0.00
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00
BEG COLL	680.39			CURR RBINT	0.00	PREV RBINT	0.00

**RATEBOOK REPORT  
KENT**

Credit, Active, Regular, Year: 2002 To 2019, Total: NO, Flag: , Date: 06/03/2019, Time: 01:14:08 p  
Conditions: Recap By Dist:No, Cycle: 00, Pay Date: 06/03/2019, Name: To, Dist: , Type: TOWN, Sort: Bill Number

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BILL #	TAXPAYER NAME	1ST INST/ADJ	2ND INST/ADJ	3RD INST/ADJ	4TH INST/ADJ	Flag			BALANCE DUE
UNIQUE ID	D-S ADDRESS	DATE PAID	TAXES	INTEREST	BINT	LIEN	FEEs		
2017-04-0080273 80273	JOHNSTONE KATHERINE I	67.18	P 01/30/2019	68.00					-0.82
2017-04-0080385 80385	OHARA KATELYN R	9.31	P 01/25/2019	9.50					-0.19
2017 TOT MV SUPPLEMENTAL									
# ACCT: 2									
INST-1	76.49	BEG COLL	76.49	CURR TAX	77.50	PREV TAX	0.00		
INST-2	0.00	CURR ADJ	0.00	CURR INT	0.00	PREV INT	0.00		
INST-3	0.00	CURR TAX	77.50	CURR FEES	0.00	PREV FEES	0.00		
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00		
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00		
PREV ADJ	0.00	NET BAL	-1.01	CURR REF	0.00	PREV REF	0.00		
PREV TAX	0.00	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00		
PREV BINT	0.00	REFUND BAL	-1.01	CURR RLIN	0.00	PREV RLIN	0.00		
PAY OFF:	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV R FEE	0.00		
BEG COLL	76.49			CURR RBINT	0.00	PREV RBINT	0.00		
2017 GROSS TOTAL									
# ACCT: 20									
INST-1	19,757.72	BEG COLL	38,758.56	CURR TAX	38,879.46	PREV TAX	0.00		
INST-2	19,000.84	CURR ADJ	91.00	CURR INT	255.01	PREV INT	0.00		
INST-3	0.00	CURR TAX	38,879.46	CURR FEES	0.00	PREV FEES	0.00		
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00	PREV LIEN	0.00		
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00	PREV BINT	0.00		
PREV ADJ	0.00	NET BAL	-29.88	CURR REF	0.00	PREV REF	0.00		
PREV TAX	0.00	RECV BAL:	0.00	CURR R INT	0.00	PREV R INT	0.00		
PREV BINT	0.00	REFUND BAL	-29.88	CURR RLIN	0.00	PREV RLIN	0.00		
PAY OFF	0.00	DISCOUNT	0.00	CURR R FEE	0.00	PREV RLIN	0.00		
BEG COLL	38,758.56			CURR RBINT	0.00	PREV RBINT	0.00		

பெயர்: 5

Regular, Year: 2002 To 2019, Total: No, Flag: , Date: 06/03/2019, Time: 01:14:08 p  
Credit, Active, Regular, Year: 2002 To 2019, Total: No, Flag: , Date: 06/03/2019, Time: 01:14:08 p  
Conditions: Recap by Dist: No, Cycle: 00, Pay Date: 06/03/2019, Name: To, Dist: , Type: TOWN, Sort: Bill Number

[illegible]

GRAND TOTAL		ACCT: 21			
INST-1	19,807.22	BEG COLL	38,754.45	CURR TAX	30,879.46
INST-2	19,000.84	CURR ADJ	91.02	CURR INT	255.01
INST-3	0.00	CURR TAX	38,879.46	CURR FEES	0.00
INST-4	0.00	CURR SUSP	0.00	CURR LIEN	0.00
B-INT	0.00	CURR BINT	0.00	CURR BINT	0.00
B-INT	0.00	NET BAL	-33.99	CURR REF	0.00
PREV ADJ	-4.11	REC'D BAL	0.00	CURR R INT	0.00
PREV TAX	49.50	REFUND BAL	-33.99	CURR RLIN	0.00
PREV BINT	0.00	DISCOUNT	0.00	CURR R FEE	0.00
PAY OFF	0.00			CURR RBINT	0.00
BEG COLL	38,754.45				
				PREV TAX	49.50
				PREV INT	0.00
				PREV FEES	0.00
				PREV LIEN	0.00
				PREV BINT	0.00
				PREV REF	0.00
				PREV R INT	0.00
				PREV RLIN	0.00
				PREV R FEE	0.00
				PREV RBINT	0.00

**To: Board of Selectmen**

**Submitted By: Leah Pullaro, Social Services Department**

**Date: 5/9/2019**

**Workshop Attendance, May 2019**

**May 3<sup>rd</sup>, NASW/CT 34<sup>th</sup> Annual Statewide Conference**

**Workshops Attended:**

**Future of Dementia Care**

**Trauma-Informed Community Building and Healing with Latinx Immigrant Families**

**Strategic Planning for Disruptive Leaders**

**May 8<sup>th</sup>, Aging America: Coping with Loss, Dying, and Death in Later Life**

**Sponsored by New Milford VNA**