

Board of Selectmen
Regular Meeting

October 1, 2019
4:30 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Catherine Bachrach, Darlene Brady, Patty Braislin, John Casey, Melissa Cherniske, Debbie Devaux, Jennifer Dubray, Lesly Ferris, Mike Gawel, Barbara Herbst, Cynthia Hochswender, John Johnson, Leslie Levy, Constance Matson, Ed Matson, Patricia Oris, Lynn Perry, Elissa Potts, George Potts, Jean Speck, Matt Starr, Lynn Worthington and Wes Wyrick.

Mr. Adams called the meeting to order at 4:32 p.m.

The pledge was recited.

Approval of Minutes:

Mr. Adams made a motion to approve the August 6, 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 move the following items to this point in the meeting:

- Attorney Jeff Sienkiewicz presentation on the rule changes that have occurred on the federal level regarding the criteria for acknowledgment.
- Kent Sewer Plant Land Lease

Mr. Garrity seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written:

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

- September 9, 2019 Staff Report from LUA Donna Hayes
- September 27, 2019 Staff Report from LUA Donna Hayes
- May 16, 2019 4th Quarter report from Social Services Director Leah Pullaro
- August 12, 2019 letter from Elissa Potts

Kent Sewer Plant Land Lease:

Attorney Jeff Sienkiewicz explained that the Town of Kent leased land from Kent School in 1970, with a fifty-year lease, for the Water Pollution Control Authority facilities and added several additional easements. The lease expires on October 2, 2020, and the Town has the option to extend the lease for an additional fifty years with the same terms and conditions. Mr. Adams made the following motion:

I move that the Town of Kent exercise its option to extend the October 6, 1970 Lease with Kent School Corporation for land for the town sewer plant for an additional period of fifty (50) years from October 5, 2020, and that such exercise of the option include the Groundwater Monitoring Easement dated December 17, 1998 and the Pump Station Easement dated August 19, 2011. The Town Attorney is directed to send written notice to The Kent School Corporation notifying the School that the Town is exercising its right to extend the lease on

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KENT TOWN CLERK

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BY [Signature] TOWN CLERK

the same terms and conditions as contained in the original lease for the additional period of fifty (50) years, and further directing the Town Attorney to prepare a document for recording on the land records evidencing that the Town has exercised its right to extend the lease and related easements for such additional 50 year period."

Mr. Garrity seconded the motion and the motion carried.

Schaghticoke Indians:

Attorney Sienkiewicz provided an overview of his involvement with the Schaghticoke Indian tribe recognition process back to the 1970's when there was a land claim filed by the Schaghticoke to the current appeal filed for federal recognition as a tribe under the new regulations adopted by the Bureau of Indian Affairs (BIA) in 2015. Attorney Sienkiewicz stated that he and many others are preparing to respond to the application for tribal recognition within the 120-day limit should the Schaghticoke file the necessary paperwork. Attorney Sienkiewicz noted that two different groups, both claiming to be Schaghticoke, have not been able to provide sufficient paperwork to gain federal recognition under the old regulations. Mr. Adams thanked Attorney Sienkiewicz.

CHRI – Criminal History Record Information:

The Department of Emergency Services & Public Protection completed an audit regarding how the Town of Kent obtains and stores fingerprint information when requested for town use (pistol permit). The Board of Selectmen needs to adopt the Criminal History Record Information (CHRI). Mr. Adams made a motion to adopt the Criminal History Record Information (CHRI), attached. Mr. Parkin seconded the motion and the motion carried. Mr. Adams made a motion to add the CHRI to the Policy and Procedure Manual. Mr. Parkin seconded the motion and the motion carried.

KCS Ball Field Sub-committee:

Mr. Adams reported that in 2007 there was a Kent Center School Ball Field Sub-committee created to oversee the ball fields, leased from Kent School and used by Kent Center School and Kent Park and Rec. Mr. Adams recommended that the sub-committee be disbanded and a new sub-committee be formed with three members, which would be one from the BOS, one from KCS and one from P&R. Mr. Adams added Kent School had been paying for turf treatment at the annual cost of \$3,500. Kent School has notified him that they are not going to provide that service, effective immediately. Mr. Adams stated that the KCS Ball Field budget line will go over this year due to the additional expense of the turf treatment and will have to be added to next years budget. Mr. Garrity stated that this might be the time with Park and Rec, performing a study, for them to take over the line item budget and the responsibility of the KCS Ball Fields. He added that he does not see the need for a sub-committee. Ms. Ferris asked if there should be input from the school? Mr. Garrity stated that Park and Rec could work with the school. Mr. Parkin made a motion to disband the KCS Ball Field Sub-committee. Mr. Garrity seconded the motion and the motion carried. Mr.

Garrity made a motion to have Park and Rec take over the responsibilities of the KCS ball fields and the funding in the KCS Ball Field budget line. Mr. Parkin seconded the motion and the motion carried.

KVHE Abatement:

Mr. Adams reported there is tax abatement agreement that both the Town Attorney and Kent Village Housing for the Elderly have agreed to and the Board of Selectmen need to approve, attached. Mr. Adams made a motion to approve the tax abatement agreement with the Kent Village Housing for the Elderly. Mr. Parkin seconded the motion and the motion carried.

Social Services Assistant position:

Kent Social Services Director Leah Pullaro made a recommendation to the Board of Selectmen to fill the part-time Social Services assistant position. Mr. Adams made a motion to hire Elisa Hoadley to start as the Social Services Assistant as soon as possible at the rate of \$16.00 per hour with a 90-day review, with the potential of an increase to \$18.00. Mr. Parkin seconded the motion and the motion carried.

Lien on property at 14 Birch Hill Lane, Kent, CT:

Mr. Adams made a motion to release the General assistance Lien, Vol. 97, Page 836 for Joseph Sario, effective immediately. Mr. Garrity seconded the motion and the motion carried.

Streetscape:

Mr. Adams reported that at the COG meeting Kent and Torrington prepared presentations of project proposals for the COG members to rank for submission of the TAP grant. Mr. Adams stated that the COG members ranked Kent's project higher than Torrington's. He stated that there is \$3 million in federal grant money to be divided at least twice. Mr. Adams noted that the project must be kept separate from the original project. Mr. Parkin asked if there is any town participation with the Tap grant. Mr. Adams stated yes and added that the town already has it with grants and in capital. Mrs. Herbst stated the Town has it but in bond resolution, not grant and capital. Mr. Adams stated that the TAP grant is only for new construction. Mr. Parkin requested the status of the grant extension. Mrs. Herbst confirmed that she has been working on it but cannot submit it until a plan has been approved. John Johnson provided the Streetscape Committee 2's recommendation, attached. He stated numerous times that there was no unanimity in voting from the sub-committee on the recommendations. The Board of Selectmen agreed to warn a Special Meeting on Friday, October 4, 2019 at 1:00 p.m. to take the next steps toward a Town Meeting for the Streetscape Project.

Policy and Procedure Manual:

The General Policies section of the manual inadvertently has been omitted. This section of the manual should be reviewed and updated and then attached to the approved Policy and Procedure Manual. Mr. Adams suggested this item be added to the Friday, October 4, 2019 Special Meeting agenda.

Report of First Selectman:

Mr. Adams reported on some of the things he did in the months of August and September 2019:

August:

- Met with Eversource rep Steve Silver
- Two pistol permit interviews
- Conference call on tribal recognition
- Met here with COG Director Rick Lynn on a grant opportunity
- Went to Hartford to meet with Gov. and AG on tribal recognition
- Attended my 4th Eagle Scout ceremony

September:

- Attended KLT yearly meeting
- Met with CIRMA rep
- Attended gathering for Roger White
- Attended Veterans Committee meeting
- Met with KCS Principal to discuss playing fields

Meetings covered by the BOS - Group or individual:

COG Exec. Committee – Bruce

BOS – Full Board - August

SSC2 – Bruce x4

BOF - Bruce

Monthly COG – Bruce

HRRA - Bruce

Police Report:

Lately Andrew has been focusing on speed enforcement. Focus has been on Rt. 7 north and south, 341 east, town center, Kent Hollow.

Speed signs are helping.

He is always very responsive and accessible.

Report of Selectmen:

Mr. Garrity had no report.

Mr. Parkin had no report.

Report of Treasurer:

Mrs. Herbst provided a report (attached). She noted in the report it states that KCS was responsible for the organic lawn care; the report should reflect that Kent School was responsible for the organic lawn care.

Tax Refunds:

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

- Zangrillo, Elizabeth M \$38.43
- Grgecic, Christy Q \$53.21

• Robb, Daniel J	\$14.98
• Toyota Lease Trust	\$14.76
• Parsons, Barbara A	\$24.64
• Ally Financial	\$247.46
• Harrington, Christopher	\$8.72
• Robey, Stephen J Jr	\$19.71
• VW Credit Leasing Ltd	\$155.54
• Toyota Lease Trust	\$264.45
• Honda Lease Trust	\$115.51
• Trautmann, Rebecca L	\$117.19
• Everett, Anne	\$16.66
• West, Harold J	\$13.78
• Vadnais, Andrew J	\$50.00
• Vadnais, Andrew J	\$1.00
• Purcell, William A	\$20.58
• Purcell, William A	\$26.03
• Haskell, Betty A	\$22.13
• Romano, James A	\$54.51
• Schullery, Robert & Susan	\$7.75
• Ross, Anne C	\$18.92
• Spencer, James & Kristin	\$14.87
• Spencer, James & Kristin	\$4.54
• Morvillo, Christopher & Neda	\$1,780.63

Mr. Adams seconded the motion and the motion carried.

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

No employee reports or seminar/workshops.

Mr. Garrity made a motion to adjourn the meeting at 6:56 p.m.


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

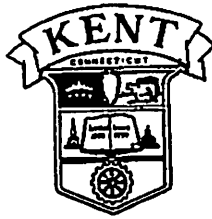
BOARD OF SELECTMEN
REGULAR MEETING

OCTOBER 1, 2019
4:30 P.M. TOWN HALL

Regular Meeting

1. **Call to order**
2. **Approval of Minutes**
 - a. August 6, 2019 Regular Meeting
3. **Public Communication**
 - a. Oral
 - b. Written:
 - August 30, 2019 Staff Report from LUA Donna Hayes
 - May 16, 2019 4th Quarter report from Social Services Director Leah Pullaro
 - August 12, 2019 letter from Elissa Potts
4. **New Business**
 - a. CHRI – Criminal History Record Information
 - b. KCS Ball Field Sub-committee
 - c. KVHE Abatement
 - d. Kent Sewer Plant Land Lease
 - e. Social Services Assistant position
 - f. Lien on property at 14 Birch Hill Lane, Kent, CT
 - g. Attorney Jeff Sienkiewicz presentation on the rule changes that have occurred on the federal level regarding the criteria for acknowledgment.
5. **Old Business**
 - a. Streetscape
 - b. Policy and Procedure Manual
 - General Policies
6. **Report of First Selectman**
7. **Report of Selectmen**
8. **Report of Treasurer**
9. **Tax Refunds**
10. **Employee(s) report(s) on Seminar/workshops**
11. **Adjourn**

"An equal opportunity employer and service provider."



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: September 9, 2019

FROM: Donna Hayes, CZEO

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

Building Department:

	AUGUST	Y T D
Permits Issued:	31	76
Total Construction Value:	\$2,054,238	\$4,372,391
Fees:	\$13,111	\$27,819
Waived:	\$0	\$0

FY 2018-2019

Permits Issued:	490
Construction Value:	\$13,281,156
Fees:	\$87,951

Planning & Zoning:

- Permits Issued: 8 (August)
- Certificates of Compliance Issued: 5 (August)
- Applications before the Commission: (August)
 - Application #42-19ZRA, regulation amendment to §4124 and §4224, proposed by Mr. Marc Weingarten; discussion and possible scheduling of public hearing per §10500 (Public Hearing scheduled for October 10, 2019).
 - Application #44-19SP, Dolores R. Schiesel, Esq. for Roberti Family, LLC, 175 Carter Road, change of use from single family dwelling and accessory dwelling unit to convalescent home, Map 14 Block 21 Lot 35 (Continued to September).
 - Application #'s 59-19SP and 60-19C, David Birnbaum for 33 Camps Road, LLC, 33 Camps Road, operation of bed and breakfast, Map 17 Block 28 Lot 30 (Approved).
 - Reappointment of Greg St. John and Steven Pender as members of the Architectural Review Board to a term of two years ending August 10th, 2021.

Inland Wetlands:

- Approved: August
 - None

- **Pending: August**
 - Application #1205-19, Steven Kalur of F&H, LLC for Lauren Gioia, 15 Cobble Lane, construction of inground pool with terrace, pool house, installation of septic tank and leach fields, and associated site work within regulated area, Map 9 Block 43 Lot 21.

Zoning Board of Appeals:

- **Before the Board: August**
 - No applications before the Board.

Architectural Review Board:

- **Approved: August**
 - No applications before the board.

VIOLATIONS:

- The Building Official, Fire Marshal and I went on a site walk at Camp Kenmont/Kenwood to review violations of work performed without permits.
 - As of the writing of this staff report, I was told that there will be a change in camp management and that the owners and their attorney were filling out the applications necessary to eliminate the violations.

OTHER:

- I will be on vacation beginning September 30th and returning to the office on October 15, 2019.

TO: Board of Selectmen
FROM: Leah Pullaro
DATE: 5/16/2019
RE: Social Services Report, 4th quarter 2018-2019

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1. MEETINGS AND COMMUNITY OUTREACH:

- April–Attended Regional Mental Health Board Meeting and the Foundation for Community Health meeting. Meet with United Way coordinator to discuss programs offered. Attended quarterly meeting with the Foundation for Community Health and Kent Community Fund community needs focus group. Coordinated one delivery through CT Food Bank.
- May – Attended the CT Chapter, National Association of Social Workers conference. Attended a workshop at New Milford VNA on the Process of Loss Dying and Death. Coordinated three deliveries through Ct Food Bank.
- June - Attended a workshop on Trauma hosted by Highwatch and a FISH volunteer transportation meeting. Attended a workshop on FOI and HIPPA for Social Workers hosted by CT Local Administrators of Social Services. Coordinated two deliveries through CT Food Bank.

2. CLIENTS SERVED – In April, May, and June completed 78 prescheduled and walk-in appointments.

3. ASSIST PROGRAMS:

- **Assist Fund** –The assist fund expended \$491.14 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided grant assistance to Kent households totaling \$10,374.00. Requests included assistance with rent, mortgage, utilities, car repairs, furnace repair, medical insurance, daycare, and medical bills.
- **Foundation for Community Health** – Received \$1,667.10 in medication and prescription insurance premium payment assistance for 5 Kent residents.
- **Berkshire Taconic Community Foundation** - \$6028.76 in assistance from the Jane Lloyd Fund, the Neighbor to Neighbor Fund, and Blue Horizons Health Fund.

Fife 'n Drum Restaurant & Inn

53 North Main Street, Kent, CT 06757-0188

860.927.3509

www.fifendrum.com

August 12, 2019

Selectman Mr, Bruce Adams, Mr Chris Garrity and Mr Jeff Parkin
Mr John Johnson, The Kent Streetscape Committee Chairman
41 Kent Green Boulevard
Kent, CT 06757

I am writing to express my concern about the Streetscape Project. I would like this letter to be read at your next meeting and recorded into your minutes.

It appears time is slipping away and before you know it, it will be the end of the 2019 and the \$500,000.00 grant will expire. What an enormous waste that would be for the Kent taxpayers and a real blackeye on the Selectmen's office, who have allowed this to happen. As Selectmen, your office is expected to be fiscally responsible.

The original Streetscape Committee, a group of 8 people, worked diligently one Saturday a month for 10 years. They did the task assigned...they investigated, researched, visited and photographed other towns, their sidewalks and their streetscapes to make fair comparisons. Truly, they garnered a thorough understanding of the information needed to implement the plan. They handed you the completed project on a silver platter.

So I ask... what is the hold up?

The businesses and residents want to see this project happen now AND they want the sidewalks to extend from approximately The Kent Greenhouse to the Condominiums and from Templeton Farms to the bridge on Rt 341, not just up to Lane Street or the RR Crossing.

The north and south ends of town deserve the sidewalks and lighting just like the middle of town. I am sure you are all aware that there are 30 + businesses north of Lane Street and another dozen more south of the light? I can honestly say between the Kent Green, the Fife 'n Drum Restaurant, Inn and Gift Shop property as well as my personal home, we pay a significant amount of property taxes, in the business district, to be included fairly in this Streetscape project.

The logic of selecting a new committee to complete the project is a total mystery. More importantly, watching the new committee slowly dismantle the original proposal is depressing and a waste of years of research. I would like to know why Selectman Garrity and Selectman Parkin decided it was in everyone's best interest to turn this project over to total strangers? Who does that? You really are starting all over again and now the project is slowly unraveling. I would also like to know what is a new committee going to discover that the original committee did not already investigate? What are you trying to achieve with a new committee?

Have any of you driven around the surrounding towns and looked at what the other towns have done? You need to visit Brookfield, Falls Village, Torrington and Greenwich to name a few. In all honesty, not one town has used asphalt in any new sidewalk construction.

While asphalt might initially be the less expensive product, NO OTHER town has chosen to use that material. No one. Every other town simply cannot be wrong. There must be a really good reason that everyone else seems to understand this except the new Sidewalk Committee in Kent. What is it that new Streetscape Committee member and Contractor Mike Gáwel knows, that no one else in the State of Connecticut knows? The bully tactic and the line "I've been a contractor for over 20 years" is clouding the reality of the correct decision. Concrete.

I had asked to be considered for the Sidewalk Committee because I wanted to "maintain the integrity" and "scope of the original project". I also felt the new committee needed someone from the Kent Chamber of Commerce to represent the merchants. I read in the newspaper that I would not be concerned with costs. You are wrong. I am very concerned with the total expense of the project. My taxes too will be impacted by this. But to cheapen the designs integrity, by using inferior materials, will in the long run cost more for repairs and maintenance.

Lastly, another rumor circulating is that the new sidewalks and streetlights will not bring any more visitors to the town. Perhaps you are right. But what it will do is improve the visual appearance of the town and make for a better experience. Call this phase one of an "economic development plan".

Kent residents care about our village and the original Streetscape Project. I strongly believe in reinvestment into your property and more importantly into our town. It's part of the cost of being in business. It is time to move forward and complete the job.

Most Sincerely,

A handwritten signature in black ink, appearing to read 'EGT' followed by a large, stylized flourish.

Elissa G T Potts

Owner | Fife 'n Drum Restaurant, Inn and Gift Shop



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: September 27, 2019
FROM: Donna Hayes, CZEO

A handwritten signature in cursive script, appearing to read "Donna Hayes", written over the printed name.

Building Department:

	SEPTEMBER	Y T D
Permits Issued:	38	114
Total Construction Value:	\$524,189	\$4,896,580
Fees:	\$3,821	\$31,640
Waived:	\$0	\$0

Planning & Zoning:

- Permits Issued: 7 (September)
- Certificates of Compliance Issued: 0 (September)
- Applications before the Commission: (September)
 - Application #44-19SP, Dolores R. Schiesel, Esq. for Roberti Family, LLC, 175 Carter Road, change of use from single family dwelling and accessory dwelling unit to convalescent home, Map 14 Block 21 Lot 35 (**Continued to September 26, 2019 special meeting. The public hearing was closed and the application was continued to the October 10, 2019 meeting.**).
 - Vincent Roberti for High Watch Recovery Center, Inc., 62 Carter Road, extension of permit # 83-17AP, one office trailer, for an additional 6 months, Map 14 Block 22 Lot 7 (**APPROVED**).
 - Application #72-19C, Ira D. Smith for Albert Franco Real Estate Trust, 5 Bridge Street, change of use from retail/residential apartment/ice cream parlor to retail/residential apartment, Map 19 Block 13 Lot 7 (**APPROVED**).

Inland Wetlands:

- Approved: September
 - Application #1205-19, Steven Kalur of F&H, LLC for Lauren Gioia, 15 Cobble Lane, construction of inground pool with terrace, pool house, installation of septic tank and leach fields, and associated site work within regulated area, Map 9 Block 43 Lot 21.

- High Watch Recovery Center, Inc., 0 Carter Road, update regarding clearing of land for the installation of new septic systems as a result of the recently approved addition at 62 Carter Road, Map 14 Block 21 Lot 23. **(While this was not a formal application, the Commission had asked to be shown plans for tree cutting prior to the beginning of the work. The Commission advised High Watch that no tree cutting could be done outside of the area of disturbance.)**
- Pending: September
 - None

Zoning Board of Appeals:

- Before the Board: September
 - Application #03-19, 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 **(APPROVED)**

Architectural Review Board:

- Approved: September
 - No applications before the board.

VIOLATIONS:

- The Building Official, Fire Marshal and I went on a site walk at Camp Kenmont/Kenwood to review violations of work performed without permits.
 - As of the writing of this staff report, I was told that there will be a change in camp management and that the owners and their attorney were filling out the applications necessary to eliminate the violations.

OTHER:

- I will be on vacation beginning September 30th and returning to the office on October 15, 2019.



Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures

Purpose

The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. The Town of Kent may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

Scope

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location from the Town of Kent. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

Proper Access, Use, and Dissemination of CHRI

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI data. Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit fingerprint-based record check within 30 days of employment or assignment on all personnel with who have direct access to CJI, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI. Agencies located within states without this authorization or requirement are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

Physical Security

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. The Town of Kent will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

Media Protection

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

Media Transport

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by Town of Kent.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using Town of Kent issued shredders.
- 2) placed in locked shredding bins for Info Shred to come on-site and shred, witnessed by Town of Kent personnel throughout the entire process.
- 3) incineration using Town of Kent incinerators or witnessed by Town of Kent personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the Town of Kent methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Town of Kent's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Account Management

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

Remote Access

The Town of Kent shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet).

The Town of Kent shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The Town of Kent shall control all remote accesses through managed access control points. The Town of Kent may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

Personally Owned Information Systems

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

Reporting Information Security Events

The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and

weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy Violation/Misuse Notification

Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.



TAX ABATEMENT AGREEMENT

THIS AGREEMENT is made this _____ day of October, 2019 and effective July 1, 2019 by and between the Town of Kent, Connecticut ("Town") and Kent Village Housing for the Elderly, Inc. ("KVHE").

WHEREAS KVHE provides 24 residential units of low and moderate income housing within the Town for eligible elderly persons at below market rates, and

WHEREAS on May 14, 1976 the Town's legislative body has enacted Section 18-3 of the Kent Code of Ordinances entitled "Tax Abatement to Low and Moderate Income Housing" ("Ordinance") which authorizes the Board of Selectmen ("Board") to enter into real estate tax abatement contracts with owners of low and moderate income housing, and,

WHEREAS KVHE has requested abatement and appears to be eligible for such relief pursuant to the terms of the Ordinance, and

WHEREAS KVHE intends to continue to provide and maintain such housing, and

WHEREAS in recognition of the importance of affordable elderly housing within the Town the Board desires to provide abatement assistance as authorized by the General Statutes and the Ordinance,

NOW, THEREFORE, in consideration of the covenants and promises herein set forth, the parties agree as follows:

1. KVHE shall continue to keep all residential units as elderly, low and moderate income housing, as defined by statute as amended from time to time, and shall maintain those restrictions for the entire term hereof;
2. Only the residence units shall be subject to abatement and the tax attributable to the barn on the KVHE premises shall not be subject to abatement;

3. The taxes attributable to the KVHE residential units shall be partially abated each year for a term of consecutive Fiscal Years ("FY") commencing July 1, 2019 (FY 2019-2020) for the Grand List of October 1, 2018 and continuing through July 1, 2027 (FY 2027-2028) for the Grand List of October 1, 2026, ending June 30, 2028 ("Term"), which abatement shall be calculated as a percentage of the whole attributable to the residential units for each year of this Agreement and shall be calculated on an annual basis as set forth below.
4. The abatement shall be pro-rata over the Term, and shall result in the following annual abatements in the KVHE tax liability from the gross annual tax liability that would be fully due and payable but for this Agreement:

	Gross	Amount Payable	% Payable	% Abated
a.	\$13,629.96	\$1,363.00	10%	90% (2019-2020).
b.	\$13,915.60	\$2,783.12	20%	80% (2020-2021)
c.	\$13,915.60	\$4,174.68	30%	70% (2021-2022)
d.	\$14,281.80	\$5,712.72	40%	60% (2022-2023)
e.	\$14,281.80	\$7,140.90	50%	50% (2023-2024)
f.	\$14,721.24	\$8,832.74	60%	40% (2024-2025)
g.	\$14,721.24	\$10,304.87	70%	30% (2025-2026)
h.	\$14,721.24	\$11,776.99	80%	20% (2026-2027)
i.	\$14,721.24	\$13,249.12	90%	10% (2027-2028)
j.	\$14,721.24	\$14,721.24	100%	0

The abatement shall terminate on June 30, 2028 unless renewed prior to that date.

5. KVHE shall and does hereby waive and forego any tax appeal for each tax year of the Term, including the year of inception, and the Town shall continue the abatement for the entire Term provided all 24 KVHE residential units and occupants remain eligible under the Ordinance and state mandated income and rental parameters are complied with by KVHE.
6. The Town shall have the right, upon reasonable notice, to inspect KVHE books of account to ensure continued residents' and rental guideline eligibility for low and moderate income elderly housing.

Dated at Kent this _____ day of October, 2019

Witnesses

Kent Village Housing for the Elderly, Inc.

By _____

Tegan Gawel, Its President

Town of Kent

By _____

Bruce Adams, First Selectman



**TOWN OF KENT
SOCIAL SERVICES OFFICE**

MEMORANDUM

September 10, 2019

TO: Board of Selectmen
FROM: Leah Pullaro, Social Services Director
RE: Hiring of Social Services Assistant

On Tuesday, September 10, 2019 the Social Services Assistant Hiring sub-committee met with one candidate for the social services Assistant position. As you recall, this position was approved and started July 1, 2019.

The sub-committee offered three candidate the opportunity to interview for the position: one declined as her current position hours increased, one never returned the calls to set-up an interview and one was interviewed. The sub-committee believes that Elisa Hoadley has the experience necessary to fill the position with minimal training. She has seen the job description and understands the role she will play in the Social Services Department, including the Senior Center.

Discussion with the sub-committee regarding salary, resulted in a suggested hourly rate of \$16.00 per hour with a 90 day review, with the potential of an increase to \$18.00 per hour.

Thank you.

9/23/2019

Town of Kent CT Mail - BOS Meeting Release of General Assistance Lien Sario



Joyce Kearns <adminassist@townofkentct.org>

BOS Meeting Release of General Assistance Lien Sario

1 message

Darlene Brady <townclerk@townofkentct.org>
To: Joyce Kearns <adminassist@townofkentct.org>

Mon, Sep 23, 2019 at 12:06 PM

Joyce:

Attached is a copy of the General Assistance Lien for Joseph Sario. Requesting this item be placed on the BOS meeting so that the BOS may approve the release of the lien which then will be needed to be filed on the land records.

--
Darlene F. Brady
Kent Town Clerk
(860).927.3433

 **genassistsario.pdf**
91K

VOL. 97 PAGE 836

GENERAL ASSISTANCE LIEN (REAL ESTATE)

WHEREAS, the Town of Kent, a municipal corporation organized and existing under the laws of the State of Connecticut, (herein "Town") has provided or is about to provide maintenance, care or support to or on behalf of Recipient; and

WHEREAS, the Recipient is the owner of or has an interest in certain real property located in the Town of Kent, County of Litchfield and State of Connecticut located at 14 Birch Hill Lane, Kent, CT 06757, which real property is more particularly described as follows:

Beginning at a point where land of Fred Fahrenholz, formerly of Clifton and Mary VanCott joins the tract herein conveyed as a concrete post set in the ground on the Westerly line of a right of way; thence running Southerly along said right of way to land of Gustav A. and Matilda C. Neale; thence running Westerly along land of said Gustav A. and Matilda C. Neale in a line parallel with and fifty (50) feet distant from said land of Fred Fahrenholz, formerly of Clifton and Mary VanCott to the Housatonic River; thence running Northerly along said river to said line of land of said Fred Fahrenholz, formerly of Clifton and Mary VanCott; thence running Easterly along said land of said Fahrenholz formerly of VanCott to the point or place of beginning.

Bounded:
Northerly: by land of Fred Fahrenholz, formerly of Clifton and Mary VanCott;
Easterly: by said right of way;
Southerly: by land of Gustav A. and Matilda C. Neale;
Westerly: by the Housatonic River, so-called, it being a strip of land fifty (50) feet in width lying between said right of way and the river, and with dwelling thereon standing.

Also, giving, granting and conveying to said Recipient, their heirs and assigns, the right to pass and repass over said right of way connecting with the State Highway for the purposes of ingress and egress to and from the premises hereinabove described and conveyed.

SUBJECT to any and all provisions of any ordinance, municipal regulation, or public or private law.

Being the same premises conveyed by Warranty Deed dated August 29, 1972 from Gertrude Luther to Everett and Edith C. Waldron and recorded in Vol. 60, Page 659 of the Kent Land Records.

and;

VOL. 97 PAGE 837

WHEREAS, Section 17-280 of the Connecticut General Statutes, Revision of 1958, as amended, requires that Recipient deliver to the Town an agreement to reimburse the Town for all sums paid to or expended by the Town on behalf of the Recipient, together with interest at the rate of four (4) percent per annum, which agreement shall constitute a lien on such interest in real property owned by the Recipient and which may, at any time during which sums remain unpaid, be foreclosed in an action brought by the Town;

NOW, THEREFORE, in consideration of the provision of maintenance, care or support to or on behalf of Recipient by the Town, Recipient hereby agrees to reimburse the Town for all sums expended by it to provide maintenance, care or support to or on behalf of the Recipient, together with interest thereon at the rate of four (4) percent per annum.

Recipient further agrees that the Town shall have a lien on Recipient's interest in the real estate described above for all sums expended by the Town to provide such maintenance, care or support to or on behalf of Recipient, which lien may be foreclosed by the Town at any time during which such sums remain unpaid as provided in Section 17-280 of the Connecticut General Statutes, Revision of 1958, as amended.

IN WITNESS WHEREOF, the Recipient has hereunto set hand and seal this 9th day of July, 1991.

Signed, Sealed and Delivered
In The Presence Of:

Edward A. Foss
Mayor
STATE OF CONNECTICUT
COUNTY OF LITCHFIELD

Joseph Sario L.S.
Joseph Sario

} Kent July 9, 1991

Personally appeared,
Signer(s) and Sealer(s) of the foregoing Instrument, and
acknowledged the same to be his/her free act and deed,
before me.

Martin S. Schell
Martin S. Schell, Notary Public
Commissioner of the Superior Court
Notary Public

d3a:Kent-400a

RECEIVED FOR RECORD 7/11/91
AND RECORDED BY [Signature] TOWN CLERK

Recommendations of the Streetscape Committee 2

October 1, 2019

1. Recommend that bids be solicited in two ways:
 - a) for granite curbs and concrete sidewalks
 - b) for granite curbs and asphalt sidewalks.
2. Recommend cobblestone or similar edging, approximately 12-18" wide, between curb and sidewalk for North Main Street (to encompass utility poles, signs, etc). See attached drawing.
3. Recommend that the engineers be instructed to recommend ways to decrease icing and increase traction of new ADA ramps at crosswalks.
4. Request two new crosswalks from DOT:
 - a. Vicinity of Templeton Farms on Maple Street
 - b. Vicinity of Fife and Drum Restaurant on North Main Street

Phase One:

North Main Street:

From the Monument to the north exit of Kent Green (Kent Green Blvd. exit) on the east side.

From the Monument to the vicinity of the south corner of the Fife and Drum restaurant on the west side.

Bridge Street:

From the Monument to Elizabeth Street on the north side.

From the Monument to the Housatonic River bridge on the south side.

Phase Two (concurrent with Phase One, to be engineered, bid, and constructed as one project with Phase One, unless TAP funding becomes available):

South Main Street:

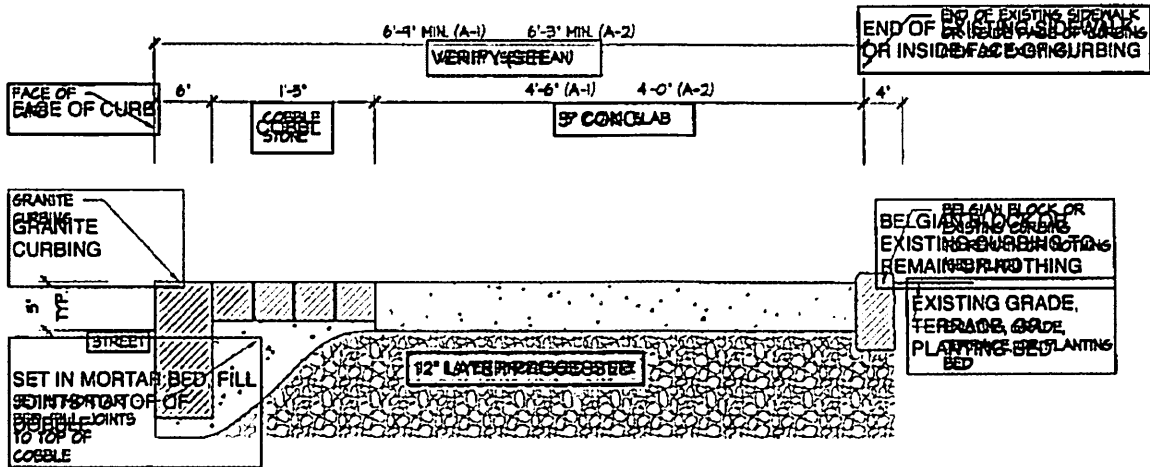
From the Monument to the last gravel driveway above the Kent Greenhouse (end of the existing asphalt path) on the west side.

From the Monument to South Commons Road on the east side.

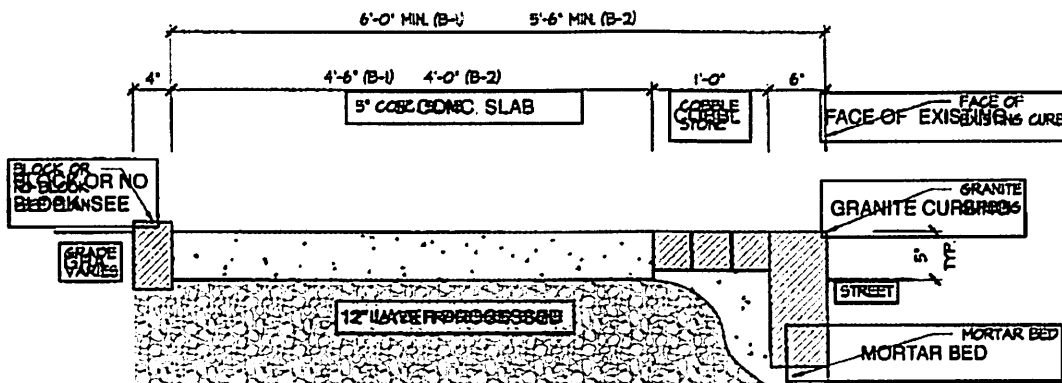
Maple Street:

From the Monument to Maple Street Extension on the north side.

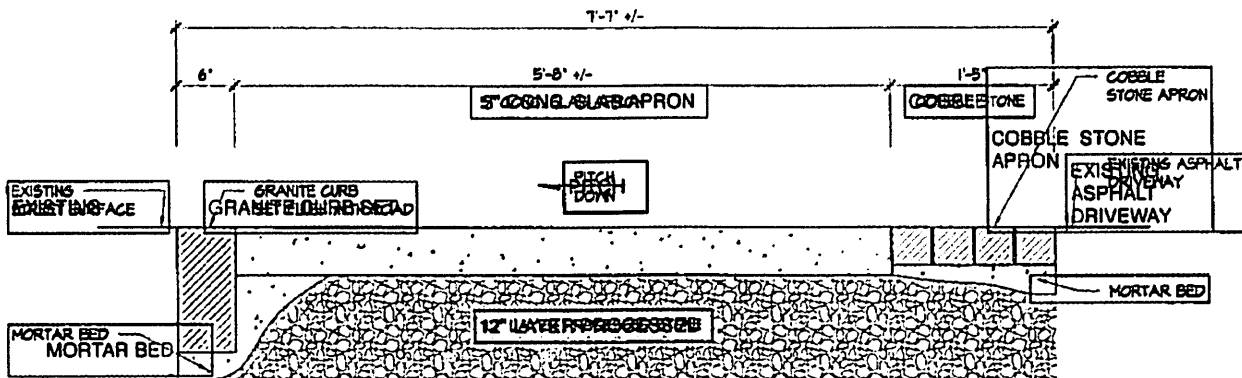
From the Monument to the first driveway into KVFD on the south side.



SECTION A



SECTION B



SECTION C

CONCRETE

SUBWALK REVISIONS
KENT STREET SCAPE
DATE AUGUST 2019
SCALE 1" = 1'-0"

Kent Streetscape
Probable cost based on Malone & MacBroom unit prices

page 1

30-Sep-19

All unit prices based upon M&M unit prices with the following exceptions:
 Bituminous Driveway Repair M&M estimated cost \$35.00 - Brookfield Average \$57.00
 Granite Curbing M&M estimated cost \$50.00 - Brookfield Average \$62.30

Granite Curb & Concrete Sidewalk

Phase 1

Main Street

(Route 7 from the north side of the Route 341 intersection to the north side of the Kent Green exit on the east side and to the south side of the south parking lot at the Fife & Drum on the west side).

Item Description	Unit	Unit Price	Quantity	Cost
Bit Concrete Driveway Repair	SY	57.00	774	44,118.00
Bit Concrete Roadway Repair	SY	95.00	561	53,295.00
Granite Curbing	LF	62.30	3036	189,142.800
Concrete sidewalk & base	SF	15.00	10,626	159,390.00
Landscaping/Restoration	LS	21,000.00	1	21,000.00
Ornamental Lighting	NA	NA	NA	0.00
Cobble Strip	SF	25	4,554	78,375
Mobilization	%	4		38,951.49
Removals	%	25		243,446.75
Minor Items/Incidentals	%	15		146,068.05
SUBTOTAL				

973,787.09

Phase 2

RT 341 East

(East side of RT 7 intersection to Maple St. Ext. on north side and to Fire House on south side)

Item Description	Unit	Unit Price	Amount	Cost
Bit Concrete Driveway Repair	SY	57.00	325	18,525
Bit Concrete Roadway Repair	SY	95.00	450	42,750
Granite Curbing	LF	62.30	1450	90,335
Concrete Sidewalk & Base	SF	15.00	5075	76,125.00
Landscaping/Restoration	LS	10,000	1	10,000.00
Ornamental Lighting	NA	NA	NA	0.00
Cobble Strip	SF	25	2175	54,375.00
Mobilization	%	4		20,865.00

Removals	%	25	130,400.00	
Minor Items/Incidentals	%	15	78,240.00	
SUBTOTAL				521,615.00

page 2

Phase 3

Route 7 South

(South side of RT 341 intersection to South Commons on east side & to south driveway of property north of Kent Green House)

Item Description	Unit	Quantity	Amount	Cost
Bit Concrete Driveway Repair	SY	57.00	375	21,375.00
Bit Concrete Roadway Repair	SY	95.00	425	40,375.00
Granite Curbing	LF	62.30	1,900	118,370.00
Concrete Sidewalk	SF	11.31	9,500	107,455.00
Landscaping/Restoration	LS	10,000	1	10,000.00
Ornamental Lighting	NA	NA	NA	0.00
Cobble Strip	SF	25	0	0.00
Mobilization	%	4		21,255.36
Removals	%	25		132,846.00
Minor Items/Incidentals	%	15		79,707.60
SUBTOTAL				531,383.96

Phase 4

RT 341 West - Bridge Street

(West side of RT 7 intersection to the bridge on the south side and to Elizabeth St. on north side)

Item Description	Unit	Unit Price	Quantity	Cost
Bit Concrete Driveway Repair	SY	57.00	100	5700
Bit Concrete Roadway Repair	SY	95.00	450	42,750.00
Granite Curbing	LF	62.30	600	37,380.00
Mountable Granite Curb	LF	72.30	1245	90,013.50
Concrete Sidewalk & Base	SF	11.31	9,225	104,334.75
Landscaping/Restoration	LS	10,000	1	10,000.00
Ornamental Lighting	NA	NA	NA	0.00
Cobble Strip	SF	25	0	0.00
Mobilization	%	4		14,297.48
Removals	%	25		89,359.25
Minor Items/Incidentals	%	15		53,615.55
SUBTOTAL				357,437.03

**Alternate
Granite Curb and Bituminous Concrete Sidewalk**

Phase 1**Main Street**

(Route 7 from the north side of the Route 341 intersection to the north side of the Kent Green exit on the east side and to the south side of the south parking lot at the Fife & Drum on the west side).

Item Description	Unit	Unit Price	Quantity	Cost
<i>Bit Concrete Driveway Repair</i>	SY	57.00	774	44,118.00 *
Bit Concrete Roadway Repair	SY	95.00	561	53,295.00
<i>Granite Curbing</i>	LF	62.30	3036	189,142.800 *
Bituminous Sidewalk & base	SF	5.00	10,626	53,130.00
Landscaping/Restoration	LS	21,000.00	1	21,000.00
Ornamental Lighting	NA	NA	NA	0.00
Cobble Strip	SF	25	4,554	78,375
Mobilization	%	4		31,361.48
Removals	%	25		196,009.25
Minor Items/Incidentals	%	15		117,605.55
SUBTOTAL				784,037.08

Phase 2**RT 341 East**

(East side of RT 7 intersection to Maple St. Ext. on north side and to Fire House on south side)

Item Description	Unit	Unit Price	Amount	Cost
Bit Concrete Driveway Repair	SY	57.00	325	18,525 *
Bit Concrete Roadway Repair	SY	95.00	450	42,750
Granite Curbing	LF	62.30	1450	90,335 *
Bituminous Sidewalk & Base	SF	5.00	5075	25,285.00

Landscaping/Restoration	LS	10,000	1	10,000.00
Ornamental Lighting	NA	NA	NA	0.00
New Base Materials - 6' SF	3.75	7250	27,187.50	
Cobble Strip	SF	25	2175	54,375.00
Mobilization	%	4		17,233.57
Removals	%	25		107,709.75
Minor Items/Incidentals	%	15		64,625.85
SUBTOTAL				430,839.17

page 4

Phase 3

Route 7 South

(South side of RT 341 intersection to South Commons on east side & to south driveway of property north of Kent Green House)

Item Description	Unit	Quantity	Amount	Cost
Bit Concrete Driveway Repair	SY	57.00	375	21,375.00
Bit Concrete Roadway Repair	SY	95.00	425	40,375.00
Granite Curbing	LF	62.30	1,900	118,370.00
Bituminous Sidewalk & Base	SF	5.00	9,500	47,500.00
Landscaping/Restoration	LS	10,000	1	10,000.00
Ornamental Lighting	NA	NA	NA	0.00
Cobble Strip	SF	25	0	0
Mobilization	%	4		0.00
Removals	%	25		16,972.86
Minor Items/Incidentals	%	15		106,080.25
SUBTOTAL				63,648.15
				402,946.26

Phase 4

RT 341 West - Bridge Street

(West side of RT 7 intersection to the bridge on the south side and to Elizabeth St. on north side)

Item Description	Unit	Unit Price	Quantity	Cost
Bit Concrete Driveway Repair	SY	57.00	100	5,700.00
Bit Concrete Roadway Repair	SY	95.00	450	42,750.00
Granite Curbing	LF	62.30	600	37,380.00
Mountable Granite Curb	LF	72.30	1245	90,013.50
Bituminous Sidewalk & Base	SF	5.00	9,225	46,125.00

Landscaping/Restoration	LS	10,000	1	10,000.00	
Ornamental Lighting	NA	NA	NA	0.00	
Cobble Strip	SF	25	0	0.00	
Mobilization	%	4		10,139.64	
Removals	%	25		63,372.75	
Minor Items/Incidentals	%	15		38,023.65	
SUBTOTAL					253,491.04

page 5

Summary

Concrete Sidewalks & Granite Curbs

Phase	Probable Cost	20% Contingency	15% Eng. & survey	Total
Phase 1	973,787	194,757	146,068	1,314,612
Phase 2	521,615	104,323	78,242	704,180
Phase 3	531,383	106,276	79,707	717,366
Phase 4	357,437	71,486	53,615	482,538
Total	2,384,222	476,842	357,632	3,218,696

Asphalt Sidewalks & Granite Curbs

Phase	Probable Cost	20% Contingency	15% Eng. & survey	Probable Cost
Phase 1	784,037	156,807	117,605	1,058,449
Phase 2	430,839	86,167	64,625	581,631
Phase 3	424,321	84,864	63,648	572,833
Phase 4	253,491	50,698	38,023	342,212
Total	1,892,688	378,536	283,901	2,555,125

Life concrete vs asphalt

	Sidewalk & Base Only	Life Years	Cost per year
M&M life expectancy for concrete: 30 years			
Concrete sidewalk and base total for all phases:	447,304.00	30	14,910.00
M&M life expectancy for asphalt: 20 years			
Asphalt sidewalk and base total for all phases:	172,040.00	20	8,602.00

Treasurer Report for BoS meeting 10.1.19

1. Treasurer Office Activities September:

- a. Completed ***Audit Field Work***, draft Financial Statements are expected in October.
- b. Working on extension request for Streetscape Grant of \$500,000
- c. Issued ***68 accounts payable*** checks.
- d. Issued ***101 payroll and payroll liability*** checks.
- e. Recorded ***60 transactions initiated by BoE.***
- f. Recorded ***12 deposits*** totaling ***\$282,774***

2. Actual vs Budget

Revenue

Revenue is always strong in the first quarter due to tax collections and Transfer Station Permit fees. \$6,215,256 of tax revenue and \$86,510 in Transfer Station Permit fees were received as of 9/30/2019

KCS Tuition in the amount of \$6,750 has been received for three out of town students.

Expense

Expenses are on track with budgeted amounts.

The first quarter of each fiscal year is when most of the Associations request their annual grants. \$285,000 has been released which represents 93.9% of budgeted grants.

The KCS Ballfield Maintenance (#046-000) is expected to exceed the budgeted appropriation by approximately \$2,500 for this FY. This is principally due to the unbudgeted expense of assuming control of the Organic Lawn Care Program administered by New England Turf. Previously this was a responsibility of KCS.

On the back is a summary actual vs budget through 9.30.19

Treasurer Report for BoS meeting 10.1.19

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income	<u>6,884,895</u>	<u>12,870,032</u>	<u>(5,985,137)</u>	<u>53.5%</u>
Expense				
A • General Government	580,929	1,340,391	(759,462)	43.34%
B • Public Safety	21,257	262,395	(241,138)	8.1%
C • Public Works	326,345	1,787,432	(1,461,087)	18.26%
D • Health and Welfare	36,072	118,709	(82,637)	30.39%
E • Recreation	55,048	192,156	(137,108)	28.65%
F • Sanitation	23,222	136,695	(113,473)	16.99%
G • Board of Education	1,455,061	7,207,438	(5,752,377)	20.19%
H • Debt Service	8,281	450,469	(442,188)	1.84%
I • Transfer to Capital	831,847	831,847	-	100.0%
J • Transfer to Dog Fund	7,500	7,500	-	100.0%
K • Current Year Capital Projects	<u>535,000</u>	<u>535,000</u>	<u>-</u>	<u>100.0%</u>
Total Expense	3,880,563	12,870,032	(8,989,469)	30.15%

RECEIVED FOR RECORD
KENT TOWN CLERK

2019 OCT -4 A 11:53

BY  TOWN CLERK