

Board of Selectmen
Regular Meeting

February 11, 2020
6:30 P.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also present: Bill Bachrach, Eric Epstein, Alan Gawel, John Grant, Donna Hayes, Barbara Herbst, Gary Hock, Guy Mauri, Matt Starr and Lynn Worthington.

Ms. Speck called the meeting to order at 6:30 p.m.

Approval of Minutes:

Mr. Matson made a motion to approve the following meeting minutes:

- January 2, 2020 Special Meeting
- January 14, 2020 Special Meeting
- January 16, 2020 Annual Town Meeting

Mrs. Speck seconded the motion and the motion carried.

Public Communication

Oral: None.

Written: Ms. Speck stated there are two written correspondences attached:

- January 17, 2020 Letter from Guy Mauri
- January 24, 2020 FOI request from Christopher McCormack of Pullman & Comley

Mr. Mauri attended the meeting to ask the Board of Selectmen for their support for his agritourism business, but he was directed to the Assessor and Planning and Zoning.

Disband sub-committees:

Mr. Garrity provided a recap of the KVFD Finance Review Committee. Mr. Matson suggested leaving the sub-committee as KVFD may want to work with that group again.

Mr. Garrity made a motion to disband the Streetscape Committee 2. Mr. Matson seconded the motion and the motion carried.

Mr. Garrity made a motion to disband the Public Restroom sub-committee. Ms. Speck seconded the motion and the motion carried.

Mr. Garrity made a motion to disband the Social Services Hiring Sub-Committee. Mr. Matson seconded the motion and the motion carried.

KAH Grant:

Treasurer Barbara Herbst provided a written overview, attached. Bill Bachrach confirmed that Kent affordable Housing will be paying Housing Enterprises, Inc. the initial \$8,000 fee. Mr. Garrity made a motion to engage Housing Enterprises, Inc. based on their proposal of February 3, 2020 and make sure a contract is signed between the Town and Housing Enterprises, Inc. Ms. Speck seconded the motion and the motion carried.

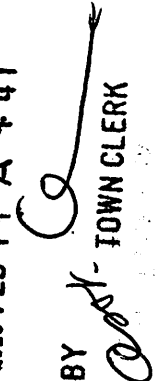
Sewer – Belt press:

Ms. Speck introduced and read the following resolution entitled:

RESOLUTION APPROPRIATING UP TO \$600,000 FOR A SEWER
BELT FILTER PRESS, AND TO FUND THE EXPENDITURE BY

RECEIVED FOR RECORD
KENT TOWN CLERK

2020 FEB 19 A 9 41

BY  TOWN CLERK

APPROPRIATING \$150,000 FROM THE KENT SEWER COMMISSION'S CAPITAL RESERVE FUND AND AUTHORIZING THE ISSUE OF \$450,000 FINANCING TO BE PAID FROM SEWER REVENUES AND ADDITIONALLY SECURED BY THE TOWN'S GENERAL OBLIGATION PLEDGE PURSUANT TO SECTION 7-263a OF THE GENERAL STATUTES

Mr. Garrity made a motion to waive the reading of the entitled resolution and incorporate its full text into the Minutes of the meeting. Ms. Speck seconded the motion. Ms. Speck asked if there was any discussion.

Mr. Matson suggested that the Sewer Commission start saving money for these types of expenses. Barbara Herbst stated the Sewer Commission is looking at increasing rates and does put revenue into capital improvements every year.

Ms. Speck called for the vote. All those in favor, all three voted in favor. The motion passed.

Mr. Garrity made a motion to adopt the resolution. Ms. Speck seconded the motion and the motion passed.

Ms. Speck declared the resolution adopted.

KVFD – Abatement List:

Item moved to the March agenda.

EMS Staffing:

Item moved to the March agenda.

Park and Rec – Concert dates:

Mr. Garrity made a motion to approve the Park and Rec's request to hold summer concerts on the front lawn of Town Hall on July 2, 16, 23, 30 and August 6, 2020 at 5:30-8:30 p.m. Mr. Matson seconded the motion and the motion carried.

Social Services Assistant:

Mr. Matson made a motion to approve the Social Services Director's recommendation to increase Social Services Assistant Debbe Christensen's hourly rate to \$18.00 effective March 1, 2020. Mr. Garrity seconded the motion and the motion carried.

Fire Marshal:

Ms. Speck stated that the fire marshal position went from a W-2 employee to a 1099 independent contractor years ago, with the expectation of not changing anything except the manner in which he was paid. During a conversation with the Fire Marshal and Cirma it was confirmed that because he is 1099-ed he is not covered under workman's comp. Ms. Speck recommend that the Fire Marshal position be reclassified as an employee receiving a W-2. Mr. Garrity said "I make a motion". Mr. Matson seconded. The question "and the deputies?" was asked. Mr. Garrity stated "we" need to get the specific language. Ms. Speck confirmed that "we" do. Mr. Garrity clarified we will now be the "boss" of the Fire Marshal. It was clarified that the Fire Marshal position is an appointed position. Mr. Garrity stated he learned a lot. Ms. Speck called for a vote. All in favor.

Appointments:

Ms. Speck made a motion to reappoint James Vick to the Historic District to a five-year term that will expire on 1/31/2025. Mr. Garrity seconded the motion and the motion carried.

Sewer Ordinance – schedule meeting:

A Special Meeting will be schedule to discuss this item. No action taken.

Cell Tower:

Ms. Speck reported the following:

- Waiting on a report from Homeland Tower regarding the data collected during the balloon test
- Letter from All-Points Technology Corporation P.C., a pre-application qualification
- Siting Counsel does not have outside deliberation

COG Resolutions:

Ms. Speck made the following motion:

Be it RESOLVED, that the Board of Selectmen of the Town of Kent endorses the proposal for the project entitled "Construction of Litchfield Hills Animal Shelter Facility" under the Regional Performance Incentive Program referenced in Connecticut General Statutes Section 4-124s, (2014 supplement).

Mr. Matson seconded the motion and the motion carried.

Ms. Speck made the following motion:

Be it RESOLVED, that the Board of Selectmen of the Town of Kent endorses the proposal for the project entitled "Regional Produce Processing Services" under the regional Performance Incentive Program referenced in Connecticut General Statutes Section 4-124s, (2014 supplement).

Mr. Garrity seconded the motion and the motion carried.

Streetscape:

Ms. Speck reported that the engineer is waiting to schedule a site walk. The Board of Selectmen agreed that a new sub-committee should be created to oversee the Streetscape project. They agreed the sub-committee should have 5 members made up of; some from the prior sub-committee, people with construction knowledge and one selectman. Ms. Speck agreed to reach out to some of the prior members to gage their interest in serving on the new sub-committee. The Board of Selectmen agreed Mr. Matson should represent the BOS and he and Rick Osborne should walk the sidewalks with the engineer.

Policy and Procedure Manual:

Ms. Speck reported that the Policy and Procedure Manual is due to a review this year. Mr. Garrity stated the Policy and Procedure Manual has been a challenge.

Report of First Selectman:

Ms. Speck reported the following:

- attended 17 meetings
- 2 CCM workshops

- tracking proposed legislative bills
- euthanized a fox, tested positive for rabies
- working on pedestrian safety
 - speed signs
 - crosswalks
 - education and communication

Report of Selectmen:

Mr. Garrity recommended that Ms. Speck provided an update on the crosswalks and in town parking to the Chamber.

Mr. Matson reported he found a lot of information on First Net's website. He asked the other Board members how he should answer questions from the public regarding the cell tower. He clarified he is receiving emails under his fire department president email. Ms. Speck and Mr. Garrity agreed he could answer the emails as the President of the fire department.

Report of Treasurer:

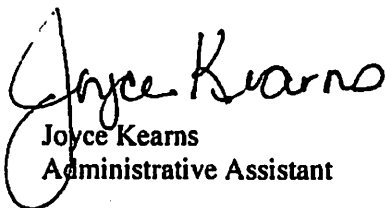
Mrs. Herbst provided a written report, attached.

Tax Refunds:

Mr. Matson made a motion to approve the \$36.26 tax refund for Hyundai Lease Titling Trust. Mr. Garrity seconded the motion and the motion carried.

Mr. Matson made a motion to approve the \$55.34 tax refund for Jonathan Beckerman. Mr. Garrity seconded the motion and the motion carried.

Ms. Speck made a motion to adjourn the meeting at 8:27 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.

BOARD OF SELECTMEN AGENDA

6:30 P.M. TOWN HALL

Regular Meeting

FEBRUARY 11, 2020

1. **Call to order**
2. **Approval of Minutes**
 - a. January 2, 2020 Special Meeting
 - b. January 14, 2020 Special Meeting
 - c. January 16, 2020 Annual Town Meeting
3. **Public Communication**
 - a. Oral:
 - b. Written:
 - January 17, 2020 Letter from Guy Mauri
 - January 24, 2020 FOI request from Christopher McCormack of Pullman & Comley
4. **New Business**
 - a. Disband sub-committees
 - KVFD Finance Review Committee
 - Streetscape Committee 2
 - Public Restroom
 - Social Services Hiring Sub-Committee
 - b. KAH Grant
 - c. Sewer – Belt press
To consider and act upon a resolution entitled:
RESOLUTION APPROPRIATING UP TO \$600,000 FOR A SEWER BELT FILTER PRESS, AND TO FUND THE EXPENDITURE BY APPROPRIATING \$150,000 FROM THE KENT SEWER COMMISSION'S CAPITAL RESERVE FUND AND AUTHORIZING THE ISSUE OF \$450,000 FINANCING TO BE PAID FROM SEWER REVENUES AND ADDITIONALLY SECURED BY THE TOWN'S GENERAL OBLIGATION PLEDGE PURSUANT TO SECTION 7-263a OF THE GENERAL STATUTES
 - d. KVFD – Abatement List
 - e. EMS Staffing
 - f. Park and Rec – Concert dates
 - g. Social Services Assistant
 - h. Fire Marshal
 - i. Appointments
 - j. Sewer Ordinance – schedule meeting
5. **Old Business**
 - a. Cell Tower
 - b. COG Resolutions
 - c. Streetscape
 - d. Policy and Procedure Manual
6. **Report of First Selectman**
7. **Report of Selectmen**
8. **Report of Treasurer**
9. **Tax Refunds**

“An equal opportunity employer and service provider.”

Hi Jean and Chris,

1/17/20

Yesterday I received an email about a miscommunication between myself and a client who booked an agri-tourism visit to our farm this summer. Admittedly, she was celebrating her wedding, but did not intend to get married here on the property. In any case, she said she had spoken to someone in zoning who said our farm was not able to be rented in this manner. It's my goal to clarify and understand the Right to Farm Ordinance and confirm what beneficial ventures we can participate in on the farm without going against zoning or town regulations.

The ordinance I am referring to was adopted by the Conservation Commission as well as P&Z on or May 1st, 2015. (See Page 2, Below).

The purpose of the ordinance appears to be about stabilizing and broadening the economic viability of small farms in Kent, which helps the town as a whole, and so I hope it can be of some assistance to us and other farmers in our community.

Included in the ordinance is a clause that protects the rights of farms to have "Farm based recreational activities...including agri-tourism" as long as such activities relate the marketing and agricultural output of the farm, and are not in contradiction to zoning regulations.

The ordinance goes on to say that if there are any questions as the applicability of the ordinance, such matters will be decided by the Selectmen, effectively taking the matter outside of the purview of the zoning board, because the board has already adopted the ordinance.

I do receive several inquiries a year where guests wish to visit the farm not because it is an event venue, but because it is a farm. Whenever we get such inquiries, I make it absolutely clear we are a farm and not a commercial event venue. But I do go on to say that we are allowed to have guests visit under the Right to Farm Ordinance to host agri-tourism and farm based recreational activities that help support the longevity and vitality of all farms in the region.

So this brings me to the question at hand. For absolute clarity for future inquiries, and for agri-tourism in the town generally: In your interpretation of the ordinance, does the Right To Farm in Kent include the right to have "Farm to table" or similar gatherings where farm guests can visit the farm, pay a fee, and prepare or be served meals that include produce and other items grown here on our farm or on nearby farms, as it seems the ordinance intended to allow?

We sincerely hope that these types of activities are allowed under the ordinance. We take great pride in being a part of this community and sharing locally grown products with our guests. These events truly help maintain our ability to grow and flourish. The many visitors from around the country and beyond remind us how beautiful the town of Kent is how fortunate we all are. They are grateful for their ability to rent the barn under our lodging permit, and the added benefit of recreational activities such as farm to table gatherings allows us and all local farms to reap the benefits of this growing trend in tourism.

We have witnessed first hand the benefit to the local economy. Many guests visit the local merchants, and stay at inns and lodging facilities nearby. Some have even purchased homes here! We hope that our ability to reference this ordinance will help grant us clarity and security for the vitality of all the farms in the Town of Kent. The clarity for the use of farm properties is an issue we're familiar with here and sincerely hope to avoid any issues or confusion moving forward. We hope that this expanding economic opportunity can be embraced by the town for the benefit of all.

Guy Mauri
The Spirit Horse Farm

"A rising tide lifts all boats."

"Agricultural Operations" means activities relating to agricultural use including, but not limited to, the cultivation and tillage of soil, the burning, processing, or composting of agricultural waste products or other agricultural burning, processing or composting, provided that such composting activity shall not be the sole or primary agricultural operation, protection of crops and livestock from insects, diseases, birds, predators or other pests from damaging or potentially damaging crops, the proper and lawful use of agricultural chemicals including but not limited to the application of pesticides and fertilizers, or the raising, production, irrigation, pruning, harvesting, or processing of an agricultural commodity, including any type of crop or livestock, and any forestry improvements and timber harvesting and processing. Such operations also include the operation and transportation of farm equipment over roads within the Town and conducting agriculture- related educational and farm-based recreational activities, including agri-tourism, provided the activities are related to marketing the agricultural output or services of the farm and local produce and livestock products and provided same do not conflict with any provisions of the zoning regulations. For purposes of this ordinance, such operations do not include the slaughtering of animals not raised on the premises where they are to be slaughtered.

"Farm" means land used primarily for agricultural activities including: agriculture, nurseries, orchards, ranges, forestry, nursery or truck gardening, or for raising or keeping of livestock and fowl but excluding the raising of animals for laboratory use or for their fur, farm buildings and accessory buildings thereto including barns, silos, greenhouses, hoop-houses and other temporary structures or other structures, and as an incident to ordinary farming operations, the sale of agricultural or horticultural commodities. "Locally" for the purposes of this ordinance shall mean all Connecticut counties as well as Dutchess, Columbia and Putnam Counties in New York; and Berkshire County in Massachusetts.

4. Dispute Resolution and Advisory Opinions. An interested person may submit a written request to the First Selectman's office for an opinion as to whether a particular agricultural operation constitutes a nuisance or is an activity that is incidental to normal and customary farming activity and comports with community standards. In the event a dispute arises between an agricultural operator and a resident in the Town of Kent as to whether a particular agricultural operation constitutes a nuisance, either interested party may submit a written request to the Selectmen for an advisory opinion or to mediate the dispute. The Selectmen may promulgate such regulations and procedures as it deems necessary for the implementation of this section. Nothing herein shall preclude any party from either appealing said advisory determination to the Superior Court for the Judicial District of Litchfield and/or commencing a direct action in said court to abate the claimed nuisance.
History: Adopted May 1, 2015, effective June 3, 2015.

(It is important to note that this ordinance was not in place when I had my brief but spectacular scuff up over a related issue. This is significant because, at the time, we were not able to reference the ordinance, and so it could not be considered as a mitigating element in our discussions concerning the use of farm properties in similar ways.)



TOWN OF KENT PLANNING AND ZONING COMMISSION

Date: January 27, 2020

To: Jean Speck
Chris Garrity
Ed Matson

CC: Matt Winter

Re: Guy Mauri Email Dated January 17, 2020

I would like to start by giving you some history of Guy Mauri and his property. In October of 2013, I issued a Cease and Desist Order ordering that Mr. Mauri cease holding weddings, parties, receptions, or similar commercial uses on the property as those uses were not approved uses under the zoning regulations. Section 3.9 of the then current Town of Kent Zoning Regulations stated: "Any use not permitted by right, by Site Plan, or by Special Permit in a zoning district by these Regulations shall be deemed to be prohibited within such district." This C&D Order was upheld by the Zoning Board of Appeals. A subsequent lawsuit was filed against the ZBA and the Town which Mr. Mauri lost. Mr. Mauri then filed a Petition for Certification to appeal to the Appellate Court. In January, 2017, that petition was denied by the Appellate Court.

As further protection for the Town, Attorney Mike Zizka, created a Consent Agreement which states that the Mauri's agree that, if they should hereafter violate any of the terms of the Enforcement Order, the Commission and I could each have the right to seek judicial enforcement in an action in the Superior Court. This Consent Agreement was signed by both owners of the property on June 29th, 2017.

Beside the fact that he signed a legal document, he continues to this day to hold special events on his property. It was only because I was informed by a caterer that she had been contacted about catering a wedding at this location that the most recent letter was sent.

Basically, the Right to Farm Ordinance states: "It is the purpose and intent of this ordinance to promote and advance the Town's policy and reduce the loss of agricultural resources by limiting circumstances under which any such operation may be considered a nuisance." It was created to prevent nuisance lawsuits against farmers, on a recognized farm. By this Ordinance, farmers are protected against complaints regarding noise from livestock or farm equipment; odors; dust and fumes; use of agricultural chemicals, pesticides and fertilizers; and, irrigation and water management. It was not created to allow a special-events, commercial venue in the Town of Kent. Just as an FYI, the property known as 52 Kent Cornwall Road is classified as a "101 Single Family Dwelling" on the Assessor's records.

Mr. Mauri states that the Right to Farm Ordinance “protects the rights of farms to have ‘farm based recreational activities ... including agri-tourism’”. If you read the ordinance carefully, you will see that, first and foremost, the Right to Farm Ordinance clearly states that:

No present or future agricultural operations conducted or maintained in a manner consistent with accepted customs and standards of the agricultural industry, on a recognized farm which is engaged in the act of farming as defined in this ordinance, shall become or be considered a nuisance solely because such activity resulted or results in any changed condition of the use of adjacent land. Agricultural operations may occur on holidays, weekends and weekdays by night or day, provided such activities do not violate applicable health, safety, fire, life safety or building codes and regulations.

The definition of “agricultural operations” states: “Such operations also include ... conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided the activities are related to marketing the agricultural output or services of the farm ... provided same do not conflict with any provisions of the zoning regulations.” As stated above, this use was in violation of the zoning regulations at the time of the CDO and is still in violation of the current regulations.

Mr. Mauri’s comment that states that “we are allowed to have guests visit under the Right to Farm Ordinance to host agri-tourism and farm based recreational activities that help support the longevity and vitality of all farms in the region” is totally false. His question about whether or not he has the right to have guests “visit the farm, pay a fee and prepare or be served meals that include produce and other items grown here on our farm or on nearby farms” appears ludicrous especially since it was a caterer who contacted me in the first place. I question whether or not his property could raise enough produce to feed approximately 110 people.

As the Zoning Enforcement Officer, I believe that what Mr. Mauri is proposing is in violation of the zoning regulations and not in keeping with the Right to Farm Ordinance. If he would like to pursue this further, he would have to petition the Commission for a change of use; an option he has been offered on numerous occasions since 2013.

I hope this gives you a better understanding of this issue.



Christopher P. McCormack
850 Main Street
P.O. Box 7006
Bridgeport, CT 06601-7006
p 203 330 2016
f 203 576 8888
cmccormack@pullcom.com
www.pullcom.com

January 24, 2020

Via Certified Mail (9489 0090 0027 6001 7866 66) / Return Receipt Requested

Hon. Jean C. Speck, First Selectman
Mr. Matt Winter, Chairman, Planning and Zoning Commission
Town of Kent
41 Kent Green Boulevard
Kent, CT 06757

Re: Freedom of Information Act Requests

Dear Ms. Speck and Mr. Winter:

This firm represents Roberti Family LLC in connection with a special permit application to the Planning and Zoning Commission ("PZC") of the Town of Kent ("Town") for a convalescent home ("Proposed Use") at 175 Carter Road, Kent, Connecticut, Application #44-19SP ("Application"), and the PZC's disposition of the Application as reflected in the "Resolution of Denial" approved on November 14, 2019 ("Resolution of Denial"). Pursuant to the Connecticut Freedom of Information Act, Conn. Gen. Stat. §1-200 *et seq.* ("FOIA"), I hereby respectfully request to inspect and copy all documents that in any way refer or relate to the following subjects:

1. The Application or the Proposed Use.
2. Public hearings of the PZC on the Application.
3. Communications concerning the Application or the Proposed Use involving members or staff of the PZC or any other employee or official of the Town.
4. Communications concerning the Application or the Proposed Use involving any member of the public.
5. The PZC's consideration of the Application.
6. The five "considerations" cited in the Resolution of Denial as warranting denial of the Application, including without limitation the PZC's deliberations on and evaluation of such "considerations," and drafts of the Resolution of Denial.

Hon. Jean C. Speck

Mr. Matt Winter

Page 2

7. The PZC's consideration of alternatives to denial of the Application, including without limitation approval of the Proposed Use, conditions on the Proposed Use, or accommodations of the Proposed Use, and drafts reflecting any such alternatives.
8. The PZC's consideration of public statements in connection with the Application that in any way refer or relate to other facilities or properties in the Town at which activities or services for substance abuse treatment and recovery are conducted.
9. The conduct of activities or the provision of services for substance abuse treatment and recovery in the Town of Kent.

For purposes of this request, the term "document" shall have the broadest meaning within the scope of FOIA, including without limitation documents and writings in any form (whether paper, electronic, or otherwise), correspondence, drafts, memoranda, notes, electronic mail, text messages or messages conveyed by means of computer or portable device applications, and calendar entries. Similarly, for purposes of this request, the information sought shall include responsive material in the personal possession, custody or control of any individual member or staff of the PZC or any other employee or official of the Town, including without limitation responsive information in any email account or portable device maintained by any such individual.

If you claim any FOIA exemption provides a basis for withholding any document or documents concerning the above subjects, please cite to the specific statutory exemption or exemptions on which you rely.

This request is addressed to the First Selectman and the Chairman of the PZC in order to assure production of all responsive materials within the possession, custody or control of the Town as a whole, and not just of the PZC. A single response on behalf of the Town, encompassing the PZC as one agency of the Town, would be acceptable.

Please contact me if you have any questions about this request. Thank you in advance for your attention. Best regards.

Sincerely,



Christopher P. McCormack

CPM:ama



COPY

TOWN OF KENT
PLANNING AND ZONING COMMISSION

January 31, 2020

Christopher P. McCormack, Esq.
Pullman & Comley
850 Main Street
P.O. Box 7006
Bridgeport, CT 06601-7006

Re: FOIA Request
175 Carter Road, Kent, CT 06757

Dear Attorney McCormack,

This is in response to your FOIA request dated January 24, 2020, which was received on January 29, 2020. We have assembled the documents and materials identified in items 1 through 8 of your request and you may inspect and copy them at your convenience during the Town's normal office hours.

However, item 9 in your request is ambiguous and extremely broad. The Town of Kent has several facilities that arguably involve activities or services for substance abuse treatment and recovery, and some of those uses have been carried on in Town for many decades. Asking us to identify and provide "all documents that in any way refer or relate to" any such activities or services is unreasonable and would involve an enormous research burden. We do not believe that the FOIA requires us to perform such research. We are certainly willing to consider a more reasonably tailored request for documentation and encourage you to identify, with as much specificity as possible, the documents you would like to inspect and copy.

Please feel free to contact Donna Hayes, our Land Use Administrator, with any questions or concerns you might have.

Sincerely,

Matt Winter, Chairman,
Planning & Zoning Commission

Cc: Michael Zizka, Esq.
Donna M. Hayes, CZEO
Jean Speck, First Selectman

Kent Affordable Housing Small Cities Community Development Block Grant

Postage		5.75 mailing RFP directly to 5 vendors
Mileage	7	44.62 Full day mandatory seminar in Hartford
Parking		16 Full day mandatory seminar in Hartford
Direct Costs		\$66.37
1/10/2020	1	hrs.
1/14/2020	4	hrs.
1/15/2020	1.5	hrs.
1/16/2020	0.25	hrs.
1/28/2020	9	hrs.
2/5/2020	1	hrs.
2/7/2020	1	hrs.
Treasurer time to date	17.75	\$743.73

Email intent to apply by 2.22.20 - ATTACHED

Grant application will be REJECTED if municipality does not have a staff member that is a Certified Grant Administrator (CGA).

CGA certification is a 5 day workshop in May.

One Public Hearing MUST be held BEFORE the grant application submission and cover proposed activity and how it meets the community needs. Public notice MUST be published 14 days prior to hearing.

Public hearings CANNOT be held in the morning, during the day or on the Weekend.

Public hearings MUST have a transcript therefore must be taped or recorded and transcribed.

ADA requirements MUST be met for public hearings

The ADA very clearly states the need for proper communication with hard of hearing and deaf individuals. Specifically, the ADA states: ... Therefore, any place of public accommodation is required to provide sign language interpreters or other effective means of communication for hard of hearing individuals.

Purpose of Grant must meet national objectives - SEE ATTACHED

Narrative must include "who benefits" # of Asians, Whites, Africans"

Project need narrative must be 500 words or less

Applicant Capacity: "Who is the staff?", "What are their qualifications?"

ENVIRONMENTAL REVIEW PROCESS - REQUIRED - MATRIX ATTACHED

PROJECT RESPONSIBILITY MATRIX - required - attached

PROGRAM RESPONSIBILITY MATRIX - required - attached

Another Public Hearing MUST be held during the project to update on progress, results and budget status.

Public notice MUST be published 3 days prior to hearing.

Citizen participation is a MUST and a written plan must be submitted with the application.

\$33,000 is the limit that can be utilized of grant funds for Admin Costs

\$800,000 is the limit that can be applied for "Housing Rehab"

Kent Affordable Housing Small Cities Community Development Block Grant

Grant is REIMBURSEMENT only, therefore own funds must be available to cover project costs.

Limit is ONE reimbursement per month.

Inspector general will audit the grantee for quality control and monitoring of project.

Wage rates MUST be part of the bid package

Any contracts MUST contain *labor standard clauses*.

All contracts MUST have stipulated fees and a stipulated term.

Contracts MUST be awarded within 90 days

Construction cost estimates **WILL BE REVIEWED**

ALL worksites must contain two posters with the Employee Rights.

BLUE INK SIGNATURES ONLY



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Intent to Apply Form

- The Town of _____ intends to submit a Small Cities Application for the 2019 application round.
- Proposed project name: _____
- Proposed project activity: _____
- The proposed project description: _____
- The Town will submit an application in the amount of: \$ _____
- The Town plans to advertise for a consultant: _____ Yes _____ No
- If consultant is in place, please indicate name of firm: _____
- Town CEO: _____ Date: _____
- Phone: _____ Email: _____
- Address: _____
Street Town/City Zip

Note: Email completed form to Miguel Rivera at rivera.miguel@ct.gov by Friday, February 22, 2019.

Please note that all proposed projects must meet the eligibility and national objective criteria. It is understood that this project could change by the time applications are submitted.

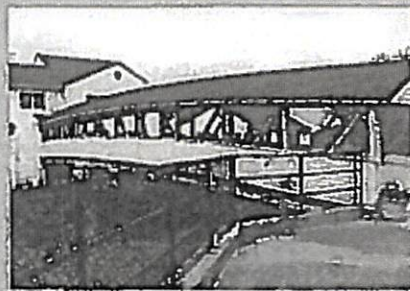
Department of Housing
CDBG-Small Cities and Technical
Services Division

**Community Development
Block Grant
(Small Cities Program)**

This federally funded program is passed through the Department of Housing from the U.S. Dept. of Housing & Urban Development (HUD)



Litchfield Housing



Plymouth Eli Whitney Bridge
to Senior Housing

For More Information Contact:
Dimple Desai
Community Development Director
Department of Housing
505 Hudson Street
Hartford, CT 06106
860-270-8012 Office
860-706-5741 Fax
dimple.desai@ct.gov
www.doh.org

State of Connecticut

Department of Housing

CDBG SMALL CITIES PROGRAM

Eligible Activities:

(Section 105a of the Housing and Community Development Act)

- Acquisition of Real Property
- Public Facilities and Improvements
- Code Enforcement
- Clearance, Rehabilitation, Reconstruction, and Construction of Buildings (including housing)
- Architectural Barrier Removal
- Disposition of Real Property
- Public Services
- Relocation
- Planning and Capacity Building
- Program Administrative Costs
- Assistance to neighborhood Organizations, Local Development Corps, and Non-Profits
- Energy Efficiency/Conservation
- Economic Development Assistance to For-Profit Businesses
- Technical Assistance
- Housing Services
- Assistance to Institutions of Higher Education
- Homeownership Assistance

Ineligible Activities:

- New construction of permanent residential structures
- Buildings for government (except ADA improvements)
- Political activities
- Income payments
- Faith based assistance used for primarily religious activities

National Objective: - only have to meet one

- Low and Moderate income persons
- Area Benefit
- Limited Clientele
- Direct Benefit (housing rehabilitation and jobs)
- Slum and blight
- Area basis →
- Spot slum and blight
- Urgent Need
- Sudden and unexpected
- Within 18 months
- No other funds available

Eligible Communities:

- See list of CDBG-Small Cities Eligible CT Towns

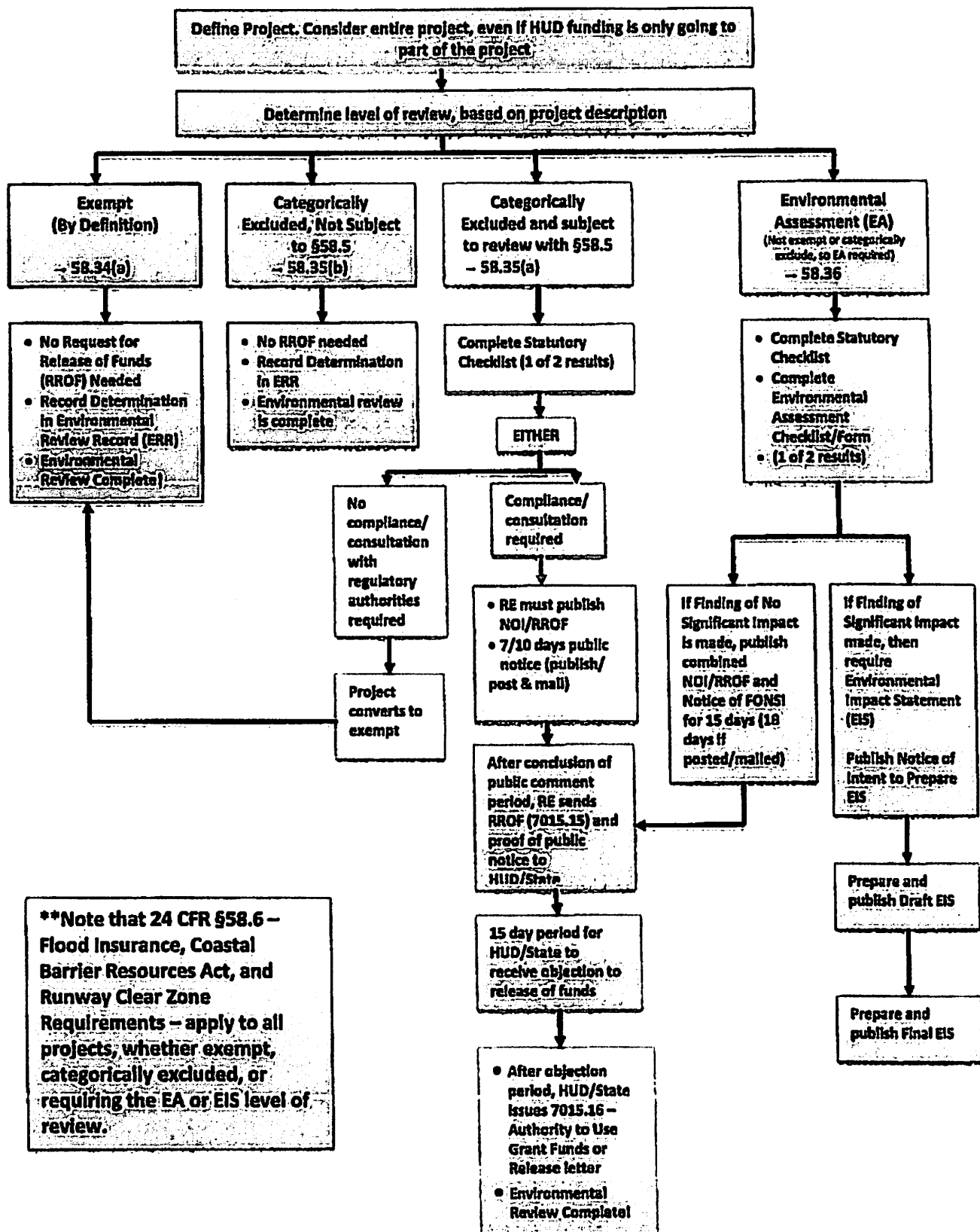
CDBG -
SMALL CITES
ELIGIBLE
CONNECTICUT
TOWNS:

Andover
 Ansonia
 Ashford
 Avon
 Bantam (Litchfield)
 Barkhamsted
 Beacon Falls
 Berlin
 Bethany
 Bethel
 Bethlehem
 Bloomfield
 Bolton
 Bozrah
 Branford
 Bridgewater
 Brookfield
 Brooklyn
 Burlington
 Canaan
 Canterbury
 Canton
 Chaplin
 Cheshire
 Chester
 Clinton
 Colchester
 Colebrook
 Columbia
 Cornwall
 Coventry
 Cromwell
 Danelison (Killingly)
 Darien
 Deep River
 Derby
 Durham
 East Granby
 East Haddam
 East Hampton
 East Haven
 East Lyme
 East Windsor
 Eastford
 Easton
 Ellington
 Enfield
 Essex

Farmington
 Fenwick (Old Saybrook)
 Franklin
 Glastonbury
 Goshen
 Granby
 Griswold
 Groton
 Groton-City
 Groton Long Point
 Guilford
 Haddam
 Hampton
 Hartland
 Harwinton
 Hebron
 Jewett City (Griswold)
 Kent
 Killingly
 Killingworth
 Lebanon
 Ledyard
 Lisbon
 Litchfield (Borough)
 Lyme
 Madison
 Mansfield
 Marlborough
 Middlebury
 Middlefield
 Monroe
 Montville
 Morris
 Naugatuck
 New Canaan
 New Fairfield
 New Hartford
 New Milford
 Newington
 Newtown
 Newtown (Borough)
 Norfolk
 North Branford
 North Canaan
 North Haven
 North Stonington
 Old Lyme
 Old Saybrook
 Orange
 Oxford
 Plainfield
 Plainville
 Plymouth

Pomfret
 Portland
 Preston
 Prospect
 Putnam
 Redding
 Ridgefield
 Rocky Hill
 Roxbury
 Salem
 Salisbury
 Scotland
 Seymour
 Sharon
 Shelton
 Sherman
 Simsbury
 Somers
 South Windsor
 Southbury
 Southington
 Sprague
 Stafford
 Sterling
 Stonington
 Stonington (Borough)
 Suffield
 Thomaston
 Thompson
 Tolland
 Torrington
 Trumbull
 Union
 Vernon
 Voluntown
 Wallingford
 Warren
 Washington
 Waterford
 Watertown
 Westbrook
 Weston
 Westport
 Wethersfield
 Willington
 Wilton
 Winchester
 Windham
 Windsor
 Windsor Locks
 Wolcott
 Woodbridge
 Woodbury
 Woodstock

Environmental Review Process (To Be Conducted by Responsible Entity)



Project Name:

PROJECT RESPONSIBILITY MATRIX

Pp = Prepares

Ap = Approves

Rs = Responsible

Rv = Reviews

Im = Implements

NA = Not Applicable

CONSTRUCTION PHASE	PARTICIPANTS				
	Town	Town Consultant	Architect	General Contractor	Other
1. Pre Construction Conference					
2. Bonds & Insurance					
3. Coordination & Communication					
4. Construction Administration					
5. Shop Drawings					
6. Project Site Meeting/Minutes					
7. Coordinate Town- Provided Consultants					
8. Change Order Approval					
9. Town Initiated Changes					
10. Prepares Change Orders					
11. Issue Change Order					
12. Site Observation & Reports					
13. Rejection of Work					
14. Scheduling/Keeping Updates					
15. Schedule of Values/Cost Updates/Tracking					
16. Pay Request Review & Acceptance					
17. Bid Package					
18. Bidding					

Some participants
may have multiple
roles for each task
indicate all that
apply

Participants Names/Co

Town Project Manager

Town Consultant:

Other:

Architect:

General Contractor:

Preparer's Name (Print) _____ Title: _____

Preparer's Signature: _____ Date: _____

Program Name:

PROGRAM RESPONSIBILITY MATRIX

Pp = Prepares

Ap = Approves

Rs = Responsible

Rv = Reviews

Im = Implements

NA = Not Applicable

CONSTRUCTION PHASE	PARTICIPANTS				
	Town	Town Consultant	Owner	Contractor	Other
1. Pre-Contract Homeowner Conference					
2. Project Scope Development					
3. Specification Writing					
4. Bid Package					
5. Bidding					
6. Contractor Procurement					
7. Owner Contractor Agreement Review					
8. Owner Communication/Updating					
9. Construction Administration					
10. Permits					
11. Change Order Authority					
12. Payment Approval					
13. Scheduling					
14. Contractor Oversight					
15. Project Close Out					

Some participants
may have multiple
roles for each task
Indicate all that
apply

Participants Names/Co

Grantee Project Manager:

Grant Consultant:

Preparer's Name (Print) _____ Title: _____

Preparer's Signature: _____ Date: _____

Housing Enterprises, Inc.
Creative Housing Solutions and Historic Preservation

RECEIVED

Town of Kent, Treasurer Office
P.O. Box 678, 41 Kent Green Blvd
Kent, CT 06757
Attn: Barbara Herbst, Treasurer

FEB - 5 2020

February 3, 2020

TREASURER'S OFFICE
TOWN OF KENT, CT

Subject: Proposal for Town of Kent CDBG Grant Administration Services

Housing Enterprises, Inc. is happy to provide this proposal to assist the Town of Kent in the activities related to the anticipated Small Cities Community Development Block Grant (CDBG) program and application. We can certainly help you successfully through all of this. We are available immediately to provide the assistance that you need to make your project successful.

We will work with the Town of Kent as the CDBG Grant Administrator to ensure compliance with CDBG program requirements and to prepare together the strongest application for CDBG funding that we can.

Housing Enterprises, Inc. has been successfully helping organizations create and improve affordable housing for over 25 years, using a full range of funding alternatives. We have a very experienced staff who will be available to move your project through all of the activities necessary for success.

In response to the details in the Request for Proposals, the following information is provided.

1. Scope of Work

The scope of work services listing in the RFP represents a good high-level summary of Grant Administrator services for this planned CDBG funding application and program. We are familiar with all of the requirements. We have been successfully assisting other organizations for over 25 years in obtaining funds for and administering funding programs related to creation of affordable housing throughout Connecticut. This includes many programs directly with CT DOH, who also administer this CDBG program.

2. Statement of Qualifications

Description of experience with DOH's programs and recent CDBG certification training.

We have many years of experience with DOH funding programs. We have been providing assistance to others to plan, prepare applications and help to administer affordable housing programs in CT for over 25 years. Most of these years involved a range of different DOH program funding.

I have recently completed the 4 day CT Department of Housing (DOH) CDBG training session and passed the two required tests. As per Paula Thantaha at DOH regarding the main test, "Congratulations, you got a very high score – You did 88%. Very very good! I heard

51 College Street
Enfield, CT 06082
internet: www.housingenterprises.com

phone: (860) 741-9837
email: dberto@housingenterprises.com
fax: (860) 698-6725

many people complained that the exam was harder than they thought." A copy of my CDBG Grant Administration Certification is attached.

Description of past grant application and administrative services.

Throughout our over 25 years of providing assistance in planning, funding and administrative services to affordable housing developers, we have taken the lead for preparing very many grant applications that have been awarded funding and which continued on to successfully complete the affordable housing projects.

Further, in 2016 we were asked by the Town of Salisbury to coordinate the grant administration for their 2016 CDBG funding application. This was for reconfiguring and improving the Town owned property on Millerton Road, to create two units of affordable family housing. Unfortunately, this application was not funded because of strong competition throughout the state and because the application did not align well with the funding rating and ranking criteria that year.

Description of organizational capacity to complete all necessary grant administration activities, including resumes of all employees who will be or may be assigned to this project.

The CDBG Grant Administrator support service work will be done by Housing Enterprises, Inc. We have a full staff to provide the range of assistance needed, including:

1. David Berto, President and founder
2. Lynne Skeet and Cathy Petracone, Project Managers
3. Carol Oliwa, Administrative Assistant
4. Michelle Mead, Project Assistant

Our company brochure is attached, which contains a brief resume description of Housing Enterprises, Inc. Because of the length of time that the Project Managers have been with Housing Enterprises, Inc. this also represents their resumes of their most relevant experience. Cathy Petracone will be the lead Project Manager, but all staff will be involved as necessary based on their different areas of expertise. I will be directly and actively involved in all aspects of the project from beginning to end as well, working directly with the Project Manager and other staff.

References from previous clients of related work within the past five years.

Vinnie Klimas, Chairperson
Housing Authority of the Town of Plymouth
30 Ronald Road
Terryville, CT 06786
Phone 860-965-8634
Labas51@aol.com

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TREASURER'S OFFICE
TOWN OF KENT, CT

Jill Groody Musselman, Executive Director
Litchfield Housing Trust, Inc.
PO Box 1121
Litchfield, CT 06759
Phone 860-480-9178
JillGroodyMusselman@gmail.com

Peter DeBiasi, President and CEO
Access Community Action Agency
1315 Main Street, Suite 2
Willimantic, CT 06226
Phone 860-450-7452
peter.debiasi@accessagency.org

Jocelyn Ayer
Community & Economic Development Director
Northwest Hills Council of Governments
59 Torrington Road
Goshen, CT 06756
Phone 860-491-9884
jayer@northwesthillscog.org

3. Proposed Cost of Services

It is our experience that small projects like this, particularly with the extensive and well detailed program requirements like this CDBG program, take more time to complete than most people realize, and also that program funds are limited. We try to adapt our costs to the realities and limitations of these programs, somewhat independent of the potential amount of work that may be needed.

Our total cost for this support is \$28,000.

The first component, submittal of the CDBG funding application, will be \$8,000. Half will be due at completion of the required public hearing on the grant application, and half will be due at the time of submittal of the funding application. Additional support will continue to be provided at no additional cost during the DOH review and any questions up until the time of award notification.

The second component, after the grant is awarded, will be billed proportionally each month based on the number of months expected for the project, which will be mutually agreed to with the Town of Kent. If the project is not awarded funding, no costs related to this second component will be due.

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TREASURER'S OFFICE
TOWN OF KENT, CT

4. Evaluation Criteria

We have been working successfully with affordable housing programs and funding for over 25 years. This includes working with DOH programs and funding for most of this time as well.

Generally, we have found that most programs we provide assistance to are funded and successful. With the extremely competitive environment and limited funds that currently exist, the success of a project is now more strongly subject to these external factors.

We certainly do have the capacity to successfully complete this project. We have a range of experienced staff, we continually prioritize and reallocate tasks, and we hire additional staff as may be needed.

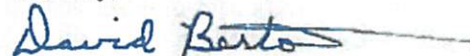
We hope that our proposed costs are attractive for the amount of work needed and for the expertise that we will bring to your project.

5. Deadline for Submission

Our proposal is submitted prior to the deadline of February 7, 2020 at 4:00 pm. to Barbara Herbst, Treasurer, P.O. Box 678, 41 Kent Green Blvd, Kent, CT 06757.

We will be happy to meet and discuss this further. We are ready and available to start immediately. Thanks.

Sincerely,



David Berto, President

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TREASURER'S OFFICE
TOWN OF KENT, CT

**STATE OF CONNECTICUT
DEPARTMENT OF HOUSING
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY
DEVELOPMENT CERTIFIES THAT

David Berto

has successfully completed the CDBG-101 Grants Administration Training & Certification as a
Certified Connecticut Grants Administrator (CCGA)

Certified this 17th day of January, 2020


Miguel A. Rivera
Housing & Community Development Director


Sela Mosquera-Brillo
Commissioner



Certificate expires: November 5, 2022

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TOWN OF KENT, CT



Housing Enterprises, Inc.

Housing and Development Consultants

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TREASURER'S OFFICE
TOWN OF KENT, CT

COMPANY PROFILE

Housing Enterprises, Inc. is a small Connecticut consulting business providing creative solutions to housing development and preserving historic structures.

Housing Enterprises, Inc. has been actively involved in creating and sustaining affordable housing in Connecticut communities since 1994. Housing Enterprises, Inc. as a **Housing and Development Consultant** works with non-profit and for-profit housing developers to:

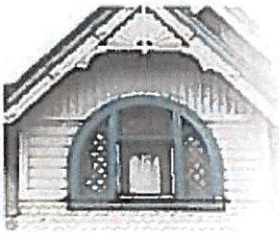
- Establish project design details
- Identify and evaluate appropriate land
- Obtain necessary funding
- Move through all needed local approval processes
- Help ascertain project design details
- Coordinate with the development team through construction

Whether it is single family homeownership, multifamily rental, mixed income, affordable housing, community development, permanent supportive housing, or most housing related activities, we will help you envision, finance and construct it. Our desire is to use our expertise to develop the best housing development strategy for you.

Our mission is to provide creative solutions to housing development with the highest level of service and to preserve historic structures.



51 College Street, Enfield, CT 06082
www.housingenterprises.com



Housing Enterprises, Inc.

Housing and Development Consultants

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**TREASURER'S OFFICE
TOWN OF KENT, CT**

SERVICES

Housing Enterprises, Inc. provides their clients with guidance on all areas to assist them through their construction project. Housing Enterprises, Inc. offers:

- Professional commitment to increasing the number of quality affordable housing units
- Experienced grant writer receiving numerous awards from HUD, DOH, DECD, CHFA, LIHTC, HTCC, FHLBB and others
- Extensive experience in development and implementation
- Strong knowledge of State and Federal laws and regulations governing affordable housing development
- Evaluation, planning and implementation of historic preservation requirements
- In-depth knowledge of all facets of Affordable Housing Finance
- High value placed on teamwork, flexibility, and quality communication at all levels

Plans

With the constantly changing markets and demographics of communities, your organization must have an up-to-date plan that reflects your mission. Housing Enterprises, Inc. can work with your organization to plan how best to further your organization's purpose.

Common Challenges

An effective affordable housing program is the product of careful planning and strategizing. Identifying key players, cultivating allies, and "selling" the project helps to accomplish your goals. Our experience working with legal issues, local government, and working in both the for-profit and non-profit sectors in a variety of capacities have honed our skills as a consultant team. By focusing on relationships, we get results.

51 College Street, Enfield, CT 06082
www.housingenterprises.com



Housing Enterprises, Inc.

Housing and Development Consultants

Solutions

Addressing community concerns early can mean the difference between success and failure of an affordable and/or supportive housing development. We can provide the following services to help ensure the success of your project:

- Work with you to set up a community education process
- Help you determine which design and programmatic elements are and are not negotiable if you are to have a successful project
- Work with your development team to communicate community issues between you, your architect, your development and financing consultants, and your funders
- Act as a liaison between the development team and local government

We can be the "point person" for community interaction, leaving your staff and development team to actually develop your project.

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**TREASURER'S OFFICE
TOWN OF KENT, CT**

51 College Street, Enfield, CT 06082
www.housingenterprises.com



Housing Enterprises, Inc.
Housing and Development Consultants

DAVID BERTO
President

David Berto has over 24 years of experience as a Housing Consultant, coordinating the development of housing projects in towns throughout Connecticut and other parts of the country. Types of housing include family housing, elderly housing, affordable housing, active adult housing, special needs housing, health care housing, subdivisions, condominiums, co-operatives and apartments.

Affordable Housing Manager and Consultant, 1994 - Present

Coordinated and currently coordinating development of affordable and market rate family housing homeownership projects. Currently coordinating other types of housing projects in Connecticut, and outside of CT.

Coordinated development of HUD 202 elderly housing facilities in towns throughout Connecticut, and outside of CT.

Coordinated development of HUD 811 low-income handicap apartments.

Establish strategies to provide low cost good quality housing in safe and healthy neighborhoods. Provide guidance and assistance to others in creating and managing affordable housing. Work with many state and local agencies to comply with the very wide spectrum of requirements in maintaining affordable housing.

Consulted in the rehabilitation of residential buildings.

Obtained all town approvals under the Connecticut Affordable Housing Appeals Statute.

To contact directly, email: dberto@housingenterprises.com

51 College Street, Enfield, CT 06082
www.housingenterprises.com

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**TREASURER'S OFFICE
TOWN OF KENT, CT**



Housing Enterprises, Inc.

Housing and Development Consultants

ABOUT US

Housing Enterprises, Inc. is comprised of five professional individuals that manage and support the operations, communications and the mission of the business. This collaboration of work ensures that our efforts provide the best quality of service for our clients.

Mailing Address

51 College Street
Enfield, CT 06082

Phone Numbers

Office: (860) 741-9837
Fax: (860) 698-6725

Project Managers

Lynne Skeet
lskeet@housingenterprises.com

Cathy Petracone
cpetracone@housingenterprises.com

Office Manager

Carol Oliwa
coliwa@housingenterprises.com

Project Assistant

Michelle Mead
mmead@housingenterprises.com

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TREASURER'S OFFICE
TOWN OF KENT, CT

51 College Street, Enfield, CT 06082
www.housingenterprises.com

RESOLUTION APPROPRIATING UP TO \$600,000 FOR A SEWER BELT FILTER PRESS, AND TO FUND THE EXPENDITURE BY APPROPRIATING \$150,000 FROM THE KENT SEWER COMMISSION'S CAPITAL RESERVE FUND AND AUTHORIZING THE ISSUE OF \$450,000 FINANCING TO BE PAID FROM SEWER REVENUES AND ADDITIONALLY SECURED BY THE TOWN'S GENERAL OBLIGATION PLEDGE PURSUANT TO SECTION 7-263a OF THE GENERAL STATUTES

Section 1. The sum of \$600,000 is appropriated for the planning, acquisition, construction and installation of a sewer belt filter press for sludge dewatering at the Kent Sewage Treatment Plant, hereafter the "Project".

Section 2. To meet said appropriation: 1) \$150,000 is hereby appropriated from the Sewer Commission's Capital Reserve Fund, and 2) up to \$450,000 bonds, notes, bank loan, lease or other obligations, including any financing authorized pursuant to Chapter 103 of the General Statutes (hereafter collectively, "bonds") are authorized to be issued as hereinafter set forth, or any combination of the foregoing provided that the total, aggregate principal amount thereof outstanding at any time shall not exceed \$450,000.

Section 3.

(i) bonds of the Town may be issued, maturing not later than the tenth year after their date. The bonds may be issued in one or more series as shall be determined by the First Selectman, the Town Treasurer and Chairman of the Kent Sewer Commission (hereafter the "Town Officials"), be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, and bear the Town seal or a facsimile thereof. The Town Officials shall make all determinations regarding the bonds including timing and manner of issuance and sale, whether negotiated or public, certifying, paying and registrar agents, rate or rates of interest, discount or premium issuance, aggregate principal amount of the bonds, annual installments of principal, redemption provisions, and be approved as to their legality by Joseph Fasi LLC, Bond Counsel, of Hartford.

(ii) The bonds authorized by this resolution are authorized and shall be issued pursuant to section 7-263a of the Conn. Gen. Stat. wherein the Town hereby pledges to the bond owners its full faith and credit and general obligation taxing power to pay principal and interest when due on the bonds, and the Sewer Commission pledges and covenants to pay to the Town the debt service when due.

(iii) Pursuant to the 7-263a the Sewer Commission hereby pledges to the Town (1) to assess, levy, implement and collect sewer benefit assessments, connection charges, use charges or other levies and assessments derived from the Kent Sewer System

("System Revenues") necessary to meet the Commission's annual expenses and all payments due on the bonds (all payments due on the bonds hereafter "debt service"); (2) to pay to the Town an amount equal to the debt service so as to enable the Town to timely pay debt service, or, upon agreement of the Town, the Sewer Commission may directly pay debt service on the bonds and simultaneously notify the Town of such payment.

(iv) Upon adoption of this resolution by the Board of Selectmen, Board of Finance and the Sewer Commission, the pledge of revenues and covenants herein shall be binding and enforceable by the Town upon the Sewer Commission in accordance with the provisions of the 7-263, all rights of which shall accrue to the Town including the right to recover its costs, expenses and attorneys' fees in any court or other proceeding brought to enforce compliance by the Sewer Commission with the pledge and covenants herein. The failure or inability of the Sewer Commission to pay System Revenues to the Town, or to pay the debt service directly shall not abrogate the general obligation pledge of the Town to pay debt service on the bonds when due, and in such event the Town may seek recourse from the Sewer Commission.

(v) The Board of Selectmen and the Sewer Commission may by resolution amend, add to or clarify the terms of the pledge and administration of payment by the Sewer Commission to the Town.

(vi) The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and are to be paid from property taxation to the extent not paid from other funds available for the payment thereof.

Section 4. Resolution of Declaration of Official Intent to Reimburse Expenditures with Borrowings. The Town of Kent (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this resolution in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Chairman of the Sewer Commission or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 5. The Town Officials are hereby authorized to exercise all powers conferred by section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 6. It is hereby found and determined that it is in public interest to issue all, or a portion of, the bonds as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation.

**Kent Park and Recreation Commission
P.O. Box 678
Kent, CT 06757**

To: Board of Selectmen

From: Lesly Ferris

Date: February 3, 2020

Re: Summer Concert Series

The Kent Park and Recreation Commission respectfully requests use of the Kent Town Hall front lawn for its 2020 summer concert series on July 2, 16, 23, 30 and August 6, 5:30-8:30 p.m. The commission will provide a port-o-let for these concerts.

Thank you for your consideration of this request.

MEMO

To: Board of Selectmen

From: Leah Pullaro

Date: 02/07/2020

Subject: Social Services Assistant

Social Services Assistant, Debbe Christensen, has completed the ninety day employee test period. Upon satisfactory completion of this test period, the assistant position would increase to an hourly rate of \$18.00/hour. I request the Selectmen make a motion to approve this hourly rate change.

Leah Pullaro

Social Services Director



Date: January 24, 2020

To: Honorable Jean C. Speck
First Selectman, Town of Kent
PO Box 678
Kent, CT 06757
(860) 927-4627

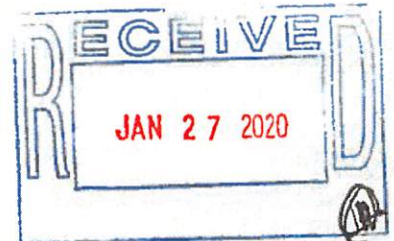
Re: Proposed Communications Facility
93 Richards Road, Kent

To comply with Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended, Homeland Towers has retained All-Points Technology Corporation, P.C. (APT) to evaluate proposed tower facilities for any adverse effect they may have on historic properties. As part of this evaluation, and in conformance with the Nationwide Programmatic Agreement (NPA) for review of effects on historic properties for proposed undertakings, APT is submitting this notification to the Town of Kent.

Homeland Towers is proposing to construct a new communications facility at 93 Richards Road in Kent, CT (Map 17, Block 25, Lot 1). The proposed facility will include a ± 154 -foot tall monopole with a municipal antenna extending to 174', within a 60' x 60' gravel based fenced equipment compound. The new monopole and equipment compound will allow for the future collocation of multiple service providers.

The purpose of this letter is to notify you that the public notice of this proposed facility will be published in The Republican-American on Friday, January 24, 2020 and to invite written comments from relevant individuals or groups that you may be aware of regarding any potential effects that the proposed facility may have upon historic properties.

Public comments regarding potential effects on historic properties may be submitted within 30 days from the date of this publication to: All-Points Technology Corporation at 567 Vauxhall Street Extension, Suite 311, Waterford, CT 06385, to the attention of Jennifer Young Gaudet, (860) 663-1697 ext. 231, jyounggaudet@allpointstech.com. Please respond within 30 days if you wish to comment.



ALL-POINTS TECHNOLOGY CORPORATION, P.C.
567 VAUXHALL STREET EXTENSION • SUITE 311 • WATERFORD, CT 06385 • PHONE 860-663-1697

Treasurer Report for BoS meeting 2.11.20

1. Treasurer Office Activities January:

- a. Board of Finance Meeting 1.7.20
- b. Prepared documents for and attend Town Meeting 1.16.20
- c. Issued 46 W2 forms for calendar year 2019
- d. Issued 76 1099 forms for calendar year 2019
- e. Facilitate meeting with KAH regarding CDBG grant and RFP for Grant Administrator.
- f. Modified and Issued RFP for CDBG Grant Administrator.
- g. Attended full day workshop in Hartford for CDBG grant on 1.28.20
- h. Completed UCOA filing as required by OPM
- i. Prepared and issued Proposed Budget Workbook, met with RoV and Emergency Management to help with departmental budgeting.
- j. Complete and submit US Census, annual survey of school system debt.
- k. Respond to FOI request from American Transparency (payroll records)
- l. Followed up on on extension request for Streetscape Grant of \$500,000 (submitted 10/9/19)
- m. Issued **79 accounts payable** checks.
- n. Issued **146 payroll and payroll liability** checks.
- o. Recorded **64 transactions initiated by BoE.**
- p. Recorded **10 deposits** totaling **\$1,843,347**

Treasurer Report for BoS meeting 2.11.20

2. Actual vs Budget

Revenue

Revenue is strong, 74.8% has been collected as of 1.31.2020

Tax collections, interest on investments, cell tower rental, transfer station permit fees, P/Z permits and inspection fees, Town Clerk fees, and Park and Recreation fees are the major drivers.

To date, Kent has NOT received the first ½ of the *Town Aid Road* distribution that is released in August.

Governor Ned Lamont presented his proposed FY 2021 budget and highlighted his intention to preserve municipal aid, honor the state's ECS formula by fully funding the phase-in of increases to towns as calculated by the formula and maintaining appropriated statutory formula aid for programs such as the State Property PILOT, Colleges & Hospitals PILOT, and the Pequot Mohegan Fund. The budget also includes bonded municipal aid for Town Aid Road and the Local Capital Improvement Program, "sustaining critical support to municipalities for capital costs."

KCS Tuition in the amount of \$13,875 has been received for six out of town students.

Expense

Expenses are on track with budgeted amounts.

All departments remain well within their budgeted appropriations.

However, KCS Ballfield Maintenance has already exceeded the appropriation 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 Kent School.

Treasurer Report for BoS meeting 2.11.20

Following is a summary actual vs budget through 1.31.20

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Revenue	<u>9,629,730.88</u>	<u>12,870,032.00</u>	<u>3,240,301.12</u>	<u>74.82%</u>
A • General Government	923,454	1,340,391	(416,937)	68.89%
B • Public Safety	48,353	262,395	(214,042)	18.43%
C • Public Works	881,034	1,787,432	(906,398)	49.29%
D • Health and Welfare	71,333	118,709	(47,376)	60.09%
E • Recreation	111,514	192,156	(80,642)	58.03%
F • Sanitation	68,767	136,695	(67,928)	50.31%
G • Board of Education	4,097,536	7,207,438	(3,109,902)	56.85%
H • Debt Service	411,563	450,469	(38,907)	91.36%
I • Transfer to Capital	831,847	831,847	-	100.0%
J • Transfer to Dog Fund	7,500	7,500	-	100.0%
K • CY Capital Projects	<u>535,000</u>	<u>535,000</u>	<u>-</u>	<u>100.0%</u>
Total Expense	<u>7,987,900</u>	<u>12,870,032</u>	<u>(4,882,132)</u>	<u>62.07%</u>

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