

RECEIVED

By Kent Town Clerk at 9:49 am, Dec 14, 2020



Board of Selectmen
Regular Meeting

December 8, 2020
6:30 P.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: David Becker, Darlene Brady, Zanne Charity, Melissa Cherniske, Debbie Devaux, Bonnie Donzella, Eric Epstein, Alan Gawel, Mike Gawel, Donna Hayes, Rob Hayes, Tim Limbos, Marty Lindenmayer, Connie Manes, Rick Osborne, Mike Petrone, Elissa Potts, George Potts, Leah Pullaro, Kathleen Robey, Art Romano, Caralee Rochovansky, John Russell, Ane Starr, Scott Trabucco, Mary Ann VanValkenburg and Lynn Worthington.

Ms. Speck called the meeting to order at 6:33 p.m.

Approval of Minutes:

Ms. Speck made a motion to approve the minutes of the November 10, 2020 Regular BOS meeting, November 16 and November 19, 2020 Special BOS meetings, with the following two spelling correction on the November 16th minutes:

Net natural should be net neutral

Offset he should be offset the

Mr. Matson seconded the motion and the motion carried.

Ms. Speck made a motion to move item 7K: Food Truck Ordinance/Policy to the top of the agenda. Mr. Garrity seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written: November 17, 2020 email from William Eschner regarding food trucks

December 7, 2020 email from Elissa Potts regarding food trucks

December 4, 2020 email from Martin Lindenmayer regarding town meeting

December 7, 2020 email from Valerie Vega regarding town meeting

Tax Refunds:

Mr. Garrity made a motion to approve ten tax refunds:

- | | |
|-----------------------|----------|
| 1. Botway, Cooper | \$14.89 |
| 2. LRK LLC | \$318.24 |
| 3. Starbuck, Peter | \$128.60 |
| 4. Toyota Lease Trust | \$112.87 |
| 5. Uryadov, Andrey | \$29.07 |
| 6. Toyota Lease Trust | \$58.86 |

7. Lieber, Seth	\$15.97
8. Fenyes, Eric	\$71.38
9. Fenyes, Eric	\$256.01
10. Nicolas, Harry	\$1,942.89

Ms. Speck seconded the motion and the motion carried.

Report of Treasurer:

Mrs. Herbst written report attached.

EMS Staffing:

Ambulance Chief Mary Ann VanValkenburg, Alan Gawel, Eric Epstein, Mike Petrone and Art Romano presented the attached power point presentation.

Mr. Garrity made a motion to approve up to \$55,000 for the KVFD specifically EMS hiring of staff for a volunteer to be reimbursed to the fire department as they bill each month for the next six months. Ms. Speck seconded the motion. Mr. Garrity and Mr. Matson voted yes. Ms. Speck abstained.

Mr. Garrity made a motion to recommend the expenditure just adopted by the BOS to be considered by the BOF and action thereof. Ms. Speck seconded the motion and the motion carried.

Local EMS Plan:

Ms. Speck tabled the discussion regarding Local EMS Plan.

EMPG Resolution:

Ms. Speck tabled the discussion regarding EMPG Resolution.

Town Meetings:

Ms. Speck reported there are seven items for the January Town Meeting:

1. Sewer Ordinance
2. Transfer Station Ordinance
3. P&R Membership
4. KCS entry way project funding
5. EMS staffing funding
6. Approval of Annual Town Report
7. Discussion of Capital Plan

Mr. Garrity recommended a public hearing before the town meeting for the KCS entry way project and the EMS Staffing funding.

Ms. Speck made a motion to hold a public hearing on Tuesday, January 12, 2021 at 7:00 p.m. to address KCS entry way and KVFD staffing funding. Mr. Garrity seconded the motion and the motion carried.

Five-Year Capital Plan:

Mrs. Herbst provided a draft Five-Year Capital plan which included all the requested (attached) and a summary of the impact of the new requests. Mr. Garrity stated he would not entertain any items being added to the first four years that have already started the funding process. Mr. Garrity made the following recommendation:

- Move the \$250,000 for KVFD Communication to 2027
- Remove the three \$64,000 for turn out gear – bring that request to the BOF
- Add \$30,000 in year 2026 for the Swift House HVAC system

SustainableCT:

Ms. Speck expressed her enthusiasm for the SustainableCT program. *Ms. Speck made a motion to sign the resolution to participate in SustainableCT. Mr. Garrity seconded the motion and the motion carried.* Mr. Matson asked if there is any cost to the Town? Ms. Speck confirmed, no.

Streetscape:

Streetscape subcommittee Chairman Mike Gawel provided a written report, attached.

Mr. Matson made a motion to split the streetscape project into two phases:

- *Phase 1 – North and West of the light*
- *Phase 2 – South and East of the light*

Mr. Garrity seconded the motion and the motion carried.

Swift House Task Force:

Mr. Garrity reported the Swift House Task Force recommendations to the BOS:

- Add an additional \$6,500 to the operating budget for ongoing maintenance and issues
- Funds for a roof replacement
- Funds for an HVAC system added to the Five-Year Capital plan

Covid-19:

Ms. Speck reported:

- 10 new cases in Kent
- Standing up a weekly testing site in Kent
 - Mondays
 - 3:00 p.m. – 7:00 p.m.
- Waiting on vaccine rollout

Mrs. Hayes asked if any of the COVID policy had been updated to reflect the changes/suggestion discussed at the past several BOS meetings? Ms. Speck stated she would be happy to discuss off-line.

Mr. Garrity and Mr. Gawel thanked Ms. Speck and Mr. Osborne for setting up and working at the first COVID testing at Town Hall.

Social Media Policy:

Ms. Speck reported no update.

Mrs. Hayes asked why a non-employee had authority to post in the Town's Facebook page but the department heads do not have access? Ms. Speck confirmed she would add any department head that asked for access.

Main Street – noise/traffic:

Mr. Garrity has met with Trooper Fisher and they are putting together a plan for the Main Street noise and traffic.

Mr. Lindenmayer asked if Trooper Fisher could patrol Elizabeth Street during school drop off and pick-up. Ms. Speck confirmed she would discuss with Trooper Fisher during their next daily morning briefing. She also suggested moving a speed sign back onto Elizabeth Street.

HRRA Organics Program:

Ms. Speck confirmed that the five towns currently accepting organics, each have different fees. She will be working with HRRA in the coming months to implement the program.

Cell Tower:

Ms. Speck reported the Siting Council voted 4 to 3 in favor of the Richards Road location. The attorneys will be reviewing the findings and report back to the BOS.

Policy and Procedure Manual:

Ms. Speck reported she plans to carve out time to work on the manual.

KVFD Abatement:

Mr. Matson stated he was not pushing the concept because he felt the BOS was not interested. Ms. Speck suggested looking back at the cost over the past several years. Ms. Devaux confirmed that her office could provide the historical data.

Food Trucks:

Ms. Speck referred to the two letters submitted under written correspondence and noted that the food truck issue needs to be flushed out. Mrs. Potts reiterated her concerns she stated in her letter. Mr. Garrity stated he sees value in allowing food trucks but agreed there needs to be guidelines. *Mr. Garrity made a motion to suspend any new peddler permits until the governor ends the public health emergency. Ms. Speck seconded the motion.* After discussion Mr. Garrity withdrew his motion as he noted the First Selectman has the power to suspend or deny any new applications during COVID, therefore there is no need for a motion.

EV Charging Station:

Ms. Speck reported she has been looking for grants to place additional EV charging stations around town.

Report of Selectmen:

Ms. Speck reported:

- Looking into cyber security improvements
- Hazardous Mitigation Plan – working with COG
- Graduated from CCM's Certified Municipal Officials program

Mr. Matson reported:

- One-year ago air testing monitors a big deal, never heard anything since?
 - Connie Manes and Mr. Garrity confirmed there is an abundance of information regarding air quality out there.

Mr. Garrity asked for an update on the transfer station at the next meeting.

Mr. Garrity made a motion to adjourn the meeting at 10:18 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.



RECEIVED

By Darlene Brady at 3:38 pm, Dec 03, 2020

**BOARD OF SELECTMEN
Regular Meeting
December 8, 2020 6:30 P.M.**

Access to meeting via Zoom:

<https://us02web.zoom.us/j/83445014093>

Meeting ID:

834 4501 4093

One tap mobile:

+16465588656,83445014093# US (New York)

1. **Call to order**
2. **Approval of Minutes**
 - a. November 10, 2020 Regular meeting
 - b. November 16, 2020 Special meeting
 - c. November 19, 2020 Special meeting
3. **Public Communication**
 - a. November 17, 2020 email from William Eschner – Food truck
4. **Tax Refunds**
5. **Report of Treasurer**
6. **New Business**
 - a. EMS Staffing
 - b. Local EMS Plan
 - c. EMPG resolution
 - d. Town Meetings
 - e. Five-Year Capital Plan
7. **Old Business**
 - a. SustainableCT - Jean
 - b. Streetscape Building Committee - Ed
 - c. Swift House Task Force - Chris
 - d. Covid-19 update - Jean
 - e. Social Media Policy - Jean
 - f. Main Street – noise/traffic - Chris
 - g. HRRRA Organics Program - Jean
 - h. Cell Tower - Jean
 - i. Policy and Procedure Manual - Jean
 - j. KVFD Tax Abatement – Jean/Ed
 - k. Food Truck Ordinance/Policy – Jean
 - l. EV Charging Station - Jean
8. **Report of Selectmen**
9. **Adjourn**



Joyce Kearns <adminassist@townofkentct.org>

[Kent CT] New resident (Sent by William Eschner, Williameschner@gmail.com)

1 message

Contact form at Kent CT <cmsmailer@civicplus.com>

Reply-To: Williameschner@gmail.com

To: adminassist@townofkentct.org

Tue, Nov 17, 2020 at 9:32 AM

Hello Selectmen,

William Eschner (Williameschner@gmail.com) has sent you a message via your contact form (<https://www.townofkentct.org/user/21/contact>) at Kent CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.townofkentct.org/user/21/edit>.

Message:

Hello!

I am a new resident to Kent and would like to reach out and say hi! I am also in the process of building a food truck and was wondering if the idea of having it in town was entertaining.

Thank you!



Joyce Kearns <adminassist@townofkentct.org>

FOOD TRUCKS

1 message

Elissa Potts <elissa@fifendrum.com>

To: firstselectman@townofkentct.org, Joyce Kearns <adminassist@townofkentct.org>, Potts Elissa <elissa@fifendrum.com>

Mon, Dec 7, 2020 at 3:58 PM

December 3, 2020

Selectman Mr, Jean Speck, Mr Chris Garrity and Mr Ed Matson

41 Kent Green Boulevard

Kent, CT 06757

I would like this letter to be read at your December 11, 2020 meeting and recorded into your minutes.

Food Trucks

I have just listened to your Selectman's meeting dated November 10, 2020. I was extremely upset listening to your cavalier opinions regarding the possibility of Food Trucks in Kent.

Let me ask... Why does the Selectman's office feel the need for food trucks in Kent.

As Selectman, you are elected to represent the best interests for everyone in the town of Kent. I find it disturbing that you appear to disregard the 16, soon to be 17, brick and mortar businesses in Kent that pay RENT, MORTGAGES and TAXES.

In addition, during this extremely difficult year in business caused by the pandemic, I find it amazing you would even entertain the idea of allowing food trucks. Food trucks are businesses that parachute in, pay a pittance for a temporary permit and then just that simply sells food and wares. Where are they going to park... US Highway Route 7 or 341 ... on Private Property... or perhaps at the Town Hall?

When the owners of the "future" food trucks arrive and begin setting up their trucks for business, will the Architectural Review Board come and inspect their truck? What about the windows or the doors? Will they have to deal with Zoning regarding parking spaces? What about providing public restrooms? Will they have to be ADA

compliant? ...In addition, the food trucks will not have to deal with sewer or water bills and the myriad of other permits and taxes that are required by the brick and mortar food establishments.

I have been through more competition than most businesses here in Kent...and have survived. That being said, a food truck does not have the same overhead and expenses that all the other businesses have to deal with on a daily basis. I think you should reach out to the business community, as well as the Kent Chamber of Commerce to get additional feedback. In my opinion, allowing food trucks would not enhance the town of Kent. Ultimately, one truck would lead to more and then the town would subject to other pop up businesses that do not have to adhere to the same rules and regulations the brick and mortar businesses do. It would be the beginning of the end for the charm and allure of Kent.

In addition, I feel Selectman Garrity needs to recuse himself from this conversation. Did he forget to mention that he just recently sold a home in Kent to a man who has a food truck? I am certain the new Kent resident would like to know where he can set up his food truck.

In addition, this SHOULD be a P & Z issue, not a Selectman's office matter. The town spent a long time and a lot of money writing rules and regulations for the town's zoning. That is why Kent is so attractive to our residents and visitors. It seems to me that the view from the present Selectman's office is here for the short game....that sentiment does not sit well with me. Zoning cares about the integrity and the long term view of the town.

Respectfully submitted

Elissa Potts

--
Elissa G T Potts |
Fife 'n Drum Restaurant and Inn |
P O Box 188 |
53 N Main Street |
Kent, CT 06757 |
860.927.3509 |
Restaurant is Closed Tuesday |
Inn Open 7 Days, Call ahead for Tuesday |
www.fifedrum.com |
www.kentct.com



Joyce Kearns <adminassist@townofkentct.org>

Board of Selectman agenda for the 08 December meeting

1 message

Martin Lindenmayer <lindenmayer@kentcenter.com>

To: Jean Speck <firstselectman@townofkentct.org>, Chris Garrity <chris@bainrealestate.com>, Ed Matson <Ematson@townofkentct.org>, cgarrity@townofkent.org
Cc: joyce Kearns <adminassist@townofkentct.org>, Michelle Mott <mottm@kentcenter.com>, Lisa Carter <lcarter@region1schools.org>, Bill Hurley <hurleyb@kentcenter.com>, Valerie Vega <vegav@kentcenter.com>, Heather Strid <Hstrid1971@gmail.com>

Fri, Dec 4, 2020 at 2:20 PM

Jean et al., Since the Oct 20th 2020 Board of Finance meeting where the unanimous recommendation was made to allocate \$140,000 to the previously allocated \$72,000 for the Kent Center School Entryway Security Upgrade, there has been no action, as far as I can determine, from the Board of Selectman to provide for a Town Meeting to vote on the allocation and to move the project toward completion in 2021. December 14 will be the 8th anniversary of the Sandy Hook tragedy and in order to fulfill our Town's commitment to improve the safety and security of Kent Center School, I am requesting this issue be added to the December 8th agenda so that any questions regarding the necessity for action on this item outside of the annual Town meeting can be fully understood by the BOS and the public. In my previous four discussions with the First Selectman, I was assured by her that she would return my calls, follow up on my emails, and arrange an online meeting with me, none of which has happened. I am hoping that we can finally address what we need to do to make the safety and security of our children, teachers, and staff of Kent Center School a priority for the town of Kent.

Regards,
Marty

Martin Lindenmayer
Chair, KCS Board of Education
9 Judd Ave, P.O. Box 219
Kent, CT 06757
Mobile: 860-671-9746

<https://www.townofkentct.org/sites/g/files/vyhlif3311/ffagendas/bos120820.pdf>



WebPage.pdf

153K

[illegible]

Treasurer's Report

12/8/2020

<u>BoS Meetings</u>	<u>BoF Meetings</u>	<u>Other Zoom Mtngs</u>
	10/20/2020	10/22/20 Streetscape
	11/17/2020	

	<u>October</u>		<u>November</u>	
A/P Checks Issued	91	\$133,088	98	\$154,532
Payroll	152	\$98,051	117	\$99,025
BoE Transactions	73	\$600,358	49	\$590,100
Deposits	15	\$172,204	16	\$164,903
Totals	331	\$1,003,701	280	\$1,008,560

CDBG Attended CDBG Grant Administraor certification course
36 hours, two exams

Litigation Will need a budget transfer of \$38700 +/-

Schaghticoke May need an additional appropriaton or a budget transfer

FY 2020 -2021			
	Actual	Budget	% of Budget
Income	\$ 7,156,875	\$ 13,535,103	52.9%
A · General Government	\$ 786,043	\$ 1,386,173	56.7%
B · Public Safety	\$ 26,671	\$ 261,281	10.2%
C · Public Works	\$ 375,015	\$ 1,779,817	21.1%
D · Health and Welfare	\$ 58,033	\$ 117,297	49.5%
E · Recreation	\$ 74,489	\$ 217,290	34.3%
F · Sanitation	\$ 60,169	\$ 143,292	42.0%
G · Board of Education	\$ 2,827,781	\$ 7,292,037	38.8%
H · Debt Service	\$ 43,237	\$ 432,569	10.0%
I · Transfer to Capital	\$ 952,847	\$ 952,847	100.0%
J · Transfer to Dog Fund	\$ 7,500	\$ 7,500	100.0%
K · Current Year Capital Projects	\$ 945,000	\$ 945,000	100.0%
Total Expense	\$ 6,156,786	\$ 13,535,103	45.49%

5:30 PM
12/08/20
Accrual Basis

TOWN OF KENT
Litigation
July 1 through December 8, 2020

Date	Name	Memo	Amount
08/01/2020	Cramer & Anderson	Legal: 7/1/20-7/17/20; 4.60 hrs; Roberti tax appeal	614
10/14/2020	CIRMA	Insurance: LAP deductible August 2020	1,000
08/01/2020	Cramer & Anderson	Legal: 7/1/20-7/20/20 1.40 hrs Roberti civil rights lawsuit	287
10/01/2020	Cramer & Anderson	Litigation: Roberti Civil Rights Lawsuit 9/9, .50 hrs	103
09/15/2020	Halloran & Sage LLP	Litigation: Roberti Lawsuit 8/3,11 2.30 hrs	518
08/31/2020	Halloran & Sage LLP	Litigation; roberti 7/2-7/23 (2hrs)	450
09/01/2020	Cramer & Anderson	Litigation: Roberti lawsuit 8/3 .80 hrs	164
			2,521
08/01/2020	Cramer & Anderson	Litigation: cell tower intervention 7/1-7/29; 36.30 hrs	6,394
11/09/2020	Rosemark Law	Litigation: cell tower intervention 7/1 - 7/29 ~ 45.5 hrs	13,650
10/01/2020	Cramer & Anderson	Litigation: cell tower intervention 8/13 - 9/22/20 14.80 hrs	2,932
11/09/2020	Rosemark Law	Litigation: cell tower intervention 8/2 - 8/31 ~ 37.6 hrs	11,280
11/09/2020	Rosemark Law	Litigation: cell tower intervention 9/1 - 9/25 (15.4 hrs)	4,620
09/01/2020	Cramer & Anderson	Litigation: cell tower intervention August, 20.90 hrs	3,769
11/24/2020	Cramer & Anderson	Litigation: cell tower intervention 10/1-23, 32.2 hrs	5,455
			48,099
		Total	51,234
		Budgeted	12,500
		Variance To Date	38,734

Building Inspector GL# 04-120-400									
2020-2021									
	Receipts	Waived Fees	Payment	85%	Town Share	15%	Check Date	Check #	Check Amount
July	\$ 43,672.00		\$ 37,121.20		6,550.80		7/30/2020	ACH	\$37,121.20
August	4,522.00		\$ 3,843.70		678.30		9/3/2020	ACH	\$3,843.70
September	22,090.00		\$ 18,776.50		3,313.50		9/30/2020	ACH	\$18,776.50
October	17,308.00	234.00	\$ 14,910.70		2,397.30		11/4/2020	ACH	\$14,945.80
November	17,308.00	26.00	\$ 14,733.90		2,574.10				
December			\$ -		0.00				
January			\$ -		0.00				
February			\$ -		0.00				
March			\$ -		0.00				
April			\$ -		0.00				
May			\$ -		0.00				
June			\$ -		0.00				
Total	\$ 104,900.00	\$ 260.00	\$ 89,386.00		\$ 15,514.00				\$74,687.20
Amt Budgeted					35,000.00				
% of Budgeted Amount Received to date					44.33%				
									prior year
									10,382,642
									201
									7,444,411
									57
									up 72%
Note:	Construction activity curtailed during the winter months								
	The first \$1,000 is a \$20 fee								
	Building Permit Fees are calculated at \$6 per 1,000 of the value of the project over 1,000								
	January Town Share reduced by \$22.05 due to a refund for a permit issued to Vivint Solar								

									\$17,827,053
									258



Gmail

Joyce Kearns <adminassist@townofkentct.org>

EMS Staffing funding request

1 message

Kent Ambulance Chief <kent4@kentfire.org>

To: "jeancsneek@mac.com" <jeancsneek@mac.com>, Chris Garrity <cgarrity@townofkentct.org>, Ed Matson <ematson@townofkentct.org>, Joyce Kearns

10. jealicspeck@mac.com, Gino Garry <garry@comcast.net>, Ed Marston <emarston@comcast.net>
<adminassist@newfrontier.org> Nancy O'Dea-Wyrick <nodeawrick@gmail.com> Arthur Romano <arromano@greenwichems.org> Alan Gawel

Chief
Caralee Rochovsky <President@kenfire.org>
Mike Deatone <manetone01@gmail.com>
Nancy Deatone <charter.net>
Eric Entine <erwine@lowbudget.com>
Carla Entine <erwine@lowbudget.com>
Nancy Deatone <charter.net>
Mike Deatone <manetone01@gmail.com>
Caralee Rochovsky <President@kenfire.org>

<alangawei@gmail.com>, Eric E
Ed Matson <kent1@kentfire.org>

Tue, Dec 8, 2020 at 8:37 AM

Dear Board of Selectmen.

Thank you for adding the EMS staffing committee to the agenda of the Board of Selectmen meeting this evening. As you are so aware, staffing of the ambulance has been quite a challenge for several years. With the addition of a global pandemic, our numbers have seen a greater decline over the past 9 months. Unfortunately, I don't see this situation improving in the near future.

At the selectmen's meeting tonight, our goal will be to ask the board to approve a funding structure to move forward to allow the ability of the department to hire paid EMS staff. This will be achieved by hiring an outside staffing company to supply their employees to the open shifts that we currently cannot fill. After careful investigation and review by the committee, we anticipate needing a budget to cover twelve (12) six-hour shifts per week.

We had a very positive presentation and conversation with the Board of Finance at their meeting last month. They voiced their strong support for the town assisting with this funding stream. The process of how to go about securing the funding during the fiscal mid-year was discussed. Chairman O'Dea-Wyrick asked for the town treasurer to investigate this process. That process as outlined by the treasurer is that the "Board of Selectman needs to notify the Board of Finance that more money is needed and then depending on the amount that is being requested, a town meeting may or may not be required."

At last night's membership meeting the members unanimously authorized entering into an agreement with Emergency Resource Management, LLC (ERM) for EMS staffing.

We hope to have this staffing in place by January 1, 2021, for a smooth transition to get this program working. We are asking the town for funding of \$8,712.00 per month. The amount needed for the remainder of the town's fiscal year through June 30 is \$52,272.00.

Thank you for your help with this important decision. We will be at the meeting to answer any questions the board may have.

Best.

100

Mary Ann Van Valkenburg
Ambulance Chief

"You are a piece of the puzzle."

12/8/2020

Town of Kent CT Mail - EMS Staffing funding request

Mary Ann Van Valkenburg
Ambulance Chief
Cell: 860.488.1239

Kent Volunteer Fire Department, Inc
P.O. Box 355
Kent, CT 06757
Firehouse (860) 927-3151
Fax (860)927-7120



Joyce Kearns <adminassist@townofkentct.org>

Fwd:

1 message

Thu, Dec 10, 2020 at 2:15 PM

Jean Conlon Speck <firstselectman@townofkentct.org>
To: Joyce Kearns <adminassist@townofkentct.org>



Jean Speck
First Selectman, Town of Kent
860.927.4627 | firstselectman@townofkentct.org | www.townofkentct.org
41 Kent Green Boulevard
PO Box 678
Kent, CT 06757



 Click here to schedule a meeting with me!

 Save ink cartridges from extinction - please think twice before printing.

If you received this email in error, please notify us immediately by sending an e-mail or by calling.

Create your own email signature

----- Forwarded message -----
From: Valerie Vega <vegav@kentcenter.com>
Date: Mon, Dec 7, 2020 at 10:40 AM
Subject:
To: Jean Speck <firstselectman@townofkentct.org>, Ed Matson <Ematson@townofkentct.org>, <cgarrity@townofkent.org>
Cc: Ane Starr <starra@kentcenter.com>

Dear Members of the Board of Selectmen,

On behalf of the Kent Education Association, we write to you in support of holding a virtual town meeting for the purpose of voting to allocate the funds for the Kent Center School Entryway Security Upgrade Project. The Members of the Kent Center School Board of Education have worked tirelessly for 6 plus years to upgrade the security and safety of the school. Three of those years have been spent working on the construction planning for the security upgrades to the entryway, main office, and security monitoring system as well as securing funding through direct allocation from the Board of Finance and end-of-year budget savings. We understand that the Board of Finance unanimously recommended to allocate the funds for the project at their October 20, 2020 meeting.

The time has come to move forward with this very important project before another year is lost. Governor Lamont issued an Executive Order allowing hybrid Town Hall meetings. Please take action and hold a virtual town meeting to vote on the allocation of the funds to move the project toward completion in 2021 before this costs the town more money! Our students' safety depends on you.

Respectfully submitted,

Ane Starr

Valerie Vega

Co-Presidents Kent Education Association

Proposal

Questions?

Proposal

KVFD proposes submitting an invoice
for reimbursement to the Town of
Kent on a monthly basis for the
contracted prior month

Proposal

- Budgetary amount requested:
- January 1, 2021- June 30, 2021 is estimated at
\$52,272

Proposal

- Hiring one staff member
- 12- six hour shifts per week or
- 48 six hour shifts per month
- \$8,712 per month or
- \$104,544 per year

Culture

1991 KENT COUNTY COMMUNITY COLLEGE

Budget

Fundraising efforts have been
suspended this year

This has resulted in an approximate
\$50,000 deficit with two months
remaining in our fiscal year

Budget

KVFD annual budget is approximately \$400,000

Revenues: Town of Kent grant

Fundraising efforts

Ambulance billing

Expenses: Building and ground maintenance

Vehicle and equipment repair

Stipends

Schedule

We have reached our breaking point

Schedule

Ten (10) unassigned or what we call “scramble”
shifts per week

Currently of the 56 shifts per week- 46 are
covered by 7 EMT's and 3 EMR's- that's a total of
10 people

Schedule

Our schedule is set up in 6 hour shift increments-
with two (2) staff members needed to complete
a legal crew

- Eight (8) shifts a day
- Fifty-six (56) shifts a week
- Two-thousand nine hundred twenty (2,920) shifts a year

Schedule

Several contributing factors to the current decline in staffing

- Less volunteers
- Larger time commitment
- Health/injury constraints
- COVID

Timeline

- Largest call volume was when The Kent was operational
- We are concerned call volume could increase once the High Watch expansion and Birch Hill are online

Timeline

<u>Year:</u>	<u>Total calls</u>
2013	645
2014	505
2015	495
2016	415
2017	398
2018	433
2019	431
2020 YTD	295

Timeline

- 1911: KVFD was formed
- 1974: First provided ambulance service
- 1980's: Provided IV level of care
- 1990's: Joined a 7 town paramedic collaborative
- 2003: Tax abetment incentive offered
- 2009: Fuel card incentive
- 2010: Billing for service
- 2011: Stipend incentive offered

Timeline

Review of EMS service provided by KVFD

How we got here

Where we are going

TONIGHT WE WILL REVIEW

Timeline

Schedule

Budget

Culture

Our Proposal

Questions and Answers

COMMITTEE MEMBERS

Ambulance Chief Mary Ann VanValkenburg

Alan Gawel

Eric Epstein

Mike Petrone

Artie Romano



EMS Staffing Committee

Budget Schedule

FY 2021-2022
Budget

November 6, 2020	Packets for Capital Requests are distributed to departments and Commissions	first week in November
December 4, 2020	Preliminary Five Year Capital Plan to BoS	first week in December
December 15, 2020	Budget Packets go out to Departments and notices go out to Organizations	middle of December
January 19, 2021	Five Year Capital Plan to BoF	BoF regular meeting
January 20, 2021	Budget requests due back from Departments	middle of January
January 22, 2021	Budget worksheet package to BoS via email	3 rd working Friday in January
February 9, 2021	1 st BoS Budget Workshop	2 nd week of February
February 16, 2021	2 nd BoS Budget Workshop	3 rd week of February
February 23, 2021	3 rd BoS Workshop	last week of February
March 9, 2021	4 th BoS Workshop	BoS regular meeting
March 9, 2021	Final BoS vote	to take place at 4 th Workshop
March 16, 2021	Present proposed budget to BoF	BoF regular meeting
	BoF final vote	by the end of April
	Public Hearing	first week of May
	BoF Budget Workshop (if needed)	2 nd week of May
	Budget Vote (Town Meeting)	3 rd week of May

Additional Information:

Capital Plan to be finalized and adopted before 1st Budget Workshop, and provided to BOF as soon as adopted by BOS

BOS will receive budget packets 2 weeks before 1st Budget Workshop

BOS review packets and at 1st Budget Workshop decide what order Departments will attend subsequent Workshops and what if any additional information will be necessary to facilitate decision making.

Invite departments for BOS 2nd and 3rd Workshops as necessary

Use BOS 4th workshop (monthly meeting) to accommodate departments that need night time.



Joyce Kearns <adminassist@townofkentct.org>

5 Year Capital - updated with requests

1 message

Barbara Herbst <treasurer@townofkentct.org>

To: Jean Conlon Speck <firstselectman@townofkentct.org>, Ed Matson <ematson@townofkentct.org>, Chris Garrity <cgarrity@townofkentct.org>, Joyce Kearns <adminassist@townofkentct.org>

Fri, Dec 4, 2020 at 2:04 PM

Hello everyone,

Attached is the proposed 5 Year capital plan that has been updated with the current requests.

Of note:

- 1) The holistic increase (entire 5 year plan) over the previous year is \$1,104,469
- 2) KVFD is requesting a total of \$442,000 to be added to prior years, the effect of that request being approved as submitted, will be a shortfall of \$265,200 in the 5 year capital reserve.
- 3) w/o the KVFD request of \$442,000 in prior years, the holistic increase is 14% (\$662,469) over the previous year
- 4) The FY '22 appropriation as submitted is \$220,894 or 24% higher than the previous year
- 5) The FY '22 appropriation w/o the KVFD prior years request would be \$132,494 or 14% higher than the previous year



Barbara E Herbst

Treasurer, Town of Kent

860 927 0109 | treasurer@townofkentct.org

PO Box 678

Kent CT 06757

<https://www.townofkentct.org/>



FIVE YEAR TOTALS		FIVE YEAR CAPITAL PLAN					INFORMATIONAL USE				
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
BOE PLAN		Roof	Roof	Roof	Roof						
	KCS BLDG IMPROVEMENTS	266,000	216,000	266,000	50,000						
				Sidewalk / Pa	Sidewalk / Pa	Sidewalk / Pavin	Boilers	Boilers	Boilers		
				136,235	136,235	136,235	156,334	156,334	156,334		
1,206,706	BOE SUBTOTAL	266,000	216,000	402,235	186,235	136,235	156,334	156,334	156,334	0	0
BOS PLAN											
		Truck #1 Compactor	HWY Trk # 5 and Kubota	HWY Trk # 9	HWY Trk # 4 / Cvrd Bridge Barrier	HWY Trk # 12	Tractor w/ boom mower	Truck #5	Truck #3	Dump Truck, Sander and Plow	Roadside mower / tractor
	HIGHWAY TRUCKS	60,000	205,000	235,000	135,000	205,000	0	205,000	205,000	205,000	
	HIGHWAY EQUIPMENT				Covered Bridge Barrier						
		40,000	35,000	0	30,000		120,000				125,000
945,000	TOTAL TOWN FLEET	100,000	240,000	235,000	165,000	205,000	120,000	205,000	205,000	205,000	125,000
		Eng 1	Rescue 8	Rescue 8		Rescue 8					
	KVFD APPARATUS	150,000	200,000	225,000		400,000					
	Turn Out Gear (PPE)	64,000	64,000	64,000							
	Communications Upgrade		250,000								
1,417,000	TOTAL KVFD FLEET	214,000	514,000	289,000	0	400,000	0	0	0	0	0
	Anderson Road (rebuild)				166,883	183,117					
	BOTSFORD ROAD				345,000					0	0
	SPOONER HILL ROAD					500,000					
1,195,000	TOTAL ROADS	0	0	0	511,883	683,117	0	0	0	0	0
	Bridge # 9 (Fuller Mountain)						300,000				
	Bridge #15 (Carter Road)	250,000					Bridge 5	Brdge 5	Bridge 17	Bridge 17	
	BRIDGE #16 (Anderson Acres)				166,883	183,117	200,000	200,000	200,000	200,000	
	BRIDGE # 05519 (Macedonia)						300,000				
	BRIDGE #22 (Gear Min)									400,000	
600,000	TOTAL BRIDGES	250,000	0	0	166,883	183,117	800,000	200,000	200,000	600,000	0
0	TOTAL LAND	0	0	0	0	0	0	0	0	0	0
		Parking Lot	Parking Lot								
	TOWN GARAGE	30,000	40,000				0	0	0		
	SENIOR CENTER						Flooring				
	COMMUNITY HOUSE				Roof		150,000				
		Carpet / Part			50,000				CMH Windows		
	TOWN HALL	40,000					Tn Hall Roof	Tn Hall Window	150,000		
160,000	TOTAL BUILDINGS	70,000	40,000	0	50,000	0	65,000	150,000			
	ZONING REG	50,000								0	
	REVALUATION		25,000	50,000						40,000	
		Kent Commons	Kent Commons	Emery Park	Tennis Court						
	P/R Playgrounds	50,000	50,000	100,000	20,000						
346,000	TOTAL NON RECURRING	100,000	75,000	150,000	20,000	0	0	0	0	40,000	0
4,661,999	BOS SUBTOTAL	734,000	869,000	674,000	913,766	1,471,234	1,136,000	566,000	566,000	846,000	125,000
FIVE YEAR TOTALS		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
5,868,704	BOE & BOS PROJECTED CAPITAL	1,000,000	1,086,000	1,076,235	1,100,000	1,607,469	1,291,334	711,334	711,334	846,000	125,000
	BOE & BOS CAPITAL SPEN	1,000,000	1,086,000	1,076,235	1,100,000	1,607,469	1,291,334	711,334	711,334	846,000	125,000
	1/5TH OF ANNUAL CAPITAL	200,000	217,000	215,247	220,000	321,494	258,267	142,267	142,267	169,000	25,000
	APPROPRIATION FY 2021-2022	1,173,741									
	APPROPRIATION FY 2022-2023		1,232,008								
	APPROPRIATION FY 2023-2024			1,167,274							
	APPROPRIATION FY 2024-2025				1,084,294						
	APPROPRIATION FY 2025-2026					1,033,294					
	APPROPRIATION FY 2026-2027						736,800				
	Accepted by the BoS										
	Reclved by the BoF										
	Approved by P/Z										
	Approved by BoS		Approved at Town Meeting				hash line signifies partial or all prefunding of appropriation				
	Approved by BoF						Executive Order 71 superseded ability to hold Town Meeting				

TOWN OF KENT

2022-2026 FIVE-YEAR CAPITAL PLANNING

Department: Kent Center School Board of Education

Date Prepared: 05 November 2020

Contact Person: Martin Lindenmayer, Chairman

1. Purpose of Project:

Add a new item to program

 X

Modify item already part of program

Included in prior plan

2. Project Title: Replacement and upgrade to Kent Center School Boiler Systems

3. Location: Kent Center School, 9 Judd Avenue, Kent, CT

4. Description of project:

Replacement and upgrade of the two boilers in KCS and associated boiler controls that were installed in 2003.

5. Justification: Replacing and upgrading of the two boiler systems are recommended due to the current 20-year life expectancy. Currently, repairs are being made to the pneumatic systems associated with the boiler operation, however due to lack of inventory of pneumatic parts and improved industry standards, the pneumatic pumps and controls need to be upgraded to digital systems for better maintenance and computerized controls.

6. Department Priority: High

7. Year Proposed for Purchase/Construction

Anticipated Cost

2021/2022

2022/2023

2023/2024

2024/2025

2025/2026

2026/2027

156,334.00

2027/2028

156,334.00

2028/2029

156,334.00

2029/2030

2030/2031

TOWN OF KENT

2022- 2026 FIVE-YEAR CAPITAL PLANNING

Department: Kent Volunteer Fire Department, Inc.

Date Prepared: November 2020

Contact Person: President@kentfire.org

1. Purpose of Project:

Add a new item to program

Modify item already part of program

Included in prior plan

Rescue 8 replacement

2. Project title: KVFD Apparatus

3. Location: KVFD Fleet

4. Description of Project: Replace Rescue 8

5. Justification: Replacement of aged out apparatus

6. Department Priority: High

7. Year Proposed for Purchase/Construction

Anticipated cost

2021/2022

2022/2023

2023/2024

2024/2025

2025/2026

2026/2027

2027/2028

2028/2029

2029/2030

2030/2031

400,000

TOWN OF KENT

2022- 2026 FIVE-YEAR CAPITAL PLANNING

Department: Kent Volunteer Fire Department, Inc.
Date Prepared: November 2020
Contact Person: President@kentfire.org

1. Purpose of Project:

Add a new item to program
Modify item already part of program
Included in prior plan

Personal Protective Gear (PPE)

2. Project title: KVFD Capital Plan

3. Location: _____

4. Description of Project: Replace PPE

5. Justification: Replace equipment which has reached it's NFPA standard for life safety of emergency responders.

6. Department Priority: High

7. Year Proposed for Purchase/Construction

Anticipated cost

2021/2022
2022/2023
2023/2024
2024/2025
2025/2026

64,000
64,000
64,000

2026/2027
2027/2028
2028/2029
2029/2030
2030/2031

TOWN OF KENT

2022- 2026 FIVE-YEAR CAPITAL PLANNING

Department: Kent Volunteer Fire Department, Inc.
Date Prepared: November 2020
Contact Person: President@kentfire.org

1. Purpose of Project:

Add a new item to program
Modify item already part of program
Included in prior plan

Communications Upgrade

2. Project title: KVFD Capital Plan

3. Location: _____

4. Description of Project: Mandatory Upgrade of radio communications equipment

5. Justification: LCD upgrading current system county wide which includes replacing all radio equipment

6. Department Priority: High

7. Year Proposed for Purchase/Construction

Anticipated cost

2021/2022
2022/2023
2023/2024
2024/2025
2025/2026

2026/2027
2027/2028
2028/2029
2029/2030
2030/2031

250,000

Tri County Contractors Supply Inc.

Main Office Location
154 Wayside Avenue
West Springfield, MA 01089
Phone (413) 733-5189
Fax (413) 781-2102
November 24, 2020

Rick Osborne
Kent Public Works
PO Box 678
41 Kent Green Boulevard
Kent, CT. 06757-0678

Dear Rick:

As per your recent request, are pleased to provide you with a BUDGET QUOTATION FOR A tiger Side Flail and Tractor Complete. Pricing is as follows:

- One - new John Deere model 6105E (or equal) – 2 WD enclosed tractor complete with
Fully enclosed Cab with heated/defroster and air conditioning, and standard equipment
12 x 12 Power Reversing Transmission with Wet Clutch
10.00 x 16 in. 10 PR F2 Front tires and 460/85/R34 8PR R1W Rear tires
Front Grille Guard
Dual auxiliary remote hydraulic hookups with quick disconnects
Stop-Turn and Tail lights, Brake lights, Horn, Strobe Light with Brush Guard
License plate bracket with light, Backup Alarm, AM/FM radio
Front windshield wiper and washer
TIGER SMF-EDBAT4 Mid-Mount Side Flail mower tractor mounting kit with hydraulic
combo lift & Tilt System, Travel Safety Lock mechanism is included with SMF-EDBAT4 kit
All hydraulic hoses, etc. needed to operate mower
Fully installed and operational.
Parts & technical manuals Included
- ONE - TIGER TSF-75ED – Extreme Duty Hydraulic operated side mount flail
75" of actual cutting width

FOB: Kent, CT – BUDGET QUOTATION \$107,829.00*

- One - new AGRIMETAL model BW4500TPW Rear Mount, 3 Point Hitch Blower
Blower complete with Hard Surface Wheels
180 degree, Hydraulic Air Deflector & Down Wind Deflector

FOB: Kent, CT. – BUDGET QUOTATION \$ 6,300.00*

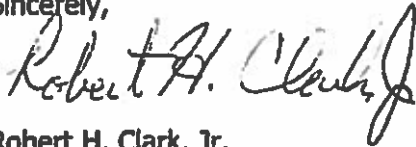
FOR BUDGET PURPOSES ONLY!

- - Price includes a sum for potential price increases.

After reviewing this information and the enclosed literature if you have any questions or if we can be of further assistance please feel free to contact us.

Thank you.

Sincerely,



Robert H. Clark, Jr.

President

Tri County Contractors Supply Inc.

Office: (413) 733-5189

Cell: (413) 575-7936

Email: rclarkjr@tricountycontractors.com

Cc - File

December 8, 2020

Street Scape Building Committee (S.S.B.C.) Report to Kent Board of Selectman (B.O.S.)

- 1) Mike Doherty Update:
 - a) Easement documents in hands of town attorney as of 11/19/2020 S.S.B.C. Meeting
 - b) Typical for Town to offer to replace trees that are removed during a project such as this with a \$1,000 cap. *Question: Is that necessary if the roots did or will affect the sidewalks?*
 - c) Plans: 90% complete
 - d) Time frame as per Mike Doherty:
 - i) Submit documents to D.O.T. by December 31, 2020
 - ii) Send bid packets out in late February 2021
 - iii) Construction to begin early May 2021- depending on Town's ability to secure easements and on D.O.T. response time
- 2) Rick Osborne Update:
 - a) No materials have been purchased to date under the Main Street Grant
 - i) Granite could not be delivered until Spring 2020
 - ii) Purchasing process gravel may actually cost more in the end and might complicate bidding process. *S.S.B.C. agreed.*
 - iii) Rick Osbornes and Barbara Herbst are pursuing the possibility of another extension. As of today, S.S.B.C. has not heard any results.
- 3) Jean Speck has confirmed that the Town has been awarded a Tap Grant for new sidewalk construction. S.S.B.C. recommends that the B.O.S. confirm or redefine the scope of the current project in consideration of this Grant as the areas South and East of the light qualify for this Grant.
- 4) S.S.B.C.'s next meeting will be held on Thursday, 12/10/2020 @ 5:30 p.m.

Respectfully,

Mike Gawel
S.S.B.C. Chairman



Joyce Kearns <adminassist@townofkentct.org>

RE: S.S.B.C Report for 12/8 B.O.S. Meeting

1 message

Mike Doherty <MDoherty@mminc.com>

Tue, Dec 8, 2020 at 2:17 PM

To: Mike Gawel <mikegawel@gmail.com>, streetscape committee <streetscape@townofkentct.org>

Cc: Jean Speck <firstselectman@townofkentct.org>, Chris Garrity <cgarrity@townofkentct.org>, Joyce Kearns <adminassist@townofkentct.org>

Mike,

I would just clarify that the documents provided for the easements are the supporting plan drawings and Right-of-Way Schedule of Owners and are not the legal documents the attorney needs to prepare.

Thanks



Michael T. Doherty, PLA

Principal Landscape Architect

From: Mike Gawel <mikegawel@gmail.com>

Sent: Tuesday, December 08, 2020 2:12 PM

To: streetscape committee <streetscape@townofkentct.org>

Cc: Jean Speck <firstselectman@townofkentct.org>; Chris Garrity <cgarrity@townofkentct.org>; Joyce Kearns <adminassist@townofkentct.org>; Mike Doherty <MDoherty@mminc.com>

Subject: S.S.B.C Report for 12/8 B.O.S. Meeting

EXTERNAL

Here is my report for tonight's meeting.

Please email me with any corrections.

Thank you,

Mike



Joyce Kearns <adminassist@townofkentct.org>

Swift House Report including Requests & Back-up Quotes

1 message

Suzanne Charity <zanne.charity@gmail.com>

To: Joyce Kearns <adminassist@townofkentct.org>

Cc: Chris Garrity <cgarrity@townofkentct.org>, Marge Smith <aloyisius@charter.net>

Mon, Dec 7, 2020 at 11:42 PM

Hi, Joyce, et al -

Attached is my Swift House BoS Report including requests for

- (1) an increase in the SH Operating Budget,
- (2) a Request for funding for the Roof & Chimney, and
- (3) a Request for HVAC Replacement Heating and New Cooling to be included in the Five Year Capital Improvement Budget.

Also attached are Roofing bids with backup, Chimney Bid, and partial HVAC quote with A/C part to come tomorrow.

I'll be in transit from about 5:30 AM to 5:00PM tomorrow, but plan to be on the BoS Zoom if I'm still alive and kickin' by then.

Suzanne Charity
zanne.charity@gmail.com**8 attachments****Roof:Preferred Contractor 2.jpg**
542K



 **BoS Report 12-8-20.docx**
150K

 **Chimney estimate (SH left front).docx**
14K

 **Roof Est:Rear L&L 12:20.pdf**
123K

 **Roof Est:Front 12:20L&L.pdf**
124K

 **Roof:References:L&L.pdf**
744K

 **Roof Analysis Swift House.pdf**
412K

 **Roof:L&L:HIC Certificate 2021.pdf**
633K



We've earned our title. Let us earn your trust.

Purchasing a new roof is one of the biggest decisions you'll ever make for your home. Fortunately, it's one you'll probably have to make only once or twice in your lifetime. That's why it's so important to make sure it's done right and that you'll have someone standing behind their work for years to come. Owens Corning™ Roofing Preferred Contractors are part of a network of roofing professionals selected specifically for their commitment to service, reliability and craftsmanship. They meet high standards and satisfy strict requirements — all to give you the peace of mind that you've chosen the right contractor for a job.

**Here are just a few of the qualifications
you can expect from an Owens Corning™
Roofing Preferred Contractor:**

- Minimum of two years operating under the same business name
- In good standing with the Better Business Bureau
- Holds at least \$1,000,000 in general liability insurance
- Carries all required state and local licensing and insurance
- Knowledge of the latest industry standards and technology
- Dedication to customer service and craftsmanship

10-year Workmanship Guarantee

Your Owens Corning™ Roofing Preferred Contractor is approved to offer the Preferred Protection Roofing System Limited Warranty.* The Preferred Protection Roofing System Limited



Unlimited Protection
Warranty* not only provides additional coverage for a longer period of time, it also covers workmanship* for a full 10 years. And if we trust your Preferred Contractor enough to guarantee their workmanship, so can you.

Roofing System Limited Warranty*

Owens Corning™ Roofing Preferred Contractors can offer homeowners additional coverage through our series of Roofing System Limited Warranties.* These warranties offer one-time transferability,* making them a great investment even if you're planning to sell. Compare the coverage below:

	Standard Product Limited Warranty* Coverage	System Protection Roofing Limited Warranty* Coverage	Preferred Protection Roofing System Limited Warranty* Coverage
Shingles	Ten Protection* Period 10 Years Lifetime**	Ten Protection* Period 50 Years	Ten Protection* Period 50 Years
Laminate**	10 Years	50 Years	50 Years
Supreme*	5 Years 25 Years	15 Years N/A	15 Years 10 Years

Make your decision with confidence. Choose an Owens Corning™ Roofing Preferred Contractor.



OWENS CORNING ROOFING AND ASPHALT, LLC
ONE OWENS CORNING PARKWAY
TOLEDO, OHIO, USA 43659



1-800-GET-PART
www.getpart.com

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* See actual warranty for complete details, limitations and requirements.

Contractor is responsible for the first two years. See actual warranty for transferability details.

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SWIFT HOUSE TASK FORCE
REPORT to BOARD OF SELECTMEN
December 8, 2020

The Swift House Task Force has concentrated its primary efforts over the past six months on identifying and addressing the most urgent short term needs of the building utilizing the limited, special funds that were made available, while also planning for more mid-term and long-term concerns.

COMPLETED WORK:

Specifically, we have completed the following:

- Removal of rodents and bats
- Repair stone foundation around perimeter of building to eliminate rodent access and water infiltration.
- Removal of two deteriorated chimneys and flashing, and installation of temporary protection at chimney sites
- Priority carpentry repairs to help secure building exterior including replacement of rotten soffits and fascia boards, and most urgent items on a list of needed window sash, sill, and trim repairs

ANNUAL OPERATING BUDGET:

In analyzing the current and ongoing needs of the building, which had not received much care in recent years, it became apparent that Swift House would need an increase in its Annual Operating Budget to adequately fund overall maintenance and ongoing repairs to the building, care of the grounds, and custodial care on an annual basis. We are therefore requesting that the Board of Selectmen approve an increase in the Swift House Annual Operating Budget of \$6,500 for the 2021-22 budget year, in addition to appropriations, as in the past, for electric, heating fuel, water & sewer, and supplies.

ROOFING & CHIMNEY REQUEST:

The one significant project that needs to be dealt with in addition to more modest repairs and maintenance in the Operating Budget request is concurrent replacement of the roof and the left front chimney. That chimney and another in the far rear of the house were removed this fall and the holes temporarily covered with roofing board and tarpaulins, effective for only a year before more permanent action is needed. That action was undertaken in an effort to protect the building from ongoing leaks and additional squirrel incursions as both chimneys were in significant disrepair with missing and damaged, old, porous, "salmon brick," badly in need of replacement, which squirrels had already eaten through in numerous locations.

Town records indicate that a Kent Town Building Preservation Committee chaired by Nancy O'Dea-Wyrick presented a report to the Town's Board of Selectmen in January 2006, which said in part, regarding the Swift House roof:

*Target to replace the roof in FY 2009-10 when its age will be 25 years.
Preliminary estimate \$33,000.*

Now the roof is 36 years old, very fragile, and well beyond its useful life. Regrettably, the Building Preservation Committee's recommendation was not addressed and did not become a reality, and in more recent years neither the roof nor any other significant Swift House improvements have been recommended or addressed. So we must note that it seems well past time for some catch-up.

In an effort to try to keep costs as reasonable as possible, the Swift House Task Force is recommending that only one of the two chimneys that have been removed be rebuilt, reducing the cost significantly. We are therefore proposing that the Town undertake the rebuilding of just one chimney, concurrent with replacement of the entire roof for an estimated total of \$35,000. Of that amount, Marge Smith, member of the Swift House Task Force, is actively working with Joyce Kearns in pursuit of a \$10,000 grant to the Town from the 1772 Foundation toward roofing costs. We will make an effort to seek other grant opportunities as available.

Please see attached quoted estimates for a breakdown of the \$35,000 appropriation request, as follows:

• Left Front Chimney Replacement, including flashing	\$ 5,330
• Replacement of Front Roof including gutters or extended metal drip edge	13,900
• Replacement of Rear Roof including gutters or extended metal drip edge	12,800
• Contingency for unforeseen repair of wood sheathing, framing or adjacent moulding repairs, etc.	<u>2,970</u>
	\$ 35,000

A possible option would be to replace chimney and roofing over two years, separating the front and rear roofs into different phases. That would mean that one of the temporary roofing panels and tarps now providing protection over the chimney holes would need to be inspected and reinstalled at an additional cost, and there might also be an increase in labor and material costs for the second year. But if a two-year project would be more manageable, that would be fine, if potentially a bit more expensive.

We acknowledge that the above request is certainly not insignificant, but please remember that it would be an important investment in a valuable Town asset, whether it is ultimately determined that the Town will retain Swift House for multiple valuable community uses as a treasured emblem of its historic past, or whether it will be sold to an outside party as a solid, intact, well-maintained building commanding a much higher price than one in regrettable need of significant repairs.

FIVE YEAR CAPITAL PLAN:

We would also like to establish a place for Swift House on the Town's Five Year Capital Plan, where it is the only Town-owned building that is noticeably absent. We anticipate

the need to replace the existing late '80's heating system with a new, more efficient heating and cooling system. Most of the windows in the historic building are not operable, so air-conditioning would be an important addition, allowing the building to be used and rented for functions in the warmer months. The anticipated cost of a new HVAC system would be approximately \$35,000.

In the coming months we will be examining issues concerning the future use of Swift House through interviews and responses to questionnaires in anticipation of making a final report with recommended options for its future use.

Thank you for your attention to the needs of Swift House.

Submitted by
Zanne Charity, Chair
on behalf of the Swift House Task Force

Estimate

Two Brothers Mason Company LLC
10 Quaker Ridge Rd
Sherman, CT 06784
(860) 350-5754
License #: HIC.0674037
Email: twobrothersmasonct@gmail.com

Date: December 7, 2020

Job Name: Chimney
Swift House

Name &
Address: Swift House Task Force
C/O Suzanne Charity
Swift Lane
Kent, CT

Job Name/Description:

Rebuild the brick chimney with the dimensions of 55" high by 32" deep by 44" wide. Preparation: Install scaffold, lay tarps and plywood over the roof, demo the chimney and haul away the debris, install new copper flashing from the roof up to the flues, and solder the entire flashing on the seams to create a barrier between the upper and lower chimney. Build the chimney with small historic brick of the same size as the original chimneys.

Chimney: \$ 4,110.00
Flashing: \$ 1,220.00

Two Brothers Masonry Signature

Customer Signature

By signing this agreement the parties have acknowledged that Two Brothers Masonry has agreed to perform the work described above for the amount indicated and that you have agreed to pay that amount. Payment terms 50% to be paid upon the start of the job and the balance to be paid upon the completion. Any amounts not paid will be subject to finance charges and a lien to be placed up your property. The customer shall pay all fees and expenses related to the enforcement of this agreement and collection of past due balances including attorney's fees.

Thank you for choosing Two Brothers Masonry
We appreciate your confidence in us

L & L Contracting, LLC.

149 South Street
Morris, Ct 06763

Tel: 203-217-5716

Phone/Fax: 860-567-5383

Proposal

Contract Date: _____ Possible Start Date: _____ Finish by date: _____
weather permitting weather permitting

Job: Swift House
12 Maple Street
Kent, CT

3-day cancel by date: _____

Scope of work quoted: Partial Re- Roof Swift House (Rear Roofs)

- Permit.
- Material and Labor for the following...
- Remove existing roofing of off rear main house. (seven slopes)
- Install _____ metal edging as necessary.
- Install two rows (six feet) of Ice and Water Shield at all eaves. (1 Row HD, 1 Row STD)
- Install HD Ice & Water Shield at Valleys
- Install Ice and Water Shield at any chimneys, skylights, vent pipes and wall flashings.
- Install Seam Tape.
- Install Synthetic Roofing felt at remainder of roof.
- Install New Plumbing vent pipe boots at vent pipes.
- Install Limited Lifetime Architectural Shingles...Owens Corning Duration...Color: _____
- Install Ridge Vent & Cap Shingles.
- Job clean-up & disposal of construction debris.

NOTE: Does not include any wood sheathing or framing repairs if necessary. (\$75.00 each)
Does not include removal & re-installation of siding if necessary.
Does not include any front roof slopes.

Lump sum quote **\$ 7,800.00**

Payments as follows..... At contract signing..... \$ 2,800.00
Upon final completion..... \$ 5,000.00 plus extras

Option.....Repair/Replace Rotted Trim & Crown Molding (includes painting)..... \$ 6,500.00 Yes _____ No _____
Option.....Install New 5" Seamless Aluminum Gutters..... \$ 3,650.00 Yes _____ No _____
Option.....Install New Gutter-RX Gutter Guards at all Gutters..... \$ 1,300.00 Yes _____ No _____

Luc R. Cotnoir
L&L Contracting, LLC
Fed ID: 45-3231028
Contractor's License: HIC.0632200

Accepted by:

Date: _____

L & L Contracting, LLC.

149 South Street

Morris, Ct 06763

LLContractingLLC@gmail.com

HIC: 0632200

Tel: 203-217-5716

Phone/Fax: 860-567-5383

Job: Swift House
12 Maple Street
Kent, CT

APPENDIX A

Notice of Cancellation

(Date of Transaction Printed Here)

Received: _____
(Sign Here)

YOU MAY CANCEL THIS TRANSACTION WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST OUT OF THE TRANSACTION WILL BE CANCELED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE, IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF THE CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREE TO RETURN THE GOODS TO THE SELLER AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO L&L Contracting, LLC at 149 South St., Morris, CT 06763 NOT LATER THAN MIDNIGHT OF _____(Date).

I HEREBY CANCEL THIS TRANSACTION.

By:

Signed Date

L & L Contracting, LLC.

149 South Street
Morris, Ct 06763

Tel: 203-217-5716

Phone/Fax: 860-567-5383

Proposal

Contract Date: _____ Possible Start Date: _____ Finish by date: _____
weather permitting weather permitting

Job: Swift House
12 Maple Street
Kent, CT

3-day cancel by date: _____

Scope of work quoted: Partial Re- Roof Swift House (Front Roofs)

- Permit.
- Material and Labor for the following...
- Remove existing roofing of off front main house. (two upper slopes & front entrance)
- Install _____ metal edging as necessary.
- Install two rows (six feet) of Ice and Water Shield at all eaves. (1 Row HD, 1 Row STD)
- Install HD Ice & Water Shield at Valleys
- Install Ice and Water Shield at any chimneys, skylights, vent pipes and wall flashings.
- Install Seam Tape.
- Install Synthetic Roofing felt at remainder of roof.
- Install New Plumbing vent pipe boots at vent pipes.
- Install Limited Lifetime Architectural Shingles...Owens Corning Duration...Color: _____
- Install Ridge Vent & Cap Shingles.
- Job clean-up & disposal of construction debris.

NOTE: Does not include any wood sheathing or framing repairs if necessary. (\$75.00 each)

Does not include removal & re-installation of siding if necessary.

Does not include any flashing at chimney if necessary.

Does not include any rear roof slopes.

Lump sum quote **\$ 8,900.00**

Payments as follows..... At contract signing..... \$ 2,900.00
Upon final completion..... \$ 6,000.00 plus extras

Option.....Repair/Replace Rotted Trim & Crown Molding (includes painting).....	\$ 6,500.00	Yes _____	No _____
Option.....Install New 5" Seamless Aluminum Gutters.....	\$ 3,650.00	Yes _____	No _____
Option.....Install New Gutter-RX Gutter Guards at all Gutters.....	\$ 1,300.00	Yes _____	No _____
Option.....Install New Lead Flashing at Front New Chimney.....	\$ 1,200.00	Yes _____	No _____

Luc R. Cotnoir
L&L Contracting, LLC
Fed ID: 45-3231028
Contractor's License: HIC.0632200

Accepted by:

Date: _____

L & L Contracting, LLC.

149 South Street

Morris, Ct 06763

LLContractingLLC@gmail.com

HIC: 0632200

Tel: 203-217-5716

Phone/Fax: 860-567-5383

Job: Swift House
12 Maple Street
Kent, CT

APPENDIX A

Notice of Cancellation

(Date of Transaction Printed Here)

Received: _____
(Sign Here)

YOU MAY CANCEL THIS TRANSACTION WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST OUT OF THE TRANSACTION WILL BE CANCELED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE, IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF THE CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREE TO RETURN THE GOODS TO THE SELLER AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO L&L Contracting, LLC at 149 South St., Morris, CT 06763 NOT LATER THAN MIDNIGHT OF _____ (Date).

I HEREBY CANCEL THIS TRANSACTION.

By: _____

Signed Date _____

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

Be it known that

L & L CONTRACTING LLC
149 SOUTH ST
MORRIS, CT 06763-1830

has satisfied the qualifications required by law and is hereby registered as a

HOME IMPROVEMENT CONTRACTOR

Registration # HIC.0632200

Effective: 12/01/2020

Expiration: 11/30/2021



Michelle Seagull, Commissioner