

Board of Selectmen  
Regular Meeting

December 5, 2017  
4:30 P.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Darlene Brady, Debbie Devaux, John Grant, Donna Hayes, Marty Lindenmayer, Rick Osborne, Susie Rundall, Elyse Sadtler and John Worthington.

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

The pledge was recited.

**Approval of Minutes:**

Mr. Adams made a motion to approve the minutes of the November 6, 2017 Regular Meeting, as submitted. Mr. Parkin seconded the motion. Mr. Adams and Mr. Parkin voted yes. Mr. Garrity abstained.

**Public Communication:**

**Oral:** None.

**Written:** Mr. Adams stated that there was one written correspondence (attached):

- o December 1, 2017 Staff Report from Donna Hayes
- o November 15, 2017 Commission appointment notification from Lesly Ferris
- o November 13, 2017 Temporary Health Care Structure letter from Donna Hayes
- o November 9, 2017 Letter to Winnie and Kenton Burt from Donna Hayes
- o November 30, 2017 Senior Activity report from Lesly Ferris
- o Four recipes from Holly Adams to be sold with proceeds to go to Kent Food Bank

Mr. Adams made a motion to go along with Town Attorney and opt-out of Public Act 17-155; An Act Concerning Temporary Health Care Structures. Mr. Parkin seconded the motion and the motion carried.

**Report of First Selectman:**

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

- o Senior lunch every Friday – Fife, SKS, Kent
- o State of the Town address at Informal Club
- o Wrap up meeting on Gilmore Girls
- o Veterans Day ceremony
- o Swearing in for all victorious candidates
- o Picked up turkeys in Pine Plains for Food Bank
- o Final Carter Road meeting

Meetings covered by the BOS – Group or individual

- o BOS – 11/6 Full BOS
- o Chamber – 11/6 – Bruce
- o BOF – 11/14 – Bruce

Police Report:

- o Phone at Town Hall is 860-927-3134.
- o Email is: [residenttrooper@townofkentct.org](mailto:residenttrooper@townofkentct.org)

RECEIVED FOR RECORD  
KENT TOWN CLERK

2017 DEC -7 P 1:51

BY JRF, ATC  
TOWN CLERK

Trooper Fisher has been actively involved as needed in the most recent incident in Kent.

**Report of Selectmen:**

Mr. Garrity had nothing new to report.

Mr. Parkin had nothing new to report.

**Report of Treasurer:**

Mrs. Herbst did not attend the meeting and did not provide a report.

**Tax Refunds:**

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

Van Achte, Alain & Cheryl	\$1,953.92
Casey, Carolyn A	\$ 8.54

Mr. Parkin seconded the motion and the motion carried.

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

Mr. Adams stated that there is one written report from Lesly Ferris who attended the 57<sup>th</sup> Annual Connecticut Recreation & Park Association Annual Conference and Tradeshow.

**Appointments:**

Mr. Adams made a motion to approve the appointments, as submitted (attached). Mr. Parkin seconded the motion and the motion carried.

Mr. Parkin made the following motion:

For all positions within the Town of Kent that are appointed by either the Board of Selectmen or the First Selectman, the First Selectman shall post a notification on a regular publication to all citizens of Kent that the position is subject to reappointment on a given date. The notice shall indicate any individuals interested in applying for the position should notify the First selectman of interest in the position to be duly considered for appointment. Such notice shall be posted for a period of not less than 90 days prior to the expected date of the meeting in which such appointment is to be made.

Mr. Garrity seconded the motion. After a discussion that clarified that boards and commissions are recruiting for appointed positions and that open positions are posted on the Town website, Mr. Adams called for the vote. The vote was three no(s), the motion did not pass.

**Job Descriptions:**

Mr. Adams stated that per the Policy and Procedure Manual job descriptions are to be reviewed on a biennial basis, which makes them subject to review now. Mr. Adams made a motion to do a simple review of the job descriptions. The job descriptions will

be distributed to the department heads and should be returned to the Selectman's office within two weeks with either a signature indicating no changes or highlighted any changes/updates. Mr. Garrity seconded the motion and the motion carried.

**Five-Year Capital Plan:**

Mr. Adams stated that there is a draft Five-Year Capital Plan. The plan has been updated to reflect the requests made by the Highway Department, Town Hall and Kent Center School. He added that Kent Volunteer Fire Department did not submit a request. Marty Lindenmayer stated that he made a clerical error and the KCS requests should be in years 2024/2025/2026 and not 2021/2022/2023. Mr. Garrity asked why there is \$100,000 in the Capital Plan for Streetscape. Mr. Adams stated that that was a "place holder." Mr. Adams stated that the Town has been awarded a \$500,000 State grant that is not a matching grant to be used on sidewalks. Mr. Garrity requested that the Streetscape Committee come to the next BOS meeting and present the following: priority, cost and budgetary needs. Mr. Parkin added that the Streetscape Committee should bring several options to the BOS for review and consideration.

**2018 Budget Schedule:**

Mr. Adams presented a Proposed Budget Schedule FY 2018-19 and a copy of last year's cover letter for the Selectmen to review. Mr. Adams made a motion to approve the Proposed Budget Schedule FY 2018-19, as submitted. Mr. Garrity seconded the motion and the motion carried.

**Emergency Shelter:**

Mr. Adams stated he had nothing new to report.

**Public Restrooms/cleaners:**

Mr. Adams stated that the outside shower and the water filling station have been drained and turned off for the winter. The Chamber voted to keep the building open all winter and to reduce the cleaning from everyday to Monday, Wednesday and Friday. Mr. Adams stated that to date the Restroom has spent \$2,561.38 of the \$15,000 budget. He added that the Chamber has not paid the \$5,000 they committed to yet. Mr. Adams stated that there is approximately \$12,000 in grant money remaining.

Mr. Adams made a motion to continue to have Buddy Paine clean the public restrooms for the remainder of the fiscal year at the rate of \$15.00 per hour. Mr. Garrity seconded the motion and the motion carried.

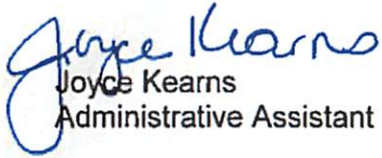
**Electric Car Charging Station:**

Mr. Adams stated that half of the electric car charging station is not working. Darlene Brady suggested that the electric car charging station be moved to the public restroom with the remaining \$12,000. Mr. Garrity stated that the Town would likely spend more money on water and sewer than electricity. Mr. Adams agreed to look into it.

**Health Insurance:**

Mr. Adams stated he had nothing new to report.

Mr. Adams made a motion to adjourn the meeting at 6:04 p.m. Mr. Parkin seconded the motion and the motion carried.

  
Joyce Kearns  
Administrative Assistant

*These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections.  
Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.*

## AGENDA

BOARD OF SELECTMEN  
REGULAR MEETING

December 5, 2017  
4:30 P.M. TOWN HALL

### Regular Meeting

1. Call to order
2. Approval of Minutes
  - a November 6, 2017 Special Meeting
3. Public Communication
  - a Oral
  - b Written
4. Report of First Selectman
5. Report of Selectmen
6. Report of Treasurer
7. Tax Refunds
8. Employee(s) report(s) on Seminar/workshops
9. New Business
  - a. Appointments
  - b. Job Descriptions
  - c. Five-Year Capital Plan
  - d. 2018 Budget schedule
10. Old Business
  - a. Emergency Shelter
  - b. Public Restrooms/cleaners
  - c. Electric Car Charging Station
  - d. Health Insurance
11. Adjourn

RECEIVED FOR RECORD  
KENT TOWN CLERK

2017 DEC -4 A 8:55

BY *J. Brady*  
TOWN CLERK

"An equal opportunity employer and service provider."





## TOWN OF KENT LAND USE OFFICE

### STAFF REPORT

DATE: December 1, 2017

FROM: Donna Hayes, CZEO

---

#### Building Department:

- Permits Issued: 59 (October) 35 (November)
- Total Construction value: \$1,599,715 (October) \$5,290,781 (November)  
The reason for the increased construction value in November is due to the upcoming alteration and construction of a theater at Marvelwood's student center.

#### Planning & Zoning:

- Permits Issued: 9 (October/November)
- Certificates of Compliance Issued: 10 (October/November)
- Applications before the Commission: (October/November)
  - Filling operation on Upper Kent Hollow Road (ongoing)
  - Operation of a drug and alcohol rehab facility at 46 Maple Street (approved)
  - Accessory dwelling unit at 530 Skiff Mountain Road (denied without prejudice)
  - Changes of use within the Kent Green (approved 4 along with signage)

#### Inland Wetlands:

- Approved: October/November
  - Modification to redirection of Kenico Road
  - Fence installation on Sumner Road
- Pending: November
  - Notice of Violation for the weekly, illegal removal of a beaver dam.
  - Notice of Violation for excavation within a wetlands.
  - Gym addition to Morton Building – Kenico Road

#### Zoning Board of Appeals:

- Approved: October/November
  - None

### **Architectural Review Board:**

- Approved: October/November
  - Sign at 21 Bridge Street, car detailing
  - Repair to front porch, 24 South Main Street
  - Signage and lighting, 3 Maple Street
  - Landscaping 3 Maple Street

### **UPDATE ON CONTINUING PROJECTS:**

- Rewrite of the Regulations:
  - I am working on the new sign regulations and Mr. Chalder will be receiving a list of final changes that the Commission would like to have incorporated. We will be setting a public hearing date at our next meeting.

### **VIOLATIONS:**

- Legal Issues:
  - High Watch has filed an appeal of the Planning & Zoning Commission's approval of the Birch Hill Recovery Center special permit/site plan applications. It was the Commission's decision to follow the lead of the applicant's attorney in an effort to save legal fees. Return date was either November 21 or December 19. A copy of the appeal was submitted to CIRMA. The Connecticut DPH sent a letter to Mr. Raskas on October 23, 2017, asking for answers to 23 different topics. Their application is now listed as "incomplete" on the DPH website.
- Notice of Violations:
  - South Kent Road: The homeowner has not responded to my request. According to Attorney Zizka, I cannot enter the property with out probable cause. My inspections from an area outside of the property has not proven to me that there is a violation. I will continue to monitor the situation.
  - With regard to the land filling operation on Upper Kent Hollow Road, a work schedule was created that is acceptable to the property owner and the neighbors. I continue to receive calls from the contractor with regard to the number of trucks moving in and out of the property and have been communicating the information to the neighbor.
  - With regard to the Inland Wetlands Violation #01: The homeowner sent a letter to the Commission stating that the caretaker had installed a drainage system which seems to be working. I will be doing a site walk to make sure that it was done properly.
  - With regard to the Inland Wetlands Violation #02: I met with the director of the Northwest Conservation District and we walked the site. She provided a report and stated that the work the homeowner has done would be sufficient to prevent any further silting of the stream. I will be asking her to prepare a planting plan to help dry out the wet area on the lawn.
  - The cars have returned to 8 South Road. A certified letter was sent to the homeowner advising him that he is again in violation of the cease and desist order that was issued last year. The property owner advised First Selectman Adams that the cars will be removed from the property by November 30<sup>th</sup>. The property owner did notify me on November 30<sup>th</sup> and advised me that half the cars were gone and that the remaining cars will be removed by Sunday evening. I advised him that if they were not, I would be starting court proceedings on Monday morning.

- **Other:**
  - The Planning & Zoning Commission, after a public hearing, voted to opt out of PA 17.155 - Temporary Health Care Structures due to the fact that our current regulations already allow for the construction of an accessory dwelling unit via a special permit.
  - I'm working on a Certificate of Compliance for 9 Maple Street
  - A Certificate of Compliance for 3 Maple Street should be issued by December 7. They were given a verbal approval to open the restaurant on December 2nd.
- **Seminars/Workshops**
  - Tai Kern and I attended the 40<sup>th</sup> Annual meeting of the Connecticut Association of Conservation & Inland Wetlands Commissions. We attended three workshops: Enforcement by Wetlands Agencies; 2017 Wetlands Law & Regulations Update with Q&A's; and, Reviewing Subdivision Applications.
  - Tai Kern and I attended the 5<sup>th</sup> Thursday meeting at NWCOG. Topics of discussion were: The New State Water Plan; The Water Utility Coordinating Committee; The New Morris Low Impact Development Manual.



## Kent Park and Recreation

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

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

To: Board of Selectmen

From: Lesly Ferris



Date: Nov. 15, 2017

Re: Commission appointments

The Kent Park and Recreation Commission at its Nov. 13, 2017 meeting voted unanimously to recommend to the Board of Selectmen the following appointments to the Kent Park and Recreation Commission to be voted on at the Annual Town Meeting in January:

Jerry Decker and Lynn Harrington to three-year seats that expire January 21, 2021.

John Grant and James Mauri to one-year alternate seats that expire January 17, 2019.

Thank you for your consideration of these appointments.

Thank you.

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



## TOWN OF KENT LAND USE OFFICE

Date: November 13, 2017

To: Bruce Adams, First Selectman  
Chris Garrity, Selectman  
Jeff Parkin, Selectman

Re: Temporary Health Care Structures

---

At the November 9, 2017, regular meeting of the Planning & Zoning Commission, the Commission voted unanimously to opt out of Public Act No. 17-155; An Act Concerning Temporary Health Care Structures.

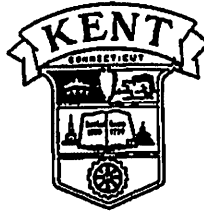
During the discussion, it was noted that their decision is based upon the fact that the current Town of Kent Zoning Regulations already allows a property owner to construct an accessory dwelling unit which could be used as a health care structure.

Notification of this decision will be published in the Waterbury-Republican on November 14, 2017.

If you have any questions, please feel free to contact me.

A handwritten signature in cursive script, appearing to read "D. Schiesel".

Cc: D. Schiesel, Esq.



**TOWN OF KENT  
LAND USE OFFICE**

November 9, 2017

Winnie J & Kenton L Burt  
8 South Road  
Kent, CT 06757

Re: Cease and Desist Order #01-15  
8 South Road, Kent, CT 06757  
Map 10 Block 40 Lot 38

Dear Mr. & Mrs. Burt,

While I was out of the office, I received numerous emails that the cars that were removed at the end of September, 2016, were back on the above property. This letter is to advise you that Cease and Desist Order #01-15 is still an active order and as of today you are, again, in violation of that Order.

I understand that Mr. Burt had a conversation with the First Selectman on November 2, 2017, regarding this issue and that it was agreed that the cars are to be removed by November 30, 2017. While the First Selectman was not authorized to enter into an agreement with you, the Planning & Zoning Commission and I will honor this agreement.

Please understand that if the cars are not removed from the property by November 30, 2017, we will be seeking not only an order of compliance, but also the recovery of civil penalties and the Town's attorneys' fees.

If you have any questions, please feel free to contact me.

Respectfully,

Donna M. Hayes, CZEO  
Land Use Administrator

Cc: ✓ First Selectman Bruce Adams  
Attorney Michael Zizka, Murtha Cullina LLP



## TOWN OF KENT LAND USE OFFICE

### KENT PLANNING AND ZONING COMMISSION

#### CEASE AND DESIST ORDER 01-15

To:	Winnie J & Kenton L Burt	Date:	September 17, 2015
-----	--------------------------	-------	--------------------

Mailing Address:	8 South Road, Kent, CT 06757
------------------	------------------------------

Pursuant to the authority vested in me by the Zoning Regulations of the Town of Kent, you are hereby ordered and directed within 10 day(s) of the date hereof to discontinue or remedy the violations and conditions at the premises identified as:

Address:	8 South Road, Map 10 Block 40 Lot 38
Owner of Record:	Winnie J and Kenton L Burt

An investigation of the subject property by this office discloses that the following condition presently exists:

**Violation of Section 21.1 of the Town of Kent Regulations which states:**

*"No more than one inoperable or unregistered motor vehicle may be stored on any lot including property of a motor vehicle business licensed by the State for a period in excess of 60 days except within a building."*

Your immediate attention to this matter is hereby advised and you are directed to:

**Remove all inoperable or unregistered motor vehicles within 10 days of the date hereof.**

Sincerely,

Donna M. Hayes, CZEO  
Land Use Administrator

CC: Bruce Adams, First Selectman, Town of Kent  
Planning & Zoning Commission

NOTE: A FURTHER INSPECTION WILL BE MADE OF THE SUBJECT PREMISES AFTER 12 DAYS. IF COMPLIANCE IS NOT ESTABLISHED, THE FULL PENALTIES PRESCRIBED BY LAW AS SET FORTH IN SECTION 8-12 OF THE CONNECTICUT GENERAL STATUTES WILL BE INVOKED. A COPY OF SAID SECTION IS ATTACHED.



**CONNECTICUT GENERAL STATE STATUTES**  
**Procedures When Regulations are Violated**

Sec. 8-12. Procedure when regulations are violated. If any building or structure has been erected, constructed, altered, converted or maintained, or any building, structure or land has been used, in violation of any provision of this chapter or of any bylaw, ordinance, rule or regulation made under authority conferred hereby, any official having jurisdiction, in addition to other remedies, may institute an action or proceeding to prevent such unlawful erection, construction, alteration, conversion, maintenance or use or to restrain, correct or abate such violation or to prevent the occupancy of such building, structure or land or to prevent any illegal act, conduct, business or use in or about such premises. Such regulations shall be enforced by the officer or official board or authority designated therein, who shall be authorized to cause any building, structure, place or premises to be inspected and examined and to order in writing the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations made under authority of the provisions of this chapter or, when the violation involves grading of land, the removal of earth or soil erosion and sediment control, to issue, in writing, a cease and desist order to be effective immediately. The owner or agent of any building or premises where a violation of any provision of such regulations has been committed or exists, or the lessee or tenant of an entire building or entire premises where such violation has been committed or exists, or the owner, agent, lessee or tenant of any part of the building or premises in which such violation has been committed or exists, or the agent, architect, builder, contractor or any other person who commits, takes part or assists in any such violation or who maintains any building or premises in which any such violation exists, shall be fined not less than ten dollars or more than one hundred dollars for each day that such violation continues; but, if the offense is wilful, the person convicted thereof shall be fined not less than one hundred dollars or more than two hundred fifty dollars for each day that such violation continues, or imprisoned not more than ten days for each day such violation continues not to exceed a maximum of thirty days for such violation, or both; and the Superior Court shall have jurisdiction of all such offenses, subject to appeal as in other cases. Any person who, having been served with an order to discontinue any such violation, fails to comply with such order within ten days after such service, or having been served with a cease and desist order with respect to a violation involving grading of land, removal of earth or soil erosion and sediment control, fails to comply with such order immediately, or continues to violate any provision of the regulations made under authority of the provisions of this chapter specified in such order shall be subject to a civil penalty not to exceed two thousand five hundred dollars, payable to the treasurer of the municipality. In any criminal prosecution under this section, the defendant may plead in abatement that such criminal prosecution is based on a zoning ordinance or regulation which is the subject of a civil action wherein one of the issues is the interpretation of such ordinance or regulations, and that the issues in the civil action are such that the prosecution would fail if the civil action results in an interpretation different from that claimed by the state in the criminal prosecution. If the court renders judgment for such municipality and finds that the violation was wilful, the court shall allow such municipality its costs, together with reasonable attorney's fees to be taxed by the court. The court before which such prosecution is pending may order such prosecution abated if it finds that the allegations of the plea are true.

## Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

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

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

To: Board of Selectmen

From: Lesly Ferris



Date: November 30, 2017

Re: Senior Activity

Please note the following special activities that took place at the Kent Senior Center during November 2017:

2, 9, 16, 30: Senior Art Group

3, 17: Friday Senior Lunch

7, 14: Matter of Balance Class

8: Veterans Day Luncheon

13: Adult Coloring Class

Thank you.



# Holly Adams Recipe Prints

These delightfully authentic recipes were created exclusively for us by Holly Adams. Each is framed in laquered natural oak.



Holly Adams lives and teaches art in northwest Connecticut. Good cooking is a necessity with two children and a husband to nourish.

Holly's forte for years has been painting fruits and vegetables... enough to fill her one-woman shows with edibles.

Her interest in international cuisine led logically to these decorative, as well as, whimsical, recipes. She researches recipes to serve her international cooking group as well as her family. When something sounds good she will cook it. If it is intriguing she will illustrate it.

Holly gives expression to the meat, fish and poultry and tries to vary the produce for each insertion. Even the tables for tablespoons change for their placement in the recipe.

Holly derives as much pleasure from rendering the recipes as she does from listening to someone read them. She asks you to please, read them aloud.

Balangier Designs Inc.  
P.O. Box 267 Cliffpark NJ 07010 (201)224-9173

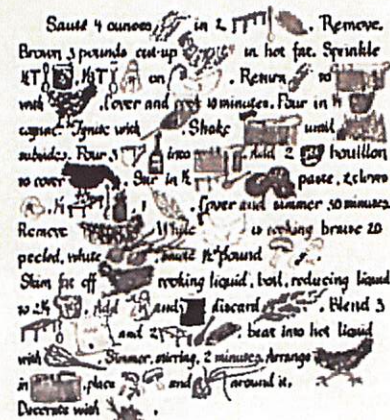
## Bouillabaisse



Holly Adams

1301

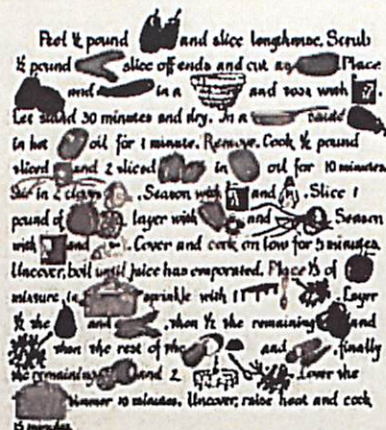
## Coe au Vin



Holly Adams

1302

## Ratatouille



Holly Adams

1303

## Italian Meat Sauce and Spaghetti



Holly Adams

1304



## Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678


Telephone 860-927-1003

Fax 860-927-1313

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

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

To: Board of Selectmen

From: Lesly Ferris 

Date: November 25, 2017

Re: Conference Report

I attended the 57<sup>th</sup> Annual Connecticut Recreation & Parks Association Annual Conference and Tradeshow Nov. 20-21, 2017. I attended keynote speaker Maureen Dougherty's talk on "Constructing the Innovation Equation." Ms. Dougherty spoke on empowerment, creativity, brainstorming and creating. She urged us to doodle five minutes a day with our non-dominate hand.

The workshop sessions I attended over the two days were:

- Invasive Plants: A Growing Concern (I got some handouts and information that could be helpful to the commission's work at Emery Park)
- Real Life Confessional from Aquatics Professionals: Managing Crisis at Your Facility (a round-table, interactive discussion based on real scenarios)
- Better Survey Design
- Expense Management: Reduce Costs but not Quality
- Creating and Ensuring a Relevant Parks and Recreation Agency

I also attended Monday's business luncheon and Tuesday's awards luncheon. I visited vendors in the exhibit hall and had time to network with other area recreation directors as well as staff from across the state.

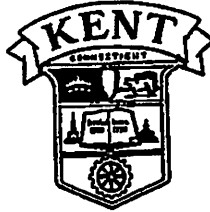
I gained some knowledge and insight that is both practical and helpful. Thank you for this opportunity.



<b>Position</b>	<b>Length of term</b>	<b>Appointed by</b>	<b>Name</b>	<b>Term Expires</b>
<b>ZBA</b>	<b>2 year</b>	<b>Selectman</b>	<b>Anne Bisenius</b>	<b>11/19/19</b>
<b>Planning and Zoning - Alt</b>	<b>2 year</b>	<b>Selectmen</b>	<b>Adam Manes</b>	<b>11/30/19</b>
<b>Conservation Commission</b>	<b>3 years</b>	<b>1st Selectman</b>	<b>Connie Manes</b>	<b>12/6/20</b>
<b>Conservation Commission</b>	<b>3 years</b>	<b>1st Selectman</b>	<b>Carol Franken</b>	<b>12/6/20</b>
<b>Torrington Area Health District</b>	<b>3 years</b>	<b>Selectman</b>	<b>Elliot Greenberg</b>	<b>12/31/20</b>
<b>Inland/Wetland Comm - alt.</b>	<b>3 year</b>	<b>Selectman</b>	<b>Ken Deitz</b>	<b>12/31/20</b>
<b>Historic District - Alt</b>	<b>3 years</b>	<b>Selectman</b>	<b>Anne Todd</b>	<b>1/31/21</b>
<b>Inland/Wetland Comm</b>	<b>5 years</b>	<b>Selectman</b>	<b>Marge Smith</b>	<b>12/31/23</b>
<b>Historic District</b>	<b>5 years</b>	<b>Selectman</b>	<b>Marilyn DeVOS</b>	<b>1/31/24</b>
<b>Emergency Management Directc.</b>	<b>2 years</b>	<b>Selectmen</b>	<b>Susie Rundall</b>	<b>11/30/19</b>
<b>Emergency Management Deputy</b>	<b>2 years</b>	<b>Selectmen</b>	<b>John Grant</b>	<b>11/30/19</b>

FIVE YEAR TOTALS	FIVE YEAR CAPITAL PLAN					INFORMATIONAL USE				
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>BOE PLAN</b>										
		repave parking lot		Roof / plng lo	Roof	Roof				
KCS BLDG IMPROVEMENTS		138,235	138,235	401,235	268,000	268,000				
WINDOWS	0		100,000							
1,039,705 BOE SUBTOTAL	0	138,235	238,235	401,235	268,000	268,000	0	0	0	0
<b>BOS PLAN</b>										
	Heavy Trk #5	HWY Trk #2 and mower	Payloader Zero Turn Salt Brine Maker	Truck #1 Compactor	HWY Trk #7 and Kubota	HWY Trk #9	HWY Trk #4	HWY Trk #12	Tractor w/ boom mower	Truck #8
HIGHWAY TRUCKS	185,000	100,000	0	60,000	190,000	230,000	130,000	200,000		200,000
HIGHWAY EQUIPMENT			140,000							
		20,000	35,000	40,000	35,000		30,000		120,000	
820,000 TOTAL TOWN FLEET	185,000	120,000	190,000	100,000	225,000	230,000	160,000	200,000	120,000	200,000
	Eng 1	Eng 1	Eng 1	Eng 1	Rescue 8					
KVFD APPARATUS	187,500	150,000	150,000	150,000	200,000					
637,500 TOTAL KVFD FLEET	187,500	150,000	150,000	150,000	200,000	0	0	0	0	0
Anderson Road							350,000			
BOTSFORD ROAD						345,000				0
KENICO ROAD	85,000									
STUDIO HILL ROAD			200,000				0			
285,000 TOTAL ROADS	85,000	0	200,000	0	0	345,000	350,000	0	0	0
Bridge #9									300,000	
BRIDGES 17-20 & 22				250,000						
BRIDGE # 05519 (Macodonis)					250,000					
BRIDGE #16 (Anderson Road)	100,000	100,000								
BRIDGE # Carter Road			250,000							
950,000 TOTAL BRIDGES	100,000	100,000	250,000	250,000	250,000	0	0	0	300,000	0
0 TOTAL LAND	0	0	0	0	0	0	0	0	0	0
	Doors			Parking Lot	Parking Lot					
TOWN GARAGE	24,000			30,000	40,000					
STREETSCAPE (sidewalk replacement)		100,000								
			Appliances							
SENIOR CENTER			25,000							
		Bathrooms					Roof			
COMMUNITY HOUSE		25,000					50,000			
		Oil Tank Removal		Carpet / Paint					TN Hall Roof	Windows
TOWN HALL		25,000		40,000					85,000	125,000
309,000 TOTAL BUILDINGS	24,000	150,000	25,000	70,000	40,000	0	150,000	0	85,000	125,000
ZONING REG				50,000				0		
TOWN PLAN POCD	15,000	15,000	15,000							
REVALUATION	40,000				25,000	40,000				
P/R Playgrounds				50,000	50,000	100,000				
260,000 TOTAL NON RECURRING	65,000	15,000	15,000	100,000	75,000	140,000	0	0	0	0
3,461,500 BOS SUBTOTAL	638,500	635,000	830,000	670,000	790,000	715,000	560,000	200,000	485,000	325,000
<b>FIVE YEAR TOTALS</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>
4,501,205 BOE & BOS PROJECTED CAPITAL	638,500	671,235	1,068,235	1,071,235	1,058,000	981,000	560,000	200,000	485,000	325,000
BOE & BOS CAPITAL SPEN	638,500	671,235	1,068,235	1,071,235	1,058,000	981,000	560,000	200,000	485,000	325,000
1/5TH OF ANNUAL CAPITAL	127,300	134,247	213,247	214,247	211,200	196,200	112,000	40,000	97,000	65,000
APPROPRIATION FY 2017-2018	900,241									
APPROPRIATION FY 2018-2019		959,141								
APPROPRIATION FY 2019-2020			948,894							
APPROPRIATION FY 2020-2021				773,647						
APPROPRIATION FY 2021-2022					658,400					
APPROPRIATION FY 2022-2023						510,200				
Approved by the BoS										
Accepted by the BoF										
Approved by PIZ										
Modified by BoF										
Modified again by BoF										
			Approved at Town Meeting							

KCS BLDG IMPROVEMENTS	12.5.17	BoE added \$136,235 to FY '20 (repave parking lot)
	12.5.17	BoE added \$136,235 to FY '21 (repave parking lot)
	12.5.17	BoE added \$136,235 to FY '22 (repave parking lot)
HWY TRUCKS	12.5.17	Added \$200,000 to FY '28 for Truck #8
	12.5.17	Added \$30,000 to FY '25 for Covered Bridge barrier
KVFD	12.5.17	Modified FY '23 - renamed Rescue 8 from Engine 1
BRIDGE #16 (Anderson Road)		Per Tn Meeting 7/31/15: \$20,000 was prefunded to Bridge #16 - encumbering the appropriation of 7/1/19 to repay 5 year reserve Already posted in QB with effective date of 7/1/2019
BRIDGE # Carter Road		Per Tn Meeting 5/20/16: \$250,000 was prefunded to Carter Road Bridge - encumbering the appropriation of 7/1/2020 to repay 5 year reserve Already posted in QB with effective date of 7/1/2020
Town Buildings	12.5.17	Added \$125,000 to FY '28 for Windows



## TOWN OF KENT

January 2017

**Memo to Department Heads, Board & Commission Chairs and any entity that is a part of the Town of Kent budget:**

**Budget season is once again upon us. For a number of years most of you have done a good job of holding your budgets down. The BOS truly appreciates your efforts.**

**As we begin the FY17-18 budget process we ask that you continue your efforts to keep your budget increases low. We certainly understand that some increases are out of your control and that budgets can't remain flat forever. You will be expected to document any sizeable increases and any new additions in your budget. We continue to believe that there is not a need for new positions, increased hours and large ticket purchases. Our salary review resulted in a finding that most of our salaries are at or above the NW Hills COG average. Two were found to be substantially below the average and were raised, retroactive to July 1, 2016.**

**We are happy to discuss this and anything else related to the budget process and we are always open to suggestions for areas to save money. We will be meeting with each of you in February. See budget schedule attached. The Capital Plan will be presented to the Town for discussion on January 19. See Capital Plan attached.**

**It is also worth noting that cuts are coming from the State. These are hard to plan for at present, but one has already been announced for FY 16-17. Our education cost sharing grant (ECS) has just been cut by \$ 25,000(50%) and will likely be entirely cut next year. Unlike some towns we are, fortunately, not heavily dependent on State aid.**

**Kent Board of Selectmen**

**Bruce Adams**

**Jeff Parkin**

**Mike VanValkenburg**



Proposed Budget Schedule FY 2018-19		Date	Completed
Packets for Capital requests distributed to departments & Commissions		early November	DONE
Budget packets to Departments		by Jan. 5	
Budget packets returned		by Jan 19	
Packets compiled by Treasurer and provided to BOS by email		By Jan 26	
BOS Budget Workshop #1		week of Feb 5-9	
BOS Budget Workshop # 2		week of Feb 12-16	
BOS budget workshop # 3		week of Feb 19-23	
BOS budget workshop # 4(if needed)		March 6 (regular BOS meeting or possible special meeting prior to regular)	
final BOS vote on budget		March 6 (regular BOS meeting)	
Presentation of budget to BOF		March 20 BOF meeting	
BOF vote on budget		by end of April	
Public hearing on budget		first week of May	
BOF budget workshop(if needed after hearing)		second week of May(5)	
Budget vote(Town Meeting)		third week May(18)	
Additional info			
Capital Plan to be presented at annual Town Meeting for discussion purposes only.			
Capital Plan to be finalized and adopted before Budget Workshop #1 and provided to BOF as soon as adopted by BOS			
BOS will hopefully receive budget packets 2 weeks before Workshop # 1.			
BOS review packets and for Budget Workshop # 1 have a list of departments that should meet with BOS.			
Invite departments for Workshops 2 & 3 as necessary.			
Use Workshop # 4 to accommodate departments that need night time if Workshops 1-3 have been day.			
Please understand that this proposed schedule is flexible.			