

Board of Selectmen
Regular Meeting

September 4, 2018
4:30 P.M. Town Hall

Present: Chris Garrity and Jeff Parkin.

Also present: Debbie Devaux, Jennifer Dubray, Lesly Ferris, Donna Hayes, Rick Osborne, Linda Palmer, Matt Starr and Lynn Worthington.

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

Approval of Minutes:

Mr. Garrity stated that he had not read and did not recall of the minutes from the following meetings and, therefore, made a motion to table the approval of the following BOS meeting minutes until next month's BOS meeting:

May 23, 2018	Special Meeting
May 30, 2018	Special Meeting
June 5, 2018	Special Meeting
June 5, 2018	Regular Meeting
June 27, 2018	Special Meeting
July 3, 2018	Special Meeting
August 10, 2018	Special Meeting

Mr. Parkin seconded the motion and the motion carried.

Public Communication:

Oral:

Matt Starr expressed the following concerns:

- Salt usage on Town roads and affects on wells and the cost – Mr. Garrity asked for this item to be put on the agenda for the next Selectmen's meeting.
- Kenico Road wetland violations – Mr. Osborne and Mrs. Hayes assured the BOS that the project is being monitored, and the violations have been corrected.
- The Town is not being held to the same standards as the taxpayers – Mr. Parkin suggested that a process to monitor all jobs be established and in place moving forward.

Linda Palmer expressed the following concerns:

- Speed of vehicles on Carter Road, the High Watch Study is inaccurate due to the location of the test site.
- Is Eversource cutting 700 trees on Duggan Road? Mr. Osborne stated that Eversource is cutting trees on Duggan Road for line protection, and the tree warden has been on the road and approved which trees will be removed.
- Carter Road Bridge project landscaping has overgrown – who is responsible for maintaining the landscaping? Mr. Osborne clarified that the project was not "landscaped" but a vegetation replacement and, therefore, there will be no maintenance.
- Why is High Watch allowed to park vehicles at Town Hall? It was clarified that High Watch guests and hikers are allowed to leave vehicles at Town Hall after a waiver of liability is completed in the Selectman's Office.

RECEIVED FOR RECORD
KENT TOWN CLERK

2018 SEP -6 P 3:47

BY *J. Brady*
TOWN CLERK

Mr. Garrity stated that starting now, all e-mails addressed to the Board of Selectmen should include a cc: to Administrative Assistant and the Administrative Assistant will send a confirmation e-mail stating that the issue will be addressed at the next BOS meeting.

Written:

- August 19, 2018 e-mail from Mathew Starr, Wetlands permit violation – Mrs. Hayes stated that there were additional e-mails sent to her, and Mr. Starr stated that there is a “government cover-up” and she takes offense to that comment and its implications. Mr. Garrity agreed that that comment is inappropriate.
- June 21, 2018 Social Services Report, 3rd Quarter 2017-2018 from Leah Pullaro
- July 2, 2018 Staff Report from Donna Hayes
- August 3, 2018 Staff Report from Donna Hayes
- August 31, 2018 Staff Report from Donna Hayes

Report of First Selectman:

Mr. Adams was not at the meeting and did not provide a written report.

Report of Selectmen:

Mr. Garrity stated that the Town looked great after the busy Holiday weekend and wanted to thank all that helped keep the Town clean.

Mr. Parkin had nothing to report.

Report of Treasurer:

Mrs. Herbst did not attend the meeting but provided the attached report.

Tax Refunds:

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

- Toyota Motor Credit \$108.87
- Toyota Motor Credit \$139.30
- Toyota Lease Trust \$ 70.70
- James Macleod \$121.84

Mr. Garrity seconded the motion and the motion carried.

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

- Land Use Administrator Donna Hayes attended a CAZEO meeting on “RLUIPA”, Religious Land Use and Institutionalized Persons Act
- Land Use Administrator Donna Hayes and the Land Use Clerk Tai Kern attended the 5th Thursday Forum for Land Use Commissions to hear a presentation on Sustainable CT and discuss Solar, Wind and Farm Regulations.

Park and Rec Director Job Description:

Park and Rec Director Lesly Ferris submitted a memo in which the Park and Rec Commission voted unanimously at its June 11, 2018 meeting to revise the Kent Park and Rec Director's job description (attached). The commission eliminated the paragraph concerning duties at the Monday and Wednesday meal program at the senior center. Mr. Garrity stated that the Park and Rec Commission should come to the meeting to discuss it with the BOS. Mr. Parkin stated that the Park and Rec Commission has the right to make changes to the Park and Rec director's job description. Ms. Ferris stated that she would not speak for the Commission. Mr. Garrity stated that the Park and Rec director should continue to handle the duties, and the issue will be on next month's BOS agenda.

Connecticut Recreational Trails Program Grant:

Ms. Ferris submitted an August 28, 2018 memo in which the Park and rec Commission is requesting the BOS to endorse the Connecticut Recreational Trails Program Grant. Mr. Parkin suggested holding off on the request until the next BOS meeting when there is a full board. No action taken.

Management Review:

Lee Palmer did not attend the meeting but did provide a written report (attached). The Board of Selectmen agreed to have a Special Meeting for Mr. Palmer to provide the results of Management Review and not incorporate the report in the regular meeting.

Grant request form and process:

Mr. Garrity made a motion to approve the Town of Kent Request for Financial Grant application with the change to the submission date of November 1 and the addition of: intended use of funds. Mr. Parkin seconded the motion and the motion carried.

2018 BOS Goals:

Mr. Garrity would like to schedule a Board/Commission Chairmen/Department Head meeting in late October or early November. Mr. Garrity will create an agenda for the meeting and a Doodle Poll to find a date and time to have the meeting.

Speed signs:

Mr. Osborne confirmed that the signs were ordered, paid for and have been delivered. The Board of Selectmen need to confirm installation location, and State permits need to be obtained for locations on State property. The Board requested that a request for potential locations for the speed signs be in the next Selectmen's Newsletter. Mr. Garrity made a motion to install two of the speed signs on Elizabeth Street and Carter Road and the other two signs will be placed on town roads at the discretion of Mr. Osborne and Trooper Fisher. Mr. Parkin seconded the motion and the motion carried.

Electric Car Charging Station:

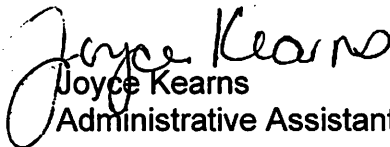
It has been determined that the electric car charging station was installed in April of

2015. The Town had to provide charging at no cost to the public for the first three years. The DEEP confirmed via e-mail that the unit can be removed at any time, and the Town is free to sell, give away or dispose of the unit. Mr. Osborne added that one side of the unit is out of order and is no longer covered under warranty. Mr. Garrity suggested putting the question out in the Selectman's Newsletter regarding the town's desire to keep or get rid of the electric car charging station. Mr. Parkin stated he would like to review and approve the wording of the question.

Tax Collector written procedure:

Mr. Garrity stated that in a May 3, 2018 e-mail from Anne McAndrew, she requested that the Tax Collector submit a written procedure outlining the process for collection of delinquent accounts. Mr. Garrity asked Ms. Devaux if she has such a written policy. Ms. Devaux stated she needs confirmation from the Board of Selectmen if they want her to read out loud the names of all delinquents. Mr. Garrity stated that is not what the board is requesting. After some back and forth, Mr. Garrity asked that Ms. Devaux provide a written policy with bullet points for the next BOS meeting.

Mr. Garrity made a motion to adjourn the meeting at 6:08 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

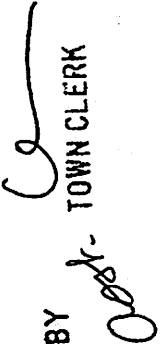
September 4, 2018
4:30 P.M. TOWN HALL

Regular Meeting

1. Call to order
2. Approval of Minutes
 - a May 23, 2018 Special Meeting
 - b May 30, 2018 Special Meeting
 - c June 5, 2018 Special Meeting
 - d June 5, 2018 Regular Meeting
 - e June 27, 2018 Special Meeting
 - f July 3, 2018 Special Meeting
 - g August 10, 2018 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. Park and Rec Director Job Description
 - b. Connecticut Recreational Trails Program Grant
10. Old Business
 - a. Management Review
 - b. Grant request form and process
 - c. 2018 BOS Goals
 - d. Speed signs
 - e. Electric Car Charging Station
 - f. Tax Collector written procedure
11. Adjourn

RECEIVED FOR RECORD
KENT TOWN CLERK

2018 AUG 30 A 11:33

BY  TOWN CLERK



Joyce Kearns <adminassist@townofkentct.org>

Wetlands permit violation1 message

Mathew Starr <mstarr03@snet.net>

Sun, Aug 19, 2018 at 1:56 PM

To: Donna Hayes <landuseadmin@townofkentct.org>

Cc: Bruce Adams <firstselectman@townofkentct.org>, Chris Garrity <cgarrity@townofkentct.org>, Jeff Parkin <jrparkin@townofkentct.org>, Rick Osborne <publicworks@townofkentct.org>, Joyce Kearns <adminassist@townofkentct.org>, "donna.seresin@ct.gov" <donna.seresin@ct.gov>

Donna,

I am really disappointed to see the damage caused by erosion into the protected areas "Beaver pond wetlands" and the surrounding vernal pools at the Kenico road project. This area is of special concern as it is clearly marked and designated as "West Aspetuck scenic wetlands preserve". It is also a state listed critical habitat.

This is unacceptable and should not have been left to continue for over a year now. The Town of Kent should not be allowed to continue to violate the Town of Kent inland wetland regulations and permits.

Mathew Starr

Sent from Matts iPhone

TO: Board of Selectmen
FROM: Leah Pullaro
DATE: June 21, 2018
RE: Social Services Report, 3rd quarter 2017-2018

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1. MEETINGS AND COMMUNITY OUTREACH – In January, I attended a Regional Mental Health Board Meeting. In February, I attended the Regional Mental Health Board meeting, a meeting of the NW Corner Salvation Army Unit, and a workshop “Addressing the Roots of Addiction” sponsored by Greenwoods Counseling Services. In March, I attended the Regional Mental Health Board meeting and a workshop on addiction and complex trauma sponsored by Greenwoods Counseling Services.

2. CLIENTS SERVED – In January, February, and March completed 67 prescheduled and walk-in appointments. Completed 49 Energy Assistance applications to date.

3. ASSIST PROGRAMS:

- **Assist Fund** –The assist fund expended \$4,141.38 in assistance for rent, utilities, heating fuel, and car related repairs/expenses.
- **Kent Community Fund** – Provided grant assistance to Kent households totaling \$4,679.00. Requests included assistance with heating fuel, car repairs/payments, rent, purchase of durable medical equipment, and medical bills.
- **Foundation for Community Health** – Received \$1,127.77 in medication assistance for 8 Kent residents.
- **Berkshire Taconic Community Foundation** - \$785.15 in assistance from the Neighbor to Neighbor Fund and Blue Horizons Health Fund.
- **Operation Fuel** - \$2,464.58 in winter/spring heating assistance.



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: July 2, 2018
FROM: Donna Hayes, CZEO

Building Department:

- Permits Issued: 30 (June)
- Total Construction value: \$692,826 (June)

Planning & Zoning:

- Permits Issued: 9 (June)
- Certificates of Compliance Issued: 3 (June)
- Applications before the Commission: (June)

- Applications #23-18C and #24-18SP, by High Watch Recovery Center, Inc., for 54 Carter Road (Map 14 Block 22 Lot 6); 62 Carter Road (Map 14 Block 22 Lot 7); and the 15.48-acre unimproved parcel of land (Map 14/Block 21/Lot 23, Parcel I.D. #1486) abutting the northerly line of Carter Road and the southeasterly line of 47 Carter Road, for a special permit and site plan approval for the following: Construction of two-story addition (including offices, 218-seat lecture hall and 12-bed detoxification wing) to existing administrative and clinical office building at 62 Carter Road; single story addition and kitchen expansion to dining hall at 62 Carter Road; addition of detoxification service at 62 Carter Road; increase in total residential in-patient bed count from 78 to 90 at 62 Carter Road; conducting therapeutic activities associated with the treatment of drug and alcohol addiction at 54 Carter Road; constructing driveway entrance, parking area, retaining wall and stormwater detention basin at 54 Carter Road and 62 Carter Road; constructing new septic system on Parcel I.D. #1486; and associated site work on all three parcels.

- The public hearing was opened at the May 10th meeting and was continued until the July 12th meeting as there are still questions to be answered.

- Application #29-18C, John E. Casey for John E. Casey, Trustee, changes of use for 6 Kent Green Blvd (retail to restaurant) and 10 Kent Green Blvd (restaurant to retail), Map 19 Block 42 Lot 8.

- Approved.

- Application #38-18C, Kent Center, LLC, 9 Maple Street, change of use from restaurant to restaurant/office, Map 19 Block 42 Lot 35.

- Approved.

- Application #'s 39-18SP and 40-18C, David Schreiber for Club Getaway Landco, LLC, 59 South Kent Road, installation of 10' x 12' shed/information desk on existing footprint, Map 5 Block 40 Lot 3.
 - Approved.
- Application #'s 41-18SP and 42-18C, Joseph Wolinski for The Kent School, construction of storage building, 50 Schaghticoke Road, Map 4 Block 3 Lot 5.
 - Tabled to July 12th; waiting for Inland Wetlands approval.
- Pre-application discussion regarding site renovations to the existing structure located at 5 South Main Street, Map 19 Block 12 Lot 5 and owned by MKN Property Holding, LLC.
 - The discussion centered around what the Commission would need to see with regard to the relocation of the diesel pump. The property owner is hoping to attend the July 12th meeting with a formal application.
- Clearing of approximately 6 acres at 47 Carter Road, High Watch Recovery Center, Inc., Map 14 Block 21 Lot 17.
 - The Commission expressed their concern over the clear cutting and the property owner was advised that an "after the fact" Forestry Application would have to be submitted to the Inland Wetlands Commission.
- Preliminary discussion on a change of use of 9 Railroad Street, Kent Station Square, LLC, Map 19 Block 42 Lot 5.
 - The preliminary discussion was held and the property owner was advised to come up with a more formal plan and return to discuss or come back with a formal application.
- Filling operation on Upper Kent Hollow Road (ongoing)

Inland Wetlands:

- Approved: June
 - Application #1171-18, 33 Camps Road, LLC, 33 Camps Road, erect an insulated barn for storage of agricultural supplies with concrete foundation and associated clearing. Addition of 12x15 stone patio to existing farmhouse, Map 17 Block 28 Lot 30.
 - Application #1172-18, Kent School Corporation, 50 Schaghticoke Road, construction of a new storage garage at the existing maintenance area, Map 4 Block 3 Lot 5.
 - Application #1173-18, 200 Kenmont LLC, 200 Kenmont Road, lakefront recreation improvements; stone wall and sand terrace, stone terrace, cabana, landscaping and tree work, Map 15 Block 22 Lot 96.
- Pending: July
 - Application #1174-18, Wyrick Associates for Ellen and Tom Ryan, 21 Halls Lane, addition of two-car garage with connector to house built on slab, Map 9 Block 22 Lot 34.
 - Application #1175-18, David Birnbaum for 33 Camps Road, LLC, 0 Camps Road, installation of dry hydrant in existing pond, Map 17 Block 30 Lot 11.
 - Application #1176-18F, Adam Osborne for High Watch Recovery Center, LLC, 47 Carter Road, after the fact forestry operation, Map 14 Block 21 Lot 17.
 - Application #1178-18, Kent School Corporation, 1 Macedonia Road, construction of gate house and entry gate systems at three campus locations Map 4 Block 10 Lot 1.
- Other:
 - We have one opening on the Commission which we are currently trying to fill.

Zoning Board of Appeals:

- Pending: June
 - Application #04-18, Rita Kho, 41 Johnson Road, relief from Section 5.5, Side Yard Setback, for the installation of three (3) 120 gallon above ground lp tanks, Map19 Block 15 Lot 28.
 - No one was available to present the application to the Board, so it was tabled to the July meeting.

Architectural Review Board:

- Approved: June
 - Application #009-18, Alexandria Stamatiou for Tri-R Properties, 27 North Main Street, Unit 3B, installation of two signs, Map 19 Block 14 Lot 2.
 - Application #010-18, Kent Town Center Association, 25 and 27 North Main Street, installation of two flag-type banners to be displayed once a month, Map 19 Block 14 Lot 2.
 - Application #008-18, Rick Dolson for Cynthia & Wayne Gustafson, Trustees, 21 Bridge Street, installation of sign on existing sign post and window, Map 19 Block 13 Lot 10
 - DENIED without prejudice
 - Preliminary discussion regarding building sign at 6 Kent Green BLVD, Map 19 Block 42 Lot 8.

UPDATE ON CONTINUING PROJECTS:

- Rewrite of the Regulations:
 - Discussion and possible approval of amendments to the Town of Kent Zoning Regulations, originally adopted in 1965, and last updated on September 30, 2013.
 - The regulations have been approved with an adoption date of July 1, 2018 and will be made available on the Town's website.

VIOLATIONS:

- Legal Issues:
 - High Watch vs TOK and BHR:
 - The Motion to Dismiss was heard and the judge has ordered briefs from both parties. I don't anticipate hearing anything until the middle of August.
 - Legal fees to date: \$6,885.00
 - The OHCA has asked for additional information from Birch Hill by July 13th. Briefs have been prepared by both parties but as of this writing no determination has been made.
 - Watts vs Schullery and the Town of Kent ZBA:
 - Appearances were to be filed on June 21st. As of this point in time, there has been no other action.
 - High Watch Recovery, 47 Carter Road:
 - High Watch appeared before the P&Z Commission to explain the clear cutting that was done on the property. After discussion with the Commission, High Watch was instructed to file a Forestry Application with the Inland Wetlands Commission.

- High Watch filed a Forestry Application with the Inland Wetlands Commission. Further information is required before a decision can be made and I will be communicating with the DEEP to see if fines should be levied.

OTHER

- My office will be closed on July 6th. Tai Kern will be on vacation for the week of July 2nd.



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: August 3, 2018
FROM: Donna Hayes, CZEO

Building Department:

- Permits Issued: 38 (July)
- Total Construction value: \$1,605,696.35 (July)

Planning & Zoning:

- Permits Issued: 10 (July)
- Certificates of Compliance Issued: 1 (July)
- Applications before the Commission: (July)
 - Applications #23-18C and #24-18SP, by High Watch Recovery Center, Inc., for 54 Carter Road (Map 14 Block 22 Lot 6); 62 Carter Road (Map 14 Block 22 Lot 7); and the 15.48-acre unimproved parcel of land (Map 14/Block 21/Lot 23, Parcel I.D. #1486) abutting the northerly line of Carter Road and the southeasterly line of 47 Carter Road, for a special permit and site plan approval for the following: Construction of two-story addition (including offices, 218-seat lecture hall and 12-bed detoxification wing) to existing administrative and clinical office building at 62 Carter Road; single story addition and kitchen expansion to dining hall at 62 Carter Road; addition of detoxification service at 62 Carter Road; increase in total residential in-patient bed count from 78 to 90 at 62 Carter Road; conducting therapeutic activities associated with the treatment of drug and alcohol addiction at 54 Carter Road; constructing driveway entrance, parking area, retaining wall and stormwater detention basin at 54 Carter Road and 62 Carter Road; constructing new septic system on Parcel I.D. #1486; and associated site work on all three parcels.
 - The public hearing was closed at the July meeting. The Commission will be discussing the Resolution of Approval and will deliberate on whether or not they will approve or deny.
 - Application #'s 41-18SP and 42-18C, Joseph Wolinski for The Kent School, construction of storage building, 50 Schaghticoke Road, Map 4 Block 3 Lot 5.
 - Approved.
 - Application #59-18C, Donald J. Cramer Revocable Trust, 23 South Main Street, change of use from commercial to mixed residential/commercial, Map 4 Block 12 Lot 1.
 - Approved.

- Application #62-18C, John Gleason for 24 South Main Street Kent, LLC, 24 South Main Street, changes of use: building 1 from restaurant/residential to residential/commercial; building 2 from commercial to commercial/residential Map 19 Block 13 Lot 44.
 - Approved.
- Appointment of Robert McDowell as Alternate on the Architectural Review Board; term to expire 7/11/2020.
 - Approved.
- Re-appointment of John Baker, Ellen Cordell and Frank Way as Members on the Architectural Review Board, terms to expire 8/9/2020.
 - Approved.
- Application #'s 54-18SP, 55-18C and 56-18F, Joseph Wolinski for The Kent School, construction of security devices and guardhouse with associated site improvements, 1 Macedonia Road, Map 4 Block 10 Lot 1.
 - Continued to the August meeting.
- Filling operation on Upper Kent Hollow Road (ongoing)

Inland Wetlands:

- Approved: July
 - Application #1174-18, Wyrick Associates for Ellen and Tom Ryan, 21 Halls Lane, addition of two-car garage with connector to house built on slab, Map 9 Block 22 Lot 34.
 - Application #1175-18, David Birnbaum for 33 Camps Road, LLC, 0 Camps Road, installation of dry hydrant in existing pond, Map 17 Block 30 Lot 11.
 - Application #1178-18, Kent School Corporation, 1 Macedonia Road, construction of gate house and entry gate systems at three campus locations Map 4 Block 10 Lot 1.
 - Request for two (2) year extension of Permit #1057-13, Rick Osborne for Town of Kent, realignment of existing roadway with full depth reconstruction for approximately 650 linear feet, Fuller Mountain Road, Map 2 Block 7/9, Lot Fuller Mountain Road R.O.W.
- Pending: August
 - Application #1176-18F, Adam Osborne for High Watch Recovery Center, LLC, 47 Carter Road, after the fact forestry operation, Map 14 Block 21 Lot 17.
 - Application #1179-18F, Jamie Lintner, Forest Works, LLC, for John E. Casey, Trustee, forestry operation, North Main Street, Map 10 Block 42 Lots 4 & 5; Map 19 Block 42 Lots 8 & 43; and Map 4 Block 42 Lot 1.
- Other:
 - We have one opening on the Commission which we are currently trying to fill.

Zoning Board of Appeals:

- Approved: July
 - Application #04-18, Rita Kho, 41 Johnson Road, relief from Section 5.5, Side Yard Setback, for the installation of three (3) 120 gallon above ground lp tanks, Map 19 Block 15 Lot 28.

Architectural Review Board:

- Pending: July
 - Application #011-18, Muhammad N. Afzal for MKN Property Holding, LLC, 5 South Main Street, install 2 windows, siding, stone veneer and construct staircase with deck on south side of building, Map 19 Block 12 Lot 5.

- The Applicant did not show at the July meeting so a special meeting was scheduled. The preliminary review of the design did not meet the standards of the ARB so the special meeting was a working meeting. The applicant will be returning to the August 7th meeting with revised plans and architectural drawings.
- Application #008-18, Rick Dolson for Cynthia & Wayne Gustafson, Trustees, 21 Bridge Street, installation of sign on existing sign post and window, Map 19 Block 13 Lot 10
 - A Notice of Violation will be sent to the property and business owners as the signs were installed without proper permitting.

VIOLATIONS:

- Legal Issues:
 - High Watch vs TOK and BHR:
 - Briefs were submitted by both parties and we are now waiting for a determination from the court.
 - Legal fees to date: \$6,901.35
 - Birch Hill Certificate of Need
 - Information requested by OHCA has been submitted. Briefs have been filed with regard to the additional information submitted by the intervenor. No decision has been made.
 - Watts vs Schullery and the Town of Kent ZBA:
 - An agreement out of court has been reached. I am currently waiting to hear that the Notice of Withdrawal has been accepted by the court.
 - High Watch Recovery, 47 Carter Road:
 - High Watch appeared before Inland Wetlands and I investigated whether or not fines could be levied. The only way to do so would be to go through the Court system.
 - Representatives of High Watch and the forester were to appear before the IWC on the 23rd of July for further discussion, but no one showed. I was instructed by the Commission to contact our attorney to see what the next steps should be.

OTHER:

- I will be out of the office on August 22, 2018 attending a CAZEO meeting on “RLUIPA”, Religious Land Use and Institutionalized Persons Act.



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: August 31, 2018

FROM: Donna Hayes, CZEO

Building Department:

- Permits Issued: 39 (August)
- Total Construction value: \$847,796 (August)

Planning & Zoning:

- Permits Issued: 6 (August)
- Certificates of Compliance Issued: 3 (August)
- Applications before the Commission: (August)
 - Applications #23-18C and #24-18SP, by High Watch Recovery Center, Inc., for 54 Carter Road (Map 14 Block 22 Lot 6); 62 Carter Road (Map 14 Block 22 Lot 7); and the 15.48-acre unimproved parcel of land (Map 14/Block 21/Lot 23, Parcel I.D. #1486) abutting the northerly line of Carter Road and the southeasterly line of 47 Carter Road, for a special permit and site plan approval for the following: Construction of two-story addition (including offices, 218-seat lecture hall and 12-bed detoxification wing) to existing administrative and clinical office building at 62 Carter Road; single story addition and kitchen expansion to dining hall at 62 Carter Road; addition of detoxification service at 62 Carter Road; increase in total residential in-patient bed count from 78 to 90 at 62 Carter Road; conducting therapeutic activities associated with the treatment of drug and alcohol addiction at 54 Carter Road; constructing driveway entrance, parking area, retaining wall and stormwater detention basin at 54 Carter Road and 62 Carter Road; constructing new septic system on Parcel I.D. #1486; and associated site work on all three parcels.
 - The public hearing was closed at the July meeting. The Commission discussed the Resolution of Approval, made some changes and will discuss it again at a special meeting. A decision must be made at the September 13th meeting.
 - Application #'s 54-18SP, 55-18C and 56-18F, Joseph Wolinski for The Kent School, construction of security devices and guardhouse with associated site improvements, 1 Macedonia Road, Map 4 Block 10 Lot 1.
 - Approved.
 - Application #72-18C, Drew Taraian, 213 Macedonia Road, construction of single family home, driveway, septic, well, three car detached garage and associated site work, Map 3 Block 4 Lot 2.
 - Approved.

- Filling operation on Upper Kent Hollow Road (ongoing)

Inland Wetlands:

- Approved: August
 - Application #1179-18F, Jamie Lintner, Forest Works, LLC, for John E. Casey, Trustee, forestry operation, North Main Street, Map 10 Block 42 Lots 4 & 5; Map 19 Block 42 Lots 8 & 43; and Map 4 Block 42 Lot 1.
- Pending: September
 - Application #1176-18F, Adam Osborne for High Watch Recovery Center, LLC, 47 Carter Road, after the fact forestry operation, Map 14 Block 21 Lot 17.
 - The Commission will be doing a site walk before the September meeting to determine if an environmental consulting firm will need to be retained to assess if there has been an environmental impact to the clear cutting of 6.4 acres.
 - Application #1180-18, South Kent School, 0 Bulls Bridge Road, installation of scoreboard and concrete slab for covered benches, Map 6 Block 38 Lot 2.
 - Application #1181-18, Brian Neff for James Lilly and Lily Thom, 29 Brown Road, installation of underground utilities and resurfacing of driveway with gravel, Map 11 Block 40 Lot 24.
 - Application #1182-18, Park and Recreation for Town of Kent, 42 Segar Mountain Road deposition of processed stone and wood chips around feeder pond and stream, Map 10 Block 40 Lot 9.
- Other:
 - Ken Johnson submitted his name as an alternate and has attended a couple of meetings. The recommendation of his appointment will be on the September agenda.

Zoning Board of Appeals:

- Approved: August
 - No applications.

Architectural Review Board:

- Pending: August
 - Application #011-18, Muhammad N. Afzal for MKN Property Holding, LLC, 5 South Main Street, install 2 windows, siding, stone veneer and construct staircase with deck on south side of building, Map 19 Block 12 Lot 5.
 - The applicant met with the ARB at a special meeting and was asked to return with the requested information at the August meeting. They were not able to provide the information requested in time for the August meeting, so the application was denied without prejudice.
 - Application #008-18, Rick Dolson for Cynthia & Wayne Gustafson, Trustees, 21 Bridge Street, installation of sign on existing sign post and window, Map 19 Block 13 Lot 10
 - A Notice of Violation will be sent to the property and business owners as the signs were installed without proper permitting.

VIOLATIONS:

- Legal Issues:
 - High Watch vs TOK and BHR:
 - Briefs were submitted by both parties and we are now waiting for a determination from the court.
 - Legal fees to date: \$12,728.85
 - Birch Hill Certificate of Need
 - Closing statements were submitted to the Office of Health Strategy by both Birch Hill and High Watch. I believe that the OHS has 60 days to make a final decision.
 - Watts vs Schullery and the Town of Kent ZBA:
 - The Notice of Withdrawal has been accepted. Permits were issued for the installation of the detached garage.
 - High Watch Recovery, 47 Carter Road:
 - I spoke with the Christopher Martin, State Forester, DEEP Division of Forestry, who advised that the best way to handle this type of situation would be for the IWC to hire a third-party environmental consulting firm to assess any potential environmental impacts. I am waiting for a determination from the IWC.

OTHER:

- I attended a CAZEO meeting on “RLUIPA”, Religious Land Use and Institutionalized Persons Act.
- Tai Kern and I attended the 5th Thursday Forum for Land Use Commissions to hear a presentation on SustainableCT and discuss Solar, Wind and Farm Regulations.

Revenue

1. We received the first installment of Town Aid Road, \$145,439
2. Transfer Station income is at 87.4% of the budgeted amount.
Received: \$82,122, budgeted \$94,000

Expense

1. The Kent Chamber of Commerce has NOT paid the invoice mailed to them back in May for FY '18 in the amount of \$5,000 which represents their agreed upon *"Contribution to the Kent Visitor Center expense"*. First Selectman Adams was made aware of this in mid July.
2. Most departmental expenses to date are tracking in accordance with the % of completed FY to the % of budget for the same period. Two months in to the FY equates to 16%
3. Some departments exceed this benchmark. However, this is customary as some departments pay for annual renewals or have contractual expenditures in the first quarter of the FY. Most Organizations request their annual grant immediately after July first.
4. Attached is a summary actual vs budget through 8.31.18
5. Prior year (FY '18) Audit preliminary field work has been completed, Audit will resume in mid-late September.

TOWN OF KENT

FY '19 Actual vs. Budget

July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
130-310 · Property Taxes	6,013,708.45	11,082,455.00	54.26%
130-330 · Property Taxes - Interest	2,605.16	40,000.00	6.51%
130-340 · Property Tax - Liens	1,692.32	500.00	338.46%
130-400 · Town Aid Roads CT Grant	145,438.64	285,338.00	50.97%
130-900 · Telecom Property	0.00	13,000.00	0.0%
131-500 · State of CT Misc	45.00	1,000.00	4.5%
131-900 · Community House	3,000.00	5,000.00	60.0%
131-920 · Swift House Rent	50.00	1,000.00	5.0%
132-000 · Interest on Investments	4,611.78	15,000.00	30.75%
132-100 · Miscellaneous Fees	5,268.00	78,500.00	6.71%
132-137 · Public Restrooms	403.30		
132-150 · Cell Tower Rent	12,849.15	46,419.00	27.68%
132-200 · Building Permits	2,704.00	35,000.00	7.73%
132-300 · Transfer Station Income	82,122.08	94,000.00	87.36%
132-310 · Bulky Waste	1,529.00	6,000.00	25.48%
132-330 · Raffle Permits	0.00	50.00	0.0%
132-340 · Pistol Permits	0.00	500.00	0.0%
132-400 · P & Z Fees / Road Inspection	1,419.00	12,000.00	11.83%
132-410 · Commission In/Wet	82.00	800.00	10.25%
132-420 · Commission of ZBA	0.00	500.00	0.0%
132-500 · Town Clerk Fees / Conveyance Ta	0.00	80,000.00	0.0%
132-800 · Park & Recreation	0.00	250.00	0.0%
132-810 · Park & Rec Pass	870.00	3,000.00	29.0%
132-820 · Park & Rec Sports	0.00	3,500.00	0.0%
132-830 · Park & Rec Classes	55.00	500.00	11.0%
132-840 · Park & Rec Enrichment	30.00	11,000.00	0.27%
132-850 · Park & Rec Enrichment Camp	8,790.00	13,000.00	67.62%
132-860 · Bus Trips & Programs	285.00	1,000.00	28.5%
132-900 · Surplus	0.00	388,500.00	0.0%
132-910 · Funds Capital & Nonrecurring	0.00	636,500.00	0.0%
132-950 · Maple Street Extension	0.00	15,000.00	0.0%
Total Income	6,287,557.88	12,869,312.00	48.86%
Expense			
A · General Government			
010-000 · BOARD OF SELECTMEN	28,896.76	180,743.00	15.99%
012-000 · PROBATE	2,247.70	4,500.00	49.95%
013-000 · REGISTRAR OF VOTERS	5,375.55	29,939.00	17.96%
014-000 · BOARD OF FINANCE	7,000.00	25,231.00	27.74%
015-000 · TREASURER	6,918.21	47,279.00	14.63%
016-000 · TAX ASSESSOR	17,324.37	86,387.00	20.05%
017-000 · TAX COLLECTOR	12,293.92	74,690.00	16.46%
018-000 · BOARD OF ASSESSMENT APPEALS	0.00	2,761.00	0.0%
021-000 · CONSERVATION	60.00	2,775.00	2.16%
022-000 · TOWN CLERK	18,445.43	125,094.00	14.75%
024-000 · PLANNING AND ZONING	10,509.47	76,673.00	13.71%
025-000 · ZONING BOARD OF APPEALS	142.28	2,322.00	6.13%

TOWN OF KENT
FY '19 Actual vs. Budget

July through August 2018

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>% of Budget</u>
026-000 · INLAND / WETLANDS	5,428.75	34,849.00	15.58%
027-000 · BUILDING INSPECTOR	1,148.89	13,949.00	8.24%
030-000 · TOWN HALL	12,494.35	78,500.00	15.92%
051-000 · ATTORNEY FEES	6,187.50	26,000.00	23.8%
060-000 · GRANTS	177,310.00	260,320.00	68.11%
070-000 · ASSOCIATIONS	29,464.40	53,154.00	55.43%
074-000 · HISTORIC DISTRICT COMMISSION	0.00	500.00	0.0%
075-000 · INSURANCE	25,856.00	103,810.00	24.91%
079-000 · CONTINGENCY	0.00	10,000.00	0.0%
Total A · General Government	367,103.58	1,239,476.00	29.62%
B · Public Safety			
028-000 · FIRE MARSHAL	2,515.21	34,430.00	7.31%
054-000 · POLICE PROTECTION	389.29	180,550.00	0.22%
055-000 · LITCHFIELD CNTY DISPATCH	16,122.41	32,626.00	49.42%
056-000 · CIVIL PREPAREDNESS	793.24	3,210.00	24.71%
Total B · Public Safety	19,820.15	250,816.00	7.9%
C · Public Works			
031-000 · TOWN GARAGE BUILDING	769.05	20,410.00	3.77%
040-000 · HIGHWAY DEPARTMENT	99,549.08	1,275,439.00	7.81%
041-000 · TOWN AID ROAD	0.00	285,338.00	0.0%
042-502 · Lighting - Town Utility	571.19	12,000.00	4.76%
042-504 · Water - Town Utility	2,979.86	35,000.00	8.51%
045-680 · Tree Work	570.00	22,640.00	2.52%
Total C · Public Works	104,439.18	1,650,827.00	6.33%
D · Health and Welfare			
029-000 · SOCIAL SERVICES	9,985.22	57,871.00	17.25%
033-000 · SENIOR CENTER	1,166.83	17,650.00	6.61%
050-501 · Welcome Center Public Restrooms	729.36	7,000.00	10.42%
052-000 · Dir of Health/Hlt Dist.	18,910.12	18,910.00	100.0%
Total D · Health and Welfare	30,791.53	101,431.00	30.36%
E · Recreation			
023-000 · PARK & REC	36,836.05	155,284.00	23.72%
032-000 · Community House	1,953.68	22,749.00	8.59%
034-000 · Swift House	134.13	6,300.00	2.13%
046-000 · KCS Ballfield Maintenance	500.00	4,000.00	12.5%
Total E · Recreation	39,423.86	188,333.00	20.93%
F · Sanitation			
043-000 · TRANSFER STATION	14,932.55	113,935.00	13.11%
044-000 · Landfill Monitoring	0.00	2,000.00	0.0%
Total F · Sanitation	14,932.55	115,935.00	12.88%
G · Board of Education	689,775.08	7,294,308.00	9.46%
H · Debt Service	178,289.75	625,486.00	28.5%
I · Transfer to Capital	0.00	758,700.00	0.0%
J · Transfer to Dog Fund	0.00	7,500.00	0.0%
K · Current Year Capital Projects	0.00	636,500.00	0.0%
Total Expense	1,453,187.63	12,869,312.00	11.29%

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: Kent Board of Selectmen

From: Lesly Ferris



Date: Aug. 28, 2018

Re: Job description

The Kent Park and Recreation Commission voted unanimously at its June 11, 2018 meeting to revise the Kent Park and Recreation Director's job description (attached). The commission eliminated the paragraph concerning duties at the Monday and Wednesday meal program at the senior center. The commission chairman signed the revised job description at the commission's Aug. 13, 2018 monthly meeting.

Thank you.

**Town of Kent
Park and Recreation Director**

Position Summary:

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, senior, teen, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events.

Reports to:

Park and Recreation Commission.

Direct Reports:

- After-School Program director • Head Lifeguard,
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- referees and umpires.

Hours of Work:

Full-time salaried position, 40 hours per week, includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours, including any changes in hours.
- Attends all regular and special Commission meetings and communicate regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent with the meeting minutes not less than one week before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk.
- Reports to the commission chairman and keep selectmen informed as necessary.
- Presents to the Commission a current financial report at its regular meetings.
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget.
- Works with the Commission in the preparation, review and presentation of the Park and Rec's Five-Year Capital Plan.
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.

- Opens and responds to daily mail. Types and files correspondence. Answers phones.
- Organizes and keeps file copy of meeting minutes and director's reports in office.
- Contacts sports photographer, creates and distributes schedule for sports' team and individual and sponsor photos. Distributes pictures to team coaches, players and sponsors.
- Identifies and orders office and program supplies.
- Oversees and implements Park and Rec policy on awards.
- Works with Park and Recreation Commission on appointments and reappointments to the commission. Communicate in writing to the Board of Selectmen the recommendations for appointments to the Kent Park and Recreation Commission for the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier and providing necessary information as requested.
- Establishes and maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attend conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.

Communication:

- Establishes and maintains effective working relationships with superiors, subordinates, associates, including area recreation directors, volunteers and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Presents a written monthly report of current and planned activities to the Commission at its regular meetings.
- Writes and submits to Board of Finance an annual report for the Annual Town Report.
- Monitors, writes and submits updates for the Kent Park and Recreation website and Face book page.
- Writes and submits information for the monthly town newsletter.
- Contributes to senior newsletter in conjunction with the Social Services director.
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with timely press releases to the local media and flyers.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.

- Maintains working relationship with the state police. Files police reports where appropriate.
- Maintains working relationship with Park and Recreation Commission.
- Meets and coordinates on league rules and game schedules with regional Rec directors.
- Coordinates with Kent Center School officials on field use and maintenance.

Facilities:

- Schedules and oversees the maintenance and repair of Park and Rec facilities, equipment, program inventories and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage.

Personnel:

- Recruits, interviews, trains and supervises paid and volunteer staff in accordance with Town of Kent and Park and Rec Commission policies and procedures.
- Develops job descriptions for positions as necessary and presents the descriptions to the Commission for approval.
- Provides for staff evaluations at completion of a Park and Rec program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.

Programs:

- Coordinates, supervises, schedules and promotes Park and Rec programs and activities.
- Develops new programs to present to the Park and Rec Commission for consideration.
- Identifies, coordinates, orients and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials, including handbook, schedules, team roster.
- Coordinates the scheduling of Park and Rec programs.
- Creates, distributes and collects program fees, registrations and waivers.
- Inventories orders and distributes equipment, uniforms and first aid supplies.
- Hires and pays referees and umpires.
- Coordinates, supervises and promotes fee programs.
- Coordinates, supervises and promotes special programs, including working collaboratively with community organizations and businesses.
- Maintains records of programs for three years.
- Develops, schedules, organizes, promotes and supervises bus outings, including working with regional recreation directors

Job Qualifications:

- Bachelor's Degree and/or relevant life experience and interest in Park and Recreation.
- Good communication and administrative, organizational skills.
- First aid training.
- CPR certification.
- Certified blood borne pathogens trainer.
- Computer Skills.
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.

Physical Conditions:

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

Approved by the Board of Selectmen:

10/4/11

Updated by the Board of Selectmen:

3/13/12

Revised and approved by the Board of Selectmen:

7/31/13

Approved by the Board of Selectmen:

9/1/15

The Department Head has reviewed the attached document and submitted to the Board of Selectmen for approval.


Department Head Signature

8.13.18
Date

I have received, read and agree to the contents of the Job Description attached. I understand that the Board of Selectmen can amend the contents as needed. The Job Description is an overview of responsibilities and should not be considered as all inclusive or as a contract.


Employee Signature

8-14-18
Date

The Board of Selectmen have reviewed and approved the attached job description.

Date

History of Monday/Wednesday meal program at the senior center:

October 1, 2010:

BOS made a motion regarding: "who is responsible for what at the center.

That motion stated:

Meal Program

Food – Elderly Nutrition Program, Torrington

Monday, Wednesday

Meals-on-Wheels

TAHD compliance, inspections

Meal delivery, prep, serving, cleanup

Money collection and remittance

Activities – cards, bingo, games, Wii, puzzles

Staffed by volunteers coordinators: Mary Ellen Nelson and Carol Valentine

March 13, 2012:

BOS made a the following motion regarding the program:

Mr. Adams made a motion effective July 1, 2012 the Park and Rec Director's salary be increased to \$42,304, a 7% increase, because of the added responsibilities of overseeing the operations of the Monday and Wednesday Elderly Nutrition Program and the job description be updated to include the added responsibilities. The motion was seconded by Mrs. Williams and the motion carried.

(The 7% equaled approximately \$2,750)

June 11, 2018

The Kent Park and Rec Commission voted unanimously at its June 11, 2018 meeting to revise the Kent Park and Rec Director's job description and eliminated the paragraph concerning duties at the Monday and Wednesday meal program at the senior center.

Town of Kent Ordinance

Chapter 10, Sec. 10-3. Employees and Fees

1. The Commission may employ such persons as it deems necessary and shall prescribe and define the duties of employees and determine their compensation within the appropriations provided for in the budget.

Board of Selectmen
Special Meeting

October 1, 2010
11:00 A.M. Town Hall

Present: First Selectman Bruce Adams, Selectman Karren Garrity, Selectman George Jacobsen.

Also present: Darlene Brady, Kathryn Boughton, Debbie Devaux, Lesly Ferris, and Jerrilynn Tiso.

The meeting was called to order at 11:02 a.m.

Senior Center/Nutrition Site:

Due to the addition of several programs at the Senior Center, Lesly Ferris and Jerrilynn Tiso requested confirmation on who is responsible for what at the center. The Selectmen agreed on the following:

Physical Plant

- Building maintenance: electric, water, sewer, phone, propane
- Weekly (Friday) custodial cleaning
- Building supplies
- Repairs/upgrades, including appliances
- Building rent
- Selectmen's budget
- Selectman's office responsibility

Meal Program

- Food – Elderly Nutrition Program, Torrington
- Monday, Wednesday
- Meals-on-Wheels
- TAHD compliance, inspections
- Meal delivery, prep, serving, cleanup
- Money collection and remittance
- Activities – cards, bingo, games, Wii, puzzles
- Staffed by volunteers; coordinators: Mary Ellen Nelson and Carol Valentine

Activities/Program

- Senior Health Fair

Themed Luncheons: New Year's, Easter Egg Coloring, Veterans Day,
 Christmas, miscellaneous
 Monthly Blood Pressure Screening
 Friday Activities, including Monthly Calendar
 Flex-Appeal Exercise Program
 Friday Luncheons
 Guest Speakers and Programs: Lifeline, Living Wills, Lyme Disease,
 Flu Prevention – on meal days or independently
 Organized by Park and Rec in conjunction with New Milford Hospital
 and/or New Milford Visiting Nurse Association

Jerrilynn Tiso will be responsible for the newsletter for seniors.

Town Meeting:

Mrs. Garrity made a motion to waive the reading of the entitled resolution, (see attached). The motion was seconded by Mr. Jacobsen and the motion carried.

Mr. Adams made a motion to adopt the resolution appropriating up to \$935,000 for sewer line and pump station improvements and authorizing the issue of \$935,000 bonds of the Town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose. The motion was seconded by Mr. Jacobsen and the motion carried. Mr. Adams declared the resolution adopted.

Mrs. Garrity made a motion that a town meeting be warned and held on Thursday, October 14, 2010 at 8:00 p.m. at Town Hall to consider and act upon the Sewer Line and Pump Station Rehabilitation bond resolution. The motion was seconded by Mr. Adams and the motion carried.

Discussion of Policy and Procedure Manual:

There was discussion about making the Tax Collector and the Town Clerk appointed positions rather than elected, all part-time employees being made salaried employees, all part-time employees being hourly, clarifying exempt and non-exempt employees.

The Selectmen agreed that there are four categories of "employees":

- Full-time Salaried
- Part-time Salaried
- Full-time Hourly
- Part-time Hourly

The Board of Selectmen agreed that the Full-time Salaried employees would have a "benefit package" that would include: paid holidays, paid sick days, paid vacation days, personal days, health insurance, dental insurance, life insurance, and a pension plan.

There was also discussion regarding "comp time" for salaried employees. Mr. Jacobsen defined salaried as "working until the job is done" and, therefore, there is no comp time. He also added that if an employee does not work their normally scheduled hours and does not have paid time off to cover the hours, the employee should be docked those hours.

Mr. Jacobsen added that in his research if the town provides a provision for reimbursement due to an auto accident while on company business, there needs to be a line added to the budget for such expenses. He added that additional research needs to be conducted to confirm if any reimbursement were to be issued to an employee would it be considered taxable income.

No action was taken on the Policy and Procedure Manual.

Mrs., Garrity made a motion to adjourn at 12:30 p.m. The motion was seconded by Mr. Adams and the motion carried.

Respectfully submitted,


Joyce Kearns
Administrative Assistant

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

Board of Selectmen
Special Meeting

March 13, 2012
4:00 P.M. Town Hall

Present: Bruce Adams, Susi Williams and Tod Jones.

Also present: Kathryn Boughton, Lesly Ferris, Rick Osborne, Dave Parker and Lynn Worthington.

Mr. Adams called the meeting to order at 4:00 p.m.

Five-Year Capital Plan:

Mr. Adams made a following motion:

- Reduce KCS Building Improvements fiscal year 2016 from \$625,000 to \$500,000
- Move \$125,000 from Kenico Road into fiscal year 2016
- Reduce Kenico Road in fiscal year 2017 to \$200,000
- Move \$275,000 from Kenico Road into fiscal year 2018
- Remove KVFD Apparatus Mini Attack Truck out of fiscal year 2017
- Increase KVFD Apparatus in fiscal years 2018 to \$187,500 and 2019 to \$187,500

The motion was seconded by Mr. Jones and the motion carried.

Operating Budget:

Mr. Adams stated the following updates need to be made to the current proposed operating budget:

- Reduce Contingency from \$25,000 to \$10,000
- Library request for tarps
- Update the Resident Trooper line to read Police Protection
- Add a line in the Social Service Department – Food Bank Co-ordination
- Correct a spelling error on line 017-501 – should read “telephone”

Mr. Adams reported that a motion was made and approved to reduce the contingency on February 9, 2012.

Mr. Adams made a motion to keep the Library grant flat at \$80,000 with a one-time increase of \$4,000 to cover the cost of the book tarps. The motion was seconded by Mr. Jones and the motion carried.

Mr. Adams made a motion to add a new line in the Social Service Department called Food Bank Co-ordination in the amount of \$2,000 to be used reimburse Bill and Fran Goodsell, Food Bank volunteers, for mileage. The motion was seconded by Mr. Jones and the motion carried.

Mr. Adams made a motion to move to executive session at 4:24 p.m. Mr. Adams invited Park and Rec Director Lesly Ferris to attend. At 4:40 p.m. Mrs. Ferris left the executive

session and Mr. Adams invited Administrative Assistant Joyce Kearns to the executive session. Mr. Adams made a motion to adjourn the executive session at 4:45 p.m. and move to return to the Special Meeting. The motion was seconded by Mrs. Williams and the motion carried.

Mr. Adams made a motion effective July 1, 2012 the Park and Rec Director's salary be increased to \$42,304, a 7% increase, because of the added responsibilities of overseeing the operations of the Monday and Wednesday Elderly Nutrition Program and the job description be updated to include the added responsibilities. The motion was seconded by Mrs. Williams and the motion carried.


Mr. Adams made a motion effective July 1, 2012 the Administrative Assistant's salary be increased to \$34,026 for the added responsibilities of the administrative duties of the Kent Community House. The motion was seconded by Mrs. Williams and the motion carried.

Rick Osborne requested that line 0040-614, Highway Department uniforms be reduced to \$3,500.

Mr. Adams stated that he would obtain additional information on the request to increase the pension to town employees contributed by the Town of Kent.

The Board of Selectmen agreed to warn a Special Meeting on Monday, March 19, 2012 at 4:00 p.m. to approve the review and possibly the proposed 2012 Operating Budget.

Mr. Adams made a motion to adjourn at 4:51 p.m. The motion was seconded by Mr. Jones and the motion carried.


Joyce Kearns
Administrative Assistant

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

CHAPTER 10 PARKS AND RECREATION

Sec. 10-1. Reserved

Sec. 10-2. Park and Recreation Commission

1. All lands which have been designated for park or recreation purposes in the Town of Kent except those maintained in conjunction with the public schools and all lands hereafter acquired for park or recreation purposes shall be under the management, care, and control of a commission under the name of the "Park and Recreation Commission".

2. Said Commission shall hereafter consist of the Third Selectman and not less than six nor more than nine electors of the Town who shall be appointed at the annual town meeting. The members of the Commission heretofore appointed shall continue to act to the ends of their terms or until their resignation. No vacancies shall be filled by appointment of the Town Meeting or otherwise while the number of electors other than the Third Selectman shall exceed six. At each annual Town Meeting there shall be appointed only so many electors as members of the Commission to bring the number of members up to six exclusive of the Third Selectman. The commission shall have the right to appoint person to fill vacated posts until the next annual Town Meeting only to bring the number of members up to six exclusive of the Third Selectman. Appointments to the Commission shall be made at Town meetings for terms of not more than three years in order to retain a membership of six electors and the Third Selectman. Appointments shall be made for such terms and at such times in order that two electors may be regularly appointed at each town meeting.

Sec. 10-3. Employees and Fees

1. The Commission may employ such persons as it deems necessary and shall prescribe and define the duties of employees and determine their compensation within the appropriations provided for in the budget. The commission may within its appropriations maintain and improve said lands. The commission shall have authority to make, establish, and enforce rules and regulations for the maintenance of order, safety, and decency in said parks.

2. The commission may establish such fees and charges for use of its facilities as it deems necessary or proper which fees shall be paid to the town treasurer for deposit into the General Fund.

Sec. 10-4. Park and Recreation Fund

A special town fund is hereby created which shall be designated and known as the Town of Kent Park and Recreation Fund. All donations and bequests made for park and recreation purposes shall be paid into said fund which shall be kept by the Town Treasurer separate and apart from other funds of the town. Said fund shall be used at the disposal of the commission to supplement appropriations by the town for the improvement, betterment, and expansion of park and recreational facilities and activities and for such other related expenditures as shall be designated by the donor and accepted by the commission.

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: Aug. 28, 2018

Re: Connecticut Recreational Trails Program Grant

Kent Park and Recreation has been invited to resubmit its 2016-17 grant application to the Connecticut Recreational Trails Program. The original application was placed on a waiting list and recently we have been notified of the reapplication process.

The Kent Board of Selectmen endorsed the original application which was a request for funds to survey the existing trail at Emery Park and to plan and design a layout of updated trail with switchbacks to help make the trail system more user friendly.

The revised grant application totals \$3325; Kent Park and Recreation would fund \$665 or 80 percent of the grant.

Thank you.

W. Lee Palmer, Jr.

August 30, 2018

Bruce K. Adams, First Selectman
Christopher Garrity, Selectman
Jeff Parkin, Selectman
Joyce Kearns, Administrative Assistant
Kent Town Hall
41 Kent Green Blvd
Kent, CT 06757

Re: Kent Town Hall Management Review Report Summary Update

The following is intended to provide a brief summary of the progress made to date regarding the above captioned matter.

First, I would like to thank everyone for their cooperation, and recognize Joyce Kearns for her assistance in coordinating all of the meetings and sending the information required to conduct the study. Her support is greatly appreciated.

After receiving the letter dated July 2, 2018 and information provided I conducted a preliminary review of thumb drive documents (Policy and Procedure Manual, Policy and Procedure Manual for Elected Officials, Current Job Descriptions, Approved 2018/2019 Budget, and Comparable Salary Info from COG).

All non-union Town employees were to be given duties questionnaires to complete and the completed questionnaires were to be sent to me for review. On July 26, 2018 I met with the First Selectman to further review his expectations relative to the review and to go over his questionnaire. In addition, I met with Director of Parks & Recreation and Director of Social Services who also provided feedback relative to their job functions and departments. I let them know that I would prepare draft descriptions and have them review them prior to finalization.

Following that date, I performed a comprehensive review of all 21 of the duties questionnaires that I was given. On Monday, August 20, 2018, from 8:00 a.m. to 6:00 p.m. I met with each employee, exclusive of three I met with on the 26th, to review their duties questionnaire and ask additional questions relative to their positions. Overall, I felt that these meetings were productive and provided insight into the workings of the Town. During that time, I had the opportunity to meet with Selectmen Christopher Garrity and Jeff Parkin to discuss how the study is proceeding and revisited such topics as performance evaluation, communications, and the Town structure.

On Wednesday, August 22, 2018 I drafted updated job descriptions and sent same to each of the incumbents for any comments, suggested changes, etc. Following that date, I have received feedback from several employees and their job descriptions have been updated accordingly.

In addition, and to ensure a consistent process, I have also prepared draft job descriptions for contracted services positions which include the Animal Control Officer, Building Inspector,

Building Inspection Clerk, and the Teamsters Union Local 677 Highway Maintainer (without CDL) and Highway Maintainer (with CDL) job titles. As these are bargaining unit positions, and they will need to be reviewed with union leadership; even though I do not believe I have made any substantive changes to the jobs. To date, 26 job descriptions have been developed and shared with the Town.

In addition to the above, I have prepared a preliminary draft of a document entitled *Kent Town Hall Management Review Report* that responds to each of the items enumerated in the proposed mission statement (e.g., clarifying roles of assistants and clerks, reviewing and recommending any adjustments needed, pay rates, etc.) and the items added in the letter of clarification entitled Kent Town Hall Management Review General Outline of Tasks to meet Mission Statement. This should be available shortly.

I have also begun to work up a non-union salary schedule with an entry level, midpoint, and maximum rate for each salary grade.

Finally, I have begun to work on updating the employee and elected officials Policy and Procedures Manuals. I am also amenable to providing you with the literature concerning the Performance Evaluation System that I have developed for non-union employees and the training required.

To date I have spent in excess of 36.5 hours on the project exclusive of the preliminary meeting, travel time, telephone conversations, and miscellaneous email responses. In my estimation, the project is on schedule.



TOWN OF KENT

Request for Financial Grant

This document is a formal request for a financial Grant from the Town of Kent, CT. Approval for any grants is at the sole discretion of the Board of Selectmen.

Grant request must be submitted on a timely basis. Request for the fiscal year beginning July 1 of the following year must be submitted no later than **November 1** of the current fiscal year.

Organization:	
Date of Request:	Is this request timely? Yes No (If no, please explain circumstances)
Amount Requested (USD\$):	Prior Year Grant Amount if any:
Briefly describe purpose of Grant (Add more detail below):	Change of condition since last Grant?:
Requested Financial Documentation: <ul style="list-style-type: none">•Current P&L•Prior Year Audited Financial Statement if Available•Current IRS Form 990•Any other documents that can support justification for approval of grant.• INTERNAL USE OF FUNDS	
Describe in detail the need for this grant and the benefit to the Town of Kent. Describe intended use of funds in as much detail as possible.(Use additional sheet if necessary.)	
Name, Title, and Signature of individual authorized to make grant request:	

“This institution is an equal opportunity provider and employer.”

Rev. 8/10/18

41 Kent Green Boulevard, P.O. Box 678 • Kent, CT 06757-0678

Phone: (860) 927-4627 • Fax: (860) 927-1313 • www.townofkentct.org

BOS 2018 Goals

1. Promote Civil Discourse & Decorum

Board/Department/Civic Groups Dialogue

- All Chairs Board – 2 or 3x times year
 - Short/Long term planning-goals
 - Needs Assessment
 - Public Service Focus

2. Electorate Engagement

Resident Outreach

- Neighborhood visits/gatherings-Q&As
- Selectman's Newsletter

3. Economic Focus

Establish an Economic Enhancement Committee

- Help -Town Identity
 - Tourism/Weekenders
 - Retirees/New Families
 - Education Center-Prep Schools
 - Natural Playground-Resources
- Coordinate & Support & Promote Goals/Needs
 - Chamber of Commerce
 - Civic Groups
 - Schools
- Create/Apply Solutions
 - Economic Grants
 - Streetscape/Welcome Center
 - Leverage State & Federal Reps.
 - Public Safety Initiatives



Joyce Kearns <adminassist@townofkentct.org>

RE: Contact with EVSE/Control Module re EV Charging Station

1 message

Kelly, Patrice <Patrice.Kelly@ct.gov>
To: Joyce Kearns <adminassist@townofkentct.org>

Tue, Aug 28, 2018 at 2:54 PM

Hi, Joyce:

We do not want to have the unit back. The Town is free to sell it, give it away, or dispose of it.

You could also move it to another town site (they seem to do well at libraries) and in the process of re-installing it, the payment module could be activated to levy a fee for use.

Patrice

Patrice P. Kelly

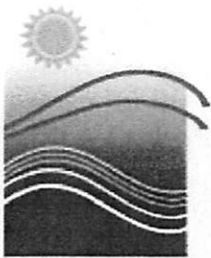
Sr. Environmental Analyst

Toxics and Mobile Sources Group

Planning & Standards Division

Bureau of Air Management

Connecticut Department of Energy and Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
P: 860.424-3410 | E: Patrice.Kelly@ct.gov



Connecticut Department of

ENERGY &
ENVIRONMENTAL
PROTECTION

www.ct.gov/deep



Joyce Kearns <adminassist@townofkentct.org>

Fwd: collection fees for anne mcandrew

1 message

Bruce Adams <firstselectman@townofkentct.org>
To: Joyce Kearns <adminassist@townofkentct.org>

Thu, May 3, 2018 at 2:12 PM

----- Forwarded message -----

From: **Backcountry Outfitters** <info@bcoutfitters.com>
Date: Thu, May 3, 2018 at 2:09 PM
Subject: collection fees for anne mcandrew
To: firstselectman@townofkentct.org, chris@bainrealestate.com, jparkin@townofkentct.org

Good afternoon,

Just a followup regarding the credit collection fees charged to me. The total is \$166.81. Please keep me updated on whether or not it's within the regs to reimburse me.

Also, I'd like you to have Debby submit her written procedure to the BOS for review at the next meeting. This will help keep problems at bay and will improve communication between townspeople and tax collector. I expect to see it on the agenda as that's the only way to hold her accountable.

Thank you for your input at Tuesday's meeting.

Best regards,

Anne

This email has been checked for viruses by Avast antivirus software.
<https://www.avast.com/antivirus>

--
Bruce K. Adams
First Selectman
Town of Kent, CT
860-927-4627

RECEIVED FOR RECORD
KENT TOWN CLERK
2018 SEP -6 P 3:47
BY J. Gray
TOWN CLERK