

Board of Selectmen
Special Meeting

May 24, 2019
2:00 P.M. Town Hall

RECEIVED FOR RECORD
KENT TOWN CLERK

2019 JUN -7 A 9:14

BY *[Signature]* - TOWN CLERK

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Donna Hayes and Barbara Herbst.

Mr. Adams called the meeting to order at 2:00 p.m.

Mr. Garrity made a motion to move the Executive Session from the beginning of the meeting to the end of the meeting. Mr. Parkin seconded the motion and the motion carried.

Streetscape:

Mr. Adams stated the following two items need to be addressed regarding the Streetscape:

- Create a sub-committee
- Create a charge

Mr. Parkin submitted a draft charge and a method to create the committee (both attached). Mr. Garrity suggested a BOF member be on the sub-committee. Mr. Adams asked Treasurer Barbara Herbst. She confirmed that she would but not on Saturday mornings. Mrs. Herbst provided a handout (attached). The Board discussed a timeline. Mrs. Herbst reminded the Board that the engineer needs six-months to create the bid specs. Mr. Adams stated that it is his belief that the Town will be given the final project presentation and not offered options. Mr. Parkin stated the sub-committee's proposal needs to be within the budget. Mrs. Herbst reminded Mr. Adams that he has told the Town that it would have one more opportunity to review the scope of the project. Mr. Garrity stated that the public is invited to all meetings and the word needs to get out. Mr. Adams stated that the Town's people need to trust the Board of Selectmen to make an informed and decision. Mr. Adams recommended Mike Gawel as a sub-committee member and asked Mr. Garrity if he would be a member. Mr. Garrity declined. He added that he does not want to prejudge the proposal and stated that he does not feel that a Selectmen needs to be a member. Mr. Garrity suggested sending out an e-mail requesting interest in being a member of the sub-committee. Mr. Adams agreed to send out e-mail to request interest in joining the sub-committee and to create a sub-committee no later than June 1, 2019.

Building Official:

Mr. Adams stated that the current building official presented two options. He submitted a letter to Mr. Adams (attached). He also referred to the spreadsheet Mrs. Herbst prepared that shows the finances for each proposal (attached). Mr. Adams also suggested making the Building Official a hired position. Mrs. Hayes provided an updated spreadsheet (attached). Mrs. Hayes stated the Building Inspector's salary is paid from the fees and is not in the budget as a line item. Mr. Parkin stated that the Town might be better off if the Building Official position were a hired one but the Board of Selectmen are not prepared to make that

switch. He added that Mr. Manley is doing a good job, and the Town should stick with it. Mr. Garrity expressed his distaste for the permit fees. He added that it is taxing the taxpayer one more time. He would not advocate for raising the fees. Mrs. Hayes clarified that the fee covers the Building Official inspecting the project not only the first time but also any subsequent visits, as needed. Mr. Garrity stated that he would go with the 80/20. Mr. Parkin stated that Mr. Manley would need to be consulted. Mr. Adams agreed to meet with Mr. Manley.

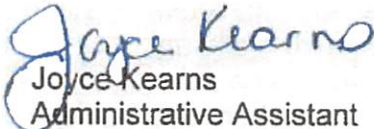
Sub-committee for interview of Highway Position:

Mr. Adams stated with the approval of the budget, the highway CDL position was approved and will need to be filled. Mr. Adams stated that a committee should be created to conduct the interviews and make a recommendation to the Board of Selectmen. Mr. Parkin confirmed that he likes the idea. Mr. Garrity asked what the policy is in the Policy and Procedure Manual? He added that is the process that should be followed. The Board of Selectmen discussed the members of the interviewing sub-committee. They informally agreed to Bruce Adams, Rick Osborne and Michael Sivick. No action taken.

Executive Session – KVHE Tax Abatement Citation:

Mr. Adams made a motion to move into Executive Session to discuss the Kent Village Housing for the Elderly Tax Abatement Citation at 3:02 p.m. Mr. Garrity seconded the motion and the motion carried.

Mr. Adams made a motion to come out of Executive Session at 3:26 p.m. with no action taken and to adjourn the meeting at 3:27 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.

Present - Chris Garity, Jeff Parkin, Bruce Adams
Barbara Herbst
Donna Hayes

WARNING
SPECIAL MEETING OF BOARD OF SELECTMEN

TOWN CLERK
KENT, CONNECTICUT

A SPECIAL MEETING OF THE BOARD OF SELECTMEN WILL BE HELD

FRIDAY, MAY 24, 2019
DATE

2:00 P.M.
TIME

TOWN HALL
PLACE

NOTICE OF SPECIAL MEETING:

(Must be filed not less than 24 hours prior to holding a meeting)

AGENDA:

- EXECUTIVE SESSION - KVHE TAX ABATEMENT CITATION
- STREETSCAPE
- BUILDING OFFICIAL
- SUB-COMMITTEE FOR INTERVIEW OF HIGHWAY POSITION

BOARD OF SELECTMEN


JOYCE KEARNS
ADMINISTRATIVE ASSISTANT

DATE OF TOWN CLERK NOTIFICATION

RECEIVED FOR RECORD
KENT TOWN CLERK

"An equal opportunity employer and service provider"

2019 MAY 22 A 11: 03

BY

TOWN CLERK

The Kent Board of Selectmen hereby authorize formation of a Second Streetscape Committee (SSC) to further the Streetscape project in Kent.

The SSC should be composed of five (5) members selected as follows:

- 1. Each Selectman nominates an individual to serve on the SSC which individual DID NOT serve on the prior Streetscape committee. The nominated individual shall be appointed to the SSC unless both other Selectmen veto the appointment which veto should be based on perceived conflict of interest or other valid reason.**
- 2. The Selectmen as a group nominate one (1) individual who DID serve on the prior committee. This will provide some continuity from the prior work to the discussions going forward**
- 3. The four (4) individuals selected as above shall then nominate one (1) additional individual who DID NOT serve on the prior committee. The Selectmen as a group may veto that nomination again based on perceived conflict of interest or other valid reason.**
- 4. The SSC as then constituted shall appoint a Chairman who shall report to the Selectmen.**

The SSC is CHARGED with the following MISSION.

The SSC shall define the detailed scope of work for the Streetscape project which has been under consideration for the Town of Kent for several years. The work product of the SSC will be submitted to the Board of Selectmen; said work product will then be set for review and comment by the Citizens of Kent. This report will form the basis for proceeding with the project.

The work product should address as a minimum the following:

1. Definition of the physical areas within the town to be addressed with this project. Specifically, define precisely which portions of Route 7, Route 341, and side streets adjoining either of the primary routes will be considered in the project scope.
2. Definition, as precisely as practicable, of the materials to be used for the various portions of the construction particularly providing a cost-benefit analysis.
3. For clarity, identification of those aspects of the project that are "safety & security" and those which are "aesthetic".
4. Assessment of service life of various product options and cost analysis to determine if the cost of higher price materials is justified when compared to anticipated maintenance expenses of alternatives.
5. Definition, as precisely as practicable, of all aesthetic features such as lamp posts and plantings.
6. Determination of what restrictions, if any, are conditions to exercising the two grants which the town has been offered. The project must fully comply with all restrictions but, where permissible, evaluate options available which have not previously been considered.

The SSC must recognize the following guidelines:

1. The appropriations approved by the voters of Kent was an enabling authorization to proceed with project definition.
2. The \$2.9MM +/- authorization is not considered the target for the project. That is the maximum amount legally authorized but every effort should be made to present a plan that achieves the necessary requirements and goals of the town while minimizing the cost.
3. The SSC shall affirmatively reach out to the Citizens of Kent for comment and feedback on proposals and concepts. The SSC shall have the discretion to invite the public to open hearings to garner public comment. Selectmen may attend the SSC meetings if so desired.
4. The SSC shall set a sixty (60) day deadline for submitting a report to the Board of Selectmen.

Streetscape

	GRANTS	
Program Name	Main Street Investment Fund Grant	Community Connectivity Grant
Issuing Authority	CT Dept of Housing	Dept of Transportation
Amount Awarded	500,000	400,000
Award Date	10/13/2016	12/11/2018
Expires	12/31/2019	???
Budget Breakdown		
Site Preparation / Demolition		
Sidewalk, Curbs, Etc	277,000	400,000
Lighting, Trees	148,000	
Road and crosswalk repairs	50,000	
Contingency	25,000	
Total	500,000	400,000
Revised Budget	"must submit to DOH for review and approval a revised budget itemization for ANY proposed change"	
Compliance Agreement	"Grantee agrees to and shall comply with the scope of workproject plan for the Grant which is part of the attached application dated 5/26/16, as the same may be amended from time to time with consent of the State."	"no payment will be made for project expenses incurred prior to the start date or after the end date as set forth in the fully executed contract" TO DATE, KENT DOES NOT HAVE A FULLY EXECUTED CONTRACT FOR THIS GRANT.
"Plan" Approved by Governing Body	answered "YES" on application	
Submitted copy of Approved Plan	answered "YES" on application	
Plan Submitted	2013 Village Streetscape Master Plan	2013 Village Streetscape Master Plan
Is this project ready for construction	answered "YES" on application	"project can be completed within 7 months of of the date of signed funding contract"
Materials and Scope	1,400 feet of concrete sidewalk with granite curbing on both sides of Main street	"to replace sidewalks with simple concrete walks and granite curbing on both the east and west sides of the street"
Engineering	Engineering work within 2 months of signed MSIF contract.	

Streetscape

Activities to be completed

- 1) Appoint a Committee utilizing members of the public that were at the Streetscape Hearings.
Committee must include the DPW Foreman, experienced contractors and at least one Selectman.
- 2) Create a "Charge" for the Committee
 - Frame / define the scope of final project
 - Project Budget
 - Final materials
 - Timeline for Phases
- 3) Create a time line for the Committee **AND** set date for final Town Meeting to get Taxpayer Approval
- 4) Appoint one member of the Committee to be the liason between committee and **BoS**
- 5) Appoint one member of the Committee to be the liason between committee and **Milone & McBroom**
- 6) Apply for extension of ***Main Street Investment Fund Grant***

GRANT INFORMATION ON THE REVERSE

"At least one additional Town Meeting will be convened to secure final taxpayer aproval of the Plan/Specs before the project is put out to bid."

May 22, 2019

**Bruce Adams, First Selectman
PO Box 678
Kent, CT 06757**

Dear Bruce,

As per our discussion of two weeks ago, I have put together a list of my general expenses and time spent as acting Building Official.

Expenses:

- **Vehicle** – Includes fuel, taxes, insurance, and maintenance
- **Taxes** – I pay my own income taxes and self-employment tax
- **Education** – Certified Building Officials are required to have 90 hours of CEUs every 3 years. Some of these are seminars that I pay for.
- **Code Books** – I provide every time there is a code change. Lately, that has been every two years.
- **Additional Help** – I provide a certified Building Official when I take vacations, become sick for any length of time, or require additional help because of workload.
- **Plan Review** – Larger commercial projects sometimes require outside code review because of the complexity of the job. This expense is paid out of my percentage of the fee.
- **Downturn in building activity** – Directly affects my income.

You had asked me about hours worked on a weekly basis. That is a little hard to figure at this point since I have not been in Kent during the busiest time, which is summer. So far, it has been averaging about 20 hours a week. Generally, that is for inspections and office hours. Additionally, I spend about 5 hours a week at home making phone calls, setting up inspections and doing plan reviews. This can vary from week to week.

I provide coverage for the Town of Kent five days a week. I try to accommodate contractors and homeowners with next day inspections whenever possible. Often, I go to Kent twice in one day.

As we discussed, I would entertain the idea of contributing towards the clerical services that the town of Kent provides. I have been waiting for Donna to return so she can provide an approximate number for that.

I propose that the permit fees remain the same for now since my contract will be up shortly. We can work off my present contract and maybe adjust my percentage to cover clerical costs.

In conclusion, I have enjoyed working for the town of Kent. I think that I have done a pretty good job of filling Bill Jenks' shoes, and I hope we can reach an agreement. Should we not, my last day as acting Building Official for the town of Kent will be June 30th.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Joseph E. Manley". The signature is written in a cursive style with a large, stylized 'J' and 'M'.

Joseph Manley

113 Above All Road
Warren, CT 06754
manleyj2@optonline.net
(860) 868-9321 home
(860) 248-1122 cell

Building Inspector

3 Yr Analysis

Building Inspector										
3 Yr Analysis										
								Construction Value	Bldg Insp renumeration	
	Gross Receipts	Bldg Insp Share 74%	Town Share 26%	First \$1,000	Per \$1,000 after first 1,000		Contribution to State Education Fund		# of Permits	
FY 16	124,391	92,476	31,915	\$20	\$6	0.02%	4,899	23,701,168	0.39%	518
FY 17	122,723	92,363	30,360	\$20	\$6	0.02%	4,727	18,906,718	0.49%	495
FY 18	131,562	97,553	34,009	\$20	\$6	0.02%	5,096	20,383,462	0.48%	490
	378,676	282,392	96,284				\$14,721.75			

Option 1

		Bldg Insp Share 75%	Town Share 25%						# of Permits
FY 16	247,371	185,528	61,843	\$30	\$10			\$23,701,168	518
FY 17	198,967	149,225	49,742	\$30	\$10			\$18,906,718	495
FY 18	213,635	160,226	53,409	\$30	\$10			\$20,383,462	490
	659,973	494,980	164,993						

Option 2

		Bldg Insp Share 85%	Town Share 15%						# of Permits
FY 16	201,005	170,855	30,151	\$30	\$8			\$23,701,168	518
FY 17	162,144	137,822	24,322	\$30	\$8			\$18,906,718	495
FY 18	173,848	147,771	26,077	\$30	\$8			\$20,383,462	490
	536,997	456,447	80,550						

Building Inspector

3 Yr Analysis

5/24/2019

Actual costs w/ prior Bldg Inspector 20 / 6

Construction
Value

	Gross Receipts	Bdlg Insp Share 74%	Town Share 26%	First \$1,000	Per \$1,000 after first 1,000		State Education Fund Fees		# of Permits
FY 16	124,391	92,476	31,915	\$20	\$6	0.02%	4,899	23,701,168	518
FY 17	122,723	92,363	30,360	\$20	\$6	0.02%	4,727	18,906,718	495
FY 18	131,562	97,553	34,009	\$20	\$6	0.02%	5,096	20,383,462	490
	378,676	282,392	96,284				\$14,721.75		

Inspector increased to 75% and Permits increased to 20 / 6

		Bldg Insp Share 75%	Town Share 25%						# of Permits
FY 16	247,371	185,528	61,843	\$30	\$10			\$23,701,168	518
FY 17	198,967	149,225	49,742	\$30	\$10			\$18,906,718	495
FY 18	213,635	160,226	53,409	\$30	\$10			\$20,383,462	490
	659,973	494,980	164,993						

Inspector increased to 85% and Permits increased to 30 / 8

		Bldg Insp Share 85%	Town Share 15%						# of Permits
FY 16	201,005	170,855	30,151	\$30	\$8			\$23,701,168	518
FY 17	162,144	137,822	24,322	\$30	\$8			\$18,906,718	495
FY 18	173,848	147,771	26,077	\$30	\$8			\$20,383,462	490
	536,997	456,447	80,550						

Inspector decreased to 80% and Permits remain the same @ 20 / 6

		Bldg Insp Share 80%	Town Share 20%						# of Permits
FY 16	124,391	99,513	24,878	\$20	\$6			\$23,701,168	518
FY 17	122,723	98,178	24,545	\$20	\$6			\$18,906,718	495
FY 18	131,562	105,250	26,312	\$20	\$6			\$20,383,462	490
	378,676	302,941	75,735						

05/24/19

Town of Kent Special Funds
Building Inspector
 July 2015 through June 2018

	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	TOTAL
Ordinary Income/Expense				
Income				
414007 • Building Inspector Revenue	124,391.00	122,723.00	131,562.00	378,676.00
Total Income	124,391.00	122,723.00	131,562.00	378,676.00
Gross Profit	124,391.00	122,723.00	131,562.00	378,676.00
Expense				
NSF check	0.00	0.00	0.00	0.00
416010 • Building Inspector Expense				
Bldg Inspector - Wm Jenks	92,475.58	92,363.10	97,553.46	282,392.14
Town of Kent -Permit Commission	0.00	0.00	0.00	0.00
Total 416010 • Building Inspector Expense	92,475.58	92,363.10	97,553.46	282,392.14
416060 • Food and Fuel				
Void checks	0.00	0.00	0.00	0.00
Total 416060 • Food and Fuel	0.00	0.00	0.00	0.00
Total Expense	92,475.58	92,363.10	97,553.46	282,392.14
Net Ordinary Income	31,915.42	30,359.90	34,008.54	96,283.86
Other Income/Expense				
Other Expense				
418000 • Transfer Out	31,915.42	30,359.90	34,008.54	96,283.86
Total Other Expense	31,915.42	30,359.90	34,008.54	96,283.86
Net Other Income	-31,915.42	-30,359.90	-34,008.54	-96,283.86
Net Income	0.00	0.00	0.00	0.00

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 KENT TOWN CLERK

2019 JUN -7 A 9:15

BY

TOWN CLERK