

Board of Selectmen
Regular Meeting

January 3, 2017
4:30 P.M. Town Hall

RECEIVED FOR RECORD
KENT TOWN CLERK

2017 JAN -5 P 2:34

BY *Ball*
TOWN CLERK

Present: Bruce Adams, Jeff Parkin and Mike VanValkenburg.

Also present: Debbie Devaux, Donna Hayes, Peter Jensen, Leah Pullaro, Rick Osborne, and Lynn Worthington.

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

Approval of Minutes:

Mr. Adams made a motion to approve the minutes of the November 30, 2016 Special BOS Meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Public Communication

Oral: None.

Written: Mr. Adams stated there were seven written correspondences (attached):

- January 3, 2017 e-mail from Richard Sinclair regarding Fracking waste ban
- January 3, 2017 e-mail from Richard Sinclair regarding Fracking (continued)
- December 29, 2016 letter from Benjamin Barnes from the State of CT regarding a reduction in municipal aid.
- December 29, 2016 memo from Secretary Benjamin Barnes regarding the available funding for the Local Capital Improvement Program (LoCIP).
- December 21, 2016 Senior Activities memo from Lesly Ferris.
- December 16, 2016 Connecticut Recreational Trails Program Grant memo from Lesly Ferris.
- December 28, 2016 Staff Report from Donna Hayes.

Report of First Selectman:

Mr. Adams reported on some things he did in the months of November and December:
November:

- Two pistol permit interviews
- Participated in Road Safety Audit
- Emergency seminar
- Senior lunch
- Annual talk to Informal Club
- Veterans Day ceremony and lunch
- Attended Sewer Commission meeting
- Attended Veterans Committee meeting
- Met with Streetscape planner
- Picked up turkeys in Pine Plains

December:

- Met to discuss water districts
- VNA Tree of Life
- Marvelwood Christmas party
- KLT Holiday party
- Town Tree lighting

- Parade of Lights
- Transfer station
- Gifts to Morningstar

Meetings covered by the BOS – Group or individual

- BOS – 11/3 Full BOS
- COG at NW Chamber 11/22 – Bruce
- Streetscape Committee – 11/12, 11/26 – Bruce
- BOF – 11/15 – Bruce
- BOS 11/30 – Bruce and Mike
- DOT 12/17 – Bruce and Rick
- COG – 12/8 – Bruce

Police Report – Phone at Town Hall is 860-927-3134. E-mail is residenttrooper@townofkentct.org

Trooper Fisher continues to do an exemplary job. He is proactive and a great fit for Kent.

I continue to hear very favorable comments on his work and his demeanor. He is readily available, even on days off.

Report of Selectmen:

Mr. VanValkenburg had nothing to report.

Mr. Parkin had nothing to report.

Report of Treasurer:

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

Mr. Adams made a motion to add the following two vendors to the Approved Vendor List FY 2016-2017:

- Tech Air of Canaan
- Garick LLC

Mr. VanValkenburg seconded the motion and the motion carried.

Tax Refunds:

Mr. Parkin made a motion to approve a tax refund for Hyundai Lease Titling Trust in the amount of \$71.40. Mr. VanValkenburg seconded the motion and the motion carried.

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

Mrs. Herbst provided a report for a seminar she attended in October.

Town Meeting Agenda:

Mr. Parkin made a motion to approve the January 19, 2017 Town Meeting agenda, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Appointment – Inland/Wetlands:

Mr. Adams made a motion to appoint Ken Deitz to the existing alternate position on the Inland/Wetlands Commission with a term date ending on 11/18/17. Mr. VanValkenburg seconded the motion and the motion carried.

2017/2018 Operating Budget:

Mr. Adams presented a cover letter, proposed budget schedule and an updated Five-Year Capital Plan to attach to the budget requests. Mr. VanValkenburg made a motion to approve the cover letter, schedule and updated Five-Year Capital Plan, as submitted. Mr. Parkin seconded the motion and the motion carried.

Five-Year Capital Plan:

Mr. Adams presented the Five-Year Capital Plan with all of the current requests. Mr. Adams stated that he believes that the Town's people have the right to see the budget before it is adjusted. The Board of Selectmen agreed to pass the proposed Five-Year Capital Plan onto the Board of Finance, as submitted.

Public Restrooms:

Mr. Adams stated the building is being framed and should be buttoned-up before "winter weather." He added that the building will be up and running by spring.

Electric Car Charging Station:

The Board of Selectmen agreed that they are not in favor of spending the proposed \$4,000 to retrofit the current electric car charging station to allow the Town to charge for usage. No action taken.

Carter Road Bridge:

Mr. Adams reported that the State and the engineers have come to an agreement and the fabrication of the box culverts has been approved. He added that the road would remain closed until April, at best.

Streetscape:

Mr. Adams reported that the Town has received a letter awarding the \$500,000 but has not received a contract to date.

Policy and Procedure Manual:

Mr. Parkin stated that he reformatted the Policy and Procedure Manual; he did not change the content or substance. He also provided two handouts that could be inserted into the Policy and Procedure Manual. The Board of Selectmen agreed to review the material, and Mr. Adams agreed to share the two handouts with department heads. The Board of Selectmen agreed to keep on the agenda and discuss at the next meeting.

Emergency Shelter:

No action taken.

Mr. VanValkenburg made a motion to adjourn the meeting at 5:20 p.m. Mr. Adams 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**

**January 3, 2017
4:30 P.M. TOWN HALL**

Regular Monthly Meeting

- 1. Call to order**
- 2. Pledge of Allegiance**
- 3. Add to agenda/approve agenda**
- 4. Approval of Minutes**
 - a November 30, 2016 Special Meeting**
- 5. Public Communication**
 - a Oral**
 - b Written**
- 6. Report of First Selectman**
- 7. Report of Selectmen**
- 8. Report of Treasurer**
- 9. Tax Refunds**
- 10. Employee(s) report(s) on Seminar/workshops**
- 11. New Business**
 - a Town Meeting Agenda**
 - b Appointment – Inland/Wetland**
 - c 2017/2018 Operating Budget**
- 12. Old Business**
 - a Five-Year Capital Plan**
 - b Public Restrooms**
 - c Electric Car Charging Station**
 - d Carter Road Bridge**
 - e Streetscape**
 - f Policy and Procedure Manual**
 - g Emergency Shelter**
- 13. Adjourn**



Joyce Kearns <adminassist@townofkentct.org>

Fwd: fracking waste ban info

1 message

Bruce Adams <firstselectman@townofkentct.org>

Tue, Jan 3, 2017 at 10:26 AM

To: Jeff Parkin <jparkin@townofkentct.org>, Michael A VanAlkenburg <michaelvanv@juno.com>, Joyce Kearns <adminassist@townofkentct.org>

Forwarding 2 emails to you on this topic. I will bring it up this afternoon under written comments

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

From: **RICHARD SINCLAIR** <rsinclair03@snet.net>

Date: Tue, Jan 3, 2017 at 10:03 AM

Subject: fracking waste ban info

To: "firstselectman@townofkentct.org" <firstselectman@townofkentct.org>

Dagmar Noll shared her post.

December 3 at 9:22am

SEVEN of Connecticut's one hundred and sixty-nine municipalities are now protected. Is yours one of them? Town's get protected when just a small group of concerned citizens in a town step up and advocate for a protective ordinance. So far, citizens have successfully advocated for ordinances in Andover, Ashford, Coventry, Mansfield, Portland, Washington, Windham.

Interested? Support is out there. Here are two ways you can access support for your effort:

1) Attend this Sunday's CT Fracking Waste Ban Workshop at 1:30pm in Mansfield, CT:

<https://www.facebook.com/events/194202351040100/>

Connect here with other like-minded folks, perhaps even from your town, and identify important next steps. Get guidance from folks who have put bans in place in their towns.

2) Contact Jen Siskind of Food & Water Watch directly at 860-633-1303 for support. (She is also the main speaker at Sunday's meeting).

In this five minute video, I talk to a group of friends in CT about the town bans, why we need them here in CT, and what Sunday's workshop will look like. <https://www.facebook.com/dagmar.noll/videos/10154056141693144/>

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



Joyce Kearns <adminassist@townofkentct.org>

Fwd: FRACKING (continued) update on towns that have passee fracking waste bans

1 message

Bruce Adams <firstselectman@townofkentct.org>

Tue, Jan 3, 2017 at 10:27 AM

To: Michael A VanValkenburg <michaelvanv@juno.com>, Jeff Parkin <jparkin@townofkentct.org>, Joyce Kearns <adminassist@townofkentct.org>, Jeff Parkin <jeffpilot@mac.com>

This is email # 2 of 2 on this topic

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

From: RICHARD SINCLAIR <rsinclair03@snet.net>

Date: Tue, Jan 3, 2017 at 10:06 AM

Subject: FRACKING (continued) update on towns that have passee fracking waste bans

To: "firstselectman@townofkentct.org" <firstselectman@townofkentct.org>

https://www.facebook.com/groups/nofrackingwastect/1689859707971110/?notif_t=group_activity¬if_id=1483062758759108

Dagmar Noll

3 mins

WHERE WE ARE NOW -- TOWNS (12/29):

There is movement toward anti-fracking waste ordinances in sixteen Connecticut towns: Bristol, Chaplin, Columbia, Eastford, Glastonbury, Griswold, Hampton, Hebron, Kent, Lebanon, Manchester, Middletown, New London, Pomfret, Tolland & Woodstock. A few towns are preparing presentations to their town governing boards or town wide educational forums as early as mid-January.

Eight Connecticut towns have put strong anti-fracking waste ordinances in place: Washington, Coventry, Mansfield [1], Portland, Andover, Windham [2], Ashford & Branford. Branford approved their ban on Wednesday, December 16.

ALL OTHER TOWNS: ACTION: Comment or send me a message to get connected or to get started if your town is not listed above.

WHERE WE ARE NOW -- CONNECTICUT (10/19):

In 2014, the state of CT put a temporary ban on fracking waste entering CT for processing and disposal (Public Act 14-200) [3], giving the Connecticut Department of Energy & Environmental Protection (DEEP) time to research and present regulations for tracking this waste in the future. DEEP is due to present their proposed regulations any time beginning in July 2017.

Since this moratorium passed in 2014, over 750 studies have been published on the effects of fracking waste. CT needs more time to review these studies before allowing waste into our state.

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



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT OFFICE OF THE SECRETARY

December 29, 2016

Senator Martin Looney, President Pro Tempore
Representative Brendan Sharkey, Speaker
Senator Bob Duff, Majority Leader
Representative Joseph Aresimowicz, Majority Leader
Senator Leonard Fasano, Minority Leader
Representative Themis Klarides, Minority Leader

Dear Legislative Leaders:

The adopted budgets for fiscal years 2016 and 2017 include \$20 million in Municipal Opportunities and Regional Efficiencies (MORE) lapse savings. Pursuant to section 12 of Public Act 15-244, the Secretary of the Office of Policy and Management must recommend specific reductions in municipal aid in order to achieve these budgeted savings. The purpose of this letter is to communicate the reductions that will support our efforts to end FY 2017 in balance.

For FY 2016, the Office of Policy and Management achieved \$18,881,419 of the required MORE lapse savings using a formula¹ that employs 2012 Equalized Net Grand List Per Capita (ENGLPC) as a proxy for community wealth and financial capacity and applies it to the State Owned PILOT grant, the Private College and Hospital PILOT grant, and finally to the Education Cost Sharing (ECS) grant. The remaining \$1,118,580 of the lapse was achieved by eliminating municipal tax abatement payments budgeted in the Department of Housing.

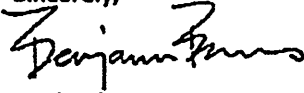
In order to realize the savings required by the enacted budget for FY 2017, it is necessary to act now to implement the MORE lapse. This will be achieved through use of the same formula as was used in FY 2016, this time scaling the comparative ENGLPC rankings between \$3.96 per capita (Windham) and \$20.96 per capita (Greenwich) for all 169 municipalities. We have included a circuit breaker for the 48 distressed municipalities and alliance districts, which limits the reduction to a maximum of \$250,000 or 2% of all statutory formula aid. The reductions will be applied to the January 2017 and April 2017 ECS payments. These reductions will be made in a needs-directed manner, whereby the ECS grant is reduced between 25% and 90% for the 25 wealthiest communities, and the 68 poorest communities in the state will lose only 1% or less of their ECS grant.

As noted above, we must act now to ensure the MORE lapse savings target is achieved this fiscal year. OPM will consider the release of these holdbacks later in the fiscal year if a surplus is likely, but cannot commit to such reconsideration before release of the April consensus revenue projections. If you have any questions

¹In FY 16, the ENGLPC across the state ranges from a low of \$47,259 (Windham) to a high of \$731,382 (Greenwich). These comparative ENGLPC rankings were then scaled between \$3.04 per capita (Windham) and \$20.25 per capita (Greenwich) for all 169 municipalities. Finally, a "circuit breaker" was applied to ensure that no distressed municipality would lose more than 2% of its total state aid. Using this formula, grant awards to municipalities under the State Owned PILOT were reduced by \$12,285,162, the Private College and Hospital PILOT payments were reduced by \$2,512,082, and Education Cost Sharing (ECS) payments were reduced by \$4,084,175, for a combined FY 2016 savings of \$18,881,419.

about the implementation of these required savings, please feel free to contact Kerry Kelley at 860-418-6209 or kerry.kelley@ct.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Benjamin Barnes", written in a cursive style.

Benjamin Barnes
Secretary

cc: Neil Ayers, Office of Fiscal Analysis
Mayors, First Selectmen and Chief Elected Municipal Officials

FY 17 MORE Lapse Savings

Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> ($\$3.96 \cdot \20.96 pc, capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)	% Reduction	Revised ECS Payment after Implementation of FY 2017 MORE Lapse
Andover	\$ 2,349,231	18,046	0.8%	\$ 2,331,185
Ansonia	\$ 16,558,270	84,727	0.5%	\$ 16,473,543
Ashford	\$ 3,881,522	21,958	0.6%	\$ 3,859,564
Avon	\$ 872,247	140,791	16.1%	\$ 731,456
Barkhamsted	\$ 1,656,181	22,495	1.4%	\$ 1,633,686
Beacon Falls	\$ 4,100,716	32,796	0.8%	\$ 4,067,920
Berlin	\$ 6,349,636	133,924	2.1%	\$ 6,215,712
Bethany	\$ 2,035,903	35,694	1.8%	\$ 2,000,209
Bethel	\$ 8,207,181	119,449	1.5%	\$ 8,087,732
Bethlehem	\$ 1,301,953	23,115	1.8%	\$ 1,278,838
Bloomfield	\$ 6,288,100	127,263	2.0%	\$ 6,160,837
Bolton	\$ 3,012,407	29,057	1.0%	\$ 2,983,350
Bozrah	\$ 1,238,845	15,015	1.2%	\$ 1,223,830
Branford	\$ 2,414,858	203,010	8.4%	\$ 2,211,848
Bridgeport	\$ 181,355,390	250,000	0.1%	\$ 181,105,390
Bridgewater	\$ 40,734	17,720	43.5%	\$ 23,014
Bristol	\$ 45,103,676	250,000	0.6%	\$ 44,853,676
Brookfield	\$ 1,543,878	126,295	8.2%	\$ 1,417,583
Brooklyn	\$ 7,016,739	41,366	0.6%	\$ 6,975,373
Burlington	\$ 4,417,339	57,989	1.3%	\$ 4,359,350
Canaan	\$ 186,637	9,421	5.0%	\$ 177,216
Canterbury	\$ 4,691,736	26,128	0.6%	\$ 4,665,608
Canton	\$ 3,471,050	67,150	1.9%	\$ 3,403,900
Chaplin	\$ 1,868,810	11,818	0.6%	\$ 1,856,992
Cheshire	\$ 9,616,302	179,637	1.9%	\$ 9,436,665
Chester	\$ 687,975	28,759	4.2%	\$ 659,216
Clinton	\$ 6,416,984	89,986	1.4%	\$ 6,326,998
Colchester	\$ 13,591,055	87,745	0.6%	\$ 13,503,310
Colebrook	\$ 501,314	9,926	2.0%	\$ 491,388
Columbia	\$ 2,555,501	32,039	1.3%	\$ 2,523,462
Cornwall	\$ 23,499	16,523	70.3%	\$ 6,976
Coventry	\$ 8,824,378	68,213	0.8%	\$ 8,756,165
Cromwell	\$ 4,731,024	84,102	1.8%	\$ 4,646,922
Danbury	\$ 31,540,480	250,000	0.8%	\$ 31,290,480
Darien	\$ 775,533	368,850	47.6%	\$ 406,683
Deep River	\$ 1,704,633	29,541	1.7%	\$ 1,675,092
Derby	\$ 7,961,506	59,118	0.7%	\$ 7,902,388
Durham	\$ 3,940,885	45,582	1.2%	\$ 3,895,303
East Granby	\$ 1,474,351	34,506	2.3%	\$ 1,439,845
East Haddam	\$ 3,741,603	55,469	1.5%	\$ 3,686,134
East Hampton	\$ 7,613,630	74,637	1.0%	\$ 7,538,993
East Hartford	\$ 49,315,667	240,511	0.5%	\$ 49,075,156
East Haven	\$ 19,740,645	145,230	0.7%	\$ 19,595,415
East Lyme	\$ 7,044,106	125,644	1.8%	\$ 6,918,462
East Windsor	\$ 5,733,980	64,858	1.1%	\$ 5,669,122
Eastford	\$ 1,102,128	10,247	0.9%	\$ 1,091,881

FY 17 MORE Lapse Savings

Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> (<u>\$3.96 - \$20.96 pc,</u> capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)		% Reduction	Revised ECS Payment after Implementation of FY 2017 MORE Lapse
Easton	\$ 245,181		67,274	27.4%	\$ 177,907
Ellington	\$ 9,772,899		88,464	0.9%	\$ 9,684,435
Enfield	\$ 28,811,133		226,123	0.8%	\$ 28,585,010
Essex	\$ 160,658		55,606	34.6%	\$ 105,052
Fairfield	\$ 1,657,963		570,798	34.4%	\$ 1,087,165
Farmington	\$ 1,289,833		194,753	15.1%	\$ 1,095,080
Franklin	\$ 935,740		12,462	1.3%	\$ 923,278
Glastonbury	\$ 6,886,489		232,109	3.4%	\$ 6,654,380
Goshen	\$ 108,626		26,601	24.5%	\$ 82,025
Granby	\$ 5,575,647		65,427	1.2%	\$ 5,510,220
Greenwich	\$ 1,444,752		1,307,893	90.5%	\$ 136,859
Griswold	\$ 10,832,910		57,143	0.5%	\$ 10,775,767
Groton	\$ 25,287,526		247,481	1.0%	\$ 25,040,045
Guilford	\$ 2,912,239		171,845	5.9%	\$ 2,740,394
Haddam	\$ 2,024,534		53,052	2.6%	\$ 1,971,482
Hamden	\$ 27,195,481		250,000	0.9%	\$ 26,945,481
Hampton	\$ 1,322,272		9,889	0.7%	\$ 1,312,383
Hartford	\$ 200,768,244		250,000	0.1%	\$ 200,518,244
Hartland	\$ 1,340,757		13,105	1.0%	\$ 1,327,652
Harwinton	\$ 2,743,247		34,473	1.3%	\$ 2,708,774
Hebron	\$ 6,928,703		53,580	0.8%	\$ 6,875,123
Kent	\$ 51,265		25,631	50.0%	\$ 25,634
Killingly	\$ 15,662,125		87,723	0.6%	\$ 15,574,402
Killingworth	\$ 2,215,622		42,202	1.9%	\$ 2,173,420
Lebanon	\$ 5,451,755		41,351	0.8%	\$ 5,410,404
Ledyard	\$ 12,056,245		78,861	0.7%	\$ 11,977,384
Lisbon	\$ 3,544,878		26,163	0.7%	\$ 3,518,715
Litchfield	\$ 1,505,144		58,546	3.9%	\$ 1,446,598
Lyme	\$ 87,495		24,426	27.9%	\$ 63,069
Madison	\$ 605,620		159,124	26.3%	\$ 446,496
Manchester	\$ 34,690,424		250,000	0.7%	\$ 34,440,424
Mansfield	\$ 10,053,269		105,859	1.1%	\$ 9,947,410
Marlborough	\$ 3,192,293		38,278	1.2%	\$ 3,154,015
Meriden	\$ 60,508,395		250,000	0.4%	\$ 60,258,395
Middlebury	\$ 909,440		54,354	6.0%	\$ 855,086
Middlefield	\$ 2,125,151		25,836	1.2%	\$ 2,099,315
Middletown	\$ 19,762,242		246,417	1.2%	\$ 19,515,825
Milford	\$ 11,231,850		382,749	3.4%	\$ 10,849,101
Monroe	\$ 6,529,484		134,966	2.1%	\$ 6,394,518
Montville	\$ 12,688,713		99,092	0.8%	\$ 12,589,621
Morris	\$ 120,267		18,089	15.0%	\$ 102,178
Naugatuck	\$ 30,424,755		144,375	0.5%	\$ 30,280,380
New Britain	\$ 86,445,269		250,000	0.3%	\$ 86,195,269
New Canaan	\$ 678,845		339,255	50.0%	\$ 339,590
New Fairfield	\$ 4,433,622		95,053	2.1%	\$ 4,338,569
New Hartford	\$ 3,155,693		42,524	1.3%	\$ 3,113,169

FY 17 MORE Lapse Savings

Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> (53.96 - \$20.96 pc, capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)	% Reduction	Revised ECS Payment after Implementation of FY 2017 MORE Lapse
New Haven	\$ 154,551,977	250,000	0.2%	\$ 154,301,977
New London	\$ 25,928,509	122,432	0.5%	\$ 25,806,077
New Milford	\$ 12,009,780	176,974	1.5%	\$ 11,832,806
Newington	\$ 13,160,262	176,456	1.3%	\$ 12,983,806
Newtown	\$ 5,080,129	186,185	3.7%	\$ 4,893,944
Norfolk	\$ 39,910	14,095	35.3%	\$ 25,815
North Branford	\$ 8,161,138	84,362	1.0%	\$ 8,076,776
North Canaan	\$ 2,064,227	19,984	1.0%	\$ 2,044,243
North Haven	\$ 4,003,587	161,499	4.0%	\$ 3,842,088
North Stonington	\$ 2,868,240	33,770	1.2%	\$ 2,834,470
Norwalk	\$ 11,493,340	250,000	2.2%	\$ 11,243,340
Norwich	\$ 36,395,079	185,415	0.5%	\$ 36,209,664
Old Lyme	\$ 324,567	77,105	23.8%	\$ 247,462
Old Saybrook	\$ 225,880	102,973	45.6%	\$ 122,907
Orange	\$ 1,615,314	106,088	6.6%	\$ 1,509,226
Oxford	\$ 4,615,831	87,068	1.9%	\$ 4,528,763
Plainfield	\$ 15,436,567	72,123	0.5%	\$ 15,364,444
Plainville	\$ 10,368,696	96,499	0.9%	\$ 10,272,197
Plymouth	\$ 9,820,785	59,153	0.6%	\$ 9,761,632
Pomfret	\$ 3,095,257	22,242	0.7%	\$ 3,073,015
Portland	\$ 4,418,025	54,274	1.2%	\$ 4,363,751
Preston	\$ 3,038,825	26,808	0.9%	\$ 3,012,017
Prospect	\$ 5,354,202	56,593	1.1%	\$ 5,297,609
Putnam	\$ 8,386,282	46,000	0.5%	\$ 8,340,282
Redding	\$ 263,834	83,699	31.7%	\$ 180,135
Ridgefield	\$ 805,748	234,100	29.1%	\$ 571,648
Rocky Hill	\$ 4,374,933	124,703	2.9%	\$ 4,250,230
Roxbury	\$ 64,463	30,851	47.9%	\$ 33,612
Salem	\$ 3,073,181	23,867	0.8%	\$ 3,049,314
Salisbury	\$ 60,176	49,305	81.9%	\$ 10,871
Scotland	\$ 1,431,548	8,547	0.6%	\$ 1,423,001
Seymour	\$ 10,128,492	87,505	0.9%	\$ 10,040,987
Sharon	\$ 42,103	32,143	76.3%	\$ 9,960
Shelton	\$ 6,168,811	275,040	4.5%	\$ 5,893,771
Sherman	\$ 80,962	34,351	42.4%	\$ 46,611
Simsbury	\$ 6,233,528	145,729	2.3%	\$ 6,087,799
Somers	\$ 5,988,583	59,130	1.0%	\$ 5,929,453
South Windsor	\$ 12,986,098	159,629	1.2%	\$ 12,826,469
Southbury	\$ 3,588,158	129,892	3.6%	\$ 3,458,266
Southington	\$ 20,518,059	250,000	1.2%	\$ 20,268,059
Sprague	\$ 2,626,404	14,131	0.5%	\$ 2,612,273
Stafford	\$ 9,849,733	59,243	0.6%	\$ 9,790,490
Stamford	\$ 11,053,759	250,000	2.3%	\$ 10,803,759
Sterling	\$ 3,214,712	18,496	0.6%	\$ 3,196,216
Stonington	\$ 1,792,984	143,825	8.0%	\$ 1,649,159
Stratford	\$ 21,711,782	250,000	1.2%	\$ 21,461,782

FY 17 MORE Lapse Savings

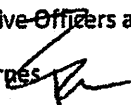
Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> (\$3.96 - \$20.96 pc, capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)		Revised ECS Payment after Implementation of FY 2017 MORE Lapse
			% Reduction	
Suffield	\$ 6,313,558	92,413	1.5%	\$ 6,221,145
Thomaston	\$ 5,665,106	40,291	0.7%	\$ 5,624,815
Thompson	\$ 7,580,992	46,288	0.6%	\$ 7,534,704
Tolland	\$ 10,784,974	85,797	0.8%	\$ 10,699,177
Torrington	\$ 24,656,637	173,772	0.7%	\$ 24,482,865
Trumbull	\$ 3,685,193	266,792	7.2%	\$ 3,418,401
Union	\$ 242,658	5,492	2.3%	\$ 237,166
Vernon	\$ 19,391,204	140,971	0.7%	\$ 19,250,233
Voluntown	\$ 2,516,563	13,942	0.6%	\$ 2,502,621
Wallingford	\$ 21,578,288	276,766	1.3%	\$ 21,301,522
Warren	\$ 49,407	16,202	32.8%	\$ 33,205
Washington	\$ 98,425	47,779	48.5%	\$ 50,646
Waterbury	\$ 133,856,066	250,000	0.2%	\$ 133,606,066
Waterford	\$ 488,299	167,020	34.2%	\$ 321,279
Watertown	\$ 11,876,270	123,095	1.0%	\$ 11,753,175
West Hartford	\$ 21,362,490	401,138	1.9%	\$ 20,961,352
West Haven	\$ 45,390,487	250,000	0.6%	\$ 45,140,487
Westbrook	\$ 130,117	59,724	45.9%	\$ 70,393
Weston	\$ 381,480	118,049	30.9%	\$ 263,431
Westport	\$ 909,281	443,947	48.8%	\$ 465,334
Wethersfield	\$ 9,500,934	152,082	1.6%	\$ 9,348,852
Willington	\$ 3,669,422	32,261	0.9%	\$ 3,637,161
Wilton	\$ 665,382	202,441	30.4%	\$ 462,941
Winchester	\$ 8,080,090	55,133	0.7%	\$ 8,024,957
Windham	\$ 26,681,944	99,873	0.4%	\$ 26,582,071
Windsor	\$ 12,311,652	181,260	1.5%	\$ 12,130,392
Windsor Locks	\$ 5,248,411	80,605	1.5%	\$ 5,167,806
Wolcott	\$ 13,516,067	92,491	0.7%	\$ 13,423,576
Woodbridge	\$ 723,232	67,047	9.3%	\$ 656,185
Woodbury	\$ 1,341,249	64,438	4.8%	\$ 1,276,811
Woodstock	\$ 5,401,847	45,305	0.8%	\$ 5,356,542
	\$ 2,037,587,098	20,000,000		\$ 2,017,587,098



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF THE SECRETARY

To: Municipal Chief Executive ~~Officers~~ and Chief Financial Officers
From: Secretary Benjamin Barnes 
Date: December 29, 2016
Subject: Status of available funding for the Local Capital Improvement Program (LoCIP)

I am writing to advise you of the status of available funding for the Local Capital Improvement Program (LoCIP). As of July 1, 2016, the amount of bonding authorized for LoCIP is \$825 million, however, as of March 2016 towns have been credited \$860 million in aggregate LoCIP entitlements. This difference dates back to 2004 when the General Assembly passed Public Act 04-1, entitling towns to be credited an additional \$30 million in the LoCIP program for each year of the FY04-05 biennium, without increasing the aggregate bond authorization to fund this entitlement. In addition, the General Assembly decreased the aggregate bond authorization by \$5 million in FY05.

At this time, this situation has reached an inevitable breaking point as the amount of approved LoCIP projects has reached the \$825 million bond authorization, which is all of the funding that is lawfully available to reimburse towns and cities. As a result, in accordance with C.G.S. Sec. 7-536, the Office of Policy and Management (OPM) will not credit towns with an additional entitlement in March 2017. Furthermore, OPM will not be accepting or approving any new project authorization requests beyond those that were approved as of December 22, 2016. Reimbursement requests for projects approved as of December 22, 2016 will be accepted and processed within available resources. Information regarding approved LoCIP projects is available in the December 22, 2016 Project Summary Report.

I apologize for any inconvenience this may cause local governments. Additional information regarding the status of available LoCIP funding will be provided in the coming months. Please contact David LeVasseur if you have any questions at 860 418-6484 or David.LeVasseur@ct.gov.

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: Dec. 21, 2016

Re: Senior Activities

The following special activities took place at the Kent Senior Center during December 2016:

2, 9 – Friday Senior Lunch, including holiday party with grab bag on the 9th

14 – Holiday Luncheon

19 – Holiday luncheon with entertainment and arts and crafts with Kent Center School Student Council members (12 students)

Please note the center was closed December 26 and 28, 2016.

Thank you.

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To: Board of Selectmen

From: Lesly Ferris



Date: Dec. 16, 2016

Re: Connecticut Recreational Trails Program Grant

The Kent Park and Recreation Commission submitted December 12, 2016 its application for a Connecticut Recreational Trails Program Grant in the amount of \$2,575 (total cost) for planning and design of a revised trail at Emery Park. This grant would be used to design switchbacks along the existing trail to make it less steep and more user friendly.

Thank you.



TOWN OF KENT LAND USE OFFICE

STAFF REPORT

DATE: December 28, 2016

FROM: Donna Hayes, CZEO

Since I was on vacation and did not attend the November meeting, this Staff Report will include the information from October, November and December.

The Land Use Clerk position is still open. I received some viable candidates but when I requested dates for interviews, I received only 1 response. I'm still waiting to hear from one candidate who has been ill.

Building Department:

- Permits Issued: 41 (October): 54 (November): 31 (December)
- Total Construction value: \$706,081 (October): \$2,933,182 (November): \$865,110 (December)
 - Visitor Center
 - Demolition of existing house and rebuild of new (Anderson Road)
 - Demolition delay ordinance (Anderson Acres Road)
 - Demolition of studio/garage and rebuild of single family home (Kent Hollow Road)

Planning & Zoning:

- Permits Issued: 2 (October); 14 (November); 12 (December)
- Certificates of Compliance Issued: 0 (October); 7 (November); 0 (December)
- Applications before the Commission:
 - Modification to permit, MCCA, request to increase to 18 bed facility (APPROVED VIA PUBLIC HEARING)
 - Construction of new squash court at Kent School (APPROVED VIA PUBLIC HEARING)

Inland Wetlands:

Ken Deitz, a resident of Kent, has been identified as an alternate for the Commission. He will be appointed by the BOS to a term ending 11/18/2017.

- Issued:
 - New one-car garage.
 - New septic and addition to South Kent Post Office

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- New squash court at Kent School
 - Two forestry operations on Carter Road
- Pending:
 - Bridge over Bog Hollow Brook (to be heard 1/23/17)
 - Demolition of original farmhouse and reconstruction of new (application accepted at the 11/28/16 meeting; possible decision at 1/23/17 meeting)
- Exemptions:
 - None

Zoning Board of Appeals:

- Pending:
 - None
- Approved:
 - None

Architectural Review Board:

- Pending:
 - None
- Approved:
 - Shed at St. Andrew's
 - Sign in Village Barns
 - Sign on 64 Maple Street

UPDATE ON CONTINUING PROJECTS:

- Rewrite of the Regulations:
 - The comparison between the suggested changes from Atty. Zizka and those actually incorporated by Mr. Chalder were discussed at a special December meeting. It was requested by the Commission that Ms. Hayes determine which changes required Commission discussion. Another special meeting will be scheduled.
- Incentive Housing Zone Subcommittee Study:
 - The Incentive Housing Zone Subcommittee presented the final report to the P&Z Commission on November 10. It was accepted. The next decision will be to decide whether or not P&Z wants to include the new regulation into the current rewrite or wait and add it at a later date. The Subcommittee was not disbanded.

VIOLATIONS:

- Legal Issues:
 - Mauri v Town of Kent ZBA – A decision was made in the favor of the Town. Mr. Mauri's attorney has filed for a Petition for Certification to appeal to the Appellate Court. Attorney Zizka anticipates not getting a decision until early next year. In the meantime, tents are still being put up without permits and events are being held in violation of the Cease and Desist Order. Total legal fees as of the end of November: \$45,965.30.
- Notice of Violations:
 - Signage at Bulls Bridge Country Store: some signs were removed, but more still need to come down. Another letter will be sent.
 - A shed and two LP tanks were installed in the Village Center – Commercial district without a permit. A request for voluntary compliance was sent.

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- Signs for a daycare center have been put up at a residence in the rural district without permits. A request for voluntary compliance was sent and the signs have been removed. The decision about whether or not to conduct the business as the residence is still outstanding.

SPECIAL MEETINGS:

- None

TREASURER'S REPORT

1/3/2017

Revenue

12/29/2016 State correspondence: LoCIP program is at the "inevitable breaking point" and there will be NO entitlement in March 2017 and furthermore, OPM will not be accepting or approving any new project authorization requests. This will not impact us for this FY as none of the LoCIP entitlement was scheduled to be utilized. However, this WILL impact future years as the PWD was accruing entitlements for FY '14, '15, 16 and '17 totaling **\$167,235**

Last LoCIP funding in the amount of \$167,195 was rec'd in May of 2015 representing four years of entitlements. Project: Tanguay Bridge

State correspondence: ESC grant will be reduced for FY '17.

Kent Budgeted	\$83,526		
reduced grant	\$25,634		
	30.7% reduction or		\$57,892

to date we have received \$12,816 or 1/2 of the reduced grant.

7/30/2016 Kent received a Municipal Revenue Sharing Grant **\$26,080**
this was not budgeted

Departments

All departments remain within their budget at this time however, please note the following information.

ROV Training	#013-452	Budgeted	1,000.00
		YTD Costs	-1,095.70
		Over Budget	95.70

Increased training has been mandated by the Secretary of State, anticipated additional costs are \$1,200. Currently the Department has sufficient funds to cover this expense from other lines. If all other expenses for this department come in at budgeted amounts, a transfer from contingency will be necessary at year end.

Other Information

Litigation	# 051-000	Budgeted	5,000.00
		YTD Costs	-5,490.00
		Over Budget	490.00

Mauri Appeal (\$4,612.50) may be continuing, they have applied to the Appellate Court to appeal the decision. If they are granted approval to appeal, it could take an additional 2 years to resolve this issue. If they are denied approval to appeal, Mauri has the option to take it directly to Superior Court.
Burt Enforcement (\$877.50)

Treasurer's clerk has been on extended leave starting 12/12, will return 1/17 for a total of five weeks. All activity is being handled by the Treasurer through uncompensated increased hours. Impossible to hire a temp for 5 weeks that would not take the entire time getting up to speed.

	<u>Vendor Name</u>	<u>Vendor Type</u>	<u>Department</u>	<u>Invoice Date</u>	<u>Dept Approval</u>	<u>Invoice Amount</u>
1	Tech Air of Canaan	Supplier	HWY	n/a	11/9/2016	n/a
2	Garick LLC	Supplier	HWY	N/A	11/9/2016	n/a
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

The vendors and invoices listed above have been reviewed and approved by a majority of the Board of Selectmen. Pursuant to said approval they have been added to the existing *Approved Vendor Listing* for FY

Approved at the Regular Selectmen's meeting held on:
see minutes

1/3/2017

1 new vendor for welding supplies

2 new vendor for mulch

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

TREASURER'S REPORT

1/3/2017

Oct-16 Completed a webinar hosted by GFOA, earned 2 CPE credits

Name of Webinar: **Better Budgeting**

Overview:	Cost	\$70
	Time	2 hrs
	Travel	None

Topics Covered

Planning
Changes in levels of service
Budgeting for Salaries and Wages
Developing a Financial Policy

**LEGAL NOTICE
TOWN OF KENT
ANNUAL TOWN MEETING
JANUARY 19, 2017**

The electors of the Town of Kent and those qualified to vote in Town Meetings are hereby **WARNED** and **NOTIFIED** that the Annual Town Meeting will be held in the Kent Town Hall, 41 Kent Green Boulevard, Kent, Connecticut on January 19, 2017 at 7:00 p.m. to consider and act upon the following agenda:

1. To discuss and accept the Town Report and audited Financial Statement of the Town of Kent for the fiscal year ending June 30, 2016.
2. To authorize the Board of Selectmen and the Town Treasurer to borrow from time to time and upon the credit of the Town funds for the needs of the Town and to make and deliver the negotiable note(s) of the Town therefore.
3. To appoint the following to the Kent Park and Recreation Commission:
 Jessie Rundall to a three-year seat that expires January 16, 2020
 Glen Nielsen to a three-year seat that expires January 16, 2020
 John Grant to a one-year alternate seat that expires January 18, 2018
4. Presentation of the Five-Year Capital Plan.

Any disabled person requiring special assistance should contact Bruce Adams, First Selectman, for A.D.A. coordination at 860-927-4627 or firstselectman@townofkentct.org at least five days prior to the meeting.

Dated this 3th day of January 2017



Bruce K. Adams
First Selectman



Michael VanValkenburg
Selectman



Jeff Parkin
Selectman

Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

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Kent, CT 06757-0678

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parkandrec@townofkentct.org

www.kentctparkandrecreation.com

To: Board of Selectmen

From: Lesly Ferris



Date: Dec. 20, 2016

Re: Commission appointments

The Kent Park and Recreation Commission at its Dec. 19, 2016 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:

Jessie Rundall and Glen Nielsen to three-year seats that expire January 16, 2020.

John Grant to a one-year alternate seat that expires January 18, 2018.

Please note that is one vacancy for an alternate for which the commission currently is accepting written letters of interest.

Thank you for your consideration of these appointments.

Thank you.

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TOWN OF KENT INLAND WETLANDS COMMISSION

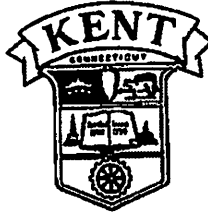
Date: December 28, 2016
To: Board of Selectmen
Re: Appointment of Ken Deitz as Alternate
Fr: Donna Hayes, CZEO

At the December 19, 2016 meeting of the Inland Wetlands Commission, the members met with Ken Deitz with regard to his filling an alternate position currently open.

Mr. Deitz heard about the opening in First Selectman Adams' Monthly Newsletter and expressed his desire to give back to the community. He is a 9-year resident of Kent, living on the Housatonic River. He has maintained his grandparents' home on Lake Waramaug since high school and before becoming an accountant, was involved with natural resource preservation by volunteering in projects for the Candlewood Lake Authority and CT DEEP.

After meeting with him, the Commission unanimously agreed to recommend that Ken Deitz be appointed by the Board of Selectmen to the open Inland Wetlands Alternate position with a term date ending on 11/18/17.

Thanks!



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 2017-18					
				Date	Completed
Packets for Capital requests distributed to departments & Commissions				early November return by Dec 12	Done
Budget packets to Departments				by Jan. 4	
Budget packets returned				by Jan 20	
Packets compiled by Treasurer and provided to BOS by email				By Jan 27	
BOS Budget Workshop #1				week of Feb 6-10	
BOS Budget Workshop # 2				week of Feb 13-17	
BOS budget workshop # 3				week of Feb 20-24	
BOS budget workshop # 4(if needed)				March 7 (regular BOS meeting or possible special meeting prior to regular)	
final BOS vote on budget				March 7 (regular BOS meeting)	
Presentation of budget to BOF				March 21 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	
Budget vote(Town Meeting)				third week May	
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.					

FIVE YEAR TOTALS		PROPOSED FIVE YEAR CAPITAL PLAN					INFORMATIONAL USE				
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
BOE PLAN							Roof				
	KCS BLDG IMPROVEMENTS					583,463					
	WINDOWS	100,000			100,000						
763,463	BOE SUBTOTAL	100,000	0	0	100,000	583,463	0	0	0	0	0
BOS PLAN											
		HWY Trk #6	HWY Trk #7	HWY Trk #2 & Mow	Payloader Zero Turn Salt Brine Maker	Payloader Zero Turn Salt Brine Maker	HWY Trk # 12 and Kubota	HWY Trk # 9	HWY Trk # 4	HWY Trk # 8	Tractor w/boom mower
	HIGHWAY TRUCKS	50,000	185,000	100,000	0	60,000	190,000	230,000	130,000	200,000	
	(was 130,000) HIGHWAY EQUIPMENT				140,000						
					15,000						
				20,000	35,000	40,000	35,000				120,000
645,000	TOTAL TOWN FLEET	60,000	185,000	120,000	190,000	100,000	225,000	230,000	130,000	200,000	120,000
		Eng 1	Eng 1	Eng 1	Eng 1	Eng 1					
	KVFD APPARATUS	187,500	187,500	150,000	150,000	200,000	200,000				
875,000	TOTAL KVFD FLEET	187,500	187,500	150,000	150,000	200,000	200,000	0	0	0	0
	ANDERSON ROAD (Rt 6/100)								350,000		
	BOTSFORD ROAD							345,000			0
	KENICO ROAD	190,000	85,000								
	STUDIO HILL ROAD				200,000			0			
475,000	TOTAL ROADS	190,000	85,000	0	200,000	0	0	345,000	350,000	0	0
	BRIDGES 17-20 & 22					250,000					
	BRIDGE #18 (Anderson Acres)		100,000	100,000							
	BRIDGE # 05519 (Macedonia)					250,000	250,000				
	BRIDGE # 06153 (Carter Road)										300,000
	BRIDGE #9										
700,000	TOTAL BRIDGES	0	100,000	100,000	250,000	250,000	250,000	0	0	0	300,000
0	TOTAL LAND	0	0	0	0	0	0	0	0	0	0
		Siding	Doors			Parking Lot					
	TOWN GARAGE	75,000	24,000			70,000					
	STREETSCAPE (sidewalk replacement)			100,000							
	SENIOR CENTER				Appliances	25,000					
	COMMUNITY HOUSE			Bathrooms	25,000			Roof	50,000		
		Generator/Bolter		Oil Tank Removal		Carpet / Paint					TN Hall Roof
	TOWN HALL	85,000		25,000		40,000					65,000
449,000	TOTAL BUILDINGS	140,000	24,000	150,000	25,000	110,000	0	0	50,000	0	65,000
	ZONING REG					50,000			0		
	TOWN PLAN PCOD		15,000	15,000	15,000						
	REVALUATION	25,000	40,000				25,000	40,000			
	P/R: Emary Park Playground							100,000			
	P/R: Kent Common Playground					100,000					
260,000	TOTAL NON RECURRING	25,000	55,000	15,000	15,000	150,000	25,000	40,000	0	0	0
3,404,000	BOS SUBTOTAL	692,500	636,500	635,000	830,000	810,000	700,000	615,000	530,000	200,000	485,000
FIVE YEAR TOTALS		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
4,167,463	BOE & BOS PROJECTED CAPITAL	692,500	636,500	635,000	930,000	1,373,463	700,000	615,000	530,000	200,000	485,000
	BOE & BOS CAPITAL SPEN	692,500	636,500	635,000	930,000	1,373,463	700,000	615,000	530,000	200,000	485,000
	1/5TH OF ANNUAL CAPITAL	138,500	127,300	107,000	186,000	274,693	140,000	123,000	106,000	40,000	97,000
	APPROPRIATION FY 2017-2018	833,493									
	APPROPRIATION FY 2018-2019		834,993								
	APPROPRIATION FY 2019-2020			830,693							
	APPROPRIATION FY 2020-2021				829,693						
	APPROPRIATION FY 2021-2022					683,693					
	APPROPRIATION FY 2022-2023						506,000				
	Approved by the BoS										
	Accepted by the BoF										
	Approved by P/Z										
	Modified by BoF										
	Modified again by BoF										
				Approved at Town Meeting							
				see notes on reverse							

KCS BLDG IMPROVEMENTS

BoE added \$563,463 to FY '21 - '22 on 1.3.17
replaces the \$850,000 removed from FY '22 by BoF 2/16/16

BRIDGES 17-20 & 22

FY '21 - '22 was \$200,000 when approved LFY. \$50K added by PDW

BRIDGE #16 (Anderson Acres)

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 # 06153 (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

ZONING REG

FY '21 - '22 was \$35k, increased to \$50K

P/R: Kent Common Playground

FY '21 - '22 was -0-, added on 12/22/16

Kent Park and Recreation

Lesly Ferris, Director

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To: Board of Selectmen

From: Lesly Ferris



Date: Dec. 20, 2016

Re: Five-Year Capital Plan

Attached please find two requests for inclusion in the Five-Year Capital Plan as approved Dec. 19, 2016 by the Park and Recreation Commission.

Please note the commission and I are working with two playground companies on proposals for the Kent Common Park playground project and will provide the board with additional information as it becomes available.

Thank you for your consideration of these requests.

encl.

TOWN OF KENT

2018 - 2022 FIVE-YEAR CAPITAL PLANNING

Department: Park and Recreation

Date Prepared: December 19, 2016

Contact Person: Lesly Ferris, director

1. Purpose of Project:
- Add a new item to program X
- Modify item already part of program _____
- Included in prior plan _____

2. Project title: Kent Common Park Playground

3. Location: Kent Common Park, Swifts Lane

4. Description of Project: remove existing playground (may be opportunity for this to be done at no cost to Town) and install new playground for ages 2-5 and ages 5-12 and new swingset.

5. Justification: • current playground is aging and only for ages 2-5
• project is next step in revitalization of the park
• playground @ KCS is not available to public from 9am-3pm
so there is a need for playground.

6. Department Priority: 1

7. Year Proposed for Purchase/Construction

Anticipated cost

2017/2018

2018/2019

2019/2020

2020/2021

2021/2022

2022/2023

2023/2024

2024/2025

2025/2026

2026/2027

\$100,000

TOWN OF KENT

2018 - 2022 FIVE-YEAR CAPITAL PLANNING

Department: Park and Recreation

Date Prepared: December 19, 2016

Contact Person: Lesly Ferris, director

1. Purpose of Project:
- | | |
|-------------------------------------|-----------------------------|
| Add a new item to program | <u>X</u> |
| Modify item already part of program | <u> </u> |
| Included in prior plan | <u> </u> |

2. Project title: Emery Park playground

3. Location: Emery Park, 42 Segar Mountain Road

4. Description of Project: remove existing playground and install new playground for ages 5-12 and new swingset
existing playground is nearing its lifespan

5. Justification: one component of park restoration

6. Department Priority: 3

7. Year Proposed for Purchase/Construction

Anticipated cost

2017/2018
2018/2019
2019/2020
2020/2021
2021/2022

2022/2023
2023/2024
2024/2025
2025/2026
2026/2027

\$100,000

TOWN OF KENT

2018-2022 FIVE-YEAR CAPITAL PLANNING

Department: Kent Center School Board of Education

Date Prepared: 29 December 2016

Contact Person: Allan Priaulx, Chairman

1. Purpose of Project:

Add a new item to program

Modify item already part of program

Included in prior plan

 X

2. Project Title: Reroofing of the 2001 Roof Sections, existing ballasted EPDM

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

4. Description of project:

Replace 23,690 sq. ft. of existing ballasted 20 year EPDM roofing with a fully adhered 30 year EPDM system

5. Justification: EPDM roofing installed in 2001 had a life-cycle replacement of 20 years. Planning for replacement with a 30year life-cycle EPDM roof will ensure costs are managed and budgeted for in a prudent manner.

6. Department Priority: High

7. Year Proposed for Purchase/Construction

Anticipated Cost

2017/2018

2018/2019

2019/2020

2020/2021

2021/2022

2022/2023

2023/2024

2024/2025

2025/2026

2026/2027

563,463.00

TOWN OF KENT

2018 - 2022 FIVE-YEAR CAPITAL PLANNING

Department: **KENT VOLUNTEER FIRE DEPARTMENT, INC.** _____

Date Prepared: _____ **November 25, 2016** _____

Contact Person: _____ **Eric Epstein** _____

1. Purpose of Project:

Add a new item to program _____

Modify item already part of program _____

Included in prior plan _____

X

2. Project title: _____ **KVFD Apparatus** _____

3. Location: _____

4. Description of Project: **Begin funding for replacement of 20+ year old Rescue 8**

5. Justification: **_ Estimated replacement cost of unit will be \$650,000 - \$750,000 _**

6. Department Priority: _____ **High** _____

7. Year Proposed for Purchase/Construction

Anticipated cost

2017/2018

2018/2019

2019/2020

2020/2021

2021/2022

2022/2023

2023/2024

2024/2025

2025/2026

2026/2027

_ \$200,000 _



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

October 13, 2016

Bruce Adams, First Selectman
Town of Kent
41 Kent Green Blvd
PO Box 678
Kent, CT 06757

Re: Award Letter – Kent Village Streetscape Project

Dear First Selectman Adams:

Congratulations! Consistent with Governor Malloy's commitment to improve town commercial centers to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access, the application of the Town of Kent (the "Town") for funding under the Main Street Investment Fund program has been approved. Grant funding is anticipated in the amount of up to Five Hundred thousand Dollars (\$500,000) for the Kent Village Streetscape Project, as described in your application. The rest of the project cost is the responsibility of the Town.

Please note that this letter is not intended, nor should it be interpreted, to be a contract or other binding commitment by the State of Connecticut (the "State") or its the Department of Housing ("DOH"). Neither the State nor DOH shall be bound until a final agreement between the Town and DOH (the "Contract") has been fully executed in accordance with all applicable laws.

The Contract will be prepared by DOH soon and will be sent to you promptly following approval of this funding by the State Bond Commission.

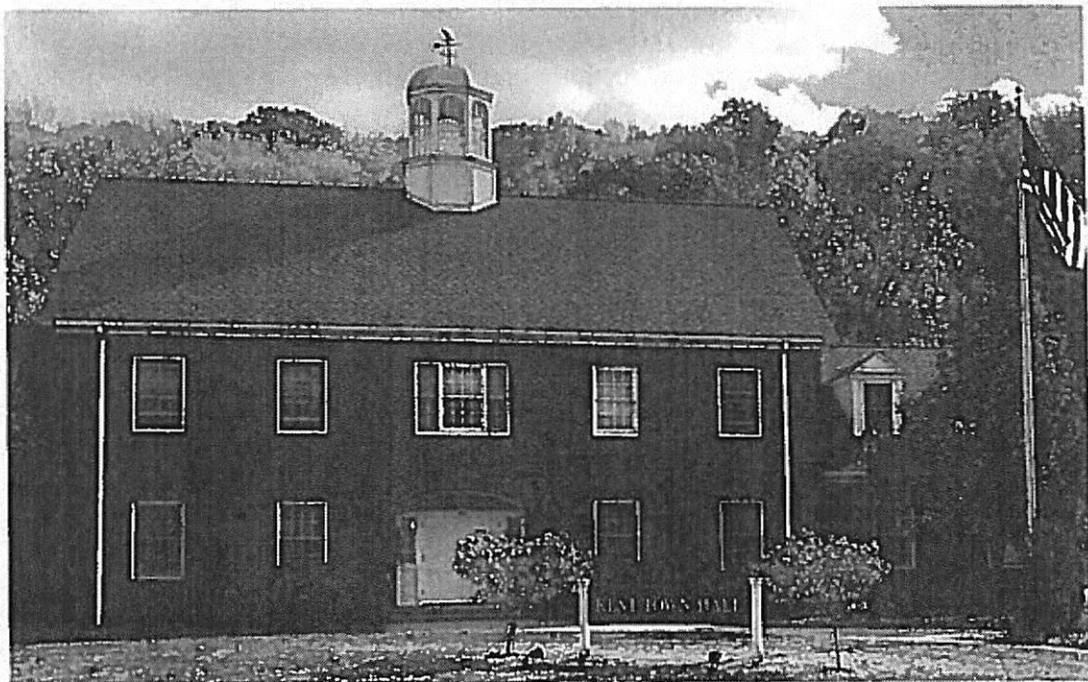
If you have any questions, please feel free to contact Dimple Desai of my staff at (860) 270-8012.

Sincerely,

Evonne Klein
Commissioner
Department of Housing

TOWN OF KENT, CONNECTICUT

EMPLOYEE
POLICY AND PROCEDURE
MANUAL



Record of Revisions

Amended 7/19/2011	
Amended 8/2/2011	
Amended 10/4/2011	
Amended 6/5/2012	
Amended 6/20/2012	
Amended 10/2/2012	
Amended 8/6/13	
Amended 11/16/13	
Amended 1/7/14	
Amended 5/5/15	
Amended 6/2/15	
Amended 7/7/15	

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1. Applicability General

These policies and procedures were adopted by the Board of Selectmen and apply to a specific group of Employees of the Town of Kent. Those Employees are:

- Hired by the First Selectman and/or the Board of Selectmen, by Elected Officials or by Commission(s); the Hiring Authorities of the Town of Kent.
- Required to meet all terms of employment in their Job Description, as written and modified by the Board of Selectmen, and abide by all of the provisions of these policies and procedures, and
- Subject to disciplinary action, up to and including termination of employment, by the Hiring Authority.

2. Employment Plan

The Board of Selectmen shall determine the appropriate rate of pay for each non-contractual municipal job, subject to budgetary approval by the legislative body. Job descriptions shall be developed and jobs will be filled in accordance with the provisions set forth herein.

The plan shall be reviewed by the Board of Selectmen biennially, starting in September of 2012 and every two (2) years after that. At that time the Board may make revisions as it sees necessary, in its discretion to reflect changes in area of economic conditions and to attract and retain qualified personnel. The terms and conditions of this document shall apply to all Town of Kent employees except as excluded herein and where inconsistent with or pre-empted by a collective bargaining agreement.

Exclusions

The Policies set forth in this document do not apply to employees, members or officials of any of the following:

1. Region One Board of Education;
2. Kent Board of Education;
3. Kent Volunteer Fire Department;
4. Kent Sewer Commission.

Furthermore, if any of the foregoing participates in the same or similar rights and/or benefits as are available to Town officials or employees, such participation does not cause them to be considered as or deemed to be Town officials or employees by virtue of

such participation, regardless of who makes payments, if any, for such rights and/or benefits.

3. Hiring Policies and Process

Departments

The following are the principal management Departments within the Town of Kent:

1. Selectmen
2. Highway
3. Town Clerk
4. Tax Collector
5. Tax Assessor
6. Land Use
7. Parks and Recreation
8. Treasurer
9. Social Services

Each department shall have a Department Head whether or not there are additional employees within the department. Each Department Head shall have the authority to recommend to the Board of Selectmen the hiring or firing of any personnel. Each Department Head shall have the authority to recommend salary and salary adjustments to the Board of Selectmen. However, the salary shall be set by the Board of Selectmen and with the approval of the Board of Finance within the limits of the budget appropriation therefore and shall be effective immediately.

Department Heads shall have the authority to adjust salaries during the budgetary year for supervised personnel subject to the following:

1. All adjustments must maintain within the total annual budget for the department.
2. Adjustments for any specific employee shall be limited to one adjustment per fiscal year.
3. The maximum adjustment for any specific employee shall not exceed +/- ten percent (10%).
4. All adjustments must be approved by the Board of Selectmen.

Each department that has or anticipates requiring support staff (clerks or assistants) shall maintain a defined level of subordinate positions defined by skill level required and responsibilities. Each specific level of subordinate position shall comport with a salary range scale agreed by the Board of Selectmen.

Job Descriptions

On a biennial basis, starting in September of 2012 and every two (2) years after that, the First Selectman, with the advice of applicable Boards, Commissions and/or Department Heads, shall conduct an organizational review of each municipal department. Following such reviews, the Department Head may recommend to the Board of Selectmen the retention of the current organizational structure of any department or may recommend organizational revisions of any department. The Department Head also shall recommend the allocation of job duties within the various departments. Such revisions and allocations may be implemented only after the approval of the Board of Selectmen. Job descriptions shall be developed and/or revised by the First Selectman with input from any applicable Boards or Commissions and/or the Department Heads. Where the First Selectman deems it necessary, incumbent employees may be interviewed regarding job duties. In addition to defining responsibilities, the job description may include an Appendix that sets out terms of employment that modify this policy in specific areas for the current employee. The Board of Selectmen must approve any such Appendix, thereby making it a matter of public record. Upon termination of the employee, for whatever reason, the Appendix shall be void. Job descriptions are also subject to approval by the Board of Selectmen (Appendix I).

The statements contained in each employee's job description are illustrations of the various types of work that may be performed, the skill typically required and the scope of responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADA Policy

The Town of Kent is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship to the Town. Employees with a disability who believe they need a temporary or permanent reasonable accommodation to perform the essential functions of their job should contact the First Selectman and request accommodation.

EEOC Policy

The Town of Kent is committed to equal employment opportunities for all. Equal Employment Opportunity has been, and continues to be, a fundamental principle at the Town of Kent. Employment and promotions are based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability, sexual orientation or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment, including policies and procedures

related to recruitment and hiring, compensation, working conditions, benefits, and termination from employment.

E-Verify Policy

The Town of Kent is committed to compliance with Federal Law regarding hiring practices. It is a violation of federal law to employ unauthorized workers. To assist employers in complying with this requirement, Congress enacted legislation creating the E-Verify program. E-Verify is a free web-based system through which employers may verify the employment eligibility of newly hired workers. Accordingly, it shall be the policy of the Town of Kent that all agencies and officials must use the federally-maintained E-Verify program (or any successor program) to verify the employment authorization of all new hires made by the Town and its agencies.

Vacancies

The Department head shall notify the Board of Selectmen in writing of a job vacancy. The Board of Selectmen shall determine if the Town will fill the vacancy. The Department Head would post a job opening notice internally via e-mail to all department heads and on the Town of Kent website and in such other places as may be deemed appropriate.

Application Process

There is no legal right to municipal employment. The Department Head has discretion to decline to offer employment should he/she believe the applicant does not adequately fit the position, that there are more qualified candidates available, that the applicant does not possess the qualifications or skills required for the position, in the event he/she considers the applicant pool to be inadequate, or if the applicant fails to file an application by the announced closing date for the receipt of applications unless an extension has been publicly announced prior to such date.

Newly Hired Employees

Upon hiring a new employee, the Selectmen's Administrative Assistant will be notified immediately in order to start a personnel file and set up the new employee for payroll. Notification must include, at minimum, the new employee's name, social security number, date of hire, and beginning salary. The new employee shall report to the Selectmen's Office to complete all required employment forms.

All new hires and employees transferring to a new position will complete an introductory period the first 90-days of employment in that position. Such a period allows the employee time for training and adjustment to the new position.

4. Compensation Package

General

Salary shall be set by the Board of Selectmen and with the approval of the Board of Finance within the limits of the budget appropriation therefore and shall be effective immediately.

An employee must work an average of thirty hours a week or more to be classified as a Full-time Employee and eligible for benefits, providing they are fulfilling the job requirement of his/her job description. Salaried Employees will receive a pro-rata share of his/her annual salary each pay period.

Work Week/ Hours of Work

Each work week begins on Sunday at 12 a.m. and ends on the following Saturday at 11:59 p.m.

Town Hall offices are generally open 9 a.m. to 4 p.m., Monday through Friday, subject to change by the First Selectman. Work schedules may vary based on the needs of each department. The Department Head will advise the employee of his/her individual work schedule as defined in the job description. These hours may be modified at any time by the Department Head or the Board of Selectmen.

Employees are expected to arrive to work on time and be ready to work at the start of each work day and may not be accompanied by children and/or pets on a recurring basis. Tardiness and unauthorized absences may result in disciplinary action. Such occurrences, early departures, and whole or part day absences will be recorded by the Department Head on the individual's attendance record. The Department Head (and/or the First Selectman) is responsible for ensuring the accuracy of all attendance records.

Pay Days

Employees are paid weekly on Thursday. Hourly employees' paycheck will include earnings for all hours worked through the end of the previous payroll period. Salaried employee's paycheck will include weekly salary through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay the prior business day.

If a regular payday falls during an employee's vacation, the employee's direct deposit will be processed on schedule or a paycheck would be available upon return.

An itemized statement of wages will be made available to all Town employees utilizing direct deposit.

Pay Corrections

The Town takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that all employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

5. Reporting and Record Keeping

Time Keeping Records

Accurately recording time worked is the responsibility of every employee, an attendance sheet for salaried employees and a time record for hourly employees. Employees must complete a time record at the end of each day and to verify that all necessary information regarding the date and hours worked are correct and legible. An employee must sign his or her own time record. The Department Head will review and then initial time record before submitting it for payroll processing. Any errors in a time record must be brought to the attention of the Department Head in order to be corrected. All entries are in ink. All corrections must be initialed and dated by both the employee and the Department Head. See Appendix A.

Personnel Records

Accurate, up to date records must be maintained so that the Town may properly handle paychecks, insurances, withholding taxes, etc. This is for the personal benefit of employees and is legally required of the Town.

6. Communications

Employee Bulletin Board

An employee bulletin board is located in the hallway outside of the Town Hall large meeting room on the first floor. The board houses information about employee rights, as well as federal, state and local labor laws. Employees should check this bulletin board periodically. This bulletin board is not an area for additional postings or for general employee usage.

7. Standard of Conduct

Dress Code

An employee represents the Town in the eyes of the public. Therefore, it is important that employees report to work properly groomed and wearing appropriate attire, consistent

with the nature of the work to be performed. Any employee who reports to work inappropriately dressed will be asked to leave and return properly groomed and dressed.

Performance and Safety Standards

Work standard rules are designed to protect the rights and safety of all and to ensure effective and efficient performance results. Since the Town cannot create a list that addresses all situations in all departments, each Department Head may develop and publish performance and safety standards and rules that every employee in that department is expected and required to follow. No conduct, which is immoral, unsafe, unethical, or illegal, will be tolerated.

All employees shall perform the work assigned to them in a safe, competent and efficient manner and shall follow the lawful directives and instructions of his/her Department Head. All employees shall comply with and abide by any additional rules and standards specific to the employee's department.

Sexual Harassment Policy

It is the policy of the Town of Kent to maintain a working environment that is free from sexual and other unlawful harassment. The Town does not tolerate the harassment of any applicant, employee, independent contractor, volunteer, or visitor based on sex, sexual orientation, race, color, religion, creed, national origin, ancestry, marital status, age, physical or mental disability. All forms of harassment are prohibited whether verbal, physical or visual, and regardless of the medium through which it occurs.

Sexual harassment, as defined in section 717 of Title VII of the Civil Rights Act of 1964, as amended, and Public Act No. 80-285 of the General Statutes of Connecticut, as amended, toward employees of the Town of Kent is forbidden. Sexual harassment includes:

Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct; Making threats, demands or suggestions that an employee's work status is contingent upon the employee's toleration or consent to sexual advances; Taking retaliation against employees for complaining about the behaviors described above.

If the employee encounters such abuses from the Department Head, fellow employees, Town commissioners, elected officials or individuals doing business with the Town, the employee should report it to the First Selectman, Selectman's Administrative Assistant, Social Services Administrator or union steward.

The complainant should immediately commit the complaint to writing. The complaint should include the name of the complainant, date of the complaint, date of the alleged harassment, name(s) of the alleged harasser(s) and a detailed statement of the circumstances leading to the complaint, and the complainant's signature. See Appendix B.

All employees, appointees and elected officials also have the right to file a formal complaint with the Connecticut Commission on Human Rights and Opportunities.

In the case of actual assault or any other criminal offence, the CT State Police must be notified immediately.

Mandatory training session for all supervisors shall be provided by the Town of Kent. Employees are invited to attend.

Standard of Official Conduct

Residents of the Town of Kent expect Town of Kent Employees to be independent, fair and impartial. This code establishes the minimum ethical standards that employees must observe. By adhering to these standards, employees will avoid both actual and potential conflicts of interest.

1. Employees should seek to improve the image and quality of public service at all times. Employees serve the Town of Kent, not their self-interests.
2. Employees shall not accept any gift or compensation valued at more than \$25 from any person or organization interested in any Town business.
3. No employee shall use Town-owned property for personal convenience or profit.
4. All employees serving on boards and commissions must refrain from voting upon or otherwise participating in any matter that presents a conflict of interest between their specific private self-interest and the interest of the residents of the Town of Kent.
5. Employees shall maintain the public's trust at all times by not disclosing confidential Town information outside of their official functions, nor divulging private confidential information in a public setting.
6. Employees shall not engage in political campaign activities while on municipal duty.
7. No employee shall enter into a contract with the Town of Kent unless the contract is awarded through a public, competitive bid process.
8. No employee shall use his/her position to influence any person for his/her self-interest.
9. All employees should be free and encouraged to exercise their rights as citizens, to cast their votes, and express their opinions on all political subjects but shall identify if the opinion is personal or reflects the Town's position.
10. No employee shall be in a supervisory or subordinate position to any other employee that is a member of his or her immediate family.

8. Administrative Process

Warnings

Employment is on an at-will basis. Department Heads are encouraged to informally discuss concerns with the employee's performance and/or concerning compliance with standards and rules.

A formal warning concerning an employee's performance and/or compliance shall be written and must be signed by both the employee and the Department Head. See Appendix C.

A copy of all warnings will be filed in employee's personnel file in the Selectman's office and will be considered active for twelve months, provided the fact that the warnings have been issued may be noted in an employee's performance evaluation and shall not be expunged there from.

Dismissal

Any employee may be dismissed with or without cause, whenever in the judgment and discretion of the Hiring Authority, he/she determines that there is insufficient work available to the employee within the department or when the employee's work performance, assimilation into a position or misconduct so warrant. The employee shall be notified in writing of such action within forty-eight (48) hours and the reason therefore, by hand-delivery to the employee or by delivery to his/her usual place of abode as reflected in the personnel file.

Suspension

In the event that the Hiring Authority, in its discretion, determines that an employee's work performance or conduct justifies disciplinary action short of dismissal, the Hiring Authority may suspend such employee without pay. In the event a suspension is imposed rather than termination, the period of suspension may not exceed thirty (30) days. Within forty-eight (48) hours of the suspension determination, the employee shall be notified in writing of such action and the reason therefore. The suspended employee shall forfeit all privileges and pay which might accrue to him/her during the period of suspension.

Resignation

To resign in good standing, an employee will give the Town at least fourteen (14) calendar day's prior notice in writing unless the Town, because of extenuating circumstances, agrees to permit a shorter period of notice. See Appendix D. A written resignation, giving the reasons for leaving, shall be furnished by the employee to the Department Head and/or First Selectman. The resignation shall be forwarded to the Board of Selectmen with a statement by the Department Head as to the resigned employee's service performance and pertinent information concerning the cause for

resignation. There will be an opportunity for an exit interview with a Selectman other than the First Selectman.

Return of Property

Employees are responsible for all property, materials, and/or written information issued to them or in their possession or control. Employees must return all Town property immediately upon request or upon termination of employment. The Town may also take all action deemed appropriate to recover or protect its property.

Grievances and Complaints

A grievance or a complaint shall mean a claim by an employee alleging a violation of these policies. A grievance or a complaint form is available. See Appendix E. A grievance or complaint must adequately articulate the nature of the grievance or complaint, the policy or procedure that the

Verbal Grievance or Complaint

An employee claiming to be aggrieved must first discuss the matter with the Department Head within five (5) days of the event that led to the grievance or complaint, in an effort to resolve the problem informally. See Appendix E.

Written Grievance or Complaint

In the event that no resolution is forthcoming within ten (10) business days of the informal discussion, then the employee may submit in writing to the First Selectman a statement of the grievance or complaint. See Appendix E.

Within ten (10) business days of the receipt of the written grievance or complaint, the Board of Selectmen shall respond in writing to the employee. The Board of Selectman may sustain the grievance or complaint and impose a remedy or shall deny the grievance or complaint.

Grants

Grant proposals or applications must be acknowledged by the First Selectman and the Treasurer. before submission. If further approval is needed, the grant request will be referred to the Board of Selectmen.

Legal Counsel

Other than the commissions that provide for legal counsel in the budget, all requests for the Town's legal counsel must be approved by the First Selectman

9. Administrative Policies

Town Hall Closure

Full-time employees who work year-round shall be entitled to a paid day off at their Regular Hourly Pay Rate any time Town Hall is closed except for the 104 weekend days. Part-time employees will be entitled to be paid their regular scheduled hours if Town Hall is closed on a day they are regularly scheduled to work. Temporary, Seasonal or per diem Employees shall not be so entitled.

Town Hall will be closed on three calendar specific days:

- January 1
- July 4
- December 25
- 1/2 day on Christmas Eve
- 1/2 day on New Year's Eve

Seven other days set by Federal or State decree:

- Martin Luther King Day
- President's Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Memorial Day
- Veterans' Day

Two days set by the Board of Selectman:

- Good Friday
- the day after Thanksgiving.

If one of the three calendar specific days falls on a Sunday, Town Hall shall close the following Monday, but if one of those three days falls on a Saturday, qualified Employees, as described above, shall be awarded one day of Paid Time Off in that fiscal year, even if they typically do not qualify for other Paid Time Off. In addition to these 12 days, the First Selectman may close Town Hall for any reason, the most common of which is a dangerous weather condition.

Fair Treatment

The First Selectman and every Department Head are encouraged to consider an unusual circumstance that an Employee faces where the policies set forth herein could be temporarily amended in a negotiated agreement that fairly exchanges Time Off for other compensation. However, any Employee seeking a recurring or "standing" exception to the policies set forth herein must apply to the Board of Selectmen for such a waiver. See Appendix I. All such policy waivers granted shall be a matter of public record and shall terminate the following June 30th. The Employee may apply for and the Board of Selectmen may grant a new waiver any time after July 1st of a succeeding fiscal year.

Safety

Employees are expected to be safety-conscious and to assist the Town in finding conditions on the town premises that might cause an accident or create a fire hazard. An employee should report any unsafe conditions to the Department Head. Employees should familiarize themselves with the locations of fire extinguishers, fire exits, first aid kits, and emergency equipment. Detailed information is available in the Selectmen's Office.

Town of Kent employees will display in their vehicle a provided vehicular identification tag while in the Town employ.

Emergency

A complete plan for a wide variety of disasters is available in the Selectmen's office. The Board of Selectmen will review and update biannually in coordination with the Emergency Management Director.

Use of email, phone and computer

Personal use of the telephones, email, and computer during working hours should be limited to essential use only. Communications and other information systems are not to be used in any way that may be disruptive, offensive to others, or harmful to morale. Misuse or abuse of Town phones, computers and email, as determined by the Department Head, will be grounds for disciplinary action.

The Town may access its electronic communications systems and obtain the communications within the systems, without notice, when the Town deems it appropriate to do so.

All emails or files sent or received by employees on Town owned computers are Town property and may be viewed by Department Heads and/or the Board of Selectmen.

Recycling and Energy Conservation

The Town of Kent supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to purchase, use and dispose of products and materials in a manner that will best utilize natural resources and minimize negative impact on the environment. Special recycling receptacles have been set up to promote this effort. Employees are expected to recycle, reuse and reduce (including disposable products) whenever possible.

No Smoking

Per State Statute 19a-342, no person shall smoke in any building or portion of a building owned or leased and operated by the Town of Kent except in smoking area that may be designated by the Board of Selectmen.

Conflict of Interest

Complaints by anyone with firsthand knowledge that a public official or town employee has a personal interest in any matter coming before them in their official capacity that might affect their ability to make an objective determination with respect to such matter will be investigated by the First Selectman and responded to by the Board of Selectmen. See Appendix J.

Reporting Requirements

The Board of Selectmen has designed various forms to administer the Policies described in this document. Copies of those forms can be found in the Appendix and are available in the Selectman's office. Employees must submit them to the Board of Selectmen and/or Department Head in the required time period, as printed on the form. The Board may eliminate or modify existing forms or add new forms as needed.

10. Benefits

Benefits and Services

The policies and benefits offered by the Town may be changed or eliminated at any time by action of the Board of Selectmen. The Town or its designee retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans. The Town may modify or eliminate any benefits or programs it currently provides, as well as increase the cost to employees of such benefits and programs. This discretionary authority extends to all issues concerning benefit eligibility and entitlement.

Termination of full-time status (for whatever reason) will terminate such individual's participation in such programs.

Notwithstanding the above statement, full-time employees of the Highway Department, excluding the highway foreman, are subject to the terms of a Collective Bargaining Agreement between the Town and Teamsters Local Union No. 677.

Benefit Year

The Town budgets and keeps its records on a fiscal year basis, July 1st to June 30th.

Benefits Categories

For the purpose of determining benefits, the Board of Selectmen has established three (3) Employee Categories, developed by the First Selectman and approved by the Board of Selectmen as per "Job Description":

Full-time Salaried Employees

1. Highway Foreman
2. Land Use Administrator
3. Park and Rec Director
4. Selectman's Administrative Assistant

Part-time Salaried Employees

1. Animal Control Officer
2. Tax Assessor
3. Treasurer

Part-time Hourly Employees

1. Assessor Assistant
2. Assistant Assessor
3. Assistant Town Clerk(s)
4. Land Use Clerk
5. Social Services Director
6. Tax Collector Assistant
7. Treasurer Clerk(s)
8. Zoning Board of Appeals Clerk

Life Insurance

Full-time Town employees will be enrolled as participants in whatever life insurance program is then being offered by the Town.

Medical

The Town provides medical insurance coverage to its eligible union and non-union employees. Any questions concerning benefit levels or coverage can be answered by Selectman's Office. Anyone enrolled in the Town of Kent's employee health plan must meet all eligibility requirements including, without limitation, hours worked. All employees, including multiple position employees, who work thirty (30) hours or more per week, except temporary/seasonal and per diem employees, shall be eligible to participate in the group health plan, subject to any eligibility requirements established by the health insurer for participation in such plan. Health insurance coverage is also available for the spouse and dependents of an employee at the premium cost sharing schedule set by the Board of Selectmen.

Federal law, known as COBRA, may allow employees and their dependents who are covered by the Town's health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end. COBRA continuation rights are described in greater detail in the separate information employees receive at enrollment in the health insurance program. For additional information, please contact the First Selectman.

Dental

The Town provides dental coverage on a cost share basis to its eligible full-time Town employees. Any questions concerning benefit level or coverage can be answered by the Selectmen's Office.

Retirement Plan

Full-time Town employees who, as of January 1 or July 1 of any year:

1. Have completed at least one year of continuous full-time Town service, and
2. Have not reached age sixty (60) are eligible to enroll as participants in whatever Town retirement plans that are then being offered by the Town, subject to the terms and conditions of the plans.

Participants in Town pension plans may continue participation therein until the earlier of the following:

1. Termination of status as a full-time Town employee (for whatever reason, including but not limited to death, retirement, disability, reduction in work schedule below minimum hourly requirements, or other termination of full-time Town status).
2. Attainment of age seventy (70).

Termination of status as participants in Town pension plans does not affect entitlements to vested benefits there under, all in accord with the plan's term and conditions. Vesting shall be determined by the plan terms and conditions.

Retiree Health Benefits

Full-time Town employees voluntarily retiring from Town service as full-time Town personnel who are at least sixty five (65) years old and have completed at least twenty five (25) years of continuous full-time service may continue to participate in the Town's group insurance plans following such retirement, provided that:

1. The Town shall contribute, in whole or in part, only for individual coverage for such eligible retiree on the same basis as it contributes to plans for individual coverage of full-time Town employees.
2. At such time as such eligible retirees first become eligible for Medicare or comparable federally provided health care benefits, the health care coverage

offered by the Town shall be reduced and limited to a plan providing supplemental coverage to that offered by Medicare or comparable federally provided health care benefits programs.

3. The Town reserves the right, exercised in a non-discriminatory manner, (i) to change health care coverage offered retirees pursuant to the Town's group health insurance plan, (ii) to change the Town's percentage of contributions towards payments for such health care coverage and (iii) to change or eliminate such health care coverage, in whole or in part, at any time in the future.
4. Eligible retirees requesting spousal or family coverage may obtain same at the expense of such eligible retiree provided that at such time as such spouse or other covered family member first becomes eligible for Medicare or comparable federally provided health care benefits, the health care coverage offered by the Town to such covered spouse or other family member shall be reduced and limited to a plan providing supplemental coverage to that offered by Medicare or comparable federally provided health care benefits program.

Change of Carriers

The Town reserves the right to change insurance carriers or other benefit carriers whenever deemed desirable in the judgment and at the discretion of the Board of Selectmen.

Education

Continuing Education

Employees are encouraged to attend workshops and conferences as included and approved in their respective departments' budgets.

Job Certification

The Town will pay the cost of necessary job certification courses, as pre-approved by the Board of Selectmen. Such costs will include course materials and the employee's mileage and time.

Paid Time Off (PTO)

Employees will be notified of Time-Off benefits. See Appendix G. Employees may be entitled to Time-Off benefits as defined and outlined below, provided that they give the First Selectman and his/her Department Head two (2) weeks advance notice of their intent to be absent, that such Paid Time-Off is approved, and that they promptly report their absence to the Selectmen's Administrative Assistant. The First Selectman or Department Head may waive the advance notice requirement in the event of a medical or other emergency, provided that they are contacted by the Employee on the first day of his/her absence, kept informed as to the likely duration of the absence, and receive completed copies of all necessary forms upon the Employee's return to service. Employees who fail to meet these provisions shall be deemed to be taking an

Unexplained Absence and will be subject to termination if the absence lasts three (3) days or more.

Full-time Employees shall be entitled to a set number of Paid Time-Off days each fiscal year, based upon their length of service as of June 30th of the previous fiscal year. A multi-position Employee's length of service shall be calculated from the date they qualified as a Full-time Employee. Paid Time Off may be used for any purpose, including vacations, sickness, bereavement or family issues and the Employee is not obligated to explain their purpose, but no additional days will be awarded for any purpose beyond the schedule, as follows:

In Service at least:	But less than:	Days Awarded:
	Less than 1 year	1 day for every 10 weeks worked (maximum of 5 days)
1 year	5 years	25
5 years	10 years	30
10 years	15 years	35
15 years		40

When an Employee reaches an anniversary date that would entitle them to additional Paid Time Off, the number of additional days awarded shall be prorated for the remaining time in that fiscal year, rounded up to the nearest half-day. Paid Time Off must be used in half or full day increments and in the fiscal year they are awarded, except that after one (1) year of service Employees awarded Paid Time Off may "bank" up to five unused days each year, up to a maximum of sixty (60) days, and then draw on those "banked" days in any subsequent fiscal year with the approval of their Department Head or the First Selectman.

Payment in lieu of PTO (Paid Time Off) shall not be permitted except that, upon termination of employment, the employee shall be paid for all unused Paid Time Off, including the days that they have "banked" in their final pay period. In the event of an employee's death, the employee's estate or named beneficiary shall receive any payment for unused PTO which is due. Otherwise, unbanked or unused days will be forfeited on June 30th each year.

Full-time Employees will not be charged a Paid Time-Off for absences caused by either a jury summons or a two-week military reserve commitment, but shall only be paid the difference between their Regular Hourly Pay Rate and their juror or military pay for each day absent. To avoid being charged Paid Time-Off, the Employee must provide the Selectmen's Administrative Assistant a copy

of either the jury summons or reserve duty notification and a copy of all paychecks received from the Federal or State government for their service.

Full-time Employees who are eligible and receive Worker's Compensation for a work-related injury that causes them to miss work will not be charged Paid Time-Off or receive any additional compensation while on Worker's Compensation. Worker's Compensation benefits are subject to statutory requirements and limitations and the terms, provisions, and conditions of any insuring agreement between the Town and its Worker's Compensation insurer(s). Employees who sustain proven work-related injuries shall be entitled to Worker's Compensation benefits required by state law.

Extended Leave

After completing at least one (1) year of service, any Employee who has used all of the Paid Time Off to which they are entitled, if any, may request an Extended Leave of up to ninety (90) days for any reasons, during which time all compensation including the accrual of additional benefits shall be suspended. However, Extended Leave shall not be considered a "break in service" and, if the Employee was covered by the Town's health insurance policy prior to the Extended Leave, then he/she shall continue to be covered, provided that they pay 100% of the premium attributable to his/her insurance coverage. See Appendix H.

At the end of an Extended Leave, the Employee will be returned to their former position or one with similar pay in accordance with state and federal law. If the Employee is medically unable to perform his/her original job, he/she may be transferred to work suitable to their physical condition if such work is available. If an Employee is absent for more than ninety (90) days continuously, for any reason including abutting Extended Leave and other Days Off, the Town does not guarantee reinstatement.

11. Forms

Distribution, Compliance and Enforcement of Standard Pay Practices

Employees shall acknowledge receipt and understanding of the Policy and Procedure manual, ethical standard and performance standards contained herein and those of the employee's particular department before entering upon the duties of his or her office or employment with the Town of Kent. The Board of Selectmen shall amend these standards as needed when it believes such revision is required. The contents of this manual should not be confused for a contract between the town and its employees. This is a summary of our policies, which are being offered here only as information.

Employee signature

Date

Receipt of Policy Manual

Elected Officials shall acknowledge receipt and understanding of the Elected Officials Policy and Procedure manual, ethical standard and performance standards contained herein and those of the his or her particular department before entering upon the duties of his or her office. The Board of Selectmen shall amend these standards as needed when it believes such revision is required. The contents of this manual should not be confused for a contract between the town and its elected officials. This is a summary of our policies, which are being offered here only as information.

Elected Officials signature

Date

12. Appendices

Appendix A

Appendix B

Appendix C

Appendix D

Appendix E

Appendix F

Appendix G

Appendix H

Appendix I

Departments

The following are the principal management Departments within the Town of Kent:

1. Selectmen
2. Highway
3. Town Clerk
4. Tax Collector
5. Tax Assessor
6. Land Use
7. Parks and Recreation
8. Treasurer
9. Social Services

Each department shall have a Department Head whether or not there are additional employees within the department. Each Department Head shall have the authority to recommend to the Board of Selectmen the hiring or firing of any personnel. Each Department Head shall have the authority to recommend salary and salary adjustments to the Board of Selectmen. However, the salary shall be set by the Board of Selectmen and with the approval of the Board of Finance within the limits of the budget appropriation therefore and shall be effective immediately.

Department Heads shall have the authority to adjust salaries during the budgetary year for supervised personnel subject to the following:

1. All adjustments must maintain within the total annual budget for the department.
2. Adjustments for any specific employee shall be limited to one adjustment per fiscal year.
3. The maximum adjustment for any specific employee shall not exceed +/- ten percent (10%).
4. All adjustments must be approved by the Board of Selectmen.

Each department that has or anticipates requiring support staff (clerks or assistants) shall maintain a defined level of subordinate positions defined by skill level required and responsibilities. Each specific level of subordinate position shall comport with a salary range scale agreed by the Board of Selectmen.

E-Verify Policy

The Town of Kent is committed to compliance with Federal Law regarding hiring practices. It is a violation of federal law to employ unauthorized workers. To assist employers in complying with this requirement, Congress enacted legislation creating the E-Verify program. E-Verify is a free web-based system through which employers may verify the employment eligibility of newly hired workers. Accordingly, it shall be the policy of the Town of Kent that all agencies and officials must use the federally-maintained E-Verify program (or any successor program) to verify the employment authorization of all new hires made by the Town and its agencies.