

Board of Selectmen
Special Meeting

Present: Bruce Adams and Mike VanValkenburg.

Also present: Darlene Brady, Lesly Ferris, Donna Hayes and Rick Osborne.

Mr. Adams called the meeting to order at 10:00 a.m.

Approval of minutes

Mr. Adams made a motion to approve the minutes of the November 3, 2016 Special BOS meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Town Clerk – Office Staff:

Mr. Adams made a motion to approve Town Clerk Darlene Brady's request to hire Desiree Ball to work 14 hours a week at the rate of \$15.00 per hour from December 12th to January 17, 2016. Mr. VanValkenburg seconded the motion and the motion carried.

Tax Refunds:

No tax refunds.

Employee Conference Report:

Mr. Adams reported that he attended the following two seminars and received certificates:

- Crisis Leadership & Decision Making for Elected Officials
- State of CT – A CT Transfer Station/Volume Reduction Facility

Lesly Ferris reported that she attended the annual Connecticut Recreation and Parks Association Conference, report attached.

Senior Center Activities:

Lesly Ferris provided the following reports:

- Senior Activities during October 2016
- Senior Activities during November 2016

Five-Year Capital Plan:

Mr. Adams stated that the school has not submitted a capital request to date. Mr. Osborne requested the following items be re-labeled:

- 2019 Truck #7 should be Truck #5
- 2022 Pay Loader, Zero Turn, Salt Brine Maker should be Truck #1, Compactor
- 2023 Truck #12 should be Truck #7
- 2026 Truck #8 should be Truck #12

Lesly Ferris stated that Park and Rec did not have a November meeting but will be discussing a capital request at the December meeting. No action taken.

Resolution – St of CT Dept. Emer. Man.:

Mr. Adams made a motion to approve the following resolution:

RESOLVED, that the Kent Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public

Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate: and

FURTHER RESOLVED, that Bruce K. Adams, as First Selectman of the Town of Kent, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Mr. VanValkenburg seconded the motion and the motion carried.

Streetscape:

Mr. Adams stated that the Town has received a \$500,000 grant for Streetscape. The committee has started discussion on how to expend that money. Mr. Adams made a motion to reactivate John Casey as a member of the Streetscape Committee and appoint Mike VanValkenburg as the alternate member of the Streetscape Committee. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams stated that there needs to be a survey of Main Street for the project. Mr. Adams made a motion to use up to \$4,200 from the LoCIP Fund for a survey of Main Street, as the first step of the Main Street project. Mr. VanValkenburg seconded the motion and the motion carried.

Policy and Procedure Manual – bi-annual review:

Mr. Adams stated that Mr. Parkin had worked on the Policy and Procedure Manual. The Board agreed to table the review of the Policy and Procedure Manual.

Electric Car Charging Station:

Mr. Adams stated that he spoke with the gentleman that was using the electric car station unit. The gentleman is no longer using the unit. Mr. Adams stated that there is still a year and a half before the Town can charge for the use of the unit. Mr. VanValkenburg suggested obtaining an estimate for the cost to relocate the unit to the Visitor Center. No action taken.

Carter Road Bridge:

Mr. Adams stated that there is nothing new to report on the status of the Carter Road Bridge. The project is still at a stand still.

Public Restrooms:

Mr. Adams stated that the foundation is in, rough grading done, rough plumbing has started. He said we will be up and running in the spring.

Appointments:

Mr. Adams made a motion to approve the following appointments:

Lake Waramaug Authority-Kevin Brady-3 year term to expire 12/31/19

Inland/Wetland Comm. – Paul Yagid-5 year term to expire 12/31/21

Mr. VanValkenburg seconded the motion and the motion carried.

Mr. VanValkenburg made a motion to adjourn the meeting at 10:31 a.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.*

**WARNING
SPECIAL MEETING OF BOARD OF SELECTMEN**

**TOWN CLERK
KENT, CONNECTICUT**

A SPECIAL MEETING OF THE KENT BOARD OF SELECTMEN WILL BE HELD

NOVEMBER 30, 2016	10:00 A.M.	TOWN HALL
DATE	TIME	PLACE

**NOTICE OF SPECIAL MEETING:
(Must be filed not less than 24 hours prior to holding a meeting)**

**AGENDA:
DISCUSSION AND POSSIBLE ACTION REGARDING THE FOLLOWING:**

- Approval of minutes
 - November 3, 2016 Special Meeting
- Town Clerk – Office Staff
- Tax Refunds
- Employee Conference Report
- Senior Center Activities
 - November
 - December
- Five-Year Capital plan
- Resolution – St of CT Dept. Emer. Man.
- Streetscape
 - Committee
 - Survey
- Policy and Procedure Manual – bi-annual review
- Electric Car Charging Station
- Carter Road Bridge
- Public Restrooms
- Appointments
 - Lake Waramaug Authority-Kevin Brady-3 year term to expire 12/31/19
 - Inland/Wetland Comm. – Paul Yagid-5 year term to expire 12/31/21

BOARD OF SELECTMEN

**JOYCE KEARNS
ADMINISTRATIVE ASSISTANT**

**DATE OF TOWN CLERK NOTIFICATION
RECEIVED FOR RECORD
KENT TOWN CLERK**

"An equal opportunity employer and service provider"

2016 NOV 28 P 12:13

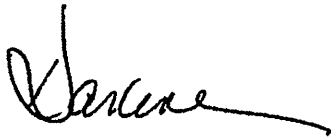
BY  **TOWN CLERK**

✓

To: Bruce Adams, First Selectman
From: Darlene Brady, Town Clerk
Date: November 21, 2016
Re: Hiring of Desiree Ball-Office Coverage

Marie Corsini will be taking an extended vacation from December 12th to January 17th. In order to maintain the coverage of the office; I am requesting to hire Desiree Ball. The work schedule would be up to 14 hours a week at the rate of \$15.00 per hour.

Thank you for facilitating this request.

A handwritten signature in black ink, appearing to read "Darlene", with a long horizontal flourish extending to the right.

DEHMS REGION 5

Regional Emergency Planning Team



CRISIS LEADERSHIP & DECISION MAKING FOR ELECTED OFFICIALS

This seminar uses a case study to examine the dynamics of crisis leadership and decision making from an elected or senior official's perspective. The four hour seminar focuses on ways to overcome leadership challenges in planning and responding to a large scale incident. The final outcome of the seminar is the development of an individual and jurisdiction action plan needed to improve preparedness and emergency response.

Date: Thursday, November 3, 2016

Time: 7:30 am— Noon (LUNCH will be provided following the workshop)

Location: Litchfield Inn, 432 Bantam Road (Rte 202), Litchfield, CT

SEMINAR TOPICS:

- Planning for effective disaster response
- Leadership and decision making during a crisis
- Recognizing the extraordinary; Improvising the necessary response
- Complex, multi-jurisdictional coordination
- Maintaining scalability
- Developing a jurisdiction preparedness action plan

The Crisis Leadership Seminar is by invitation only to the Chief Elected Officials in WestCOG, NVCOG, and NHCOG as there is a limit to the number of participants able to be effectively managed in the discussion and exercise.

Pre-registration is required for planning purposes. Please register no later than **September 30, 2016** by email to rlynn@northwesthillscog.org or 860-491-9884. After September 30th, Region 5 Steering Committee members will be invited to attend until the class is full.



Crisis Leadership and Decision Making is funded through DHS/FEMA Homeland Security National Training Program and is being taught by instructors from the Texas A & M Engineering Extension Service (TEEX), an internationally recognized leader in the delivery of emergency response, homeland security and workforce training and exercises, technical assistance, and economic development.. <https://teex.org>

Sponsored by:



Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

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Telephone 860-927-1003

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parkandrec@townofkentct.org

www.kentctparkandrecreation.com

To: Board of Selectmen

From: Lesly Ferris

Date: Nov. 23, 2016

Re: Conference report

I attended the annual Connecticut Recreation and Parks Association Conference Nov. 21-22, 2016 at Mohegan Sun. The two-day conference included keynote speaker, workshop sessions, vendor hall, business meeting luncheon, awards luncheon and time for socialization with fellow recreational professionals.

Gary Guller was the keynote speaker. He lead the largest ever cross-disability group to reach Mt. Everest Base Camp and then went on to become the first person with one arm to climb to the summit of Everest. His talk focused on "making others greater" with a message to build on the small successes and that with belief, passion and compassion anything is possible. His presentation ended with a slide show of photos of his cross-disability group on their trek to base camp. The still images were more powerful than even his story and his words.

I attended the following workshop sessions:

- o Recognizing, Rewarding and Retraining your Staff
- o When Traumatic Events Impact your Organization
- o Acquiring the Best People for your Team: The Employee Recruitment Process
- o What's the Status of Your Fund: A Critical Look at Sustainability of Revenue Funds
- o Engaging Today's Teens

I gained information that is both practical and useful. I also spent time speaking with playground company vendors to gather information and make contacts to assist Park and Recreation Commission's desire to upgrade the playground at Kent Common Park.

Thank you for this opportunity.

Kent Park and Recreation

Lesly Ferris, Director

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To: Board of Selectmen

From: Lesly Ferris



Date: Oct. 28, 2016

Re: Senior Activities

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

7, 14, 21, 18: Friday Senior Luncheon

20, 27: Senior Art Group

26: Halloween Luncheon

Thank you!

Kent Park and Recreation

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To: Board of Selectmen

From: Lesly Ferris



Date: Nov. 23, 2016

Re: Senior activities

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

3, 10, 17 – Senior Art Group

4, 18 – Friday Senior Luncheon

9 – Veterans Day observance luncheon (one of our local veterans even wore his uniform)

14 – Adult coloring group

Thank you.

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							300,000				
WINDOWS		100,000			100,000						
200,000	BOE SUBTOTAL	100,000	0	0	100,000	0	300,000	0	0	0	0
BOS PLAN											
		HWY Trk #6	HWY Trk #7	HWY Trk #2 & Mowes	Payloader Zero Turn Salt Brine Maker	Payloader Zero Turn Sand/Grime Maker	HWY Trk # 12 and Kubota	HWY Trk # 9	HWY Trk # 4	HWY Trk # 8	Tractor w/broom mower
	HIGHWAY TRUCKS	50,000	185,000	100,000	0	60,000	190,000	230,000	130,000	200,000	
	(w/ea 130,000)				140,000						
	HIGHWAY EQUIPMENT			20,000	35,000	40,000	35,000				120,000
645,000	TOTAL TOWN FLEET	50,000	185,000	120,000	190,000	100,000	225,000	230,000	130,000	200,000	120,000
	KVFD APPARATUS	Eng 1	Eng 1	Eng 1	Eng 1	Eng 1	200,000				
		187,500	187,500	150,000	160,000	200,000	200,000				
875,000	TOTAL KVFD FLEET	187,500	187,500	150,000	160,000	200,000	200,000	0	0	0	0
	ANDERSON ROAD (REBUILD)							350,000			
	BOTSFORD ROAD							345,000			0
	FULLER MTN ROAD										
	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				
	BRIDGE # 06153 (Carter Road)				250,000						
	BRIDGE #9										300,000
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							
					Appliances						
	SENIOR CENTER				25,000						
	COMMUNITY HOUSE			Bathrooms	25,000			Roof	50,000		
		Generator/Boiler		Oil Tank Removal		Carpet / Paint					TN Hall Roof
	TOWN HALL	55,000		25,000		40,000					85,000
449,000	TOTAL BUILDINGS	140,000	24,000	180,000	25,000	110,000	0	0	50,000	0	65,000
	ZONING REG					50,000			0		
	TOWN PLAN POCD		15,000	15,000	15,000						
	REVALUATION	25,000	40,000				25,000	40,000			
160,000	TOTAL NON RECURRING	25,000	55,000	15,000	15,000	50,000	25,000	40,000	0	0	0
3,304,000	BOS SUBTOTAL	592,500	636,500	635,000	930,000	710,000	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
3,504,000	BOE & BOS PROJECTED CAPITAL	592,500	636,500	635,000	930,000	710,000	1,000,000	615,000	530,000	200,000	485,000
	BOE & BOS CAPITAL SPEN	592,500	636,500	635,000	930,000	710,000	1,000,000	615,000	530,000	200,000	485,000
	1/5TH OF ANNUAL CAPITAL	138,500	127,300	107,000	186,000	142,000	200,000	123,000	106,000	40,000	97,000
	APPROPRIATION FY 2017-2018	700,800									
	APPROPRIATION FY 2018-2019		762,300								
	APPROPRIATION FY 2019-2020			758,000							
	APPROPRIATION FY 2020-2021				767,000						
	APPROPRIATION FY 2021-2022					611,000					
	APPROPRIATION FY 2022-2023						556,000				
	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								

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To: Board of Selectmen

From: Lesly Ferris



Date: Nov. 18, 2016

Re: Five-Year Capital Plan

The Kent Park and Recreation Commission has discussed submitting a request in the Five-Year Capital Plan for replacement/upgrade to the playground at Kent Common Park. This item was on the commission's November 14, 2016 meeting agenda. However, the commission did not have a quorum, and, therefore did not meet. The capital plan will be on the December meeting agenda after which I will let you know what was discussed. I also will be gathering information at the CRPA Conference Nov. 21-22, 2016 on playscape companies and ideas.

Thank you.

AUTHORIZING RESOLUTION OF THE
Town of Kent Board of Selectmen

CERTIFICATION:

I, Darlene Brady, the Town Clerk of the Town of Kent, CT, do hereby certify that the following is a true and correct copy of a resolution adopted by Kent Board of Selectmen at its duly called and held meeting on November 30, 2016 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Kent Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and


FURTHER RESOLVED, that Bruce K. Adams, as First Selectman of the Town of Kent, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Bruce K. Adams now holds the office of First Selectman and that he has held that office since November 13, 2009.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 30th day of November, 2016.

Darlene Brady- Town Clerk



RECEIVED FOR RECORD
KENT TOWN CLERK
2016 DEC - 1 P 3:12
BY 
TOWN CLERK