

Board of Selectmen
Regular Meeting

November 2, 2015
4:30 P.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Darlene Brady, Lesly Ferris, Andy Ocif, Rick Osborne, Lizett Pajuelo, Jeff Parkin, Catherine Rawson and Lynn Worthington.

Prior to Mr. Adams calling the meeting to order, Roberta Willis presented Susi Williams with a citation from the State of CT thanking her for over fifty-years of service to the Town of Kent.

Mr. Adams called the meeting to order at 4:37 p.m.

The Pledge of Allegiance was recited.

Add to agenda/approve agenda:

Mr. Adams made a motion to approve the agenda for the November 2, 2015 BOS meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Approval of Minutes:

Mr. Adams made a motion to approve the following minutes, as submitted:

- October 6, 2015 Regular meeting
- October 8, 2015 Special meeting
- October 15, 2015 Town meeting

Mr. VanValkenburg seconded the motion and the motion carried.

Public Communication:

Oral: None.

Written: Mr. Adams stated that there is one written correspondence:

- October 30, 2015 memo from Lesly Ferris listing the Senior activities during the month of October

Report of First Selectman:

Mr. Adams reported on the following things he did during the month of October:

- Breast Cancer awareness ceremony at Town Hall
- Attended public hearing on closure of The Kent
- Grandparent's Day at Kent Center School
- CCM Convention in Hartford
- Conference call on Transportation plan
- DOT hearing on Railroad bridge replacement
- Met with Weantinogue LT on grant application

Meetings covered by the BOS – group or individual

- COG – Bruce
- BOS - full BOS
- Chamber – Bruce

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 NOV -6 A 8:59

BY
TOWN CLERK

- BOF - Bruce
- Safety Committee – Bruce
- Town Meeting – full BOS
- P&Z meeting on new zoning regs – Bruce

Police Report:

Trooper Fisher continues to do an exemplary job. He is proactive and is really getting to know the town.

A number of residents and business owners have commented on his demeanor and visibility. He worked with the Chamber on changes to make the Pumpkin Run safer.

Report of Selectmen:

Mrs. Williams had nothing to report.

Mr. VanValkenburg had nothing to report.

Report of Treasurer:

Ms. Herbst did not attend the meeting. She provided the attached report.

Tax Refunds:

Mr. Adams made a motion to approve the following tax refund:

- Stephen Pener \$9.53

Mr. VanValkenburg seconded the motion and the motion carried.

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

Mr. Adams reported that there were two employees who attended a seminar/workshop:

Lesly Ferris attended the CT Recreational and Parks Association Fall Quarterly in Wallingford and provided the written report (attached).

Mr. Adams reported that he attended the CCM Annual Convention in Hartford. He attended three workshops:

- Incentive Economic Growth
- Legal pitfalls municipal leaders should avoid
- Fraud risk assessment

The keynote speaker, Dr. Benjamin Barber discussed his book, *If Mayors Ruled the World: Dysfunctional Nations, Rising Cities*.

Municipal Grant for the Control of Aquatic Species: North Spectacle Pond:

Mr. Adams reported that he met with Mrs. Herbst and Mrs. Rawson to discuss Weantinoge Heritage Land Trust, Inc.'s request for the Town to submit an application for a Municipal Grant for the Control of Aquatic Species: North

Spectacle Pond. Mr. Adams reported that there would be no cost to the Town for the \$13,850.00 grant. Mr. Adams made a motion to join Weantinog Heritage Land Trust in submitting a grant application to DEEP in the amount of \$13,850.00 for a Municipal Grant for the Control of Aquatic Species: North Spectacle Pond. Mr. VanValkenburg seconded the motion and the motion carried.

Kent Historical Society – Time capsule:

Zanne Charity of the Kent Historical Society requested formal approval from the Board of Selectmen for burial at Town Hall of the Time Capsule presented to the Town last fall, to be opened on the occasion of the Town's 300th birthday. They would like to see it buried behind the "Kent Town Hall" sign, between the sign and the walkway to the front entrance. Mr. Adams made a motion to approve the burial of the time capsule in the garden by the flagpole at Town Hall. Mrs. Williams seconded the motion and the motion carried.

Appointments:

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

Municipal Agent	Leah Pullaro	2-year term	11/30/2017
P&Z -Alternate	Anne McAndrew	2-year term	11/30/2017
	Marc		
P&Z -Alternate	Weingerten	2-year term	11/30/2017
P&Z -Alternate	Rich Chavka	2-year term	11/30/2017
Town Attorney	Randall DiBella	2-year term	11/30/2017
Animal Control Officer	Lee Sohl	1-year term	11/30/2016
Tree Warden	Bruce Bennett	1-year term	11/30/2016
Animal Control Off Asst.	James Sohl	1-year term	11/30/2016
Emergency Management-Director	Brian Hunt	2-year term	11/30/2017
Emergency Management-Deputy	Susie Rundall	2-year term	11/30/2017
Conservation Comm.	Rick Levy	3-year term	12/3/2018
	Wendy B.		
Conservation Comm.	Murphy	3-year term	12/3/2018

Mr. VanValkenburg seconded the motion. Mrs. Williams expressed her concerns regarding the motions that were prepared by the Town Attorney for the last Town Meeting. She stated that she would like to discuss the options for Town Attorney before reappointing Mr. DiBella. Mr. Adams amended his motion to remove the re-appointment of Randall DiBella for Town Attorney. Mrs. Williams seconded the amended motion and the motion carried.

Mrs. Williams suggested scheduling a special meeting to discuss the Town Attorney appointment.

Public Restroom/Visitor Center sub-committee:

Mr. Adams made a motion to create a Public Restroom/Visitor Center Sub-committee with the following five members:

- Mike VanValkenburg
- Roland Levesque
- John Baker
- Merle Koblenz
- Mike Everett

Mrs. Williams seconded the motion and the motion carried.

Mr. Adams made a motion to charge the Public Restroom/Visitor Center Sub-committee with the following charge:

- To bring a recommendation to the Board of Selectmen for the development of 0 Railroad Street lot with public restrooms, visitor center/kiosk and off-street parking.

Mr. VanValkenburg seconded the motion and the motion carried.

Election Day – Town Hall Offices:

Mr. Adams reported that Town Hall would be closed on Tuesday, November 3, 2015 for Election Day. He stated that while the building was built with a separate entrance for elections, due to additional responsibilities assigned to the Registrars of Voters the offices should not be opened. Mr. Adams asked the Board of Selectmen if they would like to make a motion to close Town Hall on all Election Days moving forward. No action taken.

Accepting/hanging art in Town Hall:

Mr. Adams stated that he received a request to hang a piece of art in Town Hall. Mrs. Williams made a motion to take art containing Kent veterans on a rotating loan for a limited time on a location in Town Hall to be determined by the Board of Selectmen. Mr. VanValkenburg seconded the motion and the motion carried.

Review of Job Descriptions:

Mrs. Williams made a motion to approve the following job descriptions, as submitted:

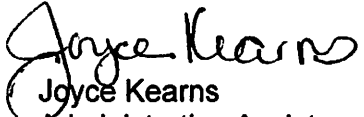
- Town Clerk
- Assistant Town Clerk
- First Selectman

Mr. VanValkenburg seconded the motion and the motion carried.

Status of F.O.I. Complaint dated June 3, 2015:

Mr. Adams stated that the F.O.I. Hearing Officer has not issued a report to date.

Mr. VanValkenburg made a motion to adjourn the meeting at 5:29 p.m. Mr. Adams seconded the motion and the motion carried.


Joyce Kearns
Administrative Assistance

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
REVISED**

**BOARD OF SELECTMEN
REGULAR MEETING**

**November 2, 2015
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 October 6, 2015 Regular meeting
 - b October 8, 2015 Special meeting
 - c October 15, 2015 Town 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 Municipal Grant for the Control of Aquatic Species: North Spectacle Pond
 - b Kent Historical Society – Time capsule
 - c Appointments – see attached
 - d Public Restroom/Visitor Center sub-committee
 - e Election Day – Town Hall Offices
 - f Accepting/hanging art in Town Hall
12. Old Business
 - a Review of Job Descriptions
 - b Status of F.O.I. Complaint dated June 3, 2015
13. Adjourn

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 OCT 29 A 11:09

B. D. Dwyer Jr.
TOWN CLERK

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: Oct. 30, 2015

Re: Senior activities

The following special activities took place at the Kent Senior Center during October 2015:

2, 9, 16, 23, 30 – Friday Senior Lunch, including Diabetes Prevention program on the 16th and Halloween party on the 30th
7 – New Milford VNA monthly blood pressure clinic
21 – Salisbury VNA monthly wellness clinic
28 – Halloween Party

10/30/15

TOWN OF KENT
Actual vs. Budget
 July through October 2015

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Gross Revenue	7,345,376.06	12,599,501.00	-5,254,124.94	58.3%
Expense				
A - General Government	565,981.35	1,191,440.00	-625,458.65	47.5%
B - Public Safety	25,027.43	162,587.00	-137,559.57	15.39%
C - Public Works	379,095.32	1,513,164.00	-1,134,068.68	25.05%
D - Health and Welfare	44,149.87	88,690.00	-44,540.13	49.78%
E - Recreation	73,512.02	197,611.00	-124,098.98	37.2%
F - Sanitation	32,294.72	110,599.00	-78,304.28	29.2%
G - Board of Education	1,823,952.80	6,978,516.00	-5,154,563.20	26.14%
H - Debt Service	196,987.25	693,194.00	-496,206.75	28.42%
I - Transfer to Capital	726,200.00	726,200.00	0.00	100.0%
J - Transfer to Dog Fund	7,500.00	7,500.00	0.00	100.0%
K - Current Year Capital Projects	900,000.00	900,000.00	0.00	100.0%
Total Expense	<u>4,774,700.76</u>	<u>12,569,501.00</u>	<u>-7,794,800.24</u>	<u>37.99%</u>
L - Transfer to Schaghticoke Litiga	<u>30,000.00</u>	<u>30,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Revenue and Expense	<u><u>2,540,675.30</u></u>	<u><u>0.00</u></u>	<u><u>2,540,675.30</u></u>	<u><u>100.0%</u></u>

This is a condensed version of the Actual vs. Budget report. Since your meeting is the 2nd day of the month, all expenses for the prior month have not yet been captured as of the printing of this report.

Based on the position of the budget calendar, and if all things were equal, the departments should be at 33% of their budgets.

There are no material changes from the prior month report, all Departments remain within budget at this time.

As has been discussed previously, the Litigation Fees have exceeded the budgeted amount by \$3,516.13.

The Board of Finance is receiving monthly updates on the status of the Litigation costs, at their October meeting they informally agreed to wait on a budget transfer at this point.

Two issues are driving the Litigation costs, one is the now resolved Tax Appeal brought by "The Kent", the other is a ZBA appeal referred to as the "Mauri Appeal". Below is a statement I received from the Donna Hayes the CZEO (Land Use Officer) regarding the status of that appeal.

"The original trial date of October 15, 2015 was postponed until February, 2016. This is due to the fact that the plaintiff's attorney petitioned the court to allow the submission of additional information. The court granted his petition; the postponement of the trial is to allow the additional submission as well as providing additional time for our attorney to provide his answer.

On the reverse of this report is a detail listing of the litigation costs to date. \$5,000 was budgeted for this expense.

Barbara E. Harlow
 Treasurer Town of Kent

10/30/15

TOWN OF KENT
Litigation Fees Detail
 July through October 2015

Date	Name	Memo	Debit
A - General Government			
051-000 - ATTORNEY FEES			
051-413 - Litigation			
08/01/2015	Cramer & Anders...	Attorney fees: Re: tax appeal - Kent Realty LLC services rendered through 8/1/15	955.00
08/11/2015	Murtha Cullina LLP	ZBA: litigation Mauri appeal services through 7/31/15	607.50
09/01/2015	Cramer & Anders...	Atty fees: Tax Appeal Kent Realty LLC services rendered thru 9/1/15	703.00
09/10/2015	Murtha Cullina LLP	ZBA: litigation Mauri appeal services through 8/31/15 (11.5 hours)	2,586.00
10/01/2015	Cramer & Anders...	Litigation: Tax Appeal Kent Realty LLC services rendered through 10/1/15	1,409.50
10/22/2015	Murtha Cullina LLP	ZBA: Mauri Appeal professional services through Sep 30, 2015	2,255.13
Total 051-413 - Litigation			8,516.13
Total 051-000 - ATTORNEY FEES			8,516.13
Total A - General Government			8,516.13
TOTAL			8,516.13

Kent Park and Recreation

Lesly Ferris, Director
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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: Oct. 7, 2015

Re: Workshop report

I attended the Oct. 6, 2015 Connecticut Recreation and Parks Association Fall Quarterly in Wallingford. The morning session focused on basketball leagues and training youth sports coaches. The afternoon session discussed getting back to the basics of play for youth.

I learned some strategies and ideas that could be incorporated into our recreational basketball programs and some new ideas for ways to introduce play into the lives of children. Both speakers' power point presentations will be emailed to participants.

I also had an opportunity to network with other recreation professionals during the break and at lunch.

Thank you.

TO: Kent Board of Selectmen

FROM: North Spectacle Lake Association

DATE: November 1, 2015

RE: Fanwort Control to Protect West Aspetuck Headwaters and Rare Species in North Spectacle Pond, Kent, CT

We support the Town's application for a grant to the CT Department of Energy and Environmental Protection (DEEP) to complete an aquatic invasive species control and management project. The goal of this program is to conserve the state's water resources by providing additional opportunities for the control and prevent the establishment of aquatic invasive species.

The grant will help control a growing fanwort (*Cabomba caroliniana*) infestation in the 130-acre North Spectacle Pond. This Pond protects some of the last known state habitat for three endangered, two threatened, and one special concern species and a significant natural community. The Pond also forms the important headwaters of the state-designated *Class AA* West Aspetuck River—a potential drinking water source, one of the last refuges in the State for native brook trout, and one of 12 special places designated under the Federal Highlands Act. This fanwort infestation threatens the ecological, recreational, scenic, and economic values of not only North Spectacle Pond, but of the West Aspetuck River and its watershed, and requires timely control with much needed CT DEEP grant assistance.

In an effort to keep the pond and the greater Aspetuck River Watershed healthy, the Association, in collaboration with a limnologist (who has been monitoring the aquatic plant life since 2006), has been monitoring and attempting to manage the fanwort for a few years now. Up to the present time, we have been able to hand pull the fanwort, but these efforts have not been successful in restraining the infestation. It has become apparent that we need additional assistance and, as such, we fully support the application. Once the grant term is complete, the Association will continue to remediate the fanwort and monitor the health of the pond.

As mentioned in the proposal, this project is representative of collaborative efforts between the state, the Town of Kent, homeowners (the Association), Weantinoge, and the camps that rely on the health of North Spectacle Pond. By obtaining a CT DEEP grant, we will be able to continue to protect endangered, threatened, and special concern species on the pond, and help maintain the West Aspetuck River as a state designated *Class AA* waterbody.

Bruce Adams, First Selectman
Town of Kent, Connecticut

October 28, 2015

Dear Bruce and Fellow Selectmen,

I am writing on behalf of the Kent Historical Society to request formal approval from the Board of Selectmen for burial at Town Hall of the Time Capsule presented to the Town last fall, to be opened on the occasion of the Town's 300th birthday.

The Kent Historical Society created the Time Capsule with partial funding from the Town, and with contributions of writings, photographs, drawings, and other materials from Kent's schools and school children, businesses, organizations and individuals. It was presented to the people of Kent at the "Double Birthday Celebration" hosted by the Historical Society to commemorate the 275th Anniversary of Kent's founding and the Historical Society's 60th birthday, with the understanding that the Time Capsule would be buried on Town property.

With permission of the Selectmen, we hope to have the Time Capsule in the ground in time for our Annual Meeting at Town Hall on November 15th. We would like very much to see it buried behind the "Kent Town Hall" sign, between the sign and the walkway to the front entrance, where it would be out of the way but visible to passers-by.

In order to remind future Selectmen and Kent residents to recover and open the Time Capsule in 2039, we have commissioned a small, flat 8" x 14" bronze plaque to mark its location, to be mounted flush with the ground. A mock-up of the plaque wording is attached.

We would be very grateful if someone from the Town could dig the hole for the Time Capsule itself, which is approximately 33" x 26" x 12"h, but will see if we can find a volunteer or two to dig if necessary. We understand that "Call Before You Dig" must be contacted first, and need to understand the process for how something like that is arranged at Town Hall.

I look forward to hearing from you after the Selectmen have met.

Sincerely,

Zanne Charity, Trustee
Kent Historical Society
charityz@kenthistoricalsociety.org

2014

HERE LIES A TIME CAPSULE
PRESENTED TO THE PEOPLE OF KENT
BY THE KENT HISTORICAL SOCIETY
TO BE OPENED WHEN THE TOWN
CELEBRATES ITS 300th BIRTHDAY IN

2039

TOWN OF KENT TOWN CLERK

Position Summary: Follow all requirements that are defined by Connecticut State Status to support the official records maintained by the Town Clerk's Office.

Reports to:

This is an elected position. Incumbent is responsible to the electors of the Town.

Direct reports:

Provides immediate supervision to part-time clerks.

Hours of Work:

Full-time elected position salaried for a four (4) year term.

Hours of work: 30 per week

Posted office hours: Monday - Thursday 9:00 a.m. – 4:00 p.m.

Friday 9:00 a.m. – 12:00 p.m.

Essential Job Functions:

- Performs tasks and procedures related to statutes, ordinances and principles of the Office of Town Clerk.
- Reads, interprets and implements legislation affecting the Town Clerk's office.
- Prepares the department annual budget and conducts departmental financial management.
- Manage hard copy and computerized archival information.
- Provide customer service and maintain effective working relationships with Town officials, associates and the public.
- Calculate, collect and report all fees received.
- Must be bondable in accordance with the General Statutes of the State of Connecticut.
- Must be a resident elector of the Town of Kent and must meet the eligibility criteria according to State Statues.

Desirable Job Qualifications:

- Training or ability to be trained in records management; vital statistic processing and record keeping which are govern by State Statues and Town Ordinance.
- Computer literacy with knowledge of Microsoft Word, Microsoft Excel and other computer programs utilized within the Town Clerk's office.
- Concentrate on detail with constant interruptions.
- Distinguish between public and confidential information and handle appropriately.
- A minimum of a high school or equivalent degree.

Physical Conditions:

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

Approved by the Board of Selectmen:

11/2/15

**TOWN OF KENT
ASSISTANT TOWN CLERK**

Position Summary:

To work in a supportive role to the Town Clerk. Follow all requirements that are defined by Connecticut State Statutes to support the official records maintained by the Town Clerk's Office.

Reports to:

Work under the direct supervision of the Clerk.

Hours of Work:

Part-time appointed hourly position.

Hours of work:

Varies with office needs.

Essential Job Functions:

- Provide customer service and maintain effective working relationships with Town officials, associates and the public.
- Calculate, collect and report all fees received.

Job Qualifications:

- Training or ability to be trained in tasks and procedures related to statutes, ordinances and principles of the Office of Town Clerk.
- Computer literacy with knowledge of Microsoft Word, Microsoft Excel and other computer programs utilized within the Town Clerk's office.
- Concentrate on detail with constant interruptions.
- Distinguish between public and confidential information and handle appropriately.

Physical Conditions:

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

Approved by the Board of Selectmen:

11/2/15

TOWN OF KENT FIRST SELECTMAN

Position Summary:

As chief executive officer of the Town, is responsible for the operation of a variety of municipal services and functions in accordance with local laws, ordinances, state statutes, and policies of the Board of Selectmen.

Reports to:

This is an elected position. Incumbent is responsible to the electors of the town.

Direct reports:

Provides immediate supervision to the Administrative Assistant.

Hours of Work:

Full-time salaried position.

Essential Job Functions:

General Duties:

- Serves as chairperson to the Town Board of Selectmen, which superintends the concerns of the Town, adjusts and settles all claims against it and draws orders on the Treasurer for their payment.
- Implements the policies adopted by the Board of Selectmen.
- Is an ex-officio member of all Town boards, commissions and committees.
- Serves as the Chief of Police, personnel Director and Trustee of the Pension Plan.
- Supervises the financial management of the Town government including: budget preparation, expenditure control, short-term investments, and financial planning.
- Answers questions about Town governmental operations raised by the public.

Qualifications:

- Considerable knowledge of all facets of municipal governmental operations.
- Good knowledge of public administration principles and practices.
- Good knowledge of municipal financial management.
- Good knowledge of office practices and procedures.
- Good ability to schedule, supervise and evaluate the work of others.
- Considerable ability to establish and maintain effective working relationships with Federal, State and Town Officials, with associates, and with general public.
- Must be a resident elector of the Town of Kent.
- Must meet the eligibility criteria according to State Statutes.
- Must be elected biennially.