

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, November 10, 2020**

Public Hearing – 7:00 p.m.

2021 Tentative Budget

Workshop/Meeting

1. Pledge of Allegiance
2. Discussion and/or Vote on the following:
 - a. Mining discussion
 - b. LISC “Zombie” and Vacant Properties Remediation and Prevention Initiative
 - c. Palmer Lake Wastewater Planning Assistance Project
 - d. Promotion of Sanitation Laborer
 - e. LCPD – seasonal disposal of items in Lifeguard garage, resignation of Advisory Board member
 - f. Driveway Bond Release
 - g. Approval of Vouchers and Claims
3. Announcements
4. Public Comment

Overview of 2021 Tentative Budget

Taxes

There are no tax increases in the town-wide 2021 Tentative Budget.

There is a 1.21% increase in Kent Fire District. All other existing districts remained the same.

Town Retirement Contributions

For NYS fiscal year ending March 31, 2021 New York State Retirement contribution rates for ERS and PFRS increased approximately 2.35% and 6.04%, respectively.

The projected state fiscal year ending March 31, 2022 ERS and PFRS rates increased significantly. The increase is projected at approximately 12.57% and 20.88%, for ERS and PFRS, respectively, when compared to fiscal year 2021.

Health Insurance Contributions

As health insurance costs continue to increase and with the uncertainty surrounding COVID-19, the Town estimated a NYSHIP increase of 5% in the 2021 Tentative Budget.

Salary Increases

The 2021 Tentative Budget has modest salary increases in the personnel lines based upon contracts in effect.

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General Fund

	ORIGINAL BUDGET 2020	TENTATIVE STAGE 2021	VARIANCE to 2020
Revenue			
Taxes	\$ 7,921,797	\$ 7,921,797	\$ -
Other Income	\$ 2,303,466	\$ 2,203,462	\$ (100,004)
Total	\$ 10,225,263	\$ 10,125,259	\$ (100,004)
Expense			
Personnel	\$ 4,329,800	\$ 4,342,050	\$ 12,250
Benefits	\$ 2,698,101	\$ 2,744,113	\$ 46,012
Equipment	\$ 123,871	\$ 95,971	\$ (27,900)
Contractual	\$ 2,770,413	\$ 2,761,974	\$ (8,439)
Bonds/Interest	\$ 293,850	\$ 280,750	\$ (13,100)
Transfer Capital	\$ 410,000	\$ -	\$ (410,000)
Transfer to other funds	\$ 127,933	\$ 124,386	\$ (3,547)
Total	\$ 10,753,968	\$ 10,349,244	\$ (404,724)
Fund Balance	\$ 528,705	\$ 223,985	\$ (304,720)

General Fund Revenue

No tax increases in the 2021 Tentative Budget.

General Fund Expenses

All general fund department heads were asked to review and submit budgets. In 2020 and 2021 the General Fund transferred \$127,933 and \$124,386, respectively, to the Highway Fund for equipment purchases and other capital items. In 2020 the General Fund also

budgeted to transfer \$410,000 to the capital fund for various projects, including the retaining wall construction at Edward Ryan's Memorial Park, Huestis Park improvements, Town beautification.

General Fund Balance

In 2018, the General Fund used approximately \$550,000 of its total fund balance, all to fund emergency clean-up costs from the Spring 2018 tornado as well as higher than anticipated snow expenditures. At the end of 2019 the total General Fund fund balance represented 47.2% of total General Fund appropriations. The Town anticipates to finish the current year breaking even with the adopted 2020 budget. Even though it has been a challenging year due to COVID-19 and the Town has experienced related loss of revenue in certain departments, the Town has been able to generate some savings in other areas to offset the losses. In 2021, the budget reflects the expenditures which call for the use of fund balance in the amount of \$223,985, of which \$124,386 will be transferred to the Highway Fund for capital items, \$38,350 will be transferred from assigned fund balance no longer needed and the remainder will be used to offset current year appropriations. The Town proposes no increase in taxes in the General Fund Budget for a seventh consecutive year.

Highway Fund

	ORIGINAL BUDGET 2020	TENTATIVE STAGE 2021	VARIANCE to ORIGINAL 2020
Revenue			
Taxes	\$ 3,570,420	\$ 3,570,420	\$ -
Other Income	\$ 18,000	\$ 28,000	\$ 10,000
Transfer from General Fund	\$ 127,933	\$ 124,386	\$ (3,547)
Total	\$ 3,716,353	\$ 3,722,806	\$ 6,453
Expense			
Personnel	\$ 1,587,010	\$ 1,631,640	\$ 44,630
Benefits	\$ 1,102,287	\$ 1,078,009	\$ (24,278)
Equipment	\$ 10,000	\$ 10,000	\$ -
Contractual	\$ 931,435	\$ 909,952	\$ (21,483)
Debt/P&I	\$ 85,621	\$ 93,205	\$ 7,584
Total	\$ 3,716,353	\$ 3,722,806	\$ 6,453
Fund Balance	\$ -	\$ -	\$ -

Expenses

The Highway Fund Tentative budget for 2021 includes a modest increase in appropriations. The equipment purchases are budgeted at only \$10,000. The 2021 Tentative budget assumes any major equipment purchases will be bonded. Personnel service costs reflect a higher budget than 2020, partially based on contractual salary increases and a history of snow clean-up costs.

Fund Balance

Equipment

\$124,386 of transfer from General Fund in the 2021 Tentative Budget is partially being used to offset the capital budget and financing costs for 2020 bond anticipation note interest of \$37,500 and a fourth annual capital lease payment for pickup trucks of \$55,705. At the time of the Tentative Budget preparation the Town anticipates that the Highway fund will finish the current year with a budgetary savings of approximately \$150,000.

Town of Kent
2021 Tentative Budget

CODE	FUND	APPROPRIATIONS AND PROVISIONS FOR OTHER USES	APPROPRIATIONS AND PROVISIONS FOR OTHER USES	LESS ESTIMATED REVENUES	LESS UNEXPENDED BALANCE (USE OF FB)	2021 AMOUNT TO BE RAISED BY TAXATION	INCREASE (DECREASE) PERCENTAGE	INCREASE (DECREASE)	2020 AMOUNT TO BE RAISED BY TAXATION
A	GENERAL	\$ 10,349,244	\$ 10,349,244	\$ 2,203,462	\$ 223,985	\$ 7,921,797	0.00%	\$ -	\$ 7,921,797
DA	HIGHWAY	\$ 3,722,806	\$ 3,722,806	152,386	-	3,570,420	0.00%	-	3,570,420
	Subtotal	14,072,050	14,072,050	2,355,848	223,985	11,492,217	0.00%	-	11,492,217
SPECIAL DISTRICTS									
SF1	LAKE CARMEL FIRE PROTECTION DISTRICT #1	990,878	990,878	-	-	990,878	0.00%	-	990,878
SF2	KENT FIRE DISTRICT #1 (*)	495,310	495,310	-	-	495,310	1.21%	5,910	489,400
SP1	LAKE CARMEL PARK DISTRICT	629,999	629,999	8,282	62,120	569,597	0.00%	-	569,597
SP2	LAKE TIBET PARK DISTRICT	39,900	39,900	335	24,566	15,000	0.00%	-	15,000
G	KENT SEWER DISTRICT	110,200	110,200	200	-	110,000	0.00%	-	110,000
SR	LAKE CARMEL SANITATION	1,655,777	1,655,777	12,000	73,000	1,570,777	0.00%	-	1,570,777
	Subtotal Special Districts	3,922,064	3,922,064	20,817	149,686	3,751,562	0.16%	5,910	3,745,652
WATER DISTRICTS									
SW1	WATER DISTRICT #1	\$ 41,630	41,630	-	\$(11,742)	53,372	0.00%	-	53,372
SW2	WATER DISTRICT #2	\$ 28,315	28,315	150	1,752	26,413	0.00%	-	26,413
	Subtotal Water Districts	69,945	69,945	150	\$(9,990)	79,785	0.00%	-	79,785
	TOTAL \$	18,084,059	18,084,059	2,376,816	363,680	15,323,564	0.04%	5,910	15,317,654

**2021 Tentative Budget
Fund Balance Projection**

CODE	FUND	Fund Balance 12/31/2019	Amount Used 2020 Budget + ADJ	Budgeted Fund Balance 12/31/2020	Amount Used 2021 Budget Tentative	Tentative Budget Fund Balance 12/31/2021	2021 Appropriations Tentative	% Fund Balance
A	GENERAL	\$ 5,011,941	\$ 528,705	\$ 4,483,236	\$ 223,985	\$ 4,259,251	\$ 10,349,244	41%
DA	HIGHWAY	\$ 90,995	-	\$ 90,995	\$ -	\$ 90,995	\$ 3,722,806	2%
	Subtotal	<u>5,102,936</u>	<u>528,705</u>	<u>4,574,231</u>	<u>223,985</u>	<u>4,350,246</u>	<u>14,072,050</u>	<u>31%</u>
SPECIAL DISTRICTS								
SF1	LAKE CARMEL FIRE PROTECTION DISTRICT #1	20,672	-	\$ 20,672	-	\$ 20,672	990,878	2%
SF2	KENT FIRE DISTRICT #1 (*)	12,846	-	\$ 12,846	-	\$ 12,846	495,310	3%
SP1	LAKE CARMEL PARK DISTRICT	607,404	36,703	\$ 570,701	52,120	\$ 518,581	629,999	82%
SP2	LAKE TIBET PARK DISTRICT	73,464	28,065	\$ 45,399	24,565	\$ 20,834	39,900	52%
G	KENT SEWER DISTRICT	55,335	40,000	\$ 15,335	-	\$ 15,335	110,200	14%
SR	LAKE CARMEL SANITATION	<u>528,129</u>	<u>43,557</u>	<u>\$ 484,572</u>	<u>73,000</u>	<u>\$ 411,572</u>	<u>1,685,777</u>	<u>25%</u>
	Subtotal Special Districts	<u>1,297,850</u>	<u>148,325</u>	<u>1,149,525</u>	<u>149,685</u>	<u>999,840</u>	<u>3,922,064</u>	<u>28%</u>
WATER DISTRICTS								
SW1	WATER DISTRICT #1	\$ (46,398)	(11,802)	\$ (34,596)	(11,742)	\$ (22,854)	\$ 41,630	-55%
SW2	WATER DISTRICT #2	\$ 73,159	1,752	\$ 71,407	1,752	\$ 69,655	\$ 28,315	246%
	Subtotal Water Districts	<u>26,761</u>	<u>(10,050)</u>	<u>36,811</u>	<u>(9,990)</u>	<u>46,801</u>	<u>69,945</u>	<u>67%</u>
	TOTALS	<u>\$ 6,427,547</u>	<u>\$ 666,980</u>	<u>\$ 5,760,567</u>	<u>\$ 363,680</u>	<u>\$ 5,396,887</u>	<u>\$ 18,064,059</u>	<u>30%</u>

<u>Officer</u>	<u>Year 2013</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2014</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2014</u> <u>Revised</u> <u>Budget</u>	<u>Year 2015</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2016</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2017</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2018</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2019</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2020</u> <u>Adopted</u> <u>Budget</u>	<u>Year 2021</u> <u>Tentative</u> <u>Budget</u>
Supervisor	\$ 61,273	\$ 62,345	\$ 61,273	\$ 61,273	\$ 61,273	\$ 61,273	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500
Town Clerk	\$ 61,537	\$ 62,614	\$ 62,614	\$ 62,614	\$ 62,614	\$ 62,614	\$ 63,867	\$ 63,867	\$ 63,867	\$ 63,867
Town Council (4)	\$ 16,996	\$ 17,293	\$ 16,996	\$ 16,996	\$ 16,996	\$ 16,996	\$ 17,336	\$ 17,336	\$ 17,336	\$ 17,336
Town Justice (2)	\$ 26,248	\$ 26,707	\$ 26,707	\$ 26,707	\$ 26,707	\$ 26,707	\$ 27,242	\$ 27,242	\$ 27,242	\$ 27,242
Highway Supt.	\$ 79,603	\$ 79,603	\$ 79,603	\$ 79,603	\$ 79,603	\$ 79,603	\$ 81,196	\$ 81,196	\$ 81,196	\$ 81,196
Tax Collector	\$ 37,472	\$ 38,128	\$ 38,128	\$ 38,128	\$ 38,128	\$ 38,128	\$ 38,891	\$ 38,891	\$ 38,891	\$ 38,891

Equalized Total Assessed Value 1,835,363,478

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
12100	NYS - GENERALLY	RPTL 404(1)	1	1,109,657	0.06
13100	CO - GENERALLY	RPTL 406(1)	24	5,079,350	0.28
13500	TOWN - GENERALLY	RPTL 406(1)	171	24,399,039	1.33
13800	SCHOOL DISTRICT	RPTL 408	3	16,309,351	0.89
13850	BOCES	RPTL 408	3	1,128,209	0.06
14100	USA - GENERALLY	RPTL 400(1)	5	1,295,233	0.07
25110	NONPROF CORP - RELIG(CONST PRI	RPTL 420-a	28	39,714,202	2.16
25120	NONPROF CORP - EDUC(CONST PR	RPTL 420-a	4	1,315,628	0.07
25130	NONPROF CORP - CHAR (CONST PRI	RPTL 420-a	13	13,785,892	0.75
26050	AGRICULTURAL SOCIETY	RPTL 450	1	166,466	0.01
26250	HISTORICAL SOCIETY	RPTL 444	3	155,867	0.01
26400	INC VOLUNTEER FIRE CO OR DEPT	RPTL 464(2)	3	3,673,316	0.20
27350	PRIVATELY OWNED CEMETERY LANI	RPTL 446	10	357,638	0.02
33201	TAX SALE - COUNTY OWNED	RPTL 406(5)	95	4,719,726	0.26
41001	VETERANS EXEMPTION INCR/DECR	RPTL 458(5)	70	4,210,122	0.23
41120	ALT VET EX-WAR PERIOD-NON-COMI	RPTL 458-a	232	9,419,829	0.51
41121	ALT VET EX-WAR PERIOD-NON-COMI	RPTL 458-a	6	272,910	0.01
41130	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	139	9,425,576	0.51
41131	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	4	260,493	0.01
41140	ALT VET EX-WAR PERIOD-DISABILI	RPTL 458-a	69	5,250,333	0.29
41141	ALT VET EX-WAR PERIOD-DISABILI	RPTL 458-a	4	293,819	0.02
41161	COLD WAR VETERANS (15%)	RPTL 458-b	58	696,000	0.04
41171	COLD WAR VETERANS (DISABLED)	RPTL 458-b	4	79,326	0.00
41690	VOLUNTEER FIREFIGHTERS AND AM	RPTL 466-c,d,e,f,g,h&i	38	114,021	0.01
41730	AGRIC LAND-INDIV NOT IN AG DIS	AG MKTS L 306	4	631,927	0.03
41800	PERSONS AGE 65 OR OVER	RPTL 467	127	12,935,452	0.70
41801	PERSONS AGE 65 OR OVER	RPTL 467	2	138,751	0.01

Equalized Total Assessed Value 1,835,363,478

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
41930	DISABILITIES AND LIMITED INCOM	RPTL 459-c	14	1,055,270	0.06
41931	DISABILITIES AND LIMITED INCOM	RPTL 459-c	2	142,082	0.01
47460	FOREST LAND CERTD AFTER 8/74	RPTL 480-a	7	502,317	0.03
47613	BUSINESS INVESTMENT PROPERTY	RPTL 485-b	2	219,178	0.01
50000	SYSTEM CODE	STATUTORY AUTH NOT DEFINED	1	57,753	0.00

Total Exemptions Exclusive of

System Exemptions:

Total System Exemptions:

Totals:

1,146	158,856,980	8.66
1	57,753	0.00
1,147	158,914,733	8.66

Values have been equalized using the Uniform Percentage of Value. The Exempt amounts do not take into consideration, payments in lieu of taxes or other payments for municipal services.

Amount, if any, attributable to payments in lieu of taxes: _____

TOWN OF KENT

Budget Preparation Report

Fiscal Year: 2021 Period From: 1 To: 12

Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
A.1001	REAL PROPERTY TAXES	7,874,585.97	7,865,531.72	7,921,797.00	7,921,797.00	7,921,795.69	7,921,797.00	7,921,797.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	<u>7,874,585.97</u>	<u>7,865,531.72</u>	<u>7,921,797.00</u>	<u>7,921,797.00</u>	<u>7,921,795.69</u>	<u>7,921,797.00</u>	<u>7,921,797.00</u>	<u>0.00%</u>
Item 1090	INTEREST/PENALTY RE TAX								
A.1090	INTEREST/PENALTY RE TAX	42,899.34	56,933.40	45,000.00	45,000.00	41,644.57	45,000.00	45,000.00	0.00%
Total Item 1090	INTEREST/PENALTY RE TAX	<u>42,899.34</u>	<u>56,933.40</u>	<u>45,000.00</u>	<u>45,000.00</u>	<u>41,644.57</u>	<u>45,000.00</u>	<u>45,000.00</u>	<u>0.00%</u>
Item 1170	FRANCHISE FEES								
A.1170.001	FRANCHISE FEES - VERIZON..	188,454.43	188,806.08	190,000.00	190,000.00	90,775.02	190,000.00	190,000.00	0.00%
A.1170.002	FRANCHISE FEES - COMCAST..	89,651.15	86,011.71	90,000.00	90,000.00	41,636.51	85,000.00	85,000.00	-5.56%
A.1170.003	FRANCHISE FEES - CABLEVISION..	667.00	559.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%
Total Item 1170	FRANCHISE FEES	<u>278,772.58</u>	<u>275,376.79</u>	<u>281,000.00</u>	<u>281,000.00</u>	<u>132,411.53</u>	<u>276,000.00</u>	<u>276,000.00</u>	<u>-1.78%</u>
Item 1232	TAX COLLECTOR FEES								
A.1232	TAX COLLECTOR FEES	5,016.50	8,686.17	5,200.00	5,200.00	0.00	5,200.00	5,200.00	0.00%
Total Item 1232	TAX COLLECTOR FEES	<u>5,016.50</u>	<u>8,686.17</u>	<u>5,200.00</u>	<u>5,200.00</u>	<u>0.00</u>	<u>5,200.00</u>	<u>5,200.00</u>	<u>0.00%</u>
Item 1255	CLERK FEES								
A.1255	CLERK FEES	2,259.68	6,456.73	4,000.00	4,000.00	957.48	4,000.00	4,000.00	0.00%
Total Item 1255	CLERK FEES	<u>2,259.68</u>	<u>6,456.73</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>957.48</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00%</u>
Item 1289	OTHER GENERAL DEPT INCOME								
A.1289	OTHER GENERAL DEPT INCOME	6,750.00	5,550.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00%
A.1289.501	CENTRAL GARAGE CHARGEBACKS..	279,232.62	275,493.06	325,000.00	325,000.00	130,199.11	300,000.00	300,000.00	-7.69%
Total Item 1289	OTHER GENERAL DEPT INCOME	<u>285,982.62</u>	<u>281,043.06</u>	<u>327,500.00</u>	<u>327,500.00</u>	<u>130,199.11</u>	<u>302,500.00</u>	<u>302,500.00</u>	<u>-7.63%</u>
Item 1520	POLICE DEPT FEES								
A.1520	POLICE DEPT FEES	1,170.00	1,212.09	1,000.00	1,000.00	410.00	1,000.00	1,000.00	0.00%

TOWN OF KENT

Budget Preparation Report

Fiscal Year: 2021 Period From: 1 To: 12

Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type R	Revenue								
Item 1520	POLICE DEPT FEES								
A.1520.580	POLICE DEPT FEES - ALARM SYSTEM..	1,000.00	400.00	1,000.00	1,000.00	350.00	1,000.00	1,000.00	0.00%
Total Item 1520	POLICE DEPT FEES	2,170.00	1,612.09	2,000.00	2,000.00	760.00	2,000.00	2,000.00	0.00%
Item 1550	DOG CONTROL/POUND FEES								
A.1550	DOG CONTROL/POUND FEES	475.00	420.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00%
Total Item 1550	DOG CONTROL/POUND FEES	475.00	420.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00%
Item 1560	SAFETY INSPECTION FEES								
A.1560	SAFETY INSPECTION FEES	194,582.00	191,920.00	170,000.00	170,000.00	115,130.50	170,000.00	170,000.00	0.00%
Total Item 1560	SAFETY INSPECTION FEES	194,582.00	191,920.00	170,000.00	170,000.00	115,130.50	170,000.00	170,000.00	0.00%
Item 1570	CHARGES DEMOLITION OF UNSAFE BLDGS.								
A.1570	CHARGES DEMOLITION CODE VIOLATIONS	53,223.84	36,445.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 1570	CHARGES DEMOLITION OF UNSAFE BLDGS.	53,223.84	36,445.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 1603	VITAL STATISTICS FEES								
A.1603	VITAL STATISTICS FEES	4,442.50	5,160.00	4,500.00	4,500.00	4,982.50	4,500.00	4,500.00	0.00%
Total Item 1603	VITAL STATISTICS FEES	4,442.50	5,160.00	4,500.00	4,500.00	4,982.50	4,500.00	4,500.00	0.00%
Item 2001	PARKS & RECREATION								
A.2001.451	PARKS & RECREATION.BASEBALL	31,005.00	32,135.00	32,000.00	32,000.00	1,194.61	32,000.00	32,000.00	0.00%
A.2001.452	PARKS & RECREATION.TODDLER PROGRAMS	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00%
A.2001.453	PARKS & RECREATION.ULTIMATE FRISBEE	0.00	0.00	0.00	0.00	675.00	750.00	750.00	100.00%
A.2001.457	PARKS & RECREATION.SOFTBALL	7,585.00	3,880.00	3,500.00	3,500.00	320.00	3,500.00	3,500.00	0.00%

TOWN OF KENT

Budget Preparation Report

Fiscal Year: 2021 Period From: 1 To: 12

Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stago	2021 TENTATIVE Stago	Variance To TENTATIVE Stago
Fund A	GENERAL								
Type R	Revenue								
Item 2001	PARKS & RECREATION								
A.2001.462	PARKS & RECREATION.BASKETBALL	31,007.05	35,162.73	30,000.00	30,000.00	26,567.27	0.00	0.00	-100.00%
A.2001.465	PARKS & RECREATION.LASER TAG	1,500.00	1,925.00	1,800.00	1,800.00	0.00	1,800.00	1,800.00	0.00%
A.2001.470	PARKS & RECREATION.SKI CLUB	834.00	1,142.00	800.00	800.00	1,118.00	0.00	0.00	-100.00%
A.2001.477	PARKS & RECREATION.GYMNASTICS	1,155.00	2,045.00	1,500.00	1,500.00	660.00	1,500.00	1,500.00	0.00%
A.2001.479	PARKS & RECREATION.BOWLING	2,460.00	2,655.00	2,500.00	2,500.00	1,440.00	1,200.00	1,200.00	-52.00%
A.2001.485	PARKS & RECREATION.FALL SOCCER	19,185.00	20,960.00	19,000.00	19,000.00	0.00	15,000.00	15,000.00	-21.05%
A.2001.486	PARKS & RECREATION.START SMART	10,232.50	11,370.00	10,500.00	10,500.00	3,285.00	8,000.00	8,000.00	-23.81%
A.2001.491	PARKS & RECREATION.MENS BASKETBALL	5,500.00	760.00	1,500.00	1,500.00	1,840.00	0.00	0.00	-100.00%
A.2001.493	PARKS & RECREATION.MENS SOFTBALL	9,900.00	8,400.00	8,400.00	8,400.00	4,200.00	8,400.00	8,400.00	0.00%
A.2001.494	PARKS & RECREATION.MENS FALL SOFTBALL	5,400.00	9,000.00	10,500.00	10,500.00	0.00	8,000.00	8,000.00	-23.81%
A.2001.496	PARKS & RECREATION.MARTIAL ARTS	150.00	0.00	0.00	0.00	270.00	0.00	0.00	0.00%
A.2001.499	PARKS & RECREATION.YOGA	0.00	0.00	0.00	0.00	525.00	2,000.00	2,000.00	100.00%
A.2001.503	PARKS & RECREATION.RENTAL RYAN FIELD	7,636.95	6,257.00	8,000.00	8,000.00	0.00	7,000.00	7,000.00	-12.50%
Total Item 2001	PARKS & RECREATION	133,610.50	135,661.73	130,000.00	130,000.00	42,094.88	90,150.00	90,150.00	-30.65%
Item 2015	SPECIAL EVENTS								
A.2015	SPECIAL EVENTS	1,899.00	2,813.00	1,500.00	1,500.00	600.00	1,500.00	1,500.00	0.00%
A.2015.400	SPECIAL EVENTS.BILLBOARD REVENUE	500.00	0.00	500.00	500.00	0.00	0.00	0.00	-100.00%
Total Item 2015	SPECIAL EVENTS	2,399.00	2,813.00	2,000.00	2,000.00	600.00	1,500.00	1,500.00	-25.00%

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type R	Revenue								
Item 2015	SPECIAL EVENTS								
Item 2115	PLANNING BOARD FEES								
A.2115	PLANNING BOARD FEES	12,600.00	7,760.00	10,000.00	10,000.00	2,300.00	10,000.00	10,000.00	0.00%
Total Item 2115	PLANNING BOARD FEES	12,600.00	7,760.00	10,000.00	10,000.00	2,300.00	10,000.00	10,000.00	0.00%
Item 2131	RECYCLING FEES								
A.2131	RECYCLING FEES	82,476.00	86,440.00	91,000.00	91,000.00	67,937.00	90,000.00	90,000.00	-1.10%
Total Item 2131	RECYCLING FEES	82,476.00	86,440.00	91,000.00	91,000.00	67,937.00	90,000.00	90,000.00	-1.10%
Item 2132	E-WASTE REVENUE								
A.2132	E-WASTE REVENUE	0.00	2,500.00	4,000.00	4,000.00	(505.00)	0.00	0.00	-100.00%
Total Item 2132	E-WASTE REVENUE	0.00	2,500.00	4,000.00	4,000.00	(505.00)	0.00	0.00	-100.00%
Item 2260	PUBLIC SAFETY DWI FROM PUTNAM								
A.2260	PUBLIC SAFETY DWI FROM PUTNAM	247.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 2260	PUBLIC SAFETY DWI FROM PUTNAM	247.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 2389	OTHER SERVICES-OTHER GOVERNMENT								
A.2389	OTHER SERVICES-OTHER GOVERNMENT	2,500.00	0.00	2,250.00	2,250.00	0.00	2,250.00	2,250.00	0.00%
Total Item 2389	OTHER SERVICES-OTHER GOVERNMENT	2,500.00	0.00	2,250.00	2,250.00	0.00	2,250.00	2,250.00	0.00%
Item 2401	INTEREST INCOME								
A.2401	INTEREST INCOME	72,509.83	99,111.41	80,000.00	80,000.00	29,065.66	60,000.00	60,000.00	-25.00%
Total Item 2401	INTEREST INCOME	72,509.83	99,111.41	80,000.00	80,000.00	29,065.66	60,000.00	60,000.00	-25.00%
Item 2402	INTEREST ON CAPITAL RESERVE								
A.2402.030	INTEREST ON CAP-PCNB SVGS KENT RECYCL.	124.66	89.73	150.00	150.00	44.86	150.00	150.00	0.00%
Total Item 2402	INTEREST ON CAPITAL RESERVE	124.66	89.73	150.00	150.00	44.86	150.00	150.00	0.00%

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type R	Revenue								
Item 2402	INTEREST ON CAPITAL RESERVE								
Item 2410	RENTAL OF REAL PROPERTY								
A.2410	RENTAL OF REAL PROPERTY,CELL TOWERS	79,273.88	81,652.01	80,000.00	80,000.00	48,906.14	84,302.00	84,302.00	5.38%
Total Item 2410	RENTAL OF REAL PROPERTY	79,273.88	81,652.01	80,000.00	80,000.00	48,906.14	84,302.00	84,302.00	5.38%
Item 2544	DOG LICENSES								
A.2544	DOG LICENSES	2,440.00	2,300.00	3,500.00	3,500.00	1,458.00	3,500.00	3,500.00	0.00%
Total Item 2544	DOG LICENSES	2,440.00	2,300.00	3,500.00	3,500.00	1,458.00	3,500.00	3,500.00	0.00%
Item 2590	PERMITS-OTHER								
A.2590	PERMITS-OTHER	2,450.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 2590	PERMITS-OTHER	2,450.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 2610	FINES & FOREFEITED BAIL								
A.2610.550	FINES & FOREFEITED BAIL,RECEIPTS PENDING-NYS INVOICE	675,898.46	749,112.00	678,956.00	678,956.00	306,841.00	670,000.00	670,000.00	-1.32%
Total Item 2610	FINES & FOREFEITED BAIL	675,898.46	749,112.00	678,956.00	678,956.00	306,841.00	670,000.00	670,000.00	-1.32%
Item 2660	SALES OF REAL PROPERTY								
A.2660	SALES OF REAL PROPERTY	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 2660	SALES OF REAL PROPERTY	2,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 2665	SALES OF EQUIPMENT								
A.2665	SALES OF EQUIPMENT	2,790.00	5,420.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 2665	SALES OF EQUIPMENT	2,790.00	5,420.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 2680	INSURANCE RECOVERIES								
A.2680	INSURANCE RECOVERIES	16,955.94	2,057.73	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 2680	INSURANCE RECOVERIES	16,955.94	2,057.73	0.00	0.00	0.00	0.00	0.00	0.00%

TOWN OF KENT

Budget Preparation Report

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TOWN OF KENT

Budget Preparation Report

Fiscal Year: 2021 Period From: 1 To: 12

Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type R	Revenue								
Item 3820	STATE AID - YOUTH PROGRAMS								
A.3820	STATE AID - YOUTH PROGRAMS	2,849.00	2,849.00	2,849.00	2,849.00	0.00	2,849.00	2,849.00	0.00%
Total Item 3820	STATE AID - YOUTH PROGRAMS	<u>2,849.00</u>	<u>2,849.00</u>	<u>2,849.00</u>	<u>2,849.00</u>	<u>0.00</u>	<u>2,849.00</u>	<u>2,849.00</u>	<u>0.00%</u>
Item 4085	FEDERAL AID								
A.4085	FEDERAL AID	6,736.64	7,482.70	0.00	0.00	4,986.08	0.00	0.00	0.00%
Total Item 4085	FEDERAL AID	<u>6,736.64</u>	<u>7,482.70</u>	<u>0.00</u>	<u>0.00</u>	<u>4,986.08</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Item 4320	FEDERAL AID - CRIME CONTROL								
A.4320	FEDERAL AID - CRIME CONTROL	0.00	732.16	0.00	0.00	2,654.72	0.00	0.00	0.00%
Total Item 4320	FEDERAL AID - CRIME CONTROL	<u>0.00</u>	<u>732.16</u>	<u>0.00</u>	<u>0.00</u>	<u>2,654.72</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Item 4960	FEDERAL AID - EMERGENCY DISASTER								
A.4960	FEDERAL AID - EMERGENCY DISASTER	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00%
Total Item 4960	FEDERAL AID - EMERGENCY DISASTER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Type R	Revenue	<u>10,231,126.93</u>	<u>10,323,561.07</u>	<u>10,225,263.00</u>	<u>10,225,263.00</u>	<u>9,095,927.68</u>	<u>10,125,259.00</u>	<u>10,125,259.00</u>	<u>-0.98%</u>

TOWN OF KENT
Budget Preparation Report
Fiscal Year: 2021 Period From: 1 To: 12

Date Prepared: 09/29/2020 02:12 PM
Report Date: 09/29/2020
Account Table: DISTRICTS
Alt. Sort Table:

Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type E	Expense								
Item 1010	LEGISLATURE								
A.1010.100	LEGISLATURE.PERSONAL SERVICES	69,610.79	69,610.79	69,615.00	69,615.00	47,474.02	69,615.00	69,615.00	0.00%
A.1010.400	LEGISLATURE.CONTRACTUAL		1,513.15	1,000.00	1,000.00	2,184.87	1,000.00	1,000.00	0.00%
A.1010.801	LEGISLATURE.RETIREMENT	1,588.00	2,063.00	4,400.00	4,400.00	0.00	4,871.00	4,871.00	10.70%
A.1010.803	LEGISLATURE.FICA	5,325.44	5,325.45	5,326.00	5,326.00	3,631.91	5,326.00	5,326.00	0.00%
Total Item 1010	LEGISLATURE	76,774.27	78,512.39	80,341.00	80,341.00	53,290.80	80,812.00	80,812.00	0.59%
Item 1110	MUNICIPAL COURT								
A.1110.100	MUNICIPAL COURT.PERSONAL SERVICES	155,842.92	165,808.15	176,290.00	176,290.00	116,785.99	169,552.00	168,381.00	-4.49%
A.1110.110	MUNICIPAL COURT.PART TIME	22,147.81	23,431.05	29,530.00	29,530.00	13,311.48	30,123.00	29,530.00	0.00%
A.1110.400	MUNICIPAL COURT.CONTRACTUAL	4,554.25	5,181.84	10,030.00	10,030.00	10,783.40	6,000.00	6,000.00	-40.18%
A.1110.550	MUNICIPAL COURT.PAYMENTS MADE-NYS INVOICE	423,327.96	451,036.00	422,210.00	422,210.00	169,830.50	422,210.00	422,210.00	0.00%
A.1110.801	MUNICIPAL COURT.RETIREMENT	19,167.00	18,070.00	22,440.00	22,440.00	0.00	19,427.00	22,880.00	1.96%
A.1110.802	MUNICIPAL COURT.HOSPITAL/MEDICAL	27,013.32	15,670.68	15,290.00	15,290.00	13,514.04	12,801.00	12,801.00	-16.28%
A.1110.803	MUNICIPAL COURT.FICA	13,653.08	14,590.28	15,745.00	15,745.00	10,011.26	15,275.00	15,140.00	-3.84%
Total Item 1110	MUNICIPAL COURT	666,706.34	693,788.00	691,535.00	691,535.00	334,216.67	675,388.00	676,942.00	-2.11%
Item 1220	SUPERVISOR								
A.1220.100	SUPERVISOR.PERSONAL SERVICES	114,111.56	111,567.58	112,872.00	112,872.00	78,177.70	113,875.00	112,872.00	0.00%
A.1220.400	SUPERVISOR.CONTRACTUAL	1,138.01	114.98	1,000.00	1,000.00	198.24	1,000.00	1,000.00	0.00%
A.1220.801	SUPERVISOR.RETIREMENT	10,473.00	10,317.00	10,755.00	10,755.00	0.00	11,871.00	11,767.00	9.41%
A.1220.802	SUPERVISOR.HOSPITAL/MEDICAL	7,714.08	7,800.00	4,800.00	4,800.00	1,200.00	4,800.00	4,800.00	0.00%
A.1220.803	SUPERVISOR.FICA	8,601.28	9,111.69	8,635.00	8,635.00	6,070.33	8,711.00	8,635.00	0.00%
Total Item 1220	SUPERVISOR	142,037.93	138,911.25	138,062.00	138,062.00	85,646.27	140,257.00	139,074.00	0.73%

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type E	Expense								
Item 1220	SUPERVISOR								
Item 1310	FINANCE								
A.1310.100	FINANCE.PERSONAL SERVICES	119,630.75	124,262.16	126,722.00	126,722.00	85,708.41	129,250.00	126,730.00	0.01%
A.1310.400	FINANCE.CONTRACTUAL	9,025.61	15,004.03	15,310.00	15,310.00	10,627.40	15,310.00	15,310.00	0.00%
A.1310.801	FINANCE.RETIREMENT	10,753.00	11,083.00	12,070.00	12,070.00	0.00	13,474.00	13,212.00	9.46%
A.1310.802	FINANCE.HOSPITAL/MEDICAL	22,542.24	27,582.49	25,780.00	25,780.00	18,150.63	25,987.00	25,987.00	0.80%
A.1310.803	FINANCE.FICA	8,720.08	9,402.84	9,694.00	9,694.00	6,338.09	9,888.00	9,695.00	0.01%
Total Item 1310	FINANCE	170,671.68	187,334.52	189,576.00	189,576.00	120,824.53	193,909.00	190,834.00	0.72%
Item 1320	AUDITOR								
A.1320.400	AUDITOR.CONTRACTUAL	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00	0.00%
Total Item 1320	AUDITOR	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00	0.00%
Item 1330	TAX COLLECTION								
A.1330.100	TAX COLLECTION.PERSONAL SERVICES	46,725.22	45,347.70	48,836.00	48,836.00	32,625.42	49,891.00	48,836.00	0.00%
A.1330.400	TAX COLLECTION.CONTRACTUAL	15,862.83	12,238.39	6,350.00	6,350.00	358.40	6,350.00	6,350.00	0.00%
A.1330.803	TAX COLLECTION.FICA	3,574.52	3,469.17	3,736.00	3,736.00	2,495.89	3,817.00	3,736.00	0.00%
Total Item 1330	TAX COLLECTION	65,962.57	61,055.26	58,922.00	58,922.00	35,479.71	60,058.00	58,922.00	0.00%
Item 1340	BUDGET								
A.1340.100	BUDGET.PERSONAL SERVICES	10,443.92	10,443.91	10,444.00	10,444.00	7,122.67	10,444.00	10,444.00	0.00%
A.1340.801	BUDGET.RETIREMENT	900.00	956.00	1,000.00	1,000.00	0.00	1,089.00	1,089.00	8.90%
A.1340.803	BUDGET.FICA	798.62	799.22	800.00	800.00	544.86	800.00	800.00	0.00%
Total Item 1340	BUDGET	12,142.54	12,199.13	12,244.00	12,244.00	7,667.53	12,333.00	12,333.00	0.73%
Item 1355	ASSESSMENT								

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type E	Expense								
Item 1355	ASSESSMENT								
A.1355.100	ASSESSMENT.PERSONAL SERVICES	130,821.97	107,942.34	97,990.00	97,990.00	63,659.02	102,454.00	96,990.00	-1.02%
A.1355.400	ASSESSMENT.CONTRACTUAL	12,996.55	5,790.23	10,000.00	10,000.00	2,458.88	8,085.00	10,000.00	0.00%
A.1355.403	ASSESSMENT.GAS	221.98	164.56	200.00	200.00	19.33	500.00	500.00	150.00%
A.1355.404	ASSESSMENT.AUTO REPAIR	95.14	42.60	150.00	150.00	39.29	150.00	150.00	0.00%
A.1355.801	ASSESSMENT.RETIEMENT	14,849.00	18,125.00	13,000.00	13,000.00	0.00	5,714.00	5,603.00	-56.90%
A.1355.802	ASSESSMENT.HOSPITAL/MEDI CAL	0.00	9,400.00	2,400.00	2,400.00	1,200.00	2,400.00	2,400.00	0.00%
A.1355.803	ASSESSMENT.FICA	10,007.75	8,976.69	7,343.00	7,343.00	4,961.84	7,554.00	7,420.00	1.05%
Total Item 1355	ASSESSMENT	168,992.39	150,441.42	131,083.00	131,083.00	72,338.36	126,857.00	123,063.00	-5.12%
Item 1410	TOWN CLERK								
A.1410.100	TOWN CLERK.PERSONAL SERVICES	152,100.84	156,835.49	157,900.00	157,900.00	106,047.66	161,026.00	157,900.00	0.00%
A.1410.200	TOWN CLERK.EQUIPMENT	1,250.00	1,250.00	1,250.00	1,250.00	0.00	1,350.00	1,350.00	8.00%
A.1410.400	TOWN CLERK.CONTRACTUAL	2,244.18	2,285.50	2,300.00	2,300.00	900.41	2,300.00	2,300.00	0.00%
A.1410.801	TOWN CLERK.RETIEMENT	23,602.00	21,973.00	22,720.00	22,720.00	0.00	25,293.00	25,026.00	10.15%
A.1410.802	TOWN CLERK.HOSPITAL/MEDICAL	65,908.20	58,336.10	61,565.00	61,565.00	42,976.44	62,087.00	62,087.00	0.35%
A.1410.803	TOWN CLERK.FICA	11,576.47	11,985.43	12,079.00	12,079.00	8,073.61	12,221.00	12,079.00	0.00%
Total Item 1410	TOWN CLERK	256,681.69	252,665.52	257,814.00	257,814.00	157,998.12	264,277.00	260,742.00	1.14%
Item 1420	LAW								
A.1420.400	LAW.CONTRACTUAL	103,625.39	84,396.62	65,000.00	65,000.00	50,400.13	65,000.00	65,000.00	0.00%
A.1420.401	LAW.PROSECUTOR	26,199.00	27,054.00	55,000.00	55,000.00	10,443.84	55,000.00	55,000.00	0.00%
A.1420.416	LAW.OTHER SERVICES-OTHER ATTORNEYS	13,662.25	24,652.33	30,000.00	30,000.00	17,093.31	30,000.00	30,000.00	0.00%
Total Item 1420	LAW	143,476.64	136,102.95	150,000.00	150,000.00	77,937.28	150,000.00	150,000.00	0.00%
Item 1430	PERSONNEL								

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type E	Expense								
Item 1430	PERSONNEL								
A.1430.400	PERSONNEL.CONTRACTUAL	5,338.00	6,094.69	5,500.00	5,500.00	5,855.00	5,500.00	5,500.00	0.00%
Total Item 1430	PERSONNEL	5,338.00	6,094.69	5,500.00	5,500.00	5,855.00	5,500.00	5,500.00	0.00%
Item 1460	RECORDS MANAGEMENTS								
A.1460.100	RECORDS MANAGEMENTS.PERSONAL SERVICES	28,878.12	30,144.10	37,634.00	37,634.00	24,294.57	38,387.00	37,634.00	0.00%
A.1460.400	RECORDS MANAGEMENTS.CONTRACTUAL	1,316.72	1,769.00	1,841.00	1,841.00	1,253.00	1,850.00	1,850.00	0.49%
A.1460.801	RECORDS MANAGEMENTS.RETIREMENT	350.00	800.00	980.00	980.00	0.00	1,061.00	1,061.00	8.27%
A.1460.803	RECORDS MANAGEMENTS.FICA	2,205.61	2,301.54	2,880.00	2,880.00	1,854.77	2,927.00	2,880.00	0.00%
Total Item 1460	RECORDS MANAGEMENTS	32,750.45	35,014.64	43,335.00	43,335.00	27,402.34	44,225.00	43,425.00	0.21%
Item 1620	BUILDINGS - OPERATIONS&MAINTEN								
A.1620.102	BUILDINGS - OPERATIONS&MAINTEN.WINT ER PAYROLL	59,864.11	56,758.43	54,845.00	54,845.00	36,228.58	55,930.00	54,845.00	0.00%
A.1620.140	BUILDINGS - OPERATIONS&MAINTEN.OVER TIME	14,040.37	20,714.21	12,000.00	12,000.00	2,901.49	14,000.00	14,000.00	16.67%
A.1620.200	BUILDINGS - OPERATIONS&MAINTEN.EQUIP MENT	0.00	0.00	0.00	0.00	26,839.56	0.00	0.00	0.00%
A.1620.400	BUILDINGS - OPERATIONS&MAINTEN.CONT RACTUAL	132,830.96	200,128.21	130,000.00	130,000.00	140,126.28	142,000.00	142,000.00	9.23%
A.1620.403	BUILDINGS - OPERATIONS&MAINTEN.GAS	897.32	407.70	500.00	500.00	284.01	500.00	500.00	0.00%
A.1620.404	BUILDINGS - OPERATIONS&MAINTEN.AUTO REPAIR	1,613.17	2,175.01	1,000.00	1,000.00	90.98	1,000.00	1,000.00	0.00%

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund A	GENERAL								
Type E	Expense								
Item 1620	BUILDINGS - OPERATIONS&MAINTEN								
A.1620.408	BUILDINGS - OPERATIONS&MAINTEN.CONT RACTUAL - POLICE	35,704.59	36,324.58	37,000.00	37,000.00	23,267.01	37,000.00	37,000.00	0.00%
A.1620.437	BUILDINGS - OPERATIONS&MAINTEN.TAPIN G	5,040.00	4,620.00	5,040.00	5,040.00	3,710.00	5,040.00	5,040.00	0.00%
A.1620.801	BUILDINGS - OPERATIONS&MAINTEN.RETIR EMENT	8,120.00	8,367.00	10,880.00	10,880.00	0.00	12,000.00	11,815.00	8.59%
A.1620.802	BUILDINGS - OPERATIONS&MAINTEN.HOSPI TAL/MEDICAL	9,743.76	10,002.50	10,315.00	10,315.00	7,429.14	10,401.00	10,401.00	0.83%
A.1620.803	BUILDINGS - OPERATIONS&MAINTEN.FICA	5,434.58	5,681.37	5,114.00	5,114.00	2,828.42	5,350.00	5,267.00	2.99%
Total Item 1620	BUILDINGS - OPERATIONS&MAINTEN	273,288.86	345,179.01	266,694.00	266,694.00	243,705.47	283,221.00	281,868.00	5.69%
Item 1640	CENTRAL GARAGE								
A.1640.100	CENTRAL GARAGE.PERSONAL SERVICES	345,100.42	347,345.49	378,190.00	378,190.00	245,457.03	383,800.00	382,087.00	1.03%
A.1640.200	CENTRAL GARAGE.EQUIPMENT	18,935.75	6,065.08	4,000.00	4,000.00	2,040.34	4,000.00	4,000.00	0.00%
A.1640.400	CENTRAL GARAGE.CONTRACTUAL	322,504.83	328,623.47	279,000.00	279,000.00	161,335.03	279,000.00	279,000.00	0.00%
A.1640.403	CENTRAL GARAGE.GAS	1,133.30	942.92	1,000.00	1,000.00	438.05	1,000.00	1,000.00	0.00%
A.1640.404	CENTRAL GARAGE.AUTO REPAIR	1,601.60	244.60	2,000.00	2,000.00	0.00	1,000.00	1,000.00	-50.00%
A.1640.413	CENTRAL GARAGE.CLOTHING ALLOWANCE	0.00	0.00	2,120.00	2,120.00	0.00	2,120.00	2,120.00	0.00%
A.1640.801	CENTRAL GARAGE.RETIREMENT	47,115.00	50,819.00	47,100.00	47,100.00	0.00	52,960.00	52,880.00	11.85%
A.1640.802	CENTRAL GARAGE.HOSPITAL/MEDICAL	116,819.40	119,098.96	126,040.00	126,040.00	83,661.38	113,460.00	113,460.00	-9.98%
A.1640.803	CENTRAL GARAGE.FICA	25,612.63	26,004.59	28,932.00	28,932.00	18,474.80	29,361.00	29,230.00	1.03%
A.1640.807	CENTRAL GARAGE.UNION WELFARE BENE	3,308.00	2,681.00	3,400.00	3,400.00	3,281.00	3,400.00	3,400.00	0.00%

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Fund A	GENERAL								
Type E	Expense								
Item 1640	CENTRAL GARAGE								
Total Item 1640		882,130.93	881,825.11	871,782.00	871,782.00	514,687.63	870,101.00	867,977.00	-0.44%
Item 1650	CENTRAL COMMUNICATIONS								
A. 1650.400	CENTRAL COMMUNICATIONS.CONTRACT UAL	5,100.00	4,300.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00%
Total Item 1650		5,100.00	4,300.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00%
Item 1670	CENTRAL PRINTING & MAILING								
A. 1670.400	CENTRAL PRINTING & MAILING.CONTRACTUAL	32,895.42	32,460.06	28,700.00	28,700.00	21,958.90	32,000.00	32,000.00	11.50%
Total Item 1670		32,895.42	32,460.06	28,700.00	28,700.00	21,958.90	32,000.00	32,000.00	11.50%
Item 1680	CENTRAL DATA PROCESSING								
A. 1680.200	CENTRAL DATA PROCESSING.EQUIPMENT	17,218.05	2,532.39	4,121.00	4,121.00	13,860.42	4,121.00	4,121.00	0.00%
A. 1680.400	CENTRAL DATA PROCESSING.CONTRACTUAL	63,455.88	64,161.50	65,000.00	65,000.00	38,056.83	65,000.00	65,000.00	0.00%
Total Item 1680		80,673.93	66,693.89	69,121.00	69,121.00	51,917.25	69,121.00	69,121.00	0.00%
Item 1910	UNALLOCATED INSURANCE								
A. 1910.431	UNALLOCATED INSURANCE.INSURANCE- OTHER	175,219.51	169,841.76	176,500.00	176,500.00	127,984.20	180,000.00	180,000.00	1.98%
Total Item 1910		175,219.51	169,841.76	176,500.00	176,500.00	127,984.20	180,000.00	180,000.00	1.98%
Item 1920	MUNICIPAL ASSOCIATION DUES								
A. 1920.400	MUNICIPAL ASSOCIATION DUES.CONTRACTUAL	1,500.00	1,500.00	1,650.00	1,650.00	1,650.00	1,500.00	1,500.00	-9.09%
Total Item 1920		1,500.00	1,500.00	1,650.00	1,650.00	1,650.00	1,500.00	1,500.00	-9.09%
Item 1930	JUDGEMENT & CLAIMS								
A. 1930.428	JUDGEMENT & CLAIMS.TAX CERTORARI	1,296.91	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%

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Fund A	GENERAL								
Type E	Expense								
Item 1930	JUDGEMENT & CLAIMS								
Total Item 1930	JUDGEMENT & CLAIMS	1,296.91	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%
Item 1980	PAYMENT OF MTA PAYROLL TAX								
A.1980.400	PAYMENT OF MTA PAYROLL TAX.CONTRACTUAL	13,790.42	13,824.75	15,045.00	15,045.00	3,948.28	15,000.00	15,000.00	-0.30%
Total Item 1980	PAYMENT OF MTA PAYROLL TAX	13,790.42	13,824.75	15,045.00	15,045.00	3,948.28	15,000.00	15,000.00	-0.30%
Item 1989	TOWN CODE								
A.1989.400	TOWN CODE.CONTRACTUAL	2,870.63	3,005.45	5,000.00	5,000.00	2,051.00	3,000.00	3,000.00	-40.00%
Total Item 1989	TOWN CODE	2,870.63	3,005.45	5,000.00	5,000.00	2,051.00	3,000.00	3,000.00	-40.00%
Item 1990	CONTINGENCIES								
A.1990.100	CONTINGENCIES.PERSONAL SERVICES	0.00	0.00	15,600.00	15,600.00	0.00	0.00	0.00	-100.00%
Total Item 1990	CONTINGENCIES	0.00	0.00	15,600.00	15,600.00	0.00	0.00	0.00	-100.00%
Item 3120	POLICE								
A.3120.101	POLICE.POLICE PAYROLL	1,771,286.02	1,802,206.32	1,847,000.00	1,847,000.00	1,259,886.61	1,866,400.00	1,866,400.00	1.05%
A.3120.120	POLICE.DISPATCHERS PAYROLL	272,109.46	283,322.29	281,130.00	281,130.00	194,628.90	286,590.00	286,590.00	1.94%
A.3120.121	POLICE.DISPATCHERS OVERTIME	30,267.60	29,213.94	27,000.00	27,000.00	22,856.30	27,000.00	27,000.00	0.00%
A.3120.140	POLICE.OVERTIME	207,009.59	154,564.90	150,000.00	150,000.00	99,028.39	150,000.00	150,000.00	0.00%
A.3120.150	POLICE.SICK PAYOUT	41,744.62	40,550.88	78,000.00	78,000.00	0.00	78,000.00	78,000.00	0.00%
A.3120.200	POLICE.EQUIPMENT	103,962.43	65,218.51	107,000.00	107,000.00	47,777.67	105,000.00	82,500.00	-22.90%
A.3120.403	POLICE.GAS	39,328.62	36,223.84	37,500.00	37,500.00	17,873.26	35,000.00	35,000.00	-6.67%
A.3120.404	POLICE.AUTO REPAIR	38,438.87	28,741.82	30,000.00	30,000.00	19,866.53	30,000.00	30,000.00	0.00%
A.3120.405	POLICE.TELEPHONE	11,467.98	12,040.58	12,000.00	12,000.00	9,340.02	13,000.00	13,000.00	8.33%
A.3120.406	POLICE.COMPUTER RENT	8,148.75	7,201.67	9,000.00	9,000.00	2,571.93	5,000.00	5,000.00	-44.44%
A.3120.407	POLICE.OFFICE SUPPLY	5,553.08	3,627.26	5,000.00	5,000.00	2,239.63	5,000.00	5,000.00	0.00%

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Fund A	GENERAL								
Type E	Expense								
Item 3120	POLICE								
A.3120.408	POLICE.EQUIPMENT MAINTENANCE/REPAIR	1,288.47	1,477.20	4,000.00	4,000.00	2,860.48	3,000.00	3,000.00	-25.00%
A.3120.409	POLICE.AMMO & RANGE	6,946.30	5,580.12	7,500.00	7,500.00	2,564.62	7,000.00	7,000.00	-6.67%
A.3120.410	POLICE.RADIO CONTRACT	32,121.00	32,292.51	31,500.00	31,500.00	25,884.00	35,000.00	35,000.00	11.11%
A.3120.411	POLICE.FIRST AID	3,384.71	2,334.11	4,000.00	4,000.00	2,825.59	4,000.00	4,000.00	0.00%
A.3120.412	POLICE.PHOTO SUPPLIES	1,846.61	1,704.58	2,000.00	2,000.00	940.64	2,000.00	2,000.00	0.00%
A.3120.413	POLICE.CLOTHING ALLOWANCE	12,350.00	12,187.50	13,000.00	13,000.00	8,775.00	13,000.00	13,000.00	0.00%
A.3120.414	POLICE.NEW ISSUE UNIFORMS	8,856.46	4,294.81	3,000.00	3,000.00	0.00	4,000.00	4,000.00	33.33%
A.3120.415	POLICE.SCHOOLS	8,865.36	2,765.39	7,500.00	7,500.00	3,330.28	7,000.00	7,000.00	-6.67%
A.3120.417	POLICE.IT SERVICES	1,443.75	3,572.48	3,000.00	3,000.00	4,966.52	6,000.00	6,000.00	100.00%
A.3120.418	POLICE.CLOTHING DISPATCHER	1,250.00	1,574.96	1,250.00	1,250.00	1,500.00	1,250.00	1,250.00	0.00%
A.3120.419	POLICE.MOBILETECH SOFTWARE	31,944.00	38,593.31	37,000.00	37,000.00	0.00	34,000.00	34,000.00	-8.11%
A.3120.429	POLICE.CADET PROGRAM	1,387.26	969.00	1,000.00	1,000.00	0.00	500.00	500.00	-50.00%
A.3120.445	POLICE.CANINE UNIT	1,510.02	1,987.10	2,000.00	2,000.00	800.64	2,000.00	2,000.00	0.00%
A.3120.448	POLICE.POLICIES AND PROCEDURES MGMT SERVICES	15,116.00	0.00	7,000.00	7,000.00	9,460.00	11,000.00	11,000.00	57.14%
A.3120.801	POLICE.RETIREMENT	424,270.00	415,356.00	440,000.00	440,000.00	0.00	507,730.00	507,730.00	15.39%
A.3120.802	POLICE.HOSPITAL/MEDICAL	513,437.62	445,037.73	470,000.00	470,000.00	337,464.44	447,400.00	447,400.00	-4.81%
A.3120.803	POLICE.FICA	174,071.20	173,601.98	185,736.00	185,736.00	118,995.37	184,211.00	184,211.00	-0.82%
A.3120.813	POLICE.POLICE GOOD & WELFARE	19,428.00	18,084.00	18,084.00	18,084.00	17,064.00	18,000.00	18,000.00	-0.46%
A.3120.814	POLICE.DISPATCHER GOOD & WELFARE	3,806.16	3,642.84	4,428.00	4,428.00	3,131.58	4,500.00	4,500.00	1.63%
A.3120.816	POLICE.RETIREMENT - DISPATCHERS	42,424.00	42,704.00	45,761.00	45,761.00	0.00	51,315.00	51,315.00	12.14%
A.3120.818	POLICE.HOSPITAL/MEDICAL- DISPATCHERS	108,892.92	103,585.13	115,245.00	115,245.00	70,835.58	100,000.00	100,000.00	-13.23%

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Fund A	GENERAL								
Type E	Expense								
Item 3620	SAFETY INSPECTION								
A.3620.400	SAFETY INSPECTION.CONTRACTUAL	3,612.41	2,397.39	6,500.00	6,500.00	2,985.05	6,000.00	4,500.00	-30.77%
A.3620.403	SAFETY INSPECTION.GAS	1,073.99	627.93	800.00	800.00	298.50	800.00	800.00	0.00%
A.3620.404	SAFETY INSPECTION.AUTO REPAIR	203.67	82.50	100.00	100.00	89.23	100.00	100.00	0.00%
A.3620.421	SAFETY INSPECTION.BAS MAINTENANCE	5,380.14	4,560.00	5,560.00	5,560.00	4,560.00	6,000.00	6,000.00	7.91%
A.3620.801	SAFETY INSPECTION.RETIREMENT	14,175.00	14,404.00	15,650.00	15,650.00	0.00	17,564.00	17,223.00	10.05%
A.3620.802	SAFETY INSPECTION.HOSPITAL/MEDICAL	45,084.48	46,284.98	47,750.00	47,750.00	34,381.26	48,140.00	48,140.00	0.82%
A.3620.803	SAFETY INSPECTION.FICA	7,261.71	7,907.75	8,828.00	8,828.00	5,429.23	9,004.00	8,828.00	0.00%
Total Item 3620	SAFETY INSPECTION	208,154.77	192,892.86	200,588.00	200,588.00	127,380.70	205,308.00	200,991.00	0.20%
Item 3989	OTHER PUBLIC SAFETY								
A.3989.400	OTHER PUBLIC SAFETY.CONTRACTUAL	55,633.84	38,495.00	0.00	0.00	8,410.00	0.00	0.00	0.00%
Total Item 3989	OTHER PUBLIC SAFETY	55,633.84	38,495.00	0.00	0.00	8,410.00	0.00	0.00	0.00%
Item 4020	REGISTRAR OF VITAL STATISTICS								
A.4020.100	REGISTRAR OF VITAL STATISTICS.PERSONAL SERVICES	7,280.74	8,030.71	8,000.00	8,000.00	5,476.88	8,160.00	8,000.00	0.00%
A.4020.400	REGISTRAR OF VITAL STATISTICS.CONTRACTUAL	164.98	195.23	200.00	200.00	198.33	200.00	200.00	0.00%
A.4020.801	REGISTRAR OF VITAL STATISTICS.RETIREMENT	680.00	1,118.00	1,282.00	1,282.00	0.00	1,414.00	1,414.00	10.30%
A.4020.803	REGISTRAR OF VITAL STATISTICS.FICA	552.00	608.20	612.00	612.00	414.16	625.00	612.00	0.00%
Total Item 4020	REGISTRAR OF VITAL STATISTICS	8,677.72	9,952.14	10,094.00	10,094.00	6,089.37	10,399.00	10,226.00	1.31%
Item 4980	DARE PROGRAM								

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Fund A GENERAL									
Type E Expense									
Item 4980 DARE PROGRAM									
A.4980.400	DARE PROGRAM.CONTRACTUAL	307.90	882.62	500.00	500.00	0.00	500.00	500.00	0.00%
Total Item 4980	DARE PROGRAM	307.90	882.62	500.00	500.00	0.00	500.00	500.00	0.00%
Item 5010 HIGHWAY & STREET ADMIN									
A.5010.100	HIGHWAY & STREET ADMIN.PERSONAL SERVICES	81,507.17	81,507.17	81,510.00	81,510.00	55,587.26	81,510.00	81,510.00	0.00%
A.5010.400	HIGHWAY & STREET ADMIN.CONTRACTUAL	52,031.82	50,067.73	50,000.00	50,000.00	44,689.42	50,000.00	50,000.00	0.00%
A.5010.802	HIGHWAY & STREET ADMIN.HOSPITAL/MEDICAL	2,400.00	2,400.00	2,400.00	2,400.00	1,200.00	2,400.00	2,400.00	0.00%
A.5010.803	HIGHWAY & STREET ADMIN,FICA	6,418.89	6,418.89	6,236.00	6,236.00	4,344.22	6,236.00	6,236.00	0.00%
Total Item 5010	HIGHWAY & STREET ADMIN	142,357.88	140,393.79	140,146.00	140,146.00	105,820.90	140,146.00	140,146.00	0.00%
Item 5132 GARAGE									
A.5132.400	GARAGE.CONTRACTUAL	78,228.30	65,642.42	72,500.00	72,500.00	53,607.27	72,500.00	72,500.00	0.00%
Total Item 5132	GARAGE	78,228.30	65,642.42	72,500.00	72,500.00	53,607.27	72,500.00	72,500.00	0.00%
Item 5182 STREET LIGHTING									
A.5182.400	STREET LIGHTING.CONTRACTUAL	13,548.04	13,148.80	14,500.00	14,500.00	8,843.78	14,500.00	14,500.00	0.00%
Total Item 5182	STREET LIGHTING	13,548.04	13,148.80	14,500.00	14,500.00	8,843.78	14,500.00	14,500.00	0.00%
Item 6510 VETERANS SERVICE									
A.6510.400	VETERANS SERVICE.CONTRACTUAL	479.85	159.95	400.00	400.00	159.95	400.00	400.00	0.00%
Total Item 6510	VETERANS SERVICE	479.85	159.95	400.00	400.00	159.95	400.00	400.00	0.00%
Item 6772 PROGRAMS FOR AGING									
A.6772.400	PROGRAMS FOR AGING.CONTRACTUAL	23,057.50	21,301.00	24,000.00	24,000.00	0.00	24,000.00	24,000.00	0.00%

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Fund A	GENERAL								
Type E	Expense								
Item 6772	PROGRAMS FOR AGING								
Total Item 6772	PROGRAMS FOR AGING	23,057.50	21,301.00	24,000.00	24,000.00	0.00	24,000.00	24,000.00	0.00%
Item 6773	OUTREACH PROGRAM								
A.6773.400	OUTREACH PROGRAM.CONTRACTUAL	2,500.00	2,500.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00%
Total Item 6773	OUTREACH PROGRAM	2,500.00	2,500.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00%
Item 7010	CELEBRATIONS-TOWNWIDE								
A.7010.400	CELEBRATIONS-TOWNWIDE.CONTRACTUAL	5,125.00	5,125.00	6,000.00	6,000.00	190.01	5,125.00	5,125.00	-14.58%
Total Item 7010	CELEBRATIONS-TOWNWIDE	5,125.00	5,125.00	6,000.00	6,000.00	190.01	5,125.00	5,125.00	-14.58%
Item 7020	RECREATION ADMINISTRATION								
A.7020.100	RECREATION ADMINISTRATION.PERSONAL SERVICES	84,591.58	106,900.52	112,300.00	112,300.00	80,249.30	120,742.00	119,750.00	6.63%
A.7020.400	RECREATION ADMINISTRATION.CONTRACTUAL	3,320.28	1,375.25	4,178.00	4,178.00	512.76	4,090.00	4,090.00	-2.11%
A.7020.403	RECREATION ADMINISTRATION.GAS	576.39	451.31	300.00	300.00	69.88	300.00	300.00	0.00%
A.7020.404	RECREATION ADMINISTRATION.AUTO REPAIR	0.00	280.00	500.00	500.00	0.00	300.00	300.00	-40.00%
A.7020.407	RECREATION ADMINISTRATION.OFFICE SUPPLY	1,153.80	1,572.65	800.00	800.00	647.22	800.00	800.00	0.00%
A.7020.425	RECREATION ADMINISTRATION.DUES	0.00	0.00	450.00	450.00	0.00	450.00	450.00	0.00%
A.7020.426	RECREATION ADMINISTRATION.PUTNAM REC FOR HANDICAP	0.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00%
A.7020.801	RECREATION ADMINISTRATION.RETIREMENT	13,369.00	8,391.00	10,450.00	10,450.00	0.00	12,320.00	12,215.00	16.89%

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Fund A	GENERAL								
Type E	Expense								
Item 7020	RECREATION ADMINISTRATION								
A.7020.802	RECREATION ADMINISTRATION.HOSPITAL/M EDICAL	12,179.70	21,089.69	34,200.00	34,200.00	24,619.77	34,470.00	34,470.00	0.79%
A.7020.803	RECREATION ADMINISTRATION.FICA	6,140.74	7,655.92	8,591.00	8,591.00	5,802.21	9,237.00	9,161.00	6.63%
Total Item 7020	RECREATION ADMINISTRATION	121,331.49	149,716.34	173,769.00	173,769.00	111,901.14	184,709.00	183,536.00	5.62%
Item 7021	RECREATION BUILDINGS OPERATION								
A.7021.400	RECREATION BUILDINGS OPERATION.CONTRACTUAL	1,028.27	590.17	1,055.00	1,055.00	1,031.99	1,128.00	1,128.00	6.92%
Total Item 7021	RECREATION BUILDINGS OPERATION	1,028.27	590.17	1,055.00	1,055.00	1,031.99	1,128.00	1,128.00	6.92%
Item 7110	PARKS								
A.7110.100	PARKS.PERSONAL SERVICES	166,937.72	177,063.74	182,014.00	182,014.00	122,755.58	186,705.00	186,705.00	2.58%
A.7110.102	PARKS.SEASONAL PAYROLL	33,176.41	27,612.65	38,000.00	38,000.00	10,816.85	38,000.00	38,000.00	0.00%
A.7110.140	PARKS.OVERTIME	2,418.55	6,929.70	8,000.00	8,000.00	4,869.24	8,000.00	8,000.00	0.00%
A.7110.150	PARKS.SICK PAYOUT	2,496.80	2,037.12	3,125.00	3,125.00	0.00	3,195.00	3,195.00	2.24%
A.7110.200	PARKS.EQUIPMENT	1,072.32	36,266.36	4,000.00	4,000.00	1,730.36	4,000.00	4,000.00	0.00%
A.7110.400	PARKS.CONTRACTUAL	39,819.66	49,483.34	50,000.00	50,000.00	46,859.00	50,000.00	50,000.00	0.00%
A.7110.403	PARKS.GAS	5,787.10	4,869.30	7,000.00	7,000.00	2,509.07	6,000.00	6,000.00	-14.29%
A.7110.404	PARKS.AUTO REPAIR	4,373.21	8,448.24	4,000.00	4,000.00	2,522.70	4,000.00	4,000.00	0.00%
A.7110.413	PARKS.CLOTHING ALLOWANCE	1,290.00	860.00	1,290.00	1,290.00	645.00	1,290.00	1,290.00	0.00%
A.7110.449	PARKS.RENT	3,359.90	4,217.63	4,400.00	4,400.00	1,575.42	4,400.00	4,400.00	0.00%
A.7110.801	PARKS.RETIEMENT	23,227.00	23,057.00	23,402.00	23,402.00	0.00	26,355.00	26,355.00	12.62%
A.7110.802	PARKS.HOSPITAL/MEDICAL	43,665.81	46,430.29	50,450.00	50,450.00	36,346.50	50,885.00	50,885.00	0.86%
A.7110.803	PARKS.FICA	15,346.13	16,058.86	17,682.00	17,682.00	10,190.74	17,802.00	17,802.00	0.68%
A.7110.807	PARKS.UNION WELFARE BENEFITS	2,472.00	2,054.00	3,500.00	3,500.00	2,236.00	3,500.00	3,500.00	0.00%
Total Item	PARKS	345,442.61	405,388.25	396,863.00	396,863.00	243,056.46	404,132.00	404,132.00	1.83%

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Fund A	GENERAL								
Type E	Expense								
Item 7110	PARKS								
7110									
Item 7180	RECREATION LIGHTS								
A.7180.400	RECREATION LIGHTS.CONTRACTUAL	9,274.77	8,647.32	11,000.00	11,000.00	4,316.94	10,000.00	10,000.00	-9.09%
TotalItem 7180	RECREATION LIGHTS	9,274.77	8,647.32	11,000.00	11,000.00	4,316.94	10,000.00	10,000.00	-9.09%
Item 7310	RECREATION - YOUTH PROGRAMS								
A.7310.202	RECREATION - YOUTH PROGRAMS.ATHLETIC EQUIPMENT	2,489.94	649.05	2,000.00	2,000.00	1,074.53	2,000.00	2,000.00	0.00%
A.7310.451	RECREATION - YOUTH PROGRAMS.BASEBALL	14,535.73	17,836.83	17,000.00	17,000.00	2,204.39	17,000.00	17,000.00	0.00%
A.7310.452	RECREATION - YOUTH PROGRAMS.TODDLER PROGRAMS	0.00	0.00	0.00	0.00	0.00	300.00	300.00	100.00%
A.7310.453	RECREATION - YOUTH PROGRAMS.ULTIMATE FRISBEE	0.00	0.00	0.00	0.00	0.00	325.00	325.00	100.00%
A.7310.457	RECREATION - YOUTH PROGRAMS.GIRLS SOFTBALL	4,265.63	3,587.82	4,500.00	4,500.00	594.27	2,500.00	2,500.00	-44.44%
A.7310.462	RECREATION - YOUTH PROGRAMS.BOYS/GIRLS BASKETBALL	10,857.39	11,913.83	12,000.00	12,000.00	9,069.71	0.00	0.00	-100.00%
A.7310.479	RECREATION - YOUTH PROGRAMS.BOWLING	1,283.79	1,173.33	1,500.00	1,500.00	834.88	700.00	700.00	-53.33%
A.7310.480	RECREATION - YOUTH PROGRAMS.SPECIAL EVENTS	5,565.38	6,956.64	7,000.00	7,000.00	2,303.24	7,000.00	7,000.00	0.00%
A.7310.484	RECREATION - YOUTH PROGRAMS.SCHOOL FACILITY CHARGES	17,796.50	17,205.00	20,000.00	20,000.00	10,637.50	8,000.00	8,000.00	-60.00%
A.7310.485	RECREATION - YOUTH PROGRAMS.FALL SOCCER	6,174.68	7,042.04	6,500.00	6,500.00	360.20	5,000.00	5,000.00	-23.08%
A.7310.486	RECREATION - START SMART	6,058.45	5,672.85	6,000.00	6,000.00	440.00	5,000.00	5,000.00	-16.67%
A.7310.504	RECREATION - YOUTH PROGRAMS.LASER TAG	304.00	799.50	960.00	960.00	0.00	500.00	500.00	-47.92%

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Fund A	GENERAL								
Type E	Expense								
Item 7310	RECREATION - YOUTH PROGRAMS								
Total Item 7310	RECREATION - YOUTH PROGRAMS	69,321.49	72,836.89	77,460.00	77,460.00	27,518.72	48,325.00	48,325.00	-37.61%
Item 7410	LIBRARY								
A.7410.400	LIBRARY.CONTRACTUAL	527,253.79	527,150.00	527,150.00	527,150.00	566,886.00	527,150.00	527,150.00	0.00%
A.7410.512	LIBRARY.LIBRARY INCREASE	0.00	0.00	39,536.00	39,536.00	0.00	39,536.00	39,536.00	0.00%
A.7410.801	LIBRARY.RETIREMENT	26,481.00	23,571.00	27,000.00	27,000.00	0.00	30,400.00	30,400.00	12.59%
Total Item 7410	LIBRARY	553,734.79	550,721.00	593,686.00	593,686.00	566,886.00	597,086.00	597,086.00	0.57%
Item 7510	HISTORIAN								
A.7510.400	HISTORIAN.CONTRACTUAL	0.00	1,623.68	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00%
Total Item 7510	HISTORIAN	0.00	1,623.68	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00%
Item 7550	CELEBRATIONS								
A.7550.400	CELEBRATIONS.KENT COMMUNITY DAY	10,270.50	7,935.80	11,500.00	11,500.00	0.00	11,500.00	9,000.00	-21.74%
Total Item 7550	CELEBRATIONS	10,270.50	7,935.80	11,500.00	11,500.00	0.00	11,500.00	9,000.00	-21.74%
Item 7620	ADULT RECREATION								
A.7620.491	ADULT RECREATION.MENS BASKETBALL	3,733.00	0.00	2,000.00	2,000.00	1,195.00	0.00	0.00	-100.00%
A.7620.493	ADULT RECREATION.MENS SOFTBALL	5,778.72	5,218.55	6,000.00	6,000.00	3,050.00	6,000.00	6,000.00	0.00%
A.7620.494	ADULT RECREATION.MENS FALL SOFTBALL	2,582.92	5,181.31	7,500.00	7,500.00	200.00	6,000.00	6,000.00	-20.00%
A.7620.499	ADULT RECREATION.YOGA	0.00	0.00	0.00	0.00	0.00	1,600.00	1,600.00	100.00%
Total Item 7620	ADULT RECREATION	12,094.64	10,399.86	15,500.00	15,500.00	4,445.00	13,600.00	13,600.00	-12.26%
Item 8010	ZONING								
A.8010.400	ZONING.CONTRACTUAL	17,600.23	11,005.88	13,000.00	13,000.00	4,836.90	13,000.00	13,000.00	0.00%
Total Item 8010	ZONING	17,600.23	11,005.88	13,000.00	13,000.00	4,836.90	13,000.00	13,000.00	0.00%

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Fund A	GENERAL								
Type E	Expense								
Item 8020	PLANNING								
A.8020.100	PLANNING.PERSONAL SERVICES	14,267.49	15,625.03	15,913.00	15,913.00	10,766.30	16,230.00	15,913.00	0.00%
A.8020.400	PLANNING.CONTRACTUAL	32,485.76	28,882.91	20,000.00	20,000.00	9,568.35	20,000.00	20,000.00	0.00%
A.8020.803	PLANNING.FICA	1,091.24	1,195.32	1,217.00	1,217.00	823.51	1,242.00	1,217.00	0.00%
Total Item 8020	PLANNING	47,844.49	45,703.26	37,130.00	37,130.00	21,158.16	37,472.00	37,130.00	0.00%
Item 8100	STORMWATER								
A.8100.400	STORMWATER.CONTRACTUAL	16,520.07	10,157.50	9,000.00	9,000.00	10,250.00	10,000.00	10,000.00	11.11%
Total Item 8100	STORMWATER	16,520.07	10,157.50	9,000.00	9,000.00	10,250.00	10,000.00	10,000.00	11.11%
Item 8105	LAKE CONSULTANT								
A.8105.400	LAKE CONSULTANT.CONTRACTUAL	9,000.00	9,000.00	9,000.00	9,000.00	3,750.00	9,000.00	9,000.00	0.00%
Total Item 8105	LAKE CONSULTANT	9,000.00	9,000.00	9,000.00	9,000.00	3,750.00	9,000.00	9,000.00	0.00%
Item 8160	LANDFILL								
A.8160.400	LANDFILL.CONTRACTUAL	21,031.00	40,021.37	20,000.00	20,000.00	32,917.93	30,000.00	30,000.00	50.00%
Total Item 8160	LANDFILL	21,031.00	40,021.37	20,000.00	20,000.00	32,917.93	30,000.00	30,000.00	50.00%
Item 8161	RECYCLING								
A.8161.200	RECYCLING.EQUIPMENT	16,035.00	0.00	3,500.00	3,500.00	0.00	0.00	0.00	-100.00%
A.8161.400	RECYCLING.CONTRACTUAL	53,332.18	70,444.36	67,020.00	67,020.00	47,861.93	70,000.00	70,000.00	4.45%
A.8161.403	RECYCLING.GAS	189.53	211.07	200.00	200.00	76.92	200.00	200.00	0.00%
A.8161.404	RECYCLING.AUTO REPAIR	1,980.77	1,365.60	1,500.00	1,500.00	175.03	500.00	500.00	-66.67%
A.8161.430	RECYCLING.INSURANCE - VEHICLE	558.54	559.47	600.00	600.00	408.94	600.00	600.00	0.00%
Total Item 8161	RECYCLING	82,096.02	72,580.50	72,820.00	72,820.00	48,522.82	71,300.00	71,300.00	-2.09%
Item 8510	COMMUNITY BEAUTIFICATION								
A.8510.419	COMMUNITY BEAUTIFICATION.TOWN HALL	2,201.16	1,985.88	2,000.00	2,000.00	213.65	2,000.00	2,000.00	0.00%

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Fund A	GENERAL								
Type E	Expense								
Item 8510	COMMUNITY BEAUTIFICATION								
Total Item 8510	COMMUNITY BEAUTIFICATION	2,201.16	1,985.88	2,000.00	2,000.00	213.65	2,000.00	2,000.00	0.00%
Item 8664	CODE ENFORCER								
A.8664.100	CODE ENFORCER.PERSONAL SERVICES	23,222.19	22,862.66	27,800.00	27,800.00	17,878.37	28,350.00	27,800.00	0.00%
A.8664.400	CODE ENFORCER.CONTRACTUAL	108.00	0.00	418.00	418.00	0.00	200.00	200.00	-52.15%
A.8664.403	CODE ENFORCER.GAS	448.85	381.43	400.00	400.00	187.80	400.00	400.00	0.00%
A.8664.404	CODE ENFORCER.AUTO REPAIR	981.39	122.44	500.00	500.00	319.52	500.00	500.00	0.00%
A.8664.803	CODE ENFORCER.FICA	1,776.51	1,749.07	2,127.00	2,127.00	1,367.72	2,169.00	2,127.00	0.00%
Total Item 8664	CODE ENFORCER	26,536.94	25,115.60	31,245.00	31,245.00	19,753.41	31,619.00	31,027.00	-0.70%
Item 8668	GRANT ADMINISTRATION AND ADDIT								
A.8668.400	GRANT ADMINISTRATION AND ADDIT.CONTRACTUAL	0.00	5,000.00	22,500.00	22,500.00	19,000.00	27,000.00	27,000.00	20.00%
Total Item 8668	GRANT ADMINISTRATION AND ADDIT	0.00	5,000.00	22,500.00	22,500.00	19,000.00	27,000.00	27,000.00	20.00%
Item 8810	CEMETERIES								
A.8810.400	CEMETERIES.CONTRACTUAL	5,000.00	19,211.04	5,500.00	5,500.00	5,100.00	5,500.00	5,500.00	0.00%
Total Item 8810	CEMETERIES	5,000.00	19,211.04	5,500.00	5,500.00	5,100.00	5,500.00	5,500.00	0.00%
Item 9040	WORKERS COMPENSATION								
A.9040.804	WORKERS COMPENSATION	120,235.76	113,822.09	110,010.00	110,010.00	65,388.00	68,700.00	68,700.00	-37.55%
Total Item 9040	WORKERS COMPENSATION	120,235.76	113,822.09	110,010.00	110,010.00	65,388.00	68,700.00	68,700.00	-37.55%
Item 9050	UNEMPLOYMENT INSURANCE								
A.9050.810	UNEMPLOYMENT INSURANCE	3.47	967.55	2,000.00	2,000.00	9,397.49	5,000.00	5,000.00	150.00%
Total Item 9050	UNEMPLOYMENT INSURANCE	3.47	967.55	2,000.00	2,000.00	9,397.49	5,000.00	5,000.00	150.00%
Item 9055	DISABILITY INSURANCE								

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Fund A GENERAL									
Type E Expense									
Item 9055 DISABILITY INSURANCE									
A.9055.805	DISABILITY INSURANCE	2,072.84	1,447.85	2,200.00	2,200.00	1,959.21	2,200.00	2,200.00	0.00%
Total Item 9055	DISABILITY INSURANCE	2,072.84	1,447.85	2,200.00	2,200.00	1,959.21	2,200.00	2,200.00	0.00%
Item 9060 HOSPITAL MEDICAL INSURANCE									
A.9060.802	HOSPITAL MEDICAL INSURANCE	521,969.18	587,585.34	544,541.00	544,541.00	408,695.22	595,000.00	595,000.00	9.27%
Total Item 9060	HOSPITAL MEDICAL INSURANCE	521,969.18	587,585.34	544,541.00	544,541.00	408,695.22	595,000.00	595,000.00	9.27%
Item 9089 OTHER BENEFITS									
A.9089.811	OTHER BENEFITS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	-100.00%
Total Item 9089	OTHER BENEFITS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	-100.00%
Item 9710 SERIAL BONDS									
A.9710.600	SERIAL BONDS,DEBT PRINCIPAL	285,000.00	280,000.00	270,000.00	270,000.00	0.00	265,000.00	265,000.00	-1.85%
A.9710.700	SERIAL BONDS,DEBT INTEREST	37,262.50	30,850.00	23,850.00	23,850.00	11,925.00	15,750.00	15,750.00	-33.96%
Total Item 9710	SERIAL BONDS	322,262.50	310,850.00	293,850.00	293,850.00	11,925.00	280,750.00	280,750.00	-4.46%
Item 9901 TRANSFERS TO OTHER FUNDS									
A.9901.900	TRANSFERS TO OTHER FUNDS	622,219.00	538,318.00	127,933.00	127,933.00	127,933.00	0.00	124,386.00	-2.77%
Total Item 9901	TRANSFERS TO OTHER FUNDS	622,219.00	538,318.00	127,933.00	127,933.00	127,933.00	0.00	124,386.00	-2.77%
Item 9950 TRANSFERS TO CAPITAL PROJECTS									
A.9950.900	TRANSFERS TO CAPITAL PROJECTS	79,811.32	2,200.00	410,000.00	410,000.00	0.00	0.00	0.00	-100.00%
Total Item 9950	TRANSFERS TO CAPITAL PROJECTS	79,811.32	2,200.00	410,000.00	410,000.00	0.00	0.00	0.00	-100.00%
Total Type E Expense	Expense	10,778,465.02	10,621,381.34	10,753,968.00	10,753,968.00	6,351,681.98	10,272,100.00	10,349,244.00	-3.76%
Total Fund A GENERAL	GENERAL	(547,338.09)	(297,820.77)	(528,705.00)	(528,705.00)	2,744,245.70	(146,841.00)	(223,985.00)	-57.64%

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Fund A	GENERAL								

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Fund DA	HIGHWAY								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
DA.1001	REAL PROPERTY TAXES	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	3,570,420.00	0.00%
Item 2401	INTEREST INCOME								
DA.2401	INTEREST INCOME	2,814.60	9,532.80	8,000.00	8,000.00	18,660.00	8,000.00	8,000.00	0.00%
Total Item 2401	INTEREST INCOME	2,814.60	9,532.80	8,000.00	8,000.00	18,660.00	8,000.00	8,000.00	0.00%
Item 2650	SALE OF SCRAP								
DA.2650	SALE OF SCRAP	6,953.30	5,237.20	10,000.00	10,000.00	3,584.00	10,000.00	10,000.00	0.00%
Total Item 2650	SALE OF SCRAP	6,953.30	5,237.20	10,000.00	10,000.00	3,584.00	10,000.00	10,000.00	0.00%
Item 2665	SALES OF EQUIPMENT								
DA.2665	SALES OF EQUIPMENT	35,415.00	11,415.00	0.00	0.00	23,000.00	10,000.00	10,000.00	100.00%
Total Item 2665	SALES OF EQUIPMENT	35,415.00	11,415.00	0.00	0.00	23,000.00	10,000.00	10,000.00	100.00%
Item 2680	INSURANCE RECOVERIES								
DA.2680	INSURANCE RECOVERIES	27,772.48	105.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 2680	INSURANCE RECOVERIES	27,772.48	105.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 5031	INTERFUND TRANSFERS								
DA.5031	INTERFUND TRANSFERS	622,219.00	538,318.00	127,933.00	127,933.00	127,933.00	0.00	124,386.00	-2.77%
Total Item 5031	INTERFUND TRANSFERS	622,219.00	538,318.00	127,933.00	127,933.00	127,933.00	0.00	124,386.00	-2.77%
Total Type R	Revenue	4,265,594.38	4,135,028.00	3,716,353.00	3,716,353.00	3,743,597.00	3,598,420.00	3,722,806.00	0.17%

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Fund DA	HIGHWAY								
Type E	Expense								
Item 1980	PAYMENT OF MTA PAYROLL TAX								
DA.1980.400	PAYMENT OF MTA PAYROLL TAX.CONTRACTUAL	5,677.48	5,640.66	5,435.00	5,435.00	1,393.33	5,552.00	5,552.00	2.15%
Total Item 1980	PAYMENT OF MTA PAYROLL TAX	5,677.48	5,640.66	5,435.00	5,435.00	1,393.33	5,552.00	5,552.00	2.15%
Item 5110	MAINTENANCE OF ROADS								
DA.5110.100	MAINTENANCE OF ROADS.PERSONAL SERVICES	793,604.76	806,299.14	809,210.00	809,210.00	640,533.45	829,900.00	829,215.00	2.47%
DA.5110.140	MAINTENANCE OF ROADS.OVERTIME	71,945.15	36,709.48	20,000.00	20,000.00	80,165.82	30,000.00	30,000.00	60.00%
DA.5110.400	MAINTENANCE OF ROADS.CONTRACTUAL	532,127.94	179,657.90	200,000.00	200,000.00	123,078.44	200,000.00	200,000.00	0.00%
DA.5110.401	MAINTENANCE OF ROADS.TRAINING & SAFETY	3,608.59	2,653.37	5,000.00	5,000.00	1,215.58	5,000.00	5,000.00	0.00%
DA.5110.802	MAINTENANCE OF ROADS.HOSPITAL/MEDICAL	0.00	11,700.00	3,600.00	3,600.00	1,800.00	3,600.00	3,600.00	0.00%
DA.5110.803	MAINTENANCE OF ROADS.FICA	64,965.45	64,571.92	63,435.00	63,435.00	54,385.51	65,782.00	65,730.00	3.62%
Total Item 5110	MAINTENANCE OF ROADS	1,466,251.89	1,101,591.81	1,101,245.00	1,101,245.00	901,158.80	1,134,282.00	1,133,545.00	2.93%
Item 5130	MACHINERY								
DA.5130.200	MACHINERY.EQUIPMENT	161,655.19	389,147.17	10,000.00	10,000.00	3,708.61	10,000.00	10,000.00	0.00%
DA.5130.400	MACHINERY.CONTRACTUAL	69,909.70	58,929.23	100,000.00	100,000.00	40,361.80	100,000.00	75,000.00	-25.00%
DA.5130.403	MACHINERY.GAS	94,637.97	88,006.49	70,000.00	70,000.00	33,447.28	70,000.00	70,000.00	0.00%
DA.5130.404	MACHINERY.AUTO REPAIR	189,323.39	147,822.46	150,000.00	150,000.00	76,779.43	150,000.00	150,000.00	0.00%
DA.5130.405	MACHINERY.SWEEPER RENTAL	5,810.00	20,000.00	35,000.00	35,000.00	23,920.00	35,000.00	35,000.00	0.00%
DA.5130.430	MACHINERY.INSURANCE - VEHICLE	68,627.72	72,937.52	70,000.00	70,000.00	55,854.74	73,400.00	73,400.00	4.86%
Total Item 5130	MACHINERY	589,963.97	776,842.87	435,000.00	435,000.00	234,071.87	438,400.00	413,400.00	-4.97%
Item 5140	MISCELLANEOUS/BRUSH/WEEDS								
DA.5140.400	MISCELLANEOUS/BRUSH/WEEDS.CONTRACTUAL	10,861.77	2,188.23	8,000.00	8,000.00	6,650.68	8,000.00	8,000.00	0.00%

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Fund DA	HIGHWAY								
Type E	Expense								
Item 5140	MISCELLANEOUS/BRUSH/WEEEDS								
Total Item 5140	MISCELLANEOUS/BRUSH/WEEEDS	10,861.77	2,189.23	8,000.00	8,000.00	6,650.68	8,000.00	8,000.00	0.00%
Item 5142	SNOW REMOVAL								
DA.5142.100	SNOW REMOVAL.PERSONAL SERVICES	634,345.22	620,388.53	567,800.00	567,800.00	305,108.05	582,900.00	582,425.00	2.58%
DA.5142.140	SNOW REMOVAL.OVERTIME	183,548.12	223,348.66	190,000.00	190,000.00	39,530.28	190,000.00	190,000.00	0.00%
DA.5142.400	SNOW REMOVAL.CONTRACTUAL	321,267.98	365,216.48	285,000.00	285,000.00	27,585.36	285,000.00	285,000.00	0.00%
DA.5142.403	SNOW REMOVAL.GAS	5,143.26	396.82	3,000.00	3,000.00	1,992.22	3,000.00	3,000.00	0.00%
DA.5142.803	SNOW REMOVAL.FICA	61,546.82	63,656.62	57,972.00	57,972.00	25,836.76	59,127.00	59,091.00	1.93%
Total Item 5142	SNOW REMOVAL	1,205,851.40	1,273,017.11	1,103,772.00	1,103,772.00	400,052.67	1,120,027.00	1,119,516.00	1.43%
Item 9010	NYS RETIREMENT								
DA.9010.801	NYS RETIREMENT	209,737.00	212,646.00	223,000.00	223,000.00	0.00	251,081.00	250,888.00	12.51%
Total Item 9010	NYS RETIREMENT	209,737.00	212,646.00	223,000.00	223,000.00	0.00	251,081.00	250,888.00	12.51%
Item 9040	WORKERS COMPENSATION								
DA.9040.804	WORKERS COMPENSATION	127,168.47	120,335.08	116,280.00	116,280.00	68,877.00	72,400.00	72,400.00	-37.74%
Total Item 9040	WORKERS COMPENSATION	127,168.47	120,335.08	116,280.00	116,280.00	68,877.00	72,400.00	72,400.00	-37.74%
Item 9050	UNEMPLOYMENT INSURANCE								
DA.9050.810	UNEMPLOYMENT INSURANCE	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%
Total Item 9050	UNEMPLOYMENT INSURANCE	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%
Item 9055	DISABILITY INSURANCE								
DA.9055.805	DISABILITY INSURANCE	709.33	493.88	1,000.00	1,000.00	697.94	1,000.00	1,000.00	0.00%
Total Item 9055	DISABILITY INSURANCE	709.33	493.88	1,000.00	1,000.00	697.94	1,000.00	1,000.00	0.00%
Item 9060	HOSPITAL MEDICAL INSURANCE								

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Fund DA	HIGHWAY								
Type E	Expense								
Item 9060	HOSPITAL MEDICAL INSURANCE								
DA.9060.802	HOSPITAL MEDICAL INSURANCE	617,469.56	591,753.82	620,000.00	620,000.00	425,476.18	608,300.00	608,300.00	-1.89%
Total Item 9060	HOSPITAL MEDICAL INSURANCE	617,469.56	591,753.82	620,000.00	620,000.00	425,476.18	608,300.00	608,300.00	-1.89%
Item 9070	WELFARE BENEFIT FUND								
DA.9070.807	WELFARE BENEFIT FUND	16,057.00	15,430.00	16,000.00	16,000.00	14,994.00	16,000.00	16,000.00	0.00%
Total Item 9070	WELFARE BENEFIT FUND	16,057.00	15,430.00	16,000.00	16,000.00	14,994.00	16,000.00	16,000.00	0.00%
Item 9730	BOND ANTICIPATION NOTES								
DA.9730.700	BOND ANTICIPATION NOTES.DEBT INTEREST	0.00	0.00	29,917.00	29,917.00	29,916.67	37,500.00	37,500.00	25.35%
Total Item 9730	BOND ANTICIPATION NOTES	0.00	0.00	29,917.00	29,917.00	29,916.67	37,500.00	37,500.00	25.35%
Item 9785	INSTALLMENT PURCHASE DEBT								
DA.9785.600	INSTALLMENT PURCHASE DEBT.DEBT PRINCIPAL	55,704.85	47,956.80	49,786.00	49,786.00	49,786.41	51,686.00	51,686.00	3.82%
DA.9785.700	INSTALLMENT PURCHASE DEBT.DEBT INTEREST	0.00	7,748.05	5,918.00	5,918.00	5,918.44	4,019.00	4,019.00	-32.09%
Total Item 9785	INSTALLMENT PURCHASE DEBT	55,704.85	55,704.85	55,704.00	55,704.00	55,704.85	55,705.00	55,705.00	0.00%
Total Type E	Expense	4,305,452.72	4,155,645.31	3,716,353.00	3,716,353.00	2,138,993.99	3,749,247.00	3,722,806.00	0.17%
Total Fund DA	HIGHWAY	(39,868.34)	(20,617.31)	0.00	0.00	1,604,603.01	(150,827.00)	0.00	0.00%

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Fund G	SEWER DISTRICT								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
G.1001	REAL PROPERTY TAXES	110,000.03	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	110,000.03	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	0.00%
Item 2401	INTEREST INCOME								
G.2401	INTEREST INCOME	416.94	736.14	200.00	200.00	0.00	200.00	200.00	0.00%
Total Item 2401	INTEREST INCOME	416.94	736.14	200.00	200.00	0.00	200.00	200.00	0.00%
Total Type R	Revenue	110,416.97	110,736.14	110,200.00	110,200.00	110,000.00	110,200.00	110,200.00	0.00%

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Fund G	SEWER DISTRICT								
Type E	Expense								
Item 8110	SEWER ADMINISTRATION								
G.8110.400	SEWER ADMINISTRATION.CONTRACTU AL	86,349.37	105,918.32	100,200.00	100,200.00	12,724.93	100,200.00	100,200.00	0.00%
Total Item 8110	SEWER ADMINISTRATION	86,349.37	105,918.32	100,200.00	100,200.00	12,724.93	100,200.00	100,200.00	0.00%
Item 9901	TRANSFERS TO OTHER FUNDS								
G.9901.900	TRANSFERS TO OTHER FUNDS.TRANSFER	0.00	0.00	50,000.00	50,000.00	50,000.00	10,000.00	10,000.00	-80.00%
Total Item 9901	TRANSFERS TO OTHER FUNDS	0.00	0.00	50,000.00	50,000.00	50,000.00	10,000.00	10,000.00	-80.00%
Total Type E	Expense	86,349.37	105,918.32	150,200.00	150,200.00	62,724.93	110,200.00	110,200.00	-26.63%
Total Fund G	SEWER DISTRICT	24,067.60	4,817.82	(40,000.00)	(40,000.00)	47,275.07	0.00	0.00	-100.00%

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Fund SF1	LAKE CARMEL FIRE DISTRICT #1								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
SF1.1001	REAL PROPERTY TAXES	965,413.49	981,830.53	990,878.00	990,878.00	990,878.00	990,878.00	990,878.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	965,413.49	981,830.53	990,878.00	990,878.00	990,878.00	990,878.00	990,878.00	0.00%
Total Type R	Revenue	965,413.49	981,830.53	990,878.00	990,878.00	990,878.00	990,878.00	990,878.00	0.00%

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund SF1	LAKE CARMEL FIRE DISTRICT #1								
Type E	Expense								
Item 1930	JUDGEMENT & CLAIMS								
SF1.1930.428	JUDGEMENT & CLAIMS.TAX CERTORARI	78.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 1930	JUDGEMENT & CLAIMS	78.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 3410	FIRE PROTECTION								
SF1.3410.200	FIRE PROTECTION.EQUIPMENT	0.00	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00%
SF1.3410.400	FIRE PROTECTION.CONTRACTUAL	965,445.00	973,445.00	918,215.00	918,215.00	934,759.00	934,759.00	934,759.00	1.80%
Total Item 3410	FIRE PROTECTION	965,445.00	973,445.00	928,215.00	928,215.00	934,759.00	944,759.00	944,759.00	1.78%
Item 9040	WORKERS COMPENSATION								
SF1.9040.804	WORKERS COMPENSATION.WORKERS COMPENSATION	0.00	0.00	62,663.00	62,663.00	46,119.00	46,119.00	46,119.00	-26.40%
Total Item 9040	WORKERS COMPENSATION	0.00	0.00	62,663.00	62,663.00	46,119.00	46,119.00	46,119.00	-26.40%
Total Type E	Expense	965,523.91	973,445.00	990,878.00	990,878.00	980,878.00	990,878.00	990,878.00	0.00%
Total Fund SF1	LAKE CARMEL FIRE DISTRICT #1	(110.42)	8,385.53	0.00	0.00	10,000.00	0.00	0.00	0.00%

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Fund SF2	KENT FIRE DISTRICT #1								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
SF2.1001	REAL PROPERTY TAXES	476,874.77	482,950.98	489,400.00	489,400.00	489,400.00	495,310.00	495,310.00	1.21%
Total Item 1001	REAL PROPERTY TAXES	476,874.77	482,950.98	489,400.00	489,400.00	489,400.00	495,310.00	495,310.00	1.21%
Item 2401	INTEREST INCOME								
SF2.2401	INTEREST INCOME	101.35	126.93	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 2401	INTEREST INCOME	101.35	126.93	0.00	0.00	0.00	0.00	0.00	0.00%
Total Type R	Revenue	476,976.12	483,077.91	489,400.00	489,400.00	489,400.00	495,310.00	495,310.00	1.21%

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Fund SF2	KENT FIRE DISTRICT #1								
Type E	Expense								
Item 1930	JUDGEMENT & CLAIMS								
SF2.1930.428	JUDGEMENT & CLAIMS.TAX CERTORARI	80.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 1930	JUDGEMENT & CLAIMS	80.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 3410	FIRE PROTECTION								
SF2.3410.400	FIRE PROTECTION.CONTRACTUAL	476,875.00	483,300.00	489,400.00	489,400.00	489,400.00	495,310.00	495,310.00	1.21%
Total Item 3410	FIRE PROTECTION	476,875.00	483,300.00	489,400.00	489,400.00	489,400.00	495,310.00	495,310.00	1.21%
Total Type E	Expense	476,875.97	483,300.00	489,400.00	489,400.00	489,400.00	495,310.00	495,310.00	1.21%
Total Fund SF2	KENT FIRE DISTRICT #1	20.15	(222.09)	0.00	0.00	0.00	0.00	0.00	0.00%

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Fund SP1	LAKE CARMEL PARK DISTRICT								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
SP1.1001	REAL PROPERTY TAXES	569,553.13	569,398.62	569,597.00	568,597.00	569,597.00	569,597.00	569,597.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	569,553.13	569,398.62	569,597.00	569,597.00	569,597.00	569,597.00	569,597.00	0.00%
Item 2089	OTHER CULTURE & RECREATION INCOME								
SP1.2089	OTHER CULTURE & RECREATION INCOME	6,850.00	6,150.00	6,500.00	6,500.00	1,375.00	6,500.00	6,500.00	0.00%
SP1.2089.450	OTHER CULTURE & RECREATION INC.TROLLING MOTOR PERMIT	760.00	520.00	500.00	500.00	200.00	500.00	500.00	0.00%
Total Item 2089	OTHER CULTURE & RECREATION INCOME	7,410.00	6,670.00	7,000.00	7,000.00	1,575.00	7,000.00	7,000.00	0.00%
Item 2401	INTEREST INCOME								
SP1.2401	INTEREST INCOME	3,255.06	5,279.93	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00%
Total Item 2401	INTEREST INCOME	3,255.06	5,279.93	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00%
Item 2402	INTEREST ON CAPITAL RESERVE								
SP1.2402.024	INTEREST ON CAPITAL.PCNB LC DAM REPAIR RESERVE	3.07	3.07	2.00	2.00	1.53	2.00	2.00	0.00%
SP1.2402.027	INTEREST ON CAPITAL.PCNB LC COMMUNITY CENTER RES	73.15	73.95	80.00	80.00	37.01	80.00	80.00	0.00%
Total Item 2402	INTEREST ON CAPITAL RESERVE	76.22	77.02	82.00	82.00	38.54	82.00	82.00	0.00%
Total Type R	Revenue	580,294.41	581,425.67	577,879.00	577,879.00	571,210.54	577,879.00	577,879.00	0.00%

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Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund SP1 LAKE CARMEL PARK DISTRICT									
Type E	Expense								
Item 1930	JUDGEMENT & CLAIMS								
SP1.1930.428	JUDGEMENT & CLAIMS.TAX CERTORARI	114.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TotalItem	JUDGEMENT & CLAIMS	114.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Item 1980 PAYMENT OF MTA PAYROLL TAX									
SP1.1980.400	PAYMENT OF MTA PAYROLL TAX.CONTRACTUAL	1,009.88	858.31	1,029.00	1,029.00	128.87	1,029.00	1,029.00	0.00%
TotalItem	PAYMENT OF MTA PAYROLL TAX	1,009.88	858.31	1,029.00	1,029.00	128.87	1,029.00	1,029.00	0.00%
Item 7110 PARKS									
SP1.7110.100	PARKS.PERSONAL SERVICES	180,653.82	176,297.46	204,700.00	204,700.00	110,623.12	211,823.00	211,823.00	3.48%
SP1.7110.102	PARKS.SUMMER PAYROLL	16,085.88	11,807.63	17,000.00	17,000.00	16,204.35	25,000.00	20,000.00	17.65%
SP1.7110.140	PARKS.OVERTIME	5,734.39	5,255.07	5,000.00	5,000.00	5,168.25	5,000.00	5,000.00	0.00%
SP1.7110.200	PARKS.EQUIPMENT	1,973.44	1,176.67	2,000.00	2,000.00	4,274.42	5,000.00	5,000.00	150.00%
SP1.7110.400	PARKS.CONTRACTUAL	18,159.87	19,733.56	20,000.00	20,000.00	28,773.30	25,000.00	25,000.00	25.00%
SP1.7110.403	PARKS.GAS	4,785.58	3,891.31	4,000.00	4,000.00	2,530.65	4,000.00	4,000.00	0.00%
SP1.7110.404	PARKS.AUTO REPAIR	2,975.20	3,051.80	4,000.00	4,000.00	1,886.04	3,000.00	3,000.00	-25.00%
SP1.7110.431	PARKS.INSURANCE-OTHER	7,546.90	8,930.40	8,900.00	8,900.00	10,544.27	8,900.00	8,900.00	0.00%
SP1.7110.438	PARKS.LC DAM ENGINEERING	24,777.36	3,474.81	0.00	0.00	0.00	0.00	0.00	0.00%
SP1.7110.441	PARKS.LAKE TREATMENT	17,810.00	9,135.00	15,000.00	15,000.00	2,760.00	10,000.00	10,000.00	-33.33%
SP1.7110.803	PARKS.FICA	15,432.22	14,726.33	17,343.00	17,343.00	9,979.80	18,498.00	18,119.00	4.47%
TotalItem	PARKS	295,934.66	257,480.04	297,943.00	297,943.00	192,743.20	316,222.00	310,842.00	4.33%
Item 7120 PARKS-ADMINISTRATION									
SP1.7120.100	PARKS- ADMINISTRATION.PERSONAL SERVICES	11,763.43	13,874.25	15,920.00	15,920.00	10,262.51	16,230.00	15,920.00	0.00%
SP1.7120.400	PARKS- ADMINISTRATION.CONTRACTU AL	3,617.20	1,305.19	3,500.00	3,500.00	433.90	3,500.00	3,500.00	0.00%

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Fund SP1	LAKE CARMEL PARK DISTRICT								
Type E	Expense								
Item 7120	PARKS-ADMINISTRATION								
SP1.7120.803	PARKS-ADMINISTRATION.FICA	899.92	1,061.40	1,218.00	1,218.00	785.03	1,242.00	1,218.00	0.00%
Total Item 7120	PARKS-ADMINISTRATION	16,280.55	16,240.84	20,638.00	20,638.00	11,481.44	20,972.00	20,638.00	0.00%
Item 7140	LAKE CARMEL COMMUNITY CENTER								
SP1.7140.400	LAKE CARMEL COMMUNITY CENTER,CONTRACTUAL	22,762.50	15,876.01	13,000.00	13,000.00	6,742.89	13,000.00	13,000.00	0.00%
SP1.7140.431	LAKE CARMEL COMMUNITY CENTER,INSURANCE-OTHER	2,922.17	3,211.45	2,300.00	2,300.00	630.56	2,300.00	2,300.00	0.00%
Total Item 7140	LAKE CARMEL COMMUNITY CENTER	25,684.67	19,087.46	15,300.00	15,300.00	7,373.45	15,300.00	15,300.00	0.00%
Item 7141	LAKE CARMEL 640 RT 52								
SP1.7141.400	LAKE CARMEL 640 RT 52,CONTRACTUAL	713.00	549.00	500.00	500.00	6,030.00	500.00	500.00	0.00%
SP1.7141.431	LAKE CARMEL 640 RT 52,INSURANCE-OTHER	0.00	32.75	200.00	200.00	32.75	200.00	200.00	0.00%
Total Item 7141	LAKE CARMEL 640 RT 52	713.00	581.75	700.00	700.00	6,062.75	700.00	700.00	0.00%
Item 7180	LC BEACHES								
SP1.7180.102	LC BEACHES,SEASONAL PAYROLL	82,837.65	47,384.71	60,000.00	60,000.00	33,115.68	50,000.00	50,000.00	-16.67%
SP1.7180.200	LC BEACHES,EQUIPMENT	1,097.75	1,154.09	1,000.00	1,000.00	20,603.10	2,000.00	2,000.00	100.00%
SP1.7180.400	LC BEACHES,CONTRACTUAL	11,138.63	8,359.56	10,000.00	10,000.00	5,513.71	10,000.00	10,000.00	0.00%
SP1.7180.404	LC BEACHES,AUTO REPAIR	163.97	0.00	500.00	500.00	0.00	100.00	100.00	-80.00%
SP1.7180.450	LC COMM CENTER EVENTS	3,201.58	3,593.32	5,000.00	5,000.00	288.02	5,000.00	5,000.00	0.00%
SP1.7180.451	LC COMMITTEE FESTIVALS	3,990.42	3,673.18	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%
SP1.7180.803	LC BEACHES,FICA	6,336.03	3,624.80	4,590.00	4,590.00	2,533.40	3,825.00	3,825.00	-16.67%
Total Item 7180	LC BEACHES	108,766.03	67,789.66	86,090.00	86,090.00	62,053.91	75,925.00	75,925.00	-11.81%
Item 9010	NYS RETIREMENT								
SP1.9010.801	NYS RETIREMENT	33,072.00	34,025.00	32,840.00	32,840.00	0.00	37,000.00	37,000.00	12.67%

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Fund SP1	LAKE CARMEL PARK DISTRICT								
Type E	Expense								
Item 9010	NYS RETIREMENT								
Total Item 9010	NYS RETIREMENT	33,072.00	34,025.00	32,840.00	32,840.00	0.00	37,000.00	37,000.00	12.87%
Item 9040	WORKERS COMPENSATION								
SP1.9040.804	WORKERS COMPENSATION	9,305.01	8,683.98	8,400.00	8,400.00	4,952.00	5,200.00	5,200.00	-38.10%
Total Item 9040	WORKERS COMPENSATION	9,305.01	8,683.98	8,400.00	8,400.00	4,952.00	5,200.00	5,200.00	-38.10%
Item 9050	UNEMPLOYMENT INSURANCE								
SP1.9050.810	UNEMPLOYMENT INSURANCE	0.00	0.00	250.00	250.00	0.00	250.00	250.00	0.00%
Total Item 9050	UNEMPLOYMENT INSURANCE	0.00	0.00	250.00	250.00	0.00	250.00	250.00	0.00%
Item 9055	DISABILITY INSURANCE								
SP1.9055.805	DISABILITY INSURANCE	258.86	171.81	250.00	250.00	160.53	250.00	250.00	0.00%
Total Item 9055	DISABILITY INSURANCE	258.86	171.81	250.00	250.00	160.53	250.00	250.00	0.00%
Item 9060	HOSPITAL MEDICAL INSURANCE								
SP1.9060.802	HOSPITAL MEDICAL INSURANCE	123,376.32	110,444.95	128,500.00	128,500.00	90,075.76	140,223.00	140,223.00	9.12%
Total Item 9060	HOSPITAL MEDICAL INSURANCE	123,376.32	110,444.95	128,500.00	128,500.00	90,075.76	140,223.00	140,223.00	9.12%
Item 9070	WELFARE BENEFIT FUND								
SP1.9070.807	WELFARE BENEFIT FUND	2,436.00	2,436.00	2,500.00	2,500.00	2,254.00	2,500.00	2,500.00	0.00%
Total Item 9070	WELFARE BENEFIT FUND	2,436.00	2,436.00	2,500.00	2,500.00	2,254.00	2,500.00	2,500.00	0.00%
Item 9785	INSTALLMENT PURCHASE DEBT								
SP1.9785.600	INSTALLMENT PURCHASE DEBT,DEBT PRINCIPAL	0.00	18,164.82	16,998.00	16,998.00	16,998.44	17,735.00	17,735.00	4.34%
SP1.9785.700	INSTALLMENT PURCHASE DEBT,DEBT INTEREST	0.00	2,783.21	3,144.00	3,144.00	3,143.90	2,407.00	2,407.00	-23.44%
Total Item 9785	INSTALLMENT PURCHASE DEBT	0.00	20,948.03	20,142.00	20,142.00	20,142.34	20,142.00	20,142.00	0.00%
Total Type E	Expense	616,951.51	538,747.83	614,582.00	614,582.00	397,428.25	635,713.00	629,999.00	2.51%

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Fund SP1	LAKE CARMEL PARK DISTRICT								
Type E	Expense								
Total Fund SP1	LAKE CARMEL PARK DISTRICT	(36,657.10)	42,677.74	(36,703.00)	(36,703.00)	173,782.29	(57,834.00)	(52,120.00)	42.00%

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Fund SP2	LAKE TIBET PARK DISTRICT								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
SP2.1001	REAL PROPERTY TAXES	62,050.01	7,473.56	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	62,050.01	7,473.56	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00%
Item 2401	INTEREST INCOME								
SP2.2401	INTEREST INCOME	647.41	386.96	300.00	300.00	0.00	300.00	300.00	0.00%
Total Item 2401	INTEREST INCOME	647.41	386.96	300.00	300.00	0.00	300.00	300.00	0.00%
Item 2402	INTEREST ON CAPITAL RESERVE								
SP2.2402.026	INTEREST ON CAPITAL.PCNB LAKE TIBET PARK	34.13	34.17	35.00	35.00	17.05	35.00	35.00	0.00%
Total Item 2402	INTEREST ON CAPITAL RESERVE	34.13	34.17	35.00	35.00	17.05	35.00	35.00	0.00%
Total Type R	Revenue	62,731.55	7,894.69	15,335.00	15,335.00	15,017.05	15,335.00	15,335.00	0.00%

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Fund SP2	LAKE TIBET PARK DISTRICT								
Type E	Expense								
Item 7110	PARKS								
SP2:7110.400	PARKS.CONTRACTUAL	25,686.86	45,821.81	43,400.00	43,400.00	3,815.98	39,900.00	39,900.00	-8.06%
Total Item 7110	PARKS	25,686.86	45,821.81	43,400.00	43,400.00	3,815.98	39,900.00	39,900.00	-8.06%
Total Type E	Expense	25,686.86	45,821.81	43,400.00	43,400.00	3,815.98	39,900.00	39,900.00	-8.06%
Total Fund SP2	LAKE TIBET PARK DISTRICT	37,044.69	(37,927.12)	(28,065.00)	(28,065.00)	11,201.07	(24,565.00)	(24,565.00)	-12.47%

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Fund SR	LAKE CARMEL SANITATION								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
SR.1001	REAL PROPERTY TAXES	1,550,666.40	1,550,276.80	1,570,777.00	1,570,777.00	1,570,777.00	1,570,777.00	1,570,777.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	1,550,666.40	1,550,276.80	1,570,777.00	1,570,777.00	1,570,777.00	1,570,777.00	1,570,777.00	0.00%
Item 2401	INTEREST INCOME								
SR.2401	INTEREST INCOME	6,885.40	5,557.04	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%
Total Item 2401	INTEREST INCOME	6,885.40	5,557.04	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%
Item 2651	SALE OF REFUSE FOR RECYCLING								
SR.2651	SALE OF RECYCLING REFUSE	8,090.40	7,297.70	6,000.00	6,000.00	5,231.40	6,000.00	6,000.00	0.00%
Total Item 2651	SALE OF REFUSE FOR RECYCLING	8,090.40	7,297.70	6,000.00	6,000.00	5,231.40	6,000.00	6,000.00	0.00%
Item 2665	SALES OF EQUIPMENT								
SR.2665	SALES OF EQUIPMENT	1,170.00	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%
Total Item 2665	SALES OF EQUIPMENT	1,170.00	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%
Total Type R	Revenue	1,566,812.20	1,563,131.54	1,582,777.00	1,582,777.00	1,576,008.40	1,582,777.00	1,582,777.00	0.00%

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Fund SR	LAKE CARMEL SANITATION								
Type E	Expense								
Item 1930	JUDGEMENT & CLAIMS								
SR.1930.428	JUDGEMENT & CLAIMS.TAX CERTORARI	288.83	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%
Total Item 1930	JUDGEMENT & CLAIMS	288.83	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%
Item 1980	PAYMENT OF MTA PAYROLL TAX								
SR.1980.400	PAYMENT OF MTA PAYROLL TAX.CONTRACTUAL	2,096.49	2,156.79	2,287.00	2,287.00	579.60	2,330.00	2,330.00	1.88%
Total Item 1980	PAYMENT OF MTA PAYROLL TAX	2,096.49	2,156.79	2,287.00	2,287.00	579.60	2,330.00	2,330.00	1.88%
Item 8160	REFUSE & GARBAGE								
SR.8160.100	REFUSE & GARBAGE.PERSONAL SERVICES	630,870.73	646,905.56	661,635.00	661,635.00	431,192.88	673,807.00	672,395.00	1.63%
SR.8160.140	REFUSE & GARBAGE.OVERTIME	9,778.75	8,118.77	11,000.00	11,000.00	4,254.23	11,000.00	11,000.00	0.00%
SR.8160.400	REFUSE & GARBAGE.CONTRACTUAL	362,437.12	391,225.38	367,270.00	367,270.00	289,880.55	370,000.00	370,000.00	0.74%
SR.8160.403	REFUSE & GARBAGE.GAS	39,953.62	37,673.37	35,000.00	35,000.00	18,394.23	30,000.00	30,000.00	-14.29%
SR.8160.404	REFUSE & GARBAGE.AUTO REPAIR	49,685.24	38,096.54	40,000.00	40,000.00	31,119.89	40,000.00	40,000.00	0.00%
SR.8160.431	REFUSE & GARBAGE.INSURANCE-OTHER	20,448.89	20,009.04	20,500.00	20,500.00	15,216.13	20,910.00	20,910.00	2.00%
SR.8160.803	REFUSE & GARBAGE.FICA	47,781.51	48,854.18	51,457.00	51,457.00	32,444.04	52,388.00	52,280.00	1.60%
Total Item 8160	REFUSE & GARBAGE	1,160,955.86	1,190,882.84	1,186,862.00	1,186,862.00	822,501.95	1,198,105.00	1,196,585.00	0.82%
Item 9010	NYS RETIREMENT								
SR.9010.801	NYS RETIREMENT	81,350.00	84,760.00	85,000.00	85,000.00	0.00	94,910.00	94,671.00	11.38%
Total Item 9010	NYS RETIREMENT	81,350.00	84,760.00	85,000.00	85,000.00	0.00	94,910.00	94,671.00	11.38%
Item 9040	WORKERS COMPENSATION								
SR.9040.804	WORKERS COMPENSATION	71,338.41	67,300.80	65,310.00	65,310.00	38,856.00	40,800.00	40,800.00	-37.53%
Total Item	WORKERS COMPENSATION	71,338.41	67,300.80	65,310.00	65,310.00	38,856.00	40,800.00	40,800.00	-37.53%

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Fund SR	LAKE CARMEL SANITATION								
Type E	Expense								
Item 9040	WORKERS COMPENSATION								
9040									
Item 9055	DISABILITY INSURANCE								
SR.9055.805	DISABILITY INSURANCE	360.11	255.24	375.00	375.00	330.43	371.00	371.00	-1.07%
Total Item 9055	DISABILITY INSURANCE	<u>360.11</u>	<u>255.24</u>	<u>375.00</u>	<u>375.00</u>	<u>330.43</u>	<u>371.00</u>	<u>371.00</u>	<u>-1.07%</u>
Item 9060	HOSPITAL MEDICAL INSURANCE								
SR.9060.802	HOSPITAL MEDICAL INSURANCE	275,849.52	271,684.27	278,000.00	278,000.00	199,411.74	312,520.00	312,520.00	12.42%
Total Item 9060	HOSPITAL MEDICAL INSURANCE	<u>275,849.52</u>	<u>271,684.27</u>	<u>278,000.00</u>	<u>278,000.00</u>	<u>199,411.74</u>	<u>312,520.00</u>	<u>312,520.00</u>	<u>12.42%</u>
Item 9070	WELFARE BENEFIT FUND								
SR.9070.807	WELFARE BENEFIT FUND	7,416.00	7,416.00	7,500.00	7,500.00	6,998.00	7,500.00	7,500.00	0.00%
Total Item 9070	WELFARE BENEFIT FUND	<u>7,416.00</u>	<u>7,416.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>6,998.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>0.00%</u>
Total Type E Expense	Expense	<u>1,599,655.22</u>	<u>1,624,455.94</u>	<u>1,626,334.00</u>	<u>1,626,334.00</u>	<u>1,068,677.72</u>	<u>1,657,536.00</u>	<u>1,655,777.00</u>	<u>1.81%</u>
Total Fund SR	LAKE CARMEL SANITATION	<u>(32,843.02)</u>	<u>(61,324.40)</u>	<u>(43,557.00)</u>	<u>(43,557.00)</u>	<u>507,330.68</u>	<u>(74,759.00)</u>	<u>(73,000.00)</u>	<u>67.60%</u>

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Fund SW1	WATER DISTRICT #1								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
SW1.1001	REAL PROPERTY TAXES	53,371.50	53,372.00	53,372.00	53,372.00	53,372.00	53,372.00	53,372.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	53,371.50	53,372.00	53,372.00	53,372.00	53,372.00	53,372.00	53,372.00	0.00%
Item 2401	INTEREST INCOME								
SW1.2401	INTEREST INCOME	0.00	0.00	60.00	60.00	0.00	0.00	0.00	-100.00%
Total Item 2401	INTEREST INCOME	0.00	0.00	60.00	60.00	0.00	0.00	0.00	-100.00%
Total Type R	Revenue	53,371.50	53,372.00	53,432.00	53,432.00	53,372.00	53,372.00	53,372.00	-0.11%

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Fund SW1	WATER DISTRICT #1								
Type E	Expense								
Item 8340	TRANSMISSION/DISTRIBUTION								
SW1.8340.400	TRANSMISSION/DISTRIBUTION .CONTRACTUAL	88,088.74	44,365.98	41,330.00	41,330.00	27,617.25	41,330.00	41,330.00	0.00%
SW1.8340.431	TRANSMISSION/DISTRIBUTION .INSURANCE-OTHER	0.00	0.00	300.00	300.00	0.00	300.00	300.00	0.00%
Total Item 8340	TRANSMISSION/DISTRIBUTION	88,088.74	44,365.98	41,630.00	41,630.00	27,617.25	41,630.00	41,630.00	0.00%
Item 9720	STATUTORY INSTALLMENT BONDS								
SW1.9720.600	STATUTORY INSTALLMENT BONDS.DEBT PRINCIPAL	11,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
SW1.9720.700	STATUTORY INSTALLMENT BONDS.DEBT INTEREST	100.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Item 9720	STATUTORY INSTALLMENT BONDS	11,600.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Type E	Expense	99,689.37	44,365.98	41,630.00	41,630.00	27,617.25	41,630.00	41,630.00	0.00%
Total Fund SW1	WATER DISTRICT #1	(46,317.87)	9,006.02	11,802.00	11,802.00	25,754.75	11,742.00	11,742.00	-0.51%

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Budget Preparation Report

Fiscal Year: 2021 Period From: 1 To: 12

Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund SW2	WATER DISTRICT #2								
Type R	Revenue								
Item 1001	REAL PROPERTY TAXES								
SW2.1001	REAL PROPERTY TAXES	26,412.45	26,413.00	26,413.00	26,413.00	26,413.00	26,413.00	26,413.00	0.00%
Total Item 1001	REAL PROPERTY TAXES	26,412.45	26,413.00	26,413.00	26,413.00	26,413.00	26,413.00	26,413.00	0.00%
Item 2401	INTEREST INCOME								
SW2.2401	INTEREST INCOME	680.50	750.44	150.00	150.00	0.00	150.00	150.00	0.00%
Total Item 2401	INTEREST INCOME	680.50	750.44	150.00	150.00	0.00	150.00	150.00	0.00%
Item 2402	INTEREST ON CAPITAL RESERVE								
SW2.2402.028	INTEREST ON CAPITAL.PCNB LEESIDE WATER RESERVE	0.13	0.13	0.00	0.00	0.07	0.00	0.00	0.00%
Total Item 2402	INTEREST ON CAPITAL RESERVE	0.13	0.13	0.00	0.00	0.07	0.00	0.00	0.00%
Total Type R	Revenue	27,093.08	27,163.57	26,563.00	26,563.00	26,413.07	26,563.00	26,563.00	0.00%

TOWN OF KENT

Budget Preparation Report

Fiscal Year: 2021 Period From: 1 To: 12

Account	Description	2018 Actual	2019 Actual	Original 2020 Budget	Adjusted 2020 Budget	2020 Actual Per 1-12	2021 REQUESTED Stage	2021 TENTATIVE Stage	Variance To TENTATIVE Stage
Fund SW2	WATER DISTRICT #2								
Type E	Expense								
Item 8340	TRANSMISSION/DISTRIBUTION								
SW2.8340.400	TRANSMISSION/DISTRIBUTION . CONTRACTUAL	27,988.28	36,292.53	28,115.00	28,115.00	17,645.11	28,115.00	28,115.00	0.00%
SW2.8340.431	TRANSMISSION/DISTRIBUTION . INSURANCE-OTHER	0.00	0.00	200.00	200.00	0.00	200.00	200.00	0.00%
Total Item 8340	TRANSMISSION/DISTRIBUTION	27,988.28	36,292.53	28,315.00	28,315.00	17,645.11	28,315.00	28,315.00	0.00%
Total Type E	Expense	27,988.28	36,292.53	28,315.00	28,315.00	17,645.11	28,315.00	28,315.00	0.00%
Total Fund SW2	WATER DISTRICT #2	(895.20)	(9,128.96)	(1,752.00)	(1,752.00)	8,767.98	(1,752.00)	(1,752.00)	0.00%
Grand Total		(642,887.60)	(362,153.54)	(666,980.00)	(666,980.00)	5,132,960.53	(444,836.00)	(363,680.00)	-45.47%

NOTE: One or more accounts may not be printed due to Account Table restrictions.



**Division of Local
Government Services**

Zoning and the Comprehensive Plan

JAMES A. COON LOCAL GOVERNMENT TECHNICAL SERIES

A Division of the New York Department of State

Andrew M. Cuomo, Governor

Rossana Rosado, Secretary of State

NEW YORK STATE DEPARTMENT OF STATE
99 WASHINGTON AVENUE
ALBANY, NEW YORK 12231-0001
<http://www.dos.ny.gov>

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ZONING AND THE COMPREHENSIVE PLAN

Introduction

New York's zoning enabling statutes (the state statutes which give cities, towns and villages the power to enact local zoning laws)¹ require that zoning laws be adopted in accordance with a comprehensive plan. The comprehensive plan should provide the backbone for the local zoning law.

To understand the power to zone, one must understand the comprehensive plan. The comprehensive plan is the culmination of a planning process that establishes the official land use policy of a community and presents goals and a vision for the future that guides official decision-making. The comprehensive plan invariably includes a thorough analysis of current data showing land development trends and issues, community resources, and public needs for transportation, recreation, and housing. Zoning is merely one method – albeit an important one – for implementing the goals of the plan. Having a comprehensive or well-considered plan ensures that forethought and planning precede zoning and zoning amendments.

Comprehensive Plan Statutes

**Town Law §272-a
Village Law §7-722
General City Law §28-a**

A comprehensive plan can be prepared using either state statute or common law rules for plan preparation. Municipalities that choose not to utilize the formal process provided in the State enabling statutes must nonetheless comply with the older, more general statutory requirement that zoning must comport with a "comprehensive plan". They do this by referring to the substantial body of court decisions which historically have provided New York's understanding of the comprehensive plan. In either instance, a comprehensive plan that is kept current is necessary before a local government can lawfully adopt or amend zoning.

This publication describes how the terms "comprehensive plan" came into being, analyzes case law to determine how the courts have defined the term, and explains how a formal comprehensive plan is adopted under the enabling statutes.

Historical Perspective

In describing the historical development of zoning and the events precipitating the adoption of New York's first zoning enabling act, Edward M. Bassett wrote:

It may fairly be said, however, that the zoning enabling act embodied in the New York City charter and the building zone resolution of that city constituted the first comprehensive zoning of height, area, and use in this country.²

Bassett described earlier land use regulations as having a single purpose only--such as to establish height limitations, or to prohibit certain uses.³

The concept of *comprehensiveness*, both as to purposes and geographical scope, instead distinguished the first modern zoning laws. It was their comprehensiveness, though, that caused early proponents of zoning to fear whether those laws could withstand constitutional attack. Conversely, it was that very same comprehensiveness that ultimately protected the laws from declarations of unconstitutionality. The concept of *comprehensiveness* still applies, in the statutory requirement that zoning be adopted in accordance with a *comprehensive* (or “well considered”) plan.⁴

Early Challenges to Zoning

Common law has long recognized that certain uses of property were, or could be, so undesirable that neighboring landowners, or the community as a whole, had the right to request their termination. Thus arose the theory of *nuisance*.⁵ Although governmental regulation of the use of property through zoning has gone well beyond common-law nuisance, the landmark United States Supreme Court case upholding zoning, *Euclid v. Ambler Realty Co.*, looked to traditional nuisance law as a foundation to determine whether government possessed the power to restrict the use of land by legislative act:

Thus the question whether the power exists to forbid the erection of a building of a particular kind or for a particular use, like the question whether a particular thing is a nuisance, is to be determined, not by an abstract consideration of the building or of the thing considered apart, but by considering it in connection with the circumstances and the locality....A nuisance may be merely a right thing in the wrong place, - like a pig in the parlor instead of the barnyard. If the validity of the legislative classification for zoning purposes be fairly debatable, the legislative judgment must be allowed to control.⁶

The Court looked to states’ case law and, most importantly for this analysis, to the works of planning experts of the time:

The matter of zoning has received much attention at the hands of commissions and experts, and the results of their investigations have been set forth in comprehensive reports. These reports, which bear every evidence of painstaking consideration, concur in the view that the segregation of residential, business, and industrial buildings will make it easier to provide fire apparatus suitable for the character and intensity of the development in each section; that it will increase the safety and security of home life; greatly tend to prevent street accidents....

If these reasons, thus summarized, do not demonstrate the wisdom or sound policy in all respects of those restrictions which we have indicated as pertinent to the inquiry, at least, the reasons are sufficiently cogent to preclude us from saying, as it must be said before the ordinance can be declared unconstitutional, that such provisions are clearly arbitrary and unreasonable, having no substantial relation to the public health, safety, morals, or general welfare.⁷

The comprehensive scope of the City of Euclid’s zoning law was used in the Supreme Court’s decision to justify its finding of constitutionality, but the door was left open for constitutional

challenge should a different community's zoning law be found to lack a substantial relationship to public health, safety, morals or general welfare. It was left to future decisions and fact situations to provide further detail and clarity as to what that relationship really means.

The Zoning Enabling Laws

Early zoning enabling laws were fashioned with the view that zoning risked being declared unconstitutional because it had the potential to severely limit zealously-guarded property rights.⁸ To safeguard against that outcome, the drafters required the actual regulations to be based on a logical and "comprehensive plan" for the betterment of the whole community. The comprehensive plan was to provide the means to connect the circumstances and the locality to the zoning law. It was, and is, insurance that the law bears a "reasonable relation between the end sought to be achieved by the regulation and the means used to achieve that end."⁹

The comprehensive plan is insurance that the ordinance bears a "reasonable relation between the end sought to be achieved by the regulation and the means used to achieve that end."

The comprehensive plan requirement also provided the means to remove the planning process from immediate political considerations and allow for more objective analysis of community growth and need:

Inasmuch as [the zoning laws] have an intimate effect upon land they should be framed so far as possible with the knowledge and cooperation of the landowners. The enabling act requires preparatory procedure to make sure that the system is worked out as a coordinated whole. This involves the appointment of a zoning commission to prepare the proposed ordinance and zoning map, the making of a preliminary report to the local legislative body, the holding of preliminary hearings thereon, and the holding of a public hearing by the legislative body. The ordinary state enabling act provides checks and precautions to prevent hasty and impulsive changes.¹⁰

In Accordance with a Comprehensive Plan

In New York, the zoning enabling acts continue to require that zoning be undertaken "in accord with a well considered plan"¹¹ or "in accordance with a comprehensive plan."¹² Unless the town, city or village has adopted a comprehensive plan document using the more recently-enacted statutes (described later herein), local officials must refer to the extensive body of case law to determine how zoning can meet the more general "comprehensive plan" requirement.

"Comprehensive" has been defined as "covering a matter under consideration completely or nearly completely: accounting for or comprehending all or virtually all pertinent considerations".¹³ "Plan" has been defined as "a method of achieving something: a way of carrying out a design: a detailed

and systematic formulation of a large-scale campaign or program of action....”¹⁴ Put together, the words “comprehensive plan” intimate that the method proposed must be capable of being discerned and it must be inclusive. Case law has agreed.

From a planner’s perspective, a plan is inclusive and comprehensive when it addresses a wide range of planning issues, perhaps through a series of component, topic-related plans. These components could include such matters as transportation patterns and future needs, natural and built resource inventories, and population trends. From a lawyer’s point of view, a zoning law or amendment is inclusive when it has been enacted after and in accordance with careful study and consideration, and when it carries out a greater purpose of the community.

A common theme in the cases interpreting the requirement that zoning be in accordance with a comprehensive plan is that the zoning law (or amendment) be carefully studied before it is enacted. In *Thomas v. Town of Bedford*,¹⁵ the New York Court of Appeals upheld a rezoning from residential to research-office use, finding that it had been enacted after careful study and consultation with experts and after extensive public hearings. In another decision, *Udell v. Haas*, the Court of Appeals stated that “one of the key factors” to be used by the courts in determining whether zoning is “in accordance with a comprehensive plan” is whether forethought has been given to the community’s land use issues. The court went on to say:

Where a community, after a careful and deliberate review of “the present and reasonably foreseeable needs of the community”, adopts a general developmental policy for the community as a whole and amends its zoning law in accordance with that plan, courts can have some confidence that the public interest is being served [citations omitted].¹⁶

Another court has stated:

The phrase “in accordance with a comprehensive plan” may be understood to mean (1) conforming to a master plan, (2) broad in scope of coverage, (3) all inclusive in control of use, height and area, or (4) internally consistent zoning based on a rational underlying policy.¹⁷

Where a local government can show that suitable studies and deliberations preceded adoption of the zoning law amendment, the potential that a zoning action will be found to reflect comprehensive planning increases. To this end, environmental assessments and impact statements can support a conclusion that a local zoning enactment “reflected a sufficient degree of comprehensiveness of planning.”¹⁸

Environmental Reviews and Zoning

The State Environmental Quality Review Act (SEQRA) requires expansive environmental review

and thoughtful consideration of alternatives to governmental actions.¹⁹ Since SEQRA's enactment in the mid-1970's, court challenges to zoning actions have often been based both on comprehensive planning grounds as well as on grounds involving SEQRA compliance.

The process of evaluating environmental impacts under SEQRA, "affords an excellent opportunity for the local decision maker to weigh factors that courts have traditionally used in looking at whether an underlying context of comprehensive planning was maintained."²⁰ The adoption and amendment of zoning laws are "actions" for purposes of SEQRA.²¹ Prior to undertaking most actions, a government agency must determine their potential "significance" by evaluating the possible significant adverse environmental impacts the action may have.²² If the agency determines that the action may include the potential for at least *one* significant adverse environmental impact, then it must require the preparation of an environmental impact statement (EIS).²³ An EIS "must assemble relevant and material facts upon which an agency's decision is to be made. It must analyze the significant adverse impacts and evaluate all reasonable alternatives."²⁴

Compliance with SEQRA has been defined by the courts to require that a governmental agency take a "hard look" at the record, which includes potential environmental impacts and alternative decisions, and make a "reasoned elaboration of the basis for its decision."²⁵ This standard is similar to the *Udell v. Haas* requirement for "careful and deliberate review" as evidencing comprehensive planning (discussed above). Perhaps for this reason, the courts have upheld zoning law amendments where they have found evidence that a local legislative body studied a well-prepared EIS prior to adoption of the zoning amendment.²⁶

Spot Zoning

Perhaps the most important theme in the leading cases interpreting the requirement that zoning be in accordance with a comprehensive plan is the language in those cases indicating that the courts will look to see whether zoning is for the benefit of the whole municipality. This requirement does not, however, preclude future zoning amendments that "respond to changed conditions in the community...". The question is whether the change "conflict[s] with the fundamental land use policies and development plans of the community ...".²⁷ Against this background principle, the concept of improper "spot zoning" arose.

The question of whether a rezoning constitutes "spot zoning" should be answered by determining whether the rezoning was done to benefit individual owners rather than pursuant to a comprehensive plan for the general welfare of the community

Spot zoning refers to the rezoning of a parcel of land to a use category different from the surrounding area, usually to benefit a single owner or a single development interest. Size of the parcel is relevant, but not determinative. Illegal spot zoning occurs whenever "the change is other than part of a well-considered and comprehensive plan calculated to serve the general welfare of the community."²⁸

A review of the relevant cases reveals that spot zoning is the antithesis of zoning undertaken in accordance with a well-considered plan. The landmark case in the field of spot zoning is *Rodgers v. Village of Tarrytown*,²⁹ in which the Court of Appeals defined the rezoning of relatively small parcels of land in terms of the comprehensive planning requirement:

Thus, the relevant inquiry is not whether the particular zoning under attack consists of areas fixed within larger areas of different use, but whether it was accomplished for the benefit of individual owners rather than pursuant to a comprehensive plan for the general welfare of the community”³⁰

The fact that a rezoning will benefit a landowner will not on its own invalidate the action, so long as the action accords with a comprehensive plan. But to be in accordance with the plan, the rezoning must also further some clearly identified public purpose. In *Save Our Forest Action Coalition, Inc. v. City of Kingston*, a 107-acre parcel within a residential district was rezoned “light industrial” in order to accommodate a local manufacturing firm and the local development corporation. The court rejected a spot zoning challenge:

Here, the primary motivation for the zoning amendment was to support local economic development through retention of the City’s largest employer and to reap associated economic and tax benefits in connection with the development of a business park. The determination was made after an extensive review process, including a consideration of the impact on adjoining residential areas, consistency with existing zoning plans, environmental concerns and the availability of other suitable sites....In our view, the record discloses that sufficient “forethought has been given to the community’s land use problems”.... and that there was a “reasonable relation” between the rezoning determination and the worthwhile goal of improving the economic health of the community....[citations omitted].³¹

If the record shows that the zoning amendment seeks to accomplish valid public purposes and that “sufficient forethought” has been given it, the comprehensive plan requirement is met, even where the zoning amendment provides distinct treatment to a relatively small parcel.³² If the evidence reveals that the rezoning was not enacted to benefit the community as a whole, or was enacted without regard to the community, the rezoning will fail to meet the comprehensive plan requirement.³³

Regional Housing and the Comprehensive Plan

Zoning must be enacted to benefit the community, but what constitutes a “community” when housing is at issue?

In 1975, the Court of Appeals decided the case of *Berenson v. Town of New Castle*³⁴ which broadened the concept of

***Zoning regulations
should be based on a
comprehensive plan
which examines the
housing needs of the
community and the
region***

comprehensive plans to include an assessment of regional housing needs. Although the case is often cited for its impact on so-called “exclusionary zoning” practices, the decision actually extends the statutory mandate that zoning be in accordance with a comprehensive plan.

The zoning law in question in *Berenson* excluded multi-family residential housing as a permitted use in any zoning district in the town. The court recognized the right of a municipality to set up various types of use zones, with no requirement that each must contain some sort of housing balance. The court stated that its concern was not whether each *zone* was a balanced entity, but instead whether the municipality itself was to be “a balanced and integrated community.” The court then proceeded to lay down a test for this determination, the first branch of which was that a “properly balanced and well-ordered plan for the community” had been provided (citing *Udell v. Haas, supra*). It is the second branch of the test that expands the concept of comprehensive plans, namely, whether a zoning law demonstrates that consideration is given to regional needs and requirements. The court stated that:

....There must be a balancing of the local desire to maintain the *status quo* within the community and the greater public interest that regional needs be met. Although we are aware of the traditional view that zoning acts only upon the property lying within the zoning board’s territorial limits, it must be recognized that zoning often has a substantial impact beyond the boundaries of the municipality. Thus, the court, in examining an ordinance, should take into consideration not only the general welfare of the residents of the zoning township, but should also consider the effect of the ordinance on the neighboring communities.³⁵

The “regional needs” portion of the *Berenson* decision has not been expanded beyond consideration of regional housing needs, much less does it require that a particular development project include low-income housing.³⁶ Instead, the question is whether the needs of both the community itself and the region have been accommodated somewhere in the zoning law.³⁷

Evidence of Comprehensive Planning

Finally, how may a comprehensive plan be discerned? A comprehensive plan need not be a single document. It need not be a formally adopted plan.³⁸ Instead, the question of whether an inclusive scheme of action exists or has been undertaken is a conclusion reached only after considering an entire complex of facts, rather than by looking for a single planning document. For instance, the courts may find evidence of a plan in the zoning law *itself*, if the regulations set out in the law form a coherent pattern that furthers a land use policy that benefits the entire community.³⁹ In *Asian Americans for Equality v. Koch*, the Court of Appeals stated:

A well-considered plan need not be contained in a single document; indeed, it need not be written at all. The court may satisfy itself that the municipality has a well-considered plan and that authorities are acting in the public interest to further it by examining all available and relevant evidence of the municipality's land use policies.⁴⁰

Environmental reviews, environmental impact statements, and SEQRA findings "provide a constant source of readily identifiable considerations by which all those involved in the planning process can measure the background progress and effect of land use decisions".⁴¹ Legislative findings relating to the adoption of a zoning law could evidence the plan,⁴² as could minutes of the legislative body⁴³ and relevant studies.⁴⁴ A previously-adopted master plan or comprehensive plan may show evidence of comprehensive planning.⁴⁵ In *Town of Bedford village of Mount Kisco* the Court of Appeals held that:

Examples of where courts have found evidence of comprehensive planning

P a zoning law

P environmental reviews &

findings P legislative findings relating to adoption of a law or ordinance

P minutes of the legislative body

P studies

P previously adopted plan

....zoning changes must indeed be consonant with a total planning strategy, reflecting consideration of the needs of the community....What is mandated is that there be comprehensiveness of planning, rather than special interest, irrational *ad hocery*. The obligation is support of comprehensive planning, not slavish servitude to any particular comprehensive plan. Indeed sound planning inherently calls for recognition of the dynamics of change [citations omitted].⁴⁶

What must such evidence show? The "courts have required the municipal governing body to zone in accordance with a land use policy which is in the interest of the overall community."⁴⁷ The local governing body must show that it has given "some thought to the community's land use problems"⁴⁸ and, implicitly, must have fashioned its zoning as a regulatory means to address these problems:

The function of land regulation is to implement a plan for the future development of the community....Its exercise is constitutional only if the restrictions are necessary to protect the public health, safety or welfare. The requirement of a comprehensive or well-considered plan not only insures that local authorities act for the benefit of the community as a whole but protects individuals from arbitrary restrictions on the use of their land.⁴⁹

The connection between *planning* and *regulation* serves both the underlying constitutional need to find a reasonable relationship between the ends sought to be achieved and the means chosen, as well as the strong underlying policy concern that regulation through zoning should serve the entire community. The "challenged zoning resolution itself need not be a well-considered plan, as long as it is in accord with one."⁵⁰

Adoption of a Comprehensive Plan

Until the 1990's, the court-fashioned definitions of "comprehensive plan" alone provided guidance to towns, villages and cities as they drafted and enacted zoning laws. While these definitions provide guidance in determining whether a zoning law has a rational basis, they do not require or allude to a particular *process* for developing a plan. Recent statutory change has filled that void.

Chapter 209 of the Laws of 1993 amended the zoning enabling statutes to define a "comprehensive plan" and provide an optional process for adopting one. Under these provisions a comprehensive plan:

....means the materials, written and /or graphic, including but not limited to maps, charts, studies, resolutions, reports and other descriptive material that identify the goals, objectives, principles, guidelines, policies, standards, devices and instruments for the immediate and long-range protection, enhancement, growth and development of the town located outside the limits of any incorporated village or city.⁵¹

Adoption of a comprehensive plan under the current State zoning enabling provisions is voluntary. If a city, town or village chooses to utilize the process, the resulting plan may range from a set of policy or vision statements to a very lengthy document composed of many subject-specific component plans (e.g., components relating to transportation, natural resources, historic resources, or population statistics). Once an actual plan is adopted, however, all land use regulations must be in accordance with it.⁵² This usually means (though it is not mandated) that plan adoption is followed by the adoption of a series of zoning laws designed to "implement" the comprehensive plan. For these communities, then, the statutory requirement that zoning be "in accordance with a comprehensive or well-considered plan" refers to the comprehensive plan pursuant to Town Law, §272-a, Village Law, §7-722 or General City Law, §28-a, as the case may be. For those communities which choose not to adopt a comprehensive plan pursuant to these statutes, the traditional court-fashioned definition continues to apply.⁵³

A comprehensive plan may include, "at the level of detail adapted to the special requirements of the [community]," statements of goals, objectives or policies, transportation facilities, agricultural practices, housing resources, existing land uses, educational and cultural facilities, parklands,

What may a comprehensive plan address?

- **Goals, objectives and policies for the immediate and long-range enhancement growth and development of the community**
 - **Existing and proposed land uses, and their intensity**
 - **Agricultural uses, historical resources, cultural resources, natural resources, coastal resources and sensitive environmental areas**
 - **Population, demographic and socio-economic trends**
 - **Transportation facilities**
 - **Utilities and infrastructure**
 - **Housing resources and needs**
 - **Infrastructure**
 - **Other governmental plans and regional needs;**
 - **Economic development;**
 - **Proposed means to implement goals, objectives and policies.**
-

economic strategies and anything else consistent with the orderly growth and development of the local government.⁵⁴ While the governing board ultimately adopts the plan, that board has several options for the plan's preparation: it may either prepare the plan itself, or instead delegate that function to the local planning board or to a "special board" created for the purpose. If prepared by a planning board or special board, that board must refer the proposed plan to the governing body.⁵⁵

Local governments considering adopting a comprehensive plan must follow SEQRA procedures as early in their deliberations as possible.⁵⁶ Adoption of a comprehensive plan is a "Type 1 Action" for purposes of SEQRA review, meaning that it is an action "more likely to require the preparation of an EIS."⁵⁷ The local governing body, as the agency responsible for adopting the plan, must be the "lead agency", and is therefore responsible for assuring and documenting that SEQRA requirements are met.⁵⁸

The board preparing the comprehensive plan must hold one or more public hearings and other meetings, as it deems necessary, to assure full opportunity for citizen participation.⁵⁹ Additionally, the governing body must hold a public hearing on the proposed plan prior to its adoption.⁶⁰

The proposed comprehensive plan must be submitted to the appropriate county or regional planning agency for review under General Municipal Law, §239-m.⁶¹ Adopted plans and amendments are filed with the municipal clerk and with the county planning agency.⁶² Adopted⁶² plans must be reviewed periodically by the local government that has adopted it.⁶³

Once a comprehensive plan is adopted using the State zoning enabling statutes, all land use regulations of the community must be consistent with the comprehensive plan. In the future, the plan must be consulted prior to adoption or amendment of any land use regulation. In addition, other governmental agencies that are considering capital projects on lands covered by the adopted comprehensive plan must take the plan into consideration.⁶⁴

Conclusion

New York requires that zoning be adopted in accordance with a well-considered or comprehensive plan. This requirement reflects both underlying constitutional considerations and a public policy that views zoning as a tool to plan for the future of communities. Over the years, the New York courts have defined the comprehensive plan to be the governing body's process of careful consideration and forethought, resulting in zoning that is calculated to serve the community's general welfare.

Benefits of a comprehensive plan

- P **Provides a process for identifying community resources, long range community needs, and commonly held goals**
 - P **Provides a process for developing community consensus**
 - P **Provides a blueprint for future governmental actions**
-

During the 1990's the zoning enabling statutes were amended to provide a process for adoption of a comprehensive plan--a formal planning document that can provide goals and objectives for the community. Once the plan is adopted, the community's land use regulations must be consistent with it. For those communities that choose not to adopt a formal plan according to the statutes, the requirement that zoning be "in accordance" with a comprehensive plan still applies, but the long-standing, court-fashioned definition of comprehensive planning continues.

Endnotes

1. General City Law §20(25); Town Law §263; Village Law §7-704.
2. Bassett, Edward M., *Zoning: The Laws, Administration, and Court Decisions During the First Twenty Years* (1940) p. 23.
3. *Id.* at pp. 22-23.
4. See note 1.
5. Rohan, Patrick J., *Zoning and Land Use Controls* (1998) §16.02[2].
6. *Euclid v. Ambler Realty Co.*, 272 U.S. 365, 388 (1926).
7. *Id.*, at 394.
8. See *Golden v. Planning Board of the Town of Ramapo*, 30 N.Y.2d 359, 370, fn 4 (1972), *app. diss.* 409 U.S. 1003 (1972).
9. *Fred F. French Investing Co., Inc. v. City of New York*, 39 N.Y.2d 587, 596 (1976), *app. diss.*, 429 U.S. 990 (1976).
10. Bassett, *supra*, p. 28.
11. *Gen. City Law* §20(25).
12. *Town Law* §263; *Village Law* §7-704.
13. *Webster's Third New International Dictionary (Unabridged)*, 2002.
14. *Id.*
15. 11 N.Y.2d 428 (1962).
16. 21 N.Y.2d 463, 470 (1968).
17. *Udell v. McFadyen*, 40 Misc.2d 265, 267 (Sup. Ct., Nassau Co., 1963), citing Haar, *In Accordance With a Comprehensive Plan*, 68 Harvard Law Review 1154.
18. *Daniels v. Van Voris*, 241 A.D.2d 796, 798 (3rd Dept., 1997).
19. *Environmental Conservation Law, Art. 8; Title 6, Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) Part 617*. Earlier zoning cases held, on comprehensive planning grounds alone, that deliberate and careful consideration of proposed zoning actions should include a review of reasonable alternatives. See *Udell v. Haas, supra*. See also *Northeastern Environmental Developers v. Town of Colonie*, 72 A.D.2d 881 (3rd Dept., 1979). *app. diss.* 49 N.Y.2d 800 (1980).

20. See Damsky, Sheldon W., *SEORA and Zoning Law's Requirement of a Comprehensive Plan*, 46 Albany Law Review 1292, 1297 (1982).
21. 6 NYCRR §617.2(b)(3).
22. 6 NYCRR §617.7.
23. 6 NYCRR §617.7(a)(1).
24. 6 NYCRR §617.9(b)(1).
25. This is commonly referred to as the “hard look” test. See *H.O.M.E.S. v. New York State Urban Development Corp.*, 69 A.D.2d 222 (4th Dept., 1979) and *Neville v. Koch*, 173 A.D.2d 323 (1st Dept., 1991), *aff'd* 79 N.Y.2d 416 (1992); *Matter of Jackson v. New York State Urban Development Corp.*, 67 N.Y.2d 400 (1986); *Akpan v. Koch*, 75 N.Y.2d 561 (1990), *mot. to am. den.*, 76 N.Y.2d 846 (1990); *Kahn v. Pasnik*, 90 N.Y.2d 569 (1997).
26. See *Gernatt Asphalt Products, Inc. v. Town of Sardinia*, 87 N.Y.2d 668 (1996); *Skenesborough Stone, Inc., v. Village of Whitehall*, 254 A.D.2d 664 (3rd Dept., 1998); *Akpan v. Koch*, *supra*.
27. *Gernatt Asphalt Products, Inc. v. Town of Sardinia*, *supra* at 685, citing *Udell v. Haas*, *supra* at 472.
28. *Collard v. Village of Flower Hill*, 52 N.Y.2d 594, 600 (1981), citing *Rodgers v. Village of Tarrytown*, 302 N.Y. 115, 124 (1951).
29. 302 N.Y. 115 (1951).
30. *Id.*, at 124.
31. 246 A.D.2d 217, 221-222 (3rd Dept., 1998).
32. Similarly, floating zones--which are zoning districts created within the text of a zoning law for placement on the map at a later time--have been upheld in the face of spot-zoning claims, where it was shown that comprehensive planning supported the change. See *Beyer v. Burns*, 150 Misc.2d 10 (Sup. Ct., Albany Co., 1991).
33. *Cannon v. Murphy*, 196 A.D.2d 498 (2nd Dept., 1993); *Schoonmaker Homes-John Steinberg, Inc. v. Village of Maybrook*, 178 A.D.2d 722 (3rd Dept., 1991), *lv. to app. den.*, 79 N.Y.2d 757 (1992); *Lazore v. Board of Trustees of Village of Massena*, 191 A.D.2d 764 (3rd Dept., 1993); *Daniels v. VanVorhis*, *supra*; *Rye Citizens Committee v. Board of Trustees for the Village of Port Chester*, 249 A.D.2d 478 (2nd Dept., 1998).
34. 38 N.Y.2d 102 (1975).
35. *Id.* at 110-111.

36. In *Gernatt Asphalt Products, Inc.*, *supra*, at 685, the Court of Appeals specifically declined to expand the *Berenson* test for exclusionary zoning to encompass industrial uses.
37. *Asian Americans for Equality v. Koch*, 72 N.Y.2d 121, 133 (1988).
38. *Neville v. Koch*, *supra*.
39. In *Gernatt Asphalt Products, Inc.* *supra*, at 685, the Court of Appeals found that “[t]he amendments at issue in this case are, by their very nature, in accord with the comprehensive plan manifested in the Zoning Ordinance of the Town of Sardinia originally enacted.”
40. *Asian Americans for Equality*, *supra* at 131.
41. *Damsky*, *supra* at 1297; *Schoonmaker Homes*, *supra*; *Rye Citizens Committee*, *supra*.
42. This was the case in *Town of Bedford v. Village of Mount Kisco*, 33 N.Y.2d 178 (1973). See also *Gernatt Asphalt Products, Inc.*, *supra*, at 684-686. Conversely, in *Eggert v. Town Board of the Town of Westfield*, 217 A.D.2d 975, 977 (4th Dept., 1995) the relevant zoning amendment was struck down for failure to comply with the comprehensive plan requirement with the explanation that, “... [t]he record does not contain any detailed explanation by the Town Board for changing the permitted uses in the district... .”
43. *Lazore*, *supra*.
44. *Cohen v. Vecchio*, 197 A.D.2d 499 (2nd Dept., 1993), *lv. to app. den.* 83 N.Y.2d 751 (1994).
45. *Tilles Investment Co. v. Town of Huntington*, 74 N.Y.2d 885 (1989). The decision also implies that subsequent amendments to a zoning ordinance need not indicate an intent to abandon a previously-adopted plan. Note, however, that the latter principle would *not* apply to a comprehensive plan adopted under the current enabling statutes (see inset, p. 1). Where the current statutes are used to adopt a plan, all further land use actions (including zoning amendments) must comport with the plan.
46. 33 N.Y.2d 178, 188 (1973).
47. *Damsky*, *supra* at 1295.
48. *Eggert*, at 181.
49. *Asian Americans for Equality*, *supra* at 131.
50. *Neville v. Koch*, *supra* at 324.
51. Town Law, §272-a(2)(a); similar definitions exist for villages (Village Law, §7-722(2)(a)) and cities (General City Law, §28-a(3)(a)).
52. Town Law, §272-a(11); Village Law, §7-722(11); General City Law, §28-a(12).

53. The new statutes specify that “[n]othing herein shall be deemed to affect the status or validity of existing master plans, comprehensive plans, or land use plans.” Town Law, §272-a(1)(h); Village Law, §7-722(1)(h); General City Law, §28-a(2)(h).
54. Town Law, §272-a(3); Village Law, §7-722(3); General City Law, §28-a(4).
55. Town Law, §272-a(4); Village Law, §7-722(4); General City Law, §28-a(5).
56. Town Law §272-a(8); Village Law §7-722(8); General City Law §28-a(9). See *King v. Saratoga Board of Supervisors*, 89 N.Y.2d 341 (1996).
57. 6 NYCRR §617.4(a), (b)(1).
58. 6 NYCRR §§617.2(u), 617.6(b), 617.7(a), 617.9(a), 617.11. See also *Matter of Coca-Cola Bottling Co. v. Board of Estimate*, 72 N.Y.2d 674 (1988).
59. Town Law, §272-a(6); Village Law, §7-722(6); General City Law, §28-a(7).
60. *Id.* Note that a lead agency may hold a public hearing under SEQRA, after acceptance of a draft EIS. See 6 NYCRR §617.9(a)(4). This hearing may be held concurrently with hearings under the zoning enabling laws so long as both statutory time periods for notice of the hearings are met. See 6 NYCRR §617.9(a)(4). As to the SEQRA hearing, note the post-hearing comment period. See 6 NYCRR §617.9(a)(4)(iii).
61. Town Law §272-a(5)(b); Village Law §7-722(5)(b); General City Law, §28-a(6)(b).
62. Town Law §272-a(12); Village Law §7-722(12); General City Law §28-a(13).
63. Town Law §272-a(10); Village Law §7-722(10); General City Law §28-a(11).
64. Town Law, §272-a(11)(b); Village Law, §7-722(11)(b); General City Law, §28-a (12)(b).



Local Initiatives Support Corporation

"Zombie" and Vacant Properties
Remediation and Prevention Initiative

Application for Kent
October 28, 2020

INFORMATION ABOUT THE REQUEST FOR APPLICATIONS

A. Background: New York State Abandoned Property Neighborhood Relief Act of 2016

As part of the 2016 Legislative Session, New York enacted legislation to address the adverse effects of vacant one-to-four family houses, whose owners were in default on their mortgages or in some stage of the foreclosure process, often referred to as “zombie” properties. The law, known as the New York State Abandoned Property Neighborhood Relief Act of 2016 (the “Zombie Law”), requires banks and other mortgagees to externally maintain vacant one-to-four family houses while loans are delinquent and during the foreclosure process. Banks face a potential penalty of up to \$500 per day per property for failing to maintain these houses. The law also establishes an electronic registry of vacant properties encumbered by mortgages, maintained by the New York State Department of Finance (DFS), to enable New York State and local governments to identify and hold accountable those banks or other mortgagees responsible for property maintenance.

The enactment of the Zombie Law gave New York cities, towns and villages a powerful tool to address the problem of zombies in their jurisdictions because, for the first time, they could hold lienholders accountable to repair and maintain the exterior of vacant houses. Before enactment of this law, existing state and local code enforcement laws generally obligated solely the owners to maintain properties; so the Zombie Law was a significant change.¹

B. Prior Grant Making – Round 1: “Zombie” and Vacant Properties Remediation and Prevention Initiative (the “Zombie Grants”)

Also in 2016, funds became available through settlements between the Office of the New York Attorney General and certain financial institutions that included consumer relief obligations such as the provision of grant funds for housing initiatives in New York State including initiatives to strengthen code enforcement and housing quality improvement. The combination of these new funding streams and the enactment of the Zombie Law enabled the creation of the first “Zombie” and Vacant Properties Remediation and Prevention Initiative, also known as “Zombie Grants”.² Through Round 1 of the Zombie Grants program, LISC awarded \$12.6 million in grants to 76 New York municipal corporations: cities, towns and villages with significant numbers of zombie and vacant properties, challenging them to develop new processes or tools to tackle the various

¹ Unless specified otherwise, the use of ‘code enforcement’ in this RFA means housing and building code enforcement on existing structures and properties.

² For purposes of this RFA, a ‘zombie property’ is an unoccupied 1-4 unit residential property encumbered with a mortgage that is delinquent, or delinquent and in the foreclosure process, and which the owner has physically vacated. A ‘vacant property’ is an unoccupied residential property.

problems created by vacant and abandoned properties. This funding enabled local governments to improve their code enforcement practices by providing municipalities with additional tools and resources. Because the most effective way to address zombie properties is to prevent mortgage foreclosure in the first place, a portion of the grant was allocated to connecting at-risk homeowners to foreclosure prevention resources.³ Some of the most impactful results of the Zombie Grant program include:

- **Improved data collection and analysis:** Communities cataloged vacant properties and broke down data silos across departments to better understand their inventory of vacants and neighborhood trends as well as to prioritize the worst problem properties for code enforcement activities, and even predict potential zombies and vacant properties before they are abandoned.
- **Deployed new technology:** Communities obtained new or upgraded technology to more efficiently and effectively collect, analyze and share both parcel and market data to help drive decisions and inform the most appropriate strategies.
- **Restructured internal organization and operations to maximize impact:** Municipalities designated a single staff person, often with direct authority from the Executive Office, to “own” the zombie and vacants issue in their municipality. These “Zombie Coordinators”, functioned as quarterbacks, led and supervised inter-departmental task forces, identified new opportunities for departments to coordinate activities and resources, and implemented reforms to data collection practices and policies in support of more comprehensive approaches to vacant and abandoned properties.
- **Boosted capacity of code enforcement and legal departments:** Communities added code enforcement and legal staff to enhance data collection and enforcement efforts, as well as to pilot new tools and programs such as commencing Article 19A proceedings and Zombie Law actions, and adopting vacant property registration ordinances. Legal staff conducted title searches to identify lienholders or owners who abandoned their property upon receiving a foreclosure notice in order to compel maintenance, collect taxes and fines and pursue legal remedies.
- **Connected at-risk homeowners to foreclosure prevention resources:** All communities committed a portion of their grant for outreach activities including town halls, mailings, public service announcements and other actions to reach homeowners in danger of losing their houses to mortgage and property tax foreclosure.

The first round of the Zombie Grants provided local governments the opportunity to learn about their zombie and vacant houses and explore ways to reduce the number and adverse effects of these properties on communities. Providing a platform for information sharing across municipalities also helped develop best practices. The second round of Zombie Grants will give existing grantees additional resources to continue to inventory and assess problem properties and to adopt best practices to enhance their code enforcement strategies. It will also enable new

³ At-risk homeowners are occupying their homes whereas zombies and vacant properties are **unoccupied**.

grantees to develop their own strategies with the benefit of having the knowledge and relationships developed during Round 1.

C. Zombies 2.0 Grant Purpose:

LISC is providing \$9 million in grants through “Zombie Grants Round 2”, an invitation-only Request for Applications to municipalities to support programs addressing homeowner retention, one-to-four family housing vacancy and property distress prevention, with an emphasis on “zombie” property prevention and enforcement. This second round of funding will be directed to municipalities that have the greatest number of vacant houses, high vacants to total housing stock ratios, and a significant percentage of residents living below the federal poverty line. LISC anticipates making up to 40 grants to qualified applicants.

These resources will enable municipalities to partner with New York State to ensure continued implementation of, and compliance with, the Zombie Law. The grant will support the efforts of municipalities to prevent future “zombie houses” by connecting homeowners to foreclosure prevention programs and by providing some funding for such programs. Funding is also available to support municipalities’ programs that address issues related to housing vacancy and distress, including those dealing with vacant tax delinquent properties. The LISC Grant funds distributed pursuant to this RFA will be made available from funds administered by Enterprise Community Partners.

D. Projects Eligible for Grant Funding:

LISC proposes to award grants in a range of amounts depending on the scale of the municipality’s zombie and other vacant properties problem and its need defined by:

- The ratio of vacant houses to the total number of houses in the municipality;
- The size and existing capacity of the municipality; and
- The scale of residential vacancy within the municipality.

Funding awards will also be determined based on returning Zombie Grantees’ track record of using their Round 1 Zombie grant funds strategically and effectively to address the problem, and the quality of the response to this Request for Applications. This Kent grant will be made in two (2) disbursements over a 12-month period.

Uses of grant funding may include, but are not limited to:

- (1) Hiring or continuing to retain a Vacants/Zombie coordinator or “quarterback” – a position designated to focus on the vacants challenge whose role includes some or all of the following responsibilities:
 - Externally inspect and assess known and suspected zombies and vacants (unless there is a designated code enforcement officer or multiple officers regularly conducting such inspections).

- Conduct research about suspected vacants and zombies to verify vacancy, property ownership, lien history, and current ownership/liens.
 - Organize and staff internal or internal/external vacant task forces to prioritize problem vacants and develop multi-departmental and/or community-based strategies for addressing these properties.
 - Updating local database, with data from multiple sources, to track vacant properties.
 - Research, identify, and apply for resources at the local, state, and federal level to support the municipality's multi-faceted approach to individual problem properties or vacancy more generally.
 - Meet with and educate municipal administration officials, legislators and municipal leaders to raise the visibility of the issue within the municipality and obtain political support and, where possible, resources for the vacants work.
 - Serve as an ambassador to the community to educate them about the municipality's approach to vacant and abandoned properties and to engage, and partner with neighborhood groups and residents in this work.
- (2) Funding code enforcement or other positions to assess vacants and place violations, as appropriate, expand capacity to enforce the Zombie Law and use other strategies and laws, as applicable, to address other vacants.
- (3) Funding legal positions or outside counsel to:
- Enforce the Zombie Law and other relevant laws specific to housing and building codes in court and before administrative agencies.
 - Conduct title and other research in order to craft the most effective legal strategies to hold owners and lienholders accountable or free up properties for repurposing.
 - Restore out-of-possession homeowners to their homes or assist them with short selling their homes or providing deeds in lieu of foreclosure.
 - Research and troubleshoot "probate" or "heir" properties defined as vacant properties where the owner has died and left no will or the will has not been probated.
- (4) Funding any of the above referenced positions to work with banks/servicers to resolve issues with liened vacant houses requiring external repairs or demolition.
- (5) Partnering with the New York State Department of Financial Services to have greater Zombie Law enforcement impact including providing data to DFS about failure to maintain zombies.

- (6) Obtaining new technology and systems or upgrading existing technology such as hardware or software and services such as BuildingBlocks licenses (other than for CitiesRISE phase 2 grantees), Loveland licenses or those of other similar vendors in order to more effectively aggregate and analyze property data, coordinate public and private resources and understand and address the collective impact of vacants on neighborhoods.
- (7) Providing seed money for revolving funds to pay for repairs mandated by the Zombie Law so long as there are effective tools and practices in place to result in either full recovery of the funds or public acquisition of the property.
- (8) Continuing to identify, inventory and assess vacant properties with data collected to develop and implement strategies for addressing these properties.
- (9) In jurisdictions where there is a NYS certified land bank, community land trust or affordable housing developers, partnering with these entities to maximize the repurposing of vacants and, when partnering, crafting the plans to do so including how the municipality will avail itself of their resources and tools, to address vacants.
- (10) Leveraging other partners and funding resources from private, public, nonprofit and philanthropic sectors to repurpose vacant and abandoned properties.
- (11) Developing and adopting policy and legislative best practices to prevent vacant housing and, when vacant, to place it into the hands of responsible new owners who will repurpose it quickly and competently.

Some grant funds must be used to more substantially and effectively incorporate **equity** into the analysis of which vacants to target and why. This includes how rehabilitated vacants will be sold/rented in a manner that promotes equity, e.g. looking at which groups of people benefit from the vacants work in addition to looking at which neighborhoods benefit.

As stated above, proposals may vary from the list of eligible activities above, but applicants must submit a narrative describing the proposed initiative that details how it will have an impact on zombies and other vacant houses within the municipality.

E. Eligibility

Eligible applicants are cities, towns or villages defined as Municipal Corporations in the New York State General Construction Law Section 66 (2) and invited to apply in response to this RFA. Criteria for inviting applicants include factors such as zombie and vacant house rates and such

rates as a percentage of all housing stock, foreclosure rates, population size, number and percentage of residents living at or below the poverty line, and the municipalities' demonstrated commitment to preventing and remedying the zombie and abandoned properties problem.

In cases where a municipal jurisdiction that has been invited to apply under this RFA also has a smaller unit of local government within its boundaries, and that smaller unit of local government has its own code enforcement department and legal staff, LISC has requested those entities jointly apply for funds under this RFA. Please note that joint applicants should submit one application; however, joint applicants do not need to have the same proposal or work plan.

Applicants in **rural areas**, and in **less populated counties with small cities and towns within them**, are encouraged to apply jointly and to involve their county or multiple small counties that are comfortable working together. Working collectively with an affordable housing or legal nonprofit is also an option. For Joint Applications each applicant municipality will submit its own application but within the application designate how much of the grant will be administered collectively, by which entity and for what purposes. Some examples are for multiple municipalities to designate a portion of their proposed grant to hire a countywide code enforcement officer whose role will be to work solely on zombies and vacants throughout the county. An attorney or zombie coordinator/quarterback could also be hired to cover a broader area than one municipality.

Applicants should have a demonstrated capacity to carry out the activities and projects included in this application and must have dedicated staff who will be responsible for executing the goals set forth in the application.

Municipalities with fewer than 10,000 residents must have at least 100 vacant one-to-four family houses to be eligible. For larger municipalities the ratio of vacant houses to the total number of houses will be the significant indicator of the extent of the vacants problem.

F. Awards, Disbursement and Grantee Obligations

LISC will monitor the use of funds and require the Grantees to report quarterly on their use of funds, outputs and outcomes. Disbursement decisions will be made every six months and funds disbursed if grantees are making reasonable progress on their workplans and on their use of funds. LISC will hold back \$10,000 from the final disbursement pending receipt of a final report delineating the outcomes achieved, lessons learned and effectiveness of their chosen strategies. Due to the number of potential awards under this RFA, this is an important opportunity to track the impact and efficacy of a wide variety of methods for effectively preventing and combating zombies and vacants. Reporting requirements will be more specifically delineated in a Grant Award letter.

G. Pre-Application Conference

[This section is not applicable to Kent and is deleted.]

H. Additional Questions and Answers

Feel free to e-mail Helene Caloir (hcaloir@lisc.org) with a copy to Tarra Laurent (tlaurant@lisc.org) with any questions you may have about the application. Please do not call us.

I. Additional Information

LISC reserves the right to:

- Not consider any application that does not adhere to the requirements of this RFA;
- Contact and communicate with a municipality to clarify what is contained in its application.

GRANT APPLICATION

Legal Name of Municipal Corporation:	
Type of Municipal Corporation:	<input type="checkbox"/> Town <input type="checkbox"/> City <input type="checkbox"/> Village
In which county are you located?	
Population (2010 US Census estimate):	
Total number of one-to-four family residential properties:	
Number of "zombie" and/or vacant one-to-four family residential properties:	
How does your municipality track these numbers, and especially the zombies and vacants?	
Sources and dates of above property information:	
Number of residents living below the federal poverty line:	
Percentage of residents living below the federal poverty line:	
Number of full time code enforcement officers employed by the municipality:	
Number of full time code enforcement officers working full-time primarily on zombies and vacants issues, if any.	
Municipal Corporation's 2018 annual budget:	\$
Requested Grant Amount:	

	Point Person To Be Responsible for the Grant	Back-up Point Person To Be Responsible for the Grant
Name:		
Title:		
Agency/Office:		
Address:		
City, ZIP:		
Phone Number:		
Cell phone #:		
Email Address:		

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

In selecting Grantees, LISC will give weight to the following criteria and other factors:

Applications must demonstrate that resources requested to increase code enforcement and legal capacity and all grant funds will be used in a manner such that questions about legal occupancy of people other than owners and tenants will be treated with sensitivity and careful due diligence will be employed. Applicant **must** detail the strategies it will use to avoid unintended consequences for vulnerable New Yorkers, including resource restricted homeowners, family members who live with them, elderly occupants, those with physical and mental health challenges, and victims of housing scams.

(1) Extent of Zombie/Vacant One-to-Four Family House Problem and Neighborhoods Most Affected – not to exceed 500 words.

- a. If you are a Zombie Grant Round 1 recipient: [If this is your first zombie grant application answer these questions as well as you can, if applicable.]
 - i. How many zombies (vacants with liens) have you inventoried in your municipality?
 - ii. How many other residential vacants have you inventoried in your municipality?
 - iii. What sources of data have you used to locate them?
 - iv. Did you employ a “Windshield Survey” (driving or walking up and down each street to observe highly distressed and apparently vacant residences.)? If yes, describe:
 - v. Describe your database: how many municipal employees use it at least once a month? Is it shared among multiple departments? If yes, which ones? Which departments input data into the database? How often is the data updated? Are you using BuildingBlocks © (Tolemi) or Loveland or another similar platform?
- b. What are the geographic patterns of your vacants e.g. are they dispersed throughout your municipality or are they concentrated in particular neighborhoods or a combination? Which neighborhoods are affected if there are particular neighborhoods affected? Do you have particular houses, blocks or neighborhoods you will be focusing on?
- c. If you have mapped your municipality’s vacants using GIS, BuildingBlocks or another platform or software, please provide a copy and a legend.

(2) **[Kent – do not respond to the questions in 2. I am leaving them in here for reference only – to give you an idea of the range of work Zombie 1.0 grantees engaged in.]**

How did you use your Round 1 Zombie Grant? – not to exceed 1200 words. (To be answered by Round 1 Zombie Grant Recipients only. Feel free to respond in bullet form.) Briefly describe the components of your existing program and the outputs and outcomes: e.g. We held three information sessions about foreclosure prevention partnering with a HOPP provider (as an output) and three at-risk homeowners at the sessions called the HOPP provider for individual counseling (as an outcome).

a. DATA MANAGEMENT AND ANALYSIS

- Do you regularly pull the list of zombies from the New York State Department of Financial Services Registry? How do you use this list? Do you contact banks, servicers and maintenance companies to attempt to obtain compliance with the Zombie Law? What are your procedures to obtain compliance?
 - Did you complete a windshield survey (walking and driving all streets to locate vacants and highly distressed properties at high risk of becoming vacants) or municipal wide housing survey? If yes, how are you using the results?
 - What other sources of data are you using to identify vacant and abandoned properties and at-risk homeowners?
- b. NEW TECHNOLOGIES
- Did you buy technology with your Round 1 funding? If yes, what did you purchase? Which departments use it?
 - Did you upgrade, replace or buy, for the first time, code enforcement software? What impact, if any, is this technology having? How has it affected your municipality's ability to track vacants?
 - Did you buy, or obtains through the CitiesRISE program, a BuildingBlocks (Tolmi), Loveland or other similar license? What impact is this having?
- c. ORGANIZATIONAL REFORMS
- Did you hire or designate a zombie coordinator/quarterback? What impact did this staff person have on the work?
 - Did you establish and run an interdepartmental task force? What impact is this task force having on the work?
- d. CODE ENFORCEMENT CAPACITY
- Did you add additional code enforcement staff? If yes, in what specific ways did the extra staff increase your municipality's capacity to locate, inventory and assess zombies and vacants?
- e. LEGAL CAPACITY
- Did you add legal capacity?
 - If yes, in what specific ways did the extra staff increase your municipality's capacity to prosecute violations of the Zombie Law, bring Article 19-A (abandonment) actions and otherwise take legal steps to improve housing quality and hold accountable those parties responsible for maintenance of zombies and vacants?
 - Did they research and obtain contact information for responsible parties?
- f. POLICY AND LEGISLATIVE CHANGES

- Did you change laws, ordinances and policies to enable your municipality to manage vacants more effectively? If yes, what did you change and why? What are the results of the change?
- g. OUTREACH
- How did you connect at-risk homeowners to foreclosure prevention resources? What were your outputs and what were your outcomes? If you worked with HOPP or other nonprofit partners, what did they do for your municipality? What was the impact?
 - Did you develop new outreach or community engagement strategies to inform the community about the zombies and vacants work? Did you add vacant and abandoned property information to your website?
- h. CONSULTANTS
- If you retained consultants or nonprofits to assist you with the work, who did you retain? What was their role? What outputs and outcomes did they create?
- i. INNOVATIONS
- What other projects, if any, did you undertake with Round 1 Zombie Grants? What were your results?
- j. Have you completed your work plan and finished using your Round 1 Zombie Grant? If not, what deliverables are outstanding, how much of the funds remain and how long will you need to complete the work? If awarded, when will you be ready to begin a Round 2 Zombie Grant: January 2020 (an 18-month grant) or July 2020 (a 12-month grant)

(3) Program/Project Proposal – not to exceed 1500 words.

In this section, describe how you propose to use **\$50,000 of** grant funding to prevent and remediate zombie and vacant properties. *Proposed projects and activities may include, but are not be limited to, one or more of the eligible uses listed on pages 5-7 of this Request for Applications.* Be sure to specify how the proposed activities will address the problems presented by zombie properties and vacant properties in the subject municipality. What steps would you take and what resources would you deploy to undertake the proposed activities? Explain how these activities are part of a broader revitalization plan if you have one. If your municipality was awarded a Round 1 Zombie grant, explain how this program or project proposal builds on existing initiatives. **These choices are merely included as a guide; we welcome new and innovative initiatives for addressing this problem.**

a. Better understanding the inventory of problem properties is a critical first step to developing a comprehensive approach to vacancy and abandonment. *How will your program or project proposal result in a better understanding of the inventory of problem properties?*

b. Assigning a dedicated staff member who reports directly to local executive leadership to help improve inter-departmental coordination and align resources and tools is a common element among those municipalities that are achieving greater impact. *How will your program or project proposal foster improved departmental coordination and communication and will it include hiring and/or assigning a quarterback for the duration of the grant period?*

c. Dedicating resources to boost the capacity of code enforcement and legal departments can result in a more effective and efficient approach to obtaining the maintenance of, and reducing the number of, vacant and abandoned properties. *Does your proposal boost the capacity of code enforcement and legal departments, and if so, what activities will be undertaken with the added capacity? What are the expected outcomes?*

d. Innovative partnerships and cross-sector collaborations with strong involvement from neighborhood groups and leaders, particularly those most impacted by vacant and abandoned properties, is an optimal approach to addressing them. *How will your project engage partners from the private, public, philanthropic and nonprofit sectors, and what specific roles do you expect some of these partners to play? How will you meaningfully engage resident groups and leaders?*

e. A comprehensive approach to vacant and abandoned properties must include a plan for the public acquisition and temporary holding of *at least some* problem properties, as well as a strategy to dispose of those properties to responsible owners in a way that supports community goals and neighborhood priorities. *Do you anticipate temporarily acquiring and holding zombies or vacants, or working with a local land bank, community land trust or affordable housing partner to acquire and hold, for which enforcement efforts could not achieve compliance? If so, what are your maintenance and disposition strategies or strategies for working with these partners?*

f. In order to begin to reverse the adverse effects of redlining and successfully build more inclusive neighborhoods of opportunity, tackling vacant and abandoned properties must prioritize equity as a core principle and a desired outcome. *What specific strategies will you include in your project to prioritize equity as a core principle, and a desired outcome?*

(4) Capacity to Implement Program/Project – not to exceed 500 words:

- a. If your municipality received a Round 1 Zombie grant, which departments or agencies carried out the activities and how were they staffed? Roughly what percentage of each position's time was allocated to the activities?
- b. If you receive this Zombie grant, which departments or agencies will carry out the activities and how will they be staffed? What percentage of each listed position's time will be allocated to the activities?

(5) Other Municipal Resources to be Allocated to Program/Project - not to exceed 250 words.

- a. What specific financial and in-kind Municipal resources would you use, in addition to the Grant, to carry out your Round 2 projects/activities?
- b. What external resources, if any, would you use or create to leverage the Grant funds?

(6) How Grant Funds Would Be Used With Budget, Work Plan and Timeline

Please complete the attached budget, work plan and timeline spreadsheet. *Note: The spreadsheet has Quarters 1 through 8 on it. For one-year grants, the applicant will fill out Q1-4. It will ask for goals, activities and outcomes, budgets for activities and personnel, and timelines divided into calendar quarters.*

(7) If you are a municipality submitting a Joint Application answer the following questions:

[Kent, skip this question.]

- a. Which municipal applicants are you partnering with? List them.
- b. Are all the municipalities located in one county or one economic development region? If yes, which one?
- c. Who are the municipalities partnering with? E.g. a nonprofit, a county, an economic development region entity.
- d. What will your pooled portions of the grants be used for? Which municipality, other governmental entity or nonprofit will be supervising any staff hired with the pooled grant funds?

(8) Obstacles and Strategies to Overcome Them

What do you see as your biggest obstacles or challenges to implementing your plan for use of the grant and what are your strategies for overcoming them?

(9) Expected Outcomes - not to exceed 500 words.

What do you plan to accomplish with use of these Grant funds? What specific outputs and outcomes will you have at the end of the grant period? Set out your goals and outcomes for each project/activity described above. Feel free to put them in bullet form.

The nature of the deliverables will, of course, vary based on your selected projects e.g. if you select increasing the capacity of your Corporation Counsel, are there specific types of cases, investigations etc. that you would use the increased capacity for and what impact will they have on e.g. property maintenance?

DOCUMENTATION

If selected as a grant recipient the Grant Award Letter will require execution by a duly authorized signatory of your municipality. Proof of insurance and other required documents including a final work plan and budget will be required for disbursement of the grant.

PROPOSAL

East of Hudson Community

Wastewater Planning Assistance Program

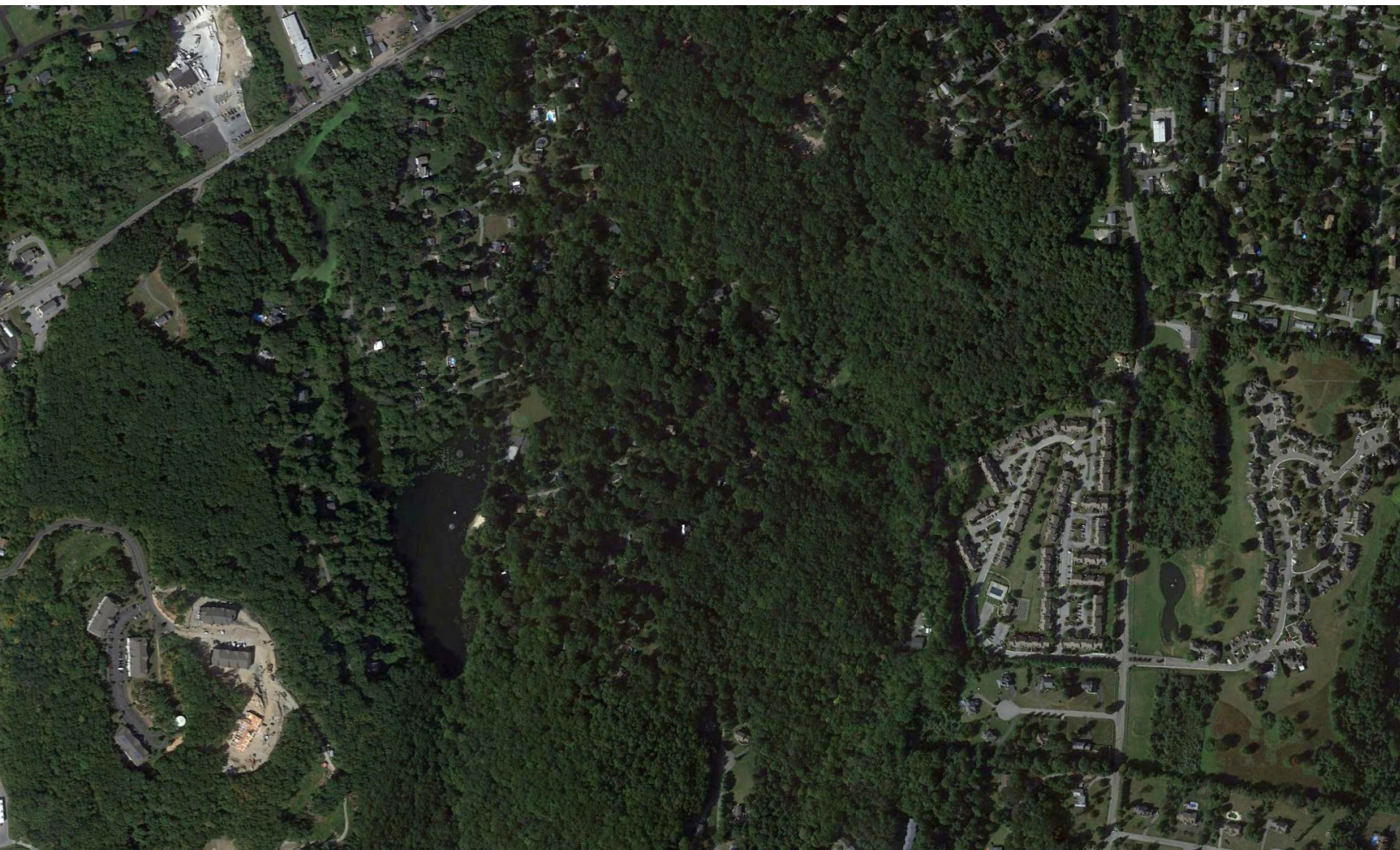
Palmer Lake Wastewater Planning Assistance Project

Town of Kent

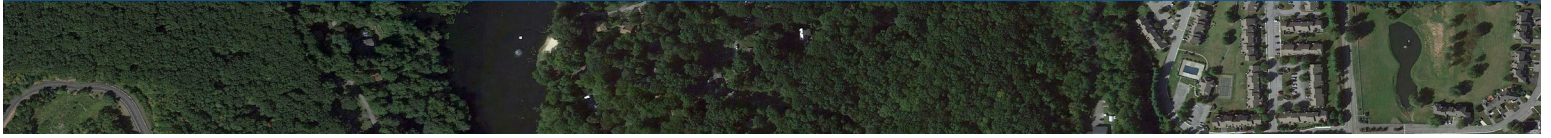
Town of Kent, New York
October 30, 2020



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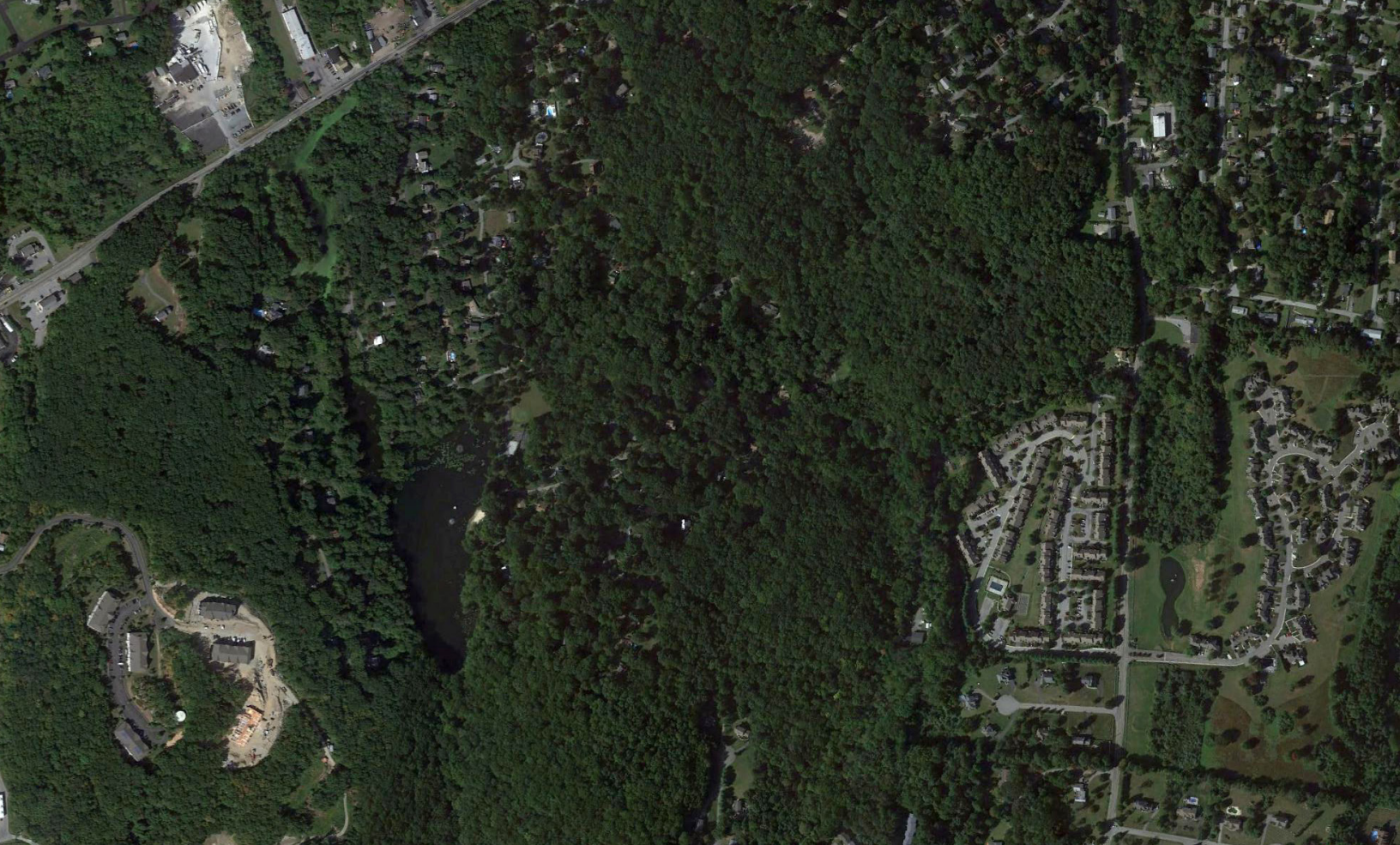


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SECTION 1: Cover Letter



October 30, 2020

Yolanda Cappelli, Town Clerk
Town of Kent
25 Sybil's Crossing
Kent Lakes, New York 10512



Re: Proposal for Palmer Lake Wastewater Planning Assistance Project – Town of Kent

Dear Ms. Cappelli:

As established by the New York City Department of Environmental Protection (NYCDEP), the East of Hudson (EOH) Community Wastewater Planning Assistance Grant Program (Program) has areas in the EOH watershed with poorly functioning septic systems that are potentially impacting the water quality of DEP's water supply. The Woodard & Curran Team appreciates this opportunity to submit a proposal to the Town of Kent (Town/Kent) for developing an Engineering Report that will identify alternatives for each Study Area that will position the Town to pursue State and Federal funding for design and construction. We are familiar with working on these types of funding programs, as seen in our wastewater design and construction work with the Towns of Cortlandt, Somers, and Bedford, and we understand that funding is provided on a reimbursement basis based on costs incurred. Our recent prior experience has also demonstrated our ability to deliver projects and engage with the public through the COVID-19 pandemic. Woodard & Curran is familiar with multiple video conferencing platforms for project meetings and has held public hearings and engagement sessions virtually as well and is prepared to do the same for the Town should the situation continue.

Our past successful work experience within the NYCDEP watershed in Northern Westchester, including wastewater planning and design projects in the Towns of Somers and Bedford, has enabled us to develop relationships with key NYCDEP staff including Vinny Giorgio, Program Manager, Michael Meyer, Section Chief, and David Warne, Assistant Commissioner. With these relationships and past success securing regulatory approvals in a timely manner, combined with our core business focused on sanitary wastewater design and facility operations, we are in an ideal position to support the Town of Kent. Our wastewater team knows the challenges inherent in these planning projects and is prepared to address them quickly and efficiently, and our operations staff of more than 250 across the country are an asset available to the Town should evaluation and optimization of the Town's facilities be needed. In addition, Woodard & Curran is unique in offering a dedicated grant and funding team to support our municipal clients. We are prepared to offer our grant and funding services to the Town at no added cost.

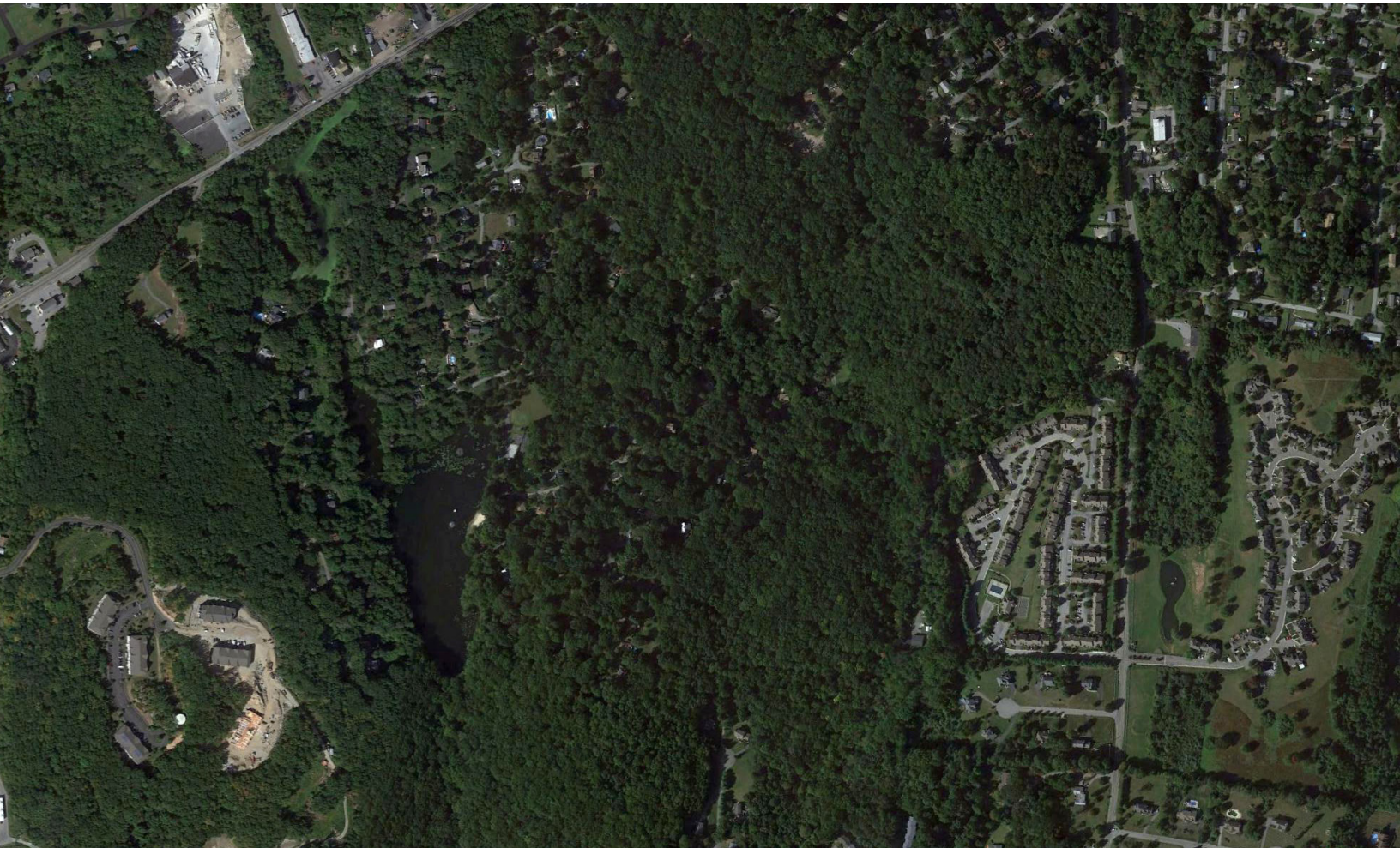
We appreciate the opportunity to submit our proposal to the Town and look forward to meeting with the Town to provide additional details on our overall approach and budget. We feel that our proposal provides the Town the most effective solution for the project, including identifying additional opportunities to advance project implementation and secure additional funding, as described in Section 5. We believe that our Team has the right experience, local knowledge and approach for Kent. In the meantime, please feel free to contact me directly at 914.246.2931 if you have any questions regarding our submission or require additional information. We look forward to the opportunity to work in partnership with the Town of Kent on this important program.

Sincerely,

WOODARD & CURRAN ENGINEERING AND GEOLOGICAL SERVICES P.A. P.C.


Anthony Catalano, PE, BCEE
Vice President

SECTION 2: Title Page with Abstract



Section 2

Title Page with Abstract

Appendix C Title Page Format

Project Name: East of Hudson Community Wastewater Planning Assistance Program - Palmer Lake

Organization: Woodard & Curran Engineering and Geological Services P.A. P.C.

Primary Investigator Name and Contact Information: Anthony C. Catalano, P.E., BCEE, Senior Vice President | 800 Westchester Avenue Suite N507, Rye Brook, NY 10507 | acatalano@woodardcurran.com | 914.246.2931

Financial Contact Name and Contact Information (if applicable): Not applicable

Project Partners (if any): None

Funds Requested: \$195,000

Federal Tax Identification Number: 01-0540529

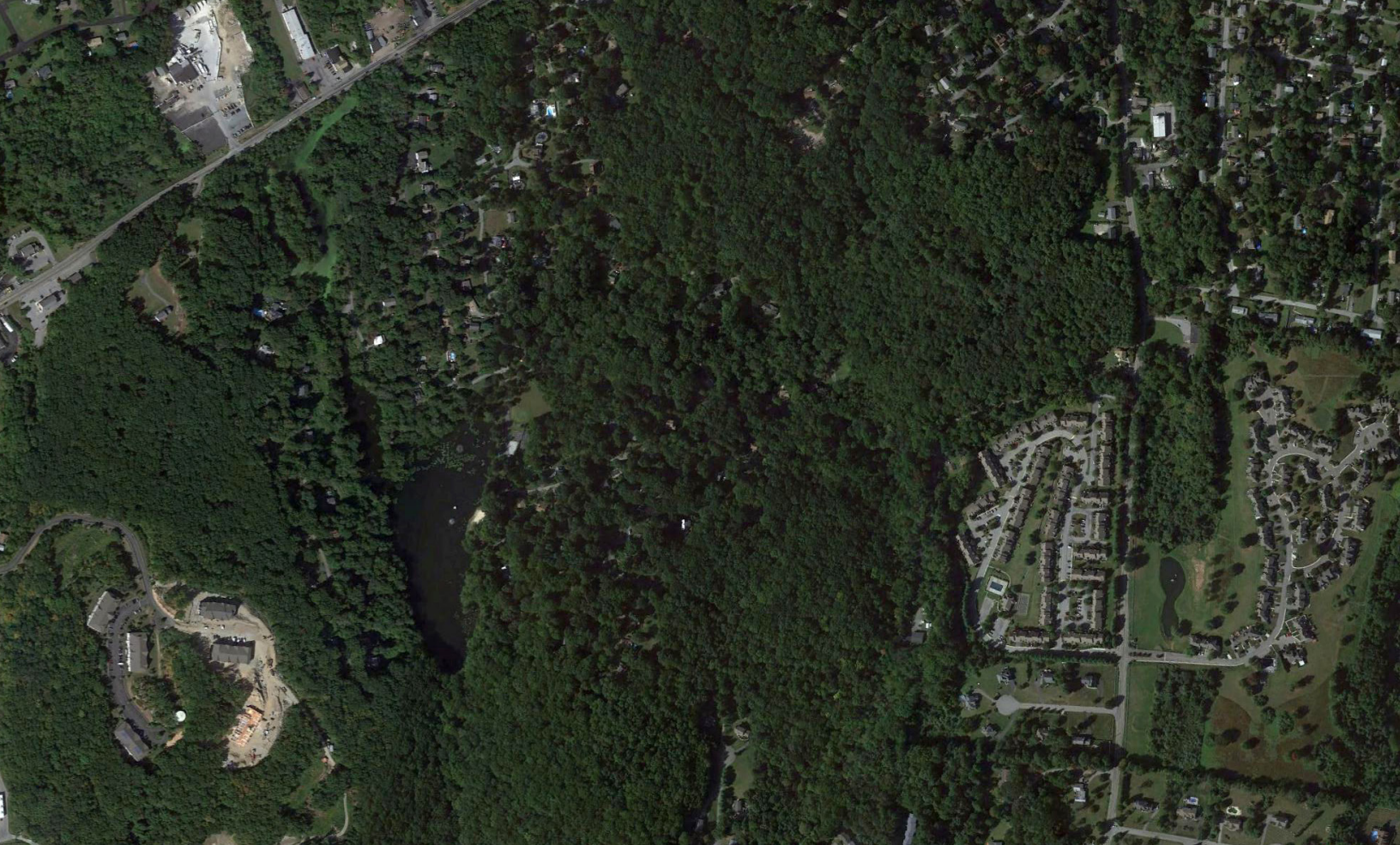
DUNS Number: 037708708

Project Location Description (City, State): Town of Kent, NY

Abstract: The project is focused on water quality impacts due to wastewater disposal in the Town of Kent for the Palmer Lake Study Area. The objective is to complete an Engineering Report that identifies existing water quality impacts and environmental concerns impacting the lake. The study will then develop and compare alternatives to address those impacts. The major current impacts are due to existing on-site septic systems in close proximity to the waterbodies. Potential alternatives include, but are not limited to septic system repair and remediation, advanced septic systems, community septic systems, centralized sewers with a new WWTP, centralized sewers to connect to an existing WWTP, or some combination thereof. The study will rely on review of prior studies, existing septic records, and water quality sampling data and will evaluate the potential options for feasibility and cost effectiveness. Throughout the study, key stakeholders, including Town staff, regulatory and administrative agencies, and community representatives will be engaged to obtain feedback and input. The final deliverable will be an Engineering Report with applicable requirements so that the Town would be able to apply for State and Federal funding and financing opportunities for project implementation.

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SECTION 3: Proposal Narrative with Citations



Section 3

Proposal Narrative with Citations

PROJECT UNDERSTANDING

Palmer Lake has enjoyed a long history as a recreational and aesthetic asset in the Town of Kent. Originally developed as summer cottages in the 1920s, homes around the lake have transitioned to year-round residences, and with that transition, water quality impacts to the lake have increased. These water quality impacts are due to a variety of sources, including septic system loading and watershed runoff resulting in high phosphorus loading. In 2015, a Total Maximum Daily Load (TMDL) for Phosphorus in Palmer Lake was developed by NYSDEC. The TMDL established a target goal for phosphorus load. In 2017, a harmful algae bloom (HAB) was detected and an HAB Action Plan was developed. The TMDL and HAB Action Plan are consistent in their recommendation for identifying and implementing measures to reduce water quality degradation through managing runoff



and reducing or eliminating loading from local septic systems. The TMDL specifically recommends a study to evaluate a local sewer system to eliminate septic systems and connect Palmer Lake to the Kent Manor WWTF.

The purpose of this project is to fully understand the challenges facing each area, evaluate multiple alternatives for wastewater disposal, and develop a plan for implementation by the Town. However, simply developing a plan is not sufficient if the solution cannot be constructed. Budget limitations and shortfalls continue to be a challenge for communities, especially in the face of an uncertain future. Water quality improvement projects of this size and scope usually require outside funding and financing to maintain affordability for the end users. Understanding those funding sources and opportunities is critical, as multiple sources can often be used to maximize project funds. To achieve that goal, an Engineering Report will be developed that will identify the selected alternative and be formatted such that it will position the Town well to pursue State and Federal funding for design and construction of the selected alternative. The prior studies and TMDL, as well as Palmer Lake's status as an Impaired Waterbody on the State Section 303(d) list will be important factors to enhance funding opportunities. To assist with the funding opportunities, Woodard & Curran has a dedicated funding team that will review the deliverables to best position the Project for funding, as well as identify any additional opportunities that the Town may wish to pursue. The funding team resources are included at no additional cost to the Town. For example, Woodard & Curran used this approach for the Town of Somers, where an Engineering Report was developed for use in pursuing funding through New York State Environmental

Facilities Corporation (NYSEFC). Then, later in the project development, a new grant opportunity through Army Corps of Engineers was identified and is currently being pursued by the Town and Woodard & Curran.

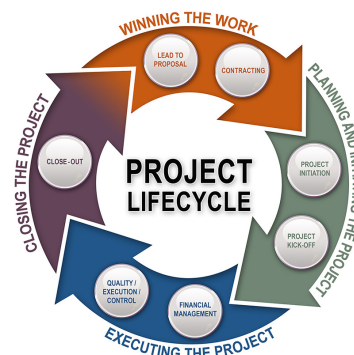
We will evaluate multiple options, including sanitary sewer extensions to connect to existing wastewater treatment plants (WWTPs), construction of a new treatment plant, use of either innovative/advanced on-site septic systems or a community septic system, or formation of a septic maintenance district. Based on review of available information, as well as Woodard & Curran's experience and understanding of these types of projects, some of these options appear to be more feasible than others. However, it is important to establish a full roster of possible alternatives for evaluation, demonstrating a thorough process for grant and funding opportunities.

Woodard & Curran is well suited to lead this study based on significant experience with both these types of wastewater planning projects, as well as with preparation of the Engineering Reports and applications needed to secure State and Federal financing. During the study, Woodard & Curran will engage with the Town and other key stakeholders, such as the Hill and Dale Property Owners to build consensus for the project early and throughout the process. This engagement is critical, as the best engineering solution will not succeed if there is not broad support for its implementation. Success will ultimately be measured by exceeding the Town's expectations with delivery of high-quality reports and clearly identified challenges and proposed solutions for each Study Area, leveraging all potential avenues for the most attractive funding/financing options needed to move the projects forward. These goals help define the Project Approach described in the next section.

PROJECT APPROACH

Task 1 – Develop Approved Quality Assurance Project Plan (QAPP) for each Study Area

Quality assurance (QA) and quality control (QC) is a critical part of an engineering planning and design project and it is encouraging to see the Town's clear understanding of this principle by placing development of a QAPP as the first task of the project. This approach matches with Woodard & Curran's Project Quality Assurance (PQA) process, which outlines "Must Dos" for project teams to follow throughout the project lifecycle to minimize project risk for our clients. These "Must Dos" ensure that QA/QC is embedded into the process, and preexisting review policies and protocols will be utilized to develop a customized QAPP for each Study Area.



Task 2 – Submit Draft Engineering Report for each Study Area

Task 2 represents the process of understanding the project background and specific needs, soliciting input from the Town and communities, as well as engaging interested parties that will ultimately impact support, and preparing a draft report for review and comment. Embedded in this task are multiple sub-tasks that will further define the scope of the project.

Task 2A – Project Kick-off

Woodard & Curran is well-positioned to quickly begin the project so that overall timelines can be maintained. We are familiar with working in the New York City watershed, with multiple planning and design projects completed nearby. This prior experience has enabled us to develop strong relationships with the key players at these regulatory and administrative agencies, including NYCDEP and NEIWPCC. Initial meetings with these stakeholders will help set the framework for the rest of the project. In addition, Woodard & Curran will host a kick-off meeting with Town staff to understand key drivers and goals for the projects, as well as schedule an engagement session with the Study Area. For example, the Hill and Dale Property Owners group represents the unique interests of the local residents, and will be an important partner in the process. There will be challenges and questions that come up during the planning

process, but establishing and maintaining open lines of communication between Woodard & Curran, the Town, regulatory agencies, and community groups will assist in resolving those challenges quickly and efficiently. This consensus building exercise early on is vital to the overall success of the project, as we have seen in planning efforts for formation of the Bedford Phase II Sewer District.

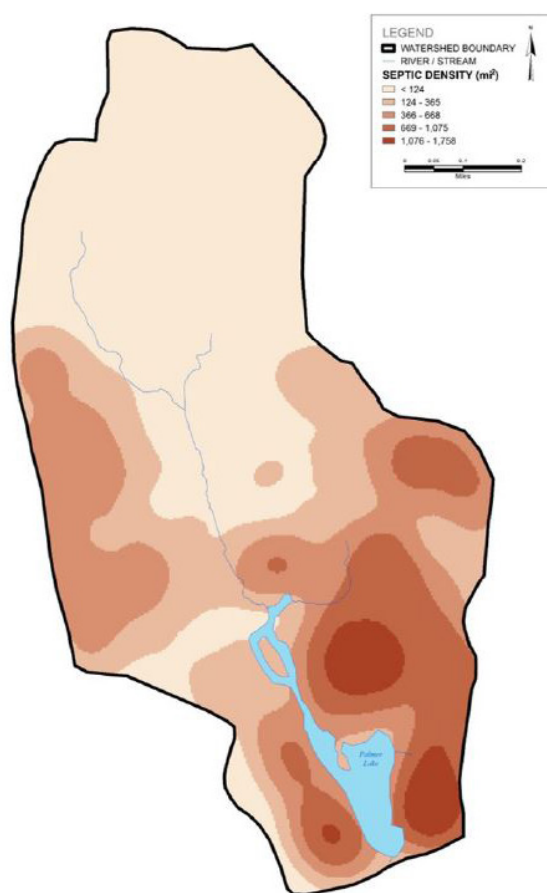
Task 2B – Review Background and Assess Current Conditions

This task will include a review of prior studies, septic system records, and WWTP operational data. By collecting the most current data on existing conditions, an updated view of each Study Area's environmental concerns can be formulated. This information will be utilized in the reports for documenting water quality impacts and potential benefits of the proposed alternatives. This initial review will also include a review of operational performance at nearby WWTPs to understand potential for capacity availability and needs. This review will be coupled with an analysis of regulatory trends to develop a refined capacity estimate for the WWTPs now and into the future. During this task, water records for those properties on Town water will be requested to establish flow estimates. In addition, for properties on private wells, well water sampling will be conducted to help confirm any water quality impacts from existing septic systems.

Task 2C – Prepare Needs Analysis and Identify Challenges

With the updated data obtained through the previous tasks, the Project Team will analyze the data and prepare a preliminary listing of challenges and needs. Special attention will be directed to those portions of the of the Study Area with a history of higher than normal septic failures and those areas now exhibiting higher repairs or pumping. Areas that have exhibited environmental pollution will also be assessed in terms of how significant septic system pollution influenced the findings in order to evaluate the need for septic system upgrade, decentralized treatment and disposal or sewer extension. A Technical Memorandum shall be prepared detailing the findings of the data review as it relates to water resource and water quality impacts within the Town. Since independent assessment of these aspects can be quite expansive and expensive, the Technical Memorandum shall be limited to a desk-top review of past and current data.

With these preliminary findings and previous task assessments, the Project Team proposes to hold a Public Meeting and Workshop for the Study Area to actively solicit public input regarding the preliminary findings and gather public opinion on the need for future planning and sewer expansion efforts to address the issues identified. Engaging the public early on in the process is an important step as it identifies project supporters and allies, who can help drive success, as well as raise concerns and questions from the community, so that these can be responded to and resolved.



Septic System Density (from Harmful Algal Bloom Action Plan
Palmer Lake Report, NYSDEC).

Task 2D – Develop and Evaluate Alternatives

Based upon the previous task elements and public input, the targeted environmentally sensitive areas for more detailed wastewater planning will be determined and prioritized. Various sewer alternatives will be assessed including both traditional and non-traditional means in order to establish the best cost-effective and most environmentally sound strategy. The continued use of on-site methods will also be evaluated, including community systems and

innovative/advanced systems. The evaluation of alternatives will address positive and negative attributes of each method and be comprehensive in its review including evaluation of treatment impacts and residuals management. Conceptual design criteria will be established for each to more fully develop the alternatives so that detail cost estimation can be conducted.

A Technical Memorandum will be developed detailing the alternatives and the analysis for each. The “No-Action” alternative will also be assessed for its attributes. The alternative analysis shall be comprehensive and nature and address design, permitting, construction, operational and environmental impact concerns. Detailed benefit cost analyses shall be conducted for the alternative with consideration to initial capital, temporary construction and long-term operation and maintenance (O&M) costs.



Task 2E – Preliminary Screening of Alternatives

An expansive screening of the individual alternatives will be conducted addressing quantitative and qualitative criteria. A numerical assignment will be conducted to rate each alternative for comparative purposes. The screening analysis shall detail ranking methods and summarize findings in tabular form for quick reference. The criteria shall include such items as institutional criteria and redundancy, reliability, expandability, and safety concerns.

At this stage, an additional Public Meeting and Workshop will be organized to solicit input and recommendations from the public. Typically, these meetings would be conducted as in-person engagement sessions with presentation boards and PowerPoint presentation aspects to quickly inform the public regarding the alternative and expedite input and discussion. However, should these meetings need to be virtual due to the ongoing COVID-19 pandemic, Woodard & Curran is prepared to host and run these meetings virtually, as we have for other similar public hearings and engagement sessions for projects in Bedford and Somers during Spring and Summer 2020. The information collected from the Public Meeting will be summarized into a Technical Memorandum along with the comparative analysis summary and Board recommendations to help narrow and define one or more courses of action deemed appropriate for more detailed screening efforts. The “No-Action” alternative will also be carried through as required by the Engineering Report guidelines.

Task 2F – Detailed Screening of Alternatives

After review of Task 2E Technical Memorandum by the Town, specific alternatives will be targeted for more detailed assessment. The assessment shall include the following sub-task elements at a minimum:

- More detailed definition of process trains, facility requirements, capacity, residuals and by-product process streams, site requirements and availability, and other factors;
- Cost analysis of capital costs and long-term O&M costs, as well as an evaluation of cost-effectiveness and twenty (20) year Net Present Value (NPV) and life cycle costs;
- Reliability and implementation ability, including regulatory constraints and public acceptability;
- Other direct and indirect impacts determined in consultation with the Town to be important in alternative selection, including environmental impacts and impacts on growth or redevelopment potential;
- Develop schematic layout, more detailed conceptual design criteria, and detailed definition of each technology or approach to be evaluated;
- Prepare an estimate of capital and O&M costs and NPV analysis for each alternative plan; and
- Evaluate funding, financing, and user charge options for funding of the implementation of the alternative plans and assess impacts to the Town and to property owners under each of these options.

The Detailed Screening Analysis will again be summarized for the Town's review prior to moving on to Task 2G. It is envisioned that preliminary NYCDEP/NEIWPCC input would also be solicited at this time, as well as other permitting agencies that may eventually weigh in during the permitting of recommended measures. This will provide greater clarification of permitting obstacles and help to build consensus early on for subsequent approval of any proposed Plan of Action.

Task 2G – Finalize a Draft Engineering Report

Based upon the results of the prior tasks, the Project Team will summarize its recommendations of preferred alternatives and further develop those alternatives to develop Preliminary Design Criteria. The Summary Report and recommendations shall be comprehensive in nature detailing the earlier task element and support materials including plans, details and comparative analyses utilized in developing the recommendations. With the Preliminary Design Criteria established, the alternatives will be further assessed to allow development of design, permitting, construction, financial, institutional, operational, and administrative concerns for the selected alternatives.

The Engineering Report will also detail implementation aspects dealing with funding, scheduling, required institutions measures and recommended sequencing of actions to streamline the overall implementation of the selected alternatives.

Task 3 – Submit Final Engineering Reports for each Study Area

The Draft Engineering Report developed under Task 2 will be submitted to the Town and NYCDEP/NEIWPCC for review and comment. Following receipt of those comments, Woodard & Curran will update the report and prepare a final version for the Town's use. The Engineering Report will include the criteria listed in Attachment 3 of the Request for Proposal (RFP) describing Engineering Report Requirements. Woodard & Curran will also review and include any additional requirements from the NYSEFC Engineering Report Outline to improve opportunity for project funding or financing through NYSDEC, NYSEFC, and/or other State and Federal programs as may be available at the time. Woodard & Curran has in the past and continues to support clients such as the Town of Bedford, City of Rye, Town of Somers, and Town of Cortlandt on projects receiving State and Federal funding.



Task 4 – Quarterly Progress Reports for each Study Area

Throughout the project, Woodard & Curran will prepare monthly project updates to be distributed to key stakeholders as needed. These monthly reports will identify recently completed work, upcoming anticipated work, any outstanding issues, and overall project schedule updates. Each quarter, these monthly reports will be summarized into a quarterly report update for distribution by the Town.

Task 5 – Project Meetings

Clear and consistent communication between all parties throughout the project is critical to promote project success. Woodard & Curran has demonstrated commitment on prior projects by tailoring meeting frequencies and approaches based on project schedule and client needs. For this project, Woodard & Curran proposes regular monthly meetings. Having set, scheduled meetings ensures an opportunity for frequent input and helps to maintain project schedule and budget. Woodard & Curran is prepared to attend these meetings in person at the Town's offices, but also able to switch to a virtual or hybrid setting should circumstance dictate. Woodard & Curran will prepare an agenda for each meeting and document key decisions and action items in minutes circulated to all attendees. It is anticipated that there will be 12 such meetings over the project. While some of these meetings may coincide with review meetings to discuss deliverables, they are separate from the public engagement sessions proposed in prior tasks.

PROJECT TEAM – ROLES AND RESPONSIBILITIES

Woodard & Curran offers the Town leading wastewater engineering experts who have helped numerous clients with upgrading their aging infrastructure. To ensure successful and timely completion of all engineering tasks, we have assembled an experienced and dedicated project team with a proven record in providing quality service while meeting aggressive deadlines and minimizing costs. Woodard & Curran offers in-depth experience which includes enhanced nutrient removal, management and disposal of residuals, alternative discharge scenarios, permitting, evaluations, pilot programs, O&M training, and operations improvement programs.

Our project team (organizational chart on the following page) does what it takes to make each project a success, whether it's using new technology to optimize operations and reduce costs or leveraging funding sources to help municipalities achieve compliance. We have the expertise and flexibility to meet the changing needs of clients and of ever-increasing regulations. Because we have access to a diverse group of in-house engineers, scientists, and operations professionals, we can match the right people and skills to the job.

A Leadership and Management the Town Can Trust

With a local and experienced management team, the Town can be confident that Woodard & Curran will provide the necessary guidance for the project. The project will be led by **Project Manager Kenneth Kohlbrenner, PE**, who will be responsible for day-to-day management of the project and will be the Town's primary client contact. He will handle project development and communications with the Town's staff, lead technical staff, and ensure quality management and overall performance. Ken brings a depth of experience to this project, having completed wastewater planning and design projects for the Towns of Somers, Bedford, and New Castle with Woodard & Curran, as well as the Peach Lake WWTP and Collection System project with his prior firm. **Principal-in-Charge Anthony Catalano, PE, BCEE** will have ultimate responsibility for the project and Kent's overall satisfaction with Woodard & Curran's work.



Ken Kohlbrenner



Anthony Catalano

Technical Experts to Drive Project Success

As **Technical Manager, Jason Kreil, PE** will lead the project delivery team toward completion of the individual tasks and overall Engineering Reports. Jason brings a depth of experience in wastewater planning studies and design, including as Technical Manager on the Town of Bedford Phase I and Phase II Sewer District Projects. Overseeing the technical direction of the project will be **Steve Robbins, PE, LEED®AP** and **Rosemary Blacquier**. They will add depth, insight, and experience to all aspects of the project execution through the QA/QC process. Steve and Rosemary will be available to the Town's project, as needed, to ensure the success of this complex assignment.



Jason Kreil



Steve Robbins



Rosemary Blacquier

Proven Delivery Capabilities

As **Project Engineer** and **Staff Engineer** respectively, **Katie Mockler, PE** and **Isaiah Williams, EIT** will drive project delivery and execution. With strong prior experience delivering similar types of projects in the New York City Watershed, Katie and Isaiah are well-versed in regulatory agency requirements and design standards. They also bring strong relational skills necessary to engage with the public and key stakeholders throughout the process. The team will be supported by additional staff, including



Katie Mockler



Isaiah Williams

Kevin Dunkin as Woodard & Curran's **GIS Technical Specialist**. The use of a GIS database to track parcels, historical data, and water quality impacts will be critical to ensure all elements are accurately captured and analyzed.

Dedicated Funding Expertise

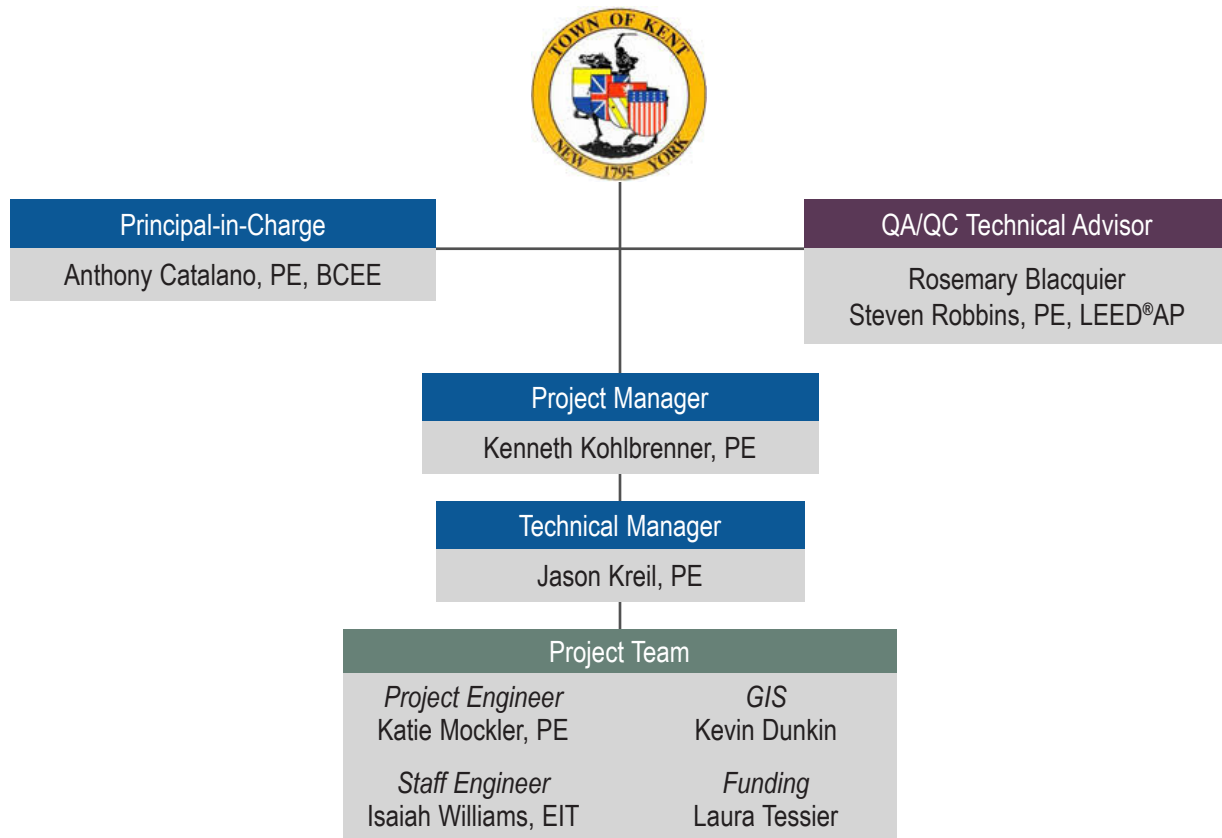
Woodard & Curran is unique in offering a dedicated, in-house funding team. The Strategic Funding Services group specializes in securing state and federal funding for clients and has a track record of capturing this money through competitive grant and loan processes. Over the last five years, Woodard & Curran has applied for \$1.8B in grants and loans totaling approximately \$3.4B in project costs. Approximately \$1.2B in grants/loans were awarded to our Clients. **Laura Tessier** will lead that effort for this project, bringing her expertise in funding programs and application requirements to bear for the Town to enhance these opportunities. Laura will also provide a review of the Engineering Reports to make sure elements critical to a wide range of programs is clearly and sufficiently defined.



Kevin Dunkin

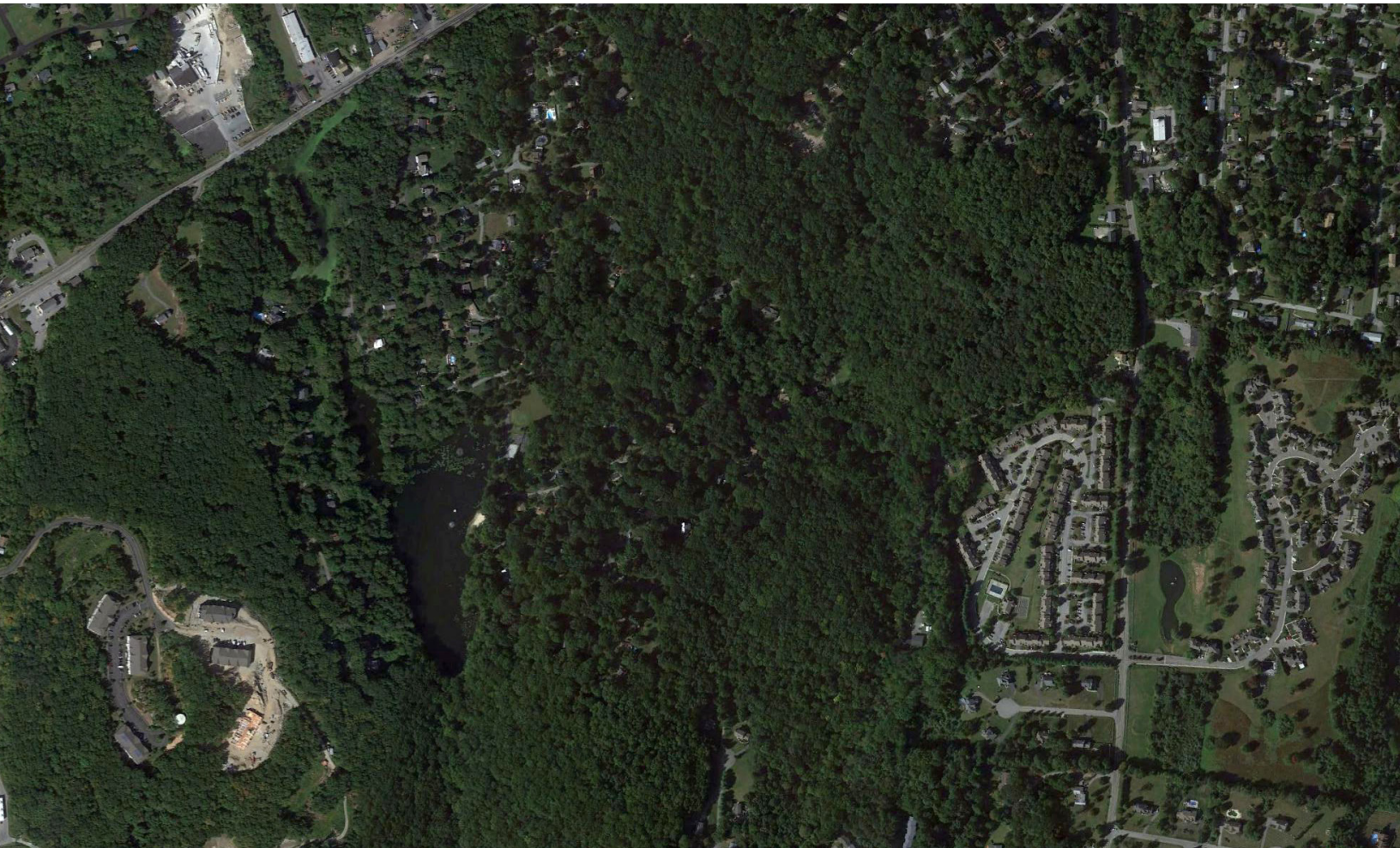


Laura Tessier



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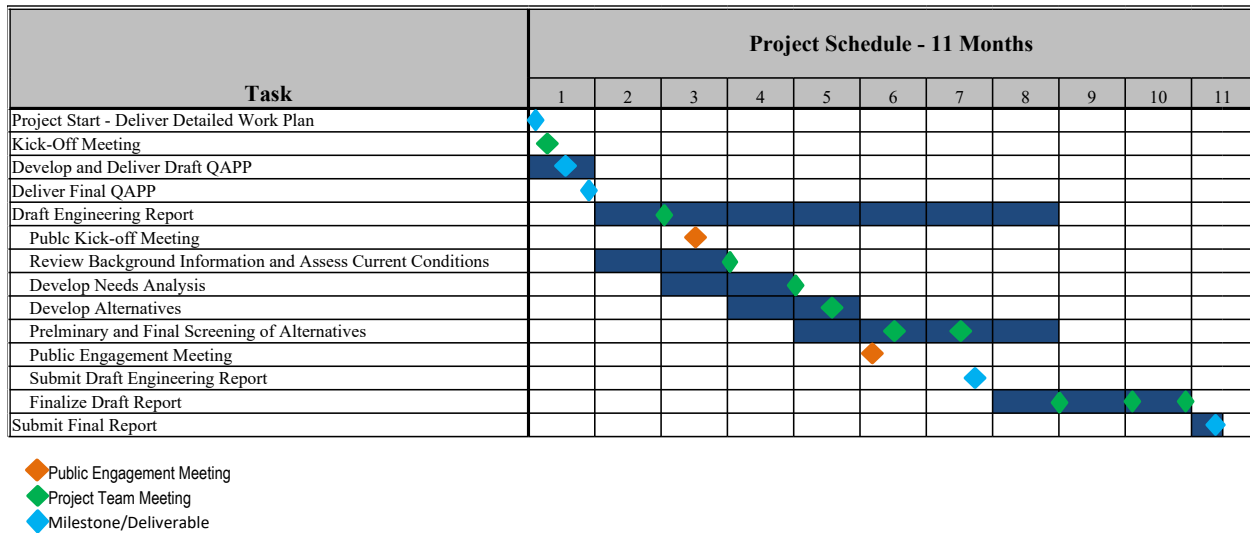
SECTION 4: Timeline



Section 4

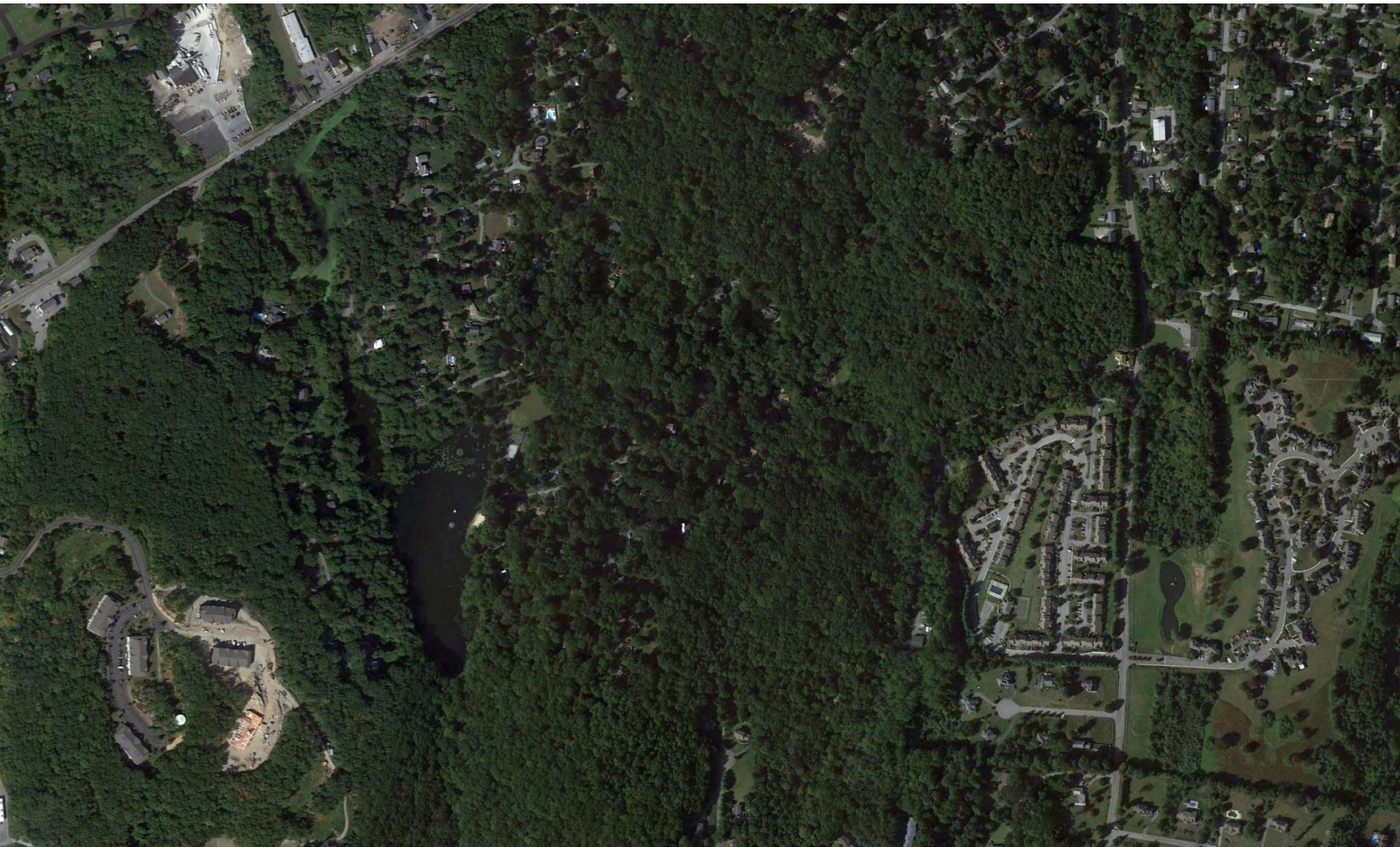
Timeline

Woodard & Curran is available to commence work immediately upon receipt of written authorization to proceed. We understand the Town's need for the final reports to be completed no later than **November 12, 2021** and have laid out a schedule to meet that deadline. Please refer to the schedule below for additional detail and schedule of individual tasks. This schedule will be reviewed in detail at the project kick-off meeting and Woodard & Curran is open to discussing and adjusting specific milestone dates or timelines to best support the Town's needs in advancing project completion in a timely manner.



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SECTION 5: Budget and Budget Justification



Section 5

Budget and Budget Justification

Woodard & Curran proposes a total budget of \$195,000 to complete the scope requirements as described in the RFP and in this proposal. A detailed breakdown of the budget for each study area is included in the attached forms. In addition, our standard rate table by staff type is attached. These rates are based on our federally audited overhead multiplier of 2.14 and a profit of 15%. As noted on the rate table, expenses and reimbursables include a 10% markup. However, given the proximity of our Rye Brook office to Kent, we will not charge mileage to the Town for travel to the project site or meetings. We do not anticipate any subconsultants for this project.

Woodard & Curran understands that the study is funded by a grant from NYCDEP through NEIWPCC and that the Town has received grants up to a higher amount than the proposed budget.

Study Area	Grant Amount*	Woodard & Curran Budget	Projected Savings
Palmer Lake	\$375,000	\$195,000	\$180,000

* Per Town Board meeting July 21, 2020, Resolution #269

Woodard & Curran understands the need to maximize funding opportunities when they are available and that the Town would prefer not to return available grant funding. To that end, there may be opportunities to advance work on the projects at the study and planning level to position the Town better for the next phases. For example, should the Town select Woodard & Curran, we would discuss options for additional work to be completed such as:

- Preliminary ground survey or soil borings to prepare for design phase
- WWTP operations optimization assistance to improve plant performance and set the Town up for potential WWTP improvements
- Assist the Town in beginning to obtain property or easements should they be needed for project implementation
- Develop more detailed schematic level plans, including preliminary plan and profile of sanitary sewers
- Prepare additional financial models to estimate future annual operation, maintenance, and capital costs to be use in a Map, Plan, and Report

The specific options pursued would depend on the preferred alternative selected through the planning process that has been successful for our other clients in maximizing grant opportunities. In addition, Woodard & Curran has also assisted other clients in rolling these types of grant funding from one phase of a project to the next. For example, the Town of Bedford and Woodard & Curran worked with NYCDEP to reallocate project savings from their Phase I Sewer District to Phase II, enabling them to reduce costs on the future phase while preserving funds allocated to the Town. Based on the relationships that Woodard & Curran has with NYCDEP, we would be prepared to assist the Town of Kent in a similar process if they so choose.

Alternatively, Woodard & Curran is familiar with similar planning studies anticipated for areas of Carmel. Given the proximity of the communities and potential for a shared solution to address water quality issues, we anticipate that there could be further cost savings based on combining the studies. These cost savings would be realized during the current phase through efficiencies with a combined planning effort, but would also position both communities for potential additional grant funding opportunities through New York's Intermunicipal Water Infrastructure Grant program. This program awards grants up to 40% of project cost for combined or regional solutions, compared to 25% for other Clean Water grants. Should Woodard & Curran be selected to complete the planning studies for both Kent and Carmel, we would be able to support both communities in pursuing these and other sources of funding.

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Appendix D
Budget Table Format

PROJECT BUDGET		
BUDGET CATEGORY <i>(Add/remove itemizing lines below major categories as necessary, but do NOT delete major categories)</i>	MATCH	GRANT REQUEST
A. PERSONNEL (list individual names and titles below)	\$ 51,000.00	\$
Staff as listed in Section 3 and supplemented with additional staff as needed	\$ 51,000.00	\$
	\$	\$
	\$	\$
B. FRINGE BENEFITS <u>214</u> % of <u>51,000.00</u> costs) TOTAL:	\$ 109,100.00	\$
C. TRAVEL (estimate number/purpose of trips below)	\$ 0.00	\$
No travel costs	\$	\$
	\$	\$
D. EQUIPMENT (itemize below) TOTAL:	\$ 11,000.00	\$
Sampling (\$10,000 x 10%)	\$ 11,000.00	\$
	\$	\$
E. SUPPLIES (itemize below) TOTAL:	\$ 0.00	\$
NA	\$	\$
	\$	\$
F. CONTRACTS (identify & itemize below) TOTAL:	\$ 0.00	\$
NA	\$	\$
	\$	\$
G. OTHER (identify & itemize below) TOTAL:	\$ 0.00	\$
NA	\$	\$
	\$	\$
H. TOTAL DIRECT COSTS (SUM OF A-G)	\$ 171,100.00	\$
I. INDIRECT COSTS <u>15</u> % of <u>160,100.00</u> (15% profit on total labor costs A&B) TOTAL:	\$ 23,900.00	\$
J. TOTAL PROJECT COST (SUM OF H+I)	\$ 195,000.00	\$

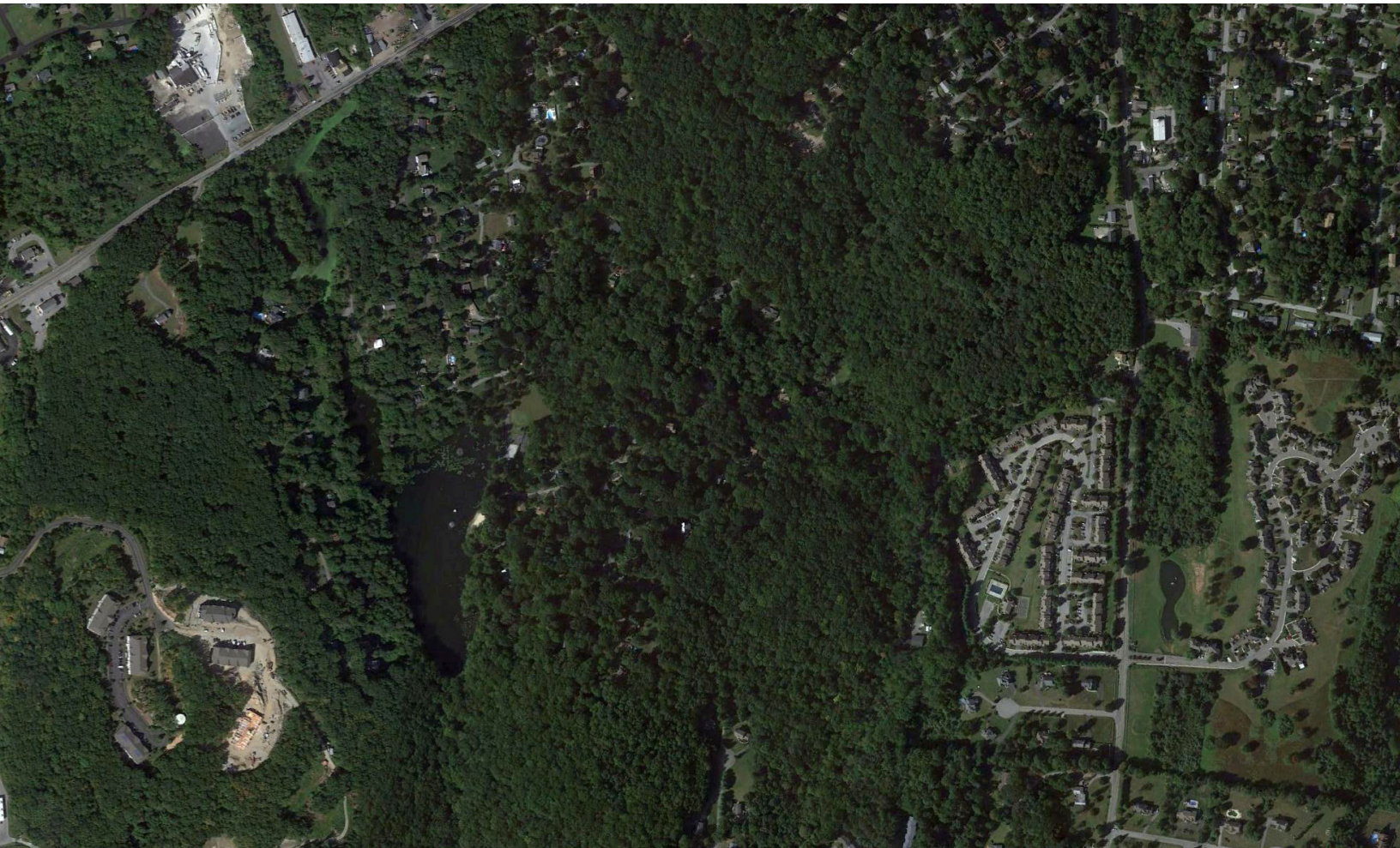
Municipal & Institutional Metropolitan

2020 Rate Schedule



Consultant Personnel	
Labor Category	Hourly Rate
I. Support Services	
- Administrative	\$75
- Drafter	\$85
- Project Assistant	\$98
- Procurement Specialist	\$102
II. Professional Services	
- Technician	\$98
- Inspector	\$99
- Technician 2	\$104
- Designer / GIS Analyst / Operations Specialist	\$105
- Staff Engineer 1	\$115
- Scientist 1	\$118
- Geologist 1 / GIS Developer	\$120
- Technical Service Specialist 1 / Staff Engineer 2	\$125
- GIS Analyst 2	\$134
- Designer 2 / Resident Engineer / Scientist 2 / Engineer 1	\$135
- Geologist 2	\$140
- Designer 3	\$143
- Geologist 3	\$145
- Scientist 3	\$146
- Engineer 2	\$147
- Senior Designer	\$150
- Technical Service Specialist 2	\$151
- GIS Solutions Analyst / Planner	\$152
- Project Geologist / Project Scientist	\$153
- GIS App Developer / Project Management Professional	\$155
- Construction Manager / Engineer 3 / Project Geologist 2 / Project Technical Specialist 1	\$157
- Project Engineer / GIS Manager	\$167
- Project Scientist 2 / Project Technical Specialist 2	\$170
- Senior Planner	\$173
- Project Engineer 2	\$180
- Senior Geologist / Senior Project Engineer / Service Manager	\$182
- Project Manager / Technical Expert 1 / Technical Leader / Technical Manager 1	\$197
- Principal Project Manager / Project Manager 2 / Technical Expert 2 / Technical Manager 2	\$205
- Practice Leader / Senior Project Manager / Senior Technical Manager	\$215
- Director of Practice / Licensed Site Professional	\$220
- Chief Technologist / Principal	\$255
This Rate Schedule is confidential and for customer internal use only. W&C reserves the right to adjust billing rates annually.	

SECTION 6: Description of Qualifications

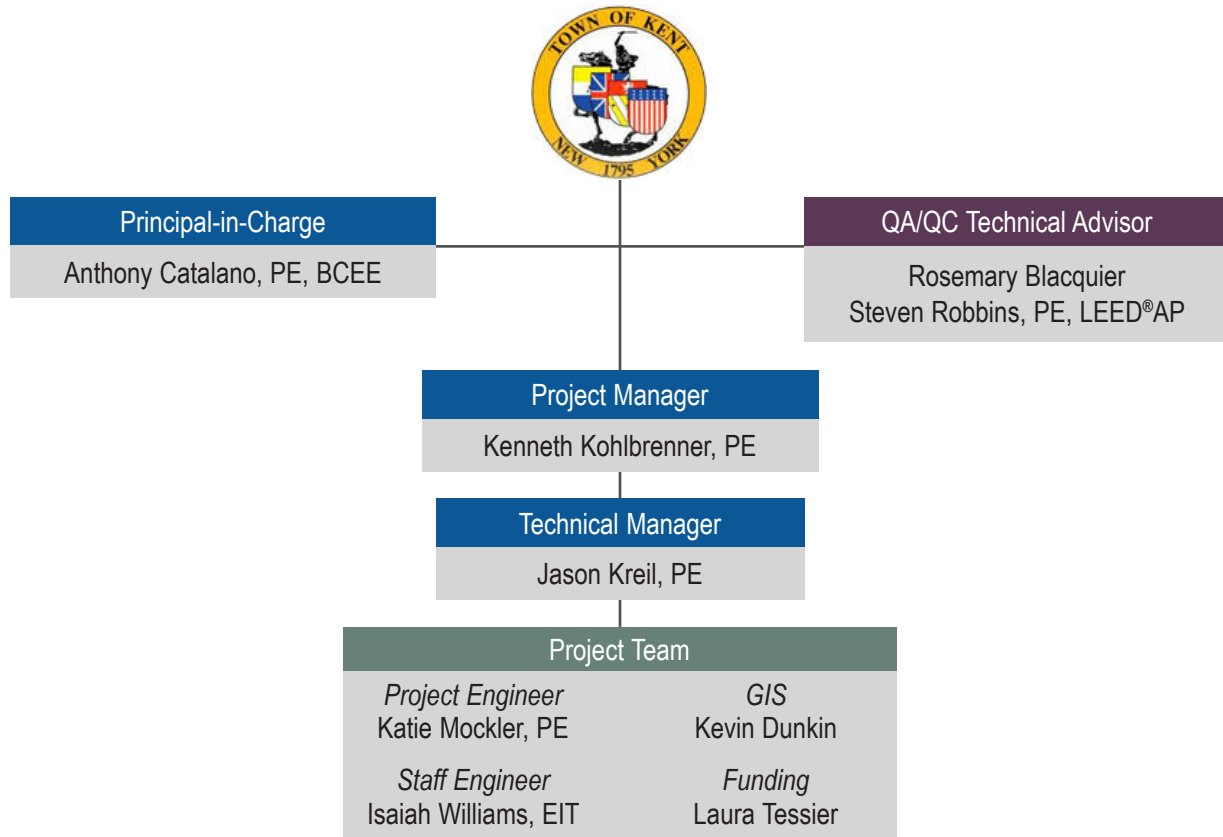


Section 6

Description of Qualifications

PROJECT TEAM

To deliver the services required for the Community Wastewater Planning Assistance Program, Woodard & Curran has assembled a strong core team with dedication to managing and executing the Town's desired enhancements. We offer a team of individuals that will manage the project, complete the work, and provide technical assistance and quality control to ensure a successful project.




Our team will be overseen by **Principal-in-Charge, Anthony Catalano, PE, BCEE** who has managed countless planning, design, implementation, and operations and maintenance projects throughout the Northeast. He is a true partner to our clients and will ensure the success of the studies for Kent. The project team will be led by **Project Manager, Kenneth Kohlbrenner, PE** who will direct and execute the work on a daily basis, and work closely with the Town. Ken has managed several sanitary sewer design and construction projects for communities in Westchester County including Bedford, Somers, Cortlandt Manor, Rye, Briarcliff Manor and Peach Lake Sewer District (prior professional experience). He will ensure the process and resources are aligned to successfully deliver the project.


Included on the following pages are brief resumes of our project team members.

Anthony Catalano, PE, BCEE | Principal-in-Charge



 Masters, Civil/Environmental Engineering, Manhattan College; Bachelors, Civil Engineering, Manhattan College

 Registered Professional Engineer - NY, CT, ME, MI; Board Certified Environmental Engineer

 American Academy of Environmental Engineers; American Society of Civil Engineers; National Brownfield Association; Solid Waste Association of North America

Anthony has 31 years of diverse experience with strategic planning, permitting, design, and construction of municipal infrastructure projects, including stormwater management, streetscapes, water and sanitary system improvements, and parks and athletic facilities. He has experience securing grants totally more than \$20 million in local, state, and federal grants for clients and successfully saving clients millions of dollars through the use of innovative technologies and successful negotiations with regulators.

- Town of Bedford, NY – Bedford Hills-Katonah Business Sewer District & Phase II Sewer District Planning
- Town of New Castle, NY – Millwood Sanitary Sewer Feasibility Study
- Town of Cortlandt, NY – Furnace Woods Sewer District; WebGIS; Work Order Management System and Emergency Operations Center
- City of Rye, NY – Central Avenue and Hewlett Avenue Pump Station Upgrades & Brevoort Lane Force Main Replacement
- East of Hudson Watershed Corporation – Stormwater Retrofit Program

Kenneth Kohlbrenner, PE | Project Manager



 Masters, Environmental Engineering, Worcester Polytechnic Institute; Bachelors, Civil & Environmental Engineering, Cornell University

 Registered Professional Engineer - NY, CT


 Water Environment Federation; New York Water Environment Association

Ken has over 12 years of civil and environmental engineering experience in all phases of planning, design, and construction for water, wastewater, and stormwater projects for municipal and private clients. Recent project experience includes sanitary sewer design and construction phase services for the Town of Bedford, Westchester County, City of Rye and Village of Briarcliff Manor, NY, New York State Office of General Services, and the Peach Lake Sewer District, NY (prior professional experience); sanitary sewer and wastewater treatment facility (WWTF) planning and evaluation for the Towns of Somers and New Castle, NY.

- Town of Bedford, NY – Bedford Hills-Katonah Business Sewer District & Phase II Sewer District Planning
- Town of New Castle, NY – Millwood Sanitary Sewer Feasibility Study
- Town of Cortlandt, NY – Furnace Woods Sewer District
- Town of Somers, NY – Lake Shenorock & Lake Lincolndale Preliminary Planning and Map, Plan, and Report Development
- City of Rye, NY – Central Avenue and Hewlett Avenue Pump Station Upgrades & Brevoort Lane Force Main Replacement
- Village of Briarcliff Manor, NY – Holbrook Pump Station
- Peach Lake Sewer District, North Salem and Southeast, NY – Sanitary Sewer and Treatment Plant (*prior professional experience*)

Rosemary Blacquier | QA/QC Technical Advisor



 Bachelors, Leadership/Management, Northeastern University; Associates, Business, Dean College

 New England Water Works Association; Water Environment Federation

Rosemary has 23 years of experience developing and coordinating the implementation of Comprehensive Water Resources Management Plans/Environmental Impact Reports (CWRMP/EIR) for municipalities. She specializes in long-term, cost-effective, environmentally sound solutions for areas that cannot sustain onsite conventional septic systems for wastewater disposal. Tasks include coordinating data development and organization, planning, community land use practice development, public participation program development, and report coordination and distribution for numerous CWRMP/EIRs. Rosemary participates in infrastructure and community and economic development financing for municipalities and aids in the development and implementation of community relations and consensus building programs for local, state, and federally funded water and wastewater projects.

- **Town of Somers, NY – Lake Shenorock & Lake Lincolndale Preliminary Planning and Map, Plan, and Report Development**
- **Town of Inglis, FL – Wastewater Planning**
- **Town of Billerica, MA – CWMP Wastewater Plan**
- **Town of Hull, MA – Regional Wastewater Feasibility Planning**
- **Town of Acushnet, MA – Comprehensive Wastewater Management Plan**

Steven Robbins, PE, LEED® AP | QA/QC Technical Advisor



 Masters, Environmental Engineering, Virginia Polytechnic Institute and State University; Bachelors, Mechanical Engineering, Cornell University

 Registered Professional Engineer - NY; LEED AP - U.S. Green Building Council (USGBC)

 American Water Works Association; National Society of Professional Engineers; New York


Water Environment Association; New England Water Environment Association; Chi Epsilon - Honor Society of Civil Engineers

Steve has 16 years of experience in the planning, evaluation, design, and operation of wastewater and drinking water infrastructure. Working with public and private wastewater system clients, he has experience in system modeling, collection system condition and capacity assessments, operational assessments, and system audits. Steve has also been involved in the design of new wastewater collection, pumping and treatment systems; upgrades to existing systems, SCADA and communications systems; as well as all aspects of wastewater system permitting and compliance. In addition to his experience with wastewater systems, Steve has similar experience with water treatment and distribution systems, water re-use, water conservation planning, industrial process modifications, environmentally sensitive site design, and emerging compounds of concern in wastewater treatment.


- **Town of Bedford, NY – Bedford Hills-Katonah Business Sewer District & Phase II Sewer District Planning**
- **Town of Somers, NY – Lake Shenorock & Lake Lincolndale Preliminary Planning and Map, Plan, and Report Development**
- **City of Rye, NY – Westchester County Department of Environmental Facilities Rye Playland Sewer Relocation**
- **Village of Briarcliff Manor, NY – Holbrook Pump Station**

Jason Kreil, PE | Technical Manager



 Masters, Civil & Environmental Engineering, Northeastern University; Bachelors, Civil/Environmental Engineer, Northeastern University

 Registered Professional Engineer - MA, ME

 New England Water Environment Association; Water Environment Federation

Jason has 16 years of experience providing environmental consulting services to municipalities on the planning, design, and construction phases of a range of projects from large-scale sewer collection systems to smaller infrastructure and site assessments. His wastewater experience includes design, evaluation, permitting, rehabilitation and construction of wastewater collection systems, gravity and low-pressure sewer systems, wastewater and stormwater pumping stations and sewer capital improvement planning.

- Town of Bedford, NY – Bedford Hills-Katonah Business Sewer District & Phase II Sewer District Planning
- Town of New Castle, NY – Millwood Sanitary Sewer Feasibility Study
- City of Rye, NY – Central Avenue and Hewlett Avenue Pump Station Upgrades & Brevoort Lane Force Main Replacement
- Town of Inglis, FL – Wastewater Planning
- Town of Billerica, MA – Sewer Contracts 35 and 36

Katie Mockler, PE | Project Engineer



 Bachelors, Civil/Environmental Engineering, Manhattan College

 Registered Professional Engineer - NY

Katie is an engineer with over six years of experience in planning, evaluation, design and construction. Her responsibilities typically include review of existing and historical documentation, preparation of design plans, specifications, and construction documents, permit applications, and field evaluation and reporting.

- Town of Bedford, NY – Bedford Hills-Katonah Business Sewer District & Phase II Sewer District Planning
- Town of New Castle, NY – Millwood Sanitary Sewer Feasibility Study
- Town of Somers, NY – Lake Shenorock & Lake Lincolndale Preliminary Planning and Map, Plan, and Report Development
- Village of Briarcliff Manor, NY – Holbrook Pump Station
- City of Rye, NY – Central Avenue and Hewlett Avenue Pump Station Upgrades & Brevoort Lane Force Main Replacement

Isaiah Williams, EIT | Staff Engineer



 Bachelors, Environmental Engineering, University of Connecticut

 Engineer-in-Training - NY


 New York Water Environment Association

Isaiah has experience in wastewater system design and a background in water treatment operations and maintenance. His responsibilities include review of existing and historical documentation, preparation of design plans, specifications, and construction documents.

- Town of Bedford, NY – Bedford Hills-Katonah Business Sewer District & Phase II Sewer District Planning
- Town of New Castle, NY – Millwood Sanitary Sewer Feasibility Study
- Town of Somers, NY – Lake Shenorock & Lake Lincolndale Preliminary Planning and Map, Plan, and Report Development
- Village of Briarcliff Manor, NY – Holbrook Pump Station
- City of Rye, NY – Central Avenue and Hewlett Avenue Pump Station Upgrades & Brevoort Lane Force Main Replacement

Kevin Dunkin | GIS




 Bachelors, Sociology and Anthropology with Minors in Environmental Science and Communications, Fairfield University

Kevin is a GIS technical specialist with over four years of experience in enterprise municipal GIS. He specializes in GIS database development for municipally owned assets, database management, data analysis, emergency response, field data collection efforts both cloud and on-site based, data QA/QC. His recent project work has involved implementation of asset management technology, customized GIS database schema design and management for sewer and stormwater collection system compliance requirements, GIS technical recommendations and workflow design, customized database user interface design, and GIS model development for increased efficiency.

- **Town of Cortlandt, NY – WebGIS Work Order Management System and Emergency Operations Center.**
- **Town of Yorktown, NY – Computerized Maintenance Management System (CMMS)**
- **City of Albany, NY – CMMS Implementation and Training.**
- **City of Norwalk, CT – Flood Mitigation and Storm Drainage Systems Evaluation**

Laura Tessier | Funding



 Masters, Environmental Science, Policy, and Management, Yale University School of Forestry and Environmental; Bachelors, Biology, Saint Lawrence University

 American Planning Association; Ecological Society of America; Society of Wetland Scientists

Laura has more than 30 years of municipal and environmental planning experience in both the public and private sectors, specializing in federal, state, and local legislative and regulatory affairs, water resources program and plan development, project management, and program administration. She identifies and works to secure funding for infrastructure, community, and economic development projects in collaboration with federal, state, and municipal government staff. In addition, Laura researches special projects to advance the firm's project planning and implementation.

- **Town of New Castle, NY – Millwood Sanitary Sewer Extension**
- **Town of Cortlandt, NY – Water Quality Assessment of Wallace Pond**
- **Town of Somers, NY – Comprehensive Wastewater Management Plan**
- **Town of Yorktown, NY – Hallock's Mill Sewer District Improvements**
- **Village of Larchmont, NY – Drinking Water Infrastructure Improvement for Flint Park Area Water Mains Replacement and Village-wide Lead Service Lines Replacement**
- **City of Yonkers, NY – Drinking Water Infrastructure Improvement for Nepperhan Avenue Water Main Redundancy and the Lamartine-Warburton Avenues Interzone Water Transmission**

RELEVANT EXPERIENCE

The nation's wastewater infrastructure is aging, and environmental regulations are increasingly stringent. To protect public health and the environment, facilities and infrastructure require upgrades, repairs, or replacement. Woodard & Curran partners with our clients to develop tailored solutions: few firms offer our unique combination of process design, operations expertise, and funding solutions. We are committed to doing what it takes to make each project a success, whether it is using new technology to optimize operations and reduce costs or leveraging funding sources to help municipalities achieve compliance.


The table (on the following pages) demonstrates a small portfolio of Woodard & Curran's experience and we have selected a few project descriptions which best represent an overview of our team's unmatched local resources and experience. Woodard & Curran is proud of the excellent reputation we have earned with our clients. This reputation includes exceptional technical staff and a history of meeting schedule and budget requirements. We urge the Town to contact our client references.

Client	State	Asset & Utility Management	CWMP/Facilities Plan	Comprehensive Plant Evaluations	Wastewater Treatment Plant Design/Upgrade	Process Modeling	Water Reuse	Permitting	SCADA	Sewer Design & Construction	Pump Station Design & Construction	Sewer/Pump Station Rehabilitation	Sewer System Evaluation/I&I/CSO	O&M Services	Funding/Finance Opportunities
Bedford, Town of	NY		◆		◆			◆		◆	◆		◆		◆
Briarcliff Manor, Village of	NY							◆		◆	◆				
Cortlandt, Town of	NY	◆								◆	◆				◆
Office of Government Services (OGS)	NY	◆		◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		
Rye, City of	NY							◆	◆		◆	◆			◆
Somers, Town of	NY		◆							◆	◆				◆
Westchester County	NY			◆				◆	◆	◆		◆			
Yorktown, Town of	NY	◆													
Beacon Falls, Town of	CT		◆	◆		◆		◆	◆		◆	◆	◆		
Canton, Town of	CT	◆		◆	◆	◆		◆	◆	◆		◆	◆		
Enfield, Town of	CT	◆	◆	◆		◆			◆			◆	◆		
Greater New Haven WPCA	CT	◆			◆			◆	◆		◆	◆			
Hartford Metropolitan District	CT		◆	◆	◆	◆			◆						
Old Lyme, Town of	CT			◆						◆	◆	◆			◆
Plainville, Town of	CT			◆	◆				◆						
Southington, Town of	CT				◆			◆	◆	◆					
Suffield, Town of	CT	◆	◆							◆	◆	◆	◆		
Waterbury Water Pollution Control	CT	◆			◆			◆	◆	◆		◆	◆		
Apopka, City of	FL	◆		◆											
Inglis, Town of	FL		◆												
Inverness, City of	FL			◆	◆			◆	◆			◆		◆	
Tavares, City of	FL	◆							◆		◆				
Billerica, Town of	MA		◆	◆	◆	◆		◆	◆	◆	◆	◆	◆	◆	

Client	State	Asset & Utility Management	CWMP/Facilities Plan	Comprehensive Plant Evaluations	Wastewater Treatment Plant Design/Upgrade	Process Modeling	Water Reuse	Permitting	SCADA	Sewer Design & Construction	Pump Station Design & Construction	Sewer/Pump Station Rehabilitation	Sewer System Evaluation/I&I/CSO	O&M Services	Funding/Finance Opportunities
Braintree, Town of	MA							◆		◆		◆	◆		
Concord, Town of	MA			◆	◆	◆		◆	◆		◆		◆		
Haverhill, City of	MA	◆		◆	◆				◆						
Lawrence, City of	MA	◆						◆		◆	◆	◆	◆	◆	
Nantucket, Town of	MA		◆	◆	◆	◆		◆	◆			◆	◆	◆	
North Attleboro, Town of	MA			◆	◆			◆			◆	◆			
Plymouth, Town of	MA								◆	◆	◆	◆			
Quincy, City of	MA					◆		◆	◆	◆	◆	◆	◆		
Tyngsborough, Town of	MA		◆					◆		◆	◆	◆	◆		

Town of Bedford, New York

Bedford Hills-Katonah Business Sewer District and Phase II Sewer District

 **Kevin Winn, PE, DPW Commissioner**, Town of Bedford, 301 Adams Street, Bedford Hills, NY 10507
T 914.666.7669 | kwinn@bedfordny.gov

The Town of Bedford formed the Bedford Hills-Katonah Business Sewer District to provide sanitary sewers to 123 properties located within the New York City Croton Watershed. By providing sanitary sewers, the Town will eliminate the use of failing septic systems and cesspools, improving water quality within the Muscoot Reservoir and enabling continued economic vitality for the Bedford Hills and Katonah Business Districts. Through a combination of funding sources, including local, county, and state opportunities, Bedford obtained more than \$18 million in grant funding toward the overall \$20 million project.

The Town of Bedford hired Woodard & Curran to provide design and bidding services for the project, which will include more than 16,000 LF of new gravity sewer main, more than 12,000 LF of new force main, 1,000 LF of low pressure sewer, and three new pumping stations. The sanitary sewer alignment includes several stream crossings, utilizing horizontal directional drill to minimize environmental impacts.

Wastewater conveyed by the new infrastructure will discharge to the Bedford Hills and Taconic Correction Facilities WWTP. The WWTP is currently owned and operated by the New York State Department of Corrections and Community Supervision (DOCCS) but will be conveyed to the Town at the start of construction.

Permitting approval for the project includes coordination with NYCDEP, WCDOH, NYSDOT, and the Metropolitan Transit Authority (MTA). Construction is currently underway, anticipated to be completed in mid-2021.

As construction progresses on the Bedford Hills-Katonah Business Sewer District, the Town engaged Woodard & Curran to assist with planning and development of the Phase II Sewer District. This new district would provide sanitary sewer service for an additional primarily residential 179 parcels in Katonah and Bedford Hills. Woodard & Curran prepared a preliminary feasibility plan that enabled the Town to obtain funding from NYCDEP. The Map, Plan, and Report for district formation was recently completed and accepted, with a referendum scheduled for October 2020.

Town of Somers, New York

Lake Shenorock and Lake Lincolndale Area

 **Thomas Garrity, Jr., Deputy Supervisor**, Town of Somers, 335 Route 202, Somers, NY 10589
T 914.954.1158 | tgarrity@somersny.com

Wastewater Study

Lake Shenorock is a small water impoundment in the Town of Somers. The Lake drains to the Amawalk Reservoir in the New York City Department of Environmental Protection (NYCDEP) watershed. The Town retained Woodard & Curran to perform a Wastewater Study for the Lake Shenorock community with the goal of identifying options to improve water quality within the New York City Watershed, and specifically the Amawalk Reservoir. Phosphorus and coliform bacteria were identified as the two primary water quality concerns.



An analysis of watershed loadings found that septic systems and stormwater drainage in the community were the primary sources of phosphorus and coliform loading to Lake Shenorock, Woodard & Curran developed an analysis of various options for reducing loadings to the lake.

Woodard & Curran continued to assist the Town in community outreach and engagement to develop the sanitary sewer district and conceptual design for final implementation.


Initial data collection and assessment was done in 2011 and 2012, with the wastewater study report finalized following public input and NYCDEP review in April 2015. Continued community engagement was initiated in May 2017.

Lake Shenorock & Lake Lincolndale Sanitary Sewer Planning

Following completion of the Lake Shenorock Area Wastewater Study, the project was expanded to evaluate opportunities for sanitary sewer in neighboring Lake Lincolndale. Woodard & Curran worked with the Town and residents to identify priority areas, options for wastewater treatment, and preliminary cost estimates. With the expanded plan, wastewater from both Lake Lincolndale and Lake Shenorock is proposed to be treated at the Westchester County-owned Peekskill Treatment Plant. The sewer district would ultimately provide sanitary sewer service to 989 parcels in both lake communities and include the construction of three wastewater pump stations. A referendum on district formation is scheduled for November 2020. Throughout the process, Woodard & Curran has assisted the Town in securing \$10 million in funding from NYCDEP, as well as identifying and preparing grant applications for additional funding and financing from New York State and Army Corps of Engineers.

Hamlet of Millwood, New Castle, New York

Millwood Sanitary Sewer Feasibility Study

 **Sabrina Charney-Hull, AICP, Director of Planning**, Town of New Castle, 200 South Greeley, Chappaqua, NY 10514 | T 914.238.4724 | scharneyhull@mynewcastle.org

The Hamlet of Millwood, located within the Town of New Castle, does not currently have a centralized sewer collection system. Millwood consists of residential, business, and commercial zoning, within a 0.4 square mile area. Due to the presence of no sewer collection system, and the lack of required area necessary to accommodate septic fields, Millwood currently relies only on septic systems for wastewater management. Septic systems are limiting the development of Millwood and has decreased the potential for commercial vitality. Installing a collection system would enable Millwood development, and eliminate the maintenance costs and issues septic system owners face. Increasing possible future development, encouraging social and economic revitalization of this hamlet, while eliminating septic system maintenance costs, are the key drivers behind this project.

Woodard & Curran worked with the Town of New Castle to evaluate the Hamlet of Millwood to determine the necessary sewer design components and propose a conceptual sewer design and feasibility report. Woodard & Curran met with Town Planners to discuss current and future town development in order to assist in establishing design parameters for a sewer collection system. Woodard & Curran evaluated the existing land use within the 0.4 square mile proposed project area, the existing topography of the area to determine a sewer layout and evaluated the current water use data from the Town. Understanding Millwood's water use, and potential future water use, is a key component in sizing a collection system correctly. With the design finalized, Woodard & Curran prepared draft drawings of this proposed sewer collection system, cost estimates, and a feasibility report.

Coordination between state and local entities were key during the proposed design/construction, as some of the proposed sewer were installed within New York State Department of Transportation (NYSDOT) right-of-way. Design was in accordance with Ten State Standards, to therefore receive the necessary approval Westchester County Department of Health (WCDOH).

Town of Cortlandt, New York


Furnace Woods Sewer District

 **Michael Preziosi, PE, Director of Technical Services**, Town of Cortlandt, 1 Heady Street, Cortlandt Manor, NY 10567 | T 914 734 1060 | michaelp@townofcortlandt.com

Yeshiva Ohr Hameir, located in the Town of Cortlandt, is a private school under consent order to address a failing onsite wastewater disposal system. The Yeshiva approached the Town about several options to connect to the Town's sanitary sewer systems. Woodard & Curran provided third-party review of the options and recommendations to the Town. Ultimately, construction of a new pump station and force main was selected, and Woodard & Curran was hired by the Town to complete the design.

The pump station will include submersible pumps, emergency backup generator, remote telemetry, and odor control systems to be installed on Yeshiva property. Wastewater will be conveyed from the pump station through a 7,000 linear foot force main in the Town right of way, ultimately connecting to the Town's sewer district. Woodard & Curran completed a hydraulic analysis to confirm the ability of properties along the force main route to be able to connect in the future, as well as planned the pump station design to account for potential off-site expansion. The Town received grants for construction of the project from NYSDEC and NYSEFC.

New York State Office of General Services at Camp Smith, Cortland Manor Wastewater System Assessment and Design of Camp Smith

 **Deana Miller, Senior Landscape Architect**, New York State Office of General Services, Corning Tower, 34th Floor, Empire State Plaza, Albany, NY 12242 | T 518.402.5561 | deana.miller@ogs.ny.gov

Woodard & Curran provides environmental engineering and related environmental services to the New York State Office of General Services (OGS). Services are related to water works (source development, treatment, storage, and distribution), wastewater collection and treatment, and storm water management. Woodard & Curran has successfully completed several projects under this contract, including three wastewater system tasks at Camp Smith, a military training installation of the New York Army National Guard located in Cortlandt Manor.

Sewer Conveyance Study

The New York State Department of Environmental Conservation (DEC) has recently issued permit modifications that were difficult for Camp Smith to meet without significant treatment process upgrades. The Division of Military and Naval Affairs (DMNA) has been working with the OGS to evaluate options to pump untreated wastewater from Camp Smith through a new conveyance system to adjacent systems as an alternative to upgrading the on-site treatment system.

The OGS tasked Woodard & Curran with preparing a feasibility study to evaluate conveyance routing options. The study included schematic design of connection options, including planning-level cost estimates for each of the two connection options; planning-level analysis of O&M costs; qualifying environmental considerations; identification of easement issues; project timeline estimation; and recommendations.



The primary challenges with the routing are poor soils and high groundwater along the alignment, with a crossing of Annseville Creek or tributary streams required. Terminal connections with a gravity sewer, a forcemain, and a nearby WWTP were considered. Woodard & Curran analyzed the siting and permitting constraints to provide OGS and DMNA with three viable routes with varying cost, construction methods (including directional drilling), operational complexity, and permitting tradeoffs.

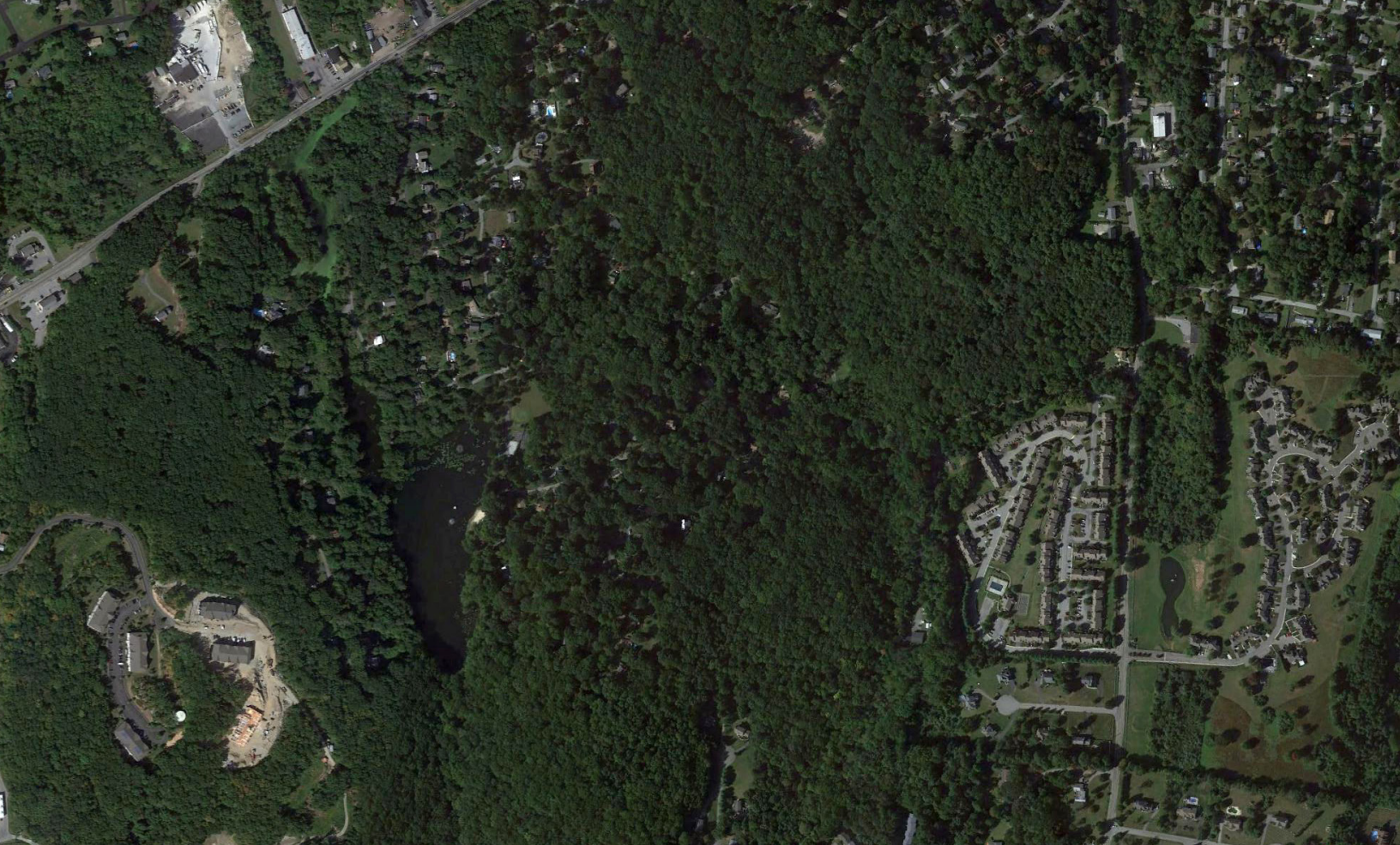
Trickling Filter Operations Assessment

The Camp Smith facility is served by an aging trickling filter system WWTP that was built in the mid-1960s and recently underwent a series of equipment upgrades. Records indicate that collection system flows are heavily influenced by inflow and infiltration during and following storm events. The OGS and DMNA requested an evaluation of current WWTP operations by Woodard & Curran to determine what changes to Standard Operating Procedures need to be made to allow the WWTP to continue to provide appropriate treatment following the reduction in flows from inflow and infiltration sources and meet the new permit limits, with a focus on ammonia removal and dechlorination requirements.

Trickling Filter Operations Assessment and Upgrade Design

Woodard & Curran evaluated current WWTP operations to determine what changes to Standard Operating Procedures need to be made to allow the WWTP to continue to provide appropriate treatment following the reduction in flows from inflow and infiltration sources, with a focus on ammonia removal and dechlorination requirements. A series of capital improvements were then designed to allow the WWTP to operate under its new discharge permit, including modifications to raise the wastewater temperature during cold weather conditions, provide improved control of the disinfection process, and add dechlorination to the facility.

SECTION 7: Letters of Commitment or Support



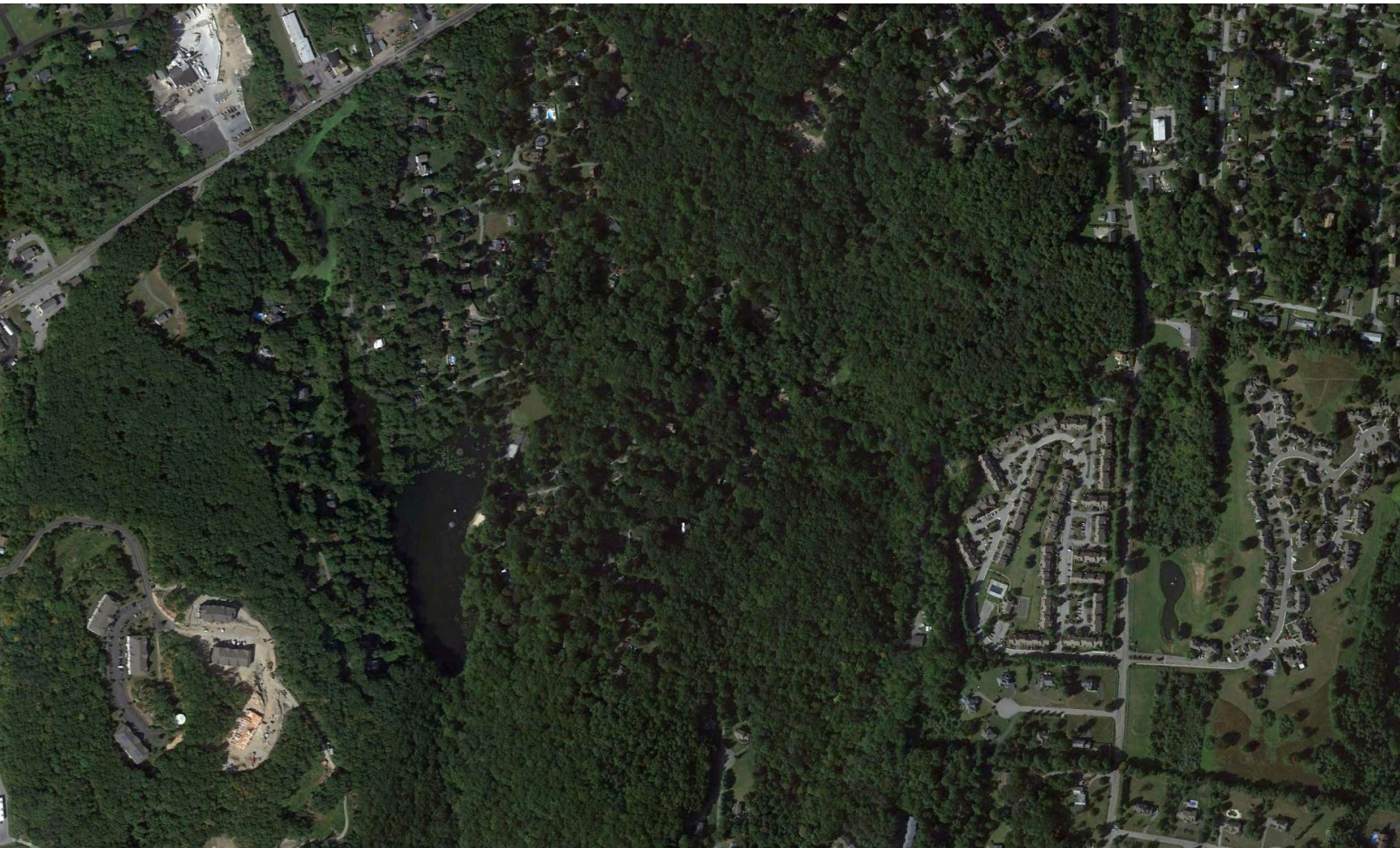
Section 7

Letters of Commitment or Support

Woodard & Curran is proud of the relationships and proven success that we have demonstrated for our clients. Contact information for our client references is listed in Section 6 and we urge the Town of Kent to contact the references directly to be able to ask specific questions about our past performance and to confirm our ability to successfully deliver for the Town of Kent as well.

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SECTION 8: Business Integrity Review Form



Section 8

Business Integrity Review Form

Woodard & Curran has completed **Appendix E - Business Integrity Review Form** included herein.

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Appendix E

Business Integrity Review Form (Form begins on next page)

**ELIGIBLE APPLICANT PROJECT
CONTRACTOR APPROVAL FORM**

EOH COMMUNITY WASTEWATER GRANT PROGRAM
CONTRACTOR APPROVAL FORM
(DEP Contract Number: CRO-597; Registration No. CT 826 20201409228)
For Contractors of Eligible Applicants subject to Section 2.02(D) of the
EOH Community Wastewater Grant Program Agreement

Part I: CONTRACTOR INFORMATION:

Business Name of Program Project Contractor/ Prior Program Participant Contractor:

Woodard & Curran Engineering and Geological Services P.A. P.C.

Principal Place of Business Address: (Street, State, zip code)

800 Westchester Avenue, Suite N507, Rye Brook, New York 10573

Business Contact Information:

Phone Number: 914.448.2266

Email: acatalano@woodardcurran.com

Fax: 914.448.0147

Type of Business: (sole proprietorship, partnership, corporation, other)

Corporation

Business EIN/SSN: 01-0540529

I hereby affirm that the information supplied is true and correct.

Signature  Title Vice President

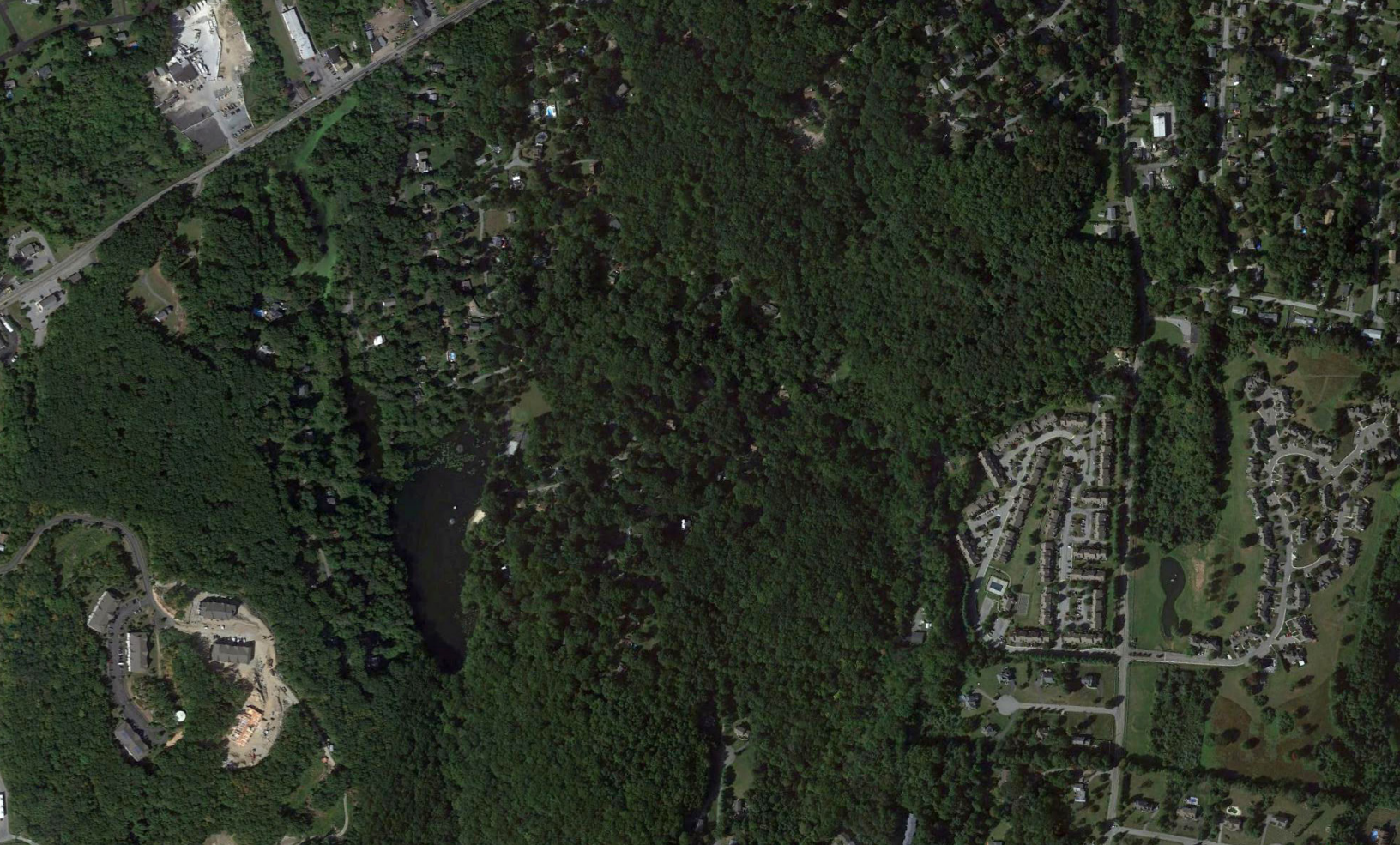
Print Name Anthony Catalano Date: October 30, 2020

Part II: AGENCY REVIEW

AGENCY RESPONSE

Business Integrity Approved Business Integrity Rejected

SECTION 9: Certificate of Insurance



Section 9

Certificate of Insurance

A sample **Insurance Certificate** is included on the following page and upon selection, an original certificate will be provided to the Town of Kent.



WOOD&CU-01

VSANTOSUOSSO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/10/2020

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	PHONE (A/C, No, Ext): (617) 328-6555	FAX (A/C, No): (617) 328-6888
	E-MAIL ADDRESS: boston@amesgough.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Continental Casualty Company (CNA) A, XV	20443
INSURED Woodard & Curran Engineering and Geological Services, P.A., P.C. 800 Westchester Avenue Suite N507 Rye Brook, NY 10573	INSURER B : Continental Insurance Company A(XV)	35289
	INSURER C : American Casualty Co of Reading, PA A(XV)	20427
	INSURER D :	
	INSURER E :	
	INSURER F :	

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CERTIFICATE NUMBER:

REVISION NUMBER:

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A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		X	6014561812	2/23/2020	2/23/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		X	6014561843	2/23/2020	2/23/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		X	6014561826	2/23/2020	2/23/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	WC676061262	2/23/2020	2/23/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> Professional Liab			114135520	2/23/2020	2/23/2021	Per Claim \$ 1,000,000
A				114135520	2/23/2020	2/23/2021	Aggregate \$ 1,000,000


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If A1 box is checked, GL Endorsement Form# CNA75079XX, Auto Endt Form# SCA23500D to the extent provided therein applies and all coverages are in accordance with the policy terms and conditions.

Proof of Insurance

CERTIFICATE HOLDER

CANCELLATION

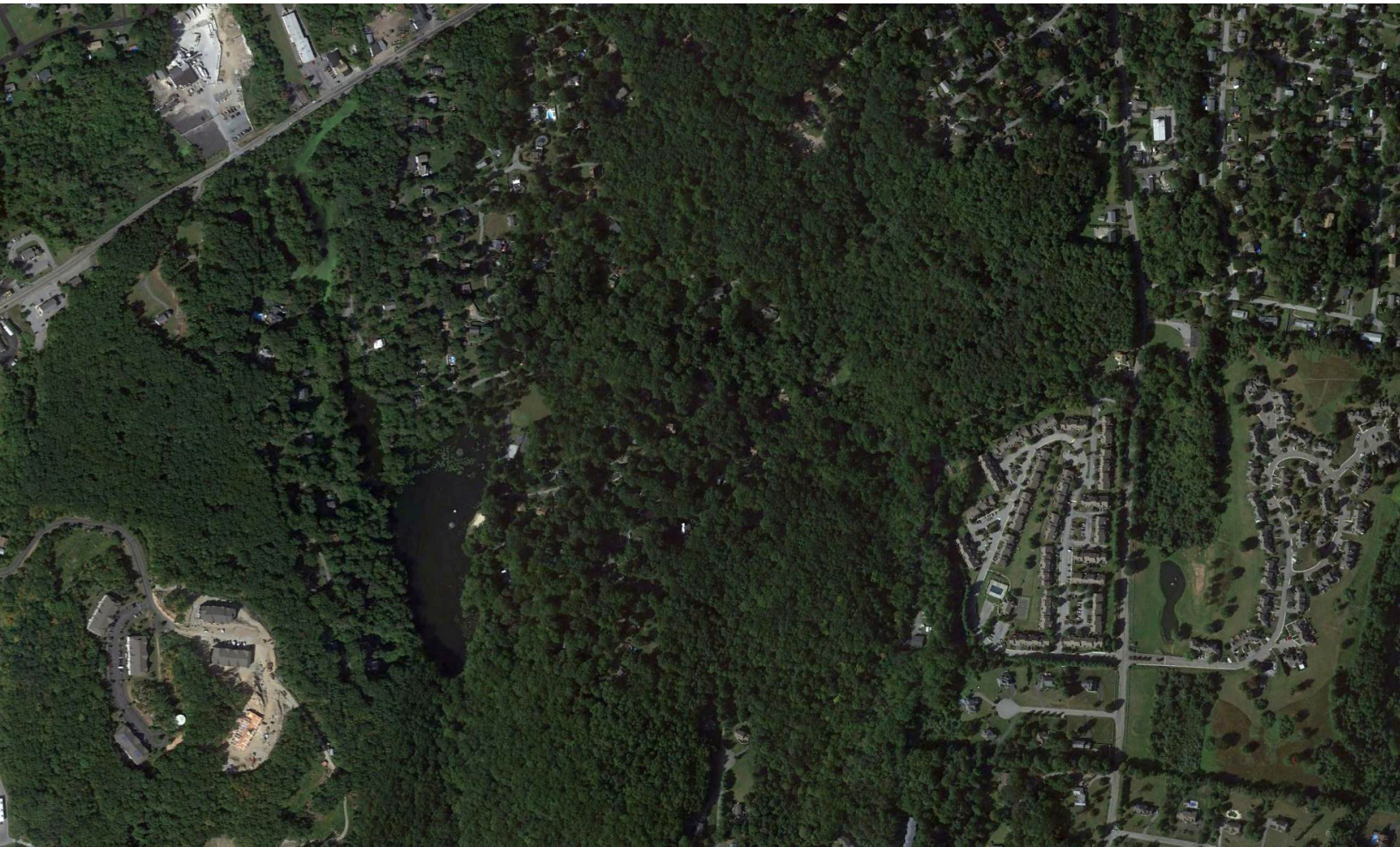
Sample Certificate 800 Westchester Avenue Suite N507 Rye Brook, NY 10573	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

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SECTION 10: Non-Collusion Certification



Section 10

Non-Collusion Certification

Woodard & Curran has completed the **Non-Collusion Statement** included herein.

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NON-COLLUSION STATEMENT

In accordance with the requirements of Section 103-d of the General Municipal Law of the State of New York, the bidder certifies that:

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- (1) The prices in this bid have been arrived at independent without collusion, consultation, communication, or agreement, for the purpose of restriction competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose or restricting competition.

The bidder certifies that they comply with Office of Revenue Sharing 504 Regulations.

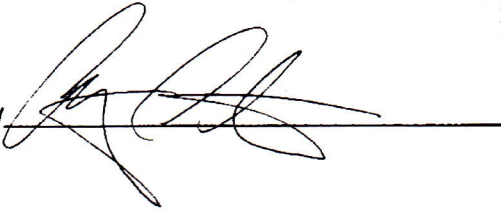
I, hereby affirm under the penalties of perjury that the foregoing statements are true.

Date: October 30, 2020

Woodard & Curran Engineering and Geological Services P.A. P.C.

Legal Name of Bidder
(Individual, Firm or Corporation)

By



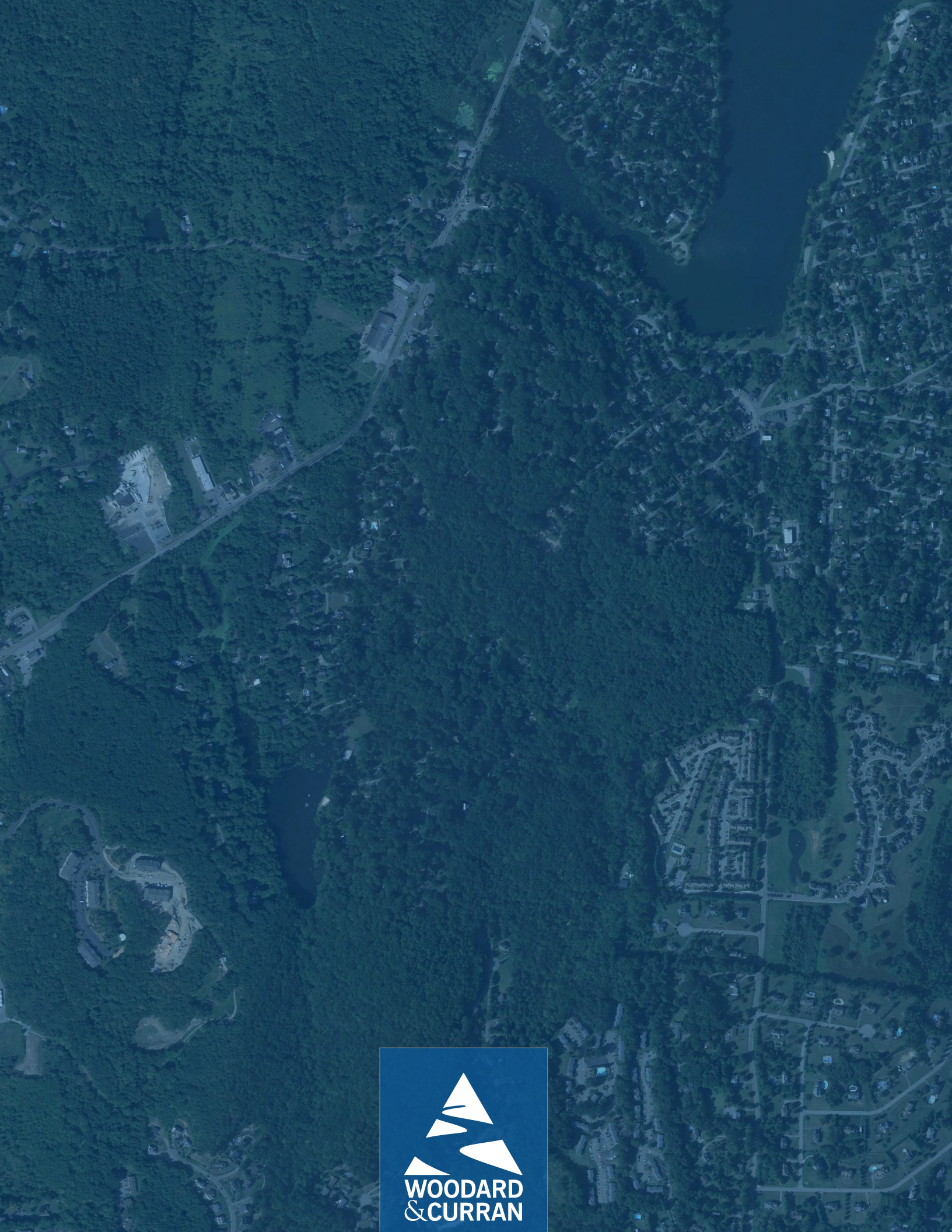
The deponent is Anthony Catalano of Woodard & Curran Engineering and Geological Services P.A. P.C.

The corporation described in and which executed, the foregoing instrument; deponent knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; deponent signed deponent's name thereto by like order.

Address of Bidder

800 Westchester Avenue, Suite N507

Rye Brook, New York 10573



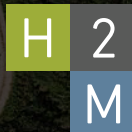


TOWN OF
KENT
NEW YORK

proposal for

**East of Hudson Community Wastewater
Planning Assistance Program**

Lake Palmer Wastewater Planning Assistance Project
Town of Kent



architects + engineers



architects + engineers

2700 Westchester Avenue, Ste 415
Purchase, NY 10577 | tel 914.358.5623



**Qualifications for Lake Palmer Wastewater Planning Assistance Project – Town of Kent
East of Hudson Community Wastewater Planning Assistance Program
October 30, 2020**

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Tab 9	Insurance Coverage
Tab 10	Non-Collusion Certification

Contact Person:

James J. Roberts, P.E., Vice President
Market Director of Water and Wastewater
(914) 358-5623
jroberts@h2m.com

CORPORATE HEADQUARTERS

538 Broad Hollow Road, 4th Floor East | Melville, NY 11747 | 631.756.8000 | h2m.com



architects + engineers

2700 Westchester Avenue, Ste 415
Purchase, NY 10577 | tel 914.358.5623

Town of Kent
Yolanda Cappelli, Town Clerk
25 Sybil's Crossing
Kent Lakes, NY 10512

RE: Proposal for Lake Palmer Wastewater Planning Assistance Project – Town of Kent

Dear Ms. Cappelli:

H2M architects + engineers (H2M) is pleased to submit our proposal to develop an engineering report to assist the Town of Kent in evaluating potential wastewater solutions to mitigate identified water quality impacts in the Palmer Lake Study Area.

H2M has been providing water and wastewater services to municipal clients for over 85 years. We feel our longevity and success stems directly from the value we place on client service and satisfaction. As a multi-disciplinary firm, with over 470 employees, we possess the internal expertise and resources to manage virtually any project, but specific to this RFP, we feel we have assembled a uniquely qualified team that will deliver this important project on time and within budget. We approach our projects with an open mind and strive to include innovative and sustainable technologies within our designs that benefit our client as well as the public. We intend to investigate the Engineering Report treatment alternatives with the same approach.

Our expert team will be led by Wastewater Engineering Department Manager, David K. Leun, P.E. Mr. Leun will work closely with our engineering staff, as well as our proposed subconsultant, Boomi Environmental, LLC (WBE). Led by Sri Rangarajan, PhD, P.E. Mr. Rangarajan is highly experienced in the type of water quality evaluations called for in this RFP and has worked on notable watershed modeling projects across the region as demonstrated in this submittal. The NYSDEC Action Plan for Palmer Lake calls for the connection of all 300 homes to a wastewater treatment plant. However, this RFP requires H2M to investigate the septic system option within items 4 and 5 in the Engineering Report. This effort represents significant cost that could be eliminated from our Fee. H2M would appreciate the opportunity to discuss this further with the Town following your review of our proposal.

H2M acknowledges that funding is provided on a reimbursement basis based upon costs incurred. We look forward to working with the Town/NEIWPCC/NYCDEP on this endeavor and appreciate the opportunity to submit our proposal. Please feel free to contact me at (914) 358-5623 ext.1017 or via email at jroberts@h2m.com if you have questions or require additional information. Thank you for the opportunity to provide these proposed professional services to the Town.

Sincerely,

H2M architects + engineers

James J. Roberts, P.E., Vice President | Market Director of Water and Wastewater

CORPORATE HEADQUARTERS

538 Broad Hollow Road, 4th Floor East | Melville, NY 11747 | 631.756.8000 | h2m.com

Appendix C Title Page – Palmer Lake

Project Name: East of Hudson Community Wastewater Planning Assistance Program. Lake Palmer Wastewater Planning Assistance Project – Town of Kent

Organization: H2M architects + engineers

Primary Investigator Name and Contact Information: James J. Roberts, P.E., (914) 358-5623 ext. 1017

Financial Contact Name and Contact Information: Gregory C. Smith, CPA, (914) 358-5623 ext. 1017

Project Partners (if any): Boomi Environmental, LLC (WBE); (908) 800-4883

Funds Requested: \$399,550 *

Federal Tax Identification Number: 11-2235604

DUNS Number: 05-499-2334

Project Location Description (City, State): Carmel Hamlet, NY

Abstract:

H2Ms approach to the Palmer Lake investigation will result in a QAPP and Engineering Report that will define the existing conditions through on-site reconnaissance and records investigation; model (MapShed and Bathtub) the current phosphorus loading based on these conditions; and provide a predictive response to the receiving waterbody. Our vast wastewater experience in designing sewers for previous septic-served areas will be used in evaluating the various options for decreasing the phosphorus loading to Palmer Lake. Whether it is improved septic system management, cluster community septic systems, Innovative/Alternative (I/A) systems or centralized sewers conveyed to a WWTP, we have design experience on implementing each of the likely retrofit scenarios. Our partner Sri Rangarajan, PhD, P.E. from Boomi Environmental will be providing the water quality analysis and phosphorus modeling required to evaluate the potential solution alternatives. Together, we will provide a final Report that will recommend the most cost-effective solution and provide the cost and planning information needed for securing additional project funding.

* We recognize that Palmer Lake has been studied intensely up to the writing of this RFP. The NYSDEC Action Plan for Palmer Lake calls for the removal of all 300 homes from septic systems and connection to a wastewater treatment plant. Yet this RFP requires H2M to investigate the septic system option within items 4 and 5 in the Engineering Report. This effort represents significant cost that could be eliminated from our fee. H2M would appreciate the opportunity to discuss this further with the Town following your review of our proposal.



architects + engineers

2700 Westchester Avenue, Ste 415
Purchase, NY 10577 | tel 914.358.5623

PROBLEM DESCRIPTION – PALMER LAKE

PROJECT BACKGROUND –

The Town of Kent, NY, is located approximately 65 miles north of New York City (City) and is situated in the City's East of Hudson (EOH) Watershed. The City's water supply has met the standards of the 1989 Surface Water Treatment Rule (SWTR) as well as the 1998 Interim Enhanced SWTR (IESWTR). Because of this, the City has avoided the requirement to filter its Catskill / Delaware water supply. However, the City must meet ongoing requirements to continue this filtration avoidance. These conditions are set in the City's "Filtration Avoidance Determination (FAD)", which is a 10-year management and monitoring program, administered by the New York State Department of Health (NYSDOH). The FAD was first issued to the City in 1993, and updated in 1997, 2002, 2007, and the latest in 2017. The City maintains compliance with the FAD through implementation of the program elements, and funding of the related projects by the City's Department of Environmental Protection (NYCDEP).

The 2007 and subsequent 2017 FAD have included additional environmental infrastructure programs administered by the NYCDEP that are aimed at reducing or eliminating impacts to water quality from flooding, failing septic systems, aging wastewater treatment systems, and by improving stormwater management. These program elements include property buyout programs in floodplain areas, septic repair programs, community wastewater management, and implementation of stormwater retrofit projects.

WATER QUALITY CONCERNS – PALMER LAKE HAB ACTION PLAN

In addition to the EOH FAD program elements that are ongoing and focused on turbidity and fecal coliform, a New York State initiative has been developed at the State-level to address harmful algal blooms (HABs). HABs have been on the rise throughout the State over the last 10 years, caused by both point-source and non-point source loading of nutrients into surface waters. The HABs represent a danger to the States drinking water, human health, and area wildlife.

In response, the New York State Department of Environmental Conservation (NYSDEC) and the U.S. Environmental Protection Agency (EPA) in collaboration with the NYCDEP issued a total maximum daily load (TMDL) for phosphorus for the EOH Watershed. The result was the Croton Watershed Phase II Phosphorus TMDL Implementation Plan. In recent years, the algal blooms in the EOH FAD basin have worsened and several additional water bodies in Putnam County have been listed in the States reporting system. New York State has launched a \$2.5 billion Clean Water Infrastructure Act of 2017 and listed 12 "priority lakes" across the State - to include Palmer Lake.

Action Plans had been developed by the State for the 12 priority lakes. The Palmer Lake Action Plan calls for Priority 1 and Priority 2 Projects for both mid- and long-term timeframes focused on reducing the phosphorus loading to the Lake.

Palmer Lake is covered with excessive aquatic plant growth, with as much as 88% of the lake area covered by plants when observed in 2016. This shallow lake has low dissolved oxygen (DO) levels with stratification, and the cyanotoxins (blue green algae) concentration is well in excessive



Figure 1: Cyanotoxins in Palmer Lake (Source: DEC Hab Plan)

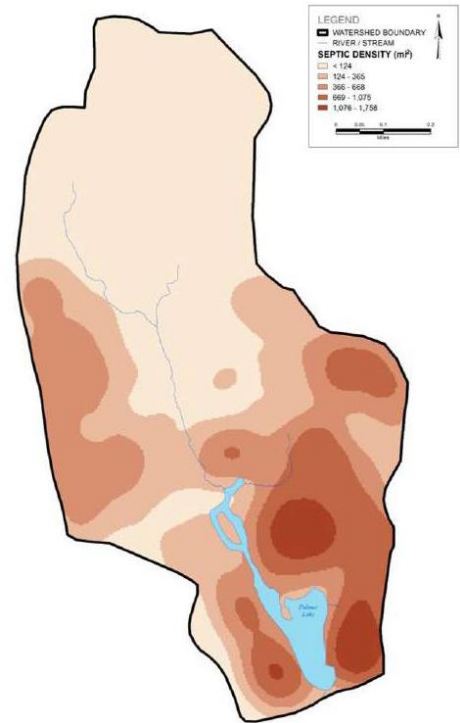


Figure 2: Septic System Density in Palmer Lake Watershed (Source: DEC Hab Plan)

of the criteria of 10 $\mu\text{g/L}$ (Figure 1). Septic systems with density shown in Figure 2 are attributed to be the primary contributors to this perennial water quality impairment. The TMDL attributes the septic system contribution to 62.4% of total loads and an additional 20.8% from groundwater that also gets contributions from septic systems. Although the lake is not directly designated for potable water supply, it is part of the City's Croton water supply system.

The Town of Kent already has strict ordinances to reduce pollutant loads, including proactive maintenance and the mandatory requirement of pumping of septic systems every five years. However, the TMDL assessed a 46% reduction in phosphorus loads from all sources to meet the 0.02 mg/L TMDL target and DEC has translated this to a recommendation of 100% reduction of septic system phosphorus loading.

We understand this project (Engineering Report) to be the result of the Mid-term Priority 1 Project: "construction of a WWTP for connection of 300 homes". To assist the funding of this plan, the NYCDEP has established the EOH Community Wastewater Planning Assistance Grant Program (Grant Program).

The Town of Kent is seeking proposals for the development of an Engineering Report under this program. As indicated in the RFP, Palmer Lake of 14 acres in size is located as the endpoint for a discrete 460-acre watershed broken down into subcatchments with significantly varying septic system density.

PROJECT OBJECTIVES

As indicated in the Engineering Report Requirements included in the RFP, the objective of the project will be to develop the Report for Palmer Lake. The Report is intended to provide an analysis of the lakeshed septic system in the identified parcels; recommended solutions for the

sanitary wastewater treatment; provide predictive modeling response to our recommendation; and highlight the feasibility, required permits, and estimated capital / O&M costs related to the those on-site sanitary septic systems. H2M's early efforts will be focused on gathering the background data on existing site conditions and environmental considerations. Using our vast wastewater treatment and conveyance experience combined with our environmental engineering capabilities, we will evaluate management, conveyance and treatment options and recommend an optimal solution for this study area. These options will vary from centralized treatment systems to individual or cluster systems depending on the extent of septic system impacts and also the costs of potential engineering solutions applicable for the Palmer Lake study area.

METHODOLOGY

QUALITY ASSURANCE PROJECT PLAN –

In its role as administrator of the EOH FAD Basin, the NYCDEP is party to agreements with numerous EOH stakeholders in both the public and private sectors. The varying and complex nature of these agreements created the need for third-party administrators that the NYCDEP could more easily contract with on a government level. The New England Interstate Water Pollution Control Commission (NEIWPCC) is such an administrator and is the interstate corporation that the NYCDEP has partnered with as Program Administrator for the effort contained in this RFP.

NEIWPCC has provided the outline for the Quality Assurance Project Plan (QAPP) that must be developed and approved for the Palmer Lake Study Area. H2M will draft the QAPP for the Study Area that will include the requisite section on Project Management, Data Generation and Acquisition, Assessment and Oversight, and Data Validation and Usability. The Draft QAPP will be submitted for approval and revised as required based on the feedback received from the Program Administrative staff.

STUDY AREA – EXISTING CONDITIONS –

H2M will begin by establishing the base information for the Study Area. This includes working with the Town to gather the available water use records, reports, studies, notices of violation, and related data for the properties within each study boundary. H2M has a good working relationship with Putnam County (County), as we are currently developing the preliminary design for a new sewer district along Route 6 in the Town of Southeast. We will work with our County colleagues and Town officials to obtain publicly available records for the study area and record which locations have been the most problematic. H2M will use the NYSDEC online mapping tools such as the EAF Mapper and the Environmental Resource Mapper, as well as the FEMA Flood Map Service Center mapping tools. Land use and zoning will be evaluated, and study area population densities confirmed. H2M's GIS team will utilize the available data (or request for more data to be made available) from the Putnam County GIS system. The GIS data will be used to confirm parcel boundary, lot size, zoning classification, and other useful information such as stormwater assets and outfalls.

SEPTIC SYSTEM ASSESSMENTS –

H2M will utilize the background data gathered and develop the septic system assessments for the Study Areas. This assessment will include the individual parcel data such as water use (based on Town / County DOH-provided data or NYSDEC approved estimate methods), age and condition of the disposal systems, as well as engineering evaluations that will indicate the topography and known geotechnical characteristics for the area. Town and DOH data on known

last pump-out and inspections will be used to establish baseline conditions. H2M will collect data on septic management (if any) that have been completed for the individual parcels and determine what benefit may have been realized in the surrounding watershed.

WATER QUALITY ASSESSMENT –

The water quality assessment will focus on the phosphorus loading and response seen in the receiving surface water body. H2M's partner for this effort will be Boomi Environmental Consultants headed by Mr. Sri Rangarajan, Ph.D., P.E. Dr. Rangarajan has over 28 years of experience in hydrologic and water quality evaluations and serves as an Adjunct Professor at Columbia University and New York University. As noted above, the NYSDEC and EPA have jointly approved the TMDL applicable for the Croton Falls Reservoir watershed that encompasses the Palmer Lake drainage area within the Town limits. As mentioned earlier, the TMDL recommends 100% reduction in phosphorus loading to achieve the in-lake phosphorus concentration of 0.02mg/L.

Being a man-made and shallow ecosystem built as an impoundment that drains through Michaels Brook, Palmer Lake offers very little opportunities for primary and secondary contact recreation and fishing use that it is designated for. Although there is no direct public access to the lake, the HABs and low dissolved oxygen levels pose significant public health concerns and reduced quality of life. Consequently, this project is focused on the development of wastewater management alternatives to mitigate pollution from this source to achieve FAD and eutrophication goals for NYCDEP and meet compliance with the State's HAB Action Plan for Palmer Lake. The selected cost-effective alternative for the Palmer Lake drainage area will be submitted to the NYCDEP and state/federal agencies for funding and implementation.

Analytical Framework: A combination of MapShed (formerly AVGWLF) and Bathtub analytical tools have been used in the development of this nutrient TMDLs. Based on our extensive experience in the Long Island Sound watersheds on the quantification of nutrient loads from septic systems using AVGWLF/ MapShed, we propose to use the existing analytical tools and enhance the accuracy of loading calculations using pertinent local data. H2M will obtain the models from NYCDEP/DEC/EPA and review the key model parameter values pertinent to phosphorus loads from septic systems.

Field Inspections and Monitoring: For ground-truthing and fine-tuning of the model parameters for the Palmer Lake priority area, we will develop field inspection/monitoring tasks and establish the QAPP to enhance the scientific rigor and accuracy. Such tasks include a thorough review of past complaints or repairs from DEC/NYCDEP sources, Palmer Lake water quality sampling in the vicinity of potential leakages from septic systems, reconnaissance of septic fields, and sampling of soil to identify chronic (long-term) impacts of failures/leakages. The critical period for dissolved oxygen (DO) depletion and eutrophication is from June 1 through September 30, with a summer TP concentration of less than 20 ug/L in the lake. H2M will design and finalize the QAPPs by January 2021 and perform the necessary field inspection/ monitoring programs from March through July 2021 (H2M would like the opportunity to continue sampling into late-July if the weather results in abnormal temperatures or precipitation).

The following specific steps will be performed to support the quantification of septic contributions to lake impairment:

Step 1: Obtain imagery and ancillary data from sources such as USDA (National Agriculture Imagery Program); NOAA (Remote Sensing Reflectance) and Google Earth Pro. Any additional data available from Putnam County and NYSDEC will be used for septic system signature identification. The ancillary data that will be useful for this effort include, but are not limited to, the following: parcel boundaries and associated attributes such as year built, number of bathrooms, occupants, etc.; building footprints; soil (e.g., STATSGO/SSURGO and local sources); Vegetation (tree canopy); sewerage areas; slope/elevation (e.g., Digital Elevation Model); inspection data collected by the state/county health department, etc.

Step 2: Compile images using a hand-held thermometer in randomly selected properties (after getting permission from homeowners to enter the properties) to assess moisture conditions and failure potential. This information will be used in conjunction with parcel-based GIS data and other imageries compiled in Step 1 to quantify the extent of failures in the drainage area. Additional literature search will be performed to supplement the historical failure analysis from prior reporting to local/state health departments. The output would be a series of polygons where septic fields are located and a geographical distribution of failed septic systems.

Step 3: Perform soil auger sampling near limited number (up to three) of septic fields to support the quantification of failures and associated nutrient loads. Drain field bed locations will be confirmed with a handheld probe rod through cover soils. The status of drain fields will be evaluated by hand augering through the cover material to the base of the stone layer and documenting the conditions.

Step 4: Perform limited water quality sampling in Palmer Lake in the vicinity of failed septic systems, to supplement the wealth of available data in the years 2008 through 2017 from CSLAP, LCI, and Hill and Dale Property Owners sampling efforts. We also understand that the Kent Lake Association assesses water quality conditions in nine lakes including Palmer Lake. The goal is to collect conventional water quality parameters and supplement with additional data compiled by Putnam County/DEC/local watershed groups to support the model calibration/validation described below.

Modeling to Assess Water Quality Conditions and Evaluate Alternatives: The MapShed model simulates runoff, sediment, and nutrient (N and P) loads from sub-catchments representing variable-size source areas (e.g., agricultural, WWTF, forested, septic systems, and developed land). The continuous simulation tool uses daily time steps for weather data (rainfall, evapotranspiration, baseflows, etc.) and performs water balance calculations, that are often rolled up to monthly loads for the pollutants of concern (sediments and total phosphorus).

Specific to the septic system source, the key MapShed parameters include sub-surface losses that are calculated using dissolved nutrient parameters for shallow groundwater contributions to stream nutrient loads. H2M will calibrate this key parameter based on the climate data available from the Northeast Climate Center of Cornell University and the water balance will be reviewed based on the supplied or computed precipitation, snowmelt, initial unsaturated zone storage, maximum available zone storage, and evapotranspiration values. Additional data sources such as landcover, topography and parcel-data on septic systems will be compiled from NYS GIS clearing house, Putnam County and NYCDEP BWS. An initial characterization of subcatchments from data compiled from Putnam County and NYS GIS clearinghouse is shown in Figure 3.

The sources of TP are individually characterized in the model output by source type (Septic, Agriculture, Streambank Erosion, and Overland Erosion) and listed in the results tab of MapShed. The loads from different sources will be provided as input to previously constructed Bathtub models (e.g., Croton Reservoir) for assessing the impact on lake water quality. Evaluation of the wastewater management alternatives will be primarily guided by the TMDL and refinement of MapShed parameters to accurately predict the septic system contributions. The calibrated and verified MapShed, in conjunction with the use of available Bathtub model, will be used as a deterministic tool from which to evaluate phosphorus loading under variety of physical and spatial conditions contributing to DO depletion and eutrophication in Palmer Lake. This will help address the uncertainties in current TMDL on the septic system contributions – for example, 300 houses are attributed to contribute about 60,000 gallons per day of effluent into the lake. More accurate model calibration described in this section will help to establish a robust pollutant mass balance, which is still expected to identify septic systems as the major source of phosphorus load to be controlled with engineering alternatives evaluated in this project. The outputs can be summarized in a variety of ways to summarize the total phosphorus loading and guide the review of component pollutant loads from a variety of sources (stormwater, groundwater, and septic systems) so as to facilitate the evaluation of potential management strategies for septic loads.

Literature values will be compiled through a local and national review on remnant phosphorus loading factors for evaluating the wastewater management alternatives such as the increased inspection and maintenance, formation of small packaged wastewater treatment facilities with limited sewer conveyance, or a newly constructed sanitary sewer system to convey flows to WWTFs for treatment and disposal. The combination of MapShed and Bathtub will be used to quantify the potential improvements in water quality with the alternatives, so the Town of Kent can pursue the most cost-effective approach to control phosphorus loading from this source.

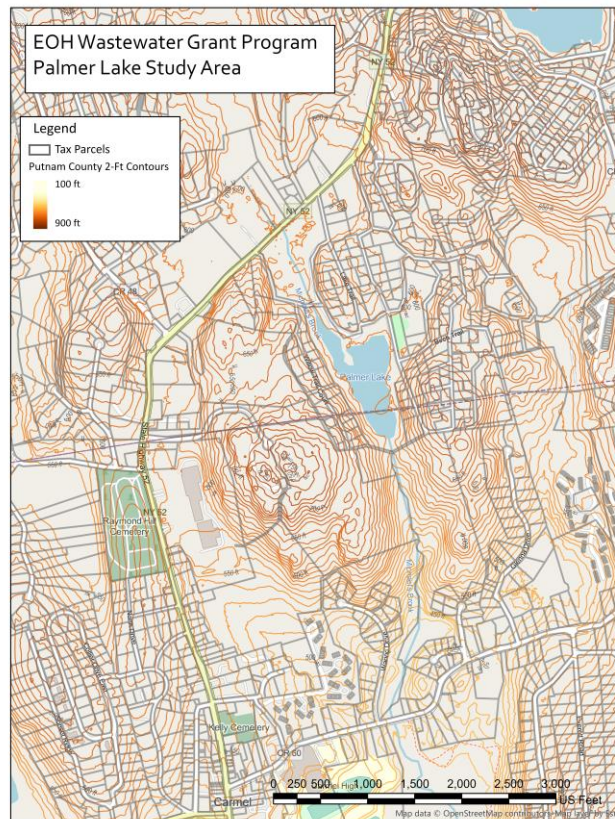


Figure 3: Subcatchment and Parcel Data for Failure Mapping

EXPECTED OUTPUTS and OUTCOMES

EVALUATION OF TREATMENT OPTIONS -

As noted above, H2M has been recently working with Putnam County on evaluating options for wastewater conveyance and treatment along Route 6 in the vicinity of the Town of Southeast and the Village of Brewster.

The treatment alternatives will be similar for the Town of Kent under this RFP:

- Maintain the septic system approach (individual or community-based)
- Establish community-based Innovative / Alternative ("I/A") treatment systems
- Expand an existing sewer district to an existing WWTP
- Establish a new sewer district to an existing or new WWTP

The main difference will be if the system is a centralized or de-centralized in terms of the treatment and discharge. We also note that the HAB Action Plan for Palmer Lake was specific in the construction of a WWTP, and the Engineering Report in this RFP requires other alternatives be considered be considered. Connection to an existing WWTP may be a viable option.

The Kent Manor Developmental Facility includes a WWTP that was commissioned in 2008. However, H2M does not find this location as a functioning WWTP in the NYSDEC SPDES Permit database. Although not listed, H2M will research this facility and include our findings within our Engineering Report analysis.

The Town of Kent shares a border with the Town of Carmel, where they administer eight individual sanitary sewer districts within the Town limits. There are five Carmel-located sewage treatment plants (public / private) including the Mahopac WWTP currently owned and operated by the NYCDEP. The Palmer Lake Study Area is located approximately 1.25 miles from Carmel's Sewer District No. 2 Sewage Treatment Plant (SD No. 2 STP). Records found online for this STP's current Permit status are conflicting, Additional flows to this STP may require upgrades to the current process for both flow and treatment capacity. It is reasonable to assume that Palmer Lake area sanitary flows could be conveyed to the SD No. 2 STP if the evaluation called for centralized treatment.

In addition, the Town of Carmel has issued a similar RFP and their Lake Gilead and Lakeview Road (Croton Falls) Study Areas area also near the SD No. 2 STP. As part of our Report development, H2M will investigate the possibility of the two Towns (Kent and Carmel) pursuing separate grant funding that could be combined for an inter-municipal project to connect to the SD No. 2 STP.

H2M will perform our evaluation by delineating the Study Area and using the flow estimates and septic system evaluations completed above to determine if a centralized or decentralized treatment system is warranted.

If a centralized treatment system is selected, our experience in the region suggests that the recommended solution would likely be a mixture of low-pressure and gravity sewers. The low-lying areas around the waterbodies would likely be connected to low pressure sewers through small grinder stations. These low-pressure sewers would then discharge into gravity pipes located at higher elevations that would flow via gravity to the selected WWTP location. This is the same approach used successfully at the nearby Peach Lake WWTP. Low-pressure sewers offer other benefits when installed in sensitive water quality areas and have become accepted by the NYCDEP for other upstate installations. These benefits include:

- Close system performance – minimal odor concerns along the route

- Minimal risk of sanitary sewer breaks (with the appropriate line expansion installed)
- No infiltration or Inflow from groundwater or stormwater from rainfall events

RECOMMENDED TREATMENT PRACTICE -

Once our evaluations are complete, H2M will develop recommendations for treatment, conveyance (or both) for the Palmer Lake Study Area. Per the RFP, we will provide the proposed sewer district boundary (or extension of existing district), the location of the treatment facility (new or existing), and include data for the design flow, estimated wastewater characteristics: Biological Oxygen Demand (BOD), Total Suspended Solids (TSS), total nitrogen (TN) and total phosphorus (TP).

Based on our online research of the Study areas, it is our understanding that the NYCDEP would be expecting a “Map, Plan and Report” for consideration of grant funding for the EOH communities. This is not what the current RFP (or related NEIWPCC checklist) is requiring from the consultant. The Map, Plan and Report requirements are defined in the NYSDEC regulations and are standard requirements for establishment of new sewer districts or extensions of existing districts. H2M will assume that the Map, Plan and Report phase of the project will be completed as an additional service following the acceptance and site-specific guidance of the Study Area Evaluations and Engineering Report.

POTENTIAL WATER QUALITY IMPACTS OF THE RECOMMENDED TREATMENT PRACTICE

H2M’s water quality assessment team will evaluate the potential nutrient load reductions and impact on the TMDL brought about by our recommended solution(s). An estimated mass balance will be provided for the four treatment scenarios and the “treated” and the “removed” portions of the wastewater constituents will be identified.

PROJECT CONSIDERATIONS

PERMITS AND APPROVALS –

H2M will assemble a list of potential required permits or design approvals that may be required for construction of the recommended solutions. New surface discharges in the EOH FAD Basin (watershed) are prohibited by the NYCDEP under their Memorandum of Agreement (MOA) with the EOH communities. The only way to obtain approval is by obtaining a “variance” by the NYCDEP. Currently, the only way a variance will be approved is if the new surface discharge is the result of removing failing septic systems from the EOH FAD basin. This is the basis of the RFP and the related grant funding program. H2M will work with our colleagues at NYCDEP to obtain the required variance approvals as required.

H2M has a long history of good working relationships with the NYSDEC as well. We will reach out to the Regional Administrator to review our recommended treatment solutions and request a pre-submission SPDES Permit Conference where we can discuss the proposed solution and water quality assessments as they relate to the future SPDES Permit Discharge Limits.

In addition, H2M will work with the Town and Putnam County (DPW / Highway / DOH) offices for the required Plan reviews and construction related permits.

FEASIBILITY –

As part of our feasibility analysis of the various solutions in the Palmer Lake Study Area, H2M will provide a Class 4 cost opinion for the Town's consideration. These will include the direct and soft cost estimates for each alternative such as: capital costs for STP upgrades, land acquisition, easements, access agreements, utility relocations, roadway improvements, etc.

One "feasibility" construction variable which we have had to navigate in the past is the shallow bedrock in the northern Metro Region. Installing open-cut gravity sewers in an expanded sewer district would be a costly endeavor without any bedrock encountered. Add to this the unknown quantity and quality of the local "hard pan", and the established budgets would quickly be consumed. A quick investigation into the budget overruns of the nearby Rockland County Ramapo Sewers project would illustrate the risk to the project's success if the bedrock and groundwater along the route is not fully understood and quantified. Our experience has been that the Westchester and Putnam County geologic conditions require "due diligence" as part of any pipeline design. We expect to include geologic investigations as a requirement of any recommended H2M solution to be completed by the design engineer.

Should a forcemain of any considerable length be required, our feasibility review will include the alternatives using low pressure sewers -vs- gravity sewers. The low-pressure sewers need not extend beyond 4.5-Ft in depth and could potentially save considerable costs during construction in shallow bedrock areas.

FINANCIAL STATUS –

H2M will assist the Town in identifying other funding sources associated with the new proposed connections. The EOH Community Wastewater Planning Assistance Grant Program will likely be accessed by several EOH communities and this may limit the amounts available. H2M will research other established State and Federal (EPA)-based grant programs to determine their applicability to the current project and eventually assist in funding the recommended treatment solutions.

ESTIMATED COST OF RECOMMENDED TREATMENT PRACTICE

Following our evaluation of treatment alternatives, and selection of the optimum solution for the Palmer Lake Study Area, H2M will develop a Class 4 level cost estimate (1% to 15% design range) for the Construction of the approved recommended solution. Our estimate will include direct capital costs for construction, engineering and legal costs, and annual operation and maintenance costs. Included in these costs will be the estimated constructed cost per connection.

ROLES AND RESPONSIBILITIES

James Roberts, P.E., Principal in Charge, H2M – Responsible for the overall project performance and adherence to the requirements given within the RFP and approved QAPP. Oversight of the management and quality assurance teams.

Christopher Weiss, P.E., Wastewater Division Director, H2M – Responsible for aligning the necessary H2M resources with the project requirements; oversight of the project manager and financial / schedule assurance; QAPP adherence.

David Leun, P.E., BCEE, Project Manager, H2M – Responsible for the project execution and delivery; principal client contact; QAPP development and adherence; budgetary monitoring; schedule milestones and Critical Path development; and subconsultant integration.

Steven Hearl, P.E., LEED AP, CCCA, Project Quality Assurance, H2M – Responsible for the ongoing quality assurance process in H2M's Core of Excellence Program. Provides quality assurance reviews at key delivery milestone; QAPP oversight.

Sri Rangarajan, PhD, PEng, Water Quality Principal in Charge, Boomi – Responsible for the oversight and delivery of the water quality sampling, model development, and analysis; adherence to the QAPP.

Wastewater and Environmental Engineering Staff, H2M – Responsible for executing the various tasks under the project scope of work; adhering to the QAPP; completion of assignments within the allotted budget and schedule; providing constant quality control per H2M's Core of Excellence Program.

Environmental Engineers and Scientists, Boomi - Responsible for executing the various tasks under the project scope of work assigned to Boomi; adhering to the QAPP; completion of assignments within the allotted budget and schedule; adjusting deliverable submissions following H2M's QA reviews per H2M's Core of Excellence Program.

ASSUMPTIONS AND EXCLUSIONS

1. The Town will provide (or assist with locating) the necessary utility, water use, GIS, septic inspections files, etc. necessary for the data investigation described in the RFP.
2. H2M will not be developing future sewer rates under this scope. This is an effort that can only be completed once the funding mechanism is established and all design variables and costs are at a higher level of development.
3. Our water quality analysis is focused on phosphorus transport (load and response). H2M will not be providing an MS4 analysis under this scope.
4. H2M will not be developing a Map, Plan, and Report under the current scope. This is a higher level of design which this RFP does not require.
5. H2M will be performing an analysis of historic failures combined with limited onsite examinations. We will not be providing a full current conditions assessment of every septic system within the Study Area.
6. H2M will be provided access to the MapShed (formerly AVGWLF) and Bathtub historical analytical and tools necessary to complete the analysis.
7. H2M will be provided access to the water quality data collected as part of the CSLAP, LCI, Hill and Dale Property Owners Limited, and the Kent Lake Association.
8. The Engineering Report is calling for the analysis of maintaining septic systems at Palmer Lake. This conflicts with the latest Action Plan issued by the NYSDEC that indicates the connection of all 300 homes to a WWTP. However, we have included this effort (and related cost) to comply with the RFP.
9. This RFP does not call for required meetings. We have included a kickoff and 50% design review meeting. Any additional meetings will be charged on a per diem basis.

Task 1 - Work Plan / Quality Assurance and Quality Control Requirements	
A. Notice of Funding Decision	Month #0 (11-26-2020)
B. Project Management Services	Month #1
C. Draft Work Plan / QAPP Submission/Review Period	Month #1 (12-30-2020)
D. Data Generation and Acquisition	Month #2
E. Assessment and Oversight	Month #2
F. Data Validation and Usability	Month #2
G. Final QAPP Submission	Month #2 (1-15-2021)
Task 2 - Draft Engineering Design Report	
A. Title Page	Month #3
B. Executive Summary	Month #3
C. Environmental Settings	Month #3 & Month #4
D. Environmental Conditions	Month #4 thru Month #7
E. Evaluation of Treatment Options	Month #7
F. Recommended Treatment Practice	Month #7
G. Potential Water Quality Impacts	Month #7
H. Project considerations	Month #7
I. Estimated Cost	Month #8
J. Draft Engineering Report Submission	Month #8 (7-23-21)
Task 3 - Final Engineering Design Report	
A. Title Page	Month #9
B. Executive Summary	Month #12
C. Environmental Settings	Month #9 & Month #10
D. Environmental Conditions	Month #10
E. Evaluation of Treatment Options	Month #11
F. Recommended Treatment Practice	Month #11
G. Potential Water Quality Impacts	Month #11
H. Project considerations	Month #12
I. Estimated Cost	Month #12
J. Final Engineering Report Submission	Month #12 (11-12-21)
Task 4 - Quarterly Progress Reports for each study area	
A. Quarterly Progress Report #1	Month #4
B. Quarterly Progress Report #2	Month #7
C. Quarterly Progress Report #3	Month #10
D. Quarterly Progress Report #4	Month #13
Task 5 - Project Meetings	
A. Project Initiation Meeting	Month #1
B. Monthly Progress Meetings	Month #2 thru Month #12
C. Town Board Meeting	Month #13

LAKE PALMER PROPOSAL SUBMISSION SHEET

East of Hudson Community Wastewater Planning Assistance Program

PROJECT BUDGET		LAKE PALMER	
BUDGET CATEGORY			
A. PERSONNEL (list individual names and titles below)		\$	99,900
James J. Roberts, P.E.	Project Director	\$	800
Christopher A. Weiss, P.E.	Assistant Project Director	\$	-
David K. Leun, P.E.	Project Manager	\$	9,300
Steven C. Hearl, P.E.	Quality Manager	\$	3,600
Gregory J. Levasseur, P.E.	Senior Wastewater Engineer	\$	20,200
Nicholas F. Bono	Senior Wastewater Engineer	\$	-
Timothy M. Nordberg, P.E.	Sr. Project Engineer	\$	-
Monisha Brown, P.E.	Project Engineer	\$	27,400
Abigail Zammitti	Staff Engineer	\$	-
Amelia Veitch	Staff Engineer	\$	31,000
Kirsten A. Jedd	Staff Scientist	\$	4,100
Christopher Kobos	GIS Specialitst	\$	1,600
Constance M. Vavilis	Senior Environmental Planner	\$	1,900
B. INDIRECT COST (fringe plus overhead) (175% of total personnel costs*) TOTAL: <small>*this is a discount from our audited value of 1.853</small>		\$	174,800
C. TRAVEL (estimate number/purpose of trips below)		\$	1,350
Mileage - Meeting		\$	250
Mileage - Site Visits		\$	1,100
D. EQUIPMENT (itemize below) TOTAL:		\$	-
	0	\$	-
E. SUPPLIES (itemize below) TOTAL:		\$	2,500
Printing		\$	2,500
F. CONTRACTS (identify & itemize below) TOTAL:		\$	85,000
Boomi Environmental LLC		\$	85,000
G. OTHER (identify & itemize below) TOTAL:		\$	-
	0	\$	-
H. TOTAL DIRECT COSTS (SUM OF A-G)		\$	363,550
I. PROFIT (10% of A, B & F COST) TOTAL:		\$	36,000
J. TOTAL PROJECT COST (SUM OF H+I)		\$	399,550
GRAND TOTAL, All Items . . .		\$	399,550
<i>Three Hundred Ninety Nine Thousand Five Hundred Fifty Dollars and Zero Cents</i>			
(Total Amount Proposal in Words)			

Town of Kent October 2020

RFP for East of Hudson Community Wastewater Planning Assistance Program



architects + engineers

2700 Westchester Avenue, Ste 415
Purchase, NY 10577 | tel 914.358.5623

**East of Hudson Community Wastewater Planning Assistance Program
Lake Palmer Wastewater Planning Assistance Project – Town of Kent
Budget Justification: Lake Palmer**

H2M architects + engineers (H2M) is pleased to provide this clarification and justification of the proposed engineering and watershed quality impact evaluation work proposed for the study area as selected for the Lake Palmer watershed in the above referenced RFP. Our scope of services are detailed in the Proposal Narrative which is the basis for the proposed fee. There is only one direct subcontract within our project approach. Coupling Boomi Environmental's water quality background, experience and regional knowledge of the watersheds with the same level of engineering & wastewater treatment experience from H2M allows us to offer the Town of Kent a one of a kind team perfectly matched to attend to this project's particular goals and needs.

The submitted fee for the Project Budget sheet prepared for Lake Palmer was assembled using our direct labor hours and rates for each defined task as noted in the RFP and as detailed in our proposal and then summarized on Section A of the Budget sheet (**Total Direct Salary**, Line A). We have applied a fringe and overhead (**Total Indirect Rate**) of 175% to our total direct salaries to obtain a **Total Indirect Cost**, Line B. The **Total Indirect Rate** is an audited rate from our most recent company financial audit from 2019, which has been provided as an attachment to these four study area Budget Sheets.

Travel, supplies, equipment, subcontracts, and other "expenses" were totaled separately as indicated in lines C, D, E, F, and G on the Budget Sheet.

Expenses were considered and assembled as such:

- Travel was the mileage and tolls as measured as round-trip travel between our Westchester office location to the project sites.
- Equipment & Supply costs are related to the water quality investigation, sampling, lab testing, and data collection for modeling adjustments and iteration runs. All equipment and supplies are detailed within the fee detail sheets supplied by our Subcontractor Boomi Environmental.
- Contracts are limited to the subcontract H2M will have with Boomi Environmental to perform the water quality modeling, sampling, and data collection, testing and analysis work as detailed in the proposal. All hourly effort, equipment, supplies required by the subconsultant are listed in their subcontract proposal fee estimate, which we have included with the project study area's Project Budget sheet. Boomi Environmental has Total Indirect Rate plus profit of 142% and was applied to their direct cost in the same manner as detailed above for the H2M fee.

The Total Direct and Indirect costs are summed in line H which includes Direct Salary, Total Indirect Cost, and Expenses.

Profit of 10% was applied to the subtotals of Direct Salary (Line A), Total Indirect Cost (Line B) and Contracts (Line F) and summarized in Line I. Contracts was the only expense category item where profit percentage was added. The Profit Cost was added to the **Total Direct & Indirect Costs** subtotal from Line H and represents the **Total Project Cost**.

James J. Roberts, P.E., Vice President



Boomi Environmental LLC

Preserving for future generations, one community at a time

October 29, 2020

Ms. Yolanda Cappelli, Town Clerk
Town of Kent
25 Sybil's Crossing
Kent Lakes, NY, 10512

Dear Ms. Cappelli:

RE: Lake Palmer Wastewater Planning Assistance Project – Town of Kent

Boomi Environmental LLC is part of H2M Group's team pursuing the above contract, as a minority -owned business subcontractor. The budget justification section in this proposal asks for justification of overhead rates and reimbursable expenses. We are providing this statement to meet this requirement.

Boomi is a small environmental firm that has not undertaken the expensive auditing process (over \$25,000) and has been working on a number of projects with NYC DEP and other local governments with one of the lowest overhead rates of 120% and a profit of 10%. Boomi offers its employees a comprehensive health/dental/vision coverage, 4% match for 401(k) contributions, worker's compensation/family leave/short and long-term disability insurances, professional liability/auto/commercial general insurances, and partial tuition reimbursement for higher education/professional development/licensing. Our fringe benefits have been in the range of 115 to 128% in the recent years, so we have proposed a rate of 120% for this project. For the proposed direct labor hours, this overhead is applied with the direct salary (annual salary divided by 2080 hours) and the 10% profit is applied to calculate the total loaded billing rate for each employee.

Just as reference, Boomi uses an overhead rate of 140% and a profit of 10% for private developers and corporate clients. We intend to pursue a formal audit only in 2022 when we grow to a staff size of about 15.

The reimbursable expenses are calculated for mileage with the IRS-approved rate of 57.5 cents per mile and the estimates for equipment expenses are based on our recent rental experiences with vendors. We have provided estimates of miles of travel and expenses anticipated in the cost proposal, but we will be invoicing only based on the actual miles traveled and equipment rental expenses paid to vendors.

We sincerely request that this statement be used as justification for the overhead and reimbursable expenses for this contract. Thank you and sincerely,

Boomi Environmental LLC

Srinivasan Rangarajan
President

Description of Overall Qualifications



architects + engineers

2700 Westchester Avenue, Ste 415
Purchase, NY 10577 | tel 914.358.5623

Description of Qualifications

H2M has been providing water and wastewater services to clients for over 85 years. We feel our longevity and success stems directly from the value we place on client service and satisfaction. As a multi-disciplinary firm, with over 470 employees, we possess the internal expertise and resources to manage virtually any project, but specific to this RFP we feel we have assembled a uniquely qualified team that will deliver this important project on time and on budget.

H2M understands the importance of mobilizing for assignments quickly and having the resources available to execute projects on schedule and within budget. We are proposing many of the same staff that worked on these similar efforts for this project. Our expert team will be led by Municipal Engineering Department Manager, David K. Leun, P.E., BCEE who will make sure all the Town's needs are being fulfilled in a timely, cost-efficient, and high-quality manner. Mr. Leun offers more than 22 years of experience leading wastewater projects including the preparation of engineering planning studies, maps and plans, engineering design reports and detailed plans and specifications. He has performed as the lead engineer on similar projects for Putnam County, Westchester County, the City of Kingston, Scarsdale, and Pearl River, New York. Mr. Leun will work closely with the engineering staff, as well as our proposed subconsultant, Boomi Environmental, LLC (WBE), who will assist with the water quality modeling and analysis.

H2M has extensive experience related to developing engineering evaluations, plans, reports, and maps required to establish municipal districts and/or implement special improvements. Many of these were for septic systems that were contributing excessive nutrients to the watershed – much like the Town of Kent RFP. Some examples of our work include the coastal communities of the Village of Westhampton Beach, Village of Patchogue, and Town of Riverhead where H2M is the current engineer of record for their wastewater collection and treatment systems. We are also actively providing consulting services to the Village of Southampton to evaluate sanitary infrastructure alternatives and assist with the formation of a Village sewer system. H2M has also completed projects for Suffolk County Department of Public Works (SCDPW) and other municipalities across Long Island. H2M has offices in Westchester and Rockland Counties and has performed work throughout the Hudson Valley. Our clients include Westchester and Putnam Counties, the City of New Rochelle, City of Yonkers, City of Kingston, Town of Fishkill, and the Village of Ossining. Below are some of H2M's similar projects.

Putnam County: H2M is providing engineering services to Putnam County for the Danbury Wastewater Diversion project. The intent of the Project is to provide a sewer connection to a local WWTP such as the Village of Brewster, Peach Lake, or the Danbury WWTP in Connecticut. The study area is one of the larger commercial (planned) corridors in the Town of Southeast, Putnam County, New York. The Route 6 / 202 commercial corridor was noted in the County's 2018 Economic Feasibility Study to be in critical need of sewer infrastructure. The total flow is estimated to be 167,700 gpd within 10-years of development of the infrastructure. The project is complicated by the study area's location within the EOH Watershed and the close physical proximity to the East Branch Reservoir.

Village of Westhampton Beach: The Village of Westhampton Beach wanted to develop a plan to provide for the sewer mains and service laterals to commercial properties located along Main Street in an effort to stimulate revitalization while keeping the project affordable to the impacted tax base. H2M provided engineering assistance to the Village to identify a cost-effective plan to

provide sewer service for 156 parcels across 31 acres. H2M prepared the Map, Plan, and Report documents to formalize the final concept plan, district formation legal requirements, and taxing implications. Providing sewers to this area in Westhampton Beach will remove existing properties with wastewater discharge via conventional on-site wastewater disposal systems and thereby reduce the nutrient, pathogen, and personal care product load to groundwater and nearby marine surface waters. H2M subsequently prepared the design for the collection and conveyance system to convey wastewater to a County treatment facility.

City of New Rochelle: On December 8, 2015, the New Rochelle City Council approved a 279-acre zoning plan to redevelop the City's downtown district. The new zoning outlines a Downtown Overlay Zone (DOZ) to allow for up to 12 million square feet of new construction, primarily focused on residential use(s). Forty-six project sites have applied for redevelopment in the DOZ. While these projects provide the opportunity for economic growth and resurgence of the City's downtown, they also present a significant challenge for the City's aging infrastructure. H2M prepared a report that examined the DOZ project sites' impacts on the City's sanitary sewer infrastructure and developed a plan to upgrade the sanitary sewers in key areas to accommodate the increased sanitary flows that will be generated by the planned redevelopment. To meet the hydraulic capacity requirements and update the sewer system to current standards, approximately 20,000 feet of sanitary sewer main and over 100 sanitary sewer manholes in the City of New Rochelle downtown area will need to be replaced. We worked with the City to develop four phases that would allow the City to sequence the construction work to provide the additional capacity as it is needed.

Suffolk County Department of Public Works: The Suffolk County Department of Public Works (SCDPW) retained H2M to prepare an Engineering Design Report and design for sewerage systems for the Smithtown and Kings Park Business Districts. Due to the distance between the areas, H2M has prepared a separate report for each business District. Wastewater within both business districts is treated by onsite sanitary systems. The Kings Park Business District consists of approximately 140 business establishments across a 65-acre area. The proposed sewer system will be serviced by 8,200 linear feet of gravity sewers and a pump station with a 1.4-mile long force main. The projected average daily design wastewater flow from the Kings Park Business District is approximately 329,000 gallons per day. The Smithtown Business District consists of approximately 350 business establishments across a 280-acre area. Based upon area topography, the proposed sewer system will be serviced by 22,500 linear feet of low pressure sewer, most of which has been designed to be directionally drilled, 1,600 linear feet of gravity sewer, and a pump station with a 3.2 mile long 10-inch diameter force main. The projected average daily design wastewater flow from the Smithtown Business District is approximately 538,000 gallons per day.

Town of Babylon: The Town of Babylon is committed to the development of a viable downtown and business district in the hamlet of Wyandanch. A significant obstacle to redevelopment is the lack of a central sewer collection system for the disposal of wastewater. The Wyandanch Commercial and Industrial Corridor planning area is in Suffolk County Sanitary Code Article 6 Groundwater Management Zones that limits the discharge of wastewater through conventional on-site sanitary systems to 600 gallons per day, per acre. On-site sanitary systems contribute to the degradation of groundwater quality of Long Island's sole source groundwater supply. H2M prepared an engineering report for the 134-acre area that presented a cost effective, environmentally accepted alternative to construct a wastewater collection and conveyance system to aid revitalization and to improve environmental conditions in the hamlet of Wyandanch.

New York State Office of Parks, Recreation, and Historic Preservation (NYSPRHP): The NYSPRHP retained H2M to prepare an Engineering Report to evaluate a sewer connection to Suffolk County Sewer District (SCSD) No. 3 for the 1,600-acre Heckscher State Park. The south and east side of the Park front the Great South Bay. NYSPRHP wanted an evaluation of the installation of a sewer system for all 18 Park facilities serviced by an individual on-site sanitary system. Utilizing County Health Department standards, we calculated the design wastewater flow to be 73,915 gallons per day. Flat topography, shallow depth to groundwater, and distance between wastewater systems in the Park are conditions that were not favorable to a gravity sewer system. Consequently, a low-pressure sewer system was recommended. The preliminary plan to provide sewers for Park facilities included approximately 22,700 linear feet of low-pressure sewer and 6,600 linear feet of low-pressure sewer laterals. The report also included a basis of design, sewer connection application requirements, a construction cost opinion, and a cost opinion for abandonment of existing on-site sanitary systems.

Suffolk County Department of Health Services: H2M prepared a multi-report study for the Suffolk County Department of Health Services (SCDHS) on an investigation of on-site alternate water resource recovery facilities (OSWRRF) that could possibly replace current systems or be required for new construction. The SCDHS undertook the investigation of OSWRRF to better manage total nitrogen discharged to groundwater. The intent of the investigation was to evaluate systems that provide a viable, low cost, and environmentally acceptable means to protect public health. The overriding criterion of the study was that the alternative OSWRRF had to consistently achieve an effluent total nitrogen concentration of not greater than 10 mg/L. The investigation covered two different treatment categories: 1. single-family residential dwellings with flows from 300 to 1,000 gallons per day (GPD) and 2. other than single-family dwellings comprised of commercial or high-density residential properties, with flows from 1,000 GPD to 30,000 GPD.

The first report consisted of web-based research. Advanced on-site treatment products were technically screened for further evaluation. Standards from national agencies such as the National Sanitation Foundation (NSF), the United States Environmental Protection Agency (EPA), and the states of New York, New Jersey, Massachusetts, Rhode Island and Washington were used as part of the screening process to determine the systems that would be considered by Suffolk County. Following research of existing alternative OSWRRF, the list of acceptable technologies was significantly reduced. The subsequent report included the evaluation, selection, and sampling of these alternative systems. Two technologies were considered viable for residential use. Four technologies were considered viable for commercial use. Two systems for each technology in each flow category were field sampled. This phase allowed for an independent evaluation of the manufacturer's performance claims. Following the sampling, each technology was assessed for the ability to meet SCDHS design and operations criteria. In another report, H2M developed a cost/benefit analysis for the selected technologies using the established assessment criteria. The cost opinions included estimates for the design, construction, installation, and operation and maintenance for each alternative.

Inc. Village of Patchogue: Existing drainage systems in a coastal area of the Village of Patchogue were limited and not adequate to drain stormwater runoff. Streets were flooding regularly. Groundwater was approximately two feet below grade which limited the function of the on-site sanitary system for the homes. All parcels were within the zero to two-year groundwater travel time to the Great South Bay. Over time, what was once an area of summer homes and beach bungalows transitioned to homes with full-time residencies. Several studies have documented the impacts of excessive nitrogen from sanitary systems in reducing dissolved

oxygen levels to the detriment of aquatic life and in supporting harmful algal blooms. H2M prepared a map and plan and construction bid documents for installation of drainage improvements of approximately 4,750 linear feet of porous concrete gutter, along with drainage pipe and underground stone storage space along the shoulders of each of the roadways in conjunction with the installation of a low-pressure sewer system for 46 homes. We worked with the Dormitory Authority of the State of New York (DASNY), Suffolk County and the Village of Patchogue in order to receive funding through two DASNY grants, an Infrastructure Program Grant provided by Suffolk County, and the Village of Patchogue Sewer Fund. Remaining funds were bonded by the Village.

Boomi Environmental LLC (Boomi) is a premier, growing environmental consulting firm specializing in the development of sustainable, implementable, and cost-effective solutions to water, wastewater and stormwater challenges faced by municipalities and watershed organizations. The founding principle is to develop solutions that strive to preserve the environment for future generations - working locally with a global vision.

Specific to this project, Boomi's staff have worked on water quality data analysis and decision support for the Croton Reservoir system and also have led numerous projects regionally using MapShed (previously AVGWLF) and Bathtub tools that are critical to assessing the water quality outcomes of septic systems pollutant load reduction with alternative wastewater management strategies. They have applied the tools to similar mixed-use watersheds in CT and NY with septic systems and developed field monitoring programs to improve data understanding and interpretation to assist with pollution control programs. Boomi is certified as an M/WBE firm with NYC and Port Authority, MBE with State of New Jersey and M/WBE with the federal government, and is awaiting approval from New York State as MBE (final step of office visit pending due to COVID-19 pandemic).

Boomi Environmental, LLC Experience

Framework to Estimate and Track Nitrogen Load Reductions in Long Island Sound Watersheds: The Long Island Sound (LIS) holds significant recreational and commercial value, especially to the 20 million people living within 50 miles of its shores. This waterbody, however, suffers from hypoxia. In 2004, Manhattan College and Boomi Environmental LLC were awarded a LIS EPA Collaborative Research Grant to support the estimating and tracking of total nitrogen loads and potential reductions through use of Best Management Practices (BMPs) to achieve the 10% target reduction in TN loads from urban and non-urban non-point sources.

The most current data available in the States of New York and Connecticut were reviewed to develop the appropriate set of model parameters for the Arc View-based Generalized Watershed Loading Functions (AVGWLF). Typical data inputs included land use coverages, sub-watershed delineations, soils coverage, elevation data, and sewered versus non-sewered areas. Flow calibration was based on USGS streamflow data for a select set of watersheds. Modeled TN loadings were compared with the loadings computed from the observed data of daily flows and TN concentrations. The calibrated AVGWLF model was applied to the remaining watersheds to estimate the baseline TN loadings from the contributing point and non-point sources of pollution. Ultimately, a decision support tool was developed for the two States to identify the potential set of BMPs that can be used to achieve the desired levels of nitrogen load reductions.

Pollutant Load Characterization in Saugatuck River Watershed, Connecticut: Boomi Environmental LLC used AVGWLFL, an ArcGIS based interface to characterize the rainfall-runoff relationships that account for losses such as evaporation and infiltration, estimated sediment erosion with the Universal Soil Loss Equation, established nitrogen loadings from both point and NPS sources using GIS-based land use patterns, and determined water quality responses (loadings) to future land use scenarios. The Saugatuck watershed was divided into eight sub-basins. Landuse data was used to construct the physical attributes of sub-basins. While the northern part of the watershed is mostly covered by forest, the southern part of the watershed is highly developed. Hydrologic calibration was performed using 15-years of continuous flow data. Bi-monthly data of nitrogen concentration available from a USGS monitoring station was used to support water quality calibration. Weight of evidences included time-series comparison of daily streamflow volumes, cumulative flow volumes, and monthly total nitrogen mass computed as flow times concentration using monitored and modeled values.

Key Personnel

The successful completion of a project requires a diverse pool of experienced personnel capable of performing tasks within their area of expertise. H2M's management and project managers are also aware that the success of any project is dependent upon the close cooperation required between the H2M staff and the project personnel of our client. The proposed organization of personnel and resources is intended to bring together a team of professionals that can focus on project objectives as well as respond to unanticipated circumstances or issues, should they arise.



James J. Roberts, P.E., Vice President, Market Director of Water and Wastewater

Mr. Roberts is an accomplished professional with more than 35 years of experience in the operations and maintenance of New York City's water supply, distribution, wastewater collection and storm water management, one of the most extensive water and sewage systems in the world. As the former Deputy Commissioner of the NYC Department of Environmental Protection, Mr. Roberts was responsible for overseeing approximately 1,300 employees, nearly 15,000 miles of

water and sewer infrastructure, a capital improvement plan of \$1.5 billion and an annual operating budget of \$185 million, delivering over 1 billion gallons of water a day to 8.5 million New York City residents. Some of Mr. Robert's experience includes:

- Oversight and approval of all sewer planning, design and construction within the City of New York, representing over 7,500 miles of infrastructure. On Staten Island especially, but expanded to the other Boroughs under Mr. Roberts' leadership, DEP's award winning Blue Belt program provided innovative solutions to managing watersheds through the utilization of Best Management Practices to resolve both challenging water quality issues, but also localized flooding concerns.
- Led, along with agency and internal partners, the planning and implementation for New York City's Green Infrastructure program, designed to provide improvement in identified watersheds due to combined sewer overflows (CSOs) and stormwater runoff pollutants. Illustrative of this success, Mr. Roberts spearheaded a non-traditional solution to roadway flooding along Southern Boulevard in the Bronx, by partnering with the New York Botanical Gardens. By creating a Bluebelt at this location, at a capital cost of \$500,000, more than 350,000 gallons of stormwater, during rain events, is filtered naturally removed from the sewer system that contribute to CSOs.

Dave K. Leun, P.E., BCEE, Wastewater Engineering Department Manager

Mr. Leun offers more than 22 years of experience in the study, design, and construction of civil and environmental engineering projects. With a discipline focus on wastewater conveyance and treatment including the preparation of engineering planning studies, maps and plans, engineering design reports and detailed plans and specifications for construction. He has performed as the lead engineer for H2M on area projects for Putnam County, Westchester County, the City of Kingston, Village of Scarsdale, and the Towns of Clarkstown and Stony Point, New York.

- Project Manager on the Danbury Wastewater Diversion Project for Putnam County. The intent of the Project is to provide a sewer connection to a local WWTP such as the Village of Brewster, Peach Lake, or the Danbury WWTP in Connecticut. The study area is one of the larger commercial (planned) corridors in the Town of Southeast, Putnam County, New York. The total flow is estimated to be 167,700 gpd within 10-years of development of the infrastructure. The project is complicated by the study area's location within the EOH Watershed and the close physical proximity to the East Branch Reservoir. In addition the approval for a Danbury connection would require both New York and Connecticut State approvals as well as NYCDEP review and approval.
- Project Manager on the Village of Scarsdale sanitary sewer evaluation survey (SSES). The Village of Scarsdale, New York was under consent order to perform an SSES for their largest sewer district. The Westchester County sewer trunk line and downstream facilities were surcharges during heavy rainfall events. Riverkeeper and other stakeholders brought about the lawsuit. Mr. Leun led the field investigations co-wrote the Report and interfaced directly in public meetings. The SSES included a four-month flow study with installed flow meters, followed by manhole and sewer main CCTV inspections.

Christopher A. Weiss, P.E., Vice President, Director of Wastewater Engineering

Mr. Weiss has practiced wastewater engineering for nearly 32 years, with 17 years at H2M. His dedication to protecting the environment is well respected among both his team and peers. Mr. Weiss has progressed throughout his years at H2M through roles as Project Manager, Resident Engineer, Senior Associate, Assistant Vice President, and finally to his current role of Director of Wastewater Engineering. His design creativity and management acumen will continue to keep H2M'S wastewater engineering in the forefront of cutting-edge innovative wastewater design with fiscally responsible and sustainable approaches. Some of Mr. Weiss' relevant experience includes the following:

- Town of Riverhead Howell Avenue Sanitary Pump Station Upgrade: Replacement of an existing sanitary duplex pump station with a new submersible quadplex cutter pump station. Determined present day sanitary flows based on water use records and projected maximum future sanitary flows based on the present residential zoning of the pump stations service area. Existing pump station was located in a land locked flag lot between the backyard of four private homes. This location required extensive coordination and concern for odor mitigation as well as surrounding aesthetics. Relocated and designed a quadplex submersible cutter pump system with dual precast concrete wet wells to provide for operation and maintenance flexibility without taking the Pump Stations off line or bypass pumping. Station design included a new emergency generator in a walk-in enclosure that also housed the stations electrical distribution system, and the pump station controls. Prepared all construction specifications and drawings. Coordinated the drafting, electrical and structural designs. Also, provided Project director oversight of the Resident Engineer and construction administration during construction.
- Project Manager for the Riverhead Wastewater Treatment Plant Expansion and Upgrade. Upgrade and expansion included conversion of existing sequencing batch reactor process to advance membrane biological reactor process within existing tank footprints, advance disinfection system and installation of Suffolk County's first wastewater reclamation for golf course irrigation at the Indian Island Golf Course in Riverhead, NY. Project Manager duties included design oversight, construction administration and inspection services oversight, existing plant operations during the conversion work oversight, and start up and State DEC regulatory permit conformance for the new systems.

Steven C. Hearl, P.E., LEED AP, CCCA, Vice President, Department Manager – Collection & Conveyance Systems

Mr. Hearl has over 35 years of engineering experience in the planning, evaluation and design of wastewater treatment facilities and wastewater collection and conveyance systems. His responsibilities include the preparation of plans, specifications, and bid documents, plant operation consultation, design of treatment systems, piping and pumping systems, sewer system evaluation and rehabilitation, feasibility studies, capital and operating cost opinions, permit applications, groundwater quality/discharge monitoring reports, preparation of operation and maintenance manuals, and construction administration including review of contractor submittals and schedules. Some of Mr. Hearl's relevant experience includes the following:

- Project manager for preparation of a feasibility study for a sewer district extension to service the Wyandanch commercial corridor and Town of Babylon solid waste

management facility and project manager for the design of the pump stations and force mains that were each approximately 5,000 feet long.

- Project manager for the Nassau County DPW; construction of the Locust Valley pump station and force main; improvements to the East Hills pump station, and improvements to three pump stations in the Glen Cove service area.

Nicholas F. Bono, P.E., Senior Project Engineer

Mr. Bono has 17 years of experience. His responsibilities include engineering design and preparation of bid ready plans and specifications, contract administration/inspection services and project management and sub-consultant coordination on sanitary wastewater projects consisting of gravity sewer collection systems, low pressure sewer collection systems, pumping stations, force mains and sanitary treatment systems. He is also experienced in the preparation of engineering feasibility studies, map and plans and engineering design reports to establish new sewer districts and identify potential out-of-district connections to existing sewer districts to improve environmental, economic and social conditions in un-sewered areas. Some of Mr. Bono's relevant experience includes the following:

- Project Manager for the Village of Westhampton Beach: Provided engineering assistance to the Village to identify a cost-effective plan to provide sewer service for 156 parcels across 31 acres. H2M prepared the Map, Plan, and Report documents to formalize the final concept plan, district formation legal requirements, and taxing implications. Providing sewers to this area in Westhampton Beach will remove existing properties with wastewater discharge via conventional on-site wastewater disposal systems and thereby reduce the nutrient, pathogen, and personal care product load to groundwater and nearby marine surface waters. H2M subsequently prepared the design for the collection and conveyance system to convey wastewater to a County treatment facility.
- Project Engineer for the Suffolk County Sewer Capacity Study. Evaluated all seven areas of interest for sanitary sewer collection, conveyance and treatment systems. Identified nearby existing treatment facilities with close proximity to each area as well as vacant/municipal owned land in the vicinity of each area and determined the most feasible treatment option based on available capacity, complexity and associated costs. Determined the most feasible collection and conveyance system layouts based on the accepted treatment facility location and prepared overall project cost opinions. Projected project phasing plans and schedules and evaluated cost impacts to "typical" property owners to assist in the economic analysis portion of the sewer capacity analysis.

Boomi Environmental Key Personnel

Sri Rangarajan, PhD, PEng.

Dr. Rangarajan is a civil and environmental engineer with over 28 years of public and private sector experience. His projects have focused on hydrologic, hydraulic, and water quality evaluations to assist municipalities, regional agencies, state regulators, watershed organizations and private developers in making informed decisions through sound scientific assessments and in meeting regulatory requirements, in a sustainable and cost-effective manner. He is an Adjunct

Professor at Columbia University and New York University where he teaches courses on urban drainage systems management and environmental engineering. Some of Dr. Rangarajan's relevant experience includes the following:

- Decision Support Framework to Facilitate Nitrogen Load Reductions in LIS Watersheds: Developed ArcView based GWLF models for all in-basin drainage areas in CT and NY tributary to LIS and calibration/validation for selected watersheds. Also developed PollTrack, a simple user-friendly interface for screening and selection of best management practices that can achieve the desired 10% reduction in total nitrogen loads from non-point sources of pollution. Reviewed literature and developed a BMP performance matrix and cost summary to input into PollTrack for engineering practitioners' use.
- Upper & Lower Long Island Sound (LIS) Watersheds Modeling, Westchester County, New York: Directed this flood risk assessment, watershed modeling and best management and low impact development stormwater control evaluation using a linked EPA SWMM and EPA SUSTAIN framework. Lead Engineer managing day-to-day work and supervised the work of two project engineers. Developed an optimization tool to determine storage volumes necessary at watershed and sub-basin scales to achieve flooding/water quality goals in the following watersheds: Byram, Mianus, Mill, Rippowam, and Silvermine River watersheds tributary to upper part of LIS within the County, Hutchinson, Blind Brook, Mamaroneck, Sheldrake, Stephenson Brook, and other smaller tributary and direct drainage areas adjacent to harbor that are tributary to the lower LIS.

Saurav Kumar, PhD

Dr. Kumar is a civil and environmental engineer with public, private, and academic experience. His projects have focused on enabling easy access to actionable water resources information for decision makers and other stakeholders, water resources modeling of watersheds and tributary reservoirs, water quality monitoring, water resources data management and curation, and developing customized web and GIS based solutions. Some of Dr. Kumar's relevant experience includes the following:

- Superfund Efforts for Gowanus Canal and Newtown Creek, NYC: Served as project engineer for the application of watershed models and for the design of flow and water quality monitoring programs to provide guidance to city executives and bureau leaders on the City's discharge of pollutants. Also participated in engineering alternatives evaluation for cost effectiveness.
- Watershed Restoration Planning in Upper Patuxent and Mattawoman Creek Watersheds in Prince George's County, Maryland: Project Engineer for the development of watershed restoration plans for the above two watersheds. The project involved a review of approved TMDL documents prepared by the State and the Chesapeake Bay TMDL, GIS analyses to characterize the watersheds and model using the Watershed Treatment Model developed by CWP, review and analysis of WQ data to assess spatial and temporal trends in water quality, prioritization of sub-watersheds for restoration, and development of the restoration plans for implementation to meet the wasteload allocations for MS4 areas for applicable water quality parameters including TSS, Total Phosphorus, Total Nitrogen, and Fecal Coliforms.

Leigh Ramsey

Leigh Ramsey is an environmental engineer who has recently graduated from Columbia University in the City of New York. During her academic career, she has focused on research projects involving data analysis, water quality assessment, and biological wastewater treatment. She has also completed projects on cloudburst management, conveyance systems, green infrastructure, water treatment, and onsite water reuse. Some of Ms. Ramsey's relevant experience includes the following:

- North Yonkers Pump Station Hydraulic Transient Analysis, Westchester County, NY: Modeling the forcemain system from North Yonkers Pump Station to wastewater treatment facility of Westchester County to assess the locations for pressure-relief valves to eliminate surges during pump failures. Applying Bentley's Hammer tool and calibrating the model for existing hydraulic conditions using high resolution data collected at the pump stations.
- Flushing Creek Disinfection LTCP Project, NYC DEP, NY: Expanded the collection system model (developed in InfoWorks ICM) of Tallman Island WRRF service area to support the design of disinfection system for Flushing Creek, to meet the regulatory requirements associated with the NYS DEC approved Long Term Control Plan. Using the historic flow monitoring data to update the calibration and validate for current system conditions, and developing the statistical criteria and templates for model performance assessment.

References

Putnam County (2019-Present)

Alessandro Mazzotta, Director of Purchasing
40 Gleneida Avenue, Room 105, Carmel, NY 10512
Phone: (845) 808-1088 Email: alessandro.mazzotta@putnamcountyny.gov

Village of Westhampton Beach (2016-Present)

Maria Z. Moore, Mayor
165 Mill Road, Westhampton Beach, NY 11978
Phone: (631) 288-1654 Email: mayor@westhamptonbeach.org

Westchester County Department of Environmental Facilities

Vincent Kopicki, P.E. Commissioner
270 North Ave, 6th Floor, New Rochelle, New York 10801
Phone: (914) 813-5450 Email: vxk1@westchestergov.com

Westchester County (2015 to Present)

Leah Radko, Director of Design Coordination
148 Martine Avenue, Room 512, White Plains, NY 10601
Phone: (914) 995-2471 Email: lxr4@westchestergov.com

Village of Patchogue (1996-Present)

Paul Pontieri, Mayor
14 Baker Street, Patchogue, NY 11772
Phone: (631) 475-4300 Email: ppontieri@patchoguevillage.org



architects + engineers

2700 Westchester Avenue, Ste 415
Purchase, NY 10577 | tel 914.358.5623

Letters of Support

H2M has reached out to several of our references for letters of support. Although they each indicated that they would be willing to discuss their experience with H2M as a reference and supporter, many expressed legal concerns about their municipality authoring a letter advocating for one individual consultant. Their concerns are based on the possible claims of bias that this may generate. Please feel free to contact each of our references with any questions you may have and to inquire about their experiences with H2M.

CORPORATE HEADQUARTERS

538 Broad Hollow Road, 4th Floor East | Melville, NY 11747 | 631.756.8000 | h2m.com

**ELIGIBLE APPLICANT PROJECT
CONTRACTOR APPROVAL FORM**

EOH COMMUNITY WASTEWATER GRANT PROGRAM
CONTRACTOR APPROVAL FORM
(DEP Contract Number: CRO-597; Registration No. CT 826 20201409228)
For Contractors of Eligible Applicants subject to Section 2.02(D) of the
EOH Community Wastewater Grant Program Agreement

Part I: CONTRACTOR INFORMATION:

Business Name of Program Project Contractor/ Prior Program Participant Contractor:

H2M architects + engineers

Principal Place of Business Address: (Street, State, zip code)

2700 Westchester Avenue, Suite 415, Purchase, NY 10577

Business Contact Information:

Phone Number: (914) 358-5623

Email: jroberts@h2m.com

Fax: (914) 358-5624

Type of Business: (sole proprietorship, partnership, corporation, other)

Corporation

Business EIN/SSN: 11-2235604

I hereby affirm that the information supplied is true and correct.

Signature _____ Title Vice President

Print Name James J. Roberts, P.E. Date: 10/29/2020

Part II: AGENCY REVIEW

AGENCY RESPONSE

Business Integrity Approved _____ Business Integrity Rejected _____

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/13/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022	CONTACT NAME: Nicole Larsen PHONE (A/C, No, Ext): 770-552-4225 E-MAIL ADDRESS: Nicole.Larsen@greyling.com		FAX (A/C, No): 866-550-4082
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED H2M Architects, Engineers, Land Architecture, D.P.C.; 538 Broad Hollow Road, 4th Floor East Melville, NY 11747	INSURER A: Hartford Underwriters Insurance Company		30104
	INSURER B: Hartford Casualty Insurance Company		29424
	INSURER C: Markel American Insurance Company		28932
	INSURER D: Sentinel Insurance Company, Ltd		11000
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 20-21

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			20UUGAU9233	01/01/2020	01/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			20UEGAU7896	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$10000			20XHGYH2145	01/01/2020	01/01/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	20WBGAT3285	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability			MKLM7PL0001888	03/15/2020	03/15/2021	Per Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

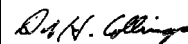
CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



NON-COLLUSION STATEMENT

In accordance with the requirements of Section 103-d of the General Municipal Law of the State of New York, the bidder certifies that:

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independent without collusion, consultation, communication, or agreement, for the purpose of restriction competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose or restricting competition.

The bidder certifies that they comply with Office of Revenue Sharing 504 Regulations.

I, hereby affirm under the penalties of perjury that the foregoing statements are true.

Date: 10/29/2020

H2M architects + engineers

Legal Name of Bidder
(Individual, Firm or Corporation)

By _____



James J. Roberts, P.E.

The deponent is Vice President of H2M architects + engineers

The corporation described in and which executed, the foregoing instrument; deponent knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; deponent signed deponent's name thereto by like order.

Address of Bidder

2700 Westchester Ave

Suite 415, Purchase, NY 10577

Town of Kent
25 Sybil's Crossing
Kent Lakes, New York 10512
(845) 225-3943

2e



From: Lake Carmel Parks Clerk <lcpdclerk@townofkentny.gov>
Sent: Thursday, November 5, 2020 10:55 AM
To: Maureen Fleming <mfleming@townofkentny.gov>
Cc: Tamara Harrison <tharrison@townofkentny.gov>
Subject: Clean out of lifeguard garage

The lifeguard supervisor has requested that the following list of items stored in the main lifeguard garage be discarded as they are at end of life, broken or unsanitary. The parks crew will discard these items in order to clean and organize the garage and store the remaining items that are in good condition and usable.

- Backboards and backboard headpieces
- Red/blue rescue tubes and small kickboards
- Lost and found items from several years ago
- Grey/black swivel chair
- Kickboard/pool noodles
- Ambu bags
- Obsolete desktop computer, printer and radio
- Styrofoam and plastic yellow boards
- Discarded/broken plastic sand toys
- 5 broken umbrellas
- Old signs and paintings

Thank you,

Heidi Link
Lake Carmel Park District Clerk
Town of Kent

25 Sybil's Crossing
Kent Lakes, NY 10512
Telephone: (845) 306-5602
Fax: (845) 225-5130
lcpdclerk@townofkentny.gov
www.townofkentny.gov/lcpd_home.htm

Tamara Harrison

From: Lake Carmel Parks Clerk
Sent: Friday, November 06, 2020 11:30 AM
To: Maureen Fleming
Cc: Tamara Harrison
Subject: RE: Clean out of lifeguard garage

Follow Up Flag: Follow up
Flag Status: Flagged

- 2 Backboards and 8 backboard headpieces
- 18 Red/blue rescue tubes and 8 small kickboards
- Lost and found items from several years ago
- 1 Grey/black swivel chair
- 10 Kickboards/7 pool noodles
- 3 Ambu bags (manual self-inflating rescue bags)
- 1 Obsolete desktop computer, 1 printer and 1 radio
- 4 Styrofoam and plastic yellow boards
- Discarded/broken plastic sand toys
- 5 broken umbrellas
- Outdated old signs, swim lesson supplies and paintings

Heidi Link

Lake Carmel Park District Clerk

Town of Kent

25 Sybil's Crossing
Kent Lakes, NY 10512
Telephone: (845) 306-5602
Fax: (845) 225-5130
lcpdclerk@townofkentny.gov
www.townofkentny.gov/lcpd_home.htm

From: Maureen Fleming <mfleming@townofkentny.gov>
Sent: Thursday, November 05, 2020 11:49 AM
To: Lake Carmel Parks Clerk <lcpdclerk@townofkentny.gov>
Cc: Tamara Harrison <tharrison@townofkentny.gov>
Subject: RE: Clean out of lifeguard garage

Please provide quantities for those items which are plural. What are Ambu bags?

Maureen Fleming

Maureen Fleming
Town Supervisor

Tamara Harrison

From: Lana Cappelli
Sent: Friday, November 06, 2020 3:29 PM
To: Tamara Harrison; Deputy2; Lake Carmel Parks Clerk; wrecher; William Huestis; Christopher Ruthven; Jamie McGlasson; Maureen Fleming; Paul Denbaum
Subject: FW: Resignation

-----Original Message-----

From: Andrew Bargamian [mailto:andy@kentkentkent.com]
Sent: Friday, November 06, 2020 2:07 PM
To: Lana Cappelli
Subject: Resignation

TOWN OF KENT NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER!

DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

To whom it may concern, I am resigning as a member of the Lake Carmel Park District Advisory Board. It meant a lot to meet so many talented and dedicated people during my short tenure on the Board and I look forward to seeing you around town. Have a great weekend. Andy Bargamian.

Sent from my iPad

TOWN OF KENT HIGHWAY DEPARTMENT

62 LUDINGTON COURT

KENT LAKES, NEW YORK 10512

(845) 225-7172 fax (845) 225-9464

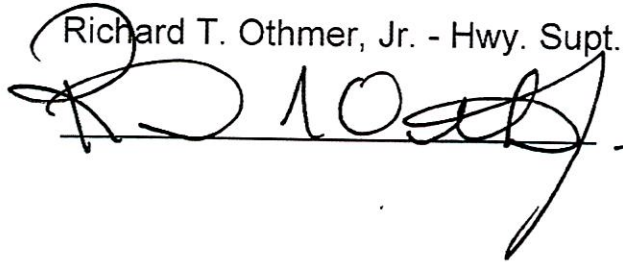
email: highwaykent@townofkentny.govDate 10-26-20

TO: The Town Supervisor and the Kent Town Board
FROM: Richard T. Othmer, Jr., Highway Superintendent
RE: Driveway Bond Release

I have inspected the attached driveway application and found all the work to have been completed. I recommend that the driveway bond be returned to the applicant.

RECEIVED
KENT TOWN CLERK
2020 OCT 26 PM 2:5

Richard T. Othmer, Jr. - Hwy. Supt.



Name Kevin Forbes

Street 24 Garrison Road

Tax Map # 22.66-1-26



APPLICATION FOR PERMIT TO DO WORK ON AND WITHIN A TOWN ROAD AREA

To the Town of Kent Department of Highways:

Application is hereby made for permission, under Local Law No. 2 adopted 1-24-2012 (available to view within the Town Code at www.townofkentny.gov), to enter upon, construct or open a road constructed or improved on the Town Road System of Town of Kent, Putnam County, N.Y. as follows:

Paid 4/5/19
Check # 219
\$ 500

1. Applicant or Owner Representative Kevin Forbes
2. Phone number 845-225-2941
3. Address 24 Garrison Rd.
4. Name of road where driveway is to be constructed Garrison Rd
5. Location of nearest cross roads Tuxedo 4600 Ft away
6. Proposed driveway width and length (Required minimum; 16' width 20' blacktop apron in from road) 16' x 20'
7. Work to be started on asap To be completed by UNKNOWN
8. Is Pavement to be disturbed? Possibly If so, what type? To put pipe in to match up apron to road
9. Purpose of Application (Check one):
New ☐ 2nd Driveway ☒ Relocation or Redesign ☐
10. I have read and acknowledged all attached documents: KF
11. Attach 3 sketches showing the location of work, size of openings, and giving distance to nearest street intersection.
12. If work is to be performed by contractor, please fill out the following:
Kevin Forbes
(Name of contractor) (Putnam County License Number)

STATE OF NEW YORK
COUNTY OF PUTNAM

KEVIN FORBES

an officer, namely viz:

being duly sworn deposes and says that he/she is:

One of the partners

pursuant to the provisions of the Workmen's Compensation Law of the State of New York, and the provisions of said law will be complied with during the life of this permit, and that no subcontractor will be permitted to do any work under this permit until he has fully and completely complied with all the terms and provisions of the aforesaid law.

If permit is granted, I hereby agree to comply with all the terms, covenants and conditions hereinafter set forth which are attached to and form part of the permit and to restore the road to its original condition, in accordance therewith. Sworn to before me this

25 day of MARCH 20 19

Kevin Forbes

Applicants Signature and Title

Notary Public, County of PUTNAM

Sylvia Astrologo

SYLVIA ASTROLOGO
Notary Public, State of New York
No. 01AS0040391
Qualified in Westchester County
Commission Expires 04/24/20 20

Approval to start work:

Richard T. Othmer Jr.

Date

Richard T. Othmer Jr., Kent Highway Superintendent

White: Highway Department Yellow: Town Clerk Pink: Building Department Gold: Resident

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