

Board of Selectmen
Special Meeting

November 12, 2015
10:00 A.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Darlene Brady and Rick Osborne.

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

Town Attorney:

Mrs. Williams made a motion to retain Cramer and Anderson with Dolores R. Schiesel as the point-person and D. Randall DiBella as her back up. Mr. VanValkenburg seconded the motion. During discussion it was confirmed that the contract with Cramer and Anderson is expired. Mr. Adams stated that he would contact Cramer and Anderson to obtain an updated contract. Mrs. Williams withdrew the motion and Mr. VanValkenburg withdrew the second. A meeting will be warned for Tuesday, November 17, 2015 at 10:00 a.m. to appoint a Town Attorney from Cramer and Anderson.

Job descriptions:

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

- Administrative Assistant
- Highway Foreman
- Highway Maintainer with CDL
- Highway Maintainer without CDL

Mrs. Williams seconded the motion and the motion carried.

Town Hall on Election Day:

Mr. Adams made a motion to adopt a the following policy:

Town Hall offices will be closed on Election Day in November.

Mrs. Williams seconded the motion and the motion carried.

Safety issues entering and exiting Lane Street at Route 7:

Mrs. Williams stated that due to the repaving of Route 7 a "No parking" sign and no parking striping was removed from Route 7 at Lane Street. Mr. Adams reported that D.O.T. is replacing the "No parking" sign on the north side of the intersection. The striping on the road requires an encroachment permit from the State. Mr. Adams stated that he would work on obtaining a permit.

Discussion and possible action regarding leaf disposal for residents:

The discussion of leaf removal for residents was brought forward again. It was confirmed that if the Town were to add leaf collection to the Transfer Station, it would require an additional permit. No action taken.

Mrs. Williams made a motion to adjourn the meeting at 10:43 a.m. Mr. Adams seconded the motion and the motion carried unanimously.


Joyce Kearns
Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

2015 NOV 16 P 2: 15

BY


TOWN CLERK

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WARNING
SPECIAL MEETING OF BOARD OF SELECTMEN

TOWN CLERK
KENT, CONNECTICUT

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

<u>THURSDAY, NOVEMBER 12, 2015</u>	<u>10:00 A.M.</u>	<u>TOWN HALL</u>
DATE	TIME	PLACE

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

AGENDA:

Discussion and possible action regarding the appointment of Town Attorney

Discussion and approval of job descriptions

Discussion and possible action regarding Town Hall on Election Day

Discussion and possible action regarding safety issues entering and exiting Lane Street at Route 7

Discussion and possible action regarding leaf disposal for resident

BOARD OF SELECTMEN

JOYCE KEARNS
ADMINISTRATIVE ASSISTANT

DATE OF TOWN CLERK NOTIFICATION

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ASS - TOWN CLERK

2015 NOV -6 A 11: 26

**TOWN OF KENT
ADMINISTRATIVE ASSISTANT**

Position Summary:

Support the Board of Selectmen performing all general administrative duties associated with communication, personnel, budgets and other municipal responsibilities of the executive office of the Town of Kent.

Reports to:

Work under the direct supervision of the Board of Selectmen.

Hours of Work:

Full-time salary position, 30 hours per week

Essential Job Functions:

Personnel:

- Observes Employment regulations.
- Collects and reports new hire paperwork to the Treasurer.
- Maintains personnel records of all elected officials and all town employees.
- Processes all Workman's Compensation and responds to Health Insurance issues as required for all employees.
- Attends annual sexual harassment training sessions.

Administrative:

- Performs all administrative duties for the Board of Selectmen.
- Establishes and posts office hours, including any changes in hours.
- Collects the mail from the post office and distribute the mail to the proper departments daily.
- Warns all regular and special meeting scheduled by the BOS.
- Prepares agendas for the Board of Selectmen meetings.
- Attends meetings, takes and records the minutes.
- Files meeting agendas and minutes with the Town Clerk.
- Issues permits including but not limited to: pistol, permits, raffle permits, parade permits, transfer station permits.
- Researches issues and compile information as requested.
- Assists in the communications with all municipal employees, elected officials and volunteers.
- Maintains effective working relationships with town officials, associates and the public.
- Distinguishes between public and confidential information handling both appropriately.
- Performs other tasks as requested by the members of the Board of Selectmen.
- Serves as the Town's Freedom of Information liaison. Advises and/or processes requests.
- Member of the Safety Committee.

- Member of the Town Hall Emergency Management team.
- Prepares and submits quarterly and annual reports for the Transfer Station.

Accounting:

- Maintaining and accounting for expenditures of funds for these:

Attorney Fees	Associations
Community House	Grants
Insurance	Nutrition Site
Retirees Benefits	Selectman's Office
Swift House	Town Hall
Town Utilities	Transfer Station
- Prepares annual budget estimates for several departments over which the First Selectman has control.
- Monitors and makes recommendations to the First Selectman for RFPs.
- Research for large office equipment purchases and makes recommendations to the First Selectman.
- Reviews vendor contracts and makes recommendations to the First Selectman.
- Collect record and submit revenue from the Transfer Station, Community House, Swift House, and Cell Tower Rental Fee to the treasurer.
- Compile the data for the budget for the departments over which the First Selectman has control.

Facilities;

- Scheduling use of the Community House, Swift House and Town Hall and arranging for municipal functions.
- Oversees the maintenance of Town owned buildings.

Job Qualifications:

- Ability to work effectively and courteously with the public, Town Officials, other government representatives and Town employees.
- Ability to learn and assist with the implementation of the functions associated with the Board of Selectmen.
- Mathematical skills.
- Organizational skills.
- Ability to work under deadlines and pressure.
- Computer literate with knowledge of Microsoft Word and Excel with an ability to learn other computer programs utilized in the Selectmen's office.
- Ability to accurately handle a number of projects at various levels of completion simultaneously with constant interruptions.
- Secretarial or administrative experience of at least 5 years.

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).

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

Approved by the Board of Selectmen:

10/4/11

Revised and approved by the Board of Selectmen:

7/31/13

Approved by the Board of Selectmen:

11/12/15

TOWN OF KENT HIGHWAY FOREMAN

Position Summary:

The foreman has sole responsibility for the operations of the department and the deployment and control of Highway Department personnel. Responsible for the maintenance/repair of town roads, bridges and operating and maintaining road equipment. Manage the town crew. Assist with town building and ground maintenance/repairs. Foreman on call 24/7 and assigned a Municipal Vehicle with commuting privileges and may take "incidental personal uses" contiguous with any workday.

Reports to:

Works under the direct supervision of the Board of Selectmen.

Direct reports:

Members of the Town Crew.

Hours of Work:

Full-time salary position.

Posted working hours: Monday thru Friday 7:00 a.m. to 3:30 p.m.
with a ½ hour lunch break.

Essential Job Functions:

General Duties:

- Plan, schedule, assign and train, supervise and evaluate the work of the town crew which includes; barricades, building and equipment maintenance and repairs, brush and ditch work, vehicle and heavy equipment operation, road grading & oiling, digging, mowing, sanding, shoveling, pipe installation/cleaning, snow plowing, raking and sweeping.
- Attend seminars and review literature to ensure best current practices are employed.
- Create and review plans for roadwork, drainage, bridges and town facilities as appropriate.
- Approve driveway applications for Planning & Zoning.
- Create specifications as necessary and oversee contract bids, awards, and satisfactory performance of the work.
- Determine need for call out of crew, outside of normal work hours.

Administrative:

- Screen and interview prospective town crew applicants making recommendations to the Board of Selectmen for hire.

- Be a management representative in all union matters, grievances and negotiations.
- Prepare budgets, coordinate work and approve invoices for payment.
- Assist with grant, funding, and reimbursement and relief applications as necessary.
- Create and maintain roads, bridges and equipment records, reports and plans.
- Maintain effective working relationships with town officials, associates and the public.
- Record and report the hours of work for the crew.
- Prepare applications and plans for Planning & Zoning and Inland/Wetlands.
- Hiring authority within the constraints of the department budgetary appropriation and as per the policy of the Town of Kent and discharge authority.
- Assist with grant procurement and have direct policy making authority in concert with the First Selectman (or BOS) as to equipment purchases, state agency communications and creation and/or selection of projects for the Highway Department.

Qualifications:

- Knowledge of road repair and maintenance practices.
- Current knowledge of equipment repair and maintenance practices.
- Skilled in heavy equipment operation.
- Five years of experience as a highway maintainer or equivalent with a background of diversified duties and heavy equipment operation and maintenance.
- Supervisory experience.
- Effective organizational and communicational skills.
- Physical ability to perform all duties.
- Must hold a valid CT commercial drivers license (CDL).

Reviewed and approved by the Board of Selectmen:

11/12/15

**TOWN OF KENT
HIGHWAY MAINTAINER WITH CDL**

Position Summary:

Responsible for the maintenance of Town roads and streets including manual labor, driving trucks and operating heavy equipment.

Reports to:

Works under the direct supervision of the Road Crew Foreman.

Hours of Work:

Full-time hourly position. Working hours are Monday thru Friday 7:00 a.m. to 3:30 p.m. with a ½ hour for lunch. Must be available for overtime.

Essential Job Function:

General Duties:

Receives written and oral instruction from highway foreman.

Drives and controls highway equipment.

Handles tools necessary for the completion of such tasks as plowing, sanding, oiling, grading, pipe installation and cleaning, mowing raking, shoveling, sweeping, fueling up, lubricating, cutting brush, clearing ditches and working on fences.

Perform heavy physical labor under all types of weather conditions.

Performs heavy manual labor work lifting catch basin grates (145 lbs.), cement blocks (50 lbs.), bagged cement (80 lbs.), rock, plow blade edges (45 to 200 lbs.) and small equipment (15 to 100 lbs.)

Maintains and repairs equipment and facilities.

Work extended hours, possibly in extreme weather conditions.

Operate heavy equipment.

Perform routine equipment maintenance.

Follows standard safety procedures.

Take and follow instructions.

Performs other duties as requested

Job Qualifications:

Ability to learn, understand and carry out assigned task, both written and oral.

Ability to lift and carry heavy objects.

Ability to use equipment requiring manual dexterity and mechanical aptitude.

Available to work in all weather conditions whenever needed.

A good driving record, maintain a current medical card and submit to random drug and alcohol testing to assure safe, reasonable operation of equipment and vehicles on town roads and grounds.

Must have sufficient stamina and good health to perform strenuous physical labor and be able to climb in and out of truck bodies, other equipment, ladders and drainage ditches and catch basins.
High school diploma or equivalent.

Special Job Requirements:

Must have a valid Commercial Driver's License (CDL)

Must successfully complete a pre-employment alcohol and drug test as well as a physical examination.

Reviewed and approved by the Board of Selectmen:

11/12/15

**TOWN OF KENT
HIGHWAY MAINTAINER WITHOUT CDL**

Position Summary:

Responsible for the maintenance of Town roads and streets including manual labor, driving trucks and operating heavy equipment.

Reports to:

Works under the direct supervision of the Road Crew Foreman.

Hours of Work:

Full-time hourly position. Working hours are Monday thru Friday 7:00 a.m. to 3:30 p.m. with a ½ hour for lunch. Must be available for overtime.

Essential Job Function:

General Duties:

Receives written and oral instruction from highway foreman.

Assists driver in preparing equipment and loading of trucks for daily assignments.

Handles tools necessary for the completion of such tasks as plowing, sanding, oiling, grading, pipe installation and cleaning, mowing raking, shoveling, sweeping, fueling up, lubricating, cutting brush, clearing ditches and working on fences.

Perform heavy physical labor under all types of weather conditions.

Performs heavy manual labor work lifting catch basin grates (145 lbs.), cement blocks (50 lbs.), bagged cement (80 lbs.), rock, plow blade edges (45 to 200 lbs.) and small equipment (15 to 100 lbs.)

Participates in snow removal operation, including dirt roads, parking lots, sidewalks and shoveling when needed.

Operates equipment such as weed trimmer, chainsaw or power pruner, walk behind grader removing rocks, leaves etc. for extended periods.

Maintains and repairs equipment and facilities.

Work extended hours, possibly in extreme weather conditions.

Operate heavy equipment.

Perform routine equipment maintenance.

Follows standard safety procedures.

Take and follow instructions.

Performs other duties as requested

Job Qualifications:

Ability to learn, understand and carry out assigned task, both written and oral.

Ability to lift and carry heavy objects.

Ability to use equipment requiring manual dexterity and mechanical aptitude.

Available to work in all weather conditions whenever needed.

A good driving record and willingness to comply with random drug and alcohol testing to assure safe, reasonable operation of equipment and vehicles on town roads and grounds.

Must have sufficient stamina and good health to perform strenuous physical labor and be able to climb in and out of truck bodies, other equipment, ladders and drainage ditches and catch basins.

High school diploma or equivalent.

Reviewed and approved by the Board of Selectmen:

11/12/15

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