

RECEIVED

By Darlene Brady at 11:22 am, Apr 14, 2021



Board of Selectmen
Special Meeting

April 9, 2021
10:30 A.M.

Present: Jean Speck and Ed Matson.

Also, present: Donna Hayes, Barbara Herbst, Nancy O'Dea-Wyrick and Leah Pullaro.

Jean Speck called the meeting to order at 10:30 a.m.

Board of Finance Clerk Job Description:

Nancy O'Dea-Wyrick requested the following changes to the Board of Finance Clerk job description:

- General work hours correspond with calendar
- Attendance at Board of Finance meetings is mandatory

Jean Speck made the following motion:

To approve the Board of Finance Clerk job description with the recommended changes.

Ed Matson seconded the motion and the motion carried.

Nancy O'Dea-Wyrick expressed concern with the new hiring policy. Jean Speck agreed to call Nancy offline.

Tax Collector Assistant:

Jean Speck made the following motion:

To change the Tax Collector Assistant job description to Assistant Tax Collector

Ed Matson seconded the motion and the motion carried.,

Treasurer's Clerk:

Barbara Herbst provided a detailed update of the staffing issues in the treasurer's office for the past year.

- Existing clerk – worked remote
 - Added extra work for treasurer
 - Scanning and emailing
- Advertised position
- Received 31 applicants
- Contacted 21
- Interviewed 12
- Offered position to 4

- Each on declined for one reason or another
- Hired a clerk after second posting
 - Clerk hired for 10 hours per week nine weeks ago
 - Only worked 65 hours to date
- Additional work in office
 - New grants
 - Streetscape

Jean Speck made the following motion:

To create a Treasurer's Clerk hiring sub-committee with the same members as the Board of Finance Clerk hiring sub-committee: Jean Speck, Nancy O'Dea-Wyrick and Barbara Herbst, with the same charge as the Board of Finance Clerk hiring sub-committee.


Ed Matson seconded the motion and the motion carried.

Ed Matson asked Barbara Herbst to send a letter to the Board of Selectmen with her thoughts on why we are not getting qualified candidates and her recommendations.

Jean Speck reviewed the new hiring policy. Barbara Herbst confirmed, based on the proposed hiring policy, there would not be a Treasurer's Clerk until May? Jean Speck confirmed that was correct.

Donna Hayes asked when the new hiring policy was adopted by the Board of Selectmen? She expressed her concern with the Board of Selectmen moving forward with a policy that they agreed to allow the department heads to review and make comments. Jean Speck confirmed the proposed hiring policy will be on the April 13, 2021 BOS agenda and there would be a department head meeting prior to the April 13th BOS meeting (time and date to be determined).

Jean Speck adjourned the meeting at 10:53 a.m.


 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.



RECEIVED

By Darlene Brady at 10:28 am, Apr 08, 2021

**BOARD OF SELECTMEN
Special Meeting
Friday, April 9, 2021 @ 10:30 A.M.**

Join Zoom Meeting: <https://us02web.zoom.us/j/84469924560>

Meeting ID: **844 6992 4560**

One tap mobile: **+1 646 558 8656 US (New York)**

1. Call to order
2. Board of Finance Job Description
3. Tax Collector Assistant
4. Treasurer's Clerk
5. Adjourn



TOWN OF KENT JOB DESCRIPTION

POSITION: Clerk to the Board of Finance

RATE: part-time, per meeting flat rate as approved in annual budget

PURPOSE OF JOB CLASS (NATURE OF WORK):

This class is accountable for independently performing administrative tasks in support of the Board of Finance's work.

SUPERVISION RECEIVED:

Works under the direct supervision of the Chair of the Board of Finance.

HOURS OF WORK:

This Job Classification is a part-time position. General work hours correspond with Board of Finance meetings, and may vary.

EXAMPLES OF DUTIES:

- Prepares agendas and meeting materials as needed for Regular and Special Board of Finance meetings with the materials provided by the chair.
- Files agendas and minutes with the Town Clerk's Office, in accordance with Connecticut General Statutes, and distributes to Board of Finance membership.
- Attends all regular and special meetings.
- Prepares annual meeting calendar for the Board of Finance to approve and files with the Town Clerk's Office in accordance with Connecticut General Statutes.
- Assists the Board of Finance in the compilation and publication of the Annual Town Report. This is to include collection of submitted reports, organization, production and distribution.
- Performs other duties as assigned by the Chairman.

KNOWLEDGE, SKILL AND ABILITY:

- Trained or ability to be trained in tasks and procedures related to statutes, ordinances and principles to be followed by the Board of Finance.
- Strict confidentiality in performing duties.
- High level of honesty, trustworthiness and respectfulness.
- Flexibility and a strong work ethic.
- Strong computer skills.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- Strong working knowledge of Microsoft and Google Suite products.
- Basic working knowledge of Adobe Acrobat DC.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

SPECIAL REQUIREMENTS:

n/a



TOWN OF KENT JOB DESCRIPTION

WORKING CONDITIONS:

- Office environment
- Repetitive motion (use of computer mouse and 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 prolonged periods for computer work.



Joyce Kearns <adminassist@townofkentct.org>

job description title

1 message

Deborah Devaux <taxcollector@townofkentct.org>

To: Jean Conlon Speck <firstselectman@townofkentct.org>

Cc: cgarrity@townofkentct.org, ematson@townofkentct.org, Joyce Kearns <adminassist@townofkentct.org>, Darlene Brady <townclerk@townofkentct.org>

Wed, Apr 7, 2021 at 10:14 AM

Hello All,

After listening to last night's meeting, I want to make it very clear I want to fill the Assistant's vacancy.

I'm not looking for a clerk. The job description is titled Tax Collector Assistant most towns call it Assistant Tax Collector, it is the same job.

Anyone looking to fill the vacancy would know it is for the assistant and not clerk position.

I just do not want this to be a stumbling block in moving this forward as fast as possible.

I'm hopeful I can view the job posting on the town website today.

Thanks.

Debbie

TOWN OF KENT TAX COLLECTOR ASSSISTANT

Position Summary:

To carry out the diversified duties of municipal tax collection in an established collection cycle insuring the timely and accurate billing, payment and accounting of assessed taxes in accordance with provisions of the Connecticut General Statutes. No less than 10 hours per week.

Reports to:

A part-time position reports directly to the Tax Collector.

Hours of Work:

Part-time hourly position.

Hours of work:

Essential Job Functions:

General Duties:

- Assists in the opening and setting up of the office by preparing the computers and public terminal for daily transactions.
- Accepts and processes payment of all municipal taxes, including but not limited to real estate, personal property, motor vehicle and supplemental motor vehicle taxes in a professional, accurate and efficient manner.
- Checks for back taxes; calculates interest, penalties and delinquent taxes.
- Receives credit card payments via the Internet daily and processes them accordingly.
- Balances receipts and prepares deposits.
- Posting and updating financial records.
- Removes delinquent motor vehicle tax exceptions from DMV CIVILS site either immediately or by batch at the end of the day.
- Assists in the preparation and distribution of tax bills.
- Prepares delinquent notices, prints and, mails them out, and then responds to any questions from taxpayers upon receiving a delinquent statement.
- Responds to refund requests from taxpayers, and then verifies that all taxes are current before printing and mailing out the forms to initiate a refund.
- Keeps a record of refund forms, which have been returned and prepares a list along with the forms for approval from the Board of Selectmen on a monthly basis.
- Reviews certificate of correction reports from the Assessor's office and prints and mails out any corrected or added tax bills.
- Updates the bankruptcy records by monitoring files, proof of claims, and dismissing and discharging them accordingly.

- Reviews town deeds, warranty deeds, quit claims; probate records foreclosures and changes owner's names so that taxpayer's records are up to date and tax bills are sent to new owners.
- Type demand; warrant UCC and Real Estate Lien notices as directed by the Tax Collector.
- Files liens and lien releases with the Town Clerk.
- Assists in the collection of information for application/removal of firemen's abatements.
- Provides customer service and responds to all verbal and written tax and internet inquiries by phone or over the counter from lawyers, real estate brokers, the Motor Vehicle Dept., accountants, taxpayers and others.
- Provides tax and interest payment history to taxpayers over the phone and in person for income tax return purposes.
- Provides guidance to customers over the phone that are experiencing issues locating their tax payment history through the Town of Kent website.
- Updates and maintains records of escrow accounts.
- Reconciles the bank account monthly and provides details to the Treasurer.
- Assists Tax Collector in closing prior year and loading bills onto computer for current year collection.
- Prepares and issues Building Permit Release Forms.
- Attends State conferences and county meeting as deemed necessary by the Tax Collector.
- Performs additional tasks and duties as requested.

Job Requirements:

- Knowledge of or ability to read and understand State of Connecticut Tax Collection Statutes.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, other municipal employees, service providers, vendors, banks, government agencies and the general public.
- Ability to understand and follow written and oral instructions.
- Ability to use a computer including, but not limited to email, word processing, electronic spreadsheets, tax specific software and State of Connecticut and vendor portals.
- Knowledge, skill and ability in cashiering and account administration; good mathematical skills; ability to use a calculator.
- Effective verbal and written communication skills.
- Ability to handle interruptions and to prioritize and complete tasks on time.
- Flexibility for scheduling during high volume collection periods.
- Individual will take and pass the necessary courses and exam required to become a Certified Connecticut Municipal Collector within five (5) years from date of hire.
- Attend Tax Collector's Roadshows as part of continuing education credits required for CCMC designation.

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.

Revised and approved by Board of Selectmen:

May 3, 2016