



Board of Selectmen
Special Meeting

July 27, 2023
4:00 P.M.

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting: <https://www.youtube.com/watch?v=jaR7Syy0k6c>

Present: Jean Speck, Rufus deRham, and Glenn Sanchez.

Also present: Rick Baker, Darlene Brady, Melissa Cherniske, Debbie Devaux, Randy DiBella, Mike Doherty, Jen Dubray, Ruth Epstein, Tom Gerard, Lynn Harrington, Leila Hawkens, Donna Hayes, Tai Kern, Marty Lindenmayer, Ed Matson, Rick Osborne, Mike Perkins, Katie Rule, John Russell, John Tower and Lynn Worthington.

Call to order:

Jean Speck called the meeting to order at 4:01 P.M.

Executive Session :

Jean Speck made the following motion:

to enter into executive session for the following purposes and guests: to discuss special counsel for tribal matters; update from CIRMA regarding Roberti v. Town of Kent settlement terms, and invite in attorneys Katie Rule, and Tom Gerard; update from special counsel regarding High Watch Recovery Center, Inc v. Town of Kent, and invite in Attorney John Tower and Assessor Jen Dubray; review the Building Inspector contract.

Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to come out of Executive Session at 5:27 p.m. Glenn Sanchez seconded the motion and the motion carried. Jean Speck stated no action taken.

Approval of minutes:

Rufus deRham made a motion to approve the following minutes as submitted:

- June 28, 2023, Regular BoS meeting

Glenn Sanchez seconded the motion, and the motion carried.

Correspondence:

- July 1, 2023 Email from Richard Fries, "Seek Special Use Permit for Second Lime Rock Epic Bike Tour."
 - Jean Speck approved the request.
- July 4, 2023, Letter from Elaine Friedman.
 - Jean Speck referred the concerns to SLR.
- July 7, 2023, Email from John Russell, "Maximum tax abatement for Kent responders."
- July 10, 2023, Letter from J. Michael Sconyers, "Albin property, Tax lot 16-23-6."
 - Jean Speck requested to keep on agenda.

Public Comment:

Ed Matson:

- Major benefit to Town to acquire Albin property.

Tax Refunds:

No tax refunds.

Treasurer Report:

Barbara Herbst submitted a written report, attached.

**Draft updated ToK Ordinance 18-7 Tax Abatement ordinance for Volunteer
Emergency Services Personnel:**

Jean Speck:

- Two minor changes highlighted in green, document attached.
- Need to reconnect with Randy to get full sentence for number 6, as recommended by the auditor.
- Keep on agenda.

Glenn Sanchez:

- If the statute changes again, to increase the dollar amount, there is no rush to go to a Town Meeting to change the ordinance?
 - Jean Speck: Yes.

Darlene Brady:

- Control of the dollar amount is guided by the KVFD SOP, not just the statute.

Draft updated job descriptions:

Assessor's Assistant:

Jean Speck made a motion:

To approve the updated Town of Kent Assessor Assistant job description.

Rufus deRham seconded the motion and the motion carried.

Recreation Aide:

Jean Speck made a motion:

To approve the Town of Kent job description for Recreation Aide as approved by the Park and Rec Commission.

Glenn Sanchez seconded the motion and the motion carried.

Approval of Streetscape Phase I change orders:

Mike Doherty:

#2 salt guard protection \$30,461

#3 loop detector at corner of 341 and North Main St. \$23,939.86

#4 crack sealing along the curb lines \$13,449.17

#5 12 ticket items, time and material

Glenn Sanchez made a motion:

To approve change orders, 2 through 6 totaling \$94,062.39.

Rufus deRham seconded the motion and the motion carried.

Ed Matson:

- Requested the unfinished sidewalk in front of Fire Fly be closed.
 - Rick Osborne will request that the property owner put some gravel in the section of missing sidewalk until the sewer work is completed.

Kent Town Center reimbursement:

Jean Speck:

- Still waiting to hear back from the board chair.
- Keep on agenda.

DEEP Sustainable Materials Management grant and Food Scrap Pilot program–update:

Rick Osborne:

- Last Saturday and Sunday first days of food scrap collection.
- Sold 350 transfer station permits to date and 3 food scrap only permits.
- Three staff members hired through the grant were on site both days and Joyce was there selling permits for the past two weeks.
- They will all be there one more weekend.

Cemetery Association update:

Jean Speck:

- A short-term gap filler Sexton has been found.
- Two long term recommendations:
 - Draft an ordinance to bring to a Town Meeting to create a commission to handle all aspects of the care and maintenance of all cemeteries with a new budget line, which would include the funds from the Kent Cemetery Association.
 - Look into the feasibility of creating a regional Cemetery Association.
- Completed a spreadsheet of 14 towns, will distribute.
- Will also distribute Winchester's ordinance.

Public Comment:

Donna Hayes:

- Had prepared the memo along with the hiring policy change as requested at the last BoS meeting. It was put in the shared folder but did not make the agenda.
- Will forward copies of the memo and proposed changes of the hiring policy to Glenn and Rufus.

Alan Gawel:

- Twice in the past month KVFD has had trouble getting a trooper from Troop L to assist on calls.

Adjournment:

Glenn Sanchez made a motion to adjourn the meeting at 6:32 P.M. Jean Speck seconded the motion and the motion carried.

Joyce Kearns

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.



BOARD OF SELECTMEN
Special Meeting Agenda
July 27, 2023 @ 4:00 P.M.

Join Zoom Meeting:	https://us02web.zoom.us/j/87218806529
Meeting ID:	872 1880 6529
One tap mobile:	+13052241968,,87218806529# US

Supporting documentation for this meeting: https://drive.google.com/drive/folders/11HtbYwMGTN0oiD96jttIr5wWulvWzzgd

1. **Call to order.**
2. **Executive Session:** Special counsel for tribal matters, update from CIRMA regarding Roberti v. Town of Kent settlement terms, update from special counsel regarding High Watch Recovery Center, Inc v. Town of Kent, Building Inspector contract.
3. **Approval of minutes:**
 - 3.1. June 28, 2023, Regular BoS Meeting minutes.
4. **Correspondence:**
 - 4.1. July 1, 2023 Email from Richard Fries, "Seek Special Use Permit for Second Lime Rock Epic Bike Tour.
 - 4.2. July 4, 2023, Letter from Elaine Friedman.
 - 4.3. July 7, 2023, Email from John Russell, "Maximum tax abatement for Kent responders."
 - 4.4. July 10, 2023, Letter from J. Michael Sconyers, "Albin property, Tax lot 16-23-6."
5. **Public Comment.**
6. **Tax Refunds.**
7. **Treasurer Report.**
8. **New Business:**
9. **Old Business:**
 - 9.1. Draft updated ToK Ordinance *18-7 Tax Abatement ordinance for Volunteer Emergency Services Personnel.*
 - 9.2. Draft updated job descriptions:
 - 9.2.1. Assessor's Assistant
 - 9.2.2. Recreation Aide
 - 9.3. Approval of Streetscape Phase I change orders.
 - 9.4. Kent Town Center reimbursement.
 - 9.5. DEEP Sustainable Materials Management grant and Food Scrap Pilot program—update.
 - 9.6. Cemetery Association update.
10. **Public Comment.**
11. **Adjournment.**



Joyce Kearns <adminassist@townofkentct.org>

Seek Special Use Permit for Second Lime Rock Park Epic Bicycle Tour1 message

Richard Fries <richard@domestiqueevents.com>

Sat, Jul 1, 2023 at 5:11 AM

To: "Molitor, Aaron" <aaron.molitor@ct.gov>

Cc: Curtis Rand <Crand@salisburyct.us>, selectmen@canaanfallsvillage.org, Bcolley@colleyweb.com, "Selectmen .."

<selectmen@cornwallct.gov>, selectmen@townofkentct.org

Mr. Molitor,

I hope this finds you well. We write to secure your support and seek the appropriate permitting for the second edition of a unique bicycle tour, The Lime Rock Park Epic. The proposed event will be held Sunday, October 8, 2023.

This will not be a race. We require no road closures, no intersection controls, and expect all participants to operate within the normal bicycle laws of Connecticut as spelled out in General State Statute Section 14-232.

We will offer entrants a choice of three distances: 68 miles, 48 miles and 18 miles. All routes will start and finish at Lime Rock Park in Salisbury. All three courses stay within the state of Connecticut.

Representatives of each of the four Connecticut host communities and the three Massachusetts communities are copied on this correspondence.

Please note the following:

- The event will be permitted by USA Cycling, the national governing body of bicycling.
- The event will be fully insured through USA Cycling's underwriter, The Fairly Group. Copies of the certificates will be forwarded.
- A digital edition of the proposed route maps may be reviewed via the following web links:
 - Long Route: <https://ridewithgps.com/routes/41097973>
 - Medium Route: <https://ridewithgps.com/routes/41024937>
 - Short Route: <https://ridewithgps.com/routes/39856447>
- Notification will be sent to the local barracks of the Connecticut and Massachusetts State Police.
- Participants will ride subject to Connecticut General State Statute Section 14-286 which stipulates cyclists are to ride on public ways in formations never wider than two abreast and as far to the right as reasonably practicable to accommodate traffic flow. State laws also require cyclists to abide by the same rules of the road that apply to motorists.
- Likewise motorists are subject to Connecticut General State Statute Section 14-232 which stipulates they are to pass bikes with a minimum of three feet of clearance and proceed with due caution.
- The course utilizes the most remote roadways available.
- The longer routes for this event are prescribed for the most passionate, experienced and skilled cyclists.
- Organizers will have appropriate vehicle support and riding marshals to ensure participants ride in a fashion that is safe, courteous and legal.
- To mitigate traffic impact, entrants will start in separate waves. The course is laid out in such a fashion to foster a "selection" that will quickly break up the field into smaller groups.

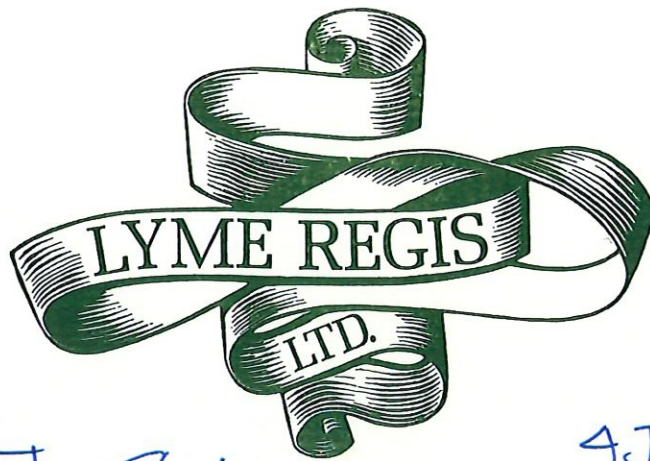
We trust these elements will provide sufficient assurances to allow you to not just permit, but to support, our event. Our sincere intent is to foster low-impact, high-yield return for the communities in Litchfield County and the entire region

In the coming week we will provide copies of our USA Cycling permit and insurance documents listing all of the host communities and ConnDOT as "additionally insured." Hard copies of this correspondence, map, cue sheets, and insurance certificates will be sent .

Thank you for your consideration and respect. Do not hesitate to contact me with any questions, comments or concerns.

Respectfully,

Richard Fries



4 July 2023

First Selectmen Jean Speck
Kent Town Hall
41 Kent Green Blvd.
Kent, CT 06757

Dear Jean,

I have been a resident of Kent and have run an antiques shop at 43 North Main Street since 1999. Enclosed please find photos of the mess left behind on my property by the contractors who installed the new, much needed cement sidewalks last year. I had mentioned my displeasure to you at the time and here they are as follows:

- ① What disturbs me most is what was done to a section of my rustic stone walk leading up to my shop. Many years ago I hired Justin Money, now in Kent, to install this walk at considerable expense. He did an admirable job and I have always been proud of that beautiful stonewalk. I understand that that section of the walk had to be raised in order to meet the newly raised town sidewalk but when Jeff, the foreman, reinstalled that section

ANTIQUES & DECORATIVE OBJECTS

P.O. Box 396, 43 North Main Street, Kent, CT 06757 • (860) 927-3330

p.t.o. →

of my walk he did NOT even try to make it look like what remained of my original walk. Instead he made it look like someone's patio in the suburbs by using too much cement ... a white cement which is what he had to hand. I would like that section of my stone walk redone and made to look like what was there originally as soon as possible.

② The mess Jeff created when he removed the above mentioned stone walk by running a heavy piece of equipment over my lawn, left deep ruts which he then filled in with cheap Contractor's soil which turned out to be laden with seeds of a highly invasive vine called *Humulus Japonicus* (Japanese Hops). I have pulled out those vines but they continue to pop up... You can see these vines all over town wherever they put down this contaminated soil. Recently the Contractors put down another layer of Contractor's Soil without asking my permission and I would like both layers removed and replaced with a good quality soil so that I have the option to put down grass seed or perhaps plant a small garden. Now there is nothing but weeds and bare soil... a total eyesore.

(3.)

My third concern was the cross bars of my split rail fence which were broken by people crossing my property and climbing over my fence to get to the former Kent Coffer & Chocolate while the sidewalk was closed to pedestrian traffic. I say "was" because my neighbor, Kevin Hart who owns the property, has very kindly replaced those cross bars for me since he wanted to rent his building to another tenant and the fence had become an eyesore. Even though this is no longer a concern, I wanted you to know about it.

I am sure you remember my expressing my concerns shortly after my stone path was ruined but no one from Town Hall thought it important enough to contact me. I waited to write this letter to you knowing that you, like me, are very busy and I do not like rocking the boat but now I realize I have to get the ball rolling by sending you this letter in order to have my concerns addressed and the damages remediated.

How You Can reach me:

I am in Kent most weekends. I usually come up to Kent on Friday, midday, to open my shop on Saturday and Sunday from Noon to 5 PM and return to New York, on Monday, where I

P.to. →

-4-

work Tuesdays, Wednesdays and Thursdays
I am available any time on Friday, Saturday,
Sunday and Monday and would welcome
meeting with you at your convenience.
I can be reached by phone: 917.612.6858
... please text me or leave a message and
I will get back to you; or by email:
info@lymevregisLtd.com so that we can
make an appointment for a time that is
mutually convenient.

Thank you in advance for your time and
your help in this matter.

Sincerely yours,

Elaine Friedman
ELAINE FRIEDMAN









why this section
of my walk had to
be raised.









BL Gleason & Son, Inc.

PO Box 38
Kent, CT 06757

Invoice

Date	Invoice #
7/9/2023	35065

Bill To
Kent Town Hall PO Box 678 Kent, CT 06757

P.O. No.	Terms	Project
	10	

Quantity	Description	Rate	Amount
	2nd floor CAT 6 install (6/16/2023)		
	Material	400.00	400.00
	Labor	935.00	935.00
<div>Dept. <u>Town Hall</u></div> <div>Initials <u>JK</u></div> <div>Date <u>7/16/2023</u></div> <div>Line # <u>030.507</u></div> <div>Amount \$ <u>1335-</u></div>			
		Total	\$1,335.00

Phone #	Fax #
860-927-3061	860-927-0036

We are updating our systems so that we can email invoices to customers. When you send your check in please include a email address we can contact you with.



Joyce Kearns <adminassist@townofkentct.org>

Maximum tax abatement for Kent responders

1 message

John Russell <president@kentfire.org>

Fri, Jul 7, 2023 at 4:16 PM

To: selectmen@townofkentct.org

Cc: Alan Gawel <kent1@kentfire.org>, Kent Secretary <secretary@kentfire.org>

Dear Kent Board of Selectmen,

On behalf of the KVFD Executive Committee, I am writing to you with a concern regarding the 2022 tax abatement.

As you know, CGS 12-81w was changed to allow for an abatement of up to \$2,000. This year KVFD adjusted their Standard Operating Procedure (SOP) to reflect this maximum amount and provided the BOS a list of qualified members entitled to receive a \$1,000 or \$2,000 tax abatement for this year. Both the adjusted SOP and the list of qualified members from KVFD were received by the BoS in conformance with town ordinance. A legal opinion rendered by the town attorney stated the list of qualified KVFD members reflecting the two amounts could be applied to the new tax bills.

We were surprised to learn that the bills received by KVFD responders, who qualified for the \$2,000 abatement, only received \$1,000. It is the understanding of KVFD members that the department has conformed to and completed the necessary procedures so that qualified members may receive the \$2,000 abatement that was approved by the BoS and confirmed in town counsel opinion.

As it appears to be a matter within town government, it is our expectation that you will oversee prompt resolution of this matter so that qualified volunteer emergency responders will receive the maximum tax abatement allowed by state statute. KVFD members appreciate how seriously you are taking this matter. Please continue to keep us posted on your progress.

Yours In Service,
John Russell

**JOHN RUSSELL**

President

M | 917.664.2364

Kent Volunteer Fire Department

PO Box 355 | Kent, CT | 06757

www.kentfire.org

ACKERLY ♦ BROWN LLP
ATTORNEYS AT LAW

LITCHFIELD AND SALISBURY, CONNECTICUT

MARY M. ACKERLY
LOUISE F. BROWN
J. MICHAEL SCONYERS
EMILY D. VAIL*

*also admitted in New York

REPLY TO:
782 BANTAM ROAD
POST OFFICE BOX 815
BANTAM, CT 06750

PHONE 860-567-0828
FAX 860-567-5844

July 10, 2023

Jean C. Speck
First Selectman
P.O. Box 678
Kent, CT 06757

Re: Albin property
Tax lot 16-23-6

Dear Jean:

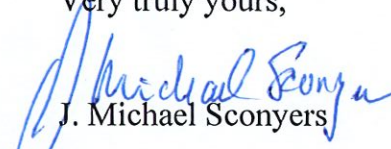
Thank you for your time during our telecon July 5, 2023.

As I explained, the heirs of Lloyd Albin offer to transfer to the Town of Kent the very small parcel identified as Tax Lot 16-23-6, at no charge to the Town of Kent ("free").

It is hoped that the Kent Board of Selectmen will agree to accept this parcel.


Please advise of the position of the Board of Selectmen and whether Town Counsel believes additional authority to accept the gift is required.

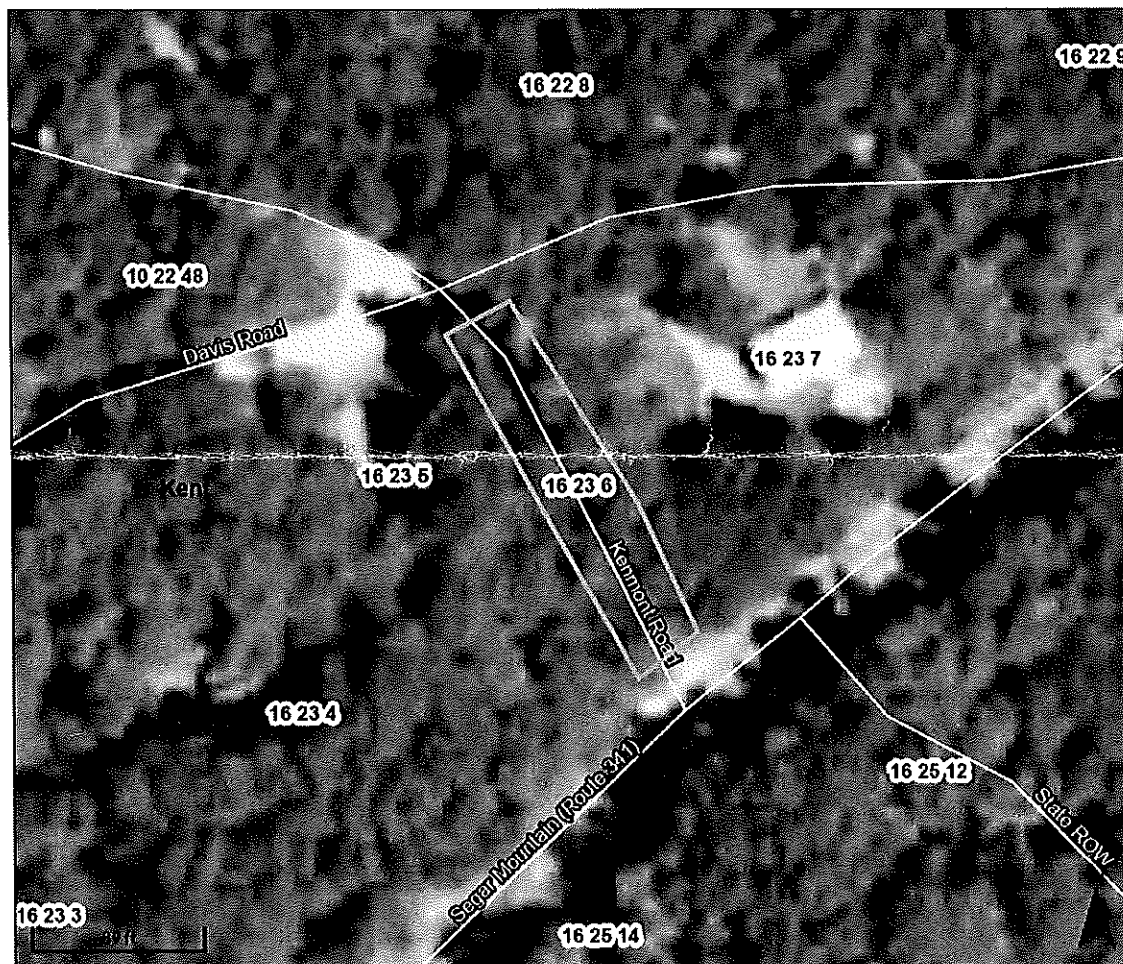
Very truly yours,


J. Michael Sconyers

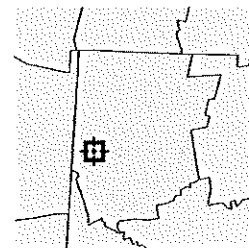
JMS/jmr
Enclosure

S:\CLIENTS\A-FA\Albin, Lloyd\Albin, Lloyd - Est Admin\Correspondence\FirstSelectman10July23Ltr.docx

RECEIVED
JUL 11 2023
BY: 



Overview



Legend

Map-Block-Lot No.

Roads

City Labels

Parcel ID 1649
 Sec/Twp/Rng 16-23-6
 Property Address SEGAR MTN RD
 KENT

Alternate ID 00174500
 Class R
 Acreage 0.05

Owner Address ALBIN LLOYD A EST
 C/O JONATHAN S ALBIN
 6700 N RICHMOND ST
 CHICAGO IL 60645

District 5A
 Brief Tax Description n/a
 (Note: Not to be used on legal documents)

Date created: 6/27/2023
 Last Data Uploaded: 6/26/2023 10:28:37 PM

Developed by  **Schneider**
 GEOSPATIAL

Treasurer's Report

7/26/2023

	May		June	
A/P Checks Issued	112	198,703	165	753,730
Payroll	129	147,194	166	126,270
BoE Transactions	63	377,575	115	713,587
Deposits	16	206,095	27	149,153
Net I / E	320	(517,377)	473	(1,444,434)

FY 2022 -2023				
	Actual	Budget	% of Budget	Variance to budget
Income	\$ 13,514,872	\$ 13,776,199	98.1%	\$ 261,327
A · General Government	\$ 1,558,493	\$ 1,604,966	97.1%	\$ 46,473
B · Public Safety	\$ 470,580	\$ 514,236	91.51%	\$ 43,656
C · Public Works	\$ 1,694,949	\$ 1,856,172	91.31%	\$ 161,223
D · Health and Welfare	\$ 170,762	\$ 178,842	95.48%	\$ 8,080
E · Recreation	\$ 241,805	\$ 271,528	89.05%	\$ 29,723
F · Sanitation	\$ 131,888	\$ 147,931	89.16%	\$ 16,043
G · Board of Education	\$ 7,066,290	\$ 7,241,710	97.58%	\$ 175,420
H · Debt Service	\$ 38,906	\$ 38,906	100.0%	\$ -
I · Transfer to Capital	\$ 1,078,408	\$ 1,078,408	100.0%	\$ -
J · Transfer to Dog Fund	\$ 7,500	\$ 7,500	100.0%	\$ -
L · Transfer to Schaghticoke	\$ 30,000	\$ 30,000	100.0%	\$ -
K · Current Year Capital Projects	\$ 806,000	\$ 806,000	100.0%	\$ -
Total Expense	\$ 13,295,582	\$ 13,776,199	96.51%	\$ 219,290

Notes

\$55,000 Six Budget Transfers approved by BoF 7.19.23
 \$7,320 One additional budget transfer is necessary to cover EMS staffing costs

Treasurer's Office responsibilities	General Fund		7	Bank Accounts
			35	Components (Departments / catagories)
			46	Employees
	Capitol Projects		3	Bank Accounts
			42	Capital projects
			6	Open grants
			5	Pending grants
	Special Funds		2	Bank Accounts
			11	Special Funds
			44	Programs being tracked
			1	Fiscal Sponsorship
	ARPA		13	Components / projects being tracked
			53	Applications Processed
	Totals		12	Bank Accounts
		148	Funds, Components, Departments, Projects, Programs	
		11	Grants	
		46	Employees	

FISCAL YEAR
2022-2023

TOWN OF KENT

BUDGET
TRANSFERS

From

Amount

To

Amount

One	Contingency (079-000)	3,500.00	Bldg Dept Education (027-205)	3,500.00
Two	Contingency (079-000)	1,000.00	Swift House Maint (034-505)	1,000.00
Three	Contingency (079-000)	1,000.00	Community House Maint (032-505)	1,000.00
Four	Tx Assr Assistants (016-102)	7,000.00	I/W Health Ins (026-996)	7,000.00
Five	P/R Hourly Emp (023-102)	18,000.00	P/Z PTO Payout (024-105)	18,000.00
Six	Police Protection (054-000)	25,000.00	Town Hall Repairs (030-507)	25,000.00
Seven				
Eight				

55,500.00

55,500.00

- 1 Budgeted \$6,000 (spent \$12,896) Education fees driven by volume / value of permits issued
- 2 Budgeted \$4000 (spent \$4,900) Replace sills and trim& drip edge, new locks
- 3 Budgeted \$5,000 (spent \$6,770) design / make 8 closet doors on sliding track, trim and paint
- 4 Budgeted \$10,202 (spent \$17,169) staff turnover, insurance status, H.S.A. timing
- 5 Budgeted \$ -0- (spent \$15,570) unused PTO balance payout per EE manual
- 6 Budgeted \$10,000 (spent \$31,467) Elevator repairs were \$20K and unbudgeted
- 7
- 8

Approval

Board of Finance

7.19.23

Building Inspector																			
GL# 04-120-400																			
2022-2023																			
85% 15%																			
Receipts	Waived Fees	Payment	Town Share	Check Date	Check #	Check Amount	Construction Value	# of Permits											
July	23,590.00	20,051.50	3,538.50	8/11/2022	ACH	\$ 20,051.50	\$3,871,474	46											
August	14,686.00	12,483.10	2,202.90	9/12/2022	ACH	\$ 12,483.10	\$2,286,246	57											
September	22,750.00	19,337.50	3,412.50	10/5/2022	ACH	\$ 19,337.50	\$3,679,333	45											
October	39,841.99	33,865.69	5,976.30	11/2/2022	ACH	\$ 33,865.69	\$6,497,815	54											
November	65,276.00	55,484.60	9,791.40	12/5/2022	ACH	\$ 55,484.60	\$10,744,939	58											
December	4,354.00	3,700.90	653.10	1/3/2023	ACH	\$ 3,700.90	\$646,198	32											
January	21,590.00	18,351.50	3,238.50	1.31.23	ACH	\$ 18,351.50	\$3,526,434	73											
February	24,033.61	20,428.57	3,605.04	3.16.23	ACH	\$ 20,428.57	\$3,952,466	36											
March	14,559.00	12,375.15	2,183.85	4.4.23	ACH	\$ 12,375.25	\$2,377,633	36											
April	18,631.00	15,836.35	2,794.65	5.10.23	ACH	\$ 15,836.35	\$2,938,097	55											
May	28,017.00	23,814.45	4,202.55	6.2.23	ACH	\$ 23,814.45	\$4,504,139	52											
June	7,503.00	6,377.55	1,125.45	7.7.23	ACH	\$ 6,377.55	\$1,144,261	39											
Total	\$ 284,831.60	\$ -	\$ 242,106.86	\$ 42,724.74		\$ 242,106.96	\$46,169,035	583											
Amt Budgeted																			
% of Budgeted Amount Received to date																			
			22,000.00			LFY TD	29,192,078	0	558										
			194.20%			Variance	16,976,958		25										
						Change	58.16%		4.48%										
Note:	Construction activity curtailed during the winter months																		
	The first \$1,000 is a \$20 fee																		
	Building Permit Fees are calculated at \$6 per 1,000 of the value of the project over 1,000																		
						test													
						-\$0.10													

Sec. 18-7. Tax Abatement for Volunteer Emergency Services Personnel

Section 18-7 of the Town of Kent Code of Ordinances is repealed and the following is substituted therefor.

Pursuant to the provisions of Connecticut General Statutes (CGS) Sec. 12-81w:

1. Volunteer firefighters, emergency medical technicians, paramedics and ambulance drivers of the Kent Volunteer Fire Department (KVFD) who reside in or pay property tax to the Town of Kent shall be eligible for an abatement in property taxes in an amount not to exceed the amount as may be authorized by CGS section 12-81w, as from time to time amended, due for any fiscal year when meeting the following criteria:

a. Volunteer firefighters, emergency medical technicians, paramedics and ambulance drivers must complete their probationary period by December 31 of the current year to be eligible for tax abatement on July 1 of the following year; and

b. Volunteer firefighters, emergency medical technicians, paramedics and ambulance drivers must have met the eligibility requirements established by the KVFD in Standard Operating Procedure 1-7, TAX ABATEMENT ELIGIBILITY (KVFD SOP 1- 7), as hereafter amended, from time to time.

2. Annually, on or before January 31 of each year, the Personnel Committee of the Kent Volunteer Fire Department (KVFD) shall submit and deliver to the Board of Selectmen, (BOS) by hand delivery or e-mail, a list identifying each volunteer firefighter, emergency medical technician, paramedic and ambulance driver eligible for tax abatement as of December 31 of the previous calendar year. This list shall contain the full name and address, and criteria upon which eligibility is based for each such volunteer, and include an attestation statement that the foregoing list of eligible volunteers is true and accurate to the best of the Department's knowledge. At its next regularly scheduled meeting, the BOS shall acknowledge receipt of the list.

3. Abatement of property taxes for those eligible volunteers set forth on the list submitted to the Board of Selectmen shall be applied against the property tax bills assessed as of the October 1 Grand List of the listed eligible volunteers.

Provided however:

a. Said tax bills are due and payable on the fiscal year commencing the following July 1.

b. Any person eligible for such tax abatement each year may decline the tax abatement by March 1 of the calendar year in which such bills become due and payable in accordance with procedures, adopted by the Assessor of the Town of Kent for such purpose. The tax abatement under this Ordinance shall be applied first against any real property tax owed by an eligible volunteer to the Town of Kent. In the event that the tax to which the abatement is applied is paid in installments, then the abatement amount shall be applied against the total due and payable.

4. The KVFD shall submit, by delivery of a hard copy or an e-mail, the amended SOP to the BOS within thirty (30) days of adoption of the amendment by KVFD members. The submission should include supporting documentation that clearly explains what was amended. The failure of the Board of Selectmen to act on the amended KVFD SOP 1-7 within thirty-five (35) days following official submission shall result in approval of the KVFD SOP 1-7, as amended. The date of "official submission" shall be the date that written notice is

received as hereinabove stated. A copy of KVFD SOP 1-7, approved by the Board of Selectmen, shall be on file at all times in the Office of the Town Clerk.

5. The tax abatement granted by virtue of this ordinance shall be applicable for any real property or personal property of an eligible volunteer, whether such property is owned individually, jointly, or as a tenant in common with one or more other persons.

6. This ordinance shall be retroactive to when the amended statutory language was in effect.

76. The Tax Collector of the Town of Kent shall maintain a record of all taxes abated in accordance with this ordinance.

History: Adopted at Annual Budget Meeting May 19, 2002, effective June 17, 2002 on applicable taxes due on Grand List of 10/1/01 and thereafter.



TOWN OF KENT JOB CLASSIFICATION

POSITION: Assessor's Assistant

RATE: \$20.00-\$24.00/hour

PURPOSE OF JOB CLASS (NATURE OF WORK):

The purpose of this position is to provide administrative support to the Office of the Assessor, including preparation of the annual Grand List pursuant to CT State Statutes.

SUPERVISION RECEIVED:

Receives supervision from the Assessor.

DIRECT REPORTS:

n/a.

HOURS OF WORK:

This Job Classification is a part-time hourly position, up to 10 hours per week.

EXAMPLES OF DUTIES:

- Communicates in person, by telephone, fax, email and through letters with local, regional and state government officials; real estate and bank professionals, various boards and commissions, and the general public.
- Conducts research for Assessor to assist with inquiries and questions from the general public.
- Assists the public with use of online services available through the Town's website.
- May accompany Assessor's Office on field inspections, and with updating of databases.
- Assists in preparation and submission of mandated periodic reports for the Office of Policy and Management.
- Using automated systems, prepares information related to the assessment function, Assists Board of Assessment Appeals during an appeal process.
- Other duties and special projects as assigned.

KNOWLEDGE, SKILL AND ABILITY:

- Proficient computer knowledge including use of Microsoft Office, Google Workspace, email, use of internet browsers and search engines.
- Well-developed organizational skills and understanding of office procedures.
- Good interpersonal skills and ability to work with the general public in a collegial, customer service-oriented and polite manner.
- Collaborative, team-centered approach to working with coworkers.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- General knowledge of municipal assessment work.
- Understanding of land deeds and surveys.
- Ability to understand and apply Ct General Statutes and regulations.
- An awareness of the principles of property valuation and assessment, and how they relate to the annual assessment cycle and revaluations.

MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED

n/a

PREFERRED QUALIFICATIONS:

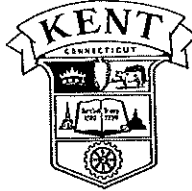
- Working knowledge of current assessment software programs.
- Completion of Connecticut Certified Municipal Assessor courses *1A - Connecticut Assessment Administration* and *1B – Connecticut Assessment Valuation*, or willingness to complete courses within two (2) years of employment.

SPECIAL REQUIREMENTS:

- Must be over 18 years of age.
- Must be a citizen of the United States.
- Must have a valid driver's license and availability of personal vehicle.

WORKING CONDITIONS:

- Office environment.
- Repetitive motion (use of computer keyboard).
- May require physical ability to tour developed and/or undeveloped properties, in outdoor austere conditions, with construction noise.
- 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.



TOWN OF KENT JOB DESCRIPTION

POSITION: Recreation Aide

RATE: \$15.00 - \$17.00

PURPOSE OF JOB CLASS (NATURE OF WORK):

Under general supervision, performs work in the Park & Recreation Department. Work involves overseeing activities and assisting in the coordination of organized sports, programs or special events. Employee is also responsible for supervising participants in various recreation and athletic programs and events and overseeing proper use and maintenance of recreational equipment and facilities. Employee will also engage in light field and park maintenance work.

SUPERVISION RECEIVED:

May work independently and/or under the supervision of Park and Recreation employees in higher positions including program directors, recreation leaders and/or the Director of Park & Recreation.

DIRECT REPORTS:

N/A

HOURS OF WORK:

This is a part-time, per-diem position with hours generally not exceeding 20 during the school year and generally not exceeding 40 during the summer. All employees will be scheduled in a manner compliant with employee handbook parameters for part-time employees. This position may involve night and/or weekend hours.

EXAMPLES OF DUTIES:

- Assists in the planning, organizing, coordination and supervision of athletic programs and leagues such as baseball, basketball, ice skating, swimming, soccer, etc.
- Assists in the planning, organizing, coordination and supervision of special events such as the Egg Hunt, movie nights, craft parties, etc.
- Assists in the planning, organizing, coordination and supervision of after school programs and summer camps.
- The above includes but is not limited to minor office work preparing program/event materials; movement and staging of program/event supplies and materials; leading small groups of participants during activities; and other relevant program/event needs as determined by supervisor(s).
- Assists in the maintenance of parks, fields and facilities including grooming of fields, cleaning of tennis courts and pavilion, etc.
- Other duties as assigned.

KNOWLEDGE, SKILL AND ABILITY:

- Working computer knowledge including use of Microsoft Word and Excel, Google Workspace,

email, use of internet browsers and search engines.

- Good interpersonal skills including the ability to speak in and lead small groups of children and/or parents and the ability to work with the general public in a collegial and polite manner.
- Ability to work independently as well as a part of a team.
- Good organizational skills and ability to follow directions and exhibit good judgement/initiative when completing tasks.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- Must be at least 16 years of age
- Must be either enrolled in high school or a GED program or have a diploma from one or the other
- Must submit to and pass a background check

WORKING CONDITIONS:

- Includes working outdoors in varying conditions.
- Periodic need to engage in manual labor including the carrying of boxes and other objects weighing up to 50 lbs., moving tables and chairs, hanging signs, pulling weeds, and other similar tasks that involve bending, lifting, shoveling, raking or reaching above one's head.
- Includes athletic movements including but not limited to jumping, squatting, kneeling, throwing balls, jogging, manipulating sports equipment, etc.
- Requires standing for prolonged periods.