

RECEIVED

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



Board of Selectmen
Special Meeting

April 6, 2021
4:00 P.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Darlene Brady, Debbie Devaux, John Grant, Lynn Harrington, Donna Hayes, Barbara Herbst, Rick Osborne, Toni Soule and Lynn Worthington.

Jean Speck called the meeting to order at 4:03 p.m.

Park and Rec Director:

Jean Speck made the following motion:

Create an Interim Park and Rec Director hiring sub-committee with the following three members: John Grant, Ed Matson and Julia Neff.

Ed Matson seconded the motion and the motion carried.

Jean Speck made the following motion:

The Interim Park and Rec Director hiring sub-committee is charged with the following:

- Post the vacant position
- Create the interview questions
- Make a recommendation to the BOS

Chris Garrity seconded the motion and the motion carried.

Tax Collector Assistant:

- A hiring sub-committee was created at the March 31, 2021 BOS meeting.
- Jean Speck will post the vacant Tax Collector Assistant position on the Town website and on Indeed after this meeting.

Board of Finance Clerk:

- A hiring sub-committee was created at the March 31, 2021 BOS meeting.
- Jean Speck will notify Barbara Herbst and Nancy O'Dea-Wyrick they have been appointed to the hiring sub-committee.
- Jean Speck will post the vacant Board of Finance Clerk position on the Town website and on Indeed.

Transfer Station Manager:

After a lengthy discussion, Chris Garrity made the following motion:

To hire Rick Osborne as the Transfer Station Manager, as budgeted in the 2020-2021 for the manager, effective immediately and to be reviewed in the fiscal year, July 1, 2021.

Jean Speck seconded the motion and the motion carried.


Transfer Station Attendant:

Jean Speck made the following motion:

To amend the Transfer Station Attendant hiring sub-committee to be Jean Speck, Connie Manes and Rick Osborne.

Ed Matson seconded the motion and the motion carried.

Jean Speck adjourned the meeting at 5:07 p.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 2:38 pm, Apr 05, 2021

**BOARD OF SELECTMEN
Special Meeting
Tuesday, April 6, 2021 @ 4:00 P.M.**

Join Zoom Meeting: <https://us02web.zoom.us/j/82659443884>

Meeting ID: 826 5944 3884

One tap mobile +16465588656,,82659443884# US (New York)

1. Call to order
2. Park and Rec Director
3. Tax Collector Assistant
4. Board of Finance Clerk
5. Transfer Station Manager
6. Transfer Station Attendant
7. Adjourn

**Town of Kent
Treasurer's Clerk(s)**

Position Summary:

Treasurer's Clerk for the Town of Kent serves as the chief support staff for the Treasurer.

Reports to:

Treasurer

Hours of Work:

Part-time hourly position.

Hours of work: Approximately 8 hours per week

Essential Job Functions:

General Duties and Responsibilities:

Manages all payroll and accounts payable accounting functions for the Town as well as specific projects as assigned by the Treasurer.

- Performs routine duties independently, works in accordance with established and general policies and procedures.
- Processes authorized disbursements of town funds.
- Prepares statistical information as requested.
- Prepares financial reports as requested.
- Assists Treasurer in all general areas as requested.

Job Qualifications:

- Bachelor's degree from an accredited college or university with major course work in accounting, and/or five years of working in an accounting office or department.
- Candidate must possess sufficient experience, education and training to manage all aspects of payroll administration and accounts payable of a municipal government.
- Candidate must be QuickBooks Pro proficient, Microsoft Excel proficient and be able to perform basic Statistical Analysis calculations.

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:

10/1/13

Approved by the Board of Selectmen:

9/1/15