

Board of Selectmen
Special Meeting

June 19, 2015
10:00 A.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Barbara Herbst

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

- Mr. Adams gave a brief explanation as to why the meeting is necessary and read the updated Vacancy section from the Policy & Procedure Manual.
- Treasurer Barbara Herbst explained as well. She presented a chronological breakdown of what has transpired to date concerning the Treasurer's Clerk position. (Attached) She also provided the job posting. (Attached)
- Mrs. Williams made a motion to fill the position. Mr VanValkenburg seconded. No further discussion and the motion passed unanimously.
- A brief discussion took place concerning the position
- Mr. Adams made a motion approving the job description and authorizing the Treasurer to post and fill the position. Mrs Williams seconded. Motion passed unanimously.
- Meeting adjourned at 10:09 a.m.

Submitted by Bruce Adams
June 26,2015

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.

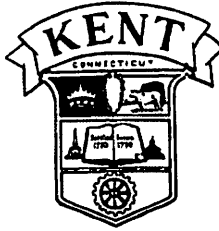
RECEIVED FOR RECORD
KENT TOWN CLERK

2015 JUN 29 A 10: 54

BY

Mark Brady, TC
TOWN CLERK

"An equal opportunity employer and service provider"
BOARD OF SELECTMEN REGULAR MEETING MINUTES, JUNE 2, 2015
PAGE 4



TOWN OF KENT

To: Board of Selectmen
From: Barbara E Herbst, Treasurer
RE: Open Treasurer's Clerk Position

5/29/15 Treasurer's Clerk gave her notice.
6/3/15 Notified each member of the Board of Selectmen of the vacancy and requested permission to post the vacancy
6/3/15 Rec'd email response from Selectman Williams – granted permission
6/5/15 Rec'd email response from Selectman Adams – granted permission
6/5/15 Rec'd verbal response from Selectman VanValkenburg – granted permission
6/5/15 Sent email to Maria LaFontan asking her if she might be interested in the position – she was referred by Selectman Adams
6/5/15 Posted position on "Indeed.com"
6/12/15 Rec'd email from First Selectman stating that the Board of Selectmen took action at their last meeting on 6/2/15 and updated the procedure for filling of position vacancies to the following language:
The Department head shall notify the Board of Selectmen in writing of a job vacancy. The Board of Selectmen shall determine if the Town will fill the vacancy. The Town would post a job opening notice internally and on the Town of Kent website and in such other places as may be deemed appropriate. ↑
6/12/15 Left a memo to Town Clerk asking her to post the open position on the Town Web Site
Left a memo to Selectmen's Administrative Assistant asking her to post the open position
6/16/16 Was notified by the Selectmen's Administrative Assistant that the Town Clerk refused to post the position and that the Board of Selectmen were calling a meeting to satisfy the Town Clerk's interpretation of the updated wording.

To date I have received 13 responses from "Indeed.Com" of the thirteen there are four applicants that I will contact subsequent to authorizing action that you take at your meeting today.

Town of Kent
Treasurer's Clerk
Job Posting

Hours: 8 hrs. per week; split between Monday or Tuesday afternoon and Friday afternoon.

Duties: include but are not limited to:

- Filing
- Weekly Payroll Processing
- Accounts Payable Processing
- Monthly Bank reconciliations
- Document retention processing
- Tasks assigned by the Treasurer

Requirements: Knowledge of payroll processes / QuickBooks /
Microsoft Office Suite
Must be detail oriented

Answers to: Town Treasurer

Interested parties submit a resume to the Treasurer's office.

Treasurer email: treasurer@townofkentct.org

Selectmen's office email: adminassist@townofkentct.org

Mailing Address: Town of Kent
PO Box 678
Kent, CT 06757

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 JUN 29 A 10: 54

BY

TOWN CLERK