

Board of Selectmen  
Special Meeting

April 13, 2015  
10:00 A.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Debbie Devaux, Linda Hall and Donna Hayes.

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

Mr. Adams stated that there are two items on the agenda. The first, discussion and possible action regarding an undated letter addressed to the Board of Selectmen regarding the Land Use Clerk job posting. Mr. Adams stated that the Board of Selectmen acknowledges receipt of the letter from Linda B. Hall and Jennifer F. Dubray. He added that the page 9 of the April 9, 2015 Planning and Zoning minutes states the following:

6.B.4. Creation of Sub-Committee to Interview Land Use Clerk Applicants  
Ms. Hayes let the Commission know that she had posted the Land Use Clerk job opening internally for a week and then on the Town's website for a week. As a result of those postings, she has 3 candidates. In order to move the process along, she suggested that a sub-committee be created to do the interviewing. The sub-committee would include representatives from P&Z and Inland Wetlands Commissions and Mr. Bill Jenks, Building Official.

Mrs. Hall stated that the Policy and Procedure Manual states the following:

**Vacancies**

The Department Head shall notify the First Selectman of all vacancies. Should the Board of Selectmen desire to fill the vacancies, the Town of Kent will try to fill job openings by promoting from within, if qualified internal applicants are available. If there are no qualified candidates from within, the Department Head shall inform the public of the available position by posting announcements of same vacancies on the official Town website and in such other places as may be deemed appropriate.

Mrs. Hall asked if there were "no qualified applicants" from within? Ms. Hayes stated that to expedite the process and get to get as many qualified candidates as possible, she advertised in-house for one week and on the town website for one week. Ms. Hayes stated that the sub-committee would interview all three qualified candidates.

Mrs. Hall asked if the Board of Selectmen would be revising the Policy and Procedure Manual, or get rid of the manual. Mrs. Williams stated that item is not on the agenda and could not be dealt with at this meeting.

**2015-2016 Selectmen's Operating Budget:**

Mr. Adams stated the following:

These reductions are proposed by the BOS in response to a BOF request to come up with \$200,000 of reductions. The request also included a prioritized list


and potential impact if these reductions are made. The BOS has numbered the list from most severe (1) to least severe (9) in impact.

1. Replacement of server- \$10,000. This could have a big impact if the present server fails. It is old, in the technology world, and needs replacement. We are hopeful of finding funds to do so in this year's budget.
2. Paramedic- \$39,479. We are hopeful of shifting the cost of this program to the KVFD since they bill for the services. It is a very important program.
3. Transfer station- \$5,000. We believe that the tipping fees line is over budgeted.
4. Highway employee- \$80,000 This amount is the result of reducing the request for a new FT employee to PT
5. Snow removal salary- \$3,761. This amount is removable if # 4 above is done. It presently funds an additional plow driver as needed in the winter.
6. Grants- \$8,550. This halves all requested grant increases. We did not feel it was fair to fund one and not another, particularly KVFD and KML.
7. Civil Prep- \$2,000. This reduction halves a budget that is rarely spent
8. Web site- \$3,500. This was originally a total cut but the Town Clerk has renegotiated one of her contracts (COTT) and offered to fund the new web site with the savings. Thank you Darlene.
9. Departmental reductions, the P&R Commission (\$1,000) and the Tax Collector (\$710) each reduced their budgets voluntarily. Thank you Lesly and Debbie.

Total of BOS proposed reductions = \$154,000

Mrs. Williams made a motion to approve and present to the Board of Finance the proposed prioritized reduction list in the amount of \$154,000. Mr. VanValkenburg seconded the motion and the motion carried.

Mrs. Williams made a motion to adjourn the meeting at 10:41 a.m. Mr. VanValkenburg seconded and the motion carried.

  
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.*

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2015 APR 15 A 8:51

  
BY Darlene Draddy  
TOWN CLERK

**WARNING  
SPECIAL MEETING OF BOARD OF SELECTMEN**

**TOWN CLERK  
KENT, CONNECTICUT**

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

<u>MONDAY, APRIL 13, 2015</u>	<u>10:00 A.M.</u>	<u>TOWN HALL</u>
DATE	TIME	PLACE

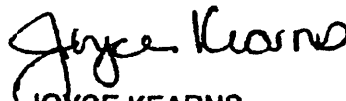
**NOTICE OF SPECIAL MEETING:  
(Must be filed not less than 24 hours prior to holding a meeting)**

**AGENDA:**

**DISCUSSION AND POSSIBLE ACTION REGARDING AN UNDATED LETTER  
ADDRESSED TO THE BOARD OF SELECTMEN REGARDING THE LAND USE  
CLERK JOB POSTING**

**DISCUSSION AND POSSIBLE ACTION REGARDING THE 2015-2016  
SELECTMEN'S OPERATING BUDGET**

**BOARD OF SELECTMEN**

  
**JOYCE KEARNS  
ADMINISTRATIVE ASSISTANT**

**DATE OF TOWN CLERK NOTIFICATION**

**RECEIVED FOR RECORD  
KENT TOWN CLERK**

**2015 APR 10 A 9 03**

**"An equal opportunity employer and service provider."**

**BY**

  
**TOWN CLERK**



Google

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## Letter to the Board of Selectmen

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Joyce Kearns <adminassist@townofkentct.org>

Wed, Apr 8, 2015 at 1:31 PM

To: Bruce Adams <firstselectman@townofkentct.org>, SUSI WILLIAMS <mcwilliams@snet.net>, Mike Van  
<michaelvanv@juno.com>

Bruce, Susi and Mike -

Attached is a letter that was handed to me addressed to the Board of Selectmen.

Thank you.

Joyce

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 scan0006.pdf  
168K

Town of Kent  
Board of Selectmen  
41 Kent Green Boulevard  
Kent, CT 06757

Dear Selectmen,

This letter serves to request that you ensure that the policy for vacancies in the Town of Kent Employee Policy and Procedure Manual was properly followed with respect to the Land Use Clerk job posting.

Excerpt from Manual:

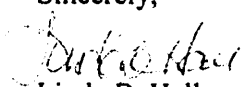
**Vacancies**

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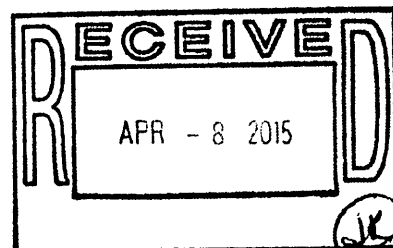
The manual clearly states that only IF there are NO qualified candidates... THEN posting announcement... on Town website. Both Jennifer Dubray and I submitted the information requested to be considered for this position as we both felt we had the qualifications specified in the job description. As of April 6<sup>th</sup>, when the job was posted on the Town's website, neither of us had received notification that we were not deemed qualified applicants.

If you determine the procedure was followed correctly, we would like to request (separate) documentation as to the reason(s) that caused us not to be considered qualified applicants.

Sincerely,

  
Linda B. Hall

  
Jennifer F. Dubray



move forward with Phase I of the housing program. The letters were sent and Ms. Hayes told the Commission that she is now in receipt of the signed permission letters.

Mr. Manes asked who had signed the permission letters and she told him that Mr. John Casey had. When asked if he was legally permitted to sign them, Mr. Casey, who was in the audience on another matter, stepped forward and explained that the Gordon E. Casey Trust was 75% owner of both properties and he was authorized to sign both letters on the Trust's behalf.

Ms. Hayes told the Commission that Mr. Johnson asked that a subcommittee be created to move forward. After discussion, it was decided that the subcommittee consist of Mr. Johnson, Mr. Manes, Mr. Winter and Mr. Chavka. Ms. Hayes said that she will work on the motion to create the subcommittee and add it to the April 23, 2015 special meeting.

No action taken.

#### **6.B.4. Creation of Sub-Committee to Interview Land Use Clerk Applicants**

Ms. Hayes let the Commission know that she had posted the Land Use Clerk job opening both internally for a week and then on the Town's website for a week. As a result of those postings, she has 3 candidates. In order to move the process along, she suggested that a subcommittee be created to do the interviewing. The subcommittee would include representatives from both the P&Z and Inland Wetlands Commissions and Mr. Bill Jenks, Building Official.

*Mr. Winter moved to create the Land Use Clerk Interview Subcommittee consisting of 4 members Alice Hicks, Dennis De Paul, Marge Smith and Bill Jenks. This Sub-Committee will be charged with interviewing qualified candidates for the current open position of Land Use Clerk and creating a written hiring recommendation to the Board of Selectmen. Mr. Manes seconded and the motion carried unanimously.*

Ms. Hayes said that now that the subcommittee was created, she will try to set up the interviews for the weeks of April 13<sup>th</sup> and 20<sup>th</sup>.

#### **6.B.5. Modification to site plan application #72-07C, Housatonic Enterprises, 8 Green Pastures Lane, Kent Green alternative signage program to include one 3' x 4' freestanding sign for Kent Biomedical Acupuncture, Map 10 Block 42 Lot 2.**

Ms. Hayes explained that this, too, was a modification to the alternative signage program for the Kent Green and explained where the new business and sign will be located. A copy of the sign design was presented to the Commission.

*Mr. Winter moved to approve Modification to site plan application #72-07C, Housatonic Enterprises, 8 Green Pastures Lane, Kent Green alternative signage program to include one 3' x 4' freestanding sign for Kent Biomedical Acupuncture, Map 10 Block 42 Lot 2. Mr. Manes seconded and the motion carried unanimously.*

#### **6.B.6. Kent Conservation Commission Draft of the Right to Farm Ordinance – April 6, 2015.**

Ms. Connie Manes, Chairman of the Conservation Commission, was present to speak to the Commission about the draft of the Right to Farm Ordinance. She advised the Commission that Attorney DiBella had provided input on the Ordinance and read his response into the record. Copies of the draft ordinance, Atty. DiBella's comments and the Conservation Commission's response are attached.

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### **TOWN OF KENT PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES FOR APRIL 9, 2015**

These are draft minutes. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

## Proposed budget reductions in the BOS Operating budget for FY 2015-16

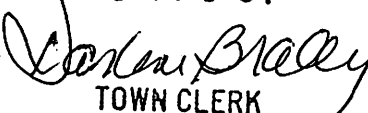
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