

RECEIVED

By Darlene Brady at 2:01 pm, Mar 14, 2024



Board of Selectmen
Special Meeting Minutes

March 4, 2024
12:00 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=UFdf8EBUJS8>

Marty Lindenmayer, Glenn Sanchez and Lynn Worthington.

Also present: Darlene Brady, Debbie Devaux and Jennifer Dubray.

Call to order:

Marty Lindenmayer called the meeting to order at 12:00 P.M.

Public Comment on agenda items:

None.

Budget discussions including the following but not limited to:

Town Clerk (Executive Session):

Lynn Worthington made a motion:

To go into Executive Session at 12:01 P.M. and invite Darlene Brady.

Glenn Sanchez seconded the motion and the motion carried.

Marty Lindenmayer stated the Board was out of Executive Session at 12:51 P.M., and no action was taken.

Tax Assessor (Executive Session):

Marty Lindenmayer made a motion:

To go into Executive Session at 12:53 P.M. and invite Jen Dubray.

Glenn Sanchez seconded the motion and the motion carried.

Marty Lindenmayer stated the Board was out of Executive Session at 1:51 P.M.

Lynn Worthington made a motion:

In the event that an employee works for Kent and another town equal to a fulltime Position, shared between towns, in the same department, the Selectmen will consider contributing a portion of an employee's health insurance premium cost as long as the employee will contribute to what the Town of Kent employee's contribution is.

Glenn Sanchez seconded the motion.

Lynn Worthington amended the motion to include:

Not eligible for the insurance Opt-Out.

Glenn seconded the amendment and the motion carried.

Jennifer Dubray:

- Increased Data Processing line.
- Goal to open office three full days a week.

Board of Assessment Appeals:

Jen Dubray recommended an increase for potential appeals.

Salary Reviews:

Marty Lindenmayer:

- Shared an outline of proposed process that he shared with staff at a meeting earlier in the day.
- The Board agreed to look at all departments and all employee's salaries in the first 90 days of the new budget to target the proposed \$12,500.
- Review objectives.
- How are they doing?
- What are they doing?
- Review job description?

Director of Administrative Services:

Marty Lindenmayer withdrew the budgetary request of \$500 for the reclassification of the Administrative Assistant to Director of Administrative Services. Marty stated the reclassification request can be looked at later, perhaps in March.

Tax Collector:

Debbie Devaux:

- Requested a salary increase for the Tax Collector from \$45,846 to \$50,567.
- Set goal, to have assistant in the office three days a week.

Next Meeting:

- KVFD & EMS
- Police Protection
 - Address Andy Ocif's request for additional trooper.
 - Requested police overtime paid for the past five-years.
- Speed signs.

Public Comment:

None.

Adjournment:

Glenn made a motion:

To adjourn the meeting at 3:00 p.m.

Marty Lindenmayer 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 correct.

RECEIVED

By Darlene Brady at 10:09 am, Feb 28, 2024



BOARD OF SELECTMEN
Special Meeting Agenda
Monday, March 4, 2024
@ 12:00 P.M.
Hybrid Meeting - Via Zoom and
Large meeting room @ Town Hall

Join Zoom Meeting: <https://us02web.zoom.us/j/84108950922>

Meeting ID: 841 0895 0922

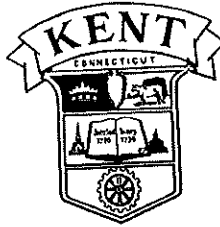
One tap mobile: +13052241968,,84108950922# US

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1WDOeXprWPE1NrwZinxNVqHfasxDuTGiQ>

1. Call to order.
2. Public Comment on agenda items.
3. Budget discussions including the following but not limited to:
 - 3.1. Town Clerk (Executive Session)
 - 3.2. Tax Assessor (Executive Session)
 - 3.3. Board of assessment Appeals
 - 3.4. Tax Collector
4. Public Comment.
5. Adjournment.

Public comment allows the public to talk about anything on the agenda for a time to be determined by the chairman. The board may question them, but no further action or discussion is allowed. There may be action on any item on the agenda, unless the agenda explicitly states something to the effect of "for information only - no action."



TOWN OF KENT

February 12, 2024

To: Board of Selectmen
Re: FY 24-25 Budget

Dear Board Members:

Attached is an updated version of the Assessor's Budget and I would like to explain some of the revisions.

First, I have calculated the Assistants line to include the hiring of a new Assessor's Assistant in the next fiscal year. I have budgeted \$22 per hour with a \$1.00 per hour step increase in hopes a new hire would go through an Assessment course in the fall and be eligible for an educational increase.

Secondly, the Data Processing Line is \$23,700.63 and is broken down as follows:

Vision CAMA Subscription – which is the valuation system: \$6,000

Vision Cloud Hosting – this was invaluable during the revaluation: \$5414

Quality Administrative System – \$7686.63

(this is the billing system which ties into the Tax Collector's process and includes the system itself which is \$4504, printing of the Grand List Books which is \$885, a FTP folder \$495 and the Personal Property System with mailing of the Personal Property Declarations in the fall which is \$1802.63.)

QPublic Online Hosting- the maps and field cards online: \$2100.00

Open Gov Online Permit System – \$2500.00

(This allows the permits to be downloaded into the Assessor's system) Please note I have not determined if there is an additional cost to Vision to allow this process to happen on their side.

Total Data Processing: \$23,700.63

I have also added an Insurance Benefit line item to this years' budget. When I was hired on April 1, 2021, I discussed with the BOS at that time the possibility of cost sharing of benefits since I work part-time as the Assessor in three towns making what I do more than a full time position and yet I am saving each town from the cost of a full time Assessor. I was under the impression the board would work on it in time for the 2021-2022 FY but they did not. I have attached the minutes of that meeting and hope the current board could discuss this "opt in" option.

Sincerely,
Jennifer Dubray

Assessor's Office Budget Worksheet

	Jul '21 - Jun '22	Budget	Jul '22 - Jun '23	Budget	Jul '23 - YTD	Budget	Proposed FY '25
016-000 - TAX ASSESSOR							
Compensation							
016-101 - Salary - Assessor	40,026	40,026	47,172	47,172	20,756	49,059	49059
016-102 - Assistants	9,592	18,842	15,190	17,073	5,538	24,766	26750
016-998 - Social Security	3,796	5,345	4,771	5,450	1,589	7,576	
Total Compensation	53,413	64,213	67,133	69,695	27,883	81,401	
Department Operations							
016-201 - Supplies	2,815	1,000	359	1,250	6,349	1,250	1250
016-202 - Postage	348	900	360	650	132	900	500
016-203 - Notices	69	100	198	110	109	250	200
016-204 - Mileage	89	600	-	300	291	300	400
016-302 - Data Processing	17,024	16,990	17,149	17,154	13,178	26,450	23700.63
016-423 - Tax Mapping	680	1,000	800	1,250	-	2,000	2000
Total Department Operations	21,024	20,590	18,866	20,714	20,059	31,150	
Professional Development							
016-450 - Dues	15	60	85	60	15	100	120
016-451 - Conferences	-	550	655	550	50	750	750
Total Professional Development	15	610	740	610	65	850	
Insurance Benefit							10000
Total 016-000 - TAX ASSESSOR	74,452	85,413	86,739	91,019	48,006	113,401	

Data Processing figures so far: CAMA Subscription: \$6000
Cloud Hosting thru Vision: \$5414
Open Gov Online Permit: \$2500
Quality Administrative Systems: 7686.63
QPUBLIC online Web Hosting: \$2100

FY '24 Support Staff Details				Total Budgeted
Assistant #1	Annual Hours	Rate		
Assistant #1	520	27.04		14,061
Assistant #1	364	29.41		10,705
				24,766

RECEIVED

By Town Clerk at 3:54 pm, Apr 16, 2021



Board of Selectmen
Special Meeting

March 26, 2021
10:00 A.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Darlene Brady, Jennifer Dubray, Lesly Ferris, Lynn Harrington and Donna Hayes.

Jean Speck called the meeting to order at 10:02 a.m.

Park and Rec Director:

Immediate needs:

- After school program
 - Have one person able to start immediately, can only work Monday, Tuesday and Wednesdays
 - Need to find second person that can work Thursday and Fridays
 - Also need one more additional back-up person for all five days

Roles and goals of Park and Rec:

- After school program
- Summer camp
- Emery Park
- Potential for two parttime positions
 - Programming
 - Park maintenance
- Potential for sharing staff with surrounding towns
- Clean-up job description

Jean Speck made the following motion:

To create a Park and Rec Director search committee consisting of five members
Ed Matson seconded the motion. No action taken on the motion.

Executive Session Assessor:

Jean Speck made the following motion:

To move into Executive Session at 11:04 a.m. to discuss the open assessor position and invite Jenn Dubray.

Chris Garrity seconded the motion and the motion carried.

Jean Speck made a motion to come out of Executive Session at 12:01 p.m.

Chris Garrity seconded the motion and the motion carried.

Jean Speck made the following motion:

To happily promote Jennifer Dubray to the Town of Kent Assessor position, at budgeted Assessor salary in the 2020/2021 budget, effective April 1, 2021.

Ed Matson seconded the motion and the motion carried

Jean Speck stated she would continue the insurance conversation with Sharon's First Selectman Brent Colley and North Canaan's First Selectman Charlie Perotti. She added it would require a policy change.

Jean Speck adjourned the meeting at 12:05 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.