



Board of Selectmen
Regular Meeting

June 28, 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=2Lw99czFa9k>

Jean Speck, Rufus deRham, and Glenn Sanchez.

Also present: Melissa Cherniske, Jen Dubray, Eric Epstein, Lynn Harrington, Donna Hayes, Barbara Herbst, Tai Kern, Ed Matson, Rick Osborne, Mike Perkins, Justin Potter, and Lynn Worthington.

Call to order:

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

Executive Session – Special counsel for tribal affairs:

Jean Speck:

- Move to a special meeting or the next regular meeting.

Approval of minutes:

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

- May 17, 2023, Special BoS meeting.
- May 24, 2023, Regular BoS meeting.
- June 1, 2023, Special BoS meeting.
- June 8, 2023, Special BoS meeting.
- June 16, 2023, Special BoS meeting
- June 21, 2023, Special BoS meeting

Glenn Sanchez seconded the motion, and the motion carried.

Correspondence:

June 27, 2023, letter from KVFD Captain Ed Matson, attached.

- Jean Speck:
 - Will follow up with Debbie Devaux and Jen Dubray tomorrow.
 - Will forward the legal opinion from town attorney to Jen.
- Jen Dubray:
 - Applied the first list, \$1,000 abatement.
 - Based on the current ordinance in place.
 - Would only apply the other list once the ordinance passed at a town meeting.
 - Stated at a BoS meeting, needed to have town meeting to approve the revised ordinance prior to June 1st, when the tax bills go to print.

Public Comment: None.

Tax Refunds:

Jean Speck made a motion:

To approve the seven tax-refunds totaling \$790.91.

Rufus deRham seconded the motion and the motion carried.

Treasurer Report:

Barbara Herbst:

- Secondary clerk has tendered her resignation.
- Short staffed.
- Will be submitting a revised job description and a request to fill that position.

KCS Roof replacement Project Resolutions:

Jean Speck:

"I move the adoption of the following resolutions:

Resolution 1. Authorization for the Kent Board of Education to apply for a school construction grant for the Kent Center School Roof Replacement Project:

RESOLVED, that the Kent Board of Selectmen authorizes the Kent Board of Education to apply to the Commissioner of Administrative Services and to accept or reject the Roof Replacement Project at Kent Center School.

Jean Speck made a motion, seconded by Rufus deRham, to authorize the filling of the grant application for the Roof Replacement Project at Kent Center School. The motion passed unanimously.

Resolution 2. Authorization for establishment of the Kent Center School Roof Replacement Project Building Committee:

RESOLVED, that the Kent Center School Roof Replacement Project Building Committee (Members: Dave Grusauski, Sam Herrick, Bill Hurley, Michelle Mott, Tim Sneller, and Scott Trabuco) is hereby established as the building committee with regards to the Roof Replacement Project at Kent Center School.

Jean Speck made a motion, seconded by Glenn Sanchez, to approve the Kent Center School Roof Replacement Project Building Committee. The motion passed unanimously.

Resolution 3. Authorization of the preparation of schematic drawings and outlined (educational) specifications:

RESOLVED, that the Kent Board of Selectmen hereby authorizes the preparation of schematic drawings and outline specifications for the Roof Replacement Project at Kent Center School.

Jean Speck made the motion, seconded by Glenn Sanchez, to approve the preparation of schematic drawings and outlined (educational) specifications.
The motion passed unanimously.

Kent Affordable Housing request for waiver of fees:

June 15, 2023, letter from Kent Affordable Housing President Justin Potter, "Request for Waiver of Permit and Building Fees for CDBG Work.

Jean Speck made a motion:

Pursuant to the Department of Housing Grant requirement, the Board of Selectmen waive the fees for the CDBG Project work at South Commons.

Rufus deRham seconded the motion and the motion carried.

Highway Maintainer six-month hourly rate increase:

Jean Speck made a motion:

To increase Scott Benedict's hourly rate to the current contract rate for a CDL Maintainer, effective July 1, 2023.

Glenn Sanchez seconded the motion, and the motion carried.

Inland Wetlands Commission – Alternate Recommendation:

Jean Speck made a motion:

To add to the agenda, Inland Wetlands Commission alternate recommendation.

Glenn Sanchez seconded the motion, and the motion carried.

Jean Speck made a motion:

To accept the Inland Wetlands Commission's recommendation to appoint Jeff Galusha to fill the vacant alternate position with the term to expire on 12/31/23.

Rufus deRham seconded the motion, and the motion carried.

Conservation Commission updates:

Jean Speck:

Presentation on Land Acquisition Funds:

- No update this month.
- Keep on the agenda.

Right to Farm Ordinance – Conservation Commission update:

- Revision have been sent to town attorney for review.
- Keep on the agenda.

Intentional Bear/Wildlife feeding ordinance:

Jean Speck:

- Follow-up on the 5/17/23, Email from Kelley Zylstra, "Intentional Bear/wildlife feeding."
- State Legislature passed a new public act, 23-77, which as part of the act, prohibits the intentional feeding of what they are defining as potentially dangerous animals, which are defined in the public act and include bears. The act will be effective October 1, 2023.
- I will put out some messaging on bears.
- Schedule a public informational meeting with the DEEP bear biologists.

Draft Hiring Policy:

Glenn Sanchez:

- Drafted a Hiring Policy, attached.

Donna Hayes:

- Per the BoS's request at the last meeting, drafted some changes to the Chapter 3 in the Policy and Procedure Manual, in the shared folder and attached to minutes.

Jean Speck:

- Sit with Donna and Joyce to put the proposed documents in a red line version.

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

Jean Speck:

- Did not have time to make the changes requested by the fire department in Section 4.
- Schedule a special meeting after July 4th.

Glenn Sanchez:

- Town Attorney stated that the Town of Lebanon is similar and has similar language in their ordinance.
- Their ordinance is more succinct and much simpler.
- The board should review that before the next meeting.

Ed Matson:

- Will the membership get the additional \$1,000 abatement this year?
- If we are not going to get it, there is no hurry to pass the ordinance.

Jean Speck:

- Jen was waiting for feedback from town attorney.
- I already have opinion from town attorney.
- We have to get it corrected.

Draft updated job descriptions:

Assessor's Assistant:

- Jean Speck needs to sit with Jen, have a few questions.
- Keep on the agenda.

First Selectman:

- Jean Speck not able to get around to it.
- Keep on the agenda.

Recreation Aide:

- Jared verbally made some correction to Jean prior to the meeting.

Jean Speck made a motion:

To approve the Town of Kent job description for Recreation Aide.

Rufus deRham seconded the motion.

- The board agreed to send the job description back to the Parks and Rec Commission to approve the changes suggested by Jared.

Jean Speck rescinded the motion.
Rufus deRham rescinded the second on the motion.

Recreation Leader:

- The job description was added to the shared folder late and did not allow time for the board to review.
- Keep on the agenda.

Approval of Streetscape Phase I change orders:

Jean Speck:

- Have not been able to connect with Mike Doherty.
- Keep on agenda.

Kent Town Center reimbursement:

Jean Speck:

- Have not heard back from the board chair.
- Keep on agenda.

Building Inspector contract:

Jean Speck made a motion:

To extend the current contract for the Building Official until such time as a new contract is entered into or the appointment is terminated by the Board of Selectmen.

Rufus deRham seconded the motion, and the motion carried.

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

Jean Speck:

- The contract is back from DEEP.
- Had two “Trash Talk” meetings.
- Two members of HRRA were at the Transfer Station last weekend.

Cemetery Association update:

Jean Speck:

- Short term need, replace Sexton.
 - Contracted with someone to get through the events that they have coming up this summer.
- Long term need, for transition.
 - Have an ask out to COG, will put the responses in a spreadsheet for next meeting.

Selectmen reports:

Jean Speck:

- Active Shooter training by State Police, Wednesday, July 5th, for employees.
- Conflict on August 23rd, Regular BoS meeting.
- Board agreed to move the meeting to Wednesday, August 30th @ 4:00 P.M.

Rufus deRham:

- Conflict on July 26th, next Regular BoS meeting.

The Board of Selectmen Regular Meeting minutes of June 28, 2023.

- Board agreed to move the meeting to Thursday, July 27th @ 4:00 P.M.

Glenn Sanchez:

- Traffic – need more enforcement.
- Handicap parking – need additional space.
 - Jean will work with Rick and the State.
- Swift House Update:
 - Jean Speck will circulate the information received from the architect's references.

Public Comment:

Lynn Worthington:

- The Board did not fully discuss the building official fees that were waived.
- It is important that the Selectmen know how much it is going to cost the Town.
 - Jean – it is a deliverable of the grant and not negotiable.
- Recreation Leader job description sounds very different than the way it was presented and agreed upon by the Parks and Rec Commission.
 - Jean – the BoS was discussing the Recreation Aide job description.
- Swift House – went back to January minutes and do not see a motion by the BoS hiring an architect.
 - Jean – will look into it.

Lynn Harrington:

- The recreation Aide job description is for one person.
- The Commission recently hire 6 or 7 people and already had 2 people for that position.
- After listening to the last BoS meeting, I realized that the P&R Director was not referring to me, my name was not mentioned, I was not upset, my feeling were not hurt.
- I am still waiting for an apology.
 - Jean – he was referring to you.
 - I don't think we need to keep coming back to this.
 - You can talk to me or the P&R Commission Chairman Mike Perkins if you want to have a deeper conversation.

Adjournment:

Jean Speck:

Made a motion to adjourn the meeting at 5:22 P.M.

Glenn Sanchez 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
Regular Meeting Agenda
June 28, 2023 @ 4:00 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/87890199278>
Meeting ID: 878 9019 9278
One tap mobile: +16465588656,,87890199278# US (New York)

Supporting documentation for this meeting:
<https://drive.google.com/drive/folders/10kmSWjioQ1EkKW4wlp-q8UZJOc76eLjt>

1. **Call to order.**
2. **Executive Session – Special counsel for tribal matters**
3. **Approval of minutes:**
 - 3.1. May 17, 2023, Special BoS meeting.
 - 3.2. May 24, 2023, Regular BoS meeting.
 - 3.3. June 1, 2023, Special BoS meeting.
 - 3.4. June 8, 2023, Special BoS meeting.
 - 3.5. June 16, 2023, Special BoS meeting
 - 3.6. June 21, 2023, Special BoS meeting
4. **Correspondence:**
5. **Public Comment.**
6. **Tax Refunds.**
7. **Treasurer Report.**
8. **New Business:**
 - 8.1. KCS Roof Replacement Project Resolutions.
 - 8.2. Kent Affordable Housing request for waiver of fees.
 - 8.3. Highway Maintainer six-month hourly rate increase review.
9. **Old Business:**
 - 9.1. Conservation Commission updates:
 - 9.1.1. Presentation on Land Acquisition Funds.
 - 9.1.2. Right to Farm Ordinance – Conservation Commission update.
 - 9.2. Intentional Bear/wildlife feeding ordinance.
 - 9.3. Draft *Hiring Policy*.
 - 9.4. Draft updated ToK Ordinance *18-7 Tax Abatement ordinance for Volunteer Emergency Services Personnel*.
 - 9.5. Draft updated job descriptions:
 - 9.5.1. Assessor's Assistant
 - 9.5.2. First Selectman
 - 9.5.3. Recreation Aide

9.6. Approval of Streetscape Phase I change orders.

9.7. Kent Town Center reimbursement.

9.8. Building Inspector contract.

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

9.11. Cemetery Association update.

10. Selectmen reports.

11. Public Comment.

12. Adjournment.



KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street
P.O. Box 355
Kent, CT 06757

27 June 2023

KVFD Captain Ed Matson
Kent Volunteer Fire Department
28 Maple Street | PO Box 335
Kent, CT 06757

Selectwoman and Selectmen,

I write today to bring your attention to **Public Act 19-36, An Act Increasing the Property Tax Abatement for Certain First Responders**, which effective July 1st 2019, increased the maximum property tax abatement municipalities may, by ordinance, provide to certain active and retired volunteer emergency personnel (including firefighters).

As such, I respectfully ask whose decision was it to not add the full amount of the \$2,000 abatement for 2022 for qualified members?

Providing the property tax abatement is the least that we can do to honor these brave men and women that voluntarily put themselves in harm's way to keep us safe.

Should you have any questions, or if I may be of any assistance in this process, please do not hesitate to contact me.

Sincerely,

Ed Matson
Captain

Town of Kent Volunteer Fire Department
860.671.0239

^{BDS}
Refunds for meeting 6/28/23

McDowell Robert	10.51
Gadriel Peter and Janice	56.06
CCAP Auto Lease Ltd	581.78
Verna Gary + Valeriehne Karen	10.00
VCFS Auto Leasing Co	56.60
Cohen Ben Zane + Lukash B	14.68
Popple Swamp LLC	61.28
	<u>\$ 790.91</u>

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that MCDOWELL ROBERT N &

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

MCDOWELL ROBERT N &
COE IRENE L
5A CHASE HILL RD
KENT, CT 06757

2021-01-0001228

00030300

5A CHASE HILL RD



2021010001228

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2022	4,163.40	0.00	0.00	0.00	4,163.40	
Total Paid	01/03/2023	4,173.91	0.00	0.00	0.00	4,173.91	-10.51 ***
Adjusted Refund		-10.51	0.00	0.00	0.00	10.51	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

ROBERT N. MCDOWELL
Print Name

Robert N. McDowell 5/22/23
Signature of Taxpayer Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or
It is recommended that refund* of property taxes and interest in the amount of 10.51
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 16 DAY OF May 2023

Deborah Devaux
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2023. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2021010001228

GENERAL DATA REAL ESTATE KENT

AS OF 05/16/2023

BILL NO: 2021-01-0001228 ORIGINAL OWNER: MCDOWELL ROBERT N &
UNIQUE ID: 00030300 C/O: COE IRENE L
LINK# ADDRESS: 5A CHASE HILL RD
FILE# ADDRESS2:
BANK: CITY ST ZIP: KENT CT 06757
ESCROW: COUNTRY:
VOL/PAGE: 190-1 PROP LOC.: 5A CHASE HILL RD
LIEN VOL/PAGE: EXR PROP LOC:
DISTRICT: M/B/L: 9 15 53
PROP ASSESSED: 227,200 ELD CODE: 0
EXEMPTIONS: 3,000 EXMPT CHANGE:
COC CHANGE:
NET VALUE: 224,200
MILL RATE: 18.5700

*** BILLED ***
INST1 TOWN
INST2 2,081.70
INST3 2,081.70
INST4 0.00
ADJS 0.00
TOT TAX 4,163.40
TOTAL PAID: 4,163.40
TOTALS
2,081.70
2,081.70
0.00
0.00
0.00
4,163.40
4,163.40

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Ref	11	05/16/2023		80/3096/7	T	-10.51	0.00	0.00	0.00	-10.51
Pmt	7	01/03/2023	O	89/3052/65	T	0.51	0.00	0.00	0.00	0.51
Pmt	7	01/03/2023	O	89/3052/37	T	10.00	0.00	0.00	0.00	10.00
Pmt	7	01/03/2023		89/3052/36	T	2,071.19	0.00	0.00	0.00	2,071.19
Pmt	2	08/10/2022	P	89/3009/25	T	10.51	0.00	0.00	0.00	10.51
Pmt	2	08/02/2022		89/3000/17	T	2,081.70	0.00	0.00	0.00	2,081.70
TOTAL PAYMENTS						4,163.40	0.00	0.00	0.00	4,163.40

TOTAL BALANCE DUE AS OF 05/16/2023

INT DUE
LIEN DUE
FEES DUE
TAX DUE NOW
TOT DUE NOW
BALANCE DUE
TOWN
0.00
0.00
0.00
0.00
0.00
0.00

*** FLAGS ***

Circuit Breaker Amount 0
Invalid Address Flag No
Benefit Year 0

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that GADIEL PETER & JANICE

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

GADIEL PETER & JANICE
PO BOX 369
KENT, CT 06757

2021-01-0000623

00130100

19 MAUWEE BROOK RD



2021010000623

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2022	15,450.24	0.00	0.00	0.00	15,450.24	
Total Paid	01/31/2023	15,506.30	0.00	0.00	0.00	15,506.30	-56.06 ***
Adjusted Refund		-56.06	0.00	0.00	0.00	56.06	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Print Name

Janice Gadriel
from GADM

Signature of Taxpayer

[Signature]

Date

5/31/2023

6/9/21

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or

It is recommended that refund* of property taxes and interest in the amount of 56.06
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 16 DAY OF May 2023

[Signature]
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2023. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : **DEBORAH DEVAUX**
KENT
PO BOX 311
KENT, CT 06757



2021010000623

GENERAL DATA REAL ESTATE KENT

AS OF 05/16/2023

BILL NO: 2021-01-0000623 ORIGINAL OWNER: GADIEL PETER & JANICE
UNIQUE ID: 00130100 C/O:
LINK# ADDRESS: PO BOX 369
FILE# ADDRESS2: KENT CT 06757
BANK: CITY ST ZIP:
ESCROW: COUNTRY: 19 MAUWEE BROOK RD
VOL/PAGE: 109-997 PROP LOC.:
LIEN VOL/PAGE: EXR PROP LOC:
DISTRICT: M/B/L: 9 22 2
PROP ASSESSED: 832,000 ELD CODE: 0
EXEMPTIONS: EXMPT CHANGE:
COC CHANGE:
NET VALUE: 832,000
MILL RATE: 18.5700

*** BILLED ***
INST1 TOWN 7,725.12
INST2 7,725.12
INST3 0.00
INST4 0.00
ADJS 0.00
TOT TAX 15,450.24
TOTAL PAID: 15,450.24
TOTALS
7,725.12
7,725.12
0.00
0.00
0.00
15,450.24
15,450.24

*** PAYMENTS ***
TYPE CYCLE DATE ADJ TERM/BATCH/SEQ INST AMOUNT LIENS FEES TOTALS
Ref 11 05/16/2023 80/3096/4 T -56.06 0.00 0.00 -56.06
Pmt 7 01/31/2023 O 89/3072/89 T 7,753.15 0.00 0.00 7,753.15
Pmt 1 07/27/2022 O 89/2034/62 T 7,753.15 0.00 0.00 7,753.15
TOTAL PAYMENTS 15,450.24 0.00 0.00 15,450.24

TOTAL BALANCE DUE AS OF 05/16/2023
TOWN
INT DUE 0.00
LIEN DUE 0.00
FEES DUE 0.00
TAX DUE NOW 0.00
TOT DUE NOW 0.00
BALANCE DUE 0.00

*** FLAGS ***
Circuit Breaker Amount 0
Invalid Address Flag No
Benefit Year 0

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that CCAP AUTO LEASE LTD

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

CCAP AUTO LEASE LTD
1601 ELM ST
SUITE 800
DALLAS, TX 75201

2021-03-0050393
50393
/AP17429/1C6JJTBG2LL100916



2021030050393

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2022	116.64	0.00	0.00	0.00	116.64	
Total Paid	08/01/2022	698.42	0.00	0.00	0.00	698.42	-581.78 ***
Adjusted Refund		-581.78	0.00	0.00	0.00	581.78	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Print Name

Signature of Taxpayer

Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or

It is recommended that refund* of property taxes and interest in the amount of 581.78
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 17 DAY OF April 2023

DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the day of 2023. It was voted to refund
Property Taxes and Interest amounting to \$ to

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2021030050393

GENERAL DATA MOTOR VEHICLE KENT

AS OF 04/17/2023

BILL NO: 2021-03-0050393 NAME: CCAP AUTO LEASE LTD
UNIQUE ID: 50393 C/O:
LINK # 2021-WV-0000246 ADDRESS: 1601 ELM ST
FILE# ADDRESS2: SUITE 800
BANK: CITY ST ZIP: DALLAS TX 75201
COUNTRY:
ESCROW: 140270-5425298-Y
DMV CIVLS: 140270-5425298-Y
DISTRICT: 37,610 YR/MAKE/MDL 2020 / JEEP / GLADIATO
PROP ASSESSED: AP17429/1 / 1C6JTTBG2LL100916
EXEMPTIONS: -31,329
COC CHANGE: 06146M ASSMNT CHANGE: -31,329
COC #: TOWN BENEFIT 0.00
EXEMPT Change: 6,281
NET VALUE: 116.64
DMV CIVLS: 140270-5425298-Y
MILL RATE: 18.5700

*** BILLED ***
INST1 TOWN
INST2 698.42
INST3 0.00
INST4 0.00
ADJS -581.78
TOT TAX 116.64
TOTAL PAID: 116.64
TOTALS
698.42
0.00
0.00
0.00
-581.78
116.64
116.64

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Ref	10	04/17/2023		80/3092/1	T	-581.78	0.00	0.00	0.00	-581.78
Adj	10	04/17/2023	06146M	80/3091/1	T	-581.78	0.00	0.00	0.00	0.00
Pmt	2	08/09/2022		89/3007/25	T	698.42	0.00	0.00	0.00	698.42
TOTAL PAYMENTS						116.64	0.00	0.00	0.00	116.64

TOTAL BALANCE DUE AS OF 04/17/2023

INT DUE 0.00
LIEN DUE 0.00
FEES DUE 0.00
TAX DUE NOW 0.00
TOT DUE NOW 0.00
BALANCE AMT 0.00

*** FLAGS ***

Circuit Breaker Amt 0
Invalid Address Flag No
Last Adjustment Reason SOLD - NOV 2021

Benefit Year

0

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that VERNA GARY L & KAREN VALENTINE

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

VERNA GARY L & KAREN VALENTINE
1901 AVE OF THE STARS S900
LOS ANGELES, CA 90067-6001

2021-01-0000821
00203500
15 TAMSHELL DR



2021010000821

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2022	6,447.50	0.00	0.00	0.00	6,447.50	
Total Paid	12/12/2022	6,457.50	0.00	0.00	0.00	6,457.50	-10.00 ***
Adjusted Refund		-10.00	0.00	0.00	0.00	10.00	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

GARY Verna Karen Valentine 6/21/23
 Print Name Signature of Taxpayer Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or
It is recommended that refund* of property taxes and interest in the amount of 10.00
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 16 DAY OF May 2023

Deborah Devaux
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2023. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2021010000821

GENERAL DATA REAL ESTATE KENT

AS OF 05/16/2023

BILL NO: 2021-01-0000821 ORIGINAL OWNER: Verna Gary L & Karen Valentine
UNIQUE ID: 00203500 C/O:
LINK# ADDRESS: 1901 AVE OF THE STARS S900
FILE# ADDRESS2:
BANK: CITY ST ZIP: LOS ANGELES CA 90067-6001
ESCROW: COUNTRY:
VOL/PAGE: 195-203 PROP LOC.: 15 TAMSHILL DR
LIEN VOL/PAGE: EXR PROP LOC: 17 28 19
DISTRICT: M/B/L:
PROP ASSESSED: 347,200 ELD CODE: 0
EXEMPTIONS: EXMPT CHANGE:
COC CHANGE:
NET VALUE: 347,200
MILL RATE: 18.5700

*** BILLED ***
INST1 TOWN TOTALS
INST2 3,223.75 3,223.75
INST3 0.00 0.00
INST4 0.00 0.00
ADJS 0.00 0.00
TOT TAX 6,447.50 6,447.50
TOTAL PAID: 6,447.50

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Ref	11	05/16/2023		80/3096/5	T	-10.00	0.00	0.00	0.00	-10.00
Pmt	6	12/12/2022	O	89/3042/4	T	3,223.75	0.00	0.00	0.00	3,223.75
Pmt	2	08/23/2022	P	89/3015/1	T	10.00	0.00	0.00	0.00	10.00
Pmt	1	07/26/2022		89/2031/27	T	3,223.75	0.00	0.00	0.00	3,223.75
TOTAL PAYMENTS						6,447.50	0.00	0.00	0.00	6,447.50

TOTAL BALANCE DUE AS OF 05/16/2023

INT DUE
LIEN DUE
FEES DUE
TAX DUE NOW
TOT DUE NOW
BALANCE DUE
TOWN
0.00
0.00
0.00
0.00
0.00
0.00

*** FLAGS ***

Circuit Breaker Amount 0 Benefit Year 0
Invalid Address Flag No

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that VCFS AUTO LEASING CO

303300701230412304

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

RECEIVED

MAY 26 2023

VCFS AUTO LEASING CO
1800 VOLVO PL
MAHWAH, NJ 07430-2032

2021-04-0080457

80457

/BF80910/YV4L12RL1N1025510



2021040080457

ACCOUNTING DEPARTMENT

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	01/01/2023	340.95	0.00	0.00	0.00	340.95	
Total Paid	12/28/2022	397.55	0.00	0.00	0.00	397.55	-56.60 ***
Adjusted Refund		-56.60	0.00	0.00	0.00	56.60	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

KELLEE BRATCHER

Print Name

Kellee Bratcher

Signature of Taxpayer

5/16/23

Date

VCFS AUTO LEASING COMPANY

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or

It is recommended that refund* of property taxes and interest in the amount of 56.60 be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 16 DAY OF May 2023

Deborah Devaux
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or approved on the _____ day of _____ 2023. It was voted to refund Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2021040080457

GENERAL DATA MV SUPPLEMENTAL KENT

AS OF 05/16/2023

BILL NO: 2021-04-0080457
UNIQUE ID: 80457
LINK # 2021-MS-0000358
FILE#
BANK:
ESCROW: 140173-6616567-Y
DMV CIVLS: 140173-6616567-Y
DISTRICT:
PROP ASSESSED: 36,720
EXEMPTIONS:
COC CHANGE: -3,048
COC #: 06099S
EXEMPT Change:
NET VALUE: 18,360
DMV CIVLS: 140173-6616567-Y

NAME: VCFS AUTO LEASING CO
C/O:
ADDRESS: 1800 VOLVO PL
ADDRESS2:
CITY ST ZIP: MAHWAH NJ 07430-2032
COUNTRY:

YR/MAKE/MDL 2022 / VOLVO / XC60 B5
REG/CL/ID BF80910/1 / YV4112RL1N1025510
MONTH CODE: F
ASSMNT CHANGE: -3,048
TOWN BENEFIT 0.00
REG# EXPR:

CURRENT VEHICLE... Value: 36,720 Credit: 15,312 Prorate: 21,408
OLD VEHICLE... Value: 0 Credit: ADJ VAL: 21,408
MILL RATE: 18.5700

*** BILLED ***

INST1 TOWN
INST2 397.55
INST3 0.00
INST4 0.00
ADJ5 0.00
ADJ6 -56.60
TOT TAX 340.95
TOTAL PAID: 340.95

TOTALS
397.55
0.00
0.00
0.00
-56.60
340.95
340.95

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST
Ref	11	05/16/2023		80/3096/11	T
Adj	8	02/13/2023	06099S	80/3077/2	T
Pmt	6	12/28/2022		89/3050/3	T

AMOUNT	INTEREST	LIENS	FEES	TOTALS
-56.60	0.00	0.00	0.00	-56.60
-56.60	0.00	0.00	0.00	0.00
397.55	0.00	0.00	0.00	397.55
340.95	0.00	0.00	0.00	340.95

TOTAL PAYMENTS

TOTAL BALANCE DUE AS OF 05/16/2023

INT DUE
LIEN DUE
FEES DUE
TAX DUE NOW
TOT DUE NOW
BALANCE AMT
*** FLAGS ***
Circuit Breaker Amt 0
Invalid Address Flag No
Last Adjustment Reason VEH SOLD AUG
Benefit Year 0

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that COHEN BEN ZANE & BARBARA LUKASH

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

COHEN BEN ZANE & BARBARA LUKASH
201 TREASURE HILL RD
SOUTH KENT, CT 06785

2021-01-0000368
00206800
TREASURE HILL RD



2021010000368

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2022	14.86	0.00	0.00	0.00	14.86	
Total Paid	01/04/2023	29.54	0.00	0.00	0.00	29.54	-14.68 ***
<hr/>							
Adjusted Refund		-14.68	0.00	0.00	0.00	14.68	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Barbara Lukash Cohen
Print Name

[Signature]
Signature of Taxpayer

5/23/23
Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or
It is recommended that refund* of property taxes and interest in the amount of 14.68
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 16 DAY OF May 2023

[Signature]
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2023. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2021010000368

GENERAL DATA REAL ESTATE KENT

AS OF 05/16/2023

BILL NO: 2021-01-0000368 ORIGINAL OWNER: COHEN BEN ZANE & BARBARA LUKASH
UNIQUE ID: 00206800 C/O:
LINK# ADDRESS: 201 TREASURE HILL RD
FILE# ADDRESS2: SOUTH KENT CT 06785
BANK: COUNTRY:
ESCROW: PROP LOC.: TREASURE HILL RD
VOL/PAGE: 163-648
LIEN VOL/PAGE: EXR PROP LOC:
DISTRICT: M/B/L: 18 33 8

PROP ASSESSED: 800 ELD CODE: 0
EXEMPTIONS: EXMPT CHANGE:
COC CHANGE:
NET VALUE: 800
MILL RATE: 18.5700

*** BILLED ***
TOWN
INST1 14.86
INST2 0.00
INST3 0.00
INST4 0.00
ADJS 0.00
TOT TAX 14.86
TOTAL PAID: 14.86

TOTALS
14.86
0.00
0.00
0.00
0.00
14.86
14.86

*** PAYMENTS ***
TYPE CYCLE DATE ADJ TERM/BATCH/SEQ INST AMOUNT INTEREST LIENS FEES TOTALS
Ref 11 05/16/2023 80/3096/2 T -14.68 0.00 0.00 0.00 -14.68
Pmt 7 01/04/2023 89/3054/5 T 14.68 0.00 0.00 0.00 14.68
Pmt 1 07/13/2022 89/2016/37 T 14.86 0.00 0.00 0.00 14.86

TOTAL PAYMENTS 14.86 0.00 0.00 0.00 14.86

TOTAL BALANCE DUE AS OF 05/16/2023
TOWN
INT DUE 0.00
LIEN DUE 0.00
FEES DUE 0.00
TAX DUE NOW 0.00
TOT DUE NOW 0.00
BALANCE DUE 0.00

*** FLAGS ***
Circuit Breaker Amount 0 Benefit Year 0
Invalid Address Flag No

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that POPPLE SWAMP LLC &

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

POPPLE SWAMP LLC &
WARRICK JUDITH
C/O JILLIAN MARCUS
115 CENTRAL PARK WEST APT 16G
NEW YORK, NY 10023

2021-01-0000611
00058701
GEER MTN RD



2021010000611

To **DEBORAH DEVAUX** Collector of **KENT** State of Connecticut.

I hereby apply for refund* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2022	122.56	0.00	0.00	0.00	122.56	
Total Paid	08/01/2022	183.84	0.00	0.00	0.00	183.84	-61.28 ***
Adjusted Refund		-61.28	0.00	0.00	0.00	61.28	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Print Name

Jillian Marcus

Signature of Taxpayer

J. Marcus

Date

6/11/23

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or

It is recommended that refund* of property taxes and interest in the amount of 61.28
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT KENT, CONNECTICUT THIS 16 DAY OF May 2023

Deborah Devaux
DEBORAH DEVAUX

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or
approved on the _____ day of _____ 2023. It was voted to refund
Property Taxes and Interest amounting to \$ _____ to _____.

First Selectman

Other Governing Body

Clerk

Mail To : DEBORAH DEVAUX
KENT
PO BOX 311
KENT, CT 06757



2021010000611

GENERAL DATA REAL ESTATE KENT

AS OF 05/16/2023

BILL NO: 2021-01-0000611 ORIGINAL OWNER: POPPLE SWAMP LLC &
UNIQUE ID: 00058701 C/O: WARRICK JUDITH
LINK# ADDRESS: C/O JILLIAN MARCUS
FILE# ADDRESS2: 115 CENTRAL PARK WEST APT 16G
BANK: CITY ST ZIP: NEW YORK NY 10023
ESCROW: COUNTRY: GEER MTN RD
VOL/PAGE: 191-829 PROP LOC.:
LIEN VOL/PAGE: EXR PROP LOC:
DISTRICT: M/B/L: 11 40 81
PROP ASSESSED: 6,600 ELD CODE: 0
EXEMPTIONS: EXMPT CHANGE:
COC CHANGE:
NET VALUE: 6,600
MILL RATE: 18.5700

*** BILLED ***
INST1 TOWN
INST2 61.28
INST3 61.28
INST4 0.00
ADJS 0.00
TOT TAX 0.00
TOTAL PAID: 122.56
TOTALS
61.28
61.28
0.00
0.00
0.00
122.56
122.56

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Ref	11	05/16/2023		80/3096/3	T	-61.28	0.00	0.00	0.00	-61.28
Pmt	2	08/09/2022	O	89/3007/120	T	122.56	0.00	0.00	0.00	122.56
Pmt	1	07/12/2022		89/2013/6	T	61.28	0.00	0.00	0.00	61.28
TOTAL PAYMENTS						122.56	0.00	0.00	0.00	122.56

TOTAL BALANCE DUE AS OF 05/16/2023

INT DUE
LIEN DUE
FEES DUE
TAX DUE NOW
TOT DUE NOW
BALANCE DUE
TOWN
0.00
0.00
0.00
0.00
0.00
0.00

*** FLAGS ***

Circuit Breaker Amount 0
Invalid Address Flag No
Benefit Year 0



Joyce Kearns <adminassist@townofkentct.org>

Re: Document shared with you: "Motions for Kent Roof Replacment Project - Town of Kent FY 23"

1 message

Sara Woloszyn <swoloszyn@region1schools.org>
To: Joyce Kearns <adminassist@townofkentct.org>
Cc: Sam Herrick <sherrick@region1schools.org>

Wed, Jun 7, 2023 at 10:11 AM

Hello Joyce,

Thank you so much for your message. We appreciate the heads up.

Please ensure you send a copy of the minutes to both myself and Sam upon completion. It is easier for me to manage things when they come into both inboxes.

Thank you!

Sincerely,

Sara C. Woloszyn

On Wed, Jun 7, 2023 at 9:43 AM Joyce Kearns <adminassist@townofkentct.org> wrote:
Sam,

Received and on the agenda. for June 28, 2023. I will forward you the minutes as soon as they are completed.

On Tue, Jun 6, 2023 at 3:03 PM Sam Herrick (via Google Docs) <drive-shares-dm-noreply@google.com> wrote:

Sam Herrick shared a document



Sam Herrick (sherrick@region1schools.org) has invited you to **edit** the following document:

Hello Jean and Joyce,

Please find the motions to be used at the Board of Selectmen meeting to be held on June 28, 2023 regarding the Roof Replacement Project at Kent Center School. It is imperative that the motions are made exactly as written, and that the meeting minutes reflect the exact language of these motions upon completion. These minutes will be utilized for an application with the State of Connecticut to fund this project.

If you have any questions, or need additional information, please reach out to myself or Sara here at the Business Office.

Thank you for your consideration and assistance with this process.

Sincerely,

Sam



Motions for Kent Roof Replacment Project - Town of Kent FY 23



Sam Herrick is outside your organization.

Open

If you don't want to receive files from this person, [block the sender](#) from Drive

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because sherrick@region1schools.org shared a document with you from Google Docs.

Google Workspace

--
Joyce Kearns
Administrative Assistant
Town of Kent
PO Box 678
Kent, CT 06757
860-927-4627

--
Sara C. Woloszyn
Executive Secretary - Business Office
Region 1 School District
swoloszyn@region1schools.org
860-824-0855 (x1307)

Next order of business was the discussion and approval of the following items related to the KCS Roof Replacement Project:

1. Authorization for the Board of Education to apply for school construction grant:

RESOLVED, that the Town of Kent authorizes the Kent Board of Education to apply to the Commissioner of Administrative Services, and to accept or reject a grant for the Kent Roof Replacement Project at Kent Center School.

_____ made a motion, seconded by _____, to authorize the filing of the grant application.

2. Authorization for Building Committee

RESOLVED, that the building committee is hereby established as the building committee with regard to the Kent Roof Replacement Project at Kent Center School.

_____ made a motion, seconded by _____, to approve this Building Committee.

3. Authorization for preparation of schematic drawings and outlined (educational) specifications.

RESOLVED, that the Town of Kent hereby authorizes at least the preparation of schematic drawings and outlined (educational) specifications for the Kent Roof Replacement Project at Kent Center School.

_____ made the motion, seconded by _____, to approve the preparation of schematic drawings and outlined (educational) specifications.

_____ made a motion, seconded by _____,

a) Resolved, that a building committee is hereby established as the building committee with regard to the Roof Replacement Project at Kent Center School (KCS).

This is the recommended Building Committee to oversee the Roof Replacement Project at Kent Center School. Motion was approved.

b) Resolved, that the Town of Kent authorizes the filing of the grant application for the Kent Center School Roof Replacement Project:

d) Approval of the [educational specifications](#) for the Kent Center School Roof Replacement Project:



June 15, 2023

Board of Selectmen
41 Kent Green Boulevard
Kent, CT 06757

RE: Request for Waiver of Permit and Building Fees for CDBG Work

Dear Board of Selectmen:

The Town of Kent, and Kent Affordable Housing, Inc. (KAH) have successfully applied to the Connecticut Department of Housing for an \$800,000 Community Development Block Grant (CDBG) to fund the replacement of boilers, repaving, and other work at South Common, KAH's development of 24 units affordable to households making 25-60% of the Area Median Income.

The work has been put out to bid, and we hope to begin work later this summer. However, one condition imposed by the Connecticut Department of Housing for receiving the funding has not been met, which is for the town to waive permit and building fees for the work to be completed under the CDBG grant.

Tai Kern, the Land Use Administrator, looked into waiving fees, and found she only had the authority to waive fees for town projects on town property.

So, we are asking the Board of Selectmen to use its authority to waive fees for the CDBG work at South Common. The Board of Selectmen of the Town of Morris recently did the same, and the minutes and correspondence relating to that action are attached.

We are only making this request as it is a non-negotiable requirement of the Department of Housing to receive this much needed \$800,000 in funding, and is not something we anticipate having to do again.

Thank you for considering this request.

Sincerely,

JB Potter
Justin Potter
President

Enclosure



Town of Morris
Office of the Selectmen
3 East Street – PO Box 66
Morris, CT 06763
Tel 860-567-7430 Fax 860-567-7432
E-mail: selectmen@townofmorrisct.com
Webpage: townofmorrisct.com

June 7, 2023

Jim Simoncelli
Morris Housing Authority
109 East Street
Morris, CT 06763

Re: CDBG Small Cities Program

Dear Jim:

Please be advised that the Board of Selectmen has agreed to waive all Town permit fees for the CDBG Small Cities Program. This project has full support from the Board of Selectmen.

Please let me know if you need any additional information.

Sincerely,

Thomas Weik
First Selectman

Town of Morris
Board of Selectmen
Hybrid Meeting
Regular Meeting Minutes
Tuesday, May 2, 2023
Morris Community Hall

Board Members Present: Tom Weik, Erica Dorsett, Vinnie Aiello

- I. Call to Order by Tom Weik at 4:30 p.m.
 - II. **Motion** made by Erica Dorsett to approve Regular Meeting Minutes of April 4, 2023. Tom Weik seconded. **Motion carried.**
 - III. **Motion** made by Vinnie Aiello to approve Regular Meeting Minutes of April 18, 2023. Tom Weik seconded. **Motion carried.**
 - IV. **Motion** made by Erica Dorsett to approve resolution for Small Cities Program. Vinnie Aiello seconded. **Motion carried: unanimous.**
 - V. **Motion** made by Erica Dorsett to waive fees for CDBG application. Vinnie Aiello seconded. **Motion carried: unanimous.**
 - VI. **Motion** made by Vinnie Aiello to approve Memorandum of Understanding for the Northwest Hills Regional Opioid Respond Fund. Erica Dorsett seconded. **Motion carried: unanimous.**
 - VII. **Motion** made by Erica Dorsett to approve the Master Municipal Agreement for Construction Projects through State of Connecticut Department of Transportation for an extension of one year through 6/23/24. Vinnie Aiello seconded. **Motion carried: unanimous.**
- Motion** made by Erica Dorsett to add 7a. Public Hearing for CDBG Program. Vinnie Aiello seconded. **Motion carried: unanimous.**



Joyce Kearns <adminassist@townofkentct.org>

Re: Request with urgency about CDBG funding release

1 message

Jean Conlon Speck <firstselectman@townofkentct.org>

Mon, Jun 12, 2023 at 6:01 PM

To: Justin Potter <president@kentaffordablehousing.org>

Cc: Bill Bachrach <wbachrach@snet.net>, David Berto <dberto@housingenterprises.com>, Tai Kern <landuseadmin@townofkentct.org>, joyce kearns <adminassist@townofkentct.org>

Thanks Tai for the quick follow up.

Justin - I'll check in with Barbara Herbst tomorrow. She may be able to assist.

On Mon, Jun 12, 2023 at 16:59 Justin Potter <president@kentaffordablehousing.org> wrote:

Hi Tai,

Thanks for quickly looking into this! Unfortunately it isn't KAH that's seeking the waiver, but the CT Department of Housing that's demanding a contribution from towns receiving CDBG grants in the form of a building fee waiver in order to release the funds. What would be the best way to make this happen?

Thanks!

Justin

On Jun 12, 2023, at 3:36 PM, Tai Kern <landuseadmin@townofkentct.org> wrote:

Hi Jean,

I checked the Ordinances and they do not allow for fee waivers under Building, P&Z or Wetlands . I believe Joe's contract allows for the First Selectman to make that determination and then the Town would be responsible to pay his portion, but that is just his private contract language. I would think authority to do so would have to come from somewhere. The Land Use/Building Office has no authority to waive fees unless it is a town project on town property. I understand that in the past the Town has refused to waive fees for entities such as the Land Trust.

Best regards,

Tai Kern

Land Use Administrator

Town of Kent

Land Use Office

41 Kent Green Boulevard

P.O. Box 678

Kent, CT 06757

(860) 927-4625

landuseadmin@townofkentct.org

On Mon, Jun 12, 2023 at 3:08 PM Jean Conlon Speck <firstselectman@townofkentct.org> wrote:

Hi Justin,

I'm cc'ing Tai Kern, our land use administrator on this email to confirm that the fees can be waived.

Hi Tai - can you confirm the fees can be waived? The Town was the grant applicant for the federal grant, and the KAH (a 501(c)3) is the recipient.

On Mon, Jun 12, 2023 at 15:02 Justin Potter <president@kentaffordablehousing.org> wrote:

Hi Jean,

Just following up on written confirmation that the building fees will be waived for the CDBG work. We opened the account to receive the funds today, and are eager to get them flowing. Thank you!

Justin

Justin Potter, President
Kent Affordable Housing, Inc.
president@kentaffordablehousing.org
<https://www.kentaffordablehousing.org/>

On Jun 8, 2023, at 11:42 AM, Bill & Catherine Bachrach <wbachrach@snet.net> wrote:

Dear Jean,

Please confirm that building fees will be waived for the South Common CDBG upgrades. David Berto says DOH will not accept "no" for an answer, and they are requiring it for all CDBG funding. Apparently this is the reason we have not received the first release of funds.

We have real movement on the work expected to be completed by year's end. The newspaper and legal ads for contractor bids were published three days ago. And submitted bids will be opened at Town Hall, as you are aware, Friday June 30 at 4:00 PM.

Now we just need to start seeing the funding!

Thank you for your attention to this time sensitive matter.

With best regards, Bill

--

Stay well,
Jean

Jean Conlon Speck
First Selectman
Town of Kent

--

Stay well,
Jean

Jean Conlon Speck
First Selectman
Town of Kent

Memo

To: Board of Selectman
From: Tai Kern, Land Use Admin.
Date: June 27, 2027
Re: Inland Wetlands Commission – Alternate Recommendation

At the 6/26/23 Inland Wetlands Commission Regular Meeting, a motion was made and unanimously approved to recommend Jeff Galusha to fill the vacant alternate term – term expiration 12/31/23.

The IWC Commission respectfully requests that this recommendation for appointment of Jeff Galusha to fill the vacant alternate term – term expiration 12/31/23 be included on the 6/28/23 Board of Selectman agenda for consideration.

Hiring Policy Draft
Town of Kent
Board of Selectmen
Regular Meeting
April 26, 2023

A job description, posted on the Town of Kent website for at least two weeks, is required before boards and commissions may hire new employees. Exceptions may be made for emergency hires at the discretion of the First Selectman.

3. Hiring Policies and Process

Departments

The following are the principal management Departments within the Town of Kent:

1. Selectmen
2. Highway
3. Town Clerk
4. Tax Collector
5. Tax Assessor
6. Land Use
7. Park and Recreation
8. Treasurer
9. Social Services

Each department shall have a Department Head whether or not there are additional employees within the department. The Department Head shall be the principal point of contact with the Board of Selectmen for those departments that administer policies directed by Town Boards or Commissions.

Each Department Head shall have the authority to recommend to the Board of Selectmen the hiring or firing of any personnel. Each Department Head shall have the authority to recommend salary and salary adjustments to the Board of Selectmen. **If the Department Head works in conjunction with a Commission/Commissions or Board/Boards, recommendations to the Board of Selectmen on the hiring or firing of any personnel or recommendations on salary and/or salary adjustments to the Board of Selectmen shall be jointly submitted with the Chairman or Commission/Board representative. Upon review, the salary shall ultimately be set by the Board of Selectmen within the limits of the budget appropriation and, therefore, shall be effective immediately.**

Unless directed to the contrary by any state statute or town ordinance, each department that has or anticipates requiring support staff (**clerks or assistants**) shall try to maintain a defined level of subordinate positions specified by skill level or training required and job responsibilities. Each specific level of subordinate position shall comport with a salary range scale agreed by the Board of Selectmen.

Job Descriptions

On a biennial basis, starting in September of 2012 and every two (2) years after that, the First Selectman, with the advice of applicable Boards, Commissions and/or Department Heads, shall conduct an organizational review of each municipal department. Following such reviews, the Department Head may recommend to the Board of Selectmen the retention of the current organizational structure of any department or may recommend organizational revisions of any department. The Department Head also shall recommend the allocation of job duties within the various departments. Such revisions and allocations may be implemented only after the approval of the Board of Selectmen. New and revised job descriptions shall be developed by the Department Head with input from Commission(s) and/or Boards if applicable and submitted to the Board of Selectmen for approval. Job descriptions shall be developed and/or revised by the First Selectman with input from any applicable Boards or Commissions and/or the Department Heads. Where the First Selectman deems it necessary, incumbent employees may be interviewed regarding job duties. In addition to defining responsibilities, the job description may include an Appendix that sets out terms of employment that modify this policy in specific areas for the current employee. The Board of Selectmen must approve any such Appendix, thereby making it a matter of public record. Upon termination of the employee, for whatever reason, the Appendix shall be void. Job descriptions are also subject to approval by the Board of Selectmen (Appendix I).

The statements contained in each employee's job description are illustrations of the various types of work that may be performed, the skill typically required and the scope of responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADA Policy

The Town of Kent is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship to the Town. Employees with a disability who believe they need a temporary or permanent reasonable accommodation to perform the essential functions of their job should contact the First Selectman and request accommodation.

E-Verify Policy

The Town of Kent is committed to compliance with Federal Law regarding hiring practices. It shall be a policy of the Town of Kent that the Town must use the federally maintained E-Verify Program (www.uscis.gov/e-verify) (or any successor program) to verify the employment eligibility of new hires made by the Town. New hires must complete an I-9

form. The Selectman's administrative assistant shall process the verification and maintain the records.

EEOC Policy

The Town of Kent is committed to equal employment opportunities for all. Equal Employment Opportunity has been, and continues to be, a fundamental principle at the Town of Kent. Employment and promotions are based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability, sexual orientation or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment, including policies and procedures related to recruitment and hiring, compensation, working conditions, benefits, and termination from employment.

Vacancies

The Department head shall notify the Board of Selectmen in writing of a job vacancy. **If the Department Head works in conjunction with a Commission/Commissions or Board/Boards, recommendations to the Board of Selectmen on the filling of a job vacancy shall be jointly submitted with the Chairman or Commission representative.** The Board of Selectmen shall determine if the Town will fill the vacancy. The Department Head **shall** post a job opening notice on the Town of Kent website and in such other places as may be deemed appropriate **for a minimum of 2 weeks.**

Application Process

There is no legal right to municipal employment. The Department Head has discretion to decline to offer employment should he/she believe the applicant does not adequately fit the position, that there are more qualified candidates available, that the applicant does not possess the qualifications or skills required for the position, in the event he/she considers the applicant pool to be inadequate, or if the applicant fails to file an application by the announced closing date for the receipt of applications unless an extension has been publicly announced prior to such date.

Newly Hired Employees

Upon hiring a new employee, the Selectmen's Administrative Assistant will be notified immediately in order to start a personnel file and set up the new employee for payroll. Notification must include, at minimum, the new employee's name, social security number, date of hire, and beginning salary. The new employee shall report to the Selectmen's Office to complete all required employment forms.

All new hires and employees transferring to a new position will complete an introductory period the first 90-days of employment in that position. Such a period allows the employee time for training and adjustment to the new position.



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:

Reports to the next highest on-duty Park and Recreation supervisory position unless otherwise specified.

HOURS OF WORK:

This is a part-time, per-diem position with hours not to exceed 20 in any given work-week. Nighttime, weekend and/or holiday work may be scheduled.

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.

KNOWLEDGE, SKILL AND ABILITY:

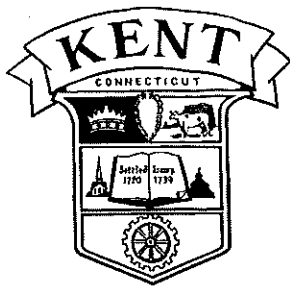
- Working computer knowledge including use of Microsoft Word, email, use of internet browsers and search engines.
- Ability to speak in and lead small groups of children and/or parents.

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.
- Includes manual labor movements including but not limited to lifting, shoveling, raking, bending, etc.
- Includes athletic movements including but not limited to jumping, squatting, kneeling, throwing balls, jogging, manipulating sports equipment, etc.
- Requires standing for prolonged periods.



Kent Park & Recreation

P.O. Box 678
41 Kent Green Boulevard
Kent, Ct. 06757
parkandrec@townofkentct.org
ph: 860-927-1003
fax: 860-927-1313

Park & Recreation Commission

Special Meeting

Tuesday, 2.6.2023 – 5:00p

Meeting Minutes

Present Commissioners: Julia Neff, Abigail Smith Hanby, Blythe Everett, Kate Symonds, John Grant

Also Present: Director of Park & Recreation Jared Kuczenski

Call to order: Julia Neff calls the meeting to order at 5:03 p.m.

Motion to approve agenda: made by Blythe Everett, seconded by Kate Symonds. Motion carried unanimously.

Motion to appoint Julia Neff as Commission Chairwoman for calendar year 2023: made by Kate Symonds, seconded by Blythe Everett. Carried unanimously.

Motion to purchase from the State of Connecticut Surplus Program for a cost of \$6205.00, a 2015 Chevy Silverado VIN# 1GCVKPEC2FZ210146: made by Blythe Everett, seconded by Kate Symonds. Motion carries with Julia Neff, Abigail Smith Hanby, Kate Symonds, Blythe Everett in favor; John Grant opposed.

Motion to approve the job description for the Recreation Aide job title: made by John Grant, seconded by Abigail Smith Hanby. Motion carries unanimously.

Motion to adjourn meeting: made by Julia Neff at 5:40 p.m.

Minutes prepared by: Jared Kuczenski, Director of Park & Recreation

Signature: _____

Date: 02.06.2023 _____

Minutes are not considered final until approved. Refer to the minutes from the ensuing meeting for any changes and/or corrections.



Joyce Kearns <adminassist@townofkentct.org>

Recreation Aide Job Description

1 message

Kent Park & Recreation <ParkandRec@townofkentct.org>

Wed, Jun 7, 2023 at 5:22 AM

To: Jean Speck <firstselectman@townofkentct.org>

Cc: Joyce Kearns <adminassist@townofkentct.org>

Hi Jean -

If you could add the approval of the attached Recreation Aide job description to the next BOS meeting agenda, that would be great. This job description was approved by the Commission (minutes attached) and previously checked over by you and Joyce separately for any issues or inconsistencies.

Thank you -

**Jared Kuczenski**

Director of Parks & Rec, Town of Kent, Connecticut

860.927.1003 | parkandrec@townofkentct.org | www.townofkentct.org

41 Kent Green Boulevard

PO Box 678

Kent, CT | 06757



Create your own email signature

2 attachments**Minutes 02.06.2023.pdf**

288K

**Recreation Aide - Job Description.pdf**

135K



TOWN OF KENT JOB DESCRIPTION

POSITION: Recreation Leader

RATE: \$18.00 - \$21.00

PURPOSE OF JOB CLASS (NATURE OF WORK):

Performs work in the Park and Recreation Department under the supervision of the next higher-level Park & Recreation employee. Work involves taking a lead role in the overall administration and supervision of various programs, sports and special events including the After School Program and all summer camps. Employee is also responsible for supervising Recreation Aides and other lower-level Park and Recreation employees, as well as 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 the Director of Park and Recreation.

DIRECT REPORTS:

Reports to the more senior on-duty Park and Recreation supervisory position unless otherwise specified.

HOURS OF WORK:

This is a full-time, 40-hour-per-week position. During the months of September through the first half of June, employee will be given the option to work a consistent 1:00p to 9:00p schedule or to work a shifting schedule based on the hours of the day's events, programs and tasks. In the case of the latter, the employee will be given an 8-hour-per-day schedule by his/her supervisor such that his/her day ends when the final events or activities of the day end, which may be as late as 9:00p. From the second half of June until the beginning of the school year, the employee will work a standard 8:00a to 4:00p schedule.

EXAMPLES OF DUTIES:

- In coordination with high-level Park & Recreation staff, is responsible for the planning, organizing, coordination and supervision of:
 - general programming
 - athletic programs and leagues
 - special events
 - after-school programs and summer camps
- Responsible for the direct supervision and evaluation of Recreation Aides and other lower-level Park and Recreation staff including those working the After School Program & summer camps.
- Supervising and leading small-to-large groups of participants during activities, including groups of children, parents, coaches and volunteers.

- Significant office work preparing program/event materials, communications, payment processing, and other administrative tasks as assigned by supervisor(s).
- Assists in the maintenance of parks, fields and facilities including grooming of fields, cleaning of tennis courts and pavilion, etc.

KNOWLEDGE, SKILL AND ABILITY:

- Working computer knowledge including use of Microsoft Word, email, use of internet browsers and search engines.
- Ability to speak to and lead groups of children and/or parents.
- An understanding of basic recreation principles.
- If not already certified, incumbent will be required to become certified, at the Town of Kent's expense, in:
 - First Aid, CPR, and AED use
 - Lifeguarding
 - Serve Safe Food Handling

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:

- Must be at least 18 years of age.
- Must be either enrolled in high school or a GED program or have a diploma from one or the other.
- Must have a valid driver's license.
- Must submit to and pass a background check.

WORKING CONDITIONS:

- Includes working outdoors in varying conditions.
- Includes manual labor movements including but not limited to lifting, shoveling, raking, bending, etc.
- Includes athletic movements including but not limited to jumping, squatting, kneeling, throwing balls, jogging, manipulating sports equipment, etc.
- Requires standing for prolonged periods.



Joyce Kearns <adminassist@townofkentct.org>

Recreation Leader Job Description

1 message

Kent Park & Recreation <ParkandRec@townofkentct.org>

Tue, Jun 27, 2023 at 1:55 PM

To: Jean Speck <firstselectman@townofkentct.org>

Cc: Joyce Kearns <adminassist@townofkentct.org>, Rufus DeRham <Rufuspderham@townofkentct.org>, Michael Perkins <mike.c.perkins@gmail.com>

Jean -

Following the budget vote and at the insistence of members of the public, attached please find a job description for the Recreation Leader position. It is not the intention of the Commission to request funding be restored for this position, however we felt it important to have this job description approved for future use. Thus, if it could be added to the agenda for your next BOS meeting I would be most appreciative.

Please note that the attached description was approved by the Park & Recreation Commission on June 20, 2023.

Thanks and please let me know if there is anything future you need from me.

**Jared Kuczenski**

Director of Parks & Rec, Town of Kent, Connecticut

860.927.1003 | parkandrec@townofkentct.org | www.townofkentct.org

[41 Kent Green Boulevard](#)

PO Box 678

Kent, CT | 06757



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**Recreation Leader - Job Description.pdf**

166K