



Board of Selectmen
Special Meeting

January 10, 2022
11:00 A.M.

Present: Jean Speck, Glenn Sanchez and Rufus deRham.

Also, present: Lynn Harrington and Julia Neff.

Call to order:

Jean Speck called the meeting to order at 11:03 a.m.

Possible Executive Session – Parks and Recreation Commission – new hire recommendation for Parks and Recreation Director:

Rufus deRham:

- Member of BoF for 11 years.
- Attended the CCM workshops over the weekend.
- CCM speaker stated, budgets are guides, they are not etched in stone.
- A budget is a live working document.

Glenn Sanchez:

Thanked the committee for all their hard work.

- At the 9/22/2021 P&R Meeting, they discussed the director's salary
 - Zip Recruiter = \$53,000
 - Do we need to talk to BoS?
 - What happens if we go over the budgeted amount?
- The request of \$60,000 from \$54,000 is an 11% increase.

Jean Speck made a motion to go into Executive Session to discuss the Parks and Recreation candidate at 11:11 a.m., and invited Lynn Harrington, Julia Neff and Joyce Kearns. Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to come out of Executive Session at 11:40 a.m. Glenn Sanchez seconded the motion and the motion carried.

Jean Speck made a motion to accept the Parks and Recreation Commission's recommendation to hire Jared Kuczenski as the fulltime, 40 hours per week, Parks and Recreation Director with an annual salary of \$60,000. Glenn Sanchez seconded the motion and the motion carried.

Approval of the January 20, 2022 Annual Town Meeting Agenda:

Jean Speck made a motion to approve the January 20, 2022 Annual Town Meeting agenda, as submitted. Glenn Sanchez seconded the motion and the motion carried.

Adjourn:

Jean Speck adjourned the meeting at 11:47 a.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.



BOARD OF SELECTMEN
Special Meeting Agenda
Kent Town Hall
January 10, 2022 @ 11:00 a.m.

Supporting documentation for this meeting:

<https://drive.google.com/drive/u/2/folders/1xrDSyYJdZUoz5cgBvrHgoKjmapwNwObe>

1. Call the meeting to order.
2. Possible Executive Session - Parks and Recreation Commission – new hire recommendation for Parks and Recreation Director.
3. Approval of January 20, 2022 Annual Town Meeting agenda.
4. Adjourn.

“An equal opportunity employer and service provider.”

Town of Kent
Park and Recreation Director

The Kent Park and Recreation Commission works to realize the ongoing missions of Kent Park and Recreation through balanced, thoughtful, equitable stewardship and planning by highly committed volunteers.

Position Summary:

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, seniors, teens, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events and maintenance of the parks. Works with the Parks and Recreation Commission to develop long range plans for programs, parks and facilities to accommodate town goals and recreation needs.

Reports to:

Park and Recreation Chairman.

Direct Reports:

- After-School Program director • Head Lifeguard
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- Park maintenance staff

Indirect Reports: Referees and Umpires

Hours of Work:

Full-time salaried position, 40 hours per week, includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours, opens and responds to daily mail and email, responds to and keep copies of correspondence, answer and responds to phone calls, identify and order office supplies
- Takes direction from the Park and Recreation Commission and carries out all tasks required to make programs and parks run smoothly. Addresses other duties and requests that are assigned in a timely fashion.
- Assumes management responsibility for all services and activities of Park and Recreation
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Attends all regular and special Commission meetings and monthly BOS meetings, and communicates regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent to commission members with any other supporting documents including financial reports not less than 3 business days before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk, keeping copies of minutes and directors report for 3 years.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget, and the Five Year Capital Plan
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.

Job Qualifications:

- Bachelor's Degree and/or relevant work experience and interest in Park and Recreation.
- Strong communication skills including written, oral and administrative.
- First aid training.
- CPR certification.
- Certified blood borne pathogens awareness
- Computer Skills including Microsoft Office Suite, Adobe Acrobat, Google
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.
- Knowledge of small-town municipal functions
- Understanding of Robert's Rules and CT General Statutes relating to duties and assignments

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.
- Light manual labor involved including but not limited to lining of ball fields, setting pool aerator, small repairs and maintenance

Approved by the Board of Selectmen:	10/4/11
Updated by the Board of Selectmen:	3/13/12
Revised and approved by the Board of Selectmen:	7/31/13
Approved by the Board of Selectmen:	9/1/15

LEGAL NOTICE
TOWN OF KENT
ANNUAL TOWN MEETING
JANUARY 20, 2022
Via Zoom

Join Zoom meeting: <https://us02web.zoom.us/j/87185477727>

Meeting ID: 871 8547 7727

One tap mobile: +1 646 558 8656 US (New York)

The electors of the Town of Kent and those qualified to vote in Town Meetings are hereby WARNED and NOTIFIED that the Annual Town Meeting will be held via Zoom, on January 20, 2022 at 7:00 p.m. to consider and act upon the following agenda:

1. To discuss and accept the Town Report and audited Financial Statement of the Town of Kent for the fiscal year ending June 30, 2021.
2. To authorize the Board of Selectmen and the Town Treasurer to borrow from time to time and upon the credit of the Town funds for the needs of the Town and to make and deliver the negotiable note(s) of the Town therefore.
3. To appoint the following to the Kent Park and Recreation Commission:
Diane Impastato to a one-year alternate seat to expire on 1/19/2023.
Julia Neff to a one-year alternate seat to expire on 1/19/2023.
Mike Perkins to a three-year seat to expire on 1/16/2025.
Kate Symonds to a three-year seat to expire on 1/16/2025.
4. SECTION 18 - 9 of the Code of Ordinances is amended and that the following is adopted as Section 18-9 in lieu thereof:

Section 18 – 9 of the Code of Ordinances:

Waiver of Property Tax

Pursuant to the provisions of C.G.S. Sec. 12 – 144c
The Tax Collector is authorized to waive any property tax due from a taxpayer, provided the amount is less than five dollars.

The aforementioned ordinance adopted at a Town Meeting on January 20, 2022 shall become effective fifteen (15) days after publication in a newspaper circulation in the Town of Kent.