



Board of Selectmen  
Special Meeting

February 1, 2023  
2:30 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=Rnc0KbsuX9g>

Jean Speck, Rufus deRham and Glenn Sanchez.

Also present: Darlene Brady, Melissa Cherniske, Athenaide Dallett, Jen Dubray, John Grant, Lynn Harrington, Barbara Herbst, Jared Kuczenski and Lynn Worthington.

**Call to order:**

Jean Speck called the meeting to order at 2:30 p.m.

**Approval of Assessor Assistant job description:**

Jean Speck:

- Just received the digital copy this morning.
- Will go over with Jen.
- Will bring the final draft to a future meeting for approval.

**Policy and Procedure Manual updates:**

**Section 10 - Retirement Plan:**

Glenn Sanchez made the following motion:

The Town provides a pension plan to eligible employees. All employees enrolled in the Town of Kent Money Purchase Pension Plan shall meet all eligibility requirements including, without limitations, hours worked. All benefits are subject to the current pension plan. For reference, the Summary of Plan Provisions document, which summarizes the plan provisions, benefits and eligibility requirements, is included as an addendum at the end of this manual. For additional information, contact the First Selectman's Office.

The Town reserves the right to change providers whenever deemed desirable in the judgement and at the discretion of the Board of Selectmen.

Jean Speck seconded the motion and the motion carried.

**Section 3 - Hiring Policy:**

Jean Speck:

- Referred to the December 20, 2022 memo from Joyce Kearns (attached).

- Park & Rec bylaws, the director recommends personnel necessary to implement the programs, and the Commission approves the hire.
- Parttime and season hires do not come to the Board of Selectmen.
- Camp Director, After-school Director and P&R Director come to Board of Selectmen.
- A year-ago the Board of Selectmen went through shifting the hiring policy, that didn't really go anywhere.
- It is tough because there are department level employees and there are seasonal workers that get addressed in different ways based on bylaws.
- We should have a better policy in place.

Joyce Kearns:

- There was a hire without a job description.
- Not exclusive to P&R, the BoS made a motion to post a job description from 2013 on the website with the incorrect hours of work.
- Asked for clarification on the hiring policy.

Glenn Sanchez:

- Thinks most positions should be advertised for two weeks, unless there are extenuating circumstances.
- What extent does the BoS allow commissions to hire?
- What commission have the authority to hire?

### **Five-Year Capital Plan:**

Jean Speck made the following suggestions to the Five-Year Capital:

- KVFD Engine #2 move the \$225,000 in FY 2028 to FY 2032
- KVFD Communications Upgrade reduce FY 2028 from \$125,000 to \$100,000
- P&R Kent Commons Basketball move the \$100,000 from 2028 to FY 2029
- P&R Vehicle move the \$35,000 from FY 2028 to FY 2029
- Town Hall windows move the \$150,000 from FY 2028 to FY 2029
- DPW Bridge #05519 (Macedonia) move \$150,000 of the \$300,000 from FY 2028 to FY 2029

Rufus deRham made that the Board of Selectmen support the Capital Plan and send it on to the Board of Finance, so the bottom line is \$2,699,536. Jean Speck seconded the motion.

Rufus deRham rescinded his motion and Jean Speck rescinded her second.

Rufus deRham made a motion that the Board of Selectmen support the Five-Year Capital Plan as amended and send it on the Board of Finance. Jean Speck seconded the motion and the motion carried.

### **Public Comment:**

Lynn Harrington:

- Do we have an approximation by how much the town population has increased?
- I contacted Jean about the hiring policy a couple of months ago, the director hiring his friend in a non-emergency, it is the director's responsibility to fill in.
- Hiring that person with no interview, no job description because the job was changed.
- That position was not budgeted.
- The Commission agreed to post that position, it has not been posted to date.
- Splash pad was looked at by previous Commission and it was deemed not feasible with the extra cost of maintenance and staffing and it is geared towards little kids.
- A lot of Kent Commons floods, so that could be a problem.
- There is \$200,000 sitting in Capital to fix Emery Park, the pool has been neglected.
- Eventually may need a place for Camp Kent.
- Master Plan, during the interview process the new director stated that the town he used to work for had one sitting in the bottom of somebody's desk draw.
- Vehicle, why wait five years, go to New Milford and purchase a little truck for approximately \$5,000.
- Playing Fields, they are not part of the P&R budget.
- Jean has not responded to me.

Jean Speck:

- P&R is putting together a new job description for approval at their next meeting.
- I will follow-up.

Donna Hayes:

- The office of Land Use followed the policy and it took months to hire.
- There is no consistency.
- It is very, very, very disappointing the way this board has handled the hiring process that goes on in this building.
- How is this board going to handle this?
- I needed to say something to bring to the forefront how unequitable this situation has been handled.
- Was the P&R hire vetted to work with children?

### **Adjourn:**

Rufus deRham made a motion to adjourn the meeting at 3:40 p.m. Jean Speck 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.*

**RECEIVED**

*By Darlene Brady at 10:46 am, Jan 30, 20*



BOARD OF SELECTMEN  
Special Meeting Agenda  
February 1, 2023 @ 2:30 P.M.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84085221812>

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/11umzH5BjFxC7cdDtuFK1Yb-phKyHgHZy>

1. Call to order.
2. Approval of Assessor Assistant job description.
3. Policy and Procedure Manual updates:
  - 3.1. Section 10 - Retirement Plan
  - 3.2. Section 3 - Hiring Policy
4. Five-Year Capital Plan.
5. Public Comment.
6. Adjourn.

## **TOWN OF KENT ASSISTANT ASSESSOR**

### **Position Summary:**

To work with Assessor in completing the annual Grand List in conformance with the Connecticut General Statutes.

### **Reports to:**

Works under the direction of the Assessor and follows required policies and laws.

### **Hours of Work:**

Part-time hourly position

Hours of work: 18 hours per week

### **Essential Job Functions:**

#### **Administrative:**

- Communicates in person, by telephone, fax, email and through letters with other municipal departments, state officials, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, surveyors, various boards and commissions and the general public.
- Answers phone calls, takes action if appropriate or researches information for assessor to help answer inquiry.
- Performs a variety of technical functions requiring the knowledge of automated and manual property assessment systems and techniques.
- Performs some field inspections to review current data, update information from building permits and or photograph properties.
- Works with Assessor and at times independently to prepare and submit state mandated monthly and annual reports to the Office of Policy and Management, including sales ratio forms and revaluation reports as well as elderly, disabled, veterans and state owned property reimbursements requests, etc.
- Participates in training opportunities.
- Works with Assessor to maintain a filing system for properties that are classifieds under PA 490.
- Works with Assessor and at times independently in maintaining information relating to the assessment function, of ownership, sales, newly filed surveys and value of land and improvements through automated systems.
- Takes responsibility for the administration of the elderly, veterans, and disabled programs based on eligibility requirements and state statutes.
- Helps Assessor work with the Board of Assessment Appeals during the appeal process, providing information to help resolve appeals.
- Requires the operation of an automobile, and standard office equipment.

**Minimum Required Qualifications:**

- Must have successfully completed at least the first three assessment training courses.
- Must have a CT Drivers License.
- Two years of municipal assessment work in a municipality of similar size.
- Familiar with the current assessment programs.
- Knowledge of deeds and surveys.
- An awareness of the principals of property valuation and assessment as well as safety standards.

**Physical Conditions:**

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes (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.
- Outside environment.
- Construction sites.
- Driving in areas other than public roads.
- Construction noise.
- Must have good vision and awareness of surroundings for safety purposes.
- May require review of measurements of unfinished construction on difficult terrain.

Approved by the Board of Selectmen:

10/4/11

Revised and approved by the Board of Selectmen:

9/16/13





To: Board of Selectmen  
From: Joyce Kearns  
Administrative Assistant  
Date: January 17, 2023  
Subject: Retirement Plan/Policy and Procedure Manual

Currently in the P&P Manual

Currently in the VOYA plan document

**Retirement Plan**

Full-time Town employees who, as of January 1 or July 1 of any year:

1. Have completed at least one year of continuous full-time Town service, and
2. Have not reached age sixty (60) are eligible to enroll as participants in whatever Town retirement plans that are then being offered by the Town, subject to the terms and conditions of the plans.

Participants in Town pension plans may continue participation therein until the earlier of the following:

1. Termination of status as a full-time Town employee (for whatever reason, including but not limited to death, retirement, disability, reduction in work schedule below minimum hourly requirements, or other termination of full-time Town status).
2. Attainment of age seventy (70).

Termination of status as participants in Town pension plans does not affect entitlements to vested benefits there under, all in accord with the plan's term and conditions. Vesting shall be

Eligible after completion of one (1) year of service.

Entry date will be the first day of the month coinciding with or next following date you satisfy the eligibility requirements.

You will be credited with a Year of Service at the end of the twelve-month period beginning on your date of hire if you have been credited with at least 1,560 Hours of Service during such period. If you have not been credited with 1,560 Hours of Service by the end of such period, you will have completed a Year of Service at the end of any following Plan Year during which you were credited with 1,560 Hours of Service.

determined by the plan terms and conditions.	
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<b>Suggested update to Policy and Procedure Manual:</b>
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<p>The Town provides a Retirement Plan to full-time employees. All employees enrolled in the Town of Kent Retirement Plan must meet all eligibility requirements including, without limitations, hours worked. All benefits are subject to the current Retirement Plan. For additional information, contact the First Selectman's Office.</p>
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<p>The Town reserves the right to change providers whenever deemed desirable in the judgement and at the discretion of the Board of Selectmen.</p>
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To: Board of Selectmen  
From: Joyce Kearns, Administrative Assistant  
Date: December 20, 2022  
Subject: Hiring Policy

On Wednesday, December 13<sup>th</sup> I asked Jean Speck how Parks and Rec was able to hire a new employee without the job being advertised and without a job description for a newly created position. During our discussion, you indicated you were unaware of the hire. One week later, I have not received a response. Since I am one of the employees that is involved in the advertising and interview process for new employees, I would like clarification of the hiring policy for the Town of Kent.

At the November 17, 2022 Board of Selectmen meeting a hiring policy was discussed. It was confirmed that there is not a written policy. However, it was agreed that any open position would be advertised for two weeks minimum.

At the December 5, 2022 Parks and Rec meeting, the Parks and Rec Director confirmed that there was a vacancy in the After School Program. The Director had worked with a viable candidate at his last job and made a recommendation to the Parks and Rec Commission. At that meeting the Commission not only passed a motion to hire that candidate, the job title and responsibilities were changed and a random dollar amount was attached to the newly created position. There was no job description for the newly created position nor was the hourly rate discussed.

The Parks and Rec hire parallels the recent hire in the Land Use Department:

- Both departments are governed by Commissions
- Both Commissions have the authority to hire
- Both positions are parttime
- Both positions had changes in the duties

The difference in the hiring of the two employees in the past month:

Land Use:

The job description had to be updated  
The position had to be advertised for two weeks  
There was an interview with the Department Head & Building Inspector  
The job description had to be approved by the BoS  
The hourly rate had to be approved by the BoS

Parks and Rec:

No job description  
Not advertised  
No interview  
  
Not approved by BoS  
Not approved by the Bos

The hire had to be approved by the Bos

Not approved by the Bos

I am asking for clarification on the hiring policy for future employees.

Thank you.

FIVE YEAR  
TOTALS

## PROPOSED FIVE YEAR CAPITAL PLAN

INFORMATIONAL USE

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
<b>BD OF EDUCATION</b>										
KCS Roof	266,000	50,000			393,202		393,202	393,202	393,202	393,202
Sidewalk / Paving	136,235	136,235	136,235							
Boilers				156,334	156,334	156,334	-			
<b>BOE SUBTOTAL</b>	<b>402,235</b>	<b>186,235</b>	<b>136,235</b>	<b>156,334</b>	<b>549,536</b>		<b>393,202</b>	<b>393,202</b>	<b>393,202</b>	<b>393,202</b>
<b>1,430,575</b>										

<b>DPW</b>										
Bridges	-	196,883	183,117	300,000	800,000		600,000	-	100,000	100,000
Buildings & Improvements	-	-	-	-	-		-	50,000	-	-
Equipment	-	-	-	-	140,000		-	130,000	-	-
Fleet	290,000	150,000	250,000	-	260,000		260,000	65,000	-	70,000
Roads	-	511,883	433,117	250,000	-		-	600,000	-	-
<b>DPW SUBTOTAL</b>	<b>290,000</b>	<b>858,766</b>	<b>866,234</b>	<b>550,000</b>	<b>1,200,000</b>		<b>860,000</b>	<b>845,000</b>	<b>100,000</b>	<b>170,000</b>
<b>3,765,000</b>										

<b>KVFD</b>										
Communications Upgrade	-		-	125,000	125,000					
* Engine # 2					225,000		225,000	225,000		
Rescue # 8	225,000		200,000	200,000	300,000					
<b>KVFD SUBTOTAL</b>	<b>225,000</b>	<b>-</b>	<b>200,000</b>	<b>325,000</b>	<b>650,000</b>		<b>225,000</b>	<b>225,000</b>	<b>-</b>	<b>-</b>
<b>1,400,000</b>										

<b>Land Use</b>										
Zoning Regulations	-	-	-				15,000	30,000		
POCD		-	-	-					45,000	5,000
<b>LU SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>15,000</b>	<b>30,000</b>	<b>45,000</b>	<b>5,000</b>
<b>0</b>										

<b>PARK AND REC</b>										
Emery Park	100,000		-	25,000	25,000		35,000			
Kent Commons (basketball)					100,000		-	-		
Kent Commons (splash pad)	-	-	-	-	250,000					



	Kent Common (other)	-	20,000	25,000	25,000							
	Playing Fields and Ball Park	-	-	50,000	-	-	-	-	-	-	-	-
	Master Plan	-	-	25,000	-							
	Vehicle	-	-	-	35,000							
680,000	P & R SUBTOTAL	100,000	20,000	125,000	435,000	35,000	-	-	-	-	-	-

REVALUATION					
	Reval	50,000	-	-	50,000
	REVAL SUBTOTAL	50,000	-	-	50,000
100,000					

Tn Buildings											
* CH Exterior Paint/Repair									80,000		
CH Flooring		-									
* CH LL Flooring										50,000	
CH Roof		50,000									
CH Windows									150,000		
Swift House											
Tn Hall Roof	-			30,000					200,000		
* Tn Hall Sidewalks	-			-		65,000			-		
Tn Hall Windows	-			-		-			-		
TN BLDGS SUBTOTAL	-	50,000	30,000	65,000					280,000	50,000	-
645,000											

5 YR TOTAL		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
8 020 575	TTI CAPITAL	1 067 235	1 115 001	1 232 469	1 221 334	3 384 536	2 234 536	1 788 202	1 598 202	498 202	563 202

	1/5TH OF ANNUAL CAPITAL	213,447	223,000	246,494	244,267	676,907		446,907	357,640	319,640	99,640	112,640
	APPROPRIATION FY 2023-2024	1,604,115										
	APPROPRIATION FY 2024-2025		1,837,575									
	APPROPRIATION FY 2025-2026			1,972,215								
	APPROPRIATION FY 2026-2027				2,045,362							
	APPROPRIATION FY 2027-2028					1,900,736						
	APPROPRIATION FY 2028-2029							1,336,469				

[illegible]