

**RECEIVED**

*By Darlene Brady at 8:15 am, Apr 06, 2021*



Board of Selectmen  
Special Meeting

March 31, 2021  
9:30 A.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Darlene Brady, Lesly Ferris, Donna Hayes, Rick Osborne and Lynn Worthington.

Ms. Speck called the meeting to order at 9:4 a.m.

**Update Section 3 of Policy and Procedure Manual - Hiring Policies and Process:**

Ms. Speck presented a draft hiring policy, attached. Ms. Speck agreed to schedule a department head meeting and get their feedback on the policy. The Board of Selectmen will keep the item on the agenda and will review the feedback from the department heads.

**Tax Collector Assistant:**

Mr. Garrity made a motion to create a Tax Collector Assistant hiring sub-committee: Debbie Devaux, Ed Matson, Jenn Dubray, to implement the hiring process and make a recommendation to the Board of Selectmen. Ms. Speck seconded the motion and the motion carried.

Ms. Speck made a motion to charge the Tax Collector Assistant hiring sub-committee with:

- Creating the interview questions
- Interview the candidates
- Make a recommendation to the Board of Selectmen

Mr. Garrity seconded the motion and the motion carried.

**Park and Rec Director:**

The Board of Selectmen thanked Lesly Ferris for her twenty-three years of public service.

Ms. Speck reported the Park and Rec Commission had a meeting on Friday and discussed:

- Creating a sub-committee to hire an interim Park and Rec Co-Ordinator
  - Three Park and rec Commission member
  - One Selectman – Ed Matson
  - One Kent resident

Ms. Speck confirmed the following:

- She will email the Park and Rec Commission the hiring policy

- Phone message and email checked by Selectman's Office

**Board of Finance Clerk Job Description:**

Ms. Speck share the updated Clerk to the Board of Finance job description, attached. Mr. Garrity expressed concern with being too specific in the job requirements section.

Mr. Garrity made a motion to create a Clerk to the Board of Finance hiring sub-committee: Board of Finance Chairman, Board of Selectmen member – Chris Garrity and the Treasurer. Mr. Matson seconded the motion and the motion carried.

Ms. Speck made a motion to charge the Clerk to the Board of Finance hiring sub-committee with the following:

- Post the position
- Create the interview questions
- Make a recommendation to the Board of Selectmen of the most qualified candidate

Mr. Garrity seconded the motion and the motion carried.

**Executive Session – Transfer Station Manager:**

Ms. Speck made a motion to go into Executive Session at 11:07 a.m. to discuss the Transfer Station Manager position and invited Rick Osborne. Mr. Garrity seconded the motion and the motion carried.

Ms. Speck made a motion to come out of Executive Session at 12:08 p.m. Mr. Garrity seconded the motion and the motion carried.

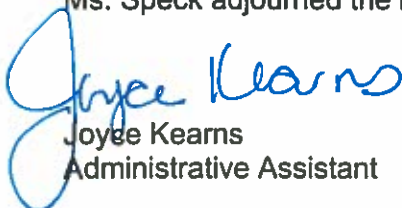
Ms. Speck stated no action was taken on the Transfer Station Manager position.

Ms. Speck made a motion to create a Transfer Station Attendant hiring sub-committee:

- One member of Board of Selectmen – Jean Speck
- One member from the Conservation Commission
- One Kent resident at large

Mr. Garrity seconded the motion and the motion carried.

Ms. Speck adjourned the meeting at 12:15 p.m.



Joyce Kearns  
Administrative Assistant

*These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.*



**BOARD OF SELECTMEN**  
**Special Meeting**  
**Wednesday, March 31, 2021 @ 9:30 A.M.**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/82561986905>

**Meeting ID:** **825 6198 6905**

**One tap mobile:** **+16465588656,,82561986905# US (New York)**

1. Call to order
2. Update Section 3 of Policy and Procedure Manual - Hiring Policies and Process
3. Tax Collector Assistant
4. Park and Rec Director
6. Board of Finance Clerk Job Description
7. Executive Session – Transfer Station Manager
8. Adjourn

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

### 3. Hiring Policies and Process

1. The Department Head shall notify the Board of Selectmen in writing of a job vacancy
2. The Board of Selectmen shall determine if the Town will fill the vacancy
3. The job description to be reviewed, updated and amended by the First Selectman with input from any applicable Boards or Commissions and/or the Department Heads according to the current office needs.
4. The Selectman's office shall post the job opening notice on the town website and any other place deemed appropriate (In Deed) with a closing date
5. Board of Selectman will appoint a hiring sub-committee comprised of:
  - a. The Department Head (or First Selectmen if it is for a Department Head)
  - b. Union Stewart (if a union position),
  - c. A member of the board or commission, a member of staff not associated with the department and
  - d. The administrative assistant
6. A set of interview questions to be created by the sub-committee related to the vacant position for ranking purposes
7. After the application submission deadline has expired the sub-committee meets to review the applicants to narrow it down to the top 3-5 applicants who best meet the vacant position's job qualifications
8. The Selectman's office schedules interviews for the top 3-5 applicants
9. Interviews with the sub-committee completing the ranking system based on the preset interview questions
10. Sub-committee reviews the scores and agree upon the top candidate and makes a recommendation to the Board of Selectmen
11. Board of Selectmen agree to hire with a set salary
12. The Department Head (or First Selectman if the position is for a Department Head) contacts the candidate and offer the candidate the position
13. Upon the candidate accepting the position, the Selectman's office sends the candidate an employment letter with details to include start date, salary and new hire paperwork (tax forms, Policy and Procedure Manual, emergency contact, etc.)



DRAFT

## **TOWN OF KENT JOB CLASSIFICATION**

**POSITION:** Clerk to the Board of Finance

**RATE:** part-time, per meeting flat rate as approved in annual budget

### **PURPOSE OF JOB CLASS (NATURE OF WORK):**

This class is accountable for independently performing administrative tasks in support of the Board of Finance's work.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Chair of the Board of Finance.

### **HOURS OF WORK:**

This Job Classification is a part-time position. General work hours correspond with Board of Finance meetings, and may vary.

### **EXAMPLES OF DUTIES:**

- Prepares agendas and meeting materials as needed for Regular and Special Board of Finance meetings with the materials provided by the chair.
- Files agendas and minutes with the Town Clerk's Office, in accordance with Connecticut General Statutes, and distributes to Board of Finance membership.
- Attends all regular and special meetings.
- Prepares annual meeting calendar for the Board of Finance to approve and files with the Town Clerk's Office in accordance with Connecticut General Statutes.
- Assists the Board of Finance in the compilation and publication of the Annual Town Report. This is to include collection of submitted reports, organization, production and distribution.
- Performs other duties as assigned by the Chairman.

### **KNOWLEDGE, SKILL AND ABILITY:**

- Trained or ability to be trained in tasks and procedures related to statutes, ordinances and principles to be followed by the Board of Finance.
- Strict confidentiality in performing duties.
- High level of honesty, trustworthiness and respectfulness.
- Flexibility and a strong work ethic.
- Strong computer skills.

### **MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE:**

- Strong working knowledge of Microsoft Word, Excel and Google Suite including Docs and Sheets and Gmail.
- Basic working knowledge of Adobe Acrobat DC.

### **MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED**

n/a



DRAFT

## TOWN OF KENT JOB CLASSIFICATION

### **SPECIAL REQUIREMENTS:**

n/a

### **WORKING CONDITIONS:**

- Office environment
- Repetitive motion (use of computer mouse and 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 prolonged periods for computer work.