

Board of Selectmen  
Special Meeting

February 7, 2019  
9:15 A.M. Town Hall

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Lesly Ferris and John Kaminski.

Mr. Adams called the meeting to order at 9:15 a.m.

Mr. Adams stated that Social Services Director Leah Pullaro requested to postpone meeting with the Board Selectmen until next meeting.

**Transfer Station:**

Mr. Garrity clarified the following:

- First Selectman Bruce Adams is the boss of the Transfer Station
- John Kaminski is the manager of the Transfer Station
- Joyce Kearns is the Administrative Assistant for the Transfer Station

The Board of Selectmen discussed expanding the Transfer Station to include businesses, neighboring towns and updating the ordinances. The Board of Selectmen agreed on the Transfer Station operating budget as submitted. After a long discussion the Board of Selectmen agreed that the salary section of the Transfer Station should be updated to reflect the following:

- Manager 850 hours at \$19.93 per hour plus 3%
- Attendant #1 1,100 hours at \$17.00 per hour plus 3%
- Attendant #2 800 hours at \$17.00 per hour plus 3%

The Board of Selectmen discussed the attendant salary being increased to the manager's level, when the attendant is filling-in for the manager. Mr. Parkin stated that is a "squirrely situation" to unwind. Mr. Garrity stated it is a hornet's nest. Mr. Parkin added that the policy should be erased, but he doesn't agree with doing away with something that is already in place. He stated that this could be fixed with proper management. The Board of Selectmen discussed implementing a goals setting/review program.

**Town Hall:**

The Board of Selectmen agreed that First Selectman Bruce Adams is the boss of Town Hall. Mr. Garrity would like to have goals set for Town Hall. It was confirmed that Town Hall does have several building improvement projects in the Five-Year Capital Plan. The Board of Selectmen agreed on the Town Hall budget, as submitted.

**Swift House:**

The Board of Selectmen agreed that First Selectman Bruce Adams is the boss of the Swift House. Mr. Garrity requested that Mr. Adams confirm how the Town acquired the building and the future plans for the building. The Board of Selectmen agreed on the Swift House budget, as submitted.

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**Community House:**

The Board of Selectmen agreed on the Community House budget, as submitted.

**Senior Center:**

The Board of Selectmen agreed on the Senior Center budget, as submitted.

**Selectman's Office:**

Mr. Garrity requested that all the telephones and Internet lines be removed from the individual departments and two lines be created in the Town Hall budget: one for all telephone expenses and one for all Internet expenses. The Board of Selectmen agreed on the Selectman's Office Operating Budget, as submitted.

Mr. Adams stated that Administrative Assistant Joyce Kearns has made a very comprehensive presentation to the Board of Selectmen:

- work hours increased from 30 to 35 hours per week
- hourly rate to the top of the Management Review scale of \$31.09

Mr. Garrity compared the Administrative Assistant's salary request to the COG salary survey. The COG salary survey showed the following:

- Goshen \$42,000
- Sharon \$47,000
- Washington \$43,000
- Roxbury \$49,000

Mr. Garrity added that the COG Salary survey is difficult to use as a comparison because no two towns run every office the same, with the same job responsibilities. He added that the Management Review does reflect that the Administrative Assistant position is at low-mid range, and First Selectman Bruce Adams has stated his continuing support of an above average job by Joyce Kearns. Mr. Parkin looked at the cost per Capita. He stated that he feels that two departments operate almost the same in all towns: Selectman's Office and Town Clerk's Office, and, therefore the per capita is easy to compare. His draft analyst reflects that the current Administrative Assistant's salary reflects a 17% below the mid line. The Board of Selectmen agreed to increase the hours from 30 to 35 per week and increase the current hourly rate to \$27.34. Mr. Garrity stated that the Administrative Assistant could be assigned additional responsibilities, for additional compensation, from the Highway Department. The Board of Selectmen agreed to discuss with the Highway Foreman. The Board of Selectmen agreed to reduce the "Opt-out" line to \$15,000 to be consistent with the Union Contract. The Board of Selectmen were advised that the policy needs to be updated in the Policy and Procedure Manual: it is on the agenda for the next regular BOS meeting. Ms. Ferris asked, if this policy is going to be changed to match the Union Contract, would the pension be revisited. Mr. Parkin stated that the Opt-Out is a policy in the Policy and Procedure Manual that the Town offers to the Union members, and the pension is a separate negotiation.

**ZBA and Town Clerk:**

Mr. Adams stated that due to time constraints the Board of Selectmen would postpone meeting with ZBA and Town Clerk.

**Park and Rec:**

The Board of Selectmen agreed to the Operating budget for Park and Rec, as submitted. Ms. Ferris asked if COG is keeping an eye on the minimum wage, as that could affect Park and Rec's hourly seasonal employees. Mr. Adams stated that he has no information on minimum wage at this time. Ms. Ferris stated that Park and Rec had some difficulties filling lifeguard positions last year, the hourly rate has been increased. Ms. Ferris asked if the Board of Selectmen discussed health insurance yet. Mr. Adams noted that there was no increase in the Park and Rec Director's salary line, not even the across the board 3%. Ms. Ferris stated that was the recommendation of the commission and she could not speak to that, the Board of Selectmen should discuss that with the Commission. Mr. Adams stated that the budget reflects an 18.3%, as a placeholder. He added that Sarah Kelly from Kona will be meeting with him and the Administrative Assistant next week or the week after. Mr. Garrity asked with the drop in fee programs has Park and Rec developed a plan for the future. Ms. Ferris stated that Park and Rec is looking to be more regionalized. Mr. Adams stated that the Board of Selectmen and the Park and Rec Commission need to discuss the changes the Commission made to the Park and Rec Director's job description, what to do with those responsibilities and what the Park and Rec Director would do with the three hours per week assigned to those responsibilities. Ms. Ferris asked if the Board of Selectmen adopted the 35-hour work week. Mr. Parkin stated that would be the Board of Selectmen's focus. Mr. Adams added thirty-five hours a week would be an increase for most employees. Mr. Garrity added that as long as it falls within the guidelines.

**Board of Finance:**

Mr. Adams stated no one ever comes to the Board of Selectmen from the Board of Finance. Mr. Garrity stated that the budget looks in-line.

**Conservation Commission:**

Mr. Adams confirmed that he had spoken to the Conservation Commission regarding the \$4,500 for the air quality meter being added to its budget. It was confirmed that the request has already been added to the budget.

**Grants:**

Mr. Adams stated that the library is going to need an evening meeting.

**Building Department:**

The Board of Finance has requested that Donna Hayes and Joe Manley attend a

Board of Selectmen together to discuss the Building Department. The Board of Selectmen need to confirm if they want to increase building fees, compare other Building Official's rates, open the position to the public. Mr. Adams stated that he has heard "good things" about Mr. Manley and had a positive experience when he recently worked directly with him. Mr. Parkin requested that Mr. Adams put together a memo for the Board of Selectmen on Mr. Manley's performance for the Building Official's position, a statement of recommendation.

Mr. Adams stated that he would make sure that the Board of Selectmen has the supporting documentation before the next meeting, scheduled for February 13, 2019 at 1:00 p.m.

Mr. Parkin made a motion to adjourn the meeting at 12:46 p.m. Mr. Garrity seconded the motion and the motion carried.

  
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.*

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