

Board of Selectmen
Special Meeting

February 20, 2019
9:15 A.M. Town Hall

RECEIVED FOR RECORD
KENT TOWN CLERK

2019 FEB 22 A 10:21

BY  TOWN CLERK

Present: Bruce Adams and Jeff Parkin.

Also present: Catherine Bachrach, Karen Chase, Ruth Epstein, Donna Hayes, John Johnson, Leah Pullaro and Lynn Werner.

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

Mr. Adams started the meeting by stating that Mr. Garrity would not be attending today's meeting due to a work conflict and that Mr. Garrity agreed to go ahead with the scheduled meetings without him.

Land Use:

Mr. Adams confirmed that Land Use Administrator Donna Hayes, Inland Wetland Chairman Lynn Werner and Planning and Zoning Chairman John Johnson are present to discuss Inland Wetland and Planning and Zoning. Mr. Adams started by going over the Planning and Zoning operation budget. Mrs. Hayes noted that there is an error made in the current budget supply lines for all three departments that she represents: P&Z, IWC and Building. She provides additional information in the attached paperwork to explain all the budget lines. Mrs. Hayes did note that she is paying \$0.05 less per piece of mail by utilizing a postage machine and recommends that all of Town Hall convert to utilizing a postage machine to save money. Mr. Parkin noted that the proposed increases are primarily the cost of doing business.

Mrs. Hayes addressed the Clerk position in all three departments. She addressed the issue on the "Talking Points" handout "attached". Mr. Parkin stated that the Board of Selectmen would have to look at the Management Review to see where the clerk falls in that salary survey.

Mr. Adams stated that there was some sort of misunderstanding regarding Mrs. Hayes' salary and the request for a review. Mr. Johnson stated that there was a misunderstanding, but he and Mrs. Werner took the task of producing an evaluation form and created goals for Mrs. Hayes' position. Mr. Johnson stated that the goals they choose to utilize are the current Connecticut Association of Zoning Enforcement Officials. Mr. Johnson stated he was self conscious that he was rating Mrs. Hayes as "Routinely Excels" until he compared his review with Mrs. Werner's review. Mr. Johnson asked that the Board of Selectmen take the time to read the Additional Comments section of the review. Mr. Parkin asked if the meeting should go into Executive Session, as the conversation was moving toward Mrs. Hayes' performance. Mrs. Hayes declined to move into Executive Session. Mr. Johnson provided an attachment that was created by a prior LUA that highlights that she also was working an average of 37 hours per week. Mr. Johnson stated the 38 hours per week Mrs. Hayes has documented working do not indicate the need for additional staff at this time. Mrs. Hayes noted that she works from 9:00 a.m. to 4:00 p.m. five days a week with no lunch break and

attends multiple meetings and site walks after office hours. Mr. Johnson presented an additional attachment that provides salary information from COG, the current LUA's salary information, recommendations made in the Management Review and three recommendations from Mr. Johnson and Mrs. Werner. Mr. Parkin asked if the two commission chairmen agree with Mrs. Hayes utilizing "comp time?" They both agree with the practice, and Mr. Johnson added that Mrs. Hayes always posts a notice a few days prior and advises him of the office closing due to comp time. Mr. Parkin asked if there is a reason that the LUA is divided between two departments. Mrs. Werner stated it is that way because it used to be two different people, but she added that she prefers one person overseeing both departments. Mr. Parkin suggested that Mr. Johnson and Mrs. Werner draft a proposal to combine the two departments in the next budget cycle. Mr. Johnson concluded by stating that he feels that the information provided shows that Mrs. Hayes is drastically underpaid.

ZBA:

Mr. Adams noted that the supply line has the same issue as the IWC and P&Z supply line. Mr. Adams stated that he had no issues with the proposed ZBA proposed budget request.

Mr. Adams reiterated that no decisions have been made at any of the department meetings. The meetings are informational only. He did add that the recommended salary increase for the LUA is a substantial increase. Mr. Johnson stated he feels that they justified the request and, because she was underpaid before, that is not a reason to keep her salary below moving forward.

Social Services:

Mr. Adams welcomed Social Services Director Leah Pullaro and Catherine Bachrach and Ruth Epstein, members of the Kent Community Fund. Mr. Adams reviewed the operational portion of the proposed budget and stated he has no concerns with that portion. Mr. Parkin asked why there is an additional \$250 in the conference line. Mrs. Pullaro stated that in the past she has paid for her NASW membership and asked the Town to pay for a statewide social worker's annual conference; this year she is asking the Town to pay for both. Mr. Adams confirmed that the Town should pay for both.

Mrs. Pullaro stated that in her written request, she referred to information that was discussed during an Executive Session; she added that she was unaware that she should not discuss items discussed in Executive Session at public meetings; she would like to correct her written request to say "at a prior meeting." Mr. Adams read the attached written request. Mrs. Pullaro stated that her proposed budget request also includes a proposed increase for her position, as well as the proposed assistant position. Mrs. Pullaro stated that she has requested the maximum rate in the Management review of \$34.03 for 27 hours per week, for a total of \$47,778.12 annually. Mr. Adams stated that Mrs.

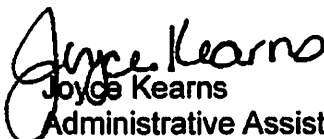
Pullaro's job performance could be discussed in Executive Session. Mrs. Pullaro decline to move into Executive Session. Mrs. Pullaro stated that the Social Services position is difficult to find comparisons, but the Cornwall Social Services Director is paid \$26.68 per hour with one year of service. Mrs. Pullaro asked if the Board of Selectmen takes longevity into the mix of calculating a salary. The Board of Selectmen did not respond. Mrs. Pullaro stated that the salary is a discussion point.

Mr. Parkin asked how Mrs. Pullaro arrived at an \$18.00 per hour rate for the proposed assistant? Mrs. Pullaro stated that is based on the skill set outlined in the proposed job description. Mrs. Pullaro spoke about the aging population in Kent and the probability of the increased need of the Social Services department. Mrs. Bachrach and Mrs. Epstein expressed their support for a Senior Center Co-coordinator position. Mrs. Bachrach stated that, when Kent Nursing Association merged with Kent Community Fund, the hope was that the Town would designate the \$10,000 Kent Nursing Association grant toward the Senior Center. Mrs. Pullaro stated that the proposed position could be split between the office and the Senior Center. Mr. Parkin stated that the proposed job description should be updated to reflect the Senior Center duties. Mr. Adams asked if the \$10,000 grant previously given to Kent Nursing Association could cover the cost of the proposed position. Mrs. Pullaro stated yes. Mr. Parkin asked if the proposed 10 hours is enough time for the office and Senior Center? Mrs. Pullaro stated that 10 hours would be a start. Mr. Parkin stated that it is a good proposal.

R.O.V.

Mr. Adams reviewed the R.O.V. proposed budget. Ms. Chase stated that \$500 was removed from supplies and added to Election Refreshments because "they" decided to feed the election workers three meals on Election days because of their low level of compensation. She noted that the increase in conferences is due to the need for individual hotel rooms during the conferences. Ms. Chase was asked if she had followed-up on the potential need to replace the voting machines. She said that is up to the Secretary of the State, and she is waiting for her to make a decision.

Mr. Parkin made a motion to adjourn the meeting at 11:28 a.m. Mr. Adams 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.

P&Z Budgetary Increase explanations:

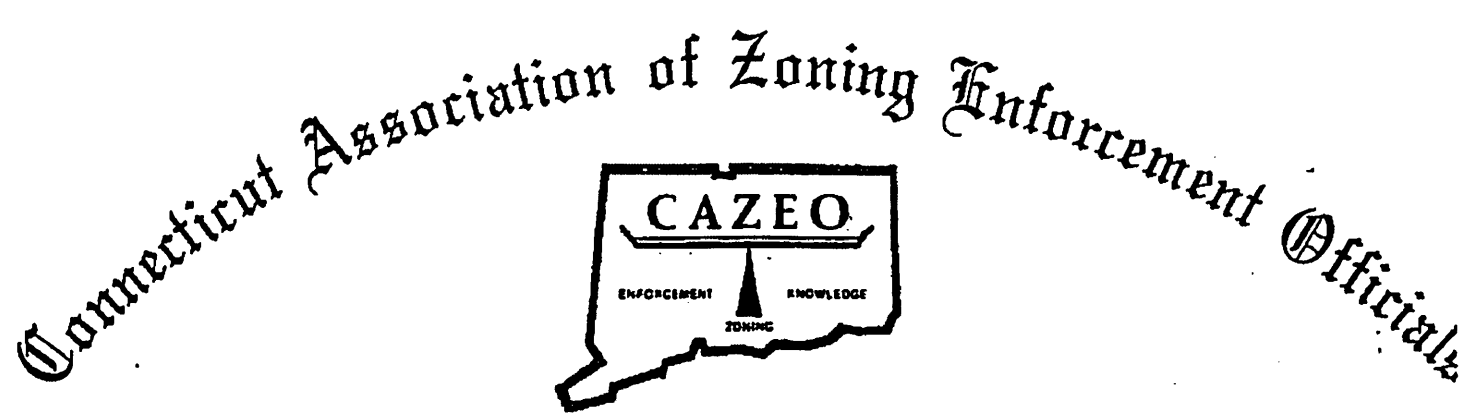
- Line #221 Leave that for now. BOS will want to discuss other lines first.
- Line #222
223 The LUC is currently making \$19.57. During last year's budget process, I recommended a 5% increase from \$19/hr to \$19.95/hr. She only received 3% bringing her to the current hour rate. If you look at the budget sheets, you will see that her salary has been budgeted much higher than she was actually making, in this case \$20.76 (the midpoint recommended in the Management Report).
- I am recommending a 6% increase to bring the LUC to an hourly rate of \$20.74. The breakdown would be:
- Building \$8097 to \$8088.60
 - P&Z \$7225 to \$7217.52
 - IWC \$2118 to \$2115.48
- Total impact would be: \$17,440 to \$17,421.16 or an \$18.84 reduction.
- Line #230 My FY17-18 budget was \$400. During the '18-'19 budget, I added \$2,000 for the purchase of the large format copier. When I removed that from the budget, I asked that the supply line be brought down to the \$400....it was brought down to \$233. The reason for the large increase is to bring it back to where it should have been and the addition of \$600 for the purchase of heavy duty file folders to redo the files after we get the large format copier. Some of this \$ could also be used to purchase an additional file cabinet as we are quickly running out of room.
- Line #231 Increase in postage rate. Even though we are saving .05 per letter, there was still an increase in the rate. One recommendation would be for the postage line be moved under the BOS budget to be used by the entire Town Hall.
- Line #232 Increase in rates/usage. As of 2/1/19, I am already over budget.
- Line #233 Since the Town car is not currently in service, I have been using my own car. In addition, I'm not really sure that I would trust taking it very far out of town at this point in time.
- Lines #241 &
242 It is now a requirement that I attend conferences in order to maintain my certification so I am attending more conferences than I have in the past. Also, most of the professional dues have been increased.
- Line #252 See explanation under line #230 above. (original budget \$100)
- Line #253 See explanation under line #231 above.
- Line #265 See explanation under line #222 above.
- Line #271 See explanation under line #230 above. (original budget \$300)
- Line #272 See explanation under line #231 above.
- Line #274 See explanation under line #233 above.
- Line #279 See explanation under line #241 above.
- Line #285 See explanation under line #233 above.
- Line #289 See explanation under line #230 above. (original budget \$300)
- Line #290 See explanation under line #231 above.

If you read everything above, you will see that the increases, for the most part, are for reasons out of my control. At the end of last year's budget, you will see that I returned just a little over \$3,500 to the general fund.

With regard to budget lines #222 and #264, I will let both John and Lynn take over from here.

TALK POINTS
Wednesday, February 20, 2019

- My hire date: 4/10/07 to 8/19/2012, part-time land use clerk; 8/20/2012 to present, LUA
- Talk about the budget and the issues with the supply lines and Tai's salary.
 - Removal of \$2,000 from the supply line of three departments Not brought back to what I had originally requested.
 - Tai's salary has not been accurate since she was hired on May 22, 2017.
 - Hired at \$19.00 ... I put her in for a 5% increase last year (to 19.95). That was denied and her salary was adjusted to \$19.57 (3%).
 - The budget line was never adjusted from when the previous LUC was there and has been consistently over budgeted at \$20.76 (which is the midpoint presented in the management review)
 - I am recommending a 6% increase for Tai which would bring her in at \$20.74. Doing so would result in a minus change to the salary line since her salary has been budgeted at \$20.76.
 - My supply lines are going to increase due to an error from last year's budget (see notation above). P&Z and IWC supply line will increase due to the proposed purchase of heavy duty file folders to redo the files as we institute the use of the large format copier.
 - Postage rate was increased due to the postage rate increase. Using metered postage saves us .05 per letter. I suggest that the Town look into purchasing a machine and having postage a line out of the Town Hall budget.
 - Mileage is up due to the fact that the Town car has been out of commission and is not being used.
 - The conferences line is being increased due to the fact that I am now required to have CEU in order to maintain my CAZEO certification.
- Last year I returned \$3,567 to the General Fund.
- No other Land Use Administrator is responsible for the Building Department. Doing so offers:
 - a line of cohesiveness in the permitting process
 - One-stop shop
 - Less confusion for the applicant
 - Great customer service because we always know what is going on with any permit
- When I was made the LUA, my part-time position was eliminated.
- When I was made the LUA, the office hours were adjusted to be open M-F, usually from 9 – 4.
- When I was made the LUA, the building department hours were increased by 15 hrs/week. They were only open three days a week for 2 hrs/day.
- By being responsible for the Building Department, they are now, essentially, open M-F from 9 – 4.
- When I was made the LUA, I also began attending the BOS meetings and the meeting for the ARB.
- As the LUA, I am responsible for attending site meetings with the IWC, after hours.
- I do take comp time, only when I have attended 2 meetings in one week. In some cases, I will have worked 42 hours in that one week.



THE CONNECTICUT ASSOCIATION OF ZONING ENFORCEMENT OFFICIALS

CODE OF ETHICS

The purpose of CAZEO is to provide a forum for the exchange of pertinent information concerning zoning and enforcement, to facilitate the solving of municipal zoning problems and to promote and maintain acceptable performance standards by its members. To further the professional conduct of its members, certain ethical practices shall govern the conduct of every member who shall:

- 1. Strive to maintain at all times a courteous attitude in all relationships with public officials, taxpayers, fellow employees, CAZEO members, and the general public.*
- 2. Strive to provide full, clear and accurate information to all interested parties.*
- 3. Respect the rights of others and not discriminate against any person.*
- 4. Continue to improve one's professional ability to understand and interpret laws and regulations in a manner which promotes the respect and confidence of the public.*
- 5. Perform zoning enforcement duties in a manner consistent with statutory requirements or local ordinances without taking an advocacy position for any special interest or without regard to political favoritism.*
- 6. Accept and enforce the legal decisions of any board or commission which has jurisdiction over one's decisions and/or interpretations.*
- 7. Not commit a deliberately wrongful act.*
- 8. Avoid participating in any hearings, decisions or other matters which may be construed to be a conflict of interest.*
- 9. Not solicit or accept any special advantage that is not in the public interest or which may appear to influence a particular decision.*
- 10. Accurately represent professional qualifications, education and affiliations.*

Employee Performance Evaluation

Employee Information

Name Donna Hayes

Job Title Land Use Administrator Date 2/15/19

Department Planning & Zoning/Inland Wetlands/Building/ Architecture Review Board Manager

Review Period January 2016 – February 2019

1. Basics

	Needs Improvement	Meets Expectations	Exceeds Expectations	Routinely Excels
Job knowledge				X
Notes:	Routinely attends professional training and events. Researches issues online. Reaches out to peers and consultants to research issues. Keeps commissions informed about latest trends and legal changes			
Quality and accuracy of work				X
Notes:	Information is consistently reliable and accurate, easy to understand.			
Ability to meet established goals and deadlines				X
Notes:	Monthly packets are ready and mailed on time. Staff reports ready for meetings. Able to prioritize work to provide the important information on time.			
Initiative				X
Notes:	Works independently, anticipating issues and doing research to present solutions, not just problems. Always anticipating what's needed and stays ahead of the curve.			
Communication and listening skills				X
Notes:	Listens well, remembers what was said in conversations and meetings. Able to explain regulations, statutes, and procedures to the public and to Commissions. Excellent attention and accuracy, works incredibly well with all stakeholders			
Accountability to town, regulations, interested				X
Notes:	Understands the importance of Land Use to the Town. Implements the wishes and decisions of P&Z and Inland Wetlands. Looks for positive results through regulations and legal procedures.			
Collaboration, teamwork and problem solving skills				X
Notes:	Smoothly coordinates multiple departments within the Land Use Office. Looks for avenues of cooperation with other departments in Town Hall. Analyzes problems well and seeks solutions.			
Productivity				X
Notes:	Reports done on time. Research work done as requested. Follows up on issues.			
Professionalism/Judgement				X
Notes:	Recommendations and conclusions are reliable. Shows good judgment in seeking outside opinions and information. An exemplary professional.			

2. Additional Comments:

Donna Hayes is an exceptional employee. She maintains the highest level of professionalism in all aspects of her work, routinely excelling at service to the public, the community, our commissions and our land use office. Donna ensures that the entire Land Use office operates as a team and serves the public in a comprehensive, courteous, helpful and professional manner. She accurately and comprehensively represents the regulations and policies of the commissions and the office. She provides accurate technical and professional support, essential for our volunteer commissions, and goes above and beyond the call of duty to solve problems, provide research and offer solutions to interested parties. We rely on Donna's expertise and professional judgement.

She has achieved and maintains her professional certifications for Planning and Zoning and Inland Wetland (CAZEO, Inland Wetland Agent certifications) regulation management and enforcement, and pursues all opportunities for continued advancement in her profession (continuing credits, state trainings, professional conferences, COG 5th Thursday meetings; etc.).

Since Donna became Kent's Land Use Officer, the Land Use office has eliminated one half-time clerk position. We have added responsibilities for oversight of the Building and Fire Marshall departments, added duties for the Architectural Review Board, developed an Incentive Housing Zone district, and completed major revisions of the Plan of Conservation and Development and Kent's Planning and Zoning Regulations. She has also established office hours for the public five days a week, which was not the case previously. Her organizational and management skills have allowed her to accomplish all this with fewer support hours in the Land Use Office.

Signatures/dates: _____

TOWN OF KENT

PLANNING AND ZONING COMMISSION

41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
Phone (860)927-4625 Fax (860)927-4541

BOS OUTLINE

1. Make up of the Land Use office

- a. Land use clerk and land use administrator
- b. Clerk-15 hours wk
- c. ~~Administrator-hired 30-35 hrs, work average of 39 hr/wk~~
- d. Clerk employed 3.5 years
- e. Administrator employed a little over 6 years
- f. Certified zoning enforcement official
- g. Completed the CT DEP municipal inland wetlands commissioners training program.

2. Functions of the office

- a. vary day by day
- b. depends on public traffic, meetings, field inspection day
- c. important tasks-working with applicants, preparing information for Commissions, interfacing with different land use departments, enforcement and planning.
- d. hours-m,t,t,h,f 9-4 and w 12:30-4
- e. deal with the public more than any other land use department
- f. consider ourselves guides to the land use process
- g. help applicants through the process-handing out applications, copying information from files , informing applicants of steps in obtaining permits, advising applicant of any information they need to complete permit process

3. Different types of applications

- a. zoning application-handled through office, ex. addition, deck, etc.
- b. commission application-more complex, requires commission review, ex. change of use or new development in commercial zone or addition located close to a wetland or watercourse.
- c. agent permits-applications approved by me only when I feel that there could be no potential impact to wetlands or watercourses by the proposal.
- d. zoning application process
 - Discuss proposal with the applicant
 - Hand out application
 - Process application and pull file
 - Research file and application for compliance with the regulations
 - Conduct a site visit to insure compliance with regs
 - Fill out zoning permit and permit checklist

- utilizes their personal vehicle for site inspections, I find that many sites have difficult terrain. A 4x4 town vehicle would be of great use by this department.
3. **Secure records retention.** The files for the Wetlands and Zoning Commissions are kept in our office. They are currently kept in unlocked, normal filing cabinets. We feel that these records are not secure, as the filing cabinets are not fireproof and anyone with a key to the office can access these files. We have two suggestions for securing these files. One would be the simpler approach in purchasing lockable, fireproof filing cabinets. The other would be purchasing the technology necessary for digitizing the files. Without extensive research, I would assume the necessary devices would include a map copier/scanner, more space on the town server, software for organizing such files and staff time to complete the project. At this time, I am unsure of an estimated cost for this equipment. Other departments could likely benefit from the ability to digitize files.
 4. **More staff time.** Currently there are two employees staffed in the Land Use office. ~~Currently, two employees work an average of 20 hours a week.~~ while Donna Hayes, Land Use Clerk, works an average of 15 hours a week. We feel that if there was more time for Donna to do paperwork in the office that I currently do, then I could perform more site inspections for zoning and wetlands compliances and enforcement.
 5. **More staff training.** We feel that it would be beneficial to have the Land Use Clerk trained as a Certified Zoning Enforcement Technician through the Connecticut Association of Zoning Enforcement Officials. The Institute's program is designed to: raise the standards of the profession, attain recognition of zoning enforcement by government authorities and the public, identify zoning enforcement technicians as qualified, objective public employees, and award a professional designation to zoning enforcement technicians/personnel who meet all requirements for certification. This training costs approximately \$975.00.

3. What do you see as potential departmental budget issues?

Predicting needs and planning for technological and legal requirements. The Planning and Zoning Commission, as well as the Inland Wetlands Commission, applications fluctuate depending on the economy. We, however, cannot be sure of the amount of demanding applications we may receive throughout the fiscal year. With these demanding applications come increased staff time, legal expenses and engineering expenses. Increased staff time due to complex applications may not be a budget concern if we maintain current staffing, but could be a big problem if staffing is cut.

Keeping up with changing technology and records requirements is also a budget concern.

The value of good planning is also a budget concern as it requires consultants and training sessions for Commissioners and staff.

TOWN	TITLE	RESPONSIBILITIES	HOURS WORKED	HOURLY RATE	ANNUAL SALARY
Washington	Town Planner	LUA	35 hours	\$36.04 *	\$65,592.80
Washington	ZEO/IWA	ZEO/IWA	35 hours	\$31.32	\$57,002.40
Salisbury	ZEO	ZEO	30 hours	\$27.92	\$43,550.00
Sharon	ZEO	ZEO	13+ hours	\$48.46	\$32,760.00
Cornwall	ZEO/IWA	ZEO/IWA/secretary	10 hours	\$62.88	\$32,700.00
Goshen**	ZEO/IWA	ZEO/IWA	Part-time	\$33.26	Unknown
Morris	ZEO	ZEO	20 hours	\$28.24	\$29,369.60
Morris	IWA	IWA	As needed	Unknown	\$4,058.00
Roxbury***	ZEO/IWA	ZEO/IWA	20/5	\$26.65	\$34,645.00
AVERAGE HRLY RATE/SALARY BASED ON 38 HRS				\$36.84 \$36.84	\$72,795.84

Based on the most recent COG Salary Survey

*plus meetings

** Goshen has a contracted Town/City Planner at \$95.08/hr.

*** Roxbury has a secretary and a coordinator

Kent's LUA Information:

Current salary: \$37,379 (P&Z)

\$19,269 (IWA)

\$56,648 (TOTAL)

TOTAL Hourly rate: \$28.67 (38 hours/week)

Recommended in the Management Review:

P&Z \$42,784.56

IWA \$19,269.00

TOTAL \$62,053.56

Hourly rates: \$31.40 (38 hours/week)

RECOMMENDATION #1	RECOMMENDATION #2	RECOMMENDATION #3
\$35.00 x 38 hours x 52 weeks = TOTAL: \$69,160	\$34.10 x 38 hours x 52 weeks = TOTAL: \$67,381	\$32.97 x 38 hours x 52 weeks = TOTAL: \$65,156

Lines 436-453

Budget Proposal: 2019-2020 Fiscal Year

To: Board of Selectmen

Department: Social Services

From: Leah Pullaro, Director

Date: 1/25/2019

Based on the Management Review Report dated September 18, 2019 and the subsequent executive session meeting with this department and the selectmen November 9, 2018, I am proposing the creation of a Social Service assistant position beginning fiscal year 2019-2020.

This position would serve to assist the Director in carrying out the administration of the Social Services Department. The primary duties of this position would be skilled and technical in nature. The designation of 'assistant' rather than 'clerk' reflects the definitions of assistant and clerk set forth on page 4 of the Management Review Report.

During the executive session meeting with this department, the selectmen, Chris Garrity in particular, expressed a need for this Director to identify specific tasks that could be completed by others. The outcome of this analysis would be to maintain the Social Services Director position at 27 hours/week. The proposed job description, attached to this document, list those tasks along with the educational/previous work experience requirements for the Social Services Assistant position.

I am proposing the position be 10 - 12 hours/week at an hourly rate of \$18.00 - \$22.00/hour.

Approximate yearly cost to the Town of Kent:

Minimum	Maximum
10 hours/week @ \$18/hour	12 hours/week @ \$22/hour
\$18 x 520 hours = \$ 9,360.00	\$22 x 624 hours = \$13,728.00
<u>Social Security = \$ 1,432.00</u>	<u>Social Security = \$ 2,100.38</u>
Total	
\$10,792.08	\$15,828.38

RECEIVED

JAN 25 2019

TREASURER'S OFFICE
TOWN OF KENT, CT

Proposed

Town of Kent

Social Services Assistant

Position Summary: Supports the Social Services Director by performing assigned administrative duties while working in accordance with the NASW Code of Ethics.

Reports to: Social Services Director

Hours of Work:

Part-time hourly position.

Approximately 10 – 12 hours/week.

Essential Job Function:

General Duties and Responsibilities:

- Perform all general clerical duties as assigned by the Social Services Director. For example, but not limited to: filing, copying, answering and taking telephone messages, preparing documents and applications for data entry, client file maintenance and review, etc.
- Prepare volunteer schedule for Kent Food Bank and assist with the completion of required monthly reports.
- Complete general office duties independently in the absence of the Social Services Director.
- Complete special projects/reports as assigned by the Social Services Director.
- Keep record of donations and provide donors with written confirmation.
- Assist with distribution of the senior newsletter and proposed social services e-newsletter including maintenance of mailing lists and email contact groups.

Job Requirements:

- Minimum of an Associate's Degree in Human Services, Psychology, Social Work (Bachelor's Degree preferred).
- Employment experience working in a setting requiring client/patient confidentiality.

- **Valid driver's license and availability of a personal vehicle.**

Physical Conditions:

- **Office environment.**
- **Repetitive motion (use of a 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 or long periods to do filing or sitting, for prolonged periods, for computer or telephone work.**

Social Services

Budget Worksheet

FY 2019 - 2020

Lines
439 - 453

Expense

029-000 • SOCIAL SERVICES

YTD

	Jul '17 - Jun 18	Budget	Jul '18 - Jun 18	Budget	Proposed Budget
Compensation					
029-101 • Salary	40,694.16	40,694.00	20,957.56	41,915.00	47,778.12
029-898 • Social Security	3,113.10	3,113.00	1,356.60	3,206.00	
Total Compensation	43,807.26	43,807.00	22,314.16	45,121.00	
Department Operations					
029-201 • Supplies	735.00	700.00	70.88	700.00	800.00
029-202 • Postage	980.00	1,600.00	600.00	1,600.00	1,700.00
029-204 • Mileage	453.49	700.00	0.00	700.00	700.00
029-417 • Assistance	8,843.52	9,000.00	8,864.80	9,000.00	9,000.00
029-501 • Telephone	418.80	500.00	263.03	500.00	1,000.00
Total Department Operations	11,430.81	12,500.00	7,798.61	12,500.00	
Professional Development					
029-450 • Dues	225.00	250.00	0.00	250.00	250.00
Conferences					250.00
Total 029-000 • SOCIAL SERVICES	55,463.07	56,557.00	30,112.97	57,871.00	

Rate Budgeted Hours

SS Administrator

29.85

1404

Please return this completed worksheet to the Treasurer's office by January 18.

If you need additional information to complete the worksheet, please send me an email

treasurer@townofkentct.org

Thanks!

Barbara E. Herbst

Treasurer

Town of Kent



PO Box 262 • Kent, Connecticut 06757

Kent Board of Selectmen

Town Hall

Kent, CT 06757

Dear Bruce, Chris and Jeff:

As we are all aware, the population of Kent, as well as most towns in the Northwest Corner, is aging, with the trend expected to continue. Such a demographic will call for more services for this group of residents.

Because homes here are geographically spread out and some people do not get out often, it is very important seniors have a place at which to gather: a place where they can enjoy camaraderie with their peers, share a meal, take advantage of health clinics and participate in a variety of entertaining and educational programs. It can also serve as a way for the social service agent to interact with residents to ascertain any problems or concerns that may need to be addressed.

Research shows seniors who are not isolated live longer and more meaningful lives. Providing them programming will enable those who have contributed to the Kent community to continue to be engaged and allow them to age in place.

In order to provide a vibrant, well-attended senior center, a coordinator who has experience working with that age segment is vital. We, as members of the Kent Community Fund Board of Directors, believe that such a person would need to be at the site at least 10 to 15 hours a week to build up and maintain the variety of needed programs. With the merger of the Kent Community Fund and the Kent Nursing Association, the latter's town grant of \$10,000 is no longer sought, so those funds could, and should, be channeled to this position.

We ask that as you draft the 2019-20 year budget, you consider adding an appropriation for a senior center director. An active flourishing facility will only serve to enhance our town.

Sincerely,

Ruth Epstein, President

Catherine Bachrach, Jim Blacketter, Ruth Epstein, Ruth Greenberg, Hal Kamm, Pat Lawrence, Lorry Schiesel and Joe Speranzo

Registrar of Voters

Budget Worksheet *Line 90* FY 2019 - 2020

Call me if any questions 860 527 4146 / a (860 672 5737) (may not work if am home)

000 - REGISTRAR OF VOTERS

Compensation

	Jul '17 - Jun '18	Budget	Jul '18 - Jun '19	Budget	Proposed Budget
013-101 - Registrars & Deputies	11,395.85	14,801.00	8,804.07	15,242.00	
013-102 - Workers	2,085.57	3,730.00	4,833.05	3,842.00	
013-998 - Social Security	871.92	1,418.00	868.37	1,480.00	
Total Compensation	14,333.34	19,949.00	14,305.49	20,544.00	

** Know the same*

Department Operations

013-201 - Supplies	3,580.92	4,000.00	4,522.57	4,000.00	
013-202 - Postage	1,378.88	500.00	208.75	500.00	
013-203 - Notices	0.00	65.00	0.00	65.00	
013-204 - Mileage	542.01	600.00	220.38	600.00	
013-404 - Election Refreshments	107.61	100.00	768.52	100.00	
013-501 - Telephone	317.42	500.00	210.38	500.00	
Total Department Operations	5,828.84	5,765.00	5,928.60	5,765.00	

3,500.00
~~4,000.00~~
~~500.00~~
~~65~~
~~600.00~~
~~100.00~~
~~500.00~~

Professional Development

013-450 - Dues	130.00	130.00	130.00	130.00	
013-451 - Conferences	1,804.00	2,000.00	580.00	2,000.00	
013-452 - Training	960.00	1,500.00	480.00	1,500.00	
Total Professional Development	2,894.00	3,630.00	1,170.00	3,630.00	

130.00
~~2,000.00~~
~~1,500.00~~
~~750.00~~

Total 013-000 - REGISTRAR OF VOTERS

23,154.18 29,344.00 21,404.09 29,939.00

I am hopefully will have completed all her classes
We need to do 10 hrs of classes / yr to keep certificate

	hours budgeted	rate	Total Budgeted
Registrar(s)	530	22.37	11,856
Deputy Registrar	198	17.1	3,386
Workers	198	13.08	2,590
Moderator	66	18.97	1,252
			19,084

** hours budgeted*
Stays the same - April 2019
April 2020
Pres Primary
+ 1 referendum. Training etc

RECEIVED

Please return this completed worksheet to the Treasurer's office by January 18.

If you need additional information to complete the worksheet, please send me an email

treasurer@townofkentct.org

Thanks!

Barbara E. Herbst

FEB - 5 2019

TREASURER'S OFFICE
TOWN OF KENT, CT

2/4/19



Barbara

Numbers are basically the same - I did move some around. Hopefully Jan will complete all of her classes before June 30. If not I left money for that and the the hours of training required to keep up our certification.

As far as I know dues are remaining the same.

I lowered the amount for supplies by \$500 and added it to the Election refreshments due to our new providing all meals for election workers instead of just one.

Call me if you have questions - 860 927 2146 - Home

Kare

P.S. Hours should remain the same for all.

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KENT TOWN CLERK

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BY

TOWN CLERK

2019