

**RECEIVED**

By Kent Town Clerk at 3:12 pm, Nov 24, 2020



Board of Selectmen  
special Meeting

November 16, 2020  
3:00 P.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Donna Hayes, Rick Osborne and Lynn Worthington.

Ms. Speck called the meeting to order at 3:06 p.m.

**Transfer Station Manager job description:**


Ms. Speck presented a draft Transfer Station Manager job description(attached). The Board agreed that now is the time to make some changes at the transfer station, including upgrading technology to track users and allow electronic payments. There was a discussion regarding the need to increase the managers hours, Mr. Garrity did not believe additional hours would be needed if technology was improved. He stated he was not in favor of increasing the man hours. Mr. Matson was concerned that the transfer station is not running at a net natural and costing non users to pay for services at the transfer station via taxes. Mr. Garrity suggested increasing the user fees to adjust the income to offset he expenditures. Mr. Garrity made a motion to approve the Transfer Station Manager job description as submitted. Ms. Speck seconded the motion and the motion carried.

**Executive Session – Highway Department employee health benefits:**

Ms. Speck made a motion to go into Executive Session to discuss a highway department employees health benefits at 3:49 p.m., and invited highway foreman Rick Osborne and Joyce Kearns. Mr. Garrity seconded the motion and the motion carried.

Ms. Speck made a motion to come out of Executive Session at 4:12 p.m. Mr. Garrity seconded the motion and the motion carried. Ms. Speck stated no action taken. The Board of Selectmen agreed to warn a Special Meeting on Thursday, November 19, 2020 at 3:00 p.m.

Mr. Garrity made a motion to adjourn the meeting at 4:13 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.*



## **TOWN OF KENT JOB CLASSIFICATION**

**POSITION:** Transfer Station Attendant

**RATE:** \$20.90 Hourly

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

This class is accountable for the management and supervision of the Kent Transfer Station in compliance with DEEP regulations.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the First Selectman.

### **HOURS OF WORK:**

This Job Classification is a part-time hourly position approved annually in the Town budget. General work hours correspond with operating hours of Kent Transfer Station, as well as meetings required in support of the job class.

### **EXAMPLES OF DUTIES:**

Supervises Transfer Station Attendants, including scheduling coverage for operating hours of the facility; contacts haulers for removal of different waste and recycling; Assists permit-holders in the proper disposal of all items accepted at the Kent Transfer Station; provides management and oversight of Transfer Station Attendants to ensure compliance with obtaining DEEP Landfill Operator Certification; operates the cash register and handles money in an efficient and responsible manner; makes bank deposits; issues permits to residents; maintains a safe and clean work environment; works with First Selectman Administrative Assistant to facilitate annual Transfer Station permit renewal application mailing; attends and participates in meetings related to Transfer Station operations to continually improve services offered at the facility; assists the public and supervises attendants in the proper disposal of waste and recycling; analyze revenue and expenses of overall business of transfer Station; submit an annual report to the Board of Selectmen; other related duties as assigned.

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

Knowledge of municipal solid waste and recycling processes; ability to utilize computers and software; good math and organizational skills and understanding of office procedures; interpersonal skills; ability to work with the general public in a collegial, polite manner; ability to understand regulations; ability to receive supervision from the First Selectman.

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

Previous experience working with the general public.

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

n/a

### **SPECIAL REQUIREMENTS:**

Candidate is required to obtain Department of Energy and Environmental Protection



## **TOWN OF KENT JOB CLASSIFICATION**

Landfill Operator Certification within one year of date of hire.

### **WORKING CONDITIONS**

Candidate may be required to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds; work is outdoors, may be exposed to moderately disagreeable conditions; expected work will handle hazardous materials.