

**TOWN OF KENT**  
**LAND USE CLERK INTERVIEW SUBCOMMITTEE**

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

**APRIL 29, 2015 SPECIAL MEETING MINUTES**

The Land Use Clerk Interview Subcommittee of the Town of Kent Planning and Zoning Commission held a special meeting on Wednesday, April 29, 2015 at 4:15 p.m. in the Kent Town Hall.

**1. CALL TO ORDER**

The meeting was called to order at 4:15 p.m.

**2. ROLL CALL AND APPOINTMENT OF ALTERNATES IF REQUIRED**

Subcommittee Members Present: Dennis De Paul, Alice Hicks, Bill Jenks, Marge Smith

Staff Present: Donna M. Hayes, Land Use Administrator

Candidate Present: Jennifer Calhoun

**3. READING AND APPROVAL OF MINUTES:**

No action taken.

**4. PUBLIC COMMUNICATIONS (ORAL):**

No action taken.

**5. OLD BUSINESS:**

**5.A. PUBLIC HEARINGS (Possibility of closure, discussion and decision on the following):**

No action taken.

**5.B. DISCUSSION AND POSSIBLE DECISION**

No action taken.

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THE LAND USE CLERK INTERVIEW SUBCOMMITTEE OF THE  
TOWN OF KENT PLANNING AND ZONING COMMISSION  
SPECIAL MEETING MINUTES FOR APRIL 29, 2015

These are draft minutes. Corrections may be made by the Commission at the subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

**6. NEW BUSINESS:**

**6.A. PUBLIC HEARINGS (Possibility of closure, discussion and decision on the following):**

No action taken.

**6.B. DISCUSSION AND POSSIBLE DECISION**

**6.B.1. Interview of candidate for Land Use Clerk position.**

Those present had a general discussion regarding the job duties and qualifications necessary for the Land Use Clerk position.

*Mr. De Paul moved to have Ms. Hayes write a memo to the Board of Selectman recommending the hiring of Ms. Jennifer Calhoun as the Land Use Clerk effective May 11, 2015. The hours of employment will be up to 15 hours per week plus two meetings per month with the possibility of attendance at special meetings as the budget allows. Compensation would be at the rate of \$19.00 per hour. Ms. Smith seconded and the motion carried unanimously.*

**7. STAFF REPORT:**

No action taken.

**8. REPORT OF OFFICERS AND COMMITTEES:**

No action taken.

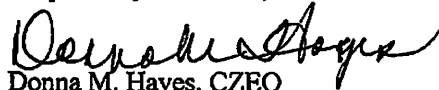
**9. OTHER COMMUNICATIONS AND CORRESPONDENCE:**

No action taken.

**10. ADJOURNMENT**

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

  
Donna M. Hayes, CZEO  
Land Use Administrator

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