

Board of Selectmen
Special Meeting

March 16, 2017
10:00 A.M. Town Hall

Present: Bruce Adams, Mike VanValkenburg and Jeff Parkin.

Also present: Darlene Brady, Debbie Devaux, Lesly Ferris, Donna Hayes and Rick Osborne.

Mr. Adams called the meeting to order at 10:00 a.m.

Mr. Adams stated that there are three items on the agenda:

- Kent Hollow Road Bridge Replacement Project
- Policy and Procedure Manual
- Proposed 2017/2018 Operating Budget

Kent Hollow Road Bridge Replacement Project:

Mr. Adams stated that there were seven contractors at the bid-opening meeting for the Kent Hollow Road Bridge Replacement project. The low bidder is Nagy Brothers Construction LLC. Matt Brown of Anchor Engineer and Highway Foreman Rick Osborne reviewed the bid package. Mr. Adams made a motion to award the Kent Hollow Road Bridge Replacement Project to Nagy Brother Construction LLC. in the amount not to exceed \$280,000. Mr. VanValkenburg seconded the motion and the motion carried.

Policy and Procedure Manual

Mr. Parkin provided an updated Policy and Procedure Manual, which includes the changes discussed at the last regular meeting. Mr. Adams reviewed the E-Verify policy on page 7. Mr. Parkin made a motion to accept the E-Verify Policy as written. Mr. VanValkenburg seconded the motion and the motion carried.

Mr. Adams read the 'Departments' section on page 6. There was a request to add additional language to include State Statute and/or Town Ordinance to the last paragraph of that section and to remove the "s" from Park and Rec. Mr. Parkin agreed to update and have the document ready for review prior to the next regular meeting.

Proposed 2017/2018 Operating Budget:

Mr. Adams provided a spreadsheet entitled "Town of Kent Summary of Proposed Budget," printed on March 15, 2017 at 6:48 p.m. He reviewed the nine options. Mr. Adams stated that he was able to obtain a \$20,000 commitment from Highwatch to go toward the Resident Trooper program in addition to the \$60,000 from the three private schools.

Mr. Adams stated that in his opinion the request for towns to pay for the Teachers Retirement fund would not hold up. He added that there is a town questioning the legality of the request and that town has started a class action suit. If the town has to pay, Kent's liability is \$300,000.

Mr. Adams made a motion to adopt column nine (the last column) on the Town of Kent Summary of Proposed Budget form. Mr. VanValkenburg seconded the motion. Mr. Parkin stated his concerns with the 3% salary increase. He stated that he might be more inclined to offer a 2% salary increase. Mr. Adams provided the following dollar amounts for a 1,2 or 3% salary increase for the Town Hall employees: 1% = \$14,327, 2% = \$20,619 and 3% = \$26,910. He added that the KCS teachers negotiated an

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TOWN CLERK

approximate 3.2% salary increase and the highway crew negotiated a 2% salary plus pension. Mr. Parkin stated he would not object to the 3%.


Mr. Adams shared a spreadsheet that compared three different H.S.A. plan premiums. Mrs. Brady explained that in 2009 an H.S.A. plan, which offered a lower premium with 50% of the \$1500/\$3000 deductible funded by the Town. In 2010 additional employees switched to the H.S.A. and the deductible was funded 100% by the Town. Mrs. Brady stated that not only is there a savings to the Town with a lower premium, but the employee also benefits by the lower premium when they pay their 10% employee contribution. Mrs. Brady explained that the Town-funded deductible is placed in an account that must be used for health expenses. Mr. Adams added that the Kent Center School funds 50% of the H.S.A. deductible. Mr. Parkin stated his concerns with fully funding the deductible. He suggested that perhaps the expenses could be reimbursed as they are incurred and not prepaid. Mr. Parkin stated that he would need additional time to review the insurance information.

Mr. Adams stated that there was a motion and a seconded on the table:

Mr. Adams made a motion to adopt column nine (the last column) on the Town of Kent Summary of Proposed Budget form. Mr. VanValkenburg seconded the motion.

Mr. Adams called for a vote and the motion passed unanimously.

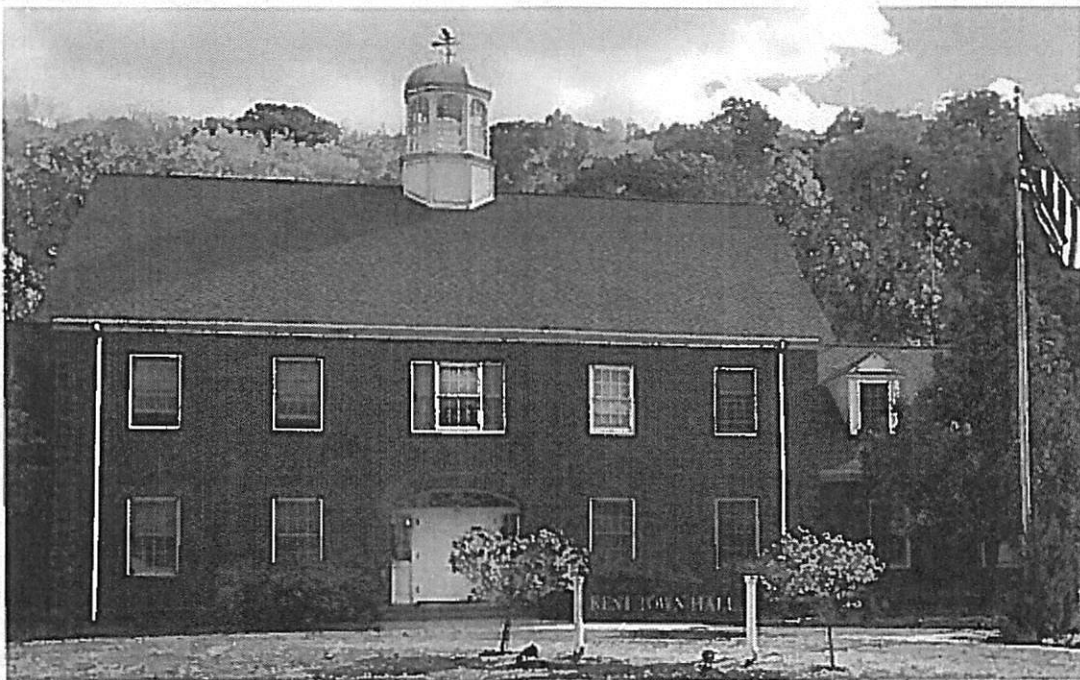
Mr. VanValkenburg made a motion to adjourn the meeting at 11:01 a.m. Mr. Adams seconded the motion and the motion carried.


Joyce Kearns
Administrative Assist

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, CONNECTICUT

**EMPLOYEE
POLICY AND PROCEDURE
MANUAL**



Record of Revisions

Adopted 6/27/2011	
Amended 7/19/2011	
Amended 8/2/2011	
Amended 10/4/2011	
Amended 6/5/2012	
Amended 6/20/2012	
Amended 10/2/2012	
Amended 8/6/13	
Amended 11/16/13	
Amended 1/7/14	
Amended 5/5/15	
Amended 6/2/15	
Amended 7/7/15	
Amended 3/16/17	

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1. Applicability General

These policies and procedures were adopted by the Board of Selectmen and apply to a specific group of Employees of the Town of Kent. Those Employees are:

- Hired by the First Selectman and/or the Board of Selectmen, by Elected Officials or by Commission(s); the Hiring Authorities of the Town of Kent.
- Required to meet all terms of employment in their Job Description, as written and modified by the Board of Selectmen, and abide by all of the provisions of these policies and procedures, and
- Subject to disciplinary action, up to and including termination of employment, by the Hiring Authority.

2. Employment Plan

The Board of Selectmen shall determine the appropriate rate of pay for each non-contractual municipal job, subject to budgetary approval by the legislative body. Job descriptions shall be developed and jobs will be filled in accordance with the provisions set forth herein.

The plan shall be reviewed by the Board of Selectmen biennially, starting in September of 2012 and every two (2) years after that. At that time the Board may make revisions as it sees necessary, in its discretion to reflect changes in area of economic conditions and to attract and retain qualified personnel. The terms and conditions of this document shall apply to all Town of Kent employees except as excluded herein and where inconsistent with or pre-empted by a collective bargaining agreement.

Exclusions

The Policies set forth in this document do not apply to employees, members or officials of any of the following:

1. Region One Board of Education;
2. Kent Board of Education;
3. Kent Volunteer Fire Department;
4. Kent Sewer Commission.

Furthermore, if any of the foregoing participates in the same or similar rights and/or benefits as are available to Town officials or employees, such participation does not cause them to be considered as or deemed to be Town officials or employees by virtue of

such participation, regardless of who makes payments, if any, for such rights and/or benefits.

3. Hiring Policies and Process

Departments

The following are the principal management Departments within the Town of Kent:

1. Selectmen
2. Highway
3. Town Clerk
4. Tax Collector
5. Tax Assessor
6. Land Use
7. Parks and Recreation
8. Treasurer
9. Social Services

Each department shall have a Department Head whether or not there are additional employees within the department. The Department Head shall be the principal point of contact with the Board of Selectmen for those departments that administer policies directed by Town Boards or Commissions.

Each Department Head shall have the authority to recommend to the Board of Selectmen the hiring or firing of any personnel. Each Department Head shall have the authority to recommend salary and salary adjustments to the Board of Selectmen. However, the salary shall be set by the Board of Selectmen within the limits of the budget appropriation therefore and shall be effective immediately.

Each department that has or anticipates requiring support staff (clerks or assistants) shall try to maintain a defined level of subordinate positions specified by skill level or training required and job responsibilities. Each specific level of subordinate position shall comport with a salary range scale agreed by the Board of Selectmen.

Job Descriptions

On a biennial basis, starting in September of 2012 and every two (2) years after that, the First Selectman, with the advice of applicable Boards, Commissions and/or Department Heads, shall conduct an organizational review of each municipal department. Following such reviews, the Department Head may recommend to the Board of Selectmen the retention of the current organizational structure of any department or may recommend organizational revisions of any department. The Department Head also shall recommend

the allocation of job duties within the various departments. Such revisions and allocations may be implemented only after the approval of the Board of Selectmen. Job descriptions shall be developed and/or revised by the First Selectman with input from any applicable Boards or Commissions and/or the Department Heads. Where the First Selectman deems it necessary, incumbent employees may be interviewed regarding job duties. In addition to defining responsibilities, the job description may include an Appendix that sets out terms of employment that modify this policy in specific areas for the current employee. The Board of Selectmen must approve any such Appendix, thereby making it a matter of public record. Upon termination of the employee, for whatever reason, the Appendix shall be void. Job descriptions are also subject to approval by the Board of Selectmen (Appendix I).

The statements contained in each employee's job description are illustrations of the various types of work that may be performed, the skill typically required and the scope of responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADA Policy

The Town of Kent is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship to the Town. Employees with a disability who believe they need a temporary or permanent reasonable accommodation to perform the essential functions of their job should contact the First Selectman and request accommodation.

E-Verify Policy

The Town of Kent is committed to compliance with Federal Law regarding hiring practices. It shall be a policy of the Town of Kent that the Town must use the federally maintained E-Verify Program (www.uscis.gov/e-verify) (or any successor program) to verify the employment eligibility of new hires made by the Town. New hires must complete an I-9 form. The Selectman's administrative assistant shall process the verification and maintain the records.

EEOC Policy

The Town of Kent is committed to equal employment opportunities for all. Equal Employment Opportunity has been, and continues to be, a fundamental principle at the Town of Kent. Employment and promotions are based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability,

sexual orientation or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment, including policies and procedures related to recruitment and hiring, compensation, working conditions, benefits, and termination from employment.

Vacancies

The Department head shall notify the Board of Selectmen in writing of a job vacancy. The Board of Selectmen shall determine if the Town will fill the vacancy. The Department Head would post a job opening notice internally via e-mail to all department heads and on the Town of Kent website and in such other places as may be deemed appropriate.

Application Process

There is no legal right to municipal employment. The Department Head has discretion to decline to offer employment should he/she believe the applicant does not adequately fit the position, that there are more qualified candidates available, that the applicant does not possess the qualifications or skills required for the position, in the event he/she considers the applicant pool to be inadequate, or if the applicant fails to file an application by the announced closing date for the receipt of applications unless an extension has been publicly announced prior to such date.

Newly Hired Employees

Upon hiring a new employee, the Selectmen's Administrative Assistant will be notified immediately in order to start a personnel file and set up the new employee for payroll. Notification must include, at minimum, the new employee's name, social security number, date of hire, and beginning salary. The new employee shall report to the Selectmen's Office to complete all required employment forms.

All new hires and employees transferring to a new position will complete an introductory period the first 90-days of employment in that position. Such a period allows the employee time for training and adjustment to the new position.

4. Compensation Package

General

Salary shall be set by the Board of Selectmen and with the approval of the Board of Finance within the limits of the budget appropriation therefore and shall be effective immediately.

An employee must work an average of thirty hours a week or more to be classified as a Full-time Employee and eligible for benefits, providing they are fulfilling the job requirement of his/her job description. Salaried Employees will receive a pro-rata share of his/her annual salary each pay period.

Work Week/ Hours of Work

Each work week begins on Sunday at 12 a.m. and ends on the following Saturday at 11:59 p.m.

Town Hall offices are generally open 9 a.m. to 4 p.m., Monday through Friday, subject to change by the First Selectman. Work schedules may vary based on the needs of each department. The Department Head will advise the employee of his/her individual work schedule as defined in the job description. These hours may be modified at any time by the Department Head or the Board of Selectmen.

Employees are expected to arrive to work on time and be ready to work at the start of each work day and may not be accompanied by children and/or pets on a recurring basis. Tardiness and unauthorized absences may result in disciplinary action. Such occurrences, early departures, and whole or part day absences will be recorded by the Department Head on the individual's attendance record. The Department Head (and/or the First Selectman) is responsible for ensuring the accuracy of all attendance records.

Pay Days

Employees are paid weekly on Thursday. Hourly employees' paycheck will include earnings for all hours worked through the end of the previous payroll period. Salaried employee's paycheck will include weekly salary through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay the prior business day.

If a regular payday falls during an employee's vacation, the employee's direct deposit will be processed on schedule or a paycheck would be available upon return.

An itemized statement of wages will be made available to all Town employees utilizing direct deposit.

Pay Corrections

The Town takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that all employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

5. Reporting and Record Keeping

Time Keeping Records

Accurately recording time worked is the responsibility of every employee, an attendance sheet for salaried employees and a time record for hourly employees. Employees must complete a time record at the end of each day and to verify that all necessary information regarding the date and hours worked are correct and legible. An employee must sign his or her own time record. The Department Head will review and then initial time record before submitting it for payroll processing. Any errors in a time record must be brought to the attention of the Department Head in order to be corrected. All entries are in ink. All corrections must be initialed and dated by both the employee and the Department Head. See Appendix A.

Personnel Records

Accurate, up to date records must be maintained so that the Town may properly handle paychecks, insurances, withholding taxes, etc. This is for the personal benefit of employees and is legally required of the Town.

6. Communications

Employee Bulletin Board

An employee bulletin board is located in the hallway outside of the Town Hall large meeting room on the first floor. The board houses information about employee rights, as well as federal, state and local labor laws. Employees should check this bulletin board periodically. This bulletin board is not an area for additional postings or for general employee usage.

7. Standard of Conduct

Dress Code

An employee represents the Town in the eyes of the public. Therefore, it is important that employees report to work properly groomed and wearing appropriate attire, consistent with the nature of the work to be performed. Any employee who reports to work inappropriately dressed will be asked to leave and return properly groomed and dressed.

Performance and Safety Standards

Work standard rules are designed to protect the rights and safety of all and to ensure effective and efficient performance results. Since the Town cannot create a list that addresses all situations in all departments, each Department Head may develop and publish performance and safety standards and rules that every employee in that department is expected and required to follow. No conduct, which is immoral, unsafe, unethical, or illegal, will be tolerated.

All employees shall perform the work assigned to them in a safe, competent and efficient manner and shall follow the lawful directives and instructions of his/her Department Head. All employees shall comply with and abide by any additional rules and standards specific to the employee's department.

Sexual Harassment Policy

It is the policy of the Town of Kent to maintain a working environment that is free from sexual and other unlawful harassment. The Town does not tolerate the harassment of any applicant, employee, independent contractor, volunteer, or visitor based on sex, sexual orientation, race, color, religion, creed, national origin, ancestry, marital status, age, physical or mental disability. All forms of harassment are prohibited whether verbal, physical or visual, and regardless of the medium through which it occurs.

Sexual harassment, as defined in section 717 of Title VII of the Civil Rights Act of 1964, as amended, and Public Act No. 80-285 of the General Statutes of Connecticut, as amended, toward employees of the Town of Kent is forbidden. Sexual harassment includes:

Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct; Making threats, demands or suggestions that an employee's work status is contingent upon the employee's toleration or consent to sexual advances; Taking retaliation against employees for complaining about the behaviors described above.

If the employee encounters such abuses from the Department Head, fellow employees, Town commissioners, elected officials or individuals doing business with the Town, the employee should report it to the First Selectman, Selectman's Administrative Assistant, Social Services Administrator or union steward.

The complainant should immediately commit the complaint to writing. The complaint should include the name of the complainant, date of the complaint, date of the alleged harassment, name(s) of the alleged harasser(s) and a detailed statement of the circumstances leading to the complaint, and the complainant's signature. See Appendix B.

All employees, appointees and elected officials also have the right to file a formal complaint with the Connecticut Commission on Human Rights and Opportunities.

In the case of actual assault or any other criminal offence, the CT State Police must be notified immediately.

Mandatory training session for all supervisors shall be provided by the Town of Kent. Employees are invited to attend.

Standard of Official Conduct

Residents of the Town of Kent expect Town of Kent Employees to be independent, fair and impartial. This code establishes the minimum ethical standards that employees must observe. By adhering to these standards, employees will avoid both actual and potential conflicts of interest.

1. Employees should seek to improve the image and quality of public service at all times. Employees serve the Town of Kent, not their self-interests.
2. Employees shall not accept any gift or compensation valued at more than \$25 from any person or organization interested in any Town business.
3. No employee shall use Town-owned property for personal convenience or profit.
4. All employees serving on boards and commissions must refrain from voting upon or otherwise participating in any matter that presents a conflict of interest between their specific private self-interest and the interest of the residents of the Town of Kent.
5. Employees shall maintain the public's trust at all times by not disclosing confidential Town information outside of their official functions, nor divulging private confidential information in a public setting.
6. Employees shall not engage in political campaign activities while on municipal duty.
7. No employee shall enter into a contract with the Town of Kent unless the contract is awarded through a public, competitive bid process.
8. No employee shall use his/her position to influence any person for his/her self-interest.
9. All employees should be free and encouraged to exercise their rights as citizens, to cast their votes, and express their opinions on all political subjects but shall identify if the opinion is personal or reflects the Town's position.
10. No employee shall be in a supervisory or subordinate position to any other employee that is a member of his or her immediate family.

8. Administrative Process

Warnings

Employment is on an at-will basis. Department Heads are encouraged to informally discuss concerns with the employee's performance and/or concerning compliance with standards and rules.

A formal warning concerning an employee's performance and/or compliance shall be written and must be signed by both the employee and the Department Head. See Appendix C.

A copy of all warnings will be filed in employee's personnel file in the Selectman's office and will be considered active for twelve months, provided the fact that the warnings have been issued may be noted in an employee's performance evaluation and shall not be expunged there from.

Dismissal

Any employee may be dismissed with or without cause, whenever in the judgment and discretion of the Hiring Authority, he/she determines that there is insufficient work available to the employee within the department or when the employee's work performance, assimilation into a position or misconduct so warrant. The employee shall be notified in writing of such action within forty-eight (48) hours and the reason therefore, by hand-delivery to the employee or by delivery to his/her usual place of abode as reflected in the personnel file.

Suspension

In the event that the Hiring Authority, in its discretion, determines that an employee's work performance or conduct justifies disciplinary action short of dismissal, the Hiring Authority may suspend such employee without pay. In the event a suspension is imposed rather than termination, the period of suspension may not exceed thirty (30) days. Within forty-eight (48) hours of the suspension determination, the employee shall be notified in writing of such action and the reason therefore. The suspended employee shall forfeit all privileges and pay which might accrue to him/her during the period of suspension.

Resignation

To resign in good standing, an employee will give the Town at least fourteen (14) calendar day's prior notice in writing unless the Town, because of extenuating circumstances, agrees to permit a shorter period of notice. See Appendix D. A written resignation, giving the reasons for leaving, shall be furnished by the employee to the Department Head and/or First Selectman. The resignation shall be forwarded to the Board of Selectmen with a statement by the Department Head as to the resigned employee's service performance and pertinent information concerning the cause for

resignation. There will be an opportunity for an exit interview with a Selectman other than the First Selectman.

Return of Property

Employees are responsible for all property, materials, and/or written information issued to them or in their possession or control. Employees must return all Town property immediately upon request or upon termination of employment. The Town may also take all action deemed appropriate to recover or protect its property.

Grievances and Complaints

A grievance or a complaint shall mean a claim by an employee alleging a violation of these policies. A grievance or a complaint form is available. See Appendix E. A grievance or complaint must adequately articulate the nature of the grievance or complaint, the policy or procedure that the

Verbal Grievance or Complaint

An employee claiming to be aggrieved must first discuss the matter with the Department Head within five (5) days of the event that led to the grievance or complaint, in an effort to resolve the problem informally. See Appendix E.

Written Grievance or Complaint

In the event that no resolution is forthcoming within ten (10) business days of the informal discussion, then the employee may submit in writing to the First Selectman a statement of the grievance or complaint. See Appendix E.

Within ten (10) business days of the receipt of the written grievance or complaint, the Board of Selectmen shall respond in writing to the employee. The Board of Selectman may sustain the grievance or complaint and impose a remedy or shall deny the grievance or complaint.

Grants

Grant proposals or applications must be acknowledged by the First Selectman and the Treasurer. before submission. If further approval is needed, the grant request will be referred to the Board of Selectmen.

Legal Counsel

Other than the commissions that provide for legal counsel in the budget, all requests for the Town's legal counsel must be approved by the First Selectman

9. Administrative Policies

Town Hall Closure

Full-time employees who work year-round shall be entitled to a paid day off at their Regular Hourly Pay Rate any time Town Hall is closed except for the 104 weekend days. Part-time employees will be entitled to be paid their regular scheduled hours if Town Hall is closed on a day they are regularly scheduled to work. Temporary, Seasonal or per diem Employees shall not be so entitled.

Town Hall will be closed on three calendar specific days:

- January 1
- July 4
- December 25
- 1/2 day on Christmas Eve
- 1/2 day on New Year's Eve

Seven other days set by Federal or State decree:

- Martin Luther King Day
- President's Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Memorial Day
- Veterans' Day

Two days set by the Board of Selectman:

- Good Friday
- the day after Thanksgiving.

If one of the three calendar specific days falls on a Sunday, Town Hall shall close the following Monday, but if one of those three days falls on a Saturday, qualified Employees, as described above, shall be awarded one day of Paid Time Off in that fiscal year, even if they typically do not qualify for other Paid Time Off. In addition to these 12 days, the First Selectman may close Town Hall for any reason, the most common of which is a dangerous weather condition.

Fair Treatment

The First Selectman and every Department Head are encouraged to consider an unusual circumstance that an Employee faces where the policies set forth herein could be temporarily amended in a negotiated agreement that fairly exchanges Time Off for other compensation. However, any Employee seeking a recurring or "standing" exception to the policies set forth herein must apply to the Board of Selectmen for such a waiver. See Appendix I. All such policy waivers granted shall be a matter of public record and shall terminate the following June 30th. The Employee may apply for and the Board of Selectmen may grant a new waiver any time after July 1st of a succeeding fiscal year.

Safety

Employees are expected to be safety-conscious and to assist the Town in finding conditions on the town premises that might cause an accident or create a fire hazard. An employee should report any unsafe conditions to the Department Head. Employees should familiarize themselves with the locations of fire extinguishers, fire exits, first aid kits, and emergency equipment. Detailed information is available in the Selectmen's Office.

Town of Kent employees will display in their vehicle a provided vehicular identification tag while in the Town employ.

Emergency

A complete plan for a wide variety of disasters is available in the Selectmen's office. The Board of Selectmen will review and update biannually in coordination with the Emergency Management Director.

Use of email, phone and computer

Personal use of the telephones, email, and computer during working hours should be limited to essential use only. Communications and other information systems are not to be used in any way that may be disruptive, offensive to others, or harmful to morale. Misuse or abuse of Town phones, computers and email, as determined by the Department Head, will be grounds for disciplinary action.

The Town may access its electronic communications systems and obtain the communications within the systems, without notice, when the Town deems it appropriate to do so.

All emails or files sent or received by employees on Town owned computers are Town property and may be viewed by Department Heads and/or the Board of Selectmen.

Recycling and Energy Conservation

The Town of Kent supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to purchase, use and dispose of products and materials in a manner that will best utilize natural resources and minimize negative impact on the environment. Special recycling receptacles have been set up to promote this effort. Employees are expected to recycle, reuse and reduce (including disposable products) whenever possible.

No Smoking

Per State Statute 19a-342, no person shall smoke in any building or portion of a building owned or leased and operated by the Town of Kent except in smoking area that may be designated by the Board of Selectmen.

Conflict of Interest

Complaints by anyone with firsthand knowledge that a public official or town employee has a personal interest in any matter coming before them in their official capacity that might affect their ability to make an objective determination with respect to such matter will be investigated by the First Selectman and responded to by the Board of Selectmen. See Appendix J.

Reporting Requirements

The Board of Selectmen has designed various forms to administer the Policies described in this document. Copies of those forms can be found in the Appendix and are available in the Selectman's office. Employees must submit them to the Board of Selectmen and/or Department Head in the required time period, as printed on the form. The Board may eliminate or modify existing forms or add new forms as needed.

10. Benefits

Benefits and Services

The policies and benefits offered by the Town may be changed or eliminated at any time by action of the Board of Selectmen. The Town or its designee retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans. The Town may modify or eliminate any benefits or programs it currently provides, as well as increase the cost to employees of such benefits and programs. This discretionary authority extends to all issues concerning benefit eligibility and entitlement.

Termination of full-time status (for whatever reason) will terminate such individual's participation in such programs.

Notwithstanding the above statement, full-time employees of the Highway Department, excluding the highway foreman, are subject to the terms of a Collective Bargaining Agreement between the Town and Teamsters Local Union No. 677.

Benefit Year

The Town budgets and keeps its records on a fiscal year basis, July 1st to June 30th.

Benefits Categories

For the purpose of determining benefits, the Board of Selectmen has established three (3) Employee Categories, developed by the First Selectman and approved by the Board of Selectmen as per "Job Description":

Full-time Salaried Employees

1. Highway Foreman
2. Land Use Administrator
3. Park and Rec Director
4. Selectman's Administrative Assistant

Part-time Salaried Employees

1. Animal Control Officer
2. Tax Assessor
3. Treasurer

Part-time Hourly Employees

1. Assessor Assistant
2. Assistant Assessor
3. Assistant Town Clerk(s)
4. Land Use Clerk
5. Social Services Director
6. Tax Collector Assistant
7. Treasurer Clerk(s)
8. Zoning Board of Appeals Clerk

Life Insurance

Full-time Town employees will be enrolled as participants in whatever life insurance program is then being offered by the Town.

Medical

The Town provides medical insurance coverage to its eligible union and non-union employees. Any questions concerning benefit levels or coverage can be answered by Selectman's Office. Anyone enrolled in the Town of Kent's employee health plan must meet all eligibility requirements including, without limitation, hours worked. All employees, including multiple position employees, who work thirty (30) hours or more per week, except temporary/seasonal and per diem employees, shall be eligible to participate in the group health plan, subject to any eligibility requirements established by the health insurer for participation in such plan. Health insurance coverage is also available for the spouse and dependents of an employee at the premium cost sharing schedule set by the Board of Selectmen.

Federal law, known as COBRA, may allow employees and their dependents who are covered by the Town's health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end. COBRA continuation rights are described in greater detail in the separate information employees receive at enrollment in the health insurance program. For additional information, please contact the First Selectman.

Dental

The Town provides dental coverage on a cost share basis to its eligible full-time Town employees. Any questions concerning benefit level or coverage can be answered by the Selectmen's Office.

Retirement Plan

Full-time Town employees who, as of January 1 or July 1 of any year:

1. Have completed at least one year of continuous full-time Town service, and
2. Have not reached age sixty (60) are eligible to enroll as participants in whatever Town retirement plans that are then being offered by the Town, subject to the terms and conditions of the plans.

Participants in Town pension plans may continue participation therein until the earlier of the following:

1. Termination of status as a full-time Town employee (for whatever reason, including but not limited to death, retirement, disability, reduction in work schedule below minimum hourly requirements, or other termination of full-time Town status).
2. Attainment of age seventy (70).

Termination of status as participants in Town pension plans does not affect entitlements to vested benefits there under, all in accord with the plan's term and conditions. Vesting shall be determined by the plan terms and conditions.

Retiree Health Benefits

Full-time Town employees voluntarily retiring from Town service as full-time Town personnel who are at least sixty five (65) years old and have completed at least twenty five (25) years of continuous full-time service may continue to participate in the Town's group insurance plans following such retirement, provided that:

1. The Town shall contribute, in whole or in part, only for individual coverage for such eligible retiree on the same basis as it contributes to plans for individual coverage of full-time Town employees.
2. At such time as such eligible retirees first become eligible for Medicare or comparable federally provided health care benefits, the health care coverage

offered by the Town shall be reduced and limited to a plan providing supplemental coverage to that offered by Medicare or comparable federally provided health care benefits programs.

3. The Town reserves the right, exercised in a non-discriminatory manner, (i) to change health care coverage offered retirees pursuant to the Town's group health insurance plan, (ii) to change the Town's percentage of contributions towards payments for such health care coverage and (iii) to change or eliminate such health care coverage, in whole or in part, at any time in the future.
4. Eligible retirees requesting spousal or family coverage may obtain same at the expense of such eligible retiree provided that at such time as such spouse or other covered family member first becomes eligible for Medicare or comparable federally provided health care benefits, the health care coverage offered by the Town to such covered spouse or other family member shall be reduced and limited to a plan providing supplemental coverage to that offered by Medicare or comparable federally provided health care benefits program.

Change of Carriers

The Town reserves the right to change insurance carriers or other benefit carriers whenever deemed desirable in the judgment and at the discretion of the Board of Selectmen.

Education

Continuing Education

Employees are encouraged to attend workshops and conferences as included and approved in their respective departments' budgets.

Job Certification

The Town will pay the cost of necessary job certification courses, as pre-approved by the Board of Selectmen. Such costs will include course materials and the employee's mileage and time.

Paid Time Off (PTO)

Employees will be notified of Time-Off benefits. See Appendix G. Employees may be entitled to Time-Off benefits as defined and outlined below, provided that they give the First Selectman and his/her Department Head two (2) weeks advance notice of their intent to be absent, that such Paid Time-Off is approved, and that they promptly report their absence to the Selectmen's Administrative Assistant. The First Selectman or Department Head may waive the advance notice requirement in the event of a medical or other emergency, provided that they are contacted by the Employee on the first day of his/her absence, kept informed as to the likely duration of the absence, and receive completed copies of all necessary forms upon the Employee's return to service. Employees who fail to meet these provisions shall be deemed to be taking an

Unexplained Absence and will be subject to termination if the absence lasts three (3) days or more.

Full-time Employees shall be entitled to a set number of Paid Time-Off days each fiscal year, based upon their length of service as of June 30th of the previous fiscal year. A multi-position Employee's length of service shall be calculated from the date they qualified as a Full-time Employee. Paid Time Off may be used for any purpose, including vacations, sickness, bereavement or family issues and the Employee is not obligated to explain their purpose, but no additional days will be awarded for any purpose beyond the schedule, as follows:

In Service at least:	But less than:	Days Awarded:
	Less than 1 year	1 day for every 10 weeks worked (maximum of 5 days)
1 year	5 years	25
5 years	10 years	30
10 years	15 years	35
15 years		40

When an Employee reaches an anniversary date that would entitle them to additional Paid Time Off, the number of additional days awarded shall be prorated for the remaining time in that fiscal year, rounded up to the nearest half-day. Paid Time Off must be used in half or full day increments and in the fiscal year they are awarded, except that after one (1) year of service Employees awarded Paid Time Off may "bank" up to five unused days each year, up to a maximum of sixty (60) days, and then draw on those "banked" days in any subsequent fiscal year with the approval of their Department Head or the First Selectman.

Payment in lieu of PTO (Paid Time Off) shall not be permitted except that, upon termination of employment, the employee shall be paid for all unused Paid Time Off, including the days that they have "banked" in their final pay period. In the event of an employee's death, the employee's estate or named beneficiary shall receive any payment for unused PTO which is due. Otherwise, unbanked or unused days will be forfeited on June 30th each year.

Full-time Employees will not be charged a Paid Time-Off for absences caused by either a jury summons or a two-week military reserve commitment, but shall only be paid the difference between their Regular Hourly Pay Rate and their juror or military pay for each day absent. To avoid being charged Paid Time-Off, the Employee must provide the Selectmen's Administrative Assistant a copy

of either the jury summons or reserve duty notification and a copy of all paychecks received from the Federal or State government for their service.

Full-time Employees who are eligible and receive Worker's Compensation for a work-related injury that causes them to miss work will not be charged Paid Time-Off or receive any additional compensation while on Worker's Compensation. Worker's Compensation benefits are subject to statutory requirements and limitations and the terms, provisions, and conditions of any insuring agreement between the Town and its Worker's Compensation insurer(s). Employees who sustain proven work-related injuries shall be entitled to Worker's Compensation benefits required by state law.

Extended Leave

After completing at least one (1) year of service, any Employee who has used all of the Paid Time Off to which they are entitled, if any, may request an Extended Leave of up to ninety (90) days for any reasons, during which time all compensation including the accrual of additional benefits shall be suspended. However, Extended Leave shall not be considered a "break in service" and, if the Employee was covered by the Town's health insurance policy prior to the Extended Leave, then he/she shall continue to be covered, provided that they pay 100% of the premium attributable to his/her insurance coverage. See Appendix H.

At the end of an Extended Leave, the Employee will be returned to their former position or one with similar pay in accordance with state and federal law. If the Employee is medically unable to perform his/her original job, he/she may be transferred to work suitable to their physical condition if such work is available. If an Employee is absent for more than ninety (90) days continuously, for any reason including abutting Extended Leave and other Days Off, the Town does not guarantee reinstatement.

11. Forms

Distribution, Compliance and Enforcement of Standard Pay Practices

Employees shall acknowledge receipt and understanding of the Policy and Procedure manual, ethical standard and performance standards contained herein and those of the employee's particular department before entering upon the duties of his or her office or employment with the Town of Kent. The Board of Selectmen shall amend these standards as needed when it believes such revision is required. The contents of this manual should not be confused for a contract between the town and its employees. This is a summary of our policies, which are being offered here only as information.

Employee signature

Date

Receipt of Policy Manual

Elected Officials shall acknowledge receipt and understanding of the Elected Officials Policy and Procedure manual, ethical standard and performance standards contained herein and those of the his or her particular department before entering upon the duties of his or her office. The Board of Selectmen shall amend these standards as needed when it believes such revision is required. The contents of this manual should not be confused for a contract between the town and its elected officials. This is a summary of our policies, which are being offered here only as information.

Elected Officials signature

Date

12. Appendices

Appendix A – Employee Time Record Form

Town of Kent

Weekly time sheet for week ending: _____

Employee Name _____

Department _____

PTO Time	0.00
Overtime	0.00
Regular Time	6.00

Total Time	6.00
------------	------

Special instruction regarding Sick,
Vacation or other paid time off: _____

	IN	Out	In	Out	In	Out	PTO Hrs	PTO Type	Worked Hours
Monday	9:00 AM	12:00 PM	1:00 PM	4:00 PM					6.00
Tuesday									-
Wednesday									-
Thursday									-
Friday									-
Saturday									-
Sunday									-
									6.00

Employee Signature _____

Supervisor Approval _____

PTO time is

Sick	S
Vacation	V
Bereavement	B
Personal	P
Other	O

If you are using this time sheet within an excel program,
time must be entered as hours, colon then a space and the
letter a or p for a.m. or p.m.
Example: 9:08 a or 4:00 p

Shaded areas can be modified - enter all data there

Appendix B - Employee Sexual Harassment Complaint Form

RECORD OF SEXUAL HARASSMENT COMPLAINT

Name of Complaint: _____

Date of Complaint: _____

Date of Alleged Harassment: _____

Names of Alleged Harasser(s): _____

Detailed statement of the circumstances leading to the complaint:

[illegible]

Complainant's Signature

Appendix C - Employee Warning

RECORD OF FORMAL WARNING

Date: _____

Employee: _____

Nature of Warning:

Comments:

Print Name of Department Head

Signature of Department Head

Print Name of Employee

Signature of Employee

Appendix D - Employee Resignation Form

RECORD OF RESIGNATION

Name of Employee: _____

Date of Resignation: _____

Last day of Employment: _____

Reasons for Resignation:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Employee's Signature

Appendix E - Employee Grievance or Complaint Form – Alleged Violation of Policy

RECORD OF GRIEVANCE OR COMPLAINT

Name of Employee: _____

Date of Complaint: _____

Detailed statement of the circumstances leading to the grievance or complaint:

Employee's Signature

Appendix F - Employee Education and Training Form

REQUEST FOR EDUCATION AND TRAINING REIMBURSEMENT

Name of Employee: _____

Date of Request: _____

Details of the Request:

Department Head Comment:

Date of Selectmen Approval: _____

Department Head Signature

Date

Appendix G - Employee Notification Form of Personal Days Awarded for Fiscal Year

June 30, 2011

Dear _____,

Effective July 1, 20____, your new rate of pay will increase to \$ _____ per hour or annually.

This reflects the increase in salary approved by the Town of Kent for fiscal year _____.

Based upon the length of your employment, you are entitled to _____ of Paid Time Off effective July 1, 20____.

Thank you.

Joyce Kearns
Administrative Assistant

Appendix H - Employee Request Form for Extended Leave

REQUEST FOR EXTENDED LEAVE

Name of Employee: _____

Date of Request: _____

Dates requested: _____

Details of the Request:

Department Head Comment:

I understand that the time off requested will be uncompensated. I also understand that I am responsible for 100% insurance premium for the same time period.

Employee Signature

Date

Department Head Signature

Date

Selectman's Signature

Date

Appendix I - Employee Request Form for Policy Waiver for Current Fiscal Year

REQUEST FOR POLICY WAIVER

Name of Employee: _____

Date of Request: _____

Details of the Request:

Department Head Comment:

I understand that if approved, this request is outside of the policies set in the Policy and Procedure manual and shall terminate the following June 30. I may apply for a waiver again any time after July 1 of a succeeding fiscal year.

Employee Signature

Date

Department Head Signature

Date

Selectman's Signature

Date

Appendix J - Conflict of Interest Allegation Form

CONFLICT OF INTEREST ALLEGATION FORM

Detailed statement of the circumstances leading to the complaint:

[illegible]

Complainant's Signature

Date _____

Findings of the First Selectman:

[illegible]**First Selectman's Signature**

Date

Appendix K - Employee/Elected Official Acknowledgement and Understanding Form

Elected Officials shall acknowledge receipt and understanding of the Elected Officials Policy and Procedure manual, ethical standard and performance standards contained herein and those of the his or her particular department before entering upon the duties of his or her office. The Board of Selectmen shall amend these standards as needed when it believes such revision is required. The contents of this manual should not be confused for a contract between the town and its elected officials. This is a summary of our policies, which are being offered here only as information.

Elected Officials signature

Date

Appendix L - Employee Report of Motor Vehicle Accidents or Traffic Violation

**EMPLOYEE REPORT OF MOTOR VEHICLE ACCIDENT OR TRAFFIC
VIOLATION**

Name of Employee: _____

Date of Accident/Violation: _____

Details:

I understand that I am responsible for payment of any parking or other fines, or issued citations for any offense while in a municipal vehicle or privately owned vehicle while on a work related trip. In the event that a privately owned vehicle is damaged during an approved work related trip, and the damage is not due to my gross negligence, the Town will reimburse me up to \$250 for repairs or the amount of the deductible, whichever is less.

Employee Signature

Date

Department Head Comment:

Department Head Signature

Date

Appendix M - Forms to Report Acceptance of Bids for Goods and/or Services

Forms to Report Acceptance of Bids for Goods and/or Services when:

No competitive bids sought or available

Lower cost bid passed over

Appendix N – Town Vehicle Policy Agreement Form

Town Vehicle Policy

It is the policy of The Town of Kent that the Town vehicle is provided to employees for Town business only.

The Town may allow employees to drive the Town vehicle home at night and on weekends for convenience, emergencies and/or security purposes.

The use of the Town vehicle is restricted only to employees of the Town.

Non-employees, such as spouses, children, other relatives, or friends, are not authorized to drive the Town vehicle at any time.

Employees driving the Town vehicle are required to wear safety belts (seat belts) any time the vehicle is driven and to operate the vehicle in strict compliance with State of Connecticut motor vehicle laws.

The Town will consider any unauthorized use of the vehicle as the equivalent of theft, and the driver may be held responsible (liable) for consequences of any accidents.

Employees driving the Town vehicle may be observed on a random basis, after call-in complaints, and/or after an accident.

If negative results are found, disciplinary action, up to and including termination of employment, may be required.

Employees driving the Town vehicle will complete the mileage log located in the vehicle at the beginning and end of all trips.

Each department's mileage line will be charged for fuel, based on the mileage log.

I, the undersigned, have read and understand and agree to comply with this policy and have attached a copy of a valid Connecticut driver's license.

Employee Name Printed: _____

Employee Name Signed: _____

Date: _____

TOWN OF KENT
Summary of Proposed Budget
Fiscal Year 2017 - 2018

3/15/2017
6:48 PM

	Trooper	85%	85%	85%	85%	100%	100%	100%	100%	100%
	3%	Yes	Yes	No	No	Yes	Yes	No	No	Yes
	TRB	Yes	Yes	No	No	Yes	Yes	No	No	No
	Add'l wage requests (five)	Yes	No	Yes	No	Yes	No	Yes	No	No
A • General Government		1,215,637	1,209,318	1,201,821	1,195,502	1,215,637	1,209,318	1,201,821	1,195,502	1,209,318
B • Public Safety		213,290	213,290	213,290	213,290	238,952	238,952	238,952	238,952	238,952
C • Public Works		1,666,303	1,582,548	1,663,379	1,579,624	1,666,303	1,582,548	1,663,379	1,579,624	1,582,548
D • Health and Welfare		110,780	108,407	109,504	107,131	110,780	108,407	109,504	107,131	108,407
E • Recreation		199,411	199,411	197,802	197,802	199,411	199,411	197,802	197,802	199,411
F • Sanitation		111,804	111,804	111,804	111,804	111,804	111,804	111,804	111,804	111,804
Total Base Budget		3,517,225	3,424,778	3,497,800	3,405,153	3,542,887	3,450,440	3,523,262	3,430,815	3,459,440
G • Board of Education		7,248,324	7,248,324	7,248,324	7,248,324	7,248,324	7,248,324	7,248,324	7,248,324	7,248,324
H • Debt Service		646,825	646,825	646,825	646,825	646,825	646,825	646,825	646,825	646,825
I • Transfer to Capital		746,000	746,000	746,000	746,000	746,000	746,000	746,000	746,000	746,000
J • Transfer to Dog Fund		7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
L • State of CT - TRB		309,444	309,444	0		309,444	309,444			
Total Tax Budget		12,475,318	12,382,871	12,146,249	12,053,802	12,500,980	12,408,533	12,171,911	12,079,464	12,089,689
K • Current Year Capital Projects		692,500	692,500	692,500	692,500	692,500	692,500	692,500	692,500	692,500
All Totals		13,167,818	13,075,371	12,838,749	12,746,302	13,193,480	13,101,033	12,864,421	12,774,964	12,791,589
Difference between FY '17 and FY '18		412,160	319,713	83,091	-9,356	437,822	345,375	108,753	16,306	35,931
% of Increase over FY '17		3.23%	2.51%	0.65%	-0.07%	3.43%	2.71%	0.85%	0.13%	0.28%

"A" consists of:

- Board of Selectmen
- Probate
- Elections
- Board of Finance
- Treasurer
- Tax Assessor
- Tax Collector
- Board of Assessment Appeals
- Conservation
- Town Clerk
- Planning and Zoning
- Grants ZBA
- Associations Inland Wetlands
- Insurance Building Inspector
- Retiree Health Town Hall
- Contingency Attorney Fees

"B" consists of

- Fire Marshal
- Resident Trooper
- Litchfield County Dispatch

"C" consists of

- Town Garage Building
- Highway Department
- Roads

"D" consists of

- Social Services
- Senior Center
- Public Restrooms
- Dir of Health/Hlt Dist

"E" consists of

- Park and Recreation
- Community House

Swift House
KCS Ballfield Maintenance

	\$1500/3000			\$2500/5000			\$3000/6000		
	Monthly	Annually	Prem/Deduct	Monthly	Annually	Prem/Deduct	(Estimate) Monthly	Annually	Prem/Deduct
EE	\$856.64	\$10,279.68	\$11,779.68	\$726.55	\$8,718.60	\$11,218.60	\$617.57	\$7,410.84	\$10,410.84
EE + 1	\$1,535.20	\$18,422.40	\$21,422.40	\$1,302.06	\$15,624.72	\$20,624.72	\$1,106.75	\$13,281.00	\$19,281.00
Family	\$2,189.93	\$26,279.16	\$29,279.16	\$1,857.36	\$22,288.32	\$27,288.32	\$1,578.76	\$18,945.12	\$24,945.12

RECEIVED FOR RECORD
KENT TOWN CLERK

2017 MAR 17 A 11:35

BY 
TOWN CLERK