

Board of Selectmen
Regular Meeting

September 1, 2015
4:30 P.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Debbie Devaux, Barbara Herbst, Rick Osborne, Jeff Parkin and Lynn Worthington.

Mr. Adams called the meeting to order at 4:30 p.m.

The Pledge of Allegiance was recited.

Mrs. Williams made a motion to approve the agenda, as submitted. Mr. Adams seconded the motion and the motion carried.

Approval of Minutes:

Mr. Adams made a motion to approve the minutes of the August 4, 2015 regular meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Mrs. Williams made a motion to approve the minutes of the August 14, 2015 special meeting, as submitted. Mr. VanValkenburg seconded the motion and the motion carried.

Public Communication:

Oral: None.

- Written: Mr. Adams stated there are three written correspondences:
- September 1, 2015 memo from Lesly Ferris listing the Senior Activities during the month of August
 - September 1, 2015 fourth quarter report from Social Services Director/Municipal Agent for the Elderly
 - Three e-mails from Mathew Starr
 - August 21, 2015 Environmental protection
 - August 21, 2015 Sewer disposal
 - August 7, 2015 Route 7 and Botsford Road

Report of First Selectman:

Mr. Adams reported on the following things he did during the month of August:

- Attended HHW meeting in New Milford – We will join them with them for the first time. I am volunteering
- Attended Eagle Scout ceremony for Avery Eckel
- Met with Glen Chalder (Planimetrics) and Dusty McMahon (Gomen & York) concerning Incentive Housing Zone grant and Manasse lot
- Met with John Baker on Manasse lot
- Attended final day of Camp Kent
- Met with Jim Kalamayka (Eversource) to discuss his role in Kent
- Met with Representative Roberta Willis to discuss resident

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 SEP -3 A 9:35

BY *Susan Brady*
TOWN CLERK

Meetings covered by the BOS – Group or individual

- Monthly Chamber meeting – Bruce
- BOS Special – Full BOS
- BOS monthly – Full BOS

Police Report:

Phone at Town Hall is 860-927-3134.

E-mail is residenttrooper@townofkentct.org.

Trooper Fisher continues his good work for Kent. We are now into his second two-year contract and I have every reason to believe the next two years will be better than the first two. He recently spent time in Kent on a day off to be at Bulls Bridge.

Report of Selectmen:

Mrs. Williams stated that the Historic Structures Task Force is meeting on Thursday, September 3, 2015.

Mr. VanValkenburg had nothing to report.

Report of Treasurer:

Mrs. Herbst provided an Addition to Approved Vendor List FY 2015-2016. Mr. Adams made a motion to add the following two vendors to the Approved Vendor List FY 2015-2016:

- Rich's Keys & Locks
- Connecticut State Library

Mr. VanValkenburg seconded the motion and the motion carried.

Mrs. Herbst provided the following reports:

- Actual vs. Budget July through August 2015
- Capital Project Balances FY 2014-2015
- Five-Year Capital Plan

Mrs. Herbst stated that the following three departments have a line over budget:

- Registrar of Voters
- Town Hall
- Highway

Tax Refunds:

Mr. Adams made a motion to approve the following tax refunds, as submitted:

- Mary Gargan \$ 37.94
- Roger Peet \$175.04
- Honda Lease Trust \$ 34.27
- Maua Marci \$ 44.54

Mrs. Williams seconded the motion and the motion carried.

Employee(s) report(s) on Seminar/workshops:

Mr. Adams stated there were no employee reports this month.

Certified Resolution for \$500,000 STEAP Grant:

Mr. Adams read the first paragraph of an approval letter, dated August 13, 2015, from the State of Connecticut Office of Policy and Management for modification of the \$500,000 STEAP grant.

Mrs. Williams made the following motion:

Whereas, pursuant to CGS 4-66g, as amended by PA 09-02 Section 1 of the Special Session, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and whereas, it is desirable and in the public interest that the Town of Kent make an application to the State for \$500,000 in order to undertake the purchase of the property at 0 Railroad Street (Map 19, Block 42, Lot 14) currently owned by William J. Manase and to execute an Assistance Agreement.

Now, therefore, be it resolved by the Kent Board of Selectmen:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G.S. 4-66g, as amended by PA 09-02 Section 1, of the Special Session
2. That the filing of an application for State financial assistance by The Town of Kent in an amount not to exceed \$500,000 is hereby approved and that First Selectman Bruce K. Adams is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of The Town of Kent.

Mr. VanValkenburg seconded the motion and the motion carried.

Continued discussion for use of \$500,000 STEAP Grant:

Mr. Adams stated that the next step to purchase the property at 0 Railroad Street (Map 19, Block 42, Lot 14) with a portion of the \$500,000 STEAP grant is to have the Board of Finance approve the purchase at its September meeting. He added that Planning and Zoning Commission already has approved the purchase. A Town Meeting would have to be scheduled in late September or early October.

Review of Job Descriptions:

Mr. Adams stated that the BOS was provided copies of five job descriptions (listed below) that had been reviewed and submitted to the BOS for approval. Mr. Adams made a motion to adopt the following job descriptions, as amended and submitted by the department heads:

- Animal Control Officer
- Park and Rec Director
- Social Services Director/Municipal Agent for the Elderly


- Treasurer
- Treasurer's Clerk(s)

Mrs. William seconded the motion and the motion carried.

Status of F.O.I. Complaint dated June 3, 2015

Mr. Adams stated that Land Use Administrator Donna Hayes and Administrative Assistant Joyce Kearns have been gathering documentation to bring to the F.O.I. hearing scheduled on Friday, September 4, 2015.

Mr. Adams made a motion to adjourn the meeting at 5:06 p.m. Mr. VanValkenburg 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.

AGENDA

BOARD OF SELECTMEN
REGULAR MEETING

SEPTEMBER 1, 2015
4:30 P.M. TOWN HALL

Regular Monthly Meeting

1. Call to order
2. Pledge of Allegiance
3. Approval of Minutes
 - a August 4, 2015 Regular meeting
 - b August 14, 2015 Special meeting
4. Public Communication
 - a Oral
 - b Written
5. Report of First Selectman
6. Report of Selectmen
7. Report of Treasurer
8. Tax Refunds
9. Employee(s) report(s) on Seminar/workshops
10. New Business
 - a Certified Resolution for \$500,000 STEAP grant
11. Old Business
 - a Continued discussion for use of \$500,000 STEAP Grant
 - b Review of Job Descriptions
 - c Status of F.O.I. Complaint dated June 3, 2015
12. Adjourn

"An equal opportunity employer and service provider"

RECEIVED FOR RECORD
KENT TOWN CLERK

2015 AUG 31 A 8:48

BY  TOWN CLERK

TO: Board of Selectmen
FROM: Leah Pullaro
DATE: September 1, 2015
RE: Social Services Report, 4th quarter 2014-2015

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1. MEETINGS AND COMMUNITY OUTREACH – In April, I attended meetings for the Regional Mental Health Board, Kent Community Fund, and the Foundation for Community Health. I also attended a training on POA and conservatorship at New Milford Senior Center. In May, I attended the Regional Mental Health Board meeting and the Agency Roundtable hosted by the KCF. I also attended the Statewide Hoarding Conference and the NASW Ct Chapter Conference.

2. CLIENTS SERVED – In April, May, and June, completed 66 prescheduled and walk-in appointments.

3. ASSIST PROGRAMS:

- **Assist Fund** –The assist fund expended \$1,169.11 in assistance for rent, utilities, and car related repairs/expenses.
- **Kent Community Fund** – Provided assistance to Kent households totaling \$6,642.00. Requests included assistance with rent, utilities, and medical bills
- **Foundation for Community Health** – Received \$1,061.15 in medication and prescription insurance premium payment assistance for 4 Kent residents.
- **Energy Assistance** – Completed 62 applications with a total of \$36,675.79 in heating assistance.
- **Berkshire Taconic Community Foundation** - \$2,006.13 in assistance from the Neighbor to Neighbor Fund and Blue Horizons Health Fund.

Kent Park and Recreation

Lesly Ferris, Director

P.O. Box 678

41 Kent Green Boulevard

Kent, CT 06757-0678

Telephone 860-927-1003

Fax 860-927-1313

parkandrec@townofkentct.org

www.kentctparkandrecreation.com

To: Board of Selectmen

From: Lesly Ferris

Date: Sept. 1, 2015

Re: Senior Activities



The following special activities took place at the Kent Senior Center during August 2015:

5th – New Milford VNA Blood Pressure Clinic

19th – Salisbury VNA Monthly Wellness Clinic

Thank you.

Complaints/comments received from Matt Starr August 2015

page	Date	Issue	Response
1	21-Aug	Environmental protection	YES
2	21-Aug	Sewer disposal	Passed on to J. Casey
3	7-Aug	Rt 7 and Botsford	YES



Bruce Adams <firstselectman@townofkentct.org>

Fwd: Environmental Protection

1 message

Bruce Adams <firstselectman@townofkentct.org>
To: Rick Osborne <publicworks@townofkentct.org>

Tue, Aug 25, 2015 at 1:36 PM

----- Forwarded message -----

From: **MATHEW STARR** <mstarr03@snet.net>
Date: Tue, Aug 25, 2015 at 12:38 PM
Subject: Re: Environmental Protection
To: Bruce Adams <firstselectman@townofkentct.org>

Bruce,

Thanks for the responses and the follow up. I have attached chapter 5 of the CT Source Control Practices and Pollution Prevention, the Town of Kent should consider following these guidelines.

On Tuesday, August 25, 2015 11:44 AM, Bruce Adams <firstselectman@townofkentct.org> wrote:

Just to clarify my recent reply. That applies to road sweepings. We presently have a vac truck and we are cleaning catch basins. The material taken from them must be treated a bit differently and we are taking those precautions. But in the end that material will be used for roadside fill as well. John Casey will be responding to your sewer concerns.

On Fri, Aug 21, 2015 at 11:29 AM, MATHEW STARR <mstarr03@snet.net> wrote:
Bruce,

A few questions regarding our environment:

1. Where does the town of Kent store road sweepings and catch basin clean out material?
2. Who tests these materials and what department has the test results available for public FOI requests?
3. Who maintains the test results and logs the disposal of these materials?

Thanks

Mathew Starr

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Bruce K. Adams
First Selectman
Town of Kent,CT
860-927-4627

--

Bruce K. Adams
First Selectman
Town of Kent,CT
860-927-4627



Chapter_5.pdf
431K



Bruce Adams <firstselectman@townofkentct.org>

Fwd: Town of Kent Sewer Disposal

1 message

Bruce Adams <firstselectman@townofkentct.org>

Fri, Aug 21, 2015 at 2:25 PM

To: John Casey <jcasey@kentsewer.org>

Do you care to respond to Mr Starr

----- Forwarded message -----

From: **MATHEW STARR** <mstarr03@snet.net>

Date: Fri, Aug 21, 2015 at 11:48 AM

Subject: Town of Kent Sewer Disposal

To: Bruce Adams <firstselectman@townofkentct.org>

Bruce,

I wrote you about a year ago about concerns with the security and proper operation of the Town of Kent Waste Water Treatment facility. I read about the proposed changes and improvements to correct some of my concerns in the minutes of the Sewer Commission but am again concerned corrective measures were not followed through with.

Once again I would like to point out that the town of Kent Sewer treatment facility is the choice facility to use for the following reasons:

1. No flow meter at the dump station
2. Honor system log (3,000 and 4,000 gallon trucks driving to Kent with 1,000 gallons)
3. No testing or origin requirements
4. Dumping allowed 24 hours a day 7 days per week.

The taxpayers, connected users, Kent Property owners with Septic systems, as well as property owners charged sewer assessments deserve to have a properly run facility and not allow abuse of the septic dumping area that could endanger the long term use of the facility.

--

Bruce K. Adams
First Selectman
Town of Kent, CT
860-927-4627



Bruce Adams <firstselectman@townofkentct.org>

Re: Route 7 & Botsford

1 message

Bruce Adams <firstselectman@townofkentct.org>

Sun, Aug 16, 2015 at 10:05 PM

To: Mathew Starr <mstarr03@snet.net>

I was very disappointed that they stopped just short of Botsford on Thursday(I drove up to check), but was even more disappointed that they didn't work on Friday. It is a big bump and I agree with you, but it is not for lack of effort on my part. I'd like to guarantee it will be done Monday, but I can't.

On Sun, Aug 16, 2015 at 6:28 PM, Mathew Starr <mstarr03@snet.net> wrote:
Apron was still not done as of Sunday night.

Sent from Matts iPhone

On Aug 14, 2015, at 08:56, Bruce Adams <firstselectman@townofkentct.org> wrote:

The Town of Kent(me) has been on top of this for months. I have kept people informed as best I can. I have gotten them to install the crosswalks after hearing they weren't going to be done for the busiest weekend of the year. I got them to do some extra work to fix a long standing drainage issue. I won't go on, but the list is long. I have spoken, in person, with the DOT employee overseeing the project. It appears your apron is to be done this morning. I checked progress yesterday. I feel I have done all I can to make sure this project is done properly.

On Fri, Aug 14, 2015 at 8:08 AM, Mathew Starr <mstarr03@snet.net> wrote:

Bruce,

Very disappointed that the Town of Kent and the State of CT would allow a contractor (O&G Industries) to saw cut a town road apron two weeks in advance of paving. Then allow them to wait over two weeks after paving and not fill the apron. Anyone would just assume the would have been, should have been required to do the Town Road aprons the following day.

I made have made you and the state aware of this safety hazard I hope no accidents or injuries occur due to this blatant disregard for public safety.

Sent from Matts iPhone

On Aug 7, 2015, at 14:08, Bruce Adams <firstselectman@townofkentct.org> wrote:

Jason at Cornwall DOT garage 860-672-6671

On Fri, Aug 7, 2015 at 12:25 PM, Mathew Starr <mstarr03@snet.net> wrote:
Can I get the number for them

Sent from Matts iPhone

On Aug 7, 2015, at 12:10, Bruce Adams <firstselectman@townofkentct.org> wrote:

DOT says weather permitting they are starting aprons in the center of town and working north next Tuesday. They expect to be done by the end of the week. Should be to you Wednesday.

On Fri, Aug 7, 2015 at 7:38 AM, Mathew Starr <mstarr03@snet.net> wrote:

Bruce,

Any idea what's going on with the apron between the new pavement on rt-7 and the saw cut in Botsford road? I understand it's not the Town, do you have a state contact? It's been weeks since the cut was made and over a week since the road was paved. Really hard to pull in slow without route 7 traffic getting upset or rear ending you.

Sent from Matts iPhone

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Bruce K. Adams
First Selectman
Town of Kent,CT
860-927-4627

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Town of Kent,CT
860-927-4627

	<u>Vendor Name</u>	<u>Vendor Type</u>	<u>Department</u>	<u>Invoice Date</u>	<u>Dept Approval</u>	<u>Invoice Amount</u>
1	Rich's Keys & Locks	Service Provider	Municipal	07/30/2015	8/3/2015	416.35
2	Connecticut State Library	Tax Agency	Town Clerk	8/25/2015	8/25/2015	
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The vendors and invoices listed above have been reviewed and approved by a majority of the Board of Selectmen. Pursuant to said approval they have been added to the existing ***Approved Vendor Listing*** for FY

Approved at the special Selectmen's meeting held on: 9/1/2015

Bruce K. Adams
First Selectman

Michael VanVAkenburg
Selectman

Mary C. Williams
Selectman

1 service call to Community Hse: R and R restricted cylinder, entry lock, conversion plate - provide keys

2 ReActivate: return unused portion of State Library Grant - Historic Preservation -

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4:25 PM

09/01/15

Accrual Basis

TOWN OF KENT
Actual vs. Budget
July through August 2015

	Jul - Aug 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
130-310 · Property Taxes	5,798,638.24	10,460,551.00	55.4%
130-320 · Tax Refunds	-81.25		
130-330 · Property Taxes - Interest	13,300.17	40,000.00	33.3%
130-340 · Property Tax - Liens	216.00	500.00	43.2%
130-400 · Town Aid Roads CT Grant	141,375.65	281,659.00	50.2%
130-500 · Lein ST Property	0.00	52,038.00	0.0%
130-900 · Telecom Property	0.00	17,000.00	0.0%
131-000 · Educational Assistance	0.00	167,342.00	0.0%
131-100 · Transportation Education	0.00	2,909.00	0.0%
131-450 · Pequot Funds	0.00	9,473.00	0.0%
131-500 · State of CT Misc	200.00	1,000.00	20.0%
131-900 · Community House	1,300.00	10,000.00	13.0%
131-920 · Swift House Rent	0.00	1,200.00	0.0%
132-000 · Interest on Investments	656.70	8,000.00	8.2%
132-100 · Miscellaneous Fees	3,027.54	93,297.00	3.2%
132-150 · Cell Tower Rent	12,432.20	40,532.00	30.7%
132-200 · Building Permits	10,499.46	35,000.00	30.0%
132-300 · Transfer Station Income	82,314.10	93,000.00	88.5%
132-310 · Bulky Waste	1,335.00	6,500.00	20.5%
132-330 · Raffle Permits	0.00	100.00	0.0%
132-340 · Pistol Permits	0.00	500.00	0.0%
132-400 · P & Z Fees / Road Inspection	326.00	10,000.00	3.3%
132-410 · Commission In/Wet	142.00	1,000.00	14.2%
132-420 · Commission of ZBA	112.00	300.00	37.3%
132-500 · Town Clerk Fees / Conveyance Ta	9,128.75	80,000.00	11.4%
132-600 · KCS tuition	0.00	11,000.00	0.0%
132-800 · Park & Recreation	0.00	800.00	0.0%
132-810 · Park & Rec Pass	725.00	3,500.00	20.7%
132-820 · Park & Rec Sports	0.00	4,500.00	0.0%
132-830 · Park & Rec Classes	222.00	800.00	27.8%
132-840 · Park & Rec Enrichment	44.00	11,000.00	0.4%
132-850 · Park & Rec Enrichment Camp	10,835.00	14,500.00	74.7%
132-860 · Bus Trips & Programs	425.00	1,500.00	28.3%
132-900 · Surplus	0.00	225,000.00	0.0%
132-910 · Funds Capital & Nonrecurring	0.00	900,000.00	0.0%
132-950 · Maple Street Extension	0.00	15,000.00	0.0%
Total Income	6,087,173.56	12,599,501.00	48.3%
Gross Profit	6,087,173.56	12,599,501.00	48.3%
Expense			
Voided Checks	0.00		
66000 · Payroll Expenses	0.00		
A · General Government	388,619.78	1,191,440.00	32.6%
B · Public Safety	20,210.46	162,587.00	12.4%
C · Public Works	256,363.00	1,513,164.00	16.9%
D · Health and Welfare	31,143.58	88,690.00	35.1%
E · Recreation	49,262.83	197,611.00	24.9%
F · Sanitation	16,194.84	110,599.00	14.6%
G · Board of Education	816,638.20	6,978,516.00	11.7%
H · Debt Service	196,987.25	693,194.00	28.4%
I · Transfer to Capital	0.00	726,200.00	0.0%
J · Transfer to Dog Fund	0.00	7,500.00	0.0%
K · Current Year Capital Projects	0.00	900,000.00	0.0%
Total Expense	1,775,419.94	12,569,501.00	14.1%
Net Ordinary Income	4,311,753.62	30,000.00	14,372.5%
Other Income/Expense			
Other Expense			
L · Transfer to Schaghticoke Litiga	0.00	30,000.00	0.0%
Total Other Expense	0.00	30,000.00	0.0%

4:24 PM

09/01/15

Accrual Basis

TOWN OF KENT
Actual vs. Budget
July through August 2015

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132-910 · Funds Capital & Nonrecurring	0.00	900,000.00	0.0%
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Total Income	6,087,173.56	12,599,501.00	48.3%
Gross Profit	6,087,173.56	12,599,501.00	48.3%
Expense			
Voided Checks	0.00		
66000 · Payroll Expenses	0.00		
A · General Government			
010-000 · BOARD OF SELECTMEN			
Compensation			
010-101 · Salary - 3 Selectmen	13,005.04	75,485.00	17.2%
010-102 · Administrative Assistant	6,435.18	50,536.00	12.7%
010-996 · Health	4,174.32	20,568.00	20.3%
010-997 · Pension	0.00	1,859.00	0.0%
010-998 · Social Security	1,482.95	9,656.00	15.4%
Total Compensation	25,097.49	158,104.00	15.9%
Department Operations			
010-201 · Supplies	76.48	600.00	12.7%
010-202 · Postage	0.00	315.00	0.0%
010-203 · Notices	141.52	1,000.00	14.2%
010-204 · Mileage	0.00	1,000.00	0.0%
010-401 · Discretionary Expenditures	0.00	500.00	0.0%
010-405 · Newsletter	0.00	360.00	0.0%
010-501 · Telephone	248.87	1,800.00	13.8%
Total Department Operations	466.87	5,575.00	8.4%
Professional Development			

4:24 PM
09/01/15
Accrual Basis

TOWN OF KENT
Actual vs. Budget
July through August 2015

	Jul - Aug 15	Budget	% of Budget
010-451 · Conferences	0.00	200.00	0.0%
Total Professional Development	0.00	200.00	0.0%
010-000 · BOARD OF SELECTMEN - Other	0.00	0.00	0.0%
Total 010-000 · BOARD OF SELECTMEN	25,564.36	163,879.00	15.6%
012-000 · PROBATE			
012-511 · Litchfield Probate Court	2,265.44	4,531.00	50.0%
Total 012-000 · PROBATE	2,265.44	4,531.00	50.0%
013-000 · REGISTRAR OF VOTERS			
Compensation			
013-101 · Registrars & Deputies	716.80	13,950.00	5.1%
013-102 · Workers	0.00	3,515.00	0.0%
013-998 · Social Security	54.84	1,336.00	4.1%
Total Compensation	771.64	18,801.00	4.1%
Department Operations			
013-201 · Supplies	600.00	4,000.00	15.0%
013-202 · Postage	50.00	400.00	12.5%
013-203 · Notices	0.00	65.00	0.0%
013-204 · Mileage	67.85	300.00	22.6%
013-404 · Election Refreshments	0.00	50.00	0.0%
013-501 · Telephone	56.83	850.00	6.7%
Total Department Operations	774.68	5,665.00	13.7%
Professional Development			
013-450 · Dues	130.00	120.00	108.3%
013-451 · Conferences	0.00	960.00	0.0%
013-452 · Training	30.00	150.00	20.0%
Total Professional Development	160.00	1,230.00	13.0%
Total 013-000 · REGISTRAR OF VOTERS	1,706.32	25,696.00	6.6%
014-000 · BOARD OF FINANCE			
Compensation			
014-102 · Clerk	103.12	2,175.00	4.7%
014-998 · Social Security	0.97	166.00	0.6%
Total Compensation	104.09	2,341.00	4.4%
Department Operations			
014-201 · Supplies	0.00	50.00	0.0%
014-202 · Postage	0.00	15.00	0.0%
014-203 · Notices	0.00	100.00	0.0%
050-000 · Auditors	10,000.00	28,000.00	35.7%
Total Department Operations	10,000.00	28,165.00	35.5%
014-000 · BOARD OF FINANCE - Other	0.00	0.00	0.0%
Total 014-000 · BOARD OF FINANCE	10,104.09	30,506.00	33.1%
015-000 · TREASURER			
Compensation			
015-101 · Salary	4,521.96	26,127.00	17.3%
015-102 · Treasurer Clerk	1,362.91	8,681.00	15.7%
015-998 · Social Security	450.20	2,663.00	16.9%
Total Compensation	6,335.07	37,471.00	16.9%
Department Operations			
015-201 · Supplies	124.98	1,200.00	10.4%
015-202 · Postage	0.00	800.00	0.0%
015-204 · Mileage	0.00	130.00	0.0%
015-205 · Bank Fees	18.05		
015-301 · Computer Services	0.00	1,200.00	0.0%
015-452 · Professional Devel./CPA	65.00	500.00	13.0%
015-501 · Telephone	66.15	400.00	16.5%

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Accrual Basis

TOWN OF KENT

Actual vs. Budget

July through August 2015

	Jul - Aug 15	Budget	% of Budget
Total Department Operations	274.18	4,230.00	6.5%
015-000 · TREASURER - Other	0.00	0.00	0.0%
Total 015-000 · TREASURER	6,609.25	41,701.00	15.8%
016-000 · TAX ASSESSOR			
Compensation			
016-101 · Salary - Assessor	5,708.16	34,249.00	16.7%
016-102 · Assessor Office Support	1,185.91	18,810.00	6.3%
016-104 · Assistant Assessor	1,398.01	9,553.00	14.6%
016-998 · Social Security	634.22	4,790.00	13.2%
Total Compensation	8,926.30	67,402.00	13.2%
Department Operations			
016-201 · Supplies	171.81	1,000.00	17.2%
016-202 · Postage	0.00	800.00	0.0%
016-203 · Notices	0.00	100.00	0.0%
016-204 · Mileage	0.00	600.00	0.0%
016-302 · Data Processing	7,450.00	11,850.00	62.9%
016-423 · Tax Mapping	0.00	4,500.00	0.0%
016-501 · Telephone	88.40	600.00	14.7%
Total Department Operations	7,710.21	19,450.00	39.6%
Professional Development			
016-450 · Dues	0.00	60.00	0.0%
016-451 · Conferences	0.00	550.00	0.0%
Total Professional Development	0.00	610.00	0.0%
016-000 · TAX ASSESSOR - Other	0.00	0.00	0.0%
Total 016-000 · TAX ASSESSOR	16,636.51	87,462.00	19.0%
017-000 · TAX COLLECTOR			
Compensation			
017-101 · Salary	6,094.53	35,213.00	17.3%
017-102 · Assistant	2,742.46	12,137.00	22.6%
017-998 · Social Security	676.15	3,622.00	18.7%
Total Compensation	9,513.14	50,972.00	18.7%
Department Operations			
017-201 · Supplies	0.00	1,800.00	0.0%
017-202 · Postage	0.00	3,500.00	0.0%
017-203 · Notices	153.45	375.00	40.9%
017-204 · Mileage	0.00	200.00	0.0%
017-302 · Data Processing	8,738.71	10,044.00	87.0%
017-453 · Fees for Delinquents	0.00	250.00	0.0%
017-501 · Telephone	90.25	675.00	13.4%
Total Department Operations	8,982.41	16,844.00	53.3%
Professional Development			
017-450 · Dues	0.00	250.00	0.0%
017-451 · Conferences	0.00	1,000.00	0.0%
Total Professional Development	0.00	1,250.00	0.0%
Total 017-000 · TAX COLLECTOR	18,495.55	69,066.00	26.8%
018-000 · BOARD OF ASSESSMENT APPEALS			
Compensation			
018-101 · Salary	0.00	1,500.00	0.0%
018-102 · Clerk	0.00	400.00	0.0%
018-998 · Social Security	0.00	145.00	0.0%
Total Compensation	0.00	2,045.00	0.0%
Department Operations			
018-202 · Postage	0.00	50.00	0.0%
018-203 · Notices	0.00	75.00	0.0%
018-204 · Mileage	0.00	250.00	0.0%

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TOWN OF KENT
Actual vs. Budget
July through August 2015

	Jul - Aug 15	Budget	% of Budget
Total Department Operations	0.00	375.00	0.0%
Professional Development			
018-451 · Conferences	0.00	150.00	0.0%
Total Professional Development	0.00	150.00	0.0%
018-000 · BOARD OF ASSESSMENT APPEALS - Other	0.00	0.00	0.0%
Total 018-000 · BOARD OF ASSESSMENT APPEALS	0.00	2,570.00	0.0%
021-000 · CONSERVATION			
Department Operations			
021-201 · Supplies	0.00	755.00	0.0%
021-409 · Printing & Mapping	0.00	800.00	0.0%
021-451 · Conferences	0.00	1,060.00	0.0%
Total Department Operations	0.00	2,615.00	0.0%
Professional Development			
021-450 · Dues	0.00	160.00	0.0%
Total Professional Development	0.00	160.00	0.0%
Total 021-000 · CONSERVATION	0.00	2,775.00	0.0%
022-000 · TOWN CLERK			
Compensation			
022-101 · Salary	7,772.34	46,634.00	16.7%
022-102 · Assistant	3,145.43	22,396.00	14.0%
022-996 · Health	6,962.34	26,775.00	26.0%
022-997 · Pension	0.00	2,332.00	0.0%
022-998 · Social Security	832.01	5,281.00	15.8%
Total Compensation	18,712.12	103,418.00	18.1%
Department Operations			
022-201 · Supplies	0.00	300.00	0.0%
022-202 · Postage	0.00	275.00	0.0%
022-203 · Notices	0.00	100.00	0.0%
022-204 · Mileage	0.00	100.00	0.0%
022-402 · Record Maintenance	0.00	16,490.00	0.0%
022-408 · Vital Statistics	0.00	100.00	0.0%
022-501 · Telephone	80.53	550.00	14.6%
Total Department Operations	80.53	17,915.00	0.4%
Professional Development			
022-450 · Dues	40.00	100.00	40.0%
022-451 · Conferences	0.00	250.00	0.0%
Total Professional Development	40.00	350.00	11.4%
022-000 · TOWN CLERK - Other	0.00	0.00	0.0%
Total 022-000 · TOWN CLERK	18,832.65	121,683.00	15.5%
024-000 · PLANNING AND ZONING			
Compensation			
024-101 · Zoning Enforc. Officer	5,920.47	34,207.00	17.3%
024-102 · Clerk	1,280.05	6,610.00	19.4%
024-996 · Health	3,741.27	13,295.00	28.1%
024-997 · Pension	0.00	1,710.00	0.0%
024-998 · Social Security	431.74	3,123.00	13.8%
024-999 · Unemployment	120.00		
Total Compensation	11,493.53	58,945.00	19.5%
Department Operations			
024-201 · Supplies	0.00	400.00	0.0%
024-202 · Postage	0.00	700.00	0.0%
024-203 · Notices	352.64	2,000.00	17.6%
024-204 · Mileage	0.00	200.00	0.0%
024-409 · Printing & Mapping	666.00	2,000.00	33.3%
024-411 · Engineering	0.00	1,000.00	0.0%

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TOWN OF KENT
Actual vs. Budget
July through August 2015

	Jul - Aug 15	Budget	% of Budget
024-412 · Planning	0.00	2,750.00	0.0%
024-501 · Telephone	94.94	600.00	15.8%
Total Department Operations	1,113.58	9,650.00	11.5%
Professional Development			
024-450 · Dues	0.00	190.00	0.0%
024-451 · Conferences	0.00	100.00	0.0%
024-452 · Training	0.00	600.00	0.0%
Total Professional Development	0.00	890.00	0.0%
024-000 · PLANNING AND ZONING - Other	-86.96	0.00	100.0%
Total 024-000 · PLANNING AND ZONING	12,520.15	69,485.00	18.0%
025-000 · ZONING BOARD OF APPEALS			
Compensation			
025-102 · Clerk	0.00	1,030.00	0.0%
025-998 · Social Security	0.00	79.00	0.0%
Total Compensation	0.00	1,109.00	0.0%
Department Operations			
025-201 · Supplies	0.00	100.00	0.0%
025-202 · Postage	0.00	250.00	0.0%
025-203 · Notices	220.40	1,000.00	22.0%
Total Department Operations	220.40	1,350.00	16.3%
Professional Development			
025-450 · Dues	0.00	100.00	0.0%
Total Professional Development	0.00	100.00	0.0%
Total 025-000 · ZONING BOARD OF APPEALS	220.40	2,559.00	8.6%
026-000 · INLAND / WETLANDS			
Compensation			
026-101 · Enforce. Officer	3,052.08	17,634.00	17.3%
026-102 · I/W Clerk	226.36	1,937.00	11.7%
026-996 · Health	2,140.86	6,548.00	32.7%
026-997 · Pension	0.00	882.00	0.0%
026-998 · Social Security	213.27	1,497.00	14.2%
026-999 · Unemployment	30.00		
Total Compensation	5,662.57	28,498.00	19.9%
Department Operations			
026-201 · Supplies	0.00	350.00	0.0%
026-202 · Postage	0.00	500.00	0.0%
026-203 · Notices	122.96	1,000.00	12.3%
026-204 · Mileage	0.00	150.00	0.0%
026-409 · Printing & Mapping	0.00	150.00	0.0%
026-501 · Telephone	49.56	310.00	16.0%
Total Department Operations	172.52	2,460.00	7.0%
Professional Development			
026-451 · Conferences	0.00	150.00	0.0%
026-452 · Training	60.00	150.00	40.0%
Total Professional Development	60.00	300.00	20.0%
Total 026-000 · INLAND / WETLANDS	5,895.09	31,258.00	18.9%
027-000 · BUILDING INSPECTOR			
Compensation			
027-102 · Secretary	1,202.09	7,408.00	16.2%
027-998 · Social Security	-7.27	567.00	-1.3%
027-999 · Unemployment	150.00		
Total Compensation	1,344.82	7,975.00	16.9%
Department Operations			
027-201 · Supplies	142.03	300.00	47.3%

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TOWN OF KENT
Actual vs. Budget
July through August 2015

	Jul - Aug 15	Budget	% of Budget
027-202 · Postage	0.00	300.00	0.0%
027-205 · State Education Fund	0.00	4,200.00	0.0%
027-501 · Telephone	81.47	500.00	16.3%
Total Department Operations	223.50	5,300.00	4.2%
Professional Development			
027-450 · Dues	0.00	125.00	0.0%
Total Professional Development	0.00	125.00	0.0%
027-000 · BUILDING INSPECTOR - Other	0.00	0.00	0.0%
Total 027-000 · BUILDING INSPECTOR	1,568.32	13,400.00	11.7%
030-000 · TOWN HALL			
030-201 · Supplies	0.00	2,000.00	0.0%
030-301 · Computer Services	8,792.70	23,000.00	38.2%
030-502 · Electric	1,610.27	10,000.00	16.1%
030-503 · Heating Fuel	0.00	5,000.00	0.0%
030-504 · Water/Sewer	106.80	1,100.00	9.7%
030-505 · Maintenance	7,926.99	16,042.00	49.4%
030-506 · Building Supplies	1,800.58	1,000.00	180.1%
030-507 · Repairs	157.50	7,000.00	2.3%
030-508 · Equipment	746.47	7,100.00	10.5%
030-509 · Custodian	0.00	12,000.00	0.0%
030-512 · Pension Administration Expense	250.00	1,000.00	25.0%
030-000 · TOWN HALL - Other	0.00	0.00	0.0%
Total 030-000 · TOWN HALL	21,391.31	85,242.00	25.1%
051-000 · ATTORNEY FEES			
051-410 · Legal	610.50	7,500.00	8.1%
051-413 · Litigation	1,562.50	5,000.00	31.3%
051-414 · Legal - P&Z	0.00	2,000.00	0.0%
051-415 · Legal - ZBA	0.00	5,000.00	0.0%
051-416 · Legal - IWC	0.00	1,000.00	0.0%
051-000 · ATTORNEY FEES - Other	0.00	0.00	0.0%
Total 051-000 · ATTORNEY FEES	2,173.00	20,500.00	10.6%
060-000 · GRANTS			
060-801 · Kent Nursing Association	10,000.00	10,000.00	100.0%
060-802 · Northwest Mental Health	323.00	323.00	100.0%
060-804 · NW Conservation District, Inc	900.00	900.00	100.0%
060-805 · NWC EMS	0.00	250.00	0.0%
060-807 · Kent Childrens Center	0.00	15,000.00	0.0%
060-808 · Susan B Anthony	1,000.00	1,000.00	100.0%
060-809 · Womens Support Services	0.00	1,500.00	0.0%
060-810 · Youth Service Bureau	6,749.00	6,749.00	100.0%
060-811 · Kent Library Association	88,000.00	88,000.00	100.0%
060-812 · Fire Protection	42,000.00	84,000.00	50.0%
060-813 · Cemetery Association	33,665.00	33,665.00	100.0%
060-814 · NWC Chore Service	5,000.00	5,000.00	100.0%
060-817 · NWCT Regional Housing Council	100.00	100.00	100.0%
060-819 · Greenwoods	1,000.00	1,000.00	100.0%
060-820 · Literacy Volunteers	1,000.00	1,000.00	100.0%
060-821 · Templeton Farms	0.00	5,000.00	0.0%
Total 060-000 · GRANTS	189,737.00	253,487.00	74.9%
070-000 · ASSOCIATIONS			
070-822 · Chamber of Commerce	192.92	1,100.00	17.5%
070-851 · Rural Transit	1,096.00	1,096.00	100.0%
070-852 · Council of Govt's	2,351.20	2,351.00	100.0%
070-853 · Hous River Comm	350.00	350.00	100.0%
070-854 · CT Conf Mun	2,074.00	2,100.00	98.8%
070-855 · COST (Council of Small Towns)	725.00	725.00	100.0%
070-856 · Lake Waramaug Inter. Com	1,594.00	1,594.00	100.0%
070-857 · Lake Waramaug Auth	0.00	2,250.00	0.0%
070-858 · Paramedic	19,739.50	39,479.00	50.0%
070-859 · LH-NW Elderly Nutrition Prgm	1,493.22	1,495.00	99.9%

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Accrual Basis

TOWN OF KENT
Actual vs. Budget
July through August 2015

	Jul - Aug 15	Budget	% of Budget
070-860 · Housatonic Valley Assoc	0.00	250.00	0.0%
Total 070-000 · ASSOCIATIONS	29,615.84	52,790.00	56.1%
074-000 · HISTORIC DISTRICT COMMISSION	0.00	1,500.00	0.0%
075-000 · INSURANCE	24,753.00	97,850.00	25.3%
077-000 · RETIREE HEALTH BENEFITS	531.50	3,500.00	15.2%
079-000 · CONTINGENCY	0.00	10,000.00	0.0%
Total A · General Government	388,619.78	1,191,440.00	32.6%
B · Public Safety			
028-000 · FIRE MARSHAL			
Compensation			
028-101 · Fire Marshal	3,863.82	22,376.00	17.3%
028-102 · Clerical	90.00	500.00	18.0%
028-107 · Fire Inspections	0.00	1,500.00	0.0%
028-109 · Deputy Fire Marshal	0.00	100.00	0.0%
Total Compensation	3,953.82	24,476.00	16.2%
Department Operations			
028-201 · Supplies	63.81	400.00	16.0%
028-202 · Postage	0.00	50.00	0.0%
028-204 · Mileage	428.96	2,500.00	17.2%
028-501 · Telephone	138.49	880.00	15.7%
Total Department Operations	631.26	3,830.00	16.5%
Professional Development			
028-452 · Training	0.00	1,350.00	0.0%
Total Professional Development	0.00	1,350.00	0.0%
028-000 · FIRE MARSHAL - Other	0.00	0.00	0.0%
Total 028-000 · FIRE MARSHAL	4,585.08	29,656.00	15.5%
054-000 · POLICE PROTECTION	368.18	100,000.00	0.4%
055-000 · LITCHFIELD CNTY DISPATCH	15,121.15	30,931.00	48.9%
056-000 · CIVIL PREPAREDNESS	136.05	2,000.00	6.8%
Total B · Public Safety	20,210.46	162,587.00	12.4%
C · Public Works			
031-000 · TOWN GARAGE BUILDING			
031-201 · Supplies	0.00	200.00	0.0%
031-202 · Postage	6.35	30.00	21.2%
031-501 · Telephone	114.88	800.00	14.4%
031-502 · Electricity	497.09	4,000.00	12.4%
031-503 · Heating Fuel	0.00	5,400.00	0.0%
031-504 · Water	87.30	500.00	17.5%
031-505 · Maintenance	1,108.81	3,700.00	30.0%
031-506 · Building Supplies	11.99	500.00	2.4%
031-507 · Repairs	365.45	4,790.00	7.6%
Total 031-000 · TOWN GARAGE BUILDING	2,191.87	19,920.00	11.0%
040-000 · HIGHWAY DEPARTMENT			
Compensation			
040-101 · Salaries	54,709.68	409,892.00	13.3%
040-105 · Snow Removal Salaries	0.00	40,090.00	0.0%
040-996 · Health	18,581.85	96,687.00	19.2%
040-997 · Pension	3,690.00	26,768.00	13.8%
040-998 · Social Security	4,091.99	34,443.00	11.9%
Total Compensation	81,073.52	607,880.00	13.3%
Department Operations			
040-459 · Alcohol & Drug Test Program	200.00	500.00	40.0%
040-601 · Equipment Repair & Maintenance	3,833.42	50,000.00	7.7%
040-604 · Equipment Fuel	1,091.39	40,000.00	2.7%
040-605 · Hired Equipment	0.00	15,000.00	0.0%
040-607 · New Equipment	650.00	4,000.00	16.3%
040-609 · Snow Related Equipment	0.00	7,000.00	0.0%

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TOWN OF KENT
Actual vs. Budget
July through August 2015

	Jul - Aug 15	Budget	% of Budget
040-613 · Public Works	988.25	7,000.00	14.1%
040-614 · Uniforms	204.86	4,000.00	5.1%
040-615 · Tools	0.00	1,000.00	0.0%
Total Department Operations	6,967.92	128,500.00	5.4%
Professional Development			
040-450 · Dues	50.00	100.00	50.0%
040-451 · Conferences	0.00	500.00	0.0%
Total Professional Development	50.00	600.00	8.3%
Roads			
040-602 · Road Supplies	1,607.79	4,000.00	40.2%
040-603 · Materials	479.42	20,000.00	2.4%
040-608 · Salt/Sand	0.00	140,000.00	0.0%
040-610 · Stone	0.00	15,000.00	0.0%
040-611 · Oil	0.00	50,000.00	0.0%
040-612 · Sweeping	1,740.00	10,000.00	17.4%
040-616 · Drainage	0.00	10,000.00	0.0%
040-617 · Bridges	0.00	1,500.00	0.0%
040-618 · Unimproved Roads	0.00	15,000.00	0.0%
040-619 · Town Roads - Asphalt	145,548.67	145,000.00	100.4%
Total Roads	149,375.88	410,500.00	36.4%
040-000 · HIGHWAY DEPARTMENT - Other	0.00	0.00	0.0%
Total 040-000 · HIGHWAY DEPARTMENT	237,467.32	1,147,480.00	20.7%
041-000 · TOWN AID ROAD	15,934.52	281,659.00	5.7%
042-502 · Lighting - Town Utility	769.29	12,000.00	6.4%
042-504 · Water - Town Utility	0.00	34,105.00	0.0%
045-680 · Tree Work	0.00	18,000.00	0.0%
Total C · Public Works	256,363.00	1,513,164.00	16.9%
D · Health and Welfare			
029-000 · SOCIAL SERVICES			
Compensation			
029-101 · Salary	6,638.40	38,355.00	17.3%
029-998 · Social Security	507.84	2,934.00	17.3%
Total Compensation	7,146.24	41,289.00	17.3%
Department Operations			
029-201 · Supplies	195.96	500.00	39.2%
029-202 · Postage	245.00	1,100.00	22.3%
029-204 · Mileage	0.00	300.00	0.0%
029-417 · Assistance	1,874.32	9,000.00	20.8%
029-501 · Telephone	75.77	500.00	15.2%
Total Department Operations	2,391.05	11,400.00	21.0%
Professional Development			
029-450 · Dues	0.00	100.00	0.0%
029-451 · Conferences	0.00	100.00	0.0%
Total Professional Development	0.00	200.00	0.0%
Total 029-000 · SOCIAL SERVICES	9,537.29	52,889.00	18.0%
033-000 · NUTRITION SITE			
033-502 · Electric / Phone	778.45	5,360.00	14.5%
033-503 · Fuel/Propane	148.72	3,500.00	4.2%
033-504 · Water/Sewer	0.00	200.00	0.0%
033-505 · Maintenance	893.63	2,000.00	44.7%
033-506 · Building Supplies	9.49	200.00	4.7%
033-507 · Repairs	245.87	2,500.00	9.8%
033-509 · Custodian	138.75	1,400.00	9.9%
033-510 · Rent	0.00	1,250.00	0.0%
033-000 · NUTRITION SITE - Other	0.00	0.00	0.0%
Total 033-000 · NUTRITION SITE	2,214.91	16,410.00	13.5%

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TOWN OF KENT

Actual vs. Budget

July through August 2015

	Jul - Aug 15	Budget	% of Budget
052-000 · Dir of Health/Hlt Dist.	19,391.38	19,391.00	100.0%
Total D · Health and Welfare	31,143.58	88,690.00	35.1%
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	8,000.64	46,226.00	17.3%
023-102 · Hourly Employees	23,783.11	43,077.00	55.2%
023-996 · Health	5,065.61	30,808.00	16.4%
023-997 · Pension	0.00	2,311.00	0.0%
023-998 · Social Security	2,393.14	6,832.00	35.0%
Total Compensation	39,242.50	129,254.00	30.4%
Department Operations			
023-201 · Supplies	66.54	400.00	16.6%
023-202 · Postage	0.00	343.00	0.0%
023-204 · Mileage	0.00	700.00	0.0%
023-419 · Park Maintenance	719.00	12,000.00	6.0%
023-422 · Fee Programs	2,002.43	17,000.00	11.8%
023-501 · Telephone	114.10	940.00	12.1%
023-502 · Electric	300.01	800.00	37.5%
023-504 · Water/Sewer	266.00	1,350.00	19.7%
Total Department Operations	3,468.08	33,533.00	10.3%
Professional Development			
023-450 · Dues	99.00	100.00	99.0%
023-451 · Conferences	410.00	500.00	82.0%
023-452 · Training	0.00	100.00	0.0%
Total Professional Development	509.00	700.00	72.7%
Total 023-000 · PARK & REC	43,219.58	163,487.00	26.4%
032-000 · Community House			
032-202 · Postage	0.00	49.00	0.0%
032-501 · Telephone	112.06	700.00	16.0%
032-502 · Electricity	1,264.18	5,000.00	25.3%
032-503 · Fuel/Propane	0.00	5,000.00	0.0%
032-504 · Water/Sewer	79.50	1,200.00	6.6%
032-505 · Maintenance	1,320.84	2,300.00	57.4%
032-506 · Building Supplies	5.49	800.00	0.7%
032-507 · Repairs	1,264.08	3,200.00	39.5%
032-509 · Custodian	0.00	3,500.00	0.0%
Total 032-000 · Community House	4,046.15	21,749.00	18.6%
034-000 · Swift House			
034-502 · Electric	117.31	1,000.00	11.7%
034-503 · Heating Fuel	0.00	2,200.00	0.0%
034-504 · Water/Sewer	0.00	400.00	0.0%
034-505 · Maintenance	303.00	1,225.00	24.7%
034-506 · Building Supplies	4.79	100.00	4.8%
034-507 · Repairs	0.00	1,000.00	0.0%
034-509 · Custodian	37.00	450.00	8.2%
034-000 · Swift House - Other	0.00	0.00	0.0%
Total 034-000 · Swift House	462.10	6,375.00	7.2%
046-000 · KCS Ballfield Maintenance	1,535.00	6,000.00	25.6%
Total E · Recreation	49,262.83	197,611.00	24.9%
F · Sanitation			
043-000 · TRANSFER STATION			
Compensation			
043-101 · Salary	3,910.98	26,009.00	15.0%
043-998 · Social Security	299.17	1,990.00	15.0%
Total Compensation	4,210.15	27,999.00	15.0%
Department Operations			

4:24 PM

09/01/15

Accrual Basis

TOWN OF KENT
Actual vs. Budget
 July through August 2015

	Jul - Aug 15	Budget	% of Budget
043-201 · Supplies	4.00	1,000.00	0.4%
043-202 · Postage	0.00	500.00	0.0%
043-411 · Engineering	0.00	250.00	0.0%
043-501 · Telephone	97.27	600.00	16.2%
043-502 · Electric	229.95	1,600.00	14.4%
043-507 · Repairs	0.00	1,500.00	0.0%
043-660 · Solid Waste Removal	4,868.27	32,000.00	15.2%
043-661 · Bulky Waste Removal	1,974.30	10,000.00	19.7%
043-665 · Container Rent & Tran	3,754.00	22,500.00	16.7%
043-666 · Testing	0.00	1,200.00	0.0%
043-667 · Tipping Fees	256.90	7,000.00	3.7%
043-668 · Hazardous Materials	0.00	2,000.00	0.0%
043-669 · Permitting	800.00	950.00	84.2%
Total Department Operations	11,984.69	81,100.00	14.8%
043-000 · TRANSFER STATION - Other	0.00	0.00	0.0%
Total 043-000 · TRANSFER STATION	16,194.84	109,099.00	14.8%
044-000 · Landfill Monitoring	0.00	1,500.00	0.0%
Total F · Sanitation	16,194.84	110,599.00	14.6%
G · Board of Education			
300-000 · BOE Operating	105,161.50	4,435,107.00	2.4%
310-000 · BOE Payroll	202,794.70		
320-000 · BOE Regional Budget	508,682.00	2,543,409.00	20.0%
G · Board of Education - Other	0.00	0.00	0.0%
Total G · Board of Education	816,638.20	6,978,516.00	11.7%
H · Debt Service			
080-000 · Interest			
080-708 · KCS Renovation	33,081.25	49,913.00	66.3%
080-710 · New Firehouse	0.00	14,375.00	0.0%
080-810 · Maple Street Extension	28,080.00	28,080.00	100.0%
Total 080-000 · Interest	61,161.25	92,368.00	66.2%
081-000 · Principal			
081-708 · KCS Renovation	125,000.00	465,000.00	26.9%
081-710 · New Firehouse	0.00	125,000.00	0.0%
081-810 · Maple Street Extension	10,826.00	10,826.00	100.0%
Total 081-000 · Principal	135,826.00	600,826.00	22.6%
Total H · Debt Service	196,987.25	693,194.00	28.4%
I · Transfer to Capital			
I · Transfer to Capital - Other	0.00	726,200.00	0.0%
Total I · Transfer to Capital	0.00	726,200.00	0.0%
J · Transfer to Dog Fund			
J · Transfer to Dog Fund - Other	0.00	7,500.00	0.0%
Total J · Transfer to Dog Fund	0.00	7,500.00	0.0%
K · Current Year Capital Projects	0.00	900,000.00	0.0%
Total Expense	1,775,419.94	12,569,501.00	14.1%
Net Ordinary Income	4,311,753.62	30,000.00	14,372.5%
Other Income/Expense			
Other Expense			
L · Transfer to Schaghticoke Litiga	0.00	30,000.00	0.0%
Total Other Expense	0.00	30,000.00	0.0%
Net Other Income	0.00	-30,000.00	0.0%
Net Income	4,311,753.62	0.00	100.0%

Capital Project Balances

Town of Kent
FY 2014-2015

as of 9/1/2015

Capital Project	FYE 2014 Balance Fwd	Appropriations	State Grants	Interest Income	Expenditures	Transfers between projects	Projects to Close in FY 2014-2015	FYE 2015 Balance YTD	5 year reserve should have	variance
1 Reserve Fund (5 Year Plan)	1,350,095.68	617,200.00		1,242.30		-709,420.00		1,259,117.98	\$1,640,500	(381,382.02)
2 HWY Bridge Kent Hollow #18	-7,955.39	50,000.00						0.00		
3 HWY Bridge Tanguay	4,207.62				11,504.10	200,000.00		230,540.51		
					1,803.80			2,603.82		
4 HWY Fuel Oil Tanks	3,182.00									
5 HWY Carter Road #06153	-39,936.66	58,000.00	56,459.47		84,148.58	232,000.00		3,182.00		
6 HWY Trk #3		34,000.00			170,000.00	136,000.00		222,374.23		
Fuller Mountain		12,000.00				48,000.00		0.00		
								60,000.00		
								0.00		
KCS Laptops	54,156.94	25,000.00			70,150.37			0.00		
KCS Security Upgrades	28,974.57				4,925.20			9,006.57		
								24,049.37		
KVFD Aerial Truck		25,000.00			148,013.50	218,420.00		0.00		
LoCIP - Bos	5,793.86	1,344.00						95,406.50		
P/R - Tennis Courts	1,646.00				2,341.55			0.00		
Revaluation	22,106.00							4,796.31		
								1,646.00		
								22,106.00		
Town Plan	5,000.00							0.00		
Zoning Regs	18,477.50							5,000.00		
					14,375.00			4,102.50		
								0.00		
Grants								0.00		
Bulls Bridge Roof	95,182.70							0.00		
Incentive Housing Zone Study			10,000.00		2,352.85			0.00		
								92,829.75		
								10,000.00		
								0.00		
	1,540,930.82	822,544.00	66,459.47	1,242.30	509,415.05	125,000.00	0.00	0.00		
								2,046,761.54		

NOTES

FIVE YEAR
TOTALS

FIVE YEAR CAPITAL PLAN

INFORMATIONAL USE

FY 2016 FY 2017 FY 2018 FY 2019 FY 2020

FY 2021 FY 2022 FY 2023 FY 2024 FY 2025

BOE PLAN

KCS BLDG IMPROVEMENTS 500,000

WINDOWS

100,000

850,000 300,000

600,000 BOE SUBTOTAL 500,000 0 100,000 0 0

BOS PLAN

0 850,000 300,000 0

HIGHWAY TRUCKS

HWY Trk # 5

HWY Trk #6

HWY Trk #7

HWY Trk #2 & Mower

180,000

50,000

180,000

100,000

Payloader
Turn
Bribe MakerZero
SaltTruck #1
CompactorHWY Trk # 12
and Kubota

HWY Trk # 9

HWY Trk # 4

130,000

60,000

180,000

225,000 125,000

HIGHWAY EQUIPMENT

15,000

35,000

40,000

35,000

530,000 TOTAL TOWN FLEET 0 180,000 50,000 180,000 120,000

180,000 100,000 215,000 225,000 125,000

KVFD APPARATUS

Replace Utility 4

Aerial Trk

Eng 1

Eng 1

Eng 1

Eng 1

125,000

187,500

187,500

150,000

150,000

650,000 TOTAL KVFD FLEET 125,000 0 187,500 187,500 150,000

150,000 0 0 0 0

BOTSFORD ROAD

FULLER MTN ROAD

KENICO ROAD

STUDIO HILL ROAD

290,000

200,000

190,000

85,000

345,000

890,000 TOTAL ROADS 125,000 490,000 190,000 85,000 0

200,000

0

0

345,000 0

BRIDGE 08153

BRIDGES 17-20 & 22

BRIDGE #16 (Anderson Acres)

BRIDGE # 05519 (Macedonia)

100,000

100,000

200,000

200,000 TOTAL BRIDGES 0 0 0 100,000 100,000

250,000

200,000

0

0 0

EMERY PARK

150,000

150,000 TOTAL LAND 150,000 0 0 0 0

0 0 0 0 0

TOWN GARAGE

STREETSCAPE (sidewalk replacement)

NUTRITION SITE

COMMUNITY HOUSE

TOWN HALL

Roof

Siding

Doors

125,000

75,000

24,000

100,000

Parking Lot

70,000

Appliances

25,000

Bathrooms

25,000

Oil Tank Removal

25,000

Carpet / Paint

40,000

Roof

50,000

516,000 TOTAL BUILDINGS 0 202,000 140,000 24,000 150,000

25,000 110,000 0 0 50,000

ZONING REG

TOWN PLAN POCD

REVALUATION

15,000

15,000

15,000

25,000

40,000

25,000

0

95,000 TOTAL NON RECURRING 0 0 25,000 55,000 15,000

15,000 25,000 0 0 0

3,031,000 BOS SUBTOTAL 400,000 872,000 592,500 631,500 535,000

820,000 435,000 215,000 570,000 175,000

FIVE YEAR
TOTALS

FY 2016 FY 2017 FY 2018 FY 2019 FY 2020

FY 2021 FY 2022 FY 2023 FY 2024 FY 2025

3,631,000 BOE & BOS PROJECTED CAPITAL 900,000 872,000 692,500 631,500 535,000

820,000 1,285,000 515,000 570,000 175,000

BOE & BOS CAPITAL SPEN

900,000

872,000

692,500

631,500

535,000

820,000

1,285,000

515,000

570,000 175,000

1/5TH OF ANNUAL CAPITA

180,000

174,400

138,500

126,300

107,000

164,000

257,000

103,000

114,000 35,000

APPROPRIATION FY 2015-2016

726,200

APPROPRIATION FY 2016-2017

710,200

APPROPRIATION FY 2017-2018

792,800

APPROPRIATION FY 2018-2019

757,300

APPROPRIATION FY 2019-2020

745,000

APPROPRIATION FY 2020-2021

673,000

Approved by the BoS

12.16.14

Accepted by the BoF

3.17.15

Approved by P/Z

3.12.15

Modified and accepted by BoF

4.21.2015

Approved at Town Meeting

5.14.2015



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

August 13, 2015

Town of Kent
First Selectman Bruce Adams
41 Kent Green Boulevard
Kent, Connecticut 06757

Dear First Selectman Adams,

Please be advised that your request dated July 8, 2015, to modify the scope of your 2014 STEAP Grant from acquiring the original 1.6 acre lot in the center of town to add a municipal parking area, public restrooms and a town park/village, to acquiring a different lot (.44 acres) located on Railroad Street for the same purpose, has been approved.

Before proceeding with any project work related to this modification in scope, please contact Nelson.G.Tereso@ct.gov at the Department of Economic and Community Development (DECD). DECD is the official administering agency for this grant/project, and they will be able to inform you if anything additional is needed from you with regard to contractual obligations that may be affected by this change in scope.

You should not proceed with any anticipated STEAP-funded project work until you are fully aware of any contractual terms required by the administering agency. This letter does not constitute a contract.

Best of luck with your project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Benjamin Barnes".

Benjamin Barnes
Secretary

cc: Nelson Tereso,
Gian-Carl Casa

TOWN OF KENT ANIMAL CONTROL OFFICER

Position Summary:

The Kent animal control officer is a part-time job. The ACO's main job is to pick up stray dogs in the town of Kent. Because the job is only part-time, the ACO, or her assistant, pick up dogs when they are available to do so.

Reports to: Reports directly to the Board of Selectmen

Hours of work:

Part-time, salaried position.

Essential Job functions:

General Duties:

- After picking up a stray, if the dog is not licensed or micro chipped, the ACO must put a one day ad in a daily newspaper (Waterbury Republican).
- When housing a dog in the pound, the ACO feeds, waters and walks the dog once daily (young puppies are fed more often). If a stray dog is injured or ill, the ACO arranges a veterinarian visit. The ACO is also responsible for deciding if a homeless dog needs to be euthanized. Otherwise, the ACO finds an appropriate home through various avenues.
- The ACO also investigates barking and nuisance complaints. While the ACO is only expected to pick up and temporarily house dogs, other domestic animals have been handled on occasion
- The ACO is responsible for investigating dog and cat bite cases, and filing the appropriate reports. If a dog must be quarantined at the dog pound, the ACO assumes responsibility for proper care.
- The ACO collects pickup fee fines, files monthly reports with the town and state, and issues complaint tickets, as needed.

Job Requirements:

- Must have designated animal control certifications.

Physical Conditions:

- Generally outside with possible difficult animal control situations.
- Valid CT drivers license.

Approved by Board of Selectmen:

10/4/11

Revised and approved by Board of Selectmen:

8/7/13

Revised and approved by Board of Selectmen

10/15/13

Approved by Board of Selectmen

9/1/15

**Town of Kent
Park and Recreation Director**

Position Summary:

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, senior, teen, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events.

Reports to:

Park and Recreation Commission.

Direct Reports:

- After-School Program director • Head Lifeguard,
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- referees and umpires.

Hours of Work:

Full-time salaried position, 40 hours per week, includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours, including any changes in hours.
- Attends all regular and special Commission meetings and communicate regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent with the meeting minutes not less than one week before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk.
- Reports to the commission chairman and keep selectmen informed as necessary.
- Presents to the Commission a current financial report at its regular meetings.
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget.
- Works with the Commission in the preparation, review and presentation of the Park and Rec's Five-Year Capital Plan.
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.

- Opens and responds to daily mail. Types and files correspondence. Answers phones.
- Organizes and keeps file copy of meeting minutes and director's reports in office.
- Contacts sports photographer, creates and distributes schedule for sports' team and individual and sponsor photos. Distributes pictures to team coaches, players and sponsors.
- Identifies and orders office and program supplies.
- Oversees and implements Park and Rec policy on awards.
- Works with Park and Recreation Commission on appointments and reappointments to the commission. Communicate in writing to the Board of Selectmen the recommendations for appointments to the Kent Park and Recreation Commission for the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier and providing necessary information as requested.
- Establishes and maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attend conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.

Communication:

- Establishes and maintains effective working relationships with superiors, subordinates, associates, including area recreation directors, volunteers and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Presents a written monthly report of current and planned activities to the Commission at its regular meetings.
- Writes and submits to Board of Finance an annual report for the Annual Town Report.
- Monitors, writes and submits updates for the Kent Park and Recreation website and Face book page.
- Writes and submits information for the monthly town newsletter.
- Publishes bi-monthly senior newsletter in conjunction with the Social Services director.
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with timely press releases to the local media and flyers.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.

- Maintains working relationship with the state police. Files police reports where appropriate.
- Maintains working relationship with Park and Recreation Commission.
- Meets and coordinates on league rules and game schedules with regional Rec directors.
- Coordinates with Kent Center School officials on field use and maintenance.

Facilities:

- Schedules and oversees the maintenance and repair of Park and Rec facilities, equipment, program inventories and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage.

Personnel:

- Recruits, interviews, trains and supervises paid and volunteer staff in accordance with Town of Kent and Park and Rec Commission policies and procedures.
- Develops job descriptions for positions as necessary and presents the descriptions to the Commission for approval.
- Provides for staff evaluations at completion of a Park and Rec program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.

Programs:

- Coordinates, supervises, schedules and promotes Park and Rec programs and activities.
- Develops new programs to present to the Park and Rec Commission for consideration.
- Identifies, coordinates, orients and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials, including handbook, schedules, team roster.
- Coordinates the scheduling of Park and Rec programs.
- Creates, distributes and collects program fees, registrations and waivers.
- Inventories orders and distributes equipment, uniforms and first aid supplies.
- Hires and pays referees and umpires.
- Coordinates, supervises and promotes fee programs.
- Coordinates, supervises and promotes special programs, including working collaboratively with community organizations and businesses.
- Maintains records of programs for three years.
- Develops, schedules, organizes, promotes and supervises bus outings, including working with regional recreation directors

- Oversees the Monday and Wednesday operation of the Kent Elderly Nutrition Program, including recruiting and supervising volunteers, planning and overseeing programs to coincide with the luncheons, and promoting the meal program in the community. Coordinates with the Northwest Elderly Nutrition Project. Provides a monthly written report on the program that documents programs.

Job Qualifications:

- Bachelor's Degree and/or relevant life experience and interest in Park and Recreation.
- Good communication and administrative, organizational skills.
- First aid training.
- CPR certification.
- Certified blood borne pathogens trainer.
- Computer Skills.
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (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 for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.

Approved by the Board of Selectmen:	10/4/11
Updated by the Board of Selectmen:	3/13/12
Revised and approved by the Board of Selectmen:	7/31/13
Approved by the Board of Selectmen:	9/1/15

TOWN OF KENT
SOCIAL SERVICES DIRECTOR/MUNICIPAL AGENT FOR THE ELDERLY

Position Summary:

Responsible for implementing and coordinating social services for individuals and families in need, including consultations and referrals to appropriate local, state and federal services and benefit programs and compliant with Connecticut State Statute Sec. 7-127c.

Reports to: Reports directly to the Board of Selectmen

Hours of work:

Part-time, hourly position, 27 hours per week - hours include office and field hours.

Essential Job functions:

General Duties:

- Hold specific office hours for clients weekly in Town Hall, the Senior Center, or in client homes. Some flexibility is required.
- As deemed by the First Selectman and emergency first responders, provide social work services/support, onsite or telephonically, outside of scheduled office hours.
- Assess client need and/or eligibility for state or federal assistance programs.
- Assist with applications and make referrals as appropriate.
- Follow social work practice principals and the NASW code of ethics.
- Serve as a voluntary intake site for the Energy Assistance Program, take applications for the Renter's Rebate Program and Operation Fuel.
- Maintain a strong working knowledge of programs that benefit Kent residents. Attend workshops and training programs to maintain a thorough understanding of program guidelines and processes.
- Coordinate and assist with financial assistance programs available to Kent residents including, but not limited to, Kent Community Fund, Kent Nursing Association, Town of Kent Assist Fund, Food and Fuel Fund, NWCOG Fuel Bank, FCH Pharmacy Assistance Program, Blue Horizons Health Fund, BTCF Neighbor2Neighbor Fund, BTCF Jane Lloyd Fund, and the CHORE Service.
- Maintain collaborative and professional relationships with other agencies and staff.
- Coordinate operation of the Kent Food Bank and Diaper Bank. Submit necessary reports to the CT Food Bank, maintain adequate stock, oversee volunteers, seek support from local organizations, and assist with food drives as necessary.
- Disseminate information to elderly persons and publicize such resources and benefits. Inform First Selectman of needs and problems of the elderly, and any recommendations for municipal action with regard to elderly persons. May not be appointed conservator or power of attorney.
- Plan and execute a minimum of two community education workshops per year.

- In conjunction with Parks and Recreation Director, complete a bi-monthly senior newsletter. Monitor costs and seek community sponsorship as needed.
- Serve as Veteran's Liaison. Provide assistance and advocate for the aide and benefit of veterans, their spouses, eligible dependents, and family members.
- Submits reports, including quarterly and annual, to BOS on program activities and monetary disbursements and attend meetings as required.
- Manages department budget.

Job Requirements:

- Working knowledge of local, state and federal assistance programs.
- Bachelor's degree in Human Services, Social Work or related fields. MSW strongly preferred.
- Minimum three (3) years' experience in Social Services field.
- Valid driver's license and availability of a personal vehicle.

Physical Conditions:

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

Approved by Board of Selectmen:

10/4/11

Revised and approved by Board of Selectmen:

7/31/12

Approved by Board of Selectmen:

9/1/15

Town of Kent Treasurer

Position Summary:

Treasurer for the Town of Kent serves as the chief financial officer of the Town. In this capacity the Treasurer has responsibility for the lawful, effective and prudent disbursement, investment and management of Town funds as well as ensuring the Town's compliance with all regulations governing the keeping of municipal financial records and the filing of reports.

Reports to:

As this position is statutorily required, conformance to State Statute will govern the accounting practices of the Treasurer. Thereafter, the Treasurer is responsible to the First Selectman, Board of Selectmen and the Board of Finance.

Direct Report:

A Part-time clerk(s) reports directly to the Treasurer.

Hours of Work:

Part-time Appointed salaried position. 4-year term
Hours of work: Approximately 16 hours per week

Essential Job Functions:

General Duties and Responsibilities:

The treasurer maintains custody of all monies belonging to the town and manages all financial accounting, reporting, revenue collection, disbursement, tax filing, investment and money management functions for the Town.

The Treasurer perform a wide range of duties including but not limited to the following:

Financial accounting and reporting

- Plan work according to fiscal year schedule.
- Develop and maintain timely and accurate financial statements and reports that are appropriate for the use and in accordance with generally accepted principle (GAAP).
- Establish, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensures all statutory requirements of the office of the Treasurer are met.
- Prepare all supporting information for the annual audit and liaise with the external auditors as necessary.
- Document and maintain complete and accurate information for all financial transactions.

- Develop and maintain financial accounting systems for cash management, accounts payable, account receivable, credit control, and petty cash.
- Reconcile bank and investment accounts.
- Provide budgetary information to all departments.
- Manage the cash flow and prepare cash flow forecasts in accordance with policy.
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Establish and maintain Municipal records of all fixed assets.
- Liaise with the Board of Selectmen and the board of Finance as appropriate.
- Prepare any financial reports as required for Board meeting(s) as well as any Town meetings.

Payroll preparation and administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner.
- Process and submit statutory and benefits remittances on time.
- Process and submit any and all payroll reporting forms as required by the Internal Revenue Service and the state of Connecticut.

Budget Preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Board of Selectmen and Heads of Departments.
- Assist Departments, Commissions or Committees with preparation of budgets for funding applications.

Project management (Grants) accounting

- Maintain financial records for each project in a manner that facilitates management reports.
- Ensure that accurate and timely financial statements are prepared in accordance with the contract agreements and funders.
- Provide accurate and timely reporting on the financial activity of individual projects.

Informational technology

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements.
- Advise on appropriate technology that meets the organization's information requirements for financial resources.

Risk management

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized.
- Advise the organization's leadership on existing insurance coverage for the organization, make recommendations as necessary.
- Maximize income where possible and appropriate.
- Negotiate with Bank for lines of credit or other financial services as required and appropriate.

Office administration

- Oversee and supervise the administrative functions of the Treasurer's office including safety of the work environment, and provisions of furnishings and equipment necessary for effective operations.
- Oversee the reporting requirements of all leases, contracts and other financial commitments.
- Monitor all legislation relevant to the organization as applicable to Municipal Finance to ensure that the organization is compliant.

Job Qualifications:

- Bachelor's degree from an accredited college or university with major course work in accounting, and/or three years of increasingly responsible work in governmental accounting, auditing and financial management, including two years in a supervisory capacity.
- Candidate must possess sufficient experience, education and training to manage the finances of a municipal government, the collection, accounting and reporting of municipal funds and the work of a municipal finance department.
- Candidate must have knowledge of all laws, regulations and standards regulating municipal finances.

Physical Conditions:

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

Approved by the Board of Selectmen:

10/4/11

Revised and approved by the Board of Selectmen:

10/1/13

Revised and approved by the Board of Selectmen:

9/1/15

**Town of Kent
Treasurer's Clerk(s)**

Position Summary:

Treasurer's Clerk for the Town of Kent serves as the chief support staff for the Treasurer.

Reports to:

Treasurer

Hours of Work:

Part-time hourly position.

Hours of work: Approximately 8 hours per week

Essential Job Functions:

General Duties and Responsibilities:

Manages all payroll and accounts payable accounting functions for the Town as well as specific projects as assigned by the Treasurer.

- Performs routine duties independently, works in accordance with established and general policies and procedures.
- Processes authorized disbursements of town funds.
- Prepares statistical information as requested.
- Prepares financial reports as requested.
- Assists Treasurer in all general areas as requested.

Job Qualifications:

- Bachelor's degree from an accredited college or university with major course work in accounting, and/or five years of working in an accounting office or department.
- Candidate must possess sufficient experience, education and training to manage all aspects of payroll administration and accounts payable of a municipal government.
- Candidate must be QuickBooks Pro proficient, Microsoft Excel proficient and be able to perform basic Statistical Analysis calculations.

Physical Conditions:

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

Approved by the Board of Selectmen:

Revised and approved by the Board of Selectmen:

Approved by the Board of Selectmen:

RECEIVED FOR RECORD
10/4/11
TOWN CLERK

10/1/13
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BY  TC
TOWN CLERK