

Board of Selectmen
Special Meeting

March 24, 2015
10:00 A.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Darlene Brady and Debbie Devaux.

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

Mr. Adams made a motion to adjourn the meeting until 11:45 a.m. on Tuesday, March 24, 2015. Mr. VanValkenburg seconded the motion and the motion carried. Mr. Adams stated that he adjourned the meeting until a later time because of a conflict in his schedule. He had a dentist appointment.

Mr. Adams called the meeting back to order at 11:47 a.m.

Also present: Darlene Brady, Debbie Devaux, Jennifer Dubray, Donna Hayes and Lynn Worthington.

Mr. Adams stated the only item on the agenda is the 2015/2016 Selectmen's Operating Budget.

Mr. Adams stated that Lake Waramaug Interlocal Commission has presented a budget increase. Kent's liability of 7% of the total of \$1,594 has been increased from \$1,339. Mr. Adams made a motion to adjust line 070-856, Lake Waramaug Interlocal Commission, to \$1,594. Mrs. Williams seconded the motion and the motion carried.

Mr. Adams stated that there is a last minute change to clerical salary lines from P&Z, IWC and Bldg. Dept. Land Use Director Donna Hayes stated that she would like to make the following increases to allow her to hire a clerk with qualifications and work experience necessary to be successful in the position:

- P&Z from \$5,914 to \$6,612 (348 hours x \$19 per hour)
- IWC from \$1,733 to \$1,933 (102 hours x \$19 per hour)
- Bldg. from \$6,628 to \$7,410 (390 hours x \$19 per hour)

Ms. Hayes noted that \$19 per hour is still lower than other department clerks.

Mr. Adams made a motion to approve the following request:

- | | |
|----------------|---|
| Increase P&Z | from \$5,914 to \$6,612 (348 hours x \$19 per hour) |
| Increase IWC | from \$1,733 to \$1,933 (102 hours x \$19 per hour) |
| Increase Bldg. | from \$6,628 to \$7,410 (390 hours x \$19 per hour) |

Mrs. Williams seconded the motion. Mr. Adams asked for questions or comments.

Ms. Devaux made the following comments:

- There is a difference between clerks and assistants
- Clerks should not be paid the same as assistants.

- Department heads were asked not to make changes to job descriptions or salary changes.
- New hires should not be hired at the same rate as the employee they are replacing.
- The Board of Selectmen is picking and choosing when to enforce the Policy and Procedure Manual.

Mrs. Brady stated that she would like to increase the Town Clerk's assistant's hourly rate by \$1.50 per hour without changing the bottom line budget. The assistant's hours will be reduced from 22 to approximately 18 hours per week. Mrs. Brady added that the increase reflects the additional workload, attendance of courses and experience. She stated that she would have brought forward the change earlier, but department heads were instructed not to make changes.

Administrative Assistant Joyce Kearns presented a copy of page 2 of the Policy and Procedure Manual and stated that an employee asked, "if the Board of Selectmen only gave themselves permission to review and revise the 'appropriate rate of pay for each non-contractual municipal job'... 'Biennially' in even number years, so the request could not even be honored at this time. Is this a correct interpretation?"

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.

The Board of Selectmen read the above referenced clause from the Policy and Procedure Manual. Mr. Adams stated that he could not answer the employee's question. Mrs. Williams asked if the Board of Selectmen could authorize a 3% across-the-board salary increase in the odd years? Mrs. Devaux stated that the Board of Selectmen cannot pick and choose when to follow the Policy and Procedure Manual. Mr. VanValkenburg suggested that the issue be referred to Town Attorney for opinion. Mr. Adams withdrew his motion, and Mrs. Williams withdrew her second.

Mrs. Brady stated that she recalls that when the Policy and Procedure Manual was revised that clause was put in the manual so that the Board of Selectmen would review and revise the manual at least biennially and not to prevent the Board of Selectmen from making changes in the off year.

Mr. Adams stated that he would report back to the Board of Selectmen after he talks with Town Attorney.

Mrs. Williams made a motion to adjourn the meeting at 12:46 p.m. Mr. VanValkenburg seconded 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.

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KENT TOWN CLERK BOARD OF SELECTMEN SPECIAL MEETING MINUTES, MARCH 24, 2015
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BY 
TOWN CLERK



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Change to Clerical Salary Line

Donna Hayes <landuseadmin@townofkentct.org>

Fri, Mar 20, 2015 at 12:02 PM

To: Bruce Adams <firstselectman@townofkentct.org>, Barbara Herbst <treasurer@townofkentct.org>

Cc: Joyce Kearns <adminassist@townofkentct.org>

Hi,

Sorry for the last minute change, but after getting a look at the clerical hourly rates for the Town Hall, I would like to increase the hourly rate of the Land Use Clerk from \$17/hr to \$19/hr. There will be no change to the maximum number of hours worked or the distribution of the work between the three departments: 50% charged to Building; 40% charged to P&Z; and, 10% charged to IWC. This would result in an increase to my budget of \$1,685:

P&Z from \$5914 to \$6612 (348 hours x \$19/hr)

IWC from \$1733 to \$1938 (102 hours x \$19/hr)

Bldg from \$6628 to \$7410 (390 hours x \$19/hr)

It is my belief that increasing the salary rate will allow me to hire a clerk with the qualifications and work experience necessary to be successful in the position.

If you have any questions, please feel free to ask.

*Donna M. Hayes, CZEO
Land Use Administrator
Town of Kent
Land Use Office
41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
(860) 927-4625*

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.

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.

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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.

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