

Board of Selectmen  
Special Meeting

May 1, 2015  
11 a.m. Town Hall

Present: Bruce Adams, Mike VanValkenburg, Susi Williams

Public and Invited Guests: Linda B. Hall

Mr. Adams called the special meeting to order at 11:00 a.m.

**Discussion and Possible Action Regarding the April 15, 2015 Grievance Submitted by Linda B. Hall:**

Mr. Adams stated the board agreed at an earlier Selectmen's meeting that the first selectman would compile a letter in response to a grievance filed by Linda B. Hall on April 15, 2015. Mr. Adams said he delivered the draft response letter on April 30, 2015 to the other two selectmen. Mr. VanValkenburg made a motion that the Board of Selectmen accept and sign the response letter to Linda B. Hall's grievance of April 15, 2015 (attached). Mrs. Williams seconded the motion. Mr. Adams noted there are three copies of the response letter, one for Linda B. Hall, one for her department head and one for the Town. The motion was approved unanimously. The Selectmen each signed the three copies, and Mr. Adams handed Mrs. Hall her copy.

**Discussion and Possible Action on the Survey Regarding the Use of \$500,000 STEAP Grant:**

Mr. Adams shared a sample survey for the Selectmen to review (attached). Mr. Adams said that despite rumors the Town does not have any involvement in the purchase of the former railroad station, which is being purchased by the Kent Apothecary pharmacist. Mr. Adams asked the Selectmen to review the sample survey and be prepared to discuss it at the May 5, 2015 monthly Board of Selectmen's meeting. Mrs. Williams suggested adding parking to item #5 and consider using letters instead of numbers to bullet the questions.

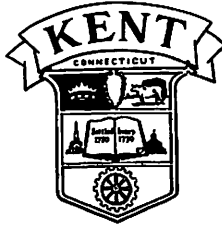
Mr. VanValkenburg made a motion to adjourn the meeting at 11:13 a.m.



Lesly Ferris  
Acting Clerk

*These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to the subsequent meeting minutes for possible corrections and approval of these minutes.*

**"An equal opportunity employer and service provider."**



## TOWN OF KENT

May 1, 2015

Dear Linda,

The Kent First Selectman received your grievance dated April 15, 2015 on April 17<sup>th</sup>. The document was given to the other two Selectmen on Monday April 20<sup>th</sup>. Per the Kent Policy and Procedure Manual the BOS has ten business days in which to respond in writing to your grievance, which would be Friday May 1, 2015. During the ensuing time I have done research on your issues and the result of that research is referred to as attachments in this letter. Following, in bullet point, are your issues and *the responses to them*.

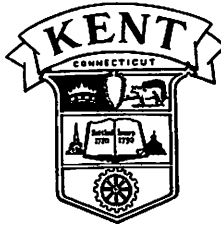
**Employment Plan:**

- The Board of Selectmen shall determine the appropriate rate of pay for each non-contractual Municipal job.....  
*The Board of Selectmen did set a rate of pay for the Assistant Town Clerk, as reflected on the FY 2015-2016 Proposed Payroll spreadsheet. (attachment #1)*
- The plan shall be reviewed by the Board of Selectmen biennially, starting September of 2012 and every two (2) years after that.  
*The BOS minutes of January 7, 2014 state - The Board of Selectmen agreed that this review satisfies the requirement for the September of 2014 review. The next review would be in September of 2016. (attachment #2)*
- Job Descriptions  
On a biennial basis, starting in September of 2012 and every two (2) years after that, the First Selectmen .....  
*Job descriptions were reviewed by Department Heads, approved by the BOS and signed by the employees in the fall of 2011 and 2013. The Town Clerk did not return the proposed job descriptions to the BOS for approval. Most other employees signed the approved copies of the approved job descriptions (attachments #3a, 3b and 3c)*
- Request for salary increases in writing  
At the beginning of the FY 15-16 budget process First Selectman Bruce Adams sent a memo to Department Heads that said: some increases are out of your control, but you will be expected to document these (attachment #4)
  - 1) The verbal wage increase requested by department head be voted on by the BOS in the same manner as was the increase to the Land Use Clerk salary for the 2015-2016 fiscal year ....  
*First Selectmen Bruce Adams explained to the department head that he may have misinterpreted the verbal request and asked that the request be put in writing, as was the Land Use Clerk salary increase. (attachment # 5)*  
*Because the request included changing hours and additional job duties the job description should be updated by the department head and submitted to the Board of Selectmen for approval. (attachment #6)*

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## TOWN OF KENT

- 2) The biennial review due me in 2014 be performed and if any wage adjustment is determined from said review that it be retroactive to October 6, 2014 (the first full payroll week following the September 2014 review date).

### The P&P Manual states: 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.

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## TOWN OF KENT

*The process of reviewing job descriptions does not indicate a salary increase, and it is worth noting that you did receive a \$2.00 per hour salary increase on July 1, 2011 as well as yearly increases of 2-3% (attachment #7)*

In conclusion, the P&P Manual states the following:

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.

*Because this grievance has no merit based upon the information presented, the Board of Selectmen has decided to deny the grievance.*

Kent Board of Selectmen May 1, 2015

Bruce Adams

Mike VanValkenburg

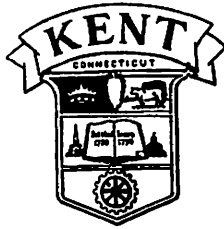
Susi Williams

Susi Williams

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# TOWN OF KENT

## RECORD OF GRIEVANCE OR COMPLAINT

Name of Employee: Linda B. Hall

Date of Complaint: April 15, 2015

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

In reading the 'Report of First Selectman' read into the April 7, 2015 Regular Board of Selectmen Meeting minutes, I see that there was never a motion made or vote taken on the "request from Town Clerk to increase her Clerk's salary" because, in the First Selectman's personal opinion, the request seemingly did not warrant consideration and vote by the full board unless it was put in writing. Note: the request was made during the March 24, 2015 Board of Selectmen Special meeting and the agenda for that public meeting consisted of "Discussion and possible action regarding the 2015-2016 Selectmen's Operating Budget" which this request definitely falls under. Furthermore, in the minutes of that special meeting, Ms. Devaux, Department Head for the Tax Collector's Office, commented that "Department heads were asked not to make changes to job descriptions or salary changes".

In referring to the 'Town of Kent Employee Policy and Procedure Manual' (PPM) amended 1/7/14 I located three separate areas that discuss this subject and none include instructions for requests by Department Heads to be put in writing, in fact my only conclusion is that the Board of Selectmen are solely responsible for any and all salary changes:

### Employment Plan

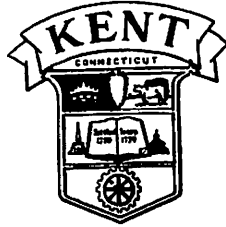
The Board of Selectmen shall determine the appropriate rate of pay for each non-contractual Municipal job, subject to budgetary approval by the legislative body. Job descriptions shall be developed and jobs will be filled in accordance with the provisions set forth herein.

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.

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## TOWN OF KENT

Continued on page 2

Continued from page 1

### 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 organization 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.


In addition, I am unaware of any separate communication, written or verbal, notifying department heads that they could in fact make requests for salary increases but that they had to be made in writing.

In addition to being denied consideration for a proposed wage increase for the 2015-2016 fiscal year, I further allege that the Board of Selectmen neglected to perform the biennial review (2014) of my job, stipulated [shall] in the PPM.

I am filing this grievance as I am alleging that my wages may have been and/or will be negatively impacted by the failure of the Board of Selectmen to follow the aforementioned policies.

I am requesting relief from these transgressions as follows: 1) the verbal wage increase requested by my Department Head be voted on by the Board of Selectmen in the same manner as the increase to the Land Use clerk salary for the 2015-2016 fiscal year was, and 2) the biennial review due me in 2014 be performed and if any wage adjustment is determined from said review that it be retroactive to October 6, 2014 (the first full payroll week following the September 2014 review date).

  
Employee's Signature

  
Received 4/17/15

 4/17/15

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	A	B	C	D	E	F	G	H	I	J	K	L	M
41	ROV - Deputy Registrar	H	15.19	3,098	15.65	192	45		198	99 hrs each			
42	ROV - Workers	H	11.62	2,370	11.97	147	34		198				
43	ROV - Official Clerical	H	0.00	0	0.00	0	0			Eliminated per Registrar(s)			
44	ROV - Moderator	H	16.85	1,145	17.36	71	17		66				
45	Trnsf Station Manager	H	17.71	14,885	18.24	923	216		816	17 hrs per week for 48 wks			
46	Trnsf Station Assistant	H	12.00	11,124	12.36	690	161		900	16 hrs x 52 weeks plus 17hrs x 4			
47	SS - Administrator	S	26.52	38,355	27.32	2,378	556		1404	27 hrs per week			
48	Tax Collector (2 yr term)	S	34,187.00	35,213		2,183	511						
49	Tax Collector Assistant	H	22.66	12,137	23.34	752	176		520	10 hrs per week			
50	Town Clerk (4 yr term)	S	45,276.00	46,634		2,891	676	2,331.71	1560	30 hrs per week			
51	Town Clerk Assistant LH	H	21.10	13,564	21.73	841	197		624	12 hrs per week			
52	Town Clerk Assistant MC	H	16.49	8,832	16.98	548	128		520	10 hrs per week			
53	ZBA Clerk	H	20.26	1,030	20.87	64	15		49.35	4.1 hrs per month			
54	P/R Hourly Employees	H		43,077		2,671	625			After Sch/Camp Kent/Lifeguards/Ice M			

**Totals**

985,087 61,075.38 14,283.76 35,862.26

## NOTES:


Park and Recreation: After School Program		Director	\$15.5 x 2.75hrs x 167 days	7,119
		Counselors	\$10.25 x 2.5hrs x 167 days	4,280
Camp Kent		Director	\$14.5 x 40 hrs x 8 weeks	4,640
		Counselors	\$10.50 x 37.5 hrs x 8weeks	3,150
		Counselors	\$10.75 x 37.5 hrs x 8 weeks	3,225
Lifeguards		Head	\$12.75 x 40 hrs x 10 weeks	5,100
		Swm Instruct	\$11.75 x 25hrs x 6 weeks	1,763
		Retng Guards	\$11.25 x 40 hrs week x 10 w	4,500
		Life Guard	\$11 x 2 x 40 hrs week x 10 w	8,800
Skating		Ice Monitor		500
Total				43,077

HWY Dept: Contractual hourly increase for union employees  
is 2% and Pension increase is 6%

Portion of increase attributable to the Union contract including taxes and pension = 8,089

1% 14,874.28  
2% 21,659.56  
3% 28,444.84



Board of Selectmen  
Regular Meeting

January 7, 2014  
4:30 P.M. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Kathryn Boughton, Debbie Devaux, Mike Everett, Steve Hall, Lesly Ferris, Donna Hayes, Barbara Herbst, Gary Hock, William McAlpin, Caralee Rochovansky, Peter Starbuck, Rick Osborne and Lynn Worthington.

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

Mr. Adams requested the following changes be made to the agenda:

- 8. e Agenda for Annual Town Meeting be moved to item 8k
- 8. e. KVFD Ladder Truck Purchase
- 9. e. Change Land Acquisition Committee to Land Acquisition Fund

The Pledge of Allegiance was recited.

**Approval of Minutes:**

Mr. Adams made a motion to approve the minutes of the December 3, 2013 regular meeting, as written. The motion was seconded by Mrs. Williams and the motion carried.

**Public Communication:**

Oral: None.

Written: Mr. Adams read the Senior activities report from Lesly Ferris, attached.

**Report of First Selectman:**

Mr. Adams reported on some of the things he did during the month of December:

- Two pistol permit interviews.
- Monthly Kent Chamber of Commerce meeting.
- Met with KVFD President and Chief to discuss staffing issues.
- Attended KLT annual meeting.
- Presided over Town tree lighting.
- Attended Tree of Life ceremony.
- Met to discuss public restrooms in Kent.
- Attended ZBA meeting on a cease and desist.
- Picked up food at Sacred Heart for Food Bank.
- Met to discuss KVFD and EMD conflict – Resolved.
- Christmas food pick-up at Food Bank.

Meetings covered by the BOS – Group or individual

- BOS MEETING – 12/3 Full BOS
- Monthly COG – Bruce
- Sewer construction meeting – Bruce
- Monthly Sewer Commission meeting – Bruce
- KCS Building Committee – Bruce and Mike



**Police report:**

I meet with Trooper Fisher every day that he is on duty. He fills me in on issues and certain individuals I should know about. He communicates with me on days off as needed. After five months on the job, I am very pleased with the job Trooper Fisher is doing. He is personable and very available and truly cares about the town and its citizens.

**Report of Selectmen:**

Mrs. Williams had nothing new to report.

Mr. VanValkenburg asked Mr. Adams for an update on the proposed textile container. Mr. Adams reported that the company that made the proposal is still in the process of securing towns to join the program.

**Report of Treasurer:**

Mrs. Herbst presented the following reports (attached):

- Building Inspector
- Park and Rec – Fee Programs FYE 2014
- Actual vs. Budget YTD – narrative
- Treasurer's Cash Report

**C-Pace:**

William McAlpin of C-Pace provided an overview of C-Pace and how the program works (literature attached). Mr. McAlpin stated that C-Pace is an innovative financing structure that enables commercial, industrial, and multi-family property owners to access financing for qualified energy upgrades and repay through a benefit assessment on their property tax.

Mr. VanValkenburg made a motion to authorize First Selectman Bruce K. Adams to sign the attached Approving Resolution to Approve Commercial Property Assessed Clean Energy ("C-PACE") Agreement and to bring the concept to the Board of Finance for endorsement to bring to a Town Meeting. The motion was seconded by Mrs. Williams and the motion carried.

**Mike Everett – Proposed road extension:**

Mike Everett came to the Board of Selectmen to propose that Kent Green Boulevard be extended to Maple Street Extension. He added that if there were a through street, starter homes could be built in the now empty field and the property owner is in favor of the proposal. Mr. Everett added that he comes to the Board of Selectmen as a citizen and not a member of any board, commission or organization.

Mr. Adams thanked Mr. Everett for the presentation. No action was taken.

**KEETF:**

Kent Energy and Environmental Task Force (KEETF) Chairman Karren Garrity asked the Board of Selectmen to authorize a check in the amount of \$6,000, payable to Davis

IGA, for a plastic bag free week initiative (attached). Mr. Adams made a motion to authorize payment be made to Davis IGA for the plastic bag free week initiative in the amount of \$6,000 from the KEEFT grant funds. The motion was seconded by Mrs. Williams and the motion carried.

Mrs. Garrity also requested an additional check in the amount of \$331.99, payable to Homestead, for a website. Mr. Adams stated that the balance of the account after the \$6,000 check is \$145. Mr. Adams made a motion to make a check payable to Homestead in the amount of \$145 for a KEEFT website from the KEEFT grant fund. The motion was seconded by Mrs. Williams and the motion carried.

**BOS Sub-Committees:**

Mr. Adams reported that there are several Board of Selectmen sub-committees that have completed their charge and can be disband. Mr. Adams made a motion to disband the following Board of Selectmen sub-committees, effective immediately:

- Consulting Engineering Selection Committee

- Kent Sewer Study

- Emergency Management

- Land Acquisition Study

- Policy and Procedure

- Property Tax Deferment

- Technology Advisory

- Veteran's Memorial

- Kent Energy and Environmental Task Force

The motion was seconded by Mrs. Williams and the motion carried.

**KVFD Ladder Truck Purchase:**

Mr. Adams reported that Gary Hock of the KVFD came and met with him and the treasurer regarding funding for the purchase of a used aerial truck. The treasurer confirmed that currently the Five-Year Capital Plan has \$250,000 appropriated for said purchase with \$125,000 being appropriated in FY' 14-15 and again in FY 15-16 for a total of \$500,000. The cost of the used aerial truck is \$380,000.

The treasurer made the following recommendation:

- Upon approval of the BOS and the BOF and the Town at the January 16, 2014 Town meeting, that the additional funding of \$130,000 necessary to facilitate this purchase be advanced out of the Five-Year Capital Plan reserves. Recapture of said advance will happen on July 1<sup>st</sup> of each ensuing fiscal year until repaid. Funding for repayment will come directly from Capital appropriations to KVFD for the purchase of KVFD Apparatus, labeled Aerial Truck. This process will facilitate the advantageous purchase of this aerial truck and keep the Five-Year Capital Plan intact without appropriating additional funding.

Mr. Adams made a motion to approve and recommend to the Board of Finance that \$130,000 of bridge funding be appropriated from the Five-Year Capital reserves from GL# 32000 to KVFD Apparatus, Aerial Truck GL# 316115-2. This bridge funding is to

be used to purchase an Aerial Truck as proposed by KVFD. Upon approval of this bridge funding, the capital funding already in place for FY 14-15 and FY 15-16, in the Five-Year Capital Plan, labeled KVFD Apparatus, Aerial Truck, will be encumbered and used to replenish the \$130,000. The motion was seconded by Mr. VanValkenburg and the motion carried.

**Community House –Emergency Shelter:**

Mr. Adams stated he had nothing new to report.

**Town Clerk Bank Account:**

Mr. Adams reported that the Town Clerk Darlene Brady notified him that the signers on the Town Clerk bank account have not been updated since 2009. Mr. Adams made a motion to authorize to change the signers on the Town Clerk bank account to include the current First Selectman, Treasurer and Town Clerk. The motion was seconded by Mr. VanValkenburg and the motion carried.

**Bull's Bridge Steap Grant:**

Mr. VanValkenburg made the following motion:

I resolve that Bruce K. Adams, First Selectman, be, and hereby is authorized to sign the agreement entitled: STEAP Grant Agreement between the State of Connecticut and the Town of Kent for Construction of Repairs to Bull's Bridge.

Adopted by the Board of Selectmen of the Town of Kent, Connecticut this 7<sup>th</sup> day of January 2014.

The motion was seconded by Mrs. Williams and the motion carried.

**Community House Bingo:**

KVFD member Caralee Rochovansky came to the Board of Selectmen with a request to rent the Community House every Sunday afternoon for KVFD Bingo. She would handle obtaining the proper permits and would provide the town with proof of insurance. She added that set-up and clean-up would be handled by volunteers co-ordinated by KVFD. Mr. VanValkenburg made a motion to approve the use of the Community House main floor every Sunday afternoon, with the exception of the three Sundays already booked, for a period of one year by KVFD to run Bingo for a fee of \$200 per week for a period of one year (start date to be determined) with a formal contract drafted by Town Attorney. The motion was seconded by Mrs. Williams and the motion carried.

**Animal Control Officer:**

Animal Control Officer Lee Sohl asked the Board of Selectmen to pay for a CPR/First Aide Class and the related charges for her and the Assistant Animal Control Officer. Mr. Adams made a motion to approve reimbursement for a CPR/First Aide Class, books and mileage for the Animal Control Officer and the Assistant Animal Control Officer not to exceed \$200 from the Dog Fund account. The motion was seconded by Mr. VanValkenburg and the motion carried.

**Agenda for Annual Town Meeting – January 16, 2014:**

Mr. Adams made a motion to approve the agenda for the Annual Town Meeting on January 16, 2014, as written (attached). The motion was seconded by Mr. VanValkenburg and the motion carried.

**Housatonic River Commission Letter of Support:**

Mr. Adams stated that Jesse Klingebiel made a presentation at the December 3, 2013 BOS meeting regarding the Wild and Scenic Designation of the Housatonic River and requested a letter of support. Mr. Adams made a motion to authorize a letter of support for the Wild and Scenic Designation of the Housatonic River. The motion was seconded by Mrs. Williams and the motion carried.

**9/11 Memorial:**

Mr. Adams stated that the Board of Selectmen made a motion to approve a 9/11 memorial with follow-up in the spring to work out the details. Mr. Adams stated that he received a letter from Catherine Bachrach which he read (attached). The Board of Selectmen took no action.

**John Deere Gator:**

Mr. Adams stated that Town Attorney prepared a resolution for the 2007 John Deere Gator. Mr. VanValkenburg made the following motion:

I, Mike VanValkenburg, move that the Town of Kent shall assign, transfer and convey the 2007 John Deere "Gator" to KVFD subject to terms and conditions set forth in the document entitled "Assignment and Transfer with Acceptance" drafted by the Town relating to same.

Resolved that the Town of Kent shall assign, transfer and convey the 2007 John Deere Gator utility vehicle unto the KVFD, together with and subject to the terms and conditions set forth in the document entitled "Assignment and Transfer with Acceptance" by and between the Town of Kent and the Kent Volunteer Fire Department, an emergency services organization that furnishes emergency services to and within the Town of Kent. FURTHER RESOLVED, that First Selectman Bruce K. Adams is authorized to execute said document so as to complete the transaction."

The motion was seconded by Mrs. Williams and the motion carried.

**Policy and Procedure Manual:**

Mr. Adams stated that the Board of Selectmen should have reviewed the Policy and Procedure Manual in September of 2012. He stated that due to the ongoing review of job descriptions that the review of the manual was delayed. At the December BOS Meeting Mr. Adams asked the other Selectmen to review the Policy and Procedure Manual and be prepared to make any revisions or accept as written. Mr. Adams made a motion to make the following amendments to the Policy and Procedure Manual:

Page 2 add:

**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.

Page 4 and 5 adjust to read:

Accurately recording time worked is the responsibility of hourly employees. Hourly employees must complete a time record at the end of each day and verify that all necessary information regarding the date and hours worked is correct and legible. The 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.

Page 10:

Add - Assessor Assistant under Part-time hourly employees

Delete – Building Department Clerk under Part-time hourly employees

Page 14 add:

½ day on Christmas Eve

½ day on News Year Eve

The motion was seconded by Mr. VanValkenburg and the motion carried.

Mr. Adams made a motion to accept the Policy and Procedure Manual as amended. The motion was seconded by Mr. VanValkenburg and the motion carried. The Board of Selectmen agreed that this review satisfies the requirement for the September of 2014 review.

Mr. Adams made a motion to change the Social Services Director's job description to include the following:

**VETERAN'S ADMINISTRATOR LIAISON**

Provide assistance and advocate for the aid and benefit of veterans, their spouses and eligible dependents and family members.

The motion was seconded by Mr. VanValkenburg and the motion carried.

Mrs. Ferris asked when the remaining job descriptions would be reviewed. Mr. Adams stated as soon as possible.

**Land Acquisition Fund:**

Mr. Adams stated that he distributed a copy of the Town of Goshen ordinance, Title 67 – Land Acquisition (attached) to the Board of Selectmen for review. Mr. Adams and Mrs. Williams are in favor of the concept of using 490 money to fund an account. Mr. VanValkenburg stated that he has some reservations because of the statutory limitation attached to the 490 funds. No action taken.

**Tax Refunds:**

Mr. Adams reported that there were no tax refunds.

Mr. VanValkenburg made a motion to adjourn the meeting at 6:21 p.m. The motion was seconded by Mrs. Williams and the motion carried.

Joyce Kearns  
Administrative Assistant

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

Board of Selectmen  
Special Meeting

September 16, 2013  
9:00 a.m. Town Hall

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Chelsea Edgar, Lesly Ferris and Rick Osborne.

Mr. Adams called the meeting to order at 9:00 a.m.

**Job Descriptions:**

Mr. Adams made a motion to approve the Assistant Assessor job description, as reviewed by Kona, with the removal of posted office hours and the bullet that reads as follows:

At successful completion of each certification course there will be a \$1.00 an hour pay increase.

The educational/training piece will be included in the letter of employment. The motion was seconded by Mr. VanValkenburg and the motion carried.

Mr. Adams made a motion to approve the Assessor job description, as reviewed by Kona, with the removal of the posted office hours. The motion was seconded by Mr. VanValkenburg. Mr. Adams asked if there was any discussion and Mrs. Williams asked how can the Assessor report to "pending statutory review" as referenced on the job description. Mr. Adams withdrew his motion and stated that he would need to talk to the Assessor for clarification.

The Board of Selectmen reviewed the Tax Collector Assistant job description and agreed to remove the following bullet:

At successful completion of each certification course there will be a \$1.00 an hour pay increase.

Prior to making a motion there was question regarding the bullet that reads as follows:

Individual will take and pass the necessary courses and exam required to become a Certified Connecticut Municipal Collector within five (5) years from date of hire.

Mr. Adams agreed to talk to the Tax Collector to get clarification on that requirement.

Mr. Adams made a motion to approve the Tax Collector job description as written with the removal of the posted office hours and change the hours of work to read: 20 hours per week. Hours vary on a weekly basis. The motion was seconded by Mr. VanValkenburg and the motion carried.

Mr. Adams stated that the following job descriptions still need to be approved:

Treasurer	Treasurer Clerk
Assessor	Tax Collector Assistant
Town Clerk	Assistant Town Clerk

He stated that another meeting would need to be scheduled.



**Policy and Procedure Manual:**

Mr. Adams reported that at the September 11, 2013 meeting a motion was made to discontinue the practice of paying all expenses and salary increases for classes for all departments with the exception of the Land Use Officer, Assistant Assessor and the Assistant Tax Collector, who have already begun the certification process. He added that the three employees grandfathered were hired with the language already in their job description and/or employment letter and have already begun the process.

Mrs. Ferris asked for clarification on the definition of education/training and if employees will still be able to attend one-day seminars and be reimbursed for mileage. She added that she feels that the current language is ambiguous. Mr. Adams agreed with her and stated that he is 100% behind continuing education. The Board of Selectmen agreed that Mr. Adams and Mrs. Ferris could work on the wording and report back to the Board.

Mr. Adams made a motion to adjourn the meeting at 9:55 a.m. The motion was seconded by Mr. VanValkenburg and the motion carried.

Joyce Kearns  
Administrative Assistant

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

Present: Bruce Adams, Susi Williams and Mike VanValkenburg.

Also present: Kathryn Boughton, Lesly Ferris, Alan Gawel, Barbara Herbst, Gary Hock, Brian Hunt, Jesse Klingebiel, Rick Osborne, Linda Palmer and Lynn Worthington.

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

Mr. Adams stated that there is one item to add to the agenda:

- 7. h Social Services Director Report

**Approval of Minutes:**

Mr. Adams made a motion to approve the minutes of the November 6, November 18, and November 19, 2013, Special meetings, as written. The motion was seconded by Mrs. Williams and the motion carried.

**Public Communication:**

**Oral:** Kent resident Linda Palmer stated that she and her husband built a home on Carter Road in 1976. She stated that they were aware that High Watch was up the road when they built the house. However, with the recent expansion of High Watch, there has been an influx of traffic on the road. There are regular daily deliveries by tractor trailer in addition to the ambulance several times a day, she also stated that there was an overflow of cars on the road last Fourth of July. Mr. Adams stated that the Fourth of July traffic was a result of Kent Falls and that situation has been addressed and managed by the resident trooper. He stated that he would talk to a High Watch representative regarding the deliveries. The Kent Volunteer Ambulance service has discussed the volume of calls that High Watch generates and is continuing discussions. Mr. Adams thanked Mrs. Palmer for attending the meeting and expressing her concerns.

**Written:** Mr. Adams reported the following written correspondences were received during the month of November:

- o Kent Land Trust Annual Meeting at Kent Town Hall on Saturday, December 7, 2013 at 5:30 p.m.
- o New Milford VNA – Tree of Life at the Swift House on Sunday, December 8, 2013 at 4:30 p.m.
- o KVFD Stuff-A-Truck at the Kent Fire House on Sunday, December 8, 2013 from 10 a.m. – 4 p.m.
- o KVFD Parade of Lights starts at Kent Green, ending at the firehouse, on Saturday, December 14, 2013 at 5:30 p.m.
- o New Milford VNA December ad featuring Lesly Ferris
- o Lake Waramaug Slow/No WAKE Zone proposal from Craig Bibb
- o Letter from Emergency Management Director Brian Hunt
- o Senior Center Activities

**Report of First Selectman:**

Mr. Adams reported on some of the things he did during the month of November:

- o Two pistol permit interviews
- o Attended Veteran's program at KCS
- o Senior lunch every Friday
- o Veteran's Day at Kent Veteran's Memorial
- o Swearing-in of various elected officials
- o Met with Town Attorney to discuss a number of topics
- o Met to discuss Kent's Hazardous Mitigation Plan
- o Attended an ADA workshop in Newington

Meetings covered by the BOS – Group or individual:

- o BOS meetings – 11/6, 11/18 and 11/19 – Full BOS
- o Met with KVFD to discuss recruitment and retention – Bruce
- o Hazardous Mitigation Plan – Bruce
- o BOF monthly meeting – Bruce
- o Sewer Commission meeting – Bruce
- o CL&P work center closure – Mike

**Police report:**

I meet with Trooper Fisher every day that he is on duty. He fills me in on issues and certain individuals I should know about. He communicates with me on days off as needed. After five months on the job, I am very pleased with the job Trooper Fisher is doing. He is personable and very available and truly cares about the town and its citizens.

His number at Town Hall is 860-927-3134. E-mail is residenttrooper@townofkentct.org.

**Report of Selectmen:**

Mr. VanValkenburg reported that he attended a CL&P meeting in which the closure of the New Milford work center was discussed. He stated that the meeting was not for the public to express concerns, but for CL&P to state that the closure will be happening. CL&P stated that there will be trouble shooters called into the area when needed. Mr. VanValkenburg stated he is very concerned about the response time to Kent due to the closure.

Mrs. Williams reported that she has spoken with Marge Smith of the Historical Society and Jeffrey Morgan of the Historic District and they agreed to be members of an Historic Building Task Force to catalog historic features and identify potential threats to historic structures as suggested in the 2012 Plan of Conservation and Development.

**Report of Treasurer:**

Mrs. Herbst presented the following reports:

- o Building Inspector Report
- o Park and Rec Fee Program Report
- o Treasurer's Cash Report

**Housatonic River Commission:**

Jesse Klingebiel of the Housatonic River Commission attended the meeting to present a fact sheet about Wild and Scenic Designation and summary notes from a meeting HRC representatives had with the DEEP and the National Park Service (both attached) and to request a letter of support from the Board of Selectmen.

Mr. Adams thanked Mr. Klingebiel for the presentation and agreed that the Board of Selectmen would review the material provided and revisit the request at next month's meeting.

**9/11 Memorial:**

Mrs. Williams made the following motion:

The Town of Kent to install a plaque either inside or outside of the Town Hall to read as follows:

IN MEMORIAM

TO THE 2,997 PEOPLE KILLED BY ISLAMIST EXTREMISTS ON SEPTEMBER 11, 2001

AMONG THOSE MURDERED AT THE WORLD TRADE CENTER IN NEW YORK CITY WAS  
LIFELONG KENT RESIDENT JAMES GADIEL, AGE 23, A GENTLEMAN AND A GENTLE MAN

The motion was seconded by Mr. VanValkenburg. Mr. Adams stated that the funding of the proposed project is to be determined. The motion carried.

**Pledge of Allegiance:**

Mrs. Williams made a motion that starting in January of 2014 all Board of Selectmen meetings will start with the pledge of allegiance. The motion was seconded by Mr. VanValkenburg and the motion carried. Mr. Adams stated that a flag will be purchased for the second floor meeting room.

**John Deere Gator:**

Mr. Adams stated that a John Deere Gator was purchased with a Homeland Security grant in 2007. There have been some issues between the Emergency Management Director and the Kent Volunteer Fire Department as to the ownership and the intended utilization of the gator. Emergency Management Director Brian Hunt's letter in which he outlines his thoughts is attached. Fire Chief Alan Gawel stated that the equipment has been in the care and control of the Kent Volunteer Fire Department since it was purchased. The fire department has upgraded and added equipment to the gator. Mr. Adams asked if the KVFD was given the gator, would Emergency Management have access to utilize it. Mr. Gawel clearly stated yes.

Mr. VanValkenburg made a motion to give care and control of the 2007 John Deere Gator to the Kent Volunteer Fire Department, with the approved use of the gator by the Emergency Management Department. The motion was seconded by Mrs. Williams and the motion carried.

**Holiday Office Hours:**

Mr. Adams stated that Town Hall will be closing at noon on Tuesday, December 24, 2013 and Tuesday, December 31, 2013.

**2014-2015 Operating Budget Schedule:**

A Budget Schedule for fiscal year 2014-2015 was presented and approved (attached).

**Appointments:**

Mr. Adams made a motion to make the following appointments:

Rich Chavka P&Z Commission- Alt. 2-Year term to expire 11/30/2015

Rex Newton Inland/Wetland Commission 5-Year term to expire 12/31/2018

Kevin Brady Lake Waramaug Authority 3-Year term to expire 12/31/2016

The motion was seconded by Mrs. Williams and the motion carried.

**Social Services Director's Report:**

Leah Pullaro provided a report for July, August and September of 2013 (attached).

**2014 Steap Grant Applications:**

Mr. Adams that the following are possibilities for Steap grants:

Kent Memorial Library

Community House: restrooms and sound system

Streetscape

KVFD

KCS: windows

**Policy and Procedure Manual:**

Mr. Adams stated that the following job descriptions need to be created and approved:

First Selectman

Selectman

Transfer Station Attendant

BOF Clerk

Registrars

Mr. Adams stated that the following job descriptions need to be approved:

Highway Foreman

CDL Maintainer

Non/CDL Maintainer

Town Clerk

Assistant Town Clerk

Mr. Adams asked the Board of Selectmen to review the Policy and Procedure Manual and be prepared to provide any proposed changes and/or approve as written.

**Tax Refunds:**

No tax refunds submitted for approval.

Mr. VanValkenburg made a motion to adjourn the meeting at 5:49 p.m. The motion was seconded by Mrs. Williams and the motion carried.

Joyce Kearns  
Administrative Assistant

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

Fall 2011

#3c

JOB DESCRIPTIONS  
RETURNED SIGNED

Administrative Assistant

Joyce 10/7/11

Assessor

Patty 2/28/12

Asst. Assessor

Jummy 2/28/12

Asst. Town Clerk

Asst. Town Clerk

Building Department Clerk

Christine 10/14/11

Highway Foreman

Eck 10/7/11

Land Use Clerk

Donna 10/7/11

Land Use Administrator

Dan 10/7/11

Park & Rec

Lesly 2/15/12

Social Service Director

Jerrilynn 10/11/11

Tax Collector

Rebble 2/22/12

Tax Collector Assistant

Jennifer 10/14/11

Town Clerk

Treasurer

Barbara 10/2/11

Treasurer Clerk

Patty 10/25/11

Treasurer Clerk

Lynn 10/25/11



Fall 2013

JOB DESCRIPTIONS  
REVIEWED AND APPROVED BY BOS  
2013

Administrative Assistant	August 1. 2013	employ signed
Assessor	October 1. 2013	
Assessor Assistant	July 13. 2013	
Assistant Assessor	BOS = 8/1/13	
Board of Finance Clerk		
Highway Foreman		
Highway CDL		
Highway non CDL		
Land Use Clerk	August 7. 2013	employee signed
Land Use Administrator	August 7. 2013	employee signed
Park and Rec Director	August 1. 2013	employee signed
Social Services Director	August 1. 2013	employee signed
Tax Collector	September 16. 2013	
Town Clerk		
Town Clerk Assistant		
Treasurer	October 1. 2013	employee signed
Treasurer Clerk	October 1. 2013	employee signed
ZBA Clerk	August 7. 2013	employee signed
Animal Control	October 15. 2013	employee signed



#4

## TOWN OF KENT

January 2015

Memo to Department Heads, Board & Commission Chairs and any entity that is a part of the Kent Budget:

Budget season is once again upon us. In the past few years most of you have done a good job of holding your budgets down in difficult times. I truly appreciate your efforts.

As we begin this new budget process I ask that you make every effort to keep your budget flat. I understand that some increases are out of your control, but you will be expected to document these and any other areas of your budget that goes up. Now is not the time for new positions, new programs or large purchases.

I am happy to discuss this and anything else related to the budget process and I am always open to suggestions for areas to save money.

Bruce Adams  
First Selectman





#5

Joyce Kearns &lt;adminassist@townofkentct.org&gt;

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## Change to Clerical Salary Line

1 message

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**Donna Hayes** <landuseadmin@townofkentct.org>

Fri, Mar 20, 2015 at 12:02 PM

To: Bruce Adams &lt;firstselectman@townofkentct.org&gt;, Barbara Herbst &lt;treasurer@townofkentct.org&gt;

Cc: Joyce Kearns &lt;adminassist@townofkentct.org&gt;

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&amp;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*

**TOWN OF KENT  
ASSISTANT TOWN CLERK**

**Position Summary:**

To work in a supportive role to the Town Clerk. Follow all requirements that are defined by Connecticut State Status to support the official records maintained by the Town Clerk's Office.

**Reports to:**

Work under the direct supervision of the Clerk.

**Hours of Work:**

Part-time appointed hourly position.

Hours of work: Varies with office needs.

**Essential Job Functions:**

- Provide customer service and maintain effective working relationships with Town officials, associates and the public.
- Calculate, collect and report all fees received.

**Job Qualifications:**

- Training or ability to be trained in tasks and procedures related to statutes, ordinances and principles of the Office of Town Clerk.
- Computer literacy with knowledge of Microsoft Word, Microsoft Excel and other computer programs utilized within the Town Clerk's office.
- Concentrate on detail with constant interruptions.
- Distinguish between public and confidential information and handle appropriately.

**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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
41	ROV - Deputy Registrar	H	14.75	1,914	15.19	119	28		126	63 hrs each			
42	ROV - Workers	H	11.28	1,929	11.62	120	28		166				
43	ROV - Official Clerical	H	0.00	0	0.00	0	0			Deleted per Registrar(s)			
44	ROV - Moderator	H	16.36	1,095	16.85	68	16		65				
45	Trnsf Station Manager	H	17.19	15,652	17.71	970	227		884	17 hrs per week			
46	Trnsf Station Assistant	H	10.93	7,168	11.26	444	104		468	9hrs per week and 53hrs @ J Lindsay OT rate for substitute			
47	SS - Administrator	S	25.75	37,238	26.52	2,309	540		1404	27 hrs per week (9 hrs weekly increase)			
48	Tax Collector (2 yr term)	S	33,191.00	34,187		2,120	496						
49	Tax Collector Assistant	H	22.00	14,140	22.66	877	205		624	was 10.5 hrs per wk now 12 hrs per week			
50	Town Clerk (4 yr term)	S	43,957.00	45,276		2,807	656	2,263.79	1560	30 hrs per week			
51	Town Clerk Assistant LH	H	20.49	13,169	21.10	816	191		624	12 hrs per week			
52	Town Clerk Assistant MC	H	16.01	8,575	16.49	532	124		520	10 hrs per week			
53	ZBA Clerk	H	19.67	1,000	20.26	62	14		49.35	4.1 hrs per month			
54	P/R Hourly Employees	H		42,621		2,642	618			After Sch/Camp Kent/Lifeguards/Ice M			
55	<b>Totals</b>			963,445		59,733.57	13,969.95	34,372.16					

NOTES:

Land Use P/Z Includes one step of \$1,000 for certification as ZEO (per employment contract)

Tax Collector Assistant: Last year the Tax Collector budgeted the assistant line to reflect 450 working hours per year, paid holidays and two step increases of \$1.00 per hr for each certification class taken and passed during the fiscal year 2013-2014 (as authorized by TC Assistant job description) (total of 546 hrs)

Park and Recreation: After School Program	Director	\$15.5 x 2.75hrs x 167 days	7,118
	Counselors	\$10 x 2.5hrs x 167 days	4,175
Camp Kent	Director	\$14 x 40 hrs x 8 weeks	4,480
	Counselors	\$10.25 x 37.5 hrs x 2 x 8wee	6,150
Lifeguards	Head	\$12.50 x 40 hrs x 10 weeks	5,000
	Swm Instruct	\$11.75 x 25hrs x 6 weeks	1,763
	Retng Guards	\$11 x 3 x 40 hrs week x 10 w	13,200
Skating	Ice Monitor		735
Total			42,621

HWY Dept: Contractural hourly increase last year for union employees was 3% and Pension increase was 10%

Board of Selectmen  
Regular Meeting

October 4, 2011  
4:30 P.M. Town Hall

Present: Bruce Adams, Karren Garrity and George Jacobsen.

Also present: Kathryn Boughton, Dennis DePaul, Ed Epstein, Lesly Ferris, Todd Jones, Connie Manes, Rick Osborne, Asher Pavel, and Lynn Worthington.

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

Mr. Adams made a motion to add two items to the agenda:

- 7d Resolution of Department of Emergency Management and Homeland Security
- 7e TIP Fund – Food Bank

**Minutes:**

Mrs. Garrity made a motion to approve the minutes for the Special meeting on September 6, 2011 as written. The motion was seconded by Mr. Adams and the motion carried.

Mr. Jacobsen made a motion to approve the minutes of the Regular monthly meeting on September 6, 2011 as written. The motion was seconded by Mr. Adams and the motion carried.

Mr. Jacobsen made a motion to approve the minutes of the Special meeting on September 13, 2011 as written. The motion was seconded by Mr. Adams and the motion carried.

**Public Communication:**

**Oral:** Lesly Ferris, Park and Rec Director, reported that the Housatonic Youth Service Bureau Prevention Network will be hosting a RX take back day on October 29, 2011 at the YMCA in Canaan.

**Written:** Mr. Adams received a thank you letter from Literacy Volunteers. Jacqueline Farrell, Executive Director, thanked the Town of Kent for the grant of \$1,000.00.

Mr. Adams received a letter of gratitude from Marion Fiengo. Ms. Fiengo thanked Jerrilynn Tiso, Social Service Director, for all that she has done for her.

**Report of First Selectman:**

Here are some things I did in the Month of September:

Met with DOT rep to discuss adjustment of timing of light at monument.

Met with KLT President to discuss damage to KLT property.

Friday Senior Lunch.

KLT Annual Cocktail party – Full BOS.

Numerous meetings at the Community House.

Met with CIRMA rep.  
Met with Town Attorney to discuss LPC lawsuit.

Meetings covered by the BOS –Group or individual  
BOS meetings – 9/6, 9/13 – Full BOS  
COG – Bruce  
Meetings with all employees on job descriptions – Full BOS  
Sewer project meeting – Bruce  
BOF – Bruce  
Chamber of Commerce – Bruce

**Police Report:**

Calls for service	185
Non reportable	34
Motor vehicle accidents	4
Fatal motor vehicle accidents	0
Motor vehicle stops	13
Criminal investigations	5

**Of Note:**

Senior lunch on Friday is up and running again. Going great. Thank you to Joyce and Lesly for weekly help.

CH is nearly complete. Painting of main floor is complete. Inspections necessary before use.

Entering an e-waste contest at the transfer station. E-waste is wanted and anyone can drop off. No permit required and no cost.

**Report of Selectmen:**

Mrs. Garrity reported that the Environmental Task Force is continuing to hold monthly films/lectures in the "It Matters" series.

Mr. Jacobsen had nothing to report.

**Report of Treasurer:**

No report.

**Appointments:**

Mr. Adams made a motion to table the appointments until the new board is in place. The motion was seconded by Mrs. Garrity and the motion carried.

**Veteran's Memorial Committee:**

Mr. Adams made a motion that the Veteran's Memorial Committee be removed from

ties to the Board of Selectmen and be a separate entity. The motion was seconded by Mrs. Garrity and the motion carried.

**Elected Officials P&P Manual:**

Mr. Jacobsen made a motion to table the Elected Officials Policy and Procedure Manual until the Town Attorney has reviewed the manual. The motion was seconded by Mr. Adams and the motion carried.

**Resolution of Department of Emergency Management and Homeland Security:**

Mr. Adams made a motion to resolve that the Town of Kent may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

Further resolved, that Bruce K. Adams, as First Selectman of the Town of Kent, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Kent and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The motion was seconded by Mr. Jacobsen and the motion carried.

**TIP Fund – Food Bank:**

Mr. Adams made a motion to expend up to \$2,100 to replace the flooring in the Food Bank located in the lower level of the Community House. The motion was seconded by Mr. Jacobsen and the motion carried.

**Tax Sales:**

Mr. Jacobsen made a motion to table the discussion of the proposed Tax Sale properties. The motion was seconded by Mr. Adams and the motion carried.

**Property Tax Deferment Proposal:**

Mr. Jacobsen made a motion to appoint the following five resident taxpayers to the Property Tax Deferment Committee: Bill Bachrach, Jim Samartini, Wendy Murphy, Carol McCann and Doris Palmer. The committee will study and investigate with respect to such property tax relief and, on the basis thereof, prepare a report to be presented to the Board of Finance or equivalent body of such municipality which report shall include the following: (1) The fiscal effect of such property tax relief on property tax revenue for such municipality; (2) recommendations with respect to the form and extent of such property tax relief. The motion was seconded by Mr. Adams and the motion carried.



**Land Acquisition Committee:**

Mrs. Garrity made a motion to appoint Dick Lindsay, Dennis DePaul and Jim Perkins to the Land Acquisition Action Committee to find land that would be suitable for the Town

of Kent and research the need for a fund and make a recommendation to the BOS on how to fund it. The motion was seconded by Mr. Adams and the motion carried.

**Job Descriptions:**

Mr. Adams made a motion to approve the job descriptions as written. The motion was seconded by Mrs. Garrity and the motion carried.

**Salary Adjustments:**

Mr. Adams made the following motion:

Money was set aside in the Contingency line for review of salaries, not merit pay. Increases are being given for reasons discussed in Executive Session. Adjustments are retroactive back to July 1, 2011. The money is to be taken from the Contingency line. Land Use Clerk to receive an additional \$2.00 per hour; Assistant Town Clerk, Linda Hall to receive an additional \$2.00 per hour; Town Clerk to receive an additional \$2,658.00 annually and Treasurer to receive an additional \$1,664.00 annually.

The motion was seconded by Mr. Jacobsen and the motion carried.

**Policy and Procedure Manual:**

Mr. Jacobsen made a motion to approve the Employee Policy and Procedure Manual as amended. The motion was seconded by Mr. Adams and the motion carried. Mr. Adams stated that the manuals will be distributed to all employees this week.

**Tax Refunds:**

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

Estate of Lynn Redgrave c/o Benjamin Clark	\$117.62
Darrell P Wheeler or Donovan L Howard	\$ 63.56
Donovan L Howard	\$ 15.04
Elaine Freeman	\$247.59
Charles F and Joan M King	\$ 24.86

The motion was seconded by Mrs. Garrity and the motion carried.

Mr. Adams made a motion to adjourn the meeting at 5:56 p.m. The motion was seconded by Mrs. Garrity and the motion carried.



Joyce Kearns  
Administrative Assistant

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

**Sample Constant Contact Questionnaire on use of \$500k STEAP Grant**

The Town of Kent was awarded a \$500,000 STEAP grant a year ago to purchase the Town and Country lot and to develop the lot to include needed public restrooms and a visitor center. That deal did not work out, but we still have the funds, which must be used for a similar purpose. The following short questionnaire is an effort to get an idea what the town wants.

Please respond to the following 5 questions. There is a space for additional comment at the end.

- 1. Use the funds to purchase a portion of the Kent train station and add restrooms and a visitors center. The Kent Pharmacy is moving there. YES NO
- 2. Use the funds to purchase the small vacant lot behind the train station and construct a freestanding restroom/visitor center building. YES NO
- 3. Use the funds to do both #1 and # 2 above. This of course is subject to pricing. YES NO
- 4. Add public restrooms/visitor center on the grounds of the town owned Swift House(near PATCO) YES NO
- 5. Build a freestanding building for restrooms/visitor center on the Town and Country lot. The new owner is interested in this. YES NO
- 6. Return the funds to the State. YES NO

Please add your comments here