



**BOARD OF SELECTMEN**

**Regular Meeting**

**May 11, 2021 6:30 P.M.**

Access to meeting via Zoom: <https://us02web.zoom.us/j/87359901408>  
Meeting ID: 873 5990 1408  
One tap mobile: +1 646 558 8656 US (New York)

1. **Call to order**
2. **Approval of Minutes**
  - a. March 26, 2021 Special Meeting
  - b. April 6, 2021 Special Meeting
  - c. April 9, 2021 Special Meeting
  - d. April 13, 2021 Regular Meeting
  - e. April 27, 2021 Special Meeting
3. **Public Communication**
  - a. None.
4. **Treasurer's Report**
5. **Assessor's Report**
6. **Tax Refunds**
7. **New Business.**
  - a. Assistant Tax Collector Hiring Subcommittee Recommendation
  - b. Resignation of Land Use Clerk effective April 30, 2021
  - c. Interim Park and Rec Director Hiring Subcommittee Recommendation
  - d. Disband subcommittee(s)  
Assessor Hiring Subcommittee
  - e. Highway Maintainer position discussion
  - f. Town Meeting
  - g. Budget
  - h. Approve Annual Budget Meeting Agenda
8. **Old Business**
  - a. Town Hall opening
  - b. Streetscape Building Committee
  - c. Swift House – Roof Replacement sub-committee
  - d. Main Street – noise/traffic
  - e. Main Street – noise/traffic
  - f. Hiring Policy
    1. April 15, 2021 Email from Debbie Devaux
    2. April 19, 2021 Email from Donna Hayes
    3. May 3, 2021 Email from Barbara Herbst
    4. May 7, 2021 Email from Barbara Herbst
9. **Selectmen's Reports**
10. **Adjourn**

May tax refund(s):

Bailey Erin & Samuel

\$ 34.08





Joyce Kearns <adminassist@townofkentct.org>

**Assistant Tax Collector**

1 message

**Deborah Devaux** <taxcollector@townofkentct.org>

To: firstselectman@townofkentct.org, Chris Garrity <cgarrity@townofkentct.org>, Ed Matson <ematson@townofkentct.org>

Cc: Joyce Kearns <adminassist@townofkentct.org>, Jennifer Dubray <jendubray@gmail.com>

Tue, May 4, 2021 at 2:14 PM

Dear Board,

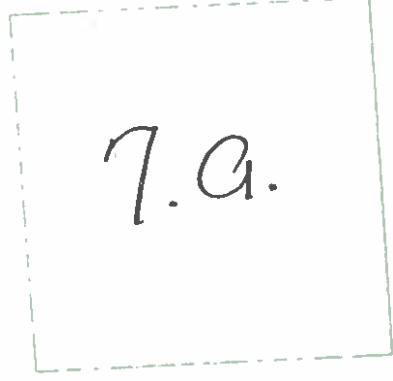
The Committee to select an Assistant Tax Collector met on Monday and unanimously voted to hire one candidate.

I would like to personally endorse this person for the position.

I would also like to recommend a salary of \$20.00 per hour. The job description states an assistant must become certified by the Connecticut Tax Collectors Association in no more than five years. The \$20.00 per hour salary allows for an increase of \$1.00 per hour upon the successful completion and passing of each of the four courses and the final exam. Any COLA increases would be in addition to the \$1.00 per hour.

Thank you very much.

Debbie



7. b.

Tai Kern

109 Lake Drive  
Bethlehem, CT 06751  
203-558-4603  
[kerntai@charter.net](mailto:kerntai@charter.net)

April 14, 2021

Town of Kent, CT  
c/o Donna Hayes, Land Use Administrator  
41 Kent Green Blvd  
Kent, CT. 06757

To Whom it May Concern:

It has been my pleasure to work for the Town of Kent Land Use Office over the past four years. I have sincerely enjoyed having the opportunity to work for such a talented group of professionals in this department for whom I have the utmost respect. Additionally, I am grateful for my time serving such committed commission members in such a lovely town.

That said, I feel that it is time for me to resign my position to explore new opportunities. Please accept this as notice of my resignation effective April 30, 2021. I appreciate the faith you had in me to allow me to take on many different responsibilities. Please let me know if there is anything I can do to offer my assistance in a smooth transition.

I am grateful for the experience and will very much miss the interaction with Kent's employees, commissions, and community. Thank you so much for your understanding.

Sincerely,



Tai Kern



Joyce Kearns <adminassist@townofkentct.org>

**FW: new written hiring policy**

1 message

**Deborah Devaux** <taxcollector@townofkentct.org>  
To: Joyce Kearns <adminassist@townofkentct.org>

Thu, Apr 15, 2021 at 11:10 AM

Here you go.

Debbie

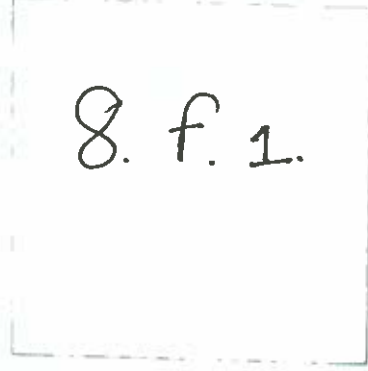
**From:** Deborah Devaux <taxcollector@townofkentct.org>  
**Sent:** Wednesday, April 14, 2021 11:42 AM  
**To:** firstselectman@townofkentct.org; Chris Garrity <cgarrity@townofkentct.org>; 'Ed Matson' <ematson@townofkentct.org>  
**Cc:** 'Patricia Braislin' <assessor@townofkentct.org>  
**Subject:** new written hiring policy

Hello,

I'm writing in response to Selectman Garrity and his remarks last night about how important it is for all new hires to go through the new hiring policy.

Here are some of my questions and misgivings:

1. I have never seen a written document telling me what the policy is.
2. There has never been a meeting in this building discussing the policy with me.
3. This policy has never been formally accepted.
4. Do we receive all of the applications that come in? Have any parts been blacked out?
5. What are the questions that we are supposed to ask? Where do they come from?
6. Are the questions written in the policy? Does the committee make up the questions that fit the job to be filled?
7. How are the committee meetings set up? Are they on Zoom? Who is the host? How much can be in executive session?
8. My list could go on and on.





Joyce Kearns <adminassist@townofkentct.org>

## Resignation Letter from Land Use Clerk , Tai Kern

1 message

Donna Hayes <landuseadmin@townofkentct.org>

To: Jean Conlon-Speck <firstselectman@townofkentct.org>, Ed Matson <ematson@townofkentct.org>, Chris Garrity <cgarrity@townofkentct.org>

Cc: Lynn Werner <lynnhva@hotmail.com>, Matt Winter <MAWinter06757@gmail.com>, Joe Mantley <ManleyJ2@optonline.net>, Sharon Town Building and Zoning <sharonlanduse@gmail.com>

Bcc: adminassist@townofkentct.org

Mon, Apr 19, 2021 at 1:41 PM

Good afternoon,

Per the Town of Kent Employee Policy and Procedure Manual, please accept this as notification of a job vacancy in the Land Use Office. A copy of the resignation letter is attached to this email. A hard copy will be delivered this afternoon.

Article XI, Section 1 of the Inland Wetland Commission By-Laws and Article X, Section 1 of the Planning & Zoning Commission By-Laws state: "Within the limits of the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid the Commission in its work. Appointments shall be made by a majority vote of the entire membership. The Chairperson may be authorized to sign contracts for employing personnel and contracting for planning services as might be approved by the Commission". Based on the stated By-Laws, this morning's conversation with both Lynn Werner, Chairman of the Inland Wetlands Commission and Matt Winter, Chairman of the Planning & Zoning Commission and the Policy and Procedure Manual, I will be internally noticing all Department Heads of this posting via email, posting this opening on the Town's website and on Indeed this afternoon.

Both Ms. Werner and Mr. Winter agreed to establish a subcommittee of 2 members from each Commission along with myself whose charge will be to interview those candidates presented forward by me. As a courtesy, we would suggest that the final candidate have a short interview with the First Selectman.

A memo from both Commissions will be submitted with the successful candidate's name, start date and beginning salary to the Selectmen for the creation of the offer letter.

If you have any questions, please feel free to contact me or the Chairmen mentioned above.

Regards,

Donna M. Hayes, CZEO

Land Use Administrator

Town of Kent

Land Use Office

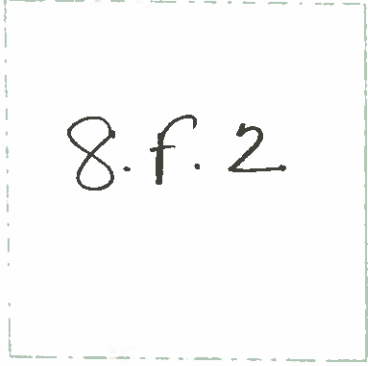
41 Kent Green Boulevard

P.O. Box 678

Kent, CT 06757

(860) 927-4625

[landuseadmin@townofkentct.org](mailto:landuseadmin@townofkentct.org)



Tai\_Kern\_Letter\_of\_Resignation.pdf

27K



Joyce Kearns <adminassist@townofkentct.org>

## Land Use Office Vacancy - Land Use Clerk

1 message

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

Mon, Apr 19, 2021 at 1:41 PM

To: Darlene Brady <townclerk@townofkentct.org>, Patricia Braislin <assessor@townofkentct.org>, Deborah Devaux <taxcollector@townofkentct.org>, Leah Pullaro <socialservices@townofkentct.org>, Barbara Herbst <treasurer@townofkentct.org>, Rick Osborne <publicworks@townofkentct.org>, registrar registrar <registrar@townofkentct.org>, Jean Conlon-Speck <firstselectman@townofkentct.org>

Cc: Joyce Kearns <adminassist@townofkentct.org>, Matt Winter <MAWinter06757@gmail.com>, Lynn Werner <lynnhva@hotmail.com>, Joe Manley <ManleyJ2@optonline.net>, Sharon Town Building and Zoning <sharonlanduse@gmail.com>

Good afternoon,

Per the Employee Policy and Procedure Manual, please accept this as notification of a job vacancy in my office effective April 30th. I've attached a copy of the job description should anyone in your department be interested in applying for this position.

As always, if you have any questions, please let me know.

Best,

*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**

[landuseadmin@townofkentct.org](mailto:landuseadmin@townofkentct.org)



Land Use Clerk 4-19-2021 - Tai's replacement.pdf

74K

**TOWN OF KENT  
LAND USE CLERK**

**Position Summary:**

Supports the Building Official, Kent Land Use Administrator and Fire Marshal by performing all general administrative duties of the Land Use Office of the Town of Kent.

**Reports to:**

Kent Land Use Administrator

**Hours of Work:**

Part-time hourly position

15 per week plus attendance at 2 meetings a month. Attendance at special meetings as the budget allows.

**Essential Job Functions:**

**Administrative:**

- Receives and reviews all applications and related documents to ascertain that an application is complete and ready to submit to the Land Use Administrator and/or Building Official.
- Upon approval of the application by the Building Official, processes all paperwork and documents.
- Submits Building Department permit fees to the Town Treasurer and completes all monthly and quarterly reports, as directed.
- Attends regular monthly meetings of the Planning and Zoning Commission and Inland Wetlands Commission, as required.
- Prepares and files minutes for the Planning and Zoning Commission and Inland Wetlands Commission as required by Connecticut State Statutes.
- Coordinates and mails packets to Commissions as needed.
- Processes burn permits for the Fire Marshal.
- Prepares letters and memos as needed.
- Interfaces with building contractors, town residents, real estate agents, attorneys and title searchers and provides assistance in a professional manner.
- Performs research and reports as required.
- Answers and makes telephone calls as needed.
- Orders office supplies as required.
- Provides help to the public in filing applications to Zoning Board of Appeals.
- Maintains files for the Land Use Office.
- Prepares conference rooms for meetings.
- Ensures that all forms are available to the general public.



**Qualifications:**

- Maintains strict confidentiality in performing duties of the Land Use Office.
- Possesses a high level of honesty, trustworthiness and respectfulness.
- Customer service oriented.
- Flexible and strong work ethics as well as the ability to multi-task.
- Must be highly organized, proficient in Microsoft Suite and possess professional oral and written communication skills.
- The ability to read maps and site plans a plus.
- Knowledge of land use and building code requirements a plus.
- Valid driver's license.

**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.

If you are interested in applying for this position, please complete an [employment application](#) and submit it to Donna Hayes, Land Use Administrator, in one of the following ways:

1. via email to [landuseadmin@townofkentct.org](mailto:landuseadmin@townofkentct.org)
2. in-person drop-off in the blue bin at the front entrance to Town Hall
3. via regular mail to: Land Use Department, Kent Town Hall, PO Box 678, Kent, CT 06757



Joyce Kearns <adminassist@townofkentct.org>

**Re: Treasurer Clerk Applications**

1 message

**Barbara Herbst** <treasurer@townofkentct.org>

To: Joyce Kearns <adminassist@townofkentct.org>

Cc: Nancy O'Dea-Wyrick <nodeawyrick@gmail.com>, Jean Speck <firstselectman@townofkentct.org>, Chris Garrity <cgarrity@townofkentct.org>, Ed Matson <ematson@townofkentct.org>

Wed, May 5, 2021 at 3:15 PM

Hello everyone,

I did not reply to this email as everyone knows when I am here in Kent.

What are the next steps here, I am spending most of my time doing clerk work and my own work is getting VERY backed up!

This is unacceptable.

Please advise.

Barbara.

On Mon, Apr 26, 2021 at 11:22 AM Joyce Kearns <adminassist@townofkentct.org> wrote:

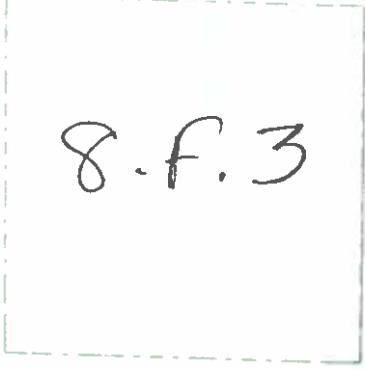
Nancy, Jean and Barbara -

Attached are the five applicants for the Treasurer's Clerk position and a sample of the interview questions.

Please let me know when you are available to meet.

Thank you.

--  
Joyce Kearns  
Administrative Assistant  
Town of Kent  
PO Box 678  
Kent, CT 06757  
860-927-4627





Joyce Kearns <adminassist@townofkentct.org>

## Re: Clerk Position / Treasurer's Office

1 message

**Barbara Herbst** <treasurer@townofkentct.org>

To: Chris Garrity <cgarrity@townofkentct.org>

Cc: Ed Matson <ematson@townofkentct.org>, Jean Conlon Speck <firstselectman@townofkentct.org>, Joyce Kearns <adminassist@townofkentct.org>, Nancy O'Dea-Wyrick <nodeawyrick@gmail.com>

Fri, May 7, 2021 at 12:30 PM

Yes, Jean has met this individual

On Fri, May 7, 2021 at 12:11 PM Chris Garrity <cgarrity@townofkentct.org> wrote:  
Has Jean met this individual? If she has and it ha approval I would approve.

On Fri, May 7, 2021 at 12:04 PM Barbara Herbst <treasurer@townofkentct.org> wrote:  
Hello everyone,

I have not received any responses to either of the previous emails sent on 5/5/21

Chris and Ed were not copied on the email below but are included herewith.

Please advise

Barbara

On Wed, May 5, 2021 at 6:34 PM Barbara Herbst <treasurer@townofkentct.org> wrote:  
Hello Nancy and Jean,

I have reviewed the four resumes and associated documents that were sent with the email from Joyce about setting up interviews for the Treasurer's Clerk position.

There is only one submission that has the practical skill set needed to perform the duties of the Treasurer's Clerk position without hours and hours of training and instruction.

I am not in a position where I have current staff that can train or onboard a new employee and I certainly do not have the luxury of the time to do that either. I need a person that can understand and perform the tasks necessary on day one.

I propose that in the interest of efficiency, I reach out to the qualified candidate and offer that person a two or three week trial. At the end of the trial I will report back to you both. Hopefully at that time, our committee will be able to make a hiring recommendation to the Board of Selectmen.

Please respond to this email and let me know if this approach is acceptable to you both.

Thank you in advance.

8.F.4

Barbara



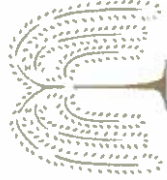
**Barbara E Herbst**

Treasurer, Town of Kent  
860 927 0109 | [treasurer@townofkentct.org](mailto:treasurer@townofkentct.org)  
PO Box 678  
Kent CT 06757  
<https://www.townofkentct.org/>



**Barbara E Herbst**

Treasurer, Town of Kent  
860 927 0109 | [treasurer@townofkentct.org](mailto:treasurer@townofkentct.org)  
PO Box 678  
Kent CT 06757  
<https://www.townofkentct.org/>



**Barbara E Herbst**

Treasurer, Town of Kent  
860 927 0109 | [treasurer@townofkentct.org](mailto:treasurer@townofkentct.org)  
PO Box 678  
Kent CT 06757  
<https://www.townofkentct.org/>

