

## Kent Park & Recreation

P.O. Box 678  
41 Kent Green Boulevard  
Kent, Ct. 06757  
parkandrec@townofkentct.org  
ph: 860-927-1003  
fax: 860-927-1313

**RECEIVED**

*By Darlene Brady at 10:29 am, Mar 28, 2022*

### Park & Recreation Commission

#### Regular Meeting

Monday, 03.07.2022 – 7:00p

#### Meeting Minutes

**Present Commission Members:** John Grant, Rufus deRham, Michael Perkins, Abigail Smith Hanby, Kate Symonds. **Also Present:** Alternate Committee Member Diane Impastato, Director of Park & Recreation Jared Kuczenski.

**Call to order:** Michael Perkins calls the meeting to order at 7:06 p.m.

Jared Kuczenski informs the Commission that he would like to add to the agenda the discussion of online registration as item 8.j, as well as the approval of the payment of an invoice from HYSB as item 11.

**Motion to accept amended agenda:** made by Abigail Smith Hanby, seconded by Rufus deRham, carried unanimously.

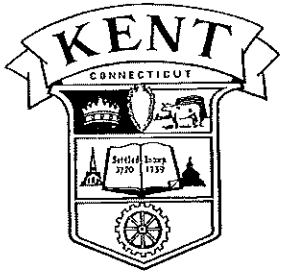
**Motion to approve minutes from the regular Park & Commission Meeting held on 02.07.2022:** made by Abigail Smith Hanby, seconded by Rufus deRham, carried unanimously.

**Correspondence:** A resident sent two e-mails to Jared Kuczenski regarding his concerns over the conditions of Kent Commons Park. Following the presentation of the resident's e-mails the Commission acknowledged that work would need to be done to address the problems referenced by the resident and that it was one of their foremost concerns.

**Director's Report:** Jared Kuczenski gave a report on recent department activities and goals (see attached).

#### Old Business:

- Playing Field Subcommittee Update
  - Jared Kuczenski reports that this subcommittee needs to be reestablished to address major issues with the playing fields at the Kent Center School as well as agree on a proposal for the Playing Field operating budget line.
  - The subcommittee is reestablished with the following members Jared Kuczenski as Director of Park & Recreation, Commissioner John Grant, Commissioner Rufus deRham, and Miranda Lovato as a community representative.
  - **Motion to present a \$30,000 Playing Field operating-budget-line request to the Board of Selectman:** made by John Grant, seconded by Michael Perkins, carried unanimously.
- Free-Skate
  - Jared Kuczenski reports that the three sessions of free-skate went really well with about 50 people at each session and a lot of positive feedback. He also complimented ice monitors Lee and Jim Sohl.
- USTA Tennis in the Park Program
  - Jared Kuczenski relays that Julia Neff has been unable to find any coaches for the program and that she is leaning towards running the program as "autumn only" program due the unavailability of coaches in the spring. Michael Perkins agrees with her assessment.



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- Youth Baseball & Softball Update

- Jared Kuczenski reported that he met with Rec Directors in the Region 1 area regarding a joint regional baseball/softball effort.
- The Commission agrees that a survey of the community should be done to determine if residents would rather keep the program "in-house" or participate in the inter-town Region 1 program. Jared Kuczenski says that he will set up the survey and send it out to residents.

- Camp Kent

- **Motion to advertise for life guards and counselors for Camp Kent:** made by Abigail Smith Hanby, seconded by Kate Symonds, carried unanimously.

- Online Registration & Program Management Software

- Jared Kuczenski reports that he has received two quotes and is waiting on a third before further discussion can take place, however he feels comfortable that the department will spend no more than the current lowest quote because he feels confident in the services of that company.
- **Motion to present a \$3,000 online registration operating-budget-item to the Board of Selectman:** made by Abigail Smith Hanby, seconded by Kate Symonds, carried unanimously.

- ASP Invoice Payment

- **Motion to approve HYSB invoice number 22-01 for \$1612.00 for their administration of the ASP program:** made by John Grant, seconded by Abigail Smith Hanby, carried unanimously.

### New Business:

- Spring Extravaganza

- Jared Kuczenski reported that the event would take place on April 9<sup>th</sup> with a rain date of April 10<sup>th</sup> and that it would take place at the Kent Town Hall. It will be free of charge and open to children through 10 years old.

**Motion to move into executive session:** made by Kate Symonds, seconded by Rufus deRham, carried unanimously at 9:12 p.m. Commission returns from executive session at 9:21 p.m.

Michael Perkins reminds the commission that the next regular meeting is on March 21<sup>st</sup> at 7:00 p.m.

**Motion to adjourn meeting:** Motion made by Michael Perkins at 9:22 p.m.

Minutes prepared by: Jared Kuczenski, Director of Park & Recreation

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ March 21, 2022

*Minutes are not considered final until approved. Refer to the minutes from the ensuing meeting for any changes and/or corrections.*



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**Director of Park & Recreation's Report**  
**03.07.2022**

- 1) After School Program (ASP)
  - a. Program continues to run smoothly with myself as the Acting Program Director and three dedicated program assistants.
  - b. Positive reviews from parents, children and the KCS staff.
- 2) Website, Social Media & Communications
  - i. Distribution List and easy-signup form have been created.
  - ii. Form has been distributed through several sources and has resulted in over 120 signups over the past few weeks.
  - iii. Met with Town Clerk Darlene to go over desired changes to website. This will include:
    1. Direct control of web design and content by Park & Rec staff.
    2. Elimination of old Park & Rec website; [www.townofkentct.org](http://www.townofkentct.org) will be the new hub for all things P&R.
    3. New design will include separate and detailed pages for all programs, activities, events and parks.
- 3) Parks & Facilities
  - a. Informed Ed Matson that he was awarded the contract for seasonal maintenance work at the parks.
  - b. Attempted to schedule Emerald Ash Borer treatment – waiting on response.
  - c. Have been getting quotes on various work to be done at the KCS playing fields.
    - i. Miranda Lovato and John have been very helpful in this effort.

On Wed, Feb 23, 2022 at 12:29 PM Robert S. Mellis via Kent CT  
<[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)> wrote:

Submitted on Wednesday, February 23, 2022 - 12:29pm  
Submitted values are:

Departments: Park and Recreation

Message:

I'm not sure if this is for the Parks & Rec manager or the Kent Maintenance management. PerhAps some at town hall can route this to the correct party. My wife and I have just returned from our morning walk through the town's tennis courts/swings area to the south of Templeton Farm.

This is an astonishing mess.

The parking lot is under water and ruttet the walkways is eroded over half of its length. The swings area has deep, deep ruts that make it unsafe for children. This entire area looks to have been abandoned. In fact, the single area that is in acceptshape is the tennis courts.

What a truly disgraceful sight this is - not to mention it being hazardous. I know, I know winter is a time of decay and putting off maintenance. But this sends a message that is, to say the least, disgraceful.

Something needs to be done soon.

==Please provide the following information==

Your Name: Robert S. Mellis

Your E-mail Address: *E-Mail Address Removed*

Organization: Resident

Phone Number: ~~XXXXXXXXXX~~

==Address==

Street: *Address Removed*

City: Kent

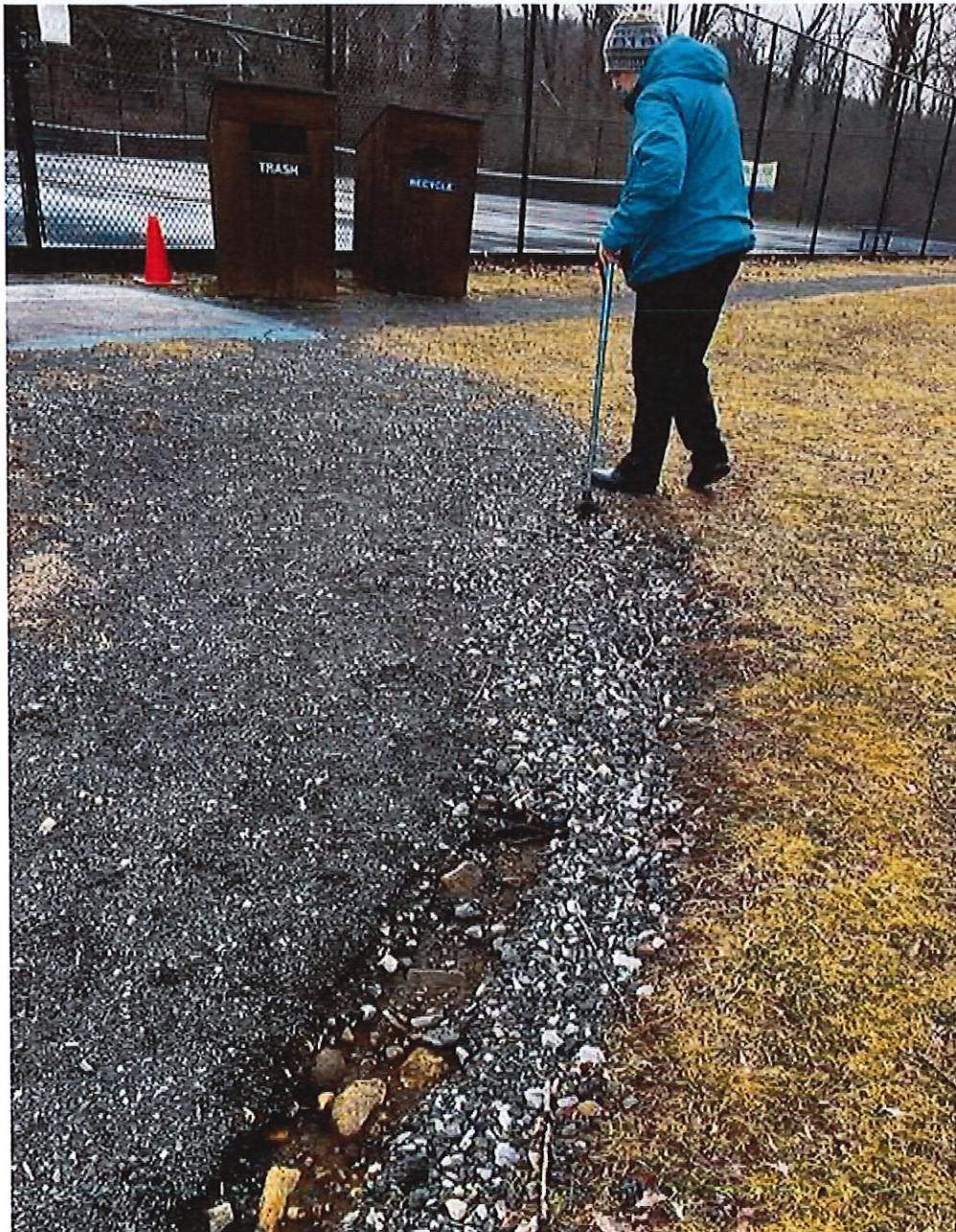
State: Connecticut

Zipcode: 06757

From: **Robert Mellis** <E-Mail Address Removed>  
Date: Sat, Feb 26, 2022 at 1:28 PM  
Subject: Pictures of decay at park  
To: Kent Recreation <[parkandrec@townofkentct.org](mailto:parkandrec@townofkentct.org)>

I wanted you to see the visuals of decay and erosion as well as a flooded parking lot.

Erosion



Parking lot



More erosion



Flooding with no run-off



Very deep holes at the swings



Severe erosion at back of park.



# NEW ENGLAND TURF MANAGEMENT

P.O. Box 1593 ♦ Farmington, CT 06034 ♦ 860-819-5062 ♦ [jim@newenglandturfmanagement.com](mailto:jim@newenglandturfmanagement.com) COMMERCIAL PROPERTY SERVICE

LOCATION Center School  
 ADDRESS Judd Ave  
 CITY Kent STATE CT ZIP 06757  
 SALES REP Jim Leszuk  
 PHONE 860-819-5062 FAX

BILL To Kent Park & Recreation  
 ADDRESS P.O. Box 678  
 CITY Kent STATE CT ZIP 06757  
 CONTACT Jared Kuczenski  
 PHONE 860-927-1003 FAX

LAWN CARE		
TREATMENT	DESCRIPTION	COST
1. SPRING	<input type="checkbox"/> PRE-EMERGENT FOR CRABGRASS CONTROL <input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/> ORGANIC <input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/>	\$847.00
2. EARLY SUMMER	<input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC <input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/> <input type="checkbox"/> SURFACE INSECT CONTROL <input type="checkbox"/>	\$847.00
3. SUMMER	<input type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC <input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/> <input type="checkbox"/>	
4. FALL	<input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC <input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/> <input type="checkbox"/>	\$847.00
5. LATE FALL	<input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC <input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/> <input type="checkbox"/>	\$847.00
6. SPECIAL APPLICATIONS	<input type="checkbox"/> MERIT GRUB CONTROL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
COMMENTS: .For the 2022 Season		
LAWN CARE TOTAL		\$3,388.00
ADDITIONAL SERVICES		
<input type="checkbox"/> SPRING LIME		
<input checked="" type="checkbox"/> AERATION		\$3,150.00
<input checked="" type="checkbox"/> OVER SEEDING		\$6,776.00
<input type="checkbox"/> FUNGICIDE		
<input type="checkbox"/> INSECT CONTROL		
<input checked="" type="checkbox"/> FALL LIME		\$847.00
<input checked="" type="checkbox"/> Organic Grub Control		\$4,800.00
PLEASE INITIAL NEXT TO ITEM TO INCLUDE SERVICE		
SERVICE TOTAL		
COMMENTS:		

TREE AND SHRUB CARE		
TREATMENT	DESCRIPTION	COST
1. EARLY SPRING	<input type="checkbox"/> HORTICULTURE OIL <input checked="" type="checkbox"/> IPM <input type="checkbox"/> MERIT INJECTION <input type="checkbox"/> <input type="checkbox"/> SPRING FERTILIZATION	
2. SPRING	<input type="checkbox"/> INSECT CONTROL <input checked="" type="checkbox"/> IPM <input type="checkbox"/> DISEASE CONTROL <input type="checkbox"/> <input type="checkbox"/>	
3. EARLY SUMMER	<input type="checkbox"/> INSECT CONTROL <input checked="" type="checkbox"/> IPM <input type="checkbox"/> DISEASE CONTROL <input type="checkbox"/> <input type="checkbox"/>	
4. SUMMER	<input type="checkbox"/> INSECT CONTROL <input checked="" type="checkbox"/> IPM <input type="checkbox"/> DISEASE CONTROL <input type="checkbox"/> <input type="checkbox"/>	
5. FALL	<input type="checkbox"/> INSECT CONTROL <input type="checkbox"/> IPM <input type="checkbox"/> FALL FERTILIZATION <input type="checkbox"/>	
6. SPECIAL APPLICATIONS	<input type="checkbox"/> <input type="checkbox"/> IPM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
COMMENTS:		
TREE AND SHRUB CARE TOTAL		
SHRUB BED CONTROL		
<input type="checkbox"/> SPRING		
<input type="checkbox"/> LATE SPRING		
<input type="checkbox"/> SUMMER		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
SHRUB BED TOTAL		
COMMENTS:		
TERMS OF AGREEMENT: (CIRCLE ONE) 1 YR. 2 YRS. 3 YRS.		

NEW ENGLAND

DATE 2-24--2021

PROPERTY MANAGER

DATE



PO Box 302, KILLINGTON, VT 05751

**MyRec.com**  
Recreation Software

802-465-9732 INFO@MYREC.COM

This Finance Proposal has been prepared for:

Kent, CT (Park and Recreation)

This proposal includes all pricing for the use of the MyRec.com Recreation Software System.

Description:	Annual Fee:
Web-Based MyRec.com Software System Pricing Based on Annual Revenue of over \$25,000.00, but under \$100,000.00	\$2,995.00.00
On-Boarding Specialist and Start-up	Included
Unlimited Customer Support	Included
Leadership Team Training	Included
Program Management	Included
Membership Management	Included
Online Registration Portal/Website	Included
Custom URL (Domain)	Included
Facility Scheduling	Included
Reservations	Included
Financial Reporting	Included
Team Management	Included
Email/Text Marketing	Included
Point of Sale with Inventory	Included
Hosting	Included
SSL	Included
PCI Level 1 Compliance	Included
Software Updates, Maintenance, and Added Features	Included
Hardware (Computer, Tablets, Scanners, etc.)	Not Included

Respectfully Submitted,

Colin R. Drury, M.Ed, Chief Commercial Officer  
P.O. Box 302  
Killington, VT 05751  
(412) 455-6789 - Colin@MyRec.com

**GSA CivicPlus Statement of Work**

Labor Category	GSA Hourly Rate with IFF	Hours	Total Cost
Website Consultant	\$149.01	0	\$0.00
Project Manager	\$135.86	8	\$1,086.88
Network Consultant	\$135.86	0	\$0.00
Wireless Network Technician	\$135.86	0	\$0.00
Programmer	\$131.48	10	\$1,314.80
Graphic Designer	\$109.57	12	\$1,314.84
Writer	\$109.57	0	\$0.00
Server and Network Technician	\$109.57	20	\$2,191.40
Trainer	\$109.57	8	\$876.56
PC Technician	\$89.41	0	\$0.00
Content Developer	\$80.64	24	\$1,935.36
<b>Subtotal</b>			<b>\$8,719.84</b>
<b>Discount</b>			<b>(\$2,005.30)</b>
<b>Total First Year Fee</b>			<b>\$7,838.00</b>

**Project Implementation and Deployment**

- CivicRec Premium Implementation
  - Initial Term Annual Services
  - 4x Half Day Virtual Training Blocks
  - 1x Half Day Consulting Hours
  - CivicRec Pay – Forte
  - Membership/Passes Import
- \$7,838**

**Total Initial Term Fees \$7,838**

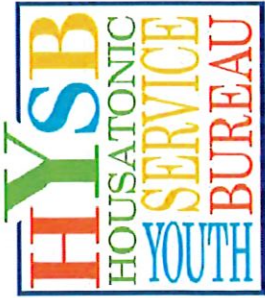
**Annual Services Fees (Includes Subscription, Support and Maintenance)**

**\$4,725**

1. Performance and payment under this Statement of Work ("SOW") by and between Kent, Connecticut ("Client") and CivicPlus ("CivicPlus") shall be subject to the terms & conditions of the Agreement by and between the General Services Administration and CivicPlus.
2. This SOW shall remain in effect for an initial term beginning at signing and continuing for 1 year (the "Initial Term") from signing. In the event that neither party gives 60 days' notice to terminate prior to the end of the initial or any subsequent renewal term, this SOW will automatically renew for an additional 1-year Renewal Term.
3. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
4. The Initial Term Fees shall be invoiced as follows:
  - Upon signing – 50% of the Initial Term Fees; and
  - The earlier of 6 months from signing or upon completed implementation – the remaining 50% of the Initial Term Fees.
5. Annual Services Fees shall be invoiced on the first day of each Renewal Term and every 12 months thereafter.

## Contact Information

Organization	URL	
Street Address		
Address 2		
City	State	Postal Code
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Billing Contact	E-Mail	
Phone	Ext.	Fax
Billing Address		
Address 2		
City	State	Postal Code
Tax ID #	Sales Tax Exempt #	
Billing Terms	Account Rep	
Info Required on Invoice (PO or Job #)		
Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [ ] or N [ ]		
Please list all external sources: _____		
Contract Contact	Email	
Phone	Ext.	Fax
Project Contact	Email	
Phone	Ext.	Fax



**Bill To: Kent Park & Recreation**  
 PO Box 678  
 Kent, CT 06757

Invoice #: 22-01  
 Invoice Date: 2/28/2022

DESCRIPTION	DATE	COST	QUANTITY	TOTAL
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/18/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/20/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/21/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/24/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/25/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/26/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/28/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	1/29/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	2/1/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	2/2/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	2/3/2022	\$21/hr	6hrs.	\$126
After School Program Emergency Coverage *note 2 staff at 3hrs. each	2/4/2022	\$21/hr	6hrs.	\$126
<b>Subtotal</b>			72hrs.	\$1,512
			<b>TOTAL DUE</b>	<b>\$1,512</b>

DESCRIPTION

DATE

COST

QUANTITY

TOTAL

PO Box 356 | Falls Village, CT 06031 | P: (860) 824-4720  
www.hysb.org | administrator@hysb.org