

Kent Park and Recreation Commission  
Minutes, Monthly Meeting  
Nov. 16, 2020

Present: John Grant, Lynn Harrington, Diane Impastato, Michael Perkins, Abigail Smith Hanby, Kate Symonds, director Lesly Ferris.

Public and Invited Guests: None.

Chairman Lynn Harrington called the meeting to order at 7:04 p.m. via Zoom.

Elevation of Alternates: Mr. Perkins made a motion to elevate alternate Diane Impastato. Mr. Grant seconded the motion, and the motion was approved unanimously.

Acceptance of Agenda: Mr. Perkins made a motion to accept the agenda as presented. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes of Oct. 19, 2020 monthly meeting: Mr. Perkins made a motion to accept the minutes of the Oct. 19, 2020 monthly meeting. Mr. Grant seconded the motion, and the motion was approved unanimously.

Correspondence: Mrs. Ferris read the email letters of interest for the commission alternate vacancy (attached).

Public and Invited Guests: There were no public or invited guests.

Director's Report: In addition to the written report provided prior to the meeting (attached), Ms. Ferris reported the Tang Soo Do (martial arts) classes that have been meeting as a joint program with Kent, Warren and Washington are suspended because an indoor space isn't available at this time.

Old Business: After-School Program: Ms. Ferris recommended the hiring of last year's counselor Elle Raftery, who is available to work after Thanksgiving. Mr. Grant made a motion to hire Elle Raftery to work at the After-School Program, effective November 30, 2020, at an hourly rate of \$13.50. Ms. Impastato seconded the motion, and the motion was approved unanimously. Ms. Ferris noted Susan Vizzari is available to continue working after Thanksgiving. The program continues to fill a need for working families. Ms. Ferris provided the monthly attendance report (attached).

Parks: Mr. Grant reported the fishing pond on Route 341 needs some work and asked permission to speak with the new owners of the Garden Center about working with Park and Rec to clean-up this area. Ms. Ferris will check with the Highway Foreman about the property boundaries. Emery Park maintenance projects discussed include installing trap rock or gravel on the lower part of the driveway or closing off that access; removal of the beaver lodge in the feeder pond; addressing trees down on the trail. Ms. Ferris will file a permit with the Inland Wetlands Commission. Ms. Ferris will contact Sav-a-Tree to look at the trail. Projects at Kent Common Park include painting of the pavilion peaks in the spring, determining if the soffit on the pavilion needs to be replaced, planting trees. The commission discussed ways to promote the parks, **Kent**

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BY *D. Brady*  
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including the use of drone footage, as places where people can get outdoors. Ms. Ferris provided a two-year history of budget expenditures for park maintenance (attached).

**Parks' Master Plan:** Ms. Ferris noted there was discussion at the last meeting about convening a meeting of the subcommittee after the election. Ms. Smith Hanby said she is content to start working on the prep work that the subcommittee did. Mr. Grant stated that it would be great to get this project going. Ms. Smith Hanby suggested creating and then prioritizing a list of deferred maintenance issues and out of this information having a plan for the next 18 months. The commission consensus is to schedule a site walk at the parks and write down the maintenance issues. The site walk will be November 23 at 1 p.m. with an inclement weather date of November 25 at noon.

**Five-Year Capital Plan:** There was no new discussion.

**Sports Programs:** Ms. Ferris will update the commission when there are any updates.

**2020-21 Budget:** Ms. Ferris emailed the September budget report (attached).

**Halloween Bash 2020:** Commissioners thanked Mrs. Harrington for a great job on the Haunted Drive-Thru event at Club Getaway. Mrs. Harrington commented that she was quite pleased with the end product and expressed thanks to everyone who helped. About half of those who registered through Eventbrite actually came to the haunted drive-thru. Ms. Impastato suggested charging an entry fee next year. Ms. Symonds said participation could have been affected by the change in date (a week later than scheduled due to weather). Ms. Ferris said there was a lot of positive feedback from people as they were leaving. She has sent thank you notes and acknowledged the anonymous donor for the contribution of candy. Ms. Ferris will email the subcommittee and ask them to share feedback on the event and ideas, suggestions for next year and compile a list to share.

**Commission Alternate Vacancy:** Mr. Grant and Mrs. Harrington voiced support for applicant Julia Neff, based on her background. Mr. Grant made a motion to appoint Julia Neff to an unexpired one-year alternate seat until January 21, 2021. Ms. Impastato seconded the motion, and the motion was approved unanimously. The commission asked the director to let candidate Leah May know that it is keeping her application on file.

**New Business: Commission appointments:** Ms. Ferris shared with the commission the proposed appointments to the commission that are made at the January Annual Town Meeting. Mr. Grant made a motion to recommend to the Board of Selectmen the appointment of Lynn Harrington and Abigail Smith Hanby to three-year seats that expire Jan. 18, 2024; Diane Impastato and Julia Neff to one-year alternate seats that expire Jan. 20, 2022; Katherine Symonds to an unexpired three-year seat that expires Jan. 20, 2022. Mr. Perkins seconded the motion, and the motion was approved unanimously.

**2021 Meeting dates:** Ms. Ferris shared with the commission via email prior to the meeting a list of proposed 2021 meeting dates (attached). Ms. Impastato made a motion to approve the proposed 2021 meeting dates. Ms. Symonds seconded the motion, and the motion was approved unanimously.

The next Kent Park and Recreation Commission meeting is Monday, December 21, 2020 at 7 p.m. Mrs. Harrington made a motion to adjourn the meeting at 8:22 p.m.

Lesly Ferris  
Director

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

# Kent Park and Recreation

Lesly Ferris, Director  
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## **PROPOSED**

### 2021 Kent Park and Recreation Commission Meeting Dates

Meetings are held either in person in Kent Town Hall, 41 Kent Green Boulevard, second floor meeting room, or via Zoom, depending on the status of the COVID pandemic

Monday, January 25

Monday, February 22

Monday, March 15

Monday, April 19

Monday, May 17

Monday, June 21

Monday, July 19

Monday, August 16

Monday, September 20

Monday, October 18

Monday, November 15

Monday, December 20

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# 2020-2021 After-School Program

Week of	Mon	Tues	Wed	Thurs	Fri	wk/mth total	2019-20	IGA bill	cost pp
9/7-9/11	H	ED	6	7	6	19			
9/14-9/18	7	7	7	8	6	35			
9/21-9/25	7	7	ED	6	5	25			
9/28-10/2	5	7	6	7	5	30			
Total	19	21	13	28	22	109	215	\$ 50.49	\$ 0.46
10/5-10/9	7	8	6	8	7	36			
10/12-10/16	H	6	7	9	4	26			
10/19-10/23	8	8	5	9	5	35			
10/26-10/30	7	8	ED	ED	8	23			
Total	22	30	18	26	24	120	184	\$ 36.77	\$ 0.31
11/2-11/6	8	6	9	8	9	40			
11/9-11/13			ED			0			
11/16-11/20						0			
11/23-11/27			NS	NS	NS	0			
Total	8	6	9	8	9	40	205		
11/30-12/4						0			
12/7-12/11			ED			0			
12/14-12/18						0			
12/21-12/25			NS	NS	NS	0			
12/28-1/1	NS	NS	NS	NS	NS	0			
Total	0	0	0	0	0	0	154		
1/4-1/8	NS					0			
1/11-1/15						0			
1/18-1/22	H		ED			0			
1/25-1/29						0			
Total	0	0	0	0	0	0	170		
2/1-2/5						0			
2/8-2/12						0			
2/15-2/19	NS	NS	ED			0			
2/22-2/26						0			
Total	0	0	0	0	0	0	173		
3/1-3/5						0			
3/8-3/12			ED			0			
3/15-3/19						0			
3/21-3/26			ED	ED		0			
Total	0	0	0	0	0	0	102		
3/29-4/2					H	0			
4/5-4/9						0			
4/12-4/16	NS	NS	NS	NS	NS	0			
4/19-4/23						0			
4/26-4/30						0			
Total	0	0	0	0	0	0	0		
5/3-5/7				NS		0			
5/10-5/14			ED			0			
5/17-5/21						0			
5/24-5/28						0			
Total	0	0	0	0	0	0	0		
5/31-6/4	H					0			
6/7-6/11						0			
Total	0	0	0	0	0	0	\$ 87.26		

## **Park and Recreation Director's Report**

November 2020

*From the October 2020 meeting:*

- The clay for the ballfields' infields has been delivered and installed by Premier Turf.
- I emailed the Parks' Master Plan Subcommittee about meeting.
- I spoke with Cathy Weber from Torrington Area Health Department about the Emery Park swimming area water and she said that the water should be okay. The swimming area has filled, helped by the rain we have had recently.
- I shared with the commission two emails of interest to fill the alternate vacancy. This item is on the agenda.
- I sent a letter to Trisha McMahon, thanking her for her service to the commission and the community on behalf of the commission.

*From the director:*

**After-School Program:** Twelve youngsters are registered for the program. The daily schedule has switched some days so the children can get outside before snack time and the darkness. I want to acknowledge Park and Recreation has received assistance to help with the cost of snack foods. Elle Raftery, who worked at the program last school year, is interested in returning after the Thanksgiving break. I would recommend hiring her. The staff and students continue to follow COVID-19 safety measures, including wearing of masks and hand washing and no sharing of equipment. The program will not meet November 25-27 for the Thanksgiving break and December 9, an early dismissal day. I have sent out the October monthly invoices.

**Budget:** I am including the most recent budget report from the treasurer's office.

**Five-Year Capital Plan:** The requests are due November 30. Capital items are those projects or equipment that exceed \$10,000.

**Parks:** I am including two fiscal year reports on park maintenance expenses.

**Playing Field Subcommittee:** I suggest the commission consider if it would like to replace the committee member(s) or if the commission wants to oversee this work. The subcommittee has been responsible for soliciting bids for the ballfields' infield work and making a recommendation to the commission for the budget request.

**Fee Programs:** Tang Soo Do class begins a new session November 18 and will be meeting indoors at the Washington Town Hall. This is a continuation of the joint program with Kent, Warren and Washington. The instructor and participants will follow COVID-19 protocols, including temperature taking upon arrival and wearing masks at all times. I have been in contact again with Tai Chi instructor Chris Keily who continues to express interest in teaching in Kent when the space becomes available.

**Regional Recreation Directors:** We continue to stay in contact through email and phone calls.

**Commission Appointments:** I emailed you a memo concerning the appointments to the commission that are made at the January Annual Town meeting. The commission makes a recommendation to the Board of Selectmen and the selectmen bring this to the town meeting.

**Sports Programs:** I do not have anything new to report at this time about winter sports programs.

**Haunted Drive-Thru Event:** First, a huge thank you to the subcommittee that met numerous times to organize, set-up and clean-up for this inaugural event. Also, many thanks to the volunteers, groups and businesses that participated in the event. A huge thank you to Club Getaway for hosting and co-sponsoring the event as well as donating its infrastructure and props and help at the event. Also, thanks to the anonymous family that donated candy for the event. We heard a lot of positive comments, rave reviews and thank yous as participants were leaving. There will be discussion at the meeting to assist with new year's event. There were 40 cars that went through the haunted drive-thru and about that number that did not show up. I have sent out thank you letters.

**Glow Necklace Distribution:** Resident State Trooper Andrew Fisher and I made available glow necklaces on Halloween for two hours. Necklaces were placed on a table where trick-or-treaters could pick up a necklace. We distributed some 275 necklaces in the two hours we were stationed on North Main Street. I have put the remaining necklaces in storage to be used next year. Thank you to the Kent Lions Club for its donation to help purchase the necklaces.

**Looking ahead ...**

- Town Hall offices will be closed November 26-27 for the Thanksgiving break.

**TOWN OF KENT**  
**Park and Recreation      Actual vs. Budget**  
**July through September 2020**

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
132-800 · Park & Recreation	0.00	750.00	-750.00
132-810 · Park & Rec Pass	245.00	3,000.00	-2,755.00
132-820 · Park & Rec Sports	0.00	3,500.00	-3,500.00
132-830 · Park & Rec Classes	8.00	750.00	-742.00
132-840 · Park & Rec Enrichment	0.00	11,000.00	-11,000.00
132-850 · Park & Rec Enrichment Camp	0.00	13,000.00	-13,000.00
132-860 · Bus Trips & Programs	0.00	750.00	-750.00
<b>Total Income</b>	<u>253.00</u>	<u>32,750.00</u>	<u>-32,497.00</u>
<b>Gross Profit</b>	253.00	32,750.00	-32,497.00
<b>Expense</b>			
<b>E · Recreation</b>			
<b>023-000 · PARK &amp; REC</b>			
<b>Compensation</b>			
023-101 · Salary Director	13,241.28	52,965.00	-39,723.72
023-102 · Hourly Employees	1,170.39	46,058.00	-44,887.61
023-996 · Health	5,400.25	16,189.00	-10,788.75
023-997 · Pension	935.16	3,708.00	-2,772.84
023-998 · Social Security	1,159.95	7,575.00	-6,415.05
<b>Total Compensation</b>	<u>21,907.03</u>	<u>126,495.00</u>	<u>-104,587.97</u>
<b>Department Operations</b>			
023-201 · Supplies	54.14	400.00	-345.86
023-202 · Postage	0.00	385.00	-385.00
023-204 · Mileage	0.00	700.00	-700.00
023-419 · Park Maintenance	640.93	16,000.00	-15,359.07
023-422 · Fee Programs	1,430.46	14,000.00	-12,569.54
023-502 · Electric	132.90	900.00	-767.10
023-504 · Water/Sewer	0.00	1,500.00	-1,500.00
<b>Total Department Operations</b>	<u>2,258.43</u>	<u>33,885.00</u>	<u>-31,626.57</u>
<b>Professional Development</b>			
023-450 · Dues	105.00	105.00	0.00
023-451 · Conferences	0.00	550.00	-550.00
023-452 · Training	0.00	100.00	-100.00
<b>Total Professional Development</b>	<u>105.00</u>	<u>755.00</u>	<u>-650.00</u>
<b>Total 023-000 · PARK &amp; REC</b>	<u>24,270.46</u>	<u>161,135.00</u>	<u>-136,864.54</u>
<b>Total E · Recreation</b>	<u>24,270.46</u>	<u>161,135.00</u>	<u>-136,864.54</u>
<b>Total Expense</b>	<u>24,270.46</u>	<u>161,135.00</u>	<u>-136,864.54</u>
<b>Net Ordinary Income</b>	<u>-24,017.46</u>	<u>-128,385.00</u>	<u>104,367.54</u>
<b>Net Income</b>	<u><u>-24,017.46</u></u>	<u><u>-128,385.00</u></u>	<u><u>104,367.54</u></u>



# Commission Vacancy

Inbox

**Julia Neff**

Thu, Oct 22,  
2:37 PM

to me

To Whom it May Concern,

I am interested in the available position on the Parks and Recreation Commission. I love the health and sense of community the Parks and Rec department brings to Kent and would be thrilled to support their work. I worked in Finance for 8 years and ran the day to day operations of a Non-Profit for 5 years in addition to being a Board Member of the same Non-Profit ([birthdaybuds.org](http://birthdaybuds.org)). My family has had a home in Kent for 4 years and recently moved here full time from Brooklyn, NY. Please let me know if you need any other information from me. I look forward to hearing back.

Best,

Julia Neff

# Kent Parks and Recreation Commission seat

Inbox

**Leah May** <mayleah55@gmail.com>

Mon, Nov 9, 7:56 PM (3  
days ago)

to me

To Whom It May Concern:

I am writing to express my interest in the vacant seat on the Kent Parks and Recreation Commission. My fiancé and I moved to Kent last December and absolutely love the town! We appreciate the small town feel and how welcomed we have felt. On the weekends we enjoy exploring the numerous walking and nature trails. As such, when I saw there was an opportunity to be involved and help with the efforts of Kent Parks and Recreation, I was excited to apply. I would love the opportunity to give back and offer my time to assist the efforts of the Commission.

Sincerely,

Leah May  
46 Elizabeth St.  
Kent, CT 06757

Kent Park and Recreation

**FY 2018-2019 Park Maintenance**

**Emery Park**

\$2150.00 swim area cleaning  
\$ 250.00 repair cement cracks walkway  
\$ 250.00 spread gravel path/upper field  
\$ 350.00 parking lot fence posts  
\$ 955.06 stone for path to upper field  
\$4695.00 tree work  
\$1360.00 trail maintenance/tree work  
\$ 123.81 Terminex (mice/bldg.)  
\$ 54.97 new padlocks/chain  
\$105.00 winterize pool slide pump  
\$2400.00 playground safety fiber + installation  
\$ 206.86 stain and supplies  
**\$12900.70 Total**

**Kent Common Park**

\$ 49.96 Stone dust/walking path  
\$ 56.86 Mulch for memory garden/sign  
\$ 250.00 Electrical work at pavilion  
\$ 53.85 misc. supplies/repair materials  
\$ 13.58 Tennis court center strap  
\$ 350.00 walking path maintenance  
\$2745.00 tree work  
\$ 133.32 vinegar for weed control  
\$2400.00 playground safety fiber + installation  
**\$6052.57 Total**

Additional maintenance expenses:

\$208.25 field paint for playing fields  
\$100.00 staking of U10 soccer field  
\$214.00 half cost share of tractor repair  
**\$522.25 total**

**Total: \$19475.52**

Kent Park and Recreation

**FY 2019-2020 Park Maintenance**

**Emery Park**

\$ 385.00 Playground power washing  
\$ 14.97 Wasp spray  
\$ 120.00 pool slide pump disconnect/winterize  
\$ 125.00 parking lot fence posts  
\$ 81.65 stain, repair materials  
\$1362.50 tree work  
\$4021.45 trail maintenance/tree work

**\$5938.49 Total**

**Kent Common Park**

\$ 245.00 Playground power washing  
\$ 19.96 Mulch for memory garden  
\$ 103.00 Dog waste bags for dispenser  
\$ 275.00 Stain pavilion gable ends  
\$1895.00 Tennis court spray cleaning  
\$ 350.00 walking path maintenance  
\$5673.75 tree work  
\$ 172.08 vinegar for path weed control

**\$8733.79 Total**

Additional maintenance expenses:

\$186.19 field paint for playing fields  
\$100.00 staking of U10 soccer field  
**\$286.19 total**

**Total: \$14,958.47**