

RECEIVED

By Kent Town Clerk at 4:05 pm, Dec 22, 2020

Kent Park and Recreation Commission
Minutes, Dec. 21, 2020 Monthly Meeting

Present: John Grant, Lynn Harrington, Diane Impastato, Julia Neff, Kate Symonds, director Lesly Ferris.

Public and Invited Guests: Connie Manes.

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

Alternates: Mr. Grant made a motion to elevate alternates Diane Impastato and Julia Neff. Ms. Symonds seconded the motion, and the motion was approved unanimously.

Agenda: Mr. Grant made a motion to accept the agenda as presented. Ms. Neff seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Grant made a motion to approve the minutes of the Nov. 16, 2020 monthly meeting and of the Nov. 24, 2020 and Dec. 10, 2020 special meetings. Ms. Neff seconded the motion, and the motion was approved unanimously.

Correspondence: Ms. Ferris shared that a Kent resident asked if the Emery Park parking lot could be plowed and the walkway shoveled this winter. Mrs. Harrington suggested discussing this under "Parks."

Public and Invited Guests: Mrs. Harrington welcomed Ms. Manes.

Director's Report: In addition to the written report submitted (attached), Ms. Ferris reported she has written her traditional December poem for the senior citizens who participate in the monthly senior outings even though there weren't any trips in 2020. Ms. Ferris will share the 2020-21 budget requests with the commission when she receives them. Ms. Ferris suggested that Mrs. Harrington and she compile some post-event notes from the Halloween Haunted Drive-Thru as the director did not receive any feedback from an email to the subcommittee.

Old Business: After-School Program: Ms. Ferris noted the program will resume after the holiday break.

Parks: The commission continued discussion of the parks and the immediate and long-term projects that have been identified.

- ✧ Drainage and safety should be at the top of the list.
- ✧ Emery Park and Kent Commons Park are priorities over the fishing pond.
- ✧ The commission should try to apply for grants, including the possibility of a STEAP grant. Mr. Grant will get an estimate for the drainage work needed.
- ✧ Ms. Ferris noted the glass has been replaced in the Emery Park building, and she has started the application process for removal of the beaver lodge in the feeder pond.
- ✧ Mr. Grant's schedule has changed, and he no longer has the time to devote to park maintenance. Mr. Grant proposed hiring a part-time maintenance person. Ms. Manes said the

Land Trust hires a part-time maintenance person and it's conceivable the Land Trust and Park and Recreation could share a person with both entities paying their share of the cost.

Ms. Manes thanked Mr. Grant for his volunteer work. The commission will keep the maintenance person on its meeting agenda.

- ✧ The commission consensus is to wait until spring to do the Emery Park trail clean-up work. Ms. Impastato reported she recently walked the trail, and it looks good, adding she could walk over the tree limbs that are across the trail.
- ✧ A timber harvest at Emery Park could generate some funds and create trails.

Mr. Grant made a motion to ask the Public Works director if he would be willing to plow out the Emery Park top parking lot during the winter. Ms. Symonds seconded the motion, and the motion was approved unanimously.

Parks' Master Plan: Ms. Ferris asked how decisions are going to be made on the ideas that are proposed in the plan? Ms. Impastato suggested it might be a good time soon to do this and to get some feedback from the community. The commission could use Survey Monkey. Potential questions should be submitted to the director who would compile a list to share with the commission.

Five-Year Capital Plan: Ms. Ferris suggested the commission think about future ideas for the parks so the commission would be prepared to submit requests for the next budget season. Mrs. Harrington suggested the commission could ask the Town for help with the drainage work since the water is coming from South Commons into Kent Common Park.

Sports: Ms. Ferris reiterated that sports programs are on hold until at least January 19.

2019-2020 Budget: Ms. Ferris provided the commission the October budget reports (attached). Ms. Ferris noted the fee classes are not meeting due to COVID-19 and, therefore, are not generating any revenue.

Playing Field Subcommittee: Ms. Ferris reported that subcommittee member Bruce Adams no longer lives in Kent. Marty Lindenmayer, representing Kent Center School, is willing to continue to serve. John Grant is the commission's representative. The commission suggested putting out a notice to KCS parents that there is an opening on the subcommittee.

New Business: Ms. Manes noted the Kent Land Trust loved doing the concerts with Park and Rec. The land trust has budgeted to do them in 2021 and invited Park and Recreation to join them.

The next Park and Recreation Commission meeting is January 25, 2021 at 7 p.m. Mrs. Harrington made a motion to adjourn the meeting at 8:10 p.m.

Lesly Ferris
Director

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

Park and Recreation Director's Report

December 2020

From the November 2020 monthly meeting:

- I sent a letter to Elle Raftery to let her know the commission voted to approve her hire as a counselor at the After-School Program. Elle began working the week after Thanksgiving, and the children were excited to see her.
- I contacted Sav-a-Tree and am attaching the proposal for Emery Park trail tree work.
- I have the paperwork for the Inland Wetland's permit for removal of the beaver lodge. One of the permit requirements is to have detailed plan for removal of the lodge (who would be doing the work, etc.) I contacted Dan, who removed the beaver, for assistance with this part of the permit. He contacted me to say he is doing some research and will get back to us.
- I emailed the Halloween Bash subcommittee to submit ideas, feedback and recommendations from the Haunted Drive-Thru. We did not receive any feedback from anyone.
- I submitted to the Board of Selectmen the commission's recommendations for appointments to the commission at the Annual Town Meeting in January as approved by the commission.
- I submitted the 2021 meeting dates to the Town Clerk.
- I let the applicants for the alternate commission seat know the status of their application. Welcome to Julia Neff.

From the November 24, 2020 special meeting:

- I shared the lists of maintenance projects with the commission.
- The replacement of the glass in the window at Emery Park is complete.
- The roadway down into Emery Park has been blocked off temporarily.

From the December 10, 2020 special meeting:

- I contacted Kent School to thank them for the offer to rent ice and let them know the commission voted to postpone holiday ice skating.
- I updated the Park and Recreation website to reflect this decision.

From the director:

After-School Program: The program is scheduled to start back up after the holiday break. Attendance numbers are running about one-half of the prior school year's participation.

Budget: I am attaching the October monthly budget report. I am anticipating receipt of the 2020-21 budget requests and will let the commission know when the budget requests will be due. I am working on the proposed salaries for the hourly employees.

Parks: John Grant took some pictures of the flooding at Kent Common Park following the most recent heavy rain and I am attaching these. We will be closing the tennis courts for the winter season.

Playing Field Subcommittee: I put this on the agenda for the commission to discuss the subcommittee's make-up as there is one vacancy as Bruce Adams no longer is a Kent resident. I have confirmed with Marty Lindenmayer that he continues to be interested in serving on the committee. Mr. Adams served as a community member. John Grant also is a subcommittee member. Park and Rec received a bid for the 2021 season from Premier Turf for the fertilization application.

Fee Programs: Tang Soo Do and Tai Chi classes continue to be on hold due to COVID-19 and the closure of Town-owned buildings.

Sports Programs: Winter sports programs are on hold until at least January 29, 2021.

Looking ahead ...

- I am working from home until December 22.
- Town Hall offices will close December 24 at noon and be closed December 25.

11:22 AM

11/20/20

TOWN OF KENT
Park and Recreation Detail
October 2020

Type	Date	Num	Name	Memo	Amount
E · Recreation					
023-000 · PARK & REC					
Compensation					
023-101 · Salary Director					
Pay...	10/01/2020	DirDep	Ferris, Lesly	Direct Deposit	1,018.56
Pay...	10/08/2020	DirDep	Ferris, Lesly	Direct Deposit	1,018.56
Pay...	10/15/2020	DirDep	Ferris, Lesly	Direct Deposit	1,018.56
Pay...	10/22/2020	DirDep	Ferris, Lesly	Direct Deposit	1,018.56
Pay...	10/29/2020	DirDep	Ferris, Lesly	Direct Deposit	1,018.56
Total 023-101 · Salary Director					5,092.80
023-102 · Hourly Employees					
Pay...	10/01/2020	DirDep	Caramanica, Lauren	Direct Deposit	156.00
Pay...	10/01/2020	DirDep	Dituro, Elizabeth	Direct Deposit	204.75
Pay...	10/01/2020	DirDep	Vizzari, Susan M.	Direct Deposit	220.00
Pay...	10/08/2020	DirDep	Caramanica, Lauren	Direct Deposit	195.00
Pay...	10/08/2020	DirDep	Dituro, Elizabeth	Direct Deposit	214.50
Pay...	10/08/2020	DirDep	Vizzari, Susan M.	Direct Deposit	220.00
Pay...	10/15/2020	DirDep	Caramanica, Lauren	Direct Deposit	156.00
Pay...	10/15/2020	DirDep	Dituro, Elizabeth	Direct Deposit	268.13
Pay...	10/15/2020	DirDep	Vizzari, Susan M.	Direct Deposit	270.00
Pay...	10/22/2020	DirDep	Caramanica, Lauren	Direct Deposit	156.00
Pay...	10/22/2020	DirDep	Vizzari, Susan M.	Direct Deposit	220.00
Pay...	10/29/2020	DirDep	Caramanica, Lauren	Direct Deposit	185.25
Pay...	10/29/2020	DirDep	Vizzari, Susan M.	Direct Deposit	220.00
Total 023-102 · Hourly Employees					2,685.63
023-996 · Health					
Bill	10/01/2020	8025800049	Anthem BCBS	L Ferris - Health Insurance - October 2020	1,153.00
Bill	10/01/2020	TM057287030012	Metlife Small Busine...	L. Ferris - Dental Insurance Premium - October 2020	56.00
Bill	10/01/2020	TM055907070009	Metlife Small Busine...	L. Ferris - Life Insurance Premium - October 2020	5.45
Liab...	10/31/2020	EOM Recordi	Anthem BCBS	L Ferris payroll withholding	-93.50
Total 023-996 · Health					1,120.95
023-997 · Pension					
Liab...	10/22/2020	EFT	VOYA (previously IN...	Ferris	935.16
Total 023-997 · Pension					935.16
023-998 · Social Security					
Gen...	10/31/2020	45309		Caramanica, L	64.89
Gen...	10/31/2020	45309		Dituro, E	52.59
Gen...	10/31/2020	45309		Ferris, L	378.59
Gen...	10/31/2020	45309		Vizzari, S	87.97
Total 023-998 · Social Security					584.04
Total Compensation					10,418.58
Department Operations					
023-419 · Park Maintenance					
Bill	10/01/2020	302715534	BSN Sports	PR: field paint	225.80
Total 023-419 · Park Maintenance					225.80
023-422 · Fee Programs					
Bill	10/01/2020	27	Davis IGA, Inc.	PR: ASP snacks	50.49
Bill	10/01/2020	100609493	S & S Worldwide Inc	PR: supplies	7.99
Bill	10/01/2020	821045	Protect Youth Sports	PR: ASP supplies	15.90
Bill	10/01/2020	10920572	Quill Corporation	PR: ASP supplies	39.87
Bill	10/05/2020	Concert Series	Kent Land Trust	PR: Concert series expenses	2,608.20
Bill	10/08/2020	11169283	Quill Corporation	PR: ASP supplies	31.77
Total 023-422 · Fee Programs					2,754.22
023-502 · Electric					
Bill	10/19/2020	51039555073	Eversource	PR: October '20	44.39
Total 023-502 · Electric					44.39
Total Department Operations					3,024.41
Total 023-000 · PARK & REC					13,442.99
Total E · Recreation					13,442.99
TOTAL					13,442.99

TOWN OF KENT
Park and Recreation by month
July through October 2020

	Jul 20	Aug 20	Sep 20	Oct 20	TOTAL
Ordinary Income/Expense					
Income					
132-800 · Park & Recreation	0.00	0.00	0.00	250.00	250.00
132-810 · Park & Rec Pass	175.00	70.00	0.00	0.00	245.00
132-830 · Park & Rec Classes	0.00	0.00	8.00	0.00	8.00
132-840 · Park & Rec Enrichment	0.00	0.00	0.00	680.00	680.00
Total Income	<u>175.00</u>	<u>70.00</u>	<u>8.00</u>	<u>930.00</u>	<u>1,183.00</u>
Gross Profit	175.00	70.00	8.00	930.00	1,183.00
Expense					
E · Recreation					
023-000 · PARK & REC					
Compensation					
023-101 · Salary Director	5,092.80	4,074.24	4,074.24	5,092.80	18,334.08
023-102 · Hourly Employees	0.00	0.00	1,170.39	2,685.63	3,856.02
023-996 · Health	3,120.95	1,139.65	1,139.65	1,120.95	6,521.20
023-997 · Pension	0.00	0.00	935.16	935.16	1,870.32
023-998 · Social Security	414.73	332.48	412.74	584.04	1,743.99
Total Compensation	<u>8,628.48</u>	<u>5,546.37</u>	<u>7,732.18</u>	<u>10,418.58</u>	<u>32,325.61</u>
Department Operations					
023-201 · Supplies	36.85	17.29	0.00	0.00	54.14
023-419 · Park Maintenance	0.00	500.00	140.93	225.80	866.73
023-422 · Fee Programs	525.00	773.08	132.38	2,754.22	4,184.68
023-502 · Electric	44.34	44.28	44.28	44.39	177.29
Total Department Operations	<u>606.19</u>	<u>1,334.65</u>	<u>317.59</u>	<u>3,024.41</u>	<u>5,282.84</u>
Professional Development					
023-450 · Dues	105.00	0.00	0.00	0.00	105.00
Total Professional Development	<u>105.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>105.00</u>
Total 023-000 · PARK & REC	<u>9,339.67</u>	<u>6,881.02</u>	<u>8,049.77</u>	<u>13,442.99</u>	<u>37,713.45</u>
Total E · Recreation	<u>9,339.67</u>	<u>6,881.02</u>	<u>8,049.77</u>	<u>13,442.99</u>	<u>37,713.45</u>
Total Expense	<u>9,339.67</u>	<u>6,881.02</u>	<u>8,049.77</u>	<u>13,442.99</u>	<u>37,713.45</u>
Net Ordinary Income	<u>-9,164.67</u>	<u>-6,811.02</u>	<u>-8,041.77</u>	<u>-12,512.99</u>	<u>-36,530.45</u>
Net Income	<u><u>-9,164.67</u></u>	<u><u>-6,811.02</u></u>	<u><u>-8,041.77</u></u>	<u><u>-12,512.99</u></u>	<u><u>-36,530.45</u></u>

11:24 AM

11/20/20

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

	Jul - Oct 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
132-800 · Park & Recreation	250.00	750.00	-500.00
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	680.00	11,000.00	-10,320.00
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
Total Income	<u>1,183.00</u>	<u>32,750.00</u>	<u>-31,567.00</u>
Gross Profit	1,183.00	32,750.00	-31,567.00
Expense			
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	18,334.08	52,965.00	-34,630.92
023-102 · Hourly Employees	3,856.02	46,058.00	-42,201.98
023-996 · Health	6,521.20	16,189.00	-9,667.80
023-997 · Pension	1,870.32	3,708.00	-1,837.68
023-998 · Social Security	1,743.99	7,575.00	-5,831.01
Total Compensation	<u>32,325.61</u>	<u>126,495.00</u>	<u>-94,169.39</u>
Department Operations			
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	866.73	16,000.00	-15,133.27
023-422 · Fee Programs	4,184.68	14,000.00	-9,815.32
023-502 · Electric	177.29	900.00	-722.71
023-504 · Water/Sewer	0.00	1,500.00	-1,500.00
Total Department Operations	<u>5,282.84</u>	<u>33,885.00</u>	<u>-28,602.16</u>
Professional Development			
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
Total Professional Development	<u>105.00</u>	<u>755.00</u>	<u>-650.00</u>
Total 023-000 · PARK & REC	<u>37,713.45</u>	<u>161,135.00</u>	<u>-123,421.55</u>
Total E · Recreation	<u>37,713.45</u>	<u>161,135.00</u>	<u>-123,421.55</u>
Total Expense	<u>37,713.45</u>	<u>161,135.00</u>	<u>-123,421.55</u>
Net Ordinary Income	<u>-36,530.45</u>	<u>-128,385.00</u>	<u>91,854.55</u>
Net Income	<u><u>-36,530.45</u></u>	<u><u>-128,385.00</u></u>	<u><u>91,854.55</u></u>

Town of Kent Park and Recreation Wishlist For Future

Kent Commons

- Clear Area for Dog Park Behind Tennis Courts, keep trees, clear brush, fence it in
- More Trees Along Walkway
- Addition of More Playground Equipment (Such As Shuffle Board, Ping Pong etc)
 - Pull up woodchips under playground, line with rubber and possibly new substrate all together
- Wayfinding
 - Out at the road and inside the park
- Timber harvest to fund less steep side spur, when harvesting they are clearing could become an additional trail
- Viewing platform at top of Emery
- Switchback from upper parking lot down to pool/ playground

Emery Park

- Replacing trees that have been removed in main park area, i.e. big tree that fell near lifeguard chair
- Add Handicapped Access
- Add Two Picnic Tables and Grills
- Better Utilize Nature Area In Back Of Pool
- Wayfinding
 - Out at the road and inside the park
 - Trails network and individual trails
- Enhancing feeder pond experience so one would walk, sit, draw, bird, ect
- Parking lot lighting

Fishing Pond

- Needs parking
- Beautiful, nice spot, lawn
- Very easy access from 341, walkable from town
- Has a picnic table
- Need to check whether it freezes
- Lots of thicket, need a tree service and volunteers to clean it out

Town of Kent Park and Recreation

Currently Needed Maintenance and Repairs

Kent Commons

- Pavilion
 - Soffit repair (cover fascia board with vinyl)
 - Stain
 - Bee Extermination On Soffit
 - Light bulb Replacement
- Drainage System
 - Around Pavilion, Tennis Court, Pathways, Back of Tennis Court
- Culvert Complete Repair At Park Entrance
- Drainage Channel Clean out
- Chip Spreading Throughout Park
- Tennis Court Door Part Needs Replacement Due To Vandalism (Front and Back Doors)

Emery Park

- Trim Hedge Rows Near Parking Lot and In Pool Area
- Flagpole Repair
- Eliminate Old Walkway
- Welding of Playground Equipment
- Memorial Wall and Fountain Needs Repair
- Pool Gate Repair Needed
- Broken Window On Building Needs Repair
- Drainage System Needs Maintenance (Causing Erosion)