

**Kent Park and Recreation  
August 13, 2020 Special Meeting Minutes**

**Present:** Blythe Everett, John Grant, Lynn Harrington, Michael Perkins, director Lesly Ferris.

**Public and Invited Guests:** Darlene Brady, Bonnie Jo Cheron, Joyce Kearns, Connie Manes, Jean Speck.

Chairman Lynn Harrington called the meeting to order via Zoom at 7:03 p.m.

**Elevation of Alternates:** No alternates were in attendance.

**Summer Concert Series:** The commission continued its discussion of restarting the concert series, referencing the Kent P&R Safe & Sound Plan (attached).

Ms. Ferris said she does not believe the commission needs Board of Selectmen approval and could share the plan with the first selectman. Ms. Harrington said she agrees.

Mr. Grant reported he has spoken with the five bands, saying they are very enthusiastic about performing and would be available Thursday, Saturday and/or Sunday, dates to be determined.

Mr. Perkins shared that Eventbrite would be used for the online registration. Registrants would receive a ticket, and Eventbrite produces a list to be used at the event check-in. There was discussion regarding the pros and cons of pre-selecting parking spaces. Mr. Grant said trucks and larger vehicles were parked at the back of the lot at the July 2 concert. Volunteers would park in the opposite field. The Kent Lions Club and Kent Land Trust are willing to recruit volunteers. The CERT and EMS volunteers need to be identified. Park and Recreation could supply white spray paint (cost is \$193/36 cans) and the sprayer, Ms. Ferris noted.

Ms. Ferris asked who the paid Town employees would be. Ms. Speck said that would be Town highway department members, if needed, but would involve overtime funding. There also was discussion about communication on the day of the events. Mr. Perkins said the commission discussed using cell phones. Ms. Speck said Emergency Management has talk-around radios that Park and Recreation might be able to use. There also was discussion about the need and cost of a state police trooper.

The commission consensus is to hold the concerts on Sunday afternoons from 3-4:15/4:30 with parking opening at 2:30 p.m. Next steps include: providing a volunteer sign-up sheet to the Lions Club and Land Trust; creating a waiver that includes the COVID Informed Consent, which needs approval of town attorney. Ms. Ferris will share this document with the commission. The waiver would be part of the Eventbrite sign-up. Mr. Perkins said he would spearhead the registration.

Ms. Ferris asked about engagement with the public by Town employees. Ms. Speck said she feels the most effective way is to ask the band to make an announcement if participants are not staying in their area, adding she wouldn't want to ask any employee to engage the public. The

commission will continue discussion at its August 17 monthly meeting.

Mrs. Harrington made a motion to adjourn the meeting at 7:37 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.*

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KENT TOWN CLERK  
2020 AUG 17 P 12:02  
BY *D. Brady*  
TOWN CLERK

## **Safe and Sound Plan for Restarting the Annual Summer Concert Series**

*Prepared by: Kent Parks and Recreation Commissioners*

Concert series could restart as soon as the week of August 24th if the Parks and Recreation Commission is able to:

- align on plan
- decide to move forward with hosting a concert series
- gain approval from the Board of Selectmen (BoS) at their Aug 18th meeting and,
- line up bands.

Prior to submitting our plan to BoS, the Parks and Recreation Commissioners will hold a *Special Meeting* to review the Plan and decide whether to restart the Concert Series. It is the expectation of the commission that Parks and Recreation Director, Lesly Ferris will participate in this meeting and share her notes on the Plan with the commission. *The date for said Special Meeting has not been scheduled. Lynn could you please spearhead scheduling?*

If the commission decides to move forward with hosting a concert series, we expect the concerts will run through the end of September. Dates are TBD.

To host a safe open-air Concert Series the Parks and Recreation Commission proposing the following **"Safe and Sound Plan"**:

**Pre-Registration**: participants will be asked to register ahead of time and sign a waiver at the time of registration. See **Rules and Regulations**, below.

**Designated "Sick Area"**: there will be a sick area with a pop-up tent, cooler with water bottles, portable seating, and will be supported by one (1) member of Kent Volunteer Fire Department

**Social Distancing**: outlined in the field where patrons will park their cars will be spaces for fifty (50) vehicles with 15' between each space. It will be expected that patrons can enjoy the music from inside or outside their vehicle so long as they stay within the limits of their assigned "box".

**Bathrooms**: there will be no bathroom facilities at the event

**Volunteers**: to realize this plan we will need the support of BoS, Kent Land Trust, Kent Lions Club, Park and Recreation Commissioners, State Police, Kent CERT, paid town employees, and Kent Volunteer Fire Department. Below are our specific volunteer needs:

- **REGISTRATION LOGISTICS 1-2 volunteers**

- To set up digital registration form
- Field questions
- Print list of registered patrons for day of event check in

- **PRE WORK, 5-6 volunteers**

Kent Land Trust (4 ppl) and one (1) Parks & Recreation Commissioner (possibly Abigail Smith Hanby)

- job is to set up requirements outlining areas for handicapped to the left and right of the stage then proceed to mark spaces (using templates) for cars up to two rows, then same for trucks
- task will be performed 1 day before the event (weather permitting)
- Mark out containment area for potential sick people
- John Grant will share pre-made templates

- who supplies the material for spraying?
- **AT THE EVENT, ~13 volunteers**  
Volunteers must be willing to stay through the end of the concert and will be expected to show-up 20 minutes ahead of time for situational training, led by CERT.
  - General Support
    - 2 traffic control
    - 2 at the crossover to check-in patrons
    - 2-3 to observe and support setting up "Sick Area"
    - Lions Club
    - P&R Commission
  - Specific Support
    - State Police (traffic control/being a "presence")
    - CERT (training volunteers)
    - 2-3 paid employees of the town
      - if person-to-person engagement is needed
      - will communicate to Lesly Ferris via text on whether the band should be asked to stop playing
    - fire dept volunteer (to support "Sick Area")

**Role of P&R Director:** Lesly Ferris will attend the concert to

- Introduce band
- Give a reminder of Kent P&R's Safe and Sound Plan
- Share that the commission adopted the original plan so that concert goers could better enjoy the event and feel safe.
- Remind participants that they signed a disclaimer
- If safety becomes an issue the band will be asked to stop playing.
- Lesly will be the point person for engaging with band
- There will be two warnings, and then the concert will end.

**Rules and Regulations**

Everyone who is attending the concert shares responsibility for the safety of others and of the event

- Register and sign disclaimer (will be signed when registering digitally, **I believe we are using google docs for this -- fellow commissioners please confirm**)
- The town takes no responsibility if people get sick (This language will be part of the waiver)
- Practice social distancing of 6' apart and wear a mask
- Encourage fellow concert goers to do the same
- Stay in the allocated sprayed box with your party and car; don't cross the field to visit with friends, walk the dog, etc.
- If you are moving between squares, social distancing and the wearing of a mask is required
- The band will stop playing if patrons are not adhering to the rules