



Kent Park & Recreation  
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## KENT PARK AND RECREATION COMMISSION

Special Meeting via zoom  
FRIDAY, JANUARY 5, 2024

**RECEIVED**

*By Darlene Brady at 2:29 pm, Jan 16, 2024*

### *Meeting Minutes*

Present: Commission members - Blythe Everett, John Grant, Kate Symonds, Lynn Worthington. Also present alternate members Rufus de Rham and Karen Iannucci. Joining at 5:30 pm was Abigail Smith Hanby, and Naomi Joseph joined at 5:45 pm. Public attending: Lynn Harrington

#### Call to Order

The meeting was called to order at 4:35 pm

#### Approval of a pro tem (temporary) Chairman for this meeting

Lynn Worthington made a motion to appoint Blythe Everett as the temporary chairman of the meeting to guide the election of a chairman, seconded by Kate Symonds, and unanimously approved.

#### Elevation of alternates

John Grant made a motion to elevate alternates Karen Iannucci and Rufus de Rham for this meeting, seconded by Ms. Symonds and unanimously approved.

#### Public Comment on Agenda Items: None

#### Approval of Minutes

John Grant made a motion to approve the following minutes:

- Nov. 8, 2023 Special Meeting
- Nov. 15, 2023 Special Meeting
- Nov. 17, 2023 Special Meeting
- Nov. 20, 2023 Regular Meeting
- Dec. 4, 2023 Special Meeting
- Dec. 18, 2023 Regular Meeting
- Dec. 27, 2023 Special Meeting

Seconded by Mr. de Rham, and unanimously approved.

#### Fill Vacancy on Commission

Ms. Everett explained that the commission needed to fill the vacancy created by Mike Perkins' resignation and she made the motion to elevate Rufus de Rham as a full commissioner on the Park and Rec Commission, seconded by Ms. Symonds, and unanimously approved.

#### Elect a Commission Chairman

Ms. Everett explained that the election would be conducted according to guidelines from Robert's Rules and would be done by Roll Call. At the last meeting, both Mr. de Rham and Ms. Worthington expressed interest in becoming chairman. She asked if anyone else would like to put their hat in the ring. No one responded. No nominations are necessary when done by roll call. The vote cannot be done by secret ballot because all of our votes have to be public based on the Freedom of Information (FOI). Voting will be done by alphabetical order.

Lynn Harrington put something in the chat that Ms. Worthington was not a member of the commission. Ms. Worthington responded that the town had received a legal ruling in December 2021 that the third selectman was a voting member of the commission. Ms. Harrington disputed that Ms. Worthington was eligible to serve as chairman. Ms. Worthington said that she'd spoken to the Town Clerk, who said there wasn't a legal reason why she couldn't serve.

#### Roll Call vote on Rufus de Rham

<u>Yes</u>	<u>No</u>	<u>Present</u>
Mr. Grant	Ms. Worthington	Ms. Iannucci
Ms. Everett		
Mr. de Rham		
Ms. Symonds		

#### Roll Call vote on Lynn Worthington

<u>Yes</u>	<u>No</u>	<u>Present</u>
Ms. Worthington	Mr. Grant	Ms. Iannucci
Ms. Everett	Mr. de Rham	
	Ms. Symonds	

#### Update on P&R programming

**After School Program (ASP)** is up and running under the direction of Rebecca Thompson. Ms. Worthington reported that Ms. Thompson would like Park and Rec to hire another Recreation Aide (which is why it is listed on the agenda) to have more personnel and one of the aides had indicated that she is moving.

**Youth Basketball:** Jared sent out an email to parents of Youth Basketball about the need for help with coaching. We heard from KCS that they have a play with rehearsal until 5:30 p.m. Principal Michelle Mott definitely wants a commission member present to monitor the door. She would not accept an adult volunteer. The schedule is Pre-K Mondays at 5:30-6:15 pm beginning Jan. 29; Kindergarten/1st grade Tuesdays at 5:45-6:45 pm; 2nd/3rd grade Thursdays 5:45-6:45 pm. There is no parent that has stepped up for grades 4-6. A chart was shared with the commission members with the schedule.

**Senior Programs:** Ms. Worthington said she had communication from several people about senior programs. The commission had previously agreed to do background checks on volunteers who wanted to coordinate senior rec programs. Today the first selectman sent an email that stated he was seeking legal advice on doing background checks on those volunteers who are doing programs at the senior center. He has directed for right now we won't require background checks for the seniors, and until we



get the legal advice, he wants any senior programs as a Social Services event co-sponsored with Park and Rec.

**Swimming programs:** Jared has been in contact with the swimming instructor and the athletic director at Kent School and has not heard back about the start date. He anticipates it would start in February.

**Email:** Discussion of email newsletter and the Commission agreed it should go out to the Park and Rec list and ask that it be shared with the first selectman's town newsletter. There was also discussion about sharing news regularly with KCS, so parents can receive information.

#### Advertising and hiring of part-time Program/Recreation Aides

Ms. Worthington reached out to the HVRHS Career Center Coordinator and shared the job description and a job summary for the position and it was distributed to students. There has already been one candidate who has applied. Ms. Thompson, Mr. de Rham and Ms. Worthington agreed to help interview candidates. There was discussion of posting the job for two weeks and see if there are other applicants. Mr. de Rham said that Recreation Aides have been hired throughout the year to have a number available in case there is an illness.

#### Rate of pay for ASP Director

Ms. Worthington explained that she had made an error when she stated the rate of pay for the ASP Director to the Board of Selectmen, saying it was \$20 per hour when it should have been \$21 per hour. She made a motion that the commission recommend to the Board of Selectman that Rebecca Thompson be paid \$21 per hour as the After School Program Director, seconded by Ms. Iannucci, and unanimously approved. Mr. de Rham said he would send a letter to the first selectman.

#### Discussion and approval of Budget FY 2025 submission

Both Mr. de Rham and Ms. Worthington spoke with Mr. Kuczenski and went through the budget proposal. Mr. de Rham made a motion for a full-time Recreation Leader as spelled out in Option A (see attachment) for next year's budget (2024-25), which was seconded by Ms. Smith Hanby and approved 5-1, with Mr. Grant opposed.

Ms. Worthington made a motion to approve the FY25 budget as presented to the commission and submit it to the selectmen, which was seconded by Ms. Everett and approved unanimously.

The commission discussed creating a presentation on the budget to explain the reasoning behind the new personnel request and to have a subcommittee composed of Mr. de Rham, Ms. Smith Hanby, Ms. Everett and Ms. Symonds to develop the presentation, on a motion by Mr. de Rham, seconded by Ms. Joseph, and unanimously approved.

#### Capital Plan

The capital plan will be presented Jan. 18 Annual Town Meeting, Town Hall, 7 pm. The selectmen did add back in \$25,000 for paving and drainage at Emery Park. The Splash Pad is still in the plan.

#### Adjournment

Ms. Worthington moved to adjourn the meeting at 6:10 pm.

Respectfully submitted,

*Lynn Worthington*

Date: 1/16/2024

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



REVENUE									
GL Code	Code Description	2025 Request	Notes	2022 Actual	2023 Actual	2023 Budget	2024 Request	2024 Actual YTD	2024 Budget
132-800	General Programs & Events	\$ 3,000.00	See Below	264.00	171.00	750.00	1,400.00	3,105.00	2,220.00
	Concert Series	\$ -					0.00	0.00	
	Library Carnival	\$ -					0.00	0.00	
	Pumpkin Painting	\$ 300.00	New event; revenue from registration fees				400.00	310.00	
	Pokemon & Pizza Night		New event; revenue from registration fees		300.00				
	Holiday Craft Party	\$ -					0.00	330.00	
	Intro to Hip Hop		New event; revenue from registration fees					0.00	
	Valentine's Dance	\$ -	Chose not to offer it.				0.00	65.00	
	Dog Obedience Class	\$ 2,000.00	Previously incorrectly labeled as a fee program; Spring and Summer sessions		1,200.00		1,000.00	2,400.00	
	Eggstravaganza	\$ -					0.00	0.00	
132-810	Park Pass	\$ -	Pass Program Suspended Indefinitely	175.00	35.00	5,000.00	0.00	0.00	0.00
132-820	Sports	\$ 20,000.00	See Below	2,865.00	18,286.00	2,500.00	20,300.00	15,748.00	20,300.00
	Youth Soccer	\$ 2,500.00	Increased fees & increased registrations		2,800.00		2,500.00	2,723.00	
	Youth Basketball	\$ 300.00	Increased fees & increased registrations		2,800.00		2,500.00	280.00	
	Youth Baseball	\$ 2,500.00	Increased fees & increased registrations				2,500.00	2,680.00	
	Learn to Skate	\$ 6,000.00	Increased fees		6,385.00		6,000.00	6,105.00	
	Open Skate	\$ 1,800.00	Increased fees				1,800.00	0.00	
	Adult Basketball	\$ -					0.00	0.00	
	Swim Programs	\$ 5,000.00	New program				5,000.00	3,960.00	
132-830	Classes & Fee Programs	\$ 10,000.00		13,627.00	4,585.00	7,000.00	2,330.00	12,972.00	2,330.00
	Tai Chi	\$ 1,500.00					1,500.00	1,600.00	
	Slamma Jamma Camp	\$ 8,000.00			8,236.00		750.00	8,236.00	
	Tennis in the Park	\$ 1,000.00					80.00	1,056.00	
	Mindful Yoga	\$ 1,500.00	New Program					1,550.00	
	Aqua Aerobics	\$ 500.00	New Program					530.00	
	Ski & Snowboard Club	\$ -	Collaboration with Mohawk				0.00	0.00	
132-840	Enrichment (ASP)	\$ 12,000.00		10,689.00	18,796.00	8,000.00	21,000.00	4,532.00	21,000.00
132-850	Enrichment (Camp)	\$ 16,000.00	Increased Fees + New Camps	1,930.00	23,968.00	2,000.00	21,500.00	250.00	21,500.00
	Camp Kent	\$ 16,000.00	Trips treated like fee programs				\$ 16,500.00	15,000.00	
	Soccer Camp	\$ 2,500.00	Not enough signups; not offered				\$ 2,500.00	0.00	
	Baseball Camp	\$ 2,500.00	New camp				\$ 2,500.00	1,585.00	
132-860	Senior Activities	\$ -	Senior Programs Do Not Generate Revenue		0.00	0.00	0.00	0.00	0.00

\$ 61,000.00
2025 Requested Total

\$ 29,550.00	\$ 65,841.00	\$ 25,250.00	\$ 66,530.00	\$ 36,607.00	\$ 67,350.00
2022 Actual Total	2023 Actual Total	2023 Budget Total	2024 Requested Total	2024 Actual YTD Total	2024 Budget Total



EXPENDITURES						
GL Code	Code Description	2025 Request	Notes	2023 Actual	2023 Budget	2024 Request
023-101	Salary Director	\$ 63,000.00		60,291.00	61,200.00	60,800.00
023-102	Hourly Employees	\$ 58,713.00	see Additional Staff - Option A	34,606.00	37,496.00	60,800.00
023-996	Health Insurance	31481		15,361.00	15,906.00	31,481.00
023-997	Pension	4455		1,805.00	2,184.00	4,455.00
023-998	Social Security	9520		7,146.00	8,927.00	9,520.00
023-201	Supplies	\$ 750.00		3,144.00	550.00	750.00
023-202	Postage	\$ 200.00		9.65	400.00	200.00
023-204	Mileage	\$ 1,000.00		7,385.00	700.00	1,000.00
023-419	Park Maintenance	\$ 25,000.00		20,651.00	48,000.00	25,000.00
023-422	Fee Programs	\$ 37,150.00	New Programs & Events	33,322.00	14,000.00	45,750.00
	Community Day		Community Day - townwide celebration - decided not to offer in FY2024 or FY 2025			10,000.00
	Concert Series	\$ 3,000.00	\$500 per band X 6 concerts			3,000.00
	Movie Series	\$ 1,500.00	\$500 per movie;			1,500.00
	Library Carnival	\$ 250.00	Bingo prizes, decorations			250.00
	Pumpkin Painting	\$ 400.00	Pumpkins, decorating supplies			400.00
	Halloween Movie	\$ 300.00	collaborated with Library			300.00
	Holiday Craft Party	\$ 250.00				250.00
	Holiday Movie	\$ 300.00	collaborated with Library			300.00
	Valentine's Dance	\$ 300.00				300.00
	Dog Obedience Class	\$ 1,800.00	two sessions offered in FY 2024			900.00
	Eggstravaganza	\$ 1,000.00				1,000.00
	Youth Soccer	\$ 1,000.00				1,000.00
	Youth Basketball	\$ 1,000.00				1,000.00
	Youth Baseball	\$ 1,000.00				1,000.00
	Learn to Skate	\$ 5,000.00	Ice time (\$4200); stipend for instructors			5,000.00
	Open Skate	\$ 1,800.00				1,800.00
	Adult Softball		was not offered in FY 2024			250.00
	Swim Programs	\$ 6,000.00	Pool time and instructor fees			5,000.00
	After School Program	\$ 3,000.00	Supplies			3,000.00
	Camp Kent	\$ 3,000.00				3,000.00
	Soccer Camp	\$ 500.00	was not offered in FY 2024			500.00
	Baseball Camp	\$ 500.00				500.00
	Senior Luncheons	\$ 3,000.00	1 lunch/ social event per month			3,000.00
	Senior Bingo	\$ 1,500.00	supplies, prizes, refreshments			1,500.00
	Other Senior Programs	\$ 750.00				750.00
023-501	Phone	\$ 600.00		420.00	600.00	600.00
023-502	Electric	\$ 1,080.00		535.00	900.00	1,080.00
023-504	Water/Sewer/Porta Potties	\$ 1,800.00		904.00	1,500.00	1,800.00
023-450	Dues	\$ 120.00	Connecticut Parks and Recreation Association	110.00	105.00	120.00
023-451	Conferences	\$ 550.00		0.00	550.00	550.00
023-452	Training	\$ 250.00	First Aid & CPR for All Staff	37.00	100.00	250.00
046-000	KCS Fields	\$ 30,000.00	Infield Clay, Top Dress Soccer Fields, Small Backstop	16,500.00	20,000.00	30,000.00
	Fertilizer (6 applications)	\$ 5,500.00				\$ 5,500.00
	Aeration	\$ 3,500.00				\$ 3,500.00
	Slice Overseeding	\$ 8,000.00				\$ 8,000.00
	Lime	\$ 1,000.00				\$ 1,000.00
	Potassium	\$ 1,000.00				\$ 1,000.00
	Clay	\$ 3,000.00				\$ 3,000.00
	Backstop	\$ 5,000.00				\$ 5,000.00
	Top Dressing	\$ 3,000.00				\$ 3,000.00

\$ 265,669.00
2025 Requested Total

\$ 202,226.65	\$ 213,118.00	\$274,156.00	108,978.00	227,907.00
2023 Actual Total	2023 Budgeted Total	2024 Requested Total	2024 YTD Total	2024 Budget Total

(less corresponding unknowns)

(less \$25,000 one time for drainage)



Option A - full time Rec Leader - approved by Park and Rec Commission 01/05/2024					Total
	No. of staff per	No. of days	No. of hours per	Rate of Pay	
Recreation Leader	Replaces camp & ASP directors				
	2080 hrs/year x \$20.00/hr				41,600
ASP Recreation Aide	1	180	3	15.69	8472.6
Camp Kent					
Recreation Aides	2	30	8	16	7680
Sports Camps					
Recreation Aides	1	10	6	16	960
					58,713
plus health insurance, pension, social security (estimate)					22000

Option B - Part time	No. of staff per day	No. of days	No. of hours per	Rate of Pay	Total
ASP Director	1	180	3	20	10800
Camp Director	1	30	8	20	4800
					0
ASP Recreation Aide	1	180	3	15.69	8472.6
Camp Kent					
Recreation Aides	2	30	8	16	7680
Sports Camps					
Recreation Aides	2	10	6	16	1920
Programs and Events					
Recreation Aides	1	25	4	15.69	1569
					35241.6