

Kent Park and Recreation Commission
Minutes, Special Meeting
April 24, 2017

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KENT TOWN CLERK

2017 APR 25 P 1:26

BY *Barbara Brady*
TOWN CLERK

Present: John Grant, Mike Green, James Mauri, Glen Nielsen, Jessie Rundall, director Lesly Ferris.

Public and Invited Guests: None.

In the absence of the chairman, Mike Green called the meeting to order at 7:01 p.m.

Alternates: Mrs. Rundall made a motion to elevate alternates John Grant and James Mauri. Mr. Green seconded the motion, and the motion was approved unanimously.

Agenda: Mr. Grant made a motion to approve the agenda as submitted. Mrs. Rundall seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Green made a motion to approve the minutes of the March 20, 2017 minutes. Mrs. Rundall seconded the motion, and the motion was approved unanimously.

Correspondence: Mr. Green reported the Kent Center School PTO is interested in using Emery Park for Halloween festivities October 24. Mrs. Ferris asked if the PTO would email her a written request that could be shared with the commission prior to the May meeting and placed on the May meeting agenda for consideration.

Public and Invited Guests: No one was present.

Director's Report: In addition to the written report submitted prior to the meeting (attached), Mrs. Ferris reported the following:

- A new session of Tang Soo Do began this evening. Four students are preparing to test to be considered to test for black belt.
- The Kent Community Fund has approved allocation of \$2,000 in scholarships for summer camp programs and \$500 donation to offset cost of Summer Science Camp.
- Mrs. Ferris is working on date for interviews for lifeguards in early May and will let the commission know. She anticipates having recommendations for hire for the May commission meeting.
- Camp Kent registration opens May 17.

Old Business: After-School Program: Mrs. Ferris reported six new youngsters registered for the program in the last four days, including two who will attend five days a week. The last day of the program for this school year is June 15. The Kent Community Fund allocated an additional \$1,000 in scholarship for the program for this year due to the changes in the Care4Kids program.

Parks: Emery Park trail work; stone for path: Mrs. Ferris said she has filed an Inland Wetlands application for the annual cleaning of the swimming area and to request approval to place processed stone on the path leading across the stream and up to the field.

Emery Park tree/brush clearing: Mr. Grant reported about 20% of the work is complete to spread the wood chips on the bank area that was cleared at Emery Park. Mr. Grant will be working with a Town Crew member tomorrow to move chips. The boy scouts expect to be at the park the third week in May.

2016-17 Budget: Mrs. Ferris provided an overview of the budget through March 2017 (attached). She noted she expects to exceed the budgeted revenue and to spend most of the remaining funds. Anticipated expenditures include cleaning of the swimming area, sand for the beach area, safety fiber for the playgrounds, repair of the fence gates, the processed stone and expenses for spring baseball programs in addition to the monthly expenses.

Five-Year Capital Plan: Mrs. Ferris noted the proposed expenditure for new playground structure at Kent Common Park is included in the FY 2022 plan although the original request was split over two years.

Emery Park Swimming Area: open house follow-up: the commission discussed possible dates for an open house at Emery Park to showcase the work and create an awareness of the park. The event would include a barbecue and music. The commission discussed inviting Heather Strid's duo to play. Mr. Grant made a motion to set June 30, 2017 4-6 p.m. as the open house at Emery Park. Mr. Green seconded the motion, and the motion was approved unanimously. Mr. Grant made a motion to offer discount season park passes (\$25 for Kent residents and \$55 for non-residents) on June 30 only. Mr. Green seconded the motion, and the motion was approved unanimously.

Sports Programs follow-up: Mrs. Ferris noted baseball programs are meeting. She reported she received a phone call from a parent who noted there is interest in a regional summer baseball program for ages 12-15. Mrs. Ferris will discuss this with the other recreation directors at their meeting next month.

Summer Concert Series update: Mrs. Ferris reported the Board of Selectmen approved the proposed dates and use of Kent Town Hall for the series. She sent a written request to the Chamber of Commerce, asking the chamber to co-sponsor the concerts again this year. Three of last year's bands have confirmed their participation.

2017-18 Budget: Mrs. Ferris noted the budget hearing is May 5, and the budget vote is May 19.

Mr. Nielsen arrived at the meeting.

New Business: Director PTO: Mrs. Ferris requested PTO days. Mr. Green made a motion to approve May 5, May 10, May 22 and June 15, 16 and June 19-23, 2017 as PTO days for the director. Mr. Nielsen seconded the motion, and the motion was approved unanimously.

Care4Kids Program proposed policy: Mrs. Ferris explained changes in the Care4Kids program that assists families with the cost of child care, noting only one After-School Program family presently uses the program, and last year two summer camp program families used the program. She said it would be difficult to comply with many of the new requirements which are being passed along to the state by the federal government. Mrs. Ferris also has informed the Kent Community Fund of these changes because the fund allocates scholarship monies to Park and Recreation for use by families participating in ASP and summer camp programs. Mr. Nielsen made a motion to adopt the following policy: "Kent Park and Recreation does not participate in the Care4Kids program." Mr. Green seconded the motion, and the motion was approved unanimously. Mrs. Ferris said this statement would be included in literature for the After-School Program and Camp Kent.

Emery Park Swimming area cleaning bid: Mrs. Ferris noted the proposed cost to clean the swimming area is about \$200 more than the prior year. Mr. Green made a motion to hire Harwinton Swim Pool Company to clean the Emery Park Swimming Area at a cost of \$8,000. Mrs. Rundall seconded the motion. Mr. Grant spoke to the quality of work the company did last year. The motion was approved unanimously.

Club Getaway proposed use of Emery Park: Mrs. Ferris shared a phone conversation she had with Club Getaway regarding exclusive use of Emery Park by Club Getaway for a one-day program. The commission consensus is Club Getaway could use the park, but the commission couldn't exclude townspeople from using the park on that day.

The next Kent Park and Recreation Commission meeting is Monday, May 15, 2017 at 7 p.m. Mr. Nielsen made a motion to adjourn the meeting at 7:40 p.m.

A handwritten signature in cursive script that reads "Lesly Ferris".

Lesly Ferris
Director

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

Park and Recreation Director's Report

April 2017

From the March 2017 meeting:

- I contacted Chris Kiely regarding his proposal of Qigong Class. He provided references which checked out favorably. I met Chris at the Community House so he could see the space. He provided me with a draft flyer which I approved. I have sent home the flyer through Kent Center School, included notice of the program in the Selectman's monthly newsletter, put it on Facebook and the website.
- Walking Day observance in Kent was lightly attended but a start on establishing a Wednesday morning walking group at Kent Common Park. I posted some pictures on Facebook of the walkers. Marvelwood School students plan to come to the park Wednesday at 10 a.m. over the next seven weeks. I anticipate Kent Center School also will be bringing students to the park a couple of times.
- I have received one contract from last year's lifeguards and a second will let me know if she is returning. I have begun to advertise openings for lifeguards.

From the director:

After-School Program: The attendance remains good. The high school counselor's last day is April 18 after which time she will be participating in spring sports at the high school. Megan Leach is available to fill this vacancy and I will work with her on the few days that I had scheduled her to cover for the director. Kent School continues to send us students to volunteer at least once a week. These students have done a great job and interact very well with the program youngsters. The program will not meet May 24, an early dismissal day, and May 29, a holiday. The last day of the program for this school year is June 14 and parents will be informed of this date in the May bills.

Seniors: The Friday senior lunches resumed March 30 and will run through May. We do not have a monthly senior outing this month. The Goodspeed Opera House trips begin April 26 for the 2017 season. We have three trips booked.

Budget: The first selectman presented the proposed municipal budget and the Board of Finance expects to review and act on the budget at its April meeting. To date, there have been no requests for changes to the spending plans. Reminder – the budget hearing is May 5, and the budget vote is May 17.

Parks: I ordered a port-o-let unit for Kent Common Park for the season, and it has been delivered. The work on the Emery Park trail is complete, and John Grant reports the work done is high quality. John is ready to resume work on the bank clearing and spreading the wood chips. I have a proposed price for the annual cleaning of the Emery Park swimming area and have put this as an agenda item.

Fee Programs: A new session of Tang Soo Do is scheduled to begin April 24.

Regional Recreation Directors: We met April 5 in Sharon and discussed basketball, baseball, summer programs, regional senior luncheon, budgets.

Spring Baseball: Kent will field a minor league and farm team this season. Cornwall, Kent and Sharon jointly will have a major Little League team. There also are Kent kindergarten and first grade programs that will start practice after the April vacation. The other three teams will start practices next week. Games are expected to begin the first week in May, given the ongoing weather that is making it difficult to get fields prepared.

Summer Concert Series: The Board of Selectmen at a special meeting April 7 approved the four dates for the summer concerts at Town Hall. I now will contact the Chamber of Commerce. I have confirmed bands for three of the dates and will let them know the dates have been approved.

Care4Kids: Kent Park and Recreation has accepted payments toward child care from the Care4Kids program for a number of years. Park and Recreation programs are considered license exempt programs because they operate under the auspices of the municipality. Recently, changes have been made to the funding that comes from the federal government to the state which now requires our programs meet certain licensing requirements, evidenced by an inspection from the Office of Early Childhood. I set up an appointment for this inspection after being contacted by OEC. I also requested a list of the requirements so I could review them prior to the inspection. Most focus on required paperwork that documents medical records of staff and program participants. Another mandate is that there must be at least two staff members, ages 18 or older, present anytime there are one or more children at the program. This differs from the staffing of our After-School Program and would create a hardship for our program. I recommend that Kent Park and Recreation no longer accept Care4Kids program (see attached proposal). Currently, there is only one family using this program, and I have been able to secure scholarship assistance for this family through the Kent Community Fund. I also have provided this information to the Community Fund.

Looking ahead ...

- I will be out of the office April 10-13, and Town Hall offices are closed April 14.
- Camp Kent registration opens May 17.

Park and Recreation Actual vs. Budget

July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
132-800 · Park & Recreation	250.00	800.00	-550.00
132-810 · Park & Rec Pass	3,465.00	3,500.00	-35.00
132-820 · Park & Rec Sports	1,825.00	4,200.00	-2,375.00
132-830 · Park & Rec Classes	463.80	800.00	-336.20
132-840 · Park & Rec Enrichment	10,375.00	10,000.00	375.00
132-850 · Park & Rec Enrichment Camp	13,611.30	13,000.00	611.30
132-860 · Bus Trips & Programs	720.00	1,000.00	-280.00
Total Income	30,710.10	33,300.00	-2,589.90
Gross Profit	30,710.10	33,300.00	-2,589.90
Expense			
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	35,934.40	47,613.00	-11,678.60
023-102 · Hourly Employees	31,369.89	43,712.00	-12,342.11
023-996 · Health	19,651.17	25,386.00	-5,734.83
023-997 · Pension	1,833.90	2,381.00	-547.10
023-998 · Social Security	4,990.01	6,986.00	-1,995.99
Total Compensation	93,779.37	126,078.00	-32,298.63
Department Operations			
023-201 · Supplies	346.73	400.00	-53.27
023-202 · Postage	329.00	343.00	-14.00
023-204 · Mileage	329.40	700.00	-370.60
023-419 · Park Maintenance	3,935.90	12,000.00	-8,064.10
023-422 · Fee Programs	8,833.62	17,000.00	-8,166.38
023-501 · Telephone	676.89	940.00	-263.11
023-502 · Electric	846.34	800.00	46.34
023-504 · Water/Sewer	713.48	1,350.00	-636.52
Total Department Operations	16,011.36	33,533.00	-17,521.64
Professional Development			
023-450 · Dues	99.00	100.00	-1.00
023-451 · Conferences	445.00	550.00	-105.00
023-452 · Training	0.00	100.00	-100.00
Total Professional Development	544.00	750.00	-206.00
Total 023-000 · PARK & REC	110,334.73	160,361.00	-50,026.27
Total E · Recreation	110,334.73	160,361.00	-50,026.27
Total Expense	110,334.73	160,361.00	-50,026.27
Net Ordinary Income	-79,624.63	-127,061.00	47,436.37

Park and Recreation Actual vs. Budget

July 2016 through March 2017

Net Income	Jul '16 - Mar '17	Budget	\$ Over Budget
	-79,624.63	-127,061.00	47,436.37

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