

Kent Park and Recreation Commission
Jan. 28, 2019 Monthly Meeting
Minutes

RECEIVED FOR RECORD
KENT TOWN CLERK
2019 JAN 30 A 10:52
BY [Signature]
TOWN CLERK

Present: Blythe Everett, John Grant, Lynn Harrington, Abigail Smith Hanby, director Lesly Ferris

Public and Invited Guests: George Potts, Selectman Jeff Parkin.

Lynn Harrington called the meeting to order at 7:02 p.m.

Elevation of Alternates: No alternates were present.

Election of Chairman: Mr. Grant made a motion to appoint Lynn Harrington as Park and Recreation Commission chairman until January 2020. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Agenda: Mrs. Harrington asked to add item 9h. Halloween Bash to the agenda. Mrs. Everett made a motion to approve the agenda as amended. Mr. Grant seconded the motion, and the motion was approved unanimously.

Minutes of Dec. 17, 2018: Mr. Grant noted "Mr. Green" should be changed to "Mr. Grant" in the motion to elevate alternates. Mr. Grant made a motion to approve the minutes of the Dec. 17, 2018 minutes as amended. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Correspondence: Mrs. Ferris shared a thank you note to the commission from Brian Hastings, former commissioner, and brought the letter from Laurie Giannotti, CT Trails & Greenways Program, regarding the status of Park and Recreation's state grant application which Mrs. Ferris had shared with the commission via email prior to the meeting (attached).

Public and Invited Guests: Jeff Parkin said he is at the meeting as an ex officio member of the commission and would participate as much as he can.

George Potts expressed his interest in helping the commission with selection of bands for the summer concert series, saying there are a lot of people out there who can draw attendance. Mr. Potts also offered use of his PA system if that would help performers. He asked if the commission has given thought to having a concert on Main Street in the Golden Falcon lot. Mr. Potts also suggested the more diverse the line-up, the better. He also noted Crew Design in Kent could be helpful with creating signs. Mr. Potts said there would be again this year a series of performances in Town on June 21, the longest day of the year.

Mrs. Ferris noted she did email Tim Good about attending the meeting.

Director's Report: In addition to the written reports provided before the meeting, Mrs. Ferris reported the appointments to the commission were made at the Annual Town Meeting January 17. Mrs. Ferris added she met with the Board of Selectmen in Executive Session as part of the board's follow-up to the

Management Review, adding the selectmen discussed meeting with the commission and/or commission chairman and the director at a future time. Mr. Parkin said technically the Park and Recreation director reports to the commission, which is the direct supervisor. Mr. Parkin added the selectmen are looking possibly at changing Town Hall hours for full-time employees to be consistent with an eye on making these 35 hours. The director's job description, specifically the duties for the Monday/Wednesday nutrition program, need to be discussed also.

Old Business: After-School Program: Mrs. Ferris said she worked at the program last Friday and continues to be pleased with the job performance by the three staff members and the attendance at the program. Kent School still sends volunteer students a few days a week.

Parks: Emery Park: Mr. Grant said currently there are no projects ongoing at the park. Laurie Doss is expected to make a presentation next month regarding the proposed feeder pond ecosystem. Mrs. Ferris said she spoke with a risk manager at CIRMA, the Town's insurance carrier, about the proposed ecosystem. CIRMA recommends the commission consider posting signs and requiring waivers for any programs that would take place at the pond.

Kent Common Park: Mr. Grant said there is a lot of water in the park that flooded behind Bob Indorf's property. He said this is something to take into consideration when scheduling programs at the park. Mr. Grant has spoken with Road Crew foreman Rick Osborne, who mentioned potential work on the stream to better control the water flow. Mr. Grant added that Bartlett would be spreading wood chips and taking down trees when the weather permits.

Park feasibility study: subcommittee creation: Mrs. Ferris recommended the commission create a formal subcommittee and include representation from the Board of Selectmen and/or Board of Finance and the community. Ms. Smith Hanby explained the difference between a RFP and a RFQ, suggesting there be parameters around what the commission wants. She estimated the cost could be between \$30,000 and \$50,000. Mr. Parkin noted the commission should keep in mind the changing demographics in town with a more elderly population. Mrs. Harrington made a motion to create a Parks' Master Plan Subcommittee, comprised of three commission members, a member of the Board of Selectmen and/or Board of Finance and a community member, and charged the committee with bringing a RFQ and proposed budget back to the commission. Mr. Grant seconded the motion. Mrs. Ferris suggested including a young person on the committee. The commission agrees Ms. Smith Hanby has the knowledge to help draft a RFQ and this should be the way to move forward. The motion was approved unanimously.

Five-Year Capital Plan: There was no discussion.

Sports Programs follow-up: basketball programs: Mrs. Ferris noted the basketball instructional programs are practicing weekly. The third/fourth grade program had a "friendly" game with Cornwall and will play Canaan, home and away, and host Cornwall in February. Kent's NW Rec 5/6 team was tied for fourth place out of 13 teams. The team plays throughout February before post-season play that is single elimination games. Mrs. Harrington said the proposal to regionalize middle school sports programs was discussed at the Region One ABC Committee last week. This meeting is online if anyone wishes to

watch it. Mrs. Harrington said she favors this proposal although she is concerned about the cost and budget implications. She added that sixth graders no longer would be playing middle school sports so these players would return to recreation programs. Mrs. Ferris reiterated that this could be an opportunity for the recreation departments to offer new regional programs at least to fifth and sixth graders, such as swimming and cross country. Mrs. Ferris added that baseball is on the agenda of next Monday's monthly regional recreation directors' meeting.

2018-19 Budget: Mrs. Ferris provided copies of the November and December 2018 monthly budget report as provided by the treasurer.

Music Program proposal follow-up: Mrs. Ferris said she is working with Kevin Dolan on a start date for March and looking at using the Swift House for the site for the piano and guitar lessons.

Commission Vacancy: Mrs. Ferris said the commission has not received any letters of interest and that she continues to advertise the vacancy.

Halloween Bash: Mrs. Harrington submitted receipts for items that she purchased for the Halloween Bash. She noted that many of these items are reusable and she has brought them to the Park and Recreation office this evening. Mr. Grant made a motion to reimburse Lynn Harrington \$197.07 for Halloween Bash purchases. Mrs. Everett seconded the motion, and the motion was approved unanimously.

New Business: Summer Concert Series: Mrs. Ferris said she spoke with John Gleason about the electrical service at the pavilion should the commission decide to hold a concert at Kent Common Park. There could be an outlet installed in the meter box that could be used to provide electrical service with an extension cord. Mrs. Ferris suggested hosting one concert at Kent Common Park. She provided the commission with proposed dates (attached). Mr. Grant made a motion to set June 27, July 11, July 18, July 25 and August 1, 2019 as summer concert series dates, 6-8 p.m., and to request permission from the Board of Selectmen to hold the concerts at Kent Town Hall except for the July 11 concert which would be at Kent Common Park. Mrs. Everett seconded the motion, and the motion was approved unanimously. Mrs. Ferris offered to meet with Mr. Potts regarding potential bands and report back to the commission. The commission agreed to ask Ms. McMahon to solicit concert sponsorships again this year. Mrs. Harrington recommended making this opportunity more public.

Summer Employees: Mrs. Ferris provided the commission recommendations for hiring of seasonal summer employees for 2019 (attached). Employees who do not receive a contract would receive a letter and be offered the opportunity to apply for a summer position, the director added. Mrs. Everett made a motion to approve the hiring of summer seasonal staff, hourly wages contingent upon Town budget approval, as recommended in the memo dated Jan. 17, 2019. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Slamma-Jamma Basketball Camp: Mrs. Ferris reported Slamma-Jamma is interested in offering youth basketball summer camp July 22-26, 2019 in Kent. The camp does not have a license and is seeking a partnership with Park and Recreation for the Town to act as operator of the camp. Mrs. Everett made a

motion that Kent Park and Recreation act as operator of the Slamma-Jamma Basketball Camp July 22-26, 2019 in Kent. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Kent Land Trust Winter Tracking Hike co-sponsorship: Mrs. Ferris had emailed the commission prior to the meeting regarding the Kent Land Trust's interest in partnering with Park and Recreation to host a Presidents' Day Tracking Hike at Emery Park (attached). Mr. Grant said he has two people who would go on the trail to ensure it would be ready for the event. Mr. Grant made a motion that Kent Park and Recreation co-sponsor the Presidents' Day Winter Tracking Hike at Emery Park with the Kent Land Trust as proposed. Mrs. Everett seconded the motion, and the motion was approved unanimously. Mrs. Ferris said she has spoken with the road crew foreman about plowing the park parking lot if need be.

2019-20 Budget Proposal: Mrs. Ferris provided the commission prior to the meeting a draft 2019-20 budget (attached). The commission reviewed the proposed revenue figures. Mrs. Ferris reviewed the budget line items which were changed to reflect actual spending. Mrs. Harrington noted the commission sometimes proposes a salary for the director and other times lets the Town set it. Mr. Parkin recommended the commission makes whatever recommendation it wishes, and the Selectmen would consider it. Ms. Smith Hanby commented she does not know anything about director salary either in Kent or in the region. Mrs. Harrington suggested leaving the salary line as it is, saying there are some things to work out. Mr. Grant made a motion to approve the proposed 2019-2020 Park and Recreation budget with the addition of \$50,512 for the director's salary. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

The next Park and Recreation Commission meeting is Feb. 26, 2019 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 8:55 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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Connecticut Department of

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Kent Parks & Recreation
Barbara Herbst, Town Treasurer
Via email: January 7, 2019

Subject: Connecticut Recreational Trails Program FY 2018-19 Grant Round

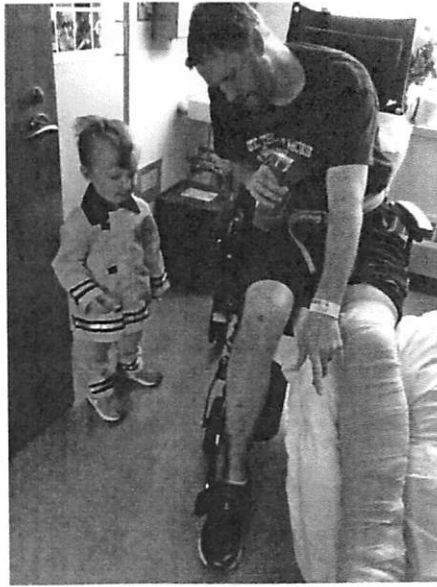
Dear Barbara:

Thank you for taking the time to submit your request for funding. The CT Greenways Council (CGC) (Per CGS Section 23-103 as amended by Public Act No. 15-190) assisted DEEP with an incredibly difficult grant selection process. As you may know, \$3 million was allocated at the end of July by the state bond commission. DEEP received 73 applications for these funds making it the most competitive grant round yet. With 3 million dollars to distribute, there were over 12 million in requests. Requests from the highly ranked proposals alone totaled over 4 million dollars. Though the CGC was able to fund most of the highly ranked proposals, we were not able to fund yours.

Please feel free to call me with any questions,

Laurie

Laurie Giannotti,
CT Trails & Greenways Program
Department of Energy & Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
Phone: 860-424-3578
Email: laurie.giannotti@ct.gov



With love and gratitude,
Brian & The Hastings

Kent Park
Rec,
Thank you all for
your support. I remember
my years on the board well.
I feel blessed to have worked
along side most of you
With Gratitude,
Brian
Team



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TOWN OF KENT
Park and Recreation Actual vs. Budget
July through December 2018

	<u>Jul - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
132-800 · Park & Recreation	250.00	250.00	0.00
132-810 · Park & Rec Pass	1,710.00	3,000.00	-1,290.00
132-820 · Park & Rec Sports	1,230.00	3,500.00	-2,270.00
132-830 · Park & Rec Classes	526.50	500.00	26.50
132-840 · Park & Rec Enrichment	4,717.00	11,000.00	-6,283.00
132-850 · Park & Rec Enrichment Camp	11,826.00	13,000.00	-1,174.00
132-860 · Bus Trips & Programs	380.00	1,000.00	-620.00
Total Income	<u>20,639.50</u>	<u>32,250.00</u>	<u>-11,610.50</u>
Gross Profit	20,639.50	32,250.00	-11,610.50
Expense			
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	25,255.88	50,512.00	-25,256.12
023-102 · Hourly Employees	25,850.33	43,843.00	-17,992.67
023-996 · Health	8,051.63	16,742.00	-8,690.37
023-997 · Pension	1,285.33	2,526.00	-1,240.67
023-998 · Social Security	3,842.19	7,218.00	-3,375.81
Total Compensation	<u>64,285.36</u>	<u>120,841.00</u>	<u>-56,555.64</u>
Department Operations			
023-201 · Supplies	182.42	400.00	-217.58
023-202 · Postage	300.00	343.00	-43.00
023-204 · Mileage	297.57	700.00	-402.43
023-419 · Park Maintenance	3,029.16	16,000.00	-12,970.84
023-422 · Fee Programs	5,280.67	13,000.00	-7,719.33
023-501 · Telephone	536.71	1,000.00	-463.29
023-502 · Electric	677.14	900.00	-222.86
023-504 · Water/Sewer	1,064.00	1,350.00	-286.00
Total Department Operations	<u>11,367.67</u>	<u>33,693.00</u>	<u>-22,325.33</u>
Professional Development			
023-450 · Dues	99.00	100.00	-1.00
023-451 · Conferences	410.00	550.00	-140.00
023-452 · Training	0.00	100.00	-100.00
Total Professional Development	<u>509.00</u>	<u>750.00</u>	<u>-241.00</u>
Total 023-000 · PARK & REC	<u>76,162.03</u>	<u>155,284.00</u>	<u>-79,121.97</u>
Total E · Recreation	<u>76,162.03</u>	<u>155,284.00</u>	<u>-79,121.97</u>
Total Expense	<u>76,162.03</u>	<u>155,284.00</u>	<u>-79,121.97</u>
Net Ordinary Income	<u>-55,522.53</u>	<u>-123,034.00</u>	<u>67,511.47</u>
Net Income	<u>-55,522.53</u>	<u>-123,034.00</u>	<u>67,511.47</u>

TOWN OF KENT
Park and Recreation by month
July through December 2018

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	TOTAL
Ordinary Income/Expense							
Income							
132-800 - Park & Recreation	0.00	0.00	0.00	250.00	0.00	0.00	250.00
132-810 - Park & Rec Pass	820.00	50.00	0.00	0.00	0.00	840.00	1,710.00
132-820 - Park & Rec Sports	0.00	0.00	975.00	10.00	0.00	245.00	1,230.00
132-830 - Park & Rec Classes	26.00	95.00	52.00	239.00	21.00	93.50	526.50
132-840 - Park & Rec Enrichment	0.00	30.00	0.00	1,689.50	1,332.50	1,665.00	4,717.00
132-860 - Park & Rec Enrichment Camp	3,850.00	4,940.00	2,690.00	262.50	21.00	62.50	11,826.00
132-860 - Bus Trips & Programs	285.00	0.00	0.00	0.00	95.00	0.00	380.00
Total Income	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	20,639.50
Gross Profit	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	20,639.50
Expense							
E - Recreation							
023-000 - PARK & REC							
Compensation							
023-101 - Salary Director	3,885.52	4,856.90	3,885.52	3,885.52	4,856.90	3,885.52	25,255.88
023-102 - Hourly Employees	9,512.01	11,046.13	1,093.75	1,234.76	1,321.84	1,641.84	25,850.33
023-996 - Health	965.04	1,094.62	1,008.24	1,087.19	1,071.40	2,825.14	8,051.63
023-997 - Pension	0.00	0.00	637.03	0.00	0.00	648.30	1,285.33
023-998 - Social Security	995.82	1,207.76	373.51	384.29	465.03	415.78	3,842.19
Total Compensation	15,358.39	18,205.41	6,998.05	6,591.76	7,715.17	9,416.58	64,285.36
Department Operations							
023-201 - Supplies	53.67	0.00	104.76	0.00	23.99	0.00	182.42
023-202 - Postage	0.00	0.00	0.00	0.00	300.00	0.00	300.00
023-204 - Mileage	0.00	0.00	0.00	0.00	297.57	0.00	297.57
023-419 - Park Maintenance	1,108.32	1,068.33	476.95	25.56	0.00	350.00	3,029.16
023-422 - Fee Programs	1,580.18	719.24	893.32	890.22	517.36	680.35	5,280.67
023-501 - Telephone	62.31	82.27	35.99	31.55	291.78	32.81	536.71
023-502 - Electric	141.19	148.58	122.28	88.55	88.43	88.11	677.14
023-504 - Water/Sewer	0.00	412.30	329.84	321.86	0.00	0.00	1,064.00
Total Department Operations	2,945.67	2,430.72	1,963.14	1,357.74	1,519.13	1,151.27	11,367.67
Professional Development							
023-450 - Dues	99.00	0.00	0.00	0.00	0.00	0.00	99.00
023-451 - Conferences	0.00	410.00	0.00	0.00	0.00	0.00	410.00
Total Professional Development	99.00	410.00	0.00	0.00	0.00	0.00	509.00
Total 023-000 - PARK & REC	18,403.06	21,046.13	8,961.19	7,949.50	9,234.30	10,567.85	76,162.03
Total E - Recreation	18,403.06	21,046.13	8,961.19	7,949.50	9,234.30	10,567.85	76,162.03
Total Expense	18,403.06	21,046.13	8,961.19	7,949.50	9,234.30	10,567.85	76,162.03
Net Ordinary Income	-13,422.06	-15,931.13	-5,244.19	-5,498.50	-7,764.80	-7,661.85	-55,522.53
Net Income	-13,422.06	-15,931.13	-5,244.19	-5,498.50	-7,764.80	-7,661.85	-55,522.53

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TOWN OF KENT
Park and Recreation Detail
 November through December 2018

Type	Date	Num	Name	Memo	Amount
E - Recreation					
023-000 - PARK & REC					
Compensation					
023-101 - Salary Director					
Pay...	11/01/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	11/08/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	11/15/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	11/21/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	11/29/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	12/06/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	12/13/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	12/20/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	12/27/2018	DirDep	Ferris (DirDep), Lesly	BoF meeting 12/18/18	971.38
Total 023-101 - Salary Director					8,742.42
023-102 - Hourly Employees					
Pay...	11/01/2018	609502	Herde, Charlotte		78.83
Pay...	11/01/2018	DirDep	Vizzari (DirDep), Sus...		153.13
Pay...	11/08/2018	609512	Herde, Charlotte		82.50
Pay...	11/08/2018	DirDep	Leach (DirDep), Meg...		72.00
Pay...	11/08/2018	DirDep	Vizzari (DirDep), Sus...		236.25
Pay...	11/15/2018	609569	Herde, Charlotte		82.50
Pay...	11/15/2018	DirDep	Leach (DirDep), Meg...		72.00
Pay...	11/15/2018	DirDep	Vizzari (DirDep), Sus...		201.25
Pay...	11/21/2018	DirDep	Leach (DirDep), Meg...		72.00
Pay...	11/21/2018	DirDep	Vizzari (DirDep), Sus...		48.13
Pay...	11/29/2018	DirDep	Leach (DirDep), Meg...		72.00
Pay...	11/29/2018	609621	Soderstrom, Tommy		55.00
Pay...	11/29/2018	DirDep	Vizzari (DirDep), Sus...		96.25
Pay...	12/06/2018	609636	Herde, Charlotte		112.75
Pay...	12/06/2018	DirDep	Leach (DirDep), Meg...		72.00
Pay...	12/06/2018	DirDep	Vizzari (DirDep), Sus...		205.63
Pay...	12/13/2018	609676	Herde, Charlotte		55.00
Pay...	12/13/2018	DirDep	Leach (DirDep), Meg...		79.20
Pay...	12/13/2018	DirDep	Vizzari (DirDep), Sus...		192.50
Pay...	12/20/2018	609686	Herde, Charlotte		82.50
Pay...	12/20/2018	DirDep	Leach (DirDep), Meg...		108.00
Pay...	12/20/2018	DirDep	Vizzari (DirDep), Sus...		249.38
Pay...	12/27/2018	609728	Herde, Charlotte		55.00
Pay...	12/27/2018	DirDep	Kearns (DirDep), Ha...		231.00
Pay...	12/27/2018	DirDep	Leach (DirDep), Meg...		72.00
Pay...	12/27/2018	DirDep	Leach (DirDep), Meg...		0.00
Pay...	12/27/2018	DirDep	Vizzari (DirDep), Sus...		126.88
Total 023-102 - Hourly Employees					2,963.68
023-996 - Health					
Bill	11/01/2018	H6881373	Aetna	L Ferris - Health Insurance - November 2018	1,088.90
Bill	11/01/2018	TM57287030012	Metlife Small Busine...	L Ferris - Dental Insurance Premium - November 2018	56.00
Bill	11/01/2018	TM055907070009	Metlife Small Busine...	L Ferris - Life Insurance Premium - November 2018	5.45
Liab...	11/30/2018	EOM Recordi	Aetna	L Ferris payroll withholding	-78.95
Bill	12/01/2018	TM05590707	Metlife Small Busine...	L Ferris - Life Insurance Premium - December 2018	5.45
Bill	12/01/2018	TM05728703	Metlife Small Busine...	L Ferris - Dental Insurance Premium - December 2018	56.00
Bill	12/01/2018	H6976090	Aetna	L Ferris - Health Insurance - December 2018	1,088.90
Bill	12/28/2018	H7071582	Aetna	L Ferris - Health Insurance - January 2019	1,088.90
Bill	12/28/2018	TM05728703 0012	Metlife Small Busine...	L Ferris - Dental Insurance Premium - January 2019	56.00
Bill	12/28/2018	TM05590707 0009	Metlife Small Busine...	L Ferris - Life Insurance Premium - January 2019	5.45
Liab...	12/31/2018	EOM Recordi	Aetna	L Ferris payroll withholding	-63.16
Gen...	12/31/2018	44984		Ferris: H.S.A ER Funding 7/1/18 - 12/31/18	587.60
Total 023-996 - Health					3,898.54
023-997 - Pension					
Liab...	12/31/2018	EFT	VOYA (previously ING)	Ferris	648.30
Total 023-997 - Pension					648.30
023-998 - Social Security					
Gen...	11/30/2018	44967	Ferris, L		363.90
Gen...	11/30/2018	44967	Herde, C		18.65
Gen...	11/30/2018	44967	Leach, M		22.04
Gen...	11/30/2018	44967	Soderstrom, T		4.21
Gen...	11/30/2018	44967	Vizzari, S		56.23
Gen...	12/31/2018	44983	Ferris, L		290.19

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01/23/19

TOWN OF KENT
Park and Recreation Detail
 November through December 2018

Type	Date	Num	Name	Memo	Amount
Gen...	12/31/2018	44983		Herde, C	23.35
Gen...	12/31/2018	44983		Keams, Hannah	17.87
Gen...	12/31/2018	44983		Leach, M	25.33
Gen...	12/31/2018	44983		Vizzari, S	59.24
Total 023-998 - Social Security					880.81
Total Compensation					17,131.75
Department Operations					
023-201 - Supplies					
Bill	11/05/2018	2476183	Quill Corporation	PR: monthly deskpad	23.98
Credit	11/07/2018	1438477*394254	Quill Corporation	2019 calendar	-22.99
Bill	11/28/2018	236234	OfficeZilla	PR: time report cards	23.00
Total 023-201 - Supplies					23.99
023-202 - Postage					
Bill	11/28/2018	6 rolls of \$.50/ sta	Postmaster	PR: 6 rolls of \$.50 stamps	300.00
Total 023-202 - Postage					300.00
023-204 - Mileage					
Bill	11/26/2018	Mileage reimburse	Ferris, Lesly~	PR: mileage reimbursement 8/7-11/20/18 546 miles @ \$.545/mile	297.57
Total 023-204 - Mileage					297.57
023-419 - Park Maintenance					
Bill	12/05/2018	3136	Perennial Plantscape...	PR: Park maintenance	350.00
Total 023-419 - Park Maintenance					350.00
023-422 - Fee Programs					
Bill	11/01/2018	27	Davis IGA, Inc.	PR: Halloween & ASP supplies	257.98
Bill	11/13/2018	2701199	Quill Corporation	PR: laminated ID cards	49.98
Bill	11/28/2018	November Goods...	Sharon Youth/Recre...	PR: Kent share of November Goodspeed Opera House trip	209.40
Bill	12/01/2018	27	Davis IGA, Inc.	PR: ASP supplies	139.75
Bill	12/01/2018	8075	Textile Graphics Inc.	PR: 8 tank tops for basketball	199.60
Bill	12/11/2018	300501573	BSN Sports	PR: sports basketball scorebook	6.00
Bill	12/18/2018	League fees	NW Basketball League	P/R: Basketball league fees '18 - '19	75.00
Bill	12/26/2018	8096	Textile Graphics Inc.	PR: 20 cotton tees / Irish green HS & numbers	260.00
Total 023-422 - Fee Programs					1,197.71
023-501 - Telephone					
Bill	11/14/2018		Charter Communicati...	PR: Internet (9/24-11/23/18)	9.30
Bill	11/15/2018	July-Nov cell phone	Ferris, Lesly~	PR: July-Nov cell phone	250.00
Bill	11/29/2018	860927462712317...	Frontier Communicat...	PR: Telephone Service 11/21/18-12/20/18	32.48
Bill	12/02/2018	8350166800003442	Charter Communicati...	PR: Internet (11/24-12/23/18)	4.65
Bill	12/28/2018	860 927 4627	Frontier Communicat...	PR: Telephone Service 12/21- 1/20	28.16
Total 023-501 - Telephone					324.59
023-502 - Electric					
Bill	11/13/2018	51337386049	Eversource	PR: 10/15-11/13/18	44.21
Bill	11/14/2018	51039555073	Eversource	PR: period of 10/16/18-11/14/18	44.22
Bill	12/28/2018	Multiple	Eversource	51337386049 - Park & Rec (Emery Park) -	44.00
Bill	12/28/2018	Multiple	Eversource	51039555073 - Pavilion	44.11
Total 023-502 - Electric					176.54
Total Department Operations					2,670.40
Total 023-000 - PARK & REC					19,802.15
Total E - Recreation					19,802.15
TOTAL					19,802.15

Kent Park and Recreation

Lesly Ferris, Director

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To: Park and Recreation Commission

From: Lesly Ferris



Date: Jan. 17, 2019

Re: Summer seasonal staff recommendations

I recommend to the Park and Recreation Commission the hiring of the following summer seasonal staff:

Kevin Kalach, Camp Kent director, hourly rate of \$16

Megan Leach, Camp Kent counselor, hourly rate of \$11.75

Casey Sartori, Camp Kent counselor, hourly rate of \$11.75

Grace Herde, Emery Park lifeguard, hourly rate of \$13.25

Tommy Soderstrom, Emery Park lifeguard, hourly rate of \$12

Thank you for your consideration.

Dear Commissioners:

The Kent Land Trust historically hosts a Winter Tracking Hike on President's Day (geared towards children and families). We hope for snow, as it's much easier to see animal tracks when there is fresh snowfall, but there are generally still signs to look for even when the woods are bare. Typically, we use cards with examples to guide us and do a little bit of education prior to setting out. There is a lot of stopping and peering and wondering, and photographing/documenting for later study. It's great fun for the kids. Last year we hid a great big stuffed panda at the end as a surprise "find".

We move the hike around and this year are wondering whether the P&R would like to partner with us and host the hike in Emery Park? The time is flexible – usually it is best to wait until mid-morning so it is not too too cold (at least 10:30), but an afternoon start time works too. The hike works well with a duration of around 1.5 hrs... with hot chocolate and cookies at the end (or some variation if you'd like).

I'm attaching promo from 2017 as well as a photo for a look at what we do. Mike Benjamin and I are available to lead the hike. We would be pleased if P&R would help promote the hike but otherwise do not need for you to do anything – although of course you are welcome to be as involved as you like! No cost to P&R either – we'll get the food.

Let me know what you think – we are eager to see what we might find on the mountain at Emery!

Best,

Connie

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To: Park and Recreation Commission

From: Lesly Ferris

Date: January 17, 2019

Re: Summer concert series dates

Following are potential dates for the summer concert series at Kent Town Hall:

- June 27
- July 11 (Kent Common Park)
- July 18
- July 25
- August 1 (Kent Sidewalk Festival)
- August 15

Thank you.

Proposed

Park and Recreation

Budget Worksheet

FY 2019 - 2020

	Jul '17 - Jun '18	Budget	Jul '18 - Jun '19	Budget	Proposed Budget
Income					
32-800 • Park & Recreation	250.00	250.00	250.00	250.00	250.00
32-810 • Park & Rec Pass	3,470.00	3,500.00	1,710.00	3,000.00	3,000.00
32-820 • Park & Rec Sports	1,798.00	4,000.00	1,230.00	3,500.00	3,500.00
32-830 • Park & Rec Classes	1,238.10	500.00	526.50	500.00	500.00
32-840 • Park & Rec Enrichment	13,409.00	11,000.00	4,717.00	11,000.00	11,000.00
32-850 • Enrichment Camp	13,363.50	13,000.00	11,826.00	13,000.00	13,000.00
32-860 • Bus Trips & Programs	745.00	1,000.00	380.00	1,000.00	750.00
Total Income	34,273.60	33,250.00	20,639.50	32,250.00	
Expense					
023-000 • PARK & REC					
Compensation					
023-101 • Salary Director	49,041.20	49,041.00	25,255.88	50,512.00	
023-102 • Hourly Employees	38,628.11	43,736.00	25,850.33	43,843.00	45,454.00
023-996 • Health	28,267.72	28,268.00	7,370.79	16,742.00	
023-997 • Pension	2,534.14	2,452.00	637.03	2,526.00	
023-998 • Social Security	6,487.41	7,098.00	3,426.41	7,218.00	
Total Compensation	124,958.58	130,595.00	62,540.44	120,841.00	
Department Operations					
023-201 • Supplies	359.54	400.00	182.42	400.00	400.00
023-202 • Postage	294.00	343.00	300.00	343.00	385.00
023-204 • Mileage	596.36	700.00	297.57	700.00	700.00
023-419 • Park Maintenance	15,125.55	16,000.00	3,029.16	16,000.00	16,000.00
023-422 • Fee Programs	13,486.71	13,000.00	5,020.67	13,000.00	13,000.00
023-501 • Telephone	1,175.52	1,000.00	536.71	1,000.00	1,000.00
023-502 • Electric	1,215.50	800.00	677.14	900.00	900.00
023-504 • Water/Sewer	1,371.44	1,250.00	1,064.00	1,350.00	1,350.00
Total Department Operations	33,624.62	33,493.00	11,107.67	33,693.00	
Professional Development					
023-450 • Dues	99.00	100.00	99.00	100.00	100.00
023-451 • Conferences	410.00	550.00	410.00	550.00	550.00
023-452 • Training	0.00	100.00	0.00	100.00	100.00
Total Professional Development	509.00	750.00	509.00	750.00	
Total 023-000 • PARK & REC	159,092.20	164,838.00	74,157.11	155,284.00	

Currently Budgeted	After School Program	Director	\$17 x 2.75hrs x 160 days	7,480
		Counselors	\$11 x 2.5hrs x 160 days	4,400
	Camp Kent	Director	\$15.5 x 40 hrs x 8 weeks	4,960
		2 Counselors	\$11.5 x 37.5 hrs x 8weeks x 2	6,900
	Lifeguards	Head	\$13 x 40 hrs x 9 weeks	4,680
		Swm Instruct	\$11.75 x 36hrs x 9 weeks	3,807
		Retng Guards	\$11.50 x 36 hrs week x 2 guards x 9 wks	7,452
		Life Guard	\$11 x1 x 36 hrs week x 9 wks	3,564

Note: hourly employee wages already approved by Commission