

Kent Park and Recreation Commission
Jan. 22, 2018 Monthly Meeting
Minutes

Present: Jerry Decker, Dave Dunleavy, John Grant, Mike Green, Lynn Harrington, Glen Nielsen, director Lesly Ferris

Public and Invited Guests: None.

Jerry Decker called the meeting to order at 7:00 p.m.

Elevation of Alternate: Mr. Green made a motion to elevate alternate John Grant. Mr. Dunleavy seconded the motion, and the motion was approved unanimously.

Election of Chairman: Mrs. Harrington made a motion to elect Jerry Decker as chairman of the Kent Park and Recreation Commission until Jan. 28, 2018. Mr. Nielsen seconded the motion, and the motion was approved unanimously.

Agenda: Mrs. Harrington asked to add Executive Session, Budget discussion, director salary, to the agenda. Mr. Grant made a motion to add 10h. Executive Session, Budget discussion, director salary, to the agenda. Mr. Dunleavy seconded the motion, and the motion was approved unanimously. Mrs. Harrington made a motion to approve the agenda as amended. Mr. Dunleavy seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Nielsen made a motion to approve the minutes of the Nov. 13, 2017 monthly meeting. Mr. Green seconded the motion, and the motion was approved unanimously.

Correspondence: Mrs. Ferris shared an email letter from Katie Nordland which also was sent to the commissioners; resignation letter from commission alternate James Mauri; thank you letter from Kent Pumpkin Run Committee; flyer regarding solar-operated USB charging port; letter regarding free signs for parks designated as tobacco free (attached). Mrs. Ferris will get information on the cost of the USB charging port and will put that and the tobacco free parks' signs on the February meeting agenda. Mrs. Harrington made a motion to accept James Mauri's resignation. Mr. Nielsen seconded the motion, and the motion was approved unanimously. Mrs. Ferris will post notice of the vacancy on the website, Facebook Page, put in the Town email newsletter and send to the media.

Public and Invited Guests: None.

Director's Report: In addition to the written reports provided before the meeting, Mrs. Ferris reported the second session of figure skating lessons has been canceled due to the closing of the Kent School ice rink because of the flooding/ice jams. The program's participants have agreed to participate in the third session in the month of February. There has been a great response to the weekend ice skating at South Kent School in the first few weeks. Mrs. Ferris also shared newspaper story in the Spectrum regarding the state's five-year plan which is a planning tool to determine recreational priorities (attached).

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Old Business: After-School Program: Mrs. Ferris said the program has not met many days in January because of school closings due to weather and flooding/ice jams. She noted the program attendance continues to fall behind last school year.

Parks: Emery Park projects: Mr. Grant said he hopes to get back to the park projects next month. He asked the commission's help this spring with installation of the new barriers in the parking lot at Emery Park.

Kent Common Park playground: Mr. Grant recognized the Dunleavy family for their help with burr removal at the park. Mr. Dunleavy noted the burrs are an ongoing maintenance issue. Mrs. Ferris noted the second half of the funding for the proposed new playground at Kent Common Park is in the FY2023 capital plan that the Selectmen and Board of Finance currently are discussing. There haven't been questions about the playground, for which half of the funding was approved last year.

Five-Year Capital Plan: There was no other discussion.

Sports Programs follow-up: Mrs. Ferris noted the basketball instructional programs are practicing weekly. Parent volunteers overseeing these programs are Jason Hotchkin, kindergarten; Doug Bloom, grades 1/2; Phil Darrin, grades 3/4 along with other parent helpers. The grades 3/4 program will play three games in February, two home and one away. Mike Green volunteered to help the director with baseball. Mrs. Ferris will email basketball programs' registration to the commission before the February meeting.

Summer Concert Series 2018: Mrs. Ferris will bring proposed dates for the series to the February meeting. She suggested the commission work on band selection, funding and confirmation of dates at its February meeting.

2017-18 Budget: There was no discussion about the current budget.

New Business: 2018-19 budget: Mrs. Ferris provided the commission prior to the meeting a draft 2018-19 budget (attached). The commission reviewed the proposed revenue figures. Mrs. Ferris reviewed the budget line items which were increased to reflect actual spending.

Park and Recreation director job description: Mrs. Ferris noted the Board of Selectmen review the job descriptions every two years. The commission requested copies of the job description. This will be on the February agenda.

Camp Kent: counselors 2018: Mrs. Ferris shared her recommendations for summer camp counselors for Camp Kent. Mr. Grant made a motion to hire Megan Leach and Casey Sartori as Camp Kent counselors for eight weeks for summer 2018 at an hourly rate of \$11.50. Mrs. Harrington seconded the motion, and the motion was approved unanimously. The commission discussed the camp activities, supervision of the youngsters and their desire for a "fresh" approach to the program. Mrs. Ferris reiterated the camp staff last year instituted daily themes which were carried through the days' activities. She said she

already met with the director and a counselor about field trips for this summer's programs which likely would include three Club Getaway days, a trip to Maritime Aquarium in Norwalk and bowling in New Milford. Mrs. Ferris said she would speak with the camp director about the commission's conversation.

Camp Kent: program proposal: Mrs. Ferris shared with the commission a proposal from Abigail LaFontan, a student at University of Connecticut who lives in Kent, to work with Camp Kent youngsters this summer on an UConn IDEA grant project (attached). Ms. LaFontan has designed a project that would study how well children, living in an area which is abundant with farms and real, natural produce and projects, understand their food. The project would be funded by a grant that Ms. LaFontan has received. The project would include planting and maintaining raised garden beds in the upper field at Emery Park, working one to two hours a week with the campers on farming exercises, teaching them to grow and consume their food and surveys of the campers and their families. The commission requested Ms. LaFontan attend a commission meeting when she is available to talk about her project. Mrs. Harrington made a motion to approve Abigail LaFontan's UConn IDEA grant project at Emery Park with the 2018 Camp Kent program as proposed. Mr. Grant seconded the motion, and the motion was approved unanimously.

Camp Kent Registration Fee Proposal: Mrs. Ferris proposed setting the weekly fee for Camp Kent 2018 at \$105/camper for Kent residents and \$135/camper for non-residents. Mr. Dunleavy made a motion to set the weekly fee for Camp Kent 2018 at \$105/camper for Kent residents and \$135/camper for non-residents. Mr. Nielsen seconded the motion, and the motion was approved unanimously.

Senior Mat Yoga Proposal: Mrs. Ferris shared a proposal from Kristin Wilkins for a senior mat Yoga class at the Kent Senior Center. Mrs. Ferris said she has advertised the proposed class to gather feedback about interest in such a class. To date only one person has responded. The next senior newsletter has been delayed in being mailed due to the river flooding. Mrs. Ferris noted a chair Yoga program could be substituted if there isn't sufficient interest in the Mat Yoga format. Mr. Dunleavy made a motion to approve the senior mat Yoga class with Kristin Wilkins as proposed (attached). Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Henna Workshop Proposal: Mrs. Ferris shared a proposal from Elyse Sadtler to offer a henna tattoo class for youngsters ages 10 and up (attached). The commission agreed to gauge interest and offer the program if the minimum number of participants (5) register. The commissioners questioned if there is a way to engage the boys in this activity? Mr. Dunleavy made a motion to accept Elyse Sadtler's proposal for a summer 2018 Henna Program for youth ages 10 and up. Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Executive Session: Budget/director salary discussion: Mr. Grant made a motion to move to executive session at 8:03 p.m. for the purpose of discussing budget/director's salary. Mr. Green seconded the motion, and the motion was approved unanimously. Mrs. Harrington made a motion to move out of executive session at 8:55 p.m. Mr. Dunleavy seconded the motion, and the motion was approved unanimously.

Mrs. Harrington made a motion to approve the 2018-19 Park and Recreation budget proposal as presented. Mr. Grant seconded the motion, and the motion was approved unanimously.

The next Park and Recreation Commission meeting is Feb. 26, 2018 at 7 p.m. Mrs. Harrington made a motion to adjourn the meeting at 8:58 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.

Hi Lesly,

I have all my Emails sent directly to the Kent Parks and Rec board and yet nothing is listed or documented in the minutes. (past two years) Can you please let me know where my concerns are documented? Since you take the minutes this doesn't look very good. I also have the emails I submitted to Bruce Adams regarding the issues. I have contacted a local paper and they are going to be looking into the concerns of several Kent parents regarding our athletic programs.

It sad that you are allowed to continue to do a poor job. The programs have had no growth and are not run well. You show up the first night of practice and ask whoever is there to coach. You should line things up in advance. You really need to put time and effort into providing competitive programs for the young athletes of Kent. The list of improvements that could be applied are long. I also would like to see the board set some guidelines and timeframes for you to provide the improvements needed. If nothing gets improved maybe it is time to think about bringing in a new park and Rec director who can handle all the duties required.

Regards,
Katie Nordland

Sent from my iPhone



Lesly Ferris <parkandrec@townofkentct.org>

Resignation

1 message

james mauri <jimatbh@gmail.com>

Tue, Jan 16, 2018 at 6:56 PM

To: Lesly Ferris <parkandrec@townofkentct.org>

Dear Lesly

Please consider this my official notification that I will no longer be able to serve as a member of the Parks and Recreation Commission.

As previously mentioned, unanticipated personal family matters require that I be away from Kent for the foreseeable future.

Ironically, I was to become a full fledged commissioner on January the 18th..... I greatly regret having to tender my resignation.

Please confirm that the above is proper and sufficient for you to accept my resignation.

I wish you and all the others who serve, my very best wishes for a productive new year.

James Mauri



Ms. Lesly Ferris
Kent Park & Recreation
P.O. Box 678
Kent, CT 06757

Dear Lesly,

On behalf of the Kent Chamber of Commerce, I want to thank you for your generous support of the 41st Annual Kent Pumpkin Run. Despite the pouring rain, this year's race had a very decent turnout. Park & Rec's generous sponsorship helped make the race happen and was very popular with the runners that did show up. Each year we get many compliments after the race about how organized, safe and fun it is and this year was no exception!

Again this year we were able to raise funds and collect non-perishable food items for the Kent Food Bank and to partner with the *Julia's Wings Foundation* who continued to raise money to provide financial assistance to families of children with life threatening hematological diseases.

Please accept our commemorative race t-shirt and cap as a small token of our thanks for your support. We look forward to partnering with you again in 2018!

Sincerely,

Ellen Corzell
Chairman/Kent Pumpkin Run Committee

Dave Dunleavy, Race Director
Committee Members: Gary Davis, Ane Starr, Lyn Stirnweiss



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Christopher Abbamonte, CPA
President
cabbamonte@solarsynthesis.us

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E: cabbamonte@solarsynthesis.us
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- Custom Colors Available (shown in weathered bronze)



January 2, 2018

Bruce K. Adams
Kent Town Hall
41 Kent Green Blvd

Dear First Selectman Bruce K. Adams,

Litchfield County is noted throughout the state for its beautiful outdoor recreational opportunities, including our public parks, maintained for the enjoyment of our residents and visitors.

More and more cities and towns across the country, including Cornwall, Salisbury, Harwinton, Litchfield, and New Milford in our region of the state, have made the decision to make their parks **tobacco-free**. Besides decreasing litter and wildfire problems, tobacco-free parks give our residents the opportunity to model healthy behaviors for our children.

Northwestern Connecticut Partnership for Tobacco Free Communities has been awarded a Tobacco Free initiatives grant from the Connecticut Department of Public Health (CT DPH). This grant has enabled us to purchase durable and sustainable tobacco-free signage for use by local parks that wish to adopt or reinforce a tobacco-free policy. These signs are available to your community **at no cost**, until supplies last. All that is required is proof that you have a formal written tobacco-free policy approved.

We have enclosed a copy of a Tobacco-Free Toolkit for Parks, a helpful resource recently prepared by *Fit Together Litchfield County*. We hope you share our vision that creating a tobacco-free park is a win-win situation for everyone. We encourage you to reach out to our Partnership with questions or to request signage. On behalf of the Partnership, and as the project's advocacy facilitator, I can be reached at (860) 960-7248 or Joshua.Licursi@McCallCenterCT.org.

Sincerely,

Joshua Licursi
Advocacy Facilitator
Northwestern Connecticut Partnership for Tobacco Free Communities

Abby Peklo
Project Director
EdAdvance

Lauren Contorno
Program Coordinator
EdAdvance

Joshua Licursi
Advocacy Facilitator
McCall Center for Behavioral
Health

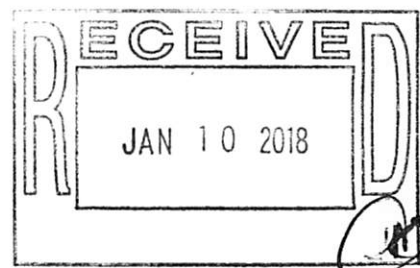
Tim J. LeBouthillier
Advisory Council
Director, Community
Relations and Development,
Charlotte Hungerford Hospital

Leslie Polito, RN, BSN
Advisory Council
Public Health Nurse
Torrington Area Health
District



To contact us:

Abby Peklo
EdAdvance
PO Box 909
355 Goshen Road
Litchfield, CT 06798
www.edadvance.org
p. 860.567.0863
peklo@edadvance.org



Park and Recreation

Budget Worksheet

ACTUAL

Jul '16 - Jun 17	Budget
132-800 · Park & Recreation	250.00
132-810 · Park & Rec Pass	3,575.00
132-820 · Park & Rec Sports	2,430.00
132-830 · Park & Rec Classes	145.00
132-840 · Park & Rec Enrichment	18,070.20
132-850 · Park & Rec Enrichment Camp	13,611.30
132-860 · Bus Trips & Programs	810.00
Total Income	38,891.50

ACTUAL

Jul '17 - to date	Budget
250.00	250.00
1,715.00	3,500.00
1,138.00	4,000.00
524.90	500.00
3,761.00	11,000.00
11,461.50	13,000.00
270.00	1,000.00
19,120.40	33,250.00

REQUESTED FOR FY

Jul '18 - Jun 19
250.00
3000.00
3500.00
500.00
11,000.00
13,000.00
1,000.00
32,250.00

023-000 · PARK & REC

Compensation

023-101 · Salary Director	47,613.08	47,613.00	25,463.70	49,041.00
023-102 · Hourly Employees	39,876.72	43,712.00	28,882.05	43,736.00
023-996 · Health	25,986.29	25,386.00	16,991.67	28,268.00
023-997 · Pension	2,428.46	2,381.00	629.43	2,452.00
023-998 · Social Security	6,480.67	6,986.00	3,568.73	7,098.00
Total Compensation	122,385.22	126,078.00	75,535.58	130,595.00

43,843.00

Department Operations

023-201 · Supplies	426.27	400.00	299.77	400.00
023-202 · Postage	329.00	343.00	294.00	343.00
023-204 · Mileage	352.94	700.00	314.05	700.00
023-419 · Park Maintenance	20,556.09	12,000.00	5,697.88	16,000.00
023-422 · Fee Programs	13,300.70	17,000.00	7,134.27	13,000.00
023-501 · Telephone	970.18	940.00	572.58	1,000.00
023-502 · Electric	1,117.18	800.00	675.47	800.00
023-504 · Water/Sewer	1,261.44	1,350.00	1,024.28	1,250.00
Total Department Operations	38,313.80	33,533.00	16,012.30	33,493.00

400.00
343.00
700.00
16,000.00
13,000.00
1,000.00
900.00
1,350.00
33,693.00

Professional Development

023-450 · Dues	99.00	100.00	99.00	100.00
023-451 · Conferences	445.00	550.00	410.00	550.00
023-452 · Training	0.00	100.00	0.00	100.00
Total Professional Development	544.00	750.00	509.00	750.00

100.00
550.00
100.00
750.00

Total 023-000 · PARK & REC

161,243.02	160,361.00	92,056.88	164,838.00
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**Kent Park and Recreation
2018-2019 Budget
Line #23102, Hourly Employees
PROPOSED**

After-School Program

Director: $\$17.00/\text{hr} \times 2.75/\text{hours/day} \times 160 \text{ days} = \$7,480$

Counselors: $\$11/\text{hr} \times 2.5/\text{hrs/day} \times 1/\text{day} \times 160 \text{ days} = \$4,400$ \$11,880

Camp Kent

Director: $\$15.50/\text{hr} \times 40/\text{hrs/week} \times 8 \text{ weeks} = \$4,960$

Counselors: $\$11.50/\text{hr} \times 37.5/\text{hrs/week} \times 8 \text{ weeks} \times 2 = \$6,900$ \$11,860

Lifeguards

Head guard: $\$13/\text{hr} \times 40 \text{ hrs/week} \times 9 \text{ weeks} = \$4,680$

Swim instructor: $\$11.75/\text{hr} \times 36 \text{ hrs/week} \times 9 \text{ weeks} = \$3,807$

Lifeguards: $\$11.50/\text{hr} \times 2 \text{ guards} \times 36 \text{ hrs/week} \times 9 \text{ weeks} = \$7,452$

Lifeguards: $\$11 \times 1 \text{ guard} \times 36/\text{hrs/week} \times 9 \text{ weeks} = \$3,564$ \$19,503

Ice Monitor \$ 600

Total proposed Line #23102 **\$43,843**

PROPOSAL

Yoga with Kristin Wilkins

Tuesdays 9-10 am at the Kent Senior Center starting February 6th

8 week Session

\$60 *Pre-Registration Required*

Mat yoga class for those looking to increase joint mobility, reduce stress and anxiety, and maintain muscle flexibility. Join us as we encourage the connection of mind, body, and spirit to remain healthy and strong while reducing the effects of aging.

Yoga Mat Required

Dress comfortable and relaxed

Kent Parks & Rec Summer 2018 Henna Program

By Elyse Sadtler

hennabyelyse@gmail.com

www.hennabyelyse.com

813-389-0737

- When—dates are flexible. I was thinking one program in July and one program in August.
- Where—location is flexible. I will need access to a projector to hook my computer up to for a slideshow that is used throughout the program. We will need access to a sink. We will need enough tables and chairs for participants and myself.
- Time & Length—2 hour program; either 10 am to noon or 1 to 3 pm.
- Age of Participants—10 years of age and older
- Maximum Number of Participants Per Session—15
- Minimum Number of Participants Per Session—5
- Materials Included—Yes, each participant receives a henna kit containing all supplies necessary for the program.
- Cost Per Participant—I require \$35 per person. This price includes my time and the cost of materials I provide. Parks & Rec may decide how much to charge, so long as I am compensated \$35 per person.
- Program Description—Henna is an ancient form of temporary body art that has been used by cultures across India, Northern Africa and the Middle East for thousands of years. Join henna artist Elyse Sadtler to explore this art form. In this workshop you will learn what henna is, where it comes from, how to mix henna paste, the science of henna on skin, henna across cultures and how to draw basic design elements.
- Reference—Jenn Pote at ASAP in Washington, CT. I have done this workshop with 6-12 graders through this organization, and Jenn was in attendance to help facilitate. She saw me in action! Her email address is jenn@asapct.org. The ASAP office phone number is 860-868-0740.

I would also be open to simply coming to do henna designs on campers a few times throughout the summer in addition to or instead of the full how-to program. I would charge \$15 per camper who wanted a design.

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