

Kent Park and Recreation Commission
Minutes, Monthly Meeting
June 11, 2018

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KENT TOWN CLERK

2018 JUN 13 P 3:45

BY J. Brady
TOWN CLERK

Members Present: Dave Dunleavy, John Grant, Lynn Harrington, Liz Houck, Trisha McMahon, Glen Nielsen, director Lesly Ferris.

Public and Invited Guests: None.

Park and Recreation Commission chairman Lynn Harrington called the meeting to order at 7:00 p.m.

Alternates: Mr. Green made a motion to elevate alternate Trisha McMahon. Mrs. Houck seconded the motion, and the motion was approved unanimously.

Agenda: Mr. Grant made a motion to accept the agenda as presented. Mrs. Houck seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Grant noted the minutes of the May 21, 2018 meeting should read Dave Dunleavy is working with the KCS science teacher on Page 2. Mrs. Houck made a motion to approve the minutes as corrected. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Correspondence: There was no correspondence.

Public and Invited Guests: There was no one present.

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

- Camp Kent registrations continue to come into the office. The eight weeks are at least half full (12 of 24 youngsters). The staff meeting is next week.
- There are 78 seniors signed up for the June 15 regional senior luncheon.
- Michelle Mott is the new principal at Kent Center School.
- The recreation directors met today and discussed a regional kindergarten soccer program for fall.
- Mrs. Ferris provided the commission with KCS enrollment projections (attached).

Old Business: After-School Program: Mrs. Ferris said the program's last day is June 19. Numbers are good for the month of June. One new family of three children is attending about four days a week. She has sent out invoices for May and reminded families of the last day to pay their bills as well as the last day of the program for this school year.

Parks: Emery Park projects: Mr. Grant proposed putting down sand in the deep end of the swimming area where some of the cement work as eroded. He noted the cleaning of the swimming area is complete. The commission expressed its pleasure with the results. Mrs. Ferris will send a thank you note to Bill McCann. There was discussion about applying a rubberized seal on the pool floor and walls in the fall. Mr. Grant spread chips around the trees at Emery and will have the remaining chips moved before the open house. He suggested a walk-through of the park before the open house. The screens are installed on the windows in the multi-purpose building. Mrs. Ferris will order one more window stay.

Mr. Grant plans to install LED lights in the building. The commission discussed adding a wood sign in the parking lot to identify the park. Mrs. Ferris will research this.

Kent Common Playground: Mr. Grant said dog owners continue not to clean up after their dogs at Kent Common Park. He suggested applying sodium chloride to the weeds on the perimeter of the playground. Mrs. Harrington noted the boy scouts used the pavilion at Kent Common and the burrs were not a problem. Mr. Grant recommended dredging the stream again and reminding the road crew foreman to fix the roadway entrance to the park (the pipe drain). The commission reviewed a proposal for tree work at Kent Common Park (attached). Mrs. Harrington made a motion to accept the May 7, 2018 quote from Sawing High Climbers for \$1000 for tree work at Kent Common Park (attached). Mr. Dunleavy seconded the motion, and the motion was approved unanimously. Mrs. Harrington suggested additional picnic tables for Kent Common Park if there is budget money available. Mrs. Ferris will contact John Gleason or Chris Harrington to replace the cotter pins on the electrical outlet cover at the pavilion.

Five-Year Capital Plan: Mrs. Harrington asked the director to send the chairman a copy of the Five-Year Capital Plan. Mrs. Harrington discussed with commission members her interest in speaking with the Board of Selectmen about the possibility of moving up the money to fund a new playground at Kent Common Park. The commission noted the safety concerns and the age of the playground, 17 years old. The commission agrees it has done a lot of work to upgrade the park and the new playground, which would be structured to up to age 12, is the next component. Mrs. Ferris noted there is precedent for fronting money through the capital plan for projects that are in the plan. Mrs. Harrington said she would speak with the selectmen during public comment.

Sports Programs follow-up: Mrs. Ferris reported the region's towns are working cooperatively on summer colonial baseball team and summer little league team for players who would be age eligible to play little league next year. The recreation directors also discussed fall soccer and registration information for those youth travel programs would go out this week. Meanwhile, baseball programs continue until next week.

Summer Concert Series 2018 Update: Mrs. Ferris said Heather and Tobias can play at the June 28 concert, and the commission consensus is to schedule them. Mr. Dunleavy said the Lions Club would fund their performance, and he would contact the Lions Club to get a check. Mrs. Ferris will provide Mr. Dunleavy with the information for payment. The concert signs are being made. The commission recommended ordering 10 additional signs. Mrs. Ferris reported Trisha secured funding from Kent Barns, Kent Mobil and The Old Oak Tavern. Total sponsorship received is \$1500. The sponsor names are listed on the lawn signs, on the website and Facebook Page and in the press releases and Selectman's newsletter. Mrs. Ferris will send the information to the Chamber for its calendar page. Mrs. Harrington asked the director to see if Park and Recreation can join the Kent Community Facebook Page; otherwise send the information to the chairman.

2017-18 Budget: There was no new report. Mrs. Ferris will share the report with the chairman when the director receives it.

Emery Park Open House follow-up: Mrs. Ferris has sent out and posted an event flyer. Heather and Tobias have confirmed they will play music at the June 29 event from 4:30 to 6 p.m. Bartlett Tree and Elyse Sadtler both will be at the open house, and park passes will be sold at a \$10 savings.

Halloween Party: Mrs. Ferris has reserved the Kent Community House for October 27. She noted the Town wants to ensure there is appropriate supervision of youth, and Mrs. Ferris reminded the commission that the building would need to be cleaned that evening. Mrs. Harrington said the KCS PTO discussed possible activities, including costume contest, music, boy scouts' skit and serving pizza for which there would be a charge. Mr. Dunleavy suggested a small committee to work on this event. The commission agrees to invite the PTO to the next meeting. Mrs. Ferris suggested being specific on the cost sharing. A cemetery walk was another possible activity.

Seasonal employees: proposed lifeguard hirings: Mrs. Ferris said she interviewed a lifeguard candidate and that person has taken a job in another town where the hourly pay rate is higher. Mrs. Ferris noted Kent's pay scale had been higher than other area towns for some time, but this no longer is the case. She recommended the commission review the lifeguard salaries before budget season. There remains at least one opening for a lifeguard. Mrs. Ferris has put out several notices for the lifeguard opening(s).

Commission vacancies: Mrs. Ferris reported she had contacted applicant Sarah Adams who expressed an interest in filling the alternate vacancy (attached). Mr. Dunleavy made a motion to appoint Sarah Adams to fill an unexpired alternate seat until January 17, 2019. Mr. Nielsen seconded the motion, and the motion was approved unanimously.

Possible Executive Session: Park and Recreation director job description: Mrs. Harrington asked to move into Executive Session to discuss the director's job description (attached) in relation to the director's job performance. Mrs. Ferris said the commission is supposed to provide her prior notice and asked to be invited into the Executive Session. Mr. Dunleavy made a motion to move into Executive Session to discuss the Park and Recreation director job description in relation to the director's job performance and the invite director Lesly Ferris into the session at 7:54 p.m. Mr. Grant seconded the motion, and the motion was approved unanimously. Mr. Dunleavy made a motion to move out of Executive Session at 8:23 p.m. Mr. Grant seconded the motion, and the motion was approved unanimously. Mrs. Harrington made a motion to change the Park and Recreation director's job description to eliminate the responsibilities at the Kent Senior Center (top of Page 4) and to eliminate the senior bus trips from the job description and to look into finding a volunteer chaperone for the monthly senior bus trips. Mr. Dunleavy seconded the motion. Mrs. Houck said she is opposed to removing the responsibility for the monthly senior bus trips. Ms. McMahon asked who would take over this responsibility, saying she thinks this comes under Park and Recreation's purview. The commission voted 0-6, and the motion failed. Mr. Dunleavy made a motion to change the Park and Recreation director's job description to eliminate the responsibilities at the Kent Senior Center (top of Page 4). Mr. Nielsen seconded the motion. The motion was approved unanimously. Mrs. Harrington asked to see a

“clean” copy of the job description at the commission’s July meeting. Mr. Dunleavy commented that if the commission is not going to take out the director’s involvement with the senior bus trips, it would be a moot point to discuss this in July. Mrs. Harrington said she would like to get a clean copy of the job description before she signs it.

New Business: There was no new business to discuss.

The next Park and Recreation Commission meeting is July 16, 2018 at 7 p.m.

Mrs. Houck made a motion to adjourn the meeting at 8:36 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.

Kent, CT - RSD #1 Projected Enrollment

School District: Kent, CT - RSD #1

10/19/2017

Enrollment Projections By Grade*																				
Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-8	PK-8
2012	25		2017-18	9	24	17	21	21	28	22	26	27	30	0	0	0	0	0	216	225
2013	15		2018-19	9	18	23	16	21	22	27	22	25	25	0	0	0	0	0	199	208
2014	18		2019-20	10	22	17	22	16	22	21	27	21	24	0	0	0	0	0	192	202
2015	13	(prov.)	2020-21	10	16	21	16	22	17	21	21	26	20	0	0	0	0	0	180	190
2016	18	(prov.)	2021-22	11	22	15	20	16	23	17	21	20	24	0	0	0	0	0	178	189
2017	18	(est.)	2022-23	11	21	21	14	20	17	22	17	20	19	0	0	0	0	0	171	182
2018	16	(est.)	2023-24	12	20	20	20	14	21	17	22	16	19	0	0	0	0	0	169	181
2019	17	(est.)	2024-25	12	20	19	19	20	15	21	17	21	15	0	0	0	0	0	167	179
2020	16	(est.)	2025-26	13	20	19	18	19	21	15	21	16	20	0	0	0	0	0	169	182
2021	17	(est.)	2026-27	13	20	19	18	18	20	21	15	20	15	0	0	0	0	0	166	179
2022	17	(est.)	2027-28	14	20	19	18	18	19	20	21	14	19	0	0	0	0	0	168	182

*Projections should be updated annually to reflect changes in in/out-migration of families, real estate sales, residential construction, and births.

Based on an estimate of births

Based on children already born

Based on students already enrolled

Projected Enrollment in Grade Combinations*									
Year	K-4	K-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2017-18	111	133	159	216	105	83	57	0	0
2018-19	100	127	149	199	99	72	50	0	0
2019-20	99	120	147	192	93	72	45	0	0
2020-21	92	113	134	180	88	67	46	0	0
2021-22	96	113	134	178	82	65	44	0	0
2022-23	93	115	132	171	78	56	39	0	0
2023-24	95	112	134	169	74	57	35	0	0
2024-25	93	114	131	167	74	53	36	0	0
2025-26	97	112	133	169	72	57	36	0	0
2026-27	95	116	131	166	71	50	35	0	0
2027-28	94	114	135	168	74	54	33	0	0

Projected Percentage Changes			
Year	K-8	Diff.	%
2017-18	216	0	0.0%
2018-19	199	-17	-7.9%
2019-20	192	-7	-3.5%
2020-21	180	-12	-6.3%
2021-22	178	-2	-1.1%
2022-23	171	-7	-3.9%
2023-24	169	-2	-1.2%
2024-25	167	-2	-1.2%
2025-26	169	2	1.2%
2026-27	166	-3	-1.8%
2027-28	168	2	1.2%
Change		-48	-22.2%

Sawing High Climbers, LLC
69 Davis Road
South Kent CT 06785

860-801-0100
Business Reg #B-3194
www.SawingHighClimbers.com



Mr. John Grant
Kent Park and Recreation
P.O. Box 678
41 Kent Green Boulevard

May 7 2018

Dear Mr. Grant:

Thank you for asking me to survey the trees at Kent Common Park. A quote for the work we discussed is below.

TREE	SERVICE	COST
Marked by John Grant	Fell and chip.	\$1000
Sub-total		\$1000
CT Tax (6.35 %)		\$1063.50
Total		1063.50
<i>Please note: Payment is due in full within 10 days of receipt of invoice.</i>		

All debris to be removed from site. Please note that this quote does not include stump grinding.

If you would like to move forward with this work, I shall ask my insurance agent to forward you my workers' compensation and general liability certificates.

Should you have any questions or concerns, please don't hesitate to contact me at 860-801-0100 or russell@SawingHighClimbers.com.



Thank you for the opportunity to bid for your business.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R Plumb'.

Russell Plumb
CT-Licensed Arborist S-6243
Sawing High Climbers, LLC



Lesly Ferris <parkandrec@townofkentct.org>

(no subject)

1 message

Sarah Adams

Tue, May 1, 2018 at 8:39 AM

To: "parkandrec@townofkentct.org" <parkandrec@townofkentct.org>

Dear board,

As you are aware I applied earlier in the year. Maybe I didn't explain why I would be a great candidate for the p&r board, so here goes.

I have been involved with fitness for the last 9 yrs. I would like to bring back fitness programs back into Kent. Saturday mornings in the park, bootcamp classes, organized runs, mommy and me stroller runs.

I'm coaching a u5 soccer team in NM currently. It's a great program for the littlest. Maybe we could work on a similar program for all sports in Kent. Not sure your all aware how great Kent sports used to be?! Let's make it great again.

Anyways, in closing, I have many fresh new ideas. Who doesn't want that?

Sincerely, Sarah Adams Osborne

Sent from my iPhone

**Town of Kent
Park and Recreation Director**

Position Summary:

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, senior, teen, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events.

Reports to:

Park and Recreation Commission.

Direct Reports:

- After-School Program director • Head Lifeguard,
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- referees and umpires.

Hours of Work:

Full-time salaried position, 40 hours per week, includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours, including any changes in hours.
- Attends all regular and special Commission meetings and communicate regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent with the meeting minutes not less than one week before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk.
- Reports to the commission chairman and keep selectmen informed as necessary.
- Presents to the Commission a current financial report at its regular meetings.
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget.
- Works with the Commission in the preparation, review and presentation of the Park and Rec's Five-Year Capital Plan.
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.

- Maintains working relationship with the state police. Files police reports where appropriate.
- Maintains working relationship with Park and Recreation Commission.
- Meets and coordinates on league rules and game schedules with regional Rec directors.
- Coordinates with Kent Center School officials on field use and maintenance.

Facilities:

- Schedules and oversees the maintenance and repair of Park and Rec facilities, equipment, program inventories and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage.

Personnel:

- Recruits, interviews, trains and supervises paid and volunteer staff in accordance with Town of Kent and Park and Rec Commission policies and procedures.
- Develops job descriptions for positions as necessary and presents the descriptions to the Commission for approval.
- Provides for staff evaluations at completion of a Park and Rec program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.

Programs:

- Coordinates, supervises, schedules and promotes Park and Rec programs and activities.
- Develops new programs to present to the Park and Rec Commission for consideration.
- Identifies, coordinates, orients and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials, including handbook, schedules, team roster.
- Coordinates the scheduling of Park and Rec programs.
- Creates, distributes and collects program fees, registrations and waivers.
- Inventories, orders and distributes equipment, uniforms and first aid supplies.
- Hires and pays referees and umpires.
- Coordinates, supervises and promotes fee programs.
- Coordinates, supervises and promotes special programs, including working collaboratively with community organizations and businesses.
- Maintains records of programs for three years.
- Develops, schedules, organizes, promotes and supervises bus outings, including working with regional recreation directors

- Opens and responds to daily mail. Types and files correspondence. Answers phones.
- Organizes and keeps file copy of meeting minutes and director's reports in office.
- Contacts sports photographer, creates and distributes schedule for sports' team and individual and sponsor photos. Distributes pictures to team coaches, players and sponsors.
- Identifies and orders office and program supplies.
- Oversees and implements Park and Rec policy on awards.
- Works with Park and Recreation Commission on appointments and reappointments to the commission. Communicate in writing to the Board of Selectmen the recommendations for appointments to the Kent Park and Recreation Commission for the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier and providing necessary information as requested.
- Establishes and maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attend conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.

Communication:

- Establishes and maintains effective working relationships with superiors, subordinates, associates, including area recreation directors, volunteers and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Presents a written monthly report of current and planned activities to the Commission at its regular meetings.
- Writes and submits to Board of Finance an annual report for the Annual Town Report.
- Monitors, writes and submits updates for the Kent Park and Recreation website and Face book page.
- Writes and submits information for the monthly town newsletter.
- Publishes bi-monthly senior newsletter in conjunction with the Social Services director.
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with timely press releases to the local media and flyers.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.

Contributes information to →

- Oversees the Monday and Wednesday operation of the Kent Elderly Nutrition Program, including recruiting and supervising volunteers, planning and overseeing programs to coincide with the luncheons, and promoting the meal program in the community. Coordinates with the Northwest Elderly Nutrition Project. Provides a monthly written report on the program that documents programs.

Job Qualifications:

- Bachelor's Degree and/or relevant life experience and interest in Park and Recreation.
- Good communication and administrative, organizational skills.
- First aid training.
- CPR certification.
- Certified blood borne pathogens trainer.
- Computer Skills.
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.

Approved by the Board of Selectmen:	10/4/11
Updated by the Board of Selectmen:	3/13/12
Revised and approved by the Board of Selectmen:	7/31/13
Approved by the Board of Selectmen:	9/1/15

Park and Recreation Director's Report

June 2018

From the May 2018 meeting:

- I received an email from the Kent Center School PTO regarding the proposed Halloween event with Park and Recreation. The PTO is suggesting a costume parade with pizza party, candy bar, games and a DJ. Also, the Kent Community House presently is available October 20 and 27. This is on the agenda.
- I have sent contracts to the lifeguards whose hirings were approved at the meeting.
- I met with lifeguard candidate Kayleigh Stewart. She has a lot of experience lifeguarding, including working at a summer camp. She only is interested in occasional weekend work, depending on how the other full-time summer job she has goes in terms of her time.
- I also met with a lifeguard candidate, who expressed an interest in a lifeguard position. Subsequent to the interview this candidate let me know that he/she has taken a lifeguard job in another town where the hourly pay rate is higher.
- I have notified the town clerk and selectman's administrative assistant of the appointment of Lynn Harrington as commission chairman.
- I contacted Sarah Adams regarding her letter of interest in being on the commission. She would be interested in filling the unexpired alternate seat.
- I still am working on a fourth band for the concert series. Heather and Tobias have expressed an interest.
- I took a picture of the garden at Emery Park and posted it on Facebook. A parent did see this and registered her children for two weeks at Camp Kent.
- I created and sent out flyer for the open house at Emery Park.
- I gave Rick Osborne a memo with the questions, requests that were discussed at the meeting: weed whacking around the feeder pond; erosion around the pipe at Kent Common Park. Rick said he believes that we could put up a bigger Emery Park sign if it is inside the guide wires.
- We received \$250 sponsorship check from The Old Oak Inn, payable to a band. This donation will go to The Regulators. I sent the Inn a thank you note with copy of their check. Also received email confirmation for donation from Kent Barns. I have sent a thank you note.
- I will email separately a proposed cost John Grant got for removal of the trees at Kent Common Park as discussed last month.
- I processed request for payment of \$500 from Park and Recreation toward the cost of the playing fields.

From the director:

After-School Program: I sent out the bills for May and again reminded families about the last day for the program this school year (June 19) and the last day to pay invoices. Total numbers for May are less than a year ago by 79 participants.

Seniors: The next senior outing is June 19 for shopping at Ocean State Job Lot in Litchfield and Litchfield County Pickers' new store in southern New Milford. I still am waiting for confirmation on dates for July and August trips.

Budget: I will request a current copy of the Park and Recreation budget expenditures to bring to the June meeting.

Parks: John Grant has obtained a bid for tree work at Kent Common Park which I will send as a separate email.

Fee Programs: The Park and Recreation fee programs continue to meet weekly. Tang Soo Do, Tai Chi and Qigong are ongoing. Dog obedience class began last week.

Regional Recreation Directors: The directors will meet June 11. We will finalize details of the regional spring luncheon, which is June 15 at The Grove in Lakeville. We also will discuss fall soccer programs.

Baseball: Programs will continue through June 22. Saturday games for the Farm and Minor League teams were rained out two consecutive weeks, and we are working on making up these games, one of which was played last week.

Summer seasonal employees: I continue to advertise opening for another full-time lifeguard for this summer. I recommend a review of lifeguard salaries before the next budget season as we may need to increase these hourly rates to stay competitive and in light of the increases to the minimum wage. At one time Kent's lifeguard rates were higher than other towns and this no longer is true. Also, I have scheduled staff meetings with the lifeguards and Camp Kent staff.

Summer programs: I emailed home a flyer of summer programs offered by both Park and Recreation and the region. Camp Kent registration opens May 16, and I emailed last year's participants an overview of this year's program and the daily themes. I have set the camp staff meeting date.

Summer Concert Series: I have contacted several bands to fill the June 28 concert series date and have not had much success identifying bands. Heather and Tobias are available to play if the commission is interested. This is on the agenda. I welcome any other suggestions. The Nice Ones are not available. Thank you again to Trisha and Dave for securing co-sponsors for the series.

Looking ahead ...

- I will be taking PTO days June 8 and 21 and 22.
- Reminder that this month's meeting falls on the second Monday of the month.
- The first day of Camp Kent is June 25.