

Kent Park and Recreation Commission  
Minutes, Special Meeting  
July 23, 2018

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 JUL 26 A 10:23

BY

TOWN CLERK

Present: Sarah Adams, Dave Dunleavy, John Grant, Lynn Harrington, director Lesly Ferris.

Public and Invited Guests: None.

Chairman Lynn Harrington called the meeting to order at 7:12 p.m.

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

Acceptance of Agenda: Mr. Dunleavy made a motion to accept the agenda as presented. Ms. Adams seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes of June 11, 2018 monthly meeting: Mr. Grant made a motion to accept the minutes of the June 11, 2018 monthly meeting. Mr. Dunleavy seconded the motion, and the motion was approved.

Correspondence: Mrs. Ferris emailed the commission prior to the meeting correspondence from Kent Memorial Library Director Sarah Marshall, inviting Park and Recreation to participate in a Labor Day weekend community event (attached). The commission consensus is to pass on this opportunity due to other events the commission is working on and to thank the library for including Park and Recreation.

Public and Invited Guests: KCS PTO/Halloween Party: The PTO was unable to attend the meeting.

Director's Report: In addition to the written report provided prior to the meeting (attached), Mrs. Ferris publicly thanked the Rider and Wilkins' families for their volunteer coaching support of Park and Recreation programs. Both families this week are moving out of Kent. Mrs. Ferris noted Slamma Jamma basketball camp has 16 participants and is meeting this week at Kent Center School. The director added that the fashion and modeling camp and the Henna Tattoo one-day program both were canceled due to lack of registration. Camp Kent registration numbers have increased, and the program youngsters and staff enjoyed a field trip to the Maritime museum in Norwalk and have been twice to Club Getaway. There were two newspaper stories about Abigail LaFontan's gardening project with Camp Kent at Emery Park. Mrs. Ferris also noted there was one instance of a camper who got bad sunburn. Mrs. Ferris reviewed with the camp staff the protocol for applying sunscreen as well as what actions transpired that day. Mr. Dunleavy asked how often Terminix coming to Emery Park. Mrs. Ferris said this is monthly because of mice in the building and does not involve any use of sprays.

Old Business: After-School Program: 2018-19 staff proposal: Mrs. Ferris proposed hourly rate increases of 3% for the program staff. Mr. Dunleavy said he feels the commission wants to retain the director who is dedicated and good with working with kids. Ms. Adams agrees, saying the commission wants to keep the program director. Mr. Dunleavy made a motion to hire Susan Vizzari as After-School Program director for the 2018-19 school year at an hourly rate of \$17.50; Megan Leach as ASP substitute director/counselor for the 2018-19 school year at an hourly rate of \$14.40; Charlotte Herde as ASP counselor for the 2018-19 school year at an hourly rate of \$11.00. Mr. Grant seconded the motion, and the motion was approved unanimously. Mrs. Ferris shared year-end attendance and expense figures, (attached). She noted 580 less children participated in the program, and the program met six fewer days than in the 2016-17 school year. There is \$701 in outstanding receivables for the 2017-18 year. The director invoices these families about every 10 days. The program resumes August 27. Mrs. Ferris will have the registration information available online as well as outside the Park and Recreation office and at Kent Center School.

Parks: Emery Park projects: Mr. Grant noted the other two picnic tables at Emery Park have been restored. He recommends putting small size gravel under the tables. The sand has been a quick fix for the deep end of the swimming area. The new grill needs a new post as the one that was delivered is damaged. He also is getting compost bins for grass for Emery Park.

Kent Common Park playground: Mrs. Ferris noted the Board of Selectmen's July meeting was canceled and has not been rescheduled. The next meeting would be August 7 at which time Mrs. Harrington plans to speak with the selectmen about pre-funding the Kent Common Park playground money that is in the Five-Year Capital Plan. Mr. Grant recommends putting up a curb-your-dog and leash law signs as well as disposal bags at the park. Mr. Grant said he would be taking care of the spruce trees in the fall and that the two trees donated by Kent Greenhouse are dead. He recommends dredging the stream, and Mrs. Ferris will speak with the road crew foreman about having this done. Mr. Grant said he would be working on trimming around the tennis courts in the fall. Mrs. Harrington spoke about the possibility of creating a dog park.

Five-Year Capital Plan: There was no new report.

Sports Programs follow-up: Mrs. Ferris noted several Kent youth are participating in the summer league baseball program for 12-16 year olds and one youngster joined the summer Little League program that also includes the Towns of Cornwall and Sharon. Soccer registrations continue to come into the office. Mrs. Ferris will be emailing last year's soccer players to remind them to register.

Summer Concert Series 2018 update: Mrs. Ferris reported the first two concerts took place outdoors. There was a nice turnout for Heather and Tobias and a larger group for The Regulators. The next concert is The Carlson Family Band.

2017-18 Budget: Mrs. Ferris shared year-end budget figures, noting that the hourly employee line was underspent by some \$5,100.

Emery Park Open House follow-up: Mrs. Ferris and Mr. Grant noted this was a nice event with many new faces in attendance. Some 8-10 park passes were sold at the discounted \$25 rate. Heather and Tobias provided music while Bartlett Tree and Elyse Sadtler Henna Tattoos gave away items. Mrs. Ferris and Mr. Grant agree the open house should be offered again in 2019.

Halloween Party: Mrs. Ferris said the Community House is available provided the event is for non-profits. Mrs. Harrington noted the Kent Center School PTO representatives aren't available to attend the meeting. She said some suggested ideas for activities from the PTO are a pizza dinner that would involve a cost, candy bar, DJ for entertainment, costume parade, and games. There was conversation about a haunted walk and/or costume parade through the cemetery, a need for decorations, cost sharing between the PTO and Park and Recreation, pumpkin decorating, apple bobbing, and magician. Mrs. Ferris will type up these ideas and share with the commission and the PTO and will invite the PTO to the August meeting.

Seasonal employees: proposed lifeguard hiring: Mrs. Ferris recommended the hiring of Tommy Soderstrom as an Emery Park lifeguard, noting what a great employee he is. Mr. Grant made a motion to hire Tommy Soderstrom as a 2018 Emery Park lifeguard, effective June 25, 2018, at an hourly rate of \$11.25. Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Commission vacancies: Mrs. Ferris reminded the commission of the vacancy of a commissioner to fill an unexpired three-year seat as well as the anticipated opening of a second unexpired three-year seat. She will repost this on Facebook.

Possible Executive Session: Park and Recreation director job description follow-up: Mrs. Ferris provided a "clean" copy of the job description as requested (attached). Mrs. Harrington asked to wait for any further discussion until the next meeting when more commissioners are in attendance.

New Business: PTO Days: Mrs. Ferris submitted a request for Paid Time Off Days: July 27 (4 hours), August 20-24, September 10 and October 1-2 (8 hours each day). Mrs. Harrington signed the request form after the commission consensus is there did not need to be an official vote on this request.

Concert Sponsorships: Mrs. Ferris noted commissioner Trisha McMahon shared with her a concern from a Kent business about how Park and Recreation decides who to solicit as sponsors for the concert series. Mrs. Ferris suggested waiting until Ms. McMahon is in attendance to discuss this further. Mr. Dunleavy said he went outside the chamber and approached the Lions Club. The commission agrees it did not use any specific "criteria" and does not have a policy. Mr. Grant suggested soliciting bands earlier. Mrs. Ferris will keep the concert series on the meeting agenda.

Lifeguard salaries: Mrs. Ferris shared the current salary range for lifeguards, noting at least two potential lifeguard candidates took jobs in other Towns, at least one of these due to the hourly rate of pay. Mrs. Ferris will determine what the other Region One towns are paying lifeguards when she meets with the recreation directors in August and bring this information to the commission.

Pumpkin Run Sponsorship: Mrs. Ferris noted Mr. Dunleavy asked if the commission again would be a sponsor of the Kent Pumpkin Run. Mr. Grant made a motion that Kent Park and Recreation make a \$500 sponsorship donation to the 2018 Kent Pumpkin Run. Mrs. Harrington seconded the motion, and the motion was approved.

The next Kent Park and Recreation Commission meeting is Monday, August 13, 2018 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 8:22 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.*

RECEIVED FOR RECORD  
KENT TOWN CLERK  
2018 JUL 26 A 10:23  
BY *D. Bradley*  
TOWN CLERK



## **Park and Recreation Director's Report**

July 2018

### *From the June 2018 meeting:*

- I have notified Sarah Adams of her appointment to the commission and provided the town clerk with the appropriate form to reflect this.
- I have updated the Park and Recreation and Town websites regarding one remaining vacancy to fill an unexpired three-year term. Please encourage anyone you may know who might be interested to email or postal mail their interest in writing.
- I have been in touch with the KCS PTO again regarding the Halloween event and invited them to the July meeting. Meanwhile, I have booked the Kent Community House for October 27 (the prior weekend is Gilmore Girls' Fan Festival). This is an agenda item.
- I ordered a new picnic table for Kent Common Park pavilion.
- I ordered a new grill to replace the one at Emery Park that has a hole.
- The tree work at Kent Common Park has been completed.
- I sent thank you note to Billy McCann.
- I ordered and we received one more window stay for Emery Park building.
- The work is complete on the electric at the pavilion at Kent Common Park
- I sent the Five-Year Capital Plan to the commission chairman and let her know the Board of Selectmen has postponed its July meeting. I am waiting to hear if this is going to be rescheduled
- I sent the summer concert information to the Kent Chamber and it appeared in the chamber's newsletter.
- I will email the commission a "clean" copy of the Park and Recreation director job description before the meeting.

### *From the director:*

**After-School Program:** The program ended on a positive note with increased attendance in the month of June compared to June 2017. I send out the final invoices and now am sending reminders for the seven accounts which are now past due. I will continue to bill them about every 10 to 14 days until payments are received and will remind them that they may not use the program in September until these are paid in full. I will have a recommendation for hiring Susan Vizzari as director for the 2018-19 program at the meeting. The program for the new school year begins August 27.

**Budget:** The 2017-18 fiscal year ended June 30 and the new year has begun. I continue to process invoices for the 2017-18 year as they come into the office.

**Parks:** John Grant continues to work on projects at Emery Park. The sand was delivered for the cement area in the deep end of the swimming area and the lifeguards have much of this moved. Due to this week's hot weather, I have asked them to finish this project over the weekend. Much of it was done prior to the open house. The lifeguards appreciate the hooks that John installed in their storage area. This will help to keep their supplies tidy and safe. I have contacted Terminix, and they have been to the park to work on pest control. The window screens have been helping, especially with this week's heat and humidity. John is working on finishing rebuilding the picnic tables at Emery Park. The lifeguard's table looks great as you saw in the pictures he sent the commission.

**Fee Programs:** The Park and Recreation fee programs continue to meet weekly. Tang Soo Do, Tai Chi and Qigong are ongoing. Dog obedience class also is meeting.

**Regional Recreation Directors:** The directors coordinated a successful regional senior luncheon June 15 at The Grove in Lakeville. There were almost 80 people in attendance, representing the six towns of Region One. Mizza's Restaurant prepared a delicious lunch. We played Bingo and gave out door prizes and recognized the oldest person in attendance (92) and the couple married the longest (64 years). Meanwhile, we are advertising youth fall travel soccer programs and will be meeting in August to assess the number of participants. Also, we have a regional summer "Babe Ruth" baseball team which is underway and has some Kent youngsters playing and are fielding a tri-town summer Little League program, which hopefully will get underway in the coming week. A few Kent youngsters have expressed interest in the summer Little League program.

**Summer seasonal employees:** I interviewed Tommy Soderstrom to fill a lifeguard vacancy and officially will recommend his hire at the meeting. Tommy has received his certification and has been working over the past week. I have put lifeguard salaries on the agenda so we can begin a preliminary discussion about increases to our lifeguard salaries for next summer in an effort to attract and retain qualified guards. I know we lost at least one candidate because a neighboring town offered more money. I will provide you with the current salaries, as well.

**Summer programs:** Camp Kent registrations continue to come into the office, and we now have between 18 and 20 youngsters at least registered for the remainder of the summer. The regional fashion and modeling camp only attracted three youth so this was cancelled. I have received word of several youngsters interested in the "Summer with Shakespeare" camp but have yet to receive an application. That camp is slated to begin July 14.

**Summer Concert Series:** The first summer concert took place June 28, and we were able to be outside despite the inclement weather earlier in the day. The attendance was about 45 or so and the music of Heather and Tobias was great. I thanked the sponsors and the audience for joining us. Signs are around town and beyond. There still are a few more sign if anyone else was putting one out. The Kent Lions Club funded this concert and provided checks directly to Heather and Tobias. Thank you again, Dave Dunleavy, for coordinating this and meeting me to give me the checks before the concert. I have spoken with the town treasurer who is able to deposit these donations into a fund that can then be expended without having to use Park and Recreation budget monies. The remaining \$500 would come out of Park and Recreation budget.

One a related note, Trisha was approached by one Kent business with several questions about how sponsors are solicited and I have placed this on the agenda for preliminary discussion.

**Emery Park Open House:** This event was a fun late afternoon the park and it was great to see some new families enjoying the swimming area with their youngsters. People seemed to enjoy the burgers and hot dogs and chips and water – the warm weather was a perfect backdrop! Thank you also to Heather and Tobias for providing music; Elyse Sadtler for bringing her henna tattoos and Bartlett for handing out tree saplings. John and I both took some folks on a tour of the park,

including the pond area and the camp garden. Thank you to John, Trisha and Liz for attending and helping with the event.

**Looking ahead ...**

- I will be taking PTO day July 9.
- Reminder the next summer concert series is July 19, followed by the 26 and August 2.

Hi all -

The Kent Carnival is a go! We currently have the Fire Department, Kent Affordable Housing, Sacred Heart, and First Congregational Church interested. Kent Park and Rec might join us, too. Any other non-profit is welcome to join, too! Just let me know. It's a great chance to get your message out to the town. The library will sell tickets and get the insurance for the lot. The tickets will be for the games. If you want to sell your own tickets for your own games that's fine, too. You can sell food if it's been made in an approved kitchen approved by the Health Dept. and handled according to their rules. We need each organization to pitch in for the insurance, \$25.

Katie Moore and her family have generously donated the Golden Falcon Field right on Main Street.

Now is the time to plan your booths so we don't have any duplicates. The library will have a booth doing temporary tattoos, and two simple game booths with little prizes. What will your organization do?

Ideas:

A cake walk

Root Beer floats

Popcorn machine

Bouncy House

Simple games (think fishing, ping pong ball bounce into cups, ring toss, balloons/darts, etc. Google carnival games if you want more ideas.

Please reply all with your plans!

Thanks!

*Sarah*

Sarah Marshall

Director

Kent Memorial Library

PO box 127

[32 North Main St.](#)

Kent, CT 06757

860-927-3761

[smarshall@biblio.org](mailto:smarshall@biblio.org)

## Kent Park and Recreation

### After-School Program 2017-18

The program met 157 days between Aug. 28, 2017 and June 19, 2018

Total attendance for this time period is 1192

Total anticipated revenue (1192 students x \$11/day)	<b>\$13,112.00</b>
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[Outstanding revenue due: \$811.00]

[Includes KCF scholarship revenue: \$1,536.00]

Expenses include salaries:

Director @ \$17/hour/2.75/hrs/day x 157 days = \$ 7,340

Counselor/sub director @ \$14/hour/2.50hrs/day x 3 days/wk = \$3,395

Counselor @ \$10.75/hr/2.50 hrs/day x 2 days/wk = \$1,639

Total salaries	<b>\$12,374.00</b>
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Snack	<b>\$ 924.17</b>
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Total expenses	<b>\$13,298.17</b>
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<b>Shortfall</b>	<b>\$ 186.17</b>
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# 2017-2018 After-School Program

Week of	Mon	Tues	Wed	Thurs	Fri	wk/mth total	2016-17	IGA bill	cost pp
8/28-9/1	5	6	4	5	NS	20			
9/4-9/8	H	6	6	10	6	28			
9/11-9/15	6	4	4	8	7	29			
9/18-9/22	6	7	7	NS	NS	20			
9/25-9/29	9	9	ED	11	2	31			
Total	26	32	21	34	15	128	226	\$ 179.75	\$ 1.40
10/2-10/6	9	9	8	9	3	38			
10/9-10/13	H	6	11	8	2	27			
10/16-10/20	10	11	ED	ED	6	27			
10/23-10/27	8	8	ED	9	7	32			
Total	27	34	19	26	18	124	177	\$ 99.45	\$ 0.80
10/30-11/3	9	5	10	8	7	39			
11/6-11/10	7	7	ED	10	H	24			
11/13-11/17	8	5	11	12	7	43			
11/20-11/24	12	9	ED	H	H	21			
Total	36	26	21	30	14	127	159	\$ 99.45	\$ 0.63
11/27-12/1	8	7	10	8	7	40			
12/4-12/8	11	10	ED	10	6	37			
12/11-12/15	6	6	7	11	WD	30			
12/18-12/22	7	5	5	9	ED	0			
12/25-12/29	H	H	H	H	H	0			
Total	32	28	17	29	13	107	207	\$ 102.30	\$ 0.96
1/1-1/5	H	NS	9	SD	SD	9			
1/8-1/12	WD	8	7	9	10	34			
1/15-1/19	H	ICE	SD	10	5	15			
1/22-1/26	5	10	ED	10	7	32			
Total	5	18	16	29	22	90	140	\$ 104.89	\$ 1.17
1/29-2/2	6	9	10	11	4	40			
2/5-2/9	8	11	SD	10	8	37			
2/12-2/16	10	8	10	10	8	46			
2/19-2/23	H	NS	10	ED	2	12			
Total	24	28	30	31	22	135	139	\$ 97.16	\$ 0.72
2/26-3/2	6	10	11	9	SD	36			
3/5-3/9	7	7	SD	SD	5	19			
3/12-3/16	3	SD	3	6	NS	12			
3/19-3/23	9	7	ED	4	3	23			
3/26-3/30	15	8	ED	6	H	29			
Total	40	32	14	25	8	119	167	\$ 71.97	\$ 0.60
4/2-4/6	11	10	ED	ED	6	27			
4/9-4/13	9	7	9	11	10	46			
4/16-4/20	V	V	V	V	V	0			
4/23-4/27	8	4	ED	7	7	26			
Total	28	21	9	18	23	99	157	\$ 27.59	\$ 0.18
4/30-5/4	5	8	7	4	1	25			
5/7-5/11	6	6	9	6	6	33			
5/14-5/18	9	WD	13	7	12	41			
5/21-5/25	10	11	ED	5	8	34			
Total	30	25	29	22	27	133	212	\$ 82.71	\$ 0.62
5/28-6/1	H	9	10	12	8	39			
6/4-6/8	9	9	11	8	7	44			
6/11-6/15	8	7	10	6	10	41			
6/18-6/22	ED	6	ED	ED	ED	6			
Total	0	31	31	26	0	130	118	\$58.90	\$ 0.45

1192 total attendance/157 days = 8 daily avg.; \$924.17 = \$.78/day snack

**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.

- 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.
- Contributes to 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.

- 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

**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



## **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**