

Kent Park and Recreation Commission
March 25, 2019 Special Meeting Minutes

Present: Sarah Adams, John Grant, Lynn Harrington, Abigail Smith Hanby, director Lesly Ferris.

Public and Invited Guests: None.

Chairman Lynn Harrington called the meeting to order at 7:00 p.m.

Elevation of Alternates: No alternates were present.

Acceptance of Agenda: Mr. Grant made a motion to approve the agenda as presented. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes of Feb. 25, 2019 monthly meeting: Ms. Ferris noted the Marvelwood School student's name should read "Oliver Sanchez." Ms. Smith Hanby made a motion to approve the minutes of the February 25, 2019 monthly meeting as corrected. Mr. Grant seconded the motion, and the motion was approved unanimously.

Correspondence: There was no correspondence.

Public and Invited Guests: There were no public or invited guests in attendance.

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

- The Easter Egg Hunt is April 13; inclement weather date is April 20. The commission consensus is to purchase three pre-made Easter baskets as prizes for each of the two age groups. Ms. Adams volunteered to dress as the Easter Bunny. Ms. Adams and Ms. Ferris will look for costume. The commission also agreed to provide munchkin donuts and hot chocolate at the end of the egg hunt. There also was discussion about holding the event at Kent Common Park next year.
- Ms. Ferris has received two inquiries for lifeguard positions and said she would contact commissioners regarding interviews.
- Ms. Ferris has attended planning meetings with other regional summer camp directors. The summer science camp program this year may include field trips to a baseball game, farm visit, "Beauty and the Beast" at Sharon Playhouse as well as a couple programs at the high school. Ms. Ferris said the Camp Kent staff also has plans to do two field trips so camp may not participate in all of the regional offerings.
- Slamma-Jamma basketball summer camp will run the week of July 22 at Kent Center School. Slamma-Jamma has provided two scholarships for the camp.
- Ms. Ferris said she took the before school care program off the agenda because the Board of Selectmen has kept grant funding to the Kent Community Nursery in its proposed 2019-2020 budget. Mr. Grant suggested putting this on the April agenda so the commission could pre-plan in the event there is a need for before school care.
- Ms. Ferris shared the March edition of Parks and Rec Business Magazine in which her article, "A Beautiful Moment," appears (attached).

RECEIVED FOR RECORD
KENT TOWN CLERK

2019 MAR 26 P 2:19

BY *J. Bailey*
TOWN CLERK

Old Business: After-School Program: Ms. Ferris reported a new registration was received today for a student to attend twice a week. The program continues to run smoothly.

Parks: Emery Park Projects: Mr. Grant said the Emery Park trail needs a lot of work at the top of the trail and asked about securing a right-of-way through property at 90 Howland Drive to more easily access the trail. Otherwise, workers would have to carry equipment and hike the trail to the top. Mr. Grant said he has workers ready to do this work. Mr. Grant asked commissioners for feedback on the feeder pond/Emery Park presentation by Laurie Doss and the Marvelwood students. Ms. Smith Hanby recommended integrating Ms. Doss in the Parks' Subcommittee's work and sharing the Master Plan with her and ultimately ask what could her students do for Park and Recreation. Mr. Grant also asked if the commission wants to look at forest management. Ms. Smith Hanby and Mrs. Harrington suggested waiting for the Master Plan.

Mr. Grant recommended the commission adopt a policy on pesticide applications. Mr. Grant made a motion that Kent Park and Recreation ban any chemical use of Round-Up or the generic form of Round-Up at Emery Park and Kent Common Park. Ms. Smith Hanby seconded the motion. Mr. Grant suggested use of sodium chloride or a vinegar solution for pesticide control. The motion was approved unanimously. Ms. Ferris will post the policy on the website and Facebook Page.

Kent Common Park: Mr. Grant reported Bartlett Tree is interested in doing something to commemorate Arbor Day, April 26, and suggested an event at Kent Common Park with possible partnership with the Conservation Commission, Kent Land Trust and Historical Society. Mr. Grant said he would work on this idea and would email the commission. He asked about purchase of an Arbor Day banner. Mr. Grant said he would need a permit to clear the invasives growing near the stream at Kent Common Park. The student volunteers are ready to begin work in the park, he added.

Parks' Master Plan Subcommittee: The subcommittee's first meeting is April 1. Ms. Ferris will post the agenda. Ms. Smith Hanby said she anticipates having a RFP/RFQ to the commission by the end of April.

Five-Year Capital Plan: Ms. Ferris reported the \$100,000 funding for replacement of playground at Emery Park remains in the proposed Five-Year Capital Plan.

Sports Programs follow-up: Ms. Ferris reported registration forms for baseball programs have been emailed and distributed in printed form. She is working on identifying coaches. She will post a reminder to register on Facebook.

2018-19 Budget: Ms. Ferris provided budget reports for January and February 2019 as received from the town treasurer (attached). Ms. Ferris pointed out revenue from classes already has exceeded the budgeted amount. Total revenue left to receive to meet budgeted amount is just over \$7,000.

Music Program proposal follow-up: Ms. Ferris reported Kevin Dolan of Music Associates proposes hosting a fund raising event at the Kent Memorial Library April 7 to create an awareness of the music classes that Park and Recreation has been advertising. The commission consensus is Mr. Dolan can hold whatever event he wants. The commission will try for one more month to get to six students to offer the classes. This prompted a brief conversation about how residents get information about programs. Ms. Ferris suggested Park and Rec could conduct a survey during the summer concert series to gather information about how people prefer to get information.

Commission vacancy: Ms. Ferris continues to advertise the three-year seat vacancy and said Liz Houck indicated that she would be submitting her resignation due to time constraints. Ms. Ferris will create a flyer to email home through Kent Center School.

Director Job Description Follow-up: Ms. Ferris reported the Board of Selectmen has assigned the duties for the Monday and Wednesday meal program at the Senior Center to the Social Services Director's office, specifically the proposed new assistant in that department.

Summer Concert Series: bands, performance agreement proposal: Ms. Ferris shared dates and bands for the 2019 series, noting she is waiting for confirmation from Heather and Tobias. Ms. Ferris also shared a proposed summer concert agreement that George Potts recommended using (attached). The commission agreed to take action on both of these items at the April meeting. Trisha McMahon is working on sponsorships for the concerts.

2019-2020 Budget Proposal: Ms. Ferris said the Board of Selectmen has approved a budget draft. The Park and Recreation proposed budget lines are unchanged. The budget now goes to the Board of Finance. The budget hearing is May 3.

New Business: Pre-school sports' program proposal: Ms. Ferris said she anticipates receiving a proposal following a meeting she had but has not received anything yet.

Camp Kent registration process: Ms. Ferris proposed changing the camp registration process and eliminating the evening in-person format because of declining numbers of attendees. The director instead will open registration on the third Wednesday of the month at 9 a.m. and accept registration via email, phone call or in the office. Registration forms would be available on the website and in the office. The information also would be disseminating through newspapers, Facebook and Selectmen's newsletter. Ms. Adams said families often hear through word of mouth. Ms. Ferris said she receives a number of phone calls about camp.

Emery Park swimming area cleaning proposal: Ms. Ferris reported she has been in contact through email with Bill McCann who last year cleaned the swimming area. He is interested in doing the work again this year. Ms. Ferris asked him to submit a proposal to the commission. She will keep this on the agenda for the April meeting.

The next Kent Park and Recreation Commission meeting is April 22, 2019 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 8:04 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.

Park and Recreation Director's Report

March 2019

From the February 2019 meeting:

- I have spoken and met with Kevin Dolan of Music Associates again regarding the piano and guitar classes. We agree to move the start date to April. Also, he is working with Goshen's Rec department and has spoken with the Kent Memorial Library about having a fund raiser at the library to introduce the teachers of the programs to the community. Proceeds would be shared between the library and Park and Recreation. This would be a weekend event and would take place either Saturday or Sunday in Kent and the other day in Goshen. Meanwhile, there are four piano students (three for the grades 1-3 and one for grades 4-6) and one eighth grade guitar student. I reminded Kevin that we need to have six students in order to move forward with the program.
- I posted pictures from the Winter Tracking event at Emery Park on the Facebook Page.
- I have sent out registration information for spring baseball programs and also will be sending home this same information in printed form. The rec directors had hoped to partner with Canaan on a regional major Little League team, but this isn't a reality for this season. We did agree to meet in late June or early July to discuss what this could look like for spring 2020. Canaan Little League has pointed out some constraints due to their Little League charter which is why this isn't going forward this season.
- I have contact information for another potential band to fill the open date of the summer concert series and will hope to have a complete proposal for bands for the commission at the meeting. Mark Lenz did let us know that his band cannot commit to a date for this summer.
- I drafted language for the concert sponsorships, which Trisha McMahon approved, and I then sent for inclusion in the Selectman's and chamber's newsletters and posted on the website and included in a press release.

From the director:

After-School Program: The program youngsters have enjoyed getting outside a couple of times in recent weeks as the weather has allowed. Meanwhile, the staff is creative with small projects and activities to keep the children occupied indoors. Attendance last month again topped the prior year's by 18 with two weather-related days when the program did not meet in addition to a scheduled early dismissal and two holiday days. The total program attendance through February is 287 participants more than the 2017-18 school year and 48 more than the 2016-17 year. I have sent out the February invoices.

On a related topic, the Town has been giving an annual grant (\$15,000) to the Kent Community Nursery School for scholarships. Representatives from that school met this week with the Board of Selectmen where the board reps indicated that enrollment in the programs has decreased dramatically. The reps are unsure of the future of their program. I am researching the possibility of Park and Recreation offering a before-school program should the nursery school program close. I put this on the agenda for some preliminary conversation and to gauge the commission's input. I cannot say if the Selectmen will or won't make that grant this year and, if not, if any of those funds could be reallocated to Park and Recreation if it wanted to fill the potential void for a before-school program.

Budget/Five-Year Capital Plan: I will bring the January budget report to the meeting.

Parks: I have asked for a proposal from Bill McCann for the cleaning of the Emery Park swimming area. If he isn't interested in submitting a proposal, we would need to put this out to bid. The Parks' Master Plan subcommittee is planning to meet the week of March 11 or soon thereafter. I have made copies of the survey on swimming that was conducted in the community a few years ago for the subcommittee.

Fee Programs: Winter ice skating programs have ended. I sent letters of appreciation for the donation of ice time to Kent and South Kent Schools. Thank you again to Seth Houck and Trisha McMahon for volunteering their time to ice monitor at South Kent School ice skating. Tang Soo Do and Neigong and Tai Chi continue to meet weekly at the Kent Community House.

Regional Recreation Directors: We met March 5 where we talked about basketball programs, baseball programs and the regional senior luncheon. The flyers for regional youth softball programs out of Canaan and lacrosse out of Salisbury have been emailed and posted on the website. I also have shared the flyer for spring gymnastics in Sharon.

Sports Programs: The Northwest Rec League 5/6 team won its first post-season game in Kent and lost to the number two seed team, Granby, the following day. The coaches are hosting a final practice and pizza party next week. The third and fourth grade team had its last practice March 6. I ran the score clock for the players while they scrimmaged each other, and the coaches took time to explain game skills. Kindergarten has one more meeting due to weather cancellation of school. The adult men's league basketball program also meets one more week. Participants in basketball programs received ribbons. I sent thank you letters on behalf of the commission to the coaches of each program.

I met recently with a Kent School basketball coach who is interested in starting a "sports" program for pre-schoolers that possibly could meet at Kent School. I have asked her to submit a proposal that I can put before the commission. I hope to have that proposal for the meeting and, therefore, put it on the agenda.

Senior Activities: A St. Patrick's Day luncheon is March 13 at the Senior Center. The next senior outing is March 21 to the Windham Textile Museum. I have scheduled a tour of the museum. The Friday senior lunch program resumes March 22.

Summer Staff: I have posted notice about opening(s) for seasonal lifeguards on the website, Facebook Page and in the Selectmen's and Chamber of Commerce monthly newsletters. I also have sent the notice to the high school to post. We have received one inquiry to date. We have not received yet any more signed contracts from either lifeguards or the other camp counselors.

2019-2020 Budget: The Board of Selectmen has scheduled budget meetings for March 11-12. Jeff Parkin did speak with the Social Services director following the Park and Recreation Commission meeting regarding the responsibilities for the Elderly Nutrition Program, and he shared this information at the March 5 Board of Selectmen monthly meeting. The selectmen haven't made any

decisions about salaries and requests for additional positions yet. I have left Park and Recreation director job description on the meeting agenda. Also, I am monitoring the conversation at the state level about the potential increase in minimum wage. The commission at least might want to consider an increase in the hourly wage for the After-School Program counselor, increase of about \$100; and the summer camp counselors, an increase of about \$150, both of which could be absorbed in the proposed budget.

Camp Kent: I have confirmed that the cost per hour for bus transportation this summer would be the same as last year - \$70/hour. Participation in the in-person evening registration for summer camp last May was sparsely attended. I propose this year's registration open the third Wednesday of May as it typically does and families could choose to call, email or stop in the office during office hours that day (maybe until 5 p.m.?) in place of holding registration that opens the first day from 6-7 p.m. only. I have put this on the agenda so the commission could discuss at the meeting.

I attended a meeting of summer camp directors to discuss ideas and programs for the summer science camp. Kent did not participate last year as the space at the high school wasn't available and the program met at the various summer camp sites. We discussed a host of ideas for this year's program, which could include more field trips. There is a second meeting next week at which we hopefully will make decisions about which programs to offer. There are potential funding sources to cover the cost of transportation. We could offer these programs to our camp youngsters and/or there might be at least one program that we would decide to take all of that week's campers to. The camp directors are scheduled to reconvene March 13 in the afternoon.

Looking ahead ...

- I will be taking PTO day March 11 (half day) and March 12. Also, I also may be out of the office March 15 – there isn't school that day.

A Beautiful Moment

That makes all of the effort worth it

Maddy, a seventh grader, is one of five players on her co-ed recreational basketball team. She is a slight, wiry girl with shoulder-length brown hair, a quiet manner, and an engaging smile. But the boys and girls on the opposing team know looks can be deceiving. Maddy is not afraid to go after rebounds, block passes, or steal the ball.

Her best game of the season came during a Thursday night make-up game. Maddy appeared energized on the gym floor, playing great defense. She was fouled early in the game and sank both shots. She apparently got a taste for scoring and scored six more points before game's end—her first multi-basket game of the season. Her point total made her the top scorer on her team and, equally as impressive, matched the top scorers on the opposing team—two boys who also play on the middle-school basketball team.

After the game I called Maddy to the scorer's table so she could see her points in the scorebook, to show her the comparison to the other players, and to congratulate her on a game well played.

We high fived, and she turned to leave. Waiting across the gym was her dad, standing with open arms and grinning ear-to-ear. They shared a heart-felt embrace. I wondered who was more proud.

As I stood silently observing, I felt a rush of emotions. There had been problems that season with too few players, not enough coaches, too much snow, and too many make-up games, complicated by my own medical issues. But in those few seconds, none of that mattered. I witnessed a beautiful moment between a father and daughter that validated my work as a recreation director.

JOB WELL DONE

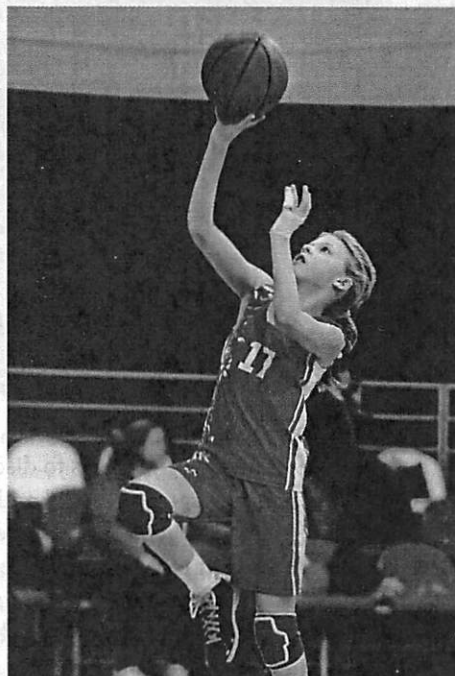
After players and spectators had left the gym, I was cleaning up and found a Kindle on the bleachers. I picked it up and took it home, figuring I would contact its owner the next morning.

When I arrived at my desk the next day, the message light on my office phone was lit. The voice message was from Brooke, Maddy's dad, asking if anyone had found a Kindle in the gym. I called back and left a message that I had found the device.

Brooke returned my call a short time later. We replayed the details of the game from our own perspectives, most especially the father-daughter hug at the end. Brooke told me he discovered the Kindle was missing after he got home, and said that, if he never got it back, that was OK because he was able to share a special evening with his daughter.

I was grateful he could enjoy both. **PRB**

Lesly Ferris is the Director of the Kent Park and Recreation Department in Kent, Conn. Reach her at (860) 927-1003, or parkandrec@townofkentct.org.



To comment on this article, visit ParksAndRecBusiness.com

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02/27/19

TOWN OF KENT
Park and Recreation Actual vs. Budget
July 2018 through January 2019

	<u>Jul '18 - Jan 19</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	2,425.00	3,000.00	-575.00
132-820 • Park & Rec Sports	1,370.00	3,500.00	-2,130.00
132-830 • Park & Rec Classes	725.10	500.00	225.10
132-840 • Park & Rec Enrichment	6,912.00	11,000.00	-4,088.00
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>23,888.10</u>	<u>32,250.00</u>	<u>-8,361.90</u>
Gross Profit	<u>23,888.10</u>	<u>32,250.00</u>	<u>-8,361.90</u>
Expense			
E • Recreation			
023-000 • PARK & REC			
Compensation			
023-101 • Salary Director	30,112.78	50,512.00	-20,399.22
023-102 • Hourly Employees	27,079.59	43,843.00	-16,763.41
023-996 • Health	7,972.68	16,742.00	-8,769.32
023-997 • Pension	1,285.33	2,526.00	-1,240.67
023-998 • Social Security	4,300.15	7,218.00	-2,917.85
Total Compensation	<u>70,750.53</u>	<u>120,841.00</u>	<u>-50,090.47</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	5,675.61	13,000.00	-7,324.39
023-501 • Telephone	572.07	1,000.00	-427.93
023-502 • Electric	765.38	900.00	-134.62
023-504 • Water/Sewer	1,064.00	1,350.00	-286.00
Total Department Operations	<u>11,886.21</u>	<u>33,693.00</u>	<u>-21,806.79</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>83,145.74</u>	<u>155,284.00</u>	<u>-72,138.26</u>
Total E • Recreation	<u>83,145.74</u>	<u>155,284.00</u>	<u>-72,138.26</u>
Total Expense	<u>83,145.74</u>	<u>155,284.00</u>	<u>-72,138.26</u>
Net Ordinary Income	<u>-59,257.64</u>	<u>-123,034.00</u>	<u>63,776.36</u>
Net Income	<u>-59,257.64</u>	<u>-123,034.00</u>	<u>63,776.36</u>

TOWN OF KENT
Park and Recreation by month
July 2018 through January 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	TOTAL
Ordinary Income/Expense								
Income								
132-800 · Park & Recreation	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
132-810 · Park & Rec Pass	820.00	50.00	0.00	0.00	0.00	840.00	715.00	2,425.00
132-820 · Park & Rec Sports	0.00	0.00	975.00	10.00	0.00	245.00	140.00	1,370.00
132-830 · Park & Rec Classes	26.00	95.00	52.00	239.00	21.00	93.50	198.80	725.10
132-840 · Park & Rec Enrichment	0.00	30.00	0.00	1,689.50	1,332.50	1,665.00	2,195.00	6,912.00
132-850 · Park & Rec Enrichment Camp	3,850.00	4,940.00	2,690.00	262.50	21.00	62.50	0.00	11,826.00
132-860 · Bus Trips & Programs	285.00	0.00	0.00	0.00	95.00	0.00	0.00	380.00
Total Income	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	3,248.80	23,888.10
Gross Profit	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	3,248.80	23,888.10
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	4,856.90	30,112.78
023-102 · Hourly Employees	9,512.01	11,046.13	1,093.75	1,234.76	1,321.84	1,841.84	1,229.26	27,079.59
023-996 · Health	965.04	1,094.62	1,008.24	1,087.19	1,071.40	2,825.14	-76.95	7,972.68
023-997 · Pension	0.00	0.00	637.03	0.00	0.00	648.30	0.00	1,285.33
023-998 · Social Security	995.82	1,207.76	373.51	384.29	465.03	415.78	457.98	4,300.15
Total Compensation	15,358.39	18,205.41	6,998.05	6,591.76	7,715.17	9,416.58	6,465.17	70,750.53
Department Operations								
023-201 · Supplies	53.67	0.00	104.76	0.00	23.99	0.00	0.00	182.42
023-202 · Postage	0.00	0.00	0.00	0.00	300.00	0.00	0.00	300.00
023-204 · Mileage	0.00	0.00	0.00	0.00	297.57	0.00	0.00	297.57
023-419 · Park Maintenance	1,108.32	1,068.33	476.95	25.56	0.00	350.00	0.00	3,029.16
023-422 · Fee Programs	1,580.18	719.24	893.32	890.22	517.36	680.35	394.94	5,675.61
023-501 · Telephone	62.31	82.27	35.99	31.55	291.78	32.81	35.36	572.07
023-502 · Electric	141.19	148.58	122.28	88.55	88.43	88.11	88.24	765.38
023-504 · Water/Sewer	0.00	412.30	328.84	321.86	0.00	0.00	0.00	1,064.00
Total Department Operations	2,945.67	2,430.72	1,863.14	1,357.74	1,519.13	1,151.27	518.54	11,888.21
Professional Development								
023-450 · Dues	99.00	0.00	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	0.00	410.00
Total Professional Development	99.00	410.00	0.00	0.00	0.00	0.00	0.00	509.00
Total 023-000 · PARK & REC	18,403.06	21,046.13	8,981.19	7,949.50	9,234.30	10,567.85	6,983.71	83,145.74
Total E · Recreation	18,403.06	21,046.13	8,981.19	7,949.50	9,234.30	10,567.85	6,983.71	83,145.74
Total Expense	18,403.06	21,046.13	8,981.19	7,949.50	9,234.30	10,567.85	6,983.71	83,145.74
Net Ordinary Income	-13,422.06	-15,931.13	-5,244.19	-5,498.50	-7,764.80	-7,661.85	-3,735.11	-59,257.64
Net Income	-13,422.06	-15,931.13	-5,244.19	-5,498.50	-7,764.80	-7,661.85	-3,735.11	-59,257.64

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02/27/19

TOWN OF KENT
Park and Recreation Detail
January 2019

Type	Date	Num	Name	Memo	Amount
E - Recreation					
023-000 - PARK & REC					
Compensation					
023-101 - Salary Director					
Pay...	01/03/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	01/10/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	01/17/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	01/24/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	01/31/2019	DirDep	Ferris (DirDep), Lesly		971.38
Total 023-101 - Salary Director					4,856.80
023-102 - Hourly Employees					
Pay...	01/03/2019	609736	Herde (DirDep)-, Gr...		88.00
Pay...	01/03/2019	DirDep	Kearns (DirDep), Ha...		88.00
Pay...	01/17/2019	609789	Herde, Charlotte		82.50
Pay...	01/17/2019	DirDep	Leach (DirDep), Meg...		108.00
Pay...	01/17/2019	DirDep	Vizzari (DirDep), Sus...		249.38
Pay...	01/24/2019	609841	Herde, Charlotte		55.00
Pay...	01/24/2019	DirDep	Leach (DirDep), Meg...		115.20
Pay...	01/24/2019	DirDep	Vizzari (DirDep), Sus...		258.13
Pay...	01/31/2019	609847	Herde, Charlotte		52.80
Pay...	01/31/2019	DirDep	Leach (DirDep), Meg...		36.00
Pay...	01/31/2019	DirDep	Vizzari (DirDep), Sus...		96.25
Total 023-102 - Hourly Employees					1,229.26
023-996 - Health					
Liab...	01/31/2019	EOM Recordi	Aetna	L Ferris payroll withholding	-78.95
Total 023-996 - Health					-78.95
023-998 - Social Security					
Gen...	01/31/2019	44995		Ferris, L	363.91
Gen...	01/31/2019	44995		Herde, G	6.74
Gen...	01/31/2019	44995		Herde, C	14.56
Gen...	01/31/2019	44995		Kearns, Hannah	6.74
Gen...	01/31/2019	44995		Leach, M	19.83
Gen...	01/31/2019	44995		Vizzari, S	46.18
Total 023-998 - Social Security					457.96
Total Compensation					6,465.17
Department Operations					
023-422 - Fee Programs					
Bill	01/02/2019	Referee	Adams, Bruce~	PR: NW Rec league 5/6 team referee 12/8 - 12/22 - 12/29	150.00
Bill	01/02/2019	27	Davis IGA, Inc.	PR: ASP supplies	47.87
Che...	01/22/2019	609854	Harrington, Lynn	PR: Halloween Bash supplies reimbursement	197.07
Total 023-422 - Fee Programs					394.94
023-501 - Telephone					
Bill	01/16/2019	3442010219	Charter Communicati...	PR.: Internet Internet (12/24/18-01/23/19)	4.65
Bill	01/30/2019	860927462712317...	Frontier Communicat...	PR: Telephone Service 1/21/19-2/20/19	30.71
Total 023-501 - Telephone					35.36
023-502 - Electric					
Bill	01/15/2019	51337386049	Eversource	PR: 42 Segar period of 12/13/18-1/15/19	44.00
Bill	01/16/2019	51039555073	Eversource	PR: 38 Swifts period of 12/14/18-1/16/19	44.24
Total 023-502 - Electric					88.24
Total Department Operations					518.54
Total 023-000 - PARK & REC					6,983.71
Total E - Recreation					6,983.71
TOTAL					6,983.71

TOWN OF KENT
Park and Recreation Actual vs. Budget
July 2018 through February 2019

	<u>Jul '18 - Feb 19</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	2,585.00	3,000.00	-415.00
132-820 · Park & Rec Sports,	1,375.00	3,500.00	-2,125.00
132-830 · Park & Rec Classes	829.90	500.00	329.90
132-840 · Park & Rec Enrichment	7,840.50	11,000.00	-3,159.50
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>25,086.40</u>	<u>32,250.00</u>	<u>-7,163.60</u>
Gross Profit	<u>25,086.40</u>	<u>32,250.00</u>	<u>-7,163.60</u>
Expense			
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	33,998.30	50,512.00	-16,513.70
023-102 · Hourly Employees	28,072.97	43,843.00	-15,770.03
023-996 · Health	9,123.03	16,742.00	-7,618.97
023-997 · Pension	1,285.33	2,526.00	-1,240.67
023-998 · Social Security	4,665.99	7,218.00	-2,552.01
Total Compensation	<u>77,145.62</u>	<u>120,841.00</u>	<u>-43,695.38</u>
Department Operations			
023-201 · Supplies	188.40	400.00	-211.60
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	5,877.49	13,000.00	-7,122.51
023-501 · Telephone	607.54	1,000.00	-392.46
023-502 · Electric	853.38	900.00	-46.62
023-504 · Water/Sewer	1,064.00	1,350.00	-286.00
Total Department Operations	<u>12,217.54</u>	<u>33,693.00</u>	<u>-21,475.46</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>89,872.16</u>	<u>155,284.00</u>	<u>-65,411.84</u>
Total E · Recreation	<u>89,872.16</u>	<u>155,284.00</u>	<u>-65,411.84</u>
Total Expense	<u>89,872.16</u>	<u>155,284.00</u>	<u>-65,411.84</u>
Net Ordinary Income	<u>-64,785.76</u>	<u>-123,034.00</u>	<u>58,248.24</u>
Net Income	<u>-64,785.76</u>	<u>-123,034.00</u>	<u>58,248.24</u>

TOWN OF KENT
Park and Recreation by month
July 2018 through February 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	TOTAL
Ordinary Income/Expense									
Income									
132-800 - Park & Recreation	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	250.00
132-810 - Park & Rec Pass	820.00	50.00	0.00	0.00	0.00	840.00	715.00	160.00	2,585.00
132-820 - Park & Rec Sports	0.00	0.00	975.00	10.00	0.00	245.00	140.00	5.00	1,375.00
132-830 - Park & Rec Classes	26.00	95.00	52.00	239.00	21.00	93.50	198.60	104.80	829.90
132-840 - Park & Rec Enrichment	0.00	30.00	0.00	1,689.50	1,332.50	1,665.00	2,195.00	928.50	7,840.50
132-850 - Park & Rec Enrichment Camp	3,850.00	4,940.00	2,690.00	262.50	21.00	62.50	0.00	0.00	11,826.00
132-860 - Bus Trips & Programs	285.00	0.00	0.00	0.00	95.00	0.00	0.00	0.00	380.00
Total Income	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	3,248.60	1,198.30	25,086.40
Gross Profit	4,981.00	5,115.00	3,717.00	2,451.00	1,469.50	2,906.00	3,248.60	1,198.30	25,086.40
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	4,856.90	3,885.52	33,998.30
023-102 - Hourly Employees	9,512.01	11,046.13	1,093.75	1,234.76	1,321.84	1,641.84	1,229.26	993.38	28,072.97
023-996 - Health	965.04	1,094.62	1,008.24	1,087.19	1,071.40	2,825.14	-78.95	1,150.35	9,123.03
023-997 - Pension	0.00	0.00	637.03	0.00	0.00	648.30	0.00	0.00	1,285.33
023-998 - Social Security	995.82	1,207.76	373.51	384.29	465.03	415.78	457.96	365.84	4,665.99
Total Compensation	15,358.39	18,205.41	6,998.05	6,591.76	7,715.17	9,416.58	6,465.17	6,395.09	77,145.62
Department Operations									
023-201 - Supplies	53.67	0.00	104.76	0.00	23.99	0.00	0.00	5.98	188.40
023-202 - Postage	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
023-204 - Mileage	0.00	0.00	0.00	0.00	297.57	0.00	0.00	0.00	297.57
023-419 - Park Maintenance	1,108.32	1,068.33	476.95	25.56	0.00	350.00	0.00	0.00	3,029.16
023-422 - Fee Programs	1,580.18	719.24	893.32	890.22	517.36	680.35	394.94	201.88	5,877.49
023-501 - Telephone	62.31	82.27	35.99	31.55	291.78	32.81	35.36	35.47	607.54
023-502 - Electric	141.19	148.58	122.28	88.55	88.43	88.11	88.24	88.00	853.38
023-504 - Water/Sewer	0.00	412.30	329.84	321.86	0.00	0.00	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	518.54	331.33	12,217.54
Professional Development									
023-450 - Dues	99.00	0.00	0.00	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	0.00	0.00	410.00
Total Professional Development	99.00	410.00	0.00	0.00	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	6,983.71	6,726.42	89,872.16
Total E - Recreation	18,403.06	21,046.13	8,961.19	7,949.50	9,234.30	10,567.85	6,983.71	6,726.42	89,872.16
Total Expense	18,403.06	21,046.13	8,961.19	7,949.50	9,234.30	10,567.85	6,983.71	6,726.42	89,872.16
Net Ordinary Income	-13,422.06	-15,931.13	-5,244.19	-5,498.50	-7,764.80	-7,661.85	-3,735.11	-5,528.12	-64,785.76
Net Income	-13,422.06	-15,931.13	-5,244.19	-5,498.50	-7,764.80	-7,661.85	-3,735.11	-5,528.12	-64,785.76

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TOWN OF KENT
Park and Recreation Detail
February 2019

Type	Date	Num	Name	Memo	Amount
E - Recreation					
023-000 - PARK & REC					
Compensation					
023-101 - Salary Director					
Pay...	02/07/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	02/14/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	02/21/2019	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	02/28/2019	DirDep	Ferris (DirDep), Lesly		971.38
Total 023-101 - Salary Director					3,885.52
023-102 - Hourly Employees					
Pay...	02/07/2019	609862	Herde, Charlotte		55.00
Pay...	02/07/2019	DirDep	Leach (DirDep), Meg...		36.00
Pay...	02/07/2019	DirDep	Vizzari (DirDep), Sus...		100.63
Pay...	02/14/2019	609917	Herde, Charlotte		82.50
Pay...	02/14/2019	DirDep	Leach (DirDep), Meg...		72.00
Pay...	02/14/2019	DirDep	Vizzari (DirDep), Sus...		157.50
Pay...	02/21/2019	609923	Herde, Charlotte		110.00
Pay...	02/21/2019	DirDep	Leach (DirDep), Meg...		36.00
Pay...	02/21/2019	DirDep	Vizzari (DirDep), Sus...		192.50
Pay...	02/28/2019	609967	Herde, Charlotte		55.00
Pay...	02/28/2019	DirDep	Vizzari (DirDep), Sus...		96.25
Total 023-102 - Hourly Employees					993.38
023-996 - Health					
Bill	02/01/2019	H7175609	Aetna	L Ferris - Health Insurance - February 2018	1,088.90
Bill	02/01/2019	TM05590707	Metlife Small Busine...	L. Ferris - Life Insurance Premium - February 2019	5.45
Bill	02/01/2019	TM05728703	Metlife Small Busine...	L. Ferris - Dental Insurance Premium - February 2019	56.00
Total 023-996 - Health					1,150.35
023-998 - Social Security					
Gen...	02/28/2019	45010	Ferris, L		289.84
Gen...	02/28/2019	45010	Herde, C		23.14
Gen...	02/28/2019	45010	Leach, M		11.02
Gen...	02/28/2019	45010	Vizzari, S		41.84
Total 023-998 - Social Security					365.84
Total Compensation					6,395.09
Department Operations					
023-201 - Supplies					
Bill	02/25/2019	5348258	Quill Corporation	PR: various supplies	5.98
Total 023-201 - Supplies					5.98
023-422 - Fee Programs					
Bill	02/01/2019	27	Davis IGA, Inc.	PR: ASP purchases	104.95
Bill	02/06/2019	30997	Crown Trophy	PR: 50 ribbons for basketball	47.45
Bill	02/25/2019	5348258	Quill Corporation	PR: various supplies	49.48
Total 023-422 - Fee Programs					201.88
023-501 - Telephone					
Bill	02/02/2019	8650166800003442	Charter Communicati...	PR: Internet (1/24/19-2/23/19)	4.65
Bill	02/21/2019	860927462712317...	Frontier Communicat...	PR: Telephone Service 2/21/19 - 3/20/19	30.82
Total 023-501 - Telephone					35.47
023-502 - Electric					
Bill	02/13/2019	51337386049	Eversource	PR: Segar Mtn Rd period of 1/15/19 - 2/13/19	44.00
Bill	02/21/2019	51039555073	Eversource	PR: Swifts Lane period of 1/16/19 - 2/14/19	44.00
Total 023-502 - Electric					88.00
Total Department Operations					331.33
Total 023-000 - PARK & REC					6,726.42
Total E - Recreation					6,726.42
TOTAL					6,726.42

Town of Kent
Kent Park and Recreation
Summer Concert Agreement

Name of Performer/Artist(s): _____

Name of representative and responsible person: _____

Mailing Address: _____

E-Mail Address: _____

Telephone numbers: _____

Presenter: *Kent Park and Recreation, P.O. Box 678, Kent, CT 06757*

KP&R rep: *Lesly Ferris, director* Telephone numbers: *860-927-1003 (ofc); 860-488-4126 (cell)*

PROGRAM INFORMATION

Type of performance: _____

Date and time of event: _____

Performer/artist arrival time: _____

Performance location: *Kent Town Hall front lawn; rainy date site Kent Community House*

Non-standard performance details/special equipment or requirements: _____

Total Fee: \$_____ payable by check sent by U.S. Mail after event.

Name of Payee: _____ TIN or EIN _____

It is agreed that "_____" will perform or conduct the program as indicated above. Kent Park and Recreation will pay \$_____ sent by U.S. mail on completion of the program from the Town of Kent Finance Office and/or by event sponsor. Cancellation Policy: If performer/artist cancels or does not perform or conduct the event on _____, 2019 through no fault of the Town of Kent, the fee would not be earned or due. If cancellation of performance is made by Town of Kent and notice given to the above-identified representative by _____ p.m. on the day of performance and both parties agree to cancel, _____ would be paid half of its fee. If the performance is cancelled between _____ p.m. and the end of the performance, _____ would be paid in full.

Performer/artist does by these presents through the undersigned duly authorized representative, hold the Town of Kent and Kent Park and Recreation, its officers, agents, servants, employees and volunteers free harmless and indemnified from any and all claims for bodily injury or property damage caused by him/herself or by some third party not affiliated with the Town of Kent during or on account of the performance.

Accepted and approved: _____ Date: _____

Signed: Performer/Artist by: _____ Date: _____

Printed Name of Signatory: _____ Date: _____

Signed: KP&R: By _____ Date: _____

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2019 MAR 26 P 2:19
BY *J. Bradley*
TOWN CLERK