

Board of Selectmen
Special Meeting

February 14, 2020
9:00 A.M.

Present: Jean Speck, Chris Garrity and Ed Matson.

Also, present: Catherine Bachrach, Karen Chase, Ben Ferris, Lesly Ferris, Lynn Harrington, Tony Iovino, Kendra Lintner, Sarah Marshall.

Ms. Speck called the meeting to order at 9:00 a.m.

ROV:

Karen Chase presented a budget that included *every possible* primary, referendum and training. Ms. Chase stated that her budget could be trimmed but she wanted to show the Board of Selectmen all the potential costs. Mr. Garrity questioned the \$960 for refreshments? Ms. Chase said it was Jan Gadiel who recommended feeding all the pole works three meals a day because they are there twelve hours and are paid low wages.

Kent Education Center and Nursery School (KECNS):

Tony Iovino and Kendra Linter presented the financials for the Kent Education Center and Nursery School. Mr. Iovino stated the Center cut payroll and currently has 13 kids in the program. He added there was an \$8,400 surplus. Mr. Garrity asked when the Center would no longer need the Town's support? Mr. Iovino stated he could not answer that due to the always changing enrollment.

Board of Selectmen:

Joyce Kearns confirm the operating expense request for the Board of Selectmen remained flat.

Town Hall:

Joyce Kearns reported the following increase:

- Computer Services – going to the Cloud
- Internet – addition of the Senior Center and Community House
- Equipment – copier contract expires

Ms. Speck reported she is working on getting fiber optics to the Town Hall and the firehouse. The estimated cost is \$50,000.

Kent Memorial Library:

Library Director Sarah Marshall presented documentation supporting the library's increased grant request. Ms. Marshall noted that the average Town Contribution to the library is \$48.67 per capital and Kent is currently contributing \$36.09 per capita. If the Town contributed the average the grant would be \$135,546. She added that is not what the library is asking for at this time. Ms. Marshall discussed the library growing their endowment to the \$2 million goal and reviving the building committee. Mr. Matson questioned parking. Ms. Marshall confirmed that parking is an issue now and will continue to be if the library expands. Mr. Garrity asked what the timeframe is for getting away from the appropriation from the taxpayer and move towards utilizing the

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BY  - TOWN CLERK

endowment. Ms. Marshal stated that is up to the board. Mr. Garrity stated this year's grant request is for additional \$5,000. Ms. Marshal confirmed it is for an additional \$10,000.

Park and Rec:

Park and Rec Director Lesly Ferris and P&R Chairman Lynn Harrington presented the budget requests for Park and Rec in three phases:

- Budget worksheet
 - Increase in fee programs and water/sewer
- KCS Ballfields
 - Increase from \$5,000 to \$20,000
 - Maintenance Kent School is no longer paying for
 - Board requested a list of programs, number of participants and which field
 - Need clarification on the lease – who is responsible for Kent Center School playground
- Parks' Master Plan
 - \$23,800 expense
 - Send out RFP – per policy

Mr. Garrity stated he is not in support of the proposed Kent Parks Master Plan. He feels it is too much money for someone else to impose their ideas on the Town rather than the P&R Commission deciding who they are serving and what is its mission? Ms. Speck agreed.

Ms. Speck made a motion to adjourn the meeting at 11:38 a.m.


Joyce Kearns
Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

WARNING
SPECIAL MEETING OF BOARD OF SELECTMEN
REVISED

TOWN CLERK
KENT, CONNECTICUT

A SPECIAL MEETING OF THE BOARD OF SELECTMEN WILL BE HELD

DATE: FRIDAY, FEBRUARY 14, 2020
TIME: 9:00 A.M.
PLACE: TOWN HALL

NOTICE OF SPECIAL MEETING:
(Must be filed not less than 24 hours prior to holding a meeting)

AGENDA:

FY 2020/2021 OPERATING BUDGET

BOARD OF SELECTMEN



JOYCE KEARNS
ADMINISTRATIVE ASSISTANT

DATE OF TOWN CLERK NOTIFICATION

"An equal opportunity employer and service provider"

Registrar's Budget Request for 2020-21 Fiscal Year

Note: 2020-21 is an usual fiscal year because we have a possible double Primary and a Presidential Election plus 1 Referendum and the possibility of at least one more. This budget includes projections for: A Democratic & Republican (double) Primary on August 11, 2020; A Presidential Election (with State, Federal & Local Candidates on the ballot) on November 3, 2020; A Referendum for the Region 1 School Budget on May 5, 2021*; A Possible Referendum for the Town of Kent or a second Region 1 Referendum in either 2020 or 2021; A Possible Recount for one election and or Audit for Primary or election election. It is likely that there is will not be a Primary that there will be only on in August. It is also likely that we will not have a Recount or Audit of the Primary or the Presidential Election. However these have been budgeted in this year because they are a possibility we have to plan for and didn't in previous years which caused us to overspend our budget when we had a recount in the State election in 2018. We have yet to have our name pulled out of the hat for an audit but it could happen this year. We did have to recount the 2018 State election twice, first because of a malfunction of all of our Tabulators followed by a mandatory recount due to a close vote for State Representative.

**(If the Region 1 budget is defeated we will have additional referendums until it is passed—in 2013 we had 7 referendums. This did not affect our budget then, but due to the change in the way the region pays for Referendums it would have a tremendous impact on our current budget. Prior to 2018 the region paid all the costs directly out of their budget. That changed in 2019 and we now pay all the costs from our budget and the region reimburses the Town for the expenses).*

Regular Payroll Hours for 2 Registrars:

Regular Work Hours:

3 hours per week x 52=156 x 2	312 hours (156x2)
<u>20 Additional anticipated hours not mandated by the state:</u>	<u>40 hours (2x10)</u>
Total:	352 Hours

Hours for Double Primary

Prior to Primary:	
7/26-8/6 check mail daily, register voters accordingly	9 hours
7/28 Update registry required minimum of 2 hrs.	4 hours (2x2)
8/10: Day before primary in office from 9-5	16 hours (8x2)
<i>Register voters, check off Absentee Ballots, print voter lists, train poll workers and set up Polling area</i>	
8/11 Primary Day Arrive at 5 am end around 10 pm	30 hours (15x2)
8/12 Complete and file paperwork with State	4 hours (2x2)
<u>8/?? Possible Audit or Recount</u>	<u>10 hours (5x10)</u>
Total	73 Hours

Hours for Presidential Election:

Prior to Election:	
9/29 Update registry required minimum of 2 hrs.	4 hours (2x2)
10/14-10/27 Check mail daily, register voters accordingly	9 hours
10/27 Mandatory registration session: 9 am-8 pm	22 hours (11x2)
11/02 Day before Election in office from 9-5	16 hours (8x2)
<i>(Register voters, check off Absentee Ballots, print voter lists, organize and set up Polling area)</i>	
11/3 Election Day: Arrive at 5 am end around 12 am	38 hours (19x2)
11/04 Complete and file paperwork with State	6 hours (3x2)
<u>11/?? Possible Audit or Recount</u>	<u>16 hours (8x2)</u>
Total	111 Hours

Referendum Hours:

05/04: Day before Referendum 9-5	16 hours (8x2)
<i>Register voters, check off Absentee Ballots, print voter lists, train poll workers and set up Polling area</i>	
05/05 Referendum: Arrive around 10 am finish around 9 pm	18 hours (9x2)
<u>Day after complete and file paperwork</u>	<u>2 hours (1x2)</u>
Total	36 Hours

Possible Second Referendum

Total 36 Hours

Total Billable Work Hours for Registrar's:

Regular Hours: 352
 Primary: 73
 Election: 111
2 Referendums 72

Total 608 (608 ~ 2 = 304 each Registrar)

Training Hours for Registrar's

*ROVAC Spring Conference: 3 Days billed @ \$35/Day each = \$70 x 3 = \$210

ROVAC Fall Conference: 2 Days billed @ \$35/Day each = \$70 x 2 = \$140

Total: \$350

Anticipated State Mandated Training not yet determined: 20 hours x 2 = 40 Hours

Being planned for Presidential Election: additional 6 hours training (beyond the 2 hours that we normally have) for Poll Workers, Deputy Registrar's & Moderator's:

6 hours x 2 = 12 Hours

Total: 52 Hours + \$350 ROVAC Conference

*ROVAC: Registrar of Voters Association of Connecticut (Established: 1953)

Deputy/Assistant Registrars

Anticipated working hours: 2 Deputy/Assistant Registrars

8/11 Double Primary
 Primary Day Arrive at 5 am end around 10 pm 30 hours (15 x 2)
??/? Possible recount and/or audit 8 hours 16 hours (8 x 2)
 11/3 Presidential Election
 Election Day: Arrive at 5 am end around 10 pm 30 hours (15 x 2)
??/? Possible recount and/or audit 8 hours 16 hours (8 x 2)
 05/05 Region 1 Referendum
 Referendum: Arrive around 10 am finish around 9 pm 18 hours (9 x 2)
??/? Possible Second referendum 18 hours (9 x 2)
 Referendum: Arrive around 10 am finish around 9 pm 18 hours (9 x 2)

Total: 128 Hours

Training for Deputy/Assistant Registrars

ROVAC Conference: Spring 3 days @ \$35/day = \$105 x 2 = \$210

ROVAC Conference: Fall 2 days @ \$35/day = \$70 x 2 = \$140

Total: \$350

Training hours:

Primary 2 hours x 2 = 4
 Presidential Election 2 hours x 2 = 4
 2 Referendums 2 hours x 2 = 4 x 2 = 8
 Possible Recount and/or Audit 2 hours x 2 = 4 x 2 = 8
Additional Hours for Presidential Election 6 hours x 2 = 12

Total: 36 Hours

Total Training: 36 hours + ROVAC Conference @ \$35 = \$350

Poll Workers: Election Work Hours

8/11 Double Primary	
Primary Day Arrive at 5:15 am end around 9:15 pm	5 people x 16 hours = 80 hours
2 AB Ballot Counters	2 people x 3 hours = 6 hours
<u>??? Possible recount and/or audit 8 hours</u>	<u>5 people x 8 hours = 40 hours</u>
11/3 Presidential Election	
Election Day: Arrive at 5:15 am end around 10:15	7 people x 17 hours = 119 hours
2 AB/EDR Ballot Counters	2 people x 4 hours = 8 hours
<u>??? Possible recount and/or audit 8 hours</u>	<u>5 people x 8 hours = 40 hours</u>
05/05 Region 1 Referendum	
Referendum: Arrive at 11:30 am finish around 9 pm	3 people x 9.5 hours = 28.5 hours
??? Possible Second referendum	
<u>Referendum: Arrive at 11:30 am finish around 9 pm</u>	<u>3 people x 9.5 hours = 28.5 hours</u>
Total	350 hours

Poll Workers: Training Hours

8/11 Double Primary	5 people x 2 hours = 10 hours
	2 people x 2 hours = 4 hours
<u>??? Possible recount and/or audit</u>	<u>5 people x 2 hours = 10 hours</u>
11/3 Presidential Election	7 people x 2 hours = 14 hours
	2 people x 2 hours = 4 hours
<u>??? Possible recount and/or audit 8 hours</u>	<u>5 people x 2 hours = 10 hours</u>
<u>Special training for Presidential election</u>	<u>7 people x 6 hours = 42 hours</u>
05/05 Region 1 Referendum	3 people x 2 hours = 6 hours
<u>??? Possible Second referendum</u>	<u>3 people x 2 hours = 6 hours</u>
Total:	116 Hours

Moderators

Working Hours:

8/11 Primary Day Arrive at 5 am end around 10 pm	15 hours
8/12 Complete and file paperwork with State	4 hours (02x2)
8/?? Possible Audit or Recount	8 hours
11/3 Election Day: Arrive at 5 am end around 12 am	38 hours (19x2)
11/04 Complete and file paperwork with State	6 hours (03x2)
11/?? Possible Audit or Recount	16 hours (08x2)
05/05 Referendum: begin at 12 pm finish around 9 pm	9 hours
Day after complete and file paperwork	1 hour
??/?? Possible 2nd Referendum: begin 12 pm finish around 9 pm	9 hours
Day after complete and file paperwork	1 hour

Total Work Hours: 144 Hours

Training:

5 Moderators need to take Moderator re-certification training required by State Statute and 1 new Moderator requires Moderator Training (all will be certified for 4 years)

Cost: \$60 each x 6 = \$360

Primary	2 hours = 2
Presidential Election	2 hours x 2 = 4
2 Referendums	2 hours x 2 = 4
Possible Recount and/or Audit	2 hours x 2 = 4
Additional Hours for Presidential Election	6 hours x 2 = 12
Moderator Training	5 hours x 6 = 30

Total Training Hours: 56 Hours + \$360 State Mandated Training

Poll Workers: Work Hours

For any type of general election, (Local, State or Federal, or single Primary or Referendum) we are required to have a minimum of 3 Poll workers - an Official Checker, Ballot Clerk and Tabulator Tender. For a double primary we need to add an additional Official Checker and Ballot Clerk bringing the number to 5 (need one from each party). For General Elections (and especially for this years Presidential Election) we can add, based on expected Turnout any extra Poll Workers we deem necessary: for this Presidential Election we are anticipating adding an additional Official Checker (breaking up the voter list into two sections) and a corresponding Ballot Clerk. We may consider adding a second Tabular requiring a second Tabulator Tender and we will need at least 2 people to count the Absentee & EDR Ballots (some of which will require hand counting) for the Presidential Election & possibly for the Primary (law requires at least 1 person from each party count AB/EDR Ballots for General Elections/Referendums. For a Primary it would be a minimum of 1 member of the same party for their primary). Figures below include 2 AB/EDR ballot counters for Presidential and 2 for a double Primary. We have also added 2 additional Poll Workers to assist with Election Day Registration /Voting which takes place in the Registrar's office during the election. For Referendums the turn out is generally light and the Deputy Registrar's can handle counting the number of AB Ballots (EDR is only for General elections).

Summary of Working Hours for all Workers:

Registrars:	608 Hours
Assistant/Deputy Registrars:	128 Hours
Moderators:	144 Hours
Poll Workers:	350 Hours

Total: 1230 Hours

Summary of Training Hours for all Workers

Registrars:	52 Hours + ROVAC Conference @ \$350
Assistant/Deputy Registrars:	36 Hours + ROVAC Conference @ \$350
Moderators:	56 Hours + \$360 State Mandated Training
Poll Workers:	116 Hours

Total: 260 Hours plus \$1,060 of state mandated training paid as indicated)

Line item Requests:

013-201: Supplies

Printing of Ballots & Programing Memory Cards:		
2 Primaries:	@ \$1000 each	\$2,000
1 Presidential Election:		\$2,000
2 Referendums:		\$ 500
Programing IVS Machines: 4 x \$125 (double primary only needs one program)		\$ 500
Servicing of Machines: 3 Tabulators \$200/ea = \$600		\$ 725
	Sub-Total	\$5,725
Office & Election Supplies:		\$2,000
	Total	\$7,725

01-013-202 Postage:	\$ 500
01-013-203 Notices:	\$ 65
01-013-204 Mileage	\$ 600
01-013-404 Election Refreshments:	\$ 960**
01-013-501 Telephone	\$ 500
01-013-450 Dues	\$ 150
01-013-451 Conferences	\$3,500***
01-013-452 Training	(see above for training hours)****
	Sub-Total \$6,275
	\$7,725
	Total \$14,000

**Region 1 pays for printing ballots for their referendum and cards are pre-programed*

***Total of 26 people at 2 primaries and 1 Presidential Election x 3 meals & total of 9 people for 2 Referendums at 2 meals budgeted at \$30/person for 3 meals and \$20/person for 2 meals (The registrars feel that providing meals is something we should do for people who are working 8 to 15 hours or more.)*

****Predicated on 3 day ROVAC Spring Conference @ \$300/person for full 3 days and both Registrars and both Deputy Registrars attending and staying 3 nights at Convention location in 4 Rooms & 2 day Fall Conference with both Registrars and Deputies attending @ \$250/person and not staying at conference location.*

*****We have broken down the hours for training per each position, Registrar, Assistant/Deputy Registrar, Moderator & Poll Worker and have included the \$35/day Registrars and Deputy Registrars are paid to attend conferences. These are on the sheet titled Training for each position.*

Additional Explanations for Line Item 01-013-201

Ballots: For Primaries we need 2 sets of ballots for each party holding a primary, Regular Ballots & Absentee Ballots (they are coded separately and one is colored). Referendums also have 2 sets of ballots. General Elections (State, Federal & Municipal) require three different types of Ballots: Regular, Absentee and Election Day Registration (EDR). There are also special forms of Absentee Ballots which are printed but read by hand and not by machine so are not coded. Ballots are set up and ordered by the Town Clerk and paid for by the Registrars who both agree on the number to be ordered. As of November 5, 2019 there were 1985 Registered voters in Kent of which 856 are Democrats, 425 are Republicans, 670 are Unaffiliated and 28 belong to Minor parties. For the Municipal election we ordered 1300 regular, 100 Absentee & 50 EDR Ballots, plus assorted required posters and printed information at a cost of \$845.81; It cost \$880.00 to have the 4 Memory Cards Coded for a total of \$1,725.81

Programing of Memory Cards: For Primaries and General Elections we have 4 Memory Cards that need to be programed so the tabulator can read each individual: Party/Position/Candidate and any questions on the ballot. They also have to be programed so the Tabulator can tell if they are a Regular, Absentee or EDR Ballot (these are all counted as a group and then broken down individually by the Tabulator) For Referendums we have 3 pre-programed YES/NO Memory Cards for up to 4 Questions and are programed to read Absentee Ballots. If what is being voted on in a Referendum is NOT a YES/NO Question then the other Memory Cards have to be programed and we are charged accordingly.

Servicing of Tabulators, ETC: We have a contract with LHS (the manufacturer of the Tabulators to service them once a year and to make repairs if needed. Cost: \$200/machine x 3 machines = \$600. We pay for additional items such as ribbons, tapes, internal batteries and plastic seals (often the smaller items are given to us by the service technician).

LHS programs our 4 Memory Cards (each one costs around \$300) and LHS is on-call during every election in case of a problem. We mail, after testing and sealing machines before an election, (with tracking & insurance) one card to the University of CT for testing. After the election we mail the card used for the election (with tracking & insurance) to the University of CT for testing. The remaining 2 cards we return to LHS (with tracking & insurance).

IVS Machines consist of a small laptop computer (not connected to the internet) a keypad, earphones and a printer and are primarily for use by people with handicaps. We have 3 machines provided by the Secretary of State and the state has a contract with the company to have them serviced once a year. This company also programs the computer to act like a touch screen voting machine or to read the ballot to the voter who then uses a keypad to register their vote. We pay \$125 to have them programed for each General Election, Primary & Referendum. The machine does not store voting information or count the number of people who use it. We are required by law to have one at each polling location for any General Election, Referendum or Primary and at the EDR lo

Information About:

**Elections, Primaries and Referendums
and Staffing Requirements for Each
that may be helpful in understanding our 2020-21 Budget**

Minimum Employee Requirements for a General Election and Referendum

2 Registrars; 2 Deputy/Assistant Registrars; 1 Moderator; 1 Official Checker; 1 Ballot Clerk; 1 Tabulator Tender. We often have a second Moderator at each election, as they are "in training" and act as an "extra set of eyes", fill in where needed, and can take over in case a Moderator or a Poll Worker needs leave or be replaced.

NOTE:

Depending on the anticipated turnout for a General Election additional staff may be needed for Election Day Registration (EDR). The Registrars handle EDR if a low turnout is expected, and add up to 2 additional people for large turnout. (EDR only applies to General Elections). Additional staff may also be required for General Elections, Primaries and Referendums based on anticipated turnout. This would include additional Official Checkers, Ballot Clerks, Tabulator Tenders, EDR Staff & Absentee/EDR Ballot Counters.

For the Presidential Election on November 3, 2020

We are adding an additional Checker, Ballot Clerk, possibly a second Tabulator Tender, two EDR assistants, 2 AB/EDR Ballot counters and possibly a second Moderator. The Town Clerk volunteers to act as the Demonstrator and Information Desk.

We are also planning an additional all day Mock Election training session for Moderators, Ass't, Registrars and Poll Workers who will be working at the Presidential Election, plus anyone else who is interested in working at an election.

***Primaries Are Different:** than a General Election. Primaries are run according to State Election Laws with some differences. A Primary is an extension of a Party Convention and only the two Major Parties (Democrats & Republicans) can hold Primaries. If only one party is holding a Primary for one or more State or Federal offices then only members of that party (with the exception of the Moderator) can work at the primary.

If both parties are holding Primaries (in CT they are held on the same day and may be held concurrently at the same location) they can share a Moderator and Tabulator Tender who can be members of either party. There must be at least one Official Checker, Ballot Clerk, Deputy Register and Registrar of the same party for each Primary. (We are also responsible for local primaries such as for town offices & town committee membership) If there is a Primary for State or Federal Offices in 2020 it will be on August 11.

Referendums: generally a ½ day beginning at noon and ending at 8 pm although in some instances it may be a full day (start at 6 am end at 8 pm). We have one known Referendum always held on the first Tuesday after the first Monday in May (05/05/21) for the Region 1 School Budget (mandated by law). However if the budget doesn't pass there can be multiple referendums—one year we had 7. Cost for this comes out of our budget and is reimbursed to the town by the Region. Also the town of Kent may schedule one or more referendums at any time during our fiscal year. We budgeted for 2 half-day referendums.

***Presidential Preference Primary:** different from a regular primary in that it is 1. Held in April; 2. Is held before the party convention and 3. Only persons seeking to be nominated by the party to run for President are on the ballot. However if both parties have a primary they will be held concurrently at the same location and can only share a Moderator and a Tabulator Tender as they are essentially separate elections. The Ass't Registrar & other Poll Workers all have to be of the party holding the Primary. (This is in our 2019-20 budget)

Who Do The Registrars Work For:

Secretary of the State

The Town of Kent

The Political Party that they represent

(The town pays them whether they are working for the State, Town or Party.)

Connecticut requires there be two Registrars, one from each major political party, Democrat & Republican, and in rare instances a third Registrar representing a minor party or unaffiliated voters can also be required.

Kent's Registrars are :

Karen Chase: Democrat

Jan Gadiel: Republican

What the Registrars Do (abbreviated list)

For the Secretary of the State: Run all General (State, Federal and Presidential) Elections, Referendums, Primaries (Presidential, State, Federal) and Municipal Elections according to state and federal election laws, record votes and statistics as prescribed by SOTS, hire and train poll workers, maintain an up-to-date voter list, register voters, conduct a canvass of voters once a year according to state statutes, be certified (18 hours college level courses) and take a minimum of 10 hours of additional mandated training each year, maintain, set up and test tabulators, ballot boxes, IVS handicap voting assistance hardware, privacy booths, signage, securely store voted ballots and destroy when allowed by law, and make sure that all materials needed to run an election are available.

For the Town of Kent: Run all Referendums and Municipal Elections and Primaries, attend Town Meetings where votes are taken, verify voter eligibility and check off on Official Voter List and add from Grand List all voters who vote and count votes taken by paper ballot. Register voters, conduct voter registration at the high school, provide voter outreach and answer voter questions, provide information to town officials as requested and allowed by law.

For the Local Party: Attend all party Caucuses or any meeting where a paper vote may be taken. Check party membership of each person and check off on official party voter list when voting. Provide all voter lists, statistics and voter information as requested and is allowed by law. Provide and verify petitions for candidates for political office or Town Committee Membership. Run any primaries for local political office or Town Committee Membership. Assist with Voter Registration Drives.

st avg \$48.67
KML \$36.09

per capita



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Kent Library Association
ANNUAL REPORT
January – December 2019

The Kent Memorial Library ended the decade with a very strong year. Our fundraisers were successful and each exceeded its budgetary expectations, a challenging feat considering all ventures are weather-dependent. Membership was robust with 299 families supporting us financially. Our volunteer pool again worked tirelessly, logging over 5,329 hours. Our programs were attended by over 9,200 people and reflected a variety of interests. We circulated over 30,000 materials locally and across the state, and our patrons took advantage of our digital offerings in rapidly increasing numbers. We built upon our true endowment fund so that it will generate income in perpetuity. We began a much needed renovation project. And finally, we have begun working towards a potential Capital Campaign that will tie into our upcoming 100 anniversary. The Kent Library Association was officially established in 1915, and building construction began in 1921. We opened in 1922 and the plaque in the reading room was dedicated to veterans of WWI in 1925. The Association is planning to celebrate this important milestone in 2022, and we would welcome any members interested in joining the committee.

The Library is one of the busiest places in the Town of Kent. We offered programs for children, teens and adults, and these programs, along with regular Library users, brought in almost 45,000 people in 2019. People use the Library for reading materials, free streaming of ebooks, audiobooks, music and movies, free Wi-Fi, computers, office services like scanning and faxing, and we have seen a growing need for meeting and quiet work space for telecommuters. Our patrons enjoy baby groups, story hours, teen events, technology training, films, book clubs, art shows, speakers, contests, writing classes, and more. Most importantly, we provide a friendly, helpful place for Kent residents and visitors to access whatever resources we can provide.

NEW IN 2019

- **Library Staff changes:** Kim Seeger left the Children's Room after three great years of service. Abigail Parker became Co-Director of Children's Services with our new hire, Samantha Saliter.
- **Library Board changes:** Eric Roper joined the Board this year, and Ken Cooper will not be renewing his term after December 2019. We are grateful for his many years of work on behalf of the Library, particularly the development of a top-notch speaker series that put our little library into the big leagues. We expect he will continue to be involved at a significant level as a member our new Advisory Board, beginning in 2020. The Library Parents' Committee welcomed a new Chair, Lara Hansen Barrett. We thank Wendi Love for her many years of fundraising and cheer.
- We added Wifi printing, a welcome convenience for our patrons, as well as beginner and intermediate computer classes. The Library received a generous donation of 12 laptops from Kent Center School to make these classes possible.
- We completed a feasibility study for a potential Capital Campaign along with a study of the possible uses of the Firehouse next door. The Board held a Strategic Planning retreat and enters 2020 with a renewed focus and clear objectives.

Planning, Fundraising and Donor Management, Budgeting, and Communications/Public Relations.

- The Library updated and streamlined its budget with the help of an accounting services firm and improved its retention of donors by using new fundraising software.
- **New Materials:** We added 393 Fiction and Mystery books, 199 Biography and Nonfiction books, 55 Audiobooks, and 36 DVDs to the adult collections. And almost 550 items of various types were added to the children's and teen collections!

Buildings & Grounds: Our year-long renovation projects will be done in early 2020. Once the interior was patched and painted we added a "hole-free" art display system for our gallery space. The roof was repaired and the skylights, a constant source of leaks, were removed and Gleason Electric and Kent Glass installed very attractive new lights. The exterior of the building was brightened up with the removal of a few dying trees and many more trees and shrubs were treated for disease. The exterior was also power washed. The Children's Room replaced its beloved train table with an even better one and changed the room decorations to keep the fresh paint looking good. The final phase of the project will happen in January 2020 with asbestos remediation, new carpet installation, and the final interior painting.

Library Goals for 2020:

1. Begin the Capital Campaign with our 100th anniversary in 2022 as the focus!
2. Complete the renovation project with minimal disruption to our patrons!
3. Seek out grants to help support the Library's operating budget!
4. Strengthen our relationships with local organizations and individuals to be on the forefront of cultural institutions in Litchfield County!

Departmental Reports

Children's Services: (Kim Seeger, Abigail Parker, and Samantha Saliter)

Programs: This year we had changes in the Junior Room. In August, Kim, Director of Children and Teen Services, left for a job as Librarian at the Thomaston Elementary School. Samantha Saliter was hired in September to join Abigail as Co-Directors of Children's and Teen Services.

The regular monthly programs such as Rhythm and Rhyme for 0-3s every Tuesday remains a steady draw, often with over forty in attendance. While the Lunch Bunch attendance has always fluctuated, we collaborate with the Kent Park & Rec. Camp in the summer to visit them every week, which helps with attendance. Regular weekly numbers have begun to be spotty, but we always try to think of new ways to draw more people. We also continued our outreach with the local schools to keep the Library involved with the town's children on a regular basis. In the 2019-2020 school year, we continue to visit Kent Center School twice a month, both the P.M. and A.M. Pre-K classes. We also visit Kent School Early Learning Center and Kent Education Center and Nursery School twice monthly. We have offered LEGO free play, LEGO robotics, and STEM program, and Samantha has offered some new ones: Knitting and Science Friday. We hosted three paid performers this year, including Li Liu the Acrobat (Co-sponsored by KML Parent's Committee and Kent Park and Rec), the YoYo Guy, and Science Tellers Aliens Show. These programs attracted 75, 70, and 40 patrons respectively. We are grateful for the free use of Kent Community House for our Chinese Acrobat program, which wouldn't have been possible without it.

Our summer reading program followed the popular BINGO board format that we introduced a few years ago. We offered a weekly drawing of fun prizes that kids earned tickets for by participating in library BINGO. We had over 450 tickets turned in this year, which was a slight increase from previous summer. We were happy to see the programs continued popularity among children and families. We

Author Book Talks & Signings: We had an assortment of authors, some local, some not: Martha Hall Kelly: *Lilac Girls*; Henry Kissinger: *Kissinger On Kissinger* (sold 147 books); the late Edmund Morris with the late Sylvia Morris & Christopher Buckley: *Edison*; Betty Krasne: *The Good Life?*; Joanna Kelly: *The Jolly Woodman*; and Betty Krasne's Spring Book Discussion: *Nationality and War* and Fall 8-week Memoir Writing Program: *Writing Your Life*.

Special Events: We did a 3-part series on *To Kill A Mockingbird*. Anyone who attended all three programs earned a chance to win two Broadway tickets to see the play. Patrons were exceedingly complimentary about this series. Another winner in the first quarter of the year was *The History of LGBTQ People*. In March two "Karen" programs had the most attendance: Karen Chase's Art Opening had 95 visitors and Karen Bussolini had a popular gardening lecture which was co-sponsored by the Kent Garden Club. May brought *Birds in Your Backyard* co-sponsored by Kent Land Trust, Sharon Audubon Center and Kent Greenhouse & Gardens. This event took place at Kent Greenhouse and 40 people attended. In June the House of Books and KML presented Martha Hall Kelly with 60 people in attendance while 100 people came to the KCS Alumni Art Exhibit. Betty Krasne had a well-attended book talk and signing with 43 attendees. Our First Selectmen Civil Dialogue had a large crowd (105) of interested town folk. We co-sponsored a book talk featuring the late Sylvia Morris and Christopher Buckley to celebrate the newly published book *Edison* by the late Edmund Morris.

June's benefit was held at the home of Lisa & Bill Hoadley in South Kent. Their Adirondack-style home amid beautiful birch trees had a killer view and was the perfect setting for our annual party. As in past years, there was great music, delicious food, an open bar and wonderful silent auction items. Seven hundred and eighty invitations were mailed and 325 people attended the party.

The Annual Summer Book Sale & Car Raffle ran from Memorial Day to mid-to-late October. In September, the Library held the fourth annual Quiz Night at the Kent Fire House to a full house of trivia experts. The Library was a big part of The Gilmore Girls Fan Fest Weekend in October offering free hot cider and hosting one of the events planned by the Fan Fest: Meet & Greet one of the cast members from the show. The Champagne Stroll was held the weekend after Thanksgiving, which included the Holiday Boutique, the Board's Winter Treasure Basket Raffle and Heather Scofield's Art Exhibit Opening.

New This Year. Since there was an election this November, KML decided to hold a First Selectmen Civil Dialogue. We couldn't have had such a success if not for the assistance of the League of Women Voters of Litchfield County. Barrie Kavasch and her son Christopher offered some interesting and fun things to do in the Reading Room every Sunday during Summer Sundays such as Creative Journaling. Because of a donation of 12 laptops, we began offering computer classes for beginners.

In addition to Adult Programming and Marketing. For the sixth time, KML is the recipient of a Connecticut Library Association Publicity Award. This year it has been awarded Outstanding Library Public Relations in the Small Library Category. The winning materials were the invitation and program for the Library's 2018 Annual Spring Gala.

All of the 2019 programs/events were marketed extensively with press releases, eBlasts, social media posts, graphics for print and the Library's website, including over 50± web pages, 571± Facebook, 359 Tweets, 131± eBlasts, 1269± Constant Contact Subscribers, 66± Press Releases.

Most Attended Programs. Henry Kissinger Book Signing, *To Kill A Mockingbird*, *The History of LGBTQ*, Karen Bussolini's Garden Talk, *Birds in Your Backyard*, Martha Hall Kelly, *Edison*, Kent Carnival, Quiz Night, Gilmore Girls Meet & Greet Event, Apple Computer Products Lecture, Civil Dialogue, Betty Krasne's Spring Book Discussion Group, Artist's Exhibit Openings.

Kent Memorial Library

DID YOU KNOW THAT IN 2019...

We served the entire community and beyond:

44615 people visited the library.

We opened for 7 Sundays during the busy summer months

We hosted a non-profit carnival on Labor Day weekend - and plan to every year!

9214 people attended programs sponsored by the library.

907 Kent adults had a library card.

5140 adults attended 290 library programs.

1140 people attended 16 off-site library sponsored programs.

Adults borrowed 9737 books.

Adults borrowed 1177 audiobooks.

Adults borrowed 1575 DVDs.

Interlibrary Loan:

KML loaned 1545 items to other libraries.

KML borrowed 1977 items from other libraries for our users.

We served children, teens and families:

230 Kent children had a library card.

4074 children & teens attended 258 library programs.

Staff did 70 outreach programs at Kent nursery schools, KCS & summer camp.

1,030 children attended nursery school & off-site programs given by KML.

Children borrowed 9979 books.

Teens borrowed 686 Young Adult books.

Children & teens borrowed 275 audiobooks.

Children & teens borrowed 1406 DVDs.

We served technology, digital and business needs:

We sent out 359 Tweets and 249 posts on our new Instagram account.

We sent out 571 Facebook posts.

5109+ people used the computers and printers.

Wi-Fi Internet access was heavily used throughout the library and on the patio.

We provided public copier/Fax/Scanning services which were used daily.

We added wifi printing this year

Using Overdrive and hoopla, 987 downloadable e-books were borrowed.

Using Overdrive and hoopla 1723 downloadable audiobooks were borrowed.

210 Movies or TV shows were downloaded on hoopla.

The library's website was visited 46878 times.

1255 people received our Constant Contact e-mail newsletter.

88 people subscribed to the Wowbrary e-mail alerts for new books & DVDs.

We offered computer classes free to our patrons using a donation of 12 laptops

Our community was involved:


5329+ hours were volunteered to help KML with the book sale, fundraising, etc.

299 families and individuals were members of the Kent Library Association.

Kent Library Association
Statement of Operating Revenues and Expenses
Five years ended December 31, 2019

	2015		2016		2017		2018		2019	
	Actual	Pct	Actual	Pct	Actual	Pct	Actual	Pct	Actual	Pct
Revenue										
Town of Kent	\$ 88,000	26%	\$ 94,250	30%	\$ 100,500	32%	\$100,500.00	28%	\$100,500.00	20%
State of CT	1,633	0%	1,564	0%	323	0%	\$326.00	0%	\$340.00	0%
Fundraising	198,516	59%	175,087	55%	264,530	83%	\$232,644.67	65%	\$246,387.86	50%
Grants	15,300	5%	13,122	4%	16,000	5%	\$9,715.59	3%	\$56,500.00	11%
Donations (restricted and unrestricted)	10,786	3%	10,751	3%	6,746	2%	\$8,708.35	2%	\$15,952.98	3%
Fees and charges	3,289	1%	3,428	1%	3,213	1%	\$3,573.04	1%	\$3,632.42	1%
Interest and other income	15	0%	35	0%	31	0%	\$34.49	0%	\$160,725.68	14%
Endowment transfer	19,481	6%	20,365	6%	(18,400)	-6%	\$0.00	0%	\$0.00	0%
Total income	333,020	100%	318,601	100%	372,943		\$355,502.14		\$584,038.94	
Less: other fundraising costs	(21,879)		(25,847)		(26,446)		-\$40,705.58		-\$28,282.31	
Net revenue	311,142		292,754		346,497		\$314,796.56		\$555,756.63	
endowment campaign fundraising							\$16,388.68			
Expense										
Operating Expenses										
Personnel	194,070	61%	198,481	68%	202,872	69%	\$203,080.32	67%	\$208,481.05	59%
Technology	41,539	13%	28,208	10%	22,658	8%	\$24,631.85	8%	\$28,027.29	8%
Materials and supplies	24,628	8%	24,030	8%	22,000	7%	\$21,801.92	7%	\$22,484.61	6%
Programs	7	0%	924	0%	2,313	1%	-\$90.99	0%	\$6,772.29	2%
Administrative	14,569	5%	14,312	5%	16,682	6%	\$10,555.03	5%	\$21,515.00	6%
Maintenance and repairs	21,926	7%	11,291	4%	15,420	5%	\$16,811.84	6%	\$45,274.75	13%
Utilities	16,408	5%	12,711	4%	13,681	5%	\$15,189.38	5%	\$16,691.39	5%
Firehouse expenses	5,474	2%	3,440	1%	2,956	1%	\$3,872.23	1%	\$3,401.50	1%
Other										
Total operating expenses	318,620	100%	293,399	100%	298,582	102%	\$295,851.68		\$352,647.88	
Non-operating & Capital Expenses-	26,055		12,913		-		-		-	
Excess of revenues over expenses	\$ (33,533)		\$ (13,558)		\$ 47,915		\$18,944.88		\$203,108.75	

Includes \$75K:
endowment
contribution

Library Services Circulation														
Return to Title Page	Population of Service Area 2018	 AENGLC Wealth Rank 2019	Square Feet Per Capita	Principal Library Municipal or Assoc.?	Library Visits	Library Visits Per Capita	Total Registered Resident Borrowers (Principal Library)	% Of Residents With Library Cards	Internet Computers per 1000 of Population	Public Internet Computers Sessions Per Capita	Total Circulation	Circulation Per Capita	Children's & YA Circ Per Capita (Under 18 Population Only)	Book Circulation Per Capita
Connecticut's Public Libraries: a Statistical Profile, July 2018-June 2019 Municipal Data														
Municipalities with multiple reporting libraries are in gray														
STATEWIDE AVERAGE	21,581		1.10			5.3		38%	1.17	0.92		6.9	12.4	4.8
MUNICIPAL MEDIAN	12,950	83	1.19	Mun:104	68,982	5.3	4,634	40%	1.15	0.54	78,690	6.5	10.7	4.7
STATEWIDE TOTAL	3,572,665			Assn:61	18,836,013		1,361,417				24,545,345			
TOWN/CITY REPORTING	165	165	165	165	163	163	164	164	165	154	165	165	163	165
Use Sort & Filter Tool →														
Bethany	5,479	66	1.46	Association	10,615	1.9	1,961	36%	1.28	0.3	26,394	4.8	5.47	4.1
Bethlehem	3,422	63	1.35	Municipal	8,444	2.5	2,861	84%	1.46	1.3	11,959	3.5	3.39	3.0
Bridgewater	1,641	11	3.66	Association	14,446	8.8	616	38%	7.31	0.6	11,391	6.9	12.52	5.1
Canaan	1,055	40	3.41	Association	14,300	13.6	539	51%	3.79	0.4	12,278	11.6	25.58	9.3
Cornwall	1,368	14	4.39	Association	24,752	18.1	628	46%	3.65	3.7	15,468	11.3	14.94	8.8
Deep River	4,463	58	1.42	Municipal	34,169	7.7	1,501	34%	1.12	0.4	22,509	5.0	7.14	3.4
East Granby	5,147	60	2.20	Association	42,928	8.3	2,972	58%	3.30	0.3	38,467	7.5	13.24	5.4
Goshen	2,879	32	0.99	Municipal	10,965	3.8	2,995	104%	1.74	0.3	20,697	7.2	10.14	5.0
Harwinton	5,430	67	1.11	Municipal	21,141	3.9	2,827	52%	0.74	0.2	37,273	6.9	10.39	5.3
Kent	2,785	33	1.64	Association	45,164	16.2	1,155	41%	3.59	1.8	27,140	9.7	21.28	7.4
Litchfield	8,127	42	1.23	Municipal	71,962	8.9	3,708	46%	1.23	3.1	138,669	17.1	18.08	10.8
Lyme	2,338	17	2.78	Municipal	14,894	6.4	1,263	54%	4.70	0.6	13,555	5.8	5.96	3.8
Morris	2,262	39	1.23	Municipal	11,559	5.1	896	40%	2.21	0.1	20,795	9.2	12.51	7.6
Norfolk	1,640	27	5.91	Association	37,568	22.9	1,333	81%	3.66	0.4	21,177	12.9	11.96	8.6
Roxbury	2,160	7	3.47	Municipal	15,161	7.0	835	39%	0.93		16,093	7.5	9.83	5.6
Salisbury	3,598	9	1.83	Association	50,919	14.2	2,220	62%	1.39	0.5	48,342	13.4	21.24	8.3
Sharon	2,703	13	1.70	Association	14,410	5.3	1,090	40%	1.85	0.6	13,142	4.9	6.62	3.2
Sherman	3,614	15	2.69	Association	18,239	5.0	1,390	38%	2.21		24,950	6.9	11.29	4.6
Warren	1,399	12	2.57	Association	3,054	2.2	386	28%	0.71	0.0	9,397	6.7	13.44	5.7
Washington	3,434	5	2.91	Association	44,266	12.9	1,643	48%	4.66	2.3	38,648	11.3	22.52	7.1

Circulation						Programs				Programs Programs				Collectio	
Book Circ as a % of All Circulation	Audio Circulation Per Capita	Audio Material as a % of Total Circulation	E-Books Circulation as a % of Books Circulation	Audio Downloads as a % of Audio Circulation	Video Downloads as a % of Video Circulation	E-Media Circulation Per Capita	E-Media Circulation as a % of Total Circulation	Total Children's Attendance Per Capita	Juv & YA Attendance Per Capita (Under 18 Population Only)	Adults Number Of Programs	Adults Total Attendance	Attendance Per Capita Served	Program Expenditures Per Capita Served	Book Collection Per Capita	Physical Collection Per Capita Served
70%	0.59	8.6%	8.0%	47.6%	4.82%	0.7	10.6%	0.37	1.88			0.63	\$0.81	3.47	4.06
72%	0.56	7.9%	6.3%	44.4%	2.8%	0.6	9.4%	0.38	1.85	136	1,878	0.62	\$0.50	4.24	4.88
										37,915	671,922				
165	165	165	163	164	103	103	160	165	159	165	165	165	164	165	165
85%	0.68	14.2%	22.9%	83.7%	6.9%	1.6	32.2%	0.13	0.58	183	1,161	0.47	\$0.91	6.19	6.55
86%	0.11	3.0%	6.5%	1.1%		0.2	5.6%	0.10	0.48	35	611	0.28	\$0.15	5.22	5.44
74%	0.48	6.9%	3.3%	74.2%	22.7%	0.8	11.8%	0.73	3.77	96	1,043	1.56	\$0.34	16.90	18.03
80%	0.52	4.4%	1.0%	26.0%		0.2	2.0%	1.49	7.87	39	2,263	3.75	\$1.90	21.35	23.33
78%	0.90	8.0%	2.1%	15.8%		0.3	2.9%	0.55	3.00	625	4,491	3.89	\$1.46	20.31	23.14
68%	0.48	9.6%	8.9%	73.9%	33.0%	1.0	20.1%	0.83	3.80	48	537	0.98	\$1.28	5.29	6.37
73%	0.48	6.4%	4.3%	39.5%		0.4	5.7%	0.41	1.80	79	1,618	0.76	\$0.91	6.55	7.67
70%	0.62	8.6%	6.1%	63.5%	6.9%	0.8	11.2%	0.30	1.40	58	550	0.52	\$0.10	9.24	10.66
77%	0.57	8.2%	9.0%	64.2%	0.7%	0.8	12.4%	0.44	1.93	65	679	0.65	\$0.08	6.35	7.18
76%	1.17	12.0%	4.4%	53.1%	7.4%	1.0	10.6%	1.49	7.88	300	5,787	3.68	\$1.24	10.10	11.33
64%	1.96	11.5%	3.8%	16.7%		0.7	4.3%	1.04	4.77	145	4,875	1.65	\$3.90	9.31	11.39
66%	0.75	13.0%	10.5%	63.5%	19.8%	1.1	19.3%	0.08	0.68	24	503	0.34	\$2.12	9.89	11.32
83%	0.41	4.4%	2.6%	57.0%		0.4	4.7%	0.76	3.60	137	1,663	1.50	\$0.68	7.09	7.78
66%	1.33	10.3%	4.0%	39.4%		0.9	6.8%	1.10		167	3,153	4.26	\$16.21	18.97	21.97
76%	0.48	6.5%	6.6%	36.9%		0.6	7.4%	0.63	3.12	73	2,392	1.74	\$3.55	15.52	18.13
62%	1.11	8.3%	5.7%	57.1%	4.1%	1.3	9.4%	1.30	7.56	109	3,939	2.39	\$1.54	7.36	8.30
66%	0.56	11.6%	3.2%	33.5%	6.7%	0.4	7.4%	0.35	2.11	23	1,230	0.81	\$3.34	4.51	5.32
67%	1.06	15.4%	8.2%	69.8%	13.7%	1.3	18.6%	0.80	3.56	115	1,605	1.26	\$1.15	6.28	7.44
84%	0.30	4.4%	24.9%	77.5%		1.6	24.4%	1.21	5.40	95	625	1.66	\$1.55	8.52	9.65
63%	1.08	9.6%	1.8%	17.9%		0.3	2.9%	1.19	6.37	71	3,348	2.36	\$1.29	13.44	15.89

Income/Revenue				Income/Revenue				Income/Revenue				Income/Revenue			
Total FTEs Per 1000 of Population	Volunteer Hours In Typical Week	Annual Volunteer Hours Per Capita	Wages And Salaries Paid	Library's Municipal Appropriation 2018-2019	Municipal Appro. As a % of Library's Operating Income	Library's Municipal Appropriation Per Capita	Library Appropriation As % of Total Municipal Revenues 2017	Income From State Funds	State Funds as a % of Library's Operating Income	Income From Federal Funds	Federal Funds as a % of Library's Operating Income	Income From Fees And Charges	Fees as a % of Operating Income	Income Gifts & Fund Raising	Gifts as a % of Operating Income
0.61		0.06			86.5%	\$48.67	1.15%		0.4%		0.2%		1.0%		6.5%
0.62	12.0	0.06	\$404,498	\$536,464	92.8%	\$42.43	1.04%	\$1,241	0.2%	\$0	0.0%	\$7,988	0.7%	\$19,124	3.0%
	4,383		\$120,240,369	\$173,890,796				\$793,824		\$500,656		\$3,094,530		\$13,141,272	
165	165	147	164	165	165	165	165	165	165	165	165	165	165	164	164
0.52	22	0.21	\$139,912	\$271,254	87%	A	\$49.51	1.10%	\$96	0.0%	\$0	\$2,154	0.7%	\$38,883	12.4%
0.61	1	0.02	\$103,618	\$132,141	85%	M	\$38.62	1.22%	\$11,557	7.4%	\$0	\$464	0.3%	\$11,498	7.4%
1.57	3	0.10	\$100,250	\$104,000	64%	A	\$63.38	1.51%	\$210	0.1%	\$0	\$873	0.5%	\$27,681	17.1%
1.64	20	0.99	\$99,894	\$47,250	32%	A	\$44.79	0.91%	\$704	0.5%	\$0	\$5,620	3.8%	\$12,450	8.4%
0.86	15	0.57	\$66,639	\$50,000	29%	A	\$36.55	0.70%	\$68	0.0%	\$0	\$4,131	2.4%	\$103,590	60.2%
0.82	12	0.14	\$130,119	\$230,685	93%	M	\$51.69	1.34%	\$411	0.2%	\$0	\$1,450	0.6%	\$10,500	4.2%
0.79	12	0.12	\$159,840	\$205,500	73%	A	\$39.93	0.86%	\$759	0.3%	\$0	\$5,868	2.1%	\$58,489	20.7%
0.95	4	0.07	\$115,116	\$153,603	94%	M	\$53.35	1.49%	\$171	0.1%	\$0	\$1,200	0.0%	\$9,950	6.1%
0.62	15	0.14	\$153,275	\$180,266	85%	M	\$33.20	0.95%	\$1,149	0.5%	\$0	\$1,872	0.9%	\$22,706	10.7%
1.59	94	1.76	\$178,903	\$100,500	30%	A	\$36.09	0.79%	\$340	0.1%	\$0	\$3,945	1.2%	\$235,050	69.2%
0.99	15	0.10	\$442,212	\$359,775	43%	M	\$44.27	1.07%	\$9,962	1.2%	\$0	\$7,079	0.8%	\$257,083	30.5%
1.16	6	0.13	\$120,427	\$108,580	64%	M	\$46.44	1.00%	\$142	0.1%	\$0	\$1,860	1.1%	\$2,673	1.6%
0.96	16	0.37	\$81,270	\$102,683	88%	M	\$45.39	1.15%	\$289	0.2%	\$0	\$1,186	1.0%	\$11,967	10.3%
2.55	6	0.19	\$200,681	\$2,500	1%	A	\$1.52	0.03%	\$864	0.2%	\$0	\$1,595	0.3%	\$91,243	19.4%
1.34	25	0.60	\$139,087	\$131,907	51%	M	\$61.07	1.30%	\$241	0.1%	\$0	\$732	0.3%	\$74,371	28.6%
0.99	0		\$205,961	\$181,953	37%	A	\$50.57	1.17%	\$633	0.1%	\$0	\$4,087	0.8%	\$274,046	55.3%
1.06	0		\$141,348	\$70,000	19%	A	\$25.90	0.59%	\$198	0.1%	\$0	\$1,784	0.5%	\$233,965	64.5%
0.72	24	0.35	\$143,820	\$157,500	53%	A	\$43.58	0.99%	\$211	0.1%	\$0	\$1,734	0.6%	\$103,584	34.7%
0.79	10	0.37	\$40,138	\$29,000	51%	A	\$20.73	0.53%	\$0	0.0%	\$0	\$50	0.1%	\$23,269	40.8%
1.62	23	0.34	\$259,647	\$174,000	29%	A	\$50.67	1.01%	\$2,039	0.3%	\$0	\$2,436	0.4%	\$274,108	46.1%

Revenue

Income/Revenue

Expenditures

NON-GOVT SOURCES															
Income From Endowment/Investments	Investments as a % of Operating Income	Non-Gov't Income Used for Operating Expenses	All Non-Gov't Income Per Capita	Non-Gov't Income as a % of Operating Income	Total Operating Income	Total Operating Income Per Capita	Expenditure on Library Materials All Types	Library Material Expend as a % of Operating Expenditures	Library Materials Expenditure Per Capita	Wages & Salaries	Salaries Expenditure as a % of Operating Expenditures	ILS, etc Expenditure as a % of Operating Expenditures	Library Programs	Programs Expenditure as a % of Operating Expenditures	All Other Operating Expenses
\$5,515	4.1%	\$42,176	\$7.23	12.9%	\$637,785	\$56.27	\$58,010	8.9%	\$5.08	\$397,627	59.2%	4.0%	\$6,046	1.4%	\$73,285
\$8,154,257	1.0%	\$25,835,451	\$3.32	7.1%	\$201,020,727	\$48.66	\$18,147,441	9.3%	\$4.76	\$120,240,369	59.5%	4.5%	\$2,881,170	1.2%	\$25,406,863
162	162	165	165	165	165	165	165	165	165	165	165	165	165	165	163
\$0	0.0%	\$42,176	\$7.70	13.5%	\$313,526	\$57.22	\$25,689	8.9%	\$4.69	\$139,912	48.6%	6.1%	\$4,993	1.7%	\$80,983
\$28,095	17.4%	\$57,329	\$34.94	35.5%	\$155,660	\$45.49	\$3,940	2.9%	\$1.15	\$103,618	76.5%	2.8%	\$510	0.4%	\$15,651
\$10,000	6.7%	\$100,809	\$95.55	67.8%	\$148,763	\$141.01	\$10,911	7.2%	\$10.34	\$99,894	65.9%	4.1%	\$2,000	1.3%	\$17,360
\$1,625	0.9%	\$122,151	\$89.29	70.9%	\$172,219	\$125.89	\$10,396	7.0%	\$7.60	\$66,639	44.9%	11.4%	\$2,000	1.3%	\$44,171
\$4,122	1.7%	\$16,072	\$3.60	6.5%	\$247,168	\$55.38	\$22,976	10.3%	\$5.15	\$130,119	58.4%	0.9%	\$5,699	2.6%	\$36,416
\$11,873	4.2%	\$76,230	\$14.81	27.0%	\$282,489	\$54.88	\$20,415	7.3%	\$3.97	\$159,840	57.1%	6.6%	\$4,660	1.7%	\$64,008
\$0	0.0%	\$9,950	\$3.46	6.1%	\$163,724	\$56.87	\$28,100	18.5%	\$9.76	\$115,116	75.7%	3.8%	\$300	0.2%	\$2,500
\$3,120	1.5%	\$31,214	\$5.75	14.7%	\$212,629	\$39.16	\$19,479	8.9%	\$3.59	\$153,275	70.4%	10.2%	\$440	0.2%	\$22,045
\$0	0.0%	\$238,995	\$85.82	70.3%	\$339,835	\$122.02	\$22,248	7.8%	\$7.99	\$178,903	62.6%	0.0%	\$3,459	1.2%	\$77,908
\$186,822	22.2%	\$472,155	\$58.10	56.1%	\$841,892	\$103.59	\$95,555	11.4%	\$11.76	\$442,212	52.5%	4.8%	\$31,671	3.8%	\$131,939
\$56,856	33.4%	\$61,389	\$26.26	36.1%	\$170,111	\$72.76	\$25,565	12.7%	\$10.93	\$120,427	59.9%	0.0%	\$4,945	2.5%	\$49,505
\$0	0.0%	\$13,153	\$5.81	11.3%	\$116,125	\$51.34	\$14,338	12.3%	\$6.34	\$81,270	70.0%	13.2%	\$1,528	1.3%	\$3,661
\$372,762	79.3%	\$466,748	\$284.60	99.3%	\$470,112	\$286.65	\$37,786	8.0%	\$23.04	\$200,681	42.7%	5.2%	\$26,592	5.7%	\$112,562
\$52,144	20.1%	\$127,477	\$59.02	49.1%	\$259,625	\$120.20	\$13,908	5.5%	\$6.44	\$139,087	54.8%	9.9%	\$7,672	3.0%	\$53,996
\$125,000	25.2%	\$313,133	\$87.03	63.2%	\$495,719	\$137.78	\$29,003	6.6%	\$8.06	\$205,961	46.9%	6.0%	\$5,523	1.3%	\$114,034
\$45,000	12.4%	\$292,349	\$108.16	80.6%	\$362,547	\$134.13	\$25,941	6.5%	\$9.60	\$141,348	35.6%	8.0%	\$9,018	2.3%	\$129,347
\$35,588	11.9%	\$140,925	\$38.99	47.2%	\$298,636	\$82.63	\$31,541	10.4%	\$8.73	\$143,820	47.3%	5.9%	\$4,151	1.4%	\$96,156
\$4,777	8.4%	\$28,096	\$20.08	49.2%	\$57,096	\$40.81	\$9,920	17.1%	\$7.09	\$40,138	69.0%	2.4%	\$2,162	3.7%	\$4,542
\$138,867	23.3%	\$418,859	\$121.97	70.4%	\$594,898	\$173.24	\$24,421	4.6%	\$7.11	\$259,647	48.9%	5.6%	\$4,447	0.8%	\$133,434

Expenditures

Town Spends Additional Amount Not Reported Here?	Other Expenditure as a % of Operating Expenditures	Total Operating Expenditures	Operating Expenditures Per Capita
	12.5%		\$56.85
	12.3%	\$640,727	\$49.89
Yes: 165		\$203,095,173	
No: 0	163	165	165

Yes	28.1%	\$287,717	\$52.51
Yes	11.6%	\$135,433	\$39.58
Yes	14.5%	\$157,700	\$96.10
Yes	11.5%	\$151,567	\$143.67
Yes	29.8%	\$148,459	\$108.52
Yes	16.3%	\$222,912	\$49.95
Yes	22.9%	\$279,769	\$54.36
Yes	1.6%	\$152,066	\$52.82
Yes	10.1%	\$217,726	\$40.10
Yes	27.3%	\$285,803	\$102.62
Yes	15.7%	\$841,805	\$103.58
Yes	24.6%	\$201,122	\$86.02
Yes	3.2%	\$116,149	\$51.35
Yes	23.9%	\$470,112	\$286.65
Yes	21.3%	\$254,000	\$117.59
Yes	25.9%	\$439,488	\$122.15
Yes	32.6%	\$397,120	\$146.92
Yes	31.6%	\$304,120	\$84.15
Yes	7.8%	\$58,162	\$41.57
Yes	25.1%	\$531,365	\$154.74

Proposed

Park and Recreation

Budget Worksheet

	Actual		Actual		YTD		Proposed FY '21
	Jul '17 - Jun 18	Budget	Jul '18 - Jun 19	Budget	Jul '19 - Jun 20	Budget	Budget
132-800 - Park & Recreation	250.00	250.00	250.00	250.00	845.00	250.00	750.00
132-810 - Park & Rec Pass	3,470.00	3,500.00	2,890.00	3,000.00	850.00	3,000.00	3000.00
132-820 - Park & Rec Sports	1,798.00	4,000.00	2,005.00	3,500.00	2,885.00	3,500.00	3500.00
132-830 - Park & Rec Classes	1,238.10	500.00	1,317.20	500.00	784.30	500.00	750.00
132-840 - Park & Rec Enrichment	13,409.00	11,000.00	18,015.00	11,000.00	3,508.50	11,000.00	11,000.00
132-850 - Park & Rec Enrichment Camp	13,363.50	13,000.00	12,581.00	13,000.00	13,940.50	13,000.00	13,000.00
132-860 - Bus Trips & Programs	745.00	1,000.00	685.00	1,000.00	380.00	750.00	750.00
Expense							
023-101 - Salary Director	49,041.20	49,041.00	50,511.76	50,512.00	23,985.92	51,926.00	74,000.00
023-102 - Hourly Employees	38,628.11	43,738.00	38,114.09	42,343.00	23,098.04	45,454.00	46,000.00
023-996 - Health	28,267.72	28,288.00	13,929.84	18,742.00	8,759.31	16,090.00	
023-997 - Pension	2,534.14	2,452.00	2,585.03	2,528.00	660.66	2,596.00	
023-998 - Social Security	6,487.41	7,099.00	6,502.04	7,218.00	3,375.98	7,450.00	
023-201 - Supplies	359.54	400.00	402.83	400.00	145.28	400.00	400.00
023-202 - Postage	204.00	343.00	300.00	343.00	8.30	385.00	385.00
023-204 - Mileage	586.38	700.00	1,048.22	700.00	289.12	700.00	700.00
023-419 - Park Maintenance	15,125.55	16,000.00	18,504.43	16,000.00	1,583.60	16,000.00	16,000.00
023-422 - Fee Programs	13,486.71	13,000.00	11,912.80	13,000.00	8,780.10	13,000.00	14,000.00
023-501 - Telephone	1,175.52	1,000.00	889.49	1,000.00	58.75		800.00
023-502 - Electric	1,215.50	800.00	1,251.75	900.00	613.22	900.00	900.00
023-504 - Water/Sewer	1,371.44	1,250.00	1,340.55	1,350.00	1,417.92	1,350.00	1500.00
023-450 - Dues	99.00	100.00	99.00	100.00	105.00	100.00	105.00
023-451 - Conferences	410.00	550.00	455.00	550.00	420.00	550.00	550.00
023-452 - Training	0.00	100.00	0.00	100.00	0.00	100.00	100.00

+3%

FY '20 Budgeted Amounts

After School Program	Director	\$17.5 x 2.75hrs x 160 days	7,700
	Counselors	\$11.25 x 2.5hrs x 160 days	4,500
Camp Kent	Director	\$16 x 40 hrs x 8 weeks	5,120
	2 Counselors	\$11.75 x 37.5 hrs x 8 weeks x 2	7,050
Lifeguards	Head	\$13.25 x 40 hrs x 8 weeks	4,770
	Swm Instruct	\$12.5 x 36hrs x 8 weeks	4,050
	Retng Guards	\$12 x 36 hrs week x 3 guards x 8 wks	11,664
	Life Guard	\$11 x 1 x 36 hrs week x 8 wks	0
Skating	Ice Monitor		600

- See back side of sheet
proposed 20-21 salaries

**Kent Park and Recreation
P.O. Box 678
Kent, CT 06757
860-927-1003**

To: Board of Selectmen

From: Lesly Ferris

Date: Feb. 13, 2020

Re: Additional budget request

The Kent Park and Recreation Commission at its February 12, 2020 special meeting voted 4-1 to approve a Parks' Master Plan proposal from Studio Park Ave (attached). The proposal is based on an RFP, created by the Parks' Master Plan Subcommittee.

The plan encompasses three phases:

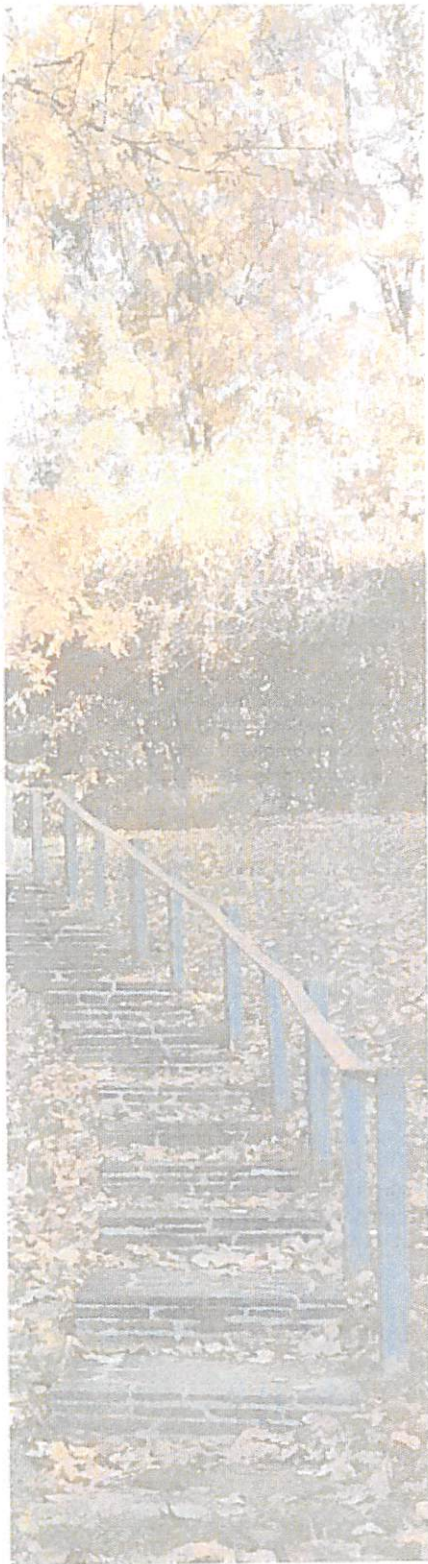
- inventory (analysis)
- engage and envision - taking concept plan to community, get public input, revise plans, final review meeting
- final presentation to the Parks' Master Plan Subcommittee and Park and Recreation Commission

The commission next approved (4-1) a funding proposal for the \$23,800 cost of the plan:

- Ward Estate remaining funds: \$10,000
- Park and Recreation 2019-2020 operating budget: about \$6,500
- Donation(s) from Community Organization(s)
- One-time request of up to \$6,000 in 2020-21 budget

The Park and Recreation Commission, therefore, respectfully requests a one-time budget allocation of up to \$6,000 in FY 2020-21 budget.

Thank you for your consideration of this request.



Proposal for:

Kent Parks Master Plan

for the Town of Kent, Connecticut



Submitted by:



December 6, 2019



December 6, 2019

Park and Recreation Commission
Kent Park and Recreation
P.O. Box 678
Kent, CT 06757

Re: Master Plan for Emery Park and Kent Commons Park

Dear Park and Recreation Commission,

Studio Park Ave is excited to submit a proposal for the Kent Master Plan Study: focusing on new uses and improvements for the two town Parks, Emery and Kent Commons Park. The Town of Kent is a unique and vibrant community, and the Master Plan must strive to preserve Kent's cultural and historical identity while providing new uses and updating existing amenities and infrastructure to meet the needs of an evolving community. We are honored to answer this call and believe we are the team to help realize your collective vision.

The following qualification package is intended to respond to the Request for Proposal assembled by the Master Plan Committee within the Park and Recreation Commission. The qualification package describes the background of our firm, project experience, project team, and project approach and draft schedule. We are excited to be considered for this important project.

DESIGN SERVICES

Studio Park Ave will provide design services consisting of Precedence and Research, Site Analysis, Master Planning Conceptual Design and associated professional services.

The design process utilized for our community and institutional projects is one that is collaborative and immersive. We typically ask our clients to participate with our design team throughout the entire length of the project via charrettes, workshops and meetings where we explore the design parameters and discover solutions that meet the client's goals and objectives.

The project will be divided into three phases: Analyze, Engage and Envision, and Final Presentation. These phases will be explored in more detail in the project approach section of this proposal.

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WWW.STUDIOPARKAVE.COM * PHONE: 847.217.5076



DESIGN TEAM

Studio Park Ave proposes the following design team for the Project:

Miranda Lovato	Project Manager/Project Contact
Ben Kutscheid	Principal-In-Charge
Jim Gamble	Project Adviser

Miranda will lead the project and attend and facilitate all meetings. Ben will attend the Site Inventory and Analysis meeting and the Brainstorming session and will be involved throughout the process. Jim will add input and assist in the development of the design.

QUALIFICATIONS

Studio Park Ave is a Landscape Architecture Land Planning firm with offices located in Highland Park, Illinois and Kent, Connecticut. With a focus on Park Development from Concept through construction, Studio Park Ave has several similar projects including Master Planning Projects for the Deerfield Park District, the Mount Prospect Park District, Village of Riverwoods and the Village of Schiller Park recently completed and on the boards. Though SPA has not completed any projects in the New England area, we believe having an office and our project manager (Miranda Lovato) located in Kent gives us a distinct advantage in project background, knowledge, communication and engagement with the project team.

The schedule for the project will be finalized as the project progresses, but a draft schedule is provided in the project approach section of this proposal. The Design Team is available to meet the schedule as required. Please review these qualifications and please let me know if you have any questions or we can provide more information.

Sincerely,

Ben Kutscheid, ASLA, PLA, CPSI
President/Landscape Architect

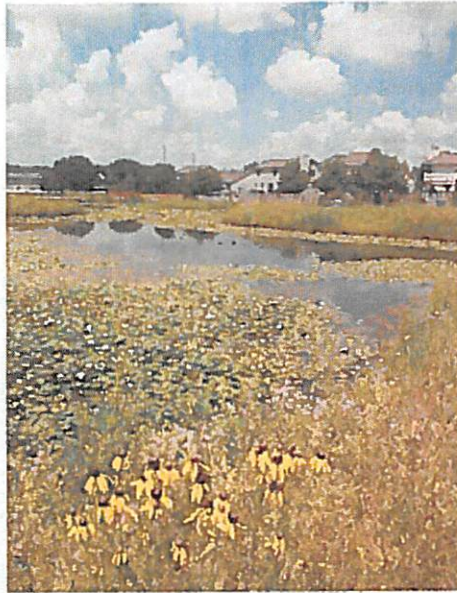
Studio Park Ave
Ben@studioparkave.com
685 Park Ave. West
Highland Park, Illinois 60035
847.217.5076

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About Us

Studio Park Ave was founded in February of 2018 by Ben Kutscheid and provides landscape architecture consulting services to public and private clients in land planning, park and playground design, historic preservation, inclusive design, and strategic and master planning. The firm strongly believes in providing personal service and partnering with the client to bring their unique vision to life.



Our Services

Landscape Architecture
Land Planning
Park Design/Park Planning
Playground Design
Site Design/Due Diligence
ADA Assessment and Accessible Improvements
Historic Site Planning and Design

Our Reach

Registered Landscape Architects in the following states:
Illinois, Indiana, Michigan, Ohio and Wisconsin
Pending: Connecticut

Our Process

Studio Park Ave applies the highest standards and expertise to each project. We create aesthetically pleasing, feasible and functional design, directed toward realizing concept to reality. Studio Park Ave emphasizes the team approach—working with the client, architect, engineer, and/or other professionals, other stake holders and users. Studio Park Ave brings your concept to reality.



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Project Experience



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Tipton Park

for the City of Bloomington, Illinois

The City of Bloomington received a donation of 50 acres for park use, which was part of a 150 acre corn field. Part of the terms of the donation was that the City was required to work with the developer to use the park for flood control and active recreation. The space

and the final layout was negotiated and the park took shape. The building lots were designed to maximize access to the park or natural areas.



Tipton Park includes a 12 acre active park (Soccer fields, baseball, splash pad, playground and parking), a 3 acre lake and a 12 acre lake with 15 acres of surrounding wetland and restored prairie. The remaining area is trails and native plant buffer. The development was pushed to create vegetative swales and to promote overland drainage where possible. Three

biofiltration zones with meanders were created to cleanse the runoff. Parking areas were developed directing surface runoff to vegetated swales.

Ben Kutscheid's role as project manager for Thompson Dyke and Associates, with subconsultant work by Applied Ecological Services, was leader in negotiation between the developer and city, grant application (OSLAD development grants) permit



coordination (dam permit, storm water permits and building permits) design and design coordination through construction drawings. Ben was responsible for managing the bid and construction process including bidder questions, issuing addenda and preparation of the bid recommendation. He was also responsible for assuring that construction was in general compliance with plans and specifications.

Ben presented at an IAPD session in January 2017 with Steve Apfelbaum, Tipton Park 15 years later. This presentation was a recap of Tipton Park 15 years after the park opened.



Project

- Client: City of Bloomington, Illinois
- Tipton Park Phase I and II
- Completed: 2004
- Total Project Cost:
 - Phase I - \$2.8 Million
 - Phase II - \$3.2 Million



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Woodland Park

for the Deerfield Park District



Woodland Park is an Elementary School site transformed into a 14 acre neighborhood park. This newly developed park includes sustainable elements such as a recycled products nature themed play area, rainwater system for toilets and watering, porous paver parking area, rain gardens,

native plantings, LED lighting, recycle receptacles and the use of recycled products throughout. Ben Kutscheid, ASLA began working with the Deerfield Park District on this project in 2010 from design through grand opening.

The play area is at the center of the park, and the play equipment is made of recycled plastic and steel with accents of GRFC. The theme is a nature area with a tree house and reflects back to the Woodland Park theme. The play area offers opportunities for the three main types of play – physical through climbing, social play through talk tubes and other team play structures. Theatrical play is provided through the tree house themed play equipment and the mushroom shape climbers. This play area is fully accessible and meets and exceeds all requirements of the ADA and the CPSI.



The parking area drains to either porous paving or rain gardens. These areas accept all the drainage for the parking lot and hold it until it percolates into the ground or in extreme events drains into the stormwater



system. The rain garden or parking lot islands have been planted with bald cypress trees and a swale planting mix specifically designed to cleanse stormwater.

The pavilion includes a picnic area for six full size picnic tables, restrooms and drinking fountain and LED lighting. The shelter includes a rainwater capture system including a 1500 gallon tank that uses rainwater to flush toilets and urinals.

Project

- Client: Deerfield Park District, Deerfield Illinois
- Studio Park Ave: Landscape Architecture

• Total Project Cost: \$1.8 Million

• Completed: June 2019

Contact: Jay Zahn, Director of Park Services,
Jay@deerfieldparks.org
847.572.2670



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Flatwoods Heritage Center Master Plan

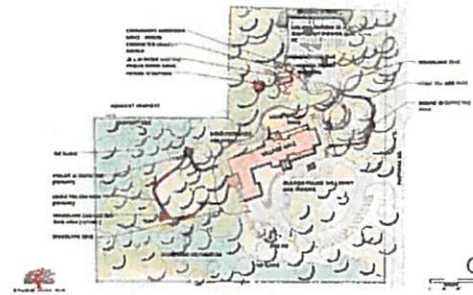
for the Village of Riverwoods, Illinois

The Village of Riverwoods engaged Studio Park Ave to develop a master plan for the Flatwoods Heritage Center which involves approximately 5.6 acres of the 7.0 acre Village Hall Property. Project objectives 1) Ecological Education 2) Creation of Community spaces in Woodland Setting 3) The restoration of the Woodland.



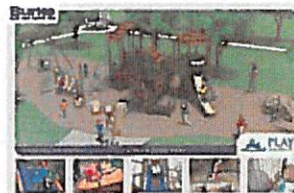
The proposed improvements include a woodland education area along a winding path through the woodland, interpretive signage and plant labels along a portion of the path. In addition,

the design includes a nature themed playground, fire pit and clearing for gathering, a patio for community events and a large plaza near the proposed shelter. Site amenities are to include: drinking fountain, seating, bike racks, and waste receptacles. There are



many project details that will make the site unique including animal tracks, nature themed seating and interpretive opportunities.

The Village of Riverwoods is working with the Lake County Forest Preserve District for the restoration of the woodlands. The restoration of this site will include the rare and endangered eco zone of "Flatwoods Woodland". Restoration will include the removal of invasive species and planting appropriate species. This project will strengthen relationships with LCFPD and provide exploration opportunities for the Special Recreation Association.



Studio Park Ave assisted the Village in submitting an OSLAD Development Grant. The plans are now into the Construction Drawing phase and anticipated bidding in February of 2020 for completion in Summer of 2020.

Project

- Client: Village of Riverwoods
 - Studio Park Ave: Landscape Architecture
 - Total Project Cost: \$650,000
 - To be Completed: June 2020
- Contact: John Norris, Mayor of Riverwoods,
jnorris@villageofriverwoods.com
 847.945.3990



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Oakdale Nature Preserve Master Plan

for the Freeport Park District

The Freeport Park District engaged Ratio Design along with Applied Ecological Services to develop a master plan for the Oakdale Nature Preserve. The Oakdale Nature Preserve consists of 133 acres of forests, streams and restored prairies. The team was led by Ben Kutscheid from the beginning phase of Inventory and Analysis through final design.

Ben led 4 focus group meetings with stake holders and interested parties where information was gathered about the natural site and the built elements and how the community uses the site currently.



Concept plans were created based on feedback received from these meetings, staff input, site reviews, and consultants experience. These concepts were then presented to the community and Park District Board. A final Master Plan was generated following the presentation of the concepts and the drafting of a draft Master Plan.

A major component of this project was the restoration and preservation of the natural areas found on site. Working with the community, staff and consultants objectives were developed for restoration to ensure that the ecological health of the site was preserved and maintained for the future.

Included in the master plan were implementation strategies, suggested phases for implementation and projected costs associated with each phase.



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Project Team



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Ben Kutscheid,
PLA, CPSI, ASLA
President,
Landscape Architect

Ben has over 25 years of experience in park, streetscape, and municipal design and planning throughout the region. Ben specializes in all facets of park system planning, design and construction and has managed and assisted with numerous park and open space plans, park developments and over 200 playground projects throughout the Midwest and beyond. Ben has focused on ADA requirements and Title II of the ADA code. Ben has completed park construction projects ranging from the historic restoration of Buckingham Fountain to the 10,000 sf neighborhood tot lot. Mr. Kutscheid is active with the Illinois Association of Park Districts and has spoken at national conferences on Park Design and ADA Transition Planning. He has served as a Commissioner for the Park District of Highland Park.

Education

- Bachelor of Landscape Architecture, 1988, Michigan State University, East Lansing, Michigan

Affiliations

- Registered Landscape Architect in the State of Illinois, #157-000517
- Certified Playground Safety Inspector (CPSI) - Expires September 2022
- Member, American Society of Landscape Architect



Project Experience

Flatwoods Heritage Center, Village of Riverwoods, Riverwoods, Illinois
Studio Park Ave worked with the Village of Riverwoods to develop a master plan for the development of the public property around the Village Hall into a Park. Flatwoods Heritage Center is a woodland setting with many large mature Oak trees and recently reestablished native landscape. Ben led a process for the development of the project that integrated many competing ideas on a challenging site. Studio Park Ave submitted and the Village of Riverwoods was awarded an OSLAD grant for the work.

Police Station Community Gardens, Village of Riverwoods, Riverwoods, Illinois
Ben assessed the accessibility of the gardens and developed a recommendations for the development of a inclusive accessible community garden.

Deerfield Park District, Deerfield, Illinois

Over the last 25 years Ben has completed successful and sustainable projects for the Deerfield Park District. This 25 year relationship includes a large variety of project types and scope. The projects include Sara Lee Property impact fee assessment, Jewett Park Skate Park, Maplewood Park Redevelopment, Jaycee Park Redevelopment, Woodland Park Redevelopment, Brickyards Park Basketball Court Overlay, Trail Tree Park Playground, Briarwood Park Playground, Briarwood Park Basketball and Tennis Court Overlay, Walden School East Playground Redevelopment, Walden School West Playground Redevelopment, Kipling School Redevelopment, Jewett Park House Demolition, Jaycee Park Redevelopment, Jaycee Park Dog Park, Sarah Channick Park Redevelopment, Briarwood Park Streambank Restoration, Briarwood Park Permeable Paver Parking Lot, Jewett Park Statue Placement, Sachs Center South Entry Playground Development, Deerfield Golf Club Enhancement, Deerfield Golf Club Driving Range installation, Deerspring Park Tennis Court Overlay, Mitchell Park Playground Redevelopment, Jaycee Park Playground and Dog Park Redevelopment, Pathway Accessibility Improvements and currently on the boards with Brickyards Park Kenny Rudin Memorial Playground Development and Deerspring Park Pickleball Courts.

*** Tipton Park, City of Bloomington, Bloomington, Illinois**

The City of Bloomington received a donation of 50 acres for park use. The Tipton Property was part of a 150 acre corn field. The City was required to work with the developer to use the park for flood control and active recreation. The final layout was negotiated and the Park took shape. The building lots were designed to maximize access to the park or natural areas and was developed as a unique stormwater system. Ben assisted the City of Bloomington in the submittal and administration of OSLAD Grants for this project.

Tipton Park includes a 12 acre active park (Soccer fields, baseball, splash pad, playground and parking) a 3 acre lake and a 12 acre lake with 15 acres of surrounding wetland and restored prairie. The remaining area is in trails and native buffer. The development was pushed to create vegetative swales and to promote overland drainage where possible. Three biofiltration zones with meanders were created to cleanse the runoff. Parking areas were developed with using surface runoff to vegetated swales.

** Represents project completed with previous consulting firms*

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Miranda Lovato,
PLA, ASLA
Senior Landscape
Architect

Miranda has over 12 years experience in both the private and public sector in Landscape Design and served as the park planner and landscape architect for the Elmhurst Park District for nearly four years. Miranda's focus has been on Park and Municipal Design work. This includes Master Planning, Site conceptual planning, public presentation, historic site planning and design, construction documents and drawings, construction observation and project review. Projects she has worked on include Buckingham Fountain Restoration, Buffalo Grove Open Space Master Plan, Elmhurst PD Salt Creek Park Improvements, Butterfield Park Improvements and numerous playground projects.

Education

• Bachelor of Landscape Architecture, 2007, Michigan State University, East Lansing, Michigan

Affiliations

• Registered Landscape Architect in the State of Illinois, #157-001349

• Member, American Society of Landscape Architects



Project Experience

Flatwoods Heritage Center, Village of Riverwoods, Riverwoods, Illinois
Miranda is part of the Studio Park Ave team working on the project of Flatwoods Heritage Center. Working as the senior landscape architect, Miranda has worked from the beginning concept development phases of the project and is currently working on design development and construction documentation. Miranda has been instrumental in translating the communities vision for the plan into rendered graphics and construction documents implementing the vision to construction.

***Elmhurst Park District, Elmhurst, Illinois**

Over the nearly four years that Miranda worked for the Elmhurst Park District she led numerous park improvement projects and guided the capital planning efforts of the park division. She was the only landscape architect on staff and was responsible for overseeing the planning, design and implementation of park improvement projects taking place in the District's 28 parks and 18 playgrounds. In her time there, she worked on several tennis court resurfacing projects from design development through construction documentation and bidding. She also worked on several playground redevelopments, including concept development, public input processes, design development and construction implementation. As part of Miranda's role with the park district she had to be in constant contact and communication with numerous consultants, contractors, vendors, community members and other project personnel. One of Miranda's projects with the park district, Butterfield Park, with a budget of 1.8 million, included new pathways, an inclusive playground, ballfield, tennis court renovation and parking lot resurfacing. Miranda designed the playground and worked as a member of the design team to see this project through to completion.

Deerfield Park District, Deerfield, Illinois

Along with Studio Park Ave, Miranda has worked with the Deerfield Park District for several years. This relationship includes a large variety of project types and scope. The projects Trail Tree Park Playground, Briarwood Park Playground, Briarwood Park Basketball and Tennis Court Overlay, Walden School West Playground Redevelopment, Kipling School Redevelopment, Briarwood Park Streambank Restoration, Briarwood Park Permeable Paver Parking Lot, Sachs Center South Entry Playground Development, Deerspring Park Tennis Court Overlay, Jaycee Park Playground and Dog Park Redevelopment, Pathway Accessibility Improvements and currently on the boards with Brickyards Park Kenny Rudin Memorial Playground Development and Deerspring Park Pickleball Courts.

***Phillips Park Master Plan, City of Aurora, Aurora, Illinois**

As part of RGC Design, Miranda aided in the development of the Phillips Park Master Plan and construction documentation. Miranda was involved from the beginning phases of master planning to the eventual construction documentation. Miranda was responsible for the graphic development of the master plan and taking the communities vision and turning it into reality.

** Represents project completed with previous consulting firms*

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Jim Gamble,
PLA, ASLA, CLARB
Principal,
Landscape Architect

President of the firm Land Design Collaborative, Inc. (LDC) an award winning LA firm. Jim is a registered Landscape and given Illinois license #2 due to his involvement in passage of the licensure bill. Jim's professional experience has included projects throughout the country as prime consultant in collaborations with planners, architects, and engineers. His work includes urban design, transit facility design, parks and recreation, site development, and streetscape and corridor design. He has added his expertise to numerous revitalization projects in central business districts for Illinois communities including Evanston, Glencoe, Park Ridge, and Lake Bluff. He is committed to collaboration among landscape architects and other design professionals, particularly planners, architects, and engineers.

Education

- Bachelor of Landscape Architecture, University of Michigan, Ann Arbor, Michigan

Affiliations

- Registered Landscape Architect in the State of Illinois, Indiana and Ohio
- CLARB Certified Landscape Architect
- Member, American Society of Landscape Architects (ASLA)



Project Experience

- * Northcroft Park Master Plan and Construction Design; Lake Forest, IL
- * Everett Park Master Plan; Lake Forest, IL
- * Ravinia Station Park; Highland Park IL
- * Wagner Farm Master Plan; Glenview, IL
- * Centennial Park; Arlington Heights, IL
- * Oldberg Park; Evanston, IL
- * 12th Street Beach, Chicago, IL
- * Standard Avenue Ped/Bikeway, Whiting, IN
- * Jewett Park, Deerfield, IL
- * Central Park, Dyer, IN
- * Centennial Park, Lincolnwood, IL
- * Below the Bluff Development; St. Joseph, MI
- * Walden International Office Development; Schaumburg, IL
- * Highland Pointe South Office Development; Downers Grove, IL
- * Ravinia Business District Design Plan; Highland Park, IL
- * School Street PUD; Libertyville, IL
- * Lincoln & Ferris Avenue Streetscape and Bikeway Design, Morton Grove, IL
- * Los Alamos Civic Center Design and Development Program; Los Alamos, NM
- * Central Business District Design Plans; Mishawaka, IN
- * State Street; St. Joseph, MI
- * Evanston Downtown Streetscape; Evanston, IL
- * Standard Avenue Bikeway & Landscape Design, Whiting, IN
- * 119th Street Parking and Street Tree Study, Whiting, IN
- * Broad Street Streetscape Furniture and Planting Design, Griffith, IN
- * CN Railroad Right of Way Landscape Design, Griffith, IN
- * Central Business District Parking Plan; St. Joseph, MI

* Represents project completed with previous consulting firms

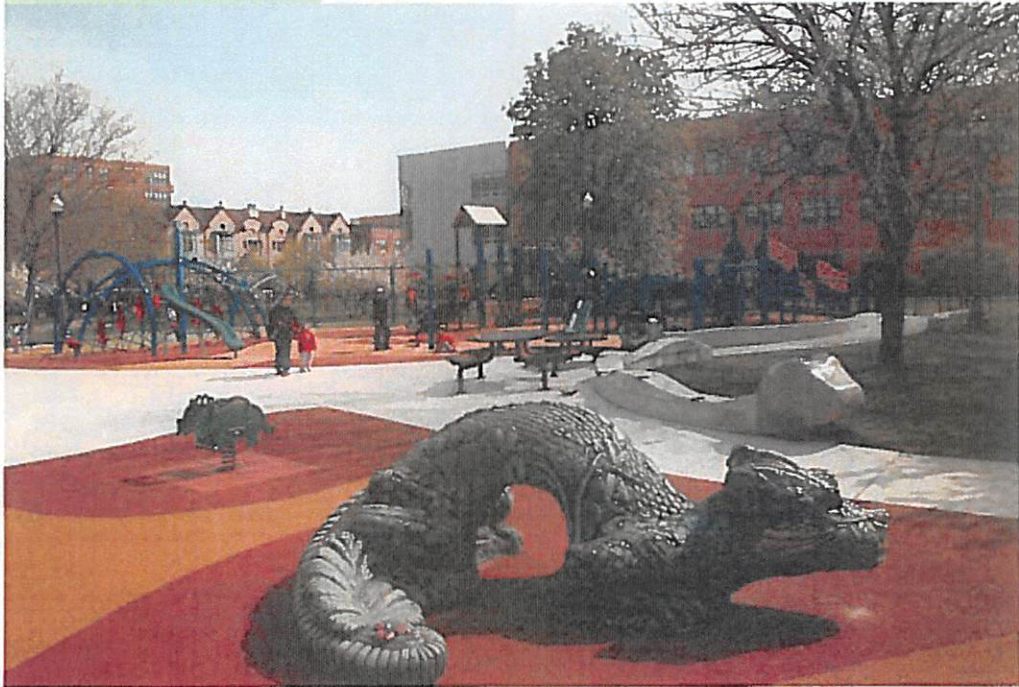
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Project Approach



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IMPRESSIONS OF KENT

Kent, located in the northwest corner of Litchfield County, was founded in 1737 and was once a farming community and iron ore producer. Kent is now a rural community and consists of a number of small hamlets. Kent is home to three private boarding schools, a robust arts community, a bustling main street, and thousands of acres of open space, which brings in tourists throughout the year. Kent has done a remarkable job at preserving and protecting open space and vast natural resources, with over 30% of the land in Kent being permanently protected. Kent had a population of 2,979 as of the 2010 census, though this number does not include individuals living and working at one of the boarding schools. Kent has one of the lowest population densities in the state of Connecticut ranking 162 out of 169 towns. Though the population of Kent has continued to grow since the 1950's, the average annual growth rate has declined since the 1980's.

The town of Kent manages and maintains two parks, Emery Park and Kent Commons Park. Planning for these parks presents a unique challenge in that Kent is already so rich in open space. Kent Commons is within walking distance to downtown Kent and includes trails, a small playground for toddlers, tennis courts and a picnic shelter. Emery Park is over 100 acres, 1.5 miles from town and has trails, a spring fed swimming pool, playground and barn. The spring fed swimming pool is currently the only town owned water body for swimming. The pool is about sixty years old and has not been renovated in several years. Both parks seem to lack a connection with the town, figuratively and literally. Way-finding for both is minimal, and neither park is well defined in character, provided amenities, programming and events. In an age when people are moving to more urban communities, it could be economically beneficial for the Town of Kent to invest in amenities found in more urban settings. We want to design for the current residents of Kent, but we also want to think about how to stimulate healthy population growth over the coming years.

PROJECT SCOPE

The project involves the creation of a master plan for future use and improvements to Emery Park and Kent Commons. The improvements are intended to address upgrades to parking, trails, buildings, vehicular and pedestrian circulation, natural areas restoration, and other amenities. We are not aware of a budget for the improvements, but understand that a part of the project is developing an expectation of the probable construction costs. The schedule for implementation beyond the master planning process is not certain, but will be identified as part of the planning process. SPA will study how to improve access and awareness for both parks and provide recreational opportunities for all Kent user groups, and to contribute to the economic health of the town. The plan will create a framework for the planning, programming, and maintenance of Kent Commons and Emery Parks. The plans will begin to create a business case for making changes to Kent Commons and Emery Parks although no detailed financial analysis will be provided. A plan that accommodates year round programmatic opportunities will be developed. The plan will also look to create a unique identity for each park offering a clear choice in activities and recreation for residents and visitors.



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DESIGN SERVICES

Studio Park Ave will conduct a master planning process intended to identify needs, probable costs and priority of implementation. The design process includes facilitation of public input. The scope of the project is limited to a master plan and does not include the preparation of construction documents and other deliverables associated with implementation of the master plan. Our proposal does not include detailed financial analysis or detailed ecological review or restoration plans, Studio Park Ave can add both of these services if desired. Our services include the following phases, tasks and deliverables:

PHASE 1: ANALYZE

Task 1.1: Conduct a full-day site visit to inventory at both Emery and Kent Commons Park. SPA shall review the trails, access, parking, buildings and cultural resources, general condition and potential uses. Regional access to transportation, connection to regional trails and potential users will be reviewed. Prior to the site visit, SPA will collect and review existing aerial photos, mapping and other documentation to confirm current uses, amenities and historic conditions. All of this information will help inform the future uses and improvements to the parks, and existing programs. An initial Client site orientation will be required and client participation throughout the day is encouraged.

Task 1.2: Prepare Site Inventory Plans and Conceptual Exhibits
SPA shall prepare a site inventory including the purpose of existing structures, trails, parking and roadways. These exhibits shall include documentation of existing trails, trail connections, roadways and other regional connections. The plans will include cultural resources and adjacent land uses and patterns. As part of this phase SPA will meet with the Master Plan Subcommittee to discuss the findings of the site inventory and analysis. SPA will lead discussions on potential improvements based on these findings and will facilitate brainstorming on a vision statement for the parks and strategic goals.

Task 1.3: Prepare and present schematic concept plans of parks
SPA will prepare two schematic concept plans of each park and present to the Master Plan Subcommittee. The plans will explore; Maximizing utilization of Kent Commons and making it a focus of social and community activities, Devoting Emery Park to nature/wildlife and creating spaces for recreation, Tying programming to things already happening in and around town, Improving access to water during summer months.

Phase 1 Deliverables: Inventory and Analysis Report and graphics, schematic concept plans for both parks (two each).

PHASE 2: ENGAGE AND ENVISION

Task 2.1: Presentation of Conceptual Plans

Studio Park Ave will present the conceptual plans in a public workshop of stakeholders and interested citizens. The public will be invited to ask questions and discuss concerns, issues, and opportunities related to public use and long-term maintenance of Emery Park and Kent Commons. We

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recommend that the public also have access to review the Draft Plan on the Park Department website. This meeting will take place in a mutually agreed upon location, coordinated by the Master Plan Subcommittee and all on the same day.

Task 2.2: Plan Revisions

SPA will revise the Plans and incorporate input received at the public workshop. The Plans will be integrated into one cohesive document that can be used for fundraising, grants or presentation.

Task 2.3: Review Meeting and final revisions

SPA will attend and present at review meetings. These meetings will take place in a mutually agreed upon location, coordinated by the Master Plan Subcommittee and all on the same day. Final revisions will then be made prior to the final presentation. The Team will make a final set of revisions and submit the Final Plan to the Client.

Phase 2 Deliverables: Draft Plan, Meeting Minutes, and public participation supporting graphics and input documentation

PHASE 3: FINAL PRESENTATION

SPA shall present the final findings and Plan to the community and Master Plan Committee at a regular meeting of the Board.

Deliverables: Two hard copies of the Final Plan and a pdf version suitable for distribution.

SCHEDULE

The schedule for the project is to be completed within ten to twelve weeks of notice to proceed. The following schedule is an estimated timeline and a detailed schedule will be reviewed and coordinated between Kent and SPA.

-Notice to proceed

***Kick off meeting with the Master Plan Subcommittee (1-2 days)**

-Present detailed schedule and phase deliverables

-Site Inventory and Analysis

-Phase 1 Analyze(3 weeks)

-Task 1.1 (One week)

-Data/Document collection

-Data/Document analysis

-Task 1.2 (2 weeks)

-Generate Site Inventory and Analysis graphic and report

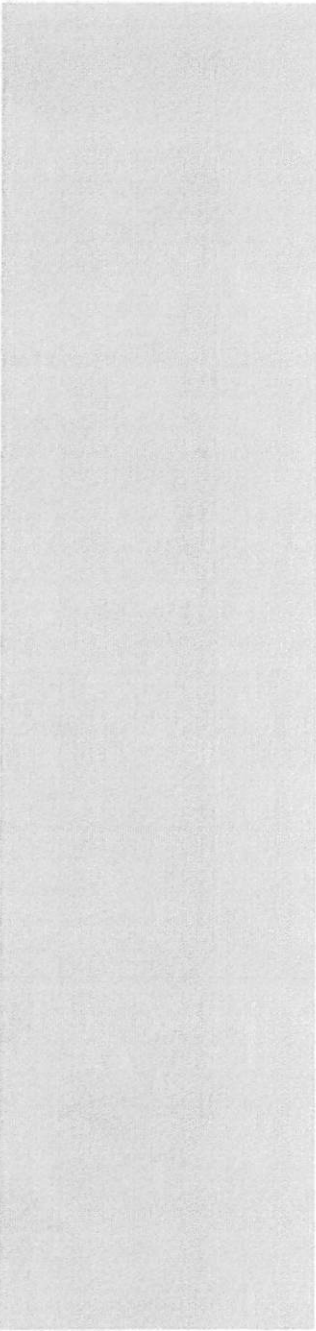
*Meet with Master Plan Subcommittee to discuss findings

-Discuss Vision/Narrative for Parks

-Brainstorm strategic goals

-Task 1.3 (2 weeks)

*Present concept plans of parks to Master Plan Subcommittee

- 
- Phase 2 Engage and Envision (5 weeks)
 - Task 2.1 (2 weeks)
 - *Present concept plans to public and Master Plan Subcommittee
 - Collect Input and feedback
 - Task 2.2 (2 week)
 - Plan Revisions based on public input
 - Task 2.3 (1 week)
 - *Review Meeting and Final Revisions
 - Phase 3 Final Presentation (3 weeks)

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