

**KENT PARK AND RECREATION COMMISSION**

P.O. Box 678

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Kent, CT 06757

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REGULAR MEETING: Monday March 18, 2024 – 7:00 PM, Zoom**MEETING MINUTES**

Members Present: Rufus de Rham (Chairman), Lynn Worthington (Selectman, ex-officio), John Grant, Karen Iannucci, Blythe Everett, Kate Symonds

Also Present: Matthew Busse (Park and Recreation Director, ex-officio), Lynn Harrington

Call to Order

de Rham calls the meeting to order at 7:01pm.

Elevation of Alternates if Necessary

1. Not conducted for this meeting

Approval of Agenda

1. Busse made the recommendation to add:
 - a. 5b Senior Center Policy on programs
 - b. 8c2 Kent Commons Playground Update
 - c. 8c3 Story Walk in Emery Park
 - d. 8c4 Temporary pause on Dog Policy in Emery Park
 - e. 8c5 New Trail in Emery Park
 - f. 8d2 ASP Update
 - g. 8f3 Concert Series
 - h. 8d3 Current Program updates
2. de Rham asks to move item 8a to below approving meeting agenda, and have Worthington as temporary chairman after newly placed item 8a.
3. Worthington asks to have approval of temporary chair after item 8a.
4. **Motion to accept the listed amendments to the agenda.**
 - a. Motion moved by Symonds, seconded by Worthington, motion carries unanimously.

Executive Session

1. **Motion to enter executive session on personnel at 7:08pm.**
 - a. Motion moved by Worthington, seconded by Symonds, motion carries unanimously.
2. Ended executive session at 7:35pm. No action taken at this time.

Approval of Temporary Chairman

1. Motion to approve Worthington as Temporary Chairman for the remainder of the meeting.
 - a. Motion moved by Symonds, seconded by Iannucci, motion carries unanimously.

Approval of Previous Meeting Minutes

1. **Motion to approve the minutes of February 26, 2024 and March 11, 2024.**

- a. Motion moved by Symonds, seconded by Everett, motion carries unanimously.
2. Worthington notes a document of minutes from October were not approved. Busse will investigate.

Correspondence

1. New Commission Members:
 - a. Discussion on the election of new commission members. Worthington expresses concern about entering executive session due to the legality of the executive session. Busse mentioned a conversation he had with the town clerk regarding the movement to executive session with an affirmative to continuing our practices. Symonds recommends the commission consider all the applicants and come to the meeting to have a vote on the new members.
 - b. **Motion to table item 5a.**
 - i. Motion moved by Grant, no second for motion, motion carries unanimously
2. Senior Center Policy Update
 - a. Discussion of the new policy. Commission expressed the desire for Busse to ask for the Social Services Department to exempt Park and Recreation from this process. Busse will inquire.

Public Comment (No comment from public)

Financial Report

1. Current finances
 - a. Busse to investigate fee-based program revenue, as it reflects a larger number than anticipated. Concern over classification from MyRec revenue received.
2. Capital Project Funds
 - a. Busse expressed that a narrative will be produced soon after additional information is obtained. Busse discussed that he is investigating the property boundary between Route 341 and Emery Park to determine if the drainage issue needs to be repaired by the state or by the town.
 - b. Busse expressed that the \$150,000 in the Emery Park Pool capital project should stay as plans to revitalize the pool are made.

Director's Report

1. Day-to-Day Park and Recreation Operations
 - a. Logo for Park and Recreation Department
 - i. Discussion had about a competition for a new Park and Recreation Department logo. Busse will ask students in high school who live in and/or go to school in Kent, CT to produce a new logo based on a color palette for the Park and Recreation Department. Once the logo is created by the students, they will be voted on by the Kent Center School students. Busse has mentioned this idea to Principal Mott. Once a winning logo is chosen by the Kent Center School students, the commission will vote to accept the new logo as the department's logo.

- ii. **Motion to open a park and rec logo challenge to students, either residents of the town, high school age students, residents of the town of Kent or attending school, high school program in, in Kent.**

- 1. Motion moved by Everett, seconded by Worthington, motion carries unanimously.

- b. Survey Updates: Busse gave an update about the current survey status. The Park and Recreation survey will conclude at 3:00pm on Thursday, March 28th. The survey will express net promoter scores (NPS) for programs and parks. Busse gave an explanation of how the scores will be calculated. Busse will share the results with the commission at the next regular commission meeting. Hard copies will be printed and available for seniors and those who choose not to use a computer.

2. Park Facilities

a. Kent Center School Fields

- i. Discussion of lawn service bid with inclusion of organic grub control.

- 1. **Motion to approve a contract with New England Turf Management for \$9,961.00 for lawn care at the Kent Center School Field for 2 years.**

- a. Motion moved by Grant, seconded by Symonds, motion carries unanimously.

b. Kent Commons Playground update

- i. Busse gave an update on the status of the covered table structure. The playground company is searching for the main support beam and assembly kit, as items did not make it in transit to the park.

c. Story Walk in Emery Park

- i. The Kent Memorial Library donated a story walk of “The Nature Girls” by Aki for use at Emery Park.

- ii. **Motion to temporary installment of a Story Walk at Emery Park until April 12, 2024**

- 1. Motion moved by Worthington, seconded by Everett, motion carries unanimously.

d. Dog Policy at Emery Park

- i. Discussion about a pause on the dog policy at Emery Park for the Spring Equinox Sunset Hike program on Tuesday, March 19th. Busse will provide bags to

- ii. **Motion to temporarily pause the dog policy at Emery Park on Tuesday, March 19th, 2024 to accommodate the Spring Equinox Sunset Hike Program.**

- 1. Motion moved by Everett, seconded by Symonds, motion carries unanimously.

e. New Trail at Emery Park

- i. Busse identifies a blazed but unmaintained trail at Emery Park that leads to a waterfall. Busse identifies that the trail is noted in the Kent Land Trust’s guide, but not on any map. No motion is needed to accept new trails as this is part of operations and trails can be blazed, recorded, and publicized by the Director.

3. Current Programs

a. Senior Lunches

- i. Busse gave an update that the Social Services Department requests the dates of the senior lunches until June. The commission discusses the concept of hosting the lunches on Fridays.
 - ii. **Motion to allow Busse to select the dates and make arrangements for one Friday Senior Lunch in April, May, and June, 2024.**
 - 1. Motion moved by Worthington, seconded by Everett, motion carries unanimously.
 - b. ASP
 - i. Symonds will discuss this information at the next regular meeting.
 - c. Current Programs
 - i. Busse gave an update of current programs at length. Busse informed the commission that pickleball is being finalized. Busse informed the commission that he has not heard from the Art Group regarding location after discussing with Carla Shere that the Art Group cannot be at the senior center due to programming times and not providing supplies to all seniors who attend the program.
- 4. New Programs
 - a. Spring Lap Swim
 - i. This item was discussed and tabled until a future meeting.
 - b. Spring Aqua Aerobics
 - i. This item was discussed and tabled until a future meeting.
 - c. Spring Lap Swim
 - i. This item was discussed and tabled until a future meeting.
 - d. Cookies & Conversations with Kent Park and Recreation
 - i. Busse reports an interest in speaking with parents on Wednesday, March 27th, at 1:30pm at the Kent Center School playground with ASP Director Thompson. Busse received approval for program from Principal Mott, with note of weather impacting the program.
 - ii. **Motion to approve Cookies & Conversations with Kent Park and Recreation on Wednesday, March 27, 2024 at 1:30pm at the Kent Center School Playground with an expense of \$15.00 for cookies.**
 - 1. Motion moved by Worthington, seconded by Grant, motion carries unanimously.
 - iii. Majong
 - 1. This item was discussed and tabled until a future meeting.
 - iv. Camp Kent 2024
 - 1. Busse discussed the idea of 6 weeks from 8am – 4pm for Camp Kent 2024. This item was tabled until a future meeting.
 - e. Events
 - i. Eggstravaganza
 - 1. Busse gave an update on the Eggstravaganza event.
 - ii. Memorial Day Parade
 - 1. Busse gave an overview of the
 - iii. Concert Series

1. Busse met with Kent Land Trust's Melissa Cherniske to discuss current partnership and location of concerts. Busse informed the commission that the Land Trust has taken on a great majority of the work, and has given recommendations for this year at the field. Busse discussed using multiple tents as cabanas for the event. Busse also discusses different days and concept of moving the event to the Fall. Worthington notes that there were a lot of ticks and lower numbers. Everett discusses the concept of different locations.
2. This item was tabled until a future meeting due to ongoing discussion.

Subcommittee Reports

1. Bylaws Subcommittee

- a. The subcommittee has yet to meet. Worthington discusses the membership of the committee as herself, de Rham, Busse (non-voting), and Symonds. Everett is unavailable at this time to continue on the subcommittee. Busse offers recommendation of adding Town Clerk Brady to the subcommittee. The commission believes Brady should be a consultant to the committee. Worthington will discuss with Brady.
- b. Busse requests that the commission vote to amend bylaws or recognize that he is not a voting member of the commission. Busse states that he does not fit the criterion to be a member of the commission outside of the ex-officio role. The commission requests that Busse states at the beginning of each meeting that he will abstain from all votes.

Public Comment (No comment from public)

Adjourn

1. Motion to adjourn meeting at 9:15pm.

- a. Motion moved by Worthington, seconded by Iannucci, motion carries.

Minutes prepared by: Matthew Busse, Park and Recreation Director

Signature: _____



Date: _____

03/25/2024

These are draft minutes and the Park and Recreation Commission at the subsequent regular meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections.