

Kent Park and Recreation Commission
Feb. 27, 2017 Monthly Meeting Minutes

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2017 FEB 28 P 2:53
BY [Signature]
TOWN CLERK

Present: Dave Dunleavy, John Grant, Lynn Harrington, Glen Nielsen, Jessie Rundall, director Lesly Ferris.

Public and Invited Guests: None.

Park and Recreation director Lesly Ferris called the meeting to order at 7:05 p.m.

Alternates: Mr. Nielsen made a motion to elevate alternate John Grant. Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Agenda: Mrs. Harrington made a motion to approve the agenda as presented. Mr. Nielsen seconded the motion. Mr. Grant requested item 9c. Set-up of Subcommittees be added to the agenda. Mr. Nielsen made a motion to add item 9c. Set-up of Subcommittees to the agenda. Mrs. Rundall seconded the motion, and the motion was approved unanimously. Mrs. Rundall made a motion to approve the agenda as amended. Mr. Grant seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Grant made a motion to approve the minutes of the Jan. 23, 2017 monthly meeting. Mr. Nielsen seconded the motion, and the motion was approved unanimously.

Correspondence: Mrs. Ferris said there is one correspondence that is an agenda item.

Public and Invited Guests: No one present.

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

- The commission has received signed contracts from the summer camp director and the two counselors. There also is one application for volunteer camp counselor.
- Summer Science camp will be held in each of the four towns that participate in the program.
- Slamma-Jamma Basketball camp is set for two sessions this summer in Kent. Information will be posted on the Park and Recreation website and Facebook Page this week.
- Sunday ice skating at South Kent School runs through March 26.

Old Business: After-School Program: Mrs. Ferris reported the weather has been a factor during February with some snow days and early dismissal or cancellation of after-school activities days. Mrs. Ferris reported Megan Leach is working at the program both as a substitute director when needed as well as a counselor. Mrs. Ferris reminded the commission there was not payroll for the counselor position from about August 29 through the December 14. Mrs. Harrington made a motion to continue to pay Megan Leach \$16.30/hour for working at the After-School Program. Mrs. Rundall seconded the motion, and the motion was approved unanimously.

Mr. Grant questioned the 2017-18 school calendar and the four additional half-days of school and whether or not the After-School Program would meet on those days. Mrs. Harrington reported on discussion at a recent meeting about the financial impact these additional days off would have on families who need child care as well as ideas to staff a program on those afternoons. Mrs. Harrington

said the school would put money into the Kent Center School budget for staffing from 1 to 3 p.m. and Park and Recreation could offer ASP from 3 to 5:30 p.m. Mr. Dunleavy questioned why Park and Recreation would be involved if the school wants to fund a program. Mrs. Harrington said this was one of the options discussed at the meeting. Mrs. Ferris said she has had three conversations with school administrators about the half-days. She cited concerns about staffing ASP on those days, especially since the high school does not have early dismissal on those days and, therefore, the counselor who works at the program would not be available until 3 p.m. Mrs. Ferris added that she has not heard concerns or inquiries from any parents, including current ASP parents. Mrs. Ferris will bring more information to the March meeting.

Parks: Emery Park Trail Work: Mr. Grant cited a need for stone on the pathway to the trail to enable the equipment to get to the trail for the work that will be done. Mr. Grant will speak with Rick Osborne to ask if the Town has any stone.

Emery Park tree/brush clearing: Bartlett has done the brush clearing work on the side of the work per the approved contract. Mr. Grant recommended trimming the tall grasses. Mrs. Ferris proposed removing the bushes next to the grasses and replacing them with the grasses.

Boy Scout volunteers/camp-out proposal: Mrs. Harrington reported the boy scouts are willing to help with the clearing work but would not be camping out because they feel they don't need rules to tell them where and how to camp. She described the scouts as very responsible, saying they camp out all the time. Mr. Dunleavy said he feels it is good to have parameters. Mr. Dunleavy made a motion to amend the proposed conditions of the Boy Scouts' overnight at Emery Park to include items 1, 2, 3, and require a 1:4 adult to scout ratio and allow the scouts to sleep in the upper field and use their own cookers. Mr. Grant seconded the motion. Mrs. Ferris noted items 1-3 are required by CIRMA, and the ratio was suggested by CIRMA. Mr. Nielsen voted yes; Mr. Dunleavy, Mrs. Harrington and Mrs. Rundall voted no and Mr. Grant abstained. The motion failed. Mr. Harrington made a motion to approve the Boy Scouts' overnight stay at Emery Park with conditions 1-3. Mrs. Rundall seconded the motion, and the motion was approved with Mr. Grant abstaining. Mrs. Ferris will contact Randy O'Rourke with the information.

2016-17 Budget: There was no report.

Five-Year Capital Plan: Mrs. Ferris said she understands the selectmen split the funding for the Kent Common Park playground over two years. Mr. Grant recommended looking at the rust on the swing at Kent Common Park. Mrs. Ferris expects to have the second cost proposal for the new playground at Kent Common Park this week and will bring it to the March meeting.

Emery Park Swimming Area: open house follow-up: The commission continued conversation about hosting an open house at Emery Park to showcase the ongoing work at the park and the availability of the swimming area. The commission discussed several dates, including June 24, 25, 30 and July 1. The commission discussed having a two-hour event (noon-2 p.m.); offering food and music, giveaways and discount on park pass purchase. The commission agreed to continue discussion at the March meeting.

Sports Programs follow-up: Mrs. Ferris reported the Northwest Rec Basketball team will be playing in the post-season play, starting Saturday. The team has had a good season. Mrs. Ferris said she is working

with the other rec directors on spring baseball programs and has invited Cornwall's first graders to join the Kent program because Cornwall has very few players.

Commission alternate seat: Mrs. Ferris read an email from Kent resident James Mauri in which he expresses an interest in the commission alternate vacancy (attached). Mrs. Harrington made a motion to appoint James Mauri to fill the alternate vacancy until January 18, 2018. Mrs. Grant seconded the motion, and the motion was approved unanimously.

Summer Concert Series: Mrs. Ferris shared proposed dates for the summer concert series as well as a list of bands that have expressed an interest in performing this summer. Mr. Dunleavy made a motion to set July 6, July 20, July 27 and August 3, 2017 as the summer concert series dates. Mr. Grant seconded the motion. Mr. Dunleavy said he thinks the commission should ask last year's bands to return. Mrs. Ferris will provide the commission with links to the bands who expressed interest. The motion was approved unanimously. Mrs. Ferris will contact the chamber about funding and will request approval for use of the Town Hall front lawn for the series from the Board of Selectmen.

2017-18 Budget: Mrs. Ferris reported she met with the Board of Selectmen to explain the changes in proposed funding for the park maintenance and fee program lines. The Selectmen are working on the budget proposal.

New Business: Camp Kent proposed fees 2017: Mrs. Ferris recommended increasing the Camp Kent fee for the Club Getaway weeks by \$5. Mrs. Harrington made a motion to set the weekly registration fees for Camp Kent at \$90/residents and \$120/non-residents for weeks one and two; \$105/residents and \$135/non-residents for weeks three through eight. Mr. Dunleavy seconded the motion, and the motion was approved unanimously.

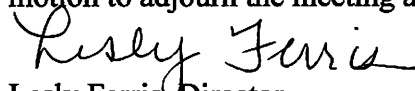
Director PTO: Mrs. Ferris shared that she will be out of the office March 17, 2017.

Set-Up Committees: Mr. Grant recommended establishing committees as allowed by the bylaws. He suggested having the following committees:

- Special Function
- Facilities
- Long-range Planning: budgeting

Mr. Dunleavy said it may be a struggle to have enough people to serve on multiple committees, suggesting maybe one committee could work on the Emery Park open house. Mrs. Ferris said the commission had committees years ago but dissolved them because they did not work.

The next Kent Park and Recreation Commission meeting is March 20, 2017 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 8:10 p.m.


Lesly Ferris, Director

Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and/or corrections.

Park and Recreation Director's Report

February 2017

From the January 2017 meeting:

- I mailed contracts to summer staff as approved by the commission. We have received Camp Kent Director Kevin Kalach's signed contract.
- I emailed commissioners updated proposed requirements regarding the boy scouts use of Emery Park for camping after doing volunteer work at the park.
- I notified Greenwoods and Bartlett that the commission has approved their respective proposals for work at Emery Park.
- I have advertised the commission alternate seat vacancy. We received one email of interest from James Mauri, which I have forwarded to the commission.

From the director:

After-School Program: The weather has impacted our program participation for much of early February. The snow days will be made-up in June but there also were some early dismissal days and day when after-school programs were canceled. The youngsters assisted the Kent Scholarship Committee's Chocolate Fest by putting decorations on the to-go bags. The youngsters also decorated magnetic hearts for the Valentine's Day luncheon at the Kent Senior Center. The staff continues to do a great job. On a related note, the Region One calendar for 2017-18 calls for the addition of four more early dismissal days to accommodate teacher professional development. I received several phone calls from local and regional administrators asking if the After-School Program would/could be available on those early dismissal days, which it is not. We would not have staff to cover the program at 1 p.m. and we currently do not have use of the school building on early dismissal days.

Seniors: The January outing was canceled due to inclement weather. This month we will be visiting the Connecticut Flower Show in Hartford. I have made arrangements for trips to Woodbury Pewter Outlet Factory in Woodbury in March and for a tour of the Carousel Museum in Bristol in May. I am working with the public and private schools and the New Milford VNA on an observance of National Walking Day April 5 at Kent Common Park's walking track. The idea is to invite students to walk with senior citizens at the park and then make this a weekly walking group. The KCS students aren't available that day, but some teachers are interested in coming to the park on other Wednesdays to walk. Marvelwood School can send a group of students that day.

Budget: I met with the Board of Selectmen this week at their request to explain the proposed increase in funding in the Park Maintenance line and the decrease in the fee program line. I explained that the proposed changes reflect actual spending in these two lines in recent years. The selectmen have been meeting with several town departments and outside agencies but have not taken action on any line items yet.

Parks: I have not received a price on the other playground proposal yet. I propose the commission look at July 1 as a possible date for open house at Emery Park. I have put the open house on the agenda so the commission can discuss ideas.

Fee Programs: The second session of Figure Skating classes has been well received. Instructor Marika Coolbeth said she is enjoying working with the youngsters and appreciates the opportunity to be involved with the program this year. A new 10-week session of Tang Soo Do class recently began. The Irish Dance Class program remains on hold perhaps until summer.

Basketball: The weather has been a factor for some of the instructional programs, and I have extended practices for another week. The NW Rec league team has a few more regular season games before post-season play begins.

Regional Recreation Directors: We met February 1 in Falls Village and discussed basketball, summer programs and set a date for the regional senior luncheon, which will be June 9. The Cornwall Rec Director came to my office where I showed her the Park and Recreation website and explained its capabilities and how we use it. Cornwall has taken a trial website program with League Athletics and noted that Kent Park and Recreation referred them. We should receive a \$100 credit off our next annual fee for this referral.

Spring Baseball: I have sent out the registration information and received two phone calls for more information and only a couple of registrations so far. Deadline is March 10.

Camp Kent: I would like to propose the commission set registration fee of \$90/week for weeks one and two at Camp Kent; \$120 for non-residents and \$115/week for weeks three through eight; \$145 for non-residents. This is an increase of \$5/week for the Club Getaway weeks and would offset costs associated with the weekly day at Club Getaway. I have placed this on the agenda.

Looking ahead ...

- Town Hall offices will be closed February 20.
- I will be out of the office February 21.

Hello Lesly

I would like to submit the following,
as an expression of my interest in
the position currently needing to be filled.
I am a resident of Kent since December 2012,
and a registered voter.

I am currently a member of the Kent School
coaching staff, and will be starting my 5th year
next month as coach of the Boys JV Tennis team.

I am also employed by the Town of New Milford,
starting my 4th year for its Parks and Rec Dept.,
teaching all the children's tennis classes from
June through November.

I am interested in the potential of becoming
a member of your P&R Dept., and enjoy
working with children.

If my education is of interest, I have a BS degree
from the UCLA School of Business, and could
provide local references.

Thank you for your consideration.

Jim Mauri

Kent Boy Scouts overnight at Emery Park

PROPOSAL

1. Kent Boy Scouts will provide certificate of liability insurance, co-insure Town of Kent and list CIRMA as second policy holder.
2. Boy Scouts may not operate any power equipment.
3. Boy scouts and parent volunteers must sign waiver for doing volunteer work in the park.
4. Regarding the overnight stay at Emery Park, Kent Park and Recreation requires the following:
 - A 1:4 parent/scout ratio will be maintained;
 - The sleeping area will be adjacent the building and swimming area;
 - Fires will be restricted to the grills and designated area for bonfire. All fires must be extinguished before leaving the park the following morning.
 - No loud noise after 10 p.m.
 - Food shall be stored in cars.
 - Garbage will be kept in cars or building overnight.
 - Scouts shall be responsible to clean up and take garbage with them.
5. Park and Recreation will provide a port-o-let unit.

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