

Kent Park and Recreation Commission  
Minutes, Monthly Meeting  
March 16, 2015

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KENT TOWN CLERK

2015 MAR 16 P 2:25

BY *Valerie Bradley TC*  
TOWN CLERK

Present: Dave Dunleavy, Mike Green, Lynn Harrington, Glen Nielsen, Jessie Rundall, director, and Leanne Ferris.

Public and Invited Guests: None

Chairman Dave Dunleavy called the meeting to order at 7:07 p.m.

Alternates: Mrs. Harrington made a motion to elevate alternate Jessie Rundall. Mr. Green seconded the motion, and the motion was approved unanimously.

Agenda: Mr. Green made a motion to approve the agenda as presented. Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Nielsen made a motion to approve the minutes of the Feb. 23, 2105 monthly meeting. Mr. Green seconded the motion, and the motion was approved unanimously.

Correspondence: Mrs. Ferris shared a thank you note she received after reading to Kent Center School third graders during Read Aloud Day.

Public and Invited Guests: None.

Director's Report: In addition to the report provided prior to the meeting, Mrs. Ferris reported participation in the new session of Tang Soo Do martial arts classes continues to be consistent with a renewed interest in the Kids Kicks class. Mrs. Ferris ordered supplies for summer camp, taking advantage of free shipping, rebate dollars and a discount, saving some \$80. Mrs. Ferris shared a conversation she had today with Cathy Thomas of the United Way regarding "Imagination Library," a program funded locally by the Kent Community Fund that provides books for free to youngsters, birth to five years old. Mrs. Ferris invited Ms. Thomas to the Easter Egg Hunt where she hopes to sign-up youngsters for the program. Mrs. Ferris offered to have forms in the Park and Recreation office and put this information on the Park and Recreation website. Mrs. Ferris also invited Ms. Thomas to summer camp registration to sign-up youngsters.

Old Business: After-School Program: Mrs. Ferris reported attendance overall has increased the past two months. The director did a cost analysis through last Friday which shows the program costs exceed the revenue by some \$90. She will continue to keep the commission updated. Mrs. Ferris noted she has been over the past two months advertising and recruiting for a counselor to work at the program as the current counselor is playing a spring sport and no longer able to work. Mrs. Ferris sent a notice to the career center at Housatonic Valley Regional High School, included notice in the town newsletter, posted the job opening on the Park and Recreation website and Facebook Page. Additionally, she contacted several high school students for their help recruiting candidates for the counselor position. She has received no applications. Mrs. Ferris said the program director's son is available to work temporarily although the Town of Kent Personnel Policy's Standard of Official Conduct #10 states: "No employee shall be in

supervisory or subordinate position to any other employee that is a member of his or her immediate family.” Mrs. Ferris had a preliminary conversation with the first selectman today regarding this situation. Mr. Dunleavy said he first would like a decision from the first selectman before the commission takes any action. Mrs. Harrington during the meeting identified a potential candidate to work at the program and Mrs. Rundall endorsed the candidate. Mrs. Ferris will speak with this person following the meeting.

Parks: Mrs. Ferris shared a discussion she had with Jim Gillespie who oversaw a timber harvest in 2005 at Emery Park. Mr. Gillespie suggests it may be time for a second timber harvest, noting there is a lot of Tree of Heaven, an invasive species, that should be cleared, and a harvest would be good to improve the health of the forest and the proceeds realized could be used to extend the trail and update the trail signage. Mr. Gillespie will attend either the April or May meeting to speak with the commission.

2014-15 Budget: Mrs. Ferris forwards email copies of the budget reports from the town treasurer. There was no new discussion.

2015-16 Budget: Mrs. Ferris reported she attended the March 13, 2015 special Board of Selectmen’s meeting. Mrs. Ferris shared her personal concerns about the commission’s proposed salary request for the director not being reflected in the budget draft as well as concerns about how another town employee received additional compensation in both the proposed salary line and in the current clerk line. The director said the first selectman would be presenting the budget draft to the Board of Finance March 17, adding there have been no changes to the Park and Recreation Commission’s request other than the director salary line, which was reduced to a 3% increase.

Baseball coaches meeting follow-up: Two coaches will meet Mrs. Ferris March 20 to inventory baseball equipment and create a list of needed equipment. Mrs. Ferris will put up the signs that advertise the need for baseball coaches and officials once more of the snow melts. Mrs. Ferris said she would be putting a notice in the April selectman’s newsletter about the need for someone to prepare the baseball field for games. Mr. Nielsen and Mr. Dunleavy said they may be interested in donating their time for this task.

Basketball program follow-up: Mrs. Ferris reported the basketball season ended March 7 with the annual awards ceremony for Adams League teams. Mrs. Ferris said several parents thanked her for the program, noting how much they appreciate the program. The commission consensus is to solicit feedback from parents and coaches through email. Mr. Dunleavy said he personally feels the basketball program should meet the needs of any child who wants to play. Mr. Green questioned why Mr. Dunleavy would want feedback if he feels the program should remain as it is. Mr. Dunleavy said the commission might get feedback on how to improve the program, saying he feels it is good to know the thinking of parents and coaches. Mr. Dunleavy and Mrs. Ferris will work together on the questions.

Summer Employees: Mrs. Ferris reported she met today with head lifeguard Kiera Bisenius to review the job applications received from last year’s lifeguards. Mrs. Ferris shared her recommendations for hire (attached). Mr. Green made a motion to hire Grace Herde, Jack Makris and Shannon Zidack as Emery Park lifeguards for the summer 2015 season to work 35-40 hours/week at hourly salary of \$11. Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Summer Concerts: Mrs. Ferris shared information she received from Sharon Rec director Matt Mette regarding a summer concert series (attached). The consensus is to work with The Kent and the Kent Chamber of Commerce regarding funding, to keep the program “simple” and work toward offering three concerts this summer. Mr. Green will speak with Joe Bouchard, and Mr. Dunleavy will contact the Chamber.

New Business: Director PTO: Mrs. Ferris requested April 13-17, 2015 as paid time off days. Mrs. Harrington made a motion to grant Mrs. Ferris PTO days April 13-17, 2015. Mrs. Rundall seconded the motion, and the motion was approved unanimously.

Emery Park Pool Cleaning Proposal: Mrs. Ferris shared a proposal for cleaning of the Emery Park swimming area from the Harwinton Swim Pool Co., which did the work in 2014. Mrs. Ferris noted the proposal is the same cost as last year. Mrs. Harrington made a motion to accept the proposal, dated March 13, 2015, from Harwinton Swim Pool Co. for the opening of the swimming area at Emery Park in the amount of \$5,565. Mrs. Rundall seconded the motion, and the motion was approved unanimously. Mrs. Ferris will speak with the road crew foreman about removal of the sludge.

The next Park and Recreation Commission meeting is April 20, 2015 at 7 p.m. Mrs. Rundall made a motion to adjourn the meeting at 8:03 p.m.



Lesly Ferris  
Director

# Kent Park and Recreation

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Lesly Ferris, Director  
P.O. Box 678  
41 Kent Green Boulevard  
Kent, CT 06757-0678

Telephone 860-927-1003  
Fax 860-927-1313  
parkandrec@townofkentct.org  
www.kentctparkandrecreation.com

To: Park and Recreation Commission

From: Lesly Ferris



Date: March 16, 2015

Re: Lifeguard hires

I met with Emery Park Head Lifeguard Kiera Bisenius today concerning the summer 2015 lifeguard staff. I wish to recommend to the commission the following hires for summer 2015 lifeguards; salaries would be contingent upon successful approval of the 2015-16 budget proposal:

Grace Herde: lifeguard, \$11/hour  
Jack Makris: lifeguard, \$11/hour  
Shannon Zidack: lifeguard, \$11/hour

Additionally, the commission would advertise for a fifth lifeguard to work part-time hours to cover gaps in the schedule and/or to fill-in for a guard. Also, we need to identify a swim lesson instructor.

Thank you.

## Summer Concert Series

### Sharon Rec

- 6 dates
- \$500/band maximum
- Power on green provided for amp
- Acts bring own stage/carpet/tent
- “No frills”
- Put out garbage can/bag
- Same night/time
- Thursday, 6-8 p.m.
- Put up signs
- Do not cancel for weather: if band shows and doesn't play = pay half

# Harwinton Swim - Pool Co. Inc.

339 East Main St.  
Torrington, CT. 06790  
860-482-7530

Attention: Lesly Ferris, Director

March 13, 2015

The Town of Kent  
Kent Park and Recreation  
P.O. Box 678  
41 Kent Green Boulevard  
Kent, CT 06757-0678  
Tax # 06-6002020

BID FOR OPENING SWIMMING AREA  
EMERY PARK, 42 SEGAR MOUNTAIN ROAD, KENT, CONNECTICUT

Drain and pump out remaining water in the swimming area.

Power wash and clean the pool walls and floor.

Remove the sand from the pool floor.

Rototilling and/or raking the beach sand. \$5,565.00

If you would like the remaining sludge removed. It will be an additional cost of \$2,600.00 The sludge will be taken of site and disposed of in sewage plant

Respectfully submitted,

*William L. Celadon*

William L. Celadon

Lesly Ferris, Director  
Kent Park and Recreation

*Director's Report*  
*March 2015*

From the February monthly meeting:

- I shared with Bruce Adams the commission's acceptance of the proposal for the clay and conditioner for the playing fields and asked him to let the commission know if there would be any savings by doing this work at the same time as the season opening work.
- I met with Jim Mauri, and we set dates and times for adult and youth tennis lessons for the summer (attached).
- I gathered information regarding summer concert series which we can discuss at the meeting (attached).
- I wrote to Debra Van Keuren and shared with her that the commission has accepted her letter of resignation and thanked her for her service and dedication to the After-School Program. She let me know that she appreciates the letter.

From the director:

**After-School Program:** February's monthly attendance exceeded that of February 2014. Dawn Moore is doing a good job – she pays attention to the details of the job. She has reorganized the supply closet. She interacts with the youngsters – badminton is a new favorite of everyone and this activity helps to pass the cold afternoons. I continue to bill the families who have balances from last year's program – one of these families contacted me this week and I expect to receive a payment early next week.

**Seniors:** The senior newsletter went in the mail Feb. 27, one day before our (internal) deadline for mailing. Leah Pullaro and I are pleased with the product and have created an email contact list for those who wish to receive the newsletter electronically, which will reduce costs and time. There will be a luncheon in observance of St. Patrick's Day March 11 at the Senior Center. The Friday senior lunches resume March 20 when Joyce Kearns and I will be cooking lunch. I am meeting with the New Milford VNA next week to set-up some programs for the coming year. The March dinner at New Milford Hospital was canceled due to weather. The monthly senior outing is a trip to the Timex Museum in Waterbury March 24.

**Budget:** I have emailed you the most recent budget reports received from the Town Treasurer. The Board of Selectmen held a budget workshop March 6 and has a second one scheduled March 11. The board continues to gather information and hasn't made any decisions on proposals. I will keep you informed of any decisions that pertain to Park and Recreation.

**Parks:** I have requested a proposal for the cleaning of the Emery Park swimming area from the company we used last year and expect to have that bid before the March meeting. I have placed this item on the meeting agenda.

**Ice Skating:** The Sunday afternoon skating program at South Kent School concluded Feb. 22. I have sent letters of appreciation to Kent and South Kent Schools. I have created an email contact list of the people who purchased a park pass (resident, non-resident and day pass) so I can contact them about purchasing a pass and to share any changes in the skating schedule. We again exceed the projected revenue for park pass sales.

**Fee Programs:** The new session of Tang Soo Do class began Feb. 23. A few students returned to the program who hadn't come for a couple of sessions and most of the other students returned from last session. I continue to be very pleased with the ongoing interest in this program. Instructors Keith and Theresa are great with whom to work, and we maintain good communication, especially this winter with the changes in class schedule due to weather.

**Basketball:** The basketball programs finish this week. Adams League will have its final games March 7 with the awards' ceremony in between the two games.

**Baseball:** I have sent out registration for spring baseball programs.

**Hotshot Contest:** The state contest is March 28. Three Kent youngsters qualify to participate at the state level.

**Regional Recreation directors:** The four of us met this month. The spring regional senior luncheon is June 5 at The Grove in Salisbury. We are working on identifying a lunch provider. There will be two summer soccer camps in Sharon that are open to the region's youngsters. I will be sharing the Sharon Lego Camp flyer with Kent families. We have not had a sufficient registration for this camp in several years.

**Summer Employees:** I have received another application for a returning lifeguard. I received a signed contract from camp director Kevin Kalach. Our second camp counselor will let us know by March 31 if he will be returning. Meanwhile, I have had an inquiry about the need for camp counselors and have sent out one application.

**Summer Programs:** I have updated the website and put information regarding summer programs on the site. Currently there is information, as well as flyers and registration forms, for Hoop-it-Up Basketball's June and August programs, Blue and Gold Camps (sports camps offered through Housatonic Valley Regional High School), tennis lessons, two soccer camps that will offered in Sharon. I will post information about Camp Kent once the last day of school is more certain. I am working on a flyer that has general information about each of these programs that I email to families.

**PTO:** I will be requesting Paid Time Off days April 13-17, 2015, which is the school vacation week.

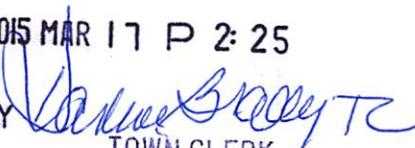
Looking ahead ...

- The Easter Egg Hunt is March 28; inclement weather date is April 4.
- The State Hotshot Contest is March 28.

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