

Kent Park and Recreation Commission  
Minutes, Special Meeting  
May 22, 2019

RECEIVED FOR RECORD  
KENT TOWN CLERK

2019 MAY 28 A 8:59

BY *Deirdre Tracy*  
TOWN CLERK

**Present:** Blythe Everett, Lynn Harrington, Trisha McMahon, Abigail Smith Hanby, Lesly Ferris, director.

**Public and Invited Guests:** None.

Chairman Lynn Harrington called the special meeting to order at 5:35 p.m.

**Elevation of Alternate:** Mrs. Harrington made a motion to elevate alternate Trisha McMahon. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

**Acceptance of Agenda:** Mrs. Everett made a motion to accept the agenda as presented. Ms. McMahon seconded the motion, and the motion was approved unanimously.

**Acceptance of Minutes:** Ms. McMahon made a motion to approve the minutes of the April 22, 2019 monthly meeting. Mrs. Everett seconded the motion, and the motion was approved unanimously.

**Correspondence:** Mrs. Ferris shared email correspondence from Caralee Rochovansky of the Kent Volunteer Fire Department, requesting use of the parking lot at Kent Common Park for overflow parking, if need, for the Firemen's Ball. The commission consensus is to grant permission, stipulating that parking must be in the lot only (not on the grass).

**Public and Invited Guests:** No one was present.

**Director's Report:** In addition to the written report sent to the commission prior to the meeting (attached), Mrs. Ferris reported dog obedience class begins next week. There is a class on FOI tomorrow evening at Town Hall that she will be attending. She has registered for a CRPA quarterly in June on "active shooter situation." Mrs. Ferris noted this is a topic of conversation with the summer staff each year.

**Old Business: After-School Program:** Mrs. Ferris said she the commission can discuss the director position for the 2019-2020 school year at the June meeting. She has begun advertising for program counselors for next year as neither of the present counselors are planning to return.

**Parks: Emery Park projects:** Mrs. Harrington suggested waiting to discuss the parks until the June meeting when commissioner John Grant would be present. Ms. Smith Hanby questioned continuing to put money into the Emery Park swimming area, saying she does not feel it is worth's the Town's money. She suggested putting aside the funds used for maintenance of the swimming area and lifeguard salaries for other proposed projects. Mrs. Ferris said she has spoken with Billy McCann of Haymore Services who was hired to clean the swimming area, and he can repair the steps and cracks for under \$300 additional cost. Mrs. Ferris read a message she received from Mr. Grant, regarding the swimming area: "The pool is in the process of being

cleaned after the weather gets better. Because of time constraints and no other plans in place for an alternative swimming area our only choice is to repair the stairs and patch any loose cement before the camp starts. As of now the pool is an integral part of the camp, it's a cooling station for those hot summer days. The cost to repair the stairs is minimal at best and I vote to have them done." Mrs. Everett commented that lifeguards already have been hired, adding she feels it's a bit late to change for this year, and the commission should have the time to discuss the future of the swimming area. Mrs. Ferris explained municipal budgeting practices, noting the commission couldn't "save" the money for expenditures associated with the swimming area in a separate account. Projects would need to go into the Town's Five-Year Capital Plan for funding. Ms. Smith Hanby said a need for funds for the proposed master plan is a point of frustration for her.

**Five-Year Capital Plan:** Mrs. Ferris said the commission should consider putting funds for painting of the tennis courts into the Five-Year Capital Plan when they comes up during the next budget season.

**Sports Programs follow-up: Baseball programs:** There was no discussion.

**2018-2019 Budget:** There was no discussion.

**Commission vacancy:** Mrs. Ferris forwarded to the commission an email from Michael Perkins, who expressed an interest in being considered for the open member slot on the commission (attached). Mrs. Everett made a motion to appoint Michael Perkins to fill an unexpired three-year seat on the Kent Park and Recreation Commission until January 20, 2022. Ms. McMahon seconded the motion, and the motion was approved unanimously.

**Summer Concert Series follow-up:** Mrs. Ferris reported she met with George Potts and Ms. McMahon regarding publicity and signage for the summer concert series. Ms. McMahon said she has solicited three sponsors to date for the concerts: Kent Lions Club, Kent Mobil and High Watch at \$500 each. She anticipates getting two more. Mrs. Everett said Marvelwood School could be a sponsor.

**2019-2020 Budget Proposal:** Mrs. Ferris said the Town approved the 2019-20 spending plan last Friday evening.

**Proposed Summer Employee Hirings:** Ms. Smith Hanby made a motion to hire Abigail Coolbeth as a lifeguard, subject to successful completion of lifeguard certification course, and Justine Lago as a camp counselor for summer 2019. Ms. McMahon seconded the motion, and the motion was approved unanimously.

**New Business: Library Carnival August 31, 2019:** Mrs. Ferris said the event, geared to children, will take place again this summer. The library invites Park and Recreation to participate by either hosting a children-related activity or by making a monetary donation. Ms. McMahon said Park and Recreation could use this as a PR opportunity, as well. The director will put this on the June meeting agenda.

**Funding for advertising for landscape architect:** Ms. Smith Hanby said she hopes the subcommittee will have the RFP ready to send to the commission before the June meeting. She said the committee proposes advertising in the Waterbury Republican, Lakeville Journal, Greater New Milford Spectrum and the CT Society of Landscape Architects. Ms. McMahon suggested using Indeed.com. It also could go in the Selectman's newsletter. Mrs. Ferris will work on getting advertising rates.

**Emery Park Open House:** Mrs. Ferris said the open house usually takes place the last week in June which this year coincides with the first of the summer concerts. The commission agreed not to have the open house at the end of June and to discuss an alternate date.

The next Park and Recreation Commission meeting is June 10, 2019 at 7 p.m. Mrs. Everett made a motion to adjourn the meeting at 6:05 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.*

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BY

*Nancy Sweeney*  
TOWN CLERK

## **Park and Recreation Director's Report**

### **May 2019**

*From the April 2019 meeting:*

- I sent memo to the Board of Selectmen regarding the Park and Recreation director's job description and the commission's action on the topic at the meeting. I was unable to attend the Selectmen's meeting but am told the board is waiting until after the budget vote to take any action.
- John Grant reports the Arbor Day event was not well attended – the weather was very rainy. I will put a note on the calendar to put this on the meeting agenda well in advance next year as John notes there is interest on the part of other town groups to hold a joint event.
- I mailed signed contract to Haymore Services for the cleaning of the Emery Park swimming area, as approved by the commission.
- I have put the August 31, 2019 library carnival on the agenda as discussed at the meeting.
- I notified Kevin Dolan of Music Associates that Kent Park and Recreation would not be going forward with offering his music program due to lack of sufficient registration.
- I have put on the agenda the Parks' Master Plan subcommittee's request for money for advertising for a landscape architect.

*From the director:*

**After-School Program:** The last day of the program for the current school year will be June 13. Both of the program counselors will not be returning next year so there are openings for program counselors. The April invoices went out and parents/guardians and the staff and school have been informed about the program's last day. Meanwhile, attendance continues to remain steady and ahead of the prior school year's.

**Budget/Five-Year Capital Plan:** Reminder the annual budget vote is May 17 at 7 p.m. The Board of Finance did not make any changes to the budget proposals following the May 3 budget hearing. The commission should include painting of the tennis courts when we do Five-Year Capital Plan requests in the late fall/early winter.

**Parks:** The Inland Wetlands permit was filed for the repair of the pipe at the stream at the entrance to Kent Common Park. That commission will take action on the application at its May meeting. Port-o-lets have been delivered to both parks. I have ordered new straps for the tennis courts. I am ordering the processed gravel for the pathway at Emery Park. I spoke with John Grant about the pool work about which he sent pictures to the commission and the commission can discuss at the meeting.

**Fee Programs:** The new session of Tang Soo Do began. Beginning Dog Obedience Classes will start in late May.

**Regional Recreation Directors:** We met May 3 where we talked about baseball programs, the future of sports programs and how we might tailor programs to meet the declining numbers of potential participants and the regional senior luncheon, June 7 in Lakeville.

**Sports Programs:** The farm and Minor Little League programs are comprised of players from Cornwall, Kent and Sharon. The rainy weather has definitely had an impact on practices and games as the season is getting started. The kindergarten and first grade programs also are meeting weekly. The first grade program took a week longer to get going because there weren't volunteers to run the program and now there are several parents who are helping. Home games for the Farm and Minor League teams are being played in Cornwall and Kent (two each for each team). There are coaches from Cornwall and Kent helping with both teams, as well.

**Senior Activities:** I had to cancel the April senior outing and will reschedule that trip. The first Goodspeed trip went smoothly. There was a Cinco de Mayo lunch on May 6 and Mother's Day luncheon May 8 at the Senior Center. A Memorial Day luncheon is planned May 22. The Friday Senior Lunch program ends May 24 for this school year. The senior art group has finished meeting at the senior center until next fall.

**Summer Staff:** We will be interviewing applicants for lifeguard and camp counselor positions May 15, starting at 5:45 p.m. in Town Hall. My goal would be to have recommendations to bring to the May commission meeting.

**Camp Kent:** Registration opens May 15 at 9 a.m. I have printed out the forms and they will be available in the office and online. Families can register via email, phone or in-person. I have already sent out a flyer through Kent Center School and am emailing a reminder to families who attended last year. The camp staff agreed to try to streamline the drop-off process by having one staff member in the upper parking lot in the morning to take sign-in of campers. The staff and I developed weekly themes, some of which are based on the field trips, and will have daily activities/themes around the weekly that we will give to families each week.

**Summer Programs:** I am advertising the Slamma-Jamma basketball camp, Summer with Shakespeare Camp that was offered last year but didn't get sufficient interest as well as other regional programs. I have shared the basketball camp and theater camp with the other regional recreation directors. I hope to meet with George Potts and Trisha McMahon over the next week or so to plan advertising campaign for the summer concert series.

**Commission vacancy:** We have received one letter of interest to fill the commission vacancy and there may be at least one more coming. I will email you the letter with the meeting notice.

**Looking ahead ...**

- Town Hall offices are closed May 27.



Michael Perkins  
53 Anderson Acres Rd  
Kent, CT 06757

May 3<sup>rd</sup>, 2019

Kent Park and Recreation Commission  
P.O. Box 678  
Kent, CT 06757  
[parkandrec@townofkentct.org](mailto:parkandrec@townofkentct.org)

Dear Kent Park and Recreation Commission,

I am writing to express my interest in being considered to fill the open member slot in your commission.

I am a resident of Kent, living at 53 Anderson Acres Rd.

Below is a summary of my relevant experience which I believe would make me a valuable contributing member of the commission:

2005 - Manager, Washington Club Tennis Courts, Washington, CT  
2005 - 2007 - Captain, Babson College Varsity Tennis, Wellesley, MA  
2006 - 2007 - Teaching Professional, Wellesley Country Club, Wellesley, MA  
2009 - 2012 - Corporate League Basketball Coordinator, CRA International, Boston, MA  
2013 - 2015 - Tennis Club Director, UCLA Anderson, Los Angeles, CA  
2017 - Present - Basketball Coach, Washington Montessori School, Washington, CT

Thank you for your consideration.

Sincerely,

Michael Perkins