

Kent Park and Recreation
Minutes Feb. 24, 2020 Meeting

Present: Blythe Everett, John Grant, Lynn Harrington, Trisha McMahon, Michael Perkins, Abigail Smith Hanby, director Lesly Ferris.

Public & Invited Guests: Benjamin Ferris.

Chairman Lynn Harrington called the monthly meeting to order at 7:01 p.m.

Elevation of Alternates: Mr. Grant made a motion to elevate alternate Trisha McMahon. Abigail Smith Hanby seconded the motion, and the motion was approved unanimously.

Acceptance of agenda: Ms. Smith Hanby made a motion to approve the agenda as submitted. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes of January 27, 2020 monthly meeting and February 12, 2020 special meeting: Mr. Perkins made a motion to approve the minutes of the January 27, 2020 monthly meeting and the February 12, 2020 special meeting. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Correspondence: Ms. Ferris read an email from commissioner Sarah Adams in which she tendered her resignation from the commission. Ms. McMahon made a motion to accept Sarah Adams' resignation from the Park and Recreation Commission. Mrs. Everett seconded the motion, and the motion was approved unanimously. The commission consensus is it would be interested in hearing Ms. Adams' thoughts on sports programs. Ms. Ferris will contact commissioner Jennifer Calhoun to ask if she would like to become a full member and will post on the Town websites the vacancy.

Public and Invited Guests: No comments.

Director's Report: In addition to the written report provided prior to the meeting (attached), Ms. Ferris reported:

- She will provide a report and recommendations on the basketball programs in March.
- The Easter Egg Hunt is April 4; inclement weather date is April 11. The Easter Bunny will be in attendance, and there will be refreshments and special prizes.
- She completed a needs assessment for Middle School youth summer programming survey from the Berkshire Taconic Foundation.
- The Chamber of Commerce is hosting a Daffodil Festival April 16-30. Ms. Ferris noted there are daffodils planted in the Memory Garden at Kent Common Park. She will share the chamber's information with the commission.

Old Business: After-School Program: Ms. Ferris again thanked the substitute directors who have been covering the program. She noted the program director is expected to return March 3.

Parks: Emery Park projects: Mr. Grant noted there is a fungi attacking the trees in the park,

RECEIVED FOR RECORD
TOWN CLERK

2020 FEB 25 A 10:42

BY

TOWN CLERK

noting it is happening everywhere and may be weather related. He suggested waiting to see what happens.

Kent Common Park: Mr. Grant noted the leaves need to be raked on the side of the tennis court before the power washing is completed on the courts. Ms. Ferris noted the playgrounds at both parks have been power washed as well as the pavilion and the Emery Park water slide. Ms. Ferris said she has notified the tree companies that bid on the tree work the status of their proposal. She said Sawing High Climbers contacted her to say it expects to begin work in the near future. Ms. Ferris noted she informed them Park and Recreation would need a certificate of insurance before work begins.

Parks' Master Plan Subcommittee: follow-up, next steps: Ms. Ferris and Ms. Harrington met with the Board of Selectmen February 14, 2020 to discuss the Park and Recreation budget request for 2020-21. Ms. Ferris noted the following from that meeting:

- The first selectman requested a list of programs and the number of participants for the past two years for Park and Recreation programs that utilize the playing fields.
- The first selectman requested a formal CIRMA annual inspection of the playgrounds.
- The selectmen asked for a review of the lease with Kent School to clarify who has jurisdiction over the Kent Center School playground.

Regarding Park and Recreation's request for a one-time allocation of up to \$6,000 to help fund the Parks' Master Plan as proposed by Studio Park Ave:

- The project needs to go out to bid.
- Selectman Chris Garrity suggested Park and Recreation develop a mission statement, decide who Park and Rec wants to be and what is Park and Recreation and come back to the selectmen.
- Consult the Town's Plan of Conservation and Development.

Ms. McMahon and Ms. Smith Hanby voiced support and interest in seeing a "Friends of the Park" group created. Ms. Smith Hanby said she feels the Parks' Master Plan would address the parks, be a great benefit and help to capitalize on the parks' resources. Mr. Grant again suggested a logging operation at Emery Park, which could generate some funds. Ms. Ferris reminded the commission that any funds realized from such an operation are "Town" funds, and the commission would have to request use of such funds. The commission agrees it could write a mission statement. Mrs. Everett asked if other Town departments have to jump through such hoops. The commission consensus is to move forward with the Parks' Master Plan RFP. Ms. Ferris recommended the commission create a mission statement, put the RFP out to bid and the commission go to the Board of Selectmen with an update. Ms. Smith Hanby and Ms. Ferris will work on the mission statement, and this will be on the commission's March meeting agenda. The commission also recommended sending again the Parks' Master Plan RFP to the Board of Selectmen.

Five-Year Capital Plan: Ms. Ferris noted the Board of Selectmen has the capital plan on its

special meeting agenda February 25, 2020 at 9 a.m. Mr. Grant said he will be at that meeting. Ms. Ferris reiterated the commission is seeking capital funds for painting of the tennis courts.

Sports Programs follow-up: basketball, baseball: Ms. Ferris said basketball programs are finishing up the season, and she will have a report on basketball at the March meeting. The tryout schedule for the new regional charter Little League program will go out this week. Ms. Ferris will be sending out registration information for the other baseball programs in the coming two weeks. Mrs. Harrington gave an update on the proposed regional Middle School Sports Programs and Activities, noting the fund for the programs would go in each Town's education budget.

2019-2020 Budget: Ms. Ferris provided the January 2020 Park and Recreation budget report (attached).

Halloween Bash 2020: There was no new report.

Playing field subcommittee report: Ms. Ferris said she plans to meet with the subcommittee to schedule the spring field work. She noted the budget request for the playing fields that includes the clay and conditioner won't be funded until July 1, assuming the budget request is approved.

Rob Zombie Event proposal follow-up: Ms. Ferris will contact Mr. Zombie's office when she returns to work about a date for a 2020 event.

Summer Concert Series bands: Ms. Ferris shared a list of bands for the 2020 concert series (attached). The commission consensus is the schedule looks good. Ms. Ferris noted the Board of Selectmen has approved the use of the Town Hall lawn for the concerts. Ms. McMahon suggested having a page on the Park and Recreation website for the summer concerts that would include a link to each band's music. Ms. Ferris said she will bring some marketing ideas to the next meeting.

New Business: Kent Land Trust Trails Day proposal: Ms. Ferris read an email request from Melissa Cherniske on behalf of the Kent Land Trust for a joint event with Park and Recreation June 6 at Emery Park for National Trails Day. The commission consensus is the park trail is available for an event, but commissioners aren't able to commit their time to this date at this point. Ms. Ferris will follow-up with Ms. Cherniske.

Summer 2020 lifeguards: recruitment: Ms. Ferris noted she has begun advertising for lifeguards and welcomes suggestions, ideas to help identify potential lifeguards. It was noted that area towns are paying \$15/hour this summer for lifeguards.

The next Kent Park and Recreation Commission meeting is March 16, 2020 at 7 p.m. Mr. Grant

made a motion to adjourn the meeting at 8:12 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.

TOWN OF KENT
Park and Recreation by month
 July 2019 through January 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	TOTAL
Ordinary Income/Expense								
Income								
132-800 · Park & Recreation	0.00	0.00	250.00	250.00	345.00	0.00	0.00	845.00
132-810 · Park & Rec Pass	35.00	0.00	355.00	0.00	0.00	460.00	260.00	1,110.00
132-820 · Park & Rec Sports	0.00	0.00	890.00	0.00	135.00	4,298.00	0.00	5,323.00
132-830 · Park & Rec Classes	177.50	169.60	0.00	0.00	437.20	0.00	231.30	1,015.60
132-840 · Park & Rec Enrichment	0.00	0.00	1,298.00	804.00	1,384.50	1,670.00	1,548.00	6,704.50
132-850 · Park & Rec Enrichment Camp	6,163.00	2,631.00	5,082.50	64.00	0.00	0.00	0.00	13,940.50
132-860 · Bus Trips & Programs	95.00	0.00	0.00	285.00	0.00	0.00	0.00	380.00
Total Income	6,470.50	2,800.60	7,875.50	1,403.00	2,301.70	6,428.00	2,039.30	29,318.60
Gross Profit	6,470.50	2,800.60	7,875.50	1,403.00	2,301.70	6,428.00	2,039.30	29,318.60
Expense								
E · Recreation								
023-000 · PARK & REC								
Compensation								
023-101 · Salary Director	3,994.32	4,992.90	3,994.32	4,992.90	3,994.32	3,994.32	4,992.90	30,955.98
023-102 · Hourly Employees	8,077.75	10,916.25	1,037.26	1,359.64	1,326.14	1,116.76	1,100.05	24,933.85
023-996 · Health	3,118.41	1,131.82	1,135.97	1,066.77	1,095.57	1,095.57	1,072.22	9,716.33
023-997 · Pension	0.00	0.00	660.66	0.00	0.00	660.66	0.00	1,321.32
023-998 · Social Security	916.09	1,208.24	375.79	476.22	399.62	382.18	435.82	4,193.96
Total Compensation	16,106.57	18,249.21	7,204.00	7,895.53	6,815.65	7,249.49	7,600.99	71,121.44
Department Operations								
023-201 · Supplies	0.00	5.28	27.18	112.83	0.00	0.00	41.98	187.27
023-202 · Postage	0.00	6.30	0.00	0.00	0.00	0.00	330.00	336.30
023-204 · Mileage	0.00	0.00	0.00	0.00	0.00	269.12	0.00	269.12
023-419 · Park Maintenance	48.71	238.58	930.47	375.84	0.00	120.00	1,800.00	3,513.60
023-422 · Fee Programs	1,649.11	1,367.76	278.18	719.97	1,090.17	3,735.65	265.91	9,108.75
023-501 · Telephone	51.45	0.00	0.00	5.30	0.00	0.00	0.00	56.75
023-502 · Electric	100.45	156.69	122.71	130.62	102.75	88.30	88.45	789.97
023-504 · Water/Sewer	459.20	243.92	406.24	308.56	0.00	0.00	0.00	1,417.92
Total Department Operations	2,308.92	2,018.53	1,764.78	1,653.12	1,192.92	4,213.07	2,526.34	15,677.68
Professional Development								
023-450 · Dues	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
023-451 · Conferences	0.00	420.00	0.00	0.00	0.00	0.00	0.00	420.00
Total Professional Development	105.00	420.00	0.00	0.00	0.00	0.00	0.00	525.00
Total 023-000 · PARK & REC	18,520.49	20,687.74	8,968.78	9,548.65	8,008.57	11,462.56	10,127.33	87,324.12
Total E · Recreation	18,520.49	20,687.74	8,968.78	9,548.65	8,008.57	11,462.56	10,127.33	87,324.12
Total Expense	18,520.49	20,687.74	8,968.78	9,548.65	8,008.57	11,462.56	10,127.33	87,324.12
Net Ordinary Income	-12,049.99	-17,887.14	-1,093.28	-8,145.65	-5,706.87	-5,034.56	-8,088.03	-58,005.52
Net Income	-12,049.99	-17,887.14	-1,093.28	-8,145.65	-5,706.87	-5,034.56	-8,088.03	-58,005.52

TOWN OF KENT
Park and Recreation **Actual vs. Budget**
July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
132-800 · Park & Recreation	845.00	250.00	595.00
132-810 · Park & Rec Pass	1,110.00	3,000.00	-1,890.00
132-820 · Park & Rec Sports	5,323.00	3,500.00	1,823.00
132-830 · Park & Rec Classes	1,015.60	500.00	515.60
132-840 · Park & Rec Enrichment	6,704.50	11,000.00	-4,295.50
132-850 · Park & Rec Enrichment Camp	13,940.50	13,000.00	940.50
132-860 · Bus Trips & Programs	380.00	750.00	-370.00
Total Income	<u>29,318.60</u>	<u>32,000.00</u>	<u>-2,681.40</u>
Gross Profit	29,318.60	32,000.00	-2,681.40
Expense			
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	30,955.98	51,926.00	-20,970.02
023-102 · Hourly Employees	24,933.85	45,454.00	-20,520.15
023-996 · Health	9,716.33	16,090.00	-6,373.67
023-997 · Pension	1,321.32	2,596.00	-1,274.68
023-998 · Social Security	4,193.96	7,450.00	-3,256.04
Total Compensation	<u>71,121.44</u>	<u>123,516.00</u>	<u>-52,394.56</u>
Department Operations			
023-201 · Supplies	187.27	400.00	-212.73
023-202 · Postage	336.30	385.00	-48.70
023-204 · Mileage	269.12	700.00	-430.88
023-419 · Park Maintenance	3,513.60	16,000.00	-12,486.40
023-422 · Fee Programs	9,106.75	13,000.00	-3,893.25
023-501 · Telephone	56.75		
023-502 · Electric	789.97	900.00	-110.03
023-504 · Water/Sewer	1,417.92	1,350.00	67.92
Total Department Operations	<u>15,677.68</u>	<u>32,735.00</u>	<u>-17,057.32</u>
Professional Development			
023-450 · Dues	105.00	100.00	5.00
023-451 · Conferences	420.00	550.00	-130.00
023-452 · Training	0.00	100.00	-100.00
Total Professional Development	<u>525.00</u>	<u>750.00</u>	<u>-225.00</u>
Total 023-000 · PARK & REC	<u>87,324.12</u>	<u>157,001.00</u>	<u>-69,676.88</u>
Total E · Recreation	<u>87,324.12</u>	<u>157,001.00</u>	<u>-69,676.88</u>
Total Expense	<u>87,324.12</u>	<u>157,001.00</u>	<u>-69,676.88</u>
Net Ordinary Income	<u>-58,005.52</u>	<u>-125,001.00</u>	<u>66,995.48</u>
Net Income	<u><u>-58,005.52</u></u>	<u><u>-125,001.00</u></u>	<u><u>66,995.48</u></u>

TOWN OF KENT
Park and Recreation Detail
January 2020

Type	Date	Num	Name	Memo	Amount
E · Recreation					
023-000 · PARK & REC					
Compensation					
023-101 · Salary Director					
Pay...	01/02/2020	DirDep	Ferris (DirDep), Lesly		998.58
Pay...	01/09/2020	DirDep	Ferris (DirDep), Lesly		998.58
Pay...	01/16/2020	DirDep	Ferris (DirDep), Lesly		998.58
Pay...	01/23/2020	DirDep	Ferris (DirDep), Lesly		998.58
Pay...	01/30/2020	DirDep	Ferris (DirDep), Lesly		998.58
Total 023-101 · Salary Director					4,992.90
023-102 · Hourly Employees					
Pay...	01/16/2020	DirDep	Hammond (DirDep), ...		140.63
Pay...	01/16/2020	DirDep	Leach (DirDep), Meg...		48.13
Pay...	01/16/2020	DirDep	Raftery (DirDep), Elle...		84.38
Pay...	01/16/2020	DirDep	Vizzari (DirDep), Sus...		63.00
Pay...	01/17/2020	DirDep	Everett (DirDep), Mar...		144.50
Pay...	01/23/2020	DirDep	Everett (DirDep), Mar...		97.75
Pay...	01/23/2020	DirDep	Hammond (DirDep), ...		112.50
Pay...	01/23/2020	DirDep	Leach (DirDep), Meg...		109.38
Pay...	01/23/2020	DirDep	Raftery (DirDep), Elle...		56.25
Pay...	01/30/2020	DirDep	Hammond (DirDep), ...		112.50
Pay...	01/30/2020	DirDep	Raftery (DirDep), Elle...		112.50
Gen...	01/31/2020	45189	Everett, M		18.53
Total 023-102 · Hourly Employees					1,100.05
023-996 · Health					
Bill	01/03/2020	7934900194	Anthem BCBS	L Ferris - Health Insurance - January 2020	1,149.32
Bill	01/03/2020	TM05728703 0012	Metlife Small Busine...	L. Ferris - Dental Insurance Premium - January 2020	56.00
Bill	01/03/2020	TM05580707 0009	Metlife Small Busine...	L. Ferris - Life Insurance Premium - January 2020	5.45
Bill	01/21/2020	TM05580707	Metlife Small Busine...	L. Ferris - Life Insurance Premium - February 2020	5.45
Liab...	01/31/2020	EOM Recordi	Anthem BCBS	L Ferris payroll withholding	-93.50
Liab...	01/31/2020	ADJ	Salisbury Bank	post payroll withholding for H.S.A. to net expense Ferris	-50.50
Total 023-996 · Health					1,072.22
023-998 · Social Security					
Gen...	01/31/2020	45189	Ferris, L		371.62
Gen...	01/31/2020	45189	Hammond, H		27.97
Gen...	01/31/2020	45189	Leach, M		12.05
Gen...	01/31/2020	45189	Raftery, E		19.36
Gen...	01/31/2020	45189	Vizzari, S		4.82
Total 023-998 · Social Security					435.82
Total Compensation					7,600.99
Department Operations					
023-201 · Supplies					
Bill	01/03/2020	3693996	Quill Corporation	PR: file folder	20.99
Bill	01/07/2020	3778792	Quill Corporation	PR: pocket folders	20.99
Total 023-201 · Supplies					41.98
023-202 · Postage					
Bill	01/03/2020	P/R	Postmaster	P/R: six rolls of stamps	330.00
Total 023-202 · Postage					330.00
023-419 · Park Maintenance					
Bill	01/01/2020	38632689	Bartlett Tree Experts	PR: tree work at Swift Lane	1,800.00
Total 023-419 · Park Maintenance					1,800.00
023-422 · Fee Programs					
Bill	01/02/2020	100370769	S & S Worldwide Inc	PR: various supplies	69.33
Bill	01/02/2020	27	Davis IGA, Inc.	PR: ASP snacks	121.58
Bill	01/03/2020	Team Fee	NW Basketball League	P/R: Basketball league fees '19 - '20	75.00
Total 023-422 · Fee Programs					265.91
023-502 · Electric					
Bill	01/15/2020	51337386049	Eversource	PR: Emery Park period of 12/16 - 1/15/20	44.00
Bill	01/16/2020	51039555073	Eversource	PR: pavillion period of 12/16/19 - 1/16/20	44.45
Total 023-502 · Electric					88.45
Total Department Operations					2,526.34

4:56 PM
02/12/20

TOWN OF KENT
Park and Recreation Detail
January 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 023-000 · PARK & REC					10,127.33
Total E · Recreation					10,127.33
TOTAL					10,127.33

Park and Recreation Director's Report
February 2020

From the January 2020 meeting:

- I shared with the summer staff employees that the commission has approved their hirings for summer 2002, and I will be sending them formal letters at the end of the month.
- I sent a memo to the Board of Selectmen requesting use of the Town Hall lawn for five of the summer concert series dates.
- I shared with Miranda Lovato and the Parks' Master Plan Subcommittee that the commission scheduled a special meeting February 12, 2020 to discuss Studio Park Ave's proposal.
- I submitted the Park and Recreation 2020-21 budget proposal to the treasurer.
-

From the director:

After-School Program: I continue to stay in close contact with the substitute directors. Thank you, John Grant, for picking up and delivering groceries for the program. I prepared and sent out the invoices for January. I also wish to recognize the help of the Kent Center School office staff for helping to coordinate, sending out notices to parents and providing a list each day of students expected at ASP for that day's director. I also have been in contact with Susan "Tanya Sue" Vizzari. She will be taking a couple of extra days off and expects to return to the program March 6.

Budget/Five-Year Capital Plan: I will bring the December and January monthly budget reports to the meeting. Lynn and I met February 14 with the Board of Selectmen regarding the budget draft. We explained the rationale behind the \$20,000 request for playing field maintenance. This led to a discussion about the lease with Kent School and oversight of that lease, specifically the Kent Center School playground. We are reviewing the lease language. The first selectman asked for an explanation of the postage line item and to provide names and participant numbers for programs that use the playing fields. She also recommended CIRMA inspect the playgrounds yearly. I will keep the commission updated when the selectmen begin making decisions about the budget proposals.

Parks: I have contacted Sawing High Climbers regarding the tree work bid. I also contacted the other companies who were not chosen. The power washing company cleaned the two park playgrounds, the Emery Park pool slide and the pavilion. They also returned to power wash and clean the mold on the tennis courts and will be back to spray a clear coat of stain on the pavilion.

Fee Programs: The next six-week session of Easy Tia Chi begins January 18 and 19. The Thursday morning class will meet at St. Andrew's Parish House because the Community House isn't available on a consistent basis on that day. I have provided an insurance certificate to St. Andrew's Church. The church will receive 10% of the Thursday registration which will be deducted from the instructor's share. I have posted a program flyer on the Park and Recreation website and notice on the home page for this program. Kent School made available two hours of ice time for the Learn-to-Skate program to make up for the two sessions that were canceled due to construction work at the rink. The program coaches opted to offer one of these because no one was available to oversee the other hour that was offered. The program concludes February 23 for the season.

Regional Recreation Directors: I attended the February meeting where we discussed basketball, regional charter Little League program, regionalized middle school sports. We are finalizing the flyer for tryouts for the regional chartered Little League team. Those tryouts will be in March at Hotchkiss School. We also discussed regional transportation and the potential for a Town to purchase a bus for senior transportation needs.

Sports Programs: The basketball programs continue to meet weekly around the school schedule. The Northwest Rec 5/6 boys' basketball team has two games left in the regular season schedule. The team will participate in the playoffs which are scheduled to begin February 29. The coaches and I are working on scheduling a couple but at least one opportunity for the grades 3/4 team to have an inter-squad "game" with the score clock. I will be sending out registration information for the baseball programs in March. Also, an update on the regional Middle School Sports Program proposal: the ABC Committee has agreed to remove the cost from the shared services budget. Each Town would include the cost in its respective education budget. KCS opted to participate in the programs other than soccer, basketball and baseball.

Senior Activities: We already have sold the 14 seats on the first of the three Goodspeed Opera House trips which is in May. I hope to resume the monthly senior outings in March or April.

Work Hours: I continue to work from home each day and try to get to the office once a week to listen to phone messages, open the mail and process invoices. I continue to log these hours.

Summer Concert Series: I have been in touch with the bands who were part of last summer's series, all of which are eager to return. I am attaching a schedule of performers for the commission's consideration. Please note the xx band is a band that Heather and Tobias are a part. The band plays at the Fife 'n Drum Restaurant. I think this could be a nice addition to the line up. The Kenn Morr band is excited to be included this year after asking the past couple of years to be included. I suggest the commission begin thinking about sponsorships and any other ideas to add a new element to the evenings.

Parks' Master Plan Proposal: As mentioned previously, Lynn and I met with the Selectmen regarding the budget proposal which included discussion of the Parks' Master Plan proposal. The RFP needs to go out to bid. However, at least two of the selectmen feel Park and Recreation needs to do some work first (who and what is P&R). I have placed this item on the agenda for further discussion and next steps. I called Miranda Lovato to know about this development. She is willing to work with the commission in whatever capacity it needs.

Trails Day: I will forward you information from the Kent Land Trust regarding a program for National Trails Day. I have put this on the agenda for discussion.

Summer Staff: I have put lifeguards on the agenda to discuss strategies and ideas to attract lifeguards to work for Park and Recreation this summer.

Looking ahead ...

- Town Hall offices are closed February 17.
- I will update the commission on my status following a February 21 medical appointment.

Kent Park and Recreation

2020 Summer Concert Series

July 2	The Algorithemics	Kent Town Hall
July 9	Wanda Houston	Kent Common Park
July 16	The Regulators	Kent Town Hall
July 23	The Kenn Morr Band	Kent Town Hall
July 30	The Carlson Family Band	Kent Town Hall
August 6	The Joint Chiefs	Kent Town Hall

Concerts are 6-8 p.m.
Bands receive \$500