

Kent Park and Recreation Commission
Minutes Monthly Meeting Dec. 19, 2016

Present: Jerry Decker, Dave Dunleavy, John Grant, Mike Green, Lynn Harrington, Glen Nielsen, director Lesly Ferris

Public & Invited Guests: None.

Commission chairman Jerry Decker called the meeting to order at 7:00 p.m.

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

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

Minutes: Mr. Grant made a motion to approve the minutes of the October 17, 2016 monthly meeting and the November 14, 2016 special meeting. Mr. Nielsen seconded the motion, and the motion was approved unanimously.

Correspondence: Mrs. Ferris read a letter from the Chamber of Commerce, thanking Park and Recreation for its sponsorship of the Kids Fun Run at the Pumpkin Run (attached) and showed the commission the 40th anniversary commemorative mug that came with the letter. The commission discussed the letter that was received last month via email regarding use of Kent Common Park by the 169 Club (attached). Mr. Dunleavy has corresponded with club member Katey Baruth (attached). Mr. Dunleavy made a motion to approve use of Kent Common Park by the 169 Club on March 5, 2017 starting at 11 a.m. with a limitation of a maximum of 40 participants. Parking is restricted to the park's parking lot, and the applicant must complete a pavilion use form prior to the event. Mr. Grant seconded the motion, and the motion was approved unanimously.

Public & Invited Guests: None.

Director's Report: Mrs. Ferris provided a written report before the meeting (attached). She reported also that holiday ice skating is ongoing at the Kent School rink. Mr. Decker will check on the status of Sunday ice skating at South Kent School that would begin in January. There are 18 participants in session one of figure skating lessons, Mrs. Ferris said. Two students enrolled in the Irish Dance Class. Mrs. Ferris has been working with the instructor and they agree to offer a free session January 25 (snow date is February 1). The class would begin February 8 if there are at least six students registered. Currently there are two students interested.

Old Business: After-School Program: Mrs. Ferris shared that Charlotte Herde is available to work until the start of spring sports. Mrs. Harrington made a motion to approve hiring Charlotte Herde as a counselor at the After-School Program, effective December 13, 2016, at an hourly rate of \$10.75. Mr. Dunleavy seconded the motion, and the motion was approved unanimously. Mrs. Ferris noted Kent School is continuing to send student volunteers to help at the program, which would resume following the holidays. Mrs. Ferris shared newspaper coverage of the Kent quilters work with the ASP youngsters

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this fall, noting again that the quilters provided materials for the two projects the youngsters completed. The quilters plan to return in the spring for a one or two-week project. Participation numbers remain strong at the program.

Parks: Emery Park Work: Mr. Grant reported phase one of the bank brush clearing is almost complete. Bartlett did work on the trees and tree companies have been leaving donations of wood chips along the edge of the bank. The rest of the work will be done in the spring, Mr. Grant said, noting he will need more help then to complete the project. He anticipates help from the boy scouts and noting the scouts would be interested in using the upper field at the park for an overnight. Mrs. Ferris will check on the liability factor, including having a camp fire. Mr. Grant will get a price for tree work that is needed along the roadway at the park. Mr. Grant suggested sending letters of thanks to South Kent and Marvelwood Schools for their assistance with the work at Emery Park.

2016-2017 Budget: Mrs. Ferris provided written copy of the most recent budget report (attached).

Five-Year Capital Plan: Mrs. Ferris said she has let the selectmen know in writing that the Commission did not meet in November due to lack of a quorum and, therefore, did not have its Five-Year Capital Plan submission before the deadline. She said she has met with two playground representatives at Kent Common Park and is waiting for plans and price estimates from both. One company suggested keeping the existing playground structure and building around it while the other company recommends removing the existing and putting in new structures. Both companies are working on designs, including a new swing set that incorporate play pieces for ages 2-5 and ages 5-12. The second company noted there is an organization that would remove the existing playscape at no cost and donate it to a third world country where it would be reassembled. Mrs. Ferris recommended asking for an expenditure of \$100,000 for the Kent Common playground until proposals with prices are received. Mr. Green made a motion to request an expenditure of \$100,000 in the Five-Year Capital Plan for FY 2021 for playground at Kent Common Park and an expenditure of \$100,000 in FY 2023 for Emery Park playground. Mr. Nielsen seconded the motion, and the motion was approved unanimously. Mrs. Ferris will submit the paperwork.

Emery Park Swimming Area: survey follow-up: Mrs. Ferris distributed copies of the results of the survey as well as copies of the comments that accompanied the yes/no answers. She recommended the commission review these documents and discuss the results and next steps at the January meeting.

Sports Programs follow-up: Mrs. Ferris noted the regional recreation directors continue to discuss and work on plans to identify at least one or two more towns to play in the rec soccer league next fall. The directors also have been discussing the future of the recreational sports programs given the continuing decline in enrollment in the elementary schools.

Basketball Programs: Mrs. Ferris noted there apparently has been a problem with the email system through Kent Center School to disseminate information about instructional basketball programs. The notices will be resent and the programs will begin the first week in January. Mrs. Ferris reported the Northwest Rec team is going well and several games have been played already. Mr. Grant made a motion to approve Jerry Decker and Katie Nordland as coaches of the NW Rec League team. Mr. Dunleavy seconded the motion, and the motion was approved unanimously. Mrs. Ferris said there will

be two changes to next year's NW Rec League game schedule: home and away teams will be designated on the game schedule and there will be more emphasis on regional play. This season Kent does not have games scheduled with Cornwall or Salisbury. The rec directors agree they would like to see their respective teams play neighboring teams before traveling a distance for games.

Connecticut Recreational Trails Program Grants follow-up: Mrs. Ferris reiterated the grant proposal was submitted December 12, 2016. She received an email confirmation of receipt of the grant application. It could take up to six months to learn the status of the application. Mr. Grant asked the director to send Craig Miner a thank you letter for writing a letter in support of the grant application. Mr. Grant noted there are several large trees that have fallen over the trail. He will get a price for removal of these trees.

New Business: Commission appointments: Mrs. Ferris said commissioners Jessie Rundall and Glen Nielsen's seats expire in January as do the two alternate seats. Mr. Dunleavy made a motion to recommend to the Board of Selectmen the appointment at the Annual Town Meeting of Jessie Rundall and Glen Nielsen to three-year seats on the Kent Park and Recreation Commission that expire January 16, 2020. Mrs. Harrington seconded the motion, and the motion was approved unanimously. Mr. Green made a motion to recommend to the Board of Selectmen the appointment at the Annual Town Meeting of John Green to a one-year alternate seat on the Kent Park and Recreation Commission that expires January 18, 2018. Mr. Nielsen seconded the motion, and the motion was approved unanimously. The commission agreed to advertise the vacancy of an alternate seat.

2017 Meeting Dates: Mrs. Ferris presented suggested dates for 2017 commission meetings (attached). Mrs. Harrington made a motion to approve the 2017 meeting dates as presented. Mr. Grant seconded the motion, and the motion was approved unanimously. Mr. Grant suggested having a meeting at Emery Park before summer camp begins.

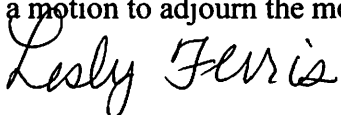
Dance Class Proposal (Wanessa Janiak): Mrs. Ferris shared conversation and proposal from Wanessa Janiak regarding a dance choreography/exercise coupled with yoga and meditation class she proposes for children. The proposal began as a volunteer program at ASP and changed to paid classes twice a week in the KCS gym or at her studio. The commission consensus is only to accept Ms. Janiak's original proposal to work with ASP youngsters on a volunteer basis.

Director PTO: Mrs. Ferris requested PTO days during the holidays. Mrs. Harrington made a motion to approved December 27, 28, 29 (8 hours each) and December 30 (4 hours) as PTO days for director Lesly Ferris. Mr. Green seconded the motion, and the motion was approved unanimously.

The next Kent Park and Recreation Commission meeting is Monday, Jan. 23, 2017 at 7 p.m.

Mrs. Harrington made a motion to adjourn the meeting at 7:57 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

December 2016

From the November 2016 meeting:

- A meeting did not take place due to lack of a quorum.
- Dave Dunleavy contacted the organizer of the 169 Club out of Naugatuck. The club is seeking use of Kent Common Park for a three-mile informal race in March; this item is on the December agenda.
- I wrote to the Board of Selectmen to let them know the commission did not meet and, therefore, was not able to act on Five-Year Capital Plan request(s). This item also is on the agenda.
- John Grant has been working on the grant application for the Connecticut Recreational Trails Program Grant and I have input the information into the application.

From the director:

After-School Program: The total attendance for the first three months of the program is up 21 students over the same time period in 2015-16. This is good news. The program youngsters have been busy with homework and outdoor activities as well as some special activities, including working with four members of Kent Quilters on two quilting projects this fall. The women donated their time and the materials for the youngsters to make quilted potholders and bookmarks. They hope to return in the spring to work on another small project with the children. Kent School graciously has offered volunteer help from two new students for the winter term. These volunteer students have done a great job working with the youngsters and have been a help to Tanta Sue and me. I am hopeful we have a high school-age student who will be able to work at least a couple of days each week starting later this month or after the holidays. I am working with the Kent Community Fund on scholarship assistance for another family after we found out that the Care4Kids payments this year are dramatically less than last year's contribution. We did hear that Care4Kids anticipates some changes in its funding which could mean an increase in contribution to its already enrolled families and we are waiting to hear if the Town would be getting any additional payment. Meanwhile, we do have a plan in place in case this does not happen. This family last year received contribution from Care4Kids for all but about \$100/month; this year the payment the Town received was \$39 for the month which did not even offset the cost of one child for one week. We will be having a holiday party before the school break for the holidays. Families are keeping up with their monthly payments. We still have one family with an outstanding balance from the 2015-16 program.

Seniors: There are three scheduled holiday luncheons at the Senior Center: December 9 is the Friday Senior Lunch party when Marvelwood School will be the lunch provider and seniors are invited to bring a grab bag gift (optional); holiday luncheon is December 14 where the holiday luncheon menu will be served and hopefully we will have some student musical or vocal performance by one of the private schools; December 19 Kent Center School student council members are visiting the center to do a holiday craft project with the seniors and to sing some songs and have lunch. Our December monthly bus trip will be December 13 when we will have early dinner and drive through the holiday light display at Goodwin Park. We will participate in the holiday Senior Supper at New Milford Hospital on the 22nd if sufficient number of seniors signs up.

Budget: The Five-Year Capital Plan is on the budget as the commission needs to decide if it is going to submit a request this year. Please note the deadline for submissions has passed and I did let the Selectmen know in writing that the commission did not meet in November due to lack of a quorum. I have met with one playground company and have another meeting Friday so I hope to have some projected costs for upgrades to the playground at Kent Common Park before the meeting.

Parks: The soccer goals have been moved off the playing fields. Wood chip donations are being left at Emery Park. The tennis courts are being locked for the winter.

Fee Programs: There are fifteen youngsters enrolled in the first session of figure skating lessons. This is one of the biggest groups we have had in recent years. Only two youngsters came to the first class of the Irish Dance Class program. Sara Fitzgerald, the instructor, and I in the week following the first class discussed various options for moving forward with the program and ultimately agreed to offer a free "demonstration" class January 25 with a snow date of February 1 and then start the six-week session February 8 and see if we get any additional interest. I have put this in the town monthly newsletter, on the website and in a press release. Martial arts class continues to meet Monday nights, and the adult class participation remains steady. A new session will begin in January.

Basketball: Jerry Decker and Katie Nordland are co-coaching the fifth and sixth grade Northwest Recreation League Basketball Team which has nine boys and one girl registered. The team won its first game December 3 with Washington. There are four games scheduled in Kent with the possibility of a fifth. I have gotten permission from Kent Center School to use the gymnasium on Sunday for one of these games. We purchased reversible green and white pinnies for the players. Registration materials have been emailed home to kindergarten through fourth graders for their respective programs. The third and fourth graders will start December 19 while the other grades will begin the first week in January.

Regional Recreation Directors: We met November 14 in Falls Village and discussed basketball as well as options for the fall 2017 soccer season. We are continuing outreach efforts with neighboring New York State towns to see if we can attract at least one more town to join our league, especially needed at the U12 level so we could have at least four teams in that league next year (this year there were three teams in both the boys' and girls' U12). Another option discussed was a regionalized program. The rec directors agree to continue to discuss this each month so we have a plan in place before May when we would be getting ready to send out registration for the fall soccer program.

Park and Recreation Commission seats: The commission needs to act on the appointments this month so the Selectmen will have the information for their January meeting.

2017 Meeting Dates: The commission needs to act on the proposed 2017 meeting dates in December; otherwise meetings going forward would be special meetings until a schedule is adopted.

CRPA Conference: I am attaching the report I provided the Board of Selectmen regarding the Connecticut Recreation and Parks Association Conference which I attended November 21-22. The keynote speaker was good, and I attended several workshop sessions where I got some knowledge

and ideas which are practical, including hiring and interviewing tips, tips on connecting and working with teens, "rewarding" and retaining staff. I also spoke with playground vendors and have set up on-site meetings with two companies following the conference. I attended Monday's business meeting luncheon and Tuesday's awards' luncheon where I networked with other recreation directors which is valuable for sharing and making connections. I appreciate the opportunity to attend conference.

Class Proposal: Wanessa Janiak has spoken with ASP director Tanta Sue and me previously about offering a dance class in conjunction with the After-School Program. Her daughter attends ASP and she has worked with the KCS students on the Halloween Thriller dance. This week I received a proposal from her for a 45-minute class twice a week which would include warm-up exercise, dance choreography moves followed by yoga stretching and meditation. The proposed cost would be \$80 for eight sessions (program would meet for four weeks). She asked about using the Kent Center School gym from 4 to 4:45 p.m. on Wednesday and Friday. I told her I would present her proposal to the commission, noting that the KCS gym would not be available until at least April and that I would check on using the Kent Community House for the program. I also let her know that Wednesdays likely would be available at the Community House but many Fridays the space is booked. I have placed this item on the meeting agenda.

Director PTO: I would like to request PTO days on December 27, 28, 29 and half-day on the 30th. This item is on the agenda.

Looking ahead ...

- Town Hall offices will close December 23 and 30 at noon and will be closed December 26 and January 2.



CHAMBER OF COMMERCE



Ms. Lesly Ferris
Kent Park & Recreation
P.O. Box 678
Kent, CT 06757

Dear Lesly,

On behalf of the Kent Chamber of Commerce, I want to thank you for your generous support of the *40th running of the Kent Pumpkin Run*. This year's race was very successful and we could not have done it without your help. Your generous donation works to make this race prosperous and very popular with the runners. We get so many compliments after each race about how organized, safe and fun the race is!

Thanks to you, we were able to raise funds and collect non-perishable food items for the Kent Food Bank and to partner with *Julia's Wings* and the *Race for Aydan* as they in turn raised money to provide financial assistance to families of children with life threatening hematological diseases and for the Ronald MacDonald House in New Haven and the Edgewood Developmental School.

Please accept our commemorative mug as a token of our thanks for your support. We look forward to partnering with you again in 2017!

Sincerely,

A handwritten signature in black ink, appearing to be "Ellen Corsell". The signature is stylized and somewhat cursive.

Ellen Corsell
Chairman/Kent Pumpkin Run Committee

Dave Dunleavy, Race Director
Committee Members: Gary Davis, Ane Starr, Lyn Stirnweiss



Lesly Ferris <parkandrec@townofkentct.org>

Question about park use

1 message

Baruth, Katey <KBaruth@post.edu>

Mon, Nov 7, 2016 at 2:27 PM

To: "parkandrec@townofkentct.org" <parkandrec@townofkentct.org>

Hello!

I wanted to reach out to you to see what might be required for a gathering I am hoping to plan. I was not sure if I should submit a formal facilities application or not so I wanted to check in with you.

A group of my running friends would like to get together to run/walk at the Kent Common Park or other town facility with a walking/running path. I am not sure how many individuals would be attending but I am guessing approximately 40-50. We should have individuals from Kent in attendance as well who are part of the group.

In addition to getting together, runners would also be allowed to make an optional donation for an individual who is attending in the Boston Marathon on April 17th. If a donation is made, the donation would have been made online prior to the event. We would likely be in the park for approximately 2 hours since we enjoy each others company and might have a few snacks to celebrate our friend being able to attend the marathon in Boston.

We were hoping to get together on 3/5/17 at 11:00 am. Would this be okay with the town and do I need to do anything in particular? I wanted to be sure to check in with your department to be sure it was okay. It does not seem to fit what I am reading in terms of a formal permit but wanted to double check.

Thank you for your advice and I look forward to hearing more when you have time. I can also be reached at 828-773-4246.

Warm regards, Katey Baruth



Katey Baruth, Ph.D., HSPP, LAC

Director - Master of Science in Human Services Program
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Lesly Ferris <parkandrec@townofkentct.org>

running group

2 messages

Dunleavyrun <dunleavyrun@aol.com>

Tue, Nov 15, 2016 at 12:58 PM

To: jrdeck11@gmail.com, greenm@kent-school.edu, gnielsen1881@gmail.com, jesimel2527@yahoo.com, lynnarrington284@yahoo.com, johnnieg1004@yahoo.com, parkandrec@townofkentct.org

Hi Everyone,

Last night at our (unofficial) Park & Rec meeting (lack of quorum) we discussed a proposal by a running group out of the Naugatuck to use Kent Commons on March 5. I called the running organizer today to find out what their intent is.

The group is the 169 Club. The mission of the members is to run a race in each of Connecticut's 169 towns. Although we just had the Kent Pumpkin Run on Oct. 30 some members couldn't attend. Instead of waiting another year to check Kent off their list, the group wants to put on an informal race of their own at the Commons.

They would hold a three-mile event and do laps around the walking trail. They expect to be there from 11 to 1 p.m.. I told the organizer that the concern would be the number of people attending. She expects 40-50. I also told her I had no idea what condition the lot would be in on March 5 since it's not plowed and the lot consists of dirt.

She said she would follow any rules that the commission set. Just passing the information on so we can decide at our December meeting which I hope ALL can attend.

Dave

Lesly Ferris <parkandrec@townofkentct.org>

Wed, Nov 16, 2016 at 1:36 PM

To: Dunleavyrun <dunleavyrun@aol.com>

Hi Dave - thank you for following up and getting this information. I will keep this on the agenda for December.

Lesly

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*Lesly Ferris**Director**Kent Park and Recreation**860-927-1003*

TOWN OF KENT
Park and Recreation Actual vs. Budget
July through November 2016

	Jul - Nov 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
132-800 · Park & Recreation	250.00	800.00	-550.00
132-810 · Park & Rec Pass	1,905.00	3,500.00	-1,595.00
132-820 · Park & Rec Sports	1,595.00	4,200.00	-2,605.00
132-830 · Park & Rec Classes	265.60	800.00	-534.40
132-840 · Park & Rec Enrichment	3,224.00	10,000.00	-6,776.00
132-850 · Park & Rec Enrichment Camp	13,591.30	13,000.00	591.30
132-860 · Bus Trips & Programs	720.00	1,000.00	-280.00
Total Income	<u>21,550.90</u>	<u>33,300.00</u>	<u>-11,749.10</u>
Gross Profit	21,550.90	33,300.00	-11,749.10
Expense			
E · Recreation			
023-000 · PARK & REC			
Compensation			
023-101 · Salary Director	19,763.92	47,613.00	-27,849.08
023-102 · Hourly Employees	26,441.08	43,712.00	-17,270.92
023-996 · Health	11,240.41	25,386.00	-14,145.59
023-997 · Pension	639.47	2,381.00	-1,741.53
023-998 · Social Security	3,450.97	6,986.00	-3,535.03
Total Compensation	<u>61,535.85</u>	<u>126,078.00</u>	<u>-64,542.15</u>
Department Operations			
023-201 · Supplies	325.11	400.00	-74.89
023-202 · Postage	188.00	343.00	-155.00
023-204 · Mileage	329.40	700.00	-370.60
023-419 · Park Maintenance	1,820.82	12,000.00	-10,179.18
023-422 · Fee Programs	6,749.96	17,000.00	-10,250.04
023-501 · Telephone	363.84	940.00	-576.16
023-502 · Electric	534.66	800.00	-265.34
023-504 · Water/Sewer	633.68	1,350.00	-716.32
Total Department Operations	<u>10,945.47</u>	<u>33,533.00</u>	<u>-22,587.53</u>
Professional Development			
023-450 · Dues	99.00	100.00	-1.00
023-451 · Conferences	445.00	550.00	-105.00
023-452 · Training	0.00	100.00	-100.00
Total Professional Development	<u>544.00</u>	<u>750.00</u>	<u>-206.00</u>
Total 023-000 · PARK & REC	<u>73,025.32</u>	<u>160,361.00</u>	<u>-87,335.68</u>
Total E · Recreation	<u>73,025.32</u>	<u>160,361.00</u>	<u>-87,335.68</u>
Total Expense	<u>73,025.32</u>	<u>160,361.00</u>	<u>-87,335.68</u>
Net Ordinary Income	<u>-51,474.42</u>	<u>-127,061.00</u>	<u>75,586.58</u>
Net Income	<u><u>-51,474.42</u></u>	<u><u>-127,061.00</u></u>	<u><u>75,586.58</u></u>

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