

**COVENTRY PARKS & RECREATION COMMISSION
SPECIAL MEETING MINUTES
THURSDAY, APRIL 21ST, 2022**

The Coventry Parks & Recreation Commission held a special meeting on Thursday, April 21st, 2022 via ZOOM virtual platform. Marie Gallo-Hall called the meeting to order at 6:37pm.

Member Present: Marie Gallo-Hall, Beverly Carlson, Bob Martin, Jillian Miner, Jennifer Rodgers (logged in virtually at 6:45pm; in person at 7:22pm), and Pam Miller (arrived at 7:10pm).

Members Absent: Ashlee Pascarelli.

Also Present: Lesley Munshower, Director of Parks & Recreation and Caterina Merriam, Recreation Supervisor.

Audience of Citizens: None.

Acceptance of Minutes:

Jillian Miner moved to accept the meeting minutes from February 10th, 2022. Beverly Carlson seconded. Motion voted in the affirmative by Marie Gallo-Hall, Bob Martin, Jillian Miner and Beverly Carlson. Motion carried.

Bob Martin moved to accept the meeting minutes from March 10th, 2022. Jillian Miner seconded. Motion voted in the affirmative by Marie Gallo-Hall, Bob Martin, Jillian Miner and Beverly Carlson. Motion carried.

Correspondence:

- Letter from the American Legion Green – Chobot – Richardson Post 52 (attached)

Chair's Remarks:

- The Summer edition of the 06238 Program Brochure is out now. Ms. Gallo-Hall remarked that she thought it was wonderful, and is so impressed with the number of different types of camps, not just sports.
- Ms. Gallo-Hall also noted that she went to check in on the fields at Miller Richardson, but was surprised that she was not able to gain access to the football field at the landfill. Ms. Munshower noted that the main gate is locked, but there is another entrance to the side.

Staff Report:

A written staff report was distributed to the Commission for their review (attached). Ms. Munshower & Ms. Merriam reviewed certain important items:

- Camp Wangumbaug:
 - Ms. Merriam noted that we have increased capacity for the Explorers program from 75 to 80, which remains within State-recommended ratios while also accommodating the increase in demand.
- Financial Report:
 - Ms. Munshower reported on the Parks & Recreation budget presentation to Town Council in March. Our budget was put through to Town Council as we proposed, with no

changes. We are requesting one-third of the Rec. Supervisor's salary and \$11,000 to allocate to parks to cover utilities and regular expenses from the General Fund, in addition to our current funding. Ms. Gallo-Hall added that the Town Meeting is this Saturday, 4/23.

- Ms. Munshower added that at the upcoming referendum, a question is expected regarding the purchase of some land on South River Road which will be designated as open space.
- Ms. Munshower added that as of today, our budget is in the positive by approximately \$12,000. She added that this is a revolving account and will continue to change between now and the close of the fiscal year.
- Ms. Gallo-Hall noted that she heard from a Panthers Football volunteer who expressed concern regarding the Parks & Recreation-sponsored Flag Football program that is being offered now, through Skyhawks Sports. Ms. Munshower noted that the program is instructional, not a formal league. She added that staff reached out to the Panthers program back in December, prior to scheduling to let them know about the program and to encourage cross-promotion between the programs.

Old Business:

- Softball Field Committee:
 - Reported under Staff Report (attached).
 - Ms. Munshower announced that Water Wizards has committed to donating irrigation services to the proposed softball fields.
- Miller Richardson Football Field Update:
 - Reported under Staff Report (attached).

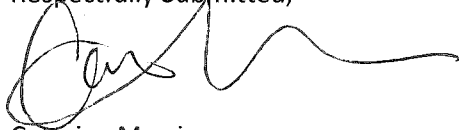
New Business:

- Creaser Park Update:
 - See staff report for Community Garden & DEEP updates.
 - Ms. Gallo-Hall added that it sounds like to install a back 9 for disc golf, we would have to remove a lot of trees. She wondered if this is something we want to do, or if we are happy with the first nine holes. Ms. Carlson asked if the course is popular. Ms. Munshower noted that the back nine is low on the current priority list (1. Tree Removal, 2. Building Demo/Renovation, 3. Pond Evaluation, 4. Pavilion Upgrades, 5. Community Garden, 6. Disc Golf).
 - Ms. Gallo-Hall added that when the time comes, she would like to review the trees to be removed, prior to moving forward on the project. Ms. Gallo-Hall expressed concern that it would be a much larger environmental impact. Ms. Carlson wondered if the current/potential use warrants that kind of project and the costs incurred.
- School Summer Camp Programs:
 - Ms. Munshower said that she had been contacted by a teacher at the Middle School, who has been tasked with planning this year's Board of Ed-sponsored Summer Enrichment Offerings. He wanted information on our programs in an effort to not compete; however we have learned that they may be offering several sports camps. The Commission agreed that those would be in direct competition with our offerings.
- Military Discount:

- Ms. Munshower said that we recently received an inquiry from a parent asking if there is a military discount for camp. She noted that a 10% discount is currently in place for beach stickers and rentals, but it does not appear to be advertised. She said that it would make sense that a discount like this be across the board, rather than for some programs but not others.
- Ms. Gallo-Hall asked about the financial impact, and how many families would be seeking this kind of discount. She asked for staff to conduct some research on local trends and the data on the financial impact.
- Issue tabled until the May regular meeting.
- STEAP Grant Projects:
 - Ms. Munshower said that the Governor has announced that the State has reinstated STEAP grants. A few Parks & Recreation-related projects are being considered, such as the second softball field, and the replacement of the playscape at Patriots Park.

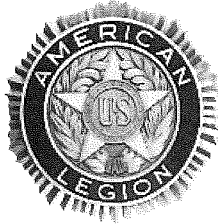
Adjourn: With no other business to discuss, Marie Gallo-Hall adjourned the meeting at 8:13pm.

Respectfully Submitted,



Caterina Merriam,
Recreation Supervisor

Please note: These minutes are not official until approved by the Parks & Recreation Commission at the next Parks & Recreation Commission Meeting. Please see the next Parks & Recreation Commission Meeting Minutes for approval or changes to these minutes.



The American Legion
Green - Chobot - Richardson Post 52
PO Box 51, Coventry, CT 06238-0051



For God and Country
Serving the Towns of Coventry and Mansfield

In association with
American Legion Auxiliary Unit 52 & Sons of the American Legion Squadron 52

March 19, 2022

Lesley Munshower, Director
Parks & Recreation Department
Town of Coventry
1712 Main Street
Coventry, CT 06238

Dear Director Munshower:

Thank you for allowing us to use the Mill Brook Building and its fine facilities on Monday, March 14, 2022 to honor Coventry's Sgt Jacob Messier upon his return from his overseas military duty assignment in Djibouti, on the Horn of Africa, and the completion of his enlistment in the US Army. There was a welcoming and presentation ceremony conducted by Manny Rodrigues, Commander of American Legion Post 52, followed by pizza and desserts enjoyed by the attendees.

In addition to Sgt Messier, we are thankful for all the fine people, not only from the Town of Coventry, but also from our state and nation who serve to protect our country.

On behalf of the family and friends of Sgt Messier, and the members of American Legion Post 52, Auxiliary Unit 52, Sons of the American Legion Squadron 52, and Veterans of Foreign Wars Post 10589, we extend our sincere thanks to the Parks and Recreation Department and the Town of Coventry for the use of your facility so that we were able to personally say to Sgt Messier "Thank You" and "Welcome Home".

Sincerely,

Joseph P. Eaton, Jr.
Finance Officer
American Legion Post 52
PO Box 51
Coventry, CT 06238-0051
860-423-3380
joseph.eaton@snet.net



Monthly Staff Report

March 2022



GENERAL ADMINISTRATION:

Lesley Munshower attended/participated in the following meetings:

- Dept. Heads Meeting bi weekly
- Recreation Commission monthly meeting
- DPW monthly meeting
- Cleaning Staff monthly meeting
- Village Partners monthly meeting
- Lake Region League Basketball meeting
- Coventry Cares Meeting

MARKETING:

- Monthly E – Blast
- Canvas: 3
- Instagram Posts: 1
- Facebook Posts: 9

PARKS / FACILITIES:

- April cleaning calendar to cleaning staff
- 4 Building Tours

Miller Richardson

- Softball: Still in design stage of the transfer station. Out to bid in next few weeks. Construction beginning of June. Water Wizard offered to donate irrigation installation services.
- Baseball: DPW started work, ordered port o johns, coordinated septic pumping
- Football: Bid awarded to Sunset Valley Construction. Venting to start in May.

Laidlaw

- Soccer opening weekend April 23rd
- Ribbon Cutting Date: May 21st 10am
- Soccer exploring the possibility of purchasing benches. Meeting on April 24th to discuss with DPW.

Creaser Park:

- Community Garden 20/20 plots filled (2021: 19/20 plots filled)
- Community Garden Gardeners Meeting April 21st; Work Day April 23rd & 24th
- Creaser Park walk through, plan sent to DEEP

Patriots Park

- Public beach legislation
- Sailing Area work completed
- UCONN women's crew team paid for bathroom updates/opening
- Lions Club express interest in painting and repairing the Bandshell

RENTALS (March Usage & March Inquiries):

- Mill Brook: 15/31 days
- Lodge: 13 paid rentals
- Inquiry Forms March: 15

BASKETBALL:

- Attended In House End of Season Celebration 3/12
- Paid all remaining bills
- Attended end of season coaches meeting
- Emailed out program survey
- End of Season Lake League Meeting – exploring a new ref company

SPECIAL EVENTS:

- Summer Open House – being planned for May 14th. Human Services/PD/Fire/EMS joining – Safety Fair
- Arts on Main Date set: September 17th
- Fresh Air Walk: May 14th – Creaser Park – Birds in Motion

OTHER UPDATES

- Budget meeting Update
- Trail work: Woodmont cul-d-sac
- Open Space purchase – Town Meeting Vote on April 23rd 6.8 acres on South River Rd

PROGRAMS:

Recreation Supervisor Cat Merriam attended/participated in the following:

- Rec. Daze Coverage x 3
- Meetings with potential program instructors:
 - Clancy's Hiit & Fit, SUP Fitness
- Regional Trips ZOOM (Ashford, Bolton, Tolland & Mansfield)
- Camp Planning Meetings with Camp Director x 2
- Shopping: Rec. Daze, Basketball Refreshments
- Rec. Daze Staff Interview/Onboarding
- Lodge/MBP Showings x 3
- Ongoing Facebook Marketing:
 - 19 Posts / 11,727 Total Post Reach / 2172 Page Follows (+34) / 793 Engagement
 - Summer Camp Announcement: 2,670 reach (highest this month), 275 Engagement
- Collections, Refunds & Monthly Credit Card Settlement

RECREATION DAZE:

- Registration:
 - After School: 26 Monthly / 10 Daily (Up from 23 & 9)
 - Before School: 16 Monthly / 4 Daily
- Extended hours were offered on Friday, 3/11 & 3/16-3/18 for scheduled early release days (staff development & parent/teacher conferences).
- New hire, Claire Langton, began as a sub/additional help during the days of extended hours; subsequently added to the schedule for regular shifts in the afternoons, on Mondays & Fridays. She was interviewed, onboarded and completed mandatory mandated reporter training.
- Conducted a staff meeting/training on 3/31 to discuss ongoing and escalating behavioral concerns amongst the kids and improvements made to the structure & schedule of the program.

PROGRAMS:

- Spring/Summer:
 - Work continued on the Summer edition 06238:
 - Ongoing coordination with Senior Center, including referrals for new programs;
 - Content sent to graphic designer on 3/14;
 - First proof received on 3/22;
 - Scheduled to go to print on 4/5;
 - Scheduled release to homes on 4/14.

- Trips are coming back in 2022, with 4 planned for the year in conjunction with the towns of Mansfield, Tolland, Ashford & Bolton. Bronx Zoo on 6/4; Day on your own in Boston 8/13; Day in Salem on 10/15 and Day in NY on 12/7.
- Also finalized a new family fitness class with Clancy's Hiit & Fit and a new paint night for younger kids.
- Continued marketing efforts for spring programs, with new flyers hitting facebook & going out through the schools for April Vacation Dayz (18 enrolled), Camp W & specialty sports camps, and other afterschool enrichment programs (skyhawks programs, food explorers, play-well technologies).
- Camp Wangumbaug:
 - Planning kicked into high gear this month, with the finalizing of the theme calendar; booking/confirmation of all special guests and trips/buses; updating of budget. Marketing also began this month, with posts to facebook. In fact, registration opened without any announcement, and 11 families registering in the first 24 hours!

Camp Wangumbaug Enrollment Tracker (3/31/22)						
Explorers/Trailblazers						
Week	# Kids	Total Capacity	Budgeted Goal	Budgeted Goal	% Capacity	% to Budget
A	45	75	60	\$12,600	60%	75%
B	48	75	60	\$12,600	64%	80%
C	42	75	60	\$10,080	56%	87%
D	48	75	60	\$12,600	64%	80%
E	42	75	60	\$12,600	56%	70%
F	43	75	60	\$12,600	57%	71%
G	45	75	60	\$12,600	60%	75%
H	49	75	60	\$12,600	65%	81%
CITS						
Week	# Kids	Total Capacity	Budgeted Goal	Budgeted Goal	% Capacity	% to Budget
A	1	10	6	\$792	10%	16%
B	5	10	6	\$792	50%	83%
C	5	10	6	\$636	50%	83%
D	5	10	6	\$792	50%	83%
E	5	10	6	\$792	50%	83%
F	5	10	6	\$792	50%	83%
G	3	10	6	\$792	30%	50%
H	5	10	6	\$792	50%	83%

Coventry Parks and Recreation Budget Report 3/8/2022

Revenue	FY21 Budget	FY21 Actual	FY22 Budget	YTD Actual	YTD V Budget FY22	% to Budget
Lisicke	\$26,000.00	\$39,618.84	\$34,000.00	\$19,737.12	-\$14,262.88	58%
Patriots	\$62,000.00	\$79,850.16	\$65,000.00	\$51,881.14	-\$13,118.86	80%
Creaser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Mill Brook	\$5,665.00	\$4,615.00	\$6,000.00	\$4,625.50	-\$1,374.50	77%
Beach Passes/Gate Fees	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Programs	\$43,500.00	\$17,934.98	\$37,500.00	\$35,248.16	-\$2,251.84	94%
Summer Camp	\$191,000.00	\$21,854.00	\$180,000.00	\$66,439.00	-\$113,561.00	37%
Fire Works	\$10,000.00	\$0.00	\$10,000.00	\$0.00	-\$10,000.00	0%
Basketball	\$26,000.00	\$2,975.00	\$30,000.00	\$28,668.01	-\$1,331.99	96%
After School	\$140,000.00	\$4,697.50	\$130,000.00	\$56,873.02	-\$73,126.98	44%
Seniors	\$5,000.00	\$0.00	\$5,000.00	\$0.00	-\$5,000.00	0%
Total:	\$523,165.00	\$171,545.48	\$497,500.00	\$263,471.95	-\$234,028.05	53%
Expenses	FY21 Budget	FY21 Actual	FY22 Budget	YTD Actual	YTD V Budget FY22	% to Budget
Lisicke	\$35,234.00	\$25,782.05	\$21,655.00	\$11,051.08	\$10,603.92	51%
Patriots	\$106,425.00	\$89,860.63	\$95,575.00	\$55,897.23	\$39,677.77	58%
Creaser	\$16,650.00	\$3,865.14	\$3,650.00	\$2,168.00	\$1,482.00	59%
Mill Brook	\$12,950.00	\$5,848.07	\$10,450.00	\$5,500.63	\$4,949.37	53%
Programs	\$100,599.00	\$57,194.80	\$90,060.00	\$55,460.48	\$34,599.52	62%
Summer Camp	\$181,020.00	\$65,457.50	\$182,305.00	\$79,170.52	\$103,134.48	43%
Fire Works	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	0%
Basketball	\$18,140.00	\$2,326.95	\$17,000.00	\$18,503.87	-\$1,503.87	109%
After School	\$100,605.00	\$81,589.03	\$103,000.00	\$40,443.86	\$62,556.14	39%
Seniors	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0%
Total:	\$588,623.00	\$331,924.17	\$540,695.00	\$268,195.67	\$272,499.33	50%
NET	-\$65,458.00	-\$160,378.69	-\$43,195.00	-\$4,723.72		