

**COVENTRY PARKS & RECREATION COMMISSION
REGULAR MEETING MINUTES
THURSDAY JUNE 9, 2022**

The Coventry Parks & Recreation Commission held a meeting on Thursday, June 9, 2022 at Patriots Park Lodge. Marie Gallo-Hall called the meeting to order at 6:36pm.

Member Present: Marie Gallo-Hall, Beverly Carlson, Bob Martin, Jillian Miner.

Members Absent: Jennifer Rodgers, Ashlee Pascarelli, and Pam Miller.

Also Present: Lesley Munshower, Director of Parks & Recreation

Audience of Citizens: None.

Acceptance of Minutes:

Bob Martin moved to accept the meeting minutes from May 12, 2022. Beverly Carlson seconded.

Motion voted in the affirmative by Marie Gallo-Hall, Bob Martin, Jillian Miner and Beverly Carlson.

Motion carried.

Correspondence: None.

Chair's Remarks:

- Ms. Gallo-Hall noted the beauty of the Patriots Park Lodge and Park and how fortunate we are to have such great town amenities and assets.

Staff Report:

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

- Hiring:
 - Ms. Munshower noted that hiring is in full swing for beach staff and camp staff – Parks and Rec has interviewed, hired, on boarded, and trained over 40 staff
- Softball Field:
 - Ms. Munshower noted that the transfer station has gone out to bid. The town anticipated going out to bid for the softball field in July or August. The Town Council voted to apply for the STEAP grant to fund the second field
- Miller Richardson Football Field:
 - Ms. Munshower noted that the venting project has started and is on track to be completed in June
- Laidlaw Park:
 - First inquiry to rent but no tables yet
- Creaser Park:
 - Make Music Day June 21st
 - Library Ice Cream Social June 14th
- Lisicke Beach
 - Two rentals
- Patriots Park:

- Ms. Munshower reviewed Memorial Day Weekend Challenges and changes/solutions already being put in place including signage, garbage bags, increasing dumpsters and port o Johns, moving resident beach stickers to Lisicke Beach.
- Ms. Munshower reported the Town Council allocated \$5,000 for security and signage. Also, 317 beach stickers have been sold so far and 57 senior passes.
- Protected Spaces:
 - Ms. Munshower noted the Williams Preserve bridge project started on 5/24.
- Summer Enrichment Grant:
 - Ms. Munshower reported we did not get the grant.
- TLGV Trail Camp
 - Ms. Munshower reported we currently have low enrollment and no staff. Most likely will be canceled.
- Financial Report:
 - Ms. Munshower said that revenues are up, and we are currently approximately \$6,000 in the positive. However, as the fiscal year comes to a close and programs like summer camp start up for the season in June, expenses will also increase, so we expect that number to fluctuate.

Old Business:

- Softball Field Committee:
 - Reported under Staff Report (attached).
- Miller Richardson Football Field Update:
 - Reported under Staff Report (attached).
- Military Discount:
 - Tabled.

New Business:

- Patriots Park:
 - Reported under Staff Report (attached).

Adjourn: With no other business to discuss, Marie Gallo-Hall adjourned the meeting at 7:21pm.

Respectfully Submitted,

Lesley Munshower
 Director of Parks and Recreation

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.



Monthly Staff Report May 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
- Arts on Main X2
- Staff Training X 2
- Worked 27/31 days

MARKETING:

- Monthly E – Blast
- Canvas: 3
- Instagram Posts: 2
- Facebook Posts: 6

HIRING

- Completed 17 interview
- Gatekeepers – 5 returners, 7 new hires
- Lifeguards – 7 returners, 3 new hire – still need 1 or 2
- Swim Instructors – hired two – still need a third
- Maintainers – 2 returners, 2 new hire –need one more
- Trained/on boarded 24 staff

PARKS / FACILITIES:

Miller Richardson

- Softball: transfer station out to bid, bids opened end of May. Expected to go out to bid for field in July/August. Town Council voted 5:2 to apply for the STEAP grant for the second field
- Baseball: nothing to report
- Football: Venting project has started, on track to be completed in June

Laidlaw

- Ribbon Cutting Date: May 21st 10am
- Potential picnic table donation
- 1st inquiry to rent but no tables yet

Creaser Park:

- Being used by Arts Guild for Make Music Day – June 21st
- Being used by Library for ice cream social – June 14th

Lisicke Beach

- Two pavilion rentals this summer

Patriots Park

- Memorial Day update
- Concerns: capacity, school parking, smoking, alcohol, boathouse area security, staff working alone, trash removal
- Damage: post, bathrooms
- \$5000 approved by Town Council for signage, security features, overtime
- 317 beach stickers sold – sold 50 Memorial Day Weekend
- 57 senior passes

Protected Spaces Update

- William Preserve bridge project started work on 5/24

RENTALS (May Usage & May Inquiries):

- Mill Brook: 12/30 days
- Lodge: 14 paid rentals
- Inquiry Forms May: 27

BASKETBALL:

- Summer basketball program registration open
- Working on timeline and budget for the 2022/2023 season
- Denied access to Hurlock Gym for next season

SPECIAL EVENTS:

- May Open House – approximately 300 people attended. Sold 40 beach stickers
- Arts on Main Date set: September 17th
- Other Events on hold due to the budget failing

OTHER UPDATES

- Summer Camp Enrichment Grant – didn't get it
- TLGV Camp – grant money received, lowering cost from \$250 to \$120 – no staff
- Budget voted down

PROGRAMS:

Recreation Supervisor Cat Merriam attended/participated in the following:

- Summer Open House, 5/14
- Rec. Daze Shopping
- Camp Meetings w/Directors x 3
- Meeting with Christine Storms, re: Paddleboard Instructor
- Employee Staff Manual Prep
- Webinar: 5 Hacks to Build Inclusion & Promote MESH
- New Hire Paperwork Day 5/26
- Camp/Rec. Daze Staff Interviews x 4
- Lodge/MBP Showings x 4
- Ongoing Facebook Marketing:
 - 17 Posts / 20,574 Total Post Reach / 2206 Page Follows (+18) / 1916 Engagement
 - Lead Counselor; Trail Camp Post: 2,659 reach (highest this month), 31 Engagement
- Collections, Refunds & Monthly Credit Card Settlement

RECREATION DAZE:

- Registration:
 - After School: 25 Monthly / 4 Daily
 - Before School: 16 Monthly / 2 Daily

PROGRAMS:

- Spring/Summer:
 - Programs held this month/enrollment:
 - Skyhawks Flag Football: 6
 - Skyhawks Multi Sport Tots: 7

- Youth Golf Lessons: 5 (FULL)
 - Paint Night, Paint Your Pet: 7
 - Fresh Air Walk, Birds in Motion: 11
 - Tai Chi (2 programs): 19
 - Yoga (2 programs): 10
 - Simply Fit: 2
 - Programs cancelled for low enrollment:
 - Skyhawks Mini Hawk
 - Food Explorers Spring Baking Workshop
 - Kids Night Out
 - Enrollment continues for week-long specialty camps, swim lessons & ongoing fitness classes.
- **Camp Wangumbaug:**
 - Hiring continues, as 2 prospective staff who were offered positions declined. Interviews were held throughout the month of May, with 1 additional new hire offered by 6/1.
 - The Camp Staff Addendum to our new department-wide personnel manual was drafted and edited accordingly. The Parent Handbook was also edited with changes made to COVID protocols & the behavior/discipline policy. Parent Handbook will be sent out after 6/1.
 - First staff meeting is scheduled for 6/2. Staff will also attend the State-wide Camp College event on 6/4. Additional trainings will be held throughout the month of June, leading up to the start of camp on 6/20.

Coventry Parks and Recreation Budget Report 6/6/2022

Revenue	FY21 Budget	FY21 Actual	FY22 Budget	YTD Actual	Difference	% to Budget
Lisicke	\$26,000.00	\$39,618.84	\$34,000.00	\$24,808.82	-\$9,191.18	73%
Patriots	\$62,000.00	\$79,850.16	\$65,000.00	\$65,098.69	\$98.69	100%
Creaser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Mill Brook	\$5,665.00	\$4,615.00	\$6,000.00	\$8,125.80	\$2,125.80	135%
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	\$46,711.91	\$9,211.91	125%
Summer Camp	\$191,000.00	\$21,854.00	\$180,000.00	\$79,434.00	-\$100,566.00	44%
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	\$30,481.53	\$481.53	102%
After School	\$140,000.00	\$4,697.50	\$130,000.00	\$81,102.17	-\$48,897.83	62%
Seniors	\$5,000.00	\$0.00	\$5,000.00	\$0.00	-\$5,000.00	0%
Credit Cards Not Yet Processed				\$21,318.59		
Total:	\$523,165.00	\$171,545.48	\$497,500.00	\$357,081.51	-\$140,418.49	72%
Expenses	FY21 Budget	FY21 Actual	FY22 Budget	YTD Actual	Difference	% to Budget
Lisicke	\$35,234.00	\$25,782.05	\$21,655.00	\$10,558.67	\$11,096.33	49%
Patriots	\$106,425.00	\$89,860.63	\$95,575.00	\$66,132.06	\$29,442.94	69%
Creaser	\$16,650.00	\$3,865.14	\$3,650.00	\$2,368.00	\$1,282.00	65%
Mill Brook	\$12,950.00	\$5,848.07	\$10,450.00	\$7,634.87	\$2,815.13	73%
Programs	\$100,599.00	\$57,194.80	\$90,060.00	\$67,482.65	\$22,577.35	75%
Summer Camp	\$181,020.00	\$65,457.50	\$182,305.00	\$101,046.36	\$81,258.64	55%
Fire Works	\$12,000.00	\$0.00	\$12,000.00	\$12,500.00	-\$500.00	104%
Basketball	\$18,140.00	\$2,326.95	\$17,000.00	\$20,142.46	-\$3,142.46	118%
After School	\$100,605.00	\$81,589.03	\$103,000.00	\$63,090.49	\$39,909.51	61%
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	\$350,955.56	\$189,739.44	65%
NET	-\$65,458.00	-\$160,378.69	-\$43,195.00	\$6,125.95		