

Kent Park and Recreation Commission
Minutes, Special Meeting
November 24, 2020

Present: John Grant, Diane Impastato, Julia Neff, Abigail Smith Hanby, Lesly Ferris, director.

A special meeting was held via Zoom to create a deferred maintenance list to help move the Parks' Master Plan planning process forward. Mr. Grant and Ms. Impastato joined from the Kids Fishing Pond, Route 341. Mr. Grant and Ms. Impastato shared a list of current maintenance and repairs needed at Emery and Kent Common Parks, routine maintenance recommendations and wishlist for the future. The lists were reviewed and suggestions were added to the lists (attached).

There was no action taken.

The meeting ended at 2:28 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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KENT TOWN CLERK
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BY *J. Bracey*
TOWN CLERK

Town of Kent Park and Recreation

Currently Needed Maintenance and Repairs

Kent Commons

- Pavilion
 - Soffit repair (cover fascia board with vinyl)
 - Stain
 - Bee Extermination On Soffit
 - Light bulb Replacement
- Drainage System
 - Around Pavilion, Tennis Court, Pathways, Back of Tennis Court
- Culvert Complete Repair At Park Entrance
- Drainage Channel Clean out
- Chip Spreading Throughout Park
- Tennis Court Door Part Needs Replacement Due To Vandalism (Front and Back Doors)

Emery Park

- Trim Hedge Rows Near Parking Lot and In Pool Area
- Flagpole Repair
- Eliminate Old Walkway
- Welding of Playground Equipment
- Memorial Wall and Fountain Needs Repair
- Pool Gate Repair Needed
- Broken Window On Building Needs Repair
- Drainage System Needs Maintenance (Causing Erosion)

Town of Kent Park and Recreation Routine Maintenance Recommendations

*little to none winter maintenance in parks

Kent Common Park

- Safety Check Weekly (Document)
 - Playground
 - Lights
 - Trees
 - Pavillion
 - Bees
 - Tennis Court Cement, Fence, Gates and Locks, Nets
 - Drainage Issues that Might Cause Erosion
- Tennis Court
 - Powerwashing (every 3-4 years)
 - painting (every 7-10 years)
- **Drainage** (John to draw over map over where issues are, will need photographs)
 - Access Road -- Swifts Lane -- falling apart by culvert
 - South Common Road drainage pipes need periodic cleaning (assumed responsibility of the Town)
- In Season - Weekly Edge Trimming and Weeding (AKA Weed Whacking)
- In Season - Weeding of Pathways Throughout Park Including Application of 30% Vinegar For Weed Killing.
- Tree Trimming and Dead Branch Removal Yearly and As Needed
- Addition of Gravel To Pathways (Yearly?)
- Pavilion Maintenance As Needed
 - Such As Staining, Soffit Repair, Louver Repair, Light Bulb Replacement, Roof Maintenance
 - Picnic tables and grill
- Bench and Sign Staining and Repair As Needed
- Memorial Garden Weeding As Needed
- **Maintain Culvert** At Park Entrance (Periodic pipeline clean out -- drainage issue)
- Maintain Drainage Channel (Stream) Running Through Park (Periodically clean out debris and build up. Includes keeping drainage pipes under South Commons Rd. cleaned out.)
- Playground Equipment Repair and Replacement When Needed (needs to be replaced and rethought -- originally intended for young children)

- Powerwashing (3-4 years)
- Swingset to be replaced due to rusting at the base
- Chip Spreading and Raking To Tidy Up (To prevent weeds and for aesthetics around park and under playground equipment) -- monthly
- Maintain Parking Lot
 - Monthly tidy (weeding)
 - Semiannual gravel check // raking (with proper drainage would be less of an issue) Permanent sign at tennis courts to inform visitors of usage protocol

Emery Park

- Trail map kiosk at trail head (possibly wishlist)
- Annual Pool Opening and Close
 - Sand Replacement
 - Clean Up cement patching, powerwashing Around Pool
 - Need to also add budget for operating the pool (cleaning local contactor, lifeguards is largest cost -- most likely won't be able in 2021)
 - lounge chairs (x3/4), lifeguard chairs (x2), backboard (x1), safety tubes (x3), defibrillator (maintained by Town), ladders, fence, cement around pool
 - Add another point of egress, presently not to code
 - Gate (immediate need)
 - Water testing by TAHD
- Feeder Pond as a piece of infrastructure
 - Rodents i.e. bevers
 - Present day route between stream and pond gets blocked and needs regular cleaning, i.e similar to checking traps in chlorinated pool
 - Pipe from pond to pool is grated, power washed annually
 - Path around pond for access to stream
- Weekly Safety Inspection (Document)
 - Playground (Rough Edges, Rust, etc)
 - Pool Ladders (seasonal)
 - Pool Fence, Gate Doors/Locks
 - Cement Around Pool (seasonal)
 - Trees

- Bees
- Building (20' x 20')
 - Lights
 - Windows
 - Roofing
 - Siding
 - Painting
 - Clearance underneath
- Drainage Issues Causing Erosion
- Grills (x3)
- Picnic Tables (x3 wood) (x3 plastic) repair and paint as needed
- Trail blazes
- Tree Trimming and Dead Branch Removal As Needed
 - John meets with Barlett once a month, reviews trees tags what needs immediate attention could include mold infection
 - Linear feet of trails to be maintained at Emery -- 5280'? (1 mile in length with 900' spur)
- Yearly Trimming of Hedgerows Near Parking Lot and In Pool Area
- In Season Weekly Edge Trimming and Weeding, constant attention to area behind building
- Parking Lot Maintenance
 - Fencing
 - Surface
 - Drainage
 - Signage
- Field access road along with additional parking at the end (possibly wishlist)
 - Addition of Gravel when needed, raking and tidying up of gravel, weeding, applying 30% vinegar when needed to kill weeds)
- Chip Spreading and Raking To Tidy Up (To prevent weeds and for aesthetics around park and under playground equipment)
- Pedestrian Access
 - Railings
 - Stain and Repair Railings As Needed
 - Asphalt Walkway
 - Possible removal, look into switchback solution
 - Steps
 - Maintain Any Loose Steps With Cement

- **Fountain and Memorial Wall Maintenance As Needed (repair cement etc.)**
 - Electrical for fountain
 - Mason for wall and fountain
 - P&R responsibility
- **Maintain Fence and Gate Doors Around Pool**
- **20' x 20' Building Maintenance**
 - Paint and repair as needed
- **Periodic Maintenance On Drainage System To Prevent Water Back-Up and Erosion Damage**
 - Present-day design for drainage does not work -- culverts on backside of driveway
- **Flagpole - needs to be repaired -- does this need to remain?**

Fishing Pond

Town of Kent Park and Recreation Wishlist For Future

Kent Commons

- Clear Area for Dog Park Behind Tennis Courts, keep trees, clear brush, fence it in
- More Trees Along Walkway
- Addition of More Playground Equipment (Such As Shuffle Board, Ping Pong etc)
 - Pull up woodchips under playground, line with rubber and possibly new substrate all together
- Wayfinding
 - Out at the road and inside the park
- Timber harvest to fund less steep side spur, when harvesting they are clearing could become an additional trail
- Viewing platform at top of Emery
- Switchback from upper parking lot down to pool/ playground

Emery Park

- Replacing trees that have been removed in main park area, i.e. big tree that fell near lifeguard chair
- Add Handicapped Access
- Add Two Picnic Tables and Grills
- Better Utilize Nature Area In Back Of Pool
- Wayfinding
 - Out at the road and inside the park
 - Trails network and individual trails
- Enhancing feeder pond experience so one would walk, sit, draw, bird, ect
- Parking lot lighting

Fishing Pond

- Needs parking
- Beautiful, nice spot, lawn
- Very easy access from 341, walkable from town
- Has a picnic table
- Need to check whether it freezes
- Lots of thicket, need a tree service and volunteers to clean it out