

Kent Park and Recreation
Minutes Oct. 21, 2019 Meeting

Present: Jennifer Calhoun, John Grant, Lynn Harrington, Trisha McMahon, Michael Perkins, Abigail Smith Hanby, director Lesly Ferris

Public & Invited Guests: None

Chairman Lynn Harrington called the meeting to order at 7:03 p.m.

Alternates: Mr. Grant made a motion to elevate alternate Trisha McMahon. Mr. Perkins seconded the motion, and the motion was approved unanimously.

Agenda: Mr. Grant made a motion to approve the agenda as presented. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes: Mr. Grant made a motion to approve the minutes of the Sept. 16, 2019 meeting. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Correspondence: None.

Public and Invited Guests: There were no public or invited guests present.

Director's Report: In addition to the written report sent to the commission prior to the meeting (attached), Ms. Ferris noted a new session of Tang Soo Do classes began tonight. There was one student for the Kids Kicks class and hopefully more will join over time. Ms. Ferris said she attended a meeting last week regarding baseball and the potential for Canaan to join the regional baseball league. This addition also would mean the creation of an "elite" team of 10-12 year olds that would play under Canaan's Little League charter in District 5. There will be a follow-up meeting in the coming weeks to confirm details.

Old Business: After-School Program: Ms. Ferris said she would be working to identify another person who could substitute for the program director who has requested some time off this winter. The program attendance continues to be consistent. Ms. Ferris worked a few days at the program in recent weeks.

Parks: Emery Park projects: Ms. Ferris provided copies of the proposals for tree work in the parks that Mr. Grant shared at the September meeting. He noted this work is for risk aversion. He said the commission needs to decide what work to do. Mrs. Harrington suggested the commission needs to request additional funds to address tree work in the new budget. Mr. Grant recommended doing the work at Kent Common Park first. Ms. Smith Hanby commented she is having a hard time prioritizing the tree work. Ms. McMahon made a motion to authorize an expenditure of \$4,800 to Bartlett Tree Services for tree work at Kent Common Park, group 1, as proposed. Mr. Perkins seconded the motion. Ms. Calhoun said she would feel more comfortable if the Town engineer looked at this list first. Mr. Grant, Ms. McMahon and Mr. Perkins voted yes; Ms. Calhoun, Mrs. Harrington and Ms. Smith Hanby voted no. The motion fails. Ms. Smith Hanby said she would like to better understand the criteria for the prioritization of the proposed list. Mrs. Harrington reiterated Bartlett's generosity with donating tree work to Park and Recreation. Mr. Perkins made a motion to request Bartlett prioritize the list and provide the

RECEIVED FOR RECORD
KENT TOWN CLERK

2019 OCT 23 P 2:47

BY *D. Bracy*
TOWN CLERK

criteria by which they have determined what safety means. Ms. Smith Hanby seconded the motion. The motion was approved unanimously. Ms. Ferris will contact Bartlett and meet with Mr. Flanagan and report back to the commission. She also will ask if the commission has the option of having the Town engineer review any of the larger tree work that is proposed.

Mr. Grant noted the aerator at the Emery Park swimming area has been running in an attempt to address any potential EEE virus. Ms. Ferris said today she turned off the aerator, which will stay in the water for the winter as recommended by the manufacturer. Mr. Grant said he continues to work on addressing the needed tree work at the top of the Emery Park trail using volunteers.

Kent Common Park: Mr. Grant recommended power washing the pavilion and tennis courts in the spring.

Parks' Master Plan Subcommittee: follow-up on plan: Ms. Smith Hanby and Ms. Ferris shared that Kent resident Miranda Lovato has expressed interest in looking at the Parks' Master Plan RFP/Q. Ms. Ferris emailed her the plan today. Ms. Calhoun asked to have a copy of the plan. Ms. Ferris suggested the commission think about proposing some funding in the FY2020-21 operating budget for the Master Plan.

Five-Year Capital Plan: Ms. Ferris said proposals for the Five-Year Capital Plan are due in the Selectman's office by November 15. She noted there needs to be money for painting of the tennis courts, which cost \$10,500 when done at the time the tennis courts were refurbished. Ms. Calhoun will find out what New Milford Parks and Rec spent this year to paint its courts. Mr. Grant noted the cement slab at the pavilion is cracking, and this should be addressed for safety reasons. He also noted some work the pavilion needs and recommended including this in the capital funding. Ms. Ferris will determine an estimated cost and submit this to the Selectmen.

Sports Programs follow-up: soccer, basketball programs: Ms. Ferris said travel soccer programs end this weekend with the last games of the season. The kindergarten program has been rained out three of the five weeks it has met and will continue into November, depending on the weather. Ms. Ferris has sent out registration for the Northwest Rec League grades 5/6 programs and the regional Housy Hoops programs for grades 5-8. She explained the regional rec directors last year offered a successful grades 1 and 2 program that met Saturday mornings at the high school. This program will be offered again this winter, starting in January. Additionally, the recreation directors have discussed offering a similar program for grades 3 and 4. Ms. Calhoun and Mr. Grant voiced support for the idea. Mrs. Harrington said she is not be thrilled with it, especially if Kent has enough players to support its own program. The commission asked the director to survey the parents of grades 1 and 2 and 3 and 4 and ask three questions regarding the proposed regional basketball programs: would you participate in a regional program; would you participate in an in-house program; would you participate in both.

2019-20 Budget: Mrs. Ferris said she does not have monthly budget reports to share.

Learn-to-Skate/Hockey Development proposal follow-up: Ms. Ferris said Kent School has offered Park and Recreation ice time Sunday morning at a discounted price of \$220/hour. Ms. Ferris suggested offering this program at a cost of \$150/player. She said the Kent School ice rink construction project isn't finished and, therefore, there isn't a contract in place yet for this

program. She has registration materials ready to distribute once Kent School confirms and provides Park and Recreation with a contract. She mentioned that the program proposers suggested youngsters under age 4 have a competent skater who is at least age 16 on the ice with them. Ms. Ferris has changed that age to 18. There was discussion about developing an email list of preschoolers.

Halloween Bash: Mrs. Harrington shared a diagram and explanation for the haunted walkway that will be downstairs. She said she has expanded it from last year's and the entry/exit is different. She added she could use a few more people. Mr. Perkins said he is available. Ms. McMahon said she can help upstairs. Ms. Ferris will email Blythe Everett and Wendi Love at Marvelwood School to confirm if they could provide student helpers and to ask again about borrowing a PA system. Ms. McMahon expressed concern about unattended adolescents last year running around, asking how to avoid this happening this year. The commission agrees parents should be told they have to be with their children at all times. Ms. Ferris will find out where the Kent Center School PTO purchased the pizza last year and how many. Mrs. Harrington recommended Park and Recreation purchase the prizes for the costume contest. The consensus is to purchase six \$10 gift certificates at local merchants. Ms. McMahon agreed to do this. Ms. Ferris will advance money for the gift certificates and \$100 in \$5 bills for change for the admission.

New Business: Playing Field maintenance invoices: Ms. Ferris shared invoice for the turf management at the playing fields which Kent School has paid and overseen previously (attached). KCS and Park and Recreation are being asked to share this cost as it isn't budgeted in the playing field line item in the Town budget in the current budget.

Playing field oversight: Ms. Ferris provided the following regarding the playing fields adjacent KCS:

- Town of Kent leases the field adjacent Kent Center School from Kent School.
- Playing fields' use is shared by KCS and Park and Recreation.
- Fields are used for soccer, KCS and P&R; baseball, KCS P&R.
- The Board of Selectmen created playing field subcommittee; spent \$30,000 to rehab the fields, including the infields of the three baseball fields and then budgeted \$6,000/annually in the Town budget for field maintenance.
- The Town mows the fields.
- The first selectman currently is the only remaining member of the playing field subcommittee. I suggested he ask the BOS to reconstitute the committee. Selectman Chris Garrity recommended P&R take over this function. The BOS voted to take that action.
- There is a line item in the Town budget for KCS ballfields; \$5,690 was spent in FY17-18; \$5,000 is budgeted for FY19-20; originally \$6,000 was budgeted when the line item first was added to the budget.
- Kent School had included turf treatment of the fields in its budget and now has asked the Town to pay for this cost.
- I propose P&R create a playing field subcommittee and include P&R, KCS and BOS representation. The subcommittee should send out RFP for the infield work before budget time so it could submit a documented expenditure in the 2020-21 budget proposal.

- The road foreman recommends having a soil sample tested to determine what should be added in the turf management program.

Ms. Smith Hanby voiced support for using the fields more as part of Park and Recreation programs, especially in the summer. Ms. Calhoun said she doesn't feel Park and Rec should be in charge of the playing field maintenance line item. She said she feels the subcommittee is a good idea. Mr. Grant made a motion that Park and Recreation establish a playing fields' subcommittee with one representative each from Board of Education, Park and Recreation and Board of Selectmen with oversight by the Board of Selectmen. Ms. McMahon seconded the motion. The commission consensus is Park and Recreation should not be overseeing this budget line. Ms. Calhoun, Mr. Grant, Ms. McMahon, Mr. Perkins and Ms. Smith Hanby voted yes; Mrs. Harrington voted no. The motion passed 5-1. Mrs. Harrington said she feels the commission should wait to create a subcommittee until it goes back to discuss with the Board of Selectmen. Ms. Ferris noted the next BOS meeting is November 6 at 4:30 p.m., and she asked for commission representation at that meeting. Ms. Ferris will speak with the first selectman.

Rob Zombie: Mr. Grant said he has spoken with Rob Zombie, musician and filmmakers, and his wife who are Kent residents, and they would be willing to do something (except music) for Park and Recreation next year at Halloween. Mr. Grant said a proposal would need to be submitted to the Zombie's by Thanksgiving. Ms. Smith Hanby said there are a lot of ways Park and Rec could use Rob Zombie's goodwill. The commissioners noted this could be an event that would benefit somebody else. Commissioners could email their suggestions to the director. This will be on the Thanksgiving meeting agenda. Mr. Grant urged the commission not to pass up this opportunity, saying Mr. Zombie has a lot of connections.

The next Kent Park and Recreation Commission meeting is Nov. 18, 2018 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 9:10 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.

Kent Park and Recreation
Minutes Oct. 21, 2019 Meeting

Present: Jennifer Calhoun, John Grant, Lynn Harrington, Trisha McMahon, Michael Perkins, Abigail Smith Hanby, director Lesly Ferris

Public & Invited Guests: None

Chairman Lynn Harrington called the meeting to order at 7:03 p.m.

Alternates: Mr. Grant made a motion to elevate alternate Trisha McMahon. Mr. Perkins seconded the motion, and the motion was approved unanimously.

Agenda: Mr. Grant made a motion to approve the agenda as presented. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes: Mr. Grant made a motion to approve the minutes of the Sept. 16, 2019 meeting. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Correspondence: None.

Public and Invited Guests: There were no public or invited guests present.

Director's Report: In addition to the written report sent to the commission prior to the meeting (attached), Ms. Ferris noted a new session of Tang Soo Do classes began tonight. There was one student for the Kids Kicks class and hopefully more will join over time. Ms. Ferris said she attended a meeting last week regarding baseball and the potential for Canaan to join the regional baseball league. This addition also would mean the creation of an "elite" team of 10-12 year olds that would play under Canaan's Little League charter in District 5. There will be a follow-up meeting in the coming weeks to confirm details.

Old Business: After-School Program: Ms. Ferris said she would be working to identify another person who could substitute for the program director who has requested some time off this winter. The program attendance continues to be consistent. Ms. Ferris worked a few days at the program in recent weeks.

Parks: Emery Park projects: Ms. Ferris provided copies of the proposals for tree work in the parks that Mr. Grant shared at the September meeting. He noted this work is for risk aversion. He said the commission needs to decide what work to do. Mrs. Harrington suggested the commission needs to request additional funds to address tree work in the new budget. Mr. Grant recommended doing the work at Kent Common Park first. Ms. Smith Hanby commented she is having a hard time prioritizing the tree work. Ms. McMahon made a motion to authorize an expenditure of \$4,800 to Bartlett Tree Services for tree work at Kent Common Park, group 1, as proposed. Mr. Perkins seconded the motion. Ms. Calhoun said she would feel more comfortable if the Town engineer looked at this list first. Mr. Grant, Ms. McMahon and Mr. Perkins voted yes; Ms. Calhoun, Mrs. Harrington and Ms. Smith Hanby voted no. The motion fails. Ms. Smith Hanby said she would like to better understand the criteria for the prioritization of the proposed list. Mrs. Harrington reiterated Bartlett's generosity with donating tree work to Park and Recreation. Mr. Perkins made a motion to request Bartlett prioritize the list and provide the

criteria by which they have determined what safety means. Ms. Smith Hanby seconded the motion. The motion was approved unanimously. Ms. Ferris will contact Bartlett and meet with Mr. Flanagan and report back to the commission. She also will ask if the commission has the option of having the Town engineer review any of the larger tree work that is proposed.

Mr. Grant noted the aerator at the Emery Park swimming area has been running in an attempt to address any potential EEE virus. Ms. Ferris said today she turned off the aerator, which will stay in the water for the winter as recommended by the manufacturer. Mr. Grant said he continues to work on addressing the needed tree work at the top of the Emery Park trail using volunteers.

Kent Common Park: Mr. Grant recommended power washing the pavilion and tennis courts in the spring.

Parks' Master Plan Subcommittee: follow-up on plan: Ms. Smith Hanby and Ms. Ferris shared that Kent resident Miranda Lovato has expressed interest in looking at the Parks' Master Plan RFP/Q. Ms. Ferris emailed her the plan today. Ms. Calhoun asked to have a copy of the plan. Ms. Ferris suggested the commission think about proposing some funding in the FY2020-21 operating budget for the Master Plan.

Five-Year Capital Plan: Ms. Ferris said proposals for the Five-Year Capital Plan are due in the Selectman's office by November 15. She noted there needs to be money for painting of the tennis courts, which cost \$10,500 when done at the time the tennis courts were refurbished. Ms. Calhoun will find out what New Milford Parks and Rec spent this year to paint its courts. Mr. Grant noted the cement slab at the pavilion is cracking, and this should be addressed for safety reasons. He also noted some work the pavilion needs and recommended including this in the capital funding. Ms. Ferris will determine an estimated cost and submit this to the Selectmen.

Sports Programs follow-up: soccer, basketball programs: Ms. Ferris said travel soccer programs end this weekend with the last games of the season. The kindergarten program has been rained out three of the five weeks it has met and will continue into November, depending on the weather. Ms. Ferris has sent out registration for the Northwest Rec League grades 5/6 programs and the regional Housy Hoops programs for grades 5-8. She explained the regional rec directors last year offered a successful grades 1 and 2 program that met Saturday mornings at the high school. This program will be offered again this winter, starting in January. Additionally, the recreation directors have discussed offering a similar program for grades 3 and 4. Ms. Calhoun and Mr. Grant voiced support for the idea. Mrs. Harrington said she is not be thrilled with it, especially if Kent has enough players to support its own program. The commission asked the director to survey the parents of grades 1 and 2 and 3 and 4 and ask three questions regarding the proposed regional basketball programs: would you participate in a regional program; would you participate in an in-house program; would you participate in both.

2019-20 Budget: Mrs. Ferris said she does not have monthly budget reports to share.

Learn-to-Skate/Hockey Development proposal follow-up: Ms. Ferris said Kent School has offered Park and Recreation ice time Sunday morning at a discounted price of \$220/hour. Ms. Ferris suggested offering this program at a cost of \$150/player. She said the Kent School ice rink construction project isn't finished and, therefore, there isn't a contract in place yet for this

program. She has registration materials ready to distribute once Kent School confirms and provides Park and Recreation with a contract. She mentioned that the program proposers suggested youngsters under age 4 have a competent skater who is at least age 16 on the ice with them. Ms. Ferris has changed that age to 18. There was discussion about developing an email list of preschoolers.

Halloween Bash: Mrs. Harrington shared a diagram and explanation for the haunted walkway that will be downstairs. She said she has expanded it from last year's and the entry/exit is different. She added she could use a few more people. Mr. Perkins said he is available. Ms. McMahon said she can help upstairs. Ms. Ferris will email Blythe Everett and Wendi Love at Marvelwood School to confirm if they could provide student helpers and to ask again about borrowing a PA system. Ms. McMahon expressed concern about unattended adolescents last year running around, asking how to avoid this happening this year. The commission agrees parents should be told they have to be with their children at all times. Ms. Ferris will find out where the Kent Center School PTO purchased the pizza last year and how many. Mrs. Harrington recommended Park and Recreation purchase the prizes for the costume contest. The consensus is to purchase six \$10 gift certificates at local merchants. Ms. McMahon agreed to do this. Ms. Ferris will advance money for the gift certificates and \$100 in \$5 bills for change for the admission.

New Business: Playing Field maintenance invoices: Ms. Ferris shared invoice for the turf management at the playing fields which Kent School has paid and overseen previously (attached). KCS and Park and Recreation are being asked to share this cost as it isn't budgeted in the playing field line item in the Town budget in the current budget.

Playing field oversight: Ms. Ferris provided the following regarding the playing fields adjacent KCS:

- Town of Kent leases the field adjacent Kent Center School from Kent School.
- Playing fields' use is shared by KCS and Park and Recreation.
- Fields are used for soccer, KCS and P&R; baseball, KCS P&R.
- The Board of Selectmen created playing field subcommittee; spent \$30,000 to rehab the fields, including the infields of the three baseball fields and then budgeted \$6,000/annually in the Town budget for field maintenance.
- The Town mows the fields.
- The first selectman currently is the only remaining member of the playing field subcommittee. I suggested he ask the BOS to reconstitute the committee. Selectman Chris Garrity recommended P&R take over this function. The BOS voted to take that action.
- There is a line item in the Town budget for KCS ballfields; \$5,690 was spent in FY17-18; \$5,000 is budgeted for FY19-20; originally \$6,000 was budgeted when the line item first was added to the budget.
- Kent School had included turf treatment of the fields in its budget and now has asked the Town to pay for this cost.
- I propose P&R create a playing field subcommittee and include P&R, KCS and BOS representation. The subcommittee should send out RFP for the infield work before budget time so it could submit a documented expenditure in the 2020-21 budget proposal.

- The road foreman recommends having a soil sample tested to determine what should be added in the turf management program.

Ms. Smith Hanby voiced support for using the fields more as part of Park and Recreation programs, especially in the summer. Ms. Calhoun said she doesn't feel Park and Rec should be in charge of the playing field maintenance line item. She said she feels the subcommittee is a good idea. Mr. Grant made a motion that Park and Recreation establish a playing fields' subcommittee with one representative each from Board of Education, Park and Recreation and Board of Selectmen with oversight by the Board of Selectmen. Ms. McMahon seconded the motion. The commission consensus is Park and Recreation should not be overseeing this budget line. Ms. Calhoun, Mr. Grant, Ms. McMahon, Mr. Perkins and Ms. Smith Hanby voted yes; Mrs. Harrington voted no. The motion passed 5-1. Mrs. Harrington said she feels the commission should wait to create a subcommittee until it goes back to discuss with the Board of Selectmen. Ms. Ferris noted the next BOS meeting is November 6 at 4:30 p.m., and she asked for commission representation at that meeting. Ms. Ferris will speak with the first selectman.

Rob Zombie: Mr. Grant said he has spoken with Rob Zombie, musician and filmmakers, and his wife who are Kent residents, and they would be willing to do something (except music) for Park and Recreation next year at Halloween. Mr. Grant said a proposal would need to be submitted to the Zombie's by Thanksgiving. Ms. Smith Hanby said there are a lot of ways Park and Rec could use Rob Zombie's goodwill. The commissioners noted this could be an event that would benefit somebody else. Commissioners could email their suggestions to the director. This will be on the Thanksgiving meeting agenda. Mr. Grant urged the commission not to pass up this opportunity, saying Mr. Zombie has a lot of connections.

The next Kent Park and Recreation Commission meeting is Nov. 18, 2018 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 9:10 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

October 2019

From the September 2019 meeting:

- I have been working with Kent School and Lee and Jim Sohl on the Learn-to-Skate/Hockey Development Program. Kent School is offering a discounted cost for the ice (\$220/hour) and has ice time Sunday mornings 8-9. I am waiting for a contract for this time block. Lee and Jim have emailed us some program description to use on flyer and press materials. I am proposing a cost of \$150/person for the program which would run from early November through February.
- I have contacted Jennifer Calhoun, the commission's new alternate member.
- I have submitted Perennial Plantscape's invoice for payment per commission action.
- I drafted and emailed to Abigail Smith Hanby the letter to accompany the Parks' Master Plan RFP/Q to the universities, per commission discussion.
- Regarding the director's job description, I posted pictures from the Senior Outing on the Facebook Page; I updated the website for the Easy Tai Chi class, the Halloween Bash, the Halloween Safety Committee, the commission alternate appointment.

From the director:

After-School Program: The program attendance for the first five months of the school year exceeded the same time period last year by 44 students. The staff is doing a great job, working cooperatively, assisting with homework and communicating well with parents/guardians. We have had two Kent School students coming to the program as volunteers who have been a great help, both with homework assistance one-on-one and joining the students in games and free play. I have sent home the first invoices of the new school year. The program doesn't meet October 14, a holiday, and October 23-24, parent-teacher conferences.

Budget/Five-Year Capital Plan: I expect to have monthly budget reports at the meeting.

Parks: John Grant and I discussed a concern about the possibility of EEE at Emery Park and agree to let the aerator run in the swimming area until cooler weather. John replaced shingles on the Park and Rec shed at the playing fields and also will be replacing trim pieces.

Fee Programs: Instructor Chris Kiely and I have moved the start of the Easy Tai Chi class to November 12, and I know of at least three people who have expressed interest. I have sent home electronically the flyer for the new session of Tang Soo Do, which begins October 21. Both of these programs are on the website on the home page and under "Forms." I received a phone call from a new resident who is interested in offering a sewing class. I explained the process and the format and let the person know we would need a written proposal before October 21 if she wants the commission to consider it at this month's meeting.

Regional Recreation Directors: We met October 1 and reviewed the fall soccer programs, discussed the upcoming basketball season and next spring's baseball program. The rec directors last winter offered a regional basketball program for first and second graders Saturday morning at Housatonic Valley Regional High School. The program was very successful and well received. The rec directors who were involved are planning to offer this program again with some modification to

the instruction. Kent Park and Recreation did not participate in this last year. The rec directors also discussed expanding this to encompass a regional third and fourth grade program that would feature drills for the first half of the practice and scrimmages the other half. I have placed basketball on the meeting agenda so the commission can discuss Kent's participation in either or both of these programs. The rec directors have sent out registration for the Northwest Recreational Basketball league for fifth and sixth graders. Kent has had a team in this league for three years. There are boys' and girls' teams. We also are registering players for the regional Housy Hoops teams. I have sent home these registration announcements electronically and also am sending home today printed copies of the recreational league registration. ADD BASEBALL MTG

Sports Programs: The travel soccer teams do not have games over the Columbus Day holiday weekend and, therefore, some teams canceled practices this week. I have ordered soccer ribbons for the players. The season ends October 26.

Senior Activities: The seniors enjoyed the September 17 pontoon boat ride around Lake Wonoscopomuc in Lakeville so much that they have asked to go on the ride again next year. The day was a beautiful fall day, sunshine and just enough warmth, and the lake was calm and clear. The October outing is a shopping excursion in Canton/Avon. I have booked dates for November and December. The last theater trip to Goodspeed Opera House for 2019 was October 9 when we saw "Billy Elliot," a terrific production. The seniors have been invited to Kent Center School for lunch with the middle school students and I am working with the school principal on dates. Kent resident and licensed massage therapist Estelle Trabucco is offering free chair massage, 15-minute sessions, for seniors the morning of October 29 at the Senior Center. This program is by appointment.

Halloween Bash: Lynn Harrington and I met at the Community House to map out tentatively the haunted hallways downstairs and, more importantly, made a list of required materials which I am ordering through Amazon with the Town's account. I have sent home through KCS a flyer and have sent out press release and included the event in the Selectman's newsletter and the Chamber newsletter. YOUR HELP STILL IS NEEDED. We need volunteers to help with set-up, the event, and clean-up. The Community House is booked for an event Sunday so the building must be cleaned up Saturday after the event.

Halloween Safety Campaign: I have contacted the Kent Lions Club which again has donated to the Safety Campaign, which is the distribution of glow-in-the-dark necklaces to trick-or-treaters of all ages. I ordered and received the 750 glow necklaces. I have sent home electronically the letter about the safety campaign to KCS families and have sent out press release, included it on the Park and Recreation website. I shared the letter with the Lions Club president Marty Lindenmayer because the letter is sent out jointly under the Lions Club president, Resident State Trooper and Park and Recreation director's signatures. Trooper Andrew Fisher and I distribute the necklaces on North Main Street on Halloween between 5 and 7 p.m. or until the supply lasts.

In other new information, I have submitted a report to the Board of Finance for the Annual Town Report. Also, I was recognized at the October 2 Board of Education meeting for my contributions to Kent Center School. Board member Gonzo Garcia-Pedroso nominated me for this honor and presented me with a rising star pin after making a very nice speech about my dedication to the school as Park and Recreation director.

Looking ahead ...

- I will be out of the office October 24-25 for PTO days.
- The Halloween Bash is October 26.
- The CRPA Annual Conference is November 25-26.

Client: 2142930

Printed on: 9/12/2019

Emery Park
C/O Town of Kent, Bruce Adams
PO Box 678
Kent, CT 06757

Bartlett Tree Experts
Matt Flanagan - Representative
78 Park Lane, Unit 2
New Milford, CT 06776

Business: 860.927.4627

Bus. Reg. ID: B-3470

CT Applicator Certification No.: S-3269
Fax Number: (860) 927-3883
E-Mail Address: mflanagan@bartlett.com
Business: 860-927-3899

Property Address: Emery Park, 42 Segar Mtn. Rd, Kent, CT 06757

The following program is recommended for certain trees and shrubs on your property. In addition to a thorough plant health care program, Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions relating to your trees or shrubs. THIS IS NOT AN INVOICE.

Dear Bruce,

John Grant and I completed a thorough inspection of the trees at Emery Park on September 10th. Our objective was to identify trees or tree portions that pose a risk to the public. I have itemized our findings and my recommendations in this proposal. They are listed in Groups 1-4 (Group 1 is the highest priority; Group 4 is the lowest).

Please let me know if you have any comments or questions. Thank you.

Tree and Shrub Work: Group 1

Removal

Take down the following dead property items:

- pair of ash trees located at the woods side of the pool
- 10" ash located at the on the hill between the guard rails and Camp shed

Leave stumps as close to grade as possible. Chip brush; cut wood into 18" lengths; pile near base of the trees.

Arborist Notes:

- This also includes:
 1. Sugar Maple near the swings: prune dead limbs >2" diameter to reduce risk of branch failure.
 2. Catalpa at bottom of the hill, Camp shed area: remove the hanging limb

Amount: \$1,800.00

Tree and Shrub Work: Group 2

Supplemental Support

Install 1 supplemental support cable in Double-stem ash located at the left of the downhill driveway to limit branch movement to reduce the risk of branch failure.

Supports require periodic inspection for evidence of fatigue and to verify functionality. Please contact your Bartlett Arborist to schedule the inspection each year.

Arborist Notes:

- This includes installation of a brace rod in the split portion of the lower trunk to help reduce risk of failure.

Amount: \$600.00

Tree and Shrub Work: Group 3

Removal

Take down the dead "barkless" ash located at the edge of the path. Leave stump as close to grade as possible. Arrange brush and wood neatly in the woods.

Arborist Notes:

- This tree is not accessible with a bucket truck nor is it safe to climb. It will need to be directionally felled into the woods. Collateral limb and tree damage is likely but we will try to minimize it. The total below does not include repairs to damaged trees.

Amount: \$980.00

Tree and Shrub Work: Group 4

Natural Pruning

Species	Location
Crabapple	lower field between the pool and the swings

Goals:

- Reduce likelihood of disease infection
- Reduce risk of branch failure

Specifications:

- Remove as needed dead, live, broken, diseased, interfering branches, 0.5-2 inch diameter cut(s), entire canopy
- Remove all debris

Amount: \$325.00

Client: 2111681

Printed on: 9/12/2019

Kent Commons Park
C/O Town of Kent, Bruce Ad
PO Box 678
Kent, CT 06757

Bartlett Tree Experts
Matt Flanagan - Representative
78 Park Lane, Unit 2
New Milford, CT 06776

Bus. Reg. ID: B-3470

CT Applicator Certification No.: S-3269

Fax Number: (860) 927-3883

E-Mail Address: mflanagan@bartlett.com

Business: 860-927-3899

Property Address: Swift Lane, Kent, CT 06757

The following program is recommended for certain trees and shrubs on your property. In addition to a thorough plant health care program, Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions relating to your trees or shrubs. THIS IS NOT AN INVOICE.

Dear Bruce,

John Grant and I completed a thorough inspection of the trees at Commons Park on September 10th. Our objective was to identify trees or tree portions that pose a risk to the public. I have itemized our findings and my recommendations in this proposal.

Please let me know if you have any comments or questions. Thank you.

Tree and Shrub Work: Group 1

Natural Pruning

Species	Location
Designated trees	specified locations listed below

Goals:

- Reduce risk of branch failure

Specifications:

- Remove as needed dead, broken, interfering branches, 2-12 inch diameter cut(s), as directed by Matt
- Remove all debris

Arborist Notes:

- Trees are listed going in a counter-clockwise tour starting at the entrance and moving south-west around the perimeter:

1. Black cherry and adjacent pear: dead limbs
2. Old apple tree: dead limbs
3. 36" elm
4. Double-leader walnut: dead limbs and installation of a support cable
5. 32" black cherry
6. 32" boxelder
7. Multi-leader elm: install 1 support cable
8. Black cherry
9. Tips of leaning boxelder
10. Removal of 12" leaning cherry over Commons Lane
11. Pair of crabapples: limbs encroaching the pavillion
12. Removal pair of small catalpa stems encroaching the east side of tennis court
13. Remove broken limbs of black cherry near the bench at the tennis court
14. Remove the long, low limbs of the cottonwood at the entrance by the bridge

Amount: \$4,800.00

Tree and Shrub Work: Group 2

Removal

Take down the dead Ash located at the slope above the pavillion. Leave stump as close to grade as possible. Chip brush and limbs; cut up the wood and leave it near the base of the tree.

Amount: \$1,800.00

Please review the information and the terms and conditions attached, which become part of the agreement, and sign and return one copy authorizing the program.

(Customer Signature)

Matt Flanagan

(Bartlett Representative - Matt Flanagan)

(Date)

9/12/2019

(Date)

ORGANIC LAWN CARE PROGRAM

Application 1: Organic Based Granular Fertilizer

Application 2: Organic Based Granular Fertilizer

Application 3: Organic Based Granular Fertilizer

Application 4: Organic Based Granular Fertilizer

Using Organic based Fertilizer 24-0-5 40% XCU 2.5% Humate

Application 5: Lime (Solu-Cal) Based on Soil Samples

***No weed controls or Insect controls applied.**

*** Watering, Mowing and Over- seeding are essential to maintaining healthy turf with this program.**

...

NEW ENGLAND TURF MANAGEMENT

P.O. Box 1593 ♦ Farmington , CT 06034 ♦ 860-819-5062 ♦ jim@newenglandturfmanagement.com **COMMERCIAL PROPERTY SERVICE**

LOCATION Center School
ADDRESS Judd Ave
CITY Kent **STATE** CT **ZIP** 06757
SALES REP Jim Leszuk
PHONE 860-819-5062 **FAX**

BILL TO Center School
ADDRESS Judd Ave
CITY Kent **STATE** CT **ZIP** 06757
CONTACT Bruce Adams
PHONE **FAX**

LAWN CARE		
TREATMENT	DESCRIPTION	COST
1. SPRING	<input type="checkbox"/> PRE-EMERGENT FOR CRABGRASS CONTROL	\$770.00
	<input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/> ORGANIC	
	<input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/>	
2. EARLY SUMMER	<input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC	\$770.00
	<input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/>	
	<input type="checkbox"/> SURFACE INSECT CONTROL <input type="checkbox"/>	
3. SUMMER	<input type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC	
	<input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/>	
	<input type="checkbox"/>	
4. FALL	<input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC	\$770.00
	<input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/>	
	<input type="checkbox"/>	
5. LATE FALL	<input checked="" type="checkbox"/> BALANCED FERTILIZER <input type="checkbox"/> ORGANIC	\$770.00
	<input type="checkbox"/> BROADLEAF WEED CONTROL <input type="checkbox"/>	
	<input type="checkbox"/>	
6. SPECIAL APPLICATIONS	<input type="checkbox"/> MERIT GRUB CONTROL <input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
COMMENTS: .		
LAWN CARE TOTAL		\$3,080.00
ADDITIONAL SERVICES		
<input type="checkbox"/> SPRING LIME		
<input type="checkbox"/> AERATION		
<input type="checkbox"/> OVER SEEDING		
<input type="checkbox"/> FUNGICIDE		
<input type="checkbox"/> INSECT CONTROL		
<input checked="" type="checkbox"/> FALL LIME		\$770.00
<input type="checkbox"/>		
PLEASE INITIAL NEXT TO ITEM TO INCLUDE SERVICE		
SERVICE TOTAL		\$3,850.00
COMMENTS:		

TREE AND SHRUB CARE		
TREATMENT	DESCRIPTION	COST
1. EARLY SPRING	<input type="checkbox"/> HORTICULTURE OIL <input checked="" type="checkbox"/> IPM	
	<input type="checkbox"/> MERIT INJECTION <input type="checkbox"/>	
	<input type="checkbox"/> SPRING FERTILIZATION	
2. SPRING	<input type="checkbox"/> INSECT CONTROL <input checked="" type="checkbox"/> IPM	
	<input type="checkbox"/> DISEASE CONTROL <input type="checkbox"/>	
	<input type="checkbox"/>	
3. EARLY SUMMER	<input type="checkbox"/> INSECT CONTROL <input checked="" type="checkbox"/> IPM	
	<input type="checkbox"/> DISEASE CONTROL <input type="checkbox"/>	
	<input type="checkbox"/>	
4. SUMMER	<input type="checkbox"/> INSECT CONTROL <input checked="" type="checkbox"/> IPM	
	<input type="checkbox"/> DISEASE CONTROL <input type="checkbox"/>	
	<input type="checkbox"/>	
5. FALL	<input type="checkbox"/> INSECT CONTROL <input type="checkbox"/> IPM	
	<input type="checkbox"/> FALL FERTILIZATION <input type="checkbox"/>	
	<input type="checkbox"/>	
6. SPECIAL APPLICATIONS	<input type="checkbox"/> <input type="checkbox"/> IPM	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
COMMENTS:		
TREE AND SHRUB CARE TOTAL		
SHRUB BED CONTROL		
<input type="checkbox"/> SPRING		
<input type="checkbox"/> LATE SPRING		
<input type="checkbox"/> SUMMER		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
SHRUB BED TOTAL		
COMMENTS:		
TERMS OF AGREEMENT: (CIRCLE ONE) 1 YR. 2 YRS. 3 YRS.		

NEW ENGLAND

DATE 9-19-2019

PROPERTY MANAGER

DATE