

Kent Park and Recreation  
Minutes Oct. 15, 2018 Meeting

RECEIVED FOR RECORD  
KENT TOWN CLERK  
2018 OCT 16 P 3:16  
BY D. Brady  
TOWN CLERK

Present: Sarah Adams, John Grant, Lynn Harrington, Trisha McMahon, director Lesly Ferris

Public & Invited Guests: Abigail Smith Hanby

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

Alternates: Mr. Grant made a motion to elevate alternates Sarah Adams and Trisha McMahon. Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Agenda: Ms. Ferris asked to add basketball coaches to item 9b. Mr. Grant made a motion to approve the agenda as amended. Mrs. Harrington seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Grant made a motion to approve the minutes of the Aug. 13, 2018 and Sept. 17, 2018 meetings. Ms. Adams seconded the motion, and the motion was approved unanimously.

Correspondence: Ms. Ferris shared with the commission prior to the meeting commission member Glen Nielsen's letter of resignation (attached). Mr. Grant made a motion to accept with regret Mr. Nielsen's letter of resignation from the commission. Ms. McMahon seconded the motion, and the motion was approved unanimously. Ms. Ferris shared letter from Bartlett Tree Experts regarding tree work that the company did without charge at Emery Park (attached). Mr. Grant noted he is no longer able to participate in the Kent Pumpkin Run and use one of the commission's complimentary entries. Ms. Adams said she would be interested in using that entry. Ms. Ferris asked Mrs. Harrington if she received email from the first selectman regarding the status of the proposed change to the Park and Recreation director job description. Mr. Grant said he attended the Selectman's meeting where this was discussed and said the selectmen have asked the commission to consider keeping the job description the same until the end of the fiscal year due to budgetary considerations. Mr. Grant said he told the selectmen that the commission did not want to change the director's salary. Kent Chamber of Commerce President Tim Good called the director this afternoon to say he would be available to come to the November Park and Recreation meeting to discuss ways for the two groups to work together.

Public and Invited Guests: Abigail Smith Hanby introduced herself as a new resident of Kent who is interested in getting involved in and giving back to the community. She has submitted a written letter of interest in serving on the commission.

Director's Report: In addition to the written report sent to the commission prior to the meeting (attached), Ms. Ferris noted 10 new students have registered for Qigong class after instructor Chris Kiely offered two complimentary classes, one in late August and the second in late September. This class brought in almost \$1700 in revenue last week. A new session of Tang Soo Do class began this evening. Park and Recreation has received a donation from the Kent Lions Club for the Halloween Safety Program and purchase of glow necklaces. Kent Center School has asked Park and Recreation to participate in the Friday (only) email blast to parents of anything it wants to send home. Previously, emails could be sent whenever needed.

Old Business: After-School Program: Ms. Ferris said the program attendance for October already has exceeded last school year after the first two weeks of the month. Ms. Ferris is working with the director and present staff on staffing to meet the 8:1 ratio on days when the attendance has exceeded 16. Kent School continues to provide student volunteers at the program three to four days a week. One parent has a \$63 balance remaining from the 2017-18 school year. The remainder of the accounts have been paid in full. Ms. Adams and Ms. Ferris noted the school is sending out a survey regarding the need for childcare on early dismissal days for professional development that would be provided by school personnel. Ms. Ferris said she had a conversation with the superintendent and school principal about this survey.

Parks: Emery Park projects: Mr. Grant reported the tropical plants have gone to Kent Center School until next summer. He has spoken with Laurie Doss who is working with her Marvelwood students on ideas for an ecosystem at the feeder pond. She may have some grant money to assist with an educational project around the pond. Ms. Ferris reported she attended a CRPA quarterly workshop on aging aquatic facilities where she had an opportunity to ask for suggestions on renovation of swimming facilities. She said several recreation directors spoke about conducting a feasibility study first. Ms. Adams said the moms she has talked to said they would use the park if it has a "real pool." She also agrees people are putting in their own pools. Ms. Ferris noted she is working on securing at least three bids for work on the swimming area floor. The commission discussed the pros and cons of putting working into an aging structure. Ms. Ferris proposed asking CRPA members which companies they used to conduct a feasibility study of aquatic structures and at what cost and bringing this information back to the commission to consider the next step. The commission consensus is to move forward in this direction. Ms. Ferris also reported she has filed the updated paperwork for the Connecticut Recreational Trails Program Grant after the selectmen approved the reapplication. The director gave commissioners a copy of the 2001 Emery Park Forestry Plan that was done by James Gillespie for the timber harvest (attached).

Kent Common Park: Mr. Grant said private school student volunteers have been doing a lot of weed clearing and tree trimming in the park. The town crew will chip the brush. Mr. Grant said the town crew will do work on the culvert behind the tennis courts. Bartlett provided a proposal for tree work at Kent Common in the amount of \$900 or half of the actual cost (attached). Ms. McMahon made a motion to accept the proposal from Bartlett for tree work at Kent Common Park. Ms. Adams seconded the motion, and the motion was approved unanimously. Ms. Ferris asked the commission if it is okay to park cars from the Gilmore Girls' fan fest October 19-20 in the park. The parking would be overseen from volunteers working with the state police.

Five-Year Capital Plan: Mrs. Harrington said she was planning to ask the Board of Selectmen to advance capital funds for the Kent Common Park playground and questioned how much of a safety risk the current playground equipment is. Mr. Grant said the equipment is aging and also expressed concerns about drainage near the playground.

Sports Programs follow-up: basketball programs: Ms. Ferris said she has sent out information regarding registration for the regional Housy Hoops programs and the recreational basketball program for grades 5-6 girls and boys. She noted the regional recreation directors have proposed a regional basketball program for first and second graders that would meet Saturday morning at the high school or other regional elementary school and asked for the commission's feedback on

this proposal. Ms. Adams said she wouldn't be in favor of a regional program for this age group and advocated for keeping a local program.

2018-19 Budget: Mrs. Ferris shared the July-August monthly budget report (attached).

Halloween Bash follow-up: Ms. Ferris said Mr. Grant is getting the pumpkins and she has purchased the pumpkin decorations. Mr. Grant said he is working on student volunteers to help at the event. Ms. McMahon and Mr. Grant volunteered their help. Ms. Adams said she could help with set-up. Mrs. Harrington will be working with the scouts on decorating the lower level of the Community House. There was discussion about covering costs of the items the scouts would need to decorate.

Commission vacancies: Ms. Ferris noted there are three applicants for two unexpired three-year seats available on the commission. Mr. Grant made a motion to appoint Abigail Smith Hanby to fill an unexpired three-year term that expires January 16, 2020 until January 17, 2021 and to appoint Blythe Everett to an unexpired three-year term that expires January 21, 2021 until January 17, 2019. Ms. Adams seconded the motion, and the motion was approved unanimously.

Lifeguard Salaries: Mr. Ferris provided proposed 2019-2020 hourly wages for the Park and Recreation hourly employees (attached), including lifeguards. Ms. Ferris said she spoke with the Town of Washington as requested and learned Washington pays its lifeguards a starting wage of \$12/hour with a \$1/hour increase each year a lifeguard returns. Ms. Ferris suggested the commission review the proposed wages and discuss them at the November meeting.

New Business: CRPA Annual Conference: Ms. Ferris said this item was on the agenda for the September meeting that didn't take place. She plans to attend the CRPA Annual Conference November 19-20. Ms. McMahon made a motion to approve an expenditure of \$400 for the Park and Recreation director to attend the annual CRPA Conference Nov. 19-20, 2018. Mr. Grant seconded the motion, and the motion was approved unanimously.

Soccer and basketball coaches: Ms. Ferris shared recommendations for coaches for soccer and basketball travel teams. She did note the U8 Coed soccer program this year is being run by Kent School students for Tuesday practices and parent volunteers at games. Mr. Grant made a motion to accept the recommendations for soccer coaches: U12 boys – Gonzo Garcia-Pedroso and Heather Darby and U10 girls – Garrison Smith and recommendations for grades 5-6 boys Northwest Recreational Basketball League – Ray Pennucci and Bob McCarron. Ms. Adams seconded the motion, and the motion was approved unanimously.

After-School Program participation policy: Mrs. Harrington said she had asked if her child, who no longer attends Kent Center School, could participate in the After-School Program? Ms. Ferris said the program handbook states the program is open to "Kent Center School students ..." Mrs. Harrington said Park and Recreation programs are open to town residents. Ms. McMahon said she would stipulate that a parent/guardian accompany the student into the program. Ms. Ferris suggested asking parents to call the Park and Recreation office in advance to say their child would be attending. Ms. Adams suggested a minimum 24-hour notice. Ms. Ferris will draft a policy, share it with Mrs. Harrington and put it on the November meeting agenda.

Music Program Proposal: Ms. Ferris forwarded the commission prior to the meeting a proposal from Musical Associates for group guitar and piano lessons in Kent (attached). Ms. Adams said she knows some youngsters already are taking music lessons and said personally she prefers having private lessons. Ms. Ferris noted the Community House already is used Monday and Tuesday evenings starting at 6 p.m. for other Park and Recreation programs. The director will ask if the Swift House would be available. The commission asked the director to email Kent Center School families to determine if there would be interest in such a program and to place the proposal on the November agenda for continued discussion.

Five-Year Capital Plan: Mrs. Harrington and Ms. Ferris noted requests for projects to be considered for inclusion in the Town's Five-Year Capital Plan are due November 1. The commission discussed upgrades to the Kent Common Park pavilion, ecosystem of the Emery Park feeder pond, creation of an ADA compliant ramp at Emery Park from the parking lot to the playground. Ms. Smith Hanby questioned what the commission vision for the parks is. Ms. Ferris recommended taking time to compile a list of capital projects, gather pricing and prioritize the projects before proceeding with requests to the selectmen.

The next Kent Park and Recreation Commission meeting is Nov. 26, 2018 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 8:39 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.*

Dear commission

Do to my retirering and moving to Maine I rgretfully need to resign from the  
commission.

Keep up the good work.

Good luck.

Glen Nielsen



# BARTLETT TREE EXPERTS

P.O. Box 3067  
Stamford, CT 06905-0067  
TEMP-RETURN SERVICE REQUESTED

HOME OFFICE - STAMFORD, CT  
THE BARTLETT TREE RESEARCH LABORATORIES & EXPERIMENTAL GROUNDS - CHARLOTTE, NC

## INVOICE

☐ Please check box if your address below is incorrect or has changed. Indicate change(s) on reverse side.



000287 0.5380 MB 0.424 TR00002  
Emery Park  
C/O Town of Kent, Bruce Ad  
PO Box 678  
Kent, CT 06757-0678

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER
2142930	10/01/2018	37961187-0
AMOUNT DUE		PAY THIS AMOUNT
Page 1		.00

MAKE CHECK PAYABLE TO: Bartlett Tree Experts  
Pay online at [www.bartlett.com](http://www.bartlett.com)

YOUR CHECK NUMBER \_\_\_\_\_

TO INSURE PROPER CREDIT PLEASE RETURN THIS PORTION  
WITH YOUR PAYMENT.

ALL ACCOUNTS NET

PAYABLE UPON RECEIPT

BARTLETT TREE EXPERTS  
P.O. BOX 3067  
STAMFORD, CT 06905-0067



INVOICE NO.

AMOUNT DUE

37961187-0 Work Completed 09/25/2018  
Work at Emery Park 42 Segar Mtn. Rd  
Kent

.00

Cut down the designated Dead Trees (4) located at the right side of the parking area on the hill and the bottom left, at entrance to swimming area. Leave stump as close to grade as possible. Remove resulting debris. This is donated work for the chip dump privileges.

INVOICE

To reduce the risk associated with your trees, it is important to have them inspected regularly by a tree expert for any visibly hazardous conditions or structural issues that could result in damage. Call our office to schedule an inspection.

Thank you for the opportunity to care for your property.

YOUR BARTLETT REPRESENTATIVE IS: **JOHN STEARNS**  
(203) 744-1400

ACCOUNT NUMBER  
2142930

INVOICE DATE  
10/01/2018

PAY THIS AMOUNT  
.00

A SERVICE CHARGE OF 1.5 % PER MONTH WHICH IS AN ANNUAL PERCENTAGE OF 18.0 %  
IS ADDED TO ACCOUNTS 30 DAYS AFTER INVOICE DATE.

RETAIN THIS PORTION FOR YOUR RECORDS

MAKE CHECK PAYABLE TO  
**BARTLETT TREE EXPERTS**  
P.O. BOX 3067  
STAMFORD, CT 06905-0067



## **Park and Recreation Director's Report**

October 2018

### *From the September 2018 meeting:*

- Commissioner Glen Nielsen has submitted a written letter of resignation from the Park and Recreation Commission (attached). I have placed this on the agenda.
- Park and Recreation received a second letter of interest regarding commission vacancies (attached). This item remains on the agenda.

### *From the director:*

**After-School Program:** The program attendance has numbered in the teens every day for the past two weeks. We have received three new registrations this week and each of these is for regular attendance at least one day a week. The overall number for September fell short of the total attendance for last year at this time but this school year there were four early dismissal days due to heat in the same time period. I have spoken with the director about the potential need for additional staffing, primarily on Monday when there is a good possibility that there would be more than 16 students on that day. We have asked the present program counselor if she would be interested in working an additional day and she will let me know next week. If not, we would advertise for an additional staff person. Meanwhile, Kent School students continue to help at the program for about an hour three to four days a week.

**Kent Community Fund Scholarship Program:** There has been an increase in requests for scholarship assistance which prompted a discussion between the Social Services director, Kent Community Fund grants committee representative and me about the application process. We propose adding a stipulation to the application that requires applicants to be screened first annual by the Social Services director. This could hopefully identify other programs and sources of help for families in need. I should note that the majority of the families who applied for scholarship for both Camp Kent and this year's After-School Program are clients of the Social Services director. I have placed this on the agenda.

**Budget/Five-Year Capital Plan:** I am sending you the correspondence regarding proposed capital projects for the Town's Five-Year Capital Plan. This item is on the agenda.

**Parks:** The Inland/Wetlands Commission approved the Park and Recreation application for the woodchips around the feeder pond and the gravel for the pathway at Emery Park. I asked about cleaning out the brook at Kent Common Park at the suggestion of the road crew foreman and was told this would need to go through the permit process. I will be working on this next. I met with a mason who will be giving us a bid for the repair of the fountain at Emery Park. He proposes to do the work in the spring and hopefully would have a bid in time for the meeting.

**Fee Programs:** We received a proposal for a music program (attached). I have placed this item on the agenda. I have contacted our figure skating program instructor to gauge her interest in teaching the program this winter. I also have contacted Kent School's new athletic director about the ice rink schedule and understand she is working on this with the former AD and am waiting to receive the Town's ice times.

**Regional Recreation Directors:** We met October 4 and reviewed the soccer season and discussed plans for the basketball season. We each will email next week the registration information for travel basketball programs for fifth through eighth graders. There are both regional programs for boys and girls as well as the local recreational basketball program for fifth and sixth graders, both boys and girls. The rec directors also discussed offering a regional basketball program for first and second graders that could take place Saturday mornings at the high school. Most of the other towns currently do not offer a program at this age level. We are hoping that by offering a regional program for these grades that partnering as a region would become the norm for families as declining enrollments in each of our Towns continues and the need to work together to offer athletic programs increases. I have placed this on the agenda for discussion.

**Management Review:** The review is complete and was discussed at a special Board of Selectmen's meeting October 2. I have a copy of the plan if any commissioners are interested. There wasn't any mention of salary changes for the Park and Recreation director position.

**CRPA Annual Conference:** I plan to attend the annual CRPA Conference November 19-20. I have placed this on the agenda for the commission to approve.

**CRPA Fall Quarterly:** I attended the Connecticut Recreation and Parks Association Fall Quarterly Oct. 3, 2018 in Old Lyme. The workshop was titled "Is Your Facility Drowning? Aging Facilities and Declining Usership." The workshop session was free because I was among the first fifty CRPA members to register.

The session focused on:

- Conducting a facility audit and documentation of your facility and any problems
- Conducting a feasibility study for a new/upgraded facility
- Have any towns done a cost recovery analysis (costs versus revenue from park passes)?
- How have towns attracted more swimmers/swim lesson participants?
- Are Towns seeing declining numbers of swimmers at their respective facilities?

About half of the session was dialogue among the participants focusing on these questions and what Towns are doing with their aquatic facilities/programs. I had an opportunity to ask questions and get some feedback that could be useful in moving forward with replacement/upgrade of Emery Park's swimming area. Suggestions included getting buy-in and support for a project from the summer camp families; do a facility audit that documents problems with the swimming area followed by a feasibility study for a new facility.

I will be reporting on attending this workshop to the Board of Selectmen as is required by the board.

**Looking ahead ...**

- Town Hall offices are closed October 8.
- Halloween Bash is October 27.
- Halloween Safety Program is October 31.
- The November meeting is on the 26, a week later than usual.



**FOREST STEWARDSHIP PLAN**

**FOR**

**EMERY PARK**

**KENT, CT**



**James E. Gillespie  
Certified Forester CT #93  
Forestland Consultants, LLC  
Burlington, CT 06013  
(860) 673-8846  
June 2001**

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**MAPS**

## **I. PROPERTY BACKGROUND**

The 200 acre Emery Park property was donated to the Town of Kent in the early 1960's by the Emery family. In the deed it states this property "shall be used only for recreational, park or educational purposes". The Recreation Department of the Town of Kent has developed a recreation area including a pool, playing field and operates a Summer camp.

The major previous land use of the property was charcoal production in the 1800's. There is an abundance of evidence of this past use in the form of charcoal mounds and cart paths on the property. The front part of the property was formerly used as pasture with stone walls and barbed wire fence evident.

## **II. OWNER'S OBJECTIVES**

The objectives of the owner include the following:

1. Forestry - Maintain health of forest.
2. Wildlife - Improve and maintain adequate habitat for a variety of wildlife.
3. Recreation - Create walking trails, interpretive trails, vistas and opportunities for viewing wildlife in a natural setting.

## **III. REGIONAL CONTEXT**

The property is located in Kent, a rural community in Litchfield County. Many of the adjacent properties are large private ownerships with some agricultural fields in the area. Residences are located to the north of Route 341 and to the west and east of the property.

## **IV. DESCRIPTION OF THE FOREST**

The property has been broken down into cover types of forest and other land use.

### **MH - MIXED HARDWOOD (9 acres) -**

This cover type contains a young forest of black birch, yellow birch, sugar maple, red maple, hickory, aspen and elm saplings (1" - 3.4" diameter) and poles (4" - 11.4" diameter). Invasive species include Japanese honeysuckle, Japanese barberry, multiflora rose and vines. The type is associated with a major brook and adjacent wetlands.

**HK/MH - HEMLOCK/MIXED HARDWOOD (51 acres)**

This cover type is made up of three separate stands of forest. The major tree species is hemlock with associates of red oak, chestnut oak, yellow birch, black birch, ash, sugar maple and red maple large sawtimber (16" diameter and greater). The topography ranges from moderate to extremely steep with rocky soils. The age of a 29" diameter hemlock was determined to be greater than 270 years old and a 29" red oak to be greater than 150 years old.

**MH/HK - MIXED HARDWOOD/HEMLOCK (47 acres)**

This cover type is made up of a larger proportion of mixed hardwoods than hemlock. The species include red oak, tulip, as, chestnut oak, sugar maple, red maple, poplar, yellow birch, black birch and hickory large sawtimber. The topography ranges from moderate to very steep with rocky soils. The invasive Japanese barberry is present in this type. A 22" ash was determined to be greater than 105 years of age.

**HK - HEMLOCK (71 acres)**

This cover type is nearly pure large sawtimber hemlock with a small proportion of chestnut oak, red oak, black birch and associated hardwoods. The topography ranges from moderate ridgetop to extremely steep slopes. About half of the type is inaccessible due to steep slopes and rocky soil.

**OH - OAK/HARDWOOD (13 acres)**

This type contains large sawtimber red oak, chestnut oak, black birch, yellow birch and hemlock. The topography is moderate with rocky soil. A large boulder with a stone fireplace built against is present in this type, probably used by colliers (charcoal maker) in the 18th and 19th centuries.

**SWAMP (6 acres)**

This type contains a wetland thickly vegetated by swamp laurel, highbush blueberry and associated shrubs. A stream is formed here, running to the west into Leonard Pond. In the Spring the standing water here probably harbors breeding populations of amphibians.

**V. SOILS AND SITE INDEX**

The soils on the property include Charlton, Hollis, Holyoke, Limerick, Merrimac, Raynham, peat/muck, rock land and terrace escarpments. They vary from well-drained

(Charlton) to very poorly drained (Limerick & peat/muck). Bedrock is close to the surface and windthrow is a hazard in the Hollis, Holyoke and rock land soils. Merrimac and terrace escarpment soil are located in the developed recreation area or near the brook and are made up of gravel and sand.

Site index is a benchmark for the ability of a given soil to grow trees to a certain height at a standard age (50 or 100 years). In general, where the soils are deeper and more moist, the site index is higher and where the soils are shallow to bedrock and dryer the site index is lower. The MH/HK forest type is in a hardwood cove where the site index for growing quality trees is high.

## **VI. TIMBER INVENTORY AND VALUATION**

About 182 acres of the property is in the sawtimber size class. A forest inventory was conducted consisting of a sampling within the forest types. Based on the sampling, estimated sawtimber volume is 1,572,000 board feet of which 988,000 is hemlock and 159,000 is red oak with the balance of 425,000 is in mixed hardwood species. About 350,000 board feet of the hemlock and 75,000 board feet of the mixed hardwood is located in the steep inoperable areas.

The valuation for the accessible sawtimber is \$115,000. This is what a buyer would pay for the trees based on the species and quality and includes the buyer supplying the labor and equipment to harvest and haul the timber. This value includes all sawtimber trees 12" diameter and greater.

Because of accessibility, objectives of the owner and good forestry practices, a harvest of all trees that have present value is unacceptable. The proposed harvest will be discussed in the recommendations section of this report.

## **VII. STEWARDSHIP PLAN RECOMMENDATIONS**

### **Forest Management:**

Hemlock is the most prevalent tree on the property. Unfortunately there are two insects which are attacking hemlock in the area that are causing widespread mortality in the southern and central part of Connecticut. The hemlock woolly adelgid is originally from China, entering Connecticut on the winds of hurricane Gloria in 1985 from Long Island. The adelgid feeds on the small branches in the cool part of the year, desiccating the tree and killing it in five to ten years. The other insect is the hemlock scale which feeds on the undersides of the needles.

I observed a small amount of adelgid but a large infestation of scale is present. The majority of the hemlock is also very old and overmature and is showing mortality in spots. Also, hemlock is shallow rooted and I observed significant blowdowns in the southern ridge of the property. These factors combined will severely affect the forest health of the hemlock on the property, eventually killing many trees and creating thick areas of fallen trees making hiking difficult and creating a fire danger and soil erosion.

The hardwood trees are in good condition with no significant infestation of insects. The gypsy moth has not had a major breakout in twenty years in Connecticut in part because of a natural fungus that has been controlling it. The Emery Park forest contains tree species preferred by Gypsy moth - oaks, maples, birches, hemlock, but also contains trees not preferred - tulip and ash. There are areas where the hardwood is overmature and will begin decline in growing mortality and blowdown.

The above factors combine to point towards some tree harvesting to keep the forest healthy. It is recommended the accessible areas have the hemlock harvested along with some of the hardwood. The hemlock harvest would be a salvage and the hardwood harvest would be an improvement/thinning. The existing fill crossing of the brook and existing driveway would be the primary access. The possibility of accessing the southern portion of the property through adjacent owners should be investigated. The existing charcoal trails can be utilized for skid trails with some improvement. After the harvest the trails can be utilized for recreation. The harvest would also be planned to benefit wildlife as described later in this report.

I estimate the recommended harvest would involve about 700,000 board feet of timber with a value of about \$50,000. The harvest could be broken down into two or three phases depending on the access and weather conditions. Any harvest would avoid the active recreation area season of Summer.

#### **Recreation:**

The map shows existing charcoal trails that could be cleared and extended to access most of the property. There are at least two areas as noted on the map that could be cleared for vistas. The collier fireplace, specimen trees, vistas and other points of interest could be identified on an interpretive trail network by signs and a brochure. If necessary, erosion control structures should be installed as needed and where the soil has been disturbed conservation mix grass seed should be planted.

The trails and vistas could be constructed in conjunction with the recommended forestry activities.

**Wildlife:**

Most of the property is in mature or overmature forests. Wildlife and birds require a variety of age classes for food, nesting and cover habitat. It is recommended several patches in the forest be cleared for permanent or temporary openings to provide this essential habitat.

The property contains several invasive species including Japanese barberry, Japanese honeysuckle, multiflora rose and poison ivy. The recreation and brook areas have the highest concentration of invasives with the forest containing some barberry. These plants are crowding out beneficial natives plants. The invasives plants should be eradicated using mechanical or chemical methods as much as possible. Native plants could then be planted that benefit wildlife.

There are a number of cull trees with cavities present that provide shelter to many animals. This property is part of a large block of contiguous forest that is prime habitat for black bear, bobcat and many other bird, amphibian and mammal species.

**Other Stewardship Considerations:**

The boundaries of the property should be marked with paint and/or posted signs. This practice should be maintained to avoid potential timber trespass and unauthorized hunting or camping.

**VIII. SUMMARY**

The primary objectives for this property are recreation and education of natural resources for the public. Through a well planned trail network, wildlife habitat improvement and forestry program these objectives can be met for many generations to come.

**IX. Ten Year Recommendations 2001-2010:**

<u>Activity</u>	<u>Year</u>									
	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>
mark boundaries	X					X				
construct and maintain trails	X	ongoing								
vista creation	X									
timber harvest	X				X					X
invasive plant control	X	ongoing								
wildlife openings	X				X					X





**Client:**

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

**Printed on: 10/13/2018**

**Created on: 10/13/2018**

Bartlett Tree Experts  
John Stearns - Representative  
4 Green Pastures Lane  
Kent, CT 06757

**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.

This proposal covers a two man day of tree work at the Kent Commons Park. The park was evaluated by John Stearns and John Grant to look for possible future hazards and health issues for the trees. Besides some large dead limbs in the feature trees the trees in the main park area are looking in good shape. There are 5 declining ash trees in the wooded area bordering the park which will be dropping limbs over the next few years. These are not a high risk to the cultivated sections of the park.

Here are my recommendations:

**Tree and Shrub Work**

Prune <> according to the following specifications:

<Prune Options>

Remove resulting debris.

- This includes the following work as directed by John Stearns:

1. Remove dead branches from the top of the maple at the south west corner
2. Remove dead branches from black cherry at the south west corner and low limb hanging out towards the road
3. Clean lower dead from multi stemmed elm at the side of the stream
4. Clean lower dead in black cherries, maple and catalpa by the crabapple trees by the north side of the stream
5. Remove 6 inch dead black cherry by the side entrance
6. Remove lower dead branches from apple tree closest to the main parking area
7. Spread previously dumped chip piles over the designated areas in order to suppress weed growth

**Total Amount: \$900.00**

Client: Kent Commons Park

Printed on: 10/13/2018

Created on: 10/13/2018

**Total Tax: \$57.15**


**Total: \$957.15**

The pre discount total of this work was \$1800.00. Bartlett Tree Experts is providing this work at a discount in order to help beautify the parks that John Grant has been working on.

I appreciate your consideration of this proposal and look forward to receiving your authorization to proceed with the work. Please call me with comments and questions. Thank you.

John Stearns  
475-279-0014  
jstearns@bartlett.com

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)  
  
\_\_\_\_\_  
(Bartlett Representative - John Stearns)

\_\_\_\_\_  
(Date)  
10/13/2018  
\_\_\_\_\_  
(Date)

\* Sales tax added where applicable. Prices are guaranteed if accepted within thirty days.

All accounts are net payable upon receipt of invoice.

Work is done in accordance with ANSI A300 Tree Care Standards.

To access a certificate of liability insurance for Bartlett Tree Experts, please navigate to  
<http://www.bartlett.com/BartlettCOL.pdf>

A Job Site Safety Analysis was completed for your property, please contact your arborist for further details.

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**TOWN OF KENT**  
**Park and Recreation      Actual vs. Budget**  
**July through August 2018**

	Jul - Aug 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
132-800 · Park & Recreation	0.00	250.00	-250.00
132-810 · Park & Rec Pass	870.00	3,000.00	-2,130.00
132-820 · Park & Rec Sports	0.00	3,500.00	-3,500.00
132-830 · Park & Rec Classes	121.00	500.00	-379.00
132-840 · Park & Rec Enrichment	30.00	11,000.00	-10,970.00
132-850 · Park & Rec Enrichment Camp	8,790.00	13,000.00	-4,210.00
132-860 · Bus Trips & Programs	285.00	1,000.00	-715.00
<b>Total Income</b>	<b>10,096.00</b>	<b>32,250.00</b>	<b>-22,154.00</b>
<b>Gross Profit</b>	<b>10,096.00</b>	<b>32,250.00</b>	<b>-22,154.00</b>
<b>Expense</b>			
<b>E · Recreation</b>			
<b>023-000 · PARK &amp; REC</b>			
<b>Compensation</b>			
023-101 · Salary Director	8,742.42	50,512.00	-41,769.58
023-102 · Hourly Employees	20,558.14	43,843.00	-23,284.86
023-996 · Health	2,034.66	16,742.00	-14,707.34
023-997 · Pension	0.00	2,526.00	-2,526.00
023-998 · Social Security	995.82	7,218.00	-6,222.18
<b>Total Compensation</b>	<b>32,331.04</b>	<b>120,841.00</b>	<b>-88,509.96</b>
<b>Department Operations</b>			
023-201 · Supplies	53.67	400.00	-346.33
023-202 · Postage	0.00	343.00	-343.00
023-204 · Mileage	0.00	700.00	-700.00
023-419 · Park Maintenance	2,176.65	16,000.00	-13,823.35
023-422 · Fee Programs	2,299.42	13,000.00	-10,700.58
023-501 · Telephone	144.58	1,000.00	-855.42
023-502 · Electric	289.77	900.00	-610.23
023-504 · Water/Sewer	412.30	1,350.00	-937.70
<b>Total Department Operations</b>	<b>5,376.39</b>	<b>33,693.00</b>	<b>-28,316.61</b>
<b>Professional Development</b>			
023-450 · Dues	99.00	100.00	-1.00
023-451 · Conferences	410.00	550.00	-140.00
023-452 · Training	0.00	100.00	-100.00
<b>Total Professional Development</b>	<b>509.00</b>	<b>750.00</b>	<b>-241.00</b>
<b>Total 023-000 · PARK &amp; REC</b>	<b>38,216.43</b>	<b>155,284.00</b>	<b>-117,067.57</b>
<b>Total E · Recreation</b>	<b>38,216.43</b>	<b>155,284.00</b>	<b>-117,067.57</b>
<b>Total Expense</b>	<b>38,216.43</b>	<b>155,284.00</b>	<b>-117,067.57</b>
<b>Net Ordinary Income</b>	<b>-28,120.43</b>	<b>-123,034.00</b>	<b>94,913.57</b>
<b>Net Income</b>	<b>-28,120.43</b>	<b>-123,034.00</b>	<b>94,913.57</b>

**TOWN OF KENT**  
**Park and Recreation by month**  
 July through August 2018

	Jul 18	Aug 18	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
132-810 · Park & Rec Pass	820.00✓	50.00✓	870.00
132-830 · Park & Rec Classes	26.00✓	95.00✓	121.00
132-840 · Park & Rec Enrichment	0.00	30.00✓	30.00
132-850 · Park & Rec Enrichment Camp	3,850.00	4,940.00	8,790.00
132-860 · Bus Trips & Programs	285.00✓	0.00	285.00
<b>Total Income</b>	<u>4,981.00</u>	<u>5,115.00</u>	<u>10,096.00</u>
<b>Gross Profit</b>	4,981.00	5,115.00	10,096.00
<b>Expense</b>			
<b>E · Recreation</b>			
023-000 · PARK & REC			
<b>Compensation</b>			
023-101 · Salary Director	3,885.52	4,856.90	8,742.42
023-102 · Hourly Employees	9,512.01	11,046.13	20,558.14
023-996 · Health	940.04	1,094.62	2,034.66
023-998 · Social Security	995.82	0.00	995.82
<b>Total Compensation</b>	<u>15,333.39</u>	<u>16,997.65</u>	<u>32,331.04</u>
<b>Department Operations</b>			
023-201 · Supplies	53.67	0.00	53.67
023-419 · Park Maintenance	1,108.32	1,068.33	2,176.65
023-422 · Fee Programs	1,580.18	719.24	2,299.42
023-501 · Telephone	62.31	82.27	144.58
023-502 · Electric	141.19	148.58	289.77
023-504 · Water/Sewer	0.00	412.30	412.30
<b>Total Department Operations</b>	<u>2,945.67</u>	<u>2,430.72</u>	<u>5,376.39</u>
<b>Professional Development</b>			
023-450 · Dues	99.00	0.00	99.00
023-451 · Conferences	0.00	410.00	410.00
<b>Total Professional Development</b>	<u>99.00</u>	<u>410.00</u>	<u>509.00</u>
<b>Total 023-000 · PARK &amp; REC</b>	<u>18,378.06</u>	<u>19,838.37</u>	<u>38,216.43</u>
<b>Total E · Recreation</b>	<u>18,378.06</u>	<u>19,838.37</u>	<u>38,216.43</u>
<b>Total Expense</b>	<u>18,378.06</u>	<u>19,838.37</u>	<u>38,216.43</u>
<b>Net Ordinary Income</b>	<u>-13,397.06</u>	<u>-14,723.37</u>	<u>-28,120.43</u>
<b>Net Income</b>	<u><u>-13,397.06</u></u>	<u><u>-14,723.37</u></u>	<u><u>-28,120.43</u></u>

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**TOWN OF KENT**  
**Park and Recreation Detail**  
 July through August 2018

Type	Date	Num	Name	Memo	Amount
<b>E - Recreation</b>					
<b>023-000 - PARK &amp; REC</b>					
<b>Compensation</b>					
<b>023-101 - Salary Director</b>					
Pay...	07/05/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	07/12/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	07/19/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	07/26/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	08/02/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	08/09/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	08/16/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	08/23/2018	DirDep	Ferris (DirDep), Lesly		971.38
Pay...	08/30/2018	DirDep	Ferris (DirDep), Lesly		971.38
Total 023-101 - Salary Director					8,742.42
<b>023-102 - Hourly Employees</b>					
Pay...	07/05/2018	DirDep	Craft (DirDep), Laura S		276.13
Pay...	07/05/2018	608970	Grusauski, Sadie P		96.00
Pay...	07/05/2018	DirDep	Herde(DirDep)~, Grace		487.50
Pay...	07/05/2018	DirDep	Kalach (DirDep), Ke...		771.13
Pay...	07/05/2018	DirDep	Leach (DirDep), Meg...		462.88
Pay...	07/05/2018	DirDep	Sartori (DirDep), Casey		451.38
Pay...	07/05/2018	608975	Soderstrom, Tommy		174.38
Gen...	07/05/2018	45139		Reverse Accrual P/R seasonal employees hrs worked 6/25 - 6/29	-2,719.40
Pay...	07/12/2018	DirDep	Craft (DirDep), Laura S		211.50
Pay...	07/12/2018	609021	Grusauski, Sadie P	Includes 32 hrs owed from week ending 6/30	384.00
Pay...	07/12/2018	609021	Grusauski, Sadie P	Includes 32 hrs owed from week ending 6/30	384.00
Pay...	07/12/2018	DirDep	Herde(DirDep)~, Grace		442.00
Pay...	07/12/2018	DirDep	Kalach (DirDep), Ke...		620.00
Pay...	07/12/2018	DirDep	Leach (DirDep), Meg...		345.00
Pay...	07/12/2018	DirDep	Sartori (DirDep), Casey		431.25
Pay...	07/12/2018	609025	Soderstrom, Tommy		427.50
Pay...	07/19/2018	DirDep	Craft (DirDep), Laura S		258.50
Pay...	07/19/2018	609099	Grusauski, Sadie P		480.00
Pay...	07/19/2018	DirDep	Herde(DirDep)~, Grace		494.00
Pay...	07/19/2018	DirDep	Kalach (DirDep), Ke...		620.00
Pay...	07/19/2018	DirDep	Leach (DirDep), Meg...		434.13
Pay...	07/19/2018	DirDep	Sartori (DirDep), Casey		431.25
Pay...	07/19/2018	609102	Soderstrom, Tommy		427.50
Pay...	07/26/2018	DirDep	Craft (DirDep), Laura S		258.50
Pay...	07/26/2018	DirDep	Herde(DirDep)~, Grace		494.00
Pay...	07/26/2018	DirDep	Kalach (DirDep), Ke...		620.00
Pay...	07/26/2018	DirDep	Leach (DirDep), Meg...		434.13
Pay...	07/26/2018	DirDep	Sartori (DirDep), Casey		431.25
Pay...	07/26/2018	609120	Grusauski, Sadie P		456.00
Pay...	07/26/2018	609124	Soderstrom, Tommy		427.50
Pay...	08/02/2018	DirDep	Craft (DirDep), Laura S	Includes 4 hrs owed from last week.	364.25
Pay...	08/02/2018	609135	Grusauski, Sadie P		480.00
Pay...	08/02/2018	609135	Grusauski, Sadie P		144.00
Pay...	08/02/2018	DirDep	Herde(DirDep)~, Grace		520.00
Pay...	08/02/2018	DirDep	Herde(DirDep)~, Grace		58.50
Pay...	08/02/2018	DirDep	Kalach (DirDep), Ke...		620.00
Pay...	08/02/2018	DirDep	Leach (DirDep), Meg...	Pay amount reflects overpayment adjustment of 2.25 hrs last week	405.38
Pay...	08/02/2018	DirDep	Sartori (DirDep), Casey		431.25
Pay...	08/02/2018	609140	Soderstrom, Tommy		180.00
Pay...	08/09/2018	DirDep	Craft (DirDep), Laura S		223.25
Pay...	08/09/2018	609190	Grusauski, Sadie P		456.00
Pay...	08/09/2018	DirDep	Herde(DirDep)~, Grace		494.00
Pay...	08/09/2018	DirDep	Kalach (DirDep), Ke...		496.00
Pay...	08/09/2018	DirDep	Leach (DirDep), Meg...		431.25
Pay...	08/09/2018	DirDep	Sartori (DirDep), Casey		431.25
Pay...	08/09/2018	DirDep	Soderstrom, Tommy		450.00
Pay...	08/09/2018	609195	Soderstrom, Tommy		164.50
Pay...	08/16/2018	DirDep	Craft (DirDep), Laura S		360.00
Pay...	08/16/2018	609201	Grusauski, Sadie P		620.00
Pay...	08/16/2018	DirDep	Kalach (DirDep), Ke...		431.25
Pay...	08/16/2018	DirDep	Leach (DirDep), Meg...		431.25
Pay...	08/16/2018	DirDep	Sartori (DirDep), Casey		431.25
Pay...	08/16/2018	609205	Soderstrom, Tommy		450.00
Pay...	08/23/2018	DirDep	Herde(DirDep)~, Grace		494.00
Pay...	08/23/2018	DirDep	Kalach (DirDep), Ke...		620.00
Pay...	08/23/2018	DirDep	Leach (DirDep), Meg...		431.25
Pay...	08/23/2018	DirDep	Sartori (DirDep), Casey		431.25

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**TOWN OF KENT**  
**Park and Recreation Detail**  
**July through August 2018**

Type	Date	Num	Name	Memo	Amount
Pay...	08/23/2018	609246	Soderstrom, Tommy		427.50
Total 023-102 · Hourly Employees					20,558.14
<b>023-996 · Health</b>					
Bill	07/01/2018	TM05590707	Metlife Small Busine...	L. Ferris - Life Insurance Premium - July 2018	5.45
Bill	07/01/2018	TM05728703	Metlife Small Busine...	L. Ferris - Dental Insurance Premium - July 2018	111.73
Bill	07/01/2018	H6482468	Aetna	L Ferris - Health Insurance - July 2018	1,088.90
Liab...	07/31/2018	EOM Recordi	Aetna	L Ferris payroll withholding	-241.04
Liab...	07/31/2018	ADJ	Salisbury Bank	post payroll withholding for H.S.A. to net expense	-25.00
Bill	08/01/2018	TM05728703 0012	Metlife Small Busine...	L. Ferris - Dental Insurance Premium - August 2018 (August invoic...	0.27
Bill	08/01/2018	TM05590707	Metlife Small Busine...	L. Ferris - Life Insurance Premium - August 2018	5.45
Bill	08/01/2018	H6586768	Aetna	L Ferris - Health Insurance - August 2018	1,088.90
Total 023-996 · Health					2,034.66
<b>023-998 · Social Security</b>					
Gen...	07/05/2018	45138		Reverse Accrual pyrl tx T Kern 6 hrs 6/25 - 6/29	-8.72
Gen...	07/05/2018	45139		Reverse Accrual pyrl tx P/R seasonal employees hrs worked 6/25 - ...	-208.04
Gen...	07/31/2018	45145		Craft, L	76.85
Gen...	07/31/2018	45145		Ferris, L	276.89
Gen...	07/31/2018	45145		Grusauski, Sadie	137.70
Gen...	07/31/2018	45145		Herde, C	146.69
Gen...	07/31/2018	45145		Kalach, K	201.28
Gen...	07/31/2018	45145		Leach, M	128.22
Gen...	07/31/2018	45145		Sartori, C	133.50
Gen...	07/31/2018	45145		Soderstrom, T	111.45
Total 023-998 · Social Security					995.82
Total Compensation					32,331.04
<b>Department Operations</b>					
<b>023-201 · Supplies</b>					
Bill	07/13/2018	8526933	Quill Corporation	PR: office supplies	53.67
Total 023-201 · Supplies					53.67
<b>023-419 · Park Maintenance</b>					
Bill	07/07/2018	3133	Perennial Plantscape...	PR:cut back grasses, remove blowdown and clean water bars @ tr...	1,010.00
Bill	07/24/2018	120002	Ace Hardware of Kent	PR: various supplies	34.51
Bill	07/31/2018	377749168	Terminix	P/R: Emery Park pest control	63.81
Bill	08/09/2018	167069	Belson Outdoors LLC	PR: dog curb sign for Kent Common	186.56
Bill	08/13/2018	902746802	BSN Sports	PR: Field paint	208.25
Bill	08/15/2018	62729	Harlem Valley Sand ...	PR: stonedust	49.96
Bill	08/23/2018	378496545	Terminix	PR: pest control Emery Park	63.81
Bill	08/24/2018	120002	Ace Hardware of Kent	PR: various supplies	19.75
Che...	08/31/2018	609264	Hock, Gary	PR: Soccer field survey	100.00
Bill	08/31/2018	37535491	Bartlett Tree Experts	PR: Emery Park tree work	440.00
Total 023-419 · Park Maintenance					2,176.65
<b>023-422 · Fee Programs</b>					
Bill	07/13/2018	10354092	S & S Worldwide	PR: Camp Kent supplies	218.52
Bill	07/24/2018	120002	Ace Hardware of Kent	PR: various supplies	2.99
Bill	07/25/2018	2018 Pumpkin run	Kent Chamber of Co...	PR: sponsorship of 2018 Kent Pumpkin Run per Commission Actio...	500.00
Bill	07/26/2018	Goodspeed 7/11/18	Sharon Youth/Recre...	PR: Kent share of costs for Goodspeed Opera trip	333.67
Bill	07/26/2018	58546	All Star Transportation	PR: Camp Kent field trip	525.00
Bill	08/01/2018	27	Davis IGA, Inc.	PR: Camp Kent & Concert supplies	85.15
Bill	08/03/2018	8/2/18 Joint Chiefs	Potts, George	PR: Summer concert series "The Joint Chiefs"	500.00
Bill	08/14/2018	90546542	Medco Supply Comp...	PR: first aid supplies	103.85
Bill	08/14/2018	10405745	S & S Worldwide	PR: Camp Kent supplies	30.24
Total 023-422 · Fee Programs					2,299.42
<b>023-501 · Telephone</b>					
Bill	07/03/2018	860927462712317...	Frontier Communicat...	PR: Telephone Service 6/21/18-7/20/18	31.41
Bill	07/21/2018	860927462712317...	Frontier Communicat...	PR:Telephone Service 7/21/18-8/20/18	30.90
Bill	08/01/2018	860927127306181...	Frontier Communicat...	PR: period of August 2018	48.24
Bill	08/02/2018	0003442080218	Charter Communicati...	PR.: Internet (7/19 - 8/18)	4.65
Bill	08/21/2018	860927462712317...	Frontier Communicat...	PR:Telephone Service 8/21/18-9/20/18	29.38
Total 023-501 · Telephone					144.58
<b>023-502 · Electric</b>					
Bill	07/16/2018	51337386049	Eversource	PR: period of 6/14/18-7/16/18	96.86
Bill	07/17/2018	51039555073	Eversource	PR: pavillion period of 6/15/18-7/17/18	44.33

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**TOWN OF KENT**  
**Park and Recreation Detail**  
 July through August 2018

Type	Date	Num	Name	Memo	Amount
Bill	08/15/2018	51337386049	Eversource	PR: period of 7/16-8/15/18 EP	104.12
Bill	08/16/2018	51039555073	Eversource	PR: Pavillion 7/17-8/16/18	44.46
Total 023-502 · Electric					289.77
<b>023-504 · Water/Sewer</b>					
Bill	08/01/2018	C-688181	A Royal Flush Inc.	PR: august unit rentals Emery Park	164.92
Bill	08/01/2018	C-688042	A Royal Flush Inc.	PR: KCS unit rental August 2018	82.46
Bill	08/01/2018	C-688059	A Royal Flush Inc.	PR: Kent Common Park August rental	82.46
Bill	08/01/2018	C-688085	A Royal Flush Inc.	PR: concert series Port o let	82.46
Total 023-504 · Water/Sewer					412.30
Total Department Operations					5,376.39
<b>Professional Development</b>					
<b>023-450 · Dues</b>					
Bill	07/01/2018	20526	CRPA	PR: FY'19 dues	99.00
Total 023-450 · Dues					99.00
<b>023-451 · Conferences</b>					
Bill	08/07/2018	Nov. 2018 confere...	CRPA	PR: Annual CRPA conference	410.00
Total 023-451 · Conferences					410.00
Total Professional Development					509.00
Total 023-000 · PARK & REC					38,216.43
Total E · Recreation					38,216.43
<b>TOTAL</b>					<b>38,216.43</b>



Kent Park and Recreation  
2019-2020 Budget  
Line #23102, Hourly Employees  
**PROPOSED**

**After-School Program**

Director:  $\$17.50/\text{hr} \times 2.75/\text{hours/day} \times 160 \text{ days} = \$7,700$   
Counselors:  $\$11.25/\text{hr} \times 2.5/\text{hrs/day} \times 1/\text{day} \times 160 \text{ days} = \$4,500$  \$12,200

**Camp Kent**

Director:  $\$16/\text{hr} \times 40/\text{hrs/week} \times 8 \text{ weeks} = \$5,120$   
Counselors:  $\$11.75/\text{hr} \times 37.5/\text{hrs/week} \times 8 \text{ weeks} \times 2 = \$7,050$  \$12,170

**Lifeguards**

Head guard:  $\$13.25/\text{hr} \times 40 \text{ hrs/week} \times 9 \text{ weeks} = \$4,770$   
Swim instructor:  $\$12.5/\text{hr} \times 36 \text{ hrs/week} \times 9 \text{ weeks} = \$4,050$   
Lifeguards:  $\$12/\text{hr} \times 3 \text{ guards} \times 36 \text{ hrs/week} \times 9 \text{ weeks} = \$11,664$  \$20,484

**Ice Monitor** \$ 600

**Total proposed Line #23102** **\$45,454**

**Proposed revision to scholarship assistance program application:**

***Families applying to Kent Park and Recreation for scholarship assistance through the Kent Community Fund first must be screened annually by the Kent Social Services Director, effective January 1, 2019. Contact Social Services at 860-927-1586 or email [socialservices@townofkentct.org](mailto:socialservices@townofkentct.org).***

## Proposal to the Town of Kent Recreation Committee:

Musical Associates, a for profit NY State corporation is proposing to partner with the Town of Kent to provide guitar and piano lessons at your facility. We have provided this service for many years to other organizations such as The North Castle Recreation Department, Bedford Recreation Dept, Stoddert Elementary School in Washington DC etc.

We propose a group of 4 classes for \$99, 10% of which would be held back by the recreation department for incidental expenses. We propose classes on Monday and Tuesday, at the following times and for the age groups as indicated.

Monday	Guitar	3:30	1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> graders
		4:30	4 <sup>th</sup> 5 <sup>th</sup> and 6 <sup>th</sup> graders
		5:30	7 <sup>th</sup> 8 <sup>th</sup> and high-school students
		7:00	Adults
Tuesday	Piano	3:30	1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> graders
		4:30	4 <sup>th</sup> 5 <sup>th</sup> and 6 <sup>th</sup> graders
		5:30	7 <sup>th</sup> 8 <sup>th</sup> and high-school students

We are proposing to offer only guitar for the adults and not the piano because of the logistics of transporting full-size keyboards for the class. For the children we use smaller keyboards. It was suggested that the classes might be open to the surrounding towns and I would certainly welcome that. If the classes are to go forward I would request to participate in creating the promotional material.

Musical Associates is fully insured and would issue a certificate indemnifying the Town. As I will be the teacher of these first set of classes I have included my resume and some reference letters.

Thank you for your time

Sincerely

Kevin Dolan: Director  
Musical Associates

917 273 2241

RECEIVED FOR RECORD  
KENT TOWN CLERK

2018 OCT 16 P 3:16

BY

*Brady*  
TOWN CLERK