

## Kent Park & Recreation

P.O. Box 678  
41 Kent Green Boulevard  
Kent, Ct. 06757  
parkandrec@townofkentct.org  
ph: 860-927-1003  
fax: 860-927-1313

**RECEIVED**

*By Darlene Brady at 3:50 pm, Mar 21, 2022*

### Park & Recreation Commission

#### Regular Meeting

Monday, 02.22.2022 – 7:00p

#### Meeting Minutes

**Present Commission Members:** Lynn Harrington, John Grant, Rufus deRham, Blythe Everett, Michael Perkins, Abigail Smith Hanby. **Also Present:** Alternate Committee Member Julia Neff, Director of Park & Recreation Jared Kuczenski.

**Call to order:** Lynn Harrington calls the meeting to order at 7:03 p.m.

**Motion to accept agenda:** Motion made by John Grant, seconded by Blythe Everett, carried unanimously.

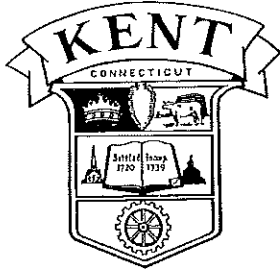
**Correspondence:** Jared Kuczenski said there is no correspondence to report at this time.

**Director's Report:** Jared Kuczenski gave a report on recent department activities and goals (see attached).

**Monthly Budget Report:** Jared Kuczenski reported that a number of expenses and deposits had incorrectly coded and that he will need to do an analysis of the current budget to determine where Park & Recreation actually stands.

#### Old Business:

- ASP Director Search Committee Update
  - A presentation was given by Scribble Art Studio in which they made a proposal for contracting with Park and Recreation to run the after-school program.
  - Following the presentation, the Park and Recreation Commission agreed that before making any decisions regarding the future of ASP that it would conduct a survey of parents in KCS to determine what their needs were.
- Learn-to-Skate Wrap-Up
  - Jared Kuczenski reported that Lee & Jim Sohl did a great job running the program and that it was hugely successful with 44 signups. Ages ranged from 2 years old through adults.
- Free-Skate
  - Jared Kuczenski reported that the first Sunday of Free-Skate saw roughly 50 participants which everyone agreed was a good turnout especially with minimal advertising time.
- Youth Basketball Clinic
  - Jared Kuczenski reported that Brian Hasting, Steve Penner and Jerry Decker have done a great job running the program and keeping the kids engaged throughout the duration of the sessions. He also reported that the program had just under 60 children signed up.
- Seasonal Maintenance Contractor
  - Jared Kuczenski reports that he has received quotes from Ed Matson, Kent Greenhouse & Gardens, Johnbela Landscaping. He notes that the proposals were submitted in a fashion that makes direct comparison a little difficult.



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- John Grant discussed how he gave all of the contractors a tour of the facility, explained the work that needed to be done and that they were told to submit a proposal accordingly.
- After discussion it was agreed upon by the Commission that Ed Matson possessed the skills, knowledge and submitted the lowest quote and thus would be a suitable contractor.
- **Motion to hire Ed Matson as Park & Recreation's seasonal maintenance contractor:** made by Lynn Harrington, seconded by Abigail Smith Hanby, carried unanimously.
- Budget for Fiscal Year 2023
  - Lynn Harrington reported that she and Jared Kuczenski would be presenting/defending the Park & Recreation proposed budget with the Board of Selectman on 2/23/2022 at noon via Zoom and recommended that other Commissioners attend to show support.
  - Rufus deRham recommended adding a line to the operating budget for Fiscal Year 2023 for online registration software.
- By-Laws & Constitution Committee
  - Abigail Smith Hanby reports that she will be convening the Committee in the near future, date TBD.


### New Business:

- Slamma-Jamma Basketball Camp
  - Jared Kuczenski reported camp owner Art Leary would like to keep the camp run exactly the same as it has been in the past just with the potential addition of an extra session.
  - **Motion to contract with Slamma-Jamma Basketball Camp for the summer of 2022:** made by John Grant, seconded by Rufus deRham, carried unanimously.
- KC&E Adventures Mountain Bike Camp
  - Jared Kuczenski gave a summary of the program, explaining that there would be two sessions of the camp over the summer, run at the South Kent School and that the cost per child would be \$396.00 of which Kent Park & Recreation would get \$36.00.
  - **Motion to approve KC&E Mountain Bike Camp proposal for the summer of 2022:** made by Rufus deRham, seconded by Michael Perkins, carried unanimously.

Lynn Harrington reminded the commission that the next regular meeting is on March 7<sup>th</sup> at 7:00 p.m.

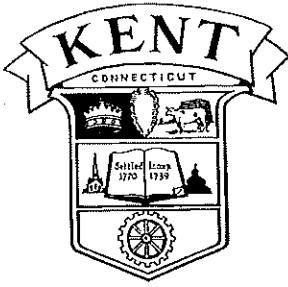
**Motion to adjourn meeting:** Motion made by Lynn Harrington at 9:14 p.m.

Minutes prepared by: Jared Kuczenski, Director of Park & Recreation

Signature: 

Date: March 20, 2022

*Minutes are not considered final until approved. Refer to the minutes from the ensuing meeting for any changes and/or corrections.*



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### Director of Park & Recreation's Report

02.22.2022

- 1) After School Program (ASP)
  - i. All missing registration documents have been procured except for one child.
  - ii. Format in place to keep ASP statements up to date from this point forward, however the next step is to go through the detailed fiscal year-to-date revenue report to determine where we are with outstanding payments.
- b. I have been running ASP since Tuesday, February 8<sup>th</sup>.
  - i. Program has been going well, no news of importance to report.
  - ii. A thank you to Bethany Keck, Miranda Lovato and Anna deRham for helping me out and donating their time and expertise during my first few days with the program.
- 2) Website, Social Media & Communications
  - a. Facebook has been revamped and is being used almost daily for informational posts
  - b. Have been working with First Selectman Jean Speck to setup a Constant Contact account for Park and Recreation under the town's general Constant Contact account. First e-mail was sent out last week to advertise for the Open Skate program.
  - c. Next order of businesses will be to:
    - i. Create a campaign to get residents to signup for a Park & Rec e-mail list so they can get updates and blasts about programs, activities, events, etc.
    - ii. Discuss and research alternatives to the current Park & Rec website, including shutting down the website, moving our hub to the general town website, and potentially contracting for online registration software.



Date: 2/9/2022

Period Covered: 11/1/21 - 1/31/22

To: Park and Recreation

From: Treasurer

RE: Monthly departmental report

- 1) Review the attached reports for your department.
- 2) Notify the Treasurer's office as soon as possible if there is any discrepancy when compared to your records or if something needs to be modified.
- 3) Please sign and return this notice as verification of of departmental review and approval.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF KENT**  
**Park and Recreation**      **Actual vs. Budget**  
 July 2021 through January 2022

	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
132-800 · Park & Recreation	264.00	750.00	-486.00
132-810 · Park & Rec Pass	175.00	3,000.00	-2,825.00
132-820 · Park & Rec Sports	2,166.00		
132-830 · Park & Rec Classes	10,339.80		
132-840 · Park & Rec Enrichment	3,542.00	8,000.00	-4,458.00
132-850 · Park & Rec Enrichment Camp	1,930.00		
<b>Total Income</b>	<u>18,416.80</u>	<u>11,750.00</u>	<u>6,666.80</u>
<b>Gross Profit</b>	<u>18,416.80</u>	<u>11,750.00</u>	<u>6,666.80</u>
<b>Expense</b>			
<b>E · Recreation</b>			
023-000 · PARK & REC			
<b>Compensation</b>			
023-101 · Salary Director	8,723.40	54,024.00	-45,300.60
023-102 · Hourly Employees	5,971.32	46,688.00	-40,716.68
023-996 · Health	-10.90	14,798.00	-14,808.90
023-997 · Pension	0.00	3,782.00	-3,782.00
023-998 · Social Security	1,132.18	7,704.00	-6,571.82
<b>Total Compensation</b>	<u>15,816.00</u>	<u>126,996.00</u>	<u>-111,180.00</u>
<b>Department Operations</b>			
023-201 · Supplies	0.00	400.00	-400.00
023-202 · Postage	0.00	385.00	-385.00
023-204 · Mileage	0.00	700.00	-700.00
023-419 · Park Maintenance	2,040.22	23,000.00	-20,959.78
023-422 · Fee Programs	12,816.99	14,000.00	-1,183.01
023-501 · Telephone	0.00	600.00	-600.00
023-502 · Electric	354.06	900.00	-545.94
023-504 · Water/Sewer	0.00	1,500.00	-1,500.00
<b>Total Department Operations</b>	<u>15,211.27</u>	<u>41,485.00</u>	<u>-26,273.73</u>
<b>Professional Development</b>			
023-450 · Dues	105.00	105.00	0.00
023-451 · Conferences	0.00	550.00	-550.00
023-452 · Training	0.00	100.00	-100.00
<b>Total Professional Development</b>	<u>105.00</u>	<u>755.00</u>	<u>-650.00</u>
<b>Total 023-000 · PARK &amp; REC</b>	<u>31,132.27</u>	<u>169,236.00</u>	<u>-138,103.73</u>
<b>Total E · Recreation</b>	<u>31,132.27</u>	<u>169,236.00</u>	<u>-138,103.73</u>
<b>Total Expense</b>	<u>31,132.27</u>	<u>169,236.00</u>	<u>-138,103.73</u>
<b>Net Ordinary Income</b>	<u>-12,715.47</u>	<u>-157,486.00</u>	<u>144,770.53</u>
<b>Net Income</b>	<u>-12,715.47</u>	<u>-157,486.00</u>	<u>144,770.53</u>

**TOWN OF KENT**  
**Park and Recreation by month**  
 July 2021 through January 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	TOTAL
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
132-800 • Park & Recreation	0.00	0.00	0.00	0.00	0.00	0.00	264.00	264.00
132-810 • Park & Rec Pass	105.00	70.00	0.00	0.00	0.00	0.00	0.00	175.00
132-820 • Park & Rec Sports	0.00	0.00	485.00	0.00	0.00	1,436.00	245.00	2,166.00
132-830 • Park & Rec Classes	240.00	0.00	263.00	0.00	7,919.80	1,570.00	347.00	10,339.80
132-840 • Park & Rec Enrichment	811.00	0.00	91.00	2,229.00	104.00	0.00	307.00	3,542.00
132-850 • Park & Rec Enrichment Camp	0.00	1,735.00	195.00	0.00	0.00	0.00	0.00	1,930.00
<b>Total Income</b>	<b>1,156.00</b>	<b>1,805.00</b>	<b>1,034.00</b>	<b>2,229.00</b>	<b>8,023.80</b>	<b>3,006.00</b>	<b>1,163.00</b>	<b>18,416.80</b>
<b>Gross Profit</b>	<b>1,156.00</b>	<b>1,805.00</b>	<b>1,034.00</b>	<b>2,229.00</b>	<b>8,023.80</b>	<b>3,006.00</b>	<b>1,163.00</b>	<b>18,416.80</b>
<b>Expense</b>								
<b>E • Recreation</b>								
<b>023-000 • PARK &amp; REC</b>								
<b>Compensation</b>								
023-101 • Salary Director	2,136.80	1,540.80	3,013.40	2,032.40	0.00	0.00	0.00	8,723.40
023-102 • Hourly Employees	0.00	0.00	608.57	1,186.50	1,347.00	2,332.75	496.50	5,971.32
023-996 • Health	10.90	0.00	-21.80	0.00	0.00	0.00	0.00	-10.90
023-998 • Social Security	163.46	117.87	277.09	246.26	111.05	178.47	37.98	1,132.18
<b>Total Compensation</b>	<b>2,311.16</b>	<b>1,658.67</b>	<b>3,877.26</b>	<b>3,465.16</b>	<b>1,458.05</b>	<b>2,511.22</b>	<b>534.48</b>	<b>15,816.00</b>
<b>Department Operations</b>								
023-419 • Park Maintenance	0.00	429.97	0.00	790.00	704.25	116.00	0.00	2,040.22
023-422 • Fee Programs	1,846.81	40.18	1,068.98	2,070.04	1,607.69	5,870.27	313.02	12,816.99
023-502 • Electric	88.61	44.27	0.00	88.45	44.27	44.17	44.29	354.06
<b>Total Department Operations</b>	<b>1,935.42</b>	<b>514.42</b>	<b>1,068.98</b>	<b>2,948.49</b>	<b>2,356.21</b>	<b>6,030.44</b>	<b>357.31</b>	<b>15,211.27</b>
<b>Professional Development</b>								
023-450 • Dues	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
<b>Total Professional Development</b>	<b>105.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105.00</b>
<b>Total 023-000 • PARK &amp; REC</b>	<b>4,351.58</b>	<b>2,173.09</b>	<b>4,946.24</b>	<b>6,413.65</b>	<b>3,814.26</b>	<b>8,541.66</b>	<b>891.79</b>	<b>31,132.27</b>
<b>Total E • Recreation</b>	<b>4,351.58</b>	<b>2,173.09</b>	<b>4,946.24</b>	<b>6,413.65</b>	<b>3,814.26</b>	<b>8,541.66</b>	<b>891.79</b>	<b>31,132.27</b>
<b>Total Expense</b>	<b>4,351.58</b>	<b>2,173.09</b>	<b>4,946.24</b>	<b>6,413.65</b>	<b>3,814.26</b>	<b>8,541.66</b>	<b>891.79</b>	<b>31,132.27</b>
<b>Net Ordinary Income</b>	<b>-3,195.58</b>	<b>-368.09</b>	<b>-3,912.24</b>	<b>-4,184.65</b>	<b>4,209.54</b>	<b>-5,535.66</b>	<b>271.21</b>	<b>-12,715.47</b>
<b>Net Income</b>	<b>-3,195.58</b>	<b>-368.09</b>	<b>-3,912.24</b>	<b>-4,184.65</b>	<b>4,209.54</b>	<b>-5,535.66</b>	<b>271.21</b>	<b>-12,715.47</b>

**TOWN OF KENT**  
**Park and Recreation Detail**  
 December 2021 through January 2022

Type	Date	Num	Name	Memo	Amount
<b>E - Recreation</b>					
<b>023-000 - PARK &amp; REC</b>					
<b>Compensation</b>					
<b>023-102 - Hourly Employees</b>					
Payc...	12/02/2021	DirDep	de Rham, Anna	11/15 - 11/19 13.75 hrs & 11/22 - 11/23 5.5 hrs	385.00
Payc...	12/02/2021	613479	Watkins, Lily		65.00
Payc...	12/09/2021	DirDep	Besmer, Elizabeth	Direct Deposit	107.25
Payc...	12/09/2021	DirDep	de Rham, Anna	Direct Deposit	215.00
Payc...	12/09/2021	DirDep	Dituro, Elizabeth	Direct Deposit	55.00
Payc...	12/09/2021	613487	Watkins, Lily		65.00
Payc...	12/16/2021	DirDep	Besmer, Elizabeth	Direct Deposit	107.25
Payc...	12/16/2021	DirDep	de Rham, Anna	Direct Deposit	220.00
Payc...	12/16/2021	DirDep	Dituro, Elizabeth	Direct Deposit	60.00
Payc...	12/16/2021	613541	Watkins, Lily		65.00
Payc...	12/16/2021	613586	Fitch, Skylar		107.25
Payc...	12/24/2021	DirDep	Besmer, Elizabeth	Direct Deposit	107.25
Payc...	12/24/2021	DirDep	de Rham, Anna	Direct Deposit	275.00
Payc...	12/24/2021	613579	Watkins, Lily		65.00
Payc...	12/24/2021	DirDep	Fitch, Skylar	Direct Deposit	143.00
Payc...	12/30/2021	DirDep	Besmer, Elizabeth	Direct Deposit	107.25
Payc...	12/30/2021	DirDep	de Rham, Anna	Direct Deposit	60.00
Payc...	12/30/2021	613585	Watkins, Lily		32.50
Payc...	12/30/2021	613584	Fitch, Skylar		91.00
Payc...	01/20/2022	613649	Watkins, Lily	Payroll 1/10/22 - 1/14/2022	35.75
Payc...	01/20/2022	DirDep	Besmer, Elizabeth	Payroll 12/20/21 - 1/7/2022	104.00
Payc...	01/20/2022	DirDep	de Rham, Anna	Payroll 1/3/22 - 1/14/2022	165.00
Payc...	01/20/2022	DirDep	Fitch, Skylar	Payroll 12/21/21 - 1/14/2022	143.00
Payc...	01/27/2022	DirDep	Besmer, Elizabeth	Direct Deposit	48.75
Total 023-102 - Hourly Employees					2,829.25
<b>023-998 - Social Security</b>					
Gen...	12/31/2021	11302038	Besmer, E		32.82
Gen...	12/31/2021	11302038	de Rham, A		88.36
Gen...	12/31/2021	11302038	Dituro, E		8.80
Gen...	12/31/2021	11302038	Fitch, S		26.11
Gen...	12/31/2021	11302038	Watkins, L		22.38
Gen...	01/31/2022	11302049	Besmer, E		11.68
Gen...	01/31/2022	11302049	de Rham, A		12.62
Gen...	01/31/2022	11302049	Fitch, S		10.94
Gen...	01/31/2022	11302049	Watkins, L		2.74
Total 023-998 - Social Security					216.45
Total Compensation					3,045.70
<b>Department Operations</b>					
<b>023-419 - Park Maintenance</b>					
Bill	12/31/2021	INV001350512	Republican American	P&R : Job Posting 12/106-12/17	116.00
Total 023-419 - Park Maintenance					116.00
<b>023-422 - Fee Programs</b>					
Check	12/05/2021	613488	Mohawk Mountain Ski ...	P/R: Ski Program 1/5 - 2/9 ~ 9 participants, six visits	1,188.00
Check	12/05/2021	613488	Mohawk Mountain Ski ...	P/R: Ski Program 1/5 - 2/9 ~ 192 ski lessons	4,224.00
Check	12/05/2021	613488	Mohawk Mountain Ski ...	P/R: Ski Program 1/5 - 2/9 ~ 12 rentals	331.80
Credit	12/12/2021	747898985987	Amazon	P/R refund for returning franklin sports kids ice trainer	-29.99
Credit	12/13/2021	896956987934	Amazon	P/R shipping refund for returning franklin sports kids ice trainer	-9.76
Bill	12/31/2021	Account # 27	Davis IGA, Inc.	P&R: ASP 12/6-12/15 (Account # 27)	166.22
Bill	01/19/2022	Account # 27	Davis IGA, Inc.	P&R : ASP Snacks Account # (27)	139.35
Bill	01/25/2022	P&R ASP	Keck~, Bethany	P&R: ASP snacks & activites from Walmart	173.67
Total 023-422 - Fee Programs					6,183.29
<b>023-502 - Electric</b>					
Bill	12/27/2021	Multiple	Eversource	51039555073 - 38 Swifts Lane	44.17
Bill	01/18/2022	Multiple	Eversource	51039555073 - 38 Swifts Lane	44.29
Total 023-502 - Electric					88.46
Total Department Operations					6,387.75
Total 023-000 - PARK & REC					9,433.45
Total E - Recreation					9,433.45
<b>TOTAL</b>					<b>9,433.45</b>





February 18<sup>th</sup>, 2022

Jared Kuczenski, Director of Kent Park & Recreation  
41 Kent Green Blvd. Kent, CT 06757

Dear Mr. Kuczenski,

Thanks for taking the time to discuss with Joanne how we can bring high quality after-school programming to the families of Kent and more specifically, Kent Center School. We are so excited about the possibility and opportunity to bring creative, robust, and diverse offerings to students at the end of their school day. Please review proposed programming below and let us know if you have any questions.

#### PROGRAM DETAILS:

- **WHAT:** After-school program for grades K-8 including visual arts classes, movement, and outdoor education.
- **WHEN:** Program begins the week of 3/14- 6/10 (no class 4/4, 4/15-4/22, 5/11, 5/30)  
\*3/23 & 3/24 program from 1-3:30pm for half day dismissal if approved by KCS
- **WHO:** Open to grades K-4 M-F + 2 classes for grades 5-8
- **HOW MUCH:** \$18/day/student with a minimum of 20 students per day

DAILY FLOW	
3:15-3:30pm	Pick up from KCS & walk to the studio
3:30-4pm	Snack, homework help & games at the studio or outside weather permitting
4-5:30pm	Daily activity (see below) at the studio, outside or yoga studio *early pick up for K-4 at 5pm available
5:30pm	Pick up for all students from the studio

DAILY ACTIVITY SCHEDULE	
MONDAY	PRINTMAKING
TUESDAY	NATURE PLAY FOR GRADES K-4 PRINTMAKING FOR GRADES 5-8
WEDNESDAY	TOY DESIGN
THURSDAY	SCULPTURE
FRIDAY	YOGA/MOVEMENT FOR GRADES K-4 PLEIN AIR PAINTING FOR GRADES 5-8

#### FULL PROGRAM MANAGEMENT INCLUDES:

- Design and distribution of flyers for promotion of programming
- Registration of students through our seamless online registration & payment system via our website
- Dedicated Client Relations Manager as direct contact for parents
- Liaison for all after-school teachers, staff, and participating partners
- Budget management for staff and supplies

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tel: 212 569 4112 • [www.scribbleartworkshop.com](http://www.scribbleartworkshop.com)



- Oversight of program to ensure quality by our School & Community Programs Manager/Instructional Leader
- Full after-school onsite staff including site manager, teachers & assistants
- End-of-year celebration including art exhibition and showcases/performances from other classes

*\*All our teachers & staff are fully vaccinated.*

Thanks again for your consideration and we look forward to continuing our discussion.

Sincerely,

Sasha Schwartz  
Founder & Director

# Quote



Date: 02/20/2022  
Quote No.: 10363

**Johnbela Landscaping LLC**  
23 Filmore Avenue, Danbury, CT, 06811  
203 648-1317

VISIT OUR GIFT GARDEN SHOP AND MASONARY SUPPLIES  
640 kent road gaylordville CT 06755  
860 750 4799

**Bill To:**  
Emery park  
42 segar mountain rd kent ct

**Ship To:**  
42 segar mountain rd kent ct

Qty	Description	Unit Price	Total
1	For the first month is a big proyect, trimed, culled back all the overgrown weeds around park	\$3,995.00	\$3,995.00
1	maintenance each month	\$995.00	\$995.00

Subtotal \$4,990.00  
Sales Tax \$317.86  
Total \$5,307.86

Please contact us at 203-648-1317 for more information about payment options.

Thank you for your business.

# Quote



JOHNBELA LANDSCAPING

## Johnbela Landscaping LLC

23 Filmore Avenue, Danbury, CT, 06811  
203 648-1317

VISIT OUR GIFT GARDEN SHOP AND MASONARY SUPPLIES  
640 kent road gaylordville CT 06755  
860 750 4799

Date: 02/20/2022  
Quote No.: 10362

**Bill To:**  
Kent common park  
kent ct 06757

**Ship To:**  
kent ct 06757

Qty	Description	Unit Price	Total
1	for the first month it is a big proyect to trimed ,cuted back all the overgrown weeds and wood chipped all the waste ,ten feet a round the park	\$2,500.00	\$2,500.00
1	maintenance each month to keep weeds calm and free weed the side walks using the organic spray ,tools,equipments as needed	\$995.00	\$995.00

Subtotal \$3,495.00  
Sales Tax \$222.63  
Total \$3,717.63

Please contact us at 203-648-1317 for more information about payment options.

Thank you for your business.





January 28, 2022

**PURCHASE AGREEMENT**

Contract No. - 61702

Town of Kent  
Kent Park and Recreation Department  
P.O Box 678  
Kent, CT 06757

1. This is an agreement between Mariani Enterprises, LLC DBA Kent Greenhouse & Gardens (CT HIC #552798, WCNY #WC-23418-H10), 30 South Main Street, Kent, CT, 06757, ("Seller"), and Town of Kent ("Buyer"), for work to be performed at Commons Park, Kent Park and Recreation Department Kent, CT 06757.
2. The Buyer agrees to purchase and the Seller agrees to perform the work detailed below.

This agreement refers in part to a site walk conducted in September 2021 and a subsequent Teams meeting in January 2022 to review the work scope

Location	Construction Detail	Price
Commons Park: 2022 Seasonal Services	Brush Removal and Select Maintenance	\$14,895.00
	Total: excluding sales tax	\$14,895.00

**Exclusions**

Not included in the contract / price above:

- Permits, permit fees or bonding
- Changes in project scope due to unforeseen circumstances or requests for additional work by buyer
- Repair or replacement of any unmarked underground utilities including electrical wiring, drainage piping, irrigation equipment, etc
- Repair to curbing, road, or driveway damaged during implementation of this project
- Excavation, rough grading and/or backfilling other than specified
- Hauling away of more than 10 cubic yards of logs & brush. Hauling of additional logs/brush beyond 10 cubic yards will be performed at \$80 per cubic yard
- Management or coordination of any outside contractors
- Carpentry or painting
- Installation or creation of temporary construction access road if required
- Fencing of any sort
- Planting of trees, shrubs, or perennials
- Lawn repair or installation

- Subsurface drainage for lawn areas if required
- Landscape irrigation
- Landscape lighting
- Site furnishings or planters other than specified
- Repairs to washouts or erosion that occur after the project is completed
- Watering, pest control, or other maintenance after the project is completed
- Any work that is not specifically detailed in this agreement, including work that has been discussed or proposed previously

**Specifications continued as follows:**

<b>Demolition &amp; Site Preparation</b>
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**Brush Removal and Select Maintenance**

Commons Park: 2022 Seasonal Services

- Commons Park work scope to include:
    - Clearing between the South Commons driveway and Commons Park per property line demarcation or agreement with abutting owner agency; Remove invasive and poor quality/health small to medium sized trees; Preserve selected desirable species that do not interfere with South Commons lighting or Park access/activities
    - Brush Clearing along Eastern Edge of the Park to prevent encroachment on usable spaces, reduce tick encounters, and assist with future access for drainage work (drainage not part of this proposal)
    - Maintain periphery of parking area via weed whacking and brush clearing
    - Maintain Memory Garden via weeding, edging, mulching as needed
    - Remove exterior accumulation of branches and organic debris at drainage culverts in SW corner of property during regular visitation or post major storm events
    - Crabapple pruning and base mulching
    - Remove all debris from maintenance activities
- \*\*\*Proposal allocates time for approximately one day per month with a crew and equipment to perform work in Commons Park. Hours can be shifted within the season (April to November) per actual site needs and seasonal efficiency



<b>Terms and Conditions</b>
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3. Contract total: This price includes all labor, equipment and material required to complete the work as stated above. Options if chosen are in addition to this total. This Agreement may be revised if not accepted within three business days.

Buyer agrees to pay:	\$14,895.00
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4. Buyer agrees to make all payments within 5 days of each request as follows:

Payment 1	Upon Acceptance	\$2,000.00
Payment 2	Upon Start (April 2022)	\$4,500.00
Payment 3	Mid-Season (end of July)	\$4,500.00
Payment 4	End of Season (end of November)	\$3,895.00
Total Purchase Price (including a 2.85% discount for payment by cash or check)		\$14,895.00

5. Payment terms are as listed above. Buyer will be in default and work may be suspended if buyer is late with any payment. The prices above include the discount for payment by cash or check. An additional 2.85% will be added to payments made by credit card.
6. If buyer is in default, seller may begin charging buyer a late payment charge of 1.25% per month - ANNUAL PERCENTAGE RATE OF FIFTEEN PERCENT (15%).
7. Buyer agrees to pay all costs of collection, including reasonable Attorneys' fees, incurred by seller to collect or enforce this agreement in the event of default.
8. Start Date: April 2022 Weather, site conditions and material availability permitting.
9. Substantial Completion Date: Nov 2022 Weather, site conditions and material availability permitting.
10. The start and completion dates are subject to change because of factors beyond seller's control.
11. It shall be the buyer's responsibility, at the buyer's sole expense, to obtain any and all approvals including any approvals required by the Inland Wetlands Commission, Conservation Commission, Planning and Zoning Commission, and Building Department as needed. Buyer hereby indemnifies and holds seller harmless from any loss occasioned by buyer failing to obtain same.
12. Prices are subject to change due to any unforeseen problems, including, but not limited to changes in specifications required by building / zoning officials.
13. This agreement supersedes all prior negotiations, representations, agreements and transactions regarding the projects in section 2 above.
14. Media Release: Buyer grants permission to seller or employee of seller to photograph and or video the work area before, during or after installation. Buyer grants permission to seller to use resulting media for any and all marketing efforts in digital, print or other format.

The buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation for an explanation of this right.

The buyer acknowledges receipt of two filled in copies of the notice of cancellation.

Seller Signature \_\_\_\_\_

Buyer Signature \_\_\_\_\_

Sign Here



Seller Print \_\_\_\_\_

Buyer Print \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Notice of Cancellation**Date of transaction: 

(Transaction date means: Date that you, the buyer, signed the original purchase agreement.)

Buyer may cancel this transaction, without any penalty or obligation, within three (3) business days from the above date. (Saturday is a legal business day in the state of Connecticut).

If buyer cancels, any property traded in, any payments made by buyer under the contract or sale, and any negotiable instrument executed by buyer will be returned within ten (10) business days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If buyer cancels, buyer must make available to the seller at location of project, in substantially as good condition as when received, any goods delivered to buyer under this contract or sale; or buyer may, if buyer wishes, to comply with the instruction of the Seller regarding the return shipment of the goods at the Seller's expense and risk.

If buyer does make the goods available to the Seller and the Seller does not pick them up within twenty (20) days of the date of cancellation, buyer may retain or dispose of the goods without any further obligations.

If buyer fails to make the goods available to the Seller, or if buyer agrees to return the goods to the Seller and fails to do so, then buyer remains liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to:

Mariani Enterprises, LLC DBA Kent Greenhouse & Gardens  
30 South Main Street  
Kent, CT 06757

No later than midnight of: 

I hereby cancel this transaction.

---

  
Buyer

---

  
Date



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30 South Main Street  
Kent, CT 06757

**No later than midnight of:** **I hereby cancel this transaction.**

---

  
Buyer

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Date



January 28, 2022

**PURCHASE AGREEMENT**

Contract No. - 61705

Town of Kent  
Kent Park and Recreation Department  
P.O Box 678  
Kent, CT 06757

1. This is an agreement between Mariani Enterprises, LLC DBA Kent Greenhouse & Gardens (CT HIC #552798, WCNY #WC-23418-H10), 30 South Main Street, Kent, CT, 06757, ("Seller"), and Town of Kent ("Buyer"), for work to be performed at Emery Park, Kent Park and Recreation Department Kent, CT 06757.
2. The Buyer agrees to purchase and the Seller agrees to perform the work detailed below.

Location	Construction Detail	Price
Emery Park: 2022 Seasonal Services	Brush Removal and Select Services	\$14,620.00
	Total: excluding sales tax	\$14,620.00

**Exclusions**

Not included in the contract / price above:

- Permits, permit fees or bonding
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- Repair or replacement of any unmarked underground utilities including electrical wiring, drainage piping, irrigation equipment, etc
- Repair to curbing, road, or driveway damaged during implementation of this project
- Excavation, rough grading and/or backfilling other than specified
- Material in quantities greater than specified
- Management or coordination of any outside contractors
- Installation or creation of temporary construction access road if required
- Fencing of any sort
- Planting of trees, shrubs, or perennials
- Lawn repair or installation
- Subsurface drainage for lawn areas if required
- Landscape Irrigation
- Landscape lighting

- Site furnishings or planters other than specified
- Repairs to washouts or erosion that occur after the project is completed
- Watering, pest control, or other maintenance after the project is completed
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**Specifications continued as follows:**

<b>Demolition &amp; Site Preparation</b>
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**Brush Removal and Select Services**

**Emery Park: 2022 Seasonal Services**

- - Emery Park work scope to include:
    - Parking lot bank brush clearing
    - Parking lot periphery brush clearing/weed whacking/access maintenance
    - Pool & Playground periphery maintenance and brush clearing of encroaching material into lawn spaces
      - shear boxwood to reduce leaf miner population (systemic insect control recommended)
    - Pond Trail clearing as a work in progress
    - Lower Play and bar-b-que area maintenance of brush line edges and area to facilitate use
    - Meadow edge maintenance at base of hiking trail
    - Spread chips on parking bank and adjacent area as/if suitable chips are donated
    - Remove debris from maintenance activities and/or deposit on site in appropriate brush piles/green compost areas
  - \*\*\*Proposal allocates time for approximately one day per month with a crew and equipment to perform work in Emery Park. Hours can be shifted within the season (April to November) per actual site needs and seasonal efficiency



<b>Terms and Conditions</b>
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3. Contract total: This price includes all labor, equipment and material required to complete the work as stated above. Options if chosen are in addition to this total. This Agreement may be revised if not accepted within three business days.

Buyer agrees to pay:	\$14,620.00
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Payment 4	End of Season (end of November)	\$3,620.00
Total Purchase Price (including a 2.85% discount for payment by cash or check)		\$14,620.00

5. Payment terms are as listed above. Buyer will be in default and work may be suspended if buyer is late with any payment. The prices above include the discount for payment by cash or check. An additional 2.85% will be added to payments made by credit card.
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Buyer Print \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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Mariani Enterprises, LLC DBA Kent Greenhouse & Gardens  
30 South Main Street  
Kent, CT 06757

No later than midnight of: 

I hereby cancel this transaction.

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Buyer

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Date



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Kent, CT 06757

No later than midnight of: 

I hereby cancel this transaction.

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Buyer

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Date



# ED MATSON LAWN CARE

## TO WHOM IT MAY CONCERN,

This letter is a bid for labor 2022 for the Town of Kent, Park and Recreation.

Ed Matson Lawn Care official bid for labor at Emery Park and Common Park.

Hourly rate of general labor: \$45 per hour

Tractor and machine labor: \$65 per hour

Minimum \$5,000.00 per season.

I look forward to hearing your thoughts.

**RESPECTFULLY,**

**ED MATSON  
OWNER**

**RECEIVED**  
JAN 03 2022

BY: ..... 

63 SEGAR MOUNTAIN RD. KENT, CT 06757

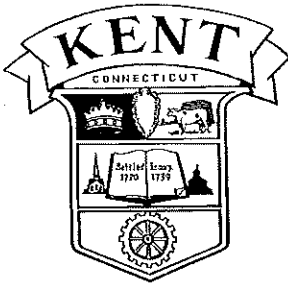
860.671.0239

EDMATSON1@AOL.COM

WWW.EDMATSON.COM







## Kent Park & Recreation

P.O. Box 678  
41 Kent Green Boulevard  
Kent, Ct. 06757  
parkandrec@townofkentct.org  
ph: 860-927-1003  
fax: 860-927-1313

### KC&E Adventures - Mountain Bike Camp Proposal for Summer of 2022

**SUMMARY OF PROGRAM:** This program will provide outdoor fun and social experiences while also teaching the children how to ride and manipulate their bikes on various terrain.

**TARGET AGE GROUPS:** Two age groups - children 7 to 10 and 11 to 13. Each group will be split into beginner and advanced sub-groups.

**DATES:** Two sessions - July 5 through 7 and August 8 through 10. Sessions will run 9:00a to 3:00p.

**LOCATION:** Sessions will take place at the South Kent School, with whom KC&E will be contracting.

**COST PER CHILD:** \$360 + (10% of \$360) = \$396

#### IMPORTANT NOTES:

- Each session will require 5 signups to run and will have a cap of 20 signups
- Registration will be done through KC&E Adventures (pending Barbara's approval) as they have a complete and comprehensive online registration/program management system
- KC&E will be asked to provide us with any and all necessary insurance and worker's compensation paperwork as per our insurer's recommendations (to be determined)