

Draft Minutes
Swasey Parkway Trustees
7/09/18

In attendance: Trustees Mark Damsell, Gerry Hamel, Florence Ruffner and Select Board rep. Anne Surman

Meeting called 8:15.

Meeting minutes for June 8th were discussed. Due to additional information that Chair Ruffner requested be added to minutes, motion was made to wait until next meeting to approve the minutes. Motion was made by Trustee Damsell to wait until next meeting to approve June 8th minutes. Second by Chair Ruffner.
Vote. Unanimous.

Applications:

Scott Ruffner from TEAM had applications in hand for TEAM festivals for next year. All applications are sent to Executive Assistant to Town Manager Sheri Riffle and Chair Ruffner asked if he could bring them to her.

He also questioned why Trustee Damsell was questioning the name on TEAM insurance. The certificate has been handed to the town for the last few years. Trustee Damsell said the name on the certificate did not match the name on the application and the certificate was not attached to the application. Mr. Ruffner said he now has both names on the insurance certificate.

Trustee Hamel felt that all applications and approvals should be done by Select board. This was brought up at a work session by Select Board member Don Clement saying that the town also needs to give permission to use the road in most events. Trustee Hamel agreed feeling the applications are sent to the town, then sent to the Trustees, then sent back to the town for further approvals. Ninety percent are events that happen every year and are always approved. Trustee Hamel made a motion that all applications be approved by Select Board. Trustee Damsell wanted to see what the Select Board was willing to do and Chair Ruffner said she would go to the next meeting and ask the board. Trustee Hamel withdrew his motion.

Chair Ruffner brought updated park bench application that had a minor changes made by Sheri Riffle. All agreed on the changes.
Motion made by Trustee Hamel to accept new changes on application. Second by Chair Ruffner.
Vote. All in favor.

Chair Ruffner discussed donation of new memorial tree by residents Ganley and Lang to see where they should be planted. Trustee Damsell said the location of the tree we had removed last year would be a good location for a donated tree. The Ganley family would like to donate a sugar maple and the Lang family has made no specification on tree variety. He said the construction crew doing work in the park would dig out the stump but cannot go over the road to get there without damage being made to the road. Chair Ruffner will send a work order to Public Works to see if they can remove it.
Motion to accept both trees were made by Trustee Hamel. Second by Chair Ruffner.
Vote. All in favor.

Trustee Damsell brought up the matter of pruning trees before the temporary access roads are removed. He also said that there is a Norway maple that needs attention for safety purposes and health of the tree. He will talk to tree company about both items.

Trustee Damsell also said we need to meet with T Buck Construction on bush replacement and irrigation that were disturbed in the park during construction.

Trustee Hamel brought up issue of tree pruning over Bullard property. The owners were in touch with Trustees and asked if we could prune branches that overhang their property. He said that now that they have notified us, according to what he found on the website for trees, it is our responsibility.

Chair Ruffner said an email was sent to us on seminar for trust funds and she will follow up with more details.

Trustee Damsell asked about setting a schedule for night Trustee meeting. We will discuss at the following meeting.

Chair Ruffner asked if we should have other parties do meeting minutes. They charge \$14. Per hour and it would be easier to participate in meetings not needing Trustees to take the minutes.

Motion made by Trustee Hamel to have other party take minutes. Second by Chair Ruffner.

Vote. All in favor.

Chair Ruffner adjourned the meeting at 10:10

Respectfully submitted,

Trustee Gerry Hamel / Scribe