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**Town of Exeter  
Swasey Parkway Trustees Meeting  
March 11, 2019  
Draft Minutes**

5 **Present were:** Chair Florence C. Ruffner, Gerry Hamel, Mark Damsell and Anne Surman,  
6 Select Board Representative

7 **1. Call to Order:** Chair Ruffner called the meeting to order at 5:00 PM.  
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9 **2. Approval of Minutes:**

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11 **October 2, 2018**

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13 Mr. Damsell wished to amend the October 2, 2018 minutes by adding: "Mr. Damsell  
14 stated TEAM was not charged for its two uses of the Parkway last season."  
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16 ***Mr. Hamel motioned to approve the minutes as amended. Mr. Damsell seconded***  
17 ***the motion. Chair Ruffner voted nay, Mr. Hamel voted Aye, Mr. Damsell voted Aye.***  
18 ***Approved 2-1.***

19  
20 **January 9, 2019**

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22 Mr. Hamel noted Line 61 to strike "Mr. Hamel recommended."  
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24 ***Mr. Hamel motioned to approve the minutes as amended. Chair Ruffner seconded***  
25 ***the motion, with all in favor, so moved.***

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27 **3. Financials**

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29 Mr. Hamel provided a one-page summary and expenditure report and stated he sent Laura  
30 a copy. Concerns included deposits made toward year end, funds which would have gone  
31 into the general fund, deposit of Key Bank and items from Powder keg and SWAG not listed.  
32 One item in the amount of \$1,654.54 and the \$10,000 maintenance remainder of \$3,600.  
33 \$24,000 of funds will be voted on this year can't be spent until that vote passes and are to  
34 be taken from the Trustee of Trust Funds account.  
35

36 Chair Ruffner noted there is a new expenditure form which requires sign off by two Trustees.  
37 Chair Ruffner asked Mr. Damsell if he would like to be the keeper of that form and Mr.  
38 Damsell agreed.  
39

40 **4. Landscaping**

41 Mr. Damsell raised concerns about how to handle the fall cleanup that was paid for and the  
42 work wasn't done. Mr. Hamel recommended waiting it out to see if the contractor will return  
43 to do the work in the Spring. Mr. Damsell was concerned that when the work goes out to bid  
44 and a different provider wins the bid, it won't be done. The cost for the clean-up was paid

45 and is \$1,500.00. Mr. Damsell would like to send a registered letter. Mr. Damsell advised  
46 the finance department has not received the contractor's taxpayer identification number and  
47 he may not be able to return next year should that information not be provided.

48 Mr. Damsell reported the tree work is done and it was a good job. The ten stumps need to  
49 be ground. Chris Kemp will grind the stumps and remove the debris.

50 Mr. Damsell reported speeding is concern along the Parkway. Chair Ruffner recommended  
51 the police department may need to become involved.

52 Mr. Damsell and Mr. Hamel discussed the bid policy which was agreed would be posted for  
53 April 5, 2019. If not enough bids are received will have to be reposted in the newspaper.  
54 The advertisement will run for two weeks. Chair Ruffner will get the notice to Sherri Riffle.

## 55 **5. Meeting Scheduling Policy**

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57 The Board discussed whether it should adopt a meeting scheduling policy. Mr. Hamel  
58 advised meetings should be posted with 24-hours' notice and be regularly set. It was  
59 agreed to wait for the new Board to adopt its policy since voting was tomorrow.

60  
61 Ms. Surman thanked Mr. Hamel for nine years of service on the Board of Trustees,  
62 congratulating him for his work on one of the biggest construction projects. Mr. Damsell  
63 extended his praise for the work he has done, and he will be missed and has been a great  
64 asset to the Trustees.

## 65 **6. Public Comment**

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68 Scott Ruffner addressed the Trustees on behalf of TEAM and opined that his organization  
69 had been treated unfairly and had their permits to use the Parkway unnecessarily delayed  
70 and were falsely accused of selling tickets where it was posted "suggested donation." Mr.  
71 Hamel responded he had photos of the ticket sales sign in front of Ruffner Real Estate and  
72 had to call to tell the group this was prohibited.

73  
74 Both Ms. Surman and Mr. Hamel stated they objected to those accusations as delays were  
75 the result of the construction and reseeding of the Parkway which everyone hoping to have  
76 their event were equally inconvenienced by.

77  
78 Ms. Surman recommended the posted fee schedule which was clearly written and available  
79 to the public did not prevent the Trustees from waiving fees as the Select Board does, but in  
80 the absence of such a waiver, anyone who applied for a permit to use the Parkway would  
81 have the expectation of paying the posted fee. Chair Ruffner disagreed that charging  
82 retroactively was a good business practice and opined there should be a vote on record if  
83 fees are going to be charged or waived for any reason.

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85 **7. Adjournment:**

86 Chair Ruffner adjourned the meeting at 5:54 pm.

87 Respectfully submitted,

88

89 Daniel Hoijer  
90 Recording Secretary  
91 (via *ExeterTv.com*)