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**Town of Exeter
Swasey Parkway Trustees Meeting
April 29, 2019
Approved Minutes**

5 **Present were:** Chair Dwane Staples, Mark Damsell, Florence C. Ruffner and Kathy Corson,
6 Select Board Representative

7 **1. Call to Order:** Chair Staples called the meeting to order at 5:30 PM.
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9 **2. Approval of Minutes:**

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11 **April 5, 2019**

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13 *Mrs. Ruffner motioned to approve the April 5, 2019 minutes as written. Mr.*
14 *Damsell seconded the motion, with all in favor, the motion passed unanimously.*

15
16 **April 9, 2019**

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18 *Chair Staples motioned to approve the April 9, 2019 minutes as amended. Mr.*
19 *Damsell seconded the motion, with all in favor, the motion passed unanimously.*
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21 **3. Light Post Painting**

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23 Mrs. Ruffner spoke with Jeff Beck. The Town will take care of painting the lamp post. The color
24 will be dark green.
25

26 **4. Wall at Brook**

27
28 Chair Staples spoke with Ms. Perry. The DPW will come out when it gets drier. Chair Staples
29 recommends a temporary fence and posting so no one gets injured.
30

31 Mrs. Ruffner noted some of the new shrubs died and wondered if they were guaranteed. Chair
32 Staples noted a lot of evergreens suffered damage from winter kill.
33

34 Mr. Damsell noted the area close to the headwall was getting worse.
35

36 **5. Request for Tree Planting by the Exeter Area GF Women's Club**

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38 Mr. Damsell will meet with the Women's Club in May to discuss the location of the tree.
39

40 **6. New Fence at Pump Station**

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42 Chair Staples noted a new white vinyl fence had been installed near the pump station. The
43 Trustees were in agreement that plantings would soften the appearance. Chair Staples will find
44 out who owns the fence so that planting can be done by the Trustees.

45 **7. Meeting Policy**

46

47 Chair Staples indicated he would like to pick a regular meeting time on Wednesday evenings at
48 5 or 5:30. The next meeting is on May 22nd at 5:30. Chair Staples asked if meetings should be
49 on the fourth Wednesday of the month or another suitable interval. Mr. Damsell noted the
50 Trustees had a lot on their plate and may need to meet more frequently through July.

51

52 ***Chair Staples moved to hold the next meeting on May 22, 2019 at 5:30. Mrs. Ruffner***
53 ***seconded the motion, with all in favor, so moved.***

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55 **8. Election of Officers**

56

57 Chair Staples noted after meeting with Town Manager Russell Dean he would like to elect a
58 Vice-Chair and recommended Mr. Damsell. Mrs. Ruffner agreed.

59

60 ***Chair Staples nominated Mr. Damsell to be Vice-Chair. Mr. Damsell accepted the***
61 ***nomination. Mrs. Ruffner seconded the motion, with all in favor, so moved.***

62

63 **9. Force Main Project (Mark Damsell)**

64 Mr. Damsell noted T-Buck Construction will be returning in May to remove the two temporary
65 access roads. Mr. Damsell has concerns about sinking along the ditch and improper loam and
66 seeding. Under the Memorandum of Understanding signed last year, the area was to be filled
67 with screened loam and seeded. Instead there are bricks and rocks as big as your hand. Mr.
68 Damsell would like to see this resolved before it is reseeded again.

69 Chair Staples and Mrs. Ruffner were in agreement to allow Mr. Damsell to reach out to Matt.
70 Chair Staples will put this on the agenda for next month and Mr. Damsell will continue to follow
71 up on that. Matt could email the Trustees. Mrs. Ruffner recommended notifying Matt what
72 events are scheduled in the Parkway.

73 **10. Seeding where stumps ground**

74 Mr. Damsell noted where stumps were removed and needed loam and seeding.

75 Chair Staples will inquire whether the Trustees can have this and other work done by Kyle
76 without putting it out to bid first and if so will reach out to Kyle. Mrs. Ruffner stated she was
77 okay with Kyle doing it if it were appropriate.

78 **11. Water Sign**

79 Chair Staples asked how big the sign was. Mr. Damsell stated he believed it was approximately
80 18x24. Chair Staples noted the existing shrubs should be removed. Mr. Damsell
81 recommended using a small excavator.

82 ***Chair Ruffner moved to grant permission for Julie LaBranch to install the sign in the***
83 ***location discussed by the Trustees to the left of the viewing area and the four bushes to***
84 ***be removed.***

85 Chair Staples asked who would remove the bushes. Mrs. Ruffner asked if this would have to go
86 out to bid. Mrs. Ruffner asked if things needed to be approved up to a certain amount. Chair
87 Staples noted the Trustees hadn't decided what to put there. Mrs. Ruffner recommended
88 adding the dollar amount for the work so they would not have to return to vote on it.

89 Mrs. Ruffner rescinded her earlier motion.

90 ***Mrs. Ruffner moved to allow Julie LaBranch to put the sign in the viewing area as***
91 ***discussed with the Trustees to remove the four shrubs at a cost not to exceed \$1,000.00***
92 ***to remove the four existing shrubs. Chair Staples seconded the motion, with all in favor,***
93 ***so moved.***

94 **12. Citizen's Bank Account Closure**

95 Mr. Damsell went down and closed the account at Citizen's Bank. \$23,967.28 will go to the
96 Trustee of Trust Funds, \$2,000 from Rec and \$600 from SWAG coming out of the general fund,
97 totaling \$26,567.28. Mr. Damsell noted the account name would be changed. Mrs. Ruffner
98 indicated it as the "Swasey Parkway Fund per 2019 Warrant Article #27 as approved by the
99 voters." Mr. Damsell noted the account at Citizen's Bank was opened in 1967. Mrs. Ruffner
100 asked if there was another account at Citizen's Bank – no. Chair Staples noted as bills come in
101 for mowing, they will send the bill to the Trustees who will bring them to Finance with a signed
102 voucher.

103 **13. Pavilion & Brick Walkway**

104 Chair Staples recommended moving the row of bricks in and paving the sidewalk up to that
105 point. Mrs. Ruffner noted the DPW said they would take care of it. Chair Staples will speak with
106 Jay Perkins.

107 Mr. Damsell noted some of the wooden shingles are falling off the roof. Also, there are eight
108 posts that are showing rot. There is \$8,000 in the maintenance account for the pavilion.

109 **14. Memorial Benches & Trees – Master Plan**

110 Mrs. Ruffner recommended having a policy concerning the memorial benches. Mr. Damsell
111 stated he hoped everyone would go with composite. Chair Staples indicated a family expressed
112 an interest in a granite bench and there are three or four other granite benches now. The
113 Trustees would like to see it kept uniform. Mrs. Corson recommended coordinating with Parks
114 & Recreation who are also looking at their policy, so that the Town could keep uniformity
115 throughout. Mrs. Ruffner will speak with Greg. Mr. Damsell noted he still has the informational
116 brochure from the vendor and can ask about replacements.

117 Mr. Damsell would like to have a spreadsheet putting together listing the names of the 50
118 memorial benches. Mrs. Corson indicated a Master Plan should be put together of benches and
119 trees and what kind. Mr. Damsell will reach out to the Key Club.

120 **15. Replacement of Chain Link Fence**

121 Mrs. Ruffner would like to see the chain link fence replaced as there are funds available to do
122 that. Mrs. Ruffner will research types of fences which are suitable for parks along the river.
123 Chair Staples noted safety is an issue.

124 **16. Block Building**

125 Chair Staples noted Recreation uses the Block Building for storage and will talk to Greg to see
126 how much they use it. Mr. Damsell noted the Trustees have a few items in there such as paving
127 blocks and the irrigation system is inside. The building is in disrepair, but the block portion is
128 sound. The roof is leaking, and the moldings and vents need attention. Mr. Damsell noted
129 lighting could be affixed to provide light for the porta potty during movie night. Mrs. Ruffner
130 recommended asking if Parks & Recreation would want to contribute to repairs. Chair Staples
131 noted he would take it on.

132 **17. Public Comment**

133 None.

134 **18. Member Comments**

135 Chair Staples noted he received an email from Town Manager Dean concerning the letter
136 written to ANA Proscapes requesting the refund.

137 **19. Adjourn**

138 ***Chair Staples moved to adjourn the meeting. Mr. Damsell seconded the motion. With all***
139 ***in favor Chair Staples adjourned the meeting at 6:44 PM.***

140 Respectfully submitted,

141

142 Daniel Hoijer
143 Recording Secretary
144 (via *ExeterTv.com*)