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**Town of Exeter  
Swasey Parkway Trustees Meeting  
July 24, 2019  
Approved Minutes**

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

7 **1. Call Meeting to Order**

8 Chair Staples called the meeting to order at 5:34 PM.

9 **Old Business**

10 **2. Approve Meeting Minutes**

11 Amendments were made to Lines 33, 49 and 89

12 ***Ms. Ruffner moved to accept the June 19, 2019 meeting minutes as amended. Mr.***  
13 ***Damsell seconded the motion, with all in favor, so moved.***

14 **3. Parks/Recreation Fee & Permit/Regulations Recommendations for Swasey**  
15 **Parkway**

16  
17 Ms. Roy indicated she wanted to follow up on the Select Board meeting, bring changes to them  
18 and get feedback from the Trustees.

19 Ms. Roy noted when she and Greg reviewed the fee schedule the fees appear to be in line with  
20 what other communities' fees are. Ms. Roy recommended removing the additional \$25 charge  
21 for use of the pavilion. The category for community events lists t/b/d and leaves it unsure who  
22 will determine the fee. Ms. Roy recommended eliminating community event. Ms. Roy  
23 recommended changing the number of people for a small event versus a large event to 50 and  
24 asked if there was a reason the Trustees had chosen 20. Gerry Hamel, who was a Trustee at  
25 the time, noted there was a history of small weddings a few times per year, with 6-12 people.  
26 Ms. Surman recommended there be no fee for parades when the Parkway is used as a staging  
27 area. Anyone making money, non-profit or not should be charged a fee. Mr. Hamel agreed,  
28 \$150 is a bargain. Mr. McHale stated the area should be used for non-commercial, passive  
29 recreation. Ms. Roy agreed everyone should pay to be fair. Ms. Ruffner agreed you cannot  
30 pick certain groups, no exceptions. Chair Staples noted "you can't maintain the Parkway if no  
31 one pays any fees."

32 Ms. Roy noted the wording and categories were reviewed. The Town would like the Swasey fee  
33 structure to be similar to other Town Facilities. Ms. Roy noted Primex, the Town's liability  
34 insurer, does not cover any animal events which does not mean they can't have them, just that  
35 they need to obtain other liability insurance coverage.

36 Ms. Roy raised as a discussion point the use of the categories "non-profit" v. "for profit" and  
37 commercial.

38 Mr. Damsell requested the rules be updated to include no digging or metal detecting and also  
39 that the Trustees receive a regular report of activities planned in the Parkway. Ms. Roy noted  
40 her report is sent to the Select Board bi-weekly and she could add the three Trustees to that  
41 email and indicate the fees that have been received; noting payments are made when the  
42 permits are approved. Ms. Ruffner added that the rules should be posted in the Parkway. Ms.  
43 Ruffner noted she would like input from the residents. Mr. McHale noted the advisory  
44 committee could meet in public forum.

45 Mr. McHale recommended forming an advisory committee to review the policies and procedures  
46 for the Parkway, over a 60-90-day period, identifying the purpose, who will benefit and keeping  
47 with the original mission. Mr. McHale advised the rules are only enforceable as an ordinance of  
48 the Town. Parks & Recreation need to have a fair basis to approve or deny applications.  
49 Terms should be defined such as what constitutes a sign or a poster or handbill. Ms. Roy noted  
50 there were rules for use of the facilities and those went out to the renters. The Parkway is  
51 public property and they are looking to be fair. Mr. McHale noted it would be excellent to get  
52 ahead rather than be forced into something. Mr. McHale offered to put on outline together on  
53 paper, with a mission, scope, purpose and the extent of the committee's responsibility and send  
54 to the Trustees.

55 Mr. McHale expressed concerns about commercial use of the Parkway over a succession of  
56 dates. "What stops a wedding planner from signing out every Saturday?" "There is nothing in  
57 here to prevent that." "A modest investment can control the Parkway and farm out use of it."

58 Ms. Surman noted in the past the Trustees would have voted on every application and now with  
59 Recreation handling that it is a different situation and these things could happen easier. Ms.  
60 Roy noted she did not disagree but noted anymore than four dates would require additional  
61 permission as with any Town facility. Ms. Ruffner questioned differentiating between  
62 commercial and non? Ms. Corson noted the Farmer's Market and SWAG would fall under that  
63 and she did not want to see any event that was a benefit to the Town eliminated from use of the  
64 Parkway.

65 Mr. McHale brought up as examples, residents who may want to host a family reunion, or a  
66 large picnic, political rallies, motorcycle rallies, events that are too noisy. Mr. Damsell added the  
67 snow event. Ms. Ruffner asked about the Girl Scouts, are they considered to be making  
68 money?

69 Mr. McHale noted there was no supervision and he lived nearby and was unsure about the  
70 noise ordinance but believed there was at time of day and Sundays were shorter. Mr. McHale  
71 noted one of the outdoor movie events was very loud on a Sunday when residents had to be up  
72 for work early the next day. Ms. Roy indicated the Police & Fire Department sign off on the  
73 event applications and determine if a detail is needed.

74 Chair Staples indicated he would like to meet with the Select Board to discuss what has come  
75 up tonight and see if the Select Board thinks it will be beneficial.

76 ***Chair Staples motioned to approach the Select Board to set up a meeting.***

77 Ms. Corson recommended having this discussed as a separate item. Ms. Roy is the front line  
78 on this, and she needs to be at that meeting and will be going on vacation. Ms. Corson will see  
79 if she can put this on the agenda for a month from now.

80 Scott Ruffner, 11 Hall Place, noted he had concerns that there was already an advisory group  
81 referenced in several Select Board meetings, the “cultural commission” that would address  
82 these things. Mr. Ruffner spoke to the purposes of being a registered non-profit, there are  
83 reasons for doing so.

84 ***Chair Staples amended his motion: to meet with the Select Board to talk and Parks &***  
85 ***Recreation, at a date determined by the Select Board. Mr. Damsell seconded the motion,***  
86 ***with all in favor, so moved.***

#### 87 **4. Benches: Granite Bench Application- Mark, Bench Application -Florence**

88 Ms. Ruffner expressed she would like the benches to look the same, be consistent as with  
89 downtown and proposed having an area for granite. Chair Staples felt it was a good idea. Mr.  
90 Damsell was opposed to having two areas trying to blend in.

91 Mr. Damsell received an email from the Town Manager concerning the donation of an engraved  
92 granite bench from Joseph Moroz, Jr. His Attorney is Bradford Cook. Mr. Damsell had  
93 concerns about the sharp edges of a squared bench and prefers to meet with him and show  
94 some composite materials or rounded granite and to pick a spot.

95 ***Chair Staples motioned to authorize Mr. Damsell to get in touch with Joseph Rhodes and***  
96 ***his attorney, Bradford Cook to discuss options and see how he wants to move forward.***  
97 ***Mr. Damsell seconded the motion, voting 2-0-0, so moved.***

#### 98 **5. Pavilion Repair- Florence**

99

#### 100 **6. Block Building repair -Florence**

101 The estimate from Bernier is \$10,172 including painting. The second estimate of \$6,385 does  
102 not include painting.

103 ***Ms. Ruffner motioned to allocate up to \$10,000 for repairs as noted of the block building***  
104 ***at the Parkway. Mr. Damsell seconded the motion, with all in favor, so moved.***

105 Chair Staples will get more detail.

#### 106 **7. Painting Block Building -Mark**

107 The estimate from Bernier for painting exterior walls, trim, siding and door is \$1,613. Mr.  
108 Damsell spoke with Mr. Morrisette who recommended using a special masonry paint and had  
109 the code number with Sherwin Williams. Mr. Damsell opened the estimate from Jeff Eaton  
110 which was \$600.00.

#### 111 **8. Exercising Class in Parkway- Florence**

112 Luke Gullick appeared before the Board to give a brief explanation of the circuit class run by him  
113 three times per week in the Parkway. Mr. Gullick noted he had been doing this for a few years  
114 with the group meeting on Monday, Wednesday and Thursday from 10:30 AM to 11:30 AM. Mr.  
115 Gullick offered to forward pictures of a typical circuit class and wanted to address concerns  
116 about activities which the Trustees raised that could cause damage to trees and structures in  
117 the Parkway. Mr. Gullick displayed the bands which the class uses acknowledging the Trustees

118 had asked they not be wrapped around light posts which had just been painted, trees, some of  
119 which could be newly planted or otherwise fragile, railings and benches which may not be  
120 strong enough to support the activity. Mr. Gullick indicated the group would not use these  
121 structures with the bands going forward. The benches had been used for push ups and dips;  
122 however some benches are not that sturdy, and the granite benches sit on pillars. Other  
123 activities include running, and the use of medicine balls and kettle balls. Mr. Gullick indicated  
124 he wanted to work with the Trustees and not cause any damage.

125 Ms. Corson asked Mr. Gullick if the program was free? Mr. Gullick indicated it was part of the  
126 gym membership. Ms. Corson noted an application for commercial use, insurance and a fee  
127 should be submitted to the Town. Ms. Corson indicated she would like to run it by the insurance  
128 company. Mr. Gullick noted he had liability insurance and offered to send a copy.

129 Melissa Roy, Assistant Director of Parks and Recreation advised the Town needed to be added  
130 on that insurance.

131 Curt McHale of 326 Water Street recommended asking Town Counsel about obtaining an  
132 indemnity.

133 Anne Surman thanked Mr. Gullick for coming in and noted the applications are available online  
134 at the Recreation Department.

### 135 **9. Watering New Trees and Shrubs**

136 Ms. Ruffner departed the meeting at 7:04 PM.

137 Chair Staples asked if the tree bags are set up. Mr. Damsell noted the memorial tree for the  
138 Women's Club was planted two weeks ago. Mr. Damsell contacted the Exeter Housing  
139 Authority who let us use water. Chair Staples recommended putting the bags out on the trees  
140 that need them and to get a 275-gallon tank.

141 Mr. Damsell noted the sprinkler system was repaired and the rain sensor moved and questioned  
142 whether the sprinklers should be turned on. Chair Staples recommended to wait and see what  
143 the weather does, with soil samples being taken and seeding coming up.

### 144 **10. Fall Seeding**

145 Mr. Damsell indicated he would like to get a bid packet out no later than September so that it  
146 can begin after the Powder keg event in October. Chair Staples will contact Mr. Dean to see  
147 about bid procedures and a bid packet should be put together for pruning.

### 148 **11. Meet with Town about construction at end of Parkway**

149 Mr. Damsell noted they should meet with Matt Berube when construction if finished at the end of  
150 the Parkway to make sure broken pillars, rails are put back together. Chair Staples will reach  
151 out to Mr. Berube.

### 152 **12. Tree Work**

153 Mr. Damsell noted he would like to continue to use Piscatiqua and also have air spading done.

### 154 **13. Public Comment**

155 Mr. Damsell expressed concerns that people are using the porta potties as trash receptacles  
156 and indicated they are not to be used as dumpsters. The servicers are not paid to remove  
157 trash.

158 **14. Other Business**

159 Financial Reports (email)

160 ***Chair Staples motioned to make the 2018-2019 (to-date) Financial Reports a part of the***  
161 ***minutes of this meeting. Mr. Damsell seconded the motion. Approved 2-0-0. So moved.***

162 **15. Adjourn**

163 **Next Meeting –**

164 ***Chair Staples moved to adjourn the meeting. Mr. Damsell seconded the motion, with all***  
165 ***in favor, so moved.***

166 Chair Staples adjourned the meeting at 7:24 PM.

167 Respectfully submitted,

168

169 Daniel Hoijer  
170 Recording Secretary  
171 (via *ExeterTv.com*)

172

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Town of Exeter Swasey Parkway Trustees Meeting July 24, 2019 Approved Minutes

Town of Exeter		
Swasey Parkway Permitting Fees Collected		
For the Years 2019 (as of July 24th) and 2018		
	2019	Organization/Event
January	-	
February	-	
March	-	
April *	325	Swasey permit- Wedding
	400	Swag on Swasey
May	75	J. Lapointe
June	175	St. Michael Parish
July	100	Swag on Swasey
August	-	
September	-	
October	-	
November	-	
December	-	
<b>Total</b>	<b>1,075</b>	
	2018	Organization/Event
January	-	
February	-	
March	2,400	Seacoast Growers Association for 2016 and 2017
April	-	
May	-	
June	-	
July	1,200	Seacoast Growers Association for 2018
August	-	
September	191	Unknown
	400	Swag/ECM
	200	Swag/ECM
October	-	
November	2,000	Powder Keg donation
December	-	
<b>Total</b>	<b>6,391</b>	
* Beginning in April 2019 the Parks and Recreation Department took over the Town permitting process for facilities and parks		

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ORG	OBJECT	DESCRIPTION	YEAR	PER	JOURNAL EFF DATE	REFERENCE	AMOUNT	COMMENTS
01340100	44401	Swasey Permit Fees	2019	4	171 04/24/2019	Revenue	(325.00)	Swasey permit- Wedding

Collected from Town Manager's  
Executive Assistant

2019

Exeter Parks & Rec

**Facility Reservation Report**

Rsv#	Reservee	Class	Loc	Facil	Arvl Date	Dept Date	H'Cnt	Fees/Tax	Amt Paid	Total Due	Days
2488	Swag on Swasey	PKWAY	SWASY	PKWAY	04/27/2019	04/27/2019	1000	400.00	400.00	0.00	4
2489	Swag on Swasey	PKWAY	SWASY	PKWAY	08/24/2019	08/24/2019	1000	200.00	0.00	200.00	3
2490	Swag on Swasey	PKWAY	SWASY	PKWAY	07/20/2019	07/20/2019	500	200.00	100.00	100.00	2
2491	Seacoast Growers Associat	PKWAY	SWASY	PKWAY	05/02/2019	05/02/2019	500	1,200.00	0.00	1,200.00	27
2500	TEAM	PKWAY	SWASY	PKWAY	05/18/2019	05/18/2019	1000	0.00	0.00	0.00	1
2501	TEAM	PKWAY	SWASY	PKWAY	09/21/2019	09/21/2019	1000	0.00	0.00	0.00	1
2503	EXETER PARKS & REC	PKWAY	SWASY	PKWAY	10/05/2019	10/05/2019	0	0.00	0.00	0.00	1
2505	Seacoast area CROP Hung	PKWAY	SWASY	PKWAY	10/20/2019	10/20/2019	150	0.00	0.00	0.00	1
2536	St Michael Parish	PKWAY	SWASY	PKWAY	06/23/2019	06/23/2019	300	175.00	175.00	0.00	1
2537	EXETER PARKS & REC	PKWAY	SWASY	PKWAY	06/04/2019	06/04/2019	0	0.00	0.00	0.00	1
2545	LAPOINTE, JORDAN	PKWAY	SWASY	PKWAY	05/11/2019	05/11/2019	0	75.00	75.00	0.00	1
2550	Exeter Police	PKWAY	SWASY	PKWAY	08/06/2019	08/06/2019	0	0.00	0.00	0.00	1
<b>Report Grand Totals</b>								<b>2,250.00</b>	<b>750.00</b>	<b>1,500.00</b>	<b>44</b>

2019



Town of Exeter Swasey Parkway Trustees Meeting July 24, 2019 Approved Minutes

Bank Name	CITIZENS BANK				
Account Name	Swasey Parkway Operating Account				
Account Type	Association Checking				
Account #	3300062030				
	Receipts	Transf In	Disb.	Interest	Balance
Bal. 12/31/17					89,708.50
Jan		-	(4,478.66)	-	85,229.84
Feb	-	-	-	-	85,229.84
Mar	2,400.00	3,545.54	-	-	91,175.38
Apr	-	-	-	-	91,175.38
May	-	-	-	-	91,175.38
Jun		3,545.55	-	-	94,720.93
Jul	1,200.00		-	-	95,920.93
Aug	-	-	-	-	95,920.93
Sep	190.81	3,545.54	-	-	99,657.28
Oct	-	-	(75,690.00)	-	23,967.28
Nov		-	-	-	23,967.28
Dec	-		-	-	23,967.28
O/S checks	-	-	-	-	23,967.28
Bal. 12/31/18	3,790.81	10,636.63	(80,168.66)	-	23,967.28
Bank St. Bal.					23,967.28

Collected from Swasey Parkway trustees

2018

**SEACOAST GROWERS ASSOCIATION  
BUSINESS ACCOUNT**  
P.O. BOX 4401  
PORTSMOUTH, NH 03802

EXPLANATION	AMOUNT

3219

54-7/14  
25

CHECK NUMBER

PAY AMOUNT OF TWENTYFOUR HUNDRED 00/80 DOLLARS

DATE	TO THE ORDER OF	DESCRIPTION	CHECK NUMBER
3/19/18	SWASEY PARKWAY TRUSTEES	2016 AND 2017 USE OF PKWY	3219

\$ 2400-

182  
183

**SEACOAST GROWERS ASSOCIATION  
BUSINESS ACCOUNT**  
P.O. BOX 4401  
PORTSMOUTH, NH 03802

EXPLANATION	AMOUNT
whole year.	
2018 Farmers'	
market Park	
Rest fee	

3278

54-7/114  
25

CHECK ARMOR

AMOUNT = One thousand two hundred and no cents DOLLARS

Security Features  
Change on  
Back

DATE	TO THE ORDER OF	DESCRIPTION	CHECK NUMBER
7/16/18	Town of Exeter	Swasey Park Trustees	3278

\$ 1200.00

184  
185

Town of Exeter Swasey Parkway Trustees Meeting July 24, 2019 Approved Minutes

Checking/MMA Deposits: ACCOUNT NUMBER

PRINT NAME The Swasey Parkway CHECKS - COLLECTS CENTS

DATE \_\_\_\_\_ CHECKS - TOTAL FROM OTHER SIDE

515014829.9 190 31

SIGN HERE IF CASH RECEIVED FROM DEPOSIT

12/00/18/16 I.D. (BANK USE ONLY)

CHECKS - TOTAL FROM OTHER SIDE

SUBTOTAL 190 31

LESS CASH

TOTAL \$ 190 31

186  
187

2018

Exeter  
FRIDAY, SEPTEMBER 21, 2018  
16:05

Please save this receipt until you have  
verified your account statement.

Deposit

Account Number: XXXXXXXXXXXX2030  
Amount: \$190.81

Teller Number: J003974  
Bank: 030  
Branch: 442  
Transaction #: 0442025893

 **Citizens Bank**<sup>®</sup>

[citizensbank.com](http://citizensbank.com)  
1-800-922-9999

Please see back for important disclosures.