1	Town of Exeter
2	Swasey Parkway Trustees Meeting
3	September 18, 2019
4	6:00 PM
5	Approved Minutes

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

8 1. Call Meeting to Order

9 Chair Staples called the meeting to order at 6:00 PM.

10 Old Business

- 11 **2. Approve Meeting Minutes August 21, 2019**
- 12 Mr. Damsell made amendments to Lines 33, 34, 60, 72, 78 and 80.

13 Chair Staples moved to accept the August 21, 2019 meeting minutes as amended. Ms. 14 Ruffner seconded the motion, with all in favor, so moved.

3. Bench Application of Joseph L. Moroz Jr. and Andrea Sinclair & Eric Sinclair

16 Chair Staples indicated an application was received from Mr. Moroz as well as a picture of the

17 proposed bench and inscription. The bench has rounded edges as requested by the Trustees

and the inscription has been shortened. Mr. Damsell staked the proposed location on the river

19 side by Norris Brook after meeting with Mr. Moroz twice.

Chair Staples motioned to accept Mr. Moroz's bench as inscribed. Mr. Damsell seconded the motion, with all in favor, so moved.

- 22 Chair Staples indicated a second application was received from Andrew Sinclair and Eric
- 23 Sinclair to memorialize her father-in-law who was previously a Parkway Trustee and did the
- 24 wildflowers. Mr. Damsell noted the Sinclairs selected a composite bench with lettering. Mrs.
- 25 Ruffner did not get a copy of the proposal. The location will be determined.
- 26 Mrs. Ruffner would like to have a Master Plan meeting prior to accepting any more applications
- so the Trustees will know where they can be situated and the types of benches. Mrs. Ruffner
- noted she received a third application on Sunday from Pam Klink and revised the second
- application to remove Mr. Hamel's name. Chair Staples agreed he would like to hold off on
- additional applications until after they meet with the Landscape Architect. She has not had an
 update from Greg Bisson and Melissa. Mr. Damsell noted there are some open spots at the far
- 32 end. There are approximately 50 benches so far and Mr. Damsell wonders if there should be a
- cap such as 75 or a limit on the number of donations accepted annually.
- 34 Mrs. Corson indicated the Sustainability Office is working to receive a Coastal Resiliency Grant.
- 35 Grants may be available to help the Trustees with their Master Plan. Plants could be
- 36 recommended that will handle saltwater.
- 37

4. Block Building Repair Update (Dwane)

- 39 Chair Staples noted the estimate from Mr. Bernier was for budget purposes as Mr. Bernier is
- unable to do the work due to his schedule. Lang Construction is busy until the middle ofSeptember.
- 42 Mr. Damsell noted it was getting late in the season and would like to approve Jeff Eaton for
- 43 painting of the block building. Mrs. Ruffner indicated that has already been approved. Mr.
- 44 Damsell will contact Mr. Eaton.

45 **5. Tree Work Update and Pruning of Bushes**

46 Chair Staples reported two trees have been removed and some pruning has been done near the shed at EHS, Water Street and stumps have been ground. Mr. Damsell questioned whether 47 someone should be hired to remove the debris. Chair Staples was in favor of leaving the wood 48 chips for now so that the area would not have to be filled. Bushes have not been pruned and 49 the saplings need to be cut out. Chair Staples provided a estimate for pruning. Mrs. Ruffner 50 51 expressed she would like to reach out to Yeti who has done so much work for the Parkway for 52 free and give them work they would be paid for. Chair Staples noted there are specific instructions in the Parkway bid and they would need to be able to perform them and will reach 53 54 out to Yeti. Mr. Damsell noted it is late in the season and recommended meeting more than 55 once this month.

56 *Mr. Damsell motioned to authorize Chair Staples to contract and spend up to \$3,800 to* 57 *prune the shrubs in the Parkway. Mrs. Ruffner seconded the motion, with all in favor, so*

58 *moved.*

59 6. Tree Donation

60 Mr. Damsell noted Maggie Matick would like to donate a tree but has not suggested a specific 61 kind of tree or location.

62 *Mr. Damsell motioned to accept the tree donation of Maggie Matick with kind of tree and*

63 *location to be determined. Mrs. Ruffner seconded the motion, with all in favor, the* 64 *motion passed unanimously.*

65 **7. Missing Signs Along Fence (Mark)**

Mr. Damsell reported there are approximately 20 signs missing from the Parkway that ask
patrons not to feed the wildlife. Mr. Damsell would like to see them replaced as there is a
reason they were put up. Ducks feed on aquatic plants and become aggressive when visitors
are eating when they become used to being fed. Mr. Damsell will put up a few that are on hand
and revisit ordering replacements in the Spring.

71 8. Fall Aeration and Seeding

- 72 Mr. Damsell got pricing from Hillside Landscaping. Chair Staples explained the aeration
- machine and how it works by slicing the soil and loosening it while overseeding at the same
- time. The proposal was broken into four sections. Mrs. Ruffner was in favor of doing it all at
- once. Mr. Damsell agreed and noted Fall is the best time to do this due to the temperature of
- 76 the soil.

77 Mrs. Ruffner motioned to accept the estimate of Hillside Landscaping of \$3,090. Mr.

- 78 **Damsell seconded the motion, with all in favor, so moved.**
- 79 Chair Staples indicated that the soil sample results will be emailed.

80 9. Construction at end of Parkway Update

81 Chair Staples indicated Parkway construction is finishing up and the trenches will be filled an 82 disturbed areas hydroseeded.

83 **10. Sidewalk Seams**

Chair Staples reported that Jay had the sidewalk seams patched. The Trustees extended a thank you to Jay from the Highway Department.

86 11. Site Walk – September 20, 2019 at 11 AM

- Chair Staples advised there is a Site Walk on September 20, 2019 at 11 AM at the Parkway to
- 88 meet with Landscape Architect Robbie Woodburn. Matt Berube will be at the meeting. Mrs.
- 89 Corson noted at the last meeting she would like the Trustees to develop a CIP. Focus will
- 90 include benches, bushes, and invasives.
- 91 Mrs. Ruffner reminded that the Trustees haven't hired her yet and would prefer to interview
- more than one and added that it wouldn't be fair to Ms. Woodburn to get her advice on all these
- 93 issues prior to hiring her. Mrs. Ruffner would like to Liz (Dawson) Niebling and is in favor of
- 94 using local people, many of whom are very talented.

95 12. Public Comment

- 96 Mrs. Ruffner noted that the Town Engineer, Mr. Vlasich provided figures for what the sidewalks
- 97 may cost if done in cement at approximately \$175,000 with a 15% margin of error, totaling
- 98 \$201,000. Chair Staples noted he would prefer to get a second estimate for asphalt as he is not
- 99 a fan of concrete sidewalks because they move.

100 **13. Other Business**

- 101 Mr. Damsell noted he had an outstanding bill for the porta-potty and another bill. Also limbs
- were cut off a big Oak tree and dumped in the woods. Metal fencing is separating in a few
- 103 locations.
- 104

- 105 **14. Next Meeting Date/Adjourn**
- 106 Next Meeting Wednesday, October 23, 2019 at 6 PM.
- 107 *Chair Staples moved to adjourn the meeting. Ms. Ruffner seconded the motion, with all* 108 *in favor, so moved.*
- 109 Chair Staples adjourned the meeting at 7:00 PM.
- 110 Respectfully submitted,
- 111
- 112 Daniel Hoijer
- 113 Recording Secretary
- 114 (via ExeterTv.com)