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**Town of Exeter
Swasey Parkway Trustees
Nowak Meeting Room
Town Office Building
September 22, 2021
6:00 PM
Draft Minutes**

9 **1. Call Meeting to Order:** Chair Staples called the meeting to order at 6:00 PM.

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11 **2. Introductions:**

12 **Present were:** Chair Dwane Staples, Vice-Chair Darius Thompson, Dave Short and
13 Select Board representative Lovey Roundtree.

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15 **3. Public Comment**

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17 Chair Staples opened the meeting to public comment at 6:00 PM and being none closed the
18 public comment portion of the meeting.

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20 **4. Approve Meeting Minutes 7/21/2021**

21 *Mr. Short motioned to accept the July 21, 2021 meeting minutes. Mr. Thompson*
22 *seconded the motion. A vote was taken, all were in favor, the motion passed*
23 *unanimously.*

24 **5. Update of road closure**

25 Chair Staples reported the roadway at the Parkway is open one-way for the time being and
26 seems to be working as he has not heard anything to the contrary.

27 **6. Tree work, number of trees, bids, how to manage this**

28 Chair Staples summarized that Vice-Chair Thompson put together a proposal for the 39
29 trees identified in the Parkway for removal or pruning which were marked with yellow dots.
30 Chair Staples noted both he and Mr. Short had some suggestions in an effort to shorten the
31 proposed document

32 Mr. Short shared his recommendations.

- 33
- 34 • Fall or winter pruning – winter is preferable due to less usage of the Parkway by the public.
 - 35 • Pruned trees will likely be chipped – not necessary to discuss how or where materials are eliminated, number of trucks or employees.
 - 36 • Contractor should be licensed – certification as an arborist with proper insurance. Proof of insurance will be provided. Check with the Town to see their requirements.
 - 37 • Strike prior experience and documentation as the proposals for this project will only
38 be sent to contractors the Trustees have experience working with.
 - 39
 - 40

- 41 • Proposals will be due at 2 PM. Late bids will not be accepted, strike paragraph
- 42 about late proposals.
- 43 • No need for bonding. Strike performance bond and retainage.
- 44 • No need to specify days of week working however the Trustees will work with the
- 45 contractor to develop a schedule around any events taking place in the Parkway.
- 46 • Strike volunteers or support personnel.
- 47 • Strike #5
- 48 • Remove affidavits of business relationship and non-collusion.

49 Mr. Thompson noted the document template may be used for other proposals and for some
50 of those references would be preferred for contractors who have not worked with the
51 Trustees before. Chair Staples agreed he would like references in that case.

52 Chair Staples noted that he preferred to receive regular invoices weekly or bi-weekly so that
53 a bill is not received for work three months later. He would also like pictures to document
54 the work. He will put together a list of contractors to contact.

55 Mr. Thompson will make the edits and the Trustees will vote on the proposal at their October
56 20, 2021 meeting and send the proposal out. Mr. Short noted a site walk would be done.

57 ***Mr. Thompson motioned to put the proposal together and look at the final draft at the***
58 ***October 20, 2021 meeting. Mr. Short seconded the motion. A vote was taken, all were***
59 ***in favor, the motion passed unanimously.***

60 **7. Irrigation update**

61 Chair Staples reported the irrigation system had a broken zone which was fixed. The
62 system was then shut down and the sprinkler heads were checked. The system will need to
63 be blown out this fall.

64 **8. Upcoming events thru fall**

65 Beer Fest – October. Chair Staples discussed the event with Greg Bisson from Parks &
66 Recreation. The Parkway will be cordoned off as it has been in the past. They are looking
67 to use more compostable supplies. Mr. Fox has been contacted concerning dumpsters and
68 trash receptacles. This will be the last big event according to the calendars he has been
69 receiving.

70 **9. Other Business**

71 Chair Staples recommended preparing the lawn maintenance bids for spring. Last year the
72 contractor was notified on November 30th. The Trustees would like to follow a similar schedule
73 for the process. A site walk was scheduled for Tuesday, September 26th at 3 PM. Bids will be
74 due Friday, November 19th by 4:00 PM. Contractors will be notified by November 30th.

75 ***Mr. Thompson motioned to put together information to solicit bids for lawn maintenance***
76 ***in 2022 following the same schedule used in prior years with the necessary adjustments.***
77 ***Mr. Short seconded the motion. A vote was taken, all were in favor, the motion passed***
78 ***unanimously.***

79 Mr. Thompson recommended it may be beneficial to show the contractors what is expected in
80 certain areas where there were issues with lawn maintenance in the past.

81 Chair Staples recommended overseeding a couple of spots across from the pavilion and will
82 reach out to a couple of contractors.

83 Mr. Thompson inquired as to the status of the roof repairs to the pavilion and Chair Staples
84 reported the same roofing contractor will also be working on the train station roof. Mr.
85 Thompson disclosed that he is an employee and therefore cannot comment. Chair Staples
86 noted the delay in getting started is due to the requirement from the train company for a flagger.

87 Mr. Thompson inquired as to the status of Yoga in the Parkway now that the road is open. They
88 were given an end date, at the end of the summer or corresponding to the roadway status.

89 Chair Staples reported the street lights and electrical panels were repaired this week. Some
90 posts were blocked and some repaired, but he was told all are now working. The Trustees
91 thanked Jeff Beck and the electrician as there were a lot of challenges.

92 Mr. Short asked about the sewer siphon project which has been flagged and whether trees and
93 memorial benches will be skirted, removed or relocated. Test bores are being done. Some
94 shrubs in the right of way may be removed. The Trustees agreed that Mr. Short can follow up
95 on that.

96 **10. Public Comment**

97 Mark Damsell of 10 Newfields Road recommended starting a group of volunteers to assist with
98 picking up trash and sticks in the Parkway such as a Pick the Park program. Volunteers could
99 be made up of residents who frequently walk the Parkway. Chair Staples noted a group of high
100 school students had done similar volunteer work last March for civic duty credits. Mr. Damsell
101 noted the work needed to be done more frequently and he can reach out to the Scouts and the
102 school.

103

104 Ms. Roundtree noted she liked the idea of school-aged volunteers for this project and
105 recommended formalizing the recommendation and picking a title for the group. A certificate
106 could be given out to commemorate the community service.

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108 **11. Adjourn**

109 **Next Meeting Date:** October 20, 2021 at 6:00 PM

110 ***Mr. Short motioned to adjourn the meeting at 6:52 PM. Mr. Thompson seconded the***
111 ***motion. A vote was taken, all were in favor, the motion passed unanimously.***

112 Respectfully submitted,

113

114 Daniel Hoijer
115 Recording Secretary
116 (via *ExeterTv.com*)

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