

**Town of Exeter  
Swasey Parkway Trustees  
Nowak Meeting Room  
Town Office Building  
October 21, 2021  
6:00 PM  
Approved Minutes**

1. **Call Meeting to Order:** Chair Staples called the meeting to order at 6:00 PM.
2. **Introductions:**  
**Present were:** Chair Dwane Staples, Vice-Chair Darius Thompson, and Select Board representative Lovey Roundtree.

3. **Public Comment**

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

4. **Approve Meeting Minutes 9/22/2021 & Site Walk 10/14/21**

*Mr. Thompson motioned to accept the September 22, 2021 meeting minutes. Chair Staples seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

Chair Staples noted he has an addendum from Wright-Pierce.

*Mr. Thompson motioned to hold approval of the October 14, 2021 Site Walk Meeting Minutes until the Trustees have had the opportunity to review the notes from Wright-Pierce. Chair Staples seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

5. **Tree Work Bid Specifications, Date for Site Walk, Tree Companies to Contact**

Mr. Thompson discussed the revisions which were made to the draft document from recommendations at the last meeting concerning RFPs. The changes were made and dates left blank. He will circulate the final draft electronically.

Mr. Thompson noted 39 trees identified for removal or pruning. Bids are being sought by RFP. He read the statement of work out loud and before and after conditions, billing, licensing and insurance requirements, documented prior experience and where to send. Mr. Thompson added that the Trustees are seeking to expeditiously mitigate safety concerns.

Mr. Thompson will find out what the Town of Exeter requires for limits of insurance.

The Trustees agreed to have a Site Walk with bids due within 30 days. They will choose a date for the Tree Work Bid Site Walk at the Maintenance Site Walk on October 26<sup>th</sup>. Chair Staples noted he is away at the beginning of November and the Festival of Trees is at the end of November so the Site Walk should be sometime the week of November 15<sup>th</sup> and thanked Mr. Thompson for his work drafting and revising the document.

## 6. Memorial Tree

Chair Staples noted that the Memorial Hydrangea Tree will have to be moved because of the DPW work. He met with the donor and picked another spot. There have been a lot of inquiries about Memorial Trees.

Mr. Thompson recommended as a community service or Eagle Scout project having the locations of the trees and plaques mapped and documented.

## 7. Irrigation update

Chair Staples reported the Irrigation System has been blown out and winterized. It hasn't been used much the past two years but when it was recently fixed it had to be charged which meant it must then be blown out.

Chair Staples noted there are three lines and seven zones.

## 8. Bush Pruning

Chair Staples indicated he would like to continue to work with the existing contractor for bush pruning. The pruning is done by hand which limits the number of contractors. Typically the Trustees spend under \$3,000 and do it annually because of the hand pruning. Some bushes grow bigger because of their variety.

Mr. Thompson asked about developing a Master Plan and possibly removing the invasives. Chair Staples noted he was discussing the next project with the Water Department, and they plan more work in the Parkway in the next three-five years. Chair Staples will reach out to the Recreation Department to ensure that any permits are done in the timeframe of Wright-Pierce and will be tentative. Driving in the Parkway may be prohibited for that project, but it is unlikely to affect walking.

Mr. Thompson recommended coordinating the Town's CIP with the Trustee's Master Plan so they will know sooner.

***Chair Staples motioned to reach out to the same person for the pruning and to expend up to \$3,000. Mr. Thompson seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## 9. Mowing Bid Update

Chair Staples noted the Site Walk is October 26<sup>th</sup> at 3:00 PM. He reached out to last years' contractor and a couple of others who were interested. The Site Walk and information is posted on the Town website and due on November 19<sup>th</sup> by 4 PM. Contractors will be notified

on November 30<sup>th</sup> by Chair Staples.

## 10. Other Business

Mr. Thompson discussed documenting and mapping the memorial plantings, memorial benches and plaques and getting historical information. The Historical Society could possibly be involved. There are no documents concerning who donated the memorial trees in the past or where they were placed. Metal posts were used for dedications which have since deteriorated. Granite plaques were voted on being used instead but are out of stock until next year. The Maple after Norris Brook crossing is the last surviving old plaque. There may be a way to reach out to previous Trustees or other parties who have knowledge of dedications of Memorial Trees.

Chair Staples noted he has a bench inventory and will get that to Mr. Thompson. There is a moratorium on new memorial benches until the Master Plan is done. Some need replacement or repair and a family member can't be located. Mr. Thompson recommended rededicating those benches if a family member can't be relocated.

Mr. Thompson noted fencing along the river was moved inward and is in disrepair. Chair Staples noted a previous Trustee had inquired about replacing the fence with granite posts and rails. Chair Staples noted the fence was moved back to allow 2' for cutting behind. The DPW trims once a year with the equipment with the mower arm but he doesn't want to see people walking on the bank because they could slip.

## 11. Adjourn

***Mr. Thompson motioned to adjourn the meeting at 6:48 PM. Chair Staples seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Daniel Hoijer  
Recording Secretary  
(via *ExeterTv.com*)