



**Town Common Beautification Committee
Meeting Minutes
Meeting: June 13, 2018 at 7:30am – Bartley House**

Attendees: Frank Farmer, Committee Member; Kathleen DiFruscia, Committee Member; Peter Griffin, Committee Member; Cheryl Haas, Committee Member; Maureen Spooner, Committee Chair; Siri Wilbur, Committee Member.

Absent: Jennifer Simmons

Agenda for the Meeting

- Meeting Minute Review from 5/16/18
- Design & Engineering work update
- Hill Mulch
- Open Discussion/New Business

Meeting started at 7:40 am.

- **Design & Engineering Update:** the committee reviewed a draft of the SOW for Engineering Services. The discussion focused on the Scope to ensure that it aligns with the conceptual plans. Dave indicated that he would make the suggested edits and start the process to solicit bids. The schedule is to provide a few weeks for the bidders, down select the bidder, and then provide the Committee's recommendation to the BOS.
- **Eagle Scout Project:** There is a request of the Committee to stake out exactly where we would like the memorial. Maureen told the Committee that she would stake it out based on a site walkthrough by the Committee.
- **Hill Mulch:** Dennis Senibaldi joined the meeting to discuss some concerns on a approach that was suggested by the Garden Club to mulch the hill that runs parallel to route 111 (the area in an around the flagpole). The garden club had suggested that we could use natural mulch from ground up trees and limbs to create a blanket over the growth on the hill. It was presented as a low cost alternative versus buying commercially produced mulch. The thought was to use what the town creates from various clean up activities and put it down thick enough that it would choke out the growth on the hill.

Dennis raised a few concerns. One concern was the potential increase of insects (ants, termites, etc). Another concern was the fact that the mulch that is created from the trees, branches, etc. is not clean it has other plants in it and it would promote more growth.

Dennis suggested that he and crew could put down some landscape fabric and mulch it with the same mulch that is used for other town areas. Dennis said he had enough money his landscaping budget to do this. The Committee agreed.

Dennis also suggested that he would like to spray once again before doing the mulch to keep the undergrowth at bay.

- **Open Discussion Items:**

- **New Bridge across Collins Brook on the Common**

Siri mentioned that the Windham Garden Club wants to donate a new bridge that will go over the brook. We reviewed the location for the bridge. A write up is needed from the Committee to the Garden Club on the project. Width and length of bridge needs to be verified.

- **Veterans Memorial on the Common**

Maureen updated with the Committee on the progress of the Pavers. Cheryl & Maureen met with Hudson Quarry we explained the project and the Manager provided a few samples of pavers for us to determine our engraving options.

The proposed paver is approximately 11" x 11" and will be part of a hardscape that would install in the memorial area. The Committee discussed alternatives for engraving the pavers and agreed that we need to have a standardized uniform approach and not do custom lettering. The Committee settled on a 3 line approach. Line 1 would have the armed forces emblem engraved, center top of the block. Line 2 would have "In memory of" or "In honor of"; and Line 3 would be the veterans name. It was also agreed that the pavers would be available for sale to residents, town employees, and town business owners. If we are unable to sell the quantity needed we will open it up for non-residents to purchase them.

The committee discussed pricing options to sell the paver but did not settle on the price. Further work is needed on the costing of the project. The goal is to fund the project in its entirety based on the proceeds raised from the pavers. Maureen took the action to take the block over to Hudson Monument and get their input and pricing on the approach.

To determine the area where we would create the hardscape, the Committee walked the area on the common and review size options. We also discussed the relocation of the flagpole. We briefly paced off the area and then agreed that it needed to be staked off so that everyone could have a better visual of it. Maureen took the action to come back and lay the area out.

Next Meeting is scheduled for June 27, 2018.

Meeting Adjourned at 9:00 am

Respectfully Submitted,

Maureen Spooner

Town Common Beautification Committee Chair