

**Village Green Committee**  
**Monday, March 18, 2019 at the Town Hall Annex**

**Minutes**

Attending: Felicia Sartell, Connie Kieley, Gail Cromwell, Honey Hastings, Carol Mamczak, Robin Downes, Peggy Cournoyer Absent: Kathy Fedorka, Denise Collette

Guests: Tim Fiske, Matt Cabana

1. Connie had requested that Tim join us for discussion of trees on the common. We are wondering if it is time to consider replacing some of the old maples. He agreed that this is the time and suggested a few that we should consider. One is the tree in the photo we shared, and the others are at the south end and by route 45. We discussed having a variety of trees, not just all maples. It was agreed that we would request a consultation visit with the forester at the Hillsborough County Cooperative Extension office. Carol will contact the Extension Forester. (action item) Tim will be willing to join that meeting. He discussed how the trees were removed and replaced in the past. The elm below the common is growing well, so it was suggested that we consider purchasing elms. Other varieties were suggested for consideration: Liriodendron tulipifera, commonly known as a tulip tree, more red maples, flowering trees. Tim recommended we chose with regard to the mature size of the tree. He has received literature on purchasing elm trees that he can share. It was stated that the two elms previously purchased were done through the Elm Restoration project. We could consider that as well. We talked about achieving a good balance for the sake of variety and for holiday lighting. Some felt we should look for trees with the same mature size as the newest red maples. Tim mentioned removal of the birch growing nearest the elm tree below the common because it is rotting from the inside.

**MOTION: to approve the removal of the rotted birch  
growing next to the elm below the common.**

Moved by Connie, seconded by Carol

Discussion: work will be done by Tim and crew.

**Vote: all in favor**

**MOTION: remove the maple tree shown in the  
photograph and located on the northeast corner  
of the common.**

Moved by Honey, seconded by Robin

Discussion: Tim felt this is the time to do it while the ground is frozen since they have to bring equipment across the common. In the past, the stumps were

ground and replacement trees located close but not on the same spot as the old trees. Tim suggested we wait to have the stump ground until we meet with the forester and decide which other trees to remove. We can do all stumps together.

**Vote: all in favor**

Matt asked about a species inventory and map. Connie said she would take care of the map since they have already measured for the Holiday Lighting Committee. (action item)

We asked Tim about the health of the newest red maples and he felt they were in good shape. We have only a few of the original maples mentioned in the town history, if any. Most were replaced at some time.

2. Membership update – Matt Cabana expressed interest in becoming a member of the VGC and stated areas where he would like to contribute his talents, namely planning and implementation. He is purchasing the Birchwood Inn and will be a neighbor to the Village Green (common). We welcome his participation and requested he write a brief letter to BOS expressing his desire to join the VGC. We discussed the three members whose terms are expiring. Gail, Connie and Robin would like to continue as members.

**MOTION: to recommend Matt Cabana to the  
Select Board for a three year term with the VGC  
and recommend renewing Gail Cromwell, Robin  
Downes and Connie Kieley for three year terms.**

Moved by Honey, seconded by Robin

**Vote: all in favor**

Carol will follow up with a letter to the Select Board. (action item)

3. Minutes of 11/12/18, 1/14/19 and 1/18/19 – everyone has had draft copies since the meetings and there were no questions.

**MOTION: to accept the minutes of the three  
meetings**

Moved by Gail, seconded by Connie

**Vote: all in favor**

4. Treasurer's report – Connie reported that the current balance is \$4068.53. She stated that a \$3. adjustment in our favor was made to agree with the books kept by the Trustee of the Trust Funds. Connie provided printed copies of VGC

transactions. Gail explained what needed to change regarding the VGC account since we did not seem to earn any interest on our balance. We would like to request that our money be moved to the Public Deposit Investment Pool (PDIP) account where it can earn interest, and that we withdraw money for expenses in one of two ways: pay the bills ourselves and request reimbursement with proper documentation and two signatures, or, if we identify a known bill in advance, we request she move money to the checking account with four day's notice. The document Gail shared is attached to minutes.

**MOTION: we request that Sherry Fiske move our money to the interest bearing PDIP account and we will use one of the two ways listed above to request money.**

Moved by Honey, seconded by Gail

**Vote: all in favor**

It was recommended that Carol email Sherry and state our request. (Action item)

Gail reminded us that checks received at fundraisers should not be written to the VGC, but instead to the Town of Temple. Related document attached to minutes.

5. New officers for 2019 – Felicia asked Connie and Carol if they would remain in their roles as Treasurer and Secretary respectively. She stated that she would like to lighten her load as Chair and asked if Carol would take on both the posted and functional agendas and reminders for the committee. She agreed. There are no changes in officers this year.

6. Plant sale fundraiser – we discussed past experiences and the pros and cons of doing this fundraiser. Matt mentioned the possibility of working with House By the Side of the Road in an arrangement where people who mention the VGC at the time of purchase could have a small amount from that sale donated to our committee. He agreed to get more specifics and bring them to us at a meeting.

**MOTION: we defer decisions on a plant sale fundraiser until Matt reports on the House proposal**

Moved by Honey, seconded by Gail

**Vote: all in favor**

We agreed to meet on Monday, March 25<sup>th</sup> for this purpose. We will also review the King Farm offerings. Depending on outcome of meeting, it was recommended that we use the website and Facebook to get the word out to the community about the fundraiser. We may also consider the 250 Anniversary Fund for the trees and give them the “head’s up” now.

7. Memorial Day planting – we tentatively (based on 3/25 meeting outcome) scheduled Wednesday, May 8<sup>th</sup> to purchase plants from King Farm for the town planters. Time TBD

8. New projects – assessing the health and structure of the tall monument on the common is somewhat urgent considering the underground wiring project that will take place soon. Historical information was located and we determined that Peterborough Marble and Granite would be a good place to start. Carol offered to contact them to see if they have archived records from the 19<sup>th</sup> century and to request a quote for assessing the structure of the monument. She will explain the Ditch Witch equipment that will be used for wire installation and our concern for the impact to the monument. (Action item)

Motion by Gail and seconded by Robin to adjourn. All in favor.

The meeting concluded at 11:15 AM

Respectfully submitted,  
Carol Mamczak, VGC Secretary

Attachments: tree photo, Procedures for Receipts and Expenditures, PDIP account info







Voted by Select Board on May 16, 2017

### **Procedure for Receipts & Expenditures by the Village Green Committee**

Checks received by the Village Green Committee should be payable to the Town of Temple. Cash receipts will be converted into a check by the VGC. The VGC shall transfer all receipts within a week of collection to the town office, specifically the Administrative Assistant. She/he will issue a receipt to the VGC, and signed by both her and the VGC representative. The Administrative Assistant will then promptly mail or otherwise convey such monies along with a separate copy of the town receipt to the Trustee of Trust Funds for deposit into the VGC Trust Fund, notifying the VGC Chair and VGC Treasurer. The Trustees shall email the VGC Chair and VGC Treasurer when the deposit is completed.

No receipts will go through the town General Fund.

The Village Green Committee shall request payments from the Trustees of Trust Funds in the form of approved vouchers, invoices, receipts or other documents indicating that the money is being spent properly for Committee purposes. Two signatures of members of the VGC indicating approval must be included on these documents. The Trustees of Trust Funds shall make payments as requested directly to vendors or to individuals for reimbursement and notify the VGC Chair and Treasurer when made. No expenditures will go through the town General Fund.

Note: Treasurer referred to above is the Treasurer for the VGC, not the Town Treasurer.

Current VGC Chair: Felicia Sartell, [sartellfarm@gmail.com](mailto:sartellfarm@gmail.com)

Current VGC Treasurer: Connie Kieley, [cckieley@gmail.com](mailto:cckieley@gmail.com)

Amended for clarity, Gail Cromwell, 12/12/18.

March 18, 2019

I spoke with Sherry Fiske to determine why the VGC Trust Fund is not receiving interest payments. She explained that issuing payment checks is not possible directly from the PDIP account (which is the interest paying account.) To pay a bill for the committee she has to transfer money from the PDIP to a checking account, from which a check can be written and the process of doing so can take as many as four days. That is why she has left the money in the checking account.

This is costing the committee money so we discussed how else it might be handled. Here are two possibilities, if all the money is in the PDIP account.

1. We can pay bills ourselves and request reimbursement, giving the proper documentation (2 approval signatures).
2. If we can identify a known bill in advance (by at least 4 days) she can transfer the funds to pay it.

I would suggest that we have Carol send Sherry an email requesting that the VGC funds be kept in the PDIP and that we will request payments from it by either of the two above methods.

Gail Cromwell