

Wilmington Beautification Committee
March 26, 2012

Committee Members Present:

Lee Schindel, Mary Wright, Len Chapman, Alice Greenspan, Katy Little, Fred Skwirut, Celia Weissman

Committee Members Absent: Kit Cincotta, Carlotta Gladding, Scott Murphy

The meeting was called to order at 8:00 am by Lee.

Minutes

Alice moved to accept the minutes of the March 26, 2012 meeting. The motion was seconded by Len and passed.

Treasurer's Report

Celia reported that she and Lee met with Christine Richter on Friday and reviewed the expenditures charged to the FY 2012 operating budget, the Beautification Committee's Reserve Fund (the combined Capital and Plant Deposit funds), and Flood and Vandalism Restoration expenses.

Christine explained that flood restoration expenses were either paid by insurance or charged to the town's infrastructure restoration fund. The vandalism related expenses were charged to Beautification. During the review, it was discovered that several items which should be charged to Capital had been charged to Operating. Christine will transfer the items. The vandalism related charges total \$1840. Insurance should cover all except the \$500 deductible and approximately \$56 for soil. When insurance reimbursement is received, it will be applied to the Capital Fund.

Christine advised that prior to the formation of the Beautification Committee, the town had maintained a line item for tree removal but that it was rarely used. When the committee was formed, the town incorporated tree removal into Beautification's budget. A charge of \$2,500 for the removal of the Library/Constantine tree was charged to the operating budget.

Spreadsheets containing itemized transaction lists were passed out.

Unexpended Operating balance: \$2,198.79.

Capital Fund current balance: \$3898.44 (estimated insurance reimbursement \$1,285).

Plant Deposit Loan Fund current balance: 0 (\$4,000 will be transferred from FY13 operating budget in July.)

Although the committee tracks expenditures by category, landscaping, maintenance, etc. Scott Murphy advised that it isn't necessary for the town to maintain this level of detail. Christine will apply expenditures to the operating budget or capital fund. A process for handling and tracking of expenses efficiently was identified.

Going forward, the process will be:

- Vendors who bill the town directly will be asked to include “Beautification – Operating” or “Beautification – Capital” in the purchase order field of the invoice.
- Receipts for items purchased by committee members and submitted for reimbursement will include “Beautification – Operating” or “Beautification – Capital”.
- When a purchase is made or a vendor is contracted, the responsible committee member will send an email to Celia advising the name of the vendor, a brief description, and the amount or estimated amount.
- When the invoice is paid, Christine will email a copy of the invoice to Celia.
- Celia will verify that the invoice is being charged to the correct account and subaccount and enter the transaction into the accounting spreadsheet.

For the balance of this year, expenditures for replacement barrels, material to build replacement planters, and replacement plants for River Bank should be charged to “Beautification – Operating”.

Bank Park Restoration

Len reported that he has purchased plywood for the false bottoms of the refurbished barrels and will need one more sheet for the new barrels. He has completed the large planter for the park and is working on the planters for the bridge.

Katy reported that she located 6 barrels at Home Depot but will check with WW before purchasing.

Fred will talk contact Bill Hunt regarding soil for the new and refurbished barrels.

Lee advised that she will order akebia vines to replace the clematis vines which did not do well in the park.

Irene/Spring Cleanup Day

Mary suggested that the Beautification Committee organize an Irene/Spring Cleanup Day (or days) to remove debris and generally spruce up the village. Lee reported that Scott Murphy advised that the town will provide curb side debris pickup and will not charge a dumping fee to property owners who participate. She has been in contact with Kathy Larson and determined that it would be best not to combine the cleanup day with Green Up Day. She will ask Kathy if Green Up plastic bags can be used.

Fred will contact Jim Burke regarding the jersey barriers at Restland and will contact Bill Hunt to find out when the recycle containers will be moved from the tennis court area to the former town garage site.

After some discussion, a subcommittee chaired by Mary was formed. Subcommittee members are: Mary, Alice, Katy, and Celia. A tentative date of April 28 for the (first) cleanup day was set.

Bench Report

Alice circulated pictures of a commercially available bench which the committee is considering. The bench has a one piece metal arm, leg, and back support and wood back and seat slats. The

commercial bench price is significantly less than estimates received for custom benches. They are still researching installation costs. The committee is planning to solicit sponsorship for the ten to eleven benches required. The benches will include a bronze plaque with the sponsor's name. Alice will report at the next meeting.

South Main Street

Black Diamond has offered their services to remove weed trees and dead trees and to prune other trees from the area across from the library. Len will follow up with Black Diamond to see if a date has been set.

Arbor Day / Green Up Day

Arbor Day is the 1st Friday in May. We are not aware of any activities scheduled for the day.

Green Up Day is May 5th. The committee will trim the yew hedge in the parking lot on Green Up Day as we've done in previous years.

Landscape Maintenance Bid

Fred will contact Stacey to see if she's interested in bidding on the landscape maintenance.

Next Meeting

The next scheduled meeting date is Monday 9, which is the day after Easter. Lee and Alice will be available. Celia will poll members to see if a quorum will be available or if the meeting needs to be rescheduled.

There being no further business, Alice moved that the meeting be adjourned. The motion was seconded by Mary and passed. The meeting was adjourned at 9:10 am.

Respectfully Submitted,

Celia Weissman
Secretary