

**TOPSHAM GARDEN CLUB
2014 INSTRUCTIONS FOR TENDING TOWN GARDENS**

Town gardens that we tend

1. Topsham Library: front circle bed and two pots on edge of porch
2. Topsham Town Hall: first bed as you drive in and bed behind it (with monuments)
3. “Welcome to Topsham” sign at corner of Main and Elm Street
4. Watering trough on Elm Street near railroad overpass

Responsibilities

- Week for tending gardens begins Sunday and ends on Saturday
- If it rains a lot and you do not have to water, you still need to weed & deadhead
- Pick up at the mailbox on the porch at Kathleen Filtranti’s house and keep for the week:
 - Keys to watering spigots, nozzle, wand.
 - Shut-off valves for hose ends (do not leave them at the library or town hall)
 - Notebook to record activities
- Equipment you will need to bring from home:
 - Containers (jugs, buckets) to carry water to “Welcome to Topsham” sign and watering trough.
 - Hand tools for weeding & deadheading
 - Container to take away garden debris – weeds, spent flowers, etc.
- Library
 - You may find the hose reel moved to the back of the library; you can leave it at the front where it belongs.
 - Water is on the wall to the left of the front door. The outside door to the water is open; the “key” turns on the water (after many, many turns)
 - Weed, deadhead and water the circle garden.
 - Water & deadhead the two pots on the porch, if they need it
 - Turn off the water& roll up the hose
- Watering Trough
 - Weed, deadhead & water
- “Welcome to Topsham” sign
 - Park carefully on the Elm Street shoulder near the garden – or across the street in the Baptist Church Parking Lot.
 - Weed, deadhead & water
- Town Hall Gardens
 - We are responsible for two garden beds: the first one as you drive in and the larger one behind it with the monuments. That’s it.
 - Water is on the wall to the left of the main door into Town Hall. The key opens the door to the water spigot; the “key” for the water is stored inside the box. If it’s not there, look in the water box in the back of the building by the picnic tables.

- You should find two lengths of red rubber hose. Again, you may have to hunt for them. They will reach to the far edge of the gardens we tend.
- Weed, water & deadhead.
- Turn off the water, lock the “key” in the box, pile the hose neatly on the gravel next to the building, remove the shutoff valve
- Journal your activities in the garden notebook for the next garden tender and the Town Gardens Committee members
- Return the keys, shut-off valves, and garden notebook to Kathleen Filtranti’s house by Saturday evening so they can be picked up Sunday morning by the next crew.

General notes

- Anyone can weed/deadhead if you happen to be near the gardens even if it is not your "scheduled" week
- Town Gardens Committee schedules the following during the year and relies on club members to assist :
 - Spring clean-up day
 - Spring planting day(s) (Town Hall & “Welcome to Topsham” sign gardens typically are planted prior to the Memorial Day Parade).
 - Fall Clean Up
 - Work Projects as needed.

Questions? Town Gardens Committee:

- Barbara McHarg, Home 809-3177, cell 449-9949, barbmcharg@gmail.com
- Kathleen Filtranti, 721-1073, kathleen.filtranti@gmail.com
- Or, send a message via the “Contact Us” page on our website at topshamgardenclub.com