

**TOPSHAM GARDEN CLUB
2018 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

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 items you’ll need at Izza Johnson’s house (34 Elm Street, Topsham) on Sunday and keep it for the week. Under the table by the back door, you will find a sprinkler and a plastic bag with “keys” to the watering spigots, nozzles, etc.
- Equipment you will need to bring from home:
 - Containers (jugs, buckets) to carry water to “Welcome to Topsham” sign 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, and take off the nozzle
- “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.
 - For now (as of June 9, 2018), the nozzle stays on the new black hose because you can’t take it off without a vise grip.
 - Weed, water & deadhead.
 - Turn off the water, unscrew the house, lock the “key” in whichever box you found it, and pile the hose neatly on the gravel next to the building.

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- Call, text or email Jean Herlihy (jeanh630@gmail.com or 207-319-3519) to let her know what you did during the week and what still needs to be done so she can alert the next week's garden tenders.
- Return the keys, shut-off valves, and garden notebook to Izza Johnson'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.