

**Town of Boscawen
Beautification Committee
116 North Main St
FINAL MEETING MINUTES
Tuesday, July 25th, 2023, at 5:30 PM**

Members Present: Chair John Keegan, Vice Chair Beverly Drouin, Nancy Towle & Bill Bevans—Ex-Officio

Staff Present: Kara Gallagher—Planning & Community Development Assistant

Chair John Keegan opened the public meeting at 5:30 PM.

Roll Call: completed and no guests introduced.

Minutes: Vice Chair Beverly Drouin noted there were several lines (42, 43, 48, 53 & 135) that needed clarification on the 06.06.23 Beautification minutes. The name ‘Rick’ was highlighted in red multiple times. Ms. Nancy Towle clarified that the volunteers were Mr. Rick Swanson and his wife, Laura Swanson.

Vice Chair Drouin motioned to approve the Beautification Minutes from, 06.06.2023 as amended. Seconded by Ms. Towle. All in favor. None opposed.

Financial Report: Chair Keegan clarified that Mr. Jeff Abbe’s fertilizer expense was covered under the Roundabout fund and the stone cleaner cost was applied to the Beautification expenses. The fertilizer cost was \$159, and the stone cleaner expense was \$11.81. Discussion ensued on the current balance. Ex-Officio Bill Bevans noted the deferred revenue balance as of July 25th was stated as \$1,940 for the Roundabout and \$409.18 for the Beautification budget, which included the donations and expenses. PCD Assistant Kara Gallagher recommended reaching out to Finance Director Kate Merrill to clarify the exact current balances. Ex-Officio Bevans clarified the financial report. The expense for fertilizer on 04/24/2023 came out of the Roundabout expenses. The Beautification donations increased but there were no dollar amounts listed. Ex-Officio Bevans suggested asking FD Merrill to incorporate the donation amounts on the financial report. Vice Chair Drouin questioned whether the \$225.45 donation listed under the Beautification budget was actually a donation this month. Ex-Officio Bevans suspected it was the total amount of donations they have received this year for Beautification. Discussion ensued. PCD Assistant Gallagher will reach out to FD Merrill to update the formatting of the financial report. The committee would like the financial report to include the balance to date, expenses since the last meeting and income since the previous meeting. In addition, if a check donation is received, they would like to know the individual or business that donated. Chair Keegan recommended having two financial reports, one for the Roundabout budget and another for the Beautification budget. PCD Assistant Gallagher suggested a year-to-date financial report, listing each date and the amount for donations/expenses received. All concurred. Ex-Officio Bevans recommended following the Agricultural Commission’s financial report formatting. He will follow up with FD Merrill.

Chair Keegan motioned to approve Ex-Officio Bevans to reach out to Finance Director Merrill, to update the formatting of the Financial Report. Seconded by Ms. Towle. All in favor. None opposed.

Old Business:

Roundabout Update: Chair Keegan gave a quick update on the Roundabout. He assessed the area several times and found that the only thing that needed to be done was pulling some weeds. He noted that new bark mulch has been put on, and the flowers are in good shape. Vice Chair Drouin agreed. Ms. Towle stated that it wasn't all weeds; there were some spring bulbs that hadn't been cut back, and they look like weeds, but they're actually daffodils. Chair Keegan will check in with Mr. Abbe to get an update on the Roundabout and to assess how much water is being used.

Town Office Planting Update: Ms. Towle has been maintaining the Town Office plantings. They require a lot of deadheading and weeding but they're in good shape. Ms. Towle fertilized the little Oak tree twice and it has started to look better. She plans to fertilize the other trees at the Municipal Building. Chair Keegan noted he would like to plan a time with Ms. Towle to do a walkthrough of the deadheading and weeding she does at the Town Office so he can fill in when she is out on leave. Ms. Towle clarified that someone will need to water and maintain the plantings from August 11th through Aug 19th. The plantings that need to be maintained are located at the Municipal Building, Police Station, Flagpole and Library sign.

Tree Maintenance Update: Ms. Towle gave an update on the tree maintenance. Previously, the Committee had received Select Board approval to fertilize the trees. After the meeting, due to the urgency and time to spray the oak trees, Ms. Towle called Mr. Joe Davis from Bartlett Tree Experts, who had scheduled an individual to do these tasks. Shortly after, Chair Keegan informed Ms. Towle that the Committee would delay fertilizing. Ms. Towle called Mr. Davis to inform him about the delay and he was very unhappy with the decision. He noted that he has put off spraying three times and was unwilling to help further. Ms. Towle has continued to reach out to Mr. Davis but has yet to hear back. Ms. Towle has been fertilizing and maintaining the Oak tree which is looking significantly better. Previously, Mr. Davis had mentioned the Norway Maple was in bad shape. Ms. Towle assessed the tree and noticed it needed to be pruned and there were many dead branches on it. She reached out to Mr. Davis again, for a quote on the pruning but did not hear back. Tonight, Ms. Towle will spread organic fertilizer around all the big trees including the tree in the field North of the Municipal Building. She has already fertilized all the lilacs and the little Oak tree. The Committee decided to leave the trees as is for now. Chair Keegan will inform the Conservation Commission that the Beautification Committee will not be asking for any funding at this point. Chair Keegan noted there was an individual in town who had a tree service business and had helped with the Community Garden donating mulch. He will find out more information and contact the individual if he is still in business.

Route 3 & 4 Church Sign Status: At the last meeting, Ex-Officio Bevans volunteered to trim the growth around the Church Park sign if the church authorities approved. There was no update on the permission to trim, but Ex-Officio Bevans did speak with Pastor Dave who was supposed to speak with a Church representative(s) about permission to work on the sign. Vice Chair Drouin noted she is the Church Liaison for the park. Ex-Officio Bevans will work together with her on the sign.

Newsvine Article Final Edits: Vice Chair Drouin put together a Newsvine article to promote gardening volunteers. She sent the draft to the Committee and Town Administrator Phelps for feedback. Town Administrator Phelps made a few edits and then Vice Chair Drouin sent it to Dee for publication in the Newsvine. Ms. Towle noted she had a few edits for the article. She clarified that Dee would not be

publishing the newsletter in July but in August. Discussion ensued. Vice Chair Drouin took a picture of Ms. Towle's edits and will update the final article.

Follow-Up Reports: The Committee discussed sealing the Tremont Street sign. Chair Keegan will speak with Public Works Director Dean Hollins about the location of the sign, sealing, and the possible necessity of involving the New Hampshire Department of Transportation (NHDOT), as Tremont Street is a State roadway. Vice Chair Drouin noted the Committee does not have enough funds to buy the posts and seal the signs. She suggested writing a Newsvine article asking for donations. Ex-Officio Bevans suggested having their own Recording Secretary to save money. He stated it costs \$125 a meeting to pay the Recording Secretary. PCD Assistant Gallagher clarified that the Recording Secretary was paid out of the Executive Budget. Vice Chair Drouin said she previously asked about the secretary position and was told there was no overtime, it was paid out as salary. PCD Assistant Gallagher stated it was a requirement for any town committee to have notes recorded. No further discussion.

Vice Chair Drouin motioned to approve Chair Keegan to work with Public Works Director Hollins to finalize a location for the sign, discuss a plan, and the possibility of involving NHDOT. Seconded by Ms. Towle. All in favor. None opposed.

New Business:

Ms. Towle mentioned the idea of painting the cellar window trim for the two windows next to the garden at the Town Municipal Office entrance. She noticed some of the paint was faded and knew a volunteere who might paint them if paint and materials were supplied by the town. Ms. Towle spoke with Facilities Director Gary Moore two days ago, and he was in favor of the help and said he would supply a gallon of paint and paint brushes. This paint is the same color as the railings, which is a lighter green than the window trim. Ms. Towle volunteered to pay for paint that would match the dark window trim. Ex-Officio Bevans noted the entire Municipal Building was scheduled to be painted in September/October of this year. The money was encumbered from last year's budget and the town has a signed contract. Discussion ensued. PCD Assistant Gallagher suggested revisiting the idea in October, to see if the building had been painted. Ex-Officio Bevans will contact FD Moore to clarify if the cellar windows are included in the contract scheduled for Sept/Oct.

Vice Chair Drouin noticed the railing at the Plains Cemetery has been broken for some time now. One of the rails came out of the post. She inquired about whether anyone had noticed the need to repair them. PCD Assistant Gallagher mentioned that PWD Hollins was responsible for the maintenance of cemeteries. She suggested reaching out to him. Chair Keegan will reach out to PWD Hollins for more information.

Ms. Drouin mentioned that a resident, Ms. Linda Woodard, was donating a piece of playground equipment to the Church Park. It will be delivered by a commercial carrier such as Ross Express. When the carrier delivers the equipment, the person receiving it is responsible for unloading it. It weighs about 200 lbs. She asked the Committee if they knew anyone with a forklift. Ex-Officio Bevans said, if received by Ross Express, they would put it in the truck, such as a pickup at the dock. Ms. Drouin was unaware of the carrier's name. Once she determines the carrier, she will need to tell them where to deliver it. Chair Keegan suggested delivering it to Ross Express and offered to use his pickup. Ex-Officio Bevans noted if they deliver it on a Friday, they can bring it to his house, and he will take it out with his forklift. Discussion ensued. Ms. Drouin will find out the dimensions of the equipment.

Planning and Community Development Updates:

Chair Keegan discussed changes to the Planning and Community Development Department. Moving forward, PCD Assistant Gallagher will be the Beautification Committee's recording secretary. She will have a more specific role, only take notes at the meetings, and not be present as a staff member. No further discussion.

Pending Tasks:

- Ex-Officio Bevans will follow up with FD Merrill on updating the financial report to mimic the Ag Commission's format.
- Chair Keegan will follow up with Mr. Abbe for an update on the Roundabout.
- Chair Keegan will contact the Conservation Commission about the tree maintenance update.
- Chair Keegan will attempt to contact the individual, who had donated bark mulch to the Community Garden, about pruning the Norway Maple tree.
- Ex-Officio Bevans and Vice Chair Drouin will assess and work together on the Church Park Sign.
- Vice Chair Drouin will update the final draft of the Newsvine article to include Ms. Towle's edits.
- Ex-Officio Bevans will reach out to FD Moore to clarify the painting plans for Sept/Oct.
- Chair Keegan will contact PWD Hollins about the location and plan of the Tremont Street sign and the broken railing at Plains Cemetery.
- Vice Chair Drouin will find out the dimensions of the playground equipment destined for the Church Park.

Next Meeting: Tuesday, September 12th, 2023, at 5:30PM.

Motion to adjourn by Ms. Towle at 6:28PM; Seconded by Ex-Officio Bevans. All in favor. None opposed.

Respectfully submitted, Hannah Gardner