

**Town of Boscawen
Circle Committee
MEETING MINUTES
Monday, April 5th, 2021 at 7:00 PM**

Members Present: John Keegan, Chairman, Julie Fournier-Vice Chair & Beverly Drouin
Excused: Paul Dickey - Ex-Officio & Jeff Abbe
Others Present: Hannah Gardner- Recording Secretary & Kate Merrill-Finance Assistant & Lorrie Carey

Chair John Keegan opened the public meeting at 7:00 P.M.

Chair Keegan read off the Covid-19 Public Meeting Notice of Telephonic Meetings, which reads as follows: In light of the state of emergency declared by the Governor on March 13, 2020, and to respond to the COVID-19 pandemic, the chair has determined that an emergency exists and that accordingly, until further notice, (a) members of the board may attend all board meetings telephonically, without the physical presence of a quorum; and (b) members of the public who wish to participate in hearings may, on request, participate telephonically or submit comments in writing to be included in the record of the hearing.

Roll Call: completed and guests introduced.

Draft Minutes: Motion made by Ms. Drouin to accept the 03.22.21 minutes as amended.
Seconded by Ms. Fournier. All in favor. None opposed.

- Ms. Julie Fournier requested on line 33 to cross out “addition” and change it too “additional”.
- Ms. Julie Fournier requested on line 39 to add “KSD” in front of the word “owner”.
- Ms. Julie Fournier requested on line 44 to add “of the tulips and daffodils” after the word “nubs”.
- Ms. Julie Fournier requested on line 48 to strikeout “not” before “unaware”.
- Ms. Julie Fournier requested on line 49 to strikeout “Ms. Fournier” and replace with “Ms. Drouin.”
- Ms. Julie Fournier requested on line 62 to change confusing wording to “spoke with EJ Prescott representative concerning piping and other materials needed for the connection”.
- Ms. Julie Fournier requested on line 79 requested to change wording to “if any of these suppliers contacted were having trouble”.
- **Accountant Report:** Reviewed Balance through 04.05.21 shows current balance of \$6,460.27
- The expenditure that is over \$1400 was to pay Doug Thomson’s supplier for the materials for the irrigation system and 1500 feet of piping to deliver the water.

Motion made by Ms. Drouin to accept the financial report through 04.05.21 as presented.
Seconded by Ms. Fournier. All in favor. None Opposed.

Old Business:

- **Activity Update:** Ms. Drouin drafted an article for the News Vine yesterday. She received Chair Keegan's edits and revised the article. She asked if the article has to be reviewed by the Selectmen or Mr. Hardy before it goes to Dee Blake. Chair Keegan confirmed she was correct. He will forward it to Mr. Hardy. Ms. Drouin wrote a 'Thank You' note to Ms. Nicole Hoyt. Chair Keegan will forward it to her. Ms. Drouin was tasked with keeping up with the project on Facebook. She posted once since the last Committee meeting. There was one comment indicating the flag was not lowered to half-mast correctly. After reviewing it was determined correct procedure was followed. Ms. Drouin referenced Lieutenant Jason Killary in her News Vine article. She also sent a list of plant materials to Black Forest Nursery for a quote. The initial quote was \$1,352.13. Ms. Drouin and Ms. Fournier met with Black Forest on Saturday to finalize the list, but subsequently did more research on their own. She noted the quote is still not firm. See below for details.
- Ms. Fournier met with Ms. Drouin, Ms. Towle and her daughter, Susan Maze, briefly on Saturday. It was helpful to get some substitute plant recommendations and to verify the Committee's choices from among the plants Ms. Matthews had recommended. They then stepped away and worked on details for the plan. Ms. Fournier questioned how many plants are needed and the accuracy of the current list. She thinks they can answer these questions by looking at scaled drawings of each bed. She needs to figure out the area that each plant occupies to calculate the number needed. She will do these calculations and firm up the budget by this weekend. She mentioned to Ms. Maze that they need to know which soil amendments to use such as manure, compost and fertilizer as well as the number/size of the bags needed and the pricing. Ms. Maze recommended bagged goods because they are easy to transport and handle. Ms. Fournier and Ms. Drouin left Ms. Maze with the understating they would contact her again for more information about the amendments. Once Ms. Maze knows how many holes they're digging, she can provide cost and amendment recommendations. Ms. Fournier shared scaled drawings of the proposed beds. Chair Keegan had assisted Ms. Fournier on the number and location of the beds as well as the shaping and sizing. Ms. Fournier will send the drawing to Ms. Merrill to PDF. Chair Keegan will act as currier. Ms. Fournier made scaled, colored mock-ups of each bed so everyone could see where each plant is going and the space it will occupy. She will finalize the number needed of each plant. Chair Keegan thinks they should also PDF the scaled individual beds, so they have them going forward to show what we did and where we did it. It saves potential steps and gives Committee members the opportunity to revise plans if needed with a record of the revisions. Ms. Drouin stated if Ms. Fournier finishes up the details by the weekend, Black Forest should provide a quote late next week. Ms. Merrill will make copies and PDF the material Chair Keegan will drop off on Monday. She will make copies for each of the Committee members and Black Forest Nursery.

- Chair Keegan met with Mr. Hollins and two of the Water Commissioners at Fisher Ave. Mr. Hollins had contacted Dig Safe who reported they found no buried infrastructure, one electric line, which is marked. in the excavation path, including the route through the New Hampshire Department of Transportation (NHDOT) Right-Of- Way (ROW). Mr. Keegan had picked up plumbing supplies from EJ Prescott earlier. Digging is scheduled at Fisher Ave on Monday, April 12th. That involves tapping the water main, putting in the materials to actually take the water to where Doug Thomson will hook in with the 1,300 feet of 1-inch piping. This will involve Boscawen Public Works, private contractors, Water Commissioners and the landowner adjacent to the public property. Chair Keegan spoke with Mr. Thomson, who wants to begin laying the line to the roundabout as soon as possible. Alan Hardy has contacted Davis & Towle concerning the \$10,000 excavation bond. Chair Keegan will check with him on the status and cost. Mr. Hardy indicated the Town might pick up the estimated \$500 cost as part of their administration budget. That remains an open question at this point. The green light from the district engineer is needed for Mr. Thomson to begin work. Chair Keegan needs to speak with Mr. Hardy about both of those items. The owners of American National/Farm Family Insurance have made a \$500 donation to the Roundabout Fund. Mike Bertolone the owner with whom Chair Keegan has worked. Ms. Drouin will write a 'Thank You' note. Chair Keegan will send Ms. Drouin details.

Pending Tasks: Ms. Fournier will complete the scaled planting materials by this coming Sunday and get them to Chair Keegan. She will also finalize the number of plants needed and reach out to Black Forest with the final plant counts and amendments for the final budget proposal.

- Ms. Drouin will write a 'Thank You' note to National Insurance.
- Chair Keegan will pick up the scaled planting plans and take them to the Town office on Monday.

New Business:

- Ms. Drouin asked to review the timeline. The irrigation work will start on Monday, April 12th. Ms. Drouin asked if it will be a multi-day project. Chair Keegan stated it would be a 1- or 2-day project. The biggest variable is to be sure he purchased everything that they need for the plumbing that day. If they have a parts issue, he hopes it can be resolved with EJ Prescott. Ms. Drouin stated many of the bulbs are coming up for people to enjoy but we also know that getting the plants in as soon as possible is important. She wants to sort out how we balance the two. Chair Keegan thinks we should plant as soon as possible because Mr. Thomson is going to install the irrigation after we do the planting. Ms. Drouin asked where the irrigation enters the roundabout and how it disperses to the plants for the drip irrigation delivery and clarify how the process will work. Chair Keegan said Mr. Thomson would like those planting to leave the bark mulch aside after having put in each plant. Chair Keegan's understanding is the irrigation lines will run under the mulch and by leaving the mulch aside at each hole it will facilitate placing the

drip connections. Once the irrigation lines are in Mr. Thomson's crew will cover them with the mulch. He will confirm this with Mr. Thomson. Ms. Drouin asked about committee members installing the irrigation. Chair Keegan responded Mr. Thomson would prefer to do the work with his trained crew to insure it is properly installed. Chair Keegan would like the plants to go in as soon as possible and is safe to do so. Ms. Fournier stated May 31st is the frost-free date for this part of NH. She feels bad they are disturbing the bulbs, but the area around the flagpole won't be disturbed so that they will have a good number of tulips. A lot of tulips will be around the Welcome to Boscawen sign as well. Daffodils are randomly placed around the circle. As they are disturbed, we will pick them up, put them in a bucket and stick them back wherever we can.

- Between the 12th and the end of May Mr. Thomson will need to install the line from the Precinct connection to the pull box where he will install a timer, battery, etc. and a 1" water line under the road to the roundabout pull box where the connection will be made to the irrigation lines feeding the plants. Ms. Drouin did a rough head count from the Black Forest quote which needs to be fine-tuned. Her count is roughly 87 plants, but it could be 70 or 100. She is also wondering about the number of volunteers needed for the planting. Ms. Drouin asked Ms. Fournier for her ideas to avoid chaos. Ms. Fournier stated we should have a limited number of people because of the traffic safety issue. We will need runners, moving plants, buckets, bagging up trash. Ms. Drouin asked if she would want to plant one garden at a time or have teams. Ms. Fournier thinks they should have two to three people on two teams. Maybe having more people on the side of the circle organizing and dispensing them from the trucks based on the plan for each area. Chair Keegan stated he needs to talk to the police chief about these issues and timing. He will ask about the maximum number of people he thinks will be safe at one time in the Circle. The plants, arranged in order by Ms. Fournier along with the amendments can be unloaded by a volunteer from each pick-up truck. One parked at the path to the flag and the other on the opposite side of the circle. There could be two or three volunteers moving and planting each garden under the supervision of a Committee member. Volunteers can park their vehicles on Harris Hill Road. Ms. Fournier has asked Ms. Maze to segregate all our plants and amendments in one spot at Black Forest for transport to the circle.
- Chair Keegan spoke to Ms. Kearsten about possible meeting dates during May, June and July. Next dates are May 3rd, June 7th and July 12th.

Next Meeting:

- Monday, May 3rd @ 7 PM.

Adjournment:

- Motion to adjourn by Ms. Drouin; Seconded by Ms. Fournier. All in favor. None opposed.

Respectfully submitted by Hannah Gardner