

**Beautification Committee**  
**116 North Main St**  
**MEETING MINUTES**  
**Monday, November 8<sup>th</sup>, 2021, at 7:00 PM**

Members Present: Chair John Keegan, Jeff Abbe, Beverly Drouin, Nancy Towle & Paul Dickey-Ex Officio

Others Present: Deputy PCD Director Kearsten O'Brien,

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

Chair John Keegan announced that Ms. Nancy Towle was sworn onto the Committee at the Select Board meeting on November 4, 2021

Deputy PCD Director Kearsten O'Brien said the previous Circle Committee members: Chair John Keegan, Mr. Jeff Abbe and Ms. Beverly Drouin need to be sworn into the new Beautification Committee. All members raised their right hand and made the oath. The Beautification Committee will be beautifying sites throughout Boscawen whereas the Circle Committee previously focused on just the Exit 17 roundabout.

Deputy PCD Director O'Brien said the committee needs to finalize the Beautification Rules of Procedure. The Beautification Committee is also an advisory committee under the Select Board. Deputy PCD Director O'Brien will bring Chair Keegan a finalized draft to sign.

**Ms. Drouin motioned to accept the Beautification Committee Rules and Procedures and have Chair Keegan sign on behalf of the committee. Seconded by Mr. Abbe. All in favor. None opposed.**

Chair Keegan has accepted the role as Chair of the Beautification Committee, but they still need to elect a Vice Chair. The Vice Chair would be the substitute to run the meeting if the Chair wasn't able to attend. Mr. Abbe would prefer to limit the number of committees he is on. He is asking to be an alternate. Chair Keegan said they would report to the Select Board quarterly. Ms. Drouin will accept the Vice Chair position.

**Ex-Officio Dickey motioned to approve John Keegan as Chair and Beverly Drouin as Vice Chair of the Beautification Committee. Seconded by Mr. Abbe. All in favor. None opposed.**

Roll Call: completed and no guests introduced.

**New Business:** Chair Keegan explains that the treasury report is the status of money designated only for expenses for the roundabout. The Beautification Committee going forward will oversee its use. Deputy PCD Director O'Brien reiterated that the funds can only be used for the roundabout. Ex Officio Dickey said any new funds moving forward will be put into a beautification fund unless specifically designated for the roundabout. The roundabout budget will always be a distinct account. Chair Keegan asked if there are any questions on the finances. Mr. Abbe observed that the \$1,900 for the roundabout should be used for items such as replacing bark mulch and soil amendments. Mr. Abbe suggested using funds to buy new lights for the

flagpole, should they be needed after adjusting the current lights. Deputy PCD Director O'Brien will clarify with Finance Director Katie Phelps, but from their understanding, anything in the roundabout can be paid for with these funds. Ex Officio Dickey clarified that if the funds reach \$0, this Committee cannot use beautification funds. The Committee would then need to start advertising for the roundabout funds. Mr. Abbe asked if the money would collect interest as it sits. Deputy PCD Director O'Brien will asked Finance Director Phelps or Assistant Kate Merrill.

The Committee reviewed the final minutes from the 08.09.21 Circle meeting. The only people that can vote are those who were present at the meeting. The members looked over the minutes for any necessary corrections. Ms. Drouin asked for clarification on line 67. Chair Keegan said this is town appropriated money. Ex Officio Dickey explained that every year money is appropriated for the beautification fund with expenses authorized by the Select Board. Mr. Abbe asked if this money would be spent annually. PCD Assistant O'Brien said yes and the funds will be renewed with the upcoming budget. Ex Officio Dickey thinks there may be a small remaining balance, if any.

Chair Keegan requested one change, line 28, strikethrough 'FAX' and replace with 'FAQ'.

Chair Keegan requested one change, line 86, 'see the way of the land' should read 'see the lay of the land'.

Chair Keegan requested one change, line 92, 'Ms. Towle has not worked with an agreement with DOT' should read 'Ms. Towle has not worked with a DOT agreement'.

Ms. Towle stated she does have a NHDOT agreement. Chair Keegan asked if it was in writing. Ms. Towle talked to NHDOT officials, including the department head to decide whether NHDOT should allow citizens to plant traffic islands. Ms. Towle's traffic islands were brought to their attention because they were so beautiful. NHDOT decided to allow people to do plantings with permission. Ms. Towle reported she has an agreement with NHDOT since she started planting but it is unclear if it is in writing. NHDOT has told Ms. Towle she can continue her work with a verbal agreement. However, if the Committee needs something further, she will contact NHDOT. Asked for her preference going forward, she prefers to leave the arrangement as is, that is, without Beautification Committee involvement. Ms. Drouin suggested substituting in the minutes 'Ms. Towle has worked collaboratively with NHDOT but not under an official written agreement'. Chair Keegan responded that this discussion relates only to the accuracy of the minutes for the August 8, 2021 Circle Committee meeting at which Ms. Towle was not present. This was the information committee members had at that point in time. The new information from Ms. Towle will be reflected in the minutes of this meeting. He would leave the statement as is. As a town Committee, it is necessary to work under an agreement with the NHDOT on their right of way. Ms. Towle asked if this Committee's involvement was related to water provision. Ex Officio Dickey said the Select Board was told that Ms. Towle wanted to be a part of the Beautification Committee for work on the traffic islands. She responded that water isn't her priority. Chair Keegan noted they also discussed the new roundabout at the junctions of Routes 3 & 4. For that discussion Ms. Towle explained how her expertise would be of value in

planning for that new roundabout. However, she didn't want the traffic islands involved. Ms. Drouin asked to switch the focus back onto finding corrections in the minutes from last meeting.

Chair Keegan requested changes, line 97 and 104, change pickets to spigots.

Chair Keegan requested a change, line 105, the man's name is Mr. Richard Radwanski.

Chair Keegan requested a change, line 108, a separate the paragraph starting at PCD...

Chair Keegan requested a change, line 114, change designs to design.

Chair Keegan requested a change, line 116, insert 'to routes 3 and 4'.

Chair Keegan requested a change, line 117, substitute 'people' in place of 'generalist'.

Chair Keegan requested a change, line 119, change runs to teaches.

**Chair Keegan motioned to approve the Circle Minutes of 08.09.21 as amended. Seconded by Ms. Drouin. All in favor. None opposed.**

**Old Business:** Chair Keegan reported the Welcome to Boscawen sign at the Circle was redone by John and Sue Porter as part of the Agricultural Commission's program. The water is off, and all the members were sent an email to that effect. Messrs. Abbe and Keegan along with PWD Dean Hollins and crew completed the work. In addition, Messrs. Abbe and Keegan pulled weeds at the roundabout that were breaking through the mulch while waiting for the water to drain. One item they discussed, and the committee will need to consider, is adding lights to the flagpole at the circle. Mr. Abbe said an adjustment to the current light could possibly cure the problem before spending money. Chair Keegan would like the Public Works crew to help with the lighting fixture. Mr. Abbe said for replacements it would be necessary but as far as adjusting the lights, he could do it. Ex Officio Dickey said Public Works workday is from 9am-3:30pm except for the winter plowing and anything over that is overtime. Ex Officio Dickey suggested adjusting the lights once or twice before replacing the lights. The Committee has the funds for new lights, if needed.

Chair Keegan asked if there was any PR done for the roundabout or any feedback received. Ms. Drouin said she hadn't put out an article since they finished the roundabout in May. Feedback to date indicates people are very happy with the plantings and flag. Ms. Drouin suggested putting something out about the flag being raised and lowered. Ex Officio Dickey said there was a problem on September 11<sup>th</sup> but was told it would never happen again. Ms. Drouin thinks the town residents would want to know that the Police Department is managing the three town flags and following the federal guidelines. Ms. Drouin thinks we need to educate the residents because many are under the impression it is this Committee's responsibility. Deputy PCD Director O'Brien said they have the key at the town office. Ms. Drouin asked who the officer is that oversees the flag. Ex Officio Dickey said Lieutenant Jason Killary usually is on flag duty. If all officers were to be on a call, they now have access to a key to raise/lower the three flags in town.

Ex Officio Dickey advised committee members that starting next summer, the flags on King St., will be put back up. There followed some discussion about the type, cost and placement of flags

with Ms. Towle. Ms. Drouin asked if this would involve the Beautification Committee. Chair Keegan responded no. Ms. Drouin then asked to move on to the next order of business.

Chair Keegan reported Ms. Julie Fournier indicated she no longer wanted to be a member of the Committee. Chair Keegan suggested writing a 'Thank You' letter to Ms. Fournier for her service. Ms. Drouin will draft the letter to Ms. Fournier on behalf of the Committee.

Another pending task from last meeting is the \$300 payment to Mr. Tom Beckeley for making the water main connection on Fisher Ave. Chair Keegan asked Deputy PCD Director O'Brien to check with FA Merrill to see if it is still an outstanding item or has been paid.

Chair Keegan asked Mr. Bill Murphy for the information on water usage at the roundabout this summer and, if the committee has an outstanding bill. Chair Keegan doesn't think there will be any cost for the water but is curious about how much water was used. Ms. Drouin thinks knowing the history of water used will be beneficial to recognize when there may be a leak. Mr. Abbe thinks we could cut the water use next year.

Ms. Drouin asked if there is a need or plan to cut things back in the Circle. Chair Keegan and Mr. Abbe discussed leaving it until spring and then clean it up. Ms. Drouin asked if they would need to put on a whole new layer of bark mulch in the spring or just touch it up. Mr. Abbe doesn't think they will need a new layer next spring but the following year we will. Ms. Towle suggested putting a 1-inch layer of mulch in the spring to freshen it up.

**Other Business:** Chair Keegan clarified, for the record that Ms. Towle did not take over the beautification for Ms. Cunningham at the junction of Routes 3 & 4. Ms. Towle had a NHDOT agreement for the plantings at the traffic islands. Chair Keegan asked for clarification. Would you like the Committee's involvement on the traffic islands? She would prefer to continue as is. She doesn't want the town's involvement in her own personal creation. Ms. Towle stated she didn't realize that joining the Committee could potentially open activity with the town at the traffic islands. Ms. Towle said the islands have been a lot of work and, even if there was water, it wouldn't help much. Ms. Towle would have to fill up the jugs at the spigots and carry it to the plants in the sun. She currently fills the jugs at her house, out of the sun and then transports the jugs to the traffic islands in her car. Chair Keegan asked Ms. Towle what she expects in 5 years. Ms. Towle would like to take it year by year. Deputy PCD Director O'Brien asked her if she has had assistance from Black Forest. She said Black Forest does assist with the traffic islands. Deputy PCD Director O'Brien suggested leaving the situation as is. Ex Officio Dickey said eventually NHDOT is going to redo King Street from the River Road junction to the Routes 3 & 4 intersection widening the road to three car travel lanes, a bike lane and new sidewalks with a new roundabout replacing the current 3 & 4 'Y'. Mr. Abbe said all the powerlines would be moved approximately 10 feet behind the sidewalk. Current plans call for engineering starting in 2022 or 2023 and the project would be 4-years to completion. Ex Officio Dickey thinks the Town will ask to put water into the traffic islands once they start the project because it will already be dug up. Chair Keegan said Chairwoman Lorrie Carey is making a conscious effort with the Regional Planning Board to make sure the Beautification Committee is at the planning meetings. Ex Officio Dickey said they would hold public meetings as well.

Ms. Drouin asked if holiday decorations are planned at the roundabout. Chair Keegan said there was some talk about doing decorations. They would need to get it approved from the NHDOT before putting anything on the roundabout because of line of sight and the 7-foot perimeter requirement. Chair Keegan would like to leave the roundabout as is. The decision to put in perennials revolved around minimal maintenance and safety concerns relative to minimizing foot traffic on/off the roundabout.

**Next Meeting:**

Monday, February 7<sup>th</sup>, 2022 @ 7:00 P.M.

**Adjournment:**

Motion to adjourn by Ms. Drouin; Seconded by Mr. Abbe. All in favor. None opposed.

*Respectfully submitted, Hannah Gardner*