

**Town of Boscawen
Circle Committee
MEETING MINUTES
Monday, March 22nd, 2021 at 7:00 PM**

Members Present: John Keegan, Chairman, Julie Fournier-Vice Chair, Jeff Abbe & Beverly Drouin

Excused: Paul Dickey - Ex-Officio

Others Present: Hannah Gardner- Recording Secretary & 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 03.01.21 minutes as amended.

Seconded by Ms. Fournier. All in favor. None opposed.

- Mr. Jeff Abbe requested on line 40 to cross out the words “in Florida”.
- Mr. Jeff Abbe requested on line 41 to strikeout the word “contractor” and replace with “Doug Thompson’s supplier, Beth”.
- Chair John Keegan requested on line 53 strikeout “Julie” for consistency.
- Chair Keegan requested on line 72 strikeout “or” and replace with “to”.
- Chair Keegan proposed to change line 81 to “ask the two people” to generalize.
- Chair Keegan requested on line 99 strikeout “or” and replace with “to”.
- Chair Keegan requested on line 103 to remove the sentence, it is redundant.

Accountant Report: Reviewed Balance through 03.22.21 shows current balance of \$7,373.

There is an addition anonymous donation for a \$100.

Motion made by Ms. Fournier to accept the financial report through 03.22.21 as presented.

Seconded by Ms. Drouin. All in favor. None Opposed.

Old Business:

- **Activity Update:** Mr. Abbe delivered both requests to Razor’s and KSD. He is not sure if they were accepted. Mr. Abbe will follow up, but he believes it is a tough time for the owner because he stated they have had quite a few lay-offs and business is slow. Mr. Abbe talked to Dale Matthews regarding use of their trencher. He is willing to donate the

41 machine for the day. Mr. Matthews normally rents the machine with the trencher for \$275
42 per day. It is a walk behind Bobcat with the trencher in the front. Mr. Abbe confirmed it
43 will go down 4 feet. He also confirmed that the connection between the two pull boxes at
44 the circle is a 3-inch diameter pipe. Mr. Abbe reported nubs sticking up around the
45 flagpole which is a good sign. He didn't pull back much mulch.

46

47 • Ms. Fournier sent everyone the write up of the quantities of the plant materials. Chair
48 Keegan asked if she had contacted Ms. Towle. Ms. Fournier was not unaware she was
49 tasked to contact her. She will follow up with her this week.

50

51 • Ms. Drouin sent the two 'Thank You' notes, one to Ms. Matthews and another for the
52 'Anonymous' donor. She did not place an article in the March News vine. Her goal is to
53 write an article for the April edition and reengage on Facebook to encourage more
54 donations. Two weeks ago, Ms. Towle asked Ms. Drouin when the Committee is
55 planning to meet with her. She told her she would let her know as soon as the Committee
56 was prepared.

57

58 • Chair Keegan obtained the parts list from Doug Thomson's supplier. He is awaiting
59 clarification about the pipe diameter that will deliver water to the circle. He talked to Mr.
60 Thomson who is all set to go. He would like to get moving on this as soon as possible. He
61 will confirm with Mr. Thomson the equipment he will be using. See above for details.
62 Chair Keegan spoke with EJ Prescott in Concord piping and other materials needed for
63 the Penacook Boscawen Water Precinct (PBWP) connection. He received a preliminary
64 list but needs to meet with Water Commissioners and Dean Hollins to be sure we are all
65 on the same page. Tom Beckley will be tapping the water main. The PBWP technician
66 will install the meter and oversee the process. The parts in the pit are going to run around
67 \$2,000. Irrigation materials may run higher, but Chair Keegan believes the budget is in
68 good shape. Chair Keegan updated Mr. Hardy via email. The principal item is contacting
69 the NHDOT district engineer to set up a \$10,000 bond held by the Town to cover Mr.
70 Thomson's liability while working on the NHDOT ROW. From NHDOT's perspective
71 the Town will own the waterline.

72 • Mr. Abbe requested Chair Keegan reach out to Dig Safe as soon as possible. It is a 1-800
73 number, and you just give them the location. There are electric lines near the roundabout
74 servicing the overhead lights as well as water drainage lines. There is no gas beyond
75 Fisher Avenue. Chair Keegan said last year they identified one electric line that will be
76 crossed with the irrigation line, but it needs to be done again. Chair Keegan said Mr.
77 Hardy will be asked to contact Dig Safe.

78

79 • Ms. Fournier asked Chair Keegan if any suppliers contacted is having trouble getting
80 parts. EJ Prescott stated they had some trouble but, fortunately, not any of the parts we
81 need.

82

- 83 • Ms. Drouin asked the Committee to go over a chronological timeline of what needs to
84 happen and when. Chair Keegan explained the PBWP installation is separate from laying
85 the line in the NHDOT ROW and the irrigation installation from the pull box outside the
86 circle into the planting area. Planting is a separate step as well. He will be meeting with
87 Dean Hollins and Water Commissioners on 3/29 to talk about a work date, no later than
88 4/17. Ms. Carey stated they have to have a Pennichuck technician, who are available
89 three days per week, there to install the meter. They require a 10-day advance
90 notification. She suggested building that timeframe into the plans.
- 91 • Tom Beckley also needs a one-week notice to do the tap. Mr. Thomson wants to put in
92 the line as soon as possible so it should be done by the end of April. This will depend on
93 the frost and NHDOT related to the bond. The line work can be done in several phases.
94 (See above.) The actual installation of irrigation in the Circle will happen after the
95 planting. Chair Keegan's goal is to get the plantings and irrigation on to the circle by
96 mid-May. Ms. Drouin asked when the bulbs will be finished. It is going to come down to
97 Mr. Thomson's availability to do the irrigation system based on his staffing needs. Chair
98 Keegan is not clear how he would work with the Committee during the actual planting on
99 the Circle. That is pending discussion with Mr. Thomson.
- 100 • Ms. Drouin asked about drip irrigation. Chair Keegan said we are using a drip system, but
101 he can't answer how it will be done in the Circle. Ms. Drouin asked where the pull box is
102 located in the circle. The box has a green top. Standing at the flagpole looking At Exit
103 17, the box is to the right at about 45 degrees. There is a box on either side of the paved
104 highway. She asked how invasive Mr. Thomson's work will be. Chair Keegan said it will
105 be invasive and that's why we need to configure the plantings, so the irrigation lines go to
106 the plantings. He needs to know where the garden's will be located. Ms. Carey said
107 weeping drip irrigation requires more maintenance and they only moisten the soil. In a
108 natural environment, you would want water spreading on foliage because it helps
109 mitigate pests. They tend to be very localized and with a big garden you want it to spread
110 out more. Ms. Fournier asked about the backflow box. Chair Keegan said it disappeared
111 from the irrigation line because the backflow preventer has to be in the pit, so it is on the
112 PBWP's side at Fisher Ave. where the water line meets the irrigation line. We also need
113 capability of blowing out the line at the end of the growing season. That valve will be
114 between the backflow and the irrigation line connection. The backflow preventer costs
115 \$325 in addition to bi-annual payments of \$75. Chair Keegan ballpark the PBWP, and
116 irrigation will cost between \$5,000-\$6,000 to purchase and install material.
- 117
- 118 • Lorrie Carey asked if anyone had talked to Mike Bertolone who does insurance work for
119 the farming community and with Farm Bureau. Chair Keegan had talked to him about
120 using his parking lot if needed and Mr. Bertolone said yes. Chair Keegan had also
121 solicited a donation. Ms. Carey said to be persistent asking him.
- 122
- 123
- 124 • Ms. Carey emailed Chair Keegan about the plantings and what the Committee had done
125 with Ms. Matthews work. Chair Keegan updated her on how Ms. Matthews had helped

126 the Committee and what the Committee will be asking Ms. Towle moving forward. Ms.
 127 Carey asked about the planting budget. Chair Keegan said he didn't have the set budget at
 128 hand. (Subsequent review listed \$1,700). He is hoping to have at least \$1,000 remaining
 129 in the total budget for maintenance and/or contingencies. Ms. Drouin stated if pricing is
 130 too high, the Committee may reevaluate or work in longer phases. She noted some plant
 131 materials will be 'must haves'. Chair Keegan requested the Committee inform him if,
 132 after receiving plant price quotes the budget is tight, because there may be a donor who
 133 would come forward if contacted again. Mr. Abbe said when Ms. Matthews talked about
 134 the plantings, the importance of soil amendments was vital for the approximately 4 inches
 135 of topsoil. He thinks at each location they will have to dig deeper and larger holes. He
 136 noted, sometimes the amendments can be just as costly as the plants. Chair Keegan asked
 137 that Ms. Towle be asked for guidance.

- 138
- 139 • Chair Keegan suggested taking a sketch of the gardens with the bean shaped designs to
 140 show Ms. Towle an outline. Ms. Fournier will sketch the locations and send a PDF to Ms.
 141 Drouin.
 - 142
 - 143 • **Pending Tasks:** Tomorrow Ms. Drouin will email Black Forest Nursery and cc Ms.
 144 Fournier so they can communicate with Ms. Towle. She will attach the spread sheet and
 145 ask for pricing. She will also schedule a meeting to meet with Ms. Towle and Ms.
 146 Fournier next week. She will write an article for the News Vine and repost on Facebook
 147 for donations.
 - 148
 - 149 • Ms. Fournier will add kidney shaped Gardens and sizing on the scaled template. She is
 150 going to accept the meeting date with Ms. Towle and Ms. Drouin. She will go over soil
 151 amendments, the budget and plant materials.
 - 152
 - 153 • Mr. Abbe will contact Razor's and KSD to follow up on their donation. Decisions.

154 **New Business:**

- 155 • Ms. Drouin stated the next step is sending Ms. Towle the planting list and getting pricing
 156 back from her. It will give an idea of what we can and can't do with the current budget
 157 and if more fundraising is needed. Chair Keegan suggested Ms. Fournier and Ms. Drouin
 158 set up a meeting with Ms. Towle at their earliest convenience. Mr. Abbe will be
 159 travelling until April 15th. Chair Keegan will work with Mr. Thomson coordinate work on
 160 the circle. The Committee will meet April 5th to set future plans.
- 161 • Ms. Carrey asked the Committee if they would be interested in volunteer help from the
 162 High School Garden Club when it comes time to plant? Ms. Fournier asked about
 163 liability issues. Ms. Carey stated there are always liability issues which she will research,
 164 that said, it's worth pursuing because the Garden Club Members are working on
 165 community service and internships. These are our future community volunteers. The
 166 Committee thinks it's a great idea. A tentative target date of assistance is between the 5th
 167 and 26th or April.

- 168 • Chair Keegan asked to schedule meetings on April 26th and May 3rd @ 7 PM. Mr. Abbe
169 may be absent.
170
- 171 • Ms. Drouin said the public has noticed the solar powered lighting on the flag isn't
172 sufficient. She asked how much a new light would cost. It costs approximately \$269. She
173 also noticed the flag at the other end of town is shredded. A new flag like the one at the
174 Roundabout is approximately \$89.

175 **Next Meeting:**

- 176 • Monday, April 5th, 2021 @ 7 PM.

177 **Adjournment:**

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

180 *Respectfully submitted by Hannah Gardner*