

**Town of Boscawen  
Beautification Committee  
116 North Main St  
FINAL MEETING MINUTES  
Tuesday, January 30<sup>th</sup>, 2024, at 5:30 PM**

**Members Present:** John Keegan – Chair, Beverly Drouin – Vice Chair & Leah Milano

**Members Excused:** Nancy Towle & Bill Bevans – Ex-Officio

**Staff Present:** Kara Gallagher – Planning and Community Development Coordinator/Recording Secretary  
& Ruth Ashby – Planning and Community Development Assistant

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Chair John Keegan opened the public meeting at 5:40 p.m. and completed roll call.

**Minutes:**

Vice Chair Drouin requested three changes:

- Line 80 – Sentence to read “Ex-Officio Bevans will confer with Finance Director Merrill on what steps are necessary to combine the two Beautification financial accounts for 2024.”
- Line 83 – Sentence to read “Vice Chair Drouin will write the thank you note to David Murray of Murray Farms for his donation of fall mums.”
- Line 85 – Add “for the upcoming year” to the end of the sentence.

**Vice Chair Drouin motioned to approve the 12/12/23 draft minutes as amended. Seconded by Ms. Milano. All in favor. None opposed.**

**Financial Report as of 12/13/23**

- Roundabout donations \$1,822.73
- Beautification Donations \$687.87
- No new donations
- No new expenses

**Vice Chair Drouin motioned to approve the Financial Report as presented. Seconded by Ms. Milano. All in favor. None opposed.**

**Old Business:**

*Pending Tasks from December Meeting:* Ms. Milano was tasked with creating a Facebook post about the Harris Hill Roundabout damage to hopefully elicit donations and volunteers. She would like to wait until it is closer to spring to publish the post. After speaking with several residents, she concluded that more feedback and donations may be received if such a post was published closer to the typical gardening season. She wondered if there were other ways to encourage donations, other than checks and cash donations. For example, a link on Facebook to a GoFundMe account, a Town Website link to a credit card payment option, etc. PCD Coordinator Gallagher suggested speaking with Town Administrator Katie Phelps or Finance

Director Kate Merrill as a first step in finding out what possibilities are currently available. Vice Chair Drouin will reach out to Town Administrator Phelps and Chair Keegan will help with any follow up.

**Vice Chair Drouin motioned to reach out to Town Administrator Katie Phelps to explore electronic options for donations to the Beautification Committee. Seconded by Ms. Milano. All in favor. None opposed.**

Chair Keegan mentioned Mr. Jeff Sweezy was previously interested in an Adopt-a-Spot location. Chair Keegan spoke with him, and Mr. Sweezy is busy right now with home improvement projects but would like to remain on the Adopt-a-Spot list for the future.

Boscawen Historical Society Interest in Adopt-a-Spot: Chair Keegan spoke with Elaine Clow of the Boscawen Historical Society, and she is willing to work with whatever the Committee would like to propose. Chair Keegan mentioned that the whole lawn is gravel and needs topsoil. The Beautification Committee has received donations of topsoil in the past from GMI. He tentatively suggested placing gardens within the lawn as an Adopt-a-Spot location. Vice Chair Drouin will put together a proposed design of the Boscawen Historical Society building grounds with a depiction of what flower boxes hanging from the fence would look like. This can be used in a social media campaign to help generate donations and feature it as an Adopt-a-Spot location. Vice Chair Drouin suggested the Beautification Committee approach the project in phases starting with the flower boxes on the fence and then moving towards bringing in new topsoil for the lawn. Ms. Milano said she would be willing to take on one of the Adopt-a-Spot locations if no one else volunteers.

Annual Report Status: Vice Chair Drouin reported it was completed and submitted.

Tremont Street Welcome Sign Status: The hydro company is willing to provide an outside water spigot to water the flowers. Vice Chair Drouin asked who mows around the sign and if the Beautification Committee was thinking of a flower bed surrounding the sign or a whiskey barrel with annuals. Chair Keegan said Briar Hydro does the mowing and he was thinking of flower beds surrounding the sign. This should be added to the Adopt-a-Spot inventory list.

Harris Hill Roundabout Update: Public Works Director Dean Hollins said the “Welcome to Boscawen” sign at the Harris Hill Roundabout will be put back up in the spring once the ground thaws.

### **New Business:**

Update Rules of Procedure: PCD Coordinator Gallagher said all Boards/Committees/Commissions were asked to add the Utilization of Town Counsel Policy to their Rules of Procedure. The amendment can be accepted by a majority affirmative vote during a regular meeting.

**Vice Chair Drouin motioned to accept the 1/30/2024 proposed amendments to the Rules of Procedure adopted on 11/8/2021. Seconded by Chair Keegan. All in favor. None opposed.**

Beautification Committee Presence: Vice Chair Drouin mentioned that the editor of the Boscawen Newsvine has retired, and Boscawen no longer has a news publication that reaches most households. She said the only way for this Committee to get information out to the public is through the annual report, Facebook, or the town website. Discussion ensued about making sure that we have a social media presence

that matches what we have on the website and what is reported out at the end of the year in the annual report. Chair Keegan said this may be difficult to accomplish on our own, but potentially could be piggybacked onto the NHDOT King Street Improvement project with the Economic Development Committee and, possibly the Historical Society. It could be suggested to both as a joint town outreach effort.

Vice Chair Drouin felt the Beautification Committee's page on the town website was not living up to its full potential and asked other members to visit the page and bring feedback to the next meeting on how it could be improved.

### **Other Business:**

*Economic Development Committee (EDC) Collaboration:* Mr. Mason Donovan from the Economic Development Committee would like to have the Beautification Committee attend an EDC meeting to discuss the NHDOT King Street Road Improvement project. He would like to have some joint planning sessions on how to beautify the area once construction of the road is completed. Chair Keegan noted that the Beautification Committee has already asked to be included in the planning for the new roundabout at Routes 3 & 4. Chair Keegan will reach out to EDC Chair Barbara Randall to coordinate a joint meeting.

*New Meeting Date:* Vice Chair Drouin would like to propose a new meeting day that is not Tuesday as she has other commitments on Tuesdays. PCD Coordinator Gallagher said if the day is switched from Tuesdays, there will not be staff present. She, as the recording secretary, will likely not be able to attend but could still work off the recording. Vice Chair Drouin asked if the Committee could take their own minutes. PCD Coordinator Gallagher said that would be a conversation to have with Planning and Community Development Director Kellee Easler. Discussion ensued. PCD Coordinator Gallagher suggested to Vice Chair Drouin, that she look at the town website calendar to find another date that does not have conflicts with other Boards/Committees/Commission meetings.

### **Pending Tasks:**

- Vice Chair Drouin will reach out to Town Administrator Phelps for electronic options for donations.
- Ms. Milano will draft a Facebook post about the roundabout for spring.
- Vice Chair Drouin will put together a proposed design of the Boscawen Historical Society Building's fence.
- All Committee members are to look at the Beautification Committee page on the town website and bring feedback to the next meeting.
- Chair Keegan will reach out to EDC Chair Randall for a future collaboration.
- Chair Keegan will reach out to Ex-Officio Bevans about his pending task from the December meeting to find out what is entailed in combining the Beautification Committee Account with the Roundabout funds.
- Vice Chair Drouin will propose an alternative night for meetings.

### **Next Meeting:** TBD

**Ms. Milano motioned to adjourn. Seconded by Vice Chair Drouin. All in favor. None opposed.**

*Respectfully submitted by Kara Gallagher.*