

**Town of Boscawen
ECONOMIC DEVELOPMENT COMMITTEE
DRAFT MEETING MINUTES
Tuesday, March 5, 2024, at 5:30 p.m.**

Members Present: Barbara Randall – Chair, John Porter – Vice Chair, Tom Laliberte, Mason Donovan, Lorrie Carey – Ex-Officio & Vincent Pagano – Central NH Regional Planning Commission

Members Absent: Sean Goldman

Staff Present: Kellee Easler – Planning and Community Development Director, Ruth Ashby - Planning and Community Development Assistant, Kara Gallagher – Planning and Community Development Coordinator, Dean Hollins – Public Works Director & Katie Phelps – Town Administrator

Guests Present: Charlie Niebling, Town Forester & Resident, Don Moyer – Friends of the Northern Rail Trail

Chair Randall opened the meeting at 5:30 p.m.

PCD Coordinator Gallagher completed roll call.

Minutes:

Mr. Donovan motioned to approve the 2/06/24 draft minutes as amended. Seconded by Ex-Officio Carey. All in favor. None opposed.

Site Walk: Held at the Boscawen Town Park on Depot Street from 4pm to 5pm. Attendees: Barbara Randall - Chair, John Porter – Vice Chair, Lorrie Carey – Ex-Officio, Mason Donovan, Dean Hollins – Public Works Director, Charlie Niebling, Katie Phelps – Town Administrator, Kellee Easler – Planning and Community Development Director, Kara Gallagher – Planning and Community Development Coordinator, Don Moyer-Friends of the Northern Rail Trail and Vincent Pagano - CNHRPC.

The mission is to review sites for the future pavilion location. Elements of project include a 30'x50' pavilion, an observation deck overlooking bridge abutment and river, potential 14x18 interpretative kiosk, historical information to include pieces of bridge and security wall running along slope and use cut stone salvaged is needed for fencing for safety. The restrooms are insufficient and inaccessible. There is a need for public use. The Society for the Protection of NH Forests posted pictures of restrooms in the Portsmouth area that can be used as an example. The restroom must be ADA compliant, the time of park opening and problems of having bathrooms opened 24/7 to the public was discussed. A dog park and possible Friends of the Park option was brought up by Ex-Officio Carey.

Don Moyer, V.P. of the Friends of the Northern Rail Trail (FNRT) was in attendance and mentioned that bike racks would be nice to have along the Rail Trail. Bike rentals were discussed and Lakes Region Ebikes in Franklin as a potential vendor. PCD Director Easler will reach out to them as they may be looking to expand. It would be a wonderful addition down on Depot Street with something possibly on the weekends.

The Committee began to look at preferred locations for the pavilion. Two locations were reviewed, and the intent is to have picnic tables. A discussion of fencing, river depth and hazards were discussed.

The first area between the baseball field and the basketball court for a location was viewed and discussed. Chair Randall thought it was a bit crowded and thought the location behind Dorval House was more open and possibly could be available for renting out to the public. PCD Director Easler said it would be money generating and it was discussed as to whether the town would rent it out. We would have to investigate fees other towns get for renting something similar. Ex-Officio Carey mentioned the playground equipment and shed could potentially be moved. Tents could have a spot in the open field. Parks and Rec would love to have a covered area for anyone wanting to get out of the sun. The area considered, by the basketball court and field, would have less green space, rentals could be an issue without privacy, and it is far from the bathrooms.

The second area toured was behind Dorval House. Security might be a problem and would have less overall use, but the bathrooms are closer. The bathroom discussion involved septic issues and expanding the design of the septic. PW Director Hollins said the septic is about 10 years old. It would be nice to run water and electric service to the pavilion, and the idea of building a trail down to the Rail Trail along with plantings for beautification was suggested. If construction goes into the Rail Trail, the State of NH would need to be involved. Consensus that closer to Dorval House and close to river would be a nice spot for the pavilion. PCD Director Easler said the PCD Department will check into any shoreline permitting. Discussion ensued on the need for a ramp for the pavilion for accessibility and possible vertical stone or horizontal stone along the river with a fence and some greenery growing on it. Bathrooms were toured, are handicapped accessible but are not heated. Dawn to dusk timeframe was discussed for opening of the bathrooms, with electronically working locks that could be done remotely. Discussed possible issues. Ex-Officio Carey mentioned a performance gazebo as an option in the future. Food trucks could congregate around that in the future.

Discussion on erosion issues, how to deal with water management and drainage around the deck, and the possibility of a French drain. Questions for the Select Board would be maintenance under the Division of Natural and Cultural Resources, powers of use, who would be responsible for the opening and closing of the bathrooms. Vice Chair Porter, Mr. Niebling, PCD Director Easler, and Ex-Officio Carey need to hammer out a detailed project prospectus and finalize budget numbers and start to identify sources of match. Charlie will be submitting a 2-page letter of intent shortly after the EDC April meeting. PCD Director Easler will review the septic plan and reach out to Laconia Ebikes.

90 The EDC discussed other places on the Rail Trail that have comfort stations and the possibility of
91 separate bathroom entries from a different location outside of the Dorval House. Updates to the
92 accessible ramps and doors may be needed and discussed the ADA compliance changes that would
93 have to be made.

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95 Final thoughts were regarding the kiosk in which the Rail Trail uses one side and the TOB can use
96 the other side and were encouraged to do so. Town Administrator Phelps will take this to the Select
97 Board for a policy at the next meeting.

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99 The meeting was recessed for dinner.

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101 **New Business:**

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103 The EDC reconvened at the Municipal Facility at 5:30pm and was called to order. Attendees:
104 Barbara Randall - Chair, John Porter – Vice Chair, Lorrie Carey – Ex-Officio, Mason Donovan,
105 Charlie Niebling, Katie Phelps – Town Administrator, Kellee Easler – Planning and Community
106 Development Director, Kara Gallagher – Planning and Community Development Coordinator,
107 Don Moyer-Friends of the Northern Rail Trail, and Vincent Pagano - CNHRPC.

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109 Chair Barbara Randall thanked Ex-Officio Carey for the food that was provided between the site
110 walk and the meeting.

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112 Chair Randall announced she received Mrs. Sanborn's resignation.

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114 **Chair Randall motioned to accept Adele Sanborn's resignation with regret. Seconded by**
115 **Vice Chair Porter. All in favor. None opposed.**

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117 **Boscawen Town Park Pavilion Discussion:** Briefly reviewed all items discussed at the site walk
118 regarding the pros and cons and the best overall place for pavilion. The consensus is to go with the
119 Dorval House location being as close to Depot Street for visibility, easy access to potential water
120 source and electrical, as close as possible to river shoreline that allows for a nice vista of the river.

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122 **Mr. Donovan motioned to recommend to the Select Board that the pavilion go by the Dorval**
123 **House. Seconded by Chair Randall. All in favor. None opposed.**

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125 Chair Randall asked Ex-Officio Carey what next steps were. Ex-Officio Carey said there will be a
126 subcommittee that will sort out the letter of intent. At that point, the letter of intent will go back to
127 the EDC and be forwarded to the Select Board to sign off on. The town will then apply for the
128 grant. Per Mr. Niebling, at that point all elements of the project being proposed will be completed,
129 sources of match will be identified, and major partners. In April, with a more detailed prospectus
130 for the project, the grant will be written, with the hope of having something to review at the May
131 meeting. The deadline is believed to be June 7th. The subcommittee will need to identify partners
132 by approximately September. The pavilion looks to be a 2025 undertaking. Mr. Laliberte asked
133 when the project may be completed. Mr. Niebling responded with Spring and Summer of 2025 as

a projected timeframe with the goal of Old Home Day 2025 being able to be used. PCD Director Easler and Public Works Director Hollins will investigate the septic system. Mr. Moyer discussed the kiosk on Depot Street. It was clarified that the Depot Street side is for the Town of Boscawen to use. The FNRT would like the town to use it as a town crier for upcoming events. Discussion ensued regarding who could post on the kiosk. Creating a policy for posting on the kiosk was discussed. Suggestions were town approved items, library, and Old Home Day items. The downstairs bulletin board at the Municipal Facility was discussed. Regulatory items have been posted on the left side bulletin board. PCD Coordinator Gallagher added to the Select Board agenda for bulletin board policy as well as a QR code that goes to Parks and Rec.

Pumpkin Ride/Walk: PCD Director Easler discussed food trucks for the Pumpkin Ride/Walk on October 5th. They need to contact the Smoke Shack as a vendor and let other vendors know that they expect an estimated 200-250 for the walk. Ex-Officio Carey said previous owner of Imagination Village in Concord, Laura Miller, is starting up a food truck. PCD Coordinator Gallagher said she will contact Great Blue Brewing Co. about vending at the Pumpkin Ride/Walk. Changing the Police vs. Fire softball game was verified with Chief Killary, and he was fine with the time change from last year to earlier in the day to coincide with the Pumpkin Ride/Walk. Chair Randall brought up the Pumpkin Ride/Walk to the Boscawen Elementary School PTA and said it was on their radar. She will talk to them again when they have elected their new officers, at the May or June meeting. The Chair of the Agricultural Commission, John Keegan, said they were very positive about the festival and Mr. Donovan suggested a farmers' market. The Commission will be handling the farmers market, contacting, and scheduling. Mr. Pagano was going to talk to someone at CNHRPC regarding bike racks. Discussion ensued regarding a repair station for bikes.

King Street Project: John Keegan, Chair of the Beautification Committee, was on the agenda but called earlier to say he was going to be unable to make it to the meeting. Beautification Committee Chair Keegan had hoped to have a discussion on the King Street project and what the EDC can do with the Beautification Committee on the plans to beautify the Historical Society building. The Beautification Committee would like to plant vines to make the chain link fence at the Historical Society more attractive. Discussion ensued regarding the Exit 17 roundabout and the potential new roundabout at Routes 3 & 4. He would like the town to be involved by having the EDC and Beautification Committees working together. Discussed working on a newsletter for residents. Chair Randall stated she didn't know if any of this was possible but just throwing ideas out and keeping people apprised of what is coming down the pipe. Staff will schedule Beautification Chair Keegan in May for further discussion.

Business Directory Update: There was an update of businesses on the website. PCD staff will send it out to everyone. If any businesses are not listed, members can let PCD Assistant Ashby know, and she will update.

Immigrant Farming Collective Discussion: Fresh Start Farms is the name of the collective farm that is operated by the non-profit called "Organization for Refugee and Immigrant Success" and is located at Pustizzi's Fruit Farm on Corn Hill Road. This is a non-profit organization that works with immigrant populations in NH that rents or lease land from farmer to grow their own food.

Vice Chair Porter reached out to Market Manager Emma Richmond-Boudewyns. Emma is excited about coming to the April meeting and bringing a farmer (name of farmer will be supplied). The immigrants grow their own food for selling or for their own consumption. At last year's pumpkin festival there were pumpkins and gourds from these farmers. The non-profit gives the individuals marketing assistance and advisory consulting and helps liaise with farmers markets.

Mr. Donovan brought up the sign at the intersection of Depot Street and King Street and perhaps using it more. He came up with several ideas that could be posted on the sign. Mostly quotes to put up when we don't have something specific going on that needs to be presented.

Mr. Pagano discussed Commute Smart. Discussion ensued.

Chair Randall is hoping someone is willing to take over as Chair and asks that all give it some thought.

Mr. Donovan motioned to adjourn. Seconded by Chair Randall. All in favor. None opposed.

The next meeting will be held on April 2, 2024, at the Municipal Facility.

Respectfully submitted by Ruth Ashby.