

**Town of Boscawen
Beautification Committee
116 North Main St
FINAL MEETING MINUTES
Tuesday, December 12th, 2023, at 5:30 PM**

Members Present: John Keegan – Chair, Beverly Drouin – Vice Chair, Leah Milano & Bill Bevens – Ex-Officio

Members Excused: Nancy Towle

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

Minutes:

Chair Keegan requested two changes:

Line 61 – Strike “Mr. Murray and” and change “Chair Keegan had done” to “Chair Keegan has done”.

Line 90 – Change “Chair Keegan provided the flyer” to “Chair Keegan ‘distributed the flyer”.

Ex-Officio Bevens motioned to approve the 10/10/23 draft minutes as amended. Seconded by Ms. Milano. All in favor. None opposed.

Financial Report:

Vice Chair Drouin asked for an explanation of the Financial Report. Ex-Officio Bevens said as of 12/12/23, the Roundabout Donations account had \$1940.33. This can be used for anything to do with the Roundabout. The Beautification Donation account had \$409.18. Revenues for Beautification Donations were \$225.45. Expenses were broken into two lines, Roundabout expenses equaling \$159.40, and Beautification expenses equaling \$46.76. Vice Chair Drouin asked what the process would be to combine the two accounts into one. Ex-Officio Bevens said that he would ask Finance Director Kate Merrill and report back at the next meeting. Discussion ensued.

No motion was made regarding the Financial Report.

Old Business:

Review Pending Tasks from 10/10/23 Minutes: The Committee reviewed the pending tasks from the October meeting. Neither Chair Keegan nor Vice Chair Drouin have heard if Ms. Nancy Towle had reached out to Rick & Laura Swanson about the Jamie Welch sign. This will remain on the pending tasks list. PCD Assistant Kara Gallagher will verify that the Thank You letter to Mr. Dave Murray for his donation at the Roundabout was sent out. Chair Keegan has discussed the Asian Jumping Worm with Ms. Suzanne Maze. She explained the potted flowers and other plants come in a medium that is not soil, hence has not had a problem with the issue to date.

Status of Potential Briar Hydro Donation: Chair Keegan had reached out to his contact at Briar Hydro regarding the donation and has yet to receive an answer. He will follow up after the meeting.

Boscawen Historical Society & Adopt-a-Spot Program: Chair Keegan had a conversation with Elaine Clow, Ms. Towle, and Ms. Maze, and they came up with the idea to use the fence in front of the Historical Society as a trellis, and to plant different color Clematis Vines along the fence. Right now, there is no one to take on the project. The idea then surfaced to add the Historical Society fence to the Adopt-a-Spot Program. Vice Chair Drouin suggested creating an inventory to keep track of all the Committee's Adopt-a-Spot locations and offering the easiest Adopt-a-Spot locations to new volunteers. Vice Chair Drouin suggested placing hanging window boxes on either side of the entrance through the fence at the Historical Society as well as the Plains Cemetery fence. Vice Chair Drouin asked how the Committee could request the Public Works Department to fix the Plains Cemetery fence. Ex-Officio Bevans has already spoken to Public Works Director Dean Hollins, and it was added to the Department's 'to do list'. Discussion ensued.

Other Business:

Roundabout Sign Status: Chair Keegan reported that last week the Welcome Sign was run into overnight and dislodged. Both posts were broken but the sign itself is fine. Town Administrator Katie Phelps and Chair Keegan gathered up the pieces and transported them to the Public Works Department where they are now stored. Chair Keegan spoke to Public Works Director Hollins and, if all goes according to plan, DPW will purchase 2 new, treated 4 X 4's and return the sign to its home at the Roundabout as soon as possible. The Agricultural Commission will reimburse the DPW for their out-of-pocket costs. The mulch has been disturbed along the track the vehicle took through the Roundabout and some flowers were run over. On the Tremont Street side, a vehicle crossed through the Roundabout and ran over the metal post holding the DOT arrow sign. It also trailed through some flowers. The bent DOT sign has been replaced by DOT. Vice Chair Drouin thought this could become a potential for some fundraising for the Committee. Ideas for fundraising were discussed. Ms. Milano asked who oversaw posting to the Town Website and Facebook page. Ex-Officio Bevans answered that PCD Assistant Gallagher does. Chair Keegan suggested a post be drafted that could be used for fundraising efforts.

Annual Report: Vice Chair Drouin suggested reading through the 2023 meeting minutes of the years' meetings to help with the draft of the Annual Report. She volunteered to draft the report and Chair Keegan will assist. Once the draft is complete, the Committee will review it.

Pending Tasks:

- Ex-Officio Bevans will confer with Finance Director Merrill on what steps are necessary to combine the two Beautification financial accounts for 2024.
- Ms. Towle will follow up with Rick & Laura Swanson about the Jamie Welch sign.
- Vice Chair Drouin will write the Thank You Letter to Mr. Dave Murray of Murray Farms for his donation of fall mums.
- Chair Keegan will follow up with Briar Hydro regarding the potential donation.
- Vice Chair Drouin will create an inventory of the Adopt-a-Spot locations for the upcoming year.
- The Committee will recognize the Adopt-a-Spot volunteers in the upcoming year.
- Ms. Milano will draft a Roundabout fundraising post for the Towns's Website and Facebook page.
- Vice Chair Drouin will draft the Annual Report to be reviewed by the Committee.

Next Meeting: January 9th, 2024 @ 5:30 p.m.

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

Respectfully submitted by Kara Gallagher.