

City of Keene
New Hampshire

ASHUELOT RIVER PARK ADVISORY BOARD
MEETING MINUTES

Tuesday, January 13, 2015

8:00 am

Rm 12, Recreation Center

Members Present:

Arthur (Bud) Winsor, Chair
Peter Wright, Vice Chair
George Foskett
Jenna Spear-O'Mara
Susan Thielen (arrived at 8:25 AM)
Judy Sadoski (arrived at 8:17 AM)

Staff Present:

Andrew Bohannon, Parks & Recreation
Director

Others Present:

Members Not Present:

Jamie White, alternate
Bettina Chadbourne, Councilor

1. Welcome and Call to Order

Chair Winsor called the meeting to order at 8:06 AM.

2. Approval of December 9, 2014 Meeting Minutes

Ms. Spear-O'Mara noted a correction to make on page 3: "three meters of space" should be changed to "one meter or three feet of space."

Mr. Foskett made a motion to approve the amended minutes of December 9, 2014. Ms. Spear-O'Mara seconded the motion, which passed by unanimous vote.

3. Finance Report

Mr. Bohannon stated that he updated the 2014 budget last week. He continued that JM Construction completed the fall clean up. It was done later than they wanted. Some things were already frozen. Whoever has spring clean up will probably have a little more work than anticipated. But a large majority of what needed doing got done, so they paid the bill. The total expenditures for 2014 was \$5,845. All bills have been paid. They did not spend as much on weeding and did not do any replacement plantings or pruning and trimming. Chair Winsor asked if the unspent money rolls over. Mr. Bohannon replied yes.

4. Budget Discussion

Mr. Bohannon stated that he has the proposed budget for 2015. He continued that they know they will do some replacement plantings, with the pollinator initiative. They can bump that up or

change it around. If the group is comfortable with what they budgeted last year, they can keep that. They will be getting a new contractor.

Mr. Foskett stated that he is hoping the weeding budget disappears, based on what the Friends will be doing. Mr. Bohannon replied that they had increased it because there was a little bit of flux at the time. The mulch is more expensive than it was in years past. Discussion ensued about mulch. Mr. Bohannon stated that the Ashuelot River Park Advisory Board (ARPAB) can specify what color and quality they want but it will be at a cost. After more discussion, Ms. Spear-O'Mara suggested they put some of the weeding money into the mulch budget instead. Chair Winsor asked if the bid has gone out for the maintenance contract. Mr. Bohannon replied no. Chair Winsor asked if when it is in the final stages, the ARPAB could talk with the bidders. Mr. Bohannon replied that he wants to have a budget in place so they know how much they will allocate, and then at the same time, for the next meeting, have the proposal put together so he can show it to the ARPAB and they can review it. Then he can send it out.

Mr. Bohannon stated that the ARPAB can approve a budget today; changing some figures around if they want. They tried hard this year to stick to the budget, instead of using funds from underspent categories to give more to overspent ones.

Judy Sadoski arrived at 8:17 AM.

After more discussion, Ms. Spear-O'Mara made a motion for the ARPAB to change the budget as follows: \$1,5000 for mulch; \$2,400 for weeding, and \$800 for replacement plantings. Mr. Foskett seconded the motion.

Chair Winsor noted that the total budget remains the same.

The motion passed by unanimous vote.

1. **Report from Friends of the Ashuelot River Park**

Mr. Foskett reported that they did not have a quorum at their last meeting, so he has no report.

2. **Park Discussion – Bartlett Tree Inventory – Web demonstration**

Chair Winsor stated that Bartlett sent him a PDF of the park and it looks good, but he cannot demonstrate it today (due to the lack of a laptop that plugs into a projector). He continued that he can email it to the group. Bartlett includes information about how important an inventory is and what you can get out of it. They assigned a dollar value to all of the trees at the park. This inventory will be on the web so it will be more interactive than a PDF. They can add photographs of trees during the seasons to see the differences. He will demonstrate it at a future meeting. Chair Winsor spoke more of the value of seasonal photos. He continued that this inventory is the first step to getting organized and being able to manage the trees. There were trees planted at the park in memorial, and he knows of at least one memorial tree that was dug up and never replaced. The inventory has a way to filter out the trees planted in memorial, to keep track of them and which trees are available for dedication.

Ms. Thielen arrived at 8:25 AM.

Mr. Wright suggested having a meeting at the public library to present the inventory. Mr. Foskett stated that he thought they were not supposed to have memorial trees at the park. Chair Winsor replied that there have been memorial trees there, but not with plaques. Discussion continued about the logistics of memorial trees. Chair Winsor passed around his iPad to show what the tree inventory is like at Keene State College and what it is capable of. Mr. Foskett asked if there is a map. Chair Winsor replied yes. Mr. Foskett replied that he will share it with the person who will be helping with allocation of spaces.

Mr. Bohannon stated that there is something new in the City – all boards and commissions will report annually to the City Council on their activities. He continued that Chair Winsor will report in April on behalf of the ARPAB. They can show the City Council this inventory, and also do as Mr. Wright suggested and plan a public meeting about the tree inventory and announce it at the City Council meeting. That way people who are interested in the City Council presentation have a way to follow up. The Friends could be a sponsor, and Mr. Foskett could promote the Friends, and recruit volunteers. He continued that April is a good time for the presentation because people start to think about spring and getting outdoors. They would probably want to do the public meeting a week or so after the City Council presentation.

Chair Winsor asked if they could put this on the agenda. He continued that there are QR codes for every single tree. If a person holds up their Smartphone to a certain tree, they would get all of the information about that tree. They could have a QR code that gives a tour of the trees, eventually. Discussion continued about how to do the public meeting. Chair Winsor stated that he is glad to do this, and the first step is explaining to the City Council why it is important to have a tree inventory. Ms. Thielen asked how expensive it is to tag each tree. Chair Winsor replied that they can look into that. Discussion continued.

3. Meeting Time Switch from 8:00 to 8:30 AM

The ARPAB members discussed whether to start the meetings at 8:00 or 8:30 AM.

Mr. Wright made a motion to keep the meetings at 8:00 AM. Mr. Foskett seconded the motion, which passed by unanimous vote.

4. New Business

Mr. Bohannon stated that Chair Winsor's report to the Municipal Services, Facilities, and Infrastructure (MSFI) Committee will be April 8, 2015. [The MSFI Committee is a standing committee of the City Council]. The ARPAB's meeting is April 14, 2015. He asked if they want to do a public meeting on April 14 or 15. Ms. Spear-O'Mara replied yes, it is good to get it in right before school vacation week. Ms. Sadoski asked if ARPAB members should attend the MSFI Committee meeting. Mr. Bohannon replied that that is not necessary. Ms. Spear-O'Mara asked who would present at the library. Mr. Bohannon replied himself and Chair Winsor. He asked what date the group prefers. Mr. Wright suggested they do publicity materials for the public meeting. Mr. Bohannon agreed.

5. Next meeting date – February 10, 2015

Ms. Spear-O'Mara stated that she will not be at the February meeting. She asked that information be sent by email if possible, regarding the inventory.

6. **Adjournment**

The meeting adjourned at 8:43 AM.

Respectfully submitted by
Britta Reida, Minute-taker

Edits submitted on 2/6/15
Andy Bohannon