

City of Keene
Keene, New Hampshire

**ASHUELOT RIVER PARK ADVISORY BOARD
AGENDA**

Tuesday, July 9, 2019

8:00 AM

Room 12 Recreation Center

Members:

**Arthur Winsor, Chair
George Foskett
Judy Sadoski
Dave Whaley
Paul Bocko
Councilor Steve Hooper**

Staff :

**Andy Bohannon, Parks, Recreation and
Facilities Director
Thomas Mullins, City Attorney**

Guests:

Suzy Krautman

- 1. Welcome & Call to Order**
- 2. Rules of Procedure Adoption**
- 3. Approval of June 18, 2019 Minutes**
- 4. Finance Report**
- 5. Friends of Ashuelot River Park report**
- 6. Park Discussion**
 - a. Park Clean Ups – July 8 1-3 & August 22 9-12**
 - b. QR Codes**
 - c. Public Art**
 - d. Bat Houses**
 - e. Conway School proposal**
- 7. New Business**
- 8. Next meeting – August 13, 2019**
- 9. Adjournment**

City of Keene
New Hampshire

AHSUELOT RIVER PARK ADVISORY BOARD
MEETING MINUTES

Tuesday, June 18, 2019

8:00 AM

Recreation Center, Room 12

Members Present:

Arthur Winsor, Chair (by phone)
Judy Sadoski
Dave Whaley
Councilor Steve Hooper
Paul Bocko

Staff Present:

Andy Bohannon, Director of Parks, Recreation
& Facilities

Members Not Present:

George Foskett

1) Call to Order

Mr. Bohannon led the meeting in Chair Winsor's physical absence and began the meeting at 8:02 AM.

2) Approval of Minutes – May 13, 2019

Mr. Bocko moved to approve the minutes of May 13, 2019, which Councilor Hooper seconded and the Ashuelot River Park Advisory Board carried unanimously.

3) Finance Report

a. Trustees Request for LED Lighting

Mr. Bohannon reported that he is awaiting the invoice for the spring clean-up and mulch work completed one month prior to the meeting. Otherwise, there are no budget changes since the May meeting. Board donations for bat houses are not reflected because those funds come from a separate account. He referenced information in the meeting packet that he is sending to the Trustees with a narrative of why the Board is requesting funds for an LED light fixture; Hamblet Electric said it should cost less than \$1,400 if there are rebates from Eversource, but that price is not confirmed until the lights are purchased and the process is complete.

4) Friends of Ashuelot River Park Report

Mr. Foskett was not present. Mr. Bohannon reported that eight volunteers from Next Level Church participated in the last workday, which was less than expected. There is another workday coming up.

5) Park Discussion

a. Trustees Informational Memo for 2020

Mr. Bohannon referenced an informational memo for the Trustees in the meeting packet. He and Mr. Foskett walked through the park with someone from the Conway School of Landscape Design. The representative, who was previously a forester for the National Arboretum, was very impressed with the park and the number of species. They saw a lot of potential for students and what the school could offer the City regarding long-term climate resiliency over the next 50 years. Mr. Bohannon noted that the school's fee increased from \$6,500 to \$10,500, in addition to travel reimbursement for the students. He thought the Board might be interested in this during the spring 2020 semester and he would inform the Trustees soon because if they are disinterested, the Board will not pursue the school further. He can also submit a proposal and get a letter of support from the City Manager, as the contract would be under her purview. Mr. Bohannon said Mr. Foskett was also pleased with the visit.

Chair Winsor suggested spreading the fee over two fiscal years. Mr. Bohannon said he spoke with the City's Funds Manager, who did not see an issue to make his suggestion necessary and he does not think the school would be interested, as they want money up-front to fund the students. Chair Winsor asked what the City would get for the \$10,500. Mr. Bohannon said they guarantee two public sessions guided by the students and the Board would act as their liaisons and work closely with them as they review the location. Mr. Bocko said he would love to have Antioch help with implementation or as another logical part of the process and asked to be informed of details. Mr. Whaley asked if the students will have Arborscope access and Mr. Bohannon replied in the affirmative.

b. Park Cleanups – July 8 & August 22, 9:00 AM - 12:00 PM

Mr. Bohannon said both of these cleanups are with Keene State College and members are invited to attend.

c. Irrigation Complete

Mr. Bohannon reported that the irrigation work is complete and the final payment processed. Remaining work falls to staff and Chuck Sweeney will work to top dress the park following Art in the Park. The contractors did a lot of trench cleanup and completed what was necessary to meet the obligations of the contract.

Councilor Hooper asked if Mr. Bohannon was satisfied with the infrastructure job. Mr. Bohannon replied in the affirmative, said irrigation systems require constant work, and said there is a warranty for follow-up maintenance. Staff is working with a supplier in town that understands the Wi-Fi software for the irrigation system. Mr. Sweeney worked to schedule the sprinklers to turn on from 6:00 AM – 8:00 AM.

d. QR Codes

Mr. Bohannon said all information that Bartlett Tree provided was included in the meeting packet. The college is interested in working with the City to purchase 100 QR tags to reduce the price and split the cost. Chair Winsor agreed and said the college wants to get signs with the species name and the QR code. The Board agreed similar signs with species names would be appealing in the park on special trees, with simple QR codes on smaller, common trees.

Mr. Bohannon met with a community member interested in public art in the arboretum. He suggested the Board waits until the Trustees decide on the landscape design to take further steps on public art.

Ms. Sadoski moved to have a bat house update from Councilor Hooper, which Mr. Bocko seconded and the Board carried unanimously.

Councilor Hooper thanked the Board members for their donations. Mr. Bocko agreed to donate the cost of hemlock posts (16' tall standard) for the houses, which should be complete by the end of June. Councilor Hooper said the next step is to mark the locations for houses—not right on the trail due to excrement per Council recommendation—and Mr. Bohannon is ready to walk through the park when Ms. Evans is ready. Ms. Sadoski said she wanted to participate in that walk. Mr. Bohannon confirmed that Parks and Recreation staff will set the houses up on their posts when ready and can help fix the houses to the posts. Peter Poanessa will be working on the signs in July. Councilor Hooper suggested a get together in September for a modest introduction of the bat houses to the community; the Board agreed. Mr. Whaley asked what the signs would say. Councilor Hooper said the signs would minimally describe what bats do, basic facts, and why they are important for the environment. They will be approximately 2'x2' and he hopes to have QR codes on them.

6) New or Other Business

7) Adjournment – Next Meeting Date July 9, 2019

The Committee agreed to meet in the park for the July meeting. Mr. Bohannon concluded the meeting at 8:47 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker
June 20, 2019

City of Keene
NEW HAMPSHIRE

ASHUELOT RIVER PARK ADVISORY BOARD

Rules of Procedure

1. **Meetings:** Meeting times and dates are to be determined by members of the Ashuelot River Park Advisory Board (hereinafter “Board”). All meetings must be open to, and accessible by, the public. Meeting times and locations will be posted at least twenty-four (24) hours in advance of any such meeting in two (2) appropriate places, one of which may include the City’s website in accordance with RSA 91-A:2. At least three (3) meetings shall be held each calendar year.

2. **Minutes:** Minutes of such meetings shall be kept in accordance with RSA 91-A:2, and shall include the following: the name of the Board; date, time and location of the meeting; the members present; the members absent; the time that the meeting was called to order and by whom; motions or other actions taken including who made the motion and who seconded; who voted and how; who recused and the reason for recusal, and whether the action passed or failed; the names of persons appearing before the Board; the subject matter discussed; the time the meeting adjourned; the name of the minute taker. If there is no minute taker specifically assigned to the Board, the Chair shall designate an appropriate individual for this purpose. Within 5 days of the close of the meeting of the Board, the minute taker shall submit the draft minutes to the Staff Liaison for the Board. The Chair, or Vice-Chair, shall review the draft minutes and may make such corrections as are necessary to ensure that information required to be included in the minutes of such meetings is accurate. Examples of appropriate corrections include spelling of names, grammar, citations, and technical jargon. In no case shall a correction alter what was said or discussed at the meeting, or the result of any action taken. All corrections shall be made with “track changes” or a similar feature turned on so that other Board members are aware of any such corrections. If extensive revisions are being requested by a member, the Board should conduct the review at the end of the regular agenda items. Once approved, meeting minutes shall be immediately filed with the City Clerk.

3. **Quorum:** A quorum shall consist of a majority (a minimum of 50% plus 1) of the total eligible number of members that may be appointed to the Board, either under state law or by City Code, regardless of the number of members actually appointed. No Board business shall be conducted in the absence of a quorum. An available alternate member shall be appointed by the Chair in the absence of a regular member to form a quorum, and shall be appointed by the Chair at any time in the absence of any regular member. An alternate member so appointed shall continue to serve in the place of the absent regular member if a matter under consideration by the Board extends over multiple meetings, and/or until that matter has been completed. A quorum of the Board shall always be physically present at the location specified in the public notice, and no Board business shall be conducted through email or other electronic communication that does not allow the public to hear, read or otherwise discern the meeting discussion. A member may participate by telephone or other electronic communication when the member’s attendance is not reasonably practical, the reason for absence is stated in the minutes, and all participants, including the public, are able to hear, read and discern the meeting discussion. Email communications

among the Board or between the Board and Staff Liaison shall be used only for the transmittal of administrative matters such as scheduling or the transmittal of information to be acted upon at the public meeting. Board business shall not be conducted in any manner other than at a duly noticed public hearing.

4. **Elections:** At the first meeting of the new calendar year the Board shall elect, by simple majority, a Chair and a Vice-Chair.

5. **Presiding Officer:**

- A. The Chair shall preside over the meeting and call the members to order.
- B. In case of absence of the Chair, if a quorum is determined to be present, the Board shall proceed with the Vice-Chair acting as the presiding officer.
- C. In the event that both the Chair and Vice-Chair are absent, and if a quorum is determined to be present, the Board shall proceed to elect a Board member, by majority vote of those present, as Temporary Chair of the meeting until the presiding officer appears.

6. **Right of Floor:** The Chair shall control the meeting. When recognized by the Chair, a member of the Board or the public, shall respectfully address the members of the Board and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other individual's argument or vote. The Chair shall act on all proper motions for which there is a second. A motion to call the question shall require two-thirds (2/3) vote and is not debatable.

7. **Order of Business:** The business of all regular meetings shall be transacted in the following order:

- A. Call to order.
- B. Roll call of attendance.
- C. Acceptance of minutes of preceding meeting.
- D. Board business on meeting agenda.
- E. New business
- F. Adjournment.

8. **Meeting Agenda:** The meeting agenda shall be prepared by the Staff Liaison on consultation with the Chair, or in the absence of a Staff Liaison, by the Chair. Items to be placed on the meeting agenda must be received by the Staff Liaison a minimum of five (5) business days prior to the scheduled meeting. No subject matter that is not on the agenda shall be discussed at the meeting, but shall be referenced under New Business and shall be placed on the agenda for discussion at the next regular meeting.

9. **Communications:** Communications to be introduced to the Board must be signed by the person introducing the same, either by hand or scanned and submitted electronically, must give his or her residential address or mailing address, if different, at which he or she can be notified of meetings, and telephone number, if available. Communications not containing all of the above will not be accepted by the Staff Liaison, or by the Chair, and will not be placed on the agenda of

the Board. Communications addressed to a Board member of a personal or argumentative nature shall not be introduced in the meeting. Any email communication directly to a member of the Board relating to a matter before the Board must be provided to Staff Liaison, or to the Chair, for compliance with this paragraph and for inclusion in the record. If the Board decides to submit a written memorandum on a matter before it to the City Council, it shall direct the Staff Liaison to draft the memorandum for review and approval by the Chair prior to submission to the City Council.

10. **Order of Business - Out of Order:** The Chair may permit any item of business to be taken out of the regular order as set by the agenda unless there is an objection by a Board member in which case a majority of the Board may vote to take the item out of order.

11. **Reports:** When required, the Board shall issue a Majority Report as “Informational” or as a Recommendation to the City Council based on the findings of the Board. A simple majority of the quorum shall be sufficient for the report.

12. **Tie Vote:** In case of a tie vote on any motion or recommendation, said motion or recommendation shall be deemed defeated.

13. **Reconsideration:** After the decision of any question, any member who voted with the prevailing side may move for reconsideration for that action at the next regular meeting of the Board. For the purposes of this Rule, the next regular meeting of the Board shall be the next regularly scheduled meeting of the Board which is at least ten (10) days after the meeting of the Board at which the decision to be reconsidered occurred. The Board member shall submit a written notice and the question shall be placed on the agenda in accordance with these Rules of Procedure (“Rules”). A motion to reconsider shall require a majority vote of the Board members present. If the motion to reconsider is approved, then the matter shall be before the Board for further discussion and appropriate action. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made. If the original vote is sustained at the next regular meeting as defined herein, the Board shall have no further right of reconsideration on the question.

14. **Conflict of Interest:**

- A. Every member present when a question is placed before the Board shall vote thereon, except when the member has a conflict of interest in the matter as defined by Article VI, Conflict of Interest, and Section 25, Communications, of the Charter of the City of Keene. A conflict may exist when a Board member’s spouse, civil union partner, parent, child, or other member of the Board member’s immediate family has a conflict. A conflict exists when a business or individual has a matter before the Board and the Board member is employed by the business, or is otherwise a party in interest. If the conflict becomes known prior to a Board meeting, the Board member shall file the written particulars of the conflict of interest with the Staff Liaison for inclusion on the Board agenda. If the conflict becomes known to the Board member during a meeting, the Board member should immediately disclose the particulars of the conflict of interest. The question of whether or not a conflict exists will then be decided by a majority vote of Board

members present. When such a conflict exists, the member having the conflict shall be recused and shall be prohibited from participating in the discussion and shall not vote on the matter. No Board member having a conflict of interest may discuss the matter in which they have a conflict with any other Board member in any other place or any other time.

- B. Any Board member having reasonable grounds to believe that another Board member has a conflict of interest may raise the issue on their own motion. The question will then be decided as set forth above.

15. **Non-Public Session:** City Boards and Commissions may not enter a non-public session without prior notice to, and the presence of, City Staff at the meeting. In the event of a requirement to enter into non-public session, a majority of members present at a Board meeting may, by roll call, vote to go into non-public session in accordance with RSA 91-A:3. The motion shall state the specific statutory basis relied upon for the non-public session. All persons who are not Board members qualified to participate in the discussion shall leave the meeting, unless specifically requested to remain. No action or decision with respect to the matter shall be taken in non-public session. Minutes of the non-public sessions shall be taken and the minutes shall be publicly disclosed within seventy-two (72) hours unless, by recorded vote of two-thirds (2/3) of the members present, the minutes are sealed in accordance with RSA 91-A:3. The minutes of any non-public meeting shall be designated as such and shall be filed with the City Clerk no more than seventy-two (72) hours after the meeting.

16. **To Amend Rules:** These Rules may be amended or new Rules adopted by a two-thirds (2/3) vote of all members appointed to the Board. The public meeting notice shall state that a proposal to amend the Rules is included on the meeting agenda. Proposed amendments shall be submitted in writing at a regular Board meeting, but shall not be acted upon until the next regular meeting of the Board. An amendment to the Rules shall become effective upon passage.

17. **Creation of Subcommittees:** The Board may create subcommittees as necessary to assist in its operations, which shall be advisory to the Board. Subcommittees shall be created by vote of the Board for a stated purpose, identifying the specific Board members appointed, with the purpose and membership included in the minutes of the Board. Non-Board members shall not be appointed to subcommittees. Subcommittees are public bodies under RSA 91-A, and are subject to all of the requirements applicable to the Board under the foregoing Rules of Procedure, including prior public notice of meeting dates, times and meeting locations which are accessible to the public, and keeping and submitting appropriate minutes within the time periods stated above.

18. **Rules of Order - *Roberts Rules of Order*** shall govern points of order not covered herein.

Adopted this _____ day of _____, 2019.

_____, Chair

Ashuelot River Park Advisory Board
Budget 2019

updated 6.14.19

	Budget	Difference
Landscape Contract	\$ 5,000.00	\$ -
Clean Up - Spring Mulch Clean Up - Fall		
Bartlett Tree - Arbor Scope	\$ 1,500.00	\$ 1,500.00
Bartlett Tree - Pruning	\$ 4,795.00	\$ -
Miscellaneous (not contract)	<u>\$ 1,000.00</u>	<u>\$ -</u>
Total	\$ 12,295.00	\$ 1,500.00

Bartlett Tree Inv # 38249121-0	\$ 1,500.00
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Total	\$ 1,500.00
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