

**City of Keene**  
**New Hampshire**

**ASHUELOT RIVER PARK ADVISORY BOARD AGENDA**

Tuesday, January 12, 2021 at 8:00 AM

ZOOM Invite, Online Meeting

- Due to the COVID State of Emergency, this meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online: <https://zoom.us/join> enter Meeting ID 819 7366 0123
- To listen to the meeting, please dial (646) 876-9923 and when prompted as a participant, enter Meeting ID 819 7366 0123
- If you encounter issues accessing this meeting, please call (603) 757-1835 during the meeting

Members:

Arthur Winsor, Chair  
Judy Sadoski  
Dave Whaley  
Paul Bocko  
Suzy Krautmann  
Thomas Haynes, Alternate

Staff:

Andy Bohannon, PRF Director

Agenda:

1. Welcome and Call to Order
2. Acceptance of December 8, 2020 Minutes
3. Election of 2021 Chair
4. Finance Update
  - a. 2020
  - b. 2021
  - c. Trust Funds (chart attached)
5. Park Discussion – Master Plan Implementation
  - a. April Work Outing
  - b. Educational Signage
  - c. Invasive Species

- d. Pollinator Gardens
- e. Grants
- 6. Report from Friends of Ashuelot River Park Arboretum
- 7. New, Other Business
  - a. 2021 Calendar
- 8. Adjourn – Next Meeting Tuesday, February 9, 2021 at 8:00 AM

1 City of Keene  
2 New Hampshire

3  
4  
5 ASHUELOT RIVER PARK ADVISORY BOARD  
6 MEETING MINUTES  
7

8 Tuesday, December 8, 2020

8:00 AM

Remote Meeting via Zoom

Members Present:

Arthur Winsor, Chair  
Councilor Steve Hooper, Vice Chair  
Judy Sadoski  
Dave Whaley  
Paul Bocko  
Suzy Krautmann  
Thomas Haynes, Alternate

Staff Present:

Andy Bohannon, PRF Director

Members Not Present:

9 1) Welcome & Call to Order

10  
11 Chair Winsor called the meeting to order at approximately 8:00 AM. Mr. Bohannon read the  
12 executive authority to conduct a remote meeting and conducted roll call.  
13

14 2) Acceptance of November 10, 2020 Minutes

15  
16 Ms. Sadoski moved to accept the minutes of November 10, 2020, which Ms. Krautmann  
17 seconded, and the motion passed with a unanimous roll call vote.  
18

19 3) Finance Update

20  
21 Mr. Bohannon reported that he received the AGM landscaping bill and the budget was updated,  
22 having spent to date \$19,979.20 of the \$22,000 approved for the 2020 calendar year. The  
23 difference is due to less travel than anticipated for Conway students due to the pandemic.  
24 Landscaping is complete for the year.  
25

26 4) Conway Master Plan

27  
28 Mr. Bohannon said that he had yet to fill-in any associated costs or target dates, but he had  
29 cleaned-up the spreadsheet list of 10 things the group at prioritized collectively: Remove the  
30 Gazebo, Mascoma Bank Entrance, Starbucks Entrance, More Seating, Wayfinding Signage,

ACRONYM Meeting Minutes  
Month Date, Year

31 Safety in RMOLL (Rachel Marshall Outdoor Learning Lab), Gazebo for All, Information  
32 Center, Tree Removal, and Water Access. Mr. Bohannon said two things would help achieve  
33 these goals, with one being definitive and the other still unknown. Last month he and the Public  
34 Works Director met with the NH Dam Bureau, from which a report is pending. While the Bureau  
35 has yet to decide whether the dam should be removed, he said they expressed fair confidence that  
36 they would have the official report providing that direction to the City by late spring 2021.  
37 Having that decision would be beneficial with regard to the Conway Master Plan.

38  
39 Mr. Bohannon also reported meeting recently with Keene's two Rotary Clubs and the Keene  
40 Interact. Due to Covid-19, those groups are foregoing their spring international mission trip in  
41 favor of local service that they will carry out at Ashuelot River Park during the last week of  
42 April. They could contribute finances and labor to construction of the pergola, which would  
43 require Mr. Bohannon to ensure the site work is completed removing gazebo in preparation for  
44 that time. There are also new benches that need to be installed. They have indicated willingness  
45 to commit \$10,000-\$15,000. Covid-19 protocols would still be adhered to. Work would likely  
46 occur over two to three days in four hour periods. Other work could include the Rachel Marshall  
47 side of the bridge and defining the Mascoma Bank entrance, including signs to be created by  
48 Peter Poanessa that might be available for installation that week.

49  
50 Chair Winsor asked if the pergola would be located in the same place as the gazebo. Mr.  
51 Bohannon said it was a matter for discussion. If the gazebo is removed, Mr. Bohannon  
52 envisioned the pergola spanning from one side of the lawn to the path behind the structure, with  
53 four benches on the ends of that space accompanying each beam supporting the structure. He  
54 said that like everyone now, landscape architects too are now planning with Covid-19 and social  
55 distancing in mind. A challenge moving forward is how to honor the social aspect of a park  
56 safely. In the space he envisioned, there would be sufficient space to distance safely without  
57 being socially awkward.

58  
59 Ms. Sadoski asked whether he was talking about the pergola going toward the street with the bed  
60 with overgrown trees behind it. Mr. Bohannon replied that he thought it was the bed before the  
61 one Ms. Sadoski mentioned that is the problem; the conifer bed that inhibits sight lines to the  
62 gazebo. He offered to take photos of the space from different angles to share with the Board very  
63 soon for consideration before the next meeting. Ms. Sadoski thought the images would be very  
64 helpful and she offered to help as well.

65  
66 Ms. Krautmann said she needed to see a blueprint to best envision, including the length of  
67 benches proposed, for example; she needed something more to visualize. Mr. Bohannon agreed  
68 and added that any bench the City installs that is not Rail Trail-designated would be standard  
69 four feet long because it is uncomfortable to sleep on for the standard adult.

70  
71 Chair Winsor asked if the Conway plans showed proposed locations for the pergola. Mr.  
72 Bohannon said they submitted photos of a pergola but no detailed sketch. He needed to solicit

73 price estimates for a pergola to submit at the next Rotary meeting and so he could provide more  
74 details to the Board at the January meeting, to accompany a discussion of the 2021 budget.

75  
76 Mr. Bocko asked if Mr. Bohannon envisioned the pergola as a walk through that garden bed. Mr.  
77 Bohannon said yes but he was open to discussion. Mr. Bocko liked the idea, short of seeing a  
78 specific plan; he thought it would open the area and wondered if it would create another  
79 unestablished walkway of beaten down grass. Mr. Bohannon understood, citing the area in front  
80 of the current gazebo that has to be consistently refilled with cobbles because of such wear and  
81 tear. He also said to keep in mind that different materials could be used in the pergola instead of  
82 cobbles, such as stone dust, which withstands more traffic. He briefly cited other ideas that he  
83 would formalize as drawings and share with the Board.

84  
85 The Board thanked Mr. Bohannon for interfacing with the Rotary groups to great benefit for the  
86 park. Mr. Bohannon thought it would be a lot of work for significant payout. Chair Winsor  
87 recalled that the park was constructed originally in approximately two weeks by adults and  
88 children. While not present, Mr. Bohannon recalled that Dian Mathews is attending the Master  
89 Gardener program at University of New Hampshire and her goal is to have other master  
90 gardeners in the area and members of the Friends of the Arboretum at Ashuelot Park attending  
91 that week as well for plantings. Mr. Bohannon is looking forward to coordinating many  
92 stakeholders for what could be a great park transformation within one week.

93  
94 Mr. Bocko asked if there were any specific ideas at this time for Rotary work that occur on the  
95 Rachel Marshall side of the bridge. Mr. Bohannon replied that it would be good to clear the area  
96 with a brush hog as in the past or to identify trees to allow to grow and replace those that have  
97 matured/fallen. That would allow opportunity to begin defining informal gathering spaces with  
98 greater sight lines. Then, programming could begin for that portion of the park, such as recent  
99 discussions with the Monadnock Conservancy. Mr. Bocko hopes to be involved as programming  
100 begins and although perhaps not in the same capacity, he hopes to get a K-12 student/school  
101 group involved again.

102  
103 **5) Bat House Update**

104  
105 Mr. Bohannon said he owed Councilor Hooper and Mr. Bocko an apology because despite their  
106 diligence, Mr. Bohannon had not followed-up with his staff before this meeting to determine if  
107 the bat houses were successfully relocated, though he knows locations were scouted.

108  
109 Councilor Hooper recalled that due to an unfortunate miscommunication three of the four bat  
110 houses were installed originally too close to the walking trails, which is a deterrent to bat use.  
111 Markers were place 15-20 feet further into the woods for the houses to be relocated but he was  
112 also unsure whether the work was complete. In response to Ms. Krautmann, the Councilor  
113 recalled that the houses should also be reinstalled facing south and east for more warmth during  
114 hibernation. Additionally, Councilor Hooper said that bats prefer to roost in an area with more  
115 daytime warmth and so the houses are being relocated from shady areas to those with more sun.

116 This relocation will help the bats that are already threatened by environmental factors and  
117 diseases. In response to Mr. Whaley, the Councilor recalled that the houses are 9-10 feet high off  
118 the ground. The fourth bat house by the bridge was always deemed educational and therefore  
119 would not be moved. Mr. Bohannon would provide another update next month.

120

121 **6) Report from the Friends of the Arboretum at Ashuelot River Park**

122

123 No representative present. Mr. Bohannon reported that George Foskett resigned from this Board  
124 and Dian Mathews, who is replacing Mr. Foskett as the Friends' Chair, is seeking confirmation  
125 from City Council to replace him on this Board. Mr. Bohannon said that Ms. Mathews has a lot  
126 of energy and has already sought grants on behalf of the Friends. She is also a member of the  
127 Monadnock Garden Club. She will bring a unique skill set of value to the Board.

128

129 Mr. Bohannon noted Mr. Foskett's years of service and value provided to the Board, and his  
130 efforts reestablishing the Friends in good non-profit standing. Now, they have four or five  
131 individuals dedicated to park improvement. Board members agreed it is a good idea to honor Mr.  
132 Foskett's years of service formally in some way once Covid-19 has calmed. Mr. Foskett will  
133 remain an active member of the Friends.

134

135 **7) Park Discussion**

136

137 Mr. Bohannon cited recent events in Manchester, NH, where he said homeless residence in a  
138 local park was mishandled. He said that Mayor George Hansel has been active in the Governor's  
139 discussions on approaches to homelessness in the state and this recent event spurred  
140 conversations between local Keene agencies on how to develop a plan. Throughout the effort  
141 some unique ideas have been offered. This all aligns with concerns about homelessness that this  
142 Board has discussed for many years.

143

144 Mr. Bohannon shared an idea that he pitched during these ongoing discussions. He said that  
145 among the homeless population there is a high degree of mental illness that can pose lifestyle  
146 challenges that some might take for granted, such as managing ones finances. In other park  
147 districts, he has seen success with work programs through which proven sober individuals with  
148 consistent attendance have a chance at financial stability. There is usually a life coach as a part of  
149 these programs as well to assist individuals toward the end goal of employment and housing.  
150 With the guidance of someone trained, Mr. Bohannon imagined the possibilities not just for the  
151 individuals but for the park through this endeavor.

152

153 Councilor Hooper supported Mr. Bohannon's idea. It is something the Councilor has researched  
154 in his role, and along with fellow City Councilors Raleigh Ormerod and Jan Manwaring, as  
155 potential ways to help homeless and mental health issues. He said the program Mr. Bohannon  
156 cited is a great positive possibility in addition to other job program models that have proven to  
157 contribute to one's feeling of dignity and self-worth through contributing to something

158 meaningful. Councilor Hooper supports this program and finding the funds to do so if the  
159 opportunity is ever before City Council.

160

161 **8) Adjourn – Next Meeting Date: January 12, 2021 at 8:00 AM**

162

163 Being Councilor Hooper's final Board meeting, he stated that he has thoroughly enjoyed working  
164 with everyone on the Board for the past five years, including Chair Winsor and Mr. Bohannon as  
165 leaders. Councilor Hooper wanted everyone to know he did not take this resignation lightly, but  
166 the Mayor asked him to serve as the City representative on the Board of Cheshire TV, where  
167 there have been many recent struggles. Therefore, due to time constraints, the Councilor must  
168 resign from this Board but will remain supporting the park in a volunteer capacity and hopefully  
169 organizing a bird class with Mr. Bohannon this spring. The Board thanked Councilor Hooper for  
170 his years of service to this Board and the park.

171

172 There being no further business, Chair Winsor adjourned the meeting at 9:00 AM.

173

174 Respectfully submitted by,  
175 Katie Kibler, Minute Taker  
176 December 14, 2020

177

178 Edits Submitted by,  
179 Andy Bohannon, Staff  
180 December 22, 2020

**Ashuelot River Park Advisory Board  
Budget 2020**

11.30.20

	<b>Budget</b>	<b>Actual To Date</b>	<b>Difference</b>
CONWAY SCHOOL	\$ 12,500.00	\$ 10,000.00	\$ 2,500.00
Landscape Contract	\$ 5,000.00	\$ 5,250.00	\$ (250.00)
Clean Up - Spring	\$ 1,250.00		
Mulch	\$ 2,500.00		
Clean Up - Fall	\$ 1,250.00		
Bartlett Tree - Pruning	\$ 3,500.00	\$ 3,660.00	\$ (160.00)
Miscellaneous (not contract)	<u>\$ 1,000.00</u>	<u>\$ 1,069.20</u>	<u>\$ (69.20)</u>
<b>Total*</b>	<b>\$ 22,000.00</b>	<b>\$ 19,979.20</b>	<b><u>\$ 2,020.80</u></b>

\*Conway School to utilize Memorial Trust Fund & ARP Trust

Memorial Trust Fund	\$ 5,813.63
ARP Trust	\$ 6,686.37

Hamblett Electric - lights LED arch	4/24/2020	27555***	\$ 650.00
Conway - down payment			\$ 5,000.00
AGM landscaping	4/14/2020	15728	\$ 1,250.00
Bartlett Tree - nutrients	5/5/2020	38953452-0	\$ 185.00
Bartlett Tree - trimming	5/21/2020	38953453-0	\$ 3,475.00
AGM landscaping	6/23/2020	15855	\$ 2,750.00
Conway - second payment			\$ 5,000.00
Bartlett Tree - Tree Tags			\$ 419.20
AGM landscaping	11/30/2020		<u>\$ 1,250.00</u>
<b>TOTAL</b>			<b><u>\$ 19,979.20</u></b>

\*\*\*Actual bill \$1752.32 - each light \$650, labor, supplies





### #529 Ashuelot River Park Trust

90% of income to provide funding for unusual or special maintenance items with respect to the park and its facilities  
 10% of income shall be transferred to principal on an annual basis

Income Balance as of 11/30/20	\$	17,785.00	includes 5 mos int. thru 11/30/20
Estimated income (12/1/20 - 6/30/21)	\$	5,579.00	7 months @ \$797
Less 10% transfer to principal	\$	(957.00)	
<b>ESTIMATED INTEREST AVAILABLE AS OF 6/30/21</b>	<b>\$</b>	<b>22,407.00</b>	

#### AVERAGE INCOME EARNED

	Interest Earned	10% to Principal	Interest Available to Expend
FY16 income - transferred FY17	9,168.07	(916.81)	8,251.26
FY17 income - transferred FY18	10,195.06	(1,019.51)	9,175.55
FY18 income - transferred FY19	9,713.27	(971.33)	8,741.94
FY19 income - transferred FY20	9,852.10	(985.21)	8,866.89
FY20 income - transferred FY21	8,919.73	(891.97)	8,027.76
<b>5 YEAR AVERAGE</b>	<b>9,569.65</b>	<b>(956.96)</b>	<b>8,612.68</b>

#### HISTORICAL TRUSTEES BUDGET APPROVALS

	Status	Approved Amount	Actual Expense	Balance Remaining
Budget for 2013	Complete	9,530.00	(9,276.95)	
90272-14 Budget for 2014	Complete	7,900.00	(6,160.00)	
90272-15 Budget for 2015	Complete	7,900.00	(5,650.83)	
90272-16 Budget for 2016	Complete	7,900.00	(7,285.58)	
90272-17 Budget for 2017	Complete	13,175.00	(12,285.00)	
90272-18 Budget for 2018	Complete	16,670.00	(11,670.00)	
90272-19 Budget for 2019	Complete	12,295.00	(11,295.00)	
90272-20 Budget for 2020 - balance Conway School	Complete	10,500.00	(5,113.49)	
90272-20 Budget for 2020	In Process	12,500.00	(8,729.20)	3,770.80



# City of Keene

New Hampshire

## A RESOLUTION Relating to Bee City USA

Resolved by the City Council of the City of Keene, as follows:

WHEREAS: the mission of *BEE CITY USA* is to galvanize communities to sustain pollinators, responsible for the reproduction of 90% of the world's wild plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS: insect pollinators, including wild native bees and European honey bees, are vital to a healthy ecosystem and agricultural production, worldwide; and

WHEREAS: bees and other pollinators have experienced population declines due to a combination of habitat loss, use of pesticides, and the spread of pests and diseases; and

WHEREAS: pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local nurseries and growers; and

WHEREAS: ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession throughout the growing season;
- Provides water for drinking, nest building, hive cooling, diluting stored honey, and butterfly puddling;
- Provides undisturbed spaces (leaf and brush piles, un-mowed fields or field margins, fallen trees and other dead wood) for nesting and overwintering for wild pollinators;
- Is pesticide free or has pesticide use carried out with least ill effects on pollinators;
- Is comprised of mostly, if not all native species of annual and perennial forbs, grasses, vines, shrubs, and trees in landscapes because many wild pollinators prefer or depend on the native plants with which they co-adapted;
- Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness; and
- Provides for safe and humane removal of honey bees when required.

WHEREAS: supporting pollinators fosters environmental awareness and sustainability, and increases interaction among community stewards, including commercial and backyard beekeepers, farmers, children, educators, University researchers, Master Naturalists, Master

Gardeners, plant nurseries, municipalities, neighborhoods, garden suppliers and clubs; and

WHEREAS: in order to enhance understand among City staff and City residents about the vital role that pollinators play and what each of us can do to sustain the, the City of Keene, New Hampshire chooses to support and encourage pollinator habitat creation and enhancement on both public and private land; and

NOW, THEREFORE BE IT RESOLVED, that the City Council, the governing legislative body of the City of Keene, New Hampshire does hereby approve Resolution #XXXXXX accepting the City of Keene's designation as a "Bee City USA" community and committing to the standards of said designation as follows:

1. The City of Keene Conservation Commission is hereby designated as the *BEE CITY USA* sponsor.
2. The Community Development Director, City of Keene is designated as the *BEE CITY USA* liaison
3. Facilitation of the City of Keene *BEE CITY USA* program is assigned to the City of Keene Conservation Commission
4. The City of Keene Conservation Commission is authorized to and should:
  - a. Celebration: Annually celebrate National Pollinator Week (third full week of June), pollinator habitat plantings or restoration, proclamations or promotions that showcase the City of Keene's commitment to enhancing pollinator health and habitat
  - b. Publicity & Information: Install and maintain at least one authorized *BEE CITY USA* street sign in a prominent location, and create and maintain a webpage on the City of Keene website which includes, at a minimum, a copy of this resolution, links to the national *BEE CITY USA* website, contact information for the local government's *BEE CITY USA* liaison and contact information for the City of Keene Conservation Commission, and reports of the pollinator friendly activities the community has accomplished the previous year(s)
  - c. Habitat: Develop and implement a program to create or expand pollinator friendly habitat, which can include, but is not limited to:
    - i. Identification and inventory of the City of Keene real property that can be enhanced with pollinator friendly plantings
    - ii. Creation of a recommended locally native species list to include forbs, grasses, vines and shrubs and trees and a list of local suppliers for those species
    - iii. Creation of a least toxic pesticide management plan
    - iv. Dissemination of informational and educational materials to the public
    - v. Tracking annual area of pollinator habitat created or enhanced by square footage and/or acreage

- d. **Policy:** Encourage, through the Open Spaces & Greenway Connections Chapter of the City of Keene's Master Plan, acknowledgement and commitment to the *BEE CITY USA* designation
- e. **Plan Review:** Review the Land Stewardship Plan for specific city properties, and other relevant documents to review pesticide management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator friendly plantings, and consider other appropriate measures
- f. **Renewal:** After completing the first full year as a *BEE CITY USA* affiliate, each January, apply for renewal of the City of Keene's *BEE CITY USA* designation following the format provided by *BEE CITY USA*, including a report of the previous year's *BEE CITY USA* activities, and paying the renewal fee based on the City of Keene's population

---

George Hansel, Mayor



**City of Keene  
New Hampshire**

**Ashuelot River Park Advisory Board**

**2021 Meeting Schedule**

January 12, 2021

February 9, 2021

March 9, 2021

April 13, 2021

May 11, 2021

June 8, 2021

July 13, 2021

August 10, 2021

September 14, 2021

October 12, 2021

November 9, 2021

December 14, 2021

**Meetings are conducted on the 2<sup>nd</sup> Tuesday of the month at 8:00 AM**

**\*Meeting dates and times are subject to change\***