

City of Keene
New Hampshire

ASHUELOT RIVER PARK ADVISORY BOARD AGENDA

Tuesday, March 8, 2022 at 8:00 AM
Room 22 Upstairs, Recreation Center

- This meeting will be conducted in person and by using the online meeting platform, Zoom. The public may view the meeting online at www.zoom.com and click on “Join A Meeting” enter Meeting ID 816 1971 6338
- To listen to the meeting, please dial (646) 876-9923 and when prompted enter Meeting ID 816 1971 6338
- If you encounter issues accessing this meeting, please call (603) 757-1835 during the meeting

Members:

Arthur Winsor, Chair
Councilor Bettina Chadbourne
Steve Hooper
Paul Bocko
Suzy Krautmann
Ruzzel Zullo
Dian Mathews

Staff:

Andy Bohannon, PRF Director

Alternate:

Thomas Haynes

Agenda:

1. Welcome and Call to Order
2. Acceptance of February 8, 2022 Minutes
3. Finance Report
4. Report from Friends of Ashuelot River Park Arboretum
5. Park Discussion – Master Plan Implementation
 - a. Educational Signage
 - b. Book Walks
 - c. Public Art
6. New, Other Business
7. Adjourn – Next Meeting Tuesday, April 12, 2022 at 8:00 AM

1 City of Keene
2 New Hampshire

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5 ASHUELOT RIVER PARK ADVISORY BOARD
6 MEETING MINUTES
7

Tuesday, February 8, 2022

8:00 AM

Room 22, Recreation Center

Members Present:

Arthur Winsor, Chair
Councilor Bettina Chadbourne
Ruzzel Zullo
Paul Bocko
Dian Mathews
Suzy Krautmann
Thomas Haynes, Alternate

Staff Present:

Andy Bohannon, Director of Parks,
Recreation & Facilities

Members Not Present:

Stephen Hooper

8
9
10 **1) Welcome and Call to Order**

11
12 Chair Winsor called the meeting to order at 8:03 AM. Councilor Chadbourne and Mr. Bocko
13 were present via zoom.

14
15 **2) Chair Elections**

16
17 Chair Winsor announced the first order of business to be elections for Chair and Vice Chair. Ms.
18 Mathews made a motion for Mr. Winsor to remain on as Chair. Ms. Krautmann seconded the
19 motion, which passed unanimously. Ms. Mathews nominated Mr. Zullo as Vice Chair. Mr.
20 Haynes seconded the motion, which passed unanimously. Both Mr. Winsor and Mr. Zullo
21 accepted their nominations.

22
23 **3) Acceptance of January 11, 2022 Minutes**

24
25 Ms. Mathews pointed out a correction on page 2, 4th paragraph, noting that the price of the grant
26 they are applying for should be \$1,500 not \$15,000. She added that she applied for \$800 only.
27 Ms. Mathews also noted a correction on page 4 where the kiosk casting shade was mentioned.
28 She suggested that better wording would be “shadows the kiosk will cast over the
29 gardens/plantings.” Chair Winsor stated on page 3 it should say \$4,500 not \$45,000 when cost of
30 the kiosk is mentioned.

31 Mr. Haynes made a motion to accept the minutes of January 11, 2022 with the aforementioned
32 amendments. Mr. Zullo seconded the motion, which passed unanimously.

33

34 **4) Finance Report**

35

36 **A) Budget Creation**

37

38 Mr. Bohannon explained that the board needs to create a budget for 2022 and he will then
39 take it to the trustees of trust funds for approval. He went on to state that they are a
40 calendar year as opposed to a fiscal year and don't typically have a lot of activity until
41 later in the spring season. He suggested they complete the budget process within the next
42 month or so.

43

44 Mr. Bohannon stated he usually reaches out to Bartlett Tree before doing the budget
45 process but did not have a chance to do so yet; however, they have been averaging \$4,000
46 with them in the past. He mentioned that there is always work to be done with a tree
47 company but he can give them a budget that the board is not willing to go over. Given
48 that information, Ms. Mathews suggested they reserve \$5,000 for Bartlett Tree. Chair
49 Winsor agreed.

50

51 Ms. Mathews asked for clarification on the landscaping category in the budget and what
52 that entails. Mr. Bohannon explained that mowing and trimming is done by the City and
53 landscaping is the contract they had in the past for the bark mulch and the spring and fall
54 clean up. He reminded them that they chose not to do that at all last year because of their
55 long term commitment to the new program, where they save the leaves and then spread
56 them in the beds. General consensus was to put \$1,000 aside for landscaping just in case
57 there's anything they end up needing.

58

59 Mr. Bohannon mentioned that they need \$800.00 in their budget to match the grant
60 application if awarded and suggested they put \$800.00 in miscellaneous for that purpose.
61 Chair Winsor suggested they add \$1,000 to miscellaneous and there was no opposition.

62

63 Ms. Mathews stated last year they spent over \$3,000 on shrubs, bulbs and invasives. She
64 suggested that they put \$1,000 for shrubs since they did a lot of shrub work already. After
65 spending \$200.00 in the past on bulbs she requested that be increased to \$500.00. With
66 regards to invasives, Ms. Mathews brought up purchasing tarps for knotweed and thus
67 suggested \$2,000.

68

69 The total they'd present would be \$10,500 and Mr. Bohannon noted that if they don't
70 spend it, it comes back. He added that it allows for a cushion which will be good to have
71 with the public art projects on the horizon.

72

73 Mr. Bohannon praised the board for being good stewards of their budget, which has left
74 them in a good place for 2022.

75
76 Chair Winsor confirmed the following proposed 2022 budget:

- 77
78 i) **Landscaping: \$1,000**
79 ii) **Replanting Program**
80 (1) **Shrubs: \$1,000**
81 (2) **Bulbs: \$500**
82 (3) **Invasives: \$2,000**
83 iii) **Bartlett Tree – Pruning: \$5,000**
84 iv) **Miscellaneous (not contract): \$1,000**
85

86 Ms. Mathews made a motion to accept the proposed 2022 budget. Mr. Haynes seconded
87 the motion, which passed unanimously.

88
89 **5) Report from Friends of Ashuelot River Park Arboretum**

90
91 Ms. Mathews stated the Friends did not meet in December or January so she had no report but
92 did have some questions. She spoke to Barry LeClair, the cobblestone committee chair, who
93 wanted to know if he could do something with the stones at the end of the Jonathan Daniel's
94 Trail by the granite posts. Mr. Bohannon stated they hadn't looked at that area but when the time
95 comes they will keep in mind to discuss it. Next, Ms. Mathews stated she applied for the
96 Conservation Commission Opportunity grant under the under the auspices of the Advisory Board
97 and under her auspices as the Friends. She went on to state that she applied for \$800.00 to create
98 a rain garden over by the Starbucks gate. She inquired about obtaining compost for that project.
99 Chair Winsor and Mr. Bohannon stated the City has plenty of compost that can be used. Lastly,
100 Ms. Mathews stated they have 15 cobblestones and requested stone dust. Mr. Bohannon stated he
101 would arrange for Ms. Mathews to receive stone dust.

102
103 **6) Park Discussion – Master Plan Implementation**

104
105 A) **Educational Signage** – Mr. Bohannon reviewed that Mr. Bocko found an
106 Antioch University student, Kyle Bradford, who has done some work in the past with
107 educational signage. Initially, Chair Winsor, Mr. Bocko and Mr. Bohannon met with Mr.
108 Bradford and felt he would be a great fit for the educational signage project. Mr.
109 Bohannon set up several meetings with Ms. Mathews and Chair Winsor to guide Mr.
110 Bradford with the process. Mr. Bocko will be the liaison to chime in when necessary.
111 Next steps are for Mr. Bradford to meet with Ms. Mathews and Chair Winsor
112 individually and then the four of them will reconvene on March 1st to begin to formulate
113 a plan. Mr. Bradford will then attend the April ARPAB meeting to present and receive
114 input from the board. His internship ends in May so that will leave April for him to finish
115 up after the board provides feedback. Mr. Bohannon stated Mr. Bradford has a solid

116 understanding of the assignment and interactive capabilities and is looking to use a QR
117 code on the signage and link it to a story map he plans to build, which is a simple GIS
118 page. The goal is for people to experience the park and take it home and improve their
119 own backyard. Mr. Bocko mentioned that Mr. Bradford has a good ecological
120 background and knowledge which will be helpful throughout the process.

121
122 **B) Book Walks** – Ms. Krautmann stated that she received a call from a library
123 trustee who mentioned the idea of doing a book/story walk installation as a memorial for
124 someone who was prominent in the library, noting that the library has money from
125 donations and a grant to do the project. Ms. Krautmann stated the board is tasked with
126 coming up with where to place it and how many frames they'd like. Mr. Bohannon stated
127 you can get the boards done vertically or with a post and a slanted diagonal read, which is
128 what they have for the Jonathan Daniels sign. He recommended the latter as a better sign
129 for kids and adults to be engaged with. Mr. Bohannon stated they can get 20 of the signs
130 for \$4,500 dollars, which the grant from the library would cover, and they would likely
131 have to cover the install fee. He stated that he will talk to the parks crew about the install
132 and mentioned it could also be an Eagle Scout project. Chair Winsor suggested funds for
133 the install could also come from the \$1,000 they assigned to landscaping. Ms. Mathews
134 stated it sounds like the trustees have money to pay for the install so that could be an
135 option too. She suggested they could start using the words 'in honor of' instead of 'in
136 memory of' so as to avoid making Asheulot River Park a memorial park.

137
138 Mr. Haynes clarified that the stories will be interchangeable so they can be different ones
139 at different times and suggested they could have themes depending on the seasons, etc.
140 Ms. Krautmann stated the board can suggest what they'd like the content to be, such as
141 science themed. Ms. Mathews stated it will be good to work with the library. Ms.
142 Krautmann agreed and stated it will be great to have the community involved. She
143 mentioned that location is important and they need to carefully think about that. Mr.
144 Bohannon and Chair Winsor suggested they do a walk around before deciding. Ms.
145 Krautmann stated they need to also decide how far apart they want the boards and
146 whether or not they will have QR codes on them. Mr. Bohannon stated you want the
147 boards spread out and mentioned that when they've done them in the past they went
148 around the pond at Robin Hood, which is almost a 20 minute walk. In Ashuelot River
149 Park they may need to go out along the trail and back, as there may be 20 to 30 pages in
150 the children's book. He mentioned that at one of the Recreation Department summer
151 camps in the past, the kids created their own book and they put those books out on the
152 trail, which was very popular. Mr. Bohannon stated there's a lot of opportunity for the
153 Recreation Department and the library to work together on this and get kids outdoors.

154
155 Mr. Bocko stated it could be a great project to get classrooms involved in during the
156 school year, maybe making that part of their curriculum.

157

158 Ms. Mathews stated they are planning 12 sculptures and combining that with 20 of the
159 story books, which may be a lot so it will need to be well thought out. Ms. Krautmann
160 stated she believes the sculptures will be in one spot and they will need to decide which
161 spot. Mr. Bohannon suggested the front interior of the park, next to some benches so they
162 are protected and visible.

163
164 **C) Public Art** – Mr. Bohannon stated with the sculptures they can do stacks of 3 in
165 clusters, which is a little different than the books because those you want spread out. The
166 stacks can be short, medium, tall, and have more flexibility. Ms. Krautmann stated she
167 has not been in contact with the contact for the sculptures this month so she doesn't have
168 an updated report.

169
170 Ms. Krautmann reported that she called Georgia Cassimatis from Friends of Public Art
171 about the tiny doors idea and she is willing to point them in the right direction and assist
172 with finding a grant for the project. She suggested Jessica Gelter from Arts Alive as a
173 good resource for designing the project. They may need to fill out a public land resolution
174 and present to City Council and Ms. Cassimatis stated she is willing to zoom in for that.
175 Chair Winsor suggested they leave that project on the table for future developments and
176 accept as informational. He thanked Ms. Krautmann for her work on this.

177
178 Ms. Krautmann asked what the next steps would be with the library and Mr. Bohannon
179 stated he will contact them to discuss moving forward.

180
181 **7) New, Other Business**

182
183 Chair Winsor opened the floor for new or unfinished business. He stated Brian Mattson was
184 instrumental in the formation of Ashuelot River Park and a wonderful person and would like to
185 do something to honor him in the park if possible. Mr. Bocko agreed and stated Mr. Mattson was
186 a very special connection with Antioch University as well, always engaged and a big part of the
187 educational piece with the Rachel Marshall learning lab. Ms. Mathews suggested they could do
188 something like an education circle for kids to sit in and use for classes and have a plaque there.
189 Mr. Bohannon stated there's another bench location within the pergola as well that could be a
190 possibility, also noting that Mr. Mattson was instrumental in that park. Chair Winsor stated they
191 will discuss this at future meetings. Mr. Haynes added that Mr. Mattson was instrumental for
192 Goose Pond as well. Mr. Bohannon stated he served the Recreation Department for many years
193 and the things he was able to accomplish in his tenure were absolutely amazing and he
194 influenced staff and so many boards and commissions. Chair Winsor shared a story of how he
195 helped him in the past and noted that he was generous with his time and a great guy.

196
197 **8) Adjournment – Next Meeting Tuesday, March 8, 2022 at 8:00 AM**

198
199 There being no further business, Chair Winsor adjourned the meeting at 8:48 AM.

200

ARPAB Meeting Minutes
February 8, 2022

201 Respectfully submitted by,
202 Nicole Cullinane, Minute Taker
203
204 Reviewed and edited by,
205 Andy Bohannon, Parks, Recreation and Facilities Director
206

**Ashuelot River Park Advisory Board
2022**

		PROPOSED		
		Budget	Actual To Date	Difference
Landscaping		\$ 1,000.00	\$ -	\$ 1,000.00
Replanting Program				
	shrubs	\$ 1,000.00	\$ -	\$ 1,000.00
	bulbs	\$ 500.00	\$ -	\$ 500.00
	invasives	\$ 2,000.00	\$ -	\$ 2,000.00
Bartlett Tree - Pruning		\$ 5,000.00	\$ -	\$ 5,000.00
Miscellaneous (not contract)		\$ 1,000.00	\$ -	\$ 1,000.00
Total*		<u>\$ 10,500.00</u>	<u>\$ -</u>	<u>\$ 10,500.00</u>

TOTAL

\$	-
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