

City of Keene
New Hampshire

ASHUELOT RIVER PARK ADVISORY BOARD MEETING AGENDA

Tuesday, January 10, 2023 at 8:00 AM
Room 22 Upstairs, Recreation Center

Members:

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

Staff:

Andy Bohannon, PRF Director

Alternate:

Thomas Haynes

Agenda:

1. Welcome and Call to Order
2. Elections
3. Approval of December 13, 2022 Minutes
4. Finance Report
5. Report from Friends of Ashuelot River Park Arboretum
6. Park Discussion – Master Plan Implementation
 - a. Ashuelot Green Space
 - b. Kiosk Information
7. New, Other Business
 - a. 2023 Meeting Dates
8. Adjourn – Next Meeting Tuesday, February 14, 2023 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, December 13, 2022

8:00 AM

Room 22,
Recreation Center

Members Present:

Arthur Winsor, Chair
Ruzzel Zullo, Vice Chair
Stephen Hooper (via Zoom)
Paul Bocko
Dian Mathews
Suzy Krautmann
Thomas Haynes, Alternate

Staff Present:

Andy Bohannon, Director of Parks,
Recreation & Facilities

Members Not Present:

Councilor Bettina Chadbourne

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10 1) Welcome and Call to Order

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12 Chair Winsor called the meeting to order at 8:00 AM.

13
14 2) Approval of November 15, 2022 Meeting Minutes

15
16 Ms. Krautmann made a motion to approve the meeting minutes of November 15, 2022. Mr.
17 Bocko seconded the motion, which passed by unanimous vote.

18
19 3) Finance Report

20
21 Mr. Bohannon reported that everything is up to date. He continued that ArborScope is in there,
22 and the Friends payment is in there. The end of the year balance is shown. The ARPAB did not
23 spend everything that they thought they would. Chair Winsor asked if it is correct that the
24 money they did not spend stays in their account. Mr. Bohannon replied yes.

25
26 Ms. Mathews asked when the ARPAB starts doing its budget. Mr. Bohannon replied they can
27 start at any time. He continued that in the past, they have started in December. They should
28 have everything in place by March. Ms. Mathews replied that at the last two meetings they
29 talked about shredding leaves and what they were going to do. She continued that last year they

30 put money in the budget for landscaping and then did not use it. Perhaps they should talk about
31 that in January and February and get on a path so they can put it in the budget and do something
32 about it. Maybe Chuck [Sweeney] should be involved, since he might be doing it. Mr.
33 Bohannon replied that they might hire someone. He continued that they would need to get some
34 quotes to find out what that budget process would look like.

35
36 Chair Winsor asked if it is correct that ArborScope is every three years. Mr. Bohannon replied
37 yes.

38

39 **4) Report from Friends of Ashuelot River Park Arboretum**

40

41 Chair Winsor asked Ms. Mathews for the Friends' report.

42

43 Ms. Mathews stated that typically, the Friends' meeting is the afternoon after the ARPAB
44 meeting, but now they have decided to meet a week before, on the first Monday of each month.
45 She continued that as she said last month, the Friends' treasurer quit. The Friends are mainly
46 gardeners, not accountants. They would like to appeal to the ARPAB, to see if any ARPAB
47 members know someone who would be interested in being the new treasurer. They also need
48 someone to maintain the Friends' Facebook page, with photos of what they have been doing,
49 information about future work, volunteer work days, and so on and so forth.

50

51 Mr. Bohannon asked who the Friends want to reach on social media. Ms. Mathews replied that it
52 would be similar to putting an ad in the Monadnock Shopper, to announce volunteer work days
53 and invite people to participate. Mr. Bohannon asked how often they would be posting. Ms.
54 Mathews replied probably the first Saturday of every month. Mr. Bohannon replied that one post
55 a month will not work on Facebook. He continued that to utilize social media to its fullest, you
56 need to post almost daily, to stay relevant to an audience. Ms. Mathews replied that this is an
57 example of why they need someone to help with it. Mr. Bohannon stated that he thinks the Parks
58 Department and the Friends can work together on this. He gave examples of how the Parks
59 Department has helped the Conservation Commission via social media, and how Parks staff
60 could work with Ms. Mathews to post Friends' information monthly. Discussion continued.
61 Ms. Mathews stated that maybe Mr. Hooper could take photos for the Friends, and the Friends
62 could post them.

63

64 Ms. Mathews continued that the Friends learned that Mr. Sweeney's staff (maintenance workers)
65 felt very left out of the (rain garden) process, and thought that the Friends would be encroaching
66 on their territory. She gave examples, and stated that staff thought they would not be able to
67 access the rain garden area with their trucks. She continued that the Friends met twice with Mr.
68 Sweeney and Brett Ouellette and she and Raynee Carlson met with them in the park and showed
69 them where everything was going to go. She gave staff copies of the rain garden paperwork to
70 clarify everything. They are on board and enthusiastic. Sometime before the spring, the Friends
71 will again meet with staff to work together on this. Discussion ensued about the work for the
72 rain garden.

73

74 Ms. Mathews continued that the Friends have a list of plants that would be good in this spot.
75 They showed Mr. Sweeney some barberry bushes, and his staff removed two of them and will
76 remove the third. The Friends have a list of similar-sized shrubs to replace the barberries with.
77 Discussion ensued. Mr. Bohannon stated that he would like to see native plantings go in there.

78

79 Ms. Mathews stated that the Friends have a Facebook account but it is not working well. She
80 spoke of the Friends' issues with it. Mr. Bohannon stated that he will work with Ms. Mathews
81 on the Facebook issues.

82

83 Ms. Mathews continued that the Cheshire County Conservation District (CCCD) is starting to
84 make plans for the Pollinator Palooza, on Thursday, June 22 [at Ashuelot River Park]. She
85 continued that CCCD proposes having vendors sell plants at the event. She shared more
86 information about the event. She continued that the Friends have an unwritten 5-year plan and
87 want to have several educational events [at Ashuelot River Park] and educate people about
88 pollinators, and have plants there for sale and educational purposes. Discussion ensued. Ms.
89 Mathews stated that she does not know if she wants to let the CCCD come in [to Ashuelot River
90 Park] to do this and make money from it. Discussion continued about the CCCD's event and the
91 money aspect of it. Mr. Bohannon clarified that he (as Parks, Recreation, and Facilities Director)
92 gave the CCCD permission to hold the Pollinator Palooza in the park, and to do what they (the
93 CCCD) are asking to do. He asked Ms. Mathews if she is saying the Friends want part of the
94 proceeds. Ms. Mathews replied no, and clarified that she does not want the CCCD stepping on
95 the Friends' toes, since the CCCD is doing what the Friends planned to do in the future, with
96 bringing in vendors. She does not want the CCCD doing this in the park as an annual fundraiser,
97 because it was something the Friends were going to do. Mr. Bohannon replied that he would say
98 that the Friends are still in the development stage with their plan, whereas the CCCD are
99 implementing. He continued that the CCCD brought this to him in November. Discussion
100 continued. Chair Winsor stated that they will continue discussing this at the next meeting,
101 because for now they have to move on in the agenda.

102

103 **5) Park Discussion – Master Plan Implementation**

104

105 **A) Ashuelot Green Space**

106

107 Chair Winsor asked if there was an update on the Ashuelot Green Space. Mr. Bohannon replied
108 no.

109

110 **B) ArborScope Demonstration**

111

112 Mr. Bohannon gave the ARPAB an ArborScope demonstration. He stated that it is on the
113 website, live and interactive. He showed how the QR codes identify the trees on the map, and
114 give information about the trees' condition and value. He continued that there are links to click
115 on if you want to learn more about a certain tree. You can configure the map to show all of the

116 trees in the park, or you can use the filter tool to see the locations of just one particular species.
117 People logged in as an administrator can upload additional photos of the trees, for example, to
118 show what the park looks like in the different seasons. He continued that their ArborScope
119 account allows five users; he has added Chair Winsor and Ms. Carlson, and he can add others if
120 they are interested. He can set different levels of administrators, so that people cannot, for
121 example, log in and delete a tree. Discussion continued.

122
123 Chair Winsor stated that the photos mainly were taken by the arborist, whose intent with the
124 photos was to show the trees' problems, which is not what the ARPAB wants to show off.
125 Although, that leads to the topic of seeing which trees are in poor shape and starting to replace
126 them. Mr. Bohannon replied that the ARPAB needs to support that effort. He continued that
127 they have created their master plan, and they have some things, but they have not gotten into
128 focusing on replanting various things. They have talked about native plantings and bushes, but
129 they have put money aside for shrubs and have not touched it in two years. They should add a
130 tree every other year, or something to that effect. On ArborScope, he showed an example of a
131 tree that needs to be replaced. Chair Winsor agreed. Discussion continued about the process of
132 tree removal, and about the benefits of ArborScope as an educational tool.

133
134 **C) Kiosk Information**

135
136 Mr. Bohannon stated that the kiosk information is in the back of the agenda packet. Chair
137 Winsor stated that last month, Mr. Bohannon asked the ARPAB what they wanted to have on the
138 kiosk. He continued that Ms. Mathews had suggested a map of the trees, similar to the
139 ArborScope key, which he thinks is a good idea. He asked for other ideas. He asked Mr.
140 Bohannon if it will be possible to change/rotate the contents of the kiosk or if it will be static.
141 Mr. Bocko suggested having a rotating, poster-size space set aside for classrooms to display their
142 work. Ms. Mathews stated that Barry LeClair asked that they include something about the
143 stones, such as the address so people could send a note, information about where to pick up
144 applications, and information about the stones' locations, although the Friends do not want to
145 post the spreadsheet with every stone's location. Discussion continued. Mr. Haynes suggested
146 having an educational piece about invasive species. Others agreed.

147
148 Chair Winsor stated that they have some ideas here. Mr. Bohannon replied that they need to
149 have concrete ideas, because Keene Signworx is ready to print. Discussion continued. Mr.
150 Bohannon stated that a kiosk of 36"x72" is a fairly large space. He asked the ARPAB to tell him
151 again what they want to see on it. Chair Winsor replied a map of the trees. Discussion
152 continued about what type of map and whether the content on the kiosk could be changed. Mr.
153 Bohannon replied that it is kind of permanent, although there could be an acrylic piece put in to
154 allow the content to be changed. ARPAB members asked that it say "Rachel Marshall"
155 permanently. Ms. Mathews asked if she should send Mr. Bohannon something about the stones.
156 Mr. Bohannon replied that he has the brochure. Ms. Mathews replied that it has to be updated.
157 Mr. Bohannon replied that it has been updated. He continued that he will throw something
158 together and will show it to the ARPAB for their approval at the next meeting. Discussion

159 continued, and other ideas for content included a trail map, a space for the Library regarding
160 their story board, and a sign saying who contributes to and is responsible for the park.

161

162 **D) Pollinator Palooza June 22, 1-3 PM**

163

164 **6) New, Other Business**

165

166 Mr. Bohannon stated that he has asked for a quote from Keene Monument [for a plaque], for the
167 Franklin School students. One option is a small piece of granite with a plaque, which would be
168 sunk into the ground, and the other is a bronze piece that would stick out of the ground and have
169 the same wording thanking the Franklin class. His concern with the second type is that it might
170 be stolen. It might be more secure in the ground. He is waiting to hear about pricing.

171

172 Mr. Bohannon stated that he knows this is not part of the ARPAB's budget, but he is throwing it
173 out there – there is room for a fourth bench under the pergola. He continued that it might be a
174 good place to put a bench for Brian Mattson, saying “Thank you Brian Mattson.” It would be
175 about \$1,500. The ARPAB did not spend all of its money this year. Chair Winsor replied that
176 that would be a nice tribute to Mr. Mattson, who really pushed for this park. He asked about the
177 cost and whether the ARPAB has it. Mr. Bohannon replied that they could also seek donations;
178 he thinks others would be interested in this.

179

180 Chair Winsor stated that he called Mark Johnson last night and left a message, regarding the
181 vinyl sign (that needs to be fixed). He continued that he will take care of this. He asked Mr.
182 Bohannon if the sign can be removed so he can bring it to Mr. Johnson. Mr. Bohannon replied
183 that he is not sure; they are well secured. Chair Winsor replied that he will find out if Mr.
184 Johnson can do it in place. He will report back to the ARPAB at the next meeting.

185

186 Mr. Zullo stated that Mr. Bohannon emailed him to let him know his three-year term on the
187 ARPAB is ending, and he would like to join for another term if the ARPAB agrees. ARPAB
188 members agreed and thanked him. Mr. Bohannon stated that Chair Winsor, Ms. Krautmann, and
189 Mr. Haynes also received an email like that, and he hopes they all continue as members.

190

191 Chair Winsor asked if there was any more new business. There was no response.

192

193 **7) Adjournment – Next Meeting Tuesday, January 10, 2023 at 8:00 AM**

194

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

196

197 Respectfully submitted by,
198 Britta Reida, Minute Taker

199

200 Reviewed and edited by,
201 Andy Bohannon, Parks, Recreation and Facilities Director

**Ashuelot River Park Advisory Board
2022**

Updated 12/21/22

	Budget	Actual To Date	Difference
Landscaping	\$ 1,000.00	\$ -	\$ 1,000.00
Replanting Program			
shrubs	\$ 1,000.00	\$ -	\$ 1,000.00
bulbs	\$ 500.00	\$ 63.00	\$ 437.00
invasives	\$ 2,000.00	\$ -	\$ 2,000.00
Bartlett Tree - Pruning	\$ 5,000.00	\$ 5,058.23	\$ (58.23)
Miscellaneous (not contract)	<u>\$ 1,000.00</u>	<u>\$ 3,735.00</u>	<u>\$ (2,735.00)</u>
Total*	\$ 10,500.00	\$ 8,856.23	<u>\$ 1,643.77</u>

Bartlett Tree Contract	\$ 4,278.23	401691122-0	\$ 4,278.23
Bartlett Tree Contract	\$ 780.00	401691121-1	\$ 780.00
Friends - Praire Moon Nursery	\$ 63.00	2221713100	\$ 63.00
Bartlett Tree Arbor Scope	\$ 1,500.00	40648293	\$ 1,500.00
Antioch Signage for Kyle Bradford	\$ 2,235.00		\$ 2,235.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL			<u>\$ 8,856.23</u>



City of Keene
New Hampshire

Ashuelot River Park Advisory Board

2023 Meeting Schedule

January 10th

February 14th

March 14th

April 11th

May 9th

June 13th

July 11th

August 8th

September 12th

October 10th

November 14th

December 12th

Meetings are held on the 2nd Tuesday of the month at 8:00 AM and conducted in Room 22 (upstairs) Recreation Center 312 Washington Street

meeting dates, times and location are subject to change

