

City of Keene
New Hampshire

ASHUELOT RIVER PARK ADVISORY BOARD MEETING AGENDA

Tuesday, April 11, 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. Approval of February 14, 2023 Minutes
3. Finance Report
4. Report from Friends of Ashuelot River Park Arboretum
5. Park Discussion – Master Plan Implementation
 - a. Rachel Marshall Area
 - b. Kiosk Information
 - c. Bartlett Tree
6. Budget Development 2023
7. New, Other Business
8. Adjourn – Next Meeting Tuesday, May 9, 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, February 14, 2023

8:00 AM

Room 22,
Recreation Center

Members Present:

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

Staff Present:

Andrew 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. The members present at that time
13 identified themselves.

14
15 **2) Approval of January 10, 2023 Minutes**

16
17 Chair Winsor noted his name was spelled incorrectly as “Windsor” in the minutes of the January
18 10, 2023 meeting.

19
20 Councilor Bettina Chadbourne arrived at 8:05 AM.

21
22 Ms. Krautmann made a motion to approve the minutes of the January 10, 2023 meeting as
23 presented. Mr. Bocko seconded the motion. The Board passed the motion unanimously.

24
25 **3) Finance Report**

26
27 Mr. Bohannon stated there were no changes to the proposed budget for 2023, except he added
28 the cost of Kyle Bradford’s work in the budget, as discussed at the last meeting. He suggested
29 the Board could accept the proposed budget as informational and then discuss it later under
30 agenda item 6 (Budget Development 2023). Chair Winsor agreed.
31

32 **4) Report from Friends of Ashuelot River Park Arboretum**
33

34 Ms. Mathews stated she did not make a written report because it was down time, and the Friends
35 were not working in the garden, just behind the scenes. She mentioned the Friends were still
36 waiting for a meeting with Matt Kelly and Tom M. to look at the soil and help them decide what
37 to do.
38

39 Julie Barrett, a Friends' board member, reported that they took a field trip to Bagley Pond
40 Perennials in Warner last Tuesday. Bagley Pond Perennials started its farm about five years ago,
41 growing all native perennials and shrubs, mostly from seed. They met for a couple hours to
42 discuss the plants the Friends needed. The Friends now have a list of perennials and shrubs they
43 are working with. They plan to meet this week to decide how many of each shrub they need,
44 including for the rain garden. There was discussion about how great it was to have such a good
45 in-state source for native plants. Ms. Barrett indicated the Friends plan to determine how much
46 everything would cost this week.
47

48 **5) Park Discussion – Master Plan Implementation**
49

50 **A) Ashuelot Green Space**
51

52 In response to Chair Winsor's question, Mr. Bohannon stated there was nothing new to report.
53

54 **B) Kiosk Information**
55

56 Mr. Bohannon directed the Board's attention to the last page of the agenda packet for a tentative
57 view of what the kiosk would look like.
58

59 Mr. Bocko asked if the "Project Updates Poster" section was for changing posters, possibly from
60 kids. Mr. Bohannon responded it could be anything. Ms. Mathews stated they needed to put a
61 link to the cobblestones on the kiosk. Chair Winsor mentioned he had some old newspaper
62 clippings from the very beginning he could provide. Ms. Matthews said she had some, too. These
63 would be for the "History" section of the kiosk.
64

65 Mr. Bohannon said he did not have the capacity to write the Park's history, although he had trail
66 maps and some tree identification materials, and suggested the Board put some of the
67 information together. Numerous board members agreed. Chair Winsor sought volunteers. Ms.
68 Mathews, Ms. Krautmann and Mr. Bocko volunteered to put together materials for the "History"
69 section. Ms. Mathews stated the "Story Board" section was for the library, but they might not
70 need that much space, or any space at all, but it was not yet clear. Mr. Bohannon indicated he
71 had trail maps and information from Bartlett Tree for the "Map of Trees with Identification"
72 section. Ms. Mathews stated the Friends would take on the "Invasive Species" section.
73

74 There was discussion about what the “Arboretum” section should include. Ms. Krautmann
75 suggested it could include a link to the cobblestones. There was some back and forth discussion
76 about the purpose of the section. Mr. Bohannon suggested the section include the purpose or
77 mission of the Arboretum. Chair Winsor suggested it include a request for volunteers. Mr.
78 Bohannon suggested it include information about the Friends. He recommended including the
79 Recreation Center’s phone number, rather than any individual’s personal contact information.

80
81 Councilor Chadbourne suggested the section be titled, “Resources,” and list the cobblestones
82 link, how to contact the Friends, and how to become a volunteer. She also suggested the sections
83 of the kiosk be reorganized, with the front having more stable information and the back more
84 changing information, like the “Story Board” section. Mr. Bohannon mentioned the content for
85 that section might not change. Councilor Chadbourne expressed that the “Trail Map,” “Map of
86 Trees with Identification,” and “Invasive Species” sections seemed to tie in, whereas the “Project
87 Updates Poster” and “Story Board” sections seemed added. Ms. Mathews agreed the “Story
88 Board” was secondary to the map and arboretum information. In response to Ms. Barrett’s
89 question, Mr. Bohannon clarified there were two different trail maps – one of the Jonathan
90 Daniels trail and one of the city. Ms. Krautmann stated she liked the simplicity of the front.
91 Members discussed various ideas for where to place the sections. Mr. Bohannon suggested
92 placing a small “Resources” section beneath the trail map would preserve the balance Ms.
93 Krautmann sought.

94
95 In response to Chair Winsor’s question, Mr. Bohannon stated Peter [Poanessa] had the kiosk
96 ready, and he was waiting on the Board. He stated they need to get Peter all the text.

97
98 Thinking out loud, Mr. Bohannon noted he might want to reserve space under the “Trail Map”
99 section on the front of the kiosk for a separate wayfinding signage effort, so they would not have
100 to construct another kiosk for the wayfinding signage.

101
102 Ms. Krautmann asked whether the kiosk would include any QR codes for visitors to scan with
103 the cell phones. Mr. Bohannon said yes. Ms. Mathews stated there should be a QR code for the
104 “Map of Trees” section.

105
106 Mr. Bohannon continued that he introduced some wayfinding signage at the Finance, Operations,
107 and Personnel Committee meeting. The Keene Lions Club is supporting the effort to put
108 wayfinding signage in parks and trails, including Ashuelot River Park. Mr. Bohannon said he
109 might be able to put some language on the bottom of the kiosk. Mr. Bohannon also noted the
110 kiosk has to post the Park’s rules, likely on the front.

111
112 Councilor Chadbourne asked who would do the typesetting for the “History” section. Mr.
113 Bohannon responded it could be Peter, or they could find someone else. He said he would find
114 out. Ms. Mathews indicated they would type up their information and provide it to Mr.
115 Bohannon. He indicated they needed to have it print ready. Councilor Chadbourne wondered if
116 getting it print ready was included in the budget. Mr. Bohannon stated he would follow up with

117 Mr. Poanessa to see if the cost was included. Chair Winsor suggested working with Mark
118 Johnson, since vinyl can be changed.

119
120 Mr. Bocko said he thought putting “Resources” and “Map of Trees” on the front of the kiosk
121 would still allow for the balance Ms. Krautmann wanted. It would also allow space for the items
122 Mr. Bohannon raised.

123
124 In response to Ms. Mathews’ question, Mr. Bohannon stated there were not a lot of rules. The
125 rules were things like no dogs off leash, hours of operation, no alcohol, and no smoking. The
126 rules still have to finalized, but they will prohibit smoking in all parks.

127
128 Volunteers for the “History” section engaged in discussion to schedule a meeting for Tuesday,
129 February 28, 2023, at 10:00 AM, in Room 12.

130
131 **C) Bartlett Tree**

132
133 Mr. Bohannon indicated there was still time to have discussions and make decisions. His last call
134 with Frank from Bartlett Tree was not very productive because it took place right after a big
135 storm, and Frank was very preoccupied with cleanup. Mr. Bohannon said Frank was open to
136 scheduling another call. Chair Winsor said he wanted to schedule another call. He explained he
137 missed the first call due to a family emergency. Mr. Bohannon suggested scheduling a call for
138 the week of March 6, 2023.

139
140 Mr. Bohannon indicated there might be some changes to the budget after the call. He noted that
141 Bartlett Tree’s proposal was \$7,000.00, which was over the City’s \$5,000.00 threshold, meaning
142 they would have to do a professional services contract, which would be easy to do. In response to
143 Ms. Mathews’ question, Mr. Bohannon stated the \$7,000.00 included pruning, injections, other
144 routine items, as well as one tree removal.

145
146 In response to Ms. Barrett’s question, Mr. Bohannon clarified that the City owns the trees in the
147 Park. The Friends set it up and gifted it to the City. The City pays for any new trees, in part from
148 a trust set up for that purpose.

149
150 **6) Budget Development 2023**

151
152 Ms. Mathews noted that she had asked to increase the amount budgeted for shrubs for the
153 replanting program to be increased from \$1,000 to \$1,500.

154
155 There was discussion about how many trees needing removal or replacement should be included
156 in the budget. Mr. Bohannon noted Bartlett Tree’s proposal included removing one tree. He said
157 there was a cherry tree behind the Faulkner bench that Frank identified as needing to be
158 removed. Ms. Mathews asked about a dogwood tree near the parking lot. In response to a
159 comment, Mr. Bohannon stated he had Frank look at a Kentucky coffee tree that did not look

160 well, and Frank thought it was okay, just a late bloomer, so they should wait and see how it did.
161 He noted, though, that the roots were very exposed, and recommended they cover them with a
162 bed of mulch to try to invigorate them.

163
164 According to Frank, a local tree service could perform a basic tree removal for less than Bartlett
165 Tree. The City has a contract with Phil's Tree Service. Phil's would likely cost less than \$1,000,
166 depending on the size of the tree. Ms. Krautmann asked if Phil's would leave or remove the
167 stump. Mr. Bohannon indicated Phil's would probably leave the stump. Ms. Mathews mentioned
168 the dogwood would likely have to be replaced.

169
170 Chair Winsor expressed that \$5,000 should be budgeted for trees. It should be part of the
171 replanting program. In response to Chair Winsor's question, Mr. Bohannon said he thought the
172 trustees would understand the expense, especially because they did their due diligence and took
173 all the right steps. Chair Winsor noted they are just trying to maintain what they have.

174
175 Chair Winsor sought and received consensus to leave \$1,000 budgeted for miscellaneous
176 expenses.

177
178 Councilor Chadbourne asked for a list of what they agreed on. Chair Winsor stated they are
179 budgeting \$1,000 for landscaping, \$1,500 for replanting shrubs, \$5,000 for replanting trees,
180 \$7,000 for Bartlett Tree, and \$1,000 for miscellaneous. The total is \$15,500. Mr. Bohannon
181 indicated that amount is tight to what they receive from the trustees. He said he would ask Karen
182 Gray, fund manager, for the status of the trust. They are limited to spending 10% of the income.
183 This is the highest budget the Board has proposed. However, they did not spend all of last year's
184 budget. Discussion about the likelihood of being able to get the budgeted amount followed. Mr.
185 Bohannon noted the Board is using the trust for its intended purpose, and the trustees were okay
186 with that.

187

188 **7) New, Other Business**

189

190 Mr. Bohannon showed off a newly-fixed "It's a Connected World" sign. Mr. Johnson provided
191 the vinyl sign fix for \$85. Chair Winsor noted it might be affordable to fix other signs. Mr.
192 Bocko noted problems between the PDF provided and what was printed and wanted to prevent
193 that from happening with the kiosk. Mr. Bohannon stated Chair Winsor would be reimbursed for
194 the sign fix out of the operating budget.

195

196 Ms. Mathews asked to have Rachel Marshall added to the Master Plan Implementation
197 discussion at next month's meeting. Chair Winsor supported adding it. Mr. Bohannon said he
198 would add it.

199

200 Mr. Haynes said that Matt Kelly would be leading a walk in Goose Pond on Saturday. The walk
201 would be at 10:00 AM. Chair Winsor said Mr. Kelly was very good.

202

ARPAB Meeting Minutes
Month Date, 2023

203 Mr. Winsor asked If Mr. Bohannon would be taking a group to the Boston Flower Show this
204 year. Mr. Bohannon thought it was no longer taking place.

205

206 **8) Adjournment – Next Meeting Tuesday, March 14, 2023, at 8:00 AM**

207

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

209

210

211 Respectfully submitted by,
212 Wendy Chen, Minute Taker

213

214 Reviewed and edited by,
215 Andy Bohannon, Parks, Recreation and Facilities Director

216

**Ashuelot River Park Advisory Board
2023**

		PROPOSED		
		Budget	Actual To Date	Difference
Landscaping		\$ 1,000.00	\$ -	\$ 1,000.00
Replanting Program				
	shrubs	\$ 1,500.00	\$ -	\$ 1,500.00
	trees	\$ 5,000.00		\$ 5,000.00
Bartlett Tree - Pruning		\$ 7,000.00	\$ -	\$ 7,000.00
Miscellaneous (not contract)		\$ 1,000.00	\$ -	\$ 1,000.00
Total*		\$ 15,500.00	\$ -	\$ 15,500.00

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