

**ADOPTED**

City of Keene  
New Hampshire

**ASHUELOT RIVER PARK ADVISORY BOARD**  
**MEETING MINUTES**

**Tuesday, December 11, 2018**

**8:00 AM**

**Parks and Recreation Room 12**

**Members Present:**

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

**Staff Present:**

Andy Bohannon, Director of Parks, Recreation  
& Facilities

**Members Not Present:**

Judy Sadoski

**1) Call to Order**

Chair Winsor called the meeting to order at 8:03 AM.

**2) Approval of Meeting Minutes – November 13, 2018**

Mr. Bocko moved to approve the minutes of November 13, 2018, which Mr. Whaley seconded and the Ashuelot River Park Advisory Board carried unanimously.

**3) Finance Report**

Mr. Bohannon noted that AGM completed the fall clean-up, but he has not received the \$1,250 invoice for the work yet. This is the only outstanding item on the 2018 budget.

Regarding the planting and replacement landscape contract, Mr. Bohannon has not had communication from Chuck Simpson and only saw him in the park working once. If Mr. Simpson completed work it was minimal and Mr. Bohannon is disinclined to pay him the \$5,000 budgeted. He has tried to contact Mr. Simpson to no avail. Mr. Foskett said Mr. Simpson has also not replied to his calls recently; in their last conversation, Mr. Simpson agreed to help the Roteract group replace plantings in their plot. Mr. Bohannon, Chair Winsor, and the Board agreed Mr. Simpson does quality work and loves the park but is often too overextended with other commitments.

Mr. Foskett noted in the past the Board has included \$500 in the budget for miscellaneous expenses; he asked if that is possible again. Mr. Bohannon replied yes; that amount was reallocated in the 2018 budget to cover extra costs from Bartlett Tree, for the planting and replacement program, and for the lighting project.

#### **4) Friends of Ashuelot River Park Report**

Mr. Foskett provided the following updates from the November Friends meeting:

- They are hopeful to see an initial design concept for a possible pergola.
- They discussed Mr. Simpson's incomplete work.
- They noted the Roteract club (young adults preparing to be future Rotary members) finished clearing their garden bed; Dian Matthews, a master gardener from the Friends, will be the club's contact person moving forward.
- They discussed that Antioch's new Provost, Shawn Fitzgerald, is interested in being a member of the Friends and is enthusiastic about Antioch being involved with the park again, like the Old Homestead Garden Club is.
- They continued reviewing their bylaws to complete the 501(c)(3) non-profit application, which has been delayed another month
- The discussed Arborscope and its future use in the park

Finally, Mr. Foskett noted that Jim Fennel from the Lion's Club contacted him so the Junior Lions can start volunteering in the park.

#### **5) Park Discussion**

##### **a. Irrigation System Update**

Mr. Bohannon noted the contractors were ambitious and thought they could complete the irrigation system before winter. With the cold weather and early snow, however, they ran into some problems and agreed to have the project 88% complete before winter and to finish the rest in the spring. The irrigation system is connected to City water already.

Mr. Foskett asked if the contract includes loaming and seeding; Mr. Bohannon replied yes that will be finished in the spring. Chair Winsor asked if that contract is paid from the Board's budget or the Parks and Recreation operating budget; Mr. Bohannon replied that the operating budget pays the park's water and electric bills.

Mr. Bohannon noted the park lights have not been on since irrigation work began. He thinks they may have turned off the electricity with the irrigation work and he will contact Hamblet Electric to find out. He commended the Board for advocating for the irrigation system, which will be a great asset for the park.

#### **6) Budget Development**

Mr. Bohannon shared a budget template that the board has used in the past. Because he will be meeting with the Trustees before the end of December for the Bartlett Tree bill, he though the Board could begin discussing the 2019 budget now.

The Board discussed the following possible changes to the 2019 budget. Following this conversation, the Board decided they needed more answers before finalizing the budget. Mr. Bohannon agreed to hold off finalizing the budget until the February meeting. The changes considered include:

- Hiring a new contractor for the replacement planting program to ensure more focused attention on the park; he cannot provide an estimated budget amount until it goes out to bid in 2019:
  - Possibilities include: Dian Matthews and Sarah Muston.
  - Mr. Simpson is still a possibility because of his history with the park.
  - The Board could contact the Conway School of Landscape Design in MA; they charge \$6,500 per semester for a team of graduate students to engage with the Board and community to develop a landscaping and replacement planting program for the park. Former students worked on Carpenter Field and the Ashuelot River Greenspace, producing excellent results. The students are very environmentally focused, which aligns well with Antioch's values. These students could also help with a pergola design.
  - The Board agreed the goal is to have contractors that can focus on the park so the Board spends its money responsibly.

Mr. Bohannon and all members of the Board expressed desire to move forward and contact the Conway School. Mr. Foskett noted the Friends, especially the master gardeners, will be interested in this process as well since they will likely do most of the labor.

Regarding mulching in 2019, Mr. Foskett noted Maple Hill Nursery likely has mulch at a fair price and might also do that mulch placement work.

#### **7) New Business**

There was no new business.

#### **8) Board Membership**

Mr. Bohannon noted the Mayor is in the process of assigning replacements for the various City Committees. Mr. Bohannon will follow-up with the Mayor and on the need for an ARPAB member from the Conservation Commission. One more Board member is needed at this time.

#### **9) Next Meeting – February 12, 2018**

The Board agreed to cancel the January meeting.

#### **10) Adjournment**

Hearing no further business, Chair Winsor adjourned the meeting at 8:41 AM.

Respectfully submitted by,  
Katie Kibler, Minute Taker