

City of Keene  
Keene, New Hampshire

**ASHUELOT RIVER PARK ADVISORY BOARD  
AGENDA**

**Tuesday, February 12, 2019      8:00 AM      Room 12 Recreation Center**

**Members:**

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

**Staff :**

**Andy Bohannon, Parks, Recreation and  
Facilities Director**

**Guests:**

- 1. Welcome & Call to Order**
- 2. Approval of December 11, 2018 Minutes**
- 3. Finance Report**
- 4. Friends of Ashuelot River Park report**
- 5. Park Discussion**
  - a. Irrigation System Update**
- 6. Budget Development**
  - a. Bartlett Tree (proposals from Nov and Sept – asked for update 1/2/19)**
  - b. Conway School landscape Design (submitted inquiry on 1/2/19)**
  - c. Maintenance Contract**
  - d. Clivus – Composting Toilet**
- 7. New Business**
- 8. Board Membership**
- 9. Next meeting – March 12, 2019**
- 10. Adjournment**

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 thought 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

Ashuelot River Park Advisory Board  
Budget 2019

updated 2.8.19

	<b>Budget</b>	<b>Difference</b>
Landscape Contract	\$ 5,000.00	\$ -
Clean Up - Spring Mulch Clean Up - Fall		
Landscape Redesign Conway	\$ 6,500.00	\$ -
Bartlett Tree	\$ 6,295.00	\$ -
Miscellaneous (not contract)	\$ -	\$ -
	<hr/>	<hr/>
Total	\$ 17,795.00	\$ -

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Total \$ -



Client: 1123694

Printed on: 1/7/2019

Created on: 12/20/2018

City of Keene - Parks, Recs. & Fac.  
Attn: Andy Bohannon  
312 Washington Street  
Keene, NH 03431

Bartlett Tree Experts  
Frank Grano - Representative  
P.O. Box 16359  
Hooksett, NH 03106

E-Mail Address: abohannon@ci.keene.nh.us  
Business: 603-357-9829 Andy Bohannon

Business: (603) 627-9400  
E-Mail Address: fgrano@bartlett.com  
Fax Number: (603) 627-0538

### Property Address: West Street, Keene, NH 03431

The following program is recommended for certain trees and shrubs on your property. In addition to a thorough plant health care program, Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions relating to your trees or shrubs. THIS IS NOT AN INVOICE.

## Summer: Soil Care and Fertilization

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### Micronutrient Treatment

Perform a soil application of micronutrient mix and calcium to the magnolia located at the right side of the trail coming from the left (right side center of the park in general) to alleviate these micronutrient deficiencies.

Provide 1 treatment at 175.00 per treatment.

Estimated Treatment Date: 6/15/2019.

Treatment Area: 200 square feet.

#### Arborist Notes:

- This treatment is geared at increased flowering on this feature plant.

Amount: \$175.00

## Summer: Tree and Shrub Work

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### Pruning

Prune ornamental all ornamentals located at the right side of the park in the planting bed that has the magnolia in it. Thin and separate to increase air circulation and maintain appropriate sizing. Remove resulting debris and recycle wood products responsibly.

**Client: 1123694**

**Printed on: 1/7/2019**  
**Created on: 12/20/2018**

**Arborist Notes:**

- Overall size and thinning of shaded lower crowns are the main issue in this planting bed. If light can be gained by raising the surrounding overstory trees a bit than we will do so. Light needs to get into this planting that way and by thinning the upper crowns of the plants in the bed themselves.

*Amount: \$1,320.00*

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**Removal**

Remove white ash to the following specifications:

Remove the large ash at the extreme right rear of the park. This tree is not worth treating for Emerald Ash Borer and will become a hazard once infested if it is not already.

Prune listed trees located at the areas of the park described below according to the following specifications:

- Thin and reduce branch end weight from the river birches at the right side of the park to provide separation and light for the trees below and lessen the likelihood of failure.
- Structurally prune the Katsura tree at the left middle of the park to ensure strong development and promote a strong central leader.
- Thin and clean the English oak at the left side of the park to promote a healthy interior crown and lessen the likelihood of branch failure.

Remove resulting debris.

*Amount: \$3,300.00*

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**Fall: Tree and Shrub Work**

**Tree Inventory/Survey**

Bartlett ArborScope™ is a tree management application that uses Google Mapping for clients that want to share and/or manage their tree inventories dynamically. This secure application will provide robust data management, record keeping, and querying features that will display data in tabular or geographical map views. This application will have the ability to record work recommendations, work history, and document and display dedicated trees for memorial, fundraising, or educational purposes.

Subject to the acceptance of, and terms and conditions of, this full proposal, Bartlett Tree Experts grants City of Keene - Parks, Recs. & Fac. (Licensee) a non-exclusive, non transferable license to use the ArborScope™ web-based data application in an executable format for the Licensee's own use for a three year period beginning upon delivery of the tree inventory, basic management plan, and mapping data. The Licensee may not, however, transfer or sublicense the ArborScope™ web-based data application to any third party, in whole or in part, in any form, whether modified or unmodified. The use of the ArborScope™ web-based data application is licensed, not sold.

Client: 1123694

Printed on: 1/7/2019

Created on: 12/20/2018

This license allows the Licensee to utilize ArborScope™ to interface with Google Mapping features to assist in managing the inventory information dynamically by displaying the data in tabular or geographic map views, keeping records, and documenting and displaying dedicated trees for organizational purposes. The Licensee must have and maintain a live internet connection, separately from this agreement, and utilize a recommended web browser to ensure optimum performance.

By accepting this agreement, the Licensee acknowledges that Bartlett Tree Experts retains the right to modify, change, or alter the ArborScope™ web-based data application, and to provide continual upgrades to the program. All such modifications, changes, alterations, and upgrades, during the initial three year licensing period specified, shall be at no additional charge to the Licensee. At the end of the initial three year licensing period specified, the Licensee will have the option to renew the licensing agreement for a cost of \$1,500.00 for a subsequent three year period, and then \$1,500.00 for each additional three year period thereafter for as long as the ArborScope™ web-based data application remains functional. If renewed, all subsequent modifications, changes, alterations and upgrades during each renewal period shall be provided at no additional cost to the Licensee.

The Licensee understands and agrees that Bartlett Tree Experts will provide the ArborScope™ web-based data application on an “as is” basis without warranty of any kind, expressed or implied. The Licensee also understands and agrees the Bartlett Tree Experts cannot guarantee the accuracy of the data (both geographic and attributes) nor can it be held responsible for inaccuracies or omissions in the data.

The Licensee further understands and agrees that any damages based on the functionality of the ArborScope™ web-based data application will be limited solely and exclusively to the prorated licensing cost of the ArborScope™ web-based data application listed on this proposal. The ArborScope™ web-based data application function is separate and distinct from the scope and cost of the inventory service, management plan, and mapping data listed above.


**Arborist Notes:**

- This is a 3 year license period from October 1st, 2018 to October 1st, 2021.

*Amount: \$1,500.00*

**Total Amount: \$6,295.00**

Please review the information and the terms and conditions attached, which become part of the agreement, and sign and return one copy authorizing the program.

\_\_\_\_\_  
 (Customer Signature)  
  
 (Bartlett Representative - Frank Grano)

\_\_\_\_\_  
 (Date)  
 1/7/2019  
 (Date)