

**City of Keene**  
**New Hampshire**

**ASHUELOT RIVER PARK ADVISORY BOARD AGENDA**

Tuesday, November 10, 2020 at 8:00 AM  
ZOOM Invite, Online Meeting

- Due to the COVID-2019 State of Emergency, this meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online by visiting <https://zoom.us/join> with Meeting ID 819 7366 0123
- If you encounter any issues accessing this meeting, please call (603) 757-1835 during the meeting

Members:

Arthur Winsor, Chair  
George Foskett  
Judy Sadoski  
Dave Whaley  
Paul Bocko  
Counselor Steve Hooper  
Suzy Krautmann  
Thomas Haynes, Alternate

Staff:

Andy Bohannon  
Parks, Recreation and Facilities Director

Agenda:

1. Welcome and Call to Order
2. Acceptance of October 13, 2020 Minutes
3. Finance Update
4. Conway Master Plan
5. Bat House Update
6. Report from Friends of Ashuelot River Park Arboretum
7. Park Discussion
8. Adjourn – Next Meeting Tuesday, December 8, 2020 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

8 **Tuesday, October 13, 2020**

**8:00 AM**

**Remote Meeting via Zoom**

**Members Present:**

Arthur Winsor, Chair  
Judy Sadoski  
Dave Whaley  
Paul Bocko  
Suzy Krautmann

**Staff Present:**

Andy Bohannon, Director of Parks,  
Recreation & Facilities

**Members Not Present:**

Councilor Steve Hooper, Vice Chair  
George Foskett  
Thomas Haynes, Alternate

9  
10 **1) Welcome & Call to Order**

11  
12 Chair Winsor called the meeting to order at approximately 8:00 AM, read the executive authority  
13 to conduct a remote meeting, and conducted roll call, for which all Board members stated their  
14 location and whether alone.

15  
16 **2) Acceptance of July 14, 2020 Minutes**

17  
18 Ms. Sadoski moved to accept the minutes of July 14, 2020, which Mr. Bocko seconded, and the  
19 motion passed with a unanimous roll call vote.

20  
21 **3) Finance Update**

22  
23 Mr. Bohannon reported no updates to the finance report since the last meeting, having spent  
24 \$18,729.20 of the \$22,000 budget. He did report, however, that the QR code tree tags were  
25 installed in the park the week before this meeting. The public response to the Facebook  
26 announcement of the tags was very enthusiastic, having reached over 8,000 people compared to  
27 the typical average reach of 1,500 people for most posts. Mr. Bohannon thought the post's focus  
28 on outdoor education especially now with Covid-19 helped, with many comments from  
29 educators saying they would utilize the tags for class projects. Unfortunately, after installation, it  
30 was discovered that the tags installed were not what the Board ordered and so Mr. Bohannon has  
31 requested that the tags be replaced correctly. Chair Winsor added that the tags were an excellent

32 upgrade to the park just by including the QR codes, but the Board had commissioned tags that  
33 included along with the codes the tree genus and species names, which were missing.

34

35 **4) Bat House Update**

36

37 Vice Chair Hooper was not present to provide an update. However, Mr. Bocko advertised  
38 evening workshops about comparing habitats on Saturday and Sunday, October 17 and 18 from  
39 5:30-7:30 PM at the Ashuelot River Park and Horatio Colony Nature Preserve, respectively.  
40 Both programs would serve 10 people or less following all other social distancing and mask  
41 guidelines; if registration is higher there could be two groups of 10. Mr. Bocko said that while  
42 Vice Chair Hooper was eager to have the bat houses relocated to their final appropriate locations  
43 in advance, the workshop does not depend on their moving.

44

45 **5) Conway Review and Action Plan**

46

47 Mr. Bohannon recalled meeting with the Friends some time ago and agreeing to navigate through  
48 the very comprehensive Master Plan by focusing on the four park quadrants outlined in the  
49 Master Plan individually and phased over time. He recalled that many conversations surrounding  
50 the Master Plan focused on needing a more welcoming and defined entrance from the Mascoma  
51 Savings Bank parking lot into the park (including green infrastructure for flood absorption); for  
52 those reasons, Mr. Bohannon thought that was a good place to start. He recently presented the  
53 Master Plan to Council, where it was well-received and adopted. Chair Winsor agreed on a three-  
54 to-five year phased plan. The Chairman recalled Mr. Bohannon suggesting a new additional sign  
55 (perhaps from Keene Signworx) that includes the name – Arboretum at Ashuelot River Park –  
56 and possibly an informational kiosk. Ms. Sadoski said that the entryway signage on West Street  
57 is a landmark in Keene and said it would be a shame to move it because it is attractive and pulls  
58 the area together; she supported a second entryway and second sign. Mr. Bohannon agreed it  
59 would be a lot of work to move the signature formal entry; he and the Chairman confirmed the  
60 sign in question to duplicate was the one near Starbucks and not the formal entryway.

61

62 Mr. Bohannon said that once he soon finished a grant application for Russell Park, he could  
63 devote more time to this project. He suggested creating a spreadsheet of the various park  
64 projects, with a priority ranking system and action plan to begin in the spring after the Friends  
65 have an opportunity to spend the winter fundraising. Members agreed with phasing projects as a  
66 way to develop collaborations – particularly with student groups – and thought the spreadsheet  
67 would be a helpful way to prioritize ideas. Mr. Bohannon would create the spreadsheet and share  
68 it before the next meeting.

69

70 **6) Park Discussion**

71 **a. Master Plan**

72

73 No further discussion.

74

75        **7) Report from Friends of the Arboretum at Ashuelot River Park**

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77        There was a Friends workday on Sunday, October 11.

78

79        **8) Adjourn – Next Meeting on Tuesday, November 10, 2020 at 8:00 AM**

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81        There being no further business, Chair Winsor adjourned the meeting at approximately 8:20 AM.

82

83        Respectfully submitted by,

84        Katryna Kibler, Minute Taker

85        October 19, 2020

86

87        Respectfully edited by,

88        Andy Bohannon, Staff Liaison

89        October 28, 2020

90

**Ashuelot River Park Advisory Board  
Budget 2020**

updated 10.26.20

	<b>Budget</b>	<b>Actual To Date</b>	<b>Difference</b>
CONWAY SCHOOL	\$ 12,500.00	\$ 10,000.00	\$ 2,500.00
Landscape Contract	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00
Clean Up - Spring	\$ 1,250.00		
Mulch	\$ 2,500.00		
Clean Up - Fall	\$ 1,250.00		
Bartlett Tree - Pruning	\$ 3,500.00	\$ 3,660.00	\$ (160.00)
Miscellaneous (not contract)	<u>\$ 1,000.00</u>	<u>\$ 1,069.20</u>	<u>\$ (69.20)</u>
Total*	\$ 22,000.00	\$ 18,729.20	<u>\$ 3,270.80</u>

\*Conway School to utilize Memorial Trust Fund & ARP Trust

Memorial Trust Fund	\$ 5,813.63
ARP Trust	\$ 6,686.37

Hamblett Electric - lights LED arch	4/24/2020	27555***	\$ 650.00
Conway - down payment			\$ 5,000.00
AGM landscaping	4/14/2020	15728	\$ 1,250.00
Bartlett Tree - nutrients	5/5/2020	38953452-0	\$ 185.00
Bartlett Tree - trimming	5/21/2020	38953453-0	\$ 3,475.00
AGM landscaping	6/23/2020	15855	\$ 2,750.00
Conway - second payment			\$ 5,000.00
Bartlett Tree - Tree Tags			\$ 419.20
TOTAL			<u>\$ 18,729.20</u>

\*\*\*Actual bill \$1752.32 - each light \$650, labor, supplies