



## **ASHUELOT RIVER PARK ADVISORY BOARD MEETING AGENDA**

Tuesday, January 14, 2025 at 8:15 AM  
Room 22 Upstairs, Recreation Center

**Members:**

Paul Bocko  
Suzy Krautmann  
Dian Mathews  
Leslie Casey

**Alternates:**

Kelly Cook  
Thomas Haynes  
Arthur Winsor

**Staff:**

Carrah Fisk Hennessey, Parks & Recreation

**Agenda:**

1. Welcome and Call to Order
2. Approval of December 17, 2024 Minutes
3. Finance Report
4. Friends Report
5. Project Tracking
  - a. Bird Ecology Project
  - b. Budget Development
  - c. Master Plan Implementation
6. Upcoming Events
  - a. Permanent Sign Development/Design (January)
7. New/Other Business
8. Adjourn – Next Meeting February 11, 2025 at 8:15 AM

**Ashuelot River Park Advisory Board  
2024 Adopted Budget**

	<b>Budget</b>	<b>Actual To Date</b>	<b>Difference</b>
Landscaping	\$ 5,000.00	\$ 2,117.99	\$ 2,882.01
Replanting Program	\$ 1,500.00	\$ 328.51	\$ 1,171.49
Antioch Bird Ecology	\$ 1,069.00	\$ 1,068.75	\$ 0.25
Bartlett Tree - Pruning	\$ 9,985.00	\$ 9,985.00	\$ -
Invasive treatment	<u>\$ 1,500.00</u>	<u>\$ 1,000.00</u>	<u>\$ 500.00</u>
<b>Total*</b>	<u>\$ 19,054.00</u>	<u>\$ 14,500.25</u>	<u>\$ 4,553.75</u>

Bartlett PO 20240272	\$ 9,985.00
Raynee Joy Carlson - reimbursement	\$ 328.51
Antioch Bird Ecology	\$ 1,068.75
Gem Graphics Temporary Sign - INV 5266	\$ 102.00
VCS Invasive Treatment - INV 23663-0181324	\$ 1,000.00
Steve Hooper - reimbursement	\$ 217.99
Mark Johnson - INV 12.30.24 landscaping work (1/2 contract)	\$ 1,900.00
	\$ -
	\$ -
<b>TOTAL</b>	<u><b>\$ 14,602.25</b></u>



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

**Tuesday, December 17, 2024**

**8:15 AM**

**Room 22,  
Recreation Center**

**Members Present:**

Arthur Winsor, Chair  
Paul Bocko, Vice Chair (left at approximately 9:00 AM)  
Stephen Hooper  
Dian Mathews  
Suzy Krautmann (left at approximately 9:00 AM)  
Kelly Cook, Alternate

**Staff Present:**

Carrah Fisk-Hennessey, Director of  
Parks, Recreation  
Frank Anderson, Parks & Cemeteries  
Manager

**Members Not Present:**

Ruzzel Zullo  
Thomas Haynes, Alternate

**1) Welcome and Call to Order**

Chair Winsor called the meeting to order at 8:15 AM.

Members of the public were present: Raynee Carlson and Leslie Casey of the Friends of the Ashuelot River Park Arboretum, as well as Robert Hamm and City Councilor Ed Haas.

**2) Approval of November 12, 2024 Meeting Minutes**

Chair Winsor noted a correction: his last name is not spelled with a D. Ms. Mathews noted a correction to line 130 – the correct spelling is “Leslie,” not “Lesley.”

Ms. Krautmann made a motion to approve the meeting minutes of November 12, 2024 as amended. Ms. Cook seconded the motion, which passed by unanimous vote.

**3) Finance Report**

Ms. Fisk-Hennessey stated that she did not have a copy of the Finance Report, but nothing had changed from the last one.

**4) Friends Report**

28 Ms. Mathews stated that the Friends met the prior week, and they were beginning the planning for the  
29 pollinator garden. She continued that they now had 11 master gardeners working in the Park. Four of the  
30 master gardeners, who just completed the class, would start the pollinator garden planning. The Friends  
31 would fundraise for it. Moving forward, the Friends meetings would be the first Tuesday of the month  
32 from 1:30–3:00 PM, if anyone is interested. The mailing address changed to PO Box 374, Marlborough,  
33 NH 03455.

34  
35 Ms. Mathews continued that Ms. Fisk-Hennessey had been in communication with a Girl Scouts troop  
36 that wanted to work at the park. The Friends looked forward to working out a schedule with them for the  
37 summer. She said she would work with the troop leader so they would be ready to start in the spring and  
38 she would keep everyone posted.

39  
40 Ms. Mathews continued that they still needed the red stakes to mark the handicapped parking spaces, so  
41 the snow from the Mascoma Bank stops being piled there. Chair Winsor spoke of the need for a  
42 conversation with Mascoma/the person who pays for snow removal. Discussion ensued. Ms. Mathews  
43 stated that several people had already spoken with them, and she thought the only solution would be to  
44 install “handicapped parking” standing posts. Chair Winsor spoke again of the need to tell Mascoma Bank  
45 to put the snow somewhere else. Ms. Mathews replied that she would try again. Ms. Carlson stated that  
46 they still needed to have signs to designate those three handicapped parking spaces, per NH law.  
47 Discussion ensued about whether the signs would be on City land, in the garden, or on Mascoma Bank’s  
48 property in the parking lot, and about how it is Mascoma Bank’s responsibility to designate the spaces.  
49 Ms. Fisk-Hennessey would look into this. Discussion continued.

50  
51 Ms. Mathews said that the Friends talked about the relationship between the Friends and the ARPAB.  
52 They had an antique flow chart that showed how the two related. This went back to the discussion they  
53 had about how the Friends had their projects funded. She spoke of “the enormity of a group of little old  
54 ladies who are guerilla gardeners, maintaining five acres, soon to be seven acres, of flower beds.” That is  
55 a lot of fundraising. The Friends had spent four years cleaning up beds and now they were ready for new  
56 soil and new plants, which Ms. Mathews said the Board needed to talk about funding. The ARPAB  
57 needed to talk about a structure for how those beds would be maintained in perpetuity. Chair Winsor  
58 replied that most arboretums have a group of volunteers that do a lot of work, and sometimes full-time  
59 staff, which the Ashuelot River Park Arboretum did not and probably would never have. The new master  
60 gardeners coming to the Arboretum were a good sign that for the future, there would be volunteers to do  
61 much of that maintenance. City staff does what they can.

62  
63 Discussion continued. Ms. Mathews stated that there would need to be something concrete in the  
64 ARPAB’s standing rules about this. She continued that twice, the University of NH (UNH) had called on  
65 her to give talks about what was happening at Ashuelot River Park, and she needed to have a structure to  
66 back up what she was saying. Discussion continued and ARPAB members asked for more details on what  
67 Ms. Mathews is asking for. Ms. Mathews replied that going forward, they would need to know whose job  
68 it is to maintain what, who takes care of the beds, who buys the plants, how they get put in, etc. She said  
69 Friends should not spend their personal money on things, for example.

70

71 Chair Winsor stated that City Code outlines the Functions and Guidelines of the ARPAB, in Section 2-  
72 655. He read the Board's Functions and Guidelines out loud to emphasize, as Ms. Casey said earlier, that  
73 the ARPAB is not an executive Board, it is an *advisory* Board. Regarding projects that require money  
74 spent first, when ARPAB members have needed to spend their own money for supplies, the City had  
75 quickly reimbursed them (e.g., with Mr. Hooper and the bird houses). When the Friends come to the  
76 ARPAB with requests for funding projects, the ARPAB votes on an amount. If a Friend needs to pay  
77 money up front, the ARPAB would make sure they are quickly reimbursed; there is a mechanism but no  
78 formal account to draw from.

79  
80 Ms. Mathews said she told the Friends working on the pollinator garden that it would have to be well-  
81 planned with fundraising. Ms. Krautmann suggested fundraising in advance and Ms. Mathews agreed but  
82 said concrete budget figures would be needed. Ms. Mathews read about Hannaford donating \$25,000 to  
83 the Conway Library because they were doing a project in a park in Conway, so she planned to contact  
84 Hannaford. Ms. Krautmann mentioned Hannaford also having a relationship with a greenhouse in Gilsum,  
85 but other Board members noted that the greenhouse had closed.

86  
87 Chair Winsor noted that it was good for the Board to review its bylaws because they included some things  
88 that the Board had forgotten. Ms. Fisk-Hennessey suggested forming a subcommittee to combine the  
89 interests of the Board and the Friends and review the roles and responsibilities in those bylaws to ensure  
90 they were clear moving forward, as well as to ensure any bigger Friends projects are presented to the  
91 Board even if they are in-line with the Master Plan. Ms. Mathews asked for printed copies of the Master  
92 Plan with larger font, and Ms. Fisk-Hennessey agreed to try.

93  
94 To Ms. Mathews earlier point, Ms. Krautmann wondered if UNH should be included on some of this. Ms.  
95 Mathews said that the UNH Master Gardeners were included through the Friends.

96  
97 Chair Winsor said the Board would look into this further within the City Council's guidelines for the  
98 Board. Ms. Carlson said that what happened financially with Ms. Mathews in the situation of the grant  
99 was a specific bad situation, but in other situations, the Friends were usually reimbursed quickly. Ms.  
100 Mathews agreed. She shared a hypothetical scenario of purchasing 10 understory trees and shrubs at \$100  
101 each through a grant, noting that it would be a lot of money out of pocket. Chair Winsor replied that in  
102 such an instance, the Friends would need Board approval first to approve the type of plantings, etc. In that  
103 case, Ms. Mathews wondered if the other garden club in the Park should be involved and aligned with the  
104 Master Plan. Chair Winsor agreed, noting that if something was planted in the Park that the Board  
105 disagreed with, it would have the right to move/remove it.

106  
107 Vice Chair Bocko agreed that it would be good to look into the bylaws and clarify. He thought it was  
108 good to hear the Functions and Guidelines that Chair Winsor read. He thought the mission statements of  
109 all the individual groups mentioned would help to clarify as well. Though he only wanted to form a  
110 subcommittee if truly needed. Ms. Mathews did think it was needed, especially with the Friends being a  
111 newer non-profit. When the Friends became a non-profit officially, Chair Winsor asked if their bylaws  
112 were rewritten, and Ms. Mathews said yes. In that case, Chair Winsor agreed that it would be prudent to  
113 review all of these pieces together.

115 Mr. Hooper observed that various ideas and activities over the previous 5–10 years might have put stress  
116 on the fundamental vision and strategy for the Park and Arboretum, so he agreed that a subcommittee to  
117 fine tune these things would be worthwhile. Chair Winsor agreed, noting that the past 30 years had flown  
118 by and that it was time to revitalize the Park.

119  
120 Along these lines, Chair Winsor said he realized that the Board’s bylaws outlined different membership  
121 than was currently serving, including representatives of the educational community (Chair Winsor), the  
122 City’s Arboretum Committee (no longer existed), the Friends, a City Councilor (missing at this time), a  
123 member of the community at large (Mr. Hooper), a representative of the Rachel Marshall Outdoor  
124 Learning Laboratory (Mr. Bocko), and a representative of the Conservation Commission (Mr. Haynes).  
125 What Mr. Winsor read was different than what Ms. Cook found recently on the City website, so  
126 discussion ensued on which was correct. The list on the website (Section 2-652) did not include the  
127 Arboretum Committee or the Rachel Marshall Outdoor Learning Laboratory, and it listed three  
128 community members instead of one. The Board thought that Mr. Haynes should be a regular member  
129 instead of an alternate. Ms. Fisk-Hennessey asked for time to review the membership and to consult the  
130 City Clerk, Patty Little, for confirmation.

131  
132 **5) Project Tracking**

133 **A) Bird Ecology Project**

134  
135 Chair Winsor recalled that Mr. Hooper reported progress at the last meeting and that Ms. Carlson had  
136 volunteered trees for the posts come springtime. Vice Chair Bocko had no other updates. Chair Winsor  
137 asked if the Antioch Bird Club still existed and Vice Chair Bocko said yes, so Chair Winsor thought it  
138 might be able to help. Vice Chair Bocko said there was a small sign on the arboretum side of the bridge  
139 encouraging people to cross the bridge and another sign across the bridge explaining the bird ecology  
140 project. The QR code signs would go down the trail for the bird sounds (funding available), which Vice  
141 Chair Bocko said he could coordinate as a student project. The Board agreed that being winter, there still  
142 was time to implement. Vice Chair Bocko thanked Mr. Hooper for the bird boxes. The Vice Chair added  
143 that the story map was ready online. Ms. Mathews asked Vice Chair Bocko to share her contact with the  
144 Antioch Bird Club because she wanted to set up bird walks with them in the spring.

145  
146 Ms. Mathews asked if Vice Chair Bocko would do another Native American walk in the spring and Vice  
147 Chair Bocko said he could. Ms. Mathews encouraged doing so every spring to get the community in the  
148 Park.

149  
150 **B) Budget Development**

151  
152 Ms. Fisk-Hennessey said she was meeting with the Deputy City Manager, Andy Bohannon, later the day  
153 of this meeting to review budget building for the Park.

154  
155 Ms. Fisk-Hennessey also mentioned that the original carved wooden Park sign was about 30 years old,  
156 noting that it was being held together at this time with screws and bolts. She wanted the Board to consider  
157 replacing it. Chair Winsor asked about recreating the original sign. The Board asked when the official 30<sup>th</sup>  
158 anniversary would be. Chair Winsor thought it had passed, with the Park having opened in 1990.

159  
160 **C) Master Plan Implementation**  
161

162 Discussion ensued about the pollinator garden. The Master Plan suggested situating the garden on the  
163 riverbank, but the Friends had a suggestion that Chair Winsor thought was better. He noted that the  
164 Master Plan was an idea, not a blueprint.  
165

166 Ms. Cook asked where the group was in the timeline of the Master Plan. Ms. Mathews shared the printed  
167 scope of the master plan with Ms. Fisk-Hennessey and asked if they should revisit it. Chair Winsor listed  
168 past projects that were suggestions from the Master Plan: bird ecology, the sign (and clean-up of greenery  
169 behind it), pollinator garden, pergola, the entryway by the bank. Ms. Mathews suggested thinking ahead  
170 about the outdoor classroom and the additional two acres on the Monadnock Conservancy property,  
171 which someone said would be non-gardens. Chair Winsor clarified that the Friends would not be solely  
172 responsible for the additional two acres and Ms. Mathews said she was talking about the Board. Chair  
173 Winsor said the Monadnock Conservancy building could be a huge asset and might be somewhere that  
174 visitors could access information about the Park or the environment that helps the Board. Ms. Krautmann  
175 noted that there would be a small parking lot and boat launch on that parcel.  
176

177 **6) Upcoming Events**

178 **A) Permanent Sign Development/Design (January)**  
179

180 The Sign Subcommittee would have a separate meeting on sign development in January.  
181

182 Ms. Krautmann left.  
183

184 Chair Winsor noted that Vice Chair Bocko's term was ending but he might be asked to continue. The  
185 Vice Chair was interested and willing. If so, Chair Winsor also hoped that Vice Chair Bocko would take  
186 over as Chair in January.  
187

188 Vice Chair Bocko left.  
189

190 **B) Mark Johnson Landscaping Contract**  
191

192 Ms. Fisk-Hennessey said the leaves were all mulched and bedded. In addition, the Parks and Recreation  
193 crew brought in 8–10 loads of mulch that was requested from the far end of the Park to past the garden  
194 shed. They also removed a long log from the dam and a dead evergreen from the entrance to the Jonathan  
195 Daniels Trail. The Friends and Board were very grateful. Chair Winsor asked, when the Parks and  
196 Recreation crew cuts trees, to keep the QR code inventory tags and Mr. Anderson said he kept them.  
197

198 Chair Winsor asked if Mr. Johnson's contract was still active. Ms. Fisk-Hennessey said yes, to apply the  
199 additional compost. Chair Winsor knew Ms. Mathews was concerned about the compost freezing before  
200 the daffodils would sprout and the Chair wondered if the compost could be applied after the daffodils  
201 sprout. The Friends said no, too many other things would have sprouted by then.  
202

203 **7) New/Other Business**

204

205 Chair Winsor noted that Ms. Casey identified an issue with vines on a cotton tree and he encouraged  
206 anyone to take pictures when they see an issue because he was willing to be the liaison with Bartlett Tree  
207 on those matters moving forward.

208

209 Ms. Mathews asked if Chair Winsor could stay on the Board and the Chair thought he could continue  
210 serving as an alternate with the Mayor's approval. The Board agreed that his historical knowledge was  
211 important to keep on the Board and they thanked him for his long-term leadership. Mr. Hooper's term was  
212 also ending, but he was committed to remain as a community volunteer for the Park and to attend the  
213 Board meetings; he would only remain as an alternate if needed. He agreed that continuity for the bird  
214 sanctuary would be important, and he would be happy to volunteer for bird walks and photography as  
215 needed. Mayor Kahn was also nominating some other new members who had applied.

216

217 Chair Winsor asked Ms. Fisk-Hennessey about a pruning demonstration with Ray Brewer. Ms. Casey said  
218 it would be April 5, 2024, at 2:00 PM at Ashuelot River Park.

219

220 **8) Adjournment – Next Meeting January 14, 2025 at 8:15 AM**

221

222 There being no further business, Chair Winsor adjourned the meeting at approximately 9:10 AM.

223

224 Respectfully submitted by,  
225 Britta Reida & Katie Kibler, Minute Takers  
226 December 20, 2024

227

228 Reviewed and edited by,  
229 Carrah Fisk Hennessey, Director of Parks & Recreation  
230 December 30, 2024