

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

**ASHUELOT RIVER PARK ADVISORY BOARD AGENDA**

Tuesday, February 8, 2022 at 8:00 AM

Room 22 Upstairs, Recreation Center

- This meeting will be conducted in person and by using the online meeting platform, Zoom. The public may view the meeting online at [www.zoom.com](http://www.zoom.com) and click on “Join A Meeting” enter Meeting ID 816 1971 6338
- To listen to the meeting, please dial (646) 876-9923 and when prompted enter Meeting ID 816 1971 6338
- If you encounter issues accessing this meeting, please call (603) 757-1835 during the meeting

Members:

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

Staff:

Andy Bohannon, PRF Director

Agenda:

1. Welcome and Call to Order
2. Chair Elections
3. Acceptance of January 11, 2022 Minutes
4. Finance Report
  - a. Budget Creation
    - 2021
    - 2022
5. Report from Friends of Ashuelot River Park Arboretum
6. Park Discussion – Master Plan Implementation
  - a. Educational Signage
  - b. Book Walks
  - c. Public Art
7. New, Other Business
8. Adjourn – Next Meeting Tuesday, March 8, 2022 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, January 11, 2022,  
2022

8:00 AM

Room 22,  
Recreation Center

Members Present:

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

Staff Present:

Andy Bohannon, Director of Parks,  
Recreation & Facilities

Members Not Present:

Judy Sadoski

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10 **1) Welcome and Call to Order**

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12 Chair Winsor called the meeting to order at 8:08am.

13  
14 Mr. Bohannon announced that Mr. Hooper is now a member of the board and Bettina  
15 Chadbourne is their City Council representative.

16  
17 Mr. Zullo and Mr. Hooper were present via zoom.

18  
19 **2) Acceptance of December 14, 2021 Minutes**

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21 Ms. Krautmann made motion to accept the minutes of December 14, 2021 as presented. The  
22 motion was seconded by Councilor Chadbourne and passed unanimously.

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24 **3) Finance Report**

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26 Mr. Bohannon reviewed the final budget for 2021 reporting a total of \$7,271.24. He mentioned  
27 that they were under budget, which is good, but means they may not have done as much as  
28 anticipated and that they also received grants thanks to The Friends. He suggested they reserve  
29 time to discuss the development of the 2022 budget at the next meeting. The report was  
30 informational and there were no questions.

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**4) Report From The Friends of Ashuelot River Park Arboretum**

Ms. Mathews stated The Friends did not meet in December or January as they took the opportunity to rest and recuperate; however, they will meet again in February. In the interim, she and Jane Parent are completing forms for a Director's/Officer's insurance policy.

Ms. Mathews mentioned that she attended a zoom on January 4<sup>th</sup> regarding the Cheshire County Conservation Fund grant. She filled out an application for her own yard and will assist with filling out one for the board as well, noting a due date of February 1, 2022.

Lastly, Ms. Mathews reported that she found a new seed bomb recipe that uses cat litter as a substitute for the key ingredient clay, which she has had difficulty finding. She explained the seed growing process to everyone and stated she has a variety of 10 different kinds of seeds which will be used in the park in various ways. She noted that the seed bombs in particular will be a fundraiser.

Mr. Bohannon summarized that the grant they are applying for is for \$15,000 and is a matching grant. He added that it can be used for something such as a rain garden or pollinator garden and can possibly include educational signage.

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

**A) Leaf Collection** - Mr. Bohannon stated the leaves have been collected and are in a pile out behind the cemetery, and the team is now working on ice operations. Chair Winsor reminded everyone that they collected the leaves for mulch as a way to create a more organic process in the gardens and parks.

**B) Public Art** - Ms. Krautmann reported that her contact has purchased the clay needed for the art project.

Ms. Mathews mentioned a recent write up in the paper about public art and the involvement of school kids, noting she thought it was a good idea. Ms. Krautmann added the tiny door project as another great idea. Ms. Mathews agreed and suggested they come up with something more park appropriate, such as tree-like doors or fairy gardens, since they don't have any buildings to stick the doors on. Mr. Bocko stated they could have the doors on trees and other elements of nature. Mr. Bohannon suggested enlisting Georgia Cassimatis who is with The Friends of Public Art and could be of great help. Ms. Mathews suggested they invite Ms. Cassimatis to a future meeting and Ms. Krautmann stated she would get into contact with her to start the conversation.

72 Ms. Krautmann brought up diversity and felt 7, for the 7 continents, would good number  
73 of doors to have. She suggested they do a treasure hunt and have the doors by a plant that  
74 needs to be identified. Members of the board loved that idea.

75  
76 Mr. Bocko asked what is next now that the contact has bought the clay. Ms. Krautmann  
77 stated she has just gotten back to school and is getting situated so there are no further  
78 details to report out at the time. Mr. Bocko suggested they make sure she knows she has  
79 their support and maybe hold a meeting with her to listen to her process and see how they  
80 can help.

81  
82 Chair Winsor stated in Swanzey they have a small loop around Mt. Caesar and someone  
83 constructed a chainsaw gnome as public art, noting that it adds so much to the trail.

84  
85 **C) JD Trail Entrance** - Mr. Bohannon passed out a drawing from Keene Sign Worx  
86 showing a kiosk with the proposed dimensions of 72 inches wide. He noted that it would  
87 be 6 feet of space for them to display maps and educational signage, with a nice arch over  
88 the top. Mr. Bohannon pointed out that the price is very fair at \$45,000, which is in line  
89 with what he's paid for other kiosks, and knows Mr. Poanessa does great work. He  
90 mentioned that Mr. Poanessa is very busy so their project will be towards the back of his  
91 queue, looking at a possible May/June timeline.

92  
93 Mr. Bohannon stated he will bring the budget for what remains in the project line to the  
94 next meeting and believes it's about \$14,000, which they can utilize for the kiosk project.  
95 He added that for the drainage issue it's difficult to get a contractor out at that this time of  
96 year, but he will continue to research.

97  
98 Councilor Chadbourne asked for clarification regarding the project line budget. Mr.  
99 Bohannon stated it is a trust fund dedicated to the Master Plan for the old Rachel  
100 Marshall trust. They spent it down with the addition of the pergola last year, leaving  
101 about \$14,000. He added that the money is separate from the money they see within the  
102 budget in their packet.

103  
104 Ms. Mathews brought up the dimensions of the kiosk and expressed that it will likely be  
105 tough for kids to use the kiosk at the proposed height. She also asked if they would be  
106 able to utilize both sides of the kiosk for signage. Mr. Bohannon stated it could be  
107 utilized on both sides if they wanted and they can definitely make it lower in height.

108  
109 Mr. Zullo asked if the \$45,000 includes installation of the kiosk and Mr. Bohannon  
110 replied that it does.

111  
112 Mr. Bocko agreed with making the kiosk an appropriate height for kids, especially if they  
113 have a space where they could display kid's art.

114

115 Ms. Casey inquired about where the sun hits the kiosk in that area, wondering about  
116 shadows it will cast over the signage. Ms. Mathews and Mr. Bohannon stated the kiosk  
117 will get the morning sun.

118  
119 Councilor Chadbourne expressed concern over weather elements destroying the signage.  
120 Mr. Bohannon stated the materials that go up will be a durable material to protect from  
121 weather elements.

122  
123 Chair Winsor asked if they plan for a bench to go in that area as well. Mr. Bohannon  
124 stated they could certainly add one but will need to look at the space. He explained that  
125 the kiosk will go in Asheulot River Park to the right of the handicap parking lot, near the  
126 Jonathan Daniels trail.

127  
128 Mr. Bohannon stated he will go back to Mr. Poanessa with regards to the height  
129 adjustment and suggested that maybe with the gap from increasing the height they could  
130 add “arboretum”.

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132

133 **6) New, Other Business**

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135 **A) 2022 Meeting Calendar** - Chair Winsor reviewed the meeting calendar for 2022  
136 in the packet. Mr. Bocko made a motion to accept the proposed meeting schedule for  
137 2022 and Ms. Mathews seconded the motion, which passed unanimously.

138

139 **B) Other Business** - Mr. Bohannon stated a student came forward at Antioch  
140 University interested in doing some signage work. The Conservation Commission is not  
141 interested in an intern but there is an internship available through Antioch University  
142 with Mr. Bocko, and the student has some prior experience with signage work. Mr.  
143 Bocko stated the student has provided a cover letter and resume and now they will move  
144 on to next steps.

145

146 Ms. Mathews asked what kind of signage they will have the intern focus on. Mr.  
147 Bohannon stated it will be educational/interpretive signage, such as local invasive plant  
148 pictures with descriptions and maybe a QR code, or pollinators, native species, etc. Mr.  
149 Bocko suggested they first look at the Master Plan and then decide what the intern should  
150 do for signage. Ms. Mathews requested to have input. Mr. Bohannon stated it will be a  
151 project for all. He added that they would eventually like to go in a direction where they  
152 have signage throughout the park and not just in one spot.

153

154 Chair Winsor mentioned Mr. Hooper’s project with the bat houses and suggested they  
155 could have signage for that as well.

156

157 Ms. Kratumann asked if the City has a tent that could be set up easily in Ashuelot River  
158 Park. Mr. Bohannon stated to use tents there you have to work with the Recreation  
159 Department specifically and the department does not own their own tents, they are rented  
160 through a tent company. Chair Winsor stated it's tricky because contractors have to do a  
161 dig safe ahead of time, the process is more detailed than many think. He added that pop-  
162 up tents, such as those used at Art in the Park, don't need to be staked so those are  
163 simpler.

164  
165 7) **Adjournment**

166  
167 There being no further business, Chair Winsor adjourned the meeting at 8:53am.

168  
169 Respectfully submitted by,  
170 Nicole Cullinane, Minute Taker

171  
172 Reviewed and edited by,  
173 Andy Bohannon, Parks, Recreation and Facilities Director

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**Ashuelot River Park Advisory Board  
2021**

updated 12/20/21

	<b>Budget</b>	<b>Actual To Date</b>	<b>Difference</b>
Landscaping	\$ 1,000.00	\$ -	\$ 1,000.00
Replanting Program			
shrubs	\$ 1,500.00	\$ 859.06	\$ 640.94
bulbs	\$ 1,500.00	\$ 208.18	\$ 1,291.82
invasives	\$ 1,500.00	\$ 99.00	\$ 1,401.00
Bartlett Tree - Pruning	\$ 3,185.00	\$ 5,625.00	\$ (2,440.00)
Miscellaneous (not contract)	<u>\$ 1,000.00</u>	<u>\$ 480.00</u>	<u>\$ 520.00</u>
<b>Total*</b>	<b>\$ 9,685.00</b>	<b>\$ 7,271.24</b>	<b><u>\$ 2,413.76</u></b>

Bartlett Tree - soil treatment	June		\$ 1,065.00
Buckthorn Bags	August		\$ 99.00
native plants pending receipts board approval	Sept meeting		\$ 859.06
Bartlett Tree - pruning ornamental underplanting		9/29/2021	\$ 1,375.00
Bartlett Tree - magnolia, katsura, kentucky coffee, english oak		9/29/2021	\$ 3,185.00
Bulbs - Dian reimbursement			\$ 208.18
Art - Brat Clayworks	Dec	12/16/2021	\$ 480.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL</b>			<b><u>\$ 7,271.24</u></b>

