

City of Keene
New Hampshire

ASHUELOT RIVER PARK ADVISORY BOARD MEETING AGENDA

Tuesday, February 14, 2023 at 8:00 AM
Room 22 Upstairs, Recreation Center

Members:

Arthur Winsor, Chair
Ruzzel Zullo, Vice Chair
Councilor Bettina Chadbourne
Steve Hooper
Paul Bocko
Suzy Krautmann
Dian Mathews

Staff:

Andy Bohannon, PRF Director

Alternate:

Thomas Haynes

Agenda:

1. Welcome and Call to Order
2. Approval of January 10, 2023 Minutes
3. Finance Report
4. Report from Friends of Ashuelot River Park Arboretum
5. Park Discussion – Master Plan Implementation
 - a. Ashuelot Green Space
 - b. Kiosk Information
 - c. Bartlett Tree
6. Budget Development 2023
7. New, Other Business
8. Adjourn – Next Meeting Tuesday, February 14, 2023 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 10, 2023

8:00 AM

Room 22,
Recreation Center

Members Present:

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

Staff Present:

Andy Bohannon, Director of Parks,
Recreation & Facilities

Members Not Present:

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

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12 Mr. Windsor called the meeting to order at 8:05 AM.

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14 **2) Elections**

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16 Ms. Mathews nominated Mr. Windsor as Chair and Mr. Zullo as Vice Chair. Mr. Hooper
17 seconded the nomination, which passed by unanimous vote. Mr. Windsor and Mr. Zullo
18 accepted.

19
20 **3) Approval of December 13, 2022 Meeting Minutes**

21
22 Ms. Krautmann made a motion to approve the meeting minutes of December 13, 2022. Mr.
23 Hooper seconded the motion, which passed by unanimous vote.

24
25 **4) Finance Report**

26
27 Mr. Bohannon stated that at the last meeting, he realized something was amiss – the signage by
28 Kyle (Bradford) was not placed within the budget. He continued that he updated that. The next
29 step for the ARPAB is to develop that and make a proposal for him to go to the Trustees to

30 request that funding for next year. The process is for the ARPAB to create a budget, and then he
31 takes it to the Trustees for the Trustees' approval.

32
33 Ms. Krautmann asked if that includes the corrections they had discussed for the signs. Mr.
34 Bohannon replied no, just the actual signs that they paid Peter Poanessa for. Ms. Krautmann
35 asked if the corrections would be from this upcoming budget. Mr. Bohannon replied yes,
36 whenever the bill comes to them.

37
38 Chair Windsor stated that tree replacement is something that will come up in the next year. He
39 continued that some trees need to be replaced in kind, while others would be replaced with
40 something different. Their goal should be one or two trees a year. That is something for the
41 ARPAB to take into consideration in their budget, which they have never done before. Brief
42 discussion ensued. Chair Windsor clarified that they do not need to create the budget today.
43 They have another month. These are just things to think about. Ms. Mathews asked if they are
44 thinking at least \$3,000. Chair Windsor replied yes, he thinks so. Discussion continued about
45 the costs and the trees needing replacement. Ms. Mathews proposed looking at ArborScope to
46 see what the values of the trees are, and coming up with a budget next month. Mr. Bohannon
47 replied that they can do the budget as late as March, as long as they are not spending money
48 before a budget is approved. He continued that he has not even talked to Frank yet related to the
49 maintenance of this year, and the HRC really needs that number to help them set the tone. He
50 can ask Frank related to if there are specific trees the HRC wants to replace and what that would
51 cost. Discussion continued about how there are two trees they have talked about that will need
52 replacing.

53
54 Chair Windsor asked if the Friends have anything else related to the budget. Ms. Mathews
55 replied that she wants to increase the shrub number to \$1,500, from \$1,000. Discussion
56 continued. Chair Windsor asked Mr. Bohannon if it would be possible to meet with Frank, go
57 over some of the trees, and get a rough estimate for what replacement would cost. Mr.
58 Bohannon replied yes, he might be able to set up a Zoom call with the three of them, and Ms.
59 Mathews could join if she wants.

60
61 Chair Windsor asked if there was anything else about the budget. Ms. Mathews replied that at
62 some point she would like to start talking about what they are going to do with the Rachel
63 Marshall area; she thinks they should bring it back to life. She asked if that could be on the
64 master plan section of the agenda. Discussion ensued about the Rachel Marshall area and the
65 changes it has seen already.

66
67 Chair Windsor stated that going back to tree replacement, they should think about what species
68 they want to have, beyond just replacing what is there. Maybe there are certain species they
69 want to plant.

70

71 Mr. Bocko stated that he wants to note for the minutes, to discuss in the future, that he advocates
72 that as part of renewing or revisiting the Rachel Marshall area they consider an intentional
73 connection with classrooms. Others agreed and discussion ensued.

74
75 Chair Windsor thanked everyone for their good ideas and discussion. He continued that they
76 will do a little bit of research on the trees, and come back next month with a budget. If anyone
77 has ideas before they set this in stone that would be great. They will have to increase the budget
78 to do what they need to do. Mr. Bohannon replied that the ARPAB budgeted \$10,500 and only
79 spent \$8,800, so that \$1,600 carries over. He continued that the Trustees very much appreciate
80 everything that the ARPAB does.

81

82 **5) Report From Friends of Ashuelot River Park Arboretum**

83

84 Ms. Mathews reported the following:

85

86 - The Friends officially changed their meeting schedule to the first Monday of the month at
87 4:00 PM, via Zoom during the off months and at the park, weather permitting, during
88 garden season.

89

90 Mr. Bohannon asked her to send him the Zoom link.

91

92 - The Friends contacted Mascoma Bank. She continued that they want to begin by talking
93 about the fact that the knotweed behind the bank is now gone, but if they do not do
94 something, it will come back. The Friends want Mascoma Bank to be aware of what is
95 happening and want their help with it. Maybe they would donate time or tarps. Then
96 perhaps they can have a real talk about the snow pile that happens on top of the garden
97 right by the handicapped parking every year.

98 - When the Friends update the ARPAB, they will continue to let the ARPAB know how
99 many volunteer hours the Friends have been putting in. Currently the three of them have
100 been putting in a lot of time on the rain garden and barberry replacement.

101 - Ms. Mathews put in a call to Matt Kelly (from the Cooperative Extension in Keene) and
102 Tom Murarty (from UNH) and has put the two of them in touch. She will let the ARPAB
103 know what happens.

104 - Ms. Mathews has been looking at the data and criteria for the DES (Department of
105 Environmental Services) permit for the rain garden and she does not think they need to
106 do one.

107

108 Discussion ensued about the DES permit. Mr. Bohannon replied that it just should be a standard
109 permit, not anything significant. They have done this before. When they do work on the
110 Jonathan Daniels Trail, they notify (DES). Discussion continued. Mr. Bohannon stated that he
111 can follow up with the DES if the Friends want him to, and look into this.

112

113 - The Friends received a grant from the CCCD for \$1,500. They requested and received an
114 extension of time to do the work that the grant is for, because there was a higher learning
115 curve than they had anticipated. They need to buy plants, which they have done a lot of
116 research about. Ms. Mathews will order and pay for them, and the grant will pay her
117 back (for the rain garden plants), and she will submit to the ARPAB for the ones at the
118 barberry hedge.
119

120 Ms. Mathews asked if the ARPAB wants to know which plants the Friends pick for the hedge by
121 the bridge. She continued that so far they are looking at itea/Sweetspire, which only grows two
122 or three feet; American Beautyberry/callicarpa, which is three to six feet; shrubby St. John's
123 Wort/hypericum, three to four feet; or New Jersey Tea, three feet. She gave information about
124 the rain garden plants as well, stating that someday when it is warm and the Friends' meeting is
125 at the park, the ARPAB members can come and see what they are thinking. Discussion ensued
126 about the proposed plants.
127

128 Raynee Carlson stated that regarding the invasives project, Mike Bald, who does invasive
129 removal work, came to look at the whole project. She continued that he was pleased by how it
130 was looking and thinks that the Friends have done a good job. He was pleased they were not
131 using pesticides. He was very upset about how dangerous the chain link fence is, because it is in
132 such disrepair. It also makes it difficult to manage the knotweed that is in and on the other side
133 of the fence. She does not know what the plans are for the fence (which is not owned by the City
134 or the Friends). Ms. Mathews suggested Mr. Bohannon inform the owners of the fence about the
135 dangers noted by Mr. Bald. Mr. Bohannon replied that he has mentioned the gaps in the fence to
136 them. Discussion continued.
137

138 Mr. Bohannon asked if the plants the Friends put in that area, once they decide on which ones,
139 will be part of the ARPAB's budget. Ms. Mathews replied yes, and they will have the numbers
140 for the ARPAB next month.
141

142 **6) Park Discussion – Master Plan Implementation**

143 **A) Ashuelot Green Space**
144

145 Mr. Bohannon stated that there is nothing to report.
146

147 **B) Kiosk Information**
148

149 Chair Windsor asked if the ARPAB had given Mr. Bohannon enough direction on this and where
150 things were at. Mr. Bohannon replied that due to being out sick for several days and then having
151 a lot to catch up on, he did not get the kiosk information done. They can go over it right now.
152 Using a marker and whiteboard, he showed the size of the kiosk. Discussion ensued about
153 content. The ARPAB determined the following should be included:
154

155 - Rules and regulations

- 156 - Map of the trees, on the back, with a QR code
- 157 - Trail map, on the front, with info about the app for trail maps
- 158 - A rotating space for classrooms to share information/displays
- 159 - Table of contents/note on front, at the bottom of the rules and regulations, so people
- 160 know to look on the back
- 161 - Position the sign so that people naturally know to look at both sides (e.g. angle it)
- 162 - Educational information (on the side) about arboretums, and the history of this one
- 163 - Nearby to the information on arboretums, information about the Friends, including
- 164 contact information
- 165 - Invasive species information, on the back
- 166 - A space to list upcoming events
- 167 - Information about the storyboards/story walk

168

169 Mr. Bohannon asked if someone could help him write a history. Ms. Mathews replied that she
170 would be glad to. Mr. Bohannon replied that he will send her something showing how much
171 space the history should take up on the sign. Discussion continued. Mr. Bohannon stated that he
172 will put all this in digital form and send it around with the next agenda packet.

173

174 Discussion ensued about the story walk in the park, and whether it has been updated – the first
175 story was about the fall. Mr. Bohannon replied that he does not know. He continued that he
176 needs to have a conversation with the Library about communicating with the Parks Department
177 about when they will update it, so the two departments can jointly promote it. Ms. Krautmann
178 stated that she was wondering if plantings could go on either side of the post. Ms. Mathews
179 replied yes, eventually. Discussion continued about the location.

180

181 Chair Windsor stated that regarding the signs that Mr. Bradford did, what really needs to be
182 corrected is the “connected world” part, because the spacing of the words is off. He talked with
183 Mike Johnson about trying to fix that. Mr. Johnson suggested that if the signs cannot be
184 removed, he could do a raised piece of the same dimensions, with the corrected spacing, and put
185 it on top. He asked what the ARPAB thinks. Discussion ensued. Mr. Bocko suggested first
186 checking to see if the sign is removable, because having Mr. Johnson correct the sign that way
187 would be preferable. Chair Windsor and Mr. Bocko stated that they will go look at the sign to
188 see if it is removable. Mr. Bocko stated that once they decide, he can follow up with Mr.
189 Bradford.

190

- 191 7) **New, Other Business**
- 192 A) **2023 Meeting Dates**

193

194 Discussion ensued about the ARPAB’s 2023 meeting dates and whether any of them need to be
195 changed.

196

- 197 8) **Adjourn – Next Meeting Tuesday, February 14, 2023 at 8:00 AM**

198

ARPAB Meeting Minutes
January 10, 2023

199 There being no further business, Chair Windsor adjourned the meeting at 9:00 AM.

200

201 Respectfully submitted by,
202 Britta Reida, Minute Taker

203

204 Reviewed and edited by,
205 Andy Bohannon, Parks, Recreation and Facilities Director

206



