

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

**ASHUELOT RIVER PARK ADVISORY BOARD MEETING AGENDA**

Tuesday, February 20, 2024 at 10:00 AM  
Room 23 Upstairs, Recreation Center

**Members:**

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

**Staff:**

Andy Bohannon, PRF Director

**Alternate:**

Thomas Haynes

**Agenda:**

1. Welcome and Call to Order
2. Approval of January 9, 2024 Minutes
3. Finance Report
4. Report from Friends of Ashuelot River Park Arboretum
5. Park Discussion – Master Plan Implementation
6. Project Tracking
  - a. Bird Ecology Project
  - b. Potential Public Art Installation – Take Flight
  - c. Budget Development
7. Upcoming Events
  - a. Ornamental Pruning Demonstration: April 15<sup>th</sup>, 2024 from 5-7pm
  - b. Kids To Parks Day – May 18<sup>th</sup>, 2024
  - c. Pollinator Palooza – June 25, 2024 from 11am-2pm
  - d. Art in the Park – August 31-Septemebr 1, 2024
8. New, Other Business
9. Adjourn – Next Meeting Tuesday, March 12, 2024 at 8:15 AM



1 City of Keene  
2 New Hampshire

3  
4 ASHUELOT RIVER PARK ADVISORY BOARD  
5 MEETING MINUTES  
6  
7

Tuesday, January 9, 2023

8:15 AM

Room 22,  
Recreation Center

Members Present:

Arthur Winsor, Chair  
Paul Bocko, Vice Chair  
Ruzzel Zullo  
Dian Mathews  
Suzy Krautmann  
Thomas Haynes, Alternate

Staff Present:

Andy Bohannon, Director of Parks,  
Recreation & Facilities

Members Not Present:

Stephen Hooper

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9  
10 **1) Call to Order – Roll Call**

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12 Chair Arthur Winsor called the meeting to order at 8:25 AM.

13  
14 **2) Approval of December 12, 2023 Minutes**

15  
16 Ms. Mathews stated that her name was spelled incorrectly throughout the meeting minutes, as it  
17 was spelled “Matthews” instead of “Mathews.” On line 22, the minutes stated that she would  
18 give Mr. Bohannon an invoice for Bartlett Tree, that should be corrected to Bagley Pond  
19 Nursery. On line 63, the minutes stated that “the signs seem higher...” which should be corrected  
20 to “the signs are higher...” With those corrections, Suzy Krautmann moved to approve the  
21 December 12, 2023 minutes which was promptly seconded by Paul Bocko. The motion carried  
22 unanimously.

23  
24 **3) Election of Chair and Vice Chair**

25  
26 Ms. Mathews moved to nominate Chair Arthur Winsor as Chair in 2024. Ms. Krautmann  
27 seconded the motion. The motion carried unanimously. Ruzzel Zullo moved to nominate Paul  
28 Bocko as Vice Chair which was duly seconded by Thomas Haynes. The motion carried  
29 unanimously.  
30  
31

32     **4)     Acceptance of 2024 Meeting Dates**

33  
34     The 2024 meeting dates take place on the second Tuesday of every month at 8:15 AM,  
35     conducted in Room 22 of the Recreation Center. Mr. Bohannon noted that the meetings were  
36     subject to change, especially in November when the Presidential election takes place. He shared  
37     that he is unable to attend the February meeting which they will discuss further at a later time.  
38     Mr. Zullo motioned to approved the 2024 meeting dates which was promptly seconded by Ms.  
39     Krautmann. The motion carried unanimously.

40  
41     **5)     Finance Report**

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43     There were two outstanding invoices. Ms. Mathews handed Mr. Bohannon one invoice for  
44     \$376.00. There was another open invoice for around \$90.00. Mr. Bohannon stated that he would  
45     try to put them into the 2023 budget, otherwise he would include it in the 2024 budget. The  
46     ARPAB was under budget for the prior year. Mr. Bohannon stated that there is a lot to discuss  
47     regarding the 2024 budget so he would wait until the next meeting to present it to the Board.

48  
49     **6)     Report from the Friends**

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51     Leslie Casey, members of the Friends, was present at the meeting.  
52  
53     Ms. Mathews stated that she submitted a report for the CCD Opportunity Fund Grant for the rain  
54     garden which was happily extended for a second year.  
55  
56     Ms. Mathews alerted the Board that there was a need for signage in the handicap lot at the Park  
57     because the snow plows had pushed snow into that space. Due to the snow being pushed up into  
58     the lot, they had already seen loss of shrubs and vegetation. Mr. Bohannon would discuss the  
59     issue with the current president of Mascoma Bank (owners of the lot beside the park) to ensure  
60     the plow trucks push the snow elsewhere. Ms. Mathews also considered putting stakes up at the  
61     right side of the Jonathan Daniels Trail, as they had already lost a shrub from the snow being  
62     piled there as well.  
63  
64     Ms. Mathews stated that the Friends made a list of what they would need and she would present  
65     it at a later date. She suggested that they think about getting new shrubs, ground covers, and  
66     understory trees to fill in the beds. Ms. Mathews asked the Board for recommendations on where  
67     to get the trees to which Chair Winsor replied that Millican Nurseries (in New London, NH) had  
68     top quality materials. He inquired about a dawn redwood tree last year but they only had one at  
69     the time so they could revisit acquiring the tree again in the spring.  
70  
71     Ms. Mathews stated that the Friends would meet at the Keene Library next month to pledge their  
72     work order and project ideas.

73  
74

75     **7) Project Tracking**

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77             **A) Project Worksheet**

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79 Mr. Bohannon handed out a project worksheet related to the Master Plan that was discussed at  
80 the previous meeting. The Board and Friends looked over the worksheet as discussion ensued on  
81 how they might use it for project management.

82

83             **B) Trail Clearing**

84

85 Ms. Mathews stated that the trail in the park needs to be defined, as the back of the path isn't  
86 marked or easily identifiable. Mr. Bohannon stated that the area has been brush hogged recently  
87 so it looked nice, though it will grow back. Mr. Bocko suggested that if they knew the property  
88 line, they could extend the trail further back instead of having it going through the meadow.

89

90 Ms. Mathews stated that in the North Arboretum, on the Arboretum side of the granite posts,  
91 there was a sizable dip in the ground that floods with water. This caused people to depart from  
92 the trail and walk on what would become the Pollinator Garden. It was understood that fixing the  
93 area was part of a ten-year plan but that it needed to be looked at sooner.

94

95             **C) Riverbank Plants**

96

97 Ms. Mathews stated that as the Friends get rid of the knotweed along the riverbank, they needed  
98 to consider what plants should be planted to compete with the weed. Mr. Bohannon stated that  
99 Andy Powers, who would be applying the herbicide in August of 2024, could surely give them  
100 advice if needed. He will email Mr. Powers and carbon copy Ms. Mathews on that email. Mr.  
101 Bohannon will also speak with Vegetative Control Service about herbicide application on the  
102 dam structure with the glossy buckthorn.

103

104 Ms. Casey of the Friends suggested inviting Barbara Scully (of the Ashuelot River Local  
105 Advisory Council) to a meeting. She believed they would be a good partner in dealing with  
106 invasive plants along the banks of bodies of water.

107

108             **D) Dam Project**

109

110 Mr. Bohannon shared that the Dam Project was not scheduled until fiscal year 2027. In  
111 conjunction with another city, they had applied for funding with a state agency to receive  
112 funding to examine the dam's removal. There would be a public engagement process that would  
113 start in July of 2026, as that was when the funding would begin. They had allocated 1.2 million  
114 dollars for the project.

115

116

117

118 **8) Budget Development**

119

120 **A) Antioch Graduate Student Internship for Spring Semester 2024**

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122 Mr. Bocko shared that a graduate student, Jen, would like to work in the Rachel Marshall side of  
123 the park as an internship (225 hours of work.) Jen would develop a plan to promote  
124 understanding and experience in the park and present it to the Board. Mr. Bocko suggested  
125 creating a system, such as inviting Jen to meetings or conducting Zoom calls, to receive  
126 continuous updates on the project.

127

128 Mr. Bocko stated that if this were to be paid in full by the City, it would be around \$3,600.00. By  
129 going through Antioch University as a work study, the City would pay around 75% of the cost  
130 (\$1,070.00.) Mr. Bohannon stated that he would take the funding from a different source other  
131 than ARPAB's budget which will help to move the project along. She would then be working  
132 under Mr. Bohannon but would still be updating and reporting to the ARPAB.

133

134 **B) Bartlett Tree**

135

136 Chair Winsor stated that it had been ten years since they had done the inventory with Bartlett  
137 Tree. He suggested that they discuss inventory with Frank Grano (Manager of Bartlett Tree in  
138 Hookset, NH) as some of the older trees need to be replaced. Mr. Bohannon stated that he would  
139 speak with Karen Gray, manager of the City's trust funds. He reminded the Board that they are  
140 allowed to spend 10% of the interest generated from the principle. The current trust had around  
141 \$275,000.00. He stated he would have a report out for the next meeting to show the Board the  
142 trusts related to the park.

143

144 **C) Landscape Contractor**

145

146 Mr. Bohannon stated that although the park staff is responsible for the basic maintenance of  
147 mowing, trimming, and trash removal in the park, they may find a contractor that specializes in  
148 gardening to assist the Friends with completing work related to the garden beds. Chair Winsor  
149 questioned whether Tim Garland (of the City's Cemeteries Division) could assist. Mr.  
150 Bohannon shared that, unfortunately, he would not be able to assign Mr. Garland to the park as  
151 he holds a position in the Cemeteries Division.

152

153 **9) Upcoming Events**

154

155 Mr. Bohannon shared that he received an email regarding the 2024 Pollinator Palooza. There was  
156 no date set, as they were just reaching out to ensure the ARPAB is interested in hosting the event  
157 again, to which the Board replied they are.

158

159

160

161 **10) New and Other Business**

162

163 **A) Boothbay Botanical Fairy Garden**

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165 Chair Winsor shared photos with the Board via email of his visit at the Boothbay Botanical  
166 Garden in Maine. He stated that it was a much larger location and, therefore, they had gates that  
167 are locked at night to close the gardens. He shared that without gates at the Ashuelot River Park,  
168 unfortunately, there may be vandalism of the large structures. Because of this, he believed it  
169 would not be possible to bring the fairy gardens to the park.

170

171 Ms. Krautmann suggested that the Board connect with a school to create fairy gardens with  
172 natural resources. This would be temporary and could be a yearly project for a group of people,  
173 potentially hosted by the Keene Library.

174

175 **B) Book Walk**

176

177 Ms. Krautmann stated that there are too many signs in regards to the book walk. She suggested  
178 planting perennials alongside the sign posts to help them blend in with the nature. Mr. Bohannon  
179 would like to meet in the park with park staff this coming spring to locate and spread out some of  
180 the signs that block the view of the river.

181

182 Ms. Krautmann stated she was disappointed in the amount of stories that the Library had created  
183 thus far, as there are supposed to be four a year. Mr. Bohannon stated that the kiosks were  
184 installed incorrectly which halted their project, although he believed that they had been fixed. He  
185 shared that he had already been in conversation with the Library regarding the Book Walk.

186

187 **11) Adjournment – Next Meeting Date: Tuesday, February 13, 2024 at 8:15 AM**

188

189 There being no further business, Chair Winsor adjourned the meeting at 9:37 AM.

190

191 Respectfully submitted by,  
192 Melissa Danneker, Minute Taker

193

194 Reviewed and edited by,  
195 Andy Bohannon , Director of Parks, Recreation, and Facilities.

196









**Ashuelot River Park Advisory Board  
2023**

	<b>Budget</b>	<b>Actual To Date</b>	<b>Difference</b>
Landscaping	\$ 1,000.00	\$ -	\$ 1,000.00
Replanting Program			
shrubs	\$ 1,500.00	\$ -	\$ 1,500.00
trees	\$ 5,000.00		\$ 5,000.00
Bartlett Tree - Pruning	\$ 2,385.00	\$ 5,835.00	\$ (3,450.00)
Miscellaneous (not contract)	<u>\$ 1,000.00</u>	<u>\$ 150.00</u>	<u>\$ 850.00</u>
Total*	\$ 10,885.00	\$ 5,985.00	<u>\$ 4,900.00</u>

Bartlett Tree	\$ 840.00
Bartlett Tree	\$ 395.00
Bartlett Tree	\$ 1,150.00
Bartlett Tree	\$ 3,450.00
Rich Holschuh - Antioch speaker	\$ 150.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<b>TOTAL</b>	<u><b>\$ 5,985.00</b></u>





