



Mine Falls Park Advisory Committee Meeting Agenda

Monday, June 7th, 2021

Virtual

Call to order: 7:02

Roll Call: Pam, Greg, Doug, Paula, Cecilia, Stacy

Greeting of guests: None

Approval of May Meeting Minutes: *Defer to next meeting, committee to review the previously shared minutes for May plus June*

Motion:

Second:

Parks Dept Topics:

1. Financial Report Review – Statement to be provided
 - a. *Questions and feedback to be covered with Jason in next meeting*

Parks Dept Backlog:

All items deferred for discussion with Jason in next meeting.

3 new items added for discussion

1. Boardwalk Treatment Sampling
2. Upkeep/Repairs List in backlog
3. Cove/Canal Study results
4. Bridge Inspection
 1. Engaging City Engineer for a study; not included in the city study
5. Gatehouse Roof Repairs
6. Trail Day Signs
7. Repair Backlog Additions:
 1. **Lincoln Park Fences & Parking Signs**
 2. **Fence at Gatehouse (overlooking the flow into the pond)**
 3. **Cheyenne Dr side of park & Riverbank**

Committee Topics:

1. Trail Day Review – May
 - 1) Successful Canal cleanup
 - 2) Successful Red Trail repairs

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- 3) Triangle cleanup – Cleaned up and cleared the drain; Vegetation could use some clearing
 2. June Trail Day Project Review:
 - 1) ~~Knotweed~~—Dick
 - I. *Needs more preparation (landscape fabric)*
 - II. *Is this section impacted by the Dog Park? See committee topic below*
 - 2) Cove Trail Trimming – Jeff
 - 3) Graffiti Painting:
 - I. *Stacy (Highway area)*
 - II. *Paula – Dam area*
 3. By-Law Review
 - 1) ~~Recommended changes~~
 - 2) ~~Vote~~

Additional guidance has been shared and committee will review to discuss future amendments, if necessary

The ordinances establishing the Mine Falls Park Advisory Committee are NRO 12-11 through 12-13. I've copied them below, for reference:

“Chapter 12. Boards, Committees and Commissions

Article IV. Mine Falls Park Advisory Committee

§ 12-11. Establishment.

The Mine Falls Park Advisory Committee for the City of Nashua is hereby established to promote the use, appreciation and upkeep of Mine Falls Park. It shall advise the Mayor and Superintendent of Parks and Recreation as to the maintenance and development of Mine Falls Park.

§ 12-12. Membership; terms.

The Mayor shall appoint, subject to the approval of the Board of Aldermen, an advisory committee to be known as the Mines Falls Park Advisory Committee. The Committee shall consist of a minimum of seven members, and shall have no limit as to the maximum number of members. The Committee shall have a quorum when four members are present. Two members will be appointed for the length of their tenure on the Conservation Commission and Nashua River Watershed Association, respectively, and the remaining members will be appointed at large and will serve for three-year terms. No member of the advisory committee shall be a member of the Board of Aldermen or any employee of the Board of Public Works/Parks and Recreation Department.

§ 12-13. Chairperson; bylaws; compensation; terms.

The Committee shall elect a Chairperson from among its members, chosen from one of the citizen representatives. The Committee shall establish its bylaws and establish regular times for meetings and the orderly conduct of business. The members of the Committee shall serve without compensation. Each member of the Committee shall hold office until his/her successor is appointed and approved, unless sooner removed.”

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So, for the questions asked:

1. The general answer would be that a quorum is necessary to have a meeting, and a quorum is a majority of the total membership of the committee. Then, once you are in a meeting, votes can be passed by a majority of the members present at the meeting. However, the ordinances creating the Mine Falls Park Advisory Committee establish a special quorum rule. They say the Committee shall have at least 7 members, but can have more, with no limit on the total number of members. It also says that a quorum, in order to hold a meeting, only needs to be four members, regardless of how many total members the committee has. So, if 4 members of the committee are present, the committee can meet, and can vote to approve items with either a 4-0 vote or a 3-1 vote (a majority of those present at the meeting).

Action item for next meeting:

- Committee to review this new information and discuss amendments to the bylaws in our next meeting

2. “At monthly trail day clean-ups, the group convenes to take care of park clean-up and repairs. Does this convening constitute a public meeting?” Yes. These trail days should be properly noticed, and minutes need to be kept. Minutes can be very minimal: under RSA Chapter 91-A they are required to have the names of members present, names of persons appearing before the committee, brief descriptions of the subject matters discussed, and final decisions, including the names of members who made or seconded motions. I suspect that there are no votes at these clean-up days, and the description of the meeting (subject matters discussed) would probably be something like “on-going clean-up and trail work in Mine Falls Park”.

Questions for next meeting:

- Can our bylaws exempt our trail days from this if we state that it is not a forum where we discuss or vote on topics?

- Are the trail days posted by the city like the monthly meeting?

Action Item:

- Jeff to document minutes for the June meeting

- Cecilia to forward questions to city/counsel

3. Generally bylaws can be amended by a majority vote at a meeting. You should also check your current by-laws, as they may have language about how to amend them. They do not need to be approved by any other body, such as the board of aldermen.

4. Park Graffiti – Active Response Process

- Committee independent response: Dog Bag model

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- 1) *Request for spray paint purchased/stored with the Parks Dept (Attn Jason)*
 - 2) *Committee members can obtain and cover up any offensive or otherwise that needs quick response*
 - *Need a long-term plan to prevent rather than react to the graffiti*
 - 3) *Revisit prior discussions for clear coat/anti-graffiti*
 - *Trail days will continue to address the large areas like the overpass and the dam*

5. **New Membership**
 - 1) *Who to direct new members to if they are interested?*
 - I. *Cecilia: On the City Website there is a form to volunteer for a committee*
 - I. *Or email Mayor with resume and contact information*
 - II. *Or email Cecilia*
 - III. *Recommendation: Have the come to a meeting as a member of the public*

6. **Scoters in the Park – Guidance on Electric Vehicles**
 - 1) *City law is on the books that electronic vehicles (non-ADA/accessibility) are prohibited in parks*
 - I. *Including our own signs*
 - 2) *Not clear to users that these are prohibited in the park*
 - I. *Map of availability includes MFP; user agreement etc. do not call out usage*
 - 3) *Committee has concerns on their usage in the park in a safe, responsible manner*
 - 4) *Cecilia will check back with the overall city position and counsel on risks*
 - 5) *Committee will continue to discuss and escalate concerns around enforcement*

7. **Dog Park plans – Park impacts?**
 - 1) *Committee would like Parks Dept to provide more info on the plan*
 - I. *Layout; Parking; Timeline, etc.*
 - 2) *Cecilia will work to coordinate a presentation from that committee*
 - 3) *They have public meetings on the first Friday of each month at 8AM*

8. **Imagine Nashua**
 - 1) *Open areas and Park areas are a component of the planning*

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- 2) *Committee would also like to be collaborative with this process (Community Development) to understand any park ideas or plans*

2021 Project Backlog

1. Routine Maintenance
 - a) Graffiti Covering
 - b) Trail Clearing
 - i. Cove Trail*
2. New Work
 - a) Signage and map updates for Orange Trail (Doug)
 - b) Red Trail Erosion repairs (Greg 12/4 email)
 - c) Washout – Green trail G59-60
 - d) Stair Erosion: 7th to River
3. Non-Trail Day:
 - a) Gatehouse Video/NMC Anniversary

Parking Lot

- 1.

Adjournment – 8:20 PM

Motion: Stacy

Second: Pam

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Appendix A – Subcommittees

Cove Trail

Members: Paula & Doug

Assessments:

- Full closure
- Clearing/cutting

Objectives:

Objective	External Dependency	Status
Assess options	- Restrictions on water proximity	Met for a walkthrough in April
Assess implementation	N/A	Plan to perform trimming for at least 1 more season

Knotweed

Members: Jeff, Doug, Dick

Assessments:

- Clearing and Covering

Objectives:

Objective	External Dependency	Status
Assess options	Parks Dept – Identify solutions	Met for a walkthrough in April
Assess implementation	Parks – Trail Day Support - Materials and equip	<i>Planned for June trail day Revised plan with request</i>

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		<i>to sufficiently cover the area with landscaping material</i>

Gatehouse

Members: Paula, Pam, Greg

Assessments:

- TBD

Objectives:

Objective	External Dependency	Status
Identify problem areas		In progress - Roof Soffit escalated to Parks Dept
Identify solutions		
Implement solutions		

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Appendix B – Parks Dept Backlog

1. NEW: Apr 2021 – Ledge St/2nd St Canal Fence
2. Guardrails near Nashua High entrance and beneath power lines, Lincoln Park bridge approaches
 - a. These line the paved walk way and multiple sections are broken. We would want all of them looked at and addressed between the parking lot and the high school
3. Guardrails in Lincoln Parking Lot (June – And the parking signs)
 - a. Same style, same few occurrences of broken sections
4. Pond Weir Bridge bollards
 - a. These are the green bridges along the pond where the water spills out, needs some fixes to the railings
 - b. And it would help if something can be done at the bottom of the railing where the bridge surface drains, it often get blocked and could use some more drainage cut or drilled
5. Overlook Repairs
 - a. The two overlooks near the 7th st entrance have some broken railings also
6. Carter Bridge guardrails
 - a. Similar to those between Lincoln and the High School, the wooden sections are broken in places
7. Gatehouse cleaning (interior)
8. Gatehouse repair – Eave soffits overlooking the river
9. Gatehouse Stone Wall Reinforcement
 - a. Gatehouse overall needs some attention and we have Greg and Pam focusing on that as a sub-committee
10. Spine Road Repairs (grading/drainage)
 - a. We have a lot of sections that collect sizable puddles, some a parking spot size but some larger. It would help to have the road fixed up to drain properly.
11. Canal Trail Grading
 - a. This has been a long term backlog item we have wanted addressed, and Nick had a contact with the grader equipment who can do it. Right now, the trail surface is not draining properly and it keeps creating washout sections where we have to build retaining walls

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12. Replace missing trail numbers
 - a. Doug has a list of these he can share
13. Canal Dredging
 - a. Another long-term major effort we are interested in determining a solution, but we have concerns that the canal runs slowly and we have some significant sediment building up in areas like the 7th st drainage
14. Wooden siding on interior of Lincoln Park Bridge is rotting and in poor condition. Similar issues are present on the High School and Carter Bridges.
15. Steel expansion plate needs replacing/welding/expanding after being trimmed to fix the tripping hazard
16. Fence @gatehouse overlooking the flow into the Mill Pond
17. Cheyenne Dr side of Park Property – Riverbank erosion

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