**NHPL LANDSCAPING ADVISORY COMMITTEE MEETING MINUTES**

**April 19, 2023 10:30AM**

Committee Members: John Bottomley, Lisa Cote, Dana Hooper, Audrey Prior

Chair: Emily Creighton; Trustee Rep Kathleen Kilgore; Maintenance Mgr. George Chauncey

**Meeting came to order at 10:37AM**

Members present: John Bottomley, Lisa Cote, Audrey Prior, Emily Creighton

1. Approval of Meeting Minutes:

January 19, 2023– Approval Motion made by Mr. Bottomley; second by Ms. Prior; unanimous

1. Committee reviewed Landscaping Action Items: See pages 2-4
2. Other Items that came before the Committee: See pages 3-4
3. Meeting adjourned at 11:55AM
4. Next meeting: Thursday, May 25,2023, 10AM in the Library Reading Room

Minutes prepared by Emily Creighton

**NHPL LANDSCAPING ADVISORY COMMITTEE**

 **January 19, 2023 ACTION ITEMS**

***I. Assess Monitor and Maintain***

 A. **Irrigation –** Sprinkler system check of each zone, Fall/Winter maintenance

Per George Chauncey, Sprinkler system has been turned on and tested.

B.**Yew Hedges** (left side of terrace) – Fertilize, water, trim, possible replacement in 2 years

Need spring fertilizing. Ms. Kilgore is searching for a company to fertilize all hedges, shrubs, trees

Discussion ensued about replacing Yews with Pencil like arborvitae and using the Yews as a fence for the trash bin. Committee thinks this is a good idea, but too costly at this time – estimates are at the upper end of a $5-10K to change the Yews out. They agreed the Yews are looking much better and beginning to fill out. Again, they also need fertilizing. **Recommendation:** Committee suggests waiting another year and discuss again.

 C. **Boxwoods** (front and right side of building) – Replace 3 at $200 each, fertilize, water, trim

 **Status: Approved** by Trustees; replacement contingent on their recovery status. Committee decided to replace the original three damaged Boxwoods. Ms. Creighton will contact Mark Olson.

**D.Trees** **bordering** **Atlantic** **Ave (east and north end)** – Spring cleanup of these two corners

 **Status:** Ms. Kilgore and Ms Creighton will rake and pick up leaves and debris along the Alden Ave side of the Library, Sat., April 22. Ms. Kilgore will bring debris to the brush dump. Mr. Hubbard (DPW) said his staff will lay mulch as soon as the plants, shrubs and trees are fertilized. They will also trim trees of dead branches and tidy up for Memorial Day. Ms Creighton is also asking Mr. Hubbard if his crew will also clear the vines beneath the two front corners of the Atlantic and Alden tree stands and to include spraying the poison ivy.

 E. **Rain** **Garden** **and** **Plantings** – Spring fertilizing needed. **STATUS:** Trustees seeking vendors

 F. **Japanese** **Maple** **in** **Circle** – Fertilize, water **STATUS:** Trustees seeking vendors

G. **Utility Equipment Structure along** **Alden** **Road**

Plant five closely staggered Arborvitae for screening ($8-900 per tree)

**Status: Approved;** Trustees awaiting contract from Mark Olson. The Trustees continue to discuss a three sided fence placed around the trash area bin to screen it from the neighborhood.

***II. Spring Items***

1. **Conifer** **Christmas** **Tree** - dwarf Balsam 10-14ft

**Status**: Item Closed

Committee decided this is a Town Campus Project. Ms. Creighton spoke with TA Tully who said that a tree was a possibility. He asked that the Library Landscaping Committee think about the possibility of taking on the landscaping task for the entire Town Complex. This committee discussed and because of their personal commitments, they are not interested at this time.

1. **Landscape** **Maintenance** **Professional** – Estimated $2K yearly

This hire will allow the Landscaping Committee to phase out its landscaping role.

**Status:** The Trustees continue to work on finding a company to take care of the landscaping maintenance responsibilities to include weeding and monitoring during the summer, fall cleanup /winter damage mitigation and spring fertilizing and cleanup. **Committee recommends concentrating on locally owned companies.**

1. **Raised** **Planters** (planting and maintenance)

**Status**: Committee discussed, and at this time, not in favor of using volunteers to support this effort. If the Library Staff can not support this effort, we do not recommend adding raised planters.**Recommendation: include planters in the maintenance contract so that the vendor takes responsibility for raised planters and or pots on the Terrace and by the front entrance of the Library.**

1. **Mahoney** **Portrait** **Sculpture** – Arrives in New Hampshire first week of August for Installation. Sean Mahoney, Erik Durant, Mark Olson – Bench sculpture, 18”x18”x54” Height 49”Oval Base: 5’x10”

**Status:** Trustees await further specifics of the base medium and installation date and details. Trustees’ approval is necessary before installation begins.

**III. Other Items**

1. **STEPS W/RAILINGS:** George Chauncey’s concern over the current parking overflow on Alden Ave: Mr. Chauncey proposes steps with railing (for public safety) from Alden Ave up to the side parking lot. Committee agreed to Refer item to Trustees for their discussion. **RECOMMENDATION:** Before the Trustees proceed further on this topic, we recommend a study of traffic flow in relationship to Library program needs during the entire Town Complex construction period.
2. **NEW UTILITY POLE** behind the Library’s sign was discussed.

 Three members of the committee, Mr. Bottomley, Ms. Kilgore and Ms. Creighton had conversations with either or both Town Administrator (TA) Tully and Selectman Sununu to ascertain the rationale for placement of an approximately 60 foot utility pole on Library property. These committee members were informed that Unitil gave the Town three possible sites for the pole. As we understand, the SelectBoard approved placement of the pole at the site behind the Library sign on the edge of the front parking lot.

 The pole is the point at which utility equipment was attached and from which an underground trench was dug towards the new Town Complex. Although approximately eight feet of the 60 foot high pole was used to attach utility equipment, the rest of the pole is unused. Ms. Creighton asked TA Tully to talk with Unitil about “cutting” the pole shorter; he said he would but thinks that the company’s pole height guidelines may not allow shortening the pole. Both TA Tully and Selectman Sununu says the pole is on Town Property and that the Library sign is also on Town Property.

The committee did a site inspection and noted that the in ground piece of granite, with a bore hole at the end of the historical stone wall, appears to show that the Library sign and pole may in fact be on the Homestead lot and therefore, what happened there should have been controlled by the Library Trustees or, at a minimum, they should have been notified before pole placement. Both TA Tully and Selectman Sununu have stated that because the sign was placed on Town land, they did not think it was necessary to consult with the Trustees on the pole’s placement.

 The Landscaping Committee believes the pole, particularly the unused 50+ feet, effects an aesthetically unappealing view from the east to west approach to the Library from Atlantic Avenue. Given the reality that the pole is “in place” and will not be moved, the ground area around the pole appears to be a walking safety hazard - an exposed hole with heavy laden different size rocks **Recommendation To The Trustees:** The committee believes the Town should ensure all holes are filled in, the ground mulched and landscape this newly created bed with low maintenance shrubs and ground cover. The idea is to mitigate a possible walking safety hazard and the negative aesthetic impact the pole and its utilities have on the Library’s landscape. Overall, the committee expressed disappointment that Town official(s), involved in this decision. did not extend a degree of professional courtesy to consult with Library Trustees before the placement of the utility pole.

1. **Stone vs Mulch** around trees, shrubs and hedges – DPW Manager, Hubbard mentioned that his department was thinking about using stone rather than mulch for landscaping. The committee discussed, and based on cost and aesthetics, we prefer mulch. Mr. Hubbard has been advised.

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