

City of Lebanon
Tree Advisory Board
Minutes, January 3, 2022
City Hall Meeting Room 2 and LebanonNH.gov/Live
5:30pm

MEMBERS PRESENT (6/7): Andrew Garthwaite
 Susan Johnson
 Mary Maxfield
 Sarah Riley
 Charles DuPuy
 Kelsey Haigh

MEMBERS ABSENT (1/7): Stephen Cole (Stephen has withdrawn from the Tree
 Advisory Board)

STAFF PRESENT: Paul Coats (Director, Leb Rec) (remote)
 Kristine Flythe (Recreation Coordinator, Leb Rec)

OBSERVER PRESENT: Katrina Geurkink (Katrina may apply to be on the Tree
 Advisory Board, is currently with us as participant
 observer, and here to help us envision our goals)

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1. CALL TO ORDER: Andrew Garthwaite called the meeting to order at about 5:35pm.
 2. APPROVAL OF MINUTES: After some corrections were made to the minutes of our November 29, 2021 meeting, a motion was made by Sarah to approve the edited minutes, seconded by Susan, all in favor.
 3. OLD BUSINESS:
 - a. Katrina presented a proposed process for visioning and prioritization.
 - i. The purpose of visioning is for us to more clearly see a desired future state, i.e. something for us to aspire to.
 - ii. We will hold a visioning meeting on Monday, February 7. We have asked for a larger room for Covid reasons.
 - iii. Homework: Prior to that visioning meeting, it is hoped that each of us board members will develop a "magazine cover" celebrating the City of Lebanon's tree board-related achievements [5-20 years?] in the future. Our magazine covers will feature achievements, who the main players are, etc.

- iv. The meeting: Katrina will collect our individual goals and put them on sticky notes. Each of us will post our magazine covers on the wall and briefly present it. Vision elements will be captured on sticky notes. The group will use the “affinity process” or something like it to group the notes into specific categories and create headers for each category. The group will decide how they want to further document the vision.
- v. If time allows, we will begin the prioritization process—i.e. translate the vision elements into a vision statement measurable outcomes. E.g. plant 12 trees/year. We will also create a plan to communicate and socialize (?) the vision and priorities with key stakeholders such as city councilors.
- b. Discussion of vision process plans:
 - i. Charlie: To set goals, we need to be clear about what we have.
 - ii. Andrew: Perhaps what Sarah emailed us today (1/3/22) would help here.
 - iii. Katrina: We could form teams to research relevant areas of info.
 - iv. Kristine: Leb Rec has an inventory of trees and trees planted. Beehive is where the DPW and Lebanon inventory trees. Beehive isn’t public, but SeeFixClick is a public database that might be relevant here.
 - v. Sarah: The library also plants trees.
 - vi. Question: What is the time frame for our vision?
 - vii. Katrina: Remember that a vision is only a desired end state. The point of visioning is to energize us. The magazine cover gives us a time frame— with, say, an imaginary publication date of January 2027. The trees in front of Kilton are about 10 years old, the oak across the street is about 150 years old.
 - 1. A mission statement summarizes the what, how, and why of an organization’s work.
 - 2. A vision statement presents an image in words of what success will look like.
 - viii. Andrew: Do we need a vote on this?
 - ix. Paul: If we eventually craft a vision statement that we present to stakeholders/grant-giving bodies, maybe then.
 - x. Katrina will send an email describing magazine cover assignment.
 - xi. Andrew might send out info he collects on what other towns are doing that would be inspiring for us.

4. NEW BUSINESS:

- a. Interactions with other city boards and departments
 - i. Such as DPW, Planning Board, Conservation Commission, City Manager, City Council, Liberty Utilities, Lebanon Rec Dept.
 - ii. Kristine: We could invite them to our meetings, say one per meeting
 - iii. Say we considered hosting special tours involving fountains, art, big trees. Perhaps we could build up to a conference with several city boards/groups about joint planning.

- iv. Charlie: Perhaps focus on the Planning Department because they develop policies.
- v. Susan: And with the DPW focus on finding out what they do.
- vi. Kelsey: Let this be a year of learning for us.
- vii. Katrina: Perhaps find out how other cities work with their DPW.
- viii. Charlie: The Somerville tree plan was developed by their planning board. This is quite a public enterprise with some help by private.
- ix. Tree City has awards and grants aimed toward groups like ours.
- b. Next steps for Tree Advisory Board
 - i. Tree warden
 - 1. We need to develop a job description for this position.
 - 2. The tree warden is meant to be a member of the Tree Advisory Board.
 - 3. We currently have an applicant, but Paul is going to table that until we're ready 2-4 meetings from now.
 - 4. The tree warden job description is an agenda for our next regular meeting in March.
- c. Research assignments—possible questions:
 - i. Sarah: Look into Hartford, VT and what they do with trees.
 - ii. Sarah: County forester: what kind of resources could they share with our board?
 - iii. Sarah: Would the itree resource/app offer something for us?
 - iv. Charlie: In summer walk around to get a sense of heat pockets.
 - v. Susan: itreetool.org has something you can download to your computer.
 - vi. Andrew: Look into other towns of similar size to ours.
 - vii. Sarah: Concord NH gives out free trees and has criteria for looking for suitable locations.
 - viii. Charlie and Katrina: Liberty Utilities has a tool for criteria for suitable locations.
 - ix. UNH Agricultural Extension Program has resources related to community forest council and urban forest.
 - x. Charlie and Mary: Pocket Lab puts out sensors like temperature sensors. Mary will talk with LHS science teachers.
 - xi. Could trees be planted along Rte 120 gateway to Hanover and median areas?
 - xii. Sarah: Might we the Tree Board do a public introduction of ourselves to the larger community? Lebanon E-News (?), Lebanon Times would be good, but we'd have to pay.
 - xiii. Plan for Arbor Day—last Friday in April. Last year we planted 4 trees at one of the parks. This year at Mount Leb?
 - xiv. Kristine will look into Liberty Utilities tree giveaway (small trees in pots).
 - xv. Party in the park with a tour of the trees.

5. OTHER BUSINESS: None.

6. ADJOURNMENT: At about 7pm Sarah moved to adjourn. Mary seconded. All agreed.

Respectfully submitted,
Mary Maxfield
Recording Secretary