

FINAL

City of Lebanon
Tree Advisory Board
Minutes, November 29, 2021
City Hall Meeting Room 1 and LebanonNH.gov/Live
5:30pm

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

MEMBERS ABSENT (1/7): Stephen Cole

STAFF PRESENT: Paul Coats (Director, Leb Rec)

-
1. CALL TO ORDER: Paul Coats called the meeting to order at about 5:35pm.
 2. APPROVAL OF MINUTES: This was our inaugural meeting, so there were no previous minutes
 3. OLD BUSINESS: This was our inaugural meeting, so there was no old business to discuss.
 4. NEW BUSINESS:
 - a. We reviewed the Tree Board [charter](#). This document can be found online on LebanonNH.gov>Boards>Tree Advisory Board. It can also be found on the agenda packet on the city website.
 - b. Meetings requirements:
 - i. It is required that our official meetings be held in person. People may attend via zoom if absolutely needed.
 - ii. An in-person, physical quorum of half of our membership is required in order for us to meet. At present, there are 7 members, so 4 people are required. If we get 9 members, a quorum would be 5 attendees in order to hold a meeting.
 - iii. Emails between 4 or more of us would be classified as an official public meeting. We can do organizational things by email that are unofficial, but if 4+ of us are in communication, we shouldn't discuss controversial things without the meeting being made more official.

- c. Meetings schedule: We will meet every other month at 5:30pm. Susan Johnson volunteered to send out a doodle poll to determine our schedule for the year.
- d. Officers:
 - i. Roles:
 - 1. The chair will work with Paul Coats to develop agendas, run meetings, call votes.
 - 2. The vice chair will back up the chair.
 - 3. The recording secretary will take notes which will serve as the draft minutes of the meeting. The secretary will float out their notes to other members.
 - ii. Nominations and Selections:
 - 1. Chair: Andrew was nominated by Sarah. Motion seconded by Charlie. The motion was approved (7/0).
 - 2. Vice Chair: Susan was nominated by Mary, Motion seconded by Sarah. Motion approved (7/0).
 - 3. Recording Secretary: Mary was nominated by Sarah. Motion seconded by Susan. Motion approved (7/0).
- e. Lebanon is a “Tree City USA”, sort of an official designation. Each year, 1-4 trees are planted out of the recreation department budget.
- f. Lebanon tree database--how to do this well....
 - i. A lot of things could be done to establish a database of trees in the city. This is an exhausting task for the Rec Dept.
 - ii. At present there are no plans for any place other than Colburn Park, where each tree has a plan on schedule with Fox Trees who manage those trees. The Rail Trail is a big issue in terms of “dangerous” trees.
 - iii. Along streets like Bank Street are trees next to sidewalks. Not totally clear who is responsible for each of those trees. Right-of-way gives the city the opportunity to use that spot, but the adjacent homeowner is responsible for mowing the grass there.
 - iv. [LebConnect](#) (as well as the [SeeFixClick app](#) which powers LebConnect) was mentioned as a communications tool for city residents.
- g. Goals for 2022: At today’s meeting, we brainstormed goals. At our January meeting, we will set out our official goals for the year. Some brainstorming ideas mentioned at this meeting:
 - i. Come up with a good way for members to share info with one another digitally.
 - ii. Come up with a Lebanon version of the NH Big Tree Program (e.g. the biggest red oak in Lebanon, tree of the month, etc.)
 - iii. In order to develop a well-functioning board, perhaps we could tap into the already existing <https://treeboardu.org/> course online.
 - iv. Be aware of grant opportunities.
 - v. Have an Arbor Day in April.
 - vi. Look into rewarding commercial establishments for not taking down trees.

- vii. Organize and start up the heat island project, including tree canopy and landsat photos, and developing ways to score coverage of trees in an urban area. (Charlie volunteered to send out the plan that Somerville, MA uses for doing this.)
- viii. In order to inform city boards such as the Planning Board, develop an inventory of trees that would be in our purview (i.e. urban trees, as opposed to the trees in Boston Lot). Paul: our current database is limited and not GIS-based. Sarah wondered if we could see what we have in our current database by the next meeting.
- ix. Recruit a tree arborist for our board.
- x. Establish a tree nursery? The city of Concord, NH will give trees and help plant them on private property.
- xi. Education of the city and students.
- xii. Have a constructive, functional connection to Public Works. Perhaps we should invite them to our future meetings.
- xiii. Plant lots of trees. West Lebanon is desperate for trees.
- xiv. City of Lebanon has gorgeous stones included in planning for street work going on around town, but we need a plan for trees, too.
- xv. Get into the Master Plan.
- xvi. Let's look at the Master Plan so that we're not reinventing the wheel.
- xvii. Partner with businesses.
- xviii. More fruit trees.
- xix. Focus on education and the arts.
- xx. Be aware of some of the current literary and research focus on trees as cooperative members of vast interconnected ecosystems.

5. OTHER BUSINESS: None.

6. ADJOURNMENT—Sarah moved to adjourn the meeting at about 7pm. Seconded by Andrew. The motion was approved (7/0).

Respectfully submitted,
Mary Maxfield
Recording Secretary