



**LEBANON TREE ADVISORY BOARD
JUNE 6, 2022 - 5:30 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. April 4, 2022 Minutes
 - B. May 2, 2022 Minutes
 - 3. Old Business**
 - A. Urban heat island group: Charlie and Mary
 - B. Westboro: Susan and Kelsey
 - C. Tree warden: Paul, Andrew and Kathleen
 - D. Tree ordinance group: Susan, Kelsey, and Sarah
 - 4. New Business**
 - 5. Other Business**
 - 6. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

City of Lebanon
Tree Advisory Board
Minutes, April 4, 2022 at 5:30pm
City Hall Meeting Room 2 and LebanonNH.gov/Live

MEMBERS PRESENT (6/7): Kathleen Corrigan, Charlie DuPuy, Andrew Garthwaite, Susan Johnson, Mary Maxfield, Sarah Riley

MEMBERS ABSENT (1/7): Kelsey Haigh

STAFF PRESENT: Present in person: Kristine Flythe (Recreation Program Director, Lebanon Recreation Department); present via teleconference: Paul Coates (Director of Lebanon Recreation Department)

OBSERVER NOT PRESENT: Katrina Geurkink (may apply to be on the Tree Advisory Board, a regular attendee of our meetings, instrumental in helping us envision our goals but not able to join us for this meeting.)

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1. CALL TO ORDER: Andrew Garthwaite called the meeting to order at about 5:35 pm.
 2. APPROVAL OF MINUTES: After the minutes of our March 14, 2022 meeting were reviewed and some corrections made, a motion was made by Sarah to approve the minutes. Unanimously approved.
 3. OLD BUSINESS:
 - a. **Tree warden**
 - i. Kathleen Corrigan researched this and recently emailed us documents on the topic of town tree wardens.
 - ii. Kathleen thinks we need to discuss the issue of authority of the tree warden.
 - In some towns, she found, there is quite a bit of adherence to what tree wardens recommend.
 - She wonders: To whom would our tree warden report? To us? To an independent agent? (e.g. Currently, for something like tree removal, the utilities don't have to go to the Planning Board; sometimes communication with the property owner is enough—unless it's a scenic road in which case the issue would be sent to the Planning Board and they cc the Conservation Commission. We wonder: Should we be on that list?)

- iii. We agreed that there's a problem. We don't have a tree ordinance. NH mandates that each town have a tree warden. Should we, the Lebanon Tree Board, determine who does tasks like trouble trees? How should we do this, in terms of chain of command? NH is very hit and miss. In Hartford, VT, for example, everything is written out.
 - We discussed inviting AJ Dupere (Urban Forester for NH Division of Forests and Lands) to come to our next meeting (5/2/22) to discuss the issue of tree warden and levels of authority. He has also expressed willingness to come and meet and look at our trees with us.
 - We also discussed inviting Heather Green (who works with Liberty Utilities in Lebanon) to a meeting to get some help on this.
 - iv. Charlie DePuy wondered whether having a tree ordinance would confer upon [us] authority to make decisions.
 - Paul Coates said yes, it would.
 - v. Should our tree warden, to be an *ex officio* member of the Lebanon Tree Board, be a paid or volunteer position?
 - Andrew suggested that we start with volunteer.
 - Kathleen said that in other towns, it is common for an already-employed town employee to take on the position of tree warden.
 - Sarah Riley expressed concern about whether Lebanon currently has a city employee with the kind of experience (ecology, conservation) that we want.
 - Susan Johnson wondered whether we need a job description before recruiting.
 - Paul replied yes so that we'd have criteria by which to evaluate candidates.
 - vi. Our plan of action:
 - Kathleen will draft a job description for our tree warden.
 - She will send that to the Rec Dept, and Paul will disseminate it from there.
 - Kathleen will invite AJ Dupere to our next meeting.
 - vii. Sarah Riley wondered whether we should invite our current two interested candidates to our next meeting for their thoughts as members of the public (along with Heather Green and AJ Dupere).
 - Paul has acknowledged receipt of their volunteer tree warden letters of interest.
 - It was suggested that perhaps we could invite them to Arbor Day events or tree crawl. (Sarah volunteered that Eric wouldn't be able to come.)
- b. Review of visioning goals**—our list of three immediate things we can and should do:

- i. Educate ourselves first. We have formed an online list (found in our group google folder and entitled, "[What we need to LEARN](#)".) Each of us can add to this list. We added to it at this meeting.
 - ii. Current trees in Lebanon
 - Inventory
 - Clarifying which are public
 - Susan will call DPW to see who we should talk to about this.
 - iii. Urban heat island technology and planning for and execution of summer data collection by students and community volunteers.
- c. Updates on the Urban Heat Islands project**
- i. Susan made a point of bringing up the topic of environmental justice as connected with urban heat islands with Devin Wilkie, Lebanon City Council member. Devin is working with Emily Walton, Dartmouth sociology professor on data collection in health disparities, food scarcity, poverty in Lebanon. We assume that there are important connections here.
 - Susan and Mary Maxfield will follow-up on this.
 - ii. Urban Heat Island (UHI) data collection update:
 - Charlie, Sarah, and Mary met last week with LHS teachers to describe our projected UHI project.
 - LHS teachers responded enthusiastically, telling us that they might be able to involve students in data collection and in tweaking the various technology problems (gaps in map, color-keys for temperature ranges)
 - Members of the Tree Board had some cool ideas for approaching our mapping problems.
- d. Updates on Arbor Day 2022**
- i. Date: Friday, April 29th
 - ii. There are three Arbor Day events scheduled.
 - The official public celebration will be held at noon at the North Westboro Park (across Bridge St from Stateline Sports).
 - Susan volunteered to staff an information table here.
 - Another event is at the Lebanon Landfill, where some [lilac bushes or trees] will be planted, but no celebrants are hoped for.
 - One tree will be planted at Hanover Street School. The actual species hasn't been chosen yet. (A couple of us suggested some species of oak, though size and habitat needs, include tolerance of compaction, must be part of the final decision.
- e. Parking lot update**
- i. Goal: They want to put green space there and revitalize the downtown riverfront.
 - ii. Sarah spoke with the Economic Development Commission (ED)C with her Conservation Commission hat on. She mentioned that they want to talk with Andrew, too.

- iii. She reported that the EDC has already developed some green space there, replacing impervious surfaces with trees.
 - iv. As mentioned at our meeting last month, the role of the TAB is to make sure that trees and heat islands are not forgotten.
 - v. Event dates TBA.OTHER BUSINESS—General announcements of interest:
 - f. Sarah shared that a Wild About Lebanon “tree crawl” is planned by the Upper Valley Land Trust and Conservation Commission for the 1st Saturday in April (Friday 4/1). Purpose: slow walk to look at trees around town in places such as Colburn Park and the Greenway.
 - g. Tomorrow (Tuesday 3/15) at 10am behind Target is a repeat Wild About Lebanon walk and talk focusing on this area where our two major rivers converge.
4. NEW BUSINESS: None
5. NEXT MEETING: Monday 5/2/22 at 5:30pm.
6. ADJOURNMENT: At about 7:05pm, Charlie moved to adjourn, Susan seconded. All approved.

Respectfully submitted,
Mary Maxfield
Recording Secretary

City of Lebanon
Tree Advisory Board
Minutes, May 2, 2022 at 5:30pm
City Hall Meeting Council Chambers first and then Room 2: LebanonNH.gov/Live

MEMBERS PRESENT (7/7): Kathleen Corrigan, Charlie DePuy, Andrew Garthwaite, Kelsey Haigh, Susan Johnson, Mary Maxfield, Sarah Riley

MEMBERS ABSENT (0/7): All present

STAFF PRESENT: Present in person: Kristine Flythe (Recreation Program Director, Lebanon Recreation Department); present via teleconference:

STAFF NOT PRESENT: Paul Coates (Director of Lebanon Recreation Department)

GUEST: Everett Hammond from the Department of Public Works

1. CALL TO ORDER: Andrew Garthwaite called the meeting to order at about 5:35 pm.
2. APPROVAL OF MINUTES: Minutes from our last meeting on April 4 were not distributed, therefore they cannot be approved until our next meeting.
3. SPECIAL DISCUSSION WITH EVERETT HAMMOND (Lebanon DPW)
 - a. DPW tree budget low, maybe \$10K/yr
 - i. Therefore there is little money for either planting or cutting down
 - ii. No money for dealing with disease
 - b. DPW responsibilities:
 - i. Most DPW work is removing dying or dead trees or trimming branches that are causing problems (e.g. The trees in front of the Mascoma Savings Bank were recently removed because of heaving soil and sidewalks around the trees.)
 - ii. Any tree in the right of way is the city's responsibility. (Notetaker's side note: Public right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. is the city's responsibility.)
 - iii. Homeowners' responsibilities are _____
 - iv. The city doesn't have a comprehensive right-of-way map. That would be really helpful.

- v. MapCity GIS maps for sewers, drains, water are better organized but not perfect.
- c. Other questions:
 - i. Does Heather of Liberty Utilities have a sense of rights-of-way?
 - Kristine will ask.
 - ii. How might the Tree Advisory Board (TAB) get involved in city tree issues at a more planning or proactive level than a reactive crisis level? (For example, during current road work near the CCBA, a tree was almost cut down until Kristine called.)
 - Andrew is starting a list of “significant trees” in Lebanon and invites us all to add to it.
 - Sarah suggested that the TAB could propose to the City Council an ordinance with criteria for what gets cut down. Or maybe we could be squeaky wheels so that work gets done *around* a tree.
 - iii. Does DPW have an inventory of trees?
 - Everett: No. Focused on utilities.
 - iv. Susan: How about in winter with plowing?
 - Everett: Having **bump outs** for trees is a pain and even dangerous for drivers. For crosswalks, that’s different and okay. Trees and utility poles have to be 8 feet from the side of the road in a 25-30 mph zone. The amount of set-back is categorized by speed limit. This is set by state. This would be done by GIS people.
 - v. Charlie: Looking at residential streets, curbs seem to be going in everywhere. Are curbs a way to protect trees or for general safety purposes?
 - Everett: Neither. The current curbs are being put there for drainage, water, and sewage problems.
 - An aside from Sarah: Curbs are not good for drainage. Maybe not the best way to protect trees.
 - Everett: The curb projects in Lebanon are almost all done. The trees to be planted tomorrow by the Mascoma Bank (by Colburn Park) will be planted with no mulch. Rather they will be planted surrounded by granite cobbles with a design that will allow a path for water.
 - vi. Kelsey: City trees present tough problems. The current volume of soil, for example, is very low.
 - Charlie: Could the excavations be deeper?
 - Kelsey: Roots often grow horizontally.
 - Everett: In that 5 foot grass strip between the sidewalk and road, eventually you’re going to get sidewalk heaves.
 - Everett: Small trees with low branches are a problem on busy sidewalks.
 - vii. So who pays the bill for planting trees?
 - Libraries, schools

- Trees are often the last thing considered.
 - The Mascoma Bank trees were actually included in the DPW budget.
- viii. Charlie: Is there a policy that if a tree is going to be cut down, it will automatically be replaced?
- DPW doesn't have a dedicated tree person or policy.
- d. A recap of important unanswered questions or needs:
- i. What trees does the city own (right-of-way) vs what landowners own, especially in urban environments? Knowing where the rights-of-way are is nuanced (e.g. I might own it from my land to the center line down the middle of the road, but there is still a right-of-way.)
 - Portsmouth, Concord, and Nashua all have different approaches to ROW. Dupere suggested that Lebanon decide where we are and where we want to be.
 - ii. Doing an inventory of our urban trees. Especially urgent with ash trees. An inventory would be important because we need to know what trees we can influence.
 - iii. One of our goals is planting trees in urban areas. We need to coordinate with the city to plan this.
 - Everett said it could be with him.
 - iv. Charlie: Should we have a tree ordinance to help us set policies?
 - Homework before next meeting: Look up tree ordinances from other municipalities.
4. OLD BUSINESS:
- a. North Westboro Park
 - i. We think we should have input into this. We expect the city should ask for our input here.
 - ii. Concern expressed that the design for the work planned there is by a city engineer, not a landscape architect. None of the suggested for species to be planted came from the revitalization committee. Shoreline Mitigation Act..._____ (I missed something here.) Someone took down the shoreline trees. The city seems frustrated with how things have progressed in that area.
 - iii. We have to figure out where from our world that new plantings can be budgeted.
 - Ron Rhodes (with Conn. River group, helped with Mascoma River cleanup) offered to speak with us (about funding or plantings, not sure)
 - Funding sources: NH Charitable Foundation
 - The requirement that Lebanon fix the shoreline is from the state.
 - Leb Rec Dept is hoping volunteers can do the plantings.
 - The plan is for trees to have 1-inch trunks.
 - Someone from the Ottauquechee tree workshop is being sent to talk with us.

b. Public Meetings

- i. Definition: What determines whether an event or communication is classified as a “public meeting” or not is whether there is a quorum.
 - There are 7 of us on the Tree Advisory Board, so 4 would be a quorum.
- ii. Allowed: Email bcc’ing info within the whole group.
- iii. Not allowed: Conversationally going back and forth with that info.
- iv. Allowed: subcommittees or working groups of less than 4. Examples of possible working groups:
 - Urban heat island group: Charlie and Mary
 - Westboro: Susan and Kelsey
 - Tree warden: Andrew and Kathleen
 - Tree ordinance group: Susan, Kelsey, and Sarah
 - The tree warden could enforce the future tree ordinance

c. Tree warden

- i. Kathleen: How big should our list of job expectations be, given that it’s a volunteer, part time position?
 - We all agree that this position could entail a massive amount of work.
 - Maybe we should be doing some of this...
 - Perhaps we could invite the prospective tree warden(s) to our next meeting

5. NEW BUSINESS: None

6. ANNOUNCEMENTS: Some of us should go to the May 9 Planning Board meeting about the housing/building projects proposed for Mechanic and Foundry Streets.

7. NEXT MEETING: Monday 6/5/22 at 5:30pm.

8. ADJOURNMENT: At about 7:11pm, Kelsey moved to adjourn, Sarah seconded. All approved.

Respectfully submitted,
Mary Maxfield
Recording Secretary