



**LEBANON TREE ADVISORY BOARD
JUNE 5, 2023 - 5:30 PM
MEETING ROOM 2, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. **May 1, 2023 Meeting Minutes**
 - B. Work session May 10, 2023
 - 3. Old Business**
 - A. IRA Grant
 - B. Tree Warden Position - Candidate
 - 4. New Business**
 - A. Strategic Plan Update - [Strategic Planning, Online Whiteboard for Visual Collaboration \(miro.com\)](#)
 - B. Women's Club lunch meeting
 - C. Rotary Funding / Volunteer Request
 - D. Tree Ordinance Review Update
 - 5. Other Business**
 - A. Next Meeting will be under DPW jurisdiction with Patrick McCarthy.
July 10, 5:30 pm
 - 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](https://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

Draft* Minutes, Monday, May 1, 2023 at 5:30pm
Meeting Room 1, City Hall or remote via virtual platform lebanonnh.gov/live
(Questions are in red.)

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

MEMBERS ABSENT (0/7):

STAFF PRESENT: Paul Coats (Director, Lebanon Parks and Recreation)

GUEST: Patrick McCarthy (DPW Maintenance Manager and cemetery sexton. He will serve as liaison between DPW and TAB)

1. CALL TO ORDER: The meeting was called to order at the usual time
2. APPROVAL OF MINUTES: Minutes of our last meeting on 4/3/23 were approved unanimously after some minor corrections.
3. IMPORTANT PROCEDURAL NOTE: TAB is in an extremely busy period, and it is tempting to get together with each other for work sessions. It is critical that a work session consisting of more than 3 of us be understood to be a meeting. Any such meeting must be publicly posted 3 days in advance.
4. OLD BUSINESS
 - a. Tree Ordinance discussion
 - i. Since our last meeting, we all added comments
 - ii. At this meeting, we worked together to edit the current draft ordinance.
 - iii. At the end of this work session, we agreed that our work on the draft is complete for now. Paul will deliver our draft to Shaun Mulholland who we expect will forward it to the DPW and city lawyers.
 1. Susan will add comments identifying places on the document where we request lawyer input.
 - b. **Urban Heat Islands**—Next steps

- i. See NEW BUSINESS (below) because this agenda item and the issue of an IRA Grant of general interest to the TAB were merged in our discussion.
- c. **Tree Warden position**—Discussion deferred until next meeting (?)
- 5. NEW BUSINESS
 - a. **Replanting of trees** (Patrick McCarthy, DPW Maintenance Manager)
 - i. Discussion deferred until next meeting.
 - b. **City manager meeting review**—Discussion deferred until next meeting (?)
 - c. **IRA Grants** (all)
 - i. Rebecca Owens is willing to advise us, but we must lead.
 - ii. Grant due 5/31/23
 - iii. Minimum amount of grant award: \$100,000. We immediately realized that we will need quite a bit more than 100K for the range of goals relevant to our grant application.
 - iv. Shaun Mulholland is very enthusiastic about these grants and sees ways they could be spread out over five years. He has ideas for 50/50 matches.
 - v. A central value underlying the IRA grants is environmental justice—with an emphasis on disadvantaged communities according to [this screening tool](#). Meeting this criteria (which Lebanon does not) allows for a waiver from the requirement for matching funding partners. Mary wonders whether a separate grant related to Advance Transit bus stops would be feasible. Discussion on this was terminated due to the enormity of all of the unknowns and the urgency of completing our grant application on time.
 - vi. Assignments were given and accepted.
- 6. CALLED MEETING for grant application work session: Wed 5/10/23 at 5:30pm
- 7. ADJOURNMENT: Meeting adjourned at 7:15pm.
- 8. NEXT MEETING: May 1 at 5:30pm

Respectfully submitted,
Mary Maxfield, Recording Secretary

City of Lebanon
Tree Advisory Board
Special Work Session

Draft* Minutes, Wednesday, May 10, 2023 at 5:30pm
Meeting Room 2, City Hall or remote via virtual platform lebanonnh.gov/live
(Questions are in red.)

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

MEMBERS ABSENT (0/7): Kelsey Haigh

STAFF ABSENT: Paul Coats (Director, Lebanon Parks and Recreation)

1. CALL TO ORDER: The meeting was called to order at the usual time
2. APPROVAL OF MINUTES FROM LAST MEETING: Not included at this special work session. Postponed until next regular meeting.
3. OLD BUSINESS–None
4. NEW BUSINESS–This meeting is devoted solely to work on our [IRA Grant](#) application. Andrew Garfield called the meeting to order at the usual time. Susan Johnson reported on and others commented on grant progress to date:
 - a. Rebecca Owens understands that we can apply for a total of \$100,000 or more. That means 100K/fed govt funding and 100K/matching funds.
 - i. Funds would be used for trees, mulch, volunteer labor, city labor, planning/design consultation (to coordinate utilities and such work as cutting pavement, landscaping). On the [budget template](#) this would be related to salary. Each job needs an estimated cost/hour (for engineers, for volunteers, etc.)
 - ii. City of Lebanon said it would match all (?) in our budget but hopes it would be “in-kind” where possible.
 - iii. Sherry Boschert talked with Susan about grants. Sherry’s EV grant has an 80/20 split. Very different problems from ours.
 - iv. Rebecca will enter our data for us. Her recommended deadline for getting everything to her is at least a week before 5/31/23.

- b. Looking at the body of our grant application, the [grant narrative](#), we noted that we basically propose to plant trees, particularly to address urban heat island concerns and support associated environmental justice objectives, work with local partners (including Advance Transit), and to prevent tree loss.
- c. Kathleen Corrigan suggested that we consider paying a tree warden for the purposes of this five year grant.
 - i. Others suggested that we should increase the level of our grant for such pay.
 - ii. Charlie DuPuy suggested that we include AJ and Liz in such administrative costs.
 - iii. Tree warden seems to be related to #4 and #8 on the list of eligible activities.
 - iv. Kathleen will write something up for the grant and city council (?)
 - v. We need to identify our tree warden.
- d. Susan wonders who's going to plant all these trees. We've been thinking about planting 200 trees/year. DPW isn't structured to do that. Paul paid Fox \$3200 for the sycamore at Colburn Park.
 - i. We need to work with smaller trees than that sycamore. We have to factor in inflation as well.
 - ii. Susan had hoped that we could train volunteers to plant trees.
 - 1. Andrew: That's another reason why we need a tree warden.
 - 2. Susan: and AJ and Liz.
 - 3. Sarah will ask AJ about potential volunteers
- e. Maybe we should ask for \$400,000 (or 200K from IRA grant and 200K matching)
- f. Possible sources for matching funds: Byrne Foundation and Rotary Club of Lebanon. Other potential sources would need more time than we have given the grant deadline of 5/31/23.
 - i. Andrew will write a letter to Dorothy Byrne asking for an amount between 10K-500K.
 - 1. Charlie and Mary will finish.
 - ii. Mary will approach Lebanon Rotary member Will Koppenheffer.
- g. Our official title to be used on all documents from now on, including letters of support: **Lebanon NH Green Streets Initiative**
- h. Advance Transit **bus stop trees** have been a neglected issue for years.
 - i. In a recent email, Rebecca Owens referenced a 2010 planning board meeting at which bus stops were mentioned, wondering whether there was any mention of trees or any proposed plantings. There were none.

- ii. We need to go to the AT [bus stops around Lebanon with the highest ridership](#) and plan trees....
 - 1. We cannot build shelters for Advance Transit. Built structures are not in our budget.
 - 2. We don't want to plant trees where we can't.
 - 3. For the grant, we need to coordinate with private owners, public owners, and AT.
 - i. **Andrew and Kelsey** will focus on the grant [budget](#)—starting with that which Susan has set up so far.
 - i. One more budget-related detail needed: DPW's hourly rate. Maybe Paul could help us find that.
 - 1. We wouldn't pay DPW; that would be an "in-kind" contribution.
 - 2. Volunteers would also be "in-kind" here.
 - j. **The rest of us** will focus on the grant [narrative](#). Susan repeated that we should all read the [NOFO](#) and even watch the associated webinars in order to "pass the test".
 - i. We should keep the narrative simple. We can add details (e.g. warden, labor) to it as possible.
 - ii. Specify that environmental justice was an original intent of ours before we looked into this grant.
 - iii. Comments are okay but urged us to feel free to directly edit the grant narrative.
 - k. **Sarah will do some final editing.**
 - i. Deadlines:
 - i. Total completed grant application due to fed govt: 5/31/23
 - ii. Rough draft due to Rebecca: 5/24/23
5. ADJOURNMENT: Meeting adjourned at 7:00pm.
6. CALLED MEETING for continued grant application work session: Wed 5/17/23 at 5:30pm

Respectfully submitted,
Mary Maxfield, Recording Secretary