



**LEBANON TREE ADVISORY BOARD
SEPTEMBER 16, 2024 - 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. August 5, 2024
 - 3. Old Business**
 - A. Tree Warden Update
 - B. Inventory Update
 - C. Grant Update
 - D. School St. Cemetery Planting Update-Remaining trees to plant? Any budget or use grant?
 - E. Fall Plantings-
- Confirm locations, bus stops, other locations for utilities, Easements and how to get going, site prep, planting date, Tree Corps communication
 - F. New Planning submissions
 - G. Hypertherm Sustainability Intern?
 - H. Fall Plantings (Locations, Easements, Site Prep, Tree Orders)
 - 4. New Business**
 - 5. Future Agenda Items**
 - 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.

AGENDA

Tree Advisory Board

September 16, 2024

AGENDA ITEM 2

APPROVAL OF MINUTES:

AUGUST 5, 2024

City of Lebanon
Tree Advisory Board
Minutes, Monday, August 5, 2024, at 5:30pm
Meeting Room 2, City Hall and remote via virtual platform lebanonnh.gov/live

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

MEMBERS ABSENT (0/7) None

STAFF PRESENT: Shaun Mulholland (City Manager)

STAFF ABSENT: Patrick McCarthy, Tree Warden

GUESTS PRESENT: None

(QUESTIONS IN RED)

- I. **CALL TO ORDER:** The meeting was called to order at 5:30pm
- II. **APPROVAL OF MINUTES:** Minutes from 6/3/24 were reviewed and approved.
- III. **OLD BUSINESS**
 - A. **Inventory Updates**
 1. Deana developed an online tree inventory app.
 - a) Our new tree warden has met with Deana and was familiarized with the app.
 - b) Liz suggests that there be satellite photos of each tree in our inventory to which she and TAB could add changes.
 - c) Ultimately the city tree inventory will be open to the public on the city GPS.
 2. Thursday 8/8–Lesson on tree identification and short lesson on tree inventorying.
 - a) AJ and the woman who is director of NH urban/community forests will join those of us who can make it.
 - b) No follow-up lessons on tree identification in the near future. Maybe one in the winter?
 - c) Will DPW get tree-ID training? This would be helpful to all of their work.
 3. Sunday 8/11–Tree inventory lesson and work:
 - a) Liz and Deana will join those of us who can make it.
 - b) Twelve volunteers have signed up for this event. Susan will advertise on the UV listserv for a few more.

- c) Follow-up lessons on tree inventorying will happen on a weekend day when people can make it and more tablets are available.
- 4. Availability of tablets for inventorying:
 - a) We don't know how many tablets we have. Tablets are easier to use than phones.
 - b) All of the DPW tablets would be useful.
 - c) Shaun thinks it would be fine for volunteers to use city tablets (that are already loaded with Brightly software).
 - d) Susan thinks the grant should allow us to buy some tablets that would belong to the city.
 - e) Shaun: To get more tablets, email Patrick and Tree Warden about prices, we would go through DPW and the cyber services department. Any new tablets would need an air card (which gives the tablet the ability to connect with cellular signal).
- 5. Getting cellular access with tablets:
 - a) We still have to organize cell access.
 - b) With city devices, you're okay. With non-city devices, you'd need unlimited cellular.
- 6. More on using the tablets and doing the inventory.
 - a) How would volunteers log in?
 - (1) Generic log-in "Volunteer"
 - (2) Several TAB members suggest that we know the volunteer's name for each entry.
 - b) It would be nice if volunteers could flag a tree to be checked out for this or that note left on the inventory.
 - c) Sarah and Kelsey both want any data entered on Brightly to be accurate—e.g., Rather than detailed species/variant info on a particular maple, it might be most useful for all the people including DPW to just enter it as "maple".

B. School Street Cemetery Planting Update:

- 1. About half of the trees planned for the cemetery have been planted.
- 2. Of the remaining trees, perhaps our grant could be used for the street trees.

C. Grant Update and Fall Plantings

- 1. Andrew thinks it would be most efficient for only 3 TAB members to locate spots and species for upcoming grant-related plantings. He is hoping this can get done in the next week or two.

- a) We need to narrow down our planned locations and forward them on to Deana and then to Patrick and the tree warden with recommendations for species or at least specify whether a spot would be good for a large tree, small tree...
- 2. Goal: 30 trees.
 - a) Perhaps identify 50 locations to ensure 30 trees.
 - b) Start with bus stops and branch out from there—including possibilities such as school bus stops, places that would provide busy pedestrian areas shelter from sun, rain, snow, snow.
- 3. Actual locations for fall plantings—in process.
 - a) [Patrick's list with our comments](#) is a good starting place to which we'd add more spots. These are all bus stops which can be linked to specific map locations—so city GIS-ready. Deana can enter these as data.
 - b) Charlie has started a great map of spots for Miracle Mile. More info is needed to make each location city GIS-ready.
 - (1) Charlie will specify the locations on his list.
 - (2) Some of his spots are on Timken land. Because Timken is part of a large corporation not based in Lebanon, decision making would be slow. Perhaps earmark Timken trees for spring so we allow time to communicate with Timken?
 - c) Some good West Leb spots for trees:
 - (1) East side of Seminary Hill
 - (2) Mechanic streets sidewalk Slayton Hill to the Legion
 - d) Priority locations: bus stops, locations where elderly need to walk like the senior center, private land with local owners that would impact as much of the public as possible.
 - e) Sarah will go to the SAU re trees we hope to plant on the high pedestrian public areas that are on SAU land such as bus stops.
 - f) Some street trees are privately owned but have city rights-of-way and some are private.
 - (1) Patrick will see which is which.
- 4. Possible sources of conflicts as these and other desirable locations are identified:
 - a) Easements
 - b) Utilities, etc.

5. Perhaps Deana could put something about potential trees into the app that would allow us to have a hierarchy of tree priorities.
 - a) Susan will see Deana this week and ask.
 6. Kelsey wondered whether we should have ten phases in our maps—i.e., 5 years X 2 planting seasons per year. Discussion: Maybe not because we don't want to create too much work for Deana.
 7. Tagging trees: Liz discourages us from putting QR codes on trees because the trees can grow around the tag. Because we want to have QR codes, we'll do a little research on this to see how they do this in Boston, Cambridge, etc.
 8. The Gang of Three: Charlie, Sarah, Susan
- D. New planning submissions: None
- E. Farmers Market
1. Some people signed up to volunteer when visiting our table at the Farmers Market but haven't signed up on our official list yet.
- F. Mulch Volcanoes Education
1. Annie and Ollie Hanna film?
 2. Posters for public and landscaping companies?
- IV. **NEW BUSINESS:** Sarah recommended that she and Kathleen meet with new Planning Board chair Andrew Fontz (sp?) to discuss TAB recommendations.
- V. **FUTURE AGENDA ITEMS:**
- A. Rod Findley re West Lebanon and streetscape plans. See what's planned for West Leb. Probably a good time for us to have input.
 - B. Meet new tree warden—who lives in Pittsfield. Patrick doesn't want us to contact him. He isn't as available to us as we had hoped, but AJ and Liz can do a lot of teaching, etc.
 - C. Sites for tree-ID training:
 1. Colburn (August 11)
 2. Dartmouth
 3. Pine Knoll
 4. Skate Park
- VI. **MEETING ADJOURNED** at 7:30 pm.
- VII. **THE NEXT MEETING** will be held Monday September 16th at 5:30pm via remote and in person.

Respectfully submitted,
Mary Maxfield, Recording Secretary