

FINAL

City of Lebanon  
**Tree Advisory Board**  
Minutes, Monday, July 10, 2023 at 5:30pm  
Meeting Room 1, City Hall or remote via virtual platform lebanonnh.gov/live

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

STAFF PRESENT: Paul Coats (Director Parks and Rec, TAB)

GUEST PRESENT: Shaun Mulholland (City Manager)

MEMBERS/STAFF ABSENT: Patrick McCarthy (DPW/TAB)

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- I. CALL TO ORDER: The meeting was called to order at the usual time
- II. APPROVAL OF MINUTES: Minutes of our meeting on 6/5/23 were approved.
- III. OLD BUSINESS
- A. IRA Grant Update (Susan)
    - 1. We expect to hear by October.
    - 2. But the funds will probably not be “live” until Spring.
  - B. Tree Policy Draft Update
    - 1. Our [draft tree ordinance](#) was commented on (in the text) by Shaun.
    - 2. Shaun said that the next steps would be:
      - a) Developing a **tree code**, which he is working on with city attorney Matt Decker. **(Towns have ordinances; cities have codes.)**
        - (1) On the city website, the city **charter** is the equivalent of a constitution.
        - (2) Our **tree code** would be there as “**Chapter 55**” and would essentially consist of laws.
        - (3) Companion **policies** would be established for various things such as how to plant trees. Shaun suggests that we have a video that DPW could watch. DPW

currently has no actual policies. Our policies would be their first.

- b) Shaun will try to get his tree code to us within the week.  
(Read it prior to our next meeting on Tues 7/25!)
  - c) We would then **revise the document**.
  - d) The document would then go to the **City Council**.
- 3. The city would be required to follow the Tree Code (Ordinance), and the Code/Ordinance is required to follow state law.
  - 4. Another relevant read suggested previously by Kelsey and Andrew: selected pages (19-23 among others) from [A Hard Road to Travel on NH Law of Local Highways, Streets, and Trails](#)
  - 5. A peripherally related topic is site plan violations. Shaun offered that they are usually inadvertent, but regardless, the city currently has no one to enforce site plan agreements. A tree warden could potentially be that person. If a site plan offered X number of trees, for example, we could ask them to be responsible for that.

#### C. Urban Heat Island Study

- 1. Charlie noted that Lebanon had a day with an over-100°F heat index last week. This imposes serious health issues for many of our most vulnerable community members.
- 2. Andrew: Maybe a tree master plan should be our next project.
- 3. Shaun: We need an urban forestry plan in place by this coming spring. This plan would provide policies and guidelines for city staff to use. It would cover:
  - a) How many trees?
  - b) What kinds of trees?
  - c) What staff would be needed?
  - d) What areas would be targeted?
    - (1) Shaun: Kimball Street is being torn up. We should use that as an opportunity to plant trees there. Patrick McCarthy would be our liaison.
    - (2) Sarah shared links to three relevant city documents, that would complement the urban forestry plan and could eventually include info such as extreme heat zones, places where trees are targeted, etc:
      - (a) [Walk, Bike, Ride](#): Multimodal and complete streets implementation plan
      - (b) [Complete Streets Policy](#): One policy to improve mobility and safety for all users

(c) [Maps](#) of proposed pedestrian and bicycle network

4. Susan, referring to planting trees this fall (especially around bus stops):
  - a) Locations: we know we can do plantings on city properties.
  - b) Shaun would give us a form letter for easements on private property.

D. Tree Inventory

1. The city's asset management program used to be Beehive, but that will be replaced soon by a program to be determined. Trees would be inventoried there.
2. City-owned urban trees (but not privately owned trees) would be inventoried in this new system (along with the already-inventoried bridges, roads, sidewalks, etc.)  
Cemeteries would also be included.
3. The new inventory system would have info for each tree such as a QR code, treatment history, etc.
4. Volunteers would probably use a city device in order to complete the various inventory tasks (e.g. take photo of tree, estimate height of tree, nail a plastic tag into tree)
5. Mark Goodwin would use this new system to incorporate tree information onto maps, too.
6. We would probably have layers of key info such as heat islands, walkability, and a possible site of a future tree.
7. Amy Gomo is the person in charge of the tree inventory system.
  - a) City can print its own QR codes.
  - b) Shaun hopes volunteers will do the bulk of the tree inventory.
8. Shaun hopes to have the tree inventory system ready for this Friday.
9. The walkability maps are not of survey quality. With iphones we can locate a spot within +/- 3 meters.
10. The numbering system needs to be figured out ahead of time.

E. The Tree Warden position is still open.

1. Paul interviewed a candidate, Andrew \_\_\_\_\_, who is currently with a tree company in the Corinth area. He seems interested and is a strong candidate, but DPW still needs to meet him.
2. Since Andrew's interview, another candidate has come forward.

3. Although the TAB is responsible for the job definition, the tree warden would be answerable to DPW and would be a paid employee.

#### IV. NEW BUSINESS:

##### A. Environmental Justice Task Force (EJTF)

1. DEI reached out to TAB, Sustainable Lebanon, and the Conservation Commission to brainstorm what environmental justice looks like in our city.
2. TAB brainstormed relevant city topics briefly: underserved neighborhoods, urban heat islands, bus stops, air quality, Richard's list, privately owned places such as bus stop in the Walmart parking lot.
3. Mary (as rep from TAB) and Sarah (as rep for Conservation Commission) will serve on the EJTF.

##### B. Planting trees at bus stops

1. Susan prepared a spreadsheet list of 21 bus stops at which we could plant trees.
2. At each site, we would need to specify exactly where to put a tree and how to prepare the surface.
3. Adams Carroll recommended that we find maybe 5 locations that would be easy, visible, and high success. He emphasized that highly visible success would be important for future endeavors.
  - a) So find our top 5-10 locations with map overlays so that we'd know where the sewage and water mains are.
  - b) Then get input from DPW.
  - c) We'd also need to eventually invite Adams Carroll or AT facilities manager people after we identified our 5-10 locations and X-marks-the-spots.

##### C. Budget–Shaun wants to have an Urban Forestry Fund and wants to fund it from the Lost Fund—which is a controversial thought.

1. The Lost Fund is controlled by the Conservation Commission's Land Use Trust Fund. It currently contains ~\$1.4 million.
2. The Lost Fund's money is used for conserving open spaces, i.e. protecting land from development.
3. If the Lost Fund is used for Urban Forestry expenses, there would be less money for the originally intended purposes.
4. Andrew: perhaps money from Rotary (assuming we get it) could be applied toward the Urban Forestry Fund.

##### D. Assignments:

1. Contact Rotary re our application (Mary)

2. Identify the top 5 sites for bus stop tree plantings. Patrick wants us to mark the spots, and he'll check them out from the DPW perspective.

V. MEETING ADJOURNED AT 7:15.

VI. NEXT MEETING: Tuesday July 25 at 5:30pm at City Hall and online

Respectfully submitted,  
Mary Maxfield, Recording Secretary