FINAL

City of Lebanon

Tree Advisory Board

Monday, October 9, 2023 at 5:30pm

Meeting Room 2, City Hall or remote via virtual platform lebanonnh.gov/live

MEMBERS PRESENT (7/7):	Charlie DePuy, Andrew Garthwaite, Kelsey Haigh, Susan Johnson, Mary Maxfield, Sarah Riley
MEMBERS ABSENT:	Kathleen Corrigan
STAFF ABSENT:	Patrick McCarthy (DPW/TAB)
GUEST PRESENT:	Shaun Mulholland (City Manager),

I. CALL TO ORDER: The meeting was called to order at 5:31pm

II. APPROVAL OF MINUTES: Minutes from 7/25/23, 9/11/23, and 9/25/23 were briefly reviewed and approved with minor corrections. *Our final minutes should be added to the city website.*

III. NEW BUSINESS:

A. Tree Warden update: A new person was hired but quit, overwhelmed, on their first day. Now what?

1. In the grant narrative, an arborist was suggested, but this might present a conflict of interest.
2. Perhaps Steve Wood from Poverty Lane Orchards or his son Otis Wood could look at the job description. The position is not open, though.
3. Perhaps we could have some work with us contractually while we are looking.

B. School Street Cemetery update:

1. Plan is for a row of trees along the sidewalk fence + internal trees.
2. The total number of trees is not clear, though Andrew, Charlie, and Kelsey recommended 30.
3. Fox was asked to make recommendations for plantings and will get back to us. Will look at salt-resistance variants. Fox will not be charging us.

4. Northern Nurseries would offer good rates if we order now rather than in the spring.
5. AJ Dupere offered to call for better prices on trees.
6. 1-2” trees are much less expensive.
7. Bare root small trees might be just right for the cemetery.
8. Trees along the road would have to be big ones planted by [Fox].
9. We could probably get volunteers to plant the small trees inside the cemetery.
10. Kelsey: a 2” caliper tree can catch up to a 5” tree within a few years.
11. The TAB could come up with a plan for this project and present it to Pat McCarthy.

C. Review of Tree Ordinance and Policies

1. Chapter 55 vs Policy vs Tree Master Plan: The Tree Master Plan would function as policy.
2. Definitions–
    a) Damages
    b) Right of Way
    c) Tree Rights
3. Role of the TAB in the draft ordinance/draft Chapter 55.
    a) We expressed some concerns here about the nature of the role of the TAB or tree warden would have substantial roles according to the “laws” laid down in the draft ordinance. We are uncomfortable with the lack of authority conferred on the TAB.
    b) Shaun said that TAB is to provide guidance to the DPW. DPW has only worked independently to date.
    c) Everything has to be granted by statute.
    d) TAB’s role is to advise and educate; the tree warden’s role is to advise.
    e) Policy could address these concerns.
    f) We discussed things that should go into the policies such as Kelsey’s list and ANSI references.
4. In 55-6, if no tree warden, the DPW would notice or post (physical and digital) if a tree were to be removed. The TAB would be notified.
5. We decided that the draft ordinance looks good but needs some language changes by Shaun and the TAB.
6. The Easement Deed and Waiver:

a) Legal protection to owners (re soil damage) cannot be in the ordinance/Chapter 55 because it is too squishy.
    (1) The Easement Deed could be in city policy, however.
    (2) The easement is something the city would give to the owner if we plant trees there. The owner would sign, and the city would try to do its best not to drive on or otherwise damage the soil.
b) The waiver requires a notary's signature.
    (1) It would be provided for free for city business.
    (2) The notary could go to the property owner.

7. The Easement Deed and Waiver won't be changed (except for use of the word "surface" on the Easement Deed), but a cover letter would be attached to the forms when they are sent to a property owner.
    a) Hyperlinks could be part of the cover letter.
    b) A QR code to *Hard Road to Travel* could be on the cover letter.
    c) The cover letter should have a reference to the free notary service.

IV. NEW BUSINESS–We didn't get to New Business in this meeting which would have involved reviewing Planning submissions with landscape plans.

V. ANNOUNCEMENT: Andrew will go to the City Council meeting Wed 10/18, but we are all invited.

VI. FUTURE TAB AGENDA ITEMS:
    A. Review planning submissions with landscape plans
    B. Tree bathing
    C. Mull grant budget narration
    D. Have Steve and Otis Wood take a look at and discuss with us the tree warden job description
    E. If the next person doesn't work out, perhaps have both DPW and Parks and Rec interview.

VII. MEETING ADJOURNED at 7:39pm.

VIII. NEXT MEETING will be held Monday November 6 at 5:30pm via remote and in person, as usual.