

FINAL

City of Lebanon
Tree Advisory Board
Monday, November 6, 2023, at 5:30pm
Meeting Room 2, City Hall or remote via virtual platform lebanonnh.gov/live
(Questions in red.)

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

MEMBERS ABSENT: None

STAFF ABSENT: Patrick McCarthy (DPW/TAB)

GUEST PRESENT: Shaun Mulholland (City Manager),

- I. CALL TO ORDER: The meeting was called to order at 5:30pm
- II. APPROVAL OF MINUTES: Minutes from 10/9/23 were reviewed and approved with minor corrections.
- III. NEW BUSINESS:

A. Next steps to implement the Urban Forestry Grant

- 1. City Council meets and will approve creating an account from the Unallocated Funds Balance. Money will stay in that account after 5 years.
- 2. Money has not come in from the federal government yet. Both the city and federal governments are focusing on other things in expectation of a shutdown.
- 3. TAB has to get paperwork done by 12/31.
- 4. Shaun thinks trees have already been purchased for the School Street Cemetery, but trees cannot be purchased for the TAB grant until money has been received.
- 5. Rebecca Owens suggested that TAB and DPW staff make a to-do list, but we cannot do this until Patrick is back from paternity leave.
- 6. Deana (?) wants us to use an electronic form with QR codes for each new tree. Each tree would be inventoried with its scientific name, common name, GIS location, and size. We can get this going while we're waiting for Patrick to return.
- 7. DPW will inventory grant trees and existing trees.

8. TAB will organize the Tree Corps. Kathleen remembered that the Tree Corps is supposed to encourage young people to pursue careers in trees. Susan reminded us that according to our grant application the Tree Corps will consist of those who are paid. TAB would be responsible for training high school students. Perhaps we could collaborate with HACTC (Hartford Area Career and Technology Center). Shaun added that we could use city staff for some things. Further questions about Tree Corps money and all of the tasks related to training need to wait until we're clearer about jobs and Patrick returns. Sarah wondered if we could work with AJ and Liz' volunteers. Kathleen, Susan, and Mary hope to meet with Matthew Dragon (?) the HACTC Natural Resources program to discuss training students.
9. TAB would be in charge of selecting kinds of trees, locations, easements, etc.
10. In-kind contributions to our project:
 - a) Volunteer in-kind is categorized as worth \$32/hour
 - b) All DPW work is categorized as in-kind work. They will plant the bigger trees where possible, though Fox could do it, too. Shaun would rather use DPW than contractors such as Fox. He plans to put tree maintenance on the DPW schedule.
11. So it's possible that we could massage the budget.
12. AJ said we need a "tree yard" for the safekeeping of new trees. Shaun said that he has worked in towns that stored trees in the basement.
13. We will invite Deana to the next meeting on 12/4/23 in order to set up the data form we will use for trees: inventory, recommended trees for future plantings, etc.
14. DPW will use this data form, too, for things such as sidewalks, walls (?), sidewalks, utilities (i.e., Comcast, Consolidated, water, sewage) but not power lines.
15. Kelsey will coordinate with Deana on inventory.

B. Review and make recommendations regarding City Code Chapter 55 and feedback to the City Manager regarding the companion administrative policy.

1. We asked questions about what Chapter 55 would cover:
 - a) Would it prevent trees from getting cut down? (Yes. Prior to Chapter 55, it was all decided upon internally by DPW.)
 - b) Chapter 55 mostly refers to RSAs. What does this ordinance cover? (Trees in parks, cemeteries, DPW

wastewater treatment, police department, airport. It wouldn't have jurisdiction over conservation land.

- c) What is the range of tree sizes to be included in the inventory? 4 inches DBH–Shaun will look up
- d) Should we apply these rules to invasives like buckthorns, box elders? ??

- 2. Motion made by Kathleen to bring this before the City Council. Susan seconded. Voted down: We're not ready. Outstanding issues: diameter of trees covered by Chapter 55; Urban Compact must be referenced. Scenic roads should be referenced.

C. Ethics Workshop that the City Council has asked all boards/committees/commissions to complete

- 1. Shaun read through the City Council Policy on Ethics and Conflict-of-Interest for Elected and Appointed City Officials with us.
- 2. We discussed the fact that if we form a subcommittee, that might be a violation because it's a "body". We discussed that it's okay to share information, but we must be prepared to make it public.

D. Other:

- 1. **Kelsey created a tree list that he will send to DPW.** It is good practice for this to be discussed among us.
- 2. **Nick Coats just left DPW.** Therefore, the **tree warden** position is still unresolved. The city is thinking of making it an hourly job, payable at \$27/hr. Mary and Susan will be talking with Steve Wood about the job description.
- 3. We need to create a **media release** announcing our grant. *Leb News, the Valley News, and Union Leader* will all pick up. Kathleen, Sarah, and Susan will create the media release.

IV. MEETING ADJOURNED at 7 pm.

V. THE NEXT MEETING will be held Monday December 4th at 5:30pm via remote and in person, as usual.

Respectfully submitted by Mary Maxfield, Recording Secretary