

FINAL

City of Lebanon
Tree Advisory Board

Monday, December 4, 2023 at 5:30pm

Meeting Room 2, 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

MEMBERS ABSENT: None

STAFF ABSENT: Patrick McCarthy (DPW/TAB)

GUEST PRESENT: Shaun Mulholland (City Manager), Phillip Mulligan (community member)

- I. CALL TO ORDER: The meeting was called to order at 5:33pm
- II. APPROVAL OF MINUTES: Minutes from 11/6/23 were reviewed and approved with minor corrections.
- III. NEW BUSINESS:

A. Next steps to implement the Urban Forestry Grant:

1. Fingers crossed that we will receive paperwork and money by 1/1/24, but delays in the federal budget might hold that up.
2. Plan training etc of volunteers: Rebecca said we can't do that yet, but Susan and Shaun both disagree, thinking that we need to start soon. We discussed the possibility of having special planning meetings on top of our regular monthly meetings. Some thoughts:
 - a) We've already planned bus stop trees.
 - b) Maybe we should start small and practice.
 - c) We should divide up into small groups.
 - d) We need a broad picture of what needs to be done and who's doing what, i.e. what's DPW doing, TAB, etc.
 - e) Tell DPW the 12 bus stop locations and types of trees, easements, Dig Safe, etc. We can target these for spring, but maybe as late as fall.
 - f) We need to meet with private property owners and give them a friendly letter
 - g) Decide which trees go there, sizes
 - h) How do we prepare for this?

- i) AJ Dupere could go to first tree plantings with TAB members and volunteers
- j) Inventory
- k) QR code
- l) Have a special meeting before January. Or a couple of us* could set the topics.
- m)Or at our regular meeting in January, our agenda would focus on this planning. In preparation for this meeting, we could each send Andrew our ideas.
- n) Don't spend a lot of energy on fundraising. It would take energy away from this type of planning.

B. Chapter 55 and companion policy document: miscellaneous commentary/editing:

1. On pg 2, "urban compact" was inserted/added.
2. More on DBH vs circumference: 4.7 inches DBH = 15 inches circumference at BH
3. Scenic roads: We'll reference the pre-existing city code on scenic roads. Our newest draft ordinance refers to RSAs (state laws), but we already have a city code on scenic roads, which is Chapter 134, adopted in 1989.
 - a) Susan will look into this to make sure it's covered.
4. Regarding today's agenda topic that we review and make a recommendation regarding City Code Chapter 55 Administration Policy: *We are not ready yet.*
5. Shaun wants us to get Chapter 55 done asap—by January, so that it can be reviewed by a lawyer, recommendations made.
6. We need the final draft done and delivered to Michelle by the week before January
7. Regarding the policy: Liz and AJ were sent a draft wording.
8. The procedures and details for the planting and care of trees will be linked to policy.
9. When Chapter 55 goes into effect, the policy will too.
10. And then training is needed. AJ will do.
11. Training:
 - a) Shaun has an internal training site, and DPW drivers have access to it when on the road.
 - b) Shaun offered someone who makes videos, but Susan has someone, too.
 - c) Shaun said that Beth Guaraldi would be the person to ask.

- d) We need an overview plan that includes a website, videos, and training.
- 12. Susan wants the tree species list included here because it has helpful pointers. We should all look at Kelsey's list of trees. The TAB website could be a repository of this list.
- 13. There are no changes yet to tree policies, but we (Susan) will develop them and bring them to our January 8 meeting. She hopes to have them done at least a week before that so that we can read them ahead of time.
- C. Adimab grant application:
 - 1. TAB applied and was turned down. "No" for now primarily because we are not a 501-C3 organization. Shaun said that we cannot become a 501-C3 organization for ethical reasons.
 - 2. Adimab representative Amber Hanna asked us to let Adimab know if and when we have set up a trust fund that donors could use. Shaun emphasized that people could donate to our trust and get a tax deduction.
- D. Could we use Friends of Lebanon Recreation Department as a repository for donations? Charlie volunteered to go to them to ask.
- E. Media release: It would be good to get this out to build up a public appreciation of our project. Kathleen will edit what we have and put it on the city letterhead.
- F. Website: Beth Guaraldi does this. We can go directly through her. Lots of info in tree planting and types of trees.
- G. Tree warden—Someone has applied
- H. DPW administration: Chris Kilmer is the deputy director and Jay Corelli the director-to-be.
- I. Training for tree planting: Steve Wood is willing to be used here. Steve sees where the city is now (with the new TAB) as a golden opportunity for good policies and training. Shaun emphasized that our various documents are public documents and it is fine to share them with Steve. He believes that it would be better for Steve and other interested individuals to jump in now to give input before any public hearing.
- J. School Street Cemetery: Thirty+ trees are planned and consist of a mix of big trees to be planted by contractors and small trees to be planted by volunteers. Arbor Day (April 15) would be a good time to plant.
- K. Patrick McCarthy will be back in January to plan with us.
- IV. MEETING ADJOURNED at 7:21 pm.
- V. NEXT MEETING will be held Mon Jan 8th at 5:30pm via remote and in person

Respectfully submitted by Mary Maxfield, Recording Secretary