

FINAL

City of Lebanon
Tree Advisory Board

Monday, January 8, 2024 at 5:30pm

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

MEMBERS PRESENT (6/7): Kathleen Corrigan, Charlie DePuy, Andrew Garthwaite, Kelsey Haigh, Susan Johnson, Sarah Riley (virtual)

MEMBERS ABSENT (1/7): Mary Maxfield

STAFF ABSENT:

GUESTS PRESENT: Shaun Mulholland (City Manager),
Patrick McCarthy (DPW/TAB),
Paul Coats (virtual), (Dept of Rec/Arts/Parks)

- I. CALL TO ORDER: The meeting was called to order at 5:30pm
- II. APPROVAL OF MINUTES: Minutes from 12/4/23 were reviewed and approved with no comments or corrections.
- III. OLD BUSINESS:
 - A. **Final review of Tree Ordinance 55 and Tree Policy**
 - a. Sarah read her suggestions to us, and will send her Google Doc, exported as a Word doc to preserve comments, to Shaun.
 - b. Further discussion on defining shrub/bush, and public tree.
 - c. Kelsey moved to recommend code 55 to be submitted to the City Council, with a few changes as discussed. Kathleen seconds. Shaun will make small changes and send that version both to TAB and to the City Council.
 - d. Policy document has not changed since last meeting. Shaun says it could be approved at the same Council meeting as the Code, so we should add content in the next few weeks. Shaun also needs it as the curriculum for the DPW training, which will occur asap. Patrick will reach out to AJ and Liz to discuss dates for the DPW training, which will happen before the cemetery planting.
 - e. The City can purchase the ANSI guidelines which we refer to in the policy document, but this will be for Staff use. For public use, we will want to repeat in simple terms the basic guidelines, such as planting, mulching, watering, pruning.

B. Update on Grant

- a. No news from the federal government or our pass-through organization. Rebecca Owens may reach out to them to inquire.

C. Organizing for Grant implementation:

- a. Kathleen created a draft outline for next steps for the grant. TAB members can make suggestions for this document by contacting Kathleen.
- b. Without funding, certain grant activities cannot start, but we can and should begin planning volunteer training, and starting inventory, since these are both needs of the City outside of the grant.

IV. NEW BUSINESS

A. Looking ahead to organize School St. Cemetery planting.

- a. A tentative date of Saturday, April 13, was chosen for the volunteer training session, with actual trees planted outdoors somewhere. Patrick will choose a good site and confirm the date. As the time gets closer, we can begin publicizing our need for volunteers for cemetery planting. Volunteers will be required to attend the training first, and will need to sign waivers. Inventory training will happen at the same time so that new trees can be entered into Brightly as soon as they are planted.
- b. A tentative date for the cemetery planting is Saturday, April 27, but this depends on the delivery of the ordered trees. Patrick will contact Mike at Northern Nurseries for updates.

B. Miscellaneous

- a. No Tree Warden yet
- b. Idea discussed at the prior meeting of contacting Tiger at HACTC can go forward with Kathleen, Mary and Susan. This does not contradict the open meetings guidelines.
- c. Forming a working group to write the policy doc would contradict the open meetings guidelines, so instead, we need a point person. Susan will do that unless there's someone else that is willing.
- d. Susan will attempt to organize our many documents, and will make a simple website with links that will take TAB members to the documents they want to find.

V. MEETING ENDED at 7:33 pm by the chair, Andrew Garthwaite.

VI. NEXT MEETING will be held Mon Feb 5th at 5:30pm via remote and in person

Respectfully submitted by Susan Johnson, filling in for Mary Maxfield, Recording Secretary