

FINAL

City of Lebanon
Tree Advisory Board

Approved Minutes, Monday, February 5, 2024 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

MEMBERS ABSENT: None

STAFF PRESENT: Patrick McCarthy (DPW/TAB), Paul Coats (Parks and Recreation Dept) via remote

- I. CALL TO ORDER: The meeting was called to order at 5:30pm
- II. APPROVAL OF MINUTES: Minutes from 1/8/24 were reviewed and approved with some minor additions by Kathleen.
- III. NEW BUSINESS:
 - A. **Miro Board Review and Update** (in order to update our action plan/key performance indicators/status 2023) in the following areas:
 1. 9.5.1--DEI items in which TAB members are involved
 2. 5.6.1--Collaboration with the Nature Conservancy
 3. 5.6.4--Partnering with DPW and citizen action groups, especially upcoming training days in April (4/13 and 4/27) with AJ and company
 4. 5.7.4--Promoting tree health and shade in documented urban heat islands, inventory of trees in Colburn Park. Also...
 - a) We discussed the possibility and desirability of developing a master plan for tree planting.
 - b) Charlie suggested that we add to the Strategic Plan (the Miro Board) a new policy about protecting current trees on site plans and around the city, not just adding new trees.
 - c) It was also suggested that on Miro we need to find a way to add planning and site plan review
 - d) Patrick mentioned West Lebanon Revitalization plans on Main St and its tree-related plans and the connections they have with both DPW and the TAB.

5. 4.1.2–Arbor Day and general public tree education. Arbor Day, a tree planting day, is on Fri 4/26, but we might consider doing this on a Saturday this year in order to involve more adult community members.
6. [View the Lebanon Strategic Plan Miro Board](#)
7. [Learn how to navigate a Miro Board](#)
8. Any updates to the Miro Board can be done through Pat.

B. Reflections on casual discussion at Poverty Lane—We didn’t get to this.

IV. OLD BUSINESS

A. Tree ordinance (aka Chapter 55)and tree policy updates

1. The ordinance is coming up before the City Council in April. Shaun has the finished draft. Patrick will let us know when in April.
2. The policy is still being worked on, and we are all invited to edit it directly. **Any edits/additions to the policy should be completed by a week before the next meeting.**
 - a) Susan and Kelsey want to add more content to the policy before the next meeting. If something is missing, we should patch it in.
 - b) We can have plain language instructions and links to ANSI, but ANSI text goes too far to insert into the actual policy.
 - c) This policy is NOT a training manual for the DPW. Training will be with AJ Dupere, so this needn’t go into too much detail.
 - d) For now, the policy should be super basic that we backfill as needed in the future.
 - e) In order to follow transparency expectations and city protocols, we should use “Suggestions” mode* for any changes or additions to text with “Comments” off to the side explaining the suggestions made. The policy document is a living document. (*To use Suggestions Mode, go to the upper right hand corner of the Google document, under the Share button, where you’ll probably see the word “Editing”, and use the drop down menu there.)
 - f) It’ll be possible and okay to print the document with comments/suggestions present.
 - g) DPW has access to this document, too.
 - h) However, once the document is submitted for the agenda of the C.C. meeting, we shouldn’t make any changes.

- i) Shaun will ultimately approve it and finalize it and wants it ready by March or April. The ordinance and policy will roll out at the same time.

B. Grant Update—Patrick reported that Rebecca has no updates yet.

C. Grant Implementation Outline Draft—No discussion yet.

D. School St Cemetery Planting—No discussion on this.

E. 13 April Training

- 1. Training for volunteers with AJ Dupere and Liz McKinistry.
- 2. This is training for team leaders.

F. 27 April Cemetery Planting:

- 1. This is not exclusive to those who were at the April 13th training session.
- 2. Newcomer volunteers on this day will be assisted by team leaders.

G. Nursery Update

- 1. On track for mid to end of April.
- 2. We have 31 trees for the cemetery.

H. Recruiting Volunteers

- 1. We can expect 2-3 trees per person per day
- 2. Teams of 3 people
- 3. Oaks DBH 2-in.
- 4. We need about 24 people
- 5. Recruiting venues:
 - a) Lebanon Listserv
 - b) Leb City News using a Google Form to create signup. Sarah volunteered to do this.
 - c) Sustainable Lebanon
 - d) Rotary
 - e) Adimab
- 6. We will work with Beth Beraldi, the outreach coordinator for the city.
- 7. April is the cemetery planting period. September is our fall planting period.

V. MEETING ADJOURNED at 7:01 pm.

VI. NEXT MEETING will be held Mon Mar 4th at 5:30pm via remote and in person

Respectfully submitted by Mary Maxfield, Recording Secretary