

FINAL

City of Lebanon
Tree Advisory Board

Minutes, Monday, May 6, 2024 at 5:30pm

Meeting Room 1, City Hall or remote via virtual platform lebanonnh.gov/live

MEMBERS PRESENT (6/7): Kathleen Corrigan (via remote), Andrew Garthwaite,
Susan Johnson, Kelsey Haigh, Mary Maxfield,

MEMBERS ABSENT (1/7) Charlie DePuy, Sarah Riley

STAFF PRESENT: Patrick McCarthy (DPW/TAB)

GUESTS PRESENT: None

I. CALL TO ORDER: The meeting was called to order at 5:30pm

II. APPROVAL OF MINUTES: Minutes from 4/1/24 were reviewed and approved as amended.

III. OLD BUSINESS

A. Grant Updates

1. (Pat) It's not back yet, but it looks like there will be no restrictions on where we can plant trees, i.e. we're not restricted to areas deemed underserved.
2. We should keep track of volunteer hours. That data might be important for future grant applications, for example.
3. We can start the inventory part of the grant.
 - a) Deana is waiting on the USDA.
 - b) We'll need to recruit volunteers for that.
 - c) "Brightly" is used. Tablets and phones. We will be able to download the Brightly app or whatever Deana pulls up.
 - d) We will have a training session with Deana.
 - e) We do have to report the trees we planted in Colburn Park.
 - f) Each tree will have a QR code.
 - g) The School St Cemetery trees are DPW trees, not "ours".

B. School Street Cemetery 4/27 Planting and Reflections:

1. The DPW guys were incredibly helpful. Such a great start to our long term collaboration.
2. Lessons learned:
 - a) The bolt cutters and watering equipment were all good and will be needed in the future.
 - b) Having roving experts was good.
 - c) Roving muscles were good
 - d) Basin sizes on some trees were too small.
 - e) Have more tarps next time.
 - f) Info on toilet locations is important.
 - g) Crews of 3-4 were just right.
 - h) The number of trees was just right. We had 16 trees and 16 people.
 - i) In future plantings, "batch planting" (i.e. locations near each other) will help. For example, when we plant one tree at City Hall, are there other places nearby where we could also plant, such as the senior center?

C. Remaining trees to plant

1. All will be planted in the next month (before it gets hot) or in the fall.
2. Any trees we plant in the next month should be smaller trees because we won't need DPW, who are going to be busy.
3. Andrew/Charlie/Kelsey put together a list of all the trees to be planted.

D. Watering

1. DPW will be watering the trees in the cemetery.
2. DPW will be watering the trees in the park.
3. Berms should be 4-5" tall.
4. Each tree needs 4-5 gallons per watering.
5. For smaller trees, the gator bags will help if the basins/berms are not large enough.
6. The gator bags are good for one week.
7. Conifers cannot use gator bags.

E. Volunteers

1. Many thanks to Patrick and Susan for thanking the volunteers who joined us in April.
2. Susan is checking that everyone was included.
3. Volunteers' experiences were so good that we might have too many volunteers!

F. Contact with HACTC

1. Kathleen will contact them.

G. Hypertherm Sustainability Intern

1. Susan said that the UNH Sustainability Institute intern will come here.
2. Charlie is really interested in the Miyawaki Forest Method.
3. The Hypertherm contact is Robin Tindall.
4. Intern start date: May 30 or 31.

H. Parks and Recreation Tree Removal Hearing 4/3/24

1. This topic was on the agenda, but I have no notes...

IV. NEW BUSINESS

A. Looking ahead to fall planting

1. What will be most efficient and useful? The best timing?
2. Bus stops are a priority.
3. Kelsey did photos of and has notes on the top ten sites.
4. Places owned by the city are easy.
5. All of the bus stops are complicated, and all require easements.
6. Maybe some won't work. Ridership was our first impetus. Now we also need to consider plantability.
7. New developments especially affecting South Main St in West Leb:
 - a) At the West Lebanon bus stop by Church and the Sew and Vac store, there are now trees planned—so our former plan for that site is no longer needed.
 - b) Some trees at Kilton will need to be removed and new ones added because of city infrastructure projects like water lines, etc.
 - c) Two seasons of construction coming up: 2025 and 2026
 - d) Therefore don't plant anything on S. Main St.
8. The city hall site
 - a) DPW would have to rip up the sidewalk for this site, but that might affect ADA accessibility requirements.
 - b) Kelsey suggests that maybe we need a city engineer here.
9. Maybe we could send our recommendations for 5 trees to Patrick.
 - a) Patrick thinks we should go through Shaun regarding easements and approaching property owners.
10. In the meantime, Patrick will take our list and Kelsey's notes on the top ten sites though Kilton is out.
 - a) Kelsey suggests that we plan on more than one tree in the top spots.
11. Patrick suggested that because the city currently has access to the Miracle Mile Plaza, now would be a good time to plant.

12. At bus stops, 50-60 trees are planned. In other places in the city, 250 trees.
13. Susan: important to have parity in West Lebanon.
14. The best timing:
 - a) This month (May) if the grant money comes in.
 - b) Second week of September into October
15. If an area needs work, it's not shovel ready. The next few months will be critical for planning.
16. We're waiting on the grant and on the software from USDA/Brightly.
17. We can create a future tree site as an "asset".
18. Susan is available to help people who need a lesson on getting onto the shared google drive.

B. Planning Submissions

1. There are applications that will be reviewed by the Planning Board on Monday May 13th.
 - a) Adimab
 - b) MHMH
 - c) Starbucks
 - d) Casino (?) mentioned at our meeting
2. Andrew will forward photos and applications to us so that we can give feedback before the Monday meeting.
3. Kelsey will need our TAB comments by Thursday night so he can collate them and send them to Tim Corwin—when they'll become public.

V. MEETING ADJOURNED at 7:03 pm.

VI. NEXT MEETING will be held Mon June 3 at 5:30pm via remote and in person.

Respectfully submitted,
Mary Maxfield, Recording Secretary