

FINAL

City of Lebanon
Tree Advisory Board

Minutes, Monday, June 3, 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, Susan Johnson, Kelsey Haigh, Mary Maxfield, Sarah Riley

MEMBERS ABSENT (0/7)

STAFF PRESENT: Shaun Mulholland (City Manager)

STAFF ABSENT: Patrick McCarthy

GUESTS PRESENT: None

Questions in RED:

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

II. APPROVAL OF MINUTES: Minutes from 5/6/24 were reviewed and approved as amended.

III. OLD BUSINESS

A. Rod Findley: We'd like to invite Rod Findley to our next meeting to talk about Main Street, West Lebanon.

B. Grant Updates: We haven't signed the grant agreement yet because it hasn't been officially finalized

C. School Street Cemetery Planting Update:

1. We've planted half the planned trees.
2. Some weren't available when we planted. They just need to be ordered. The money has been encumbered.
3. We're still not clear whether volunteers will be involved in the cemetery plantings in the fall.

D. Remaining trees

1. Good time to plant = between when leaves drop and first frost

2. Other?? I think we discussed the number of remaining trees or something similar here.

E. Watering: All the trees are on a weekly watering schedule.

F. Volunteers: Not discussed.

G. Contact with HACTC:

1. Kathleen wrote to them a few days ago and hasn't heard back yet.
2. Hoping they're still interested in being involved in the fall for planting and inventorying.
3. This would be a school year internship.
4. We think it's important to know but aren't sure how this fits into the Natural Resources program—i.e. Short or long term student project? Volunteer or paid?

H. Hypertherm Sustainability Intern

1. Ella Longacre from UNH will be here for the summer and plans to be available to meet with us on Wed, June 5 at 1pm.
2. Ella is interested in developing a [Miyawaki Forest](#) for Hypertherm.

I. Fall plantings if we get the grant on time (Location, Easements, Site Prep, Tree Orders)

1. Locations:

- a) Patrick will be checking on some of our hoped-for locations because of possible utility issues.
- b) Significantly, no fall plantings are planned yet for West Lebanon, in part because of Main Street construction happening. Some possibilities while construction is happening:
 - (1) Romano Circle (LHA)
 - (2) West Leb Cemetery
 - (3) Mascoma Bank in West Leb needs trees in the parking lot but it's still under construction. There are some grassy areas which would be helpful.
 - (4) Paint and Paper Barn = huge asphalt parking lot.
 - (5) There is a new LHA building going up at Romano Circle
 - (6) In general, though, we're focused on bus stops.
- c) Hanover Street School is interested in trees. Shaun will see what the story is so that we can approach them.
- d) We're prioritizing bus stops: five for this fall. We had our original top ten list, and Pat chose five.
- e) We also have our "where to plant next" list which Susan plans to revise and put on our drive.

- (1) Shaun suggested that we consider switching from Google Drive to the SharePoint file system.
- (2) For now we'll stay with putting our notes on the Google Doc on our Google Drive.
- (3) We talked about merging our AT bus stops spreadsheet and Where to Plant lists but think that adding columns to the Where to Plant list might be simplest. New headers/columns for notes are important at this stage.
- (4) We decided that it would be good to sort locations by their street address which would be Column A.
Susan will organize this for us.

- f) Shaun suggested dragging down the "little guy" on the city GIS and google maps to get a street view of the various locations.
- g) Kelsey can use his GIS map-photos and its layers to evaluate the various locations. It is recommended that each site be evaluated, with a column for notes/comments such as "Wait on this til next year" or "This would be a good spot for a number of smaller trees".
- h) If one of us has a spot we'd like to plant a tree, let everyone with a note on the appropriate column so that we don't duplicate our efforts.
- i) Ultimately, we need to identify and prioritize locations within the next month and send that list to Patrick so that we can plant in the fall.

2. **Easement agreements**—the next step after we identify locations:

- a) Shaun likes the idea of TAB doing this either with Patrick or on our own. Patrick will need to know who we're approaching but is limited in what he can do timewise.
- b) Kelsey: We should have a place on the easement form where TAB and owner agree on specific planting locations. (e.g. LISTEN: Okay to plant trees along the whole right of way, but not in front of their sign.)
- c) Shaun: When we have the easement discussion with the owner, that is when we put the stake in the ground.

3. **Site prep**

- a) We need to coordinate site prep for each location so that we have the right tree for the right place.
- b) We need to decide which trees for which volunteers.

4. Tree orders–?

J. Planning Submissions

1. There are three planning submissions.
 - a) Cottage cluster around Crafts Ave
 - b) Brickyard plan–Someone is going to try to get this for us from the Ped-Bike Board planning packet
 - c) One other we can't access
2. The Planning Board meeting will be held on June 10 **but public comment can wait til next hearing**

K. Tree Master Plan: We didn't get to this.

IV. NEW BUSINESS

A. Table at Farmers Market

1. Susan is okay with staffing the table but would love to have one of us join her.
2. Maybe start on June 13.

B. Draft of Tree Policy–which Sarah worked on. The policy was established by Shaun and backs up the code which we and the City Council approved.

1. We discussed definitions and certain headings.
2. We discussed section 5.5 Inventory of Public and Street Trees in the Urban Core so that we can determine what we'll be inventorying this fall.
3. There are three appendices in the policy:
 - a) List of trees
 - b) Tree planting and maintenance
 - c) A tree protection plan
 - (1) Relevant to times when construction is happening, adapted from the City of Portsmouth, NH Tree Protection Plan. T
 - (2) This would be given to contractors when a contract is signed.
 - (3) We need to add soe language that helps retain trees rather than removing a tree when there's a problem.
 - (4) We need an intro to this section (Appendix 3) on the philosophy of protecting trees and why in this section of the appendix.
4. Sarah and Shaun will meet to finish working on the policy
5. What are the consequences of not following the code?
 - a) Violations of code can result in suspension or being fired.
 - b) Five already this year.

6. We need this policy now. It can be updated as needed.

V. **MEETING ADJOURNED** at 7:30 pm.

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

Respectfully submitted,
Mary Maxfield, Recording Secretary