



**LEBANON TREE ADVISORY BOARD
JANUARY 6, 2025 - 5:30 PM
MEETING ROOM 2, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. December 2, 2024
 - 3. Old Business**
 - A. Grant Update
 - B. Which sites? How are the letters going?
 - C. Easements, which sites?
 - D. City owned sites
 - E. Potential spring planting dates?
 - F. Review West Lebanon Main Street trees for bid?
 - G. What is the schedule for plans/bids?
 - H. Inventory update / Asset Management
 - I. Tree Warden update
 - J. Planning Submissions for review?
 - K. Meeting with Gail Patten / The Falls
 - 4. New Business**
 - A. Other
 - 5. Next Meeting**
 - A. February 3, 2025
 - 6. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

AGENDA
Tree Advisory Board
January 6, 2025

AGENDA ITEM 2
Approval of Minutes

December 2, 2024

City of Lebanon
Tree Advisory Board

Minutes, Monday, December 2, 2024, at 5:30pm
Meeting Room 1, City Hall or remote via virtual platform lebanonnh.gov/live

MEMBERS PRESENT (6/7): Charlie DePuy, Andrew Garthwaite, Susan Johnson,
Sarah Riley & Kelsey Haigh
MEMBERS ABSENT (1/7) Mary Maxfield & Kathlen Corrigan
STAFF PRESENT: Jay Cairelli & Alanna Cilbrith

Andrew- Wait on minutes since Mary is not here.

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

II. **OLD BUSINESS:**

A. Grant Update:

- Susan- trying to coordinate with Liz Mckinly a tree ID class. Date will most likely be picked in the last few days. During meeting with groundworks (Meg) we are going to look into paying staff time through the grant. We have matching contribution for grant.
- Susan spoke with Paul about paying for Dutch Elm disease it will be about \$500 per year. Not doing ash. We have money under consultants but need to change it to staff.
- We submitted for our first reimbursement. We learned the Grant is 4 years not 5 years.

B. Planting Sites:

- Charlie made a wish list. We also have list of AT stops and SAU stops.
- Get bus stop number from Paula with numbers & locations.
- We will start planting in Spring into the year. We have 35 volunteers to help plant trees.
- When we have contractors do trees, we should bid a group of trees together.

C. Easements:

- There was a discussion about how much should we be paying for the easements? Are we requesting that they waive damages? We will be asking that people waive damages.
- There was a question about if Shaun reached put to Listen.
- Sites to plant-SAU building on Seminary hill and Hanover Street School.
- For next meeting have a response list to go over.
- We want to create work orders for the properties we contact to track the conversations and interactions we've had.

- Tree Board meetings are scheduled for the first Monday of each month, and Michelle has already been asked to arrange them.

D. Inventory Update:

- Susan will merge the proposed location list and make it so that Charlie can edit.
- Volunteers can meet with property owners for easements.
- Discussion about dig safes When we do dig safes, do property line to property line. Should we wait until after the initial contact has been made to ask for the easements? Should we mark everything, put a tag on them?
- Kelsey is going to talk to VHB about species. We need to have the comments in before final design is done. Need to get with Rod in this. Board wants a variety.
- Charlie- tried to move some of the diamonds but had trouble. the App behaves unpredictably.
- There was a discussion about a deadline for the letter and door hanger. Need this out ASAP so we can get tree order in.
- Michelle to send e-mail to TAB with Jay's contact information.
- We should assign more challenging sites to experienced professionals.

E. Tree Warden Update:

- Alanna is set to begin training soon—try to coordinate it with her current workload.

F. New Business:

Review West Lebanon Main Street Plan.

- How's inventory? It is paused for the winter.
- Do we need to inventory Libraries and schools once city ones are done.

G. Other:

- Planning- Nissan dealership on 120 asked for a waiver since there are trees nearby. Why do the waivers always get granted? Andrew will ask Tim Corwin about shade requirements.
- The Falls- Gale is out, but Andrew will contact her, to see about doing a site walk.

III. Meeting adjourned.

IV. Next meeting will be held January 6, 2025, via remote & in person.

Michelle Mullins – Administrative Assistant