



**LEBANON TREE ADVISORY BOARD
FEBRUARY 3, 2025 - 5:30 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. January 6, 2025
 - 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. Schedule to select and order trees
 - G. Publicity
 - H. Update on West Lebanon Main Street trees
 - I. What is the schedule for review/plans/bids?
 - J. Inventory update/asset management. Update on Liz's visit
 - K. Look ahead to spring meeting with Gail Patten / The Falls
 - L. Planning submissions for review?
 - 4. New Business**
 - A. Strategic Plan update
 - B. Volunteer training for tree planting location visits
 - C. Other
 - 5. Next Meeting**
 - A. March 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
February 3, 2025

AGENDA ITEM 2
Approval of Minutes

January 6, 2025

City of Lebanon
Tree Advisory Board
Minutes, Monday, January 6th at 5:30pm
Meeting Room 1, City Hall or remote via virtual platform lebanonnh.gov/live

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

- I. **CALL TO ORDER:** The meeting was called to order at about 5:30
- II. **APPROVAL OF MINUTES:** Minutes from 11/11/24 and 12/2/24 were reviewed, amendments suggested, made, and approved. Jay will revise both sets of minutes.
- III. **OLD BUSINESS**
 - A. **Grant update**
 1. Since TAB's 12/2/24 meeting, there was one grant update meeting. The main outcome of that meeting was moving money in the grant budget from consultants to the Lebanon staff.
 2. A Winter Tree ID session with Liz is planned for 1/17/25 at 10am. Location TBD. Ideally, the training date for volunteers interested in going door to door with door hangers will be set before this event, so that the information can be shared with any Tree ID session attendees.
 - B. **Site locations? Tree ordering? Progress on easement letters?**
 1. Site locations: there are several disconnected lists (SAU list, AT list, Charlie's list, DPW list) which Susan hopes to consolidate into one unified list this week.
 - a) The AT and SAU bus stop lists contain 30+ trees each.
 - b) Charlie's list has 100+ trees in Leb and West Leb.
 - c) For now, letters have been sent to locations on the SAU list. They will be sent soon to the AT list addresses.
 2. Tree ordering deadline: March 1st.
 - a) We need to order trees and plant enough trees.
 - b) The city-owned sites don't require permissions/easements, so we can start ordering trees for those sites now. City sites

are sort of in our pockets as needed this coming planting year.

3. Door hangers (written notifications that will be literally hung on the doors of property owners whose trees or potential trees are of interest to TAB and the city) will be added by volunteers as follow-up. Volunteers will need some training by Jay and Alanna about how to talk to people about the program.
4. Additionally, awareness could be built by sharing info about the tree planting program in the following locations (not that this task was not assigned to anyone in particular, nor was it agreed to officially by the group):
 - a) The City of Lebanon weekly (emailed) Thursday newsletter.
 - b) Lebanon Listserv
 - c) Letter to Editor in Valley News
 - d) Lebanon Times

C. Potential spring planting dates—These still need to be confirmed but look okay:

1. Fri 4/25 (Arbor Day) and Sat 4/26
2. May 10 or 17
3. We hope that the Hanna sisters can do filming this spring. Their availability would be a consideration in any dates we choose. Susan will contact Annie Hanna.
4. So would the availability of the student athlete volunteers.

D. West Lebanon Main Street plan and trees for bid

1. March seems to be the target date for bids.
2. We need to make sure that our tree proposals are in place when the bids come in.
3. This will be a test of the extent to which the tree policy is observed.

E. Inventory update/asset management

1. This is on pause till spring.
2. But we should at least inventory those trees we planted so that we don't forget.

F. Tree warden update

1. TAB extends a warm welcome to Alanna Cilbrith, our official tree warden!
2. Alanna is in the midst of much training. Her hours are not set in stone. Her duties will include managing our grant—along with Jay Cairelli, managing city owned trees, dealing with hazard trees—and more.

G. Planning submissions for review?

1. No new submissions at present

H. Meeting with Gail Patten re The Falls:

1. Gail has organized a 1/15/25 meeting at The Falls with Tim Corwin and possibly Alanna to look at the 30-year-old landscape plan.
2. The Falls wants to cut down some trees. Tim might be able to explain (or not?) that those trees will have to be replaced.
3. Andrew will let interested TAB members know of the meeting time once he hears.

IV. NEW BUSINESS

- A. No new business

- V. **MEETING ADJOURNED** at about 6:45pm

- VI. **NEXT MEETING** will be held Monday February 3rd at 5:30pm via remote and in person.

Respectfully submitted,
Mary Maxfield, Recording Secretary