



**LEBANON TREE ADVISORY BOARD
MARCH 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. February 3, 2025
February 24, 2025- Special Meeting
 - 3. Old Business**
 - A. Location Review
 - B. Spring planting dates 5/10 and 5/17
 - C. Schedule to select and order trees
 - D. Publicity
 - E. Update on West Lebanon Main Street Trees. What is the schedule for review/plans/bids?
 - F. Inventory update/asset management
 - G. Looking ahead to spring meeting with The Falls
 - H. Planning submissions for review
 - 4. New Business**
 - A. Review Strategic Plan
 - 5. Next Meeting**
 - A. April 7, 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
March 3, 2025

AGENDA ITEM 2:
Approval of Minutes

February 3, 2025

DRAFT

City of Lebanon
Tree Advisory Board

Minutes, Monday, February 3rd 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 (0/7)

STAFF PRESENT: Jay Cairelli, Alanna Cilbrith

Questions in RED.

- I. **CALL TO ORDER:** The meeting was called to order at about 5:30
- II. **APPROVAL OF MINUTES:** Minutes from 1/6/25 were reviewed and approved.
- III. **OLD BUSINESS**

A. Grant update

- 1. Jay: Not sure what the status of our grant is.
- 2. City Council has appropriated \$107,000.
 - a) This amount is used for tools and trees and doesn't apply to staff who are contributing in-kind work.
 - b) Not sure of the amount spent to date.
 - c) TAB applied for reimbursement through Dena for trees, tools, and food. Reimbursement not received yet.
 - d) We should be okay for spring planting, especially with volunteers, at least for this year.
 - e) After this year, perhaps we could apply for more from City Council.
- 3. Dena tried to change "consultant time" to "staff time".
- 4. We will proceed with planning.

B. Which sites? How are the letters going?

- 1. Sites:
 - a) SAU bus stops
 - b) AT bus stops
 - c) Charlie's list—contains lots of sites on public property which would therefore need no letters.

d) Charlie: Don't forget the Lebanon High School-Hanover Street School joint parking lot. This is the hottest place in Lebanon.

- (1) Deadline to apply for Schoolyard Tree Canopy program is March 7. This is a program Liz McKinley has mentioned.
- (2) On Feb 13, there will be an info session online about this grant.
- (3) Mary plans to contact the principal of Lebanon High School, Ian Smith, to see if the school would be interested in applying for the grant and whether TAB members could approach students at the school. Sarah volunteered to work with Mary on this.
- (4) A couple of LHS students, might be interested in collaborating with us and taking leadership:
 - (a) Katelyn Thai kthai26@edu.sau88.net
 - (b) Micah Silecki

2. Letters:

- a) ~180 letters are going out tomorrow.
- b) The letters are addressed to property owners from TAB but with DPW return address.

C. Easements, which sites? Jay thinks that our door-knocking will be the most productive method of reaching out to property owners regarding easements and planting.

D. City owned sites: Jay will look at the city-owned sites to see which are feasible in terms of dig-safe and utilities (e.g. city water, sewer and non-city cable and power)

E. Potential spring planting dates

1. April 25 and 26
2. May 10 or 17

F. Schedule to select and order trees

1. The "policy list" is our official list of trees that is used by the Lebanon Planning Department. In addition to the hardwoods focused on by TAB, it includes evergreens, shrubs, arbor vitae.
2. Types of trees involve considerations such as diversity, formality, local species.
3. Because there is no cemetery board at present (they're looking for volunteers), TAB would need to have a special meeting about cemetery trees. Kathleen has some ideas on this that she'll share at our next meeting.

G. Publicity—whose purpose is to raise awareness and excitement about upcoming tree plantings:

(From our 1/6/25 meeting minutes:

1. *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.*
2. *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 Thursday (emailed) newsletter*
 - b) *Lebanon Listserv*
 - c) *Letter to Editor in Valley News*
 - d) *Lebanon Times)*

B. Update on West Lebanon Main Street trees

1. Last week a list of proposed tree locations but not actual trees) went to Kelsey, Jay, and Rod.
2. The project goes on Main St from the Maple St intersection to just south of the Dana St intersection.
3. Trees are planned all along Main St.
4. Species not chosen yet.
5. Sarah expressed hope that TAB can look at those plans to be sure that TAB goals are addressed. Jay said he will share plans with TAB once he receives them.
6. Costs are over what was appropriated. The Main Street project is a HUD project so there is some uncertainty about money. Regardless, this project is not included in TAB's grant.
7. Kelsey needs comments from us in response to the email he sent just now (Monday Feb 3 mid meeting)

C. Inventory update/asset management

1. Seven new people showed up at Liz's Winter Tree ID workshop at Bakers Crossing.
2. On the inventory app:
 - a) For the grant, we need to enter the "census tract" used, as opposed to the longitude/latitude. It's okay for us to be general with this census tract designation.
 - b) On the other hand, DPW need the exact location of the tree, i.e. the longitude/latitude.

- c) Grant trees will still need DPW care.
- d) At present, DPW looks for grant trees on a list, but eventually they'll need trees to be on the map—which they're not on yet.

D. Looking ahead to spring meeting with Gail Patten/the Falls:

- 1. Gail had a meeting with Tim Corwin and learned that if trees were cut down, they would have to be replaced as per the site plan.
- 2. She is resigning from the condo board.
- 3. We'll need a new site plan in order to plan appropriate trees.
- 4. Unfortunately, no one is enforcing site plans yet.

E. Planning submissions for review?

- 1. Andrew: none received.
- 2. Sarah said the Barrows St project didn't have plans that were presented to TAB.
 - a) We're hoping we can but not sure if the planning board has addressed.
 - b) Jay: If any official info comes around, we can use email for information purposes only.
 - (1) If we do discuss, we could make comments which Andrew could summarize and then forward on to Tim Corwin so that the planning board would get them for their official meeting.
 - (2) We could also go to the PB meeting as members of the public making public comment.

IV. NEW BUSINESS

A. Strategic Plan Update:

- 1. The Strategic Plan is the list of things to be on next year's budget—how staff time will be allotted
- 2. DPW is slated for contributing to the Strategic Plan in April.
- 3. City Council will vote on strategic objectives that will be affected by funding.
- 4. TAB input:
 - a) Shade trees (TAB initiative) are already on that list.
 - b) Think about other things we would like on the list.
- 5. Jay will send us links now and will need our input at our next meeting
- 6. An info session on the strategic plan is scheduled for Thursday 2/6/25 at 6:30pm in City Council Chamber as well as remotely on Microsoft Teams.

B. Volunteer training for tree planting location visits (door hanger training)

1. No date yet
2. Volunteers and potential volunteers:
 - a) The LHS cross country team i
 - b) Other volunteers
 - c) HACTC Natural Resource students and Newport NH High School Natural Resource program students:
 - (1) Both groups of students will also be asked to do door hanger work and the actual planting.
 - (2) Jay will talk to the two schools.

C. The Lebanon Congregational Church

1. Wants input from TAB on types of trees to use as part of their repair of the retaining wall along Church Street and a neighboring section of the School St Cemetery.
2. Most of the trees currently there will have to come down because the wall has to be rebuilt.
3. The church wants two trees here.
4. Jay wants us to advise them on species.
5. Kelsey will meet with people from the church re trees.
6. Jay will check whether this is a grant or project.

D. Rainie Kelly and "Exemplary Trees"

1. Rainie would like to create and develop a volunteer project focused on Exemplary Trees of Lebanon.
2. Inspiration: A sweet birch tree on Oak Ridge Road in West Lebanon.
3. Sarah will encourage her.

V. NEXT MEETING: March 3, 2025

VI. MEETING ADJOURNED (after an approved ten minute extension) at about 7:10pm.

Respectfully submitted,
Mary Maxfield, Recording Secretary

AGENDA
Tree Advisory Board
March 3, 2025

AGENDA ITEM 2:
Approval of Minutes

February 24, 2025

DRAFT

City of Lebanon
Tree Advisory Board Special Called Meeting
Minutes, Monday, February 24, 2025 at 5:30pm
DPW Conference Room or remote via virtual platform lebanonnh.gov/live

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

- I. **CALL TO ORDER:** The meeting was called to order at about 5:30
- II. **CURRENT BUSINESS:** Making a list of potential tree planting spots for two days this spring and two days this fall:
 - A. Timken
 - B. Around Lebanon High School and Hanover Street School
 - C. Exit 19, DOT, south side of road
 - D. Senior Center—**priority #3**
 - E. Old CCB—**priority #3**
 - F. West Lebanon cemetery
 - G. Glenwood cemetery
 - H. School Street cemetery city sidewalk—**priority #1**
 - I. Mechanic Street (for the fall because these will require easements)
 - J. Four or five trees on Seminary Hill at the SAU building along sidewalk—**priority #2**
 - K. Evans Drive along sidewalk—**priority 2**
- III. **NEXT MEETING:** Monday, March 3rd at 5:30pm
- IV. **MEETING ADJOURNED** at about 6:50pm

Respectfully submitted,
Mary Maxfield, Recording Secretary