



LEBANON TREE ADVISORY BOARD
JUNE 2, 2025 - 5:30 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Call to Order

2. Approval of Minutes

A. June 5, 2025

3. Old Business

A. Strategic Plan Update

B. Planting Review

1) How did it go: follow-up water, staking etc...

2) West Leb Cemetery / School St. Cemetery? Look ahead

Fall Planting?

Easements?

Summer maintenance

C. Update on West Lebanon Main Street trees. What is the schedule for review / plans/ bids?

D. Inventory update / asset management

E. Meeting with The Falls

4. New Business

A. Environmental Justice Task Force report and its review:

Agenda Item: Environmental Justice Task Force report

Starting in July 2023, representatives from Lebanon's City Council; Diversity, Equity, and Inclusion (DEI) Commission; Conservation Commission; Tree Advisory Board; Lebanon Energy Advisory Commission (LEAC); and Sustainable Lebanon formed a task force and began meeting regularly to explore and develop the concept of Environmental Justice as it relates to the City of Lebanon. This task force met monthly and sought input and suggestions from City departments, external stakeholders, and its own members. From there, it developed a list of recommendations which it spent considerable time developing, organizing, and prioritizing based on the capacity of the City and its value to the community.

The resulting [draft report](#) is enclosed. The task force hopes to present a final report to the Lebanon City Council in the third quarter of 2025, and this report would be most impactful if supported by the endorsement of each of its constituent organizations. The task force is therefore requesting an endorsement from the Tree Advisory Board for this report. It also welcomes

comments or suggestions, though those will be most helpful if brief, specific, and provided to a task force member no later than June 20, 2025.

PROPOSED ACTION if the board supports the report as written:
MOVED, that the Lebanon Tree Advisory Board hereby endorses the Environmental Justice report as presented to the Tree Advisory Board at its June 2, 2025, meeting, and recommends its adoption by the Lebanon City Council.

5. Next Meeting

A. July 7, 2025

6. Adjournment

Meetings are open for in-person and remote attendance. Members of the public who 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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

AGENDA
Tree Advisory Board
June 2, 2025

AGENDA ITEM 2:
Approval of Minutes

May 5, 2025

DRAFT

City of Lebanon Tree Advisory Board

Minutes, Monday, May 5, 2025 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: (1/2) Alanna Cilbrith

STAFF ABSENT: (1/2) Jay Cairelli

GUESTS: Nancy Archibald (in person), Annie Hanna (remotely)

Questions in RED.

- I. **CALL TO ORDER:** The meeting was called to order at about 5:30
- II. **APPROVAL OF MINUTES:** Minutes from 4/7/25 were approved after review and minor changes

III. OLD BUSINESS

A. Strategic Plan Update:

- 1. Under Strategic Action, we recommend adding two KPIs:
 - a) Add new shade trees at bus stops and along exposed pedestrian ways.
 - b) Updated site plan specifically emphasizes disabled parking places.
- 2. Alanna will pass this on to Jay.

B. Planting review and looking forward:

- 1. Evans Drive May 3rd went well.
 - a) All trees were bagged and burlapped.
 - b) Five trees were not planted. These will be planted this coming Saturday May 10th.
- 2. Next on to School Street cemetery (seven trees)
- 3. After that West Lebanon Cemetery
- 4. There is an additional tree (a pear?) to be planted at Evans Drive to replace the old tree there that is struggling. Our city tree policies and ordinance would be relevant here: remove a tree; replace that tree.
- 5. We discussed how to properly dump soil and sod.

6. Hypertherm employees are looking forward to some days of work on planting projects—perhaps in the fall
7. Fall planting sites
 - a) Maybe at some city parks: Civic Memorial, Skate Park
 - b) Other?
8. Easements
 - a) Easements are coming along.
 - b) Only one response to easements to date: the Senior Center
 - c) We discussed possible tweaks to make the easements clearer.
9. Summer maintenance: DPW will look into finding subcontractor for watering

C. Update on West Lebanon Main Street trees

1. Still not out to bid.
2. Therefore tree planting might not happen until next year.

D. Inventory update/asset management

1. To be done in small groups, continued this summer, no specific dates yet.
2. We can now enter trees that were planted as “Planting”.
3. Susan went to a presentation by Manchester and Portsmouth and learned how they do inventory and asset management.
4. We talked about QR codes and labels on trees.

E. Spring meeting with The Falls—Gail Fernaza wonders if anyone would be interested in doing a walk around The Falls.

IV. NEW BUSINESS:

A. LHS XC team—Annie Hanna said the XC team would like to help with fall projects. She'll let us know when they can do it so we can plan dates around them.

B. T-shirts—Susan will be ordering more: new color, same design (our brand)

C. LHS and HSS Schoolyard Canopy Enhancement project

1. We discussed ways TAB might support this project
2. We discussed that Mt Leb Elementary School might need trees, too

D. Site walks for community members

1. Sarah suggested having a site walk prior to the 5/17 planting so that community members will know what's happening.
2. Maybe a walk with the cemetery board first
 - a) Kelsey suggests posting laminated notices at cemeteries so that people would know what's happening.

- b) Alanna is going to take a walk with the cemetery board before 5/11
- c) If no cemetery board walk, we can still plant by talking with the cemetery staff.

E. Liberty Utilities and management of vegetation along Poverty Lane

1. Poverty Lane is a scenic road, but this issue is relevant to all Lebanon residents. Liberty Utility notifies owners of tree cutting/trimming. No matter where you live, Liberty Utilities notifies you and asks for your input. Property owners have rights.
2. Scenic Road codes are worth looking into in order to see policies of when DPW enters and when Liberty Utilities does. The recent public hearing of the Planning Board on this topic was related specifically to scenic road code.

V. ADJOURNMENT: At about 7pm

VI. NEXT MEETING: June 2 at 5:30pm

Respectfully submitted,
Mary Maxfield, Recording Secretary