

FINAL

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)

- 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 strategic 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 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 potential volunteers for 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