

**FINAL**

City of Lebanon  
**Tree Advisory Board**  
Minutes, Monday, July 14, 2025 at 5:30pm  
Meeting Room 1, City Hall or remote via virtual platform [lebanonnh.gov/live](https://lebanonnh.gov/live)

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

- I. **CALL TO ORDER:** The meeting was called to order at about 5:30.
- II. **APPROVAL OF MINUTES:** Minutes from 6/2/25 were approved after review and minor changes
- III. **OLD BUSINESS**
  - A. **Plantings review re current new plantings:**
    - 1. Watering bags should be used because they allow for easier watering.
      - a) All of the trees planted this year should be in bags for weekly (or twice weekly) waterings.
      - b) There are enough bags for all of the trees—at least 50 from last fall and this spring. Susan has 6-7 bags, and DPW has the rest.
      - c) Alanna will take over, putting the bags on and filling each.
    - 2. Susan and husband have staked upright all the trees that had blown over recently.
    - 3. For the 5-6 unplanted trees—very stressed—we approached John Kerber, the facilities manager for the school district, to see if we could plant them at LHS or HSS. He said he and his crew are maxed out, and that he'd need us to be in charge of watering them if we were to plant them there. We declined.
    - 4. The 5-6 unplanted trees have been put in holes in the ground with dirt at Valley Cemetery until the fall. They're doing better now.
  - B. **Fall plantings:**
    - 1. Sites:
      - a) Mechanic Street (plan for now with easements, but see easement discussion below). We haven't identified sites there yet.

- b) Senior Center (with easement). Three trees, next to the parking lot.
    - (1) Kelsey will approach
  - c) Civic Field (no easement) by the new playground
  - d) Seminary Hill (no easement) in front of the SAU building and school bus stop
    - (1) Mary will ask SAU facilities manager John Kerber whether watering future trees there would be the City's or SAU's responsibility?
  - e) Area at Glenwood Cemetery (no easement)
  - f) Skate Park (no easement). Two trees in the center island of the parking lot where there are some ailing ashes.
  - g) Kelsey will mark the sites on app.
2. Species selections and ordering:
- a) Trees planted by volunteers would be container trees
  - b) Trees planted by contracted companies would be burlap-bagged trees (=larger trees)

### **C. Easements**

1. Kathleen, Susan and Mary met, noting the lack of positive responses to the easement letters sent out by DPW in December 2024, suggest that we use a different approach that would be more direct and more personal: focusing on Lebanon residents, not businesses.
2. Susan is interested in working with owners without easements because of concerns about easements: some owners worry that it might be hard to sell a house with an easement. On the other hand, easements would protect the trees over time and assure that the trees would be cared for by the city.
3. Kathleen is thinking of posting a letter on the Lebanon listserv addressed to home owners who live on main thoroughfares near bus stops: The gist: Would you like the City to plant and maintain a tree? This would entail easements.
  - a) Kathleen will draft a letter that we could use here.
4. Inspired by Concord's Sustainable Street Tree Program, Charlie proposes a pilot program along Mechanic Street, no easements, for us to implement for spring planting:
  - a) We would propose a plan to plant trees to renters, not owners, but ask them to get the owner's okay.

- b) Proposed trees must be located within ten feet of the sidewalk. No charge for delivery and planting. TAB would plant and water the tree for one year.
- c) We would need to know whether the new city manager and Jay would be okay with this pilot program.
  - (1) Andrew will draft an email to Jay about this and couch it in terms of current city finances.

**D. Not dealt with yet: Easements and dig safe planning**

**E. Not dealt with yet: Update on West Leb Main Street trees schedule for review/plans/bids?**

**F. Not dealt with yet: Meeting with The Falls–has to be scheduled**

**G. Inventory update/asset management**

- 1. Susan is looking at gift cards for the LHS kids who will be doing inventory this summer.
- 2. Money for the gift cards would be reimbursed from our grant.

**H. Environmental Justice Task Force report and feedback from TAB:**

- 1. We appreciate and support EJTF’s revisions that incorporate a greater focus on trees.
- 2. We the Tree Advisory Board hereby endorse the EJTF report as presented to us at our July 14th, 2025 meeting and recommend its adoption by the Lebanon City Council.

**4. NEW BUSINESS**

**A. Trees dying and what to do**

- 1. Two elms on Colburn Park are in decline.
  - a) Paul noticed.
  - b) We recommend that the TAB grant be used to cover treatments. We don’t think they should be taken out yet.
- 2. Elms at Kilton Library are going quickly.
- 3. Maple on School Street
- 4. Several ashes behind City Hall and on the Mall are dying and should be replaced.
- 5. Although any of us could mark such trees in the inventory app, it recommended that we use **See-Click-Fix**. The city wants us to use this because it creates a work order. No one looks at the inventory.
- 6. But also mention such trees to Alanna.

**B. Planning regulation update.**

**5. ADJOURNMENT:** At about 7pm

**6. NEXT MEETING:** August 4, 2025 at 5:30pm

Respectfully submitted,

Mary Maxfield, Recording Secretary