



**LEBANON TREE ADVISORY BOARD
SEPTEMBER 8, 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. August 11, 2025
 - 3. Old Business**
 - A. Planting Review
 - B. Follow up on water, watering bags, staking etc. Summer maintenance, and for next year.
 - C. Fall Sites: Confirm tree order:
 - 1). Mechanic Street (with easements) ? Contractors
 - 2). Senior Center (with easements) Contractors
 - 3). On Seminary Hill in front of the SAU building and school bus stop: volunteers.
 - 4). Civic Field: Volunteers
 - 5). Skate Park: Contractors
 - 6). Glenwood Cemetery, if needed: Volunteers
 - D. Listserv Notice: Response? Repeat? Other Notices?
 - E. Update on West Lebanon Main Street trees. What is the schedule for review/plans/bids?
 - F. Inventory update/asset management
 - G. Meeting with The Falls
 - H. Trees of concern:
 - 1). Elms at Kilton Library
 - 2). Several Ash behind City Hall and on the Mall
 - 3). Maple on School Street
 - 4). Elms in Colburn Park
 - 4. New Business**
 - A. Planning Board Items:
 - 1). Planning Regulation Update
 - 5. Next Meeting**
 - A. October 6, 2025
 - 6. Adjournment**

AGENDA

Tree Advisory Board

September 8, 2025

AGENDA ITEM 2:

APPROVAL OF MINUTES

AUGUST 11, 2025

DRAFT

City of Lebanon
Tree Advisory Board

Minutes, Monday, August 11, 2025 at 5:30pm

Meeting Room 1, City Hall or remote via virtual platform lebanonnh.gov/live

MEMBERS PRESENT (5/7): Kathleen Corrigan, Charlie DePuy, Andrew
Garthwaite, Susan Johnson, Mary Maxfield
MEMBERS ABSENT (2/7) Kelsey Haigh, 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 7/14/25 were approved after review and minor changes
- III. **OLD BUSINESS**
 - A. **Plantings review re current new plantings**—not necessary.
 - B. **Follow up on water, water bags, staking, summer maintenance:**
Someone is watering the trees, both the ones with water bags (twice a week) as well as the trees without water bags.
 - C. **Fall sites**—We looked at the places Kelsey suggested to us:
 1. Campbell and Spencer Streets proposals:
 - a) The three trees proposed for next to the parking lot are good.
 - b) Three trees for the area by the CCB playground: We don't know yet whether the current tenant might want trees. Kathleen will talk with them.
 2. Civic Playground proposals:
 - a) Five trees
 - b) Three others along the parking lot but maybe not practical. Susan will talk with Paul.
 3. SAU 88 proposals:
 - a) Two shade trees and three shorter ornamental trees nearer the stress. Shorter would be good for visibility as well as overhead wires.
 - b) Five trees downhill toward Elm Street Extension. These would provide much needed shade for the parking lot.
 4. Riverside Skate Park proposals:
 - a) Plant one tree near the four pears that are nearing the end of their lives. When they die, we will replace them.

- b) Five others along the side of the parking lot.
- 5. Glenwood Cemetery proposals:
 - a) Only if there are extra trees.
 - b) Kelsey's map shows possible places; we would probably not end up planting in all of the places identified on the map.
 - c) Alanna will check re cemetery plots.

D. Which trees to be planted by contractors and which by volunteers?

- 1. By contractors:
 - a) Senior Center and Old CCB
 - b) Skate Park
 - c) Mechanic Street?
- 2. By volunteers:
 - a) Seminary Hill–SAU building
 - b) Civic Field playground
 - c) Mechanic Street?
 - d) Glenwood if we end up planting there

E. Species selections:

- 1. Contractor trees: let Kelsey know desired species and sizes within two weeks
- 2. Volunteer trees: smaller trees: let Kelsey know desired species and sizes soon (but not as rushed as decision on species of contractor trees).

F. Miscellaneous issues relevant to fall and future plantings:

- 1. Andrew will ask Jay to see if contractors are available for planting this fall—and whether the two locations could be split between contractors to avoid the \$10,000 ceiling on bids.
- 2. Alanna will arrange for Dig Safe for fall plantings
- 3. Dates for volunteer plantings: Sat 10/11 and Sat 10/18. Susan will give students a heads up for those dates.
- 4. Charlie's proposal for free trees (inspired by similar programs in Concord and Portsmouth) wouldn't be implemented until spring.

G. Listserv notice

- 1. Kathleen will be the recipient of responses of interest.
- 2. Kathleen and Susan will meet to plan possible responses.
- 3. We would prioritize requests for trees that would most benefit the general public. And by date request received?
- 4. Easements: We are not going to make decisions about easements yet unless people want a larger tree, in which case the City would take over care of the tree for the first year.
- 5. Time range: spring

H. Update on West Lebanon Main Street trees:

1. There has been no input regarding trees yet.

I. Inventory/asset management update:

1. A seasonal hire forester has been hired by Planning.
 - a) Maybe he could be hired for inventory/asset management.
 - b) We might consider paying someone to do the inventory.
 - c) Susan will email Alanna and Deana about this.
2. The app developed by Deana works well for the DPW on their tablets, but it doesn't work for students and other volunteers.

J. Our tree policy

1. Where is it?
2. We need it for several things:
 - a) It supposedly contains the chart of species recommendations: Is this the [list of NH native trees](#) that Shaun Mulholland sent to us in June 2023?)
 - b) For our policy regarding replacing damaged, dead trees
 - c) Alanna's question: Do we need a hearing for a dead/dying tree?

K. Meeting with the Falls—not addressed

L. Trees of concern—not addressed at today's meeting:

1. Elms at Kilton Library
2. Several ashes behind City Hall and on the pedestrian mall
3. Maple on School St
4. Elms in Colburn Park

IV. NEW BUSINESS

- A. Planning regulation update—not addressed
- B. Mary announced her decision to resign from the Tree Advisory Board after almost four years of meaningful involvement. Andrew is researching next steps with the City in seeking a replacement.

V. ADJOURNMENT: At about 7pm

VI. NEXT MEETING: September 8, 2025 at 5:30pm

Respectfully submitted,
Mary Maxfield,
Recording Secretary