CITY OF SALEM, MASSACHUSETTS

TREE COMMISSION

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MINUTES OF THE SALEM TREE COMMISSION

November 18, 2019

On November 19, 2019 at 7:00 p.m. the Salem Tree Commission held a meeting at 98 Washington Street, Salem, MA.

1.   Roll Call

In attendance were: Chair Darleen Melis, Members: Joshua Arenstam, Curt Dragon, Charlotte Enfield, Paul L'Heureux, Rachel McCarter, Tree Warden Robert LeBlanc and Joanne Roomey, Commission Clerk. Absent were: Vice Chair Kirt Rieder, Naomi Cottrell and David Rowand. Guest: Salem State University student, Jessica Christel.

2.   Tree Warden's Report

  a.   **Grant Updates**

- The City of Salem has applied for a DCR Urban and Community Forestry Challenge Grant in the amount of $15,000.00. The grant will identify suitable planting locations throughout the city for shovel-ready projects. With the help of an environmental consultant, data will be collected, analyzed and will provide a detailed report on future planting locations. This is a 50-50 matching grant and requires volunteer contributions and in-kind services totaling $7,500.00.

- No new updates on Salem's presently approved grants currently.

  b.   **St. James / Federal Street School Development, 160 Federal Street**

- Mr. LeBlanc has had several discussions with David Knowlton, Director of Public Works and City Engineer and Tom Daniels, Director of Planning regarding the submission of plans from the developer. Once the official set of plans and drawings are received, Mr. LeBlanc will review them and follow up with the developer and the commission. Chair Darleen Melis reported that at a neighborhood meeting, Mickey Northcutt of the CDC was asked to convert the asphalt sidewalk on Federal Street into brick, which provides an opportunity to improve the tree pits. Also, Flint Street is one of the main walking access routes to the Community Life Center and another tree opportunity if the sidewalk is reworked by the city. The CDC will also convert the St. Mary's School on Hawthorne Boulevard into housing so those plans should also be examined.

     c.   **Tree Permits**

- The commission reviewed the updated Application for **Protected Trees Permit**. Mr. Arenstam made a motion to accept the revised definition of Protected Trees, seconded by Mr. Dragon, passed unanimously. Ms. McCarter made a motion to eliminate the five-day waiting period. Seconded by Mr. Arenstam. The motion carried. The final Tree Permit will be uploaded to the Tree Commission's website.

- The commission reviewed the updated Application for Tree Maintenance or Removal Permit for **Public Trees.** Mr. Arenstam made a motion to accept all updates made during this meeting. Seconded by Mr. L'Heureux. The motion carried. Mr. LeBlanc will, however, make further revisions to point #3.

3.   **Remarks from the Public:** None

4.   **Approve Minutes:**

- Mr. Arenstam moved to approve the **September 16, 2019** minutes. Ms. McCarter seconded. The motion carried.

- Mr. Arenstam moved to approve the **October 21, 2019** minutes. Mr. L'Heureux seconded. The motion carried.

- Mr. Arenstam moved to approve the **November 6, 2019** minutes. Mr. Dragon seconded. The motion carried.

5.   **Presentation by Rachel McCarter on Tree Steward School**

Ms. McCarter and Chair Darleen Melis attended the annual Tree Stewardship Training on October 25th and 26th, 2019. The training is designed for community Tree Board members, Tree Wardens, municipal staff, tree activists and green professionals interested in the topics and issues of urban and community trees and forests. The program is aimed to develop better tree stewardship in Massachusetts communities.

Some of the highlighted information was:

- Funding for Urban and Community Forestry – 5th Grade Drawing Competition

- i-Tree software and i-Tree Design tools

- Tree Wardens and the community working with volunteers

Ms. McCarter explained the importance of having an up-to-date Tree Commission Mission Statement and has volunteered to create one based on the ordinance.

In the conclusion to Ms. McCarter's presentation, she suggested to emphasize more on the following:

- Why we want to promote a tree canopy

- Listen to feedback from city residents, businesses and neighborhoods on issues or concerns related to trees

- Work to promote knowledge and awareness of the benefits of actively managed street canopies

- Networking with other tree commission members and encourage members to attend a tree program/conference

6. **Tree Manual – Section VI.   PLANNING BEFORE PLANTING, Section VII. PLANTING GUIDELINES pages 9-17**

Chair Darleen Melis presented the updated comments and edits of the draft Tree Manual regarding planning and planting trees that was reviewed on November 6, 2019. The commission had additional edits and Chair Melis will update the Tree Manual to reflect those comments and changes.

7. **Tree Fund - Website Motto:** The commission developed a motto header for the Tree Fund page on the city website. Mr. Arenstam noted that rather than a picture of a tree as a backdrop for the donor's information a white background is more appropriate for the visually impaired. Joanne Roomy was asked to work with the website editor to introduce a leafy photo at the top of the page in lieu of the photo of City Hall as well as insert the motto.

8. **Century Tree program proposal:** The commission agreed to continue this discussion at the next meeting on December 16, 2019.

9. **Discussion on the plan to educate public about Chapter 43:** The commission agreed to continue this discussion at the next meeting on December 16, 2019.

10. **New Business: None**

11. **Next Meeting Dates:**   December 16, 2019 and Monday, January 27, 2020

12. **Adjournment**

Mr. Arenstam made a motion to adjourn. Seconded by Ms. Enfield. The motion carried. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Joanne M. Roomey
Commission Clerk