

Harpers Ferry Tree Committee

Meeting Minutes January 24, 2019 regular meeting Town Hall

Election of officers:

President: Tyler Mayhew

Vice President: Christy Huddle

Secretary: Kevin Kosa

From Old business:

1. Action: To finalize - State 2018 Demonstration City tree grant - Christy is working on the paperwork to close the 2018 grant.
2. Action: Send Letter to property owner (Ron Smoot) for dead tree leaning over utility lines - Tyler will send the letter provided to Ron Smoot.
3. Action: Tree Plan and Standards
 - a. SPECIAL Meeting on February 28, 2019, will be held to go over the changes.
 - b. Decided: Draft ordinance. Christy suggested that we create an annual report that includes the information provided to the Arbor Day organization (as part of the Tree City USA requirements) instead of submitting the Tree Committee's Tree Plan and Standards.

From New business:

1. To complete: Fiscal year 2020 town budget request: \$2,000 for Tree Committee; \$2,500 anticipated matching grant application request - Christy will be working on the 2019 application for the state grant program as soon as she finishes the 2018 grant closing. She said there is budget money left over that should cover spraying of the crabapples and hawthorns (for scab and rust) this spring.
2. Closed: Set date for Arbor Day – April 13 (Saturday). Request for Kouza Dogwood. Location: at the property line between 800 and 814 Washington Street (between the new cherry and the little red buckeye).
3. Closed: Consideration of recommendation to Town Council that some paper streets be vacated (to adjacent property owners) with responsibility for trees going to private property owners, with access easement for possible trail use - Christy discussed her concerns with the costs of dealing with problem trees in some of the paper streets that are too steep for future trails. [Note: the Planning Commission is also looking at paper streets.]

4. To complete: Create a Notice to give out to people filing for permit for new construction. A Notice about Work zone tree protection requirements - Christy will be drafting one.
5. To complete: Create Information sheets for work zone protection; private tree planting near or within the public right of way (including distance from above and below ground utilities) - Christy will be drafting these.
6. To complete: Create Assignment List for Spring water and basin cleaning/mulching - Christy will be preparing a map that shows all the streets and what each tree will likely need in terms of care (color coded).
7. To do: in the next meeting - 2019 Demonstration City tree grant application – Christy will draft the application.
8. Closed: Meeting schedule
 - a. February 28 (Thursday) – Special Meeting
 - b. April 25 (Thursday)
 - c. July 25 (Thursday)
 - d. October 24 (Thursday)

Public comment None

Adjournment was at 8:10