



PRINCETON SHADE TREE COMMISSION

MINUTES Tuesday, March 28, 2017

The Regular Monthly Meeting of the Princeton Shade Tree Commission (PSTC) was convened at 5:30 p.m. on Tuesday, March 28, 2017 in Monument Hall. S. Ainsworth, Chair, opened the meeting in accordance with the New Jersey Open Public Meetings Act, Section 5, Chapter 231, P.L. 275. In conformance with the requirements of the Law, Notice was provided of the date, time and location of this regular meeting by posting a copy of the adopted Schedule of Regular Meetings in the Monument Hall and Witherspoon Buildings, by mailing copies to the Trenton Times, Princeton Packet, and Town Topics and by filing a copy in the Office of the Clerk of Princeton.

PRESENT: Sharon Ainsworth, Victoria Airgood (arrived 5:40), Welmoet Bok van Kammen, Pat Frawley, Patricia Hyatt, Lily Krauss, Bernie Miller, Alexandra Radbil,

ABSENT: Janet Stern

ALSO PRESENT: Robert Hough, Director I/O; Lorraine Konopka, Arborist;
Janice Most, Secretary

PUBLIC COMMENT

There was no public comment.

MINUTES

No Minutes presented.

BUDGET

R. Hough stated that Mayor and Council will adopt the Operating Budget on April 3. He also stated that Capital Budget requests have been submitted and the Shade Tree Commission request for the EAB initiative of \$350,000 was third in line of his 15 requests. He and L. Konopka put a plan together to justify the request and he will submit the plan at the next Public Works Committee meeting. A copy of this Plan is attached as part of these Minutes. R. Hough further stated that all Department requests totaled approximately \$21 million.

Discussion:

- an outside Contractor will perform work detailed in the Plan while the Princeton Tree Crew will continue with daily activities
- costs for Contractors will be borne by the Capital Budget
- 2016 Spring and Fall tree planting projects were a total of 215 trees planted
- 2017 Spring planting project were a total of 55 trees planted
- Contractors are required to maintain a one year guarantee on new tree plantings and must follow up for non-survivors
- L. Konopka is working on the 2017 Fall planting list
- there will be no replacement tree plantings for Ash trees in 2017
- 2018 plantings will be in 2017 removal areas
- there are 695 variant sites and dollar amount drives plantings
- species diversity; steer clear of mono culture – need diversity – need balance
- Oak trees are important to the Town
- WASP Program – success ratio - NJDA working on expectations
- Princeton's EAB infestation is unknown at this time
- chemical treatments for EAB and concerns of residents – residents need to be notified of date and chemicals being used – cannot force resident to allow treatment in front of their home
- forms of notification: letter to resident – signage – website – Access Princeton – neighborhood information meetings in evening
- treatment is on public streets – no mention of parks
- liability issues
- using Police to help on busy streets during treatment – Police overtime payment
- Ash trees needing immediate attention: dead – extensive decay – diseased – percentage of dead wood – not structurally sound
- L. Krauss and P. Hyatt will work on a tree species report
- R. Hough will provide a private street listing

AMENDMENTS TO AGENDA

1. S. Ainsworth stated that Joanne Diez has resigned from the Commission. She also stated that in her e-mail of March 28, Joanne wrote that she will provide a formal letter to the Mayor and she recommends a replacement that has a deep knowledge of trees and their existence in urban environments.

2. W. Bok van Kammen volunteered to provide Meeting Notes for this meeting. This will be a summary with action items and not considered Minutes.

3. R. Hough stated that the office is working on catching up on the backlog of Minutes.

Discussion:

- Minutes are not a Transcript
- keep action oriented Minutes

4. S. Ainsworth reminded members of the March 29 Webinar from 1:30 – 3:30 p.m. to learn how the Clean Water State Revolving Fund can be used as a funding source for green infrastructure and urban forestry projects and it might be a funding option for urban forestry projects. Her March 28 e-mail gives more information.

MEETING ATTENDANCE POLICY

S. Ainsworth read the attendance policy from the 2013 Board, Commission and Committee Members' Handbook.

Discussion:

- policy seems vague, needs to be more formal; can Commission do this
- because Mayor and Council appoints Board and Commission Members, the Boards and commissions themselves cannot create their own attendance policy
- what would be the trigger for a discussion with a Member for missing multiple meetings
- when Members receive their Agenda Package they will let J. Most know if they will not be attending the meeting

2017 COMMUNITY STEWARDSHIP INCENTIVE PROGRAM (CSIP) GRANT

S. Ainsworth stated that the due date for the 2017 CSIP Grant is May 16, 2017. She also summarized the requirements of the RFP. A copy of the CSIP Request for Proposals is attached as a part of these Minutes.

Discussion:

- requirements of the RFP
- not an “upfront” Grant – Princeton can apply and front the funds
- needs community funding volunteers
- 50/50 contribution
- Daniel Dobromilsky, Landscape Architect for the Planning Board and Zoning Board might have a response template – L. Konopka will look into this
- will a Resolution or letter from the Mayor be necessary
- does the State have a EAB Plan template – S. Ainsworth will discuss with R. Hough

ARBOR DAY EVENT SCHEDULE

L. Konopka reviewed the schedule for Arbor Day activities at various schools.

Discussion:

- there will be 550 total seedlings for Arbor Day and Communiversity
- seedling wrapping will take place at S. Ainsworth house – date and time to be determined
- S. Ainsworth will ask J. Stern if there has been confirmation on a booth for Communiversity
- other venues for Shade Tree participation other than Communiversity

REGULARLY SCHEDULED MEETING DATES TIME CHANGE

Discussion:

- changing the time of the regularly scheduled meetings to start earlier

L. Krauss moved to change the time of regularly scheduled meetings to 5:00 p.m.

P. Frawley seconded. The Motion passed unanimously.

ASH TREE DATABASE REPORT

A. Radbil stated that the database is being refined.

Discussion:

- a dedicated staff member with a job description to include Davey TreeKeeper entering is needed – this position does not need to be on the same level as the Arborist
- the back log of inventory entering is most likely outdated
- it takes about two minutes to record each entry
- Davey TreeKeeper has not and is not being used to its fullest potential
- a Sub-Committee was formed to include A. Radbil and W. Bok van Kammen to look into other programs for tree inventory that might have better technology than the one currently being used

EAB MAILER

R. Hough stated that the EAB mailer is currently under legal review. He is having a meeting with L. Maddox on March 29 and will follow up with her then.

Discussion:

- the mailer could be included in the Citizen Finance Advisory Committee mailing

ADJOURNMENT

At 7:30 p.m. P. Frawley moved to adjourn the meeting. L. Krauss seconded.
The Motion passed unanimously.

Submitted April 12, 2017
Janice S. Most

Adopted: May 23, 2017