

**Morristown Shade Tree Commission (STC16) Meeting Minutes**  
**Monthly Meeting**

January 28, 2014

7:00 pm meeting, Room 201

Morristown Town Hall

**Members present:**

Tina Wahlstrom, Chair

Chantal Diedrich, Secretary

Karl Roettger

Anne Bertucci

Joe Torres

Kristin Ace

Michael Rockland

**Members absent:**

Louise Witt

**Guest:** Richard Wolowitz, Mayor Tim Dougherty (for a few minutes)

- I. **Roll call**
- II. **Minutes:** approved minutes from 11,12,13 and 14<sup>th</sup> meetings. All said aye. **Action:** Tina will post minutes.
- III. **Statement of Compliance with NJ Open Public Meetings Act (Sunshine Law)** made by Tina at 7:01.
- IV. **Update on meeting with Michael Rogers:** Tina and Kristin met with Michael Rogers (MR) on January 17. They gave him the Accomplishment Report. The mayor signed it and it was mailed to the NJ Community Forestry Program the same day. They also gave him the Annual Report and had it posted on the town website. The Land Conservancy tree sampling results were shared with MR. He understood that the tree species is incorrect on most of the inventory, and that the inventory will need to be updated. This can be done through a grant process or by having our arborist do it. The Mayor said the town is looking at getting a grant writing firm for the town. This would be a great help for the STC in the future. Tina and Kristin also discussed with Michael what the process should be regarding the STC providing input on site plans. The new request at 15-17 Madison St has come up and we would like to have a more formal process in place. One question that needs to be addressed is which town entity should provide input first, the STC or Building Dept? MR will look into the process with his staff and let us know his recommendations. MR was shown the first spring planting plans (Phase 1), and explained about the type of Pear trees being planted. Phase 2 plans were discussed. MR suggested that a good process for getting information out to the public would be to use the town's

resources. We could send our press releases and other bulletins to Michael's office, and then they can send it to the town's various email lists. The town will need to approve the press releases first. MR said that the STC could create and distribute a flyer without prior approval. Lastly, they talked about the STC offering private property planting requests near sidewalks or streets, and the release that would need to accompany it. MR will discuss with town attorney (Vij) and get back to us.

- V. Phase 1 - Spring planting:** We discussed Tree Planting Specs: Karl requested that the town attorney look at the document once we approve it. Tina informed the group that the STC provides recommendations and gives them to the town, who then ensures that the final bidding process( including the Scope of Work) is compliant with all regulations.

Rich is checking out the underground conditions that may impact our spring planting because it seems that there may be a structural reason that a few trees are planted high, or off center, along South Street. The town will give him underground plans that show utility conduits, etc; this may change the size of tree we plant in those tree wells. Motion to approve planting specs as currently written with a few minor changes was made by Tina and seconded by Joe. All approved.

- VI. Communication Plan:** There will be a press release written by Kristin about the newly formed STC. She will write the 'announcement' and share it with the STC for review and comment. Kristin also presented the flyer she designed , a few minor changes were suggested, Chantal motioned to approve the piece with the changes as agreed, Tina seconded the motion, and all approved. **ACTION:** Kristin will bring in a draft press release, and copies of the updated flyer to the next meeting. As previously agreed Louise will write a press release calling for requests for our Phase 2 planting. Both can sent out through the town's channels. We can also distribute the flyers in our neighborhoods, in town etc. We need to finalize the tree request form before we can send out a press release with a call to action. **ACTION:** Joe will email the most recent draft of the form for tree requests for STC review and comment. We will approve it at the next meeting.

- VII. Arbor Day planting:** Tracey Park was suggested for an Arbor Day special planting. The High School also lost trees during the storms, and it would be a nice place to do a planting. **ACTION:** Rich will look into planting on Board of Education Property. More suggested sites: Burnham Park, or in front of Town Hall. Tina to reach out to the mayor for input and to request his participation in the Arbor Day event.

- VIII. Community Forestry Management Plan:** The plan needs updating for 2014. We need to work out how this will be done. Tina mentioned that we may be able to get a grant to pay for the work. Rich will think about if he could do this work, as an added job.

- IX. CEU's:** The STC needs to complete 8 CEU hours every year to maintain Approved Status. For this year, it was suggested that we could learn a bit about itree and

inventories. Kristin reminded the STC that Samantha Rothman offered to give us a lesson on a chosen subject. Other ideas: New Jersey Shade Tree Federation has a conference in October, Rutgers offers seminars which are posted on their website. Several members expressed interest in obtaining CEUs to maintain Approved Status they were Karl, Chantal, Kristin and Joe.

- X. **Tree inventory:** There was a general discussion on how best to get the inventory updated. Rich believes that he can do it this year. The Land Conservancy recently inventoried 10 trees per hour, using 2 people, while doing the sampling. Karl wonders if Rich could do the inventory with all his other obligations. **ACTION:** Rich would like to do a sample street, to see how fast he can do a street. Karl suggested maybe one or more of us could assist Rich in the work. Maybe Samantha Rothman could give us a class in how to use the GPS device, and we could assist Rich. We will discuss further in 2 weeks. The other possibility is to obtain a grant and contract with an organization such as The Land Conservancy to finish the update.
- XI. **Ordinances:** The STC is interested in writing and/or updating existing ordinances for protecting town trees. **ACTION:** Rich will look into the legal aspects of the STC role in this process.
- XII. **Meeting Adjourned at 8:30.**