

**WINCHESTER TREE COMMISSION
MINUTES
January 26, 2012**

The regularly scheduled monthly meeting of the Winchester Tree Commission was held on Thursday, January 26, 2012 in the Conference Room at City Yards.

Mr. Farris, Tree Commission Chair, called the meeting to order at 4:00 p.m.

Patrick Farris made a motion to approve the amended December 8, 2011 minutes; seconded by Donna Downing and T'ai Roulston; motion was approved by a 4-0 vote. Kate Christen abstained.

Members present: Patrick Farris, Donna Downing, T'ai Roulston, Mary Stickley, Kate Christen, and Natural Resources Advisory Board Liaison Gerald Crowell

Members absent: Allison Major

Staff present: Tom Denney, Jennifer Hammer, and Kelly Feltner

Guests Present: Tom Hoy

Mary Stickley and Kate Christen arrived at 4:05 p.m.

Guest Comments:

Tom Hoy spoke about the trees planted at 115/119 Montague Avenue. Tom Hoy requested four things from the Tree Commission. Tom Hoy asked the Tree Commission to endorse accepting the trees into the City inventory and accept the species. Tom Hoy requested this endorsement in one motion from the Tree Commission to also remind the citizen about City policy and the importance of proper procedures, such as making sure water lines, gas lines and sewer lines are taken into account before somebody else comes out and digs and plants trees. He also said that Reading Landscapes, Inc. also needs to be reminded that they need City authorization before planting trees on the City right of way or in City property. Tom Hoy said both letters will come from himself with one going to the citizen that copies the Tree Commission, Interim City Manager Craig Gerhart, Reading Landscapes, Inc. and anybody else. T'ai Roulston said he spoke to the citizen, whom said they spoke to the previous arborist, Tim Stern, who confirmed what would be planted and who was going to do the planting. Tom Hoy said if the citizen had called the former arborist Tim Stern, Tim Stern would have immediately come to him because of who was making the request. Tom Denney said Jen Hammer and he have gone through all the previous documents and found no documentation making this request. Patrick Farris said his memory only goes back to 2005, but does not remember a plant request ever on that block. Tom Hoy said he wants to remind people that they have to go through the proper procedures.

New Business:

a.) Consideration of Tree Prune/Removal Requests:

115/119 Montague Avenue – 6 trees

Kate Christen made a motion to accept the trees into the City inventory, accept the species, remind the citizen about City policy and the importance of proper procedures, such as making sure water lines, gas lines and sewer lines are taken into account before somebody else comes out and digs and plant trees and remind Reading Landscape that they need City authorization before planting trees on the City right of way or in City property for the 6 trees located at 115/119 Montague Avenue; seconded by Patrick Farris; motion was approved by a 5-0 vote.

324 West Leicester Street

Patrick Farris made a motion to prune the tree per arborist recommendation, located at 324 West Leicester Street; seconded by T'ai Roulston and Mary Stickley; motion was approved by a 5-0 vote.

At Loudoun Auto Park, on Loudoun Street near Baker Street, 1st tree from Baker Street

Patrick Farris made a motion to remove the tree located at Loudoun Auto Park, on Loudoun Street near Baker Street, 1st tree from Baker Street; seconded by Kate Christen; motion was approved by a 5-0 vote.

112 South Washington Street

Patrick Farris made a motion to table reviewing the tree until the February meeting and have Patrick contact applicant, for the tree located at 112 South Washington Street; seconded by Mary Stickley; motion was approved by a 5-0 vote.

On Clark Street at 418 North Loudoun Street

Patrick Farris made a motion to remove the tree located on Clark Street at 418 North Loudoun Street; seconded by Donna Downing; motion was approved by a 3-0 vote. Kate Christen and Mary Stickley abstained.

507 Hillman Drive

Patrick Farris made a motion to remove the tree located at 507 Hillman Drive; seconded by Kate Christen; motion was approved by a 4-0 vote. Mary Stickley abstained.

On Amherst Street at Spring House – 2 trees

Patrick Farris made a motion to prune the 2 trees as needed and attempt to kill the ivy from the tree located on Amherst Street at Spring House; seconded by Donna Downing; motion was approved by a 5-0 vote.

225 North Cameron Street

Mary Stickley made a motion to prune the tree located at 225 North Cameron Street; seconded by Patrick Farris; motion was approved by a 5-0 vote.

715 South Cameron Street

Patrick Farris made a motion to prune the tree located at 715 South Cameron Street; seconded by Kate Christen; motion was approved by a 5-0 vote.

713 South Cameron Street

Mary Stickley made a motion to deny removal and prune the tree located at 713 South Cameron Street; seconded by Patrick Farris; motion was approved by a 5-0 vote.

On Pall Mall Street at 723 South Cameron Street

Patrick Farris made a motion to prune the tree located on Pall Mall Street at 723 South Cameron Street; seconded by Mary Stickley; motion was approved by a 5-0 vote.

b.) Amherst Street Project Public Meeting:

T'ai Roulston said what the Tree Commission talked about at the end of the December 8, 2011 meeting was alerting the public to this process, the Tree Commission's role in this process and possibly submitting a letter to the Winchester Star, along with what Tree Commission meeting this is going to be discussed at. Patrick Farris said instead of submitting a letter to the editor, the Tree Commission can just announce this in the meeting announcement section of the Winchester Star and put it in the public hearing section of the Winchester star for the Amherst Street Project. Patrick Farris said he did not want the Tree Commission to appear like they are going overboard and it would be just like a regular announcement. Mary Stickley said that might work up to a point, but after coming out of the Handley project, she thinks it would be great to go overboard. Tom Denney said whatever the Tree Commission decides to do, make sure to run it past Perry Eisenach first. Patrick Farris said they do not mind doing this at all. T'ai Roulston said the only reason he would lean towards a form like a letter would be that the Tree Commission can explain the process and their role and how feedback can participate in the process. T'ai Roulston said there was a lot of misunderstanding in the previous project at Handley about who the Tree Commission is, what the Tree Commission does and what our responsibility was and would like the opportunity to clarify that. Patrick Farris said he does not have any opposition to that he was just thinking of what was

normative when it comes to these Public Works admissions but if the Tree Commission feels strong about it he can write a letter. Mary Sticklely said the Tree Commission gets a lot of people not knowing what is going on. Patrick said he would check with Perry Eisenach to see what date would be good, and will check with Jen Hammer simultaneously so once Patrick Farris gets a date that staff will definitely attend then he will email everyone. Patrick Farris said he will drop the letter announcing the process, let Perry review it and then circulate that as well. T'ai Roulston said the Tree Commission is still some time away from even considering that because the Tree Commission does not even have a list of trees yet. Tom Denney said the trees that will be marked for review will be emailed next week. Donna Downing said that she found out many people do not read the newspaper. Donna Downing asked if there was another type of media that this message can go out in. T'ai Roulston said that might be a little overboard. Gerald Crowell said he thinks it is a good thing to go overboard and that way the Tree Commission can say at least they did their job. Kate Christen said that wherever the message comes from it should come from the Tree Commission. Mary Sticklely said she does not know how much time the Tree Commission has before this project begins. Tom Denney said that whatever the Tree Commission decides they might want to get with Perry Eisenach rather quickly because there are so many other aspects of that job and if there is a large outcry, like it was with Valley Avenue trees, the job will not stop because of that. Tom Denney said the bid came in today and Jen Hammer and himself tagged most of the trees today. He said that 60 trees does not look like a lot from his standpoint, they are just trying to do what makes sense for the project. Tom Denney said look at the Handley project, he said he hears nothing but positive things now. T'ai Roulston asked if the Tree Commission will be able to pick the species for this project. Tom Denney said the bids came in today but he said that Perry Eisenach is a very reasonable person and he might be able to be flexible as long as the price stays the same and the trees are going to be between 4" and 5" caliper. T'ai Roulston said it is easier for the Tree Commission to remove healthy trees when they have input on what trees are going in their place. Tom Denney said he could be mistaken but they might have provided a letter with the list of trees that was submitted to Perry Eisenach way back, a month ago, to put in a price for that tree and what it was going to cost for that tree, then the Tree Commission might be able to still choose from that list.

Patrick Farris left at 4:50 p.m.

c.) Arbor Day Celebration date:

Jen Hammer said she has a donor for the Arbor Day trees, which will be Eric Arkfeld the Eagle Scout, whom raised enough money and had extra and wanted to know if the Tree Commission could use it. Jen Hammer said Eric Arkfeld will participate in Arbor Day and would have two trees. Jen Hammer said she would like to set a date so Eric Arkfeld can make plans. April 20, 2012 is the temporary date, Tom Denney said he wanted to check with the Mayor first, so this date may not be set in stone.

Old Business:

a.) Amherst Street tree tags:

Tom Denney said the markers for the trees are going to be about knee high and face westbound towards the hospital.

b.) Tree Board University completion date January 1, 2013

It was decided that completion of the Tree Board University will be a year from now.

c.) Tree Tags 10-day post:

Mary Stickley asked if the trees are going to start being tagged 10 days in advance. Jen Hammer said that this will be the minimum. T'ai Roulston said that two of the trees tagged to be reviewed for this meeting had fallen off. Jen Hammer said she increased the staple length and that it is hard to keep those tags on the trees. Tom Denney said there are three contractors working in the City right now and they are not there when the contractor gets there.

d.) Volunteer Hours Log Sheet:

The January 2012 volunteer hours log sheets were collected and February 2012 volunteer hours log sheet was passed out. Jen Hammer said the City gets \$22 an hour for volunteer hours. Patrick Farris said coming to the meeting, driving around looking at trees also counts as volunteer hours.

Comments from Commission Members:

T'ai Roulston asked Jen Hammer that when the removal request list goes to Patrick, could some kind of street address be put on this list, so they can be mapped. Gerald Crowell said the Natural Resources Advisory Board is currently working on continuing issues at Abrams Creek Wetlands Preserve. Gerald Crowell said the Natural Resources Advisory Board is also in the service of initial development of Shawnee Springs Nature Preserve and the idea is to come in and do some kind of mapping of the species.

Adjourn:

With no further business to discuss, the meeting was adjourned at 5:17 p.m.

**CITY OF WINCHESTER
TREE COMMISSION
STAFF REPORT FOR DECEMBER 2011
SUBMITTED JANUARY 26, 2012**

EXPENSES and ACTIVITY REPORT: December 2011

CONTRACTOR PRUNING	CONTRACTOR PLANTINGS	CONTRACTOR REMOVALS	TOTAL
\$0.00	\$0.00	\$900.00	\$900.00

ACTIVITY REPORT- CONTRACTOR

PRUNING	PLANTINGS	REMOVALS	STUMP GRINDING
122 W. Monmouth		420 N. Loudoun	.
S. Washington near Monmouth		419 N. Loudoun	
Virginia Ave. alley			
1202 Handley Ave			
1203 Handley Ave - 2			
1233 Handley Ave - 2			
1302 Handley Ave			
1303 Handley Ave - 3			
1307 Handley Ave			
1312 Handley Ave			
1311 Handley Ave			
1315 Handley Ave			
1319 Handley Ave - 2			
1320 Handley Ave			
1325 Handley Ave			
1401 Handley Ave			
1404 Handley Ave			
1405 Handley Ave - 2			
352 Sheridan			
Handley at 352 Sheridan			
1501 Handley Ave			
1505 Handley Ave			
1600 Handley Ave - 2			
1605 Handley Ave			
1609 Handley Ave			
1624 Handley Ave - 2			
1628 Handley Ave - 2			
1629 Handley Ave			
1633 Handley Ave			
1634 Handley Ave - 2			
1637 Handley Ave - 2			
Total: 42	Total: 0	Total: 2	Total: 0

ACTIVITY REPORT- PUBLIC WORKS

PRUNING	PLANTINGS	REMOVALS	STUMP GRINDING
Total: 0	Total: 0	Total: 0	Total: 0