

**WINCHESTER TREE COMMISSION
MINUTES
October 27, 2011**

The regularly scheduled monthly meeting of the Winchester Tree Commission was held on Thursday, October 27, 2011 in the Council Chambers at Rouss City Hall.

Mr. Farris, Tree Commission Chair, called the meeting to order at 4:07 p.m.

Patrick Farris made a motion to approve the amended September 22, 2011 minutes; and to move Kate Christen to the present list, seconded by T'ai Roulston; motion was approved by a 4-0 vote.

Members present: Donna Downing, T'ai Roulston, Kate Christen, and Patrick Farris

Members absent: Mary Stickley, Allison Major, and Natural Resources Advisory Board Liaison Gerald Crowell

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

New Business:

a.) Consideration of Tree Removal/Trimming requests:

Alley beside 117 W. North Ave

T'ai Roulston made a motion to deny the removal of the tree located in the Alley beside 117 W. North Avenue; seconded by Patrick Farris; motion was approved by a 4-0 vote.

1320 Vanceright Circle, left of driveway

Patrick Farris made a motion to trim and not remove the two trees located at 1320 Vanceright Circle, left of driveway; seconded by T'ai Roulston; motion was approved by a 4-0 vote.

Knights Hill Alley behind 231 Millwood Ave.

Kate Christen made a motion to trim the tree and remove the vines on the tree located at Knights Hill Alley behind 231 Millwood Avenue; seconded by Patrick Farris; motion was approved by a 4-0 vote.

604 S. Stewart Street

T'ai Roulston made a motion to trim the tree located at 604 South Stewart Street; seconded by Kate Christen; motion was approved by a 4-0 vote.

626 S. Loudoun Street

Patrick Farris made a motion to trim the tree located at 626 South Loudoun Street; seconded by T'ai Roulston; motion was approved by a 4-0 vote.

2917 Grace Street

Patrick Farris made a motion to review this tree in June 2012 located at 2917 Grace Street; seconded by Kate Christen; motion was approved by a 4-0 vote.

5 Parkview Street

Patrick Farris made a motion to trim the tree located at 5 Parkview Street; seconded by Kate Christen; motion was approved by a 4-0 vote.

402 Mosby Street

T'ai Roulston made a motion to trim the tree located at 402 Mosby Street; seconded by Patrick Farris; motion was approved by a 4-0 vote.

On West Cork Street at 133 South Braddock Street

Patrick Farris made a motion to table until applicant has been contacted on West Cork Street at 133 South Braddock Street; seconded by Donna Downing; motion was approved by a 4-0 vote.

204 Rozel Road

Patrick Farris made a motion to remove the tree located at 204 Rozel Road; seconded by T'ai Roulston; motion was approved by a 4-0 vote.

301 Courtfield Avenue

Patrick Farris made a motion to deny removal and trim as needed the tree located at 301 Courtfield Avenue; seconded by T'ai Roulston; motion was approved by a 4-0 vote.

On Leicester Street at 501 Courtfield Avenue

Donna Downing made a motion to remove the tree located on Leicester Street at 501 Courtfield Avenue; seconded by Patrick Farris; motion was approved by a 4-0 vote.

103 West Bond Street

Patrick Farris made a motion to remove the tree located at 103 West Bond Street; seconded by T'ai Roulston; motion was approved by a 4-0 vote.

90 Allen Drive

Kate Christen made a motion to trim the tree located at 90 Allen Drive; seconded by Donna Downing; motion was approved by a 4-0 vote.

713 Van Fossen Street

Patrick Farris made a motion to trim the tree as needed located at 713 Van Fossen Street; seconded by T'ai Roulston; motion was approved by a 4-0 vote.

8 East Bond Street

Patrick Farris made a motion to remove the tree and revisit this area located at 8 East Bond Street; seconded by T'ai Roulston; motion was approved by a 4-0 vote.

Old Business:

a.) Tree Board University

Patrick Farris said this is a great idea and the idea of making it something new members are asked to do, but not required to do, to join the Tree Commission is also a great idea. It's an online training tool and very beneficial. T'ai Roulston said he has not yet been to the website for the training program and was unsure if Jen had given them the web address to access this. Jen Hammer said she will send Patrick the link for that. Jen said that this is something that the Tree Commission as a whole, including herself, should try to accomplish and asked if it would be possible at next month's meeting to all agree on a date sometime next year that each member would have this course completed. Kate Christen asked if it could be added to the agenda of the next meeting as a reminder to everyone. T'ai Roulston said they would have to postpone this until all have reviewed this.

Patrick Farris left at 4:30pm

b.) Update Recommended Trees List

Jen Hammer asked the Tree Commission if they could take a look at this and decide if they like the content in the handout, including planting information and to also start thinking about additional species we can add. Jen also states it talks about unsuitable planting sites and trees not to plant, which is sometimes more useful than a recommended species list. Jen asked everyone to come up with content that we like both for recommendations and do not plants. Tai Roulston asked about the refinement the Tree Commission talked about in a previous meeting and was wondering about the recommended species list reflecting special planting situations. Jen said that's where this information is a benefit because it talks about sidewalk cut outs and we could also make a notation of large rooting areas and start a list, but it's case by case scenario as to exactly

what to plant, so its better to throw out some information and set some guidelines as opposed to saying we like sweetgums. We don't want to exclude a tree because it has conflicts at one site but may be appropriate for another. Jen suggested for everyone to do their own editing and bring it back next month, with the exclusion of tree species. Kate Christen asked if this is something that can be printed as a brochure or put online. Jen said she would like to have something to print out that they could have access to, but she will have to look into doing that. Kate suggested putting the file online as a PDF. Tom Denney said a work session would be good for something like this. Kate said it would be hard to schedule that, and added that in the winter months there are usually not many requests. Kate said she wouldn't be at the December meeting. Jen said for everyone to look at their schedule and try to plan a meeting in early December. Tom said we can discuss this in the November meeting. T'ai Roulston asked to do a work session on this. Jen Hammer said to look at calendars and post dates that would work. Donna Downing said January would be a good month for a work session. Kate Christen said that would be a note to let Patrick know. T'ai Roulston said to postpone that until Patrick is here to recommend dates.

Donna asked if there were any complaints about the labelings. T'ai said the complaints that came up during the Valley Ave tree removals were due to the lack of publicity of what we were doing. T'ai said that labeling those trees for people that are near them and what is that duration of time going to be, that's our goal, and policy.

Comments from Commission Members:

Kate Christen asked if there was any information on getting a new commission member. Tom Denney said he read somewhere two commission members are up in December, which is eligible for continuing. Tom said if he is not mistaken, you have to put in an application to the City Manager. Kate Christen said it was a new process when they did this. Jen Hammer said she is going to put this on the agenda for next month and will put it under new business. Kate said she doesn't think it's possible that two members are up at the same time due to the time they joined. Tom said he read that somewhere on the recent agenda for council. T'ai said they had heard that someone was interviewed for it. Jen said she would find out if there is an application. Kate asked if there was an application and is it still active? T'ai asked if we should be trying to find and encouraging other people to apply and is the process going on.

Comments from City Staff:

Tom Denney said he thinks it is prudent for each member on the Tree Commission to look at the tree bid that is listed on the City of Winchester website for removals, trimmings and stump grinding. The main reason to look at it would be that he feels Jen has done an extraordinary job and it is massive. He said it will give you an idea of what they are asking for. He states it is a really good bid with everything on there. This document can be accessed by going to the City of Winchester website, departments, finance, purchasing, and current bids. Tom said on Monday the new trees on Valley Ave

will be going up. Tom introduced Mandy Ricketts and said she will begin taking minutes, in addition to Kelly Feltner.

Adjourn:

With no further business to discuss, the meeting was adjourned at 4:43p.m.

**CITY OF WINCHESTER
TREE COMMISSION
STAFF REPORT FOR SEPTEMBER 2011
SUBMITTED OCTOBER 27, 2011**

EXPENSES and ACTIVITY REPORT: September 2011

CONTRACTOR PRUNING	CONTRACTOR PLANTINGS	CONTRACTOR REMOVALS	TOTAL
\$0.00	\$0.00	\$600.00	\$600.00

ACTIVITY REPORT- CONTRACTOR

PRUNING	PLANTINGS	REMOVALS	STUMP GRINDING
		600 S. Washington	.
Total: 0	Total: 0	Total: 1	Total: 0

ACTIVITY REPORT- PUBLIC WORKS

PRUNING	PLANTINGS	REMOVALS	STUMP GRINDING
309 Tevis - 1		1653 S Braddock	
Amherst St. - 3		Abrams Delight	
1 Parkview St - 1		1039 Millwood Ave	
3 Parkview St - 1		414 W. Monmouth	
5 Parkview St - 1		210 Handley Ave	
		2817 Saratoga	
		202 N. Loudoun	
		1645 S. Braddock	
		713 Valley Ave	
		422 W. whitlock	
		712 S. Braddock	
Total: 7	Total: 0	Total: 11	Total: 0