

Bound Brook Shade Tree Meeting Thursday 6/16/22

Meeting Minutes

The meeting was called to order at 6:07 pm.

Attendees were: Mary Patten, Nancy Lepionka, Nancy Campbell, Marsha Longshore, Kristi Colbert, Dan Whelan and Xue Du.

- Minutes of the May meeting were accepted.
- 65 Trees planted
 - o 3 people called saying that they didn't want the trees after the planting; none were on the –do-not plant list from borough hall.
 - o Voicemails were left at Borough Hall, but were not reviewed and passed along to STC prior to planting; an email received on day of planting (too late); one email found in SPAM folder after planting.
- Tree Planting Process sent to Agatha and Hector
 - o No response yet from Agatha and Hector on the updated process
 - o Is there an opportunity to have them add communication on Town Hall Web page to serve as additional information for the vendor
 - Would need to have list of Streets that will have plantings listed in communication to prevent confusion
 - Would need to note for citizens to only call if they 'received a letter' informing them of a tree being planted, otherwise they would not need to be reach out as they are not impacted
 - Hector has suggested mailing a letter to the residents that had a tree planted that details the type of tree planted
 - Concern around postage for STC
 - o One option is to fill out all the letters and then drop off at Clerk's office for them to then mail out
 - General consensus is to stuff the envelopes and then drop them off for Borough Hall to mail out
 - Write letter to 'Homeowner' to ensure the letter is directed to the correct recipient
- Phone call with Chris Conlee of ArborPro on 6/16/22
 - o Need to get Chris C a contact in the County who can provide him with the appropriate property parcel maps, most likely county Tax assessor
 - o Chris C. agreed to adding 'side' attribute to the fields
 - o Numerous places have 2' 6" (30") wide planting strips
 - Will plant in 2.5' foot strips, and will not plant in 2' strips
 - Action Item- Question for Chris: Need to validate if planting strip width data field will take decimal (.5) data inputs

- Will it accept decimal points? How many characters does it allow?
 - Hector Herrera OK'd the \$4.95/unit additional cost within the grant limit for locations over 2,500. A location may be a tree, stump or a tree vacancy.
 - Action Item: Validate if we need to pay for the shape file?
 - Should we ask for logic of East – West or North – South for site numbering?
 - This would make it more consistent for following the series of trees
 - Next steps – Borough has all required documents (per Chris C) and BB needs to issue the contract.
 - Talk to Hector to give him the information to initiate the contract
 - Mary will need to review any draft agreement generated prior to signature from BB
- Go and inspect our trees
 - Look at canopy, branches, trunks and roots for any concerns
 - If any issues, fill out fillable inspection request on BB site
- Misc
 - Newly planted dead tree on 535 (?) Winsor appears to have died
 - If we have a Fall planting we can replace it then
 - Right of Way Measurements (Based on Assumption The center line is in the center of the street)

Meeting end: 7:37pm

Action Items:

Nancy to provide Map, marked with shade tree commissioner's Districts to Chris C.

- Ask Michael (Local Tax Assessor) for parcel map
- Need to clarify on future communications to call the Clerk Office
- Check to see if the NJ Forestry event on 6/29 has CEU

Dan Whelan

Secretary Pro temp