

**Dunellen Shade Tree Commission – Agenda
January 22, 2015 Meeting**

Attendees: Ken Baudendistel, Cindy Beam, Sue Butterworth,
Erica Grun, Robert Rios, Cate Walsh

Absent: Ellen Mackie

New Business

- Appoint new Commission positions for 2015:
 - Chairman—Ken Baudendistel
 - Vice Chair—Sue Butterworth
 - Secretary – Erica Grun
 - Cate and Cindy were re-appointed by the mayor January 1st.

Terms of all commission members:

Kenneth Baudendistel – Chairman
5 year term expires 12/31/2015

Robert Rios – Commission Member
5 year term expires 12/31/2015

Sue Butterworth – Vice Chairman
4 year term expires 12/31/2016

Cindy Beam – Commission Member
3 year term expires 12/31/2017

Cate Walsh – Commission Member
3 year term expires 12/31/2017

Erica Grun – Secretary
4 year term expires 12/31/2018

Ellen Mackie
3 year term expires 12/31/2017

- 2015 Meeting Schedule
 - The majority of meetings will be held on the 2nd Wednesday of the month. All meetings will be held at 7:30 pm and will be held in the Dunellen Recreation Office, second floor of the municipal building. All meetings will stay as scheduled regardless of attendance to lessen the confusion associated with trying to reschedule.
 - Proposed 2015 meeting schedule:
 - Wed, March 11th
 - Wed, April 22nd (4th Wed. of the month due to Arbor Day planning)
 - Wed, May 13th
 - Sept. 2nd (1st Wed. of the month)
 - October 23rd or 24th—CORE training and annual seminar
 - Ken to attend. Erica to attend CORE training.
- Arbor Day celebration planning
 - Many ideas were offered. Will discuss more at future date. Arbor day celebration will most likely occur on Friday, April 24th (if children are involved) or Saturday, April 25th.
 - Some ideas presented were:
 - Choose a block in Dunellen and plant trees. We would like for this to be in a high visibility area.
 - Possibly send out letters to block of our choosing indicating “your block has been chosen for beautification...”. Let residents of whichever block is picked choose if they want trees, what kind and how many. Must be planted somewhere on Dunellen property (along street), not private property.

- It was suggested that we use bare root trees or container trees, to make it easier. **Ken will talk to our current tree provider about how much these might cost.**
- Cate suggested that we plant some evergreen trees, possibly near the schools so that they could be decorated during the holidays. A suggestion was made that if we do this they be dwarf-sized trees.
- Ken believes we may have money for approximately 5 trees or so. This will need to be discussed further once we have a better idea of what our budget will be.
- Need a CTE
 - Ken suggested that members call around to Certified Tree Experts in the area. The State has a list available of all CTEs. The list can be found at:
<http://www.state.nj.us/dep/parksandforests/forest/community/cte.html>
 - Cate volunteered to call a few CTEs
 - When anyone contacts a CTE, they should ask about pricing and experience. Please keep in mind that not all CTEs provide the same services. The NJ list describes what services each CTE provides.
 - It was suggested that we might want to contact the person being used currently by the town of Middlesex.
 - It was also suggested that we should ask if any CTE contacted would be willing/available to conduct a class for the public on tree care, pruning techniques and tree risk assessment (for free or for a discounted price, if possible). We would use this time to determine if we like the CTE and wish to use their services.

- Sue requested to attend a class to become a tree hazard expert. Class is at Rutgers and early registration fee is \$245. Sue will pay with personal credit card and the Shade Tree Commission will reimburse her.
- Sue also questioned the issue of liability in regards to hazardous trees in town. It was decided that liability only exists if the township is notified in writing of a hazardous tree and does not remedy the issue quickly enough. It was discussed that the tree inventory lists dangerous/hazardous trees in town and that we should provide the Dunellen DPW with a copy of the tree inventory once it is complete so that they are notified.
- Some discussion was made regarding the Facebook page for the Tree Commission. To be discussed further in the future. We would like to start utilizing the Facebook page more in the future.
- Potential future event suggested by Cindy:
 - Use the display case in the library to highlight DSTC activities, including pictures from past events, winning poems, posters and essays from contests etc., as well as an invitation to the community to join the DSTC. Cindy will see if the display case is available for the month of April.
- Updates
 - Gavornik Park
 - Mauer Property – Almost all of the saplings planted last year died. NO MORE SAPLINGS. Sue suggested planting bare root trees or container trees next time.
 - RR Embankment – We need to schedule working on this again soon. Need to trim, spread mulch and maybe plant flowers?
 - Tree City USA

- Supply needs – We need to have a fertilization plan for the newly planted trees. It was suggested that we use some money to purchase fertilization sticks. Sue also suggested that we purchase more gator bags.
- How to spend 2014 budget
 - **USE IT OR LOSE IT**
 - Must be used up soon
 - It was suggested that we use the remaining money to send Sue to a class at Rutgers, and/or to have a CTE come conduct a class for the public on tree care, pruning techniques and tree risk assessment.
 - **Ken is to check on the remaining 2014 budget and give us a number.**
- Tree Inventory update
 - **Cate will electronically send Cindy the finished Mountain View Terr.** Cindy will load all data and send it to all commission members prior to the conference in Cherry Hill. There is an iTree seminar and would be good if we are familiar with our program.
 - Cate notified the commission that some kids have approached her recently that were interested in helping with the inventory. This will be discussed further during the March meeting.
 - It was determined that the tree inventory should include dates.
 - Cindy will eliminate columns from the inventory that we don't use and sort the inventory by street name.
 - We should include pictures in the future. May recruit kids to help with this.
- Tree Pruning- Propose a date for us to walk together and prune newly planted trees
 - Spring Task. To be discussed/scheduled at next meeting.

- Tree Care Class for Public
 - Offer a class on tree care, pruning techniques and tree risk assessment lead by our retained CTE – tabled this for now.
 - We will see if we can find a new CTE to provide this class. Will use class to determine if we like the new CTE. Hoping to have this done for free or for a discounted price. To be tabled until we find a new CTE.
 - It was suggested that this class be held in the conference room at the library. Cindy is to see about reserving this room.
- Street Fair Planning
 - Needs to be done at a later meeting
- HarvestFest
 - Do we want to participate next time? To be discussed at a future meeting.
- New: Fertilization program for newly planted trees.
 - We need to have a fertilization plan for the newly planted trees. This is a requirement. It was suggested that we use some money to purchase fertilization sticks
- New: Organize a Borough street tour open to the public lead by our CTE to identify various trees along the way, answer questions and raise awareness of our current tree profile.
 - Tabled for now until we find a new CTE. It was suggested that this event occur on a Saturday, so that more adults could attend.

Old Business

- Water trailer for truck –Ken working with DPW to split cost.
- Spring planting and State Inspection
 - Many trees (8) were planted too far above the flare and failed inspection. This could cause them to die more easily. Ken has addressed this issue with Bob from Cafferty Trees.