

**Minutes  
Hampden Tree Board  
Subcommittee of the Hampden Town Council Services Committee  
February 24, 2010 @ 6:30pm**

The meeting of the Hampden Tree Board was called to order at 6:35pm on Wednesday February 24, 2010, at the Hampden Municipal Building.

Gretchen Heldmann, GIS/IT Specialist  
Shelby Wright  
Chris Packard  
Jim Feverston

**1. Introductions**

Introductions not necessary.

**2. Business**

**A. Presentation from Unity rep**

Tabled to next meeting due to last minute family emergency.

**B. Review August 2008 memo to Council re: D.Dix Park**

Gretchen will change the word "harvesting" to "improving forest health" throughout the document. She will then send out the final document to Tree Bd for final approval via email before submitting to Services for the March meeting. The document would also go to FoDDix for their reaction and consideration. Gretchen will email out the current list of FoDDix members.

**C. Arbor Day date sent to Council**

Gretchen informed the board that she had submitted the Arbor Day Proclamation for 2010 to the Council.

**D. Finalize acceptable native species planting list**

The board agreed they wanted two lists, one in Excel format and one as a pdf, both of which would go on the website. There should also be two lists of each format in that there should be one sorted by scientific name and one sorted by common name. The group found Portland, ME's website to be particularly helpful to use as a starting point. The board also wants to develop a list of recommended street trees and landscape trees using the Portland site as well as some other sources. Gretchen will work on putting the lists together in Excel but noted it

will take her a few months due to having to compile the list from the website format and adding in other sources.

**E. Development of other educational materials**

The board agreed Lance is doing a great job and he should keep on going in the direction he has been headed.

**F. Website Work**

The board members as well as Gretchen should draft up a list of suggested changes for next meeting.

**G. Tree Care Plan/Street Tree Plan**

Jim will forward the Unity handbook he has to help guide this process.

**H. Chair sign Project Canopy thank you letters**

Chris signed all the thank you letters.

**I. Budget**

This item was added to the agenda at the beginning of the meeting with the consensus of the board. The board will work on final numbers, but Gretchen noted her budget is due March 8<sup>th</sup> so they needed to develop the final numbers quickly. She also noted that the memo that came with the budget forms indicated that there would be no new expenditures this year that were not self-funded, and that department heads were encouraged again to cut their budget if and where possible. Thus far, the board noted \$1500 for tree replacement and \$1000 for Arbor Day, TCU, educational materials, and other. The will work on a number for an intern. Jim will email Unity and ask how much the programs usually run in order to hire an intern for the street tree inventory.

**3. Adjournment.**

The next meeting is March 24, 2010 at 6:30pm. The meeting was adjourned at 7:55pm.

Respectfully submitted,

Gretchen Heldmann  
GIS/IT Specialist