



Meeting Minutes

Tree Advisory Board (TAB)

Wednesday, 13 November 2024

6:30 PM

Virtual via Zoom

1. Call Meeting to Order @ 6:34 pm

2. Roll Call and Verification of Quorum

- A. Brian O'Connor (Chair), present
Patricia O'Donnell, present
Jason Shimmel (Vice Chair), present
Claudia Smelko, present
Amanda Westendorf, excused
Leanne Vielehr (Secretary), present
vacancy
- B. Erie Council Liaisons: Emily Baer and Andrew Sawusch
- C. Staff Liaisons: Eryka Thorley, Tom Read, Brandon Grasmick
- D. Guest: Megan Hughes and Amy Demeyer to Participate with Item H

3. Approval of the Agenda

- A. *Agenda Approved.*
 - a) *Motion: Jason*
 - b) *Second: Claudia*

4. Approval of Previous Meeting Minutes

- A. *October 9, 2024 Tree Advisory Board Meeting Minutes*
 - 1) *Motion to Approve: Jason*
 - 2) *Second: Claudia*
- B. *Brian to send approved minutes to Erie Town Clerk*

5. General Business

- A. *Public Comment and Non-Agenda Items*
 - 1) *No public comment*
- B. *2025 Arbor Day/Earth Day Celebration - April 26, 2025, 10am-1pm*
 - 1) *Town of Erie permitting process w/ Eryka Thorley, Tom Read, & Brandon Grasmick*
 - 2) *Outline for approval process for Town events*
 - a) *Process will put more responsibility on Board members and less on staff*
 - b) *Specific forms that need to be filled out so the right departments review the information*
 - c) *Brandon will book/hold our event day/location based on prior year to hold until the formal application*
 - d) *Community Events Permit (www.erieco.gov/events)*
 - *Application open on Dec. 11th for 2025*
 - *Online application process*
 - *Step 1: Feasibility (due 90 days in advance of event date), include preliminary site map (staff reviews - 10 days)*

- Step 2: F (due 60 days in advance of event date), more details, final site map, sound permit if needed
 - Nothing needed with permit for our backup location at the Library
 - e) Jason and Claudia are the leads for Arbor Day event. They will find a time to meet with Tom and Eryka to review spreadsheet with timelines and responsibilities.
 - f) Detailed spreadsheet will keep Boards (TAB and SAB) organized
 - Leanne to help with map
 - g) This year will be the biggest lift with the permit, etc. then in future years we should just be able to copy and paste from previous years
- C. Tree Walks
- 1) Old Town, October 25th – Recap
 - a) Great turn out! 14 people plus staff and board members
 - b) Erie Police officers joined and had information about lightning strike that hit Erie Middle School Campus
 - 2) 2025 Tree Walks
 - a) Keep 1 walk per year in Old Town
 - b) Could do a walk at the Cemetery
 - c) Tom is comfortable with the # of walks we did and when they started and stopped
- D. Tree Talk Newsletter
- 1) Tom used the 1st newsletter to take to events as community events
 - 2) October newsletter –
 - a) Tom to have newsletter PDF created and will email to Board
 - 3) January 2025 topics
 - a) Reiterate winter watering
 - b) ROW tree pruning – Tom has images/diagrams that they created for a water bill that we can use
 - c) Mulching to retain moisture
 - d) Tree wrapping for sun scald
 - e) Tree feature – evergreen
 - Patty to do a write up on Bristlecone Pine
 - 4) Amanda will take on topics
- E. Canary Trail Art Project
- 1) Survey have been distributed to targeted residents
 - a) Questions about parks and trails
 - b) Survey link: https://www.research.net/r/COERIE_PR_LIVE
 - 2) Parks Master Plan update (PROST Strategic Plan) – this area will be included
 - 3) Art installation should start in the spring
- F. School & Non-profit Cost Share Update
- 1) 2 schools applied this year (Black Rock and Montessori)
 - a) Black Rock wasn't able to get the trees in the ground this fall but plan to in the spring.
 - 2) Vista Point and Flatiron Meadows also applied for cost share
- G. 2024-25 School Outreach
- 1) Letters to school usually go out in January
 - 2) Brian typically spearheaded in past so we'll need to decide who wants to champion this effort.
 - 3) We can discuss it more in December
- H. Q&A with TAB Vacancy Applicant
- 1) Amy and Meghan joined to meet the board to listen and learn
- I. Other business

- 1) *Town Council will begin to start meeting in person in the new Chamber in Jan.*
- 2) *Boards may have an opportunity to meet in person, Town Clerk should know*
 - a) *Brian to email Town Clerk to ask*

6. Adjournment @ 7:59 pm

- A. Next Meeting: Wednesday, December 11, 2024 at 6:30pm
Virtual via Zoom

Tree Advisory Board