

Meeting of the Northampton Public Shade Tree Commission  
Wednesday, February 20, 2019, 4:30-6:30pm, City Hall Hearing Room  
Agenda

Approval of previous minutes (4:30-4:35pm, 5 min)

Public Comment (4:35-5pm, 25 min)

Chair Report (5-5:10pm, 10 min)

Chicopee's Lee Pouliot to visit PSTC March 20

Update on gas leaks expert Bob Ackley

Chair's attendance at 2/11 Public Hearing on Ordinance 18.231 re. to Large-Scale Ground-Mounted Solar Arrays

Chair/Vice Chair meeting 2/15 with Carolyn Misch

Tree Warden Report (5:10-5:20pm, 10 min)

Discussion of revised Ordinance 18.231 re. to Large-Scale Ground-Mounted Solar Arrays, Lilly & Todd (5:20-5:50pm, 30 min)

Arbor Day Preparations, Marilyn (5:50-6pm, 10 min)

Subcommittee report, Molly (6-6:10pm, 10 min)

Tree Northampton update, Sue (6:10-6:15pm, 5 min)

Any other business not anticipated by Chair (6:15-6:25pm, 10 min)

To-do List re-cap (6:25-6:30pm, 5 min)

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## Public Shade Tree Planting Plan Outline

### 1. The Deliverables

- a. 3 Year Goals (updated every 3 years and reviewed and possibly adjusted annually)
- b. One Year Planting Priorities (Updated Annually)
  - i. Corridors and neighborhoods and areas identified on a map
  - ii. First Tier and Second Tier priorities should be identified
  - iii. Tree Species focus (if any) as determined by TreeKeeper data and 3 year Goals
- c. Site Plans
  - i. Specific, species based planning plan of individual priority areas
- d. Metrics
  - i. Rolling month to month metrics by Priority Area measuring goals and actual of number of setbacks, number of ROW planting and further detailed by number of underwire and number of large shade trees.
  - ii. Tree Keeper data: Updated annually to inform next year's one year Planting Priorities and 3 year Goals.

### 2. Roles and Responsibilities

- a. NPSTC
  - i. Sets 3 year goals in public process under the direction of the Tree Warden & Mayor.
  - ii. Coordinates with other City Departments planting plans and projects under the direction of the Tree Warden & Mayor
  - iii. Reviews and approves all work by the subcommittees under the direction of the Tree Warden
- b. Planting Priorities Subcommittee
  - i. Informed by 3 year goals, performs data analysis and field work to establish draft one year goals and priority areas
  - ii. Coordinates with Tree Warden to inform one to three year goals and priority areas
  - iii. Establishes goals for planting by priority area as described in Metrics above.
  - iv. Bring DRAFT one year priority plan to NPSTC for comment and/or approval under the direction of the Tree Warden.
- c. Site Plan Subcommittee
  - i. Designs specific site plans for each priority area
  - ii. Identifies locations and Tree species on Site Plan
  - iii. Coordinates with Tree Warden on specified projects
  - iv. Brings planting plans to NPSTC for discussion and approval under the direction of the Tree Warden.
- d. Tree Warden
  - i. Prepares budget request in synch with One Year Planting Priorities
  - ii. Coordinates tagging and purchasing of trees identified in Planting Plans
  - iii. Coordinates Planting Schedule with PSTC & Tree Northampton based on species and volunteer availability.
  - iv. Tree Warden will coordinate the use of volunteers for planting & pruning projects with Tree Northampton.
  - v. Responsible for providing metrics to NPSTC as described in Metrics above.
  - vi. Responsible for annual updates to TreeKeeper to help inform future year Planting Priorities
  - vii. Responsible for Assessment and Analysis of planting (mortality, stress, etc.) and will update NPSTC on results.
  - viii. Responsible for providing the Mayor with yearly updates on the progress of all planting plans and priorities.
- e. Tree Northampton
  - i. Assists Tree Warden with tree selection & tagging, tree sighting, set back and right of way plantings, watering, and pruning.
  - ii. Provides updates to Tree List and Planting Guidelines as needed under the direction of the Tree Warden.
  - iii. Coordinates all volunteer activity as it relates to the above

### 3. Schedule

- a. 3 Year Goal – Should be set no later than later than September of each year in case we need to request monies from CIP.
- b. Annual Priority Plan – January
- c. Budget Request per Annual Priority Plan – Large CIP requests need to in by September/Tree OOM Cap request in January/ early February.
- d. Detailed Site Plans and Master Annual Tree List Approval – January/February
- e. Tagging and Purchasing of Trees per the Master Annual Tree List – February-April
- f. Delivery of Trees – April thru early June for Spring/September-early November for Fall
- g. Planting – April to early June/September to late November
- h. Updating of TreeKeeper – should be done monthly in order to keep up with plantings.
- i. Assessment and Analysis – December/early January