

Elm Commission Meeting Minutes

Date / Time: 6/26/2013 at 6PM

Location: Library Parking Lot / Entrance to Library

Attendees: Bill Calderwood, Denis Wagner, Christian Bilodeau and Mario Cardenas

1. Unanimously voted to have the Harvard Tree Fund (HTF) authorized signatories for HTF expenditures to be:
Primary: Bill Calderwood
Alternate: Christian Bilodeau
2. Voted to pay Dylan Osgood \$18 per hour to water trees and potentially mulch for the summer (paid from HTF). Dylan will be driving his parent's vehicle and paying for his gas.
3. Discuss and Finalize Tree Planting Policy-- unanimously endorsed by all in attendance. Expect to post on web site with meeting minutes and take the next steps with Tim Bragan (Selectman or Legal Review...?)
4. Tree Policy proposed is attached in a separate document as version 7

Town of Harvard Tree Planting Policy
Tree Warden and Elm Commission

Any person, group or entity who desires to plant a tree on the publicly owned or publicly used land of the town corridor (from the pond beach to the police station), must secure the review and approval of the Tree Warden and the Elm Commission. If trees are planted without this prior approval, then the tree may need to be removed. Any interested party shall contact the Tree Warden to start the process.

If the application is approved, the Elm Commission, with the guidance and supervision of the Tree Warden, will carry out the purchase, planting and subsequent care of the tree.

Appropriate species and location will be determined by the Tree Warden in consultation with the Elm Commission and the Parks and Recreation Department. A list of suitable locations and appropriate species for each location will be maintained by the Elm Commission.

Approval of a Memorial Tree or tree planting will be made by the Tree Warden, the Elm Commission and any party with land jurisdiction; however, input from the donor and other groups will be solicited at an Elm Commission public meeting (often on location).

Upon formal approval of location and two potential species, a donation will be made to "The Town of Harvard" in care of the tax deductible Harvard Tree Fund (the minimum recommended tree donation is \$500 per tree). This payment is due prior to any tree purchase. This cost includes the tree (minimum ~2" caliper), transportation of said tree to the approved site and any other costs associated with its' planting, such as soil amendments, staking, aged tree chip mulching, etc.

No memorial markers are permitted (wood, metal or stone). The town web site will be used for recording a Memorial Tree. Once the tree is planted, the Tree Warden and Elm Commission will make all decisions regarding the tree's care.