

West Tisbury Tree Advisory Committee  
Committee Meeting  
September 21, 2023  
5:30 – 6:30pm

Meeting Minutes – Approved on Thursday, November 9, 2023

In attendance: Timothy Boland, Jeremiah Brown, Emily Ellingson, Dave Fielder, JT Hunt

Not in attendance: Angela Luckey, Oliver Osnoos

1. Approved Meeting Minutes from August 16, 2023
  - a. Minutes were approved unanimously
2. Bids from Landscaping/Tree Companies
  - a. We have not received any bids from landscaping/tree companies
3. Selectboard Meeting Outcomes
  - a. Jeremiah talked with the town further about acceptable use of town funds for the project and was given the following parameters
    - i. The Town requires contractors to pay prevailing wage rates for this project; we cannot pay anyone to do work if it is not prevailing wages
    - ii. We can use the funds for a tree planting event and anything related to it. We must stick to our plan of planting at least 16 trees in the sites approved by the town; however we could add more trees if we see fit.
    - iii. Funds can be used to purchase materials for tree plantings, in addition to the trees. Funds cannot be used to stockpile trees, materials, for different events. If we do not use funds they will be subsumed by the town.
    - iv. Jeremiah will look into whether we can use funds to purchase food items for volunteers for the day of the event (i.e. coffee, bagels or donuts, etc.)
4. Options for Tree Plantings and Maintenance
  - a. Community Tree Event
    - i. The committee agreed that we would like to hold an Arbor Day Tree Planting Event on April 27, 2024 (the day after the official Arbor Day)
    - ii. Ideas discussed include:
      1. What exactly we want this event to be? Discuss at next meeting
      2. How to organize day of – must have knowledgeable supervisors at each planting site to lead plantings and check work
      3. Volunteer recruitment and advertising – through the Town Website, MV Times and Vineyard Gazette, Flyers w/QR code for registration, Polly Hill email blast, save the date
      4. Volunteer job descriptions – will need to plan this
      5. Purchasing trees – Jeremiah will start a conversation with Sylvan Nursery
      6. Have budget, but need to itemize
    - iii. Next Meeting topics
      1. Revisit planting sites, number and species of trees per site, and number of people we will need per site

2. Tools/Materials lists; general flow of event
  3. Volunteer management, job descriptions, and giveaways
  4. Set time and possibly a rain date
  5. Dates and avenues for sending out invitations for volunteering
  6. Roles for committee and volunteers
5. Next Meeting Time, Date, Focus
- a. The next meeting is planned for **Thursday, October 26, 2023 @ 5:30pm – was CHANGED to Thursday, November 9, 2023 @5:30pm** – at the Polly Hill Arboretum in the Education and Botany Lab
  - b. Next meeting will involve starting to plan for Arbor Day 2024. Please prepare by reviewing the document “How to Organize a Successful Tree Planting” by Trees Nashville and any other materials provided.