

Agenda

TREE BOARD

Remote regular meeting

9 a.m. January 19, 2022

Virtual meeting via YouTube Live

[Town of Hillsborough YouTube channel](#)



Due to current public health concerns, this meeting will be conducted remotely using Zoom. Public comment instructions are available below the agenda.

1. **Call to order, roll call, and confirmation of quorum**
2. **Agenda changes and approval**
3. **Minutes review and approval**
Minutes from regular meeting on Oct. 20, 2021 and Nov. 17, 2021
4. **Action items**
 - A. Approve Meeting Schedule for 2022
 - B. Review 2021 Annual Plan and develop 2022 Annual Plan
5. **Discussion items**
 - A. Memorial tree planting in honor of Liz Waters
6. **Updates**
 - A. Garden Club/Bee City Subcommittee
 - B. Invasive Removal Program
 - C. Staff — To include Hillsborough Heights Park pollinator garden update, Callicarpa plantings
7. **Adjournment**

Interpreter services or special sound equipment for compliance with the American with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.

Public Comment Instructions

For agenda items and items not on the agenda

Public Comment — Written

Members of the public may provide written public comment by submitting it via the Tree Board [contact form](#) by noon the day of the meeting.

When submitting the comment, include the following:

- Date of the meeting
- Agenda item you wish to comment on (Example: 5.C)
- Your name, address, email and phone number

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | [@HillsboroughGov](https://twitter.com/HillsboroughGov)

Public Comment — Verbal

Members of the public can indicate they wish to speak during the meeting by contacting the Tree Board's staff support at 919-296-9481 or through the board [contact form](#) by noon the day of the meeting.

When submitting the request to speak, include the following:

- Date of the meeting
- Agenda item you wish to speak on (Example: 5.C)
- Your name, address, email and phone number (The phone number must be the number you plan to call in from if participating by phone.)

Prior to the meeting, speakers will be emailed a Zoom participant link to be able to make comments during the live meeting. Speakers may use a computer (with camera and/or microphone) or phone to make comments. Speakers using a phone for comments must use the provided PIN/password number.

The public speaker's audio and video will be muted until the board gets to the respective agenda item. Individuals who have pre-registered will then be brought into the public portion of the meeting one at a time.

For concerns prior to the meeting related to speaking, contact staff support at 919-296-9481.

Minutes

TREE BOARD

Remote regular meeting

9 a.m. Oct. 20, 2021

Virtual meeting via YouTube Live

[Town of Hillsborough YouTube channel](#)



Present: Chair Casey Collins, Sharon Billings, Andrea Lewis and Tim Logue

Absent: Linda Paynter, Liz Waters and Greg Yavelak

Staff: Public Space and Sustainability Manager Stephanie Trueblood

1. Call to order, roll call and confirmation of quorum

Chair Casey Collins called the meeting to order at 9 a.m. Public Space and Sustainability Manager Stephanie Trueblood called the roll and confirmed the presence of a quorum.

2. Agenda changes and approval

There were no changes.

Motion: Member Andrea Lewis moved to approve the agenda as presented. Member Tim Logue seconded.

Vote: 5-0. Ayes: Members Sharon Billings, Collins, Lewis and Tim Logue. Nays: None.

3. Minutes review and approval

Minutes from regular meeting on Sept. 15, 2021

Motion: Billings moved approval of the Sept. 15, 2021, minutes as submitted. Lewis seconded.

Vote: 4-0. Ayes: Billings, Collins, Lewis and Logue. Nays: None.

4. Discussion items

A. FY22 plantings and Arbor Day planning (continuation)

Trueblood said a swamp white oak, costing \$400, will be planted for Arbor Day on Nov. 17.

Planting four or five scarlet oaks on Nash Street plus the swamp white oak will cost about \$2,500.

The plants for Hillsborough Heights Parks will cost \$1,500 to \$2,500.

If there's money left, she'd like to replace the hydrangeas in the planters on West King Street. Ninebark had been suggested as a replacement. Additional suggestions at the meeting included witch hazel shrubs, Abelia shrubs, winterberry shrubs and native grasses.

B. Introduction to Tree Inventory project

Trueblood introduced this database of trees for which the Tree Board is responsible.

C. Invasive Removal Program update

Logue reported the first big invasive plant removal workday had taken place one morning with 10 environmental science students from Carrboro High School. Students helped clear stiltgrass and privet. Many people stopped on Riverwalk to inquire what was happening and thanked the volunteers for what they were doing.

Trueblood suggested checking for English ivy in front of the Orange County Historical Museum and the Hillsborough Visitors Center.

Logue would like to tackle the ivy at the corner of the county courthouse. Trueblood will put him in touch with the county contact.

5. Updates

A. Garden Club/Bee City Subcommittee

The Garden Club will hold a plant sale in May 2022.

B. Staff

Trueblood reported:

- She is working with the Stormwater and Environmental Services Division to install compost blankets in one location on Riverwalk and at Kings Highway Park.
- A dead elm on West Union Street will be removed.
- A dead dogwood in the Town Cemetery was removed.
- "Leave the Leaves" video is finished and will be circulated.
- It's time to plan a video on "How to plant a tree."

6. Adjournment

Motion: Logue moved to adjourn at 9:57 a.m. Billings seconded.

Vote: 4-0. Ayes: Billings, Collins, Lewis and Logue. Nays: None.

Respectfully submitted,



Stephanie Trueblood
Public Space and Sustainability Manager
Staff support to the Tree Board

Approved: Oct. 20, 2021

Minutes

TREE BOARD

Remote regular meeting
9 a.m. Nov. 17, 2021
Gold Park, 415 Dimmocks Mill Road



Present: Casey Collins, Sharon Billings, Linda Paynter, Greg Yavelak, Liz Waters and Tim Logue
Absent: Andrea Lewis
Staff: Public Space and Sustainability Manager Stephanie Trueblood

1. Call to order, roll call and confirmation of quorum

Chair Casey Collins called the meeting to order at 9 a.m. Public Space and Sustainability Manager Stephanie Trueblood confirmed the presence of a quorum.

2. Agenda changes and approval

There were no changes.

3. Action items

- A. Orange County Forest Ranger Justin Bennet made the presentation of Tree City award to the Town of Hillsborough and Hillsborough Tree Board
- B. Mayor Jenn Weaver read the Arbor Day proclamation and Tree Board members and guests planted a White Oak at the entrance of Gold Park in celebration of Arbor Day

4. Adjournment

The Chair adjourned the meeting

Respectfully submitted,

A handwritten signature in cursive script, reading "Stephanie Trueblood".

Stephanie Trueblood
Public Space and Sustainability Manager
Staff support to the Tree Board

Approved: January 19, 2022

Meeting Schedule: 2022

TREE BOARD

Meetings start at 9 a.m. in the Board Meeting Room of the Town Hall Annex, 105 E. Corbin St., unless otherwise noted.

Times, dates and locations are subject to change.

Due to public health concerns related to COVID-19, the board may conduct remote meetings utilizing Zoom. The public will be able to view and listen to the meeting via live streaming video on the [town's YouTube channel](#).



Regular meetings

Regular meetings typically occur the third Wednesday of the month. The following list includes dates of the regularly scheduled Tree Board meeting for 2022.

Jan. 19

Feb. 16

March 16

April 20

May 18

June 15

July 20

Aug. 17

Sept. 21

Oct. 19

Nov. 16

(Dec. 21- No Meeting)

Tree Board- Annual Plan 2021

January	Mid-Year budget report, Develop Bee City USA priority projects
February	New project: Hillsborough Heights Park pollinator garden
March	No Meeting
April	Earth Evening and National Pollinator Week prep
May	No Meeting
June	Celebrate National Pollinator Week, Release Ivy Removal Video
July	No Meeting
August	Begin Fall Plantings Selection, Start Invasive Removal Program
September	Fall Plantings Selection
October	Develop Budget Requests, Release Leave the Leaves video, Arbor Day preparations
November	Arbor Day celebration
December	No meeting

Requests for tree removals and new plantings in the right-of-way may occur at any meeting throughout the year.

Tree Board- Annual Plan 2022

January	FY23 Budget update, Develop Bee City USA priority projects
February	Discuss Bee City USA initiatives and other new projects
March	2022 Treasure Tree selection and public information planning (videos)
April	Earth Evening preparations and video production
May	National Pollinator Week preparations
June	National Pollinator Week activities
July	Invasive removal workday planning
August	Begin Fall Plantings Selection, Invasive removal workdays
September	Fall Plantings Selection
October	Develop Budget Requests, Arbor Day preparations
November	Arbor Day celebration, Fall Plantings
December	No meeting

Requests for tree removals and new plantings in the right-of-way may occur at any meeting throughout the year.