



## Minutes

### A. CALL TO ORDER

Chair Alison O'Connor called the meeting to order at 5:07 pm

#### 1. Roll Call

Bill Monroe  
Sue Bielawski  
Alison O'Connor  
Rebekah Wilson (Absent)  
Wendy Ball  
John Pankonin (Absent)  
DJ Calvin

Also Present:

Town Forester	Ken Kawamura
Parks Operations Manager	Bob Worthen
Town Board Liaison	Myles Baker (Absent)
Administrative Specialist	Kristy Zulkoski

#### 2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

**Ms. Bielawski moved to approve the Agenda. Ms. Ball seconded the motion. All members present voted Aye. Motion carried.**

#### 3. Liaison Reports

Myles Baker/Town Board Liaison:  
No Report

#### 4. Public Invited to be Heard

No Report

### B. CONSENT CALENDAR

#### 1. Minutes from May 28, 2019

Correction with spelling of Pueblo Viejo under Board Discussion

**Ms. Ball moved to approve the May 28, 2019 minutes as amended. Mr. Monroe seconded the motion. All members present voted Aye. Motioned carried.**

### C. BOARD ACTION

1. None

### D. BOARD DISCUSSION

#### 1. Sick Tree Day Recap-

- Suggestions made for getting more modern with mesh/trucker style hats
- Need for carbon copy forms next year since homeowner needs a copy, it is difficult to follow up if needed without, took photos but still not the best option

- Need to update the facts sheets, difficult to navigate with too many subjects
  - Thank you to Ms. Ball for organizing routes and addresses again this year
  - 3 of 6 clients were not home for one group, able to still assess trees that were visible in front or backyards
  - A few clients were surprised from the visit because they were told when they registered that they would get a call to confirm an exact time and they never received one
  - Thoughts on future for clients to fill out google doc in order to submit all info online, submit / talk to IT about adding a link, top of the form could include timeframe / guidelines for visits, send out reminder Monday before or follow up email to client after registering, need for back up process for those not having access to computer / online, can still call front desk
  - Review the idea of entering yards of those who are not home and board members driving their own vehicles with Mr. Lucas for liability / safety issues
  - 51 visits that evening, 63 total after Mr. & Ms. Monroe made additional visits
  - Need to be more selective of who all joins / volunteers for transportation purposes as well as effectiveness, must RSVP, option of having more groups possibly 7-8 headed by board member to hit more homes and longer visits, cap the number for registration / waitlist and limit the additional visits after the event date, provide list of approved arborists for follow up / assistance
  - Issues with tree removal and major pruning well-received and appreciated
  - Thank you to Mr. Worthen and his crew for their support and time
  - 2020 Sick Tree Day on June 23<sup>rd</sup>
2. Discuss plans for September educational event
- During May meeting discussed to do an educational event / fee based class in lieu of September 24<sup>th</sup> Tree Board Meeting
  - 6:00-7:00 pm at CRC / Spruce Room, 40 people with tables, charge nominal fee of \$5.00
  - Ms. O'Connor 45 minute presentation on re-cap of trees in Windsor including topics of Emerald Ash Borer and Japanese Beetle and species selection (updated recommended tree list)
  - Mr. Kawamura will submit request for marketing promotion / publication, boosts on social media, posters, flyers, pay at the door, no registration required, discussed possible event names, will send to Jess in Communications, start pushing out promotions 6 weeks prior, request to send Ms. O'Connor and Ms. Ball proof of marketing tools
  - Send e-mail to target those who attended Tree Symposium participants and Sick Tree Day clients, for more info contact Ms. O'Connor
  - Create mailing list which will document number of participants,
  - Mr. Kawamura will provide snacks and water

## **E. COMMUNICATIONS**

### 1. Communication from Town Staff

- Forestry Highlights
  - Completed landscape renovation at 5<sup>th</sup> and Main Street
  - Renovated landscape islands downtown
  - Grand opening of two new parks – Windshire and Village East
  - Removed 19 small trees and 3 large trees
  - Pruned 31 trees for clearance
  - Prepping for landscape renovation at Founders Park in New Windsor
  - 6 landscape inspections
  - PReCAB meeting cancelled for July, Mr. Worthen will present in his report about Sick Tree Day

- Large cottonwood tree branch fell on Main Street in front of Dairy Queen, another tree at a residence was served a notice twice, must remove by Aug 7<sup>th</sup>, tree near Mayor's property at 3<sup>rd</sup> & Garden will be removed at some point

2. Communications from Chairperson and Board

- Theme for Arbor Day calendars – Plant Small, Grow Tall
  - Highlight Top 12 Trees, Ms. O'Connor will email board for 3-5 suggestions, compile a list, Mr. Kawamura can vet and confirm location within Windsor

**F. ADJOURN**

**Ms. Ball moved to adjourn. Mr. Calvin seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:07 pm**

Submitted by:

Kristy Zulkoski, Administrative Specialist  
Parks, Recreation, & Culture