

VILLAGE OF COLD SPRING  
Advisory Committee to Develop a Tree Ordinance and Tree Management Plan

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**Committee Members:** Jennifer Zwarich (Chair), Mary Saari, Stephanie Hawkins, Kory Riesterer, Charles Hustis, Richard Weissbrod, Dana Bol, Donald MacDonald, Rich Franco, Tony Bardes

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03/06/2014  
MEETING MINUTES

7:30 Village Hall

Present: Jennifer Zwarich, Stephanie Hawkins, Dana Bol, Rich Franco, , Richard Weissbrod, Kory Riesterer, Mary Saari, Tony Bardes.

Absent: Charles Hustis Stephanie Hawkins, Donald McDonals.

Summary:

Agenda Items Discussed:

1. Meeting minutes from last time—briefly discussed. We welcomed new committee member Tony Bardes who will replace Kathleen Foley who has bowed out due to time constraints.
2. Went over schedule to completion. Discussion. Agreed on final meetings 3/31, 4/14 and 4/28. Public input session to be tentatively scheduled for 4/14. Village Hall location will be checked against Village Court schedule and alternate will be found, if needed, and noticed.
3. Continued from last time: discussion of document “PLAN OF ACTION”—rationale and goals. (Individual reports on items carrying over from last meeting):
  - a. ~~SH: current state of trees summary~~ JZ gave a brief summar of current state of trees based on 2011 survey summary by Cornell Extn svc.
  - b. **MS:** current maintenance; prior permits etc. Mary notes that Eddie and the Highway department are just swamped right now and we will need to put off interviewing them about their concerns until later in the process. Mary will summarize current management practices to the

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- best of her knowledge.
- c. **RF:** Rich went over goals draft [handout]. Group discussed amendments to these goals and JZ will make the agreed upon edits and paste into our document.
  - d. Group went over the press release explaining the purpose and work of the committee (composed by Rich and edited by Jen) and suggested further edits. JZ will make these edits and release to both papers.
  - e. Dick discussed the results of his discussion with M. Saunders about previous tree work. All seemed positive and he noted that the work stopped because the few volunteers eventually burnt out, not because of some conflict or other trouble. He was unable to speak to former Mayor Tony Phillips yet but will do so and report back.
  - f. Dana discussed idea of documenting Main Street trees with photographs and linking these to our inventory as a baseline to help map improvements and coordinate and organize tree care. All agreed this was a great idea and one that we'll schedule into the management plan.
4. Tree Management Plan Document Outline Discussion. The group divided up work on our document and agreed to meet on 3/31 to share feedback on Tree Management Plan draft. The draft will be circulated beforehand.

**ADDITIONL DETIALED MINUTES BY STEPHANIE HAWKINS BELOW:**

Notes from Tree Advisory Meeting on 3/6/2014.

Kathleen Foley has resigned due to time constraints. Thank you, Kathleen!

Tony Bardes has joined us due to interest and enthusiasm. Thank you & Welcome, Tony!

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The Committee reviewed and discussed the following:

~ prospective press release. Underscore the trees under consideration are public (ie, Village-owned) street trees and those on Village property, including Village parks. Add 'get involved. Contact the Village Clerk.'

~ outline for the tree management plan.

~ calendar and set next 3 meetings: 3/31, 4/14, 4/28.

**ACTION** --> Mary to notice.

**ACTION** --> Stephanie to ID & arrange alt. location if Justice Court is in session on those Mondays.

~ the immediate prune summary. All noted that the information in the Cornell Report from 2011 is 3 years old and some of the "immediate" needs have been addressed by Village & County Highway support.

~ need to consult with the Highway Department about current assessment. Patience is needed. They are currently under-staffed.

~ the press release, clarify "public trees" as *Village-owned* trees (trees on the streets and in the parks), add Village Clerk contact information.

~ Proposed Goals. Goals must be quantifiable. Amend #6 to refer to a "permanent" tree board. Amend #8 to simplify to refer to ""Create a system that clearly identifies roles for Tree Board and volunteers." Add new a goal addressing communication/coordinate. Add a new goal addressing cost savings and efficiency.

The Outline of Tree Management Plan was reviewed.

**ACTION** --> Committee members divided up the work to be done by next meeting, Monday, March 31st.

Kory is on point for the Mission Statement

Mary will follow up with the Highway Department

Rich will edit Goals

Jen will flesh out objectives/actions for each goal.

Tony is on point for assembling portions of the Tree Maintenance Manual:

maintenance specifications for pruning, tree protection during construction occurring on public streets, sidewalks, invasive species list, reference materials & external guides.

Stephanie is on point for assembling portions of the Tree Maintenance Manual: tree ordinance, jurisdictions of Tree Board and other Village Boards, clarification of laws

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(State & Local) affecting Street Trees. Stephanie will consult with Village Attorney on these materials as well as the work and direction to-date.

Dick is on point for 'definition of street trees' and set back requirements.

Dana is on point for photo-documentation of all trees on Main Street.

Donald is on point for how the current code affects street trees

Dick volunteers to identify the required set backs.