

# **MINUTES - Approved**

## **Windermere Tree Board** **September 17, 2020**

*Mission Statement: Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautification of our Windermere Parks and Recreation Areas.*

Tree Board Members: Susan Carter (Chairman), Frank Krens (Recording Sec.), Jacqueline Rapport, Leslie Brabec, Debra Neill.  
Town Liaison: Liz Andert

1. **Call To Order** - Chairman Susan Carter called the regular meeting of the WTB to order via Zoom, with a quorum on line at 5:00 pm on September 17, 2020.

Tree Board Members in the session were: Susan Carter, Jackie Rapport, Leslie Brabec, and Frank Krens. Town Manager Robert Smith, Public Works Director, Scott Brown, and Town Council Liaison Liz Andert were also in the session.

Susan Carter thanked Leslie Brabec for preparing and submitting an article for the next publication of the Windermere Gazette.

2. **Public Comment** - None
3. **Approval of Minutes**

**August Meeting Minutes** – Jackie Rapport made a motion to approve the August 2020 Minutes with minor corrections, Leslie Brabec seconded and they were approved 4/0.

4. **Old Business**

- a. **Updates** - RFP/RFQ for landscape architect / arborist – Scott Brown stated that current Town of Windermere contractor Kimley Horn has capabilities that we could draw on to support Tree Board initiatives. Scott offered the following as a path to start an improvement program for the Town's trees:
  - (1) Scott ask Kimley Horn informally for a statement of relevant landscape architecture and arborist capabilities and experience.
  - (2) WTB review the statement of capabilities and meet with the Parks and Recreation Committee to review their plans for the parks and agree on what if anything to ask Kimley Horne to do.
  - (3) WTB develop a scope of work for Kimley Horn.
  - (4) Scott request a cost proposal from Kimley Horn to do the work under an Individual Project Order (IPO).

Susan Carter made a motion for Public Works to obtain a statement of capabilities from Kimley Horn. Jackie Rapport seconded and the motion passed 4/0.

**5. New Business**

- a. Treebute 2021 and Tree Give-away** – Susan Carter thanked Scott Brown for the link to an Arbor Day Foundation article with ideas for safely celebrating Arbor Day during the pandemic.

Discussion continued from the last meeting on ideas and concerns for the event:

- Maintenance of Tree City status – Scott Brown noted that Tree City requirements had been waived for 2019 and would likely be waived for 2021. In any case, our tree give-away and any program for the kids should serve to retain our certification. Robert Smith plans to contact Duke Energy with a request for them to provide free trees.
- Liz Andert said that Healthy West Orange provides packets of seeds for other events and that she would contact their representative.
- There was discussion of the need to avoid large gatherings and to have a simple and reliable process for conducting the tree give-away. Tree varieties would be fewer, probably limited to fruit and flowering trees and camellias and tree size would be limited for easy handling. Robert Smith said he would help generate a logistics plan.

- b. Farmers' Market Organization** – Robert Smith said that he would provide the historical RFQ for this service to the Tree Board during the week of September 21. Potential providers would respond to the RFQ.

- 6. Adjourn** – Jackie Rapport made a motion to adjourn the meeting at approximately 6:00pm. Frank Krens seconded, and the motion carried 4/0.