

**TOWN OF SHELBURNE
TREE COMMITTEE MEETING
DRAFT MINUTES OF MEETING
JANURARY 13, 2026**

MEMBERS PRESENT: Gillian Dorfman, Susan Dunning, Gail Henderson-King, David Hall
Tree Warden

MEMBERS ABSENT: Tod Warner

OTHERS PRESENT: Rachel Tobler, Stormwater Coordinator

AGENDA:

1. Call to order and agenda
 2. Approve minutes of December 9, 2025
 3. Citizen Participation
 4. Tree Maintenance
 5. 2026 Caring for Canopies Grant Application
 6. Ash Tree cut for winter 2026
 7. Public Education and Outreach / Fundraising
 8. Tree warden report
 9. Other Business
 10. December 2025 accomplishments
 11. Adjourn
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1. CALL TO ORDER AND AGENDA

Gail Henderson-King called the meeting to order at 7:05 pm

2. APPROVE MINUTES OF DECEMBER 9, 2025

David Hall made the following suggestions for edits to be made to the minutes:

- To correct the sentence regarding tree bag pickup, they were not picked up by Stone they were picked up by Buildings and Grounds
- To eliminate the sentence regarding Parks and Recreation department maintenance and staffing

DAVID HALL made a motion, seconded by **GILLIAN DORFMAN** to approve the minutes from December 9th, 2025 with the following above amendments. Motion passed 4-0.

3. CITIZEN PARTICIPATION

None. Discussion was had regarding a citizen that was interested in the committee and reaching out to him about joining the committee. The committee members agreed that they need to find his contact information and reach out to him.

4. TREE MAINTENANCE

Susan put a list of trees needing maintenance on the google drive, discussed that we have 10 grand in the Tree Maintenance budget line item.

5. 2026 CARING FOR CANOPIES GRANT APPLICATION

- Rachel brought up the idea of asking for more money from the grant, this was unanimously voted against by the committee as they want to remain at the \$5,000 they plan to request as the organization has been generous in the past and they don't want to come off greedy by asking for too much
- Susan suggested asking for the \$5,000 from the grant and matching with the entire value of the tree maintenance fund \$10,000
- Gillian pointed out that if we have a bigger match value and the grant gets reworked with a higher or lower reward it will be easier to rework how the grant and match money will be used.
- Within the match all the maintenance items will be included along with the RFP for the maintenance work. Within this maintenance work will be the planting of a new town Christmas tree. The current Christmas tree is a memorial tree, so it needs to be replaced if cut down. The idea is to plant a new one and let it grow for 4 or 5 years before cutting down the old one. While the new one is growing continue to fertilize and prune the old one.
- Decided to plant the new trees in Bay Park further back from the road and bike path because of the large construction project happening soon.
- Susan will send a map to Dave of the trees on the parade grounds so that he can mark which ones have already had root invigoration treatment.
- As part of the grant five new trees will be planted. One evergreen, Four deciduous. One at Harbor Road, one at the Parade Ground, one at Falls Road and two in Bay Park.
- Dave will gather a list together of all the trees that need to be pruned.
- The dog park committee is looking to remove some trees, the tree committee agreed to help the dog park committee out by adding the removal to the RFP to get some pricing numbers for them.

6. ASH TREE CUT FOR WINTER 2026

Susan is putting together the RFP for the cut with all the Ash trees that they tagged included. Rachel emphasized to the committee that the RFP needs to come through the town.

7. PUBLIC EDUCATION AND OUTREACH

- Gillian wrote an article to be posted in the Shelburne newspaper about conifers in the winter and how they are adapted to live in cold climates.
- Committee provided Gillian with feedback, just asked that we add pictures of the needle structures...perhaps from the grant funding agency which has photos resources online.
- Gillian will submit it at the end of the week of the 19th, to allow for plenty of time for comments from other committee members.

8. TREE WARDEN REPORT

- Dave wants Rachel to follow up on if the town has received the bill yet for the new memorial tree.
- The new memorial tree application is requesting an evergreen pine at the town beach the tree committee does not think that tree is a good fit for the location. They would like to suggest an alternative of a Larch by the beach house to act as a screening tree.
- The committee would like to amend the memorial tree application to have a section of the application which contains a list of trees that can be selected and locations that can be selected, that way they don't have to offer as many alternatives.

9. OTHER BUISNESS

- Discussed Hullcrest park plantings and what the committee would like to recommend to the stormwater utility to install. The committee decided on Sycamores.
- Gail is going to start working on the Tree City USA application for 2025.
- For the second selectboard meeting in February the tree committee would like to present the street tree and shade tree masterplan
- Rachel will try to track down the 2024 plaque for Tree City USA

10. DECEMBER 2025 ACCOMPLISHMENTS

- Finished tagging the remaining Ash trees for removal
- Submitted the 2025 Tree Committee Annual Report

ADJOURN at 9:00 P.M.

Meeting minutes submitted and transcribed by Rachel Tobler