

SUMMARY OF SHADE TREE COMMISSION ACCOMPLISHMENTS FOR 2016

The Shade Tree Commission has 5 active volunteer members. In 2016, the commission spent approximately 380 hours, valued at \$8,952, carrying out the following activities.

TREE MAINTENANCE

- * Responded to 153 tree inspection requests, of which residents originated 77, the Department of Public Works (DPW) originated 13, and the Shade Tree Commission originated 63;
- * As a result of tree inspections, requested removal of 76 trees and referred them to the DPW for removal;
- * As a result of tree inspections, requested pruning of 71 trees and referred them to the DPW for action;
- * Commissioners watered all newly planted trees immediately after planting.

TREE PLANTING

- * Purchased 38 trees and watered them after the initial planting;
 - determined planting sites;
 - developed and distributed letters to residents in both English and Spanish informing them of borough plans to plant a tree in the right of way in front of their home; (If they did not want a tree their address was removed from the list and new location determined.)
 - sent requests for quotes to 3 nursery/landscapers for purchase of approximately 40 trees, evaluated results and selected supplier;
 - oversaw planting of budgeted street trees to assure that ropes, cages and burlap were removed and that trees were planted at a proper depth;
 - watered each newly planted tree once;
 - wrote and distributed letters with tree watering instructions to residents in both English and Spanish asking them to water newly planted trees;
- * Applied for and received a grant valued at approximately \$15,000 for 52 trees from the TD Charitable trust.
 - identified locations where trees were to be planted and tree species to plant; trees were planted on Park Place, Codrington Place, Grove Street;
 - along with employees of TD bank, 2 shade tree commissioners planted trees;
 - watered 52 trees immediately after planting and disseminated tree watering instructions to all homes that received a tree.
- * Applied for and received a Community Stewardship Incentive Program (CSIP) Grant for \$30,000 from the NJ State Forestry Service
 - primary writer and reviewer of CSIP grant application for approximately 64 trees to be planted in the southern part of town off of Talmage Avenue and includes Linden Avenue, Drake Street, North Street. Fairview Avenue, Church Street, and West Second Street may also get trees depending on the funds available.

- * Consulted with the Borough engineers on one road project (Thompson); planted 0 trees as part of road jobs.
 - identified trees to be removed and number and types of trees to be planted;
 - reviewed engineers schematics for accuracy;
 - canvassed residents in area of road jobs to see if they would accept a new tree;
 - work on the project was halted when the NJ DOT spending was frozen.

COMMUNITY INVOLVEMENT

- * Planned and hosted the Arbor Day Event at Codrington Park.
 - bought 100 tree seedlings from state forest service for giveaway at event
 - negotiated with local Home Depot to donate a sugar maple for the tree planting;
 - wrote an Arbor Day proclamation and arranged for borough council to approve and have mayor sign and agree to come to the event and read it;
 - interfaced with Department of Recreation director to use the park, have bathrooms available and to have an outside area set up with tables and chairs;
 - arranged to have the Somerset County Agriculture Agent give a pruning demonstration;
 - demonstrated correct planting of a tree to residents;
 - wrote newspaper article about the Arbor Day event that was published in 2 local newspapers and one web site;
- * Staffed a table at the borough's Riverfest event; had tree guessing game and 'Bound Brook - Tree City USA' pencils for children, tree related brochures for adults; commissioners answered resident's questions.
- * Wrote 7 articles for the Bound Brook Chronicle and Somerset County Direct Community News on trees that have been planted in Bound Brook as well as articles about the Emerald Ash Borer that has been found in Bound Brook and the grant that we received from the TD Charitable Trust for 52 trees that were planted near Codrington Park.

EDUCATION

- * Researched trees to be planted for both road construction projects and budgeted planting One DPW employee attended NJ Shade Tree Federation Conference Training and four commissioners attended other training for a total of 20 hours of continuing education. Training is required by the state approved management plan that provides liability protection to the borough from tree related accidents.

ADMINISTRATION

- * Shade Tree Commission meetings
 - meetings were held the third Thursday of each month;
 - prepared agendas;
 - wrote monthly meeting minutes;
 - On average at least 4 members attended monthly meetings.

- * maintained the inspections database and tracked the status of each request - date an inspection request (153 in 2016) was received, inspection findings and requested action, date of inspection , date the request was given to the DPW for action and date the DPW reported the action completed.
- * responded to requests from the mayor and town administrator
- * added trees to our tree inventory data base and updated it when trees were removed;
- * completed required annual update reports for Tree City USA recertification, NJ Forest Service – Community Forestry Service, and the Bound Brook Borough council.

Mary Patten
Chair, Bound Brook Shade Tree Commission