

Date: January 30, 2017
Project: Heritage Tree Advisory Committee
Recorded by: TS
Purpose: Discuss Tree Evaluations
Meeting Location: Administrative Services III, Room 101

MEETING MINUTES

ATTENDEES

**indicates committee members*

<i>Name</i>	<i>Initials</i>	<i>Department</i>	<i>Email</i>	<i>Telephone</i>
Mark Davin*	MD	Grounds Management	mwdavin@ncsu.edu	
Erin Ives	EI	Grounds Management	seives2@ncsu.edu	
David Josephus*	DJ	Office of the University Architect	dajoseph@ncsu.edu	
Sarah Ketchem, Co-Chair*	SK	Grounds and Building Services	skketc@ncsu.edu	919-515-9883
Terry Price	TP	Grounds Management	tmprice@ncsu.edu	
Tom Skolnicki, Co-Chair*	TS	Office of the University Architect	tjskolni@ncsu.edu	919-515-8050
Kevin Trantham*	KT	Energy Systems	dktran2@ncsu.edu	
Mark Weathington*	MW	JC Raulston Arboretum	mweathi@ncsu.edu	

ADDITIONAL DISTRIBUTION

Gary Blank*	GB	Forestry & Environmental Resources	gblank@ncsu.edu	919-515-7566
Jeff Del Pinal*	JD	Grounds Management	jcdelpin@ncsu.edu	
Steve Frank*	SF	Entomology	sdfrank@ncsu.edu	
Julieta Sher*	JS	Landscape Architecture	jtsher@ncsu.edu	
Lynn Swank*	LS	Design and Construction Services	ldswank@ncsu.edu	
Jake Terrell*	CM	Capital Project Management	jmterrel@ncsu.edu	

- | <i>No.</i> | <i>Item</i> |
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| 1) | The draft of the "Process for Removal of Heritage Trees" was briefly discussed. TS recommended that the draft and comments received be sent to the committee to review. This draft will be discussed at the next meeting and if there is consensus, will be adopted. TS suggested that MD and EI recommend how best to communicate with the community when the decision has been made to remove a Heritage Tree. |
| 2) | MD and others questioned whether or not the efforts begun following the December 15, 2016 meeting to review the health of all trees currently on the list were technically a full assessment. MW stated that the intent was a visual inspection of the trees, not a full assessment. Following the meeting, MD confirmed that the International Society of Arborists categorizes tree risk assessments into three levels. The assessments made by the working group are "Level 1: Limited Visual Assessment." It was proposed that the visual assessments occur annually, and more thorough evaluations occur every 5 years. |
| 3) | It was mentioned that Grounds Management received \$22,000 of funding towards Heritage Tree maintenance in fiscal year 2016-2017. |

ACTION ITEMS

<i>No.</i>	<i>Item</i>	<i>Responsibility</i>	<i>Deadline</i>
1.	Send draft of Process to Remove Heritage Trees to committee for review.	TS	Before next mtg
2.	Members bring comments re: Process to Remove Heritage Trees to next meeting	All	At next mtg
3.	Determine how to refer to the Tree Care Plan in the Design & Construction Guidelines	DJ	March 2017

The above is our interpretation of the items and decisions reached at this meeting. Any person desiring to add to or otherwise correct the minutes is requested to put their comments in writing to the writer within seven (7) days of receipt, otherwise the minutes will stand as written.