

**City of Oxford Tree Board
Meeting Minutes for Special Meeting
June 9th, 2022**

Opening

Be it known that the City of Oxford Tree Board did meet in special session on Thursday, June 9th, 2022 at 11:00am by phone/video conference with the following present:

Tree Board:

Cowan Hunter, Co-Chairman
Ed Croom
Mary Hartwell Howorth
Allison Ferris*, Secretary

*ex-officio member/non-voting

Representatives of the City of Oxford:

Ben Requet, Director of Planning
Mark Levy, Director of Special Projects

Others:

Caitlan Buckner, Landscape Architect, Precision Engineering

Call to Order

The meeting was called to order at 11:05 A.M.

Approval of the Agenda

Commissioner Cowan Hunter moved to approve the agenda. Commissioner Mary Hartwell Howorth seconded the motion. All commissioners voted aye; the motion passed.

Approval of the Minutes

Before the approval of the May minutes, Commissioner Freeman wanted it noted that in the previous meeting, when the Tree Board was informed about the plans for the Splash Pad, members of the board felt concerned about the late notice regarding the project. Freeman requested this be noted and corrected in the May Minutes. Cowan noted he spoke with Bart

Robinson, Chief Operating Officer, regarding the notification process of projects within the City. The secretary acknowledged the May Minutes would be revised. Cowan motioned to approve the minutes, Mary Hartwell Howorth seconded. All commissioners voted aye; the motion passed.

Departmental Issues and Reports

1. **Building and Grounds** – Greg Pinion, Director of Building and Grounds, was not able to attend the meeting. However, Greg spoke with Cowan prior to the meeting.

- a. *Assistance to property owners, hazard trees, etc. and tree maintenance update*

Cowan reported Greg did not mention any hazard removals.

- b. Tree maintenance update

Cowan reported Greg noted they were doing a lot of tree trimming around town.

- c. Project recommendations, priorities for FY23

Cowan noted he asked Greg to be thinking about future projects and priorities for FY23.

2. Planning

Cowan reached out to Ben Requet regarding the South Grove Development Project.

- a. *South Grove Development*

Ben reported the Windsor Falls subdivision had a Phase One and Phase Two in the original development plans. Phase One was constructed, but not Phase Two. According to Ben, Walker and Walker development is currently proposing a mixed-type residential development on a portion of the property that would be Windsor Falls, Phase 2. There was discussion. Cowan noted he met with Paul Koshenina., with Precision Engineering, regarding this project. Ben presented a development map to the board. There was discussion. According to Ben, 489 2-inch caliber trees would need re-planting or handling via tree mitigation. There was further discussion. Caitlan Buckner, the landscape architect with Precision Engineering, gave a report regarding plans for retaining walls as well as the process for handling trees in this area. There was further discussion. Cowan noted the concern from residents of Windsor Falls. There was further discussion. Caitlan also discussed the goal of re-planting trees that are better for the area long-term. Cowan asked Ben to explain to other Tree Board Members regarding the current plan and the original plans for the Windsor Falls as well as the City desiring a connection within the developments. Caitlan also commented on the plans for common areas and landscape goals within the proposed development as well as the goal of appeasing Windsor Falls residents. There was further discussion regarding the Master Tree list for the City of Oxford and possible options as well as the goals of the project.

Ed Croom expressed appreciation for Caitlan's proposed plans. There was more discussion regarding planting and landscape plans presented. Ben noted the planning department's goal helping ensure the plans are being followed. There was further discussion about the planning process, code of ordinances, and structures in relation to plans i.e. detention pond. Cowan expressed appreciation for Caitlan's time. Ben wanted to note the flexibility within the plans.

b. Vacant planner position update

Ben reported planning is still looking to fill the vacant position within the department.

3. Engineering, Special Projects

a. Updates re current projects

Mark noted the bids came in higher than anticipated for the Splash Pad Project, therefore, there was a vote by the Board of Alderman to reject the bids. Mark discussed the project currently being on hold due to logistics i.e. possible re-design of the project or a budget amendment. There was discussion. Mark also reported on the condition of the City Hall Park and the Magnolia Tree. As of right now the Magnolia Tree is still there, but he is unsure whether or not the tree will be able to remain. There was discussion.

b. Project Recommendations for FY 23

Mark recommended continuing discussions about the number of trees being proposed for the South Grove Development Project in relation to the escrow account. There was discussion about possible future recommendations by the Tree Board in relation to the project.

Business

1. Review of current projects/ funding and preliminary discussion of potential projects/ budget recommendations for FY 23

Cowan stated a major focus for the July Meeting would be the FY 23 Budget. Cowan noted the Price Street project should be completed in the Fall. Mark affirmed. There was also discussion regarding the project list in relation to what still needs to be completed as well as possible new projects i.e. Old Taylor, City Hall Park, and Cemetery Creek. Cowan asked that the Tree Board be prepared to discuss at the next meeting the current project list as well as the possible future projects for FY 23 and recommendations to the Board of Alderman.

2. Field trips and site visits

Cowan stated he believed future field trips/site visits would be a good idea in relation to future projects.

Adjourn

Cowan Hunter made a motion to adjourn. Mary Hartwell Howorth seconded the motion. All members voted aye; the motion passed.

The meeting was adjourned at 12:11 pm.