



Tree Committee

Meeting Minutes

Email Posting to townclerk@chelmsfordma.gov Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

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2026-03-20

10:00 AM

**TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK**

DATE: February 11, 2026

TIME: 4:00 PM

PLACE: **DPW**

ADDRESS: **9 Alpha Rd, Conference Room**

Note taker: **Robert Koethe**

Attendees: Christine Clancy, Peter Spawn, Ian Farley, John Thompson, Kevin Powers,
Robert Koethe

1. **Community input - None**
2. **Approve January Meeting minutes – approved without changes**
3. **2026 Front yard planting program; update & actions needed: Christine Clancy**
 - Program capacity – approximately 50 trees
 - About 35 quality applications received to date
 - DPW will assess including confirming the suitability of the sites using sewer-tie cards, DPW will be responsible for dig safe notifications, and other requirements such as rights-of entry.
 - The committee members or DPW will conduct site visits before final approvals and notifications.
4. **Previous planting programs especially 2025 plantings; update & actions needed: Christine**
 - Trees seem to be surviving the winter without obvious problems at this time.
 - Watering trees at the dog park will be handled by the contractor through June; logistics of watering other trees in the spring has not been determined at this time.
 - Committee should consider pruning some trees. This may be especially needed at the dog park. Ian will support pruning efforts. Jim Martin will also be contacted. Other committee volunteers are welcome to help. Depending on the amount of work needed contract support could be hired.
5. **Memorial tree program- update & actions needed: Christine and Kevin**
 - Christine reported that 2 inquiries about the program had been received. Both are serious. She expects more requests will be received in later in the spring.
 - There will be a temporary pause on advertising this program at this time.
 - Kevin brought to the meeting a sample plaque. The committee members were impressed with the quality of the signage and approved its usage. A discussion about the possibility of vandalism followed but we don't anticipate any at this time.
6. **Tree & Invasive Management plan update: Christine**
 - Discussed several projects including supporting work at Wright Reservation for signs and trail markers and working with the land trust at the Warren Pohl property.
 - The committee will reach out to other groups and committees to improve program delivery.

7. Website development update & maintain list of volunteer opportunities: Christine and Ian

- Ian has been contacted and will arrange a session with the town's website manager by our next meeting date.
- Several volunteer opportunities were discussed including sponsoring pruning clinics for volunteers to learn skills and work under supervision.

8. Communication plan: Peter and general discussion

- Ideas from January Meeting: Consider: 1) 4 articles per year; 2) mailing supplements for inclusion in townwide mailings; 3) TV presence; 4) Facebook input. All of these options are still on the table for development
- Other communication plan elements are still being considered: create a calendar highlighting relevant events sponsored by Chelmsford and adjacent towns.

9. Additional Next Steps and Updates:

- John will research needs to provide outreach at Arbor Day celebrations and or other town events. One component of the outreach will likely be distribution of seedling trees at events. Kevin suggested hazardous waste collection day being an opportunity to provide information.
- Bob and Peter will follow up with DCR. We may request support for a wide-area assessment of the 1000 plus acres of conservation land managed by Chelmsford.

10. Other Ideas

- Consider developing a simple brochure listing and providing maps to town conservation areas. The brochure could be developed in collaboration with other town committees and organizations.
- Coordinate and share materials with other organizations such as the garden clubs.

11. Motion to approve last month's meeting minutes and unanimous approval to approve.

12. Next meeting date: March 11, 2026 at 4:00 PM 9 Alpha Road