

TOWN OF BATH COUNCIL MEETING

Tuesday, February 7, 2023

1. **CALL TO ORDER:** @ 5:30pm by Mayor.
2. **ROLL CALL:** Scott Merki (X) Susan Webster (X) Chris Chapman (A) Rose Jackson (X) Elizabeth Skinner (X) Greg Forney (X) Rick Weber (X) Quorum present.
3. **REVIEW OF MINUTES:** Minutes of the Regular Meeting of January 17, 2023 were approved by Common Consent.
The Mayor requested that the agenda be amended to bring forward Parks & Rec.
MOTION: To amend the agenda as requested- Webster/Jackson – Carried
Two applications (attached) were received to fill the single vacancy available on the Parks & Rec Board. The applicants were present and each was given the opportunity to introduce themselves and take questions.
MOTION: To appoint Matt Pennington to the Board of Directors of Morgan County Parks & Rec - Webster/Jackson – Carried
MOTION: To resume the Council meeting agenda -Skinner/ Forney – Carried
4. **PERSONS BEFORE COUNCIL:** No one at this time.
5. **COMMUNICATION FROM MAYOR:** Communication has been received concerning the Historic Landmarks Commission's commitment to historic preservation and protection. This was referred to the HLC.
Recorder Webster reported on news she has received from the WV DOH concerning her Charleston visit and complaint on the condition of the State maintained portion of north Wilkes Street. This street has now been placed on the WV DOH paving schedule for the 2023 work schedule and is an important aspect of the North End Revitalization Project.

COMMITTEE AND BOARD REPORTS

1. **BATH DEVELOPMENT AUTHORITY (BDA):** The next meeting is March 1 in the County Commission Room.
2. **PARKS & REC:** The next meeting is January 18 in the Courthouse.
3. **PLANNING COMMISSION (PC):** The next meeting is March 2, 2023. The Comprehensive Plan Assessment sub-committee meets weekly. President Landon continues to attend community organizations' meetings to learn about their roles and functions.
4. **RAIL/TRAIL:** The progress report has been submitted to the Town office (attached). The WV DOH Project Manager Kyle Oliver was unable to be in Bath on Wednesday, January 25 to inspect the R/T, Streetscape, Depot and Berkeley Springs State Park projects and meet with committee members due to inclement weather. He hopes to reschedule.
5. **STREETSCAPE:** Committee Co-Chair Pete Brown has submitted reports to the Town office (attached). The Committee has received the Notice to Proceed packet.
6. **TRAIN DEPOT:** Chairman Webster reported that work progress continues on the interior rehab of the Depot. Interior painting and the ADA bathroom tile work has

begun.

7. LANDMARK COMMISSION (HLC): President John Mason reported that the HLC members are receiving training from SHPO. Recorder Webster added that she visited the SHPO office while in Charleston to relay progress and inquire about insurance issues. The next meeting is scheduled for February 16, 2023 at Town Hall.
8. CLERK/RECORDER REPORT: The Bath and Berkeley Springs Water Works audits were completed on February 6th. The Budget Preparation Meetings have been scheduled (attached). The Hotel/Motel Grant applications are available at Town Hall and online. They must be submitted by February 28th. The approval request for the election calendar (attached) was presented.
MOTION: To approve the election calendar as presented- Webster/Skinner- Carried
9. FINANCE: Chairwoman Webster delivered the following bills for approval.
 - (a) Town of Bath \$26,613.41- Motion to approve: Forney/Weber- Carried
 - (b) BSWW \$10,639.31 – Motion to approve: Forney/Weber- Carried
10. TREE BOARD: Councilwoman Skinner reported that member Kate Lehman attended the Finance Committee meeting to explain the Demonstration City Grant (attached) for a tree survey which requires upfront payment of invoices that are reimbursed by the grant proceeds. Since the Board has limited funds, she requested that the Town pay the invoices which will total \$11,388.00 with immediate reimbursement from the Board as soon as the grant pays the Tree Board. The Finance Committee decided through Common Consent to assist the Board with this by paying the invoices through the Town Reserve account to be reimbursed as presented.
11. GRANT: No report at this time.
12. PUBLIC SAFETY: No report at this time.
13. CEMETERY: Chairman Skinner is drafting Hotel/Motel and other grant applications.
14. PUBLIC WORKS: Chairman Weber reported that he has received a complaint on the condition of street, sidewalk, and private property in the first block of Green and Fairfax Street (south side). Street issues have been addressed with the others being considered for possible referral. Several street signs and parking meters need repaired and/or installed. The F250 Labor Crew truck needs to be replaced.
15. ORDINANCE: No report at this time.
16. BERKELEY SPRINGS WATER WORKS: The Water Line Replacement Project is 75% complete with projected end of work in February. Customer complaints are being managed. The BSWW is actively seeking Class I and Class II Operators.
17. MOTION TO ADJOURN: Approved by Common Consent.

Attest:

Mayor

Scott E. Mack

Recorder

Susan Webster

Town of Bath

VOLUNTEER APPLICATION

Committee: Please check off the committee(s) you want to volunteer to serve on. An * Indicates that Town of Bath Ordinances and/or West Virginia State Code set qualifications to serve on the committee (e.g., Must be a town resident). Check the Town of Bath's Web Site and/or Facebook Page to see the documents listed below.

☒ Morgan County Parks and Recreation

☐ Cemetery Management and Maintenance Incorporated

☐ Historic Landmark Commission* See document, "Qualifications to Serve on the Bath HLC."

☐ Planning Commission* See document, "Qualifications to Serve on the Bath Planning Commission."

Date: 1/17/21

Name: Michael Powell

Address: 173 Ridgeview Dr.
BS, WV 25411

Telephone: (304) 923-3650 Cell: Same

Please explain why you want to serve on the committee? Explain any background, education, or work or professional experience you have that would contribute to your service on the committee. If possible, attach a copy of your resume. Email this form and your resume to the town clerk at: townofbath@wvdsi.net. Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.

Town of Bath

VOLUNTEER APPLICATION

Committee: Please check off the committee(s) you want to volunteer to serve on. An * indicates that Town of Bath Ordinances and/or West Virginia State Code set qualifications to serve on the committee (e.g., Must be a town resident). Check the Town of Bath's Web Site and/or Facebook Page to see the documents listed below.

☐ Bath Development Authority

☐ Cemetery Management and Maintenance Incorporated

☐ Historic Landmark Commission* See document, "Qualifications to Serve on the Bath HLC."

☐ Planning Commission* See document, "Qualifications to Serve on the Bath Planning Commission."

☒ Parks and Recreation Committee

Date: January 17, 2023

Name: Matt Pennington

Address: 12 Concord Ave

Berkeley Springs, WV

Telephone: n/a Cell: 304-707-1920

Please explain why you want to serve on the committee? Explain any background, education, or work or professional experience you have that would contribute to your service on the committee. If possible, attach a copy of your resume. Email this form and your resume to the town clerk at: townofbath@wvdsi.net. Or mail them to: Town Clerk, Town of Bath, 271 Wilkes Street 25411. If you have any questions, call town hall at 304-258-1102. Thank you.

I believe in the power of building relationships through play and shared experiences. I enjoy sports and recreation of all forms. I have served on many local advisory boards and my work with the Eastern Panhandle Planning and Development Council (Region 9) has given me opportunities to guide mission driven committees throughout Morgan, Berkeley, and Jefferson County for over a decade.

I am currently working as a consultant for Downstream Strategies and excited to volunteer my knowledge and skills to positively impact Bath, Morgan County, and the Berkeley Springs area.

**Status of Streetscape and State Park Project for Town Council
Tuesday February 6, 2023**

STREETSCAPE

Phase V: Design Contract:

- Town received the WV-DOH Notice to Proceed (NTP) with the Phase V Design in a January 24 2023 letter signed by Secretary Wriston. This marks the completion of the FHWA and DOH reviews and authorizations.
- Task Order #1 (Completion of the Phase V Design needed to solicit and award a Construction Phase Contract) was issued by the Town to Thrasher on January 26th.
- Thrasher (Jeff Gola) was asked to integrate this new workload into his work plan and advise the resulting schedule for a Town visit to update the existing 30% plans to the current Town requirements, update of the 30% design, establishing Preliminary Field Review (PFR) with the Town and DOH, followed by a 90% design review and then the final Construction drawings and PS&E.
- There was an error in the attachment to the DOH NTP that would have limited the DOH reimbursement to the Town to 80% of the budgeted \$55,000 for this design. This was incorrect since the Town has already sent its 20% cash match to DOH. The formal DOH Funding Agreement authorized the reimbursement of 100% of that \$55,000 budget. This was corrected in a subsequent correspondence from DOH.
- Last week, the Streetscape Committee prepared a set of charts that point out the changes to the sidewalks, curbs, drainage and lighting in Phase V. Large scale sets of these charts were printed and visits with residents and merchants have begun. Sharron has two sets to be viewed by residents, etc.

Berkeley Springs State Park Grant & Project

Status:

- The USACE permit for the work in Warm Springs Run in the Park has been approved.
- Thrasher advised Last week that they would review the package to ensure all elements were completed such that DOH can proceed to the construction contract solicitation.
- I will verify the status this week.

Pete Brown
Currently in Springfield, MO (back in Town on Feb 20th.)
571-213-3687

Town of Bath Election Dates

1. First day to receive application for absentee ballot from military and overseas voters
2. First day to receive applications for absentee ballots from all voters
3. Candidate filing period
4. Deadline for write-in candidate to file
5. Election officials and alternatives appointed
6. Deadline to withdraw
7. Uniform drawing for ballot positions
8. Morgan Messenger produces ballots for Ballot Commissioner's inspection
9. Last day to register to vote
10. Deliver absentee ballots to Recorder
11. Mail absentee ballots
12. Mandatory training of election officials
13. Last day to receive absentee ballot application
14. First day of early voting
15. Emergency absentee voting period
16. Ballot published in the Morgan Messenger
17. End of early voting
18. Last day to receive absentee ballots
19. Election Day
20. Canvas begins; results declared at the end of the canvas
21. Certify results

1. Jan. 1st (all election years)
2. 3/21/23 (3rd Tues of March)
3. April 1-12 (all election years)
4. 4/18/23 (3rd Tues of April)
5. 4/18/23 (3rd Tues of April)
6. 4/28/23 (Last Fri of April)
7. 5/02/23 (1st Tue of May)
8. 5/09/23 (2nd Tue of May)
9. 5/23/23 (3 weeks prior to election)
10. 5/23/23 (3 weeks prior to election)
11. 5/23/23 (3 weeks prior to election)
12. 5/25/23 (within 30 days of election)
13. 5/31/23 (last Wed of May)
14. 5/20/23 (last Sat of May)
15. 6/06/23 (1st Tue of June thru election day)
16. 6/07/23 (1st Wed of June)
17. 6/03/23 (1st Sat of June)
18. 6/12/23 (2nd Mon of June)
19. 6/13/23 (2nd Tue of June)
20. 6/19/23 (6 days after election day)
21. 6/21/23 (48 after results declared without a recount request)

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 21 – First day to receive applications for absentee ballots from all voters.

April						
S	M	T	W	T	F	S
						1 →
2	3	4	5	6	7	8 →
9	10	11	12 →	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 1-12 – Candidate filing period.

April 18 – Deadline for write-in candidates to file.

April 18 – Election officials and alternatives appointed.

April 28 – Deadline to withdraw.

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 2 – Uniform drawing for ballot positions

May 9 – Morgan Messenger produces ballots for Ballot Commissioner's inspection.

May 20 – First day of early voting.

May 23 – Last day to register to vote.

May 23 – Deliver absentee ballots to Recorder.

May 23 – Mail absentee ballots.

May 25 – Mandatory training of election officials.

May 31 – Last day to receive absentee ballot applications.

May 20 – First day of early voting.

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 3 – End of early voting.

June 6-13 – Emergency absentee voting period.

June 7 – Ballot published in the Morgan Messenger.

June 12 – Last day to receive absentee ballots.

June 13 – Election Day!

June 19 – Canvas begins; results declared at the end of the canvas.

June 21 – Certify results.

TOWN OF BATH
BUDGET PREPARATION SCHEDULE FOR FY 24

Hotel Motel Funds March 01, 2023 @ 3:30pm

**Revenue & Public Works March 07, 2023 @
8:30am**

Town & Misc. March 08, 2023 @ 8:30am

Public Safety March 09, 2023 @ 4:45 pm

Overview March 21, 2023 @ 4:00 pm

DEMONSTRATION CITY GRANT APPLICATION

GENERAL INFORMATION SECTION

Group Name: Town of Bath

Federal Employment Identification Number (FEIN): 55-6000861

Project Location: The Town of Bath, including the Old German Cemetery, the Old English Cemetery, and Greenway Cemetery, all of which are owned by the Town of Bath.

Address: 271 Wilkes Street

City: Berkeley Springs

State: WV

Zip: 25411

Contact Information for individual responsible for completion of project

Name: Kate Lehman

Phone Number: 304-279-0717 Email: goldfairy39@gmail.com

Please check the following

☒

Acknowledgment that the project will be completed and that paid invoices will be submitted no later than one year after the date that the agreement was signed

☒

Acknowledgment that no portion of the grant will be used for administrative costs, staff salaries of any type, equipment, and purchasing land or land charges

☒

Acknowledgment that you are a vendor of the state of WV or have applied to become a vendor

Submit Application to:

Robert Hannah
West Virginia Division of Forestry
P.O. Box 40
Farmington, WV 26571

or

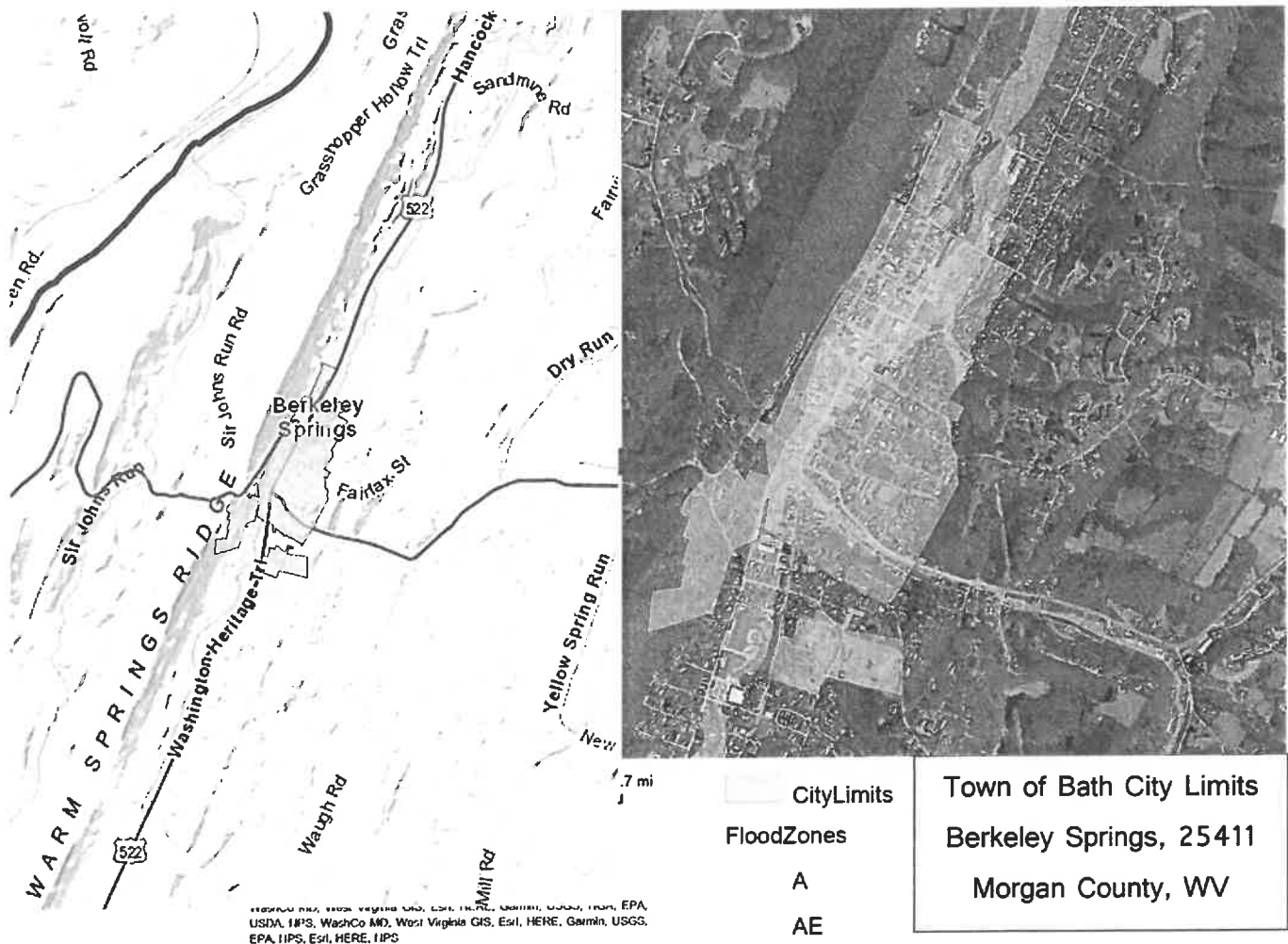
robert.l.hannah@wv.gov

TECHNICAL PROPOSAL

A Technical Proposal shall be responsive to the following criteria. Also see Section VI of the Guide, Rating Criteria. The Technical Proposal is in essay form and should clearly describe the project and contain the relevant items from the following.

a. Describe the location(s) where the project will take place.

The Tree Board proposes that Bartlett Tree Experts to do a boots-on-the-ground inventory of the street trees the Town of Bath, otherwise known as Berkeley Springs, in Morgan County, WV. The Town is part of the Warm Springs Run watershed, a direct drain to the Potomac River. The inventory will also include two historic cemeteries and one cemetery currently in use that are on town property.



b. Describe the overall goal of the project. How will this project protect and enhance the health of the Potomac Tributary Watershed? What problems or issues will be addressed?

The goal of this project is to protect the town trees for the many water and air quality benefits that result from maintain a healthy tree canopy. By completing a thorough survey and establishing a database with detailed information, the additional goal of risk analysis for public protection will be achieved.

When compared to recently planted trees, old trees sequester more carbon dioxide, capture more rainfall, and absorb more moisture from the earth in times of excessive rainfall. The Old English Cemetery and Greenway Cemetery are both upstream from the town, and are an especially important green stormwater BMP to the Town of Bath, which experiences flash floods on a regular basis.

Many of the trees in the three cemeteries were planted in the distant past. The Tree Board believes that many of these are legacy trees that should be protected. It is equally important that the large, old trees be classified in terms of the level of risk they might pose to public safety.

Preserving old trees in the cemeteries takes on extra urgency in that a 4-lane bypass is being built upstream/south of the Town of Bath. The 522 Bypass will add 36 acres of impervious road and hard shoulder with stormwater runoff being collected and released more quickly. Over 250 acres of trees and vegetation have already been removed. The Bypass impacts 14,650 feet of stream (2.8 miles) and 14.8 acres of floodplain. All of these changes increase the potential impact of stormwater runoff and flooding downstream, including in the Town of Bath.

Other goals are to secure a comprehensive plan for all of the trees in town. A comprehensive management plan allows the Tree Board/Town of Bath to remove or treat hazardous trees before damage is done. The information provided will allow the Tree Board and the town to budget proactively for the care of trees, especially those that are a risk to public safety.

Potential liability issues can be avoided by recording the location of hazardous trees on the software program rather than by flagging them. The vendor will have access to the software in order to see the location of trees to be evaluated.

An up-to-date survey and management plan will also help the Tree Board know what to plant and where in an effort to improve the diversity of the town's trees. Greater diversity of trees reduces the possibility of being forced to remove large areas of tree should there be another blight or infestation of invasive insects.

Yet another goal of the tree survey process is to educate the community about the value of trees in an urban landscape as well as on their property; to educate landowners about what they can do to protect the health of their trees; and to make land owners aware of potential liability in the instances where there are hazardous trees on their property.

At the recommendation of the Arbor Day Foundation, the Tree Board is in the process of updating the Town Tree Board Ordinance, which was established in 2005. A comprehensive management plan will help us better to meet various requirements of the proposed ordinance once it is passed.

c. For projects that involve tree plantings, provide the following information.

Non-applicable.

d. For other projects that involve assessments and/or inventories, provide the following information:

1. Describe project and scope. What will be done and why.
2. Describe materials and methods needed to implement the project.
3. Describe products and results such as reducing storm water runoff and setting tree canopy cover goals.

1. Describe project and scope.

We propose to hire Bartlett Tree Experts to conduct an boots-on-the-ground inventory of the street trees and the trees in the three cemeteries in the Town of Bath and create a user friendly database that can be kept updated by the Tree Board and its vendor.

Specifically, we hope to learn the following:

- Total number of trees
- Variety of trees
- Size/approximate age of trees
- Health and overall condition of trees
- Location of trees affected/potentially affected by overhead wires
- Location and ranking of trees that should be cut down immediately, in the near future, or that could be saved with proper care
- Locations where new trees can be planted, as well as what types of trees would best thrive in these areas
- How best to improve the diversity of trees, especially in the Town of Bath
- Location of invasive trees, specifically *Ailanthus altissima* (tree of heaven)

This inventory will update an inventory attempted by local volunteers conducted in 2014. Volunteers surveyed the trees in Greenway Cemetery in 2016. The Cacapon Institute analyzed the information gathered by volunteers and made recommendations for the care of existing trees as well as potential locations for planting new trees. Unfortunately, the results of that survey became a snapshot frozen in time due to the administrative challenge of recording on paper the many changes that have taken place since the surveys were done.

2. Describe materials and methods needed to implement the project:

- Professional arborists from Bartlett Tree Experts will conduct the inventory and record the results.
- Software will analyze the results of the inventories of street trees in the Town of Bath and in the three cemeteries.
- Representatives from Bartlett Tree Experts will provide Tree Board members and other people (town administrator; vendor/s used to assess the cost of trimming and/or removing hazardous trees) in the ongoing use of the software so this assessment will be more like a video than a snapshot.

3. Describe products and results such as reducing storm water runoff and setting tree canopy cover goals.

- Identify and save as many large, old trees as possible, which will improve our green stormwater best management practices.
- Saving large, old trees will contribute to the regulation of the carbon and water cycles.
- Continue efforts to control infestations of *Ailanthus altissima*. This tree is a host to spotted lanternfly, which has recently been found in Morgan County, and has the potential to do great damage in the area.
- In new plantings, follow the survey team's recommendations to diversify the varieties of trees, especially in the Town of Bath.
 - "Research shows that, on average, trees tended to grow taller in mixtures than in monocultures." (Forest Ecosystems: Does Tree Diversity Matter?; Nordic Society Oikos; 15 May, 2015)
 - Tree diversification should be followed in order to prevent epidemics such as Dutch Elm Disease or Emerald Ash Borer.
 - In the event of these and other diseases, a diversified holding will prevent the need to clear-cut an entire area of dead or dying trees.

- e. **For projects involving contracting with landscapers, consultants, or other entities, provide the following information:**

1. Representatives from Bartlett Tree Experts will work members of the Town of Bath Tree Board.

Francis A. Bartlett founded Bartlett Tree Experts in 1907, and is now a global forestry consulting firm. Their expert team integrates experience, cutting edge technology, and planning for urban forestry, parks and arboriculture.

Bartlett Tree Experts will survey trees on the streets of the Town of Bath and in the three cemeteries located on town property; install and train Tree Board members in the use of software designed to save time and money with increased efficient, better communication, and the use of real-time data for better decision making.

COST PROPOSAL WORKSHEET 1 – EXPENDITURE OF GRANT FUNDS

Table A: Cost of trees and planting materials

Description	Material Provider	Quantity	Unit Price (\$)	Total Price (\$)
Total Cost of Materials (\$)				

Table B: Cost of professional/contractual services

Description	Service Provider	Quantity	Unit Price (\$)	Total Price (\$)
Tree Inventory	Bartlett Tree Experts			\$9,588.00
Software	Bartlett Tree Experts			1,800.00
Total Cost of Services (\$)				\$11,388.00

Table C: Additional costs

Description	Source	Quantity	Unit Price (\$)	Total Price (\$)
Total Additional Costs (\$)				

Total Grant Funds Requested (Table A + Table B + Table C) = \$11,388.00

COST PROPOSAL WORKSHEET 2 – MATCHING FUNDS

Table D: Cash match

Description	Material Provider	Quantity	Unit Price (\$)	Total Price (\$)
Total Cost of Materials (\$)				

Table E: In-kind match (paid labor and equipment provided by applicant)

Description	Service Provider	Quantity	Unit Price (\$)	Total Price (\$)
Assistance in mulching and trimming existing street trees	Town of Bath Department of Public Works	3 people 30 hours a year	17.00	\$1,530.00
Tree removal and trimming	Tree Works	Based on the number of trees trimmed or removed in past years		3,500.00
Run an 8-part series designed to inform the community about this project as well as to educate them on the proper care of trees on their property	The Morgan Messenger	8 articles	\$120.00	960.00
Total Cost of Services (\$)				\$5,990.00

Table F: Volunteer and donation match (donated labor and equipment)

Description	Source	Quantity	Unit Price (\$)	Total Price (\$)
Inventory timber cruise of a 5-acre forested lot that is part of Greenway Cemetery	Herb Pedicord, Erb 'n Woods, LLC			\$1,000.00
Provide an 8 part series to the local paper to educate the public on the value of trees, how to protect and preserve the trees on their property, and		25 hours	\$27.00 per hour	675.00

how to avoid financial and/or legal liability if trees identified as hazardous do damage.				
Administrative Work	Tree Board Members	5 members donating 36 hours a year	\$27.00	4860.00
Tree Steward Activities	Tree Steward	1 person donating 100 hours a year	\$40.00	4000.00
Care and maintenance of trees	Tree Board Members	3 people donating 60 hours each a year	27.00	4,6000.00
Watering of trees planted in last three years	Tree Board Members	2 people donating 24 hours each year	27.00	640.00
Total Additional Donations (\$)				\$15,775.00

Total Matching Funds Provided (Table D + Table E + Table F) = \$21,765.00

MAINTENANCE PLAN

This section must be returned with any application for tree planting.

Newly planted trees require special attention to maintenance practices during the first three growing seasons following planting. All trees shall receive at least the following maintenance practices for a three-year period:

1. **WATERING:** Ample soil moisture shall be maintained following planting. A thorough watering each five to seven days, depending on drainage and precipitation, is usually adequate during the growing season. A thorough watering allows moisture to reach the deepest roots. **How will watering be accomplished and who will be responsible?**

The Town of Bath maintenance crew will water trees under the direction of Steward of the Town Bath Tree Board. Because the water is released from the tank via gravity, the trees are watered slowly and thoroughly.

2. **FERTILIZATION:** Trees shall not be fertilized at the time of planting. Fertilizer can kill young roots very rapidly. If fertilizer is not applied wisely, it may not benefit the tree at all and may even adversely affect the tree. Soil conditions, especially pH and organic matter content, vary greatly making the proper use and selection of fertilizer a complex process. Any fertilization should be based on a soil test. Soil Conservation Districts can provide tests and advice on application rates, timing, and fertilizer selection. **Under what circumstances (if any) will trees be fertilized and who will be responsible?**

As of yet, there has not been a need to fertilize trees planted in past year. However, because the Tree Board prunes and mulches all the town trees twice a year, the need for fertilization would be noted and responded to on an as-necessary basis.

3. **MULCHING:** Mulching provides trees with a stable root environment that is cooler and contains more moisture than surrounding soil. Mulch can also prevent mechanical damage by keeping lawn mowers and weed whips away from the thin bark. Trees must be mulched at the time of planting and every consecutive spring. Mulch should only be **two to three** inches deep (do not mound) and cover the entire root system. Mulch should not contact the trunk; a mulch-free area of one to two inches around the trunk should be maintained. **How will trees be mulched and who will be responsible for re-mulching each year?**

All trees will be mulched when planted. Members of the Tree Board, assisted by the Town of Bath Maintenance crew, mulch all town trees twice a year, following the guidelines listed above.

4. **PRUNING:** Excessive pruning at the time of planting should be avoided. During the first two years, only dead, broken, or injured branches, and sprouts shall be removed. Trees will never be topped or rounded-over. Pruning during the third year can begin to improve structure and encourage sturdy crotch development. Structural pruning advice is available through the Urban Forestry Coordinator. **Describe pruning methods, both short and long term, and who will be responsible?**

The Town of Bath Tree Board, assisted by the Town of Bath Maintenance crew, inspects, and where necessary, prunes all town trees twice a year. Each pruning session is introduced with a workshop led by the tree steward on proper pruning of trees.

5. **STAKING AND GUYING:** Often it is not necessary to stake and guy quality nursery stock that has been properly planted. Studies have shown that trees will establish more quickly and develop stronger trunks and root systems if not staked at the time of planting. If staking is necessary for support, two stakes used in conjunction with a wide flexible tie material will hold the tree upright, provide flexibility, and minimize injury to the trunk. Do not use wire in a garden hose or any other in-flexible, narrow material. All guy and support material must be removed after the first growing season. **Will trees be staked and guyed? What material will be used and who will be responsible for the removal?**

At the time of planting, the Tree Steward will determine if it is necessary to stake and guy trees. Arbortie is used to guy the trees. The Town of Bath Tree Board inspects trees twice a year. During this process, stakes and guys are removed when they are no longer needed.

6. **PROVIDE ADDITIONAL MAINTENANCE INFORMATION:**

Community or Organization: Town of Bath

Signature: Scott E. Merki

Print Name: Scott Merki

Job Title: _ Mayor

Date: February 7, 2023