

Chaplin Bicentennial Arboretum Commission  
Minutes of Regular Meeting, July 25, 2023

1. Meeting was called to order by the Chair at 2:57. Members present: Helen Weingart, Dave Stone, and Leslie Ricklin.
2. Approval of minutes of 6/27/23 meeting: Lelie moved, Dave seconded to approve minutes with one correction that the title of the Commission should include the word “Bicentennial.” So moved
3. Audience for Citizens: First Selectman Juan Roman had 2 items to share:
  - a. Bill Reid from The Last Green Valley would like to include information about the Arboretum on their website. He provided Reid’s contact information and the Chair will follow up with TLGV. Contact is: [Bill@TLGV.org](mailto:Bill@TLGV.org) or [Lynn@TLGV.org](mailto:Lynn@TLGV.org). Phone contact is: 860.774.3300
  - b. The town is applying for a grant from the State that would include a pathway around the Park as well as stand-up tree identification tags with QR codes.
4. Additions/changes to the agenda:
  - a. Dave moved, Leslie seconded to add under New Business discussion re: a recorder for minutes. So moved. See “f” under New Business.
  - b. It was agreed to include on all future agendas an update on the health of the trees.
  - c. Dave moved, Helen seconded to move item “c” under New Business up on the agenda while the First Selectman was present (Consider action on appointments and resignations item in 6/1/23 BOS minutes). So moved.  
The discussion clarified the rotation of terms of office for the 3 members over the next 3 years until all members will be appointed for a 3 year term. The present terms are as follows:

Stone, Dave	R	6/1/23	5/31/24
Ricklin, Leslie	U	6/1/23	5/31/25
Weingart, Helen	D	6/1/23	5/31/26

5. Budget report: The Chair passed out a budget report showing that the total sum on hand is: \$3,647.78. The line item for the Arboretum in the town budget has yet to be determined when the Bd. of Finance next meets.
6. Continuing Business:
  - a. Review and act on Commission’s write-up for the town website. Dave moved, Leslie seconded to approve the write-up. So moved.

The secretary will forward this to the Administrative Assistant to be posted.

- b. Update of tree identification options:
  - The Ben Chaplin White Oak will be replaced this fall
  - Prickly pear will be planted along the rail fence along the handicap parking lot. These will be planted now.
  - Other trees to be replaced in the fall: spice bush, gingko, stewartia. Dave will be contacting Sprucedale Gardens nursery in Woodstock.
  - Status of other trees: the American Beech: it has a bacterial issue and will be sprayed. Laurels have leaf spot and will be sprayed in the spring. Cedars were attacked by deer but are rebounding well.
- c. Status of tree identification options. Dave brought sample of a metal tree tag and is investigating others. He will get an estimate of the cost.
- d. Analysis of work party: Dave suggested that volunteers be asked for input about what they thought about the event (i.e. time of day, day of the week, etc.) to improve the experience. Mulching needs to be completed before Sept. 9 Chaplin Day. Helen will send an email asking for feedback and suggesting another work day at the end of August. Dave said he'd like to add a pruning party for the winter.
- e. Update on Facebook page: Dave has set one up and showed what he'd done. He needs more photos. The name of the FB page is: Chaplin Bicentennial Arboretum.
- f. Fundraising: Status of Arboretum attire for Chaplin Day sales: Dave talked with Danielson Surplus. We have a \$300 budget to get started. He plans to order T-shirts and long sleeved shirts.
- g. Zoom meetings: The Administration Assistant can set this up for the Commission.

## 7. New Business

- a. Plan for Chaplin Day, 9/9/23, 12-8 PM: Dave will provide a pop-up tent and table. Helen and Leslie will staff the tent along with other volunteers.  
We will provide some activity/games for children and families (Leslie will ask Juan Sanchez for some suggestions) and hand out Arboretum bookmarks.

Dave moved, Leslie seconded to allocate \$60 to print bookmarks.  
So moved.

Helen and Leslie will research with the Librarian about printing these.

- b. Establish a timeline for maintenance:
  - Spring: mulching, treatments, planting, weeding, remove fencing
  - Summer: reactive (i.e. watering, etc.), weeding, education programming
  - Fall: planting, weeding
  - Winter: pruning, deer fencing

Helen offered to start a maintenance chart. Dave wants to make a maintenance spreadsheet for the long term.  
Fundraising will be an annual affair.

- c. Consider action on appointments/resignations.... Done above in 4c.
- d. Review draft of by-laws: Helen passed out a draft that will be discussed at the next meeting.
- d.** Next meeting will be a special meeting on **August 15 at 2:00.**
- f. Discussion re: meeting recorder. It was decided that the Secretary would keep the minutes for the time being rather than hiring a recorder.

8. Correspondence.....None

9. Agenda suggestions for next meeting will include; Review by-laws, Chaplin Day plans, Tree health, Budget

10. Meeting adjourned at 4: 22.

Respectfully submitted,

Leslie Ricklin, Secretary