The purpose of the Tree Committee is to promote a healthy and sustainable community forest by planting and maintaining quality trees and providing education and advocacy to the public on the benefits of trees.
Tree Warden’s duties

1. Communication with citizens:
   Check and respond to emails
   Respond to citizen or town employee requests to assess public shade trees on rights of ways (~10,000 trees)
   Respond to citizen or town employee requests to assess trees in parks, on the grounds of schools, town owned land and conservation land (~200,000 trees)
   Respond to resident request for town or homeowner planted tree
   Respond to requests for memorial trees

2. Reduce tree hazards:
   Annual windshield survey for declining trees
   Select trees for proactive and reactive treatment
   Post and hold tree hearings
   Send workorders to DPW/Northern for removals and pruning
   Structure prune newer plantings
   Monitor and treat for Dutch Elm Disease, EAB and other pests

3. Budgetary and recordkeeping:
   Review budget and recommend changes
   Write, submit and document progress of DCR and other grants
   File annual report
   Maintain records
   Check Northern invoices for completion
   Maintain tree inventory in ArcGis when trees are planted or removed
   Log cleanup during storm events
   Work with Purchasing on tree removal, pruning and treatment contracts
   Examine failed trees and fill out affidavits for insurance claims

4. Advocate for a culture of tree preservation:
   Review construction plans for adverse impacts on trees
   Review and approve annual utility clearance plan
   Monitor construction activities that impact trees (sidewalks and new construction)

5. Tree canopy renewal:
   Plan spring and fall plantings
   Select species for planting
   Mark planting locations
   Call planting locations in to DPW and DigSafe
   Check planting locations for proximity to utilities and move stakes if necessary
   Contract for planting
   Supervise planting
   Distribute, retrieve and store tree-gators for 2 growing seasons
   Ensure homeowner/DPW waters twice weekly for 2 growing seasons

6. Misc:
   Attend Tree Committee meetings
   Maintain arborist certification
   Get memorial tree plaque engraved
   Plan annual Arbor Day Celebration, purchase and distribute saplings
   Document Arbor Day Celebration to maintain Tree City status and DCR grant eligibility
   Plan Long Meddowe Days participation, purchase and distribute saplings
Qualifications:
If the town provides by vote or by-law that the tree warden shall be appointed, such appointment shall be made by the board of selectmen. The term of such appointment shall be for three years.
In any city or in a town which exceeds ten thousand inhabitants and which provides by vote, by-law or by ordinance that the tree warden shall be appointed, such appointment shall be made by the mayor, with the approval of the city council or by the board of selectmen. In such city or town, the tree warden shall exercise the duties of tree warden and of insect pest control. Such tree warden shall be qualified by training and experience in the field of arboriculture and licensed with the department of food and agriculture in accordance with the provisions of section ten of chapter one hundred and thirty-two B. The term of such appointment shall be for three years.