CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • NOVEMBER 5, 2026

Commission/Board Meeting **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-2111:** Charles Town Tree Board Meeting Minutes - October 15, 2026
Tree Board Meeting Minutes - October 2026.pdf

3. UNFINISHED BUSINESS

: **2026-2112:** Events Earth Grounds Festival November 7, 2026. Events, activities, manning table? Tree giveaway, Milkweed packets, etc.

: **2026-2113:** WV Department of Forestry Community Grant at $50,000. No longer focused on removal of invasive species, unless replace invasive with native 1 for 1. Funds are expended and reimbursed. Equipment can be purchased with a maximum of $5,000. See slide and memo for discussion. https://wvforestry.com/wp-content/uploads/2025/07/Community-Tree-Grant-Instructions.pdf

Charles Town Community Tree Grant 3-Year Plan (2027â€“2029).pdf
Tree Board Grant Plan Draft Slides as of 10.30.26.pdf

: **2026-2114:** Identification of non-for profits that might benefit from Cacapon projects.

: **2026-2115:** Assessing new planting areas in town, both public spaces and private opportunities. Databases, maps and information that would be helpful in determining these areas. How best to leverage public and private projects.

: **2026-2116:** Planting around pickleball courts. Request from Parks and Recreation to seek funds and assume this project. Discussion of project and potential assistance we can provide.

4. NEW BUSINESS

: **2026-2117:** Mapping of trees in need of removal, repair, replacement. Sycamores on Liberty: See included estimate. White Oak at JMP. See included estimate. Assessment of other stressed trees and those impacting public areas. Recommendation to City Council to renew request for City-wide assessment and trimming. RFP never made it to public prior to resignation of City Manager. Request Tree Board take the lead on this issue, work with Maintenance on items they can/could do and seek proposals or draft proposals for RFP for City to issue.
acorn & twigg est white oak at jmp 10.26.pdf
Estimate Acordn & Twigg Sycamores on Liberty St 10.26.pdf

: **2026-2118:** Discussion with Infrastructure on assessment of Liberty Street planting areas and opportunity to increase plantings with appropriate shrubs and plants.

: **2026-2119:** Discussion of Master Plan.

: **2026-2120:** Tree nursery Fall work.

: **2026-2121:** Fall clean-up day? Consideration of warmer Winter and ability for additional work over December-February.

: **2026-2122:** Removal of sleeves from trees that no longer need them/impairing growth, re-staking some that need support and removal and collection of sleeves from dead trees. Eye for replacement from stock on hand.

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php