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

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

ATTACHMENTS:

- Tree Board Meeting Minutes - October 2026.pdf

CITY OF CHARLES TOWN
Tree Board
October 15, 2026

Regular Meeting	Council Chambers	7:00 PM
	101 East Washington Street, Charles Town, WV 25414	

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Jane King	Present
Carlo Olivares	Present
Greg Vickers	Present
Ian Updike	Present
Scott Updike	Present
Elizabeth Ricketts	Absent
Corey Lewis	Present

1. APPROVAL OF MINUTES

COMMENTS: None
RESULT: Approved
MOVER: Scott Updike
SECONDER: Greg Vickers
AYES: All

2. UNFINISHED BUSINESS

2026-2029: BMP Tree Program for Fall of 2026 wrap up. Issues, better planning, recommendations?

- It could've gone better.
- 65% of people who registered didn't order trees.
- Some of the orders never processed; we were 15 trees short.
    - 2 orders haven't been picked up yet.
    - We were short 1 sunset maple.
- 23 tree orders, which is down from previous orders.

2026-2030: Fall Tree Planting Cacapon Institute- Planting at JMP Pool to address drainage areas and water run off along with natural planting. 20 Bottlebrush Buckeyes, 16 American Beautyberries, 2 Swamp white Oaks, 1 Redbud. This is a joint effort by the TB and P&R. We will seek to get a large volunteer turnout and make this a community event. City Council and Mayor invites are in order. Planting will occur

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on October 17, 2026, from 9am-11am. Request for Tree Board attendance.

- 2 swamp oaks instead of sycamores.
- 38 holes augured today.
- Sat. Oct. 17th, 10 am-11 am (9 am for tree board members)
- We only have 3 trees to stake and tie.
- There will be a social media push.

2026-2031: Events Earth Grounds Festival November 7, 2026. Events, activities, manning table?

- Nov. 7th 11 am-6 pm
- Aaron explained the event.
  - It's put on by a local landscaping company.
  - It's a street festival with food, music, etc.
- Monarch waystations
  - Milkweed seed packet giveaway.
  - Seed giveaways, acorns, etc.
  - Any other suggestions?

2026-2032: WV Department of Forestry Community Grants 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.

- Aaron is still working on it; he will have something by next meeting.
- Sam Adams suggested 3 phases ($50,000 each).

2026-2033: Identification of non-for profits that might benefit from Cacapon projects.

- We will start reaching out in Spring 2027 to churches and other non-profits.
- Trees/shrubs are free.
- Cacapon can also help with planning.
- Scott will help Aaron on this.
  - Aaron will come up with a list.
  - Greg will help too.
- Washington High, Wright Denny, and Charles Town Middle all didn't reply about trees.
- Focus on downtown and underserved communities.
- HOAs are technically non-profits and could get trees.
- Urban cover downtown,

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- Subdivisions have mechanisms to add trees.
    - Huntfield has had issues with trees and sewer lines, and they're looking at injecting something to kill roots.
    - Subdivision ordinance needs to have certain trees not able to be planted above water lines.

3. NEW BUSINESS

2026-2034: 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.

- Aaron and Greg will look at CTUB mapping and use AI to come up with a targeted map to maximize shade, etc.
    - All of the satellite data, etc. is all online now.

2026-2035: Arbor estimates. 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 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.

- The Tree Board suggested an RFP for tree maintenance issues with a list of trees.
- Estimate from Viking tree service.
- They decided to have maintenance do what they can.
- Aaron met an arborist and had her look at some trees around town and she gave 2 estimates.
    - A motion was discussed to submit the tree estimates to City Council to prune trees, but the board decided to hold off, and Aaron and Corey will come up with a list of which ones are most important to get done.

2026-2036: Discussion with Infrastructure on assessment of Liberty St planting areas and opportunity to increase plantings with appropriate shrubs & plants.

- All soil from previous plantings went into the drains and clogged them.
- Maybe we could look at planting shrubs.
    - We could apply for a Cacapon grant and get suggestions.
    - Liberty is a city street, so it is more flexible.
- See if infrastructure is open to it.

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2026-2037: Planting around pickleball courts. Request from Parks & Rec to seek funds and assume this project. Discussion of project and potential assistance we can provide.

- A citizen offered to plant in the dirt area around the court.
- The court is getting dirty from it being tracked in.
- Aaron suggested plants/shrubs that aren't messy.
- Parks sent it back to us, but we don't have a budget.
- Aaron will circulate the plants he sent; they had no leaf litter.

Tree Ordinance

- The ordinance proposed might have enforcement issues.
- Code enforcement for trees that are dangerous.
- We need a vine removal pamphlet or social media post.
- Dictating trees, constitutional powers?
    - Aaron will talk to Stephanie, the city attorney, about constitutional improvements.
- We will try to get a good working draft with modifications.

ADJOURNMENT :
MOTION: to adjourn at 8:07PM
MOVER: Scott Updike
SECOND: Carlo Olivares
AYES: All

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Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

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ATTACHMENTS:

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

Charles Town Community Tree Grant: 3-Year Plan (2027–2029)

Oct 8, 2026 · @Aaron Amore

Summary

The plan is three back-to-back WVDOF Community Tree Grant applications of about $50,000 each, about $149,500 in all. **The core of the plan is new trees in unused or grass-only medians and other public grass areas: 162 trees plus a 40-tree native food forest over three years.** The tree inventory is done by Shepherd University students as in-kind coursework, paid student interns and community volunteers, with an urban forestry contractor checking quality. USDA's free i-Tree software models the benefits of today's trees and of planned plantings. WVDOF pays only for trees: native shrubs and perennials under the median trees, and all arbor work, are funded by the City or other partners and cited as the City's commitment.

Year	Theme	Main outputs	Request
1 (2027)	Inventory with students, start planting	Urban forestry contractor; Shepherd coursework + intern + volunteer inventory on the Utility Board's ArcGIS; i-Tree benefits model; ranked median plan; 32 trees in 2 pilot medians; watering rig and trailer, battery pruners	$49,700
2 (2028)	Plant the medians	Urban forestry contractor, 56 trees, student intern mapping new trees, battery auger	$50,000
3 (2029)	Scale up and hand off	74 trees + 40-tree food forest, ISA training for City staff, inventory and i-Tree update	$49,800
Total		**162 trees + 40 food forest trees**	**$149,500**

The City of Charles Town should be the applicant, with the Tree Board running the project. Tree City USA status earns 10 extra-credit points. Funding beyond $150,000 can come from MACFF, Cacapon, TACF and the City (see *Growth beyond $150k*).

What the Tree Board folder shows

The folder holds two earlier funding efforts. Neither reached a complete WVDOF submission. Several costed quotes in it can be reused right away.

Source	What it is	What carries forward
`EquiGrant/Community-EquiTree-Application-2024`	WVDOF EquiTree (IRA-funded) application. Only the cover sheet is filled in: Tree Board as applicant, "City Parks, lands and rights of ways," phased 2025–2027	The phased 3-year idea. The narrative sections were never written
`EquiGrant/Community-Tree-Grant-Application-20252`	Blank current Community Tree (IIJA) form	The form to use; its questions set the structure of each year's application
`MACFF 2026 Grant/` + `Trees/…Gameplan Memo Final 4`	Chesapeake Bay Trust MACFF Track 1 (capacity building) package, $99,660 budget, due 2/27/26. The folder doesn't show whether it was submitted or awarded	Census/EJ text for tract 9725.05, site list (Evitts Run, Skate Park, Perry Fields, Willingham Knolls, Happy Retreat, JMP, Public Works Yard), Shepherd University partners
`Trees/Equipment & Materials list MACFF 2.23.26`	Skid steer rake, forestry mower and auger; Husqvarna chainsaws; Seesii battery pruners; nursery materials; ArcGIS licenses and workstation	Only some of it is eligible under WVDOF (see *Fit check*)

Source	What it is	What carries forward
`Trees/Bartlett … Proposal tree inventory` (11/12/2024)	Public right-of-way inventory: up to 1,500 trees and 1,250 planting sites, tagged, GIS + Excel, condition, defects, value	$27,952 (included GIS delivery). This is the benchmark for the Year 1 inventory, which now uses the Utility Board's ArcGIS
`Trees/Viking Tree Proposal` (7/9/2025)	Clearance pruning and crown clean of 16 W. Washington St trees, plus 1 crabapple removal	$5,400. City-funded (re-quote; 2025 price)
`estimates arbor work/` Acorn & Twig (9/28/2026)	JMP white oak: prune $2,100 + bracing/cabling $3,126. Liberty St sycamores (2 trees): prune $3,100	$5,226 and $3,100. The City will pay, outside the grant, and the application cites it as the City's commitment
`Master Tree Board Plan 2026`	Priorities to Council	Inventory/GIS, maintenance plan, nursery, invasives, Washington St grates, independent $2/capita budget
Agendas 9/3/26 and 10/15/26	Current topics	WVDOF grant, JMP Pool planting (10/17/26), new planting areas, city-wide assessment/trimming RFP, urban forester hire, Liberty St and pickleball plantings, WHS greenhouse, church/library partners, Heritage Trees

The recurring themes are the same throughout: update the 2019 inventory, maintain what's planted (watering, pruning, grates), plant natives in the West End/Evitts Run corridor, grow volunteer and student capacity, and move toward a paid urban forester.

Fit check against the current WVDOF rules

About half of the earlier equipment and consultant list would be disallowed under the current instructions. Those items should move to MACFF or the City budget. Rules that shape this plan:

- **Maximum $50,000 per application, one application per entity per grant cycle, no match.** Applications are taken continuously while funding lasts. Projects usually run 2 years, and the period is negotiable.
- **It is a reimbursement grant.** The City pays first and invoices afterward, quarterly at most. Cash flow therefore needs Council approval.
- **Work must be on public property inside USFS-eligible census blocks** shown on the Community Tree Grant Eligibility Map.
- **Plantings need at least 3 species, or at least 5 species above 50 trees.** Each needs a map, the signed Establishment Specs, and a signed Maintenance form committing to 5 years of care.
- **An inventory or plan lying entirely in eligible areas must include a planting phase.** If it reaches into ineligible areas, it needs documented community engagement.
- **Hazard removal covers only dead or high-risk trees,** using a stated method (we will use ISA TRAQ "high"/"extreme"). Each removal must be replanted at least 1:1.
- **Any purchase over $10,000 needs at least two quotes,** submitted with the application.

Item	WVDOF?	Where it is in this plan
New trees in medians, unused grass areas, parks, street gaps	Yes, the program's main goal	Years 1–3 (162 trees)
Native food forest trees (pawpaw, persimmon, serviceberry, chestnut)	Yes, food forests are listed	Year 3 (40 trees)
Urban forestry contractor (ISA Certified Arborist / WV RPF)	Yes, if it builds toward City capacity	$15,000 in Years 1 and 2
Tree and planting-site inventory	Yes, and it must include a planting phase (this plan has one every year)	Year 1, done by students, interns and volunteers

Item	WVDOF?	Where it is in this plan
Student interns in urban forestry, trained by an arborist/forester	Yes, listed by name	Years 1–3
Shepherd University services (faculty-supervised class fieldwork, data QA, i-Tree modeling)	**Not needed: in-kind coursework, counted as a partner contribution**	Year 1, $0. Fallback: professors as consultants (~$4,000), confirm with WVDOF
Volunteer time	Not reimbursed, but counts toward the 30-point need/engagement score	In-kind every year
Tree mapping add-on on the Utility Board's ArcGIS	Likely, as part of the inventory	Year 1, $2,500. Confirm with WVDOF
Watering rig and trailer, battery pruning shears and pole pruner, battery auger (vertical mulching only), watering bags, mulch	Yes; equipment capped at $5,000 per application	Years 1–3
Native shrubs, grasses and perennials under median trees	**No.** WVDOF won't fund them	Bee City / Potomac Audubon / City / volunteer seeding
Arbor work: pruning, cabling, removals	Eligible, but **City-funded**	Left out; cited as City commitment
GIS software license, canopy mapping or estimates	Not needed (Utility Board ArcGIS, existing mapping); canopy work is ineligible	Left out
Chainsaws, skid steer mower, skid steer auger	**No.** General-use equipment; augers are not approved for planting holes	City budget
Nursery construction, outreach consultants	Risky or not eligible	MACFF Track 1

Year 1 (2027): Inventory with students, start planting — $49,700

Year 1 builds the tree and planting-site inventory with Shepherd University students, two paid summer interns and community volunteers. The urban forestry contractor sets the protocol, trains the crews and spot-checks the data. The inventory then feeds i-Tree computer models, which show what today's trees provide and rank the grass medians by the benefit new trees would add. The first 32 trees go into the two top-ranked pilot medians. Shepherd contributes its part as coursework, at no cost to the grant.

Who does the inventory

Team	Role	Season	Cost
Urban forestry contractor (ISA arborist / WV RPF)	Inventory protocol, crew training, species ID and condition calls, QA spot-checks of 10% of records, sign-off	All year	In the $15,000 contract
Dr. Sytil Murphy, Shepherd Natural & Physical Sciences (GIS)	Class fieldwork in ArcGIS Field Maps; students verify the 2019 inventory points and add new trees and open sites; data QA	Fall semester	In-kind (coursework)
Dr. Courtney Campany, Shepherd (plant ecophysiology, ecosystem ecology)	Students run i-Tree Eco on the inventory and i-Tree Planting on candidate medians; soil and stormwater observations at median sites	Spring semester	In-kind (coursework)
2 paid student interns (urban forestry)	Summer field crews; cover streets the class doesn't reach; clean and load data	Summer, 250 hr each	$7,500
Community volunteers	"Tree Inventory Days" teamed with a student lead; measuring, tagging, photos	Spring and fall Saturdays	In-kind

Volunteers come from the Tree Board's master volunteer list, BMP tree buyers, Cacapon planting crews, Master Naturalists, and Washington High School students. Volunteer hours are in-kind, are not reimbursed, and are logged for the application's engagement score.

Computer modeling

i-Tree is free USDA Forest Service software. **i-Tree Eco** turns the inventory into dollar and quantity estimates of stormwater runoff avoided, air pollutants removed, carbon stored and structural value. **i-Tree Planting** projects the benefits of candidate trees at each median over 20–40 years, so the median ranking rests on modeled numbers rather than guesswork. Neither is a canopy cover assessment, which WVDOF doesn't fund. The results also give the City numbers to report on its tree program.

Table	Item	Provider	Qty	Unit ($)	Total ($)
B	Urban forestry contractor: inventory protocol, crew training, QA, median planting designs, Establishment Spec oversight (2 quotes required)	ISA arborist or WV RPF	1	15,000	15,000
B	Tree mapping add-on: inventory layer and Field Maps forms on the Utility Board's ArcGIS	GIS vendor	1	2,500	2,500
C	Urban forestry student interns, trained by the contractor	Interns	500 hr	15	7,500
C	Student transportation to field sites	Shepherd vans	10 days	100	1,000
C	Inventory field kit: DBH tapes, clinometers, numbered tree tags, safety vests	Supplier	1	1,200	1,200
A	Native trees for 2 pilot medians, 1.75–2" B&B, contractor-planted to WVDOF spec (≥3 species)	Nursery + planting contractor	32	500	16,000
A	Hardwood mulch, cubic yards	Supplier	20	35	700
A	Watering bags	Supplier	40	30	1,200
D	Watering rig: ~300-gal tank, transfer pump, hose reel and hose	Supplier	1	2,600	2,600
D	Watering trailer to carry the rig and mulch to median sites	Supplier	1	1,500	1,500
D	Battery pruning shears and pole pruner with batteries, for young-tree pruning	Supplier	1	500	500
	Total (equipment $4,600, under the $5,000 cap)				**49,700**

All unit costs are planning estimates. Shepherd University's fieldwork and i-Tree modeling are in-kind coursework; the application should cite them as partner contributions and attach a letter from Drs. Murphy and Campany. The out-of-pocket inventory cost is $9,700 (interns, vans, field kit). The trailer and pruning tools replace 4 trees (36 down to 32). **Fallback:** if the courses can't cover the work, the professors can be retained as consultants for inventory QA or modeling, funded by trimming about 8 trees (~$4,000). Before using grant money for that, confirm with WVDOF that it counts as a contracted inventory service.

Equipment wording matters. WVDOF's instructions name "trimmers" and chain saws as ineligible general-use equipment. The application should describe these as battery pruning shears and a pole pruner used only on City trees, never as "trimmers."

Year 2 (2028): Plant the medians — $50,000

Year 2 plants 56 trees in the next medians and grass areas on the i-Tree-ranked list. The urban forestry contractor continues for a second year and supervises a student intern who maps every new tree into the inventory. Each planted median adds shade and canopy, takes up stormwater, and cuts the City's mowing.

Site types: grass medians on City streets, plus unused grass areas such as park edges, the Evitts Run corridor and JMP. Green swales and stormwater runoff gardens are also candidate sites: WVDOF funds trees planted in water-control areas, but not building the swale or garden itself. Medians on state routes (for example Washington St and the US 340 corridor) need a WVDOH permit before they can be included.

Median design rules: keep sight-distance clear zones at intersections, call 811 before digging, and use small native species under wires. Choose salt- and drought-tolerant natives with ≥5 species: swamp white oak, bur oak, hackberry, Kentucky coffeetree and blackgum, with redbud and serviceberry under wires. Each tree gets a wide mulch ring. Volunteers can seed or plug native grasses and perennials between trees with non-WVDOF funds, following the Skate Park pollinator model.

Table	Item	Provider	Qty	Unit ($)	Total ($)
B	Urban forestry contractor, year 2: site layout, stock inspection, planting oversight, intern supervision, maintenance schedule for City staff	Contractor (2 quotes required)	1	15,000	15,000

Table	Item	Provider	Qty	Unit ($)	Total ($)
A	Native trees for medians and grass areas, 1.75–2″ B&B, contractor-planted (2 quotes required)	Nursery + planting contractor	56	500	28,000
A	Mulch and compost	Supplier	1	1,700	1,700
A	Watering bags	Supplier	60	30	1,800
C	Urban forestry student intern (Shepherd University), trained by the contractor; maps new trees, updates i-Tree Planting projections	Intern	200 hr	15	3,000
D	Battery-powered auger for vertical mulching and soil aeration of compacted median soils	Supplier	1	500	500
	Total				**50,000**

Trees and supplies come to about $560 per tree ($31,500 / 56), within MACFF Track 2's $600-per-tree average. That lets the same planting list scale up through MACFF.

About the auger: WVDOF's planting specifications say an auger is "not considered approved equipment" for digging planting holes, so it can't dig holes for grant-funded trees. It is budgeted here for vertical mulching and aerating compacted median soil, which WVDOF lists as eligible high-value tree care. It can also be used on non-grant plantings. It sits in Year 2 because Year 1 has used its $5,000 equipment cap.

Year 3 (2029): Scale up and hand off — $49,800

Year 3 is the largest planting year: 74 trees on the remaining ranked sites, plus a 40-tree native food forest on a public grass area. The contractor role ends after Year 2. Two City Maintenance employees train toward ISA certification so the City can carry on design, planting and 5-year care in-house, which is the capacity-building WVDOF looks for. A Shepherd intern updates the inventory and reruns i-Tree Eco, so the final report shows the benefits added by all three years of planting.

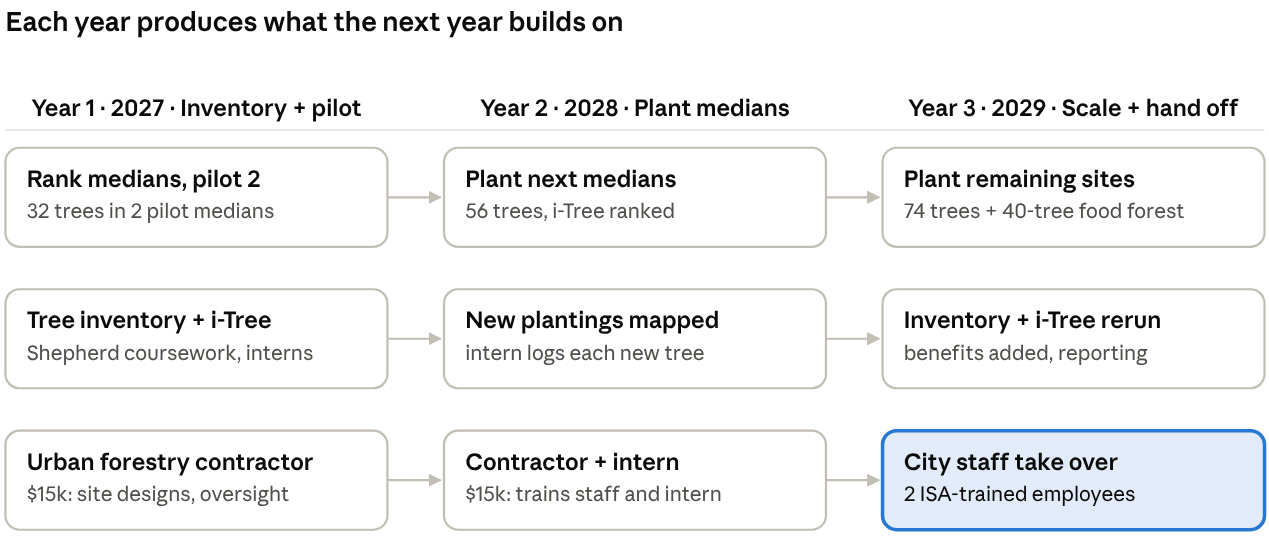
Table	Item	Provider	Qty	Unit ($)	Total ($)
A	Native trees for remaining medians and grass areas, 1.75–2″ B&B, contractor-planted (2 quotes required)	Nursery + planting contractor	74	500	37,000

Table	Item	Provider	Qty	Unit ($)	Total ($)
A	Native food forest trees on a public grass area: pawpaw, persimmon, serviceberry, alongside TACF hybrid chestnuts (free)	Native nursery	40	60	2,400
A	Mulch and compost	Supplier	1	2,000	2,000
A	Watering bags	Supplier	75	30	2,250
C	ISA Certified Arborist preparation for 2 City Maintenance employees (course, study guide, exam)	ISA / WV Urban Forestry Council	2	1,200	2,400
C	Student intern: update inventory with Years 1–3 plantings, rerun i-Tree Eco, Trees at Work reporting	Intern	250 hr	15	3,750
	Total				**49,800**

Pruning of young trees and any removals stay City-funded under the 5-year Maintenance Plan.

How the years flow together

The plan runs as three threads. Each one starts in Year 1 and finishes with a lasting result in Year 3, so no application stands alone.



how the three grants connect · 3 threads

Year 1's ranked site plan determines where Years 2 and 3 plant. The watering rig, together with the City-funded pruning and 5-year maintenance commitment, keeps every new tree alive through the three seasons WVDOF requires. The pilot medians give Council and residents a visible result before the larger conversions.

Step	Target date	Notes
Confirm eligible tracts; pre-application call with Sam Adams (WVDOF)	Nov 2026	Ask about the ArcGIS add-on and, if needed, faculty consultants. Meet Drs. Murphy and Campany to slot the inventory into fall 2027 and spring 2028 courses
Council resolution: authorize application, cash-flow the reimbursement, City-funded arbor work, 5-year maintenance	Dec 2026	
Submit Year 1 application	Dec 2026 – Jan 2027	Award notice within 60 days; agreement 30 days after
Year 1: contractor hired spring 2027; interns and volunteer days inventory summer 2027; Shepherd GIS class fall 2027; pilot medians planted fall 2027; i-Tree modeling and median ranking spring 2028	Mar 2027 – Mar 2028	Quarterly reimbursements
Submit Year 2 application once the ranked site plan is done	Fall 2027	Confirm with WVDOF whether overlapping grants are allowed
Year 2 median conversions: fall 2028 and spring 2029	2028 – 2029	WVDOH permits for any state-route medians
Submit Year 3 application	Fall 2028	
Year 3 planting; City staff take over care	2029 – early 2030	

Growth beyond $150k

Additional money should pay for what WVDOF won't fund, or scale up what it does. Each source below is one the Tree Board has already used or prepared for, and each has a natural entry point in the 3-year plan.

Source	Fits	Entry point
MACFF Track 2: tree canopy, no maximum, average ≤ $600/tree, 3-year award with 2 years of maintenance	Convert every remaining grass median and unused public grass area at once, using the Year 1 ranked plan	Once the Year 1 site plan exists
MACFF Track 1: capacity building, up to $100,000	Nursery at Public Works Yard, tool bank (chainsaws, skid steer attachments), community outreach, native tree guide	Re-use the 2026 package, minus canopy mapping and GIS licenses
MACFF Track 3: workforce development, up to $200,000	Paid youth/resident crew to plant and maintain medians	Year 3 or later
Potomac Audubon / Bee City USA partners	Native shrubs, grasses and perennials between the median trees (WVDOF won't fund them)	Any year
Cacapon Institute (free trees, YourBMP cost-share)	25–30 free trees per public planting; private-yard trees outside WVDOF's public-land limit	Every spring and fall
The American Chestnut Foundation	Hybrid chestnut saplings	Year 3 food forest
City $2/capita Tree City USA budget (~$13,000 at the 2020 census; ~$18,000 at a 9,000 estimate)	Arbor work, watering and mulching after planting, ineligible equipment	Ask Council to make it the Tree Board's line

If WVDOF funding is reduced, Year 1 should go first: its ranked median plan is what a MACFF Track 2 application would scale up.

Before applying: checklist and open questions

- [ ] Check the Community Tree Grant Eligibility Map and record the 11-digit tract numbers. The West End (tract 9725.05: 21.9% below poverty, 61% of area median family income) is the likely core. Drop any site that falls outside eligible blocks.
- [ ] List the candidate grass medians and unused grass areas. For each, note whether it is a City street or a state route (state routes need WVDOH permission).
- [ ] Meet Dr. Sytil Murphy (GIS) and Dr. Courtney Campany (ecology) at Shepherd. Confirm the inventory and i-Tree work as in-kind coursework, agree on courses and semesters and intern recruiting, and get a letter of commitment to attach to the application.
- [ ] Set up volunteer "Tree Inventory Days" from the master volunteer list, Cacapon crews and Master Naturalists. Keep sign-in sheets so volunteer hours can be shown in the application.
- [ ] Confirm with the Utility Board that the inventory can use its ArcGIS and Field Maps, and get a price for the tree mapping add-on.
- [ ] Confirm the City's SAM.gov UEI, WV vendor registration, and Financial Capability Questionnaire on file with WVDOF.
- [ ] Name the City as applicant (the 2024 EquiTree draft named the Tree Board). Get a Council resolution covering reimbursement cash flow, City-funded arbor work and 5-year maintenance.
- [ ] Get two quotes for the urban forestry contractor.
- [ ] Ask Sam Adams (samuel.t.adams@wv.gov) three questions: if professors are retained as consultants, is that an eligible contracted inventory service? Can a second application be filed while the first is open? Does the ArcGIS add-on count toward the inventory?
- [ ] Choose a planting contractor willing to sign the Tree Establishment Specifications (holes dug by hand, backhoe or spade, not auger).
- [ ] Draft the Google My Maps planting map for the 2 pilot medians.
- [ ] Attach Tree City USA proof (10 extra-credit points), recent Tree Board minutes, the Shepherd letter, and the City's arbor quotes as evidence of its maintenance commitment.

All unit costs are planning estimates. Final budgets should use quotes.

Sources: WVDOF Community Tree Grant Instructions; Tree Board folder files named above; MACFF FY26 RFP (in `MACFF 2026 Grant/`).

CHARLES TOWN TREE BOARD · DRAFT FOR DISCUSSION

Growing Charles Town's canopy

A 3-year WV Division of Forestry Community Tree Grant plan, 2027–2029

DRAFT

Tree Board meeting · [date] · Presented by Aaron C. Amore, Chair

THE ASK

Three grants, one connected plan

$149,500

over 3 applications of about $50,000 each; no local match required

162

new trees in grass medians and unused public grass areas

+40

native food forest trees in Year 3

The City of Charles Town applies; the Tree Board runs the projects. It is a reimbursement grant, so the City pays first and WVDOF repays quarterly.

THE FOCUS

Trees where grass is doing nothing

We will plant native trees in grass-only medians and unused public grass areas, starting in the eligible West End tracts. WVDOF pays for trees only.

Also: green swales and runoff gardens

Trees planted in stormwater areas qualify; building the swale or garden itself does not

Shade and cooler streets

Canopy where people walk and drive

Stormwater taken up

Roots and mulch soak up runoff

Less mowing

Fewer grass strips for City crews

Native, diverse species

5+ species; oaks, hackberry, redbud

YEAR BY YEAR

Inventory, plant, then hand off

Year	Focus	Main outputs	Request
1 · 2027	Inventory + pilot	Urban forestry contractor ($15k); tree inventory by Shepherd students, interns and volunteers; i-Tree ranking of medians; 32 trees in 2 pilot medians; watering rig and trailer; battery pruners	$49,700
2 · 2028	Plant the medians	Urban forestry contractor ($15k); 56 trees in the top-ranked medians; student intern maps each new tree; battery auger	$50,000
3 · 2029	Scale up, hand off	74 trees + 40-tree food forest; ISA arborist training for 2 City staff; inventory and i-Tree update	$49,800
Total		162 trees + 40 food forest trees	$149,500

Draft for Tree Board discussion · Each year is a separate WVDOF application

YEAR 1 INVENTORY

Students, volunteers and free data do the work

Shepherd University

Drs. Murphy (GIS) and Campany (ecology): class fieldwork and modeling, as in-kind coursework

2 paid student interns

Summer field crews and data cleanup, 500 hours, $7,500

Community volunteers

Saturday “Tree Inventory Days” teamed with a student lead

Urban forestry contractor

Sets the method, trains crews, checks the data

Free tools and data: i-Tree (USDA) models tree benefits and ranks medians; the 2019 inventory, existing City mapping and the Utility Board’s ArcGIS mean no new licenses or studies to buy.

EQUIPMENT

Tools to plant and care for the new trees

Item	Year	Use	Cost
Watering rig (tank, pump, hose reel)	1	Water new median trees for 3 seasons	$2,600
Watering trailer	1	Carry the rig and mulch to sites	$1,500
Battery pruning shears and pole pruner	1	Young-tree pruning on City trees	$500
Battery auger	2	Vertical mulching, aerating compacted soil	$500

WVDOF caps equipment at $5,000 per application (Year 1 uses $4,600). Its rules bar augers for digging planting holes and list “trimmers” as ineligible, so the application describes these tools by their tree-care use.

HOW IT CONNECTS

Each year sets up the next

	Year 1 · 2027	Year 2 · 2028	Year 3 · 2029
Planting	Rank medians; plant 2 pilots (32 trees)	Plant next medians (56 trees)	Plant remaining sites (74 trees + food forest)
Mapping	Tree inventory + i-Tree model	Intern maps every new tree	Inventory and i-Tree rerun to report gains
People	Contractor designs and trains	Contractor trains staff and intern	2 ISA-trained City staff take over

A successful Year 1 strengthens Year 2: WVDOF looks at whether past grants were completed and maintained.

BEYOND THE GRANT

What the City and partners cover

Paid outside the WVDOF grant

- Arbor work: JMP white oak, W. Washington St, Liberty St sycamores (City)
- Native shrubs and perennials under median trees (Bee City, Potomac Audubon, volunteers)
- Chainsaws, mowers, skid steer tools (City budget)
- Canopy mapping and GIS license: not needed

Room to grow past $150k

- MACFF Track 2: no cap, scale up the median plan
- MACFF Track 1: nursery, tool bank, outreach
- Cacapon Institute free trees and BMP program
- American Chestnut Foundation saplings

Draft for Tree Board discussion · MACFF = Chesapeake Bay Trust's Mid-Atlantic Community Forestry Fund

FOR THE BOARD

What we need to decide

1. Endorse the 3-year plan
2. Recommend a Council resolution: City as applicant, cash flow, City-funded arbor work, 5-year tree care
3. Authorize outreach to WVDOF, Shepherd and the Utility Board

Open items before applying

- Confirm eligible census tracts on the WVDOF map
- List candidate medians; flag state routes
- Letter of commitment from Shepherd
- Questions for WVDOF (Sam Adams): consultants, overlapping grants, ArcGIS add-on
- Two quotes for the urban forestry contractor
- City’s SAM.gov, WV vendor and financial forms

Draft for Tree Board discussion · Year 1 target submission: Dec 2026 – Jan 2027

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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.

ATTACHMENTS:
- acorn & twigg est white oak at jmp 10.26.pdf
- Estimate Acordn & Twigg Sycamores on Liberty St 10.26.pdf

QUOTE

941.400.5598 or 571.242.5512
AcornAndTwigArborists@gmail.com

Please Read

There will be at least one Certified Arborist (International Society of Arboriculture) and Tree Risk Assessment Qualified Arborist (International Society of Arboriculture) onsite at all times. All work will be performed following OSHA regulations and ANSI Z133 standards to the best of our knowledge and abilities, along with best practices of the ISA and TCIA.

There is usually some wear on the grass and some depressions/ruts/ tracks in the yard which is normal for tree work being completed due to the heavy equipment that will be used and the weight of the limbs and logs falling. We will do our best to mitigate yard damage, damage to the surrounding plant understory and surrounding trees, but some is usually inevitable with tree care. We can fix the yard if needed for an extra cost.

Client Name: Aaron Amore (Town Of Charles Town)
Client Address: Jefferson Memorial Park

Date: 09/28/26

Description	Quantity	Unit Price	Cost
Prune: White Oak, center of parking area and left of park with large defect. Prune to remove dead, broken, and crossing branches. Rend weight reduce large over extended branches and limbs at the origin of defect by up 20% to reduce lever on defect and likelihood of failure		$ 2,100.00	$ 2,100.00
Bracing and cabling: Install 1 inch through rods in to defect every 18 inches from point of origin to bottom of trunk to reduce likelihood of further failure. Install at least two 3/8 cables to support bracing and support loads above the defect to again reduce likelihood of further failure		$ 3,126.00	$ 3,126.00
Inspection: Inspect and remove (if possible) old outdated cabling system in an effort to stop the girdling of the parent stems it is installed around. Will ultimately leave if efforts to remove would cause more harm than good		$ 0.00	$ 0.00

Description	Quantity	Unit Price	Cost
		Subtotal	$ 5,226.00
	Tax	7.00%	$ 365.82
		Total	$ 5,591.82

Thank you for calling us! It was a pleasure meeting with you.

All the best,

Evan Bell ISA Certified Arborist MA-6555A and Steph Littenberg ISA Certified Arborist MA-6251A / Tree Risk Assessment Qualified — Acorn and Twig Arborists

I, _____ agree that Acorn and Twig Arborists, LLC will perform the work described above on my property at the price quoted on this form. It is important to note that this is an estimate, and due to unforeseen events, changes in availability, or structures being added to the work area—the prices on this form are subject to change.

Signature _____ ** Date _____

**By signing above, I indicate my understanding, that arborists cannot detect or anticipate every condition or event that could occur that would lead to the illness, structural failure or other defect that could lead to a future problem with a tree nor can an arborist guarantee the future health or safety of a tree in all circumstances. Payment is due no later than 30 days after the work has been completed. Late payments will add an additional 5% of the total to the final bill unless other options have been agreed

QUOTE

941.400.5598 or 571.242.5512
AcornAndTwigArborists@gmail.com

Please Read

There will be at least one Certified Arborist (International Society of Arboriculture) and Tree Risk Assessment Qualified Arborist (International Society of Arboriculture) onsite at all times. All work will be performed following OSHA regulations and ANSI Z133 standards to the best of our knowledge and abilities, along with best practices of the ISA and TCIA.

There is usually some wear on the grass and some depressions/ruts/ tracks in the yard which is normal for tree work being completed due to the heavy equipment that will be used and the weight of the limbs and logs falling. We will do our best to mitigate yard damage, damage to the surrounding plant understory and surrounding trees, but some is usually inevitable with tree care. We can fix the yard if needed for an extra cost.

Client Name: Aaron Amore (Town Of Charles Town)
Client Address:
Paddys Irish Pub

Date: 09/28/26

Description	Quantity	Unit Price	Cost
Prune: Very large sycamores over hanging building, street, and power lines. Remove dead, broken, and crossing branches. Provide ~3-6 feet of clearance to building. Gently prune around power lines. Reduce large over extended branches by up to 20%	2	$ 1,550.00	$ 3,100.00

Description	Quantity	Unit Price	Cost
		Subtotal	$ 3,100.00
	Tax	7.00%	$ 217.00
		Total	$ 3,317.00

Thank you for calling us! It was a pleasure meeting with you.

All the best,

Evan Bell ISA Certified Arborist MA-6555A and Steph Littenberg ISA Certified Arborist MA-6251A / Tree Risk Assessment Qualified — Acorn and Twig Arborists

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Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2119: Discussion of Master Plan.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2120: Tree nursery Fall work.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 11/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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.

ATTACHMENTS: