

# Gift Maynard a Tree!

Planting a tree on public land is a fantastic way to provide for Maynard long into the future. Trees help retain soil, absorb carbon, manage stormwater, provide shade, and host wildlife in addition to beautifying our shared spaces. Your donation will help our town adapt as climate change continues to affect our area. Planting a tree is a great way to commemorate a career milestone, honor the life of a loved one, or welcome a new member of the family.

Now, here's how to make it work! We're thrilled to help, so reach out to us at any time by emailing [treecommittee@townofmaynard.net](mailto:treecommittee@townofmaynard.net).

## 1. Identify a location.

Locations that might be town property include medians, tree lawns (aka hellstrips), and roadsides. Consider how much space the tree will have, how much light it will get, and how leaves, fruit, or fallen branches might affect sidewalks. Tree Committee folks are happy to help with this step!

## 2. Check location with Digsafe and Maynard DPW.

You don't want to plant right on top of a utility line or other infrastructure. Call 811 to check with Digsafe about buried utilities they manage. Please Contact Maynard Public Works Water and Sewer to request mark outs in conjunction with DIG safe. The Town is not part of the Digsafe program, and must mark out our two town utilities separately. Maynard Public Works requires at least 48 hours advance notice. (This only includes the work week, so if you call on Friday, you should expect it to get done the following Wednesday, not Monday morning.)

## 3. Choose the right tree.

This might be the most fun part! Tree Committee would love to help. The Maynard Tree Corps has a great list of noninvasive species <https://maynardtrees.com/trees-for-maynard/> to get started. Consider the size of the tree once mature, light and wind exposure, and how close it is to a water source.

## 4. Make the gift official.

Planting a tree on town property is a donation to the town. Use the form attached to these instructions to make it official. If you like, you can attend a selectboard meeting to make the formal gift. If you'd prefer, a Tree Committee member can represent you at the meeting. Once the selectboard accepts the gift on behalf of the town, you're ready to plant!

## 5. Install the tree.

If you will be wielding the shovel, you will need to sign a waiver. If you will have help from contractors, ask the DPW for a road opening permit. Any professionals you hire will need to be fully bonded and insured.

## 6. Maintain the tree.

A newly-planted tree will need to be watered thoroughly for at least a year as it establishes its roots in the soil. Give it a good soak 2 or 3 times each week, even if we've been getting some rain. If needed, clear leaves in the fall.

Thank you for your contribution to the health and beauty of Maynard!

## Request Form for Public Tree Planting

Date of Application: \_\_\_\_\_

**I. Applicant Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**II. Application Submission**

Please submit your application electronically to: [DPW@maynard.net](mailto:DPW@maynard.net) or in person to Town Hall (195 Main St).

**III. Criteria**

Please provide a detailed description of your proposed planting location. Please note that locations will only be considered by the Director of Public Works if your proposed location is clearly marked with a 24"+ stake and fluorescent tagging ribbon.

\_\_\_\_\_  
Tree - Botanical Name \_\_\_\_\_  
Tree - Common Name \_\_\_\_\_  
Potable water source location \_\_\_\_\_  
Tree Cost \$ \_\_\_\_\_

**IV. Dig Safe**

**Call 811 or (888) 344-7233 before you dig, it's the law.**

Dig Safe must be contacted at least 72 hours prior to performing any excavation activities. Please attach a copy of your Dig Safe Ticket to your application form. Dig Safe Ticket # \_\_\_\_\_. If you are hiring a contractor to install your tree(s), please request their Dig Safe Ticket Number.

**V. Installation**

☐ Homeowner will Install – Please attach a copy of the Town of Maynard Volunteer Release Form for each individual participating  
OR

☐ Contractor will Install

Vendor is an approved Contractor for the Town of Maynard and has provided all needed documentation

Company Name \_\_\_\_\_  
Contractor Contact \_\_\_\_\_  
Contact Phone \_\_\_\_\_  
Contact Email \_\_\_\_\_  
Dig Safe Ticket # \_\_\_\_\_

Attach an estimate from your proposed contractor to this application.

**PLEASE NOTE:** Tree Committee Members and the Maynard Director of Public Works cannot supply you with contractor contacts. All proposed tree plantings must be gifted to the Town of Maynard via the Town of Maynard Select Board. Tree Committee members may, by request, present your gifted tree(s) to the Select Board on your behalf.

By signing below, I agree to pay for the cost of the proposed tree(s) and any associated delivery charges. I also agree to pay for the cost of the installation as completed by the above-referenced contractor should I choose to engage a professional for the above proposed installation.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
DATE