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Approved By: Steven Foley	Number: FDI-003-R1
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Document Owner: ELECTRICAL DEPT.	Review Frequency: ANNUAL

Title:
TREE TRIMMING PROCEDURE

Author:
STEVEN FOLEY

1.0 PURPOSE

- 1.1 To establish a tree trimming policy for use by the Town of Ashland Electrical Department, that follows all state and municipality state guidelines.

2.0 SCOPE

- 2.1 This instruction applies to employees in the Town of AED and any outside contractors hired by the electrical department to trim on the Ashland Electric electrical system.

3.0 DEFINITIONS

- 3.1 AED - Ashland Electric Department
- 3.2 ANSI - American National Standard Institute

4.0 ROLES AND RESPONSIBILITY

- 4.1 Superintendent for the Electrical Department- Responsible for developing and implementing the tree trimming procedure within the Town of Ashland electrical Department.

Training and reviewing this policy to assure adherence to all state and local laws.

- 4.2 Bargaining unit personnel and contract personnel hired by AED assigned to perform tree trimming shall follow the requirements in section 5.0 below.



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5.0 REQUIREMENTS

- 5.1 All bargaining unit personnel, contract employees hired by AED and the AED superintendent shall follow all instructions outlined below
 - 5.1.1 No tree trimming will be allowed on any privately-owned town of Ashland property without the consent of the current property owner.
 - 5.1.2 Written advance notice will attempt be given to all land owners before trimming will commence. If customers wish, AED personnel will be glad to meet with the landowner to discuss the work to be done.
 - 5.1.3 Any landowner who does not notify AED in writing, within the 45 days of the written notice, will forfeit their rights to oppose the trimming. (Per. state law -
 - 5.1.4 AED will only trim limbs that are within 8 feet to the side, 10 feet below, and 15 feet above the wires.
 - 5.1.5 AED will make every attempt to follow (ANSI A300 - Utility pruning standards) when performing tree trimming duties.
 - 5.1.6 AED may proceed under RSA231:145 to have a tree declared a public nuisance. Notice must be provided to the landowner, an opportunity for a local hearing provided, and the landowner is provided a further appeal the issue to the Superior Court within 30 days of the decision declaring the tree a public nuisance. All of these procedures are unnecessary in the case of an "imminent threat to safety or property."
 - 5.1.7 AED will only cut or trim trees and limbs that are causing imminent danger to AED owned equipment and lines, are an imminent threat to public safety on public property only or trees and limbs that have already caused damage to AED equipment and lines.
 - 5.1.8 AED will not cut or remove trees located on a designated scenic road without



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5.1.9 If tree branches are directly rubbing up against electrical wires on private property, AED will remove them at the landowners' owners' expense. If the landowner wishes to hire a professional tree contractor to perform the work, it will be at their expense. AED will remove the pole to house lines so that work can proceed safely and reconnect the service at AED's earliest convenience. Fees for service will be established before work begins. No work will commence until all applicable payments have been received by AED.

5.1.10 Tree trimming crews will haul away brush and branches, but any wood left behind belongs to the landowner. AED will remove all parts of the tree, but only at the landowner's request and expense.

5.1.11 Once notified that tree trimming is being requested on the landowner's property,

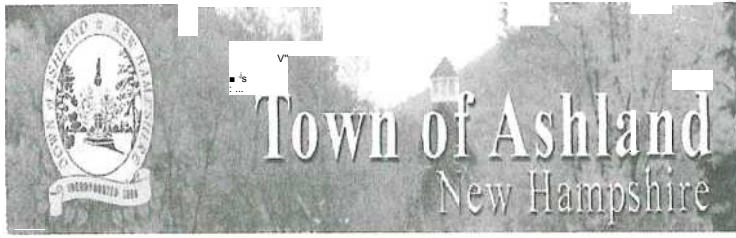
5.2 AED employees assigned to tree trimming work will follow all AED safety requirements set forth in the AED Electrical Department Safety Handbook.

5.3 Any disputes with landowners during the course of tree trimming activities, will result in immediate stoppage of work, and notification to the superintendent or their designee will be made.

5.3.1 No work will continue until the landowner and AED superintendent or designee, agree that the situation has been mutually resolved.

5.4 When work is completed, AED crews will clean the surrounding area of any debris left over from their work.

5.4.1 The stump or roots left over from the work performed will be the responsibility of the landowner.



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6.0 REFERENCES

- 6.1 Electrical Department Safety Handbook.
- 6.2 State RSA 277 J8 and J8a
- 6.3 ANSI standard A300
- 6.4 RSA 231:150
- 6.5 RSA 231:157
- 6.® RSA 231:145

7.0 TRAINING

Initial training for AED employees and all contractors hired by AED before any work under this procedure begins and annually.

8.0 ATTACHMENTS

None