



**CITY OF NORWALK  
TREE ADVISORY COMMITTEE**  
Norwalk City Hall  
125 East Avenue, PO Box 5125  
Room 225  
Norwalk, CT 06856-5125  
P: 203-854-7791 / F: 203-857-0143

**Minutes  
TREE ADVISORY COMMITTEE  
October 23, 2018**

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Attendance: Richard Whitehead, Chairman  
Andrew Strauss  
Mary-Pat Cottrell  
Erika Kipp  
Peter Viteretto

Staff: Paul Sotnik, Deputy Tree Warden

Others: Gary Norman, Almstead Tree

**1. CALL TO ORDER**

Mr. Whitehead called the meeting to order at 6:02 P.M.

**2. APPROVE MINUTES OF THE TREE ADVISORY COMMITTEE MEETING OF  
OCTOBER 3, 2018**

**\*\* MR. STRAUSS MOVED TO TABLE THE MINUTES UNTIL NEXT MONTH.  
\*\* MS. COTTRELL SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**3. APPROVE SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2019.**

**\*\* MR. VITERETTO MOVED TO APPROVE THE SCHEDULE FOR 2019.  
\*\* MR. STRAUSS SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

#### **4. REPORT - INCIDENTS OF ILLEGAL CUTTING**

Mr. Sotnik had no new illegal cuttings to report. He provided an update on the illegal cutting at 490 Newtown Avenue. He stated that he and Mr. Torre have given the property owner several opportunities to meet and discuss the issue with them and he was scheduled to attend a meeting at 9:00 A.M. on Monday, October 22, 2018 and never showed up for the scheduled meeting. He said that he and Mr. Torre have now requested a meeting with the Law Department to have a violation letter and fine sent to him due to his lack of responsiveness.

#### **5. INTRODUCTION/UPDATE - ALMSTEAD TREE & SHRUB CARE COMPANY**

Mr. Whitehead introduced Mr. Gary Norman of Almstead Tree and said that he is the City contractor for tree planting and he procures all the trees and has them delivered to the locations that the committee selects, and that Mr. Sotnik has submitted the Fall 2018 planting list. Mr. Norman said that they have planted the two trees that were used as displays at the D.P.W. Open House, but that he is a little worried on how they will do because they had been at the garage for some time. Mr. Sotnik said they had worked as quick as they could to find a location to get the trees planted, but the location that they thought was going to be available turned out not to be available and because of that, it took extra time to get the trees planted where as other years they had known exactly where they would be getting planted prior to the event. Mr. Norman said that that he has sourced the other trees on the Fall 2018 planting list and it will take them approximately seven days to dig the holes.

Mr. Strauss said that he had noticed that some of the limbs were bent on the trees on Washington Street and said that they do get a lot of abuse in the area and asked if Mr. Norman if he had any comments or recommendations. Mr. Sotnik said that he has spoken to Mr. Torre and they will be cabling the garbage can to one of the historic street lights and hopefully that will alleviate some of the problem. Mr. Whitehead also suggested having the trees trimmed. Mr. Whitehead asked about the replacement Oak Tree at Fodor Farm. Mr. Norman said that he has spoken with the vendor and that he has more Oak Trees from that same line that have been doing well and they should be growing the same as the one that survived, so they should have one that will match up pretty close. Mr. Sotnik said that he would like to make that a priority for the Spring 2019 planting. Mr. Strauss requested that Mr. Norman send a photo of the tree if possible.

Mr. Whitehead asked Mr. Norman about Christmas lights in the trees. Mr. Norman said that there is a potential for damage so they would need to be done carefully. Mr. Sotnik said that if the trees are in the City Right-of-Way that a permit would be required prior to the installation of lights on City trees.

## 6. TREE PLANTING PROGRAM

- a. East Avenue  
Mr. Sotnik said that one (1) Elm and one (1) Red Maple tree have been planted at 104 East Avenue at a cost of \$1,947.50.
- b. Main Avenue  
Mr. Viteretto said that street trees should be included in the development projects which is a Zoning issue. Mr. Strauss said that they have spoken about better coordination with Planning & Zoning. He also said that he has spoken with Mr. Carney of the Redevelopment Agency and that he would be happy to schedule a meeting with Mr. Sheehan and Ms. Strauss to discuss better coordination with the Redevelopment Agency.
- c. Marvin Beach  
Mr. Sotnik said that the two (2) Red Maple trees that were dead and still under warranty will be replaced with two (2) London Plane Trees. He said that there is a cost difference of \$147.00 and it will be paid for though the tree planting budget. He also said that a dead tree that was part of the planting program was replaced on Alden Avenue.
- d. West Avenue  
Mr. Sotnik said that no one has agreed to care for trees as part of a Fall 2018 planting to date and that he will continue to work on finding locations in this area of the City.
- e. Richards Avenue – Phase II  
Mr. Whitehead said that one Phase of the plantings has been completed and we have committed to do another Phase in the Spring 2019 and the Diocese is on board with this schedule. Mr. Whitehead said it was very helpful that the maintenance crew from the cemetery pre-dug the holes and he is hoping they will do that again next Spring. Ms. Cottrell said when the time gets closer she will request that they pre-dig the holes again. Mr. Sotnik requested that the conversations begin in March so that he can submit the order to Almstead by the middle of April 2019. Mr. Strauss asked if 14 trees will be planted. Mr. Sotnik said “Yes.”
- f. Wilton Avenue  
Mr. Whitehead said that it is a barren street and it is ready for a complete tree planting and that he has submitted a planting request of fifty-eight (58) trees. Mr. Sotnik said that he will be entering the list into a spreadsheet so that costs can be attached to that request, and any other planting requests for Capital Budgeting purposes.

- g. Park Street  
Mr. Whitehead said this is an extension of East Avenue and there are five (5) more locations which are mostly all in the City Right-of-Way and will need to be added to the planting list.
- h. Berkley Street  
Mr. Sotnik said that the location has been staked in the field and one (1) Elm tree has been ordered and the cost is \$963.75.
- i. Broad Street  
Mr. Whitehead said the locations have been staked. Mr. Viteretto suggested that the trees be set back from the road as much as possible to protect them. Mr. Whitehead asked if it is possible to install sidewalks at some point on either side of the street. Mr. Sotnik said that D.P.W. would need to look into that, but then there would be no space to install the trees. Mr. Viteretto suggested looking into something temporary such as fencing. Mr. Sotnik said that three London Plane trees have been ordered at a cost of \$3,172.50.
- j. Dr. Martin Luther King Jr. Drive  
Mr. Whitehead said that he had given Mr. Sotnik a list of 15 locations to fill the gaps. He said it is one of the few roads that do not have power lines and it is a great planting opportunity and there is a lot of open space.
- k. Mr. Sotnik said that there was a also a request from Mr. Frazier for a planting at 97 Highland Avenue that was part of the Fall 2018 planting list and he has done a site visit and it is a good location for a tree to replace one previously removed. He said that an Elm Tree will be planted at a cost of \$973.65.

Mr. Sotnik discussed a summary of what has been done for Fall 2018 plantings and that there were seven trees planted, plus the replacements at a total cost of \$ 7,723.75 out of a budget of \$26,276.00, which will leave a balance of \$18,552.25 for Spring 2019 plantings.

## **7. UPDATE - TREE MAINTENANCE BY SECTION OF CITY**

Mr. Norman said that within the past month there has been a lot of rain so there has not been much need for additional watering. He said that he will be collecting the gator bags for the winter so they don't get damaged and will reinstall them in the Spring.

## **8. INFORMATION:**

- a. Arbor Day, September/October 2018  
Mr. Sotnik distributed.

## **9. UPDATE - 2019 ARBOR DAY CELEBRATION LOCATION**

Mr. Sotnik said that he has made contact with Site Director at Wolfpit Elementary School and that she thinks they will be interested, but she will need to check with the Principal for the official approval and then she will get back to him by the end of the week.

## **10. PLANNING FOR FUTURE EDUCATIONAL PROGRAMS/LECTURES**

Mr. Whitehead provided an overview that was discussed at the Special Meeting and said that the Tree Festival was held for 10 years and they are now doing planting programs and events in lieu of the Tree Festival and that Ms. Kipp recently coordinated a great event at Roodner Court with a TD Green Street Grant that she had received. He gave a summary of other plantings that have been done and said the planting programs are getting trees planted and getting people involved. He said the great thing about partnering with these groups is that we are getting corporations and companies that are located in Norwalk involved, as well as getting younger people involved, which has always been a challenge in the past. Mr. Sotnik said the model we are using for the program is now starting to work even better than the Tree Festival because more people are getting educated, younger people are interested and more trees are being planted which the Tree Festival, even at its peak, was never able to accomplish all those goals.

Mr. Viteretto asked if there is a grant program and outreach for Union Cemetery. Ms. Kipp said that she is working on a list of grants that she had found and it may be easier to match them up if she knew what locations needed plantings.

## **11. UPDATE - TD GREEN STREET ARBOR DAY FOUNDATION GRANT NCC/NORWALK HOUSING AUTHORITY/MAYORS OFFICE**

Ms. Kipp said that she had submitted the final report a few days ago so the project is technically done, but she will be doing a birdhouse project on November 2<sup>nd</sup> and she had purchased 44 bird houses and will be building them with the kids and she has three community college students helping her. She said that a birdhouse will be put in each of the 12 trees that were planted as part of the TD Green Street grant and may put some at the elementary schools and NCC. Mr. Strauss also suggested that one be placed in the tree at the Arbor Day planting. Mr. Whitehead also suggested placing some in the trees at the Tree Farm.

## **12. REPORT - NTA ACTIVITIES**

- a. 2018 NTA Board Member Elections.  
Mr. Strauss said that the annual meeting is scheduled for Thursday at 4:30 P.M., elections will be held and one new board member will be added.
- b. Update - Move from 215 East Avenue  
Mr. Strauss said that that the Tree Alliance has started to move from 215 East Avenue and that Habitat for Humanity had picked up 14 chairs that they will be picking up the tables in two weeks.

Mr. Strauss said that Ms. Cottrell, Mr. Whitehead, Mr. Hutchison and himself are working together to raise funds for the Tree School and Tree Farm project that started this Fall.

## **13. OTHER BUSINESS**

Mr. Viteretto said that in the Spring 2019, the Ginko Trees on Wall Street will need to be scheduled to be pruned.

## **14. ADJOURNMENT**

**\*\* MR. STRAUSS MOVED TO ADJOURN.**  
**\*\* MS. COTTRELL SECONDED THE MOTION.**  
**\*\* MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:25 P.M.

Respectfully submitted,  
Dilene Byrd