

***TREE ADVISORY COMMITTEE MINUTES***

**TREE ADVISORY COMMITTEE MEETING  
April 22, 2008**

Attendance: Don Nelson, Chairman  
Richard Whitehead  
Peter Viteretto  
Maribeth Becker  
David Tracy

Staff: Hal Alvord, Tree Warden  
Paul Sotnik, Deputy Tree Warden  
Dilene Byrd, Secretary

Norwalk Tree Alliance: Dick Aime

Neighborhood Liaisons: Dianne Witkowsky, Spring Hill/Hospital Area  
Gay Mac Leod, West Norwalk Association

**1. CALL TO ORDER**

Chairman Nelson called the meeting to order at 6:05PM

**2. APPROVE THE MINUTES OF TREE ADVISORY COMMITTEE MEETING OF  
MARCH 25, 2008**

Mr. Aime said on Page 3, Item 6, Line 11, to change “years” to “year’s”

Mr. Aime said on Page 4, Item 10, Line 2, to change “Seleckon” to “Seligson”

Mr. Aime said on Page 5, Item 12, Line 1, to change “Superintendant” to  
“Superintendent”

**\*\* MR. WHITEHEAD MOVED TO APPROVE THE ITEM WITH CORRECTIONS  
\*\* MOTION PASSED UNANIOUMSLY**

**3. REPORT- INCIDENTS OF ILLEGAL CUTTING**

Mr. Sotnik had no illegal cuttings to report.

**4. TREE PLANTING PROGRAM**

a. Spring Hill

Mr. Sotnik said that the plantings have been completed and that Almstead Tree Company had installed the four trees at the condominiums on Maple Street, two trees on the water department property on Maple Street and one tree on Truman Street as well as one additional tree on Elmwood Avenue. Mr. Alvord said that he had a discussion with John Hiscock of the Second District Water Department regarding the space between the two corners and that trees can only be planted inside the water department's fence and said that Mr. Hiscock is willing to do that and asked if this is something that Ms. Witkowsky is interested in getting done. Ms. Witkowsky said that she is interested and asked what paperwork she would need to fill out since it is on water department property. Mr. Alvord said he would follow up with Mr. Hiscock.

#### b. East Avenue

Mr. Alvord said that Mr. Overall will be following up with a second letter to the eleven property owners that he had sent the first letters to and had received only one response. He said that the second letter would basically state that a letter had been sent to them a couple of months ago, that only one person had responded, the trees have not been planted yet, and the opportunity is still there.

#### c. Tree Planting RFP

Mr. Alvord said in response to the RFP that four proposals were received: one from Almstead Tree Company and three from companies that the City has never dealt with before. He said that the Purchasing Department is in the process of calling the references for all four companies. He said he would be developing a formula for evaluating the pricing because some weight needs to be added to the trees that are requested more frequently than others. He said once the reference checks are completed and the evaluation of pricing is done, all four companies would be invited in for interviews. Chairman Nelson asked what the rationale was for adding weight to the trees that are more frequently requested. Mr. Alvord said just adding 27 trees and 15 shrubs doesn't necessarily give the most accurate picture of what the cost impact of their price proposals is on the City and in order to get a more accurate picture the trees should be weighted based on how frequently they are requested. Mr. Viteretto asked who the tree companies were that had submitted a proposal. Mr. Alvord said AScape Landscaping & Construction Co., Pine Ridge Enterprises and Solicito and Son Contracting

#### d. Volunteer Guidebook

Mr. Alvord said there are now three completed copies of the guidebook and that the Administrative staff at the Public Works department are working on making additional copies. Chairman Nelson said that the guidebook should be available at the Tree Festival to show. Mr. Alvord said that was the plan.

## 5. INFORMATION COPIES

a. Tree City USA Bulletin No. 17

Mr. Alvord distributed.

b. Letter from Oak Hills

Mr. Alvord distributed. Mr. Whitehead said that they had planted Zelkova trees, Linden trees and London Planetrees by the restaurant where they had lost three trees over the last couple of years to try and reestablish a canopy. He said they also did some planting by the sixth tee, and a couple by the entrance area.

#### 6. REPORT- RESULTS OF TREE PLANTING RFP

No further discussion.

#### 7. UPDATE- TREE REPLACEMENTS ON CALF PASTURE BEACH ROAD

Mr. Alvord said that after the last Committee meeting that he had contacted the President of the Charles Cove Condominium Association and requested some dates of availability to schedule a meeting. He said that the President said that he would get back to him after their next Board meeting and, to date, has not gotten any response back from him. He said that he would be sending him an email stating that the plantings are getting ready to be done and to get back to him with some dates of availability to meet if the Association wants any input.

#### 8. DISCUSSION- TREE MANAGEMENT PLAN

Mr. Alvord said that there are now essentially ten sections of the plan and now need to look for individuals who are interested in developing each portion of the plan in however much detail they would like, and then bring it all together and fashion it into a final plan. Mr. Tracy asked what the target date is to have the plan completed. Mr. Alvord said he would like it completed by the end of this calendar year. Mr. Alvord said he would reformat the plan to incorporate Mr. Viteretto's comments and would e-mail it again and ask if anyone has an interest in a specific section to let him know.

#### 9. DISCUSSION- TREE LINE USA PROGRAM

Mr. Alvord said that there was a handout at the last meeting that had a number of communities listed that had recognized utility companies for something and said that there was broad criteria listed but was unsure of what the specific criteria was to recognize an electric company. He said he had left the last meeting with the understanding that Mr. Aime had volunteered to do some online research to see what the

specific criteria some of these communities may have had. Mr. Aime said he would do the research and report back at next month's Committee meeting.

## 10. LOOK-AHEAD

### a. Mayor's Earth Week event

Mr. Alvord said that on April 23, 2008 at 11:00AM, in the atrium of City Hall that the Mayor would be having a kick off to Earth Week and one of the principal reasons of this is that the department of Public Works is trying to expand the recycling program. He said that Norwalk is one of the best recyclers in the State of Connecticut but said not everything is being done that can be. He said that the staff at Public Works is working with the 19 schools and local businesses to encourage recycling separation.

### b. Arbor Day

Mr. Alvord said that the Arbor Day celebration will be held at Rowayton Elementary School at 1:45PM. He said that the Mayor would be presenting a proclamation and that there will be a tree planted. He said that there has been a poster contest conducted at the school and that the winners have been selected from each grade level and that the Doubletree hotel has provided prizes for the winners.

### c. Second Annual Tree Festival

Mr. Alvord said that the Tree Festival will take place on May 3, 2008, at Shady Beach and that some extra activities and demonstrations have been added. He said that the Doubletree hotel will be involved again with welcoming people and providing traffic control.

### d. CNNA Presentation

He said that on April 28, 2008, At 7:30PM there would be a presentation given to the Collation of Norwalk Neighborhood Associations and that the goal is to get people in neighborhood associations excited about the tree planting program and to try and recruit some tree liaisons. He said that he has asked members of the Tree Alliance if they are available to be there to answer any questions. He said that the map of neighborhood associations will be there as well as several copies of the guidebook so that people can understand if they become a tree liaison and don't have a lot of knowledge of trees, that there are tools available to help them.

### e. DPW Open House

Mr. Alvord said that the Department of Public Works open house has been scheduled for September 27, 2008.

## 11. DISCUSSION- NEIGHBORHOOD ACTIVITIES

Ms. Becker said that the next CNNA meeting is scheduled for Monday, April 28, 2008 and at that meeting the goals for the year will be finalized. Ms. Witkowsky said that five committees will also be formed. Mr. Alvord asked if one of the committees will be working on trying to establish neighborhood associations for those parts of the City that don't currently have one. Ms. Becker said that is an ongoing topic. Mr. Alvord asked what the five topics would be. Ms. Witkowsky said they have not yet been chosen but many issues were submitted to Julie Burton and she had compiled a list along with the Election Day survey to be voted on.

## 12. DISCUSSION- NTA ACTIVITIES

Mr. Aime said that the Tree Alliance has spent most of their time planning for the Tree Festival.

## 13. NEW BUSINESS

Ms. Becker said that the Wall Street Festival is reaching out to non-profits to see if they would like a table and said she saw that the Tree Advisory Committee was listed.

Ms. Witkowsky said on Dover Street at Fairview Avenue there is a fence where the First District Water Department has its tanks, and on the outside of the fence there are approximately three or four dead trees and asked if they are considered to be city trees. Mr. Sotnik said that she should contact customer service so they can generate a work order to determine whether the trees belong to the city or not.

Mr. Alvord said that he and Mr. Sotnik had met with representatives of CL&P today regarding their annual permit for liability trimming and said that they are not planning on doing much trimming in Norwalk due to the fact they have done heavy trimmings over the last couple of years. Mr. Alvord distributed a map and said that the three shaded areas and part of the fourth are the general areas that will have liability trimmings done and that their plan is to have the trimmings completed before the end of June. He said that the city website will be updated with those locations describing it by street and boundaries along with a time frame of when the trimming will occur. He said that the yellow trim postings will be installed in the next couple of weeks.

Mr. Alvord said that Mr. Viteretto had contacted a company regarding the wrought iron ratchets and said Mr. Viteretto was supposed to get back to the company with some measurements of the tree pits and get some price quotes. He said he would be following up with Mr. Viteretto to ensure the dimensions get to the company so they can provide the price quote.

14. ADJOURNMENT

\*\*MR. WHITEHEAD MOVED TO ADJOURN

\*\* MOTION PASSED UNANIOUMSLY

The meeting adjourned at 7:20PM

