

URBAN FORESTRY COMMISSION

AGENDA

MARCH 3, 2026, AT 6:00 PM.
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at :

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Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting but are not participating can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Dilene Byrd at dbyrd@norwalkct.gov to provide written public comment prior to the meeting.

Attendance: Peter Viteretto, Chair
Gay MacLeod
Sonja Oliver
Amy Verel
David McGoldrick

Staff: Sarah Cruz, Arborist/ Horticulturalist

1. CALL TO ORDER

Mr. Viteretto called the meeting to order at 6:00 PM.

II. ROLL CALL

Mr. Viteretto called the roll, and all those listed were present. There was a quorum present.

III. PUBLIC PARTICIPATION

There was no public participation this evening.

IV. NEW BUSINESS

A. Introductions for Appointees of the newly established Urban Forestry Commission

Ms. Cruz introduced herself and said that she is an arborist and horticulturist with the Recreation and Parks Department. She said this is a newly established commission. Chapter 112 of the city's tree ordinance was rewritten last fall, and the intention was to update a couple of these, including this commission. The Tree Master Plan was approved and adopted last April, and some of its recommendations included formalizing the structure, roles, and responsibilities, ensuring a strong arm for transparency, public education, and outreach, and she is excited to work with the new commission.

Ms. Cruz said that she is staff to the commission, and Mr. Viteretto is the chair, so any major items, questions, or concerns should be sent to him, and they will coordinate on things.

Mr. Viteretto said that because the commission falls under the Department of Public Works, it gives the commission a conduit to be effective in the city, and part of his position as chair will be to strengthen that position, particularly with the associate departments in City Hall. The Tree Advisory Committee was a resource and, over the last 15 years, has learned a great deal about planting trees and public outreach, pulling programs together, and doing a variety of tasks, including the Arbor Day Celebration and the Tree Festival. He said he is looking forward to working with the commission.

The commission members introduced themselves and provided a brief background.

There was a discussion about an in-person meeting, and Ms. Cruz explained that at this time commission and committee meetings are currently virtual. She said she can arrange an annual in-person meeting if the commission wishes, and that the commission needs to

be very intentional about meetings due to FOI requirements, and if there are more than three members present, where any commission business is discussed, it is considered a meeting, and the public must be allowed to attend, etc. Mr. Viteretto requested that Ms. Cruz circle back with the City Clerk and ask what the implications would be if the commission meets in person at City Hall, and requested that the April meeting be held in a hybrid format so that the new commission could meet in person if they desire.

B. Election of Vice Chair to the Urban Forestry Commission

Mr. Viteretto nominated Ms. MacLeod to be Vice Chair.

C. General Procedures

Ms. Cruz encouraged the commission to review the welcome packet that they received from the city clerk's office, as it includes information on FOI, which is important to review. It also includes guidelines on ethics rules. In terms of FOI, the main thing that needs to be done is to ensure the agenda is posted on time, so the earlier the commission members can send items to her and Mr. Viteretto, the better. Again, if there are three or more members of the commission outside the regular meeting, where commission business is discussed, it is technically a public meeting, and an email chain could also be considered a discussion of commission business since everyone is on the email chain. She requested that any items a commission member would like to add to the agenda be sent only to her and Mr. Viteretto.

Ms. Cruz said that the roll call needs to be a verbal confirmation of who is attending, and that if a committee member is experiencing technical difficulties, they should text or email her, and she will confirm their presence. Mr. Viteretto requested that a commission member who cannot attend a meeting inform him or Ms. Cruz.

Ms. Cruz reviewed the guidelines for public participation and said there is a limit of three minutes per speaker and must pertain to an item on the agenda.

D. Approve the Schedule for the Urban Forestry Commission meetings-2026 calendar year

**** MS. OLIVER MOVED TO APPROVE THE 2026 MEETING CALENDAR**
**** MS. VEREL SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

Ms. MacLeod requested that an update on the proposed roundabout on Richards Avenue be included on the next agenda. Ms. Oliver requested that the proposed roundabout at the SONO School be included on the next agenda as well.

Ms. MacLeod asked whether the commission has a budget for planting trees, and, if so, what the amount is and when the planting program will begin, because she is already receiving requests. Ms. Cruz said she will provide a budget update for DPW's grant and capital tree accounts at the next meeting.

V. ADJOURNMENT

**** MS. OLIVER MOVED TO ADJOURN.**

**** MR. MCGOLDRICK SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was unanimously adjourned at 6:44 PM.

Respectfully submitted,

Dilene Byrd