



**ARTS COMMISSION
REGULAR MEETING
TUESDAY, DECEMBER 7, 2021 – 6:00 - 7:00 PM
AGENDA**

To allow public access, anyone may access a meeting by telephone or Zoom. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



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 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 Maritza Alvarado at malvarado@norwalkct.org to provide written public comment prior to the meeting.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC PARTICIPATION**
- IV. ADMINISTRATION**
 - a. Approve the minutes of the November 9, 2021 regular meeting
- V. COMMITTEE/STAFF UPDATES**
 - a. Budget Committee Update
 - i. Finance update – Nori Grudin
 - b. Communications Committee Update
 - i. Social Media update – Michelle Rakowsky & Marc Alan
 - c. Infrastructure Committee Update
 - i. MLK update – Janet Evelyn & Julio Pardo

VI. NEW BUSINESS

VII. OLD BUSINESS

- a. Approve the Traffic Graphic installation on four traffic boxes in support of the MLK Art Project.
 - i. Locations:
 1. #51 4/B/9 located at MLK at Madison Street
 2. # 50 4/B/2 located at MLK at Monroe Street
 3. # 48 4/B/3 located at MLK at Lowe Street
 4. # 61 4/A/8 located at South Main Street at Concord Street

VIII. ADJOURNMENT

**City of Norwalk
Arts Commission
Regular Meeting
November 9, 2021**

ATTENDANCE: Mark Alan, Robert Abriola, Elizabeth Tardif, Melissa Metuska, Steve Rust, Brian Kaspr

STAFF: Sabrina Church

OTHER: Jahmane, Artist, Julio Pardo, Artist

I. CALL TO ORDER

Chairman Alan Called to meeting to order at 6:00.

II. ROLL CALL

Chairman Alan gave a roll call of the members present.

There was a quorum present.

III. PUBLIC PARTICIPATION

There was no public participation.

IV. ADMINISTRATION

a) Approve the minutes of the October 5, 2021 regular meeting.

******Mr. Abriola moved to approve the minutes as submitted.**

******Ms. Tardiff seconded the motion.**

******The motion passed, with Mr. Kaspr abstaining.**

City of Norwalk
Arts Commission
Regular Meeting
November 9, 2021

- b) Ms. Church presented the meeting dates for 2022. Meetings will be on the first Tuesday of every month. Mr. Alan would like the meetings to move to start the meetings at 7:00. The meetings will be a hybrid of in person and zoom.

******Ms. Tardiff moved to accept the dates for the 2022 meetings.**

******Mr. Kaspr seconded the motion.**

******The motion passed unanimously.**

V. COMMITTEE/STAFF UPDATES

A. Budget Committee Update - Sabrina Church

Ms. Gruden wasn't able to attend. Ms. Church presented the budget. The budget request will be the same next year (\$14,500) for operating expenses. Hopefully, there will be a person to handle social media which would be another expense.

Ms. Church also presented the MLK Blvd Art project budget. The project is fully funded.

There will be additional funds available from the AARPA Funds and the American Rescue Plan Act funds.

Funds will be allocated in the future to maintain existing art in the city.

B. Communications Committee update - Marc Alan.

Work has started on the newsletter. The goal is to have the first newsletter come out before the Norwalk Film Festival. It will include promotion for the ribbon cutting for the Lauren Clayten mural on Nov 14, 2021.

There is an ongoing effort to boost subscribership.

C. Infrastructure Committee Update - Brian Kaspr

i. Underpass update

There is a meeting coming up in two weeks. Mr. Kaspr found the guidelines for approving art in the underpasses. Mr. Kaspr has identified two pedestrian only underpasses that could be improved with art.

The ultimate goal is to cover every underpass with art.

ii. MLK Progress Update - Julio Pardo

The Pumping Station mural is complete. Work is currently happening on the stairs, with a completion date before Thanksgiving. Signage, qr codes and lighting will be added.

Ms. Church will add information about the projects to the City of Norwalk website.

iii. Art in Public Places Program - Mark Kaspr, Sabrina Church

VI. NEW BUSINESS

a. Approve the Traffic Graphic installation on four traffic boxes in support of the MLK Art Project.

i. Locations:

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4. # 61 4/A/8 located at South Main Street at Concord Street

Mr. Pardo and Jahmane shared the proposal. This project has the potential to mentor artists in ongoing relationships through the workshops. The budget and timeline were also presented.

Mr. Alan voiced concern that the budget for this is much higher than what the commission usually pays for art on a traffic box. And is not sure this project should fall under the MLK Art Project goals.

This will be voted on in the next committee meeting.

VII. OLD BUSINESS

There was no old business.

VIII. ADJOURNMENT

******Ms. Metuska moved to adjourn the meeting.**

******Ms. Tardiff seconded the motion.**

******The motion passed unanimously.**

The meeting was adjourned at 7:23.

Respectfully submitted,

[Amy Chaple](#)

Telesco Secretarial Services

Norwalk Arts Commission FY 2021-22

Printing & Duplication

Account # 01-14-50-5221

Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 1,500.00
14-Jul	Gway	\$ 370.00		\$ 1,130.00
9-Nov	Transfer to #5329	\$ 250.00		\$ 880.00
				\$ 880.00

Norwalk Arts Commission FY 2021-22

Advertising

Account # 01-14-50-5237

Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 1,500.00
				\$ 1,500.00
				\$ 1,500.00

Norwalk Arts Commission FY 2021-22**Other Professional Services****Account # 01-14-50-5258**

Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 7,800.00
4-Aug	PC July - Nice Festival	\$ 333.33		\$ 7,466.67
9-Aug	Michelle Rakowsky	\$ 500.00		\$ 6,966.67
9-Aug	mad Lab, LLC	\$ 200.00		\$ 6,766.67
8-Sep	Michelle Rakowsky	\$ 500.00		\$ 6,266.67
8-Oct	Michelle Rakowsky	\$ 625.00		\$ 5,641.67
9-Nov	Michelle Rakowsky	\$ 500.00		\$ 5,141.67
29-Nov	Michelle Rakowsky	\$ 500.00		\$ 4,641.67

Norwalk Arts Commission

Budget Summary

Dept	Account	Summary	Original Balance	Expenses	Transfer In	Transfer Out	Balance
011450	5221	Printing & Duplicating	\$ 1,500.00	\$ (370.00)	\$ -	\$ (250.00)	\$ 880.00
	5225	Secretarial Services (PO for Telesco Secretarial Services)	\$ 2,100.00	\$ (480.00)	\$ -	\$ -	\$ 1,620.00
	5237	Advertising	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
	5258	Other Professional Services	\$ 7,800.00	\$ (3,158.33)	\$ -	\$ -	\$ 4,641.67
	5286	Business Expenses	\$ 1,500.00	\$ (207.86)	\$ -	\$ -	\$ 1,292.14
	5329	Other Operating Supplies	\$ -	\$ (250.00)	\$ 250.00		\$ -

Business Development & Tourism**MLK BLVD ART FY 2020-21****09-21-1450-5777 PROJECT C0792**

Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 50,000.00
10-Feb	Julio Pardo Creative - PO (Bal of \$750)	\$ 10,500.00		\$ 39,500.00
24-Feb	Julio Pardo Creative - 1st payment	\$ 5,250.00	\$ 5,250.00	\$ 39,500.00
14-Sep	Julio Pardo Creative - 2nd payment	\$ 4,500.00	\$ 4,500.00	\$ 39,500.00
29-Oct	Lauren Clayton Sarsoza - PO	\$ 26,500.00		\$ 13,000.00
4-Nov	Lauren C. Sarsoza - 1st Payment	\$ 13,250.00	\$ 13,250.00	\$ 13,000.00
				\$ 13,000.00