



**ARTS COMMISSION
REGULAR MEETING
TUESDAY, AUGUST 2, 2022 – 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 call 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 June 7, 2022 regular meeting.

V. NEW BUSINESS

- a. Approve the donation of the Dragon Boat to the City of Norwalk and it's suggested placement.
- b. Design review for Traffic Graphic Box by artist Ash Nichols.
- c. Welcome of new member – Ava Jacobs

VI. COMMITTEE/STAFF UPDATES

- a. Budget Committee Update
 - i. Finance update – Nori Grudin
- b. Communications Committee Update
 - i. Social Media update – Marc Alan

- c. Infrastructure Committee Update
 - i. Committee Report – Brian Kaspr
 - ii. Art in Public Places RFQ and proposal update
 - iii. MLK Lighting Project update

VII. OLD BUSINESS

VIII. ADJOURNMENT

**CITY OF NORWALK
ARTS COMMISSION
REGULAR MEETING
JUNE 7, 2022**

I. CALL TO ORDER

Board: Chairman Marc Alan, Brian Kaspr, Nori Grudin, Melissa Metuska, Janet Evelyn, Elizabeth Tardiff, Bob Abriola (6:33)

Staff: Kyle Benjamin

Other: Donna Schlegel

Chairman Alan called the meeting to order at 6:03. A quorum was present.

II. PUBLIC PARTICIPATION

There was no public participation.

III. ADMINISTRATION

Approve the minutes of the 4/5/22 meeting

**** **Mr. Kasper moved to approve the minutes of the 4/5/22 meeting.**

**** **Ms. Evelyn seconded the motion.**

**** **The motion passed with Ms. Tardiff abstaining.**

IV. NEW BUSINESS

A) Approve the display and acceptance of the Norwalk Harbor Splash! Dragon Boat Trophy in the Norwalk City Hall Community Room or any other location deemed appropriate by the commission.

Ms. Metuska gave some background on the trophy. This was found when the Community Room in Town Hall was being remodeled. It belongs to the South Norwalk Business Association, and needs a place to go.

Ms. Schlegel explained that in 2019 a site to put this trophy was being researched, but was put on hold due to Covid. It is currently in Ms. Schlegel's office in the Health Department.

Chairman Alan explained that before the Arts Commission finds a place to house this trophy, it needs to be officially gifted to the Norwalk Public Art Collection. At that point, the commission can take responsibility for its care and maintenance.

Ms. Schlegel offered to provide more background information on the history and significance of the Dragon boats if anyone is interested.

***** Mr. Kaspr moved to table this item for future discussion.**

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

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

V. COMMITTEE STAFF UPDATES

A) Budget Committee Update Finance Update - Nori Gruden

Ms. Gruden gave an update on the finances of the commission. There is a budget of about \$2,000 to create a Mayor's Gallery. She is waiting for final numbers from Sabrina Church.

B) Communications Committee Update Social Media Update - Marc Alan

Chairman Alan reported that the social media effort is moving forward with daily posts.

C) Infrastructure Committee Update Committee Report - Brian Kaspr

1) Art in Public Places RFQ and proposal Update

Mr. Kaspr gave an update on the results of the call for applications for proposals. There was a total of 97 applications received. Mr. Kaspr is really pleased with the quality and quantity of responses received. Because of this, Mr. Kaspr would like to increase the number of accepted proposals from three to five. This would raise the budget needed.

The next steps are to narrow the applications down to three or five finalists, and have the commission vote on the best one. The winning artist will then provide all of the necessary details.

2. MLK Lighting Project Update

Chairman Alan explained that the lights that were chosen were tested and approved, so the additional lights needed have been ordered. There are very minimal electric costs that will be absorbed by the city.

VI. OLD BUSINESS

Mr. Arbricola told the commission about a mural he is working on that will be introduced as a new business item next month.

***** Ms. Tardiff moved to add the mural to the agenda next month.**

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

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

As this is new business introduced during Old Business on the agenda, a vote was taken to go out of order of the original agenda.

*****.Mr. Kaspr moved to vote on this out of order.**

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

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

VII. ADJOURNMENT

*****Mr. Kaspr moved to adjourn the meeting.**

*****Mr. Grudin seconded the motion.**

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

The meeting adjourned at 7:15.

Respectfully submitted,

Amy Chaple
Telesco Secretarial Services

City of Norwalk
Arts Commission
Regular Meeting
6/7/2022
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Norwalk Arts Commission FY 2022-23

Printing & Duplication

Account # 01-14-50-5221

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

Arts Commission FY 2022-23

Secretarial Services

01-14-50-5225

Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 2,100.00
26-Jul	PO: Telesco Secretarial Services	\$ 1,500.00		\$ 600.00
				\$ 600.00
				\$ 600.00
				\$ 600.00

Arts Commission FY 2022-23

Secretarial Services - Telesco Secretarial Services

01-14-50-5225/ PO# 02300351

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

Norwalk Arts Commission FY 2022-23

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 2022-23

Other Contractual Services

Account # 01-14-50-5298

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

Norwalk Arts Commission

Budget Summary

Dept	Account	Summary	Original Balance	Expenses	PO	Transfer In/Out	Balance
011450	5221	Printing & Duplicating	\$ 1,500.00				\$ 1,500.00
	5225	Secretarial Services	\$ 2,100.00		\$ (1,500.00)		\$ 600.00
		Telesco Secretarial Services	\$ 1,500.00				\$ 1,500.00
	5235	Membership & Dues	\$ 100.00				\$ 100.00
	5237	Advertising	\$ 1,500.00				\$ 1,500.00
	5258	Other Professional Services	\$ 7,800.00				\$ 7,800.00
	5286	Business Expenses	\$ 1,500.00				\$ 1,500.00
	5298	Other Contractual Services	\$ 500.00				\$ 500.00
	5329	Other Operating Supplies	\$ 1,500.00				\$ 1,500.00

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 \$6,750 with correction)	\$ 10,500.00		\$ 39,500.00
29-Oct	Lauren Clayton Sarsoza - PO	\$ 26,500.00		\$ 13,000.00
23-Feb	Increase J Pardo PO (correction)	\$ 6,000.00		\$ 7,000.00
	Balance from closed po		\$ 2,500.00	\$ 9,500.00
				\$ 9,500.00

Business Development & Tourism**MLK BLVD ART FY 2020-21****09-21-1450-5777 PROJECT C0792****Julio Pardo PO#2100690**

Date	Description	Debit	Credit	Balance
10-Feb	Beginning Balance			\$ 10,500.00
24-Feb	Julio Pardo Creative - 1st payment	\$ 5,250.00		\$ 5,250.00
14-Sep	Julio Pardo Creative - 2nd payment	\$ 4,500.00		\$ 750.00
23-Feb	PO correction		\$ 6,000.00	\$ 6,750.00
24-Feb	Julio Pardo Creative - Final Payment	\$ 4,250.00		\$ 2,500.00
	Close PO	\$ 2,500.00		\$ -
				\$ -
				\$ -

Business Development & Tourism

MLK BLVD ART FY 2020-21

09-21-1450-5777 PROJECT C0792

Lauren S. Sarsoza PO# 2200614

Date	Description	Debit	Credit	Balance
29-Oct	Lauren C. Sarsoza PO			\$ 26,500.00
4-Nov	Lauren C. Sarsoza - 1st Payment	\$ 13,250.00		\$ 13,250.00
6-Jan	Lauren C. Sarsoza - 2nd Payment	\$ 13,250.00		\$ -

Business Development & Tourism

Art In Public Spaces Program

0922-3760-5777-C0804

Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 25,000.00
				\$ 25,000.00
				\$ 25,000.00

Business Development & Tourism

Art In Public Spaces Program

0923-3760-5777-C0804

Date	Description	Debit	Credit	Balance
1-Jul	Beginning Balance			\$ 50,000.00
				\$ 50,000.00
				\$ 50,000.00

Capital Accounts

Summary of YTD Expenses and Account Balances

Description	Department #	Pro.#	Original Balance	Expenditures	PO	Avail. Bal.
MLK Blvd Art	0921-1450-5777	C0792	\$ 50,000.00	\$ 40,500.00	\$ -	\$ 9,500.00
PO: Julio Pardo			\$ 16,500.00	\$ 16,500.00	\$ -	\$ -
Req: Studio 162, LLC			\$ 26,500.00	\$ 26,500.00		\$ -
Arts in Public Places Program	0922-3760-5777	C0804	\$ 25,000.00			\$ 25,000.00
Arts in Public Places Program	0923-3760-5777	C0804	\$ 50,000.00			\$ 50,000.00