

**CITY OF NORWALK
REDEVELOPMENT AGENCY
REGULAR MEETING
SEPTEMBER 12, 2017**

ATTENDANCE: Acting Chair Lori Torrano, Commissioners Lisa Cooper and LaTanya Langley

AGENCY COUNSEL: Marc Grenier, Esq.

STAFF: Timothy T. Sheehan, Executive Director; John Slovak, Comptroller; Susan Sweitzer, Senior Project Manager

OTHERS: Tod Bryant, Norwalk Preservation Trust, Faye Bowman, for 6th Annual South Norwalk Community Day

CALL TO ORDER

Acting Chair Torrano called the Regular Meeting to order at 5:38 PM

ROLL CALL

Acting Chair Torrano noted that a quorum was present.

PUBLIC PARTICIPATION

No one came forward to speak.

I. APPROVAL OF MINUTES

A. July 11, 2017 Regular Meeting

- ** MS. COOPER MOVED TO APPROVE THE MINUTES OF THE JULY 11, 2017 REGULAR MEETING OF THE NORWALK REDEVELOPMENT AGENCY.**
- ** MS. LANGLEY SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

II. FINANCE

Mr. Slovak reported on the NRA Statement of Revenues and Expenditures and Balance Sheets for all Funds for Fiscal Year Ending June 30, 2017 as follows:

- Total Revenues are \$1,629,946 versus a budget of \$1,708,232 resulting in a \$78,286 revenue variance. This is due to \$70,614 of the NRA Grant for City Projects not needed and not drawn down and remaining in Deferred Revenue. Also \$8,456 was not able to be drawn down for 20% CDBG Program Administration because Actual Revolving Loan Program Income for FY 6/30/17 was less than Actual Program Income for Prior Year FY 6/30/16. (Mr. Slovak explained that had we gone over the 20% maximum cap we could have gotten a finding, so we kept it at 19.6%, close to the 20% cap, and drew down everything we possibly could against the 20% program admin.)
- Total actual expenditures for fiscal year end 6/30/17 are \$1,629,946 versus a \$1,708,232 expenditure budget resulting in a \$78,286 favorable expenditure variance. There were lower personnel costs from not filling an open position right away, and also there were \$43,420 lower administrative expenses that contributed to the favorable expenditure variance.

- There was an actual year to date operating surplus for fiscal end 6/30/17 of \$41,739 that was transferred back to Deferred Revenue as shown in a separate line item at the end resulting in a breakeven net operating amount that is equal to the breakeven budget.
- Operating Fund 100 Balance Sheet has \$7,893,219 cash and accounts receivable and \$28,922 total other assets for \$8,055,026 total assets. There are \$2,890,153 in Deferred Revenues which will be earned when expended, and \$4,238,978 in Net Assets.
- The GGP operating Fund 115 has revenues of \$250,000 from a GGP contribution, expenditures of \$176,431, and a surplus of \$73,569. In the balance sheet at 6/30/17, there is \$613,328 in cash assets. Liabilities against this cash include \$550,000 from GGP restricted to the Circulator, \$12,850 in account payable, and \$50,228 remaining in the GGP \$250,000 LDA Security Deposit account.
- CDBG Revolving Loan Fund 200 Statement of Revenues and Expenditures has \$37,032 interest income from notes receivable and expenditures of \$6,676 resulting in an operating surplus of \$30,356 transferred to CDBG Equity at Fiscal Year End 6/30/17. The CDBG Revolving Loan Fund Balance Sheet has \$401,078 net cash and due from other funds, \$582,952 net loans receivable, \$491,625 in liabilities, and \$492,405 in net assets.
- CDBG Non-Revolving Loan Fund 300 Statement of Revenues and Expenditures has revenues of \$1,098,091 and program expenditures of \$1,098,091 resulting in breakeven. The Balance Sheet for CDBG (NRLF) Fund 300 has \$332,761 in cash and due from other funds, \$128,590 in net loans receivable, and \$461,351 in liabilities and net assets.
- Norwalk Redevelopment Agency Project and Program Fund 500 Statement of Revenues and Expenditures include Capital Budget Grants from the City of Norwalk, grants from State DECD, and other grants. There was \$1,379,894 in revenue and \$1,379,894 in program expenditures resulting in a breakeven. The NRA Project and Program Fund balance sheet contains \$682,420 in total assets, and \$682,420 in liabilities and net assets.

**** MS. COOPER MOVED TO APPROVE THE FINANCE REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017 AS PRESENTED.**

**** MS. LANGLEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Slovak reported on the Statement of Revenues and Expenditures for July 31, 2017 as follows:

- Operating Fund 100 had revenues of \$143,211 versus budgeted revenues of \$146,325 resulting in a \$3,114 deficit.
- Actual operating expenditures are \$111,945 versus a budget of \$138,888 resulting in a \$26,943 favorable expenditure variance due to lower expenditures in the first operating month.
- There is an actual operating surplus of \$31,266 versus a budgeted operating surplus of \$7,437 resulting in a \$23,829 favorable net operating variance.

**** MS. LANGLEY MOVED TO APPROVE THE FINANCE REPORT FOR JULY 31, 2017 AS PRESENTED.**

**** MS. COOPER SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

III. BUSINESS

A. HARBOR LOOP TRAIL

1. Award of contract to Resource Services for Pine Island Cemetery

Ms. Sweitzer said the Historical Commission requested that the Harbor Loop Trail be relocated into the Pine Island Cemetery out of the Devon's Place playground as it was dangerous to have bicyclists bicycling through the playground, and also the Historical Commission was interested in taking advantage of the trend toward historical tourism and people's interest in cemeteries as places of interest, so the trail was located through the cemetery using the existing roadway layout which also lines up better with the Oyster Shell Park entrance. The Commission intends to develop a program of interpretative signage to enhance the experience of the visitors going through the cemetery.

The project was put out to bid in August and three bids were received. Resource Services from Bridgeport was the low bidder, and after interviewing the firm, it was recommended that the contract award go to Resource Services in the amount of \$48,025. The action before the Commissioners is for the award of the construction contract as well as a 15% contingency.

Mr. Sheehan said he thinks they all can agree that having a bike trail through a children's park is not necessarily the best design. Ms. Sweitzer said also the cemetery is interesting, and they do programming there and have interesting opportunities for people to sort of revisit the Norwalk past.

**** MS. COOPER MOVED TO AWARD THE CONSTRUCTION CONTRACT FOR THE HARBOR LOOP TRAIL/NRVT PINE ISLAND CEMETERY TRAIL RELOCATION TO RESOURCE SERVICES LLC FOR AN AMOUNT NOT TO EXCEED \$48,025.00 AND AUTHORIZATION OF THE HARBOR LOOP TRAIL/NRVT PINE ISLAND CEMETERY PROJECT TOTAL AMOUNT NOT TO EXCEED \$55,228.75; AND ALSO TO AUTHORIZE CHAIRMAN FELIX R. SERRANO TO EXECUTE ALL CONTRACT DOCUMENTS AS REQUIRED TO IMPLEMENT THE HARBOR LOOP TRAIL/NRVT PINE ISLAND CEMETERY RELOCATION.**

**** MS. LANGLEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

B. COMMUNITY ARTS AND CULTURAL SPONSORSHIP PROGRAM

1. Approve Grant request for Norwalk Preservation Trust for annual Living History Tour

Ms. Sweitzer said the Agency received a request under the Community Arts and Cultural Sponsorship Program for a grant award to the Norwalk Preservation Trust for their Living History Tour, and Tod Bryant is there from the Preservation Trust to answer any questions.

Mr. Bryant said this is their seventh Living History Tour. They try to make them more alive and more theatrical by using reenactors. The tours are the idea of Georgette Blau, a member of their board, who grew up in Norwalk and now runs the largest film and video location tour company in the country. The tours are wildly popular and get lots of repeat business. This year's tour is called Over Here, Norwalk in World War I, because of the 100th Anniversary of the American entry into the war. The tour starts at the Cannon on the Green, the World War I monument, and ends up at the Wall Street Theater with newsreels and a wine and hors d'oeuvre reception. They

advertise through email blasts and have signs around town and other organizations get the word out. Mr. Sheehan said if they get the information to the Agency, we will be happy to put it up on the City's website and our Facebook page.

- ** MS. COOPER MOVED TO APPROVE THE *NORWALK PRESERVATION TRUST* REQUEST FOR AN AMOUNT NOT TO EXCEED \$900.00 FROM THE ARTS AND CULTURAL SPONSORSHIP GRANT PROGRAM TO FUND NORWALK IN WORLD WAR I, LIVING HISTORY TOUR ON SEPTEMBER 17, 2017 IN NORWALK'S WORLD WAR I NEIGHBORHOODS; AND TO APPROVE THE APPROPRIATION OF THE REQUIRED FUNDING FROM ACCOUNT 28200.**
- ** MS. LANGLEY SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

2. Approve Grant request for A Better South Norwalk and S.A.V.E. for the 6th Annual South Norwalk Community Day

Ms. Sweitzer said this application is also a request under the Arts and Cultural Sponsorship Program, and is for an amount not to exceed \$2,000 to cover the arts and music component of the South Norwalk Community Day Program, and Faye Bowman is there to answer any questions.

Ms. Bowman said this is their Sixth Annual South Norwalk Community Day. The idea is to bring stakeholders in the community together. This year they are going to do live music with musicians, and the grant will be helping them get a stage. They are using the Springwood Park, which is behind Nathaniel Ely and Roodner Court. Travis Simms is also a member of A Better South Norwalk. He grew up in Roodner Court and wants to see that park utilized, and they want to get the kids out there to play, listen to live music, and learn sports and music. They partner with Sage.

- ** MS. LANGLEY MOVED TO APPROVE THE *A BETTER SOUTH NORWALK & SAVE* REQUEST FOR AN AMOUNT NOT TO EXCEED \$2,000 FROM THE ARTS AND CULTURAL SPONSORSHIP GRANT PROGRAM TO FUND THE 6TH ANNUAL SOUTH NORWALK COMMUNITY DAY ON SEPTEMBER 16, 2017 AT SPRINGWOOD PARK, SOUTH NORWALK, AND TO APPROVE THE APPROPRIATION OF THE REQUIRED FUNDING FROM ACCOUNT 28200.**
- ** MS. COOPER SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

IV. NEW BUSINESS

None.

VI. OLD BUSINESS

None.

ADJOURNMENT

There being no further Old or New Business, upon motion of Ms. Cooper and second of Ms. Langley, the Norwalk Redevelopment Agency meeting was adjourned at 6:08 P.M.

Respectfully submitted,
Karen Pacchiana