



REGULAR MEETING – ARTS AND CULTURE COMMISSION AGENDA

SEPTEMBER 10, 2025, 6:00 PM
BY ZOOM VIRTUAL MEETING

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



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also 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 by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. 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 included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Sabrina Godeski at sgodeski@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ACCEPTANCE OF MINUTES**
 - A. **Regular Meeting: August 5, 2025**
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
 - A. **Budget review.**
 - B. **Update on Ely Avenue Fencing Mural.**
 - C. **Fall networking mixer partnership with Thrown Stone Theater.**

VI. NEW BUSINESS

- A. Discussion on available space in Wall Street Place development.**

VII. UPDATES AND DISCUSSION

VIII. ADJOURNMENT

**CITY OF NORWALK
ARTS & CULTURE COMMISSION
REGULAR MEETING
AUGUST 5, 2025**

I. CALL TO ORDER

The meeting was called to order by Chair Brian Kaspr at approximately 6:05 p.m.

II. ROLL CALL

ATTENDANCE: Brian Kaspr (Chair), Janay Sylvester, Nori Grudin, Danny Loftus George, Melissa Matuska, Naomi Clark

STAFF: Sabrina Godeski

III. ACCEPTANCE OF MINUTES

The minutes from the Special Meeting held July 8, 2025, were presented for approval. Mr. Kaspr asked for comments, additions, or corrections; none were offered.

**** MS. CLARK MOVED TO APPROVE THE MINUTES OF THE JULY 8, 2025 SPECIAL MEETING.**

**** MS. SYLVESTER SECONDED THE MOTION.**

**** THE MOTION PASSED WITH TWO (2) ABSTENTIONS (MS. SYLVESTER AND MR. LOFTUS GEORGE).**

IV. PUBLIC PARTICIPATION

Mr. Jahmane West raised a concern about the guidelines prohibiting use of AI in submissions and expressed desire to understand the process noting that one of the submissions was clearly AI.

V. OLD BUSINESS

A. Approval for Inclusion in Public Survey: Oksana Tanasiv, Ely Avenue Fence

There were no new materials or discussion regarding Ms. Oksana Tanasiv's proposal.

**** MS. CLARK MOVED TO APPROVE FORWARDING MS. OKSANA TANASIV'S PROPOSAL FOR THE ELY AVENUE FENCE TO THE PUBLIC SURVEY FOR CONSIDERATION.**

**** MR. LOFTUS GEORGE SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

B. Approval for Inclusion in Public Survey: Jahmane West, Ely Avenue Fence

There were no new materials or discussion regarding Mr. West’s proposal.

**** MR. LOFTUS GEORGE MOVED TO APPROVE FORWARDING MR. JAHMANE WEST’S PROPOSAL FOR THE ELY AVENUE FENCE TO THE PUBLIC SURVEY FOR CONSIDERATION.**

**** MS. NAOMI CLARK SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

C. Approval for Inclusion in Public Survey: Raf Santella (Five Fingaz), Ely Avenue Fence

Substantial discussion took place regarding Mr. Santella’s (Five Fingaz) proposal and concerns about potential use of AI in its production. The Commission reviewed technical aspects of Illustrator files, AI detection results, and anecdotal evidence.

****MS. CLARK MOVED TO CONSIDER INCLUSION OF MR. SANTELLA’S PROPOSAL FOR THE ELY AVENUE FENCE IN THE PUBLIC SURVEY.**

**** MR. LOFTUS GEORGE SECONDED THE MOTION.
** THE MOTION FAILED WITH FOUR (4) NAYS AND TWO (2) ABSTENTIONS (MS. MATSUKA AND MS. GRUDIN).**

A clarification and revote was then conducted:

**** MR. LOFTUS GEORGE MOVED TO REVOTE ON THE INCLUSION OF MR. SANTELLA’S PROPOSAL IN THE PUBLIC SURVEY.**

**** MS. CLARK SECONDED THE MOTION.
** THE MOTION FAILED WITH FOUR (4) NAYS AND TWO (2) ABSTENTIONS (MS. MATSUAK AND MS. SYLVESTER).**

D. Adoption and Use of Arts and Cultural District Logo

Discussion was held on final logo options, prepared by the Commission’s hired graphic designer, Ms. Ash and presented by Mr. Kaspr and Ms. Godeski. The two directions were explored, and members expressed preference for the colorful mark (Direction 2).

**** MS. CLARK MOVED TO APPROVE DIRECTION 2 AS THE OFFICIAL LOGO FOR THE ARTS AND CULTURAL DISTRICT.**

**** MS. MATUSKA SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

VI. NEW BUSINESS

A. WSHU Partnership Proposal

Ms. Godeski described a request from Mr. Dancer, representing a public radio station, for the Commission to partner in promoting a local artists' sticker design contest, with the radio station offering a monetary award and public recognition.

The Commission's role would be limited to using its networks to encourage submissions and potentially assist in selection but not provide City funding nor run the call as a formal commission process.

Some members raised that standard guidelines for AI or other content were not outlined but recognized the limited scope and external funding.

The consensus was to proceed pending more details.

VII. DISCUSSION

Mr. Kaspr updated members on the lease renewal for the Center for Contemporary Printmaking and encouraged support statements at the upcoming Land Use Committee meeting.

Ms. Matuska and Mr. Loftus George requested a list of all organizations benefitting from low-cost city leases as well as information on available spaces or RFP processes; Ms. Godeski committed to making inquiries with City departments.

Mr. Loftus George described plans for a 1,200 square foot retail/community art space for the Commission as part of the Wall Street Place development, urging the Commission to consider its best use and management.

Mr. Loftus George further shared news of a large art donation and the need for a local gallery space, inviting those with experience or interest in gallery operations to contact him.

VIII. ADJOURNMENT

**** MS. CLARK MOVED TO ADJOURN THE MEETING.**

**** MS. SYLVESTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at approximately 8:02 p.m.

Respectfully submitted,
Courtney Baldwin

Norwalk Arts and Cultural Commission

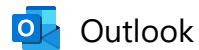
Budget Summary FY25-26

Dept	Account	Summary	Original Balance	Expenses	PO	Transfer In/Out	Balance
011450	5221	Printing & Duplicating	\$ 500.00				\$ 500.00
	5225	Secretarial Services	\$ 1,800.00				\$ 1,800.00
		Telesco PO#2600038	\$ 1,800.00				\$ 1,800.00
	5235	Membership & Dues	\$ 100.00				\$ 100.00
	5237	Advertising	\$ 1,000.00				\$ 1,000.00
	5258	Other Professional Services	\$ 8,000.00				\$ 8,000.00
	5286	Business Expenses	\$ 2,500.00				\$ 2,500.00
	5329	Other Operating Supplies	\$ 800.00				\$ 800.00
	5623	Special Events	\$ 20,000.00	\$ (550.00)			\$ 19,450.00
		TOTAL					\$ 35,950.00

Capital Accounts

Summary of YTD Expenses and Account Balances

Description	Department #	Pro.#	Original Balance	Expenditures	PO	Avail. Bal.
Public Art Maintenance	0924-3760-5777	C0674	\$ 10,000.00			\$ 10,000.00
Arts & Cultural Plan	0925 3760 5777	C0704	\$ 100,000.00	\$ 100,000.00		\$ -
MLK Blvd Art	0921-1450-5777	C0792	\$ 50,000.00	\$ 41,000.00	\$ -	\$ 9,000.00
Arts in Public Places Program	0922-3760-5777	C0804	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -
	You Are Not Alone		\$ 19,000.00	\$ 19,000.00	\$ -	\$ -
	Jason Behan		\$ 5,050.99	\$ 5,050.99		\$ -
	Maranje LLC		\$ 2,649.01	\$ 2,649.01		\$ -
Arts in Public Places Program	0923-3760-5777	C0804	\$ 50,000.00	\$ 49,275.71	\$ 428.00	\$ 296.29
	You Are Not Alone		\$ 4,800.00	\$ 4,800.00	\$ -	\$ -
	Maranje LLC		\$ 2,401.98	\$ 2,401.98		\$ -
	Fossil Industries		\$ 1,070.00	\$ 1,070.00		\$ -
Arts in Public Places Program	0924-3760-5777	C0804	\$ 200,000.00	\$ 193,300.00	\$ -	\$ 6,700.00
	Jason Behan		\$ 91,750.00	\$ 91,750.00	\$ -	\$ -
	Maranje LLC		\$ 91,750.00	\$ 91,750.00		\$ -
Arts in Public Places Program	0926-3760-5777	C0804	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
State Grant	360001 5790 G0033		\$ 1,200.00	\$ 1,200.00	\$ -	\$ -
TOTALS						\$ 125,996.29



Outlook

Re: Special Meeting on September 10th

From Marc Alan <marc.factoryunderground@gmail.com>

Date Wed 9/3/2025 12:51 AM

To Steve Rust <sjrust@optimum.net>

Cc Danny LG <danny@thenorwalkconservatory.org>; Godeski, Sabrina <SGodeski@norwalkct.gov>; Naomi Clark <clarkns@gmail.com>; Abriola, Bob <babriola@ymail.com>; Janay Sylvester <jnsylvester@gmail.com>; Melissa Matuska <meluofaalumni2000@gmail.com>; Nori Grudin <sailornor@hotmail.com>; Brian Kaspr <brian@bkaspr.com>; bddancer@gmail.com <bddancer@gmail.com>; kevinhuffman123@gmail.com <kevinhuffman123@gmail.com>; Kevin Huffman <kevinhuffman1@att.net>

CAUTION: EXTERNAL Email: Don't open links or attachments from untrusted senders

The address would be 61 Wall Street, aka Wall Street Place.

The location of the space is not 100% set in stone. There are two potential locations within the floor plan ear marked as Arts and Cultural (see the photos for space E and space G below) both at street level.

Space E could be desirable for being more visible, as it's on the street level on the corner at Isaac Street (where you turn at what used to be Garden Cinema) and that's 1210 square foot feet.

Space G is slightly bigger at 1360 square feet but is less visible, it's the space closer to the side parking lot of the theater.

There is no budget for fit out. The Arts Cultural Commission would need to raise the money.

Best, Marc



Sent from my iPhone

Request for Proposals (RFP)

2.1 Introduction

The City of Norwalk is seeking creative proposals from qualified and interested parties to operate an arts space within a mixed-use building currently under construction at 61 Wall Street. The selected operator will have the opportunity to enhance Norwalk's arts and cultural offerings by managing a community-oriented arts space within the building's first-floor retail area.

2.2 Scope of Services

A. Project Description:

The arts space will occupy approximately 900± square feet of retail space on the first floor of a mixed-use building at 61 Wall Street. The operator will lease or sub-license this space to manage and program an arts space that serves the community, aligns with the City's cultural goals, and promotes the arts in innovative and meaningful ways. The City intends to lease the space for a term of five (5) years and is open to proposals that demonstrate a creative and sustainable business model.

B. Location:

The arts space will be located at 61 Wall Street, within a newly constructed mixed-use building. The building is expected to be fully constructed and ready for occupancy in [month] of 20[XX]. It will consist of [XXX] square feet of first-floor retail space and [XXX] residential units spanning the second through [X] floors.

C. Hours:

The operator will determine hours of operation, subject to City approval, with the expectation that the arts space will offer programming that maximizes community access and engagement.

D. Estimated Space:

Approximately 900± square feet of first-floor retail space.

E. The City Will Provide:

- Use of the space at 61 Wall Street for the duration of the five-year lease term.
- Flexibility for the operator to propose sub-leasing or licensing arrangements, subject to City approval.
- Support in promoting the arts space as part of Norwalk's cultural and community development initiatives.

F. Business Terms for Vendor/Operator

1. Rent:

Proposals should include a proposed rent structure and/or revenue-sharing arrangement that reflects the operator's ability to manage a sustainable and impactful arts space.

2. Term of Service:

The initial term of service will be five (5) years, with potential renewal terms subject to mutual agreement between the City and the operator.

3. **Utilities:**
The operator will be responsible for all utilities associated with the arts space, including electricity, water, gas, internet, and any other required services.
4. **Norwalk Tenant Fit-Up Permit Approval:**
The operator must comply with all health and safety requirements as set forth by the City of Norwalk outlined in the Tenant Fit-up Permit Process.
5. **Quality and Pricing:**
The operator is expected to deliver high-quality arts programming and services at reasonable or subsidized costs to ensure accessibility for the community.
6. **Employee and Staffing Standards:**
The operator must maintain adequate staffing levels with qualified personnel to ensure consistent and professional operation of the arts space. All staff must meet relevant training and safety standards.
7. **Maintenance:**
The operator will be responsible for maintaining the interior of the arts space, including fixtures, furnishings, and equipment. Maintenance must adhere to the City's standards for cleanliness and functionality.
8. **Janitorial Duties:**
The operator will be responsible for all janitorial duties within the arts space, including regular cleaning, trash removal, and upkeep of restrooms (if applicable).

G. Proposal Requirements:

1. **Business Plan:**
A comprehensive business plan that outlines the operator's vision, programming, financial sustainability, marketing strategy, and community engagement approach.
2. **Proposed Rent and Revenue Sharing:**
Details on the proposed rent structure or revenue-sharing arrangement that aligns with the operator's financial model and the City's goals.
3. **Public Benefits:**
A description of how the arts space will promote public benefits, such as community access, educational programming, and support for local artists.
4. **Experience and Qualifications:**
Evidence of the operator's relevant experience in managing similar arts or community spaces, including references and case studies if applicable.

H. Evaluation Criteria:

1. Alignment with the City's cultural and community goals.
2. Financial feasibility and sustainability of the proposed business plan.
3. Creativity and innovation in programming and use of the space.

4. Demonstrated experience and qualifications of the operator.
5. Public benefits and community engagement offerings.

I. Timeline:

1. RFP Release Date: [Insert Date]
2. Proposal Submission Deadline: [Insert Date]
3. Review and Evaluation Period: [Insert Date Range]
4. Selected Operator Announcement: [Insert Date]
5. Anticipated Lease Commencement: [Insert Date]

Submission Requirements Interested parties must submit a proposal that includes:

1. A proposed business plan detailing how the arts space will operate, including programming, marketing, and financial sustainability.
2. A proposed rent structure and/or revenue-sharing agreement.
3. A description of public benefits offered to promote the arts and community engagement.
4. Information on the operator's relevant experience and qualifications.

Proposal Deadline:

All proposals must be submitted by [date], 20[XX], at [time]. Late submissions will not be considered.

Contact Information:

For questions or additional information, please contact:

[Name]

[Title]

City of Norwalk

[Email Address]

[Phone Number]