

ARTS & CULTURAL COMMISSION
TUESDAY, NOVEMBER 12TH, 6:00 PM
AGENDA

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 (insert name here) at (insert email here) with the subject line "Public Comment" 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 October 1, 2024, meeting of the Arts and Cultural Commission.

V. NEW BUSINESS

- a. Budget Review – Bob Abriola & Sabrina Godeski
 - i. FY26 – Budget Requests (Capital and Operating)
- b. Event Updates – Janay Sylvester
 - i. Creative Mixer
- c. Website Updates – Melissa Matuska
- d. Review of the Artist Selection Policy – Brian Kaspr
- e. Arts and Cultural District Logo Review – Ash Nichols
- f. Arts and Cultural Plan Update – Sabrina Godeski
- g. General Committee Member Updates

VI. OLD BUSINESS

- a. West Avenue Wall Mural & Event Recap

VII. ADJOURNMENT

**CITY OF NORWALK
ARTS & CULTURAL COMMISSION
REGULAR MEETING
OCTOBER 1, 2024**

ATTENDANCE: Brian Kaspr, Chair; Bob Abriola, Nori Grudin, Melissa Matuska, Janay Sylvester, Naomi Clark (6:05 p.m.)

OTHERS Sabrina Godeski, Diane Lauricella

I. CALL TO ORDER

Mr. Kaspr called the meeting to order at 6:03 p.m.

II. ROLL CALL

Mr. Kaspr called the roll and announced that a quorum was present.

III. PUBLIC PARTICIPATION

Ms. Diane Lauricella greeted the Commissioners and said that she was looking forward to the open house to meet the muralists. She is not against muralists, but she was not pleased with the selection method. She said that she would like to have some of the creatures from the inland watersheds to be included in the design.

She added that she would like to offer some ideas for additional regional art exposure projects like an Art Trail, similar to the one that Bridgeport has.

Ms. Clark joined the meeting at 6:05 p.m.

She said that they should consider holding celebratory events connected to other events such as Earth Day and stated she was willing to help with organizing an event like that.

Mr. Kaspr said that he would like to see more members of the public participating.

IV. ADMINISTRATION

- a. Approve the minutes of the August 6, 2024, meeting of the Arts and Cultural Commission.**

**** MR. ABRIOLO MOVED TO APPROVE THE MINUTES OF THE AUGUST 6, 2024, MEETING OF THE ARTS AND CULTURAL COMMISSION.**

The following correction was noted:

Page 2, under New Business, Item C – paragraph 3, line 1, please change “Mr. listed potential” to “Mr. Alan listed potential”

Page 3, under Events Updates, paragraph 2, line 1, please change “Mr. Kasper” to “Mr. Kaspr”

Page 3, under Events Updates, paragraph 11, line 1, please change “Ms. Sylvestor” to “Ms. Sylvester”.

**** MS. GRUDIN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 6, 2024, MEETING OF THE ARTS AND CULTURAL COMMISSION AS CORRECTED PASSED UNANIMOUSLY.**

V. NEW BUSINESS

a. Budget Review – Bob Abriola & Sabrina Godeski

Mr. Abriola said that there had not been any changes. Ms. Godeski said that there were some small bills that would show up in the next meeting and that some capital funding was going to be used to clean up the MLK stairs and reviewed some other pending expenses along with the Capital Account figures.

Discussion followed about the sealing of the artwork on the stairs.

b. Event Updates – Janay Sylvester

Ms. Sylvester said that they had discussed a number of different events such as a kick off event and the marketing communication portion. She said that it might be possible to hold one event this year in order to connect with the community. She said that she had met with the manager of 367 about holding an event there free of charge. She suggested either Tuesday, November 12th, Wednesday, November 13th or Thursday, November 14th as potential dates. Discussion followed about bringing in as many of the art organizations as possible and creating a number of work streams.

Mr. Kaspr encouraged everyone to let Ms. Sylvester what areas they would be interested in helping with. Ms. Godeski asked for a copy of the Ms. Sylvester’s plan.

c. Website Updates – Melissa Matuska

Mr. Kaspr said that he was excited to see this moving forward. Ms. Matuska said that she wanted to make sure she was on the right track. She then displayed some website pages and suggested adding a sub menu for Arts on the Visit Norwalk.org page. Ms. Matuska spoke about potential ways they could include some artists such as musicians, galleries, visual arts and other artistic

events. She pointed out that the Norwalk Arts Council is focused on the administration and nuts and bolts while the Visit Norwalk site is more event orientated. Discussion followed about the details.

Ms. Matuska said that she would continue forward and updating the ten year old Arts brochure.

d. General Committee Member Updates

Mr. Kaspr said that Ms. Sylvester would be singing Pop and R&B with a live band in Brooklyn.

VI. OLD BUSINESS

a. West Avenue Wall Mural & Event Update – Brian Kaspr

Mr. Kaspr said that the murals were in town and on the wall. He encouraged everyone to visit. The Mural event will be held on the 6th from 2 p.m. to 4 p.m. The ArtSpace will be doing a mural workshop that will end at 2, so Mr. Kaspr hopes that people will flow over into their event.

Ms. Matuska asked if they could create a flyer that the BOE could distribute to the students. Ms. Godeski said that they had already done one and sent it over the BOE Media department. She said that she would follow up on this.

Ms. Grudin suggested that they send some info to the Library and having flyers available there. Ms. Godeski said that this could be done.

Ms. Grudin thanked Mr. Kaspr for prepping the wall and Ms. Sylvester for filming it. Mr. Kaspr said that Mr. Alan and Mr. Rust were also there.

VII. ADJOURNMENT

**** MS. MATUSKA MOVED TO ADJOURN.**

**** MR. ABRIOLA SECONDED**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

Norwalk Arts and Cultural Commission

Budget Summary FY24-25

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	\$ (240.00)	\$ (1,560.00)		\$ -
		Telesco PO#2500511	\$ 1,800.00	\$ (240.00)			\$ 1,560.00
	5235	Membership & Dues	\$ 100.00				\$ 100.00
	5237	Advertising	\$ 1,000.00	\$ (535.00)			\$ 465.00
	5258	Other Professional Services	\$ 8,000.00	\$ (6,016.90)		\$ 3,900.00	\$ 5,883.10
	5286	Business Expenses	\$ 2,500.00	\$ (2,039.60)		\$ 1,200.00	\$ 1,660.40
	5298	Other Contractual Services	\$ -				\$ -
	5329	Other Operating Supplies	\$ -				\$ -
		TOTAL					\$ 10,168.50

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	\$ 17,300.00	\$ 7,700.00	\$ -
	You Are Not Alone		\$ 19,000.00	\$ 11,300.00	\$ 7,700.00	\$ -
	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	\$ 45,200.00	\$ 2,401.98	\$ 2,398.02
	You Are Not Alone		\$ 4,800.00		\$ 4,800.00	\$ -
	Maranje LLC		\$ 2,401.98			\$ 2,401.98
Arts in Public Places Program	0924-3760-5777	C0804	\$ 200,000.00	\$ 142,425.00	\$ 45,875.00	\$ 11,700.00
	Jason Behan		\$ 91,750.00	\$ 68,812.50	\$ -	\$ 22,937.50
	Maranje LLC		\$ 91,750.00	\$ 68,812.50		\$ 22,937.50
State Grant	360001 5790 G0033		\$ 1,200.00	\$ 1,200.00	\$ -	\$ -
TOTALS						\$ 189,075.00

City of Norwalk Mural Request for Qualifications (RFQ) and Artist Selection Policy

1. Objective

The City of Norwalk is committed to fostering public art that reflects the cultural, historical, and social vibrancy of our community. This RFP seeks to invite qualified artists to create a mural that enhances the public space and contributes to the city's cultural landscape.

2. Release of Call for Artists

The City will issue a Call for Artists (CFA) for qualifications as the first step in the artist selection process. The CFA will be publicly released and advertised in the following locations:

- Call For Entries (CAFE)
- City of Norwalk website and social media platforms
- Local arts and cultural organizations
- Regional artist networks and newsletters

The advertisement will include:

- Project scope and location details.
- Total budget, including materials, artist fees, and contingency.
- Project timeline, including submission deadlines.
- Submission requirements (qualifications, portfolio, artist statement).

3. Budget and Artist Compensation

The budget for each mural project will be predetermined by the Arts and Cultural Commission prior to the release of the CFA. This set price will include artist fees, materials, and any other associated costs and will be clearly stated in the call.

Artists who are invited to submit a full proposal after the qualifications round will receive an honorarium for their proposal. Typically, this honorarium is \$250-\$500

4. Selection Process*

1. Initial Qualification Review: The Arts and Cultural Commission will review artist qualifications. From the initial pool of applicants, the Commission will select up to five qualified artists based on their experience, artistic merit, and alignment with the project objectives.
2. Proposal Submission: The selected artists will submit detailed mural proposals, including concept sketches, a project narrative, and a proposed budget. Each selected artist will receive a proposal fee to compensate for their time and effort.
3. Selection of Finalists: The Arts and Cultural Commission will review all five proposals and select the top three proposals based on creativity, community relevance, and feasibility.
4. The 3 finalists will have an opportunity to edit their proposals based on feedback from the commission.
5. Public Engagement: The top three proposals will be presented to the public for review through an online survey hosted on the City's website. The survey will allow residents to provide feedback on each design and indicate their preferred mural. The design selected based on public

input will be brought forward for approval to the Economic and Community Development Committee of the Common Council. Upon committee approval, it will move to the full Common Council for final approval.

5. Approval Process

After the public survey and final review by the Arts and Cultural Commission, the selected design will be submitted to the Economic and Community Development Committee of the Common Council. If approved by the Committee, the proposal will go before the full Common Council for final approval.

6. Artist Contract

Once the Common Council approves the mural project, the selected artist will enter into a formal contract with the City of Norwalk. The contract will outline:

- Project timeline and milestones.
- Payment schedule.
- Rights and responsibilities of both the artist and the City.
- Requirements for installation, maintenance, and potential future modifications or repairs.

7. Project Completion and Installation

Upon execution of the contract, the artist will begin work according to the agreed-upon timeline. The mural is expected to be completed within the specified time frame, with regular updates provided to the Arts and Cultural Commission.

**The Norwalk Arts and Cultural Commission reserves the right to extend call deadlines or to reopen the call if it feels that the applicant pool did not satisfy the requirements or objectives of the project.*

**The City of Norwalk, The Norwalk Common Council, and The Norwalk Arts and Cultural Commission reserves the right to deny, cancel, or revoke any artist or project for any reason.*