



**ARTS COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 4, 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 August 2, 2022 regular meeting.
- V. NEW BUSINESS**
 - a. Review of Monroe Street Bridge proposals.
 - b. Review of City Art Projects
 - c. Approve the proposed traffic graphic boxes
- VI. COMMITTEE/STAFF UPDATES**
 - a. Budget Committee Update – Nori Grudin
 - b. Communications Committee Update – Marc Alan
 - c. Infrastructure Committee Update – Brian Kaspr
 - i. Route 1/West Ave Bridge Art – Sabrina Church

VII. OLD BUSINESS

VIII. ADJOURNMENT

**CITY OF NORWALK
ARTS COMMISSION
REGULAR MEETING
August 2, 2022**

I. CALL TO ORDER

Board: Chairman Marc Alan, Brian Kaspr, Nori Grudin, Elizabeth Tardif, Bob Abriola, Eva Jacobs, Janet Evelyn, Melissa Matuska (7:00), Steven Rust (7:00),

Staff: Sabrina Church,

Other: Donna Schlegel, Ash Nichols

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 June 7, 2022 meeting.

**** **Mr. Abriola moved to approve the minutes of the June 2, 2022 meeting.**

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

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

IV. NEW BUSINESS

a. Approve the donation of the Dragon Boat to the City of Norwalk and its suggested placement.

Ms. Church reported that the South Norwalk Business Association, the original owner, has closed. Ms. Church confirmed that the original owner and the artist need to sign over the rights. The legal department's plan is to find a former officer of the South Norwalk Business Association to sign over the rights.

The next steps are to have the Arts Commission accept the donation and choose an appropriate location to display the piece. After that, the Common Council will approve the acquisition.

City of Norwalk
Arts Commission
Regular Meeting
8/2/2022

Chairman Alan asked if an appraisal was necessary. Ms. Church confirmed that in this situation an appraisal was not necessary.

Chairman Alan confirmed that the suggested location is the Community Room of City Hall. However, the location is open to suggestions.

Ms. Schlegel gave a background on what dragon races were, and this piece in particular.

Ms. Schlegel confirmed that she had been a member and has gotten approval from all the former members of the South Norwalk Business Association and the artist, Rand Arrowitz, to make the donation. She gave a background of the artist and the piece itself.

Chairman Alan asked if signage giving the history could be included in the display. Ms. Schlegel confirmed that there are funds available for this that have been set aside from the business association.

There was discussion as to the placement, so as to maximize the amount of people who get to see it. It was agreed to vote to approve that the piece be displayed in the lobby for a few months and then moved to the Community Room.

Chairman Alan asked if there was any funding to maintain the work. Ms. Church confirmed that there was a small budget for this.

******Mr. Abriola moved to accept the Dragon Boat donation.**

******Ms. Grudin seconded the motion.**

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

b. Design review for Traffic Graphic Box by artist Ash Nichols.

Chairman Alan confirmed that funds are available to decorate traffic boxes, however, specific locations have not been approved. This box is not limited to the MLK Corridor.

Ms. Nichols presented two ideas for traffic box paintings. Ms. Nichols created colorful, abstracted images of her impression of the people of Norwalk: friendly, welcoming, and colorful.

******Mr. Abriola moved to accept the first design with a change in the door number to 203.**

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

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

c. Welcome of new member – Ava Jacobs

Chairman Alan introduced Ava Jacobs, a new committee member. The committee welcomed her.

V. COMMITTEE STAFF UPDATES

a. Budget Committee Update

i. Finance update – Nori Grudin

The new fiscal year started on July 1, 2022. There is a budget of \$16,500. There is also a balance of \$25,000 in the Art in Public Places budget.

There is also Capital Funding, which includes the MLK projects, in addition to the \$16,500. There is also grant money available.

Capital Funding will be sought to pay for inventorying, cataloging, archiving and valuing the entire public art collection.

b. Communications Committee Update

i. Social Media update – Marc Alan

All social media for the Arts Commission needs to be generated from the commission itself, it won't be done by any city employee.

Chairman Alan invited Ms. Nichols to join the Communications Committee, she agreed.

c. Infrastructure Committee Update - Brian Kaspr

i. Art in Public Places RFQ and proposal update

Mr. Kaspr announced that the RFQ proposals have been narrowed down to two of the three artists for the Monroe Street Underpass. Mr. Kaspr would like to have a total of five artists submitting proposals, which would require an increased budget.

Artist number one is GERA Lozano. Mr. Kaspr shared images of their past work.

Artist number two is Ernesto Maranje. Again, Mr. Kaspr shared images of their past work.

Mr. Kaspr presented the work of four more artists for the committee to choose the third artist to be invited to submit a proposal.

Ms. Church confirmed that there is \$75,000 available for this project. Mr. Kaspr would like to keep the budget for this underpass under \$50,000, and carry over the remaining funds to larger projects in the future.

The committee agreed to offer the last paid proposal to artist number three.

iii. MLK Lighting Project update

Mr. Rust reported that there was an issue with the electrician, so there is nothing to report on this at the moment.

VI. OLD BUSINESS

There was no old business.

VII. ADJOURNMENT

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

*****Mr. Rust seconded the motion.**

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

The meeting adjourned at 8:00.

Respectfully submitted,

Amy Chapple
Telesco Secretarial Services



**CITY OF NORWALK
TRAFFIC GRAPHIC
PROGRAM**



The City of Norwalk's "Traffic Graphic Program" is an ongoing public art project administered by the Department of Transportation, Mobility and Parking (TMP) in partnership with the Arts Commission. TMP is responsible for identifying and maintaining an inventory of available traffic control signal cabinets and issuing encroachment permits and the Arts Commission is responsible for review, comment and final approval of designs/artwork and promoting the artwork through public engagement activities. Artists, organizations and businesses may serve as curators for the program. Other City departments also participate in the program as curators/project managers, in some instances providing funding. For example the Norwalk Public Library has sponsored boxes featuring stories and poems and the Redevelopment Agency has sponsored boxes as part of its anti-graffiti efforts. Curators/sponsors must commit \$1,000 to cover all costs associated with each traffic graphic box including design, labor, and materials.

The Arts Commission encourages those interested in the program to consider the following:

- Identify a theme connected to the location/neighborhood/city. For example the literature themes sponsored by the library, historical themes sponsored by SPAG, etc.
- Provide Norwalk area artists with opportunities to submit designs for consideration.
- Explore the possibility of involving young people e.g., community-based organizations, schools, etc. in the design and/or selection process.

REQUIRED MATERIALS:

- Artists' acrylic paint e.g. Golden's or comparable (Acrylic house paint not acceptable substitute)
- Clear isolating coat e.g., Golden's or comparable for available for this program protection, anti-graffiti, etc.
- *The anti-graffiti task force may apply a Mural Shield Responsibilities #6) product to finished boxes.*

PROCESS:

Identify one or more traffic control boxes and confirm with TMP whether or not they are

- Secure an encroachment permit (see Curator
- Submit completed application with design to

TMP and Arts Commission.

Artists, organizations and businesses interested in sponsoring/creating a traffic box should familiarize themselves with the requirements and submit a completed application for review and approval to Transportation, Mobility and Parking – Judy Archer, jarcher@norwalkct.org at 203-854-7260 and Arts Commission – livelovenorwalk@gmail.com.

APPLICATION FORM

HomeField CURATOR is authorized to decorate, according to the terms and conditions of the approved "Traffic Graphic" Community Project Sketch Design, the traffic signal cabinet numbers x_box # 4/A/4 North Main St. at Ann Street located at The corner of North Main Street & Ann Street (attached specific locations for traffic signal cabinets and department/agency responsibility).

TERM:

Three months to complete assigned TG Boxes from signed MOU. The authorization shall remain in effect until terminated by either party.

COMMUNICATION:

CITY and CURATOR/PROJECT MANAGER will regularly communicate about the status of the project as well as the status of the traffic box. The CITY will make every attempt to notify the CURATOR/PROJECT MANAGER prior to any removal or structural repair or planned relocation of this public art project.

RELEASE :

It is recognized that participation in the "Traffic Graphic" program requires participants to enter into and work on property that is owned by the City of Norwalk and that such activity is voluntary and of a not-for-profit nature.

INDEMNIFICATION:

The CURATOR/PROJECT MANAGER shall indemnify, defend and save the CITY harmless from and against any and all liabilities, obligations, damages, penalties, claims, loss, costs and expenses, including reasonable attorney's fees, arising out of, in connection with, or related to CURATOR/PROJECT MANAGER adoption and painting of the identified traffic signal cabinet.

Pg. 1/2

CITY RESPONSIBILITIES:

The term CITY shall be construed to include the Norwalk Transportation, Mobility and Parking Department (TMP) and Norwalk Arts Commission. Upon execution of this authorization the CITY shall:

1. Authorize the painting of the box numbered as above through timely review and execution of this application.
2. As necessary for the integrity of the painted design, enable the relocation of signal cabinet identification label(s). In the case where the label(s) will not interfere with the design, the painter(s) will mask the existing labels to avoid over painting.
3. Facilitate the payment of selected CURATOR/PROJECT MANAGER \$1,000 per TG box which includes individual artist payment, materials and supplies and project management. Pay 50% upfront for working capital. The remaining 50% after notice of completion of all the assigned TG boxes. Payment may come from different sponsors.
4. Artist/organization transfers all rights, title and interest in the finished TG with any and all rights of copyright. I further acknowledge that due to the nature of the public display, the City shall not be liable for any distortion, mutilation, modification or destruction of the finished TG by accident, act of God or person. I hereby waive my rights under the Visual Artists Rights Act (VARA), 17 U.S.C. 106A as against the City in the event of such distortion, mutilation, modification or destruction. I further acknowledge and agree that if the finished TG is vandalized, damaged or otherwise modified and I am unable or unwilling to promptly repair such alteration, the City shall have the right to make, or have made, such repairs, even if the repairs constitute a distortion, mutilation or modification under VARA. I hereby waive my rights under VARA in the event and to the extent the City deems such repair necessary. I hereby swear that I (we) am the sole author of the designs and sketches and that the design and sketches are an original work of authorship which does not infringe upon the copyright rights or any intellectual property rights of others, and that I have the unencumbered right to make this assignment.
5. Assist with Marketing and Publicity efforts.
6. Notify the CURATOR/PROJECT MANAGER when requirements are not being met.
7. Terminate the authorization should the CURATOR/PROJECT MANAGER refuse to correct the requirement deficiencies.

CURATOR/PROJECT MANAGER RESPONSIBILITIES:

1. CURATOR/PROJECT MANAGER will select the artist(s) to paint the assigned traffic cabinets based upon adherence to the rules set forth and approved in the Sketch Design.
2. Painting theme will be designed around a THEME TBD.
3. The CURATOR/PROJECT MANAGER will submit the design to the CITY for approval.
4. The CURATOR/PROJECT MANAGER will provide a safe and secure area to perform and complete the work including but not limited to safety vests, paint, drop cloths, and a temporary sign indicating "ownership" of the cabinet design. The CURATOR/PROJECT MANAGER will provide their own brushes, cleaning and other necessary materials and be responsible for maintenance of the area during the painting process.
5. The CURATOR/PROJECT MANAGER shall maintain the painted design throughout the term of this agreement. Maintenance shall be construed to mean the removal of graffiti, repair of scratches and fading and/or peeling paint. Final artwork must be covered with an anti-graffiti coating.
6. The CURATOR/PROJECT MANAGER will obtain a DPW encroachment permit before beginning any work and include as part of the application (dpwpermits@norwalkct.org or 203-854-3200).

7. The CURATOR/PROJECT MANAGER will submit an installation and completion schedule with the application.
8. Notify the City that the traffic graphic project is complete.
9. Provide before and after photographs and/or video to document the process.
10. Traffic cabinets that have a gray electric service box attached to it, will NOT be painted.

Date

Date



Director
Transportation, Mobility & Parking



Chairman
Norwalk Arts Commission

Pg. 2/2

TRAFFIC



CITY OF NORWALK
GRAPHIC PROGRAM



Traffic Control Box at North Main St. at Ann St.

Line 56

Name of Project/Design

Box 4/A/4

HomeField / Daniel Caridi, Colby Burnette

9.26.22

Curator/Project Manager

Date of Submission

Burnette, Colby

Last Name, First Name

289 Main Ave.

Address (Street)

Norwalk, CT 06851

Address (City, State, Zip)

Colby@HomeField.fit

Email Address

(804) 432-2809

Phone Number

1/17/2020



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
9-Aug	Telesco Secretarial Services	\$ 130.00		\$ 1,370.00
				\$ 1,370.00
				\$ 1,370.00
				\$ 1,370.00

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 Operating Supplies

Account # 01-14-50-5329

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

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	\$ (130.00)			\$ 1,370.00
	5235	Membership & Dues	\$ 100.00				\$ 100.00
	5237	Advertising	\$ 1,500.00				\$ 1,500.00
	5258	Other Professional Services	\$ 7,800.00	\$ (500.00)			\$ 7,300.00
	5286	Business Expenses	\$ 1,500.00	\$ (174.00)			\$ 1,326.00
	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
16-Aug	Ernesto Maranje	\$ 500.00		\$ 24,500.00
16-Aug	Geraluz, LLC	\$ 500.00		\$ 24,000.00
23-Aug	Sonny Behan	\$ 500.00		\$ 23,500.00
23-Aug	Rough Edge Collective	\$ 500.00		\$ 23,000.00

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	\$ 2,000.00		\$ 23,000.00
Arts in Public Places Program	0923-3760-5777	C0804	\$ 50,000.00			\$ 50,000.00