



ARTS COMMISSION
TUESDAY, JUNE 6TH, 2023 – 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 March 7, 2023 regular meeting.
- V. COMMITTEE/STAFF UPDATES**
 - a. Budget Committee Update – Sabrina Godeski
 - b. Communications Committee Update – Marc Alan
 - c. Infrastructure Committee Update – Brian Kaspr & Sabrina Godeski
 - i. Authorize the expenditure of \$25,000 of Art in Public Places capital funding to execute the You Are Not Alone Murals.
 - ii. Authorize the expenditure of the remaining \$5,000 operating budget as described by the Infrastructure Committee.
- VI. NEW BUSINESS**
 - a. Arts and Cultural Commission Transition and Reappointments.
- VII. OLD BUSINESS**
- VIII. ADJOURNMENT**

**CITY OF NORWALK
ARTS COMMISSION
REGULAR MEETING
March 7, 2023**

I. CALL TO ORDER

Board: Chairman Marc Alan, Brian Kaspr, Bob Abriola, Nori Grudin, Melissa Matuska, Nori Grudin, Steven Rust (6:15)

Staff: Sabrina Godeski

Chairman Alan called the meeting to order at 6:05. A quorum was present.

II. PUBLIC PARTICIPATION

There was no public participation.

III. ADMINISTRATION

a. Approve the minutes of the January 24, 2023 special meeting.

**** **Mr. Abriola moved to approve the minutes of the January 24, 2023 meeting.**

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

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

IV. NEW BUSINESS

a. Discussion on proposed Community Room Student Art Project.

Ms. Godeski talked about a plan to expand the People's Gallery to incorporate student art work. Since there are existing glass showcases in the community room, they had the idea to do a mini canvas show. These would be a 4"x4" canvases on small easels. There is money in Ms. Godeski's budget and the schools will contribute as well. This would be in addition to any other art shows.

V. COMMITTEE STAFF UPDATES

a. Budget Committee Update – Nori Grudin and Sabrina Godeski

1. FY24 Capital and operating budget update.

Mr. Grudin reported that there is over \$11,000 left in the budget. Ms. Godeski added there is additional money available in the advertising budget and if there is going to be an ArtSpeak event. This money needs to be spent by the end of June. Some ideas to spend the money are to refresh some of the traffic boxes and renewing the membership to the Call to Entries account, and adding lighting to some public art pieces.

There is no change in the Capital fund until the state approves the mural projects.

Ms. Godeski pointed out that the expense for social media will go away in the summer.

b. Communications Committee Update – Marc Alan and Sabrina Godeski

1. Visit Norwalk transition.

Mr. Alan would like Ms. Alterman to join this committee, but they have not all had a chance to meet yet. On July 1st, all communications will go through Visit Norwalk.

Mr. Alan made the point that this transition will help make Norwalk an arts destination at the state level.

c. Infrastructure Committee Update – Brian Kaspr

1. State progress.

Ms. Godeski reported that the state has not yet approved the expenditures for the murals. There is no timeline for when this might get approved. Once that happens, there should be no barriers to moving forward quickly.

2. Bloomberg grant application status and timeline.

Ms. Godeski reported that all the paperwork has been completed, and approval should be given in March. Even if the grant doesn't come through there is enough capital funds set aside and this project will still go forward.

Mr. Kaspr discussed a non for profit organization called You are Not Alone. They would like to do a series of five murals around Norwalk that address mental health issues. This would not cost Norwalk anything.

There was discussion about the possibilities of new public art pieces and where murals would be appropriate and add value.

VI. OLD BUSINESS

a. Arts and Culture District update.

This is a state recognized entity. Mr. Alan has been proposing the city of Norwalk be an arts and cultural city. It ties into the Visit Norwalk initiatives. The arts and culture district would include the museums. The process for approval from the state has been started. Being an arts and culture district would allow the arts and cultural commission to raise funds and apply for grants for the arts. When this happens the Arts Commission will become the Arts and Cultural Commission, with a total of six members.

Mr. Abriola suggested inviting artists to the commission meetings as a way to start the Artspeak programs.

VII. ADJOURNMENT

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

*****Mr. Abriola seconded the motion.**

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

The meeting adjourned at 7:15.

Respectfully submitted,

Amy Chapple
Telesco Secretarial Services

City of Norwalk
Arts Commission
Regular Meeting
March 7, 2023

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	\$ 6,000.00		\$ 19,000.00
Arts in Public Places Program	0923-3760-5777	C0804	\$ 50,000.00			\$ 50,000.00

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	\$ (790.00)	\$ (710.00)		\$ 600.00
		Telesco Secretarial Services	\$ 1,500.00	\$ (790.00)			\$ 710.00
	5235	Membership & Dues	\$ 100.00	\$ (200.00)		\$ 100.00	\$ -
	5237	Advertising	\$ 1,500.00				\$ 1,500.00
	5258	Other Professional Services	\$ 7,800.00	\$ (4,250.00)			\$ 3,550.00
	5286	Business Expenses	\$ 1,500.00	\$ (1,129.48)		\$ (100.00)	\$ 270.52
	5298	Other Contractual Services	\$ 500.00	\$ (150.00)			\$ 350.00
	5329	Other Operating Supplies	\$ 1,500.00				\$ 1,500.00

Chapter 17A, Arts Commission, is hereby amended in its entirety to read as follows:

Chapter 17A

ARTS AND CULTURE COMMISSION

§ 17A-1. Commission; Purpose.

There shall be a Commission known as the "Norwalk Arts and Culture Commission" (the "Commission"). The purpose of the Commission shall be to serve as stewards for the City of Norwalk's public art collection and cultural assets. The Commission shall also promote the educational, cultural, economic, and general welfare of the public through the marketing of arts and cultural attractions, as well as encourage, facilitate, and cooperate with artists and artistic and cultural enterprises and organizations for the development of the creative, performing, and visual arts as well as cultural activities in the City of Norwalk. The Commission shall be deemed a "cultural district commission" for purposes of Section 10-401a of the Connecticut General Statutes, as the same may be amended from time to time (the "Act").

§ 17A-2. Definition.

"Cultural District" means each area within the City of Norwalk designated by the Common Council from time to time as a Cultural District in accordance with the provisions of the Act. A map of each Cultural District as so designated shall be available from the Department of Economic and Community Development or other Department designated by the Mayor.

§ 17A-3. Membership.

- A. The Commission shall consist of nine regular members appointed by the Mayor with the consent of the Common Council. All regular members shall be electors of the City of Norwalk, and a majority of the regular members must live or work in a Cultural District.
- B. Not less than seven regular members of the Commission must represent the Norwalk arts and culture community, including at least one representative from each of the following categories:
 - (1) local cultural or arts council,
 - (2) cultural organizations (i.e., historical society, museum, ethnic heritage organization),
 - (3) artists that live and/or work in a Cultural District,
 - (4) organizations that represent artists (artist cooperative, etc.), if applicable,
 - (5) for-profit creative businesses (i.e., theatre or gallery), and

(6) local business and/or chamber of commerce.

Any regular member of the Commission may represent more than one of the foregoing categories.

- C. Regular members shall be designated to serve staggered three-year terms. Any regular member may be removed by the Mayor for failure to attend three or more meetings of the Commission, without reasonable excuse, within a calendar year. Any vacancy for any reason in the position of a regular member shall be filled by the Mayor with the consent of the Common Council for the unexpired portion of the term of the member whose place becomes vacant.
- D. The Commission may also include up to three ex officio members, appointed by the Mayor with the consent of the Common Council. Each ex officio member must be affiliated with a Norwalk arts and cultural organization, but need not be an elector of the City of Norwalk. Ex officio members may fully participate in meetings of the Commission, but without being counted towards quorum requirements and without the right to vote. Ex officio members shall be appointed for three-year terms. Any ex officio member may be removed by the Mayor for the failure to attend three or more meetings of the Commission, without reasonable excuse, within a calendar year. Any vacancy for any reason in the position of an ex officio member may be, but is not required to be, filled by the Mayor, with the consent of the Common Council, for the unexpired portion of the term of the ex officio member whose place becomes vacant.

§ 17A-4. Officers; Operation.

- A. The Mayor shall appoint a Chair and Vice Chair of the Commission who shall each serve for a term of three years or until the earlier of their resignation, death, removal, or the expiration of their term on the Commission. No Chair or Vice Chair shall serve more than two consecutive terms in such position.
- B. The Chair shall be responsible for presiding over meetings of the Commission, establishing a meeting schedule, and appointing members to any subcommittee(s) established by the Commission. The Vice-Chair shall chair meetings in the event of absence of the Chair.
- C. The Business Development and Tourism Department, or other Department designated by the Mayor, shall provide administrative support to the Commission.

Section 17A-5. Powers and Duties.

- A. The Commission shall have such powers and duties as may be necessary or desirable for the purpose of carrying out the provisions of the Act and as may otherwise be designated by the Common Council from time to time. In furtherance of the foregoing, but not by way of limitation, the Commission shall:

(1) Assist the Mayor and Common Council in the determination and

establishment of Cultural Districts;

- (2) Prepare and maintain an inventory and asset map of the cultural and artistic resources of the City by each subject deemed to be of significance by the Commission; and
- (3) Develop and manage an Arts and Cultural Plan as a guiding document for the Commission, which shall include, but not be limited to, the following:
 - (a) the goals and objectives of the Commission, including goals and success measures for Cultural Districts,
 - (b) a management plan for the maintenance and preservation of the City's arts and cultural resources, and
 - (c) a marketing plan for the promotion of the City's arts and cultural resources.

B. In no event shall the acts or proposed acts of the Commission conflict with the lawful designated duties of any other body or commission of the City of Norwalk.

§ 17A-6. Acceptance of Public Art.

- A. The Commission shall review any proposed gift or donation to the City of any piece of Public Art (as defined below) and make a recommendation to the Mayor and Common Council as to whether such gift or donation should be accepted or rejected and, if accepted, the proposed location of such piece of Public Art in the City. Upon receipt of such recommendation, which shall not be binding on the Mayor or Common Council, the Mayor and Common Council shall review and make a determination as to whether to approve such gift or donation, including the proposed location of such gift or donation, in accordance with City and Common Council policy and procedures.
- B. For purposes of this Chapter, the term "Public Art" means works of art in all artistic disciplines that are created or designed for, built, or displayed in a community space and accessible to all (public) for the benefit of residents and visitors. Public art may include murals, sculptures, temporary installations, art shows, and festivals and other types of artistic expression.

§ 17A-7. Establishment of the Norwalk Arts and Cultural District Account; Investment.

- A. There is hereby established an account known as the Norwalk Arts and Cultural District Account (the "Cultural District Account"). The Cultural District Account is established under authority of the Connecticut General Statutes for the exclusive purpose of funding activities in a Cultural District that implement or promote the purpose of this Chapter. The Account shall consist of the following:

- (1) Funds attributable to sponsorships or underwriting of specific cultural or artistic events and/or programming within a Cultural District. Such sponsorships or underwriting shall be approved in accordance with City and Common Council policy and procedures; provided, however, that such approval shall not be required for any individual sponsorship or underwriting that does not exceed \$20,000 in the aggregate;
 - (2) Any funds from any source designated to be added to the Cultural District Account to be used exclusively for cultural or artistic events and/or programming within a Cultural District; and
 - (3) All investment income earned by the Cultural District Account.
- B. All of the monies in the Cultural District Account shall at all times be subject to withdrawal for use as provided in this Chapter. All or any part of the monies in the Cultural District Account may be invested in any manner in which public funds may be lawfully invested. No sums contained in the Cultural District Account, including interest and dividends earned, shall be transferred to any other account within the City budget or used for any purpose not provided for in this Chapter.
- C. Any budget proposed by the Mayor or approved by the Common Council, and any appropriation made for the arts and cultural enrichment of the City, shall not be reduced, ratably or otherwise, in consideration of any moneys in the Cultural District Account. Expenditures from the Cultural District Account shall add to and not replace budgets and appropriations which also serve the purposes of the Cultural District Account.
- D. The continuation of the Cultural District Account shall be perpetual notwithstanding that from time to time said account may be unfunded. Funds in the Cultural District Account shall not lapse at the end of the City's fiscal year.

§ 17A-8. Expenditures from the Cultural District Account; Administration.

- A. Any funds held in the Cultural District Account pursuant to Section 7(A)(1) of this Chapter shall be expended in accordance with the terms of the applicable sponsorship or underwriting. All other funds held in the Cultural District Account shall be expended in accordance with (1) the Arts and Cultural Plan and (2) any applicable guidelines prepared by the Business Development and Tourism Department and approved by the Common Council.
- B. No expenditure of funds from the Cultural District Account shall be in excess of the available balance in the fund.
- C. No officer or employee of the City, or any member of their immediate family, may receive a financial benefit from or have a direct or indirect personal or financial conflict of interest in any Person that receives funds from the Cultural District

Account. Terms used in this subparagraph not otherwise defined in this Chapter shall have the meanings given in § 32-3 of the Norwalk City Code, as the same may be amended.

§ 17A-9. Cultural District Account Reporting.

The Chief of Economic and Community Development or their designee shall, on an annual basis or as otherwise requested by the Common Council, prepare and deliver a written report to the Common Council of the amount in the Cultural District Account and deposits and expenditures therefrom.

Effective Date.

The foregoing amendments to Chapter 17A shall be effective July 1, 2023.