

MINUTES OF THE SPECIAL MEETING
CITY OF STAMFORD, CONNECTICUT
URBAN REDEVELOPMENT COMMISSION
MONDAY, JUNE 27th, 2011

1. At 6:05pm, Chairman Osman called the special meeting to order. The following were in attendance:

Commissioners:

Stephen C. Osman, Chairman
James I. Nixon, Vice Chairman
Joel P. Mellis, Secretary/Treasurer
Jackie Heftman
Christopher D. Meek

Staff:

Rachel Goldberg,
Interim Director & General Counsel
Durelle Alexander

Attendees:

Charles Rosner, Reinventing Stamford Consultant
Jack Condin, Executive Director, Stamford Chamber of Commerce
Laure Aubuchon, Director of Economic Development
Milton Puryear, Mill River Project Director
Representative John Mallozzi, 112th District

2. Southeast Quadrant

Commissioner Mellis made a motion to address the agenda items out of order. The motion was seconded by Commissioner Nixon and carried by unanimous vote.

(b) **Minor Plan Amendment, Southeast Quadrant Plan** – Attorney Goldberg reported that she had advised Land Use Committee Chair Harry Day that the expiration date as it currently exists in the Plan is July 5, 2011, and because they had tabled the decennial review of that Plan for so many months, it would be necessary to extend the Plan. She said, “Under the Statute and under the Urban Renewal Plan, and under the federal regulations, a change in the Plan that does not substantially change its previous version is a minor plan amendment. I proposed in the resolution I previously sent you extending the Plan for a year to allow the Board of Representative to go through their current review process so that the Plan doesn’t expire.” The Chairman asked, “Does it have to be approved by the Land Use Committee?” Attorney Goldberg responded, “No. I have sent an e-mail to Park Square West because, as an affected redeveloper, they have the right to approve the proposed plan amendment. I asked them to respond if they had any problems with the plan change and they have not responded.” The Commission asked Attorney Goldberg to get their approval in writing.

Following discussion, Commissioner Heftman made a motion to approve the minor plan amendment (copy attached as part of these official minutes) extending the Plan through July 31, 2012. The motion was seconded by Commissioner Nixon. Following further discussion, the question was called and the motion was passed by unanimous vote.

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(a) **Park Square West Status Report** – Attorney Goldberg reported that she has received and been asked to review the proposed assignment from Park Square West to a successor redeveloper. She said, “The review is in large part a review of the expenses that Park Square West put out with respect to the acquisition from us and development of the properties on lower Summer Street.” It was noted that the URC must approve any Land Disposition Agreement (LDA) amendment and the proposed assignment.

3. Mill River Corridor Project

(b) **Property Acquisition/16 W. Park Place** – Attorney Goldberg reported that a Public Hearing has been scheduled for 6:00pm Monday, July 11, 2011 in the URC conference room. She said, “One of the eminent domain acquisitions in the Mill River corridor, and the one that needs to be accomplished this summer, is 16 West Park Place. It is currently a parking lot for what was, many years ago, the Weiss Insurance Company building, owned by Robert Weiss. The parking lot site is still owned by Mr. Weiss and the City has acquired the former insurance company site.” Attorney Goldberg said, “We had tried to acquire the parking lot site on a friendly basis. There is no agreement re: the property’s value at this time.”

Attorney Goldberg went on to explain the process. She said, “In 2007, the General Assembly added some additional layers to the acquisition process and also changed the way using eminent domain in acquiring redevelopment properties has to proceed. We are now required to get two independent appraisals, average the two, and the average of the two is fair market value under the new legislation.” Chairman Osman asked about the authority to use eminent domain. Attorney Goldberg responded, “The Board of Representatives gave you, the Commission, the right to use eminent domain for a number of properties in the Mill River. Under the resolution approving the Mill River Plan, the Commission was authorized to carry out the Plan, which includes the acquisition of this property; it includes next years’ acquisition of a dozen or so easements along the river for the linear park; and, it includes identifying the replacement site for affordable housing where the Commission committed to the Board of Representatives when both Boards approved a change in use where Mill River House is (originally slated to be an affordable housing site). They asked you to, and you did commit to, identify and purchase an alternate site in the Mill River project area for affordable housing development. The purchase was to be financed from the TIF.” The Chairman asked, “So we have been directed by the Board of Reps to use eminent domain to do this?” Attorney Goldberg responded, “What the Board of Representatives said was ‘we approve this Plan.’ The Plan calls for the acquisition of property by either negotiated purchase or eminent domain. In the resolution approving the Plan and identifying the Commission as the implementing agency, you are charged with carrying out and implementing the Mill River Plan.” Commission Mellis asked, “Will funds for this acquisition come from the TIF?” Attorney Goldberg responded, “Yes, it is already in that budget.”

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Attorney Goldberg added, "It's important to identify another change in the statute. We now have a clock within which we must complete all of the eminent domain acquisitions for the Plan. Once we acquire the first property by eminent domain, the clock starts, and at the end of that time frame, we must acquire all the properties that are necessary for the Plan, including the property we haven't identified yet for the affordable housing site."

Discussion ensued pertaining to financing. It was noted that Bond Counsel for the URC is Attorney John F. Stafstrom of Pullman & Comley. The Chairman asked that Commissioner Mellis serve as the URC's liaison in this matter.

(a) **Status Report** – Covered in previous discussion above.

4. Mayor's Governance Task Force Report

(a) **Status Report** – Attorney Goldberg distributed a copy of the Land Use Committee's minutes from the meeting on June 22nd, 2011. She reported that there were some questions raised at the June 22nd meeting about whether the URC's finances were part of the City's audit. She said, "My understanding is that our books are audited, but we don't get a separate financial statement. I spoke with Bruce Blasnik, who is the lead auditor for the City's team, because they already have all of our information. The Land Use Committee asked about audited financial statements for the past three years and unfortunately Mr. Blasnik's firm has only been doing the City's audit for two years, so there would be an additional cost for the third year."

Following discussion, Commissioner Nixon made a motion to authorize General Counsel to send a letter to Land Use Chair Harry Day to clarify whether the information the Committee wants to see is specifically covered in the financial statement. The motion was seconded by Commissioner Mellis and carried by unanimous vote.

Following discussion, Commissioner Nixon made a motion to authorize the Chairman to enter into a contract with the accounting firm of O'Connor, Davies, Munns & Dobbins, LLP, specifically Bruce Blasnik, to produce financial statements for the past three years and present his findings to the Commission at a cost not-to-exceed \$20,000 (twenty thousand dollars). The motion was seconded by Commissioner Mellis and carried by unanimous vote.

6. Agency Administration

(a) **Budget** – Attorney Goldberg and Budget Committee Co-Chair Mellis presented the draft operational expenses for fiscal year 2011/12. Attorney Goldberg noted that the Budget Committee had asked her to look into the Health Care Reform Act that the General Assembly passed two weeks ago that will allow the Commission, instead of participating in the City's plan, to participate in the state plan. This goes into effect as of January 1, 2012 and will be investigated further as more information is made available by the state.

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Attorney Goldberg also noted that it was time for the Commission to renegotiate its lease with the City. Following further discussion, the Chairman requested a meeting with URC Accountant Michael Dell'Aera to review the budget format and how the expenditures are reflected.

Commissioner Meek left the meeting at 7:30pm.

Chairman Osman called a brief recess at 7:30pm. The meeting was resumed at 7:40pm.

At 7:45pm, Commissioner Heftman made a motion to go into Executive Session to specifically discuss Agenda Item 6(c) - Personnel. The motion was seconded by Commissioner Mellis and carried by unanimous vote. Durelle Alexander and Charles Rosner were excused from the meeting at this time. Attorney Goldberg participated in the discussion. No motions were made and no votes were taken. Attorney Goldberg left Executive Session at 8:05pm and returned at 8:20pm.

At 9:00pm, Commissioner Heftman made a motion to return to Open Session. The motion was seconded by Commissioner Mellis and carried by unanimous vote. Charles Rosner and Durelle Alexander returned to the meeting at this time.

Commissioner Heftman made a motion to approve the budget with the following adjustments: (i) amend the draft budget to add \$5,000 (five thousand dollars) to strategic planning to retain Charles Rosner for the next month during which time he will meet with the *Reinventing Stamford* Committee (Heftman, Mellis and/or Meek) to establish a business plan and put together a budget that reflects that plan, which will come back to the Commission in a month's time; (ii) amend the draft budget to increase staff salaries for the administrative assistant and general counsel 3% retroactively to the 2009 budget, the 2010 budget, and for the 2011/12 budget, and the same 3% for the bookkeeper for the 2011/12 budget. The retroactive portion of that will increase the payroll contingency by \$19,766. (nineteen thousand seven hundred and sixty-six dollars); and (iii) adjust the health insurance line in the draft budget downward to reflect the general counsel's contribution of 12% of the cost of her health care coverage beginning in the 2011/12 fiscal year, and the administrative assistant's contribution of 4% of the cost of her health care coverage for fiscal year 2011/12, which will increase to 8% in fiscal year 2012/13 and to 12% in fiscal year 2013/14. Commissioner Nixon seconded the motion, which was passed by unanimous vote. (approved budget attached as part of these official minutes)

Commissioner Nixon made a motion to adopt the proposed amendment to the Work Force Reduction policy. The motion was seconded by Commissioner Mellis and carried by unanimous vote.

Chairman Osman called for a brief recess at 9:05pm. The meeting was resumed at 9:10pm.

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Charles Rosner addressed the proposed terms of his one-month contract extension. Following discussion, it was the sense of the Board that Mr. Rosner meet with the *Reinventing Stamford* Committee to come to an amicable recommendation to present to the full board.

(b) **Authorization of Audited Financial Statements** – Covered under Agenda Item 4(a).

7. Adjournment

A special meeting/public hearing will be held at 6:00pm Monday, July 11, 2011.

There being no further business before the Board, Commissioner Nixon made a motion to adjourn. The motion was carried by unanimous vote and the meeting was adjourned at 9:22pm.

Respectfully submitted,



Joel P. Mellis
Secretary/Treasurer

Attachments (2): Resolution
Budget

RESOLUTION NO. 437

RESOLUTION OF THE CITY OF STAMFORD, CONNECTICUT URBAN REDEVELOPMENT COMMISSION MAKING A MINOR MODIFICATION TO THE URBAN RENEWAL PLAN FOR THE SOUTHEAST QUADRANT (EXTENDED) URBAN RENEWAL PROJECT, CONN. R-43

WHEREAS, the City of Stamford, Connecticut, Urban Redevelopment Commission (the "Commission") has been empowered by the City of Stamford, pursuant to the Code of Ordinances of the City of Stamford, and by Chapter 130 of the General Statutes of the State of Connecticut to prepare, propose, approve and carry out redevelopment and urban renewal plans with the City of Stamford; and

WHEREAS, acting pursuant to such authority the Commission on February 20, 1963 approved the Urban Renewal Plan for the Southeast Quadrant (Extended) Urban Renewal Project, Conn. R-43, and at various times since said date has approved amendments to and minor modifications of said Plan; and

WHEREAS, on March 4, 1963, the Board of Representatives approved an Urban Renewal Plan for the Southeast Quadrant Urban Renewal Project Connecticut, R-43 (the "Plan"); and

WHEREAS, simultaneously therewith, the Board of Representatives provided the Commission with authority over the Southeast Quadrant as set forth in Chapter 130; and

WHEREAS, the Commission wishes to amend Section II.2.H of the Plan to extend the period of effectiveness until July 31, 2012 (the "Proposed Amendment"); and

WHEREAS, pursuant to the requirements of Connecticut General Statutes §8-136 the Commission has determined that the Proposed Amendment does not substantially change the Plan as previously approved: and

WHEREAS, pursuant to the procedures set forth in Section V of the Plan the Commission has reviewed the Proposed Amendment against the essential concepts of the Plan as previously approved and determined that the Proposed Amendments are generally within those concepts; and

WHEREAS, based upon the foregoing the Commission has determined that the Proposed Amendment is a "minor" plan amendment; and

WHEREAS, all affected redevelopers of the proposed modification of the Urban Renewal Plan for the Southeast Quadrant, set forth herein, have consented to these modifications as required by §8-136 of the Connecticut General Statutes; and

WHEREAS, members of this Commission have personal knowledge of the Urban Renewal Project Area and particularly the portions thereof affected by the changes included in the Proposed Amendments; and

WHEREAS, it is in the best interest of the City of Stamford to approve the Proposed Amendment and thereby extend the Plan.

NOW, THEREFORE, on the basis of the evidence in its possession and personal knowledge, the City of Stamford, Connecticut Urban Redevelopment Commission, does hereby find, declare and resolve that:

1. It is found that the Proposed Amendment of the Plan is “minor” in nature and does not substantially change or otherwise affect the land use controls, or purposes and essential concepts of the Plan.
2. The Urban Renewal Plan for the Southeast Quadrant is extended until July 31, 2012.
3. It is hereby found and determined that:
 - a) The Plan, as modified by the Proposed Amendment, will continue to meet all of the requirements of Chapter 130 of the General Statutes of the State of Connecticut relative to redevelopment and urban renewal plans and includes sufficient details to give this Board adequate information.
 - b) The area to which the Proposed Amendment applies is located in a redevelopment area as defined in Chapter 130 of the General Statutes of the State of Connecticut. Specifically, the as yet undeveloped portions of the Project Area (Re-Use Parcels 19, 19B, 36 and 38) are deteriorated, deteriorating, substandard and detrimental to the safety, health, morals and welfare of the community.
 - c) The carrying out of the Proposed Amendment will result in materially improving conditions in the Southeast Quadrant (Extended) Urban Renewal Area.
 - d) No families or businesses will be displaced by the Proposed Amendment because the as yet undeveloped parcels, Re-Use Parcels 19, 19B, 36 and 38, are undeveloped or being used temporarily for surface parking lots.
 - e) The Proposed Amendment does not change, and is therefore satisfactory as to, site planning and relation to the comprehensive or general plan (the “Master Plan”) of the City of Stamford.
 - f) The Stamford Planning Board has previously issued written opinions that the Plan is consistent with the Master Plan of the City.
 - g) The public benefits resulting from the Proposed Amendment to the Plan will outweigh any private benefits

- h) The existing use of the real property cannot be feasibly integrated into the overall redevelopment plan for the project as modified by the Proposed Amendment.
- i) Acquisition by eminent domain is not necessary to successfully achieve the objectives of the Plan as modified by the Proposed Amendment.
- j) The Plan as modified by the Proposed Amendment is not for the primary purpose of increasing local tax revenues.
- k) The Proposed Amendment, to the greatest extent feasible, affords maximum opportunity consistent with the sound needs of the City of Stamford as a whole to redevelop the Southeast Quadrant (Extended) Urban Renewal Project by private enterprise.
- l) The Proposed Amendments do not change the general purposes or objectives of the Plan as previously adopted by this Board.
- m) Federal financial aid previously provided pursuant to the Loan and Grant Contract, as amended, and now being provided pursuant to the Close-Out Agreement, both with the United States Department of Housing and Urban Development, is necessary to carry out the project in accordance with the Proposed Amendments.

NOW, THEREFORE, be it resolved by the City of Stamford, Connecticut Urban Redevelopment Commission, that:

- 1. All findings, declarations and resolutions as set forth in previous resolutions of this Commission and the Board of Representatives adopting and approving the Urban Renewal Plan for the Southeast Quadrant (Extended) Urban Renewal Project, including all previous amendments and modifications thereto, are hereby affirmed, ratified and incorporated herein by reference as if set forth herein at length except in so far as they are inconsistent with the provisions of the Proposed Amendment.
- 2. The Proposed Amendment to the Urban Renewal Plan as set forth herein is hereby approved.
- 3. The "Urban Renewal Plan for the Southeast Quadrant (Extended Urban Renewal Project Conn. R-43" as modified by the Proposed Amendment, hereinabove approved, is in all respects approved.


Stephen C. Osman, Chairman

June 27, 2011
Date

URBAN REDEVELOPMENT COMMISSION
ANNUAL OPERATING BUDGET FISCAL YEAR 2011/2012

Approved: June 27, 2011

PAYROLL SALARY/EARNED TIME	APPROVED 11/12 BUDGET	EXPENDITURES THRU [Date]	BALANCE TO BUDGET	PROJECTED YEAR END BALANCE	PROPOSED 11/12 Budget
DIRECTOR	60,000	0	60,000		60,000
BOOKKEEPER	10,000	0	10,000		10,000
ADMINISTRATIVE ASSISTANT	52,525	0	52,525		48,068
GENERAL COUNSEL	162,576	0	162,576		148,780
total net payroll	285,101	0	285,101		266,848
FUNDED ACCRUALS *	21,000	0	21,000		21,000
PAYROLL CONTINGENCY	39,500	0	39,500		19,500
total accruals & contingency	60,500	0	60,500		40,500
total gross payroll	345,601	0	345,601		307,348
<u>NON-PAYROLL Expense/Benefits</u>					
SOCIAL SECURITY	18,635	0	18,635		18,094
HEALTH INSURANCE	34,830	0	34,830		38,600
PENSION	22,095	0	22,095		20,726
WORKERS' COMPENSATION	3,000	0	3,000		3,000
UNEMPLOYMENT COMPENSATION	3,600	0	3,600		3,600
total benefits	82,160	0	82,160		84,020
FUNDED ACCRUALS	3,000	0	3,000		3,000
BENEFITS CONTINGENCY	4,000	0	4,000		4,000
total accruals & contingency	7,000	0	7,000		7,000
total gross benefits	89,160	0	89,160		91,020

* Payroll funded accruals represent potential costs for vacation or sick leave if one or more employee leaves. Non-payroll funded accruals would cover potential cost for social security, pension or health insurance.

URBAN REDEVELOPMENT COMMISSION
ANNUAL OPERATING BUDGET FISCAL YEAR 2011/2012

<u>OVERHEAD-RECURRING</u>	<u>APPROVED 11/12 BUDGET</u>	<u>EXPENDITURES THRU [Date]</u>	<u>BALANCE TO BUDGET</u>	<u>PROJECTED YEAR END BALANCE</u>	<u>PROPOSED 11/12 BUDGET</u>
RENT	19,800	0	19,800		19,800
TELEPHONE	4,800	0	4,800		4,800
COPIER	1,500	0	1,500		1,500
INSURANCE	1,400	0	1,400		1,400
ACCOUNTING SERVICES	5,000	0	5,000		5,000
OFFICE SUPPLIES	5,500	0	5,500		5,500
POSTAGE/METER RENTAL	2,000	0	2,000		2,000
DUES/SUBSCRIPTIONS/PUBLICATIONS	2,000	0	2,000		2,000
MEETINGS/CONFERENCES	10,000	0	10,000		10,000
REPRODUCTIONS	0	0	0		0
WEBSITE MAINTENANCE	100	0	100		100
Subtotal	52,100 *	0	52,100		52,100
<u>OVERHEAD-NON-RECURRING</u>					
WEBSITE DEVELOPMENT	0	0	0		0
ADVERTISING/PUBLIC NOTICE	2,000	0	2,000		2,000
TRAINING	0	0	0		0
OFFICE FURNITURE/EQUIPMENT	2,500	0	2,500		2,500
MISCELLANEOUS	5,000	0	5,000		5,000
STRATEGIC PLANNING		0	0		
LEGAL SERVICES	40,000	0	40,000		40,000
ARCHITECTURAL CONSULTANTS	0	0	0		0
MILL RIVER CORRIDOR PROJECT	8,500	0	8,500		8,500
DOWNTOWN REZONING	0	0	0		0
HNPP	3,000	0	3,000		3,000
Subtotal	61,000 *	0	61,000		61,000
Total with accruals and contingencies	547,861	0	547,861		504,468
Total w/out accruals and contingencies	480,361				483,468
net of Income					292,713

* Urban Transitway reimbursement is 50% of overhead except specialized equipment (unless approved by the the City's Project Manager) and travel.

URBAN REDEVELOPMENT COMMISSION
ANNUAL OPERATING BUDGET FISCAL YEAR 2011/2012

<u>INCOME (Projections)</u>		PROJECTION	FUNDS IN	PROPOSED
		FY 2011/12	[Date]	2011/2012
RENTAL		113,000	0	113,000
TRANSITWAY:	Overhead Contribution	37,000	0	37,000
	Administrative Assistant & Bookkeeper	2,400	0	2,400
INTEREST		1,000	0	1,000
OTHER:	Consultants (Reimbursables)	8,500	0	8,500
	Cold Spring Road	28,855		28,855
TOTAL		190,755	0	190,755

CITY OF STAMFORD, CONNECTICUT, URBAN REDEVELOPMENT COMMISSION

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SPECIAL
MEETING NOTICE

A special meeting of the City of Stamford, Connecticut, Urban Redevelopment Commission, will be held in the Commission Offices on the 9th Floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut, on Monday, June 27th, 2011 at 6:00pm.

Amended
AGENDA:

1. Roll Call
2. Southeast Quadrant
 - (a) Park Square West – Status Report
 - (b) Minor Plan Amendment – Southeast Quadrant Plan
3. Mill River Corridor Project
 - (a) Status Report
 - (b) Property Acquisition
4. Mayor's Governance Task Force Report
 - (a) Update/Status Report
5. Reinventing Stamford
 - (a) Status Report
6. Agency Administration
 - (a) Budget
 - (b) Authorization for Audited Financial Statements
 - (c) *Personnel
7. Adjournment

**All or portions of this subject may require discussion
in Executive Session**