

MINUTES OF THE SPECIAL MEETING
CITY OF STAMFORD, CONNECTICUT
URBAN REDEVELOPMENT COMMISSION
TUESDAY, SEPTEMBER 11, 2007

1. At 9:05am, Chairman Stephen C. Osman called the meeting to order. The following were in attendance:

Commissioners:

Stephen C. Osman, Chairman
James I. Nixon, Vice Chairman
(arrived at 9:10am)
Joel P. Mellis, Secretary/Treasurer
Edward J. Fuhrman
Robert S. Robins

Staff:

Gerrie Post, Executive Director
Rachel Goldberg, General Counsel
Durelle Alexander

Other Attendees:

Kathleen Walsh, President, Stamford Partnership

Chairman Osman called for one minute of silence in observance of the anniversary of September 11th.

2. Southeast Quadrant

(a) **Park Square West Phase II Status Report** – The Monthly Project Report from Project Director Jeremy Wilkening dated September 2007 was e-mailed to Board members prior to the meeting. Executive Director Post reported that she anticipates receiving a copy of the Construction Documents within the next week. She said, “I will be working with City Construction Manager Jeff Pardo, City Operations/Traffic Management Supervisor Ernie Orgera and City Traffic Engineer Mani Poola re: open issues relating to the garage; specifically, lighting and traffic flow on the ground floor level of the City’s garage as it meets the URC’s garage.” Chairman Osman asked the Executive Director to write a letter clarifying/reviewing all open issues relating to the parking garage.

(b) **Re-Use Parcel 36 Status Report** – Attorney Goldberg noted that the Commission had previously authorized parallel zoning applications, one for the approved 35-unit project and the other, for the denser 56-unit project within the exact same exterior structure. She said, “We made a presentation before the Planning Board on September 5th and it was well received. The only question that came up was whether we should establish an FAR for residential properties. For commercial property, we use FAR but for residential, we have two different levels of control: (i) height and bulk regulations that define how tall and how wide a structure can be on a parcel, what the set-backs are, etc. and (ii) in terms of the number of units, 450 or 400 square feet of land yield one unit. It was suggested by City Land Use Bureau Chief Robin Stein that we consider changing that regulation and create an overall FAR for a site in the downtown.” Attorney Goldberg noted that this proposed change and its ramifications needed to be studied very carefully.

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(c) **Re-Use Parcel 38** – No report at this time.

3. Mill River Corridor

(a) **Archstone/Re-Use Parcel 21** – Archstone's Vice President of Development Daniel Doern has indicated in correspondence to the Executive Director that they plan to select a new architect this week and should be ready to discuss proposed new design criteria with the Sub-Committee within the next month. Attorney Goldberg reported that a check from the Escrow Agent was received on Friday, August 31st. Executive Director Post is working on an RFP for landscaping services for the site. Special Assistant to the Mayor Tim Curtin has offered a Joel Pearlman piece of sculpture that could be used on or in the proximity of the site.

Redeveloping the site on a temporary basis was discussed. Items also discussed included the following:

- Taking down or keeping the fence
- Cleaning, shallow grading and creating a lawn area with some urban plantings
- Using the site and/or preparing the site for artwork
- Possible liability issues with artwork on the site
- Putting down sod
- Providing a sprinkling/watering system

Attorney Goldberg explained that the Escrow Agreement allows the Commission to expend the funds three different ways: (i) landscape/improve the property; (ii) make landscape improvements to Mill River Park in the vicinity of this property; or (iii) install public art in the vicinity of this property. Following discussion, it was the sense of the Board that there be a limited focus to the proposed clean-up plan. Executive Director Post will consult with the City's Parks Department and/or some local landscapers in this regard.

4. Agency Administration

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

(b/iii) **Holiday Luncheon** - Sub-Committee members Nixon and Fuhrman presented a proposed plan for a URC holiday luncheon to be held during the week of December 10th at a location to be determined. Following discussion, Commissioner Nixon made a motion to approve the proposed plan as presented. The motion was seconded by Commissioner Fuhrman and carried by unanimous vote.

(b/i) **Sub-Committee Assignments** – Chairman Osman created a new Sub-Committee to work with the Avon Theater on their current fund-raising/expansion efforts. Commissioners Mellis and Robins volunteered to participate in this effort

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(b/ii) **Strategic Planning** – The Steering Committee (Commissioners Fuhrman and Robins) distributed material for discussion prior to the meeting. Executive Director Post said, “We are asking each of you to determine your priorities and identify five major goals for Stamford that you would like to see accomplished within the next ten years. These should be goals that the URC could positively impact, either in a leading or in a supporting role.” Commissioners were asked to provide feedback, via e-mail, prior to September 24th. Commissioner Mellis asked, “Given the charter of the URC, should we be taking into consideration certain parameters of the URC’s scope when establishing our priorities?” Attorney Goldberg responded, “We are much more than just a redevelopment agency. We have statutory authority under four separate and distinct sets of regulations: (i) Urban Redevelopment; (ii) Urban Renewal; (iii) Municipal Development; and, (iv) Economic Development and Manufacturing Assistance (588L). We are the only agency in the City that is authorized under all four of these.” Attorney Goldberg will prepare a memo explaining what each of the aforementioned regulations authorizes. Following receipt of the Commissioner’s comments, the Steering Committee will reconvene. Subsequently, a special Commission meeting to specifically address Strategic Planning will be held.

(a) **Budget** – Attorney Goldberg briefly outlined the terms of the Amended Settlement and Rollover Agreement with Epstein, noting that the rollover note would be in effect for two years. Following discussion, Commissioner Fuhrman moved to approve the Amended Settlement Agreement/Rollover Note with Epstein. The motion was seconded by Commissioner Nixon and carried by unanimous vote.

Executive Director Post presented the proposed 2007/08 Operating Budget. Discussion ensued. Chairman Osman asked who is representing the URC in the Curley’s case. Attorney Goldberg responded, “Pullman & Comley; specifically, Andrew McDonald.” Chairman Osman noted, for the record, that Andrew McDonald is his personal attorney and he would recuse himself from any relevant legal discussions.

Commissioner Robins left the meeting at 11:15am.

Following further discussion, Commissioner Fuhrman made a motion to approve the 2007/08 URC Operating Budget as presented, subject to a mid-year (December or January) review. The motion was seconded by Commissioner Mellis and carried by unanimous vote.

(c) **Web Site Development** – Money for web site development has been budgeted. Executive Director Post suggested the possibility of bringing an intern aboard to work specifically on web site development and maintenance.

5. Adjournment

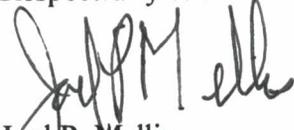
The regular meeting scheduled for Thursday, October 11th at 6:00pm is cancelled. A special meeting to discuss the Commission’s Strategic Plan will be held on Thursday, October 18th at 9:30am.

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The annual meeting will be held prior to the November 8th, 2007 regular meeting at 6:00pm.

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 11:47am.

Respectfully submitted,



Joel P. Mellis
Secretary/Treasurer

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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 Tuesday, September 11, 2007 at 9:00AM.

AGENDA:

1. Roll Call
2. *Southeast Quadrant
 - (a) Park Square West Phase II Status Report
 - (b) Re-Use Parcel 36 Status Report
 - (c) Re-Use Parcel 38
3. *Mill River Corridor
 - (a) Archstone/Re-Use Parcel 21
 - (i) Draft RFP – Landscaping Services
4. *Agency Administration
 - (a) Budget
 - (b) Sub-Committees:
 - (i) Assignments
 - (ii) Strategic Planning
 - (iii) Holiday Luncheon
 - (c) Web Site Development
5. Adjournment
 - (a) Discussion – Next Meeting Agenda
 - (b) Confirmation – Next Meeting Date (Oct. 11 – Annual & Regular)

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

	06/07 BUDGET	EXPENDITURES THRU 6/30/07	BALANCE	07/08 BUDGET
<u>PAYROLL SALARY/EARNED TIME</u>				
DIRECTOR	120,000	120,000	0	120,000
FISCAL OFFICER (p/t)	22,859	22,769	90	22,859
ADMINISTRATIVE ASSISTANT	45,309	45,284	25	45,309
GENERAL COUNSEL	128,552	128,412	140	128,552
APPRAISER *	0	0	0	0
PROJECT ADMINISTRATOR *	0	0	0	0
PARALEGAL *	0	0	0	0
FUNDED ACCRUALS	21,000	0	21,000	21,000
PAYROLL CONTINGENCY	<u>20,739</u>	<u>16,461[^]</u>	<u>13,539</u>	<u>25,000</u>
Sub-Total	\$358,459	\$316,465	\$34,794	\$362,720
<u>NON-PAYROLL Expense/Benefits</u>				
SOCIAL SECURITY	17,773	19,257	0 ^{^^}	20,000
HEALTH INSURANCE	47,500	43,067	4,433	47,500
PENSION	22,040	22,027	13	25,000
WORKERS' COMPENSATION	2,000	2,275	0 ^{^^}	3,000
UNEMPLOYMENT COMPENSATION	660	2,239	0 ^{^^}	3,000
	\$89,973	\$88,865	\$4,446	\$98,500
FUNDED ACCRUALS	3,000	0	3,000	3,000
BENEFITS CONTINGENCY	<u>7,097</u>	<u>3,338^{^^}</u>	<u>3,759</u>	<u>10,000</u>
Sub-Total	\$100,070	\$92,203	\$6,759	\$111,500

* Urban Transitway staff positions held for Phase II Project

[^]Transferred from Payroll Contingency to Salary Increases(\$9261); Legal Services(\$7200)

^{^^}Transferred from Benefits Contingency to Social Security(\$1484); Workers Compensation(\$275); Unemployment Insurance(\$1579)

APPROVED URC BUDGET FOR FISCAL YEAR 2007/2008

APPROVED 9/11/07

EXPENDITURES
THRU 6/30/07

06/07 BUDGET

BALANCES

07/08 BUDGET

OVERHEAD-RECURRING

RENT	19,800	19,800	0	19,800
TELEPHONE	5,000	3,945	1,055	5,000
COPIER	1,500	270	1,230	1,500
INSURANCE	700	700	0	700
ACCOUNTING SERVICES	3,000	550	2,450	10,000
OFFICE SUPPLIES	5,500	3,842	1,658	5,500
POSTAGE/METER RENTAL	2,500	1,450	1,050	2,500
DUES/SUBSCRIPTIONS/PUBLICATIONS	2,000	1,679	321	2,000
MEETINGS/CONFERENCES	11,000 **	10,247	753	15,000
REPRODUCTIONS	200	0	200	200
WEBSITE MAINTENANCE	1,000	35	965	500
MARKETING	5,000	0	5,000	5,000
Sub-Total	\$57,200 *	\$42,518	\$14,682	\$67,700 *

OVERHEAD-NON-RECURRING

WEBSITE DEVELOPMENT	5,000	100	4,900	5,000
ADVERTISING/PUBLIC NOTICE	5,000	0	5,000	5,000
TRAINING	500	0	500	1,000
OFFICE FURNITURE/EQUIPMENT	10,000	5,189	4,811	8,000
CONTINGENCY/MISCELLANEOUS	6,600 **	3,958 ***	2,642	5,000
Sub-Total	\$27,100	\$9,247	\$17,853	\$24,000

*Urban Transitway reimbursement approximately 50%

**04/07 - 1,000. Transfer from Contingency to Meetings/Conf's

#Transferred from Contingency/Miscellaneous to Property Insurance (\$2958)

	06/07 BUDGET	EXPENDITURES THRU 6/30/07	BALANCES	07/08 BUDGET
CONSULTANTS*%	0	12,952	12,952 %	65,000
STRATEGIC PLANNING	0	0	0	10,000
LEGAL SERVICES	0	7,200	0 ^	55,000
PROPERTY INSURANCE	0	2,958	0 #	3,000
Sub-Total	\$0	\$23,110	\$12,952	\$133,000
TOTAL	\$542,829	\$483,543	\$59,286	\$698,920

*Inclusive of Design, Engineering and Mill River consultants
 %Consultant fees to be reimbursed by PSW2; Archstone; UBS; RBS; Parcel 36 Projects