

**David R. Martin**  
Mayor

**Thomas Madden, AICP**  
Executive Director

**Dr. Tommie Jackson**  
Assistant Director



**COMMISSION**  
**Mark Diamond ESQ.**  
Chairman

**Stephen Fischer**  
Vice Chairman

**James Huerta**  
Secretary-Treasurer

**Jonathan Winkel**  
Member

**Richard Evanko**  
Member

# **CITY OF STAMFORD**

## **URBAN REDEVELOPMENT COMMISSION**

### **OFFICE OF ECONOMIC DEVELOPMENT**

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**Stamford Government Center-Stamford, Connecticut**  
**Special Meeting- Thursday, September 16, 2020**

The City of Stamford Urban Redevelopment Commission, Office of Economic Development, held a **Special Meeting, on Thursday, September 16, 2020 commencing at 2:12pm.** The Regular Meeting was held via Zoom from the Urban Redevelopment Commission Conference Room, 888 Washington Boulevard, 9<sup>th</sup> Floor, Stamford, Connecticut.

**1. Call to Order**

Chairman Diamond called the meeting to order at 2:12pm.

**2. Roll Call**

Commissioners Present via teleconference: Mark Diamond, Stephen Fischer, James Huerta and Richard Evanko

Late: Jonathan Winkel

Commission Staff: Thomas Madden- Executive Director, Dr. Tommie Jackson-Assistant Director, Theresa Bowen,-Office Manager

**3. Reading and Acceptance of Minutes**

**a. Approval of minutes from Regular Meeting held on August 13, 2020**

Chairman Diamond asked if all Commissioners have read the minutes from the Special Meeting held on June 17, 2020. Both Commissioner Huerta and Chairman Diamond stated changes. Commissioner Fischer made a motion to approve the minutes as amended, second by Chairman Diamond. Commissioner Evanko abstained. Motion passed with Commissioners present.

**4. Report of the Executive Director**

**a. Independent Audit**

Mr. Madden reviewed the only proposal received after an RFP was sent out.

**Commissioner Winkel arrived at 2:18pm.**

Mr. Madden reviewed options given to the Finance Committee. Commissioner Huerta expressed concern about the fee. Mr. Madden suggested the Finance Committee to meet on Friday, September 18, to discuss further.

**b. Update on Review by Berchem Moses PC**

Mr. Madden stated Berchem Moses has asked for additional time to submit their report.

**c. Clock Tower Update**

Mr. Madden reviewed the Application for the Certificate of Completion for Urby. The Clock Tower is part of Phase II, once the tower is completed then a Certificate of Completion will be issued. Mr. Madden will ask for billing to assure the Clock Tower meets the million dollar requirement.

**d. Update on Insurance Policies**

Dr. Jackson stated the Commissioners are covered Public Officials Liability and the Commissioners will receive a copy of the policy upon receipt.

**e. Mortgage Update**

Mr. Madden reviewed the mortgage amortization schedule for Phase 4 also known as Vela on the Park. Currently the payments are interest only with principal payments starting in February 2021. He also reviewed the details of a potential sale of the parking lot parcel.

**Chairman Diamond had requested an amendment to the By Laws to include the following language "Members of the City of Stamford Urban Redevelopment Commission, Office of Economic Development are indemnified against any and all claims that may arise as a result of duties exercised in the course of official functions."**

**5. Committee Report**

**a. Finance Committee**

**i. Update on PPP Loan**

Commissioner Huerta requested the loan and any additional documents. Mr. Madden stated that a request for forgiveness will be filed in October.

**ii. Finance Reports**

Commissioner Huerta provided highlights of the financial reports for the Commissioners. It will be discussed further in the upcoming Finance Meeting. Lastly, the Finance Committee will sit with staff to help define some more details of line items in question

**iii. Investment Discussion**

Commissioner Huerta gave an update to the Commissioners on the status of the Investment Accounts. A check that closed out the CD at Patriot Bank will be picked up at a later date and move to a money market account at People's Bank. He also recommended that the \$25,000 threshold is too high and should be changed to \$15,000.

**b. Personnel Committee****i. Personnel Policy Manual Status**

Commissioner Fischer has stated changes were submitted to Berchem Moses and a follow up meeting is needed. Commissioner Huerta stated the Budget has not been made final due to personnel matters that need to be finalized. Dr. Jackson expressed his concerns about changes to the Personnel Policy that need to be grandfathered in and staff has not received a copy of a revised edition of the Employee Handbook. Chairman Diamond requested Mr. Madden send a red line version.

**6. Unfinished/Old Business**

Chairman Diamond inquired about the Stamford Town Center Appraisal information that was sent out on June 18 by Mr. Madden. He requested Mr. Madden to send the information again to the Commissioners to review. Chairman Diamond asked about the details of the two different invoices. A Special Meeting will be scheduled with the appraiser. Chairman Diamond requested that Mr. Madden find out how to have it recorded on the Books.

**7. New Business****a. Discussion of URC Signage at Veteran's Park (Site should have sign noting that Park is provided at courtesy of the URC)**

Dr. Jackson suggested that Chairman Diamond schedule a meeting with the Veterans Park Partnership Chairman at a later date and time.

**b. Next Meeting****i. Discussion-Next Meeting Agenda****ii. Confirmation-Next Regular Meeting (Thursday, Oct. 8, 2020 at 4:30pm)****8. Public Comment**

None

**9. Adjournment**

Commissioner Winkel made a motion to adjourn the meeting at 3:35pm with second from Chairman Diamond. Motion passed unanimously with Commissioners present. With no further business to discuss, the meeting was concluded.

Respectfully submitted,



James "Jim" Huerta,  
Secretary/Treasurer Urban Redevelopment Commission