

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

TBD
Member

CITY OF STAMFORD

URBAN REDEVELOPMENT COMMISSION

OFFICE OF ECONOMIC DEVELOPMENT

Stamford Government Center-Stamford-Connecticut
Special Meeting- Monday, March 14, 2019

The Special Meeting of the City of Stamford, Connecticut, Urban Redevelopment Commission was held on **Thursday, March 14, 2019 commencing at 5:32pm** in the Urban Redevelopment Commission Conference Room, 888 Washington Boulevard, 9th Floor, Stamford, Connecticut.

1. Call to Order

Chairman Diamond called the meeting to order at 5:32pm.

2. Roll Call

Commissioners Present: Mark Diamond, Stephen Fischer, James Huerta and Jonathan Winkel

Staff: Thomas Madden, Executive Director, Dr. Tommie Jackson Assistant Director and Theresa Bowen, Office Coordinator

3. Reading and Acceptance of Minutes

Approval of minutes from Special Meeting held on February 25, 2019

Chairman Diamond asked if all Commissioners have read the minutes from the last meeting held on January 10, 2019. Chairman Diamond requested a motion to approve the minutes. The motion was made by Commissioner Fischer second by Commissioner Huerta. Motion passed unanimously.

4. Report of the Executive Director or Designee

a. Parcel Quintard Place/Vets Park Update

Dr. Jackson provided the Commissioners the status update on the pending title search of the land.

b. Parcel History & Audit

Dr. Jackson reported on the other known URC parcels and his working with the City Assessor on locating any additional parcels. He reviewed the process with the Commissioners on how to identify the parcels through the title search database. Mr. Madden reviewed in detail on how the title search would be conducted.

c. Small Business Activities

Dr. Jackson updated the Commissioners on his work with the local banks and the Stamford Credit Union on assisting potential small business owners with loans including use of the Community Reinvestment Act (CRA).

5. Committee Reports

a. Budget Committee

i. Repayment of \$18,900 Amazon Advance

Mr. Madden reported to the Commissioners as to the current status of the MOU.

ii. Financial Report(s)

Commissioner Huerta reviewed the reports for the Commissioners. He reported that 2-3 year Budget projections will be worked on. He also discussed the draft of the Financial Protocol and Procedures document. Commissioner Huerta answered Chairman Diamond's questions regarding the Balance Sheet. Commissioner Fischer recommended having footnotes to remove old financials during the next audit.

iii. Investment Portfolio Report

Commissioner Huerta reported that he will be sending a report via e-mail with the updated information.

Chairman Winkel made a motion to go out of order to go out of order to New Business for status update on potential new Commissioner. Chairman Diamond seconded the motion. Motion passed unanimously.

b. Personnel Committee and Adoption of Personnel Policy

Mr. Madden reviewed all the changes received from Commissioner Fischer and Commissioner Huerta. Commissioners discussed and agreed to the changes. Mr. Madden captured all changes as discussed.

Commissioner Winkel made a motion to approval the manual as amended during this meeting, Chairman Diamond second the motion. Motion passed unanimously.

6. Unfinished/Old Business

a. Financial Protocol and Procedures

This was covered earlier during the Committee Reports by Commissioner Huerta.

7. New Business

Regarding the potential new Commissioner, Mr. Madden stated the Republican Committee has not moved forward on any new applicants.

Commissioner Huerta left the meeting at 6:10pm. As per Chairman Diamond, the Meeting took a five (5) minute recess.

- a. Advance Planning Committee
Chairman Diamond stated that he wanted all Commissioners to take part. Chairman Diamond will meet with Mr. Madden to determine next steps.
- b. Request for Time Change to 2019 Calendar
A motion was made by Chairman Diamond and second by Commissioner Winkel to change the Regular Meeting time for the remainder of the year to 4:30pm. Motion passed unanimously.
- c. Next Meeting
 - i. Discussion of Next Meeting Agenda
Commissioner Winkel suggested that the Repayment of the \$18,900 remain on the agenda.
 - ii. Confirmation of Next Regular Meeting (Thursday, April 11, 2019)

8. Adjournment

Chairman Diamond asked for a motion to adjourn the meeting at 7:11pm, with motion from Commissioner Winkel and second from Commissioner Huerta. Motion passed unanimously with Commissioners present. With no further business to discussed, the meeting was concluded.

Respectfully submitted,



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