

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

Richard Evanko
Member

Jonathan Winkel
Member

CITY OF STAMFORD
URBAN REDEVELOPMENT COMMISSION
OFFICE OF ECONOMIC DEVELOPMENT

Stamford Government Center-Stamford, Connecticut
Regular Meeting- Thursday, December 10, 2020

The City of Stamford Urban Redevelopment Commission, Office of Economic Development, held a **Regular Meeting, on Thursday, December 10, 2020, commencing at 4:47pm.** The Meeting was held via Zoom from the URC Conference Room, 888 Washington Boulevard, 9th Floor, Stamford, Connecticut.

1. Call to Order

Chairman Diamond called the meeting to order at 4:47pm.

2. Roll Call

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

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

Guests: Lisa Feinberg and Michael Pollard,

3. Reading and Acceptance of Minutes

a. Approval of minutes from Regular Meeting held on November 12, 2020

Chairman Diamond asked if all Commissioners have read the minutes from the Regular Meeting held on November 12, 2020. Commissioner Fischer made a motion to approve the minutes, second by Commissioner Huerta. Motion passed unanimously with all Commissioners present.

b. Approval of minutes from Special Meeting held on November 17, 2020

Chairman Diamond asked if all Commissioners have read the minutes from the Special Meeting held on November 17, 2020. Chairman Diamond made a motion to approve the minutes with the correction to add language that no votes were taken during Executive Session, with second by Commissioner Fischer. Motion passed unanimously with all Commissioners present.

4. Report of Executive Director

- a. Report from staff on the status of title searches including the property next to Curly's, Veteran's Park, Stamford Town Center Mall, and the food truck park, as well as the updated appraisal for the Stamford Town Center Mall property.**

Mr. Madden provided the Commissioners with an update in regards to title reports and work being done by City attorneys. The City will share title reports as it relates to the mall after their review.

- b. Report from staff on the property next to Curly's (a.k.a., 0 Park West, 66 Park Square West, Park Square West Phase 3) including action taken last week by the Board of Reps land use committee, a discussion of the \$100,000 deposit we are holding, the status of the currently proposed project, and a discussion of the alternate purchaser that was mentioned at the land use committee meeting.**

Mr. Madden stated a presentation was done with Board of Reps, reviewing files and maps and stated that Attorney Rosenberg has opined the URC acted as agency of record and that any money from the sale would go to the URC. Chairman Diamond questioned if we have a written statement attesting to that opinion. Mr. Madden stated it was stated on record at the Board of Reps meeting. We are still holding the \$100,000. In escrow until the sale is completed or sale does not happen. Chairman Diamond questioned why a title report has not been done as previously requested. Assistant Director Tommie Jackson stated that due to the topic, this discussion should go into executive session.

Commissioner Fischer made a motion to go into executive session with second from Commissioner Evanko. Executive Session was entered at 4:58pm. Executive session exited at 5:15pm.

No Motions were made, no votes were taken.

- c. A report from staff on our D&O and CGL policies, as well as the City of Stamford's agreement to insure our Stamford Town Center property.**

Dr. Jackson provided the Commissioners with a review of documents sent earlier in the week and will resend the information regarding the four (4) properties.

- d. **Staff (T. Madden) to provide the board with all written documents and other indicia concerning the art requirement for the Urby project. A report to be made by staff on the developer's progress toward fulfillment of that requirement.**

Mr. Madden reviewed the documents for the Commissioners on the URC approval of the URBY clock and will forward the documentation to Chairman Diamond.

- e. **Report from staff on communications with Corporation Counsel concerning Richard's appointment to EDC.**

Mr. Madden stated how the City Charter is different from the URC Bylaws and after a conversation with Corporation Counsel, the Mayor does have this authority to appoint a member to either both Economic Development Commission and URC or to just one (1) Commission. Chairman Diamond stated perhaps the URC should alter the Bylaws to reflect the Mayor's authority and directed Mr. Madden to draft this Bylaw change.

Lastly Mr. Madden stated right of entry agreements are being drafted for the City and Downtown Special Services District for storing barriers and such for the StrEATeries Program at Parcel 36-Food Truck Parc.

5. Committee Report

a. Budget Committee

i. Finance Reports

Commissioner Huerta reviewed the reports for the Commissioners and to let him know if there are any questions. Mr. Madden will update the cash flow analysis report.

ii. Independent Audit

Commissioner Huerta reviewed an engagement letter from Marcum. For the next meeting it should be reviewed and discussed. Commissioner Fischer also recommended a procedural audit.

iii. Discussion of payment of bill from our attorney

After review of recent invoice, Commissioner Huerta questioned if we come to a closure on the original agreement and Chairman Diamond stated staff should be the point person to communicate with the attorneys. Chairman Diamond approved the recent invoice.

iv. A discussion of funding protocols for the URC to follow when presented with a request for funds.

Commissioner Huerta requested to move money from the First County Account to government bonds. Mr. Madden stated based on URC Bylaws mechanically he should be moving the money based on board approval. Commissioner Winkel asked the cadence of Reconciliation of the Bank accounts. He recommended a process be put into place.

Lastly, Commissioner Huerta updated the Commissioners on a draft procedures and policy for Business Incentive Program for small business/nonprofit. Further discussion is needed.

b. Personnel Committee
i. Report*

Commissioner Fischer made a motion to enter Executive Session for an employment matter Executive Session was entered at 6:13pm and exited at 6:19pm. Chairman Diamond stated no motions were made and no votes were taken.

6. Unfinished/Old Business

a. Discussion of new rules discussed at the Bylaws Committee meeting held on November 17.

The Commissions reviewed the items below. After review, Chairman Diamond made a motion with second from Commissioner Fischer to approve the changes as amended. Motion passed unanimously with Commissioners present

b. Discussion and vote on changes to the bylaws as follows:

- i. Art. II, § 8, first sentence should be changed to read as follows:**
“Committees. There shall be a standing Personnel Committee and a standing Budget Committee, each of which shall be composed of at least two members of the Commission.”
No change.

- ii. Art. III, § 2, first sentence should be changed to read as follows: “Regular Meeting: Regular meetings shall be held once a month according to a calendar set by the Commission at its Annual Meeting and shall be held in the Commission offices at 888 Washington Blvd. or at another location that is convenient to the Commissioners and staff as determined by the Chairman including by telephone or Internet, provided that staff shall make arrangements for such electronic meetings.”**
During review, Mr. Madden stated that item b.II had to be changed to December from Annual meeting as per city and state charter. The sentence will now read, “Regular meetings shall be held once a month according to a calendar set by the Commission at its December Meeting...”

- iii. Art. III, § 4, should be changed to read as follows: “Committee Meetings: Committee meetings shall be held expediently as determined by the chairman of the committee at a location to be determined by the chairman upon consultation with the committee members including by telephone or Internet.”**
No change.

- iv. **Art. III, § 5, first sentence should be changed to read as follows: "Quorum: A majority of the sitting members of the Commission shall constitute a quorum for the purpose of conducting business, for exercising its powers, and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained."**
No change.

7. New Business

a. Approval of URC 2021 Regular Meeting Calendar

Chairman Diamond made a motion to approve the calendar as presented with second from Commissioner Winkel. Motion passed unanimously with Commissioners present

b. Next Meeting

i. Discussion-Next Meeting Agenda

The Commissioners agreed to move Public Comment to the beginning of the agenda.

ii. Confirmation-Next Regular Meeting (Thursday, Jan 14, 2021 at 4:30pm)

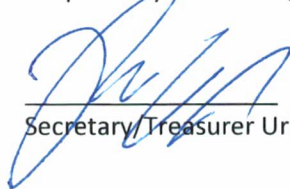
8. Public Comment

None.

9. Adjournment

Chairman Diamond requested a motion to adjourn the meeting at 6:32pm. Commissioner Winkel made the motion to adjourn with second from Commissioner Evanko. Motion passed unanimously with Commissioners present. With no further business to discuss, the meeting was concluded.

Respectfully submitted,



Secretary/Treasurer Urban Redevelopment Commission