

**EAST NORWALK NEIGHBORHOOD ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS**

December 18, 2003

Minutes

Attendees: Laurel Lindstrom, Marie DeLeo, Marija Bryant, Anthony Halim, Erik Nees, Gordon Tully

Absent: Richard Brousseau Jr.

1. The meeting was called to order at 7:34 pm. Laurel received approval from the Board to change the order of some of the agenda items.
2. Minutes of November 20, 2003 meeting were approved with one correction of addition of a comma following "Traffic Analyst for Norwalk" in section 5(d).
3. Treasurer's Report

Marie reported to the Board that the current balance in our bank account is \$50

Marie presented several forms to the Board for review. Forms are to be used to document volunteer hours and in-kind donations by individual members. Marie will tabulate totals on a master form for each member, which she will hold. The information has several uses. Grant applications, and obtaining and maintaining 501c3 status, require the information.

Marie introduced the letter that she had drafted as a 'Thank you from the President' to members that contribute. Laurel read the form letter, which had been modified after discussion from the Board. She also read three variations of the form letter into the record. Each letter covers a different donation circumstance from our not-for-profit organization (money, in-kind, volunteer hours) plus a letter from the ENNA once we become a nonprofit with 501c3 status. The Board unanimously voted to approve the body of the four form letters.
4. President's Report

Laurel reviewed the ENNA successes for the month, saying that the Board was accomplishing a lot in a short time. Two letters to the editor from the ENNA Board were displayed. They were published in the Hour since the last Board meeting.

Marie and Laurel met with David Tracy, president of the Norwalk Tree Alliance, to discuss process of applying for a 501c3. Laurel reported that the NTA received its Determination Letter (preliminary 501c3 status) from the IRS three months after submitting the application. Laurel would like to have our application in by March 1, 2004. Marie agreed. Marie indicated that the application fee is \$150. Board members each agreed to contribute \$35 to \$50 toward the fee.

The Board reviewed the most recent draft of the League of Women Voters of Norwalk pamphlet "Know Your Town" for 2004. Laurel indicated that the LWVN Board had agreed to credit the ENNA (along with the Mayor's Office) on the inside bottom page of the pamphlet since Laurel had the production responsibilities and gathered information under the ENNA. Marija stated, and the rest of the Board agreed, that the credit to the ENNA would be more fitting on the front page with the other credits, making the collaboration clear and getting the ENNA name out so that we could better serve our members. The Board felt that an established organization like the LWVN would be receptive to the idea. Laurel stated that she would take the request to the LWVN. Laurel informed the Board that she continues in contact with Jim Dean, editor of the Hour. He has offered to print the directory intact as an insert twice next year.

The Board reviewed the Organization document that Laurel had drafted with Bob Wagman of the West Norwalk Association and Leigh Grant of the Norwalk Association of Silvermine Homeowners for the Coalition of neighborhood associations. Laurel asked for ENNA directors, who are available to attend the coalition meeting on January 12, 2004, to attend. The meeting is scheduled for 7:30 PM at the Hour facility.

Laurel discussed the Mayor's Neighborhood Preservation Committee plan for the next Walking Tour to be within the area of the ENNA. The Mayor and Laurel have been in contact. The Board strongly supports having the MNPC do the walking tour. Laurel explained that because she attends the MNPC meetings each month she is aware of the process followed, and provided information to the Board regarding the need for us to do a detailed assessment of the area we choose for the walking tour, before it takes place. Laurel suggested that the tour begin at the Historic East Norwalk cemetery, pass under the train tracks on East Avenue and proceed along Fort Point St. until reaching Van Zant St. The general vicinity would receive attention from those on the tour. Representatives from several city departments and agencies would be present. The conditions to be improved would then be addressed at the MNPC meeting following the walking tour. The Board agreed with the location suggested. There was discussion regarding getting ENNA members living in the area to participate in the pre-assessment and the tour. Marija and Laurel will make contacts with the members. Laurel informed the Board that having the walking tour would be worth the effort, but that it would require considerable work by the Board members. The Board unanimously agreed to proceed.

The offer by Norwalk Chief of Police Harry Rilling, in response to Laurel's communication, to attend our January 15, 2004 Board meeting was discussed. He had indicated that our meeting would be used as his monthly 'Meet the Chief' meeting. At the Board's request Laurel will contact the Chief to make sure that he is aware that we do not expect more than the Board to be present. The Board discussed areas of concern to be presented to the Chief at the meeting. Laurel suggested that the Board list priority items to be addressed. Other items could be brought up at the meeting if time allowed.

Laurel reported that, in response to an email request she received from Lynn Friedman who is in charge of the Plaqued Building Program for the

Norwalk Historical Society, she invited her to present the program at an upcoming Board meeting. The NHS's plan is to plaque all eligible houses in the East Avenue Village District. Marija suggested inviting the property owners, and others, to attend the presentation. She will draft a flyer. The February Board meeting was suggested. Laurel is waiting for a response from Lynn Friedman re her availability.

Laurel announced upcoming dates of Pro Bono workshops. 'Fundraising and Revenue Generating Activities' will take place on January 29 from 9:30 to 11:30 AM at the Norwalk Public Library. Registration is free, but required by January 20.

Laurel asked that the Board start preliminary planning for the Spring newsletter.

Laurel discussed the mailing that is planned for January 8, 2004. Inserts to be included were reviewed by the Board. Revised Fall newsletter, letter from the president and ENNA map & mission statement will be included. Marija will do some minor edits to the questionnaire form that she drafted. Marie will incorporate the Board's suggestions on her draft of the flyer on the City's Free Tree Program. Marie has printed our logo on envelopes for mailing. Laurel will post the letters once she receives the revised drafts and copies are made.

5. Committees:

a. Neighborhood Issues:

Laurel presented the Power Line Resolution, which she had drafted, to the Board. After discussion on the modifications recommended by Gordon a vote was called. The Board voted unanimously in favor. The Resolution, as modified, was adopted by the Board. Laurel will send it out as a press release to the local newspapers.

b. Nominating:

Gordon reports that the draft application form for prospective directors for the Board that he is working on is not ready for presentation to the Board for approval.

c. Planning & Zoning:

Marija has not heard back from Mike Wrinn of the P&Z Department regarding the house on Osborne Avenue having a vertical cut and posing a not so safe situation.

d. Roads and Public Works:

Erik talked about the speed bumps that are going on several streets, stating he had not received any official word from the DPW as yet regarding the speed bumps that are planned on his street for the Spring. He will contact the DPW. Erik spoke with Frank Mauro, Traffic Analyst for Norwalk, about the Brideside reflectors. The Board agreed with Erik's suggestion that the reflectors to be placed on signs on Strawberry Hill Avenue in the

vicinity of the schools. He will contact Frank Mauro so that the Briteside will be installed. Erik also brought up the issue of snow removal and the lapses in removal by the City on footpaths, and by homeowners on sidewalks. The Board talked about the confusion as to foot path versus sidewalk, and lack of clarity as to whether the homeowner or the city is responsible at any given location. Laurel noted that once the newly hired Director of Public Works gets settled we should approach him with queries.

- e. Beautification & Parks:
Marie asked for the Board's recommendation regarding the possibility of us lending support to the plan by the Second Taxing District Commission to create a pocket park in South Norwalk. The Board decided that we would not offer assistance at this time.
- f. Schools and Education:
No report
- g. Membership and Publicity:
No report

- 6. Other Business.
No other business
- 7. Next meeting will be January 15, 2003
- 8. Meeting was adjourned at 10:02 pm.

In the absence of Richard Brousseau Jr.,
Respectfully Submitted By

Laurel Lindstrom