

SACHEM FUND BOARD

SPECIAL MEETING

Wednesday, April 16, 2025

Room 319, City Hall – 100 Broadway, Norwich, CT

Members Present:

- Mayor Peter Nystrom
- Alderwomen Shiela Hayes
- Community Development Director Craig Kleman
- Mohegan Tribal Council Member Mark Brown
- Mohegan Tribal Council Member William (Bill) Quidgeon Jr

Members Absent:

- Comptroller Josh Pothier

Invited Guests:

- Deputy Comptroller Orla McKiernan
- Purchasing Agent Robert Castronova
- Director of Planning & Neighborhood Services Deanna Rhodes

I. Call to Order: Meeting called to order at 2:02pm

II. Approval of minutes from Special Meeting Minutes: October 17, 2024

Peter Nystrom made a motion to approve the minutes, the motion was seconded by Shiela Hayes.

Discussion: Craig Kleman pointed out two typo errors: page 3, Rise should be Rose and Oral should be Orla.

The motion was unanimously approved with these corrections.

III. New Business:

- Discuss and Consider Completeness of the Six (6) RFP submissions:

Proposals were received from:

1. Global City Norwich
2. Greenville Neighborhood Revitalization Zone
3. Norwich Events Organization
4. Rose Arts Festival 2025
5. Norwich Police Department
6. Norwich Planning & Neighborhood Services

Orla McKiernan provided an updated report on the finances for the Sachem Fund. Currently, the balance is \$57,020.77.

Bill Quidgeon asked if the City was funding any of the projects listed in the proposals received. The reply was no, but some organizations do receive funds from other sources.

Question about Rose Arts Festival and why their budget increased from the prior proposal received. Shiela Hayes replied they now have to add expenses for staffing provided by the City. They received \$15,000 in Round 1 from the Sachem Fund, this was Supported on 10/17/2024.

Shiela Hayes noted the Global City Norwich will be receiving some funds received by the City for Cannabis taxes.

Mark Brown noted the total amount for all the proposals is more than currently available. The total for all 6 proposals is \$137,634.50.

- Decide Which RFPs To Interview:

Craig Kleman made a motion to interview the Greenville Neighborhood Revitalization Zone and the Norwich Events Organization. The motion was seconded by Mark Brown. The motion was unanimously approved.

Craig Kleman made a motion to Support the following proposed projects and requested amounts:

1. Norwich Police Department project The Police Ice Cream Truck \$8,900
2. Norwich Planning & Neighborhood Services project The NorWitch Halloween Strut \$6,100

The motion was seconded by Mark Brown. The motion was unanimously approved.

- Decide Date and Time for Interviews:

Monday, May 5, 2025, starting at 3:00pm. Location will be Room 319, City Hall, 100 Broadway, Norwich, CT.

- Discuss prior Format for Interviews for any changes:

It was decided each organization will be allotted 20 minutes, then an additional 10 minutes for Q&A. Format will be similar to prior interviews. After the two interviews, there will be Board discussion and consideration of the proposals for funding, followed by decisions. No scoring sheets will be necessary.

Orla McKiernan will notify both organizations to be interviewed, Greenville Neighborhood Revitalization Zone and Norwich Events Organization that they were selected for interviews and provide date/time/location.

IV. Adjournment:

Shiela Hayes made a motion to adjourn at 2:46pm, the motion was seconded by Peter Nystrom. The motion was unanimously approved.

Submitted by Orla McKiernan, Deputy Comptroller, City of Norwich