



*City of Bristol
Arts & Culture Commission*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/83837598503?pwd=7mmPQw4bSobMWVv0x40Niq9zNhCcqm.1>

The regular City Arts & Culture Commission meeting will be held on Wednesday, July 1, 2026, at 6:00 PM in City Hall Meeting Room 1-3.

1. Call to Order
2. Approval of Minutes
 - a. Approve the June 3, 2026 Regular City Arts and Culture Commission Meeting Minutes
3. Public Participation
4. Arts & Culture Supervisor's Report
 - a. Supervisor's Report
 - b. Project Updates
5. Chairman's Report
6. Old Business
7. New Business
 - a. Endorse Part-Time Arts & Culture Coordinator Position
 - b. Mum Festival Arts & Culture Tent
 - c. Fiscal Year 2026-2027 Budget Recommendations
8. Reports and Committee Reports
 - a. City Council Liaison Report
9. Adjournment

Per Order of the Chairperson
Walter Lewandoski



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Ladies and Gentlemen:

The regular meeting was held on Wednesday, June 3, 2026, at 6:00 PM in Meeting Room 1-3 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

Chair Lewandoski called the meeting to order at 6:01 PM.

a. Pledge of Allegiance

b. Attendance

Members Present:

Chair Walter Lewandowski
Commissioner Julie Crist
Commissioner Juliet Norton
Commissioner Nigel Wynter
Commissioner E. Brad Yancy
City Council Liaison Greg Hahn
Vice Chair Andrea Adams

Absent:

Commissioner Maria Salice
Arts & Culture Supervisor Arianna Therriault

2. Approval of Minutes

a. Approval of Minutes - May 6, 2026, Regular Meeting Minutes

MOTION: Made by Commissioner Wynter to approved the May 6, 2026 Regular City Arts & Culture Commission Meeting Minutes.

Seconded by Commissioner Crist; all in favor, motion carried.

3. Public Participation

None.

4. Arts and Culture Supervisor's Report

a. Supervisor's Report

Chair Lewandoski presented the Supervisor's Report. Chair Lewandoski provided the commission with updates on the Special Revenue Fund, budget updates, and upcoming shows for Downtown Live at the Rockwell Theater. Discussion followed.

b. Project Spreadsheet

Chair Lewandoski presented the Project Spreadsheet. Chair Lewandoski reported on the Heart Sculpture.

c. Year to Date Financials

Chair Lewandoski presented the Year to Date Financials Report. Discussion followed.

5. Chairman's Report

None.

6. Old Business

a. City Hall Student Art Update

Chair Lewandoski presented an update to the City Hall Student Art. Discussion followed.

b. Cultural District Map Printing Update

Chair Lewandoski presented an update to the Cultural District Map Printing and reported that the map has been completed and is available for pick up at the Bristol Parks, Recreation, Youth and Community Services' office. Discussion followed.

c. Update from Commissioner Yancy on the Norwalk Film Festival Partnership

Commissioner Yancy presented an update on a potential partnership with the Norwalk Film Festival. Discussion followed.

d. By Commissioners

Chair Lewandoski presented an update on Bristol's 250 Celebration occurring at Federal Hill Green on June 14, 2026. Discussion followed.
Chair Lewandoski presented an update on Amanda Mendoza's renderings of the painting for the heart sculpture at Federal Hill Green. Discussion followed.
Chair Lewandoski presented an update on the traffic box painting by Greene Hills School. Discussion followed.

7. New Business

a. New Project/Event Proposals

Commissioner Norton presented an update to the Lake Compounce exhibit opening at the Carousel Museum on Thursday, July 2nd. Discussion followed.

b. By Commissioners

8. Reports and Committee Reports

a. City Council Liaison Report

City Council Liaison Hahn presented an update on budget approval for the City Art & Culture Commission meeting and discussed involvement in the Mum Festival. Discussion followed.

9. Adjournment

MOTION: Made by Commission Crist to adjourn at 6:41 PM.
Seconded by Commissioner Norton; all in favor, motion carried.

Respectfully Submitted,

Madison Fostervold
Recording Secretary
City Arts and Culture Commission



Arts and Culture Commission City of Bristol
111 North Main Street, Bristol, CT 06010
Arts and Culture Commission Supervisor Report

A. Financials:

- See attached financials

B. Project/General Updates

- Summer Concert Series has begun! Tuesdays: June 23-Aug. 11

C. Downtown Live: Out for season, will give updates at August Meeting.

Active Projects	Description	Anticipated Cost	Type of Project	Funding Source	Location	Artist(s)	Completion Date Goal	Maintenance Dates	Notes	Fiscal Year	Status
Heart Sculpture from Bob Boudreau/ <i>Broad View Fund</i>	Large 3D Heart Sculpture to be painted by local artist	\$1,334.22 Heart primed white \$833.75 Shipping to a residence \$456.60 + (add 3.4%)	Sculpture	Broad View Fund (MSCF)	PROPOSED: Federal Hill Green	To be determined	2026	Yearly		2026	in progress
Pocket Park Sculptor	Choose an artist and design for the planned pocket park on North Main Street	Unsure	Sculpture	City of Bristol Grant	Corner of Riverside Ave. and North Main St.	Undecided	2027			2026	R&D of artist and design
Cultural District Acorn Stickers	Stickers for new businesses within cultural district	\$163.17		A&C	N/A	Rep Email:sethg@decals.com Direct Number:320-391-5309 Main Number:320-391-5250	n/a	n/a		2025	Waiting on remainder of budget
									Portal - Approve Order		
Project Completed Before July 1, 2025 -June 30, 2026	Description	Anticipated Cost	Type of Project	Funding Source	Location	Artist(s)	Completion Date Goal	Maintenance Dates	Notes	Fiscal Year	Status
Cultural District Map	Drawn map of Cultural District	\$1,500	District Map	A&C & Fundraising from Advertising	N/A	Sarah May	By Spet. 2025	Yearly Print Outs/Updates	Funding to be provided from A&C commission and also from advertising on the map with different businesses	2025	In process
Projects Completed July 1, 2024- June 30, 2025	Description	Anticipated Cost	Type of Project	Funding Source	Location	Artist(s)	Completion Date Goal	Maintenance Dates	Notes	Fiscal Year	Status
Heart Lock Sculpture	Heart Sculpture with grids for locks and carabiners to attach	in kind for sculpture, \$4,500 for cement pad	Sculpture	In kind farmington metal, cement paid paid through A&C Commission	Stocks Entrance from Lake Ave	Farmington Metal	2025			2024	completed - awaiting plaque
Throwback Thursday Film Sponsorship	Film Sponsorship to Downtown Live	\$ 2,000.00	Donation	ACC Fund	DTL	N/A	2024-2025	N/A	N/A	2024-2025	PAID
Hidden Figures Throwback Thursday Film	Melina Floyd asked for a sponsorship for the Women's History Month film	\$ 350.00	Donation	ACC Fund	DTL	N/A	Mar. 27, 2025	N/A	N/A	2024-2025	PAID
2024 Halloween Spooktacular	Halloween Event held at BAIMS Field	\$ 3,164.00	Sponsorship	ACC Fund	BAIMS Field	N/A	Oct. 26, 2024	N/A	N/A	2024-2025	PAID
The Soul Session	Maxine Bowden requested and received a sponsorship for a talent showcase at DTL with independent artists, including painters, photogs, musicians, & poet laureates	\$ 5,000.00	Grant	ACC Fund	DTL	25 independent artists from CT	Jan. 18, 2024	N/A	N/A	2024-2025	PAID
Cultural District Walk Through Lunch	\$400.00 for Cultural District Walk through Lunch allotted	\$ 400.00	Donation	ACC	Cultural District	N/A	13-May-25	N/A	N/A	2024-2025	PAID
Future Project Considerations	Description	Anticipated Cost	Type of Project	Funding Source	Location	Artist(s)	Completion Date Goal	Maintenance Dates	Notes	Fiscal Year	Status
Canvus Benches	Benches made from wind turbines	\$4-\$7K/	Bench installation	ACC fund	TBD	TBD	TBD			TBD	non-priority
Welcome to Bristol Signs	Signs to welcome the public to Bristol	TBD	Signs	ACC Fund	TBD	TBD	TBD			TBD	In discussion
Heart Sculpture	Public Art Sculpture(s) outside of the	\$15,000.00	Sculpture	ACC Fund/Fundraising	exact location requires Park	Robert Hudson (TBD)	TBD			FY24	PENDING
Interactive Mural 1	Pride/Rainbow Mural	\$500.00	Mural	ACC Fund/Other	Carousel Museum?	Brandi Pichette	TBD		Partnership w/ CT Mura	TBD	PENDING
PAN Am Mellen ST Bridge	Mural	TBD	Mural	TBD	Mellen St Bridge	TBD	TBD	Resident requested Hannah Hintz. Bridge is not p		TBD	PENDING
Interactive Mural 2	"Mama Bristol" Mural	\$500.00	Mural	ACC Fund/Other	None identified	Brian Triccolo	TBD		Partnership w/ CT Murals	TBD	PENDING
Heart sculpture like lobster landing	Waiting for New idea Check List										
Heart Sculpture	Waiting for New idea Check List										
Cultural District Street Sign											



Subject: Approval for a Part-Time Arts & Culture Coordinator funded through the Arts & Culture Special Revenue Fund

From: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

To: Greg Hahn, Salary Committee Chair

CC: Jim Haselkamp, Director of Human Resources; Salary Committee Members

Date Issued: 8/5/2026

Request: To approve the creation of a Part-Time, non-bargaining, Arts & Culture Coordinator funded through the Arts & Culture Special Revenue Fund

Financial Impact: \$32,760 (\$35.00/per hour x 18/hrs per week x 52 weeks). No impact to City General Fund.

Justification: Since 2021, the Arts & Culture Supervisor has operated as the sole position overseeing the Arts & Culture Division of the Department of Parks, Recreation, Youth and Community Services (BPRYCS) which includes coordination of the Downtown Live at Rockwell Theater program, Rockwell Summer Concert Series, arts & culture programming/events and serving as liaison to the City Arts & Culture Commission and associated projects.

We are proposing a part-time Arts & Culture Coordinator to support the next phase of the Arts & Culture Division which includes the following:

- Strategic planning and increased programming for the Downtown Cultural District in conjunction with the State of CT Department of the Arts (Economic & Community Development).
- Transitioning community rentals of the theater, out of the BOE, and into the Arts & Culture Division management portfolio.
- Provide day-of management support to division programs and events including Downtown Live at the Rockwell Theater. This will allow the Arts & Culture Supervisor to focus on higher level work such as grant writing, securing sponsorships and fundraising work to further enhance the Special Revenue Fund.
- Expanded arts & culture programs and events such as Adult Improv, photography/filmmaking, acting courses, Friday Night Movie series, art classes and more.
- Enhanced services at Downtown Live to include additional Blackbox programming, art shows, and other initiatives and projects endorsed by the City Arts & Culture Commission.
- Provides coverage and succession planning for the Arts & Culture Division.

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In FY 26, the Arts & Culture Special Revenue fund has generated a nearly \$5,000 profit and the sales revenues for next fiscal year are reflective of a growing net positive for the fund. Additionally, the Arts & Culture Supervisor is no longer taking city health insurance which is a \$33,525 savings within the Special Revenue Fund. We are proposing to fund this part-time Arts & Culture Coordinator role with the insurance savings and profit, that was already appropriated to the fund during the budget process

Sincerely,



Dr. Joshua T. Medeiros, Ed.D., CPRE
Superintendent of Parks, Recreation, Youth and Community Services
City of Bristol
860-584-6160 | joshmedeiros@bristolct.gov

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Appendix A: Draft Arts & Culture Coordinator Job Description

City of Bristol Job Description

Title: Arts and Culture Coordinator

Department: Parks, Recreation, Youth and Community Services

Position Goal: Plan, organize and coordinate year-round arts and culture programming. Manage day-of events at Downtown Live at the Rockwell Theater, including concerts, movie nights and comedy shows, Rockwell Park Summer Concert Series and Bristol's Cultural District, workshops, camps and classes, providing the community with diverse and dynamic cultural arts programming. This position is administrative and technical in nature.

Primary Duties: Responsible for assisting Arts and Culture Supervisor with management, and organization of comprehensive year-round arts and culture programming including youth and adult performing art camps, youth and adult arts classes, and other enrichment services. Work under the Arts and Culture Supervisor to oversee events within the Cultural District. Manage day-of events at Downtown Live, including concerts, comedy shows, community movies nights, and the Rockwell Park Summer Concert Series; managing employees and volunteers, talent management, ticketing and customer service. Assist in budget preparation; maintain records of revenues from day-of events, activities, inventories for equipment and supplies. Supports supervisor with fundraising, grant writing and sponsorship acquisition for all arts and culture programs and projects. Seeks appropriate partnerships with local civic, cultural and community organizations to help establish meaningful collaborations. Assist in daily functions of the entire department as needed. Ensures high quality customer service in person, over the phone and email.

Supervised by: Arts and Culture Supervisor

Qualifications Profile: Preferred 2 years' experience in Arts and Culture or related field. Experience in event management, programming preferred. Associates degree required, bachelors preferred in hospitality, tourism, event management, recreation or related field.

Knowledge, Skills and Ability: To perform this job successfully, an individual should have knowledge and technical expertise in best practices for management of community events and arts programming. Ability to work independently and within a team environment. Excellent written and verbal communication skills. Previous experience in event management, fundraising, and business acumen is highly desired.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

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may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl to reach with hands and arms. The employee must occasionally lift and/or move up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoor, or office environment. Individual needs a Connecticut Driver's License as work involved traveling between offices and various community agencies.

Proposed Schedule: Flexible week day schedule with nights and weekends expected as program schedule dictates.

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Arts & Culture Commission FY 24-25 Budget

Purpose	Description	Supervisor Budget Proposal	Commission Adopted
Cultural District	Cultural District Programming/Events	\$2,000.00	
Arts & Culture Events	Other Events/Programs	\$2,000.00	
Special Initiatives/Art Installations	Sculptures/Approved installations	\$7,000.00	
Community Sponsorships/Grants	Grant Applications and Sponsorship for Events/Programs	\$3,000.00	
Downtown Live Sponsorship	Sponsor Downtown Live (Films/Programming, Etc.)	\$1,000.00	
		\$15,000	