



City Arts & Culture Commission

Wednesday, July 5, 2023 at 6:30 p.m.

<https://bristolct.gov.zoom.us/j/85891589764?pwd=TIEON3J3YjBiMHVYVEI6M00wUXhMZz09>

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT

Regular Meeting Agenda

1. Call To Order
 - a. Attendance
2. Acceptance of Meeting Minutes
 - a. June 7, 2023 Regular Meeting Minutes (Attachment A)

Documents:

[ATTACHMENT A.PDF](#)

3. Public Participation
4. Arts & Culture Supervisor's Report
 - a. Financials (Attachments B)
 - b. Project Updates (Attachment C)
 - c. Personnel Updates

Documents:

[ATTACHMENT B-1.PDF](#)
[ATTACHMENT B-2.PDF](#)
[ATTACHMENT C.PDF](#)

5. Chairman's Report

6. Old Business

a. Theater Updates

b. By Commissioners

7. New Business

a. Consider proposal from the American Clock Museum to incorporate a seasonal mantel display with the Cultural District (Attachments D)

b. Review of 2023 Cultural District Celebration and consider next steps for 2024

c. Annual meeting of the Cultural District Advisory Sub-Committee to review Cultural District (Attachments E)

d. FY 23/24 Budget Workshop and Adoption (Attachment F)

e. Review Call for Grant Submissions and approve timeline (Attachment G)

f. Halloween Spooktacular event

g. Consider City Arts & Culture Commission sponsored Movie Nights

h. By Commissioners

Documents:

[ATTACHMENT D-1.PDF](#)
[ATTACHMENT D-2.PDF](#)
[ATTACHMENT E-1.PDF](#)
[ATTACHMENT E-2.PDF](#)
[ATTACHMENT F.PDF](#)
[ATTACHMENT G.PDF](#)

8. Committee Reports

a. City Council Liaison Updates

9. Adjourn

Respectfully submitted,

Jazzya Coakley

Recording Secretary

City Arts & Culture Commission



City Arts & Culture Commission
Wednesday, June 7, 2023 at 6:30 p.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
<https://bristolct-gov.zoom.us/j/89844828805?pwd=RjZnc2pWQUV5OGN1V1J1YmVZZFRJQT09>
Regular Meeting Minutes

1. Call to order

- a. Chair Walter Lewandoski called the meeting to order at 6:30 p.m.
- b. Attendance

Present: Walter Lewandoski, Chair
April Dews, Vice Chair
Andrea Adams, Commissioner
Tiffany Howe, Commissioner
Julie Norton, Commissioner
Nigel Wynter, Commissioner
Cheryl Thibeault, City Council Liaison

Dr. Joshua Medeiros, Superintendent
Arianna Therriault, Arts and Culture Supervisor

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Adams to accept the May 3, 2023 Regular Meeting Minutes.
Seconded by: Vice Chair Dews, all in favor; motion carried.

3. Public participation: None.

4. Arts & Culture Supervisor's Report

- a. Arts & Culture Supervisor Therriault reviewed the Financials; discussion followed.
- b. Arts & Culture Supervisor Therriault reviewed the Project Updates; discussion followed.
- c. Arts & Culture Supervisor Therriault provided Personnel Updates; discussion followed.

5. Chairman's Report

- a. Chair Lewandoski informed the Commission of Bakery on Maple's inquiry to paint a rainbow on their business sidewalk, which was referred to Public Works.

6. Old Business

- a. The Commission reviewed and discussed Final Logistics of Cultural District Celebration.
- b. By Commissioners:
 - i. Vice Chair Dews requested the consideration of a Rockwell Park Skatepark bench in FY24.
 - ii. Chair Lewandoski asked the Commission to contemplate FY24 budget usages.

7. New Business

- a. By Commissioners: None.

8. Committee Reports

- a. City Council Liaison Updates:

- i. City Council Liaison Thibeault provided updates on the Farmer's Market, City Hall renovations, bus and bike routes, Carrier apartments, and the approval of the preservation of the Dog Pound Mural; discussion followed.

9. Adjourn

- a. **MOTION:** Made by Commissioner Adams to adjourn the meeting at 7:45 p.m.
Seconded by: Commissioner Wynter, all in favor; motion carried.

Respectfully submitted,
Jazzya Coakley
Recording Secretary
City Arts & Culture Commission

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 583120 ARTS & CULTURE C	15,000	0	15,000	9,555.81	5,000.00	444.19	97.0%
TOTAL PARKS ADMINISTRATION	15,000	0	15,000	9,555.81	5,000.00	444.19	97.0%
TOTAL GENERAL FUND	15,000	0	15,000	9,555.81	5,000.00	444.19	97.0%
TOTAL EXPENSES	15,000	0	15,000	9,555.81	5,000.00	444.19	
GRAND TOTAL	15,000	0	15,000	9,555.81	5,000.00	444.19	97.0%

** END OF REPORT - Generated by Jazzya Coakley **

G/L ACCOUNT DETAIL

Org: 0017021 Object: 583120
 ARTS & CULTURE COMMISSION 001 -20-70-7021-0000-000-583120-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2023	12	854	06/29/2023	API 1	22300592	W AB062923	263.10	Y		0AB062923	ALLOY WELDING & M	Blanket P
2023	12	842	06/29/2023	APM 1	22304793	VOIDAPINV	-3,000.00	Y		0	COREY RYAN PANE	RESEAL WI
2023	12	835	06/27/2023	API 1	22304921	W AB062823	200.00	Y		0AB062823	MARIO PIRES	CARICATUR
2023	12	835	06/27/2023	API 1	22304883	W AB062823	1,200.00	Y		0AB062823	DANIEL BAEK	CULTURAL
2023	12	835	06/27/2023	API 1	22304902	W AB062823	500.00	Y		0AB062823	CHRIS GANN	CULTURAL
2023	12	835	06/27/2023	API 1	22304905	W AB062823	450.00	Y		0AB062823	PETER CHRISTOPHER	6/20 SUMM
2023	12	835	06/27/2023	API 1	22304906	W AB062823	450.00	Y		0AB062823	RAYMOND S BATOR J	6/20 SUMM
2023	12	835	06/27/2023	API 1	22304924	W AB062823	150.00	Y		0AB062823	CRYSTAL MAHER	FACE PAIN
2023	12	835	06/27/2023	API 1	22304903	W AB062823	500.00	Y		0AB062823	RICHARD HAMILTON	CULTURAL
2023	12	793	06/26/2023	API 1	22304877	W AB062723	284.33	Y	508465	AB062723	RUTH REDMAN	CULTURAL
2023	12	793	06/26/2023	API 1	22304881	W AB062723	750.00	Y	508481	AB062723	ANDREW A CARELLO	CULTURAL
2023	12	394	06/14/2023	API 1	22304793	W AB061423	3,000.00	Y		0	COREY RYAN PANE	RESEAL WI
2023	11	852	05/26/2023	API 1	22304651	W AB052623	1,000.00	Y	507624	AB052623	CT COALITION OF O	ARTS & CU
2023	10	520	04/24/2023	API 1	22304286	W AB042423	2,500.00	Y	506590	AB042423	NEW ENGLAND CAROU	JUNETEENT
2023	03	173	09/16/2022	API 1	22302048	W LK091622	1,000.00	Y	499865	LK091622	LUIS ALBERTO TORR	Hispanic
2023	01	273	07/31/2022	API 1		855	308.38	Y		0	STAPLES INC	P-Card in

Total Amount: 9,555.81

** END OF REPORT - Generated by Jazzya Coakley **

Active Projects	Description	Anticipated Cost	Type of Project	Funding Source	Location	Artist(s)	Completion Date Goal	Maintenance Dates	Notes	Fiscal Year	Status
Future Project Considerations	Description	Anticipated Cost	Type of Project	Funding Source	Location	Artist(s)	Completion Date Goal	Maintenance Dates	Notes	Fiscal Year	Status
Heart Sculpture	Priority is a Public Art Sculpture(s) outside of the downtown area	\$15,000.00	Sculpture	ACC Fund/Fundraising	Federal Hill Green (exact location requires Park Board approval)	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 Murals	TBD	PENDING
PAN Am Mellen ST Bridge	Mural	TBD	Mural	TBD	Mellen St Bridge	TBD	TBD		Resident requested Hannah Hintz. Bridge is not property of City of Bristol	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

Completed Projects/Events	Description	Anticipated Cost	Type of Project	Funding Source	Location	Artist(s)	Completion Date Goal	Maintenance Dates	Notes	Fiscal Year	Status
Duck Race	Taking over Bristol's annual Duck Race for a one-year trial to act as a fundraiser for ACC		Event		Forestville/Quinlan Park	Staff & Volunteers	2-Oct-22		Purchasing banner for the event to advertize over Mem Blvd	FY23	COMPLETE
MLK Mural	Partnership with CT Murals to bring an MLK mural to our community	\$15,000.00	Mural	Community Funded	106 Riverside Ave	Micaela Levesque	14-Jul-05				COMPLETE
Public Art Plaques	Public Art plaques for each of ACC's projects: Mem Blvd Tree Carving, Main St Mural, Centre Square Mural, Page Pool Mural, PanAm Mural	\$1,975.00	Plaques	ACC Fund	Each Site	Artistic Bronze	30-Jun-22				COMPLETE
Traffic Box Art	Reimbursed artists that completed art on traffic boxes across the city	100/artist	Public Art	ACC Fund			2018				COMPLETE
Traffic Box Vinyl Wrap	Postcard vinyl wrap	\$500.00	Public Art	ACC Fund			2018				COMPLETE
Concert Kick Off Event	Art mural boards for youth		Activity	ACC Fund			2018				COMPLETE
Pencil Hunt	Informational booth and art activities for children		Activity	ACC Fund			2018				COMPLETE
Rockwell Festival Participation	Activities		Activity	ACC Fund			2018				COMPLETE
Farmers Market Music	Coordinated music for farmers markets		Music	ACC Fund			2018				COMPLETE
Co-Sponsored Art Jazz Gala at Mum Fest			Event	ACC Fund			2018				COMPLETE
Craft booth for BPRYCS Truck or Treat	Glow in the Dark Slime	\$400.00	Event	ACC Fund			2018				COMPLETE
Holidays on the Hill event	Program and Banner		Event	ACC Fund			2018				COMPLETE
Farmers Market Music	Coordinated music for farmers markets		Music	ACC Fund			2019				COMPLETE
BOE Art Show Sponsor		\$500.00	Event	ACC Fund			2019				COMPLETE
BPRYCS Concert Kick Off Sponsor		\$1,000.00	Event	ACC Fund			2019				COMPLETE
Mike Reiss at BPL	Sponsorship and Simpsons Cut Out	\$725.00	Event	ACC Fund			2019				COMPLETE
Duck Race Festival Sponsorship	Interactive large art experience and musical act	\$2,000.00	Event	ACC Fund			2019				COMPLETE
Traffic Box Wraps	six additional	\$3,000.00	Public Art	ACC Fund			2019				COMPLETE
Senior Center Concert Sponsorship		\$2,000.00	Event	ACC Fund			2019				COMPLETE
Public Works/BPRYCS Birdhouse Painting	Sponsor	\$300.00	Event	ACC Fund			2019				COMPLETE
Bristol Hospital Public Opening	Attendance		Event	ACC Fund			2019				COMPLETE
Mural Zoning Guidelines	Instigated modification of Zoning guidelines to allow murals within the city		Initiative				2019				COMPLETE
Co-Sponsored Federal Hill Green Concert	Sponsor		Event	ACC Fund			2019				COMPLETE
Blown Glass Scavenger Hunt	Sponsor		Event	ACC Fund			2019				COMPLETE
Page Park Pavilion Writers Workshop	Sponsor		Event	ACC Fund			2019				COMPLETE
Federal Hill Turtle Painting	Funded BPRYCS painting of Federal Hill turtle		Public Art	ACC Fund			2019				COMPLETE
Main Street Mural*	Corey Payne mural at 150 Main Street	\$14,000.00	Mural	ACC Fund			2020	ACC plans on sealing in FY23			COMPLETE
Carousel Museum Mardi Gras Art Projects	Sponsor	\$1,200.00	Event	ACC Fund			2020				COMPLETE
Carousel Museum Chalk	Sponsor		Event	ACC Fund			2020				COMPLETE
Art Trail	Promotion		Promotion				2020				COMPLETE
Page Pool Mural with Sugarfox*		\$7,500.00	Mural	ACC Fund			2021				COMPLETE
Centre Square Mural*	Collaboration with Economic and Community Development	\$7,400.00	Mural	ACC Fund			2021				COMPLETE

[illegible]



Mantels for the Season
at the American Clock & Watch Museum

Open Friday, November 17, 2023 – Saturday, December 30, 2023

A Little History

This is our 6th annual *Mantels for the Season* exhibit. The idea behind the program was to offer a new way to experience the museum and our collections and to encourage repeat visitation. It's also a time of year that many people have out-of-state visitors and are looking for fun, different things to do with their guests. This appeals to a broad audience.

During this special seasonal exhibit, local businesses and decorators are invited to create fanciful displays using the mantels in our 1801 house and adjoining galleries. Each mantel features one or more timepieces from our collection.

There is no cost to participate in the Mantels exhibition. However, the designers and decorators all donate their time and the supplies to decorate their mantels. Previous years' decorators have included Wojtusik Nursery & Garden Center, Rachel Beckwith Designs, CSN Home Staging, the Punny Peeps by Lisa Ayotte, The Artificial Flower Shop, and The Inside Story. In 2021, we started inviting members of the Bristol community to take part in our event. That year, the mantels were designed by members of Bristol's Museum Collaborative. (This event was supported in part by the City Arts & Culture Commission!) In 2022, the mantels were designed by some of our local service organizations.

Mantels for the Season 2023

This year, the ACWM would like to focus our mantels on the city's new Cultural District. Because there are so many different businesses that make up the District, we envision that the mantel designs will be more of a collaborative effort. The museum isn't looking for Parks & Rec / City Arts & Culture Commission to take on this project, rather to help facilitate some introductions to people / organizations that the museum would approach to be involved.

Once the organizations/groups/businesses have confirmed their participation, they will work with the ACWM staff to choose the theme of their mantel. There are only a few guidelines for the design:

- Each mantel would feature one or more timepieces from our museum's collection; we will find clock(s) to accommodate each mantel's theme.
- Electricity is not available; battery operated lights may be used, especially on timers.
- Nails and hardware must be discussed and approved with museum staff.



- To preserve the collections and prevent damage, the following materials/supplies are not permitted: live plants, water / essential oils / other liquids; candle flames or actual firelight of any kind. (Battery candles are permitted.)

Decorating days for the mantels are Monday, November 13th and Tuesday, November 14th (arrangements for other dates can easily be made with museum staff).

On Thursday evening, November 16th, the American Clock & Watch Museum will host an opening party for Mantels. Event sponsors and ACWM members are invited to attend the reception. We also plan to invite members of the organizations that make up the Cultural District.

During the run of the Mantels display, the ACWM will also offer free passes to members of the organizations that make up the Cultural District.

Mantels for the Season is included in the price of museum admission; there is no additional charge (\$8 adults, \$7 seniors 60+, \$5 students 6-17 or with college ID, free for children 5 and under). When visitors come to the ACWM during the Mantels display, we would like to have information to hand out about the Cultural District, such as a map of the District or a listing of businesses that are in the District.

The ACWM has 6 mantels, 1 tabletop, and 3 faux trees available for decoration.

Some ideas that we have for possible participants include:

1. City Arts & Culture Commission
2. Bristol Parks, Recreation, Youth and Community Services Department
Or
Bristol Parks
3. Museums (ACWM, BHS, MMM, IN, TCM, MFH)
4. Library OR Friends of the Library
5. Memorial Boulevard (Veterans?)
6. BAIMS / Theater
7. Public Art
8. Restaurants
9. Markets



Pier 1, Bristol



Friends of the Bristol Animal Shelter



The Artificial Flower Shop, Bristol



The Inside Story, West Hartford



Kim Ciccarelo & Cathy Hoerle



Artificial Flower Shop



BBK



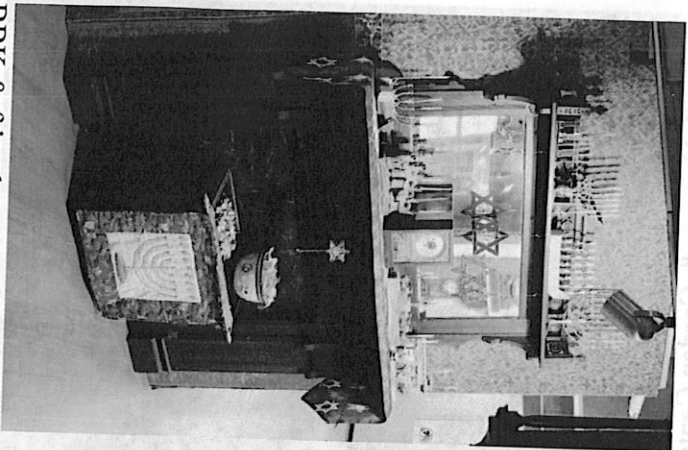
Wojtusik Nursery & Garden Center



The Inside Story



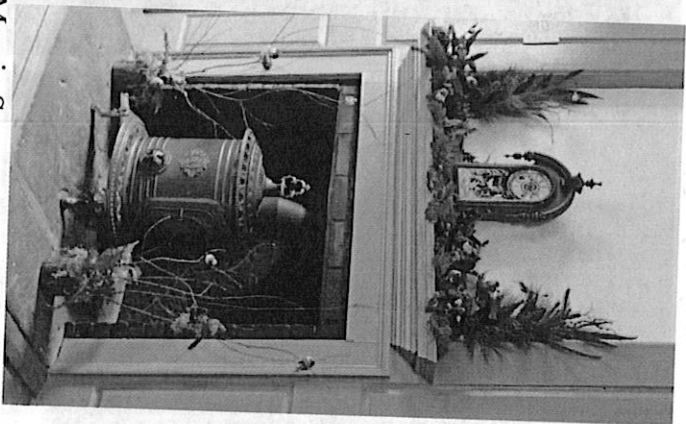
Modifica Interiors



BBK & friends



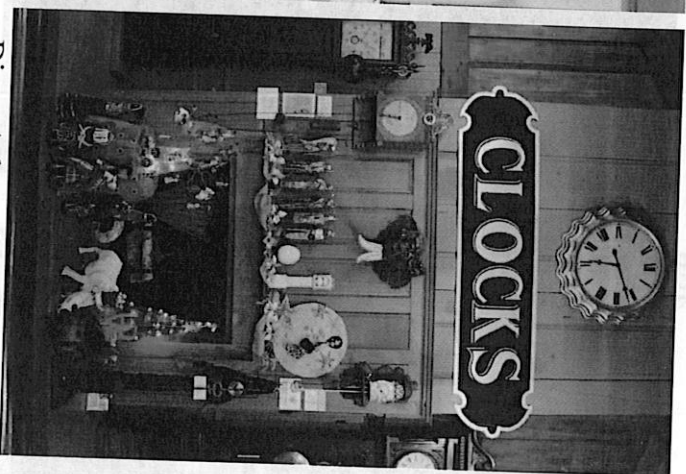
Rachel Beckwith Designs



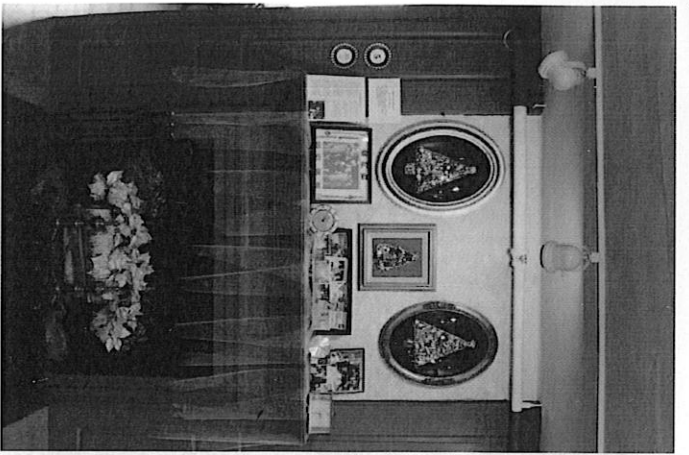
Marcie Sener



CSN Home Staging



Diane Ashworth



John Avignone



Craig & Lisa Ayotte and the Punny Peeps

2021 – Bristol's Museum Collaborative



Bristol Historical Society



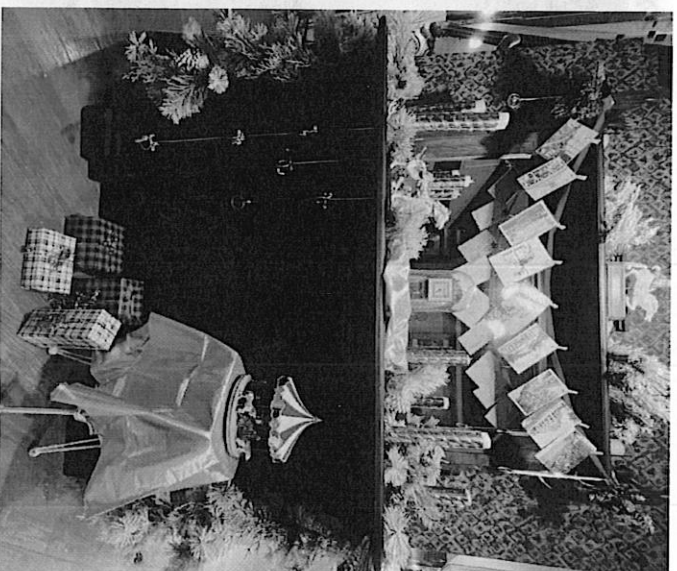
Environmental Learning Centers of CT



Imagine Nation, A Museum Early Learning Center



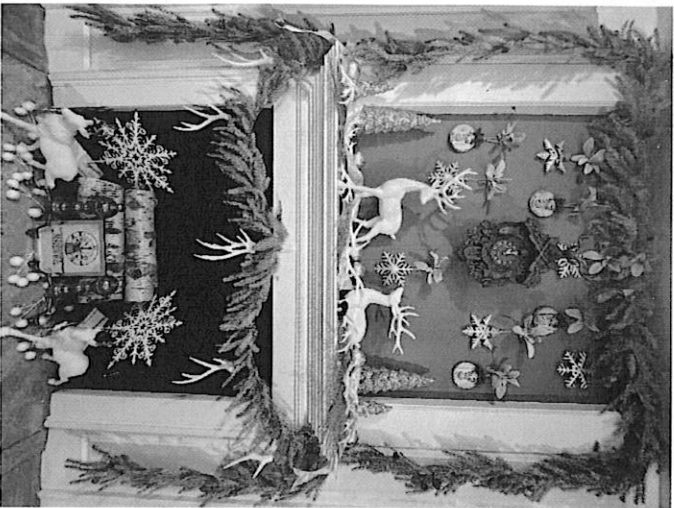
Memorial Military Museum



The Carousel Museum



Museum of Fire History



Elks Lodge #1010



Exchange Club of Bristol



Knights of Columbus Council 9



Bristol Lions Club



Quota of Greater Bristol



Rotary Club of Bristol, CT

The ACWM has 6 mantels, 1 tabletop, and 3 faux trees available for decoration.

Possible Participants?

1. Arts & Culture Commission
2. Bristol Parks, Recreation, Youth and Community Services Department
- Or
- Bristol Parks
3. Museums (ACWM, BHS, MMM, IN, TCM, MFH)
4. Library OR Friends of the Library
5. Memorial Boulevard (Veterans?)
6. Public Art
7. BAIMS / Theater
8. Restaurants
9. Markets



City Council Resolution

RESOLUTION AUTHORIZING CERTIFICATION OF A CULTURAL DISTRICT TO BE NAMED CITY OF BRISTOL CULTURAL DISTRICT.

WHEREAS, a cultural district has been designated to assist the district and community to develop a public-private partnership to support said district; and

WHEREAS, Jeffrey Caggiano has signed a resolution of support for said cultural district; and

WHEREAS, the Advisory Subcommittee to the Arts & Culture Commission applied said cultural district for a Statewide Cultural District Designation.

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of Bristol that the city:

- (a) Designates portions of Maple Street, Center Street, Main Street, Church Street, Riverside Avenue, and Memorial Boulevard as the Bristol Cultural District
- (b) The Bristol Cultural District highlights and promotes the exploration and participation of the arts and humanities through cultural and historical experiences unique to our community.
- (c) Endorses the goals of economic vitality and enhancing community life and tourism through participating in the approval of the Cultural District.
- (d) Encourages that all residents of the city, especially those who own property or businesses within said district, involve and participate in fully in the Cultural District.
- (e) Endorses the City's Arts and Culture Commission to represent the management and measures of success for the said cultural district.

Upon motion made by Commissioner _____ and seconded by Commissioner _____
for adoption of the resolution, a roll call vote was taken which resulted as follows:

Mayor Caggiano:

Commissioner:

Commissioner:

Commissioner:

Commissioner:

Commissioner:

Commissioner:

Duties and Procedures

The Cultural District Commission should be responsible for developing a management plan and provide oversight with implementation. The Cultural District Commission should convene on a regular basis and operate in accordance with municipality's governance structure.

The Cultural District Commission must develop:

- Goals, objectives and success measures for the district
- A management plan
- A cultural assets map and inventory
- A marketing plan*

*The municipality must utilize state Cultural District branding as part of any signage, marketing, promotion, and/or recognition. A minimum of two (2) signs at municipality's cost is suggested and municipality shall determine the location of signs.

City Arts & Culture Commission FY 23/24 Budget Proposal

- 2024 Cultural District Celebration- \$4,000
- Marketing and promotion- \$1,000
- Special initiatives- \$3,000 (i.e. Poet Laurate, others)
- Projects- \$5,000 (projects costs can and should be subsidized with fundraising and grants)
- Community Sponsorships- \$2,000 (i.e. Juneteenth, etc)

CITY OF BRISTOL ARTS & CULTURE COMMISSION

The City of Bristol's Arts & Culture Commission is designed to be an advisory body for the development of arts, culture, tourism, and entertainment in the city. The commission was established in 2018 to promote a more arts-friendly community that stimulates the local economy. The Commission's areas of focus are as follows:

Outreach and Education

Teaches, fosters, and encourages creativity for the community by supporting art & culture nonprofits and providing sponsorship for/hosting community events.

Public Art

Bringing art into our everyday living by making it accessible in places that we walk, drive, frequent, and seek out for entertainment throughout the city. This includes, but is not limited to: murals, outdoor sculptures, crosswalk art, green space installations, performing arts, visual art, and music.

Culture and Tourism

Promotes culture and cultural differences in our city while partnering with organizations to bring the community into Bristol to celebrate and engage in public art.





2023/2024 GRANT APPLICATION

DUE AUGUST 18, 2023

Organization / Company _____

Org Address _____

Org Phone _____ Amount Requested _____

Contact First & Last Name _____

Contact Email _____ Contact Phone _____

What best describes your organization: ☐ 501(c)(3) ☐ Individual Artist ☐ For-Profit Organization
☐ Other If other, explain: _____

Please attach a breakdown of your budget to this application

Event/Program Description

What will the requested sponsorship funds be used for?

Are you seeking other funding for support of this event? If so, from where?:

Are you charging any fees for this event? ☐ YES ☐ NO

If yes, what is your expected total profit? _____

Have you received a grant from the Arts & Culture Commission Before? ☐ YES ☐ NO

How large is your anticipated audience? _____



How does your event/program impact underserved populations (as defined below)?

The Merriam Webster Dictionary defines underserved populations as individuals or groups of people provided with inadequate services.

Which Arts & Culture Commission Mission is your request is best suited for (circle one)?

Outreach & Education Performing Arts Visual Arts Music Public Art Culture & Tourism

By signing in the space below, you agree that:

You are duly authorized to enter into legally binding agreements on behalf of the applying organization;

You confirm that all information contained in the application is true and accurate;

You certify that the funds applied for will be expended solely for the purpose of the request herein;

You agree to return the attached Grant Report by July 31st, 2023.

Authorized Signature _____

FOR OFFICE USE ONLY:

Approved by:

ARTS & CULTURE COMMISSION CHAIR

MEETING OF APPROVAL

AMOUNT APPROVED

DATE

PLEASE RETURN YOUR REQUEST FORM TO:

BRISTOL PARKS, RECREATION, YOUTH & COMMUNITY SERVICES DEPARTMENT

51 HIGH STREET, BRISTOL, CT 06010

OR TO ARIANNATHERRIAULT@BRISTOLCT.GOV



GRANT OUTCOME REPORT

DUE JULY 31, 2024

I. ORGANIZATION & GRANT INFORMATION

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Executive Director: _____ Email: _____

Fund Name: _____

Grant Amount: _____ Report Due Date: _____

II. RESULTS

Briefly explain how the grant funds have been used below.

Please attach actual budget breakdown with report.

III. IMPACT STORIES

Were there any stories or pictures associated with this grant? If so, document below and attach pictures if available

REPORT PREPARED BY: _____

SIGNATURE

DATE

PRINTED NAME

DATE