



City Arts & Culture Commission
Wednesday, March 2nd, 2022 at 6:30 p.m.
Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Agenda

1. Call to order

- a. Attendance
- b. Welcome Councilman Andrew Howe and Commissioner Walter Lewandoski
- c. Chairperson Vote
 - i. One formal nomination for Commissioner Mark Walerysiak

2. Acceptance of meeting minutes

- a. February 2nd, 2022 Regular Meeting Minutes
Documents: Attachment A (Pgs. 3-4)

3. Public participation

4. CT Murals Update

- a. MLK Mural

5. Arts & Culture Supervisor's Report

- a. Summer Programming
- b. Financial Review
Documents: Attachment B (Pgs. 5)

6. Arts & Culture Happenings

- a. Form results

7. Old Business

- a. Imagination Request
- b. Earth Day Project
- c. By Commissioners

8. New Business

- a. JRB Public Art Project
Documents: Attachment C (Pgs. 6-7)
- b. Operating Procedures Handbook Draft
Documents: Attachment D (Pgs 8-21)
- c. Goal Setting Workshop
Documents: Attachment E (Pg. 22)
- d. By Commissioners

9. Committee Reports

- a. City Council Liaison updates
- b. Cultural District Advisory Subcommittee updates

10. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
City Arts & Culture Commission

Topic: City Arts & Culture Commission
Time: Mar 2, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://bristolct-gov.zoom.us/j/81139743623?pwd=aTMxdkhwRUFsUIZFZDlaR3BZUnhJdz09>

Meeting ID: 811 3974 3623
Passcode: 692177
One tap mobile
+13126266799,,81139743623# US (Chicago)
+19292056099,,81139743623# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 811 3974 3623
Find your local number: <https://bristolct-gov.zoom.us/j/kck8SE5CMw>



City Arts & Culture Commission
Wednesday, February 2nd, 2022 at 6:30 p.m.
Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Minutes

1. Call to order

- a. Chair Lindsay Vigue called the meeting to order at 6:31 p.m.
- b. Attendance

Present: Lindsay Vigue, Chair
Kim Villanti, Vice Chair
Andrea Adams, Commissioner
Samantha Buonafede, Commissioner
April Dews, Commissioner
Julie Norton, Commissioner
Mark Walerysiak, Commissioner

Lauren Imholte, Arts & Culture Supervisor
Joshua Medeiros, Superintendent

Absent: Andrew Howe, City Council Liaison

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Buonafede to accept the January 5th, 2022 Regular Meeting Minutes with the correction of changing the year from 2021 to 2022.
Seconded by: Commissioner Adams, all in favor; motion carried.

3. Public participation

- a. Doreen Stickney, Jennifer Johnston, and Karen Pac from the Imagination Museum put in request for financial support from the commission to hold a community art festival August 4th, 2022. Discussion followed.
- b. Ken Lundquist Jr. provided update on the progression of the Wulflynx Studios Co-Op Creative Center. Discussion followed.

4. CT Murals Update

- a. Commissioner Dews provided updates on the MLK Mural and its fundraising status to the commission. Just shy of the fundraising goal, Commissioner Urgo will be donating \$1k to the mural-half as a personal donation and the other half from the New England Carousel Museum.
- b. Chair Vigue inquired on the placement of the mural on the Primo Press building. To be decided by the artist.

5. Arts & Culture Supervisor's Report

- a. Supervisor Imholte provided program updates and notified the commissioner that program costs were able to be lowered considerably.
- b. Supervisor Imholte reviewed the Financials and informed the commissioner that former Mayor Ellen Zoppo-Sassu donated \$500 from her campaign to the Arts & Culture Commission.

6. Arts & Culture Happenings

ATTACHMENT A

- a. None

7. Old Business

- a. By Commissioners:
 - i. Commissioner Buonafede inquired on the date and location of the Arts & Culture Commission Board of Finance budget hearing for FY 22-23, which is February 28th at 6 p.m. in City Hall Council Chambers.
 - ii. Commissioner Adams inquired if the commission will be reaching out to artist, Sugar Fox, for an Earth Day demonstration as done in the previous year. Discussion followed.

8. New Business

- a. **MOTION:** Made by Commissioner Adams to add New Business item to the agenda. Seconded by: Commissioner Buonafede, all in favor; motion carried. Supervisor Imholte presented the commission the Artist Selection Criteria document. Discussion followed.
- b. The commission expresses their formal goodbyes as Chair Lindsay Vigue departs from City Arts & Culture Commission at her final meeting.
- c. Supervisor Imholte informs the commission that Mayor Caggiano will be appointing a new commissioner the City Arts & Culture Commission at next City Council meeting.
- d. Supervisor Imholte informs the commission that voting for a new Chair of City Arts & Culture Commission will take place at the March meeting. Discussion followed.
- e. By Commissioners: None.

9. Committee Reports

- a. City Council Liaison updates: None.
- b. Cultural District Advisory Subcommittee updates: Commissioner Walerysiak provided update that a proposed cultural district assets map and inventory was created and approved by the subcommittee to submit with the Cultural District Application. Discussion followed.

10. Adjourn

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

Respectfully submitted,

Jazzya Coakley
Recording Secretary
City Arts & Culture Commission

ATTACHMENT B

02/25/2022 15:59
JazzyaCoakley

CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 1

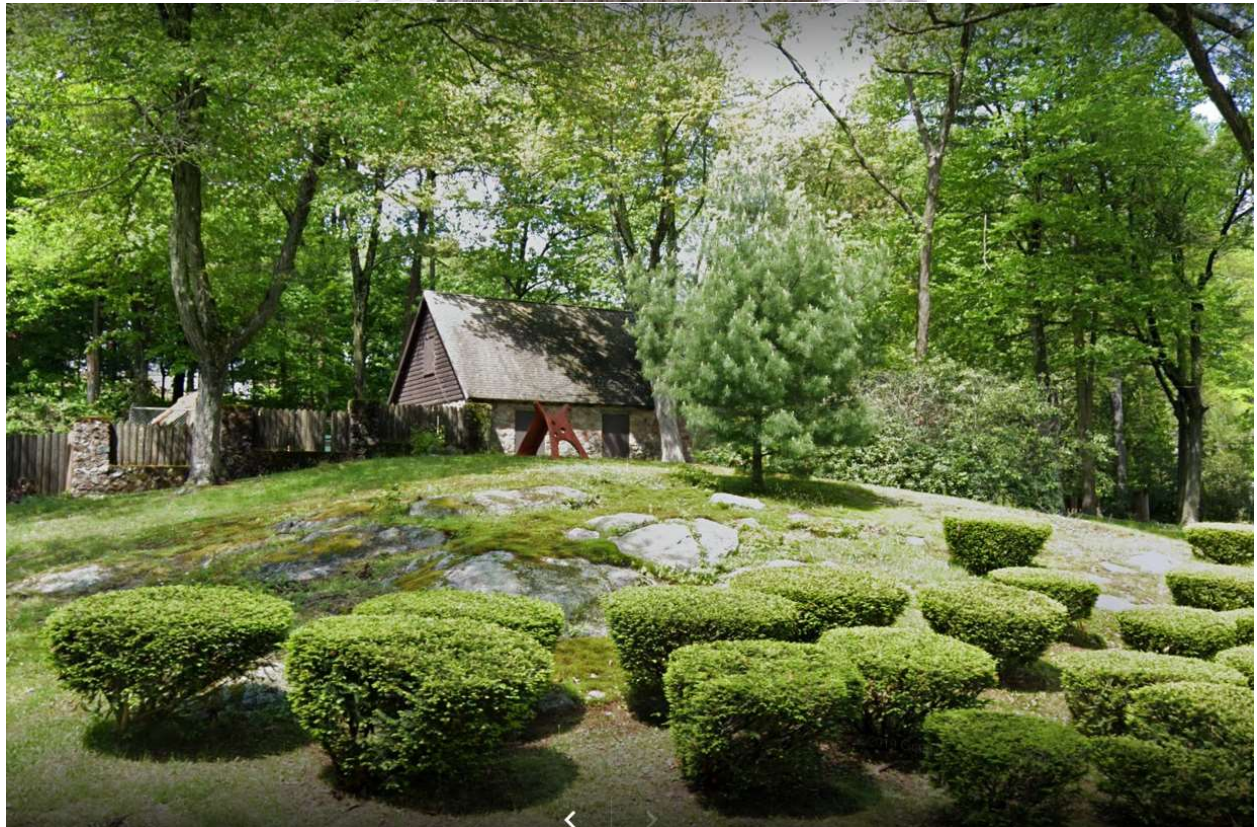
FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 583120 ARTS & CULTURE C	0	25,000	25,000	22,258.40	37.22	2,704.38	89.2%
TOTAL PARKS ADMINISTRATION	0	25,000	25,000	22,258.40	37.22	2,704.38	89.2%
TOTAL GENERAL FUND	0	25,000	25,000	22,258.40	37.22	2,704.38	89.2%
TOTAL EXPENSES	0	25,000	25,000	22,258.40	37.22	2,704.38	
GRAND TOTAL	0	25,000	25,000	22,258.40	37.22	2,704.38	89.2%

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

JRB Project Options





Arts & Culture Commission

Operating Procedures Handbook

Adopted: March 2022

CHAIR SIGNATURE

DATE



Developed in partnership with the City of Bristol's Arts & Culture Commission
and Department of Parks, Recreation, Youth & Community Services

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About Us

MISSION

The Bristol Arts & Culture Commission serves to provide guidance on enhancing the lives of Bristol residents through the arts by developing ways to improve the experience of living, working, playing and visiting the city.



HISTORY OF THE 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.

2018

- 2019

- 2020

- # 2021

- 2022

-



Kim Villanti, Vice Chair
Samantha Buonafede
Juliet Norton
Mark Walerysiak
Andrea Adams

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MONTHLY MEETING SNAPSHOT

AT A GLANCE

The Commission meets on the first Wednesday of each month at the Parks, Recreation, Youth & Community Services Department, located at 51 High Street. Virtual attendance is currently an option. The monthly meeting agenda can be found on the [City of Bristol Agenda Center](#) the Friday before the meeting.

PUBLIC PARTICIPATION

The first agenda item each month is public participation. Members of the public are welcome to attend meetings to inform the Commission of or request support for upcoming public art initiatives. Each public participant will have five minutes to speak to the Commission. The public is also welcome to complete the [Arts & Culture Happenings](#) form each month to notify the Commission of upcoming events.



Annual Timeline

This timeline consists of annual Commission occurrences. It is not inclusive of all Commission work, and is subject to change.

Month	Occurrences	Meeting Action Items
July	- City funds are dispersed - Based on funding, Call for Grant submission opens (July 15 - August 15) - Grant Outcome Reports due (July 31)	- Commission outlines priority projects based on available funds - Approve Hispanic Heritage Month Concert Budget - Review Sponsorship Reports
August	- Call for Sponsorship submission closes - BPRYCS Fall Brochure Released	- Review and allocate sponsorship funds - Review Grant Outcome Reports - Focus group check in (15 min)
September	- Sponsorships awarded - Hispanic Heritage Month Concert	- Identify Winter/Spring Community Art Initiative/Projects - Schedule Commission presence for each sponsorship-approved event
October	- Winter/Spring BPRYCS programming finalized - Goal Setting Workshop	- Hispanic Heritage Month Concert Reporting - Identify Commission goals, themes, events, and projects for upcoming fiscal year - Focus group check in (15 min)
November	Department Budget Workshop	- Review City Arts & Culture Budget Proposal - Commission Project Approvals
December	BPRYCS Winter/Spring brochure released	- Review calendar year achievements - Approve meeting schedule for the upcoming calendar year - Focus group check in (15 min)

Annual Timeline cont'd.

Month	Occurences	Meeting Action Items
January	Cultural District Review* *subject to advisory committee recommendation	- Review Cultural District goals - Submit report/metrics of Cultural District - Identify Summer Community Art Initiative/Projects
February	City Council Budget Hearing* *Commissioners welcomed to attend	Focus group check in (15 min)
March	- Call for Local Artists (March 1 - April 1) - BPRYCS Summer Brochure Released	- Budget Review of current fiscal year - Review/Approve Operating Procedures
April	Local Artist Workshop	- Artist Invitational - Final focus group check in (30 min) - Focus group reporting (15 minutes)
May	Focus group creation	Create Commissioner focus groups for anticipated projects
June	Public goal distribution	- Review public press materials of goals/themes for upcoming fiscal year - Approve sponsorship amount - Focus group check in (15 min)

CITY OF BRISTOL ARTS & CULTURE COMMISSION

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2022 GRANT APPLICATION

DUE AUGUST 15, 2022

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, 2022.

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 LAURENIMHOLTE@BRISTOLCT.GOV

**GRANT OUTCOME REPORT****DUE JULY 31, 2022****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



ARTIST SELECTION CRITERIA

City of Bristol's Arts & Culture Commission

The City of Bristol Arts & Culture Commission is dedicated to selecting artists who uphold and support our mission: to enhance the lives of Bristol residents through the arts by developing ways to improve the experience of working, playing, and visiting the city. Artist applications for any public art projects are reviewed and awarded based on the following criteria:

1. Artistic merit of body of work
2. Strong conceptual skills with innovative and demonstrative approaches
3. Ability to design artwork that is respectful to social, environmental and historical contexts
4. Ability to translate artistic concepts into materials that are appropriate for public space, taking into consideration maintenance, safety and longevity
5. Potential for the work to diversify the current collection of art in the City of Bristol
6. Willingness to collaborate with City staff, stakeholders and contractors
7. Ability to successfully complete and execute project on City timeline
8. Ability and willingness to create public art that prioritizes diversity, equity and social inclusion to ensure our residents and visitors feel welcome regardless of their age, ability, ethnicity, gender, sexual orientation or socio-economic status
9. Effective communication and organizational skills
10. Completeness of application

APPLICATION

Artist applications should include a Letter of Interest, Resume, Images and References. Some applications may require additional support materials.

Letter of Interest

- Describe your interest and/or approach for the project
- Demonstrate understanding of the site and relevant contexts

Letter of Interest will be reviewed based on the following:

- How thoughtfully does the artist consider the approaches and use of the site?
- How respectfully and imaginatively does the artist address the client's thematic and physical requirements?



Resume

- Artist's experience: list your professional experience as it relates to the project
- Education: list your educational background and training as it relates to the project

Resume will be reviewed based on the following:

- Evidence of collaboration with other art professionals, communities or municipalities
- Indication of artist's ability to plan and create projects of similar scope
- Range of experience and professional commitment

Images

- A relevant body of work that demonstrates conceptual and technical mastery in at least one artistic medium
- Clearly identify conceptual proposals
- Provide descriptive info for each image as requested
- Clarity of translation of artistic concept into art form
- High-quality images that accurately represent artist's work

References

- Provide contact information for individuals who can attest to your ability to meet the criteria and goals of this project

Proposal

Will be reviewed for appropriateness in the way it meets the needs of the project goals. The Commission will also give consideration to:

- The artistic vision
- The proposed materials and construction for questions of durability, maintenance, public access and appropriateness
- Estimated budget
- Methodology
- Site considerations

Applicants should submit their Letter of Interest, Resume, Images, and References via email to **laurenimholte@bristolct.gov**.

Once received, the Arts & Culture Commission members will review applications and invite top candidates in for an interview. Please find interview rubric on the following page.

The Commission reserves the right to award projects to artists at their sole discretion.

	1 Very Unsuitable Candidate	2 Unsuitable Candidate	3 Fair Candidate	4 Suitable Candidate	5 Very Suitable Candidate	SCORE
ATTACHMENT D						
Artist's design and it's relation to social, environmental and historical concepts						
Artist's references						
Artist's body of work						
Artist's prior experience working with communities and/or municipalities						
Artist's budget proposal						
Artist's consideration for maintenance, safety and longevity						
Artist's overall suitability for the project						

The Bristol Arts & Culture Commission serves to provide guidance on enhancing the lives of Bristol residents through the arts by developing ways to improve the experience of living, working, playing and visiting the city.

S

Specific

- What do I want the Commission to accomplish?
- Why do I want the Commission to accomplish this?
- What are the requirements?
- What are the constraints?

M

Measurable

- How will we measure our progress?
- How will we know when this goal gets accomplished?

A

Achievable

- How can the goal be accomplished?
- What are the logical steps we should take?

R

Relevant

- Is this a worthwhile goal?
- Is this the right time?
- Do we have the necessary resources to complete this goal?
- Is this goal in line with our long term objectives?

T

Time-Bound

- How long will it take to accomplish this goal?
- When is the completion of the goal due?
- When will we work on this goal?