



*City of Bristol
Arts & Culture Commission*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/86280576918?pwd=iQ7DubdYbSAm0Dse5qszhgaOeTG2Z1.1>

The regular meeting will be held on Wednesday, December 4, 2024, at 6:30 PM. in City Hall Meeting Room 1-2 111 North Main Street, Bristol, CT 06010.

AGENDA

1. Call to Order
 - a. Attendance
2. Approval of Minutes
 - a. Approval of Minutes - November 6, 2024, Regular Meeting Minutes
3. Public Participation
4. Arts and Culture Supervisor's Report
 - a. Supervisor's Report
 - b. Year to Date Financials
5. Chairman's Report
6. Old Business
 - a. Carousel Museum Horse Name
 - b. Winter/Spring Market Proposal
 - c. Vision Setting
 - d. By Commissioners

7. New Business

- a. Grant Submission - Maxine Bowden, Paradigm Arts and Culture Foundation
- b. Arts and Culture Commission New Proposal Form
- c. By Commissioners

8. Reports and Committee Reports

- a. City Council Liaison's Report

9. Adjournment

Per Order of the Chairperson
Walter Lewandowski



*City of Bristol
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Ladies and Gentlemen:

The regular meeting was held on Wednesday, November 6, 2024, at 6:30 PM in Meeting Room 1-3 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

Chair Walter Lewandowski called the meeting to order at 6:35 p.m.

a. Attendance

Members Present:

Chair Walter Lewandowski
Commissioner Andrea Adams
Commissioner Julie Carensa Crist
Commissioner Juliet Norton
Commissioner Maria Salice
Commissioner Nigel Wynter
City Council Liaison Cheryl Thibeault
City Arts and Culture Supervisor Arianna Therriault

Absent:

Superintendent Dr. Joshua Medeiros
Deputy Superintendent Sarah Larson

2. Approval of Minutes

a. Approval of Minutes – October 2, 2024, Regular Meeting Minutes

MOTION: Made by Commissioner Cersensa Crist to Approve the October 2, 2024, Regular Meeting Minutes.

Seconded by Commissioner Salice, all in favor, motion carried.

3. Public Participation

Maxine Bowden of 42 Meriman Street, Bristol, is currently working with Downtown Live for the Soul Sessions Show on January 18, 2025. Soul Sessions is a show that will celebrate the essence of Jazz through music, poetry, and more. Arts and Culture Supervisor Arianna Therriault is currently working with Maxine Bowden for promoting the show; discussion followed.

David Krezel of 5 2nd Street in Bristol, has presented an update on the Wood Carving Park Bench. He has presented the plans with the Board of Park Commission and the Department of Public Works with hopes of locally sourcing a tree. Mr. Krezel was going to meet with Public Works again about the trees that are scheduled to be removed. He is also going to work on the Sustainable CT Communities Match Fund to help with additional funding; discussion followed.

Danny Mendoza of 215 High Street, Bristol, spoke about how his company can help with advertising for the Arts and Culture Commission. He is currently having conversations about the possibility of working with Bristol Economic and Community Development and The American Rescue Plan and Task Force; discussion followed.

4. Arts and Culture Supervisor's Report

a. Financials

Arts and Culture Supervisor Arianna Therriault presented the Year to Date Financials. Supervisor Therriault stated that she is currently thinking about the Fiscal Year 2026 budget and will need to go up on advertisements. She stated that the other financial are on track; discussion followed.

b. Project Updates

Arts and Culture Supervisor Arianna Therriault presented the Project Updates. Supervisor Therriault also presented what the new Downtown Live website will look like with hopes of being able to add more to the website such as gift cards, and sponsorship opportunities; discussion followed.

c. Downtown Live Updates

a. Concessionaire Update

Arts and Culture Supervisor Arianna Therriault presented the Downtown Live and Concessionaire Updates. Supervisor Therriault stated that she was going to meet with Iris White, the acting Superintendent of Public Schools, about the food and drink policy in the theater. She is still having difficulty with communicating with the current vendor for concession and will think of an alternative solution; discussion followed.

d. Halloween Spooktacular Review

Arts and Culture Supervisor Arianna Therriault presented the Review of the Halloween Spooktacular. Supervisor Therriault stated that it was a bit windy. She may also cut back on food trucks next year. She stated that the vendors that she had spoken with had done well, and the coffin race was a success; discussion followed.

5. Chairman's Report

Chair Walter Lewandowski presented the Chairman's Report. Chair Lewandowski stated that he spoke with Lindsey Rivers of Bristol Public Works about the possibility of an art display, but the request was declined. He also presented an update on the Heart Sculpture at Stocks Park. Chair Lewandowski met with Superintendent Josh Medeiros on the placement, and they decided on the entrance to the parking lot by Casey Field; discussion followed.

MOTION: Made by Commissioner Adams to move up Items 7.a. and 7.b. on the agenda. Seconded by Commissioner Salice, all in favor, motion carried.

7. New Business

a. Arts and Culture Commission Vision Setting

Arts and Culture Supervisor Arianna Therriault had the Commission and answer a series of questions to better understand what everyone would like to see in the future for the Arts and Culture Commission. The Commissioners went around the room and wrote down their answer and Supervisor Therriault would collect the results for the next meeting.

b. By Commissioners

Commissioner Julie Carensa Crist presented an event idea to the Commissioner. Commissioner Carensa Crist suggested an outdoor market for either the spring or the winter. With the Bristol Bazaar, the Arts and Culture Commission can create an outdoor market to support the small businesses with entertainment and food; discussion followed.

Commissioner Adams brought up the idea of making a donation as an official sponsor at the Downtown Live theater. This would result in the Arts and Culture Commissioner having a plaque under a beautiful photo of the theater; discussion followed.

MOTION: Made by Commissioner Adams to donate \$500 to have the City Arts and Culture's name on a plaque at the Bristol Arts and Innovation Magnet School inside the Downtown Live Theater.

Seconded by Commissioner Salice, all in favor, motion carried.

Arts and Culture Supervisor Arianna Therriault presented a suggestion for the commission to attend the next meeting with potential names for the Carousel Museum Horse.

Chair Walter Lewandowski presented the idea of a group that can help support the events that the City Arts and Culture Commission would like to facilitate.

8. Reports and Committee Reports

a. City Council Liaison Report

City Council Liaison Cheryl Thibeault presented updates from the Bristol City Council. She presented updates on the dog pound, the possibility of a 3rd Carrier Homes building, and the new Firehouse 3 on Church Ave; discussion followed.

9. Adjournment

MOTION: Made by Commissioner Adams to adjourn at 8:32 p.m.
Seconded by Commissioner Salice, all in favor, motion carried.

Respectfully Submitted
Amaris Estrada
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 Updates:

- Locks at Stocks: Purchasing is putting out a bid for a contractor to create the sidewalk and base for the heart sculpture.

C. Downtown Live:

- As of 11/26, concessions is unknown. The group we have hired has not been communicating about whether or not they are going to be present for the December show. No action can be taken until the contract is broken.
- Downtown Live had record breaking tickets purchased for the last two weeks

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017021 PARKS ADMINISTRATION								
0017021	583120 ARTS & CULTURE COMM	15,000	15,000	5,165.03	.00	.00	9,834.97	34.4%
TOTAL PARKS ADMINISTRATION		15,000	15,000	5,165.03	.00	.00	9,834.97	34.4%
TOTAL GENERAL FUND		15,000	15,000	5,165.03	.00	.00	9,834.97	34.4%
TOTAL EXPENSES		15,000	15,000	5,165.03	.00	.00	9,834.97	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	15,000	15,000	5,165.03	.00	.00	9,834.97	34.4%

** END OF REPORT - Generated by Amaris Estrada **

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR:	ORIGINAL	REVISED				AVAILABLE	PCT
175 ARTS & CULTURE FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1757033 ARTS & CULTURE							
1757033 422004 FEES	-299,630	-299,630	-38,458.02	.00	.00	-261,171.98	12.8%
1757033 470000 CONTRIBUTIONS	0	0	-4,901.00	.00	.00	4,901.00	100.0%
1757033 514000 REGULAR WAGES & SAL	66,255	66,255	26,638.14	.00	.00	39,616.86	40.2%
1757033 515200 PARTTIME WAGES & SA	3,225	3,225	412.27	.00	.00	2,812.73	12.8%
1757033 520700 F.I.C.A.	4,110	4,110	1,584.22	.00	.00	2,525.78	38.5%
1757033 520750 MEDICARE INSURANCE	965	965	376.49	.00	.00	588.51	39.0%
1757033 531000 PROFESSIONAL FEES &	182,850	182,850	48,301.76	.00	23,740.20	110,808.04	39.4%
1757033 557700 ADVERTISING	8,000	8,000	7,641.86	.00	.00	358.14	95.5%
1757033 561800 PROGRAM SUPPLIES	500	500	217.76	.00	.00	282.24	43.6%
1757033 581120 CONFERENCES & MEMBE	200	200	.00	.00	.00	200.00	.0%
1757033 591500 TRANSFER OUT INTERN	33,525	33,525	.00	.00	.00	33,525.00	.0%
TOTAL ARTS & CULTURE	0	0	41,813.48	.00	23,740.20	-65,553.68	100.0%
TOTAL ARTS & CULTURE FUND	0	0	41,813.48	.00	23,740.20	-65,553.68	100.0%
TOTAL REVENUES	-299,630	-299,630	-43,359.02	.00	.00	-256,270.98	
TOTAL EXPENSES	299,630	299,630	85,172.50	.00	23,740.20	190,717.30	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	41,813.48	.00	23,740.20	-65,553.68	100.0%

** END OF REPORT - Generated by Amaris Estrada **

Vision Setting Activity Questions for Arts and Culture Commission

Mission Statement: *The Arts and Culture Commission was established in 2018 to encourage tourism, entertainment, and arts in order to foster the development of community pride and improve the quality of life for Bristol residents by promoting community activities and showcasing Bristol's cultural events; make recommendations to the Mayor and City Council concerning the financial sponsorship of various activities and events and investigate other means of securing funding for commission activities such as paid advertising and grant opportunities. Coordinates the publication of a community calendar of events and any other appropriate publications which will showcase the large number of quality arts, cultural, tourism and family-oriented activities occurring locally.*

What are your top two favorable answers for each question below?

1. What is your personal goal for the Arts and Culture Commission (a specific idea, or overall awareness, why did you join?)
 1. Art drives connectivity in the community, it bonds people and opens our perspective on the many cultures in Bristol, creating peace and unity - To sell the city and its inhabitants on the idea that the Arts can & will enrich lives and is a genuine & necessary value - To drive economic development of the city
 2. Better understand the funding aspect – budgeting, timing, dispensing grants, so we don't rush through our grants at the end of the FY
 3. To lead a project initiative
2. What is your vision for the Arts and Culture Commission in the city of Bristol?
 1. To become more visible and complete the mission established by Charter; add sub committees
 2. Participate/be present at events like Mum Fest and others (instead of planning/sponsoring)
 3. Financially support existing groups in small ways
 4. To be more recognized in and around the area as a promoter of the Arts & Cultural Events
 5. To grow the cultural district festival & promote more involvement.
3. What are some broad goals for developing entertainment?
 1. Attract bigger talent to DTL
 2. Bring in "trending" entertainment to Bristol; ex: Story Slams
 3. Add an outdoor Concert (Bigger Venue)
 4. Dance & Singing Contests – something like "So You Think You Can Dance"
 5. Focus Groups on selecting acts
 6. Sponsor Battle of the Bands or local talent showcase
 7. Survey people for what they want to see for entertainment
 8. Reaching out to Big Names who live in CT to help volunteer/ help out with a contest etc.
4. What are some broad goals for developing tourism?
 1. Add Festival & Activities – Request Groups to come to town.
 2. Create a slogan for tourism in Bristol. Example: "come eat, stay, play Bristol Does it Better"
 3. Create packages: hotel, show, dinner to bring local towns to Bristol.

4. Getting together with other groups to share resources - Better Partnership with All Heart & City Marketing Team
 5. More Publicity – ability to expand to other communities
 6. 1 or 2 VERY BIG shows each year to get people downtown
 7. Refabricated Trolley Car for photo ops
5. What are some broad goals for developing the arts?
1. Develop a Community Coalition to organize activities under our advisement - Bring all artists together for a “Brain Dump”; visual, word, music, multimedia mini conference and ask these same questions to the artists and how we can support them. - Create a directory of artist on website with contact information. Contact well know Bristol Artists to help promote the Arts & the City
 2. Art Show/Gallery Space
 3. Visual Art; Art Display cases in City Hall
 4. Performing Arts – have local performances open for other DTL Acts
 5. Pop- Up performances in Park
6. If you could have one goal completed by 2025, what is it?
1. Recognition event like the old ACE Awards; perhaps partner with the Arts & Culture Foundation
 2. More Murals & Sculptures
 3. To have a concrete plan in place to support and promote a civic ARB Group
 4. Become financially stable
 5. Increase community awareness & sponsorship both in dollars and attendance
 6. Create a downtown that is lively on the weekends supporting the Arts, History, and Offerings of Bristol
 7. More painted electrical boxes (they created a lot of buzz)

City Arts & Culture Commission Grant Application for the Soul Session

- **Organization:** Paradigm Events
- **Address:** 1061 Winchester Ave, Hamden, CT 06517
- **Phone:** (203)996-2705
- **Executive Director:** Maxine Bowden
- **Email:** eventsbyparadigm@gmail.com
- **Fund Name:** The Soul Session: A Night Live Music, Poetry, & Art
- **Grant Amount:** \$5,000
- **Organization Type:** For-Profit Business

Event/Program Description

The Soul Session is a cultural celebration planned for January 18, 2025, at the Rockwell Theater in Bristol, CT. Organized by Paradigm Events in collaboration with Downtown Live, this event features live music, visual art, and community engagement. The goal is to showcase local talent from Connecticut and neighboring states, support Bristol's artistic community, and position Bristol as a cultural hub.

What will the requested sponsorship funds be used for?

The \$5,000 requested will support:

- **Artist Compensation:** Fair stipends for visual and performing artists.
- **Rehearsal Costs:** Stipends for artists attending rehearsals and sound checks.
- **Videography & Promotional Production:** High-quality promotional content for social media.
- **Curation Fee:** Covers planning, coordination, and execution.
- **Miscellaneous Expenses:** Refreshments for artists, additional staff, and unforeseen expenses like rentals, equipment, or decorations.

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

Yes, additional funding is being sought from local sponsors and arts organizations.

Are you charging any fees for this event?

Yes

- **Ticket Price:** \$35

What is your expected total profit?

Paradigm Events anticipates a profit of **\$2,460** from The Soul Session. This profit will support Paradigm's future community arts events and initiatives. Any additional funds raised during the event will also be allocated to future arts programming.

Have you received a grant from the Arts & Culture Commission before?

No

How large is your anticipated audience?

Approximately 500 attendees.

How does your event/program impact underserved populations?

The Soul Session provides exposure and fair compensation to local and regional artists, many of whom come from underserved communities. By offering paid performance opportunities, it helps these artists, who often have limited access to compensated work. The event fosters inclusion and highlights diverse voices in music and visual art, while also offering an affordable, enriching experience to Bristol residents, encouraging community connection and cultural appreciation.

Which Arts & Culture Commission Mission is your request best suited for?

Performing Arts (with impact in *Culture & Tourism*)

**Budget breakdown is separate.*

Budget Breakdown For The Soul Session

Item	Details	Total Cost (\$)
Visual Artist Stipends	5 artists x \$100 each	\$500
Performing Artist Compensation	4 artists x \$200 each	\$800
Rehearsal & Sound Check Stipend	14 artists x \$75 each	\$1,050
Videography & Editing	4 hours videography + editing	\$700
Curation Fee	30%	\$1,110
Miscellaneous Expenses	Refreshments, additional staff, and unforeseen expenses (ex. Decor/equipment)	\$840
Total Funding Requested		\$5,000

Description of Budget Items

- Visual Artist Stipends: \$500**
 Supports 5 visual artists participating in the art gallery and silent auction, providing each a \$100 stipend as a safety net in case their artwork does not sell.
- Performing Artist Compensation: \$800**
 Fees for 4 currently unpaid performing artists, including 2 from Bristol, each receiving \$200. This ensures their compensation is closer to that of other participating artists.

- **Rehearsal & Sound Check Stipend:** \$1,050

Additional stipend of \$75 each for all 14 performing artists to honor their time for rehearsals and sound checks on the day of the event.

- **Videography & Editing:** \$700

Covers a 4-hour video shoot with Urban Studios for promotional content, plus an editing fee to create social media clips and event commercials, enhancing visibility.

- **Curation Fee:** \$1,110

A 30% fee based on artist compensation and videography costs, covering planning, coordination, and execution efforts to seamlessly integrate all elements of the event.

- **Miscellaneous Expenses:** \$840

Includes light refreshments for performing artists, additional staff such as a backstage manager to support artists and handle back-of-house operations, and a buffer for unforeseen expenses like additional equipment, decorations, or banners essential for a smooth and professional event experience.



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

Arts and Culture Commission Project Proposal Form

Your Name: _____

Proposed Project/Event Description:

What age population(s) will benefit from this initiative?

- ☐ 0-4 (Pre-School)
- ☐ 5-9 (Elementary School)
- ☐ 10-14 (Middle School)
- ☐ 15-17 (High School)
- ☐ 18+ (Adult)

Proposed Project/Event timeline (Please explain in full how much time needed for this project, from storyboard to ribbon cutting):

Estimated Date of start: _____

Estimated Date of completion: _____

Proposed location of event/project: _____

Estimated project/event cost: _____

Estimated financial contribution from the commission: _____

Deposit: Y/N If yes, how much: _____

Is there a proposed cost to the public (entry fee): Y/N If yes, how much: _____

Does the project/event require a contractor (artists, musicians, etc): Y/N

If yes, what is the proposed contactor's contact information:

Name: _____

Phone: _____ Email: _____

Proposed commission responsibility in the project/event:

Proposed city responsibility (e.g. Public Works, Parks Crew, Water & Sewer, Mayor's office etc.):

How will the project/event be sustained (i.e. yearly upkeep responsibility, costs, reoccurring contribution):

Event Details, skip if this is not an event:

If this is an event, is there a rain date? If yes, what is the date?

Are port-o-potties necessary? How many?

Will there be trashcans necessary? If yes, how many?

Is an event permit necessary?

Is there adequate parking at the chosen location?

Is there a plan to partner with an organization?

If yes, what organization? Please write who the contact is with their phone/email:

Name:

Phone:

Email: