



# City of Bristol

BRISTOL, CONNECTICUT 06010

**MINUTES OF THE MEETING OF THE  
MEMORIAL BOULEVARD TASK FORCE  
CITY HALL, 111 NORTH MAIN STREET  
MONDAY, JANUARY 5, 2015  
COUNCIL CHAMBERS  
111 NORTH MAIN STREET  
7:00 p.m.**

**ATTENDEES:** Chairperson Ellen Zoppo-Sassu  
Commissioner Frank Stawski  
Commissioner James Albert  
Commissioner Cheryl Thibeault  
Commissioner Peter DelMastro  
Commissioner Paul Murdock  
Commissioner John Soares  
Commissioner David Mills  
Commissioner Janet Williams (entered meeting at 7:40 p.m.)

**ABSENT:** None

## **ITEM #1 – CALL TO ORDER & PUBLIC PARTICIPATION**

Chairwoman Zoppo-Sassu called the Monday, January 5, 2015 Regular Meeting of the Memorial Boulevard Task Force to order at 7:00 p.m. No members of the public wished to speak at this time.

## **ITEM #2 – ACCEPTANCE OF DECEMBER 8, 2014 MEETING MINUTES**

**IT was MOVED** by Commissioner Albert **and SECONDED** by Commissioner Thibeault to accept the December 8, 2014 meeting minutes.

### **ITEM #3 – UPDATE ON DRA CONDITIONS ASSESSMENT REPORT**

Chairperson Zoppo-Sassu stated that this item would be taken up at the end of the meeting as she wanted to move to the First Floor Meeting Room to explain the “conceptual” plans from DRA.

### **ITEM #4 – DISCUSSION OF NEW SUB-COMMITTEES:**

*Financial Analysis sub-committee:* to prepare a 10 year financial analysis of revenue and expenditures for the rehabilitated MBS including, but not limited to, the results of the architectural study.

Chairperson Zoppo-Sassu stated she would like to have the DRA report completed by mid-February in order to get it to the City Council in March and we need to prepare a financial analysis to present to them.

Commissioner Delmastro stated that he has put together some preliminary financial impacts which he will discuss with Commissioner Thibeault. Commissioner Thibeault stated that she has started a model herself with the biggest issue being capital costs. We need to complete an “A, B, C, D” list showing what the major priorities are (A, B or C) and what is a wish list item (D).

*End-Use sub-committee to move into a Real Estate sub-committee:* to secure letters of interest from parties wanting to lease space in the rehabilitated MBS including determination of lease rates, building management (eg., who, how) and an analysis of zoning implications.

Commissioner Albert stated that he will be working on lease rates for the building. Commissioner Thibeault added that it would be helpful if he broke down the rates into categories such as theater space versus office space based on square footage. Commissioner Delmastro was unsure how we could differentiate the rates as it sounded discriminatory to him. Commissioner Mills suggested that the Committee utilize more social media to attract tenants.

Commissioner Albert stated that the Legislative session begins tomorrow and one of the items on the discussion list is to come up with money at the State level to bond for ADA rehabilitation for buildings such as Memorial Boulevard. He will meet with State representatives to show his support.

*Organization & Transition sub-committee:* to work out the details for bringing the proposed tax exempt entity to life and would include recommendations regarding the governing structure and a transition plan that moves the building from City ownership and control of MBS to tax exempt entity ownership and control.

The Committee members chose what sub-committees they would like to serve on and Chairperson Zoppo-Sassu suggested that they meet prior to the next meeting in order to give a report back to the Committee on January 15<sup>th</sup>.

#### **ITEM #5 – NEW BUSINESS BY TASK FORCE MEMBERS**

Chairperson Zoppo-Sassu reported that the agreement with the Main Street Foundation and Memorial Boulevard School is up and running. They have received approximately \$1,800 which represents money from the November events.

Chairperson Zoppo-Sassu also reported that she asked a colleague to address the Real Estate Committee regarding conducting spring and summer events at the school and the request was denied. The Committee members discussed whether it was in the prevue of the Real Estate Committee to approve this, or should it be decided through the Building Committee. Chairperson Zoppo-Sassu will discuss the issue with members of the City staff.

There will be a walk-through of the building on Monday, January 12<sup>th</sup> (time to be determined) with the CT Trust for Historic Preservation.

#### **ITEM #6 – NEXT MEETING DATE**

Chairwoman Zoppo-Sassu stated our next meeting will be January 15<sup>th</sup> at 7:00 p.m. in Council Chambers. The Theater Sub-committee will be the same day at 6:30 p.m. in order to report at the 7:00 p.m. meeting. The next meeting after that will be on February 2<sup>nd</sup> where Anwar from DRA will explain where he is with his report. On February 19<sup>th</sup>, discussion will be conducted from the three sub-committees and on March 2<sup>nd</sup>, we will polish up our data to be able to get on the City Council agenda for the March 10<sup>th</sup> meeting.

The Committee congregated into the First Floor meeting room at 7:56 p.m. where Chairperson Zoppo-Sassu described the “conceptual” plan created by DRA.

#### **ITEM #7 - ADJOURNMENT**

**IT was MOVED** by Commissioner Thibeault and **SECONDED** by Commissioner Williams to adjourn at 8:30 p.m., and it was unanimously approved.

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Ellen Zoppo-Sassu, Chairperson  
Memorial Boulevard Task Force

cc: Commission Members  
City Council Members  
Kenneth B. Cockayne, Mayor

**MBS FINANCIAL ANALYSIS  
TEN YEAR PROJECTIONS  
INPUT REQUIREMENTS**

**A. Capital Budget Categories**

1. Building Structural Modifications
  - a. Internal
  - b. External
2. Building Generic Equipment Modifications
  - a. Heating System
  - b. Cooling System
  - c. Electrical System
  - d. Plumbing And Fire Protection Systems
  - e. Communication System
  - f. General Lighting
  - g. Safety And Security Systems
  - h. Etc
3. Function-Specific Equipment Modifications
  - a. Theater Sound System
  - b. Theater Lighting System
  - c. Theater Seats
  - d. Office Furniture
  - e. Office Equipment
  - f. Etc

**B. Expense Budget Categories**

- a. Advertising
- b. Insurance
- c. Loan Interest
- d. Utilities (Heat, Light, Phone, Etc)
- e. Supplies
- f. Office Expenses
- g. Postage
- h. Salary And Wages
- i. Fringe Benefits
- j. Building And Grounds Maintenance
- k. Building And Grounds Repairs
- l. Etc

**MBS FINANCIAL ANALYSIS  
TEN YEAR PROJECTIONS  
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**C. Revenue Categories**

- a. Leases
- b. Rentals
- c. Grants
- d. Contributions
- e. Concession Income
- f. Etc