

**MINUTES OF THE SPECIAL MEETING OF THE
MEMORIAL BOULEVARD TASK FORCE
TUESDAY, MARCH 31, 2015
BRISTOL PUBLIC MAIN LIBRARY
5 HIGH STREET
6:00 p.m.**

ATTENDEES: Chairperson Ellen Zoppo-Sassu
Commissioner James Albert
Commissioner Peter Del Mastro
Commissioner David Mills
Commissioner Janet Williams
Commissioner Frank Stawski
Commissioner John Soares

ABSENT: Commissioner Paul Murdock
Commissioner Cheryl Thibeault

ITEM #1 – CALL TO ORDER & PUBLIC PARTICIPATION

Chairwoman Zoppo-Sassu called the Tuesday, March 31, 2015 Special Meeting of the Memorial Boulevard Task Force to order at 6:09 p.m.

ITEM #2 – ACCEPTANCE OF MARCH 9, 2015 MEETING MINUTES

IT was MOVED by Commissioner Mills **and SECONDED** by Commissioner Stawski **to accept the March 9, 2015 meeting minutes.**

ITEM #3 – CONTINUED DISCUSSION ON THE DRA CONCEPTUAL DESIGN AND COST ESTIMATES REPORT FOR THE FUTURE RE-USE OF THE MEMORIAL BOULEVARD SCHOOL AND TO TAKE ANY ACTION AS NECESSARY

Chairwoman Zoppo stated that the Committee just received the final report from Anwar and will give the members some time to review and digest it so we can work on a report to the Mayor and City Council. She also reported that we have received design money through the 10 year Capital Improvement Board. The money became available after January 1, 2015 and the fact that we received the money prior to this Committee submitting our final report to the Mayor and City Council suggests to her that everyone is on board with this project. The Committee needs to work on designating someone to oversee the design phase.

(Commissioner Albert arrived at 6:10 p.m.)

Chairwoman Zoppo-Sassu stated that the Committee needs to work on 3 major components, along with a time line to submit with its final report. They include:

Management
Transitional, and
Financing

Subgroups included in these pieces are:

Attracting tenants
Event Piece, and
Grants

Chairwoman Zoppo-Sassu informed the Committee that she has learned that the State's Historical grants may be removed from the State's budget. A determination will be made on April 8th.

Commissioner Albert discussed the need for the Committee to consider a private/public partnership for the School and the Theater. The members and public discussed the issue and agreed that it was important to retain ownership. Cheryl Barb stated the historical designation we received guarantees protection of the building.

(Commissioner Williams arrived at 6:26 p.m.)

Commissioner Del Mastro discussed the financial aspect of the school and the need to get a fundraising mechanism in place. We need to consider private money and a 501(c)3 needs to be put in place ASAP. The Committee should consider drafting an agreement between the City of Bristol and a non-profit to start fundraising.

Commissioner Stawski stated that the first report Anwar submitted was \$18,340,000.00 and then that number increased \$4,000,000.00 due to the phasing in of construction. The

Committee needs to address this issue and come up with a real number to present to the Board of Finance so there is no confusion.

ITEM #4 – SPRING EVENT UPDATE

Commissioners Stawski, Mills, Murdock and John Smith were extremely helpful in obtaining the approval of the Fire Marshal for the sale of alcohol at the Memorial Boulevard events. The paperwork is filled out and needs to be brought to the State of Connecticut for final approval. A Special City Council meeting will be scheduled to obtain their approval.

Commissioner Mills discussed the events at the school and the fact that we now need a fire watch at all events. This will add an additional cost of \$531.02 per event. So, the need to sell tickets is high. We need to sell tickets at the door at both events and obtain a list of volunteers to help. Commissioner Albert and Chairwoman Zoppo-Sassu have apps on their phones that would allow for credit card sales. We will have call ahead seating, as well as cash only lines. There will be security checks at the doors for the Queen concert to ensure that no one brings alcohol into the venue. The bathrooms will be available one floor above and one floor below as well as the main floor. Handicap parking will be designated on the South side of the building.

IT was MOVED by Commissioner Stawski **and SECONDED** by Commissioner Soares **to authorize the purchase of lanyards for the volunteers at both events conducted at Memorial Boulevard School.**

ITEM #5 – NEW SPRING CLEAN UP DATE – APRIL 11, 2015

The cleanup time has been changed from 12:00 (noon) to 8:30 a.m.

ITEM #6 – UPDATE ON APRIL 25, 2015 WINE & JAZZ FUNDRAISER INVITATIONS

Chairwoman Zoppo-Sassu stated that she has invitations available for the Wine & Jazz fundraiser to be held on April 25, 2015. Please submit your checks to Greg and he will forward the tickets.

The next meeting of the Memorial Boulevard School Task Force will be held on April 23, 2015 at 7:00. Noelle Bates will obtain a room and inform the members.

7. Adjournment

MOTION BY Commissioner Stawski **SECONDED BY** Commissioner Soares **to adjourn 7:22 p.m. All voted in favor.**

Ellen Zoppo-Sassu, Chairperson

Memorial Boulevard Task Force

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

DRAFT