



**City Arts & Culture Commission**  
**Meeting Minutes – Mural Sub-Committee**  
**Special Meeting, Tuesday, January 29, 2019**  
**Executive Meeting Room, City Hall, 111 North Main St., Bristol, CT**

**ATTENDEES:** Lindsay Vigue, Kim Villanti

**ABSENT:** Juliet Norton

I. The meeting was called to order at 6:39 p.m. by Chair Lindsay Vigue.

II. Discussion of mural artists interview questions

Not discussed at this meeting. See below. Will be part of the next regular meeting agenda.

III. Discuss mural concept

Discussion of criteria:

- The process should be interactive
- Incorporate Bristol history or things specific to Bristol; Vision of future of Bristol
- Perhaps 3D, Vibrant colors, Street-Art Feel
- What drew us to speak to this muralist
- Examples of murals we have been drawn to
- Use of a Vision board

Lindsay commented that she has spoken to Mark Walerysiak and he has done some of the background research several years ago as far as cost for scaffolding, etc. Costs involved would be to prep the surface, power-washing, masonry work, shrub cutting, etc. Square footage needs to be determined to estimate paint required. Who does the prep work – the artist or should that be done prior to them proceeding to work? Kim believes the site should be prepared prior to the artist beginning work, although perhaps at their direction. Material supplies in addition to primer and paint also need to be estimated so that a preliminary budget can be created and then these materials need to be purchased. Rental equipment (scaffolding, lift) will be included in this budget.

The artist's design and labor fees should be broken out in their quotation to us. Do they need an assistant? Are toilet facilities available in the area from a local business or will that be supplied by the commission? Would any permits be required? Would street closures be needed? What other miscellaneous supplies may be required? Tables? Water? And so on. Insurance is another item to consider.

Then a call to artists would need to be created. Kim provided examples. A budget and deadline would be included. Commission would provide an overall description. Mural experience would be requested and a portfolio for review. This would be similar to how the City does RFPs but would be posted to Artist's sites. One avenue would be to post through the Hartford Arts Council and various Art Leagues. After reviewing responses the Commission should narrow the selection down and arrange for a time to do the interviews and review the portfolios.

Contracts would need to be created through the City. One would be for the Artist and another for Webster Bank. Included in these would be items such as timelines, site prep, insurance, phased payment for the artist. Specific to the bank would be how the project would not be disruptive to their business and what precautions would be taken to ensure this.

Kim said she would like to know the artist's work process. She feels that the concept could be chosen within the commission but the final concept should include a broader review board. The makeup of this final group could be decided with input from the Mayor. A representative from Webster may be included.

Community Involvement: How would we want to involve the community in this? The Artist's input on this subject would be requested and part of the interview process.

Job references would also be requested from the Artists.

Kim volunteered to do some additional work on the above items and bring to the next regular commission meeting for some additional brainstorming. Lindsay will continue to contact Webster Bank for a commitment. Prep work (planning) will continue even if another site ends up being used as all the same criteria would need to be covered. Some items, however, are site dependent which would affect the budget. Some items also may depend on the artist – does their quote include the paint for example, or does it include an assistant or are these things extra? Additional items aside from the artist's fee which have been researched in the past have amounted to approximately \$11,000. Kim suggested the cost be split between this year's budget and next year's if needed. The artist's fee could also be split if need be.

Lindsay mentioned that 2 of the items discussed at the last meeting as anticipated costs from the commission's budget would not be happening – they are: Greene-Hills concert and the concert sponsorship of Derek and the Funbags. This increases the available remaining funds for this year.

Kim asked that a timeline be determined and then the budget items can be worked out in relation to this. She suggested that June may be a good time to consider for completion. She anticipated a call to artists taking place by March. The interview process may take place in April with concept review in May. The final mural may take place by July. Kim will work out the criteria and timeline for review at the next regular meeting. She also volunteered to work on the copy for the call to artists and to begin a list of interview questions. Lindsay will do additional research on the scaffolding and related worksite items to get more updated costs.

Lindsay briefly reviewed what will be on the next regular meeting agenda.

They briefly discussed how to manage the agenda at future meetings and requests from the public along with creating a timeline for public projects.

#### IV. Adjournment

Kim Villanti made a motion to adjourn the meeting at 7:23 p.m. Lindsay Vigue seconded the motion, all voted in favor and the meeting adjourned.

Respectfully submitted,  
Christine Cooper  
Recording Secretary