



# City of Bristol

BRISTOL, CONNECTICUT 06010

**SPECIAL MEETING OF THE  
MEMORIAL BOULEVARD SCHOOL TASK FORCE COMMITTEE  
COUNCIL CHAMBERS  
CITY HALL  
111 NORTH MAIN STREET  
WEDNESDAY, MAY 20, 2015  
7:00 P.M.**

1. Call to Order

Chairwoman Zoppo-Sassu called the Special Meeting of the Memorial Boulevard School Task Force to order at 7:03 p.m.

2. Acceptance of April 22, 2015 meeting minutes

Motion made by Commissioner Mills and seconded by Commissioner Albert to approve the minutes of the April 22, 2015 meeting.

3. Sub-Committee reports

Theater: Overview of the Cast: Beatlemania

Commissioner Mills reported that they have conducted 3 successful events at the theater. The events attracted 400-500 patrons to these events providing entertainment. Two thousand people have been exposed to the theater who are excited about it and would like to see it renovated. These events have shown that there is a need for the theater in the community.

Facilities: Questions submitted to DRA

Chairwoman Zoppo-Sassu stated that she received material from Anwar responsive to the questions that were posed from the last meeting. Not all the members received them so she would allow them some time to review it and digest it.

Finance: Suggested Modeling

Commissioner Thibeault stated that she and Commissioner Del Mastro have been working on two financial models to submit to the City Council. They reported that Option A would encompass the City retaining ownership of the building and leasing it to a non-profit

organization. The non-profit would be responsible for hiring a Theater Manager and a Building Manager. The Theater Manager would be responsible for retaining performances throughout the year and the City would receive a commission from each performance (i.e. 10% of the total sales). The City could also conduct their own performances where they would receive the total profit. The Building Manager would be responsible for the rental space.

Option B would be to have a private investor purchase the building and lease it to a non-profit organization in perpetuity. The non-profit would be responsible for running the theater. The City would still provide seed money for the first phase of just the theater. At the end of the 20 year study, the non-profit would reimburse the City for the seed money.

The Committee members discussed the two options.

Commissioner Thibeault stated that she and Commissioner Del Mastro came up with revenue and expense assumptions. They discussed staffing the building which would include the Theater Manager (\$40,000/year), Building Manager (\$45,000/year), 1 full time custodian and one part time custodian, and one half Administrative Assistant, 30% of which would include benefits.

Commissioner Thibeault then discussed the assumptions of renting the remaining floors through phases over 10 years. The basement floor could be rented out at a later date (maybe in year 8 or 9). There is also the possibility of a pro bono room, such as a room for the Robotics Team.

She then addressed factoring in the grants and donations into the assumptions. The members discussed possible fundraising ideas. There was also discussion of concessions for the building and whether the City wanted to control the concessions or do it turn-key and charge a percentage of the sales. She suggested having a gift shop on the first floor where the artists could sell their work and the City would retain a percentage of the total sales (i.e 10%).

Commissioners Thibeault and Del Mastro stated that the expenses would include heat, electricity, gas, water and sewer, phone, janitorial services, security, snow removal, landscaping, HVAC, elevator and insurance. They believe the revenue would cover the expenses but would not touch the capital improvements.

Cheryl Barb made the members aware of a seminar she recently attended with Attorney Lacey and Dawn Ledger from BDA in Torrington called "Where There's a Mill There's a Way". It focused on how to revitalize old abandoned properties and how to obtain grant money through the local, State and Federal Government. She urged the Committee to google the website.

#### 4. Discussion of Recommendations for Mayor and Council and financial projections

This topic was covered in the above section. Chairwoman Zoppo-Sassu stated that the City Council will meet on June 9<sup>th</sup> and we need to wrap up a proposal for them to digest.

Chairwoman Zoppo-Sassu stated that she received a Munis report from the Comptroller's Office and reviewed it with the Committee members. The revenues from the events are as follows: Queen - \$4,000, Whiffenpoofs - \$9,000 and a line item under "contributions" - \$4,000.

Chairwoman Zoppo-Sassu read into the record a letter from Cheryl Laprade of Adnet Technologies donating \$50.00 in memory of Michelle Byko.

Chairwoman Zoppo-Sassu discussed the issue of having air conditioning for the "CAST" of Beatlemania concert. They could start up the air conditioning the day of the concert and use what's left of the Freon in the unit, which is only a couple day's worth. The Committee discussed taking money from the revenue generated from the concerts to repair the air conditioning system. Noelle Bates, Corporation Counsel's Office stated that air conditioning was a requirement in the contract.

Motion made by Commissioner Mills and seconded by Commissioner Stawski to appropriate up to \$2,000 to ensure that the air conditioning unit is functioning for the "CAST" of Beatlemania concert on June 20<sup>th</sup>.

5. Spring Events Update & Recap

This topic was covered in the above sections.

6. Ceiling Repair and A/C issues

The A/C was covered in the above sections. The Committee discussed the ceiling repairs. Chairwoman Zoppo-Sassu stated that Roger Rousseau reported to her that he solicited bids for the repairs of the ceiling and one contractor came to look at the ceiling. Commissioner Stawski asked if was prudent to repair the ceiling if we will eventually be reconstructing the entire school. The members felt that it was important to conduct the work now if we were going to continue to have performances in the school.

The Committee decided on a next meeting date of May 27<sup>th</sup> at 7:30. Room to be determined.

7. Adjournment

Motion made by Commissioner Albert and seconded by Chairwoman Zoppo-Sassu to adjourn the meeting at 9:07p.m.

Respectfully Submitted,

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Noelle T. Bates  
Recording Secretary