

# SHAKESPEARE SUBCOMMITTEE MEETING MINUTES

September 8, 2016

The Shakespeare Subcommittee of the Building Needs Committee conducted a meeting on Thursday September 8, 2016 in Room 213 of Stratford Town Hall, 2725 Main Street, Stratford, CT pursuant to notice duly posted.

MEMBERS IN ATTENDANCE: Beth Daponte, Chair; Alan Llewelyn; Philip Young; Matt Catalano; Edward Goodrich; Joe Gresko; Jancee Pust-Marcone; Christopher Rooney; Ken Tigar; Ted VanGriethuysen; Peter Wood; and Thomas Yemm.

OTHERS IN ATTENDANCE: John Casey and Len Petrucelli

## I. CALL TO ORDER

Chairman Daponte called the meeting to order at 7:08pm.

## II. RFP/RFQ UPDATE – HIRING ARCHITECT

Ms. Daponte stated the Building Needs Committee unanimously approved putting out an RFQ, and are awaiting such from the Purchasing Department. Mr. Young said he previously met the CAO Chris Tymniak, who showed him a timeline (prior to Mr. Crosskey's presentation) with three bids and a 9-8-2016 walk-through. Mr. Casey noted the Town is looking for proposals to define the scope of work. Ms. Daponte stated that cleanup alone is not enough; securing the building is also needed. Per Mr. Young, Mr. Tymniak offered to go to the Mayor to add securing the building to the RFQ. Mr. Llewelyn suggested bringing in an architect to first do the preliminary waterproofing and securing the building, then a cleanup, and then improving security, and hiring an architect to coordinate those two efforts. Mr. Catalano noted that the cleanup portion was probably the largest part of the project. Per Mr. Casey, this is not something that usually goes before the Town Council, since it is a maintenance project and will probably go to Purchasing for a bid – mainly for cleaning and sanitizing with some debris removal. Specific details, he added, will come in with the proposals. Mr. Catalano stated that the bonding for this project was previously approved, so it does not have to go to the Town Council. Rather, he noted, the Mayor can autonomously approve this.

Mr. Catalano made a motion for the following resolution: Recommend to the Building Needs Committee that an architect be hired to develop a comprehensive plan to first secure and then clean the building and the architect create documents to be used in an RFP to be issued to make the building safe and secure, and then cleaned. Mr. VanGriethuysen seconded the motion, which passed unanimously.

## III. NON-PROFIT FORMATION

Mr. Rooney explained how to develop a Non-for-Profit LLC, and the need for 501C3 approval from the IRS. He stated the committee could develop such for historical

preservation, and explained why the SCC may choose to develop one (e.g. Companies often prefer to deal with a non-profit vs. a municipality). Initially, a very small and very well-qualified working Board of Directors (primarily attorneys and accountants) would be needed to retain control over what happens. After receiving a non-profit status a “second generation” board would be formed for the primary purpose of fundraising to help revitalize the building, as well as bring theater expertise to restore the historic Stratford Shakespeare building so it can become a center for the arts and education. Mr. Rooney suggested trying to determine if the Town and/or Town Council would be open to the idea of developing a non-profit organization. He added they would probably want to know such matters as: proposed length of lease; proof of the organization’s credibility, including proof of the Board members’ abilities; and a phased arrangement of goals. Ms. Daponte noted the SCC should develop a possible future lease agreement. Mr. Rooney suggested researching theater models that have had similar renovations. He added the SCC needs to determine the eventual size (# of seats) of the building in the future.

IV. MISSION & VISION STATEMENTS

No discussion was held.

V. OLD BUSINESS

Ms. Daponte noted the Stratford Stage Group Inc. officially changed its name to The American Shakespeare theatre, Inc.

VI. NEW BUSINESS

No discussion was held.

VII. ADJOURNMENT

Ms. Daponte accepted a motion from Mr. Yemm, seconded by Mr. VanGriethuysen, to adjourn at 9:10pm. The motion passed unanimously.

Respectfully submitted,  
*Aileen Marsh*  
Recording Secretary