

Special Events Committee Meeting Minutes
151 Martin Street, Conference Rooms 202 & 203
March 13, 2026 at 8:30am

Z. Kay called the meeting to order at 8:35 a.m.

In Attendance: K. Cummings, D. Fehan, B. Hussey, Z. Kay, S. Lipari

Staff: E. Bassett, J. Brook, J. Leavy

Guests:

Absent: R. Astrein, D. Lilley

Approval of Minutes: Motion by Fehan seconded by Hussey to approve the minutes dated January 9, 2026. All ayes. Motion approved.

Public Comment: None

2026 BRRmingham Blast Cancellation

Brook reviewed that the BRRmingham Blast event was canceled due to extreme cold and dangerous wind chills. There were still some expenses incurred, but they totaled approximately \$8,000 instead of \$34,000 had the event taken place. The committee agreed that canceling the event was the right decision under the circumstances.

2026 Events

Spring Stroll

Brook updated the committee that currently, 12 merchants are registered to participate in Spring Stroll. 75 participants have registered to date.

Farmers Market

Brook shared that over 100 vendors had applied to participate in the Farmers Market. Applications are being reviewed and vendors notified of their status.

The committee discussed selling branded items at the Market. They decided to continue to giveaway 500 tote bags on opening day and to order an additional 100 of the same bags that could be distributed in exchange for a \$5 donation later in the season.

Brook shared that there may be an opportunity to have a mural painted on the building that neighbors the Farmers Market/Lot 6. Early discussion is underway with the building owner. Bassett is working with the City to understand and navigate the approval process.

Winter Markt

Brook reminded the committee that, since The Community House will no longer be in operation in December, another non-profit will need to secure a liquor license and handle the beer/wine sales. The committee discussed reaching out to different organizations and offering Christ Child the opportunity to come back with all of the set-up expenses covered by the BSD. Brook will contact them.

The committee discussed Santa House hours and decided that would like to have visits appointment only except for during Winter Markt.

Contracts

The committee discussed contracts needed for upcoming events.

Motion by Fehan, seconded by Hussey to recommend initiating agreements with Party Dreams Wedding and Event Rental for tents and equipment for Winter Markt (including the addition of a stage), Santa House, and BRRmingham Blast to the BSD Board for approval. All ayes. Motion approved.

Motion by Fehan, seconded by Lipari to recommend initiating an agreement with Pegasus Entertainment for audio/visual services for Movie Nights, Day On The Town, Winter Markt, and BRRmingham Blast to the BSD Board for approval. All ayes. Motion approved.

Other

Brook shared that she had been approached by a resident about a music event he wanted to produce. He plans to do a small scale version of the Fete de Musique at the end of March.

NEXT MEETING: Monday, April 27, 2026, at 8:30 a.m.

APPROVED