

Town of Putnam
The Putnam Arts Council held a Special meeting on
Monday, May 20, 2024, at 5:30pm
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT
Community Room 112
or via Zoom at

<https://us06web.zoom.us/j/89384545917?pwd=p0Sfbix7NhVrZ6u1dm5UAK5LBWYc2Y.1>

Meeting ID: 893 8454 5917

Passcode: 1pPSGu

1. Roll Call:
2. Approval of Meeting Minutes – April 22, 2024*
3. New Business:
 - I. Artist Packets
 - II. Putnam PRIDE Mural
4. Old Business:
 - I. Arts and Crafts Festival 2024
 - i. Special Event Permit Update
 - ii. Team Updates:
 - a. Marketing
 - a. Online
 - b. Print
 - c. Lawn Signs
 - b. Call/Artists
 - c. Music
 - d. Food/Drink
 - a. Update
 - b. Leona's
 - iii. Other
 - a. Event timeline
 - b. Parking
 - c. Shuttle
 - d. Volunteers
 - e. Map
 - II. Name Badges
 - III. Wings and Wine, working title
 - IV. Corridor Gallery
 - i. Upcoming Shows
5. Public Participation:
6. Adjournment*

*Vote Required

Town of Putnam

Arts Council Meeting Minutes

**The Putnam Arts Council held a Regular meeting on
Monday, April 22, 2024, at 5:30pm
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT
Community Room 112
or via Zoom at**

<https://us06web.zoom.us/j/81954020438?pwd=rQN1QYXJwWrlPf5xNWD27RhU3aKLPs.1>

Chair Sullivan called the Meeting to order at 5:32pm.

1. Roll Call: Chair David Sullivan, Vice-chair Laura Moorehead, Members Julie Reid, Jamie Soroka, Elaine Turner, Beth Johnston, Annie Joly, ECD Director Mary Ann Chinatti and ECD Administrative Assistant Jackie Lefevre.

Absent: Member Carmine Angelino.
2. Approval of Meeting Minutes –March 25, 2024: Vice Chair Moorehead motioned to approve the meeting minutes of March 25, 2024, seconded by Member Joly, motion carried.
3. New Business:
 - i. June Meeting: Vice-chair Moorehead motioned to hold a Special Meeting, on Monday, June 10th, at 5:30 pm prior to the festival, providing for opportunity on any last-minute items for the event, seconded by Member Reid, motion carried.
 - ii. Food Vendor/Musician Lists: Chair Sullivan shared he made a couple of google documents to list extra Food Vendors/Musicians for future events. They are available on the Putnam Arts Council Gmail so all can work on as a collaborative.
4. Old Business:
 - I. Arts and Crafts Festival 2024:
 - i. Sponsorships: Putnam Area Foundation donated \$1,500. Sponsorship flyers were dropped off at the recent Putnam Business Association meeting.
 - ii. Team Updates:
 - a. Marketing: Beth gave an update. She went down the list of items on the marketing budget line for line. Member Soroka will record the WINY radio ads. Testing was done of Google Ads, good to go. Laura to order 25- 30 signs, posters will be put together, ads will be put together. Member Soroka started Face Book ads. Jackie to give Denise Geeza a heads up the Arts Council will be co-organizer of Facebook ads.
 - b. Call to Artists: 70 have been accepted, 44 have paid. Deadline for payment is May 20th. Artist agreements to be emailed to Jackie.
 - c. Music: Member Reid reported all is set. W-9s will be gathered and emailed to Jackie.
 - d. Food/Drink: Member Soroka reported Baker's Dozen has come forth to provide coffee/pastries each morning for vendors/volunteers. She inquired if the food truck vendor had submitted his vendor permit application. Mary Ann or Jackie to check to see if two of the Town's urns can be used for hot water for tea.

iii. Other:

- a. Event timeline: timeline in packet was reviewed. Scott Moorehead to assist with final tent layout, gathering volunteers were discussed.
- b. Parking: Vendors may park in grass on side of Complex. Gravel lot is also an overflow area.
- c. Shuttle: the idea of attendees being shuttled was shut down. Still looking into the possibility of vendors being shuttled to and from another parking area due to the number of vendors having doubled compared to last. Mary Ann to reach out to 82 -84 Providence Street, listing agent for possibility of parking there.
- d. Map: map in agenda packet demonstrates a tentative sketch of booth tent positions, Welcome table, demonstration tables, sponsorship booths, Pluck-A-Duck, Last Green Valley, Sawmill Pottery, Art Guild etc. Next meeting will have final numbers of Artists etc.

III. Pluck-A-Duck: Tickets were dropped off at ECD office.

III. Name Badges: on order

IV. Wings and Wine: Event name changed to Flutter and Sip. The Complex Theatre will host the event on Saturday, September 14th @ 2pm.

V. Cultural Coalition: Member Moorehead attended. The event focused on how important Arts is for Economic Development growth, economy of the local shops/restaurants etc. State of CT Arts and Cultural representative plans to come meet with ECD, local shops/restaurants etc.

IV. Corridor Gallery:

i. Upcoming shows/Date Change: Janet McDonald's reception is on May 9th at 5:30pm to 7:30pm, here at the Complex. Next show will be the Five Senses of Women displayed in July, August and September. Last 3 months will be Jonathan Fritz.

5. Public Participation: None

6. Adjournment: * Member Soroka motioned to adjourn, seconded by Member Johnston, motion carried.

Meeting Adjourned at 6:40 pm.

*Vote Required

2024 MAY - 2 P 4: 35
Jana Soroka
TOWN CLERK - PUTNAM CT

Welcome to the 2024 Putnam CT Fine Arts & Craft Festival, held at the Municipal Complex, 200 School Street, Putnam CT on June 22 & 23, 2024 from 10 am – 4 pm, both days!

YOUR FESTIVAL PACKET IS ATTACHED AND INCLUDES: Your booth assignment, show map, directions to the show, a listing of places to stay and places to eat.

You may set up on Friday, June 21st Noon to 7pm or on Saturday morning starting at 7:00 am. Please first check in at the Registration Table for your exhibitor packet that includes your parking permit and other important information. The Registration Tent is located near the Municipal Parking lot. Please refer to the attached show map. Your booth should be ready and open to our patrons by 9:45 am.

Exhibitor Parking: Please display your parking permit on your vehicle dashboard. Enter your name, booth number on the permit in case a situation arises and we need you to move your vehicle. See attached map for exhibitor parking to the left of the Municipal Complex. Some exhibitors may be asked to park in a designated lot off of the Municipal Grounds, and shuttled to their car by Parks and Recreation Employees. EV Charging station is available.

Set-Up: Single exhibitor booth spaces are 12' x 12'. All booths are on grass Booth spaces are marked on the grass with paint. DO NOT drive tent stakes into the ground to secure your tent as there is a buried irrigation system. Make sure that your display is sturdy and able to withstand crowds, wind, and weather conditions – the show goes on, rain or shine. WIFI is and electricity is not available at the show site.

Complimentary Coffee and Donuts will be available for Artists on Saturday and Sunday from 8:30 to 10:00 am. During the show, food and beverages are for sale from the participating food truck and vendors.

Directions to 200 School Street, Putnam CT 06260:

From Connecticut /Massachusetts

Take I-395 (north or south) to exit 47 from I-395, to US-44 W/School St in Putnam.

From 395, South of exit 47

-Turn Right onto US-44 W/School St. The Municipal Complex will be 2 miles down on the right

From 395, North of exit 47

-Turn Left onto US-44 W/School St. The Municipal Complex will be 2 miles down on the right

From Rhode Island

- From 295, take US-44 into Putnam. After passing Walmart on the left, the Municipal Complex will be 2 miles down on the right

Connecticut Sales Tax: The Connecticut Sales Tax rate is 6.35%. Exhibitors are responsible for collecting sales tax on their sales and remitting the tax to the Connecticut Department of Revenue Services. Putnam Arts Council does not participate in exhibitor sales transactions.

Covid 19 Protocol: Due to the show's outdoor setting, exhibitors, visitors, and volunteers are not required to wear face masks. This is based on CDC and state guidelines and the very high rate of vaccination for the region, for Connecticut and the town of Putnam.

<https://portal.ct.gov/coronavirus>

Please contact me if you have further questions between now and show time. Looking forward to seeing you in June.

David Sullivan

Putnam Arts Council, Chairperson

PutnamCtArtsCouncil@gmail.com

Comfort Inn & Suites	16 Tracy Rd, Dayville, CT 06241	(860) 779-3200	
Comfort Inn & Suites	374 Thompson Rd, Thompson, CT 06277	(860) 315-7831	
The Inn At Woodstock Hill	94 Plaine Hill Rd, Woodstock, CT 06281	(860) 928-0528	
Inn at Fox Hill Farm	760 Pomfret St. Pomfret CT 06258	(860) 928-5240	https://www.innatfoxhillfarm.com/
Mansion At Bald Hill	29 Plaine Hill Rd, Woodstock, CT 06281	(860) 974-3456	
The Cottage House	351 Thompson Rd, Thompson, CT 06277	(860) 923-9571	
Motel 6 Putnam, CT	5 Heritage Rd, Putnam, CT 06260	(860) 928-7961	
Gwyn Careg Inn	68 Wolf Den Rd, Pomfret Center, CT 06259	(860) 928-5018	
The Stoneledge Inn	42 Hyde Rd, Brooklyn, CT 06234	(860) 412-0085	
Feather Hill Inn	151 Mashamoquet Rd, Pomfret Center, CT 06259	(860) 200-4953	
Glocester Motor Inn	2392 Putnam Pike, Chepachet, RI 02814•	(401) 568-3322	
West Thompson Camp Ground	449 Reardon Rd, North Grosvenor Dale, CT 06255	(860) 923-3121	https://www.recreation.gov/camping/campgrounds/233476

Invited

ArtistFairID	received_datetime	ArtistID	Paid	Ins	Form	first_name	last_name	first_name_	last_name	email	web	street	street2	city
3546177	3/30/2024	19:44:11	579625	X	x?	Rosa	Amendano			noyamguerrero@hotmail.com		213 Route 100		Katonah
3540197	3/27/2024	12:28:39	518816	x	x	Carmine	Angeloni	Sharon	Weller	angelonicarmine@gmail.com	cangeloni.zenfolio.com	283 Heritage Road		Putnam
3434286	1/22/2024	2:20:00	512760	x	x	Jennifer	Atwood	(Hopkins)		lazyhorse73@att.net	https://artguildne.org/artists/?type_0gallery&album_gallery_	304 Barrett barrett hill r		BROOKLYN
3478736	2/16/2024	13:47:49	359715	x	x	Jennifer	Avallone			jpgacreation@yahoo.com	www.Etsy.com/shop/jgacreation	125 Rope Ferry Rd		Waterford
3527279	3/18/2024	11:32:11	577601	X	x	Karen	Barbeau			bandbcrafters@gmail.com		7 Commonway Dr		Brooklyn
3433115	1/20/2024	16:37:00	566071	x	x	Jay	Bartholomew			jay@janoba.net	http://www.janoba.net	16 Mashentuck Rd		Danielson
3447859	1/29/2024	15:48:31	568442			Allison	Bennett			nyawehdesigns@gmail.com	www.nyaweh.com	22 Bayview Ave Suite 14		Stonington
3548449	3/31/2024	2:36:45	580119	x	x	Diane	Berard			201.Bellablueartstudio.com	www.Bellablueartstudio.com	330 DAVIS ROAD		Westport
3545818	3/30/2024	15:30:45	522981	x	x	Anita	Bevans			anita@moonlightjewelryri.com	moonlightjewelryri.com	578 Wallum Lake Road		Pascoag
3510989	3/7/2024	14:15:22	575555	X		Carolyn	Bissonnette			langslo77@gmail.com		281 Whalehead Road		Gales Ferry
3474106	2/13/2024	14:42:47	571354	x	x	Dana	Campbell			shuttlepressbindery@gmail.com	shuttlepressbindery.com	22 Bayview #77		Stonington
3544657	3/29/2024	21:02:35	578885	shared	x	Julie	Capra			juliecapra@aol.com		281 Eastford Road		Southbridge
3434563	1/22/2024	5:40:25	520920	x	x	Real	Carpentier			realcarpentier@gmail.com	realcarpentier.com	815 Sterling Rd		Sterling
3535555	3/25/2024	15:19:35	527181	X		Alison	Ciarlante			Sasapeacerocks@gmail.com	Innersasa.etsy.com	247 Roseland Park Rd		Woodstock
3464046	2/7/2024	12:45:33	568601	x	x	Giles	Cloutier	Paula	Cloutier	pgarts01@gmail.com		12 Lewis Street		Warwick
3522307	3/14/2024	19:52:05	576887	x	x	Kayla	Degnan			Kayladedgnan@gmail.com	Www.etsy.com/shop/silverowdesign	32 Hartley S Apt 3		Webster
3546410	3/30/2024	22:09:52	579926			Petro	Dzyuba	Elsiana	Ortiz	petrodzyuba@verizon.net		133 Green Hollow Rd		Danielson
3526855	3/25/2024	19:34:04	577544	X	x	Shannon	Ferri			shannonferri@gmail.com		97 Park St		Putnam
3510583	3/7/2024	9:45:09	575492	x	x	Jonathan	Fritz			jonathanfritz2766@gmail.com		250 Orchard Hill Rd		Pomfret Cer
3540612	3/27/2024	15:17:04	579203	x	x	Mike	Gadsby			Mikegadsby17@gmail.com	www.customwoodworksri.com	570 Reservoir Rd		Pascoag
3516374	3/11/2024	9:39:24	576044	x	x	sharon	gatzke			nowandthenct@gmail.com	nowandthenct.etsy.com	1013 TRUMBULL HWY		LEBANON
3545880	3/30/2024	16:11:10	471578	x	x	stephen	gerling			segerling@snet.net		240 westford hill rd.		ashford
3499444	3/1/2024	10:48:24	526929	x	x	Deborah	Ginter			ginterde@gmail.com	none	36 Dufault St		Putnam
3438613	1/24/2024	14:01:28	526546	x	x	Marc	Glaude			MGlaude94@gmail.com	https://www.facebook.com/LaurelWF/	153 Slater Hill Road		Dayville
3543396	3/29/2024	10:32:24	579410	x	x	Ekaterina E	Glubocenko	Глубоченко		glubocenko@gmail.com	https://www.instagram.com/catherina_m?igshcHpiZHq1aGnZiHNy	574 Эшфорд Ct		Эшфорд
3461866	2/6/2024	11:59:01	569873	x	x	Christine	Guanipa			littlemanoriginals@yahoo.com	www.littlemanoriginals.com	316 Goldthwaite Rd		Northville
3462740	2/6/2024	18:22:10	388267	x	x	Lisa	Hayden			meltedtheory@gmail.com	Www.meltedtheory.con	34 Assabet Hill Circle		Northboroug
3470973	2/11/2024	14:03:55	570906			Doug	Hockman			hockmanphotos@gmail.com	https://hockmanphotography.com	402 Sandstone Dr		South Wind
3521369	3/14/2024	12:27:43	520786	x	x	Richard	Huoppi	Margie	Huoppi	huoppi@att.net		233 Pomfret St		Pomfret Cer
3546408	3/30/2024	22:40:39	579885	x	x	Ashley	Hyatt			stonybrookstudiosllc@gmail.com	stonybrookstudios.com	866 Boston Neck Rd		Suffield
3539637	3/26/2024	23:03:23	579053	x		Kimberly	Irons			repurposeme2014@gmail.com		51 valley dr		Voluntown
3485366	2/21/2024	14:01:08	566487			Niccie	Jackel			whatbunny@ymail.com	www.facebook.com/jackelofalltrades	56 Latici St		Putnam
3539986	3/27/2024	10:13:57	578921	x		Sara	Johnson			saraj0317@yahoo.com	www.instagram.com/silverandsmokejewelryco	125 Wallum Lake Road		Douglas
3507145	3/4/2024	21:40:53	269022	x	x	Beth	Johnston			beth@bethjohnstonart.com	BethJohnstonArt.com	15 Davis Street		Putnam
3445465	1/28/2024	10:49:22	568188	x	x	Eric	Kalwarczyk			Eric@ericsaviaries.com	Ericksaviaries.com	13 Charlton Rd		Dudley
3454819	2/1/2024	11:19:28	227019	x	x	Suzanne	Kirschner			sckartstudio@gmail.com	www.sckartstudio.com	254 Meadowview Dr		Torrington
3433662	1/21/2024	10:48:26	518801			Heidi	LaFlesh			adelaidedesignsco@gmail.com	adelaidedesignsco.com	4 Maple Cir		Brooklyn
3461466	2/6/2024	8:06:49	522431	x	x	Rhiannon	Mancini	Satalino		nomadsgardentea@gmail.com	thenomadsgardentea.com	201 Old Bush Hill Rd		Willimantic
3545587	3/30/2024	13:47:55	527793			Alla	Markelova			Alla.artist.healer@gmail.com		9 John Bennett rd		Putnam
3437113	1/23/2024	17:54:43	566751		x	FRANCES	MCMULLEN			oakridgeorganicsct@gmail.com	https://www.instagram.com/oakridgeorganicsct	38 OAK RIDGE ROAD		BRANFORD
3461045	2/5/2024	19:44:39	520954	check	x	Dan	Merlo	Joanne	Mann	DL3817@gmail.com		198 Ashford Rd.		Eastford
3523913	3/15/2024	15:51:48	577160	x	x	Jennifer	Misseri			woveninct@gmail.com	www.connecticutvalleybaskets.com	60 Main Street		Stafford Spr
3479526	2/26/2024	9:18:20	411176	x	x	Laura	Moorehead			lmoorehead376@gmail.com		101 Aldrich Road		Putnam
3457425	2/3/2024	9:48:15	525379	X	x	Jamie	Muller			jrmuller2161@gmail.com		3098 Bracci Dr		St.James Ci
3442345	1/26/2024	14:02:14	161419	x	x	Nancy	Nielsen			nwnielsen@gmail.com		P.O. Box 2009		East Green
3469862	2/10/2024	16:22:49	524368	X	x	Michele	Norman			michelenorman76@gmail.com	Instagram: michelenorman.artist	1653 Route 197		Woodstock
3546427	3/30/2024	22:32:04	579931			Elsiana	Ortiz	Petro	Dzyuba	elsianaortiz@yahoo.com		133 Green Hollow Rd		Danielson
3463598	2/7/2024	10:09:55	509554	x	x	Pat	Rios			pat@patriosart.com	www.patriosart.com	9 Woodcock Lane		Ridgefield
3434579	1/22/2024	7:07:23	566310	x		Daniele	Rioux			danieleriou8@gmail.com	https://instagram.com/twogoldmoons?igshidMzMmYNGUyNmU2YQ	99 Child dome road		Woodstock
3541510	3/30/2024	13:22:38	532033	x	x	Gleidyamar	Rivera			gleidyamar.rivera@gmail.com	https://www.gleidyarrivera.com/	97 Ridge Road		Wethersfield
3465130	2/8/2024	8:08:18	521637	x	x	Patty	Rosignol			pattyrozdd9@gmail.com		83 Prospect Street		Coventry
3511723	3/8/2024	8:54:49	575633	x		Cynthia	Saari			work3d@aol.com	www.clsaari.com	256 CHILD HILL RD		WOODSTO
3489952	3/6/2024	7:45:54	499855	x	x	Jeremy	Schilling			jeremypaulschilling@gmail.com	www.jeremyschilling.com	31 Harrison St. FL1		Providence
3449614	1/30/2024	13:38:11	521085			Grace	Schultz			gschultz@baypath.edu		145 Kick Hill Rd		Lebanon
3540400	3/27/2024	13:21:20	527781	X	x	Frances	Scullin			strawberrylanedesigns@gmail.com	Www.strawberrylanedesign.com	27 Scenery Lane		Johnston
3449658	1/30/2024	14:10:39	568626	x	x	Bryan	Semblersky			bfswoodworking@gmail.com	Instagram.com/bfswoodworking	16 Kuhrt Road		Stafford
3484411	2/20/2024	20:50:28	572605			Mark	Sheldon			sheldonsawmill@gmail.com		381 North Road		Ashford
3461242	2/5/2024	22:02:15	569792	x	x	Edward	Skinner			edskinnervisualarts@gmail.com	www.edskinnerart.com	515 Valley View Rd		Sterling
3528316	3/19/2024	9:34:09	572639	x		Cynthia	Stanton			starryeyesdesigns3@gmail.com		25 Lake Shore Dr		Johnston
3471190	2/11/2024	15:53:26	570927	x	x	Sally	Strasser			info@taleohandmade.com	www.taleohandmade.com	6 Woodvale Road Exten		Branford
3449095	1/30/2024	10:20:22	568557	X		Laura	Tedeschi			lauratedeschi106@gmail.com	https://lauratedeschi106.myportfolio.com/	357 South V 1st Floor		Willimantic
3433667	1/21/2024	11:04:40	522294	x	x	Deb	Terilli			debsdesigns55@aol.com	Www.Debdesigns401.com	110 Liberty 110 Liberty		West Green
3494886	3/3/2024	17:28:18	573703	x		Nyla	Tresser			MarlboroughHousePottery@gmail.com	https://marlborough-house-pottery.square.site/	37 PETTINGILL ROAD		Marlborough
3451542	1/31/2024	7:43:12	568789	x	x	Alecia	Underhill			aleciaunderhill@gmail.com	https://www.aleciaunderhill.com/	182 Thompson Hill Roac		North Grosv
3479842	2/17/2024	16:58:32	571465	x	x	Sherry	Valley Senecal			svsenecal@gmail.com	Instagram.com/sherryvalleyart	5 Myrick Dr		North Smith
3510326	3/6/2024	22:08:49	529898	x	x	Melanie	Wulforst			melanie@mjwceramics.com	mjwceramics.com	85 Middlefield St		Middletown

Event Timeline

6/17/2024 Monday	<i>Morning</i>	Cut grass
		Initial booth mark
	<i>5:30pm</i>	Meeting?
6/19/2024 Wednesday		
		Get vests from TLGV
		Print off all products: artist packets, volunteer tags, maps
6/20/2024 Thursday		
		Mark booth corners
		Bring over risers, tents, trash cans
		Put up signage
6/21/2024 Friday	<i>Morning</i>	Touch up mark for booths
		Set up registration tent, tables, booth
		Block off food vendor, music spots
		Set up artist parking area
	<i>3pm - 7pm</i>	Artists set up
6/22/2024 Saturday	<i>7am - 10am</i>	Set Up Breakfast
		Artists set up
		Instruct parking attendants
	<i>8am - 10am</i>	Parks and Rec Employees
	<i>9am - 5pm</i>	Parks and Rec Employee
	<i>8am - 4pm</i>	Parks and Rec Employee
	<i>4pm - 5pm</i>	Clean up, Bathrooms Open
Overnight Saturday	<i>5pm - 11pm</i>	Parks and Rec Employee
	<i>11pm - 7am</i>	Parks and Rec Employee
	<i>7am - 9am</i>	Arts Council Volunteer
6/23/2024 Sunday	<i>9am - 10pm</i>	Artists set up
	<i>9am - 4pm</i>	Parks and Rec Employees
	<i>4pm - 6pm</i>	Parks and Rec Employees
	<i>4pm - 6pm</i>	Clean up, Bathrooms Open

Key

Putnam Parks and Recreation
Putnam Arts Council

Volunteer Schedule & Assignments

Date	Time (3 hr shifts)	Tasks	#
6/21/2024	12:00pm - 3:00pm		3
Friday	3:00pm - 7:00pm	Help artists unload	5

6/22/2024	7:00am - 10:00am	Help artists unload, direct parking	10
Saturday	10:00am - 1:00pm		3-5
	1:00pm - 3:00pm		3-5
	3:00pm - 6:00pm	Clean up	3-5

6/23/2023	9:00am - 10:00pm		3-5
Sunday	10:00am - 1:00pm		3-5
	1:00pm - 3:00pm		3-5
	3:00pm - 6:00pm	Help artists pack up	10

Help includes:

Answering artists' questions

Watching booths for artists to take bathroom/food breaks

Distributing water bottles

Checking in artists

PUTNAM CT FINE ARTS & CRAFTS FESTIVAL PARKING MAP

