

Town of Putnam
The Putnam Arts Council Special Meeting Minutes
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: Chair David Sullivan, Vice Chair Laura Moorehead, Members: Beth Johnston, and Julie Reid, EDC Director Mary Ann Chinatti and EDC Admin. Assistant Jackie Lefevre.

Absent: Members Jamie Soroka, Carmine Angeloni and Annie Joly.

Zoom attendee: Member Elaine Turner

2. Approval of Meeting Minutes – April 22, 2024* Vice-chair Moorehead motioned to approve the meeting minutes of April 22, 2024, seconded by Member Johnston, motion carried.

3. New Business:

I. Artist Packets: Chair Sullivan reviewed information that will be provided to the participating artist vendors as a Welcoming packet. Upon review, additional information will be added: a shuttle, town bus, will be available to and from the parking area behind Dunkin Donuts, on Kennedy Drive. The area behind DD has been approved for vendors to park. The shuttle would run Saturday 8am to 9:45 (set up) and Sunday 4pm to 5:30 or 6pm. (take down) Additionally, Loomis Realty across the street is providing parking for Arts Council members and volunteers only; as well as rest facilities.

II. Putnam PRIDE Mural: Lisa Andrews, a local artist, created the mural. Ms. Andrews is seeking permission to hang the mural up in the Artist Corridor. Artist Janet McDonald will be asked to take down her display a week sooner to accommodate the mural display. The EDC Director, to gain permission for the last week of June and first week of July and report back.

4. Old Business:

I. Arts and Crafts Festival 2024

i. Special Event Permit Update: Chair Sullivan shared he stopped by the Town Clerk's office to check on the progress. The final piece is the Food Truck Vendor. The one originally asked to participate, hadn't submitted any paperwork/vendor fee to date. A deadline of Wednesday, May 22, 2024, is to be met; to meet a 30 day prior to event submittal. There are two additional choices, the local hot dog cart or Little B's Bar-b-que. Both are preapproved food vendors, with exception one still owes fee payment.

The Assistant Town Clerk will alert the Chair in the event the payment is received by Wednesday, May 22, 2024.

ii. Team Updates:

a. Marketing

- a. Online Jamie recorded the ad for WINY radio.
- b. Print: Laura brought 8.5x11 posters to show. Other printed materials are in the works.
- c. Lawn Signs 70% are up.

b. Call/Artists: 68 confirmed, 1 remaining to pay.

c. Music: Member Reid confirmed all is set.

d. Food/Drink

- a. Update: Chair Sullivan announced he will be taking over the Food/Drink. Baker's Dozen will provide 6 dozen donuts, plus 50 cups of coffee for \$ 75 each day for both mornings. The Town will provide an urn of hot water. Food Truck, discussed previously under Special Event Permit Update. The chair pointed out he included a list of close by restaurants and places to stay to include in the vendor welcome packets. Jackie to list restaurants in town that offer delivery.
- b. Leona's: Leona's bakery could be an option for food choice.

iii. Other

- a. Event timeline: copies of the event timeline and volunteer schedule were in the agenda packet, both reviewed.
- b. Parking: previously discussed under Artist Packets
- c. Shuttle: previously discussed under Artist Packets
- d. Volunteers: Member Turner to contact High School home schooled students. Putnam Lion's-Little Leos will be selling water, girls scouts, boy scouts will be contacted; a few others have come forward.
- e. Map: Laura to revise the event layout/parking map to improve its visibility.

II. Name Badges: Jackie will print badges for Arts Council members. Laura and Beth to do remaining. Blank Badges and new lanyards in EDC office. Large Sponsorship signs are in EDC storeroom. Laura will pick up.

III. Wings and Wine, working title: project is on hold.

IV. Corridor Gallery

- i. Upcoming Shows: After Janet McDonald, the Five Senses of Women will be displayed, after that NECT Art Guild.

5. Public Participation: Anna Ionkin, recent art graduate from CT State Community College, formerly known as Quinebaug Valley Community College, was there to observe the group.

6. Adjournment*: Vice-Chair Moorehead motioned to adjourn the meeting, seconded by Member Johnston, motion carried. Meeting adjourned at 6:30pm

*Vote Required

TOWN CLERK - PUTNAM CT
Laura Taylor
2024 MAY 23 A 10: 53