

Town of Putnam
Putnam Arts Council Special Meeting Agenda
Monday, June 20, 2024, at 5:30 p.m.
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT
Community Room 112
Or via Zoom

<https://us06web.zoom.us/j/85320982751?pwd=pPAzZ8sYBqcLGlrEpFNB5qga7hWgow.1>

Meeting ID: 853 2098 2751

Passcode: XDyf80

1. Roll Call:
2. Approval of Meeting Minutes – Special Meeting May 20, 2024*
3. New Business: Resignation of Jaime Soroka*
4. Old Business:

I. Arts and Crafts Festival 2024

- i. Special Event Permit Update
- ii. Team Updates:
 - a. Marketing
 - b. Call/Artists
 - c. Music
 - a. Musicians
 - b. Tents
 - d. Food/Drink

II. Other

- a. Putnam Pride Banner
 - b. Artist Packet
 - c. Event timeline
 - d. Parking / Shuttle
 - e. Volunteers
 - f. Map
5. Public Participation:
 6. Adjournment*
 7. Vote Required

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
Janet McDonald
2024 MAY 23 A 10: 53

Laura Tedeschi	1 Drawing	https://lauratedeschi106.myportfolio.com/
Cynthia Saari	2 Jewelry	https://www.clsaari.com
Shannon Ferri	3 Ceramics	
Pat Rios	4 Painting	https://www.patriosart.com
Dan Merlo	5 Woodworking	Joanne Mann
Sharon Gatzke	6 Fiber	https://nowandthenct.etsy.com
Stephen Gerling	7 Painting	
Carmine Angeloni	8 Photography	https://cangelor Sharon Weller
Alecia Underhill	9 Painting	https://www.aleciaunderhill.com/
Daniele Rioux	10 Other	https://instagram.com/twogoldmoons?igshidMz
Dana Campbell	11 Paper	https://shuttlepressbindery.com
Eric Kalwarczyk	12 Woodworking	https://Ericsavariaries.com
Heidi LaFlesh	13 Jewelry	https://adelaidedesignsco.com
Lisa Hayden	14 Painting	https://Www.meltedtheory.com
Nancy Nielsen	15 Photography	
Beth Johnston	16 Painting	https://BethJohnstonArt.com
Nancy Fagan	17 Fabric	
Deborah Ginter	18 Ceramics	
Real Carpentier	19 Other	https://realcarpentier.com
Grace Schultz	20 Fiber	
Edward Skinner	21 Mixed Media	https://www.edskinnerart.com
Sara Johnson	22 Jewelry	https://www.instagram.com/silverandsmokejew
Patty Rossignol	23 Fiber	
Rosa Amendano	24 Other	
Mark Sheldon	25 Woodworking	
Jennifer Avallone	26 Paper	https://www.Etsy.com/shop/jgacreations
Jennifer Misseri	27 Fiber	https://www.connecticutvalleybaskets.com
Jeremy Schilling	28 Painting	https://www.jeremyschilling.com
Marc Glaude	29 Other	https://www.facebook.com/LaurelWF/
Sherry Valley Senecal	30 Painting	https://instagram.com/sherryvalleyart
Allison Bennett	31 Jewelry	https://Www.nyaweh.com
Elsiana Ortiz	32 Fiber	
Petro Dzyuba	33 Painting	
Laura Moorehead	34 Other	
Ashley Hyatt	35 Painting	https://stonybrookstudios.com
Frances McMullen	36 Other	https://www.instagram.com/oakridgeorganicsct
Kimberly Irons	37 Metalworking	
Cynthia Stanton	38 Glass	
Alla Markelova	39 Painting	
Diane Berard	40 Leather	https://www.Bellablueartstudio.com
Anita Bevans	41 Jewelry	https://moonlightjewelryri.com
Ekaterina Glubocenko	42 Painting	https://www.instagram.com/_catherina_m?_igsl
Melanie Wulforst	43 Ceramics	https://mjwceramics.com
Michele Norman	44 Jewelry	https://instagram.com/michelenorman.artist

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Melanie Wulforst	43 Ceramics	https://mjwceramics.com
Michele Norman	44 Jewelry	https://instagram.com/michelenorman.artist

Doug Hockman		45 Photography	https://hockmanphotography.com		
Rena Manson		46 Mixed Media			
Jay Bartholomew		47 Painting	http://www.janoba.net		
Bryan Sembersky		48 Woodworking	https://instagram.com/bfswoodworking		
Suzanne Kirschner		49 Mixed Media	https://www.sckartstudio.com		
Kayla Degnan		50 Painting	https://www.etsy.com/shop/silverowldesign		
Sally Strasser		51 Fiber	https://www.taleohandmade.com		
Betsy Himmelman		52 Ceramics	https://Promethea-arts.com		
Jonathan Fritz		53 Painting			
jennifer Atwood		54 Drawing	https://artguildne.org/artists/?type_0gallery&alb		
Christine Guanipa		55 Fiber	https://www.littlemanoriginals.com		
Gleidymar Rivera		56 Ceramics	https://www.gleidymarrivera.com/		
Julie Caprera		57 Painting			
Alison Ciarlante		57 Painting	https://Innersasa.etsy.com		
Karen Barbeau		58 Paper			
Louise Pigott		59 Painting	https://www.louisepigottart.com/		
Deb Terilli		60 Jewelry	https://www.Debdesigns401.com		
Jamie Muller		61 Painting			
Mike Gadsby		62 Woodworking	https://www.customwoodworksri.com		
Richard Huoppi		63 Other		Margie Huoppi	
Frances Scullin		64 Jewelry	https://www.strawberrylanedesign.com		
Giles Cloutier		65 Painting		Paula Cloutier	
Carolyn Bissonnette		66 Fiber			
Nyla Tresser		67 Ceramics	https://marlborough-house-pottery.square.site/		
Rhiannon Mancini Satalin		68 Mixed Media	https://thenomadsgardenteaco.com		
Artist	Booth	Category	website	Partner	Vehicle Plate #

Event Timeline

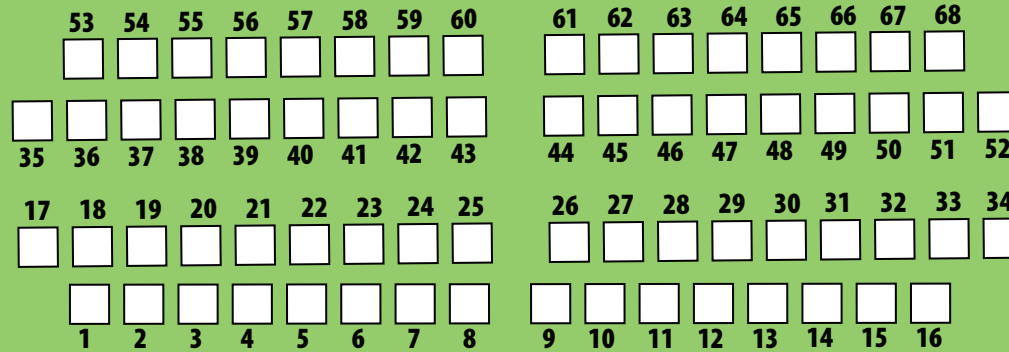
6/17/2024 Monday	<i>Morning</i>	Cut grass
		Initial booth mark
	<i>5:30pm</i>	Meeting?
6/19/2024 Wednesday		
		Get vests from TLGV
		Print off all products: artist packets, volunteer tags, maps
6/20/2024 Thursday		
		Mark booth corners
		Bring over risers, tents, trash cans
		Put up signage
6/21/2024 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

ROUTE 171 • PROVIDENCE STREET

ROUTE 44 • SCHOOL STREET



THE LAST
GREEN VALLEY

SAWMILL
POTTERY

MUSIC
STAGE

NORTHEAST
ART GUILD

WELCOME

RELAY
FOR LIFE

PLUCK a
DUCK

FOOD
VENDORS

FRONT ENTRANCE

MUNICIPAL COMPLEX

*Drawing not to scale.
Artist's locations may be adjusted.*

Additional Parking

Two-way Entrance/Exit

Table 1

Putnam Fine Arts & Crafts Festival Volunteers

June 21-13, 2024

KEY:
(HC) = Head coordinator; (VC) = Volunteer Coordinator;
Youth = Relay for Life and Putnam Leo Volunteers

DATE	TIME	TASK	VOLUNTEER	CONTACTED	CONFIRMED
Friday	12:00-3:00	Welcome Table	Laura		
	12:00-3:00	Help Artists Unload	Carmine (HC)		
			Laura		
	3:00-5:00	Welcome Table	Elaine		
	3:00-5:00	Help Artists Unload	David (HC)		
			Laura (VC)		
			Youth		
	5:00-7:00	Welcome Table	Beth		
	5:00-7:00	Help Artists Unload	Scott		
			Laura (VC)		
			Youth		
Saturday	7:00-10:00	Welcome Table	Julie		
			Annie		
	7:00-10:00	Help Artists Unload/Park SHUTTLE RUNS FROM 8:00AM to 9:45AM	David (HC and VC)	X	
			Scott		
			Anna		
			Youth		
			Youth		
			Youth		
			Youth		
	10:00-1:00	Welcome Table	Julie		
			Anna		
			Laura Salo		
		General Help	David (HC)	X	
			Annie (VC)		
			Youth		
			Youth		
	1:00-4:00	Welcome Table	Anne Miller	X	X
			Laura Salo		
	1:00-4:00	General Help	David (HC)	X	
			Julie (VC)		
			Youth		
			Youth		
	4:00-6:00	Clean up SHUTTLE RUNS FROM 4:00PM to 5:30PM	David (HC)	X	
			Scott		
			Laura (VC)		
			Youth		
			Youth		
Sunday	9:00-10:00	Setup/Help Artists Unpack SHUTTLE RUNS FROM 8:00AM to 9:45AM	David (HC)	X	
			Julie (VC)		

Putnam Fine Arts & Crafts Festival Volunteers

June 21-13, 2024

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Youth = Relay for Life and Putnam Leo Volunteers**

DATE	TIME	TASK	VOLUNTEER	CONTACTED	CONFIRMED
			Youth		
			Youth		
	10:00-1:00	Welcome Table	Julie		
			Laura Salo		
	10:00-1:00	General Help	David (HC and VC)		
			Scott		
			Youth		
			Youth		
	1:00-4:00	Welcome Table	Annie		
			Laura Salo		
			Laura Crosetti (after 1:30 pm)		
	1:00-4:00	General Help	David (HC and VC)		
			Scott		
			Anna		
	4:00-6:00	Cleanup SHUTTLE RUNS FROM 4:00PM to 5:30PM	David (HC)		
			Scott		
			Julie (VC)		
			Laura Crosetti	X	X
			Anna		
			Youth		
			Youth		
			Youth		
			Youth		

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