

Town of Putnam
The Putnam Arts Council Special Meeting Minutes
Monday, June 10, 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/85320982751?pwd=pPAzZ8sYBqcLGlrEpFNB5qga7hWgow.1>

Meeting ID: 853 2098 2751

Passcode: XDyf80

1. Roll Call: Chair David Sullivan, Vice Chair Laura Moorehead, Members: Beth Johnston, Julie Reid, Carmine Angeloni, and Annie Joly.

Absent: Member Elaine Turner

Recording Secretary: EDC Admin. Assistant Jackie Lefevre.

Absent: EDC Director Mary Ann Chinatti

2. Approval of Special Meeting Minutes – May 20, 2024* Vice-chair Moorehead motioned to approve the meeting minutes of May 20, 2024, seconded by Member Johnston, motion carried.

3. New Business:

I. Resignation of Jamie Soroka: Ms Soroka submitted a letter of resignation.

Member Moorehead motioned to accept Ms. Soroka's letter of resignation, with regret, seconded by Member Johnston, motion passed.

4. Old Business:

I. Arts and Crafts Festival 2024

i. Special Event Permit Update: Chair Sullivan reported that the permit is in good standing.

ii. Team Updates:

a. Marketing: Lawn Signs – all are up except for 2; prints-there are a few 8.5 x 11 size and larger size posters available for placement, reels of musicians (videos) will be produced for circulation.

b. Call/Artists: 68 confirmed; all have paid; 3 insurance agreements to be collected.

c. Music:

a. Musicians: Member Reid reported one musician dropped out; however, Lori Silvia is taking the time slot.

b. Tents: Member Reid shared she will bring a tent and extra tarp to utilize as the music tent. Jackie shared that a professional company is retained to put up a large tent over the stage area. Member Reid inquired if her small personal tent with some lawn chairs could be brought for anyone to use to rest. She added, as a reminder, the need for risers,

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for the actual stage and electrical cord for the weekend. She added last year both were provided.

d. Food/Drink: Baker's Dozen has been retained to provide 6 dozen donuts, plus coffee each day for both mornings. Can the Town provide an urn of hot water, the Chair to supply tea bags. Little B's Food Truck, Leona's Bakery, Main Street Gelato to provide food. Member Moorehead to ensure if Leo's are selling bottled water. Some members volunteered to bring coolers/ice/bottled water.

iii. Other:

a. Putnam Pride Banner: the banner will hang at the Welcome booth, along with the Arts Council welcome sign, which includes sponsors of the festival. and the quilt created by Laura Salo. Ms. Salo volunteered to sell raffle tickets for the quilt raffle and assist with manning the welcome booth.

b. Artist Packet: Chair relayed information is set for the packet, except for a list of restaurants who deliver. Member Joly to put together that list.

c. Event Timeline: Timeline, as provided in the agenda packet, was reviewed. Chair Sullivan said to have Kevin reach out with any questions, happy to answer.

d. Parking/Shuttle: behind Dunkin Donuts on Kennedy Drive, Jackie to confirm if there is a specific area to park. Across the Street at Loomis/Bell Park real estate office for PAC Members/ volunteers only to park; Renee's Working Girl parking lot on Rte. 44 and Chase Graphics, both on School Street/Rte 44, and 82-84 Providence Street, former Savage Systems/Physical Therapy parking lots. Jackie to confirm if the grassy area on the side of Complex can be utilized for parking by customers.

e. Volunteers: list of volunteers was reviewed: Putnam Lion's- the little Leo's, PAC members, Relay for Life members, Laura Salo, and Scott Moorehead – measure and mark out spots on front lawn.

f. Map: Laura to revise to include parking areas.

5. Public Participation: None

6. Adjournment*: Vice-Chair Moorehead motioned to adjourn the meeting, seconded by Member Reid, motion carried. Meeting adjourned at 6:34pm

*Vote Required