

**Putnam Arts Council
Special Meeting
Zoom Meeting
June 8, 2026
Minutes**

Present: Laura Moorehead, Chair, Members: Anna Ionkin, Oliver Williamson, Beth Johnston, Carmine Angeloni, Julie Reid

Absent: Elaine Turner

Also Present: Mary Ann Chinatti, Director, Economic & Community Dev/Redev. (via ZOOM), Susan Ramos, Recording Secretary

Call to Order: Chairman Moorehead called the meeting to order at 5:31PM

It was determined a quorum was present.

Chairman Morehead opened the meeting handing over the agenda to B. Johnston, who then explained the emails and print outs she had given, stating she will be going over the items on both sheets and encouraged feedback.

1. Shuttle times would like a definitive answer when the shuttle will stop at Dunkin Donuts for the Artists.
2. Emergency Services, M A Chinatti stated it would be Scott Belleville. O. Williamson will provide contact information to the council and vice versa.
3. Volunteer Contact information, Elaine Turner

Town Related Tasks

B. Johnston reviewed the following.

- Printing would be done by S. Ramos, B. Johnston will send packet to her and offered assistance if needed.
- Lawn mowing and marking booths. Chairman Moorehead stated Scott Moorehead will be here Thursday morning to mark out the spots. C. Angeloni offered help if needed.
- Informing the Police Department that the event is going on. MA Chinatti will inform the police.

- Recreation Department will be staying overnight to watch. MA Chinatti confirmed
- Setting up trash barrels and parking, marking spaces, teenage volunteers? MA Chinatti will confirm.
- Chairman Moorehead stated S. Moorehead and O. Williamson will be in welcome tent and they can oversee.
- Stage, tent and chairs set up. MA Chinatti stated Kevin Lamothe was in charge.
- Gator Carts? MA Chinatti will inquire.
- Chairmen Moorehead will bring a garden cart from home. J. Reid will also bring one from home.
- Electricity. Food vendor electricity. MA Chinatti stated Nikki's Doghouse Food cart will be there Saturday.
Renee's will continue to do to go orders with vendors.
- Insurance, Permits, Licenses are all set.
- **B. Johnston** inquired about setting up time lapse photography upstairs. Changed from Bruce Fitzbacks office to room 201, will make things much easier. MA Chinatti will get permission for someone to come in to unplug and take down the camera.
Information will be relayed to the photographer.
- Restrooms will close at 5:00pm

B. Johnston moved onto the spreadsheet for review.

- Vests for the volunteers. J. Reid stated nobody wore them
- Bandstand set up. MA Chinatti will follow up
Chairman Moorehead stated Friday will be when bandstand set up. Lawn mowed on Wednesday.
- Parking signs to be put in the ground. Chairman Moorehead said Renee's will allow a sign and also
Chace graphics and will check with the Courthouse for additional parking.
- Registration Tent. Chairman Moorehead stated one of 2 town tents will be used, which will later be one for
volunteers and a welcome booth.
- Banner also put up
- Artist packet will be given to S. Ramos for printing. Chairman Moorehead stated she will make a "pretty map"
- Start Registration. Tables provided? MA Chinatti will check with Recreation for 2 tables and a couple chairs.
- Registration person, E. Turner. List of artists and agreements if not returned, hand out packets, license plate
number.
- Weights? MA Chinatti said there are weights to use with tents.

Chairman Moorehead suggested have an envelope ready for Renee's food orders for Vendors.

- Vendor confirmation by B. Johnston to be set up by 10:00am

- Volunteer to pick up Coffee and Donuts at Bakers Dozen. C. Angeloni will pick them up both days
By 7:00am. MA Chinatti asked if they will invoice the order. B. Johnston will call to find out.

J. Reid asked if there will be tea and offered to bring in some bags and carafe with hot water.
Chairman Moorehead will also bring in some teabags and a carafe with hot water

Chairman Moorehead will set up a timeline/ instruction sheet for the volunteers and talk to E. Turner.

Chairman Moorehead has water and will supply cooler, ice and water.

J. Reid will also bring a cooler.

- **Chairman Moorehead** stated that volunteers and Arts Council members can park at ReMax Dick Loomis.
- Saturday Registration will be Scott Moorehead and O. Williamson.

J. Reid will need 2 cones behind the flagpoles for artists to pull in like last year.

B. Johnston asked when registration turns to welcome, will there be someone there all day.

L. Moorehead stated S. Moorehead and O. Williamson on Saturday and E. Turner on Sunday.

- Chairman Moorehead asked that all lawn signs put out please pick up and store in her barn.
C. Angeloni offered to pick up and put up the banner.
- Donut pickup on Sunday will be 8:30am
- O. Williamson and E. Turner for the welcome tent on Sunday.

Chairman Moorehead stated that they will not need as many volunteers on Sunday but would like a head count.

J. Reid offered to help pass out water. A. Ionkin will also help with relief for Artists and manage the volunteers.

B. Johnston will redo the notes with the added information. Also send out detailed information to the Artists.

Will follow up with the food vendors on Tuesday and send S. Ramos the Artist packet along with Renee's Menu
and specific instructions to print out.

Chairman Moorehead stated Renee's menu looked good. Check the tables for additional goodies.
There are
no more runners so the artists need pick up food and drink and pay.

C. Angeloni asked if the coffee station will need condiments to go with the coffee.

Ex: Creamer, sugar, napkins, plates. B. Johnston will confirm with Bakers Dozen what is supplied.

Chairman Moorehead stated to MA Chinatti that 2 tables and a trash can will be needed inside for coffee and donuts.

B. Johnston will consolidate her notes and email them to all. Pretty maps will only be for people coming to the event.

C. Angeloni suggested sending a note along with the artist packet to encourage tipping for Renee's.

J. Reid added music starts at 9:45. B. Johnston would like to add Aubrey to the musician's schedule.

J. Reid suggested that Aubrey the Poet Laureates time should be announced. B. Johnston will add a paragraph calling it performers. C. Angeloni will write a quick paragraph.

Chairman Moorehead will print out schedule to be displayed on a couple easels.

B. Johnston made sure A. Ionkin is comfortable overseeing volunteers. A. Ionkin will have no problem.

B. Johnston will bring her drone to get aerial shots.

Adjournment* (**M/S/C Angeloni/Johnston**) to adjourn at 6:24PM. Carried unanimously.

Respectfully submitted,
Susan Ramos, Economic Development Coordinator
Vote required*