



TOWN OF PUTNAM
MUNICIPAL COMPLEX
TOWN HALL
200 SCHOOL STREET • PUTNAM, CT 06260

Putnam Arts Council
REGULAR MEETING AGENDA
June 22, 2026 - 5:30 PM
Community Room 112

Time: Jun 22, 2026 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86583330133?pwd=C2EBIRIPMCEUaXt0aUFJiuQOCPzhYC.1>

Meeting ID: 865 8333 0133

Passcode: zN0Vw0

1. Roll Call:
2. Approval of Meeting Minutes (May 26, 2026, Regular Meeting and June 8, 2026, Special Meeting) *
3. Additions to the Agenda
4. Finances:
 - I. Budget Report
5. New Business:
 - I. Review Of Arts Festival
 - II. Review Art Festival Survey
 - III. Pluck a Duck
6. Old Business:
 - I. Scholarships
7. Public Participation:
8. Adjournment*

Respectfully submitted,
Susan Ramos, Economic Development Coordinator

Vote required*

How did you learn about this event (e.g., friend, Facebook/Instagram, CaFE, Other)?	Were you satisfied with the organization of the festival?	How would you rate the communication before and during the festival?	How would you rate the advertising of the festival?	How would you rate the attendance and engagement from the public?	How would you rate your overall experience at the Art Festival?	Please share your thoughts on this year's festival layout.	What are your thoughts on the mix of the different type of artists and their products? The number of artists?
Google	9	9	7	4	7	Layout was great!	I liked it a lot. First outdoor event. Thought it went well. Everyone around me was supportive and kind.
Google search	10	10	10	6	8	Very organized event. Great support for the artists. 10/10	I thought it was a great mix! Everyone was very kind, supportive and ready to help.
We've participated since the first year	10	10	5	7	10	The layout this year was great!	It was a great mix!
I've been attending since the start.	10	10	10	8	10		
Previously been there.	8	8	9	3	7	Nice layout. Everyone had a corner booth.	Mix of artists was fine. Would like to see this become more of an 'Art' show rather than a Art and Craft.
Zapplication	10	10	9	6	8	Layout was fine	I would rather see more fine art than crafts
Cafe	10	10	10	7	8	Nice and roomy!	Great! Nice to see so much variety and not so much jewelry as other shows
Previous vendor	9	9	9	9	9	It was great	In was a great show in all areas

2026 Artist Survey

newspaper and a friend mentioned it last year after she attended.	10	10	9	10	10	The spaces were nicely spaced out, with room to move around	Nice mix of quality works. Growing a show with quality art and fine craft is a good thing.
Previous exhibitor	8	10	2	3	7	The layout worked... nothing wrong with the layout.	The first year I did the show, I was one of two jewelry vendors. It was amazing. I realize that shows can't sustain themselves only having one or two of a specific medium, but for the artist who is selling something that no one else is selling, that's priceless. I have been doing markets for many years, and the jewelry category is always highly applied for and generally oversaturated. There are so many different types of jewelry that I can sometimes understand the saturation, but it still makes it difficult. Overall, I did think that there was a good mix of varied artistic mediums.

2026 Artist Survey

friend	10	10	10	7	9	Loved this years layout, felt open but easy to navigate.	A good mix of artists and different mediums and products
I've participated past 2 years ! And this one and I have used Cafe and saw it on fb	6	8	8	4	4	LOVED the layout !!!	Great verity and lots of talented folks

2026 Artist Survey

Art Guild NE	10	10	9	7	10	Best layout yet! Could easily see other tents--NO congestion; had MUCH better ventilation, not facing into the sun a big plus, able to utilize outside walls for display purposes was a big help.	Very good mix. I was told this was a lower amount of artists (50+) but it seemed a good amount and easily navigated
Beth Johnston (friend)	10	10	7	10	10	Well organized and I think it's okay but I think the quality very thoughtful with the shuttle service, lunch orders, and overall help from the volunteers. Well done!	
I live in town and town hall directed me to apply at CaFE	10	10	10	10	10	My first time but found it great.	I was pleased that I was the only artist working with felting.
Did it the last couple years. Heard about it from a friend.	10	10	10	9	10	Great layout! My favorite!	Great variety of artists and I think capping it off at 50 artists sounds good!
Word of mouth	10	10	10	10	10	The layout was good. Great idea with the offsite parking and shuttle.	I was trying to sell original acrylic paintings, and I found there was more engagement with people that were selling more crafty art.

Do you feel the volunteers and shuttle to offsite parking were adequate?	What did you find to be the biggest challenge or downside of the festival? Is there anything you would suggest to improve the festival for future artists?	What was the best or most successful aspect of the art festival?	Would you be willing to share how well you did at this art festival? For example, tell us your media and the approximate dollar amount sold? This is helpful when talking with potential sponsors and town officials (and will be anonymous).
Yes!	Number of people who came to the event. I heard there was going to be more. But i think the economy just down right now)	The community feeling.	I sold a few items (knives and prints) \$360
Yes	It seemed like a good chunk of people were just browsing and not ready to buy but it's most likely due to the current economy	Wonderful staff. Checking in on vendors to see if they need water/ help. Having the gators to help the artists was incredible.	Jewelry and paintings. For the paintings I sold: \$78 Jewelry: \$540
Yes	The hardest part is transferring across the lawn by the volunteers are quick to help!	The people are always wonderful!	Approximately \$2k
Yes	No challenges encountered	The way artists were treated, e.g. trash removal, free water and coffee, etc	I sold my novels and made about \$200
Yes.	Traffic was light both days. More people had attended in previous years. Have food trucks there on both days.	Musical part was well done.	Acrylic paintings. \$1000
They get a ten! Super!	This year the heat was oppressive which is beyond anyone's control. I feel people most likely stayed home instead of being out in the heat. Jury and curate well, make sure displays are professional looking.	Making sales of course. Engaging with potential customers. The staff and volunteers were great. I appreciated your artist care in providing coffee, snacks, and of course water!	My medium was paintings. My sales were below my usual shows, with Sunday having the most business.
Yes, they were a big help! Really appreciate this!	The only challenge was the heat and wind, but clearly you can't help that!	The customers were really appreciative and cool.	Glass, sold around \$2000 over the 2 days
Yes	Off site parking	Great people	Textile. \$700

2026 Artist Survey

Shuttle was super easy to use, and never a long wait. The volunteer help at the end of the show was so greatly appreciated. Everyone was eager to help. Perfect.	I felt that the process to apply was extremely detailed and lengthy. Maybe that is because I was applying to an arts council and not just a promoter. I don't know how far and wide the advertising went. Is there a local artist trail of events, local Chamber of Commerce?	Friday set is a plus. Entertainment on both days was very good. I appreciated the layout map and names of vendors. A customer was there to find a friend and our info helped her to locate her friend. Show is well organized and staff very helpful.	I sell hand crafted vintage/gemstone/Victorian jewelry and sales over \$1000
The biggest challenge is marketing and attendance. These days, having a huge social media presence is almost the only way to advertise. Of course, you will get people driving by that will stop. That should be a bonus. The marketing and advertising should be the number one priority. I did notice that in the welcome email we were asked to advertise and tag the festival. Many of the artists who might follow on social media posted pictures of their work and tagged to the festival. The festival never re-shared them or did any kind of social media marketing that I saw. I must have shared at least seven or eight different posts of different items I would have available at the show, and they were never once reposted by the art fest. I think that having a volunteer that knows something about social media and marketing would be invaluable for the next show. I thought the attendance at this show was very low compared to the past two years. The other thing that I would imagine would bring more people is food trucks. I don't know if there is a specific reason why there is only one truck, but I think several options would really make people stop.	The most successful part of this festival is hands-down the anticipation by event staff of what the artists may need. There was always someone bringing me water, asking me if I needed to use the restroom, helping me pack up and load things to and from my car. That saves us time and energy at the end of a long day, and it really is so important.	My medium is handmade sterling silver jewelry. For the two day festival, I sold \$1020 in product. For me personally, this is below average for a two day show. If I'm being honest, I would typically make that in one day.	

2026 Artist Survey

The Volunteers, shuttle, coffee, clean bathroom were above and beyond. Everyone was amazing helpful and engaged in what they were doing. Having done approx 250 shows this event is one of the most well run and seamless events.

Yes

Downside, which has nothing to do with the festival itself, was the lack of shoppers. Unfortunately we cannot compete with graduations, heat and other events.

The set up, volunteers, the Artists/Artisans were all very friendly and supportive of each other

Sales , way down this year , food trucks , more trash cans

Well advertised and organized

I'm a mixed media artist my tent had items ranging \$5-\$100

Knowing the area brought lots of smalls ,

Most expensive thing I sold all weekend was \$25

My largest transaction was also \$35

This is WAY down from last year
Last year sold \$550 over 2 days

This year \$310

I feel that if it is advertised as fine art , the folks with fine art didn't seem to sell , maybe encourage a range for price point.

2026 Artist Survey

They were
AWESOME!

Biggest challenge was the timing due to outside commitments which arrived in the schedule after my committing to participate. This date worked well because it didn't compete with our family vacation which the previous years have done.

Participating in a very well run event and sharing a tent with a friend. It was a good way to have a deadline to get artwork finished and ready for exhibit

painting--\$200 (not from original paintings, but from prints, cards, etc)

Excellent!

No downsides! Really nicely done.

The number of artists and vendors and the layout was great for optimal foot traffic

I sold 15 boots and made about \$250. Well worth the time

Yes

The weather but can't really do anything about that.

I sold almost all my items, gave away a lot of business cards.

Felting made over \$400

The volunteers were awesome and very generous!

The downside would be the price to be part of it, maybe just \$100 for it.

I liked the band and the tea and coffee and food trucks.

I have art and I earned about \$500 total after 2 days.

Yes

Being able to drive to your site

I got a lot of help from other artists that were there made some good friends

Sure, I didn't sell anything. But I did make a lot of connections and learned a lot from fellow artists. Considering this is my first juried art show I was not disappointed.

Would you consider participating in the Fifth Annual Putnam CT Fine Arts and Crafts Festival in 2027?	Is there anything else you would like to share about your experience at the festival?
Yes	Loved the wagon of water that came by with cold waters
Yes	Very impressed with the organizers of the event. They did a fantastic job advertising and taking care of their vendors. I had great interactions with everyone vendors/staff and customers. Overall wonderful event
Yes	The only things we could suggest to improve is the advertising, food and beverage options, and live music that is a bit more upbeat!
Yes	Make sure there plates and napkins at the coffee counter.
Yes	
Yes	You need to pull families from surrounding higher end areas. The majority of people were young (with no \$) The music was great - very tasteful and low enough volume to have a conversation with customers. The heat was the biggest drawback this year.
Yes	Although it was a bit long, i loved the beautiful grass! The food choices were great, the people who ran the show were fantastic, the music was very good. Wonderful!
Yes	Great show great volunteers

Yes

Just a very pleasant experience.

Yes

I really do love these honest feedback surveys, and I hope that they help. Despite lower sales than I had hoped, I still enjoy doing this show. There are absolutely lovely people that I get to see each year, as well as returning customers. We had a beautiful weekend, and for that I am grateful.

Yes

Keep up the amazing work!

Yes

More Food Trucks , Maybe Kids Area ,
Perhaps A Group Exhibition Tent Showing 1
piece of all artist and then community can
vote for best in show ! Bingo card to
encourage people to see every booth ! More
Trash Cans

Yes	Paintings did not sell, or high ticket items (heard this from several artists). Smaller ticket items sold which creates sales, but is challenging when trying to present as fine art. I will participate again because the event is so well done but it is a challenge. If you have suggestions, or secrets please share!
Yes	
Yes	It was the best! Well organized and well attended.
Yes	Everyone was so nice and helpful. I had a great time! Thanks for putting it on!
Yes	



TOWN OF PUTNAM

MUNICIPAL COMPLEX

TOWN HALL

200 SCHOOL STREET • PUTNAM, CT 06260

Putnam Arts Council
REGULAR MEETING
May 26, 2026 - 5:30 PM
MINUTES

PRESENT: L. Moorehead, Chair, E. Turner, Vice-Chair, Carmine Angeloni, Oliver Williamson, Anna Ionkin, Beth Johnston (via ZOOM)

ALSO PRESENT: M. A. Chinatti, Director, Econ. & Comm. Dev./Redev., L. Colangelo, MuralFest

1. Roll Call: Chair Moorehead called the meeting to order at 5:33PM. Roll call was taken; it was determined a quorum was present.

2. Approval of Meeting Minutes:

- I. April 27, 2026*; Special Meeting Minutes May 7, 2026* **added to agenda: March 23, 2026 minutes**
(M/S/C Williamson/Angeloni) to approve the minutes of April 27, 2026 as presented. Approved unanimously.
(M/S/C Williamson/Turner) to approve the minutes of May 7, 2026 as presented. Approved unanimously.
(M/S/C Turner/Angeloni) to approve the minutes of March 23, 2026 as presented. Approved unanimously.

3. Additions to the Agenda: None

4. Finances:

- I. Budget Report – The budget report was reviewed.

5. New Business:

- I. Muralfest Putnam Request

E. Turner distributed talking points to members, reviewed the background and brought members up to date on progress thus far. She stated MuralFest Putnam participants are strictly volunteer and there is no formal “organizational structure”. She stated there is currently an executive committee and that there are currently no established subcommittees, but they will be established as they become necessary.

L. Colangelo discussed the purpose of the request, noting that she did not think anyone expected as much money to be raised so soon, noting that they are only \$11,000 short of the \$250,000 call. She stated she had an “ah ha” moment that all MuralFestPutnam is a group of community minded citizens with the best of intent organizing this “thing” that continues to grow. She stated MuralFest is not a tax-exempt entity, and that the Town is acting as fiduciary. She continued, stating questions subsequently arose as to who should be sending out donation thank-you letters, noting that the group needed to “find a home” and have more formal structure. She stated the project is heavily focused on art and history – Putnam Arts Council and Aspinock Historical Society are important to the mission.

She continued, stating it makes the most sense to approach the Putnam Arts Council and see what this relationship could look like, noting that right now communications and marketing and membership and fund raising and historical are the sub-committees so far. She stated that when ready, and when the other committees are needed, they will be organized.

MuralFest organizers said that, in 35 years, no other community has come so far as Putnam has in such a short time.

She noted that a decision need not be made at this meeting, that this is an “exploratory tour” to see if MuralFest and PAC goals align. She continued, stating that there are certain considerations if under the PAC, such as: does MuralFest form as a special event committee under the umbrella of the PAC or should MuralFest become a PAC event.

She discussed safety as the #1 concern, that she wants to avoid becoming a stand-alone committee but offer monthly MuralFest reports at the PAC meetings. She stated what is being asked is they would like to collaborate w/PAC so MuralFest has the benefit of the PAC name, reputation and what PAC represents in the arts community.

She continued, stating she wants to avoid “stepping on local toes” and that artists are impressed and there will be local artists participating. She stated some autonomy should be allowed to make subcommittees, etc.

M. Chinatti noted that, should the MuralFest fall under the PAC umbrella, work groups (as opposed to “subcommittees”) should be created for any sub-groups (such as marketing, fundraising, etc.), and the MuralFest Executive Committee should become the Executive *Work Group*. She further stated that the work groups should provide monthly updates to PAC, and that monthly expenditure reports/funding requests must also be provided to PAC, noting that work groups would have no voting power and all votes are to be made by PAC in response to work group recommendations.

E. Turner stated the group is trying to make as little work as possible for the PAC.

Chair Moorehead asked how much of the “nitty gritty” needs to be approved, to which **M. Chinatti** stated purchases, expenses related to things like fundraising events, gala, etc.

L. Colangelo stated MuralFest must still meet with Special Services District, PZC, etc..

E. Turner stated that the intent is to eventually transfer the MuralFest budget to the PAC for the maintenance funds.

L. Colangelo stated MuralFest would like its own website and would like people to be able to contribute on-line. She stated the autonomy of being able to “keep the wheels rolling on the MuralFest train.” She stated the momentum will only get bigger, and she thinks bringing this to the table gives the opportunity to come up with the questions. She stated that, for this Council to be the overseer for an event that will be huge at a state and national level would put PAC “on the map.” She stated the main issue is for MuralFest to maintain its autonomy and efficiency.

E. Turner stated MuralFest has members who are not Putnam residents and questioned whether residency is a requirement for MuralFest to be under the auspices of the PAC. **M. Chinatti** stated she would check with the attorney on this.

(O. Williamson left the meeting at 6:47PM and returned at 6:50PM)

L. Moorehead recommended tabling further discussion on this item to the Council's June regular meeting, to which members agreed.

6. Old Business:

- I. Term Limits – Tabled to the June meeting
- II. Particle Accelerator – **B. Johnston** asked if the PAC should reach out re advertising, and asked about shuttle pick-up locations, to which **Chair Moorehead** responded that she spoke with Eric, explaining what the PAC is doing, and he stated he was doing the same. She stated the shuttle question should be directed to Jimmy Callaghan and that she would reach out to him this week.
- III. Muralfest Update – Discussed under item 5I.
- III. Art Festival – **B. Johnston** stated 32 people have paid and sent in their forms, 20 have paid and not sent in their forms, two have requested double booths and have paid the fee, six people withdrew and a couple of people are sharing booths. She continued, stating the digital campaign starts tomorrow. She is still working on the booth layout, and suggested that she and **Chair Moorehead** discuss having a “go to” person to respond to any questions, noting that **D. Sullivan** did it last year.

Chair Moorehead stated she has been thinking about that and asked **E. Turner** if she would agree to do it on Sunday, to which **E. Turner** responded she would, but could not do it Saturday. **Chair Moorehead** stated she would talk with **S. Moorehead** to see if he would be available to do it on Saturday.

B. Johnston continued, stated she would also like to have an information booth set up, but in a better location than last year's which was behind the band.

E. Turner asked if registration would be done all day Friday, and the response was registration booth hours are from 12P – 7P.

Chair Moorehead stated the banner will be hung tomorrow (May 27), and noted she brought a couple of lawn signs to tonight's meeting if anyone needs them and just asked anyone taking a sign notify B. Johnston of placement location. She continued, noting there will be no food truck on Saturday, though a couple of sweets trucks will be on-site. She noted Renee's was willing to take orders and deliver last year, and stated she would stop and get copies of their menus to put in artists' packets.

B. Johnston stated the Council needs to hold a special meeting prior to the Arts Festival, and it was decided that (hybrid) meeting will be scheduled for Monday, June 8 at 5:30PM. M. Chinatti will check on room availability.

Chair Moorehead stated she is not sure if Parents Corner will be here this year.

- V. Scholarships – **Chair Moorehead** noted that the deadline for applications is the end of the month. She noted that, if no applications are submitted, this would need to be evaluated for next year.
- VI. Corridor Gallery – Chair Moorehead stated preparations are being made for the next artist following completion of A. Ionkin's exhibit the end of June.
- VII. 501c3 – Tabled until further notice.

7. Public Participation: None.

8. Adjournment* (**M/S/C Angeloni/Williamson**) to adjourn at 7:07PM.

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

**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*

ARTS COUNCIL 5-26-26 TO 6-22-26

<i>Beginning Balance</i>		\$15,743.40
5-26-26 Paypal Deposit		\$480.60
6-2-26 Paypal Deposit		\$240.30
6-17-26 Creative West Deposit		\$164.34
6-18-26 Payroll - Town Employees		(\$789.25)
6-10-26 Bakers Dozen		(\$227.88)
6-11-26 Chase Graphics (signs, banners)		(\$116.62)
WINY Radio Ads		(\$260.00)
6-18-26 Chase Graphics (Art Festival banner)		(\$49.99)
6-18-26 Mark Gisleson - Tent Rental		(\$500.00)
<i>Ending Balance</i>		\$14,684.90

ORDER OF ITEMS

Timestamp

Please write your full name:

For contact purposes, please provide the best phone number to reach you:

For contact purposes, please provide the best email to reach you:

Current year of study (eg: 8th grade, 12th, Sophomore in College, etc):

College or high school graduation Year:

Are you a Putnam resident, or do you live in Putnam with your family?

How will the scholarship be used to further your artistic studies?

How do you contribute to the community outside of school?

What other activities do you participate in outside of school?

What is the amount of the scholarship you are requesting?

At the end of each application is a letter of recommendation by a teacher or mentor

5/28/2026 11:02:23

Kaydence Morris

860-382-6568

kaydence211@yahoo.com

12th grade

2026

Yes

As somebody trying to go into a video production field of study, I will use this scholarship to help fund my classes that will hopefully provide me job opportunities in the future. Also, I could use this money to help purchase a laptop that can handle and process my editing softwares. My dream job is to be a video editor and make mine and other peoples creative visions come to life through video.

My most notable volunteer work outside of school is with the local Salvation Army bell ringing service around the holidays. I am also a member of NHS and contribute to many community events throughout the year. My experience highlights how compassion is great within my community and that being an active participant can help shape lives.

Outside of school I like to create a variety of different art forms such as painting, drawing, crafting, pottery, singing, etc. Most notably, I spend a lot of time video editing for personal projects of my own for social media, music videos, videos for my friends. My friends and I also created a Youtube channel that I am fully in charge of editing to make interesting and uploading it for the group.

I would gladly accept any amount of money that you guys may offer to me :)

Eileen Mailhot

Art Education

Putnam High School

mailhote@putnam.k12.ct.us

Dear Members of the Scholarship Committee,

I am pleased to write this letter of recommendation for Kaydence Morris, a remarkable individual whom I have had the privilege of teaching and mentoring over the past few years. As her art teacher at Putnam High School, I have witnessed firsthand her exceptional qualities and talents, and I believe she would be an outstanding addition to any university that is lucky enough to have her.

As a highly dedicated student, Kaydence partakes in rigorous courses such as Honors, Advanced Placement, as well as Dual Enrollment classes with Uconn. Receiving High Honors every semester of her high school career, she strives in academic environments and approaches every challenge with enthusiasm and determination.

In addition to her involvement in the arts, Kaydence is an active member of several extracurricular activities such as our Drama club, National Honor Society, Gender and Sexuality Alliance, Chamber Choir, and Dance club, where her passion for expression and leadership shines through. She demonstrates a strong commitment to collaboration and teamwork, fostering a positive environment for her peers. Her enthusiasm and dedication are infectious, inspiring those around her to strive for excellence.

She is a dedicated member of her community through her continuous efforts to help in town and school events. During the holidays she takes part in Salvation Army Bell Ringing where she contributes in supporting the organization's efforts to raise money to fund local programs like food, shelter, and disaster relief.

I wholeheartedly recommend Kaydence for consideration of the Community Foundation of Eastern Connecticut Scholarship. Her intelligence, creativity, and kindness, combined with her commitment to the arts and her critical thinking abilities, make her an ideal candidate. I am confident that she will thrive and contribute positively to any academic community.

Thank you for considering this outstanding student. Please feel free to contact me if you require any further information.

Sincerely,

Eileen Mailhot

Putnam High School

5/30/2026 22:17:13

Heather Gooider

(860)208-0238

heather.goodier88@gmail.com

Studying at Sawmill Pottery

2006

Resident

I plan to use the scholarship to continue courses through Sawmill Pottery

I have been a volunteer for the Killingly Community Garden since 2017, chair since 2020. We donate between 300lb -500lb of fresh produce to the Friend's of Assisi Food Pantry in Danielson, as well as offer space for community members to grow their own produce in rentable raised beds. I am a member of the Quiet Corner Pride planning committee some responsibilities include co-social media coordination and event planning. Additionally, I am a member of the Putnam DTC, volunteering for community events hosted by the DTC. I also served as a community representative for the Strategic planning Committee for the Putnam School Systems in 2023 as a member of the Finance subcommittee..

I love being creative and collaborating with artists and individuals who are community-focused. I have been a hobby photographer since the early 2000's, in the past some of my work had been used for social media marketing for Davis Place HCC, Black Pond Brews, Killingly Community Garden and Quiet Corner Pride. I enjoy watercolor, plant dying, creative writing, playing piano, guitar and ukulele. But most of all I deeply value time I spend in nature, especially with my 4 year old daughter and my mom. Much of my deep love for nature, community, and how drawn I am to being creatively expressive is because of my mom, April. She was diagnosed with dementia in late 2024 and having had worked professionally caring for individuals with cognitive degeneration for a decade, I feel my role to help guide her through this chapter of life is sacred. I choose to lead with love and compassion as best as I can, in all that I do. It is important to balance life circumstances with outlets that bring joy. The ability to find beauty, and to make something beautiful during times that can be quite difficult to navigate is a gift I am grateful for.

Full amount, if possible. Any portion is greatly appreciated

May 20, 2026

To the Scholarship Committee,

It is my absolute pleasure to recommend Heather Goodier for your art scholarship program. Heather is an exceptionally thoughtful, curious, and dedicated interdisciplinary artist whose creative practice has been a consistent and vital part of her life for the 15+ years that I've known her.

What makes Heather especially remarkable is the breadth of her artistic exploration and the sincerity with which she approaches every medium she encounters. She has continuously maintained an active creative practice, moving fluidly between photography, watercolor painting, natural dyeing, and now ceramics. Rather than treating art as a hobby or isolated pursuit, Heather approaches creativity as a way of engaging deeply with the world around her. Her work reflects experimentation, sensitivity, and a genuine desire to learn through making.

Heather's artistic journey demonstrates both skill and intellectual curiosity. She is the kind of artist who is never content to remain within a single discipline, instead allowing each new medium to inform and expand her perspective. Her transition into ceramics feels like a natural and exciting evolution of this process. She brings patience, intuition, and a strong aesthetic sensibility to her work, and it is clear that she is eager to develop her skills in a more formal and committed way.

Beyond her artistic practice, Heather is also a visible, generous, and inspiring member of the community. She actively contributes care and leadership through her long involvement with the Quiet Corner Pride group and the Killingly Community Garden. In both spaces, she demonstrates the same creativity, compassion, and collaborative spirit that define her artistic work. Heather consistently shows up for others and helps cultivate spaces that are welcoming, thoughtful, and vibrant.

This scholarship would provide Heather with a meaningful opportunity to deepen her exploration of ceramics through dedicated study, access to resources, and sustained creative focus. More importantly, it would support an artist who is already deeply committed to contributing creativity, connection, and care to her community through her work.

I cannot think of a more deserving candidate. Heather possesses the talent, discipline, curiosity, and integrity that this scholarship seeks to support, and I am confident she will continue to grow into an even more impactful artist with this opportunity.

Please feel free to contact me if additional information would be helpful.

Sincerely,

Jessica Porzuczek

Professor of Visual Arts

Program Coordinator Visual Arts

Quinebaug Valley Community College

742 Upper Maple Street

Danielson, CT 06239

860-932-4102

Jessica.porzuczek@ctstate.edu

6/5/2026 6:52:22

Aubrey Waz-Grant

401-622-2345

wazaubrey@gmail.com

Non-degree learning at this time (MBA Graduate)

MBA: 2021, Undergraduate: 2015, High School: 2012

Yes

I am seeking scholarship funding to further my writing education. While writing has been a lifelong passion, my formal education is in other fields: I hold a B.A. in Applied Psychology from Bryant University and an MBA in Operations Management & Information Systems from Suffolk University.

Recently, I attended the Martha's Vineyard Institute for Creative Writing as a fellowship recipient. That experience reinforced both my commitment to writing and my desire for more formal literary study. Surrounded by talented writers and educators, I recognized how much I still have to learn and how valuable structured instruction can be in developing my craft.

I plan to pursue an MFA beginning in Spring 2027. In the meantime, I am seeking opportunities to continue my artistic growth through highly regarded workshops and residencies. I have applied to the McCormack Speculative Fiction Workshop and intend to apply to the Kenyon Review Writers Workshop and Residency. These programs will provide mentorship, craft instruction, and community that will help me grow as a writer across genres, including poetry, creative nonfiction, and fiction. I am currently working on two major projects: a poetry chapbook and a novel, *The Mother's Tapestry*. My goal is to use these educational opportunities to strengthen these manuscripts, deepen my understanding of literary craft, and continue building a sustainable artistic practice that will support my work for years to come.

Community service is at the heart of my artistic practice.

In February 2026, I was sworn in as Putnam's inaugural Poet Laureate. Since then, I have led workshops, readings, and community events throughout northeastern Connecticut, including a Poetry & Yoga workshop, an ode-writing workshop for Putnam High School seniors, a resiliency-focused poetry workshop in partnership with the Pomfret Public Library and Quiet Corner Pride, public readings, radio appearances, and collaborations with fellow poets and arts organizations. Through these programs, I have worked to make poetry accessible, welcoming, and relevant to people of all ages and backgrounds.

I also serve on the steering committee for Quiet Corner Pride, helping organize community-building events that support LGBTQ+ individuals and families throughout our region. Most recently, I helped organize programming for Quiet Corner Pride Weekend and am currently co-hosting the upcoming Stonewall WOD community event.

In addition, I teach free yoga classes because I believe wellness, creativity, and connection should be accessible to everyone regardless of financial circumstances. During the summer months, I also partner with the Pomfret Public Library to offer free community yoga programs.

Professionally, I serve as Vice Chair of Employee Engagement & Advocacy for Pride@Liberty, Liberty Mutual's LGBTQ+ employee resource group. In this role, I help lead initiatives focused on inclusion, education, and employee support, including resources for transgender and nonbinary employees, educational programming, and community engagement efforts. Whether through poetry, volunteerism, advocacy, or teaching, I strive to create spaces where people feel seen, supported, and connected.

Outside of writing and community service, I enjoy staying active and spending time outdoors. I am a runner and will be participating in my third half-marathon in Anchorage, Alaska, in June 2026. I am also a CrossFit athlete and enjoy hiking, paddleboarding, disc golf, and travel. Many of these activities inform and inspire my creative work. Time spent outdoors, exploring new places, and connecting with different communities often finds its way into my writing. I am also an avid word-game enthusiast and complete the New York Times Crossword regularly. I enjoy Bananagrams and other board games with friends, and I appreciate the way language-based games challenge me to think creatively and strengthen my relationship with words.

Any amount would be helpful

To the Putnam Arts Council Scholarship Committee,

My name is Liz Otto, and I'm writing to recommend my neighbor and friend, Aubrey Waz-Grant, for the Putnam Arts Council Scholarship.

Aubrey and I went to high school together and, years later, ended up living in the same building here in Putnam. Over time, we've built a real, everyday friendship—getting together for community events, doing puzzles and cross-words, and spending a lot of time talking about life, art, and the people around us. From that perspective, I've had a front-row seat to the way Aubrey builds and supports community efforts, both big and small, and thoughtfully weaves her writing into those spaces.

*Aubrey is a published poet who truly believes in making poetry accessible. Her first book of poetry, *On the Inside*, was published in January 2021 and reflects on the COVID pandemic in a way that feels honest and human. Her poetry, fiction, and creative nonfiction have also been recognized by Hippocampus, Beyond Words, TulipTree Publishing, and Vocal Media, which speaks to both the quality of her work and how strongly it connects with readers.*

Because so much of this role is about bringing writing to the community in an accessible way, I trust that the quality of Aubrey's writing will speak for itself. I want to focus on the work she has already done locally that makes her especially well-suited to serve our corner of Connecticut.

Aubrey builds community everywhere she goes. She teaches free (always free!) yoga classes and she regularly partners with local libraries to offer classes and workshops. Last winter, she taught a four-week tarot class through the Pomfret Library, and she's planning to teach a Reiki class in Putnam in 2026.

She is also deeply involved in service and advocacy. Aubrey served on the Board of Directors of International Girls Ensemble (IGE), an organization that supports girls around the world through performance art and theater. She has also supported TEEG for over a decade, both financially and through volunteer work.



FOI 101: A Crash Course In The FOI Act

Connecticut Freedom of Information Commission

Russell Blair – Director of Education & Communications

860-256-3968 | russell.blair@ct.gov

Brief History Of The FOIA

“The legislature finds and declares that secrecy in government is inherently inconsistent with a true democracy, that the people have a right to be fully informed of the action taken by public agencies in order that they may retain control over the instruments they have created; that the people do not yield their sovereignty to the agencies which serve them; that the people in delegating authority do not give their public servants the right to decide what is good for them to know.” — **Freedom of Information Act Preamble, Oct. 1, 1975**



Connecticut Gov. Ella Grasso

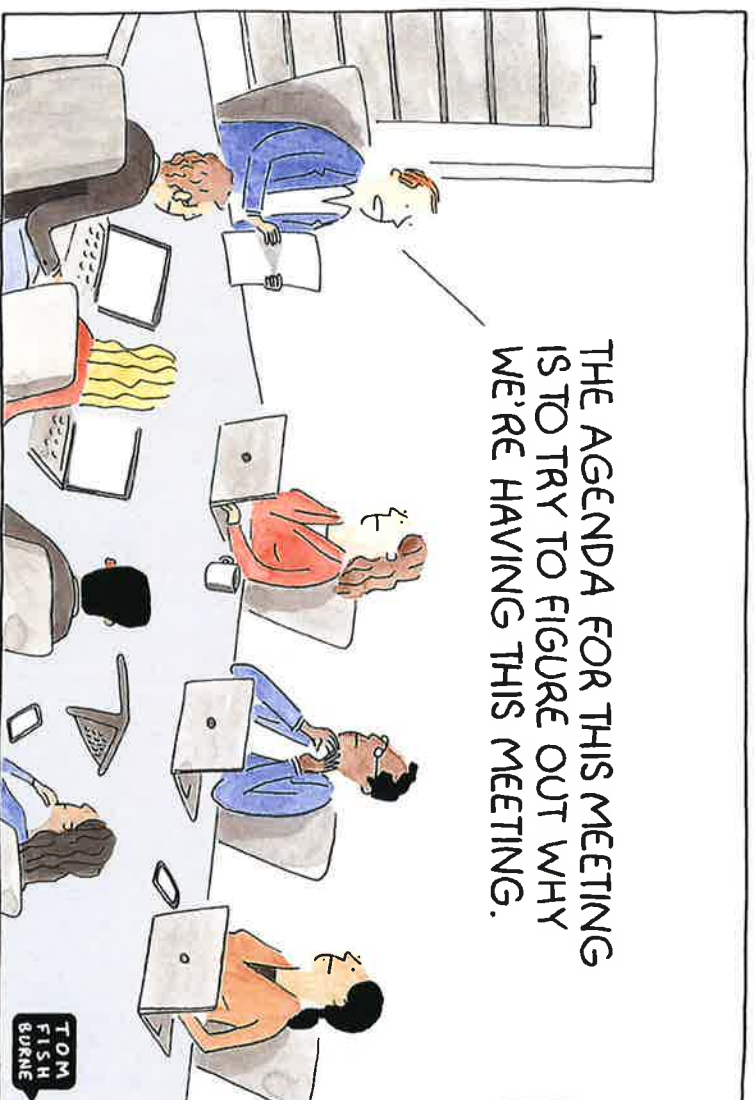
FOIA Basics

- The Freedom of Information Act grants public access to **meetings** and **records** of public agencies
- The Freedom of Information Commission settles disputes that arise when citizens believe agencies are not following the law through complaints and contested case hearings
- The Commission can order the production of records, issues fines, nullify votes taken at a public meeting and order mandatory training, among other remedies

What is a Public Agency?

- “Public agency” or “agency” means: (A) Any executive, administrative or legislative office of the state or any political subdivision of the state and any state or town agency, any department, institution, bureau, board, commission, authority or official of the state or of any city, town, borough, municipal corporation, school district, regional district or other district or other political subdivision of the state, **including any committee of, or created by**, any such office, subdivision, agency, department, institution, bureau, board, commission, authority or official
- Board of Trustees of Woodstock Academy v. FOIA (1980): Created “functional equivalent” test
 1. Whether the entity performs a government function
 2. The level of government funding
 3. The extent of government involvement or regulation, and
 4. Whether the entity was created by government

Meetings



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Meetings, Overview

- “Meeting” means any hearing or other proceeding of a public agency, any convening or assembly of a **quorum of a multimember public agency**, and any communication by or to a quorum of a multimember public agency, **whether in person or by means of electronic equipment**, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power. – Sec. 1-200, CT General Statutes
- Anybody can attend (no required sign up); boards set their own rules for public comment
- Meetings may be photographed, recorded or broadcast

Email & Meetings

- From meeting definition: **“whether in person or by means of electronic equipment”**
- OK to discuss items to add to agenda, or scheduling matters
- Back-and-forth debate over issues should be saved for public meeting



Regular Meeting vs. Special Meeting

- Meetings according to regular schedule filed with your municipality or the state
- Meetings outside of your regular schedule
- Notice/agenda filed at least 24 hours in advance
- Notice/agenda filed at least 24 hours in advance **AND** must be posted on website
- By a 2/3 vote items can be added to the agenda during the meeting
- Additional items **CANNOT** be added to the agenda during the meeting
- Minutes must be filed within 7 calendar days
- Minutes must be filed within 7 business days

Emergency Meetings

- Must only be called if there is a **bona fide emergency** that cannot wait 24 hours
- No notice or agenda is required
- Only emergency matters may be considered
- Minutes must be filed within 72 hours of the meeting, posted online and state the reason for the emergency

NEWS

Ridgefield erred on emergency meeting, Supreme Court rules

State Supreme Court rules Board of Selectmen erred by declaring emergency

 Robert Miller
Dec. 30, 2009

RIDGEFIELD -- The state Supreme Court has ruled that the town's Board of Selectmen illegally held an emergency meeting in 2006 when it accepted the resignation of Deputy Fire Chief Anthony Gaeta.

The court's decision upholds the 2007 finding of the state's Freedom of Information Commission -- that there was no valid emergency in the case, and that therefore, the selectmen illegally held the meeting without public notice.

"A situation must be unexpected and it must demand immediate action such that it is impossible for the public agency to give 24 hours notice of a meeting."— **Board of Selectmen of the Town of Ridgefield vs. Freedom of Information Commission (2010)**

When Is A Meeting Not A Meeting?

- The Freedom of Information Act carves out exemptions to its meeting requirements for the following:

Personnel search committees for executive-level employees

Strategy or negotiations related to collective bargaining

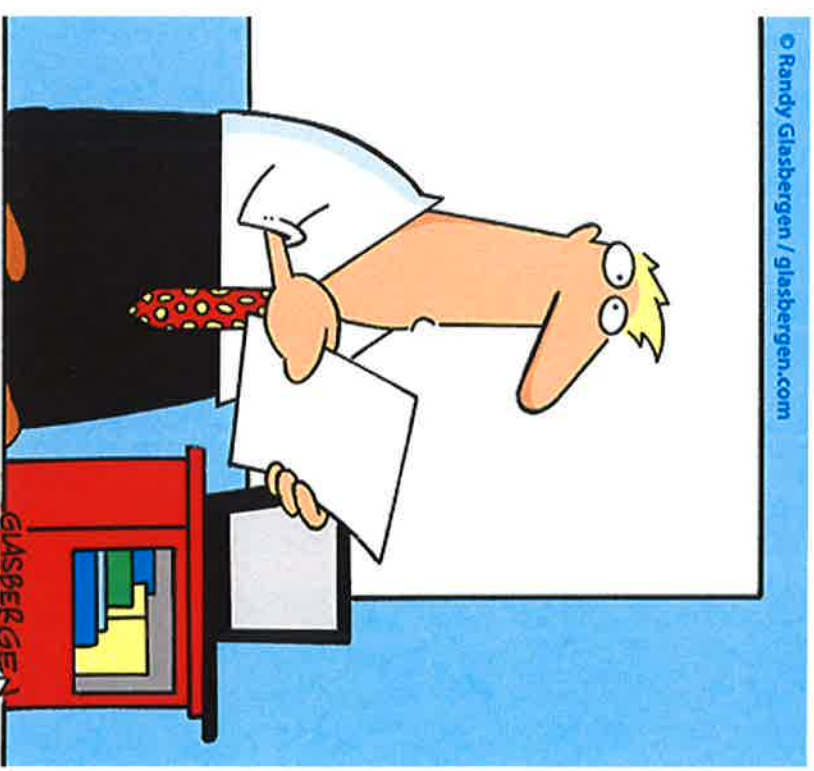
Caucuses (same board/same party)

Staff meetings

Chance/social meetings

Minutes

- Requirements: record of who voted for what or for whom, who was in attendance at the meeting and who attended any executive sessions
- Must be available within 7 days of the meeting (draft minutes are OK)
- Still required even if a recording of a virtual meeting is posted



**"As I read the minutes of our last meeting,
please keep in mind that each minute
actually felt more like an hour."**

Electronic/Remote Meetings

- Regular meetings: Require 48-hour notice with instructions to attend; agenda can come 24 hours before
- Special meetings: Require 24-hour notice with agenda
- Online-only regular meetings must be recorded and posted on the agency's website within 7 days and available for at least 45 days
- You must still submit minutes, even if a recording is available
- Online participants can be kicked out if they are being disruptive (same as at an in-person meeting)
- Board members can always participate remotely, but remote participation is not required for the public

Executive Session

- It's OK to meet behind closed doors for **five specific reasons**:

Personnel matters (Notify individual, they can demand open session)
Pending claims or litigation
Security
Sale or lease of property
Discussion of records exempt from FOIA

- Must vote by 2/3 to go into Executive Session
- Meetings still require notice/agenda (try to be specific on topic)
- You cannot vote during Executive Session
- Staff can be invited in to assist; do not create a second audience

Records



Public Records, Definition In FOI Act

- **“Public records or files”** means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, taperecorded, videotaped, printed, photostated, photographed or recorded by any other method.
- Except as otherwise provided by any federal law or state statute, **all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, shall be public records** and every person shall have the right to (1) inspect such records promptly during regular office or business hours, (2) copy such records in accordance with subsection (g) of section 1-212, or (3) receive a copy of such records in accordance with section 1-212.

Public Records, Overview

- Agencies do not have to answer questions, do research or create records that don't already exist
- No requirement that a specific form be used
- Public can inspect records at **no charge**
- **You can charge** for paper copies at 50 cents per page (cities & towns) or 25 cents per page (state agencies); can also charge for digital storage (USB drive, DVD); if more than \$10 is owed you can collect the fee up front
- \$20 per session fee for portable scanner (not cellphone)
- Can't charge for copies of electronic records except in special circumstances

How Long Do I Have to Fulfill A Request?

- Must acknowledge records requests **within 4 business days**
- Must fulfill record requests “promptly.”
- **Advisory Opinion No. 51:** Without undue delay. FOI a primary duty.
- Consider: the volume of records requested; the amount of personnel time necessary to comply with the request; the time by which the requestor needs the information contained in the records; the time constraints under which the agency must complete its other work; the importance of the records to the requester, if ascertainable; and the importance to the public of completing the other agency business without the loss of the personnel time involved in complying with the request

Exemptions, Exceptions

- **Exemptions:** Permissive (optional), Sec. 1-210
- **Exceptions:** “Except as otherwise provided by any federal law or state statute.”
 - Federal laws: FERPA
 - Other state statutes (examples)
 - CGS § 10-151c: Public school teacher evaluations
 - CGS § 1-82a: Ethics complaints (prior to probable cause finding)
 - CGS § 36a-21: Department of Banking records

Examples Of FOI Exemptions In 1-210

- Preliminary drafts/notes
- Personnel or medical files that would be an invasion of privacy if disclosed
- Certain law enforcement records
- Records relating to pending claims/litigation
- Trade secrets
- Test questions, scoring keys and other examination material
- Real estate appraisals while acquisition of a property is pending
- Records related to collective bargaining strategy/negotiation
- Records protected by attorney-client privilege
- Information obtained by use of illegal means
- Whistleblower complaints
- Adoption records
- Plans/records that pose a security risk
- Responses to bid solicitations, RFPs (until contract is awarded)

Personnel Files

- Only exempt if there is an invasion of personal privacy
- Two-part test: Highly offensive and not a matter of public concern (Perkins v. FOIC, 1993)
- If there is a privacy concern, contact the employee, they have the right to request the records be withheld

Preliminary Drafts/Notes

- “Preliminary drafts or notes” relates to advisory opinions, recommendations and deliberations comprising part of process by which government decisions and policies are formulated; they reflect that aspect of the agency's function that precedes formal and informal decision making
- Public interest in withholding documents must outweigh public interest in disclosure

Security Risk

- Agencies do not have to release records “when there are reasonable grounds to believe disclosure may result in a safety risk.”
- State agencies: Consult with the Commissioner of the Department of Administrative Services
- Cities/towns: Consult with the State Police
- Judicial: Chief Court Administrator makes the call
- Legislative: Executive director of legislative management decides

Attorney-Client Privilege

- Records privileged by the attorney-client relationship can be withheld
- Following factors need to be met (*Shew v. FOIC*, 1997):
 - The attorney must be acting in a professional capacity for the agency
 - The communications must be made to the attorney by current employees or officials of the agency
 - The communications must relate to the legal advice sought by the agency from the attorney
- The communications must be made in confidence

Trade Secrets

- Agencies not required to release trade secrets (includes formulas, programs, devices, methods, cost data, customer lists, etc.)
- Trade secrets can belong to a third-party business or a public agency
- Must derive independent economic value from not being known/accessible
- Entity owning trade secret must take reasonable efforts to maintain secrecy

Vexatious Requestors

- CGS § 1-206 (b): Cities/towns/agencies can petition the FOIC for relief from “vexatious requestors”
- Consider: Number of requests filed; scope of the requests; nature, content, language or subject matter of the requests; nature, content, language or subject matter of communications to the agency; pattern of conduct that amounts to an abuse of the rights granted under FOI
- Executive Director determines whether a hearing is warranted; Commission decides to grant or deny petition
- Requestors can be barred from making requests for up to a year; they can appeal in Superior Court