

Agenda

Tewksbury Cultural Council

Meeting Date: Saturday, November 19th, 2022

Meeting Time: 9:30 am

Meeting Location: Tewksbury Town Hall, Large Meeting Room, 1st floor
1009 Main St, Tewksbury, MA 01876

Agenda Items:

Council Business Meeting 9:30am

- Introductions and establish a quorum.
- Business of the Council –

Member expiring terms in 2023 – These council members have terms expiring on 6/30/2023:

Lynne Litton, Crystal Panagiotopoulos, Michelle Haley, Patricia Astuti, Terry Musgrave and Lisa Wilson.

If the member is concluding the second term serving this council, a period of respite of one year is required before service is continued. If the member is not concluding the second term of service – the member should indicate to the Office of the Town Select Board whether they would like to serve for another term, or resign from service. Please be in touch with this contact person if you have any questions about service, or wish to have correspondence about your service:

Paula Mirabella
Executive Assistant
Select Board/Town Manager's Office
Town of Tewksbury
1009 Main Street, 2nd Floor
Tewksbury, MA 01876
Tel: 978-640-4300, Ext: 212
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TEWKSBURY, MA
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Information needed for the agenda:

Members = conduct the business of the council by attending scheduled meetings, review applications and vote on grant decisions. Help with the review of grant reimbursement paperwork, if asked, and any other duties as requested by the chair to conduct council business. Term is for three years. May be renewed automatically for another three year term. Must step off the council for one year break every six years. Anticipated time commitment = 10-12 hours per year.

Chair = preside over meetings, conduct the business of the council with the state and town, communicate with members giving instruction and notice of duties. File the annual report to the

state with the help of the Treasurer and Clerk. Term is for one year. Anticipated time commitment = 20 hours per year. Christian Panasuk currently serves in this position for 2022.

Treasurer = Help to conduct the business of the council by reviewing grant reimbursement paperwork, and any other duties requested by the chair. Keep the running balance of the reimbursements to help prepare the annual report with the chair in September. Term is for one year. Anticipated time commitment = 15 hours per year. Lynne Litton is currently the 2022 treasurer.

Clerk = Help conduct the business of the council by posting public meeting notice to the town clerk, recording the minutes of meetings, helping to correspond with previous applicants, members of the council, and the town/state with council business. Help prepare the denial letters and grant award letters as directed by the council votes. Help remind grant awardees of reimbursement expectations throughout the year. Correspondence is by email. Term is for one year. Anticipated time commitment = 15 hours per year. Crystal Panagiotopoulos is currently the clerk in 2022.

- Nominations, and Volunteers for the three leadership positions
- Vote to fill the three leadership positions
- Identify any conflicts of interest for town and community organizations

Council Applicant Review Process to commence at 9:45am

- Overview of the grant application review process
- Follow-Up on grant financials from 2022 and previous years
- Confirmation of the MCC local grant amount to Tewksbury for 2023
- Questions and Comments from the public – present applicants may speak about requests for funding, and answer questions from the council and public.
- Review and discussion of individual grant applications with appropriation vote
- Confirmation of the process for Reimbursement Instructions to grant awardees

2022 Chair: Christian Panasuk
(978)821-2335
250 Trull Road, Tewksbury MA 01876

2022 Clerk: Crystal Panagiotopoulos
(617)416-9759
600 Kendall Road, Tewksbury MA 01876

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