

## Meeting Notice and Agenda

### Tewksbury Cultural Council

Town Clerk  
Tewksbury, MA

11/10/2025, 9:31:51 AM

Meeting Date: Saturday, November 22nd, 2025

Meeting Time: 9:30 am

Meeting Location: Tewksbury Town Hall, 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 2026 – These council members have terms expiring on 6/30/2026:

Rosalyn Impink

Terry Musgrave

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  
Fax: 978-640-4302  
[pmirabella@tewksbury-ma.gov](mailto:pmirabella@tewksbury-ma.gov)

Information needed for the agenda:

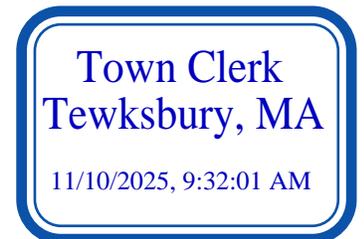
**Members** = conduct the business of the council by attending scheduled meetings, review applications and vote on grant decisions. Help with the review of grant reimbursement paperwork, if asked, and any other duties as requested by the chair to conduct council business. Term is for three years. May 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 is stepping down as the chair, but willing to work closely with the incoming chair over the next year to share resources and ensure a smooth transition.

**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. This position is currently vacant.

**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. Sarah Manchester is currently the clerk in 2025.

- 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 2025 and previous years
- Confirmation of the MCC local grant amount to Tewksbury for 2026
- 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

2025 Chair: Christian Panasuk  
(978)821-2335  
250 Trull Road, Tewksbury MA 01876

2025 Clerk: Sarah Manchester  
(617)699-0089  
143 Merrimack Meadows Tewksbury  
MA 01876