

Minutes of Public Meeting

Tewksbury Cultural Council

Meeting Date: Saturday, December 11, 2021
Meeting Time: 9:30am
Meeting Location: Town of Tewksbury Town Hall, Large Meeting Room, 1st Floor
1009 Main Street, Tewksbury MA 01876

Present Council Members

Hannah Oliver, Diane Casazza, Lynne Litton, Shana Abbott, Christian Panasuk, David Crisci, Mary Buonanno, and Collin McNaught

Absent: Patricia Astuti (CoV-19 precautions,) Tracy Skahan (CoV-19 precautions,) Crystal Panagiotopoulos, Michelle Haley, Terry Musgrave, Sarah Manchester, and Lisa Wilson.

It was determined by the Chair, Christian Panasuk, that an acceptable number of council members were present, and the meeting could proceed. The meeting was called to order at 9:30am.

There was an introduction of Tewksbury Cultural Council Members, with the following interests disclosed – by individual members of this committee:

- Christian Panasuk is a member of the Friends of the Tewksbury Public Library and the Tewksbury Garden Club, although no personal or financial interests are present for any matters brought before this council.
- Shana Abbott is a parent actively involved with the Heath Brook/Trahan PAC, although no personal or financial interests are present for any matters brought before this council.
- Collin McNaught's father is a town employee working at the Senior Center building, although no personal or financial interests are present for any matters brought before this council.

Council Business – Members and Officers for the 2022 Grant Season

Council member Hannah Oliver's 2nd three-year-term is ending June 30, 2022. She is due for the mandated one-year break, so will not serve the remainder of the year. Tracy Skahan's three-year term is expiring on June 30, 2022. She will be given the renewal option for another three-year term on the council.

The duties of the members of the council were reviewed. Christian also touched on the duties of the officers of the Council. She volunteered to serve as the Chair for the coming year. Lynne Litton volunteered to continue to serve as the Treasurer of the Council. Although Crystal Panagiotopoulos was not present at the meeting, there were no other volunteers for the role of Clerk. Pending Crystal's agreement to serve in the role for 2022, she was agreed to be the most experienced council member for this leadership role. The slate of officers was motioned by Christian Panasuk, seconded by David Crisci, and voted by voice affirmation passing unanimously.

Overview of the grant application review process

Christian Panasuk reviewed the application requirements, touching on the priorities of the council to be used in dividing the funds. The deadline for applications to be accepted was (competed online by) November 1st, which was a state-wide deadline.

Tewksbury Grant Fund financials from 2021 and previous years

Chair Christian Panasuk noted the following:

Estimated Funding Available.	\$15,400.00	From incoming MA Cultural Council community award for 2022
	-\$624.97	less anticipated 2022 Tewksbury Council Expenses (can be up to 5%)
		Current Fund Balance in town account after all paid grants except encumbered funds
	<u>+\$3,608.97</u>	for the outstanding 4 programs remaining from the 2021 grant season.
	\$18,384.00	Total Available Funds

Comments or Questions from the Public

The following applicants were present to present details of the funding requests from the public gathered for the meeting:

- Jennifer Balch-Kenney spoke in favor of the request from the Tewksbury Open Space and Recreation Plan Committee for the Pollinator Gardens project.
- Jeanette Waugh, David Moffat and Ana DeMatos spoke in favor of the two requests from the Tewksbury Memorial High School Theatre Company, Inc. for the Clue -On Stage performance and Mama Mia – the Musical event.
- Susan Young spoke in favor of the Tewksbury Garden Club project: Arbor Day 2022

Review and discussion of individual grant applications with appropriation vote

All council members read the entire packet of applications prior to the meeting. The 22 applications were divided among the present council members, to be presented orally to the rest of the council if the applicant was not present. Each grant application was discussed individually on it’s own merit, and an award amount suggested by the common group consensus until a final tally could be voted upon at the end of the discussion. There is an attached addendum including each of the grant applications, to be kept at the home of Christian Panasuk, 2022 chair. Further discussion followed balancing the award amounts until the correct total figure of \$18,384 was accounted for in the tally of the awards.

At the end of the discussion of individual applications, there was a motion by Hannah Oliver (2nd by David Crisci) to proceed with awarding the grants as described and tallied, totaling \$18,384.00. This motion was voted unanimously by voice vote.

Chair Christian Panasuk will draft and post application denial letters (emails) to the following applicants, on 12/11/21:

Applicant & Project	Reason for Denial
Sevenars Concerts, Inc. -- Sevenars 54th Anniversary Season performance live in Worthington, MA, with virtual portions TBA 2022	The project did not provide enough public benefit for our community compared to other proposals we received
Alex Leff – Cycle of Memory documentary film presented virtually	The project did not provide enough public benefit for our community compared to other proposals we received
Kirk Whipple – Duo Pianists, Composers & Educators Whipple & Morales in Concert, presented virtually	The project did not provide enough public benefit for our community compared to other proposals we received

Chair Christian Panasuk will draft and post grant award letters to the following applicants, by 12/29:

Applicant	Project Title	Amount Requested	Decision
Tewksbury Council on Aging	Virtual Tour Annual Subscription	2350	1510
Diane McGary	Resident Therapeutic Musician	1000	150
Matt York	Songs and Stories - The Highwaymen	650	400
Tewksbury Open Space and Recreation Plan Committee	Pollinator Gardens	1700	1415
Edward L. Cope, Jr.	Ed the Wizard's Alchemy Laboratory	450	400
Clear Path for Veterans New England	Build-A-Flag Woodworking Art Therapy Workshop	750	350
MUSIC Dance.edu	Hip Hop Dance Chair Exercise for Seniors!	600	400
Heath Brook & Trahan Elementary School PAC	Tide Pools Alive	750	400
Motoko Dworkin	Origami Storigami	500	400
Tewksbury Public Library	Library's 4th Annual Summer Outdoor Concert Series	5000	3750
Tewksbury Memorial High School Theatre Company, Inc.	Clue: On Stage	3026	2000
Tewksbury Memorial High School Theatre Company, Inc.	Mamma Mia, The Musical	8000	4000
Tewksbury Public Library	Circus Minimus	550	400
Tewksbury Public Library	Matt Heaton Music	350	350
Discovery Museum, Inc.	Open Door Connections	300	150
Tewksbury Garden Club	Arbor Day Program	600	400
Tewksbury Council on Aging	Shuffleboard at the TSC	1259	1259
Rita Parisi	Women of '76	550	400
North Reading Community Chorale	Mental Health Themed Choral Concert	250	250
			18384

Process for award reimbursement in the coming year:

The process for reimbursement will start with forms/requests being sent to Chair Christian Panasuk at her home address. She will review the requests, make sure all the appropriate information is there and rules are followed. She will enter her signature and arrange for the paperwork to be reviewed by Treasurer Lynne Litton or another council member for the second review and signature. Next, the paperwork goes to the town financial office for Selectman approval and reimbursement.

The meeting was adjourned at 12:25pm after a motion by Collin McNaught, second by David Crisci, and by unanimous voice vote.

Respectfully Submitted,
by Christian Panasuk, Chair.

Accepted and Approved by all the 8 present members of the council on
Wednesday December 15, 2021 as presented by Christian Panasuk, Chair.

Contact Information

2021 Chair: Christian Panasuk
(978)821-2335
250 Trull Road, Tewksbury MA 01876

2021 Clerk: Crystal Panagiotopoulos
(617)416-9759
600 Kendall Road, Tewksbury MA 01876

A List of Documents of the Official Meeting Include:

- 22 Applications received and reviewed as part of the grant process
- Notice of the Public Meeting with the Agenda outlined

These documents will be held for review at the residence of Christian Panasuk, noted above.