FAIRHAVEN TOWN CLERK
ROUD 2026 NOU 6 AM8:44

Fairhaven Cultural Council
September 16, 2026

A motion to call the meeting to order at 6:38 PM was unanimously accepted.

Present: Brian Cass (Member), Nicole Aruda (Member), John Walker (Vice Chair), Jen Paulino (Member), Katharine MacPhail (Secretary), Beth Ann Gallagher (Chair), Jen Frasier (Treasurer), Serena Gunderson (Member), Denise Barr (Member).

Minutes
A motion to accept the minutes was unanimously accepted.

Chair's report
Catherine Teves declined the appointment to the FCC in an email to Beth Ann without sending a letter to the Select Board. Beth Ann conferred with Amy Hart, administrative liaison to FCC, who advised that a resignation is generally effective immediately and does not need to be formally accepted by the Select Board. Donna Criscione has also resigned from the FCC, and with the change in membership, the Council's quorum is now five.

Reappointments-
The date for appointments and reappointments has changed again. Members had previously been informed that the meeting would be October 6; it is now scheduled for Wednesday, October 14. All members seeking reappointment must complete the application process, and positions are not considered reserved for sitting members. Mass General Law requires FCC appointments to have staggered terms.

Treasurer's report
Jen Frasier reported that she was scheduled to meet with Ann Carreiro on Friday morning to sign the paperwork for the Council's funding. Jen continues to collect final reports from grantees.

Pollinator gardens extension request.
The Council reviewed an extension and project-change request for the Pollinator Gardens project. The grant had been awarded for pollinator gardens in the parking lot, but plans for the site have changed because of a pending solar project. The traffic islands originally considered for planting may no longer be available or may not have adequate space.

The grantee requested permission to use movable containers rather than in-ground planting so that plants can be relocated as necessary. The project will now be completed as a spring planting, with completion anticipated by May 2027.

A motion to approve the proposed changes and extension to the Pollinator Gardens project was unanimously accepted.

Beth Ann will notify Bernadette Barrera of the approval.

Lost Artists of Fairhaven Podcast Series (FY25-LCC-99954) 2nd Extension Request
The grant was awarded during the FY2025 grant cycle for ten podcast episodes to be completed by fall 2025. The project received approval in December 2024 and included working with the librarian to gather information for the episodes. The Council reviewed the status of this project and other projects by the same grantee. The Joshua Slocum project, ten podcasts on performing artists, and the triptych have been completed. The *Lost Artists of Fairhaven*

podcast project remains incomplete. The Council discussed the extension request and the history of previous extensions. Brian Cass recused himself from consideration of the request.

A motion to deny the request for an extension was accepted with 6 ayes, 2 abstentions and 1 recusal.

The Council reviewed the grant agreement and award letter, which state that grant funds must be returned in full if a project is not completed as approved.

A motion to request the return of $1,500 in grant funds from Ron Fortier was accepted with 8 ayes and 1 recusal.

If a project is not completed, the grantee must be contacted and given an opportunity to respond. Beth Ann will write to Ron regarding the extension request and return of funds.

Fiscal Year 2027 Grant Preparation
Members were reminded to refresh their understanding of the duties of LCC members during the grant process and to review the Mass Cultural Council's current grant guidelines and training materials. LCC Basics Training is required for all members once per term.

When the Council receives its panel book, members should review the applicant list for potential conflicts of interest. Members who have or have had a personal, professional or volunteer relationship with an applicant will need to determine whether disclosure, an exemption or abstention is required.

Members were asked to budget sufficient time to read applications as they are received. At the time of the meeting, there were four applications in SmartSimple: three submitted and one draft. Many applications are typically submitted close to the October 15 deadline. Last year the Council received 54 applications, resulting in a panel book of approximately 400 pages.

Fundraising
According to Ann Carreiro, there is a seven-page reference guide addressing municipal employee conflict-of-interest requirements related to fundraising. At this time, cash and checks are the available options for accepting payments. Ann has a Treasurer's receipt template available for the Council's use.

The FCC may appoint a member to coordinate payments with Town Hall. Detailed records must be maintained of incoming and outgoing funds, and payments can be directed to the Cultural Council in care of Town Hall. Additional fundraising guidance from Town Hall is expected.

A motion to appoint John Walker as the financial point person for fundraising, reporting to Jen Frasier as Treasurer, was unanimously accepted.

Grant Reception / Gala
The fundraising group may use the official FCC email account. Katharine will monitor the email account for the subgroup.
The Council discussed the funds needed for the deposit for the Grant Reception/Gala and plans for moving forward while awaiting additional fundraising guidance from Town Hall. Jen Paulino will contact Century House regarding the deposit and scheduling.

Additional Community Outreach

The Council discussed participation in upcoming community events, including the Fall Market and the Old Time Holiday Village on Saturday, December 12, organized by the Economic Development Committee. Katharine will organize the Council's participation in the community outreach events.

Special Projects
None
Other Business (not reasonably anticipated 48 hours in advance of the meeting)
None

To Dos Review
Katharine will organize the community outreach events.
Beth Ann will look at the paragraph on the website about the LCC
Beth Ann will respond to both extension requests.
Members will review grant applications as they come in and review the Mass Cultural Council grant guidelines and training materials before the next meeting.
The fundraising subcommittee will continue work on plans for the Grant Reception/Gala

Set Next Meeting Date(s)
A motion to hold the next meeting on October 21st was unanimously accepted

Adjourn
A motion to adjourn at 8:06 PM was unanimously accepted.

Respectfully submitted,
Katharine MacPhail, Secretary